



## TOWN OF AMHERSTBURG SPECIAL COUNCIL MEETING

### AGENDA

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Monday, July 25, 2022

3:00 PM

Council Chambers

271 Sandwich Street South, Amherstburg, ON, N9V 2A5

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Pages

1. CALL TO ORDER
2. NATIONAL ANTHEM
3. ROLL CALL
4. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

*(Public Council Meeting Agenda Items)*

## 5. LAND ACKNOWLEDGEMENT

We will begin by acknowledging that the land on which we gather is the traditional territory of the Three Fires Confederacy of First Nations (comprising the Ojibway, the Odawa, and the Potawatomie Peoples), and of the Huron-Wendat and Wyandot Peoples. We recognize the land as an expression of gratitude to those whose traditional territory we reside on, and a way of honouring the Indigenous people who have been living and thriving on the land since time immemorial. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island.

## 6. PRESENTATIONS

### 6.1. KPMG Review - Karen Grogan, Tyler Reavell and Rachel Feeney, KPMG

*(Presentation to follow)*

That the presentation **BE RECEIVED**.

## 7. REPORTS - CORPORATE SERVICES

### 7.1. New Policy – Disconnecting from Work

8

It is recommended that:

1. The Disconnecting from Work Policy **BE APPROVED** as recommended in the report from the Manager of Human Resources dated July 14, 2022.

### 7.2. Policy Amendments – Vaccination Policy

20

It is recommended that:

1. The **Vaccination Policy BE AMENDED** as recommended in the report from the Manager, Human Resources dated July 5, 2022.

## 8. REPORTS - PARKS, FACILITIES, RECREATION & CULTURE

### 8.1. Kings Navy Yard Park Extension – Phase 1 Shoreline Improvements

31

Administration **BE DIRECTED** to proceed with the project based on one of the two following options:

#### Option 1

That:

1. Council **WAIVE** the Purchasing By-law to execute an agreement with AMICO for the preparation of full construction tender documents, ministry approvals, contract administration and all construction for phase one (1) to stabilization of the shoreline along the old Duff's property also known as 290, 296 and 306 Dalhousie street as outlined in the Municipal Class Environmental Assessment completed in July 2019;
2. Council **APPROVE** a pre-commitment of funding for Phase one (1) shoreline work at 290, 296 and 306 Dalhousie street to an upset limit of \$2,000,000 from the General Reserve Fund in order to complete all design and construction work for Phase 1 shoreline improvements as outlined in the Municipal Class Environmental Assessment, satisfactory in form to the Chief Administrative Officer, in Financial content to the Director of Corporate Services and in technical content to the Director of Parks, Facilities, Recreation and Culture;
3. The Mayor and Clerk **BE AUTHORIZED** to sign a contract with AMICO to an upset limit of \$2,000,000 in order to perform all work associated with the design and construction of Phase one (1) shoreline improvements for the property located at 290, 296 and 306 Dalhousie Street as outlined in this report, satisfactory in form to the Chief Administrative Officer, in Financial content to the Director of Corporate Services and in technical content to the Director of Parks, Facilities, Recreation and Culture and further;
4. The Chief Administrative Officer and Clerk **BE AUTHORIZED** to sign and execute any such agreements, declarations or approvals required to fully execute the scope of work for Phase one (1) - Shoreline Improvements, satisfactory in financial content to the Chief Financial Officer, and in technical content to the Director of Parks, Facilities, Recreation and Culture and further;
5. Council **DELEGATE** authority to the Chief Administrative Officer to award and issue purchase orders and or sign and execute any agreements as may be required for the necessary services to execute the scope of work for Phase 1 - Shoreline Improvement located at 290, 296 and 306 Dalhousie Street.

## OR Option 2

That:

1. Council **DIRECT** Administration to proceed with a standard RFP for the preparation of full construction tender documents, ministry approvals, contract administration and all construction for phase one (1) to stabilization of the shoreline along the old Duff's property also known as 290, 296 and 306 Dalhousie street as outlined in the Municipal Class Environmental Assessment completed in July 2019;
2. Council **APPROVE** a pre-commitment of funding for Phase one (1) shoreline work at 290, 296 and 306 Dalhousie street to an upset limit of \$2,000,000 from the General Reserve Fund in order to complete all design and construction work for Phase one (1) shoreline improvements as outlined in the Municipal Class Environmental Assessment, satisfactory in form to the Chief Administrative Officer, in Financial content to the Director of Corporate Services and in technical content to the Director of Parks, Facilities, Recreation and Culture;
3. The Mayor and Clerk **BE AUTHORIZED** to sign a contract with the successful low bid in accordance with the Town's Purchasing By-Law in order to perform all work associated with the design and construction of Phase one (1) shoreline improvements for the property located at 290, 296 and 306 Dalhousie Street as outlined in this report, satisfactory in form to the Chief Administrative Officer, in Financial content to the Director of Corporate Services and in technical content to the Director of Parks, Facilities, Recreation and Culture;
4. The Chief Administrative Officer and Clerk **BE AUTHORIZED** to sign and execute any such agreements, declarations or approvals required to fully execute the scope of work for Phase one (1) - Shoreline Improvements, satisfactory in financial content to the Chief Financial Officer, and in technical content to the Director of Parks, Facilities, Recreation and Culture;
5. Council **DELEGATE** authority to the Chief Administrative Officer to award and issue purchase orders and or sign and execute any agreements as may be required for the necessary services to execute the scope of work for Phase one (1) - shoreline improvement located at 290, 296 and 306 Dalhousie Street.

## 8.2. Malden Park Shelter – Award of Tender

41

It is recommended that:

1. The Malden Park Shelter RFP **BE AWARDED** to New World Park Solutions Inc. in an amount of \$129,985.13 plus HST; and,
2. The Treasurer **BE AUTHORIZED** to execute a Purchase Order to New World Park Solutions Inc. for \$129,985.13 plus HST, satisfactory in form to the Town Clerk, in technical content to the Director of Parks, Facilities, Recreation and Culture and in financial content to the Director of Corporate Services.

## 8.3. Skate Park – Contract Award

44

It is recommended that:

1. The Mayor and CAO **BE AUTHORIZED** to execute a design build Agreement with The Canadian Ramp Company inclusive of design tender drawings and partial construction of phase 1 to an upset limit of \$240,000 plus HST, satisfactory in form to the Town Clerk, in technical content to the Director of Parks, Facilities, Recreation and Culture and in financial content to the Director of Corporate Services and further;
2. Council **APPROVE** that future phases of the Skate Park be awarded to The Canadian Ramp Company should additional funding be identified; and,
3. The Mayor and CAO be **AUTHORIZED** to sign all future agreements, change orders and contracts required to execute additional phases of the design build contract pending capital budget approval.

## 8.4. Libro Trail Tender No. 2022- 031

49

It is recommended that:

1. Council **APPROVE** an over expenditure for the Libro Trail project in the amount of \$170,000 funded from the Reserve Fund General New Capital in order to cover the cost of the project.
2. The Mayor and CAO **BE AUTHORIZED** to sign a contract with the lowest compliant bidder 1752336 Ontario Limited for the Libro Trail Project in the amount of \$543,552.60 satisfactory in form to the Town Clerk, in technical content to the Director of Parks, Facilities, Recreation and Culture and in financial content to the Director of Corporate Services.

**9. REPORTS - ENGINEERING & INFRASTRUCTURE SERVICES**

*There are no reports.*

**10. REPORTS - DEVELOPMENT SERVICES**

*There are no reports.*

**11. REPORTS - CAO's OFFICE**

*There are no reports.*

**12. INFORMATION REPORTS**

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

- |              |  |           |
|--------------|--|-----------|
| <b>12.1.</b> | <b>Amherstburg Accessibility Advisory Committee Achievements in 2021 and Objectives for 2022</b> | <b>55</b> |
| <b>12.2.</b> | <b>2nd Quarter Fire Department Activity Report - April, May, and June 2022</b>                   | <b>90</b> |

**13. CONSENT CORRESPONDENCE**

That the following correspondence **BE RECEIVED**:

- |              |   |            |
|--------------|---|------------|
| <b>13.1.</b> | <b>Essex Region Conservation Authority (ERCA) - 2021 Audited Financial Statements</b> | <b>96</b>  |
| <b>13.2.</b> | <b>Expanding Amber Alert System - Hastings County Council</b>                         | <b>148</b> |

**14. SPECIAL IN-CAMERA MEETING**

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

**Item A - Labour Relations and Employee Negotiations**

- Section 239(2)(d) Labour relations and employee negotiations.**

**15. ADJOURNMENT OF SPECIAL IN-CAMERA COUNCIL MEETING**

**16. RESUMPTION OF SPECIAL COUNCIL MEETING**

That Council resume Special session at    p.m.

**17. REPORT OUT FROM SPECIAL IN-CAMERA COUNCIL MEETING**

**18. ADJOURNMENT**

That Council rise and adjourn at    p.m.



## 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: Donna King	Report Date: July 14, 2022
Author's Phone: 519 736 0012 ext. 2242	Date to Council: July 25, 2022
Author's E-mail: dking@amherstburg.ca	Resolution #:

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

**Subject:** New Policy – Disconnecting from Work

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#### 1. **RECOMMENDATION:**

It is recommended that:

1. The Disconnecting from Work Policy **BE APPROVED** as recommended in the report from the Manager of Human Resources dated July 14, 2022.

#### 2. **BACKGROUND:**

This policy is established to ensure the Town's compliance with Bill 27, *Working for Workers Act* which resulted in significant amendments to the *Employment Standards Act (2000)*, specifically the addition of disconnecting from work provisions which required employers with more than 25 employees as of January 1, 2022 to have a written policy in place regarding disconnecting from work effective June 2, 2022. The establishment of this policy will secure the Town's obligation to put in place appropriate measures to address and enable its employees to disconnect from their work outside of regularly scheduled hours.

The policy explicitly confirms the Town's commitment to support employee overall health but reinforces a clear delineation and separation from work by ensuring employees understand available supports and mechanisms in place to facilitate their disconnecting from work, within reasonable exceptions that may arise.

#### 3. **DISCUSSION:**

The need for legislative direction regarding separation from work arose out of a need to reinforce for employees that an employee's time outside of normal working hours is intended for employees to recharge and step away from work responsibilities in a



general workplace landscape that has become increasingly blurred and poses challenges for employees to disconnect from their work. There exists a common understanding that habitually using personal time to complete work activities has the potential for an adverse health effect on employees and a negative impact for workplaces.

Disconnecting from Work is defined as not engaging in a range of work-related activities and communications including meetings, e-mails, telephone calls, video calls or sending or reviewing messages such that employees are free from the performance of work outside of their normal working hours in accordance with the Employment Standards Act, 2000 (ESA) and this Policy, subject to any exceptions outlined within the Policy.

The Disconnecting from Work Policy provides the Town with a framework for addressing expectations related to disconnecting from work and also includes enough breadth of circumstantial application to allow for good judgement to be applied as individual or role specific circumstances arise. This policy also ensures that all parties understand their respective responsibilities to act consistently with policy expectations and model behaviours that support work-life separation, as well to have active discussions about how the work is handled as situations arise that challenge this separation. The framework follows a comprehensive approach to clearly identify what is meant by disconnecting from work, what is expected in terms of workload and productivity, working hours and lays out examples of potential exemptions to the explicit separation of work and personal time.

Town employees are provided with potential solutions regarding how to handle work-related communications that may come in outside of regularly scheduled work hours and provides reinforcement regarding what mechanisms are in place to ensure employees have the opportunity to step away from their responsibilities.

This policy is not intended to address every foreseeable or yet to be imagined scenarios.

The Disconnecting from Work policy is attached in DRAFT form for Council's review and approval.

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

Approval of the policy will bring the Town into alignment with legislative requirements, will confirm the commitment of the Town to its employees' overall health and well being, and will reinforce positive and proactive discussions that have been in place to bring this policy to its realization.

The policy addresses the complex nature of work-life separation and work-life balance and also outlines supports for employees to address any concerns they may have regarding how the policy is applied. Employee overall health is a top of mind topic in the modern workforce and putting in place parameters to address this common and evolving issue will assist leaders and contributors alike in navigating the disconnecting from work landscape.

Furthermore, the Disconnecting from Work policy supports active discussions regarding the real nature of the work and brings to light the potential risk of undocumented overtime and the liability associated with that practice, should it be found to exist.

The Town will further be in a place to facilitate improved understanding of the Town's policies for Town employees and ensure that the authority, roles and responsibilities under those policies are clearly defined.

**5. FINANCIAL MATTERS:**

Failure to implement this policy could cause corresponding financial impacts such as lost productivity due to increased health claims, absenteeism, presenteeism, as well as the liability associated with undocumented overtime.

**6. CONSULTATIONS:**

Tracy Prince, Director Corporate Services and Chief Financial Officer  
Valerie Critchley, Chief Administrative Officer  
Senior Management Team  
Kevin Fox, Policy and Committee Coordinator

**7. CONCLUSION:**

The policy amendments outlined in this report will bring the Town into alignment with current legislative expectations, are consistent with policy/practices in other local municipalities and the province which have been tailored to the Town's workforce and culture and are thereby recommended for approval.

  
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Donna King  
**Manager, Human Resources**

## Report Approval Details

Document Title:	Disconnecting from Work.docx
Attachments:	- Disconnecting from Work Policy.docx
Final Approval Date:	Jul 18, 2022

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



Tracy Prince




Valerie Critchley

**No Signature - Task assigned to Tammy Fowkes was completed by assistant Kevin Fox**

Tammy Fowkes

# POLICY

	Policy:	<b>Disconnecting from Work</b>		
	Department:	Corporate Services		
	Division:	Human Resources	By-Law No.:	N/A
	Administered By:	Manager, Human Resources	Approval Date:	DRAFT
	Replaces:	N/A		
	Attachment(s):	N/A		

## 1. POLICY STATEMENT

The Corporation of the Town of Amherstburg (the Town) recognizes the changing nature of work and how technological advances have contributed to lack of separation between an employee's work and personal time. The Town recognizes that work-related pressures and the inability to disconnect from the work can result in stress and deterioration of employee health and well-being. The Town is committed to supporting employee's overall health by reinforcing clear delineation and separation from work by ensuring employees understand what supports and mechanisms are in place to facilitate Disconnecting from Work outside of regularly schedule hours.

## 2. PURPOSE

- 2.1. This policy provides clarity regarding an employee's disconnecting from work outside of their normal working hours, subject to reasonable exceptions and the Town's obligations to put in place appropriate measures to address this Disconnecting from Work as outlined in *Bill 27, Working for Workers Act*.
- 2.2. This policy defines what is meant by "Disconnecting from Work" and provides the framework for which the Town will implement and fulfil the requirements as set out in legislation.
- 2.3. This policy confirms the Town's commitment to support employee well-being by implementing the required measures and messages allowing for the achievement of improved work-life balance where employees are encouraged to separate from work to recharge regardless of whether employees are working in the workplace or under a flexible or hybrid work arrangement.
- 2.4. This policy ensures parties understand their respective responsibilities regarding Disconnecting from Work.

## 3. SCOPE

- 3.1. This policy applies to all Town employees, unless otherwise specified.
- 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. **Disconnecting from Work** is defined as not engaging in a range of work-related activities and communications including meetings, e-mails, telephone calls, video calls or sending or reviewing messages such that employees are free from the performance of work outside of

their normal working hours in accordance with the *Employment Standards Act, 2000 (ESA)* and this Policy, subject to any exceptions outlined within the Policy.

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**

### **Guidelines**

An employee's time outside of normal working hours is intended for employees to recharge and dedicate their time to activities that are of importance to them and wherever possible should not be used to complete work-related activities and tasks; however, owing to the current work landscape, including working from home arrangements, there may exist a lack of separation between home and work that presents challenges for employees to actually disconnect. The accessibility and proximity of the work may lead employees to continue working beyond their working hours. Habitually using personal time to complete work activities can contribute to employees' feelings of being "always on" and a felt obligation to continue working and/or respond to communication that comes in after regular working hours.

Employees unable to fully disconnect from their work may experience stress and other mental health challenges which are associated with many of the leading causes of disease and disability, can result in burnout, negatively affect performance, mood and attendance, and personal and professional relationships.

All employees are encouraged to know, and conduct their assigned work within, their established working hours to the extent that it is reasonably possible to do so. Aside from such times as work may be required outside of established working hours (i.e., employee's agreement, emergency situations, on-call duties) employees are free to disconnect from work during off hours, and are encouraged to do so.

This Policy will be governed by and interpreted in accordance with all applicable legislation, including (but not limited to) *Ontario Employment Standards Act, 2000 (ESA)* and *Occupational Health and Safety Act*.

Employee health and well-being are priorities and the Town is committed to improving overall employee health and wellness and providing employees with improved work-life balance.

### **6.1. Disconnecting from Work**

- 6.1.1. Employees are able and are supported to disconnect from their job- and job-related tasks, including communication outside of working hours and to do so without fear of reprisal.

- 6.1.2. Employees are encouraged to establish and follow clear boundaries between their work and personal lives.
- 6.1.3. Disconnecting from Work means that employees:
  - 6.1.3.1. Can and should stop performing their job duties and job-related tasks outside of expected working hours;
  - 6.1.3.2. Are not required to take work home to complete outside of regular working hours
  - 6.1.3.3. Are not expected or required to respond to work-related communication outside of regular working hours, while on rest breaks, or during any paid or unpaid time-off;
  - 6.1.3.4. Should take and use all of their scheduled work breaks and time off entitlements for non-work-related activities; and
  - 6.1.3.5. Will not face repercussion or be penalized for not communicating or continuing to work outside of their regular working hours.
- 6.1.4. Employees must also demonstrate respect for others' Disconnecting from Work and should not expect co-workers to respond, communicate, or complete work outside of their working hours.

## 6.2. **Workload and Productivity**

- 6.2.1. The Town understands that there are circumstances where employees wish or need to work outside of their normal hours to address a time-sensitive deadline, to attend to an urgent matter, or due to unforeseen circumstances; however, employees should not routinely work outside of their schedule hours to complete or catch up on work.
- 6.2.2. Employees having difficulty managing their workload during regularly schedule hours should meet with their direct manager to evaluate current workload, priorities and due dates.
- 6.2.3. Managers and Supervisors will work with employees to develop solutions to ensure:
  - 6.2.3.1. Current workload is reasonable and does not result in the employee working excess hours
  - 6.2.3.2. Regular job duties can be completed during working hours; and
  - 6.2.3.3. Employees can remain productive and meet goals and objectives
- 6.2.4. Working additional hours does not automatically equate to increased productivity. Employees are encouraged to seek ways to maximize productivity within their workday by using effective time management tactics including:

- 6.2.4.1. Scheduled calendar time blocking to complete specific tasks or communication and follow-up activities;
- 6.2.4.2. Strategizing with their manager to organize and prioritize work;
- 6.2.4.3. Break down projects and tasks into manageable portions and milestones;
- 6.2.4.4. Minimize disruptions by setting on-line status to “busy” or “do not disturb”;
- 6.2.4.5. Whenever possible, institute at least one dedicated work day per week without meetings; and
- 6.2.4.6. Set goals to work continuously for specified periods of time before taking a rest break or responding to communication (i.e., Pomodoro technique)

### 6.3. Working Hours

- 6.3.1.1. Employee’s working hours are established as laid out by their employment contract, in policy or collective agreements or prescribed between an employee and their direct manager.
- 6.3.1.2. It is generally expected that all employees are able to complete their work, including reviewing and responding to work-related communications during their normal hours of work. The Town does not expect that employees engage in work or work-related communications outside of their normal hours of work, subject to exceptions as detailed and outlined below.
- 6.3.1.3. Employees who are unable to complete their work or attend to work-related communications within normal working hours are to notify their manager at the earliest opportunity.

### 6.4. Exceptions

- 6.4.1. There are situations where it may be necessary for employees to perform work or communication with colleagues outside of their normal hours of work, examples include but are not limited to the following:
  - 6.4.1.1. Emergency or exigent circumstances that arise with or without notice
  - 6.4.1.2. Requirement to assist or fill in with short notice for a colleague
  - 6.4.1.3. Nature of the employees’ work is such that it requires work and/or work-related communications to be accomplished outside of their normal working hours.
  - 6.4.1.4. Unforeseen business or operational reasons
  - 6.4.1.5. Employee request or agreement to work certain hours or have flexible working hours; and

- 6.4.1.6. Other circumstances as outlined by an employee's manager that are deemed inherent to the position

## 6.5. Meetings, Calls and Work-Related Communications

- 6.5.1. Employees should make all reasonable efforts to schedule meetings, calls and attendance to work related communications during normal hours of work, subject to exceptions outlined in this Policy.
- 6.5.2. Employees may feel obligated to send or respond to messages outside of working hours. The Town, may on occasion send general communication to employees when they are in fact not working (i.e., day off or scheduled vacation) but will endeavour to ensure that communications are such that they do not require an immediate response, unless it is unavoidable to do so.
- 6.5.3. Employees must also respect other's disconnecting from work and limit or avoid direct communications (i.e., sending emails, text messaging, instant messaging) or phone calls to employees and clients outside of regularly scheduled work hours, during breaks, or during times where employees are known to be off (i.e., regularly scheduled day off or vacation time.)
- 6.5.4. The Town recognizes that it may be necessary to send communication to a group of employees (i.e., department), or to forward important communication to an employee who is not working. In these instances, responses should not be expected until such time as the employee has returned to work. In urgent or emergency situations where a response is required, manager approval should be sought prior to sending.
- 6.5.5. Employees not replying to work-related communications outside of their working hours will not face repercussions.
- 6.5.6. Communication boundaries can be set by doing the following:
  - 6.5.6.1. Set clear expectations for an e-mail response time;
  - 6.5.6.2. Logging off for the day or setting your on-line status to "away", "out of office", "do not disturb", or "offline" when not working;
  - 6.5.6.3. Scheduling break times in your calendar; and
  - 6.5.6.4. Avoiding using work email for unrelated communication, such as newsletters, coupons or personal correspondence
- 6.5.7. Employees should at all times strive to act consistently with limited sending and responding to communications outside of scheduled hours. However, should it be necessary to conduct work, compose messages or communications outside of working hours, consider using a scheduling tool that allows the communication to be sent at a specified time during work hours or clarify in the communication that a response is not expected outside of normal working hours.



- 6.5.8. Employees are expected to use their best judgement when determining whether to conduct work activities, send or respond to work-related communications outside of normal working hours.

## 6.6. **Breaks and Time Off**

- 6.6.1. Meal breaks are provided to employees to meet legislative requirements and to allow employees the opportunity to become refreshed enabling their ability to refocus on their work productively. Employees are encouraged to refrain from work activities during these periods.
- 6.6.2. The Town understands the importance of having personal time off for its employees. Employees are encouraged to use their accrued paid vacation time in full every year to allow for rest, relaxation and personal pursuits with any exemptions going to the CAO for approval.
- 6.6.3. Employees are expected to, wherever possible to complete time-sensitive projects and meet deadlines prior to commencing their vacation and/or to have planned for sufficient coverage in their absence. Managers will work with employees to ensure appropriate delegation of tasks and duties required to be completed in their absence to maintain workflow and productivity. Employees should not be reluctant to take vacation due to workload pressures, unless there are limitations or restrictions as a result of a due date, project priority, scheduling conflict or unforeseen circumstance that prevent an employee from doing so.

## 6.7. **Overtime**

- 6.7.1. Hours worked outside an employee's standard hours may lead to overtime hours. The Town permits employees to request or require overtime in certain situations to ensure work is completed; however, employees are not permitted work overtime unless directed or pre-approved by their manager.

## 6.8. **Mental Health Support**

- 6.8.1. The Town recognizes that the workplace plays a significant role in managing and supporting employee mental health, and understands that deterioration of mental health and wellness can be triggered by excess pressures at work or at home and result in lowered work performance and harm to one's physical and mental condition.
- 6.8.2. The Town will support employee mental health by:
  - 6.8.2.1. Minimizing work-related sources of stress;
  - 6.8.2.2. Addressing internal factors that contribute to employee burnout;
  - 6.8.2.3. Regularly address workload, productivity and expectations;
  - 6.8.2.4. Promote work-life balance;

- 6.8.2.5. Assist employees in recognizing the signs and symptoms of mental health challenges;
- 6.8.2.6. Having an open-door policy for communication and providing a work environment where employees can be assured they can raise issues of mental health with their manager;
- 6.8.2.7. Treating mental health with the same level of importance as physical health and safety;
- 6.8.2.8. Conducting risk assessments to identify workplace factors that contribute to worsening or improving metal health and
- 6.8.2.9. Providing employees with the assistance and access to resources needed to support mental health (i.e., employee assistance programs, accommodations, flexible work arrangements etc.).

## 7. **RESPONSIBILITIES**

Shared responsibility exists for all employees to work together to ensure everyone is able to disconnect from work outside of normal working hours in accordance with this Policy.

7.1. **Council** has the authority and responsibility to:

7.1.1. Support employees Disconnecting from Work Policy.

7.2. The **CAO** has the authority and responsibility to:

7.2.1. Ensure compliance with the Disconnecting from Work Policy.

7.2.2. Support managers in addressing barriers including workload pressures that have the potential to interfere with the intent and application of this policy.

7.3. The **Manager, Human Resources** has the authority and responsibility to:

7.3.1. Provide new and existing employees with a copy of this Policy within 30 days of their employment as well as provide and amended versions of the Policy within 30 days of any amendment's.

7.3.2. Provide advice on the review and amendments to this Policy as often as may be required.

7.4. **Management** has the authority and responsibility to:

7.4.1. Take all reasonable steps to ensure that employees under their supervision are able to disconnect from work outside of their normal hours of work in accordance with this Policy.

7.4.2. Make attempts to resolve employee concerns regarding compliance with this Policy.

- 7.4.3. Advise employees of the limited instances in which they may be expected to perform work outside of their normal hours of work; and
  - 7.4.4. Refrain from penalising or taking reprisal action against employees who have questions regarding this Policy or request compliance with it. Legitimate management direction and/or corrective action towards employees is not considered as reprisal action.
  - 7.4.5. Provide employees with information regarding their normal hours of work given the nature of their work and any other information required to assist employees with complying with this Policy.
- 7.5. **Employees** have the responsibility to:
- 7.5.1. Take all reasonable steps to ensure that they effectively manage their work and work-related communications during their normal working hours
  - 7.5.2. Fully cooperate with any time recording methods the Town uses to track or monitor hours of work
  - 7.5.3. Take all reasonable steps to ensure that their colleagues are able to disconnect from work in accordance with this Policy; and
  - 7.5.4. Notify their manager if they experience undue pressure to work or respond to work-related communications outside of their normal working hours, or if they are otherwise unable to comply with the Policy.

## **8. REFERENCES AND RELATED DOCUMENTS**

- 8.1. [\*Employment Standards Act, 2000\*](#)
- 8.2. [\*Occupational Health and Safety Act \(OHSA\), R.S.O 1990\*](#)
- 8.3. [Town of Amherstburg's Hours of Work Policy](#)
- 8.4. [Town of Amherstburg's Duties Policy](#)
- 8.5. [Town of Amherstburg's Time-In-Lieu-Of Overtime Policy](#)
- 8.6. [Town of Amherstburg's Health and Safety Policy](#)
- 8.7. [Town of Amherstburg's Work at Home in the Event of an Emergency Policy](#)
- 8.8. [Town of Amherstburg's Workplace Wellness Program Policy](#)
- 8.9. [Town of Amherstburg's Non Union Annual Vacation Policy](#)



## THE CORPORATION OF THE TOWN OF AMHERSTBURG

### OFFICE OF THE 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.*

<b>Author's Name:</b> Donna King	<b>Report Date:</b> July 14, 2022
<b>Author's Phone:</b> 519 736 0012 ext. 2242	<b>Date to Council:</b> July 25, 2022
<b>Author's E-mail:</b> dking@amherstburg.ca	<b>Resolution #:</b>

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

**Subject:** Policy Amendments – Vaccination Policy

#### 1. RECOMMENDATION:

It is recommended that:

1. The **Vaccination Policy BE AMENDED** as recommended in the report from the Manager, Human Resources dated July 5, 2022.

#### 2. BACKGROUND:

The Town adopted the current Vaccination Policy on September 16, 2021 with a subsequent revision adopted on November 16, 2022. Since the revision of November 16, 2022, Council approved (May 24, 2022) the employer to engage in discussions with the Union to return 4 (four) unionized employees placed on unpaid leave of absence due to non-compliance with that policy. Since that time, a Settlement has been reached returning the employees to their former roles effective June 27, 2022.

In addition to the change in circumstances referred to above, there are a number of relevant conditions that support the proposed policy amendments including the lifting of the Province's Emergency Order, the full progression of Ontario's Reopening Plan and the corresponding lifting of Mask Mandates.

#### 2. DISCUSSION:

Policy amendments referred to below reflect the circumstances as outlined above and will bring the Town into better alignment with current state as well as in a position to address any future pandemic related public health measures that may be required in the future.

**Vaccination Policy:** The recommended changes are indicated in the updated draft policy attached to this report.

In summary the significant changes are as follows:

- Reference to Covid-19 as the exclusive pandemic related disease has been expanded in cases to include the potential for other future pandemic related diseases to be addressed as part of this policy.
- Exclusive description and categorization of vaccination levels (requirement and declaration status) has been removed and replaced with language to address any state as recommended by the Chief Medical Officer of Health.
- Reference to contractor requirement for vaccination has been struck from the policy.
- Definition Section has been updated to reflect current state conditions.
- Testing results has been updated to align with current Ontario Screening Requirements of Covid-19.
- Corporate Accommodations section has been updated to include legacy statement regarding exceptions to the policy for the four (4) Town employees returning from unpaid leave of absence for non-compliance to the earlier versions of the policy.

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

Approval of the policy amendments as recommended in this report addresses the labour issue that has since been resolved by the Settlement referred to above, brings current policy and practice into alignment with the province's recommendations as well as ensures the employer has options to implement should a future pandemic related disease require re-implementation of more stringent measures. The Town will further be in a place to facilitate improved understanding of the Town's policies for Town employees and ensure that the authority, roles and responsibilities under those policies are clearly defined.

Other Town procedures including the Infectious Disease Reporting during a Pandemic Procedure will require review once approval of the proposed changes in the Vaccination Policy has been obtained to ensure they are consistent with the above recommended adjustments. The Use of Face Coverings or Masks within Enclosed Public Spaces By-law (No.: 2020-046) was repealed effective March 28, 2022. Related to the repeal of the By-law, the policy only remains in force and effect until such time as the Municipality is advised by the Medical Officer of Health that the use of Face Coverings is no longer required, rendering this it as redundant.

#### **5. FINANCIAL MATTERS:**

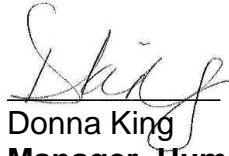
The financial impact to the Town has been contained within the parameters of Council's direction to staff on May 24, 2022. Details of the Minutes of Settlement are retained within the Town's records should that information be required to share.

#### **6. CONSULTATIONS:**

Tracy, Prince, Director Corporate Services and Chief Financial Officer  
Valerie Critchley, Chief Administrative Officer

7. **CONCLUSION:**

The policy amendments outlined in this report will bring the Town into alignment with existing practices, are consistent with policy/practices in other local municipalities and the province and are thereby recommended for approval.

A handwritten signature in cursive script, appearing to read "Donna King".

Donna King  
**Manager, Human Resources**

## Report Approval Details

Document Title:	Council Report- Policy Amendments - Vaccination Policy (July 14 2022) Final Draft (002).docx
Attachments:	- Vaccination Policy June 17 2022_red lined.docx
Final Approval Date:	Jul 20, 2022

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




Valerie Critchley

**No Signature - Task assigned to Tammy Fowkes was completed by assistant Kevin Fox**

Tammy Fowkes

# POLICY

	Policy:	<b>Vaccination Policy</b>		
	Department:	CAO's Office		
	Division:	Human Resources Division	By-Law No.:	N/A
	Administered By:	Manager of Human Resources	Approval Date:	DRAFT
	Replaces:	Vaccination Policy – September 16, 2021		
	Attachment(s):	N/A		

## 1. POLICY STATEMENT

- 1.1. The Corporation of the Town of Amherstburg is committed to providing a safe working environment for our employees and members of the public with whom we interact regularly.

## 2. PURPOSE

- 2.1. The Town of Amherstburg (Town) has a responsibility to take every precaution reasonable in the circumstances to ensure the health and safety of our staff. It is therefore critical that the Town and our staff take all reasonable precautions to protect against the transmission and reduce the severity of the illnesses, considered to meet the criteria of a pandemic
- 2.2. Ensuring Town employees have timely receipt of the recommended and approved pandemic related vaccinations per the recommendations issued by the Chief Medical Officer of Health as may be required from time to time will ensure the continued protection of our staff, the public and our families by reducing transmission and the severity of the illnesses associated with COVID-19, and any other pandemic related diseases.
- 2.3. The purpose of the Vaccination Policy (the "Policy") is to confirm the expectations and requirements of staff regarding vaccination against pandemic related illnesses.

## 3. SCOPE

- 3.1. This policy applies to all employees, students, volunteers, educational institution program placements, elected and appointed members of Council and Council appointed Committees and any other individuals employed to provide service in any capacity on behalf of the Town of Amherstburg.
- 3.2. This Policy does not apply to customers or clients who utilize the services of the Town, its partner agencies or its tenants.
- 3.3. This policy shall be reviewed every year from the date it becomes effective, and/or sooner at the discretion of the CAO or designate.

## 4. DEFINITIONS

- 4.1. **CAO:** the Chief Administrative Officer of the Corporation or delegate.
- 4.2. **Corporation:** The Corporation of the Town of Amherstburg.
- 4.3. **Council:** the Council of the Corporation.



- 4.4. **COVID-19:** the infectious disease caused by coronavirus known as SARS-CoV-2 virus.
- 4.5. **Pandemic:** An epidemic of an infectious disease that has spread across a large region, for instance multiple continents or worldwide, affecting a substantial number of individuals. A widespread endemic disease with a stable number of infected individuals is not a pandemic.
- 4.6. **Education Program:** an educational session approved by the Covered Organization (hospitals, local health unit and EMS) regarding the benefits of pandemic related vaccination provided to individuals prior to their declining vaccination for any reason other than a medical reason.
- 4.7. **Employee:** means an employee of the Corporation, including but not limited to those who are employed pursuant to a contract, casual and seasonal, part-time employees, co-op students and volunteers and “Employed” shall have a corresponding meaning.
- 4.8. **Firefighter:** as defined in the Fire Protection and Prevention Act (FPPA) as amended.
- 4.9. **Rapid Antigen Test:** means an antigen test which detects protein fragments specific to the Coronavirus or approved testing designed and developed in response to any other pandemic related disease.
- 4.10. **Unvaccinated:** (of a person) not inoculated with a vaccine to provide immunity against a disease.
- 4.11. **Vaccinated or fully vaccinated:** to be fully treated with a vaccine approved for use in Canada or by the World Health Organization to produce immunity against a pandemic related disease such as COVID-19 or any other such meaning as provided by the Ontario Ministry of Health, and “Vaccination” shall have a corresponding meaning.
- 4.12. **Workplace:** means any municipal facility, land, premises, location or thing at, upon, in or near which the Employee works, but does not include an Employee’s home.

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. **Mandatory Vaccination**

- 6.1.1. The Town will require all staff to be fully vaccinated against COVID-19, or any other pandemic related diseases as recommended by the Ministry of Health and Ontario’s Chief Medical Officer of Health (CMOH). Full vaccination will be required of all staff in accordance with this policy, regardless of how often they are

attending the work location, or how much time they spend there. All public health measures related to Covid-19 or any other pandemic related disease must be followed, up to and if deemed necessary, bi-weekly Rapid Antigen Testing.

- 6.1.2. All Firefighters must be fully vaccinated unless there is a legitimate medical or OHRC exemption to being vaccinated. In such case, unvaccinated Firefighters will be subject to Rapid Antigen Testing within 12-hours prior to each shift.
- 6.1.3. All employees will be asked to declare their vaccination status by selecting one of the categories listed below.
- 6.1.4. Declaration of status and proof of vaccination can be submitted to the confidential email covid@amherstburg.ca. Staff will be subject to one of the categories below:

CATEGORY	REQUIREMENTS
1. They are <b>fully vaccinated</b> as defined by the Ministry of Health.	<ul style="list-style-type: none"> <li>• Written proof of full vaccination from the Ministry of Health to be provided at time of declaration.</li> </ul>
2. They are unable to be vaccinated for <b>medical</b> reasons.	<ul style="list-style-type: none"> <li>• After completion of declaration, written proof of the medical reason must be provided by either a physician or nurse practitioner that sets out the details below, to covid@amherstburg.ca:               <ol style="list-style-type: none"> <li>1. That the staff member cannot be vaccinated against COVID-19 and;</li> <li>2. The effective time period for the medical restriction and date by which the restriction will be removed.</li> <li>3. The information must be submitted on a form approved and provided by the Town.</li> </ol> </li> </ul> <p>All public health measures related to Covid-19 or any other pandemic related disease must be followed up to and if deemed necessary, bi-weekly Rapid Antigen Testing.</p> <ul style="list-style-type: none"> <li>• If the medical reason is time-limited, within thirty (30) days of expiry, proof of vaccination must be provided to covid@amherstburg.ca or further proof is required. If an extension or proof of vaccination is not received, the staff member will be considered unvaccinated in accordance with Option 4.</li> </ul>
3. They are <b>requesting accommodation</b> under the Ontario Human Rights Code (OHRC) for a legitimate and demonstrable religious exemption.	<ul style="list-style-type: none"> <li>• After completion of the declaration, a written request must be provided to covid@amherstburg.ca with their legitimate and demonstrable religious objection.</li> </ul>

	<ul style="list-style-type: none"> <li>• All public health measures related to Covid-19 or any other pandemic related disease must be followed up to and if deemed necessary, bi-weekly Rapid Antigen Testing.</li> </ul>
4. They elect <b>not to be vaccinated</b> , and are without a medical reason or OHRC accommodation.	<p>The employee will be placed on an unpaid leave of absence.</p> <ul style="list-style-type: none"> <li>• A change of vaccination status may be submitted to covid@amherstburg.ca.</li> </ul>
5. They elect <b>not to be vaccinated</b> , and are without a medical reason or OHRC accommodation, and are <b>refusing</b> to follow pandemic related public health measures to complete COVID-19 or any other approved Rapid Antigen Testing.	<ul style="list-style-type: none"> <li>• The employee will be subject to discipline, up to and including dismissal.</li> </ul>

## 6.2. Educational Program

6.2.1. All Staff may be required to complete an educational program approved by the Town, which will be consistent with the Ministry of Health recommendations. Attestation to the completion is required. This program may be completed during working hours. The program will be updated according to current public health recommendations.

6.2.2. This educational program will include the following:

6.2.2.1. How COVID-19 vaccines or other pandemic related diseases work.

6.2.2.2. Vaccine safety related to the development of the COVID-19, or any other pandemic related disease vaccines.

6.2.2.3. The benefits of vaccination against COVID-19, or any other pandemic related diseases.

6.2.2.4. Risks of not being vaccinated against COVID-19, or any other pandemic related diseases.

6.2.2.5. Possible side effects of COVID-19, or any other pandemic related disease vaccination.

6.2.2.6. Ways to help prevent infection

## 6.3. Testing

6.3.1. After completion of the educational program, Staff that select Options 3, 4, or 5 may be required to participate in COVID-19, or other related pandemic Testing Program as deemed necessary below.

6.3.2. Staff must at a minimum:

- 6.3.2.1. Conduct Rapid Antigen Testing and demonstrate a negative result. Testing must be conducted bi-weekly, submitted every Monday and Thursday before 10:00 a.m. A Rapid Antigen test must be completed within 24 hours prior to Monday, and within 24 hours prior to Thursday. If the Employee is not scheduled to work on a Monday or Thursday, the Employee must still submit proof of their negative Rapid test on these two days each week.
- 6.3.2.2. Some exemptions may be made for part-time employees that are only scheduled to work limited hours on a regular basis, but generally, part-time employees will be required to submit a negative result within 24 hours of their shift, which result shall be considered valid for three (3) days.
- 6.3.2.3. Results must be provided to covid@amherstburg.ca.

6.4. **Obtaining a Rapid Antigen or other pandemic related Test**

- 6.4.1. Employees under option 4 will be required to obtain testing at their cost outside of working hours at credible testing locations. Testing locations can be found at <https://www.wechu.org/cv/getting-tested>. The Town will cover the cost of the testing for employees who are unable to be vaccinated for medical reasons, for those who have a legitimate and demonstrable religious objection under the OHRC, or for those who will receive their second dose within the timeframe set by the Ministry of Health.

6.5. **Testing Results**

<b>Asymptomatic</b>	These antigen tests are meant for regular testing of asymptomatic employees only and to identify those who may be infectious and at risk of infecting others before coming on-site. The tests are also not to be used by anyone with symptoms or who has a known exposure to someone with COVID-19, or any other pandemic related disease.
<b>Symptomatic</b>	Symptomatic and exposed individuals must follow current Ontario COVID-19 Windsor Essex County Health Unit (WECHU) guidelines.
<b>Positive Results</b>	Staff who test positive must immediately follow current Ontario Covid-19 screening guidance.

6.6. **Change in Status**

- 6.6.1. Any individual who initially selected option 3, 4, or 5 and later becomes fully vaccinated will be able to update their vaccination status by emailing proof of vaccination to covid@amherstburg.ca.

## **6.7. Accommodations**

- 6.7.1. Staff who can establish that they are restricted from being vaccinated for medical reasons, or that they have a legitimate and demonstrable religious objection to vaccination, will have their cases considered on an individual basis. After submission to Human Resources, their request will be reviewed to determine the applicability of an exemption and whether any additional information or documents are required to be provided.

## **6.8. Non-Compliance**

- 6.8.1. Staff failing to follow this Policy and/or falsifying information may be subject to disciplinary action up to and including termination of employment.

## **6.9. Confidentiality**

- 6.9.1. Information relating to an individual's proof of vaccination and/or the reason(s) for not receiving a COVID-19, or pandemic related vaccination will remain in their confidential health file and will not be disclosed except as may be required for the purposes of ensuring the safety of the Town's employees, , clients and local communities in the event of a COVID-19 outbreak, or any other pandemic related outbreak, as may be required to ensure every precaution reasonable is taken to protect health and safety of Staff, or as otherwise may be required by law.

## **6.10. Contact**

- 6.10.1. Employees should contact their supervisor or a member of the Human Resources team with any questions.

## **6.11. Corporate Accommodations**

- 6.11.1. The Chief Administrative Officer maintains the right, based on business operating need, public safety and other relevant legal considerations, to make exceptions to the Policy on an individual and/or departmental basis.
- 6.11.2. The Town recognizes that circumstances giving rise to the initial application of this policy have resulted in an exceptional circumstance whereby specific Town employees will be exempt from the vaccination requirement under a legacy provision whereas, the policy expectation as laid out will apply to all other existing and new employees.

## **6.12. Amendments and Compliance with Applicable Law**

- 6.12.1. This Policy may be amended from time to time by the Town as it deems necessary or appropriate, as relevant circumstances change, and at all times will be applied

in accordance with the *Occupational Health and Safety Act*, the *Ontario Human Rights Code*, and all other applicable law and collective agreements.

## **7. REFERENCES AND RELATED DOCUMENTS**

- 7.1. *Occupational Health and Safety Act, R.S.O. 1990, c. O.1*
- 7.2. *Ontario Human Rights Code, R.S.A. 1990, c. H. 19*
- 7.3. <https://www.ontario.ca/page/covid-19-vaccines-and-workplace-health-and-safety>
- 7.4. <https://files.ontario.ca/mltsd-factsheet-post-vaccination-for-employers-en-2021-08-16.pdf>



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF COMMUNITY AND PROTECTIVE 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: Kings Navy Yard Park Extension – Phase 1 Shoreline Improvements

1. RECOMMENDATION:

Administration BE DIRECTED to proceed with the project based on one of the two following options:

Option 1

That:

- 1. Council WAIVE the Purchasing By-law to execute an agreement with AMICO for the preparation of full construction tender documents, ministry approvals, contract administration and all construction for phase one (1) to stabilization of the shoreline along the old Duff's property also known as 290, 296 and 306 Dalhousie street as outlined in the Municipal Class Environmental Assessment completed in July 2019;
2. Council APPROVE a pre-commitment of funding for Phase one (1) shoreline work at 290, 296 and 306 Dalhousie street to an upset limit of \$2,000,000 from the General Reserve Fund in order to complete all design and construction work for Phase 1 shoreline improvements as outlined in the Municipal Class Environmental Assessment, satisfactory in form to the Chief Administrative Officer, in Financial content to the Director of Corporate Services and in technical content to the Director of Parks, Facilities, Recreation and Culture;
3. The Mayor and Clerk BE AUTHORIZED to sign a contract with AMICO to an upset limit of \$2,000,000 in order to perform all work associated with the design and construction of Phase one (1) shoreline improvements for the property located at 290, 296 and 306 Dalhousie Street as outlined in this report, satisfactory in form to the Chief Administrative Officer, in Financial content to the Director of Corporate

Services and in technical content to the Director of Parks, Facilities, Recreation and Culture and further;

4. The Chief Administrative Officer and Clerk **BE AUTHORIZED** to sign and execute any such agreements, declarations or approvals required to fully execute the scope of work for Phase one (1) - Shoreline Improvements, satisfactory in financial content to the Chief Financial Officer, and in technical content to the Director of Parks, Facilities, Recreation and Culture and further;
5. Council **DELEGATE** authority to the Chief Administrative Officer to award and issue purchase orders and or sign and execute any agreements as may be required for the necessary services to execute the scope of work for Phase 1 - Shoreline Improvement located at 290, 296 and 306 Dalhousie Street.

## **OR Option 2**

That:

1. Council **DIRECT** Administration to proceed with a standard RFP for the preparation of full construction tender documents, ministry approvals, contract administration and all construction for phase one (1) to stabilization of the shoreline along the old Duff's property also known as 290, 296 and 306 Dalhousie street as outlined in the Municipal Class Environmental Assessment completed in July 2019;
2. Council **APPROVE** a pre-commitment of funding for Phase one (1) shoreline work at 290, 296 and 306 Dalhousie street to an upset limit of \$2,000,000 from the General Reserve Fund in order to complete all design and construction work for Phase one (1) shoreline improvements as outlined in the Municipal Class Environmental Assessment, satisfactory in form to the Chief Administrative Officer, in Financial content to the Director of Corporate Services and in technical content to the Director of Parks, Facilities, Recreation and Culture;
3. The Mayor and Clerk **BE AUTHORIZED** to sign a contract with the successful low bid in accordance with the Town's Purchasing By-Law in order to perform all work associated with the design and construction of Phase one (1) shoreline improvements for the property located at 290, 296 and 306 Dalhousie Street as outlined in this report, satisfactory in form to the Chief Administrative Officer, in Financial content to the Director of Corporate Services and in technical content to the Director of Parks, Facilities, Recreation and Culture;
4. The Chief Administrative Officer and Clerk **BE AUTHORIZED** to sign and execute any such agreements, declarations or approvals required to fully execute the scope of work for Phase one (1) - Shoreline Improvements, satisfactory in financial content to the Chief Financial Officer, and in technical content to the Director of Parks, Facilities, Recreation and Culture;
5. Council **DELEGATE** authority to the Chief Administrative Officer to award and issue purchase orders and or sign and execute any agreements as may be required for the necessary services to execute the scope of work for Phase one (1) - shoreline improvement located at 290, 296 and 306 Dalhousie Street.



## **2. BACKGROUND:**

The Town of Amherstburg in collaboration with both Landmark Engineers and Golder Associates have worked closely with the Essex Region Conservation Authority (ERCA) and the Ministry of the Environment, Conservation and Parks (MECP) regarding the reclamation of the old Duffy's property located at 290, 296 and 306 Dalhousie street in Amherstburg, in order to reclaim this property as Public parkland for the Town.

In January 2018, the Town of Amherstburg retained Landmark Engineers Inc. to commence the project by undertaking a Municipal Class Environmental Assessment for the future development of the site which took approximately 29 months to complete from start to finish. The Notice of Completion was published with a 30-day review period and expired on June 26, 2019. During the 30-day review, following the publication of the Notice of Completion for this Class EA, a Part II Order was requested by a local resident. On May 21, 2020 the Minister of the Environment made the decision that an individual EA was not required. With the decision being made, the Town was able to proceed with the design and construction of the project, subject to any other permits or approvals required.

Since the time of purchase the Town has retained Golder Associates to help facilitate additional required ministry approvals including a Phase 1 Environmental Site Assessment to investigate potential environmental concerns as well as a Phase 2 Environmental Site Assessment which is currently underway and includes Record of Site Condition and Certification for Property Use filed with MECP.

The Town is working closely with our hired consultants to navigate the best possible solutions for the site moving forward in order to turn this property back over to the people in the form of a public park that can be enjoyed by the community.

## **3. DISCUSSION:**

With respect to the current schedule and services required in order to complete the Phase 2 Environmental Site Assessment and Record of Site Condition, Conceptual Site Model and Certification of Property Use, the following schedule is in place:

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Item	Task	Revised Schedule
		(As of June 2, 2022)
a	Submit Risk Assessment (RA) to MECP	Received (Dec. 23, 2021)
b	1st MECP Review Period (allow up to 16 weeks)	Received (May 9, 2022)
1	Update RA and Ph Two CSM (based on MECP Comments)	8-Jul-22
2	Consultation with MECP on Significant Issues (allow up to 8 weeks)	29-Jul-22
3	Re-Submit RA (2nd Submission) (respond to MECP comments)	4-Aug-22
4	2nd MECP Review Period (allow up to 16 weeks)	24-Nov-22
5	Prepare Updated Phase One ESA report (pending MECP comments on RA)	8-Dec-22
6	Re-Submit RA (3rd Submission) (respond to MECP comments)	15-Dec-22
7	3rd MECP Review Period (allow up to 16 weeks)	6-Apr-23
8	Final RA Submission (respond to MECP comments)	27-Apr-23
9	MECP Review Period and Acceptance of RA (allow up to 4 weeks)	4-May-23
10	Prepare Final RA Submission (respond to MECP comments)	18-May-23
11	Final Phase Two ESA report (pending MECP comments on RA)	18-May-23
12	MECP Review Period and Acceptance of RA (allow up to 4 weeks)	15-Jun-23
13	Certificate of Property Use (CPU) (allow up to 4 weeks, assumes Golder is working with MECP District Engineer)	13-Jul-23
14	Posting to Environmental Registry (EBR) with 6-week public review period	24-Aug-23
15	File RSC with MECP	31-Aug-23

The schedule noted above extends well into 2023 based on required approvals from the MECP which the Town does not have control over. The Town recently received the first set of comments back from the MECP 16-week review period with some additional environmental items to be address that could impact timelines for final approval. The schedule noted above is the proposed timeline as of June 2, 2022 and could be subject to change pending further review and comments.

In consultation with Golder Associates, Administration was advised by our consultants that although we cannot open the site up to the public without final approvals from the Ministry we can work on preparing the site for use so that when approvals are granted there will be no further delay.

Administration has been working with our consultants to formulate a plan that addresses the required work in a systematic and responsible way so that we can address work required without duplicating efforts and funding required. According to the Municipal EA the shoreline has an existing sheet pile wall that requires stabilization. The EA outlines

replacing a small section of sheet pile wall in addition to implementing rock revetment for the remainder of the shoreline and addressing subsurface infrastructure including site drainage. In order to carry out this work a staging area is required which means heavy equipment moving over the site and storage of materials on site. Work could be performed from the water by barge however this would be a much costlier undertaking. Shoreline work also requires additional Ministry approvals from the Department of Oceans and Fisheries as the area was identified in the Municipal EA to be home to Species at Risk in the form of nesting birds, however, this issue should no longer be a concern as the docks have been partially removed.

The Town was working with an engineering firm on drawings for the stabilization of the Shoreline and noticed AMICO mobilizing on site to the South. Administration approached AMICO to gain a better perspective of the work they were undertaking for their project, including some discussions on timelines, costs, ministry approvals etc. It was evident from these discussions that there was a unique opportunity for the Town to partner with AMICO and potentially save on costs due to economies of scale for the Town's project in addition to capitalizing on timelines and contract administration required as resources are limited.

The shoreline improvements required on Town property includes rock revetment and sheet pile wall replacement which is the same treatment AMICO will be carrying out on their site located immediately South of the Town's property. AMICO's project is much larger in scope and scale than that of the Town, which presents a unique opportunity for partnership to save on the project with respect to mobilization costs and other material costs for the project due to sheer volume and scale of the project.

In addition, AMICO's consulting and design engineer for their project is Landmark Engineering which is the same firm that prepared the Town's Municipal Class EA. In discussions with both AMICO and Landmark Engineering, which is well versed on the Town's project and site history, together they are prepared to take on the required works associated with the project including organizing the required ministry approvals.

Administration has reached out to other organizations, contractors and Townships with similar shoreline projects to gain a better perspective of current pricing for this work. After careful consideration of the costs involved for design, construction, and contract administration, including ministry approvals, it is believed that there are considerable savings to the Town if a partnership for this work could be negotiated. The amount of time and resources required to carry out the work for shoreline stabilization is considerable not to mention time commitments for a project of this scope and scale for the current Town staffing compliment. Administration believes there will be a considerable cost savings due to economies of scale by having AMICO partner with the Town on a design build for this work.

AMICO has reviewed the scope and scale of the project and has offered to complete the project for the Town for a fixed price contract based on more detailed engineering drawings. Their fixed price would include all design build services, engineering, contract administration and all the required Ministry and regulatory approvals for construction. Proceeding in this manner would require an agreement with AMICO including very specific timelines and penalties if these timelines were not met. With this method there is no assurance that the Town is receiving the best possible pricing, although Administration believes from current research that there will be considerable savings to the Town.

There are a number of benefits of entering into a fixed price agreement:

- The Town would be able to clearly identify the costs in a volatile market right now for completing Phase 1 of the project and mitigate financial risk of material increases, labour cost increases and unexpected situations that add costs.
- Engineering, oversight and project management would be the responsibility of the contractor including all Ministry approvals which would be flowing through the same consultant that has intimate knowledge and history of the Town site and Municipal Class EA saving on design consulting and engineering costs.
- The Town would not be invoiced for this work until the project is substantially complete. This would improve cash flow and financing needs of a project of this size.
- Timing to complete the project would be ensured based on the agreement and penalties put in place if timing isn't met. If Council agrees to move forward with a sole source design build contract for this work the work could be completed only barring required ministry approvals within this calendar year. If the Council wishes to proceed with the procurement of standard Tender award process for this work, Administration can confidently say it will not be carried out until 2023 or later.

If Council decides to move forward with the normal Tender process and have the Town manage this project, additional resources are required to help with contract administration. Contract administration costs could run anywhere from \$250,000 to \$350,000 plus. The Town would contract this work out to a consulting firm thereby issuing an RFP to complete detailed design and construction drawings in addition to acquiring all necessary ministry and regulatory approvals and permits and finally send out a request for tenders and award a contract which will take us well into 2023.

Completing the project in this manner would ensure that the Town would get the best pricing available at the time of Tender however, could be more costly due to additional resources required to carry out the scope of work with a considerably longer timeline in a volatile market where prices are going up by the day. Although the Town would be able to obtain best pricing for the work in general there is risk that these total costs could result in costs exceeding the fixed price being offered by AMICO due to rising construction prices and the time required to prepare the necessary drawings and approvals. The proposal / tender process as well as Council funding approvals could add additional months to the overall project time. These delays will add additional financing cost to the project.

It should be noted once again that 'public access' to the site will not be permitted until the Town is granted final approval from the MECP, however, in the interim contractors would be allowed on site to carry out the Shoreline Improvements. For the sake of timing Administration would like to run the approvals for MECP, and required Ministry approvals needed by the DFO for phase 1 concurrently so that when final approval is granted for public site access from MECP construction work for phase 1 will be complete or well on its way to final completion.

In order to move this project forward in a fiscally responsible and expeditious manner Administration recommends council consider and approve one of the two options presented in this report and has reason to believe there could be considerable cost savings to the Town depending on which option is selected.

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

Contracting out the first phase of development before final approval is granted by the Ministry does carry some inherent risks, however, after careful dialogue with Golder Associates the Town has been advised it would be permissible to begin work.

The Town is in the process of completing the Phase 2 Environmental Site Assessment, which includes Record of Site Condition, Conceptual Site Model and Certification of Property Use in accordance with MECP requirements. Other regulated approvals including DFO approval for any shoreline work, MNRF, ERCA, are also required prior to construction commencement. Failure to comply with regulated approvals as outlined in the Class Environmental Assessment will open the Town up to substantial financial and liability risks.

Administration is recommending we stay the course and follow the approvals and Ministry regulated requirements as advised by our team of Consultants and Engineers.

Partnering with AMICO in a design build contract for shoreline work as outlined under APPENDIX A poses some risk to the Town that a lower price may be achieved if the work was Tendered through normal tendering process. However, there is also a risk that this process will take a considerable amount of time thereby adding to the cost and no cost savings will be realized. This is considered possible and of medium impact.

#### **5. FINANCIAL MATTERS:**

In 2018 preliminary cost estimates were presented for the preferred design solution at the Public Drop-In Centre No. 2 by Landmark Engineers. At the time estimated costs were as follows:

- Plaza Site Works (\$2.5-\$3 million)
- Shoreline Improvements (\$400k - \$450k)
- Marina Works (\$2.5-\$3 million)
- Associated Structures (\$1.5-\$2.5 million)

Total cost estimates for the entire project in 2018 were in the range of 7 to 9 million dollars including allowances for engineering, project administration and contingency. Since 2018 prices have increased dramatically and we also know COVID-19 has had a considerable impact on current construction costs.

After more detailed drawings are prepared the Town will have the opportunity to enter into a fixed price design build contract with AMICO for work as outlined in APPENDIX A. Should Council wish to proceed with this work Administration will promptly move forward with execution of contract to take full advantage of timing and synergies partnering with AMICO on the shoreline works.

Should council wish to proceed with tendering the project through normal RFP/ Tender Award Process Administration is recommending a pre-commitment of funds in the amount of \$2,000,000 from the General Reserve Fund in order to cover the cost of Phase one (1) for Shoreline Improvements only.

6. **CONSULTATIONS:**

Financial Services  
Parks and Naturalized Areas  
Facilities  
Engineering

7. **CONCLUSION:**

Administration has prepared this report for Council to consider two possible options in order to move the project forward with Phase one (1) stabilization of shoreline at 290, 296 and 306 Dalhousie Street in Amherstburg.

Final Approvals for the Record of Site Condition from the Ministry will likely not be granted until mid to late 2023 according to current timelines as indicated by Golder Associates. Should Council wish to proceed with one of the options presented Administration will have the opportunity to run the processes for ministry approvals and phase 1 of construction concurrently thereby preparing the site for public use when final ministry approvals are granted.



---

Heidi Baillargeon  
**Director of Community and Protective Services**

## Report Approval Details

Document Title:	Kings Navy Yard Park Extension- Phase 1 Shorewall Improvements.docx
Attachments:	- King's Navy Yard Park Extension Scope of Work Amico - Appendix A.docx
Final Approval Date:	Jul 20, 2022

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



Tracy Prince



Valerie Critchley

**No Signature - Task assigned to Tammy Fowkes was completed by assistant Kevin Fox**

Tammy Fowkes

## **APPENDIX A**

### **Proposed Scope of Work**

#### **King's Navy Yard Park Extension**

##### **To Be Completed by Amico on Behalf of the Town of Amherstburg**

1. Retain the services of, and oversee the work of, Landmark Engineering to prepare the detailed construction drawings and obtain all required government approvals.
2. Prepare the final price of the works once detailed drawings are complete and confirm for the Town.
3. Prepare and enter into a CCDC fixed price contract.
4. Attempt to have government approvals "catch up" so that the work Amico is undertaking on its new mainland ferry landing can be continued to complete the work on the municipal park water's edge.
5. Complete, immediately following the receipt of government approvals, the following construction works:
  - a. Fill in front of the wall for new revetment;
  - b. Create armour stone revetment;
  - c. Grade stone;
  - d. Install filter fabric;
  - e. Cut down existing sheet pile walls;
  - f. Drive new steel sheet pile walls;
  - g. Install new railing at Sheet Pile wall along north edge (to match, as close as possible, existing Navy Yard railing);
  - h. Dredging as required;
  - i. Remove old docks and existing deadheads.





**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: Terry Fasan</b>	<b>Report Date: July 13, 2022</b>
<b>Author's Phone: 519 736-0012 ext. 2126</b>	<b>Date to Council: July 25, 2022</b>
<b>Author's E-mail: tfasan@amherstburg.ca</b>	<b>Resolution #:</b>

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

**Subject: Malden Park Shelter – Award of Tender**

**1. RECOMMENDATION:**

It is recommended that:

1. The Malden Park Shelter RFP **BE AWARDED** to New World Park Solutions Inc. in an amount of \$129,985.13 plus HST; and,
2. The Treasurer **BE AUTHORIZED** to execute a Purchase Order to New World Park Solutions Inc. for \$129,985.13 plus HST, satisfactory in form to the Town Clerk, in technical content to the Director of Parks, Facilities, Recreation and Culture and in financial content to the Director of Corporate Services.

**2. BACKGROUND:**

In the 2022 Budget, Council approved the Malden Park Structure Modifications, which included demolition of the concession building and retaining a structural engineer to design a new structural support to replace the rotting columns at the existing pavilion, along with modifications to the existing pavilion where it attached to the concession building.

After consulting with Engineering teams and local contractors, the solution was found to be unfeasible and the costs would be excessive, well above the 2022 budgeted amount. Administration determined installing a new pavilion including proper drainage at the same location would be more fiscally responsible and would come with a complete 25-year warranty on the aluminum roof and lifetime warranty on posts with lower future maintenance costs and falls within the 2022 budgeted amount.

**3. DISCUSSION:**

A Request for Proposal was issued for the purchase and installation of a new pavilion to meet the needs of the park.

The Town of Amherstburg received two proposals for this project. The proposals were evaluated and the results are:

PROPONENT	SCORE OUT OF POSSIBLE 100
<b>New World Park Solutions Inc.</b>	<b>95</b>
ABC Recreation Ltd.	87

New World Park Solutions Inc. scored higher and their price is within the 2022 Budgeted amount.

**4. RISK ANALYSIS:**

Installing a new pavilion that meets current building codes, and comes with a complete 25-year warranty on the aluminum roof and lifetime warranty on posts poses less risk to the Town than modifying the old existing structure currently on site. The new pavilion will provide a longer service life with lower future maintenance costs.

There is a moderate to high risk that any delay in the deferral of the purchase and installation of the pavilion will result in cost increases and further delays for completion, resulting in a reduced level of service for the Town.

**5. FINANCIAL MATTERS:**

During the 2022 Capital Budget process, Council approved \$146,400 for Malden Park Upgrades (FAC-006). The total cost of the project, including non-refundable HST is \$132,272.86 which is within budget.

There are other expenses such as walkways to the pavilion and site restoration that will fully utilize the remaining budget for this project, but are not expected to cause a negative variance.

**6. CONSULTATIONS:**

Financial Planning Administrator  
Manager of Parks and Naturalized Areas

**7. CONCLUSION:**

Administration recommends the Malden Park Shelter project be awarded to New World Park Solutions Inc. in an amount of \$129,985.13 plus HST.

  
\_\_\_\_\_  
Terry Fasan  
**Manager of Facilities**

## Report Approval Details

Document Title:	Malden park Shelter - Award of Tender.docx
Attachments:	
Final Approval Date:	Jul 19, 2022

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



Tracy Prince



Valerie Critchley

**No Signature - Task assigned to Tammy Fowkes was completed by assistant Kevin Fox**

Tammy Fowkes



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: Heidi Baillargeon	Report Date: July 13, 2022
Author's Phone: 519 736-0012 ext. 2128	Date to Council: July 25, 2022
Author's E-mail: hbaillargeon@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Skate Park – Contract Award

1. **RECOMMENDATION:**

It is recommended that:

1. The Mayor and CAO **BE AUTHORIZED** to execute a design build Agreement with The Canadian Ramp Company inclusive of design tender drawings and partial construction of phase 1 to an upset limit of \$240,000 plus HST, satisfactory in form to the Town Clerk, in technical content to the Director of Parks, Facilities, Recreation and Culture and in financial content to the Director of Corporate Services and further;
2. Council **APPROVE** that future phases of the Skate Park be awarded to The Canadian Ramp Company should additional funding be identified; and,
3. The Mayor and CAO be **AUTHORIZED** to sign all future agreements, change orders and contracts required to execute additional phases of the design build contract pending capital budget approval.

2. **BACKGROUND:**

At the December 13<sup>th</sup> 2021 Council meeting, Council approved the following resolutions:

*As the Mayor has a declared conflict, the Deputy Mayor assumed the Chair.*

Resolution #20211213-384 Moved by Councillor McArthur Seconded By Councillor Simone

That:

1. Council **APPROVE** the Skate Park be moved permanently to the Libro Complex in the northwest corner of the property located at 3295 Meloche Road.
2. Council **DIRECT** Administration to proceed with issuing an RFP to retain a specialized consulting design firm to prepare design drawings for a multi versatile Skate Park facility at the Libro Complex based on the most recent survey that closed December 6, 2021.
3. Council **APPROVE** funding from the Parks Capital Reserve Fund in the amount of \$75,000 for retaining a specialized Skate Park design consultant to prepare design and construction drawings suitable for tender for the new multi versatile Skate Park.
4. Funding for the construction of the Skate Park be **DEFERRED** to the 2022 capital budget deliberations.

*The Deputy Mayor put the motion. Motion Carried*

At the Capital Budget meeting held February 14, 2022 Council approved an additional \$175,000 for as a place-holder for design costs and to fund a portion of phase one of the project.

### **3. DISCUSSION:**

As per Council direction Administration prepared an RFP seeking specialized design and consulting services for a new multi-use Skate Park/Pump Track in Amherstburg. The RFP requested incorporating the Towns existing ramps and equipment into phase one (1) of the project in order to provide the community with an interim amenity while the design was being prepared. Unfortunately, there was no response to the RFP from any design company. Administration issued the RFP a second time with no response and it was evident that companies that specialize in this type of work were all extremely busy.

Administration began to reach out individually to a handful of companies that specialized in Skate Park design and finally was able to meet with The Canadian Ramp company to to explain the project. The Canadian Ramp Company informed Administration that they did not have enough time to respond to the RFP due to other commitments and projects but were interested in working with the Town. Administration also contacted and had dialogue with Velosolutions, the same designers that installed Windsor's Pump Track.

Through discussion and negotiations with both The Canadian Ramp Company and Velosolutions the two companies agreed to work together on the multi-use Skate Park for Amherstburg. The Canadian Ramp Company came to Windsor to meet with Administration regarding the project and to investigate the Towns current equipment to advise if it was suitable for repurposing.

Graham Cooke Vice President of The Canadian Ramp Company met with Administration to further discuss the project and he performed an inspection of the Towns existing equipment. Graham indicated that they would work with us in collaboration with Velosolutions on a design for our project but did not recommend re-

using the existing equipment currently in storage at the parks yard. After further inspection he indicated that the equipment was in very rough shape and would not recommend we use it for the health and safety of users.

The Canadian Ramp Company and Velosolutions agreed to help the Town with this project in collaboration with the Skate Park Community. They will provide full design and construction services inclusive of a pump track to help the Town install a multi-use Skate Park facility at the Libro Complex.

The proposal negotiated with the two companies includes a full set of design construction drawings, an interactive design charette with the Skate Park Community and residents interested in the project as well as overseeing the construction of a portion of phase one (1) of the project. Professional skaters will meet with Skate Park users and the community in Amherstburg to design a multi-use Skate Park that is unique and works for the Town. They will also produce images of what the park will look like and a virtual 3-D walkthrough of the park the Town will be able to use to help raise funds for the project via grants and or private interest groups looking to sponsor the project.

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

The risk of single sourcing this contract to The Canadian Ramp Company is low as there was no response to the RFP that was issued twice for the Skate Park design. Administration following the Town's procurement policy contacted potential bidders and negotiated a design contract with the Canadian Ramp Company.

Delaying the approval and award of this contract could have potential negative political backlash from the community as the Skate Park has been out of service for a number of years. Approving the contract and moving forward with the project will help mitigate this risk.

#### **5. FINANCIAL MATTERS:**

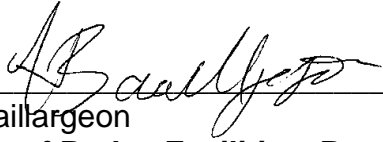
Currently \$250,000 was approved by Council for this project, some of which has been spent on existing ramp repairs and moving them from the HUB to the park's storage yard. There is sufficient funding approved currently to cover the cost of this contract that includes the preparation of design tender drawings and the construction of a portion of phase one (1). All other cost associated with the build of this facility will be brought forward in the 2023 capital budget requests.

#### **6. CONSULTATIONS:**

Parks Division  
Facilities Division  
Skate Park Community

7. **CONCLUSION:**

In conclusion, Administration recommends moving forward with a design build contract with the Canadian Ramp Company to an upset limit of \$240,000 in order to design a multi-use Skate Park in Amherstburg inclusive of partial funding for the construction of phase one (1).



\_\_\_\_\_  
Heidi Baillargeon

**Director of Parks, Facilities, Recreation and Culture**

## Report Approval Details

Document Title:	Skate Park - Award of Contract .docx
Attachments:	
Final Approval Date:	Jul 19, 2022

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



Tracy Prince



Valerie Critchley

**No Signature - Task assigned to Tammy Fowkes was completed by assistant Kevin Fox**

Tammy Fowkes





**THE CORPORATION OF THE TOWN OF AMHERSTBURG**

**OFFICE OF COMMUNITY AND PROTECTIVE 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

<b>Author's Name: Heidi Baillargeon</b>	<b>Report Date: July 13, 2022</b>
<b>Author's Phone: 519 736-0012 ext. 2128</b>	<b>Date to Council: July 25, 2022</b>
<b>Author's E-mail: hbaillargeon@amherstburg.ca</b>	<b>Resolution #:</b>

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

**Subject: Libro Trail Tender No. 2022- 031**

**1. RECOMMENDATION:**

It is recommended that:

1. Council **APPROVE** an over expenditure for the Libro Trail project in the amount of \$170,000 funded from the Reserve Fund General New Capital in order to cover the cost of the project.
2. The Mayor and CAO **BE AUTHORIZED** to sign a contract with the lowest compliant bidder 1752336 Ontario Limited for the Libro Trail Project in the amount of \$543,552.60 satisfactory in form to the Town Clerk, in technical content to the Director of Parks, Facilities, Recreation and Culture and in financial content to the Director of Corporate Services.

**2. BACKGROUND:**

In early 2020, Administration applied for funding under the Investing in Canada Infrastructure Program –COVID-19 Resilience Infrastructure Stream for two projects, the Alma Street Parkette Shoreline Protection and the Park Trail Network at the Libro Centre.

The Libro Trail project consists of a network of accessible granular 'A' pathways around the perimeter of the Libro property approx. 2km in length and includes, bollards, signage, benches and rest areas that are evenly spaced along the trail to meet current AODA design guidelines.

On May 7, 2021 and August 6, 2021 respectively, the Town received confirmation that the project 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”.

On September 16, 2021 the Town received the TPA for approval with a request to make best efforts to return signed copies of the TPA by Friday October 15, 2021.

Trail estimates originally proposed in the submitted application in 2020 did not consider additional expenses relating to meeting accessibility requirements or the increased cost of materials due to COVID-19. Thus, Administration submitted a report on October 11, 2021 requesting additional funding based on research and current tender pricing from other municipalities with similar projects. At this time council approved a total of \$424,000 for the project subject to final tendering based on estimated costs.

### **3. DISCUSSION:**

On July 13, 2022 Tender No. 2022-031 Libro trail closed with a total of five (5) bid submissions. Of those submissions the lowest compliant bid was 1752336 Ontario Limited with a total tender price of \$543,552.60 plus HST.

The bid submissions are noted in the table below:

Fuller Construction (1986) Inc Fuller, Robert Submission 1	\$1,093,742.82
Nevan Construction Inc. Branco, Walter Submission 1	\$973,721.00
Quinlan Inc Quinlan, Todd Submission 1	\$1,121,581.50
Valente Contracting Inc Karyouti, Yousef Submission 1	\$832,245.00
1752336 ont ltd Letkeman, Peter Submission 1	\$543,552.60

The total tender prices noted above do not include, benches, signage, tactile plates and bollards. These items were purchased by the Town in addition to the total tender price and must be included in the overall total cost of the project. See the financial section for all additional costs.

Although there is a \$75,000 contingency on this project there are several large drainage channels that cross the pathway at multiple locations. Routine maintenance has not been performed in several years and Administration anticipates a portion of the contingency funding will be required to clean the channels in order to prevent water

from backing up onsite. In addition, the contingency may also be required if there is an over abundance of topsoil and more stone is required for the pathways. Should the contingency funds not be required for this project they will be transferred back to the Parks Reserve Fund for future projects.

**4. RISK ANALYSIS:**

This project is funded in part from the Investing In Canada Infrastructure Program (ICP): COVID-19 resilience infrastructure stream, local government intake, in conjunction with the Alma Street Shoreline Project. Should Council not approve additional funding there is a risk both projects could be cancelled and the Town would be responsible for all cost expenditures incurred to date. In order to mitigate this risk, the approval of additional funding is required to complete the work as indicated in the grant application.

A total of five (5) bids were submitted for the project in a public tender opening. Should Council not approve the tender or additional funding for the project, there is a moderate to high risk prices will escalate should the project be tendered again in the future. This is considered likely and of high impact.

**5. FINANCIAL MATTERS:**

The Town was successful in obtaining \$263,621 under the ICP grant to offset some of the costs associated with the project. A total of five (5) bids were received for the project as follows:

Fuller Construction (1986) Inc Fuller, Robert Submission 1	\$1,093,742.82
Nevan Construction Inc. Branco, Walter Submission 1	\$973,721.00
Quinlan Inc Quinlan, Todd Submission 1	\$1,121,581.50
Valente Contracting Inc Karyouti, Yousef Submission 1	\$832,245.00
1752336 ont ltd Letkeman, Peter Submission 1	\$543,552.60

The lowest tender price in the amount of \$543,552.60 does not include the items listed in the table below that are required in order to meet accessibility compliance.

#	Description additional items not in contract	Cost
1	Benches (22) lumber, frames, hardware installation	\$25,000
2	Tactile Plates (16)	\$5,000
3	Bollards (40)	\$5,000
4	Signage for Trails and KM markers	\$15,000
5	Tender Overage	\$119,552.60
<b>Total Additional Funding Required (Not including HST)</b>		<b>\$170,000</b>

Without the items noted above the trail will not meet the current accessibility requirements. In order to complete the work for this project an additional \$170,000 is required.

	2022 Budget Approved	2022 Actual Proposed	Variance
<b>Project Funding</b>			
Transfer from Reserve- Reserve Fund General New Capital	\$160,379	\$330,379	\$170,000
Federal Funding (Max funding)	\$210,897	\$210,897	\$0
Provincial Funding (Max funding)	\$52,724	\$52,724	\$0
<b>Total</b>	<b>\$424,000</b>	<b>\$594,000</b>	<b>\$170,000</b>

Reference: Capital Budget Issue Paper PARKS – 003 & Council Report October 11, 2021

## 6. CONSULTATIONS:

Manager of Parks  
Manager of Facilities

## 7. CONCLUSION:

In conclusion, the Town was successful in obtaining \$263,621.00 under the Investing in Canada Infrastructure Program –COVID-19 Resilience Infrastructure Stream in order to offset some of the costs for the development of a 2km recreational nature trail around the Libro site. Total tender pricing for the project has come in overestimated costs and an additional \$170,000 is required in order to complete the project.


  
 \_\_\_\_\_  
 Heidi Baillargeon  
**Director of Parks, Facilities, Recreation and Culture**



## Report Approval Details

Document Title:	Libro Trail Tender No. 2022 - 031.docx
Attachments:	
Final Approval Date:	Jul 15, 2022

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



Heidi Baillargeon



Tracy Prince



Valerie Critchley

**No Signature - Task assigned to Tammy Fowkes was completed by assistant Kevin Fox**

Tammy Fowkes



## 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: July 4, 2022
Author's Phone: 519 736 0012 ext. 2272	Date to Council: July 25, 2022
Author's E-mail: <a href="mailto:kfox@amherstburg.ca">kfox@amherstburg.ca</a>	Resolution #:

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

**Subject: Amherstburg Accessibility Advisory Committee Achievements in 2021 and Objectives for 2022**

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#### 1. **RECOMMENDATION:**

It is recommended that:

1. The report dated July 4, 2022, titled Amherstburg Accessibility Advisory Committee Achievements in 2021 and Objectives in 2022 **BE RECEIVED for information.**

#### 2. **BACKGROUND:**

The Accessibility for Ontarians with Disabilities Act (AODA) provides that municipalities must establish an Accessibility Advisory Committee. As per the AODA and the Committee's current approved Terms of Reference, the Committee shall advise Council on specific matters. These matters include:

- Advise Council of the requirements and implementation of accessibility standards and the preparation of accessibility reports;
- Review in a timely manner the site plans and drawings described in Section 41 of the Planning Act;
- Preparation, implementation and monitoring of effectiveness of the Town's annual Accessibility Plan;
- Review and comment on the accessibility of buildings, parks and other Town facilities;
- Identify, research and collaborate on Town accessibility initiatives as they relate to new and existing Municipal by-laws; and;

Identify research and collaborate on the Town accessibility initiatives as they relate to purchasing goods and services for the Town and goods and services provided by the Town or agents providing services under contract with the Town.

### **3. DISCUSSION:**

The work plan of the Amherstburg Accessibility Advisory (AAAC) was considerably impacted by the global pandemic, COVID-19, in 2021 but still managed to provide recommendations and advice relative to many objectives.

Administration sought the advice and recommendations of the AAAC relative to:

- The Town's multi-year accessibility plan and compliance requirements of the IASR;
- Facility audits completed on municipal buildings;
- The Town's website and web content accessibility, functionality and needs;
- All development site plans and drawings; and,
- Parkland redevelopment.

Some of the 2021 recommendations made by the Committee included:

- Community education and outreach information on accessibility provisions for Town events.
- That accessibility upgrades be purchased for the 320 Richmond Community Hub.
- That the Committee help promote the Inclusive Community Program's public consultation survey.
- Community education and outreach to service providers on ensuring the prevention of barriers from being created in garbage, recycling and yard waste services.
- That accessible picnic tables be purchased for Ranta Memorial Park and Pat Thrasher Park.

The Committee also spent much of 2021 focused on the creation and adoption of the Multi-Year Accessibility Plan for the Town of Amherstburg, including public consultation and outreach activities.

In 2021 the annual Accessible Parking Blitz was completed through a combined effort of the Licensing and Enforcement Division and the Amherstburg Detachment of the Windsor Police Service. This educational and enforcement piece is an integral reminder of the importance of respecting and understanding accessibility provisions in our community.

In 2022, plans have been laid to resume the Accessible Parking Blitz through this collaborative partnership.

The committee has also set the goal of including the following five elements in its public consultation on Year 1 of the Multi-Year Accessibility Plan:

1. Pilot Project for Public Transportation with the City of Windsor;
2. Accessible Taxi Services;



3. Accessibility in Parkland, Trails and Naturalized Areas;
4. Accessible Municipal Facilities; and,
5. Technology Accessibility as identified in the Information and Communication Standard.

This will allow for targeted engagement on specific matters for focused attention and removal of associated barriers. Administration will commence a targeted outreach campaign on these elements shortly.

**4. RISK ANALYSIS:**

There are no identified risks related to the recommendations of this report.

**5. FINANCIAL MATTERS:**

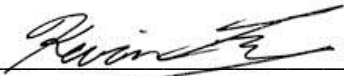
There are no financial implications related to the recommendation in this report.

**6. CONSULTATIONS:**

N/A

**7. CONCLUSION:**

While 2021 was a tumultuous and unprecedented year, the Amherstburg Accessibility Advisory Committee continued to meet and remained focused on ensuring that legislative responsibilities were met. Throughout 2022, the AAAC has worked to launch a targeted engagement on the new multi-year Accessibility Plan, for Council's consideration.



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Kevin Fox  
**Policy and Committee Coordinator**

## Report Approval Details

Document Title:	Amherstburg Accessibility Advisory Committee Achievements in 2021 and Objectives for 2022.docx
Attachments:	- 2022 07 04 - 2021 Multi-Year Accessibility Plan.pdf
Final Approval Date:	Jul 20, 2022

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



Tracy Prince



Valerie Critchley

**No Signature - Task assigned to Tammy Fowkes was completed by assistant Kevin Fox**

Tammy Fowkes



# 2021 Multi-Year Accessibility Plan





## Mayor's Message

The Town of Amherstburg is a welcoming, inclusive community that values diversity, accessibility and the essential dignity of all people. The people of Amherstburg deserve the credit for building a community which champions the values and beliefs of inclusivity and accessibility. The conviction of the community is built upon an understanding that we succeed when everyone in our Municipality can reach their full potential.

As Mayor it has been my privilege to support a number of projects designed to increase the accessibility of Town parks, facilities and services. The work of making a community accessible and inclusive of all is never complete but the Town of Amherstburg has made great strides towards increasing access and promoting inclusion in everything it does.

As we look forward to the next five years, I expect that we will continue to seek ways to improve access to Town services, to ensure everyone is included in Town activities, and that our facilities and events are designed to be open to all. I know that Council, Administration, the Amherstburg Accessibility Advisory Committee and people with disabilities in the community will continue to work together towards the shared goal of identifying, removing and preventing barriers.

We stand committed to building on past success and launching new endeavours to better the lives of people with disabilities who live, work or visit our Town. Through collaboration, partnership and shared vision, we can achieve great things. I am confident that we will continue to build upon our successes to be an even more welcoming, accessible and inclusive community in the years to come.

Yours truly,

*Mayor Aldo DiCarlo*



**Amherstburg Accessibility Advisory Committee  
(AAAC)**

**Committee Members**

Shirley Curson-Prue, Chair

Chris Drew, Vice Chair

Christine Easterbrook

Angela Kelly

Tony Pietrangelo

Councillor Marc Renaud, Council Liaison

Kevin Fox, Committee Coordinator and Staff Liaison

# **Message from the Amherstburg Accessibility Advisory Committee**

In the 2017 Multi-Year Accessibility Plan it was reported that 15.5 % of Ontarians or 1.86 million persons were persons with a disability. The more recent data reported in 2020 indicates this has increased to 2.6 million persons. This means one in four persons in Ontario is living with a disability.

This shocking statistic is expected to increase as people become older as many disabilities occur in older adults.

Our committee enjoys the opportunity to review site plans for new buildings and renovations or repurposing of properties to make recommendations concerning a number of accessibility elements including barrier free routes of access and accessible parking. We also make recommendations concerning assignment of funds from AODA Compliance Reserve Fund.

However, considering the exponential growth in persons with disabilities in the province, we believe it is time to collect more targeted data regarding the citizens of Amherstburg to provide the opportunity to create an enhanced, targeted work plan providing information and identifying existing and available supports for persons with disabilities in our community. Information sharing and collaboration within the Accessibility community will enable us to bring forward the best practices and latest trends to effect change to reduce barriers and increase access to goods and services in the Town of Amherstburg.

Sincerely,

Shirley Curson-Prue,

Chair of the AAAC, on behalf of the Committee

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*For information pertaining to this document or for any additional accessibility needs, please contact [accessibility@amherstburg.ca](mailto:accessibility@amherstburg.ca) or reach out to the Clerk's Division.*



## **Accessibility for Ontarians with Disabilities Act, 2005 (AODA)**

The Accessibility for Ontarians with Disabilities Act, or AODA, recognizes the history of discrimination against persons with disabilities in Ontario and has the stated purpose of benefiting all Ontarians by:

- Developing, implementing and enforcing accessibility standards in order to achieve accessibility for Ontarians with disabilities with respect to goods, services, facilities, accommodation, employment, buildings, structures and premises on or before January 1, 2025; and,
- Providing for the involvement of persons with disabilities, of the Government of Ontario and of representatives of industries and of various sectors of the economy in the development of accessibility standards.

The Corporation of the Town of Amherstburg is committed to fulfilling the requirements set out in the Accessibility for Ontarians with Disabilities Act, 2005, and all regulations under that Act which require the Town of Amherstburg to establish policies, procedures and practices governing the provision of its goods and services to persons with disabilities.

To meet the goal of a fully accessible Town of Amherstburg on or before January 1, 2025, the establishment, implementation, maintenance and documentation of a Multi-Year Accessibility Plan outlines the Town of Amherstburg's strategy to prevent and remove barriers.

## **Integrated Accessibility Standards, O.Reg 191/11**

The Integrated Accessibility Standards Regulation, or IASR, is a provincial regulation governed by the Accessibility for Ontarians with Disabilities Act. It establishes the accessibility standards for each of the identified areas: information and communication, employment, transportation, the design of public spaces and customer service.

The requirements set out in the IASR are not a replacement or a substitution for the requirements established under the Human Rights Code nor do the standards limit any obligations owed to persons with disabilities under any other legislation.

The Corporation of the Town of Amherstburg is committed to upholding the standards and guidance provided within the compliance framework of the IASR.

This commitment is guided by four core principles – dignity, equal opportunity, integration and independence. These principles support the needs of persons as set out in the Canadian Charter of Rights and Freedoms, and the Accessibility for Ontarians with Disabilities Act, 2005.

## Definition of a Barrier

The Accessibility for Ontarians with Disabilities Act defines barrier as anything that prevents a person with a disability from fully participating in all aspects of society because of their disability, including a physical barrier, an architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy or a practice.

<b>Barrier Type</b>	<b>Example</b>
Physical	A door knob cannot be operated by a person with limited upper-body mobility and strength or manual dexterity.
Architectural	A hallway or door that is too narrow for a wheelchair or scooter.
Informational	Information printed in font too small to be read by a person with low vision.
Communicational	A person who talks too loudly when addressing a person with a hearing impairment.
Attitudinal	A receptionist who ignores a customer in a wheelchair.
Technological	A sound system which amplifies background noise.
Policy/Practice	A practice of announcing important messages over an intercom that people with hearing impairments cannot hear clearly.

## Definition of a Disability

The Accessibility for Ontarians with Disabilities Act states that a disability means:

- (a) Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impairment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- (b) A condition of mental impairment or a developmental disability;
- (c) A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- (d) A mental disorder; or,
- (e) An injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*.

## **Town Strategies and Actions**

### **Information and Communication Standards**

The municipality will create, provide and receive information and communications in ways that are accessible to people with disabilities, where practicable.

If the municipality determine that it is not technically feasible to convert the information/communications, or does not have the technology available to convert the information/communication, the municipality will be obligated to provide the person that requires the information with:

- An explanation as to why the information/communications are unconvertable; and,
- A summary of the unconvertible information/communication.

### Feedback

The municipality has a process in place for receiving and responding to feedback and will ensure that those processes are provided in an accessible format and with communication supports, upon request. The Town will notify the public about the availability of accessible formats and communication supports.

### Accessible Formats and Communication Supports

The municipality shall be obligated to provide or arrange for accessible formats and communication supports for persons with disabilities:

- Upon request in a timely manner that takes into account the person's accessibility needs due to disability.
- At a cost that is no more than the regular cost that is charged to others.
- Consult with the person making the request and determine suitability of an accessible format or communication supports.

- Notify the public about the availability of accessible formats and communication supports, where available.

### Emergency Procedure, Plans, and Public Safety Information

When the municipality prepares emergency procedures, plans or public safety information, Administration will make the information available to the public, as soon as practicable. The municipality shall provide information in an accessible format or with the appropriate communication supports, as soon as practicable, upon request.

### Accessible Websites and Web Content

The municipality shall ensure that all municipal internet websites and web content comply with WCAG 2.0 Level AA within legislated timelines in accordance with Ministry guidance.

The municipality will endeavour to integrate assistive technologies into municipal internet websites where possible, feasible and where it will provide enhancements to access for persons with disabilities.

### Person First Language

Person First Language is a linguistic prescription that recommends that people place the emphasis on the person before the diagnosis, describing what a person has, rather than what a person is. By carefully constructing language to avoid marginalization or dehumanization, language becomes more egalitarian and treats everyone with the dignity and respect they deserve as a person. A pilot project of the Person First Language was adopted in accordance with Council resolution # 20191209-533 for use by the Amherstburg Accessibility Advisory Committee, reinforcing the need to expand this usage into other areas of municipal operations.

Examples of Person First Language include:

**Person First Language**

**Person with a disability**

**Person without a disability**

**Person with an intellectual, cognitive, developmental disability**

**Person with an emotional or behavioural disability, person with a mental health or psychiatric disability**

**Person who is blind/visually impaired**

**Person who has a communication disorder, is unable to speak, or uses a device to speak**

**Person who uses a wheelchair**

**Person with a physical disability**

**Person with epilepsy or seizure disorder**

**Person with multiple sclerosis**

**Person with cerebral palsy**

**Accessible parking or accessible bathroom**

Competing Models or Alternative Views to Person First Language:

It should be noted that there are alternative views such as the Identity-first language where some individuals and groups prefer an approach which places the identifying condition before the personal term. Similarly, in deaf culture it has long been the case that deaf-first language is preferred since being culturally deaf is a source of positivity and pride. For example, suggested terms would be deaf person, or hard of hearing person, and this approach would prefer not to utilize terms like hearing impaired, as it focuses a negative implication on what a person cannot do.

## **Employment Standards**

The Employment Standard builds upon the existing requirements under the *Ontario Human Rights Code* in relation to how to accommodate individuals with disabilities throughout the job application process and the

employment relationship. It applies to employees and does not apply to volunteers and other non-paid individuals.

### Recruitment and Retention

The municipality shall notify employees and the public about the availability of accommodations for applicants with disabilities:

- During the recruitment process when job applicants are individually selected to participate in an assessment or selection process;
- If a selected applicant requests an accommodation, the municipality shall consult with the applicant and provide or arrange for provisions of a suitable accommodation that takes into account the applicant's disability; and,
- Notify successful applicants of the policies for accommodating employees with disabilities.

### Notice, Informing of Supports

The municipality shall inform employees of the policies used to support its employees with disabilities, including, but not limited to, policies on the provision of job accommodations that take into account an employee's accessibility needs due to a disability;

- As required to new employees as soon as practicable after they begin their employment;
- Whenever there is a change in policies on the provision of job accommodations that take into account an employee's accessibility needs due to a disability.

### Accessible Formats, Communication Supports

Where an employee with a disability requests an accessible format, the municipality will consult with the employee to provide or arrange for the provision of accessible formats and communication supports for:



- Information that is needed in order to perform the employee's job
- Information that is generally available to employees in the workplace; and,
- Consult with the employee making the request in determining the suitability of an accessible format or communication support.

### Workplace Emergency Response Information

The municipality provides individualized workplace emergency response information to employees who have a disability;

- If the disability is such that individualized information is necessary and the employer is aware of needs for accommodations due to the employee's disability;
- If the employee that received individual workplace emergency response information requires assistance, the municipality shall provide, with the employee's consent, information to a person designated by the municipality to provide assistance to the employee;
- As soon as practicable after becoming aware of the need for accommodation due to the employee's disability; and,
- A review of the individualized workplace emergency response information when the employee moves into a different location in the organization, when overall accommodation needs or plans are reviewed and when the employer reviews its general emergency response policies.

### Documented Individual Accommodation Plans

The municipality has a written process for the development of a documented individual accommodation plan for employees with a disability. The process shall include:

- The employee's participation in the development of the IAP;
- Assessment on an individual basis;
- Identification of accommodations to be provided;
- Timelines for the provision of accommodations;

- The municipality may request an evaluation by a medical or other expert at the municipalities' expense to assist with determining the required accommodations and how to achieve the accommodation.
- The employee may request the participation of a representative from their bargaining agent where represented, or otherwise a representative from the workplace where the employee is not represented by a bargaining agent;
- Steps taken to protect the privacy of the employee's personal information;
- Frequency with which the IAP will be reviewed and updated and the manner in which it will be done;
- If denied, the reason(s) for denial are to be provided to the employee;
- A format that takes into account the employee's disability;
- If requested, any information regarding accessible formats and communication supports will be provided;
- Identification of any other accommodations that are to be provided.

### Return to Work Process

The municipality has in place a return to work process for employees who have been absent from work due to a disability and require disability-related accommodation in order to return to work. Such processes must be documented and must outline steps that the municipality will take to facilitate the return to work and include an IAP plan.

### Performance Management

The municipality takes into account the accessibility needs and/or individual accommodation plans of employees when:

- Using performance management processes;
- Providing career development and advancement information; and,
- Using redeployment procedures.

## Career Development and Advancement

The Town of Amherstburg provides career development and advancement to its employees that takes into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans needed when providing career development and advancement to employees with disabilities.

Career development and advancement includes providing additional responsibilities within an employee's current position and the movement of an employee from one job to another in the organization that may be higher in pay, provide greater responsibility or be at a higher level in the organization or any combination of them, and, for both additional responsibilities and employee movement, is usually based on merit or seniority or a combination of them, and any collective bargain agreements, as necessary.

## Redeployment

Where the Town makes use of redeployment it shall take into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans, when redeploying employees with disabilities.

## **Transportation Standards**

The Transportation Standard is predominantly focused on requiring transportation companies to inform the public about accessible equipment and features on their vehicles, routes and services and to make the features and equipment on routes and vehicles accessible to passengers with disabilities. Should the Town of Amherstburg engage a transportation company to provide services to the residents of the Town of Amherstburg, it will require that the provider comply with all legislated responsibilities as a contractual obligation. In addition to those responsibilities identified to transportation providers, the Town of Amherstburg has additional responsibilities under this section of the IASR that apply to its role as a municipality.

### Duty to Consult

Conventional transportation service providers providing service to the municipality shall annually hold at least one public meeting involving persons with disabilities from the municipality to ensure that they have an opportunity to participate in a review of the accessibility plan and that they are given the opportunity to provide feedback on the accessibility plan.

### Accessible Bus Stops and Shelters

The municipality shall consult with its accessibility advisory committee, the public and persons with disabilities in the development of accessible design criteria to be considered in the construction, renovation or replacement of bus stops and shelters.

Any further steps required to meet the goal of accessible bus stops and shelters shall be indicated in this accessibility plan.

Where a municipality has entered into arrangements with a person respecting the construction of bus stops and shelters in its jurisdiction, the municipality shall ensure that the person participates in the consultation and planning process.

### On-Demand Accessible Taxicabs

The municipality shall consult with the accessibility advisory committee, the public and persons with disabilities to determine the proportion of on-demand accessible taxicabs required in the community.

Any further steps required to meet the stated proportion of on-demand accessible taxicabs in the community shall be indicated in this accessibility plan.

### Taxicab Licensing

The municipality shall ensure that any taxicab licensed by the municipality is prohibited:

- From charging a higher fare or an additional fee for persons with disabilities than for persons without disabilities for the same trip; and,
- From charging a fee for the storage of mobility aids or mobility assistive devices.

The municipality shall ensure that the owners and operations of any taxicab licensed by the municipality place vehicle registration and identification information on the rear bumper of the taxicab. The Town requires licensed taxicabs to ensure that owners and operators of taxicabs make available vehicle registration and identification information in an accessible format to persons with disabilities who are passengers.

## **Design of Public Spaces Standards**

The design of public spaces standard of the AODA outlines the need for newly constructed or redeveloped public spaces to be accessible for people with disabilities. This standard describes ways to make communal spaces more accessible, with a focus predominantly on outdoor environments. The standard applies to new spaces and buildings. It also applies to existing spaces undergoing major renovations. However, existing spaces that do not need major reconstruction do not need to comply.

### Duties of the IASR

The IASR provides the requirements to abide by with regards to the creation of:

- Recreational trails and beach access routes;
- Outdoor public use eating areas;
- Outdoor play spaces;
- Exterior paths of travel;
- Accessible on-street and off-street parking;
- Obtaining services (such as service counters and waiting areas); and,

- Maintenance

The Town follows the direction of the IASR in implementing these standards for the design of public spaces.

### Facility Accessibility Design Standards

The Town of Amherstburg is currently adapting Facility Accessibility Design Standards to act as an informational guide to assist in the development, redevelopment and reconstruction of Town owned and operated facilities and properties in accordance with Council direction.

## **Customer Service Standards**

The Town of Amherstburg is committed to providing accessible customer service to people with disabilities. This means that we will provide goods and services to people with disabilities with the same high quality and timeliness as others.

### Customer Service Initiatives

- Sensitivity training program as part of employee orientation – ongoing for new employees.
- Provide training to all Town staff and Committees on providing Accessible Customer Service – ongoing for new employees.
- Provide additional in depth training to employees of the Libro Credit Union Centre – ongoing for new employees.

### Accessibility Policies

The Town maintains both an Accessible Customer Service Standards Policy and an Integrated Accessibility Standards Regulation Policy which provide Council adopted policy support to ensure the protection and provision of accessible goods and services in accordance with provincial legislation and the Town's overall commitment to accessibility.

These policies provide for the assurance that persons with disabilities shall be given an opportunity equal to that given to others to obtain, use

and benefit from the goods, services or facilities of the Town of Amherstburg. Further, the policies establish that when communicating with a person with a disability, the Town shall do so in a manner that takes into account the person's disability. The Town's accessibility policies address those utilizing assistive devices to obtain, use or benefit from the goods, services or facilities or with the availability of other measures, if any, which enable them to do so.

### Service Animals and Support Persons

People with disabilities who are accompanied by a guide dog or service animal shall be permitted access to enter premises of the Town of Amherstburg and to keep the animal with the person with a disability unless the animal is otherwise excluded by law from the premises. If the service animal is excluded by law from the premises, the Town of Amherstburg shall ensure that other measures are available to enable a person with a disability to obtain, use or benefit from the provider's goods, services or facilities.

An animal is a service animal for a person with a disability if:

1. The animal can be readily identified as one that is being used by the person for reasons relating to the person's disability, as a result of visual indicators such as the vest or harness worn by the animal; or,
2. The person provides documentation from one of the following regulated health professionals confirming that the person requires the animal for reasons relating to the disability;
  - a. A member of the College of Audiologists and Speech-Language Pathologists of Ontario;
  - b. A member of the College of Chiropractors of Ontario;
  - c. A member of the College of Nurses of Ontario;
  - d. A member of the College of Occupational Therapists of Ontario;
  - e. A member of the College of Optometrists of Ontario;
  - f. A member of the College of Physicians and Surgeons of Ontario;
  - g. A member of the College of Physiotherapists of Ontario;
  - h. A member of the College of Psychologists of Ontario;

- i. A member of the College of registered Psychotherapists and Registered Mental Health Therapists of Ontario.

It is the responsibility of the person with a disability to ensure that the service animal is kept in control at all times.

People with disabilities who are accompanied by a support person shall be permitted entry into the premises together and the Town of Amherstburg shall ensure that the person with a disability is not prevented from having access to the support person while on the premises. The Town may require a person with a disability to be accompanied by a support person while on Town premises in situations where it is necessary to protect the health or safety of the person with a disability or the health and safety of others on the premises.

Where fees for goods and services are advertised or promoted by the Town of Amherstburg, it will provide advance notice of the amount payable, if any in respect of the support person.

The Town will endeavour to provide goods, services and programming to support persons accompanying a person with a disability at either a reduced rate or free of charge where possible.

### Notice of Temporary Disruptions

If there is a disruption in a particular facility or service used to allow a person with a disability to access goods or services, the Town will give notice of the disruption to the public by posting the reason for the disruption, the anticipated duration of the disruption, and alternative facilities or services that may be available. This posting will be in a conspicuous place on the premises of the Town of Amherstburg, or by other reasonable methods in the circumstances.

If the Town anticipates a disruption, the Town will provide a reasonable amount of advance notice of the disruption. If the disruption is unexpected, notice will be provided as soon as possible.



## Training for Staff

The Town will ensure that staff receive accessibility training as required. The amount and format of training given will be tailored to suit each person's interactions with the public and his or her involvement in the development of policies, procedures and practices pertaining to the provision of goods and services.

The content of the training will include:

- A review of the purposes of the Accessibility for Ontarians with Disabilities Act, 2005;
- The requirements of the Integrated Accessibility Standards Regulation, O.Reg 191/11, under the Act;
- Responsibilities under the Human Rights Code, 1990;
- Instruction on the Town's policies, procedures and practices pertaining to the provision of goods and services to persons with disabilities;
- How to interact and communicate with persons with various types of disabilities;
- What to do if a person with a particular type of disability is having difficulty accessing the Town's goods or services;
- How to interact with persons with disabilities who use assistive devices or who require the assistance of a support person or service animal; and,
- Information about the equipment or devices available on the Town's premises that may help with the provision of goods or services to persons with disabilities.

The Town shall ensure that it abides by the dictates of the Accessible Customer Service Standards Policy with regards to the timeline and associated records regarding training of staff.

## Feedback Process

The Town of Amherstburg is committed to providing high quality goods and services to all members of the public. Feedback from the public

is welcomed as it assists the Town in identifying any areas that may require change.

The public can provide feedback on the accessibility of the provision of goods and services by the Town of Amherstburg by phone or in writing through the Clerk's Office and through the accessibility feedback process on the Town webpage.

### Format of Documents

The Town shall be obligated to provide or arrange for accessible formats and communication supports for persons with disabilities:

1. Upon request in a timely manner that takes into account the person's accessibility needs due to the disability.
2. At a cost that is no more than the regular cost that is charged to others.
3. Consult with the person making the request and determine suitability of an accessible format or communication supports.
4. Notify the public about the availability of accessible formats and communication supports, where available.

## **Annual Reporting (Past Years)**

### 2016

The following is a list of the Committee's accomplishments in 2016:

1. Site Plans - The Committee reviewed several site plans in 2016 and provided feedback to the Planning Department.
2. Parking Blitz - Through Committee discussion, it was felt that accessible parking spaces were often being abused and the committee wanted these concerns passed on to those who provide enforcement. During a meeting with the Chief of Police, an annual initiative was proposed to educate residents on the lawful use of designated accessible parking spaces. The Amherstburg Police Department conducted a 3-day enforcement initiative occurring from March 31, 2016 to April 2, 2016, which had officers consistently patrolling designated accessible parking spaces to ensure compliance. The Public Works Department reviewed municipal signage to ensure it complied with the regulation. The Licensing and Enforcement Department visited 37 locations, noting that 14 of the these businesses did not have accessible parking spaces that were compliant with the requirements set out by the Highway Traffic Act and the Town's Traffic By-law.
3. Accessibility Workshop 2016 Opening Doors and Minds - On October 25, 2016, the staff liaison and Committee members attended the 2016 Accessibility Workshop – Opening Doors and Minds.
4. Building Audits - The Committee members completed building audits of Town owned buildings (including seasonal buildings). The audits were reviewed by the staff liaison. Small Fixes and Larger Projects Lists - The staff liaison compiled two lists from the building audits: small fixes and larger projects. The two lists were submitted to Council on November 14, 2016 and a budget request of \$50,000 was approved for municipal building infrastructure and private business improvements.
5. Second Annual Windsor-Essex Accessibility Awards - Angela Kelly represented the Committee for the Second Annual Accessibility Awards Committee. She attended meetings and reported back to the

Committee. Angela also provided Committee members with nomination forms to submit their own nominees.

## 2017

The following is a list of the Committee's accomplishments in 2017:

1. Site Plans - The Committee reviewed several site plans in 2017 and provided feedback to the Planning Department.
2. Parking Blitz - The Committee and the Amherstburg Police Department collaborated on a second annual parking blitz of designated accessible parking spaces. To kick off the blitz, an article was published in the River Town Times. The intent of the article was to educate residents on the proper use of designated accessible parking spaces. The Licensing and Enforcement Department also noted that 8 properties, that did not have accessible parking spaces compliant with the requirements set out by the Highway Traffic Act and the Town's Traffic By-law, are now compliant.
3. Building Audits - The comments from the Committee's 2016 completed building audits were reviewed and a few smaller fixes were made to municipal buildings by Town staff. The Committee members' completed building audits for most Town buildings in 2017, including seasonal buildings.
4. River Town Times Advertisements - The Committee members provided disability education to the residents through the publication of advertisements in the River Town Times.
5. Accessibility Upgrades - The Committee received suggestions from Town residents regarding the possibility of accessibility upgrades throughout the Town. The Committee brought these suggestions to various Town Departments and saw the following upgrades:
  - A sidewalk extension from Lowes Sideroad to Season's Retirement Home, and
  - The installation of hand rails in Rink A at the Libro Centre (to be completed soon).

6. Accessibility Workshop 2017 Opening Doors and Minds - On October 24th, 2017, the staff liaison and Committee members attended the Essex County Accessibility Advisory Committee's 2017 Accessibility Workshop – Opening Doors and Minds.

## 2018

The following is a list of the Committee's accomplishments in 2018:

1. Site Plans - The Committee reviewed several site plans in 2018 and provided feedback to the Planning Division. Separate special meetings were established in intervening months to allow the Committee to discuss projects in a timely manner. While there is no requirement that businesses comply with the suggestions of the Committee during the process, many businesses have opted to increase the minimum standards of their facilities through this process.
2. Parking Blitz - The Committee and the Amherstburg Police Service collaborated on a third annual parking blitz of designated accessible parking spaces. To kick off the blitz, an article was published in the River Town Times. The intent of the article was to educate residents on the proper use of designated accessible parking spaces.
3. Building Audits - The Accessibility for Ontarians with Disability Act has set the goal of a fully accessible Ontario by 2025. In order to meet this standard the Committee audits municipal facilities. Through these efforts opportunities were identified to apply AODA reserve funds to make Town Hall more accessible with the addition of a new access ramp and sidewalk.
4. River Town Times Advertisements - The Committee members provided disability education to the residents through advertisements in the River Town Times.
5. Accessible Agenda Materials Tactile Vision Graphics - The Committee heard a presentation from Tactile Vision Graphics about

the provision of public materials in accessible formats. The Committee asked that the presentation be brought to Council for consideration of the adoption of brail agenda materials.

6. Collaboration with Community Organizations - The Committee heard presentations and sought opportunities to develop collaboration with local organizations whose efforts to make the community more accessible were in keeping with the Committees mandate. The Committee expressed interest in following up with Windsor-Essex Compassion Care Community and the Assisted Living Southwest Ontario organizations in particular.
7. 2018 Accessible Election - The Committee heard a presentation from the Clerk with respect to accessible voting options available to residents in the 2018 Election and provided feedback about facilities and materials.

## 2019

The following is a list of the Committee's accomplishments in 2019:

1. Site Plans - The Committee reviewed several site plans in 2019 and provided feedback to the Planning Department. The Committee continued its practice of scheduling tentative meetings between regular meetings to allow Site Plans to be heard in a timely manner. While there is no requirement that businesses comply with the suggestions of the Committee during the process, many businesses have opted to increase the minimum standards of their facilities through this process.
2. Building Audits - The Accessibility for Ontarians with Disability Act has set the goal of a fully accessible Ontario by 2025. In order to meet this standard the Committee audits municipal facilities. Through these efforts AODA reserve funds were provided to make Town Hall more accessible with the addition of a new access ramp and sidewalk. The Committee will continue building audits for municipal

facilities and place a focus on municipal parkland audits. Further a recommendation to conduct a Facility Condition and Needs Assessment Study will be placed for budget considerations to identify a holistic approach to move forward in addressing municipal facilities.

3. River Town Times Advertisements - The Committee members provided disability education to the residents through advertisements in the River Town Times.
4. Parking Blitz - The Committee and the Amherstburg Police Service collaborated on a third annual parking blitz of designated accessible parking spaces. To kick off the blitz, an article was published in the River Town Times. The intent of the article was to educate residents on the proper use of designated accessible parking spaces.

## 2020

The following is a list of the Committee's accomplishments in 2020:

1. The work plan of the Amherstburg Accessibility Advisory (AAAC) was considerably impacted by the global pandemic, COVID-19, but still managed to provide recommendations and advice relative to many 2020 objectives. Administration sought the advice and recommendations of the AAAC relative to:
  - The Town's multi-year accessibility plan;
  - Facility audits completed on municipal buildings;
  - The Town's website and web content accessibility, functionality and needs;
  - All development site plans and drawings; and,
  - The Libro Secondary Plan Concept.
2. Responding to an invitation of the AAAC, a representative of the new high school development attended and provided further information on accessibility included in the design of the site.
3. Some of the 2020 recommendations made by the Committee to meet their legislated mandates included:

- That Licensing and By-law Enforcement investigate a means of incentivizing, regulating, or, a combination of both, to achieve a higher proportion of on-demand accessible taxis in the Town of Amherstburg.
- That Council adopt a higher than required standard for accessibility for municipal property known as Facility Accessibility Design Standards.
- That Council consider a transfer from the AODA Compliance Reserve fund relative to the provision of accessible play surfaces at one Town Park.
- That Council consider a transfer from the AODA Compliance Reserve fund relative to the provision of an accessible route into the Gibson Gallery as part of a cost-sharing agreement with the Fort Malden Guild of Arts and Crafts.

Council endorsed all of these recommendations and accessible play surfaces have already been installed at Ranta Memorial Park.

4. The annual Accessible Parking Blitz, as previously recommended by the Committee and endorsed by Council, was completed through a combined effort of the Licensing and Enforcement Division and the Amherstburg Detachment of the Windsor Police Service. This educational and enforcement piece is an integral reminder of the importance of respecting and understanding accessibility provisions in our community.
5. The impact of the pandemic affected the committee's ability to meet on a number of occasions and has resulted in fewer than anticipated new accessibility audits being completed. While it was envisioned that 2020 would see a review of all municipal parkland to identify accessibility concerns, this item remains with the committee in 2021. Additionally, the committee was unable to attend many training opportunities or to form recommendations with regards to promoting identified accessibility messaging through public service announcements in the River Town Times.



## 2021

1. The Amherstburg Accessibility Advisory Committee continued to meet during the declared emergency for COVID-19 and advised Council with regards to:
  - a. The Town's Multi-Year Accessibility Plan and compliance requirements of the IASR;
  - b. Municipal facility and parkland accessibility audits;
  - c. Website, web content accessibility, functionality and needs;
  - d. All development site plans and drawings; and,
  - e. Parkland redevelopment.
2. The Committee also provided advice and recommendations with regards to public outreach and education activities such as Town events and waste/refuse disposal services.
3. The Annual Accessible Parking Blitz activity was completed in collaboration between the Licensing and Enforcement Division and the Amherstburg Detachment of the Windsor Police Service.
4. Recommendations on accessibility upgrades to the Community Hub at 320 Richmond.
5. A recommendation with regards to the purchase and installation of accessible picnic tables for Town parkland.



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.

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: 2nd Quarter Fire Department Activity Report April, May, and June 2022

1. RECOMMENDATION:

It is recommended that:

- 1. The 2nd Quarter Activity Report (April, May, June of 2022) for the Amherstburg Fire Department from the Fire Chief BE RECEIVED for information.

2. BACKGROUND:

On November 8, 2021, Council Resolution # 20211108-353 directed the following:

- 1. Council Resolution # 20160411-145 BE RESCINDED; and,
2. Administration BE DIRECTED to provide future Building Activity Reports, Fire Activity Reports and Police Activity Reports on a quarterly basis,

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, 1997 and the Town of Amherstburg, Establishing and Regulating By-Law #2022-035.

The attached, represents activities and program information for the 2nd quarter of 2022.

## April

April Included a continuation of the Captain's Classes for those staff interested in qualifying for the rank of captain for future opportunities.

A major fire (A22-149) with over \$150,000.00 loss and close to 350,000 dollars in property saved.

Training highlights included use of the Mobile Live Fire Training Unit and Base Hospital Medical refresher Training

## May

Time continued to be spent on research and preparation for the impacts of New Fire fighter Certification Legislation.

Appointments took place for the New Deputy Fire Chief and Assistant Deputy Chief Positions. Our New Administrative Assistant began May 16.

Training focussed on Ventilation Training at an acquired building, Driver training and High-rise building procedures.

## June

Hazardous materials training was finalized and following the Written portion of a new recruitment effort, Agilities testing was completed for 25 Successful candidates Negotiations was completed with a Successful Bidder on the Design of the New South Fire Station. Preparations continued for a return to a physical Awards and Recognition Banquet.

### 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 quarterly activity reports.

  
\_\_\_\_\_  
Bruce Montone  
**Fire Chief**

Attachments: 1

## Report Approval Details

Document Title:	Quarterly Fire Department Activity Report - 2nd Quarter 2022.docx
Attachments:	- Q2 2022 AFD ACTIVITY REPORT TO COUNCIL ATTACHMENT DATA - FINAL.pdf
Final Approval Date:	Jul 20, 2022

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



Tracy Prince



Valerie Critchley

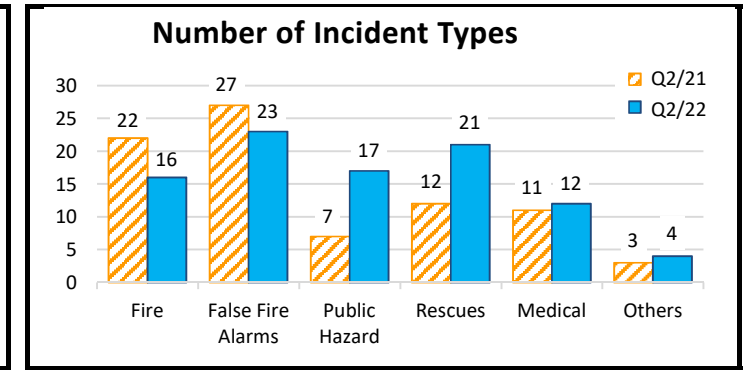
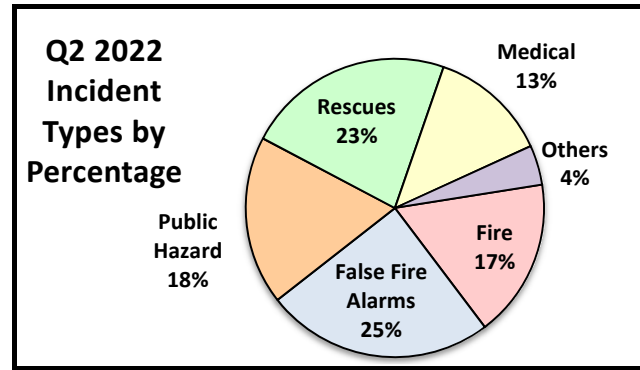
**No Signature - Task assigned to Tammy Fowkes was completed by assistant Kevin Fox**

Tammy Fowkes

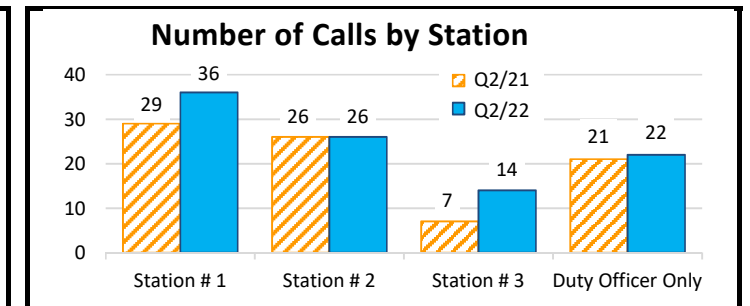
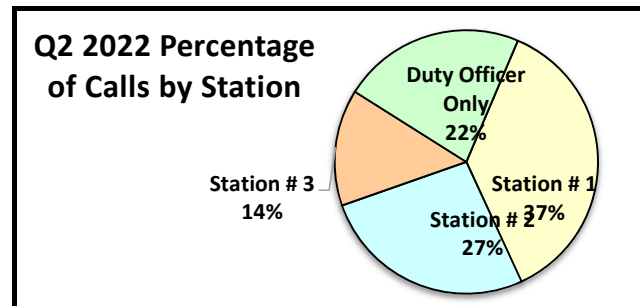


## Amherstburg Fire Department Activity Report to Council - Q2 2022

SERVICE LEVEL DELIVERY	2021	YTD 2022	Q2 2021	Q2 2022
<b>INCIDENTS - Totals</b>	<b>330</b>	<b>172</b>	<b>82</b>	<b>93</b>
<b>Incident Types</b>				
Fire	57	31	22	16
False Fire Alarms	108	45	27	23
Public Hazard	39	32	7	17
Rescues	62	36	12	21
Medical	42	24	11	12
Others	22	4	3	4



NUMBER OF CALLS BY STATION	2021	YTD 2022	Q2 2021	Q2 2022
Station # 1	116	58	29	36
Station # 2	76	51	26	26
Station # 3	39	24	7	14
Duty Officer Only	100	44	21	22



RESPONSE TARGETS - 90th Percentile	2021	YTD 2022	Q2 2021	Q2 2022
Alarm Processing Time	0:03:30	0:02:26	0:02:49	0:02:19
Turnout Time	0:06:41	0:05:42	0:06:45	0:05:51
Travel Time	0:09:58	0:08:00	0:08:08	0:07:54
<b>Total Average Response Time*</b>	<b>0:07:46</b>	<b>0:07:43</b>	<b>0:07:00</b>	<b>0:08:00</b>

\* From time call comes in to on scene time

AFD's response times are well within the NFPA response time requirements. A secondary NFPA response requirement is tied to the number of Firefighters arriving within the timeframe. As a small Volunteer Firefighter department stretched among 3 Stations, there are times when staff on scene does not equate to the NFPA personnel requirement. However, with the new deployment, once implemented, this shortcoming will be corrected.

Demand Zone Area	Demographics	Staffing & Response Time	Meets Objectives
Urban	>1000 population /mi2	15 FF/9 min.	90%
Suburban	500-1000 people/mi2	10FF/10 min.	80%
Rural Risk	<500 people/mi2	6FF/14 min.	80%
Special Risk	AHJ	AHJ	90%

Reference: National Fire Protection Association Standard 1720 Table 4.3.2.

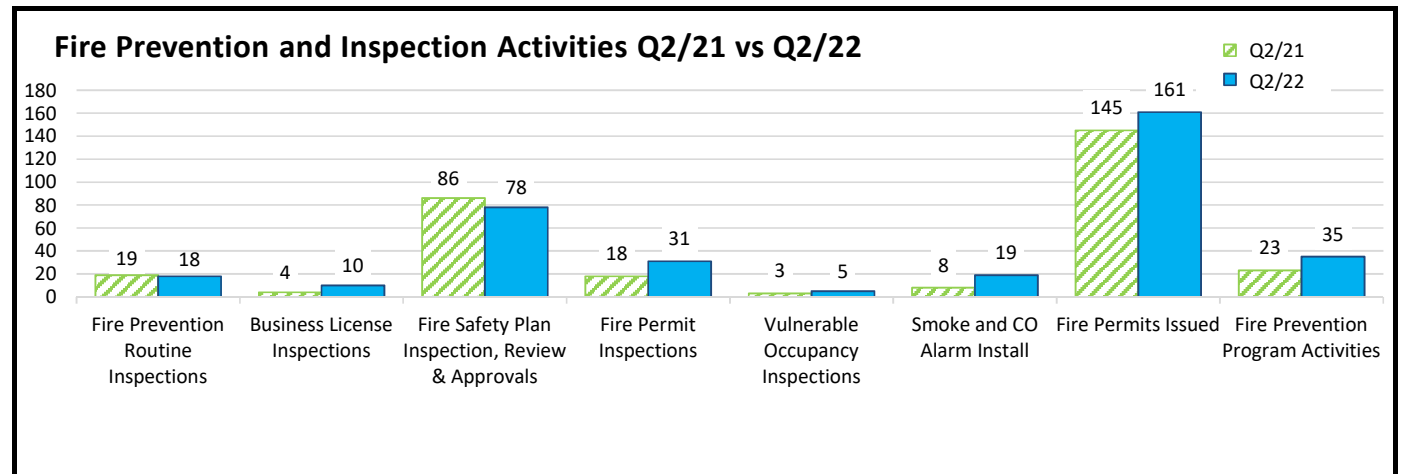


## Amherstburg Fire Department Activity Report to Council - Q2 2022

In addition to AFD's activities for Q2 2022 were the following:

- Welcome of the new Deputy Chief Ron Meloche, new Assistant Deputy Chief Dan Monk and new Fire Administrative Assistant Liberty Fallon
- Various focused training initiatives were undertaken including the Mobile Live Fire Training and High Rise Rescue Training

FIRE PREVENTION/INSPECTIONS	2021	YTD 2022	Q2 2021	Q2 2022
Fire Prevention Routine Inspections	69	32	19	18
Business License Inspections	23	15	4	10
Fire Safety Plan Inspection, Review & Approvals	250	137	86	78
Fire Permit Inspections	63	36	18	31
Vulnerable Occupancy Inspections	34	12	3	5
Smoke and CO Alarm Install (during responses)	63	37	8	19
Fire Permits Issued	531	391	145	161
Fire Prevention Program Activities	134	63	23	35

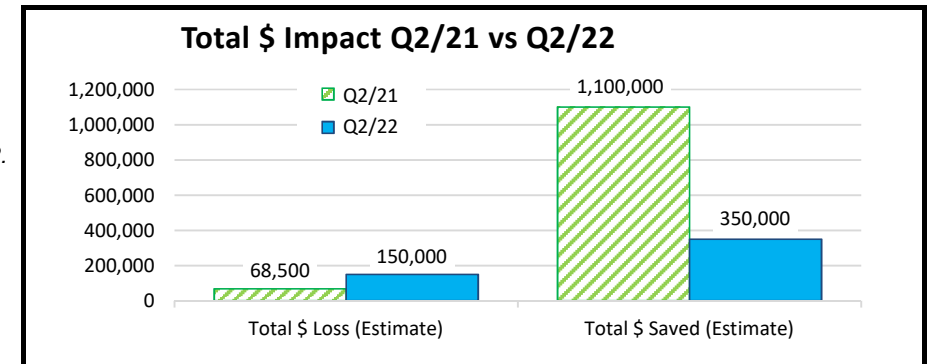


COMMUNITY IMPACT	2021	YTD 2022	Q2 2021	Q2 2022
Total \$ Loss (Estimate)	734,500	553,000	68,500	150,000
Total \$ Saved (Estimate)	8,823,000	4,650,000	1,100,000	350,000
Residential Fire Related Injuries (Entire)	0	0	0	0
Fire Fighter	0	0	0	0
Public	0	0	0	0
Residential Fire Related Fatalities (Entire)	0	0	0	0
Fire Fighter	0	0	0	0
Public	0	0	0	0



AFD saved approximately \$350,000 in property value through responses in Q2/22.

Although Q2 2022 saw 1 major fire, zero firefighter and civilian fire related injuries were reported.





## Amherstburg Fire Department Activity Report to Council - Q2 2022

TRAINING AND MAINTENANCE	2021	YTD 2022	Q2 2021	Q2 2022
<b>Total Training Sessions</b>	<b>239</b>	<b>124</b>	<b>71</b>	<b>64</b>
Training Station 1	51	33	17	15
Training Station 2	58	33	16	16
Training Station 3	44	30	13	16
Training Extra	86	28	25	17
Station Maintenance/Inspection	204	89	53	43

In Q2, AFD members participated in 64 training sessions. This quarter the Firefighters were able to include training with the Mobile Life Fire Training Unit as well as High Rise Rescue training activities.



Although restrictions were in place due to Covid-19, AFD was still able to regularly inspect and maintain the department fleet of 4 Engines, 2 Tankers, 1 Aerial Ladder, 4 Support units, all hand tools and power operated equipment.





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F.519.776.8688

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

July 18, 2022

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

Attention: Municipal Council Clerks (for distribution)

**RE: ESSEX REGION CONSERVATION AUTHORITY 2021 Audited Financial Statements and Administration's Report**

Attached please find Essex Region Conservation Authority's 2021 Audited Financial Statements as approved by the ERCA Board of Directors at the June 23, 2022.

At the request of our Board, also attached is Administration's report (BD 13/22 2021 Draft Audited Financial Statements and Financial Condition Update) providing additional analysis undertaken as presented to the ERCA Board of Directors in conjunction with the independent audit undertaken by the firm of Hicks, MacPherson, latonna and Driedger LLP.

Should you have any questions regarding ERCA's Audited Financial Statements or Administration's report, please feel free to contact Mr. Tim Byrne, [tbyrne@erca.org](mailto:tbyrne@erca.org) or by phone 519-776-5209 ext. 350.

Thank you,

Tim Byrne  
CAO/Secretary-Treasurer

Shelley McMullen  
CFO/Director, Finance and Corporate Services

**Attachments:**

- BD13/22 Draft Audited Financial Statement and Financial Condition Update and related appendices
- ERCA 2021 Audited Financial Statements





## Essex Region Conservation Authority

### Board of Directors

BD13/22

From: Shelley McMullen, CFO/Director Finance & Corporate Services

Date: Thursday, June 2, 2022

**Subject: 2021 Draft Audited Financial Statements and Financial Condition Update**

Compliance Action: Conservation Authorities Act -S.38 Annual Audit  
Income Tax Act-Audited Financial Statement/T3010 Requirement for  
Registered Charities

**Recommendation:** THAT the draft audited Financial Statements of the Essex Region Conservation Authority, including the Independent Auditor's Report, for the year ended December 31, 2021, be approved and released as final audited Financial Statements; and further,

THAT Administration be directed to circulate the approved report and Audited Financial Statements to member Municipalities as correspondence.

### Summary

- The auditors are proposing to issue an unqualified audit report upon Board members' approval of the 2021 audited Financial Statements. While the audit procedures, including an understanding of the internal controls, are designed to identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error and to obtain sufficient audit evidence to support the audit opinion, the procedures are not for the purpose of expressing an opinion on the effectiveness of the Authority's internal controls.
- The 2021 operating budget anticipated a continuation of Covid19 restrictions throughout most of the year, and while there were several operating units, likely impacted by Covid19-related restrictions, that experienced unanticipated increases/decreases in revenues, the variances were overall immaterial to the financial results of the Authority.
- While the Financial Statements show an increase of \$81,048 in the operating fund surplus, resulting in an accumulated operating surplus of approximately \$133,380, \$85,000 is expected to be utilized in 2022, as outlined in the operating budget. Also, the actual unrestricted operating surplus amounted to ~\$126,000, prior to additional transfers of ~\$45,000 to the reserve funds, to address 2022 projects, as discussed below.
- The reserve funds increased by \$29,853 to \$1,221,251 from \$1,191,398 (Schedule 5 of the Financial Statements), although a decrease of \$119,000 was expected. This positive variance primarily relates

to: a lower demand for reserve funds for the construction of the JRPB Conservation Centre, due to receipt of Foundation grants; deferral of IT projects to 2022 due to vendor selection process; and additional transfers to infrastructure reserves for 2022 capital asset condition assessments and maintenance projects.

- Overall, the Authority experienced relative stability in its operations during 2021, as it adjusted to new operating procedures and service delivery methods, introduced as a result of the pandemic.
- Higher-than-expected permit revenues was the primary contributor to the positive results followed by wage savings related to periodic vacancies and redeployment of staff to special projects, funded by grants.
- The Authority has begun to proactively align its budget format and presentation, with the categorization of programs and services (mandatory and non-mandatory), as required by the revised Conservation Authorities Act, however the format of the audited Financial Statements will not be revised until fiscal year 2024, when all municipal funding agreements are expected to be in place, for non-mandatory programs and services. To provide further clarity to readers and support transparency, the Detailed Statement of Financial Activities by Program, is attached as Appendix C. This schedule presents program financial information, with revenues and expenses, and is the format used to present budget and interim financial results to stakeholders

## Discussion

The firm of Hicks, MacPherson, latonna and Driedger LLP has completed the audit of the Financial Statements for the year ended December 31, 2021, (attached) and are prepared to issue their draft unqualified opinion upon Board approval of the Financial Statements. Audit guidelines now require the Board of Director's approval of the Financial Statements prior to final release of the audited Financial Statements and accompanying audit opinion.

The Audit Committee of the Essex Region Conservation Authority met on June 9, 2022 to review the draft audited Financial Statements with management and with Ms. Lindsay latonna, a partner with the appointed auditing firm. The Auditors and Audit Committee did not identify any concerns with the financial statements as prepared by management and additionally, no material internal control weaknesses or errors were noted by the auditors, to the extent that internal controls are reviewed. The Auditors noted that an unqualified report will be attached to the Authority's statements upon Board approval of the Financial Statements.

## Financial Statements Overview

The financial statements comprise a report card on the financial activities of a government during a fiscal period and are made available to various stakeholders including: MECP; participating municipalities; board members; ratepayers; staff; transfer payment agencies and other funders; program partners; and financial institutions. Increased expectations and requirements for greater transparency, accountability, value- for-money, and greater comparability amongst governments and public sector agencies, has resulted the expectation for informative and standardized statements.

Five indicators or “messages” are typically included in government financial statements:

- net surplus/(debt);
- accumulated surplus/(deficit);
- annual surplus/(deficit);
- change in net debt in the year; and
- cash position and related cash flow in the year.

In response to this, the Authority has prepared four financial statements:

- Statement of Financial Position;
- Statement of Operations and Accumulated Surplus;
- Statement of Net Surplus; and
- Statement of Cash Flows.

### **Reconciling Budgets with Financial Statements**

While the Financial Statements, as presented, accurately reflect the Authority’s financial position and transactions, they appear to be divergent or inconsistent as compared to the approved budget, resulting in a challenge for stakeholders, in terms of reconciling year-end results with the approved budget. Despite the suggestion that budget documents are to be presented in the same format as Financial Statements (C.D. Howe Institute’s 2014 report titled “Baffling Budgets: Canada’s Cities Need Better Financial Reporting”), it is often not the case: Budget documents are typically generated in a more user- friendly format to facilitate comprehension and ultimate decision-making. This is a challenge that is currently being addressed, at least in the municipal sector: MFOA’s official response to the Howe Institute report states that *“Budgets are laid out in a manner to be meaningful to both Councillors and the public. They are regularly monitored throughout the year by both staff and municipal Council. As well, municipalities have many excellent fiscal controls and countless reports in addition to the annual statutory reporting, all of which are more readable and understandable to “the reasonably intelligent” person than the annual financial statement. We know of no municipality in Ontario who provides interim financial reports based on their year-end reporting format due to its irrelevance to the budgets and actual fiscal control.”*

To address the issue and to facilitate the reconciliation between the budget and the Financial Statements, the following reconciliation summary has been prepared (FS Note 7):

	<b>Approved Budget (BD 07/21)</b>	<b>Actual</b>
<b>Budgeted Deficit</b>	\$ (346,500)	
Capital items to be included as operating expenses	700,000	
Land Acquisition	-	
<b>Adjusted/Actual Net Surplus (Deficit)</b>	353,500	654,877
Gain on Sale of Vehicles	-	(22,500)
Capitalized items	(700,000)	(805,973)
Land Acquisition*	-	-
	(346,500)	(173,596)
Acquisition of fleet & equipment	(88,500)	(93,246)
Net transfers from reserves (Schedule 5)	490,000	386,500
	55,500	119,658
Amortization	315,500	377,743
	371,000	497,401
Net transfers to reserves (Schedule 5)	(371,000)	(416,353)
<b>Increase in Operating Surplus</b>	<b>\$ -</b>	<b>\$ 81,048</b>

*\*Land acquisitions are approved during the year through the Committee of the Whole*

It should be noted that the Authority has begun to proactively align its budget format and presentation, with its draft categorization of programs and services (mandatory and non-mandatory), as required by the revised Conservation Authorities Act (effective January 1, 2024), however the format of the audited Financial Statements will not be revised until fiscal year 2024, when all municipal funding agreements are expected to be in place, for non-mandatory programs and services. To further provide clarity to readers and support transparency, the **Detailed Statement of Financial Activities by Program, is attached as Appendix C**. This schedule presents program financial information, with revenues and expenses, and is the format used to present budget and interim financial results to stakeholders

### Statement of Financial Position, Statement of Cash Flows and Net Debt

For 2021, the Authority's year-end cash position increased by approximately \$1.64 million, almost entirely related to the collection of accounts receivable and the increase in deferred revenues, which together comprise the total change (Statement of Cash Flows).

Deferred revenues increased significantly by \$869,377, resulting in total deferred revenues at December 31<sup>st</sup> of almost \$3.6 million. The increase was driven by transfers to the land acquisition fund of ~\$600,000, in anticipation of the 2022 property acquisition. Additional transfers were made for budgeted water quality studies and capital projects, expected to proceed in 2022. Of the total \$3.6 million in deferred revenues, the land acquisition fund accounts for nearly \$2.2 million.

The reserve funds increased by \$29,853 to \$1,221,251 from \$1,191,398 (**Schedule 5 of the Financial Statements**), although a decrease of \$119,000 was expected. The positive variance of ~\$148,000 primarily relates to: a lower demand for reserve funds for the construction of the JRPH Conservation Centre, due to receipt of Foundation grants; deferral of IT projects to 2022 due to vendor selection process; and additional transfers of ~\$45,000 to infrastructure reserves for 2022 capital asset condition assessments and maintenance projects.

The net surplus position increased to \$1,310,364, a change of \$104,537 (Statement of Net Surplus). This particular change in financial position can also be reconciled as the increase in reserves, as noted above, plus the increase in the operating fund surplus of \$81,048 less the increase in prepaid expenses.

#### **Statement of Operations (and Schedules 1-4)**

As has been previously reported, ERCA's reliance on fee-for-service revenues, third party and special funding, results in varying revenues and expenses, as new projects and funding are available, partnership programs emerge, or are completed, and municipal capacity to support projects (e.g. WECl) varies.

While a comprehensive analysis regarding financial impacts of public health restrictions related to Covid19, was not undertaken, due to the fact that management assumed that most restrictions would remain in effect until fall of 2021, there were some minor unexpected results. Attendance skyrocketed at Holiday Beach and gate and pass revenues increased by \$60,000, although offset partially by placement of gate and additional cleaning staff. The increased net revenues were sufficient to allow for a redirection of the allocated \$27,000 CW~GS levy to the land acquisition fund though. Due to school field trips not resuming until 2022, and reduced event capacity, the John R Park Homestead's admissions/programs revenues fell short by approximately \$50,000, however expenses were reduced and the net result was a \$17k deficit at year end.

Other variances were likely unrelated to Covid19 and were attributable to greater than anticipated fee-for-service revenues in Watershed Management Services, as has been the trend over the past few years, and to other savings in labour, associated with vacant positions, staff work on outside funded special projects and deployment of internal staff to work on capital projects.

While the Financial Statements show an increase of \$81,048 in the operating fund surplus, the actual unrestricted operating surplus amounted to ~\$126,000, prior to additional transfers of ~\$45,000 to the reserve funds, to fund 2022 projects.

The breakdown of the net unanticipated positive variance of \$81,000 is shown below in Table 1:

**Table 1**

<b>BUSINESS UNIT</b>	<b>Surplus/Deficit</b>	<b>Explanation</b>	<b>Additional Transfers to Reserves</b>	<b>Contribution to 2021 Increase in Accumulated Surplus</b>
Watershed Mgmt Services	\$86,378	Permit revenues exceeded budget	-	\$86,378
Conservation Services	17,647	Wage savings due to redeployment of staff to special projects	40,000	(22,353)
Corporate Services	22,376	Wage savings due to vacancies/turnover and lower IT equipment costs due to transition to hosted/cloud IT infrastructure	5,353	17,023
	<b>\$126,401</b>		<b>\$45,353</b>	<b>\$81,048</b>

**Revenues**

Total revenues, before transfers to deferred revenues, were lower than budgeted revenues, but slightly higher, year over year (YoY), for the following reasons:

- Overall, government revenues were substantially lower than budget, due to timing of project revenues associated with the City of Windsor’s Peche Island project. This accounted for approximately \$1.5million of the difference, which was offset by slightly higher Federal grant revenues for construction projects, habitat projects and water quality studies. Provincial grants were higher due to grants received for water quality initiatives and studies.
- Fee-for-service revenues significantly exceeded budget due to increased attendance at Holiday Beach accompanied by increased enforcement of admissions fees, higher than budgeted permit fees plus fee-for-service tree planting and restoration work.
- Other grants were higher than budgeted due to tree planting and restoration grants received from a US based non-profit organization, supporting tree planting.
- Grants from the Foundation were better than expected due to increased grants for the construction of the JRPH Conservation Centre.
- Deferred revenues are related to timing of grant payments, can vary dramatically from year to year and are difficult to predict. The variance from budget is primarily due to receiving grants and transfer payments specific to water quality initiatives, studies and restoration projects, in advance of incurring project expenses. Several grants were also received in late 2021, for 2022 conservation areas capital projects.

## Expenses

### Schedule 1/Appendix C Expenses- Watershed Management Services

- Overall, the expenses for Watershed Management Services of \$1.7million, are less than budgeted, due to timing of consulting expenses tied to Turkey Creek Hydrology Study and the conclusion of the Authority's direct staffing supports for Phase 1 of the County's Regional Energy Plan and related contracted consulting.
- Wage expenses were higher, due to turnover in the planning department, as staff from other functions, assisted in the transition and were engaged in reviewing applications and clearances while new staff were trained in role. Wages were also higher as senior administrative staff provided input and comments on a number of official plans updates.
- Overall, as noted in Table 1, Watershed Management Services contributed ~\$86k to the total unrestricted surplus of the Authority and related to permit fee revenues, which exceeded budget.

### Schedule 2/Appendix C Expenses- Conservation Services

- Total departmental expenses of ~\$3.9 million were extremely consistent with the previous year, however approximately \$2million less than budgeted, as noted below:
  - Infrastructure additions and maintenance expenses of \$700,000 were included in the operating budget while approximately \$100,000 of expenses, relating to non-capitalized maintenance costs, were expensed, accounting for \$600,000 of the variance.
  - ~\$1.3 million variance relates to timing of the Peche Island project and postponement of other restoration activities, as noted above, but did not impact the operating surplus.
  - As noted in Table 1, the Conservation Services department contributed a small surplus of under \$18k to the overall financial surplus before additional transfers of \$40,000 to infrastructure reserves.

### Schedule 3/Appendix C Expenses- Community Outreach Services

- In total, departmental expenses were slightly less than budgeted due to reduced supplies/plant material requirements for special projects for tree planting. This had no effect on the Authority's financial results.
- Wages were slightly less than budgeted as communication's staff were engaged in other initiatives of the Authority, which had a provision/budget for media and communication's supports.
- Overall, Community Outreach activities had no financial effect on the corporate surplus in 2021.

#### **Schedule 4 Expenses/Appendix C - Corporate Services**

- Corporate Services includes Administration, Finance, Human Resources and Information Management/Systems/Network. While actual 2021 expenses were slightly less than expected, it should be noted that IT related projects were delayed due to vendor procurement and selection process. However, since the majority of the consulting expense was expected to be financed through a reserve transfer, there was minimal effect on the departmental surplus.
- As noted in Table 1, the departmental activities contributed approximately \$22,000 before a small transfer of \$5k to the HR-related reserve. The Authority has committed to undertake external pay equity evaluations, for which the reserve may be required to fund the project and/or pay adjustments.
- Administration is working collaboratively with the Foundation to address the time and effort that is required of Authority staff to support the Foundation's compliance, governance and finance requirements. For 2022, the Foundation has approved a \$60,000 support grant, an increase of 50% from 2021. As the activity is non-mandatory, the Foundation is wholly responsible to support its own activities and operations and administrative staff is assisting the Foundation in evaluating options for service delivery.

#### **Financial Condition Revisited**

In November 2012, the Board of Directors directly responded to previously identified corporate sustainability threats: the looming infrastructure crisis; lack of reserves; and the accumulated operating deficit, by approving a five-year sustainability plan. Since that time, the Authority has continued to monitor indicators of its financial health.

The financial indicators included in BD 20/11, have been updated to include 2021 results and additional metrics have been added in order to report the progress, which was anticipated as a direct result of the Sustainability Plan implementation. The continuity schedule for financial indicators is included as Appendix A.

#### **Infrastructure Reserve**

As noted above, an infrastructure and major maintenance reserve was initiated and funded as part of the Sustainability Plan, to address degraded, failing and unsafe infrastructure. The asset management plan formed the basis of the replacement/repair plan and actual investments have been largely consistent with that plan. If the investment was not included in the original plan, it was made either: to address an emergency asset failure, to prevent more expensive future repairs; or to address a potential safety issue; or to prevent loss of material revenues; or government funds became available to add an additional or enhanced amenity (JRP Conservation Centre). Contributions to the infrastructure reserve fund are nearly \$3.9 million since the implementation of the Sustainability Plan in 2013 and during that time-frame the fund has financed almost \$3.77 million of investment in infrastructure. As of 12/31/2021, there was a balance of \$136,198 in the infrastructure reserve fund.



It should be noted that the infrastructure items shown in Appendix B were scheduled for replacement (or undertaken on an emergency basis), irrespective of available third-party grants and donations and that the additional contributions have facilitated a total of \$7.5 million investment in Authority infrastructure and capital maintenance over the past 9 years. The additional non-levy funding has reduced the burden on the reserve fund, in terms of dealing with emergency repairs and replacements, covering unforeseen project expenses and has also financed enhanced site amenities.

The continuity schedule shown in Appendix B does not convey the total project cost, but only the use of the infrastructure fund, to finance projects, either on a permanent or temporary basis, with totals as of December 31, 2021. The Essex Region Conservation Foundation contributes funds by soliciting organizations and companies to support key projects and executes multi-year funding agreements. Due to the nature of capital projects, projects are often completed in their entirety and the Authority accepts the funding transfer from the Foundation, as pledges are collected, leading to temporary use of the fund until full payment is made. The nine year investment in infrastructure, as funded or advanced by the reserve fund, is shown in Appendix B.

The complete listing of the Authority's reserves is shown on Schedule 5 of the Financial Statements.

### Recommendation

Administration recommends that the draft audited Financial Statements of the Essex Region Conservation Authority, including the Independent Auditor's Report, for the year ended December 31, 2021, be approved and released as final audited Financial Statements.

### Approved By:



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Tim Byrne  
CAO/Secretary Treasurer

### Attachments:

- Appendix A – Financial Condition Indicators (2012-2021)
- Appendix B – Infrastructure Reserve Contributions/Uses
- Appendix C – Detailed Financial Activities By Program
- Draft Audited 2021 Financial Statements with Independent Auditor's Report (available under separate cover)

## Appendix A-Financial Condition Indicators

Essex Region Conservation Authority

Financial Condition Indicators (2012-2021)

Sustainability Plan I.0 (2013-2017)	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
	Pre-Plan	Yr1	Yr2	Yr3	Yr4	Yr5				
Ratio – Financial Assets to Financial Liabilities	0.88	1.21	1.23	1.24	1.21	1.54	1.51	1.55	1.34	1.30
Annual investment - Infrastructure/Major Maintenance	\$160,201	\$248,800	\$637,600	\$683,800	\$1,640,000	\$1,067,600	\$509,500	\$360,800	\$1,456,000	\$914,200
Net Book Value as % of Total Historical Asset Cost (excluding land)	68%	66%	65%	67%	70%	75%	76%	73%	74%	73%
Accumulated Unrestricted Surplus/(Deficit)	(\$436,970)	(\$316,635)	(\$249,872)	(\$128,686)	(\$67,374)	\$133,746	\$116,063	\$118,223	\$52,332	\$133,380
Reserves(restricted/unrestricted)	\$199,587	\$822,109	\$973,716	\$942,050	\$968,305	\$1,251,856	\$1,293,887	\$1,448,539	\$1,191,398	\$1,221,251
Annual Levy (General)	\$1,640,206	\$1,684,210	\$1,746,936	\$1,767,435	\$1,906,833	\$1,997,733	\$2,098,752	\$2,188,667	\$2,336,666	\$2,485,204
Annual Levy (CW~GS)	\$1,050,000	\$1,050,000	\$1,050,000	\$1,050,000	\$1,050,000	\$1,050,000	\$1,050,000	\$1,050,000	\$1,050,000	\$969,414
Total Levies	\$2,690,206	\$2,734,210	\$2,796,936	\$2,817,435	\$2,956,833	\$3,047,733	\$3,148,752	\$3,238,667	\$3,386,666	\$3,454,618
Levy Increase		\$44,004	\$62,726	\$20,499	\$139,398	\$90,900	\$101,019	\$89,915	\$148,000	\$67,952
Levy allocated for infrastructure replacement		\$425,000	\$475,000	\$425,000	\$475,000	\$475,000	\$320,000	\$200,000	\$250,000	\$325,000
Levy allocated to other reserves	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$0	\$0	\$50,000	\$64,000
Levy allocated to land securement		\$141,400	\$139,400	\$156,900	\$158,600	\$170,226	\$458,600	\$582,600	\$510,095	\$525,099
Levy increase attributable to operations	\$208,256	\$44,004	\$14,726	\$52,999	\$87,698	\$79,274	\$17,645	\$85,915	\$120,505	(\$36,052)

## Appendix B – Infrastructure Reserve Contributions/Uses

Infrastructure/Major Maintenance Reserve Continuity Schedule	2013	2014	2015	2016	2017	2018	2019	2020	2021	TOTAL
<b>Infrastructure reserve contributions</b>										
Opening balance	\$ 19,175									\$ 19,175
Infrastructure reserve contributions	425,000	425,000	425,000	425,000	425,000	120,000	204,000	250,000	315,000	3,014,000
Phased-in infrastructure replacement levy		50,000	50,000	100,000	150,000	200,000	-	-	-	550,000
Interest	1,995	5,464	7,971	8,144	9,937	9,600	12,000	10,000	-	65,111
Other/ERCF/MTO	245,000	13,768	-	-	-	-	-	-	-	258,768
	<b>\$ 691,170</b>	<b>\$ 494,232</b>	<b>\$ 482,971</b>	<b>\$ 533,144</b>	<b>\$ 584,937</b>	<b>\$ 329,600</b>	<b>\$ 216,000</b>	<b>\$ 260,000</b>	<b>\$ 315,000</b>	<b>\$ 3,907,054</b>
<b>Infrastructure and major maintenance items:</b>										
Cypher Systems Greenway				82,000	72,690		(80,000)	(71,250)	-	\$ 3,440
Devonwood trail & parking lot						77,000	(44,000)			33,000
Greenways resurfacing/signage /maintenance	32,079	2,200	7,599		266,773		-		-	308,651
Greenway risk remediation/netting		80,040								80,040
Greenway entrances/access									7,700	7,700
HBCA Beach washroom	56,580	195,237	332,160		-		-			583,977
HBCA Boardwalk					19,000	139,074	60,500			218,574
HBCA Cottage (site work, landscape/deck)				26,000	15,000					41,000
HBCA Investment feasibility plan							19,000			19,000
HBCA linear infrastructure (drainage/water/sewer/electrical)	45,458	21,544	12,399	57,500						136,901
HBCA -Classroom (in excess of ERCF\$)							13,559	(18,100)		(4,541)
HBCA -Playground (in excess of ERCF\$)							7,702	23,650		31,352
HBCA roads							179,800	105,472		285,272
HBCA shoreline remediation					3,000	66,400	8,400			77,800
HBCA Storm damages (in excess of insurance reserve\$)							5,245			5,245
HBCA workshop replacement						645	13,540	227,500	25,000	266,685
HMCA Entrance			14,882							14,882
JRPH Conservation Centre								73,260	347,800	421,060
JRPH parking lot expansion		30,000								30,000
JRPH Shoreline remediation								223,710	6,000	229,710
Kopegaron boardwalk			183,866	226,000						409,866
Maidstone boardwalk/gravel trail					84,173	90,550				174,723
Maidstone drainage	3,128	33,420								36,548
Millcreek Culverts	9,210	99,550	7,144							115,904
Misc major CA maintenance(P lots etc)		3,900								3,900
Ramps - accessibility				6,800						6,800
Ruthven Trail Extension				41,000						41,000
Rotary(Oldcastle) Hub	-	-	4,164	92,000	93,000	21,000	(59,504)			150,660
CA Signage							11,606	4,951		16,557
Civic Centre workshop heating/parking lot			4,400		20,750					25,150
	<b>146,455</b>	<b>465,891</b>	<b>566,614</b>	<b>531,300</b>	<b>574,386</b>	<b>394,669</b>	<b>135,848</b>	<b>569,193</b>	<b>386,500</b>	<b>3,770,856</b>
Closing balance	\$ 544,715	\$ 573,056	\$ 489,413	\$ 491,257	\$ 501,808	\$ 436,739	\$ 516,891	\$ 207,698	\$ 136,198	\$ 136,198

2021 DETAILED FINANCIAL ACTIVITIES BY PROGRAM

2021  
AUDITED

2021  
BUDGET

# WATERSHED MANAGEMENT SERVICES

**CATEGORY 1 MANDATORY SERVICES - RISKS OF NATURAL HAZARDS**

**DEVELOPMENT SERVICES**

GENERAL LEVY	185,800	234,650
OTHER GRANTS/USER FEES/RECOVERIES	745,245	620,000
	<u>931,045</u>	<u>854,650</u>
WAGES	674,228	661,000
CONSULTING	-	1,000
SUPPLIES/OFFICE/JANITORIAL	30,687	17,000
VEHICLE/TRAVEL/EQUIP'T USAGE	14,343	20,500
CORP SUPPORT/SHARED SVCS	111,388	119,000
RENT/INS/TAXES/UTILITIES	27,325	23,000
DUES/MEMBERSHIPS	251	650
AUDIT AND LEGAL	-	10,000
CAP MAINT/LOW VALUE ASSETS	1,364	2,500
	<u>859,585</u>	<u>854,650</u>

**PLANNING RELATED TO HAZARDS**

GENERAL LEVY	98,550	89,550
OTHER GRANTS/USER FEES/RECOVERIES	113,965	10,000
	<u>212,515</u>	<u>99,550</u>
WAGES	163,494	84,500
SUPPLIES/OFFICE/JANITORIAL	2,987	1,550
VEHICLE/TRAVEL/EQUIP'T USAGE	-	500
CORP SUPPORT/SHARED SVCS	25,382	12,000
RENT/INS/TAXES/UTILITIES	5,000	1,000
	<u>196,863</u>	<u>99,550</u>

**FLOOD /EROSION PROGRAM (\$3.39 PROV \$)**

GENERAL LEVY	136,013	144,263
PROVINCIAL GRANTS	104,417	104,417
OTHER GRANTS/USER FEES/RECOVERIES	0	-
	<u>240,430</u>	<u>248,680</u>
WAGES	153,031	156,500
CONSULTING/INFO'N/DATA SVCS	39,731	35,500
SUPPLIES/OFFICE/JANITORIAL	4,591	8,680
VEHICLE/TRAVEL/EQUIP'T USAGE	3,982	6,000
CORP SUPPORT/SHARED SVCS	31,336	32,000
RENT/INS/TAXES/UTILITIES	8,000	10,000
	<u>240,671</u>	<u>248,680</u>

**WATERSHED ENGINEERING/TECHNICAL STUDIES SUPPORTS**

GENERAL LEVY	70,750	94,150
	<u>70,750</u>	<u>94,150</u>
WAGES	58,454	75,000
SUPPLIES/OFFICE/JANITORIAL	901	1,550
VEHICLE/TRAVEL/EQUIP'T USAGE	-	1,100
CORP SUPPORT/SHARED SVCS	9,222	15,000
RENT/INS/TAXES/UTILITIES	2,000	1,000
DUES/MEMBERSHIPS	270	500
	<u>70,846</u>	<u>94,150</u>

	2021 AUDITED	2021 BUDGET
<b>CLIMATE CHANGE - HAZARDS</b>		
GENERAL LEVY	-	25,000
	-	25,000
WAGES	-	21,500
CONSULTING	-	-
CORP SUPPORT/SHARED SVCS	-	3,500
	-	25,000

<b>SUMMARY - CATEGORY 1 WMS MANDATORY SERVICES, RISKS OF NATURA</b>		
GENERAL LEVY	491,113	587,613
PROVINCIAL GRANTS	104,417	104,417
OTHER GRANTS/USER FEES	876,710	630,000
TRANSFER TO/FROM DEF REVENUES	(17,500)	-
	1,454,740	1,322,030
WAGES & BENEFITS	1,049,207	998,500
SUPPLIES/SERVICES/OTHER	123,490	114,930
INTERNAL RECOVERIES FOR SHARED SVCS/FLEET	195,268	208,600
	1,367,965	1,322,030
<b>SURPLUS/(DEFICIT)</b>	86,775	-

<b>CATEGORY 2 NON MANDATORY SERVICES -MUNICIPAL PROGRAMS</b>		
<b>PLANNING RELATED TO NATURAL HERITAGE</b>		
GENERAL LEVY	65,500	-
CW~GS LEVY	-	-
OTHER GRANTS/USER FEES/RECOVERIES	-	91,000
	65,500	91,000
WAGES	56,930	76,000
VEHICLE/TRAVEL/EQUIP'T USAGE	20	-
CORP SUPPORT/SHARED SVCS	8,542	13,000
RENT/INS/TAXES/UTILITIES	-	2,000
	65,492	91,000

<b>SUMMARY CATEGORY 2 NON MANDATORY SERVICES -MUNICIPAL PROGRAMS</b>		
GENERAL LEVY	65,500	-
CW~GS LEVY	-	-
OTHER GRANTS/USER FEES	-	91,000
	65,500	91,000
WAGES & BENEFITS	56,930	76,000
SUPPLIES/SERVICES/OTHER	20	2,000
INTERNAL RECOVERIES FOR SHARED SVCS/FLEET	8,542	13,000
	65,492	91,000
<b>SURPLUS/(DEFICIT)</b>	8	-

	2021 AUDITED	2021 BUDGET
<b>CATEGORY 3 NON MANDATORY SERVICES - TERM LIMITED MUNICIPAL PROJECTS/STUDIES</b>		
<b>MUNICIPAL WATER &amp; EROSION CONTROL PROJECTS (50% PROV \$)</b>		
MUNICIPAL	69,945	70,500
PROVINCIAL GRANTS	(26,652)	17,625
TRANSFERS (TO)/FROM DEFERRED REVENUES	34,298	52,875
	77,591	141,000
DIRECT WAGES	9,550	750
CONSULTING/OUTSIDE ENGINEERING	27,930	44,250
CONSTRUCTION	37,918	96,000
TRAVEL/VEHICLE/ADMINISTRATION/OVERHEAD	2,203	-
	77,600	141,000
<b>SPECIAL MUNICIPAL STUDIES/PROJECTS</b>		
MUNICIPAL	122,380	355,000
PROVINCIAL GRANTS	-	-
FEDERAL GRANTS	22,500	-
TRANSFERS (TO)/FROM DEFERRED REVENUES	(15,279)	14,700
	129,601	369,700
DIRECT WAGES	10,454	20,000
CONSULTING/OUTSIDE ENGINEERING	116,756	340,500
TRAVEL/VEHICLE/ADMINISTRATION/OVERHEAD	2,788	9,200
	129,997	369,700
<b>SUMMARY CATEGORY 3 NON MANDATORY SERVICES - TERM LIMITED PROJECTS/STUDIES</b>		
MUNICIPAL	192,325	425,500
PROVINCIAL GRANTS	(26,652)	17,625
FEDERAL GRANTS	22,500	-
TRANSFER TO/FROM DEF REVENUES	19,019	67,575
	207,192	510,700
WAGES & BENEFITS	20,004	20,750
CONSTRUCTION/ENGINEERING/SUPPLIES	182,603	480,750
INTERNAL RECOVERIES FOR SHARED SVCS/FLEET	4,991	9,200
	207,597	510,700
SURPLUS/(DEFICIT)	(405)	-

## CONSERVATION SERVICES

<b>CATEGORY 1 MANDATORY SERVICES - CONSERVATION LANDS MANAGEMENT</b>		
<b>GENERAL PROGRAM OPERATIONS, MANAGEMENT PLANS &amp; LAND STRATEGIES</b>		
GENERAL LEVY	147,815	179,215
FEDERAL GRANTS	-	25,000
	147,815	204,215
WAGES	124,238	175,000
SUPPLIES/OFFICE/JANITORIAL	4,164	4,215
VEHICLE/TRAVEL/EQUIP'T USAGE	-	2,000
CORP SUPPORT/SHARED SVCS	19,421	23,000
SMALL MISC	-	-
	147,823	204,215

	2021 AUDITED	2021 BUDGET
<b>CONSERVATION AREAS/GREEWAYS/OWNED PROPERTIES MAINTENANCE</b>		
GENERAL LEVY	543,626	620,226
FEDERAL GRANTS	22,153	-
OTHER GRANTS/USER FEES	96,621	85,000
TRANSFERS (TO)/FROM DEFERRED REVENUES	9,111	5,800
TRANSFERS TO/FROM RESERVES	(22,000)	(7,000)
	<u>649,511</u>	<u>704,026</u>
	255,471	313,500
CONSTRUCTION	9,580	-
ENGINEERING/CONSULTING	8,802	12,000
SUPPLIES/OFFICE/JANITORIAL	45,088	45,910
VEHICLE/TRAVEL/EQUIP'T USAGE	56,921	74,500
PLANT MAT/LANDOWNER GRANTS	1,909	16,300
CORP SUPPORT/SHARED SVCS	76,384	89,890
RENT/INS/TAXES/UTILITIES	121,018	118,200
AUDIT AND LEGAL	1,120	-
CAP MAINT/LOW VALUE ASSETS	69,583	32,976
SMALL MISC	2,583	750
	<u>648,458</u>	<u>704,026</u>
<b>CAPITAL OR MAJOR MAINTENANCE/IMPROVEMENT PROJECTS</b>		
GENERAL LEVY	71,100	15,000
MUNICIPAL	100,000	-
PROVINCIAL GRANTS	6,249	-
FEDERAL GRANTS	160,000	60,000
OTHER GRANTS/USER FEES	202,833	200,000
TRANSFERS TO/FROM RESERVES	371,500	425,000
	<u>911,682</u>	<u>700,000</u>
	5,563	15,000
WAGES	24,519	648,500
CONSTRUCTION	2,442	15,000
ENGINEERING/CONSULTING/SUB CONTRACTING	6,716	12,000
CONSTRUCTION SUPPLIES	395	-
VEHICLE/TRAVEL/EQUIP'T USAGE	14,850	9,500
CORP SUPPORT/SHARED SVCS	49,714	-
CAP MAINT/LOW VALUE ASSETS	<u>108,229</u>	<u>700,000</u>
<b>JOHN R PARK HOMESTEAD</b>		
GENERAL LEVY	90,000	90,000
CW~GS LEVY	97,065	97,065
PROVINCIAL GRANTS	23,688	23,688
FEDERAL GRANTS	15,221	-
OTHER GRANTS/USER FEES	17,833	69,550
TRANSFERS (TO)/FROM DEF REVENUES	-	-
TRANSFERS (TO)/FROM RESERVES	(10,000)	-
	<u>233,807</u>	<u>280,303</u>
	168,331	173,000
WAGES	-	10,000
CONSTRUCTION	-	1,500
CONSULTING/SUB K	20,144	32,503
SUPPLIES/OFFICE/JANITORIAL	1,583	300
VEHICLE/TRAVEL/EQUIP'T USAGE	25,144	25,000
CORP SUPPORT/SHARED SVCS	24,448	30,000
RENT/INS/TAXES/UTILITIES	6,978	7,000
CAP MAINT/LOW VALUE ASSETS	<u>250,396</u>	<u>280,303</u>

	2021 AUDITED	2021 BUDGET
<b>TREE PLANTING AND RESTORATION -ERCA LANDS</b>		
GENERAL LEVY	60,600	58,700
PROVINCIAL GRANTS	13,654	10,000
OTHER GRANTS/USER FEES	29,285	51,000
TRANSFERS (TO)/FROM DEFERRED REVENUES	17,435	-
	<u>120,974</u>	<u>119,700</u>
WAGES	61,072	64,000
SUPPLIES/OFFICE/JANITORIAL	3,499	9,079
VEHICLE/TRAVEL/EQUIP'T USAGE	19,702	13,550
PLANT MAT/LANDOWNER GRANTS	24,495	14,071
CORP SUPPORT/SHARED SVCS	12,204	17,000
RENT/INS/TAXES/UTILITIES	-	2,000
	<u>120,972</u>	<u>119,700</u>
<b>FLEET &amp; FIELD EQUIPMENT</b>		
GENERAL LEVY	50,000	-
OTHER GRANTS/USER FEES/RECOVERIES	193,232	173,000
TRANSFERS TO/FROM RESERVES	-	25,000
	<u>243,232</u>	<u>198,000</u>
MAINTENANCE/REPAIRS	74,347	60,000
FUEL	36,707	33,400
LICENCES/MISC/SMALL TOOLS	20,058	16,600
AMORTIZATION	90,115	88,000
	<u>221,226</u>	<u>198,000</u>
<b>SUMMARY CATEGORY 1 MANDATORY SERVICES -LAND MGMT, (OWNED) CONSERVATION AREAS OPERATIONS,MAINTEN</b>		
GENERAL LEVY	963,141	963,141
CW~GS LEVY	97,065	97,065
MUNICIPAL	100,000	-
PROVINCIAL GRANTS	43,591	40,688
FEDERAL GRANTS	197,374	85,000
OTHER GRANTS/USER FEES	665,601	571,550
IN-KIND	5,000	-
TRANSFER TO/FROM DEF REVENUES	(104,251)	5,800
TRANSFER TO/FROM RESERVES	339,500	443,000
	<u>2,307,021</u>	<u>2,206,244</u>
WAGES & BENEFITS	626,032	740,500
CONSTRUCTION/ENGINEERING/SUPPLIES	651,389	1,224,854
INTERNAL RECOVERIES FOR SHARED SVCS/FLEET	219,684	240,890
	<u>1,497,104</u>	<u>2,206,244</u>
<b>SURPLUS/(DEFICIT)</b>	<b>809,917</b>	<b>-</b>
<b>CATEGORY 3 NON MANDATORY SERVICES - ONGOING ERCA CORE CONSERVATION-RELATED PROGRAMS</b>		
<b>LAND SECUREMENT</b>		
CW~GS LEVY	525,099	500,000
FEDERAL GRANTS	-	-
TRANSFERS (TO)/FROM LAND ACQ FUND	(485,795)	(453,000)
	<u>39,304</u>	<u>47,000</u>
WAGES	14,686	17,000
LEGAL, SURVEYING,CONSULTNG	20,002	25,000
CORP SUPPORT/SHARED SVCS	4,617	5,000
	<u>39,305</u>	<u>47,000</u>



	2021 AUDITED	2021 BUDGET
<b>RESTORATION/TREE PLANTING PROGRAM - NON ERCA PROPERTIES</b>		
CW~GS LEVY	60,000	60,000
PROVINCIAL GRANTS	31,782	62,500
FEDERAL GRANTS	28,499	28,000
OTHER GRANTS/USER FEES	461,354	297,300
IN-KIND	14,478	-
TRANSFERS (TO)/FROM DEFERRED REVENUES	45,285	4,400
	<u>641,397</u>	<u>452,200</u>
WAGES	197,777	150,500
ENGINEERING/CONSULTING/SUB-CONTRACTING	21,734	-
SUPPLIES/OFFICE/JANITORIAL	17,944	10,700
VEHICLE/TRAVEL/EQUIP'T USAGE	28,169	30,100
PLANT MAT/LANDOWNER GRANTS	276,469	205,500
CORP SUPPORT/SHARED SVCS	73,625	48,900
RENT/INS/TAXES/UTILITIES	8,857	5,000
IN KIND SVCS SUPPLIES	14,478	-
CAP MAINT/LOW VALUE ASSETS	2,300	1,000
SMALL MISC	-	500
	<u>641,352</u>	<u>452,200</u>
<b>HOLIDAY BEACH (OPERATED UNDER MGMT AGREEMENT)</b>		
CW~GS LEVY	-	27,000
SELF GENERATED	324,876	251,800
	<u>324,876</u>	<u>278,800</u>
WAGES	162,625	133,250
ENGINEERING/CONSULTING/SUB CONTRACTING	999	2,500
SUPPLIES/OFFICE/JANITORIAL	55,835	39,778
VEHICLE/TRAVEL/EQUIP'T USAGE	23,535	16,322
CORP SUPPORT/SHARED SVCS	34,138	31,600
RENT/INS/TAXES/UTILITIES	39,350	32,600
AUDIT AND LEGAL	500	-
MAJOR MAINT/ROADS/VEGETATION	8,104	22,250
SMALL MISC	-	500
	<u>325,086</u>	<u>278,800</u>
<b>SUMMARY CATEGORY 3 NON MANDATORY SERVICES - ERCA ONGOING CC</b>		
CW~GS LEVY	585,099	587,000
PROVINCIAL GRANTS	31,782	62,500
FEDERAL GRANTS	28,499	28,000
OTHER GRANTS/USER FEES	786,229	549,100
IN-KIND	14,478	-
TRANSFER TO/FROM DEF REVENUES	(440,510)	(448,600)
	<u>1,005,577</u>	<u>778,000</u>
WAGES & BENEFITS	375,088	300,750
OTHER OPERATING/SITE SUPPLIES/PROF SERVICES	471,712	353,714
INTERNAL RECOVERIES FOR SHARED SVCS/FLEET	158,943	123,536
	<u>1,005,743</u>	<u>778,000</u>
SURPLUS/(DEFICIT)	(166)	-

	2021 AUDITED	2021 BUDGET
<b>CATEGORY 3 NON MANDATORY SERVICES - FEE FOR SERVICE TERM-LIMITED PROJECTS/CONTRACTS</b>		
<b>FEE FOR SERVICE RESTORATION PROJECTS &amp; HABITAT STUDIES</b>		
MUNICIPAL	86,326	1,507,000
PROVINCIAL GRANTS	15,000	75,000
FEDERAL GRANTS	304,882	280,000
OTHER GRANTS/USER FEES	59,838	50,000
TRANSFERS (TO)/FROM DEFERRED REVENUES	5,702	78,575
	<u>471,748</u>	<u>1,990,575</u>
WAGES	73,159	67,000
CONSTRUCTION	262,185	1,765,000
ENGINEERING/CONSULTING/SUB-CONTRACTING	105,614	125,000
SUPPLIES/OFFICE/JANITORIAL	3,602	5,000
VEHICLE/TRAVEL/EQUIP'T USAGE	8,938	7,000
CORP SUPPORT/SHARED SVCS	13,495	20,575
RENT/INS/TAXES/UTILITIES	590	1,000
SMALL MISC	4,230	-
	<u>471,812</u>	<u>1,990,575</u>

<b>FEE FOR SERVICE PROPERTY MAINTENANCE/MANAGEMENT</b>		
OTHER GRANTS/USER FEES	8,389	5,750
TRANSFERS (TO)/FROM DEFERRED REVENUES	3,200	-
	<u>11,589</u>	<u>5,750</u>
WAGES	8,769	4,000
SUPPLIES/OFFICE/JANITORIAL	(341)	-
VEHICLE/TRAVEL/EQUIP'T USAGE	1,367	1,000
CORP SUPPORT/SHARED SVCS	1,553	750
RENT/INS/TAXES/UTILITIES	302	-
SMALL MISC	-	-
	<u>11,650</u>	<u>5,750</u>

<b>SUMMARY CATEGORY 3 NON MANDATORY SERVICES - FEE FOR SERVICE C</b>		
MUNICIPAL	86,326	1,507,000
PROVINCIAL GRANTS	15,000	75,000
FEDERAL GRANTS	304,882	280,000
OTHER GRANTS/USER FEES	68,227	55,750
TRANSFER TO/FROM DEF REVENUES	8,902	78,575
	<u>483,337</u>	<u>1,996,325</u>
WAGES & BENEFITS	81,928	71,000
CONSTRUCTION/SUPPLIES/OTHER	376,205	1,896,000
INTERNAL RECOVERIES FOR SHARED SVCS/FLEET	25,328	29,325
	<u>483,462</u>	<u>1,996,325</u>
SURPLUS/(DEFICIT)	(125)	-

## WATERSHED RESEARCH

### CATEGORY 1 MANDATORY SERVICE - ESSEX REGION SOURCE PROTECTION AUTHORITY (Under Clean Water Act,2006)

PROVINCIAL GRANTS	121,892	95,000
TRANSFERS (TO)/FROM DEFERRED REVENUES	(26,371)	-
	<u>95,522</u>	<u>95,000</u>
WAGES	77,603	80,000
SUPPLIES/OFFICE/JANITORIAL	1,005	-
CORP SUPPORT/SHARED SVCS	11,176	12,000
RENT/INS/TAXES/UTILITIES	1,493	-
PER DIEMS/MISC	4,245	3,000
	<u>95,522</u>	<u>95,000</u>

### CATEGORY 2 MUNICIPAL SERVICES - RISK MANAGEMENT SERVICES (PART IV CWA, 2006)

	2021 AUDITED	2021 BUDGET
MUNICIPAL	25,434	12,000
	<u>25,434</u>	<u>12,000</u>
WAGES	19,889	10,000
SUPPLIES/OFFICE/JANITORIAL	348	500
CORP SUPPORT/SHARED SVCS	3,235	1,500
RENT/INS/TAXES/UTILITIES	1,962	-
MISC SUPPLIES	-	-
	<u>25,434</u>	<u>12,000</u>

### CATEGORY 3 NON MANDATORY SERVICE - ONGOING ERCA CORE WATER QUALITY/RESEARCH PROGRAM

#### WATERSHED WATER QUALITY PROGRAM

CW~GS LEVY	72,750	72,750
FEDERAL GRANTS	5,000	-
TRANSFERS (TO)/FROM DEFERRED REVENUES	(56,500)	-
	<u>21,250</u>	<u>72,750</u>

WAGES	868	44,500
CONSULTING/SUB CONTRACTING	13,556	10,000
SUPPLIES/OFFICE/JANITORIAL	1,548	2,400
VEHICLE/TRAVEL/EQUIP'T USAGE	1,808	4,500
CORP SUPPORT/SHARED SVCS	2,056	11,000
RENT/INS/TAXES/UTILITIES	1,235	350
DUES/MEMBERSHIPS	171	-
SMALL MISC	-	-
	<u>21,242</u>	<u>72,750</u>

#### DEMONSTRATION/CROP RESEARCH FARM

CW~GS LEVY	35,000	35,000
OTHER	19,414	16,600
TRANSFERS (TO)/FROM DEFERRED REVENUES	(35,000)	-
	<u>19,414</u>	<u>51,600</u>

WAGES	6,768	35,000
SUPPLIES/OFFICE/JANITORIAL	1,260	6,000
VEHICLE/TRAVEL/EQUIP'T USAGE	4,550	1,500
PLANT MAT/LANDOWNER GRANTS	852	-
CORP SUPPORT/SHARED SVCS	1,973	6,000
RENT/INS/TAXES/UTILITIES	350	-
DUES/MEMBERSHIPS	259	300
TECHNICAL EQUIPMENT	769	800
SMALL MISC	2,611	2,000
	<u>19,393</u>	<u>51,600</u>

#### LANDOWNER STEWARDSHIP PROGRAM

CW~GS LEVY	35,000	35,000
IN-KIND	4,722	20,000
TRANSFERS (TO)/FROM DEFERRED REVENUES	(22,300)	3,000
	<u>17,422</u>	<u>58,000</u>

VEHICLE/TRAVEL/EQUIP'T USAGE	215	2,000
PLANT MAT/LANDOWNER GRANTS	8,669	25,000
CORP SUPPORT/SHARED SVCS	2,279	5,000
RENT/INS/TAXES/UTILITIES	128	-
IN KIND SVCS SUPPLIES	4,722	20,000
SMALL MISC	1,460	6,000
	<u>17,473</u>	<u>58,000</u>

### SUMMARY CATEGORY 3 NON MANDATORY SERVICES - ERCA ONGOING W

CW~GS LEVY	142,750	142,750
FEDERAL GRANTS	5,000	-
OTHER GRANTS/USER FEES	19,414	16,600

	2021 AUDITED	2021 BUDGET
IN-KIND	4,722	20,000
TRANSFER TO/FROM DEF REVENUES	(113,800)	3,000
	<u>58,086</u>	<u>182,350</u>
WAGES & BENEFITS	9,096	85,500
SUPPLIES/TECH SERVICES/EQUIP'T	37,634	67,350
INTERNAL RECOVERIES FOR SHARED SVCS/FLEET	11,378	29,500
	<u>58,108</u>	<u>182,350</u>
SURPLUS/(DEFICIT)	(22)	-

**CATEGORY 3 NON MANDATORY SERVICES - TERM LIMITED GRANT-FUNDED/FEE-FOR-SERVICE PROJECTS/STUDIES**

DETROIT RIVER CANADIAN CLEANUP		
PROVINCIAL GRANTS	85,000	-
FEDERAL GRANTS	99,833	73,500
OTHER GRANTS/USER FEES	1,000	-
TRANSFERS (TO)/FROM DEFERRED REVENUES	(26,339)	73,500
	<u>159,494</u>	<u>147,000</u>
WAGES	126,422	110,000
ENGINEERING/CONSULTING	-	-
SUPPLIES/OFFICE/JANITORIAL	6,047	7,500
VEHICLE/TRAVEL/EQUIP'T USAGE	4,701	250
PLANT MAT/LANDOWNER GRANTS	-	10,000
CORP SUPPORT/SHARED SVCS	20,794	19,000
RENT/INS/TAXES/UTILITIES	1,530	250
SMALL MISC	-	-
	<u>159,494</u>	<u>147,000</u>

REGIONAL ENERGY PLAN & CLIMATE CHANGE STUDIES		
MUNICIPAL	50,675	79,100
FEDERAL GRANTS	29,790	23,000
OTHER GRANTS/USER FEES	-	10,000
TRANSFERS (TO)/FROM DEFERRED REVENUES	33,376	51,000
	<u>113,841</u>	<u>163,100</u>
WAGES	79,361	65,000
ENGINEERING/CONSULTING	19,754	87,000
SUPPLIES/OFFICE/JANITORIAL	1,205	-
VEHICLE/TRAVEL/EQUIP'T USAGE	-	-
CORP SUPPORT/SHARED SVCS	12,853	11,100
RENT/INS/TAXES/UTILITIES	1,033	-
SMALL MISC	-	-
	<u>114,206</u>	<u>163,100</u>

	2021 AUDITED	2021 BUDGET
<b>OTHER WATER QUALITY STUDIES (FED\$ &amp; PROV\$)</b>		
PROVINCIAL GRANTS	489,593	296,000
FEDERAL GRANTS	275,560	240,000
IN-KIND	6,413	-
TRANSFERS (TO)/FROM DEFERRED REVENUES	(158,726)	-
	<u>612,839</u>	<u>536,000</u>
WAGES	311,790	247,295
CONSTRUCTION	-	30,000
CONSULTING/SUB CONTRACTING	29,534	71,705
SUPPLIES/OFFICE/JANITORIAL	18,369	2,000
VEHICLE/TRAVEL/EQUIP'T USAGE	10,750	8,000
PLANT MAT/LANDOWNER GRANTS	161,261	114,000
CORP SUPPORT/SHARED SVCS	64,090	58,000
RENT/INS/TAXES/UTILITIES	3,169	-
IN KIND SVCS SUPPLIES	6,413	-
TECHNICAL EQUIPMENT	7,463	5,000
SMALL MISC	-	-
	<u>612,839</u>	<u>536,000</u>
<b>OTHER WATER QUALITY FEE FOR SERVICE (SAMPLING/DATA/ANALYSIS)</b>		
FEDERAL GRANTS	22,454	-
OTHER	23,000	21,985
	<u>45,454</u>	<u>21,985</u>
WAGES	35,822	16,500
CONSULTING/SUB CONTRACTING	1,791	600
SUPPLIES/OFFICE/JANITORIAL	485	185
VEHICLE/TRAVEL/EQUIP'T USAGE	1,906	1,900
CORP SUPPORT/SHARED SVCS	5,204	2,800
RENT/INS/TAXES/UTILITIES	236	-
SMALL MISC	-	-
	<u>45,443</u>	<u>21,985</u>

<b>SUMMARY CATEGORY 3 NON MANDATORY SERVICES - TERM LIMITED GRANT-FUNDED/FEE-FOR-SERVICE PROJECTS/STUDIES</b>		
MUNICIPAL	50,675	79,100
PROVINCIAL GRANTS	574,593	296,000
FEDERAL GRANTS	427,637	336,500
OTHER GRANTS/USER FEES	24,000	31,985
IN-KIND	6,413	-
TRANSFER TO/FROM DEF REVENUES	(151,689)	124,500
	<u>931,629</u>	<u>868,085</u>
WAGES & BENEFITS	553,394	438,795
SUBSIDIES/MATERIALS/TECH SVCS/EQUIP'T	262,582	328,240
INTERNAL RECOVERIES FOR SHARED SVCS/FLEET	116,005	101,050
	<u>931,982</u>	<u>868,085</u>
<b>SURPLUS/(DEFICIT)</b>	<b>(353)</b>	<b>-</b>

	2021 AUDITED	2021 BUDGET
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# COMMUNITY SERVICES

### CATEGORY 1 MANDATORY SERVICES- SUPPORTS ALL MANDATORY SERVICES

#### CORPORATE COMMUNICATIONS

GENERAL LEVY	167,350	177,700
ERCF/OTHER GRANTS	21,667	20,000
	<u>189,017</u>	<u>197,700</u>
WAGES	174,457	192,000
CONSULTING	-	-
SUPPLIES/OFFICE/JANITORIAL	14,110	4,800
VEHICLE/TRAVEL/EQUIP'T USAGE	-	450
CAP MAINT/LOW VALUE ASSETS	-	450
SMALL MISC	-	-
	<u>188,567</u>	<u>197,700</u>

### CATEGORY 3 NON MANDATORY SERVICES - ONGOING ERCA STAKEHOLDER ENGAGEMENT, OUTREACH & EDUCATION

#### OUTDOOR & CONSERVATION EDUCATION

GENERAL LEVY	10,350	-
CW~GS LEVY	31,000	16,000
ERCF GRANTS	28,800	25,000
OTHER GRANTS/USER FEES	25,210	25,000
TRANSFERS (TO)/FROM DEFERRED REVENUES	(24,300)	3,000
	<u>71,060</u>	<u>69,000</u>
WAGES	59,863	55,000
SUPPLIES/OFFICE/JANITORIAL	505	2,670
VEHICLE/TRAVEL/EQUIP'T USAGE	252	830
CORP SUPPORT/SHARED SVCS	9,328	10,000
RENT/INS/TAXES/UTILITIES	1,565	500
SMALL MISC	-	-
	<u>71,513</u>	<u>69,000</u>

#### OUTREACH & ENGAGEMENT

CW~GS LEVY	49,500	62,600
OTHER GRANTS/USER FEES	6,835	30,000
TRANSFERS (TO)/FROM DEFERRED REVENUES	(750)	-
	<u>55,585</u>	<u>92,600</u>
WAGES	42,433	42,000
SUPPLIES/OFFICE/JANITORIAL	3,715	6,150
VEHICLE/TRAVEL/EQUIP'T USAGE	1,024	3,200
PARTNER GRANTS/PLANT MATERIAL	-	19,000
CORP SUPPORT/SHARED SVCS	7,036	21,000
RENT/INS/TAXES/UTILITIES	1,221	750
CAP MAINT/LOW VALUE ASSETS	-	500
TOTAL EXPENSES	55,601	92,600
SMALL MISC	173	-
	<u>55,601</u>	<u>92,600</u>

### SUMMARY CATEGORY 3 NON MANDATORY SERVICES - ERCA ONGOING ST

CW~GS LEVY	49,500	62,600
OTHER GRANTS/USER FEES	6,835	30,000
TRANSFER TO/FROM DEF REVENUES	(750)	-
	<u>55,585</u>	<u>92,600</u>
WAGES & BENEFITS	42,433	42,000
OTHER OPERATING/SITE SUPPLIES/PROF SERVICES	5,108	26,600
INTERNAL RECOVERIES FOR SHARED SVCS/FLEET	8,060	24,000
	<u>55,601</u>	<u>92,600</u>
SURPLUS/(DEFICIT)	(16)	-

	2021 AUDITED	2021 BUDGET
<b>CATEGORY 3 NON MANDATORY SERVICES - FUNDRAISING/COMMUNITY EVENTS &amp; GRANT FUNDED TERM PROJECTS</b>		
FEDERAL GRANTS	4,750	-
OTHER GRANTS/USER FEES	61,810	32,000
TRANSFERS (TO)/FROM DEFERRED REVENUES	(18,127)	35,500
	<u>48,433</u>	<u>67,500</u>
WAGES	25,210	17,000
TREES/SUPPLIES	23,340	50,500
	<u>48,551</u>	<u>67,500</u>

## CORPORATE SERVICES

<b>CATEGORY 1 MANDATORY SERVICES- CORPORATE &amp; SUPPORT FUNCTIONS</b>		
<b>ADMINISTRATION, GOVERNANCE, RISK, COMPLIANCE, HR, FINANCE &amp; IM/IT</b>		
GENERAL LEVY	487,750	456,750
OTHER GRANTS/USER FEES/RECOVERIES	647,971	660,000
TRANSFERS (TO)/FROM RESERVES	(5,353)	15,000
	<u>1,130,368</u>	<u>1,131,750</u>
WAGES	771,624	784,000
MEMBER EXPENSES/CO DUES	54,101	57,500
AUDIT/LEGAL/CONSULTING	45,786	54,900
SUPPLIES/EQUIPT/NETWORK	55,925	59,350
OCCUPANCY/PHONE	145,670	142,500
TRAVEL & BD/STAFF MEETINGS	710	2,000
RETIREE BENEFITS	19,842	16,000
	<u>1,093,658</u>	<u>1,116,250</u>

<b>CORPORATE SPECIAL PROJECTS (RECORDS/IS/IT)</b>		
TRANSFERS FROM RESERVES	-	25,000
	<u>-</u>	<u>25,000</u>
CONSULTING/OTHER	-	25,000
	<u>-</u>	<u>25,000</u>

<b>RESERVES</b>		
GENERAL LEVY	300,000	300,000
CWGS	64,000	64,000
TRANSFER TO/FROM RESERVES	(364,000)	(364,000)
	<u>-</u>	<u>-</u>

<b>SUMMARY CATEGORY 1 MANDATORY SERVICES - CORPORATE SERVICES</b>		
GENERAL LEVY	787,750	756,750
CW~GS LEVY	64,000	64,000
OTHER GRANTS/USER FEES	647,971	660,000
TRANSFER TO/FROM RESERVES	(369,353)	(324,000)
	<u>1,130,368</u>	<u>1,156,750</u>
WAGES & BENEFITS	771,624	784,000
OTHER OPERATING/SUPPLIES/PROF SERVICES	322,034	357,250
	<u>1,093,658</u>	<u>1,141,250</u>
SURPLUS/(DEFICIT)	36,710	15,500

<b>NON MANDATORY SERVICES- ESSEX REGION CONSERVATION GOVERNANCE &amp; FINANCE SUPPORTS</b>		
GRANT FROM FOUNDATION, FOR STAFF SUPPORTS	18,333	10,000
ERCF-RELATED WAGE SUPPORTS	37,883	25,500
NET FINANCIAL SUPPORT OF/(PROVIDED BY) ERCF	(19,550)	(15,500)
	<u>36,666</u>	<u>20,000</u>

	2021 AUDITED	2021 BUDGET
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## AUTHORITY FINANCIAL SUMMARY OF PROGRAMS & SERVICES BY CATEGORY

<b>Programs &amp; Services associated with Risks of Hazards, Conservation of Lands*, &amp; Drinking Water Source Protection</b>		
Total Municipal Levies associated with mandatory programs & services	2,564,819	2,631,269
Other Government \$	301,025	265,105
Self-generated/Other grants	1,441,000	1,307,360
Deferred Revenue Transfers	(17,324)	5,800
	4,289,520	4,209,534
Reserve transfers	(401,353)	(306,000)
<b>Total revenues associated with mandatory programs &amp; services</b>	<b>3,888,167</b>	<b>3,903,534</b>
<b>Operational Expenses associated with mandatory services</b>		
Wages & benefits -ERCA operations	2,770,747	2,872,500
Plant material, removals and landowner subsidies - ERCA operations	26,404	30,371
Site & operational supplies/services - Conservation Areas	78,184	77,821
Office supplies & expenses - other ERCA programs	15,396	19,130
Occupancy, taxes, utilities & waste removal	275,019	282,860
Maintenance, repairs & security-sites	69,427	46,100
Maintenance, repairs & supplies-fleet/equipment	111,194	100,900
Equipment, software/hardware & website- ERCA operations	72,217	95,173
Technical & sub-contracted services/consulting - ERCA operations	65,875	75,000
Insurance, audit & legal	113,671	106,600
Dues & memberships	45,911	49,229
Travel, training & professional development	5,914	15,750
Board ,committee & meeting expenses	19,245	19,000
Bank, credit card charges and interest	20,941	9,600
Fleet/Equipment replacement	93,246	88,000
<b>Total operational expenses -mandatory programs</b>	<b>3,783,391</b>	<b>3,888,034</b>
<b>Operating surplus/(Deficit) - mandatory programs/services</b>	<b>104,776</b>	<b>15,500</b>
<b>Capital projects associated with conservation areas infrastructure</b>		
Total Municipal Levies associated with capital projects/infrastructure	71,100	15,000
Transfers from Infrastructure Reserve	371,500	425,000
Grants from ERCF/Other funders	469,082	260,000
<b>Total revenues associated with capital projects/infrastructure</b>	<b>911,682</b>	<b>700,000</b>
Construction/engineering-ERCA capital projects (transferred to TCA at y/e)	102,666	685,000
Wages	5,563	15,000
Capitalized Infrastructure replacement	805,973	
<b>Total ERCA infrastructure investment</b>	<b>914,202</b>	<b>700,000</b>
<b>Surplus/(Deficit) - capital projects</b>	<b>(2,520)</b>	<b>-</b>
<b>TOTAL SURPLUS/(DEFICIT)-MANDATORY PROGRAMS/SVCS</b>	<b>102,256</b>	<b>15,500</b>

<b>CATEGORY 3 NON MANDATORY PROGRAMS &amp; SERVICES</b>		
<b>On-going recurring core watershed programs &amp; services</b>		
Total Municipal Levies associated with NM programs & services	818,699	808,350
Other Government \$	65,281	90,500
Self-generated/Other grants	904,021	675,700
Deferred Revenue Transfers	(577,560)	(442,600)
<b>Total revenues associated with ERCA-ongoing non-mandatory programs &amp; service</b>	<b>1,210,441</b>	<b>1,131,950</b>
<b>Expenses associated with ERCA ongoing non-mandatory programs &amp; services</b>		
Wages & benefits -non mandatory operations	526,282	508,750
Construction& consulting engineering	29,043	17,500
Plants, removals and landowner subsidies	286,729	262,500
Supplies	40,270	44,085
Maintenance, repairs & security	22,502	19,086
Occupancy, taxes, utilities & waste removal	38,559	36,653
Equipment, software/hardware & website	8,379	6,750
Lab, data, technical & sub-contracted services	28,046	12,000
Insurance & legal	26,113	24,600
Dues & memberships	4,043	450
Travel, training & professional development	1,279	2,790



	2021 AUDITED	2021 BUDGET
Bank, credit card charges and interest	11,911	4,500
In-kind supplies & services	19,200	20,000
Recoveries-shared/corp svcs/fleet	188,353	187,786
	<b>1,230,709</b>	<b>1,147,450</b>
<b>Surplus/(Deficit) associated with ERCA-ongoing NM programs &amp; services</b>	<b>(20,267)</b>	<b>(15,500)</b>
<b>Category 2 &amp; 3 Municipal and Non Mandatory Term-limited projects with special grants and fixed terms</b>		
Municipal Special Project/Fee For Service	354,760	2,023,600
Other Government \$	1,322,711	1,005,125
Self-generated/Other grants	160,449	119,735
Deferred Revenue Transfer	(143,695)	306,150
<b>Total Revenues associated with term limited 3rd-party funded projects &amp; services</b>	<b>1,694,225</b>	<b>3,454,610</b>
<b>Expenses associated with term limited 3rd-party funded projects &amp; services</b>		
Wages & benefits -special grant & municipal projects	698,506	557,545
Construction& consulting engineering-special grant & municipal	576,700	2,537,750
Plants, removals and landowner subsidies-special grant projects	171,984	160,000
Program supplies- special grant projects	29,365	23,185
Maintenance, repairs & security	846	-
Occupancy, taxes, utilities & waste removal	642	1,000
Equipment, software/hardware & website-special grant projects	21,590	6,000
Lab, data, technical & sub-contracted services -special grant	24,781	22,305
Insurance & legal	8,822	1,250
Dues & memberships	-	-
Travel, training & professional development	891	-
Bank, credit card charges and interest	1,272	-
In-kind supplies & services	6,413	-
Recoveries-shared/corp svcs/fleet	153,354	145,575
	<b>1,695,165</b>	<b>3,454,610</b>
<b>Surplus/(Deficit) associated with term limited 3rd party funded projects &amp; services</b>	<b>(940)</b>	<b>-</b>
<b>SURPLUS/(DEFICIT) ASSOCIATED WITH ALL NMS &amp; ACTIVITIES</b>	<b>(21,208)</b>	<b>(15,500)</b>
<b>Consolidated Surplus(Deficit)</b>	<b>81,048</b>	<b>-</b>
Municipal Levies associated with mandatory services	2,635,919	2,646,269
Municipal Levies associated with non-mandatory services	818,699	808,350
<b>Total Municipal Levies</b>	<b>3,454,618</b>	<b>3,454,619</b>

Levy - Operations	\$ 2,485,204	\$ 2,485,204
Levy - Clean Water--Green Spaces	969,414	969,415
<b>Total Municipal Levy</b>	<b>3,454,618</b>	<b>3,454,619</b>
Water & erosion control infrastructure and special projects	429,326	2,011,600
Risk management services	25,434	12,000
	<b>3,909,378</b>	<b>5,478,219</b>
<b>Provincial</b>		
Section 39 Flood/Erosion Program	104,417	104,417
Drinking Water Source Protection	121,892	95,000
WECI	(26,652)	17,625
Other (CMOG, SEO etc)	664,966	474,188
	<b>864,624</b>	<b>691,230</b>
<b>Federal</b>	<b>990,642</b>	<b>729,500</b>
<b>Total Government Transfer Payments &amp; Fees-For-Services</b>	<b>5,764,644</b>	<b>6,898,949</b>

	2021 AUDITED	2021 BUDGET
<b>Other revenues</b>		
Permit and applicant fees - mandatory services	859,210	721,000
Admissions, program fees & other services	741,159	498,385
Leases & property rentals	85,937	80,600
Donations and other grants		
General	262,518	193,500
Essex Region Conservation Foundation grants	460,780	421,500
In-kind contributions	30,613	20,000
Interest income	31,251	30,000
Gain on sale of assets	22,500	-
<b>Total other revenues</b>	<b>2,493,969</b>	<b>1,964,985</b>
<b>Transfers from/(to) deferred revenues</b>	(869,377)	(130,650)
<b>Interdepartmental recoveries</b>	781,190	803,000
<b>TOTAL REVENUES</b>	<b>\$ 8,170,426</b>	<b>\$ 9,536,284</b>
<b>EXPENSES BY CLASSIFICATION</b>		
Wages & benefits -ERCA operations	\$ 3,302,592	\$ 3,396,250
Wages & benefits -special grant projects	698,506	557,545
Construction-municipal projects	182,603	481,750
Construction-special grant projects	409,287	1,977,000
Construction-ERCA capital projects	73,378	818,000
Plant material, removals and landowner subsidies-special grant projects	471,747	368,571
Plant material, removals and landowner subsidies - ERCA operations	13,371	84,300
Program supplies- special grant projects	43,816	39,785
Site & operational supplies - Conservation Areas	98,654	75,899
Office supplies & expenses - other ERCA operations	24,702	35,037
Maintenance, repairs & security-sites	83,497	55,186
Maintenance, repairs & supplies-fleet/equipment	111,194	100,900
Equipment, software/hardware & website-special grant projects	23,915	10,000
Equipment, software/hardware & website- ERCA operations	122,035	97,923
Lab, data, technical & sub-contracted services -special grant	37,563	34,305
Lab, data, technical & sub-contracted services - ERCA operations	66,957	52,500
Insurance, audit & legal	148,606	132,450
Dues & memberships	49,954	49,679
Travel, training & professional development	8,084	18,540
Board ,committee & meeting expenses	19,245	19,000
Bank, credit card charges and interest	34,124	14,100
In-kind supplies & services	25,613	20,000
Amortization	377,743	315,500
Internal recoveries included in revenues	776,376	808,051
<b>TOTAL EXPENSES</b>	<b>\$ 7,521,810</b>	<b>\$ 9,882,784</b>
<b>Total Revenues</b>	8,176,687	9,536,284
<b>Total Expenses</b>	7,521,810	9,882,784
<b>SURPLUS/(DEFICIT) (ACCRUAL BASIS)</b>	<b>654,877</b>	<b>(346,500)</b>
<b>ADD/SUBTRACT: NON CASH ITEMS</b>		
Donation of land to ERCA	-	-
Gain/loss on asset disposal	(22,500)	-
Amortization	377,743	315,500
Transfers from Reserves (Per Schedule)	-	-
<b>DEDUCT: CAPITAL ITEMS</b>		
Land acquisition	-	-
Purchased fleet/equipment	(93,246)	(88,000)
Infrastructure additions	(805,973)	-
<b>(DECREASE)/INCREASE IN NET SURPLUS (prior to reserve transfers)</b>	<b>110,901</b>	<b>(119,000)</b>
<b>TRANSFER (TO)/FROM RESERVES (Per Schedule)</b>	<b>(29,853)</b>	<b>119,000</b>
<b>FUND SURPLUS</b>	<b>\$ 81,048</b>	<b>\$ -</b>

**Essex Region Conservation Authority**

**Financial Statements  
December 31, 2021**

## INDEPENDENT AUDITOR'S REPORT

To the Directors of Essex Region Conservation Authority

### *Report on the Audit of the Financial Statements*

#### *Opinion*

We have audited the financial statements of Essex Region Conservation Authority, which comprise:

- the statement of financial position as at December 31, 2021
- the statement of operations for the year then ended
- the statement of cash flow for the year then ended
- the statement of net surplus for the year then ended
- and notes to the financial statements including summary of accounting policies.

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects the financial position of Essex Region Conservation Authority as at December 31, 2021, and its results of operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

#### *Basis for Opinion*

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

#### *Other Information*

Management is responsible for the other information. The other information comprises the Annual Report, but does not include the financial statement and our auditor's report thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information, and in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

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

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

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

Those charged with governance are responsible for overseeing Essex Region Conservation Authority's financial reporting process.

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

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

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

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Essex Region Conservation Authority's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on Essex Region Conservation Authority's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause Essex Region Conservation Authority to cease to continue as a going concern.
- Evaluate the overall presentation, structure, and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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

**HICKS, MacPHERSON, IATONNA  
& DRIEDGER LLP**

*Hicks, MacPherson, Iatonna  
& Driedger LLP*

Chartered Professional Accountants  
Licensed Public Accountants

Leamington, Ontario  
June 23, 2022

**Essex Region Conservation Authority  
Statement of Financial Position  
December 31**

	2021		2020
<b>Financial Assets</b>			
Cash and cash equivalents (Note 1(i))	4,815,475	\$	3,175,037
Accounts receivable (Note 4)	809,108		1,589,059
	5,624,583		4,764,097
<b>Financial Liabilities</b>			
Accounts payable and accrued liabilities	715,635		829,063
Deferred revenues	3,598,584		2,729,208
	4,314,219		3,558,271
<b>Net Surplus</b>	1,310,364		1,205,826
<b>Non-Financial Assets</b>			
Tangible capital assets (Notes 1(c) and 2)	21,666,332		21,122,356
Prepaid expenses and inventory	44,267		37,903
	21,710,598		21,160,259
<b>Accumulated surplus</b>	<b>\$ 23,020,962</b>	<b>\$</b>	<b>22,366,085</b>
<b>Accumulated surplus consists of:</b>			
Operating surplus	\$ 133,380	\$	52,331
Reserves (Note 1(d) and Schedule 5)	1,221,251		1,191,398
Equity in tangible capital assets	21,666,332		21,122,356
	<b>\$ 23,020,962</b>	<b>\$</b>	<b>22,366,085</b>

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

On behalf of the Board:



Chair



Secretary-Treasurer

**Essex Region Conservation Authority**  
**Statement of Operations**  
**for the years ended December 31**

	2021 Budget (note 7)	2021 Actual	2020 Actual
<b>Revenues</b>			
<b>Government grants &amp; transfer payments:</b>			
Provincial - Section 39	\$ 104,417	\$ 104,417	\$ 104,417
- Drinking Source Water Protection Program	95,000	121,892	52,734
- MNR (Water & Erosion Control Infrastructure) (recovery)	17,625	(26,652)	52,875
- Other	474,188	664,966	519,926
Federal	729,500	990,642	996,414
Municipal			
Levy - General	2,485,204	2,485,204	2,336,666
Levy - Special	969,415	969,414	1,050,000
Remedial projects, studies and risk management services	2,023,600	454,760	1,088,846
<b>Total government revenues</b>	<b>6,898,949</b>	<b>5,764,644</b>	<b>6,201,879</b>
<b>Self-generated &amp; other revenues</b>			
Fee for service, program fees & admissions	1,219,385	1,606,630	1,145,495
Leases & property rentals	80,600	85,937	80,255
Interdepartmental recoveries	803,000	781,190	676,066
Donations & other grants			
General	193,500	262,518	156,010
Essex Region Conservation Foundation (note 10)	421,500	460,780	544,276
In-kind contributions	20,000	30,613	39,222
Interest and miscellaneous income	30,000	31,251	64,690
Net gain on disposal of assets	-	22,500	-
<b>Total other revenues</b>	<b>2,767,985</b>	<b>3,281,420</b>	<b>2,706,015</b>
<b>Change in deferred revenue</b>			
Net transfers to deferred revenue	(130,650)	(869,377)	(545,651)
<b>TOTAL REVENUES</b>	<b>9,536,284</b>	<b>8,176,687</b>	<b>8,362,242</b>
<b>Expenses</b>			
Watershed management services (Schedule 1)	2,086,830	1,755,260	1,801,569
Conservation services (Schedule 2)	5,886,904	3,893,034	3,884,950
Communications & outreach (Schedule 3)	406,800	342,565	299,602
Corporate services (Schedule 4)	1,186,750	1,153,208	991,376
	9,567,284	7,144,067	6,977,497
Amortization (note 2)	315,500	377,743	309,545
<b>Total expenses before extraordinary item</b>	<b>9,882,784</b>	<b>7,521,810</b>	<b>7,287,042</b>
Extraordinary item (note 12)	-	-	292,742
<b>TOTAL EXPENSES</b>	<b>9,882,784</b>	<b>7,521,810</b>	<b>7,579,784</b>
<b>Net Surplus (Deficit) for the Year</b>	<b>(346,500)</b>	<b>654,877</b>	<b>782,458</b>
<b>Accumulated Surplus, Beginning of Year</b>	<b>22,366,085</b>	<b>22,366,085</b>	<b>21,583,627</b>
<b>Accumulated Surplus, End of Year</b>	<b>\$ 22,019,585</b>	<b>\$ 23,020,962</b>	<b>\$ 22,366,085</b>

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



**Essex Region Conservation Authority  
Statement of Cash Flow  
for the years ended December 31**

	2021 Actual	2020 Actual
<b>Cash provided for (used in):</b>		
<b>Operating Activities</b>		
Net surplus for the year	\$ 654,877	\$ 782,458
Non cash items:		
Amortization	377,743	309,545
Gain on sale of tangible capital assets	(22,500)	-
(Increase) decrease accounts receivable	779,951	(856,389)
(Increase) decrease prepaid expenses and inventory	(6,364)	9,860
Increase (decrease) accounts payable and accruals	(113,426)	259,498
Increase deferred revenues	869,377	545,651
	<b>2,539,657</b>	<b>1,050,624</b>
<b>Investing/Capital Activities</b>		
Constructed tangible capital assets	(805,973)	(221,910)
Construction in progress of tangible capital assets	-	(1,023,929)
Acquisition of land	-	(115,562)
Purchase of tangible capital assets	(93,246)	(53,635)
	<b>(899,219)</b>	<b>(1,415,036)</b>
(Decrease) Increase in cash and cash equivalents	1,640,439	(364,412)
Cash and cash equivalents, beginning of year	3,175,037	3,539,449
<b>Cash and cash equivalents, end of year</b>	<b>\$ 4,815,475</b>	<b>\$ 3,175,037</b>

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

**Essex Region Conservation Authority**  
**Statement of Net Surplus**  
**for the years ended December 31**

	<b>2021 Budget (note 7)</b>	<b>2021 Actual</b>	<b>2020 Actual</b>
Net surplus/(deficit) for the year	\$ (346,500)	\$ <b>654,877</b>	\$ 782,458
Acquisition of land	-	-	(115,562)
Acquisition and/or construction of tangible capital assets	-	<b>(805,973)</b>	(1,245,839)
Purchase of tangible capital assets	(88,000)	<b>(93,246)</b>	(53,635)
Gain on sale/disposal/destruction of assets	-	<b>(22,500)</b>	-
Change in prepaid expenses and supplies inventory	-	<b>(6,364)</b>	9,860
Amortization of tangible capital assets	315,500	<b>377,743</b>	309,545
Increase (decrease) in net surplus	(119,000)	<b>104,538</b>	(313,172)
Net surplus , beginning of year	1,205,826	<b>1,205,826</b>	1,518,998
Net surplus, end of year	\$ 1,086,826	\$ <b>1,310,364</b>	\$ 1,205,826

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

# Essex Region Conservation Authority

## Notes to the Financial Statements

### for the year ended December 31

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#### **Purpose of Organization**

The Essex Region Conservation Authority (ERCA) is a public sector agency, established under the Conservation Authorities Act of Ontario, on July 18, 1973, to further the conservation, restoration, development and management of natural resources, exclusive of gas, oil, coal and minerals for the watersheds within its area of jurisdiction.

The Authority is also a registered charity (107311177RR0001) as recognized by the Canada Revenue Agency.

#### **1. Summary of Accounting Policies**

- a) **Management Responsibility** – The financial statements of the Essex Region Conservation Authority (“Authority”) are prepared by management in accordance with Canadian public sector accounting standards principles for organizations operating in the local government sector as recommended by the Public Sector Accounting Board of CPA Canada. The integrity and objectivity of these statements are also management’s responsibility. Management is also responsible for all of the notes and schedules to the financial statements and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements. Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.
- b) **Basis of Accounting** – Revenues and expenditures are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.
- c) **Tangible Capital Assets** – Tangible capital assets, comprised of capital assets and capital work-in-progress, are recorded at cost less accumulated amortization and are classified according to their functional use. Donated tangible capital assets are reported at fair market value at the time of donation. Leasehold improvements are amortized on a straight-line basis over the lesser of the economic useful life of the improvement or the term of the related property management agreement or lease. Capital works-in-progress are not amortized until the asset is available for productive use. Tangible Capital Assets do not include: assets unrelated to the Authority’s core business operations, such as ancillary rental dwellings, specialty assets purchased exclusively for purposes of fulfilling grant obligations, heritage/historical assets held in perpetuity and minority ownership in assets owned by other public sector organizations.

Essex Region Conservation Authority  
Notes to the Financial Statements  
for the year ended December 31

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**1. Summary of Accounting Policies (Continued)**

**c) Tangible Capital Assets (Continued)**

Tangible capital assets are amortized on a straight-line basis over their estimated useful lives, as follows:

Land/Site Improvements	15 to 30 years
Buildings	25 to 50 years
Engineered Structures	15 to 30 years
Linear Assets (Sewer and Water)	35 to 60 years
Machinery and Field Equipment	7 to 40 years
Vehicles	7 years
Furniture & Fixtures	20 years
Computer Hardware & Software	4 to 10 years

- d) **Reserves** – Reserves for future expenditures and contingencies are established as required using the estimates of management. Increases or decreases in these reserves are made by appropriations to or from operations.
- e) **Interdepartmental Recoveries** – Internal charges for the use of the vehicles and equipment are made to the various projects and programs of the Authority. The internal charges are designed to recover the costs of operating the equipment, including replacement. Finance, administration and overhead items are partially charged to programs and projects, on a pro-rata basis.
- f) **In-Kind Contributions** – The Authority records various in-kind contributions made by private landowners and other public sector agencies. A landowner in-kind contribution is recorded when required by government grant programs to satisfy eligibility requirements and when the landowner contribution can be verified and valued. The Authority periodically receives property and tangible goods, donated by various agencies and private landowners, which also results in the recording of an in-kind contribution.

Essex Region Conservation Authority  
Notes to the Financial Statements  
for the year ended December 31

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**1. Summary of Significant Accounting Policies (Continued)**

- g) **Government Transfers & Deferred Revenue** – The Authority receives certain amounts for which the related services have yet to be performed. The gross transfer payments received during the year are shown by government program, however, revenue unearned in the current period is recorded as a transfer to deferred revenue.
- h) **Use of Estimates** – The presentation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditures during the reporting period. Significant items subject to such estimates and assumptions include the valuation of accounts receivable, the carrying value of tangible capital assets and accrued liabilities. Actual results could differ from management’s best estimates as additional information becomes available in the future.
- i) **Cash and Cash Equivalents**- Cash and cash equivalents include cash balances and short term highly liquid investments that are readily converted to cash.

Essex Region Conservation Authority  
Notes to the Financial Statements  
for the year ended December 31

**2. Tangible Capital Assets**

<b>Cost</b>	<b>Balance 31-Dec-20</b>	<b>Additions</b>	<b>Disposals</b>	<b>Balance 31-Dec-21</b>
Land	\$ 12,181,612	\$ -	\$ -	\$ 12,181,612
Land/Site improvements	5,586,165	-	-	5,586,165
Buildings	479,222	1,559,540	-	2,038,762
Engineered structures	2,102,010	-	-	2,102,010
Leasehold improvements	1,644,176	290,709	-	1,934,885
Machinery and field equipment	517,269	19,691	(10,153)	526,806
Vehicles	544,939	96,056	(79,619)	561,376
Furniture and fixtures	103,280	-	-	103,280
Computer hardware and software	116,682	-	(10,975)	105,707
Capital works-in-progress	1,044,276	-	(1,044,276)	-
	\$ 24,319,631	\$ 1,965,995	\$ (1,145,024)	\$ 25,140,603
<b>Accumulated Amortization</b>	<b>Balance 31-Dec-20</b>	<b>Disposals</b>	<b>Amortization</b>	<b>Balance 31-Dec-21</b>
Land	\$ -	\$ -	\$ -	\$ -
Land/Site improvements	359,297	-	61,984	\$ 421,281
Buildings	347,732	-	39,301	387,033
Engineered structures	801,844	-	69,909	871,753
Leasehold improvements	776,427	-	106,562	882,989
Machinery and field equipment	349,502	(10,153)	28,910	368,259
Vehicles	381,132	(79,619)	62,261	363,773
Furniture and fixtures	85,460	-	3,564	89,024
Computer hardware and software	95,881	(10,975)	5,253	90,159
Capital works-in-progress	-	-	-	-
	\$ 3,197,275	\$ (100,747)	\$ 377,743	\$ 3,474,270
	<b>Net Book Value 31-Dec-20</b>			<b>Net Book Value 31-Dec-21</b>
Land	\$ 12,181,612			\$ 12,181,612
Land/Site improvements	5,226,868			5,164,884
Buildings	131,490			1,651,729
Engineered structures	1,300,166			1,230,257
Leasehold improvements	867,749			1,051,896
Machinery and field equipment	167,767			158,548
Vehicles	163,808			197,603
Furniture and fixtures	17,820			14,256
Computer hardware and software	20,801			15,548
Capital works-in-progress	1,044,276			-
	\$ 21,122,356			21,666,332

Essex Region Conservation Authority  
Notes to the Financial Statements  
for the year ended December 31

**2. Tangible Capital Assets (Continued)**

<b>Cost</b>	<b>Balance 31-Dec-19</b>	<b>Additions</b>	<b>Disposals</b>	<b>Balance 31-Dec-20</b>
Land	\$ 12,066,050	\$ 115,562	\$ -	\$ 12,181,612
Land/Site improvements	5,586,165	-	-	5,586,165
Buildings	479,222	-	-	479,222
Engineered structures	1,920,100	221,910	(40,000)	2,102,010
Leasehold improvements	1,644,176	-	-	1,644,176
Machinery and field equipment	517,269	-	-	517,269
Vehicles	491,304	53,635	-	544,939
Furniture and fixtures	103,280	-	-	103,280
Computer hardware and software	116,682	-	-	116,682
Capital works-in-progress	20,347	1,023,929	-	1,044,276
	\$ 22,944,595	\$ 1,415,036	\$ (40,000)	\$ 24,319,631
<b>Accumulated Amortization</b>	<b>Balance 31-Dec-19</b>	<b>Disposals</b>	<b>Amortization</b>	<b>Balance 31-Dec-20</b>
Land	\$ -	\$ -	\$ -	\$ -
Land/Site improvements	297,313	-	61,984	359,297
Buildings	339,582	-	8,150	347,732
Engineered structures	771,935	(40,000)	69,909	801,844
Leasehold improvements	696,293	-	80,134	776,427
Machinery and field equipment	319,218	-	30,285	349,502
Vehicles	332,593	-	48,539	381,132
Furniture and fixtures	81,896	-	3,564	85,460
Computer hardware and software	88,901	-	6,981	95,881
Capital works-in-progress	-	-	-	-
	\$ 2,927,730	\$ (40,000)	\$ 309,545	\$ 3,197,275
	<b>Net Book Value 31-Dec-19</b>			<b>Net Book Value 31-Dec-20</b>
Land	\$ 12,066,050			\$ 12,181,612
Land/Site improvements	5,288,852			5,226,868
Buildings	139,640			131,490
Engineered structures	1,148,165			1,300,166
Leasehold improvements	947,883			867,749
Machinery and field equipment	198,051			167,767
Vehicles	158,712			163,808
Furniture and fixtures	21,384			17,820
Computer hardware and software	27,781			20,801
Capital works-in-progress	20,347			1,044,276
	\$ 20,016,865			21,122,356

**Essex Region Conservation Authority**  
**Notes to the Financial Statements**  
**for the year ended December 31**

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**2. Tangible Capital Assets (Continued)**

The Authority owns assets that are not included above, including the Kingsville Train Station and certain buildings located on the John R. Park Homestead and its collection of artifacts. The assets have significant heritage and historical value in perpetuity and are not amortized or recorded as tangible capital assets in the financial statements.

**3. Financial Instruments**

The fair values of cash, accounts receivable, accounts payable and accrued liabilities and deferred revenues approximate their carrying values because of their expected short-term maturity and treatment on normal trade terms. It is management's opinion that the Authority is not exposed to significant interest or currency risks arising from these financial instruments.

**4. Accounts Receivable**

Included in accounts receivable is an HST Rebate of \$ 203,025 (2020 - \$344,217).

**5. Pension Agreements**

The Essex Region Conservation Authority belongs to the Ontario Municipal Employees Retirement Fund ("OMERS"), which is a multi-employer plan, on behalf of the members of its staff. This plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. The cost of the plan is the employer's contribution to the plan.

The 2021 employer's portion of OMERS pension contributions was \$277,546 (2020 - \$261,172).



Essex Region Conservation Authority  
Notes to the Financial Statements  
for the year ended December 31

6. Expenses by Object

	2021 APPROVED	2021 ACTUAL	2020 AUDITED
<b>Expenses by Classification</b>			
Wages & benefits - ERCA operations	3,281,500	3,155,420	2,813,104
Wages & benefits - special grant projects	672,295	845,679	739,273
Construction - municipal projects	481,750	182,603	61,385
Construction - special grant projects	1,977,000	409,287	1,176,295
Construction - ERCA capital projects	783,000	50,394	174,031
Plant material, removals & landowner subsidies - special grant projects	368,571	471,747	229,364
Plant material, removals & landowner subsidies - ERCA operations	84,300	13,371	18,129
Program supplies - special grant projects	39,785	43,816	41,665
Site & operational supplies - Conservation Areas	75,899	98,654	60,754
Office supplies & expenses - other ERCA operations	35,037	24,702	24,683
Occupancy, taxes, utilities & waste removal	320,513	318,250	297,578
Maintenance, repairs & security - sites	55,186	83,497	70,530
Maintenance, repairs & supplies - fleet/equipment	100,900	111,194	99,033
Equipment, software/hardware & website - special grant projects	10,000	23,915	43,913
Equipment, software/hardware & website - ERCA operations	97,923	122,035	41,109
Lab, data, technical & sub-contracted services - special grant	34,305	37,563	46,880
Lab, data, technical & sub-contracted services - ERCA operations	87,500	89,941	49,744
Insurance, audit & legal	132,450	148,606	197,679
Dues & memberships	49,679	49,954	52,300
Travel, training & professional development	18,540	8,084	3,314
Board, committee & meeting expenses	19,000	19,245	21,487
Bank, credit card charges & interest	14,100	34,124	20,820
In-kind supplies & services	20,000	25,613	39,222
Amortization	315,500	377,743	309,545
Extraordinary item	-	-	292,742
Other	-	-	45
	<b>\$ 9,074,733</b>	<b>\$ 6,745,434</b>	<b>\$ 6,924,624</b>
Internal recoveries included in revenues	808,051	776,376	655,160
<b>Total Expenses</b>	<b>\$ 9,882,784</b>	<b>\$ 7,521,810</b>	<b>\$ 7,579,784</b>

**Essex Region Conservation Authority**  
**Notes to the Financial Statements**  
**for the year ended December 31**

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**7. Budget Amounts:**

The 2021 budget amounts that were approved on April 8, 2021, were not prepared on a basis consistent with that used to report actual results (Public Sector Accounting Board Standards). The budget included capital items such as infrastructure replacements and estimated costs for constructed assets, as project expenses, but the actual expenses have been removed in the Statement of Operations. The revenues attributable to these items continue to be included in the Statement of Operations, resulting in a significant positive variance for the surplus reported for the year. The following analysis is provided to assist readers in their understanding of differences between the approved budget and the audited financial statements:

	<b>Budget (BD 07/21)</b>	<b>Actual</b>
<b>Budgeted Deficit</b>	\$ (346,500)	
Capital items included as operating expenses	700,000	
<b>Adjusted/Actual Net Surplus</b>	353,500	654,877
Gain on Sale of Vehicles	-	(22,500)
Capitalized items	(700,000)	(805,973)
	(346,500)	(173,596)
Acquisition of fleet & equipment	(88,000)	(93,246)
Net transfers from reserves (Schedule 5)	490,000	386,500
	55,500	119,658
Amortization	315,500	377,743
	371,000	497,401
Net transfers to reserves (Schedule 5)	(371,000)	(416,353)
<b>Increase in Operating Surplus</b>	<b>\$ -</b>	<b>\$ 81,048</b>

**8. Credit Facility**

The Authority maintains an operating line facility with the Canadian Imperial Bank of Commerce which bears interest at prime less .25% and is due on demand. As of December 31, 2021 no balance (2020 - \$0) was payable under this facility.

**9. Commitments**

On May 4, 2001 the Authority entered into a 30 year property management agreement, with the Province of Ontario (Ministry of Natural Resources), to manage the property known as Holiday Beach Conservation Area. The agreement can be terminated at any time, if notice is served at least 120 days in advance of the termination date.

**Essex Region Conservation Authority**  
**Notes to the Financial Statements**  
**for the year ended December 31**

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**10. Related Entity**

*Essex Region Conservation Foundation*

Essex Region Conservation Authority ("ERCA") has an economic interest in the Essex Region Conservation Foundation ("Foundation"). The Foundation was established for the purpose of raising funds and disbursing grants to ERCA and other organizations, which are working towards a shared vision of environmental sustainability.

The Foundation was incorporated under the laws of Ontario without share capital or benefit for its members and is therefore exempt from income taxes. The income generated by the Foundation is distributed to ERCA and other qualifying donees as the funds are requested and approved. The accounting policy followed in reporting the Foundation is note disclosure.

The transactions with the Foundation include \$460,780 (2020 - \$544,276) recorded as revenue. All amounts have been measured at the exchange amount.

The assets, liabilities, results of operations and cash flow for the Foundation for the years ended December 31 are as follows:

	<b>2021</b>	<b>2020</b>
<b>Financial position:</b>		
Total assets	\$ 739,956	\$ 619,691
Total liabilities	\$ 255,942	\$ 247,065
Net assets	484,014	372,626
	\$ 739,956	\$ 619,691
<b>Results of operations:</b>		
Total revenue	\$ 620,633	\$ 331,261
Total expenses (including grants)	509,246	691,979
Surplus/(Deficiency) of income over expenditures for the year	\$ 111,388	\$ (360,718)
<b>Cash flows:</b>		
Operating	\$ 547,788	\$ 287,811
Investing	1,097	8,916
Distributions	(494,326)	(572,992)

**Essex Region Conservation Authority**  
**Notes to the Financial Statements**  
**for the year ended December 31**

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### **11. Comparative Figures**

Certain comparative figures have been reclassified to conform to the current year's presentation.

### **12. Extraordinary Item**

On 27 August, 2020, The Essex Region Conservation Authority became aware that it was a victim of a social engineering scheme, which resulted in a financial loss of \$292,742. The Authority maintains coverage for losses and related expenses, resulting from cyber crime and social engineering incidents, and continues to be actively engaged with its insurers regarding this claim. No accrual has been made for proceeds of insurance at this time.

### **13. COVID-19 Operating Implications**

On March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic and on March 17, 2020, the Province of Ontario declared a state of emergency. As a result of directives and restrictions that remained in place throughout 2021, and to minimize risks to staff, board members and volunteers, ERCA maintained certain changed elements of its operations, but continued to deliver essential services with little to no impact on service delivery or revenues. Several non-essential activities continued to be delivered in a virtual format while other non-essential activities proceeded when permitted under the Province of Ontario's legislation, pertaining to COVID-19 restrictions.

The Authority continued to enact a mandatory work from home requirement, when it was practical, achievable and did not result in a disruption of essential services. A very small number of staff positions remained on permanent layoff or subject to hours reductions and those actions were undertaken in accordance with the terms of the collective agreement, as applicable to the affected staff members.

Any financial or operating implications of public health measures and restrictions, were largely anticipated in the 2021 Budget and while several operating units experienced unanticipated increases/decreases in revenues, as compared to budget, the financial implications were overall immaterial to the financial results of the Authority.

**Essex Region Conservation Authority**  
**Notes to the Financial Statements**  
**for the year ended December 31**

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#### **14. Conservation Authorities Act Legislative Framework**

On December 8, 2020, Bill 229, the Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020, which made changes to the Conservation Authorities Act and the Planning Act, received Royal Assent. The government is proposing to proclaim un-proclaimed provisions in the Conservation Authorities Act (stemming from amendments made in 2017, 2019, and 2020) through a staged process. This will enable accommodation of a staggered rollout of regulations (in two phases) and policies that are to be consulted on and developed in the future. The first of these proclamations occurred on February 2, 2021 and included provisions related to conservation authority governance as well as items related to housekeeping amendments, government requirements and the Minister's powers. Between May and August 2021, the Ministry of the Environment, Conservation and Parks consulted on Phase 1 of the Regulatory Proposals under the Conservation Authorities Act and these regulations were finalized on October 7, 2021.

The new regulations specific to provision programs and services are as follows:

- O. Reg. 686/21 Mandatory Programs and Services;
- O. Reg. 687/21 Transition Plans and Agreements for Programs and Services under Section 21.1.2 of the Act; and

While the future financial impact on the Authority's operations is unknown and cannot be quantified at this time, the changes to the legislative framework have widespread implications for the Authority's operations. The Authority delivers a significant array of programs and services, which are now identified as non-mandatory and are primarily related to land securement, discretionary water quality programs, education and cultural heritage/museum operations. The Authority is actively engaged in complying with the components and timelines of the *Transition Plan*, in accordance with Regulation 687/21, and expects to engage its governing municipalities in consultation, regarding the suite of non-mandatory services and funding agreements during 2022.

**Essex Region Conservation Authority**  
**Schedules to Statement of Operations**  
**For the year ended December 31**

(note 7)

	2021	2021	2020
	Budget	Actual	Actual
<b>Schedule 1- Watershed Management Services</b>			
<b>Regulations, Compliance &amp; Development Services</b>			
Wages, benefits & professional development	\$ 661,000	\$ 674,228	\$ 629,259
Supplies, insurance, corporate services	163,150	171,014	142,706
Legal fees & consulting	10,000	-	18,466
Travel, vehicle charges	20,500	14,343	14,280
	<u>854,650</u>	<u>859,585</u>	<u>804,711</u>
<b>Municipal Planning Supports (Hazards &amp; Natural Heritage)</b>			
Wages, benefits & professional development	160,500	220,424	219,749
Supplies, insurance, corporate services	30,050	41,931	39,687
	<u>190,550</u>	<u>262,355</u>	<u>259,436</u>
<b>Provincial Section 39 Flood &amp; Erosion Program</b>			
Wages, benefits & professional development	156,500	153,031	159,209
Computers, data, & telecommunications	35,500	39,731	34,222
Supplies, insurance, corporate services	50,680	43,927	41,604
Vehicle charges	6,000	3,982	4,600
	<u>248,680</u>	<u>240,671</u>	<u>239,635</u>
<b>Technical Studies, Assessments &amp; Modelling</b>			
Wages, benefits & professional development	75,000	58,454	90,776
Supplies & overhead	19,150	12,392	16,506
	<u>94,150</u>	<u>70,846</u>	<u>107,282</u>
<b>Municipal Infrastructure Projects &amp; Studies (WECl, Hazards Mapping)</b>			
Consulting	384,750	144,685	58,027
Construction, materials & equipment	96,000	37,918	-
Wages, supplies, travel & allocated overhead	29,950	24,995	4,848
	<u>510,700</u>	<u>207,597</u>	<u>62,875</u>
<b>Regional Climate Change Term Projects</b>			
Wages, benefits & professional development	86,500	79,361	109,206
Consulting & technical services	87,000	19,754	194,401
Supplies, insurance & shared services allocation	14,600	15,091	21,624
Vehicle & travel	-	-	2,400
	<u>188,100</u>	<u>114,206</u>	<u>327,630</u>
	<u>\$ 2,086,830</u>	<u>\$ 1,755,260</u>	<u>\$ 1,801,569</u>

**Essex Region Conservation Authority**  
**Schedules to Statement of Operations**  
**For the year ended December 31**

(note 7)  
2021  
Budget

**2021**  
**Actual**

2020  
Actual

**Schedule 2 - Conservation Services**

**Conservation Areas, Land Protection & Restoration**

**Program Planning, Management & Development**

Wages, benefits & professional development	\$ 175,000	\$ 124,238	\$ 77,250
Supplies, insurance & shared services allocation	27,215	23,586	13,828
Travel & vehicle	2,000	-	1,000
	204,215	147,823	92,078

**Land Acquisition**

Wages, benefits & professional development	17,000	14,686	21,920
Supplies, insurance & shared services allocation	5,000	4,617	7,378
Surveys, appraisals, consulting, legal	25,000	20,002	27,373
	47,000	39,305	56,671

**Tree Planting and Habitat Restoration**

Wages, benefits & professional development	281,500	332,008	228,458
Plants, contracted construction, engineering & technical resources	2,109,571	690,497	1,108,335
Supplies, insurance & shared services allocation	120,754	140,345	77,209
Vehicle & field equipment usage	50,650	56,808	17,580
Landowner contributions (donated services)	-	14,478	5,033
	2,562,475	1,234,136	1,436,614

**Conservation Areas Maintenance**

Wages, benefits & professional development	317,500	264,240	268,457
Utilities, taxes, insurance & corporate allocation	208,840	199,257	190,183
Vehicle & field equipment charges	75,500	58,288	91,365
Maintenance supplies	46,660	48,449	41,037
Construction & capital items	44,976	87,964	28,787
Plant material and removal	16,300	1,909	4,330
	709,776	660,108	624,160

**John R Park Homestead Conservation Area**

**Revenues**

Admissions, sales & program fees	68,202	16,485	28,398
Municipal levies	187,065	187,065	116,922
Government grants	23,688	38,909	61,641
Other grants & donations	1,348	1,348	290
Net transfers to reserves	-	(10,000)	(12,000)
	280,303	233,807	195,251

**Expenses**

Wages, benefits & professional development	173,000	168,331	135,415
Utilities, taxes, insurance & corporate allocation	55,000	49,592	29,831
Supplies and maintenance - office, site & curatorial	36,303	22,931	14,388
Cost of goods sold	9,000	2,565	6,129
Capital replacement and repairs	7,000	6,978	8,891
	280,303	250,396	194,655

**Essex Region Conservation Authority**  
**Schedules to Statement of Operations**  
**For the year ended December 31**

	(note 7) 2021 Budget	2021 Actual	2020 Actual
<b>Schedule 2 - Conservation Services (Continued)</b>			
<b>Holiday Beach Conservation Area</b>			
<b>Revenues</b>			
Admissions, events & camping fees	211,300	<b>283,538</b>	165,982
Municipal levies	27,000	-	50,602
Property/land rental	40,500	<b>41,338</b>	37,719
	278,800	<b>324,876</b>	254,303
<b>Expenses</b>			
Wages, benefits & professional development	133,250	<b>162,625</b>	127,721
Site, capital & major maintenance	22,250	<b>8,104</b>	23,067
Utilities, taxes, insurance & corporate allocation	64,700	<b>73,988</b>	53,667
Supplies - office, network, events, janitorial	39,778	<b>55,835</b>	31,087
Vehicle & field equipment usage	16,322	<b>23,535</b>	13,791
Sub contracting & consulting	2,500	<b>999</b>	1,151
	278,800	<b>325,086</b>	250,485
<b>Conservation Areas/Trails Infrastructure Investment (Non-capitalized)</b>			
Contract construction, materials, consulting & technical resources	675,500	<b>83,391</b>	163,560
Wages, benefits & professional development	15,000	<b>5,563</b>	13,986
Insurance, legal & corporate allocation	9,500	<b>18,880</b>	27,741
Vehicle & field equipment charges	-	<b>395</b>	4,980
	700,000	<b>108,229</b>	210,267
<b>Fleet &amp; Field/Shop Equipment</b>			
Maintenance, repairs, rentals & non-capital replacements	60,000	<b>74,347</b>	71,759
Fuel	33,400	<b>36,707</b>	28,169
Insurance & licences	16,600	<b>20,058</b>	11,632
	110,000	<b>131,111</b>	111,560
<b>Science &amp; Research</b>			
<b>Drinking Water Source Protection</b>			
Wages, benefits & professional development	80,000	<b>77,603</b>	68,824
Supplies, advertising, insurance & shared services allocation	12,000	<b>13,674</b>	11,061
Committee member per diems	3,000	<b>4,245</b>	3,310
Travel	-	-	302
	95,000	<b>95,522</b>	83,497
<b>Water Quality Programs ( Sampling, Demo Farm &amp; Landowner Stewardship Incentives)</b>			
Wages, benefits & professional development	79,500	<b>7,636</b>	60,915
Supplies, insurance & shared services allocation	37,050	<b>12,720</b>	28,379
Lab/technical services, speciality equipment & software	12,800	<b>16,936</b>	14,601
Plant material, construction & landowner subsidies	45,000	<b>14,244</b>	41,708
Vehicle & field equipment charges	8,000	<b>6,573</b>	6,320
	182,350	<b>58,108</b>	151,923



**Essex Region Conservation Authority**  
**Schedules to Statement of Operations**  
**For the year ended December 31**

	(note 7) 2021	2021	2020
	Budget	Actual	Actual
<b>Schedule 2 - Conservation Services (Continued)</b>			
<b>Water Quality Term Projects (Externally Funded)</b>			
Wages, benefits & professional development	373,795	<b>474,034</b>	346,244
Supplies, insurance & shared services allocation	119,735	<b>126,336</b>	128,749
Lab/technical services, speciality equipment & software	77,305	<b>38,788</b>	39,118
Plant material, construction & landowner subsidies	124,000	<b>161,261</b>	88,276
Vehicle & field equipment charges	10,150	<b>17,357</b>	10,594
	704,985	<b>817,776</b>	612,982
<b>Municipal Risk Management Services (Part IV Clean Water Act)</b>			
Wages, benefits & professional development	10,000	<b>19,889</b>	47,803
Supplies, mileage, insurance & shared services allocation	2,000	<b>5,545</b>	12,255
	12,000	<b>25,434</b>	60,058
	\$ 5,886,904	\$ <b>3,893,034</b>	\$ 3,884,950

**Schedule 3 - Communications & Outreach**

<b>Corporate Communications, Outreach &amp; Engagement</b>			
Wages, benefits & professional development	\$ 234,000	\$ <b>195,223</b>	\$ 229,286
Supplies, consulting, insurance & shared services allocation	32,650	<b>26,254</b>	24,978
Travel, vehicle & equipment	3,650	<b>1,024</b>	2,543
	270,300	<b>222,501</b>	256,807
<b>Outdoor &amp; Conservation Education</b>			
Wages, benefits & professional development	55,000	<b>59,863</b>	36,775
Supplies, insurance & shared services allocation	13,170	<b>11,398</b>	5,409
Travel, vehicle & equipment	830	<b>252</b>	124
	69,000	<b>71,513</b>	42,308
<b>Community Events &amp; Special Grant Projects</b>			
Wages, benefits & professional development	17,000	<b>25,210</b>	169
Plant materials, event supplies & technical/consulting resources	50,500	<b>23,340</b>	317
	67,500	<b>48,551</b>	486
	\$ 406,800	\$ <b>342,565</b>	\$ <b>299,602</b>

**Essex Region Conservation Authority**  
**Schedules to Statement of Operations**  
**For the year ended December 31**

	(note 7) 2021	2021	2020
	Budget	Actual	Actual
<b>Schedule 4 - Corporate Services</b>			
<b>Administration, Finance, HR &amp; IT/(G)IS</b>			
Wages, benefits & professional development	\$ 784,000	\$ 771,624	\$ 604,517
Occupancy	133,000	135,756	128,526
Professional fees - audit, legal & consulting	54,900	45,786	72,746
Dues & memberships	43,500	43,068	45,142
Office equipment, computers/network & phone	45,600	45,464	31,163
Supplies & miscellaneous	14,750	9,446	24,565
Board meetings & per diems	16,000	15,000	18,177
Travel (Staff & members)	4,500	710	752
Retiree benefits	16,000	19,842	12,125
Insurance (D&O, main office)	4,000	6,962	5,028
	1,116,250	1,093,658	942,740
<b>Special Projects (Records, Data, HR)</b>			
Software/Hardware	25,000	-	-
<b>Supports to Essex Region Conservation Foundation</b>			
Wages, benefits & professional development	45,500	59,550	48,636
<i>Support grant received of \$40,000</i>			
	\$ 1,186,750	\$ 1,153,208	\$ 991,376
	\$ 9,567,284	\$ 7,144,067	\$ 6,977,497

**Essex Region Conservation Authority****Schedule 5 - Continuity of Reserves**

	<b>Actual Balance at December 31, 2020</b>	<b>Budgeted Transfers to Reserves</b>	<b>Actual Transfers to Reserves</b>	<b>Budgeted Transfers from Reserves</b>	<b>Actual Transfers from Reserves</b>	<b>Actual Balance at December 31, 2021</b>
Canard River Low Flow	\$ 20,319	\$ -	\$ -	\$ -	\$ -	\$ 20,319
Canard River Maintenance	27,538	-	-	-	-	27,538
Tree Replacement	90,000	-	-	-	-	90,000
Building/Suite	228,000	-	-	-	-	228,000
Infrastructure & Major Maintenance	207,698	300,000	315,000	425,000	386,500	136,198
Revenue Stabilization	148,342	-	-	-	-	148,342
Project Grant Matching	100,000	-	-	-	-	100,000
Office Equipment, Computers & Network	46,508	-	-	40,000	-	46,508
Vehicle & Equipment Replacement	164,287	-	-	25,000	-	164,287
Legal & Insurance Claims	50,000	-	-	-	-	50,000
General/Administration/Human Resources	35,332	64,000	69,353	-	-	104,685
Historic Properties	73,374	7,000	32,000	-	-	105,374
	<b>\$ 1,191,398</b>	<b>\$ 371,000</b>	<b>\$ 416,353</b>	<b>\$ 490,000</b>	<b>\$ 386,500</b>	<b>\$ 1,221,251</b>



Office of the Warden, C.A.O. & Clerk  
Hastings County

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July 4, 2022

The Honourable Doug Ford  
Premier of Ontario  
Minister of Intergovernmental Affairs  
Premier's Office  
Room 281  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

VIA email: [doug.fordco@pc.ola.org](mailto:doug.fordco@pc.ola.org)

Dear Premier Ford:

**Re: Hastings County Council – June 30, 2022 – Expanding Amber Alert System**

Please be advised that the Council of the County of Hastings, at its regular meeting held June 30, 2022, passed the following resolution:

Moved by: Councillor Tom Deline  
Seconded by: Councillor Loyde Blackburn

**WHEREAS** we have all become aware of the recent tragic death of Draven Graham, and 11 year old child on the autistic spectrum, after walking away from the family home;

**WHEREAS** the Amber Alert has been very effective in announcing to the public, children who have been abducted and;

**WHEREAS** a similar alert program for those who have special needs who leave family custody would seem to be warranted in the Province of Ontario;

**BE IT RESOLVED THAT** the County of Hastings request the Province of Ontario to develop and implement a community warning program similar to Amber Alert for those persons of special needs or circumstances who leave the caregivers or locations and potentially put themselves at risk;

**AND THAT** copies of this resolution be forwarded to Premier Ford, the leaders of the Opposition Parties in Ontario, the District School Boards, all Hastings County Municipalities, and the local Ontario Provincial Police Service to ask them to support the resolution.

**Carried**

I trust you will find this in order; however should you have any questions or concerns, please do not hesitate to contact me at 613-966-1311, ext. 3205 or via email at [bradleyc@hastingscounty.com](mailto:bradleyc@hastingscounty.com).

Yours Truly,

A handwritten signature in black ink that reads "Cathy Monzon-Bradley". The signature is written in a cursive, flowing style.

Cathy Monzon-Bradley  
County Clerk

Copy: The Honourable Stephen Lecce, Minister of Education to all Ontario School Boards  
Mr. Peter Tabuns, Interim Leader NDP - Leader of Official Opposition  
Mr. Steven Del Duca, Leader of the Liberal Party  
All Ontario Municipalities  
Ontario Provincial Police Local Detachments - Centre Hastings and Bancroft  
Hastings County Member Municipalities