



**TOWN OF AMHERSTBURG  
REGULAR COUNCIL MEETING**

**REVISED AGENDA**

**Electronic Meeting  
Public Participation via Livestream  
<https://www.amherstburg.ca/livestream>**

**Monday, March 8, 2021  
6:00 PM**

For information pertaining to this agenda or to arrange for any additional accessibility needs please contact Tammy Fowkes, Deputy Clerk at [tfowkes@amherstburg.ca](mailto:tfowkes@amherstburg.ca)

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	<b>Pages</b>
<b>1. CALL TO ORDER</b>	<b>10</b>
<b>2. ROLL CALL</b>	
<b>3. DISCLOSURE OF PECUNIARY INTEREST &amp; GENERAL NATURE THEREOF</b> <i>(Public Council Meeting Agenda Items)</i>	

#### 4. DELEGATIONS

There are no Delegations.

#### 5. PRESENTATIONS

- 5.1. **2021 Draft Budget & Recent Changes to the Conservation Authorities Act - Tania Jobin, Chair, Tim Byrne, CAO/Secretary/Treasurer, & Shelley McMullen, Interim CFO/Director of Finance and Corporate Services - Essex Region Conservation Authority (ERCA)** 12

That the presentation **BE RECEIVED**.

#### 6. REPORTS – CORPORATE SERVICES

- 6.1. **Reconnect Festival Event Program 2020-21 Grant Transfer Payment Agreement** 96

It is recommended that:

1. Authorization **BE GIVEN** to enter into a Transfer Payment Agreement with the Ministry of Heritage, Sport, Tourism and Culture for funding of up to \$43,800 toward River lights Re-imagined including net HST;
2. A capital expenditure not to exceed \$35,100 including net HST **BE APPROVED** for the purchase of light displays, to be funded from grants and a transfer of \$20,528 from the events reserve;
3. An operating expenditure not to exceed \$22,000 including net HST **BE APPROVED** for the purchase of augmented reality “Historic Mile” App, to be funded from \$9,540 grant funds, \$11,000 in additional sponsorship funds and \$1,460 dollars in operating funds from community events budget line; and,
4. **By-law 2021-018** being a by-law to enter into an agreement with the Ministry of Heritage, Sport, Tourism and Culture for funding **BE TAKEN** as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

## 7. REPORTS – PARKS, FACILITIES, RECREATION AND CULTURE

### 7.1. Canadian Healthy Communities Initiative Fund – Grant Application 130

It is recommended that:

1. Administration **BE DIRECTED** to apply for funding under the Canada Healthy Communities Initiative for funding of \$100,000 toward in the Safe Vibrant Public Spaces stream with a \$100,000 funding submission; and,
2. Administration **BE DIRECTED** to develop a funding proposal to further support the Downtown business core with amenities to support the Open Air program.

## 8. REPORTS – ENGINEERING AND PUBLIC WORKS

### 8.1. Biennial Bridge and Culvert Inspection Report (BCIS) 135

It is recommended that:

1. The 2020 OSIM Bridge Inspections and Needs Study by TSI Inc., comprising the Town of Amherstburg Biennial Bridge and Culvert Inspection Report, dated December 2020 **BE APPROVED**.

## 9. REPORTS - PLANNING, DEVELOPMENT AND LEGISLATIVE SERVICES

### 9.1. Extension of Part Lot Control Exemption for Part of Meadow View Estates Subdivision 184

It is recommended that:

1. **By-law 2021-014** being a by-law to amend By-law 2018-20 to extend the expiration date and amend the land described for Part Lot Control exemption, related to Meadow View Estates subdivision, be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

## 10. REPORTS - CAO's OFFICE

### 10.1. Amendments to the Roadside Ditch Maintenance Policy 193

It is recommended that:

1. The Roadside Ditch Maintenance Policy **BE AMENDED** in accordance with the report dated February 19, 2021 entitled, *Amendments to the Roadside Ditch Maintenance Policy*.

### 10.2. COVID 19 Mass Vaccination Centre 200

It is recommended that:

1. Administration **BE AUTHORIZED** to enter into an agreement with the Windsor-Essex County Health Unit (WECHU) for use of the Amherstburg Libro Centre to administer COVID-19 vaccinations;
2. Administration **BE DIRECTED** prepare and operate the Libro Centre as a Mass Vaccination Site for residents of Windsor and Essex County; and,
3. Administration **BE AUTHORIZED** to incur an over-expenditure of funds for operation of the Mass Vaccination Site not included in the 2021 Budget and that those costs **BE RECOVERED** from the County of Essex, to the extent possible, through a reconciliation of costs with Essex County municipalities.

## 11. INFORMATION REPORTS

*(Items 11.1 - 11.6 - As referred from the February 22, 2021 - Regular Council Meeting)*

That the following information reports **BE RECEIVED**:

11.1.	2020 Yearly Building Activity Report	205
11.2.	Bi-Weekly Waste Collection Review	211
11.3.	Cheque Listing for the Month of January 2021	215
11.4.	Off-Road Vehicle Use on Amherstburg Roadways	271
11.5.	Monthly Fire Department Activity Report – January 2021	334
11.6.	Annual Committee Report 2020 - Audit and Finance Advisory Committee	339
11.7.	Habitat Creation for Critically Endangered Snake Species	342

## 12. CONSENT CORRESPONDENCE

*(Items 12.1 - 12.6 - As referred from the February 22, 2021 - Regular Council Meeting)*

That the following consent correspondence **BE RECEIVED**:

12.1.	Changes to the Health Protection and Promotion Act - Ministry of Agriculture, Food and Rural Affairs	346
12.2.	Insurance Premiums - Township of Georgian Bay Resolution	348
12.3.	Letter to Ontario Municipal Councils - AMCTO	349
12.4.	Request for Changes to the Municipal Act and Municipal Elections Act re Criminal Records - Township of Conmee Resolution	350
12.5.	Universal Paid Sick Days in Ontario - City of St. Catherines Resolution	351
12.6.	Working Group Composition Concerns, Conservation Authorities - Township of Perth South Resolution	353
12.7.	Capacity Limits for Restaurants in Stage 2 under the Reopening Ontario Act, 2020 - Lake of Bays Resolution	357
12.8.	Urgent Need for Hospital Funding in Windsor-Essex - Gary McNamara, Warden, County of Essex	359

## 13. CONSENT OTHER MINUTES

*(As referred from the February 22, 2021 - Regular Council Meeting)*

That the following minutes **BE RECEIVED**:

13.1.	Committee of Adjustment Meeting Minutes - January 26, 2021	361
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## 14. OTHER MINUTES

### 14.1. Drainage Board Meeting Minutes - March 2, 2021

376

It is recommended that:

1. The Drainage Board Meeting Minutes of March 2, 2021 **BE RECEIVED**;
2. **By-law 2021-016** being a by-law to provide for Improvements to the Charles Shepley Drain based on the Drainage Report by R. Dobbin Engineering Inc. **BE PROVISIONALLY ADOPTED** by giving first and second reading and the Mayor and Clerk **BE AUTHORIZED** to sign same;
3. The engineer's report, prepared by N.J. Peralta Engineering Ltd., dated January 19, 2021, for the Section 65 Adjustments to Parcels 360-01700 & 360-01800 for 1454410 Ontario Inc. (Cecelia Acres) Development **BE RECEIVED**, as recommended by the Drainage Board;
4. The assessment adjustments as listed in the engineering report prepared by N.J. Peralta Engineering Ltd. **BE APPROVED**, as recommended by the Drainage Board;
5. The request from Jon Parks for the installation of five (5) new access culverts over the Parks Drain per Section 78 of the Drainage Act **BE ACCEPTED**, as recommended by the Drainage Board;
6. The appointment of the firm of Dillon Consulting Ltd. to complete the necessary report for the repair and improvement to the Parks Drain **BE APPROVED**, as recommended by the Drainage Board;
7. The request from Norbert Bolger per Section 78 of the Drainage Act **BE ACCEPTED**, as recommended by the Drainage Board;
8. The appointment of the firm of M. Gerrits Consulting Inc. to complete the necessary report for the repair and improvement to the Jeths Drain **BE APPROVED**, as recommended by the Drainage Board; and,
9. The appointment of the firm of M. Gerrits Consulting Inc. to complete an engineering report for the Jeths Drain – New Maintenance Schedule of Assessment **BE APPROVED**, as

recommended by the Drainage Board.

**15. UNFINISHED BUSINESS**

**15.1. Unfinished Business List as at March 8, 2021** 495

**16. NEW BUSINESS**

**17. NOTICE OF MOTION**

There are no Notices of Motion.

**18. BY-LAWS**

**18.1. By-law 2021-002 - Bridges Over the Cook Drain - Third & Final Reading** 498

That **By-law 2021-002** being a by-law to provide for the Bridges Over the Cook Drain be taken as having been read a **3rd & FINAL** time and the Mayor and Clerk **BE AUTHORIZED** to sign same.

**18.2. By-law 2021-019 - Confirmatory By-law** 500

That **By-law 2021-019** being a by-law to Confirm all Resolutions of the Municipal Council Meetings held on February 22 and March 8, 2021, be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.



**19. SPECIAL IN-CAMERA COUNCIL MEETING**

That Council move into an In-Camera Meeting of Council directly following Regular session pursuant to Section 239 of the Municipal Act, 2001, as amended for the following reasons:

**Item A - Section 239(2)(c)** - A proposed or pending acquisition or disposition of land by the municipality or local board.

**Item B - Section 239(2)(e)** - Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and, **Section 239(2)(f)** - Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**Item C - Section 239(2)(b)** - Personal matters about an identifiable individual, including municipal or local board employees; **Section 239(2)(e)** - Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and, **Section 239(2)(f)** - Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**20. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF**

*(In-Camera Council Meeting Agenda Items)*

**21. ADJOURNMENT FROM SPECIAL IN-CAMERA MEETING**

**22. RESUMPTION OF REGULAR COUNCIL MEETING**

That Council resume Regular session at     p.m.

**23. REPORT OUT FROM IN-CAMERA SESSION - February 22 and March 8, 2021**

**24. ADJOURNMENT**

That Council rise and adjourn at     p.m.

# MARCH 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2  Drainage Board Meeting (First Sitting of the Court of Revision for the Owen Bondy Drain) *Electronic Participation 6:00 pm	3	4	5	6
7	8 *Electronic Meetings with Public Participation via Livestream for Public sessions  Special Council Meeting - Planning- 5:30 pm & Regular Council Meeting 6:00 p.m. *In-Camera Meeting following	9	10	11	12	13

14	15	16	17	18	19	20
21	22 Regular Council Meeting 6:00 p.m.  *Electronic Meeting with Public Participation via Livestream)	23	24	25	26	27
28	29	30  Committee of Adjustment Meeting *Electronic Participation 7:30 a.m.	31			



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February 22, 2021

Town of Amherstburg  
Town of Essex  
Town of Kingsville  
Town of LaSalle  
Municipality of Leamington  
Town of Lakeshore  
Township of Pelee  
Town of Tecumseh  
City of Windsor

Attention: Municipal Council Clerks (for distribution)

**RE: ESSEX REGION CONSERVATION AUTHORITY 2021 DRAFT BUDGET  
30 DAY NOTICE TO MEMBER MUNICIPALITIES**

Please find attached the 2021 Draft Budget for the Essex Region Conservation Authority (ERCA) as approved for circulation by the Board of Directors, on February 18th. The Board of Directors has approved a 2% increase in municipal levies totalling \$67,952, as detailed in the attached levy allocation schedule.

Ontario Regulation 139/96 (as amended by O.R. 231/97) requires that participating municipalities receive a minimum a 30-day notice for which a meeting where a weighted and recorded vote will be taken, respecting non-matching levies. The weighted vote will take place on Thursday, April 8, 2021 at the regular meeting of the ERCA Board of Directors.

Should you have any questions regarding this 2021 draft budget, please feel free to contact Mr. Tim Byrne, tbyrne@erca.org or by phone 519-776-5209 ext. 350.

Thank you,

Tim Byrne  
CAO/Secretary-Treasurer

Shelley McMullen  
Director, Finance and Corporate Services

Attachments: Report BD03/21 – 2021 Draft Budget Options and Levy Request

# Essex Region Conservation

the place for life



## DRAFT 2021 MUNICIPAL LEVY ALLOCATION

MUNICIPALITY	CVA %		GENERAL LEVY		CW~GS LEVY		TOTAL LEVY		2021-2020	%
	2021 DRAFT	2020	2021 DRAFT	2020	2021 DRAFT	2020	2021 DRAFT	2020		
			<b>DRAFT</b> \$2,485,204	<b>APPROVED</b> \$2,336,667	<b>DRAFT</b> \$969,415	<b>APPROVED</b> \$1,050,000	<b>DRAFT</b> \$3,454,619	<b>APPROVED</b> \$3,386,667	\$ 67,952 \$ Difference	<b>CHANGE</b> 2.0%
TOWN OF AMHERSTBURG	5.95%	5.95%	\$ 147,897	\$ 138,948	\$ 57,691	\$ 62,437	\$ 205,588	\$ 201,386	\$ 4,203	2.1%
TOWN OF ESSEX	4.76%	4.79%	\$ 118,222	\$ 111,810	\$ 46,115	\$ 50,243	\$ 164,337	\$ 162,052	\$ 2,284	1.4%
TOWN OF KINGSVILLE	6.24%	6.15%	\$ 154,982	\$ 143,820	\$ 60,455	\$ 64,626	\$ 215,437	\$ 208,446	\$ 6,991	3.4%
TOWN OF LAKESHORE	9.61%	9.45%	\$ 238,901	\$ 220,816	\$ 93,189	\$ 99,225	\$ 332,090	\$ 320,041	\$ 12,049	3.8%
TOWN OF LASALLE	8.83%	8.68%	\$ 219,360	\$ 202,898	\$ 85,567	\$ 91,174	\$ 304,927	\$ 294,072	\$ 10,856	3.7%
MUNICIPALITY LEAMINGTON	6.07%	5.95%	\$ 150,891	\$ 139,055	\$ 58,859	\$ 62,486	\$ 209,749	\$ 201,541	\$ 8,208	4.1%
TOWNSHIP OF PELEE	0.28%	0.29%	\$ 6,883	\$ 6,774	\$ 2,685	\$ 3,044	\$ 9,568	\$ 9,817	\$ (249)	-2.5%
TOWN OF TECUMSEH	8.33%	8.34%	\$ 206,947	\$ 194,990	\$ 80,725	\$ 87,620	\$ 287,672	\$ 282,610	\$ 5,061	1.8%
CITY OF WINDSOR	49.94%	50.39%	\$ 1,241,121	\$ 1,177,557	\$ 484,130	\$ 529,145	\$ 1,725,250	\$ 1,706,701	\$ 18,549	1.1%
<b>TOTALS</b>	<b>100%</b>	<b>100%</b>	<b>\$ 2,485,204</b>	<b>\$ 2,336,667</b>	<b>\$ 969,415</b>	<b>\$ 1,050,000</b>	<b>\$ 3,454,619</b>	<b>\$ 3,386,667</b>	<b>\$ 67,952</b>	<b>2.0%</b>



## Essex Region Conservation Authority

BD 03/21

From: Shelley McMullen, Director of Finance & Corporate Services  
Date: February 9, 2021  
Subject: 2021 Draft Budget Options & Levy Request  
Compliance Action: Conservation Authorities Act  
Ontario Regulation 139/96 Municipal Levies

Recommendation: THAT the 2021 Draft Budget and Levy Options be received for members' review and approval; and further,

THAT the Board of Directors support Option #2, from the three (3) levy funding options presented and outlined herein, and as recommended by Administration and supported by the Finance and Audit Advisory Board; and further,

THAT Administration circulate Report 03/21, with the companion 2021 Budget Summary document, based on Option #2 (2%), to member municipalities for review; and further,

THAT Administration provide notice under the Conservation Authorities Act of a weighted vote, in accordance with Ontario Regulation 139/96, regarding the 2021 Draft Budget at the Board of Directors Meeting on April 8, 2021; and further,

THAT the 2019 accumulated unrestricted surplus of \$118,000, be directed to the partial replenishment of the Revenue Stabilization Reserve.

### Summary & Highlights

- The Authority's budget includes expenses of \$9,655,284, including capital projects plus an additional \$371,000 in transfers to reserve funds, for a total of **\$10,026,284**. Total revenues of \$9,536,284, plus reserve transfers of \$490,000, are expected to provide the required funds of \$10,026,284 for operations and replacement/purchase of assets.
- The budgeted expenses include \$2.4 million of costs, attributable to municipal-owned projects/lands, for which the Authority secures partial funding for from government and NGO groups.
- Administration has drafted a hybrid budget, which reflects a construct for the new services and funding model for Conservation Authorities, as identified through recent

changes to the Conservation Authorities Act, including More Homes, More Choice Act, 2019 and Bill 229.

- The Authority has been funded with two levies, since 2003, described as 'General Levy' and 'Clean Water ~Green Spaces (CW~GS) Levy'. Since 2013, the CW~GS levy has been supporting various operating requirements of the Authority's programs, beyond land acquisition and tree planting. Since 2003, the CW~GS levy has been fixed at \$1,050,000/year, with an allocation for land acquisition comprising 40-60% of CW~GS funding. Levy increases have been assigned to the General Levy funding stream.
- The Authority's programs have been segregated into mandatory and non-mandatory services, based on the information that is currently available and in the absence of detailed *Regulations*, or further guidance from the Province, the classification will likely be adopted. **Levy funding of \$2,514,204 is required to fulfil the Authority's mandated obligations in 2021**, consistent with the categories of mandated services, listed in the Conservation Authorities Act.
- **Three options are included for consideration, ranging from 0% increase to a 5.2% increase**, or \$177,537. Combined levies would be \$3,386,667 (2020), under Option 1, \$3,454,619 under Option 2, or \$3,564,204 under Option 3. **Administration, in consultation with the Finance and Audit Advisory Board on January 29, 2021, is supporting Option 2, resulting in a \$67,952 increase (2%) or 26 cents per person, in the watershed (\$10.75 per person).**
- Operating expenses, apart from land acquisition, are identical for each option and have been bifurcated between mandatory and non-mandatory services, as determined by the inventory of services.
- The draft budget includes a reallocation of funding from non-mandatory services, using Covid-19 service (staffing) reductions (non-mandatory services) as an opportunity to pivot and redirect levy from outreach/events/communications to mandated functions, primarily in watershed management and corporate services. Some continuation of global pandemic conditions is anticipated in the 2021 budget.
- 2021 expenses were projected to be \$178,000 higher without staffing/expense reductions in Community Outreach Services (~\$104,000) and with all vacant positions filled for the entire operating year. The Authority recently entered into a four year agreement with CUPE Local 3784, and this budget reflects negotiated changes to wages and benefits.
- **General (Mandatory) levy is projected to support 51% of mandatory services**, with the balance funded through fees and chargebacks/recoveries to various programs and projects. **Clean Water ~Green Spaces levy (Non-Mandatory) levy funds only 18% of non-mandatory programs and services**, which receive significant support from other levels of government, NGOs, including the Essex Region Conservation Foundation, and fees.

- Despite the low percentage of CW~GS support for non-mandatory programs, the allocation provides approximately \$1million in funding and as required by the Conservation Authorities Act, the approved non-mandatory services will need to be funded with either fees, grants, donations or where levy may still be required, municipal agreements will need to be in place by 2022.
- There is a confirmed accumulated surplus of \$118,000 as of 12/31/2019, and while not required in 2020 to address operating expenses, it could be utilized to partially replenish the Revenue Stabilization Reserve. **Administration, in consultation and discussion with the Finance and Audit Advisory Board, recommends a transfer of \$118,000 to the Revenue Stabilization Reserve.**

## Background and Discussion

- As recently reported by Administration (BD 38/20), the anticipated changes to the Conservation Authorities Act have widespread and significant implications for operations and program delivery with the proposed narrowing of the *Objects* of Conservation Authorities. The Authority is currently developing a funding transition plan, in accordance with the legislated requirements of the revised Act and concurrently will develop an updated Sustainability/Strategic Plan, to align with provincial implementation timelines.
- The revised Conservation Authorities Act requires the Authority to undertake a transition plan, including the identification and inventorying of mandatory and non-mandatory services and to obtain funding agreements with participating municipalities where levy is needed to fund non-mandatory services.
- Covid-19 will continue to affect financial results in 2021, due to staffing reductions in Community Outreach Services and the financial savings are expected to exceed \$104,000.
- In response to the Provincial government's concerns, the More Homes, More Choice Act and Bill 229, the Authority is reallocating resources to the identified mandatory services.



## Inventory of Services

Mandatory Services Section 21.1		
Risks of Natural Hazards	Conservation and Management of Lands Owned /Controlled	Duties, functions and responsibilities relating to obligations under other Acts
S 28 Regulations/Permits	CA Lands & Infrastructure Management (Forestry, Biology, Long Range Plans). Includes JRPB lands	General Corporate Administration & Governance
S39 Flood/Erosion Program	CA Lands & Infrastructure Maintenance (Operational day to day). Includes JRPB site maintenance	Finance
Watershed Engineering	CA Lands - Restoration of Natural Areas (Tree replacement, wetlands, etc.)	Human Resources
Planning - OP input hazards		Information Systems/ Records/Technology
Climate Change – hazards		Corporate Communications
		Drinking Water Source Protection Authority
<b>ASSET REPLACEMENT &amp; RESERVES</b>		

Non-mandatory/Other Services Section		
Watershed Management Services	Conservation/Research Services	Outreach, Education & Other Services
Planning - Operational planning & natural heritage opinions/comments	Land Acquisition	JRPB Heritage Centre & Museum Operations
	Restoration - Non ERCA lands (fee for service or grant subsidized)	Educational programming - various CA locations
	Holiday Beach Management - Agreement 2001-2031	General outreach, events and partnership engagement
	Water Quality program, including special term limited research studies	ERCF supports
	Landowner Incentives & Grants - WQ/Erosion	Municipal Services provided through agreement (Risk Management Services Part IV CWA)
	ESCIA Supports Demonstration Farm	
	Climate Change - Biological Adaptation	

## Human Resources Analysis

The budget for staffing identifies 42 permanent/Long-Term Contract staff positions, although some positions will likely be partially vacant during the year, due to ongoing recruitment challenges for specialized classifications resulting in approximately 41 Full-Time Equivalents (FTEs). Seasonal and short-term contract positions account for approximately 5.5 FTEs in this budget. Levy funding reallocations have been made between departments, due to reduced activity, primarily related to events, education and outreach and to respond to overwhelming demand for staffing capacity in development services. Additionally, the Authority has included new senior management capacity in the budget, related to technology, data/information management, and business-process transformation initiatives.

Compensation, including payroll taxes and benefits is the Authority's largest category of expense, comprising 41% of the budget and two-thirds of the compensation expense is associated with mandatory services.

Staff are engaged in the provision of mandatory services to a varying degree, with Watershed Management Services and Corporate Services having the highest percentage of staff engaged in mandatory functions as shown below.

<b>COMPENSATION AS RELATED TO PROVISION OF MANDATORY SERVICES</b>	
<b>% of Watershed Management Services wages directed to mandatory service- Risks of Natural Hazards</b>	<b>91%</b>
<b>% of Conservation Services wages directed to mandatory service-Conservation Land Management</b>	<b>46%</b>
<b>% of Watershed Research Services wages directed to mandatory services-Drinking Water Source Protection Authority</b>	<b>18%</b>
<b>% of Community Outreach Services wages directed to mandatory services- Corporate Communications &amp; Mandatory Service communications supports</b>	<b>63%</b>
<b>% of Corporate Services wages directed to mandatory services - Legislative Compliance and Mandatory Service supports</b>	<b>97%</b>
<b>% OF TOTAL COMPENSATION DIRECTED TO MANDATORY SERVICES</b>	<b>67%</b>

Actual full-time staff equivalents (FTEs) are included in the draft budget as noted below.

<b>Watershed Management Services FTEs associated with Mandatory Services</b>	<b>11.8</b>
<b>Conservation Services FTEs associated with Mandatory Services</b>	<b>7.0</b>
<b>Drinking Water Source Protection</b>	<b>0.9</b>
<b>Community Outreach Services FTEs associated with Mandatory Services</b>	<b>1.8</b>
<b>Corporate Services FTEs associated with Mandatory Services</b>	<b>6.9</b>
<b>Total FTEs associated with provision of mandatory services</b>	<b>28.3</b>

<b>Watershed Management Services FTEs associated with NMS</b>	<b>1.0</b>
<b>Conservation Services FTEs associated with NMS</b>	<b>8.0</b>
<b>Watershed Research FTEs associated with NMS</b>	<b>7.9</b>
<b>Community Outreach Services FTEs associated with NMS</b>	<b>1.2</b>
<b>Corporate Services FTEs associated with NMS</b>	<b>0.2</b>
<b>Total FTEs associated with provision of non mandatory services</b>	<b>18.2</b>

## Department Highlights

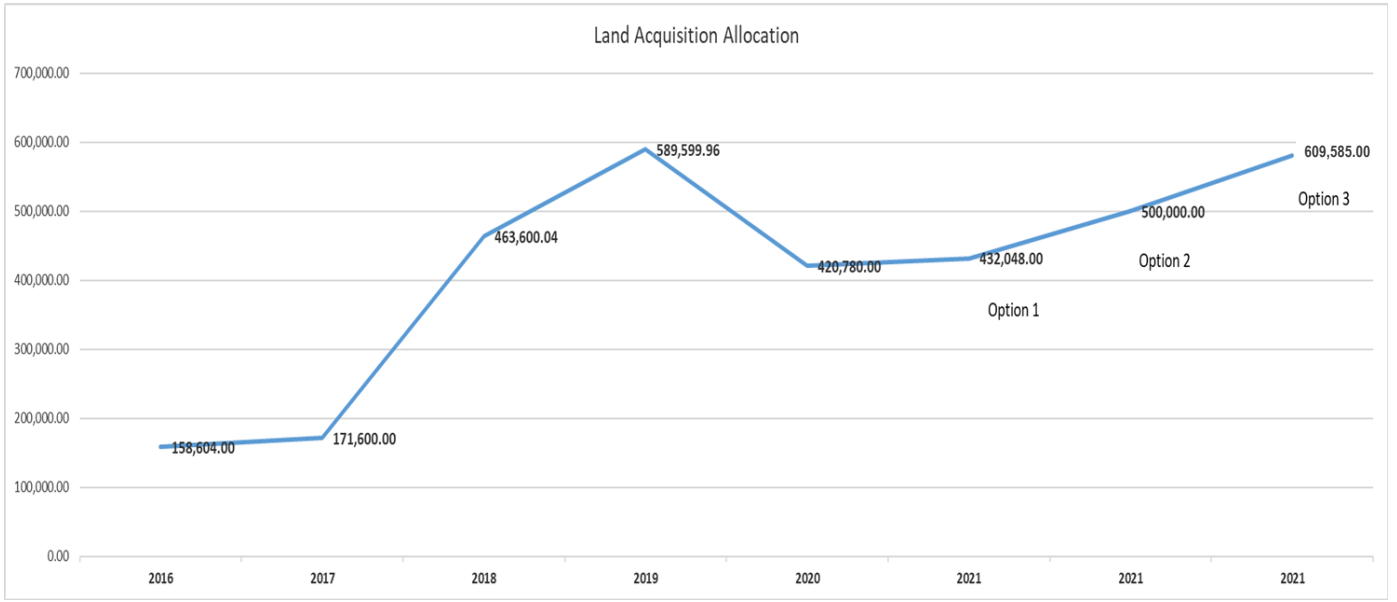
The detailed program narratives for each department appear in the 2021 Budget Summary companion document and program financial details are outlined in **Appendix A-Detailed Draft Projected Statement of Activities**.

## Reserve Funds

The Authority maintains several reserve funds and this budget includes transfers of \$371,000 to several reserve funds and transfers from reserves, of \$490,000, as identified in **Appendix C**, for a net transfer to operating accounts, of \$119,000. A transfer of \$300,000 is budgeted to the infrastructure reserve, slightly higher than in previous years (2020-\$250,000), due to an anticipated funding requirement, relating to the JRPH Heritage Centre and as outlined in BD 34/20. A budgeted transfer of \$64,000 to the HR/Administrative reserve is included to address exposures related to pay equity, contractual obligations relating to employment agreements and taxes, primarily WSIB and HST audits.

## Levies Analysis & Proposed Allocation

The Authority has been funded with two levies, since 2003, described as 'General Levy' and 'Clean Water ~Green Spaces (CW~GS) Levy' respectively. As of 2013, the CW~GS levy has been supporting various operating requirements of the Authority's programs, beyond land acquisition and tree planting, as directed through strategic and sustainability plans. Since 2003, the CW~GS levy has been fixed at \$1,050,000/year and levy increases have been assigned to the General Levy funding stream, with the CW~GS allocation remaining stable. The CW~GS levy allocates roughly 40-60% to land acquisition and more recently, the allocation for land acquisition has fluctuated between \$421,000 and \$590,000, The 2020 land acquisition allocation was reduced by \$170,000 from the 2019 allocation, due to uncertainties surrounding potential provincial cutbacks and to minimize the levy increase for 2020.



Based on the 2021 Draft Operating Budget (**Appendix A**), the amount available for land acquisition specifically, would range between a low of \$432,000 to a maximum of \$609,585, depending on the chosen option for the CW~GS levy request.

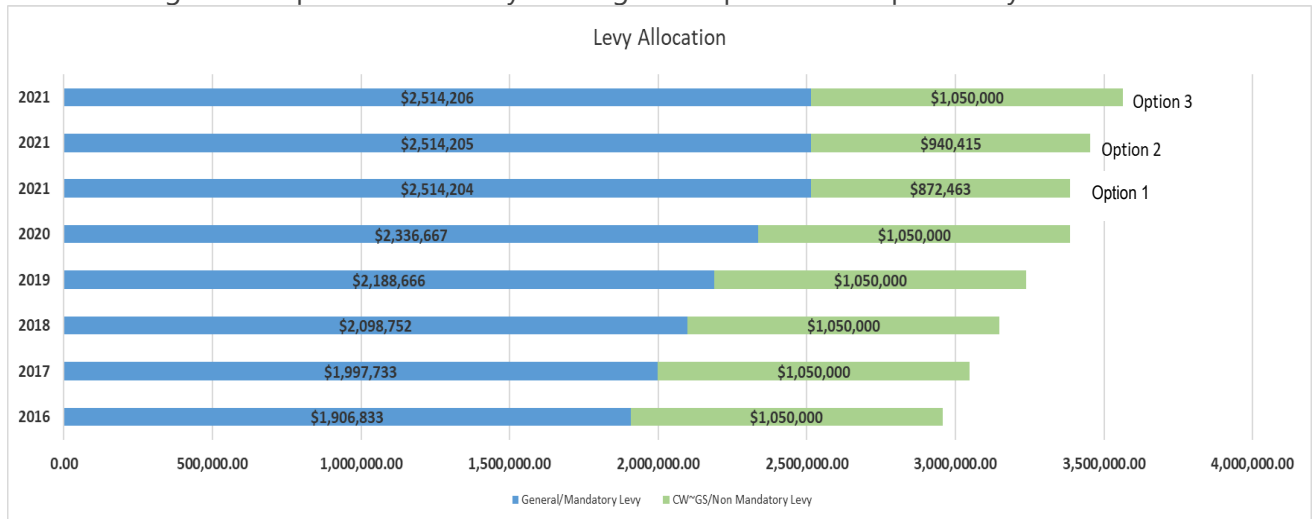
In order to determine the amount of levy that would be required to fund the mandatory activities of the Authority, programs and departmental sub-units were segregated into mandatory and non-mandatory services, as shown in the included charts above. After determining wage obligations and operating costs, Administration calculated a **required Levy funding of \$2,514,204 to fulfil the Authority’s mandated obligations**, as shown below. Note that in 2019, there was comingling of levies, in that General levy was allocated to what is now classified as a non-mandatory service and CW~GS levy was allocated to mandatory services. The 2021 budget aligns mandatory (General) levy with mandatory functions and CW~GS levy is now associated with non-mandatory services.

	<b>Audited 2019</b>	<b>Approved Budget</b>	<b>Option #1</b>	<b>Option #2</b>	<b>Option #3</b>
<b>GENERAL LEVY</b>					
CA Lands & Infrastructure Maintenance	492,742	578,642	635,226	<b>635,226</b>	635,226
Corporate Services & Compliance	237,025	287,050	456,750	<b>456,750</b>	456,750
Transfer to reserves	200,000	300,000	300,000	<b>300,000</b>	300,000
Development Services	229,915	234,915	234,650	<b>234,650</b>	234,650
CA Lands & Infrastructure Management	130,000	133,100	179,215	<b>179,215</b>	179,215
Corporate Communications	150,150	160,150	177,700	<b>177,700</b>	177,700
Flood Forecasting & Warning	131,520	148,000	144,263	<b>144,263</b>	144,263
Watershed Engineering	9,400	111,800	94,150	<b>94,150</b>	94,150
John R Park Homestead- lands/infrastructure	160,000	114,130	90,000	<b>90,000</b>	90,000
Planning-risks of natural hazards	110,484	208,580	89,550	<b>89,550</b>	89,550
CA Lands -Restoration Natural Areas	-	-	58,700	<b>58,700</b>	58,700
Climate Change -hazards	-	-	25,000	<b>25,000</b>	25,000
Holiday Beach - lands management	96,680	60,300	-	-	-
Water Quality	23,000	-	-	-	-
Demonstration farm	24,000	-	-	-	-
Climate Change - regional strategy	50,000	-	-	-	-
Outreach & Engagement	115,750	-	-	-	-
Conservation Education	28,000	-	-	-	-
Transfer to other reserves	-	-	-	-	-
	<b>2,188,666</b>	<b>2,336,667</b>	<b>2,485,204</b>	<b>2,485,204</b>	<b>2,485,204</b>
<b>CLEAN WATER~GREEN SPACES LEVY</b>					
Land securement and acquisition	582,600	420,780	432,048	<b>500,000</b>	580,585
John R Park Homestead-Museum ops/school pgm	-	61,470	97,065	<b>97,065</b>	97,065
Regional Water Quality Science	88,000	89,000	72,750	<b>72,750</b>	72,750
Transfer to HR/Admin reserve	-	-	64,000	<b>64,000</b>	64,000
Outreach & Public Engagement	10,000	139,750	62,600	<b>62,600</b>	62,600
Restoration - ERCA owned/non owned properties	160,000	160,000	60,000	<b>60,000</b>	60,000
Landowner incentive program-WQ /Erosion	38,000	26,000	35,000	<b>35,000</b>	35,000
Demonstration farm	-	41,000	35,000	<b>35,000</b>	35,000
Holiday Beach - Campground Ops	-	-	27,000	<b>27,000</b>	27,000
Conservation Education	-	36,000	16,000	<b>16,000</b>	16,000
Watershed Engineering	60,000	-	-	-	-
Planning-risks of natural hazards	54,400	-	-	-	-
Climate Change- regional strategy	-	50,000	-	-	-
CA Lands & Infrastructure Management	7,000	-	-	-	-
Corporate Communications	25,000	26,000	-	-	-
Corporate Services & Compliance	25,000	-	-	-	-
Transfer to other reserves	-	-	-	-	-
	<b>1,050,000</b>	<b>1,050,000</b>	<b>901,463</b>	<b>969,415</b>	<b>1,050,000</b>
<b>TOTAL LEVIES</b>	<b>3,238,666</b>	<b>3,386,667</b>	<b>3,386,667</b>	<b>3,454,619</b>	<b>3,535,204</b>

<b>LEVIES- MANDATORY PROGRAMS</b>					
Risk of Natural Hazards	595,719	703,295	587,613	\$ 587,613	587,613
Conservation of Lands	886,422	886,172	928,141	\$ 928,141	928,141
Source Water Protection	-	-	0	\$ 0	0
Shared Communications	175,150	186,150	177,700	\$ 177,700	177,700
Corporate Services & Compliance	262,025	287,050	456,750	\$ 456,750	456,750
Asset replacement and reserve replenishment	200,000	300,000	364,000	\$ 364,000	364,000
	2,119,316	2,362,667	2,514,204	\$ 2,514,204	2,514,204

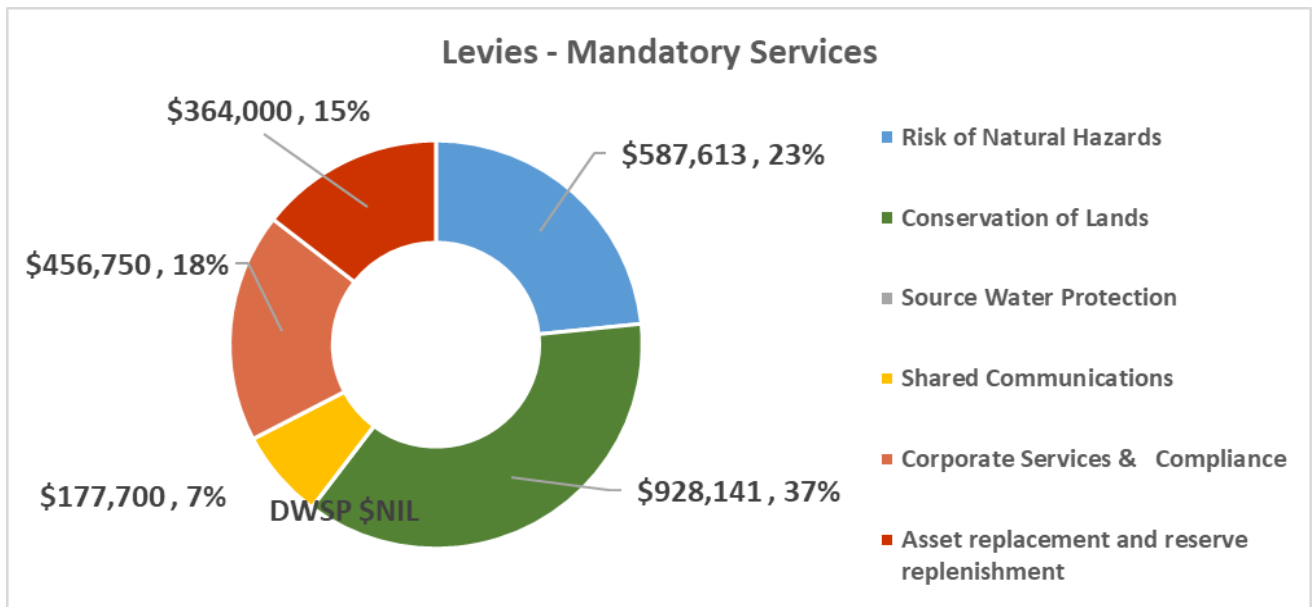
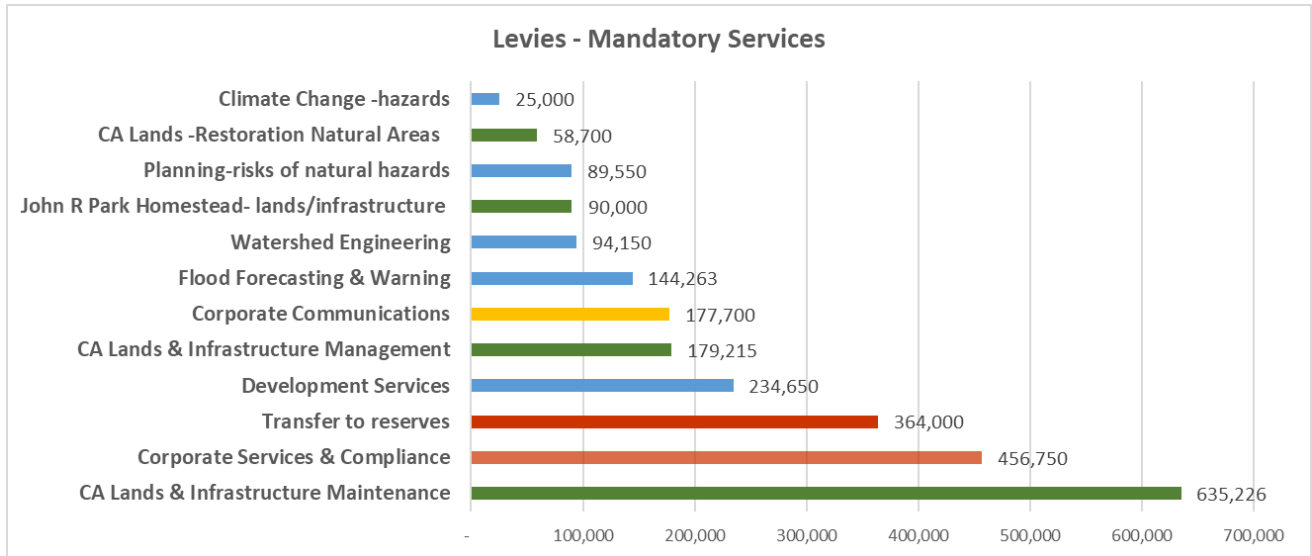
<b>LEVIES-NON MANDATORY PROGRAMS</b>					
Land securement and acquisition- Option #2	582,600	420,780	432,048	500,000	609,585
Land securement required management plans			35,000	35,000	35,000
John R Park Homestead -Heritage	-	61,470	97,065	97,065	97,065
Regional Water Quality Science	111,000	89,000	72,750	72,750	72,750
Outreach & Public Engagement	125,750	139,750	62,600	62,600	62,600
Restoration -3rd party properties	160,000	160,000	60,000	60,000	60,000
Non Point Source program-water quality/erosion landowner	38,000	26,000	35,000	35,000	35,000
Demonstration farm	24,000	41,000	35,000	35,000	35,000
Holiday Beach	-	-	27,000	27,000	27,000
Conservation Education	28,000	36,000	16,000	16,000	16,000
Planning - operational & natural heritage inputs	-	-	-	-	-
Climate Change - Regional Strategy	50,000	50,000	-	-	-
	1,119,350	1,024,000	872,463	940,415	1,050,000
<b>TOTAL LEVIES</b>	<b>3,238,666</b>	<b>3,386,667</b>	<b>3,386,667</b>	<b>3,454,619</b>	<b>3,564,204</b>
<b>Levy Increase \$</b>			0	67,952	177,537
<b>Levy Increase %</b>			0%	2.0%	5.2%

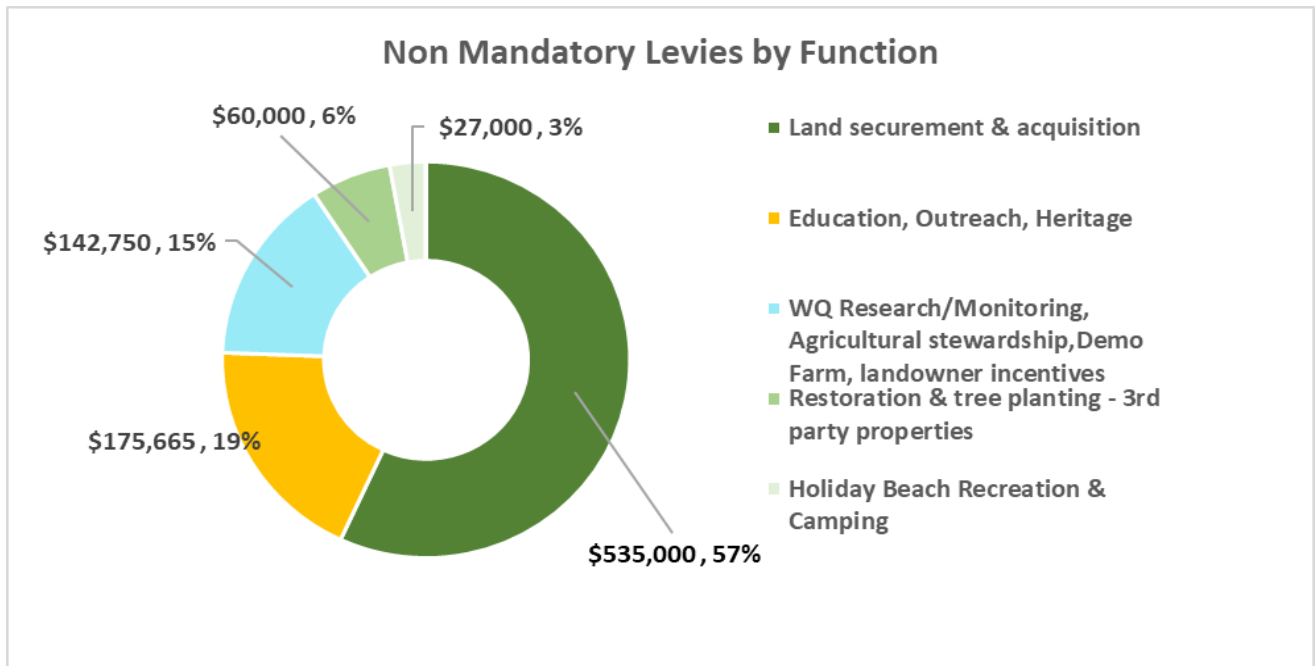
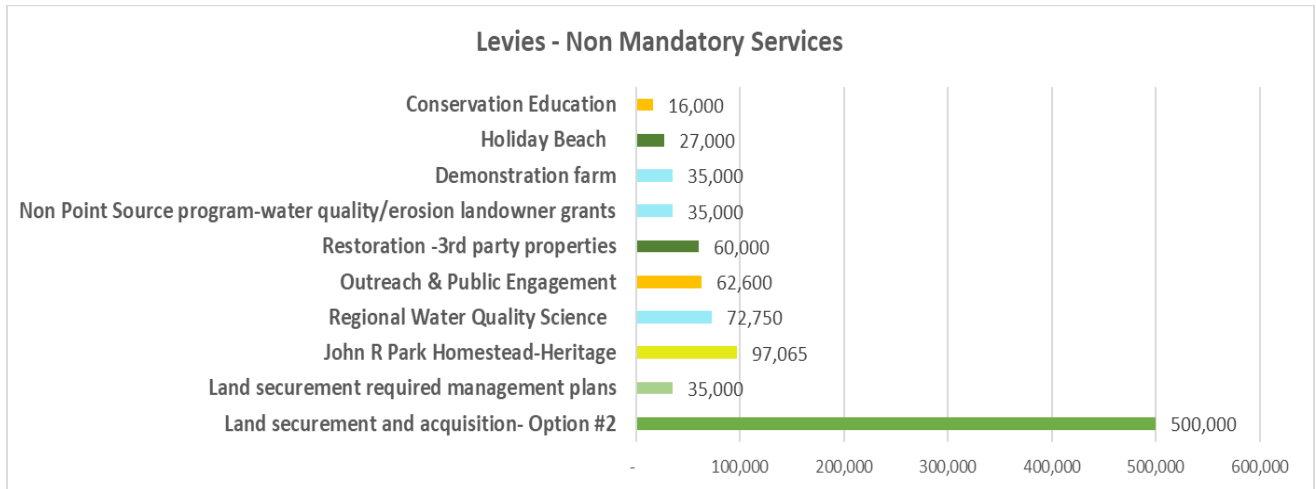
The following chart depicts the two levy funding envelopes over the past five years:



**As required by the Conservation Authorities Act, the approved non-mandatory services will need to be funded with either fees, grants, donations or where levy may still be required, municipal agreements will need to be in place by 2022.** As shown above, there is a potential significant funding gap for 2022, ranging between ~\$900k and ~\$1M, albeit 50% relates to the historical funding for land acquisition.

Levies are allocated between mandatory and non-mandatory services as identified in the following graphs.





**General (Mandatory) levy is projected to support 51% of mandatory services**, with the balance funded through fees and chargebacks/recoveries to various programs and projects. **Clean Water ~Green Spaces levy (Non-Mandatory) levy funds only 18% of non-mandatory programs and services, which receive significant support from other levels of government, NGOs, including the Essex Region Conservation Foundation, and fees. Details of departmental funding sources, by subunit, are provided in Appendix D.**

### Levy Options

Also, it should be noted that included in the three options for a levy funding increase, is a **zero increase option (Option 1)**. Even if a zero increase were contemplated, it is estimated that \$432,000 would be available for land acquisition, slightly more than the 2020 allocation.



Currently the land acquisition fund exceeds \$1.5 million. The suggestion of a zero levy increase is only realistic in 2021 (with maintaining land acquisition funding at \$432k) due to the fact that \$104,000 of expenses relating to the provision of non-mandatory outreach and education services, have been eliminated from the budget and service reductions due to Covid-19 restrictions is the driving factor. One staff member has been placed on indefinite layoff and several other Community Outreach Services staff are on reduced hours, likely until the latter part of the year.

**Option 2** has no changes for the projected expenses, but increases the allocation to the land acquisition fund to \$500,000, closer to the historic average and **results in a modest levy increase of \$67,952 or 2%**. While the additional levy funds are allocated to land acquisition, funds could be redirected to the infrastructure reserve, should pressure continue to be exerted on that fund. Under Option 2, the maximum municipal levy increase would be \$18,549 to the City of Windsor and the Township of Pelee would have a decrease of \$249 in assessed levy.

Population in the watershed has decreased from 322,715 to 321,341 and the associated Levies, on a per person(pp) basis will increase from \$10.49 pp to \$10.75 pp, or only 26 cents, under Option #2. The majority of the levy (72%), or \$7.78 pp, is tied to delivery of mandatory services.

**Option 3** also has no projected differences in expenses but proposed to maintain the baseline total CW~GS funding envelope at \$1,050,000. **Option 3 highlights the fact that additional levy of \$177,537 is required to fund mandatory functions.** The levy requirement would be approximately \$230,000, if all positions were to be filled throughout the year.

While a 0% increase can be achieved and does demonstrate that the Authority is responding to provincial concerns and has pivoted quickly to redirect funds to mandatory services, it provides for the lowest allocation for land acquisition.

Either Option 2 or Option 3 would also result in a reasonable land acquisition fund amount, exceeding \$2 million, which would be available for future strategic acquisitions and a factor to consider if future funds are at risk (i.e. land acquisition is a non-mandatory service). The additional levy under Option 2 also provides a buffer with respect to the infrastructure reserve fund.

Administration, in consultation with the Finance and Audit Advisory Board, is recommending a 2% increase to levy, or \$67,952 and that the 2019 accumulated unrestricted surplus of ~\$118,000, be directed to the partial replenishment of the Revenue Stabilization Reserve.



Approved By:

A handwritten signature in black ink, appearing to read "Tim Byrne", is written over a horizontal line.

Tim Byrne  
CAO/Secretary Treasurer

**Attachments:**

- Appendix A – Detailed Draft Projected Statement of Activities
- Appendix B – Draft Municipal Levies Schedule (Three Options)
- Appendix C – Reserves Continuity Schedule
- Appendix D – Detailed Sources of Funding by Program Subunit
- Appendix E – 2021 Draft Budget Companion

## Appendix A: Detailed Draft Projected Statement of Activities



	Option 1 2021	2% 2021	Option 3 2021	2020 BUDGET	2020 PROJECTION	2019 AUDITED
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### WATERSHED MANAGEMENT SERVICES

#### DEVELOPMENT SERVICES

GENERAL LEVY	234,650	234,650	234,650	234,915	234,915	229,915
OTHER GRANTS/USER FEES/RECOVERIES	620,000	620,000	620,000	546,000	624,000	620,357
	<u>854,650</u>	<u>854,650</u>	<u>854,650</u>	<u>780,915</u>	<u>858,915</u>	<u>850,272</u>
WAGES	661,000	661,000	661,000	616,600	646,500	670,609
CONSULTING	1,000	1,000	1,000	1,000	5,000	2,646
SUPPLIES/OFFICE/JANITORIAL	17,000	17,000	17,000	16,000	17,000	17,996
VEHICLE/TRAVEL/EQUIP'T USAGE	20,500	20,500	20,500	19,000	18,200	21,471
CORP SUPPORT/SHARED SVCS	119,000	119,000	119,000	95,000	95,000	104,700
RENT/INS/TAXES/UTILITIES	23,000	23,000	23,000	23,000	23,000	17,422
DUES/MEMBERSHIPS	650	650	650	800	800	940
AUDIT AND LEGAL	10,000	10,000	10,000	10,000	20,000	8,857
CAP MAINT/LOW VALUE ASSETS	2,500	2,500	2,500	1,000	-	3,259
SMALL MISC	-	-	-	-	-	-
	<u>854,650</u>	<u>854,650</u>	<u>854,650</u>	<u>782,400</u>	<u>825,500</u>	<u>847,901</u>

#### WATERSHED PLANNING

GENERAL LEVY	89,550	89,550	89,550	208,580	208,580	110,484
CW--GS LEVY	-	-	-	-	-	54,400
MUNICIPAL	-	-	-	-	-	4,099
PROVINCIAL GRANTS	-	-	-	-	-	17,459
OTHER GRANTS/USER FEES/RECOVERIES	101,000	101,000	101,000	90,000	75,000	95,070
	<u>190,550</u>	<u>190,550</u>	<u>190,550</u>	<u>298,580</u>	<u>283,580</u>	<u>281,512</u>
WAGES	160,500	160,500	160,500	250,000	217,500	243,437
CONSULTING	-	-	-	-	-	255
SUPPLIES/OFFICE/JANITORIAL	1,550	1,550	1,550	1,300	1,100	4,332
VEHICLE/TRAVEL/EQUIP'T USAGE	500	500	500	2,300	300	4,903
CORP SUPPORT/SHARED SVCS	25,000	25,000	25,000	38,000	32,000	38,600
RENT/INS/TAXES/UTILITIES	3,000	3,000	3,000	4,000	4,000	3,000
DUES/MEMBERSHIPS	-	-	-	1,000	500	2,352
CAP MAINT/LOW VALUE ASSETS	-	-	-	500	-	914
SMALL MISC	-	-	-	-	-	-
	<u>190,550</u>	<u>190,550</u>	<u>190,550</u>	<u>297,100</u>	<u>255,400</u>	<u>297,793</u>

#### FLOOD FORECASTING & WARNING

GENERAL LEVY	144,263	144,263	144,263	148,000	136,000	131,520
PROVINCIAL GRANTS	104,417	104,417	104,417	104,417	104,417	83,609
OTHER GRANTS/USER FEES/RECOVERIES	-	-	-	-	-	25,081
	<u>248,680</u>	<u>248,680</u>	<u>248,680</u>	<u>252,417</u>	<u>240,417</u>	<u>240,210</u>
WAGES	156,500	156,500	156,500	165,500	155,800	158,632
CONSULTING/INFO'N/DATA SVCS	35,500	35,500	35,500	33,000	33,000	33,223
SUPPLIES/OFFICE/JANITORIAL	8,680	8,680	8,680	6,975	7,637	6,633
VEHICLE/TRAVEL/EQUIP'T USAGE	6,000	6,000	6,000	6,000	6,000	6,722
CORP SUPPORT/SHARED SVCS	32,000	32,000	32,000	32,000	32,000	30,000
RENT/INS/TAXES/UTILITIES	10,000	10,000	10,000	9,000	9,000	5,000
SMALL MISC	-	-	-	-	-	-
	<u>248,680</u>	<u>248,680</u>	<u>248,680</u>	<u>252,475</u>	<u>243,437</u>	<u>240,210</u>

	Option 1 2021 DRAFT BUDGET	2% 2021 DRAFT BUDGET	Option 3 2021 DRAFT BUDGET	2020 BUDGET	2020 PROJECTION	2019 AUDITED
<b>WATERSHED ENGINEERING</b>						
GENERAL LEVY	94,150	94,150	94,150	111,800	111,800	9,400
CW~GS LEVY	-	-	-	-	-	60,000
PROVINCIAL GRANTS	-	-	-	-	-	2,600
	<u>94,150</u>	<u>94,150</u>	<u>94,150</u>	<u>111,800</u>	<u>111,800</u>	<u>72,000</u>
WAGES	75,000	75,000	75,000	93,000	92,000	74,539
SUPPLIES/OFFICE/JANITORIAL	1,550	1,550	1,550	2,550	950	5,461
VEHICLE/TRAVEL/EQUIP'T USAGE	1,100	1,100	1,100	1,700	550	2,323
CORP SUPPORT/SHARED SVCS	15,000	15,000	15,000	14,000	14,000	12,300
RENT/INS/TAXES/UTILITIES	1,000	1,000	1,000	-	1,500	1,500
DUES/MEMBERSHIPS	500	500	500	560	560	560
SMALL MISC	-	-	-	35,000	-	-
	<u>94,150</u>	<u>94,150</u>	<u>94,150</u>	<u>146,810</u>	<u>109,560</u>	<u>96,683</u>
<b>CLIMATE CHANGE - HAZARDS MITIGATION</b>						
GENERAL LEVY	25,000	25,000	25,000	-	-	-
	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
WAGES	21,500	21,500	21,500	-	-	-
CORP SUPPORT/SHARED SVCS	3,500	3,500	3,500	-	-	-
SMALL MISC	-	-	-	-	-	-
	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>MUNICIPAL AND PROVINCIAL FEE FOR SERVICE/WECI PROJECTS</b>						
MUNICIPAL	425,500	425,500	425,500	12,800	109,575	14,700
PROVINCIAL GRANTS	17,625	17,625	17,625	-	52,875	1,250
TRANSFERS (TO)/FROM DEFERRED REVENUES	67,575	67,575	67,575	-	-	7,500
	<u>510,700</u>	<u>510,700</u>	<u>510,700</u>	<u>12,800</u>	<u>162,450</u>	<u>23,450</u>
DIRECT WAGES	20,750	20,750	20,750	11,000	9,750	1,480
CONSULTING/OUTSIDE ENGINEERING	384,750	384,750	384,750	-	77,400	15,524
CONSTRUCTION	96,000	96,000	96,000	-	69,000	-
TRAVEL/VEHICLE/ADMINISTRATION/OVERHEAD	9,200	9,200	9,200	1,800	6,300	7,231
	<u>510,700</u>	<u>510,700</u>	<u>510,700</u>	<u>12,800</u>	<u>162,450</u>	<u>24,235</u>
<b>WATERSHED MANAGEMENT SERVICES</b>						
<b>REVENUES</b>						
GENERAL LEVY	587,613	587,613	587,613	703,295	691,295	481,319
CW~GS LEVY	-	-	-	-	-	114,400
MUNICIPAL	425,500	425,500	425,500	12,800	109,575	18,799
PROVINCIAL GRANTS	122,042	122,042	122,042	104,417	157,292	104,917
FEDERAL GRANTS	-	-	-	-	-	-
OTHER GRANTS/USER FEES	721,000	721,000	721,000	636,000	699,000	740,508
IN-KIND	-	-	-	-	-	-
TRANSFER TO/FROM DEF REVENUES & RESERVES	67,575	67,575	67,575	-	-	7,500
	<u>1,923,730</u>	<u>1,923,730</u>	<u>1,923,730</u>	<u>1,456,512</u>	<u>1,657,162</u>	<u>1,467,444</u>
<b>Wages &amp; Benefits</b>	<b>1,095,250</b>	<b>1,095,250</b>	<b>1,095,250</b>	<b>1,136,100</b>	<b>1,121,550</b>	<b>1,148,697</b>
<b>Non-Wage Expenses</b>	<b>597,680</b>	<b>597,680</b>	<b>597,680</b>	<b>113,385</b>	<b>271,047</b>	<b>139,259</b>
<b>Allocated corp svcs and fleet/equip't usage</b>	<b>230,800</b>	<b>230,800</b>	<b>230,800</b>	<b>207,100</b>	<b>203,750</b>	<b>218,866</b>
<b>SURPLUS/(DEFICIT)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(73)</b>	<b>60,815</b>	<b>(39,378)</b>

	Option 1 2021	2% 2021	Option 3 2021	2020 BUDGET	2020 PROJECTION	2019 AUDITED
	DRAFT BUDGET	DRAFT BUDGET	DRAFT BUDGET			

# CONSERVATION SERVICES

## GENERAL PROGRAM/LAND MANAGEMENT, OPERATIONS, AND DEVELOPMENT

GENERAL LEVY	144,215	144,215	144,215	133,100	126,600	130,000
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	-	-	-	-	11,000
	<u>144,215</u>	<u>144,215</u>	<u>144,215</u>	<u>133,100</u>	<u>126,600</u>	<u>141,000</u>
WAGES	123,000	123,000	123,000	111,000	100,000	120,036
ENGINEERING/CONSULTING	-	-	-	-	150	-
SUPPLIES/OFFICE/JANITORIAL	4,215	4,215	4,215	3,100	1,878	2,150
VEHICLE/TRAVEL/EQUIP'T USAGE	2,000	2,000	2,000	1,000	750	1,900
CORP SUPPORT/SHARED SVCS	15,000	15,000	15,000	18,000	16,000	17,000
	<u>144,215</u>	<u>144,215</u>	<u>144,215</u>	<u>133,100</u>	<u>118,778</u>	<u>141,086</u>

## LAND SECUREMENT

GENERAL LEVY	35,000	35,000	35,000	-	-	-
CW~GS LEVY	432,048	500,000	580,585	420,780	462,780	589,600
FEDERAL GRANTS	25,000	25,000	25,000	-	-	-
OTHER	-	-	-	-	-	38,401
TRANSFERS (TO)/FROM DEFERRED REVENUES	(385,048)	(453,000)	(533,585)	(399,780)	(315,000)	(576,200)
	<u>107,000</u>	<u>107,000</u>	<u>107,000</u>	<u>21,000</u>	<u>147,780</u>	<u>51,801</u>
WAGES	69,000	69,000	69,000	12,500	17,580	16,444
PROPERTY	-	-	-	-	113,000	-
LEGAL, SURVEYING,CONSULTNG	25,000	25,000	25,000	6,500	13,500	17,035
SUPPLIES/OFFICE/JANITORIAL	-	-	-	-	-	-
CORP SUPPORT/SHARED SVCS	13,000	13,000	13,000	2,000	2,800	4,921
	<u>107,000</u>	<u>107,000</u>	<u>107,000</u>	<u>21,000</u>	<u>146,880</u>	<u>38,400</u>

## CONSERVATION AREAS TREE PLANTING AND RESTORATION

GENERAL LEVY	58,700	58,700	58,700	-	-	-
PROVINCIAL GRANTS	10,000	10,000	10,000	-	-	-
OTHER GRANTS/USER FEES	51,000	51,000	51,000	-	-	-
	<u>119,700</u>	<u>119,700</u>	<u>119,700</u>	<u>-</u>	<u>-</u>	<u>-</u>
WAGES	64,000	64,000	64,000	-	-	-
SUPPLIES/OFFICE/JANITORIAL	9,079	9,079	9,079	-	-	-
VEHICLE/TRAVEL/EQUIP'T USAGE	13,550	13,550	13,550	-	-	-
PLANT MAT/LANDOWNER GRANTS	14,071	14,071	14,071	-	-	-
CORP SUPPORT/SHARED SVCS	17,000	17,000	17,000	-	-	-
RENT/INS/TAXES/UTILITIES	2,000	2,000	2,000	-	-	-
SMALL MISC	-	-	-	-	-	-
	<u>119,700</u>	<u>119,700</u>	<u>119,700</u>	<u>-</u>	<u>-</u>	<u>-</u>

## SPECIAL GRANT/FEE FOR SERVICE RESTORATION PROJECTS

CW~GS LEVY	60,000	60,000	60,000	160,000	154,000	160,000
MUNICIPAL	1,507,000	1,507,000	1,507,000	2,500,000	1,000,000	-
PROVINCIAL GRANTS	137,500	137,500	137,500	30,000	-	33,993
FEDERAL GRANTS	308,000	308,000	308,000	189,000	91,250	433,821
OTHER GRANTS/USER FEES	347,300	347,300	347,300	185,000	180,600	572,900
IN-KIND	-	-	-	13,000	7,300	11,702
TRANSFERS (TO)/FROM DEFERRED REVENUES	82,975	82,975	82,975	373,000	206,550	30,318
	<u>2,442,775</u>	<u>2,442,775</u>	<u>2,442,775</u>	<u>3,450,000</u>	<u>1,639,700</u>	<u>1,242,733</u>
WAGES	217,500	217,500	217,500	303,220	237,351	395,449
CONSTRUCTION	1,765,000	1,765,000	1,765,000	2,789,000	1,200,000	306,934
ENGINEERING/CONSULTING/SUB-CONTRACTING	125,000	125,000	125,000	26,400	7,000	71,563
SUPPLIES/OFFICE/JANITORIAL	15,700	15,700	15,700	16,600	10,250	30,791
VEHICLE/TRAVEL/EQUIP'T USAGE	37,100	37,100	37,100	35,500	9,300	109,096
PLANT MAT/LANDOWNER GRANTS	205,500	205,500	205,500	187,100	110,918	206,770
CORP SUPPORT/SHARED SVCS	69,475	69,475	69,475	71,000	57,000	98,700
RENT/INS/TAXES/UTILITIES	6,000	6,000	6,000	7,000	5,000	8,000
IN KIND SVCS SUPPLIES	-	-	-	13,000	7,300	11,702
CAP MAINT/LOW VALUE ASSETS	1,000	1,000	1,000	1,000	-	2,063
SMALL MISC	500	500	500	-	3,100	406
	<u>2,442,775</u>	<u>2,442,775</u>	<u>2,442,775</u>	<u>3,449,820</u>	<u>1,647,219</u>	<u>1,241,474</u>

	Option 1 2021 DRAFT BUDGET	2% 2021 DRAFT BUDGET	Option 3 2021 DRAFT BUDGET	2020 BUDGET	2020 PROJECTION	2019 AUDITED
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**CONSERVATION AREAS - OPERATIONS, MAINTENANCE, REPAIRS**

**GENERAL CONSERVATION AREAS (16 active maintenance sites /2 greenways)**

GENERAL LEVY	620,226	620,226	620,226	553,642	488,142	492,742
FEDERAL GRANTS	-	-	-	34,750	26,560	46,053
OTHER GRANTS/USER FEES	90,750	90,750	90,750	105,310	92,210	125,909
TRANSFERS (TO)/FROM DEFERRED REVENUES	5,800	5,800	5,800	-	(4,000)	3,807
TRANSFERS TO/FROM RESERVES	(7,000)	(7,000)	(7,000)	15,000	(12,500)	(6,760)
	<u>709,776</u>	<u>709,776</u>	<u>709,776</u>	<u>708,702</u>	<u>590,412</u>	<u>661,751</u>
WAGES	317,500	317,500	317,500	296,660	254,374	235,799
CONSTRUCTION	-	-	-	-	-	8,655
ENGINEERING/CONSULTING	12,000	12,000	12,000	15,500	-	18,991
SUPPLIES/OFFICE/JANITORIAL	45,910	45,910	45,910	49,706	50,916	53,834
VEHICLE/TRAVEL/EQUIP'T USAGE	75,500	75,500	75,500	83,463	66,213	110,995
PLANT MAT/LANDOWNER GRANTS	16,300	16,300	16,300	9,500	4,000	10,852
CORP SUPPORT/SHARED SVCS	90,640	90,640	90,640	79,932	71,880	80,170
RENT/INS/TAXES/UTILITIES	118,200	118,200	118,200	126,450	111,500	127,640
AUDIT AND LEGAL	-	-	-	2,050	1,500	1,275
CAP MAINT/LOW VALUE ASSETS	32,976	32,976	32,976	44,800	39,400	34,654
SMALL MISC	750	750	750	750	250	1,630
	<u>709,776</u>	<u>709,776</u>	<u>709,776</u>	<u>708,811</u>	<u>600,033</u>	<u>684,494</u>

**HOLIDAY BEACH**

GENERAL LEVY	-	-	-	60,300	60,300	96,680
CW--GS LEVY	27,000	27,000	27,000	-	-	-
OTHER GRANTS/USER FEES	251,800	251,800	251,800	235,850	184,000	239,073
FUND TRANSFERS	-	-	-	-	-	4,000
TRANSFERS TO/FROM RESERVES	-	-	-	-	-	(15,000)
	<u>278,800</u>	<u>278,800</u>	<u>278,800</u>	<u>296,150</u>	<u>244,300</u>	<u>324,753</u>
WAGES	133,250	133,250	133,250	147,500	116,200	165,935
ENGINEERING/CONSULTING/SUB CONTRACTING	2,500	2,500	2,500	2,500	1,100	6,197
SUPPLIES/OFFICE/JANITORIAL	39,778	39,778	39,778	43,100	32,650	42,866
VEHICLE/TRAVEL/EQUIP'T USAGE	16,322	16,322	16,322	15,600	11,750	10,126
CORP SUPPORT/SHARED SVCS	31,600	31,600	31,600	29,000	25,000	30,000
RENT/INS/TAXES/UTILITIES	32,600	32,600	32,600	36,950	31,500	34,376
MAJOR MAINT/ROADS/VEGETATION	22,250	22,250	22,250	21,500	25,500	34,389
	<u>278,800</u>	<u>278,800</u>	<u>278,800</u>	<u>296,150</u>	<u>243,700</u>	<u>324,324</u>

**JOHN R PARK HOMESTEAD**

GENERAL LEVY	90,000	90,000	90,000	114,130	69,130	160,000
CW--GS LEVY	97,065	97,065	97,065	61,470	61,470	-
PROVINCIAL GRANTS	23,688	23,688	23,688	23,688	23,688	23,688
FEDERAL GRANTS	-	-	-	-	30,500	3,864
OTHER GRANTS/USER FEES	69,550	69,550	69,550	86,900	41,350	126,380
TRANSFERS (TO)/FROM DEF REVENUES	-	-	-	-	-	(5,922)
TRANSFERS (TO)/FROM RESERVES	-	-	-	-	(12,000)	(2,000)
	<u>280,303</u>	<u>280,303</u>	<u>280,303</u>	<u>286,188</u>	<u>214,138</u>	<u>306,010</u>
WAGES	173,000	173,000	173,000	191,952	143,000	201,596
CONSTRUCTION	10,000	10,000	10,000	10,000	5,000	14,960
CONSULTING/SUB K	1,500	1,500	1,500	1,900	-	2,658
SUPPLIES/OFFICE/JANITORIAL	32,503	32,503	32,503	31,765	18,100	36,526
VEHICLE/TRAVEL/EQUIP'T USAGE	300	300	300	3,750	2,720	3,783
PLANT MAT/LANDOWNER GRANTS	-	-	-	-	-	723
CORP SUPPORT/SHARED SVCS	25,000	25,000	25,000	28,000	20,000	25,000
RENT/INS/TAXES/UTILITIES	30,000	30,000	30,000	16,700	16,700	16,151
CAP MAINT/LOW VALUE ASSETS	7,000	7,000	7,000	1,500	7,500	3,893
SMALL MISC	1,000	1,000	1,000	700	570	922
	<u>280,303</u>	<u>280,303</u>	<u>280,303</u>	<u>286,267</u>	<u>213,590</u>	<u>306,212</u>

	Option 1 2021 DRAFT BUDGET	2% 2021 DRAFT BUDGET	Option 3 2021 DRAFT BUDGET	2020 BUDGET	2020 PROJECTION	2019 AUDITED
<b>CAPITAL OR MAJOR MAINTENANCE/IMPROVEMENT PROJECTS</b>						
GENERAL LEVY	15,000	15,000	15,000	-	15,000	-
FEDERAL GRANTS	60,000	60,000	60,000	591,000	531,500	8,500
OTHER GRANTS/USER FEES	200,000	200,000	200,000	114,250	399,408	221,870
TRANSFERS TO/FROM RESERVES	425,000	425,000	425,000	746,750	551,250	188,608
	<u>700,000</u>	<u>700,000</u>	<u>700,000</u>	<u>1,452,000</u>	<u>1,497,158</u>	<u>418,978</u>
WAGES	15,000	15,000	15,000	20,000	117,943	28,399
LANDS AND CONSTRUCTION	648,500	648,500	648,500	1,306,000	1,081,600	214,834
ENGINEERING/CONSULTING/SUB CONTRACTING	15,000	15,000	15,000	95,000	167,000	54,731
CONSTRUCTION SUPPLIES	12,000	12,000	12,000	10,000	74,500	23,362
VEHICLE/TRAVEL/EQUIP'T USAGE	-	-	-	-	10,000	2,443
PLANT MAT/LANDOWNER GRANTS	-	-	-	-	5,000	-
CORP SUPPORT/SHARED SVCS	9,500	9,500	9,500	6,000	24,800	19,986
CAP MAINT/LOW VALUE ASSETS	-	-	-	15,000	22,000	5,978
SMALL MISC	-	-	-	-	-	718
	<u>700,000</u>	<u>700,000</u>	<u>700,000</u>	<u>1,452,000</u>	<u>1,502,843</u>	<u>352,985</u>

<b>FLEET &amp; FIELD EQUIPMENT</b>						
GENERAL LEVY	-	-	-	25,000	65,000	-
OTHER GRANTS/USER FEES/RECOVERIES	173,000	173,000	173,000	167,665	134,365	278,584
TRANSFERS TO/FROM RESERVES	25,000	25,000	25,000	18,500	25,000	(111,500)
	<u>198,000</u>	<u>198,000</u>	<u>198,000</u>	<u>211,165</u>	<u>224,365</u>	<u>167,084</u>
MAINTENANCE/REPAIRS	60,000	60,000	60,000	66,500	67,800	74,002
FUEL	33,400	33,400	33,400	35,000	30,000	35,481
LICENCES/MISC/SMALL TOOLS	16,600	16,600	16,600	24,700	19,700	19,700
AMORTIZATION	88,000	88,000	88,000	85,000	85,000	87,592
	<u>198,000</u>	<u>198,000</u>	<u>198,000</u>	<u>211,200</u>	<u>202,500</u>	<u>216,775</u>

**WATER QUALITY & REGIONAL ENVIRONMENTAL INITIATIVES**

<b>MONITORING, AG STEWARDSHIP, DEMO FARM, DRCC, WQ SPECIAL GRANTS</b>						
GENERAL LEVY	-	-	-	-	-	47,000
CW-GS LEVY	142,750	142,750	142,750	156,000	156,000	126,000
MUNICIPAL	12,000	12,000	12,000	69,650	65,300	74,684
PROVINCIAL GRANTS	296,000	296,000	296,000	75,000	290,000	123,182
FEDERAL GRANTS	336,500	336,500	336,500	332,500	252,500	177,595
OTHER	38,585	38,585	38,585	233,000	95,000	30,051
IN-KIND	20,000	20,000	20,000	-	24,000	27,814
TRANSFERS (TO)/FROM DEFERRED REVENUES	116,500	116,500	116,500	(15,200)	(94,500)	54,055
	<u>962,335</u>	<u>962,335</u>	<u>962,335</u>	<u>850,950</u>	<u>788,300</u>	<u>660,381</u>
WQM WAGES	524,295	524,295	524,295	521,695	462,530	387,317
CONSTRUCTION	30,000	30,000	30,000	-	-	-
CONSULTING/SUB CONTRACTING	84,305	84,305	84,305	42,000	40,150	26,516
SUPPLIES/OFFICE/JANITORIAL	18,585	18,585	18,585	40,470	53,820	19,833
VEHICLE/TRAVEL/EQUIP'T USAGE	18,150	18,150	18,150	20,515	19,815	26,768
PLANT MAT/LANDOWNER GRANTS	149,000	149,000	149,000	144,000	72,300	90,499
CORP SUPPORT/SHARED SVCS	111,300	111,300	111,300	80,770	78,200	69,366
RENT/INS/TAXES/UTILITIES	600	600	600	1,100	1,100	2,722
DUES/MEMBERSHIPS	300	300	300	300	-	3,948
IN KIND SVCS SUPPLIES	20,000	20,000	20,000	-	24,000	27,814
TECHNICAL EQUIPMENT	5,800	5,800	5,800	100	100	806
TOTAL EXPENSES	962,335	962,335	962,335	850,950	752,015	656,260
SMALL MISC	-	-	-	-	-	670
	<u>962,335</u>	<u>962,335</u>	<u>962,335</u>	<u>850,950</u>	<u>752,015</u>	<u>656,260</u>

	Option 1 2021 DRAFT BUDGET	2% 2021 DRAFT BUDGET	Option 3 2021 DRAFT BUDGET	2020 BUDGET	2020 PROJECTION	2019 AUDITED
<b>DRINKING WATER SOURCE PROTECTION PROGRAM</b>						
PROVINCIAL GRANTS	95,000	95,000	95,000	102,600	51,000	127,072
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	-	-	-	36,000	(33,352)
	<u>95,000</u>	<u>95,000</u>	<u>95,000</u>	<u>102,600</u>	<u>87,000</u>	<u>93,720</u>
WAGES	80,000	80,000	80,000	86,500	71,750	79,005
SUPPLIES/OFFICE/JANITORIAL	-	-	-	-	400	1,024
VEHICLE/TRAVEL/EQUIP'T USAGE	-	-	-	-	300	270
CORP SUPPORT/SHARED SVCS	12,000	12,000	12,000	12,000	11,000	10,196
RENT/INS/TAXES/UTILITIES	-	-	-	1,100	1,100	1,100
PER DIEMS/MISC	3,000	3,000	3,000	3,000	3,000	2,125
	<u>95,000</u>	<u>95,000</u>	<u>95,000</u>	<u>102,600</u>	<u>87,550</u>	<u>93,720</u>
<b>CLIMATE CHANGE REGIONAL STRATEGY /COMMUNITY ENERGY PLAN</b>						
GENERAL LEVY	-	-	-	-	-	50,000
CW-GS LEVY	-	-	-	50,000	70,000	-
MUNICIPAL	79,100	79,100	79,100	45,500	175,000	2,500
OTHER GRANTS/USER FEES	10,000	10,000	10,000	-	-	5,350
TRANSFERS (TO)/FROM DEFERRED REVENUES	11,000	11,000	11,000	22,000	9,400	53,500
	<u>100,100</u>	<u>100,100</u>	<u>100,100</u>	<u>117,500</u>	<u>254,400</u>	<u>111,350</u>
WAGES	10,000	10,000	10,000	99,500	97,000	101,286
ENGINEERING/CONSULTING	87,000	87,000	87,000	-	140,000	5,423
SUPPLIES/OFFICE/JANITORIAL	-	-	-	2,500	900	165
VEHICLE/TRAVEL/EQUIP'T USAGE	-	-	-	500	500	1,158
CORP SUPPORT/SHARED SVCS	3,100	3,100	3,100	15,000	16,000	15,500
SMALL MISC	-	-	-	-	-	-
	<u>100,100</u>	<u>100,100</u>	<u>100,100</u>	<u>117,500</u>	<u>254,400</u>	<u>123,531</u>
<b>CONSERVATION SERVICES</b>						
<b>REVENUES</b>						
GENERAL LEVY	963,141	963,141	963,141	886,172	824,172	976,422
CW-GS LEVY	758,863	826,815	907,400	848,250	904,250	875,600
MUNICIPAL	1,598,100	1,598,100	1,598,100	2,615,150	1,240,300	77,184
PROVINCIAL GRANTS	562,188	562,188	562,188	231,288	364,688	307,935
FEDERAL GRANTS	729,500	729,500	729,500	1,147,250	932,310	669,833
OTHER GRANTS	163,500	163,500	163,500	264,000	126,300	37,494
ERCF GRANTS	334,500	334,500	334,500	150,250	488,108	431,545
FEE FOR SERVICE/OTHER/RECOVERIES	733,985	733,985	733,985	713,725	559,525	1,158,608
IN-KIND	20,000	20,000	20,000	13,000	31,300	39,516
TRANSFER TO/FROM DEF REVENUES	(168,773)	(236,725)	(317,310)	(19,980)	(208,550)	(440,924)
	<u>5,695,004</u>	<u>5,695,004</u>	<u>5,695,004</u>	<u>6,849,105</u>	<u>5,262,403</u>	<u>4,133,212</u>
<b>EXPENSES(INCLUDES FLEET/EQUIP'T AMORTIZATION)</b>	<u>6,138,004</u>	<u>6,138,004</u>	<u>6,138,004</u>	<u>7,629,398</u>	<u>5,769,508</u>	<u>4,179,259</u>
<b>SURPLUS/(DEFICIT)</b>	<u>(443,000)</u>	<u>(443,000)</u>	<u>(443,000)</u>	<u>(780,293)</u>	<u>(507,105)</u>	<u>(46,047)</u>
<b>TRANSFER (TO)/FROM RESERVES</b>	<u>443,000</u>	<u>443,000</u>	<u>443,000</u>	<u>780,250</u>	<u>551,750</u>	<u>46,348</u>



	Option 1 2021	2% 2021	Option 3 2021	2020 BUDGET	2020 PROJECTION	2019 AUDITED
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# COMMUNITY SERVICES

OUTDOOR & CONSERVATION EDUCATION						
GENERAL LEVY	-	-	-	-	-	28,000
CW~GS LEVY	16,000	16,000	16,000	36,000	32,000	-
OTHER GRANTS/USER FEES	50,000	50,000	50,000	49,000	8,500	47,325
TRANSFERS (TO)/FROM DEFERRED REVENUES	3,000	3,000	3,000	-	(4,500)	-
	<u>69,000</u>	<u>69,000</u>	<u>69,000</u>	<u>85,000</u>	<u>36,000</u>	<u>75,325</u>
WAGES	55,000	55,000	55,000	68,000	37,000	63,953
SUPPLIES/OFFICE/JANITORIAL	2,670	2,670	2,670	4,100	675	1,994
VEHICLE/TRAVEL/EQUIPT USAGE	830	830	830	1,950	50	2,727
PLANT MAT/LANDOWNER GRANTS	-	-	-	500	-	-
CORP SUPPORT/SHARED SVCS	10,000	10,000	10,000	10,000	2,500	10,300
RENT/INS/TAXES/UTILITIES	500	500	500	750	750	750
	<u>69,000</u>	<u>69,000</u>	<u>69,000</u>	<u>85,300</u>	<u>40,975</u>	<u>79,803</u>

OUTREACH & ENGAGEMENT						
GENERAL LEVY	-	-	-	-	-	115,750
CW~GS LEVY	62,600	62,600	62,600	139,750	87,750	10,000
OTHER GRANTS/USER FEES	30,000	30,000	30,000	10,000	8,278	13,681
	<u>92,600</u>	<u>92,600</u>	<u>92,600</u>	<u>149,750</u>	<u>96,028</u>	<u>139,431</u>
WAGES	42,000	42,000	42,000	106,500	77,000	96,645
SUPPLIES/OFFICE/JANITORIAL	6,150	6,150	6,150	6,850	3,733	5,509
VEHICLE/TRAVEL/EQUIPT USAGE	3,200	3,200	3,200	4,900	1,100	4,298
PARTNER GRANTS/PLANT MATERIAL	19,000	19,000	19,000	7,500	2,500	12,395
CORP SUPPORT/SHARED SVCS	21,000	21,000	21,000	22,000	10,000	17,000
RENT/INS/TAXES/UTILITIES	750	750	750	950	950	850
CAP MAINT/LOW VALUE ASSETS	500	500	500	500	500	717
	<u>92,600</u>	<u>92,600</u>	<u>92,600</u>	<u>149,400</u>	<u>95,783</u>	<u>137,643</u>

COMMUNICATIONS						
GENERAL LEVY	177,700	177,700	177,700	160,150	124,150	150,150
CW~GS LEVY	-	-	-	26,000	26,000	25,000
OTHER GRANTS/USER FEES	20,000	20,000	20,000	-	-	-
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	-	-	-	-	17,000
	<u>197,700</u>	<u>197,700</u>	<u>197,700</u>	<u>186,150</u>	<u>150,150</u>	<u>192,150</u>
WAGES	192,000	192,000	192,000	178,000	145,000	181,896
SUPPLIES/OFFICE/JANITORIAL	4,800	4,800	4,800	6,050	4,000	5,546
VEHICLE/TRAVEL/EQUIPT USAGE	450	450	450	1,000	500	858
CAP MAINT/LOW VALUE ASSETS	450	450	450	1,000	500	486
	<u>197,700</u>	<u>197,700</u>	<u>197,700</u>	<u>186,050</u>	<u>150,000</u>	<u>188,787</u>

OUTREACH EVENTS AND SHORT-TERM GRANT FUNDED INITIATIVES						
FEDERAL GRANTS	-	-	-	-	-	800
OTHER GRANTS/USER FEES	32,000	32,000	32,000	91,250	43,700	113,104
TRANSFERS (TO)/FROM DEFERRED REVENUES	35,500	35,500	35,500	(750)	(11,700)	4,946
	<u>67,500</u>	<u>67,500</u>	<u>67,500</u>	<u>90,500</u>	<u>32,000</u>	<u>118,850</u>
WAGES	17,000	17,000	17,000	20,550	4,000	25,064
TREES/SUPPLIES	50,500	50,500	50,500	70,000	23,200	94,505
	<u>67,500</u>	<u>67,500</u>	<u>67,500</u>	<u>90,550</u>	<u>27,200</u>	<u>119,569</u>

COMMUNITY SERVICES						
<b>REVENUES</b>						
GENERAL LEVY	177,700	177,700	177,700	160,150	124,150	293,900
CW~GS LEVY	78,600	78,600	78,600	201,750	145,750	35,000
MUNICIPAL	-	-	-	-	-	-
PROVINCIAL GRANTS	-	-	-	-	-	-
FEDERAL GRANTS	-	-	-	-	-	800
OTHER GRANTS/USER FEES	132,000	132,000	132,000	150,250	60,478	174,109
IN-KIND	-	-	-	-	-	-
TRANSFER TO/FROM DEF REVENUES	38,500	38,500	38,500	(750)	(16,200)	21,946
	<u>426,800</u>	<u>426,800</u>	<u>426,800</u>	<u>511,400</u>	<u>314,178</u>	<u>525,755</u>
<b>EXPENSES</b>						
	<u>426,800</u>	<u>426,800</u>	<u>426,800</u>	<u>511,300</u>	<u>313,958</u>	<u>525,802</u>
<b>SURPLUS/(DEFICIT)</b>						
	-	-	-	100	220	(47)

	Option 1 2021	2% 2021	Option 3 2021	2020 BUDGET	2020 PROJECTION	2019 AUDITED
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## CORPORATE SERVICES

### ADMIN/FINANCE/IT/HR

GENERAL LEVY	456,750	456,750	456,750	287,050	397,050	237,025
CW~GS LEVY	-	-	-	-	-	25,000
MUNICIPAL	-	-	-	-	-	1,200
PROVINCIAL GRANTS	-	-	-	-	-	750
OTHER GRANTS/USER FEES/RECOVERIES	670,000	670,000	670,000	658,000	613,447	722,863
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	-	-	-	-	39,926
TRANSFERS (TO)/FROM RESERVES	15,000	15,000	15,000	(1,000)	(1,000)	(1,000)
	<u>1,141,750</u>	<u>1,141,750</u>	<u>1,141,750</u>	<u>944,050</u>	<u>1,009,497</u>	<u>1,025,764</u>
WAGES	784,000	784,000	784,000	572,484	612,000	577,528
ERCF SUPPORT	25,500	25,500	25,500	66,000	45,000	59,372
MEMBER EXPENSES/CO DUES	57,500	57,500	57,500	56,700	56,000	57,652
AUDIT/LEGAL/CONSULTING	54,900	54,900	54,900	32,500	92,500	18,791
SUPPLIES/EQUIP/NETWORK	59,350	59,350	59,350	55,350	48,300	77,701
OCCUPANCY/PHONE	142,500	142,500	142,500	135,000	139,500	132,727
TRAVEL & BD/STAFF MEETINGS	2,000	2,000	2,000	9,500	4,000	10,264
RETIREE BENEFITS	16,000	16,000	16,000	16,000	12,000	13,651
	<u>1,141,750</u>	<u>1,141,750</u>	<u>1,141,750</u>	<u>943,534</u>	<u>1,009,300</u>	<u>947,686</u>

### CORPORATE SPECIAL PROJECTS (RECORDS/IS/IT)

TRANSFERS FROM RESERVES	25,000	25,000	25,000	-	-	-
	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
CONSULTING/OTHER	25,000	25,000	25,000	-	-	-
	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>-</u>	<u>-</u>	<u>-</u>

### REVENUES

GENERAL LEVY	456,750	456,750	456,750	287,050	397,050	237,025
CW~GS LEVY	-	-	-	-	-	25,000
MUNICIPAL	-	-	-	-	-	1,200
PROVINCIAL GRANTS	-	-	-	-	-	750
FEDERAL GRANTS	-	-	-	-	-	-
OTHER GRANTS/USER FEES	670,000	670,000	670,000	658,000	613,447	722,863
IN-KIND	-	-	-	-	-	-
TRANSFER TO/FROM DEF REVENUES	-	-	-	-	-	39,926
	<u>1,126,750</u>	<u>1,126,750</u>	<u>1,126,750</u>	<u>945,050</u>	<u>1,010,497</u>	<u>1,026,764</u>

### EXPENSES

	<u>1,166,750</u>	<u>1,166,750</u>	<u>1,166,750</u>	<u>943,534</u>	<u>1,009,300</u>	<u>947,686</u>
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### SURPLUS/(DEFICIT)

	<u>(40,000)</u>	<u>(40,000)</u>	<u>(40,000)</u>	<u>1,516</u>	<u>1,197</u>	<u>79,078</u>
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### TRANSFERS (TO)/FROM RESERVES

	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>	<u>(1,000)</u>	<u>(1,000)</u>	<u>(1,000)</u>
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### OTHER

#### TANGIBLE ASSET REPLACEMENT

GENERAL LEVY	300,000	300,000	300,000	300,000	300,000	200,000
CWGS	64,000	64,000	64,000	-	-	-
TRANSFER TO/FROM RESERVES	(364,000)	(364,000)	(364,000)	(300,000)	(154,000)	(200,000)
EXTRAORDINARY LOSS	-	-	-	-	(292,742)	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(146,742)</u>	<u>0</u>

**CORPORATE SUMMARY**

**REVENUES**

**Municipal**

Levy - Operations	\$ 2,485,204	\$ 2,485,204	\$ 2,485,204	\$ 2,336,667	\$ 2,336,667	\$ 2,188,666
Levy - Clean Water~Green Spaces	901,463	969,415	1,050,000	1,050,000	1,050,000	1,050,000
<b>Total Municipal Levy</b>	<b>\$ 3,386,667</b>	<b>\$ 3,454,619</b>	<b>\$ 3,535,204</b>	<b>\$ 3,386,667</b>	<b>\$ 3,386,667</b>	<b>\$ 3,238,666</b>
Water & erosion control infrastructure and special projects	2,011,600	2,011,600	2,011,600	2,558,300	1,284,575	22,499
Risk management services	12,000	12,000	12,000	69,650	65,300	74,684
	<b>5,410,267</b>	<b>5,478,219</b>	<b>5,558,804</b>	<b>6,014,617</b>	<b>4,736,542</b>	<b>3,335,849</b>

**Provincial**

Section 39 Flood/Erosion Program	104,417	104,417	104,417	104,417	104,417	104,417
Drinking Water Source Protection	95,000	95,000	95,000	102,600	51,000	127,072
WECl	17,625	17,625	17,625	-	52,875	1,250
Other (CMOG, SEO etc)	474,188	474,188	474,188	132,188	320,688	180,863
	<b>691,230</b>	<b>691,230</b>	<b>691,230</b>	<b>339,205</b>	<b>528,980</b>	<b>413,602</b>

**Federal**

	<b>729,500</b>	<b>729,500</b>	<b>729,500</b>	<b>1,147,250</b>	<b>932,310</b>	<b>670,633</b>
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**Total Government Transfer Payments & Fees-For-Services**

	<b>6,830,997</b>	<b>6,898,949</b>	<b>6,979,534</b>	<b>7,501,072</b>	<b>6,197,832</b>	<b>4,420,084</b>
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**Other revenues**

Permit and applicant fees - mandatory services	721,000	721,000	721,000	636,000	699,000	699,047
Admissions, program fees & other services	498,385	498,385	498,385	513,960	353,238	864,763
Leases & property rentals	80,600	80,600	80,600	77,600	64,200	75,689
Donations and other grants						
General	193,500	193,500	193,500	303,000	146,000	87,767
Essex Region Conservation Foundation grants	421,500	421,500	421,500	262,500	554,608	533,083
In-kind contributions	20,000	20,000	20,000	13,000	31,300	39,516
Interest income	30,000	30,000	30,000	50,000	60,947	86,521
Gain on sale of assets	-	-	-	-	-	4,000
	<b>1,964,985</b>	<b>1,964,985</b>	<b>1,964,985</b>	<b>1,856,060</b>	<b>1,909,293</b>	<b>2,390,386</b>

**Total other revenues**

	<b>1,964,985</b>	<b>1,964,985</b>	<b>1,964,985</b>	<b>1,856,060</b>	<b>1,909,293</b>	<b>2,390,386</b>
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**Transfers from/(to) deferred revenues**

	(62,698)	(130,650)	(211,235)	14,270	(224,750)	(330,090)
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**Interdepartmental recoveries**

	803,000	803,000	803,000	725,665	650,865	845,127
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**TOTAL REVENUES**

	<b>\$ 9,536,284</b>	<b>\$ 9,536,284</b>	<b>\$ 9,536,284</b>	<b>\$ 10,097,067</b>	<b>\$ 8,533,240</b>	<b>\$ 7,325,507</b>
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**EXPENSES BY CLASSIFICATION**

Wages & benefits -ERCA operations	\$ 3,201,500	\$ 3,201,500	\$ 3,201,500	\$ 3,065,996	\$ 2,866,367	\$ 3,029,829
Wages & benefits -special grant projects	752,295	752,295	752,295	920,165	811,181	877,903
Construction-municipal projects	481,750	481,750	481,750	8,500	151,400	18,425
Construction-special grant projects	1,977,000	1,977,000	1,977,000	2,813,000	1,347,000	356,501
Construction-ERCA capital projects	818,500	818,500	818,500	1,432,900	1,327,450	289,370
Plant material, removals and landowner subsidies-special grant projects	368,571	368,571	368,571	331,100	183,218	297,270
Plant material, removals and landowner subsidies - ERCA operations	84,300	84,300	84,300	48,000	36,500	69,102
Program supplies- special grant projects	39,785	39,785	39,785	42,370	28,570	59,833
Site & operational supplies - Conservation Areas	75,899	75,899	75,899	113,696	98,231	112,281
Office supplies & expenses - other ERCA operations	35,037	35,037	35,037	83,425	27,075	95,598
Occupancy, taxes,utilities & waste removal	320,513	320,513	320,513	314,490	297,383	310,927
Maintenance,repairs & security-sites	55,186	55,186	55,186	71,950	93,050	105,297
Maintenance,repairs & supplies-fleet/equipment	100,900	100,900	100,900	104,000	103,000	111,866
Equipment, software/hardware & website-special grant projects	10,000	10,000	10,000	13,750	31,400	6,851
Equipment, software/hardware & website- ERCA operations	97,923	97,923	97,923	58,975	42,187	71,954
Lab,data, technical & sub-contracted services -special grant	34,305	34,305	34,305	40,900	38,950	52,667
Lab,data, technical & sub-contracted services - ERCA operations	52,000	52,000	52,000	54,500	37,600	82,697
Insurance, audit & legal	132,450	132,450	132,450	127,550	189,500	122,725
Dues & memberships	49,679	49,679	49,679	45,010	51,063	52,687
Travel, training & professional development	18,540	18,540	18,540	27,100	9,170	36,084
Board ,committee & meeting expenses	19,000	19,000	19,000	22,500	21,500	20,561
Bank, credit card charges and interest	14,100	14,100	14,100	13,060	17,410	13,294
In-kind supplies & services	20,000	20,000	20,000	13,000	31,300	39,516
Land acquisition & acquisition assistance	-	-	-	-	113,000	-
Amortization	315,500	315,500	315,500	309,500	309,500	315,571
Extraordinary item	-	-	-	-	292,742	-
Other	-	-	-	-	-	951
Internal recoveries included in revenues	808,051	808,051	808,051	725,380	650,608	838,362
<b>TOTAL EXPENSES</b>	<b>\$ 9,882,784</b>	<b>\$ 9,882,784</b>	<b>\$ 9,882,784</b>	<b>\$ 10,800,817</b>	<b>\$ 9,206,355</b>	<b>\$ 7,388,117</b>

	Option 1 2021	2% 2021	Option 3 2021	2020 BUDGET	2020 PROJECTION	2019 AUDITED
	DRAFT BUDGET	DRAFT BUDGET	DRAFT BUDGET			
<b>Total Revenues</b>	9,536,284	9,536,284	9,536,284	10,097,067	8,544,240	7,353,175
<b>Total Expenses</b>	9,882,784	9,882,784	9,882,784	10,800,817	9,206,355	7,388,117
<b>SURPLUS/(DEFICIT) (ACCRUAL BASIS)</b>	<b>(346,500)</b>	<b>(346,500)</b>	<b>(346,500)</b>	<b>(703,750)</b>	<b>(662,115)</b>	<b>(34,943)</b>
<b>ADD/SUBTRACT: NON CASH ITEMS</b>						
Donation of land to ERCA	-	-	-	-	-	-
Gain/loss on asset disposal	-	-	-	-	-	(4,000)
Amortization	315,500	315,500	315,500	309,500	309,500	315,571
Transfers from Reserves (Per Schedule)	490,000	490,000	490,000	803,500	646,750	434,296
<b>DEDUCT: CAPITAL ITEMS</b>						
Land acquisition	-	-	-	-	-	-
Purchased fleet/equipment	(88,000)	(88,000)	(88,000)	(85,000)	(53,635)	(53,588)
Infrastructure additions	-	-	-	-	-	(66,228)
<b>(DECREASE)/INCREASE IN NET SURPLUS (prior to reserve transfers)</b>	<b>371,000</b>	<b>371,000</b>	<b>371,000</b>	<b>324,250</b>	<b>240,500</b>	<b>591,108</b>
<b>TRANSFER TO RESERVES (Per Schedule)</b>	<b>371,000</b>	<b>371,000</b>	<b>371,000</b>	<b>324,250</b>	<b>250,000</b>	<b>588,948</b>
<b>INCREASE/(DECREASE) IN UNRESTRICTED ACCUMULATED OPERATING FUND SURPLUS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (9,500)</b>	<b>\$ 2,160</b>

NOTE 1: The actual numbers shown for capital items, for 2020 and 2021, 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.

## Appendix B: Draft Municipal Levies Schedule, Option 1

### Essex Region Conservation

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#### DRAFT 2021 MUNICIPAL LEVY ALLOCATION

MUNICIPALITY	CVA %		GENERAL LEVY		CW~GS LEVY		TOTAL LEVY		2021-2020 \$ Difference	%
	2021 DRAFT	2020	2021 DRAFT	2020	2021 DRAFT	2020	2021 DRAFT	2020		
			DRAFT \$2,485,204	APPROVED \$2,336,667	DRAFT \$901,463	APPROVED \$1,050,000	DRAFT \$3,386,667	APPROVED \$3,386,667		
TOWN OF AMHERSTBURG	5.95%	5.95%	\$ 147,897	\$ 138,948	\$ 53,647	\$ 62,437	\$ 201,545	\$ 201,386	\$ 159	0.1%
TOWN OF ESSEX	4.76%	4.79%	\$ 118,222	\$ 111,810	\$ 42,883	\$ 50,243	\$ 161,104	\$ 162,052	\$ (948)	-0.6%
TOWN OF KINGSVILLE	6.24%	6.15%	\$ 154,982	\$ 143,820	\$ 56,217	\$ 64,626	\$ 211,199	\$ 208,446	\$ 2,753	1.3%
TOWN OF LAKESHORE	9.61%	9.45%	\$ 238,901	\$ 220,816	\$ 86,657	\$ 99,225	\$ 325,558	\$ 320,041	\$ 5,517	1.7%
TOWN OF LASALLE	8.83%	8.68%	\$ 219,360	\$ 202,898	\$ 79,569	\$ 91,174	\$ 298,929	\$ 294,072	\$ 4,858	1.7%
MUNICIPALITY LEAMINGTON	6.07%	5.95%	\$ 150,891	\$ 139,055	\$ 54,733	\$ 62,486	\$ 205,623	\$ 201,541	\$ 4,082	2.0%
TOWNSHIP OF PELEE	0.28%	0.29%	\$ 6,883	\$ 6,774	\$ 2,497	\$ 3,044	\$ 9,380	\$ 9,817	\$ (437)	-4.5%
TOWN OF TECUMSEH	8.33%	8.34%	\$ 206,947	\$ 194,990	\$ 75,066	\$ 87,620	\$ 282,013	\$ 282,610	\$ (597)	-0.2%
CITY OF WINDSOR	49.94%	50.39%	\$ 1,241,121	\$ 1,177,557	\$ 450,194	\$ 529,145	\$ 1,691,315	\$ 1,706,701	\$ (15,386)	-0.9%
<b>TOTALS</b>	<b>100%</b>	<b>100%</b>	<b>\$ 2,485,204</b>	<b>\$ 2,336,667</b>	<b>\$ 901,463</b>	<b>\$ 1,050,000</b>	<b>\$ 3,386,667</b>	<b>\$ 3,386,667</b>	<b>\$ -</b>	<b>0.0%</b>

## Appendix B: Draft Municipal Levies Schedule, Option 2 (Recommended)

### Essex Region Conservation

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#### DRAFT 2021 MUNICIPAL LEVY ALLOCATION

MUNICIPALITY	CVA %		GENERAL LEVY		CW~GS LEVY		TOTAL LEVY		2021-2020 \$ Difference	%
	2021 DRAFT	2020	2021 DRAFT	2020	2021 DRAFT	2020	2021 DRAFT	2020		
			DRAFT \$2,485,204	APPROVED \$2,336,667	DRAFT \$969,415	APPROVED \$1,050,000	DRAFT \$3,454,619	APPROVED \$3,386,667	\$ 67,952	CHANGE 2.0%
TOWN OF AMHERSTBURG	5.95%	5.95%	\$ 147,897	\$ 138,948	\$ 57,691	\$ 62,437	\$ 205,588	\$ 201,386	\$ 4,203	2.1%
TOWN OF ESSEX	4.76%	4.79%	\$ 118,222	\$ 111,810	\$ 46,115	\$ 50,243	\$ 164,337	\$ 162,052	\$ 2,284	1.4%
TOWN OF KINGSVILLE	6.24%	6.15%	\$ 154,982	\$ 143,820	\$ 60,455	\$ 64,626	\$ 215,437	\$ 208,446	\$ 6,991	3.4%
TOWN OF LAKESHORE	9.61%	9.45%	\$ 238,901	\$ 220,816	\$ 93,189	\$ 99,225	\$ 332,090	\$ 320,041	\$ 12,049	3.8%
TOWN OF LASALLE	8.83%	8.68%	\$ 219,360	\$ 202,898	\$ 85,567	\$ 91,174	\$ 304,927	\$ 294,072	\$ 10,856	3.7%
MUNICIPALITY LEAMINGTON	6.07%	5.95%	\$ 150,891	\$ 139,055	\$ 58,859	\$ 62,486	\$ 209,749	\$ 201,541	\$ 8,208	4.1%
TOWNSHIP OF PELEE	0.28%	0.29%	\$ 6,883	\$ 6,774	\$ 2,685	\$ 3,044	\$ 9,568	\$ 9,817	\$ (249)	-2.5%
TOWN OF TECUMSEH	8.33%	8.34%	\$ 206,947	\$ 194,990	\$ 80,725	\$ 87,620	\$ 287,672	\$ 282,610	\$ 5,061	1.8%
CITY OF WINDSOR	49.94%	50.39%	\$ 1,241,121	\$ 1,177,557	\$ 484,130	\$ 529,145	\$ 1,725,250	\$ 1,706,701	\$ 18,549	1.1%
<b>TOTALS</b>	<b>100%</b>	<b>100%</b>	<b>\$ 2,485,204</b>	<b>\$ 2,336,667</b>	<b>\$ 969,415</b>	<b>\$ 1,050,000</b>	<b>\$ 3,454,619</b>	<b>\$ 3,386,667</b>	<b>\$ 67,952</b>	<b>2.0%</b>

## Appendix B: Draft Municipal Levies Schedule, Option 3

### Essex Region Conservation

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#### DRAFT 2021 MUNICIPAL LEVY ALLOCATION

MUNICIPALITY	CVA %		GENERAL LEVY		CW~GS LEVY		TOTAL LEVY		2021-2020	%
	2021 DRAFT	2020	2021 DRAFT	2020	2021 DRAFT	2020	2021 DRAFT	2020		
			DRAFT \$2,514,204	APPROVED \$2,336,667	DRAFT \$1,050,000	APPROVED \$1,050,000	DRAFT \$3,564,204	APPROVED \$3,386,667	\$ 177,537 \$ Difference	CHANGE 5.2%
TOWN OF AMHERSTBURG	5.95%	5.95%	\$ 149,623	\$ 138,948	\$ 62,487	\$ 62,437	\$ 212,110	\$ 201,386	\$ 10,724	5.3%
TOWN OF ESSEX	4.76%	4.79%	\$ 119,601	\$ 111,810	\$ 49,949	\$ 50,243	\$ 169,550	\$ 162,052	\$ 7,497	4.6%
TOWN OF KINGSVILLE	6.24%	6.15%	\$ 156,791	\$ 143,820	\$ 65,480	\$ 64,626	\$ 222,271	\$ 208,446	\$ 13,825	6.6%
TOWN OF LAKESHORE	9.61%	9.45%	\$ 241,689	\$ 220,816	\$ 100,936	\$ 99,225	\$ 342,625	\$ 320,041	\$ 22,584	7.1%
TOWN OF LASALLE	8.83%	8.68%	\$ 221,920	\$ 202,898	\$ 92,680	\$ 91,174	\$ 314,600	\$ 294,072	\$ 20,528	7.0%
MUNICIPALITY LEAMINGTON	6.07%	5.95%	\$ 152,651	\$ 139,055	\$ 63,751	\$ 62,486	\$ 216,403	\$ 201,541	\$ 14,861	7.4%
TOWNSHIP OF PELEE	0.28%	0.29%	\$ 6,964	\$ 6,774	\$ 2,908	\$ 3,044	\$ 9,872	\$ 9,817	\$ 54	0.6%
TOWN OF TECUMSEH	8.33%	8.34%	\$ 209,362	\$ 194,990	\$ 87,435	\$ 87,620	\$ 296,797	\$ 282,610	\$ 14,187	5.0%
CITY OF WINDSOR	49.94%	50.39%	\$ 1,255,603	\$ 1,177,557	\$ 524,374	\$ 529,145	\$ 1,779,978	\$ 1,706,701	\$ 73,276	4.3%
<b>TOTALS</b>	<b>100%</b>	<b>100%</b>	<b>\$ 2,514,204</b>	<b>\$ 2,336,667</b>	<b>\$ 1,050,000</b>	<b>\$ 1,050,000</b>	<b>\$ 3,564,204</b>	<b>\$ 3,386,667</b>	<b>\$ 177,537</b>	<b>5.2%</b>

## Appendix C: Reserves Continuity Schedule

ESSEX REGION CONSERVATION AUTHORITY	INFRASTRUCTURE/ MAJOR MAINTENANCE	REVENUE STABILIZATION	GRANT MATCHING	VEHICLE/CA EQUIP'T	SUITE/F&F/IT/IS	HUMAN RESOURCES/AD MIN	LEGAL/ INSURANCE	HISTORIC PROPERTIES	TREE WARRANTY & SELF- INSURANCE	OTHER WATERSHED	TOTAL RESERVES
2021 PROJECTED RESERVES											
<b>PROJECTED OPENING BALANCE -01/01/2021</b>	\$ 290,000	\$ 30,342	\$ 100,000	\$ 139,000	\$ 274,508	\$ 35,332	\$ 50,000	\$ 68,374	\$ 90,000	\$ 47,857	\$ 1,125,413
Transfers to reserves	300,000	-	-	-	-	64,000	-	7,000	-	-	371,000
Interest	-	-	-	-	-	-	-	-	-	-	-
Repayments	-	-	-	-	-	-	-	-	-	-	-
<b>AVAILABLE BALANCE</b>	<b>\$ 590,000</b>	<b>\$ 30,342</b>	<b>\$ 100,000</b>	<b>\$ 139,000</b>	<b>\$ 274,508</b>	<b>\$ 99,332</b>	<b>\$ 50,000</b>	<b>\$ 75,374</b>	<b>\$ 90,000</b>	<b>\$ 47,857</b>	<b>\$ 1,496,413</b>
<b>RESERVE FUND EXPENSES/TRANSFERS</b>											
Hillman Marsh Dykes											
JRPH Heritage Centre	400,000										400,000
JRPH shoreline	-										-
Capital R&M - Greenways	-										-
Entry Signs	-										-
Holiday Beach Workshop	25,000										25,000
Vehicle/equip't replacement				25,000							25,000
Network/Servers/IT					40,000						40,000
Server Room/Office R&M											
<b>TOTAL EXPENSES</b>	<b>425,000</b>	<b>-</b>	<b>-</b>	<b>25,000</b>	<b>40,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>490,000</b>
<b>PROJECTED CLOSING BALANCE 12/31/2021</b>	<b>\$ 165,000</b>	<b>\$ 30,342</b>	<b>\$ 100,000</b>	<b>\$ 114,000</b>	<b>\$ 234,508</b>	<b>\$ 99,332</b>	<b>\$ 50,000</b>	<b>\$ 75,374</b>	<b>\$ 90,000</b>	<b>\$ 47,857</b>	<b>\$ 1,006,413</b>



## Appendix D: Detailed Sources of Funding by Program Subunit

Department	Budget by Department Sub	Budgeted Expenses	General Levy	CW~GS Levy	Municipal Special	Prov TPAs- Mandatory Svc	Prov Special Grant	Federal	Fees/Grants/Def Rev	Reserves	Total	Levy %	Levy Per Capita
Watershed Management Services	Development Services	\$ 854,650	\$ 234,650	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 620,000	\$ -	\$ 854,650	27%	\$ 0.73
	Watershed Engineering	94,150	94,150	-	-	-	-	-	-	-	94,150	100%	\$ 0.29
	Watershed Engineering-special municipal projects	510,700	-	-	425,500	-	17,625	-	67,575	-	510,700	0%	\$ -
	Flood Forecasting & Warning	248,680	144,263	-	-	104,417	-	-	-	-	248,680	58%	\$ 0.45
	Planning - Hazards & Input Official Plans	99,550	89,550	-	-	-	-	-	10,000	-	99,550	90%	\$ 0.28
	Planning - Operational/Natural Heritage	91,000	-	-	-	-	-	-	91,000	-	91,000	0%	\$ -
	Climate Change -Hazards Risks	25,000	25,000	-	-	-	-	-	-	-	25,000	100%	\$ 0.08
	CA Lands & Infrastructure Management	144,215	144,215	-	-	-	-	-	-	-	144,215	100%	\$ 0.45
Conservation Services	CA Lands - Maintenance (incl fleet/equipment)	997,776	710,226	-	-	-	-	-	262,550	25,000	997,776	71%	\$ 2.21
	CA Lands -Restoration Natural Areas	119,700	58,700	-	-	-	10,000	-	51,000	-	119,700	49%	\$ 0.18
	Special Restoration & Tree Planting Projects- Municipal /Private Properties	2,442,775	-	60,000	1,507,000	-	137,500	308,000	430,275	-	2,442,775	2%	\$ 0.19
	Land Securement	107,000	35,000	500,000	-	-	-	25,000	453,000	-	107,000	77%	\$ 1.66
	Holiday Beach - Lands & campground operations	278,800	-	27,000	-	-	-	-	251,800	-	278,800	10%	\$ 0.08
	John R Park Homestead - Museum&Programs	190,303	-	97,065	-	-	23,688	-	69,550	-	190,303	51%	\$ 0.30
	Capital Projects	700,000	15,000	-	-	-	-	60,000	200,000	425,000	700,000	2%	\$ 0.05
	Drinking Water Source Protection	95,000	-	-	-	95,000	-	-	-	-	95,000	0%	\$ -
Watershed Research Services	WQ Studies, Monitoring, Ag Stewardship, Demo Farm, DRCC	962,335	-	142,750	12,000	-	296,000	336,500	175,085	-	962,335	15%	\$ 0.44
	Climate Change - Regional Strategy, CC special projects	100,100	-	-	79,100	-	-	-	21,000	-	100,100	0%	\$ -
Community Outreach Services	Corporate Communications	197,700	177,700	-	-	-	-	-	20,000	-	197,700	90%	\$ 0.55
	Outreach & Public Engagement	160,100	-	62,600	-	-	-	-	97,500	-	160,100	39%	\$ 0.19
	Conservation Education	69,000	-	16,000	-	-	-	-	53,000	-	69,000	23%	\$ 0.05
Corporate, Compliance & Reserves	Corporate Services & Compliance	1,166,750	456,750	-	-	-	-	-	670,000	40,000	1,166,750	39%	\$ 1.42
	Reserves	371,000	300,000	64,000	-	-	-	-	7,000	-	371,000	98%	\$ 1.13
		\$ 10,026,284	\$ 2,485,204	\$ 969,415	\$ 2,023,600	\$ 199,417	\$ 484,813	\$ 729,500	\$ 2,644,335	\$ 490,000	\$ 10,026,284	34%	\$ 10.75
Mandatory Services (identified in BOLD)		\$ 4,924,871	\$ 2,450,204	\$ 64,000	\$ 425,500	\$ 199,417	\$ 27,625	\$ -	\$ 1,708,125	\$ 65,000	\$ 4,924,871	51%	\$ 7.82
Non Mandatory Services		\$ 5,101,413	\$ 35,000	\$ 905,415	\$ 1,598,100	\$ -	\$ 457,188	\$ 729,500	\$ 936,210	\$ 425,000	\$ 5,101,413	18%	\$ 2.93

## BACKGROUND

The Essex Region Conservation Authority is a public sector organization established by the Province under the Conservation Authorities Act (1946), and governed by local municipalities. Since its establishment in 1973, ERCA has been dedicated to protecting, restoring, and managing the natural resources of the Essex Region. Today, as one of 36 conservation authorities in Ontario, ERCA is committed to the core founding principles of the Conservation Authorities Act: watershed jurisdiction, local decision-making, and funding partnerships. The Authority is also a registered charity under the Canadian Income Tax Act.

## OUR STRATEGIC DIRECTION

Defined by the Conservation Authorities Act mandate (1946), ERCA delivers a number of programs and services to municipalities and residents. Its strategic direction is set out in *ERCA's 2016-2025 Strategic Plan: Sustaining the Place for Life*, which provides the basis for decision-making and priorities over the decade in five key areas:

1. **The climate will continue to change.** Efforts to mitigate and slow the impacts of climate change for the region within and adjacent to natural hazard and natural heritage areas must continue. ERCA will continue to advise and guide the region in response to the potential threats of climate change as mandated.
2. **The Great Lakes are the region's most significant natural resource.** The 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. **The Essex Region's habitats are among the most significant in Canada.** ERCA has planted more than 6 million trees and achieved 8.5% natural area coverage, but more action is needed to reach the region's 12% target for sustainability.
4. **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. The sustainability of ERCA as an organization also needs to be evaluated on a regular basis. Without investment in technology and support functions, ERCA's ability to provide core services and comply with legislation, may be at risk.

However, the changes to the Conservation Authorities Act have widespread and significant implications for operations and program delivery with the proposed narrowing of the Objects of Conservation Authorities. The Authority is currently developing a funding transition plan, in accordance with the legislated requirements of the revised Act, and concurrently will develop an updated Sustainability/Strategic Plan to align with provincial implementation timelines.

The revised Conservation Authorities Act requires the Authority to undertake a transition plan, including the identification and inventorying of mandatory and non-mandatory services. Programs have been segregated into mandatory and non-mandatory services, based on the information that is currently available and in the absence of detailed Regulations, or further guidance from the Province.

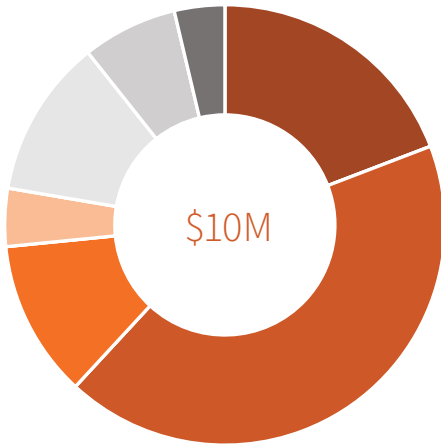
<b>Mandatory Services Section 21.1</b>		
<b>Risks of Natural Hazards</b>	<b>Conservation &amp; Management of Lands Owned /Controlled</b>	<b>Duties, Functions &amp; Responsibilities Relating to Obligations Under Other Acts</b>
<p>S 28 Regulations/Permits</p> <p>S 39 Flood/Erosion Program</p> <p>Watershed Engineering</p> <p>Planning - OP input hazards</p> <p>Records/Technology</p> <p>Climate Change – hazards</p>	<p>CA Lands &amp; Infrastructure Management (Forestry, Biology, Long Range Plans) Includes JRPB lands</p> <p>CA Lands &amp; Infrastructure Maintenance (Operational day to day). Includes JRPB site maintenance</p> <p>CA Lands -Restoration of Natural Areas (Tree replacement, wetlands, etc.)</p>	<p>General Corporate Administration &amp; Governance</p> <p>Finance</p> <p>Human Resources</p> <p>Information Systems / Records / Technology</p> <p>Corporate Communications</p> <p>Drinking Water Source Protection Authority</p>
<b>Asset Replacement &amp; Reserves</b>		

<b>Non-Mandatory / Other Services Section</b>		
<b>Watershed Management Services</b>	<b>Conservation / Research Services</b>	<b>Outreach, Education &amp; Other Services</b>
<p>Planning - Operational planning &amp; natural heritage opinions/comments</p>	<p>Land Acquisition</p> <p>Restoration - Non ERCA lands (fee for service or grant subsidized)</p> <p>Holiday Beach Management Agreement 2001-2031</p> <p>Water Quality program, including special term limited research studies</p> <p>Landowner Incentives &amp; Grants - WQ/Erosion</p> <p>ESCIA Supports</p> <p>Demonstration farm</p> <p>Climate Change - Biological Adaptation</p>	<p>JRPB Heritage Centre &amp; Museum Operations</p> <p>Educational programming - various CA locations</p> <p>General outreach, events and partnership engagement</p> <p>ERCF supports</p> <p>Municipal Services provided through agreement (Risk Management Services Part IV CWA)</p>



- The Authority's budget includes expenses of \$9,655,284, including capital projects, plus an additional \$371,000 in transfers to reserve funds, for a total of **\$10,026,284**. Total revenues of \$9,536,284, plus reserve transfers of \$490,000, are expected to provide the required funds of \$10,026,284 for operations and replacement/purchase of assets.
- **The budget includes a levy increase of \$67,952 (2%), from \$3,386,667 to \$3,454,619 and is equivalent to \$10.75 per person, an increase of 26 cents from 2020. The majority of the levy (72%), or \$7.78 per person, is tied to delivery of mandatory services.**
- The budgeted expenses include \$2.4 million of costs, attributable to municipal-owned projects/lands, for which the Authority secures partial funding for, from government and NGO groups.
- Administration has drafted a hybrid budget, which reflects a construct for the new services and funding model for Conservation Authorities, as identified through recent changes to the Conservation Authorities Act, including More Homes, More Choice Act, 2019 and Bill 229.
- To respond to changes in the Conservation Authorities Act, the Authority's programs have been segregated into mandatory and non-mandatory services, based on the information that is currently available and in the absence of detailed Regulations, or further guidance from the Province, the classification will likely be adopted.
- **Levy funding of \$2,514,204 is required for the Authority's mandated obligations in 2021**, consistent with the categories of mandated services, listed in the Conservation Authorities Act. **Levies associated with non-mandatory services total \$940,415**. If municipal funding will continue to be required in 2022 and beyond, for non-mandatory services, the Authority will need to engage its municipal partners in consultations regarding scope of services and execute funding agreements.
- The draft budget includes a reallocation of funding from non-mandatory services, using Covid-19 service (staffing) reductions (non-mandatory services) as an opportunity to pivot and redirect levy from outreach/ events/communications to mandated functions, primarily in watershed management and corporate services. Some continuation of global pandemic conditions is anticipated in the 2021 budget.
- 2021 expenses would be \$178,000 higher without staffing/expense reductions in Community Outreach Services (~\$104,000) and with all vacant positions filled for the entire operating year. The Authority recently entered into a four year agreement with CUPE Local 3784, and this budget reflects negotiated changes to wages and benefits.
- **General (Mandatory) levy is projected to support 51% of mandatory services**, with the balance funded through fees and chargebacks/recoveries to various programs and projects. **Clean Water ~Green Spaces levy (Non-Mandatory) levy funds only 18% of non-mandatory programs and services**, which receive significant support from other levels of government, NGOs, including the Essex Region Conservation Foundation, and fees. **The detailed funding chart by program subunit is shown in Appendix C.**

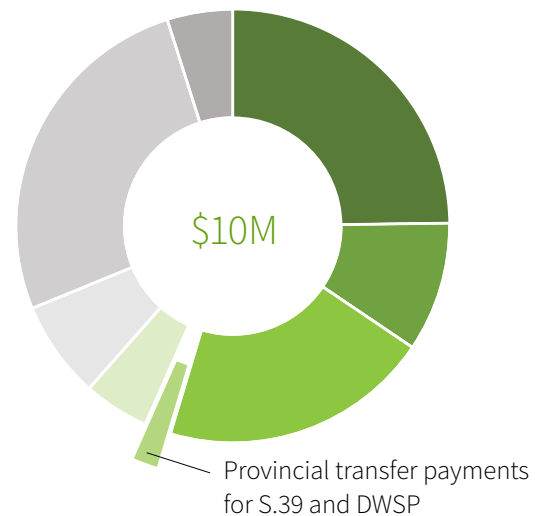
## 2021 Budget by Function



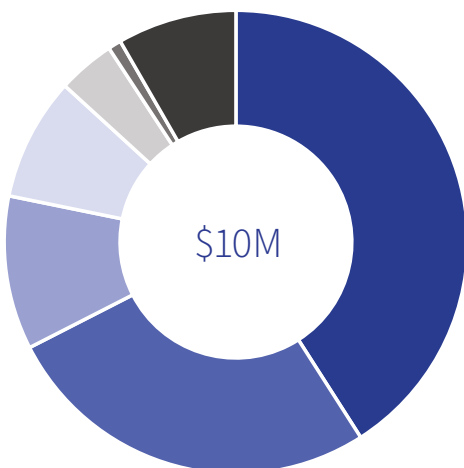
Watershed Management Services	\$1,923,730 , 19%
Conservation Services	\$4,280,569 , 43%
Watershed Research Services	\$1,157,435 , 11%
Community Outreach Services	\$426,800 , 4%
Corporate Services & Compliance	\$1,166,750 , 12%
Capital Projects	\$700,000 , 7%
Transfers to reserves	\$371,000 , 4%

General Levy	\$2,485,204 , 25%
CW~GS Levy	\$969,415 , 10%
Municipal Special Project \$	\$2,023,600 , 20%
Provincial Transfer Payments - Mandatory Services	\$199,417 , 2%
Prov Special Grant \$	\$491,813 , 5%
Federal \$	\$729,500 , 7%
Fees, Grants & Deferred Revenues	\$2,637,335 , 26%
Reserve Transfers	\$490,000 , 5%

## 2021 Revenues by Source



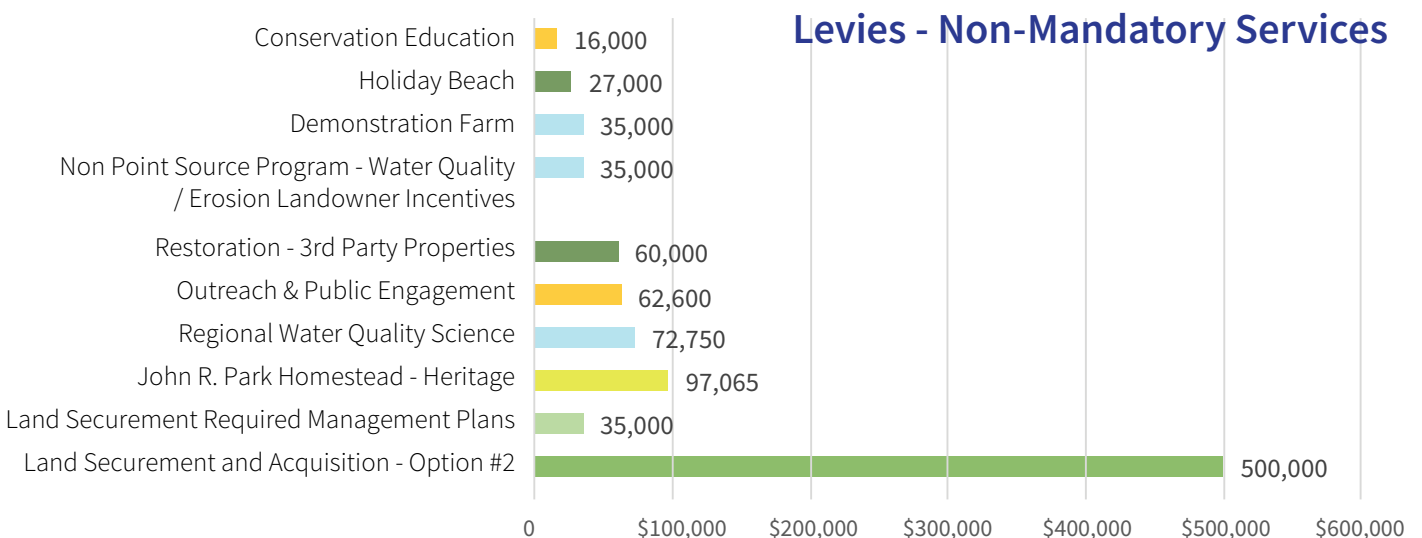
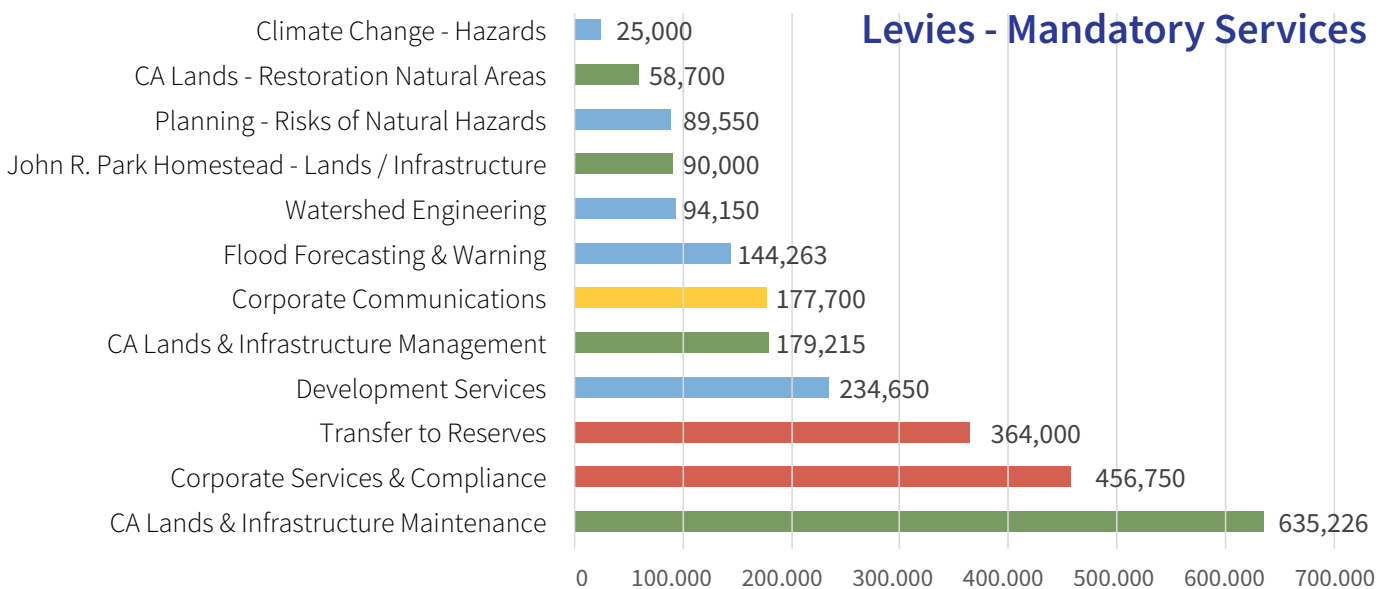
## 2021 Expenses by Classification



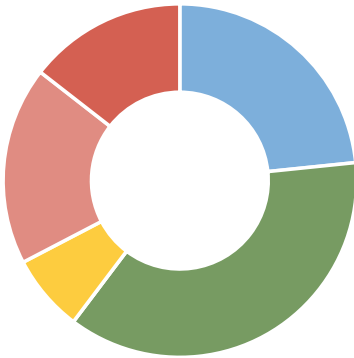
Compensation	\$3,953,795 , 41%
Construction Contracts	\$2,561,500 , 26%
Program Materials & Supplies	\$1,035,384 , 11%
Contracted Engineering & Professional Services	\$828,455 , 9%
Rent, Taxes, Utilities & Insurance	\$385,150 , 4%
Fleet Replacement	\$88,000 , 1%
Indemnity & Contingent Liabilities	\$803,000 , 8%

## LEVIES ANALYSIS AND DRAFT ALLOCATION

After determining wage obligations and operating costs, Administration is calculating a required Levy funding of \$2,514,204 to fulfil the Authority’s mandated obligations, as shown below. Levies associated with non-mandatory services total \$940,415. If municipal funding will continue to be required in 2022 and beyond, for non-mandatory services, the Authority will need to engage its municipal partners in consultations regarding scope of services and execute funding agreements. The 2021 budget begins to align mandatory (General) levy with mandatory functions and CW~GS levy is for the most part, associated with non-mandatory services.

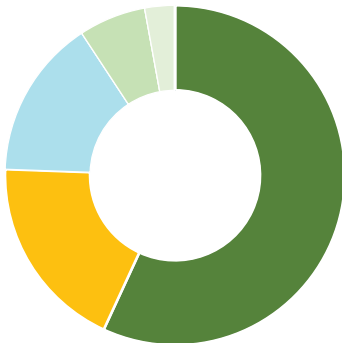


## Levies - Mandatory Services



Risk of Natural Hazards	\$587,613 , 23%
Conservation of Lands	\$928,141 , 37%
Shared Communications	\$177,700 , 7%
Corporate Services & Compliance	\$456,750 , 18%
Asset Replacement and Reserve Replenishment	\$364,000 , 14%
Source Water Protection	\$0

## Non-Mandatory Levies by Function



Land Securement & Acquisition	\$535,000 , 57%
Education, Outreach, Heritage	\$175,665 , 19%
WQ Research / Monitoring, Agricultural Stewardship, Demo Farm, Landowner Incentives	\$142,750 , 15%
Restoration & Tree Planting - 3rd Party Properties	\$60,000 , 6%
Holiday Beach Recreation & Camping	\$27,000 , 3%

## RESERVE FUNDS

The Authority maintains several reserve funds and this budget includes transfers of \$371,000 to several reserve funds and transfers from reserves of \$490,000, as identified in Appendix B, for a net transfer to operating accounts of \$119,000. A transfer of \$300,000 is budgeted to the infrastructure reserve, slightly higher than in previous years (2020-\$250,000), due to an anticipated funding requirement, relating to the JRPH Heritage Centre and as outlined in BD 34/20. A budgeted transfer of \$64,000 to the HR/Administrative reserve is included to address exposures related to pay equity, contractual obligations relating to employment agreements and taxes, primarily WSIB and HST audits.

## Human Resource Analysis

The budget for staffing identifies 42 permanent/long term staff positions, although some positions will likely be partially vacant during the year due to ongoing recruitment challenges for specialized classifications, resulting in approximately 41 FTEs. Levy funding reallocations have been made between departments due to reduced activity, primarily related to events, education and outreach, and to respond to overwhelming demand for staffing capacity in development services. Additionally, the Authority has included new senior management capacity in the budget, related to technology, data/information management and business-process transformation initiatives.

Compensation, including payroll taxes and benefits is the Authority's largest category of expense, comprising 41% of the budget and two-thirds of the compensation expense is associated with mandatory services.

Staff are engaged in the provision of mandatory services to a varying degree, with watershed management services and corporate services having the highest percentage of staff engaged in mandatory functions as shown below.

<b>COMPENSATION AS RELATED TO PROVISION OF MANDATORY SERVICES</b>	
% of Watershed Management Services wages directed to mandatory service - Risks of Natural Hazards	91%
% of Conservation Services wages directed to mandatory service - Conservation Land Management	46%
% of Watershed Research Services wages directed to mandatory services - Drinking Water Source Protection Authority	18%
% of Community Outreach Services wages directed to mandatory services - Corporate Communications & Mandatory Service communications support	63%
% of Corporate Services wages directed to mandatory services - Legislative Compliance and Mandatory Service supports	97%
<b>% Of total compensation directed to Mandatory Services</b>	<b>67%</b>
Watershed Management Services FTEs associated with Mandatory Services	11.77
Conservation Services FTEs associated with Mandatory Services	6.99
Drinking Water Source Protection	0.86
Community Outreach Services FTEs associated with Mandatory Services	1.79
Corporate Services FTEs associated with Mandatory Services	6.87
<b>Total FTEs associated with provision of Mandatory Services</b>	<b>28.28</b>
Watershed Management Services FTEs associated with NMS	1.04
Conservation Services FTEs associated with NMS	7.96
Watershed Research FTEs associated with NMS	7.88
Community Outreach Services FTEs associated with NMS	1.16
Corporate Services FTEs associated with NMS	0.20
<b>Total FTEs associated with provision of Non-Mandatory Services</b>	<b>18.24</b>



# Integrated Watershed Management

As an integrated watershed management agency, ERCA’s business units are built on critical programs and services that support our region’s ecological, social, and economic health.

Our programs have recognized experts in water resources and watershed engineering, watershed planning, forestry, biology, ecologists, agronomy, water quality science, and experts in conservation, restoration and natural resource management. We work across all sectors to secure partnerships at every level, and within all of our communities to support the community’s vision and our conservation mission, which we deliver through five Service Areas:

## Watershed Management Services

 Conservation Services

 Corporate Services

 Watershed Research Services

 Community Outreach Services

## Watershed Management Services



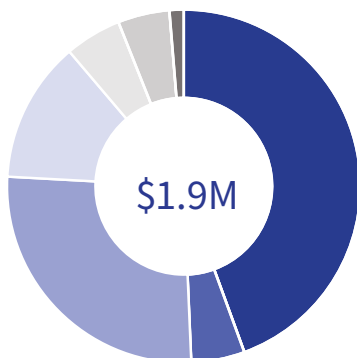
Watershed Management Services are identified as mandatory and ensures that development in the region progresses in a sustainable manner and is directed away from natural hazards while protecting natural heritage features and water resources.

Watershed Management Services are delivered through four programs:

- Development Services (Mandatory Services)
- Watershed/Water Resources Engineering (Mandatory Services)
- Flood Management/Flood Forecasting and Warning (Mandatory Services)
- Watershed Planning (Mandatory/Non-Mandatory)

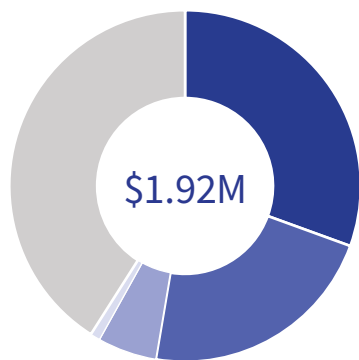
Approximately 13 FTEs deliver these services.

### Watershed Management Services



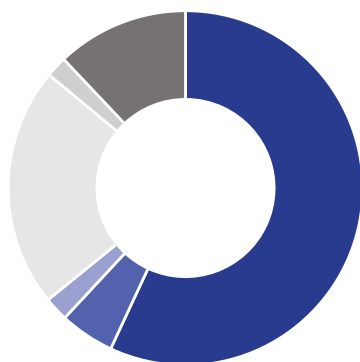
Development Services	\$854,650 , 44%
Watershed Engineering	\$94,150 , 5%
Watershed Engineering - Special Municipal Projects	\$510,700 , 27%
Flood Forecasting & Warning	\$248,680 , 13%
Planning - Hazards & Input Official Plans	\$99,550 , 5%
Planning - Operational / Natural Heritage	\$91,000 , 5%
Climate Change - Hazards, Risks	\$25,000 , 1%

## Watershed Management Services Revenues



General Levy	\$587,613 , 31%
Municipal Special Project \$	\$425,500 , 22%
Prov TPAs-Mandatory \$	\$104,417 , 5%
Prov Special Grant \$	\$17,625 , 1%
Fees, Grants & Deferred Revenues	\$788,575 , 41%

## Watershed Management Services Expenditures by Type



Compensation	\$1,095,250 , 57%
Construction Contracts	\$96,000 , 5%
Program Materials & Supplies	\$42,430 , 2%
Contracted & Prof Services	\$421,250 , 22%
Rent, Taxes, Utilities & Insurance	\$37,000 , 2%
Interdepartmental Chargebacks	\$231,800 , 12%

## DEVELOPMENT SERVICES

ERCA administers the Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation, approved by the Minister of Natural Resources and Forestry and known as Ontario Regulation 158/06, as amended. The Regulation allows ERCA to control development within hazardous lands through a permitting process. These lands could be unsafe for development because of naturally occurring processes associated with flooding, erosion, unstable soils, dynamic beaches, unstable slopes or in areas where conservation of lands could be impacted by development. The priority is to reduce risk to life, prevent damage to property, and reduce social disruptions resulting from natural hazards.

### 2021 Program Highlights

- Following a fifth straight year of significant growth in requests for permit applications, two (2) new technical positions, as approved by the Board through BD35/20, are included in the budget to respond to the increasing pressures of development within the Region and to improve on service delivery timelines.

In general, the budgeted Watershed Management Services expenses are greater than 2020 as a result of additional technical staff to support the needs in Regulations and Development Services, and additional fee-for-service projects / ancillary services that support core mandate functions included in the CA Act.

## WATERSHED / WATER RESOURCES ENGINEERING

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Managing the risks associated with the natural hazards of flooding and erosion is one of the primary roles of conservation authorities under the Conservation Authorities Act. This role is fulfilled through the delivery of multiple natural resource management programs and services, including flood plain management and mapping, water and erosion control infrastructure planning, and stormwater management. Many projects delivered through the engineering program are considered “special projects” or “ancillary services” that support core responsibilities of the authority within the context of Natural Hazards Management. The program is currently managing \$510,700 in municipal flood and erosion control studies and infrastructure projects.

### 2021 Program Highlights

- Complete the Little River Floodplain Mapping as part of the City of Windsor Sandwich South Master Servicing Study to inform regulatory requirements for future development. \$26,000 in municipal cost recovery renders the project 100% cost-recoverable.

- Complete the Essex County Floodplain Prioritization Study at a cost of \$14,700, funded by the County of Essex, to support new flood maps and updates to existing flood maps, and to support long-range planning and regulatory decisions making.
- Complete the Turkey Hydrologic and Hydraulic Modelling, funded by the City of Windsor, the Town of LaSalle, and the Town of Tecumseh. The total budget is \$329,000, including consulting fees and ERCA-related expenses. ERCA’s application to the National Disaster Mitigation Program (NDMP) is currently under review, and if successful, would significantly offset municipal expenses.
- Complete two Water & Erosion Control Infrastructure (WECI) Projects on the Belle River Flood Control Project. These projects total \$141,000 including consulting fees and construction contracts, and are funded 50% funding by the Ministry of Natural Resources and Forestry through the WECI Program and 50% by the Town of Lakeshore.

## FLOOD MANAGEMENT

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Recognizing that protection of life and property from flooding and erosion hazards is dependent on natural system protection, restoration and remediation; and that development and redevelopment should contribute to the prevention, elimination, and reduction in risk from flooding, erosion, and slope instability. The five pillars of flood management: prevention, mitigation, preparedness, response and recovery, are applied.

### 2021 Program Highlights

- Update ERCA’s Flood Contingency Plan.

- Monitor lake levels and a network of 30 climate stations to provide advanced warning of flooding and accelerated erosion.
- Continue to participate in flood-related emergency planning and response activities with member municipalities.
- Continue to participate as a selected committee member on the Provincial Flood Mapping Technical Team to fulfill Provincial commitments contained within Ontario’s Flood Strategy.

## WATERSHED PLANNING

ERCA is working towards a ‘planning first principle’ which ensures that appropriate planning permissions are in place before any consideration is made for approvals under the Conservation Authorities Act. The Watershed Planning budget is divided into “Hazards” and “Operational” to align with mandatory and non-mandatory service changes within the amended Conservation Authorities Act.

### 2021 Program Highlights

- The ‘Hazards’ component relates to mandatory services and is primarily funded through General Levy (~ 90%) to support ERCA’s function as the delegated responsible authority for Natural Hazards planning. ERCA represents the Province with respect to Long-Range Planning on items such as Official Plans (OP). This includes commenting on OP updates and amendments and Zoning By-Law Amendments (ZBAs) with a specific focus on Natural Hazards.
- Operational Planning is a non-mandatory service by which ERCA comments on various operational planning instruments with respect to natural hazards and supports development services for the Authority and the municipalities. This is a ‘revenue-neutral’ fee-for-service program that supports the ‘planning-first’ approach of addressing hazards in the Region.
- The 2021 budget includes funds to replace the Senior Planner, vacant since Fall 2020, to support ERCA’s overall planning responsibilities. This position is budgeted at \$60,000 for 2021, and represents roughly 75% of total annual needs for this position as it is anticipated to be filled within the second quarter.
- Climate strategies specifically related to Natural Hazards are budgeted for through General Levy in the amount of \$25,000, accounting for roughly 25% of a Full Time Employment position (0.25 FTE). This budgeted amount equates to the anticipated needs to address “climate change” components of various elements within Mandatory Services under the Act, such as input into Long-Range Planning instruments and technical studies related to floodplain management. Climate Change initiatives span several departments, and are more fully described in Watershed Research Services.

## Conservation Services

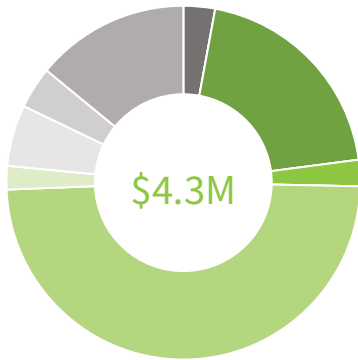


ERCA’s Conservation Services programs protect, restore, and manage natural heritage areas and systems within ERCA’s watersheds. This is accomplished through a system of Conservation lands, strategic and leveraged investment in land securement, and by identifying and implementing priority restoration projects. Conservation Services are delivered through multiple programs, in a mix of mandatory and non-mandatory services:

Mandatory Services	Non-mandatory Services
Conservation Land Management	Tree Planting & Habitat Restoration on Private & Municipal lands
Public Conservation Areas	Land Securement & Acquisition
Tree Planting & Restoration - Conservation Lands	Holiday Beach Conservation Area
	John R Park Homestead – Museum Operations & Educational Programming

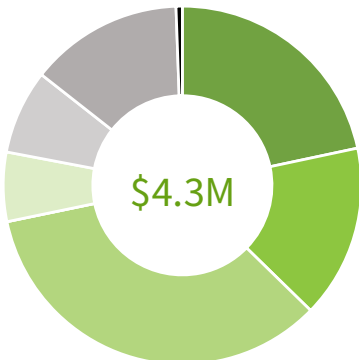
Capital Projects

## Conservation Services



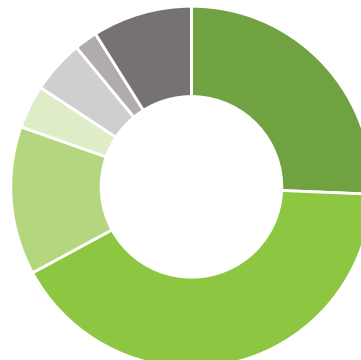
Approximately 15 FTEs deliver the services and includes seasonal restoration workers, tree planters and conservation areas technicians and support staff.

CA Lands - Maintenance (incl Fleet / Equipment)	\$997,776 , 20%
CA Lands -Restoration Natural Areas	\$119,700 , 2%
Special Restoration & Tree Planting Projects - Municipal / Private Properties	\$2,442,775 , 49%
Land Securement	\$107,000 , 2%
Holiday Beach - Lands & Campground Operations	\$278,800 , 6%
John R. Park Homestead - Museum & Programs	\$190,303 , 4%
Capital Projects	\$700,000 , 14%
CA Lands & Infrastructure Management	\$144,215 , 3%



## Conservation Services Revenues

General Levy	\$948,141 , 22%
CW~GS Levy	\$684,065 , 16%
Municipal Special Project \$	\$1,507,000 , 34%
Prov Special Grant \$	\$273,188 , 6%
Federal \$	\$333,000 , 8%
Fees, Grants & Deferred Revenues	\$605,175 , 14%
Reserve Transfers	\$25,000 , <1%



## Conservation Services Expenditures by Type

Compensation	\$1,097,750 , 26%
Construction Contracts	\$1,775,000 , 41%
Program Materials & Supplies	\$568,349 , 13%
Contracted & Prof Services	\$166,000 , 4%
Rent, Taxes, Utilities & Insurance	\$203,800 , 5%
Fleet Replacement	\$88,000 , 2%
Interdepartmental Chargebacks	\$381,670 , 9%

## CONSERVATION LAND MANAGEMENT

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The Essex Region supports a higher diversity of plant and animal species than any other region in Canada, and sustains one of the highest concentrations of globally rare species in an area with some of the lowest percentage of natural cover in Canada. Conservation Areas are managed to protect this natural heritage, preserve human and cultural heritage, and support active and healthy living.

ERCA will continue to manage the natural resources of our region as outlined in the updated Conservation Authorities Act and undertake management of Conservation Areas to improve the biodiversity of the region while also improving the resiliency of species at risk that are vulnerable to climate change.

### 2021 Program Highlights

- Forest inventories related to climate change carbon offsets, beginning with Devonwood Conservation Area.
- Invasive species management at Collavino Wetland and constructed wetlands throughout the region.
- Ecological Land Classification of McAuliffe Woods and Hillman Marsh.
- Endangered species surveys in Cedar Creek, McAuliffe Woods and Mitchell Woods.

## PUBLIC CONSERVATION AREAS

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Since 1974, ERCA has been acquiring lands to ensure the protection and conservation of their significant natural and cultural heritage features. Conservation Areas ensure that valuable greenspace is protected while allowing for recreational opportunities in safe, well maintained natural settings which are critical to maintaining physical and mental health.

### 2021 Program Highlights

- Ongoing management and maintenance of 17 conservation areas and over 80 kms of trails.
- Maintenance budget \$997,776 and includes expenses related to fleet and field equipment.

## TREE PLANTING AND RESTORATION IN CONSERVATION AREAS

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ERCA continues to expand natural habitat in this region by increasing wetland, prairie and tree cover on properties it owns. ERCA has approximately 100 acres of land that will be restored to natural habitat over the next 5 years. Through partnerships, lands will continued to be strategically acquired through purchase or donation to create a more sustainable region. In 2021, over 20,000 trees will be planted on almost 30 acres of land in the Cedar Creek watershed, connecting a mature Carolinian forest and Provincially Significant Wetland (PSW).

# Conservation Services - Non-mandatory

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The revised Conservation Authorities Act has impacted how ERCA budgets for restoration and tree planting projects, land securement and operations at some Conservation Areas. In 2021, the following items have been separated based on Administration's interpretation of the revised Act. Further provincial regulations are anticipated and expected to clarify/categorize mandatory and non-mandatory levy apportioned priorities.

## TREE PLANTING AND RESTORATION ON PRIVATE AND MUNICIPAL LANDS

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To achieve a sustainable future, mitigate climate impacts, increase tree canopy cover, improve water quality and keep endangered species from extinction in Canada, partnerships must continue with private landowners to increase the amount of habitat restored in the region. To assist with the costs of restoration that takes place on private lands and provide the biological professionals needed to undertake this work, ERCA obtains grants and donations to provide incentives and keeps cost reasonable, including funding from the Clean Water~Green Spaces fund. Clean Water~Green Spaces funding to assist with private lands restoration (\$60,000) accounts for approximately 15% of this activity, which does not include the value of land. Once provincial regulation regarding the Conservation Authority Act revisions have been released, ERCA will be able to confirm if this activity requires separate support via an MOU with municipalities.

### 2021 Program Highlights

- Plant 80,000 trees.
- Restore over 100 acres of habitat.
- Continue the Pêche Island Shoreline Protection Project, in partnership with the City of Windsor and others.

## LAND SECUREMENT

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Each year ERCA works towards the strategic purchase of lands that have the highest biological value and will have the greatest impact on improving the biological health of the region. Specifics of new land acquisitions are managed in Committee of the Whole. Once purchased, restoration and management of these land would be categorized as mandatory levy apportionment.

## HOLIDAY BEACH CONSERVATION AREA

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Holiday Beach Conservation Area is operated by the Conservation Authority via a thirty-year management agreement with the Province, and expires in 2031. The Ministry of Natural Resources is the owner of this property. In the absence of clarity from the province, Administration has placed operational cost for Holiday Beach in non-mandatory category. The majority of costs associated with this site are covered by user fees related to camping, hunting and cottage rentals. However, some costs (\$27,000 or 10%) related to general public day use, are included, similar to other public conservation areas.

## JOHN R. PARK HOMESTEAD

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### Museum Operations and Heritage Education Programing

This is a comingled account of mandatory and non-mandatory services. Administration has estimated costs, attributable to the conservation of lands and buildings, transferred from the Province, at \$90k and has assigned general levy in that amount to the JRPH cost centre.

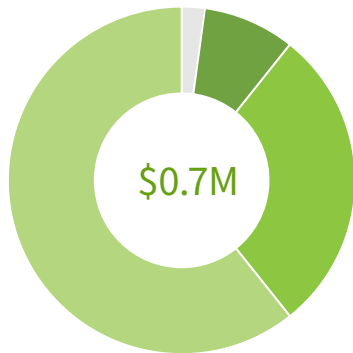
Until further clarification is received from the Province, operations associated with museum specific activities and associated educational programing, are included under non-mandatory services. Administration is pursuing funding opportunities with the Essex Region Conservation Foundation, to support non-mandatory activities.

# CAPITAL PROJECTS

No new capital projects are included in the budget, and completion of the Heritage Centre and the Holiday Beach workshop is anticipated. The financial commitment to the Heritage Centre, in the absence of full funding, will continue to exert pressure on the Infrastructure Reserve fund, possibly into 2022.

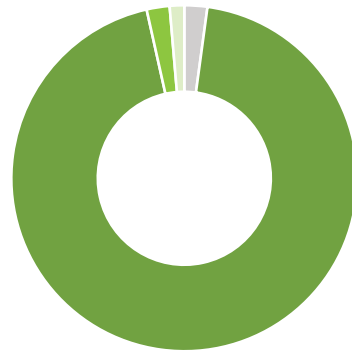
ERCA's infrastructure projects total \$700,000, with a contribution of \$425,000 expected from the infrastructure reserve account.

## Capital Projects Revenues



Federal \$	\$60,000 , 8%
Fees, Grants & Deferred Revenues	\$200,000 , 29%
Reserve Transfers	\$425,000 , 61%
General Levy	\$15,000 , 2%

## Capital Projects Expenditures by Type



Construction Contracts	\$660,500 , 95%
Contracted & Professional Services	\$15,000 , 2%
Interdepartmental Chargebacks	\$9,500 , 1%
Compensation	\$15,000 , 2%

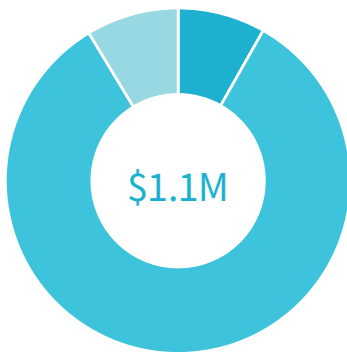




Watershed Research Services strive to improve the health of local watercourses through agricultural Best Management Practices, enhanced monitoring at the watershed and edge-of-field scale and collection of landscape information through Geographic Information Services. Strengthened relationships with the University of Windsor and active participation in several ongoing research programs allows solutions to be developed that are best suited to the region's unique ecosystem. Local sources of drinking water are protected through the implementation of policies in the Source Protection Plan and its amendments.

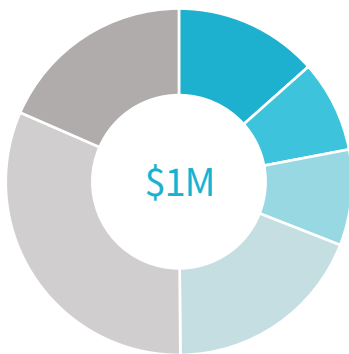
Watershed Management Services are delivered through three programs:

- Source Water Protection (Mandatory Services)
- Watershed Science (Non-Mandatory Services)
- Climate Change (Non Hazards Related) (Non-Mandatory Services)



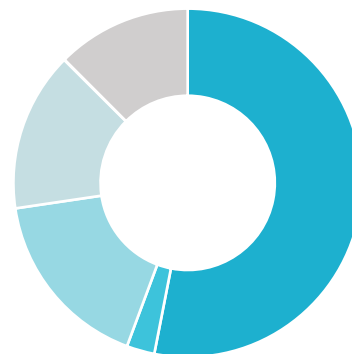
## Watershed Research Services

Drinking Water Source Protection	\$95,000 , 83%
WQ Studies, Monitoring, Ag Stewardship, Demo Farm, DRCC	\$962,335 , 9%
Climate Change - Regional Strategy, CC Special Projects	\$100,100 , 8%



## Watershed Research Services - Revenues

CW~GS Levy	\$142,750 , 13%
Municipal Special Project \$	\$91,100 , 9%
Provincial Transfer Payment	\$95,000 , 9%
Prov Special Grant \$	\$201,000 , 19%
Federal \$	\$336,500 , 32%
Fees, Grants & Deferred Revenues	\$196,085 , 18%



## Watershed Research Services - Expenditures by Type

Compensation	\$614,295 , 53%
Construction Contracts	\$30,000 , 3%
Program Materials & Supplies	\$196,685 , 17%
Contracted & Prof Services	\$171,305 , 15%
Interdepartmental Chargebacks	\$9,500 , 1%

## SOURCE WATER PROTECTION

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Administered under the Clean Water Act, the watershed-based Source Protection Program is the first step in a multi-barrier approach to protect drinking water. It complements municipal water treatment and supports sound land use planning decisions. ERCA, and other conservation authorities, have designated responsibilities under the Clean Water Act to work closely with stakeholders to ensure that sources of municipal drinking water are safe and abundant. ERCA's Risk Management Services implements a specific subset of policies on behalf of municipalities. Source Water Protection has been identified as a Mandatory Program and Service in the Conservation Authorities Act, and the Province remains committed to providing funding for this program, which has increased slightly in 2021 to accommodate increased work load while the Source Protection Plan is being amended. Risk Management Services are offered on behalf of municipalities as a direct service cost through an agreement originally established in 2015.

### 2021 Program Highlights

- Provide Annual Reporting to the Province and Municipalities.
- Continue technical work to update the Source Protection Plan and Assessment Report to align with changes to the Director Technical Rules and the Section 36 Assessment Report.
- Update policies to address new types of Significant Drinking Water Threats and/or changes to applicable vulnerable areas.
- Conduct compliance monitoring to ensure properties with Risk Management Plans continue to adhere to Risk Management Measures.
- While a number of staff support this program and deliver DWSP services, it accounts for less than one full time person.

## WATERSHED SCIENCE

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Healthy rivers, headwaters, and species in our watershed are key elements of the Place for Life. The ability to track and report on changes to these indicators of healthy watersheds and share that knowledge helps assess and understand current health and emerging trends as a basis for setting environmental management priorities, identify research gaps to work with academic and other research partners to address, and manage, protect and enhance watershed resources. ERCA undertakes its watershed science programs through partnerships with the Provincial Water Quality Monitoring Network, Ontario Benthos Biomonitoring Network and the Provincial Groundwater Monitoring Network and works in partnership with Universities including the Great Lakes Institute for Environmental Research at the University of Windsor.

Within the Essex region, water health is inextricably linked to farming practices. Because of this, ERCA continues to support the Essex Soil and Crop Improvement Association to facilitate knowledge transfer opportunities. In collaboration with the Ontario Ministry of Agriculture and Rural Affairs and Environment Canada, ERCA provides incentives to producers. These incentives to undertake Best Management Practices on their farms can reduce fertilizer applications, reduce erosion, improve soils and decrease nutrient runoff that leads to toxic algae blooms in Lake Erie.

Water quality science falls outside of the current understanding of mandatory programs and services, yet is critical to providing the residents of this region and partners with information. In 2021, ERCA will continue to monitor ground and surface water quality stations and provide this information to the Province, consistent with most Conservation Authorities. The core costs to undertake this non-mandatory work that is used to develop the region's Watershed Report Card is \$72,750. Beyond this fundamental monitoring, ERCA will also undertake the following water quality work:

## 2021 Program Highlights

- Develop a Phosphorous Management Plan for the region, provide stewardship funds to agricultural producers to assist with the costs of planting cover crops and developing nutrient management plans, in collaboration with Environment Canada.
- Collect water samples, funded by various external partners including Bayer, Agriculture Agri-food Canada, and Environment Canada, to provide samples for research projects that could not otherwise be collected due to travel restrictions or other logistical challenges.
- Collect water quality samples in greenhouse influenced and non greenhouse influenced stream, with funding from MECP. These samples, along with sophisticated databases, are critical to determine phosphorous loadings in many of local waterways by 2022.
- Continue work in the Wigle Creek watershed, with the goal of improving water quality, supported by OSCIA through the ONFARM program. Project activities include crop survey, water quality samples and providing opportunities to share information with farmers.
- Complete over 20 Agricultural Best Management Practice (BMP) projects in partnership with landowners.
- Continue the pilot project with the Municipality of Leamington Drainage Department to construct an in-line wetland, to improve water quality in the Lebo Creek.
- Operate the Essex County Demonstration Farm to facilitate agricultural research and disseminate lessons learned to the farming community.

## CLIMATE CHANGE

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The Climate Change program has been separated in the budget and spread across several departmental functions to align with Mandatory and Non-Mandatory Services. The natural hazards portion is identified under Watershed Management Services with 25% of the FTE budgeted through General Levy as it is a Mandatory Service. The remaining 75% FTE requires grants, partnerships, and MOUs and this budget anticipates available funding to cover 45% of costs relating to climate change staffing supports. Through such funding mechanisms, ERCA will continue regional coordination efforts associated with climate change-related risks and vulnerabilities.

## 2021 Program Highlights

- Complete the first phase of the Essex County Regional Energy Plan in partnership with the County of Essex and support transition to the plan's implementation.
- Co-host a research roundtable, in partnership with the University of Windsor, to bring together a cross-section of researching leading climate change mitigation and adaptation.
- Work with the agricultural sector to identify climate impacts and mitigations strategies.
- Undertake a pilot project to identify habitat restoration required to protect species at risk most vulnerable to climate change in partnership with Point Pelee National Park, utilizing ERNHSS data, occurrences of species at risk and the Ministry of Natural Resources species vulnerability index.

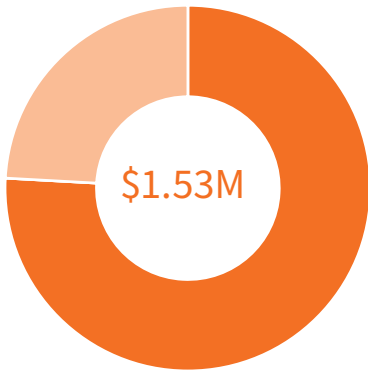


Corporate Services are included as mandatory services, as they either support other mandatory services, or serve to facilitate compliance with multiple pieces of legislation. Providing leadership and management in the delivery of services central to the successful functioning of the entire organization, Corporate Services include:

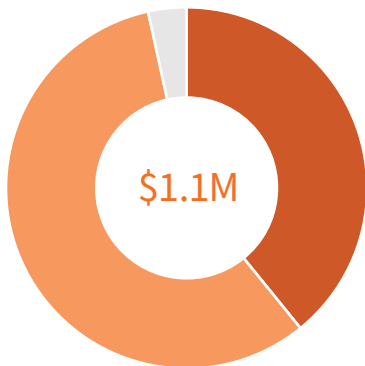
- Administration
- Finance
- Human Resources
- Information Management/Records/GIS/Systems/Network
- All services are provided to ERCF

~7 FTEs will deliver Corporate Services, an increase of 1 FTE from 2020

## Corporate Services, Compliance, and Reserve Transfers

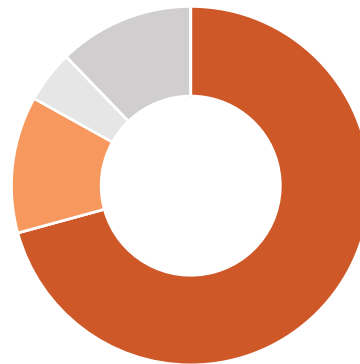


Reserves	\$317,000 , 76%
Corporate Services & Compliance	\$1,166,750 , 24%



### Corporate Services - Revenues

General Levy	\$456,750 , 39%
Recoveries	\$670,000 , 57%
Reserve Transfers	\$40,000 , 4%



### Corporate Services - Expenditures by Type

Compensation	\$825,500 , 71%
Program Materials & Supplies	\$143,850 , 12%
Contracted & Prof Services	\$54,900 , 5%
Rent, Taxes, Utilities & Insurance	\$142,500 , 12%

## ADMINISTRATION

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### 2021 Program Highlights

- Update ERCA and ERCF Administrative Bylaws.
- Begin consultations with municipal partners regarding suite of non-mandatory services and develop agreements for municipal funding, where required.
- Revise ERCA's Strategic Plan and update the Sustainability Plan to ensure compliance with the changes to the Conservation Authorities Act.

## FINANCE

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### 2021 Program Highlights

- Implement updates to the Purchasing Policy.
- Implement a digital approval process for purchases.
- Continue to investigate feasibility of shared services for corporate services supports.
- Administration has instituted a staged implementation for partial cost recovery of corporate and shared services and during 2020 the average applied recovery rate was 14.5%, with allowances and adjustments on large capital projects. The rate will be increased to 15% in 2021.

## HUMAN RESOURCES

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### 2021 Program Highlights

- Continue to review and update policy, procedures and guidelines for Covid-19.
- On-board new hires remotely, in line with all safety protocols.
- Implement at new Terms of Reference for the Joint Job Evaluation Committee and modernize ERCA's Pay Equity program.
- Identify and create corporate policy initiatives to support the Authority.

## INFORMATION MANAGEMENT / RECORDS / SYSTEMS / NETWORK

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### 2021 Program Highlights

- Based on a recent IT consultant's report and recommendation, a provision has been made for updated servers and network architecture and budget includes a new senior management position, to address technology plans, data/information management and business process transformation initiatives including:
  - WMS Permits database.
  - Corporate records management.
  - Cloud services/Data storage.
  - Network security.
  - Servers and network architecture.

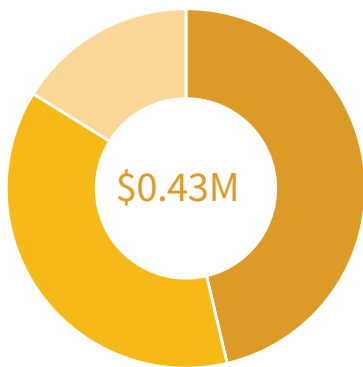


Communications and outreach services support all business units of the Authority, including supporting flood messaging, disseminating natural hazard information, engaging landowners in conservation practices and climate action, educating students of all ages about environmental sustainability, promotion of and engagement in tree planting and restoration, connecting people to nature through a variety of programs and events, identifying the value of natural connections to our health, and communicating broadly with stakeholder groups and watershed residents.

Community Outreach Services are delivered through three programs:

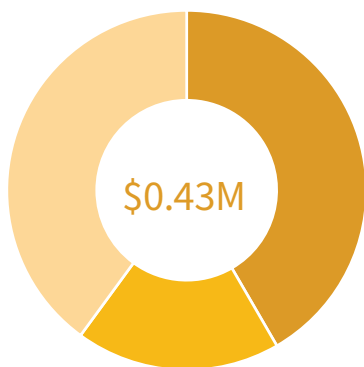
- Communications (Mandatory Services)
- Outdoor Education (Non-Mandatory Services)
- Outreach and Engagement (Non Hazards Related) (Non-Mandatory Services)

3 FTEs will continue to deliver community outreach services, a reduction of ~1.5 FTEs



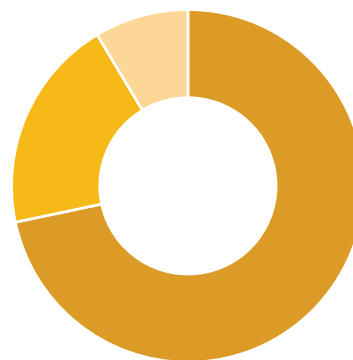
## Community Outreach Services

Corporate Communications	\$197,700 , 46%
Outreach & Public Engagement	\$160,100 , 38%
Conservation Education	\$69,000 , 16%



## Community Outreach Services - Revenues

General Levy	\$177,700 , 42%
CW~GS Levy	\$78,600 , 18%
Fees, Grants & Deferred Revenues,	\$170,500 , 40%



## Community Outreach Services - Expenditures by Type

Compensation	\$306,000 , 72%
Program Materials & Supplies	\$84,070 , 20%
Interdepartmental Chargebacks	\$35,480 , 8%

## COMMUNICATIONS

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Corporate communications is included as a mandatory service as it supports the communication needs of the mandatory functions, including critical flood messaging, to various audiences across multiple platforms.

### 2021 Program Highlights

- Continue to evaluate, innovate and implement improvements across our digital platforms to improve accessibility and streamline and enhance customer service.
- Engage and inform stakeholders and watershed residents as ERCA responds to the changes to the Conservation Authorities Act.
- Events & Communications Specialist remains on indefinite layoff and the Multimedia Specialist and Environmental Educator remain on reduced hours and to be recalled under a cost neutral arrangement. Total budget savings are identified as ~\$104,000 and redirected to mandatory services.

## OUTDOOR EDUCATION

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There is a significant body of research-based evidence surrounding the value of outdoor learning experiences. There is also increasing demand within the education sector for programs and services that focus on environmental issues that are important today. ERCA's Outdoor Education programs provide experiential and engaging environmental programs and services for kindergarten to grade 12 students and teachers, meeting the objectives of the provincial curriculum. While local school boards continue to implement COVID-19 safety protocols, ERCA's education team has creatively developed virtual programs to meet curriculum needs while complying with current protocols.

### 2021 Program Highlights

- Develop and deliver digital Specialist High Skills Major certification programs as a preferred service delivery provider to ensure students can receive training modules required to graduate.
- Develop and deliver virtual curriculum-based field trips to engage students in environmental learning while respecting COVID protocols and generating revenue.
- Enhance education programs and exhibits that connect the curriculum with flooding, erosion and Great Lakes health.

## OUTREACH AND ENGAGEMENT

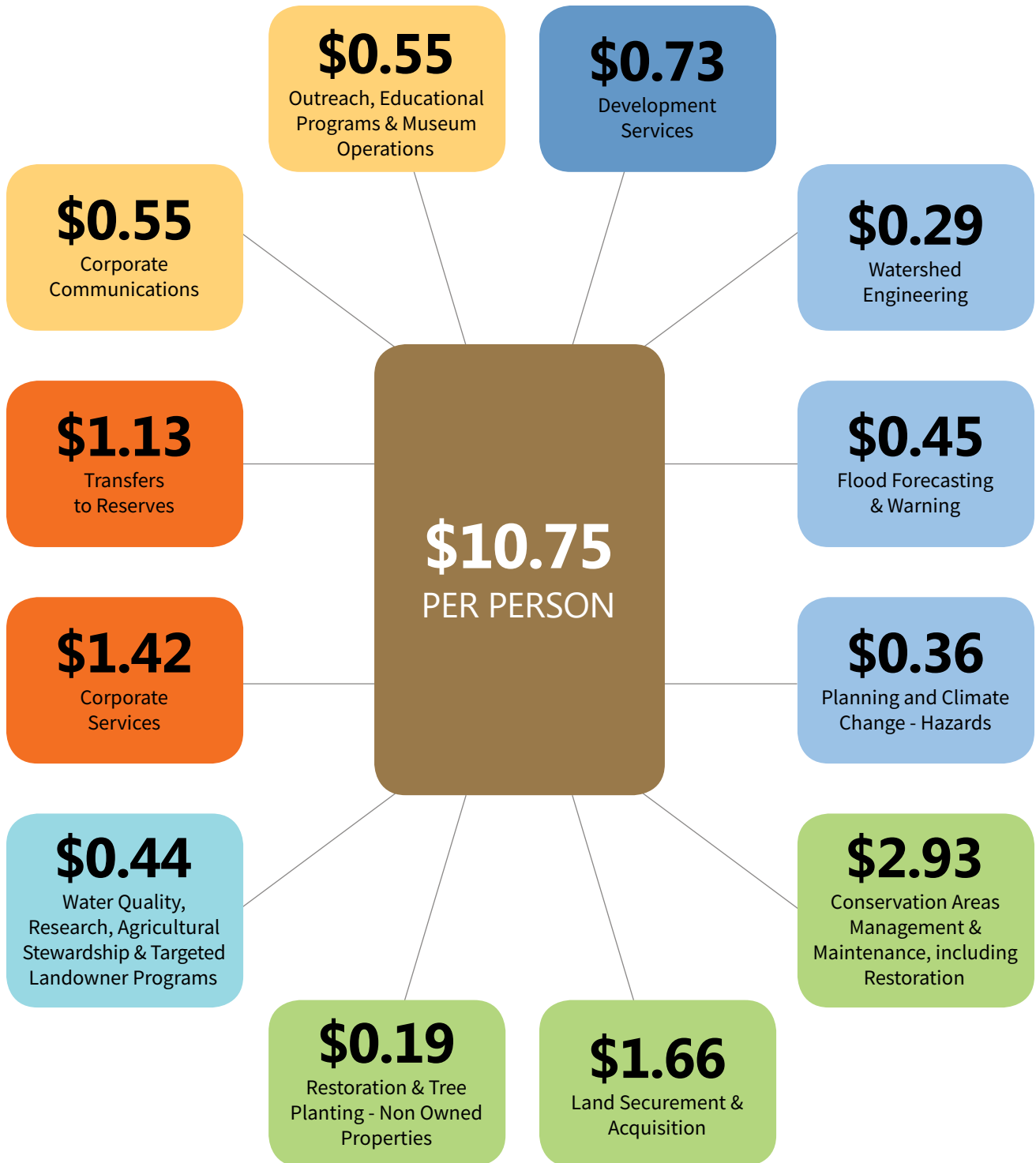
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For the first half of 2021, Outreach activities are planned to continue in a digital space, including seminars, workshops and virtual engagement strategies. Safety protocols for small, organized, in-person stewardship events were developed and safely delivered in fall 2020, and these protocols will be adhered to for the balance of 2021, while providing opportunities for the community to engage in environmental restoration activities. The Outreach and Partnerships Coordinator position continues to be a shared position also supporting the Detroit River Remedial Action Plan on a cost-recovery basis.

### 2021 Program Highlights

- Applying appropriate health and safety protocols, several community and school planting events are planned for the second half of 2021, including the Solcz Family Foundation Forest, the Rotary Forest, and Shading Sandwich projects.
- Complete the 20 Year Monitoring Report to ensure the heritage values of the Detroit River have been maintained. 2021 marks the 20th anniversary of the Detroit River's designation in the Canadian Heritage Rivers System.

# Where Does Your Levy Go?





# Appendix A: Draft Municipal Levy Schedule



MUNICIPALITY	CVA %		GENERAL LEVY		CW~GS LEVY		TOTAL LEVY			
	2021 DRAFT	2020	2021 DRAFT	2020	2021 DRAFT	2020	2021 DRAFT	2020	2021-2020	%
			<b>DRAFT</b> <b>\$2,485,204</b>	<b>APPROVED</b> <b>\$2,336,667</b>	<b>DRAFT</b> <b>\$969,415</b>	<b>APPROVED</b> <b>\$1,050,000</b>	<b>DRAFT</b> <b>\$3,454,619</b>	<b>APPROVED</b> <b>\$3,386,667</b>	<b>\$ 67,952</b> <b>\$ Difference</b>	<b>CHANGE</b> <b>2.0%</b>
TOWN OF AMHERSTBURG	5.95%	5.95%	\$ 147,897	\$ 138,948	\$ 57,691	\$ 62,437	\$ 205,588	\$ 201,386	\$ 4,203	<b>2.1%</b>
TOWN OF ESSEX	4.76%	4.79%	\$ 118,222	\$ 111,810	\$ 46,115	\$ 50,243	\$ 164,337	\$ 162,052	\$ 2,284	<b>1.4%</b>
TOWN OF KINGSVILLE	6.24%	6.15%	\$ 154,982	\$ 143,820	\$ 60,455	\$ 64,626	\$ 215,437	\$ 208,446	\$ 6,991	<b>3.4%</b>
TOWN OF LAKESHORE	9.61%	9.45%	\$ 238,901	\$ 220,816	\$ 93,189	\$ 99,225	\$ 332,090	\$ 320,041	\$ 12,049	<b>3.8%</b>
TOWN OF LASALLE	8.83%	8.68%	\$ 219,360	\$ 202,898	\$ 85,567	\$ 91,174	\$ 304,927	\$ 294,072	\$ 10,856	<b>3.7%</b>
MUNICIPALITY LEAMINGTON	6.07%	5.95%	\$ 150,891	\$ 139,055	\$ 58,859	\$ 62,486	\$ 209,749	\$ 201,541	\$ 8,208	<b>4.1%</b>
TOWNSHIP OF PELEE	0.28%	0.29%	\$ 6,883	\$ 6,774	\$ 2,685	\$ 3,044	\$ 9,568	\$ 9,817	\$ (249)	<b>-2.5%</b>
TOWN OF TECUMSEH	8.33%	8.34%	\$ 206,947	\$ 194,990	\$ 80,725	\$ 87,620	\$ 287,672	\$ 282,610	\$ 5,061	<b>1.8%</b>
CITY OF WINDSOR	49.94%	50.39%	\$ 1,241,121	\$ 1,177,557	\$ 484,130	\$ 529,145	\$ 1,725,250	\$ 1,706,701	\$ 18,549	<b>1.1%</b>
<b>TOTALS</b>	<b>100%</b>	<b>100%</b>	<b>\$ 2,485,204</b>	<b>\$ 2,336,667</b>	<b>\$ 969,415</b>	<b>\$ 1,050,000</b>	<b>\$ 3,454,619</b>	<b>\$ 3,386,667</b>	<b>\$ 67,952</b>	<b>2.0%</b>

# Appendix B: Draft Reserves Continuity Schedule



ESSEX REGION CONSERVATION AUTHORITY	INFRASTRUCTURE/ MAJOR MAINTENANCE	REVENUE STABILIZATION	GRANT MATCHING	VEHICLE/CA EQUIP'T	SUITE / F&F / IT / IS	HUMAN RESOURCES / ADMIN	LEGAL / INSURANCE	HISTORIC PROPERTIES	TREE WARRANTY & SELF- INSURANCE	OTHER WATERSHED	TOTAL RESERVES
2021 PROJECTED RESERVES											
<b>PROJECTED OPENING BALANCE - 01/01/2021</b>	\$ 290,000	\$ 30,342	\$ 100,000	\$ 139,000	\$ 274,508	\$ 35,332	\$ 50,000	\$ 68,374	\$ 90,000	\$ 47,857	<b>\$ 1,125,413</b>
Transfers to reserves	300,000	-	-	-	-	64,000	-	7,000	-		<b>371,000</b>
Interest	-						-				-
Repayments	-										-
<b>AVAILABLE BALANCE</b>	<b>\$ 590,000</b>	<b>\$ 30,342</b>	<b>\$ 100,000</b>	<b>\$ 139,000</b>	<b>\$ 274,508</b>	<b>\$ 99,332</b>	<b>\$ 50,000</b>	<b>\$ 75,374</b>	<b>\$ 90,000</b>	<b>\$ 47,857</b>	<b>\$ 1,496,413</b>
<b>RESERVE FUND EXPENSES/TRANSFERS</b>											
Hillman Marsh Dykes											
JRPH Heritage Centre	400,000										<b>400,000</b>
JRPH shoreline	-										-
Capital R&M - Greenways	-										-
Entry Signs	-										-
Holiday Beach Workshop	25,000										<b>25,000</b>
Vehicle/equip't replacement				25,000							<b>25,000</b>
Network/Servers/IT					40,000						<b>40,000</b>
Server Room/Office R&M											
<b>TOTAL EXPENSES</b>	<b>425,000</b>	<b>-</b>	<b>-</b>	<b>25,000</b>	<b>40,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>490,000</b>
<b>PROJECTED CLOSING BALANCE 12/31/2021</b>	<b>\$ 165,000</b>	<b>\$ 30,342</b>	<b>\$ 100,000</b>	<b>\$ 114,000</b>	<b>\$ 234,508</b>	<b>\$ 99,332</b>	<b>\$ 50,000</b>	<b>\$ 75,374</b>	<b>\$ 90,000</b>	<b>\$ 47,857</b>	<b>\$ 1,006,413</b>

# Appendix C: Draft Detailed Sources of Funding - by Program Subunit



Department	Budget by Department Sub Unit	Budgeted Expenses	FUNDING SOURCES										Levy Per Capita		
			General Levy	CW~GS Levy	Municipal Special	Prov TPAs-Mandatory Svc	Prov Special Grant	Federal	Fees / Grants / Def Rev	Reserves	Total	Levy %			
Watershed Management Services	Development Services	\$ 854,650	\$ 234,650	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 620,000	\$ -	\$ 854,650	27%	\$ 0.73
	Watershed Engineering	94,150	94,150	-	-	-	-	-	-	-	-	-	94,150	100%	\$ 0.29
	Watershed Engineering-special municipal projects	510,700	-	-	425,500	-	17,625	-	-	-	67,575	-	510,700	0%	\$ -
	Flood Forecasting & Warning	248,680	144,263	-	-	-	104,417	-	-	-	-	-	248,680	58%	\$ 0.45
	Planning - Hazards & Input Official Plans	99,550	89,550	-	-	-	-	-	-	-	10,000	-	99,550	90%	\$ 0.28
	Planning-Operational/Natural Heritage	91,000	-	-	-	-	-	-	-	-	91,000	-	91,000	0%	\$ -
	Climate Change - Hazards Risks	25,000	25,000	-	-	-	-	-	-	-	-	-	25,000	100%	\$ 0.08
Conservation Services	CA Lands & Infrastructure Management	144,215	144,215	-	-	-	-	-	-	-	-	-	144,215	100%	\$ 0.45
	CA Lands - Maintenance (incl fleet/equipment)	997,776	710,226	-	-	-	-	-	-	262,550	25,000	997,776	71%	\$ 2.21	
	CA Lands -Restoration Natural Areas	119,700	58,700	-	-	-	-	10,000	-	51,000	-	119,700	49%	\$ 0.18	
	Special Restoration & Tree Planting Projects-Municipal /Private Properties	2,442,775	-	60,000	1,507,000	-	137,500	308,000	430,275	-	-	-	2,442,775	2%	\$ 0.19
	Land Securement	107,000	35,000	500,000	-	-	-	25,000	-	453,000	-	-	107,000	77%	\$ 1.66
	Holiday Beach - Lands & campground operations	278,800	-	27,000	-	-	-	-	-	251,800	-	-	278,800	10%	\$ 0.08
	John R Park Homestead - Museum&Programs	190,303	-	97,065	-	-	-	23,688	-	69,550	-	-	190,303	51%	\$ 0.30
Watershed Research Services	Capital Projects	700,000	15,000	-	-	-	-	60,000	200,000	425,000	-	700,000	2%	\$ 0.05	
	Drinking Water Source Protection	95,000	-	-	-	95,000	-	-	-	-	-	95,000	0%	\$ -	
	WQStudies, Monitoring, Ag Stewardship, Demo Farm, DRCC	962,335	-	142,750	12,000	-	296,000	336,500	175,085	-	-	-	962,335	15%	\$ 0.44
	Climate Change-Regional Strategy,CC special projects	100,100	-	-	79,100	-	-	-	21,000	-	-	-	100,100	0%	\$ -
	Corporate Communications	197,700	177,700	-	-	-	-	-	20,000	-	-	-	197,700	90%	\$ 0.55
	Outreach & Public Engagement	160,100	-	62,600	-	-	-	-	97,500	-	-	-	160,100	39%	\$ 0.19
	Conservation Education	69,000	-	16,000	-	-	-	-	53,000	-	-	-	69,000	23%	\$ 0.05
Corporate, Compliance & Reserves	Corporate Services & Compliance	1,166,750	456,750	-	-	-	-	-	670,000	40,000	-	1,166,750	39%	\$ 1.42	
	Reserves	371,000	300,000	64,000	-	-	-	-	7,000	-	-	371,000	98%	\$ 1.13	
		\$ 10,026,284	\$ 2,485,204	\$ 969,415	\$ 2,023,600	\$ 199,417	\$ 484,813	\$ 729,500	\$ 2,644,335	\$ 490,000	\$ 10,026,284	34%	\$ 10.75		
Mandatory Services (identified in BOLD ABOVE)		\$ 4,924,871	\$ 2,450,204	\$ 64,000	\$ 425,500	\$ 199,417	\$ 27,625	\$ -	\$ 1,708,125	\$ 65,000	\$ 4,924,871	51%	\$ 7.82		
Non Mandatory Services		\$ 5,101,413	\$ 35,000	\$ 905,415	\$ 1,598,100	\$ -	\$ 457,188	\$ 729,500	\$ 936,210	\$ 425,000	\$ 5,101,413	18%	\$ 2.93		

# Appendix D: Detailed Draft Projected Statement of Financial Activities



2%  
2021  
DRAFT BUDGET      2020  
BUDGET      2020  
PROJECTION      2019  
AUDITED

## WATERSHED MANAGEMENT SERVICES

### DEVELOPMENT SERVICES

GENERAL LEVY	234,650	234,915	234,915	229,915
OTHER GRANTS/USER FEES/RECOVERIES	620,000	546,000	624,000	620,357
	<u>854,650</u>	<u>780,915</u>	<u>858,915</u>	<u>850,272</u>
WAGES	661,000	616,600	646,500	670,609
CONSULTING	1,000	1,000	5,000	2,646
SUPPLIES/OFFICE/JANITORIAL	17,000	16,000	17,000	17,996
VEHICLE/TRAVEL/EQUIP'T USAGE	20,500	19,000	18,200	21,471
CORP SUPPORT/SHARED SVCS	119,000	95,000	95,000	104,700
RENT/INS/TAXES/UTILITIES	23,000	23,000	23,000	17,422
DUES/MEMBERSHIPS	650	800	800	940
AUDIT AND LEGAL	10,000	10,000	20,000	8,857
CAP MAINT/LOW VALUE ASSETS	2,500	1,000	-	3,259
SMALL MISC	-	-	-	-
	<u>854,650</u>	<u>782,400</u>	<u>825,500</u>	<u>847,901</u>

### WATERSHED PLANNING

GENERAL LEVY	89,550	208,580	208,580	110,484
CW~GS LEVY	-	-	-	54,400
MUNICIPAL	-	-	-	4,099
PROVINCIAL GRANTS	-	-	-	17,459
OTHER GRANTS/USER FEES/RECOVERIES	101,000	90,000	75,000	95,070
	<u>190,550</u>	<u>298,580</u>	<u>283,580</u>	<u>281,512</u>
WAGES	160,500	250,000	217,500	243,437
CONSULTING	-	-	-	255
SUPPLIES/OFFICE/JANITORIAL	1,550	1,300	1,100	4,332
VEHICLE/TRAVEL/EQUIP'T USAGE	500	2,300	300	4,903
CORP SUPPORT/SHARED SVCS	25,000	38,000	32,000	38,600
RENT/INS/TAXES/UTILITIES	3,000	4,000	4,000	3,000
DUES/MEMBERSHIPS	-	1,000	500	2,352
CAP MAINT/LOW VALUE ASSETS	-	500	-	914
SMALL MISC	-	-	-	-
	<u>190,550</u>	<u>297,100</u>	<u>255,400</u>	<u>297,793</u>

### FLOOD FORECASTING & WARNING

GENERAL LEVY	144,263	148,000	136,000	131,520
PROVINCIAL GRANTS	104,417	104,417	104,417	83,609
OTHER GRANTS/USER FEES/RECOVERIES	-	-	-	25,081
	<u>248,680</u>	<u>252,417</u>	<u>240,417</u>	<u>240,210</u>
WAGES	156,500	165,500	155,800	158,632
CONSULTING/INFO'N/DATA SVCS	35,500	33,000	33,000	33,223
SUPPLIES/OFFICE/JANITORIAL	8,680	6,975	7,637	6,633
VEHICLE/TRAVEL/EQUIP'T USAGE	6,000	6,000	6,000	6,722
CORP SUPPORT/SHARED SVCS	32,000	32,000	32,000	30,000
RENT/INS/TAXES/UTILITIES	10,000	9,000	9,000	5,000
SMALL MISC	-	-	-	-
	<u>248,680</u>	<u>252,475</u>	<u>243,437</u>	<u>240,210</u>

### WATERSHED ENGINEERING

GENERAL LEVY	94,150	111,800	111,800	9,400
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CW~GS LEVY	-	-	-	60,000
PROVINCIAL GRANTS	-	-	-	2,600
	94,150	111,800	111,800	72,000
WAGES	75,000	93,000	92,000	74,539
SUPPLIES/OFFICE/JANITORIAL	1,550	2,550	950	5,461
VEHICLE/TRAVEL/EQUIP'T USAGE	1,100	1,700	550	2,323
CORP SUPPORT/SHARED SVCS	15,000	14,000	14,000	12,300
RENT/INS/TAXES/UTILITIES	1,000	-	1,500	1,500
DUES/MEMBERSHIPS	500	560	560	560
SMALL MISC	-	35,000	-	-
	94,150	146,810	109,560	96,683

#### CLIMATE CHANGE - HAZARDS MITIGATION

GENERAL LEVY	25,000	-	-	-
	25,000	-	-	-
WAGES	21,500	-	-	-
CORP SUPPORT/SHARED SVCS	3,500	-	-	-
SMALL MISC	-	-	-	-
	25,000	-	-	-

#### MUNICIPAL AND PROVINCIAL FEE FOR SERVICE/WECI PROJECTS

MUNICIPAL	425,500	12,800	109,575	14,700
PROVINCIAL GRANTS	17,625	-	52,875	1,250
TRANSFERS (TO)/FROM DEFERRED REVENUES	67,575	-	-	7,500
	510,700	12,800	162,450	23,450
DIRECT WAGES	20,750	11,000	9,750	1,480
CONSULTING/OUTSIDE ENGINEERING	384,750	-	77,400	15,524
CONSTRUCTION	96,000	-	69,000	-
TRAVEL/VEHICLE/ADMINISTRATION/OVERHEAD	9,200	1,800	6,300	7,231
	510,700	12,800	162,450	24,235

#### WATERSHED MANAGEMENT SERVICES

##### REVENUES

GENERAL LEVY	587,613	703,295	691,295	481,319
CW~GS LEVY	-	-	-	114,400
MUNICIPAL	425,500	12,800	109,575	18,799
PROVINCIAL GRANTS	122,042	104,417	157,292	104,917
FEDERAL GRANTS	-	-	-	-
OTHER GRANTS/USER FEES	721,000	636,000	699,000	740,508
IN-KIND	-	-	-	-
TRANSFER TO/FROM DEF REVENUES & RESERVES	67,575	-	-	7,500
	1,923,730	1,456,512	1,657,162	1,467,444

##### Wages & Benefits

	1,095,250	1,136,100	1,121,550	1,148,697
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##### Non-Wage Expenses

	597,680	113,385	271,047	139,259
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##### Allocated corp svcs and fleet/equip't usage

	230,800	207,100	203,750	218,866
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##### SURPLUS/(DEFICIT)

	-	(73)	60,815	
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## CONSERVATION SERVICES

#### GENERAL PROGRAM/LAND MANAGEMENT, OPERATIONS, AND DEVELOPMENT

GENERAL LEVY	144,215	133,100	126,600	130,000
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	-	-	11,000
	144,215	133,100	126,600	141,000
WAGES	123,000	111,000	100,000	120,036
ENGINEERING/CONSULTING	-	-	150	-
SUPPLIES/OFFICE/JANITORIAL	4,215	3,100	1,878	2,150

VEHICLE/TRAVEL/EQUIP'T USAGE	2,000	1,000	750	1,900
CORP SUPPORT/SHARED SVCS	15,000	18,000	16,000	17,000
	<u>144,215</u>	<u>133,100</u>	<u>118,778</u>	<u>141,086</u>

#### LAND SECUREMENT

GENERAL LEVY	35,000	-	-	-
CW~GS LEVY	500,000	420,780	462,780	589,600
FEDERAL GRANTS	25,000	-	-	-
OTHER	-	-	-	38,401
TRANSFERS (TO)/FROM DEFERRED REVENUES	(453,000)	(399,780)	(315,000)	(576,200)
	<u>107,000</u>	<u>21,000</u>	<u>147,780</u>	<u>51,801</u>
WAGES	69,000	12,500	17,580	16,444
PROPERTY	-	-	113,000	-
LEGAL, SURVEYING,CONSULTNG	25,000	6,500	13,500	17,035
SUPPLIES/OFFICE/JANITORIAL	-	-	-	-
CORP SUPPORT/SHARED SVCS	13,000	2,000	2,800	4,921
	<u>107,000</u>	<u>21,000</u>	<u>146,880</u>	<u>38,400</u>

#### CONSERVATION AREAS TREE PLANTING AND RESTORATION

GENERAL LEVY	58,700	-	-	-
PROVINCIAL GRANTS	10,000	-	-	-
OTHER GRANTS/USER FEES	51,000	-	-	-
	<u>119,700</u>	<u>-</u>	<u>-</u>	<u>-</u>
WAGES	64,000	-	-	-
SUPPLIES/OFFICE/JANITORIAL	9,079	-	-	-
VEHICLE/TRAVEL/EQUIP'T USAGE	13,550	-	-	-
PLANT MAT/LANDOWNER GRANTS	14,071	-	-	-
CORP SUPPORT/SHARED SVCS	17,000	-	-	-
RENT/INS/TAXES/UTILITIES	2,000	-	-	-
SMALL MISC	-	-	-	-
	<u>119,700</u>	<u>-</u>	<u>-</u>	<u>-</u>

#### SPECIAL GRANT/FEE FOR SERVICE RESTORATION PROJECTS

CW~GS LEVY	60,000	160,000	154,000	160,000
MUNICIPAL	1,507,000	2,500,000	1,000,000	-
PROVINCIAL GRANTS	137,500	30,000	-	33,993
FEDERAL GRANTS	308,000	189,000	91,250	433,821
OTHER GRANTS/USER FEES	347,300	185,000	180,600	572,900
IN-KIND	-	13,000	7,300	11,702
TRANSFERS (TO)/FROM DEFERRED REVENUES	82,975	373,000	206,550	30,318
	<u>2,442,775</u>	<u>3,450,000</u>	<u>1,639,700</u>	<u>1,242,733</u>
WAGES	217,500	303,220	237,351	395,449
CONSTRUCTION	1,765,000	2,789,000	1,200,000	306,934
ENGINEERING/CONSULTING/SUB-CONTRACTING	125,000	26,400	7,000	71,563
SUPPLIES/OFFICE/JANITORIAL	15,700	16,600	10,250	30,791
VEHICLE/TRAVEL/EQUIP'T USAGE	37,100	35,500	9,300	109,096
PLANT MAT/LANDOWNER GRANTS	205,500	187,100	110,918	206,770
CORP SUPPORT/SHARED SVCS	69,475	71,000	57,000	98,700
RENT/INS/TAXES/UTILITIES	6,000	7,000	5,000	8,000
IN KIND SVCS SUPPLIES	-	13,000	7,300	11,702
CAP MAINT/LOW VALUE ASSETS	1,000	1,000	-	2,063
SMALL MISC	500	-	3,100	406
	<u>2,442,775</u>	<u>3,449,820</u>	<u>1,647,219</u>	<u>1,241,474</u>

#### CONSERVATION AREAS - OPERATIONS, MAINTENANCE, REPAIRS

##### GENERAL CONSERVATION AREAS (16 active maintenance sites /2 greenways)

GENERAL LEVY	620,226	553,642	488,142	492,742
FEDERAL GRANTS	-	34,750	26,560	46,053
OTHER GRANTS/USER FEES	90,750	105,310	92,210	125,909
TRANSFERS (TO)/FROM DEFERRED REVENUES	5,800	-	(4,000)	3,807
TRANSFERS TO/FROM RESERVES	(7,000)	15,000	(12,500)	(6,760)
	<u>709,776</u>	<u>708,702</u>	<u>590,412</u>	<u>661,751</u>

WAGES	317,500	296,660	254,374	235,799
CONSTRUCTION	-	-	-	8,655
ENGINEERING/CONSULTING	12,000	15,500	-	18,991
SUPPLIES/OFFICE/JANITORIAL	45,910	49,706	50,916	53,834
VEHICLE/TRAVEL/EQUIP'T USAGE	75,500	83,463	66,213	110,995
PLANT MAT/LANDOWNER GRANTS	16,300	9,500	4,000	10,852
CORP SUPPORT/SHARED SVCS	90,640	79,932	71,880	80,170
RENT/INS/TAXES/UTILITIES	118,200	126,450	111,500	127,640
AUDIT AND LEGAL	-	2,050	1,500	1,275
CAP MAINT/LOW VALUE ASSETS	32,976	44,800	39,400	34,654
SMALL MISC	750	750	250	1,630
	<u>709,776</u>	<u>708,811</u>	<u>600,033</u>	<u>684,494</u>

#### HOLIDAY BEACH

GENERAL LEVY	-	60,300	60,300	96,680
CW~GS LEVY	27,000	-	-	-
OTHER GRANTS/USER FEES	251,800	235,850	184,000	239,073
FUND TRANSFERS	-	-	-	4,000
TRANSFERS TO/FROM RESERVES	-	-	-	(15,000)
	<u>278,800</u>	<u>296,150</u>	<u>244,300</u>	<u>324,753</u>

WAGES	133,250	147,500	116,200	165,935
ENGINEERING/CONSULTING/SUB CONTRACTING	2,500	2,500	1,100	6,197
SUPPLIES/OFFICE/JANITORIAL	39,778	43,100	32,650	42,866
VEHICLE/TRAVEL/EQUIP'T USAGE	16,322	15,600	11,750	10,126
CORP SUPPORT/SHARED SVCS	31,600	29,000	25,000	30,000
RENT/INS/TAXES/UTILITIES	32,600	36,950	31,500	34,376
MAJOR MAINT/ROADS/VEGETATION	22,250	21,500	25,500	34,389
	<u>278,800</u>	<u>296,150</u>	<u>243,700</u>	<u>324,324</u>

#### JOHN R PARK HOMESTEAD

GENERAL LEVY	90,000	114,130	69,130	160,000
CW~GS LEVY	97,065	61,470	61,470	-
PROVINCIAL GRANTS	23,688	23,688	23,688	23,688
FEDERAL GRANTS	-	-	30,500	3,864
OTHER GRANTS/USER FEES	69,550	86,900	41,350	126,380
TRANSFERS (TO)/FROM DEF REVENUES	-	-	-	(5,922)
TRANSFERS (TO)/FROM RESERVES	-	-	(12,000)	(2,000)
	<u>280,303</u>	<u>286,188</u>	<u>214,138</u>	<u>306,010</u>

WAGES	173,000	191,952	143,000	201,596
CONSTRUCTION	10,000	10,000	5,000	14,960
CONSULTING/SUB K	1,500	1,900	-	2,658
SUPPLIES/OFFICE/JANITORIAL	32,503	31,765	18,100	36,526
VEHICLE/TRAVEL/EQUIP'T USAGE	300	3,750	2,720	3,783
PLANT MAT/LANDOWNER GRANTS	-	-	-	723
CORP SUPPORT/SHARED SVCS	25,000	28,000	20,000	25,000
RENT/INS/TAXES/UTILITIES	30,000	16,700	16,700	16,151
CAP MAINT/LOW VALUE ASSETS	7,000	1,500	7,500	3,893
SMALL MISC	1,000	700	570	922
	<u>280,303</u>	<u>286,267</u>	<u>213,590</u>	<u>306,212</u>

#### CAPITAL OR MAJOR MAINTENANCE/IMPROVEMENT PROJECTS

GENERAL LEVY	15,000	-	15,000	-
FEDERAL GRANTS	60,000	591,000	531,500	8,500
OTHER GRANTS/USER FEES	200,000	114,250	399,408	221,870
TRANSFERS TO/FROM RESERVES	425,000	746,750	551,250	188,608
	<u>700,000</u>	<u>1,452,000</u>	<u>1,497,158</u>	<u>418,978</u>

WAGES	15,000	20,000	117,943	28,399
LANDS AND CONSTRUCTION	648,500	1,306,000	1,081,600	214,834
ENGINEERING/CONSULTING/SUB CONTRACTING	15,000	95,000	167,000	54,731
CONSTRUCTION SUPPLIES	12,000	10,000	74,500	23,362
VEHICLE/TRAVEL/EQUIP'T USAGE	-	-	10,000	2,443
PLANT MAT/LANDOWNER GRANTS	-	-	5,000	-
CORP SUPPORT/SHARED SVCS	9,500	6,000	24,800	19,986
CAP MAINT/LOW VALUE ASSETS	-	15,000	22,000	5,978
SMALL MISC	-	-	-	718
	<u>700,000</u>	<u>1,452,000</u>	<u>1,502,843</u>	<u>352,985</u>

**FLEET & FIELD EQUIPMENT**

GENERAL LEVY	-	25,000	65,000	-
OTHER GRANTS/USER FEES/RECOVERIES	173,000	167,665	134,365	278,584
TRANSFERS TO/FROM RESERVES	25,000	18,500	25,000	(111,500)
	<u>198,000</u>	<u>211,165</u>	<u>224,365</u>	<u>167,084</u>
MAINTENANCE/REPAIRS	60,000	66,500	67,800	74,002
FUEL	33,400	35,000	30,000	35,481
LICENCES/MISC/SMALL TOOLS	16,600	24,700	19,700	19,700
AMORTIZATION	88,000	85,000	85,000	87,592
	<u>198,000</u>	<u>211,200</u>	<u>202,500</u>	<u>216,775</u>

**WATER QUALITY & REGIONAL ENVIRONMENTAL INITIATIVES****MONITORING, AG STEWARDSHIP, DEMO FARM, DRCC, WQ  
SPECIAL GRANTS**

GENERAL LEVY	-	-	-	47,000
CW~GS LEVY	142,750	156,000	156,000	126,000
MUNICIPAL	12,000	69,650	65,300	74,684
PROVINCIAL GRANTS	296,000	75,000	290,000	123,182
FEDERAL GRANTS	336,500	332,500	252,500	177,595
OTHER	38,585	233,000	95,000	30,051
IN-KIND	20,000	-	24,000	27,814
TRANSFERS (TO)/FROM DEFERRED REVENUES	116,500	(15,200)	(94,500)	54,055
	<u>962,335</u>	<u>850,950</u>	<u>788,300</u>	<u>660,381</u>
WQM WAGES	524,295	521,695	462,530	387,317
CONSTRUCTION	30,000	-	-	-
CONSULTING/SUB CONTRACTING	84,305	42,000	40,150	26,516
SUPPLIES/OFFICE/JANITORIAL	18,585	40,470	53,820	19,833
VEHICLE/TRAVEL/EQUIP'T USAGE	18,150	20,515	19,815	26,768
PLANT MAT/LANDOWNER GRANTS	149,000	144,000	72,300	90,499
CORP SUPPORT/SHARED SVCS	111,300	80,770	78,200	69,366
RENT/INS/TAXES/UTILITIES	600	1,100	1,100	2,722
DUES/MEMBERSHIPS	300	300	-	3,948
IN KIND SVCS SUPPLIES	20,000	-	24,000	27,814
TECHNICAL EQUIPMENT	5,800	100	100	806
TOTAL EXPENSES	962,335	850,950	752,015	656,260
SMALL MISC	-	-	-	670
	<u>962,335</u>	<u>850,950</u>	<u>752,015</u>	<u>656,260</u>

**DRINKING WATER SOURCE PROTECTION PROGRAM**

PROVINCIAL GRANTS	95,000	102,600	51,000	127,072
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	-	36,000	(33,352)
	<u>95,000</u>	<u>102,600</u>	<u>87,000</u>	<u>93,720</u>
WAGES	80,000	86,500	71,750	79,005
SUPPLIES/OFFICE/JANITORIAL	-	-	400	1,024
VEHICLE/TRAVEL/EQUIP'T USAGE	-	-	300	270
CORP SUPPORT/SHARED SVCS	12,000	12,000	11,000	10,196
RENT/INS/TAXES/UTILITIES	-	1,100	1,100	1,100
PER DIEMS/MISC	3,000	3,000	3,000	2,125
	<u>95,000</u>	<u>102,600</u>	<u>87,550</u>	<u>93,720</u>

**CLIMATE CHANGE REGIONAL STRATEGY /COMMUNITY ENERGY PLAN**

GENERAL LEVY	-	-	-	50,000
CW~GS LEVY	-	50,000	70,000	-
MUNICIPAL	79,100	45,500	175,000	2,500
OTHER GRANTS/USER FEES	10,000	-	-	5,350
TRANSFERS (TO)/FROM DEFERRED REVENUES	11,000	22,000	9,400	53,500
	<u>100,100</u>	<u>117,500</u>	<u>254,400</u>	<u>111,350</u>
WAGES	10,000	99,500	97,000	101,286
ENGINEERING/CONSULTING	87,000	-	140,000	5,423
SUPPLIES/OFFICE/JANITORIAL	-	2,500	900	165
VEHICLE/TRAVEL/EQUIP'T USAGE	-	500	500	1,158
CORP SUPPORT/SHARED SVCS	3,100	15,000	16,000	15,500
SMALL MISC	-	-	-	-
	<u>100,100</u>	<u>117,500</u>	<u>254,400</u>	<u>123,531</u>



## CONSERVATION SERVICES

### REVENUES

GENERAL LEVY	963,141	886,172	824,172	976,422
CW~GS LEVY	826,815	848,250	904,250	875,600
MUNICIPAL	1,598,100	2,615,150	1,240,300	77,184
PROVINCIAL GRANTS	562,188	231,288	364,688	307,935
FEDERAL GRANTS	729,500	1,147,250	932,310	669,833
OTHER GRANTS	163,500	264,000	126,300	37,494
ERCF GRANTS	334,500	150,250	488,108	431,545
FEE FOR SERVICE/OTHER/RECOVERIES	733,985	713,725	559,525	1,158,608
IN-KIND	20,000	13,000	31,300	39,516
TRANSFER TO/FROM DEF REVENUES	(236,725)	(19,980)	(208,550)	(440,924)

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	5,695,004	6,849,105	5,262,403	4,133,212
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### EXPENSES (INCLUDES FLEET/EQUIP'T AMORTIZATION)

	6,138,004	7,629,398	5,769,508	4,179,259
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### SURPLUS/(DEFICIT)

	(443,000)	(780,293)	(507,105)	(46,047)
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### TRANSFER (TO)/FROM RESERVES

	443,000	780,250	551,750	46,348
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## COMMUNITY SERVICES

### OUTDOOR & CONSERVATION EDUCATION

GENERAL LEVY	-	-	-	28,000
CW~GS LEVY	16,000	36,000	32,000	-
OTHER GRANTS/USER FEES	50,000	49,000	8,500	47,325
TRANSFERS (TO)/FROM DEFERRED REVENUES	3,000	-	(4,500)	-
	69,000	85,000	36,000	75,325

WAGES	55,000	68,000	37,000	63,953
SUPPLIES/OFFICE/JANITORIAL	2,670	4,100	675	1,994
VEHICLE/TRAVEL/EQUIP'T USAGE	830	1,950	50	2,727
PLANT MAT/LANDOWNER GRANTS	-	500	-	-
CORP SUPPORT/SHARED SVCS	10,000	10,000	2,500	10,300
RENT/INS/TAXES/UTILITIES	500	750	750	750
	69,000	85,300	40,975	79,803

### OUTREACH & ENGAGEMENT

GENERAL LEVY	-	-	-	115,750
CW~GS LEVY	62,600	139,750	87,750	10,000
OTHER GRANTS/USER FEES	30,000	10,000	8,278	13,681
	92,600	149,750	96,028	139,431

WAGES	42,000	106,500	77,000	96,645
SUPPLIES/OFFICE/JANITORIAL	6,150	6,850	3,733	5,509
VEHICLE/TRAVEL/EQUIP'T USAGE	3,200	4,900	1,100	4,298
PARTNER GRANTS/PLANT MATERIAL	19,000	7,500	2,500	12,395
CORP SUPPORT/SHARED SVCS	21,000	22,000	10,000	17,000
RENT/INS/TAXES/UTILITIES	750	950	950	850
CAP MAINT/LOW VALUE ASSETS	500	500	500	717
	92,600	149,400	95,783	137,643

### COMMUNICATIONS

GENERAL LEVY	177,700	160,150	124,150	150,150
CW~GS LEVY	-	26,000	26,000	25,000
OTHER GRANTS/USER FEES	20,000	-	-	-
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	-	-	17,000
	197,700	186,150	150,150	192,150

WAGES	192,000	178,000	145,000	181,896
SUPPLIES/OFFICE/JANITORIAL	4,800	6,050	4,000	5,546
VEHICLE/TRAVEL/EQUIP'T USAGE	450	1,000	500	858
CAP MAINT/LOW VALUE ASSETS	450	1,000	500	486
	197,700	186,050	150,000	188,787

### OUTREACH EVENTS AND SHORT-TERM GRANT FUNDED INITIATIVES

FEDERAL GRANTS	-	-	-	800
OTHER GRANTS/USER FEES	32,000	91,250	43,700	113,104
TRANSFERS (TO)/FROM DEFERRED REVENUES	35,500	(750)	(11,700)	4,946
	67,500	90,500	32,000	118,850

WAGES	17,000	20,550	4,000	25,064
TREES/SUPPLIES	50,500	70,000	23,200	94,505
	67,500	90,550	27,200	119,569

## COMMUNITY SERVICES

### REVENUES

GENERAL LEVY	177,700	160,150	124,150	293,900
CW~GS LEVY	78,600	201,750	145,750	35,000
MUNICIPAL	-	-	-	-
PROVINCIAL GRANTS	-	-	-	-
FEDERAL GRANTS	-	-	-	800
OTHER GRANTS/USER FEES	132,000	150,250	60,478	174,109
IN-KIND	-	-	-	-
TRANSFER TO/FROM DEF REVENUES	38,500	(750)	(16,200)	21,946

	426,800	511,400	314,178	525,755
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### EXPENSES

	426,800	511,300	313,958	525,802
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### SURPLUS/(DEFICIT)

	-	100	220	(47)
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## CORPORATE SERVICES

### ADMIN/FINANCE/IT/HR

GENERAL LEVY	456,750	287,050	397,050	237,025
CW~GS LEVY	-	-	-	25,000
MUNICIPAL	-	-	-	1,200
PROVINCIAL GRANTS	-	-	-	750
OTHER GRANTS/USER FEES/RECOVERIES	670,000	658,000	613,447	722,863
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	-	-	39,926
TRANSFERS (TO)/FROM RESERVES	15,000	(1,000)	(1,000)	(1,000)

	1,141,750	944,050	1,009,497	1,025,764
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WAGES	784,000	572,484	612,000	577,528
ERCF SUPPORT	25,500	66,000	45,000	59,372
MEMBER EXPENSES/CO DUES	57,500	56,700	56,000	57,652
AUDIT/LEGAL/CONSULTING	54,900	32,500	92,500	18,791
SUPPLIES/EQUIPT/NETWORK	59,350	55,350	48,300	77,701
OCCUPANCY/PHONE	142,500	135,000	139,500	132,727
TRAVEL & BD/STAFF MEETINGS	2,000	9,500	4,000	10,264
RETIREE BENEFITS	16,000	16,000	12,000	13,651

	1,141,750	943,534	1,009,300	947,686
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### CORPORATE SPECIAL PROJECTS (RECORDS/IS/IT)

TRANSFERS FROM RESERVES	25,000	-	-	-
	25,000	-	-	-

CONSULTING/OTHER	25,000	-	-	-
	25,000	-	-	-

### REVENUES

GENERAL LEVY	456,750	287,050	397,050	237,025
CW~GS LEVY	-	-	-	25,000
MUNICIPAL	-	-	-	1,200
PROVINCIAL GRANTS	-	-	-	750
FEDERAL GRANTS	-	-	-	-
OTHER GRANTS/USER FEES	670,000	658,000	613,447	722,863
IN-KIND	-	-	-	-
TRANSFER TO/FROM DEF REVENUES	-	-	-	39,926

	1,126,750	945,050	1,010,497	1,026,764
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### EXPENSES

	1,166,750	943,534	1,009,300	947,686
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### SURPLUS/(DEFICIT)

	(40,000)	1,516	1,197	79,078
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### TRANSFERS (TO)/FROM RESERVES

	40,000	(1,000)	(1,000)	(1,000)
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**OTHER**

**TANGIBLE ASSET REPLACEMENT**

<b>GENERAL LEVY</b>	300,000	300,000	300,000	200,000
<b>CWGS</b>	64,000	-	-	-
<b>TRANSFER TO/FROM RESERVES</b>	(364,000)	(300,000)	(154,000)	(200,000)
<b>EXTRAORDINARY LOSS</b>	-	-	(292,742)	-
	-	-	(146,742)	0

**CORPORATE SUMMARY**

**REVENUES**

**Municipal**

Levy - Operations	\$ 2,485,204	\$ 2,336,667	\$ 2,336,667	\$ 2,188,666
Levy - Clean Water~Green Spaces	969,415	1,050,000	1,050,000	1,050,000
<b>Total Municipal Levy</b>	<b>\$ 3,454,619</b>	<b>\$ 3,386,667</b>	<b>\$ 3,386,667</b>	<b>\$ 3,238,666</b>
Water & erosion control infrastructure and special projects	2,011,600	2,558,300	1,284,575	22,499
Risk management services	12,000	69,650	65,300	74,684
	<b>5,478,219</b>	<b>6,014,617</b>	<b>4,736,542</b>	<b>3,335,849</b>

**Provincial**

Section 39 Flood/Erosion Program	104,417	104,417	104,417	104,417
Drinking Water Source Protection	95,000	102,600	51,000	127,072
WECI	17,625	-	52,875	1,250
Other (CMOG, SEO etc)	474,188	132,188	320,688	180,863
	<b>691,230</b>	<b>339,205</b>	<b>528,980</b>	<b>413,602</b>

**Federal**

	<b>729,500</b>	<b>1,147,250</b>	<b>932,310</b>	<b>670,633</b>
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**Total Government Transfer Payments & Fees-For-Services**

	<b>6,898,949</b>	<b>7,501,072</b>	<b>6,197,832</b>	<b>4,420,084</b>
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**Other revenues**

Permit and applicant fees - mandatory services	721,000	636,000	699,000	699,047
Admissions, program fees & other services	498,385	513,960	353,238	864,763
Leases & property rentals	80,600	77,600	64,200	75,689
Donations and other grants				
General	193,500	303,000	146,000	87,767
Essex Region Conservation Foundation grants	421,500	262,500	554,608	533,083
In-kind contributions	20,000	13,000	31,300	39,516
Interest income	30,000	50,000	60,947	86,521
Gain on sale of assets	-	-	-	4,000
<b>Total other revenues</b>	<b>1,964,985</b>	<b>1,856,060</b>	<b>1,909,293</b>	<b>2,390,386</b>

**Transfers from/(to) deferred revenues**

	(130,650)	14,270	(224,750)	(330,090)
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**Interdepartmental recoveries**

	803,000	725,665	650,865	845,127
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**TOTAL REVENUES**

<b>\$ 9,536,284</b>	<b>\$ 10,097,067</b>	<b>\$ 8,533,240</b>	<b>\$ 7,325,507</b>
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**EXPENSES BY CLASSIFICATION**

Wages & benefits -ERCA operations	\$ 3,201,500	\$ 3,065,996	\$ 2,866,367	\$ 3,029,829
Wages & benefits -special grant projects	752,295	920,165	811,181	877,903
Construction-municipal projects	481,750	8,500	151,400	18,425
Construction-special grant projects	1,977,000	2,813,000	1,347,000	356,501
Construction-ERCA capital projects	818,500	1,432,900	1,327,450	289,370
Plant material, removals and landowner subsidies-special grant projects	368,571	331,100	183,218	297,270
Plant material, removals and landowner subsidies - ERCA operations	84,300	48,000	36,500	69,102
Program supplies- special grant projects	39,785	42,370	28,570	59,833
Site & operational supplies - Conservation Areas	75,899	113,696	98,231	112,281
Office supplies & expenses - other ERCA operations	35,037	83,425	27,075	95,598
Occupany, taxes,utilities & waste removal	320,513	314,490	297,383	310,927
Maintenance,repairs & security-sites	55,186	71,950	93,050	105,297
Maintenance,repairs & supplies-fleet/equipment	100,900	104,000	103,000	111,866
Equipment, software/hardware & website-special grant projects	10,000	13,750	31,400	6,851

Equipment, software/hardware & website- ERCA operations	97,923	58,975	42,187	71,954
Lab,data, technical & sub-contracted services -special grant	34,305	40,900	38,950	52,667
Lab,data, technical & sub-contracted services - ERCA operations	52,000	54,500	37,600	82,697
Insurance, audit & legal	132,450	127,550	189,500	122,725
Dues & memberships	49,679	45,010	51,063	52,687
Travel, training & professional development	18,540	27,100	9,170	36,084
Board ,committee & meeting expenses	19,000	22,500	21,500	20,561
Bank, credit card charges and interest	14,100	13,060	17,410	13,294
In-kind supplies & services	20,000	13,000	31,300	39,516
Land acquisition & acquisition assistance	-	-	113,000	-
Amortization	315,500	309,500	309,500	315,571
Extraordinary item	-	-	292,742	-
Other	-	-	-	951
Internal recoveries included in revenues	808,051	725,380	650,608	838,362
<b>TOTAL EXPENSES</b>	<b>\$ 9,882,784</b>	<b>\$ 10,800,817</b>	<b>\$ 9,206,355</b>	<b>\$ 7,388,117</b>
<b>Total Revenues</b>	<b>9,536,284</b>	<b>10,097,067</b>	<b>8,544,240</b>	<b>7,353,175</b>
<b>Total Expenses</b>	<b>9,882,784</b>	<b>10,800,817</b>	<b>9,206,355</b>	<b>7,388,117</b>
<b>SURPLUS/(DEFICIT) (ACCRUAL BASIS)</b>	<b>(346,500)</b>	<b>(703,750)</b>	<b>(662,115)</b>	<b>(34,943)</b>
<b>ADD/SUBTRACT: NON CASH ITEMS</b>				
Donation of land to ERCA	-	-	-	-
Gain/loss on asset disposal	-	-	-	(4,000)
Amortization	315,500	309,500	309,500	315,571
Transfers from Reserves (Per Schedule)	490,000	803,500	646,750	434,296
<b>DEDUCT: CAPITAL ITEMS</b>				
Land acquisition		-	-	-
Purchased fleet/equipment	(88,000)	(85,000)	(53,635)	(53,588)
Infrastructure additions		-	-	(66,228)
<b>(DECREASE)/INCREASE IN NET SURPLUS (prior to reserve transfers)</b>	<b>371,000</b>	<b>324,250</b>	<b>240,500</b>	<b>591,108</b>
<b>TRANSFER TO RESERVES (Per Schedule)</b>	<b>371,000</b>	<b>324,250</b>	<b>250,000</b>	<b>588,948</b>
<b>INCREASE/(DECREASE) IN UNRESTRICTED ACCUMULATED OPERATING FUND SURPLUS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (9,500)</b>	<b>\$ 2,160</b>

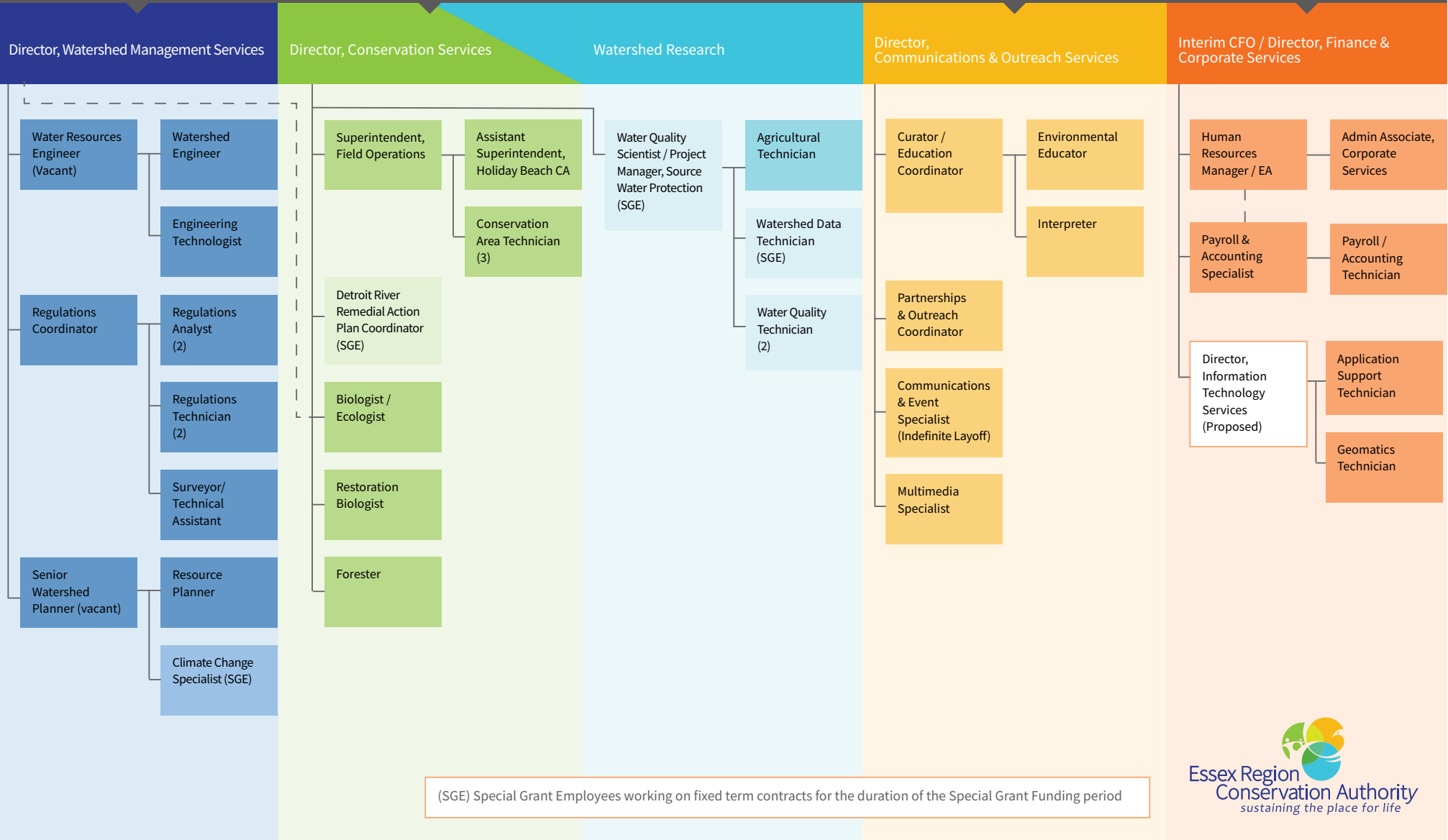
**NOTE 1:** The actual numbers shown for capital items, for 2020 and 2021, will change once the assets under construction are removed from the operating accounts and capitalized as tangible assets. Those accounting entries will not impact the estimated changes in the reserve funds or the unrestricted surplus.

# Appendix E: ERCA Org Chart



## ESSEX REGION CONSERVATION AUTHORITY: BOARD OF DIRECTORS

CAO/Secretary-Treasurer



(SGE) Special Grant Employees working on fixed term contracts for the duration of the Special Grant Funding period



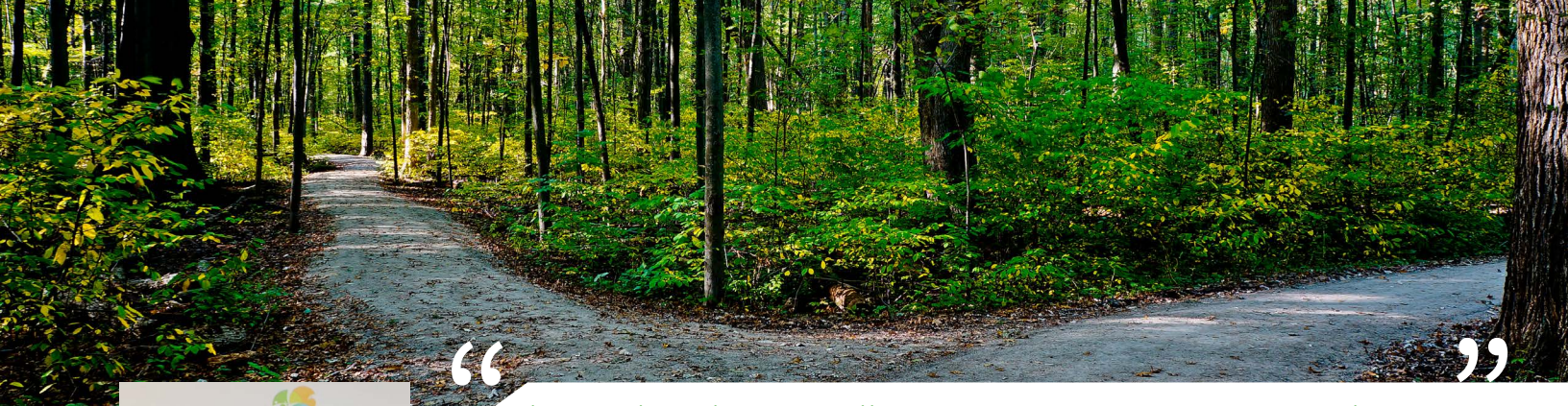
2020



Essex Region Conservation  
the *place* for life

# Annual Report





“ ”



*I know that the critically important conservation work we undertake will continue to have a profound impact on the sustainability of the Windsor-Essex region.*

## A Message From The Chair

2020. How does one even begin to describe it? In March, the COVID-19 pandemic required our staff, like so many around the world, to rapidly transition to work from home. On behalf of the Board, I extend my sincerest appreciation to our Human Resources Manager and Application Support Technician, who were instrumental in ensuring we were able to carry on our important watershed management work without interruption.

While our dedicated team worked vigilantly to respond to the needs of our community, a collision of circumstances created additional challenges. Continued record-high water levels kept our staff on guard around the clock to monitor for flooding while we continued to receive an unprecedented number of permit and development applications to ensure the protection of new development. In November, Conservation Authorities across the province were stunned by significant changes to the Conservation Authorities act embedded in Bill 229, an

omnibus bill. These changes will have profound impacts to the delivery model of our watershed based programs and services. We were also deeply saddened by the sudden passing of Councillor John Jacobs, who represented the Municipality of Leamington on our Board of Directors since 2015. John posed thoughtful questions and was a staunch advocate for his community, and he will be missed.

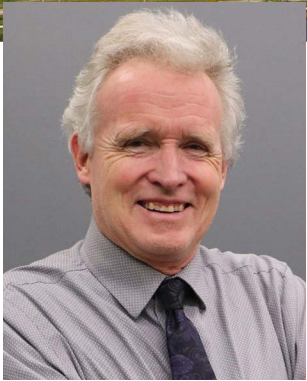
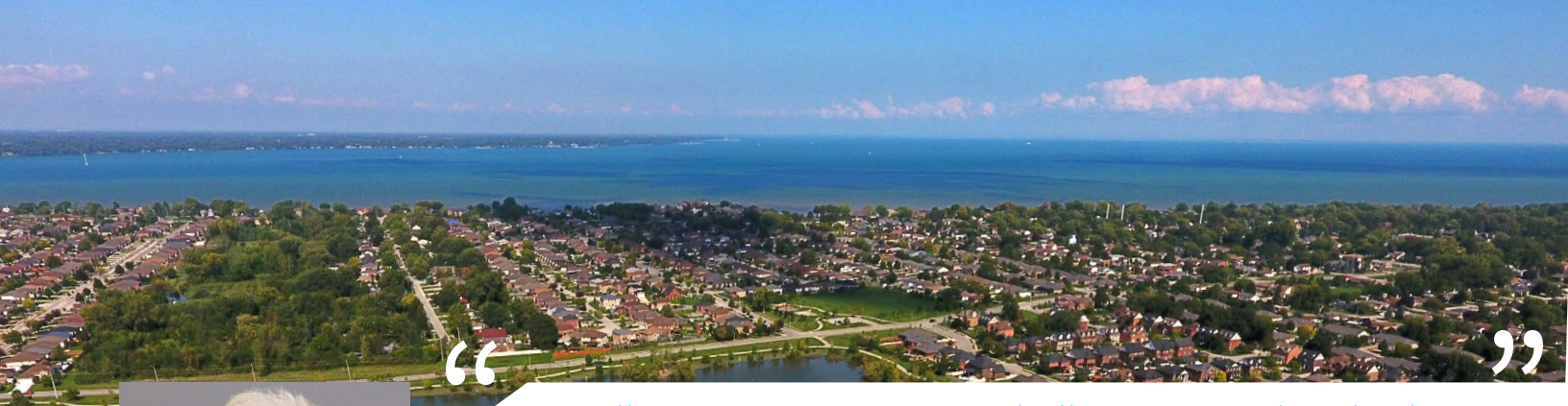
However, in spite of these challenges, there were still successes to celebrate. In partnership with the County of Essex, rapid progress took place on the Essex County Regional Energy Plan to create a roadmap to meet Federal climate change targets. Significant shoreline protection projects were initiated at Pêche Island and the John R. Park Homestead Conservation Area. Construction also began at the John R. Park Homestead Heritage Centre to provide accessible education programs, adequate exhibit space and serve as a tourism hub. Visitation to our conservation areas and trails surged as we kept them open when

nearly everything else was closed. Many community members sent notes of appreciation expressing how important these connections with nature were to their physical and mental health and well-being. It certainly reinforces that while there is much we can live without, our need for nature remains paramount.

Despite the many significant challenges of the past year, it has been my honour to serve as ERCA's Chair during this time. While navigating the continued impacts of the pandemic, the development of the regulations associated with Bill 229 and the resulting changes to our business model will be of key focus in 2021, I know that the critically important conservation work we undertake will continue to have a profound impact on the sustainability of the Windsor-Essex region.

Sincerely,

Kieran McKenzie,  
Chair



“ ”

*We will continue to overcome challenges to undertake the important watershed-based work that is entrusted to us.*

## A Message From The Interim General Manager

Change is a tough taskmaster, but it can also be a strengthening process. There’s no question that 2020 was a year of extraordinary changes that no one could have imagined when the calendar turned. In September, when the Board of Directors asked me to serve as Interim General Manager, I thought this highest level of responsibility would be the most significant change in my 35 year career.

Yet, 2020 had more in store. Another year of unprecedented high lake levels resulted in an extended 8-month Flood Advisory and repeated shoreline and inland flooding. Our already under-resourced team was stretched even further by this constant risk combined with a record number of permit applications. In fact, applications for permit and technical submissions have increased 75% over the past five years. Then, in December, the provincial government passed Bill 229 - Protect, Support, and Recover from COVID-19 Act (Budget Measures), 2020. This

piece of legislation encompassed more than just a budget in response to COVID-19. It included significant changes to the Conservation Authorities Act, which narrowed the objects of a conservation authority from providing “programs and services designed to further the conservation, restoration, development and management of natural resources other than gas, oil, coal and minerals” to only one of three categories: mandatory programs and services, municipal programs and services, and “other”.

The mandatory programs are quite limited and currently confined to risks of natural hazards; conservation and management of lands; Drinking Water Source Protection; and other duties and responsibilities under other legislation. The regulations associated with these changes have yet to be developed, and I look forward to working with the Province to provide input to ensure that the important ‘on the ground’ perspectives are included.

Over the coming year, further changes are expected as we develop a transition plan in partnership with our member municipalities. While each of us has been tested this year in different ways, 2020 has shown us that humankind is a resilient beast that even during the most difficult of times can rise to amazing challenges. I look forward to the coming year with optimism that we will continue to overcome challenges to undertake the important watershed-based work that is entrusted to us.

Yours in conservation,

Tim Byrne,  
Interim General Manager



# Watershed Highlights

Like all Conservation Authorities, ERCA is a public sector organization that develops and delivers resource management programs that safeguard our watersheds. Governed by the Conservation Authorities Act, which is administered by the Ministry of Natural Resources and Forestry and made up of a membership of municipal representatives, Conservation Authorities deal with issues related to overall watershed management including, flood and erosion control and prevention, water quality and quantity management, regulation of development along shorelines, watercourses, and interference to wetlands, natural heritage protection, watershed stewardship, technical support for land use planning, drinking water source protection, as well as education and recreation.

In 2020, ERCA continued to implement the watershed management priorities identified in our Strategic Plan as directed by our Board of Directors. The following highlights are a snapshot of the projects and programs implemented this year to fulfill our core mandate and enrich and sustain the Essex Region as the Place for Life.

## Climate Change



## Great Lakes



## Landscapes and Habitats



## Sustainable Communities



## A Strong, Resilient Organization





# Climate Change

## Our region continued to experience the profound impacts of our changing climate.

Our region continued to experience the profound impacts of our changing climate. We again experienced record high water levels and a Flood Advisory that extended for more than eight months. Preliminary modelling for the Regional Energy Plan tells us that the amount of energy used in the average home in Essex County is more than twice global best practice. Greenhouse gas emissions are about five times global best practices per person, and that our community currently spends over \$800M on all types of energy, most of which leaves the County. 2020 taught us that we have the capacity for radical and rapid change. We can take the lessons learned from COVID-19 and apply them to the climate crisis to change our actions and reduce greenhouse gas emissions, slow climate change and adapt to its impacts. This year, in taking action to address our changing climate, we:

**Initiated** the Essex County Regional Energy Plan with the County of Essex and its seven municipalities to help the community to better understand current energy consumption, identify opportunities for energy efficiency, help to meet the community's climate priorities, and strengthen the local economy. The plan is supported by a 25-member Community Task Force, including all 7 lower tier municipalities and led by Warden Gary McNamara. It sets out ambitious targets for greenhouse gas reductions over the next 20 years.

**Created** a Climate Action Communications Strategy to help stakeholders at all levels understand their own energy use and greenhouse gas emissions and strategies to reduce their impact.

**Completed** a Forest Adaptation Strategy with the Forest Gene Conservation to review tree species choices and utilization of genetic diversity via local or non-local seed and initiated a project to incorporate climate risks into the Essex Region Natural Heritage Systems Strategy.

**Monitored** record high lake levels and weather conditions. As a result, the region was under some form of Flood Advisory for elevated risks of flooding and erosion from April to November. Conditions brought on over 60 separate flood advisories including a record 16 Flood Warnings.

**Began** a review of potential climate impacts to the agricultural sector.

**Initiated** the Essex Region Floodplain Prioritization Study to identify and compare relative flood risk for sub-watersheds and prioritize available funding for new and updated flood mapping.

**Added** a 'Shoreline Conditions Statement' as a flood message option to differentiate from 'Watershed Conditions Statements' and help improve clarity for the municipalities we serve.

**Monitored** 30 Climate Stations, including 18 within the City of Windsor. Initiated discussions with Lakeshore and Essex regarding siting and integrating 6 additional stations.





# Great Lakes

## The Great Lakes are our most significant natural resource.

The Great Lakes are our most significant natural resource. Land uses, invasive species, and our changing climate continue to negatively impact the health of our Lakes. Our 2012 – 2017 Watershed Report Card identified failing grades for surface water quality in virtually every watershed. More must be done at all levels to protect and improve water quality. Despite challenges due to COVID-19, there was no disruption to water quality monitoring. To help protect and improve Great Lakes water quality, we:

**Monitored** surface water quality at 50 sites and groundwater quality at 8 sites across the region. In total, more than 2,500 water quality samples were collected to evaluate watershed health, and calculate nutrient and phosphorous concentrations and loads in partnership with Federal and Provincial agencies.

**Completed** 40 Risk Management Plans to address Significant Drinking Water Threats on behalf of municipalities.

**Continued** work on a Regional Phosphorous Management Plan with support from Environment and Climate Change Canada.

**Completed** over 46 agricultural Best Management Practices (BMPs) such as cover crops, Crop Nutrient Plans and buffer strips on over 1600 hectares of land, with support from Environment and Climate Change Canada, as part of the Lake Erie Action Plan to meet phosphorous reduction targets.

**Utilized** cross-departmental skill sets to develop new mobile tools to facilitate data collection in the field, and to manage existing data sets which will allow us to better utilize and share valuable data collected by ERCA staff.

**Worked** with municipal and provincial implementing bodies to implement 50 policies designed to protect our sources of drinking water.





# Landscapes **And Habitats**

## **Our landscapes and habitats are among the most significant in Canada.**

Unfortunately, due to physical distancing requirements, nursery stock limitations and efficiency measures, this year's spring tree planting projects were deferred until 2021. However, progress in protecting and restoring our natural environment was still made as we:

**Piloted** a 'hot plant' of 3600 seedlings on 5 acres in fall.

**Distributed** 15,000 seedlings and large stock trees to landowners in spring.

**Monitored** 22 restoration sites demonstrating 84% tree survival rates.

**Planted** 100 trees on lands owned by the Caldwell First Nation, thanks to a grant from TD Tree Days.

**Continued** to monitor for Oak Wilt Disease.

**Completed** significant shoreline protection work at the John R. Park Homestead Conservation Area to protect these conservation lands and the heritage structures, while providing lakefront access for visitors. This location has been identified as the prime publicly-owned lands from which to observe the western basin of Lake Erie.

**Began** construction of the Pêche Island shoreline protection project in partnership with the City of Windsor. Four large rock reefs are being constructed by barge to reduce erosion and provide fish habitat.

**Continued** control of invasive species at Spring Garden Natural Area.





# Sustainable Communities

## The COVID-19 pandemic required us all to determine what's essential in our lives.

While protection from flooding or threats to drinking water sources certainly fall within that list, many have also identified is just how important greenspaces are to our physical and mental health. We crave nature. ERCA will need to continue working with all partners to collaboratively plan sustainable communities that protect existing habitats, reduce urban sprawl, are walkable, incorporate green infrastructure and are resilient to the impacts of our changing climate. This year, we:

**Evaluated** 1,403 applications and issued 1,269 permits, including 296 for shoreline maintenance as a result of record high water levels in Lake St. Clair and Lake Erie.

**Responded** to over 1,000 Miscellaneous Development (MD) inquiries related to questions about property matters, or from prospective purchasers with questions concerning a potential property purchase.

**Reviewed** over 500 planning applications under the Planning Act (Zoning By-Law amendments, minor variances, consents, etc.). The review of these applications assist landowners and municipalities in reducing risks associated with flooding and erosion and protecting natural heritage, and ensures best practices for sustainable communities are being incorporated into planning and development.

**Improved** our web-based permit application process to facilitate development reviews.

**Successfully** received Water & Erosion Control Infrastructure (WECI) funding for works on the Belle River Flood Control Project.

**Reviewed** 9 Official Plan Amendments and secondary plans, and worked with local planning authorities on 5 Official Plan updates to ensure local planning decisions address provincial delegated authority responsibilities relative to natural hazards. Continued to advise local municipalities on natural heritage matters.

**Implemented** the recently completed Environmental Impact Assessment (EIA) Guidelines to ensure regional consistency with respect to Natural Heritage policies.

**Recognized** a surge in visitation to our conservation areas and greenways as people identified a critical need to connect with nature for their physical and mental wellbeing.

**Celebrated** the grand opening of the University of Windsor Alumni Association Outdoor Classroom at Holiday Beach Conservation Area for school program, Owl Prowls, scouting events, and learners of all ages.

**Began** construction of the John R. Park Homestead Heritage Centre to provide accessible educational and interpretive spaces and an equitable experience for all who visit, with the ability to meet all physical or developmental needs. It will also serve as a tourist hub.

**Completed** road and parking lot improvements at Holiday Beach Conservation Area to enhance accessibility.

**Re-built** the 1960's workshop at Holiday Beach Conservation Area to improve energy efficiency and functionality.

**Replaced** a boardwalk at Hillman Marsh Conservation Area to improve safety and student access for water quality studies.

**Created and delivered** 15 professional development programs for teachers to improve proficiency in using their outdoor school spaces for cross-curricular education.

**Created and delivered** 5 Specialist High Skills Major Programs in a virtual platform to ensure students can meet their graduation criteria.

**Launched** 'Outdoor School' featuring snowshoeing, Tree ID, and other nature-based outdoor exploration activities, enhanced our virtual conservation education resources, and provided Home School Field Trips to support the significant increase in at-home learners.



# A Strong, Resilient **Organization**

## **ERCA is a sustainable, resilient and valued agency.**

Since 1973, ERCA has been striving to achieve a state of sustainability for the Essex Region. 2020 brought a myriad of challenges, including a social engineering incident, which resulted in a financial loss. However, the impact on 2020 financial results was mitigated due to prudent financial planning, which had previously included the creation of a reserve fund to address sudden and unforeseeable financial losses. In October, the Board authorized the use of the Revenue Stabilization Reserve to minimize the impact on 2020 financial operations. We also:

**Transitioned** to a remote work environment with minimal resources to ensure seamless continuity of business operations.

**Reviewed** 20 Risk Assessments and implemented 18 Policies and Procedures to address Health and Safety in accordance with COVID-19 protocols.

**Strengthened** partnerships with First Nations communities to work more collaboratively and achieve mutual goals.

**Created** an online platform to provide hunting services in accordance with COVID-19 safety protocols. This new process also streamlined customer service for hunters and reduced administrative costs.

**Engaged** with more than 60,000 people to provide important information about conservation and sustainability.

**Advocated** for the Essex Region on 44 local, regional, provincial, national and international boards and committees to ensure the unique needs of our region are represented.





# Commitment

## To Diversity & Inclusion



This year, protests around the world and in Ontario have made us realize there is much work still to be done to address systemic racism towards Black, Indigenous and People of Colour. Like all of the 36 Conservation Authorities comprising Conservation Ontario, we believe there should be zero tolerance toward racism, prejudice and discrimination within our organization, Conservation Areas and society as a whole. We recommitted to making certain that Conservation Areas remain safe spaces for people to enjoy and participate in equally and equitably, and to ensuring inclusive dialogue with Black, Indigenous and People of Colour when it comes to informing local environmental policies and concerns.

# ERCA **Accountability**

The following provides a three-year ‘by-the-numbers’ comparison of achievements. This report follows the priorities identified in our Strategic Plan, and these actions help ensure Windsor-Essex County-Peel Island is the Place for Life.

## Climate Change

		2018	2019	2020
Permits Requested		1,113	1,305	1,403
Permits Issued		992	1,158	1,269
Clearances Issued		179	225	147
Request for Information Letters Issued		273	281	275
Permits to Take Water Applications		3	3	0
Appeals		18	22	8
Appeals in CA Favour		18	22	8
Violations Issued		25	38	16
Average Response Time for Permits (days)	Minor Development	9	15	16
	Major Development	12	10	17
	Alteration to Waterways	12	6	10
Number of Structures Located in Floodplain		10,000	10,000	10,000
Kilometres of Watercourses with Floodplain Mapping Completed		609	609	609
Hectares (area) digitally mapped delineating the CA Regulation Limit		38,304	38,304	38,304
Hectares (area) digitally mapped delineating the flooding hazard limit (flood plains)		38,304	38,304	38,304
Metres of shoreline protected from flooding and erosion		0	0	220m
\$ Value of Water/Infrastructure Contributions to Municipalities		10,000	0	141,000
Flood Messages / Days	Watershed Conditions	17	15 / 48 days	11/39 days
	Flood Watches	20	24 / 147 days	33/198 days
	Flood Warnings	8	12 / 25 days	16/21 days





# Great Lakes

		2018	2019	2020
Water Quality Improvement Projects Implemented	Agriculture/Other (total)	30	80	75
	Detroit River Watersheds	3	7	4
	Lake Erie Watersheds	21	66	70
	Lake St. Clair Watersheds	2	7	1
Number of wells decommissioned		4	3	0
Number of landowners participating		20	16	31
Number of surface water quality monitoring stations		61	61	54
Number of ground water quality monitoring stations		8	8	8
Number of benthos monitoring stations		15	10	0



# Landscapes & Habitats

	2018	2019	2020
Total Landholdings (Hectares)	1,742	1,740	1,747
Hectares of recreational land owned and managed	1056.8	1056.8	1056.8
Total hectares under forest management plans	44.39	44.39	44.39
Total Taxes for CA Landholdings	\$70,227	\$92,186	\$91,385
Land Acquisition in Reporting Year (in acres)	7	0	17
Value of acquisitions (Fair Market Value)	\$426,000	N/A	\$112,734
Total Acres of Habitat Restored	143	31	6
Number and Acres of Trees	109,105 trees 96 acres	57,560 30 acres	23,054 5 acres*
Number and Acres of Wetlands	6 wetlands 31 acres	1 wetland 0.6 acres	0
Number and Acres of Prairie	5 sites 16 acres	0	1 site 1.5 acres
Number of landowners involved in restoration	191	217	170
Trees planted by volunteers	3,259	6,217	300
Native plants planted by volunteers	1,600	30	0

\*COVID-19 challenges resulted in spring projects being rescheduled until 2021.



## Sustainable Communities

	2018	2019	2020
Planning Services—transactions/year	850	811	673
Kilometres of Trails owned, managed & developed	98	98	98
Number of volunteers	2,185	2,057	149
Number of outreach events	30	32	7
Number of schoolyard naturalization projects	2	1	0
ERCA hosted special events	24	22	8*
Number of schools	72	75	N/A
Number of unique education programs	256	307	37*
Number of students	9,958	14,588	N/A*
Number of public meetings/workshops	22	28	14
Day Use Visitors to JRPH (estimated)	11,910	11,625	N/A**
Day Use Visitors to HBCA (estimated)	9,600	10,800	N/A**
Number of seasonal campsites purchased	72	72	72

\*While COVID-19 impacted field trips and gatherings, a number of virtual education and engagement opportunities were launched, including Earth-E Month, which reached 114,930 people and resulted in 61,243 engagements

\*\* As fees were waived and sites unstaffed for much of the year, statistics were not collected, although parking lot census data indicated a significant surge in use.

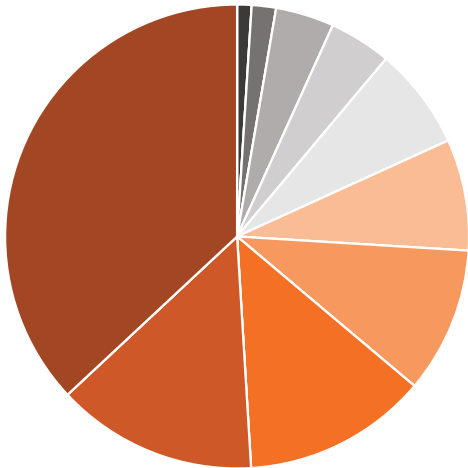
## A Strong, Resilient Organization

	2018	2019	2020
Area of CA Jurisdiction	1,681.3 km <sup>2</sup>	1,681.3 km <sup>2</sup>	1,681.3 km <sup>2</sup>
Watershed Population	323,793	322,715	321,341
Staff—Permanent and Long-Term Contract	39	38	41
Staff—Special Grant and Short-Term Full-Time Equivalent Contract	12	10	2
Average Full Time Staff Length of Service	9	10	9.49
Number of Local Committees, Boards and Advisory Panels with ERCA representation	28	24	24
Number of Provincial Committees, Boards and Advisory Panels with ERCA representation	28	26	20
Number of research studies with ERCA involvement	12	7	5
Number of unique visitors to our website	65,528*	71,918	80,829
Number of Facebook followers	3,168	4,011	4,339
Number of Twitter followers	2,896	3,159	3,397
Number of Instagram followers (launched October 2016)	1,061	1,313	1,595
Number of Youtube video views	2,400 views 75 hrs	3,500 views 130.9 hrs	7,472 views 333.6 hrs

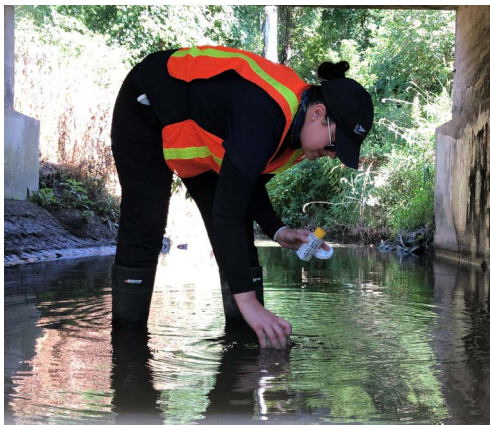
# 2020 Financial Review

## Projected Funding by Source

\$9.17M

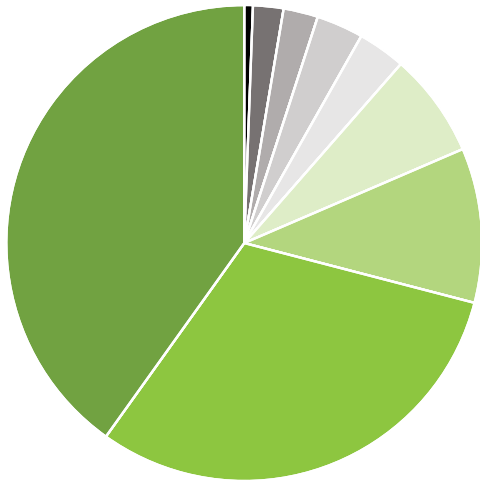


Municipal Levies	\$3,386,667
Municipal Special Project Contributions	\$1,284,575
Self-generated Revenues and Fees	\$1,181,738
Federal Grants	\$932,310
Other / ERCF Grants	\$711,608
Internal Recoveries / Dept Chargebacks	\$650,865
Reserve Transfers	\$396,750
Provincial Special Project Grants	\$373,563
Provincial Transfer Payments (S.39 & DWSP)	\$155,417
Interest / In Kind / Sundry	\$92,247



## Projected Use of Funds by Expense

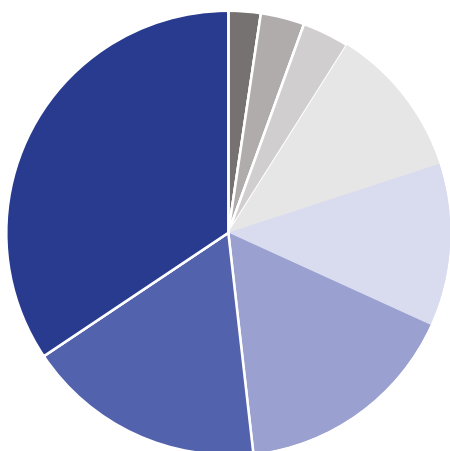
\$9.17M



Compensation	\$3,677,548
Construction & Engineering Contracts	\$2,825,850
Supplies & Materials	\$963,224
Internal Chargebacks & Recoveries	\$650,608
Rent, Taxes, & Utilities	\$297,383
Extraordinary Loss (Social Engineering)	\$292,742
Transfer to 2021 Projects	\$215,250
Insurance, Audit, Legal & Professional Services	\$189,500
Vehicle / Equipment Replacement	\$53,635

## Projected Use of Funds by Function

\$9.17M



Conservation Services	\$3,151,335
Watershed Management Services	\$1,596,347
Capital Projects	\$1,502,843
Watershed Research Services	\$1,083,965
Corporate and Shared Services	\$1,009,300
Community Outreach	\$313,958
Extraordinary Loss (Social Engineering)	\$292,742
Transfer to 2021 Activities / Projects	\$215,250



facebook.com/**EssexRegionConservation**



@**EssexRegionConservation**



@**EssexRegionCA**



youtube.com/**TheEssexRegionCA**

## Contact Us

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

February 24, 2021

## RE: DELEGATION REQUEST

At a meeting of the Essex Region Conservation Authority' Board of Directors on February 18, 2021, the Draft 2021 Budget was approved for distribution to municipalities; and to provide notice that a weighted vote will be held at the Board of Directors' meeting on April 8, 2021. Ontario Regulation 139/96 (as amended by O.R. 231/97) requires that affected municipal partners receive a minimum 30-day notice for which a meeting where a weighted and recorded vote will be taken, regarding non-matching levies. The Regulation also requires that the notice be accompanied by the financial information used to determine that levy. This notice, along with ERCA's report to the Board, with appendices, and a 2021 Draft Budget Companion was circulated to municipal clerks for distribution to members of Council on Monday, February 22, 2021.

As described in the Draft 2021 Budget, the budget totals \$10,026,284 and includes a total levy contribution from member municipalities of approximately \$3,454,619, representing a total increase in levy of 2.0%. This levy equates to \$10.75 for every person in our watershed, based on data compiled by MPAC and the Ministry of Natural Resources and Forestry and municipal levies account for slightly less than 50% of the funding for the ongoing programs of the Authority.

The purpose of the delegation is to explain the recent changes to the Conservation Authorities Act, which have widespread and significant implications for operations and program delivery in 2022, due to the provincially-required bifurcation of services into mandatory and non-mandatory categories and resulting changes to the existing funding model. Representatives from Administration will highlight key points of the budget and demonstrate how it responds to provincial direction and objectives including: increased transparency to municipal funders; identification of mandatory and non-mandatory services and reallocation of municipal levies to core mandated responsibilities, as described in the Conservation Authorities Act.

For reference, are links to [ERCA's 2020 Annual Report](#) and [2020 Annual Report Video](#) presented at our Annual General Meeting that highlight some of the work undertaken by ERCA in our community.

Should you have any questions regarding our budget, please do not hesitate to contact us.

Thank you,

Tim Byrne  
CAO/Secretary-Treasurer

Shelley McMullen  
Interim CFO/Director, Finance and Corporate Services



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF CORPORATE SERVICES

MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.

Table with 2 columns: Author's Name, Report Date, Author's Phone, Date to Council, Author's E-mail, Resolution #.

To: Mayor and Members of Town Council

Subject: Reconnect Festival Event Program 2020-21 Grant Transfer Payment Agreement

1. RECOMMENDATION:

It is recommended that:

- 1. Authorization BE GIVEN to enter into a Transfer Payment Agreement with the Ministry of Heritage, Sport, Tourism and Culture for funding of up to \$43,800 toward River lights Re-imagined including net HST;
2. A capital expenditure not to exceed \$35,100 including net HST BE APPROVED for the purchase of light displays, to be funded from grants and a transfer of \$20,528 from the events reserve;
3. An operating expenditure not to exceed \$22,000 including net HST BE APPROVED for the purchase of augmented reality 'Historic Mile' App, to be funded from \$9,540 grant funds, \$11,000 in additional sponsorship funds and \$1,460 dollars in operating funds from community events budget line; and,
4. By-law 2021-018 being a by-law to enter into an agreement with the Ministry of Heritage, Sport, Tourism and Culture for funding BE TAKEN as having been read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same.



## **2. BACKGROUND:**

On October 8<sup>th</sup> the Ministry of Heritage Sports and Tourism and Culture announced the following:

*“Ontario is investing \$9 million through the new Reconnect Festival and Event Program to support municipalities and event organizers during COVID-19. This funding will be used to maintain public safety requirements and allow people to reconnect with their communities through online, drive-through and other innovative experiences.*

*Organizers will be developing creative programs such as virtual Remembrance Day events, reverse holiday parades with drive-by static floats, drive-in music concerts and movies, holiday tree lightings and New Year's Eve displays that light-up iconic buildings.*

*Details were provided today by Lisa MacLeod, Minister of Heritage, Sport, Tourism and Culture Industries at Ontario Place.*

*"COVID-19 has had an unprecedented and devastating impact on our local festivals and events," said Minister MacLeod. "This important investment through the new Reconnect Festival and Event Program will continue to support Ontarians as they reconnect and experience all their local communities have to offer."*

*Funding may be used for eligible expenses such as programming and production, promotion, mobile applications and website development, and implementation of health and safety measures.*

*The application period for the Reconnect Festival and Event Program runs from October 8 to December 1, 2020.”*

Amherstburg applied on November 23, 2020 for the River Lights Re-imagined, which outlined the event as follows:

Amherstburg's River Lights Winter Festival will receive a boost this year with funds from the Reconnect Festival and Event Program from the Ontario Government. Amherstburg will provide our community and visitors an opportunity to safely be outdoors and visit new exciting 360 degree light displays within their bubble or as solo visitors. This is an independent, interactive winter experience that spans the entire downtown business district with plenty of opportunity to physically distance from other visitors. An exciting addition to programming this year will be a unique, interactive augmented reality history tour of our "Historic Mile". River Lights Re-imagined will operate from November 14, 2020 through February 15, 2021. We will also host a drive-in fireworks display at the Libro Centre where families can welcome the much anticipated New Year from the safety of their own cars.

## **3. DISCUSSION:**

On February 21, 2021, the Town received confirmation that the River lights reimagined had been approved for funding, conditional on the Town “entering into a comprehensive Transfer Payment Agreement (TPA) with the Province and on meeting the conditions outlined in the Transfer Payment Agreement”.

The problem being that delays in funding announcement did not allow for the items such as 360 light displays, and Historical Mile Tour to be purchased in time for the 2020-2021 program. However, the deadline for eligible expenditures is March 31, 2021.

Administration is recommending that Council Approve the transfer payment agreement and that the Historic Mile app be procured using the same vendor as the Ghost tour, and that additional light displays be purchased before march 31, 2021 to enhance next year's River Lights program.

**4. RISK ANALYSIS:**

There is financial risk that the municipality may not be able to complete the procurement of eligible expenditures prior to the March 31, 2021 deadline due to the shorten time window of grant approval.

**5. FINANCIAL MATTERS:**

The financial impact of the project is as follows

	<b>Program Budget</b>	<b>Grant Funding</b>	<b>Spent to Date</b>	<b>Required Expenditure</b>	<b>Total</b>
<b>Project Cost</b>					
Light Displays	\$51,875	\$21,535	\$ 16,775	\$ 35,100	\$51,875
Fireworks	0	0	0	0	0
Augmented Reality	22,000	9,540	0	22,000	22,000
Marketing	1,000	0	1,000	0	1,000
Site and Event Setup	12,725	12,725	12,725	0	12,725
<b>Total Cost</b>	<b>\$87,600</b>	<b>\$43,800</b>	<b>\$30,500</b>	<b>\$57,100</b>	<b>\$87,600</b>
			<b>Spent to Date</b>	<b>Required Expenditure</b>	<b>Total</b>
<b>Project Funding</b>					
Transfer from Reserve			\$0	\$ 20,528	\$20,528
Eligible Grant Funding (Note1)			19,688	24,112	43,800
Sponsorship				11,000	11,000
Town Operational Funding			10,812	1,460	12,272
<b>Total</b>			<b>\$30,500</b>	<b>\$57,100</b>	<b>\$87,600</b>

Note 1- If Council does not enter into a Transfer payment agreement the following cost have already been incurred and are funded in the 2020 and 2021 budgets.

**6. CONSULTATIONS:**

The Director of Parks, Facilities, Recreation, Tourism and Culture and the Director of Corporate Services were consulted on this report.

**7. CONCLUSION:**

Approval of the recommendations in this report to allow the town to secure grant funding with the Ministry of Heritage, Sport, Tourism and Culture of for the River light Re-imagined programing



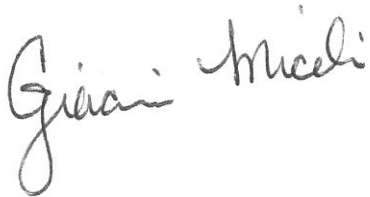
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Justin Rousseau  
**Treasurer**

## Report Approval Details

Document Title:	2023 03 08 - Reconnect Festival Event Program 2020-21 Transfer Payment Agreement.docx
Attachments:	- by-law 2021-18.docx - Reconnect Final TPA River Lights ReImagined 2020-10-1-1461125149 Final_.docx
Final Approval Date:	Mar 3, 2021

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



John Miceli

**Task assigned to Paula Parker was completed by Tammy Fowkes**



Tammy Fowkes

**THE CORPORATION OF THE TOWN OF AMHERSTBURG  
BY-LAW NO. 2021-018**

**By-law to enter into a Transfer Payment Agreement with Ministry of  
Heritage, Sport, Tourism and Culture**

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**WHEREAS** under Section 9 of the Municipal Act 2001, S.O., 2001, c. 25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

**AND WHEREAS** under Section 8(1) of the Municipal Act 2001, S.O., 2001, c. 25, as amended, shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues;

**AND WHEREAS** the Council of the Town of Amherstburg passed a resolution on March 8 2021 agreeing to enter into a Transfer Payment agreement with the Government of Ontario Ministry of Heritage, Sport, Tourism and Culture;

**NOW THEREFORE** the Council of The Corporation of the Town of Amherstburg enacts as follows:

1. That the Council of The Corporation of the Town of Amherstburg agrees to enter into the agreement as attached hereto as Schedule "A" to this By-law.
2. That the Mayor and Clerk are hereby authorized to sign and seal said agreement on behalf of The Corporation of Town of Amherstburg.
3. This By-law shall come into force and take effect immediately upon the final passing thereof.

Read a first, second and third time and finally passed this 8<sup>th</sup> day of March 2021

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MAYOR – Aldo DiCarlo

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CLERK – Paula Parker

**ONTARIO TRANSFER PAYMENT AGREEMENT**  
**Reconnect Festival and Event Program 2020-2021**  
**Case # 2020-10-1-1461125149**

**THE AGREEMENT** is effective as of the 12th day of August, 2020

**B E T W E E N :**

**Her Majesty the Queen in right of Ontario**  
**as represented by the Minister of Heritage, Sport, Tourism and**  
**Culture Industries**

(the “Province”)

- and -

**Corporation of the Town of Amherstburg**  
(the “Recipient”)

**CONSIDERATION**

In consideration of the mutual covenants and agreements contained in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

**1.0 ENTIRE AGREEMENT**

1.1 The agreement, together with:

Schedule “A” - General Terms and Conditions;  
Schedule “B” - Project Specific Information and Additional Provisions;  
Schedule “C” - Project;  
Schedule “D” - Budget;  
Schedule “E” - Payment Plan;  
Schedule “F” - Reports; and  
any amending agreement entered into as provided for in section 4.1,

constitutes the entire agreement between the Parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.

**2.0 CONFLICT OR INCONSISTENCY**

2.1 **Conflict or Inconsistency.** In the event of a conflict or inconsistency between the Additional Provisions and the provisions in Schedule “A”, the following rules will apply:

- (a) the Parties will interpret any Additional Provisions in so far as possible, in a way that preserves the intention of the Parties as expressed in Schedule “A”; and
- (b) where it is not possible to interpret the Additional Provisions in a way that is consistent with the provisions in Schedule “A”, the Additional Provisions will prevail over the provisions in Schedule “A” to the extent of the inconsistency.

### **3.0 COUNTERPARTS**

3.1 The Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

### **4.0 AMENDING THE AGREEMENT**

4.1 The Agreement may only be amended by a written agreement duly executed by the Parties.

### **5.0 ACKNOWLEDGEMENT**

5.1 The Recipient acknowledges that:

- (a) by receiving Funds it may become subject to legislation applicable to organizations that receive funding from the Government of Ontario, including the *Broader Public Sector Accountability Act, 2010* (Ontario), the *Public Sector Salary Disclosure Act, 1996* (Ontario), and the *Auditor General Act* (Ontario);
- (b) Her Majesty the Queen in right of Ontario has issued expenses, perquisites, and procurement directives and guidelines pursuant to the *Broader Public Sector Accountability Act, 2010* (Ontario);
- (c) the Funds are:
  - (i) to assist the Recipient to carry out the Project and not to provide goods or services to the Province;
  - (ii) funding for the purposes of the *Public Sector Salary Disclosure Act, 1996* (Ontario);
- (d) the Province is not responsible for carrying out the Project; and
- (e) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

**- SIGNATURE PAGE FOLLOWS -**



The Parties have executed the Agreement on the dates set out below.

**HER MAJESTY THE QUEEN IN RIGHT OF  
ONTARIO as represented by Minister of Heritage,  
Sport, Tourism and Culture Industries**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Debbie Jewell  
Director  
Investment and Development Office

**Corporation of the Town of Amherstburg**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Giovanni J. Miceli  
Chief Administrative Officer

I have authority to bind the Recipient.



**SCHEDULE “A”  
GENERAL TERMS AND CONDITIONS**

---

**A1.0 INTERPRETATION AND DEFINITIONS**

A1.1 **Interpretation.** For the purposes of interpretation:

- (a) words in the singular include the plural and vice-versa;
- (b) words in one gender include all genders;
- (c) the headings do not form part of the Agreement; they are for reference only and will not affect the interpretation of the Agreement;
- (d) any reference to dollars or currency will be in Canadian dollars and currency; and
- (e) “include”, “includes” and “including” denote that the subsequent list is not exhaustive.

A1.2 **Definitions.** In the Agreement, the following terms will have the following meanings:

**“Additional Provisions”** means the terms and conditions set out in Schedule “B”.

**“Agreement”** means this agreement entered into between the Province and the Recipient, all of the schedules listed in section 1.1, and any amending agreement entered into pursuant to section 4.1.

**“Budget”** means the budget attached to the Agreement as Schedule “D”.

**“Business Day”** means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year’s Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day and any other day on which the Province has elected to be closed for business.

**“Effective Date”** means the date set out at the top of the Agreement.

**“Event of Default”** has the meaning ascribed to it in section A13.1.

**“Expiry Date”** means the expiry date set out in Schedule “B”.

**“Funding Year”** means:

- (a) in the case of the first Funding Year, the period commencing on the

Effective Date and ending on the following March 31; and

- (b) in the case of Funding Years subsequent to the first Funding Year, the period commencing on April 1 following the end of the previous Funding Year and ending on the following March 31.

**“Funds”** means the money the Province provides to the Recipient pursuant to the Agreement.

**“Indemnified Parties”** means Her Majesty the Queen in right of Ontario, Her ministers, agents, appointees, and employees.

**“Maximum Funds”** means the maximum Funds set out in Schedule “B”.

**“Notice”** means any communication given or required to be given pursuant to the Agreement.

**“Notice Period”** means the period of time within which the Recipient is required to remedy an Event of Default pursuant to section A13.3(b), and includes any such period or periods of time by which the Province extends that time in accordance with section A13.4.

**“Parties”** means the Province and the Recipient.

**“Party”** means either the Province or the Recipient.

**“Project”** means the undertaking described in Schedule “C”.

**“Reports”** means the reports described in Schedule “F”.

## **A2.0 REPRESENTATIONS, WARRANTIES, AND COVENANTS**

**A2.1 General.** The Recipient represents, warrants, and covenants that:

- (a) it is, and will continue to be, a validly existing legal entity with full power to fulfill its obligations under the Agreement;
- (b) it has, and will continue to have, the experience and expertise necessary to carry out the Project;
- (c) it is in compliance with, and will continue to comply with, all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules, and by-laws related to any aspect of the Project, the Funds, or both; and
- (d) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true

and complete at the time the Recipient provided it and will continue to be true and complete.

A2.2 **Execution of Agreement.** The Recipient represents and warrants that it has:

- (a) the full power and authority to enter into the Agreement; and
- (b) taken all necessary actions to authorize the execution of the Agreement.

A2.3 **Governance.** The Recipient represents, warrants, and covenants that it has, will maintain in writing, and will follow:

- (a) a code of conduct and ethical responsibilities for all persons at all levels of the Recipient's organization;
- (b) procedures to enable the Recipient's ongoing effective functioning;
- (c) decision-making mechanisms for the Recipient;
- (d) procedures to enable the Recipient to manage Funds prudently and effectively;
- (e) procedures to enable the Recipient to complete the Project successfully;
- (f) procedures to enable the Recipient to identify risks to the completion of the Project and strategies to address the identified risks, all in a timely manner;
- (g) procedures to enable the preparation and submission of all Reports required pursuant to Article A7.0; and
- (h) procedures to enable the Recipient to address such other matters as the Recipient considers necessary to enable the Recipient to carry out its obligations under the Agreement.

A2.4 **Supporting Proof.** Upon the request of the Province, the Recipient will provide the Province with proof of the matters referred to in Article A2.0.

### **A3.0 TERM OF THE AGREEMENT**

A3.1 **Term.** The term of the Agreement will commence on the Effective Date and will expire on the Expiry Date unless terminated earlier pursuant to Article A11.0, Article A12.0, or Article A13.0.

### **A4.0 FUNDS AND CARRYING OUT THE PROJECT**

A4.1 **Funds Provided.** The Province will:

- (a) provide the Recipient up to the Maximum Funds for the purpose of carrying out the Project;
- (b) provide the Funds to the Recipient in accordance with the payment plan attached to the Agreement as Schedule “E”; and
- (c) deposit the Funds into an account designated by the Recipient provided that the account:
  - (i) resides at a Canadian financial institution; and
  - (ii) is in the name of the Recipient.

**A4.2 Limitation on Payment of Funds.** Despite section A4.1:

- (a) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides the certificates of insurance or other proof as the Province may request pursuant to section A10.2;
- (b) the Province is not obligated to provide instalments of Funds until it is satisfied with the progress of the Project;
- (c) the Province may adjust the amount of Funds it provides to the Recipient in any Funding Year based upon the Province’s assessment of the information the Recipient provides to the Province pursuant to section A7.1; or
- (d) if, pursuant to the *Financial Administration Act* (Ontario), the Province does not receive the necessary appropriation from the Ontario Legislature for payment under the Agreement, the Province is not obligated to make any such payment, and, as a consequence, the Province may:
  - (i) reduce the amount of Funds and, in consultation with the Recipient, change the Project; or
  - (ii) terminate the Agreement pursuant to section A12.1.

**A4.3 Use of Funds and Carry Out the Project.** The Recipient will do all of the following:

- (a) carry out the Project in accordance with the Agreement;
- (b) use the Funds only for the purpose of carrying out the Project;
- (c) spend the Funds only in accordance with the Budget;
- (d) not use the Funds to cover any cost that has or will be funded or reimbursed by one or more of any third party, ministry, agency, or

organization of the Government of Ontario.

A4.4 **Interest Bearing Account.** If the Province provides Funds before the Recipient's immediate need for the Funds, the Recipient will place the Funds in an interest-bearing account in the name of the Recipient at a Canadian financial institution.

A4.5 **Interest.** If the Recipient earns any interest on the Funds, the Province may:

- (a) deduct an amount equal to the interest from any further instalments of Funds; or
- (b) demand from the Recipient the payment of an amount equal to the interest.

A4.6 **Rebates, Credits, and Refunds.** The Ministry will calculate Funds based on the actual costs to the Recipient to carry out the Project, less any costs (including taxes) for which the Recipient has received, will receive, or is eligible to receive, a rebate, credit, or refund.

#### **A5.0 RECIPIENT'S ACQUISITION OF GOODS OR SERVICES, AND DISPOSAL OF ASSETS**

A5.1 **Acquisition.** If the Recipient acquires goods, services, or both with the Funds, it will:

- (a) do so through a process that promotes the best value for money; and
- (b) comply with the *Broader Public Sector Accountability Act, 2010* (Ontario), including any procurement directive issued thereunder, to the extent applicable.

A5.2 **Disposal.** The Recipient will not, without the Province's prior written consent, sell, lease, or otherwise dispose of any asset purchased or created with the Funds or for which Funds were provided, the cost of which exceeded the amount as provided for in Schedule "B" at the time of purchase.

#### **A6.0 CONFLICT OF INTEREST**

A6.1 **No Conflict of Interest.** The Recipient will carry out the Project and use the Funds without an actual, potential, or perceived conflict of interest.

A6.2 **Conflict of Interest Includes.** For the purposes of Article A6.0, a conflict of interest includes any circumstances where:

- (a) the Recipient; or
- (b) any person who has the capacity to influence the Recipient's decisions,

has outside commitments, relationships, or financial interests that could, or could be seen to, interfere with the Recipient's objective, unbiased, and impartial judgment relating to the Project, the use of the Funds, or both.

**A6.3 Disclosure to Province.** The Recipient will:

- (a) disclose to the Province, without delay, any situation that a reasonable person would interpret as an actual, potential, or perceived conflict of interest; and
- (b) comply with any terms and conditions that the Province may prescribe as a result of the disclosure.

**A7.0 REPORTS, ACCOUNTING, AND REVIEW**

**A7.1 Preparation and Submission.** The Recipient will:

- (a) submit to the Province at the address referred to in section A17.1, all Reports in accordance with the timelines and content requirements as provided for in Schedule "F", or in a form as specified by the Province from time to time;
- (b) submit to the Province at the address referred to in section A17.1, any other reports as may be requested by the Province in accordance with the timelines and content requirements specified by the Province;
- (c) ensure that all Reports and other reports are completed to the satisfaction of the Province; and
- (d) ensure that all Reports and other reports are signed on behalf of the Recipient by an authorized signing officer.

**A7.2 Record Maintenance.** The Recipient will keep and maintain:

- (a) all financial records (including invoices) relating to the Funds or otherwise to the Project in a manner consistent with generally accepted accounting principles; and
- (b) all non-financial documents and records relating to the Funds or otherwise to the Project.

**A7.3 Inspection.** The Province, any authorized representative, or any independent auditor identified by the Province may, at the Province's expense, upon twenty-four (24) hours' Notice to the Recipient and during normal business hours, enter upon the Recipient's premises to review the progress of the Project and the Recipient's allocation and expenditure of the Funds and, for these



purposes, the Province, any authorized representative, or any independent auditor identified by the Province may take one or more of the following actions:

- (a) inspect and copy the records and documents referred to in section A7.2;
- (b) remove any copies made pursuant to section A7.3(a) from the Recipient's premises; and
- (c) conduct an audit or investigation of the Recipient in respect of the expenditure of the Funds, the Project, or both.

A7.4 **Disclosure.** To assist in respect of the rights provided for in section A7.3, the Recipient will disclose any information requested by the Province, any authorized representatives, or any independent auditor identified by the Province, and will do so in the form requested by the Province, any authorized representative, or any independent auditor identified by the Province, as the case may be.

A7.5 **No Control of Records.** No provision of the Agreement will be construed so as to give the Province any control whatsoever over the Recipient's records.

A7.6 **Auditor General.** The Province's rights under Article A7.0 are in addition to any rights provided to the Auditor General pursuant to section 9.1 of the *Auditor General Act* (Ontario).

## A8.0 COMMUNICATIONS REQUIREMENTS

A8.1 **Acknowledge Support.** Unless otherwise directed by the Province, the Recipient will:

- (a) acknowledge the support of the Province for the Project; and
- (b) ensure that the acknowledgement referred to in section A8.1(a) is in a form and manner as directed by the Province.

A8.2 **Publication.** The Recipient will indicate, in any of its Project-related publications, whether written, oral, or visual, that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

## A9.0 INDEMNITY

A9.1 **Indemnification.** The Recipient will indemnify and hold harmless the Indemnified Parties from and against any and all liability, loss, costs, damages, and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits, or other proceedings, by whomever made, sustained, incurred, brought, or prosecuted, in any way arising out of or in connection with the Project or otherwise in connection with the Agreement,

unless solely caused by the negligence or wilful misconduct of the Indemnified Parties.

## **A10.0 INSURANCE**

A10.1 **Recipient's Insurance.** The Recipient represents, warrants, and covenants that it has, and will maintain, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury, and property damage, to an inclusive limit of not less than the amount provided for in Schedule "B" per occurrence. The insurance policy will include the following:

- (a) the Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;
- (b) a cross-liability clause;
- (c) contractual liability coverage; and
- (d) a thirty (30)-day written notice of cancellation.

A10.2 **Proof of Insurance.** The Recipient will:

- (a) provide to the Province, either:
  - (i) certificates of insurance that confirm the insurance coverage as provided for in section A10.1; or
  - (ii) other proof that confirms the insurance coverage as provided for in section A10.1; and
- (b) upon the request of the Province, provide to the Province a copy of any insurance policy.

## **A11.0 TERMINATION ON NOTICE**

A11.1 **Termination on Notice.** The Province may terminate the Agreement at any time without liability, penalty, or costs upon giving at least thirty (30) days' Notice to the Recipient.

A11.2 **Consequences of Termination on Notice by the Province.** If the Province terminates the Agreement pursuant to section A11.1, the Province may take one or more of the following actions:

- (a) cancel further instalments of Funds;

- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to wind down the Project, and do either or both of the following:
  - (i) permit the Recipient to offset such costs against the amount the Recipient owes pursuant to section A11.2(b); and
  - (ii) subject to section A4.1(a), provide Funds to the Recipient to cover such costs.

## **A12.0 TERMINATION WHERE NO APPROPRIATION**

**A12.1 Termination Where No Appropriation.** If, as provided for in section A4.2(d), the Province does not receive the necessary appropriation from the Ontario Legislature for any payment the Province is to make pursuant to the Agreement, the Province may terminate the Agreement immediately without liability, penalty, or costs by giving Notice to the Recipient.

**A12.2 Consequences of Termination Where No Appropriation.** If the Province terminates the Agreement pursuant to section A12.1, the Province may take one or more of the following actions:

- (a) cancel further instalments of Funds;
- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to wind down the Project and permit the Recipient to offset such costs against the amount owing pursuant to section A12.2(b).

**A12.3 No Additional Funds.** If, pursuant to section A12.2(c), the Province determines that the costs to wind down the Project exceed the Funds remaining in the possession or under the control of the Recipient, the Province will not provide additional Funds to the Recipient.

## **A13.0 EVENT OF DEFAULT, CORRECTIVE ACTION, AND TERMINATION FOR DEFAULT**

**A13.1 Events of Default.** Each of the following events will constitute an Event of Default:

- (a) in the opinion of the Province, the Recipient breaches any representation, warranty, covenant, or other material term of the Agreement, including failing to do any of the following in accordance with the terms and

conditions of the Agreement:

- (i) carry out the Project;
  - (ii) use or spend Funds; or
  - (iii) provide, in accordance with section A7.1, Reports or such other reports as may have been requested pursuant to section A7.1(b);
- (b) the Recipient's operations, its financial condition, or its organizational structure, changes such that it no longer meets one or more of the eligibility requirements of the program under which the Province provides the Funds;
- (c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver; or
- (d) the Recipient ceases to operate.

**A13.2 Consequences of Events of Default and Corrective Action.** If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;
- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel further instalments of Funds;
- (f) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;
- (g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- (h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient; and
- (i) terminate the Agreement at any time, including immediately, without

liability, penalty or costs to the Province upon giving Notice to the Recipient.

**A13.3 Opportunity to Remedy.** If, in accordance with section A13.2(b), the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will give Notice to the Recipient of:

- (a) the particulars of the Event of Default; and
- (b) the Notice Period.

**A13.4 Recipient not Remediating.** If the Province provided the Recipient with an opportunity to remedy the Event of Default pursuant to section A13.2(b), and:

- (a) the Recipient does not remedy the Event of Default within the Notice Period;
- (b) it becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or
- (c) the Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province,

the Province may extend the Notice Period, or initiate any one or more of the actions provided for in sections A13.2(a), (c), (d), (e), (f), (g), (h), and (i).

**A13.5 When Termination Effective.** Termination under Article will take effect as provided for in the Notice.

#### **A14.0 FUNDS AT THE END OF A FUNDING YEAR**

**A14.1 Funds at the End of a Funding Year.** Without limiting any rights of the Province under Article A13.0, if the Recipient has not spent all of the Funds allocated for the Funding Year as provided for in the Budget, the Province may take one or both of the following actions:

- (a) demand from the Recipient payment of the unspent Funds; and
- (b) adjust the amount of any further instalments of Funds accordingly.

#### **A15.0 FUNDS UPON EXPIRY**

**A15.1 Funds Upon Expiry.** The Recipient will, upon expiry of the Agreement, pay to the Province any Funds remaining in its possession or under its control.

#### **A16.0 DEBT DUE AND PAYMENT**

**A16.1 Payment of Overpayment.** If at any time the Province provides Funds in

excess of the amount to which the Recipient is entitled under the Agreement, the Province may:

- (a) deduct an amount equal to the excess Funds from any further instalments of Funds; or
- (b) demand that the Recipient pay an amount equal to the excess Funds to the Province.

A16.2 **Debt Due.** If, pursuant to the Agreement:

- (a) the Province demands from the Recipient the payment of any Funds or an amount equal to any Funds; or
- (b) the Recipient owes any Funds or an amount equal to any Funds to the Province, whether or not the Province has demanded their payment,

such Funds or other amount will be deemed to be a debt due and owing to the Province by the Recipient, and the Recipient will pay the amount to the Province immediately, unless the Province directs otherwise.

A16.3 **Interest Rate.** The Province may charge the Recipient interest on any money owing by the Recipient at the then current interest rate charged by the Province of Ontario on accounts receivable.

A16.4 **Payment of Money to Province.** The Recipient will pay any money owing to the Province by cheque payable to the "Ontario Minister of Finance" and delivered to the Province as provided for in Schedule "B".

A16.5 **Fails to Pay.** Without limiting the application of section 43 of the *Financial Administration Act* (Ontario), if the Recipient fails to pay any amount owing under the Agreement, Her Majesty the Queen in right of Ontario may deduct any unpaid amount from any money payable to the Recipient by Her Majesty the Queen in right of Ontario.

## A17.0 NOTICE

A17.1 **Notice in Writing and Addressed.** Notice will be in writing and will be delivered by e-mail, postage-prepaid mail, personal delivery, or fax, and will be addressed to the Province and the Recipient respectively as provided for Schedule "B", or as either Party later designates to the other by Notice.

A17.2 **Notice Given.** Notice will be deemed to have been given:

- (a) in the case of postage-prepaid mail, five (5) Business Days after the Notice is mailed; or
- (b) in the case of e-mail, personal delivery, or fax, one (1) Business Day

after the Notice is delivered.

A17.3 **Postal Disruption.** Despite section A17.2(a), in the event of a postal disruption:

- (a) Notice by postage-prepaid mail will not be deemed to be given; and
- (b) the Party giving Notice will give Notice by e-mail, personal delivery, or fax.

## **A18.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT**

A18.1 **Consent.** When the Province provides its consent pursuant to the Agreement, it may impose any terms and conditions on such consent and the Recipient will comply with such terms and conditions.

## **A19.0 SEVERABILITY OF PROVISIONS**

A19.1 **Invalidity or Unenforceability of Any Provision.** The invalidity or unenforceability of any provision of the Agreement will not affect the validity or enforceability of any other provision of the Agreement. Any invalid or unenforceable provision will be deemed to be severed.

## **A20.0 WAIVER**

A20.1 **Waiver Request.** Either Party may, in accordance with the Notice provision set out in Article A17.0, ask the other Party to waive an obligation under the Agreement.

A20.2 **Waiver Applies.** Any waiver a Party grants in response to a request made pursuant to section A20.1 will:

- (a) be valid only if the Party granting the waiver provides it in writing; and
- (b) apply only to the specific obligation referred to in the waiver.

## **A21.0 INDEPENDENT PARTIES**

A21.1 **Parties Independent.** The Recipient is not an agent, joint venturer, partner, or employee of the Province, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is or take any actions that could establish or imply such a relationship.

## **A22.0 ASSIGNMENT OF AGREEMENT OR FUNDS**

A22.1 **No Assignment.** The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under the Agreement.

A22.2 **Agreement Binding.** All rights and obligations contained in the Agreement will extend to and be binding on the Parties' respective heirs, executors, administrators, successors, and permitted assigns.

### **A23.0 GOVERNING LAW**

A23.1 **Governing Law.** The Agreement and the rights, obligations, and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

### **A24.0 FURTHER ASSURANCES**

A24.1 **Agreement into Effect.** The Recipient will provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains and will otherwise do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.

### **A25.0 JOINT AND SEVERAL LIABILITY**

A25.1 **Joint and Several Liability.** Where the Recipient is comprised of more than one entity, all such entities will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under the Agreement.

### **A26.0 RIGHTS AND REMEDIES CUMULATIVE**

A26.1 **Rights and Remedies Cumulative.** The rights and remedies of the Province under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

### **A27.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS**

A27.1 **Other Agreements.** If the Recipient:

- (a) has failed to comply with any term, condition, or obligation under any other agreement with Her Majesty the Queen in right of Ontario or one of Her agencies (a "**Failure**");
- (b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
- (d) such Failure is continuing,



the Province may suspend the payment of Funds for such period as the Province determines appropriate.

## **A28.0 SURVIVAL**

**A28.1 Survival.** The following Articles and sections, and all applicable cross-referenced sections and schedules, will continue in full force and effect for a period of seven (7) years from the date of expiry or termination of the Agreement: Article 1.0, Article 3.0, Article A1.0 and any other applicable definitions, section A2.1(a), sections A4.2(d), A4.5, section A5.2, section A7.1 (to the extent that the Recipient has not provided the Reports or other reports as may have been requested to the satisfaction of the Province), sections A7.2, A7.3, A7.4, A7.5, A7.6, Article A8.0, Article A9.0, section A11.2, sections A12.2, A12.3, sections A13.1, A13.2(d), (e), (f), (g) and (h), Article A15.0, Article A16.0, Article A17.0, Article A19.0, section A22.2, Article A23.0, Article A25.0, Article A26.0, Article A27.0 and Article A28.0.

**- END OF GENERAL TERMS AND CONDITIONS -**

**SCHEDULE “B”**  
**PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS**

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<b>Maximum Funds</b>	\$43,800
<b>Expiry Date</b>	July 15, 2022
<b>Amount for the purposes of section A5.2 (Disposal) of Schedule “A”</b>	\$1,000
<b>Insurance</b>	\$2,000,000
<b>Contact information for the purposes of Notice to the Province</b>	<p>Ministry of Heritage, Sport, Tourism and Culture Industries  Heritage, Tourism and Culture Division  Investment and Development Office  400 University Avenue, 5th Floor  Toronto ON M7A 2R9</p> <p>Christine Dodd  Regional Development Advisor  <a href="mailto:Christine.Dodd@ontario.ca">Christine.Dodd@ontario.ca</a>  (705) 627-5057</p>
<b>Contact information for the purposes of Notice to the Recipient</b>	<p>Kelly O’Rourke  Tourism Coordinator</p> <p>271 Sandwich Street/Rue South/Sud  Amherstburg, ON  N9V 2A5</p> <p>(519) 730-1309  <a href="mailto:korourke@amherstburg.ca">korourke@amherstburg.ca</a></p>
<b>Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement</b>	<p>Giovanni J. Miceli  Chief Administrative Officer</p> <p>271 Sandwich Street/Rue South/Sud  Amherstburg, ON  N9V 2A5</p> <p>(519) 736-0012  jmiceli@amherstburg.ca</p>

**Additional Provisions:**

None

## **SCHEDULE "C" PROJECT**

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### **PROJECT BACKGROUND**

The Province will provide Maximum Funds of up to \$43,800 to the Recipient to support River Lights Re-imagined to be held in the Municipality of Amherstburg

### **PROJECT OBJECTIVE**

The Recipient anticipates that River Lights Re-imagined will achieve the performance metrics as laid out in the project application, and as to be reported on in the final report.

### **PROJECT SCOPE**

Amherstburg's River Lights Re-imagined will operate from November 14, 2020 through February 15, 2021 and include 360 degree light displays as part of an self-guided, interactive winter experience. It will feature a New Year's fireworks display, as well as a new interactive augmented reality history tour.

This Project will utilize Reconnect funds to social distancing support, online marketing, interactive light displays, fireworks and an augmented reality tour.

The Project will have the following components:

- Social distancing support including temporary fencing and security
- Augmented reality app development and implementation
- Light displays and installation supports
- Fireworks
- Social media ads

### **TIMELINES**

The Project will run from 11/14/2020 to 03/31/2021

**SCHEDULE “D”  
BUDGET**

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**Project Support**

The Province will provide Maximum Funds of up to \$43,800 to the Recipient to carry out River Lights Re-imagined

These Funds may be used to support the Project’s expenses as detailed in Table 1, for eligible expenses incurred from August 12, 2020 through March 31, 2021.

Funding will not exceed the Maximum Funds and funding will not exceed the lesser of the following:

- 50% of total cash operating expenses, or
- Total eligible expenses

Any expenses for which you are requesting funding must be eligible expenses according to the list of eligible and ineligible expenses below the table, and not funded by any other funding source.

The Recipient’s Project/Event cash operating expenses are detailed in the table that follows:

**Table 1 - Project/Event Cash Operating Expenses**

Expense Item	A - Event Cash Operating Expenses	B - Reconnect Funding
<b>Programming and Production</b>		
Light displays	\$51,875	\$21,535
Fireworks	\$0	\$0
Augmented Reality	\$22,000	\$9,540
<b>Site/Event Logistics</b>		
Fencing	\$7,040	\$7,040
Equipment Rentals	\$2,920	\$2,920
Security	\$0	\$0
<b>Staffing and Administration</b>		
Temporary staffing	\$2,765	\$2,765
<b>Total</b>	<b>\$87,600</b>	<b>\$43,800</b>

**NOTE**

As part of the Final Report requirements detailed in Schedule “F”, the Recipient is required to report on actual Project/Event total cash operating expenses and revenues.

Decreases to the Project/Event total cash operating expenses or eligible expenses may result in an adjustment to the Maximum Funds listed under this Transfer Payment Agreement.

Maximum Funds that the Province will provide to the Recipient under the Agreement may be adjusted accordingly as per Article 4, Section 2C.

### **Eligible Expenses**

- Performance and appearance fees paid to artists, musicians, other entertainers and presenters, including travel, accommodation and booking costs.
- Programming costs, including interactive, experiential and/or accessible programming.
- Production costs, including audio and visual support (e.g., rental of sound and lighting equipment and rental of event venue).
- Placement of targeted paid advertising (e.g., broadcast, digital, print, social).
- Purchase of out-of-home advertising space (e.g., billboard, transit shelter).
- Geo-targeted digital and social media advertising buys.
- Distribution costs for printed materials (printing costs are ineligible).
- Wages for temporary event/project staff.
- Site/visitor services.
- Event security.
- Accessibility services and improvements to comply with the [Accessibility for Ontarians with Disabilities Act, 2005 \(AODA\)](#). Examples include construction of temporary accessibility improvements for visitors such as ramping, accessible viewing areas, etc.
- Mobile application and website development and upgrades if promoting or supporting the event.
- Fees paid to consultants to assist with pivoting to alternate service delivery model (details and justification for expense required).
- Costs related to strengthening health and safety measures at the event (e.g. masks for attendees and staff, screening tools, costs related to communication to public of health and safety measures, etc.). Consultant fees related to this expense are eligible.
- Other costs deemed reasonable.

### **Ineligible Expenses**

- Administrative and overhead costs (e.g., rent, telephone and communication lines/services, insurance, computers, utilities, maintenance costs) and any other operational expenses related to an organization's ongoing activities.
- Salaries, travel costs and expenses (meal, etc.) for permanent staff.
- Travel costs and expenses (meal, etc.) for temporary event/project staff (including contractors).
- Hospitality costs, excluding those for artists, performers and presenters.
- Volunteer costs, other than those specifically for training for the event.

- Event hosting licensing fees/bid fees.
- Permit and licensing fees.
- Membership and subscription fees.
- Translation costs.
- Insurance costs.
- Legal, audit or interest fees.
- Budget deficits.
- Marketing creative, production or staff costs.
- Printing of publications, production of television programming, digital assets, videos, DVDs, USB keys.
- Promotion-based activities, booking/packaging costs, media familiarization tours, hosting/payment to media/bloggers.
- Alcohol or cannabis-related products.
- Capital costs (e.g., construction materials, motorized vehicles, land acquisition, purchase of: equipment, stages, fixed or portable seating, computers/notebooks, depreciable assets).
- Capital repayments.
- Repayments to other funding programs.
- Competition prizes, prize money, and monies paid to competition participants as well as awards, trophies and medals.
- Any costs for gifts, gratuities, honoraria or other items of personal benefit.
- Harmonized Sales Tax or refundable expenses (e.g., security deposits).
- Any costs incurred for events held outside Ontario.
- Any expenses that will be covered by in-kind revenues or in-kind services or funded by another source.
- Any costs related to transactions by organizations directly affiliated with the applicant or between enterprises under common ownership or control.
- Any expenses not directly paid by the Recipient organization (i.e. by the organization directly receiving the funding under this program).

**SCHEDULE "E"**  
**PAYMENT PLAN**

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The Province will provide Maximum Funds in up to two installments, as outlined in the following table:

<b>PAYMENT DATE OR MILESTONE</b>	<b>AMOUNT</b>
Upon signature of this Agreement by both parties.	<b>\$30,660</b>
Upon submission of the Project Final Report by June 29, 2021 provided the Province is satisfied with the completed Final Report.	<b>\$13,140</b>

## SCHEDULE "F" REPORTS

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Name of Report	Due Date
Project Final Report	June 29, 2021

### FINAL REPORT REQUIREMENTS

All required documents must be submitted into [Transfer Payment Ontario](#) as follows:

1. **Completed Reconnect Festival and Event Program - Final Report Template**  
– Download the document from the case file in Transfer Payment Ontario and upload the final completed version.
2. **Confirmation of Actual Expenses** – Template provided by the Ministry in the Reconnect Project Information document.
3. **Summary of Invoices for the Reconnect Festival and Event Program funded costs** – The summary should include the date of the invoice, the amount (not including tax), the payee and the description of expenses. Copies of invoices are not required unless requested. A suggested format in a template will be provided by the Ministry.
4. **Reports and/or Publications produced as part of your event** - Including media summaries, visitor surveys that support performance metrics reported in your final report, if applicable.
5. **Financial Statements as follows:**

For recipients of funding less than \$100,000:

- In a template provided by the Ministry, a board-endorsed or treasurer-certified financial statement exhibiting the total event/initiative's cash operating revenues and expenses. The template must also clearly outline the amount of the Reconnect Festival and Event Program grant and the expenses funded. Expenses must be incurred from Aug. 12, 2020 – March 31, 2021.
- The template will include the requirement for sign-off by the recipient's Chief Financial Officer or most senior official confirming that the funding was used only for eligible expenses. The Chief Financial Officer or most



senior official must attest to the following as part of the templated financial statement:

“In our opinion, the statement of revenues and expenditures for the Reconnect Festival and Event Program project expenses, accurately represents and is prepared, in all material aspects, in accordance with the reporting provisions of the Agreement between the Corporation of the Town of Amherstburg and the Ministry of Heritage, Sport, Tourism and Culture Industries, as represented by Her Majesty the Queen in right of Ontario and dated August 12, 2020”.

6. **Any other details or documents** that may be requested by the Province.

Final payments cannot be processed without completion of all final reporting requirements and a valid Certificate of Insurance on file.

Grant recipients are required to meet their obligations under *the Public Sector Salary Disclosure Act*, 1996 if applicable.

Records of revenues, purchases, and expenses for your grant must be kept and made available for at least seven (7) years. The Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario). Any information provided to the Province in connection with your grant or otherwise in connection with your TPA may be subject to disclosure in accordance with that Act.

\*\*\*\*\***End of document**\*\*\*\*\*



**THE CORPORATION OF THE TOWN OF AMHERSTBURG**  
**OFFICE OF PARKS, FACILITIES, RECREATION & CULTURE**

*MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.*

Author's Name: Giovanni (John) Miceli & Phil Roberts	Report Date: February 16, 2021
Author's Phone: 519 736-0012 ext. 2228 & 2128	Date to Council: March 8, 2021
Author's E-mail: <a href="mailto:jmiceli@amherstburg.ca">jmiceli@amherstburg.ca</a> & <a href="mailto:proberts@amherstburg.ca">proberts@amherstburg.ca</a>	Resolution #: N/A

**To: Mayor and Members of Town Council**

**Subject: Canadian Healthy Communities Initiative Fund – Grant Application**

**1. RECOMMENDATION:**

It is recommended that:

1. Administration **BE DIRECTED** to apply for funding under the Canada Healthy Communities Initiative for funding of \$100,000 toward in the Safe Vibrant Public Spaces stream with a \$100,000 funding submission; and,
2. That Administration **BE DIRECTED** to develop a funding proposal to further support the Downtown business core with amenities to support the Open Air program.

**2. BACKGROUND:**

The Government of Canada is investing \$31 million to fund small-scale infrastructure projects to create safer, more vibrant and inclusive communities.

As local communities continue to adapt to COVID-19, local governments and community partners across the country in urban, rural and remote communities are discovering new ways to keep residents safe and healthy, support economic recovery and rebuild communities to be pandemic-resilient.

Projects funded by the Healthy Communities Initiative must be in the local communities' public interest by operating in public space and for public benefit. Projects in public space take place in any space owned or operated by a municipality, the provincial or federal governments (e.g. sidewalk, streets, park, recreation centre) or non-commercial organizations (e.g. non-profit or educational institutions), or Indigenous communities.

Projects for the public benefit include projects serving specific communities that have been disproportionately affected by COVID-19.

All projects will be reviewed at the regional level and projects requesting funding over \$100,000 up to \$250,000 will be reviewed at the national level.

Eligible Healthy Communities Initiative projects include:

- respond to identified needs arising from impacts of COVID-19;
- create and adapt public spaces, programming and services for public spaces in the general public interest;
- demonstrate consideration for connections within the community; and
- serve the general public or a community disproportionately impacted by COVID-19.

There are three funding streams within this initiative which are Safe and Vibrant Public Spaces, Improved Mobility Options and Digital Solutions. Projects will require public consultation and input and those projects which have already gone through that process will be prioritized.

The first intake fund as announced February 9, 2021, requires no financial contribution from the Municipality and is open for applications until March 9, 2021. The funders have indicated successful applicants will be notified by April 30<sup>th</sup> 2021 if approved for funding.

A second application round will take place starting in May 2021. Organizations can submit one application per round. Administration will bring forward an application for the second round for Council's consideration at a future Council meeting prior to the submission deadline.

### **3. DISCUSSION:**

Administration has participated in information sessions with fund administrators and it has been identified that projects not exceeding \$100K will be solely reviewed at the regional level, which limits our competition to applications made in South Western Ontario. Any fund requests greater than that would see our project submission competing nationally. Administration surmises that competing in South Western Ontario will greatly improve our opportunity for a successfully funded submission.

Based on Administration's review of grant criteria and eligible funding dollars, considerations turned to the downtown business district, and improving the experience of Open Air with actions such as closing Murray Street. Administration is recommending the following program expenditures be undertaken should the Town be successful in receiving a grant. Those program expenses include but are not limited to:

<b>Expenditure</b>	<b>Amount</b>
Traffic Bollards	\$6,000
Traffic Gates	\$5,000
Accessible Patio Sets	\$13,500
Outdoor Patio Heating Stations	\$9,000
Outdoor Planters	\$12,000

Street Art	\$10,000
Lighting Enhancements	\$18,000
Eligible Program direct labour/contractor costs	\$26,500
<b>Total Program</b>	<b>\$100,000</b>

Administration will continue to work with the businesses and seek public comment and input from several surveys. Should the Town be successful in this grant application it is believed that this program will support Council's decision to continue with the Open Air initiative that was approved through the 2021 budget deliberations.

**4. RISK ANALYSIS:**

There is a moderate risk of loss of public trust in not making application to funding opportunities where available at eligible Municipalities.


**5. FINANCIAL MATTERS:**

This funding program is one hundred percent (100%) funded by the Government of Canada, including eligible administrative and staffing expenses, if applicable. The fund administrators have indicated that funds to cover cost will immediately be made available with some projects, depending on their nature, having a 10% holdback until the entire project is complete. Invoices for approved expenditures are at that time, submitted to the fund administrators.

Should the Town be successful in the grant application a recommendation for unbudgeted expenditure, offset by federal grants as a funding source, will be brought back to council at the execution of the transfer payment agreement.

**6. CONCLUSION:**

The recovery of local economy from the recent COVID-19 lockdown may be as critical this year as it was in 2020. The Open Air program enjoyed positive accolades and proven economic results while there is recognized room for improvement particularly in attracting residents and visitors to participate in the Open Air program.




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Giovanni (John) Miceli  
**Chief Administrative Officer**



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Phil Roberts  
**Director, Parks, Facilities, Recreation and Culture**

## Report Approval Details

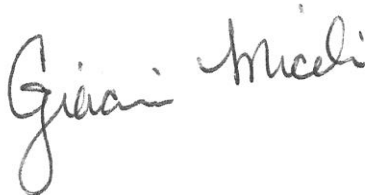
Document Title:	Canadian Healthy Communities Initiative Fund.docx
Attachments:	
Final Approval Date:	Mar 3, 2021

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

**Task assigned to Cheryl Horrobin was completed by Justin Rousseau**



Justin Rousseau



John Miceli

**Task assigned to Paula Parker was completed by Tammy Fowkes**



Tammy Fowkes



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF ENGINEERING AND PUBLIC WORKS

MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.

Table with 2 columns: Author's Name, Report Date, Author's Phone, Date to Council, Author's E-mail, Resolution #.

To: Mayor and Members of Town Council

Subject: Biennial Bridge and Culvert Inspection Report (BCIS)

1. RECOMMENDATION:

It is recommended that:

- 1. The 2020 OSIM Bridge Inspections and Needs Study by TSI Inc., comprising the Town of Amherstburg Biennial Bridge and Culvert Inspection Report, dated December 2020 BE APPROVED.

2. BACKGROUND:

The Province requires that all bridges which have a span greater than 3m must be inspected by a professional engineer every 2 years based on the criteria outlined in the Ontario Structural Inspection Manual (OSIM). Engineering and Public Works also has all Town- owned culverts inspected every two years to get an accurate inventory of structure condition for those assets. The study also provides prioritized lists of maintenance, repairs and or replacement needs, and the estimated related financial requirements moving forward. This report provides information on the 2020 biennial bridge and culvert inspection results.

3. DISCUSSION:

TSI Inc. was awarded this project through a Request for Proposal (RFP) in early 2020. They completed the bridge and culvert inspections in June and July 2020 and provided a comprehensive inspection report in December 2020. A total of 104 structures were inspected, 27 bridges and 77 culverts. These inspections establish a Bridge Condition Index (BCI) for each structure and provide the information needed for TSI to recommend maintenance / repair / replacement dependant on the condition of the structure. The

resulting summary report is attached to this report; however, the individual OSIM reports for each structure were not included in this report in consideration for size.

The following excerpts provide key considerations from TSI's report, supplemented here by comments from Administration:

### **Bridge Condition Index - BCI**

The BCI is calculated using asset management principals based on the remaining economic worth of the bridge. It is based on the premise that a bridge starts at a new condition and deteriorates to a lower condition with time. The BCI begins at 100 when the bridge is in new condition and theoretically becomes 0 as all elements become fully in Poor condition. Practically, it is impossible for the BCI to fall to 0 since the entire bridge will always maintain some economic worth.

The MTO aims to maintain 80% of its bridges at a BCI above 70. Amherstburg currently has 53 structures or 51% of its structures above 70. Amherstburg also has 21 structures (20.2%) with a BCI below 60.

BCI Range	Number	Percentage
<40	2	1.9
40-50	9	8.6
50-60	11	10.5
60-70	30	28.6
70-80	37	35.2
>80	16	15.2

### **Bridge / Culvert Replacement Costs**

Budget costs for the replacement of bridges are based on the deck surface area of individual structures (m<sup>2</sup>). Benchmark replacement costs for this study were determined based on the spans of individual bridges. Varying widths of bridges were considered to provide more realistic unit costs and to avoid large discrepancies in the replacement cost between bridges of different lengths, but similar surface areas.

Deck area is also used to determine the replacement cost for culverts. Culverts are generally less expensive to construct than bridges and it is generally accepted that the expected service life span of a culvert is typically less than a bridge.

### **Bridge / Culvert Repair Costs**

For budgeting purposes, costs for the rehabilitation of bridges are typically expressed as a percentage of the total replacement costs. It is generally not practical to undertake major rehabilitation work to culvert crossings where significant material/performance



deficiencies (e.g. metal liner (barrel) perforation or severe erosion of concrete) exist. Culvert replacement is normally planned in these circumstances. Repair work identified generally includes repairs to the inlet and outlet structures such as headwalls, cut-off walls, retaining walls, restoration of backfill, slope protection at the culvert ends and installation / upgrading of guiderail.

### **Structure Inventory / Replacement Cost**

The Town has one-hundred-and-five (105) bridges, structural and non-structural culverts, of which 104 were inspected in 2020. The structures are split between twenty-seven (27) bridges, ten (10) structural culverts, and sixty-seven (67) non-structural culverts. The total replacement cost is estimated at approximately \$60,617,945, broken down as follows for the 104 structures inspected. The Report data does not include Bridge 3008, which was not inspected in 2020 as was is under construction.

Structure	Cost	Percentage
Bridge	\$27,535,620	45.42
Structural Culvert	\$6,631,455	10.94
Non-Structural Culvert	\$26,450,870	43.64
Total	\$60,617,945	100

#### **4. RISK ANALYSIS:**

The condition of the bridges and culverts continue to deteriorate. The BCIS does not recommend any immediate road closures but does recommend that the Town plan for the replacement or maintenance of certain structures and to investigate a number of others. If this work is not completed the Town may have increased liability with respect to these structures and the potential for mandatory road closures.

The 2020 inspection report was completed using visual inspection in accordance with the MTO OSIM Manual. However, while visual inspection is still the most used method for bridge condition assessment and complies with current MTO standards, there is risk that assessing the condition of a bridge deck by visual inspection is unreliable, as it often does not reveal real conditions, and may not point to correct priorities when decisions about repair works are made.

The Report indicates under section 5.0 'Determination of Costs':

"Given the cursory information obtained during the visual inspections and without having access to detailed design information, it is unrealistic to develop detailed cost estimates for each structure. For these reasons, benchmark budget costs were developed for categories of repair, rehabilitation and replacement. Usually benchmark costs do not necessarily provide accurate costs for individual repairs/replacement but have proven to

provide adequate accuracy for global budgeting purposes when dealing with a large number of structures.”

Given the limitations of visual inspection methods and caveats on determination of cost estimates, there is potential for significant financial risk in relation to the cost of works. The Town generally plans to complete engineering design in a budget year that precedes replacement or reconstruction of the structure to mitigate the risk associated with the noted uncertainties.

**5. FINANCIAL MATTERS:**

The cost of the Report was allowed for in the 2020 Budget, Public Works budget centre, professional fees expense and was completed within the budget allowance.

The updated condition assessment information and replacement values will be incorporated into the Town’s Asset Inventory and Asset Management system. Recommendations with respect to future capital budget requests will be based on the Town’s Asset Management Plan, which is informed by the data in this report. It is important to note that in addition to consideration of visual condition data from the Report, risk and criticality for asset replacement/rehabilitation will also be considered when developing recommendations for the timing of works to be completed. As such, recommendations may not strictly adhere to the proposed timelines outlined in the Report.

The BCIS includes a 10-year capital work plan (Appendix C within the attached Report) with a total estimated expenditure of \$20,691,000 with a 5-year outlook of \$13,682,000 commencing in 2021.

Anticipated Capital Costs		
Structure	Cost	%
Bridge	\$12,795,371.875	60.94
Structural Culvert	\$1,739,238.000	8.28
Non-Structural Culvert	\$6,461,944.925	30.78
Total	\$20,996,554.800	

It should be noted that some of the projects outlined have been replaced already (Culvert 3) or have been budgeted in 2021 for replacement (Culvert 59) or design engineering (Bridge 3012 & Bridge 3020). In addition, at their February 22, 2021 meeting Council also approved the replacement of Culvert 8 and Culvert 38. The Report identifies Bridge 3023 for replacement in 2021; however, no budget recommendation was brought forward for its replacement as that bridge has been closed for over ten years and is slated for removal.

6. **CONSULTATIONS:**

Cheryl Horrobin, Director of Corporate Services was consulted on financial risk and impacts.

7. **CONCLUSION:**

It is recommended that the Town of Amherstburg Biennial Bridge and Culvert Inspection Report, dated December 2020 **BE APPROVED.**



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Todd Hewitt

**Manager of Engineering**

## Report Approval Details

Document Title:	2021 03 08 - Bi-Annual Bridge and Culvert Inspection Report.docx
Attachments:	- 2020 Bridge Needs Report-Final.pdf
Final Approval Date:	Mar 2, 2021

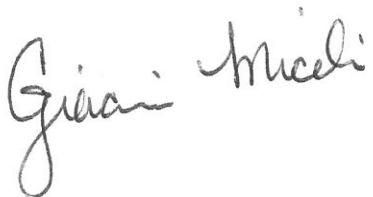
This report and all of its attachments were approved and signed as outlined below:



Antonietta Giofu



Cheryl Horrobin



John Miceli



Paula Parker

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## 2020 OSIM BRIDGE INSPECTIONS & NEEDS STUDY: SUMMARY REPORT



TSI PROJECT NO: 20008

December 2020  
(Final)



**Submitted To:**

The Corporation of the Town of Amherstburg  
271 Sandwich Street South  
Amherstburg, ON N9V 2A5

**Attn:** Todd Hewitt

Manager of Engineering and Operations

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***Appendix A: Structure Inventory***

***Appendix B: Anticipated Capital Costs***

***Appendix C: Capital Work 10-Year Plan***

***Appendix D: Additional Investigations***

***Appendix E: Maintenance Needs***

***Appendix F: Approach Rehabilitation Structures***

***Appendix G: Two Year Capital Plan***

***Appendix H: OSIM Reports***

## 1.0 Introduction

TSI Inc. was retained by the Town of Amherstburg to perform detailed visual inspection of the Municipality's structural and non-structural culverts and structural bridges in accordance with the MTO Ontario Structure Inspection Manual (OSIM-2018). The scope of work included carrying out biennial OSIM inspection for twenty-seven (27) structural bridges, sixty-seven (67) non-structural culverts, and ten (10) structural culverts in accordance with the requirements of the most recent edition (2018) of MTO OSIM manual. This summary report contains the individual OSIM inspection forms, as well as the Maintenance Needs Plan, and the 10-year (Rehabilitation/Replacement) Capital Plan for all structures inspected.

## 2.0 Scope of Work

The assignment involved the following:

- A detailed visual inspection of each structure under direct supervision of a Professional Engineer, licensed in the Province of Ontario, and trained by the Ministry of Transportation to do OSIM inspection;
- Generating OSIM inspection reports including representative pictures, observation notes, and comments from the field inspection for each structure;
- Completion of a prioritized list of maintenance needs for each structure and associated cost estimate (in current year dollars);
- Completion of a prioritized list of repairs and/or replacement needs for each structure, and its corresponding capital cost estimate, (in current year dollars);
- A detailed Summary Report presented herein.

## 3.0 Purpose

It is intended that the results of the assignment will be used by the Municipality to ensure that the following items are properly administrated:

- Ensure that the Municipality's structures remain at an acceptable level of safety;
- Ensure that the useful service life of the structures is prolonged;



- Ensure that maintenance and rehabilitation needs are identified and recorded for future planning;
- Ensure that the Municipality has adequate economic and technical information to effectively plan for additional studies and investigations, repair, and/ or replacement of the structure.

## 4.0 Structure Inspection

### 4.1 Methodology

The structures were visually inspected in accordance with the MTO Ontario Structure Inspection Manual (OSIM). To achieve the goals and objectives of this assignment, an element-by-element visual assessment of each structure was completed to identify material defects, performance deficiencies, and maintenance needs. The “severity and extent” approach, as outlined in the Preface of the OSIM, was used to simplify the process of using inspection information to estimate bridge rehabilitation needs and costs.

Prior to undertaking visual field inspections, previous OSIM reports were reviewed. A copy of the original drawings, where available, was requested from the Municipality and/or the Ministry of Transportation, Ontario and reviewed prior to the field inspections. The inspection work was completed by three (3) qualified inspectors including an experienced Professional Engineer, licensed in the Province of Ontario. Field inspections were completed on June 24, 25, 26, 27, & 29, 2020. The work was carried out in accordance with the Occupational Health and Safety Act and the requirements of the Ontario Traffic Control Manual Book 7 – Temporary Conditions, where applicable.

Binoculars, camera, tape measures, steel chain, chest waders, flotation vest, hammers, paint markers and other items as listed in Clause 1.4 of Section 1 under Part 2 of OSIM were used to complete the inspections.

During an OSIM inspection, elements of a bridge or culvert are inspected for visual signs of deterioration. Additionally, tactile inspections of accessible concrete elements, such as concrete sounding, are undertaken during an inspection. The tactile inspection uncovers deterioration that is not visually noticeable. The inspection manual provides guidelines for the calculation of the overall quantity of an element. Element quantities are based on the element type and are in units for area (m<sup>2</sup>), linear distance (m), units (each), etc.

Upon completion of the field inspections the structures were reviewed with regards to their individual maintenance and rehabilitation needs. A thorough review of each structure was completed for the purpose of prioritizing and making recommendations appropriate for current and future use requirements. A 10-year Capital Plan has been prepared to outline all replacement and/or rehabilitation recommendations, associated costs, and corresponding recommended timelines for each structure.

All reports and evaluation works have been internally reviewed to ensure accuracy and completeness. Report forms have been completed as per section 7 under Part 2 of OSIM. Budget estimates for recommended work have been based on recent project costs for similar work as well as industry benchmark costs.

#### **4.2 Bridge Index Condition (BCI)**

The BCI is calculated using asset management principals based on the remaining economic worth of the bridge. It is based on the premise that a bridge starts at a new condition and deteriorates to a lower condition with time. It uses actual inspection data from the various bridge elements and as the elements deteriorate, they have a lower economic value. Essentially, the BCI is a weighted average of all elements (since all elements are not of equal value to the bridge) and all Condition States (since each condition state represents a certain degree of loss of value of the element). The BCI begins at 100 when the bridge is in new condition and theoretically becomes 0 as all elements become fully in Poor condition. Practically, it is impossible for the BCI to fall to 0 since the entire bridge does not become poor before rehabilitation work is performed.

The BCI is based on the current value and replacement value of all elements in a bridge. The current value of the element is determined based on the depreciated value of the portions of the element that are in each of the four Condition States (Excellent, Good, Fair, and Poor). The following table provides weight factor used for condition states:

Condition State	Weight Factor
Excellent	1
Good	0.75
Fair	0.5
Poor	0.0

The BCI is used to plan repair and maintenance and does not imply for safety of a structure.

## 5.0 Determination of Costs

Given the cursory information obtained during the visual inspections and without having access to detailed design information, it is unrealistic to develop detailed cost estimates for each structure. For these reasons, benchmark budget costs were developed for categories of repair, rehabilitation and replacement. Usually benchmark costs do not necessarily provide accurate costs for individual repairs/replacement but have proven to provide adequate accuracy for global budgeting purposes when dealing with a large number of structures.

For the purpose of this study, benchmark costs for the rehabilitation and replacement of structures are based on maintaining the existing width, length and alignment of each structure. However, the costs to replace the existing structures with structures meeting current geometric standards are included for comparison. For this purpose, an overall roadway width of 10 meters was used for both bridges and culverts. More accurate costs for each structure would be provided upon further engineering study and preliminary design based on exact repair, rehabilitation and replacement needs (including change in geometry). The following benchmark costs have been established for this report following the requirements of the inspection forms.

### 5.1 Bridge and Culvert replacement costs

Budget costs for the replacement of bridges are usually based on the deck surface area of individual structures (m<sup>2</sup>). Therefore, benchmark replacement costs for this study were determined using the following unit costs based on the spans of individual bridges. These unit costs include approach roadway costs (which do not vary with bridge span). In addition, the varying widths of bridges were considered to provide more realistic unit costs and to avoid large

discrepancies in the replacement cost between bridges of different lengths, but similar surface areas.

Total Bridge Replacement Unit Costs		
Bridge Length (m)	Width (m)	Unit Replacement Cost (\$/m <sup>2</sup> )
3-10	<10m	\$10,000.00
	≥10 m	\$9,500.00
10-20	<10m	\$9,500.00
	≥10 m	\$8,500.00
20-30	<10m	\$8,500.00
	≥10 m	\$7,500.00

In the case of culverts, the plan area (or deck surface area) used in the calculation was ('total span' + 1 m) x ('length of culvert'). The purpose of using the Total Bridge Replacement Unit Costs table for culverts is to normalize the replacement cost figures. Although culverts are generally less expensive to construct than bridges, it is generally accepted that the expected service life span of a culvert is typically less than a bridge. It is valid, therefore, on a life cycle cost basis, to utilize the total Bridge Replacement Unit Costs table for all structures, whether they are bridge or culvert type.

## 5.2 Bridge Repair / Rehabilitation Costs

For budgeting purposes, costs for the rehabilitation of bridges are typically expressed as a percentage of the total replacement costs. Rehabilitation costs for this study are separated into four categories as presented in the table below.

Bridge Rehabilitation Costs	
Category	% of Replacement Cost
Major Bridge Rehabilitation	40-60
Minor Bridge Rehabilitation	20-40
Major Item Repair	10-20
Minor Item Repair	5 or less

### 5.3 Culvert Repair / Rehabilitation Costs

It is generally not practical to undertake major rehabilitation work to culvert crossings where significant material/performance deficiencies (e.g. metal liner (barrel) perforation or severe erosion of concrete) exist. Culvert replacement is normally planned in these circumstances. Repair work identified generally included repairs to the inlet and outlet structures such as headwalls, cut-off walls, retaining walls, restoration of backfill, slope protection at the culvert ends and installation / upgrading of guiderail. In the case of concrete barrels, some repair work to the barrels may be included if the opening is large enough to permit construction.

### 5.4 Approach Roadway Repair / Rehabilitation Costs

For this study, approaches are considered to be 30m of roadway from the center of each individual culvert (60 m total per culvert) and 6m of roadway from the end of the deck for each individual bridge (12m total per bridge). Repair / rehabilitation costs for approach roadways have been separated into three categories as presented in the table below.

Separate costs for Approach Roadway Repair / Rehabilitation have been included for Bridge Rehabilitation. For structure replacement costs and repairs, the approach roadway repair / rehabilitation costs have been included in the recommended work costs if applicable.

<b>Approach Roadway Repair/Rehabilitation Costs</b>	
<b>Category</b>	<b>Cost</b>
Capital Projects (Partial / Complete Paving, Guiderail)	\$60,000.00
Minor Repairs / Maintenance (Crack Sealing, Surface Sealing, Guiderail Repairs)	\$20,000.00
Crack Sealing Only	\$10,000.00

### **5.5 Construction Detour Costs**

Several alternatives exist to maintain the flow of traffic when a bridge or culvert undergoes major rehabilitation or replacement. These include construction of a detour structure adjacent to the existing structure, a detour route around (avoiding) the structure, and the staging of the construction to allow traffic on the structure during construction. The construction of a detour structure is the most costly option and is usually recommended only when the other options are not possible. The detour route is the least expensive option but is often not practical due to the length of the detour route and the inconvenience to residents near the structure. The most frequently recommended option is the staging of rehabilitation work to allow the passage of traffic.

Since most bridge projects would consist of rehabilitation and not replacement, the staging of work would be the most frequently used option to maintain traffic during construction. Therefore, the benchmark costs for detours are based on “staging” of the work as per the following. These costs are based on additional costs incurred from staging of the work during construction (extra effort, time). Traffic control costs would be separate from detour costs and are presented later in this section.

<b>Detour During Construction Costs</b>	
<b>Category</b>	<b>Cost</b>
Detour (Minor Rehabilitation / Major Rehabilitation of Bridges Less than 10m Long / Culvert Replacement)	\$40,000.00
Detour (Major Rehabilitation / Bridge Replacement)	\$70,000.00

### **5.6 Traffic Control Costs**

In addition to performing the work in stages to accommodate traffic, the safety of traffic passing on the bridge or over the culvert during construction must also be ensured. The costs of traffic control during staged projects would be as follows:

<b>Traffic Control Costs</b>	
<b>Category</b>	<b>Cost</b>
Traffic Control – Minor Rehabilitation	\$40,000.00
Traffic Control Major Rehabilitation	\$80,000.00

### **5.7 Utilities / Right of Way Costs**

Most bridge or culvert rehabilitation / replacement projects do not require substantial expenses for the installation or modification of existing utilities. Similarly, most of these projects do not require an increase in right of way (ROW). Therefore, specific benchmark budget costs for these items were not developed.

### **5.8 Environmental Study Cost**

Since bridge or culvert replacements / rehabilitations typically do not involve a change in alignment or a reduction in clearances under the structure, these projects usually fall under the Municipal Class Environmental Assessment (MCEA)-Schedule A or A+ for Ontario Municipal Highways. The specific requirement of these two schedules of MCEA do not include detailed environmental and mitigation plans, but typically requires written application with, and permission from, the appropriate environmental agencies (Ontario Ministry of Natural

Resources, Ontario Ministry of the Environment, Local Conservation Authorities (Permit to Take Water), etc.). Therefore, the benchmark budget cost for environmental study would be as follows (based on the requirement of Schedule A or A+ Environmental Assessment):

<b>Environmental study Costs</b>	
<b>Category</b>	<b>Cost</b>
Bridge / Culvert Replacement, Minor and Major Rehabilitation	\$15,000.00

### 5.9 Engineering Investigation

Further engineering investigation is recommended for several of the bridges and culverts as indicated on individual OSIM inspection forms. Benchmark budget costs for these additional engineering investigation work are presented in the table below:

<b>Engineering Investigation</b>		
<b>Category</b>	<b>Type of Structure</b>	<b>Cost</b>
Detailed Inspection / Rehabilitation Study – Full Bridge	Truss	\$50,000.00
	Other Structures	\$40,000.00
	Traffic Barrier Only*	\$10,000.00
Detailed Deck Condition Survey	Exposed Deck	\$30,000.00
	Asphalt Paved Deck	\$40,000.00
	Concrete Culvert with Height of Fill Less than 500mm**	\$20,000.00
Structure Evaluation	Truss	\$20,000.00
	Other Structures	\$10,000.00
Underwater Investigation	All Bridges	\$15,000.00
Monitoring of Deformation	All Bridges	\$5,000.00



\* Requirements for traffic barriers on bridges and culverts were determined using the Canadian Highway Bridge Design Code, MTO Standards and best engineering standard practice. The evaluation of existing traffic barriers was based on assumed values of AADT and good engineering practice. For structures with existing approach guiderail, a review of the required approach / leaving end length of guiderail and end treatments (as per the MTO's Roadside Safety Manual) was not carried out.

\*\* Deck condition survey on concrete culvert includes cores with no corrosion potential survey. Deck condition surveys on concrete culverts with a height of fill greater than 500 mm are not practical.

The benchmark budget costs for a Structure Evaluation and Detailed Deck Condition Survey would be reduced to 50% of that shown in the table above when any one of these are performed simultaneously with a Detailed Inspection / Rehabilitation Study.

Other investigations such as fatigue and seismic investigations would be included with the Detailed Inspection and Structure Evaluation (respectively), if deemed necessary by the engineer. Detailed coating condition surveys are typically only required where a failure of coating systems have occurred other than normal deterioration. A DART (Deck Assessment by Radar Technology) survey is not a commonly used investigation method. Detailed deck condition surveys are the most commonly used method of deck inspection. Therefore, individual costs for the various types of investigation described above are not provided.

#### **5.10 Engineering Design Cost**

For the purpose of this report, the "engineering design" associated with each bridge is estimated at 10% of the estimated rehabilitation/replacement cost.

#### **5.11 Contract Administration, Construction Field Inspection and other design Services during Construction**

For the purpose of this study, the total cost associated with "Contract Administration, Construction Field Inspection and other Design Services during Construction" is estimated at 15% of the estimated rehabilitation/replacement cost.

#### **5.12 Other Costs**

Any other costs not specified in the above (site specific requirements) are deemed to be covered in the total benchmark costs. Therefore, no specific amount for other work is specified in this report.

### **5.13 Contingency Costs**

The benchmark costs used for budgeting purposes are based only on information obtained from visual OSIM inspections; hence, contingency allowances are already built into the benchmark costs. Therefore, specific amounts for contingencies will not be included in this report.

### **5.14 Total Capital Work Estimate**

The total capital work estimate cost will be the sum of all above-noted costs identified under sub-sections 5.1 to 5.13 (where applicable).

## **6.0 Routine Maintenance**

As part of the Municipality's overall bridge management program, a program of routine maintenance should be implemented and upkept for all structures. Maintaining this program will assist in minimizing the potential for premature deterioration of structural elements; and, when combined with a program of bridge rehabilitation, will assist in maximizing the useful service life of the Municipality's structure inventory.

Overall routine maintenance needs will vary depending on the type of structure, location, traffic volumes, winter maintenance procedures (sanding vs. salting, etc.), size of the structure, vintage and previous maintenance / rehabilitation carried out on the structure in the past. The following presents a general summary of routine maintenance operations that are considered applicable for the structures present within the Municipality's inventory:

### **6.1 Periodic bridge cleaning**

This would include power-washing of all components exposed to roadway traffic and areas where debris accumulation is prevalent. This would include asphalt wearing surfaces, expansion joint gaps, edges of roadway, bearing seats, truss bottom chords, etc. Typically, this operation would be carried out on an annual basis, most likely each spring after winter sanding / salting operations have ceased; however, in some cases (i.e. gravel approach roadways, etc.), an increase in the number of cleanings per year may be required.

### **6.2 Concrete spot repairs**

This would generally include localized patching of small concrete spalls and delamination located in areas within the roadway splash zones (top of deck, curbs, expansion joint block-outs, etc.). Completing these repairs will assist in preventing accelerated deterioration of concrete in these areas by reducing the ingress of chlorides, etc. There is no specific timing for these types of repairs, and they are generally performed on an as-needed basis.

### **6.3 Steel spot repairs / spot coating**

This would generally include localized touch-ups to steel coatings located in areas within the roadway splash zones (truss bottom chords, exterior floor beams / stringers, etc.) as well as localized spot repairs in areas of appreciable section loss / corrosion. There is no specific timing for these types of repairs, and they are generally performed on an as-needed basis.

### **6.4 Clearing of debris in waterway**

This would include clearing of trapped debris in the vicinity of the structure (upstream / downstream). This operation would typically be carried out on an annual basis, after the spring run-off period.

### **6.5 Asphalt surface repairs / rout and seal**

This would include cold patch asphalt repairs, routing and sealing of wide cracks in asphalt. This operation would typically be carried out on an annual basis, after winter clearing operations have ceased.

### **6.6 Regrading of Approach Roadways (Gravel Roadway Surfaces)**

This would include placing and grading fresh granular material on roadway surfaces. The timing of this work would depend on the overall volume and type of traffic typically traversing the roadway (truck haul route, summer cottage traffic route, etc.). Typically, this work would be carried out on an annual or bi-annual basis.

### **6.7 Bridge deck drainage**

This would include maintaining existing deck drains free of debris and maintaining them in an un-plugged condition. This operation would typically be carried out on an annual basis, after winter clearing operations have ceased.

### **6.8 Clearing of debris / vegetation from approach guiderail**

This would involve removing debris and vegetation from in front of approach guiderail. Although this is mainly a safety measure (to ensure proper performance of the guiderail), it also assists in prolonging the lifespan of the guiderail (accumulation of debris can accelerate rot on wooden posts, corrosion on steel guiderail, etc.).

### **6.9 Surface sealing of exposed concrete surfaces**

This would include cleaning and applying a concrete sealer on concrete surfaces exposed within the splash zone (exposed concrete decks, curbs, sidewalks and barrier walls); this operation is not typically required on an annual basis and would typically be completed in 3 to 5

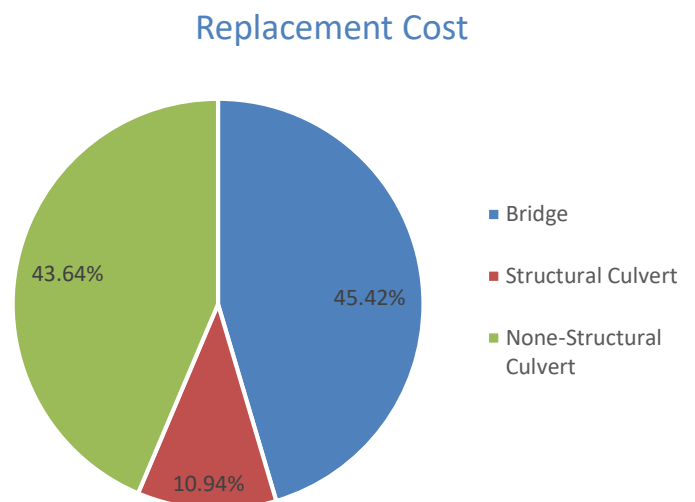
year intervals. Sealing concrete surfaces periodically assists in minimizing the migration of chlorides into the concrete.

### 7.0 Structure Inventory Overview

TSI Inc. completed the OSIM inspection for one-hundred-and-five (105) bridges, structural and none-structural culverts identified by the Town of Amherstburg in 2020. The structures are split between twenty-seven (27) bridges, ten (10) structural culverts, and sixty-seven (67) none-structural culverts.

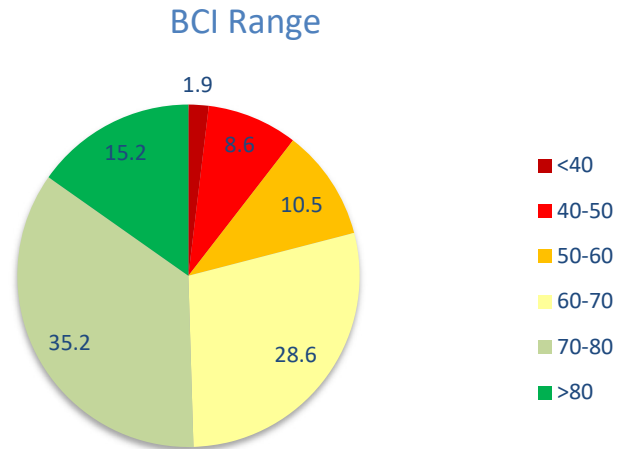
Structure replacement costs were calculated according to the guidelines in Section 5 of this report. The replacement cost of the bridge and culvert structures inspected is included in **Appendix A**. The total replacement cost is approximately **\$60,617,945** broken down as follows for the **105** structures inspected:

Structure	Cost	Percentage
Bridge	\$27,535,620	45.42
Structural Culvert	\$6,631,455	10.94
None-Structural Culvert	\$26,450,870	43.64
<b>Total</b>	<b><u>\$60,617,945</u></b>	<b>100</b>



In order to determine the overall condition of the structures in the transportation system, the number of bridges in each Bridge Condition Index (BCI) Range was determined. This measure is more preferable than computing the average BCI value of all structure, which can be highly affected by the very new or very poor structure ratings. Based on the OSIM inspections, the following table provides a breakdown of the BCI values in each range:

BCI Range	Number	Percentage
<40	2	1.9
40-50	9	8.6
50-60	11	10.5
60-70	30	28.6
70-80	37	35.2
>80	16	15.2

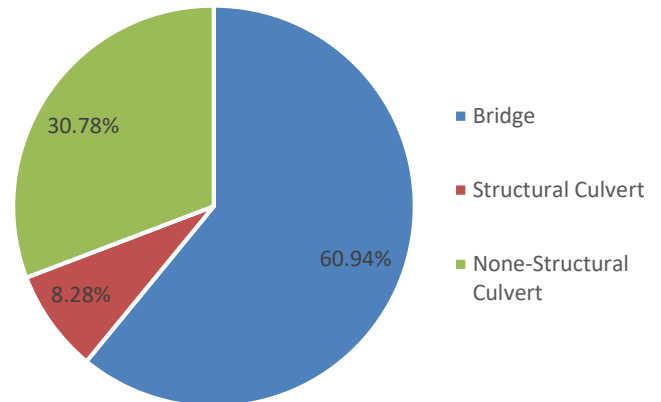


The total anticipated capital costs of structures inspected is approximately **\$20,996,554.80** broken down into a ten (10) year asset management plan (**Appendix C**).

Direct rehabilitation/replacement costs totaled approximately **\$12,375,390.0**. The rehabilitation/replacement costs will then be supplemented by additional costs associated with implementing detour, traffic control, environmental study, engineering design, etc. to comprise the total capital work costs. These costs are tabulated separately in **Appendix B**, while maintenance needs are included in **Appendix E**. A detailed list of additional investigations is brought in **Appendix D**. OSIM reports for bridge and large culvert structures are included in **Appendix G**.

Anticipated Capital Costs		
Structure	Cost	Percent age
Bridge	\$12,795,371.875	60.94
Structural Culvert	\$1,739,238.000	8.28
None-Structural Culvert	\$6,461,944.925	30.78
<b>Total</b>	<b>\$20,996,554.800</b>	

Anticipated Capital Cost



## 8.0 General Recommendations

Based on the inspection information, we recommend the following courses of action:

1. Act on all recommendations noted in this report and in individual OSIM reports.
2. Implement all maintenance needs as outlined in **Appendix E**.
3. Conduct follow-up OSIM inspections I two (2) years' time, or on a more frequent intervals as recommended.
4. Establish an infrastructure plan identifying priorities and budgets to guide annual Municipality budgeting processes for the repair and maintenance of bridges and culverts.
5. Continue project development to have “construction ready” (ready for tender) projects to take advantage of funding opportunities.

## 9.0 Limitations

The structural reviews were carried out to address the intent of applicable provincial Regulations, Guidelines, Policies, Standards, Protocols and Objectives administered by the Province of Ontario. No visual review can eliminate the possibility of obtaining partially imprecise or incomplete information. It can only reduce the possibility to an acceptable level. Professional judgment was exercised in gathering and analyzing the limited information obtained and in the formulation of remedial measures. Like all professional persons/entities rendering advice, we do not act as absolute insurers of the condition of the structures, but we commit ourselves to care and competence in reviewing the information and reaching those conclusions based on the limited data and information available.

Our undertaking at TSI Inc., therefore, is to perform our work within limits prescribed by our clients, with the usual thoroughness and competence of the engineering profession. It is intended that the outcome of the structural reviews is to assist in reducing the client's risk associated with structural impairment. No other warranty or representation, either expressed or implied, is included or intended in this report.

This report was prepared for the exclusive use of the Town of Amherstburg and may not be reproduced in whole or in part, without the prior written consent of TSI Inc., or used or relied upon in whole or in part by other parties for any purposes whatsoever. Any use which a third party makes of this report, or any part thereof, or any reliance on or decisions to be made based on it, are the responsibility of such third parties. TSI Inc. accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions taken based on this report.

## 10.0 **Closure**

We trust that this report with its comments and recommendations provides you with sufficient information to develop your municipal structure Capital Plan. However, should you have any questions, please do not hesitate to contact our office.

Respectfully submitted,

**TSI Inc.**



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**Saber Teimoori, EIT**

**Ramin Rameshni, Ph.D., P.Eng.**





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## **Appendix A:**

### *Structure Inventory*

Structure Inventory															
Structure ID	Structure Name	Structure Location	Latitude	Longitude	Year Built	Structure Type	BCI	No. of Spans	Length (m)	Width (m)	Road Width (m)	Replacement Cost	Current Structure Value	Identified Capital Work Needs	Anticipated Capital Cost
1	Leo Beadoin Drain Culvert	Third Concession South over Leo Beadoin Drain	42.052082	-83.085804	2000	Precast Concrete Round Culvert	74.80	1	25.00	1.45	7.00	\$520,625.00	\$389,427.50	None	\$0.00
2	Collison Drain Culvert	Seventh Concession South over Collison Drain	42.035927	-83.022222	1995	CSP Arch Culvert	60.30	1	10.20	2.10	6.50	\$300,390.00	\$181,135.17	None	\$0.00
3	Collison Drain Culvert	Collison Sideroad over Collison Drain	42.042123	-83.015924	1930	Concrete Rigid Frame Culvert (Open Footing)	40.30	1	7.80	2.10	6.30	\$241,800.00	\$97,445.40	Replacement	\$338,070.00
4	Grant Drain Culvert	Collison Sideroad over Grant Drain	42.04224	-83.021714	1995	CSP Culvert	61.00	1	16.80	0.60	6.10	\$255,360.00	\$155,769.60	None	\$0.00
5	Beadoin Drain South Culvert	Seventh Concession South over Beadoin Drain South	42.046922	-83.021525	1940	Concrete Rigid Frame Culvert (Open Footing)	66.70	1	7.30	3.00	6.00	\$292,000.00	\$194,764.00	Minor Rehabilitation	\$113,950.00
7	Albert McGree Drain Culvert	Sixth Concession South over Albert McGree Drain-Upper	42.060706	-83.036707	2017	Precast Concrete Box Culvert	99.33	1	16.60	4.20	6.30	\$820,040.00	\$814,545.73	None	\$0.00
8	Albert McGree Drain-Lower Culvert	Fifth Concession South over Albert McGree Drain-Lower	42.059079	-83.052827	1940	Concrete Rigid Frame Culvert (Open Footing)	39.00	1	5.00	4.30	5.80	\$265,000.00	\$103,350.00	Replacement	\$411,250.00
9	Woods Drain Culvert	Fifth Concession South over Woods Drain	42.06233	-83.052616	2000	Corrugated Steel Pipe Culvert	62.50	1	8.30	1.20	5.50	\$182,600.00	\$114,125.00	Minor Rehabilitation	\$61,498.50
10	Ong Drain Culvert	Fifth Concession South over Ong Drain	42.07476	-83.051735	2004	SPCSP Arch Culvert	74.50	1	17.10	4.20	6.50	\$844,740.00	\$629,331.30	None	\$0.00
11	2nd Concession Road Drain Culvert	Lowes Sideroad over 2nd Concession Road Drain South	42.087902	-83.09209	1935	Concrete Rigid Frame Culvert (Open Footing)	60.90	1	7.50	2.50	6.50	\$262,500.00	\$159,862.50	Minor Rehabilitation	\$135,281.25
12	Whelan Drain-South Culvert	Creek Road over Whelan Drain- South	42.080894	-83.081265	1960	Concrete Rigid Frame Culvert (Open Footing)	80.50	1	7.80	2.40	6.00	\$265,200.00	\$213,486.00	None	\$0.00
13	Whelan Drain-South Culvert	South Sideroad over Whelan Drain-South	42.08183	-83.080307	1930	Concrete Rigid Frame Culvert (Open Footing)	64.60	1	8.50	2.40	6.00	\$289,000.00	\$186,694.00	Minor Rehabilitation	\$142,020.00
14	Shaw Drain South Culvert	Fourth Concession South over Shaw Drain South	42.081477	-83.067595	2000	CSP Round Culvert	67.40	1	19.50	1.20	6.10	\$407,550.00	\$274,688.70	Minor Rehabilitation	\$80,000.00
15	Ong Drain Culvert	Middle Sideroad over Ong Drain	42.080836	-83.051202	2010	Precast Concrete Box Culvert	75.00	1	27.40	3.00	6.50	\$931,600.00	\$698,700.00	Minor Rehabilitation	\$80,000.00
16	Albert McGree Drain-Upper Culvert	South Sideroad over Albert McGee Drain-Upper	42.079879	-83.035375	2006	Precast Concrete Box Culvert	75.00	1	15.20	2.40	6.10	\$490,960.00	\$368,220.00	Minor Rehabilitation	\$80,000.00
18	Bailey Drain Culvert	South Sideroad over Bailey Drain	42.079005	-83.011674	1995	CSP Round Culvert	62.50	1	12.80	0.90	6.00	\$231,040.00	\$144,400.00	None	\$0.00
19	South Sideroad over 8th Concession Drain South	South Sideroad over 8th Concession Drain South	42.078786	-83.00381	1995	CSP Culvert	49.50	1	18.60	1.20	6.50	\$388,740.00	\$192,426.30	Replacement	\$507,614.00
20	Gore Atkin Drain Culvert	South Sideroad over Gore Atkin Drain	42.078421	-82.992532	1950	Concrete Rigid Frame (Open Footing)	71.50	1	8.00	2.80	6.50	\$304,000.00	\$217,360.00	Minor Rehabilitation	\$80,000.00
21	South Sideroad over Beetham Drain	South Sideroad over Beetham Drain	42.078203	-82.985221	1990	CSP Culvert	55.40	1	8.40	1.20	6.00	\$184,800.00	\$102,379.20	Replacement	\$292,520.00
22	Smith Road over Charles Shepley Drain	Smith Road over Charles Shepley Drain	42.058062	-82.975229	2012	CSP Culvert	82.50	1	30.00	2.10	6.10	\$790,500.00	\$652,162.50	Minor Rehabilitation	\$90,000.00
23	Fourth Concession South over Whelan Drain-South	Fourth Concession South over Whelan Drain-South	42.088433	-83.067156	1995	SPCSP Culvert - Round	55.10	1	13.40	1.30	6.50	\$292,790.00	\$161,327.29	Replacement	\$392,069.00
24	Fourth Concession South over Levergood Drain	Fourth Concession South over Levergood Drain	42.091969	-83.066948	2005	CSP Round Culvert	74.80	1	12.00	0.90	6.50	\$216,600.00	\$162,016.80	None	\$0.00
25	Seventh Concession South over McGuire Branch of the North 7th Concession Drain	Seventh Concession South over McGuire Branch of the North 7th Concession Drain	42.093613	-83.018714	1995	CSP Round Culvert	44.30	1	17.80	0.90	6.50	\$321,290.00	\$142,331.47	Replacement	\$409,483.50
26	Fifth Concession South over Ernest Paquette Drain	Fifth Concession South over Ernest Paquette Drain	42.098246	-83.050401	2016	HDPE Culvert	97.80	1	53.00	0.90	6.50	\$755,250.00	\$738,634.50	None	\$0.00
27	Ernest Paquette Drain Culvert	Fourth Concession South over Ernest Paquette Drain	42.098284	-83.066602	1995	SPCSP Culvert - Arch	63.60	1	12.00	1.80	6.50	\$319,200.00	\$203,011.20	Replacement	\$421,120.00
28	Alma Street over Darrah Drain	Alma Street over Darrah Drain	42.109868	-83.079478	2010	SPCSP Round Culvert	75.00	1	23.00	2.70	6.30	\$723,350.00	\$542,512.50	None	\$0.00
29	Alma Street over Faucher Drain Upper Portion	Alma Street over Faucher Drain Upper Portion	42.109719	-83.07428	2015	Polymer Coated CSP Round Culvert	98.00	1	13.60	1.85	7.00	\$368,220.00	\$360,855.60	None	\$0.00
30	Fourth Concession South over Faucher Drain Upper Portion	Fourth Concession South over Faucher Drain Upper Portion	42.109388	-83.065953	2005	CSP Round Culvert	70.80	1	22.00	1.20	6.50	\$411,400.00	\$291,271.20	None	\$0.00
31	Fifth Concession South over Faucher Drain Upper Portion	Fifth Concession South over Faucher Drain Upper Portion	42.108871	-83.049768	2005	CSP Round Culvert	70.50	1	22.70	1.20	6.50	\$424,490.00	\$299,265.45	None	\$0.00
32	Alma Street over Deslippe Drain	Alma Street over Deslippe Drain	42.10858	-83.038509	2015	Precast Concrete Box Culvert	94.80	1	18.00	2.25	7.00	\$555,750.00	\$526,851.00	Minor Rehabilitation	\$50,000.00
<b>Sub-Total:</b>												<b>\$12,656,785.00</b>		<b>\$3,684,876.25</b>	

Structure Inventory															
Structure ID	Structure Name	Structure Location	Latitude	Longitude	Year Built	Structure Type	BCI	No. of Spans	Length (m)	Width (m)	Road Width (m)	Replacement Cost	Current Structure Value	Identified Capital Work Needs	Anticipated Capital Cost
33	Alma Street over Renaud Drain	Alma Street over Renaud Drain	42.106363	-82.972396	1965	Concrete Rigid Frame Box Culvert	70.50	1	14.00	3.00	6.50	\$532,000.00	\$375,060.00	None	\$0.00
34	Third Concession North over Darrah Drain	Third Concession North over Darrah Drain	42.112723	-83.071659	1930	Concrete Rigid Frame Culvert (Open Footing)	66.20	1	11.50	2.50	6.50	\$382,375.00	\$253,132.25	Minor Rehabilitation	\$107,589.25
35	Fourth Concession North over Darrah Drain	Fourth Concession North over Darrah Drain	42.113345	-83.054947	2015	Polymer Coated CSP Round Culvert	99.30	1	10.60	0.90	6.70	\$191,330.00	\$189,990.69	None	\$0.00
36	Fifth Concession North over Deslippe Drain	Fifth Concession North over Deslippe Drain	42.114111	-83.038249	1980	Concrete Rigid Frame Culvert (Open Footing)	73.90	1	9.10	2.40	7.00	\$309,400.00	\$228,646.60	Minor Rehabilitation	\$80,000.00
37	Texas Road over Morgan Drain South Branch	Texas Road over Morgan Drain South Branch	42.126992	-83.093102	2016	HDPE Culvert	95.70	1	13.10	0.60	7.00	\$199,120.00	\$190,557.84	None	\$0.00
38	Third Concession North over Whelan Drain	Third Concession North over Whelan Drain	42.124671	-83.070913	1930	Concrete Rigid Frame Culvert (Open Footing)	63.00	1	10.30	1.70	6.30	\$264,195.00	\$166,442.85	Minor Rehabilitation	\$120,382.43
39	Texas Road over Morgan Drain-Upper Portion	Texas Road over Morgan Drain- Upper Portion	42.1264	-83.076842	2000	CSP Round Culvert	74.00	1	18.60	1.10	6.50	\$371,070.00	\$274,591.80	None	\$0.00
40	Third Concession North over Brown Drain	Third Concession North over Brown Drain	42.128231	-83.070685	1965	Concrete Rigid Frame Culvert (Open Footing)	70.30	1	9.10	3.10	6.30	\$373,100.00	\$262,289.30	Minor Rehabilitation	\$90,000.00
41	Texas Road over Wismer Drain	Texas Road over Wismer Drain	42.12566	-83.054331	2017	Laminated CSP Round Culvert	99.10	1	41.50	1.20	6.30	\$684,750.00	\$678,587.25	None	\$0.00
42-A	Texas Road over Brown Drain	Texas Road over Brown Drain	42.125649	-83.054106	2017	Laminated CSP Round Culvert	99.00	1	33.00	1.40	6.00	\$594,000.00	\$588,060.00	None	\$0.00
42-B	Texas Road over Brown Drain	Texas Road over Brown Drain	42.125649	-83.054106	2017	Laminated CSP Round Culvert	93.40	1	27.00	1.40	6.00	\$550,800.00	\$514,447.20	None	\$0.00
43	Fourth Concession North over Brown Drain	Fourth Concession North over Brown Drain	42.126503	-83.054145	1990	Concrete Rigid Frame Culvert (Open Footing)	69.90	1	9.20	1.80	7.00	\$257,600.00	\$180,062.40	None	\$0.00
44	Texas Road over Cooks Drain Upper Portion	Texas Road over Cooks Drain Upper Portion	42.125231	-83.040831	1995	CSP Ellipse Culvert	65.90	1	17.00	1.80	6.00	\$452,200.00	\$297,999.80	None	\$0.00
45	Sixth Concession North over Sinasac Drain	Sixth Concession North over Sinasac Drain	42.123032	-83.021026	1990	Double CSP Culvert	41.90	2	18.40	1.60	7.00	\$454,480.00	\$190,427.12	Replacement	\$672,652.00
46	Texas Road over Sinasac Drain	Texas Road over Sinasac Drain	42.124543	-83.021119	2000	CSP Round Culvert	66.90	1	15.70	1.00	6.50	\$298,300.00	\$199,562.70	None	\$0.00
47	Texas Road over 8th Concession Drain North	Texas Road over 8th Concession Drain North	42.12344	-82.987913	1980	Concrete Rigid Frame Culvert (Open Footing)	68.30	1	9.30	2.40	6.50	\$316,200.00	\$215,964.60	Minor Rehabilitation	\$80,000.00
48	Fifth Concession North over Mayville Drain	Fifth Concession North over Mayville Drain	42.129268	-83.037293	2000	PVC Round Culvert	100.00	1	16.00	1.40	7.00	\$364,800.00	\$364,800.00	None	\$0.00
49	Sixth Concession North over Mayville Drain	Sixth Concession North over Mayville Drain	42.130078	-83.020593		Concrete Rigid Frame Culvert (Open Footing)	52.30	1	7.80	1.20	6.50	\$171,600.00	\$89,746.80	Replacement	\$267,340.00
50	Kingsbridge Drive over Ouellette-West Drain	Kingsbridge Drive over Ouellette-West Drain	42.13835	-83.112968	2005	SPCSP Arch Culvert	74.95	1	38.70	3.70	6.60	\$1,364,175.00	\$1,022,449.16	None	\$0.00
51	Golfwood Drive over Ouellette-West Drain	Golfwood Drive over Ouellette- West Drain	42.140843	-83.104291	2005	CSP Culvert	72.20	1	24.80	1.80	7.00	\$590,240.00	\$426,153.28	None	\$0.00
52	Thomas Road over Ouellette-West Drain	Thomas Road over Ouellette- West Drain	42.144755	-83.086223	2000	CSP Culvert	75.00	1	11.90	0.90	6.50	\$214,795.00	\$161,096.25	None	\$0.00
53	Third Concession North over Warren Drain	Third Concession North over Warren Drain	42.142054	-83.069764	1940	Concrete Rigid Frame Culvert (Open Footing)	70.70	1	11.50	1.80	6.50	\$305,900.00	\$216,271.30	None	\$0.00
54	Fourth Concession North over Powers Drain	Fourth Concession North over Powers Drain	42.142992	-83.053158	1995	SPCSP Culvert	61.40	1	13.80	1.80	7.00	\$367,080.00	\$225,387.12	None	\$0.00
55	Third Concession North over Ouellette-East Drain and North Branch	Third Concession North over Ouellette-East Drain and North Branch	42.145897	-83.069515	1940	Concrete Rigid Frame Culvert (Open Footing)	69.00	1	11.60	2.10	6.50	\$341,620.00	\$235,717.80	None	\$0.00
56	Fourth Concession North over Knapp Drain and Extension	Fourth Concession North over Knapp Drain and Extension	42.150397	-83.052685	2000	CSP Round Culvert	74.40	1	12.90	0.70	7.00	\$208,335.00	\$155,001.24	None	\$0.00
57	Sixth Concession North over Mayville-Jubinville Drain and Branch	Sixth Concession North over Mayville-Jubinville Drain and Branch	42.146672	-83.019541	1920	Concrete Rigid Frame Culvert (Open Footing)	49.60	1	8.00	1.80	7.00	\$224,000.00	\$111,104.00	Replacement	\$387,600.00
58	Eighth Concession over McKee Drain	Eighth Concession over McKee Drain	42.152417	-82.985912	2000	CSP Round Culvert	70.70	1	18.00	1.20	6.50	\$376,200.00	\$265,973.40	None	\$0.00
59	Fourth Concession North over Hamel Bezaire Drain South Branch	Fourth Concession North over Hamel Bezaire Drain South Branch	42.153724	-83.052474	1940	Concrete Rigid Frame Culvert (Open Footing)	51.80	1	9.00	2.40	7.00	\$306,000.00	\$158,508.00	Replacement	\$461,900.00
60	Third Concession North over Odette D&W Drain	Third Concession North over Odette D&W Drain	42.157768	-83.068754	2010	Precast Concrete Elliptical Culvert	75.00	1	13.40	1.10	7.00	\$267,330.00	\$200,497.50	None	\$0.00
61	North Sideroad over 2nd Concession Road Drain North	North Sideroad over 2nd Concession Road Drain North	42.164737	-83.084903	1990	CSP Arch Culvert	64.00	1	89.60	1.60	6.50	\$1,747,200.00	\$1,118,208.00	None	\$0.00
<b>Sub-Total:</b>												<b>\$13,080,195.00</b>		<b>\$2,267,463.68</b>	

Structure Inventory															
Structure ID	Structure Name	Structure Location	Latitude	Longitude	Year Built	Structure Type	BCI	No. of Spans	Length (m)	Width (m)	Road Width (m)	Replacement Cost	Current Structure Value	Identified Capital Work Needs	Anticipated Capital Cost
62	Third Concession North and North Sideroad over Beaudoin Drain North	Third Concession North and North Sideroad over Beaudoin Drain North	42.164704	-83.068184	1980	Concrete Rigid Frame Culvert (Open Footing)	71.60	1	36.00	2.45	10.00	\$931,500.00	\$666,954.00	None	\$0.00
63	Third Concession North over Dolphis-Meloche Drain	Third Concession North over Dolphis-Meloche Drain	42.171631	-83.067893	2000	CSP Round Culvert	68.69	1	18.20	1.20	7.00	\$380,380.00	\$261,283.02	None	\$0.00
64	North Sideroad over Adams Drain Lower Portion	North Sideroad over Adams Drain Lower Portion	42.164325	-83.056026	2016	CSP Round Culvert	91.80	1	15.00	0.60	6.50	\$228,000.00	\$209,304.00	None	\$0.00
65	Fourth Concession North over Adams Drain Upper Portion	Fourth Concession Road	42.159327	-83.052121	2005	Concrete Round Culvert	69.80	1	11.80	0.90	7.00	\$212,990.00	\$148,667.02	None	\$0.00
66	Fifth Concession North over Shaw Drain North	Fifth Concession North over Shaw Drain North	42.166548	-83.034966	2015	Precast Concrete Box Culvert	99.00	1	12.00	2.94	6.50	\$449,160.00	\$444,668.40	None	\$0.00
67	Shaw Drain Culvert	North Sideroad over Shaw Drain North	42.163656	-83.035317	1970	Concrete Rigid Frame Culvert (Open Footing)	52.70	1	9.20	1.80	6.50	\$257,600.00	\$135,755.20	Replacement	\$353,360.00
68	Sixth Concession North over Imeson-Meloche Drain	Sixth Concession North over Imeson-Meloche Drain	42.169358	-83.018128	1940	Concrete Rigid Frame Culvert (Open Footing)	43.70	1	7.90	1.50	6.20	\$197,500.00	\$86,307.50	Replacement	\$357,125.00
69	Fourth Concession North over Hamel Drain	Fourth Concession North over Hamel Drain	42.184081	-83.050591	2005	CSP Round Culvert	74.70	1	15.30	1.20	6.50	\$319,770.00	\$238,868.19	None	\$0.00
70	Fifth Concession North over North Townline Drain	Fifth Concession North over North Townline Drain	42.184909	-83.033717	1980	Concrete Rigid Frame Culvert (Open Footing)	70.00	1	10.50	1.80	6.50	\$279,300.00	\$195,510.00	None	\$0.00
71	Sixth Concession North and North Townline Road over North Townline Drain	Sixth Concession North and North Townline Road over North Townline Drain	42.184469	-83.017135	2015	CSP Round Culvert	74.87	1	79.00	1.00	6.20	\$1,185,000.00	\$887,209.50	None	\$0.00
72	Sixth Concession South over Deslippe Drain	Sixth Concession South over Deslippe Drain	42.107695	-83.033642	1990	SPCSP Culvert-Arch	58.70	1	9.60	2.30	6.50	\$316,800.00	\$185,961.60	Replacement	\$494,320.00
73	Texas Road over 7th Line Drain	Texas Road over 7th Line Drain	42.124009	-83.004258	2000	CSP Round Culvert	69.50	1	18.10	1.10	6.50	\$361,095.00	\$250,961.03	None	\$0.00
74	Concession 8 over 8th Concession Drain North	Concession 8 over 8th Concession Drain North	42.126191	-82.987579	1990	CSP Round Culvert	69.00	1	18.00	2.40	6.50	\$581,400.00	\$401,166.00	None	\$0.00
75	Fifth Concession North over Thrasher D&W	Fifth Concession North over Thrasher D&W	42.136121	-83.036798	1985	HDPE Culvert	100.00	1	11.00	0.90	7.00	\$198,550.00	\$198,550.00	None	\$0.00
76	North Sideroad over Lafferty Bezaire Drain	0.65km West of Concession Road 5 North	42.163922	-83.043473		CSP Round Culvert	75.00	1	12.50	1.00	7.50	\$237,500.00	\$178,125.00	None	\$0.00
77	North Sideroad Twin Culvert bypass at River Canard	0.45km East of Concession Road 5 Road	42.163498	-83.029987		Twin SPCSP Culvert	43.30	2	18.70	3.00	6.00	\$561,000.00	\$242,913.00	Replacement	\$738,810.00
78	Texas Road over Deslippe Drain	Texas Road	42.1251668	-83.0377487	1996	Concrete Rigid Frame Culvert (Open Footing)	74.00	1	9.40	4.30	6.50	\$498,200.00	\$368,668.00	Minor Rehabilitation	\$90,000.00
2001	Pony Hill Bridge	Big Creek Marsh at Creek Road	42.087292	-83.082396	1987	Slab on Concrete Box Girders	68.00	1	8.60	8.00	6.30	\$688,000.00	\$467,840.00	Major Rehabilitation	\$282,000.00
2002	Ninth Concession Road Drain at Middle Sideroad	9th Concession Rd Drain at South Sideroad	42.081974	-82.987397	1960	RC Slab on Rigid Frame Legs	45.15	1	6.60	6.00	6.00	\$462,000.00	\$208,593.00	Replacement	\$737,500.00
2003	Long Marsh Drain at Concession 9	Concession 9	42.078314	-82.987702	1930	Slab on Steel I - Girders	58.50	1	12.40	8.00	7.30	\$942,400.00	\$551,304.00	Major Rehabilitation	\$726,200.00
2004	Long Marsh Drain at Middle Sideroad	Long Marsh Drain at South Sideroad	42.078039	-82.98038	1960	Concrete Rigid Frame Arch	67.10	1	17.00	8.00	6.50	\$1,292,000.00	\$866,932.00	Minor Rehabilitation	\$299,200.00
2005-A	Big Creek Drain at Meloche Road	Big Creek Drain at Meloche Road	42.109203	-83.082006	2007	Precast Concrete Box Culvert	74.30	3	14.20	9.00	7.00	\$1,349,000.00	\$1,002,307.00	None	\$0.00
2005-B	Pedestrian Bridge on Meloche over Big Creek	Big Creek Drain at Meloche Road	42.109203	-83.082006	2018	Eagle Bridge	98.40	1	16.00	2.65	2.40	\$402,800.00	\$396,355.20	None	\$0.00
3001	River Canard at North Sideroad - 3001	River Canard at North Sideroad	42.164892	-83.075383	2006	Slab on Steel I - Girders	74.90	1	17.90	9.70	9.00	\$1,649,485.00	\$1,235,464.27	None	\$0.00
3002	River Canard at North Sideroad	River Canard at North Sideroad	42.163517	-83.03044	2006	Pony Truss Bridge (Narrow Structure)	74.00	1	26.50	5.30	6.10	\$1,193,825.00	\$883,430.50	None	\$0.00
3003	Big Creek at Texas Road	Big Creek at Texas Road	42.126277	-83.072691	1970	Concrete Rigid Frame Culvert (Open Footing)	70.50	1	9.80	5.00	6.50	\$588,000.00	\$414,540.00	Minor Rehabilitation	\$80,000.00
3004	Sinasac Drain at Texas Road	Sinasac Drain at Texas Road	42.125089	-83.036461	1980	Concrete Rigid Frame Arch	73.20	1	11.10	9.70	6.00	\$1,022,865.00	\$748,737.18	Minor Rehabilitation	\$523,574.38
3005	Big Creek at Alma Street	Big Creek at Alma Street	42.109965	-83.082709	1971	Concrete Rigid Frame	73.70	1	7.90	11.50	7.00	\$863,075.00	\$636,086.28	Minor Rehabilitation	\$236,515.13
3006A	Seventh Concession Road Drain at Alma A	Alma St at 7th Concession Road	42.107896	-83.017774	1950	Concrete Rigid Frame Culvert (Open Footing)	59.00	1	8.60	3.50	6.50	\$387,000.00	\$228,330.00	Major Rehabilitation	\$273,500.00
3006B	Seventh Concession Road Drain at Alma B	7th Concession Road at Alma St.	42.107897	-83.017844	1950	Concrete Rigid Frame Culvert (Open Footing)	59.00	1	8.50	3.50	6.50	\$382,500.00	\$225,675.00	Major Rehabilitation	\$271,250.00
<b>Sub-Total:</b>												<b>\$18,418,695.00</b>		<b>\$5,463,354.50</b>	

Structure Inventory																
Structure ID	Structure Name	Structure Location	Latitude	Longitude	Year Built	Structure Type	BCI	No. of Spans	Length (m)	Width (m)	Road Width (m)	Replacement Cost	Current Structure Value	Identified Capital Work Needs	Anticipated Capital Cost	
3007	Long Marsh Drain at Alma Street	Long Marsh Drain at Alma Street	42.107754	-83.013522	1960	Concrete Rigid Frame Arch	60.10	1	9.70	9.10	7.00	\$882,700.00	\$530,502.70	Major Rehabilitation	\$581,350.00	
3009	Long Marsh Drain at Concession 3 North	Concession 3 North	42.160311	-83.068593	1960	Concrete Rigid Frame	63.20	2	15.80	9.80	6.20	\$1,470,980.00	\$929,659.36	Major Rehabilitation	\$1,179,362.50	
3010	Long Marsh Drain at Concession 4 North	Concession 4 North	42.140692	-83.053312	1960	Rigid Concrete Slab (Integral System)	67.10	2	15.20	10.00	7.00	\$1,292,000.00	\$866,932.00	Major Rehabilitation	\$906,000.00	
3011	Merrick Creek at Concession 5 North	Merrick Creek at Concession 5 North	42.178808	-83.03422	2001	Slab on Concrete Box Girders	74.98	1	13.60	11.00	10.00	\$1,271,600.00	\$953,445.68	Minor Rehabilitation	\$50,000.00	
3012	River Canard at Concession 5 North	River Canard at Concession 5 North	42.174754	-83.03447	1960	Slab on Concrete Girders	53.40	3	32.50	8.20	6.50	\$1,998,750.00	\$1,067,332.50	Replacement	\$2,773,437.50	
3013	Long Marsh Drain at Concession 5 North	Concession 5 North	42.125627	-83.037489	1965	Concrete Rigid Frame Arch	73.40	1	11.00	9.70	6.50	\$1,013,650.00	\$744,019.10	Minor Rehabilitation	\$210,059.38	
3014	Merrick Creek at Concession 6 North	Merrick Creek at Concession 6 North	42.179855	-83.017412	1935	Concrete Rigid Frame	57.20	1	6.60	8.00	6.50	\$528,000.00	\$302,016.00	Major Rehabilitation	\$590,000.00	
3015	Shuell Creek at Concession 6 North	Shuell Creek at Concession 6 North	42.176903	-83.017619	1935	Concrete Rigid Frame Culvert (Open Footing)	69.60	1	10.20	6.10	6.50	\$687,990.00	\$478,841.04	Minor Rehabilitation	\$228,998.13	
3017	River Canard at Concession 6 North	River Canard at Concession 6 North	42.159064	-83.018744	2006	Slab on Concrete CPCI Girders (Integral Abutments)	74.90	1	30.20	9.70	9.00	\$2,197,050.00	\$1,645,590.45	None	\$0.00	
3018	Long Marsh Drain at Concession 6 North	Concession 6 North	42.114666	-83.02156	1960	Concrete Rigid Frame Arch	63.80	1	11.10	9.50	7.00	\$1,001,775.00	\$639,132.45	Major Rehabilitation	\$510,443.75	
3019	Shuell Creek at Concession 8	Shuell Creek at Concession 8	42.165901	-82.985092	1960	Concrete Rigid Frame Culvert (Open Footing)	66.20	1	10.50	2.80	6.50	\$379,050.00	\$250,931.10	Minor Rehabilitation	\$118,553.00	
3020	Sucker Creek Bridge	Sucker Creek at Concession 8	42.148276	-82.986172	1960	Slab on Steel I - Girders	44.50	1	8.30	7.90	7.30	\$655,700.00	\$291,786.50	Replacement	\$1,079,625.00	
3021	King Creek at Concession 8	King Creek at Concession 8	42.131197	-82.987241	1950	Concrete Rigid Frame	71.40	1	6.20	8.00	7.60	\$496,000.00	\$354,144.00	Minor Rehabilitation	\$100,000.00	
3022	River Canard Bridge at Concession 8	Concession 8	42.129104	-82.987361	1977	Slab on CPCI Girder	73.60	1	25.50	9.10	6.70	\$1,972,425.00	\$1,451,704.80	Minor Rehabilitation	\$386,553.13	
3023	River Canard at Texas Road	River Canard at Texas Road	42.122657	-82.979591	1900	Slab on Steel I - Girders	12.09	1	9.30	5.00	5.00	\$465,000.00	\$56,218.50	Replacement	\$651,250.00	

<b>Sub-Total:</b>	<b>\$16,312,670.00</b>		<b>\$9,365,632.38</b>
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<b>Total:</b>	<b>\$60,468,345.00</b>		<b>\$20,781,326.80</b>
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## **Appendix B:**

### *Anticipated Capital Costs*

Anticipated Capital Costs										
Structure ID	Structure Name	BCI	Rehabilitation/Replacement Cost	Approach Repair/Rehabilitation Costs	Detour Construction Cost	Traffic Control	Engineering Investigations	Design	Contract Administration	Total
3023	River Canard at Texas Road	12.09	\$465,000.0	\$60,000.0	\$0.0	\$0.0	\$10,000.0	\$46,500.00	\$69,750.00	\$651,250.00
8	Albert McGree Drain-Lower Culvert	39.00	\$265,000.0	\$30,000.0	\$20,000.0	\$20,000.0	\$10,000.0	\$26,500.00	\$39,750.00	\$411,250.00
3	Collison Drain Culvert	40.30	\$241,800.0	\$20,000.0	\$10,000.0	\$20,000.0	\$0.0	\$10,000.00	\$36,270.00	\$338,070.00
45	Sixth Concession North over Sinasac Drain	41.90	\$454,480.0	\$60,000.0	\$40,000.0	\$40,000.0	\$0.0	\$10,000.00	\$68,172.00	\$672,652.00
77	North Sideroad Twin Culvert bypass at River Canard	43.30	\$561,000.0	\$40,000.0	\$0.0	\$20,000.0	\$0.0	\$56,100.00	\$61,710.00	\$738,810.00
68	Sixth Concession North over Imeson-Meloche Drain	43.70	\$197,500.0	\$60,000.0	\$40,000.0	\$20,000.0	\$0.0	\$10,000.00	\$29,625.00	\$357,125.00
25	Seventh Concession South over McGuire Branch of the North 7th Concession Drain	44.30	\$321,290.0	\$20,000.0	\$10,000.0	\$0.0	\$0.0	\$10,000.00	\$48,193.50	\$409,483.50
3020	Sucker Creek Bridge	44.50	\$655,700.0	\$60,000.0	\$70,000.0	\$80,000.0	\$50,000.0	\$65,570.00	\$98,355.00	\$1,079,625.00
2002	Ninth Concession Road Drain at Middle Sideroad	45.15	\$462,000.0	\$60,000.0	\$40,000.0	\$40,000.0	\$20,000.0	\$46,200.00	\$69,300.00	\$737,500.00
19	South Sideroad over 8th Concession Drain South	49.50	\$388,740.0	\$30,000.0	\$20,000.0	\$20,000.0	\$0.0	\$10,000.00	\$38,874.00	\$507,614.00
57	Sixth Concession North over Mayville-Jubinville Drain and Branch	49.60	\$224,000.0	\$60,000.0	\$40,000.0	\$20,000.0	\$0.0	\$10,000.00	\$33,600.00	\$387,600.00
59	Fourth Concession North over Hamel Bezaire Drain South Branch	51.80	\$306,000.0	\$40,000.0	\$40,000.0	\$20,000.0	\$0.0	\$10,000.00	\$45,900.00	\$461,900.00
49	Sixth Concession North over Mayville Drain	52.30	\$171,600.0	\$20,000.0	\$20,000.0	\$20,000.0	\$0.0	\$10,000.00	\$25,740.00	\$267,340.00
67	Shaw Drain Culvert	52.70	\$257,600.0	\$20,000.0	\$20,000.0	\$20,000.0	\$0.0	\$10,000.00	\$25,760.00	\$353,360.00
3012	River Canard at Concession 5 North	53.40	\$1,998,750.0	\$60,000.0	\$70,000.0	\$80,000.0	\$65,000.0	\$199,875.00	\$299,812.50	\$2,773,437.50
23	Fourth Concession South over Whelan Drain-South	55.10	\$292,790.0	\$40,000.0	\$0.0	\$20,000.0	\$0.0	\$10,000.00	\$29,279.00	\$392,069.00
21	South Sideroad over Beetham Drain	55.40	\$184,800.0	\$30,000.0	\$20,000.0	\$20,000.0	\$0.0	\$10,000.00	\$27,720.00	\$292,520.00
3014	Merrick Creek at Concession 6 North	57.20	\$264,000.0	\$60,000.0	\$70,000.0	\$80,000.0	\$50,000.0	\$26,400.00	\$39,600.00	\$590,000.00
2003	Long Marsh Drain at Concession 9	58.50	\$376,960.0	\$60,000.0	\$70,000.0	\$80,000.0	\$45,000.0	\$37,696.00	\$56,544.00	\$726,200.00
72	Sixth Concession South over Deslippe Drain	58.70	\$316,800.0	\$60,000.0	\$40,000.0	\$20,000.0	\$0.0	\$10,000.00	\$47,520.00	\$494,320.00
3006A	Seventh Concession Road Drain at Alma A	59.00	\$154,800.0	\$0.0	\$40,000.0	\$40,000.0	\$0.0	\$15,480.00	\$23,220.00	\$273,500.00
3006B	Seventh Concession Road Drain at Alma B	59.00	\$153,000.0	\$0.0	\$40,000.0	\$40,000.0	\$0.0	\$15,300.00	\$22,950.00	\$271,250.00
3007	Long Marsh Drain at Alma Street	60.10	\$353,080.0	\$60,000.0	\$40,000.0	\$40,000.0	\$0.0	\$35,308.00	\$52,962.00	\$581,350.00
11	2nd Concession Road Drain Culvert	60.90	\$39,375.0	\$60,000.0	\$0.0	\$20,000.0	\$0.0	\$10,000.00	\$5,906.25	\$135,281.25
54	Fourth Concession North over Powers Drain	61.40	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.00	\$0.00	\$0.00
9	Woods Drain Culvert	62.50	\$27,390.0	\$0.0	\$0.0	\$20,000.0	\$0.0	\$10,000.00	\$4,108.50	\$61,498.50
38	Third Concession North over Whelan Drain	63.00	\$26,419.5	\$60,000.0	\$0.0	\$20,000.0	\$0.0	\$10,000.00	\$3,962.93	\$120,382.43
<b>Sub-Total:</b>									<b>\$14,085,388.175</b>	



Anticipated Capital Costs										
Structure ID	Structure Name	BCI	Rehabilitation/Replacement Cost	Approach Repair/Rehabilitation Costs	Detour Construction Cost	Traffic Control	Engineering Investigations	Design	Contract Administration	Total
3009	Long Marsh Drain at Concession 3 North	63.20	\$735,490.0	\$60,000.0	\$70,000.0	\$80,000.0	\$50,000.0	\$73,549.00	\$110,323.50	\$1,179,362.50
27	Ernest Paquette Drain Culvert	63.60	\$319,200.0	\$20,000.0	\$20,000.0	\$20,000.0	\$0.0	\$10,000.00	\$31,920.00	\$421,120.00
3018	Long Marsh Drain at Concession 6 North	63.80	\$200,355.0	\$60,000.0	\$70,000.0	\$80,000.0	\$50,000.0	\$20,035.50	\$30,053.25	\$510,443.75
13	Whelan Drain-South Culvert	64.60	\$43,350.0	\$60,000.0	\$0.0	\$20,000.0	\$0.0	\$10,000.00	\$8,670.00	\$142,020.00
44	Texas Road over Cooks Drain Upper Portion	65.90	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.00	\$0.00	\$0.00
34	Third Concession North over Darrah Drain	66.20	\$15,295.0	\$60,000.0	\$0.0	\$20,000.0	\$0.0	\$10,000.00	\$2,294.25	\$107,589.25
3019	Shuell Creek at Concession 8	66.20	\$75,810.0	\$0.0	\$0.0	\$20,000.0	\$0.0	\$11,371.50	\$11,371.50	\$118,553.00
5	Beaudoin Drain South Culvert	66.70	\$73,000.0	\$0.0	\$0.0	\$20,000.0	\$0.0	\$10,000.00	\$10,950.00	\$113,950.00
2004	Long Marsh Drain at Middle Sideroad	67.10	\$103,360.0	\$60,000.0	\$40,000.0	\$40,000.0	\$30,000.0	\$10,336.00	\$15,504.00	\$299,200.00
3010	Long Marsh Drain at Concession 4 North	67.10	\$516,800.0	\$60,000.0	\$70,000.0	\$80,000.0	\$50,000.0	\$51,680.00	\$77,520.00	\$906,000.00
14	Shaw Drain South Culvert	67.40	\$0.0	\$60,000.0	\$0.0	\$20,000.0	\$0.0	\$0.00	\$0.00	\$80,000.00
2001	Pony Hill Bridge	68.00	\$137,600.0	\$20,000.0	\$0.0	\$40,000.0	\$50,000.0	\$13,760.00	\$20,640.00	\$282,000.00
47	Texas Road over 8th Concession Drain North	68.30	\$0.0	\$60,000.0	\$0.0	\$20,000.0	\$0.0	\$0.00	\$0.00	\$80,000.00
3015	Shuell Creek at Concession 6 North	69.60	\$103,198.5	\$60,000.0	\$20,000.0	\$20,000.0	\$0.0	\$10,319.85	\$15,479.78	\$228,998.13
40	Third Concession North over Brown Drain	70.30	\$0.0	\$70,000.0	\$0.0	\$20,000.0	\$0.0	\$0.00	\$0.00	\$90,000.00
3003	Big Creek at Texas Road	70.50	\$0.0	\$60,000.0	\$0.0	\$20,000.0	\$0.0	\$0.00	\$0.00	\$80,000.00
3021	King Creek at Concession 8	71.40	\$0.0	\$60,000.0	\$0.0	\$40,000.0	\$0.0	\$0.00	\$0.00	\$100,000.00
20	Gore Atkin Drain Culvert	71.50	\$0.0	\$60,000.0	\$0.0	\$20,000.0	\$0.0	\$0.00	\$0.00	\$80,000.00
3004	Sinasac Drain at Texas Road	73.20	\$306,859.5	\$60,000.0	\$40,000.0	\$40,000.0	\$0.0	\$30,685.95	\$46,028.93	\$523,574.38
3013	Long Marsh Drain at Concession 5 North	73.40	\$152,047.5	\$0.0	\$0.0	\$20,000.0	\$0.0	\$15,204.75	\$22,807.13	\$210,059.38
3022	River Canard Bridge at Concession 8	73.60	\$197,242.5	\$60,000.0	\$40,000.0	\$40,000.0	\$0.0	\$19,724.25	\$29,586.38	\$386,553.13
3005	Big Creek at Alma Street	73.70	\$86,307.5	\$60,000.0	\$40,000.0	\$20,000.0	\$0.0	\$17,261.50	\$12,946.13	\$236,515.13
36	Fifth Concession North over Deslippe Drain	73.90	\$0.0	\$60,000.0	\$0.0	\$20,000.0	\$0.0	\$0.00	\$0.00	\$80,000.00
78	Texas Road over Deslippe Drain	74.00	\$0.0	\$70,000.0	\$0.0	\$20,000.0	\$0.0	\$0.00	\$0.00	\$90,000.00
3011	Merrick Creek at Concession 5 North	74.98	\$0.0	\$30,000.0	\$0.0	\$20,000.0	\$0.0	\$0.00	\$0.00	\$50,000.00
15	Ong Drain Culvert	75.00	\$0.0	\$60,000.0	\$0.0	\$20,000.0	\$0.0	\$0.00	\$0.00	\$80,000.00
16	Albert McGree Drain-Upper Culvert	75.00	\$0.0	\$60,000.0	\$0.0	\$20,000.0	\$0.0	\$0.00	\$0.00	\$80,000.00
22	Smith Road over Charles Shepley Drain	82.50	\$0.0	\$70,000.0	\$0.0	\$20,000.0	\$0.0	\$0.00	\$0.00	\$90,000.00
32	Alma Street over Deslippe Drain	94.80	\$0.0	\$30,000.0	\$0.0	\$20,000.0	\$0.0	\$0.00	\$0.00	\$50,000.00

<b>Sub-Total:</b>	<b>\$6,695,938.625</b>
<b>Total:</b>	<b>\$20,781,326.800</b>

## **Appendix C:**

### *10-Year Capital Work Plan*

Capital Work 10-Year Plan (in \$1000's)																	
Structure ID	Structure Name	BCI	Repair Needs	Recommended Timing		Description	2021 (\$000)	2022 (\$000)	2023 (\$000)	2024 (\$000)	2025 (\$000)	2026 (\$000)	2027 (\$000)	2028 (\$000)	2029 (\$000)	2030 (\$000)	10-Year Plan (\$000)
				1 to 5 Years	6 to 10 Years												
N/A	Structures with Approach Rehabilitation Work only	N/A	N/A	✓		Design Construction & CA	\$1,030.000										\$1,030.000
3023	River Canard at Texas Road	12.09	Replacement	✓		Design Construction & CA	\$56.500	\$594.750									\$651.250
8	Albert McGree Drain-Lower Culvert	39.00	Replacement	✓		Design Construction & CA	\$341.539										\$341.539
3	Collison Drain Culvert	40.30	Replacement	✓		Design Construction & CA	\$328.070										\$328.070
59	Fourth Concession North over Hamel Bezaire Drain South Branch	51.80	Replacement	✓		Design Construction & CA	\$451.900										\$451.900
45	Sixth Concession North over Sinasac Drain	41.90	Replacement	✓		Design Construction & CA	\$10.000	\$662.652									\$672.652
77	North Sideroad Twin Culvert bypass at River Canard	43.30	Replacement	✓		Design Construction & CA	\$56.100	\$682.710									\$738.810
68	Sixth Concession North over Imeson-Meloche Drain	43.70	Replacement	✓		Design Construction & CA		\$10.000	\$347.125								\$357.125
25	Seventh Concession South over McGuire Branch of the North 7th Concession Drain	44.30	Replacement	✓		Design Construction & CA		\$10.000	\$399.483								\$409.483
3020	Sucker Creek Bridge	44.50	Replacement	✓		Design Construction & CA			\$115.570	\$964.055							\$1,079.625
2002	Ninth Concession Road Drain at Middle Sideroad	45.15	Replacement	✓		Design Construction & CA			\$66.200	\$671.300							\$737.500
19	South Sideroad over 8th Concession Drain South	49.50	Replacement	✓		Design Construction & CA			\$10.000	\$497.614							\$507.614
57	Sixth Concession North over Mayville-Jubinville Drain and Branch	49.60	Replacement	✓		Design Construction & CA			\$10.000	\$377.600							\$387.600
49	Sixth Concession North over Mayville Drain	52.30	Replacement	✓		Design Construction & CA			\$10.000	\$257.340							\$267.340
67	Shaw Drain Culvert	52.70	Replacement		✓	Design Construction & CA			\$10.000	\$343.360							\$353.360
3012	River Canard at Concession 5 North	53.40	Replacement	✓		Design Construction & CA			\$264.875	\$2,508.562							\$2,773.437
23	Fourth Concession South over Whelan Drain South	55.10	Replacement		✓	Design Construction & CA				\$10.000	\$382.069						\$392.069
21	South Sideroad over Beetham Drain	55.40	Replacement		✓	Design Construction & CA				\$10.000	\$282.520						\$292.520
3014	Merrick Creek at Concession 6 North	57.20	Major Rehabilitation	✓		Design Construction & CA				\$76.400	\$513.600						\$590.000
2003	Long Marsh Drain at Concession 9	58.50	Major Rehabilitation	✓		Design Construction & CA				\$82.696	\$643.504						\$726.200
72	Sixth Concession South over Deslippe Drain	58.70	Replacement	✓		Design Construction & CA					\$10.000	\$484.320					\$494.320
3006A	Seventh Concession Road Drain at Alma A	59.00	Major Rehabilitation	✓		Design Construction & CA						\$15.480	\$258.020				\$273.500

<b>Sub-Total:</b>	<b>\$2,274.109</b>	<b>\$1,960.112</b>	<b>\$968.378</b>	<b>\$3,376.144</b>	<b>\$2,687.658</b>	<b>\$1,831.693</b>	<b>\$499.800</b>	<b>\$258.020</b>	<b>\$0.000</b>	<b>\$0.000</b>	<b>\$13,855.914</b>
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Capital Work 10-Year Plan (in \$1000's)																	
Structure ID	Structure Name	BCI	Repair Needs	Recommended Timing		Description	2021 (\$000)	2022 (\$000)	2023 (\$000)	2024 (\$000)	2025 (\$000)	2026 (\$000)	2027 (\$000)	2028 (\$000)	2029 (\$000)	2030 (\$000)	10-Year Plan (\$000)
				1 to 5 Years	6 to 10 Years												
3006B	Seventh Concession Road Drain at Alma B	59.00	Major Rehabilitation	✓		Design Construction & CA							\$15.300	\$255.950			\$271.250
3007	Long Marsh Drain at Alma Street	60.10	Major Rehabilitation	✓		Design Construction & CA							\$35.308	\$546.042			\$581.350
11	2nd Concession Road Drain Culvert	60.90	Minor Rehabilitation	✓		Design Construction & CA							\$10.000	\$125.281			\$135.281
9	Woods Drain Culvert	62.50	Minor Rehabilitation	✓		Design Construction & CA							\$10.000	\$51.498			\$61.498
38	Third Concession North over Whelan Drain	63.00	Minor Rehabilitation	✓		Design Construction & CA							\$10.000	\$110.382			\$120.382
3009	Long Marsh Drain at Concession 3 North	63.20	Major Rehabilitation	✓		Design Construction & CA							\$123.549	\$1,055.813			\$1,179.362
27	Ernest Paquette Drain Culvert	63.60	Replacement		✓	Design Construction & CA							\$10.000	\$411.120			\$421.120
3018	Long Marsh Drain at Concession 6 North	63.80	Major Rehabilitation		✓	Design Construction & CA							\$70.035	\$440.408			\$510.443
13	Whelan Drain-South Culvert	64.60	Minor Rehabilitation	✓		Design Construction & CA							\$10.000	\$132.020			\$142.020
34	Third Concession North over Darrah Drain	66.20	Minor Rehabilitation	✓		Design Construction & CA								\$10.000	\$97.589		\$107.589
3019	Shuell Creek at Concession 8	66.20	Minor Rehabilitation	✓		Design Construction & CA								\$11.371	\$107.181		\$118.552
5	Beaudoin Drain South Culvert	66.70	Minor Rehabilitation		✓	Design Construction & CA								\$10.000	\$103.950		\$113.950
2004	Long Marsh Drain at Middle Sideroad	67.10	Minor Rehabilitation	✓		Design Construction & CA								\$40.336	\$258.864		\$299.200
3010	Long Marsh Drain at Concession 4 North	67.10	Major Rehabilitation	✓		Design Construction & CA								\$101.680	\$804.320		\$906.000
2001	Pony Hill Bridge	68.00	Major Rehabilitation	✓		Design Construction & CA								\$63.760	\$218.240		\$282.000
3015	Shuell Creek at Concession 6 North	69.60	Minor Rehabilitation	✓		Design Construction & CA								\$10.319	\$218.678		\$228.997
3004	Sinasac Drain at Texas Road	73.20	Minor Rehabilitation	✓		Design Construction & CA								\$30.685	\$492.888		\$523.573
3013	Long Marsh Drain at Concession 5 North	73.40	Minor Rehabilitation	✓		Design Construction & CA								\$15.204	\$194.854		\$210.058
3022	River Canard Bridge at Concession 8	73.60	Minor Rehabilitation	✓		Design Construction & CA								\$19.724	\$366.829		\$386.553
3005	Big Creek at Alma Street	73.70	Minor Rehabilitation	✓		Design Construction & CA								\$17.261	\$219.253		\$236.514

<b>Sub-Total:</b>	<b>\$0.000</b>	<b>\$0.000</b>	<b>\$0.000</b>	<b>\$0.000</b>	<b>\$0.000</b>	<b>\$0.000</b>	<b>\$0.000</b>	<b>\$284.192</b>	<b>\$3,006.494</b>	<b>\$462.360</b>	<b>\$3,082.646</b>	<b>\$6,835.692</b>
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<b>Total:</b>	<b>\$2,274.109</b>	<b>\$1,960.112</b>	<b>\$968.378</b>	<b>\$3,376.144</b>	<b>\$2,687.658</b>	<b>\$1,831.693</b>	<b>\$783.992</b>	<b>\$3,264.514</b>	<b>\$462.360</b>	<b>\$3,082.646</b>	<b>\$20,691.606</b>
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## **Appendix D:**

### *Additional Investigations*

Additional Investigations										
Structure ID	Structure Name	Type	BCI	Length (m)	Width (m)	Road Width (m)	Additional Investigations	Priority		
								Urgent	1 Year	2 Year
3023	River Canard at Texas Road	Slab on Steel I - Girders	12.09	9.3	5	5	Monitoring of Deformations & Movements Monitoring of Crack Widths		\$5,000.0 \$5,000.0	
8	Albert McGree Drain-Lower Culvert	Concrete Rigid Frame Culvert (Open Footing)	39	5	4.3	5.8	Monitoring of Deformations & Movements Monitoring of Crack Widths		\$5,000.0 \$5,000.0	
3020	Sucker Creek Bridge	Slab on Steel I - Girders	44.5	8.3	7.9	7.3	Detailed Bridge Condition Survey Structure Evaluation		\$40,000 \$10,000	
2002	Ninth Concession Road Drain at Middle Sideroad	RC Slab on Rigid Frame Legs	45.15	6.6	6	6	Monitoring of Deformations & Movements Monitoring of Crack Widths Structure Evaluation		\$5,000 \$5,000 \$10,000	
3012	River Canard at Concession 5 North	Slab on Concrete Girders	53.4	32.5	8.2	6.5	Detailed Bridge Condition Survey Structure Evaluation Underwater Investigation		\$40,000 \$10,000 \$15,000	
23	Fourth Concession South over Whelan Drain-South	SPCSP Culvert - Round	55.1	13.40	1.30	6.50	Monitoring of Deformations & Movements		\$5,000	
3014	Merrick Creek at Concession 6 North	Concrete Rigid Frame	57.2	6.6	8	6.5	Detailed Bridge Condition Survey Structure Evaluation		\$40,000 \$10,000	
2003	Long Marsh Drain at Concession 9	Slab on Steel I - Girders	58.5	12.4	8	7.3	Monitoring of Crack Widths Detailed Bridge Condition Survey		\$5,000 \$40,000	
3009	Long Marsh Drain at Concession 3 North	Concrete Rigid Frame	63.2	15.8	9.8	6.2	Detailed Bridge Condition Survey Structure Evaluation		\$40,000 \$10,000	
3018	Long Marsh Drain at Concession 6 North	Concrete Rigid Frame Arch	63.8	11.1	9.5	7	Detailed Bridge Condition Survey Structure Evaluation		\$40,000 \$10,000	
2004	Long Marsh Drain at Middle Sideroad	Concrete Rigid Frame Arch	67.1	17	8	6.5	Detailed Deck Condition Survey		\$30,000	
3010	Long Marsh Drain at Concession 4 North	Rigid Concrete Slab (Integral System)	67.1	15.2	10	7	Detailed Bridge Condition Survey Structure Evaluation		\$40,000 \$10,000	
2001	Pony Hill Bridge	Slab on Concrete Box Girders	68	8.6	8	6.3	Detailed Bridge Condition Survey Underwater Investigation Monitoring of Deformations/Movements		\$40,000 \$15,000 \$5,000	
<b>Total Costs:</b>								<b>\$0</b>	<b>\$495,000</b>	<b>\$0</b>

## **Appendix E:**

### *Maintenance Needs*

Maintenance Needs										
Structure ID	Structure Name	Structure Type	BCI	Length (m)	Width (m)	Road Width (m)	Maintenance Needs	Priority		
								Ongoing	1 Year	2 Year
8	Albert McGree Drain-Lower Culvert	Concrete Rigid Frame Culvert (Open Footing)	39	5.00	4.30	5.80	To Remove Heavy Vegetation, Fallen Tree, & Sediments from Watercourse	\$2,000		
3	Collison Drain Culvert	Concrete Rigid Frame Culvert (Open Footing)	40.3	7.80	2.10	6.30	To Remove Heavy Vegetation from Stream		\$1,000	
45	Sixth Concession North over Sinasac Drain	Double CSP Culvert	41.9	18.40	1.60	7.00	To Remove Heavy Vegetation & Sediments from Stream	\$2,000		
77	North Sideroad Twin Culvert bypass at River Canard	Twin SPCSP Culvert	43.3	18.7	3	6	To Remove Heavy Vegetation from Stream & Embankments To Implement Erosion Control Measure along Stream Bank	\$3,000	\$5,000	
59	Fourth Concession North over Hamel Bezaire Drain South Branch	Concrete Rigid Frame Culvert (Open Footing)	51.8	9	2.4	7	To Remove Heavy Vegetation & Sedimentation from Watercourse	\$2,000		
23	Fourth Concession South over Whelan Drain-South	SPCSP Culvert - Round	55.1	13.40	1.30	6.50	To Remove Heavy Vegetation from Watercourse	\$2,000		
3007	Long Marsh Drain at Alma Street	Concrete Rigid Frame Arch	60.1	9.7	9.1	7	To Remove Debris from Deck Drains Remove/Clean Debris Accumulation along Shoulders To Remove Heavy Vegetation & Sedimentation from Watercourse	\$2,000	\$1,000	\$1,000
2	Collison Drain Culvert	CSP Arch Culvert	60.3	10.20	2.10	6.50	To Repair Partial Failure & Medium Erosion on Embankments		\$2,000	
11	2nd Concession Road Drain Culvert	Concrete Rigid Frame Culvert (Open Footing)	60.9	7.50	2.50	6.50	To Remove Heavy Vegetation from Stream & Embankments	\$2,000		
4	Grant Drain Culvert	CSP Culvert	61	16.80	0.60	6.10	To Remove Heavy Vegetation from Stream	\$2,000		
18	Bailey Drain Culvert	CSP Round Culvert	62.5	12.80	0.90	6.00	To Remove Heavy Vegetation from Stream	\$2,000		
27	Ernest Paquette Drain Culvert	SPCSP Culvert - Arch	63.6	12.00	1.80	6.50	To Remove Heavy Vegetation from Stream	\$2,000		
3018	Long Marsh Drain at Concession 6 North	Concrete Rigid Frame Arch	63.8	11.1	9.5	7	To Remove Debris from Deck Drains Remove/Clean Debris Accumulation along Shoulders		\$1,000	\$1,000
13	Whelan Drain-South Culvert	Concrete Rigid Frame Culvert (Open Footing)	64.6	8.50	2.40	6.00	To Remove Heavy Vegetation from Stream	\$2,000		
3019	Shuell Creek at Concession 8	Concrete Rigid Frame Culvert (Open Footing)	66.2	10.5	2.8	6.5	To Rout and Seal Asphalt Wearing Surface over Culvert To Implement Erosion Control Measures at SW & SE Embankments		\$10,000	\$3,000
5	Beaudoin Drain South Culvert	Concrete Rigid Frame Culvert (Open Footing)	66.7	7.3	3	6	To Reinstate/Replace Hazard Markers To Remove Heavy Vegetation & Sediments from Watercourse & Embankments To Relocate Utility Pipe To Regrade Approach Wearing Surface		\$2,000	\$5,000
46	Texas Road over Sinasac Drain	CSP Round Culvert	66.9	15.7	1	6.5	To Remove Sediments from Stream Bed under Culvert Barrel	\$2,000		
2004	Long Marsh Drain at Middle Sideroad	Concrete Rigid Frame Arch	67.1	17	8	6.5	To Remove Overgrown Vegetation from Stream & Embankments	\$3,000		

<b>Sub-Total:</b>	<b>\$28,000</b>	<b>\$40,000</b>	<b>\$0</b>
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Maintenance Needs										
Structure ID	Structure Name	Structure Type	BCI	Length (m)	Width (m)	Road Width (m)	Maintenance Needs	Priority		
								Ongoing	1 Year	2 Year
3010	Long Marsh Drain at Concession 4 North	Rigid Concrete Slab (Integral System)	67.1	15.2	10	7	To Remove Debris from Deck Drains To Remove Debris Accumulation along Shoulders To Remove Heavy Vegetation & Sedimentation from Watercourse		\$1,000 \$1,000 \$2,000	
14	Shaw Drain South Culvert	CSP Round Culvert	67.4	19.50	1.20	6.10	To Remove Overgrown Vegetation from Stream	\$2,000		
47	Texas Road over 8th Concession Drain North	Concrete Rigid Frame Culvert (Open Footing)	68.3	9.3	2.4	6.5	To Remove Sediments from Stream Bed	\$2,000		
63	Third Concession North over Dolphis-Meloche Drain	CSP Round Culvert	68.69	18.2	1.2	7	To Rout and Seal Asphalt Wearing Surface over Culvert			\$10,000
55	Third Concession North over Ouellette-East Drain and North Branch	Concrete Rigid Frame Culvert (Open Footing)	69	11.6	2.1	6.5	Concrete Repairs to Barrel Soffit To Remove Overgrown Vegetation from Stream & Embankments To Repair Severe Erosion on Embankments	\$3,000 \$5,000	\$10,000	
74	Concession 8 over 8th Concession Drain North	CSP Round Culvert	69	18	2.4	6.5	To Remove Heavy Vegetation & Sedimentation from Watercourse To Rout and Seal Asphalt Wearing Surface over Culvert	\$2,000		\$10,000
65	Fourth Concession North over Adams Drain Upper Portion	Concrete Round Culvert	69.8	11.8	0.9	7	To Rout and Seal Asphalt Wearing Surface over Culvert Repair Concrete at West & East End of Barrel		\$10,000 \$8,000	
43	Fourth Concession North over Brown Drain	Concrete Rigid Frame Culvert (Open Footing)	69.9	9.20	1.80	7.00	Concrete Repairs to Barrel			\$10,000
70	Fifth Concession North over North Townline Drain	Concrete Rigid Frame Culvert (Open Footing)	70	10.5	1.8	6.5	Concrete Repairs to Barrel, Inlet, & Outlet Components To Remove Heavy Vegetation & Sedimentation from Watercourse	\$2,000	\$8,000	
33	Alma Street over Renaud Drain	Concrete Rigid Frame Box Culvert	70.5	14.00	3.00	6.50	To Rout and Seal Asphalt Wearing Surface over Culvert Concrete Repairs to Barrel Soffit To Implement Erosion Control Measures at NE Embankment			\$10,000 \$10,000 \$3,000
53	Third Concession North over Warren Drain	Concrete Rigid Frame Culvert (Open Footing)	70.7	11.5	1.8	6.5	Concrete Repairs to Barrel Soffit		\$10,000	
58	Eighth Concession over McKee Drain	CSP Round Culvert	70.7	18	1.2	6.5	To Rout and Seal Asphalt Wearing Surface over Culvert		\$10,000	
3021	King Creek at Concession 8	Concrete Rigid Frame	71.4	6.2	8	7.6	Erosion Control Measures along Stream Banks & SW Embankment Concrete Repair to Soffit Exterior & Wingwalls		\$3,000 \$10,000	
62	Third Concession North and North Sideroad over Beaudoin Drain North	Concrete Rigid Frame Culvert (Open Footing)	71.6	36	2.45	10	Concrete Repairs to Barrel Soffit To Rout and Seal Asphalt Wearing Surface over Culvert			\$8,000 \$10,000
3004	Sinasac Drain at Texas Road	Concrete Rigid Frame Arch	73.2	11.1	9.7	6	To Remove Heavy Sedimentation from Watercourse	\$2,000		
3013	Long Marsh Drain at Concession 5 North	Concrete Rigid Frame Arch	73.4	11	9.7	6.5	To Implement Erosion Control Measures at Bridge Corners To Remove Sediment Accumulation from Stream Bed	\$2,000	\$4,000	
3022	River Canard Bridge at Concession 8	Slab on CPCI Girder	73.6	25.5	9.1	6.7	To Remove Debris from Expansion Joint Sealants To Implement Erosion Control Measures along Stream Banks		\$1,000 \$5,000	
<b>Sub-Total:</b>								<b>\$20,000</b>	<b>\$83,000</b>	<b>\$71,000</b>

Maintenance Needs										
Structure ID	Structure Name	Structure Type	BCI	Length (m)	Width (m)	Road Width (m)	Maintenance Needs	Priority		
								Ongoing	1 Year	2 Year
3005	Big Creek at Alma Street	Concrete Rigid Frame	73.7	7.9	11.5	7	Remove/Clean Debris Accumulation along Shoulders & Seal Wearing Surface To Replace Missing Caps of Steel Hand Railing		\$8,000 \$2,000	
36	Fifth Concession North over Deslippe Drain	Concrete Rigid Frame Culvert (Open Footing)	73.9	9.1	2.4	7	To Implement Erosion Control Measures at NW & SW Embankments To Remove Sediments from Stream Bed	\$2,000	\$4,000	
39	Texas Road over Morgan Drain-Upper Portion	CSP Round Culvert	74	18.60	1.10	6.50	To Remove Sediments from Stream Bed	\$2,000		
3002	River Canard at North Sideroad	Pony Truss Bridge (Narrow Structure)	74	26.5	5.3	6.1	To Rout and Seal Asphalt Wearing Surface Concrete Repairs to Abutment Walls		\$10,000 \$5,000	
2005-A	Big Creek Drain at Meloche Road	Precast Concrete Box Culvert	74.3	14.2	9	7	Concrete Repairs to Barrel Ends & Topping Slab		\$6,000	
56	Fourth Concession North over Knapp Drain and Extension	CSP Round Culvert	74.4	12.9	0.7	7	To Rout and Seal Asphalt Wearing Surface over Culvert To Remove Heavy Sedimentation from Watercourse	\$2,000		\$10,000
10	Ong Drain Culvert	SPCSP Arch Culvert	74.5	17.10	4.20	6.50	To Remove Heavy Sedimentation from Watercourse	\$2,000		
24	Fourth Concession South over Levergood Drain	CSP Round Culvert	74.8	12.00	0.90	6.50	Remove Vegetation from Stream Bed	\$2,000		
3001	River Canard at North Sideroad - 3001	Slab on Steel I - Girders	74.9	17.9	9.7	9	Bridge Cleaning Erosion Control Measures at Bridges To Rout and Seal Asphalt Wearing Surface over Approaches To Repair Barrier Wall Handrailing		\$2,000 \$4,000 \$10,000 \$2,000	
3017	River Canard at Concession 6 North	Slab on Concrete CPCI Girders (Integral Abutments)	74.9	30.2	9.7	9	To Rout and Seal Asphalt Wearing Surface over Deck To Implement Erosion Control Measures along Springline		\$10,000 \$3,000	
50	Kingsbridge Drive over Ouellette-West Drain	SPCSP Arch Culvert	74.95	38.7	3.7	6.6	To Rout and Seal Asphalt Wearing Surface over Culvert			\$10,000
28	Alma Street over Darrah Drain	SPCSP Round Culvert	75	23	2.7	6.3	To Remove Heavy Sedimentation from Watercourse To Rout and Seal Asphalt Wearing Surface over Culvert	\$2,000		\$10,000
22	Smith Road over Charles Shepley Drain	CSP Culvert	82.5	30.00	2.10	6.10	To Remove Vegetation from Inlet & Outlet of Barrel	\$2,000		
7	Albert McGree Drain Culvert	Precast Concrete Box Culvert	99.33	16.60	4.20	6.30	To Apply Sealant/Waterproofing between Pre-cast Concrete Segments			\$5,000

<b>Sub-Total:</b>	<b>\$14,000</b>	<b>\$66,000</b>	<b>\$35,000</b>
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<b>Total Costs:</b>	<b>\$62,000</b>	<b>\$189,000</b>	<b>\$106,000</b>
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## **Appendix F:**

### *Approach Rehabilitation Structures*

Approach Rehabilitation Structures			
Structure ID	Structure Name	Description	Cost
14	Shaw Drain South Culvert	To Install Hazard Signs and SBGRs	\$80,000
15	Ong Drain Culvert	To Install Hazard Signs and SBGRs	\$80,000
16	Albert McGree Drain-Upper Culvert	To Install Hazard Signs and SBGRs	\$80,000
20	Gore Atkin Drain Culvert	To install SBGRs over Roadway	\$80,000
22	Smith Road over Charles Shepley Drain	To Install SBGRs, Hazard Markers, Rout, and Seal Asphalt Wearing Surface	\$90,000
32	Alma Street over Deslippe Drain	To Replace Damages SBGR	\$50,000
36	Fifth Concession North over Deslippe Drain	To install SBGRs over Roadway	\$80,000
40	Third Concession North over Brown Drain	To Install SBGRs, Rout and Seal Asphalt Wearing Surface	\$90,000
47	Texas Road over 8th Concession Drain North	To Install Hazard Signs and SBGRs	\$80,000
78	Texas Road over Deslippe Drain	To Install SBGRs, Hazard Markers, Rout, and Seal Asphalt Wearing Surface	\$90,000
3003	Big Creek at Texas Road	To install SBGRs over Roadway	\$80,000
3011	Merrick Creek at Concession 5 North	To Replace SBGR End Treatments and Asphalt Crack Sealing	\$50,000
3021	King Creek at Concession 8	To Replace Deck and Approach Asphalt Wearing Surface	\$100,000

**Total: \$1,030,000**

## **Appendix G:**

### *Two-Year Priority Report*

2-Year Plan (Detailed Cost Estimate)							
Priority	Structure ID	Structure Name	BCI	Repair Needs	Capital Year	Cost Estimate	Remarks (Proposed Scope of Work)
1	N/A	Structures with Approach Rehabilitation Work only	N/A	N/A	2021	\$1,100,000	Undertake Length of Need Study for the approach SBGR needed for the highlighted Structures (bundled assignment) and implement the SBGR in accordance with the latest standard details. The scope of work may also include rout and sealing the approach wearing surface as needed. Please refer to Appendix F for the list of structures and the needs identified for each.
2	3023	River Canard at Texas Road	12.09	Replacement	2022	\$700,000	Structure is in poor condition and evidence of possible total collapse of structure was noted on southeast corner of the bridge. Separation between bridge deck and girders, with tilting of the girder was noted on southwest corner. The bridge is currently used as a trail bridge; yet, consideration should be given to the immediate bridge closure (even for pedestrians). The bridge is reportedly built circa 1900 and is already past its theoretical service life. Replacement of the structure is recommended, if the trail needs to remain in service. Options could include replacement with a culvert, if justified. The scope of work should include MCEA & Preliminary Design (to identify the preferred replacement option), Detailed Design and Construction. Cost estimate is based on an assumed culvert replacement and/or bailey bridge. Alternatively the bridge could be retired.
3	8	Albert McGree Drain-Lower Culvert	39.00	Replacement	2021	\$500,000	Structure is in an overall poor condition. Evidence of severe delamination, spalls with exposed rusted rebar, wide vertical, and horizontal cracks was not on the culvert barrel. Moreover, Evidence of severe disintegration, wide cracks, and separation on retaining walls was noted. Separation of retaining wall from barrel was also noted. The culvert is reportedly built in 1940 and is already past its theoretical service life. Replacement of the structure is recommended. The scope of work should include MCEA & Preliminary Design (to identify the preferred replacement option), Detailed Design and Construction. Cost estimate is based on an assumed culvert replacement with a CSP structure.
4	3	Collison Drain Culvert	40.30	Replacement	2021	\$400,000	Structure is generally in poor condition, evidencing severe scaling and vertical wide cracks, disintegration and undermining of retaining walls. Severe spalls with exposed rusted rebar and delaminations was noted on barrel soffit with evidence of severe erosion along barrel footing. Culvert has extended southerly (date: unknown). The original section is reported built circa 1930 and is already past its theoretical service life. Replacement of the structure is recommended. The culvert is a non-structural culvert and therefore could be easily replaced with a CSP culvert of adequate hydraulic capacity. The scope of work should include Detailed Design (limited effort since non-structural) and Construction. Cost estimate is based on an assumed culvert replacement with a CSP structure.
5	59	Fourth Concession North over Hamel Bezaire Drain South Branch	51.80	Replacement	2021	\$400,000	Structure is generally in poor condition, evidencing severe disintegration, spalls, and exposed rusted rebar on barrel ends, inlet, and outlet components. Culvert has extended southerly (date: unknown). The original section is reported built circa 1940 and is already past its theoretical service life. Replacement of the structure is recommended. The culvert is a non-structural culvert and therefore could be easily replaced with a CSP culvert of adequate hydraulic capacity. The scope of work should include Detailed Design (limited effort since non-structural) and Construction. Cost estimate is based on an assumed culvert replacement with a CSP structure.
6	45	Sixth Concession North over Sinasac Drain	41.90	Replacement	2022	\$400,000	Structure is generally in poor condition. Evidence of severe corrosion, perforation, and cracks was noted on both barrels. Evidence of impact damage and sag was noted on exposed surface of north barrel. The original section is reported built in 1990 and is already past its theoretical service life. Replacement of the structure is recommended. The culvert is a non-structural culvert and therefore could be easily replaced like for like (pending adequate hydraulic capacity). Nonetheless, the extent of corrosion despite age of the culvert may require additional soil/water testing to identify the best material (protection layer) for the culvert. The scope of work should include Detailed Design (limited effort since non-structural) and Construction. Cost estimate is based on an assumed culvert replacement with a CSP structure.
7	77	North Sideroad Twin Culvert bypass at River Canard	43.30	Replacement	2022	\$400,000	Structure is in an overall poor condition. Evidence of severe corrosion and perforation was noted on culvert invert which could lead to potential undermining of the barrel due to stream flow under barre The construction date is unknown but it is clearly past its theoretical service life. Replacement of the structure is recommended. The culvert is a non-structural culvert and therefore could be easily replaced with a CSP culvert of adequate hydraulic capacity. Additional soil/water testing is recommended to identify the best material (protection layer) for the culvert. The scope of work should include Detailed Design (limited effort since non-structural) and Construction. Cost estimate is based on an assumed culvert replacement with a CSP structure.

**Appendix H:**  
*OSIM Reports*



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF PLANNING, DEVELOPMENT & LEGISLATIVE SERVICES

MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.

Table with 2 columns: Author's Name, Report Date, Author's Phone, Date to Council, Author's E-mail, Resolution #.

To: Mayor and Members of Town Council

Subject: Extension of Part Lot Control Exemption for Part of Meadow View Estates Subdivision

1. RECOMMENDATION:

It is recommended that:

- 1. By-law 2021-014 being a by-law to amend By-law 2018-20 to extend the expiration date and amend the land described for Part Lot Control exemption, related to Meadow View Estates subdivision, be taken as having been read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same.

2. BACKGROUND:

The Town is in receipt of a request from Jeffrey A. Baker, Solicitor for 1352120 Ontario Limited, requesting for an extension of part lot control under Section 50 of the Planning Act for lot 12, Plan 12M-638, within the Meadow View Estates Subdivision. A one year extension has been requested to accommodate the completion and final registration of the applicant's semi-detached unit within the subdivision.

Part Lot control is a provision under the Planning Act that regulates the transfer or sale of a lot within a registered plan of subdivision. Part Lot Control is utilized for land division within a registered Plan of Subdivision and part lot control is most commonly used for semi-detached and townhome developments after construction has started to accurately set the boundary lines between the units, create the parcels for sale and transfer the ownership.



### **3. DISCUSSION:**

On April 9, 2018, Council passed By-law 2018-20 removing certain lands from Part Lot Control within Plan 12M-638 (Meadow View Subdivision). By-Law 2018-20 was passed with an expiration date of April 9, 2021. A request to extend the By-law for one more year has been requested for lot 12 of 12M638 of Meadow View subdivision. Approval of the Part Lot Control By-Law would allow for the completion of construction and registration of the proposed semi-detached unit.

Subsection 7.4 of Section 50 of the Planning Act, R.S.O. 1990, c.P.13, provides Council with the authority to extend the time period specified for the expiration of the original by-law.

Administration has therefore prepared By-Law 2021-014 for Council's consideration providing for an expiration date of April 9, 2022 for the lands yet to be conveyed. Part Lot Control will once again apply to the lands described as lot 12, Plan 12M-638, within the Meadow View Estates Subdivision and will extend the timeframe to allow for severance of the semi-detached unit for final registration.

The proposal is in compliance with the Town of Amherstburg's zoning by-law and the Planning Act, R.S.O. 1990, c.P. 13, provides Council with the authority to extend the timeframe for part lot control.

### **4. RISK ANALYSIS:**

The recommendation in this report presents little to no risk to the municipality. The proposed By-Law will allow for severance of the semi-detached unit for final registration. A one year expiration date is a reasonable limit to allow for the semi-detached unit to be completed, surveyed, and finalize registration.

### **5. FINANCIAL MATTERS:**

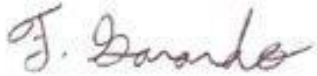
All costs associated with the request, including preparation of a survey and registration of the by-law, are the responsibility of the applicant.

### **6. CONSULTATIONS:**

N/A

7. **CONCLUSION:**

Administration recommends the approval of the request for a one-year extension of part lot control for Lot 12, Plan 12M-638, a portion of Meadow View subdivision, as the request is in compliance with the Town's planning documents and the Planning Act, R.S.O. 1990, c.P. 13, provides Council with this authority.



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Frank Garardo  
**Manager of Planning Services**

**JM**

## Report Approval Details

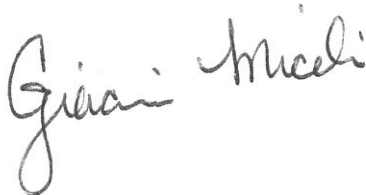
Document Title:	Extension of Part Lot Control Exemption for Part of Meadowview Subdivision.docx
Attachments:	- Report to Council- March 8- Extension of Part Lot Control Exemption for Meadowview Estates Subdivision- ATTACHMENTS.pdf
Final Approval Date:	Mar 2, 2021

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

**Task assigned to Cheryl Horrobin was completed by Justin Rousseau**



Justin Rousseau



John Miceli



Paula Parker



JEFFREY A. BAKER, LL.B.  
JANICE O. BUSCH, B.Sc., LL.B.

41 SANDWICH STREET SOUTH  
AMHERSTBURG, ONTARIO  
CANADA  
N9V 1Z5

TELEPHONE (519) 736-2154  
TELECOPIER (519) 736-2466

The Corporation of the Town of Amherstburg  
3295 Meloche Road  
Amherstburg, Ontario  
N9V 2Y8

February 12, 2021

By e-mail

Attention: Frank Garardo, Manager, Planning Services

Dear Sir:

**RE: Meadowview Subdivision, Plan 12M-638, Part Lot Control Exemption By-Law 2018-20  
Request for Extension, Lot 12, Plan 12M-638**

Further to our recent telephone conversations, we are the solicitors for 1352120 Ontario Limited, the developer of the above referenced subdivision. Pursuant to application by our client, Town Council passed By-Law 2018-20 on April 9, 2020, under subsection 50(7) of the Planning Act, granting part lot control exemption for Lots 1 through 23 inclusive, Plan 12M-638, to enable the construction and sale of semi-detached homes on those lots.

By-Law 2018-20 provides that it expires on April 9, 2021.

Although semi-detached homes have been constructed and sold on all of those lots, it came to light a few months ago that the home constructed on Lot 12 (Parts 7 and 8, Plan 12R-27423) was laid out slightly off-kilter, such that the party wall, which would ideally be centred on the surveyed line between Parts 7 and 8, is actually about 0.3m (1 foot) north of the surveyed line at the front of the house, and about 1 m (3 feet) north of the surveyed line at the rear of the house. Enclosed is a copy of a building location survey that depicts this. You will note that all of the zoning by-law set back requirements have been met, and there is ample room for the necessary adjustment to the lot line without any danger of running afoul of lot area and coverage requirements.

The homeowners, the builder and the surveyor are working towards a resolution to this, which will necessarily involve a new reference plan for Lot 12, adjusting the property line to the centre of the party wall. However, such resolution is taking longer to achieve than initially expected, and the pandemic makes all of this more difficult and take longer than we would like. At this point, it appears that the resolution may well not be achieved by the April 9, 2021 expiry date of the current bylaw.

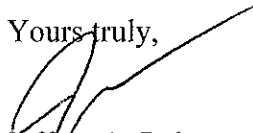
Please consider this letter as our client's request for an amendment to By-Law 2018-20 to extend the

expiry date of the By-Law, with respect to Lot 12, Plan 12M-638 only, for one additional year, to April 9, 2022, pursuant to subsection 50(7.4) of the Planning Act, which specifically provides for such. This would allow ample time for the parties involved to agree upon and implement the necessary revision to the legal boundary between these two semi-detached units.

We ask that this request be brought to Town Council at the earliest opportunity, and prior to the April 9, 2021 current expiry date, as in accordance with subsection 50(7.4), Council's authority to make such an amendment can only be exercised before the existing expiry date.

If anything further is required, please advise.

Yours truly,



Jeffrey A. Baker

encl.



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**CORPORATION OF THE TOWN OF AMHERSTBURG  
BY-LAW NO. 2018-20**

**By-law to remove certain lands from  
Part Lot Control (12M-638)  
(Meadow View Subdivision)**

---

**WHEREAS** Subsection 5 of Section 50 of the Planning Act, R.S.O. 1990, Chapter P13 provides that Part Lot Control shall apply where land is within a plan of subdivision;

**AND WHEREAS** Subsection 7 of Section 50 of the Planning Act provides that Council may by by-law provide that Subsection 5 does not apply to land that is within such registered plan of subdivision or part or parts thereof as is or are designated in the by-law, and, where the by-law is approved by the County of Essex, Subsection 5 ceases to apply to such land;

**AND WHEREAS** it is deemed desirable that the provisions of Subsection 5 shall not apply to certain lands within Registered Plan 12M-638.

**AND WHEREAS** Subsection 7.3 of Section 50 of the Planning Act provides that the by-law expires at the expiration of the time frame specified in the by-law.

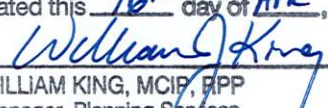
**NOW THEREFORE** the Council of the Corporation of the Town of Amherstburg enacts as follows:

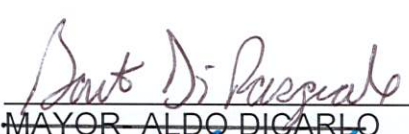

1. Subsection 5 of Section 50 of the Planning Act, R.S.O. 1990, Chapter P13 does not apply to the following:

**All and singular** those certain parcels or tracts of land and premises situate, lying and being in the Town of Amherstburg, the County of Essex, and Province of Ontario and being composed of Lots 1 through 23 inclusive, Registered Plan 12M-638, and known locally as Meadow View Subdivision.

2. That this By-Law shall come into force and effect upon approval thereof by the County of Essex.
3. That this By-law shall expire on the 9<sup>th</sup> day of April, 2021.

Read a first, second and third time and finally passed this 9<sup>th</sup> day of April, 2018.

APPROVED pursuant to section 50 (7) of  
the Planning Act  
Dated this 16<sup>th</sup> day of APR, 2018  
  
WILLIAM KING, MCIP, RPP  
Manager, Planning Services  
County of Essex

  
← MAYOR ALDO DICARLO  
DEPUTY MAYOR - BART DI PASQUALE  
  
CLERK- PAULA PARKER

**CORPORATION OF THE TOWN AMHERSTBURG  
BY-LAW NO. 2021-014**

**By-law to amend By-law 2018-20 (a by-law to  
Remove Certain Lands from Part Lot Control (12M-638))  
(Meadow View Estates Subdivision)**

---

**WHEREAS** By-law 2018-20 being a by-law to remove certain lands from Part Lot Control was passed by the Council of the Corporation of the Town of Amherstburg on the 9<sup>th</sup> day of April, 2021;

**AND WHEREAS** the Manager, Planning Services for the County of Essex approved By-law 2018-20 pursuant to Section 50(7) of the Planning Act on April 16, 2018;

**AND WHEREAS** By-law 2018-20 provided an expiration date of April 9, 2021;

**AND WHEREAS** the Owner has requested an extension of the expiration date;

**AND WHEREAS** the Owner has requested to amend the land described;

**AND WHEREAS** Section 50 (7.4) of the Planning Act provides that the Council of a local municipality may, at any time before the expiration of a by-law under subsection (7), amend the by-law to extend the time period specified for the expiration of the by-law and an approval under subsection (7.1) is not required.

**AND WHEREAS** Section 50 (7.5) of the Planning Act provides that the Council of a local municipality may repeal or amend a by-law passed under subsection (7) to delete part of the land described in it and an approval under subsection (7.1) is not required.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF AMHERSTBURG HEREBY ENACTS AS FOLLOWS:**

1. That Section 1 of By-law 2018-20 is hereby deleted and the following is substituted for it;

Subsection 5 of Section 50 of the Planning Act, RSO 1990, Chapter P13 does not apply to the following;

**All and singular** those certain parcels or tracts of land and premises situate, lying and being in the Town of Amherstburg, the County of Essex, and Province of Ontario and being composed of Lot 12, Plan 12M-638, and known locally as a portion of Meadow View Estates Subdivision.

2. That Section 3 of By-law 2018-20 is hereby deleted and the following is substituted for it:

This By-law shall expire on the 9<sup>th</sup> day of April, 2022.

3. That all other provisions of By-law 2018-20 remain in full force and effect.

Read a first, second and third time and finally passed this 8<sup>th</sup> day of March, 2021.

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MAYOR- ALDO DICARLO

---

CLERK- PAULA PARKER





## THE CORPORATION OF THE TOWN OF AMHERSTBURG

### OFFICE OF THE CAO

*MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.*

Author's Name: Kevin Fox	Report Date: February 19, 2021
Author's Phone: 519 736 0012 ext. 2272	Date to Council: March 8, 2021
Author's E-mail: <a href="mailto:kfox@amherstburg.ca">kfox@amherstburg.ca</a>	Resolution #:

To: Mayor and Members of Town Council

Subject: Amendments to the Roadside Ditch Maintenance Policy

---

#### 1. RECOMMENDATION:

It is recommended that:

1. The Roadside Ditch Maintenance Policy **BE AMENDED** in accordance with the report dated February 19, 2021 entitled, *Amendments to the Roadside Ditch Maintenance Policy*.

#### 2. BACKGROUND:

The Roadside Ditch Maintenance Policy was adopted on May 21, 2014 to establish policy provisions with regards to requests for roadside ditch maintenance.

On December 18, 2020, Council adopted a policy framework utilizing a standardized policy template.

A five year review timeline is the recognized proven approach to ensure policies are reviewed in a timely manner and reflective of current Town and municipal best practices.

#### 3. DISCUSSION:

As identified in the policy review report to Council of December 14, 2020, Administration continues to perform regular reviews of adopted policy to ensure legislative responsibilities, municipal priorities and best practices are taken into account. A review of the Roadside Ditch Maintenance Policy revealed that the policy actions continue to be important tools in communicating a mechanism for ratepayers to request

maintenance on roadside ditches but that the format of the policy was devoid of some areas such as identifying roles and responsibilities of members of Council and Administration in responding to these requests. For this reason it is recommended that the existing policy be amended.

**4. RISK ANALYSIS:**

The adoption of the amendments noted in this report can be expected to reduce risk for the Town of Amherstburg by ensuring roles and responsibilities are clearly defined in the Roadside Ditch Maintenance Policy.

**5. FINANCIAL MATTERS:**

There are no financial implications of associated with the noted policy changes.

**6. CONSULTATIONS:**

Giovanni (John) Miceli, Chief Administrative Officer  
Paula Parker, Clerk/Risk Manager  
Senior Management Team  
Antonietta Giofu, Director of Engineering and Public Works  
Eric Chamberlain, Manager of Roads and Fleet

**7. CONCLUSION:**

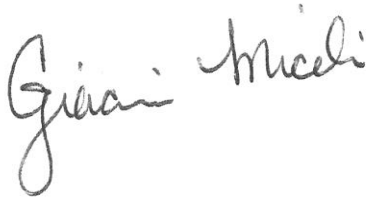
Regular review of municipal policies ensures that the Town of Amherstburg is in keeping with legislative requirements and municipal best practices. A review of the Roadside Ditch Maintenance Policy revealed the need to make amendments in keeping with the approved policy template to elaborate on the roles and responsibilities of Council and Administration.

  
\_\_\_\_\_  
Kevin Fox  
**Policy and Committee Coordinator**

## Report Approval Details

Document Title:	Amendments to the Roadside Ditch Maintenance Policy.docx
Attachments:	
Final Approval Date:	Mar 2, 2021

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




John Miceli



Paula Parker

# POLICY

	Policy:	<b>Roadside Ditch Maintenance</b>		
	Department:	Engineering and Public Works		
	Division:	Public Works	By-Law No.:	N/A
	Administered By:	Manager of Public Works	Approval Date:	DRAFT
	Replaces:	Roadside Ditch Maintenance May 21, 2014		
	Attachment(s):	Addendum A: Roadside Ditch Maintenance Request Form Addendum B: Roadside Ditch Maintenance Letter of Agreement		

## 1. POLICY STATEMENT

The Corporation of the Town of Amherstburg is committed to maintaining roadside ditches which make up part of the Town's drainage system. Over time roadside ditches tend to fill in, primarily due to natural erosion and vegetation. A regularly scheduled maintenance program of the ditch system usually involves re-trenching the ditch to clear the overgrowth of vegetation and obtain a positive water flow away from problem areas. These problems are most noticeable during the annual spring thaw and depending on the severity of problem areas, emergency maintenance is scheduled on an as required basis.

Property owners can make requests for public roadside ditching improvements by completing the Roadside Ditch Maintenance Request Form (See Addendum A).

## 2. PURPOSE

- 2.1. This policy describes the application process for Town of Amherstburg landowners to request roadside ditch maintenance.
- 2.2. This policy outlines the steps utilized by the Town of Amherstburg staff for roadside ditch maintenance projects.

## 3. SCOPE

- 3.1. This policy applies to any landowner seeking maintenance with roadside ditches.
  - 3.1.1. This does not include Municipal Drains as defined by the *Drainage Act*.
- 3.2. This policy shall be reviewed every five (5) years from the date it becomes effective, and/or sooner at the discretion of the CAO or designate.

## 4. DEFINITIONS

- 4.1. **Watershed** is the area of land that drains to a river, creek or lake.
- 4.2. **Roadside Ditch** is the open channel for the purpose of collecting and channelling road and adjacent surface drainage runoff or snowmelt.

4.3. **Open Ditches** are a natural or artificial watercourse ranging from a depression, or swale, to an open channel that conveys storm water runoff from both public and private properties. The primary purpose for a roadside ditch is to drain the road surface, road base and sub-grade as well as the surface drainage of the boulevard.

4.4. **Closed Ditches** are underground systems such as pipes or tiles that buried in the ground.

Other common definitions, acronyms, and terms are available in the Glossary located on the Town's Policies webpage.

## 5. **INTERPRETATIONS**

Any reference in this policy to any statute or any section of a statute shall, unless expressly stated, be deemed to be reference to the statute as amended, restated or re-enacted from time to time. Any references to a by-law or Town policy shall be deemed to be a reference to the most recent passed policy or by-law and any replacements thereto.

## 6. **GENERAL CONDITIONS**

### 6.1. **Application Process**

#### **Open Ditch Maintenance**

- 6.1.1. Landowner(s) must submit written notice when requesting maintenance of a roadside ditch. The form entitled *Roadside Maintenance Request Form* will be provided to the landowner.
- 6.1.2. Administration will determine the lands affected by the ditch in order to generate a mailing list. In addition, administration will prepare a maintenance schedule for consideration and approval by the landowners. Initially, the cost will be shared at the following rate:
  - 1/3 cost to the road
  - 2/3 cost to the affected lands (this cost will be divided based on frontage)
- 6.1.3. Administration will conduct an on-site meeting to review the ditch and the request with all landowners involved in the proposed ditch maintenance project.
- 6.1.4. All benefitting Landowners will be required to sign a letter of agreement prior to the administration continuing the project. See Addendum B: *Roadside Ditch Maintenance Letter of Agreement*.
- 6.1.5. Administration will complete a survey and prepare a plan and profile of the ditch. The plan and profile will be provided to the contractor to complete the maintenance of the ditch.
- 6.1.6. Open Ditch Maintenance will consist of brushing, bottom cleaning and culvert flushing.

- 6.1.7. Administration will prepare a request for quote for the proposed project. The awarded contractor will be required to provide proof of insurance and good standing with Workplace Safety and Insurance Board.
- 6.1.8. Administration will collect and invoice the cost to the landowners as per the agreed upon maintenance schedule.

### **Closed Roadside Drain Maintenance**

- 6.1.9. Landowner(s) must submit a written notice requesting maintenance of a closed roadside drain. The form entitled Roadside Maintenance Request Form will be provided to the landowner.
- 6.1.10. Administration will determine the lands affected by the drain in order to generate a mailing list. In addition, administration will prepare a maintenance schedule for consideration and approval by the landowners. Initially, the cost will be shared at the following rate:
- 1/3 cost to the road
  - 2/3 cost to the affected lands (this cost will be divided based on frontage)
- 6.1.11. Administration will conduct an on-site meeting to review the drain and the request with all landowners involved in the proposed ditch maintenance project. Landowners will be required to sign a letter of agreement prior to the administration continuing the project.
- 6.1.12. Closed Roadside Drain Maintenance will consist of flushing, televising, spot repairs of the pipe and repair and cleaning of catch basins.
- 6.1.13. Administration will prepare a request for quote for the proposed project. The awarded contractor will be required to provide proof of insurance and good standing with Workplace Safety and Insurance Board.
- 6.1.14. Administration will collect and invoice the cost to the landowners as per the agreed upon maintenance schedule.

### **Entrances and Enclosures**

- 6.1.15. Access culverts and lawn pipe enclosures will be 100% the responsibility of the individual landowners.
- 6.1.16. Landowners will be required to obtain a Right of Way permit prior to commencement of work.
- 6.1.17. Administration will provide grades, sizing and pipe material requirements to the landowners prior to construction.
- 6.1.18. Landowners will be required to provide the name of the contractor. The contractor will be required to provide proof of insurance and good standing with Workplace Safety and Insurance Board.

- 6.1.19. Landowners will be required to contact the municipality when work is to be completed for inspection purposes.

## 7. **RESPONSIBILITIES**

- 7.1. **Council** has the authority and responsibility to:
  - 7.1.1. Adopt the *Roadside Ditch Maintenance Policy*.
- 7.2. The **CAO** has the authority and responsibility to:
  - 7.2.1. Ensure compliance with the *Roadside Ditch Maintenance Policy*.
- 7.3. The **Director of Engineering and Manager of Public Works** has the authority and responsibility to:
  - 7.3.1. Ensure roadside ditch maintenance is completed within all applicable legislative requirements.
  - 7.3.2. Ensure compliance with the *Roadside Ditch Maintenance Policy*.
- 7.4. The **Manager of Roads and Fleet** has the authority and responsibility to:
  - 7.4.1. Respond to requests for information and guidance regarding roadside ditch maintenance on homeowner's property.
  - 7.4.2. Provide oversight of all maintenance of the Town's municipal drainage systems.
  - 7.4.3. Respond to requests for information and guidance regarding Right of Way permits which includes Entrances and Enclosures provided in this policy.

## 8. **REFERENCES AND RELATED DOCUMENTS**

- 8.1. *Planning Act of Ontario*
- 8.2. *Drainage Act and Conservation Authorities Act Protocol*



## THE CORPORATION OF THE TOWN OF AMHERSTBURG

### OFFICE OF THE CAO

*MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.*

Author's Name: Giovanni (John) Miceli	Report Date: March 4, 2021
Author's Phone: 519 736-0012 ext. 2228	Date to Council: March 8, 2021
Author's E-mail: <a href="mailto:jmiceli@amherstburg.ca">jmiceli@amherstburg.ca</a>	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: COVID 19 Mass Vaccination Centre

#### 1. RECOMMENDATION:

It is recommended that:

1. Administration **BE AUTHORIZED** to enter into an agreement with the Windsor-Essex County Health Unit (WECHU) for use of the Amherstburg Libro Centre to administer COVID-19 vaccinations;
2. Administration **BE DIRECTED** prepare and operate the Libro Centre as a Mass Vaccination Site for residents of Windsor and Essex County; and,
3. Administration **BE AUTHORIZED** to incur an over-expenditure of funds for operation of the Mass Vaccination Site not included in the 2021 Budget and that those costs **BE RECOVERED** from the County of Essex, to the extent possible, through a reconciliation of costs with Essex County municipalities.

#### 2. BACKGROUND:

With the increased availability of COVID-19 vaccines coming to the region the need to open mass vaccination centres is becoming more and more apparent if Windsor/Essex wishes to vaccinate residents in the most expeditious manner possible.

#### 3. DISCUSSION:

Recently a review of County locations was undertaken by WECHU in co-operation with the respective CEMC's of each municipality. As a result of the review undertaken, the Town of Amherstburg and the Municipality of Leamington were selected as the County sites. Lakeshore will be an alternative site should the need arise. Attached to the report



is the letter from Dr. Wajid Ahmed, WECHU confirming the selection of Amherstburg as a County mass vaccination site to administer the COVID-19 vaccine.

There are a number of logistical and human resource issues that are presently being worked on. Staff is working with WECHU to complete the logistical issues surrounding the site and we are confident they will be resolved in short order. There are several meetings that are ongoing with all the County CAO's to address the human resource needs required to undertake such an endeavour. It is estimated that 200 to 300 temporary staff will be required to run the mass vaccination clinics in the county. The primary focus of all county municipalities will be to support each other in the delivery and implementation of the vaccines. The situation is moving at a rapid pace and decisions are changing in order to ensure that we are able to quickly mobilize as the number of vaccines become available. It is expected that the number of vaccines made available will be ramping up at a rapid pace and that the goal is to have Windsor/Essex achieve its immunization target for late July/early August. It is anticipated that the site in Amherstburg may be required as early as the last week of March should we be able to have the necessary resources available to run the mass vaccination site.

#### **4. RISK ANALYSIS:**

The operation of a mass vaccination site by the Town may impact the Town's ability to deliver services and service levels anticipated in the course of normal operations.

There is significant political and financial risk to the region if we are unable to administer the vaccines within the required timeline. Vaccines have a shelf life and are required to be administered prior to the expiration date. Recent media publications have been critical of the government for allowing doses of the vaccine to expire due to lack of readiness. The administering of vaccines is also critical to the return of any form of normalcy, as in prior to COVID-19. The measures taken by government in order to protect Canadians has had a tremendous impact to the economy as well as the health and well-being of all. As a municipality selected to host a mass vaccination centre Amherstburg plays an integral role in returning the region to pre COVID-19 conditions.

A discussion with BFL Canada, the Town's insurer, has revealed their willingness to cooperate with the municipality, understanding the importance of this endeavour. The Town is appropriately covered to move forward as a mass vaccination site.

#### **5. FINANCIAL MATTERS:**

The financial details surrounding the mass vaccination centre operations and staffing have not been finalized, and are subject to change. It has been agreed that the County of Essex will play a critical role in the funding and financial reconciliation of the costs surrounding the mass vaccination sites. Through the Agreement with the WECHU, it will be clear that the WECHU is responsible for all costs related to administering the vaccines (medical). The costs of operating a mass vaccination site have not been included in the operational budget approved by Council for 2021. As a result, authorization is required by Council to allow Administration to incur expenses for this exercise, which are expected to be recovered through the County. The County will then address the recovery of such expenditures through senior levels of government, other county funds available or a

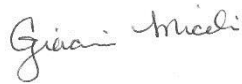
special assessment back to the respective municipalities. Once details are finalized these will be reported to Council. It is important to note that the County of Essex will directly incur costs related to the site; however where the Town is required to incur costs initially, Administration will be tracking those costs and will submit claims to the County for reimbursement. Financial controls have been established to ensure costs are tracked accordingly.

**6. CONSULTATIONS:**

All County CAO's have been consulted on this report  
Cheryl Horrobin, Director of Corporate Services

**7. CONCLUSION:**

Administration is working diligently to prepare the Libro Centre as one of a possible three total mass vaccination sites in the County.



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Giovanni (John) Miceli  
**Chief Administrative Officer**

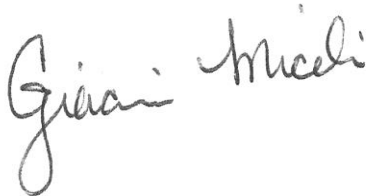
## Report Approval Details

Document Title:	Mass Vaccination Centre .docx
Attachments:	- Letter - Amherstburg-Leamington-Lakeshore - Site Selection - March 2, 2021.pdf
Final Approval Date:	Mar 5, 2021

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



Cheryl Horrobin



John Miceli



Paula Parker



March 2, 2021

Chief Bruce Montone  
Amherstburg Fire Department

Deputy Chief Mike Ciacelli  
Leamington Fire Department

Mr. Frank Jeney, Manager of Recreation  
Township of Lakeshore

Gentlemen:

**Vaccination site selections**

On the recommendation of Chief Bruce Krauter, mass vaccination clinic lead for the County of Essex, I am writing today to provide acknowledgement that the Municipality of Leamington and Town of Amherstburg have been selected as primary vaccination sites within the County of Essex.

The Town of Lakeshore has been acknowledged as an alternate site based on the demand of the population across the County and the City, and the ongoing and expected availability of the various vaccines. The site selections were based on demographics, epidemiology, input from the municipal Community Emergency Management Coordinators, municipal representatives and WECHU staff.

On behalf of the WECHU, the residents of the City of Windsor, the County of Essex and the partner local municipalities, I would like to thank you for hosting a site and providing the ability to administer this very important vaccination.

Sincerely



Dr. Wajid Ahmed, MBBS, MAS, MSc, FRCPC  
Medical Officer of Health



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF PLANNING, DEVELOPMENT & LEGISLATIVE SERVICES

MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.

Table with 2 columns: Author's Name, Report Date, Author's Phone, Date to Council, Author's E-mail, Resolution #.

To: Mayor and Members of Town Council

Subject: 2020 Yearly Building Activity Report

1. RECOMMENDATION:

It is recommended that:

- 1. The 2020 Yearly Building Activity report from the Chief Building Official dated January 18, 2021 regarding the construction year from January to December 2020 BE RECEIVED for information.

2. BACKGROUND:

At regular Council meeting of April 11, 2016 council passed the following resolution (Resolution #20160411-145):

“That Administration BE DIRECTED to provide monthly activity reports within the Building Department, Fire Department and Police Services”

3. DISCUSSION:

This year has been a very interesting year. What appeared to be a complete slowdown from the lockdown Provincial Order in March 2020 due the COVID-19 pandemic ended up being one of the busiest years on record.

Building activity and statistics are from January to December of 2020 and are indicated with the tables attached.

The Building Division issued a total of 454 permits with an approximate construction value of over \$126,115,000. The permits issued consists of single family dwelling units, semi-

detached units, townhouse units, garages, building additions, commercial, industrial, institutional, swimming pool enclosures and decks. A total of 147 single family dwelling units and 46 multi residential, a total of 193 new single family residential units, have been created. In addition, 6 new secondary units as well 9 residential apartment units were created, giving a total of 208 residential units. Two existing apartment buildings were converted to condo units.

A total of 35 legal requests for property information and title searches were processed. Over 2500 inspections were conducted.

In comparison to 2019 there has been a significant increase in construction value of \$62,924,000. This is due to the increase in residential construction. There were also two very large projects that have resulted in the increase in revenue and construction value, including the 80-acre greenhouse facility and the secondary school. These two projects brought in over \$270,000 in permit revenue.

**4. RISK ANALYSIS:**

There is no identified risk related to this report.

**5. FINANCIAL MATTERS:**

The revenues for all building permits issued in 2020 was approximately \$912,000. The Development Charges collected in 2020 totalled \$3,006,000.

**6. CONSULTATIONS:**

Justin Rousseau, Treasurer

**7. CONCLUSION:**

Building activity was higher than usual during 2020 and it is anticipated that residential construction will remain strong throughout 2021, with several new phases of Kingsbridge subdivision that will be opening and providing more lots for development.



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Angelo Avolio CBCO  
**Chief Building Official**

Yearly Building Activity for 2020

	<b># of permits</b>	<b>Construction Value</b>
Single Detached Dwelling	147	\$ 50,711,000.00
Semi Detached Dwelling	6	\$ 1,446,000.00
Three Unit Townhouse	0	\$ -
Four Unit Townhouse	40	\$ 9,959,000.00
Apartment Building	0	\$ -
Secondary Suites	6	\$ 366,000.00
Attached Garage	5	\$ 101,000.00
Detached Garage	24	\$ 917,000.00
Barns & Pole Barns	15	\$ 1,315,000.00
Renovations	8	\$ 765,000.00
Addition to Residence	18	\$ 2,376,000.00
Front Porch	0	\$ -
Shed	12	\$ 143,000.00
Sun Room	1	\$ 34,000.00
Gazebo	4	\$ 55,000.00
Covered Porch	4	\$ 47,000.00
Wood Decks	14	\$ 104,000.00
Signs	6	\$ 30,000.00
Moved Residences	0	\$ -
Demolition of Residence	5	\$ 52,000.00
Demolition of Other	6	\$ 468,000.00
Commercial	12	\$ 4,681,000.00
Industrial	8	\$ 27,713,000.00
Institutional	5	\$ 21,709,000.00
Back Water Valve-Sub	3	\$ 15,000.00
Plumbing Permit	4	\$ 12,000.00
Heating Permit	0	\$ -
Pool House	6	\$ 125,000.00
Pool Permit	51	\$ 2,100,000.00
Septic System	31	\$ 793,000.00
Solar Panels	0	\$ -
Tent	7	\$ 8,000.00
Others	6	\$ 70,000.00
<b>Totals</b>	<b>454</b>	<b>\$ 126,115,000.00</b>

## HISTORICAL BUILDING ACTIVITY

Year	Municipality	Single Dwellings	Double Dwellings	Row Dwellings	Apartments	Conversions	Totals
1996	Amherstburg	100	8	0	2	0	108
1997	Amherstburg	104	0	0	24	0	128
1998	Amherstburg	140	12	0	0	0	152
1999	Amherstburg	134	2	0	31	0	167
2000	Amherstburg	108	0	0	0	1	109
2001	Amherstburg	119	0	0	2	0	121
2002	Amherstburg	149	0	8	10	1	168
2003	Amherstburg	145	0	12	0	0	157
2004	Amherstburg	166	0	12	0	0	178
2005	Amherstburg	81	8	9	0	0	98
2006	Amherstburg	64	10	4	140	0	218
2007	Amherstburg	34	17	3	0	0	54
2008	Amherstburg	26	0	7	0	0	33
2009	Amherstburg	25	0	9	0	0	34
2010	Amherstburg	55	4	9	36	0	100
2011	Amherstburg	47	4	7	0	0	58
2012	Amherstburg	52	10		-	-	62
2013	Amherstburg	54	10	6			70
2014	Amherstburg	51	12	15		2	80
2015	Amherstburg	67	24	12	23		126
2016	Amherstburg	85	28	22	-	-	135
2017	Amherstburg	84	41	9	34	1	169
2018	Amherstburg	90	34	6	0	0	130
2019	Amherstburg	77	64	0	0	0	141
2020	Amherstburg	147	8	40	15	2	210





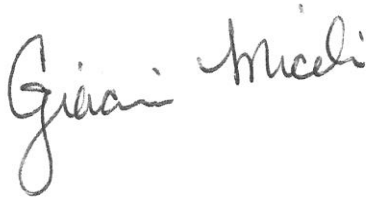
## Report Approval Details

Document Title:	2020 Yearly Building Activity.docx
Attachments:	
Final Approval Date:	Jan 29, 2021

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



Cheryl Horrobin



John Miceli



Paula Parker



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF ENGINEERING AND PUBLIC WORKS

*MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.*

Author's Name: Eric Chamberlain	Report Date: November 19, 2020
Author's Phone: 519 736-3664 ext. 2312	Date to Council: February 22, 2021
Author's E-mail: <a href="mailto:echamberlain@amherstburg.ca">echamberlain@amherstburg.ca</a>	Resolution #: 20201109-375

To: Mayor and Members of Town Council

Subject: Bi-Weekly Waste Collection Review

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1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Manager of Roads and Fleet dated November 19, 2020, regarding the Bi-Weekly Waste Collection Review **BE RECEIVED for information.**

2. **BACKGROUND:**

On November 9, 2020, Council passed the following resolution:

*That Administration **BE DIRECTED** to look into the feasibility of changing the garbage pick up frequency from weekly to every 2 weeks.*

3. **DISCUSSION:**

The Manager of Roads and Fleet has reached out to Green for Life, formerly Windsor Disposal Services, to discuss the proposed bi-weekly waste collection. The Town generates on average 660 tons of garbage per month which equates to an average of 165 tons of household waste weekly.

Collection Frequency	Average Waste Collection Weight (tons)		Trucks/Effort
	Weekly	Daily	
Weekly	165	41.25	4 Trucks and 8 Staff
Bi-Weekly	330	82.50	8 trucks and 16 staff

Note: The trucks have a capacity of 10 tons. It takes the crew the full day to fill the truck.

The representative from GFL has indicated that, if the Town moved to a biweekly collection, GFL would have to double the efforts to collect the waste and there would not be any cost savings that would be passed on to the Town. In addition, the transition to a bi-weekly collection would be a significant change in the current contract with Green for Life. The contract would have to be adjusted to meet the new service delivery model.

It is anticipated that residents would continue to generate the same average tonnage of waste weekly. It should be noted that, if the Town moved to a bi-weekly pick-up schedule, Amherstburg would be the only municipality in the County that would have biweekly pick-up for garbage. Administration would expect that resident complaints would increase due to having to hold the waste for two weeks, particularly in the summer months because of odour and pest issues. Furthermore, residents could be required to purchase additional waste bins to contain the household waste for a two-week period adding a financial burden directly to the residents.

The Town could consider bi-weekly waste collection when the household organic program is implemented. The household organic program will redirect food waste and organics from residential collection from ending up in the landfill. The household organics will be hauled to a facility to transform the waste into a reusable bi-product. With the diversion of the household food waste and organics, the overall weight of weekly waste collection and the amount of waste being directed to regional landfill would be reduced.

#### 4. **RISK ANALYSIS:**

A reduction in waste collection frequency may cause increase in odour concerns and could result in pest and animal conflicts. In addition, these conflicts could result in increased complaints from residents.

#### 5. **FINANCIAL MATTERS:**

Based on the current waste collection volumes, the contractor advises there would be no cost savings from moving to a bi-weekly waste collection cycle. In fact, there may be increased costs to residents for the purchase of additional waste containers to house the household waste over a two-week period.

#### 6. **CONSULTATIONS:**

Mike Coulson, GFL representative

7. **CONCLUSION:**

The residents of Amherstburg generates approximately 165 tons of garbage waste on a weekly basis. The Town could consider bi-weekly waste collection when household food waste and organic program is initiated.



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Eric Chamberlain  
**Manager of Roads and Fleet**

## Report Approval Details

Document Title:	Bi-Weekly Waste Collection Review.docx
Attachments:	
Final Approval Date:	Feb 16, 2021

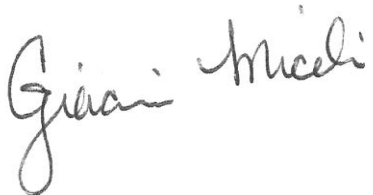
This report and all of its attachments were approved and signed as outlined below:



Antonietta Giofu



Cheryl Horrobin



John Miceli



Paula Parker



## THE CORPORATION OF THE TOWN OF AMHERSTBURG

### OFFICE OF CORPORATE SERVICES

*MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.*

Author's Name: Kate Rowe	Report Date: February 4, 2021
Author's Phone: 519 736-0012 ext. 2253	Date to Council: February 22, 2021
Author's E-mail: <a href="mailto:krowe@amherstburg.ca">krowe@amherstburg.ca</a>	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: Cheque Listing for the Month of January 2021

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#### 1. RECOMMENDATION:

It is recommended that:

1. The report from the Supervisor of Accounting dated February 4, 2021 regarding Cheque Listing for the Month of January 2021 **BE RECEIVED for information.**

#### 2. BACKGROUND:

On June 24 2019, Council adopted the following resolution:

“That the Accounts Payable reports be re-added to the agenda.”

It is noted that the report is actually a transmittal of the listing of cheques issued for the subject month.

#### 3. DISCUSSION:

The list of cheques issued in the month of January 2021 is attached for information. The cheques are issued by the Town to satisfy commitments or obligations as a result of services rendered, goods purchased and received or contractual obligations in accordance with Council approved operating or capital budgets and/or the Council approved Procurement Policy.

4. **RISK ANALYSIS:**

N/A

5. **FINANCIAL MATTERS:**

There is no financial impact from the recommendation in this report.

6. **CONSULTATIONS:**

N/A

7. **CONCLUSION:**

This report is provided for information.



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Kate Rowe  
**Supervisor of Accounting**



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Justin Rousseau  
**Treasurer**



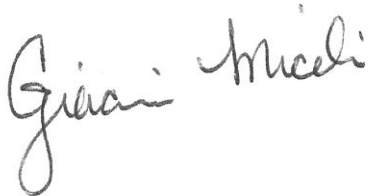
## Report Approval Details

Document Title:	Cheque Listing - January 2021.docx
Attachments:	- Cheque listing January 2021.pdf
Final Approval Date:	Feb 16, 2021

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



Cheryl Horrobin



John Miceli



Paula Parker

## Council/Board Report By Dept-(Computer)



AP5130

Page : 1

Date : Feb 04, 2021

Time : 3:50 pm

Vendor : 001 To ZUL180

Batch : All

Department : All

Cheque Print Date : 01-Jan-2021 To 31-Jan-2021

Bank : 1 To 99

Class : All

Vendor Invoice	Vendor Name Description				Batch Invc Date	Invc Due Date	Amount
G.L. Account	CC1	CC2	CC3	GL Account Name			
<b>DEPARTMENT</b>	<b>0000000</b>			GENERAL			
<b>ALL636</b>				<b>ALLIANCE GENERAL CONTRACTING OF WINDSOR</b>			
PRNR2020233				INDEMNITY DEPOSIT RETURNED FOR 3170 MIDDLE SIDE ROAD	24	11-Jan-2021	11-Jan-2021
10-2-0000000-2140				INDEMNITY FEES			1,000.00
<b>AMH29</b>				<b>AMHERSTBURG FIREMAN'S ASSOCIATION</b>			
NOVEMBER 21 2020 DUES COVERS JUNE 1, 202 - NOV 30, 2020					1431	30-Nov-2020	30-Nov-2020
10-2-0000000-1156				A/P - PAYROLL DED. - FIRE			2,800.00
<b>BAN010</b>				<b>THE BANK OF NOVIA SCOTIA</b>			
DECEMBER 21 REFUND OF PROPERTY TAX OVER PAYMENT					1402	23-Dec-2020	23-Dec-2020
10-1-0000000-2138				A/R PROP TAX REFUND OWING			894.00
<b>BEZ273</b>				<b>BEZAIRE JOEL</b>			
DECEMBER 21 PARTIAL REFUND OF SECURITY DEPOSIT FOR 7551 N TOWNLINE					1402	23-Dec-2020	23-Dec-2020
10-2-0000000-2120				BUILD/PLAN Development Agreement Securit			5,000.00
<b>BON450</b>				<b>BONDY TED</b>			
2020-214 REFUND OF INDEMNITY DEPOSIT FOR 4500 4TH CONC N					7	12-Jan-2021	12-Jan-2021
10-2-0000000-2135				INDEMNITY FEE - RIGHT OF WAY			1,000.00
<b>COM046</b>				<b>COMPETERS INC</b>			
5382 SERVICE MAINTENANCE					23	04-Jan-2021	04-Jan-2021
80-5-0000000-0755				WATER SERVICE MAINTENANCE			395.00
<b>DAM01</b>				<b>D'AMORE CONSTRUCTION (2000) LTD</b>			
PRDE2020286 RETURN OF INDEMNITY DEPOSIT FOR 3179 MIDDLE SIDE ROAD					24	12-Jan-2021	12-Jan-2021
10-2-0000000-2140				INDEMNITY FEES			1,000.00
<b>DIE133</b>				<b>DIESEL ROOFING &amp; SIDING INC. O/A DS60</b>			
2020-209 PERMIT #2020-209 INDEMNITY REFUND 259 DALHOUSIE ST					1346	16-Dec-2020	16-Dec-2020
10-2-0000000-2135				INDEMNITY FEE - RIGHT OF WAY			1,000.00
<b>DRO1142</b>				<b>DROUILLARD IAN</b>			
2225907 INDEMNITY DEPOSIT RETURN 19 SHANGRILA, 2019-006					24	13-Jan-2021	13-Jan-2021
10-2-0000000-2140				INDEMNITY FEES			1,000.00
<b>ESS273</b>				<b>ESSEX POWERLINES CORPORATION</b>			
JC8540 WATER BILLING & COLLECTING CHARGES FOR THE MONTH OF DECEMBER 2020					1435	31-Dec-2020	31-Dec-2020
80-5-0000000-0504				COLLECTION EXPENSE			14,449.88
<b>GFL270</b>				<b>GFL (GREEN FOR LIFE) ENVIRONMENTAL INC.</b>			
GW000103294 WASTE COLLECTION FOR JANUARY 2021					7	01-Jan-2021	01-Jan-2021
10-1-0000000-2031				A/R - FLOW THROUGH INVOICES			401.51

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G.L. Account	CC1	CC2	CC3	GL Account Name				
<b>DEPARTMENT 0000000 GENERAL</b>								
JANUARY 6, 2021 REFUND OF OVERPAYMENT OF TAXES					7	19-Jan-2021	19-Jan-2021	
10-1-0000000-2138				A/R PROP TAX REFUND OWING			3,281.83	
<b>GRO132 GRONDIN DEAN</b>								
2020-014 REFUND OF INDEMNITY FEES, ALMA STREET					7	12-Jan-2021	12-Jan-2021	
10-2-0000000-2135				INDEMNITY FEE - RIGHT OF WAY			1,000.00	
<b>GSP636 G&amp;S EQUIPMENT RENTALS</b>								
2178 GRASS CUTTING					1402	20-Jun-2020	20-Jun-2020	
10-1-0000000-2066				A/R - CLEARING			310.75	
<b>HEA693 HEATON SANITATION</b>								
41731 FILLING STATION REPAIRS					1435	23-Dec-2020	23-Dec-2020	
80-5-0000000-0855				COIN OPERATED FILLING STATIONS REPAIRS			1,695.00	
41734 FILLING STATION REPAIRS					23	02-Jan-2021	02-Jan-2021	
80-5-0000000-0855				COIN OPERATED FILLING STATIONS REPAIRS			1,398.38	
<b>IBEW01 IBEW - LOCAL 636</b>								
NOV2020 NOV 2020 MONTHLY DUES					1370	30-Nov-2020	30-Nov-2020	
10-2-0000000-1145				A/P - PAYROLL DED. - UNIO			3,547.32	
<b>JIR154 JIREH TOOLS</b>								
60038 MAINTENANCE					1404	29-Dec-2020	29-Dec-2020	
80-5-0000000-0420				EQUIPMENT MAINTENANCE			3,161.74	
60297 SERVICE MAINTENANCE					23	05-Jan-2021	05-Jan-2021	
80-5-0000000-0755				WATER SERVICE MAINTENANCE			101.69	
<b>KEN211 KEN LAPAIN &amp; SONS LTD</b>								
6871 MAINTENANCE					1435	09-Dec-2020	09-Dec-2020	
80-5-0000000-0402				VEHICLE & EQUIPMENT MTCE.			1,397.37	
<b>LAW731 LAWSON PRODUCTS INC</b>								
9307997288 MAINTENANCE					1435	06-Nov-2020	06-Nov-2020	
80-5-0000000-0810				WATER - MAIN MAINTENANCE			116.83	
9308000677 MAINTENANCE					1435	09-Nov-2020	09-Nov-2020	
80-5-0000000-0810				WATER - MAIN MAINTENANCE			2,677.88	
9308013194 MAINTENANCE					1435	13-Nov-2020	13-Nov-2020	
80-5-0000000-0810				WATER - MAIN MAINTENANCE			593.14	
9308029617 MAINTENANCE					1435	20-Nov-2020	20-Nov-2020	
80-5-0000000-0810				WATER - MAIN MAINTENANCE			61.19	

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<b>DEPARTMENT 0000000</b>		GENERAL					
80-5-0000000-0810				WATER - MAIN MAINTENANCE			-188.21
<b>LOR495 LORICON HOLDINGS</b>							
2020-004				REFUND ON INDEMNITY DEPOSIT FOR ALMA STREET	7	12-Jan-2021	12-Jan-2021
10-2-0000000-2135				INDEMNITY FEE - RIGHT OF WAY			1,000.00
<b>MAC128 MACDONALD TODD</b>							
PRAB2020412				RETURN OF INDEMNITY DEPOSIT FOR 128 WHELAN DRIVE	24	06-Jan-2021	06-Jan-2021
10-2-0000000-2140				INDEMNITY FEES			500.00
<b>MAL256 MALDEN AUTO SUPPLY</b>							
5294-226698				UNIT WM-08	1435	09-Dec-2020	09-Dec-2020
80-5-0000000-0402				VEHICLE & EQUIPMENT MTCE.			7.86
<b>MAN797 MANSON HENRY</b>							
PRAB2020272				RETURN OF INDEMNITY DEPOSIT FOR 7971 COLLISON SIDE ROAD	24	06-Jan-2021	06-Jan-2021
10-2-0000000-2140				INDEMNITY FEES			500.00
<b>MCG880 MCGEE'S PLUMBING SOLUTIONS</b>							
0055				WATER METER REPLACEMENT	23	13-Jan-2021	13-Jan-2021
80-5-0000000-0833				WATER METER REPAIRS & MTNCE			559.35
<b>MEA01 THE MEARIE GROUP</b>							
33,327				JANUARY 2020 BENEFITS	23	02-Jan-2021	02-Jan-2021
80-5-0000000-0211				BENEFITS - ESSEX POWER - WATER DEPARTMEN			765.49
DECEMBER 20(				DECEMBER 2020 PREMIUMS	1384	01-Dec-2020	01-Dec-2020
80-5-0000000-0211				BENEFITS - ESSEX POWER - WATER DEPARTMEN			765.49
<b>OKT366 OK TIRE STORE - SANTING</b>							
0000187498				KROWN AEROSOL	1384	09-Dec-2020	09-Dec-2020
80-5-0000000-0840				VALVE MAINTENANCE			183.06
0000192346				AEROSOL CREDIT	1384	09-Dec-2020	09-Dec-2020
80-5-0000000-0840				VALVE MAINTENANCE			-91.53
<b>ONT001 ONTARIO CLEAN WATER AGENCY</b>							
INV000000030				ADDITIONAL SERVICES	1404	14-Dec-2020	14-Dec-2020
80-5-0000000-0612				GENERAL MAINTENANCE - AWWTP			1,499.64
INV000000073				ADDITIONAL SERVICES	1404	14-Dec-2020	14-Dec-2020
80-5-0000000-0612				GENERAL MAINTENANCE - AWWTP			4,295.62
INV000000073				ADDITIONAL SERVICES	1404	14-Dec-2020	14-Dec-2020
80-5-0000000-0612				GENERAL MAINTENANCE - AWWTP			889.79



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<b>DEPARTMENT 0000000 GENERAL</b>							
80-5-0000000-0612				GENERAL MAINTENANCE - AWWTP			1,087.88
INV000000073				ADDITIONAL SERVICES	1404 14-Dec-2020	14-Dec-2020	
80-5-0000000-0680				LIFE CYCLE EXPENSES			15,430.38
INV000000073				ADDITIONAL SERVICES	1404 14-Dec-2020	14-Dec-2020	
80-5-0000000-0612				GENERAL MAINTENANCE - AWWTP			423.34
INV000000073				ADDITIONAL SERVICES	1404 14-Dec-2020	14-Dec-2020	
80-5-0000000-0612				GENERAL MAINTENANCE - AWWTP			414.05
INV000000075				ADDITIONAL SERVICES	1404 18-Dec-2020	18-Dec-2020	
80-5-0000000-0680				LIFE CYCLE EXPENSES			10,257.82
INV000000076				ADDITIONAL SERVICES	1435 23-Dec-2020	23-Dec-2020	
80-5-0000000-0680				LIFE CYCLE EXPENSES			50,203.29
INV000000082				ADDITIONAL SERVICES	1435 31-Dec-2020	31-Dec-2020	
80-5-0000000-0612				GENERAL MAINTENANCE - AWWTP			860.04
<b>ONT104 ONTARIO ONE CALL</b>							
202018413				SERVICE MAINTENANCE	1435 31-Dec-2020	31-Dec-2020	
80-5-0000000-0755				WATER SERVICE MAINTENANCE			487.08
202018960				SERVICE MAINTENANCE	1435 31-Dec-2020	31-Dec-2020	
80-5-0000000-0755				WATER SERVICE MAINTENANCE			1,489.00
<b>PAR372 PARRLINE ELECTRICAL WHOLESALE</b>							
93792				FILLING STATION REPAIRS	1435 03-Dec-2020	03-Dec-2020	
80-5-0000000-0855				COIN OPERATED FILLING STATIONS REPAIRS			97.46
<b>PEN1024 PENTO JOHN</b>							
NOVEMBER 1				C.J. BONDY PLUMBING INVOICE # 33135	1404 24-Nov-2020	24-Nov-2020	
80-5-0000000-0815				BACKFLOW - PREVENTION			506.24
<b>PRI100 PRINCESS AUTO</b>							
1317467				EQUIPMENT	23 16-Jan-2021	16-Jan-2021	
80-5-0000000-0420				EQUIPMENT MAINTENANCE			22.59
2535240				EQUIPMENT	23 16-Jan-2021	16-Jan-2021	
80-5-0000000-0420				EQUIPMENT MAINTENANCE			148.50
<b>RAP504 RAPID DRAINAGE</b>							
4764				SERVICE	1404 18-Dec-2020	18-Dec-2020	
80-5-0000000-0755				WATER SERVICE MAINTENANCE			2,384.30

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<b>DEPARTMENT 0000000 GENERAL</b>							
<b>SAV763 SAVOIE JOHN</b>							
R#13191	PERMIT:2011-116 INDEMNITY REFUND 7636 CONC 7 S				1346 17-Dec-2020	17-Dec-2020	
10-2-0000000-2140	INDEMNITY FEES						1,000.00
<b>SEA460 SEATON SUNROOMS</b>							
PRAD2020337	RETURN OF INDEMNITY DEPOSIT FOR 114 LAKEWOOD DRIVE				24 11-Jan-2021	11-Jan-2021	
10-2-0000000-2140	INDEMNITY FEES						1,000.00
<b>SPI203 SPICKETT ERIC</b>							
PRPE2020138	PERMIT:PRPE2020138 INDEMNITY REFUND 203 HYDE PARK				1346 04-Dec-2020	04-Dec-2020	
10-2-0000000-2140	INDEMNITY FEES						1,000.00
<b>UNI300 UNITED WAY OF WINDSOR-ESSEX COUNTY</b>							
DECEMBER 20	OCTOBER - DECEMBER 2020				1431 31-Dec-2020	31-Dec-2020	
10-2-0000000-1147	A/P - PAYROLL DED. - UNIT						248.00
<b>VUL603 VULTAGGIO COREY JOSEPH</b>							
PRBD2020413	RETURN OF INDEMNITY DEPOSIT FOR 6031 COUNTY ROAD 18				24 11-Jan-2021	11-Jan-2021	
10-2-0000000-2140	INDEMNITY FEES						500.00
<b>WOL533 WOLSELEY CANADA INC</b>							
136574	WATER METER REPAIRS AND MAINTENANCE				1435 20-Dec-2020	20-Dec-2020	
80-5-0000000-0833	WATER METER REPAIRS & MTNCE						5,311.00
173515	REPAIRS, UPGRADES, NEW INSTALLS				1435 20-Dec-2020	20-Dec-2020	
80-5-0000000-0845	BLOWOFF REPAIRS, UPGRADES, NEW INSTALLS						2,712.00
210316	EQUIPMENT				1435 20-Dec-2020	20-Dec-2020	
80-5-0000000-0402	VEHICLE & EQUIPMENT MTCE.						794.62
213015	SUPPLIES				1404 20-Dec-2020	20-Dec-2020	
80-5-0000000-0420	EQUIPMENT MAINTENANCE						5,085.00
222729	WATER METER REPAIRS AND MAINTENANCE				23 06-Jan-2021	06-Jan-2021	
80-5-0000000-0833	WATER METER REPAIRS & MTNCE						918.44
251653	FILLING STATION REPAIRS				23 12-Jan-2021	12-Jan-2021	
80-5-0000000-0855	COIN OPERATED FILLING STATIONS REPAIRS						217.08
251654	FILLING STATION REPAIRS				23 12-Jan-2021	12-Jan-2021	
80-5-0000000-0855	COIN OPERATED FILLING STATIONS REPAIRS						216.18
262315	MAINTENANCE				23 14-Jan-2021	14-Jan-2021	
80-5-0000000-0755	WATER SERVICE MAINTENANCE						4,947.94
263660	MAINTENANCE				23 19-Jan-2021	19-Jan-2021	
80-5-0000000-0755	WATER SERVICE MAINTENANCE						173.55

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G.L. Account	CC1	CC2	CC3	GL Account Name			
<b>DEPARTMENT 0000000 GENERAL</b>							
263661				MAINTENANCE	23 14-Jan-2021	14-Jan-2021	
80-5-0000000-0755				WATER SERVICE MAINTENANCE			259.76
269472				MAINTENANCE	23 15-Jan-2021	15-Jan-2021	
80-5-0000000-0755				WATER SERVICE MAINTENANCE			11.13
269473				FILLING STATION REPAIRS	23 15-Jan-2021	15-Jan-2021	
80-5-0000000-0855				COIN OPERATED FILLING STATIONS REPAIRS			107.88
269474				FILLING STATION REPAIRS	23 15-Jan-2021	15-Jan-2021	
80-5-0000000-0855				COIN OPERATED FILLING STATIONS REPAIRS			357.37
<b>WOR415 WORK AUTHORITY</b>							
646855				CLOTHING	23 17-Jan-2021	17-Jan-2021	
80-5-0000000-0161				CLOTHING			249.15
<b>Department Totals :</b>							<b>168,891.14</b>

<b>DEPARTMENT 1001010 COUNCIL</b>							
<b>AMH60 AMHERSTBURG CLERKS PETTY CASH</b>							
DEC 2020				PETTY CASH REPLENISHMENT	1346 17-Dec-2020	17-Dec-2020	
10-5-1001010-0360				COMMITTEE MEETINGS - SUNDRIES			28.95
10-5-1001010-0342				COUNCIL MEETINGS			13.51
10-5-1001010-0342				COUNCIL MEETINGS			5.60
10-5-1001010-0342				COUNCIL MEETINGS			91.52
<b>FAS259 FASTSIGNS</b>							
33438				CUSTOM ALUMINUM PLAQUE	1346 17-Dec-2020	17-Dec-2020	
10-5-1001010-0368				HERITAGE COMMITTEE			5,648.78
<b>ROY805 THE ROYAL CANADIAN LEGION - PROJECT OFFICE</b>							
DEC 18/20				1/4 PAGE B&W AD	1346 18-Dec-2020	18-Dec-2020	
10-5-1001010-0348				DONATIONS			470.00
<b>Department Totals :</b>							<b>6,258.36</b>

<b>DEPARTMENT 1001020 ADMINISTRATION</b>							
<b>ADV329 ADVANCE BUSINESS SYSTEMS</b>							
721841				PSTAGE METER AT EPW	7 04-Jan-2021	04-Jan-2021	
10-5-1001020-0304				POSTAGE & COURIER			678.00
<b>CAN380 CANADIAN TIRE STORE #281</b>							

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<b>DEPARTMENT 1001020</b>				ADMINISTRATION			
40-7-1001020-0012	320COM			ST. BERNARD'S 320 RICHMOND			35.78
40-7-1001020-0012	320COM			ST. BERNARD'S 320 RICHMOND			155.93
<b>CEN859</b>	<b>CENTENNIAL LOCK &amp; SAFE LIMITED</b>						
26090	SECURITY KEYS				1346 04-Dec-2020	04-Dec-2020	
40-7-1001020-0012	320COM			ST. BERNARD'S 320 RICHMOND			283.57
<b>COL277</b>	<b>COLAUTTI FLOORS</b>						
00082939	TILE WORK				1433 14-Dec-2020	14-Dec-2020	
40-7-1001020-0012	320COM			ST. BERNARD'S 320 RICHMOND			8,023.00
<b>DEL060</b>	<b>DELINE'S POWERWASH &amp; PEST CONTROL</b>						
047842 (2021)	PEST CONTROL SERVICES				25 11-Jan-2021	11-Jan-2021	
40-7-1001020-0012	320COM			ST. BERNARD'S 320 RICHMOND			170.50
<b>DPO150</b>	<b>DPOC QUADIENT LEASING CANADA</b>						
2020-12-21	TOWN HALL POSTAGE MACHINE A/C232920				1346 21-Dec-2020	21-Dec-2020	
10-5-1001020-0304	POSTAGE & COURIER						2,500.00
<b>ELE400</b>	<b>ELECTRICAL SAFETY AUTHORITY</b>						
98244897	ESA PERMIT				1431 24-Jul-2020	24-Jul-2020	
40-7-1001020-0012	320COM			ST. BERNARD'S 320 RICHMOND			135.60
98250212	ESA				1431 29-Jul-2020	29-Jul-2020	
40-7-1001020-0012	320COM			ST. BERNARD'S 320 RICHMOND			88.14
<b>EMC530</b>	<b>EMCO CORPORATION</b>						
128747-00	CREDIT				1402 22-Dec-2020	22-Dec-2020	
40-7-1001020-0012	320COM			ST. BERNARD'S 320 RICHMOND			-25.90
37624807-01	MAINTENANCE				1402 17-Dec-2020	17-Dec-2020	
40-7-1001020-0012	320COM			ST. BERNARD'S 320 RICHMOND			21.06
37625161-00	SUPPLIES				1346 16-Dec-2020	16-Dec-2020	
40-7-1001020-0012	320COM			ST. BERNARD'S 320 RICHMOND			168.16
37625162-00	BATTERY				1346 16-Dec-2020	16-Dec-2020	
40-7-1001020-0012	320COM			ST. BERNARD'S 320 RICHMOND			134.47
37625281-00	MAINTENANCE SUPPLIES				1431 17-Dec-2020	17-Dec-2020	
40-7-1001020-0012	320COM			ST. BERNARD'S 320 RICHMOND			124.29
37625540-00	MAINTENANCE				1402 21-Dec-2020	21-Dec-2020	
40-7-1001020-0012	320COM			ST. BERNARD'S 320 RICHMOND			29.57
37626204-00	PLUMBING MATERIALS				7 06-Jan-2021	06-Jan-2021	
40-7-1001020-0012	320COM			ST. BERNARD'S 320 RICHMOND			315.21





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<b>DEPARTMENT 1001020 ADMINISTRATION</b>							
40-7-1001020-0012	320COM			ST. BERNARD'S 320 RICHMOND			128.59
37626532-00	MAINTENANCE MATERIALS				25 07-Jan-2021	07-Jan-2021	
40-7-1001020-0012	320COM			ST. BERNARD'S 320 RICHMOND			376.15
37626533-00	MAINTENANCE MATERIALS				25 07-Jan-2021	07-Jan-2021	
40-7-1001020-0012	320COM			ST. BERNARD'S 320 RICHMOND			136.22
37626862-00	PLUMBING MATERIALS				7 09-Jan-2021	09-Jan-2021	
40-7-1001020-0012	320COM			ST. BERNARD'S 320 RICHMOND			665.65
<b>GRY115 GRYPHON GLASS</b>							
15111	LABOUR				1402 23-Dec-2020	23-Dec-2020	
40-7-1001020-0012	320COM			ST. BERNARD'S 320 RICHMOND			488.16
<b>LUC170 LUCIER GLOVE &amp; SAFETY PRODUCTS</b>							
44629	FIRE EXTINGUISHER SIGNAGE				7 05-Jan-2021	05-Jan-2021	
40-7-1001020-0012	320COM			ST. BERNARD'S 320 RICHMOND			117.43
44643	INSPECTION TAGS FOR FIRE EXTINGUISHERS				25 06-Jan-2021	06-Jan-2021	
40-7-1001020-0012	320COM			ST. BERNARD'S 320 RICHMOND			22.60
<b>PAR372 PARRLINE ELECTRICAL WHOLESALE</b>							
94130	ELECTRICAL				1403 14-Dec-2020	14-Dec-2020	
40-7-1001020-0012	320COM			ST. BERNARD'S 320 RICHMOND			219.40
94152	ELECTRICAL				1403 15-Dec-2020	15-Dec-2020	
40-7-1001020-0012	320COM			ST. BERNARD'S 320 RICHMOND			279.64
94279	ELECTRICAL				1403 21-Dec-2020	21-Dec-2020	
40-7-1001020-0012	320COM			ST. BERNARD'S 320 RICHMOND			89.60
<b>PIC359 182 PICKERING INC</b>							
JANUARY 7, 21 AFFORDABLE HOUSING GRANT INSTALLMENT 1					7 07-Jan-2021	07-Jan-2021	
10-5-1001020-0353				GRANTS TO ORGANIZATIONS			8,452.70
<b>PUR700 PUROLATOR INC.</b>							
446289678	SHIPPING DEC 8&9/20				1346 11-Dec-2020	11-Dec-2020	
10-5-1001020-0304				POSTAGE & COURIER			22.38
446415508	SHIPPING				1433 25-Dec-2020	25-Dec-2020	
10-5-1001020-0304				POSTAGE & COURIER			9.97
<b>RTT067 RIVER TOWN TIMES</b>							
4507	DEC 16/20 EDITION				1403 16-Dec-2020	16-Dec-2020	
10-5-1001020-0307				ADVERTISING			349.03
4521	ADVERTISING				1403 23-Dec-2020	23-Dec-2020	

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G.L. Account	CC1	CC2	CC3	GL Account Name			
<b>DEPARTMENT 1001020 ADMINISTRATION</b>							
4539	ADVERTISING				1402 30-Dec-2020	30-Dec-2020	
10-5-1001020-0307				ADVERTISING			349.03
4569	ADVERTISING				7 06-Jan-2021	06-Jan-2021	
10-5-1001020-0307				ADVERTISING			349.03
4583	ADVERTISING				7 13-Jan-2021	13-Jan-2021	
10-5-1001020-0307				ADVERTISING			349.03
<b>TRE515 TREMBLAR BUILDING SUPPLIES LTD.</b>							
64965	NEW DOORS				7 04-Jan-2021	04-Jan-2021	
40-7-1001020-0012	320COM			ST. BERNARD'S 320 RICHMOND			129.95
<b>VUE832 VUE MILLWORK INC.</b>							
00152	MAINTENANCE				1433 17-Dec-2020	17-Dec-2020	
40-7-1001020-0012	320COM			ST. BERNARD'S 320 RICHMOND			7,572.13
<b>WIG035 WIGLE HOME HARDWARE BUILDING CENTRE</b>							
147233	MAINTENANCE				1402 19-Dec-2020	19-Dec-2020	
40-7-1001020-0012	320COM			ST. BERNARD'S 320 RICHMOND			9.03
147257	SUPPLIES				1402 21-Dec-2020	21-Dec-2020	
40-7-1001020-0012	320COM			ST. BERNARD'S 320 RICHMOND			216.90
147291	SUPPLIES				1402 22-Dec-2020	22-Dec-2020	
40-7-1001020-0012	320COM			ST. BERNARD'S 320 RICHMOND			23.06
147336	MAINTENANCE				1402 23-Dec-2020	23-Dec-2020	
40-7-1001020-0012	320COM			ST. BERNARD'S 320 RICHMOND			167.15
147646	MAINTENANCE MATERIALS				7 08-Jan-2021	08-Jan-2021	
40-7-1001020-0012	320COM			ST. BERNARD'S 320 RICHMOND			11.05
<b>WIN1506 WINMECH LTD</b>							
315	HVAC MAINTENANCE AND REPAIRS				7 12-Jan-2021	12-Jan-2021	
40-7-1001020-0012	320COM			ST. BERNARD'S 320 RICHMOND			1,443.77
<b>Department Totals :</b>							<b>35,408.46</b>

DEPARTMENT 1001021 TREASURY

FIR350 FIRST STOP SERVICES

6019 SHREDDING SERVICES

10-5-1001021-0301 OFFICE SUPPLIES

1402 31-Dec-2020 31-Dec-2020  
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46.66

MON183 MONARCH OFFICE SUPPLY INC

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<b>DEPARTMENT 1001021</b>		TREASURY					
10-5-1001021-0301				OFFICE SUPPLIES			966.69
<b>Department Totals :</b>							<b>1,013.35</b>

<b>DEPARTMENT 1001022</b>		CLERKS					
<b>AMH60</b>	<b>AMHERSTBURG CLERKS PETTY CASH</b>						
DEC 2020				PETTY CASH REPLENISHMENT	1346	17-Dec-2020	17-Dec-2020
10-5-1001022-0301				OFFICE SUPPLIES			17.85
<b>CLA508</b>	<b>CLAIMSPRO INC.</b>						
33620.738387				INSURANCE DEDUCTIBLE	1442	31-Dec-2020	31-Dec-2020
10-5-1001022-0506				INSURANCE DEDUCTIBLE			1,034.25
<b>ELM160</b>	<b>ELMAN BRUCE P</b>						
DECEMBER 20				INTEGRITY SERVICES	1402	31-Dec-2020	31-Dec-2020
10-5-1001022-0327				PROFESSIONAL FEES - CLERKS			2,640.00
<b>EXP407</b>	<b>407 EXPRESS TOLL ROUTE</b>						
DEC 21, 2020				NOV 21 TO DEC 20, 2020 TRANSPONDER FEES	1402	21-Dec-2020	21-Dec-2020
10-5-1001022-0402				VEHICLE & EQUIP MAINTENANCE			4.46
<b>FIR350</b>	<b>FIRST STOP SERVICES</b>						
6019				SHREDDING SERVICES	1402	31-Dec-2020	31-Dec-2020
10-5-1001022-0301				OFFICE SUPPLIES			46.66
<b>MON183</b>	<b>MONARCH OFFICE SUPPLY INC</b>						
246033				PURCHASES FOR THE MONTH OF DECEMBER 2020	1442	31-Dec-2020	31-Dec-2020
10-5-1001022-0301				OFFICE SUPPLIES			22.54
<b>Department Totals :</b>							<b>3,765.76</b>

<b>DEPARTMENT 1001023</b>		C.A.O.					
<b>AMH60</b>	<b>AMHERSTBURG CLERKS PETTY CASH</b>						
DEC 2020				PETTY CASH REPLENISHMENT	1346	17-Dec-2020	17-Dec-2020
10-5-1001023-0301				OFFICE SUPPLIES			5.65
<b>ASS200</b>	<b>ASSOCIATION OF MUN OF ONTARIO</b>						
MEM007360				MUNICIPAL MEMBERSHIPS	7	01-Jan-2021	01-Jan-2021
10-5-1001023-0350				MEMBERSHIPS - C.A.O.			7,214.80

<b>FIR350</b>	<b>FIRST STOP SERVICES</b>						
6019				SHREDDING SERVICES	1402	31-Dec-2020	31-Dec-2020

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DEPARTMENT 1001023 C.A.O.

KRA720 KRALOVENSKY THERESA

2433 RESEARCH, DEVELOPEMENT & DOCUMENTARY WRITING 1402 15-Dec-2020 15-Dec-2020  
 10-5-1001023-0327 PROFESSIONAL FEES 850.00

5 PROFESSIONAL FEES 1433 31-Dec-2020 31-Dec-2020  
 10-5-1001023-0327 PROFESSIONAL FEES 595.00

MON183 MONARCH OFFICE SUPPLY INC

246033 PURCHASES FOR THE MONTH OF DECEMBER 2020 1442 31-Dec-2020 31-Dec-2020  
 10-5-1001023-0301 OFFICE SUPPLIES 22.38

VER944 VERHAEGEN LAND SURVEYORS

T106288-47 PROFESSIONAL SERVICES 1402 10-Dec-2020 10-Dec-2020  
 10-5-1001023-0327 PROFESSIONAL FEES 423.75

Department Totals : 9,158.24

DEPARTMENT 1001024 HUMAN RESOURCES

FSE177 FAMILY SERVICES WINDSOR-ESSEX

24531 DEC 1 - FEB 28, QUARTERLY INSTALLMENT 1402 08-Dec-2020 08-Dec-2020  
 10-5-1001024-0215 BENEFITS - EAP 1,163.70

LAS110 LASER ART INC.

37736 ENGRAVING ON WINE TUMBLERS 1346 07-Dec-2020 07-Dec-2020  
 10-5-1001024-0240 EMPLOYEE RECOGNITION 605.96

37753 ENGRAVING TUMBLERS 1346 07-Dec-2020 07-Dec-2020  
 10-5-1001024-0240 EMPLOYEE RECOGNITION 55.94

MAR006 MARIANNE LOVE CONSULTING INC.

116.20 JUN 1-30/20 BILLING 1346 05-Aug-2020 05-Aug-2020  
 10-5-1001024-0327 PROFESSIONAL FEES 854.56

195.20 AIG 1-OCT 31/20 BILLING 1346 05-Nov-2020 05-Nov-2020  
 10-5-1001024-0327 PROFESSIONAL FEES 1,709.13

MON183 MONARCH OFFICE SUPPLY INC

243350 ERGOTRON WORKLIFT DESKTOP 1346 09-Dec-2020 09-Dec-2020  
 10-5-1001024-0250 HEALTH AND SAFETY - HUMAN RESOURCES 970.67

246033 PURCHASES FOR THE MONTH OF DECEMBER 2020 1442 31-Dec-2020 31-Dec-2020  
 10-5-1001024-0240 EMPLOYEE RECOGNITION 78.55  
 10-5-1001024-0301 OFFICE SUPPLIES 23.96

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**DEPARTMENT 1001024 HUMAN RESOURCES**

446406098	OFFICE SUPPLIES				1430 25-Dec-2020	25-Dec-2020	
10-5-1001024-0301				OFFICE SUPPLIES			15.27

**WOR133 WORKLINK SOLUTIONS**

101851	HEALTH AND SAFETY				1402 18-Dec-2020	18-Dec-2020	
10-5-1001024-0250				HEALTH AND SAFETY - HUMAN RESOURCES			569.52

**Department Totals : 6,047.26**

**DEPARTMENT 1001025 INFORMATION TECHNOLOGY**

**APP302 APPLIED COMPUTER SOLUTIONS INC**

49963	NETWORK MONITORING				1442 10-Dec-2020	10-Dec-2020	
10-5-1001025-0310				COMPUTER MAINTENANCE			5,356.20

49981	PHONE SYSTEM UPGRADES				1346 14-Dec-2020	14-Dec-2020	
10-5-1001025-0315				TELEPHONE			1,977.50

49987	CISCO ANYCONNECT LICENSING & INSTALLATION SERVICES				1346 15-Dec-2020	15-Dec-2020	
10-5-1001025-0310				COMPUTER MAINTENANCE			1,507.08

50120	PHONE SYSTEM VPN CONFIGURATION				1430 20-Dec-2020	20-Dec-2020	
10-5-1001025-0315				TELEPHONE			176.56

**AUX880 AUXILIUM GROUP**

2898	COMPUTER MAINTENANCE				1430 23-Nov-2020	23-Nov-2020	
10-5-1001025-0310				COMPUTER MAINTENANCE			30,661.06

**CIT913 CITYVIEW A DIVISION OF N HARRIS COMPUTER CORP**

CT048970	COMPUTER MAINTENANCE				1430 18-Dec-2020	18-Dec-2020	
10-5-1001025-0310				COMPUTER MAINTENANCE			8,475.00

CT048971	COMPUTER MAINTENANCE				1430 18-Dec-2020	18-Dec-2020	
10-5-1001025-0310				COMPUTER MAINTENANCE			3,706.40

MN00134962	COMPUTER MAINTENANCE				1430 17-Dec-2020	17-Dec-2020	
10-5-1001025-0310				COMPUTER MAINTENANCE			1,092.24

**DIR572 DIRECTDIAL**

IN770939	BLUETOOTH MOUSE				1346 04-Dec-2020	04-Dec-2020	
10-5-1001025-0310				COMPUTER MAINTENANCE			334.48

IN772537	PRIVACY FILTERS FOR NEW SCREENS				1430 14-Dec-2020	14-Dec-2020	
10-5-1001025-0310				COMPUTER MAINTENANCE			302.84

IN775135	PRIVACY FILTERS FOR NEW SCREENS				1430 29-Dec-2020	29-Dec-2020	
10-5-1001025-0310				COMPUTER MAINTENANCE			600.00

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**DEPARTMENT 1001025 INFORMATION TECHNOLOGY**

**ESO651 ESOLUTIONS GROUP LIMITED**

128360 WEBSITE DESIGN CHANGES 1430 18-Dec-2020 18-Dec-2020  
 10-5-1001025-0311 WEBSITE DEVELOPMENT & SOFTWARE 339.00

**INS153 INSIGHT CANADA INC.**

721337867 MONITOR REPLACEMENTS 1430 02-Dec-2020 02-Dec-2020  
 40-7-1001025-0002 COMPUTER HARDWARE 4,964.23

**SER102 SERENIC SOFTWARE A SYLOGIST COMPANY**

SI-9754 SERVICE REQUEST MANAGER RENEWAL 1430 14-Dec-2020 14-Dec-2020  
 10-5-1001025-0310 COMPUTER MAINTENANCE 4,545.82

**TOS075 TOSHIBA TEC CANADA BUSINESS SOLUTIONS INC**

AR4104040 RECORDS RETENTION COPIER 11/15-12/15/20 1346 16-Dec-2020 16-Dec-2020  
 10-5-1001025-0308 PHOTOCOPIES 57.94  
 AR4104041 RECORDS RETENTION COPIER 11/15-12/14/20 1346 16-Dec-2020 16-Dec-2020  
 10-5-1001025-0308 PHOTOCOPIES 17.12  
 AR4104042 COPIER USAGE & MAINT 11/15-12/14/20 1346 16-Dec-2020 16-Dec-2020  
 10-5-1001025-0308 PHOTOCOPIES 1,416.39

**Department Totals : 65,219.14**

**DEPARTMENT 1008030 UNFINANCED DRAINS**

**DIL426 DILLON CONSULTING**

228970 ENGINEERING FEES 1430 17-Dec-2020 17-Dec-2020  
 10-1-1008030-9040 LEMAY-COOKSON DRAIN - REQ FOR IMPROVEMEN 1,922.13  
 230064 ENGINEERING FEES 25 15-Jan-2021 15-Jan-2021  
 10-1-1008030-9040 LEMAY-COOKSON DRAIN - REQ FOR IMPROVEMEN 1,610.93

**ESS53 ESSEX REGION CONSERVATION AUTHORITY**

IN000017837 ERCA PERMIT 1430 21-Dec-2020 21-Dec-2020  
 10-1-1008030-9033 OUELLETTE DRAIN WEST-OUTLET IMPROVEMENTS 800.00

**NJP045 N.J. PERALTA ENGINEERING LTD**

20-288 ENGINEERING FEES 1430 23-Dec-2020 23-Dec-2020  
 10-1-1008030-9595 Owen Bondy Drain – Bridges for Cecelia 13,786.00

**PRE03 PRECISION MOTOR REPAIR**

15452 NEW PUMP MOTOR 1433 04-Dec-2020 04-Dec-2020  
 10-1-1008030-8675 MICKLE PARK AVE PUMP 2,754.83

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DEPARTMENT	1008030	UNFINANCED DRAINS					
16-557-0121		ENGINEERING FEES			25 04-Jan-2021	04-Jan-2021	
10-1-1008030-9033		OUELLETTE DRAIN WEST-OUTLET IMPROVEMENTS					1,293.85
						<b>Department Totals :</b>	<b>22,167.74</b>

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DEPARTMENT	1010000	RESERVE - WORKING CAPITAL					
<b>MOU251</b>		<b>MOUSSEAU DELUCA McPHERSON PRINCE LLP</b>					
62934		MATTER:IK-20040 EXONOMIC COMMUNITY DEVELOPMENT			1346 30-Nov-2020	30-Nov-2020	
20-3-1010000-0400		RESERVE FUND GENERAL					237.30
						<b>Department Totals :</b>	<b>237.30</b>

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DEPARTMENT	2010000	FIRE DEPARTMENT					
<b>AJS141</b>		<b>A.J. STONE CO LTD</b>					
0000157244		SCBA SPECTACLE KITS			1346 22-Dec-2020	22-Dec-2020	
10-5-2010000-0420		FIREFIGHTING EQUIPMENT					535.62
0000157383		SUPPLIES			7 04-Jan-2021	04-Jan-2021	
10-5-2010000-0800		VIRUS EMERGENCY OPERATIONS CENTRE EXPENSES					627.79
0000157413		FACEPIECE FILTER ATTACHMENTS			7 05-Jan-2021	05-Jan-2021	
10-5-2010000-0800		VIRUS EMERGENCY OPERATIONS CENTRE EXPENSES					4,151.36
0000157447		VIRUS APR FILTERS			7 06-Jan-2021	06-Jan-2021	
10-5-2010000-0800		VIRUS EMERGENCY OPERATIONS CENTRE EXPENSES					2,737.76
0000157551		PPE			7 11-Jan-2021	11-Jan-2021	
10-5-2010000-0800		VIRUS EMERGENCY OPERATIONS CENTRE EXPENSES					1,641.30
0000157669		PPE			25 18-Jan-2021	18-Jan-2021	
10-5-2010000-0423		PERSONAL PROTECTIVE EQUIPMENT					196.62
10046106-0		EQUIPMENT REPAIR/REPLACEMENT			1346 17-Dec-2020	17-Dec-2020	
10-5-2010000-0420		FIREFIGHTING EQUIPMENT					1,094.55
<b>AND110</b>		<b>ANDERSON ROGER</b>					
663668		1B REPAIRS			1346 07-Dec-2020	07-Dec-2020	
10-5-2010000-0402		VEHICLE & EQUIPMENT MTCE.					678.00

<b>CAN01</b>		<b>CANADIAN ASSOCIATION OF FIRE CHIEFS</b>					
300004162		CAFC ANNUAL MEMBERSHIP FEES			7 04-Jan-2021	04-Jan-2021	
10-5-2010000-0350		MEMBERSHIPS					333.35

CAN380 CANADIAN TIRE STORE #281

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<b>DEPARTMENT 2010000 FIRE DEPARTMENT</b>							
10-5-2010000-0402				VEHICLE & EQUIPMENT MTCE.			51.48
10-5-2010000-0402				VEHICLE & EQUIPMENT MTCE.			80.17
10-5-2010000-0402				VEHICLE & EQUIPMENT MTCE.			220.27
10-5-2010000-0402				VEHICLE & EQUIPMENT MTCE.			23.72
10-5-2010000-0402				VEHICLE & EQUIPMENT MTCE.			225.91
10-5-2010000-0402				VEHICLE & EQUIPMENT MTCE.			266.50
<b>CIT350 CITY OF WINDSOR</b>							
0000182040				LAST PAYMENT FOR AFD SHARE OF MOBILE LIVE FIRE UNIT SIMULATOR	1402 27-Nov-2020	27-Nov-2020	
10-5-2010000-0351				TRAINING & PROF.DEVELOPMENT			16,318.00
0000182116				MECHANICAL SERVICES	1346 07-Dec-2020	07-Dec-2020	
10-5-2010000-0420				FIREFIGHTING EQUIPMENT			1,077.40
0000182135				MECHANICAL SERVICES	1346 08-Dec-2020	08-Dec-2020	
10-5-2010000-0420				FIREFIGHTING EQUIPMENT			1,292.88
0000182162				MECHANICAL SERVICES	1346 10-Dec-2020	10-Dec-2020	
10-5-2010000-0402				VEHICLE & EQUIPMENT MTCE.			225.59
0000182450				E1 VECHILE MAINTENANCE CHECK	1403 31-Dec-2020	31-Dec-2020	
10-5-2010000-0402				VEHICLE & EQUIPMENT MTCE.			135.60
0000182451				MAINTENANCE	1403 31-Dec-2020	31-Dec-2020	
10-5-2010000-0402				VEHICLE & EQUIPMENT MTCE.			542.40
0000182452				E1B MAINTENANCE	1403 31-Dec-2020	31-Dec-2020	
10-5-2010000-0402				VEHICLE & EQUIPMENT MTCE.			135.60
<b>COL286 COLBRO EQUIPMENT RENTAL</b>							
134301-0				REPAIR	1402 22-Dec-2020	22-Dec-2020	
10-5-2010000-0402				VEHICLE & EQUIPMENT MTCE.			171.24
<b>DAR402 DARCH FIRE</b>							
CI30002265				FIRE EXT TRAINING	1431 31-Dec-2020	31-Dec-2020	
10-5-2010000-0248				FIRE PREVENTION & TRAININ			9,571.10
<b>FIR100 FIRE MARSHAL'S PUBLIC FIRE SAFETY COUNCIL</b>							
IN005477				ANNUAL RENEWAL	7 11-Jan-2021	11-Jan-2021	
10-5-2010000-0350				MEMBERSHIPS			100.00
<b>FLA049 FLASHPONT FIRE EQUIPMENT</b>							
2012-06				PIECING SPIKES	1346 16-Dec-2020	16-Dec-2020	
10-5-2010000-0420				FIREFIGHTING EQUIPMENT			2,165.96
<b>FRO400 FRONTLINE OUTFITTERS</b>							



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<b>DEPARTMENT 2010000</b>				<b>FIRE DEPARTMENT</b>			
10-5-2010000-0252				UNIFORMS			1,004.46
0000050478				CLOTHING REQUIREMENTS	1346 10-Dec-2020	10-Dec-2020	
10-5-2010000-0252				UNIFORMS			778.36
<b>HOL459</b>				<b>HOLLAND CLEANING SOLUTIONS LTD</b>			
532688				VIRUS DISINFECTING FOGGER	1346 18-Dec-2020	18-Dec-2020	
10-5-2010000-0402				VEHICLE & EQUIPMENT MTCE.			1,550.64
532689				VIRUS STATION 3 DISINFECTING EQUIP	1346 18-Dec-2020	18-Dec-2020	
10-5-2010000-0420				FIREFIGHTING EQUIPMENT			1,550.64
<b>KEL198</b>				<b>KELCOM RADIO DIVISION</b>			
80012910				RADIO AIRTIME	1403 15-Dec-2020	15-Dec-2020	
10-5-2010000-0319				COMMUNICATION EQUIP MAINTENANCE			3,742.56
<b>MAL256</b>				<b>MALDEN AUTO SUPPLY</b>			
5294-227157				BATTERY FOR STATION 3 GENERATOR	1346 17-Dec-2020	17-Dec-2020	
10-5-2010000-0402				VEHICLE & EQUIPMENT MTCE.			91.81
<b>MAX080</b>				<b>MAXILL</b>			
645694				EMERGENCY OPERATIONS CENTRE	1433 26-Sep-2020	26-Sep-2020	
10-5-2010000-0800				EMERGENCY OPERATIONS CENTRE EXPENSES			309.89
654463				EMERGENCY OPERATIONS CENTRE	1433 23-Oct-2020	23-Oct-2020	
10-5-2010000-0800				EMERGENCY OPERATIONS CENTRE EXPENSES			306.00
655583				EMERGENCY	1430 28-Oct-2020	28-Oct-2020	
10-5-2010000-0800				EMERGENCY OPERATIONS CENTRE EXPENSES			968.41
<b>MON183</b>				<b>MONARCH OFFICE SUPPLY INC</b>			
246033				PURCHASES FOR THE MONTH OF DECEMBER 2020	1442 31-Dec-2020	31-Dec-2020	
10-5-2010000-0318				OPERATING SUPPLIES			47.12
<b>MSJ355</b>				<b>MSJ AUTOMOTIVE SERVICE LTD</b>			
117458				REPAIR TO SUPPORT 2	7 06-Jan-2021	06-Jan-2021	
10-5-2010000-0402				VEHICLE & EQUIPMENT MTCE.			81.06
<b>PRO306</b>				<b>PROFIRE EMERGENCY EQUIPMENT INC</b>			
SO028834				E2 ABS SENSOR REPAIR	7 07-Jan-2021	07-Jan-2021	
10-5-2010000-0402				VEHICLE & EQUIPMENT MTCE.			200.18
<b>SAN107</b>				<b>SANI GEAR INC</b>			
6208				PPE MAINT	1346 16-Dec-2020	16-Dec-2020	
10-5-2010000-0423				PERSONAL PROTECTIVE EQUIPMENT			478.56



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<b>DEPARTMENT 2010000</b>				<b>FIRE DEPARTMENT</b>			
10-5-2010000-0423				PERSONAL PROTECTIVE EQUIPMENT			641.45
6289				EQUIPMENT MAINTENANCE	1403 29-Dec-2020	29-Dec-2020	
10-5-2010000-0402				VEHICLE & EQUIPMENT MTCE.			191.82
6352				PPE MAINTENANCE	7 11-Jan-2021	11-Jan-2021	
10-5-2010000-0423				PERSONAL PROTECTIVE EQUIPMENT			316.01
6411				PPE MAINTENANCE	7 20-Jan-2021	20-Jan-2021	
10-5-2010000-0423				PERSONAL PROTECTIVE EQUIPMENT			431.94
<b>SKY232</b>	<b>SKY MOBILE</b>						
3292				MONTHLY BEACONS	7 01-Jan-2021	01-Jan-2021	
10-5-2010000-0345				FIRE - CELL PHONE EXPENSE			404.54
<b>STR002</b>	<b>STRYKER CANADA ULC</b>						
91453				DEFIB PADDIS	1430 28-Dec-2020	28-Dec-2020	
10-5-2010000-0402				VEHICLE & EQUIPMENT MTCE.			192.10
<b>SUT05</b>	<b>SUTPHEN CORPORATION</b>						
40045077				L1 PARTS	1346 11-Nov-2020	11-Nov-2020	
10-5-2010000-0402				VEHICLE & EQUIPMENT MTCE.			172.67
<b>TMC132</b>	<b>TMC CLINIC INC</b>						
39295				TRAINING & PROFESSIONAL DEVELOPMENT	1433 31-Jul-2020	31-Jul-2020	
10-5-2010000-0351				TRAINING & PROF.DEVELOPMENT			414.00
39296				TRAINING & PROFESSIONAL DEVELOPMENT	1433 31-Jul-2020	31-Jul-2020	
10-5-2010000-0351				TRAINING & PROF.DEVELOPMENT			828.00
39297				TRAINING & PROFESSIONAL DEVELOPMENT	1433 31-Jul-2020	31-Jul-2020	
10-5-2010000-0351				TRAINING & PROF.DEVELOPMENT			828.00
39298				TRAIING AND PROFESSIONAL DEVELOPMENT	1433 31-Jul-2020	31-Jul-2020	
10-5-2010000-0351				TRAINING & PROF.DEVELOPMENT			828.00
39299				TRAINING AND PROFESSIONAL DEVELOPMENT	1433 31-Jul-2020	31-Jul-2020	
10-5-2010000-0351				TRAINING & PROF.DEVELOPMENT			414.00
<b>TRU429</b>	<b>401 TRUCKSOURCE INC.</b>						
90596717				E1B EMERGENCY REPAIRS/TRANSMISSION SHIFTER NOT FUNCTIONING	7 07-Jan-2021	07-Jan-2021	
10-5-2010000-0402				VEHICLE & EQUIPMENT MTCE.			2,593.35
<b>UNI351</b>	<b>UNIFORM UNIFORMS</b>						
51610				UNIFORMS	930 17-Dec-2020	17-Dec-2020	
10-5-2010000-0252				UNIFORMS			1,679.75
<b>WIG035</b>	<b>WIGLE HOME HARDWARE BUILDING CENTRE</b>						

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DEPARTMENT	2010000	FIRE DEPARTMENT			
147091	GENERAL SUPPLIES		1346	14-Dec-2020	14-Dec-2020
10-5-2010000-0318	OPERATING SUPPLIES				51.53
<b>Department Totals :</b>					<b>65,697.02</b>

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DEPARTMENT	2012020	FIRE CAPITAL			
STE216	STERLMAR EQUIPMENT				
200330	COMMAND 3 EMERGENCY LIGHTING		1346	10-Dec-2020	10-Dec-2020
40-7-2012020-0001	REPLACE 2010 DEDGE TRUCK				10,881.90
<b>Department Totals :</b>					<b>10,881.90</b>

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DEPARTMENT	2012021	FIRE CAPITAL			
AJS141	A.J. STONE CO LTD				
000015234	SCBA		1402	22-Dec-2020	22-Dec-2020
40-7-2012021-0001	SCBA EQUIPMENT				12,995.00
10043745	SCBA		1402	22-Dec-2020	22-Dec-2020
40-7-2012021-0001	SCBA EQUIPMENT				681,871.38
THA150	THAMES COMMUNICATIONS				
CHA20IN1080C	NEW PAGERS		25	15-Jan-2021	15-Jan-2021
40-7-2012021-0004	PAGING EQUIPMENT REPLACEMENT				19,791.95
<b>Department Totals :</b>					<b>714,658.33</b>

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DEPARTMENT	2020000	POLICE DEPARTMENT			
CAN380	CANADIAN TIRE STORE #281				
NOVEMBER 20	NOVEMBER 2020		1402	30-Nov-2020	30-Nov-2020
10-5-2020000-0317	BUILDING MAINTENANCE				18.61
KEL198	KELCOM RADIO DIVISION				
80012912	RADIO MAINTENANCE		1442	15-Dec-2020	15-Dec-2020
10-5-2020000-0319	RADIO MAINTENANCE				571.78
80012913	RADIO MAINENANCE		1442	15-Dec-2020	15-Dec-2020
10-5-2020000-0319	RADIO MAINTENANCE				197.75
KEL363	KEL COMMUNICATIONS LTD				
RC00004953	TOWER LEASE CALDWELL		1442	01-Dec-2020	01-Dec-2020
10-5-2020000-0319	RADIO MAINTENANCE				444.06

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DEPARTMENT 2020000 POLICE DEPARTMENT

Department Totals : 1,232.20

DEPARTMENT 2043010 BUILDING DEPARTMENT

<b>BRO963</b>	<b>BROWN ROSEMARY</b>						
R#234015	PERMIT:2019-401 SEPTIC SYSTEM REFUND 9630 CONC 9				1346 23-Nov-2020	23-Nov-2020	
10-4-2043010-2115	BUILD DEPT - BUILDING PERMITS						100.00
<b>MON183</b>	<b>MONARCH OFFICE SUPPLY INC</b>						
245215	SUPPLY & INSTALL CREDENZA TOP				1346 21-Dec-2020	21-Dec-2020	
10-5-2043010-0301	OFFICE SUPPLIES						331.09
<b>RRC482</b>	<b>RRC MANAGEMENT</b>						
232684	RETURN OF INDEMNITY DEPOSIT FOR 7826 HOWARD AVENUE, 2019-322				24 11-Jan-2021	11-Jan-2021	
10-4-2043010-1015	ADMINISTRATIVE CHARGES - BUILDING DEPART						1,237.50
<b>Department Totals :</b>							<b>1,668.59</b>

DEPARTMENT 2043015 LICENSING AND ENFORCEMENT

<b>CIT350</b>	<b>CITY OF WINDSOR</b>						
0000182333	TRAINING & PROF DEVELOPMENT				1430 23-Dec-2020	23-Dec-2020	
10-5-2043015-0351	TRAINING AND CONFERENCES						970.56
<b>KEL198</b>	<b>KELCOM RADIO DIVISION</b>						
80012915	SERVICE AGREEMENT RADIOS				1430 15-Dec-2020	15-Dec-2020	
10-5-2043015-0420	SMALL EQUIPMENT						118.48
<b>LAS139</b>	<b>LASALLE ANIMAL HOSPITAL</b>						
94695	SPA/NEUTER PROGRAM				1402 30-Nov-2020	30-Nov-2020	
10-5-2043015-0904	ANIMAL CONTROL - OTHER						100.00
94835	SPAY/NEUTER PROGRAM				1402 30-Nov-2020	30-Nov-2020	
10-5-2043015-0904	ANIMAL CONTROL - OTHER						100.00
94850	SPAY/NEUTER PROGRAM				1402 29-Nov-2020	29-Nov-2020	
10-5-2043015-0904	ANIMAL CONTROL - OTHER						100.00
<b>MON183</b>	<b>MONARCH OFFICE SUPPLY INC</b>						
246033	PURCHASES FOR THE MONTH OF DECEMBER 2020				1442 31-Dec-2020	31-Dec-2020	
10-5-2043015-0301	OFFICE SUPPLIES						44.01

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<b>DEPARTMENT 2043015 LICENSING AND ENFORCEMENT</b>							
<b>ULI350 ULINE CANADA CORPORATION</b>							
7743240				UNIFORMS	7 04-Jan-2021	04-Jan-2021	
10-5-2043015-0252				UNIFORMS - BYLAW ENFORCEMENT			303.36
<b>WIN137 WINDSOR-ESSEX COUNTY HUMANE SOCIETY</b>							
JANUARY 2021				ANIMAL CONTROL SERVICES FOR THE MONTH OF JANUARY 2021	25 02-Jan-2021	02-Jan-2021	
10-5-2043015-0903				ANIMAL CONTROL - CONTRACT			2,666.67
NOVEMBER 2020				ANIMAL CONTROL SERVICES FOR THE MONTH OF NOVEMBER 2020	1403 05-Nov-2020	05-Nov-2020	
10-5-2043015-0903				ANIMAL CONTROL - CONTRACT			2,583.33
NOVEMBER3 : REIMBURSEMENT FOR STRAY CATS					1402 30-Nov-2020	30-Nov-2020	
10-5-2043015-0904				ANIMAL CONTROL - OTHER			150.00
<b>WOR415 WORK AUTHORITY</b>							
645673				UNIFORMS	7 10-Jan-2021	10-Jan-2021	
10-5-2043015-0252				UNIFORMS - BYLAW ENFORCEMENT			244.07
<b>Department Totals :</b>							<b>8,880.48</b>

<b>DEPARTMENT 3010000 PUBLIC WORKS</b>							
<b>ACK297 ACKLANDS-GRAINGER INC</b>							
9752102948				EQUIPMENT	1430 18-Dec-2020	18-Dec-2020	
10-5-3010000-0420		MECH		EQUIPMENT			3.80
9752303561				EQUIPMENT REPAIR	1430 18-Dec-2020	18-Dec-2020	
10-5-3010000-0420		MECH		EQUIPMENT			111.02
9753368647				SMALL EQUIPMENT	1430 21-Dec-2020	21-Dec-2020	
10-5-3010000-0420		MECH		EQUIPMENT			18.51
<b>ADV329 ADVANCE BUSINESS SYSTEMS</b>							
720744				SUPPLIES	1430 14-Dec-2020	14-Dec-2020	
10-5-3010000-0301				OFFICE SUPPLIES			94.30
<b>BEN262 BENSON AUTO PARTS</b>							
20483047				SHOP SUPPLIES	1431 15-Dec-2020	15-Dec-2020	
10-5-3010000-0402				VEHICLE & EQUIPMENT MTCE.			100.39
<b>CAN380 CANADIAN TIRE STORE #281</b>							
NOVEMBER 2020				NOVEMBER 2020	1402 30-Nov-2020	30-Nov-2020	
10-5-3010000-0301				OFFICE SUPPLIES			31.33
10-5-3010000-0301				OFFICE SUPPLIES			56.48
10-5-3010000-0301				OFFICE SUPPLIES			25.11

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<b>DEPARTMENT 3010000 PUBLIC WORKS</b>							
<b>CAR645 CARRIER CENTERS</b>							
04P480076	UNIT 220				1403 08-Dec-2020	08-Dec-2020	
10-5-3010000-0402				VEHICLE & EQUIPMENT MTCE.			241.80
04P480099	CREDIT				1403 08-Dec-2020	08-Dec-2020	
10-5-3010000-0402				VEHICLE & EQUIPMENT MTCE.			-61.02
04P480307	UNIT 306				1430 15-Dec-2020	15-Dec-2020	
10-5-3010000-0402				VEHICLE & EQUIPMENT MTCE.			184.60
04P480386	UNIT 306				1403 16-Dec-2020	16-Dec-2020	
10-5-3010000-0402				VEHICLE & EQUIPMENT MTCE.			392.65
04P480387	UNIT 306				1403 16-Dec-2020	16-Dec-2020	
10-5-3010000-0402				VEHICLE & EQUIPMENT MTCE.			5.53
<b>CAR660 CARDINAL</b>							
1987991	PARTS DELIVERY				1431 29-Feb-2020	29-Feb-2020	
10-5-3010000-0420				EQUIPMENT			82.20
2028408	PARTS DELIVERY				1431 30-Jun-2020	30-Jun-2020	
10-5-3010000-0402				VEHICLE & EQUIPMENT MTCE.			151.50
2040963	PARTS DELIVERY				1431 31-Jul-2020	31-Jul-2020	
10-5-3010000-0402				VEHICLE & EQUIPMENT MTCE.			314.03
2049419	PARTS DELIVERY				1431 31-Aug-2020	31-Aug-2020	
10-5-3010000-0402				VEHICLE & EQUIPMENT MTCE.			320.90
<b>CED150 CEDAR SIGNS</b>							
INV/2020/2915	SIGN DELIVERY COSTS				1403 26-Oct-2020	26-Oct-2020	
10-5-3010000-0741				TRAFFIC SIGNS & DEVICES			57.32
INV/2020/3309	SIGNS FOR BEAUDOIN PARK/CHURCH				1403 18-Nov-2020	18-Nov-2020	
10-5-3010000-0741				TRAFFIC SIGNS & DEVICES			292.05
<b>COU360 COUNTY OF ESSEX</b>							
IN000016908	CENTRELINE PAINTING				1346 07-Dec-2020	07-Dec-2020	
10-5-3010000-0725	PAINT			ROADS MAINTENANCE - GENERAL			35,531.58
IN000016953	WEATHER REPORTING SERVICES				25 07-Jan-2021	07-Jan-2021	
10-5-3010000-0725				ROADS MAINTENANCE - GENERAL			1,305.04
<b>DIR572 DIRECTDIAL</b>							
IN771923	OFFICE PRINTERS - SOUTH & NORTH YARDS				09 09-Dec-2020	09-Dec-2020	
10-5-3010000-0301				OFFICE SUPPLIES			863.32
<b>DON70 DON CASSELMAN &amp; SON</b>							

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<b>DEPARTMENT 3010000</b>				<b>PUBLIC WORKS</b>			
SI-171635				SUPPLIES	1430	10-Dec-2020	
10-5-3010000-0402				VEHICLE & EQUIPMENT MTCE.		10-Dec-2020	114.41
<b>ESS160</b>	<b>ESSEX TERMINAL RAILWAY CO</b>						
0023245-IN				RAILWAY MAINTENANCE	1403	01-Dec-2020	
10-5-3010000-0720				RAILWAY CROSSINGS			306.92
<b>ESS360</b>	<b>ESSEX WINDSOR SOLID WASTE AUTHORITY</b>						
30553				LANDFILL CHARGES TIPPNG FEES	1430	31-Dec-2020	
10-5-3010000-0601		WEED		Landfill Tipping Fees			21,591.60
30560				YARD WASTE TIPPING FEES	1430	31-Dec-2020	
10-5-3010000-0601		YARD		Landfill Tipping Fees			632.00
IN000011387				DECEMBER FIXED COST	1403	31-Dec-2020	
10-5-3010000-0601				Landfill Tipping Fees			39,063.00
<b>ESS959</b>	<b>ESSEX LINEN SUPPLY LTD</b>						
57141				MATS & RAGS	1403	31-Dec-2020	
10-5-3010000-0301				OFFICE SUPPLIES			103.71
<b>FLU1650</b>	<b>FLUID BASICS INC</b>						
42114				SALT CALIBRATIONS	1403	14-Dec-2020	
10-5-3010000-0725		WINCON		ROADS MAINTENANCE - GENERAL			2,138.86
42119				WINTER CONTOL - SALT TRACKING UNIT	1403	23-Dec-2020	
10-5-3010000-0725		WINCON		ROADS MAINTENANCE - GENERAL			3,357.91
<b>GFL270</b>	<b>GFL (GREEN FOR LIFE) ENVIRONMENTAL INC.</b>						
GW000102810				PWD YARD CLEAN UP	1403	07-Nov-2020	
10-5-3010000-0607				PWD YARD CLEAN UP EXPENSES			180.80
GW000103254				SOUTH YARD	1403	12-Dec-2020	
10-5-3010000-0607				PWD YARD CLEAN UP EXPENSES			180.80
GW000103254				LIBRO - CARDBOARD	1403	12-Dec-2020	
10-5-3010000-0603		REFUSE		WASTE COLLECTION			372.90
GW000103254				MAIN YARD	1403	12-Dec-2020	
10-5-3010000-0607				PWD YARD CLEAN UP EXPENSES			180.80
GW000103278				SOUTH YARD	1403	19-Dec-2020	
10-5-3010000-0607				PWD YARD CLEAN UP EXPENSES			84.75
GW000103294				WASTE COLLECTION FOR JANUARY 2021	1403	01-Jan-2021	
10-5-3010000-0603		REFUSE		WASTE COLLECTION			50,229.80
10-5-3010000-0603		YARD		WASTE COLLECTION			9,834.49

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Vendor Invoice	Vendor Name Description				Batch Invc Date	Invc Due Date	Amount
G.L. Account	CC1	CC2	CC3	GL Account Name			
<b>DEPARTMENT 3010000</b>				<b>PUBLIC WORKS</b>			
0000054793				POWER WASHER REPAIR	25 12-Jan-2021	12-Jan-2021	
10-5-3010000-0402				VEHICLE & EQUIPMENT MTCE.			355.37
<b>HEA693 HEATON SANITATION</b>							
41393				HYDRO VAC SIGN HOLES	1403 09-Dec-2020	09-Dec-2020	
10-5-3010000-0741				TRAFFIC SIGNS & DEVICES			1,808.00
41394				HYDRO VAC SIGNS HOLES	1403 10-Dec-2020	10-Dec-2020	
10-5-3010000-0741				TRAFFIC SIGNS & DEVICES			1,921.00
<b>HIC441 HICKS ELECTRIC</b>							
10390				STREET LIGHTS	1433 14-Oct-2020	14-Oct-2020	
10-5-3010000-0331		STREET		GENERAL MAINTENANCE			1,584.26
10477				STREET LIGHT REPAIRS	7 06-Jan-2021	06-Jan-2021	
10-5-3010000-0331		STREET		GENERAL MAINTENANCE			548.05
10482				STREET LIGHT REPAIRS	7 06-Jan-2021	06-Jan-2021	
10-5-3010000-0331		STREET		GENERAL MAINTENANCE			1,513.07
10483				STREET LIGHT MAINTENANCE	25 12-Jan-2021	12-Jan-2021	
10-5-3010000-0331		STREET		GENERAL MAINTENANCE			559.35
<b>JEF296 JEFF SHEPLEY EXCAVATING LTD</b>							
11452				SALT DELIVERY	1403 15-Dec-2020	15-Dec-2020	
10-5-3010000-0725		WINCON		ROADS MAINTENANCE - GENERAL			2,750.44
<b>KEL198 KELCOM RADIO DIVISION</b>							
80012914				RADIO AIRTIME	1433 15-Dec-2020	15-Dec-2020	
10-5-3010000-0404				VEHICLE & RADIO LICENCES			1,726.02
<b>KIM249 KIMBALL LUMBER &amp; BUILDING SUPPLIES LTD.</b>							
A622496				POST FOR SIGN INSTALLS	1433 22-Dec-2020	22-Dec-2020	
10-5-3010000-0741				TRAFFIC SIGNS & DEVICES			519.30
<b>KSW113 K&amp;S WINDSOR SALT LTD.</b>							
5300519338				SALT FOR WINTER CONTROL	1403 10-Dec-2020	10-Dec-2020	
10-5-3010000-0725		WINCON		ROADS MAINTENANCE - GENERAL			10,284.50
5300521148				SALT FOR WINTER CONTROL	1403 18-Dec-2020	18-Dec-2020	
10-5-3010000-0725		WINCON		ROADS MAINTENANCE - GENERAL			14,963.29
5300524129				SALT FOR WINTER CONTROL	7 05-Jan-2021	05-Jan-2021	
10-5-3010000-0725		WINCON		ROADS MAINTENANCE - GENERAL			12,463.82
530052456				SALT FOR WINTER COTROL	7 06-Jan-2021	06-Jan-2021	
10-5-3010000-0725		WINCON		ROADS MAINTENANCE - GENERAL			5,781.23



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<b>DEPARTMENT 3010000</b>				<b>PUBLIC WORKS</b>			
<b>LAW731</b>				<b>LAWSON PRODUCTS INC</b>			
7235323				SHOP SUPPLIES	7 06-Jan-2021	06-Jan-2021	
10-5-3010000-0402				VEHICLE & EQUIPMENT MTCE.			451.86
7248606				SHOP SUPPLIES	7 12-Jan-2021	12-Jan-2021	
10-5-3010000-0402				VEHICLE & EQUIPMENT MTCE.			156.67
<b>MAL256</b>				<b>MALDEN AUTO SUPPLY</b>			
5294-227023				SHOP SUPPLIES	1431 15-Dec-2020	15-Dec-2020	
10-5-3010000-0402				VEHICLE & EQUIPMENT MTCE.			7.36
5294-227047				UNIT 306	1431 16-Dec-2020	16-Dec-2020	
10-5-3010000-0402				VEHICLE & EQUIPMENT MTCE.			110.73
5294-227048				UNIT PW 02 & 03	1431 16-Dec-2020	16-Dec-2020	
10-5-3010000-0402				VEHICLE & EQUIPMENT MTCE.			31.53
5294-227058				SHOP TOOLS	1431 16-Dec-2020	16-Dec-2020	
10-5-3010000-0402				VEHICLE & EQUIPMENT MTCE.			72.65
5294-227151				SHOP SUPPLIES	1431 17-Dec-2020	17-Dec-2020	
10-5-3010000-0402				VEHICLE & EQUIPMENT MTCE.			57.97
5294-227260				UNIT 103	1431 21-Dec-2020	21-Dec-2020	
10-5-3010000-0402				VEHICLE & EQUIPMENT MTCE.			12.60
5294-227703				CREDIT	7 04-Jan-2021	04-Jan-2021	
10-5-3010000-0402				VEHICLE & EQUIPMENT MTCE.			-20.34
5294-227764				M-2	7 05-Jan-2021	05-Jan-2021	
10-5-3010000-0402				VEHICLE & EQUIPMENT MTCE.			190.72
5294-227951				EQUIPMENT MAINTENANCE	7 07-Jan-2021	07-Jan-2021	
10-5-3010000-0402				VEHICLE & EQUIPMENT MTCE.			21.45
<b>MCG684</b>				<b>MCGUIRE FARMS INC</b>			
0901				STONE DELIVERY	1403 09-Dec-2020	09-Dec-2020	
10-5-3010000-0725		GRAVEL		ROADS MAINTENANCE - GENERAL			600.57
<b>MON183</b>				<b>MONARCH OFFICE SUPPLY INC</b>			
246033				PURCHASES FOR THE MONTH OF DECEMBER 2020	1442 31-Dec-2020	31-Dec-2020	
10-5-3010000-0301				OFFICE SUPPLIES			-12.44
<b>MSM051</b>				<b>MSM RECYCLERS</b>			
INV134				TIRE DISPOSAL	7 04-Jan-2021	04-Jan-2021	
10-5-3010000-0607				PWD YARD CLEAN UP EXPENSES			316.40
<b>NAS514</b>				<b>NASCI CONSTRUCTION SERVICES LTD</b>			

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<b>DEPARTMENT 3010000</b>				<b>PUBLIC WORKS</b>			
5053				ROADS REPAIR	1403 10-Dec-2020	10-Dec-2020	
10-5-3010000-0725				ROADS MAINTENANCE - GENERAL			5,424.00
<b>ONT351 1307749 ONTARIO LTD. GOODREAU TREE CARE</b>							
5895				TREE TRIMMING	1433 31-Dec-2020	31-Dec-2020	
10-5-3010000-0650		T-TRIM		TREE MAINTENANCE			3,390.00
<b>SAF01 SAFETY-KLEEN CANADA INC</b>							
84548912				EQUIPMENT MAINTENANCE	1430 14-Dec-2020	14-Dec-2020	
10-5-3010000-0402				VEHICLE & EQUIPMENT MTCE.			203.92
<b>STE366 STERLING FUELS</b>							
0092465				FUEL FOR VEHICLES	1403 14-Dec-2020	14-Dec-2020	
10-5-3010000-0401				GASOLINE			3,187.50
0092473				FUEL FOR EQUIPMENT	1403 14-Dec-2020	14-Dec-2020	
10-5-3010000-0401				GASOLINE			466.11
0092474				FUEL FOR TRUCKS	1403 14-Dec-2020	14-Dec-2020	
10-5-3010000-0401				GASOLINE			778.23
0092475				FUEL FOR TRUCKS	1403 14-Dec-2020	14-Dec-2020	
10-5-3010000-0401				GASOLINE			697.45
0092476				FUEL FOR EQUIPMENT	1403 14-Dec-2020	14-Dec-2020	
10-5-3010000-0401				GASOLINE			375.53
0092479				FUEL FOR TRUCKS	1430 14-Dec-2020	14-Dec-2020	
10-5-3010000-0401				GASOLINE			889.72
0092763				FUEL FOR VEHICLE & EQUIPMENT	1403 29-Dec-2020	29-Dec-2020	
10-5-3010000-0401				GASOLINE			670.91
0092764				FUEL FOR EQUIPMENT & VEHICLE	1403 29-Dec-2020	29-Dec-2020	
10-5-3010000-0401				GASOLINE			419.31
0092767				FUEL FOR VEHICLE & EQUIPMENT	1403 29-Dec-2020	29-Dec-2020	
10-5-3010000-0401				GASOLINE			104.34
0092768				FUEL FOR TRUCKS	1403 29-Dec-2020	29-Dec-2020	
10-5-3010000-0401				GASOLINE			912.86
0092872				FUEL FOR VEHICLES	25 04-Jan-2021	04-Jan-2021	
10-5-3010000-0401				GASOLINE			2,642.99
0092877				FUEL FOR EQUIPMENT	25 04-Jan-2021	04-Jan-2021	
10-5-3010000-0401				GASOLINE			296.60
0092878				FUEL FOR TRUCKS	25 04-Jan-2021	04-Jan-2021	

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G.L. Account	CC1	CC2	CC3	GL Account Name			
<b>DEPARTMENT 3010000 PUBLIC WORKS</b>							
<b>TRA689 UAP INC.</b>							
396349154	UNIT 306				1431 15-Dec-2020	15-Dec-2020	
10-5-3010000-0402				VEHICLE & EQUIPMENT MTCE.			48.33
396349404	shop supplies				1431 18-Dec-2020	18-Dec-2020	
10-5-3010000-0402				VEHICLE & EQUIPMENT MTCE.			260.96
39634954	UNIT 108 REPAIR				1402 27-Nov-2020	27-Nov-2020	
10-5-3010000-0402				VEHICLE & EQUIPMENT MTCE.			28.30
396349958	UNIT PG-52 & 53				7 04-Jan-2021	04-Jan-2021	
10-5-3010000-0402				VEHICLE & EQUIPMENT MTCE.			326.91
<b>TRU429 401 TRUCKSOURCE INC.</b>							
9059323	UNIT 209				1430 11-Dec-2020	11-Dec-2020	
10-5-3010000-0402				VEHICLE & EQUIPMENT MTCE.			89.70
90594046	UNIT 209				1430 11-Dec-2020	11-Dec-2020	
10-5-3010000-0402				VEHICLE & EQUIPMENT MTCE.			102.39
<b>TSI030 TSI INC</b>							
1-FINAL	ENGINEERING SERVICES				1442 31-Dec-2020	31-Dec-2020	
10-5-3010000-2029				TRF TO RESERVES - PLANS & STUDIES			11,695.50
<b>TUR200 TURF CARE PRODUCTS CANADA LIMITED LES PRODUITS TUR</b>							
70704177-00	POLAR TAX UNIT - WINTER CONTROL				1430 03-Dec-2020	03-Dec-2020	
10-5-3010000-0402				VEHICLE & EQUIPMENT MTCE.			1,548.10
<b>WAL101 WALKER AGGREGATES</b>							
298190	STONE FOR SHOP BINS				1430 12-Dec-2020	12-Dec-2020	
10-5-3010000-0725	GRAVEL			ROADS MAINTENANCE - GENERAL			2,163.78
298445	GRAVEL FOR ROADS				25 09-Jan-2021	09-Jan-2021	
10-5-3010000-0725	GRAVEL			ROADS MAINTENANCE - GENERAL			10,829.99
<b>WIG035 WIGLE HOME HARDWARE BUILDING CENTRE</b>							
147111	EQUIPMENT				1433 15-Dec-2020	15-Dec-2020	
10-5-3010000-0420				EQUIPMENT			20.32
147112	EQUIPMENT				1433 15-Dec-2020	15-Dec-2020	
10-5-3010000-0420				EQUIPMENT			67.77
147114	EQUIPMENT				1433 15-Dec-2020	15-Dec-2020	
10-5-3010000-0420				EQUIPMENT			22.59
147265	EQUIPMENT				1433 21-Dec-2020	21-Dec-2020	
10-5-3010000-0420				EQUIPMENT			50.84

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G.L. Account	CC1 CC2 CC3 GL Account Name				
<b>DEPARTMENT 3010000 PUBLIC WORKS</b>					
<b>WIN100 WINDSOR ESSEX COUNTY HEALTH UNIT</b>					
009 (2020)	WEST NILE VIRUS PREVENTION		1430 15-Dec-2020	15-Dec-2020	
10-5-3010000-0736	WEST NILE VIRUS PREVENTION				2,170.37
<b>Department Totals :</b>					<b>278,799.80</b>
-----					
<b>DEPARTMENT 3022017 ROADS CAPITAL</b>					
<b>RTT067 RIVER TOWN TIMES</b>					
4521	ADVERTISING		1403 23-Dec-2020	23-Dec-2020	
40-7-3022017-0009	BRIDGE 3008, RIVER CANARD AT CONC 2				124.80
<b>Department Totals :</b>					<b>124.80</b>
-----					
<b>DEPARTMENT 3022019 ROADS CAPITAL</b>					
<b>RUD01 RUDAK EXCAVATING INC.</b>					
T11-2020-002 # PPC #1			1430 31-Dec-2020	31-Dec-2020	
40-7-3022019-0006	CULVERT #3 COLLISION DRAIN AT COLLISION				203,235.88
<b>Department Totals :</b>					<b>203,235.88</b>
-----					
<b>DEPARTMENT 3022020 ROADS CAPITAL</b>					
<b>DIL426 DILLON CONSULTING</b>					
229292	ENGINEERING		1402 21-Dec-2020	21-Dec-2020	
40-7-3022020-0001	ENGINEERING - FRYER ST(SIMCOE TO ALMA)				20,220.22
<b>ENB500 ENBRIDGE GAS INC</b>					
PA02254	HAMEL BEZAIRE DRAIN CULVERT 59		1402 24-Nov-2020	24-Nov-2020	
40-7-3022020-0016	HAMEL BEZAIRE DRAIN CULVERT 59				10,073.26
<b>HEA693 HEATON SANITATION</b>					
42246	UTILITY EXPLORATION		1430 08-Dec-2020	08-Dec-2020	
40-7-3022020-0011	5TH CONC S OVER ALBERT MCGEE CULVERT 8				1,529.74
40-7-3022020-0011	5TH CONC S OVER ALBERT MCGEE CULVERT 8				1,529.74
<b>RCS261 RC SPENCER ASSOCIATES INC.</b>					
19-905-1120	PAVED SHOULDERS ALMA BETWEEN FRYER AND MELOCHE		1433 02-Nov-2020	02-Nov-2020	
40-7-3022020-0007	PAVED SHOULDERS ALMA BET FRYER /MELOCHE				19,393.63
19-905-1220	PAVED SHOULDERS ALMA BETWEEN FRYER/MELOCHE		1433 01-Dec-2020	01-Dec-2020	
40-7-3022020-0007	PAVED SHOULDERS ALMA BET FRYER /MELOCHE				6,823.79

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G.L. Account	CC1	CC2	CC3	GL Account Name			
<b>DEPARTMENT 3022020</b>				<b>ROADS CAPITAL</b>			
40-7-3022020-0010				WHELAN DR AT 3RD CONC N CULVERT 38			590.43
20-104A-1220				ENGINEERING SERVICES	1402 01-Dec-2020	01-Dec-2020	
40-7-3022020-0011				5TH CONC S OVER ALBERT MCGEE CULVERT 8			6,374.61
<b>STA310</b>				<b>STANTEC CONSULTING LTD</b>			
1559992				ENGINEERING SERVICES	1402 14-Dec-2020	14-Dec-2020	
40-7-3022020-0015				BRIDGE NO.3012 RIVER CANARD AT CON5N			5,868.09
<b>WOO4090</b>				<b>WOOD ENVIRONMENTAL &amp; INFRASTRUCTURE SOLUTIONS</b>			
GE2560				REHAB OF 4TH CON N (ALMA-CTY10)	1402 15-Dec-2020	15-Dec-2020	
40-7-3022020-0002				REHAB OF 4TH CONC N (ALMA-CTY10)			4,302.25
<b>Department Totals :</b>							<b>76,705.76</b>

<b>DEPARTMENT 4010000</b>				<b>Wastewater department</b>			
<b>CAN380</b>				<b>CANADIAN TIRE STORE #281</b>			
NOVEMBER 21 NOVEMBER 2020					1402 30-Nov-2020	30-Nov-2020	
80-5-4010000-0760		SSCS		MANHOLE CLEANING & MAINTENANCE			27.10
80-5-4010000-0759		SSCS		SERVICE CONNECTION REPAIR & MTCE.			5.41
<b>CIV330</b>				<b>CIVICA INFRASTRUCTURE INC</b>			
103121				ENGINEERING SERVICES	1437 31-Dec-2020	31-Dec-2020	
80-5-4010000-0766				INFLOW & INFILTRATION MAINTENANCE			8,445.62
<b>ESS273</b>				<b>ESSEX POWERLINES CORPORATION</b>			
JC8541				SEWER BILLING AND COLLECTING FOR THE MONTH OF DECEMBER 2020	1441 30-Dec-2020	30-Dec-2020	
80-5-4010000-0504		SSCS		COLLECTION & BILLING EXPENSE			1,087.63
<b>ESS360</b>				<b>ESSEX WINDSOR SOLID WASTE AUTHORITY</b>			
30489				LANDFILL CHARGES FOR THE MONTH OF DECEMBER 2020	1437 31-Dec-2020	31-Dec-2020	
80-5-4010000-0602		ASSTS		LANDFILL CHARGES			7,946.40
<b>GAT290</b>				<b>GATA INDUSTRIAL SERVICES INC.</b>			
050-12510				GENERAL MAINTENANCE	1445 05-Jan-2020	05-Jan-2020	
80-5-4010000-0331				GENERAL MAINTENANCE			261.82
<b>HEA693</b>				<b>HEATON SANITATION</b>			
41399				SERVICE CONNECTION REPAIR & MAINTENANCE	1437 14-Dec-2020	14-Dec-2020	
80-5-4010000-0759				SERVICE CONNECTION REPAIR & MTCE.			678.00
<b>ONT001</b>				<b>ONTARIO CLEAN WATER AGENCY</b>			
INV000000072				ADDITIONAL SERVICES	1406 14-Dec-2020	14-Dec-2020	

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Vendor Invoice	Vendor Name Description				Batch Invc Date	Invc Due Date	Amount
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<b>DEPARTMENT 4010000</b>				Wastewater department			
INV00000072: ADDITIONAL SERVICES					1406 14-Dec-2020	14-Dec-2020	
80-5-4010000-0612		MSLS		OCWA MAINTENANCE ITEMS			288.87
INV00000072: ADDITIONAL SERVICES					1406 14-Dec-2020	14-Dec-2020	
80-5-4010000-0612		MSLS		OCWA MAINTENANCE ITEMS			483.36
INV00000072: ADDITIONAL SERVICES					1406 14-Dec-2020	14-Dec-2020	
80-5-4010000-0612		MSLS		OCWA MAINTENANCE ITEMS			877.33
INV00000072: ADDITIONAL SERVICES					1406 14-Dec-2020	14-Dec-2020	
80-5-4010000-0612				OCWA MAINTENANCE ITEMS			377.63
INV00000072: MAINTENANCE					1445 14-Dec-2020	14-Dec-2020	
80-5-4010000-0612		MCLEOI		OCWA MAINTENANCE ITEMS			2,199.18
INV00000072: ADDITIONAL SERVICES					1406 14-Dec-2020	14-Dec-2020	
80-5-4010000-0612		BIGCR		OCWA MAINTENANCE ITEMS			2,166.04
INV00000072: MAINTENANCE					1406 14-Dec-2020	14-Dec-2020	
80-5-4010000-0612		BIGCR		OCWA MAINTENANCE ITEMS			546.45
INV00000073: MAINTENANCE					1406 14-Dec-2020	14-Dec-2020	
80-5-4010000-0612		ASSTS		OCWA MAINTENANCE ITEMS			132.29
INV00000073: MAINTENANCE ITEMS					1437 14-Dec-2020	14-Dec-2020	
80-5-4010000-0612		ESLS		OCWA MAINTENANCE ITEMS			546.45
INV00000073: MAINTENANCE					1445 14-Dec-2020	14-Dec-2020	
80-5-4010000-0612		ESLS		OCWA MAINTENANCE ITEMS			3,259.75
INV00000073: LIFECYCLE					1445 14-Dec-2020	14-Dec-2020	
80-5-4010000-0680		ASSTS		LIFE CYCLE EXPENSES			1,263.20
INV00000073: MAINTENANCE					1406 14-Dec-2020	14-Dec-2020	
80-5-4010000-0612		ASSTS		OCWA MAINTENANCE ITEMS			188.81
INV00000073: MAINTENANCE ITEMS					1437 14-Dec-2020	14-Dec-2020	
80-5-4010000-0612		ASSTS		OCWA MAINTENANCE ITEMS			546.45
INV00000073: MAINTENANC ITEMS					1437 14-Dec-2020	14-Dec-2020	
80-5-4010000-0612		ASSTS		OCWA MAINTENANCE ITEMS			834.43
INV00000073: MAINTENANCE					1445 14-Dec-2020	14-Dec-2020	
80-5-4010000-0612		ASSTS		OCWA MAINTENANCE ITEMS			1,754.66
INV00000073: UNEXPECTED OPERATIONS					1445 15-Dec-2020	15-Dec-2020	
80-5-4010000-0613		MSLS		OCWA UNEXPECTED OPERATION ITEMS			1,015.00
INV00000073: UNEXPECTED OPERATIONS ITEMS					1437 15-Dec-2020	15-Dec-2020	
80-5-4010000-0613		MCLEOI		OCWA UNEXPECTED OPERATION ITEMS			1,119.50

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Vendor Invoice	Vendor Name Description				Batch Invc Date	Invc Due Date	Amount
G.L. Account	CC1	CC2	CC3	GL Account Name			
<b>DEPARTMENT 4010000</b>		Wastewater department					
80-5-4010000-0613	ASSTS			OCWA UNEXPECTED OPERATION ITEMS			1,102.00
INV000000075: MAINTENANCE					1445 18-Dec-2020	18-Dec-2020	
80-5-4010000-0612	BIGCR			OCWA MAINTENANCE ITEMS			2,014.85
INV000000075: LIFECYCLES					1406 18-Dec-2020	18-Dec-2020	
80-5-4010000-0680	ESLS			LIFE CYCLE EXPENSES			2,652.88
INV000000075: MAINTENANCE ITEMS					1437 18-Dec-2020	18-Dec-2020	
80-5-4010000-0612	ASSTS			OCWA MAINTENANCE ITEMS			234.03
INV000000075: MAINTENANCE ITEMS					1437 18-Dec-2020	18-Dec-2020	
80-5-4010000-0612	ASSTS			OCWA MAINTENANCE ITEMS			4,263.74
INV000000075: MAINTENANCE ITEMS					1437 18-Dec-2020	18-Dec-2020	
80-5-4010000-0612	ASSTS			OCWA MAINTENANCE ITEMS			1,572.12
INV000000076: MAINTENANCE					1441 22-Dec-2020	22-Dec-2020	
80-5-4010000-0612	ASSTS			OCWA MAINTENANCE ITEMS			25,740.61
INV000000076: LIFECYCLE					1441 23-Dec-2020	23-Dec-2020	
80-5-4010000-0680	ESLS			LIFE CYCLE EXPENSES			8,559.74
INV000000076: LIFECYCLE					1441 23-Dec-2020	23-Dec-2020	
80-5-4010000-0680	ASSTS			LIFE CYCLE EXPENSES			16,235.19
INV000000076: LIFECYCLE					1441 23-Dec-2020	23-Dec-2020	
80-5-4010000-0680	ASSTS			LIFE CYCLE EXPENSES			24,073.33
INV000000076: LIFECYCLE					1441 23-Dec-2020	23-Dec-2020	
80-5-4010000-0680	ASSTS			LIFE CYCLE EXPENSES			12,222.01
INV000000077: LIFECYCLE					1438 24-Dec-2020	24-Dec-2020	
80-5-4010000-0680	ESLS			LIFE CYCLE EXPENSES			1,930.13
INV000000077: LIFECYCLE					1441 24-Dec-2020	24-Dec-2020	
80-5-4010000-0680	ESLS			LIFE CYCLE EXPENSES			28,375.02
INV000000077: MAINTENANCE					1441 24-Dec-2020	24-Dec-2020	
80-5-4010000-0612	ASSTS			OCWA MAINTENANCE ITEMS			809.96
INV000000077: MAINTENANCE					1441 24-Dec-2020	24-Dec-2020	
80-5-4010000-0612	ASSTS			OCWA MAINTENANCE ITEMS			334.89
INV000000079: LIFECYCLE					1437 31-Dec-2020	31-Dec-2020	
80-5-4010000-0680	MCLEO			LIFE CYCLE EXPENSES			15,637.41
INV000000080: MAINTENANCE ITEMS					1437 31-Dec-2020	31-Dec-2020	
80-5-4010000-0612	BIGCR			OCWA MAINTENANCE ITEMS			213.64
INV000000080: MAINTENANCE					1438 31-Dec-2020	31-Dec-2020	

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Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
<b>DEPARTMENT 4010000 Wastewater department</b>					
INV000000081	UNEXPECTED OPERATIONS	1438	31-Dec-2020	31-Dec-2020	
80-5-4010000-0613	MCLEOI OCWA UNEXPECTED OPERATION ITEMS				2,115.00
INV000000081	UNEXPECTED OPERATIONS	1438	31-Dec-2020	31-Dec-2020	
80-5-4010000-0613	BIGCR OCWA UNEXPECTED OPERATION ITEMS				378.00
INV000000081	UNEXPECTED OPERATION ITEMS	1438	31-Dec-2020	31-Dec-2020	
80-5-4010000-0613	ASSTS OCWA UNEXPECTED OPERATION ITEMS				1,484.00
INV000000081	UNEXPECTED OPERATIONS	1438	31-Dec-2020	31-Dec-2020	
80-5-4010000-0613	ESLS OCWA UNEXPECTED OPERATION ITEMS				897.50
INV000000082	MAINTENANCE	1438	31-Dec-2020	31-Dec-2020	
80-5-4010000-0612	BIGCR OCWA MAINTENANCE ITEMS				2,411.71
INV000000082	MAINTENANCE ITEMS	1438	31-Dec-2020	31-Dec-2020	
80-5-4010000-0612	ASSTS OCWA MAINTENANCE ITEMS				2,198.02
INV000000087	ADDITIONAL SERVICES	1445	31-Dec-2020	31-Dec-2020	
80-5-4010000-0612	MSLS OCWA MAINTENANCE ITEMS				8,264.55
80-5-4010000-0612	MCLEOI OCWA MAINTENANCE ITEMS				2,197.10
80-5-4010000-0612	ESLS OCWA MAINTENANCE ITEMS				666.69
80-5-4010000-0612	ASSTS OCWA MAINTENANCE ITEMS				51,169.23
80-5-4010000-0612	AWTP OCWA MAINTENANCE ITEMS				17,427.09
80-5-4010000-0612	BIGCR OCWA MAINTENANCE ITEMS				-1,355.89
80-5-4010000-0612	BOBLO OCWA MAINTENANCE ITEMS				-1,754.43
<b>WIG035 WIGLE HOME HARDWARE BUILDING CENTRE</b>					
145243	SUPPLIES	1384	07-Oct-2020	07-Oct-2020	
80-5-4010000-0759	SERVICE CONNECTION REPAIR & MTCE.				40.57
<b>WOL533 WOLSELEY CANADA INC</b>					
213015	SUPPLIES	1404	20-Dec-2020	20-Dec-2020	
80-5-4010000-0331	GENERAL MAINTENANCE				1,808.00
9888691	STAKE FLAGS	1384	14-Oct-2020	14-Oct-2020	
80-5-4010000-0759	SERVICE CONNECTION REPAIR & MTCE.				213.57
<b>Department Totals :</b>					<b>270,943.74</b>

DEPARTMENT 4012018 WASTEWATER CAPITAL

STA310 STANTEC CONSULTING LTD

1559969	PROFESSIONAL SERVICES	1437	14-Dec-2020	14-Dec-2020	
40-7-4012018-0001	SE QUADRANT CLASS EA				10,863.39



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G.L. Account	CC1	CC2	CC3	GL Account Name			
<b>DEPARTMENT 4012018 WASTEWATER CAPITAL</b>							
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<b>DEPARTMENT 4012020 CAPITAL</b>							
<b>STA310 STANTEC CONSULTING LTD</b>							
1558876				PROFESSIONAL SERVICES	1404 10-Dec-2020	10-Dec-2020	
40-7-4012020-0003				EDGEWATER LAGOON DECOMMISSIONING			9,145.98
						<b>Department Totals :</b>	<b>9,145.98</b>
-----							
<b>DEPARTMENT 7010000 PARKS AND RECREATION PROGRAMMING</b>							
<b>FAS259 FASTSIGNS</b>							
33280				COVID SIGNAGE	1346 20-Nov-2020	20-Nov-2020	
10-5-7010000-0740				SIGNS & SIGN MAINTENANCE			1,938.52
33317				COVID SIGNAGE	1346 20-Nov-2020	20-Nov-2020	
10-5-7010000-0740				SIGNS & SIGN MAINTENANCE			526.58
<b>LEB881 LEBLANC MARC</b>							
1906				STAFF MASKS COVID	1346 12-Dec-2020	12-Dec-2020	
10-5-7010000-0252				UNIFORMS - BUS DEVEL & PROGRAMS			804.00
						<b>Department Totals :</b>	<b>3,269.10</b>
-----							
<b>DEPARTMENT 7017000 PARKS CAPITAL</b>							
<b>ABC210 A.B.C RECREATION LTD</b>							
0002480-IN				EXTENSION PROJECT KNYP	1433 09-Dec-2020	09-Dec-2020	
40-7-7017000-0016				Development of Waterfront			8,175.55
<b>BRA02 BRAVO CEMENT CONTRACTING (WINDSOR)LTD</b>							
IN055098				TRAIL APPROVEMENTS	1431 25-Nov-2020	25-Nov-2020	
40-7-7017000-0003				REFURBISH PLAYGROUND - BEAUDOIN PK			339.00
<b>CAN236 CANADIAN FENCE CONTRACTORS - 1954812</b>							
474				MALDEN PARK EXPENSES	1431 26-Nov-2020	26-Nov-2020	
40-7-7017000-0010				PARK IMPROVEMENTS			11,331.29
<b>CAN380 CANADIAN TIRE STORE #281</b>							
NOVEMBER 2( NOVEMBER 2020					1402 30-Nov-2020	30-Nov-2020	
10-5-7017000-0771				SPECIAL EVENTS			67.77
10-5-7017000-0771				SPECIAL EVENTS			22.59
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			63.23
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			101.62

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Vendor Invoice	Vendor Name Description				Batch Invc Date	Invc Due Date	Amount
G.L. Account	CC1	CC2	CC3	GL Account Name			
<b>DEPARTMENT 7017000 PARKS CAPITAL</b>							
2080668	SUPPLIES				1346 30-Nov-2020	30-Nov-2020	
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			84.27
<b>JAM060 JAMES GIBB SIGNS</b>							
239	OFFICE SUPPLIES				1403 16-Jul-2020	16-Jul-2020	
10-5-7017000-0301				OFFICE SUPPLIES			135.60
<b>KEL198 KELCOM RADIO DIVISION</b>							
80012911	RADIO AIRTIME				1403 15-Dec-2020	15-Dec-2020	
10-5-7017000-0319				RADIO AIR TIME			304.59
<b>KIM249 KIMBALL LUMBER &amp; BUILDING SUPPLIES LTD.</b>							
498241 (2016C CREDIT FROM AN INVOICE PAID TWICE					1433 31-Dec-2020	31-Dec-2020	
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			-67.57
<b>KUC134 KUCERA CONSTRUCTION EQUIPMENT</b>							
CW23771	UNIT 508				1430 21-Dec-2020	21-Dec-2020	
10-5-7017000-0402				VEHICLE & EQUIPMENT MAINTENANCE PARKS			577.94
<b>LUC170 LUCIER GLOVE &amp; SAFETY PRODUCTS</b>							
44281	CLOTHING				1403 10-Dec-2020	10-Dec-2020	
10-5-7017000-0161				PARKS - CLOTHING			959.30
<b>MAL256 MALDEN AUTO SUPPLY</b>							
5294-227046	UNIT PG-1				1431 16-Dec-2020	16-Dec-2020	
10-5-7017000-0402				VEHICLE & EQUIPMENT MAINTENANCE PARKS			227.14
5294-227155	CREDIT				1431 17-Dec-2020	17-Dec-2020	
10-5-7017000-0402				VEHICLE & EQUIPMENT MAINTENANCE PARKS			-10.17
5294-227692	PARKS #RM-1				7 04-Jan-2021	04-Jan-2021	
10-5-7017000-0402				VEHICLE & EQUIPMENT MAINTENANCE PARKS			219.53
<b>MON183 MONARCH OFFICE SUPPLY INC</b>							
246033	PURCHASES FOR THE MONTH OF DECEMBER 2020				1442 31-Dec-2020	31-Dec-2020	
10-5-7017000-0301				OFFICE SUPPLIES			135.26
<b>TOT341 TOTAL SOURCE CONTRACTING</b>							
1042	BEAUDOIN PARK IMPROVEMENTS				1433 05-Dec-2020	05-Dec-2020	
40-7-7017000-0003				REFURBISH PLAYGROUND - BEAUDOIN PK			57,630.00
1043	BEAUDOIN PARK PROJECT				1433 05-Dec-2020	05-Dec-2020	
40-7-7017000-0003				REFURBISH PLAYGROUND - BEAUDOIN PK			3,955.00
<b>ULI350 ULINE CANADA CORPORATION</b>							

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Vendor Invoice	Vendor Name Description				Batch Invc Date	Invc Due Date	Amount
G.L. Account	CC1	CC2	CC3	GL Account Name			
<b>DEPARTMENT 7017000</b>				<b>PARKS CAPITAL</b>			
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			450.62
<b>WIG035</b>				<b>WIGLE HOME HARDWARE BUILDING CENTRE</b>			
146824				BEAUDOIN PAVILLION ROOF	1431 03-Dec-2020	03-Dec-2020	
40-7-7017000-0003				REFURBISH PLAYGROUND - BEAUDOIN PK			3,177.42
147003				GENERAL SUPPLIES	1433 10-Dec-2020	10-Dec-2020	
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			24.81
147008				CAPITAL EXPENSE	1402 10-Dec-2020	10-Dec-2020	
40-7-7017000-0003				REFURBISH PLAYGROUND - BEAUDOIN PK			673.17
147071				GENERAL SUPPLIES	1433 14-Dec-2020	14-Dec-2020	
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			10.14
147275				GENERAL SUPPLIES	1433 21-Dec-2020	21-Dec-2020	
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			9.03
147298				GENERAL SUPPLIES	1433 22-Dec-2020	22-Dec-2020	
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			62.30
147314				SMALL EQUIPMENT	1403 22-Dec-2020	22-Dec-2020	
10-5-7017000-0420				PARKS MAINTENANCE EQUIPMENT			9.03
147642				SUPPLIES	7 08-Jan-2021	08-Jan-2021	
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			13.54
<b>Department Totals :</b>							<b>88,682.00</b>

<b>DEPARTMENT 7017002</b>				<b>FACILITIES</b>			
<b>AFF062</b>				<b>AFFLECK SHEET METAL INC.</b>			
17521				MAINT TOWN HALL	1346 10-Dec-2020	10-Dec-2020	
10-5-7017002-0317				TOWN FACILITIES - BUILDING MAINTENANCE			774.05
<b>ANC133</b>				<b>ANCHOR DOORS &amp; SERVICE INC.</b>			
58552				SHOP DOOR	1433 15-Dec-2020	15-Dec-2020	
10-5-7017002-0316				PWD FACILITIES - UTILITIES			2,787.22
58680				DOOR REPAIRS	1403 23-Dec-2020	23-Dec-2020	
10-5-7017002-0317				FIRE FACILITIES - BUILDING MAINTENANCE			234.48
<b>CAN380</b>				<b>CANADIAN TIRE STORE #281</b>			
NOVEMBER 2( NOVEMBER 2020					1402 30-Nov-2020	30-Nov-2020	
10-5-7017002-0317				FIRE FACILITIES - BUILDING MAINTENANCE			4.51
10-5-7017002-0322				LIONS GENERAL SUPPLIES- GLOBAL			9.03

COX03 COXON'S SALES &amp; RENTALS LTD



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<b>DEPARTMENT 7017002 FACILITIES</b>							
10-5-7017002-0317	PWD			FACILITIES - BUILDING MAINTENANCE			480.25
<b>DEL060 DELINE'S POWERWASH &amp; PEST CONTROL</b>							
234023	PEST CONTROL				7 07-Jan-2021	07-Jan-2021	
10-5-7017002-0317	PWD			FACILITIES - BUILDING MAINTENANCE			170.50
<b>DOR534 DOR-CO GARAGE DOORS</b>							
228407	DOOR REPAIRS				1433 30-Nov-2020	30-Nov-2020	
10-5-7017002-0317	99THOM			FACILITIES - BUILDING MAINTENANCE			1,152.60
<b>ELE400 ELECTRICAL SAFETY AUTHORITY</b>							
97954696	CREDIT				1431 15-Oct-2020	15-Oct-2020	
10-5-7017002-0317	GORDO			FACILITIES - BUILDING MAINTENANCE			-172.89
<b>EMC530 EMCO CORPORATION</b>							
37625371-00	MAINTENANCE				1402 18-Dec-2020	18-Dec-2020	
10-5-7017002-0317	PARKBL			FACILITIES - BUILDING MAINTENANCE			218.73
37626531-00	SEWAGE PUMP MAINTENANCE				25 07-Jan-2021	07-Jan-2021	
10-5-7017002-0317	99THOM			FACILITIES - BUILDING MAINTENANCE			386.56
<b>EMP515 EMPIRE COMMUNICATIONS</b>							
32487	COVID CONTROL MEASURES				1433 09-Dec-2020	09-Dec-2020	
10-5-7017002-0317	TOWN VIRUS			FACILITIES - BUILDING MAINTENANCE			640.82
32491	COVID CONTROL MEASURES				1433 09-Dec-2020	09-Dec-2020	
10-5-7017002-0317	TOWN VIRUS			FACILITIES - BUILDING MAINTENANCE			10,404.57
<b>ENC113 ENCORE MECHANICAL AND BUILDING SERVICES INC</b>							
135533	MAINTENANCE				1433 11-Nov-2020	11-Nov-2020	
10-5-7017002-0317	320RIC			FACILITIES - BUILDING MAINTENANCE			480.25
<b>FEE256 THE FEED STORE</b>							
1000241461	SUPPLIES				1431 17-Dec-2020	17-Dec-2020	
10-5-7017002-0317	PWD VIRUS			FACILITIES - BUILDING MAINTENANCE			57.07
<b>GRY115 GRYPHON GLASS</b>							
14981	COVID CONTROL MEASURES				1433 01-Dec-2020	01-Dec-2020	
10-5-7017002-0317	PWD VIRUS			FACILITIES - BUILDING MAINTENANCE			7,966.50
<b>HOL459 HOLLAND CLEANING SOLUTIONS LTD</b>							
532985	CLEANING SUPPLIES				1403 22-Dec-2020	22-Dec-2020	
10-5-7017002-0318				JANITORIAL - GLOBAL			484.77
533005	CLEANING SUPPLIES				1403 23-Dec-2020	23-Dec-2020	

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<b>DEPARTMENT 7017002 FACILITIES</b>							
533031	JANITORIAL				1403 23-Dec-2020	23-Dec-2020	
10-5-7017002-0318				JANITORIAL - GLOBAL			152.50
533184	CLEANING SUPPLIES				1403 30-Dec-2020	30-Dec-2020	
10-5-7017002-0318				JANITORIAL - GLOBAL			218.09
533186	CLEANING SUPPLIES				1403 30-Dec-2020	30-Dec-2020	
10-5-7017002-0318				JANITORIAL - GLOBAL			13.49
533217	CLEANING SUPPLIES				1403 30-Dec-2020	30-Dec-2020	
10-5-7017002-0318				JANITORIAL - GLOBAL			295.17
533492	CLEANING SUPPLIES				7 04-Jan-2021	04-Jan-2021	
10-5-7017002-0318				JANITORIAL - GLOBAL			373.62
<b>PPE871 PPE ONLINE</b>							
PPE5837	FACE MASKS				7 08-Jan-2021	08-Jan-2021	
10-5-7017002-0317	TOWN VIRUS			FACILITIES - BUILDING MAINTENANCE			447.60
<b>REN217 RENE ROY GROUP INC.</b>							
2207	NEW OFFICES TO SOCIAL DISTANCE STAFF				1431 09-Dec-2020	09-Dec-2020	
10-5-7017002-0317	PWD VIRUS			FACILITIES - BUILDING MAINTENANCE			5,543.78
<b>SAV085 SAVARIA SIS</b>							
IN0000000593	ELEVATOR MAINTENANCE				25 08-Jan-2021	08-Jan-2021	
10-5-7017002-0317	CARNEC			FACILITIES - BUILDING MAINTENANCE			2,100.67
<b>TRO104 TROY LIFE &amp; FIRE SAFETY LTD.</b>							
1000323399	ANNUAL FIRE SYSTEMS INSPECTION				1433 24-Nov-2020	24-Nov-2020	
10-5-7017002-0317	GORDO			FACILITIES - BUILDING MAINTENANCE			474.60
1000343764	MONITORING FIRE PANEL				25 04-Jan-2021	04-Jan-2021	
10-5-7017002-0317	320COM			FACILITIES - BUILDING MAINTENANCE			565.00
1000344227	FIRE SYSTEM REPAIRS				25 07-Jan-2021	07-Jan-2021	
10-5-7017002-0317	POLICE			FACILITIES - BUILDING MAINTENANCE			318.55
<b>UNI677 UNIQUE COMMUNICATIONS INC</b>							
19425	YEARLY FIRE PANEL MONITORING				1431 16-Dec-2020	16-Dec-2020	
10-5-7017002-0317	GORDO			FACILITIES - BUILDING MAINTENANCE			271.20
<b>VUE832 VUE MILLWORK INC.</b>							
00153	MAINTENANCE				1433 17-Dec-2020	17-Dec-2020	
10-5-7017002-0317	PWD VIRUS			FACILITIES - BUILDING MAINTENANCE			1,491.60
00154	DECONTAMINATION PROJECT BUILD OUT				1433 17-Dec-2020	17-Dec-2020	
10-5-7017002-0317	FIRE			FACILITIES - BUILDING MAINTENANCE			6,438.74

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G.L. Account	CC1	CC2	CC3	GL Account Name			
<b>DEPARTMENT 7017002 FACILITIES</b>							
<b>WIG035 WIGLE HOME HARDWARE BUILDING CENTRE</b>							
147088				OFFICE MAINTENANCE	1431 14-Dec-2020	14-Dec-2020	
10-5-7017002-0317	PWD	VIRUS		FACILITIES - BUILDING MAINTENANCE			457.54
147118				OFFICE MAINTENANCE	1431 15-Dec-2020	15-Dec-2020	
10-5-7017002-0317	PWD	VIRUS		FACILITIES - BUILDING MAINTENANCE			12.42
147125				OFFICE MAINTENANCE	1431 15-Dec-2020	15-Dec-2020	
10-5-7017002-0317	PWD	VIRUS		FACILITIES - BUILDING MAINTENANCE			12.42
147299				SEPARATE OFFICE FOR SOCIAL DISTANCING	1433 22-Dec-2020	22-Dec-2020	
10-5-7017002-0317	PWD	VIRUS		FACILITIES - BUILDING MAINTENANCE			41.18
147328				MAINTENANCE	1402 22-Dec-2020	22-Dec-2020	
10-5-7017002-0317	PWD			FACILITIES - BUILDING MAINTENANCE			6.20
<b>WIN1506 WINMECH LTD</b>							
271				HVAC REPAIRS	7 10-Jan-2021	10-Jan-2021	
10-5-7017002-0317	TOWN			FACILITIES - BUILDING MAINTENANCE			1,530.02
302				HVAC MODIFICATIONS	7 10-Jan-2021	10-Jan-2021	
10-5-7017002-0317	GORDO			FACILITIES - BUILDING MAINTENANCE			1,638.50
314				INSPECT UNIT HEATER	7 07-Jan-2021	07-Jan-2021	
10-5-7017002-0317	FIRE			FACILITIES - BUILDING MAINTENANCE			203.40
318				REPLACEMENT UNIT HEATER HALL #3	7 12-Jan-2021	12-Jan-2021	
10-5-7017002-0317	FIRE			FACILITIES - BUILDING MAINTENANCE			4,746.00
<b>Department Totals :</b>							<b>53,518.29</b>

DEPARTMENT 7017300 LIBRO

CAN380 CANADIAN TIRE STORE #281

NOVEMBER 2( NOVEMBER 2020

10-5-7017300-0317				BUILDING MAINTENANCE	1402 30-Nov-2020	30-Nov-2020	45.15
10-5-7017300-0317				BUILDING MAINTENANCE			33.88
10-5-7017300-0317				BUILDING MAINTENANCE			33.88
10-5-7017300-0317				BUILDING MAINTENANCE			10.16

CEN859 CENTENNIAL LOCK &amp; SAFE LIMITED

26102				KEYS	1403 23-Dec-2020	23-Dec-2020	
10-5-7017300-0317				BUILDING MAINTENANCE			20.34

26103				MAINTENANCE	1403 23-Dec-2020	23-Dec-2020	
10-5-7017300-0317				BUILDING MAINTENANCE			124.30

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<b>DEPARTMENT 7017300</b>		LIBRO					
4071131247	FLOOR MATS				1403 24-Dec-2020	24-Dec-2020	
10-5-7017300-0331				REFRIGERATION MAINTENANCE			193.23
<b>CUL391 CULLIGAN WATER</b>							
2784443	COOLER RENTALS				1442 31-Oct-2020	31-Oct-2020	
10-5-7017300-0336				CONTRACTED SERVICES			81.24
2798895	COOLER RENTAL				1442 30-Nov-2020	30-Nov-2020	
10-5-7017300-0336				CONTRACTED SERVICES			81.24
2811992	COOLER RENTAL				1442 31-Dec-2020	31-Dec-2020	
10-5-7017300-0336				CONTRACTED SERVICES			81.24
2813455	COLLER RENTAL				1442 31-Dec-2020	31-Dec-2020	
10-5-7017300-0336				CONTRACTED SERVICES			1.65
<b>DEL060 DELINE'S POWERWASH &amp; PEST CONTROL</b>							
234025	PEST CONTROL				1442 06-Dec-2020	06-Dec-2020	
10-5-7017300-0336				CONTRACTED SERVICES			170.50
<b>DOR534 DOR-CO GARAGE DOORS</b>							
229004	DOOR REPAIRS				1403 16-Dec-2020	16-Dec-2020	
10-5-7017300-0317				BUILDING MAINTENANCE			101.70
<b>DOW547 DOWLER KARN</b>							
35990757	CYLINDERS RENTALS				1431 31-Dec-2020	31-Dec-2020	
10-5-7017300-0401				GASOLINE / PROPANE			28.25
<b>EMC530 EMCO CORPORATION</b>							
37627072-00	SUPPLIES				25 13-Jan-2021	13-Jan-2021	
10-5-7017300-0317				BUILDING MAINTENANCE			319.34
37627139-00	MAINTENANCE MATERIAL				25 14-Jan-2021	14-Jan-2021	
10-5-7017300-0317				BUILDING MAINTENANCE			288.15
<b>EMP515 EMPIRE COMMUNICATIONS</b>							
32478	BUILDING MAINTENANCE				1433 09-Dec-2020	09-Dec-2020	
10-5-7017300-0317				BUILDING MAINTENANCE			3,427.00
<b>FCF160 FCFP</b>							
INV154027	SPRINKLER MAINT				1346 16-Dec-2020	16-Dec-2020	
10-5-7017300-0336				CONTRACTED SERVICES			163.29
<b>FEE256 THE FEED STORE</b>							
1000241460	EQUIPMENT PARTS				1433 17-Dec-2020	17-Dec-2020	

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G.L. Account	CC1	CC2	CC3	GL Account Name			
<b>DEPARTMENT 7017300 LIBRO</b>							
<b>HEA693 HEATON SANITATION</b>							
41729				BUILDING MAINTENANCE	1402 21-Dec-2020	21-Dec-2020	
10-5-7017300-0317				BUILDING MAINTENANCE			1,017.00
<b>HOL459 HOLLAND CLEANING SOLUTIONS LTD</b>							
533641				SUPPLIES	7 06-Jan-2021	06-Jan-2021	
10-5-7017300-0317		VIRUS		BUILDING MAINTENANCE			1,152.60
534335				SUPPLIES	25 13-Jan-2021	13-Jan-2021	
10-5-7017300-0317				BUILDING MAINTENANCE			216.10
<b>LUC170 LUCIER GLOVE &amp; SAFETY PRODUCTS</b>							
42956				UNIFORMS	1402 02-Oct-2020	02-Oct-2020	
10-5-7017300-0161				CLOTHING			2,847.07
44121				UNIFORMS	1433 03-Dec-2020	03-Dec-2020	
10-5-7017300-0161				CLOTHING			406.78
44445				UNIFORMS	1433 17-Dec-2020	17-Dec-2020	
10-5-7017300-0161				CLOTHING			281.34
44491				WALL PLAQUES FOR FIRE EXTINGUISHERS	1433 21-Dec-2020	21-Dec-2020	
10-5-7017300-0317				BUILDING MAINTENANCE			146.79
44642				UNIFORMS	25 06-Jan-2021	06-Jan-2021	
10-5-7017300-0161				CLOTHING			36.16
<b>MAL256 MALDEN AUTO SUPPLY</b>							
5294-227263				UNIT RS-1	1431 21-Dec-2020	21-Dec-2020	
10-5-7017300-0402				VEHICLE & EQUIPMENT MTCE.			42.31
<b>NEL277 NELLA CUTLERY (HAMILTON) INC</b>							
IN2403402				BLADE SHARPENING	1402 29-Oct-2020	29-Oct-2020	
10-5-7017300-0402				VEHICLE & EQUIPMENT MTCE.			39.55
IN2404652				MAINTENANCE	1402 26-Nov-2020	26-Nov-2020	
10-5-7017300-0402				VEHICLE & EQUIPMENT MTCE.			118.65
PY3566727				CREDIT FOR A DOUBLE PAYMENT RECEIVED	1402 05-Apr-2020	05-Apr-2020	
10-5-7017300-0336				CONTRACTED SERVICES			-67.80
<b>PPE871 PPE ONLINE</b>							
D765				PPE	25 13-Jan-2021	13-Jan-2021	
10-5-7017300-0317		VIRUS		BUILDING MAINTENANCE			53.90
<b>RTT067 RIVER TOWN TIMES</b>							



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G.L. Account	CC1	CC2	CC3	GL Account Name			
<b>DEPARTMENT 7017300</b>		LIBRO					
10-5-7017300-0336				CONTRACTED SERVICES			55.37
<b>THY410</b>	<b>THYSSENKRUPP ELEVATOR (CANADA) LIMITED</b>						
1869768				ELEVATOR SERVICE MAINTENANCE	7 01-Jan-2021	01-Jan-2021	
10-5-7017300-0336				CONTRACTED SERVICES			1,277.76
1876710				ELEVATOR FIRE TEST	7 06-Jan-2021	06-Jan-2021	
10-5-7017300-0317				BUILDING MAINTENANCE			467.60
<b>WIG035</b>		<b>WIGLE HOME HARDWARE BUILDING CENTRE</b>					
147327				MAINTENANCE	1402 22-Dec-2020	22-Dec-2020	
10-5-7017300-0317				BUILDING MAINTENANCE			13.54
<b>WIN1506</b>		<b>WINMECH LTD</b>					
225				REFRIGERATION EQUIPMENT SHUT DOWN AND PUMP REPAIRS	1403 31-Dec-2020	31-Dec-2020	
10-5-7017300-0336				CONTRACTED SERVICES			949.20
309				P/M HVAC UNITS	7 05-Jan-2021	05-Jan-2021	
10-5-7017300-0317				BUILDING MAINTENANCE			3,909.80
<b>ZAM038</b>		<b>ZAMBONI COMPANY LTD</b>					
107038				CREDIT WARRANTY	1403 22-Dec-2020	22-Dec-2020	
10-5-7017300-0402				VEHICLE & EQUIPMENT MTCE.			216.96
<b>Department Totals :</b>							<b>18,490.13</b>

<b>DEPARTMENT 8010000</b>		PLANNING & LEGISLATIVE SERVICES					
<b>DIL426</b>	<b>DILLON CONSULTING</b>						
229463				PROFESSIONAL FEES	1430 23-Dec-2020	23-Dec-2020	
10-5-8010000-0327				PROFESSIONAL FEES			1,757.99
<b>MON183</b>		<b>MONARCH OFFICE SUPPLY INC</b>					
246033				PURCHASES FOR THE MONTH OF DECEMBER 2020	1442 31-Dec-2020	31-Dec-2020	
10-5-8010000-0301				OFFICE SUPPLIES			1,002.50
<b>MON610</b>		<b>MONTEITH BROWN PLANNING CONSULTANTS</b>					
15358				PROFESSIONAL FEES	1430 15-Dec-2020	15-Dec-2020	
10-5-8010000-0327				PROFESSIONAL FEES			807.95
<b>MOU251</b>		<b>MOUSSEAU DELUCA McPHERSON PRINCE LLP</b>					
62917				PROFESSIONAL SERVICES	1403 30-Nov-2020	30-Nov-2020	
10-5-8010000-0367				GLOBAL LEGAL FEES			1,220.40
62951				FILE NUMBER:80846 109 PARK	1346 30-Nov-2020	30-Nov-2020	

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G.L. Account	CC1	CC2	CC3	GL Account Name			

**DEPARTMENT 8010000 PLANNING & LEGISLATIVE SERVICES**

**MRD948 M.R. DUNN CONTRACTING LTD**

JANUARY 19, ; KINGSBRIDGE PHASE 10 PLANNING DEPOSIT					25 19-Jan-2021	19-Jan-2021	
10-4-8010000-1905				PLANNING - Consent and Minor Variances			2,000.00
<b>Department Totals :</b>							<b>7,432.94</b>

**DEPARTMENT 8020000 TOURISM VISITOR INFORMATION CENTRE**

**CAN380 CANADIAN TIRE STORE #281**

NOVEMBER 20 NOVEMBER 2020					1402 30-Nov-2020	30-Nov-2020	
10-5-8020000-0341	RIVERL			COMMUNITY EVENTS			33.84

**HAG191 HAG CUSTOMS**

261 RIVER LIGHTS					1346 12-Dec-2020	12-Dec-2020	
10-5-8020000-0341				COMMUNITY EVENTS			160.00

**ONT092 ONTARIO BIA ASSOCIATION**

19-466 MEMBERSHIPS					1433 22-Dec-2020	22-Dec-2020	
10-5-8020000-0350				MEMBERSHIPS			339.00

**SUN293 SUNSET ENTERPRIZE & WELDING**

318306 RIVER LIGHTS					1402 23-Dec-2020	23-Dec-2020	
10-5-8020000-0341	RIVERL			COMMUNITY EVENTS			3,562.20

318307 RIVER LIGHTS					1402 23-Dec-2020	23-Dec-2020	
10-5-8020000-0341	RIVERL			COMMUNITY EVENTS			4,585.61

318308 RIVER LIGHTS					1402 23-Dec-2020	23-Dec-2020	
10-5-8020000-0341	RIVERL			COMMUNITY EVENTS			4,237.50

**WIG035 WIGLE HOME HARDWARE BUILDING CENTRE**

146881 RIVER LIGHTS					1346 07-Dec-2020	07-Dec-2020	
10-5-8020000-0341				COMMUNITY EVENTS			90.28
<b>Department Totals :</b>							<b>13,008.43</b>

**DEPARTMENT 8052020 CAPITAL**

**DAM01 D'AMORE CONSTRUCTION (2000) LTD**

E08-2020-039   PPC# 3 PACIFIC AVE WATERMAIN & PREVENT REPLACEMENT					1402 07-Dec-2020	07-Dec-2020	
80-7-8052020-0005				PACIFIC ST WATERMAIN REPLACE			357,216.31

**ONT001 ONTARIO CLEAN WATER AGENCY**

INV0000000076 ADDITIONAL SERVICES					1435 23-Dec-2020	23-Dec-2020	
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Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
<b>DEPARTMENT 8052020 CAPITAL</b>					
<b>STA310 STANTEC CONSULTING LTD</b>					
1560354	SCADA UPGRADES	1430	14-Dec-2020	14-Dec-2020	
80-7-8052020-0002	SCADA UPGRADE				8,200.48
<b>WOO4090 WOOD ENVIRONMENTAL &amp; INFRASTRUCTURE SOLUTIONS</b>					
GE2559	PROFESSIONAL SERVICES	1430	15-Dec-2020	15-Dec-2020	
80-7-8052020-0005	PACIFIC ST WATERMAIN REPLACE				4,339.00
<b>Department Totals :</b>					<b>632,491.96</b>
<b>Computer Paid Total :</b>					<b>2,787,897.47</b>

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Vendor Code Invoice No.	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
<b>DEPARTMENT 0000000 GENERAL</b>					
<b>AMH19 AMHERSTBURG PAYROLL~TOWN OF</b>					
PP#01-2021	PP#01-2021 PAYROLL TRANSFER	10	07-Jan-2021	07-Jan-2021	
10-1-0000000-0302	WFCU-PAYROLL 6429187				106,084.89
PP#02-2021	PP#02-2021 PAYROLL TRANSFER	13	14-Jan-2021	14-Jan-2021	
10-1-0000000-0302	WFCU-PAYROLL 6429187				102,604.00
PP#03-2021	PP#03-2021 PAYROLL TRANSFER	34	21-Jan-2021	21-Jan-2021	
10-1-0000000-0302	WFCU-PAYROLL 6429187				89,926.55
PP#04-2021	PP#04-2021 PAYROLL TRANSFER	59	28-Jan-2021	28-Jan-2021	
10-1-0000000-0302	WFCU-PAYROLL 6429187				101,709.76
<b>DIR03 DIRECTOR OF FAMILY RESPONSIBILITY</b>					
DEC 2020	FAMILY SUPPORT DECEMBER 2020	1419	31-Dec-2020	31-Dec-2020	
10-2-0000000-1155	A/P - PAYROLL DED. - FAM.				1,264.00

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Vendor Code	Vendor Name				Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description	CC1	CC2	CC3	GL Account Name			
G.L. Account								
<b>DEPARTMENT 0000000 GENERAL</b>								
DEC 2020	ELECTRICITY, WATER & SEWAGE DECEMBER 2020					1448	31-Dec-2020	31-Dec-2020
80-5-0000000-0316	UTILITIES							490.74
<b>GRE03 GREEN SHIELD CANADA</b>								
JAN 2021	JANUARY 2021 BENEFITS					38	01-Jan-2021	01-Jan-2021
10-1-0000000-2064	A/R - EMPLOYEE BENEFITS							1,185.16
80-5-0000000-0206	BENEFITS - GREENSHIELD RE - WATER DEPART							1,467.74
80-5-0000000-0205	BENEFITS - GREENSHIELD							4,608.14
<b>HYD02 HYDRO ONE NETWORKS</b>								
DEC 2020	MAIN ACCOUNT DECEMBER 2020					1407	31-Dec-2020	31-Dec-2020
80-5-0000000-0316	UTILITIES							143.69
<b>MIN24 MINISTRY OF FINANCE-PAYMENT</b>								
DEC 2020	EHT DECEMBER 2020					1427	31-Dec-2020	31-Dec-2020
10-2-0000000-1152	A/P - PAYROLL DED. - EHT							21,380.99
<b>OME001 OMERS</b>								
DEC 2020	OMERS CONTRIBUTION FOR DECEMBER 2020					1426	31-Dec-2020	31-Dec-2020
10-2-0000000-1144	OMERS PAYABLE							145,748.88
<b>REC04 RECEIVER GENERAL</b>								
PP#2021-01 FU	PP#2021-01 FULL TIME					9	07-Jan-2021	07-Jan-2021
10-2-0000000-1141	A/P - PAYROLL DED. - INC.							31,216.06
10-2-0000000-1143	A/P - PAYROLL DED. - E.I.							5,003.14
10-2-0000000-1142	A/P - PAYROLL DED. - CPP							15,331.32
PP#2021-01 PA	PP#2021-01 PART TIME					9	07-Jan-2021	07-Jan-2021
10-2-0000000-1142	A/P - PAYROLL DED. - CPP							1,638.98
10-2-0000000-1143	A/P - PAYROLL DED. - E.I.							699.42
10-2-0000000-1141	A/P - PAYROLL DED. - INC.							2,813.93
PP#2021-02 FU	PP#2021-02 FULL TIME PAYROLL TAXES					14	14-Jan-2021	14-Jan-2021
10-2-0000000-1141	A/P - PAYROLL DED. - INC.							26,078.73
10-2-0000000-1143	A/P - PAYROLL DED. - E.I.							4,568.61
10-2-0000000-1142	A/P - PAYROLL DED. - CPP							13,925.80
PP#2021-02 PA	PP#2021-02 PART TIME PAYROLL TAXES					14	14-Jan-2021	14-Jan-2021
10-2-0000000-1142	A/P - PAYROLL DED. - CPP							754.24
10-2-0000000-1143	A/P - PAYROLL DED. - E.I.							985.76
10-2-0000000-1141	A/P - PAYROLL DED. - INC.							7,246.44
PP#2021-03 FU	PP#2021-03 FULL TIME PAYROLL TAXES					14	21-Jan-2021	21-Jan-2021
10-2-0000000-1141	A/P - PAYROLL DED. - INC.							26,872.20
10-2-0000000-1143	A/P - PAYROLL DED. - E.I.							4,641.95

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Vendor Code	Vendor Name	Invoice No.	Description	Batch	Inv Date	Inv Due Date	Amount	
G.L. Account	CC1	CC2	CC3	GL Account Name				
<b>DEPARTMENT 0000000</b>			<b>GENERAL</b>					
PP#2021-03 PA PP#2021-03 PART TIME PAYROLL TAXES								
10-2-0000000-1142				A/P - PAYROLL DED. - CPP	57	21-Jan-2021	596.48	
10-2-0000000-1143				A/P - PAYROLL DED. - E.I.			216.19	
10-2-0000000-1141				A/P - PAYROLL DED. - INC.			1,161.01	
PP#2021-04 FU PP#2021-04 FULL TIME PAYROLL TAXES								
10-2-0000000-1141				A/P - PAYROLL DED. - INC.	58	28-Jan-2021	27,492.36	
10-2-0000000-1143				A/P - PAYROLL DED. - E.I.			4,741.19	
10-2-0000000-1142				A/P - PAYROLL DED. - CPP			14,476.36	
PP#2021-04 PA PP#2021-04 PART TIME PAYROLL TAXES								
10-2-0000000-1142				A/P - PAYROLL DED. - CPP	58	28-Jan-2021	1,955.40	
10-2-0000000-1143				A/P - PAYROLL DED. - E.I.			207.20	
10-2-0000000-1141				A/P - PAYROLL DED. - INC.			5,354.55	
<b>SUN11</b>			<b>SUN LIFE ASSURANCE CO. OF CANADA - BILLING</b>					
JAN 2021				JANUARY 2021 BENEFITS	45	01-Jan-2021		
80-5-0000000-0207				BENEFITS - LIFE & DISABILITY			4,552.39	
<b>WOR03</b>			<b>WORKPLACE SAFETY &amp; INSURANCE BOARD</b>					
DEC 2020				DECEMBER 2020 WSIB BENEFIT	1428	31-Dec-2020		
10-2-0000000-1153				A/P - PAYROLL DED. - WSIB			16,863.30	
						<b>Department Totals :</b>	<b>810,171.53</b>	

<b>DEPARTMENT 1001020</b>			<b>ADMINISTRATION</b>					
<b>GRE03</b>			<b>GREEN SHIELD CANADA</b>					
JAN 2021				JANUARY 2021 BENEFITS	38	01-Jan-2021		
10-5-1001020-0206				BENEFITS - GREENSHIELD RE			5,496.58	
						<b>Department Totals :</b>	<b>5,496.58</b>	

<b>DEPARTMENT 1001021</b>			<b>TREASURY</b>					
<b>BRI459</b>			<b>BRINKS CANADA</b>					
3412560229				SERVICE CHARGES FOR JANUARY 2021	65	01-Jan-2021		
10-5-1001021-0336				CONTRACTED SERVICES - BRINKS			879.08	
<b>GRE03</b>			<b>GREEN SHIELD CANADA</b>					
JAN 2021				JANUARY 2021 BENEFITS	38	01-Jan-2021		
10-5-1001021-0205				BENEFITS - GREENSHIELD			4,233.53	
<b>SUN11</b>			<b>SUN LIFE ASSURANCE CO. OF CANADA - BILLING</b>					
JAN 2021				JANUARY 2021 BENEFITS	45	01-Jan-2021		

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Vendor Code	Vendor Name	Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description				
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 1001021	TREASURY				
<b>Department Totals :</b>					<b>10,486.76</b>

Vendor Code	Vendor Name	Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description				
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 1001022	CLERKS				
<b>GRE03</b>	<b>GREEN SHIELD CANADA</b>				
JAN 2021	JANUARY 2021 BENEFITS	38	01-Jan-2021	01-Jan-2021	
10-5-1001022-0205	BENEFITS - GREENSHIELD - CLERKS				425.13
10-5-1001022-0205	BENEFITS - GREENSHIELD - CLERKS				1,307.52
<b>SUN11</b>	<b>SUN LIFE ASSURANCE CO. OF CANADA - BILLING</b>				
JAN 2021	JANUARY 2021 BENEFITS	45	01-Jan-2021	01-Jan-2021	
10-5-1001022-0207	BENEFITS - LIFE & DISABIL - CLERKS				1,844.75
<b>Department Totals :</b>					<b>3,577.40</b>

Vendor Code	Vendor Name	Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description				
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 1001023	C.A.O.				
<b>GRE03</b>	<b>GREEN SHIELD CANADA</b>				
JAN 2021	JANUARY 2021 BENEFITS	38	01-Jan-2021	01-Jan-2021	
10-5-1001023-0205	BENEFITS - GREENSHIELD - C.A.O.				1,307.52
<b>SUN11</b>	<b>SUN LIFE ASSURANCE CO. OF CANADA - BILLING</b>				
JAN 2021	JANUARY 2021 BENEFITS	45	01-Jan-2021	01-Jan-2021	
10-5-1001023-0207	BENEFITS - LIFE & DISABIL - C.A.O.				1,306.80
<b>Department Totals :</b>					<b>2,614.32</b>

Vendor Code	Vendor Name	Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description				
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 1001024	HUMAN RESOURCES				
<b>GRE03</b>	<b>GREEN SHIELD CANADA</b>				
JAN 2021	JANUARY 2021 BENEFITS	38	01-Jan-2021	01-Jan-2021	
10-5-1001024-0205	BENEFITS - GREENSHIELD - HUMAN RESOURCES				871.68
<b>SUN11</b>	<b>SUN LIFE ASSURANCE CO. OF CANADA - BILLING</b>				
JAN 2021	JANUARY 2021 BENEFITS	45	01-Jan-2021	01-Jan-2021	
10-5-1001024-0207	BENEFITS - LIFE & DISABIL - HUMAN RESOUR				1,243.03
<b>Department Totals :</b>					<b>2,114.71</b>

Vendor Code	Vendor Name	Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description				
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 1001025	INFORMATION TECHNOLOGY				
<b>BEL01</b>	<b>BELL CANADA</b>				
DEC 2020	DECEMBER 2020 MONTHLY CHARGES	1378	16-Dec-2020	16-Dec-2020	

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Vendor Code	Vendor Name	Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description				
G.L. Account	CC1 CC2 CC3 GL Account Name				
<b>DEPARTMENT 1001025</b>	<b>INFORMATION TECHNOLOGY</b>				
JAN 2021	JANUARY 2021 MONTHLY CHARGES	18	01-Jan-2021	01-Jan-2021	
10-5-1001025-0315	TELEPHONE				1,146.36
<b>COG02</b>	<b>COGECO PAYMENT CENTRE</b>				
DEC 2020	DECEMBER 2020 INTERNET	1405	01-Dec-2020	01-Dec-2020	
10-5-1001025-0332	INTERNET ACCESS				3,167.39
10-5-1001025-0332	INTERNET ACCESS				180.74
<b>GRE03</b>	<b>GREEN SHIELD CANADA</b>				
JAN 2021	JANUARY 2021 BENEFITS	38	01-Jan-2021	01-Jan-2021	
10-5-1001025-0205	BENEFITS - GREENSHIELD				1,493.62
<b>SUN11</b>	<b>SUN LIFE ASSURANCE CO. OF CANADA - BILLING</b>				
JAN 2021	JANUARY 2021 BENEFITS	45	01-Jan-2021	01-Jan-2021	
10-5-1001025-0207	BENEFITS - LIFE & DISABILITY				1,630.21
<b>Department Totals :</b>					<b>7,710.82</b>

<b>DEPARTMENT 1008030</b>	<b>UNFINANCED DRAINS</b>				
<b>ESS46</b>	<b>ESSEX POWERLINES CORPORATION</b>				
DEC 2020	ELECTRICITY, WATER & SEWAGE DECEMBER 2020	1448	31-Dec-2020	31-Dec-2020	
10-1-1008030-8965	WILLOW BEACH PUMP				67.68
<b>GRE03</b>	<b>GREEN SHIELD CANADA</b>				
JAN 2021	JANUARY 2021 BENEFITS	38	01-Jan-2021	01-Jan-2021	
10-5-1008030-0205	BENEFITS GREENSHIELD				435.84
<b>HYD02</b>	<b>HYDRO ONE NETWORKS</b>				
DEC 2020	MAIN ACCOUNT DECEMBER 2020	1407	31-Dec-2020	31-Dec-2020	
10-1-1008030-8555	LEO BEAUDOIN PUMP				56.43
10-1-1008030-8120	BAILEY'S BEACH DRAIN & PUMP				31.45
10-1-1008030-8965	WILLOW BEACH PUMP				427.37
10-1-1008030-8515	LAKWOOD PUMP #2				94.35
10-1-1008030-8675	MICKLE PARK AVE PUMP				61.43
10-1-1008030-8510	LAKWOOD PUMP #1				37.95
<b>SUN11</b>	<b>SUN LIFE ASSURANCE CO. OF CANADA - BILLING</b>				
JAN 2021	JANUARY 2021 BENEFITS	45	01-Jan-2021	01-Jan-2021	
10-5-1008030-0207	BENEFITS LIFE & DISABILITY				581.67
<b>Department Totals :</b>					<b>1,794.17</b>



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Vendor Code	Vendor Name	Invoice No.	Description	Batch	Invc Date	Invc Due Date	Amount
G.L. Account	CC1	CC2	CC3	GL Account Name			
<b>DEPARTMENT 2010000 FIRE DEPARTMENT</b>							
<b>BEL12 BELL CANADA</b>							
JAN 2021	JANUARY 2021 SERVICES			37	01-Jan-2021	01-Jan-2021	
10-5-2010000-0800	EMERGENCY OPERATIONS CENTRE EXPENSES						61.97
<b>BEL900 BELL CANADA</b>							
JAN 2021	JANUARY 2021 EMERGENCY PREPAREDNESS			63	01-Jan-2021	01-Jan-2021	
10-5-2010000-0800	EMERGENCY OPERATIONS CENTRE EXPENSES						115.00
<b>COG02 COGECO PAYMENT CENTRE</b>							
DEC 2020	DECEMBER 2020 INTERNET			1405	01-Dec-2020	01-Dec-2020	
10-5-2010000-0251	FIRE PREVENTION & TRAININ						80.22
<b>GRE03 GREEN SHIELD CANADA</b>							
JAN 2021	JANUARY 2021 BENEFITS			38	01-Jan-2021	01-Jan-2021	
10-5-2010000-0205	BENEFITS - GREENSHIELD - FIRE						3,520.22
10-5-2010000-0206	BENEFITS - GREENSHIELD RE						1,712.88
<b>HYD02 HYDRO ONE NETWORKS</b>							
DEC 2020	MAIN ACCOUNT DECEMBER 2020			1407	31-Dec-2020	31-Dec-2020	
10-5-2010000-0800	EMERGENCY OPERATIONS CENTRE EXPENSES						34.64
DEC EMERG 25 2S CONC LOT 20 & 2N CONC LOT 10, SIRENS - DECEMBER 2020				1376	11-Dec-2020	11-Dec-2020	
10-5-2010000-0800	EMERGENCY OPERATIONS CENTRE EXPENSES						66.58
<b>SUN11 SUN LIFE ASSURANCE CO. OF CANADA - BILLING</b>							
JAN 2021	JANUARY 2021 BENEFITS			45	01-Jan-2021	01-Jan-2021	
10-5-2010000-0207	BENEFITS - LIFE & DISABIL						3,776.60
<b>WOR03 WORKPLACE SAFETY &amp; INSURANCE BOARD</b>							
DEC 2020	DECEMBER 2020 WSIB BENEFIT			1428	31-Dec-2020	31-Dec-2020	
10-5-2010000-0208	BENEFITS - WORKER'S COMP.						1,632.93
<b>Department Totals :</b>							<b>11,001.04</b>

<b>DEPARTMENT 2020000 POLICE DEPARTMENT</b>							
<b>BEL01 BELL CANADA</b>							
JAN 2021	JANUARY 2021 MONTHLY CHARGES			18	01-Jan-2021	01-Jan-2021	
10-5-2020000-0315	TELEPHONE						542.11
<b>CIT350 CITY OF WINDSOR</b>							
JANUARY 2021 WPS CONTRACT FOR JANUARY 2021				32	01-Jan-2021	01-Jan-2021	
10-5-2020000-0605	SERVICE CONTRACT -WPS						426,548.42
<b>ENB01 ENBRIDGE GAS (UNION GAS)</b>							



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Vendor Code	Vendor Name	Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description				
G.L. Account	CC1 CC2 CC3 GL Account Name				

DEPARTMENT 2020000		POLICE DEPARTMENT			
10-5-2020000-0316	UTILITIES - POLICE DEPT				318.59
ESS46 ESSEX POWERLINES CORPORATION					
DEC 2020	ELECTRICITY, WATER & SEWAGE DECEMBER 2020	1448	31-Dec-2020	31-Dec-2020	
10-5-2020000-0316	UTILITIES - POLICE DEPT				1,314.13
GRE03 GREEN SHIELD CANADA					
JAN 2021	JANUARY 2021 BENEFITS	38	01-Jan-2021	01-Jan-2021	
10-5-2020000-0206	BENEFITS - GREENSHIELD RE				9,100.22
<b>Department Totals :</b>					<b>437,823.47</b>

DEPARTMENT 2043010		BUILDING DEPARTMENT			
GRE03 GREEN SHIELD CANADA					
JAN 2021	JANUARY 2021 BENEFITS	38	01-Jan-2021	01-Jan-2021	
10-5-2043010-0206	BENEFITS - GREENSHIELD RE				1,710.02
10-5-2043010-0205	BENEFITS - GREENSHIELD				1,072.61
SUN11 SUN LIFE ASSURANCE CO. OF CANADA - BILLING					
JAN 2021	JANUARY 2021 BENEFITS	45	01-Jan-2021	01-Jan-2021	
10-5-2043010-0207	BENEFITS - LIFE & DISABIL				1,694.10
<b>Department Totals :</b>					<b>4,476.73</b>

DEPARTMENT 2043015		LICENSING AND ENFORCEMENT			
GRE03 GREEN SHIELD CANADA					
JAN 2021	JANUARY 2021 BENEFITS	38	01-Jan-2021	01-Jan-2021	
10-5-2043015-0205	BENEFITS - GREENSHIELD				1,889.65
SUN11 SUN LIFE ASSURANCE CO. OF CANADA - BILLING					
JAN 2021	JANUARY 2021 BENEFITS	45	01-Jan-2021	01-Jan-2021	
10-5-2043015-0207	BENEFITS - LIFE & DISABILITY				1,725.39
<b>Department Totals :</b>					<b>3,615.04</b>

DEPARTMENT 3010000		PUBLIC WORKS			
ESS46 ESSEX POWERLINES CORPORATION					
DEC 2020	ELECTRICITY, WATER & SEWAGE DECEMBER 2020	1448	31-Dec-2020	31-Dec-2020	
10-5-3010000-0316	TRAFF Utilities				1,156.95
10-5-3010000-0316	STREET Utilities				8,634.27
GRE03 GREEN SHIELD CANADA					



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 Batch : All  
 Department : All

EFT Paid Date : 01-Jan-2021 To 31-Jan-2021  
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 Class : All

Vendor Code	Vendor Name	Invoice No.	Description	Batch	Inv Date	Inv Due Date	Amount	
G.L. Account	CC1	CC2	CC3	GL Account Name				
<b>DEPARTMENT 3010000</b>			<b>PUBLIC WORKS</b>					
10-5-3010000-0206							7,365.11	
10-5-3010000-0205							5,322.82	
<b>HYD02</b>			<b>HYDRO ONE NETWORKS</b>					
DEC 2020								
10-5-3010000-0757				1407	31-Dec-2020	31-Dec-2020	79.69	
DEC 2020 STR								
10-5-3010000-0316				1436	31-Dec-2020	31-Dec-2020	3,173.90	
<b>SUN11</b>			<b>SUN LIFE ASSURANCE CO. OF CANADA - BILLING</b>					
JAN 2021								
10-5-3010000-0207				45	01-Jan-2021	01-Jan-2021	5,811.12	
<b>Department Totals :</b>							<b>31,543.86</b>	

<b>DEPARTMENT 4010000</b>			<b>Wastewater department</b>					
<b>BEL12</b>			<b>BELL CANADA</b>					
JAN 2021								
80-5-4010000-0612				37	01-Jan-2021	01-Jan-2021	63.22	
80-5-4010000-0612							68.93	
<b>ENB01</b>			<b>ENBRIDGE GAS (UNION GAS)</b>					
DEC 2020								
80-5-4010000-0316				1390	31-Dec-2020	31-Dec-2020	252.56	
80-5-4010000-0316							2,729.91	
<b>ESS46</b>			<b>ESSEX POWERLINES CORPORATION</b>					
DEC 2020								
80-5-4010000-0316				1448	31-Dec-2020	31-Dec-2020	185.24	
80-5-4010000-0316							29,354.50	
80-5-4010000-0316							481.20	
<b>HYD02</b>			<b>HYDRO ONE NETWORKS</b>					
DEC 2020								
80-5-4010000-0316				1407	31-Dec-2020	31-Dec-2020	7,634.35	
80-5-4010000-0316							92.34	
80-5-4010000-0316							204.53	
80-5-4010000-0316							2,520.74	
80-5-4010000-0316							244.86	
80-5-4010000-0316							2,888.25	
80-5-4010000-0316							3,280.31	
<b>Department Totals :</b>							<b>50,000.94</b>	

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G.L. Account	CC1	CC2	CC3	GL Account Name			

DEPARTMENT 4010000 Wastewater department

DEPARTMENT 7010000 PARKS AND RECREATION PROGRAMMING

BEL34 BELL

JAN 2021 JANUARY 2021 SATELLITE SERVICES 19 10-Jan-2021 10-Jan-2021  
 10-5-7010000-0349 MARKETING 82.43

GRE03 GREEN SHIELD CANADA

JAN 2021 JANUARY 2021 BENEFITS 38 01-Jan-2021 01-Jan-2021  
 10-5-7010000-0205 BENEFITS - GREENSHIELD 860.97

SUN11 SUN LIFE ASSURANCE CO. OF CANADA - BILLING

JAN 2021 JANUARY 2021 BENEFITS 45 01-Jan-2021 01-Jan-2021  
 10-5-7010000-0207 BENEFITS - LIFE & DISABILITY 939.70

Department Totals : 1,883.10

DEPARTMENT 7010160 LION'S POOL PROGRAMMING

ESS46 ESSEX POWERLINES CORPORATION

DEC 2020 ELECTRICITY, WATER & SEWAGE DECEMBER 2020 1448 31-Dec-2020 31-Dec-2020  
 10-5-7010160-0316 UTILITIES - LIONS POOL 43.67

Department Totals : 43.67

DEPARTMENT 7017000 PARKS MAINTENANCE

GRE03 GREEN SHIELD CANADA

JAN 2021 JANUARY 2021 BENEFITS 38 01-Jan-2021 01-Jan-2021  
 10-5-7017000-0205 BENEFITS - GREENSHIELD - PARKS & GROUNDS 2,389.75

SUN11 SUN LIFE ASSURANCE CO. OF CANADA - BILLING

JAN 2021 JANUARY 2021 BENEFITS 45 01-Jan-2021 01-Jan-2021  
 10-5-7017000-0207 BENEFITS - LIFE & DISABIL - PARKS & GRDS 3,221.73

Department Totals : 5,611.48

DEPARTMENT 7017002 FACILITIES

ENB01 ENBRIDGE GAS (UNION GAS)

DEC 2020 DECEMBER 2020 MONTHLY CHARGES 1390 31-Dec-2020 31-Dec-2020  
 10-5-7017002-0316 PWD FACILITIES - UTILITIES 272.06

10-5-7017002-0316 TOWN FACILITIES - UTILITIES 183.22

10-5-7017002-0316 FIRE FACILITIES - UTILITIES 183.22



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Vendor Code	Vendor Name				Batch	Inv Date	Inv Due Date	Amount	
Invoice No.	Description								
G.L. Account	CC1	CC2	CC3	GL Account Name					
<b>DEPARTMENT 7017002</b>				<b>FACILITIES</b>					
10-5-7017002-0316	PWD			FACILITIES - UTILITIES				598.71	
10-5-7017002-0316	PWD			FACILITIES - UTILITIES				293.58	
10-5-7017002-0316	FIRE			FACILITIES - UTILITIES				258.50	
10-5-7017002-0316	CENTW			FACILITIES - UTILITIES				57.12	
10-5-7017002-0316	ACS			FACILITIES - UTILITIES				207.05	
10-5-7017002-0316	GORDO			FACILITIES - UTILITIES				240.07	
10-5-7017002-0316	SCOUT			FACILITIES - UTILITIES				229.77	
10-5-7017002-0316	TOWN			FACILITIES - UTILITIES				1,057.43	
10-5-7017002-0316	32ORIC			FACILITIES - UTILITIES				1,527.42	
10-5-7017002-0316	TOWN			FACILITIES - UTILITIES				511.69	
10-5-7017002-0316	FIRE			FACILITIES - UTILITIES				511.69	
<b>ESS46 ESSEX POWERLINES CORPORATION</b>									
DEC 2020	ELECTRICITY, WATER & SEWAGE DECEMBER 2020				1448	31-Dec-2020	31-Dec-2020		
10-5-7017002-0316	CARNEC			FACILITIES - UTILITIES				54.98	
10-5-7017002-0316	99THOM			FACILITIES - UTILITIES				980.24	
10-5-7017002-0316	BELLEV			FACILITIES - UTILITIES				54.98	
10-5-7017002-0316	32ORIC			FACILITIES - UTILITIES				3,437.01	
10-5-7017002-0316	KNYP			FACILITIES - UTILITIES				82.05	
10-5-7017002-0316	GATESI			FACILITIES - UTILITIES				72.36	
10-5-7017002-0316	3381ME			FACILITIES - UTILITIES				22.56	
10-5-7017002-0316	TOWN			FACILITIES - UTILITIES				1,764.59	
10-5-7017002-0316	KNYP			FACILITIES - UTILITIES				1,002.11	
10-5-7017002-0316	GORDO			FACILITIES - UTILITIES				332.38	
10-5-7017002-0316	WIGLE			FACILITIES - UTILITIES				160.01	
10-5-7017002-0316	NORTHC			FACILITIES - UTILITIES				315.08	
10-5-7017002-0316	SCOUT			FACILITIES - UTILITIES				422.88	
10-5-7017002-0316	CENTW			FACILITIES - UTILITIES				1,018.76	
10-5-7017002-0316	ACS			FACILITIES - UTILITIES				148.71	
10-5-7017002-0316	PWD			FACILITIES - UTILITIES				1,680.45	
10-5-7017002-0316	FIRE			FACILITIES - UTILITIES				176.14	
10-5-7017002-0316	MALWA			FACILITIES - UTILITIES				67.68	
10-5-7017002-0316	TODDY			FACILITIES - UTILITIES				1,706.52	
<b>GRE03 GREEN SHIELD CANADA</b>									
JAN 2021	JANUARY 2021 BENEFITS				38	01-Jan-2021	01-Jan-2021		
10-5-7017002-0205				BENEFITS - GREENSHIELD - FACILITIES				850.26	
<b>HYD02 HYDRO ONE NETWORKS</b>									
DEC 2020	MAIN ACCOUNT DECEMBER 2020								
10-5-7017002-0316	TOWN			FACILITIES - UTILITIES				886.49	

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G.L. Account	CC1	CC2	CC3	GL Account Name				
<b>DEPARTMENT 7017002</b>			FACILITIES					
10-5-7017002-0316	PWD			FACILITIES - UTILITIES			994.82	
10-5-7017002-0316	MALCOM			FACILITIES - UTILITIES			121.62	
DEC 2020 TENI HYDRO FOR 3320 MIDDLE SIDE RD DECEMBER 2020				1351	15-Dec-2020	15-Dec-2020		
10-5-7017002-0316	TENNIS			FACILITIES - UTILITIES			60.26	
<b>SUN11</b>			<b>SUN LIFE ASSURANCE CO. OF CANADA - BILLING</b>					
JAN 2021	JANUARY 2021 BENEFITS			45	01-Jan-2021	01-Jan-2021		
10-5-7017002-0207	BENEFITS - LIFE & DISABIL - FACILITIES						1,373.49	
<b>Department Totals :</b>							<b>24,108.94</b>	

<b>DEPARTMENT 7017300</b>			LIBRO					
<b>ENB01</b>			<b>ENBRIDGE GAS (UNION GAS)</b>					
DEC 2020 DECEMBER 2020 MONTHLY CHARGES				1390	31-Dec-2020	31-Dec-2020		
10-5-7017300-0316	UTILITIES						8,039.06	
<b>ESS46</b>			<b>ESSEX POWERLINES CORPORATION</b>					
DEC 2020 ELECTRICITY, WATER & SEWAGE DECEMBER 2020				1448	31-Dec-2020	31-Dec-2020		
10-5-7017300-0316	UTILITIES						1,218.67	
<b>GRE03</b>			<b>GREEN SHIELD CANADA</b>					
JAN 2021	JANUARY 2021 BENEFITS			38	01-Jan-2021	01-Jan-2021		
10-5-7017300-0206	BENEFITS - GREENSHIELD RE						3,305.13	
10-5-7017300-0205	BENEFITS - GREENSHIELD						1,326.47	
<b>HYD02</b>			<b>HYDRO ONE NETWORKS</b>					
DEC 2020 LIBR DECEMBER 2020 LIBRO HYDRO				1415	31-Dec-2020	31-Dec-2020		
10-5-7017300-0316	UTILITIES						47,687.60	
<b>SUN11</b>			<b>SUN LIFE ASSURANCE CO. OF CANADA - BILLING</b>					
JAN 2021	JANUARY 2021 BENEFITS			45	01-Jan-2021	01-Jan-2021		
10-5-7017300-0207	BENEFITS - LIFE & DISABIL						750.48	
<b>Department Totals :</b>							<b>62,327.41</b>	

<b>DEPARTMENT 8010000</b>			PLANNING & LEGISLATIVE SERVICES					
<b>GRE03</b>			<b>GREEN SHIELD CANADA</b>					
JAN 2021	JANUARY 2021 BENEFITS			38	01-Jan-2021	01-Jan-2021		
10-5-8010000-0206	BENEFITS - GREENSHIELD RETIREES						1,037.18	
10-5-8010000-0205	BENEFITS - GREENSHIELD						1,047.07	
<b>SUN11</b>			<b>SUN LIFE ASSURANCE CO. OF CANADA - BILLING</b>					

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Vendor Code	Vendor Name	Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description				
G.L. Account	CC1 CC2 CC3 GL Account Name				

<b>DEPARTMENT 8010000</b>	PLANNING & LEGISLATIVE SERVICES				
10-5-8010000-0207	BENEFITS - LIFE & DISABIL				1,405.60
<b>Department Totals :</b>					<b>3,489.85</b>

<b>DEPARTMENT 8020000</b>	TOURISM VISITOR INFORMATION CENTRE				
<b>GRE03</b>	<b>GREEN SHIELD CANADA</b>				
JAN 2021	JANUARY 2021 BENEFITS	38	01-Jan-2021	01-Jan-2021	
10-5-8020000-0205	BENEFITS - GREENSHIELD - TOURISM				1,743.36
<b>SUN11</b>	<b>SUN LIFE ASSURANCE CO. OF CANADA - BILLING</b>				
JAN 2021	JANUARY 2021 BENEFITS	45	01-Jan-2021	01-Jan-2021	
10-5-8020000-0207	BENEFITS - LIFE & DISABILITY				1,645.12
<b>Department Totals :</b>					<b>3,388.48</b>

**EFT Paid Total : 1,483,280.30**

Total Unpaid for Approval :	0.00
Total Manually Paid for Approval :	0.00
Total Computer Paid for Approval :	2,787,897.47
Total EFT Paid for Approval :	1,483,280.30
<b>Grand Total ITEMS for Approval :</b>	<b>4,271,177.77</b>



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF PLANNING, DEVELOPMENT & LEGISLATIVE SERVICES

MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.

Table with 2 columns: Author's Name, Report Date, Author's Phone, Date to Council, Author's E-mail, Resolution #.

To: Mayor and Members of Town Council

Subject: Off-Road Vehicle Use on Amherstburg Roadways

1. RECOMMENDATION:

It is recommended that:

- 1. The report dated January 27, 2021 regarding Off-Road Vehicle Use on Amherstburg Roadways BE RECEIVED for information.

2. BACKGROUND:

Representatives of the Essex County ATV Club delegated before Council on September 24, 2018. The Essex County ATV Club requested that Council look into passing a by-law allowing ATVs to ride on designated roads within the municipality.

As a result of the delegation, Council passed the following motion:

Administration BE DIRECTED to hold a public meeting to consider ATV use on Town right-of-ways and bring back a report with recommendations.

A public meeting was held on October 30, 2018. Administration subsequently brought a report to Council on March 25, 2019 with the following recommendation: (March 25, 2019 report and appendices are attached for reference)

NO FURTHER ACTION be taken with respect to Off-Road Vehicle use on Municipal Roadways at this time.

At the March 25, 2019 meeting Council passed the following motions:

The delegation BE RECEIVED;

*That the report from the Manager of Licensing and Enforcement dated February 15, 2019, regarding Off-Road Vehicle Use on Municipal Roadways BE RECEIVED;*

*NO FURTHER ACTION be taken with respect to Off-Road Vehicle use on Municipal Roadways at this time; and,*

*That Administration CONTINUE to work with the Essex County ATV Club, the County of Essex, ERCA, and the Police to find a possible trial area for off-road vehicle use.*

### **3. DISCUSSION:**

Administration met with a representative from the County of Essex and the Essex Region County Conservation Authority (ERCA) in the spring of 2019. ERCA Administration provided correspondence on ERCA's position of Off-Road Vehicle (ORV) use on roadways and is attached for reference. On January 27, 2021 Town Administration confirmed with ERCA Administration, that their position remains the same that they are not in favour of ORV use on roadways.

Administration from the County of Essex further investigated ORV use on roadways and confirmed that their position remains that Administration from the County does not support ORV use on county roads. On January 27, 2021, Administration confirmed with County of Essex Administration, that their position remains the same, the County does not support ORV use on roadways.

Administration delayed this report in early 2019 due to legislative changes that were focused on changing how the province manages off-road vehicles on municipal roadways. Effective January 1<sup>st</sup>, 2021 the province expanded the on-road opportunities for off-road vehicles in some parts of Ontario. (Ministry of Transportation correspondence attached) This provincial initiative is to enhance trail access by increasing on-road connections to Ontario's off-road vehicle trail network. These trail networks do not exist in Amherstburg.

The changes apply to only the municipalities listed in Ontario Regulation 8/03 and does not include Amherstburg. Municipalities that are not listed in O. Reg 8/03 continue to be subject to the existing regulatory framework. In the Town of Amherstburg ORVs remain prohibited on municipal roadways unless otherwise permitted through the passing of a by-law.

### **4. RISK ANALYSIS:**

There is little risk associated with not permitting ORVs on Town of Amherstburg roadways. It is acknowledged by Administration however, that public feedback received during the public consultation process in 2018/2019 has substantially supported the initiative.



**5. FINANCIAL MATTERS:**

There are no financial impacts associated with the recommendation in this report.

If Council were to direct Administration to draft a by-law permitting ORVs, signs would be recommended to make riders aware of which roads were prohibited – this would include all County roads. Ideally the signs would be installed at the intersection of a restricted and permitted highway. In this scenario four signs would typically be installed at each of these intersections to properly designate the highways. If the by-law further prohibited ORVs in the urban areas, finding suitable sign installation locations would be difficult in downtown areas or areas with competing signs already installed.

Based on preliminary estimates, approximately 132 signs would be required to designate all of the ORV restricted county roadways. This translates into an estimated cost of \$22,000 for materials and labour (2021 \$).

As Administration does not recommend permitting ORVs on roadways, the cost for signs is not included in the budget. If Council were to direct that ORVs be permitted, approval to overspend the 2021 Budget would be needed for signage was installed, and further financial impacts would be incurred in future for maintenance and replacement of signage.

If roadways in the downtown area were also prohibited for ORV use as a result of the by-law, additional signs would be required.

Any impact on insurance premiums would be dependent upon the number of claims and circumstances related to the nature of the claims at issue.

Further, the financial impacts of increases to other operating costs such as road shoulder maintenance, by-law enforcement and or policing, etc. cannot be quantified at this time.

**6. CONSULTATIONS:**

Administration from the County of Essex and ERCA were consulted on the report. The Manager of Roads and Fleets was also consulted on this report.

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**7. CONCLUSION:**

It is understood that the determination to permit ORV use on Amherstburg roadways may be subject to criticism regardless of the decision. Administration has provided Council with the most complete and up-to-date information available as well as hosting an open house to allow for public input and provide Council with feedback received. It should also be noted that the only local municipalities allowing ORVs at present are Pelee Island and Lakeshore, the latter on a limited basis in both scope and timing. No other local municipality in Essex County including the County allows for ORVs.

Council may elect to permit ORVs on Amherstburg roadways; if this direction is taken Administration would report back, including a draft by-law for consideration, at a future meeting.

Administration recommends that Council not permit ORVs, on Amherstburg roadways at this time.



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Nicole Rubli  
**Manager of Licensing and Enforcement**

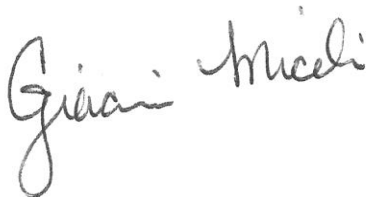
## Report Approval Details

Document Title:	Off-Road Vehicle Use on Amherstburg Roadways.docx
Attachments:	- 2019 ATV Report and Appendices.pdf - Town of Amherstburg 2nd letter re ORVs.docx - Municipal Stakeholders Letter.pdf
Final Approval Date:	Feb 16, 2021

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



Cheryl Horrobin



John Miceli



Paula Parker



## THE CORPORATION OF THE TOWN OF AMHERSTBURG

### OFFICE OF PLANNING, DEVELOPMENT & LEGISLATIVE SERVICES

*MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.*

Author's Name: Nicole Rubli	Report Date: February 15, 2019
Author's Phone: 519 736-0012 ext. 2251	Date to Council: March 25, 2019
Author's E-mail: <a href="mailto:nrubli@amherstburg.ca">nrubli@amherstburg.ca</a>	Resolution #: 20180924-313

**To: Mayor and Members of Town Council**

**Subject: Off-Road Vehicle Use on Municipal Roadways**

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#### 1. **RECOMMENDATION:**

It is recommended that:

1. That the report from the Manager of Licensing and Enforcement dated February 15, 2019, regarding Off-Road Vehicle Use on Municipal Roadways **BE RECEIVED**; and,
2. **NO FURTHER ACTION** be taken with respect to Off-Road Vehicle use on Municipal Roadways at this time.

#### 2. **BACKGROUND:**

The use of off-road vehicles off-highway is regulated by the *Off-Road Vehicles Act, R.S.O. 1990* and on-highway by the *Highway Traffic Act, R.S.O. 1990 (HTA)* and *Regulation 316/03 (Operation of Off-road Vehicles (ORVs) on Highways)*. All-terrain vehicles (ATVs) are one of many off-road vehicle class types that are regulated by this legislation. The *Highway Traffic Act, R.S.O. 1990 (HTA)* prohibits the use of off-road vehicles on all highways with some exceptions.

These exceptions include driving directly across a highway, use of off-road vehicle for agricultural purposes, animal trapping, and specific public works functions. Municipalities may also pass by-laws permitting specified off-road vehicle classes on highways, or part of the highway, during specified months and hours. The HTA further provides rules of the road regulations in regards to operating off-road vehicles (ORVs) on highways.

Section 4.1 (1) of *Regulation 316/03* states that an off-road vehicle may be driven on a highway in a municipality if a by-law made by the municipality permits the operation of the off-road vehicle on the highway or part of the highway. Municipalities may also by by-law limit the months or hours of permitted off-road vehicle operation as well as restrict which highways operation would be permitted on.

ORV's are required to have a permit with a number plate and to be insured under a motor vehicle liability policy. On highways where ORVs are permitted, the operator must be 16 years of age and possess a valid G2/M2 or higher class of driver's licence. Rules of the roads apply to ORVs and include requirements for headlamps to be on at all times. The ORV shall be driven on the shoulder of the roadway and travel in the same direction as traffic. Speed limit restrictions are in place; maximum of 20km/hr on a posted 50km/hr roadway and a maximum of 50km/hr for roadways with a posted limit greater than 50km/hr.

Representatives of the Essex County ATV Club delegated before Council on September 24<sup>th</sup>, 2018. The Essex County ATV Club requested that Council look into the Town of Amherstburg passing a bylaw allowing ATVs to ride on designated roads within the municipality.

As a result of the delegation, Council passed the following motion:

*Administration BE DIRECTED to hold a public meeting to consider ATV use on Town right-of-ways and bring back a report with recommendations.*

A public meeting was held on October 30, 2018 (see 'Community Engagement' in the next section).

### **3. DISCUSSION:**

Administration has reviewed the request from the Essex County ATV Club and has gathered information and comment from various Town of Amherstburg departments, various stakeholders, County of Essex, and the public through the public consultation meeting and online survey. A summary of the information is as follows:

#### **County of Essex**

Administration at the County of Essex was contacted and has indicated that at this time, the County does not intend to allow ORVS on any of the County Roads. The All-Terrain Vehicle section of the County of Essex Best Management Practice Manual states:

*"Where it can be demonstrated that a specific section of Municipal road is required to complete an established trail system, the County of Essex may consider limited access to that specific section, on a trial basis, subject to satisfactory resolution of all liability, safety and nuisance concerns"*

The Essex County ATV club has a trail system located parallel to the Chrysler Greenway on properties that lie within the boundaries of County Roads 9 (Howard Ave), 10 (Middleside Rd), 11 (Walker Rd) and Texas Road. Permitting ORVs on Town

roadways would not assist the Club in accessing their trails as they are located off of County roads except off of Texas Road.

There are two separate road networks that exist within the Town. Current Town infrastructures consist of concessions, roads in the urban area and residential roadways. There are ten county roads that run through the Town of Amherstburg.

County roads include: (See Reference Map of County Roads - Appendix A)

County Road 3 (Malden Road)	County Road 11 (Walker)
County Road 5	County Road 18 (Pike Road)
County Road 8 (North Townline)	County Road 20
County Road 9 (Howard Ave)	County Road 41
County Road 10 (Middleside)	County Road 50

If the Town were to pass a by-law permitting ORVs, the operation of the ORVs would still be prohibited on County roads (indicated in red on Appendix A). Only crossing of County roads would be permitted.

### **Town of Amherstburg Insurer-BFL Canada**

Consideration should be given to the liability of allowing ORV use on Town roadways. The Town's insurer was contacted and has provided the following statement:

*If a by-law is passed allowing ATVs to use municipal highways, the driver of the ATV is to stay on the shoulder of the road (unless there is no shoulder or the shoulder is impassable, in which case, it must be driven on the pavement). As such, the shoulder of the roadway would need to be able to safely support this type of vehicle through proper maintenance i.e. no potholes, limited erosion and the shoulder may need to be widened. A possible greater exposure could be if an ATV was forced to drive onto the paved section, and as a result, there is an accident with a motor vehicle moving at a much greater rate of speed.*

Based on the Town's insurer's comments, if the Town were to pass a by-law permitting ORVs on the roadways, it may increase the Town's level of risk exposure which can lead to a potential for negative impacts on the Town's insurance program.

### **Essex County Federation of Agriculture**

The Essex County Federation of Agriculture was contacted and provided written comments. Please reference Appendix C – ECFA Letter, where their concerns with recreational use of ATV/ORV's were outlined.

### **Windsor Police – Amherstburg Detachment – Enforcement**

The Amherstburg Detachment does not currently have an ATV to use to enforce a by-law permitting ORVs on roadways, should one be approved by Council. Without such

equipment it would be difficult to enforce a bylaw as the vehicles normally driven by officers are not suitable for off road use.

In regards to public safety, it is important to prevent ORVs from operating within an urban setting under any circumstances. There is high risk of collision with either pedestrians or motor vehicles, in addition to the fact that ORVs are not primarily designed to be operated on a roadway.

**Essex Region Conservation Authority**

The Essex Region Conservation Authority was contacted and provided written comments. Please reference Appendix D – ERCA Letter, where their concerns were outlined.

**Community Engagement**

Administration held a Public Consultation meeting on October 30, 2018. The purpose of this meeting was to educate the residents on the legislation surrounding ORVs and to consult the on whether Amherstburg should permit ORV’s on municipal roadways. Approximately eighty (80) people were in attendance at this meeting.

To seek public input on the decision to permit ORV use, in addition to the public meeting, a survey was conducted to understand the community’s feeling toward ORV operation on roadways and what regulations the public felt should be in place surrounding their use. Talk the Burg was utilized to receive comment from the residents and answer a brief survey.

Results from the Talk the Burg ATV Survey showed that approximately 900 people visited the page. A total of 276 people (1.2% of the Town’s population) participated in the survey, of which 80.1% responded in favour of ATVs operating on Amherstburg roadways. The written comments received as well as the Survey results received on Talk the Burg form Appendix B to this report.

Administration has canvassed local municipalities on whether they permit ORVs on their roadways, with the responses outlined below:

<b>Municipality</b>	<b>Bylaw To Permit ORVs on Roadways</b>	<b>ORVs Not Permitted on Roadways</b>
Essex		✓
Kingsville		✓
Lakeshore	✓ *	
LaSalle		✓
Leamington		✓
Pelee Island	✓ **	
Tecumseh		✓

\*Permitted on certain roads from Dec 1<sup>st</sup> - Apr 30<sup>th</sup> from 7am – 10pm

\*\*Permitted at all times in all areas

## **Town of Amherstburg Public Works Division**

Road infrastructure in Amherstburg spans 335 total kilometres and consists of arterial, collector and residential roadways. The Town is responsible for maintaining 230 km within the municipality. Road widths vary but are an average of 6.5m with shoulder widths averaging 1m. Limited shoulder width and ditches result in unfavourable location for ORVs to travel on the shoulder which will result ORVs having to travel on the far-right side of the road. Some Town roads also have pedestrian and bicycle lanes that run parallel to the roads which could cause safety concerns with ORVs sharing the road with pedestrians and vehicles.

Section 24 of Ontario Regulation 316/03 outlines that ORVs shall be driven on the shoulder of the roadway in the same direction as traffic on the same side. However, ORVs may drive on the roadway in the same direction as traffic on the same side, if there is no shoulder, if the shoulder is obstructed or the shoulder is not wide enough to allow the ORV to be driven with all its tires remaining completely off the road.

With limited shoulders on Town roadways ORVs will have to be operated on the roadways in many cases increasing the likelihood of traffic conflicts.

### **Summary**

Administration recommends that ORV use on Town roadways not be permitted due to safety concerns, risk and potential liability associated with the use, to minimize negative impacts to the community and concern for environmental sensitive areas as summarized above. There is no action required if Council chooses to not permit ORV use on Town roadways.

Should Council want to permit ORVs on Town roadways the following impacts should be considered.

## **IMPACTS TO PERMITTING ORVS ON ROADWAYS**

### **Public Safety/Community Impact**

Of primary concern when considering ORV use on municipal roadways, Council must have regard for public safety. The HTA has prohibited ORVs on roadways and consideration must be given to the fact that ORVs are not designed or intended for use on roadways. Ontario Regulation 316/03 provides for safety control; however, compliance through enforcement may be difficult to achieve.

The Canadian Institute for Health Information reported that in 2016-2017 there were 548 cases of injuries in Ontario that required hospitalization from ORV use.

Council of Chatham-Kent had passed a by-law back on March 7, 2016 permitting ORVs on certain roads for a one year trial. The Council had also requested a report on ORV incidents from the Chatham-Kent Police Service at the completion of the trial period. The Police Chief from Chatham-Kent reported there was a 43% increase in calls during



the trial period relating to ORVs, the majority of the complaints received from area residents related to property damage and noise caused by ORVs.

Given the experience in Chatham-Kent, it may assist Council to have recent call data for Amherstburg. The chart below contains data obtained from Police from 2017-19. The 2019 data reflects calls for service from January 1<sup>st</sup> to March 3<sup>rd</sup> 2019 only. The row titled “POA Enforcement” refers to Provincial Offence Act Enforcement which encompasses any charges laid by the former Amherstburg Police Service under either of these two acts or the Trespass to Property Act.

<b>INCIDENT</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Traffic Complaints	15	5	1
POA enforcement	0	1	0
Collisions	1	0	1
Criminal	0	1	0
Fail to Stop	1	1	(1)
Trespass/Bylaw Complaint	10	13	1
<b>Total</b>	<b>27</b>	<b>20</b>	<b>3</b>

When the calls for service were examined, most were nuisance type calls where ORV’s were being driven near residential properties resulting in noise, safety or trespass violations. The “Fail to Stop” in the data for 2019 was a trespass complaint where the ORV’s fled upon seeing police arrive. Approximately 1/3 of the complaints originated in the more densely populated residential areas of the town.

Permitting ORVs on roadways may lead to additional complaints regarding ORV riding in areas where they are not permitted and concerns related to noise, environmental degradation and damage to property. ORVs can cause significant damage to the ground, particularly when saturated. Allowing ORVs on roadways may increase access to areas that may be protected lands such as the Chrysler Greenway Trail and the Big Creek Watershed area.

### **Signage**

Signs are typically installed to designate sections of highway for special vehicle restrictions. In the case of ORVs, the signs inform the ORV operator where they are permitted to ride. Signs also aid police enforcement by designating sections of highways where ORVs are not permitted.

The Highway Traffic Act does not require the installation of signs for highways that are either designated as ORV permitted or restricted. In addition, neither the Ontario Traffic Manual nor the Manual of Uniform Traffic Control Devices (Canada) provide a standard sign design or installation guidelines.

If Council were to direct Administration to draft a by-law permitting ORVs, signs would be recommended to make riders aware of which roads were prohibited – this would include all County roads. Ideally the signs will be installed at the intersection of a

restricted and permitted highway. In this scenario four signs will typically be installed at each of these intersections to properly designate the highways. If the by-law further prohibited ORVs in the urban areas, finding suitable sign installation locations will be difficult in downtown areas or areas with competing signs already installed.

Based on preliminary estimates, approximately 132 signs will be required to designate all of the ORV restricted county roadways. This translates into an estimated cost of \$20,000 (approximately \$150 per sign) for materials and labour.

Alum High Int. 45 x 45 - \$30 per sign	\$3,960.00
4 x 4 Post - \$25 per post	\$3,300.00
Hydro Vac - \$2,000 per day	\$6,000.00
Staffing and Labour Costs	\$4,800.00
Incidentals – Stone Backfill/Hardware/Equipment	\$2,000.00
<b>Total Cost to Install Signs</b>	<b>\$20,000.00</b>

If roadways in the downtown area were also prohibited for ORV use as a result of the by-law, additional signs would be required.

**Maintenance and Inspection**

If the Town permitted ORV use on the roadways a “duty of care” would be required to ensure minimum maintenance standards are being met. This may require an enhanced level of service be established and a more formalized maintenance and inspection program.

**4. RISK ANALYSIS:**

There is little risk associated with not permitting ORVs on Town of Amherstburg roadways. It is acknowledged by Administration however, that public feedback substantially supports the initiative.

In consultation with the Town’s insurer if the Town were to pass a By-law allowing ORVs to travel on its roadways consideration must be given to the following:

1. Does the Town have the staff to manage their increased maintenance responsibilities? If there is a loss the courts would look to maintenance/inspection records to see what standards were being met at the time of the accident.
2. How safe are the roadways being contemplated for this use:
  - a) Are they flat with no curves? Do they have clear sight lines?
  - b) Type of road ie paved or gravel?
  - c) How busy is the roadway?

- d) Will the shoulders need to be widened?
- e) Based on the type of road, which minimum maintenance standards apply?

Some further considerations:

- a) When staff are completing their inspections, along with ensuring the shoulder of the road meets the Minimum Maintenance Standards, the inspections will also need to confirm that the shoulders were wide enough to support ATV traffic and there were no inherent hazards eg. Part of the shoulder being washed away resulting from a heavy rainfall.
- b) Signage should be erected to warn the public (pedestrian and drivers) that they are sharing the roads and the shoulder of the roads with ATV's. This would especially important where sight lines are blocked eg. A bend in the road, hill etc.

## **5. FINANCIAL MATTERS:**

There are no financial implications as a result of this report.

If Council were to approve a by-law permitting ORVs on Town roadways the estimated signage costs is approximately \$20,000. The signs are not a budgeted item and would result in a negative variance in the Public Works sign maintenance budget line.

Any impact on insurance premiums would be dependent upon the number of claims and circumstances related to the nature of the claims at issue.

Further, increases to other operating costs such as road shoulder maintenance, by-law enforcement and or policing, etc. cannot be quantified at this time.

## **6. CONSULTATIONS:**

The following stakeholders were consulted on this report and their comments are provided within the body of this report.

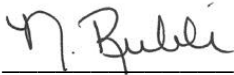
County of Essex  
BFL Canada  
Essex Region Conservation Authority  
Essex County Federation of Agriculture  
Windsor Police  
Town of Amherstburg Public Works Division

## 7. CONCLUSION:

It is understood that the determination to permit ORV use on Amherstburg roadways may be subject to criticism regardless of the decision. Administration has provided Council with the most complete and up-to-date information available as well as hosting an open house and accompanying survey to allow for public input and provide Council with feedback received. It should also be noted that the only local municipalities allowing ORVs at present are Pelee Island and Lakeshore, the latter on a limited basis in both scope and timing. No other local municipality in Essex County including the County allows for ORVs.

Council may elect to permit ORVs on Amherstburg roadways; if this direction is taken administration will draft the appropriate by-law for consideration at a future meeting.

However, the Town's Community partners have voiced concerns over allowing ORV use on the Town's roadways. This report recommends that Council not permit ORVs, on Amherstburg roadways at this time.



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Nicole Rubli

**Manager of Licensing and Enforcement**

## Report Approval Details

Document Title:	Off-Road Vehicle Use on Municipal Roadways.docx
Attachments:	- Map of County Roads - Amherstburg.pdf - Redacted - Survey_Responses_Report_Redacted.pdf - ECFA - ATV ORV Letter Town of Amherstburg.docx - Town of Amherstburg - ATV on Roads.pdf
Final Approval Date:	Mar 18, 2019

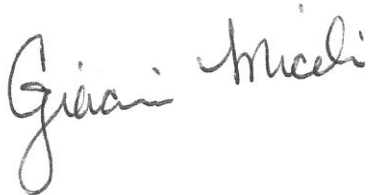
This report and all of its attachments were approved and signed as outlined below:



**Mark Galvin - Mar 14, 2019 - 10:16 AM**



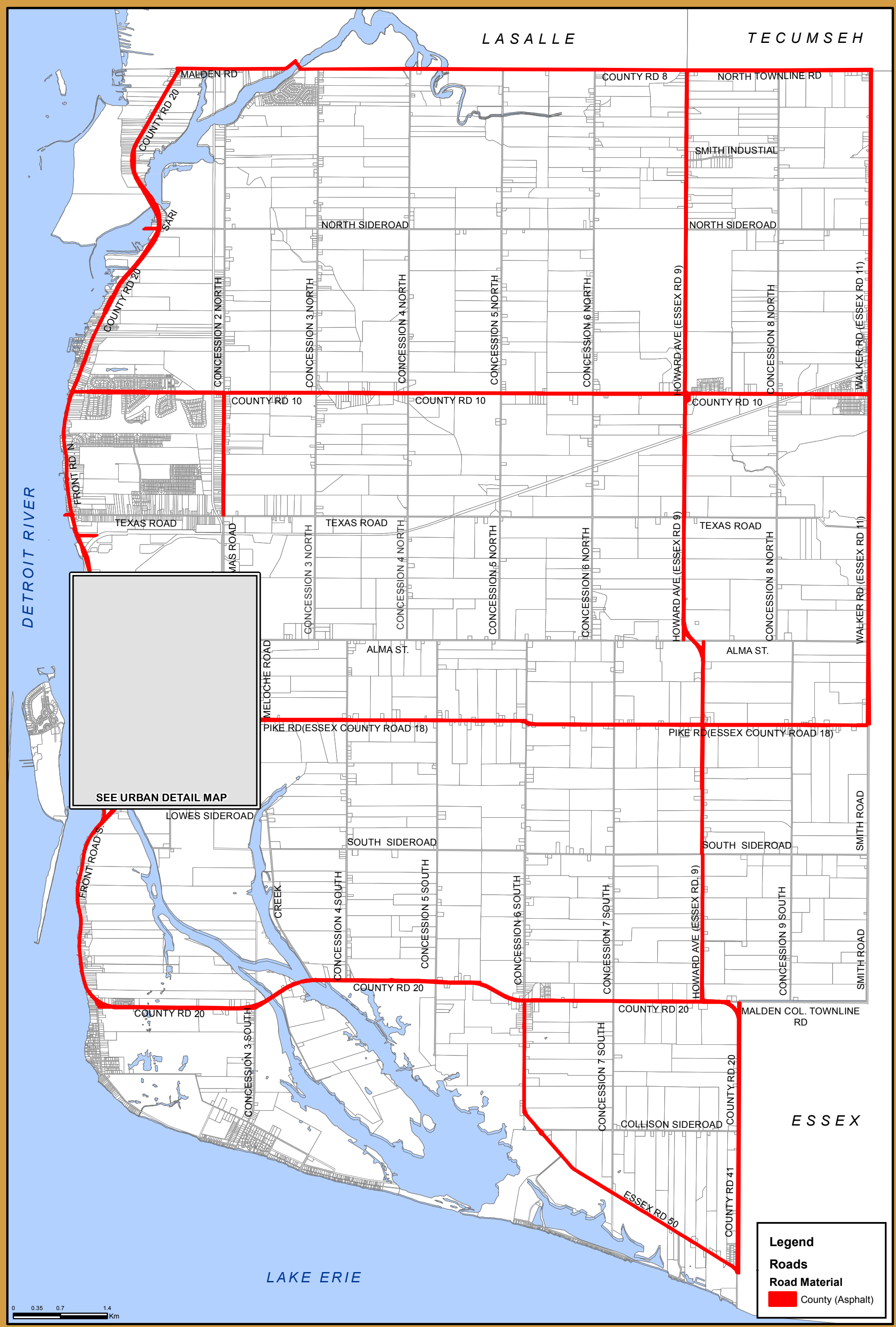
**Cheryl Horrobin - Mar 14, 2019 - 1:22 PM**



**John Miceli - Mar 18, 2019 - 8:12 AM**



**Paula Parker - Mar 18, 2019 - 9:35 AM**



# TOWN OF AMHERSTBURG

## County Road Locations



# Survey Report

22 September 2017 - 02 December 2018

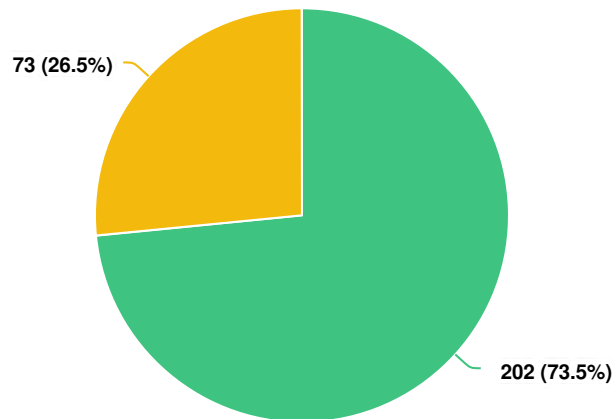
# ATV Use on Municipal Roadways Survey

PROJECT: Let's Talk ATV Use on Municipal Roadways

**Talk Amherstburg**



**Q1 | Do you reside in Amherstburg or own property in Amherstburg?**

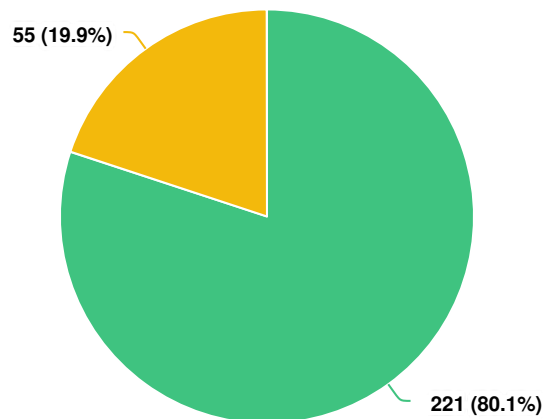


**Question options**

- Yes
- No

*Optional question (275 responses, 1 skipped)*

**Q2 | Are you in favour of ATVs operating on Amherstburg roadways?**



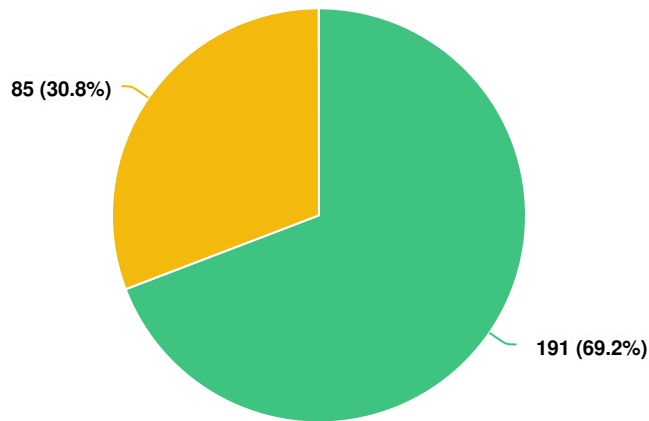
**Question options**

- Yes
- No

*(276 responses, 0 skipped)*



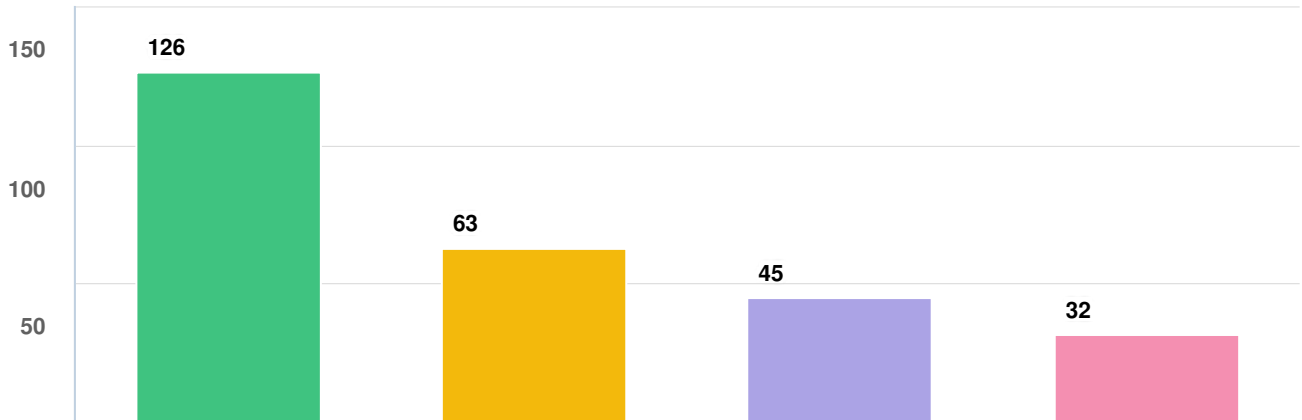
**Q3 Do you own an ATV?**



**Question options**

- Yes
  - No
- (276 responses, 0 skipped)

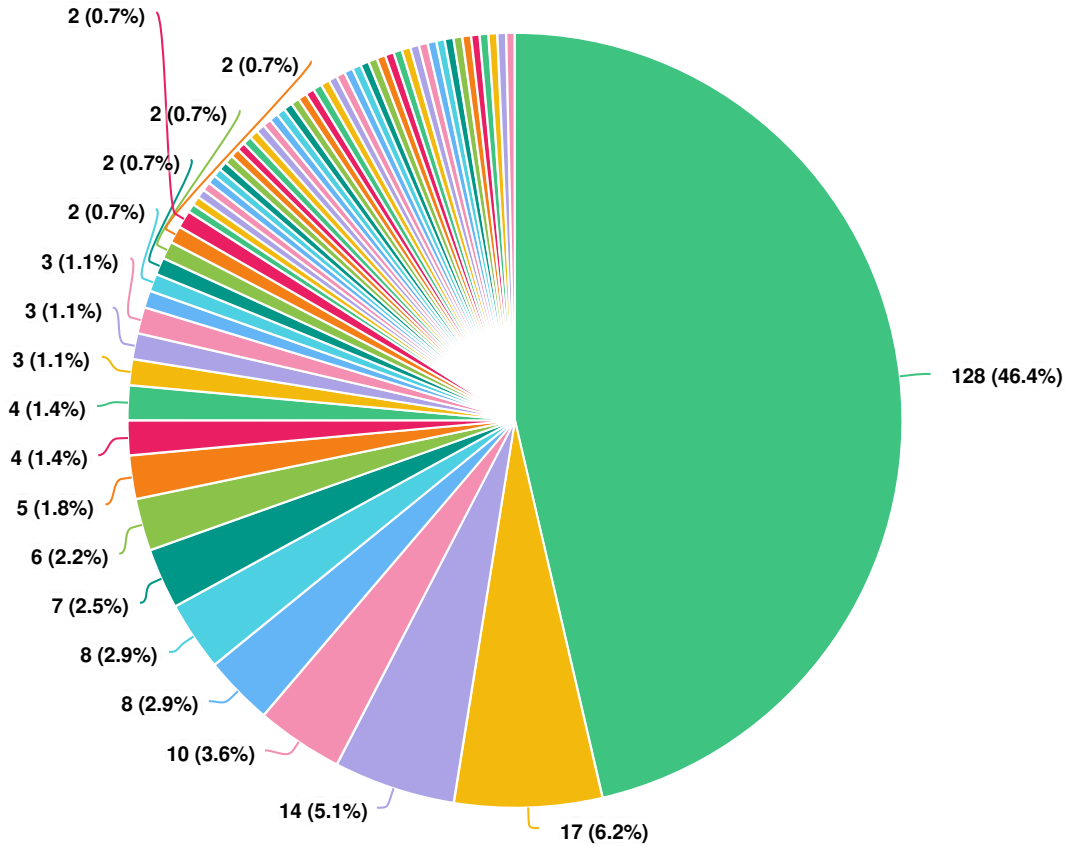
**Q4 What type of ATV do you own? (Check all that apply)**



**Question options**

- Single rider all-terrain vehicle
  - Two-up all-terrain vehicle
  - Multi-purpose off-highway utility vehicle
  - Recreational off-highway vehicle
- (276 responses, 0 skipped)

**Q5 What is your postal code? (Optional)**

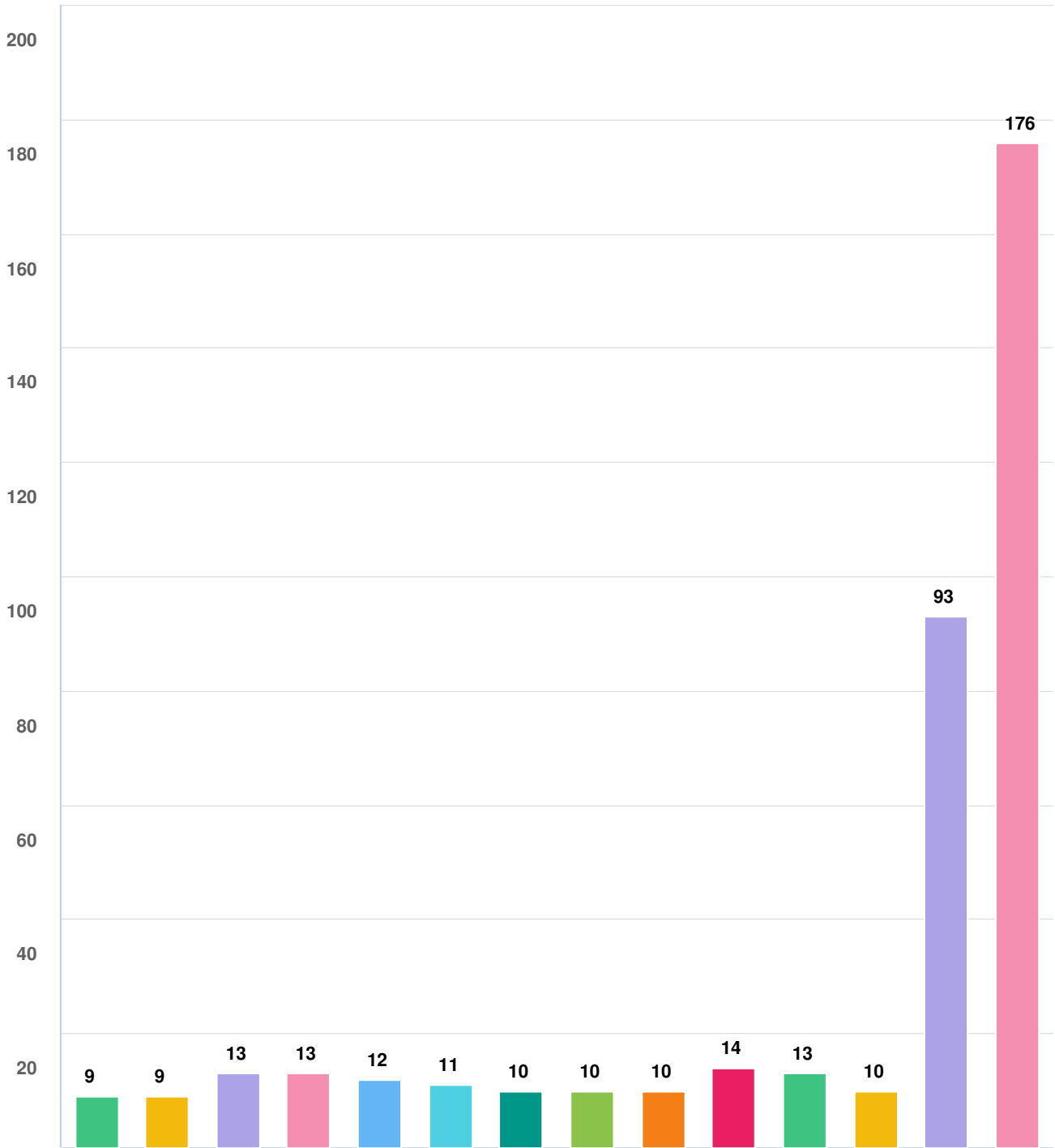


**Question options**

- Slice
- Amherstburg, ON, N9V 2Y8
- Amherstburg, ON, N9V 2Y9
- Amherstburg, ON, N9V 3R3
- Harrow, ON, N0R 1G0
- Amherstburg, ON, N9V 0C8
- McGregor, ON, N0R 1J0
- Amherstburg, ON, N0R 1J0
- Lasalle, ON, N9H 0B6
- Belle River, ON, N0R 1A0
- Amherstburg, ON, N9V 2R8
- Amherstburg, ON, N9V 2Y7
- Amherstburg, ON, N9V 4C5
- Amherstburg, ON, N9V 1R7
- Amherstburg, ON, N9V 0C5
- South Woodslee, ON, N0R 1V0
- Maidstone, ON, N0R 1K0
- Essex, ON, N8M 2X5
- Amherstburg, ON, N9V 0A3
- Windsor, ON, N9G 1T8
- Windsor, ON, N8W 3M1
- Kingsville, ON, N9Y 3M4
- Amherstburg, ON, N9V 2S6
- Windsor, ON, N9J 2P3
- Essex, ON, N8M 0C5
- Amherstburg, ON, N9V 4E2
- Amherstburg, ON, N9V 0E2
- Amherstburg, ON, N9V 1V2
- Windsor, ON, N9H 2K2
- Windsor, ON, N8R 2B8
- Amherstburg, ON, N9V 0A8
- Amherstburg, ON, N9V 2P7
- Amherstburg, ON, N9V 4C6
- Windsor, ON, N8W 0A5
- Windsor, ON, N8W 2E7
- Kingsville, ON, N9Y 3L2
- Cottam, ON, N0R 1B0
- Windsor, ON, N8S 2S4
- Chatham, ON, N7M 0K5
- Amherstburg, ON, N9V 4A1
- Essex, ON, N0R 1J0
- Windsor, ON, N8X 3A1
- Belle River, ON, N0R 0A3
- Windsor, ON, N8N 4N7
- Amherstburg, ON, N9V 2V7
- Windsor, ON, N8W 2W5
- Windsor, ON, N8Y 4H3
- Essex, ON, N8M 2X6
- Essex, ON, N8M 2E9
- Essex, ON, N8M 2L4
- Harrow, ON, N0R 0A7
- Lasalle, ON, N9J 0B9
- Amherstburg, ON, N9V 1A3
- Amherstburg, ON, N9V 2L5
- Amherstburg, ON, N9V 3S5
- Kingsville, ON, N9Y 1V6
- Amherstburg, ON, N9V 2L9
- Amherstburg, ON, N9V 3Y6
- Windsor, ON, N9G 2P2
- Windsor, ON, N8N 5E9
- Amherstburg, ON, N9V 0A7
- Amherstburg, ON, N9V 0C7
- Amherstburg, ON, N9V 1N4

Optional question (131 responses, 145 skipped)

**Q6** Should ATV use on municipal roadways be restricted by month? Choose all that apply.

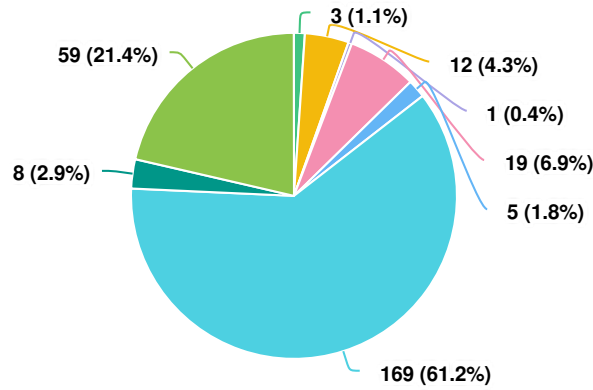


**Question options**

- January
 ● February
 ● March
 ● April
 ● May
 ● June
 ● July
 ● August
 ● September
- October
 ● November
 ● December
 ● All
 ● None

(276 responses, 0 skipped)

**Q7 For what purpose do you typically use ATVs?**

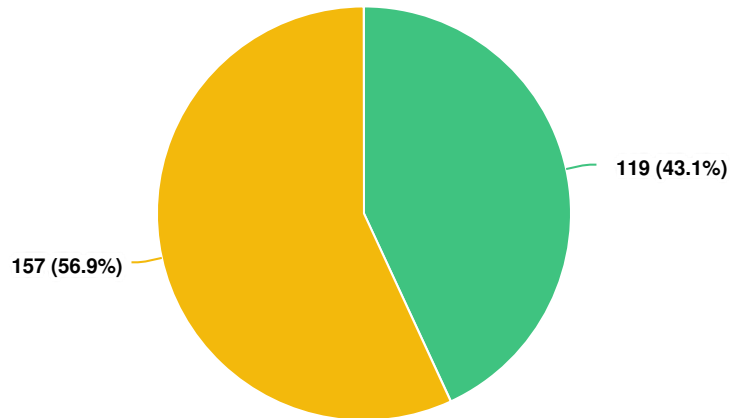


**Question options**

- Ice Fishing
- Hunting
- Trapping
- Farming
- Work Related
- Leisure Riding
- Other
- I do not use ATVs

(276 responses, 0 skipped)

**Q8 Are there specific roadways in Amherstburg where ATV use should be restricted?**



**Question options**

- Yes
- No

(276 responses, 0 skipped)

**Q9 Which roadways should ATVs be restricted from?**

- [REDACTED]  
10/31/2018 09:32 AM  
ATVs should be restricted from the Greenway and connectors which are for the safety of walkers with or without their dogs and bicycle riders and families to ride safely out of this kind of traffic and vehicular traffic  
Main, high traffic roads, heading into or leaving the town of Amherstburg.
- [REDACTED]  
10/31/2018 09:43 AM
- [REDACTED]  
10/31/2018 09:45 AM  
Any road considered a major highway
- [REDACTED]  
10/31/2018 09:48 AM  
ALL
- [REDACTED]  
10/31/2018 10:01 AM  
Hwys
- [REDACTED]  
10/31/2018 10:02 AM  
All urban road west of Meloche/Thomas.
- [REDACTED]  
10/31/2018 10:09 AM  
Front Road & the Downtown Core & heavy residential populated areas (the Monopoly)
- [REDACTED]  
10/31/2018 10:22 AM  
I don't think ATV should be allowed right in main town Amherstburg
- [REDACTED]  
10/31/2018 12:07 PM  
All road ways
- [REDACTED]  
10/31/2018 12:34 PM  
All roads they are dangerous, noisy, destructive and harmful to wildlife.
- [REDACTED]  
10/31/2018 12:36 PM  
Highways
- [REDACTED]  
10/31/2018 12:38 PM  
High way roads 401 #3
- [REDACTED]  
10/31/2018 12:38 PM  
Neighbourhood, any road with a speed limit of 40km/h. and 4 lane highways
- [REDACTED]  
10/31/2018 12:42 PM  
All road ways!
- [REDACTED]  
[REDACTED] PM  
Water front roads, keep it more to the county, but still have accessibility to gas stations.
- [REDACTED]  
10/31/2018 12:54 PM  
All
- [REDACTED]  
Core town roadways

10/31/2018 01:39 PM

██████████ Main highway

10/31/2018 01:57 PM

██████████ County rd 20 where its 4 lane and no shoulders.

10/31/2018 02:00 PM

██████████ Country rd 20 in some areas.

10/31/2018 02:18 PM

██████████ Over 60km

10/31/2018 02:21 PM

██████████ Main streets down town

10/31/2018 02:24 PM

██████████ -In subdivisions. -Front Rd. -Down by navy yard.

10/31/2018 02:31 PM

██████████ MAIN ROADS

10/31/2018 02:57 PM

██████████ In town roads

10/31/2018 03:35 PM

██████████ Downtown core and main hwys

10/31/2018 03:41 PM

██████████ All of them

10/31/2018 03:45 PM

██████████ urban area

10/31/2018 04:01 PM

██████████ All of roads

10/31/2018 05:04 PM

██████████ Residential streets, cul de sacs,

10/31/2018 06:17 PM

██████████ ALL OF THEM

10/31/2018 06:17 PM

██████████ Main Roads

10/31/2018 06:29 PM

██████████ None

10/31/2018 06:30 PM

██████████ The heart of town. Only Allowed on the county roads

10/31/2018 07:44 PM

[REDACTED] 10/31/2018 08:29 PM	highways, residential streets, trails used for walking or biking
[REDACTED] 10/31/2018 08:36 PM	All main roads
[REDACTED] 10/31/2018 09:14 PM	Core areas
[REDACTED] 10/31/2018 09:32 PM	Subdivision
[REDACTED] 11/01/2018 12:15 AM	Highways
[REDACTED] 11/01/2018 12:26 AM	highway 18
[REDACTED] 11/01/2018 06:35 AM	Any residential or busier town roads should not allow ATVs
[REDACTED] 11/01/2018 07:59 AM	All roadways
[REDACTED] 11/01/2018 08:37 AM	Subdivisions
[REDACTED] 11/01/2018 09:07 AM	There is enough traffic on our roads now. We have cars, trucks, bicycles, tractors with trailers, the odd snowmobile, and motorized wheelchairs. Police have enough on their hands let alone trying to catch an ATV that can go off road in an instant. I have seen them on the roads at night, and early morning with people carrying guns and bows for hunting.
[REDACTED] 11/01/2018 09:20 AM	All municipal roadways, especially roadways without gravel shoulders, should not be permitted, not insured what age limits?
[REDACTED] 11/01/2018 09:49 AM	Main arteries, down town area.
[REDACTED] 11/01/2018 10:02 AM	highways
[REDACTED] 11/01/2018 10:35 AM	Highways
[REDACTED] 11/01/2018 10:36 AM	They should be subject to the same rules as all motor vehicles, plated, insured, lights. There are not wide enough shoulders for these vehicles and we have enough debt now without widening roads.
[REDACTED] 11/01/2018 10:56 AM	Sandwich Street, Dallhouse Street and all streets that are located in sub divisions and heavy residential areas.
[REDACTED] 11/01/2018 10:57 AM	Town center

[REDACTED] 11/01/2018 11:51 AM	Main roads through town.
[REDACTED] 11/01/2018 12:18 PM	Downtown core
[REDACTED] 11/01/2018 12:26 PM	Residential subdivisions
[REDACTED] 11/01/2018 12:26 PM	The downtown corridor
[REDACTED] 11/01/2018 12:51 PM	downtown
[REDACTED] 11/01/2018 01:16 PM	Roadways that are either too busy or fast for the atvs
[REDACTED] 11/01/2018 01:19 PM	Downtown area. Usage of atv should be kept to the outskirts and concessions.
[REDACTED] 11/01/2018 02:16 PM	all number/main routes including front road, howard and walker road.. allow to cross but not ride along. town centre should also have a restriction..
[REDACTED] 11/01/2018 04:58 PM	Highways
[REDACTED] 11/01/2018 05:33 PM	High ways
[REDACTED] 11/01/2018 11:49 PM	All of downtown Amherstburg- hazard All residential zones- nuisance This is a bad idea.
[REDACTED] 11/02/2018 07:13 AM	All
[REDACTED] 11/02/2018 07:39 AM	All non concessions roads that are in the town
[REDACTED] 11/02/2018 09:47 AM	City limits
[REDACTED] 11/02/2018 01:21 PM	The downtown core - eg. Sandwich Street
[REDACTED] 11/02/2018 03:29 PM	main streets / historic areas (Front road/Dalhousie)
[REDACTED] 11/02/2018 07:43 PM	All roadways
[REDACTED] 11/03/2018 10:19 AM	Highways and main roads threw towns



[REDACTED]  
11/03/2018 10:00 PM

Any roadway in the actual boundaries of the old town like Dalhousie Street To Lowes Side Road To Meloche Road To Alma Street To Dalhousie Street. Not to be used to go to Wal Mart, Shooters Road House, Mc Donalds, Sobeys, No Frills, The Beer Store, Liquor Store, or Tim Hortons , ETC. Subdivisions

[REDACTED]  
11/04/2018 09:10 AM

Just in town

[REDACTED]  
11/04/2018 09:23 AM

[REDACTED]  
11/04/2018 12:04 PM

Should be restricted from all roads. ATV's should not be allowed on any highways. Roadways are included in the definition of a highway.

[REDACTED]  
11/05/2018 07:26 AM

Highways

[REDACTED]  
11/05/2018 07:10 PM

The ATV's should be restricted on all the streets in Amherstburg including the rural streets.

[REDACTED]  
11/05/2018 11:55 PM

Main streets

[REDACTED]  
11/06/2018 01:27 PM

Should not be driving through town.

[REDACTED]  
11/06/2018 05:43 PM

All roads.

[REDACTED]  
11/07/2018 08:36 AM

Highways

[REDACTED]  
11/07/2018 09:04 AM

all roadways ,there noisy ,running at all hours ,and caking the roadway with mud.they trespass , and destroy the greenway surface that they aren.t supposed to be on. blasting back and forth at all hours

[REDACTED]  
11/07/2018 10:04 AM

Residential & Downtown

[REDACTED]  
11/07/2018 10:31 AM

Any road over 80km

[REDACTED]  
11/07/2018 03:07 PM

all

[REDACTED]  
11/07/2018 03:37 PM

All.

[REDACTED]  
11/07/2018 07:16 PM

Downtown core

[REDACTED]  
11/08/2018 02:43 PM

all roads

[REDACTED]  
11/08/2018 04:46 PM

all

[REDACTED]  
11/08/2018 07:39 PM

Downtown Streets

[REDACTED]  
11/09/2018 10:30 AM

All

[REDACTED]  
11/09/2018 06:08 PM

Heavily populated roads, sub divisions and business areas.

[REDACTED]  
11/10/2018 10:53 AM

All

[REDACTED]  
11/12/2018 09:03 AM

Highway use

[REDACTED]  
11/13/2018 01:33 PM

All

[REDACTED]  
11/13/2018 01:50 PM

All of them.

[REDACTED]  
11/13/2018 04:15 PM

Main roads

[REDACTED]  
11/14/2018 08:24 AM

Town core and roads with speed limits greater than 70 km/hr

[REDACTED]  
11/14/2018 11:48 AM

In the downtown core. In Subdivisions.

[REDACTED]  
11/15/2018 08:46 AM

Rural roads, not downtown

[REDACTED]  
11/16/2018 07:50 AM

All Municipal roads and public land

[REDACTED]  
11/16/2018 08:56 AM

restricted for the core roadways, and residential areas

[REDACTED]  
11/16/2018 10:59 AM

Not to be used directly in town

[REDACTED]  
11/16/2018 09:26 PM

All

[REDACTED]  
11/18/2018 03:21 PM

Main roads in the downtown core.

[REDACTED]  
11/18/2018 07:11 PM

In city limits

[REDACTED]

All

11/19/2018 07:29 AM

[REDACTED]

None

11/24/2018 08:57 PM

[REDACTED]

A

11/26/2018 05:25 PM

[REDACTED]

all except getting to their farms

11/27/2018 09:53 AM

[REDACTED]

all

11/27/2018 09:56 AM

[REDACTED]

Sandwich, Front Road, Simcoe, Richmond, Dalhousie, Park, Pickering, Ramsay

11/27/2018 10:10 AM

[REDACTED]

all of them

11/27/2018 11:54 AM

[REDACTED]

All of them. ATVs have high torque. They run fast and they stop fast.... much faster than a car. There will be a lot of accidents and deaths related to this. Furthermore, they are EXTREEMLY LOUD! I do not want to have to call the police every time someone decides to gun their machine at night with no regards to anyone else. Bad idea.  
residential, commercial, hiway

11/27/2018 01:24 PM

[REDACTED]

11/27/2018 02:56 PM

[REDACTED]

All

11/27/2018 06:49 PM

[REDACTED]

All within town limits

11/28/2018 06:37 AM

[REDACTED]

All road ways with a speed maximum of 70km and higher.

11/28/2018 02:16 PM

[REDACTED]

ALL roadways

11/28/2018 04:25 PM

[REDACTED]

Roads in designated urban areas.

11/29/2018 12:51 PM

[REDACTED]

All

11/29/2018 01:34 PM

[REDACTED]

Driving directly down front road could be dangerous being the busiest in town. I would encourage the use to allow crossing front but not driving directly on front with traffic. The secondary roads are plentiful and allow for access to other areas of the town and surrounding areas.

11/29/2018 06:18 PM

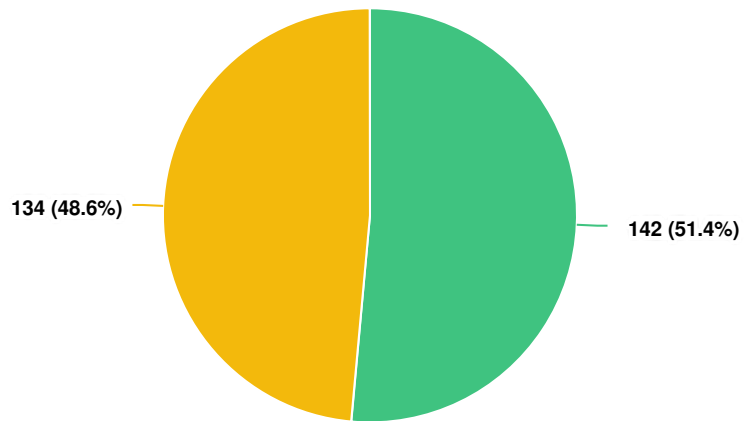
[REDACTED]

All

11/30/2018 10:29 AM

(121 responses, 155 skipped)

**Q10** Are there specific roadways in Amherstburg where ATV use should be permitted?



**Question options**

- Yes
- No

(276 responses, 0 skipped)

**Q11 | Which roadways should ATVs be permitted on?**

[REDACTED] 10/31/2018 09:32 AM	the old railway routes, or where permitted in field areas
[REDACTED] 10/31/2018 09:43 AM	Low traffic, class B
[REDACTED] 10/31/2018 09:45 AM	Major highways
[REDACTED] 10/31/2018 09:52 AM	All of them
[REDACTED] 10/31/2018 10:01 AM	County roads
[REDACTED] 10/31/2018 10:03 AM	Municipal rural roads outside of the town core
[REDACTED] 10/31/2018 10:09 AM	County roads & side streets without heavy population/homes
[REDACTED] 10/31/2018 10:22 AM	County and rural roads
[REDACTED] 10/31/2018 10:33 AM	all
[REDACTED] 10/31/2018 11:04 AM	All roads
[REDACTED] 10/31/2018 11:49 AM	The 2nd concession between middle side road and texas road. I am aware it is a county road
[REDACTED] 10/31/2018 11:51 AM	All
[REDACTED] 10/31/2018 11:55 AM	Most roads included designated downtown leadins. Access to restaurants and fuel should be included.
[REDACTED] 10/31/2018 12:07 PM	All road
[REDACTED] 10/31/2018 12:17 PM	All Amherstburg roads
[REDACTED] 10/31/2018 12:20 PM	Anywhere in the county and no major highways.
[REDACTED]	All

10/31/2018 12:36 PM

[REDACTED]

All country roads/ town roads

10/31/2018 12:36 PM

[REDACTED]

All country road Road Town roads and all dirt roads

10/31/2018 12:38 PM

[REDACTED]

any that are not as described above in roadways that should not be permitted

10/31/2018 12:38 PM

[REDACTED]

All

10/31/2018 12:39 PM

[REDACTED]

All of them

10/31/2018 12:40 PM

[REDACTED]

ATVs should be allowed on all roads that connect the two ATV club properties and other roads that are not directly in the town so riders can drive the atv from their house institute hooking up a trailer.

10/31/2018 12:47 PM

[REDACTED]

Roads connected to gas stations.

10/31/2018 12:53 PM

[REDACTED]

All roads should be ATV legal

10/31/2018 01:02 PM

[REDACTED]

All

10/31/2018 01:02 PM

[REDACTED]

All roadways

10/31/2018 01:05 PM

[REDACTED]

All

10/31/2018 01:56 PM

[REDACTED]

All but main highway

10/31/2018 01:57 PM

[REDACTED]

All, but not in the town of Aburg.

10/31/2018 02:00 PM

[REDACTED]

All

10/31/2018 02:14 PM

[REDACTED]

All back roads.

10/31/2018 02:18 PM

[REDACTED]

60km and under

10/31/2018 02:21 PM

[REDACTED]

Simcoe St./Pike Rd. Texas Rd. Alma St. All concessions. Need to be able to get to and from said riding destination.

10/31/2018 02:31 PM

[REDACTED]  
10/31/2018 02:37 PM

these vehicles have to have both Licenses and Insurance so they should be allowed on any road as long as they can maintain the posted speed limit and are driven by licensed drivers.

[REDACTED]  
10/31/2018 03:41 PM

any secondary road where traffic volume and speed permits

[REDACTED]  
10/31/2018 04:01 PM

everywhere but urban area

[REDACTED]  
10/31/2018 04:05 PM

ALL

[REDACTED]  
10/31/2018 04:58 PM

ATVs should be allowed in all areas. This is a small farming community.

[REDACTED]  
10/31/2018 05:25 PM

All Roadways

[REDACTED]  
10/31/2018 05:48 PM

All

[REDACTED]  
10/31/2018 06:04 PM

Keep them off main road unless trail access or fuel is on those roads like ures country kitchen is on 18 you should be allowed to go there get food and fuel and continue on your way. Use common sense when restricting road use we are not really asking for much here.

[REDACTED]  
10/31/2018 06:11 PM

All

[REDACTED]  
10/31/2018 06:19 PM

All, especially rural areas

[REDACTED]  
10/31/2018 06:29 PM

Backroads/side streets

[REDACTED]  
10/31/2018 06:30 PM

All

[REDACTED]  
10/31/2018 07:44 PM

To tourist locations

[REDACTED]  
10/31/2018 08:12 PM

Everywhere but Main Street

[REDACTED]  
10/31/2018 08:29 PM

rural roads

[REDACTED]  
10/31/2018 08:36 PM

Any side road

[REDACTED]  
10/31/2018 08:48 PM

All rural roads



[REDACTED] 10/31/2018 09:14 PM	Rural roadway , or roads with shoulders for personal safety.
[REDACTED] 10/31/2018 09:19 PM	All roadways under 80 km per hr
[REDACTED] 10/31/2018 09:32 PM	Concsion rd ways leading to trail systems
[REDACTED] 10/31/2018 09:44 PM	Downtown
[REDACTED] 10/31/2018 10:53 PM	All
[REDACTED] 10/31/2018 11:03 PM	All roads
[REDACTED] 11/01/2018 12:15 AM	Anything that is not a highway.
[REDACTED] 11/01/2018 05:05 AM	All roadways.
[REDACTED] 11/01/2018 06:06 AM	I would like to see all roads with the exceptions of highways
[REDACTED] 11/01/2018 06:09 AM	All
[REDACTED] 11/01/2018 06:57 AM	All roadways.
[REDACTED] 11/01/2018 08:37 AM	Non populated
[REDACTED] 11/01/2018 09:07 AM	NO roadways. No trails where people are allowed to walk. Walkers have rights as well.
[REDACTED] 11/01/2018 09:49 AM	Side streets. Access to gas stations, restaurants
[REDACTED] 11/01/2018 10:02 AM	all but highways
[REDACTED] 11/01/2018 10:48 AM	All
[REDACTED] 11/01/2018 10:56 AM	Alma, and simcoe to name a few but any roads that are not in heavy residential areas.
[REDACTED] 11/01/2018 10:57 AM	Rural roads. Concessions

[REDACTED] 11/01/2018 12:26 PM	Any roadway that connects trail systems. Also, roads that have fuel, lodging and restaurant access.
[REDACTED] 11/01/2018 12:37 PM	All roadways.
[REDACTED] 11/01/2018 12:51 PM	all
[REDACTED] 11/01/2018 01:00 PM	all
[REDACTED] 11/01/2018 01:16 PM	Rural roads including concessions
[REDACTED] 11/01/2018 01:19 PM	Concessions and outskirts of city center, unless a designated trail was to be put in place in town. Almonte and Ottawa region and most of Michigan for example have these type of trails that access the town.
[REDACTED] 11/01/2018 02:16 PM	conc and back roads
[REDACTED] 11/01/2018 05:33 PM	All
[REDACTED] 11/01/2018 07:12 PM	All roads.
[REDACTED] 11/01/2018 08:45 PM	Any rural road, concessions, pretty much everywhere except for right in the Downtown Amherstburg area
[REDACTED] 11/02/2018 07:39 AM	Concession roads
[REDACTED] 11/02/2018 08:33 AM	Back roads and roads leading to the Essex County ATV club trails
[REDACTED] 11/02/2018 09:47 AM	All outside town limits
[REDACTED] 11/02/2018 05:16 PM	At the minimum- the trail system to gas station
[REDACTED] 11/03/2018 10:19 AM	All secondary roads
[REDACTED] 11/03/2018 10:00 PM	All Roads in the rural areas, except on Front Road from Alma Street to Lowes Side Road
[REDACTED] 11/04/2018 08:19 AM	All roadways
[REDACTED]	All except subdivisions

11/04/2018 09:10 AM

[REDACTED]

All public roadways in Town especially leading to Timmies

11/04/2018 09:18 AM

[REDACTED]

Anything outside of town

11/04/2018 09:23 AM

[REDACTED]

All roads

11/04/2018 09:28 AM

[REDACTED]

All of them

11/04/2018 11:03 AM

[REDACTED]

Any roads with a gravel along side them or gravel roads.

11/04/2018 05:47 PM

[REDACTED]

Old rail roads

11/04/2018 07:46 PM

[REDACTED]

All Rural roads

11/05/2018 10:40 AM

[REDACTED]

all of them

11/05/2018 12:51 PM

[REDACTED]

All roads. Need access to downtown for restaurants etc

11/05/2018 06:48 PM

[REDACTED]

Roads that allow access to gas food and other tourism spots

11/05/2018 11:55 PM

[REDACTED]

All roadways that are not County Roads

11/06/2018 11:48 AM

[REDACTED]

All county roads in Amherstburg

11/06/2018 01:27 PM

[REDACTED]

Concessions

11/06/2018 01:50 PM

[REDACTED]

All of them, if getting from point A to B in a respectful manner. Just as motorcycles would.

11/06/2018 02:41 PM

[REDACTED]

All non 4 lane highways

11/07/2018 07:49 AM

[REDACTED]

Sideroads

11/07/2018 08:36 AM

[REDACTED]

Outside of downtown and the main residential area

11/07/2018 10:04 AM

[REDACTED] 11/07/2018 02:35 PM	All
[REDACTED] 11/07/2018 07:16 PM	All rural areas
[REDACTED] 11/08/2018 02:28 PM	All of them
[REDACTED] 11/08/2018 07:39 PM	Sandwich Street
[REDACTED] 11/08/2018 07:39 PM	County Roads
[REDACTED] 11/09/2018 08:41 AM	All
[REDACTED] 11/09/2018 06:08 PM	All county Rd's, concessions and outside city limits.
[REDACTED] 11/09/2018 06:34 PM	all rural roads
[REDACTED] 11/10/2018 10:21 AM	All. Should be no restrictions. If I want to drive into town and stop at Timmy's for a coffee I should be able to do so, just like up north.
[REDACTED] 11/11/2018 10:37 AM	Concession roads and all other roads except main thoroughfares
[REDACTED] 11/11/2018 04:31 PM	All Amherstburg roads.
[REDACTED] 11/11/2018 07:38 PM	All
[REDACTED] 11/11/2018 09:59 PM	except for downtown unless in parades
[REDACTED] 11/12/2018 09:03 AM	Primary, secondary roads
[REDACTED] 11/12/2018 10:36 AM	Main roads
[REDACTED] 11/13/2018 11:19 AM	Main roads to make access to town buildings easier accessible.
[REDACTED] 11/13/2018 12:33 PM	all
[REDACTED] 11/13/2018 04:15 PM	Secondary roads

[REDACTED] 11/14/2018 08:24 AM	Rural laneways
[REDACTED] 11/14/2018 11:48 AM	Concession roads and county roads.
[REDACTED] 11/15/2018 08:46 AM	Rural roads
[REDACTED] 11/15/2018 09:35 PM	All
[REDACTED] 11/16/2018 10:59 AM	More county roads right outside of towns and possibly on some main roads in town to allow their vehicles to get from one destination to another
[REDACTED] 11/16/2018 09:26 PM	All
[REDACTED] 11/18/2018 03:21 PM	Concession roads.
[REDACTED] 11/18/2018 03:38 PM	All
[REDACTED] 11/18/2018 07:11 PM	Anywhere outside of city limits
[REDACTED] 11/24/2018 08:57 PM	All
[REDACTED] 11/27/2018 09:53 AM	County roads to get to farms only
[REDACTED] 11/27/2018 10:26 AM	All roads
[REDACTED] 11/27/2018 11:32 AM	All roads with registered atvs with insurance
[REDACTED] 11/27/2018 01:45 PM	All of them.
[REDACTED] 11/27/2018 02:56 PM	Rural concession roads
[REDACTED] 11/27/2018 05:32 PM	County road 20
[REDACTED] 11/27/2018 07:58 PM	County rds , creek Rd and concessions .
[REDACTED] 11/29/2018 12:51 PM	Concession Roads.



All town roads.

11/29/2018 05:15 PM



All but front

11/29/2018 06:18 PM

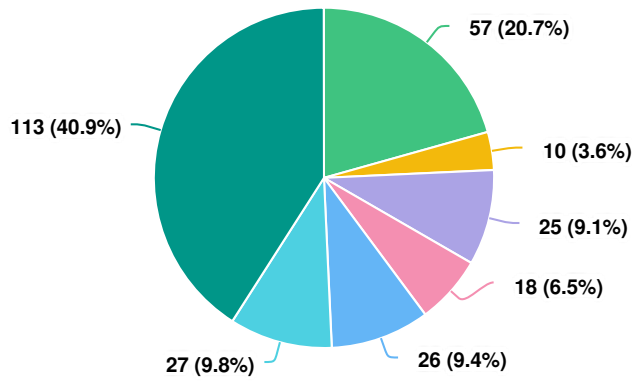


All

11/30/2018 10:29 AM

(143 responses, 133 skipped)

**Q12** Should ATV use on municipal roadways be restricted at night?

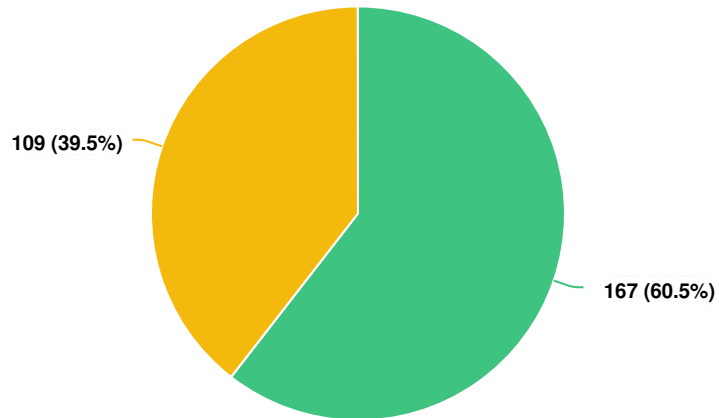


**Question options**

- Yes- After 6 pm
- Yes- After 7 pm
- Yes - After 8 pm
- Yes- After 9 pm
- Yes- After 10 pm
- Yes - After 11 pm
- No

(276 responses, 0 skipped)

**Q13** Should ATVs be permitted on roadways in residential areas?

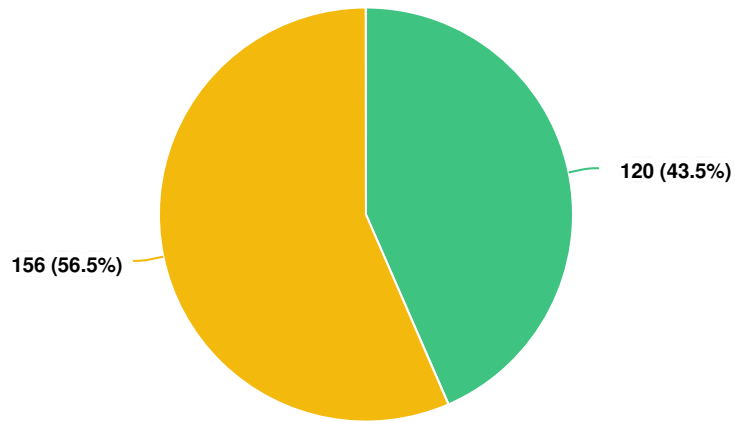


**Question options**

- Yes
- No

(276 responses, 0 skipped)

**Q14 | Should ATVs be permitted on roadways in commercial business areas? ex: Downtown Amherstburg**

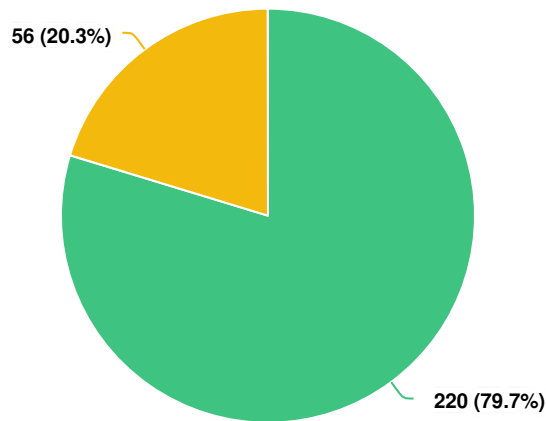


**Question options**

● Yes ● No

(276 responses, 0 skipped)

**Q15 | Should ATVs be permitted on roadways in rural areas?**



**Question options**

● Yes ● No

(276 responses, 0 skipped)



**Q16 | Do you have any other comments for consideration regarding use of ATVs on Amherstburg roadways?**

██████████  
10/31/2018 09:35 AM

Would be great to see this happen. Works great in other areas let's bring it here.

██████████  
10/31/2018 09:43 AM

ATV's are becoming much more popular, and bring controlled properly would keep locals happy, as well as bring outsiders in.

██████████  
10/31/2018 09:45 AM

Atvs are not only for the joy of leisure riding but are a key tool in farming, hunting and ice fishing, there's a lot of places you can take a ATV where you couldn't take a truck. As long as there's rules and speed limits for atvs on roads I think it would make a great attraction for the town, we need something to attract outsiders. I personally travel 6+ hours up north to go on atv trips. It's tough to put a restricted time on when atvs are allowed to be out, sometimes you have a late night farming or want to go out early in the morning for a morning hunt so it's hard to put a set time.

██████████████████  
10/31/2018 09:48 AM

Roads are dangerous enough already. ATVs should NOT be allowed on any roads.

██████████  
10/31/2018 10:03 AM

Much like many other communities, ATV use on the roadways should be permitted in the rural areas. As long as ATV riders are eligible, have proper registration & insurance to protect them & the community I can't see how this is any different then allowing automobiles, motorcycles, e-bikes to use these roads!!

██████████  
10/31/2018 10:22 AM

We as ATV riders are not looking to just ride the roads. We need access to roads to get from one point of interest to another. Which would contribute to your economy. We need to stop to eat and purchase gas for our machines. Creates money for the community. Example, from our club to The Family Fort Fun Center. We need road access to get to points of interest. I think this is a win win situation. For both the ATV riders and the town of Amherstburg. Thank you for your time.

████████████████████  
10/31/2018 10:26 AM

Allowing ATV / orv use can help alleviate illegal riding and open the lines of communication to help with educating the public on safe and responsible ORV use. Building sustainable trails and road access promotes tourism and is a benefit to the local economy.

██████████  
10/31/2018 11:13 AM

I believe with the proper bylaws. The use of atv's can be safe on roadways.

██████████  
10/31/2018 11:49 AM

I attended the meeting last night and disagree the roads dept. would have to impliment a maintenance program because I don't find the shoulder of the roads being attended to to date. I find this to be another tax grab. Garbage trucks, recycling and postal already destroy the shoulders so I would hate to see the blame going to us ATV riders.

██████████  
10/31/2018 11:51 AM

All atvs that would use the road ways should be insured and plated. I use my atv for snow removal in the winter. The ability to use the roadways would remove any criminal implications and allow the freedom of helping other

[REDACTED]  
10/31/2018 12:10 PM

neighbors / family members further away without reprisal from local law enforcement.

I own a house and a business in the burg. Would like to be able to plow snow at both locations with having to trailer the machine to and from each location.

[REDACTED]  
10/31/2018 12:20 PM

It would help reduce atv's going thru farmers fields while they are trying to avoid the roads since it is not legal. Trails would be more accessible like the ones at the local Atv club, and bring more people from out of town. Lots like to ride to the fort restaurant which would bring more business. Overall atv's should be legal to ride on the roads in the county as long as they have insurance, license, and plate and obey the laws.

[REDACTED]  
10/31/2018 12:21 PM

Very first ATVs are safer to drive in the snow than a car. In order to ride an ATV you have to be 16 years or older with insurance just like a car. This would keep ATVs off of other people's properties. This could also bring in business like an ATV parts shop. This town needs to open up their minds and look to Horizon this would be something a lot of other towns don't have so they'd want to come and visit our town possibly even move here would it be nice to fill up all those condos that are empty. This would be amazing thing for this time. Everybody says it's time for a change now let's do it As long as everyone is safe and respectful to the roads and people I think it should be a great thing for us all

[REDACTED]  
10/31/2018 12:23 PM

I am concerned for public safety. The conditions the shoulder will be left in. The damage they will do to trail areas. This will make areas unsafe for children, bikers, runners and anyone who enjoys the outdoors. Please don't do this to our town.

[REDACTED]  
10/31/2018 12:34 PM

I think this is a great idea for the town of Amherstburg. And would really give more things to do in town and stay people of private property so they can ride the roads

[REDACTED]  
10/31/2018 12:38 PM

Take a page from Chatham/Kent on this

[REDACTED]  
10/31/2018 12:38 PM

[REDACTED]  
10/31/2018 12:40 PM

GET out of your bubble and think about the future this would bring into your town. To fill up these hotels were going to have it may even bring him residence to Philip the Condominiums. I never really understood why he bikes were allowed on the road but four-wheelers weren't kind of confusing. This town needs to start thinking outside the box this would be an amazing opportunity with it all the other towns in the United States that allow this to happen they're filled with terrorism we need to get on it and grab a slice of the pie

[REDACTED]  
10/31/2018 12:42 PM

We live on a county road and I have encountered individuals riding ATVs on the road and it is a hazard! We own a small one that our children can ride in our yard or the field adjacent to our yard only. Allowing any ATV to be ridden on the road is only asking for trouble!

[REDACTED]  
10/31/2018 12:47 PM

I believe that if this bylaw is passed it will bring new riders to the town of Amherstburg and more than likely promote tourism. For example: new riders may drive their vehicles downtown to have a meal and/or a drink.

[REDACTED]

I live on what would be considered a rural concession road within the town of

10/31/2018 12:54 PM

Amherstburg, which I believe, would be such a road that ATV enthusiasts would find quite appealing. The traffic on this roadway, has increased ten fold and all other roads within the community. Coupled with the added traffic, the speed limit on our concession roads is 80 km/hour, which very few follow, (it's usually 90+), and add the fact that these roads are in very poor condition, ( uneven patch work, pot holes, very little or no shoulder in certain areas), the addition of introducing ATV's to our roadways is really increasing the chances of bad things happening as in the form of decreased safety on our roads, weather it being car&atv situation or a person simply walking on the side of the road. Along with the obvious safety concerns, comes the issue of peacefulness in our community. Not everyone enjoys the sounds of ATV motors, (there are racing ones out there and they are quite loud). With that, when they're allowed to drive up and your street, sooner or later someone sees an empty field, a lane way or other vacant land , no trespassing signs or not , someone will take it upon themselves to enter regardless. Happens all the time. ATV's do a lot of damage to the land not to mention the stress it creates to our fragile wildlife. For all these reasons , no I don't think ATV's belong on our roadways.

[REDACTED]  
10/31/2018 01:02 PM

I spent 23 years of my life in river canard. I grew up with an atv, I have loved riding since age 4. Living in the river canard subdivision I knew everybody by age 13 from riding ATVs. I was always polite and nobody ever had an issue with it, it was as if I was "legal" within the subdivision. Even the aburg police officers in the area had no issues with me. From age 12 to 18 I used my atv as a snowplow service doing many peoples driveways in the subdivision. My atv was a great experience growing up and also very helpful to the community. Legalizing ATV/UTV vehicles would be great for the community, the same way it was great for the subdivision I grew up in.

[REDACTED]  
10/31/2018 01:05 PM

I believe that the more trails and roadways that are opened up will create a tourism like area for people to come and leisure/recreational riding will happen.

[REDACTED]  
10/31/2018 01:17 PM

Living in Windsor I would love to be able to drive through or to Amherstburg on my side by side. Would even think of a stay-cation in the area if there was a trail system.

[REDACTED]  
10/31/2018 01:39 PM

A change in the use bylaw may be enough for our family to get back into ATV ing.

[REDACTED]  
10/31/2018 01:46 PM

This will keep people from trespassing on other landowners property bring more visitors to the town supporting most restaurants will also allow to get access to river canard as well as ice fishing in the river, more people will be out enjoying the outdoors and off the computer and video games, we should give it a try

[REDACTED]  
10/31/2018 01:56 PM

A atv operator has to be licenced & insurance &!wearing a helmet just like a motorcycle but it's has 4 wheels to me it basically the same

[REDACTED]  
10/31/2018 02:00 PM

Participated in a atv poker run twice @ 2008 - 9 that originated in Amherstburg . All on county roads with NO altercations with police and residences . This should say something about the riders in this area.

[REDACTED]

No just that rules need to be set in place.

10/31/2018 02:18 PM

[REDACTED]

10/31/2018 02:21 PM

[REDACTED] e

10/31/2018 02:37 PM

[REDACTED]

10/31/2018 03:19 PM

[REDACTED]

10/31/2018 03:45 PM

[REDACTED]

10/31/2018 03:56 PM

[REDACTED]

10/31/2018 04:58 PM

[REDACTED]

10/31/2018 05:01 PM

[REDACTED]

10/31/2018 05:04 PM

[REDACTED]

10/31/2018 05:25 PM

[REDACTED]

10/31/2018 05:48 PM

[REDACTED]

10/31/2018 06:04 PM

This system works all over Canada and United States, it prevents a lot of trespassing on private property and allows people to visit smaller towns

Being that they have to be licensed and insured there should be no restrictions. What you need to do is to start and ticket regular bicycle riders that do not follow the rules of the roads. They are consistently running stop signs and fanning out across the lanes and not maintaining posted speed limits.

It will intensify the problem we are already having with all the 4 wheelers that are using the roads already and then cutting through the farmers fields causing extensive property damage and running at all hours of the night. The police won't be able to enforce the law because the minute they see a police car they cut through the field and disappear. I don't care what they say there will be those that will not follow the rules even if they belong to the club. So as far as I am concerned there should be no more that they should be allowed. There better be more discussion on this matter than just another survey that nobody really listens to.

They already ride them on the rural roads and concessions. Whether or not they pass a bylaw, people will continue to ride where they want just as they do with their snowmobiles on private property, in fields and across our front yards. Who will enforce this anyway and HOW?

Would bring more tourism without a doubt.

ATVs and horses should be allowed in town, except maybe not the downtown core on busy festival days. They should also both be allowed to use the Greenaway. All power vehicles have to power down when approaching all non-powered vehicles or people. Common sense.

I think it would be great and be great for tourists to know that Amherstburg is a friendly town

should not be allowed on any roads, there are some already on the roads, that do not follow rules of the road, driving without helmets and underage children operating them, also too many golf carts on the roads that needs to be addressed as well,

People do not have a place to ride which is causing many trespassing issues, giving them a place to ride will help address the issue. The town will benefit from tourism dollars coming to the area.

It's 2018 let's get with the times

I'm a farmer I own 500 acres if you make it legal to use the roads no one is going to be cutting across farms hiding from the cops that allegedly don't chase or pursue Off road vehicle I know it's hard for you people on the board who are working on their own personal agenda rather than what's the town people want but just imagine it being legal The money it can bring to our town. You jokers want this town to be for tourism. Atv use on road ways

would help that in a huge way I'm sure much more than what you think you have going now...and the money it could generate from trail passes. I know how much you guys like money ;). And for the roads department as a farmer I spend a lot of time on the shoulder of the road so that my implements do not end up thru the window of cars coming from the other direction I find my self pulling over in people's front yards about 80 percent of the time to allow cars to pass me and I can tell you one thing. It sure would not hurt to have those shoulder maintained better then they are get off your high horses I'm not dumb I know what it would cost you to run a grader around and fix up te shoulders I know how many accidents it could of Allready prevented in just the last few years especially with farm equipment.maybe hold off on some of those useless light post and spend some money on the roads not only would it give someone some where safe to pull over in there vehicle to use there cell phone legally or change a tire. It would allso allow me to safely travel from field to field with my equipment. As well give the atvs some where to ride. So if any thing that's a safety concern for people already so saying someone could get hurt from using a atv on it is the dumbsit thing I have ever hear a motorcycleist could pull over and hit a wash out caused by melting snow and rain and be in the same situation you described the atvs to be in danger of in the meeting. And your cry's about inshurance and your chief of police one minute telling us he didn't want to lie to us then the next minute Lieing to the whole board and town people im the meeting. Your officer do pursuit off road vehicles at high speeds and close distances all the time and they already know they can't ketch them so why do they do it when they no they. Can't in the first place I watch a officer run a atv right off the road then continue to pursue him after he almost ran him into a telephone pole. So what do you think our inshurance company is goig to say when your police force is responsible for putting someone in a wheel chair because they decided there nothing else goin on in our town so there just gunna try and run these kids down. All I can see is that if you make this legal your gunna see positive thing from here on forward with it like in Chattam they have nothing but good things to say about it bringing revanue to our community tourism lots of good but if you keep it illegale. No ones going to care they will keep riding just like they have allways done and allways will they will keep runnin from the cops even when the day comes when one of your officers decides to bump the back of the atv to hard and flips them over or seriously hurts them and that shit does happen on the regular so please don't be so foolish to believe other wise. The town will be responsible for that. lther way at the end of the day we all know your going to do what you want. And every atv owner in the county will continue to do what they want. So let's just make it Easyier on every one and jus get this passeded along

AJ

10/31/2018 06:17 PM

As a Texas Rd resident, ATV's go thru the Honeywell bush during the evening & night entering onto our private property causing crop damage. The riders drive at high speed, zig zagging along the fields, then crossing between our houses (in the 400 block) in order to access Texas Road. There have been up to 3 - 4 ATV's at a time, riding staggered, either on the side and middle of Texas Road at HIGH speed heading to Concession 2, to the

walking trail, all to return later at high speeds, riding in the centre of the road. In winter, these same riders have snowmobiles that ride their machines directly on our front lawns over the driveways and back on front lawns which has torn up our lawn with the snowmobile track. We do not support ATV's or snowmobiles have access on Texas Road, or crossing in our backyards, in and out of Honeywell bush entering our yards.

Atvs should be permitted in the town of amherstburg

[REDACTED]  
10/31/2018 06:19 PM

I think this would be a great idea for our town and would potentially bring tourists to the area.

[REDACTED]  
10/31/2018 06:30 PM

Golf carts should also be allowed

[REDACTED] i  
10/31/2018 06:39 PM

As long as helmets are worn and atv is insured and driver is at least 16 I think atv should be aloud on all roads

[REDACTED]  
10/31/2018 07:53 PM

They have to drive them carefully and responsibly same as a car. If they are trying to do things on the roads with an ATV or UTV that they would not do with a car then they should be ticketed and the privilege of using there ATV or UTV revoked for period of time.Chatham Kent seems to make it work.You can go in the small towns in that area. They should be off the road 1/2 hour before sunset and not allowed back on until 1/2 hour after sunrise.

[REDACTED]  
10/31/2018 08:01 PM

Be able to access gas stations and restaurants

[REDACTED]  
10/31/2018 08:12 PM

no

[REDACTED]  
10/31/2018 08:29 PM

I would like to be able to legally ride from trails to trail without having to load and unload and it would be nice to have access to Lakeshore/chatham and other surrounding area that are already ahead of the times and see the benefits of allowing safe travel for orv's .. to decrease illegal riding and or tresspasaing on property...this could also increase or sales/service if any orv business were to open in a supported orv community.. and also bring in travelers who enjoy venturing off to all the communities acorss Ontario that support the orv usage..

[REDACTED]  
10/31/2018 09:14 PM

I strongly believe that if an area and trail system was put in place that the town could generate a source of income. And a safe place for family to enjoy time together

[REDACTED]  
10/31/2018 09:32 PM

ATV club in essex county seems to be responsible, and are just a group out having fun.

[REDACTED]  
10/31/2018 10:22 PM

i travel to other cities with my family, such as Chatham, to leisure ride because we cant in Amherstburg.

[REDACTED]  
11/01/2018 12:26 AM

I've been riding the roads/ORV trails of Michigan for years. I also have family that have been out there for decades. NEVER have I heard of a problem involving a law abiding ATV rider and a roadway. There's the odd crash here

[REDACTED]  
11/01/2018 05:05 AM

and there but that will never be stopped, on or off-road, ATV or car/truck/SUV. Sick of the constant worry of getting a ridiculous ticket everytime I'm on the roadway although I have a fully insured, brand new, safe, plated ATV that's probably more fit and road worthy than half the cars on the road!!

[REDACTED]  
11/01/2018 06:06 AM

I would like to see atvs allowed to be used in a similar capacity to Parry Sound, and like areas. I have travelled those distances to have the freedoms u are now considering and spent quite a bit of money to do so. It would keep our money in this town and attract other like minded people with there wallets as well. Rules need to be followed by such riders, but I pay insurance and have mine legally plated so I hapily follow these rules  
Would enhance tourism and promotes good quality fun time

[REDACTED]  
11/01/2018 06:09 AM

Allowing ATV use in town will be a nuisance - noise, traffic, and users will most likely not obey rules of the road. ATVs are for the farm, trail or bush. Not the roadway.

[REDACTED]  
11/01/2018 06:35 AM

Provincial law already sets precedence for roadway condition, dictates suitable speed limits, helmets, insurance, driver license requirements, etc so the town doesn't actually take on any additional liability. Tourism and increased use by town residents will lead to economic growth and addition of new trail systems. Atv specific parking spots will reduce parking congestion in the downtown core. Atv's also use significantly less fuel than traditional cars or trucks so there will be an environmental benefit as well.

[REDACTED]  
11/01/2018 06:57 AM

Having been a concession 8 resident when the last ATV club was in operation, I can confirm that the ATV riders DO NOT stay on the trails as promised. The very nature of the machine allows it to go anywhere and over anything, and that's what the riders will do.( ditches, creeks, walking trails, etc.)

[REDACTED]  
11/01/2018 07:59 AM

They should have license plates. Have lights on at all times. I have encountered them early in the morning on roads and they had no lights. I have encountered them on the erca trails when I walk my dog,and they speed past you expecting you to move aside. Walkers to them come second. They tear up the trails.

[REDACTED]  
11/01/2018 09:07 AM

Yes, have had several close encounters with children operating ATV's on the paved municipal right-of-way reported to police and have cameras on my property to validate my claim of careless and not responsible operation of ATV's. Recently almost hit a Golf Cart operated by a young child (10-12 year old) with a passenger driving on the wrong side of the road while backing out of my driveway. Some one is going to be seriously injured or killed it is just a matter of time. Your survey has a question on use of ATV's restricted at night, there should be an option that they be restricted at all times. Had to pick after 6 pm since this is the only option that is available with my belief that ATV's should not be permitted on municipal-right-of ways. Have concerns on liability that the municipality may/will be subjected to in the advent of injury or death as a result of ATV's on the municipal-right - of ways.

[REDACTED]  
11/01/2018 09:20 AM

Include snowmobiles in the winter.

mbasinski

11/01/2018 09:46 AM

[REDACTED]

11/01/2018 10:00 AM

E-bikes, scooters are allowed, so should we. Just require proper license, insurance, lighting, let's try it, if it doesn't work, then make it illegal.

[REDACTED]

11/01/2018 10:36 AM

If they are allowed on the roads they need to at least meet the Dept. of Transport rules for motorcycles. They are not designed for paved roads. They need to be safety inspected as well to ensure they meet requirements. The operator should also hold a drivers license in good standing.

[REDACTED]

11/01/2018 10:56 AM

I feel that there is a large ATV/Recreational community in the area and surrounding area and allowing these vehicles to access certain roads and areas (with Guidelines) you will notice less illegal riding on these roads. My husband and I travel all over Ontario and the US with our ATVs. We spend our money on hotels/cabins, food and fuel and also any other recreational activities that may be offered where we go. We have not been anywhere where riding on the road is not permitted. Riders are required to have a valid drivers licence, insurance and also the proper equipment ie: DOT certified helmet. E-bikes are permitted on the roads without these requirements. I for one, would love to be able to go riding on the trails and then hop in to Amherstburg for a bite to eat at a local restaurant and then fuel up my machine.

[REDACTED]

11/01/2018 12:26 PM

I think it's a great move for the town to allow it.

[REDACTED]

11/01/2018 12:26 PM

[REDACTED]

11/01/2018 12:37 PM

We currently have to travel to Michigan or northern Ontario to ride and spend our money where you are allowed to drive on the roadway and into town for gas and food and lodging Why not offer that here to increase tourism and keep people here to spend their money instead of taking it elsewhere Snowmobiles are grandfathered in as transportation and can be driven on side of roads and into towns so I don't see the difference with ATV's IF A MOTORCYCLE OR E BIKE CAN RIDE ANYWHERE, ATV SHOULD BE THE SAME, THEY ARE SAFER THAN BOTH OF THOSE.

[REDACTED]

11/01/2018 01:00 PM

[REDACTED]

11/01/2018 01:19 PM

Some question should be expanded. atvs in the residential area in town core vs outskirts. downtown with a designated access via staging areas. An open minded process can be beneficial to understanding the opportunities available.

[REDACTED]

11/01/2018 02:16 PM

please consider the greenway project for a multi-use trail.. to many times i've heard that because of insurance/walkers/horses we cant allow it.. but insurance is held by organizations like ofatv or eota and every machine needs to have insurance to be plated and licensed, with more machines, the trails self police as responsible riders FAR out number the ones who just dont care (they're the ones already using it).. with the rail beds being as hard as they are, taking care of them for the first few years is minor and any trail passes purchased through the clubs do help pay for cost associated with an issues as a portion goes to the club responsible.. i live beside the greenway and it is very much under-used so why not open it up?

[REDACTED]

Having access to all roads would allow groups / clubs to visit and support all



11/01/2018 02:55 PM

community business.

11/01/2018 03:13 PM

First thing ATVs, then snowmobiles, etc... Too dangerous to have any of those modes of transportation on our roads.

11/01/2018 04:58 PM

I believe it would be a benefit to our town and attract business

11/01/2018 05:33 PM

Let's go atving ! Bring in tourists to this town

11/01/2018 07:12 PM

You should be a licensed driver with valid insurance. Same laws apply.

11/01/2018 09:32 PM

It would endanger by children. Spook my livestock and be a noise issue. It is an accident waiting to happen. Please do not do this.

11/01/2018 11:49 PM

I am not interested in paying more taxes for supporting road maintenance for ATV use on our roads. Lets focus the funds on projects that benefit the majority of ratepayers, and not a small group. I am not interested in having our police overburdened with more nuisance calls about ATVs that they are not equipped to investigate. Every nuisance call takes a busy officer away from real emergencies. In addition, there will be more accidents and I do not want to have to swerve around these atvs on the road. It was evident at the meeting that the ATV riders are not aware of the rules of the road or speed limits. Who is going to educate them on this? They didnt even know the difference between the county or the town roads. I dont want my family or my life at risk. The idea that this initiative supports tourism is puzzling. Amherstburg has never branded itself as a wilderness/outdoor sports town. History and culture/arts has always been the area of strength. How is the use of the roads for ATVs contributing to this strength? It's not. It doesn't fit the vision. I ask how this will bring tourism. ATV riders are going to ride their ATVs to fort malden and hang on to their helmet all day? No. Plus, where are these ATVs parking? Taking up vehicle parking spots? This is not a progressive idea- it's a ill thought out idea without any strategy or benefit to the majority.

11/02/2018 01:00 AM

Allow them everywhere and penalize the users who abuse it.

11/02/2018 07:13 AM

Liability for town will increase. my experiences show me atv riders will not follow rules of road. there will be accidents!!!

11/02/2018 08:33 AM

This would be great for travel and tourism in our area and would also make getting to and from the ATV club much more convenient

11/02/2018 09:47 AM

Atv and side by sides are tools just like tractors and combines. They are a very important part of the farming community. Reasonable usage should not be questioned by police or town

11/02/2018 01:00 PM

I believe that each ATV rider should clearly have a valid license plate displayed on the ATV, carry proof of insurance and helmet laws be followed.

[REDACTED]  
11/02/2018 01:27 PM

It would help me get from trail system to trail system

[REDACTED]  
11/02/2018 07:43 PM

ATVs do not have mirrors or lights, which creates a safety issue for other local traffic. They are much slower than regular traffic, and will cause motorists to attempt passing, which will likely cause an increase in potential accidents. ATVs will also potentially increase taxes, as there will be more wear-and-tear on the roadways (specifically, shoulders of the roads), which is not beneficial to the residents of the town. ATVs do not belong on roadways; roadways should be reserves for the vehicles for which they were built for. As an ATV owner, I feel that if I have to buy insurance and have it plated, then I should be able to have access to the roads. I don't think that they should be used as a second vehicle, but if I wanted to go riding in a field or bush, I should be able to legally drive it there.

[REDACTED]  
11/03/2018 09:49 AM

This is a great opportunity for the town to bring in tourism and new businesses and not to mention the extra revenue

[REDACTED]  
11/03/2018 10:19 AM

[REDACTED]  
11/03/2018 10:00 PM

The Ministry of Transportation already have regulations in place regarding ATV use on roadways that require the following for their use. #1 Operators must be 16 years old and have a valid drivers licence, or M2 licence. # 2 ATV"S must be Licenced and registered #3 ATV operators must have valid insurance on the ATV. #4 Operators must use all safety equipment required like helmets , Seat Belts while operating and or riding on or in two up or side by side ATVs #5 No passengers under 8 years of age. #6 The Ministry has set speed limits that are if the Posted Speed limit is 50 km/h the allowed speed is 20km/h, if the posted speed limit is more than 50km/h the speed limit is a maximum of 50km/h. With these and the other regulations for ATV operation on roadways there should be no problem with allowing ATV's to be driven on the rural roads in Amherstburg. Snowmobiles are already allowed to be driven on the roadways in Amherstburg so there shouldn't be any problem in allowing ATV use on the rural roads. There have been little accidents with snowmobiles using the roadways and also allowing ATV's to use roadways in the rural ares may keep people from trespassing on farm lands and other places. I think after speaking with some farmers that many support the use of ATVs on rural roads.

[REDACTED]  
11/04/2018 08:19 AM

ATV/UTV/ and offroad motorcycles should be allowed on all roadways as long as they are within HTA guidelines.

[REDACTED]  
11/04/2018 09:10 AM

Thanks for considering this idea, I think it's great. We camp in towns that offer this and we have to purchase a permit. I think permits would help keep people who are respectful of property and not! No permits no riding in town. Include UTV / side by sides Include offroad motorcycle (s) ie. Dirt bike requires motorcycle license

[REDACTED]  
11/04/2018 09:18 AM

[REDACTED]  
11/04/2018 09:28 AM

Roadway restriction might need to be done. But I see being able to ride down to the ice cream store to get a treat being good for businesses.

[REDACTED]  
11/04/2018 09:56 AM

I think this will stop alot of private property damages and also keep people offnof farm land and destroying crops

[REDACTED]  
11/04/2018 11:03 AM

If ebikes can ride in sidewalks there no reason atvs should not be allowed in roads if all rules of the road are being followed

[REDACTED]  
11/04/2018 11:18 AM

If they are permitted on the road, you should need a driver's license, and a helmet

[REDACTED]  
11/04/2018 12:04 PM

What a mistake the Town would make by allowing ATV's on the roadways. When the motorized snow vehicles act became law, municipalities scrambled to pass by-laws to prohibit them from riding all over everyone's property and highways. When the off road vehicles act became law the provincial government prohibited ATV's from highways, except for farmers. This was due to the complaints from municipal councils caused by the motorized snow vehicles act and that is why they are currently prohibited. Why would a municipal council allow this to happen. More headaches and more liability. Don't let a few squeaky wheels get the grease. Other than some limited areas in Essex County, no other municipalities want thes machines on their highways. If A'burg council allows this, they ATV's will get their foot in the door. Question - How are you going to enforce this 24/7. Your town is looking at a lot of expense. Thank you.

[REDACTED]  
11/04/2018 02:32 PM

ATVs should have NO restrictions on any roadways no matter what part of the Town of Amherstburg, as long as the operator is at least 16 with a valid drivers licence and follow all rules mandated by The Municipality and its by-laws.

[REDACTED]  
11/04/2018 04:58 PM

Golf Carts... Boblo residents coming over for a bag of milk, etc.

[REDACTED]  
11/04/2018 05:47 PM

No comment at this time

[REDACTED]  
11/04/2018 06:41 PM

Will bring in extra revenue

[REDACTED]  
11/04/2018 07:46 PM

Increases revenue

[REDACTED]  
11/05/2018 10:40 AM

Other municipalities permit the operation of ATV's on roads and it works great.

[REDACTED]  
11/05/2018 12:51 PM

Make sure you follow what the people of Amherstburg want. Don't let this opportunity fall to the bureaucracy of the system.

[REDACTED]  
11/05/2018 06:04 PM

Thus would be good for the town

[REDACTED]  
11/05/2018 06:48 PM

Many cities in the states allow ATV use in towns. You would tow your ATV to a town and access all the local Trails and Restaurants etc for meals

[REDACTED]  
11/05/2018 07:10 PM

If they are allowed on the streets than , they the driver need to have a valid drivers license and insurance. They are considered a motorized vecihile , can cause accidents and need to follow the rules of the road like other cars.

[REDACTED]  
11/05/2018 11:55 PM

E bikes are allowed everywhere an Atv is more stable and need to be insured liscence and valid drivers liscence

[REDACTED]  
11/06/2018 11:48 AM

As long as all the laws are followed regarding speed, traffic etc I believe ATV use may promote more tourism. There are dangers that need to be addressed (i.e. lack of turn signals, speed of ATV vs vehicles etc). I believe they would be safer than the e-bikes that are on the road now. In the northern areas and in michigan there are several towns that permit snowmobiles and ATVs on the roadway and it has become an industry in itself. I would obviously speak to other municipalities that have allowed this to see how it is working for them and what issues, if any, they have encountered.

[REDACTED]  
11/06/2018 02:41 PM

Regarding night time: I am assuming they have the same safety standards / lighting as all vehicles would.

[REDACTED]  
11/06/2018 04:35 PM

I do not feel it is safe to have ATVs on the roadways in Amherstburg.

[REDACTED]  
11/06/2018 06:09 PM

I think ATV's should be aloud on roadways in Amherstburg and the county roads of Amherstburg. This will stop people cutting across fields and will keep the free country living aspect of Amherstburg around. We are known for a small county town and it's nice to keep it that way.

[REDACTED]  
11/07/2018 07:49 AM

The reason I say atv's should be allowed on roadways in the business areas or residential areas is not for joy ridding or recreational purposes but to allow use of atv's for work eg snow removal or lawn maintenance or to simply go to the gas station or help launch a boat on a beach.

[REDACTED]  
11/07/2018 09:04 AM

Just because its a rural area doesn't mean no one lives out here . if its a nuisance in town its a nuisance out here too. more so the speed limits higher there is no police presence, and our roads NEVER get street swept.no street lights or sidewalks where do pedestrians go with cars and atvs flying down the road

[REDACTED]  
11/07/2018 10:04 AM

Night use must include sufficient lighting front and rear

[REDACTED]  
11/07/2018 03:37 PM

Reckless, irresponsible riders unfortunately ruin things for everyone else. Even with current restriction for ATV. Wheelies and high speed, full throttle acceleration occurs on my road 2-3 times a month. Removing restrictions will only increase the chance of a terrible accident, which no one wants to see. These accidents do not end well for the rider. Thank you

[REDACTED]  
11/07/2018 07:16 PM

Of course there should be strict rules to follow when travelling on roads but especially a reduced speed limit for the atvs

[REDACTED]  
11/08/2018 02:28 PM

Many other municipalities have already done this, let's follow. It is beneficial to many different aspects.

[REDACTED]  
11/08/2018 04:46 PM

they race up and down my road all the time, stay on trails only

Tucker11  
11/09/2018 08:41 AM

Should have been permitted years ago!

█  
11/09/2018 06:34 PM

I snowmobile and atv and have for 40 years, go away at least 10 times a year, to trails to spend lots of money and see the local attractions , food , motels and events as close as chatham, belleriver , erieau and all the way up north , they all welcome the people and the money coming in the restaurants are full the gas stations are packed , the motels are full we miss out on so much down here ,every other county they use the greenaway to snowmobile and atv from one town to another a no brainer, they thrive on it but not here , were back in time treating people like their criminals just because they want to enjoy them selves and spend money having fun with their toys  
If snowmobiles are allowed on roadways then so should ATVs there is no more inherent risk to safety from one over the other

█ █  
11/11/2018 10:37 AM

If a permit is required to use the ATV's within Amherstburg. We should be able to purchase this permit , not only at the Town Hall during the business hours, but also at , for example, Walmart, Canadian Tire or Home Hardware. I believe the community should work together as a whole and choose to allow ATVs snowmobiles and horses on all trails and roadways for everybody to enjoy

█  
11/11/2018 04:31 PM

█  
11/11/2018 07:38 PM

done respectfully, this would open up for new business opportunities 1/ new ATV sales / service 2/ fuel and equipment sales at Canadian Tire, groceries for over nite trips 3/ vehicle and trailer sales / rentals 4/ family activities, camping trips 5/ hotel rentals year round 6/ conferences for ATV clubs 7/ food and beverage sales

█ █  
11/11/2018 09:59 PM

█  
11/12/2018 09:03 AM

People riding should have permits issued and tags (stickers) applied to vehicles. They should be the same as trail rider tags issued by the province for snowmobiles.

█ █  
11/13/2018 12:33 PM

Yes, they should definately be allowed. It would keep them off farmer's fields. They should also be allowed (along with snowmobiles) on the Greenaway trail. As snowmobilers we use many multi-use trails in Exeter, Haliburton, etc. that use old railines as trails that are shared with walkers, cross country skiers, snowmobilers, atv's etc. They are called MULTI-USE TRAILS and everyone co-operates.

█  
11/13/2018 01:50 PM

People tend to speed on ATV near us and have no consideration for the noise.

█  
11/14/2018 12:05 PM

As long as the rules of the roads and all safety equipment and licensing are followed, they should be allowed

█ █  
11/15/2018 08:46 AM

No

█  
11/16/2018 07:50 AM

These vehicles are called off road for a reason. They are not designed for use on roads. Currently the operators trespass all over private agricultural lands at all hours of the night with loud exhausts and permitting these on the roads will increase trespassing. The municipality will be facing huge liability risk increases if these are permitted. Joint and Several Liability risks far out way any benefit. There will be an increased maintenance cost to the Town as these vehicles will tear up the gravel shoulders and roadside ditches. The

[REDACTED]  
11/16/2018 08:56 AM

operators can trailer there vehicles to private lands that they have permission to use. The agricultural community has many concerns with the current non enforcement of trespassing issues and nuisance from these vehicles we currently experience. This is not a good idea for our Town.

[REDACTED]  
11/18/2018 03:38 PM

They should have to follow the same rules as cars and motorcycles. example carry insurance, valid road license ( reduced rate due to limitations of road access.) Helmet laws to apply

[REDACTED] [REDACTED]  
11/18/2018 07:08 PM

If E-Bikes are permitted on the road, ATVs should be as well. E-Bike riders only sometimes have helmets on, are not insured, do not have registered plates, and often cannot reach the speed limit of the roadway. ATV riders wear helmets, are insured, have registered plates, and can reach speed limits on roadways.

[REDACTED]  
11/18/2018 07:11 PM

All atv should be plated and have valid insurance. To be legal.

I just think responsible adults should be able to go for a ride to the friends for a coffee and enjoy being outdoors. Thanks

[REDACTED]  
11/18/2018 11:05 PM

As long as they are insured and plated they should be allowed

[REDACTED]@[REDACTED]  
11/19/2018 07:29 AM

Why was I forced to answer ". Should ATV use on municipal roadways be restricted at night? \* there should be a option that they should not be in roads at all. This is a ridiculous idea only asking for more accidents. Are you kidding me with this!

[REDACTED]  
11/21/2018 07:48 AM

None.

[REDACTED]  
11/23/2018 03:23 PM

Make sure riders know hand signals.

[REDACTED]  
11/24/2018 02:25 AM

I think ATV use as long as the ATV has a ( licensed driver ) and the ATV ( has insurance ) with proper running light and DOT approved head safety equipment following the speed and rules of the road, that it could benefit the Town of Amherstburg to increase tourism and increase business for local restaurants to be able to expand the adventure of riding a ATV from the trail to a local restaurant to and from your hotel what an experience, we have nothing like that around here. Southern Canadians are are forced to travel 6&7 hours up north or to the U.S.A to experience ATV riding, in the U.S.A they have towns built based on the ATV experience . Sometimes you got to take a chance to see how it will grow the auto industry is almost all gone from southern Ontario, we need to change and adapted to new ways. " You got to offer something to get something " Thank you Sandino Accchione  
The cost of policing this will increase to verify ownership and insurance.  
Should be used to get to their own farms only. They are meant for off road.

[REDACTED]  
11/27/2018 09:53 AM

No

[REDACTED]  
11/27/2018 11:32 AM

Nrrn2004

If any other vehicles are to be allowed on the road, it should be golf carts.

---

11/27/2018 01:24 PM

They should be allowed in any area including highways at posted speed limits of 70km/hr with proper lanes on the side. Residents of this town would love that. Save money on gas, pollution and when the marina is built downtown, it will prove transient boaters/visitors with some way to get around that's safe and fun. Plus, rental companies can open shops in town to rent them.

11/27/2018 01:45 PM

They can be loud. There should be noise restrictions for people that have them. There are dampeners that can be put on too. But they should be allowed everywhere in Aburg as well as on any road of 70km/hr.

11/28/2018 06:37 AM

If they do end up using roadways, then they need to have appropriate insurance, license plates, etc. If they're going to use them, then they need to pay for the support of the infrastructure. The drivers also would need to be licensed for use on the roadways and pay applicable license fees. Vehicles would need to pass minimum safety (lighting, braking, etc.) standards, as well as pollution controls.

11/28/2018 02:16 PM

Atv drivers should be required to wear helmets, abide to all highway traffic regulations, fined when offences are committed, zero blood alcohol levels, zero cannabis or other drugs and have active insurance coverage to pay for any any damages that they may cause.

11/28/2018 04:25 PM

They are not properly illuminated or protected or licensed and should not be allowed on any roadways but only on the owner's property.

11/29/2018 12:51 PM

Use should be restricted from half-hour after sunrise to half-hour before sunset. Try it as a trial period first.

11/29/2018 06:18 PM

With proper licensing and insurance an ATV use bylaw allowing the use within the town is excellent. It opens up recreational activity to people and can act as a draw for businesses in town. A local shop renting atvs and side by side could flourish if done properly.

11/30/2018 10:29 AM

Build more walkways and bicycle paths and forget motorized vehicles like ATV's

**Optional question** (148 responses, 128 skipped)

Appendix C



Essex County Federation of Agriculture

360 Fairview Avenue West, Suite 320

Essex, Ontario

519-776-5159

March 7, 2019

Attention: Town of Amherstburg Council

The Essex County Federation of Agriculture would like to state our position on the operation of ORV/ATV on rural roadways.

As defined in legislation, farmers using an ATV/ORV for agricultural purposes are allowed on most roads. This designation allows farmers to perform necessary tasks. This needs to be maintained.

Recreational use of ATV/ORV is a major concern to our federation.

- The possibility of trespassing on farmer's private property will increase causing an increase in crop damage/personal property damage.
- There is the additional concern of the liability risk associated with trespassers in the event of an injury or death.
- Increased noise may unsettle and disturb livestock.
- The burden of policing these riders will be hard to enforce and there is the question of who will do the policing.
- The nature of rural roadways make it unsafe for the additional users as many roads are already narrow/built up and farmers use these back thoroughfares to lessen the burdens on major roads. The ATV/ORV maybe hard to see for its size and speeds.

In conclusion, we do not support the use of rural road ways for recreational use by ORV/ATV equipment.

Sincerely,

Lyle Hall, President

Essex County Federation of Agriculture





admin@erca.org

P.519.776.5209

F.519.776.8688

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

March 7, 2019

Town of Amherstburg  
271 Sandwich Street South  
Amherstburg, ON  
N9V 2A5

RE: ATV use of municipal roads

Since 1973, the Essex Region Conservation Authority has been dedicated to protecting, restoring and managing the natural resources of the Essex Region. We work in partnership with the Province of Ontario, Government of Canada, our nine member municipalities and the people who make up our community to increase natural areas coverage, improve water quality, protect people and property from flooding and erosion and to enhance the lives of our residents by providing outdoor education and recreation.

ERCA owns and manages more than 4000 acres of land in the Essex Region to preserve and protect wildlife habitat for the residents of this region. We also have two regional trails and a larger number of smaller trail systems that go through natural areas so that residents are able to enjoy the region's natural environment.

ERCA's Conservation Areas and Greenways prohibit the use of motorized vehicles, including ATV's and Snowmobiles. Despite this prohibition, which is visible at all Conservation Areas and Greenway entrances, and on our website and other materials, we are constantly finding many who disregard these laws and trespass on our trails and through our significant natural areas, destroying habitat and endangering our trail users.

ERCA administration is concerned that allowing ATV's road access will then facilitate ATV access to, and increase the illegal use of ATV's in ERCA's significant natural areas, on our Greenways and walking trails and into privately held natural areas, as it would provide a legal mechanism for ATV's to get to these trails and natural areas. As ERCA supports and works with landowners who are wanting to protect and preserve their lands to increase biodiversity and improve wildlife habitat in our region we would ask Amherstburg Council to consider natural heritage protection and preservation and impacts on trail users as it relates to the use of ATV's on municipal roads.

Sincerely,

Richard Wyma  
General Manager/Secretary-Treasurercc. Peter Courtney, Councillor, Town of Amherstburg/ERCA Board Member  
Marolyn Morrison, Amherstburg appointee to ERCA Board



admin@erca.org

P.519.776.5209

F.519.776.8688

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

May 21, 2019

Nicole Rubli  
Manager of Licensing and Enforcement  
Town of Amherstburg  
271 Sandwich Street South  
Amherstburg, ON  
N9V 2A5

RE: ATV use of municipal roads

Dear Nicole,

Further to direction from Amherstburg Council that administration continue to work with the Essex County ATV Club, the County of Essex, ERCA, and the Police to find a possible trial area for off-road vehicle use, a meeting was conducted on April 5, 2019. As stated at that meeting, ERCA would like to reiterate that Conservation Areas should not be considered as possible trial areas for this use, and we discourage this type of activity in our natural areas.

Our region lies fully within the Carolinian Zone, which supports a higher diversity of plant and animal species than any other region in Canada; including the highest concentrations of globally rare species in Ontario and one third of Canada's rare plant and animal species. Yet 350 years of development has diminished the region's natural areas cover to 8.5%, amongst the lowest natural area coverage in Ontario and a long way from our goal of 12%. The Essex Region has southern and prairie vegetation species found nowhere else in Canada. Further, this area has some of the highest concentrations of migrating birds and other migrating wildlife in North America. The uniqueness and breadth of our region's natural history cannot be overstated, nor can the magnitude of the threats against this same exceptional and irreplaceable place.

Off Road Vehicles (ORV) are designed to operate in challenging physical terrain, typically through a forest, wetland or other "off road" situations. This type of activity would destroy trees, understory plants and vegetation; damage and displace wildlife and interrupt nesting breeding bird areas through noise; and increase sedimentation into our waterways that negatively impact fish populations.

Our existing Greenway and trail systems are designed for pedestrian, cycling, and in some instances, equestrian trail uses – they were not designed or built for motorized vehicles. Significant issues would arise from safety and public nuisance complaints to maintenance and liability standards. In 2018, ERCA undertook a survey regarding equestrian use on our greenways and an overwhelming number of public concerns were recorded regarding the surface of the trail and ensuring that it was not rough for cyclist and pedestrians. ORV use on our greenways would cause more significant and financially costly damage to our greenway trails than equestrian users.



admin@erca.org

P.519.776.5209

F.519.776.8688

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

Given the lack of forests and wetlands in our region, and their significance, along with the incompatibility of ORV's on our existing trail systems, ERCA administration does not own or manage any location suitable for ORV use. Instead, ERCA encourages the Essex County ATV club to seek out and develop a trail system in areas that would not have an impact on our local natural ecosystems.

Sincerely,

Richard Wyma  
General Manager/Secretary-Treasurer

cc. Peter Courtney, Councillor, Town of Amherstburg/ERCA Board Member  
Marolyn Morrison, Amherstburg appointee to ERCA Board

January 4, 2021

Dear Municipal Stakeholder,

I am pleased to announce that effective **January 1, 2021**, the province has expanded the on-road opportunities for off-road vehicle riders in some parts of Ontario. Off-road vehicle riders are expected to experience enhanced trail access resulting from the increased on-road connections to Ontario's off-road vehicle trail network. The changes apply only to municipalities listed in Ontario Regulation 8/03 and amend the way permitted off-road vehicles are allowed on-road access to municipal highways.

In municipalities listed in [Ontario Regulation 8/03](#), permitted off-road vehicles will be allowed by default on municipal highways unless the municipality has an existing by-law that restricts their use or creates a new by-law to prohibit or restrict the use of some or all off-road vehicles. These new provisions replace the previous requirement that municipalities had to enact a by-law to permit off-road vehicles to operate on municipal highways. The updated regulations can be found at [Ontario Regulation 316/03](#), and [Ontario Regulation 863](#).

It is important to note that the on-road access rules for off-road vehicles in municipalities that are not listed in Ontario Regulation 8/03 will continue to be subject to the existing regulatory framework under Ontario Regulation 316/03 and these municipalities are not affected by this change.

The equipment configuration and performance requirements for off-road vehicles as set out in Section 10 of Ontario Regulation 316/03 also remain unchanged. The *Highway Traffic Act* prohibition of drivers of any motor vehicles causing the vehicle to make unnecessary noise, for example through modification, also applies and violations are subject to fines.

In order to support municipalities with these changes, the ministry has provided a Municipal Guidance Document (attached) to help municipalities decide whether they need to take action to revoke, update or pass new by-laws related to on-road access by off-road vehicles on the highways under their jurisdiction.

I ask you to kindly forward this notice and the attached Municipal Guidance Document to municipal staff responsible for traffic safety and those responsible for enforcing off-road vehicle laws in your area. Although changes have been previously announced on the Ontario Newsroom site and there will be a communication in the background issued by the Premier's Office, municipalities should ensure that the public and off-road vehicle riders are made aware of the rules in their area.

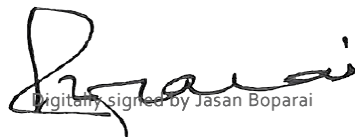
Municipal Stakeholder  
Page 2

If there are any questions regarding off-road vehicles licencing, operation or equipment requirements referenced in the attached guidance material, please contact Angela Litrenta, Manager, Road Safety Program Development Office at (416) 235-5130 or [Angela.Litrenta@ontario.ca](mailto:Angela.Litrenta@ontario.ca).

If there are any questions regarding amendments to Ontario Regulation 316/03, and Ontario Regulation 863, please contact Ron Turcotte, Head, Safety Information Management Section, Provincial Traffic Office at (289)-407-9880 or [Ron.Turcotte@ontario.ca](mailto:Ron.Turcotte@ontario.ca).

Thank you for your assistance in communicating this change.

Sincerely,



Digitally signed by Jasan Boparai

Jasan Boparai  
Director

Attachment – Municipal Guidance document



## THE CORPORATION OF THE TOWN OF AMHERSTBURG

### OFFICE OF THE CAO

*MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.*

Author's Name: Bruce Montone	Report Date: February 3, 2021
Author's Phone: 519 736-6500 ext. 2241	Date to Council: February 22, 2021
Author's E-mail: <a href="mailto:bmontone@amherstburg.ca">bmontone@amherstburg.ca</a>	Resolution #: 20160411-145

To: Mayor and Members of Town Council

Subject: Monthly Fire Department Activity Report – January 2021

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#### 1. RECOMMENDATION:

It is recommended that:

1. The January 2021 monthly activity report for fire services from the Fire Chief **BE RECEIVED for information.**

#### 2. BACKGROUND:

On April 11, 2016, Council adopted the following:

*“That Administration BE DIRECTED to provide monthly activity reports within the Building department, Fire department, and Police Services.”*

#### 3. DISCUSSION:

The goal of the Amherstburg Fire Department is to provide fire protection services through a range of programs designed to protect the lives and property of the inhabitants from the adverse effects of fire, sudden medical emergencies or exposure to dangerous conditions created by man or nature.

To achieve this goal the Amherstburg Fire Department utilizes fire suppression and rescue activities, fire inspections, fire investigation, public fire safety education and other fire protection programs as defined by the Fire Protection and Prevention Act, R.S.O.1997. and the Town of Amherstburg, Establishing and Regulating By-Law # 2017 – 67. The attached, represents activities and program information for the month of January 2021.

4. **RISK ANALYSIS:**

N/A

5. **FINANCIAL MATTERS:**

N/A

6. **CONSULTATIONS:**

N/A

7. **CONCLUSION:**

As directed by Council, the Amherstburg Fire Department will continue to provide monthly activity reports.



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Bruce Montone  
**Fire Chief**

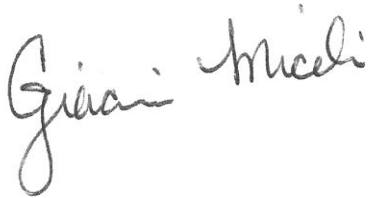
## Report Approval Details

Document Title:	Monthly Fire Department Activity Report - January 2021.docx
Attachments:	- Monthly Dashboard Report January 2021.pdf
Final Approval Date:	Feb 16, 2021

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



Cheryl Horrobin



John Miceli



Paula Parker





## FIRE SERVICES

### DASHBOARD

1 - SERVICE LEVEL DELIVERY		2020	YTD 2021	Jan-20	Jan-21
<b>INCIDENTS</b>		<b>302</b>	<b>9</b>	<b>25</b>	<b>9</b>
Incident Types	OFM codes				
Fire	01 - 29	73	1	4	1
False Fire Alarms	31 - 39	92	4	5	4
Public Hazard	41 - 59	27	2	3	2
Rescues	601 - 69	53	0	7	0
Medical	701 - 899	44	2	3	2
Others	91 - 99	13	0	3	0

Number of calls by station		2020	YTD 2021	Jan-20	Jan-21
Station # 1		100	4	10	4
Station # 2		85	0	8	0
Station # 3		34	1	3	1
Duty Officer		83	4	4	4

3 - RESPONSE Targets		2020	YTD 2021	Jan-20	Jan-21
Alarm Processing Time	90th Percentile	0:03:33	0:02:53	0:02:58	0:02:53
Turnout Time	90th Percentile	0:07:07	0:02:50	0:06:36	0:02:50
Travel Time	90th Percentile	0:08:28	0:10:26	0:08:10	0:10:26
TOTAL Response Time	Average		0:09:31		0:09:31

3 - OTHER STATISTICS		2020	YTD 2021	Jan-20	Jan-21
Total Training Sessions		159	15	12	15
Total Training Session (Station 1)		42	1	4	1
Total Training Session (Station 2)		42	0	4	0
Total Training Session (Station 3)		42	0	4	0
Total Training Session (Extra)		33	14	0	14
Total Routine Station Maintenance & Inspection		164	12	12	12
Fire Prevention Inspections		53	7	2	7
Business Licenses Inspections		23	2	1	2
Fire Prevention Program Activities (i.e. Lockbox, Special Event)		116	7	9	7
Fire Safety Plan Reviews (Emergency Plans, Fire Safety Plans)		266	9	15	9
Vulnerable Occupancy Annual Inspections		30	0	2	0
Smoke and CO Alarm Install		29	1	1	1
Fire Permits Issued		596	140	77	140
Fire Permit Inspections		400	4	18	4

4 - COMMUNITY IMPACT		2020	YTD 2021	Jan-20	Jan-21
Total \$ Loss (Estimate)		2,323,250	2,000	0	2,000
Total \$ Saved (Estimate)		7,372,500	2,000,000	0	2,000,000
Residential Fire Related Injuries (Entire)		3	0	0	0
Fire Fighter		1	0	0	0
Public		2	0	0	0
Residential Fire Related Fatalities (Entire)		0	0	0	0
Fire Fighter		0	0	0	0
Public		0	0	0	0



## FIRE SERVICES

### DASHBOARD

#### **5 - CHIEF'S COMMENTS**

The New Year and the month of January saw the re-activation of the CCG (Community Control Group) on a weekly basis to manage the impending Lock Down Orders from the Province. This also includes the beginning of preparations for the Public Mass Vaccination Centres required in the spring as the Vaccine rollout continues with our partners at WECHU.

County Fire Chiefs met in January and continue to prepare for requests from the MOH. The Chiefs who are all CEMC's sent a Missive to Dr. Ahmed, advising that we are coordinated and ready to assist when necessary.

A virtual meeting was held with representatives of OFMEM regarding the Nuclear File. The PNERP Technical Study is being prepared for release which will have an impact on our program.

The Provincial NEMCC (Nuclear Emergency Management Consultation Committee) held their first meeting of 2021 and the CEMC participated.

All of our recently purchased SCBA has arrived and training of our in-house trainers was provided by the vendor.

The Essex Windsor CSWB Steering Table met to further Develop the Plan. The Chief sits on this committee representing County Fire Services.

A tragedy was averted at the Diageo facility on January 18<sup>th</sup>. A fire was reported in a maintenance room and was growing in intensity prior to the Department's arrival. Fortunately the prior planning & cooperation between the Facility Staff and the Fire Service Staff was instrumental in early discovery and quick knockdown of the fire before it could seriously impact production and the facility structure. A significant thank you and job well done to all involved!

From the Holiday season up to the end of January we received 170 applications for Open Burn Permits, as the renewal season is upon us, due to the notices for open burn renewals being included in the last tax bill. This also prompted numerous phone calls daily that identified issues customers were facing with the online renewal process. This was addressed with our third party vendor to improve and streamline the process. This has helped in a significant way and consultation continues.

31-Jan-21



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF CORPORATE SERVICES

MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.

Table with 2 columns: Author's Name, Report Date, Author's Phone, Date to Council, Author's E-mail, Resolution #.

To: Mayor and Members of Town Council
Subject: Annual Committee Report 2020 - Audit and Finance Advisory Committee

1. RECOMMENDATION:

It is recommended that:

- 1. The report from the Director of Corporate Services dated February 10, 2021 regarding the Annual Committee Report 2020 - Audit and Finance Advisory Committee BE RECEIVED for information.

2. BACKGROUND:

The Audit and Finance Advisory Committee (AFAC) was created by Council in 2019 to provide advice to Council on the financial affairs of the municipality in accordance with the Terms of Reference established by Council.

3. DISCUSSION:

Restrictions imposed by the Province of Ontario and the Windsor-Essex Medical Officer of Health related to the COVID-19 Pandemic Emergency impacted the ability of Committees of Council to meet during the year, including AFAC. The following outlines AFAC activity during 2020.

- Received for information 2019 Year End Reporting including Audited Consolidated Financial Statements, Building Services Annual Statement, Development Charge Reserve Funds Statement and 2019 Parkland Dedication Reserve Statement
• Received for information the 2019 Year End (Q4) Budget to Actual Summaries and Transfers
• Received for information the 2019 Year End Financial Ratios and Indicators

- Recommended considerations for the 2021 Budget

4. **RISK ANALYSIS:**

N/A

5. **FINANCIAL MATTERS:**

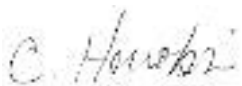
N/A

6. **CONSULTATIONS:**

N/A

7. **CONCLUSION:**

The annual committee report for the AFAC is provided for information.



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Cheryl Horrobin  
**Director of Corporate Services**

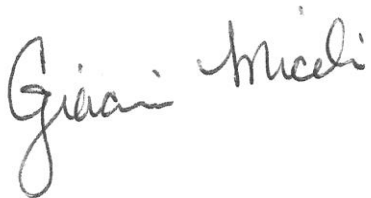
## Report Approval Details

Document Title:	Annual Committee Report 2020 - Audit and Finance Advisory Committee.docx
Attachments:	
Final Approval Date:	Feb 16, 2021

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



Cheryl Horrobin



John Miceli



Paula Parker



**THE CORPORATION OF THE TOWN OF AMHERSTBURG**

**OFFICE OF PARKS, FACILITIES, RECREATION & CULTURE**

*MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.*

<b>Author's Name: Phil Roberts</b>	<b>Report Date: March 2, 2021</b>
<b>Author's Phone: 519 736-0012 ext. 2317</b>	<b>Date to Council: March 8, 2021</b>
<b>Author's E-mail: <a href="mailto:proberts@amherstburg.ca">proberts@amherstburg.ca</a></b>	<b>Resolution #: N/A</b>

**To: Mayor and Members of Town Council**

**Subject: Habitat Creation for Critically Endangered Snake Species**

---

**1. RECOMMENDATION:**

It is recommended that:

1. The report from the Director of Parks, Recreation, Facilities and Culture dated March 2, 2021, regarding the creation of habitat for critically endangered snake species **BE RECEIVED for information.**

**2. BACKGROUND:**

Prior to European settlement much of the southwest quadrant of now Amherstburg would have been characterized by dense hard and softwood swamp with the outstanding outliers of areas of thin soils covering limestone rock outcrops called Alvars. This habitat type is rare in Essex County, was colonized by prairie plant species and easily quarried as there was easy access with little soil overburden as is the case with the Amherst Quarry site. The remnants of that prairie still exist on the Libro Centre property today with the presents of Big Blue Stem Grass, Nodding Onion, Prairie Dock and other Alvar species.

Alvars also support, as quarries often do today, a critical habitat element of many snake species who use cracks and crevasses in the rock below shallow soils to hibernate under ground called hibernacula.

After the public consultation for the Libro Centre Property Secondary Plan, Council heard delegation from concerned citizens opposing the prospect of the Town repurposing the outbuildings on the former Massen Farm for park use. Council clearly directed Administration to expedite the removal all remnants of the occupancy of that

site. Council at the 2021 budget deliberation supported a Capital request of \$75,000 to undertake demolition, environmental remediation and ready the space for a future trailhead parking area.

To date Administration has removed the outbuildings and are ready to remove the house.

### **3. DISCUSSION:**

Eastern Fox Snake and Bulter's Garter Snake are listed as critically endangered on both the Provincial and Federal species at risk registry. Both species are known to occur on the Libro Centre property which also hosts Eastern Garter Snake, Northern Red-bellied Snake and potentially other species as well. All these species use and benefit from the presence of hibernacula.

Both species are also known to use occupied and unoccupied structures with hollow block foundations as hibernacula. While a snake has not been encountered using the foundations of the remaining house, the location, conditions and strong evidence, is the foundation could be used as hibernacula.

Of all the intentionally created snake hibernacula in Essex County, the only successful sites to attract snakes to hibernation to date have been the use of old foundations filled with inert rubble. This includes sites on the Herb Grey Parkway, Point Pelee National Park and the Ojibway Nature Centre.

It is Administrations intention to not disturb the foundations of the remaining house. Once holes have been created into the basement floor, place broken concrete slabs from the outbuildings into the basement to create below grade void spaces. The foundation above grade will be carefully folded into the now rubble filled basement to create access ways for snakes and ultimately the remaining depression will be caped with a thin layer of soil to mimic Alvar conditions and ready for a small prairie species restoration.

There will be no evidence above grade of the presence of the former house.

A specialized snake camera has been used to investigate the foundation of the house and while a snake has not been encountered this work will be undertake as if snakes are present.

### **4. RISK ANALYSIS:**

The presence of endangered species and critical habitat can limit or exclude the development of a property. As this property is already limited by its position to the flood plain of the Big Creek, the provincially significant wetland boundaries and the current occurrence of species at risk, the development proposed, as outlined in the Libro Centre Property Secondary Plan, principally the use of the site for a trailhead parking area would not be compromised.

The use of an area by snakes now being used for parking could result in snake mortality.

Hibernating snakes do not typically stay in the area of the hibernacula and often travel several kilometers from the site. However, the potential for vehicle snake conflict could be mitigated by installing exclusion measure and signage to influence drivers in cautions for the potential for snakes occurring. Also consideration to not paving any portion of the parking area, which supports snakes basking, would help mitigate use by snakes.

The sensitivity of the community to this property and the continued use of aspects of this structure and the conversion to snake hibernacula may be perceived as continued presence or innuendo however this would be mitigated in that no structural elements would exist above grade.

**5. FINANCIAL MATTERS:**

There is no additional expense with this undertaking and a cost saving would be expected in that the concrete slabs would remain on site and the project would see savings from reduced trucking and landfill tipping fees.

**6. CONSULTATIONS:**

Karen Cedar, Naturalist – Ojibway Nature Preserve, City of Windsor  
Tom Preney, Herpetologist / Species at Risk Biologist, City of Windsor  
Steve Marks, Herpetologist – Herb Grey Parkway Consortium  
Gerry Waldron, Ecologist (retire) - Amherstburg

**7. CONCLUSION:**

Based on the experiences of snake conservation specialists involved in hibernacula creation as a mitigation strategy for projects in Essex County, this project based on its proximity to Big Creek, the Amherst Quarries and type of foundation existing has a very high probability of successfully supporting endangered snake species in perpetuity.



---

**Phil Roberts**  
**Director of Parks, Recreation, Facilities and Culture**



## Report Approval Details

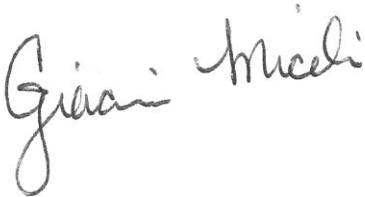
Document Title:	Habitat Creation for Critically Endangered Snake Species.docx
Attachments:	
Final Approval Date:	Mar 3, 2021

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

**Task assigned to Cheryl Horrobin was completed by Justin Rousseau**



Justin Rousseau



John Miceli

**Task assigned to Paula Parker was completed by Tammy Fowkes**



Tammy Fowkes

**Ministry of Agriculture,  
Food and Rural Affairs**

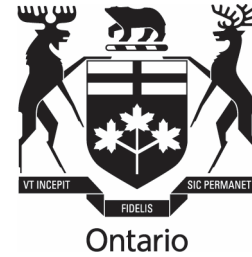
Office of the Minister

77 Grenville Street, 11th Floor  
Toronto, Ontario M7A 1B3  
Tel: 416-326-3074  
www.ontario.ca/OMAFRA

**Ministère de l'Agriculture, de  
l'Alimentation et des Affaires rurales**

Bureau du ministre

77, rue Grenville, 11<sup>e</sup> étage  
Toronto (Ontario) M7A 1B3  
Tél. : 416 326-3074  
www.ontario.ca/MAAARO



February 11, 2020

Paula Parker  
Clerk  
Town of Amherstburg  
pparker@amherstburg.ca

Dear Paula Parker:

The best small businesses are born out of a passion and a dream.

When it comes to many home-based food businesses, they start with a love of food and a cherished family recipe. Whether passionate about making grandma's coveted baked goods or a new take on homegrown pickles, jams and preserves, we are making it easier for Ontarians to share their homemade goods with their communities and turn their passion into a successful business.

As our government recently announced, Ontario has made changes to the Food Premises Regulation under the *Health Protection and Promotion Act* that allow more flexibility for small, independent businesses to sell their low-risk, home-prepared foods from their homes or at special events like farmers' markets, festivals and fairs. While these changes came into effect on January 1, 2020, the desire to start low-risk, home based food businesses has only increased during COVID, which is why we're clarifying the rules now.

Low-risk foods are non-hazardous and do not require refrigeration. They include such items as baked goods, pickles, jams and preserves, chocolates, hard candies and brittles, fudge and toffees, granola, trail mix, nuts and seeds, and coffee beans and tea leaves.

These regulatory changes support Ontario's entrepreneurs in running a home-based food business, without compromising our high standards for food safety. The changes also give Ontarians new opportunities to buy locally produced foods.

.../2

The Ministry of Health has published a guide to help such entrepreneurs take the recommended steps to succeed, in a food-safe way, in their homemade food business efforts:

[www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/selling\\_low\\_risk\\_food.pdf](http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/selling_low_risk_food.pdf) I welcome you to use your networks to share this important information with those who may be interested.

Starting a home-based food business is an excellent opportunity for people across Ontario to share their culinary creativity, build a business for themselves and be part of the province's agri-food sector. Our government is committed to encouraging this growing part of the economy and to support all the good things that are grown and produced right here in Ontario.

Thank you for your support of this initiative and for all your efforts to partners with us as we strive to build strong communities and a vibrant economy in Ontario.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ernie Hardeman', with a large, stylized initial 'E'.

Ernie Hardeman  
Minister of Agriculture, Food and Rural Affairs

### **COVID-19 Reminders**

- Practise physical distancing – stay 2 metres away from others in public
- Wash your hands – with soap and water thoroughly and often
- Get the facts - [www.ontario.ca/page/covid-19-stop-spread](http://www.ontario.ca/page/covid-19-stop-spread)

**THE TOWNSHIP OF GEORGIAN BAY  
Council**

DATE: 9 February 2021

	<u>YEA</u>	<u>NAY</u>	
Councillor Boчек	_____	_____	MOVED BY: <u>Hazelton</u>
Councillor Cooper	_____	_____	
Councillor Douglas	_____	_____	SECONDED BY: <u>Jarvis</u>
Councillor Hazelton	_____	_____	
Councillor Jarvis	_____	_____	
Councillor Wiancko	_____	_____	
Mayor Koetsier	_____	_____	

**DEFERRED** \_\_\_\_\_ **CARRIED** X \_\_\_\_\_ **DEFEATED** \_\_\_\_\_ **REFERRED** \_\_\_\_\_

BE IT RESOLVED THAT Council send a letter of support to the Municipality of Charleton and Dack to immediately review the recommendations to investigate the unethical practice of preferred vendors who are paid substantial amounts over industry standards, despite COVID-19 delays, as insurance premiums will soon be out of reach for many communities;

AND THAT this motion be provided to the Honourable Doug Ford, Premier of Ontario, the Honourable Peter Bethlenfalvy, Minister of Finance, the Honourable Doug Downey, Attorney General of Ontario and all other Ontario municipalities.

**Peter Koetsier**  
Mayor

February 18, 2021



**AN OPEN LETTER TO ONTARIO MUNICIPAL COUNCILS**

Dear Council,

As a vital municipal association with membership roots that reach deep into each and every part of Ontario, we know the challenges you have faced in continuing to provide essential municipal services within your community during the COVID-19 pandemic.

As elected officials, we know that you recognize the contribution made by your municipal staff, many of whom are members of AMCTO. Municipal professionals across this entire province have been at the forefront of service delivery, applying their knowledge and skills to innovate processes and procedures to meet the evolving needs of residents and businesses.

One key point that is often overlooked in this pandemic is that many municipal staff were prepared to act and innovate BECAUSE of the professional municipal training and development they receive from organizations like AMCTO. The leadership skills, education and technical training prepare your staff in getting ahead of immediate community needs, reacting and responding to new challenges brought on by COVID-19. This unique and sought-after skillset has allowed your staff to provide council with options and solutions for keeping your municipality running.

In these challenging financial times, there will be temptation to divert operational funding away from staff training budgets. Now more than ever, it is crucial that municipalities continue to invest in your most valuable resource – your staff.

In addition to increased levels of employee retention, engagement and empowerment, investments in staff professional development strengthens your council's ability to provide reliable, effective and efficient services to your community, both today and in the future. The question is no longer "if" you innovate but "when". Innovation comes with knowledge, training, and exposing municipal staff to new opportunities to grow and develop professionally.

On behalf of AMCTO and its over 2,200 members, please accept my heartfelt thank you for your service during these difficult times. As "Municipal Experts", AMCTO will continue to be at your service to help you and your staff meet the needs of your community.

Sincerely,

Robert Tremblay, MPA, CMO, AOMC  
President  
AMCTO

CC: Graydon Smith, President, AMO



19 Holland Rd W. RR.#1  
Kakabeka Falls, ON POT 1W0

[www.conmee.com](http://www.conmee.com)

**The following resolution was passed by the Council of the Township of Conmee at its regular meeting on January 26<sup>th</sup> 2021:**

**Resolution No. 2021-022**

Moved by: Councillor Arnold

Seconded by: Councillor MacMaster

WHEREAS duly elected Officials of a Municipality, or a Township are expected to be above reproach and to conduct themselves with integrity, truth, justice, honesty, transparency and courtesy.

AND WHEREAS there are people of dubious character who have a Criminal Record, having been convicted of a Federal Offence of any of the Federal Statutes of Canada, but not limited to the Criminal Code or Narcotic Control Act, who are currently on Council of a Municipality or have let their name stand for election for Mayor, Reeve or Councillor as a municipal candidate.

NOT WITHSTANDING the provisions of the Ontario Human Rights Code

THEREFORE BE IT RESOLVED that the Township of Conmee lobby the Provincial Government to amend The Municipal Act and Municipal Elections Act, as may be, so that people with a criminal record who have not had their record cleared from the RCMP Data Base by order of the Governor General of Canada, be prohibited from becoming a candidate in municipal elections.

AND THAT an elected local government official be disqualified from office upon conviction of a serious criminal offense and must resign

AND THAT Council of the Township of Conmee direct the Clerk to send a copy of this resolution to the Ontario Premier Doug Ford, Attorney General Doug Downey, Solicitor-General Sylvia Jones, Minister of Municipal Affairs Steve Clark, Association of Municipalities of Ontario, Rural Ontario Municipal Association, Northern Ontario Municipal Association, Thunder Bay District Municipal League, MPP Judith Monteith-Farrell, and all Ontario municipalities

**CARRIED**

February 9, 2021

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

Sent via email: [premier@ontario.ca](mailto:premier@ontario.ca)

**Re: Universal Paid Sick Days in Ontario  
Our File 35.31.99**

Dear Premier Ford:

At its meeting held on February 1, 2021, St. Catharines City Council approved the following motion:

“WHEREAS workers in Ontario without paid sick leave often feel forced to work when unwell so they can feed and support their families and are at risk of losing a paycheque or even their jobs if they stay home; and

WHEREAS the Canada Recovery Sickness Benefit is temporary, not accessible to all and not usable for the crucial first few days of an illness; and

WHEREAS had legislated paid sick leave been in place before the global pandemic, lives would have been saved because infection rates would have been reduced; and

WHEREAS the lack of paid sick days has especially hurt Black, Indigenous, workers of colour, women and migrant workers who are over-represented in low-paying frontline jobs with few benefits and a reduced ability to work from home; and

WHEREAS the Ontario Medical Association, 11 GTHA Mayors and Chairs representing Ontario’s largest municipalities, the editorial board of the Toronto Star, the Toronto Board of Health, the Decent Work and Health Network, the Ontario Nurses Association, and several other professional associations representing thousands of healthcare workers have all called on the provincial government to legislate paid sick days;

THEREFORE BE IT RESOLVED that the City of St. Catharines endorses legislated sick leave and calls on the government of Ontario to permanently legislate universal paid sick days for all workers in Ontario during the pandemic and beyond, regardless of workplace size, type of work or immigration status; and

BE IT FURTHER RESOLVED that this motion be forwarded to the Premier of Ontario, Minister of Labour, all Regional MPPs, Niagara Region, and all Ontario Municipalities.”

If you have any questions, please contact the Office of the City Clerk at extension 1506.



Bonnie Nistico-Dunk, City Clerk  
Legal and Clerks Services, Office of the City Clerk  
:ra

Cc Minister of Labour, Hon. Monte McNaughton, [Minister.MLTSD@ontario.ca](mailto:Minister.MLTSD@ontario.ca)  
Jennifer Stevens, MPP - St. Catharines, [JStevens-CO@ndp.on.ca](mailto:JStevens-CO@ndp.on.ca)  
Jeff Burch, MPP - Niagara Centre, [JBurch-QP@ndp.on.ca](mailto:JBurch-QP@ndp.on.ca)  
Wayne Gates, MPP - Niagara Falls, [wgates-co@ndp.on.ca](mailto:wgates-co@ndp.on.ca)  
Sam Oosterhoff, MPP - Niagara West-Glanbrook, [sam.oosterhoff@pc.ola.org](mailto:sam.oosterhoff@pc.ola.org)  
Niagara Region  
Ontario Municipalities





**Corporation of the Township of Perth South**

3191 Road 122  
St. Pauls, ON N0K 1V0  
Telephone 519-271-0619  
Fax 519-271-0647  
[mayor@perthsouth.ca](mailto:mayor@perthsouth.ca)

February 2, 2021

Via Email: [minister.mecp@ontario.ca](mailto:minister.mecp@ontario.ca)

Honourable Jeff Yurek  
Minister of Environment, Conservation, and Parks  
777 Bay Street  
College Park - 5th Floor  
Toronto, ON M7A 2J3

**Re: ONTARIO ANNOUNCES WORKING GROUP TO BETTER FOCUS  
CONSERVATION AUTHORITIES**

Dear Minister,

The Municipality of Perth South (“Perth South”) is pleased to see your Ministry’s development of regulations for the *Conservation Authorities Act*, 1990 R.S.O. 1990, c. C.27 (the “Act”). Perth South supports the proposed changes your government passed respecting conservation authorities in schedule 6 of Bill 229, the *Protect, Support and Recover from COVID-19 Act* (Budget Measures), 2020 (“Bill 229”). I expressed this support in my email to you on November 5, 2020.

Our municipality, like many others across Ontario, has encountered longstanding conflicts regarding operational scope and costs with our principal conservation authority the Upper Thames River Conservation Authority (“UTRCA”). Despite requests made in writing and through delegations at annual Board Budget meetings no resolution has been found. It is for this reason that Perth South was pleased to see the changes made through Bill 229; however, we were disappointed when the Working Group composition was announced as it is dominated by conservation authorities who are tasked with recommending the very regulations that govern them. I am sure you can agree that the initial optics of the governed designing the governance of themselves is concerning. Conservation authorities, most of whom opposed your reforms, should not be relied upon to develop fair and objective recommendations on their own.

Further to my email of January 12, 2021, I am writing to you to confirm and clarify your full intent and scope for the Working Group your Ministry announced on December 16, 2020 to develop updated regulations. We are hopeful that you will direct this Working Group with clear, limited, and specific instructions that will focus on the intent of changes included in Bill 229.

Perth South seeks your clarity that this Working Group's tasks will be built on the following principles in the areas of focus highlighted:

1. *Mandatory core programs and services conservation authorities would be required to provide.*
  - (a) That 'mandatory' core programs are limited to the changes included in schedule 6 of Bill 229: conservation lands solely owned by conservation authorities, flood-control, erosion, and natural hazards;
  - (b) That conservation authorities are not permitted any discretion via regulations to exit those defined and strict categories; and
  - (c) That 'services' must be concise, limited, and have obvious direct need to fulfil core mandates not merely 'link' or 'complement' the same.
2. *The agreements between municipalities and conservation authorities and the transition period associated with non-mandatory programs and services*
  - (a) That the regulations establish a clear, consistent, and template pro-forma for these agreements that includes at a minimum:
    - i. a specified time limitation to prevent perpetuity;
    - ii. clear intent and objectives;
    - iii. clear definitions, terms, and conditions;
    - iv. the identified necessity for it/them;
    - v. accurate, evidence-supported budget forecasting;
    - vi. the impact of items (i-iv) on each participating municipality;
    - vii. supporting science-based evidence that meets or exceeds the standard(s)/threshold(s) applied to any third party deemed an applicant and/or subject to an

agreement's provisions including on any items requiring peer review;

- viii. municipal and public input mechanisms and timelines;
- ix. dispute resolution processes that adhere to the legislation and the timelines proscribed therein; and
- x. municipal refusal/opt-out clause(s) where proposals do not have the support of the participating municipality and/or do not reasonably benefit a participating municipality or municipalities given their geographical extent or limit within the watershed of the conservation authority in question.

- (b) That the "transition period," associated cannot be greater than one (1) fiscal year from the date of Bill 229's passage in the case of any pre-existing agreement and no more than two (2) years from the date of Bill 229's passage; and
- (c) That the Working Group must understand the principle that one "cannot do by regulation what one cannot do in law."

3. *How local members of the community can participate in their conservation authorities through community advisory boards*

- (a) That these advisory boards and the conservation authorities that they 'advise' are not delegated responsibilities or tasks that are a normative function of a conservation authority's operations and not delegation(s) or devolution(s) of a conservation authority's board and its committees' obligations and normal work;
- (b) That voluntarily submitted proposals for programs, projects, and services cannot be for activities either not contemplated or permitted under either conservation authorities' mandated functions or approved non-mandatory agreements;
- (c) That advisory committee's recommendations and work are neither binding nor required under a conservation authority's administrative by-laws;
- (d) That any aspect of an advisory committee's work that requires public consultation becomes a function of the conservation authority's board or its approved board-fulfilled committees not the advisory committee/group;
- (e) That membership on any advisory committee or group must be balanced and reflect its composition to watershed citizens who are

resident and contributing ratepayers in participant municipalities of the conservation authority in question;

- (f) That conservation authorities' obligations to conduct deliberate, regular, thorough, and transparent public consultation on matters of policies, programs, and services cannot be delegated to an 'advisory' committee or group. That such functions remain a core and mandatory function of a conservation authority's board; and
- (g) That community advisory boards neither relieve nor substitute a conservation authority's obligation to incorporate citizens into consultative and/or input processes that are board-led or directed.

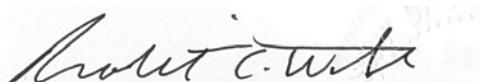
We understand and agree that partnerships and collaboration are critical but want to ensure that there is balance in the parties that will represent the Working Group.

Perth South also looks forward to greater clarity from the Ministry with respect to conservation authority budget and levy processes in the regulation updates. We are very pleased with the avenues of appeal Bill 229 will now provide, after recently exploring the costly and difficult appeal process that previously existed.

As you work to reach the final outcome on these long overdue changes, Perth South and its residents are relying on you to ensure that the development of regulations will align with the spirit of the changes requested by Perth South and other municipalities across the province during the consultations that occurred in early 2020.

I thank you for the work you are undertaking and trust our comments will be received and conveyed with your support to this Working Group. I am confident many more municipalities in this province would echo our points of view.

Yours sincerely,



Robert Wilhelm  
Mayor  
Township of Perth South

cc: All municipalities in Ontario

Ministry of Environment, Conservation, and Parks Working Group members on Proposed Regulations under the Conservation Authorities Act.

Randy Pettapiece, MPP Perth-Wellington

March 2, 2021

*Via Email*

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

Dear Premier Ford:

**RE: Capacity Limits for Restaurants in Stage 2 under the Reopening Ontario Act, 2020**

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On behalf of the Council of the Corporation of the Township of Lake of Bays, please be advised Council is striving to support their local businesses during this pandemic however, the uncertainty they face day to day as rules change have become overwhelming and onerous to these small businesses and something needs to change. With that said, Council at their last regular meeting on March 2, 2021 had a wholesome discussion regarding the challenges our businesses are facing. The following resolution is a result of those discussions:

**"Resolution #8(b)/03/02/21**

**WHEREAS the Province of Ontario passed O. Reg. 263/20, Rules for Areas in Stage 2 under the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020;**

**AND WHEREAS Schedule 2, Subsection 1(7) states that the total number of patrons permitted to be seated indoors in the establishment must be limited to the number that can maintain a physical distance of at least two metres from every other person in the establishment, and in any event cannot exceed 10 patrons;**

**AND WHEREAS restaurants throughout the Province are facing financial hardships due to the COVID-19 pandemic, and the amount of patrons being turned away is impacting the overall experience of the restaurants;**

**AND WHEREAS many restaurants fluctuate in size and would be able to accommodate more than 10 patrons, while maintaining a physical**

... 2

Page 2

distance of at least two metres from every other person in the establishment;

**AND WHEREAS** the inequity of establishing a capacity limit of no more than 10 patrons for larger restaurants continues to impact the financial viability of the restaurants during this difficult time;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of Township of Lake of Bays hereby requests that the Provincial Government review and reconsider the capacity limits for restaurants across the Province be based on the size of the square footage of the seating area instead of a flat occupancy.

**AND FURTHER THAT** the concept of introducing capacity limits for other businesses listed in Schedule 2 of O.Reg 263/20 being impacted by the constant uncertainty of their operations during this pandemic including restaurants, personal care services, resorts, camps, fitness and recreational amenities, churches, etc. be considered while in lockdown status.

**AND FURTHER THAT** this motion be forwarded to the Premier, Doug Ford, Simcoe Muskoka District Health Unit and all Ontario municipalities.”

Council appreciates and thanks you for all your hard work and dedication during these unprecedented times and is hopeful that the above-noted resolution will assist in amending the restrictions set out in the COVID-19 Response Framework.

Sincerely,



Carrie Sykes, *Dipl. M.A., CMO, AOMC,*  
Director of Corporate Services/Clerk.  
CS/cw

Copy to: Simcoe Muskoka District Health Unit  
All Ontario Municipalities



March 3, 2021

The Honourable Peter Bethlenfalvy  
Minister of Finance  
7 Queen's Park Crescent, 7th floor  
Toronto, Ontario  
M7A 1Y7  
[peter.bethlenfalvyco@pc.ola.org](mailto:peter.bethlenfalvyco@pc.ola.org)

**Re: Urgent need for Hospital Funding in Windsor-Essex**

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The people of Windsor and Essex County have spoken loudly and clearly when it comes to the pressing need for a new state-of-the art hospitals system in our great and growing region. They've written letters to the editor, they've called into radio talk shows, they've discussed it with urgency on social media and they've planted lawn signs in front of their homes.

I see them every day, from the busy streets of Windsor to the wide-open rural roads of Essex County; dozens upon dozens of green and white lawn signs imploring the province to do the right and responsible thing and support the health and well-being of 400,000 Windsor-Essex residents while supporting the continued economic growth and diversification of this region.

Your government has an incredible opportunity to improve healthcare in Windsor-Essex for generations to come by providing funding for the next phase of this transformational project in your upcoming Budget. You also have the opportunity to back up with clear and concrete action the words of Premier Doug Ford, who, on August 13, 2020, said he would fight like an "800-pound gorilla" for a new Windsor-Essex hospital.

"I will fight tooth and nail for the hospital down there," Ford told reporters and this community after meeting with myself and other regional mayors. "Since it's their No. 1 priority, my No. 1 priority now is to give proper health care to Windsor-Essex, the entire region."

An estimated \$9 million in funding in the upcoming Budget is all that's required to allow Windsor Regional Hospital and its community partners to complete the functional program for the new facility – a significant undertaking that would take at least 18 months to complete.

A lack of funding will derail momentum for this project and send a disquieting message to Windsor-Essex residents, who are tired of paying for hospital projects in other regions while making do with cramped, outdated facilities that deliver, in the words of Mayor Drew Dilkens, "100-year-old health care."

County of Essex Council has passed three separate motions related to the pressing need for this project. The councils of each of the County's seven local municipalities have likewise affirmed their support, as has the Council of the City of Windsor. This unanimity is an important factor. These political leaders certainly wouldn't have done that if their constituents hadn't been telling them in the coffee shops and corner stores of their communities that they wanted to see a shovel in the ground as soon as possible.

This project isn't solely about the health of our residents, it's also about the health of our regional economy, which is facing continued uncertainty with the shutdown of the border and challenges associated with the decline of Ontario's traditional manufacturing and industrial base. There is a pressing need to continue the work of diversifying our economy and this hospital project will help us do that.

This project will generate more than 14,000 jobs over its lifetime, generating employee compensation exceeding \$1 Billion and taxes in excess of more than \$200 million, including more than \$68 million for municipal governments across this region. This project will attract to Windsor-Essex the best and brightest in the world of medicine and health care and it will attract more people and more families, fueling increased residential and commercial growth.

The benefits to this project are clear compelling as are the reasons to move it forward with funding in the upcoming provincial Budget.


Please feel free to contact me if you have any questions or require any further information.

Sincerely,



Gary McNamara  
Warden, County of Essex

Cc:  
Doug Ford, Premier ([doug.fordco@pc.ola.org](mailto:doug.fordco@pc.ola.org))  
Christine Elliott, Minister of Health/Deputy Premier ([christine.elliott@pc.ola.org](mailto:christine.elliott@pc.ola.org))  
Michael Tibollo, Associate Minister of Mental Health and Addictions ([michael.tibolloCO@pc.ola.org](mailto:michael.tibolloCO@pc.ola.org))  
Citizens for Healthcare ([info@citizensforhealthcare.com](mailto:info@citizensforhealthcare.com))  
Local Mayors

 519-776-6441 ext. 1327  
TTY 1-877-624-4832

 360 Fairview Ave. W.  
Suite # 314 Essex, ON N8M 1Y6

 [countyofessex.ca](http://countyofessex.ca)



**AMHERSTBURG COMMITTEE OF ADJUSTMENT**

Present: T. Buchanan, A. Campigotto, J. Mailloux, D. Shaw, D. Cozens

Also Present: Frank Garardo, Manager of Planning Services, Sarah French, Planner, Kevin Fox, Policy and Committee Coordinator

Absent: N/A

**1. Call to Order**

The Chair, David Cozens, called the meeting to order at 7:45 a.m. and performed introductions of the Committee members and administration.

**2. Roll Call**

The Chair completed roll call for the electronic meeting, all members were present.

**3. Disclosure of Pecuniary Interest**

None.

**4. Adoption of Agenda**

The agenda was presented for adoption.

Moved by: Anthony Campigotto

Seconded by: Josh Mailloux

	Yes/Concur	No/Not Concur
Terris Buchanan	x	
Anthony Campigotto	x	
Josh Mailloux	x	
Donald Shaw (VC)	x	
David Cozens (CH)	x	

**5. Adoption of Minutes**

A motion was put forward to adopt the minutes of November 24, 2020.

Moved by: Josh Mailloux

Seconded by: Terris Buchanan

	Yes/Concur	No/Not Concur
Terris Buchanan	x	
Anthony Campigotto	x	
Josh Mailloux	x	
Donald Shaw (VC)	x	
David Cozens (CH)	x	

**6. Order of Business**

**6.1 Application B/18/20 – John & Angela Riolo – 1459 Front Rd N (Roll No. 3729-460-000-10500)**

Public in Attendance: John and Angela Riolo, Mike Collavino

**B/18/20:** The applicant is proposing to sever a parcel being 48.15 m (158 ft.) frontage by an irregular depth with an area of approximately 0.756 hectares (1.87 acres) for purposes

of creating a new residential building lot. The remaining parcel being 30.48 m (100 ft.) frontage by an irregular depth with an area of 2228.28 square metres (23,985 sq. ft.) contains one single detached dwelling and a detached garage. The subject property is Zoned Agriculture and designated Low Density Residential in the Town's Official Plan.

The following correspondence was received from the various agencies and residents circulated:

- i) Letter dated January 19, 2021 from the Essex Region Conservation Authority stating:  
*The above noted lands are subject to our Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation under the Conservation Authorities Act (Ontario Regulation No. 158/06). The parcel falls within the regulated area of the Rosario Bezaire Drain, Sancrainte Drain and Lake St. Clair. The property owner will be required to obtain a Permit and/or Clearance from the Essex Region Conservation Authority prior to any future construction or site alteration or other activities affected by Section 28 of the Conservation Authorities Act.*  
*Our office has reviewed the proposal and has no concerns relating to stormwater management.*  
*Our information indicates that the subject property may support habitat of endangered species and threatened species. As per Section 2.1.7 of the PPS, 2020 – "Development and site alteration shall not be permitted in habitat of endangered species and threatened species, except in accordance with provincial and federal requirements". All species listed as endangered or threatened (aquatic species, plants, mammals, birds, reptiles, amphibians, etc.) as well as their related habitats, are protected under the Ontario Endangered Species Act. Prior to initiating any proposed works on this property, it is the proponent's responsibility to contact the Species at Risk Branch of the Ontario Ministry of Environment, Conservation & Parks (MECP) to ensure all issues related to the Endangered Species Act are addressed. All inquiries regarding the Endangered Species Act should be made with Permissions and Compliance Section of the MECP (e-mail address: [SAROntario@ontario.ca](mailto:SAROntario@ontario.ca)).*  
*With the review of background information and aerial photograph, ERCA has no objection to this application for consent.*
- ii) Email dated January 15, 2021 from the Public Works Department identifying the following comments:
  - *Drainage Apportionment required for the Sancrainte Drain.*
  - *Individual water service connection required for new lot.*
  - *No Sanitary sewers, septic field required for new lot. Additionally, the applicant should be aware that, in the future, should a sanitary sewer collection system be constructed along Front Road North, each of the lots described under this application will be required to connect and be serviced by said sanitary sewer.*
  - *Based on the proposal, the new severed lot will require a separate driveway accesses from County Road 20 (Front Road North). This will require necessary review and approvals from the County of Essex.*
  - *The applicant should be made aware of the existence of Sancrainte Drain, a municipal drain which extends along the northern and eastern boundary limits of the property at 1459 Front Road N. Any future structures planned for the existing or proposed severed lot will be subject to set-back requirements from the drain.*
- iii) Email dated January 18, 2021 from the Windsor Police Department indicating:  
*The Windsor Police Service has no concerns or objections with the proposed severance being sought to create a residential lot. The outcome from this will not result in difficulties for police to access the property in an emergency or for a call for service in any way.*
- iv) Email dated January 11, 2021 from the Fire Department indicating no comments.
- v) Email dated January 18, 2021 from the County of Essex stating:

*Please be advised that the County of Essex has reviewed the aforementioned application and the comments provided are engineering related only. This application has not been reviewed from a planning perspective. This road was formerly King's Highway 18 until it was downloaded to the County of Essex.*

*The minimum setback for any proposed structures on this property must be 85 feet from the center of the original ROW of County Road No. 20 for a proposed residential building or 105 feet from the centre of the right of way for a proposed commercial structure.*

*Permits are necessary for any changes to existing entrances and structures, or the construction of new entrances and structures. The County of Essex requires the access to the severed parcel be located adjacent to retained parcel.*

*We are requesting a copy of the Decision of the aforementioned application. Thank you for your assistance and cooperation in this matter.*

- vi) Planning Report dated January 18, 2021 from Frank Garardo, Secretary Treasurer and Sarah French, Planner.

Committee Discussion:

The Chair introduced the application and asked if there were any members of the public present for this application. There were none. The Planner, Frank Garardo read the purpose of the application. John and Angelo Riolo discussed the concept of the application with the members of the Committee. The Riolos stated that they had applied for the consent originally in 2015 and the consent was approved at that time. The consent lapsed due to renovations on the house taking longer than expected. The Riolos explained that they would like to use the property as a hobby farm containing chickens, ducks, 6-10 colonies of bees and potentially future uses such as greenhouses and a roadside farm stand. They stated that they do not wish to rezone the property to residential as this would hinder the use of the property as a hobby farm. A discussion occurred debating the merits of rezoning the property. It was decided that a severance would not be permitted under the agricultural zoning and therefore a rezoning to residential is considered the appropriate approval process. The applicants will be able to ask Council for additional permission to house livestock on the lands. Planning outlined that livestock may not be supportable due to Provincial Policies, further discussion on whether Livestock would be supportable on the lands would have to be considered as part of a Zoning by-law amendment process. The applicants outlined that the lands are abutting agriculture and any livestock would be minimal in scale. The applicants also stated that they are planning to keep the property in their name. It was noted that under the Planning Act, the applicants have one year from the stamping of the deeds to transfer the property or the consent is no longer valid. The severed property will need to be registered in a different name than the retained property. Frank Garardo read the conditions of the consent and the applicants acknowledged understanding.

The following resolution was put forth:

That application B/18/20 be approved subject to the following conditions:

1. That a Reference Plan of the subject property satisfactory to the municipality be deposited in the Registry Office; an electronic and paper copy to be provided to the municipality.
2. The applicant to submit to the municipality the deed, in triplicate, acceptable for registration in order that consent may be attached to the original and duplicate and a copy be provided to the municipality.
3. That all property taxes be paid in full.
4. That the requirements of the County of Essex in accordance with their correspondence dated January 18, 2021 regarding the requirement to provide accesses that are located adjacent to one another be shown on the registered plan and include these in the deeds for the properties be complied with.

5. That one driveway access be constructed to the severed property, adjacent to the existing driveway, where one does not exist. That an access permit be obtained for the driveway from the County of Essex and any other requirements to their satisfaction, prior to the stamping of deeds. The access shall be provided to the satisfaction of the municipality.
6. That the subject lot be serviced with an appropriate storm drainage system to be developed under the supervision and to the satisfaction of the Town Drainage Superintendent.
7. That the severed parcel be serviced with municipal water in accordance with and under the supervision of the municipality at the applicant's expense, prior to the stamping of deeds.
8. That the developer be required to undertake lot grading plans for the severed and retained lots to the satisfaction of the Building Department.
9. That the applicant obtain a report from a certified designer/installer that the existing private septic system serving the existing dwelling does not cross the property lines, that the system is in working order and that its operation will not be affected by the severance, to the satisfaction of the Building Department.
10. That an assessment apportionment for any and all drains affected by the severance be completed in accordance with the provisions of the Drainage Act and that all costs associated with said apportionment be paid by the applicant.
11. That Council approve the development of the severed lot on private individual septic systems after the soil analysis and septic design for the proposed lot is completed. This requirement shall be fulfilled prior to the stamping of deeds.
12. That a parkland fee be paid to the Town of Amherstburg prior to the stamping of the deeds in an amount of \$300 for the severed lot.
13. That both the severed and retained parcels be rezoned to Residential Type 1A (R1A) zone.
14. That the applicant enter into an Agreement with the Corporation of the Town of Amherstburg requiring that the subject property be required to hook into sanitary sewers when they become available. The subject agreement shall be registered on the title of the property.
15. That the requirement for the land owners of the severed parcel to engage the Ministry of Environment, Conservation and Parks (MECP) at the building permit stage to ensure compliance with the Endangered Species Act be registered on title and included in the purchase and sale agreement of the severed lot.
16. This consent will be deemed to be refused in accordance with the Planning Act if the above noted conditions are not met within one year from the date of this notice.

Moved by: Josh Mailloux

Seconded by: Don Shaw

-carried-

	Yes/Concur	No/Not Concur
Terris Buchanan	x	
Anthony Campigotto	x	
Josh Mailloux	x	
Donald Shaw (VC)	x	
David Cozens (CH)	x	

Reasons of Committee – The request is in conformity with Section 6.1.2 of Amherstburg's Official Plan and is consistent with the Provincial Policy Statement. The subject property will be rezoned to a residential zone prior to the stamping of the deeds.

## **6.2 Application B/02/21 & A/02/21 – Rick Laframboise – 5775 Concession 5 N (Roll No. 3729-480-000-00400)**

Public in Attendance: Rick Laframboise

**B/02/21:** The applicant is proposing to sever a vacant parcel of land with 15.24 m (50 ft) frontage by 47.97 m (157.38 ft) depth and an area of 0.073 hectares (0.18 acres) for the purpose of a lot addition to merge with 5781 Concession 5 N. The proposed retained parcel being 239.37 m (778.78 ft) frontage by an irregular depth has an area of 11.78 hectares (29.11 acres), and is designated Agricultural and Natural Environment in the Town's Official Plan and is zoned Agricultural and Environmental Protection in the Zoning By-law.

**A/02/21:** The applicant is requesting relief from Zoning Bylaw 1999-52, as amended, Section 26(3)(a)(i) which requires a minimum lot area of 40 hectares in an Agricultural (A) Zone. Subsequent to a severance of 0.073 hectares (0.18 acres) from an existing 11.853 hectares (29.29 acres) parcel the retained farm parcel will have an area of 11.78 hectares (29.11 acres). Therefore, the amount of relief requested is 28.22 hectares (69.733 acres).

The following correspondence was received from the various agencies and residents circulated:

- i) Letter dated January 18, 2021 from the Essex Region Conservation Authority stating:  
*The above noted lands are subject to our Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation under the Conservation Authorities Act (Ontario Regulation No. 158/06). The parcel falls within the regulated area of the Canard River. The property owner will be required to obtain a Permit and/or Clearance from the Essex Region Conservation Authority prior to any future construction or site alteration or other activities affected by Section 28 of the Conservation Authorities Act. Our office has reviewed the proposal and has no concerns relating to stormwater management.*  
*The subject property is within, and/or is adjacent to (within 120 metres of), a natural heritage feature that is identified as a significant wetland, significant woodland, significant valleyland, significant wildlife habitat under the Provincial Policy Statement (PPS).*  
*Section 2.1.4 of the PPS, 2020 states - "Development and site alteration shall not be permitted in "significant wetlands..." and "significant coastal wetlands."*  
*Section 2.15 of the PPS states - Development and site alterations shall not be permitted in significant woodland... and significant valleyland... and significant wildlife habitat...unless it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions.*  
*We note that the subject property is adjacent to (within 120 m of) a natural heritage feature that may meet the criteria for significance under the PPS.*  
*Section 2.1.8 of the PPS, 2020 states – "Development and site alteration shall not be permitted on adjacent lands to the natural heritage features and areas identified in policies 2.1.4, 2.1.5 and 2.1.6 unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions."*  
*Our information indicates that the subject property may support habitat of endangered species and threatened species. As per Section 2.1.7 of the PPS, 2020 – "Development and site alteration shall not be permitted in habitat of endangered species and threatened species, except in accordance with*

*provincial and federal requirements". All species listed as endangered or threatened (aquatic species, plants, mammals, birds, reptiles, amphibians, etc.) as well as their related habitats, are protected under the Ontario Endangered Species Act. Prior to initiating any proposed works on this property, it is the proponent's responsibility to contact the Species at Risk Branch of the Ontario Ministry of Environment, Conservation & Parks (MECP) to ensure all issues related to the Endangered Species Act are addressed. All inquiries regarding the Endangered Species Act should be made with Permissions and Compliance Section of the MECP (e-mail address: SAROntario@ontario.ca).*

*Notwithstanding the above noted references to the PPS policies, we note that the purpose of this application for consent is for a lot addition only, and that there will be no change in land use. In our opinion, we believe that this type of Planning Act application does not meet the definition of development under the PPS, 2020. Based upon this, therefore it is our recommendation to the Municipality that a demonstration of no negative impact is not required.*

*With the review of background information and aerial photograph, ERCA has no objection to these applications for Consent and Minor Variance.*

- ii) Email dated January 18, 2021 from the Windsor Police Department stating that: *The Windsor Police Service has no concerns or objections with the proposed severance for a lot addition, resulting in relief required from the minimum lot area. The end result will not impair police service delivery to the property.*
- iii) Email dated January 11, 2021 from the Fire Department indicating no comments.
- iv) Email dated January 15, 2021 from the Engineering & Public Works Department indicating the following:
  - *Drainage Apportionment required for the Shaw Drain North.*
- v) Planning Report dated January 18, 2021 from Frank Garardo, Secretary Treasurer and Sarah French, Planner.

Committee Discussion:

The Chair introduced the application and asked if there were any members of the public present for this application. The Planner, Frank Garardo read the purpose of the application. Rick Laframboise presented the concept of the application. Mr. Laframboise stated that the full desired lot addition was not requested during the original lot addition request due to the location of the old house. The house has since been removed and rebuilt further from the neighbouring property. The lot addition would allow the property owner to have access to their existing garage over their own property. The Chair commented that the lot addition will not be impacting farmland and will not have a visual change on the land. The applicant confirmed that no new buildings are proposed. The requirement of the condition to require that the septic system be inspected was discussed. Committee member Mailloux recommended removal of the condition. Frank Garardo read the conditions of the severance and the applicant acknowledged understanding.

The following resolution was put forth:

That application B/02/21 be approved subject to the following conditions:

1. That a Reference Plan of the subject property satisfactory to the municipality be deposited in the Registry Office; an electronic and paper copy to be provided to the municipality.
2. The applicant submit to the municipality the deed, in triplicate, acceptable for registration in order that consent may be attached to the original and duplicate and a copy be provided to the municipality.
3. Subsection 3 of Section 50 of the Planning Act applies to any subsequent conveyance or transaction of or in relation to the parcels of land being the subject of the consent (severed and retained parcels).
4. That prior to the stamping of deeds the owner is to provide satisfactory evidence that the adjacent parcel is under consolidation relative to the parcels which are the subject of the consent.
5. That all property taxes be paid in full.

6. That an assessment apportionment for any and all drains affected by the severance be completed in accordance with the provisions of the Drainage Act and that all costs associated with said apportionment be paid by the applicant.
7. That a minor variance be obtained from the provisions of Bylaw 1999-52, as amended, Section 26(3)(a)(i) which requires a minimum lot area of 40 hectares in an Agricultural (A) Zone regarding the retained farm parcel.
8. This consent will be deemed to be refused in accordance with the Planning Act if the above noted conditions are not met within one year from the date of this notice.

Moved by: Terris Buchanan

Seconded by: Josh Mailloux

-carried-

	Yes/Concur	No/Not Concur
Terris Buchanan	x	
Anthony Campigotto	x	
Josh Mailloux	x	
Donald Shaw (VC)	x	
David Cozens (CH)	x	

Reasons of Committee – The request is in conformity with Sections 6.1.2 and 6.1.2(6) of Amherstburg's Official Plan and is consistent with the Provincial Policy Statement. The proposed lot addition does not remove agricultural land from production.

That application A/02/21 be approved.

Moved by: Anthony Campigotto

Seconded by: Don Shaw

-carried-

	Yes/Concur	No/Not Concur
Terris Buchanan	x	
Anthony Campigotto	x	
Josh Mailloux	x	
Donald Shaw (VC)	x	
David Cozens (CH)	x	

Reasons of Committee – The Committee, having considered the evidence presented, and having reviewed the plans and correspondence on file, is satisfied that the variance request is minor in nature, will not impact the character of the neighbourhood, and is keeping with the intent of the Official Plan and Zoning By-law. The proposed lot addition does not remove agricultural land from production.

### 6.3 Applications B/03/21 & A/03/21 – Dean Wynants – 5569 Concession 5 N (Roll No. 3729-440-000-01500)

Public in Attendance: Dean Wynants

**B/02/21:** The applicant is proposing to sever a vacant parcel of farmland with 21.95 m (72 ft) frontage by an irregular depth and an area of 7.18 hectares (17.73 acres) for the purpose of a lot addition to merge with the 48.74 acre farm to the north known as Con 5, Pt Lt 8, designated as Part 3, 12R-10930, E/S Concession 5 N. The proposed retained parcel being 91.44 m (300 ft) frontage by 277.37 m (910 ft) depth has an area of 2.54 hectares (6.27 acres), and is designated and zoned Agricultural in both the Town's Official Plan and Zoning By-law.

**A/03/21:** The applicant is requesting relief from Zoning Bylaw 1999-52, as amended, Section 26(3)(a)(i) which requires a minimum lot area of 40 hectares in an Agricultural (A)

Zone. Subsequent to a severance of 7.17 hectares (17.73 acres) from an existing 9.71 hectares (24 acres) parcel the retained parcel will have an area of 2.54 hectares (6.27 acres). Therefore, the amount of relief requested is 37.46 hectares (92.57 acres).

The following correspondence was received from the various agencies and residents circulated:

- i) Letter dated January 18, 2021 from the Essex Region Conservation Authority stating:  
*The above noted lands are subject to our Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation under the Conservation Authorities Act (Ontario Regulation No. 158/06). The parcel falls within the regulated area of the Dauphin Drain and Smale Drain. The property owner will be required to obtain a Permit and/or Clearance from the Essex Region Conservation Authority prior to any future construction or site alteration or other activities affected by Section 28 of the Conservation Authorities Act. Our office has reviewed the proposal and has no concerns relating to stormwater management. The subject property is not within or adjacent to any natural heritage feature that may meet the criteria for significance as defined by the PPS. Based on our review, we have no objection to the application with respect to the natural heritage policies of the PPS. With the review of background information and aerial photograph, ERCA has no objection to these applications for Minor Variance and Consent.*
- ii) Email dated January 18, 2021 from the Windsor Police Department stating that:  
*The Windsor Police Service has no objections with the proposed severance to enable a lot addition. This change will not impair police service delivery to the property.*
- iii) Email dated January 15, 2021 from the Engineering and Public Works Department indicating the following:
  - *Drainage Apportionment required for the Dauphin Drain and the Agreement Drain.*
- iv) Email dated January 11, 2021 from the Fire Department dated indicating no comments.
- v) Planning Report dated January 18, 2021 from Frank Garardo, Secretary Treasurer and Sarah French, Planner.

Committee Discussion:

The Chair introduced the application and asked if there were any members of the public present for this application. There were none. The Planner, Frank Garardo read the purpose of the application. Dean Wynants presented the concept of the application. Mr. Wynants stated that he planted the trees on the property through a program with ERCA in 2008 and would like to keep the 6 acres of land with his house. The farmland would remain agricultural and would continue to be farmed by the current farmer (Tony Simon). A discussion occurred regarding the merits of rezoning the 3.2 acres of woodlot to Environmental Protection (EP) Zone. Members Don Shaw and Josh Mailloux were opposed to the rezoning. Mr. Wynants also stated that he would prefer not to have the rezoning as a condition but if required, would be willing to rezone. Member Terris Buchanan stated that the rezoning would protect the woodlot and would only prevent the owner from building in it. Frank Garardo stated that retained lands for severances in the agricultural area are typically smaller and the rezoning was a way to justify a larger parcel as the 3.2 acres would be protected and therefore remain agricultural, as woodlots can be considered an agricultural use. A similar severance from 2018 was referenced. The severance in question also had a large parcel of environmentally protected land as part of the retained parcel. A motion for the approval without the rezoning condition was put forth but was defeated three to two. A motion for the approval with the rezoning condition was put forward and carried three to two. Frank Garardo read the proposed conditions and the applicant acknowledged understanding of the conditions.

The following resolution was put forth:



That application B/03/21 be approved subject to the following conditions:

1. That a Reference Plan of the subject property satisfactory to the municipality be deposited in the Registry Office; an electronic and paper copy to be provided to the municipality.
2. The applicant submit to the municipality the deed, in triplicate, acceptable for registration in order that consent may be attached to the original and duplicate and a copy be provided to the municipality.
3. That all property taxes be paid in full.
4. That an assessment apportionment for any and all drains affected by the severance be completed in accordance with the provisions of the Drainage Act and that all costs associated with said apportionment be paid by the applicant.
5. That Subsection 3 of Section 50 of the Planning Act applies to any subsequent conveyance or transaction of or in relation to the parcel of land being the subject of the consent.
6. That prior to the stamping of deeds the owner is to provide satisfactory evidence that the adjacent parcel is under consolidation relative to the parcel which is the subject of the consent.
7. That the applicant obtain a report from an independent qualified person that the existing private septic system serving the surplus dwelling does not cross the property lines, that the system is in working order and that its operation will not be affected by the severance, to the satisfaction of the Building Department.
8. That a minor variance be obtained from the provisions of Bylaw 1999-52, as amended, Section 26(3)(a)(i) which requires a minimum lot area of 40 hectares in an Agricultural (A) Zone regarding the retained rural residential parcel in an Agricultural (A) Zone.
9. This consent will be deemed to be refused in accordance with the Planning Act if the above noted conditions are not met within one year from the date of this notice.

Moved by: Josh Mailloux

Seconded by: Don Shaw

-defeated-

	Yes/Concur	No/Not Concur
Terris Buchanan		X
Anthony Campigotto		X
Josh Mailloux	X	
Donald Shaw (VC)	X	
David Cozens (CH)		X

Reasons of the Committee – The majority of the Committee members felt that in order to approve the retained lot at 6.27 acres that the 3.2 acre parcel planted as a woodlot should be rezoned to Environmental Protection (EP) to ensure it cannot be built on in the future.

The following resolution was put forth:

That application B/03/21 be approved subject to the following conditions:

1. That a Reference Plan of the subject property satisfactory to the municipality be deposited in the Registry Office; an electronic and paper copy to be provided to the municipality.
2. The applicant submit to the municipality the deed, in triplicate, acceptable for registration in order that consent may be attached to the original and duplicate and a copy be provided to the municipality.
3. That all property taxes be paid in full.
4. That an assessment apportionment for any and all drains affected by the severance be completed in accordance with the provisions of the Drainage Act and that all costs associated with said apportionment be paid by the applicant.
5. That Subsection 3 of Section 50 of the Planning Act applies to any subsequent conveyance or transaction of or in relation to the parcel of land being the subject of the consent.

6. That prior to the stamping of deeds the owner is to provide satisfactory evidence that the adjacent parcel is under consolidation relative to the parcel which is the subject of the consent.
7. That the applicant obtain a report from an independent qualified person that the existing private septic system serving the surplus dwelling does not cross the property lines, that the system is in working order and that its operation will not be affected by the severance, to the satisfaction of the Building Department.
8. That a minor variance be obtained from the provisions of Bylaw 1999-52, as amended, Section 26(3)(a)(i) which requires a minimum lot area of 40 hectares in an Agricultural (A) Zone regarding the retained rural residential parcel in an Agricultural (A) Zone.
9. That the 3.2 acre portion of the retained lot that contains the planted woodlot be rezoned to Environmental Protection (EP) Zone.
10. This consent will be deemed to be refused in accordance with the Planning Act if the above noted conditions are not met within one year from the date of this notice.

Moved by: Terris Buchanan

Seconded by: Anthony Campigotto

-carried-

	Yes/Concur	No/Not Concur
Terris Buchanan	x	
Anthony Campigotto	x	
Josh Mailloux		x
Donald Shaw (VC)		x
David Cozens (CH)	x	

Reasons of Committee – The request is in conformity with Sections 6.1.2 and 6.1.2(6) of Amherstburg's Official Plan and is consistent with the Provincial Policy Statement. The proposed lot addition will not remove any land from agricultural production and the existing woodlot will be rezoned to the Environmental Protection (EP) Zone to protect it from future development.

That application A/03/21 be approved.

Moved by: Terris Buchanan

Seconded by: Anthony Campigotto

-carried-

	Yes/Concur	No/Not Concur
Terris Buchanan	x	
Anthony Campigotto	x	
Josh Mailloux	x	
Donald Shaw (VC)	x	
David Cozens (CH)	x	

Reasons of Committee – The Committee, having considered the evidence presented, and having reviewed the plans and correspondence on file, is satisfied that the variance request is minor in nature, will not impact the character of the neighbourhood, and is keeping with the intent of the Official Plan and Zoning By-law. The proposed lot addition will not remove any land from agricultural production and the existing woodlot will be rezoned to the Environmental Protection (EP) Zone to protect it from future development.

**6.4 Applications B/04/21 & B/05/21 – 1109158 Ontario Ltd, c/o Casey Martin, Agent– 158 & 168 Texas Road (Roll Nos. 3729-420-000-23100 & 23000)**

Public in Attendance: Casey Martin, Nick Martin

**B/04/21:** The applicant is proposing to sever a parcel of land being 20 m (66 ft) ± frontage by 68.58 m (225 ft) depth with an area of 1379.61 sq m (14,850 sq ft) to create a new building lot for a semi-detached dwelling and accessory uses. The remaining parcel being 45.72 m (150 ft) ± frontage by an irregular depth with a total area of 5.2 ha (12.86 ac) is vacant land.

**B/05/21:** The applicant is proposing to sever a parcel of land being 20.73 m (68 ft) ± frontage by 137.16 m (450 ft) depth with an area of 2842.83 sq m (30,600 sq ft) to create a new building lot for a single detached dwelling and accessory uses. The remaining parcel being 25 m (82 ft) ± frontage by an irregular depth with a total area of 4.92 ha (12.16 ac) is vacant land.

The subject lands are designated Low Density Residential in the Town's Official Plan and zoned Residential Second Density (R2) Zone and holding Residential Second Density (h-R2) Zone in the Zoning By-law 1999-52. The proposed severances are located within the Low Density Residential designation and Residential Second Density (R2) Zone.

The following correspondence was received from the various agencies and residents circulated:

- i) Letter dated January 18, 2021 from the Essex Region Conservation Authority stating:  
*The above noted lands are subject to our Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation under the Conservation Authorities Act (Ontario Regulation No. 158/06). The parcel falls within the regulated area of the Jeths Drain. The property owner will be required to obtain a Permit and/or Clearance from the Essex Region Conservation Authority prior to any construction or site alteration or other activities affected by Section 28 of the Conservation Authorities Act.*  
*Our office has reviewed the proposal and has no concerns relating to stormwater management.*  
*Our information indicates that the subject property may support habitat of endangered species and threatened species. As per Section 2.1.7 of the PPS, 2020 – "Development and site alteration shall not be permitted in habitat of endangered species and threatened species, except in accordance with provincial and federal requirements". All species listed as endangered or threatened (aquatic species, plants, mammals, birds, reptiles, amphibians, etc.) as well as their related habitats, are protected under the Ontario Endangered Species Act. Prior to initiating any proposed works on this property, it is the proponent's responsibility to contact the Species at Risk Branch of the Ontario Ministry of Environment, Conservation & Parks (MECP) to ensure all issues related to the Endangered Species Act are addressed. All inquiries regarding the Endangered Species Act should be made with Permissions and Compliance Section of the MECP (e-mail address: SAROntario@ontario.ca).*  
*We note that the subject property contains and/or is adjacent to (within 120 m of) a natural heritage feature that may meet the criteria for significance under the PPS. Natural heritage policies of the PPS, 2020 state – "Development and site alteration shall not be permitted... unless it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions."*  
*However, notwithstanding the above noted references to the PPS policies, we note that the proposed severed lots are adequately setback from the natural heritage feature. Therefore, we do not anticipate any negative impacts associated with the proposal. Based on our review, we have no objection to the application with respect to the natural heritage policies of the PPS.*  
*With the review of background information and aerial photograph, ERCA has no objection to these applications for Consent.*
- ii) Email dated January 18, 2021 from the Windsor Police Department stating that:  
*The Windsor Police Service has no concerns or objections with the proposed*

severance for a new building lot to permit a semi-detached dwelling and a severance to permit a single dwelling. Neither application will impair police service delivery to the subject properties.

- iii) Email dated January 15, 2021 from the Engineering and Public Works Department stating that:
  - *Drainage Apportionment required for the Jeth's Drain.*
  - *Individual water service connection required for each new dwelling unit.*
  - *Sanitary sewer service connections will be required for each new dwelling unit. The existing sanitary sewer is located on the south side of Texas Road, opposite of the subject parcels. It will be required to drill new service leads beneath Texas Road in order to service the new lots.*
  - *The cost of all servicing requirements will be at the expense of the applicant.*
  - *Based on the proposal, the new dwelling units will require a new driveway access from Texas Road. Any new driveway access must satisfy all Town bylaws and policies regarding sight line, setbacks, widths, etc.*
  - *The applicant will be required to obtain a Right-of-Way Permit from EPW according to Town policy for any work required within the limits of the Town right-of-way. All permitting cost will be entirely borne by the applicant.*
- iv) Email dated January 11, 2021 from the Fire Department indicating no objection.
- v) Planning Report dated January 18, 2021 from Frank Garardo, Secretary Treasurer and Sarah French, Planner.

Committee Discussion:

The Chair introduced the application and asked if there were any members of the public present for this application. There were none. The Planner, Frank Garardo read the purpose of the application. Casey Martin explained the concept of the application. The depth of the 450 ft lot was questioned. It was considered whether the lot should be the same depth as the semi-detached lots. Mr. Martin explained that the owner of the neighbouring lot was interested in purchasing the lot to build a house for his son and requested the 450 ft depth. The process for severing the semi-detached lot was questioned. Mr. Martin replied that he would return for an additional severance once the foundation of the semi-detached building was in the ground. Frank Garardo read the proposed conditions and the applicant acknowledged understanding of the conditions. It was discussed whether a requirement for the applicant to contact the MECP prior to issuance of building permits should be included. Frank Garardo stated that the area of the lot with the natural habitat was protected by a holding zone and no buildings would be permitted in that area without a rezoning. Therefore, the condition was deemed unnecessary. Member Josh Mailloux left the meeting at 9:09 a.m. due to a conflicting engagement. Member Josh Mailloux was present for the voting on application B/04/21 but was not present for the voting on application B/05/21.

The following resolution was put forth:

That applications B/04/21 be approved subject to the following conditions:

1. That a Reference Plan of the subject property satisfactory to the municipality be deposited in the Registry Office; a copy to be provided to the municipality.
2. The applicant to submit to the municipality the deed, in triplicate, acceptable for registration in order that consent may be attached to the original and duplicate and a copy be provided to the municipality.
3. That all property taxes be paid in full.
4. That an access bridge permit must be completed to the two severed properties where one does not exist prior to the issuance of a building permit. If the access is constructed over a municipal drain, it will be completed in accordance with the provisions of the Drainage Act, and if the access is constructed over a roadside drain it will be completed under the supervision of the Town's Manager of Engineering and Operations.
5. That the property owner shall install separate water services, sanitary sewer

services, storm water sewer services and utility services, for the proposed new lot in accordance with and under the supervision of the municipality at the applicant's expense, prior to the stamping of deeds, if necessary.

6. That the developer be required to undertake lot grading plans for the two severed lots to the satisfaction of the Building Department.
7. That an assessment apportionment for any and all drains affected by the severance be completed in accordance with the provisions of the Drainage Act and that all costs associated with said apportionment be paid by the applicant.
8. That a parkland fee be paid to the Town of Amherstburg prior to the stamping of the deeds in an amount of \$300 per lot.
9. This consent will be deemed to be refused in accordance with the Planning Act if the above noted conditions are not met within one year from the date of this notice.

Moved by: Anthony Campigotto

Seconded by: Terris Buchanan

-carried-

	Yes/Concur	No/Not Concur
Terris Buchanan	x	
Anthony Campigotto	x	
Josh Mailloux	x	
Donald Shaw (VC)	x	
David Cozens (CH)	x	

Reasons of Committee – The request is in conformity with Sections 6.1.2 of Amherstburg's Official Plan and is consistent with the Provincial Policy Statement. The proposed lots provide for infill development that meets the provisions of the Zoning By-law 1999-52, as amended.

The following resolution was put forth:

That applications B/05/21 be approved subject to the following conditions:

1. That a Reference Plan of the subject property satisfactory to the municipality be deposited in the Registry Office; a copy to be provided to the municipality.
2. The applicant to submit to the municipality the deed, in triplicate, acceptable for registration in order that consent may be attached to the original and duplicate and a copy be provided to the municipality.
3. That all property taxes be paid in full.
4. That an access bridge permit must be completed to the two severed properties where one does not exist prior to the issuance of a building permit. If the access is constructed over a municipal drain, it will be completed in accordance with the provisions of the Drainage Act, and if the access is constructed over a roadside drain it will be completed under the supervision of the Town's Manager of Engineering and Operations.
5. That the property owner shall install separate water services, sanitary sewer services, storm water sewer services and utility services, for the proposed new lot in accordance with and under the supervision of the municipality at the applicant's expense, prior to the stamping of deeds, if necessary.
6. That the developer be required to undertake lot grading plans for the two severed lots to the satisfaction of the Building Department.
7. That an assessment apportionment for any and all drains affected by the severance be completed in accordance with the provisions of the Drainage Act and that all costs associated with said apportionment be paid by the applicant.
8. That a parkland fee be paid to the Town of Amherstburg prior to the stamping of the deeds in an amount of \$300 per lot.
9. This consent will be deemed to be refused in accordance with the Planning Act if the above noted conditions are not met within one year from the date of this notice.

Moved by: Terris Buchanan  
 Seconded by: Anthony Campigotto

-carried-

	Yes/Concur	No/Not Concur
Terris Buchanan	x	
Anthony Campigotto	x	
Josh Mailloux	Absent	Absent
Donald Shaw (VC)	x	
David Cozens (CH)	x	

Reasons of Committee – The request is in conformity with Sections 6.1.2 of Amherstburg's Official Plan and is consistent with the Provincial Policy Statement. The proposed lots provide for infill development that meets the provisions of the Zoning By-law 1999-52, as amended.

**6.5 Application A/04/21 – Robert & Ann Young– 5770 Alma Street (Roll No. 3729-390-000-00900)**

Public in Attendance: Robert and Ann Young

**A/04/21:** The applicant is proposing the construction of a single detached structure and an accessory structure on a vacant parcel of land at 5770 Alma Street. This parcel of land is adjacent to an abandoned livestock farm operation. Due to the potential use of the farm in the future Minimum Distance Separation guidelines must be addressed.

The applicant is requesting relief from Zoning By-law 1999-52, as amended, Section 3(18) which requires Minimum Distance Separation (MDS) guidelines to be complied with for the erection of new single detached dwelling on a separate lot from existing farm buildings. MDS I Guideline 20 requires for unoccupied livestock buildings a 109 m (357.61 ft) setback between the closest existing agricultural structure and the proposed dwelling unit on a separate lot. MDS Guideline 13 exempts the proposed accessory structure from requiring to comply with this setback.

The proposed single detached dwelling is proposed to be erected with a 30.5 metres (100.07 ft) setback from the closest existing agricultural structure. The proposed setback would put the rear of the proposed structure in line with the houses to the east and west and fronting on Alma Street. Therefore, the amount of relief being requested is 78.5 metres (257.55 ft). The subject property is designated and zoned Agricultural in the Town’s Official Plan and Zoning By-law.

The following correspondence was received from the various agencies and residents circulated:

- i) Letter dated January 18, 2021 from the Essex Region Conservation Authority indicating no comments.
- ii) Email dated January 18, 2021 from the Windsor Police Department stating that: *The Windsor Police Service has no concerns or objections with the variance being sought allowing for the construction of a new single unit dwelling and an accessory structure. The relief required for minimum distance separation from an unoccupied livestock dwelling will carry no impacts to police service delivery whatsoever.*
- iii) Email dated January 15, 2021 from the Engineering and Public Works Department identifying no comments.
- iv) Email dated January 11, 2021 from the Fire Department indicating no comments.
- v) Planning Report dated January 18, 2021 from Frank Garardo, Secretary Treasurer and Sarah French, Planner.

Committee Discussion:

The Chair introduced the application and asked if there were any members of the public present for this application. There were none. The Planner, Frank Garardo read the purpose of the application. Robert Young presented the concept of the application. The applicant was asked about who the house was being built for. Mr. Young responded that he is building the house for his own habitation. Clarification was requested on whether the owners of the unoccupied farm structures would be permitted to operate in the future. Sarah French responded that the owners would be able to use the existing buildings, but would unlikely be able to expand the operation due to the existence of the multiple houses within the required setback. The location of the demolished house was questioned. Mr. Young stated that he is not placing the new house exactly where the old house was located. It was agreed that the application was appropriate due to the existence of many other houses within the required setback.

The following resolution was put forth:

That application A/04/21 be approved.

Moved by: Anthony Campigotto

Seconded by: Don Shaw

-carried-

	Yes/Concur	No/Not Concur
Terris Buchanan	x	
Anthony Campigotto	x	
Josh Mailloux	Absent	Absent
Donald Shaw (VC)	x	
David Cozens (CH)	x	

Reasons of Committee – The Committee, having considered the evidence presented, and having reviewed the plans and correspondence on file, is satisfied that the variance request is minor in nature, will not impact the character of the neighbourhood, and is keeping with the intent of the Official Plan and Zoning By-law. The minor variance will not impede the livestock farm from operating out of the existing structures.

7. **Next Meeting** to be February 23, 2021.

8. **Adjournment**

The meeting was adjourned at 9:20 a.m.

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Chairman- Dave Cozens

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Secretary- Frank Garardo



**TOWN OF AMHERSTBURG  
DRAINAGE BOARD  
Tuesday, March 2, 2021  
6:00 PM  
ELECTRONIC PARTICIPATION**

**MINUTES**

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**PRESENT**

Bob Bezaire, Chair  
Allan Major, Vice-Chair  
Brad Laramie  
Bob Pillon  
Anthony Campigotto  
Shane McVitty, Drainage Superintendent &  
Engineering Coordinator  
Nicole Humber, Recording Secretary  
Kevin Fox, Policy and Committee Coordinator

**ABSENT**

**CALL TO ORDER**

The Chair called the meeting to order at 6:00 p.m.

**ROLL CALL**

**DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF**

There were none.



**4. MINUTES OF PREVIOUS MEETING**

Anthony Campigotto moved, Allan Major seconded;

**That:**

**The minutes of the previous meeting BE ADOPTED:**

**1. Drainage Board Meeting Minutes – February 2, 2021**

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Bob Pillon	X	
Allan Major – Vice Chair	X	
Brad Laramie	X	
Anthony Campigotto	X	
Bob Bezaire - Chair	X	

**Motion Carried**

**5. OPEN COURT OF REVISION**

The Chair opened the Court at 6:03 p.m.

**5.1 Appeals – Bridges Over the Owen Bondy Drain**

Board Chair Bob Bezaire provided the Board Members with a brief overview of the procedures of the Court of Revision. Board Chair Bob Bezaire added that the Town had not received any written appeals, and there were no online delegations from landowners.

Shane McVitty informed the Board Members that the engineer on this project, Mr. Tony Peralta, P.Eng from N.J. Peralta Engineering Inc. had been advised that he

was not required to attend the meeting as there were no appeals received or delegates registered, and as well to keep the engineering costs down. Mr. McVitty stated that the single landowner assessed on this project had submitted a waiver form which waived his rights to appeal to the Court of Revision and the Tribunal. Mr. McVitty further stated that the landowner in this instance has indicated that he has no intention to appeal and by waiving his rights to do so, construction could possibly be advanced prior to the expiration of the normal appeal periods.

Board Chair Bob Bezaire asked if the Court Members had any questions.

There were none.

Allan Major moved, Anthony Campigotto seconded;

**That:**

1. **The appeals submitted written or verbally to the Court of Revision for the Bridges Over the Owen Bondy Drain BE RECEIVED;**
2. **The waiver submitted and signed by Charles Stockwell to waive all rights of appeal to the Court of Revision, the Drainage Tribunal and the Drainage Referee BE RECEIVED; and,**
3. **The schedule of assessment as presented by N.J. Peralta Engineering Ltd. for the Bridges Over the Owen Bondy Drain BE APPROVED.**

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Bob Pillon	X	
Allan Major – Vice Chair	X	
Brad Laramie	X	
Anthony Campigotto	X	
Bob Bezaire - Chair	X	

**Motion Carried**

**6. CLOSE COURT OF REVISION**

Bob Pillon moved, Allan Major seconded;

**That:**

**1. The Court of Revision be ADJOURNED.**

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Bob Pillon	X	
Allan Major – Vice Chair	X	
Brad Laramie	X	
Anthony Campigotto	X	
Bob Bezaire - Chair	X	

**Motion Carried**

The Court of Revision was closed at 6:07 p.m.

**7. CONSIDERATION OF FINAL DRAINAGE REPORT**

**7.1 Improvements to the Charles Shepley Drain**

Mike Gerrits, P.Eng of R. Dobbin Engineering Inc. explained that his report addressed a request that the Town received under Section 78 of the Drainage Act to provide an investigation of existing culverts and drain maintenance schedules.

Mr. Gerrits added the following:

- There are two existing access culverts on the Charles Shepley Main Drain that were not identified the 1968 Settingrington report or the 1980 Armstrong report.
- The Charles Shepley Branch Drain had one culvert that had been removed prior to Mr. Gerrit’s report; there are three existing access

culverts, however these were not identified under either of the previous two reports.

- The Main Drain is an open channel that runs in both the Town of Essex and the Town of Amherstburg and outlets into the Long Marsh Drain.
- The Branch Drain is an open channel drain that is solely in the Town of Amherstburg and outlets into the Charles Shepley Main Drain.
- The minimum culvert length in this report was increased from the standard 6.0m top-width to 8.5m top-width to compensate for the existing road and narrow shoulder width. The wider top-widths also considers a safe turning radius across the new bridges that will accommodate larger farm machinery.
- Recommendations in the report are to remove the culvert at Station 0+135. A new access culvert for the property formerly served by this culvert will be installed at the southerly property limits.
- Culvert #3 will be removed and replaced at its existing location.
- A small pedestrian type culvert at located at Station 3+389 is also recommended for removal. The landowner has asked for the crossing to be moved to the top end of the drain. Mr. Gerrits advised that since the access would be moved to the top end of the drain at Station 3+786, there would be no need for a culvert at that location. Mr. Gerrits explained that the drain is filled in at this location, so a culvert pipe is unnecessary. He added that he has recommended that that portion of the drain be abandoned under this report.
- A new maintenance schedule was prepared to address future maintenance of the Charles Shepley Drain and Charles Shepley Branch Drain. This schedule, along with bridge cost sharing percentages, shall be used in the future to assess the costs of future maintenance on the open portion of the drains as well as on all bridges.
- The estimated cost of the project, which includes all engineering and ancillary fees, is \$73,336.00

Board Chair Bob Bezaire asked if anyone listening online had any questions.

The Board heard from:

**Joe Grondin – Landowner**

Mr. Grondin had the following concerns:

- Bridge # 8 (Branch Drain) for the Bonnefield Farms is in poor condition and is listed in the report to be replaced at a later date. Mr. Grondin expressed his concern that the Bonnefield land is assessed for the entire cost of the bridge removal, however he is assessed 22% of the replacement costs of this bridge. Mr. Grondin noted that the existing culvert is actually obstructing flow in the drain and that it was installed illegally. He questioned why the replacement is cost shared if the bridge is being treated as a new legal installation should Bonnefield choose to replace the culvert.
- Mr. Gerrits stated that the reason the culvert exists is partly because there is water flowing down the property line from the upstream Grondin lands. It also provides convenient access from one farm to the other. There are two separate Bonnefield properties and under the Drainage Act, each property is entitled to an access.
- Mr. Grondin reiterated that he did not understand why he was being assessed when the two separate properties in question have access to the lands from Concession 9 and Smith Side Road. He added that he has not seen this kind of assessment happen anywhere else. Mr. Grondin asked Mr. McVitty if he has ever heard of this kind of assessment in Amherstburg, and requested an example be provided to him by the Amherstburg Drainage Department.
- Mr. McVitty explained that he cannot recall a similar bridge assessment situation, nor could he recall other drainage reports having properties with the same circumstance. Mr. McVitty stated that there are many circumstances when a landowner is assessed the entire cost of an access culvert. However, Mr. McVitty stressed that Mr. Gerrits is the engineer for this project and has indicated at this meeting that he has put a lot of thought into the assessment of this particular bridge. Mr. McVitty added that the explanation from the engineer is what should be considered and not other drainage projects in Amherstburg.
- Mr. Gerrits explained that this particular case was a different situation from most and there was careful consideration while calculating his assessment. Mr. Gerrits added that the upstream landowners would be

assessed as a benefit because their water goes through the culvert. Mr. Gerrits noted an exception would be if the culvert was a secondary culvert in which case the secondary culvert would be 100% assessed to the benefitting landowner. Mr. Gerrits advised that he has reduced the assessment ratio to a point that he considers fair and added that as part of his assessment review, he had to look at both sides.

The Chair asked if there were any questions from the Board.

Board member Brad Laramie asked the following:

- Were the bridges that were identified in the previous reported installed privately?

Mr. Gerrits advised that it does happen periodically, and at one time culverts were not put into drainage reports. These culverts are considered private until they are adopted under an engineering report and bylaw.

- How does Bonnefield currently accesses their properties?

Mr. Grondin advised that one of the Bonnefield properties is accessed off the 9<sup>th</sup> Concession while the other is accessed off of Smith Side Road.

- Why were some properties are assessed a higher rate than others that are identical in size. Mr. Laramie specifically pointed out parcel number 19, which seems to be assessed a higher costs compared to others.

Mr. Gerrits advised that this particular property is located at the top end of the drain and is assessed higher as their water travels through every culvert. Therefore, they are paying into each culvert that is located on the Main Drain.

- The culvert for the Bonnefield property is obstructing water, was it not installed at the right height?

Mr. Gerrits stated that particular culvert was installed high and is causing problems.

Mr. McVitty added that years ago the Town attempted to have an on-site meeting for drain maintenance, but there was no appetite at that time to have the drain maintained. In fact, the file shows that no one attended the meeting. Had this project been initiated at that time, the Town would have been forced to appoint an engineer to look at the bridges and the schedule of assessment provided under the previous report as it was inadequate for

the purposes of drain or bridge maintenance. Had this happened, the high culvert at the Bonnefield farms would have been reviewed then.

Board Member Bob Pillon asked the following:

- Could the Branch Drain be enclosed with a tile and do away with the bridges.

Mr. Gerrits advised that closing the drain would be expensive and would result in higher assessments to the Grondin's and Bonnefield lands. He added that permits would be needed from ERCA and the DFO, which are sometimes difficult to get for drain enclosure projects.

Board Chair Bob Bezaire asked if any other landowners participating had any comments or questions.

### **Samuel Klomp – Landowner**

- Mr. Klomp asked if the phragmites would be cleared from the drain as part of this report.

Mr. Gerrits indicated that the scope of this report was to address bridges and a maintenance schedule.

Mr. McVitty stated that as of now, the scope of the work only includes bridge improvements. However, the engineering report provides new schedules and drain profiles for future maintenance. Mr. McVitty further stated that the Town of Amherstburg has been spraying phragmites for the last couple of years to great success. The Town has also been following up the spraying with mechanical brushing using a Town tractor with a mowing tool. Mr. McVitty added that the main drain may need a contractor with a larger reaching machine to cut the phragmites due to its depth. Mr. McVitty indicated that the Town has not received a maintenance request for the Charles Shepley Drain.

Bob Pillon moved, Brad Laramie seconded;

**That:**

- 1. The engineer's report, prepared by R. Dobbin Engineering Inc. on January 18, 2021 for the Improvements to the Charles Shepley Drain BE RECEIVED;**
- 2. The engineer's report for the Improvements to the Charles Shepley Drain, BE CONSIDERED;**
- 3. The PROVISIONAL ADOPTION of By-law 2021-016 of the engineer's report for the Improvements to the Charles Shepley Drain BE BROUGHT to the next Regular Council meeting for Council's consideration; and,**
- 4. Administration BE DIRECTED to schedule the Court of Revision for the Improvements to the Charles Shepley Drain.**

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Bob Pillon	X	
Allan Major – Vice Chair	X	
Brad Laramie	X	
Anthony Campigotto	X	
Bob Bezaire - Chair	X	

**Motion Carried**



## **8. NEW BUSINESS**

### **8.1 Owen Bondy Drain & Whelan Drain – Section 65 Adjustments for 1454410 Ontario Inc. (Cecilia Acres) Development**

Mr. McVitty provided a brief overview regarding the development of two properties within the watersheds of the Owen Bondy and Whelan Drains. He indicated that the report, which was completed by the firm N.J. Peralta Engineering Ltd., adjusts the assessment proportions to recognise the land use changes of the two properties. He added that the existing farmlands are currently being developed into greenhouse facilities. Mr. McVitty advised that this report makes adjustments for fair assessments of any future works of maintenance on the Owen Bondy Drain and the Whelan Drain.

Board Chair Bob Bezaire if there were any questions from the Board.

There were none.

Allan Major moved, Anthony Campigotto seconded;

**That:**

- 1. The report from the Drainage Superintendent and Engineering Coordinator dated February 9, 2021, regarding the Section 65(3) Adjustments – Owen Bondy Drain and Whalen Drain, BE RECEIVED;**
- 2. The engineer’s report, prepared by N.J. Peralta Engineering Ltd., dated January 19, 2021, for the Section 65 Adjustments to Parcels 360-01700 & 360-01800 for 1454410 Ontario Inc. (Cecelia Acres) Development, BE RECEIVED;**
- 3. The assessment adjustments as listed in the engineering report prepared by N.J. Peralta Engineering Ltd. BE APPROVED, and;**
- 4. Administration BRING FORWARD the Drainage Board’s recommendation to approve the assessment adjustments at a future Regular Council Meeting.**

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Bob Pillon	X	
Allan Major – Vice Chair	X	
Brad Laramie	X	
Anthony Campigotto	X	
Bob Bezaire - Chair	X	

**Motion Carried**

## 8.2 Parks Drain – Engineering Appointment

Mr. McVitty provided an overview of the request from Mr. Jon Parks for a proposed development of five lots on County Road 20 adjacent to the Parks Drain. Mr. McVitty stated that in order to move ahead with the five severances, new access bridges are needed. Mr. McVitty further stated that when the Parks Drain was initially created under a Section 4 petition from Mr. Parks, five lots were severed and bridges were provided under a report by Dillon Consulting Ltd. Accordingly, Dillon is being recommended to complete a report to provide for the new bridges to the newly severed lots.

Board Chair Bob Bezaire if there were any questions from the Board.

There were none.

Anthony Campigotto moved, Bob Pillon seconded;

**That:**

1. **The report from the Drainage Superintendent and Engineering Coordinator dated February 9, 2020, regarding the Parks Drain – Engineering Appointment BE RECEIVED;**
2. **The Drainage Board recommend that Council ACCEPT the request from Jon Parks for the installation of five (5) new access culverts over the Parks Drain per Section 78 of the Drainage Act; and,**
3. **The Drainage Board recommend that the appointment of the firm of Dillon Consulting Ltd. to complete the necessary report for the repair and improvement to the Parks Drain, BE APPROVED by Council.**

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Bob Pillon	X	
Allan Major – Vice Chair	X	
Brad Laramie	X	
Anthony Campigotto	X	
Bob Bezaire - Chair	X	

**Motion Carried**

### **8.3 Jeths Drain – Engineering Appointment**

Mr. McVitty informed the Board members that this report deals with recommendations to appoint an engineer for improvements to the Jeths Drain. Mr. McVitty explained that a new engineering report is needed to address the potential effects of a proposed development that will abut the Jeths Drain. Mr.

McVitty indicated that the proposed development plans for approximately 8 acres, consist of 18 residential building lots. Mr. McVitty further explained that site inspections have identified some issues with the drain that will need to be addressed under the drainage report. He explained that the proximity of the proposed development to the existing drain, along with the current condition of the drain, warrants engineering review to ensure that any proposed development does not negatively impact the drain or make future maintenance difficult. Mr. McVitty added that the development will have engineered storm water management control which is being addressed by a separate engineering firm that is working for the developer. M. Gerrits Consulting Inc. is being recommended for appointment to this drainage project, and it is expected that they will work closely with the developer and the developer's engineer as they complete the drainage report.

Board Chair Bob Bezaire if there were any questions from the Board.

There were none.

Bob Pillon moved, Al Major seconded;

**That:**

- 1. The report from the Drainage Superintendent and Engineering Coordinator dated February 22, 2021, regarding the Jeths Drain – Engineering Appointment BE RECEIVED;**
- 2. The Drainage Board recommend that Council ACCEPT the request from Norbert Bolger per Section 78 of the Drainage Act;**
- 3. The Drainage Board recommend that the appointment of the firm of M. Gerrits Consulting Inc. to complete the necessary report for the repair and improvement to the Jeths Drain BE APPROVED by Council; and,**
- 4. The Drainage Board recommend that the appointment of the firm of M. Gerrits Consulting Inc. to complete an engineering report for the Jeths Drain – New Maintenance Schedule of Assessment BE APPROVED by Council.**

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Bob Pillon	X	
Allan Major – Vice Chair	X	
Brad Laramie	X	
Anthony Campigotto	X	
Bob Bezaire - Chair	X	

**Motion Carried**

**9. NEXT MEETING DATE**

Tuesday, April 6, 2021 @ 6:00 p.m.

**10. ADJOURNMENT**

Brad Laramie moved, Bob Pillon seconded;

**That:**

**That the meeting of the Drainage Board BE ADJOURNED at 6:50 p.m.**

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Bob Pillon	X	
Allan Major – Vice Chair	X	
Brad Laramie	X	
Anthony Campigotto	X	
Bob Bezaire - Chair	X	

**Motion Carried**

\_\_\_\_\_  
Chair – Bob Bezaire

\_\_\_\_\_  
Staff Liaison – Shane McVitty

January 18, 2021

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

Gentlemen and Mesdames:

**Re: Charles Shepley Drain**

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

Authorization under the Drainage Act

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

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



### Existing Drainage – Charles Shepley Main Drain

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

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

The existing drain reports identified the following culverts.

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

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

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

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

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

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

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

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

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

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

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

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

#### Existing Drainage – Charles Shepley Branch Drain

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

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

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

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

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

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

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

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

#### Drain Classification

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

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

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

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

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

#### Onsite Meeting and Landowner Correspondence

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

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

A brief summary of the meeting is listed below:

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

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

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

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

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

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

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

### Design

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

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

### Discussion

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

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

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

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

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

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

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

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

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

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

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

### Recommendations

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

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



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

#### Estimate of Cost

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

#### Assessment

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

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

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

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

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

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

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

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

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

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

The report includes the following Schedules of Assessments tables.

*Schedule of Assessment – Charles Shepley Main Drain*

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

*Schedule of Assessment – Charles Shepley Branch Drain*

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

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

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

Allowances

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

Access and Working Area

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

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

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

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

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

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

#### Restrictions

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

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

#### Agricultural Grant

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

## Maintenance

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

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

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

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

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

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

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

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

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

Culvert Maintenance Table

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

Each property is allowed one access culvert for each municipal drain with any second culvert on the property maintained and repaired 100% by the landowner. The report includes the following Schedules of Maintenance These above conditions will apply unless otherwise altered under the provisions of the Drainage Act.

All of the above is submitted for your consideration.

Yours truly,



Jan 14, 2021  
2019-1021

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



Charles Shepley Drain  
 Town of Amherstburg  
 January 18, 2021

**ALLOWANCES**

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

Conc.	Lot or part	Owner I.D. Number	Owner	Section 30 (\$)	Total (\$)
<u>Charles Shepley Main Drain</u>					
9	Pt Lot 100	1	A. & K. Beetham	100	100
	Pt Lot 102	6	P. McFadden & C. Beaune	100	100
3	Pt Lot 1	20	Miller Cattle and Grain Ltd.	100	100
			Total Allowances	\$ 300	\$ 300

Charles Shepley Drain  
 Town of Amherstburg  
 January 18, 2021

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

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



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

	Quantity	Unit	Material	Labour	Total
<b>Culvert (Station 3+389)</b>					
Removal of Existing 900mm dia CSP Pedestrian Crossing Structure and Headwalls and Restore Channel	1	L.S.	100	220	320
<b>Farm Assess 8 (Station 3+786)</b>					
Strip Existing Ditch	1	L.S.	-	250	
Fill Ditch with Imported Material	61	t	458	305	
Granular 'A'	20	t	300	250	
Rip Rap	15	sq.m.	375	375	
Restoration	1	L.S.	250	250	2,813
<b>Sub Total</b>					<b>41,575</b>
Miscellaneous					2,048
Engineering					11,263
Future Culvert Engineering					6,500
Update Schedules					4,000
ERCA Fee					800
<b>Estimated Cost Main Drain</b>					<b>\$ 66,186</b>
Non-Recoverable HST (1.76%)					1,146
<b>Total Estimated Cost Main Drain</b>					<b>\$ 67,332</b>
<u>Branch Drain</u>					
Future Culvert Engineering					4,543
Update Schedules					1,357
<b>Estimated Cost Branch Drain</b>					<b>\$ 5,900</b>
Non-Recoverable HST (1.76%)					104
<b>Total Estimated Cost Branch Drain</b>					<b>\$ 6,004</b>
<b>Total Estimate Charles Shepley Drain</b>					<b>\$ 73,336</b>

Charles Shepley Drain  
 Town of Amherstburg  
 January 18, 2021

**SCHEDULE OF ASSESSMENT  
 CHARLES SHEPLEY MAIN DRAIN**

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

Conc.	Lot or Part	Affected Hect.	Owner I.D. Number	Owner	Special Benefit (\$)	Benefit (\$)	Outlet (\$)	Total (\$)
<b><u>Town of Amherstburg</u></b>								
<b>3. <u>Municipal Lands</u></b>								
	Malden Colchester S. Townline	1.6		Town of Amherstburg	-	650	659	1,309
	Smith Road	1.8		Town of Amherstburg	-	-	738	738
					-	650	1,397	2,047
				Total - Special Benefit	-			
				Total - Benefit	650			
				Total - Outlet	1,397			
				Total - Municipal Lands	2,047			
<b>4. <u>Privately-Owned Non-Agricultural Lands</u></b>								
9	Pt Lot 101	1.0	3	M. & A. Beetham	-	-	165	165
	Pt Lot 103	0.4	9	S. & K. Klomp	-	-	110	110
					-	-	275	275
				Total - Special Benefit	-			
				Total - Benefit	-			
				Total - Outlet	275			
				Total - Privately-Owned Non-Agricultural Lands	275			

Conc.	Lot or Part	Affected Hect.	Owner I.D. Number	Owner	Special Benefit (\$)	Benefit (\$)	Outlet (\$)	Total (\$)
<b>5. Privately-Owned Agricultural Lands (Eligible for Available Grants)</b>								
9	Pt Lot 100	9.5	1	A. & K. Beetham	-	10,555	204	10,759
	Pt Lot 101	13.5	2	M. & A. Beetham	-	650	1,079	1,729
	Pt Lot 101	13.5	4	M. & A. Beetham	-	-	1,114	1,114
	Pt Lot 102	19.4	7	Grondin Farms Ltd	-	-	2,545	2,545
	Pt Lot 102	2.7	5	Bonnefield Farmland Ontario	-	-	219	219
	Pt Lot 102	1.1	6	P. McFadden & C. Beaune	-	14,140	87	14,227
	Pt Lot 102	16.0	8	Bonnefield Farmland Ontario	-	-	2,116	2,116
	Pt Lot 103	28.7	10	Grondin Farms Ltd	-	-	3,857	3,857
					-	25,345	11,221	36,566
				Total - Special Benefit	-			
				Total - Benefit	25,345			
				Total - Outlet	11,221			
				Total - Privately-Owned Agricultural Lands	36,566			
				Total - Special Benefit	-			
				Total - Benefit	25,995			
				Total - Outlet	12,893			
				Total - Town of Amherstburg	38,888			

Conc.	Lot or Part	Affected Hect.	Owner I.D. Number	Owner	Special Benefit (\$)	Benefit (\$)	Outlet (\$)	Total (\$)
<b><u>Town of Essex</u></b>								
<b>3. <u>Municipal Lands</u></b>								
	Smith Road	0.7		Town of Essex	-	-	348	348
	Malden Colchester S. Townline	2.4		Town of Essex	-	650	2,093	2,743
	Malden Colchester Townline	0.1		Town of Essex	-	-	200	200
					-	650	2,641	3,291
				Total - Special Benefit	-			
				Total - Benefit	650			
				Total - Outlet	2,641			
				Total - Municipal Lands	3,291			
<b>4. <u>Privately-Owned Non-Agricultural Lands</u></b>								
3	Pt Lot 1	0.4	19	R. & M. Ferriss	-	-	359	359
	Pt Lot 2	0.3	25	J. & A. Brush	-	-	78	78
	Pt Lot 3	2.9	30	K. Pritchard & L. Roessler-Pritchar	-	-	389	389
	Pt Lot 3	0.4	34	A. Liser & M. Sahinidis	-	-	116	116
	Pt Lot 3	0.2	33	L. Pillon	-	-	46	46
	Pt Lot 3	1.6	32	K. Kimball	-	-	420	420
	Pt Lot 3	0.8	35	K. Kimball	-	-	205	205
	Pt Lot 3	0.7	29	M. Helejeji	-	-	186	186
	Pt Lot 3	0.2	28	R. & C. Shaw	-	-	54	54
	Pt Lot 3	0.4	27	F. Randall & J. Cooke	-	-	119	119
4	Pt Lot 3	1.9	18	H. Hepner	-	-	295	295
	Pt Lot 3	0.4	17	S. Scurk	-	-	116	116
					-	-	2,383	2,383
				Total - Special Benefit	-			
				Total - Benefit	-			
				Total - Outlet	2,383			
				Total - Privately-Owned Non-Agricultural Lands	2,383			

Conc.	Lot or Part	Affected Hect.	Owner I.D. Number	Owner	Special Benefit (\$)	Benefit (\$)	Outlet (\$)	Total (\$)
<b>5. Privately-Owned Agricultural Lands (Eligible for Available Grants)</b>								
3	Pt Lot 1	13.8	20	Miller Cattle and Grain Ltd.	-	2,950	2,567	5,517
	Pt Lot 1	12.2	21	S. Zavaros	-	650	1,865	2,515
	Pt Lot 2	19.7	22	B. & N. Gorski	-	650	2,658	3,308
	Pt Lot 3	13.1	31	P. Rupert	-	-	1,764	1,764
	Pt Lot 3	18.5	26	J. Grondin	-	-	2,487	2,487
	Pt Lot 2	38.3	24	J. & A. Brush	-	-	5,161	5,161
	Pt Lot 2	6.1	23	L. McLean	-	-	817	817
4	Pt Lot 3	9.3	16	J. Drouillard	-	-	1,201	1,201
					-	4,250	18,520	22,770
				Total - Special Benefit	-			
				Total - Benefit	4,250			
				Total - Outlet	18,520			
				Total - Privately-Owned Agricultural Lands	22,770			
				Total - Special Benefit	-			
				Total - Benefit	4,900			
				Total - Outlet	23,544			
				Total - Town of Essex	28,444			
				Total - Town of Essex	28,444			
				Total - Town of Amherstburg	38,888			
				Total - Assessment	\$ 67,332			

Charles Shepley Drain  
Town of Amherstburg  
January 18, 2021

**SCHEDULE OF ASSESSMENT  
CHARLES SHEPLEY BRANCH DRAIN**

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

Conc.	Lot or Part	Affected Hect.	Owner I.D. Number	Owner	Special Benefit (\$)	Benefit (\$)	Outlet (\$)	Total (\$)
<b><u>Town of Amherstburg</u></b>								
<b>5. Privately-Owned Agricultural Lands (Eligible for Available Grants)</b>								
9	Pt Lot 102	19.4	7	Grondin Farms Ltd	-	1,300	1,505	2,805
	Pt Lot 102	2.7	5	Bonnefield Farmland Ontario	-	761	-	761
	Pt Lot 102	12.0	8	Bonnefield Farmland Ontario	-	761	712	1,473
	Pt Lot 103	4.1	10	Grondin Farms Ltd	-	-	965	965
					-	2,822	3,182	6,004
				Total - Special Benefit	-			
				Total - Benefit	2,822			
				Total - Outlet	3,182			
				Total - Privately-Owned Agricultural Lands	6,004			
				Total Assessment	\$ 6,004			

Charles Shepley Drain  
 Town of Amherstburg  
 January 18, 2021

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

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

Conc.	Lot or Part	Affected Hect.	Owner I.D. Number	Owner	Special Benefit (\$)	Benefit (\$)	Outlet (\$)	Total (\$)
<b><u>Town of Amherstburg</u></b>								
<b><u>3. Municipal Lands</u></b>								
	Malden Colchester S. Townline	1.6		Town of Amherstburg	-	650	659	1,309
	Smith Road	1.8		Town of Amherstburg	-	-	738	738
					-	650	1,397	2,047
				Total - Special Benefit	-			
				Total - Benefit	650			
				Total - Outlet	1,397			
				Total - Municipal Lands	2,047			
<b><u>4. Privately-Owned Non-Agricultural Lands</u></b>								
9	Pt Lot 101	1.0	3	M. & A. Beetham	-	-	165	165
	Pt Lot 103	0.4	9	S. & K. Klomp	-	-	110	110
					-	-	275	275
				Total - Special Benefit	-			
				Total - Benefit	-			
				Total - Outlet	275			
				Total - Privately-Owned Non-Agricultural Lands	275			

Conc.	Lot or Part	Affected Hect.	Owner I.D. Number	Owner	Special Benefit (\$)	Benefit (\$)	Outlet (\$)	Total (\$)
<u>5. Privately-Owned Agricultural Lands (Eligible for Available Grants)</u>								
9	Pt Lot 100	9.5	1	A. & K. Beetham	-	10,555	204	10,759
	Pt Lot 101	13.5	2	M. & A. Beetham	-	650	1,079	1,729
	Pt Lot 101	13.5	4	M. & A. Beetham	-	-	1,114	1,114
	Pt Lot 102	19.4	7	Grondin Farms Ltd	-	1,300	4,050	5,350
	Pt Lot 102	2.7	5	Bonnefield Farmland Ontario	-	761	219	980
	Pt Lot 102	1.1	6	P. McFadden & C. Beaune	-	14,140	87	14,227
	Pt Lot 102	16.0	8	Bonnefield Farmland Ontario	-	761	2,828	3,589
	Pt Lot 103	28.7	10	Grondin Farms Ltd	-	-	4,822	4,822
					-	28,167	14,403	42,570
Total - Special Benefit					-			
Total - Benefit					28,167			
Total - Outlet					14,403			
Total - Privately-Owned Agricultural Lands					42,570			
Total - Special Benefit					-			
Total - Benefit					28,817			
Total - Outlet					16,075			
Total - Town of Amherstburg					44,892			



Conc.	Lot or Part	Affected Hect.	Owner I.D. Number	Owner	Special Benefit (\$)	Benefit (\$)	Outlet (\$)	Total (\$)
<b><u>Town of Essex</u></b>								
<b><u>3. Municipal Lands</u></b>								
	Smith Road	0.7		Town of Essex	-	-	348	348
	Malden Colchester S. Townline	2.4		Town of Essex	-	650	2,093	2,743
	Malden Colchester Townline	0.1		Town of Essex	-	-	200	200
					-	650	2,641	3,291
				Total - Special Benefit	-			
				Total - Benefit	650			
				Total - Outlet	2,641			
				Total - Municipal Lands	3,291			
<b><u>4. Privately-Owned Non-Agricultural Lands</u></b>								
3	Pt Lot 1	0.4	19	R. & M. Ferriss	-	-	359	359
	Pt Lot 2	0.3	25	J. & A. Brush	-	-	78	78
	Pt Lot 3	2.9	30	K. Pritchard & L. Roessler-Pritchard	-	-	389	389
	Pt Lot 3	0.4	34	A. Liser & M. Sahinidis	-	-	116	116
	Pt Lot 3	0.2	33	L. Pillon	-	-	46	46
	Pt Lot 3	1.6	32	K. Kimball	-	-	420	420
	Pt Lot 3	0.8	35	K. Kimball	-	-	205	205
	Pt Lot 3	0.7	29	M. Heleeji	-	-	186	186
	Pt Lot 3	0.2	28	R. & C. Shaw	-	-	54	54
	Pt Lot 3	0.4	27	F. Randall & J. Cooke	-	-	119	119
4	Pt Lot 3	1.9	18	H. Hepner	-	-	295	295
	Pt Lot 3	0.4	17	S. Scurk	-	-	116	116
					-	-	2,383	2,383
				Total - Special Benefit	-			
				Total - Benefit	-			
				Total - Outlet	2,383			
				Total - Privately-Owned Non-Agricultural Lands	2,383			

Conc.	Lot or Part	Affected Hect.	Owner I.D. Number	Owner	Special Benefit (\$)	Benefit (\$)	Outlet (\$)	Total (\$)
<b>5. Privately-Owned Agricultural Lands (Eligible for Available Grants)</b>								
3	Pt Lot 1	13.8	20	Miller Cattle and Grain Ltd.	-	2,950	2,567	5,517
	Pt Lot 1	12.2	21	S. Zavaros	-	650	1,865	2,515
	Pt Lot 2	19.7	22	B. & N. Gorski	-	650	2,658	3,308
	Pt Lot 3	13.1	31	P. Rupert	-	-	1,764	1,764
	Pt Lot 3	18.5	26	J. Grondin	-	-	2,487	2,487
	Pt Lot 2	38.3	24	J. & A. Brush	-	-	5,161	5,161
	Pt Lot 2	6.1	23	L. McLean	-	-	817	817
4	Pt Lot 3	9.3	16	J. Drouillard	-	-	1,201	1,201
					-	4,250	18,520	22,770
Total - Special Benefit					-			
Total - Benefit					4,250			
Total - Outlet					18,520			
Total - Privately-Owned Agricultural Lands					22,770			
Total - Special Benefit					-			
Total - Benefit					4,900			
Total - Outlet					23,544			
Total - Town of Essex					28,444			
Total - Town of Essex					28,444			
Total - Town of Amherstburg					44,892			
Total - Assessment					\$ 73,336			

Charles Shepley Drain  
Town of Amherstburg  
January 18, 2021

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

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

Conc.	Lot or Part	Affected Hect.	Owner I.D. Number	Owner	Benefit (\$)	Outlet (\$)	Total (\$)
<b><u>Town of Amherstburg</u></b>							
<b>3. <u>Municipal Lands</u></b>							
	Malden Colchester S. Townline	1.6		Town of Amherstburg	-	99	99
	Smith Road	1.8		Town of Amherstburg	2,250	57	2,307
<b>4. <u>Privately-Owned Non-Agricultural Lands</u></b>							
9	Pt Lot 101	1.0	3	M. & A. Beetham	31	9	40
	Pt Lot 103	0.4	9	S. & K. Klomp	-	17	17
<b>5. <u>Privately-Owned Agricultural Lands (Eligible for Available Grants)</u></b>							
9	Pt Lot 100	9.5	1	A. & K. Beetham	307	-	307
	Pt Lot 101	13.5	2	M. & A. Beetham	369	32	401
	Pt Lot 101	13.5	4	M. & A. Beetham	400	74	474
	Pt Lot 102	19.4	7	Grondin Farms Ltd	-	246	246
	Pt Lot 102	2.7	5	Bonnefield Farmland Ontario	200	24	224
	Pt Lot 102	1.1	6	P. McFadden & C. Beaune	229	11	240
	Pt Lot 102	16.0	8	Bonnefield Farmland Ontario	370	203	573
	Pt Lot 103	28.7	10	Grondin Farms Ltd	345	463	808
					<u>4,501</u>	<u>1,235</u>	<u>5,736</u>
				Total - Benefit	4,501		
				Total - Outlet	<u>1,235</u>		
				Total - Town of Amherstburg	5,736		

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

Conc.	Lot or Part	Affected Hect.	Owner I.D. Number	Owner	Benefit (\$)	Outlet (\$)	Total (\$)
<b><u>Town of Essex</u></b>							
<b><u>3. Municipal Lands</u></b>							
	Malden Colchester S. Townline	2.4		Town of Essex	-	151	151
	Smith Road	0.7		Town of Essex	-	42	42
	Malden Colchester Townline	0.1		Town of Essex	-	10	10
<b><u>4. Privately-Owned Non-Agricultural Lands</u></b>							
3	Pt Lot 1	0.4	19	R. & M. Ferriss	-	17	17
	Pt Lot 2	0.3	25	J. & A. Brush	-	12	12
	Pt Lot 3	2.9	30	K. Pritchard & L. Roessler-Pritchard	-	62	62
	Pt Lot 3	0.4	34	A. Liser & M. Sahinidis	-	18	18
	Pt Lot 3	0.2	33	L. Pillon	-	7	7
	Pt Lot 3	1.6	32	K. Kimball	-	66	66
	Pt Lot 3	0.8	35	K. Kimball	-	32	32
	Pt Lot 3	0.7	29	M. Heleeji	-	29	29
	Pt Lot 3	0.2	28	R. & C. Shaw	-	9	9
	Pt Lot 3	0.4	27	F. Randall & J. Cooke	-	19	19
4	Pt Lot 3	1.9	18	H. Hepner	-	41	41
	Pt Lot 3	0.4	17	S. Scurk	-	13	13
<b><u>5. Privately-Owned Agricultural Lands (Eligible for Available Grants)</u></b>							
3	Pt Lot 1	13.8	20	Miller Cattle and Grain Ltd.	-	294	294
	Pt Lot 1	12.2	21	S. Zavaros	-	260	260
	Pt Lot 2	19.7	22	B. & N. Gorski	-	420	420
	Pt Lot 3	13.1	31	P. Rupert	-	279	279
	Pt Lot 3	18.5	26	J. Grondin	-	393	393
	Pt Lot 2	38.3	24	J. & A. Brush	-	815	815
	Pt Lot 2	6.1	23	L. McLean	-	129	129
4	Pt Lot 3	9.3	16	J. Drouillard	-	146	146
					-	3,264	3,264



Charles Shepley Drain  
Town of Amherstburg  
January 18, 2021

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

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

Conc.	Lot or Part	Affected Hect.	Owner I.D. Number	Owner	Benefit (\$)	Outlet (\$)	Total (\$)
<b><u>Town of Amherstburg</u></b>							
<b>3. <u>Municipal Lands</u></b>							
	Malden Colchester S. Townline	1.6		Town of Amherstburg	-	77	77
<b>4. <u>Privately-Owned Non-Agricultural Lands</u></b>							
9	Pt Lot 103	0.4	9	S. & K. Klomp	-	45	45
					-	122	122
				Total - Benefit	-		
				Total - Outlet	122		
				Total - Town of Amherstburg	122		
<b><u>Town of Essex</u></b>							
<b>3. <u>Municipal Lands</u></b>							
	Malden Colchester S. Townline	2.4		Town of Essex	2,355	269	2,624
	Malden Colchester Townline	0.1		Town of Essex	213	601	814
<b>4. <u>Privately-Owned Non-Agricultural Lands</u></b>							
3	Pt Lot 1	0.4	19	R. & M. Ferriss	-	1,292	1,292
	Pt Lot 2	0.3	25	J. & A. Brush	-	5	5
	Pt Lot 3	2.9	30	K. Pritchard & L. Roessler-Pritchard	213	-	213
	Pt Lot 3	0.7	29	M. Heleeji	-	5	5
	Pt Lot 3	0.2	28	R. & C. Shaw	-	1	1
	Pt Lot 3	0.4	27	F. Randall & J. Cooke	-	3	3

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

Conc.	Lot or Part	Affected Hect.	Owner I.D. Number	Owner	Benefit (\$)	Outlet (\$)	Total (\$)
<u>5. Privately-Owned Agricultural Lands (Eligible for Available Grants)</u>							
3	Pt Lot 1	13.8	20	Miller Cattle and Grain Ltd.	800	1,023	1,823
	Pt Lot 1	12.2	21	S. Zavaros	163	676	839
	Pt Lot 2	19.7	22	B. & N. Gorski	469	506	975
	Pt Lot 2	38.3	24	J. & A. Brush	475	309	784
	Pt Lot 2	6.1	23	L. McLean	-	49	49
	Pt Lot 3	18.5	26	J. Grondin	238	63	301
					<u>4,926</u>	<u>4,802</u>	<u>9,728</u>
				Total - Benefit	4,926		
				Total - Outlet	<u>4,802</u>		
				Total - Town of Essex	<u>9,728</u>		
				Total - Town of Amherstburg	122		
				Total - Town of Essex	<u>9,728</u>		
				Total Assessment	<u>\$ 9,850</u>		

Charles Shepley Branch Drain  
 Town of Amherstburg  
 January 18, 2021

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

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

Conc.	Lot or Part	Affected Hect.	Owner I.D. Number	Owner	Benefit (\$)	Outlet (\$)	Total (\$)
<b><u>Town of Amherstburg</u></b>							
<b><u>5. Privately-Owned Agricultural Lands (Eligible for Available Grants)</u></b>							
9	Pt Lot 102	19.4	7	Grondin Farms Ltd	765	1,414	2,179
	Pt Lot 102	12.0	8	Bonnefield Farmland Ontario	1,710	-	1,710
	Pt Lot 103	4.1	10	Grondin Farms Ltd	-	1,061	1,061
					<u>2,475</u>	<u>2,475</u>	<u>4,950</u>
				Total - Benefit	2,475		
				Total - Outlet	2,475		
				Total Assessment	\$ 4,950		



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

## SPECIFICATION OF WORK

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

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

### **2. General**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **6. MNR Drain Registration**

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

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

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

These documents will be provided to the successful bidder.

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

Superintendent immediately if any endangered species are encountered during construction.

### **7. Benchmarks**

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

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

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

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

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

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

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

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

**9. Removal of Existing Access Culverts**

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

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

Removals in accordance with OPSS 511.

**10. Brushing and Tree Removal**

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

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

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

Brushing and tree removal in accordance with OPSS 201.

### **11. Excavation of Channel**

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

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

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

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

Excavation in accordance with OPSS 206.

Restoration shall be in accordance with the restoration specification.

### **12. Installation of Culvert**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

#### **17. Restoration**

Road restoration shall be in accordance with the following:

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

Seeding Application rates are as follows:

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

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

### **18. Environmental Considerations**

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

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

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

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

a) Culvert Replacements in Municipal Drains (Appendix A)

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

**19. Culvert Maintenance**

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

**20. Miscellaneous**

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

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

The contractor may be required to work around utilities.

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

# APPENDIX A



Fisheries and Oceans  
Canada

Pêches et Océans  
Canada

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

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

December 21, 2020

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

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

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

Dear Michael Gerrits:

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

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

Our review considered the following information:

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

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

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

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

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

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

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

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

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

.../3

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

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

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

Yours sincerely,



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

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

Good afternoon,

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

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

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

Kind regards,



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

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**Follow us on Twitter: @essexregionca**

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

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

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

DAN JENNER



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

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

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

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

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

Hello Dan,

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

Thanks

Mike

## Best Management Practices – Culvert Replacements in Municipal Drains

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

### Potential Impacts to Fish Habitat

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

### Requirements

The following requirements must be met:

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

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

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

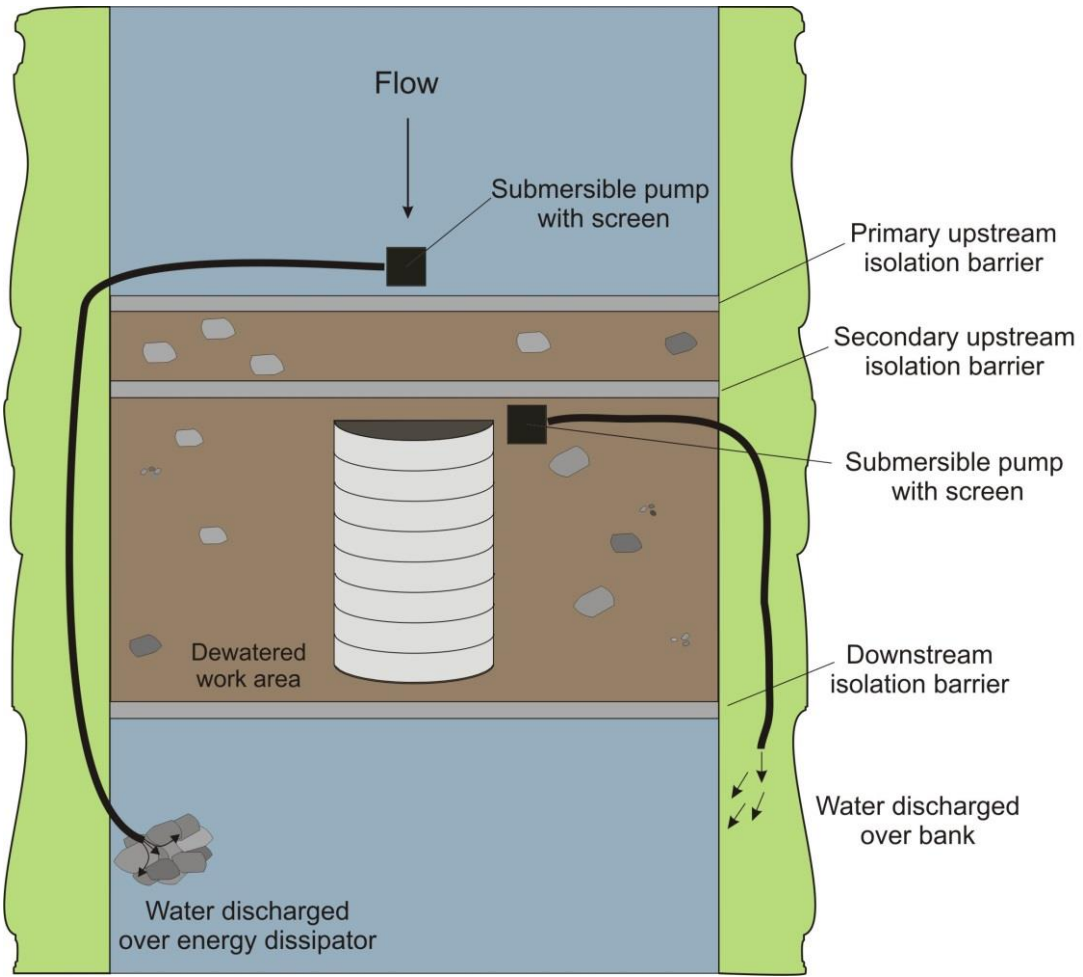
### **Culvert Removal Methodology**

- Plan/manage the work site in a manner that prevents sediment from entering the municipal drain by installing sediment and erosion control materials where required. Ensure that a sediment and erosion control plan is developed and modified as necessary for the site.
- Where required, install effective erosion and sediment control measures before starting work to prevent sediment from entering the municipal drain.
- Implement site isolation measures when in-water work is required.
  - Install an impervious barrier upstream of the work area (Figure 1). If possible, install a secondary barrier upstream of the work area for added protection.
  - Attempt to drive out the fish from the work area and then install the impervious barrier downstream of the work area. This may reduce or eliminate the need for a fish salvage.
  - When the drain is flowing, maintain downstream flows (e.g. bypass water around the work site using pumps or flume pipes; Figure 2). Provide temporary energy dissipation measures (e.g. rip-rap) at discharge point of the hose or temporary outlet pipe when required. Routinely inspect bypass pump and hose or pipe to ensure proper operation. Inspect discharge point for erosion and reposition hose/pipe or install additional temporary energy dissipation material as needed.
  - Dewater the isolated work area. The hose for a pump may discharge along the top of the bank into existing vegetation; however, the area should be monitored for signs of erosion. Reposition the hose or install additional temporary energy dissipation material as needed.
  - A fish screen with openings no larger than 2.54 mm (0.10 inches) should be equipped on any pump used during the operation. Note: Additional information regarding fish screens can be found in the DFO Freshwater Intake End-of-Pipe Fish Screen Guideline document (<http://www.dfo-mpo.gc.ca/Library/223669.pdf>).
  - Collect any fish present in the isolated work area and relocate them downstream.
  - Fish salvage operations must be conducted under a license issued by the Ontario Ministry of Natural Resources and Forestry (MNRF). The MNRF should be contacted well in advance of any work to obtain the required fish collection license.
- Install the culvert so that it is embedded into the streambed; ensure the culvert remains passable (e.g. does not become perched) by fish and wildlife.

- Decommission the site isolation in a manner that minimizes the introduction of sediment. The downstream isolation barrier shall gradually be removed first, to equalize water levels inside and outside of the isolated area and to allow suspended sediments to settle.
- Stabilize and remove waste from the site.
- Where required, maintain effective erosion and sediment control measures until complete re-vegetation of disturbed areas is achieved.



**Figure 2. Isolation of Site**



**Figure 3. Isolation and Bypass Diversion when Working In-Water**

## Timing Windows

Figure 1 and Tables 1 and 2 can be used to determine the Restricted Activity period for the drain based on its classification. Note: Timing windows identified on [Conservation Authority](#) permits or [Ministry of Natural Resources](#) (Government of Ontario) work permits may differ and take precedence.



**Figure 1. Ontario's Northern and Southern Region boundaries for determining application of restricted activity timing windows.**

**Table 1. Restricted Activity timing windows for the protection of spawning fish and developing eggs and fry in the Northern Region. Dates represent when work should be avoided.**

DRAIN TYPE	RESTRICTED ACTIVITY PERIOD
A	SEPTEMBER 1 TO JULY 15
B	SEPTEMBER 1 TO JULY 15
C	APRIL 1 TO JULY 15
D	SEPTEMBER 1 TO JULY 15
E	APRIL 1 TO JULY 15

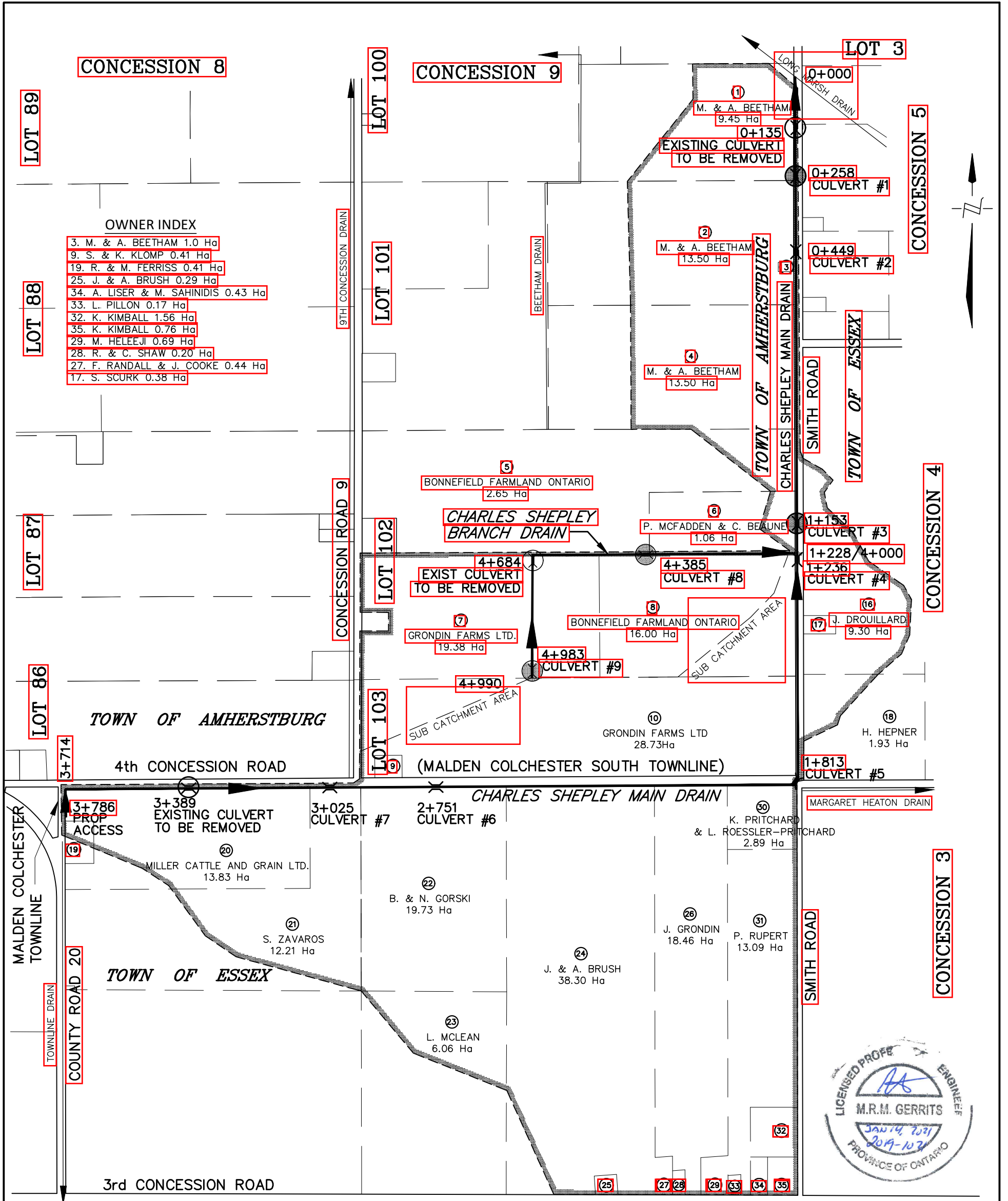
**Table 2. Restricted Activity timing windows for the protection of spawning fish and developing eggs and fry in the Southern Region. Dates represent when work should be avoided.**

DRAIN TYPE	RESTRICTED ACTIVITY PERIOD
A	SEPTEMBER 15 TO JULY 15
B	MARCH 15 TO JULY 15
C	MARCH 15 TO JULY 15
D	OCTOBER 1 TO JULY 15
E	MARCH 15 TO JULY 15

### Standard Measures to Avoid Causing *Serious Harm to Fish*

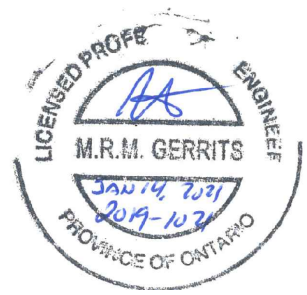
When implementing a culvert removal project in a municipal drain, the *Fisheries Act* still requires an individual/company to ensure they avoid causing *serious harm to fish* during any activities in or near water. The following advice will help one avoid causing harm and comply with the *Act* (for additional information see <http://www.dfo-mpo.gc.ca/pnw-ppe/measures-mesures/measures-mesures-eng.html>).

1. Schedule work to avoid wet, windy and rainy periods that may increase erosion and sedimentation.
2. Whenever possible, operate machinery on land above the high water mark or on ice and in a manner that minimizes disturbance to the banks and bed of the municipal drain.
  - Ensure that machinery arrives on site in a clean condition and is maintained free of fluid leaks.
  - Limit machinery fording of the municipal drain to a one-time event (i.e., over and back), and only if no alternative crossing method is available. If repeated crossings of the municipal drain are required, construct a temporary crossing structure.
  - Wash, refuel and service machinery and store fuel and other materials for the machinery in such a way as to prevent any deleterious substances from entering the water.
  - Keep an emergency spill kit on site in case of fluid leaks or spills from machinery.
3. Install effective sediment and erosion control measures before starting work to prevent sediment from entering the municipal drain. Inspect them regularly during the course of construction and make all necessary repairs if any damage occurs.
4. Erosion and sediment control measures should be maintained until all disturbed ground has been permanently stabilized, suspended sediment has resettled to the bed of the municipal drain and runoff water is clear.
5. Undertake all in-water activities in isolation of open or flowing water while maintaining the natural flow of water downstream and avoid introducing sediment into the municipal drain.
6. Ensure applicable permits for relocating fish are obtained and relocate any fish that become trapped in isolated pools or stranded in newly flooded areas to the main channel of the watercourse.
7. Ensure that the water that is being pumped/diverted from the site is filtered (sediment remove) prior to being released (e.g. pumping/diversion of water to a vegetated area).
8. Implement measures for containing and stabilizing waste material (e.g. dredging spoils, construction waste and materials, commercial logging waste, uprooted or cut aquatic plants, accumulated debris) above the high water mark of nearby waterbodies to prevent re-entry.
9. Stabilize shoreline or banks disturbed by any activity associated with the project to prevent erosion and/or sedimentation, preferably through re-vegetation with native species suitable for the site.
10. If replacement rock reinforcement/armouring is required to stabilize eroding or exposed areas, then ensure that appropriately-sized, clean rock is used; and that rock is installed at a similar slope to maintain a uniform bank/shoreline and natural stream/shoreline alignment.
11. Remove all construction materials from site upon project completion.



**OWNER INDEX**

3. M. & A. BEETHAM	1.0 Ha
9. S. & K. KLOMP	0.41 Ha
19. R. & M. FERRISS	0.41 Ha
25. J. & A. BRUSH	0.29 Ha
34. A. LISER & M. SAHINIDIS	0.43 Ha
33. L. PILLON	0.17 Ha
32. K. KIMBALL	1.56 Ha
35. K. KIMBALL	0.76 Ha
29. M. HELEEJI	0.69 Ha
28. R. & C. SHAW	0.20 Ha
27. F. RANDALL & J. COOKE	0.44 Ha
17. S. SCURK	0.38 Ha



**LEGEND**

- EXISTING CULVERT
- CULVERT TO BE REMOVED
- CULVERT TO BE REPLACED
- DRAINAGE AREA
- LANDOWNER IDENTIFICATION NUMBER
- CHARLES SHEPLEY MAIN DRAIN AND BRANCH DRAIN
- MUNICIPAL DRAIN

SCALE: 1:10,000  
 0 150 300 450m

**R Dobbin Engineering Inc.**  
 4218 Oil Heritage Road  
 Petrolia Ontario, N0N 1R0  
 Phone: (519) 882-0032 Fax: (519) 882-2233

DRAWING NAME: Charles Shepley Drain Plan  
 PROJECT No. 2019-1021

APPROVED	M. GERRITS	SCALE	1:10,000	PLAN	1:10,000
CHECKED	J. WARNER	NO.	REVISIONS	DATE	BY
DRAWN	B. VAN RUITENBURG	2	FINAL REPORT	JAN.18, 2021	MG
		1	DRAFT REPORT	DEC.16, 2020	MG

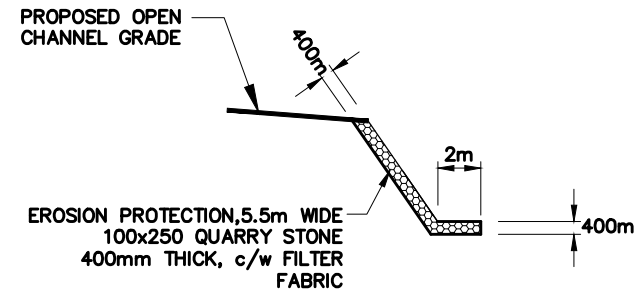
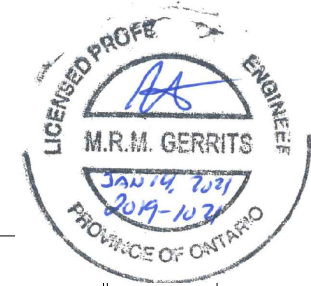
**TOWN of AMHERSTBURG**  
**CHARLES SHEPLEY DRAIN PLAN**  
 1 OF 9

Last Updated: January 15, 2021

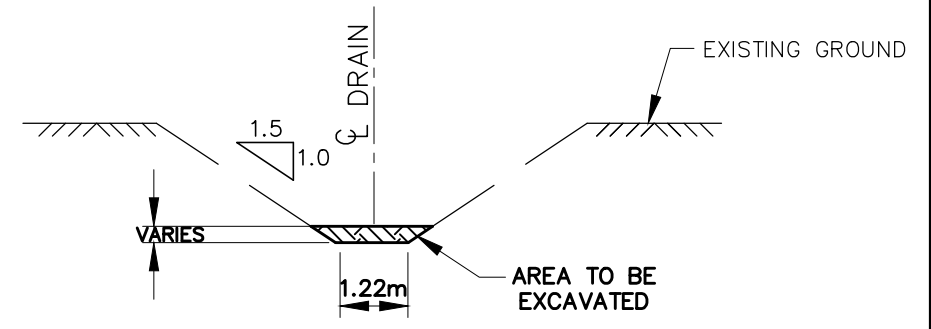


**GENERAL NOTES**

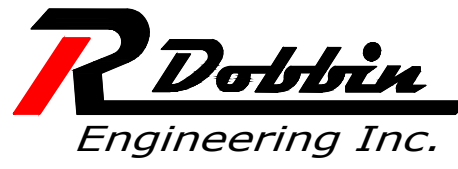
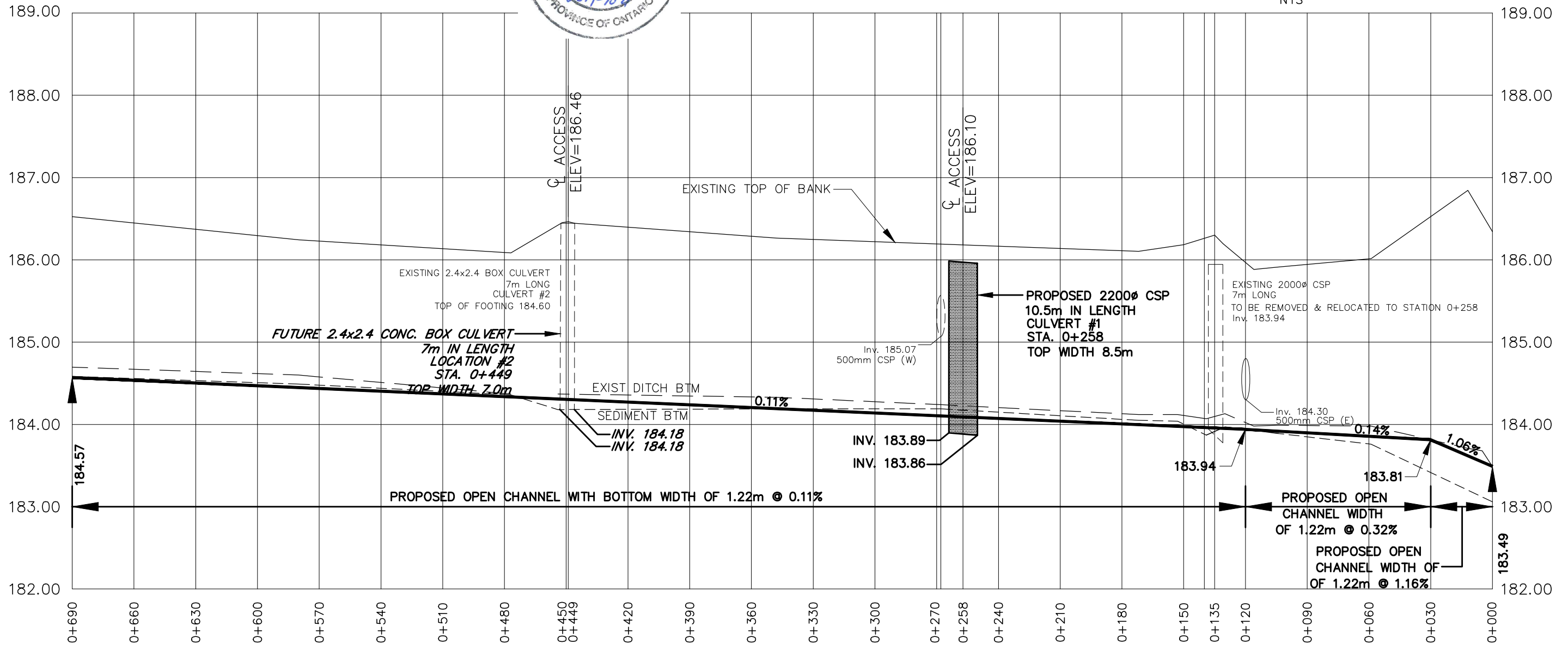
- 1. BENCHMARK No.1 ELEV. 185.99  
TOP NORTH END OF EXISTING 2200mmØ CSP AT STATION 0+131  
CULVERT #1
- BENCHMARK No.2 ELEV. 186.837  
TOP NORTH END OF EXISTING HEADWALL AT STATION 0+446  
CULVERT #2



**OUTLET DETAIL**  
NTS



**TYPICAL DRAIN CROSS SECTION**  
(STA. 0+000 TO 1+265)  
NTS



4218 Oil Heritage Road  
Petrolia Ontario, N0N 1R0  
Phone: (519) 882-0032 Fax: (519) 882-2233

DRAWING NAME:  
Charles Shepley Drain Profile1

PROJECT No.  
2019-1021

APPROVED	NO.	REVISIONS	DATE	BY
M. GERRITS	2	FINAL REPORT	JAN.18, 2021	MG
CHECKED	1	DRAFT REPORT	DEC.16, 2020	MG
J. WARNER				
DRAWN				
B. VAN RUITENBURG				

SCALE: 1:2,000  
0 20 40 60m

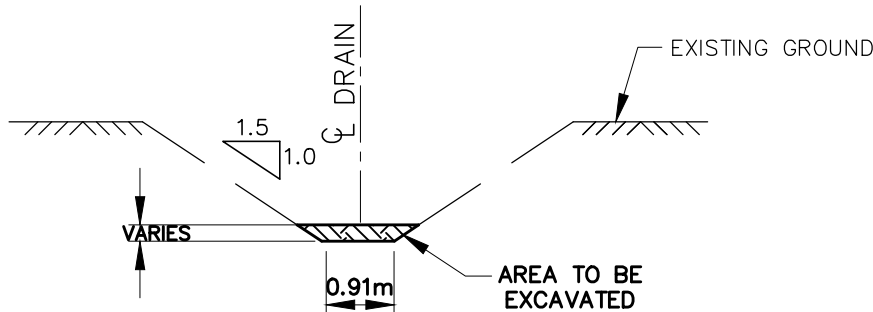
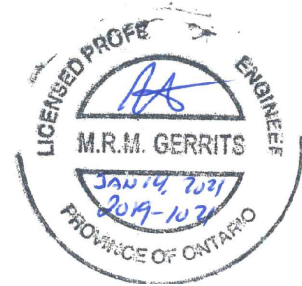
**TOWN of AMHERSTBURG**  
**CHARLES SHEPLEY MAIN DRAIN**  
**PROFILE**

**2**  
**OF 9**

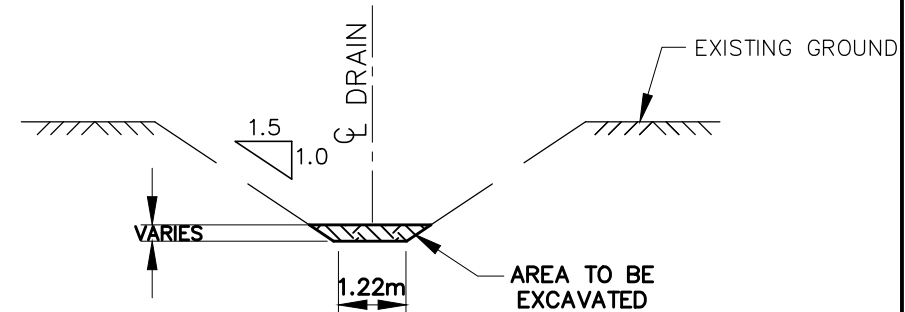
**GENERAL NOTES**

1. BENCHMARK No.3 ELEV. 186.99  
 TOP SOUTH END OF EXISTING 1200mm $\phi$   
 CSP AT STATION 1+157  
 CULVERT #3

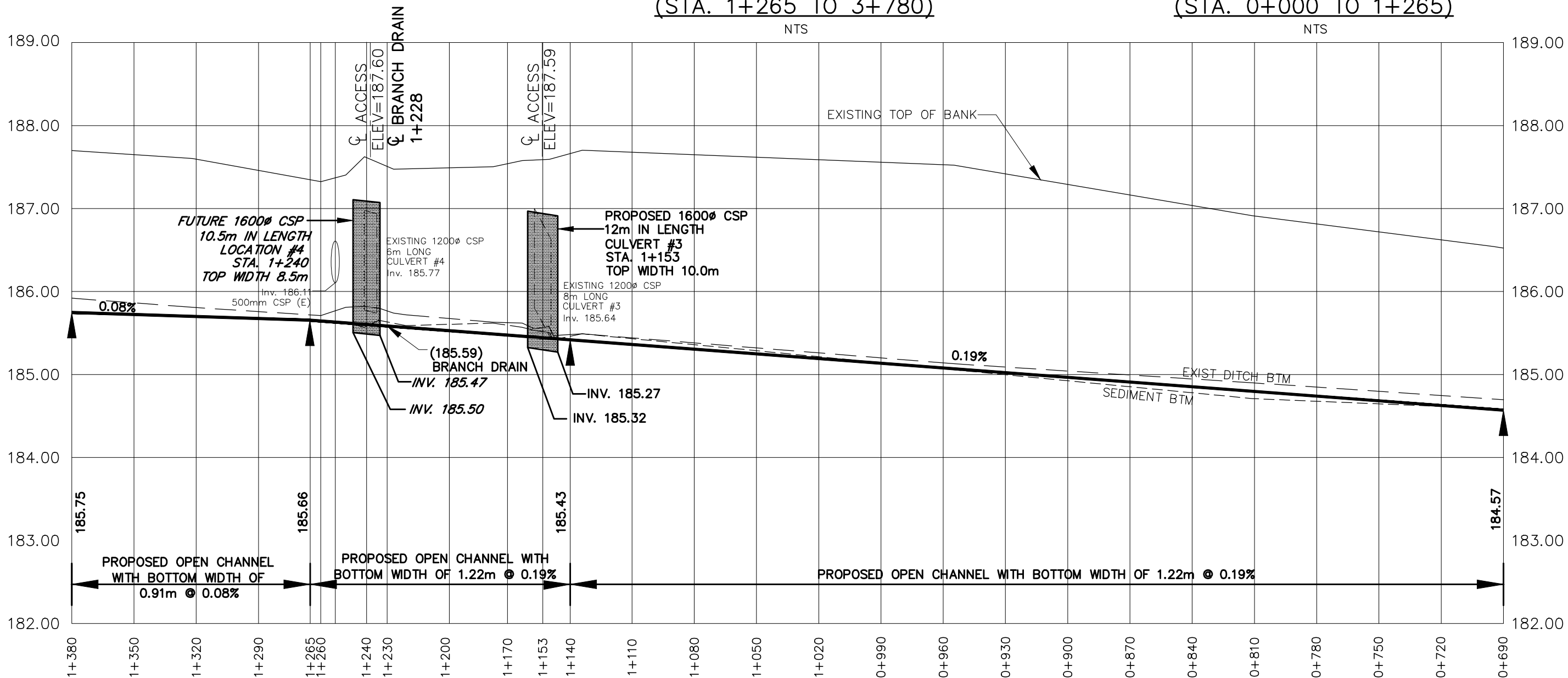
BENCHMARK No.4 ELEV. 186.99  
 TOP SOUTH END OF EXISTING 1200mm $\phi$   
 CSP AT STATION 1+239  
 CULVERT #4



**TYPICAL DRAIN CROSS SECTION**  
 (STA. 1+265 TO 3+780)  
 NTS



**TYPICAL DRAIN CROSS SECTION**  
 (STA. 0+000 TO 1+265)  
 NTS



4218 Oil Heritage Road  
 Petrolia Ontario, N0N 1R0  
 Phone: (519) 882-0032 Fax: (519) 882-2233

DRAWING NAME:  
 Charles Shepley Drain Profile2

PROJECT No.  
 2019-1021

APPROVED	NO.	REVISIONS	DATE	BY
M. GERRITS	2	FINAL REPORT	JAN.18, 2021	MG
CHECKED	1	DRAFT REPORT	DEC.16, 2020	MG
J. WARNER				
DRAWN				
B. VAN RUITENBURG				

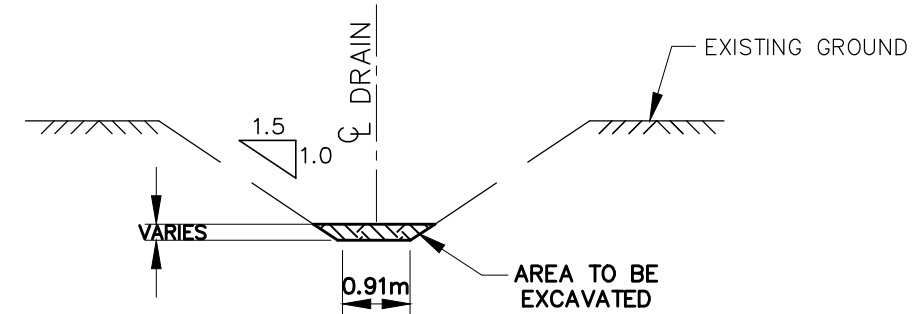
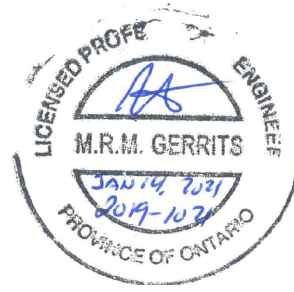
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**TOWN of AMHERSTBURG**  
**CHARLES SHEPLEY MAIN DRAIN**  
**PROFILE**

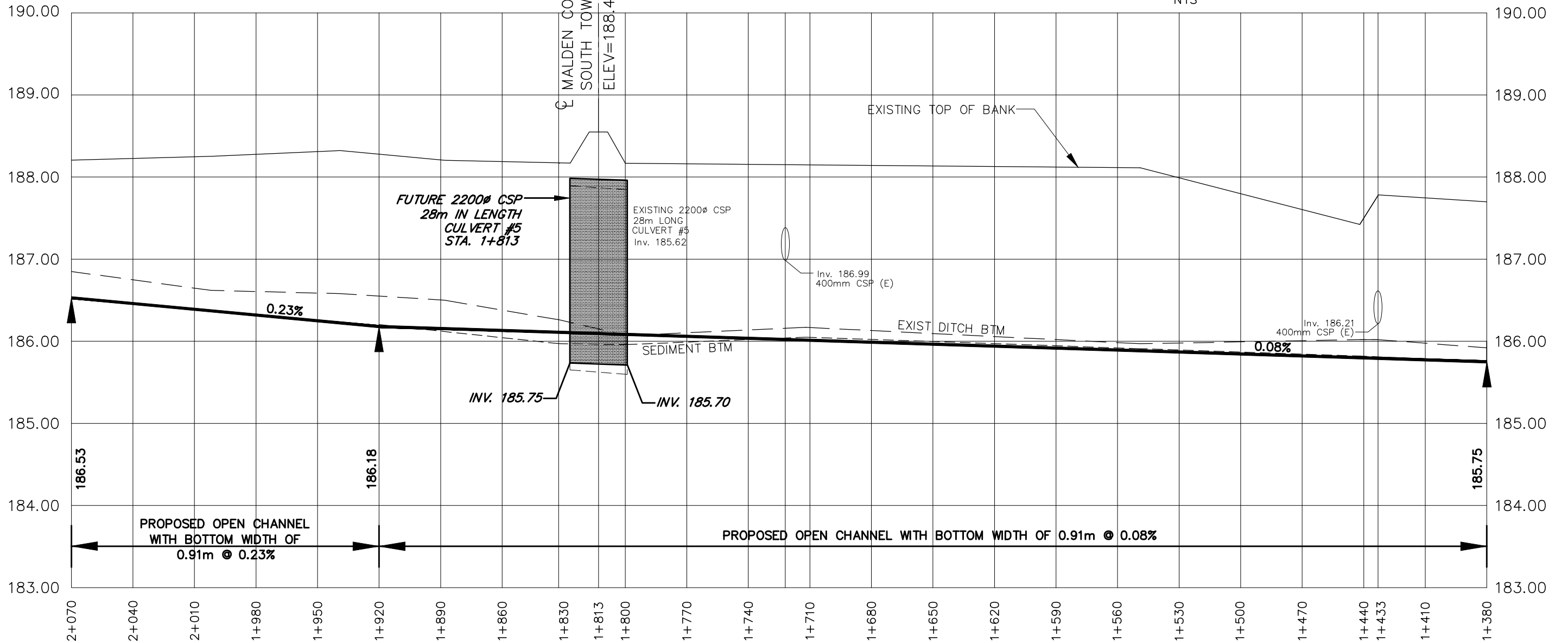
**3**  
**OF 9**

**GENERAL NOTES**

- 1. BENCHMARK No.5 ELEV. 187.82  
TOP NORTH END OF EXISTING 2200mmØ  
CSP AT STATION 1+799  
CULVERT #5



**TYPICAL DRAIN CROSS SECTION  
(STA. 1+265 TO 3+780)**  
NTS



4218 Oil Heritage Road  
Petrolia Ontario, N0N 1R0  
Phone: (519) 882-0032 Fax: (519) 882-2233

DRAWING NAME:  
Charles Shepley Drain Profile3

PROJECT No.  
2019-1021

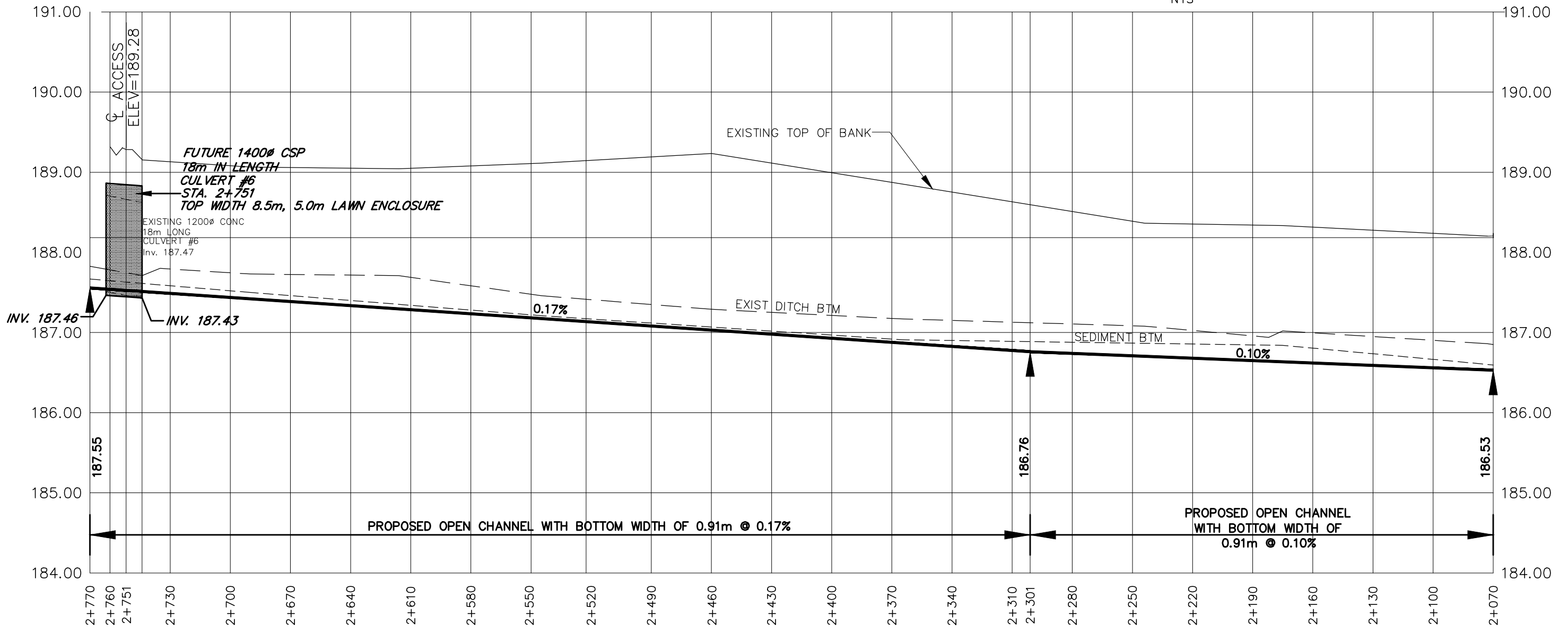
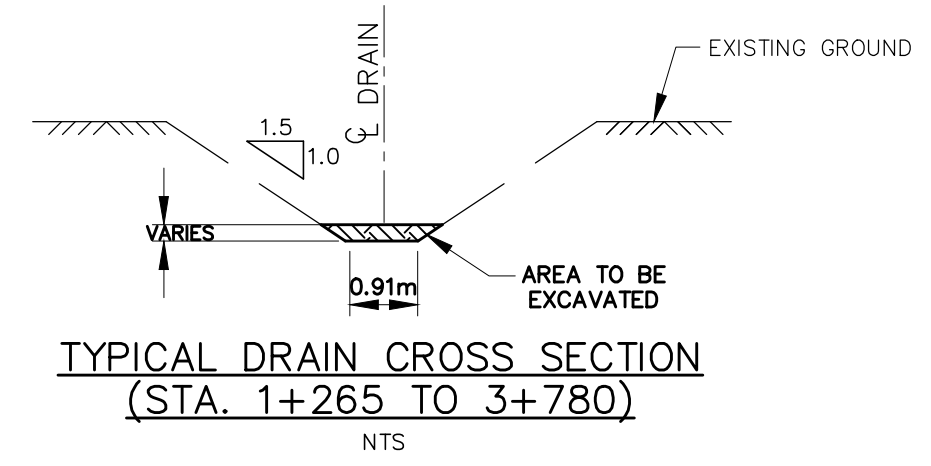
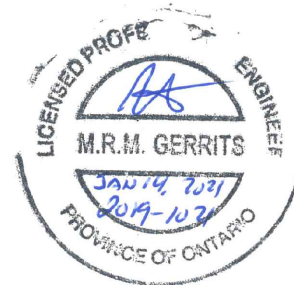
APPROVED M. GERRITS	NO.	REVISIONS	DATE	BY
CHECKED J. WARNER	2	FINAL REPORT	JAN.18, 2021	MG
DRAWN B. VAN RUITENBURG	1	DRAFT REPORT	DEC.16, 2020	MG
SCALE: 1:2,000				
0 20 40 60m				

**TOWN of AMHERSTBURG  
CHARLES SHEPLEY MAIN DRAIN  
PROFILE**

**4  
OF 9**

**GENERAL NOTES**

- 1. BENCHMARK No.6 ELEV. 188.62  
TOP EAST END OF EXISTING 1200mmØ  
CSP AT STATION 2+744  
CULVERT #6



**R Dobbin Engineering Inc.**  
 4218 Oil Heritage Road  
 Petrolia Ontario, N0N 1R0  
 Phone: (519) 882-0032 Fax: (519) 882-2233

DRAWING NAME: Charles Shepley Drain Profile4  
 PROJECT No. 2019-1021

APPROVED	NO.	REVISIONS	DATE	BY
M. GERRITS	2	FINAL REPORT	JAN.18, 2021	MG
CHECKED	1	DRAFT REPORT	DEC.16, 2020	MG
J. WARNER				
DRAWN				
B. VAN RUITENBURG				

SCALE: 1:2,000  
 0 20 40 60m

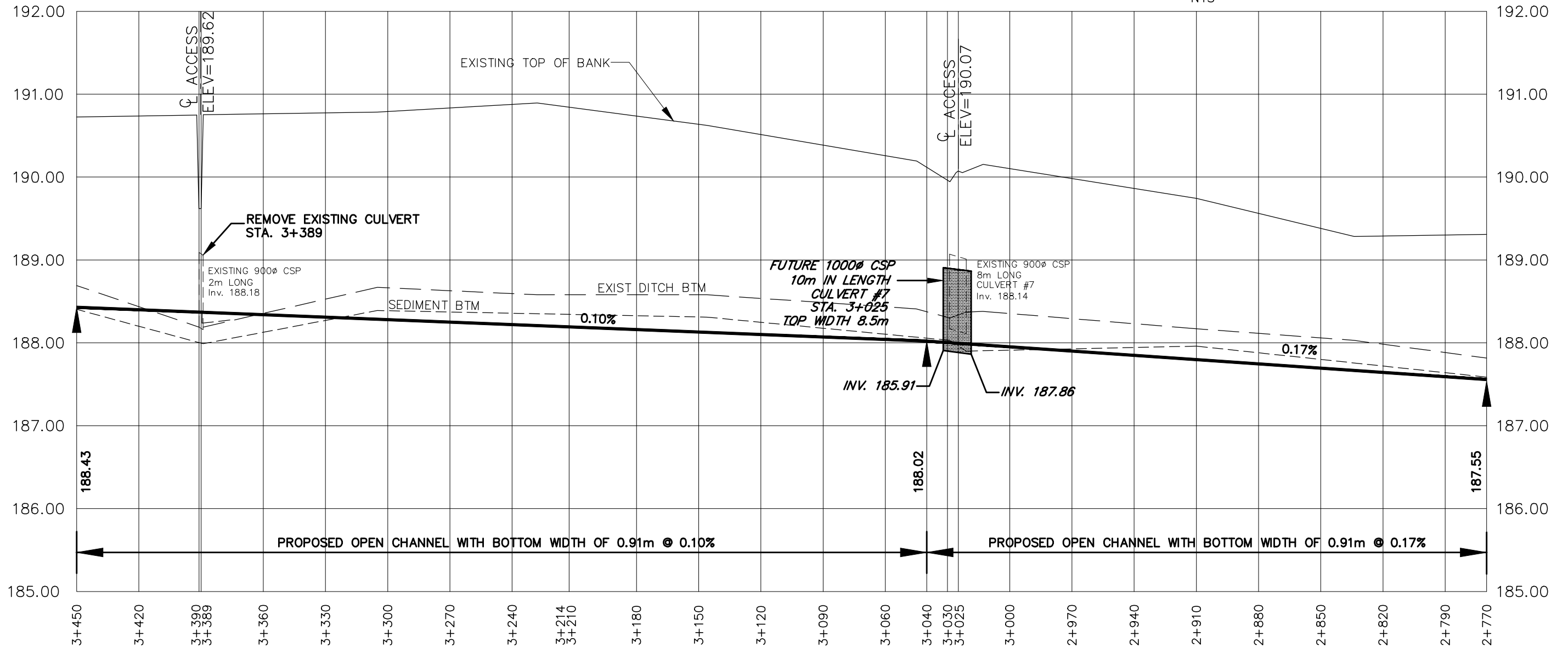
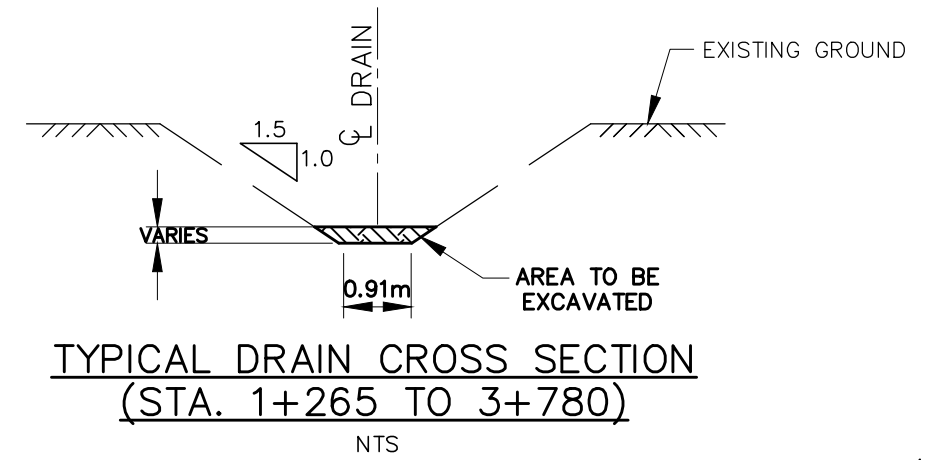
**TOWN of AMHERSTBURG**  
**CHARLES SHEPLEY MAIN DRAIN**  
**PROFILE**

**5**  
**OF 9**

Last Updated: January 15, 2021

**GENERAL NOTES**

- 1. BENCHMARK No.7 ELEV. 188.11  
INVERT OF EAST END OF EXISTING 900mmØ CSP AT STATION 3+021  
CULVERT #7
- BENCHMARK No.8 ELEV. 188.13  
TOP WEST END OF EXISTING 900mmØ CSP AT STATION 3+391  
CULVERT #8



4218 Oil Heritage Road  
Petrolia Ontario, N0N 1R0  
Phone: (519) 882-0032 Fax: (519) 882-2233

DRAWING NAME:  
Charles Shepley Drain Profile5

PROJECT No.  
2019-1021

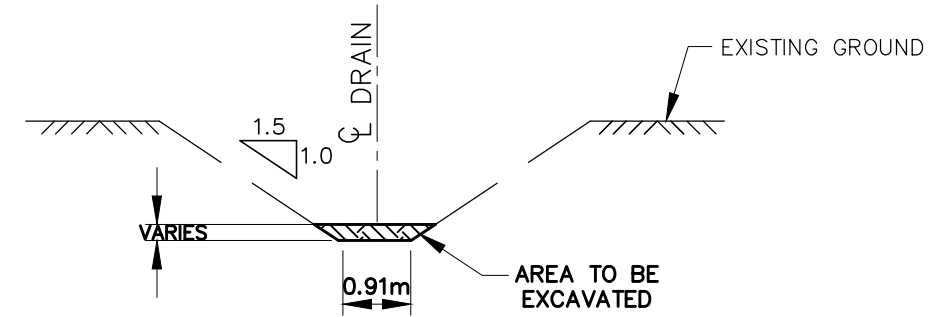
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M. GERRITS	2	FINAL REPORT	JAN.18, 2021	MG
CHECKED	1	DRAFT REPORT	DEC.16, 2020	MG
J. WARNER				
DRAWN	SCALE: 1:2,000			
B. VAN RUITENBURG	0 20 40 60m			

**TOWN of AMHERSTBURG**  
**CHARLES SHEPLEY MAIN DRAIN**  
**PROFILE**

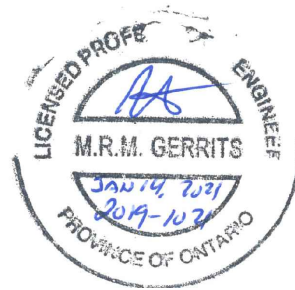
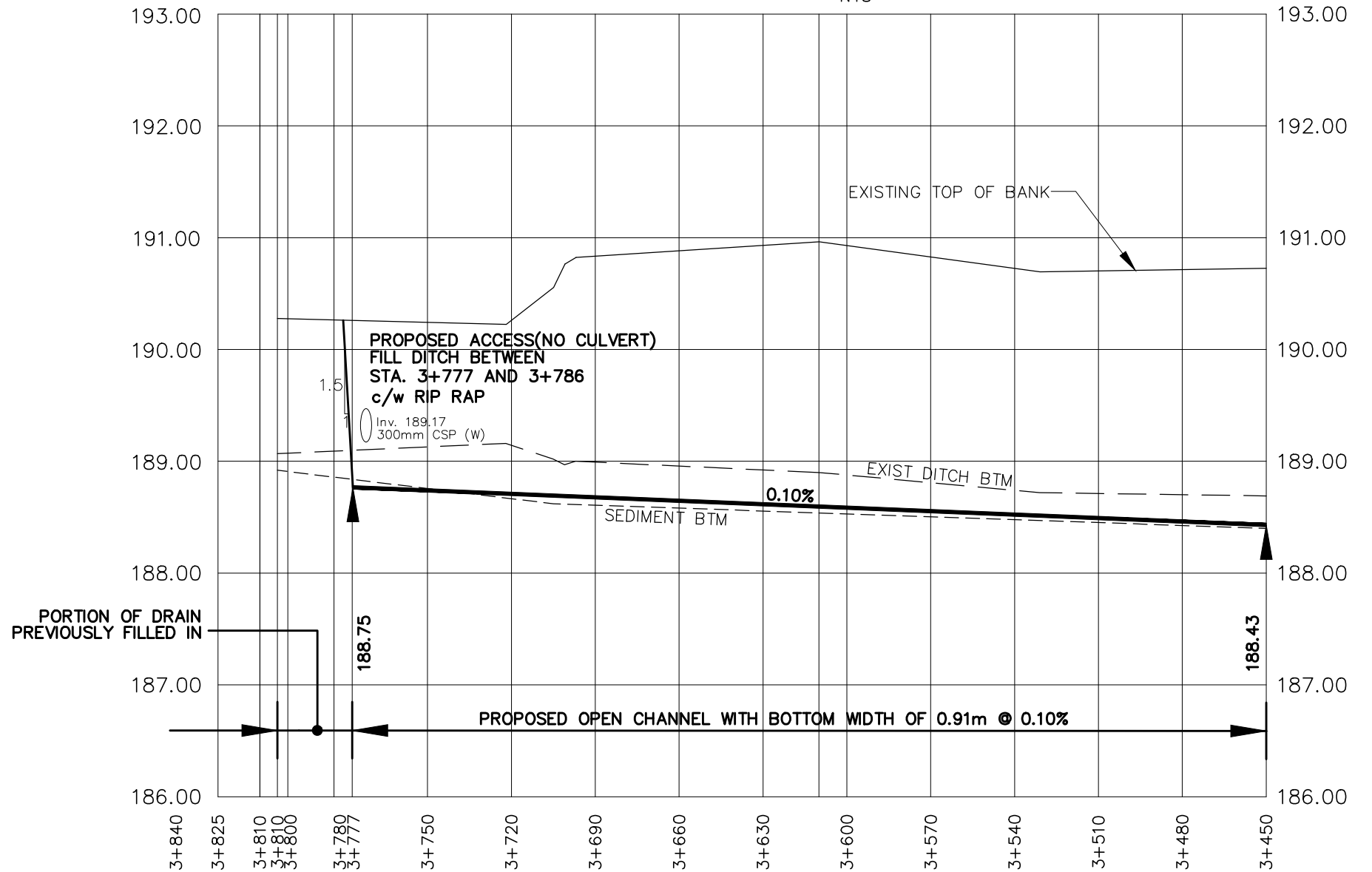
**6**  
**OF 9**

**GENERAL NOTES**

- BENCHMARK No.8 ELEV. 188.13  
TOP WEST END OF EXISTING 900mmØ  
CSP AT STATION 3+391  
CULVERT #8



**TYPICAL DRAIN CROSS SECTION  
(STA. 1+265 TO 3+780)**  
NTS



4218 Oil Heritage Road  
Petrolia Ontario, N0N 1R0  
Phone: (519) 882-0032 Fax: (519) 882-2233

DRAWING NAME:  
Charles Shepley Drain Profile6

PROJECT No.  
2019-1021

APPROVED	NO.	REVISIONS	DATE	BY
M. GERRITS	2	FINAL REPORT	JAN.18, 2021	MG
CHECKED	1	DRAFT REPORT	DEC.16, 2020	MG
J. WARNER				
DRAWN	SCALE: 1:2,000			
B. VAN RUITENBURG	0 20 40 60m			

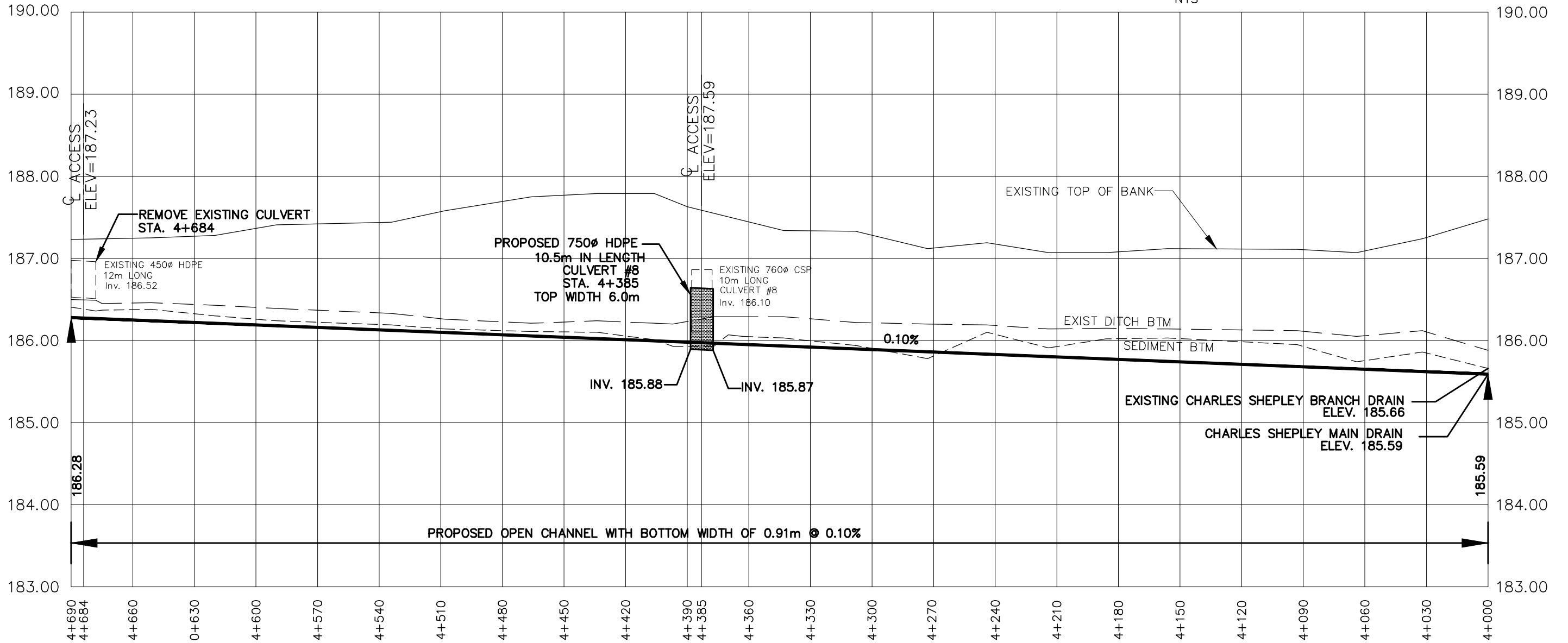
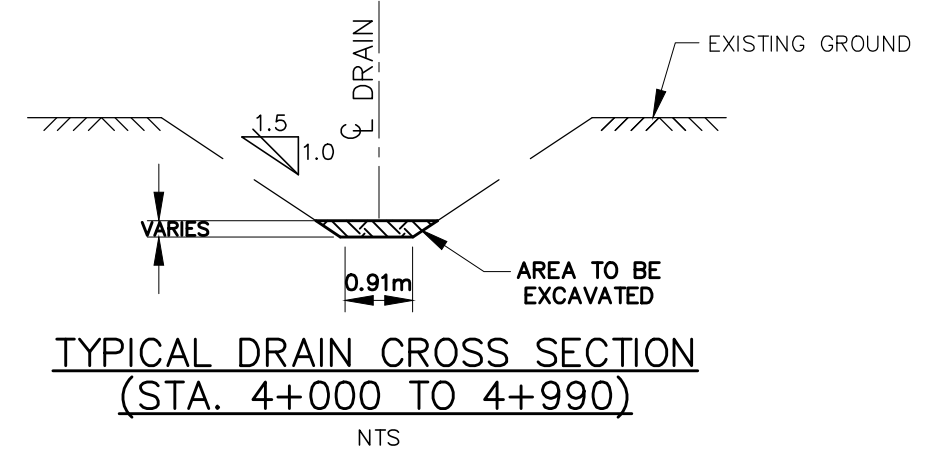
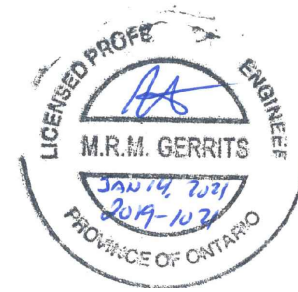
**TOWN of AMHERSTBURG  
CHARLES SHEPLEY MAIN DRAIN  
PROFILE**

**7  
OF 9**

**GENERAL NOTES**

1. BENCHMARK No.9 ELEV. 186.87  
 TOP WEST END OF EXISTING 760mmØ  
 CSP AT STATION 4+388  
 CULVERT #9

BENCHMARK No.10 ELEV. 186.98  
 TOP NORTH END OF EXISTING 450mmØ  
 HDPE AT STATION 4+678  
 CULVERT #10



4218 Oil Heritage Road  
 Petrolia Ontario, N0N 1R0  
 Phone: (519) 882-0032 Fax: (519) 882-2233

DRAWING NAME:  
 Charles Shepley Branch Drain Profile1

PROJECT No.  
 2019-1021

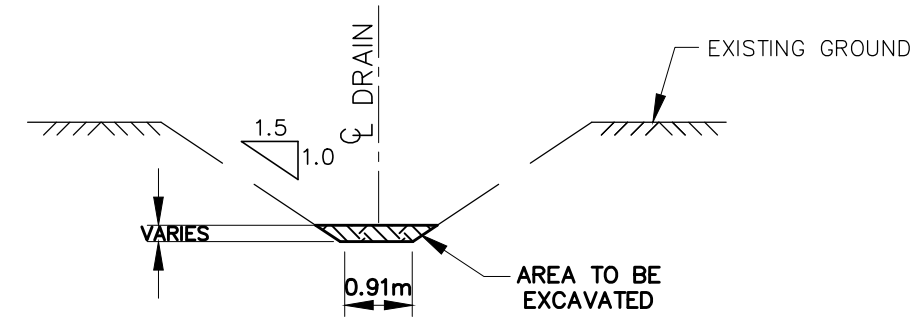
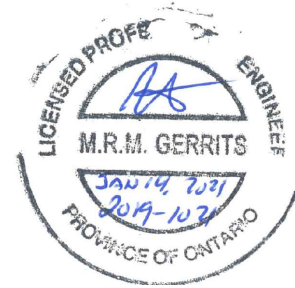
APPROVED	NO.	REVISIONS	DATE	BY
M. GERRITS	2	FINAL REPORT	JAN.18, 2021	MG
CHECKED	1	DRAFT REPORT	DEC.16, 2020	MG
J. WARNER				
DRAWN	SCALE: 1:2,000			
B. VAN RUITENBURG	0 20 40 60m			

**TOWN of AMHERSTBURG**  
**CHARLES SHEPLEY BRANCH DRAIN**  
**PROFILE**

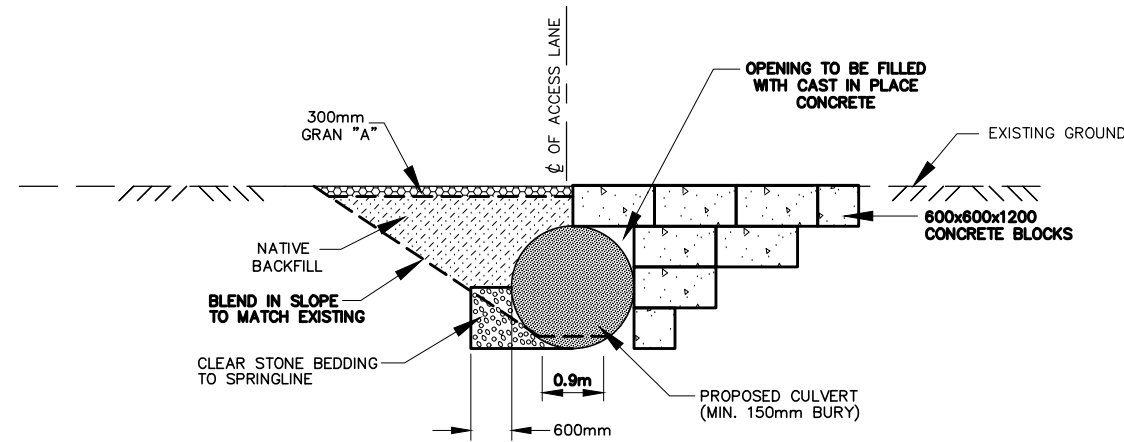
**8**  
**OF 9**

**GENERAL NOTES**

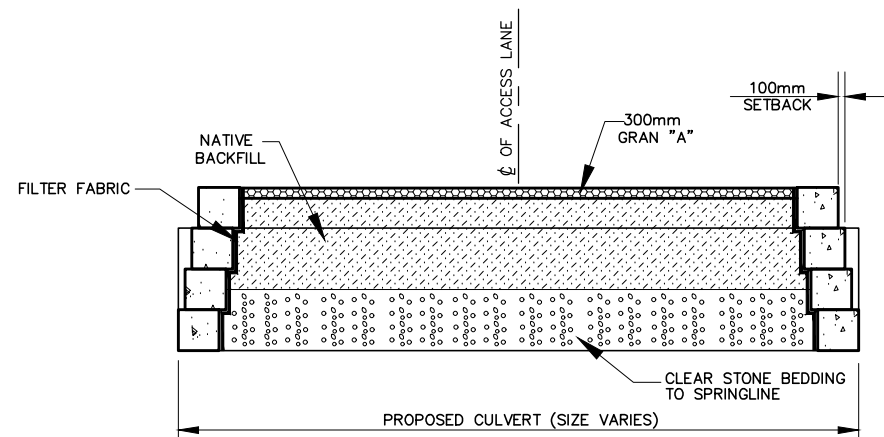
- BENCHMARK No.11 ELEV. 187.22  
TOP WEST END OF EXISTING 400mm $\phi$  CSP AT STATION 4+980  
CULVERT #11
- ALL GRANULARS COMPACTED TO 98%  
MODIFIED PROCTOR DENSITY



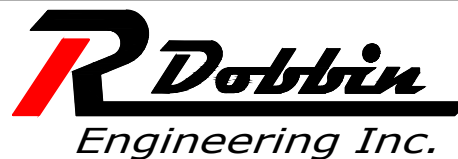
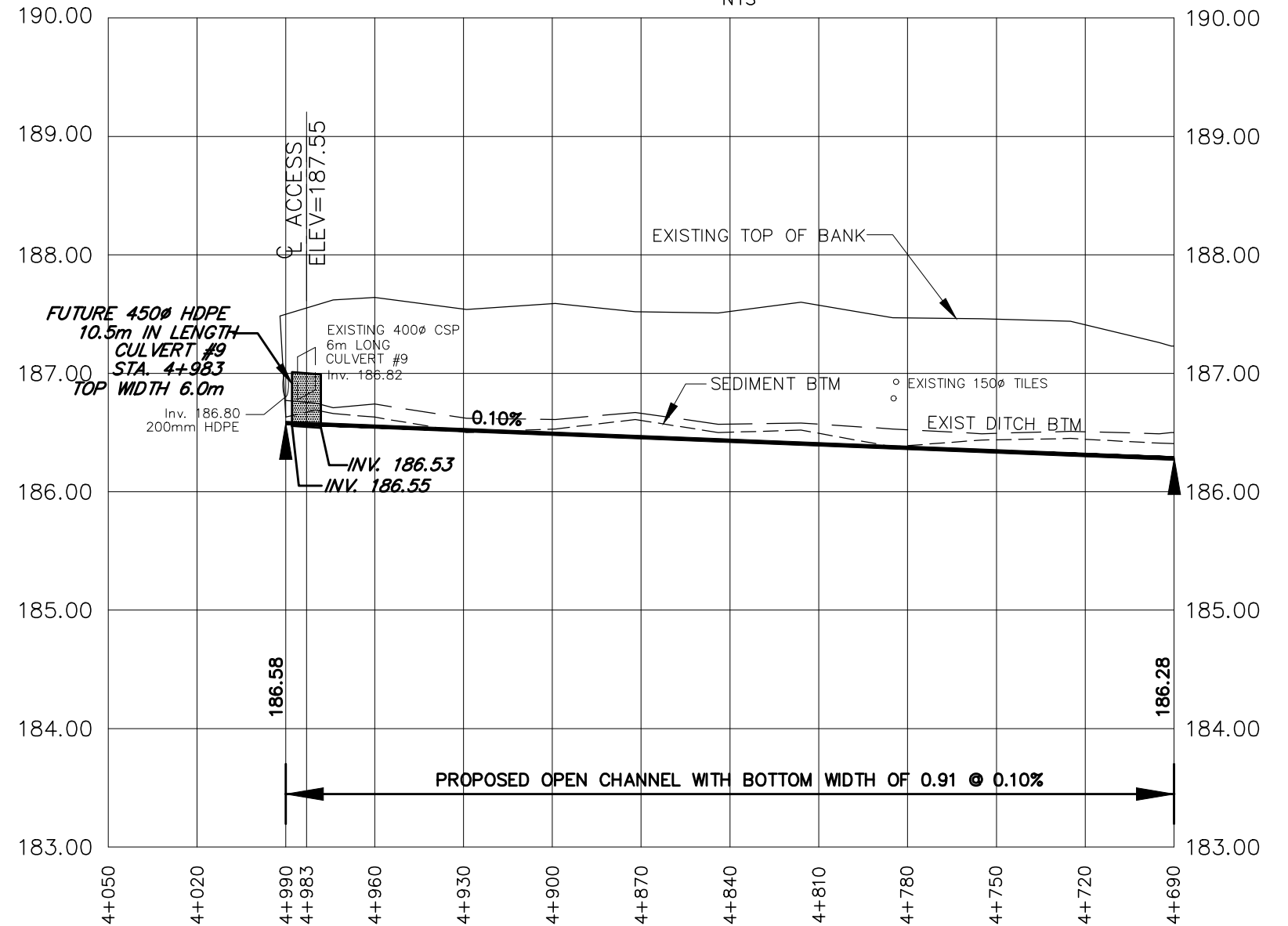
**TYPICAL DRAIN CROSS SECTION  
(STA. 4+000 TO 4+990)**  
NTS



**PROPOSED PIPE END SECTION  
TYPICAL CULVERT**  
NTS



**PROPOSED CROSS-SECTION  
TYPICAL CULVERT**  
NTS



4218 Oil Heritage Road  
Petrolia Ontario, N0N 1R0  
Phone: (519) 882-0032 Fax: (519) 882-2233

DRAWING NAME:  
Charles Shepley Branch Drain Profile2

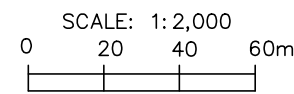
PROJECT No.  
2019-1021

APPROVED  
M. GERRITS

CHECKED  
J. WARNER

DRAWN  
B. VAN RUITENBURG

NO.	REVISIONS	DATE	BY
2	FINAL REPORT	JAN.18, 2021	MG
1	DRAFT REPORT	DEC.16, 2020	MG



**TOWN of AMHERSTBURG**  
**CHARLES SHEPLEY BRANCH DRAIN**  
**PROFILE AND DETAILS**

**9**  
**OF 9**



**THE CORPORATION OF THE TOWN OF AMHERSTBURG**

**BY-LAW NO. 2021 – 016**

**By-law to provide for the Improvements to the Charles Shepley Drain based on the Drainage Report by R. Dobbin Engineering Inc.**

---

**WHEREAS** a request for improvement of the Charles Shepley Drain was received under section 78 of the Drainage Act;

**WHEREAS** Council of the Corporation of the Town of Amherstburg appointed an engineer for the purpose of preparation of an engineer's report for the improvements of the Charles Shepley Drain under section 78 of the Drainage Act;

**WHEREAS** Council of the Corporation of the Town of Amherstburg has authorized Mike Gerrits, P. Eng., to prepare a report and said engineer's report dated January 18, 2021, can be referenced as Schedule A, as attached hereto;

**WHEREAS** \$73,336.00 is the estimated cost of improving the drainage works;

**AND WHEREAS** the report was considered by the Amherstburg Drainage Board at the meeting held on March 2, 2021.

**NOW THEREFORE** the Council of the Corporation of the Town of Amherstburg hereby enacts as follows:

**1. AUTHORIZATION**

The attached report is adopted and the drainage works is authorized and shall be completed as specified in the report

**2. BORROWING**

The Corporation of the Town of Amherstburg may borrow on the credit of the Corporation the amount of \$73,336.00 being the amount necessary for the improvements of the drainage works.

**3. DEBENTURE(S)**

The Corporation may issue debenture(s) for the amount borrowed less the total amount of:

- (a) Grants received under section 85 of the Drainage Act;
- (b) Monies paid as allowances;
- (c) Commuted payments made in respect of lands and roads assessed with the municipality;
- (d) Money paid under subsection 61(3) of the Drainage Act; and
- (e) Money assessed in and payable by another municipality.

**4. PAYMENT**

Such debenture(s) shall be made payable within 5 years from the date of the debenture(s) and shall bear interest at a rate not higher than 1% more than the municipal lending rates as posted by The Town of Amherstburg's Bank's Prime Lending Rate on the date of sale of such debenture(s).

(1) A special equal annual rate sufficient to redeem the principal and interest on the debenture(s) shall be levied upon the lands and roads and shall be collected in the same manner and at the same as other taxes are collected in each year for 5 years after the passing of this by-law.

(2) All assessments of \$1000.00 or less are payable in the first year in which the

assessments are imposed.

Read a first and second time and provisionally adopted this 8<sup>th</sup> day of March, 2021.

---

MAYOR – ALDO DICARLO

---

CLERK – PAULA PARKER

Read a third time and finally passed this \_\_\_ day of \_\_\_\_\_, 2021.

---

MAYOR – ALDO DICARLO

---

CLERK – PAULA PARKER



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF ENGINEERING AND PUBLIC WORKS

MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.

Table with 2 columns: Author's Name, Report Date, Author's Phone, Date to Drainage Board, Author's E-mail, Resolution #.

To: Members of the Drainage Board

Subject: Section 65(3) Adjustments – Owen Bondy Drain & Whalen Drain

1. RECOMMENDATION:

It is recommended that:

- 1. The report from the Drainage Superintendent and Engineering Coordinator dated February 9, 2021, regarding the Section 65(3) Adjustments – Owen Bondy Drain and Whalen Drain, BE RECEIVED;
2. The engineer's report, prepared by N.J. Peralta Engineering Ltd., dated January 19, 2021, for the Section 65 Adjustments to Parcels [redacted] & [redacted] for 1454410 Ontario Inc. (Cecelia Acres) Development, BE RECEIVED;
3. The assessment adjustments as listed in the engineering report prepared by N.J. Peralta Engineering Ltd. BE APPROVED, and;
4. Administration BRING FORWARD the Drainage Board's recommendation to approve the assessment adjustments at a future Regular Council Meeting.

2. BACKGROUND:

Under the provisions of the Drainage Act, when lands that are not assessed for drainage wish to subsequently connect those lands to a drain for the purpose of drainage, or if the nature of the use of the lands are subsequently altered, the Municipality must take steps to examine such changes and assess the lands for a just proportion of the drainage works. Under these circumstances, the Municipality is required to instruct an engineer to inspect the lands and drainage works in question and complete the necessary reapportionment of assessments relating to the affected drain(s). In this case, the owners of the lands at [redacted] and [redacted] Concession Road 3 North

are planning to alter the nature or extent of use of the existing agricultural lands for the purpose of constructing greenhouses and have requested that an engineer perform the necessary examinations and complete the required reapportionments to accommodate additional discharge into the Owen Bondy Drain and the Whalen Drain.

### 3. **DISCUSSION:**

Section 65 of the Drainage Act discusses the obligation of a Municipality to manage changes in assessments due to sub-divisions of land, subsequent connections and disconnections of lands from drainage works, and the altering of the nature or extent of land usage for the purpose of drainage. Section 65(3) requires the Municipality to instruct an engineer to complete the necessary examinations and make the assessment adjustments to lands that subsequently connect to a drainage work. Specifically, the procedures by which subsequent connections are to be administered are outlined under Section 65(3) of the Act, which stipulates that:

#### **Subsequent connection to drainage works, etc.**

*65. (3) If an owner of land that is not assessed for a drainage works subsequently connects the land with the drainage works for the purpose of drainage, or if the nature or extent of the use of a drainage works by land assessed for the drainage works is subsequently altered, the clerk of the local municipality in which the land is situate shall instruct an engineer in writing to inspect the land and assess it for a just proportion of the drainage works, taking into account any compensation paid to the owner of the land in respect of the drainage works. 2010, c. 16, Sched. 1, s. 2 (26).*

In this case, the owners of the lands at [REDACTED] and [REDACTED] Concession Road 3 North are planning to alter the nature or extent of use of the existing agricultural lands for the purpose of constructing greenhouses. Accordingly, with this land usage alteration, the existing assessments of the drains downstream of the new greenhouses will require adjustment. Under the Drainage Act, where the land usage has changed since the last engineering report was completed, adjustments of this nature can only be completed by an engineer. Pursuant to the provisions of the Drainage Act, the Town instructed Tony Peralta, P.Eng., to complete an examination of the Owen Bondy Drain and the Whalen Drain and to prepare a report for the subsequent connection of the subject lands into said drains.

As part of his work, Mr. Peralta has submitted the attached report that addresses the subsequent connection of Roll No. [REDACTED] and [REDACTED] and provides an assessment of costs to the subject lands into the Owen Bondy Drain and the Whalen Drain. Mr. Peralta's report also considers the nature and extent of the land usage being proposed in his assessment rationale. In the future, when works of maintenance are performed on the Owen Bondy Drain and the Whalen Drain, these adjusted assessment values will be applied to ensure that associated maintenance costs are fairly and accurately assessed.

Subsequent connections, once accepted by the Drainage Board and approved by Council through resolution, will be reflected in the assessments of all future works of maintenance on the Owen Bondy Drain and the Whalen Drain.

**4. RISK ANALYSIS:**

Under the Drainage Act, when lands that are not assessed for drainage wish to subsequently connect to or disconnect from a drain for the purposes of drainage, or if the nature or usage of lands is subsequently altered, it is the Municipality's obligation to take the proper steps to examine and complete the necessary assessments to reflect the changes. Failing to do so could lead to unfair assessments of drain maintenance costs that do not accurately reflect the prevalent drainage conditions within the watershed. This could lead to conflicts between the Municipality and landowners over drainage assessments and the possible denial of agricultural grants from the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA).

**5. FINANCIAL MATTERS:**

Section 65(10) of the Drainage Act stipulates the following:

**Costs**

*65 (10) The costs of the assessment, including the fees of the engineer, shall be paid by the owners of the lands in the proportion fixed by the engineer or, on appeal, by the Tribunal, and subsection 61 (4) applies to these costs. 2010, c. 16, Sched. 1, s. 2 (26).*

Accordingly, all costs associated with the preparation of the engineering report will be paid for by the owner of the lands at Roll No. [REDACTED] and [REDACTED].

**6. CONSULTATIONS:**

N/A

**7. CONCLUSION:**

Administration is recommending that the assessment adjustments provided in the report prepared by N.J. Peralta Ltd., dated January 19, 2021, for the Section 65 Adjustments to Parcels [REDACTED] & [REDACTED] for 1454410 Ontario Inc. (Cecelia Acres) Development be approved and that said assessment adjustments be approved by Council resolution.



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Shane McVitty  
**Drainage Superintendent and  
Engineering Coordinator**

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**Attachment(s):**

- Section 65 Adjustments to Parcels [REDACTED] & [REDACTED] for 1454410 Ontario Inc. (Cecelia Acres) Development, by N.J. Peralta Ltd., dated January 19, 2021
- Landowner submission for Request for Subsequent Connection

**DRAINAGE REPORT**

**OWEN BONDY DRAIN & WHALEN DRAIN**

**Section 65 Adjustments to Parcels [REDACTED] & [REDACTED]  
for 1454410 Ontario Inc. (Cecelia Acres) Development**

**(Geographic Township of Anderdon)**

**TOWN OF AMHERSTBURG**

***N. J. Peralta Engineering Ltd.***

Consulting Engineers

45 Division St. N., Kingsville, Ontario N9Y 1E1

Tel. (519) 733-6587

*Project No. D-20-118*

*January 19th, 2021*

# ***N. J. Peralta Engineering Ltd.***

Consulting Engineers

## **OWEN BONDY DRAIN & WHALEN DRAIN**

Section 65 Adjustments to Parcels [REDACTED] & [REDACTED]  
for 1454410 Ontario Inc. (Cecelia Acres) Development

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### **APPENDICES**

APPENDIX "A" - Section 65 of the Drainage Act

APPENDIX "B" - Site Detail



# ***N. J. Peralta Engineering Ltd.***

Consulting Engineers

January 19th, 2021

Corporation of the Town of Amherstburg  
512 Sandwich Street South  
Amherstburg, Ontario  
N9V 3R2

Attention: Shane McVitty, P.Eng., Drainage Superintendent

**PROJECT: OWEN BONDY DRAIN & WHALEN DRAIN  
Section 65 Adjustments to Parcels [REDACTED] & [REDACTED]  
for 1454410 Ontario Inc. (Cecelia Acres) Development  
Town of Amherstburg, County of Essex  
Project No. D-20-118**

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## **I. AUTHORIZATION**

In accordance with instructions received from Mr. Shane McVitty, P.Eng., Drainage Superintendent and Engineering Coordinator, on October 27th, 2020, we have made all of the necessary investigations and determinations for the preparation of a report, in accordance with Section 65 of the "Drainage Act, R.S.O. 1990, Chapter D.17 as amended 2020". This report addresses adjustments to the Value of Outlet for Parcels [REDACTED] and [REDACTED], to reflect their utilization of the Whalen Drain for the change in land use, together with an adjustment in affected area and total flow volumes from these parcels due to the greenhouse development on the site. This report also addresses the adjustment to the Value of Outlet Liability within the above-mentioned parcels, to reflect the adjustments made to affected parcel areas for the Owen Bondy Drain as a result of the said development.

Our appointment is in regards to "the nature or extent of the use of a drainage works by land assessed for the drainage works is subsequently altered", and is in accordance with and pursuant to Section 65(3) and Section 65(4) of the "Drainage Act, R.S.O. 1990, Chapter D.17, as amended 2020". We have inserted herein a copy of Section 65 for reference purposes, labelled **Appendix "A"**. We have therefore performed all of the necessary research, investigations, and review of all pertinent documentation for the carrying out of our study and we report thereon as follows.

## **II. INTRODUCTION**

Within the governing by-law of a Municipal Drain, Schedules of Assessments are included to assess costs for the initial construction and future maintenance of the drainage system. These assessments are based on the land use and drainage patterns of the lands within the drain's watershed at the time of the by-law. When these lands are subsequently altered, disconnected, or when additional area is added to the system, these changes are not

**Report** - Owen Bondy Drain & Whalen Drain  
Section 65 Adjustments to Parcels [REDACTED] & [REDACTED]  
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properly reflected by the Schedule of Assessment contained within the governing By-Law. As such, it is necessary to make adjustments to the parcel's assessment as required, to fairly distribute future maintenance costs.

With the development of land, the natural movement of stormwater is disrupted, and the amount of stormwater runoff conveyed from the developed site is increased. Stormwater Management (S.W.M.) facilities are utilized to control stormwater discharge from a site with increased runoff caused by development and further restrict peak flows to a pre-development flow rate. As a result, precipitation onto developed sites with increased impermeable conditions creates an additional volume of runoff that is stored within S.W.M. ponds. The increased total volume of water is discharged from the S.W.M. ponds into receiving drains, to empty the pond over an extended period. Consequently, S.W.M. facilities generally contribute a higher total volume of water that travels through the receiving drains, which essentially causes injury to said drains in the form of extended saturation and higher direct erosion throughout the drain bottom. The effects of S.W.M. are considered an injuring liability to the receiving drains, which will generally reduce the service life of the drainage system and resulting in more periodic drain maintenance. Thus, creating increased maintenance costs.

As a result of the development, the outlet assessment for the affected parcels of land require adjustments to reflect the proposed changes to the use of these lands. Utilizing Section 23 of the Drainage Act, we have also taken into account the increased volume of artificial runoff discharging from the S.W.M. system and have factored this provision into the adjustment to the outlet assessment for the lands being served by the S.W.M. system. All of which is being prepared through Section 65 Report of the "Drainage Act, R.S.O. 1990, Chapter D.17, as amended 2020".

### **III. BACKGROUND**

Prior to the formal submission for the request for investigations and determinations for the preparation of a report in accordance with Section 65, the Owner (1454410 Ontario Inc.) had purchased the subject properties known as Parcels [REDACTED] and [REDACTED]. A formal application to consolidate these two (2) parcels have been filed with the Land Registry Office. However, the consolidated property has yet to receive new parcel details. Therefore, for all intents and purposes, this consolidated property is identified within this report as [REDACTED] and 360-01800, which are both currently owned by 1454410 Ontario Inc. Upon the official approval and processing of the parcel consolidation, the changes to the individual parcels assessments shall be merged to reflect the total parcel assessments.

**Report** - Owen Bondy Drain & Whalen Drain  
 Section 65 Adjustments to Parcels [REDACTED] & [REDACTED]  
 for 1454410 Ontario Inc. (Cecelia Acres) Development  
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From work carried out on behalf of the Owner, we have established the areas within Parcels [REDACTED] and [REDACTED] are to be developed and will result in an increased total flow volume to the Whalen Drain. Furthermore, the proposed works within the said parcels are intended to collect the runoff within the developed area that was originally assessed to the Owen Bondy Drain, and divert this runoff directly to the Whalen Drain. Therefore, we have established the reduction of affected area contributing to the Owen Bondy Drain. Work on the parcels has already included the approval of a Site Plan and Stormwater Management (S.W.M.) Report for the greenhouse development which has been reviewed and approved by the Town.

We have obtained reference information for the affected portion of the Owen Bondy Drain, including the current governing By-Law No. 1964 and the referenced Engineer's Report for the Owen Bondy Drain, dated December 16th, 1969, by C.G.R. Armstrong, P.Eng. We have used the "Schedule of Assessment" that was within said report for maintenance purposes. We find that the lands affected by the greenhouse development include the parcels formerly owned by Frances Whalen (S.W. Pt. Lot 3, Concession 3) and Percy D. Bailey (N.W. 1/4 Lot 2, Concession 3). All of which are in the Town of Amherstburg, as shown in the governing report and by-law.

Furthermore, We have obtained reference information from the Town Drainage Department for the affected portion of the Whalen Drain, including the current governing By-Law No. 2429 and the referenced Engineer's Report for the Whalen Drain, dated January 1983, by D.A. Averill, P.Eng. We have used the "Schedule of Assessment" that was within said report for maintenance purposes. We find that the lands affected by the greenhouse development include the parcels formerly owned by F. Whalen (S.W. Pt. Lot 3, Concession 3) and P. Bailey (N.W. 1/4 Lot 2, Concession 2).

#### **IV. EXISTING DRAINAGE CONDITIONS**

From our review of the Stormwater Management (S.W.M.) design completed to date and currently being carried out on behalf of 1454410 Ontario Inc. (Cecelia Acres), we were able to establish the overall parcel areas affected by this development.

##### **Owen Bondy Drain**

We reviewed the governing by-law and associated Engineer's Report on the Owen Bondy Drain, which is the December 16th, 1969 report by C.G.R. Armstrong, P.Eng. We were able to determine what areas within the two (2) affected parcels are currently assessed to and utilize the Owen Bondy Drain as an outlet.

The original subject parcels located within Lots 2 and 3, Concession 3, have been identified within the C.G.R. Armstrong report for the Owen Bondy Drain as the following:

**Report** - Owen Bondy Drain & Whalen Drain  
 Section 65 Adjustments to Parcels [REDACTED] & [REDACTED]  
 for 1454410 Ontario Inc. (Cecelia Acres) Development  
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**1454410 Ontario Inc. ([REDACTED])**

<b>Parcel</b>	<b>Area Owned</b>	<b>Area Affected</b>
Frances Whalen S.W. Pt Lot 3, Concession 3	22.055 ha (54.50 ac)	10.927 ha (27.00 ac)

**1454410 Ontario Inc. ([REDACTED])**

<b>Parcel</b>	<b>Area Owned</b>	<b>Area Affected</b>
Percy D. Bailey N.W. 1/4 Lot 2, Concession 3	20.234 ha (50.00 ac)	10.117 ha (25.00 ac)
<b>TOTAL=</b>	<b>42.289 ha</b> <b>(104.50 ac)</b>	<b>21.044 ha</b> <b>(52.00 ac)</b>

**Whalen Drain**

From our review of the governing by-law and associated Engineer's Report on the Whalen Drain, which is the January 1983 report by D.A. Averill, P.Eng., we were able to determine what areas within the two (2) affected parcels are currently assessed to and utilize the Whalen Drain and Owen Bondy Drain as an outlet.

The original subject parcels located within Lots 2 and 3, Concession 3, have been identified within the D.A. Averill report for the Whalen Drain as the following:

**1454410 Ontario Inc. ([REDACTED])**

<b>Parcel</b>	<b>Area Owned</b>	<b>Area Affected</b>
F. Whalen S.W. Pt Lot 3, Concession 3	22.100 ha (54.61 ac)	22.100 ha (54.61 ac)

**1454410 Ontario Inc. ([REDACTED])**

<b>Parcel</b>	<b>Area Owned</b>	<b>Area Affected</b>
P. Bailey N.W. 1/4 Lot 2, Concession 3	20.200 ha (49.92 ac)	20.200 ha (49.92 ac)
<b>TOTAL=</b>	<b>42.301 ha</b> <b>(104.53 ac)</b>	<b>42.301 ha</b> <b>(104.53 ac)</b>

**Report** - Owen Bondy Drain & Whalen Drain  
 Section 65 Adjustments to Parcels [REDACTED] & [REDACTED]  
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Based on the S.W.M. Report, all of the affected area assessed to the Owen Bondy Drain is intended to be diverted away from the Owen Bondy Drain and directly to the Whalen Drain. As such, adjustments in affected area for these parcels shall be included as part of this Section 65 Report.

With respect to Parcel [REDACTED], under the governing by-law for the Whalen Drain, the parcel area was identified as having 22.100 hectares (54.61 acres). However, this Parcel currently comprises of 22.472 hectares (55.53 acres). Furthermore, and with respect to Parcel [REDACTED], under the above-mentioned report, the parcel area was identified as having 20.200 hectares (49.92 acres). However, Parcel [REDACTED] currently comprises of 20.700 hectares (51.15 acres). The adjustment in the affected areas for these parcels shall be included as part of this Section 65 Report.

Based on the above research and investigations, we have prepared plans labelled herein as **Appendix "B"** which show:

1. the boundaries of the affected Parcels [REDACTED] and [REDACTED]
2. the proposed greenhouse construction and S.W.M. pond

#### **V. ALLOWABLE RELEASE RATES AND STORMWATER MANAGEMENT**

The S.W.M. Report documentation already provided, by our office, to the Town will show that S.W.M. practices are being or are intended to be utilized for proposed greenhouse development on the subject parcels. Under no circumstance would the additional runoff volumes be permitted to drain into the receiving drainage systems unless S.W.M. is provided. The S.W.M. systems must ensure that the allowable release rate into the receiving drainage systems for these parcels does not exceed the 1:2-year storm pre-development runoff rate for the entire area to be connected. Under no circumstance should the Town consider allowing the increased total flow volumes into the receiving drainage systems unless this condition is met. Proper S.W.M. facilities restricting the flows to the allowable release rate will ensure that the subsequent flows will have no adverse effect on the capacity of the receiving drainage systems.

S.W.M. reports must be prepared for any proposed greenhouse developments taking the allowable release rate into consideration, and have been submitted to the Town and the Essex Region Conservation Authority (E.R.C.A.) for review and approval before any work had proceeded.

For the Cecelia Acres development, all flows from the greenhouse development will generally outlet through the S.W.M. pond near the northeast corner of Parcel [REDACTED] and directly into the Whalen Drain at a release rate less than the 1:2-year pre-development flows.

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 Section 65 Adjustments to Parcels [REDACTED] & [REDACTED]  
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This S.W.M. facility is intended to serve the entire greenhouse development. The development is intended to collect, store and convey to the S.W.M. pond all within the subject parcels. We also find that the use of S.W.M. controls will reduce the peak flows in the drain. Therefore, the greenhouse development will not adversely impact the drainage system. Based on our findings, we believe that it is reasonable to allow for the increased total flow volumes from the greenhouse lands, provided that the necessary S.W.M. provisions are maintained for the greenhouse development. This holds true for any subsequent changes made and maintained for any future greenhouse expansions.

## **VI. SUBSEQUENT CONNECTION/DISCONNECTION CHARGES**

### **Owen Bondy Drain**

Our investigations determined that Parcels [REDACTED] and [REDACTED] have a portion of their lands that currently drain to the Owen Bondy Drain. Through development, these entire areas shall be subsequently disconnected and diverted directly to the Whalen Drain. A decrease or removal of parcel area may result in a refund to the affected parcel for the area being removed from the drain, based on the remaining life of any recent maintenance work carried out on the Municipal Drain. Based on the Town's drainage records, there has been no maintenance works performed on the Owen Bondy Drain in quite some time. Therefore, there is no residual value remain on maintenance or improvements work previously performed on the Owen Bondy Drain and a refund is not required at this time. However, when maintenance is performed on the Owen Bondy Drain in the future, the Town shall utilize the details outlined in this report to assess the appropriate share of the maintenance costs on this Municipal Drain, based on the decreased affected area, together with the change in land use.

### **Whalen Drain**

As previously noted, the affected area from Parcels [REDACTED] and [REDACTED] will be removed from the Owen Bondy Drain watershed and directly connected further upstream into the Whalen Drain. The existing Parcels [REDACTED] and [REDACTED] were entirely assessed to the Whalen Drain and continue to do so as part of its development. However, Parcel [REDACTED] now drains approximately 22.472 hectares (55.53 acres) rather than the 22.100 hectares (54.61 acres) originally assessed for this parcel. In regards to Parcel 360-01800, this parcel now drains 20.700 hectares (51.15 acres) rather than the 20.200 hectares (49.92 acres). Therefore, for both Parcels, the increase in parcel area, together with the associated change in land use may result in buy-in charges to each of the affected parcels for the additional flow volumes being brought into the drain, based on the remaining life of any recent work carried out on the Municipal Drain. However, based on the Town's drainage records, there has been no maintenance works performed on the Whalen Drain in quite some time. Therefore, there is no residual value remain on maintenance or improvements work previously performed on

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 Section 65 Adjustments to Parcels [REDACTED] & [REDACTED]  
 for 1454410 Ontario Inc. (Cecelia Acres) Development  
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Whalen Drain and a buy-in is not required at this time. However, when maintenance is performed on the Whalen Drain in the future, the Town shall utilize the details outlined in this report to assess the appropriate share of the maintenance costs on this Municipal Drain based on the increased affected area, together with the change in land use.

## **VII. ASSESSMENT FOR FLOW VOLUMES**

### **Owen Bondy Drain**

With the removal of affected area from the 1454410 Ontario Inc. parcels to the Owen Bondy Drain, the decrease in total flow volume from these parcels would have no adverse effect on the capacity of the Owen Bondy Drain.

If the Town of Amherstburg is prepared to approve the decrease in total flow volumes from the 1454410 Ontario Inc. (Cecelia Acres) development into the Owen Bondy Drain, an update to the assessments is to be established by the Engineer and be charged entirely to the owners of the affected lands. Section 65(4) of the "Drainage Act, R.S.O. 1990, Chapter D.17 as amended 2020" requires that *"If an owner of land that is assessed for a drainage works subsequently disconnects the land from the drainage works, the clerk of the local municipality in which the land is situate shall instruct an engineer in writing to inspect the land and determine the amount by which the assessment of the land should change."*

The decrease in Value of Outlet Liability charge to the owner of the affected parcels should be based on the decrease in total flow volumes from the already assessed portions to the Owen Bondy Drain.

### **Whalen Drain**

With the implementation of S.W.M. controls limiting the peak outflows into the Whalen Drain to the pre-development flow rate (or less), as outlined above, the increased total flow volumes from the two (2) affected parcels would have no adverse effect on the capacity of the Whalen Drain. Therefore, based on the above conditions, we find that the Whalen Drain has the ability to accept the additional total flow volumes from within the affected parcels.

If the Town of Amherstburg is prepared to approve the increased total flow volumes from the 1454410 Ontario Inc. (Cecelia Acres) development into the Whalen Drain, an update to the assessments is to be established by the Engineer and be charged entirely to the owners of the affected lands. Section 65(3) of the "Drainage Act, R.S.O. 1990, Chapter D.17 as amended 2020" requires that *"where the nature or extent of the use of a drainage works by land assessed for the drainage works is subsequently altered, an engineer appointed by the Municipality for the purpose shall make an inspection and assess the land for a just proportion of the drainage works"*.

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 Section 65 Adjustments to Parcels [REDACTED] & [REDACTED]  
 for 1454410 Ontario Inc. (Cecelia Acres) Development  
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From our investigations of the Town's drainage files, we have determined that the drainage works for which the two (2) affected parcels must be assessed for a just proportion in the Whalen Drain. The increased Value of Outlet charge to the Owner of the affected parcel should be based on the increased total flow volumes from the already assessed portions to the Whalen Drain.

#### **VIII. ASSESSMENT ADJUSTMENTS FOR TOTAL FLOW VOLUME**

We find that the two (2) Parcels affected in the December 16th, 1969 Owen Bondy Drain report, owned at the time by the parties noted above, should have their "Value of Outlet Liability" and "Total Value of Improvement" amounts adjusted to reflect the increased total flow volume that will result from the greenhouse development on the two (2) parcels. The "Value of Benefit" for these parcels will remain unchanged from its portion of the value shown in the original 1969 report.

In addition, we find that the two (2) Parcels affected in the January 1983 Whalen Drain report and assessment schedule, owned at the time by the parties noted above, should have its "Value of Outlet" and "Total Value" amounts adjusted to reflect the decreased total flow volume that will result from the removal of affected area on the parcel. The "Value of Benefit" for this parcel will remain unchanged from its portion of the value shown in the original 1983 report.

#### **IX. FUTURE MAINTENANCE CHARGES**

##### **Owen Bondy Drain**

Based on our review of the proposed areas of greenhouse construction and hard surface areas, along with the reduction of the affected area created by the development of the site, we find that the following adjustments should be made to the December 16th, 1969 Owen Bondy Drain assessment schedule for the Value of Outlet Liability and Total Value of Improvement figures:

Description	Original Acres Afft'd	Original Value of Outlet Liability	Original Total Value of Improvement	Updated Acres Afft'd	Updated Value of Outlet Liability	Updated Total Value of Improvement
<b>1454410 Ontario Inc.</b>						
[REDACTED]	27.00	\$318.00	\$618.00	0.00 ac	\$0.00	\$300.00
<b>1454410 Ontario Inc.</b>						
[REDACTED]	25.00	\$369.00	\$669.00	0.00 ac	\$0.00	\$300.00
					<b>\$905.00</b>	<b>\$1,975.00</b>
					<b>\$1,255.00</b>	<b>\$2,825.00</b>



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In accordance with Section 65(4) of the "Drainage Act, R.S.O. 1990, Chapter D.17, as amended 2020", we recommend that the values in the December 16th, 1969 Schedule of Assessment which is included within the current governing By-Law 1946 be amended for the current affected parcel to show the updated values as noted above.

**Whalen Drain**

Based on our review of the proposed areas of greenhouse construction and hard surface areas created by the development of the site, we find that the following adjustments should be made to the January 1983 Whalen Drain Assessment Schedule for the Value of Outlet and Total Assessment value figures:

Description	Original Hectares Afft'd	Original Value of Outlet	Original Total Value	Updated Hectares Afft'd	Updated Value of Outlet	Updated Total Value
<b>1454410 Ontario Inc.</b>						
[REDACTED]	22.100	\$2,320.00	\$3,241.00	22.472	\$3,504.00	\$4,425.00
<b>1454410 Ontario Inc.</b>						
[REDACTED]	20.200	\$2,119.00	\$2,237.00	20.700	\$3,109.00	\$3,227.00
<b>UPDATED TOTAL ON LANDS</b>					<b>\$13,109.00</b>	<b>\$17,641.00</b>
<b>UPDATED TOTAL ASSESSMENT</b>					<b>\$14,701.00</b>	<b>\$20,317.00</b>

In accordance with Section 65(3) of the "Drainage Act, R.S.O. 1990, Chapter D.17, as amended 2020", we recommend that the values in the January 1983 Schedule of Assessment which is included within the current governing By-Law 2429 be amended for the current affected parcels to show the updated values as noted above.

**Summary**

In accordance with Section 65(3) & 65(4) of the "Drainage Act, R.S.O. 1990, Chapter D.17 as amended 2020", we recommend that the above noted updated values be collected from the affected parcels by the Town of Amherstburg on a pro-rata basis, only when there is future maintenance and/or future repairs of the affected portions of the Whalen Drain and/or Owen Bondy Drain, pursuant to the "Drainage Act, R.S.O. 1990, Chapter D.17 as amended 2020".

**X. SUMMARY AND RECOMMENDATIONS**

**Owen Bondy Drain**

We have conducted a review of the Owen Bondy Drain and have determined a decrease in affected area for Parcels [REDACTED] and [REDACTED] as a result of diverting the developed lands directly to the Whalen Drain. Therefore, we have established herein updated

**Report** - Owen Bondy Drain & Whalen Drain  
 Section 65 Adjustments to Parcels [REDACTED] & [REDACTED]  
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Value of Outlet Liability charges which removes all outlet assessments for the two (2) parcels, which is a representation of the decreased total flow to the Owen Bondy Drain.

### **Whalen Drain**

As already established herein, we have conducted a review of the Whalen Drain and have determined that the increased total flow volumes and affected area for Parcels [REDACTED] and [REDACTED] due to the greenhouse development on the site, shall not adversely affect the performance of said Municipal Drain as long as the S.W.M. Facilities limit the total release rate allowed into said drain to the 1:2-year pre-development runoff (or less).

We have also established herein updated Value of Outlet charges to be paid by the two (2) affected Parcels [REDACTED] and [REDACTED] when future maintenance is performed on this drain. These updated assessments are a representation of the increased total flow volumes from the developed sites.

Based on all of the above, we would therefore recommend that the Town of Amherstburg accept the increased volume of runoff and subsequent assessments to the subject parcels for the Whalen Drain and Owen Bondy Drain, so long that all of the above requirements and conditions are adhered to. We further recommend that the costs for preparation of this report be assessed 50.0% to Parcel 360-01700 and 50.0% to Parcel [REDACTED].

If you, or Council, have any questions regarding this "Changes in Assessment Report", please do not hesitate to contact us.

All of which is respectfully submitted.

**N.J. PERALTA ENGINEERING LTD.**



Antonio B. Peralta, P.Eng.

ABP/amm



**N.J. PERALTA ENGINEERING LTD.**

Consulting Engineers  
 45 Division Street North  
 Kingsville, Ontario  
 N9Y1E1

# APPENDIX "A"

## SPECIAL PROVISIONS

### **Changes in assessment**

#### **Subsequent subdivision of land**

**65.** (1) If, after the final revision of an engineer's assessment of land for a drainage works, the land is divided by a change in ownership of any part, the clerk of the local municipality in which the land is situate shall instruct an engineer in writing to apportion the assessment among the parts into which the land was divided, taking into account the part of the land affected by the drainage works. 2010, c. 16, Sched. 1, s. 2 (26).

#### **Agreement on share of assessment**

(2) If the owners of the subdivided land mutually agree on the share of the drainage assessment that each should pay, they may enter into a written agreement and file it with the clerk of the local municipality and, if the agreement is approved by the council by resolution, no engineer need be instructed under subsection (1). 2010, c. 16, Sched. 1, s. 2 (26).

#### **Subsequent connection to drainage works, etc.**

(3) If an owner of land that is not assessed for a drainage works subsequently connects the land with the drainage works for the purpose of drainage, or if the nature or extent of the use of a drainage works by land assessed for the drainage works is subsequently altered, the clerk of the local municipality in which the land is situate shall instruct an engineer in writing to inspect the land and assess it for a just proportion of the drainage works, taking into account any compensation paid to the owner of the land in respect of the drainage works. 2010, c. 16, Sched. 1, s. 2 (26).

#### **Subsequent disconnection from drainage works**

(4) If an owner of land that is assessed for a drainage works subsequently disconnects the land from the drainage works, the clerk of the local municipality in which the land is situate shall instruct an engineer in writing to inspect the land and determine the amount by which the assessment of the land should change. 2010, c. 16, Sched. 1, s. 2 (26).

#### **Restriction on connection or disconnection**

(5) No person shall connect to or disconnect from drainage works without the approval of the council of the municipality. 2010, c. 16, Sched. 1, s. 2 (26).

#### **Notice of instructions**

(6) The clerk of the local municipality shall send a copy of the instructions mentioned in subsection (1), (3) or (4) to the owners of the affected lands as soon as reasonably possible. 2010, c. 16, Sched. 1, s. 2 (26).

#### **Engineer's assessment**

(7) An engineer who prepares an assessment pursuant to instructions received under subsection (1), (3) or (4) shall file the assessment with the clerk of the local municipality. 2010, c. 16, Sched. 1, s. 2 (26).

#### **Notice of assessment**

(8) The clerk of the local municipality shall attach the engineer's assessment to the original assessment and send a copy of both to the owners of the affected lands. 2010, c. 16, Sched. 1, s. 2 (26).

#### **Assessment binding**

(9) Subject to subsection (11), the engineer's assessment is binding on the assessed land. 2010, c. 16, Sched. 1, s. 2 (26).

#### **Costs**

(10) The costs of the assessment, including the fees of the engineer, shall be paid by the owners of the lands in the proportion fixed by the engineer or, on appeal, by the Tribunal, and subsection 61 (4) applies to these costs. 2010, c. 16, Sched. 1, s. 2 (26).

#### **Appeal of assessment**

(11) If the engineer's assessment is for an amount greater than \$500, the owner of the land may appeal to the Tribunal within 40 days after the date the clerk sends a copy of the assessment to the owner. 2010, c. 16, Sched. 1, s. 2 (26).

#### **Use of amount collected**

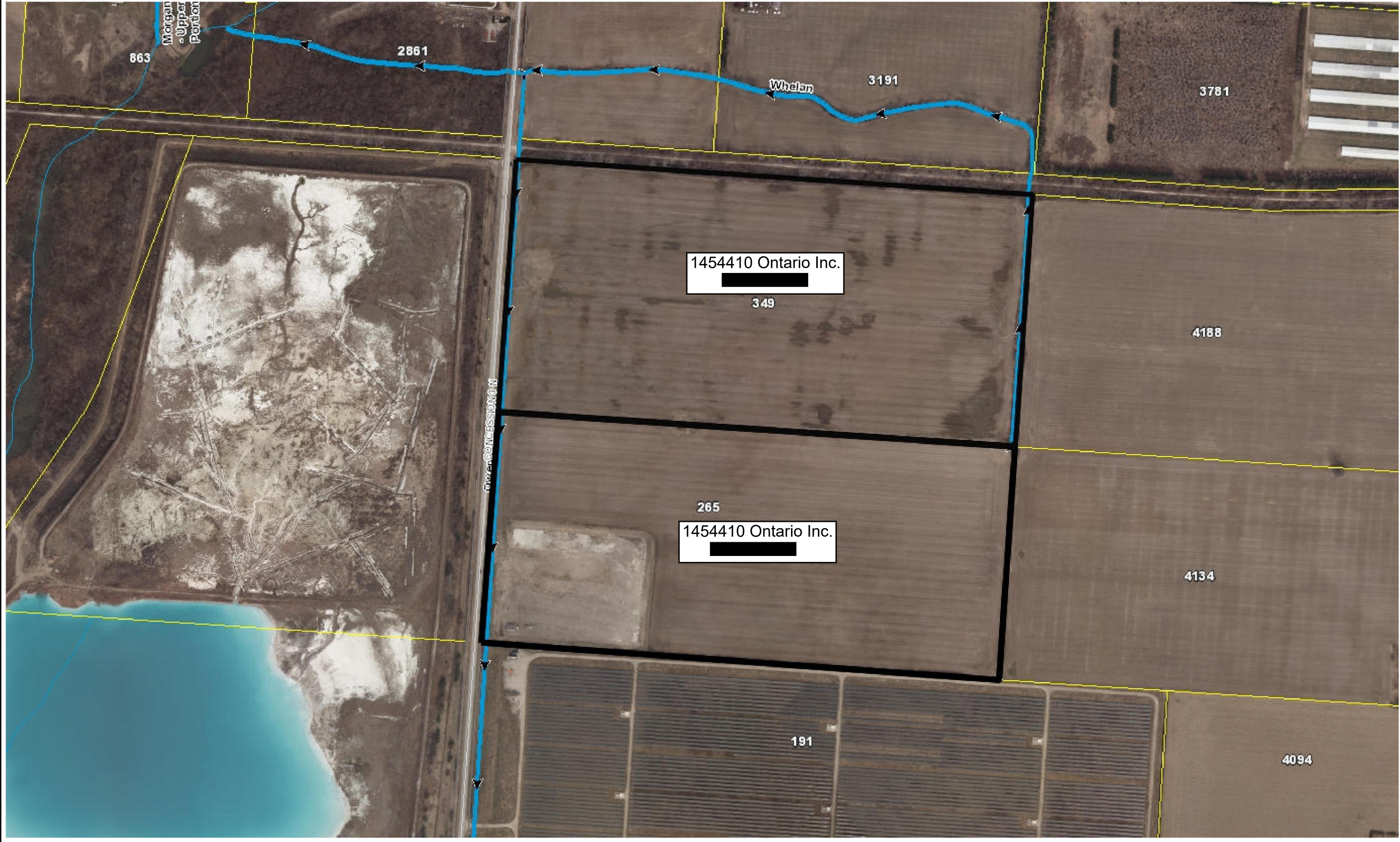
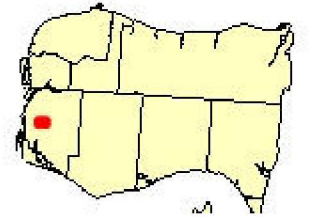
(12) Any amount collected under subsection (3) shall be credited to the account of the drainage works and shall be used only for the improvement, maintenance or repair of the whole or any part of the drainage works. 2010, c. 16, Sched. 1, s. 2 (26).

66. Repealed: 2010, c. 16, Sched. 1, s. 2 (26).

## APPENDIX "B"



# Town of Amherstburg Interactive Map Owen Bondy Drain & Whalen Drain - Section 65



- Legend**
- Roads
  - Road Needs
  - ◆ DWS
  - Municipal Drains
  - Parcels
  - Streams and Creeks
  - Essex



### Notes

Owen Bondy Drain & Whalen Drain - Section 65

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.



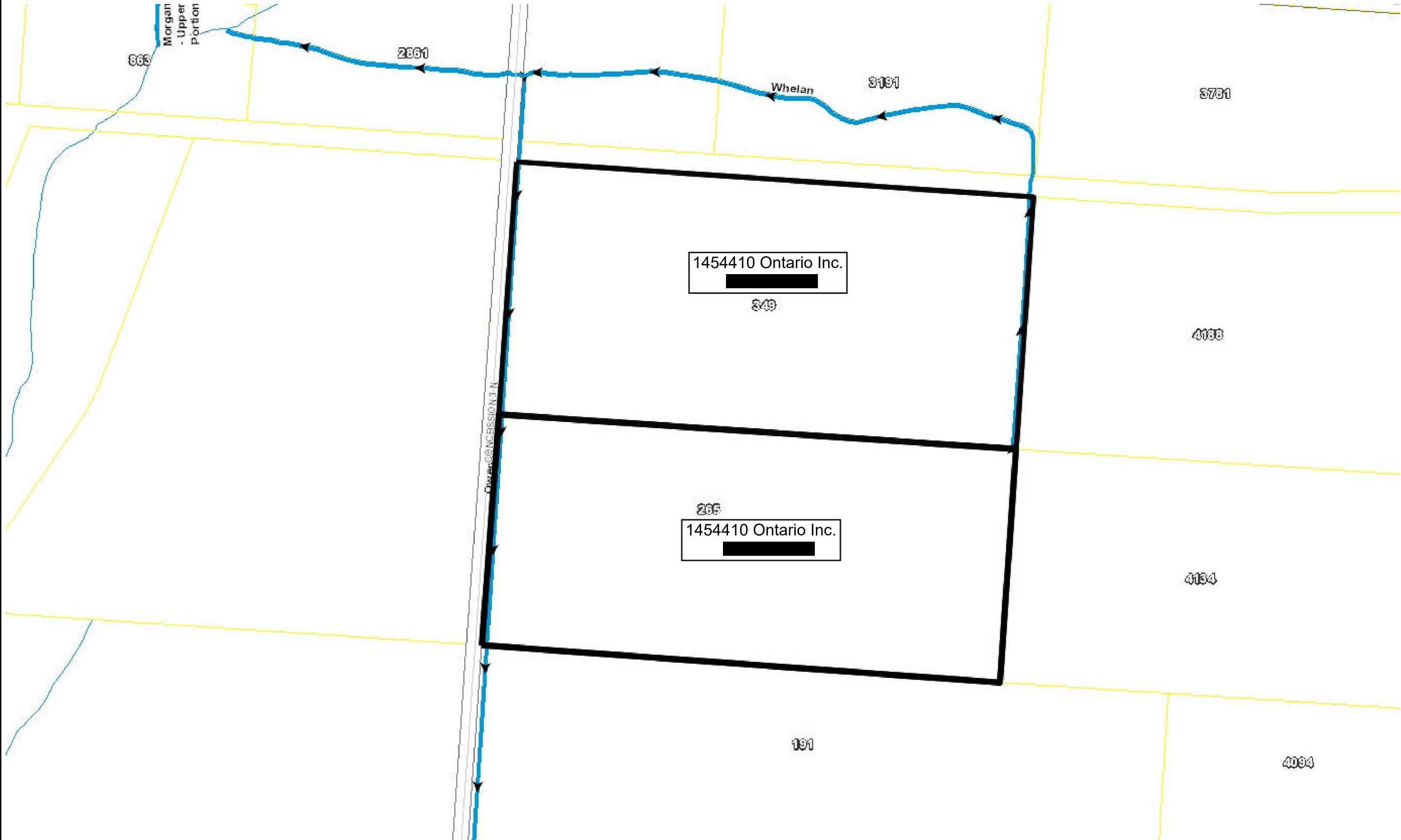
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# Town of Amherstburg Interactive Map Owen Bondy Drain & Whelan Drain - Section 65



- Legend**
- Roads
  - Road Needs
  - ◆ DWS
  - ▬ Municipal Drains
  - ▭ Parcels
  - Streams and Creeks
  - Essex



254.0 0 127.00 254.0 Meters

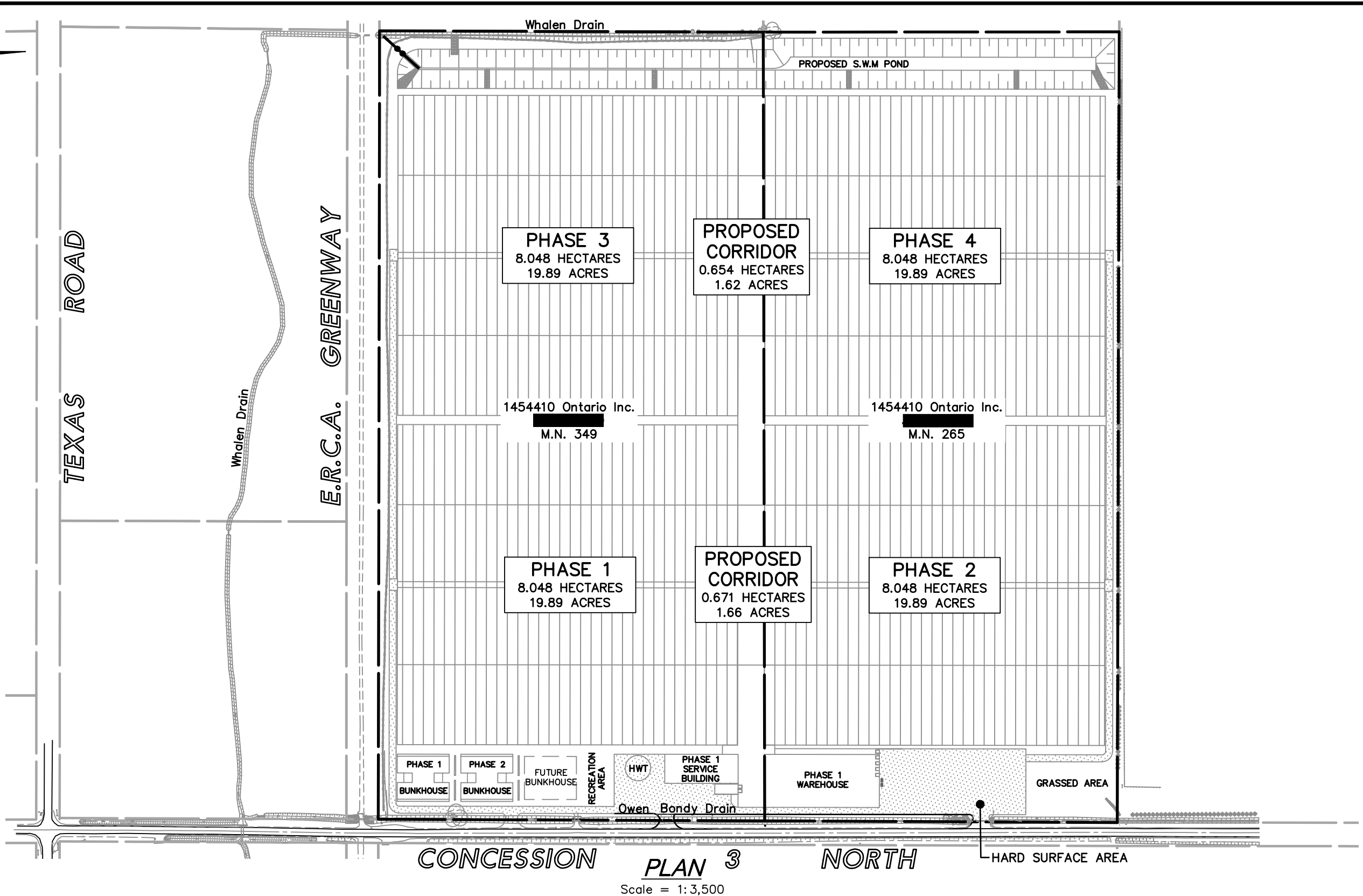
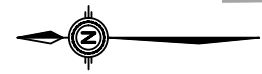
### Notes

Owen Bondy Drain & Whelan Drain - Section 65

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.







**CONCESSION PLAN 3 NORTH**

Scale = 1:3,500

**DETAILS FOR PARCELS 360-01700 & 360-01800 (COMBINED)**

GROSS PROPERTY AREA = 43.172 ha. (106.68 ac.)  
 TOTAL BUILDING AREA = 36.927 ha. (91.25 ac.)  
 BUILDING COVERAGE = 85.54%  
 PROPOSED HARD SURFACE AREA = 2.315 ha. (5.72 ac.)  
 TOTAL HARD SURFACE COVERAGE = 5.36%  
 TOTAL BUILDING & HARD SURFACE AREA = 39.242 ha. (96.97 ac.)  
 TOTAL LOT COVERAGE = 90.91%

**OWEN BONDY DRAIN & WHALEN DRAIN - SECTION 65**

FOR 1454410 ONTARIO INC. [REDACTED] & [REDACTED]  
 AT 265 & 349 CONCESSION 3 NORTH  
 IN THE TOWN OF AMHERSTBURG  
 IN THE COUNTY OF ESSEX • ONTARIO

**N. J. Peralta Engineering Ltd.**

45 DIVISION STREET NORTH  
 KINGSVILLE, ONTARIO  
 N9Y 1E1  
 DATE: JANUARY 19th, 2021

REV.	DATE	REV.	DATE
1.		4.	
2.		5.	
3.		6.	

FILE No.: **D-20-118** DRAWN BY: K.D.S.  
 PLOT CODE: 1:1  
 FILE: D20118S1.dwg

APPENDIX "B"



# The Corporation of The Town of Amherstburg

## REPAIR/IMPROVEMENT of a MUNICIPAL DRAIN (Section 65, 76 and 78 Drainage Act)

**FROM:** 1454410 Ontario Inc. (Cecelia Acres c/o Charles Stockwell)

**DRAIN:** Owen Bondy Drain and Whalen Drain

I/We are the owner of the following land(s): ████ AND █████ Concession 3 North, Amherstburg

Roll Number(s): ██████████ and ██████████

And I/We request the following work on the above drain:

- a)  Subsequent Connections (Section 65(1)) connection to Owen Bondy Drain
- b)  New Schedule of Assessment (Section 76)
- c)  Improvements upon Examination and Report of Engineer (Section 78)
- d)  New Access Bridge (Section 78)
  - Residential Bridge
  - Agricultural Bridge

2 NEW BRIDGES ARE REQUIRED FOR THIS DEVELOPMENT

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I request that if necessary, an Engineer be appointed and that he will determine a time and place at which he will attend an on-site meeting and examine the drainage area with all assessed ratepayers to be invited.

In signing this form, the owner is advised that they may be charged for work performed by the appointed Engineer should the works not proceed as requested.

Dated this 12 day of September, 2020.

[Signature]  
Signature of Owner

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Telephone Number



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF ENGINEERING AND PUBLIC WORKS

*MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.*

Author's Name: Shane McVitty	Report Date: February 9, 2021
Author's Phone: 519 736-3664 ext. 2318	Date to Drainage Board: March 2, 2021
Author's E-mail: <a href="mailto:smcvitty@amherstburg.ca">smcvitty@amherstburg.ca</a>	Resolution #: N/A

To: Members of the Drainage Board

Subject: Parks Drain – Engineering Appointment

1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Drainage Superintendent and Engineering Coordinator dated February 9, 2020, regarding the Parks Drain – Engineering Appointment **BE RECEIVED**;
2. The Drainage Board recommend that Council **ACCEPT** the request from Jon Parks for the installation of five (5) new access culverts over the Parks Drain per Section 78 of the Drainage Act; and,
3. The Drainage Board recommend that the appointment of the firm of Dillon Consulting Ltd. to complete the necessary report for the repair and improvement to the Parks Drain, **BE APPROVED** by Council.

2. **BACKGROUND:**

On February 5<sup>th</sup>, 2021, Jon Parks submitted a request for the repair and improvement to the Parks Drain.

### **3. DISCUSSION:**

In June of 2017, the Committee of Adjustment approved the severance of five (5) new residential lots from the existing agricultural parcel [REDACTED], located on County Road 20, approximately 500m west of Concession Road 6 South, in the former Geographic Township of Malden. As part of the conditions of the severance, the applicant, Mr. Jon Parks, was required to complete a drainage report to address perimeter drainage, rear yard drainage, and lot drainage for each new lot. Under a subsequent drainage report dated May 16, 2019 by Tim Oliver, P.Eng., the Parks Drain was established under Section 4 of the Drainage Act. This new drain provides drainage and outlet for the new lots into the Albert McGee Drain, located easterly of the severances.

In September of 2020, the Committee of Adjustment approved the severance of five (5) additional residential lots from the existing agricultural parcel [REDACTED]. These lots will be located along County Road 20, west of the most westerly lot severed in 2017. Drainage for these new lots will be via the Parks Drain, which carries flow downstream to the Albert McGee, before traveling to its ultimate outlet at the Big Creek.

As part of the conditions of the new severances, the applicant is required to provide new access bridges within the Parks Drain for each new lot. Under the provisions of the Drainage Act, an engineering report is required for the installation of a new bridge within a Municipal Drain

A motion was passed at the April 27, 2020 Council Meeting to authorize administration to utilize a roster for drainage services under the Drainage Act. Among others, Dillon Consulting Ltd. was selected to be included as part of this roster and is thereby eligible to prepare a drainage report pursuant to Section 78 of the Drainage Act for the repair and improvement to the Parks Drain.

### **4. RISK ANALYSIS:**

As part of their decision to permit the severances requested by Mr. Parks, one of the conditions imposed by the Committee of Adjustment was to provide new accesses to each of the new lots. In order for Mr. Parks to meet the conditions of the Committee's decision, a drainage report is required. Although the creation of new, engineered bridges presents very little risk to the functionality of the drain, denying access to private lands could put the Town at risk of litigation from the landowner.

### **5. FINANCIAL MATTERS:**

The financial implications and assessments will be determined by the appointed engineer and will be provided in the schedule of assessment within the engineer's drainage report the improvements to the Parks Drain.

### **6. CONSULTATIONS:**

N/A

7. **CONCLUSION:**

Administration is recommending that the appointment of the firm of Dillon Consulting Ltd. for the repair and improvement to the Parks Drain be brought to the next Regular Council meeting for Council's consideration pursuant to the provisions of the Drainage Act.



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Shane McVitty  
**Drainage Superintendent and  
Engineering Coordinator**

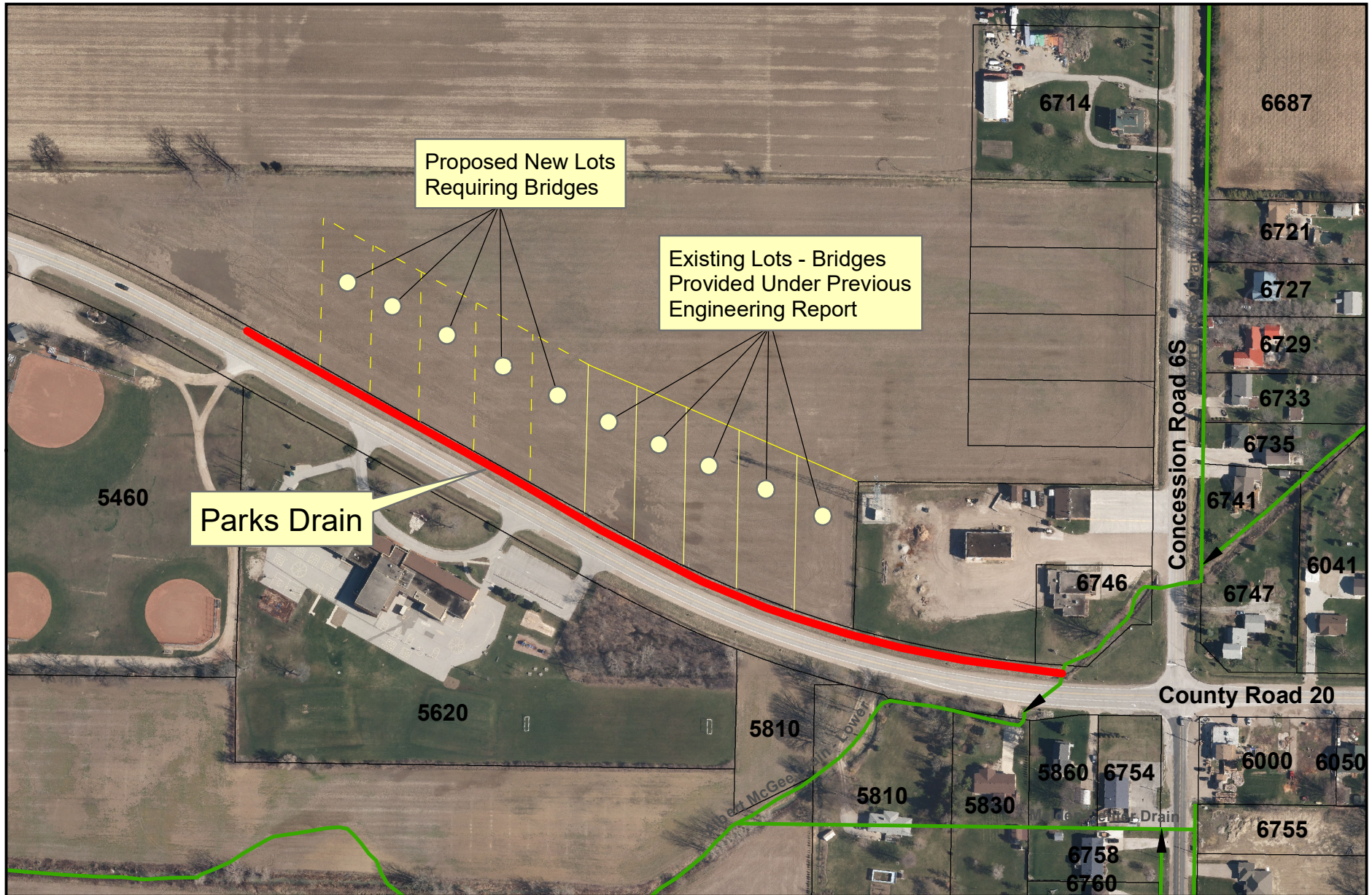
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**Attachment(s):**

- Request for Improvement submitted by Jon Parks
- Aerial Map of the Proposed Severances



# Parks Drain





# The Corporation of The Town of Amherstburg



## REPAIR/IMPROVEMENT of a MUNICIPAL DRAIN (Section 65, 76 and 78 Drainage Act)

FROM: Jon M. Parks

DRAIN: Parks Drain

I/We are the owner of the following land(s): [REDACTED]

Roll Number(s): [REDACTED]

And I/We request the following work on the above drain:

- a)  Subsequent Connections (Section 65(1))
- b)  New Schedule of Assessment (Section 76)
- c)  Improvements upon Examination and Report of Engineer (Section 78)
- d)  New Access Bridge (Section 78)

Residential Bridge                       Agricultural Bridge

**A new access culvert required for each of the 5 future lots on the  
Parks Drain in accordance with the Drainage Act requirements.**

I request that if necessary, an Engineer be appointed and that he will determine a time and place at which he will attend an on-site meeting and examine the drainage area with all assessed ratepayers to be invited.

In signing this form, the owner is advised that they may be charged for work performed by the appointed Engineer should the works not proceed as requested.

Dated this 3<sup>rd</sup> day of FEB., 2021.

Signature of Owner  
[REDACTED]

Signature of Owner  
\_\_\_\_\_

Telephone Number  
\_\_\_\_\_

Telephone Number  
\_\_\_\_\_



## THE CORPORATION OF THE TOWN OF AMHERSTBURG

### OFFICE OF ENGINEERING AND PUBLIC WORKS

*MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.*

Author's Name: Shane McVitty	Report Date: February 22, 2021
Author's Phone: 519 736-3664 ext. 2318	Date to Drainage Board: March 2, 2021
Author's E-mail: <a href="mailto:smcvitty@amherstburg.ca">smcvitty@amherstburg.ca</a>	Resolution #: N/A

**To:** Members of the Drainage Board

**Subject:** Jeths Drain – Engineering Appointment

#### 1. RECOMMENDATION:

It is recommended that:

1. The report from the Drainage Superintendent and Engineering Coordinator dated February 22, 2021, regarding the Jeths Drain – Engineering Appointment **BE RECEIVED**;
2. The Drainage Board recommend that Council **ACCEPT** the request from Norbert Bolger per Section 78 of the Drainage Act;
3. The Drainage Board recommend that the appointment of the firm of M. Gerrits Consulting Inc. to complete the necessary report for the repair and improvement to the Jeths Drain **BE APPROVED** by Council; and,
4. The Drainage Board recommend that the appointment of the firm of M. Gerrits Consulting Inc. to complete an engineering report for the Jeths Drain – New Maintenance Schedule of Assessment **BE APPROVED** by Council.

#### 2. BACKGROUND:

On February 8<sup>th</sup>, 2021, Norbert Bolger submitted a request for the repair and improvement to the Jeths Drain.



### **3. DISCUSSION:**

The Jeths Drain is a mostly open drain located to the north of Texas Road, between Knobb Hill Drive and the Detroit River. At its upper end, the drain was previously realigned and enclosed under an engineering report in 1993 by D. Joudrey, P.Eng. This was done to accommodate the development of the Marsh Court cul-de-sac immediately west of Knobb Hill Dr. At its lower end, the drain is also enclosed where it crosses County Road 20 to its outlet at the Detroit River. This enclosure was installed pursuant to an engineering report completed by E.O. LaFontaine on January 25, 1983.

Between the upper and lower end drain enclosures, the Jeths Drain is open and runs through or behind the residential and agricultural lots on Texas Road between County Road 20 and Marsh Court. The drain services a watershed of approximately 26.0 hectares (65.0 acres) comprised of both residential and agricultural land located mostly to the east of County Road 20. Additionally, the only roadway within the watershed is County Road 20; the properties within the Marsh Court cul-de-sac, along with Marsh Court itself, were removed from the Jeths Drain watershed under the 1993 Joudrey report. This area is presently serviced by the southern storm sewer system of the Kingsbridge subdivision.

The Jeths Drain was created under a petitioned engineering report dated July 29, 1932, by J.J. Newman. Since the creation of the drain, two (2) other reports relating to the open drain have been authored. In 1943, J.J. Newman completed a report for the deepening, cleaning and extension of the drain. Under a report dated July 16, 1958 by C.G.R. Armstrong, P.Eng., the open drain was once again cleaned out and improved. Since then, there have not been any other works of improvement or repair to the open portion of the drain. Accordingly, the 1958 Armstrong report remains as the governing bylaw report for the open sections of the drain between the enclosures at the upper and lower ends of the drain.

Recently, a residential development of approximately 3.30 hectare (8.0 acres) within the Jeths Drain watershed has been proposed by a private developer. The new development proposes the construction of an 18 lot residential subdivision. As part of the development, stormwater management will be in place to control quality and release of stormwater into the Jeths Drain. To this effect, a stormwater management study and report is being completed by the developer. Said study proposes the construction of a stormwater management pond, overland flow routing, and quality control devices to meet prevalent protection levels stipulated by the Ministry of the Environment, Conservation and Parks, the Essex Region Conservation Authority, and the Town of Amherstburg.

Through site investigations of the Jeths Drain, and in consultation with the developer and their engineering consultants, it has been determined that the new development will likely impact the municipal drain. The proposed arrangement and new lot layout poses challenges for future works of maintenance on the Jeths Drain by substituting agricultural lands with residential lands that would otherwise be used to access the drain during maintenance activities. Furthermore, recent site investigations have shown that the drain is in need of repair. Thick brush, large trees, and numerous blockages were noted along the length of the open drain where it passes by the proposed

development lands. Prior to moving forward with the residential development, these issues must be addressed and will be evaluated by the appointed drainage engineer.

In addition to the needed drain improvements, a new schedule of assessment is required for the Jeths Drain. The residential development being proposed will render the existing 1958 assessment obsolete. In fact, since 1958, a number of other land changes within the watershed of the Jeths Drain have taken place, which further reinforces the need for a new schedule of assessment. The Drainage Act provides municipalities with a means to vary the assessments of an existing drainage work when circumstances have arisen that justify such a variation. Specifically, the procedures by which such variations can be made are outlined under Section 76 (1) of the Act, which stipulates that:

**Varying original assessments for maintenance**

76. (1) The **council** of any local municipality liable for contribution to a drainage works in connection with which conditions have changed or circumstances have arisen such as to justify a variation of the assessment for maintenance and repair of the drainage works may make an application to the **Tribunal**, of which notice has been given to the head of every other municipality affected by the drainage works, for permission to procure a report of an **engineer** to vary the assessment, and, in the event of such permission being given, such **council** may appoint an **engineer** for such purpose and may adopt the report but, if all the lands and roads assessed or intended to be assessed lie within the limits of one local municipality, the **council** of that municipality may procure and adopt such report without such permission. R.S.O. 1990, c. D.17, s. 76 (1); 2006, c. 19, Sched. A, s. 6 (1).

Through consultation with the developer of the proposed new subdivision, administration has indicated that the Jeths Drain cannot be used for outlet purposes unless the drain is improved according to Section 78 of the Drainage Act and the existing schedule of assessment is varied according to Section 76 of the Act. This will ensure that any future works of maintenance is fairly and accurately assessed to the lands and roads that use the drain.

A motion was passed at the April 27, 2020 Council Meeting to authorize administration to utilize a roster for drainage services under the Drainage Act. Among others, M. Gerrits Consulting Inc. was selected to be included as part of this roster and is thereby eligible to prepare a drainage report pursuant to Section's 78 and 76 of the Drainage Act for the Repair and Improvement to the Jeths Drain and for a New Maintenance Schedule of Assessment for the Jeths Drain.

**4. RISK ANALYSIS:**

Prior to moving forward with the development of the subject Texas Road lands, improvements are needed to the Jeths Drain. In addition, suitable provisions for future works of maintenance must be defined. As part of its evaluation of the proposed subdivision, Engineering and Public Works requires that a drainage report pursuant to Section 78 of the Drainage Act for improvements to the Jeths Drain be completed prior to development. Through this report, the functionality of the drain will undoubtedly be improved which will help to safeguard the new development from flooding due to a poorly functioning drainage outlet. Denying the necessary appointment of an engineer

to complete the drainage report could jeopardize the development and put the Town at risk of litigation from the developer.

In order to properly assess any future works of maintenance to the Jeths Drain it will be necessary to vary the current governing Schedule of Assessment which was prepared by C.G.R. Armstrong, P.Eng., dated July 16, 1958. This will provide the Municipality with a mechanism which will ensure that the costs of future maintenance work will be properly distributed to all affected landowners. Failing to vary the existing Schedule of Assessment could lead to unfair assessments of drain maintenance costs that do not accurately reflect the prevalent drainage conditions within the watershed. This could lead to conflicts between the Municipality and landowners over drainage assessments and the possible denial of agricultural grants from the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA).

**5. FINANCIAL MATTERS:**

The assessment of the costs associated with the preparation of the engineering report will be outlined within the engineer's drainage report for the Jeths Drain.

Costs associated with the preparation of drainage reports are primarily assessed to property owners. Assessments to the Town may also occur, depending on the nature of the drainage project. An allowance is included in the annual Budget under the Public Works budget centre for the Town's share of costs for maintenance or construction works under the Drainage Act. Should there be any assessments against the Town of Amherstburg relating to this project, they will be included under future Public Works budget centre as a Municipal Drain Expense.

**6. CONSULTATIONS:**

N/A

**7. CONCLUSION:**

Administration is recommending that the appointment of the firm of M. Gerrits Consulting Inc. for the repair and improvement to the Jeths Drain be brought to the next Regular Council meeting for Council's consideration pursuant to the provisions of the Drainage Act.



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Shane McVitty  
**Drainage Superintendent and  
Engineering Coordinator**

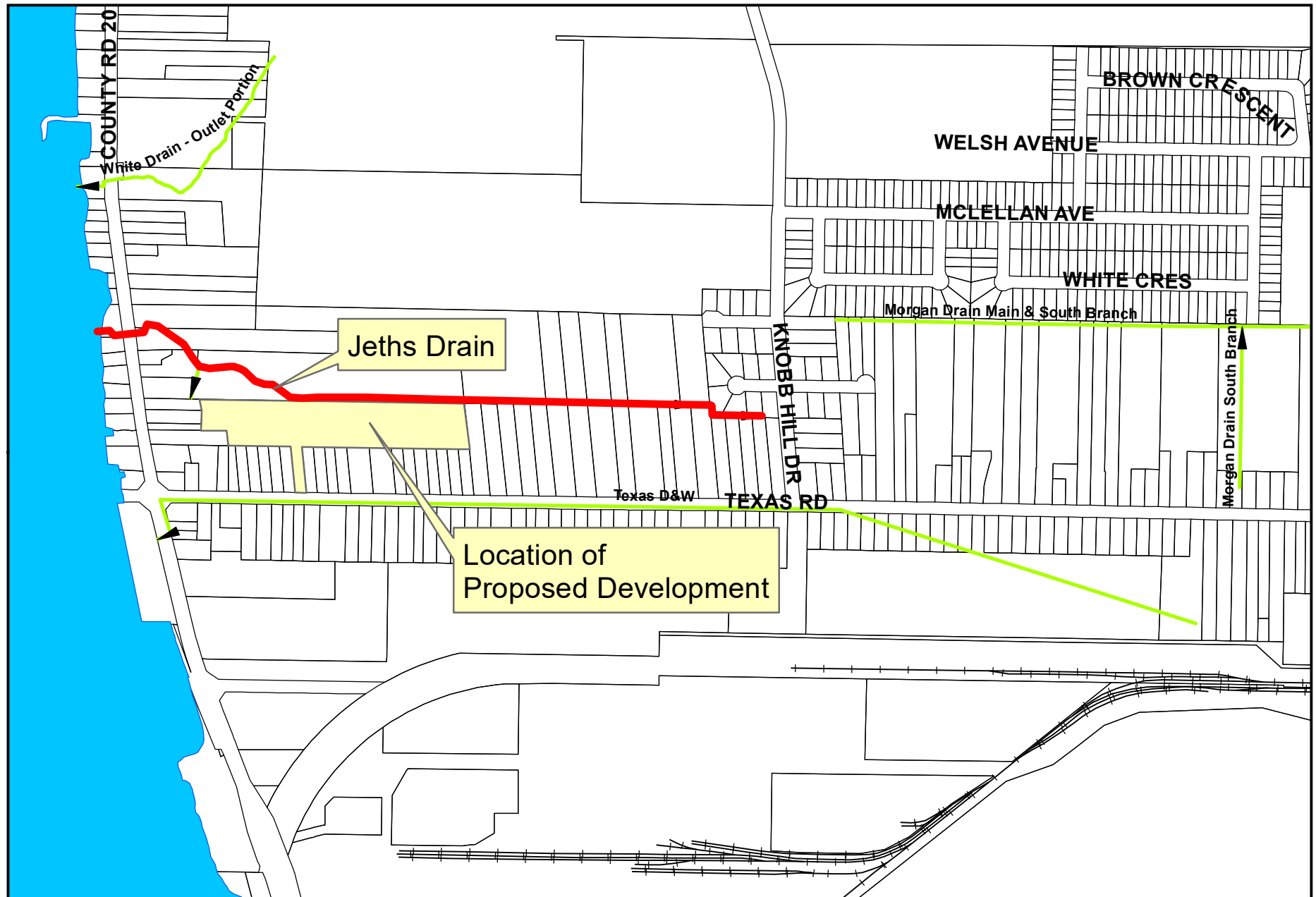
**sm**

**Attachment(s):**

- Request for Improvement submitted by Norbert Bolger
- Map of Jeths Drain



## Jeth's Drain - Overall Location Map





# The Corporation of The Town of Amherstburg

## REPAIR/IMPROVEMENT of a MUNICIPAL DRAIN (Section 65, 76 and 78 Drainage Act)

FROM: 1109152 Ontario Limited (Norbert Solber)

DRAIN: Jeth's Drain

I/We are the owner of the following land(s): [REDACTED]

Roll Number(s): [REDACTED]

And I/We request the following work on the above drain:

- a)  Subsequent Connections (Section 65(1))
- b)  New Schedule of Assessment (Section 76)
- c)  Improvements upon Examination and Report of Engineer (Section 78)
- d)  New Access Bridge (Section 78)
  - Residential Bridge
  - Agricultural Bridge

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I request that if necessary, an Engineer be appointed and that he will determine a time and place at which he will attend an on-site meeting and examine the drainage area with all assessed ratepayers to be invited.

In signing this form, the owner is advised that they may be charged for work performed by the appointed Engineer should the works not proceed as requested.

Dated this 8<sup>th</sup> day of Feb, 2021.

\_\_\_\_\_  
Signature of Owner

[Signature]  
\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Telephone Number

[REDACTED]  
\_\_\_\_\_  
Telephone Number

Unfinished Business List - eScribe as at March 8, 2021

Agenda Item	Assigned To	Comment	Description	Date
NEW BUSINESS	Anne Rota, Phil Roberts	Tourism administration in 2020 introduced a new festival (TRUE Festival) as supported by the Canadian Experience grant. Additionally the Department has been task with investigating creating green festivals to which preparation is underway for participation in the Great Global Cleanup - Detroit River. The impact of these events will be included, along with an assessment of other events in the pending report. Consultation with the TWEPI to help frame to elements of an economic impact statement requires further action. Information will follow as it becomes available on post pandemic festivals/events.	Resolution # 20190909-447 Simone/Meloche That: Administration BE DIRECTED to prepare a report exploring the economics, rationale and feasibility of introducing other festivals and events within the Town of Amherstburg for Council consideration in the 2020 Operating Budget; Administration BE DIRECTED to look at all possible venues within the Town of Amherstburg to hold events/festivals.	09-Sep-19
NEW BUSINESS	Antonietta Giofu, Dawn Morencie	Administration compiling information and working with solicitor. Anticipated report in first quarter 2021.	Resolution # 20191015-497 Prue/Simone That Administration BE DIRECTED to bring back a report regarding the finalization of the development of the north end of Boblo Island with the intent to enforce the by-law and development agreement relating to roads, sidewalks, curbs, and lighting, and to outline all municipal costs, if any.	15-Oct-19
Request for the Town of Amherstburg to Take Part in 'Green' Initiatives - Paul Hertel	Eric Chamberlain, Antonietta Giofu, Anne Rota, Phil Roberts, Frank Garardo	Committee liaison has been appointed. Terms of Reference approved w/amendments on May 25, 2020. Committee member recruitment to begin June 10th. Parks and Tourism administration is organizing participation in the Great Global Cleanup - Detroit River event for April 25th, 2020 as a leading green festival initiative with the goal to build on the Detroit River Canadian Cleanup events and the 50th anniversary of Earth Day. These green festival initiatives will be re-scheduled during appropriate pandemic stages. Amherstburg supported the Lake Erie Challenge held August 21 and event of the Freshwater Alliance. Ongoing investigation into "green initiatives" for festival and events. good time to research during COVID while festivals are restricted at this time Green Fleet report to Council 2nd quarter 2021	Resolution # 20191028-507 Prue/Courtney That: The delegation BE RECEIVED and Mr. Hertel's report BE SENT to the Manager of Planning Services for inclusion at the November 12, 2019 Official Plan meeting; A green review BE DEVELOPED on Town fleet; Green festivals BE INVESTIGATED; Green builds BE INVESTIGATED on all new housing and building developments, and existing commercial, industrial and residential assessed property; and, Administration BE DIRECTED to bring back a report on the feasibility of a Committee on the Environment inclusive of Terms of Reference.	28-Oct-19
Opposing SunParlour R/C Flyers Noise Exemption Request - Tom and Mary Bateman	Nicole Rubli	Public consultation required. Anticipate report to Council late Q3 early Q4	Resolution # 20200113-004 Prue/Simone That Administration BE DIRECTED to bring back a report with an amendment to Section 3 of Noise By law 2001-43.	13-Jan-20
Live Music on Legion Patio from May to October - Laurie Cavanaugh, President, Royal Canadian Legion, Fort Malden Branch 157	Nicole Rubli	Public consultation required. Anticipate report to Council late Q3 early Q4	Resolution # 20200113-006 McArthur/Prue That Administration BE DIRECTED to amend Noise By-law 2001-43 to allow commercial properties with patios to request seasonal exemptions to allow for outdoor music and to allow a reading of 70 decibels from the source of where music is produced.	13-Jan-20
NEW BUSINESS	Antonietta Giofu, Eric Chamberlain	This will be addressed in a report to Council regarding an amendment to the Traffic Bylaw - report anticipated in 1st quarter 2021.	Resolution # 20200210-061 Simone/McArthur That Administration BE DIRECTED to look into prohibiting on-street parking during heavy snowfalls to assist snowploughs when clearing snow.	10-Feb-20
Economic Development Advisory Committee Minutes - 2020 02 06	John Miceli	Administration coordinating discussion with property owners	Resolution # 20200224-078 Simone/Meloche That: 1. The Town of Amherstburg APPROACH the property owner to investigate the opportunities to create a Master Plan for the former Honeywell site to determine its highest and best use; 2. The Town of Amherstburg BRING a report to explore the possibilities of obtaining waterfront properties as they become available in accordance with the Town's Official Plan; and, 3. The Transportation Study BE REFERRED to the Economic Development Advisory Committee before being presented to Council	24-Feb-20
NEW BUSINESS	Nicole Rubli, John Miceli	Consultation coordination underway	Resolution # 20200224-080 Prue/Meloche That Administration BE DIRECTED to meet with businesses in the downtown core to assist them with locations for staff parking and to look into the feasibility of staff permit parking, including overnight parking, and to educate businesses and the community on downtown parking.	24-Feb-20

Unfinished Business List - eScribe as at March 8, 2021

Agenda Item	Assigned To	Comment	Description	Date
NEW BUSINESS	Angelo Avolio, Nicole Rubli	Administration will investigate peer equivalents	Resolution # 20200309-096 Prue/Courtney That: 1. Administration BE DIRECTED to bring back a report on vacant building registries and to investigate the City of Hamiltons by-law with respect to vacant buildings for discussion; and, 2. Administration BE DIRECTED to bring back a report on an Agent of Change by-law for discussion.	09-Mar-20
Amherstburg Accessibility Advisory Committee Minutes - February 27, 2020	Nicole Rubli	Administration exploring options	Resolution # 20200309-094 Meloche/Simone That Licensing and By-law Enforcement INVESTIGATE a means of providing incentives, regulation, or, a combination of both, to achieve a higher proportion of accessible on-demand taxis in the Town of Amherstburg.	09-Mar-20
At-large vs. Ward System Elections	Paula Parker	report anticipated for 1st quarter 2021	Resolution # 20200622-182 Simone/Prue That the Clerk BE DIRECTED to bring an additional option forward to Council with respect to an At-large vs. Ward System Election.	22-Jun-20
NEW BUSINESS	Antonietta Giofu	Anticipate report to Council in Q2	Resolution # 20200810-241 Prue/Simone That Administration BE DIRECTED to bring back a report on what the Town can do to eliminate the delivery of gravel on the waterfront at the end of Texas Road.	10-Aug-20
NEW BUSINESS	Todd Hewitt, Antonietta Giofu	In progress - working with ERCA on design.	Resolution # 20200810-244 McArthur/Simone That Administration BE DIRECTED to erect a 'Welcome to Amherstburg' sign at the Greenway trail at Walker Road.	10-Aug-20
Mandatory Downspout Disconnection By-law	Antonietta Giofu, Dan Beaulieu	Administration working with EWSWA. Anticipate report for Q2.	Resolution # 20200914-267 Courtney/McArthur That Administration BE DIRECTED to look into the feasibility of a rain barrel program to offer residents at a discounted cost.	14-Sep-20
NEW BUSINESS	Nicole Rubli	Administration will bring back a report with options.	Resolution #20200914-292 Courtney/Prue That Administration BE DIRECTED to bring back a report regarding regulating Air B&B's.	14-Sep-20
NEW BUSINESS	Nicole Rubli, Antonietta Giofu	Report to Council anticipated in 2021	Resolution # 20200914-293 Prue/Simone That Administration BE DIRECTED to look into an idling by-law specifically on Boblo Island at the ferry loading area and that a report be brought back to Council.	14-Sep-20
Amherstburg Street Pass Program Proposal - Lauri Brouette	John Miceli	Update on BIA - initial November meeting re-scheduled to early 2021	Resolution # 20200928-298 Prue/Simone That: The delegation BE RECEIVED; and, Administration BE DIRECTED to bring back a report regarding the possibility of starting a BIA; and, Legal advice BE SOUGHT with respect to the proposed Street Pass Program and the risks associated with the use of Town resources and logo.	28-Sep-20
NEW BUSINESS	Frank Garardo		Resolution # 20200928-309 Prue/Simone That Administration BE DIRECTED to bring a report back regarding the feasibility of a public art dedication fund as a provision in future development agreements.	28-Sep-20
Crossing Guard Program - Yvette Erickson	Antonietta Giofu	Speed limit signs on Simcoe have been changed to 40km.  #3 of the recommendation will be addressed with a report to Council regarding an amendment to the Traffic Bylaw - report anticipated in 1st quarter 2021.	Resolution # 20201013-317 Prue/McArthur That:  The delegations in Items # 4.3 and # 4.4 BE RECEIVED; Administration BE DIRECTED to correspond with all school boards to ascertain the current number of additional walking students; Administration BE DIRECTED to bring back a report on reducing the street speed limit to 40km in the downtown core and on residential streets; and, The speed limit on Simcoe Street from Pacific Avenue to Victoria Street BE REDUCED from 50km to 40km.	13-Oct-20



Unfinished Business List - eScribe as at March 8, 2021

Agenda Item	Assigned To	Comment	Description	Date
Easement Documentation and By-law 2020-059 - Nicole Keogh and Mary Canton, Amherst Point Association	Nicole Rubli	Options will be brought back for consideration.	Resolution # 20201109-358 Prue/Meloche That Administration BE DIRECTED to prepare a report to determine costs and impacts for all Town encroachments and that the report be brought back to Council for consideration.	09-Nov-20
2021 BUDGET DELIBERATIONS	Phil Roberts	The Windsor Essex County Catholic School Board and the public proponents of the project have been notified of the Town of Amherstburg's commitment to fund restoration of the existing courts up to \$20K. Administration has indicated to both parties are willingness to meet and develop a Joint Use Agreement.	Resolution # 20201117-408 McArthur/Renaud That Parks-3, Joint Use Agreements Tennis Courts at Villinova HS, BE APPROVED from reserves contingent on partnership negotiations and Administration BE DIRECTED to report back on the negotiations.	17-Nov-20
NEW BUSINESS	Rick Daly, Phil Roberts		Resolution # 20201123-442 Simone/Meloche That Administration BE DIRECTED to bring a report back reviewing the Town's recreation user fees and program levels with surrounding municipalities and further to explore opportunities to improve programming and reduce excess capacity as recommended by the Service Delivery Review.	23-Nov-20
NEW BUSINESS	Antionietta Giofu	Report anticipated in 1st quarter 2021.	Resolution # 20201214-484 McArthur/Courtney That Administration BE DIRECTED to amend the Traffic By-law to include Pacific Avenue to Fryer Street in the Community Safety Zone.	14-Dec-20
Pending Playground Equipment Removal from Wigle and Briar Ridge Parks	Phil Roberts		Resolution 20210208-031 Prue/McArthur That Administration BE DIRECTED to immediately begin public consultation on Briar Ridge and Jack Purdie parks for playground equipment to be funded from the Reserve Fund General.	08-Feb-21
Proactive Committee Oversight	Paula Parker		Resolution # 20210222-053 Prue/Simone That:  The report regarding Proactive Committee Oversight BE RECEIVED; and, Administration BE DIRECTED to prepare a report regarding the establishment of a striking committee prior to the end of the current term of Council so that it can be considered at the first meeting of the new term of Council.	22-Feb-21

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2021 – 002

By-law to provide for the Bridges Over the Cook Drain based on the Drainage Report by N.J. Peralta Engineering Ltd.

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**WHEREAS** a request for improvement of the Cook Drain was received under section 78 of the Drainage Act;

**WHEREAS** Council of the Corporation of the Town of Amherstburg appointed an engineer for the purpose of preparation of an engineer's report for the improvements of the Cook Drain under section 78 of the Drainage Act;

**WHEREAS** Council of the Corporation of the Town of Amherstburg has authorized Tony Peralta, P. Eng., to prepare a report and said engineer's report dated November 6, 2020, can be referenced as Schedule A, as attached hereto;

**WHEREAS** \$54,428.00 is the estimated cost of repairing and improving the drainage works;

**AND WHEREAS** the report was considered by the Amherstburg Drainage Board at the meeting held on January 5, 2021.

**NOW THEREFORE** the Council of the Corporation of the Town of Amherstburg hereby enacts as follows:

**1. AUTHORIZATION**

The attached report is adopted and the drainage works is authorized and shall be completed as specified in the report

**2. BORROWING**

The Corporation of the Town of Amherstburg may borrow on the credit of the Corporation the amount of \$54,428.00 being the amount necessary for the improvements of the drainage works.

**3. DEBENTURE(S)**

The Corporation may issue debenture(s) for the amount borrowed less the total amount of:

- (a) Grants received under section 85 of the Drainage Act;
- (b) Monies paid as allowances;
- (c) Commuted payments made in respect of lands and roads assessed with the municipality;
- (d) Money paid under subsection 61(3) of the Drainage Act; and
- (e) Money assessed in and payable by another municipality.

**4. PAYMENT**

Such debenture(s) shall be made payable within 5 years from the date of the debenture(s) and shall bear interest at a rate not higher than 1% more than the municipal lending rates as posted by The Town of Amherstburg's Bank's Prime Lending Rate on the date of sale of such debenture(s).

- (1) A special equal annual rate sufficient to redeem the principal and interest on the debenture(s) shall be levied upon the lands and roads and shall be collected in the same manner and at the same as other taxes are collected in each year for 5 years after the passing of this by-law.

(2) All assessments of \$1000.00 or less are payable in the first year in which the assessments are imposed.

Read a first and second time and provisionally adopted this 11<sup>th</sup> day of January, 2021.

  
\_\_\_\_\_  
MAYOR – ALDO DICARLO

  
\_\_\_\_\_  
CLERK – PAULA PARKER

Read a third time and finally passed this \_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
MAYOR – ALDO DICARLO

\_\_\_\_\_  
CLERK – PAULA PARKER

**THE CORPORATION OF THE TOWN OF AMHERSTBURG**

**BY-LAW NO. 2021-019**

**By-law to Confirm the Proceedings of the Council  
of the Corporation of the Town of Amherstburg**

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**WHEREAS** pursuant to Section 5(1) of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, the powers of a municipality shall be exercised by its Council;

**WHEREAS** pursuant to Section 5(3) of the Municipal Act, 2001, S.O. 2001, c.25 as amended, a municipal power, including a municipality's capacity rights, powers and privileges under Section 8 of the Municipal Act, 2001, S.O. 2001, c.25 as amended, shall be exercised by By-law unless the municipality is specifically authorized to do otherwise;

**WHEREAS** it is deemed expedient that a By-law be passed to authorize the execution of agreements and other documents and that the Proceedings of the Council of the Corporation of the Town of Amherstburg at its meeting be confirmed and adopted by By-law; and,

**NOW THEREFORE** the Council of the Corporation of the Town of Amherstburg hereby enacts as follows:

1. THAT the action(s) of the Council of the Corporation of the Town of Amherstburg in respect of all recommendations in reports and minutes of committees, all motions and resolutions and all actions passed and taken by the Council of the Corporation of the Town of Amherstburg, documents and transactions entered into during the February 22<sup>nd</sup>, and March 8<sup>th</sup>, 2021, meetings of Council, are hereby adopted and confirmed, as if the same were expressly contained in this By-law;
2. THAT the Mayor and proper officials of the Corporation of the Town of Amherstburg are hereby authorized and directed to do all things necessary to give effect to the action(s) of the Council of the Corporation of the Town of Amherstburg during the said meetings referred to in paragraph 1 of this By-law;
3. THAT the Mayor and Clerk are hereby authorized and directed to execute all documents necessary to the action taken by this Council as described in Section 1 of this By-law and to affix the Corporate Seal of the Corporation of the Town of Amherstburg to all documents referred to in said paragraph 1.

Read a first, second and third time and finally passed this 8<sup>th</sup> day of March, 2021.

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MAYOR – Aldo DiCarlo

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CLERK – Paula Parker