CITY OF WINDSOR AGENDA 3/08/2021

City Council Meeting

Date: Monday, March 8, 2021
Time: 10:30 o'clock a.m.

Location: Council Chambers, 1st Floor, Windsor City Hall

All members will be participating electronically and will be counted towards quorum in accordance with Procedure By-law 98-2011 as amended, which allows for electronic meetings during a declared emergency. The minutes will reflect this accordingly.

MEMBERS:
Mayor Drew Dilkens

Ward 1 – Councillor Fred Francis

Ward 2 – Councillor Fabio Costante

Ward 3 – Councillor Rino Bortolin

Ward 4 – Councillor Chris Holt

Ward 5 – Councillor Ed Sleiman

Ward 6 – Councillor Jo-Anne Gignac

Ward 7 – Councillor Jeewen Gill

Ward 8 – Councillor Gary Kaschak

Ward 9 – Councillor Kieran McKenzie

Ward 10 - Councillor Jim Morrison

ORDER OF BUSINESS

Item # Item Description

1. **ORDER OF BUSINESS**

1.1. In the event of the absence of the Mayor, Councillor Costante has been Appointed Acting Mayor for the month of March, 2021 in accordance with By-law 176-2018, as amended

2. **CALL TO ORDER**

3. **DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

4. **ADOPTION OF THE MINUTES**

5. **NOTICE OF PROCLAMATIONS**

Illumination:
"Girl Guides of Canada, Ontario Council – World Thinking Day 2021" – February 22, 2021"

6. **COMMITTEE OF THE WHOLE**

7. **COMMUNICATIONS INFORMATION PACKAGE** (This includes both Correspondence and Communication Reports)

7.2. Residential Rental Housing Initiative - Final Two Year Report - City Wide (**C 195/2020**)

7.3. CQ4-2019 Recreation and Culture - Events Approval Process - City Wide (**C 8/2020**)

7.4. Response to CQ 26-2020: Challenges and Opportunities to Developing a Local Preference Policy - City Wide (**C 19/2021**)

8. **CONSENT AGENDA**

8.1. A By-Law for the Repair and Improvement to the Marentette-Mangin Drain - Ward 1 (**C 17/2020**)

8.2. Appointment of Drainage Engineer - Little River - Wards 7 and 8 (**C 18/2021**)

8.3. Exemption to Noise By-Law 6716 for Nighttime Construction Work - Huron Church - Wards 2 & 10 (**C 23/2021**)

8.4. Exemption to Noise By-law 6716 for Nighttime Construction Work – Lauzon Pkwy from Tecumseh Rd E to Hawthorne Dr- Ward: 8 (**C 24/2021**)

8.5. Award of RFP 8-21 Purchase of Four (4), Utility Service Bodies and Accessories for the Traffic Signs & Markings Division - City Wide (**C 22/2021**)

CONSENT COMMITTEE REPORTS

8.6. Minutes of the Transit Windsor Advisory Committee of its meeting held October 27, 2020 (**SCM 37/2021**) (**SCM 380/2020**)

8.7. Essex-Windsor Solid Waste Authority Regular Board Meeting Minutes - November 3, 2020 (**SCM 38/2021**) (**SCM 346/2020**)

8.8. Minutes of the Windsor Essex County Environment Committee of its meeting held November 17, 2020 (**SCM 39/2021**) (**SCM 365/2020**)

8.9. Street Light Pole Replacement and LED Upgrades in Southwood Lakes - Ward: 1 (**SCM 40/2021**) (**S 136/2020**)
Clerk's Note: Cover letter of Petition submitted by Ward Councillor at February 1, 2021 Council meeting is appended to this report.

8.10. Report No. 108 of the Windsor Essex County Environment Committee - Letter to Irek Kusmierczyk, MP regarding the commitment to tree planting in communities (**SCM 61/2021**) (**SCM 45/2021**)

8.11. Report No. 109 of the Windsor Essex County Environment Committee - To support the Windsor Essex Solid Waste Authority Regional Organic Waste Plan (**SCM 62/2021**) **(SCM 47/2021**)

8.12. Sanitary Sewer Inflow and Infiltration Update (**SCM 63/2021**) (**S 59/2020**)

8.13. Proposed Land Transfer from the Ministry of Transportation to the City of Windsor along the Rt. Hon. Herb Gray Parkway - Wards 1, 2 & 10 (**SCM 64/2021)** (**S 11/2021**)

8.14. Transit Windsor Ridership Statistics as at December 31, 2020 - City Wide (**SCM 65/2021)** (**S 12/2021**)

9. **REQUEST FOR DEFERRALS, REFERRALS AND/OR WITHDRAWALS**

10. **PRESENTATIONS AND DELEGATIONS**

11. **REGULAR BUSINESS ITEMS** (Non-Consent Items)

11.1. Report No. 107 of the Windsor Essex County Environment Committee - E--Mail Poll regarding Phase-out Gas-Fired Electricity Generation (**SCM 354/2020**) (**SCM 319/2020**)
Clerk's Note: Additional information memo from Administration appended to this report.

11.2. Residential Rental Housing Licensing Options - City Wide (**C 188/2020**)

11.3. Development of Hiram Walker Parkette-Ward (**C 25/2021**)

11.4. 2021 Draft Budget for Essex Region Conservation Authority (ERCA) (**SCM 58/2021**)
Clerk's Note: Administration providing additional information memo appended to this report.

12. **CONSIDERATION OF COMMITTEE REPORTS**

12.1. (i) Report of the Special In-Camera meeting or other Committee as may be held prior to Council (if scheduled)

13. **BY-LAWS** (First and Second Reading)

14. **MOVE BACK INTO FORMAL SESSION**

15. **NOTICES OF MOTION**

Councillor Gignac gave notice at the February 1, 2021 meeting of Council that she intends to introduce a motion for consideration at the March 8, 2021 meeting of Council requesting that representatives from the Essex Region Conservation Authority (ERCA) appear at a future public meeting of City Council to provide an update on the August 28, 2020 phishing scam that impacted ERCA.

16. **THIRD AND FINAL READING OF THE BY-LAWS**

17. **PETITIONS**

18. **QUESTION PERIOD**

19. **STATEMENTS BY MEMBERS**

20. **UPCOMING MEETINGS**

Community Services and Parks Standing Committee – **CANCELLED**
Wednesday, March 3, 2021

Windsor Licensing Commission
Wednesday, March 17, 2021
9:30 a.m., Zoom Video Conference

Development and Heritage Standing Committee
Monday, March 22, 2021
4:30 p.m., Zoom Video Conference

International Relations Committee
Tuesday, March 23, 2021
3:30 p.m., Zoom Video Conference

Environment, Transportation and Public Safety Standing Committee
Wednesday, March 24, 2021
4:30 p.m., Zoom Video Conference

21. **ADJOURNMENT**

THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: C 195/2020

Subject: Residential Rental Housing Initiative - Final Two Year Report - City Wide

Reference:

Date to Council: March 8, 2021
Author: Roberto Vani
Manager of Inspections/Deputy Chief Building Official
(519) 255-6267 x6834
rvani@citywindsor.ca
Planning & Building Services
Report Date: September 30, 2020
Clerk's File #: SB/12952

To: Mayor and Members of City Council

Recommendation:

THAT City Council **RECEIVE** the report for information.

Executive Summary:

N/A

Background:

On February 5, 2018, City Council received report C 169/2017 (Residential Rental Licensing) and passed CR61/2018:

CR61/2018 – "*That City Council **SUPPORT** in principle the increased capacity of enforcement staff for Fire and Building Inspection to address the existing by-laws/Fire and Building Code issues for backlogged complaints for older housing stock; that Council **APPROVE** the hiring of two (2) Temporary Building/Property Standards Inspectors and one (1) Temporary Fire Prevention/Safety Officer for a 2 year pilot period to **BE SELF-FUNDED** from additional revenues from orders written and further, that should the self funding revenues not be sufficient, that any shortfall during the pilot period **BE FUNDED** from the budget stabilization reserve fund (BSR), with this matter then **REFERRED** for future consideration to the 2020 Operating budget; and*

*That the City Solicitor **BRING FORWARD** a report to Council after the two (2) year programme completion, outlining the impacts of the increased and enforcement and any recommendations for the future."*

Investigations of property standards violations related to the physical building is through the Building Inspections Division, Office of the Chief Building Official. Its website states:

The Building Inspection Division accepts complaints regarding alleged violations of the Property Standards By-law and other By-laws enforced by this Division. Complaints may be placed by calling 311. Some of the major areas of enforcement often include:

- Unsafe building conditions
- Structural capacity - fire and storm damage - demolition
- Doors, windows, exterior finishes
- Foundations, walls, column, beams
- Stairs, floors, landings, exits, porches
- Doors, windows, exterior finishes
- Plumbing - sewers, piping and fixtures
- Ventilation and heating
- Roofs, roof structures, chimneys
- Barrier free requirements
- Exterior property areas - parking lots - surface, drainage, and paving
- Fences and pool enclosures
- Permanent signs
- Construction activity without required zoning approvals and/or building permits
- Land use violations

Building Divisions primary focus is investigating and enforcing building condition and building/land use complaints, the majority of which come in through 311. Enforcement actions are reactive and proactive for building condition and building use, reactive for all other enforcement.

Windsor Fire and Rescue's involvement in this initiative involves investigation of Fire Code-related complaints and concerns through its Fire Prevention Division.

Discussion:

In August of 2017, three Building By-law Officers (BBO) were hired to reduce the backlog of building condition complaints. They specialized in building bylaw enforcement (i.e. building condition/use, pool maintenance, and fence complaints.) In 2018, CR61/2018 expanded the BBO team by two temporary BBO's and also added one Fire Prevention Officer for the initiation of the Residential Rental Housing (RRH) initiative. In the same year, CR612/2017 added two more temporary BBO's and one temporary Building Bylaw Clerk specifically for a vacant building initiative (VBI).

As part of Buildings 2020 budget process, Council approved the conversion of the four temporary BBO's and one Bylaw Clerk to permanent positions for a total BBO team complement of seven permanent BBO's and one Bylaw Clerk. The seven BBO's are now assigned to specific political Wards and responsible for all complaints in their assigned Wards(s).

Prior to establishing Buildings dedicated BBO team, Building Inspectors were tasked with investigating and enforcing all Building Division assigned bylaw complaints. Bylaw enforcement for the Building Division was a secondary function to provincially legislated building construction inspections under the Ontario Building Code Act. With the rebound in construction activities in 2015, the ability to respond in a timely manner to building

bylaw complaints plummeted, resulting in large backlogs. Essentially, complaints investigated and orders enforced when time allowed, usually in fall and winter months when new construction call volumes were lower.

Two (2) Year RRH Initiative:

Building Administration established the following goals for the RRH program:

1. Address the backlog of outstanding complaints
2. Assess the effectiveness of the program in meeting established service delivery timelines to 30 days or less for all residential rental complaints.
3. Reduce timelines to resolve complaint and enforcement files
4. Increase the issuance of building condition and building use orders
5. Increase the number of court prosecutions to gain compliance and discourage reoffending.
6. Increase Public education for post secondary students related to i) tenant rights ii) how to access municipal enforcement services iii) how to be a good neighbour.
7. Develop an internal list of existing residential rental properties for any future residential rental-licensing bylaw and on-line registry.
8. Develop rental subcategories to allow for the tracking of student occupied residential rental building/zoning complaints separately from all other non-student residential and non-residential (commercial/industrial) building condition complaints.
9. Assess costs of the residential rental program vs. revenues generated from administrative fees.
10. Improve the quality of residential rental stock throughout the City.

Upon initiation of the RRH program, Building Division had a backlog in excess of 1000 outstanding complaints (of which 900 were older than 30 days with no investigation initiated), 910 unresolved building condition orders to repair and 348 unresolved illegal land use orders. Prior to the implementation of the RRH program, peak response times for building condition and zoning complaints exceeded 80 days.

With the implementation of the RRH program combined with existing BBO enforcement staff, unresolved complaints as of August 1, 2020 stood at 450, none of which is older than 30 days (see Appendix 'A').

The two temporary Building Bylaw Officers assigned to the RRH program reviewed all outstanding enforcement files and outstanding complaints, and conducted new complaint investigations. Education and voluntary compliance is the preferred mode of compliance. However, if voluntary compliance was not gained in a reasonable timeframe, orders to repair and orders to comply were issued for sub-standard building

conditions and zoning violations. Additionally, new orders replaced expired orders which were not previously addressed by the property owner due to a lack of enforcement resources.

Currently, Building initiates RRH investigations on all building complaints within established service delivery timelines (30 days). Total orders issued and court charges filed have also increased significantly because of increased enforcement resources and improved operational processes. The amount of time to resolve files also dropped with more focused and timely enforcement activities (see Appendix 'A').

In addition to service delivery and operational improvements, Building worked with the City's 311 Call Center on data collection, specifically differentiating calls into '*residential rental complaints' (non-student) vs. 'student residential rental'* complaints. Initial results over the past two years would indicate that students do very little complaining about their housing accommodations. The overwhelming majority of building condition/use complaints originate from non-student residential housing.

As such, very little building enforcement is required against property owners accommodating students, complaints we do receive for student housing are primarily from neighbours concerned about illegal basement units, overcrowding, and illegal lodging house operations. These findings may not reflect other complaints related to yard conditions (long grass, garbage/debris), noise, and illegal street parking often associated with student housing, as the Office of the City Clerk and Parking Enforcement administers these areas of enforcement.

Building Bylaw Officers and Windsor Fire Prevention Officers participated at several University and College student orientation sessions. Officers dispensed information to students on their rights under the Landlord and Tenants Act as well as how to file complaints with 311, bylaw requirements for safe accommodations (i.e. smoke alarms/carbon monoxide, safe exiting from buildings) and how to be a good neighbour.

As in most cities, there is always a concern that proper housing standards exist within the municipality for rental properties, in particular student housing. The City has a comprehensive maintenance and occupancy standards bylaw for all buildings (Property Standards Bylaw). As part of Council's 2018 temporary residential rental housing initiative, Building Administration brought a housekeeping report to Council in 2019 to enhance building standards in the Property Standards Bylaw #9-2019. Additionally, the Ontario Fire Code, administered through the WFRS Fire Prevention Division, provides legislative authority to regulate life safety systems within buildings. Finally, the City's zoning bylaw plays a key role in residential rental standards by ensuring the number of separate self-contained dwelling units comply with the zoning bylaw.

WFRS' involvement in the program was dependent upon receiving what were identified as possible Fire Code-related complaints. A Fire Prevention Officer (FPO) would then attend to inspect the dwelling and issue orders to achieve compliance with the Ontario Fire Code when warranted. If the complaint received was identified as a non-enforceable violation, or had been corrected prior to the Fire Prevention Officer's arrival, public education with the tenant ensued. If an order was issued to correct any fire code violations, the owner was then invoiced for the service.

During the pilot period, WFRS received 932 complaint inspection requests. Of those, 719 were determined not to have Fire Code deficiencies, while 213 were found to have deficiencies requiring further enforcement activities. The FPO attendance at these addresses where sub-par conditions existed allowed for WFRS to identify the structure as a rental with concerns outside of the Fire Code to be added to our response database that is utilized to assess the response needs for specific buildings aiding in the protection of residents and WFRS staff in the event an emergency situation occurred. The ability to provide over 700 people with home fire safety education where they may otherwise have been bypassed also provides a substantial impact.

Risk Analysis:

N/A

Financial Matters:

Building Division:

The total projected cost to initiate and operate the RRH program for a two-year period was $259,090 (2 Building Bylaw Officers). Revenues (administrative fees levied for violations) was $76,346.00. That resulted in a total revenue deficit of $182,744 for the two-year program, the deficit funded through the BSR.

Fire Prevention Division:

WFRS achieved minimal revenue of $3,050 by implementing this pilot program. However, the cost to engage one FPO for the two-year period was $300,000. In order to mitigate the net cost of the program, WFRS was able to utilize the additional FPO as a replacement of a retired staff member for a significant period of time during the pilot, resulting in gapping savings. The net salary cost resulted in $64,276, and the two-year pilot program net deficit of only $61,226 ($64,276-$3,050) was funded through the BSR.

Consultations:

Dan Lunardi, Manager of Inspections/DCBO

Craig Robertson, Supervisor of Licensing

John Lee, Chief Fire Prevention Officer

Don Nantais, Financial Planning Administrator

Conclusion:

Building Inspections ability to meet established service delivery standards has improved immensely over the past few years. Dedicated and consistent enforcement efforts have shown to be effective in gaining compliance in shorter timelines, in particular against property owners who historically have maintained substandard residential rental properties. Enhanced enforcement has also identified numerous illegal residential rental units; these are usually basement or attic units created in existing residential

buildings. In most cases, these illegal units fail to meet the minimum building standards and in almost all cases lack adequate egress facilities from these units thereby creating safety issues for the occupants. What we have yet to see is any appreciable decline in 311 reporting of residential building condition complaints and illegal residential unit complaints. However, with continued consistent and effective enforcement comes more awareness for property owners' responsibility under our municipal bylaws.

Building Administration is of the opinion that the expenditure of $182,744 is good value for the enforcement services provided to the community, particularly for our most vulnerable in residential rental housing.

Building Administration continues to improve investigative and enforcement processes to discourage violations of our property standards and zoning bylaws. These continued efforts along with City Councils commitment to Building bylaw enforcement combined with enforcement efforts from other service delivery areas will continue to improve the condition and safety of rental housing stock in our community.

Planning Act Matters:

N/A

Approvals:

Name	Title
Roberto Vani	Manager of Inspections / Deputy CBO
John Revell	Chief Building Official
Shelby Askin Hager	City Solicitor
Onorio Colucci	Chief Administrative Officer

Notifications:

Name	Address	Email
Drouillard Place C/O Katie Gibb	1102 Drouillard Rd. Windsor, On N8Y 2R2	info@drouillardplace.ca
West End Neighbourhood Renewal C/O Tamara Murray	635 McEwan Avenue, Windsor, ON N9B 2E9	tmurray@lifeafterfifty.ca
Glengarry Neighbourhood Renewal C/O Patrick Firth		firthp@g-mnri.org

Appendices:

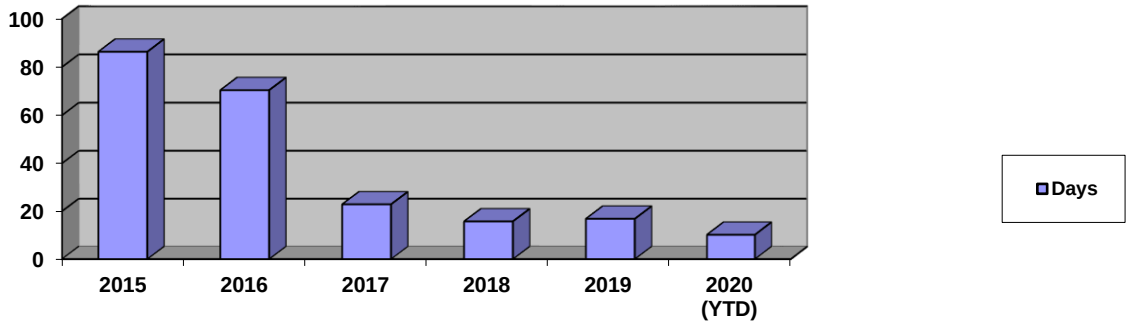
A. Appendix A - Residential Rental Housing Program Statistics

B. Appendix B - Map - 2019 RRH Complaints by Ward

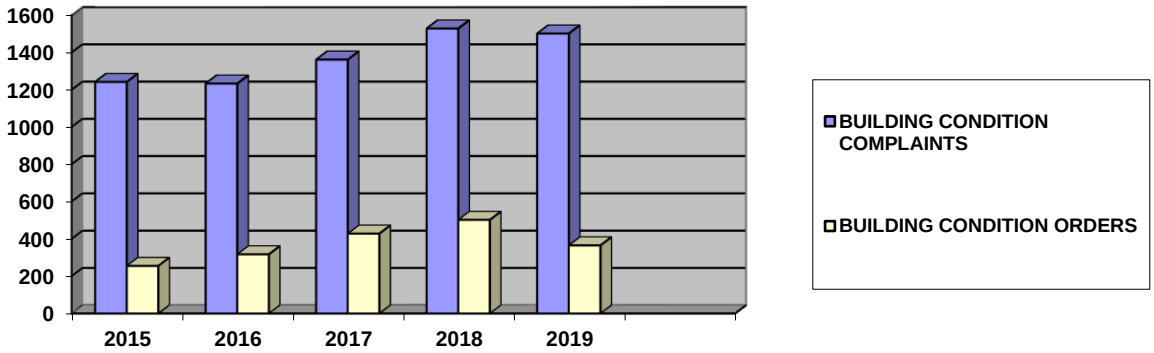
C. Appendix C - Photos - Typical Residential Building Condition Defects & Enforcement Staff - Post Secondary New Student Orientations

APPENDIX 'A' – RESIDENTIAL RENTAL HOUSING PROGRAM STATISTICS

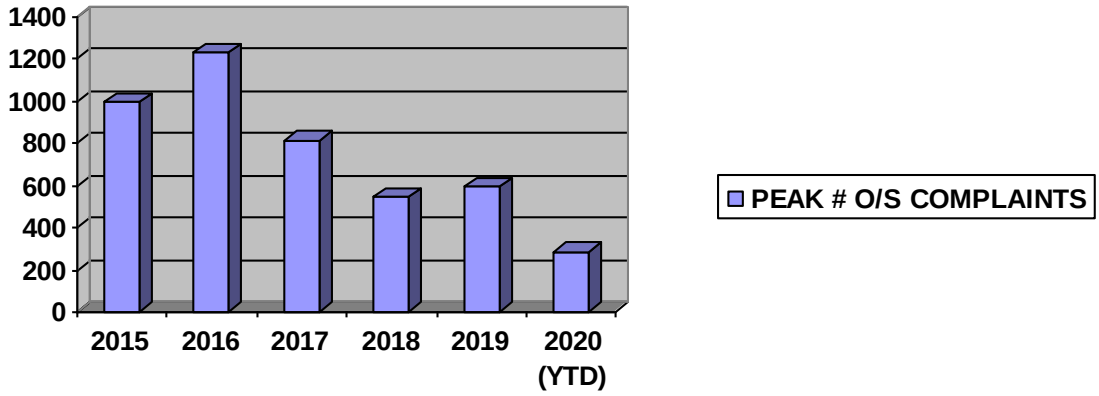
COMPLAINT RESPONSE TIMELINES



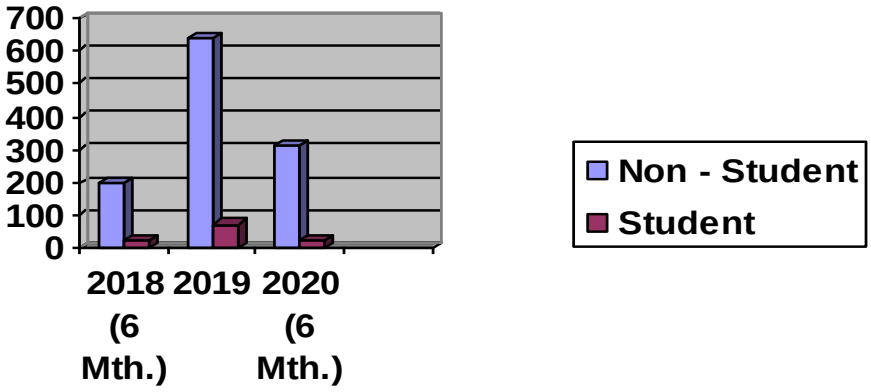
ALL BUILDING CONDTION INVESTIGATIONS VS ORDER TO REPAIR



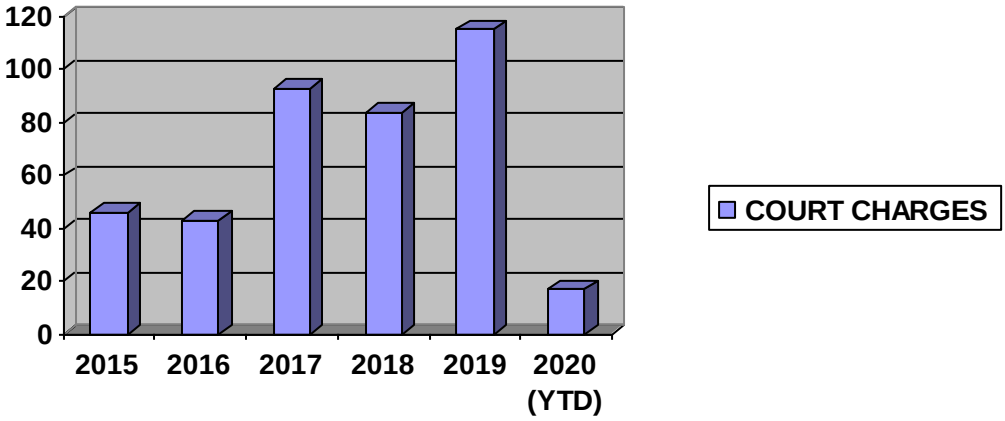
PEAK NUMBERS FOR UNRESOLVED COMPLAINTS



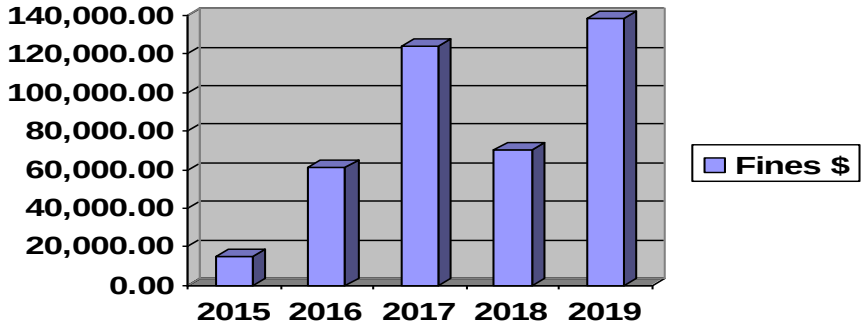
NON-STUDENT RRH COMPLAINTS VS. STUDENT RRH COMPLAINTS



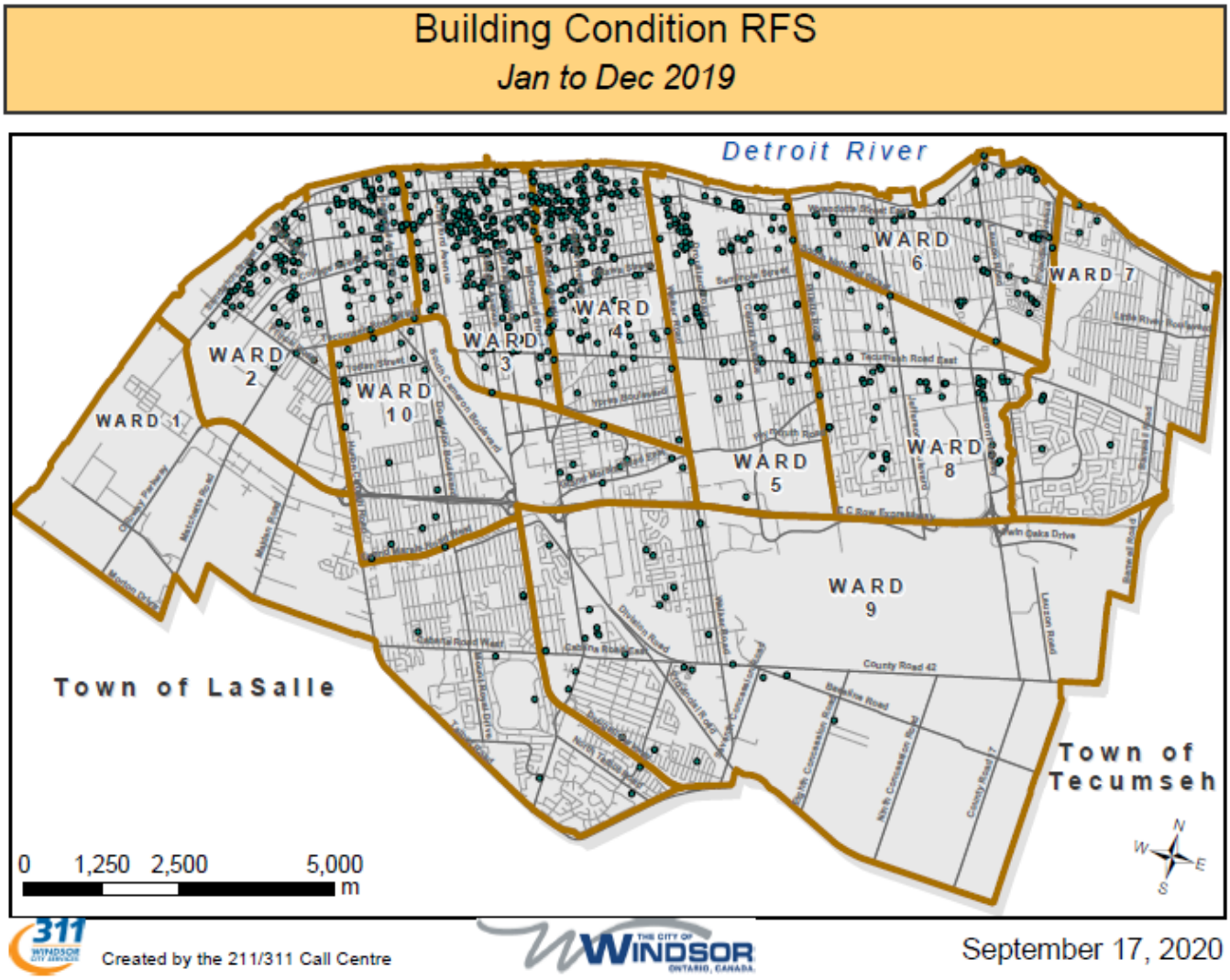
BUILDING INSPECTIONS COURT CHARGES



COURT FINES



APPENDIX ‘B’ – MAP - 2019 RRH COMPLAINTS BY MUNICIPAL WARD



APPENDIX ‘C’ – PHOTOS – TYPICAL RESIDENTIAL BUILDING CONDITION DEFECTS



Damaged ceiling from water damage



Structural collapse of concrete porch



Mould issues



Collapsed ceiling from water damage



Poor Washroom conditions



Illegal Basement Sleeping Accommodation



Windsor Fire Prevention Officers participate at new student orientation



Building Bylaw Officer participates at new student orientation

THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: C 8/2020

Subject: CQ4-2019 Recreation and Culture - Events Approval Process - City Wide

Reference:

Date to Council: March 8, 2021
Author: Michelle Staadegaard
Manager, Culture & Events (A)
Tel: 519-253-2300 x. 2726
mstaadegaard@citywindsor.ca

Recreation and Culture
Report Date: January 15, 2020
Clerk's File #: SR2021

To: Mayor and Members of City Council

Recommendation:

THAT the report submitted by the Manager, Culture & Events(A), in response to CQ4-2019 regarding the identification of efficiencies within the approval of road closures BE **RECEIVED** for information.

Executive Summary:

N/A

Background:

The following Council Question was asked at the February 25, 2019 meeting of City Council:

"CQ4-2019: Asks that administration consider options to streamline the process to help with street closures looking at all options including efficiencies that can lead to lowering administrative time and costs while still allowing timely processing of applications. Please consider fees in the schedule as well as barricade rentals and Fire Department fees."

The City of Windsor Recreation & Culture Department conducted an internal business process review for the approval of street closures to identify opportunities for efficiencies. In addition to street closures, Administration reviewed the business process for the following items to determine if there were other efficiencies to be realized:

1. Special Event Road Closures

2. Special Events at City Facilities and Parks

3. Alcohol and Gaming Commission Letters of Non Objection

4. Noise Bylaw Waiver Exemptions in association with a Special Event

5. Letters of support for Community Festivals and/or Outdoor Events with no requested financial contribution

6. Significant Event Status Designation (can not be delegated to Executive Director - requires Council approval)

The staff in the Recreation & Culture Department collaborated with the Manager of Business Process Modernization from the Information Technology (IT) Department to conduct a review of the existing event approval process. The review was extensive and highlighted the cumbersome workflow required when approving an event. The results identified opportunities for efficiencies that could result in improved customer service levels, while mitigating risks associated to corporate visibility.

Current Approval Process:

Before considering any improvements to the current process, it is important to understand what the current process entails. Presently, if an event organizer wants to host an event, the organizer will contact the Recreation and Culture department to speak with the special events staff. The special events staff would determine the level of impact the event may impose on the surrounding community, and what level of resources of other departments or agencies may be required for the event.

If the event were classified to have minimal community impact such as a small wedding ceremony at Jackson Park, or walk-a-thon on Ganahcio Trail, City administration would then determine the insurance requirements based on the insurance matrix. Administration would then provide the client with a permit and invoice based on the Council approved user fee schedule (room rates, permit fees, service fees etc.).

If special events staff would determine the event to have a high level of community impact such as a road closure, concert at Festival Plaza or involve alcohol further discussions with the client and approvals from members of the Special Events Resources Team (SERT) would be required. Members of SERT include representatives from Windsor Police Services, Windsor Fire, EMS, City of Windsor Risk and Legal, Operations, Traffic, AGCO and Windsor Essex Health Unit. In order to process an event that is classified to have a higher level of community impact, administration requires a detailed Special Events Agreement with the client rather than a facility use permit that is currently used to book any other Recreation or Culture facility.

The current Special Events Agreement approval process requires approval and signature from the Chief Administrative Officer (through the By-Law Number 208-2008) to execute a Special Events Agreement. Within this process, a CAO report is circulated for signatures from a minimum of six departments. The process is extensive and could take approximately 4 weeks (on average) to complete.

Discussion:

Through the business process review, it was identified that there are opportunities to improve the current processes, which will result in efficiencies and improve customer service levels. The following events/requests currently require the process of approval from the Chief Administrative Officer (CAO):

1. Special Event Road Closures;
2. Special Events at City Facilities and Parks;
3. Alcohol and Gaming Commission Letters of Non-Objection;
4. Noise Bylaw Waiver Exemptions in association with Special Events;
5. Letters of support for Community Festivals and/or Outdoor Events with no requested financial contribution;

The new Active.Net booking software system has the ability to upload a standardized (pre-approved by the Legal Department) agreement that maintains the requirement for an organizer's signature, as well digitizing all required documentation into one centralized location. This creates a more efficient and expeditious approach to the client's file. The agreement could be updated as required to address any new by-laws/restrictions, or additional requirements or fees.

The Delegation of Authority By-law, 208-2008, already delegates authority to Administration to undertake the necessary approvals. With the CAO further delegating authority to the Executive Director of Recreation or designate the following events and requests would be processed through the Active.net permitting software:

1. Special Event Road Closures
2. Special Events at City Facilities and Parks
3. Alcohol and Gaming Commission Letters of Non-Objection
4. Noise Bylaw Waiver Exemptions in association with Special Events

To ensure that all appropriate departments (including SERT) remain aware of the above events and requests, the following processes would occur:

- Special Events Checklist completed which documents all controls and approvals (Appendix B – Special Events Checklist).

- SERT consultation, reviewed and received traffic plans, event and emergency/site plans (when required) would be stored in Active.net.

The following processes would remain using the special events checklist (Appendix B – Special Events Checklist):

- Review of event and approval by SERT.
- Consultation from surrounding residents of event requests, for road closures and noise bylaw exemptions, as per the current process, which includes mail outs and information posted on the City website.
- All traffic plans for road closures must be reviewed and received by the Executive Director of Operations, or designate and supported by Windsor Police Services and Windsor Fire and Rescue Services.
- Legal name verification through acceptable proof of legal name, supplemented by verification of legal name on the Certificate of Insurance, and ultimate approval of the Certificate of Insurance.
- Financial Planning Administrator of Recreation & Culture reviews that the customer has no outstanding financial balances owing to the Corporation.
- Business Licence review and confirmation by Policy, Gaming, Licensing & By-Law Enforcement when required for Letter of Non Objection.
- Distribution of special event listing as notification to the CAO's office and any other applicable parties on a quarterly reporting schedule.
- Provision of upcoming road closures to City Council and community representatives for information.

SIGNIFICANT STATUS AND NEW EVENTS

Significant Status refers to the approval for event organizers to sell and retain all profits from the sale of alcoholic beverage at their events. This request requires a different AGCO application for approval, and must include a Council Resolution, submitted by the event organizer, attached to their application. These requests require a Council Report. As such, a change cannot be made to this approval process for this document.

Historically, it was customary that all new events go to Council for approval. As part of the events approval process, the following events and requests will continue to be presented to Council;

- New National or International events (i.e. Memorial Cup)
- New events requesting financial support in waiver of fees
- Significant Event Status Designation

All other events will be considered as per the Delegation of Authority By-law, 208-2008 that delegates the authority to Administration to undertake the necessary approvals with the CAO further delegating authority to the Executive Director of Recreation or designate.

ROAD CLOSURE FEES

In comparing the fee structure for road closures amongst comparable municipalities with similar size/scope, Windsor's fee structure is very competitive (please refer to Appendix A – Fee Structure). Requirements from other municipalities include assessment fees for advertising the road closures, advertising fees for alternative Transit services, or for changes to route including the change for increasing scheduling. Supplemented services such as barricades and bagging of parking meters are similar. Some of these other noted municipal fee structures and services are included or not assessed in the City of Windsor. The City of Windsor's permit fee is $154.50 for a major road closure while other municipalities vary from $266.00 to $650.00 dependant on if the request is for a full, partial and rolling road closures.

As required by the Laws of the Highway Traffic Act, a submitted Traffic Plan from the event organizer must be reviewed and received by the Executive Director of Operations or designate. Through these assessments, additional costs associated with road closures may include Police Services, additional security, fire inspections, detour signage and barricades. These additional costs are as a direct result of a number of factors including the length and number of roads, the number of intersections impacted, traffic re-routes and traffic flow considerations, etc. Consideration for required building access, and safe access to amenities such as fire hydrants and connects are also necessary to include in the planning and approvals. All efforts by SERT to assist the event organizer to ensure safety and for proper equipment and personnel to be delegated to each request in an as efficient and cost effective manner as possible is considered.

The recommended changes to By-Law Number 208-2008 would centralize the delegation to approve special events, Letters of Non Objection and Letters of Support for Community Festivals and/or Outdoor Events to the Recreation & Culture Department and would affect the following administrative sections of the by-law:

- Section 1.4 – Noise By-Law Exemption;
- Section 1.7 – Special Events Road Closure;
- Section 1.10 – Special Events at City Facilities and Parks;
- Section 1.48 - Signing Letter of Non-Objection – AGCO Liquor Licence Application Requirements;
- Section 3.13 - Letters of Support for applications by outside groups or agencies where there is no financial commitment on the City;

It is anticipated that the recommended business process change will improve the turn around time of approvals by allowing the Recreation and Culture Department to issue a

permit to the end user. Permit language for special events will be vetted through the Legal Department for their approval as required.

Risk Analysis:

The initial risk factors which instigated these controls were two-fold: Concern that the municipal departments operate as individual silos and would not have the wide overview that a CAO's review could provide and; there was a risk that documentation could be overlooked or delayed in its submission; and the correct information was not provided by the vendor prior to their event occurring.

Since the initial requirement for the CAO review, which occurred approximately ten years ago, as well as prior to this assessment, many of these risks have been formally mitigated and controlled within the Recreation and Culture event management process before the DOA report flow is initiated.

The following significant risk items identified in the business process assessment report would continue using the Special Events Checklist (Appendix B – Special Events Checklist)

- Legal name verification through the submission of Articles of Incorporation or other acceptable proof as determined by the Legal Department, and a Certificate of Insurance and approval of same.
- The Recreation and Culture Department staff meets with SERT committee and sends email for confirmation to all involved.
- Financial Planning Administrator reviews that the customer has no outstanding financial balances owing to the Corporation.
- All traffic plans for road closures must be reviewed and received by the Executive Director of Operations and supported by Windsor Police Services and Windsor Fire and Rescue Services.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

This process change would have no financial impact.

In addition, the current process of the Financial Planning Administrator for Recreation and Culture reviewing major special events for any financial implications and confirming that the customer has no outstanding balances with the Corporation will remain a part of the administrative task and would be transferred as an item on the Special Events Checklist.

Consultations:

Trevor Bennet, Manager Business Process Modernization

Dana Paladino, Deputy City Solicitor

Dwayne Dawson, Executive Director of Operations

Gary Cian, Deputy License Commissioner & Senior Manager of Policy, Gaming, Licensing & By-Law Enforcement

Larissa McCorkell, Acting Senior Manager of Administration and Executive Assistant to the Chief Administrative Officer

Alex Trillanes, Alcohol and Gaming Comission of Ontario

Conclusion:

The implementation of the proposed streamlined events approval process in this result will result in an approval process that would take on average 1 to 2 weeks versus the current 4-week timeframe.

Planning Act Matters:

N/A

Approvals:

Name	Title
Michelle Staadegaard	Manager, Culture & Events (A)
Ray Mensour	Executive Director, Recreation & Culture
Jan Wilson	Commissioner –Parks, Recreation, Culture & Corporate Facilities
Shelby Askin Hager	City Solicitor
Valerie Critchley	City Clerk
Onorio Colucci	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

1 Appendix A - Road Closure Comparison Chart
2 Appendix B - Special Event Checklist

Municipality Road Closure Comparison Chart

Municipality	Population (2020)	Road Closure Fee 2021 (Exclude HST)	Barricade Fee (Exclude HST)	Fire Inspection Fee	Other Charges	Notes
Windsor	221,955	$103.00 - $154.50	$10.25 per day $60.00 delivery fee	$150.00-$300.00	$ 103.00 - Noise bylaw $ 72.26 - $216.78 WPS(hourly) $ 47.87 - Meter Bagging per 10 meters	
London	392 279	$ 260.00 Appraisal Fee $ 165.00 Application Fee $ 1,182.00 Advertising Fee	$5.75 per day		Meter Bagging $ 50.00 - Administration Fee $ 9.00 meter per day	**Multi step application process
Kitchener/Waterloo	562,000	$78.80	$8.05			**Roadway closure and/or partial closure per Lane/Per Day to a max of $150.00 per day
Hamilton	536,917	$707.10	N/A	$291.70	$ 300.00 Sign/post Traffic	*3rd party provides barricades
Toronto	6,196,731	$116.00 - $ 11,346.98		Special occasions permit for the discharge of Family Fireworks Per Permit $212.37		*Signature Events, One Day, Athletic and local
Barrie	197.059	$143.71				
Peel	1.50 million	$ 550.00 - Full $ 275.00 Partial & Rolling	N/A			
Oakville	217 420	$ 127.00 Deposit $ 70.00 Permit Fee $ 330.00 Permit Fee if Traffic Control Provided $ 1,521.00 - $ 657.00 BIA or Charity Event $ 195.00 - Plus a per km rate of road occupation	$185.00	$ 59.37 -Fire Safety Plan Review $ 286.00 Fire Inspection Fee		
Ottawa	1,393,086	$ 13,338.12 Street/Lane Opening $ 9,598.52 (Arterial, major collector, collectors) $ 9,033.52 (arterial, major collector, collectors) $ 4,822.52 (local road, lane) $ 4,257.52 (local road, lane)		$194.36		
Winnipeg	762,700	$550.00 Permit $34.00 Administration fee	$ 53.00 deposit	$137.00		*Street closure Permit - via Public works Parade permit via special events - no fee
Detroit	667,272	$400 per 8 hours/ $1,200 for 24 hr	N/A			

Special Event Checklist

Insurance Schedule				
Liability Amount:				
Certificate of Insurance Received:	☐ Yes ☐ No	1-Jan-20	**Certification of Insurance Approved:**	☐ Yes ☐ No 1-Jan-20

Item	Not Applicable (N/A)	Received	Date Received	Approved	Approved By:	Date Approved:
Traffic Plan	☐	☐		☐		
Emergency Site Plan	☐	☐		☐		
Fire Inspection Complete	☐	☐		☐		
Business Legal Name Certificate	☐	☐		☐		
Approval of Legal Name	☐	☐		☐		
Certificate of Insurance (COI)	☐	☐		☐		
Noise Notification Letter	☐	☐		☐		
Temporary Road Closure Notification Letter	☐	☐		☐		
Safety & Security Plan	☐	☐		☐		
Electrical Safety Authority (ESA)	☐	☐		☐		
Special Event Checklist	☐	☐		☐		
***For Letter of Non-Objection only**						
Business Licence Check	☐	☐		☐		
Extension of Patio Service	☐	☐		☐		
Special Occasions Permit	☐	☐		☐		

Noise By-Law Exemption & Temporary Highway Closure Schedules			
No objections from SERT.	☐ Yes	☐ No	
Notification of the event was shared with local businesses and residents pertaining to the <u>amplification of sound</u> with restricted times as directed by City Council. No objections were received.	☐ Yes	☐ No	☐ Not Applicable
Notification of the event was shared with local businesses and residents pertaining to the temporary road closure times as directed by City Council. No objections were received.	☐ Yes	☐ No	☐ Not Applicable

Parks, Recreation & Culture & Facilities
2450 McDougal Street | Windsor | ON | N8X 3N6
Tel: (519) 253-2300
Email: parkrec@citywindsor.ca

THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: C 19/2021

Subject: Response to CQ 26-2020: Challenges and Opportunities to Developing a Local Preference Policy - City Wide

Reference:

Date to Council: March 8, 2021
Author: Shelby Askin Hager
City Solicitor & Corporate Leader, Public Safety and Economic Development
519-255-6100 ext 6424
shager@citywindsor.ca

Alex Vucinic
Purchasing Manager
519-255-6100 ext 6280
avucinic@citywindsor.ca

Legal Services, Real Estate & Risk Management
Report Date: February 10, 2021
Clerk's File #: AL2021

To: Mayor and Members of City Council

Recommendation:

THAT this report **BE RECEIVED** by Council for information.

Executive Summary:

n/a

Background:

On 14 September 2020, Councillor McKenzie posed CQ 26-2020 as follows:

"That Administration bring back a report that outlines the challenges and opportunities to develop a local procurement policy."

The requirement to have a procurement policy is captured by section 270 of the Municipal Act, 2001, and is satisfied by the City's Purchasing By-law, 93-2012. Addressing local procurement within the context of a purchasing policy is referred to as a "local preference." A local preference means an advantage would be given to bidders located within a specific region when bidding on a purchasing opportunity; in this case the City of Windsor, or potentially the County of Essex as a whole.

The idea of ensuring local support is maximized has been addressed by Council many times in the past.

- In July, 1990, Council was presented with a report on the Discriminatory Business Practices Act in response to CQ234-90 The purpose of the report was to present the state of the law with respect to giving preference to local bidders on a tender.

- In February, 1999, in response to CQ 27-99, with the aim of advising Council whether they could favour a local bidder over outside vendors.

- The topic was further touched upon in 2012 when Council received a report regarding the adoption of a new Purchasing By-law.

Based on the information received at that time, a local preference policy was not recommended nor adopted. Further developments in the law surrounding public procurement does not support the adoption of a specific local preference policy, although other opportunities exist that can be implemented where feasible.

Discussion:

I. Challenges

The concept of a generally-applicable local preference as opposed to specific location-based criteria in appropriate contexts is not supportable on a number of bases. Prior to the evolution of procurement law and standards in Ontario over the last several decades, some policies did exist although Administration is not aware of any municipalities that currently employ such a policy given that to do so would not be on sound legal footing.

In addition to the common law of tender, the City is also bound by the following pieces of legislation:

- Purchasing Bylaw 93-2012 (the "Purchasing By-law")

- Canadian Free Trade Agreement ("CFTA")
- Canadian European Trade Agreement ("CETA")
- United States-Mexico-Canada Agreement ("USMCA")
- Discriminatory Business Practices Act ("DBPA"),
- Broader Public Sector Procurement Directive (when purchasing goods or services with funding from provincial sources as may be required)

a) Purchasing Bylaw:

The Purchasing by-law was developed in 2012 and represented a progressive departure from the cumbersome and challenging procurement policy previously in place. It was created taking into consideration all best practices, applicable legislation, and with significant industry consultation with the City's vendors. The By-law provides for a mandatory review every four years, which has been diligently undertaken, including ongoing consultation, and reported to Council incorporating any new amendments.

The By-law prohibits a procurement policy that gives preference to local business. The relevant section (24) of the by-law reads as follows:

> No Discrimination
>
> The Discriminatory Business Practices Act and the Trade Agreements forbid the granting of a preference to a local Supplier as a form of discrimination, therefore in compliance with the law and the Trade Agreements:
>
> > a. The City shall not discriminate between the Deliverables of a particular province, city or geographic region and the Deliverables of another province, city or geographic region.
> >
> > b. The City shall not discriminate between the Suppliers of a particular province, city or geographic region and the Suppliers of another province, city or geographic region.

b) The Trade Agreements

The CFTA, CETA and USMCA are all multi-lateral agreements among separate trade jurisdictions governing trade mobility within certain regions. USMCA replaced NAFTA as the treaty governing the North American trade relationships, CETA applies to trade with the European Union, and CFTA is a Canadian treaty applicable to trade between provinces. All of these trade agreements include requirements to allow generally unimpeded access to markets above a certain dollar threshold.

c) Discriminatory Business Practices Act:

This is a piece of provincial legislation that is intended to prohibit discrimination in business relationships. The Act defines discriminatory business practices as:

4 (1) 1. A refusal to engage in business with a second person, where the refusal,

i. Is on account of an attribute,

A. Of the second person, or

B. Of a third person with whom the second person conducts, has conducted or may conduct business; and

ii. Is a condition of the engaging in business of the person making the refusal and another person.

Requiring local presence without a rational connection to the product or service being acquired would constitute a discriminatory business practice under the DBPA because those not meeting that standard would be "refused" the opportunity to engage in business.

d) Broader Public Sector Procurement Guidelines (BPS)

In 2011, the Ontario Government introduced a series of directives to the broader public sector which included a directive addressing public procurement. BPS is not currently applicable to municipalities, presumably because legislative provisions requiring procurement policies already exist for municipalities, however these directives represent best practices in terms of fairness and compliance with other jurisdictional procurement rules and, as such, were incorporated in the City's Purchasing By-law. While the City and other municipalities are not specifically required to comply with BPS for all purchasing processes, the expenditure of provincial funding for projects by the City is generally required to comply with BPS directives.

BPS provides that all evaluation criteria must comply with the non-discrimination portion of the Directive:

> 7.2.14 Mandatory Requirement #14: Non-Discrimination Organizations must not discriminate or exercise preferential treatment in awarding a contract to a supplier as a result of a competitive procurement process.

BPS also requires adherence to its own Supply Chain Code of Ethics, which is reflected in the City's Purchasing By-law and is fundamentally the same as other procurement codes of ethics, including those to which the City's procurement professionals are bound as members of the Ontario Public Buyers' Association:

> Accountability and Transparency. Supply Chain Activities must be open and accountable. In particular, contracting and purchasing activities must be fair, transparent and conducted with a view to obtaining the best value for public money. All participants must ensure that public sector resources are used in a responsible, efficient and effective manner.

II. Opportunities

The above challenges relate to the introduction of an indiscriminate policy to prefer local interests, but there are opportunities as well that are leveraged to ensure that valid

interests and concerns relating to the location of a business can form part of the evaluation of a submission.

Although the legislative and regulatory framework around procurements must be strictly followed, these confines do allow the ability to recognize certain criteria as being relevant and important to the successful delivery of a good or service.

Procurement criteria and requirements are always dependant on each individual project, and in scenarios where local criteria are necessary, the City has the right to demand local service. In an RFP, these scenarios result in selection based upon a cost/benefit analysis. If a local preference can increase project value, there may be opportunity to include geography-based criteria in the evaluation process.

For example, in a construction project, it is beneficial for the general contractor to have a local presence to deal with the day-to-day matters and be available on short notice. Accordingly, part of the evaluation in an RFP may include assigning points to how a proponent satisfies the local presence criteria.

Local knowledge may be essential to successful service delivery – for example, land surveying – and points can be allocated in an evaluation based on the level of local experience and awareness one may have. If it is necessary to ensure equipment is near at hand or a short response time can always be met, then a local office or yard is mandatory to a successful outcome. The current contracts for waste and provincial offenses enforcement require local offices and yards to support the agreement. If there is a requirement for employees to attend at the vendor's site, then it is imperative that the site be nearby – this is the case with shoe and clothing suppliers for employee uniforms. If there is a meaningful reason related to the specific procurement, certain locality requirements may not only be permitted but may in fact be necessary.

Within the Purchasing By-law, other opportunities exist to choose vendors without a formal procurement process. At lower dollar amounts, vendors can simply be chosen via Small Purchase Order (SPO) or else solicited directly to provide quotations to supply a good or service. In most cases, these vendors are local suppliers who are known to the City and therefore experience an advantage.

The City also undertakes local educational events and "procurement open houses" to assist local vendors in navigating the purchasing process, including discussions regarding the RFP process and being competitive within that sphere.

It is important to note that local suppliers often have an inherent cost advantage that arises from being located close to the delivery point for the services, and from being fully aware of local conditions in a way that external vendors are not able to replicate. This can be demonstrated in the following chart:

Contracts Over $25,000			
Located in Windsor	Located in Essex	Outside of Windsor/Essex	Total

		County	County	Procurements
2019	101	14	50	165
2020	71	22	60	153

Over the past two years, 54% of all contracts in excess of $25,000 were performed by Windsor-based companies while an additional 11% of these contracts were performed by Essex County-based companies; overall, 66% of larger procurements went to companies in the Windsor-Essex region. This does not account for smaller dollar purchases which more frequently tend to be local given the nature of the purchasing processes.

With the ever-increasing globalization of trade, the circumstances under which location is relevant to the subject matter of a procurement are not particularly numerous, but in those situations where there is a demonstrable link between location and service value, then that criteria should be reflected.

Risk Analysis:

A blanket local preference policy is not supported by law. Implementation of such a policy would result in legal challenges and a loss of public confidence in the City's procurement processes. Even leaving aside the legislative prohibitions on a blanket local preference policy, there are practical challenges and consequences that come from such a policy.

1. Costs. By limiting the pool of potential bidders on a procurement, the potential to reduce the competitiveness of the remaining bidders is a significant risk; having a deliberately limited bidder pool based on criteria not related to the good or service being supplied lessens the incentive to provide the best value for money on the part of the bidders.

2. Interpretation. Verification of what the requirement to be "local" means could be very difficult; whether it means Windsor or Essex County as a whole; whether it demands full business presence or some local base of operations and to what extent; whether it demands a percentage of local content or workforce and how that is assessed; and in the context of large businesses, whether the requirement is ownership or location.

   In any procurement with a qualitative aspect (a prequalification or request for proposals, for example) administration frequently encounters challenges from bidders during the process regarding the established criteria, and then following the closing from unsuccessful competitors regarding the manner in which their proposals were evaluated. Introducing an element unrelated to the substance of the procurement would significantly exacerbate that issue.

3. Opportunity/reciprocity. If a jurisdiction prefers only bidders from its own area, then the risk exists that other jurisdictions would then specifically exclude those bidders from their own processes; this can be illustrated by the now-repealed

Fairness is a Two-Way Street Act, in which Ontario responded to trade limitations in Quebec by imposing restrictions on Quebec trade in Ontario.

Many vendor groups are represented by large, industry-wide associations that seek to advance the interests of all their members rather than a specific subset at the expense of others. As a result, sometimes individual bidders who belong to the larger associations may refuse to submit bids as a protest in response to solicitations where the association has identified its disagreement with a process, policy, or decision affecting the solicitation.

The risks of not utilizing valid and supported local content or service requirements where the specific needs of a project demand it can result in the City not receiving the maximum value for money in that project.

Climate Change Risks

Climate Change Mitigation:

n/a

Climate Change Adaptation:

n/a

Financial Matters:

There are no financial implications associated with the receipt of this report.

While utilising appropriate location-based criteria may mean less competition, this does not necessarily translate into increased costs, as the criteria would have been evaluated as adding value to the project as a whole. Wherever this criteria is being fairly and appropriately implemented, the following values are supported:

a. Support of local business and keeping jobs in the region;

b. Tax revenues re-invested in the region; and,

c. local business expansion and retention.

Consultations:

Dana Paladino, Deputy City Solicitor

Conclusion:

In addition to being in violation of both legislation and various national and international trade treaties, indiscriminate local preference policies conflict with the fundamental public procurement principles of impartiality and full and open competition.

At the same time, however, if it is necessary and clearly relevant to the successful delivery of a good or service, then the inclusion of local procurement preferences should be one of many criteria in a “best value” evaluation and award process. Administration

always seeks to ensure that these criteria are represented whenever the project demands highlight a need for local presence, supply, or knowledge.

Approvals:

Name	Title
Alex Vucinic	Purchasing Manager
Dana Paladino	Deputy City Solicitor – Purchasing, Risk Management, and POA
Shelby Askin Hager	City Solicitor and Corporate Leader Economic Development and Public Safety
Onorio Colucci	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: C 17/2021

Subject: A By-Law for the Repair and Improvement to the Marentette-Mangin Drain - Ward 1

Reference:

Date to Council: March 8, 2021
Author: Paul Mourad
Project Administrator
519-562-2448
pmourad@citywindsor.ca
Projects & Right-of-Way
Report Date: January 28, 2021
Clerk's File #: SW/14047

To: Mayor and Members of City Council

Recommendation:

I That Council **GIVE 3RD READING** to Provisional By-law 144/2020 which adopted the drainage report entitled, "*Drainage Report for the Marentette-Mangin Drain in the City of Windsor, County of Essex*", dated May 1, 2020, as prepared by Landmark Engineers Inc., in accordance with Section 58 of the Drainage Act, and

II That the City Engineer **BE AUTHORIZED** to proceed with the tender and award to the low bidder, subject to available funding as prioritized based on technical circumstances and scheduling of the various drainage works, and

III That the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign a contract with the low tenderer, satisfactory in form to the City Solicitor, in financial content to the City Treasurer, and in technical content to the City Engineer.

Executive Summary: N/A

Background:

The Marentette-Mangin Drain originates just north of Lambton Street and west of the Herb Gray Parkway and ultimately outlets to the Grand Marais Drain to the south. The drain, as well as the watershed that it lies within, have changed substantially over the past few decades. As development progresses, open drains become enclosed as formerly undeveloped parts of the city are urbanized. Urbanization began in the late

1980s and additional changes were caused by construction of the Rt. Hon. Herb Gray Parkway completed in 2015. The present day watershed contains a mixture of residential lands, open wooded areas and portions of the Parkway corridor.

Construction of the Parkway eliminated the upstream end of the drain to the north. The remaining open drain acts as an outlet to one of the Parkway's storm detention ponds. The middle section of the drain was previously replaced with storm sewers as part of the Huron Estates Subdivision, and ultimately outlets to the Grand Marais Drain.

In 2013, following substantial completion of the Parkway construction, the Ministry of Transportation of Ontario (MTO) filed petitions with the City for Council to appoint an engineer to examine and report on the Municipal Drains that provide a drainage outlet for the Parkway. Landmark Engineers Inc. was appointed as the Drainage Engineer by CR511/2016 in accordance with Section 8 of the Drainage Act. Landmark was retained to make an examination of the drain and prepare a drainage report to make recommendations for any repairs and improvements to the drain. The Ministry of Transportation has also committed to pay all costs associated with the engineering and preparation of the drainage report.

The City of Windsor does not assess property owners for drain maintenance, as directed by Council Resolution 388/2007, passed on October 1, 2007, which confirmed the use of the general tax levy for drain maintenance costs in accordance with the City of Windsor Act of 1968. However, a portion of the costs inherent with rebuilding private access structures are still to be assessed to the benefiting landowners. CR388/2007 was later amended by Council Resolution CR64/2015, which extended the exception of private access structures to include the exemption of "special benefit" works that benefit individual properties, and offered property owners the option of paying assessments and special charges in either, a single payment within 30 days of receipt of an invoice, or added to property taxes in ten (10) equal installments with interest.

The recommended repairs as outlined in the drainage report, include removing all dead woody material such as trees and brush that have blown over and lying in and across the drain channel and to remove all brush in the lower half of the drain channel that could cause a flow blockage. In addition, replacement of the ditch inlet bar screen is proposed at the downstream end of the open drain section which is prone to clogging. A brick bulkhead in the storm sewer outlet chamber to the Grand Marais Drain is also proposed to be removed.

At the Council Meeting on October 19, 2020, Council considered the drainage report for the Repair and Improvement to the Marentette-Mangin Drain. Council Resolution CR505/2020 was passed when Provisional By-law 144-2020 was given two readings by Council and the drainage report was then deemed to be adopted. This is in accordance with Section 45 of the Drainage Act.

Discussion:

In accordance with section 46 of the Drainage Act, a copy of the provisional by-law and Notice of the Court of Revision meeting were sent to all affected landowners listed in the

Schedule of Allowances. The notice informed each landowner of their right to appeal their drainage allowances to a Court of Revision by filing notice to the City Clerk not later than 10 days prior to the first sitting of the Court of Revision. At the Court of Revision scheduled for December 10, 2020, no appeals were filed. Therefore, the members of the Court of Revision voted to cancel the Court of Revision and support the Schedule of Allowances as recommended by Landmark Engineers in their drainage report dated May 1, 2020. The by-law may now be passed by giving third and final reading of the provisional by-law by City Council.

Risk Analysis:

Associated risks to the Corporation resulting from carrying out the recommendations in the report include risks typical of any construction project, such as bodily injury, property damage, and matters arising from violations of the Occupational Health and Safety Act. These risks will be transferred to the successful contractor, through the agreement entered into. As part of the agreement with the successful contractor, the contractor will be required to provide proof of insurance to the Corporation, as well as indemnify the Corporation from any claims which may arise from their work during or after construction. The risks of not undertaking the improvements outlined in the report might be potential flooding damages to adjacent lands, which could present a financial liability against the City.

Climate Change Risks

Climate Change Mitigation:

These works will improve the flow capacity in the drain which helps with stormwater management and thus provides enhanced flood protection for the land this drain services.

Climate Change Adaptation: N/A

Financial Matters:

The Ministry of Transportation has previously committed to pay all costs associated with the engineering and preparation of the Drainage Report as identified in CR511/2016. There are no costs to the City related to the drainage report, except for staff time to oversee the consultant's work. These costs will be charged to and managed within the department's Operating Budget.

All expenses associated with any repair and improvements (construction phase) to the Marentette-Mangin Drain, as identified in the report, will be assessed to the City of Windsor. The estimated cost to undertake the recommended repairs and improvements for construction and construction related engineering services in this report is estimated

at $113,438 in 2020 dollars, plus applicable taxes. Any recommended repairs that are carried out as outlined in this report will be charged to project # 007-2950-9998-02942-7086004 (Municipal Drain Maintenance). Implementation of drainage maintenance projects are prioritized based on technical circumstances and this project will compete with other approved drainage projects for scheduling and implementation as funding becomes available.

Consultations:

Carrie McCrindle, Financial Planning Administrator
Andrew Dowie, Engineer III/Drainage Superintendent

Conclusion:

Administration recommends that City Council pass the Final By-law by giving 3rd reading to Provisional By-law 144-2020, which provisionally adopted the drainage report entitled, "*Drainage Report for the Marentette-Mangin Drain in the City of Windsor, County of Essex*", May 1, 2020, in accordance with Section 58 of the Ontario Drainage Act.

Approvals:

Name	Title
France Isabelle-Tunks	Senior Manager, Engineering / Deputy City Engineer
Mark Winterton	City Engineer and Corporate Leader Environmental Protection and Infrastructure Services
Shelby Askin Hager	City Solicitor and Corporate Leader Public Safety and Economic Development
Joe Mancina	Chief Financial Officer/City Treasurer and Corporate Leader Finance and Technology
Onorio Colucci	Chief Administrative Officer

Notifications:

Name	Address	Email
Fred Francis, Ward 1 Councillor	c/o 350 City Hall Square West, Suite 220 Windsor, ON N9A 6S1	ffrancis@citywindsor.ca
Tim Byrne, Director, Watershed Management Services, Essex Region Conservation Authority	360 Fairview Ave W, Suite 311, Essex, ON N8M 1Y6	tbyrne@erca.org
Daniel Krutsch, P.Eng.	Landmark Engineers Inc. 2280 Ambassador Drive, Windsor, ON, N9C 4E4	dkrutsch@landmark.ca

THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: C 18/2021

Subject: Appointment of Drainage Engineer - Little River - Wards 7 and 8

Reference:

Date to Council: March 8, 2021
Author: Andrew Dowie
Engineer III
adowie@citywindsor.ca
(519) 255-6257 ext. 6490
Design and Development
Report Date: January 29, 2021
Clerk's File #: SW/14003

To: Mayor and Members of City Council

Recommendation:

THAT the firm of Water's Edge Environmental Solutions Team Ltd. **BE APPOINTED** as the Engineer of Record to prepare a report under Section 78 of the Drainage Act to inform Council with respect to the Municipal Class Environmental Assessment for the Little River Channel Improvements – VIA Rail Chatham Subdivision to Lauzon Road on the drainage works project, if any, that is required to address the ongoing use of the Little River Channel as a Municipal Drain.

Executive Summary:

N/A

Background:

At the Meeting of December 21, 2020, City Council received Report C 242/2020 and subsequently adopted CR659/2020:

> *"That City Council APPROVE entering into an agreement with Water's Edge Environmental Solutions Team Ltd. for the provisions of consulting services related to the City of Windsor - Little River Channel Improvements - VIA Chatham Subdivision to Lauzon Road, RFP 129-20, in the amount of $115,988.40 plus applicable taxes; and,*
>
> *That the Chief Administrative Officer and the City Clerk BE AUTHORIZED to sign the agreement with Water's Edge Environmental Solutions Team Ltd.,*

satisfactory in form to the City Solicitor, in technical content to the City Engineer and in financial content to the City Treasurer; and,

That City Council APPROVE the transfer of $30,000 from the Sewer Surcharge Reserve (F153) to project 7201023 Little River Improvements – VIA Chatham Subdivision to Lauzon Road."

Administration subsequently engaged Water's Edge Environmental Solutions Team Ltd., in joint venture with Natural Resources Solutions Inc., Soil Engineers Ltd., Hydrogeology Consulting Services and Detritus Consulting Ltd. to undertake the Municipal Class Environmental Assessment for Little River Channel Improvements – VIA Rail Chatham Subdivision to Lauzon Road.

Discussion:

To facilitate ongoing work associated with the Environmental Assessment and recommendations therein, approval is now being sought from City Council to designate the firm as Engineer of Record under Section 78 the Drainage Act as recommendations will speak to the hydrology and ongoing hydraulics of the channel itself.

The designation of Water's Edge Environmental Solutions Team Ltd. (Water's Edge), led by Dr. Ed Gazendam, P.Eng., as engineer of record for this project, will provide the firm with all rights and privileges vested to the engineer of record available in the Drainage Act in order to carry out the requisitioned work.

Water's Edge will begin their field work on receipt of City Council approval and are expected to supply to City Council completion of the Municipal Class Environmental Assessment in a period of 12 to 18 months.

Risk Analysis:

Adoption of this recommendation will ensure that Water's Edge is able to efficiently carry out their assigned duties. Absent adoption of the recommendation, the Drainage Superintendent would need to be present on-site for the collection of on-site information and the undertaking of any required surveys by Water's Edge to advance the project.

Climate Change Risks

Climate Change Mitigation:

This recommendation does not facilitate the mitigation of Climate Change Mitigation in a material way.

Climate Change Adaptation:

This recommendation assists in adapting to the effects of climate change by facilitating modernization of the Little River Channel that considers alternative design scenarios and incorporation of measures to support further climate change adaptation.

Financial Matters:

There are no financial impacts arising from this recommendation.

Consultations:

Dr. Ed Gazendam, P.Eng., Water's Edge Environmental Solutions Team, Ltd.

Conclusion:

Designation of Water's Edge Environmental Solutions Team, Ltd. as Engineer of Record is recommended in order to facilitate the completion of the Municipal Class Environmental Assessment for the Little River Channel Improvements – VIA Rail Chatham Subdivision to Lauzon Road.

Planning Act Matters:

N/A

Approvals:

Name	Title
Fahd Mikhael	Manager of Design and Development
France Isabelle-Tunks	Senior Manager of Engineering / Deputy City Engineer
Mark Winterton	City Engineer
Onorio Colucci	Chief Administrative Officer

Notifications:

Name	Address	Email
Dr. Ed Gazendam, P.Eng., Water's Edge Environmental Solutions Team, Ltd.	25 Water Street South, Cambridge, ON N1R 3C7	ed@watersedge-est.ca

Appendices: N/A

Subject: Exemption to Noise By-Law 6716 for Nighttime Construction Work - Huron Church - Wards 2 & 10

Reference:

Date to Council: March 8, 2021
Author: Michael Cappucci
Contracts Coordinator
519-255-6560 x4234
mcappucci@citywindsor.ca
Public Works - Operations
Report Date: February 17, 2021
Clerk's File #: SW/14010

To: Mayor and Members of City Council

Recommendation:

I) That the following exemption requests to the provisions of the Noise By-law 6716 (as amended), **BE GRANTED**:

a. ***Specific exemption request***:
The Public Works Department of the City of Windsor is requesting a noise by-law exemption for the time periods for the operation of construction equipment as dictated by the City of Windsor **By-Law No. 6716** in order to allow 24/7 construction work.

b. ***Scope of Exemption***:
The project limits are located in the City of Windsor on Huron Church Rd from Tecumseh Road West to College Avenue.

c. ***Duration of Exemption***:
This Noise By-Law Exemption is requested for the dates commencing on April 1st, 2021 and continuous through August 1st, 2021.

Executive Summary:

N/A

Background:

A Connecting Link is defined as a road that connects two ends of a provincial highway through a community or to a border crossing. In 1973, Huron Church Rd between Highway #3 and the Ambassador Bridge was identified as a Connecting Link by the Province of Ontario. Huron Church Rd is the only Connecting Link in the City of Windsor

and the limits are from just North of the Industrial Dr/ Northwood St intersection to the Ambassador Bridge. The MTO runs a Connecting Links Program that funds the construction and repair of roads and bridges on connecting links. The program funding is for up to 90 percent of total eligible project costs. The maximum amount of funding for eligible costs is $3 million per project. Funding is provided for the design, construction, renewal, rehabilitation and replacement of connecting link infrastructure.

The City has been submitting projects to the MTO for consideration in the Connecting Links Program since the start of the program in 2015. The City was notified in 2020 that our application had been approved and we were awarded the maximum grant value of $3 million for the reconstruction (and panel repairs) of Huron Church Rd from Tecumseh Road West to College Avenue.

Discussion:

The City of Windsor is undertaking the reconstruction and panel replacement of Huron Church Rd from Tecumseh Road West to College Avenue. This section of Huron Church Rd see in excess of 60,000 vehicles per day including over 10,000 trucks per day going to and coming from the Ambassador Bridge which is the busiest international commercial border crossing in Canada. This section of roadway has significantly deteriorated due to the heavy volumes of traffic and annual freeze-thaw cycles and requires full reconstruction. The intent of this project is to replace the existing composite pavement with a new concrete pavement to improve the long term durability of the roadway.

The project consists of the following components:

- Demolition and removal of existing concrete road, concrete sidewalks, concrete median and traffic signal infrastructure from College Ave. to Girardot St.
- Concrete panel replacement from Girardot St. to Tecumseh Rd.
- Installation of new watermain complete with associated tie-ins.
- Construction of new concrete pavement, sidewalks and median islands.
- Installation of new traffic signals on Huron Church Rd at the Tecumseh intersection
- Drainage improvements.

Construction activities will be carried out 7 days a week and 24 hours a day to the extent that the construction operations will allow.

Access to businesses will remain open throughout the construction works.

The properties fronting on the section of Huron Church Rd to be reconstructed are primarily commercial which would render this area exempt as per the Noise By-law 6716 however, due to the proximity of some residential properties on adjacent streets, Public Works is seeking a Noise By-Law Exemption in order to:

- Minimize the potential safety hazards during construction to the traveling public.
- Minimize the total duration of construction.

The proposed night time works will involve the reconstruction of the road and associated infrastructure within the right-of-way and will involve the use of the following noise producing machinery:

- Construction vehicles such as: dump trucks and material delivery trucks
- Construction equipment such as: excavators, loaders, bulldozers, rollers
- Paving units (concrete pavers)
- Use of power tools such as: air compressors and portable power generators;
- Compaction equipment; and,
- Concrete saws and coring machines.

The control of construction noise from this project requires that the Contractor maintain equipment in a good operating condition that prevents unnecessary noise (e.g. machinery must be kept in good working order, and no excessive idling of equipment will be permitted). A notification area for the by-law exemption is illustrated in Appendix A.

Risk Analysis:

Risk Description	Impacted Objective(s)	Risk Level	Mitigating Strategy / Status	Responsibility
Noise will exceed generally acceptable nighttime levels	Consideration of community	Low	To minimize noise nuisance from construction activities to adjacent businesses and private properties, private construction firms working under contract for the City will be required to minimize the idling of construction vehicles, maintain equipment in good working order, and apply standard noise mitigation measures. If construction noise complaints arise during construction, they will be investigated by City staff in an attempt to mitigate the concerns and reach a resolve to the complaint.	City / General Contractor

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

N/A

Consultations:

N/A

Conclusion:

Administration supports the Public Works Department's requested exemption to the Noise By-law as nighttime work will minimize the duration of the construction works resulting in a return to normal traffic flow as quickly as possible.

Planning Act Matters:

N/A

Approvals:

Name	Title
Dwayne Dawson	Executive Director of Operations
Mark Winterton	City Engineer
Valerie Critchley	City Clerk
Shelby Askin Hager	City Solicitor
Onorio Colucci	Chief Administrative Officer

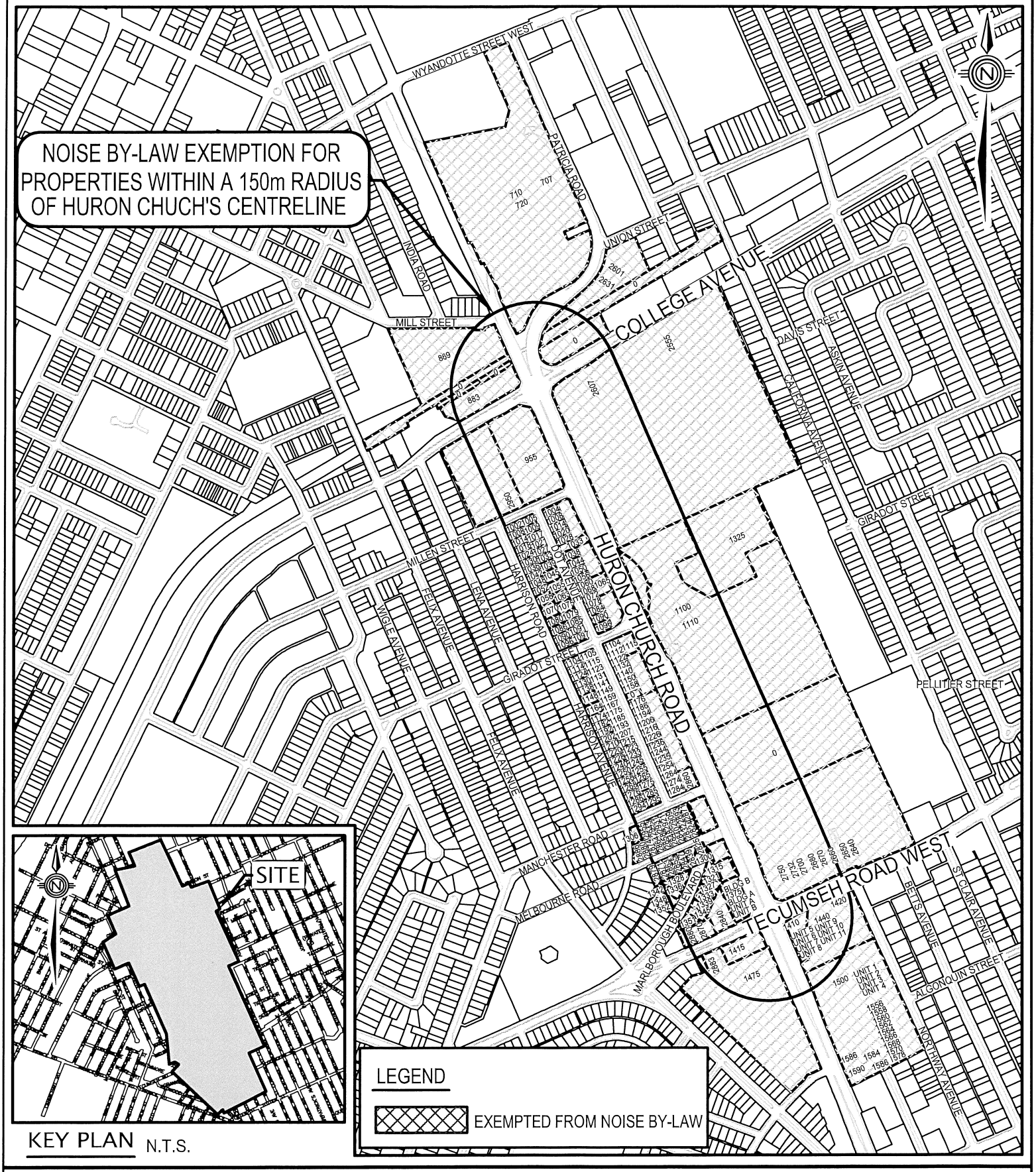
Notifications:

Name	Address	Email
All affected properties within 150m of the construction activities.		
MTO Ron Lewis		ron.lewis@ontario.ca
WEMG Mike Palanacki		mpalanacki@wemg.ca

Name	Address	Email
Ambassador Bridge Stan Korosec Randy Spader		skorosec@ambassadorbridge.com rspader@ambassadorbridge.com
Windsor Police Services		info@windsorpolice.ca
311		info@citywindsor.ca

Appendices:

1 Appendix A - Notification Area for Noise Bylaw Exemption



THE CORPORATION OF THE CITY OF WINDSOR - ENGINEERING DEPARTMENT

Noise By-Law Exemption for Huron Church Road between Tecumseh Road West and College Avenue

Kirk Tamm, Manager of Geomatics

SCALE: 1:9000	DATE: JANUARY 2021	REVISED: ----------	DWG. NO.
DWN BY: JLH	CHKD BY: PJU / MC	REVISION NO.: ----------	C-3607

THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: C 24/2021

Subject: Exemption to Noise By-law 6716 for Nighttime Construction Work – Lauzon Pkwy from Tecumseh Rd E to Hawthorne Dr- Ward: 8

Reference:

Date to Council: March 8, 2021
Author: Charles Hartford
Engineer I
519-819-3946
chartford@citywindsor.ca
Public Works - Operations
Report Date: February 17, 2021
Clerk's File #: SW2021

To: Mayor and Members of City Council

Recommendation:

I) That the following exemption requests to the provisions of the Noise By-law 6716 (as amended), **BE GRANTED**:

***a. Specific exemption request*:**
The Public Works Department of the City of Windsor is requesting a noise by-law exemption for the time periods for the operation of construction equipment as dictated by the City of Windsor **By-Law No. 6716** in order to allow 24/7 construction work.

***b. Scope of Exemption*:**
The project limits are located in the City of Windsor at Lauzon Parkway from Tecumseh Rd E to Hawthorne Dr.

***c. Duration of Exemption*:**
This Noise By-Law Exemption is requested for the dates commencing on May 1, 2021 and continuous through September 1, 2021.

Executive Summary:

N/A

Background:

The City's Asset Management plan indicates that Luzon Parkway is in need of rehabilitation between Tecumseh Road East to Hawthorne Drive due to its state of disrepair.

The Operations department is issuing a tender this winter to have Lauzon Parkway rehabilitated in spring 2021. This has been on Operation's agenda for the last 3 to 4 years.

The expected start date is largely dependant on the tendering process; However a completion date will be set on September 1, 2021.

Discussion:

The City of Windsor is undertaking the removal and replacement of the roads surface of Lauzon Parkway from Tecumseh Road East to Hawthorne Drive. Lauzon Parkway is a major arterial road that connects much of the Forest Glade and Riverside regions to EC Row. This section of roadway has significantly deteriorated due to the heavy volumes of traffic and annual freeze-thaw cycles and requires rehabilitation. Based on the findings of a geotechnical report provided by Golder Associates the intent of this project is to remove and replace the existing concrete pavement with the addition of an open graded drainage layer (OGDL) to improve the structure and lessen the effects of the freeze thaw cycle.

The project consists of the following components:

- Demolition and removal of existing concrete road and concrete median from Tecumseh to Hawthorne
- Demolition and removal of existing concrete sidewalk from Enterprise Way to Hawthorne Drive
- Addition of OGDL
- Construction of new concrete pavement, sidewalks and median islands.
- Drainage improvements.

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Construction activities will be permitted to be carried out 7 days a week and 24 hours a day to the extent that the construction operations will allow.

Access to businesses will remain open throughout the construction works.

The properties fronting on the section of Lauzon Parkway to be reconstructed are primarily commercial which would render this area exempt as per the Noise By-law 6716 however, due to the proximity of some residential properties on adjacent streets, Public Works is seeking a Noise By-Law Exemption in order to:

- Minimize the potential safety hazards during construction to the traveling public.
- Minimize the total duration of construction.

The proposed night time works will involve the reconstruction of the road and associated infrastructure within the right-of-way and will involve the use of the following noise producing machinery:

- Construction vehicles such as: dump trucks and material delivery trucks
- Construction equipment such as: excavators, loaders, bulldozers, rollers
- Paving units (concrete and OGDL pavers)
- Use of power tools such as: air compressors and portable power generators;
- Compaction equipment; and,
- Concrete saws and coring machines.

The control of construction noise from this project requires that the Contractor maintain equipment in a good operating condition that prevents unnecessary noise (e.g. machinery must be kept in good working order, and no excessive idling of equipment will be permitted). A notification area for the by-law exemption is illustrated in Appendix A.

Risk Analysis:

Risk Description	Impacted Objective(s)	Risk Level	Mitigating Strategy / Status	Responsibility
Noise will exceed generally acceptable nighttime levels	Consideration of community	Low	To minimize noise nuisance from construction activities to adjacent businesses and private properties, private construction firms working under contract for the City will be required to minimize the idling of construction vehicles, maintain equipment in good working order, and apply standard noise mitigation measures. If construction noise complaints arise during construction, they will be investigated by City staff in an attempt to mitigate the concerns and reach a resolve to the complaint.	City / General Contractor

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

N/A

Consultations:

A letter will be delivered to all properties nearby and adjacent to the proposed works (see highlighted properties in Appendix A).

Conclusion:

Administration supports the Public Works Department's requested exemption to the Noise By-law as nighttime work will minimize the duration of the construction works resulting in a return to normal traffic flow as quickly as possible.

Planning Act Matters:

N/A

Approvals:

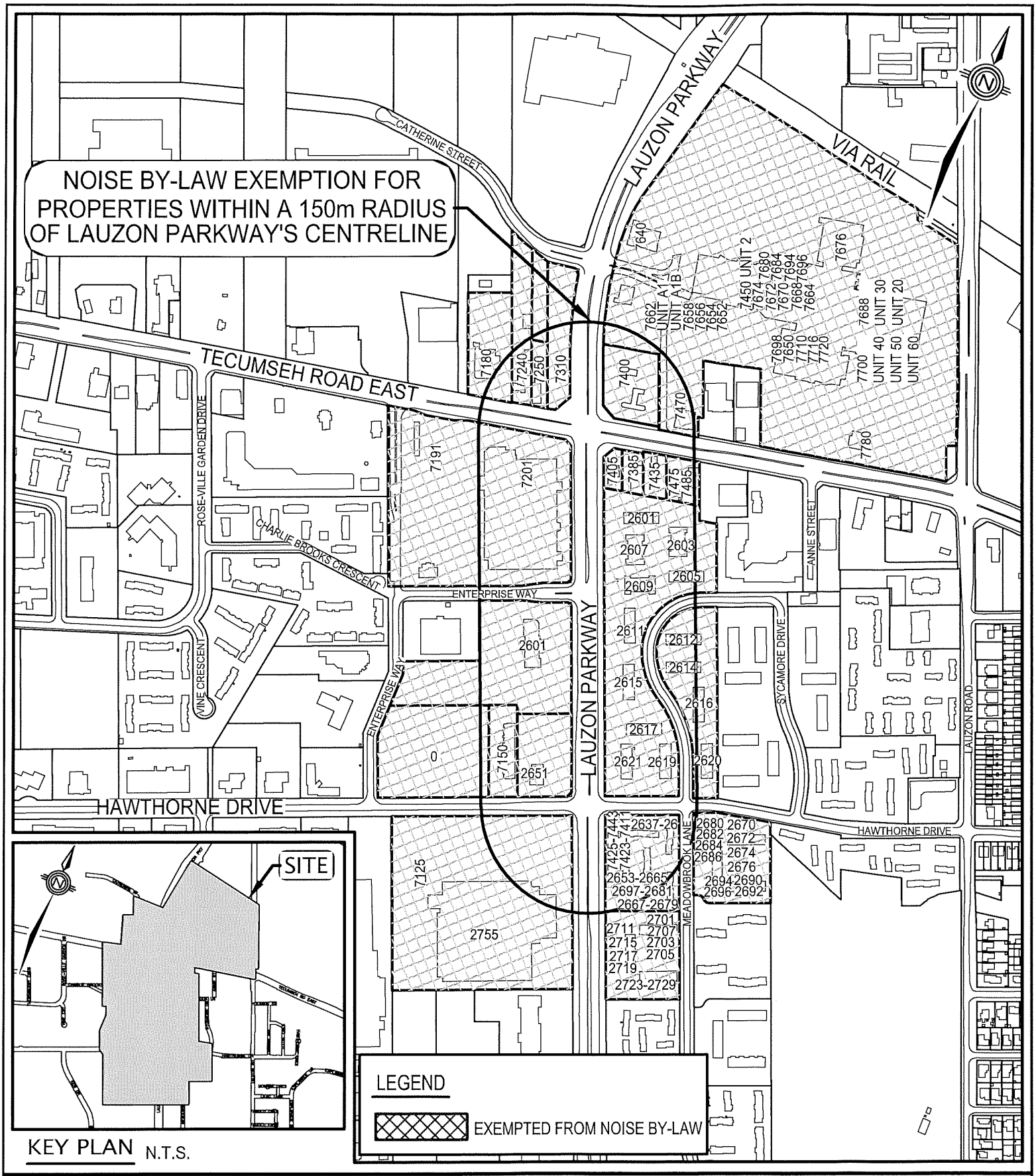
Name	Title
Phong Nguy	Manager, Contracts, Field Services & Maintenance
Dwayne Dawson	Executive Director of Operations
Mark Winterton	City Engineer
Valerie Critchley	City Clerk
Shelby Askin Hager	City Solicitor
Onorio Colucci	Chief Administrative Officer

Notifications:

Name	Address	Email
All affected properties nearby and adjacent to the construction activities.		
311		311@citywindsor.ca

Appendices:

1 Appendix A - Notification Area for Noise By-Law Exemption



THE CORPORATION OF THE CITY OF WINDSOR - ENGINEERING DEPARTMENT

Noise By-Law Exemption for Lauzon Parkway between Tecumseh Road East and Hawthorne Road

Kirk Tamm, Manager of Geomatics

SCALE: 1:7000	DATE: JANUARY 2021	REVISED: ----------	DWG. NO.
DWN BY: JLH	CHKD BY: PBM / MC	REVISION NO.: ----------	C-3605

THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: C 22/2021

Subject: Award of RFP 8-21 Purchase of Four (4), Utility Service Bodies and Accessories for the Traffic Signs & Markings Division - City Wide

Reference:

Date to Council: March 8, 2021
Author: Chad Goebel
Fleet Coordinator
519-255-6560 x4235
cgoebel@citywindsor.ca
Public Works - Operations
Report Date: February 17, 2021
Clerk's File #: SW/2021

To: Mayor and Members of City Council

Recommendation:

THAT City Council **APPROVE** the award of RFP 8-21 for the purchase, installation and delivery of four (4) utility service bodies and accessories; and,

THAT the Purchasing Manager **BE AUTHORIZED** to issue a purchase order to Pride Bodies Ltd. in the amount of $178,928 (excluding HST) for the purchase of four (4) utility service bodies and accessories as a result of the tendering process, subject to approval as to technical content by the City Engineer and in financial content to the Chief Financial Officer and City Treasurer; and,

THAT City Council **APPROVE** a transfer of $20,310 from the 2020 Fleet Additions Project 7201009 to the 2019 Fleet Replacements Project 7191001 to provide additional funding required for the replacement and upgrade of these four (4) utility service bodies and accessories.

Executive Summary:

N/A

Background:

The COVID Pandemic has created many irregularities in the automotive manufacturing sector and its processes, resulting in delays in orders and even unavailability of products in some cases. This purchase is to replace the utility service bodies for the four (4) existing units in the Traffic Signs & Markings Division that are all at the end of their useful life.

In addition to challenges with the procurement of equipment due to the pandemic, additional safety requirements have been introduced since the last replacement of these type of service trucks specific to the guardrails required for compliance with the Occupational Health and Safety Act (OHSA). The upgraded requirement related to guardrails will result in increased costs to replace these type of service trucks.

Discussion:

To select the replacement cab and chassis for the four (4) units approved for replacement, RFT 158-20 was issued and awarded to Rose City Ford, approved CAOP 152/2020 November 26, 2020 . This report addresses the purchase of the service bodies, RFP 8-21, for the four trucks purchased under RFT 158-20. RFP 8-21 was issued on January 4, 2021 and closed on January 25, 2021 with only one submission from Pride Bodies Ltd.. The sole submission was evaluated in accordance with the purchasing By-Law criteria for vendors, and the submission was determined to be in compliance.

Risk Analysis:

The existing units are all at the end of their useful life. Any delay in replacement may result in costly repairs to the old units and the Traffic Division risks being unable to provide the expected level of service due to service delays.

Climate Change Risks

Climate Change Mitigation:

N/A

Climate Change Adaptation:

N/A

Financial Matters:

The four (4) units scheduled for replacement in 2019 were approved by the Fleet Review Committee in consideration of forecasted fleet replacements and additions and by City Council during the 2019 capital budget process CR B8/2019. The approved capital budget for the four (4) units (cab and chassis and service bodies) is $314,163 including non-refundable HST.

The cab and chassis have been purchased at a cost of $152,396 including non-refundable HST. The balance of the 2019 approved funds remaining for the four (4) service bodies is $161,767 including non-refundable HST. The cost to purchase the four (4) service bodies is $182,077 including non-refundable HST ($178,928 plus non-refundable HST). Administration recommends funding the shortfall of $20,310 from the 2020 Fleet Additions project 7201009 which has approved and adequate available funding for unforeseen upgrades and additions.

Summary of Budget and Costs:

Approved 2019 budget – four (4) units	$314,163 including non-refundable HST
Less: purchase of cab and chassis	$152,396 including non-refundable HST
Less: purchase of service bodies	$161,767 including non-refundable HST
Funding Shortfall	($ 20,310) including non-refundable HST

The cost to purchase the four (4) service bodies will be charged to the 2019 Corporate Fleet Replacement Project 7191001. Should Council approve the transfer of funding from the 2020 Fleet Additions Project 7201009, there will be sufficient funds for the purchase of these four (4) service bodies.

Consultations:

N/A

Conclusion:

Administration recommends the purchase of these four (4) Utility Service Bodies and Accessories for the Traffic Signs & Markings Division.

Planning Act Matters:

N/A

Approvals:

Name	Title
Cindy Becker	Financial Planning Administrator – Public Works Operations
Angela Marazita	Fleet Manager
Dwayne Dawson	Executive Director of Operations
Mark Winterton	City Engineer
Alex Vucinic	Purchasing Manager
Joe Mancina	City Treasurer
Onorio Colucci	Chief Administrative Officer

Notifications:

Name	Phone	Email
Jim Guest	(519) 716-0733	jguest@wabtec.com

Appendices:

Committee Matters: SCM 37/2021

Subject: Minutes of the Transit Windsor Advisory Committee of its meeting held October 27, 2020

Moved by: Councillor McKenzie
Seconded by: Councillor Francis

Decision Number: **ETPS 804**
THAT the minutes of the Transit Windsor Advisory Committee of its meeting held October 27, 2020 **BE RECEIVED**.
Carried.

Report Number: SCM 380/2020
Clerk's File: MB2021

Clerk's Note:

1. The recommendation of the Standing Committee and the Advisory Committee are the same.
2. Please refer to Item 7.1 from the Environment, Transportation and Public Safety Standing Committee Meeting held January 20, 2021.
3. To view the stream of this Standing Committee meeting, please refer to: http://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20210127/-1/5218

Committee Matters: SCM 380/2020

Subject: Minutes of the Transit Windsor Advisory Committee of its meeting held October 27, 2020

Transit Windsor Advisory Committee

Meeting held October 27, 2020

A meeting of the Transit Windsor Advisory Committee is held this day commencing at 4:00 p.m. via Zoom video conference, there being present the following members:

Councillor Kieran McKenzie, Chair
Councillor Rino Bortolin
Councillor Chris Holt
Bernie Drouillard
Nathanael Hope

Regrets received from:

Ryan Hooey

Also present are the following resource personnel:

Pat Delmore, Executive Director, Transit Windsor
Tyson Cragg, new Executive Director, Transit Windsor
Mark Winterton, City Engineer
Steve Habrun, Manager, Operations, Transit Windsor
David Calibaba, Manager, Sales & Marketing, Transit Windsor
Jason Scott, Supervisor Planning, Transit Windsor
Karen Kadour, Committee Coordinator

1. Call to Order

The Chair calls the meeting to order at 4:00 o'clock p.m. and the Committee considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

2. Introduction of Tyson Cragg, New Executive Director of Transit Windsor

The Chair introduces Tyson Cragg, the new Executive Director to the Transit Windsor Advisory Committee. Mr. Cragg advises he is looking forward to working with the Committee.

3. Declaration of Conflict

None disclosed.

4. Adoption of the Minutes

Moved by Councillor Bortolin, seconded by Councillor Holt,

That the minutes of the Transit Windsor Advisory Committee of its meeting held May 26, 2020 **BE ADOPTED** as presented.

Carried.

5. Business Items

5.1 COVID-19 Transit Service Impact and Update

P. Delmore reports that there have been many months dealing with multiple changes in terms of how they operate and provide transit service. As of yesterday, are now back to front door service with front door fare collection. The level of service that is currently provided meets the riders needs albeit they are not providing the regular level of service nor is anyone in the transit industry at this time. They are providing an enhanced Saturday service and continue to add additional buses where needed especially on the main routes. From a ridership perspective, they are still dealing with low ridership, which is at about 60% loss for the same period over last year.

In response to a question asked by Councillor Bortolin regarding if we are still passing people with full buses, P. Delmore responds they are still experiencing some overloads, but the locations are monitored daily and if we see overloads at consistent times, additional buses are added.

Councillor McKenzie asks how Administration envisions what the process may look like in terms of the financial reporting for this year.

P. Delmore responds in July 2020, the Provincial and Federal Governments recognized the importance of public transit. They provided a specific stream of funding to public transit and the City of Windsor has received $6.3 million between the two levels of government to support COVID related costs. It is certain that we will utilize the $6.3 million by March 2021, which is when the funding level must be used by.

Moved by Councillor Bortolin, seconded by B. Drouillard,

That the COVID-19 Transit Service Impact and Update provided by the Executive Director of Transit Windsor **BE RECEIVED**.

Carried.

5.2 More Than Transit – Master Plan Update

S. Habrun indicates when they met with Dillon Consulting they reviewed the Master Plan through a COVID lens and looked at technology, on-demand transit, fare box

systems and different payment options. There are funds available for upgrading the bus stops in the city in terms of accessibility.

In response to a question asked by Councillor Bortolin regarding if they foresee any impacts or needs that need to be overhauled at this time, P. Delmore responds there is a need relating to some of the routes.

Councillor McKenzie asks when we get to a state of normalcy, will the service resume as it was pre-COVID or is it forever changed.

P. Delmore responds that cities that have been impacted by commuter travel will have to make massive changes in public transit. Municipalities that relied heavily on commuters will have to rethink how they will provide transit service. The City of Windsor less so as the ridership is more reliant on service as a service and once the students are back, we will rebound a lot quicker than other municipalities.

Councillor McKenzie remarks that the Master Plan was approved pre-pandemic and asks if there will be a need for some tweaks to the Plan.

T. Cragg responds the Plan is a solid plan. The fundamentals are still there as it is a modular plan or a type of plan where you can take bits and pieces of it to advance things.

Fare Structure Implementation

D. Calibaba states that the new fare structure was implemented in July 2020 with a two percent increase across the board. The only category that they did not raise was the Tunnel, which remained at $5.00. The two percent will be year over year so every year we will see the annual increase at the same time. We eliminated the student category and replaced it with the youth category which is 13-19 years of age; adult is for 13-59 years of age and seniors is over 60 years of age and older. A new category entitled “semester pass” is for four months with a free insurance policy – if the card is lost or stolen, it will be replaced at a cost of $269.40. We also introduced the children under 13 who ride free when accompanied by a full parent fare. We introduced the additional fare media to eliminate the paper tickets, which are still valid. We are no longer selling paper tickets (our third party vendors are). We are selling our Transit Windsor Smart rides that are on a Smart Card, which has an automatic transfer on that card.

Service Enhancement Budget 2021

S. Habrun reports that a request was made this year to retain a full time Trainer/Supervisor. He adds there is a lack in the training aspect with regards to budgetary issues. Also a request has been made for an express route to go from the east

end to the west end from (Tecumseh Mall to St. Clair College) in a reasonable amount of time.

Councillor Bortolin requests that the foregoing items be tied directly to the Master Plan.

P. Delmore responds that they have had discussions with their staff to ensure that any reports are tied to the Transit Windsor Master Plan.

Public Consultation

S. Habrun advises that the recent meeting held with Dillon Consulting represents a form of consultation. Going forward, if the budget is approved and funding is received to update the changes, the plan in 2021 is to do a public consultation with an online component.

Moved by N. Hope, seconded by B. Drouillard,
That the More Than Transit – Master Plan Update **BE RECEIVED.**
Carried.

5.3 Regional Updates

P. Delmore provides the following comments relating to the regional updates:

- The Leamington service has resumed with limited ridership.
- The LaSalle route has been in operation throughout the entire pandemic.
- The Town of Amherstburg is having conversation around public transit. A proposal from the City of Windsor was provided to the Town of Amherstburg and was fully supported by their Council. A public consultation was held and the City of Windsor provided a proposal relating to routing, options and alternative route modifications.
- A proposal has been provided to the Town of Tecumseh. Their current contract expires and we look forward to further communication with them to keep the regional aspect moving.

T. Cragg states that one of the things he is quite excited about with the future of Transit Windsor are the opportunities for regional transit. He is happy to see that we are engaged with other municipalities to extend our service throughout the region.

Moved by Councillor Holt, seconded by B. Drouillard
That the update provided by the Executive Director of Transit Windsor regarding regional transit **BE RECEIVED.**
Carried.

6. New Business

The Chair suggests taking the model of the U-Pass and looking at potential partners, i.e. Devonshire Mall, Hotel Dieu Grace and Tecumseh Mall as a means to further ridership.

P. Delmore states that he had a discussion with Mr. Cragg on this day regarding centering the U-Pass on St. Clair College for example. He notes that they have a Corporate Value Pass, which does provide discounts to institutions like the Mall and with the employees at Hotel Dieu Grace Healthcare. He indicates the U-Pass concept means that everyone pays into the program. Therefore, if there are other institutions, for example that have 200 employees, all 200 employees pay into a bus pass whether or not they use it.

Councillor Bortolin asks if this has been discussed within our own Corporation so instead of a parking pass, they would get a bus pass. Has there been any discussion to include this in a Collective Agreement.

P. Delmore states there have been discussions and at one time, the City of Windsor did have a program where the staff received a discount. He suggests this matter be further discussed at the next meeting of the Committee.

P. Delmore is proud to announce and congratulate Committee Member Bernie Drouillard on receiving the 2020 Canadian Urban Transit Association (CUTA) Award of Excellence. Awarded to recognize a single major contribution made by an individual, which has resulted in the betterment of a public transit initiative on behalf of their organizations. This could be awarded to an employee of a CUTA member, a volunteer or a community advocate.

- Bernie Drouillard is being recognized for preserving and promoting the history of public transit in the City of Windsor.
- Support of public transit
- Bernie Drouillard, local historian and community advocate for preserving public transit in the city of Windsor, made an astounding discovery over a decade ago that would lead to the restoration of Streetcar No. 351, one of only three known streetcars that remain out of twenty that operated in Windsor in the late nineteenth and early twentieth centuries. Bernie made an astounding discovery over a decade ago that would lead to the restoration and display of an important part of Windsor's history for generations to come.
- Bernie went above and beyond and inspired many to work together to restore a vital piece of transit history.
- Bernie graciously volunteered his time to join the restoration committee and remained committed to sharing his knowledge
- During the two-year restoration process, Bernie assisted a team that went to schools and worked with various students and professionals to create a unique

documentary on the 100 years of transit history. Bernie accompanied the team on presentations to local service groups and Rotary Clubs

- His vast knowledge and collection of historical artifacts highlighted the trailblazing role Windsor played in Canada as a transportation hub. Bernie demonstrates excellence in community service to the transit industry – a genuine gift to our community.

7. Date of Next Meeting

The next meeting will be held at the call of the Chair.

8. Adjournment

There being no further business, the meeting is adjourned at 5:05 o'clock p.m.

_____

CHAIR

_____

COMMITTEE COORDINATOR

THE CITY OF WINDSOR ONTARIO, CANADA

Committee Matters: SCM 38/2021

Subject: Essex-Windsor Solid Waste Authority Regular Board Meeting Minutes - November 3, 2020

Moved by: Councillor Francis
Seconded by: Councillor Costante

Decision Number: **ETPS 805**
THAT the minutes of the Essex-Windsor Solid Waste Authority (EWSWA) of its meeting held November 3, 2020 **BE RECEIVED**.
Carried.

Report Number: SCM 346/2020
Clerk's File: MB2020

Clerk's Note:

1. The recommendation of the Standing Committee and EWSWA are the same.
2. Please refer to Item 7.2 from the Environment, Transportation and Public Safety Standing Committee Meeting held January 20, 2021.
3. To view the stream of this Standing Committee meeting, please refer to: http://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20210127/-1/5218

Committee Matters: SCM 346/2020

Subject: Essex-Windsor Solid Waste Authority Regular Board Meeting Minutes - November 3, 2020

Essex-Windsor Solid Waste Authority
Regular Board Meeting
MINUTES

Meeting Date:	**Tuesday, November 3, 2020**
Time:	**Regular Session - 4:00 P.M.**
Location and Meeting Instructions:	**Meeting to take place via teleconference (no video) Board Members and Staff will receive e-mail notification which will include telephone dialing instructions**

Anyone from the public or media wishing to be able to listen to the meeting is required to send an e-mail request to the Authority's General Manager Eli Maodus at emaodus@ewswa.org by 11:00 AM of the meeting date. Telephone dialing instructions will be provided. The public and media will be able to listen to the meeting but will not be allowed to participate in the discussions.

Attendance

Board Members:	Fabio Costante	City of Windsor
	Gary Kaschak - Chair	City of Windsor
	Kieran McKenzie	City of Windsor
	Jim Morrison	City of Windsor
	Ed Sleiman	City of Windsor
	Marc Bondy	County of Essex
	Aldo DiCarlo – Vice Chair	County of Essex
	Hilda MacDonald	County of Essex
	Gary McNamara	County of Essex (Ex-Officio)
EWSWA Staff:	Eli Maodus	General Manager
	Michelle Bishop	Manager of Finance & Administration
	Cathy Copot-Nepszy	Manager of Waste Diversion
	Tom Marentette	Manager of Waste Disposal
	Teresa Policella	Executive Secretary
City of Windsor Staff:	Anne Marie Albidone	Manager of Environmental Services
	Tony Ardovini	Deputy Treasurer Financial Planning
	Natasha Couvillion	Manager of Performance Measurement & Financial Administration
	Dwayne Dawson	Executive Director of Operations
County of Essex Staff:	Mary Birch	Director of Council & Community Services/Clerk
	Sandra Zwiers	Director of Financial Services/Treasurer
Absent:	Drew Dilkens	City of Windsor (Ex-Officio)
	Cindy Becker	Financial Planning Administrator
Others:	Gord Bacon	AM800

1. Call to Order

The Chair called the meeting to order at 4:01 p.m.

2. Roll Call of Board Members Present

Marc Bondy – Present

Fabio Costante – Present

Aldo DiCarlo – Present

Gary Kaschak – Present

Hilda MacDonald – Present

Kieran McKenzie – Present

Gary McNamara – Present

Jim Morrison – Present

Ed Sleiman – Present

The Chair asked if there were others on the call. Gord Bacon from AM800 stated he was on the call.

3. Declaration of Pecuniary Interest

The Chair called for any declarations of pecuniary interest and none were noted. He further expressed that should a conflict of a pecuniary nature or other arise at any time during the course of the meeting that it would be noted at that time.

4. Approval of the Minutes

A. October 6, 2020 Regular Meeting Minutes

Moved by Kieran McKenzie
Seconded by Gary McNamara
THAT the minutes from the Essex-Windsor Solid Waste Authority Regular Meeting, dated, October 6, 2020 be approved and adopted.

67-2020
Carried Unanimously

5. Business Arising from the Minutes

No items were raised for discussion.

6. Correspondence

There were no correspondence items for consideration.

7. Delegations

There were no delegations present.

8. Waste Disposal – No items

9. Waste Diversion

A. 2020 Waste Reduction Week Activities including Truckload Sales

The Manager of Waste Diversion stated that Waste Reduction Week (WRW) activities were held from October 19-23, 2020. This event is held annually and supports national WRW in attempt to reduce waste. The WRW was promoted through the EWSWA electronic e-newsletter and social media. Mayor Drew Dilkens retweeted a social media post. The LaSalle Local also published an article discussing WRW.

The Manager of Waste Diversion stated that Administration also tried something new by hosting an inventory sale during WRW. There were new items for sale such as composters, green cone digesters and rain barrels. The items were sold at the Windsor Public Drop Off site and the Essex County Civic Centre. Due to COVID-19 protocols, pre-registration for sales appointments were done to eliminate large crowds. The sale was successful and a significant amount of inventory was sold.

The Manager of Waste Diversion stated that more residents were reached during WRW through an Orange Box promotion. Residents that came in to the Municipal Hazardous and Special Waste (MHSW) the Windsor Public Drop Off Depot with 2 or more items received an orange box.

Mr. McKenzie suggested allocation of budget for Waste Reduction Week for promotions.

The Manager of Waste Diversion stated that typically for this initiative the Authority filters only through certain outlets and does use budgetary. She stated that due to COVID-19, the Authority promoted WRW only through social media, e-newsletter, etc. to ensure participation could be supported effectively.

Mr. McKenzie asked if there were any other education pieces.

The Manager of Waste Diversion stated that staff educated residents on electronics and food waste and other waste reduction strategies.

Moved by Kieran McKenzie
Seconded by Marc Bondy
THAT the Board receive the 2020 Waste Reduction Week Activities report as information.

68-2020
Carried Unanimously

B. Canada Single Use Plastics Ban 2021

The General Manager referred to page 17 of the agenda package. He stated that the report is to inform the Board of a news release issued on October 7, 2020 by the Federal Minister of the Environment regarding the next steps to achieve zero plastic waste by 2030.

By the end of 2021, the Government will issue regulation on how to ban or restrict certain single use plastic items such as plastic bags, straws, cutlery, plates and stir sticks. The General Manager noted that the news release by the Environment Minister is attached to the report.

Moved by Ed Sleiman
Seconded by Hilda MacDonald
THAT the Board receive the Canada Single Use Plastics Ban 2021 report as information.

69-2020
Carried Unanimously

C. Ministry Posting Blue Box Transition Regulation to the Environmental Registry of Ontario

The General Manager referred to page 24 of the agenda package. The purpose of the report is to inform the Board that on October 19, 2020 the Environment Ministry posted the draft Blue Box Regulation to the Environment Registry of Ontario. The Ministry presented a draft regulation which sets out the responsibilities for Producers as they assume the operation and cost of Blue Box programs across the Province. Producers are to begin transitioning Ontario municipal programs January 1, 2023 and shall conclude the transition by December 31, 2025. The program is currently run and funded by municipalities bearing 50% of the net cost and the Producers bearing 50%. The regulation will make Producers responsible for the full cost of the program. The draft regulation language is largely satisfactory to municipalities. The regulation has a 45-day comment period and AMO will make comments on behalf of the municipalities. The General Manager stated that AMO's comments are anticipated to be favourable. He also stated that the transition schedule is included in the posting. Some municipalities received the year they wish to transition and others did not. Windsor-Essex received the year they requested (2024). The termination date for the Windsor Blue Box collection contract (August 27, 2024) will coincide with the transition year.

The General Manager stated one of the major points of the regulation is to expand the scope of the products that will be collected. Every municipality will have the same items in the Blue Box and the Producers will be responsible to achieve targets on what they need to recover.

Mr. McNamara stated that this is great news as municipalities have been waiting a long time for this.

Mr. McKenzie asked what will this regulation mean for EWSWA from an operational standpoint and what will the changes be for EWSWA. Are Producers going to look for other options. Will it affect the collection piece as well.

The General Manager stated that the Province has been clear that the transition should be seamless and residents should not see any difference. The difference that the residents will see will be the enhancements like additional materials that can be added to the Blue Box. The residents should see the same delivery of service in regards to collection. The General Manager stated that the process will evolve once it is put in application.

The General Manager stated that EWSWA will still need to make some decisions. Another question will be if municipalities will still want to be involved in providing collection and processing services. Municipalities would engage in discussions with Producers to determine if Producers would engage a municipality and pay the municipality to provide collection and/or processing services. The Producers acknowledge that municipalities do a good job collecting Blue Box curbside. The General Manager stated that EWSWA may still be engaged in contracts with Producers.

Moved by Gary McNamara
Seconded by Kieran McKenzie
THAT the Board receive the Ministry Posting Blue Box Transition Regulation to the Environmental Registry of Ontario report as information.

70-2020
Carried Unanimously

D. Composition of Food Waste Organics Working Group

The General Manager referred to page 26 of the agenda. The General Manager referred to the discussion at the prior month's Board meeting regarding the resolution pertaining to the Food and Organic Waste report presented by the General Manager. A friendly amendment was suggested to item #3 in regards to the composition of the Working Group. The Board directed the General Manager to prepare a report on who will comprise the Working Group.

The General Manager stated that he engaged in discussions with staff from the City of Windsor and County of Essex on what the composition of the Working Group will be. This report came from that process.

The General Manager stated that one item that came from the discussions was that there would need to be two separate groups, an Oversight Committee and another group that would deal with the specifics (the Technical Working Group).

The General Manager's recommendations are as follows:

1. Rename the Food and Organic Waste Working Group to Food and Organics Oversight Committee.

2. The Oversight Committee be comprised of the following staff from EWSWA, City of Windsor and County of Essex:

   Essex-Windsor Solid Waste Authority
   General Manager – Eli Maodus
   Manager, Finance & Administration – Michelle Bishop

   City of Windsor
   City Engineer – Mark Winterton
   Senior Manager of Engineering – France Isabelle Tunks
   Executive Director of Operations/Deputy City Engineer – Dwayne Dawson
   Manager of Performance Measurement & Financial Administration – Natasha Couvillon
   Deputy City Solicitor – Wira Vendrasco
   Senior Manager Pollution Control – Jake Renaud

   County of Essex
   Director of Council & Community Services/Clerk – Mary Birch
   Director of Financial Services/Treasurer – Sandra Zwiers

   The General Manager noted that Mary Birch and Sandra Zwiers names were inadvertently missed in the report.

3. The Oversight Committee strike a Technical Working Group.

4. The 7 county municipalities each appoint a staff member and an alternate whose role will be to participate in meetings of the Oversight Committee.

5. The Oversight Committee will have the power to make decisions.

6. The Oversight Committee will report regularly to the EWSWA Board.

Moved by Marc Bondy
Seconded by Aldo DiCarlo

1. THAT the Food and Organic Waste Working Group be renamed the Food and Organics Waste Oversight Committee.

2. THAT the Food and Organic Waste Oversight Committee be comprised of the following members:

Essex-Windsor Solid Waste Authority
General Manager – Eli Maodus
Manager, Finance & Administration – Michelle Bishop

City of Windsor
City Engineer – Mark Winterton
Senior Manager of Engineering – France Isabelle Tunks
Executive Director or Operations/Deputy City Engineer – Dwayne Dawson
Manager of Performance Measurement & Financial Administration – Natasha Couvillon
Deputy City Solicitor – Wira Vendrasco
Senior Manager Pollution Control – Jake Renaud

County of Essex
Director of Council & Community Services/Clerk – Mary Birch
Director of Financial Services/Treasurer – Sandra Zwiers

3. THAT the Oversight Committee strike a Technical Working Group.

4. THAT the 7 County municipalities each appoint a staff member and an alternate whose role will be to participate in meetings of the Oversight Committee and/or consultant, as required, in order to observe, provide information, pose questions and in general, act as resources to the process.

5. THAT only the Oversight Committee has the ability to make decisions regarding engagement with the consultant, budget, scope changes or for any other matters for which decision making will be required and which may be based on a regular progress reports and recommendations of the Technical Working Group.

6. THAT the Oversight Committee report regularly to the EWSWA Board.

71-2020
Carried Unanimously

10. Finance and Administration

A. 2021 Budget Deliberations

The General Manager referred to page 30 of the agenda package. He stated that there were 2 main purposes for the report. The first recommendation is for the Board to approve the 2021 expenditure budget as well as budget estimates related to non-municipal revenue. The second recommendation is for the Board to approve a 4.1% increase to the 2020 base that was assessed to the 7 County municipalities and the City of Windsor. The difference for Windsor would be $275,900 and $235,400 for the County of Essex municipalities.

The General Manager noted that the table on page 31 shows the historical data of prior and projected increases until the Authority can achieve a balanced budget by 2027.

The General Manager referred to memo from the CAOs of the City of Windsor and the County of Essex recommending a balanced budget by 2027.

The General Manager stated that Recommendation #1 is seeking approval of Expenditure and Revenue budget.

The General Manager stated that Recommendation #2 is in regards to the fee that would be charged to the municipality on a per tonne basis for each tonne of refuse delivered for disposal. The recommendation is a $1.00 increase per tonne from $38 per tonne to $39 per tonne.

The General Manager stated that Recommendation #3 is to increase the fixed cost assessment to municipalities by $407,300. The fixed costs are assessed based on population.

The General Manager stated that Recommendation #4 is to approve the overall fee schedule that is charged to various Authority customers. The Authority is seeking a $1.00 per tonne increase on certain materials which equates to $115,000 of additional revenue. The General Manager noted that if the Authority does not receive this $115,000, they would have to get if from the City of Windsor and the 7 County municipalities.

Mr. McKenzie asked how the Rate Stabilization Reserve fund is being used to offset deficit. He asked if the Authority is still on track to offset the deficit by 2027.

The General Manager referred to the column titled Projected Reserve Balance in the 15-year forecast table on page 42 of the agenda package. The General Manager stated that for the period 2021-2026 the Authority has budgeted deficits that are funded by the Rate Stabilization Reserve. The forecast shows this with the 4.1% increase. The General Manager stated there are risks that are associated with this.

Mr. McKenzie asked the General Manager to quantify the level of risk and the contingency of worst-case scenarios.

The General Manager stated that when forecasting is done there is the continuity of the Rate Stabilization Reserve. There are risks associated with some revenue sources that might not be realized. For example, a contract with a large volume waste hauler in regards to a December 31, 2020 expiring contract. The hauler has been a long-time customer. There is $700,000 in net revenue that is potentially questionable. Another item is contaminated soil. Other examples are shown in the chart on page 40 that shows historical quantities and dollars earned from contaminated soil. In 2019 revenue was $3.7M and for 2020 it estimated to be $1.5M. The source of that material in 2019 was from the new bridge as well as a larger project from the former Lear property. For 2021, the Authority can't identify any specific projects. Another item is episodic waste. The Authority will look at what customers brought in waste during previous years and try to forecast what they will bring. Net revenue of $82,000 has been assumed for 2021 related to episodic waste. For 2021 we have $1.3M net revenue. The General

Manager stated that the worst-case scenario is that the Authority does not receive approximately $1.3M in net revenue.

Mr. McKenzie asked how much would be available to be reallocated to the Rate Stabilization Reserve should this reserve be depleted sooner than that shown in the 15 year Forecast Model.

The Manager of Finance stated that the reallocation was $9M in 2018 from the Rate Stabilization Reserve. She stated that $2M was reallocated to the Regional Landfill Reserve, $1M to Equipment Replacement Reserve, $2M to the Waste Reduction Reserve to be used for the Green Bin or Organics program and $4M to the Regional Landfill for Cell Development. She stated that these funds could be moved back, if needed, to the Rate Stabilization Reserve. She also stated that if needed, funds can be borrowed from other reserves in the short term. The Manager of Finance stated there are substantial amounts that are allocated in reserves and the Authority does not have a cash flow issue.

Mr. McNamara asked for clarification for years 2026 and 2027 on page 42 on the expenditures as there is a decrease.

The General Manager stated that in 2027 the Blue Box program will be falling off and the program will transition to Producers. The regulation states that Windsor-Essex will transition in 2024 and a buffer has been built into the forecast in the event that the transition is delayed.

Mr. Morrison asked about the increase in expenditures on page 34 of the agenda as they relate to the 2020 budget versus the 2021 budget.

The Manager of Finance referred to the reconciliation of revenue and expenditures on pages 38 and 39 of the agenda.

Mr. Morrison asked if the Authority has started to allocated money in reserves for Organic Waste program or is the program so new that we are not incorporating yet.

The General Manager stated that the transition for the Blue Box is scheduled for 2024 but the 15-year forecast has been conservative for 2025 and 2026 and included Blue Box costs that might not materialize. These funds could be used for the Green Bin program. The General Manager also stated that the Authority is forecasting a $2.3M surplus for 2027 and $2M for 2028 which a portion could go to the Green Bin program. He also noted that it will have to be adjusted in future years.

Mr. Morrison acknowledged that we are at the beginning of this process.

Moved by Marc Bondy
Seconded by Gary McNamara
THAT the Board

1. Approve the 2021 **Expenditure and Revenue budget estimate figures** excluding the municipal Total Waste Management Fee (Tip Fee) and the municipal Fixed Cost Assessment.

2. Increase the **Total Waste Management Fee** by $1.00 per tonne to $39.00/tonne from $38.00/tonne. This is the fee assessed to municipalities for each tonne of refuse delivered for disposal.

3. Increase the **fixed cost assessment** to Windsor and the 7 County municipalities based on the following chart. Fixed costs are assessed based on population.

	2016 Census Pop'n	2021 Amount	2020 Amount	Difference
WINDSOR	217,188	$4,862,678	$4,640,815	$221,863
AMHERSTBURG	21,936	491,131	468,723	22,408
ESSEX	20,427	457,345	436,479	20,867
KINGSVILLE	21,552	482,533	460,517	22,016
LAKESHORE	36,611	819,693	782,294	37,399
LASALLE	30,180	675,708	644,878	30,830
LEAMINGTON	27,595	617,832	589,643	28,189
TECUMSEH	23,229	520,080	496,351	23,729
	398,718	$8,927,000	$8,519,700	$407,300

4. Approve the **Fee Schedule**, as attached to this report, exclusive of the municipal Total Waste Management Fee but inclusive of the following rate changes for 2021. These rate changes equate to $115,000 in additional revenue.

	2021 Per Tonne	2020 Per Tonne
Municipal		
Waste Water Treatment Plant Residue	$61.00	$60.00
Municipally Delivered Organics	$41.00	$40.00
Residential		
Residentially Delivered Pallets	$48.00	$47.00

Industrial/Commercial/Institutional		
Landfill Gate Rate	$61.00	$60.00
Transfer Station Gate Rate	$66.00	$65.00
Large Volume Rate - 30,000 tonnes - put-or-pay	$33.00	$32.00
Large Volume Rate - for all other brackets	$41-$51	$40-$50
ICI Delivered Organics	$48.00	$47.00
Greenhouse Vines/Growing Medium	$35.00	$34.00
ICI Delivered Pallets	$48.00	$47.00
Charity Loads Delivered to Trans. Stn.	$16.00	$15.00
(Loads Delivered to Reg. LF are free)		

5. That any resultant (deficit)/surplus from 2020 operations be contributed to or funded by the Rate Stabilization Reserve.

6. That any resultant (deficit)/surplus for 2021 be contributed to or funded by the Rate Stabilization Reserve.

72-2020
Carried Unanimously

11. Other Items

Mr. McNamara asked the General Manager if he has heard of a pilot program regarding recycling Styrofoam (polystyrene foam). He stated that the company is 360 Recycle located in Chicago, Illinois.

The General Manager stated that Styrofoam is difficult to recycle and there is a limited market and buyers for this material and that he would not recommend that the collection of Styrofoam be undertaken in Essex-Windsor. Mr. McNamara stated that he was not suggesting a collection.

12. By-Laws

A. By-Law 16-2020

Being a By-Law to Confirm the Proceedings of the Meeting of the Board of the Essex-Windsor Solid Waste Authority.

Moved by Gary McNamara
Seconded by Aldo DiCarlo

THAT By-Law 16-2020, being a by-law to confirm the proceedings of the Board of the Essex-Windsor Solid Waste Authority be given three readings and be adopted this 3rd day of November, 2020.

73-2020
Carried Unanimously

13. Future Meeting Dates

Tuesday, December 1, 2020.

14. Adjournment

Moved by Ed Sleiman
Seconded by Kieran McKenzie
THAT the Board stand adjourned at 5:14 p.m.

74-2020
Carried Unanimously

All of which is respectfully submitted.

Gary Kaschak
Chair

Ilija Maodus
General Manager

Committee Matters: SCM 39/2021

Subject: Minutes of the Windsor Essex County Environment Committee of its meeting held November 17, 2020

Moved by: Councillor Kaschak
Seconded by: Councillor Costante

Decision Number: **ETPS 806**
THAT the minutes of the Windsor Essex County Environment Committee (WECEC) of its meeting held November 17, 2020 **BE RECEIVED**.
Carried.

Report Number: SCM 365/2020
Clerk's File: MB2020

Clerk's Note:

1. The recommendation of the Standing Committee and the Advisory Committee are the same.
2. Please refer to Item 7.3 from the Environment, Transportation and Public Safety Standing Committee Meeting held January 20, 2021.
3. To view the stream of this Standing Committee meeting, please refer to: http://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20210127/-1/5218

Committee Matters: SCM 365/2020

Subject: Minutes of the Windsor Essex County Environment Committee of its meeting held November 17, 2020

Windsor Essex County Environment Committee

Meeting held November 17, 2020

A meeting of the Windsor Essex County Environment Committee is held this day commencing at 4:00 o'clock p.m. via Zoom video conference, there being present the following members:

Councillor Chris Holt, Chair
Councillor Kieran McKenzie
Deputy Mayor Leo Meloche, Town of Amherstburg
Deputy Mayor Gord Queen, Town of Kingsville
Keri Banar
Derek Coronado
Katie Kuker (arrives at 4:02 p.m.)
Michael Schneider
Richard St. Denis
Jerry Zhu

Also present are the following resource personnel:

Karina Richters, Supervisor Environmental Sustainability and Climate Change
Karen Kadour, Committee Coordinator

1. Call to Order

The Chair calls the meeting at 4:01 o'clock p.m. and the Committee considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

Addition to the Agenda

Moved by Deputy Mayor Queen, seconded by R. St. Denis,
That Rule 3.3 (c) of the Procedure Bylaw 98-2011 be waived to add the following addition to the Agenda:

8.2 Ojibway Parkway Wildlife Crossing – Municipal Class EA – Notice of Study Commencement and Online Public Information Centre #1

Carried.

2. Declaration of Conflict

None disclosed.

3. Adoption of the Minutes

Moved by Deputy Mayor Meloche, seconded by K. Banar,

That the minutes of the Windsor Essex County Environment of its meeting held November 14, 2019 **BE ADOPTED** as presented.

Carried.

4. Business Items

4.1 WECEC 2020 Operating Budget

The current balance of the WECEC 2020 Operating budget is $6,072. Discussion ensues regarding the practical use of the operating budget and the following suggestions are provided:

- Pat on the Back Awards event to pursue and support for 2020/2021.
- Green Speaker Series for 2021, which could be hosted outside or held virtually.

Moved by Councillor McKenzie, seconded by K. Banar,

That the remaining funds in the Windsor Essex County Environment Committee 2020 Operating Budget **BE CARRIED FORWARD** to the WECEC 2021 budget.

Carried.

4.2 Update: WECEC Report No. 105: Declaring a Climate Emergency

Councillor McKenzie indicates that the City of Windsor adopted Report No. 105 – declaring a Climate Emergency along with the Town of Tecumseh and the Town of Amherstburg and ERCA. In May 2020, City Council unanimously supported the acceleration of both mitigation and adaptation actions

Moved by R. St. Denis, seconded by Deputy Mayor Queen,

That the update regarding WECEC Report No.105 – Declaring a Climate Emergency **BE RECEIVED.**

Carried.

4.3 Windsor's Climate Change Adaption Plan

Councillor McKenzie advises that the City of Windsor Climate Change Adaptation Plan relates to what the city should do to prepare for climate change. It comes down to the following objectives:

- To protect our public health and safety
- To reduce risk to buildings and properties
- To strengthen our infrastructure resiliency
- To protect biodiversity and enhance ecosystem functions
- To reduce community service disruptions
- To building community resilience

He notes that Council reports now contain a climate change section within the analysis risk section, which includes climate change mitigation and climate adaptation, which will assist Council in the decisions that are being made.

Moved by Deputy Mayor Meloche, seconded by D. Coronado,

That the update relating to the City of Windsor's Climate Change Adaptation Plan **BE RECEIVED.**

Carried.

4.4 Tree Purchase for Earth Day 2020

K. Richters states that at the end of 2019, WECEC purchased trees for the 2020 Earth Day event. Unfortunately, Earth Day 2020 was cancelled due to COVID-19, so the staff at the City of Windsor greenhouses accepted the trees from seedlings, potted, and cared for the trees throughout the year. They are also prepared to winterize the trees (bring the trees back into the greenhouses) in the hopes that they can be planted in the Spring of 2021.

In response to a question asked by the Chair regarding if the allocation of trees will be split between the City and the County, K. Richters responds that the City Forester has plans for the trees; however, if ERCA requires some trees, that consideration will be given to this.

Deputy Mayor Meloche inquires about the distribution and allocation of the trees between the City and the County. He adds there should be some recognition to County efforts as well and adds that WECEC tends to centre more on Windsor activity as opposed to Windsor-Essex County.

Deputy Mayor Gord Queen indicates that a large number of trees were ordered in the Town of Kingsville and they are working with an environmental group from a local high school to do a major planting in 2021.

R. St. Denis reports that the Provincial Government has cut the funding to ERCA substantially. During the last election, the Federal Liberals promised to provide funding for the planting of trees, which would assist ERCA in that endeavour. He suggests reaching out to the local Member of Parliament to ensure that the Federal Government fulfills their agreement to provide funding for trees. He requests that WECEC be invited to the location when the trees are planted by ERCA.

Moved by Councillor McKenzie, seconded by Deputy Mayor Queen,
That the update provided by the Supervisor Environmental Sustainability and Climate Change regarding the tree planting for Earth Day 2021 **BE RECEIVED.**
Carried.

Moved by R. St. Denis, seconded by Deputy Mayor Queen,
That as the Provincial Government cut funding for the planting of trees in Ontario and as the Federal Government made a commitment to make funding available to plant trees in Windsor-Essex County, that a letter **BE SENT** to Irek Kusmierczyk, Member of Parliament to request funding for the planting of trees in Windsor-Essex County.
Carried.

4.5 Confirm and Ratify E-mail Poll

Moved by Councillor McKenzie, seconded by R. St. Denis,
That the following motion **BE CONFIRMED AND RATIFIED:**

That APPROVAL BE GIVEN to an expenditure in the upset amount of $1,500 in support of a virtual event organized by the University of Windsor to be held on September 22, 2020 entitled “The City’s Broken Promise – Confronting anti-Black racism across Canadian urban landscapes”,
Carried.

4.6 Confirm and Ratify E-mail Poll

Moved by Deputy Mayor Queen, seconded by K. Banar,
That the following motion **BE CONFIRMED AND RATIFIED**:

That approval be given to an expenditure in the upset amount of $28.25 payable to eliquidMEDIA for the domain renewal for wecec.org.
Carried.

4.7 Confirm and Ratify E-mail Poll

Moved by D. Coronado, seconded by M. Schneider,
That the following motion **BE CONFIRMED AND RATIFIED:**

WHEREAS the Government of Ontario is planning to ramp up the greenhouse gas pollution from Ontario's gas-fired power plants by more than 300% by 2025 and by more than 400% by 2040; and,

WHEREAS to help fuel this massive increase in fossil fuel electricity and climate threatening pollution, the provincial government recently purchased 3 gas plants at a cost of $2.8 billion and Enbridge is hoping to build a new pipeline through Hamilton to import fracked gas from the U.S.; and,

WHEREAS Ontario is set to throw away more than a third of the greenhouse gas reductions it achieved by phasing-out its dirty coal-fired power plants due to a power plan built around ramping up gas-fired generation to replace the output of the Pickering Nuclear Station (scheduled to close in 2024); and,

WHEREAS there is a better way to keep our lights on. We can meet our 2030 climate target and lower our electricity bills by phasing-out our gas-fired power plants by 2030 and embracing lower cost and cleaner options:

- Reverse cuts to energy efficiency programs and stop under-investing in this quick to deploy and low-cost resource. We can ensure we maximize our energy efficiency efforts by paying up to the same price per kilowatt-hour (kWh) for energy efficiency measures as we are currently paying for power from nuclear plants (e.g., up to 9.5 cents per kWh).
- Return Ontario to leadership in developing increasingly low-cost renewable energy resources. Support renewable energy projects that have costs that are below what we are paying for nuclear power and work with communities to make the most of these economic opportunities.
- Accept Quebec's offer of low-cost 24/7 power from its massive water power system. Quebec has offered power at less than one-half the cost of re-building our aging Darlington and Bruce Nuclear Stations and Ontario can only benefit by making a long-term deal with its green energy-rich neighbour. Quebec's system of reservoirs can be used like a giant battery to back-up made-in-Ontario renewable power, eliminating the need to use gas-fired power plants.

THEREFORE BE IT RESOLVED that the City of Windsor requests the Government of Ontario to place an interim cap of 2.5 megatonnes per year on Ontario's gas plants' greenhouse gas pollution and develop and implement a plan to phase-out all gas-fired electricity generation by 2030 to ensure that Ontario meets its climate targets

And further, that the County of Essex **BE REQUESTED** to consider adopting the resolution as outlined above.

Carried.

5. Subcommittee Reports

5.1 Air Subcommittee

D. Coronado reports that the motion relating to the "Draft Phase-out of Gas-fired Electricity Generation" has been passed by Kitchener, Hamilton and the Town of Halton Hills. He adds that Enbridge has withdrawn the proposal regarding the proposed pipeline to the OEB at this time; however, it may be revisited later.

Moved by R. St. Denis, seconded by Deputy Mayor Meloche,
That the Air Subcommittee update provided by D. Coronado **BE RECEIVED.**
Carried.

5.2 Environmentally Sensitive Lands and Issues Subcommittee

No report.

5.3 Public Engagement Subcommittee

No report.

6. New Business

6.1 Essex Region Energy Plan

K. Richters advises that ERCA is putting together an Essex Region Energy Plan similar to the Community Energy Plan developed for the City of Windsor. They are making great headway and will be before council by the spring of 2021. They are also approving targets that exceed the City of Windsor 2017 Plan. The most notable difference in their Plan is the inclusion of the impact that the greenhouses are having on their greenhouse gas emissions.

6.2 Town of Essex – Climate Change Adaptation Plan

K. Richters indicates that the Town of Essex received funding through FCM to undertake a Climate Change Adaptation Plan, which includes a Community Stakeholder's Steering Committee. Once the draft Plan is in place, possibly early in 2021, it will be provided to WECEC.

6.3 City of Windsor Carbon Budget

K. Richters states that a carbon budget is defined as follows:

The latest science indicates that in order to restrict warming to less than 1.5 degrees Celsius, total CO2 emissions from all anthropogenic sources around the globe since 1870, should not exceed 2500 Gigatonnes (Gtonnes). Presently approximately 2100 Gtonnes have been emitted leaving 400 Gtonnes as a global carbon budget.

Per IPCC, warming needs to be maintained to 1.5 degrees Celsius in order to prevent "Climate Breakdown". The IPCC compared impacts from of a changing climate at a 2 degrees Celsius increase over the goal of limiting temperature increases to a 1.5 Celsius increase, and found the following:

- As many as 457 million more people exposed to climate risks and related poverty;
- Twice as many people suffering from water scarcity;
- Twice as many plants and three times as many insects losing their habitat;
- An ice-free arctic every 10 years instead of 100 years;
- The exposure of 2.6 times as many people to extreme heat at least every five years;
- Double the decline in global fisheries.

K. Richters indicates that the City of Windsor will have to reduce our carbon emissions to 3.2 tonnes per person by 2030 and to net zero by 2050. Currently, the City of Windsor and the County are at approximately 9 tonnes per capita. Therefore, we have ten years to get from 9 tonnes down to 3.2 tonnes. When we look at the calculations under our current forecasted project lines for greenhouse gas emissions, we will exceed our 2030 carbon budget by 2025 for the City of Windsor and our 2050 carbon budget by 2029.

The following table shows various cities and the date the carbon budget will be exhausted:

City	Budget Exhausted
Windsor	2029
Edmonton	2028
Toronto	2033

Vancouver	In progress
Oslo, Norway	Current 2.3 T/capita. On track to ``net-zero 2030
Frankfurt, Germany	2031
Manchester, UK	2028

K. Richters adds that the City of Edmonton will exhaust their budget in 2028 and adds they are moving forward with bold initiatives that look at electrification of all transit within the next ten years.

D. Coronado asks that further updates regarding the carbon budget be provided as the carbon budget also affects the financial budget of the City of Windsor. Not only does this show the excessive carbon footprint of the city, but it also identifies where we are going to be unless we make the changes that are necessary and go beyond the changes that are in the Climate Emergency Declaration. This has financial ramifications and affects peoples' lives in serious ways as well.

In response to a question asked by Councillor McKenzie regarding regular updates to Council, K. Richters responds that a greenhouse gas report will be provided annually.

The Chair states that the adaptation/mitigation lens will be included in every Council report. He asks if there was a development to help our carbon budget, would this be shared with WECEC and is this the kind of information that would be brought to Council?

K. Richters responds that unlike the other cities noted in the foregoing table, the City of Windsor's carbon budget was done internally with city resources. It would be difficult with our current resources to look at the development and say what the impact is. There may be opportunities from a corporate side to try to downscale the carbon budget to the respective city budget. Our corporate inventory is approximately two per cent of our community inventory and thought has been given to making this into a corporate tool where we could look at corporate actions and how this would impact our two per cent.

The Chair adds that this does affect the bottom line on many decisions made at the Council table.

Moved by R. St. Denis, seconded by K. Banar,
That the update provided by the Supervisor Environmental Sustainability and Climate Change regarding the City of Windsor Carbon Budget **BE RECEIVED.**

6.4 Advancing WECEC Priorities

K. Richters refers to the $6,000 remaining in WECEC's 2020 Operating Budget and asks for if there are any initiatives for consideration, i.e. Green Speakers. She notes that the funds can be carried forward to 2021 if approved but that there is also the possibility that the carry forward may not be approved.

Councillor McKenzie advises that the City of Windsor is about to go into an RFP process for camera controlled smart initiatives for all of the city's signalized intersections for new infrastructure. He adds there is an opportunity for WECEC to comment on what they would like to see in the RFP.

Moved by K. Kuker, seconded by Councillor McKenzie,
That the remaining funds in the Windsor Essex County Environment Committee 2020 Operating Budget **BE CARRIED FORWARD** to 2021, and if that request is denied, that trees be purchased for planting to be equally allocated to the City of Windsor and the County.
Carried.

Councillor McKenzie indicates that one of the WECEC priorities relates to the organics diversion and recycling program. The Windsor Essex Solid Waste Authority recently passed a resolution to embark upon a process to develop and implement a regional organics waste program that would include all of the municipalities. There are regulations that will be coming forward in 2025 that requires the City of Windsor to achieve certain targets. Other municipalities have lower targets and some in our region have no targets whatsoever.

Moved by Councillor McKenzie, seconded by Deputy Mayor Leo Meloche,
That the Windsor Essex County Environment Committee recommends that the initiative by the Windsor Essex County Solid Waste Authority to develop and implement a regional food and organics waste management plan BE SUPPORTED by all municipalities in Windsor-Essex, and further, that correspondence BE SENT to each member municipality as well as the County of Essex to provide notification of this initiative.
Carried.

In response to a question asked by D. Coronado regarding the timelines, Councillor McKenzie responds that the requirement from the province is for a full 75 per cent of organic waste from the City of Windsor to be diverted now into some sort of management plan or recycling by 2025.

Deputy Mayor Leo Meloche states that over the years, the Town of Amherstburg has developed a recycling program and has been looking at waste diversion. He notes he brought up the subject of the necessity of weekly garbage pickup at one of the Council

meetings and adds that garbage trucks are going to some homes with only one third of a pail of garbage.

Councillor McKenzie adds this is an interesting idea and he will work with the Deputy Mayor to develop some language to bring forward.

6.5 University of Windsor Cities & Climate Action Forum – Windsor Essex Youth Climate Council

K. Richters advises that this group has been working with the Cities and Climate Action Forum, Youth Councils of Canada and the Peel-based Community Climate Council to build an organized local youth presence on climate issues. She adds that more than thirty youth participated in the first meeting and weekly meetings via Zoom video conference will commence on November 24, 2020.

Moved by Deputy Mayor Gord Queen, seconded by R. St. Denis,
That the update regarding the University of Windsor Cities and Climate Action Forum – Windsor Essex Youth Climate Council **BE RECEIVED.**
Carried.

7. Communications

Moved by Deputy Mayor Gord Queen, seconded by R. St. Denis,
That the following Communications **BE RECEIVED:**

7.1 Windsor Star Article – September 23, 2020: Urban design expert addresses anti-Black racism across city landscapes

7.2 CTV Article – October 27, 2020: Greenhouse light pollution bylaw approved by Kingsville council

7.3 Government of Canada – October 7, 2020 Canada one-step closer to zero plastic waste by 2030

Carried.

8. OTHER BUSINESS

8.1 City of Windsor – Global Covenant of Mayors

K. Richters reports that Mayor Drew Dilkens signed the City of Windsor to be part of the Compact of Mayors, which is now the Global Covenant of Mayors of Climate

Change and Energy. Every year we report on our greenhouse gas emission for corporate community. We look at our risk and vulnerability for climate change adaptation and we look at addressing all of our actions that we are undertaking and review indicators. The report goes to the carbon disclosure project to rate cities against different baselines and this year, similar to last year, the City of Windsor received an "A" rating. The City of Windsor received an "A" for adaptation and a 'B" for our mitigation.

Moved by Deputy Mayor Meloche, seconded by D. Coronado,

That the update regarding the City of Windsor – Global Covenant of Mayors **BE RECEIVED.**

Carried.

8.2 Ojibway Parkway Wildlife Crossing – Municipal Class EA – Notice of Study Commencement and Online Public Notification Centre #1

K. Richters states that the information relating to the online public notification centre #1 is posted on the City of Windsor's website. Comments will be received during a two-week period (November 19-December 3, 2020).

Moved by Deputy Mayor Gord Queen, seconded by Councillor McKenzie,

That the update regarding the Municipal Class EA and the Notice of Study Commencement and Online Public Notification Centre #1 for the Ojibway Parkway Wildlife Crossing **BE RECEIVED.**

Carried.

9. Date of Next Meeting

The next meeting will be held at the call of the Chair.

10. Adjournment

There being no further business, the meeting is adjourned at 5:09 o'clock p.m.

_____

CHAIR

_____

COMMITTEE COORDINATOR

Committee Matters: SCM 40/2021

Subject: Street Light Pole Replacement and LED Upgrades in Southwood Lakes - Ward: 1

Moved by: Councillor Costante
Seconded by: Councillor Kaschak

Decision Number: **ETPS 807**
THAT the following recommendations as outlined in the report of the Manager, Traffic Operations dated January 20, 2021 entitled "Street Light Pole Replacement and LED upgrades in Southwood Lakes" **BE APPROVED**:

THAT City Council **APPROVE** funding of $105,000 for an initial Citywide pole inspection program from the Sidewalk Rehabilitation Program (OPS-004-07) be redirected and pre-committed for immediate use in 2021 to the Streetlight Pole Replacement Program (OPS-001-21); and,

THAT City Council **DIRECT** administration to develop a policy that will address where decorative lights are to be used, what the ongoing requirements of the City will be, and what the ongoing requirements of the developers, land owners and BIAs should be and bring that policy back to Council for approval; and further,

THAT the following recommendations as outlined in the report of the Manager, Traffic Operations dated January 20, 2021 entitled "Street Light Pole Replacement and LED upgrades in Southwood Lakes" **BE DEFERRED** to a future meeting of the Environment, Transportation and Public Safety Services Standing Committee to allow for a City Wide Decorative Street Light Policy to be developed:

THAT City Council **APPROVE** the expenditure of $1,006,500.00 (excluding HST) for the replacement of 145 street light poles with new LED fixtures in Southwood Lakes as per Option 3 of this report; and,

THAT City Council **APPROVE** funding of $187,304 from 2022 and $292,304 annually from 2023 through 2025 for the Southwood Lakes pole replacements from the Sidewalk Rehabilitation Program (OPS-004-07) be redirected and pre-committed, for immediate use in 2021 to the Streetlight Pole Replacement Program (OPS-001-21).

Carried.
Councillor Francis voting nay.

Clerk's Note:

1. The recommendation of the Standing Committee and Administration are **not** the same.
2. Please refer to Item 8.1 from the Environment, Transportation and Public Safety Standing Committee Meeting held January 20, 2021.
3. To view the stream of this Standing Committee meeting, please refer to: http://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20210127/-1/5218

Subject: Street Light Pole Replacement and LED Upgrades in Southwood Lakes - Ward: 1

Reference:

Date to Council: January 20, 2021
Author: Ian Day
Manager, Traffic Operations
519-255-6247 x6106
iday@citywindsor.ca

Public Works - Operations
Report Date: October 5, 2020
Clerk's File #: SW2021

To: Mayor and Members of City Council

Recommendation:

THAT City Council **APPROVE** the expenditure of $1,006,500.00 (excluding HST) for the replacement of 145 street light poles with new LED fixtures in Southwood Lakes as per Option 3 of this report; and,

THAT City Council **APPROVE** funding of $105,000 for an initial Citywide pole inspection program from the Sidewalk Rehabilitation Program (OPS-004-07) be redirected and pre-committed for immediate use in 2021 to the Streetlight Pole Replacement Program (OPS-001-21); and,

THAT City Council **APPROVE** funding of $187,304 from 2022 and $292,304 annually from 2023 through 2025 for the Southwood Lakes pole replacements from the Sidewalk Rehabilitation Program (OPS-004-07) be redirected and pre-committed, for immediate use in 2021 to the Streetlight Pole Replacement Program (OPS-001-21); and,

THAT City Council **DIRECT** administration to develop a policy that will address where decorative lights are to be used, what the ongoing requirements of the City will be, and what the ongoing requirements of the developers, land owners and BIAs should be and bring that policy back to Council for approval.

Executive Summary:

N/A

Background:

The 2018-2019 Asset Management Plan (AMP) identified that the condition of the street lighting asset was unknown at the time of the report and that the estimate for the budget

requirement in the coming years was based on some assumptions. Since the AMP, a pilot condition assessment was completed in the Southwood Lakes area where a number of 311 calls reported falling and deteriorated poles. The inspection program determined that a large number of poles were deficient and required replacement. Based on the assessment, it was determined that a large number of poles are past the end of useful life and have deteriorated to a point that they are considered a public safety concern. The fixtures in this area are older high pressure sodium (HPS) fixtures which are also nearing the end of life and therefore Administration proposes to replace both the poles and the fixtures at this time.

Discussion:

Southwood Lakes Subdivision in Ward 1 was constructed in the 1990's. The subdivision contains approximately four hundred and ninety seven (497) decorative streetlight poles with decorative fixtures; approximately one hundred and fifty seven (157) poles were replaced in 2013 due to structural failure. At that time, a portion of the cost to replace the poles was covered under manufacturer warranty. The warranty has now expired on the original poles. In 2020, due to an increased number of service requests for deteriorated streetlight poles a comprehensive inspection of the system was undertaken. Two hundred and forty four (244) street light poles in Southwood Lakes were identified to be in poor condition and require replacement. All poles identified have installation dates of pre-2000 and are beyond the original warranty period.

The 244 identified poles in Southwood Lakes have reached the end of their functional life and thus require replacement for the safety of the public. The average lifespan of the street light pole is 20 years, most of the poles in this area exceed this age. It is recommended that the work required for the replacement of the 244 poles be completed as soon as possible to address a public safety concern. The remaining ninety-six (96) poles are past end of life and may require replacement within 5 years.

The typical life of a fixture is 10 years and most fixtures in this area are also past end of life. As part of the work, the light fixtures will be replaced with energy saving LED fixtures in accordance in Part V of CR241/2014 approved at the council meeting of December 2, 2013.

> *"That the installation of LED fixtures **BE DEEMED** standard for all new streetlight installations for City capital works and subdivision projects where streetlights need to be replaced or newly installed; and"*

Southwood Lakes Subdivision, along with many other Subdivisions in the City of Windsor, has been constructed with decorative street light poles and fixtures. While these may be esthetically pleasing, the maintenance and replacement of the fixtures comes at a premium cost to the City of Windsor. A standard concrete street light pole and fixture has a material cost of $3,850.00 while a decorative fixture and luminaire can cost between $6,500.00 and $8,000.00. In Southwood Lakes its costs approximately 60% more to install decorative poles and fixtures instead of City standard streetlights.

Do decorative poles and fixtures have to be replaced with similar type decorative poles, or can these be replaced with the City standard concrete street light pole and fixture?

We have been unable to find any council policy or direction on this issue. In addition development agreements do not address the issue of replacement of light poles and fixtures. Replacing the decorative poles and fixtures with standard concrete poles and standard roadway fixtures would save the City extra costs. In some neighbourhoods residents have paid through the local improvement process to improve the 'look and feel' of their neighbourhood by installing decorative poles and fixtures in place of standard ones.

City wide, there are estimated to be 16,325 street light poles, of which approximately 15% are assumed to be decorative (2,448 poles). These numbers will be confirmed through an inspection program that is being proposed as part of this report. The typical life of a street light pole is 20 years, the typical life of a fixture is 10 years. Concrete decorative poles tend to fail pre-maturely due to a number of reasons; the coloured concrete has previously not had the same longevity when the pole is exposed to salt and salt spray from the roadway. Decorative poles are typically placed between the sidewalk and the roadway, in the grass boulevard due to the limited light distribution. Standard roadway fixtures can be mounted behind the sidewalk because of the use of 1.8m, 2.4m and/or 3.1 m mast arms lengths. Additionally, due to the distribution pattern limitations of decorate poles/fixtures versus standard poles/fixtures, more decorative poles are required than standard ones in a typical stretch of roadway. In a new installation, for a 300 m section of roadway, 11 decorate poles and fixtures at a spacing of 30 m are required whereas for the same stretch, 7 standard poles and fixtures at a spacing of 45 m would provide the same illumination. When replacing existing decorative poles and fixtures, a lower wattage standard fixture and pole combination would be replaced one for one unless the underground wiring and conduits were also being replaced.

Assuming fixtures will be required to changed at the same time as the pole the costs for replacement citywide for decorative versus standard for these poles are as follows;

End of Life Cost Replacement of Decorative Poles with Standard Poles (2,448 * $3,850.00) = **$9,424,800.00**

End of Life Cost Replacement of Decorative Poles with Decorative Poles (2,448 * $8,000.00) = **$19,584,000.00**

The costs above do not take into account a reduction in the required number of poles/fixtures, only a one to one replacement. The costs are based on early 2020 estimates. COVID has had an affect on cost and therefore costs of replacements in 2021 or beyond may vary significantly.

Based on this, Administration recommends a review and development of a City policy with regards to the use and replacement of decorative poles. Decorative poles are being used by developers and by business improvement areas (BIA) to enhance the look and feel of an area. While in most cases, the initial installation is paid for by the developer or the BIA, ongoing maintenance and replacement costs are paid for by the City. A policy is required to confirm where decorative lights are to be used, what the ongoing requirements of the City will be, and what the ongoing requirements of the developers, land owners and BIAs should be.

Administration recommends replacing poles in groups and not doing individual replacements. Typically, poles in an area are installed at the same time and therefore if one is failing, the remaining poles are expected to fail in a similar time period. Additionally, for decorative poles in particular, manufacturing changes yearly and often a pole that was purchased one year ago may no longer be available the next.

The City owns approximately 23,600 fixtures and 16,325 poles, both decorative and standard. Through the current agreement with EnWin Energy Ltd. (EnWin), EnWin provides inspection services for all LED street light fixtures but they do not provide inspection for non-LED fixtures or street light poles. To add this inspection service to the agreement would be an additional cost.

Based on the level of effort to complete the inspection of decorative light poles and fixtures in the Southwood Lakes area and having the in house technical resources to complete the undertaking, Administration suggests that completing the inspection work in house, would be the most cost effective solution. The outcome of the inspection program would be a full condition assessment report that would provide input into the 2022/23 AMP. Administration would begin the inspections in 2021 and they could be completed in a 2-year cycle on-going.

Risk Analysis:

The improvements and repairs to the street light infrastructure system are required for ongoing public safety. Currently a number of light poles have failed and have fallen, increasing the risk that a pedestrian could be injured or a vehicle could be struck. The City is responsible for the maintenance of its poles and generally maintaining municipal highways safe for users. Having a documented and reasonable inspection and maintenance program not only improves public safety, but reduces City liability exposure.

Replacing High Pressure Sodium fixtures with LED has proven to be energy savings which results in significant cost savings. The majority of the decorative fixtures are a minimum of 100W up to 150W. The replacement LEDs for these fixtures would save at minimum 50% energy usage resulting in a significant energy cost saving. The energy cost savings could be set aside and put towards the cost of the project.

By not completing the inspection program, the AMP would not be able to identify appropriate maintenance dollars for the Street Lighting portfolio. Without appropriate on-going maintenance funds, the asset will deteriorate and more safety issues will be identified throughout the City requiring the realignment of funds to be able to address them. Additionally, the inspection program would identify larger projects and there is a cost savings in replacing poles in groups and not one at a time as currently being done.

Climate Change Risks

Climate Change Mitigation:

New energy saving LED fixtures will replace the existing fixtures.

Climate Change Adaptation:

N/A

Financial Matters:

Administration presents four (4) options for the replacement of these fixtures.

Option 1 – Standard Poles and Fixtures

The breakdown of the cost to replace 244 poles with standard streetlights in Southwood Lakes is as follows:

Supply and install streetlight pole with arm and luminaire in grass boulevard including restoration of the boulevard	244 each	$3,850	$939,400
Riser wirings from pole handhole to luminaire	7m per 244 each	$15	$25,620
Supply and install groundings as per ESA	70 each	$300	$21,000
Remove and dispose of existing pole	244 each	$300	$73,200
Miscellaneous costs (permits, approvals, traffic controls, etc.)	1 lump sum	$10,000	$10,000
TOTAL COST OPTION 1 - Excluding HST			**$1,069,220**
Add: Non-Refundable HST			**$18,818**
Add: Financing Costs			**$30,000**
TOTAL COST OPTION 1 - Including Non-Refundable HST			**$1,118,038**

In option 1, residents could be notified and have the ability to contribute through the local improvement process to pay for decorative poles and fixtures to match as closely as possible to existing infrastructure provided that an LIP petition was successful. This is the lowest cost option for the City, however will create the most resident dissatisfaction. There is no current funding available to replace the final 96 poles in this neighbourhood until after 2028.

Option 2 – Full Replacement of Decorative Poles and Fixtures

The breakdown of the cost to replace the existing 244 decorative poles and fixtures with new decorative poles and fixtures is as follows:

Supply and install decorative streetlight pole with new LED fixture in grass boulevard including the restoration of the boulevard	244 each	$6,500	$1,586,000
Supply and install groundings as per ESA	70 each	$300	$21,000
Remove and dispose of existing pole	244 each	$300	$73,200
Miscellaneous costs (permits, approvals, traffic controls, etc.)	1 lump sum	$10,000	$10,000
TOTAL COST OPTION 2 - Excluding HST			**$1,690,200**
Add: Non-Refundable HST			**$29,748**
Add: Financing Costs			**$50,000**
TOTAL COST OPTION 2 - Including Non-Refundable HST			**$1,769,948**

In option 2, the full 244 poles would be replaced in one project, which would save the City costs during installation; however the current funding source does not have the funds available to complete the full installation and would require an additional funding source be identified. There is no current funding available to replace the final 96 poles in this neighbourhood until after 2028.

Option 3 – Partial Replacement of Decorative Poles and Fixtures

The breakdown of the cost to replace 145 of the existing 244 decorative poles and fixtures with new decorative poles and fixtures is as follows:

Supply and install decorative streetlight pole with new LED fixture in grass boulevard including the restoration of the boulevard	145 each	$6,500	$942,500
Supply and install groundings as per ESA	35 each	$300	$10,500
Remove and dispose of existing pole	145 each	$300	$43,500
Miscellaneous costs (permits, approvals, traffic controls, etc.)	1 lump sum	$10,000	$10,000
TOTAL COST OPTION 3 - Excluding HST			**$1,006,500**
Add: Non-Refundable HST			**$17,714**
Add: Financing Costs			**$40,000**
TOTAL COST OPTION 3 - Including Non-Refundable HST			**$1,064,214**

In option 3, with the current funding available, 145 poles would be replaced in one project. The remaining 99 poles of the 244 that require immediate replacement would not have funding in the current street lighting projects until after 2028. In addition, there is no funding available to replace the final 96 poles in this neighbourhood until after 2030+. This option would increase costs for the full replacement by 25-30% due to expected increases to costs of fixtures and poles in the future, the need for ongoing maintenance on failing fixtures on a one-by-one basis, ongoing higher energy costs, and each project would incur the estimated $10,000 per project in miscellaneous costs. The overall estimate for this option for the replacement of 244 poles in two projects is $2,197,260 excluding HST and including expected cost inflation for second project.

Option 4 – Replace Poles and Fixtures as they Fail

In option 4, all the poles in the neighbourhood would be replaced as they fail. This option would increase costs for the full replacement by 50% due to expected increases to costs of fixtures and poles in the future, purchasing small numbers of poles and fixtures increases the individual cost of both, the need for ongoing maintenance on failing fixtures on a one-by-one basis, and ongoing higher energy costs. The overall estimate for this option for the replacement of 244 poles is $3,380,400 excluding HST and including expected cost inflation.

Summary of Options:

	Cost for Replacement of 244 Poles	Advantages	Disadvantages

	(excluding HST)		
Option 1	$1,069,220 (current year)	• Lowest cost to the City • Minimal inventory required • Safer to public to replace all poles at one time and not allow them to fail • Available funding source	• Residents dissatisfaction
Option 2	$1,690,200 (current year)	• Resident satisfaction • Safer to public to replace all poles at one time and not allow them to fail	• Higher up front cost to the City • Funding source cannot be identified at this time • Additional inventory required
Option 3	$2,197,260 ($1,006,500 current year, balance in 2028+)	• Resident satisfaction • Available funding source	• Higher overall cost to the City • Additional inventory required • Public safety risk to due to poles failing and falling down • Multiple styles of poles and fixtures in neighbourhood
Option 4	$3,380,400 (over potentially 5 to 10 years)	• Residents satisfaction	• Highest overall cost to the City • Additional inventory required • Public safety risk to due to poles failing and falling down • Multiple styles of poles and fixtures in neighbourhood

Citywide Pole Inspection Program

In order to complete a pole inspection program for the remaining City owned poles, Administration requires $105,000 to fund internal staff costs over two (2) years. This program should be completed every two years, similar to sidewalk inspection and other

City inspection programs. Administration will provide a funding recommendation for the on-going program as part of the 2022/23 AMP.

The Various Street Light City Wide Capital Project No.(#7035011) funds the city-wide street light replacements, relocations and upgrades required for wiring that is not covered in the current agreement with EnWin Energy. This project does not have sufficient funds for this work.

The ICIP – Public Transit grant, awarded in May 2020, has provided funding of $4.1M to complete 5 years of planned sidewalk rehabilitations, reducing the City funding requirement to $1.5M. This provides an opportunity to redirect service sustainability funding from the City Wide Sidewalk Rehabilitation program to fund these replacements and inspections. While Administration has made this change for the recommended 2021 ten-year capital budget, the need to start work immediately has resulted in bringing forward the recommendations in advance of the capital budget to redirect and pre-commitment this funding.

Administration recommends that a total of $292,304 each year from 2022 to 2025 be redirected from the Sidewalk Rehabilitation Capital Program (OPS-004-07) to the Streetlight Pole Replacement Project (OPS-001-21) providing funding to cover the cost of the Southwood Lakes project and the pole inspection program. This will allow for the funding of these priority needs and still leave funding in the Sidewalk Rehabilitation Capital program for additional sidewalk work outside of those funded by the grant to address those needs. The funding available for re-direction would only cover the cost of Option 1 above. Option 2 would require additional funding that is unavailable at this time until another funding source has been identified. This funding would cover the initial pole inspection program, funding for the on-going program will be identified in future AMP reporting.

Consultations:

Adam Coates, Planner III Sr. Urban Designer

Patrick Winters, Development Engineer

Adam Mourad, Engineer II

Wira Vendrasco, Deputy City Solicitor – Legal & Real Estate

France Isabelle Tunks, Senior Manager Engineering

Conclusion:

To provide clarity to Administration and residents it is recommended that Council direct Administration to develop a policy indicating where decorative lights are to be used, what the ongoing requirements of the City will be, and what the ongoing requirements of the developers, land owners and BIAs should be. Such a policy is to be brought back to Council for approval.

The funding source available to complete this project will only cover Option 1 and Option 3 as listed above. Should Council determine that Option 2 be the preferred

option, a funding source for the additional costs will need to be identified. Based on the available funding, Administration recommends Option 3 as described above.

Additionally, Administration recommends proceeding with the initial pole inspection program as described in the report at a cost of approximately $105,000.

Should Council choose not to proceed with the pole replacement in Southwood Lakes at this time, Administration recommends proceeding with the initial Citywide pole inspection program funded from the Sidewalk Rehabilitation Program (OPS-004-07) as outlined in this report.

Planning Act Matters:

N/A

Approvals:

Name	Title
Cindy Becker	Financial Planning Administrator – Public Works - Operations
Shawna Boakes	Senior Manager of Traffic Operations & Parking Services
Dwayne Dawson	Executive Director of Operations
Mark Winterton	City Engineer
Joe Mancina	City Treasurer
Onorio Colucci	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

Save the Charm and Character of Southwood Lakes

Today, I ask every homeowner in Southwood Lakes to join me in preserving the decorative Street Lamp and Poles. All of the original lamp poles now or very soon will need replacing, and should be replaced with the same or like quality and kind. The City of Windsor and Enwin Utilities approved the initial development plan for Southwood Lakes. Southwood Lakes's details were carefully considered because there was never a subdivision like it ever built in Windsor. As an example, a delegation from the City of Windsor flew to Sudbury, Ontario, to look at the storm retention ponds as Sudbury was a forerunner of them at the time. Every required City of Windsor department needed to approved the Southwood Lakes development plan gave it careful consideration before approval. Enwin utilities had to consider and endorse the future maintenance and replacement cost of the lamp poles. Southwood Lakes residence pays a higher property tax on comparable home values than other parts of the City because of our subdivision amenities. The residents have paid for the lamp poles' cost and their replacements from the subdivision's inception. It is unacceptable that our City Council feels they should not replace what we already have with like, kind and quality of the existing lamp poles. Thank you for your support.

John Chisholm, Southwood Lakes Homeowner

Committee Matters: SCM 61/2021

Subject: Report No. 108 of the Windsor Essex County Environment Committee - Letter to Irek Kusmierczyk, MP regarding the commitment to tree planting in communities

Moved by: Councillor McKenzie
Seconded by: Councillor Kaschak

Decision Number: **ETPS 809**
THAT Report No. 108 of the Windsor Essex County Environment Committee – Letter to Irek Kusmierczyk, MP regarding the commitment to tree planting in communities indicating:

> That as the Provincial Government cut funding for the planting of trees in Ontario and as the Federal Government made a commitment to make funding available to plant trees in Windsor-Essex County, that a letter **BE SENT** to Irek Kusmierczyk, Member of Parliament to request funding for the planting of trees in Windsor-Essex County.

BE APPROVED.
Carried.

Report Number: SCM 45/2021
Clerk's File: MB2021

Clerk's Note:

1. The recommendation of the Standing Committee and Advisory Committee are the same.
2. Please refer to Item 7.1 from the Environment, Transportation & Public Safety Standing Committee meeting held February 17, 2021.
3. To view the stream of this Standing Committee meeting, please refer to: http://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20210226/-1/5231

Committee Matters: SCM 45/2021

Subject: Report No. 108 of the Windsor Essex County Environment Committee - Letter to Irek Kusmierczyk, MP regarding the commitment to tree planting in communities

February 17, 2021

REPORT NO. 108
of the
WINDSOR ESSEX COUNTY ENVIRONMENT COMMITTEE
of its meeting held November 17, 2020 via Zoom teleconference

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Members Present: Councillor Chris Holt, Chair
Councillor Kieran McKenzie
Deputy Mayor Leo Meloche, Town of Amherstburg
Deputy Mayor Gord Queen, Town of Kingsville
Keri Banar
Derek Coronado
Katie Kuker
Michael Schneider
Richard St. Denis
Jerry Zhu

Your Committee submits the following recommendation:

Moved by R. St. Denis, seconded by Deputy Mayor Queen,
That as the Provincial Government cut funding for the planting of trees in Ontario and as the Federal Government made a commitment to make funding available to plant trees in Windsor-Essex County, that a letter **BE SENT** to Irek Kusmierczyk, Member of Parliament to request funding for the planting of trees in Windsor-Essex County.
Carried.

Note: The letter to Irek Kusmierczyk, M.P. dated January 13, 2021 is ***attached.***

_____
CHAIRPERSON

_____
COMMITTEE COORDINATOR

NOTIFICATION:		
Name	***Address***	***E-mail***
WECEC Committee and County representatives		on-file

Windsor Essex County
ENVIRONMENT COMMITTEE

4155 Ojibway Parkway • Windsor, Ontario N9C 4A5
Tel: 519-253-7111 ext. 3226 • Email: krichters@citywindsor.ca

MP Irek Kusmierczyk
House of Commons
Ottawa, ON
K1A 0A6

January 13, 2020

Dear MP Kusmierczyk,

As you are aware, the Windsor Essex County Environmental Committee is a committee of City of Windsor and County of Essex Councils, with a mission to protect and enhance the quality of the environment for residents in Windsor and Essex County.

One of the priorities identified by WECEC for this term is promotion of tree plantings within the Windsor/Essex Community. WECEC was disappointed with the Ontario government's cancellation of funding to the 50 million-tree program in 2019, which the region has benefited from over the years. The announcement in June of the same year, that the Federal government would assist in continuing the 50 Million Tree Planting Program was very welcomed and appreciated.

On December 14, 2020, the Honourable Seamus O'Regan, Canada's Minister of Natural Resources, launched the Government of Canada's plan to plant two billion trees over 10 years, with an investment of $3.16 billion. As the details for this program are still being developed, WECEC would like to draw attention to the needs of municipalities to enhance tree planting programs within Communities. It is our understanding that the 2 Billion-tree program is to be considered in additionality to existing tree programs (ex. 50 MillionTree Planting Program) with a focus of Afforestation, Reforestation and Urban tree plantings. The County of Essex, including the City of Windsor has been greatly impacted by the Emerald Ash Borer and other pests and diseases and has undertaken significant efforts in an attempt to restore our canopy cover, however, we have a long way to go to reduce biodiversity loss, protect our forests from new pests and diseases and supporting our numerous climate change actions.

We would like to use this opportunity to ask, that the development of the 2 Billion-tree program consider the needs of municipalities of all sizes with funding support provided through municipalities, Conservation Authorities, First Nations Communities or through third party organizations (ex. Forests Ontario) that can effectively commit to tree planting projects in communities.

Thank you for your commitment to the Windsor/Essex Region.

Sincerely,



Councillor Chris Holt
Windsor Essex County Environment Committee - Chair

4155 Ojibway Parkway • Windsor, Ontario N9C 4A5
Tel: 519-253-7111 ext. 3226 •
Email: krichters@citywindsor.ca

Committee Matters: SCM 62/2021

Subject: Report No. 109 of the Windsor Essex County Environment Committee - To support the Windsor Essex Solid Waste Authority Regional Organic Waste Plan

Moved by: Councillor McKenzie
Seconded by: Councillor Costante

Decision Number: **ETPS 810**
THAT Report No. 109 of the Windsor Essex County Environment Committee – To support the Windsor Essex Solid Waste Authority Regional Organic Waste Plan indicating:

> That the Windsor Essex County Environment Committee recommends that the initiative by the Windsor Essex County Solid Waste Authority to develop and implement a regional food and organics waste management plan **BE SUPPORTED** by all municipalities in Windsor-Essex, and further, that correspondence **BE SENT** to each member municipality as well as the County of Essex to provide notification of this initiative.

BE APPROVED.
Carried.

Report Number: SCM 47/2021
Clerk's File: MB2021

Clerk's Note:

1. The recommendation of the Standing Committee and Advisory Committee are the same.
2. Please refer to Item 7.2 from the Environment, Transportation and Public Safety Standing Committee meeting held February 17, 2021.
3. To view the stream of this Standing Committee meeting, please refer to: http://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20210226/-1/5231

Committee Matters: SCM 47/2021

Subject: Report No. 109 of the Windsor Essex County Environment Committee - To support the Windsor Essex Solid Waste Authority Regional Organic Waste Plan

February 17, 2021

REPORT NO. 109
of the
WINDSOR ESSEX COUNTY ENVIRONMENT COMMITTEE
of its meeting held November 17, 2020 via Zoom teleconference

---

Members Present: Councillor Chris Holt, Chair
Councillor Kieran McKenzie
Deputy Mayor Leo Meloche, Town of Amherstburg
Deputy Mayor Gord Queen, Town of Kingsville
Keri Banar
Derek Coronado
Katie Kuker
Michael Schneider
Richard St. Denis
Jerry Zhu

Your Committee submits the following recommendation:

Moved by Councillor McKenzie, seconded by Deputy Mayor Leo Meloche,

That the Windsor Essex County Environment Committee recommends that the initiative by the Windsor Essex County Solid Waste Authority to develop and implement a regional food and organics waste management plan **BE SUPPORTED** by all municipalities in Windsor-Essex, and further, that correspondence **BE SENT** to each member municipality as well as the County of Essex to provide notification of this initiative.

Carried.

_____
CHAIRPERSON

_____
COMMITTEE COORDINATOR

NOTIFICATION:		
Name	***Address***	***E-mail***
WECEC Committee and County representatives		on-file

Committee Matters: SCM 63/2021

Subject: Sanitary Sewer Inflow and Infiltration Update

Moved by: Councillor McKenzie
Seconded by: Councillor Kaschak

Decision Number: **ETPS 811**
THAT the administrative report regarding Windsor's ongoing efforts to reduce the rate of storm water inflow and infiltration into the sanitary sewer system **BE RECEIVED** for information; and,

THAT City Council **APPROVE** the following amendments to By-law 26-2008, to strengthen direction to municipal staff or designate for entering onto private properties for the disconnection of eaves trough downspouts from the sewer system in locations where owners are unwilling to permit disconnection on a voluntary basis, through the powers granted by section 446 of the *Municipal Act, 2001:*

> *s. 3(1) – For the purpose of this by-law, "City Engineer" shall mean the person appointed by the Council of the Corporation of the City of Windsor as the City Engineer, and his or her designated agents.*
> *s. 5(1) – The City Engineer may issue an order to a property owner or occupier of property in a designated Downspout Disconnection Area to disconnect their building drainage system from a municipal sewer or any sewer system tributary thereto.*
>
> *s. 5(2) - When an order to disconnect their building drainage system from a municipal sewer or any sewer system tributary thereto pursuant to s. 5(1) has been issued and not complied with by the property owner or occupier of property, the City Engineer may disconnect or cause to be disconnected, in a designated Downspout Disconnection Area, the building drainage system from a municipal sewer or any sewer system tributary thereto.*
>
> *s. 5(3) - No disconnection pursuant to s. 5(2) shall be subsequently reconnected except with the written consent of the City Engineer.*
>
> *s. 5(4) - Where there has been subsequent reconnection by any owner or occupier of property without the written consent of the City Engineer, the City Engineer may disconnect, or cause to disconnect any building drainage system from a municipal sewer or any sewer system tributary thereto.*

S. 5(5) - The costs of any action taken by the City Engineer pursuant to s. 5(2) and s. 5(4) may be added to the tax roll for the property and collected in the same manner as taxes. Interest may be added to the tax roll and these costs, inclusive of interest, constitute a lien upon the registration of notice of lien in the land registry office.

s. 6(1) - The City Engineer may issue an order to a property owner or occupier of property in any area of the City of Windsor to disconnect their building drainage system from a municipal sewer or any sewer system tributary thereto.

s. 6 (2) - When an order to disconnect their building drainage system from a municipal sewer or any sewer system tributary thereto pursuant to s. 6(1) has been issued and not complied with by the property owner or occupier of property, the City Engineer may disconnect or cause to be disconnected the building drainage system from a municipal sewer or any sewer system tributary thereto, in any area of the City of Windsor.

s. 6(3) - No such disconnection pursuant to s. 6(2) shall be subsequently reconnected except with the written consent of the City Engineer.

s. 6(4) - Where there has been subsequent reconnection by any owner or occupier of property without the written consent of the City Engineer, the City Engineer may disconnect, or cause to disconnect any building drainage system from a municipal sewer or any sewer system tributary thereto.

s. 6(5) - The costs of any action taken by the City Engineer pursuant to s. 6(2) and s. 6(4) may be added to the tax roll for the property and collected in the same manner as taxes. Interest may be added to the tax roll and these costs, inclusive of interest, constitute a lien upon the registration of notice of lien in the land registry office.; and,

THAT City Council **APPROVE** an increase in the City Share of Private Drain Connection Replacement Cost Rebate to an upset limit of $4,000.00 per replacement in established Downspout Disconnection Areas to encourage the elimination of infiltration into the sanitary sewer on an ongoing basis; and,

THAT the User Fee By-law **BE AMENDED** to reflect this new rate.
Carried.

Report Number: S 59/2020
Clerk's File: SW2021

Clerk's Note:

1. The recommendation of the Standing Committee and Administration are the same.

2. Please refer to Item 8.1 from the Environment, Transportation and Public Safety Standing Committee meeting held February 17, 2021.

3. To view the stream of this Standing Committee meeting, please refer to: http://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20210226/-1/5231

Subject: Sanitary Sewer Inflow and Infiltration Information Update

Reference:

Date to Council: February 17, 2021
Author: Andrew Dowie
Engineer III
(519) 255-6257 ext. 6490
adowie@citywindsor.ca
Design and Development

Author: Michael Cappucci
Contracts Coordinator
(519) 255-6560 ext. 4234
mcappucci@citywindsor.ca
Contracts, Field Services and Maintenance

Report Date: January 20, 2021
Clerk's File #: SW2021

To: Mayor and Members of City Council

Recommendation:

That the administrative report regarding Windsor's ongoing efforts to reduce the rate of storm water inflow and infiltration into the sanitary sewer system **BE RECEIVED** for information; and,

That City Council **APPROVE** the following amendments to By-law 26-2008, to strengthen direction to municipal staff or designate for entering onto private properties for the disconnection of eaves trough downspouts from the sewer system in locations where owners are unwilling to permit disconnection on a voluntary basis, through the powers granted by section 446 of the *Municipal Act, 2001:*

> *s. 3(1) – For the purpose of this by-law, "City Engineer" shall mean the person appointed by the Council of the Corporation of the City of Windsor as the City Engineer, and his or her designated agents.*
>
> *s. 5(1) – The City Engineer may issue an order to a property owner or occupier of property in a designated Downspout Disconnection Area to disconnect their building drainage system from a municipal sewer or any sewer system tributary thereto.*

s. 5(2) - When an order to disconnect their building drainage system from a municipal sewer or any sewer system tributary thereto pursuant to s. 5(1) has been issued and not complied with by the property owner or occupier of property, the City Engineer may disconnect or cause to be disconnected, in a designated Downspout Disconnection Area, the building drainage system from a municipal sewer or any sewer system tributary thereto.

s. 5(3) - No disconnection pursuant to s. 5(2) shall be subsequently reconnected except with the written consent of the City Engineer.

s. 5(4) - Where there has been subsequent reconnection by any owner or occupier of property without the written consent of the City Engineer, the City Engineer may disconnect, or cause to disconnect any building drainage system from a municipal sewer or any sewer system tributary thereto.

S. 5(5) - The costs of any action taken by the City Engineer pursuant to s. 5(2) and s. 5(4) may be added to the tax roll for the property and collected in the same manner as taxes. Interest may be added to the tax roll and these costs, inclusive of interest, constitute a lien upon the registration of notice of lien in the land registry office.

s. 6(1) - The City Engineer may issue an order to a property owner or occupier of property in any area of the City of Windsor to disconnect their building drainage system from a municipal sewer or any sewer system tributary thereto.

s. 6 (2) - When an order to disconnect their building drainage system from a municipal sewer or any sewer system tributary thereto pursuant to s. 6(1) has been issued and not complied with by the property owner or occupier of property, the City Engineer may disconnect or cause to be disconnected the building drainage system from a municipal sewer or any sewer system tributary thereto, in any area of the City of Windsor.

s. 6(3) - No such disconnection pursuant to s. 6(2) shall be subsequently reconnected except with the written consent of the City Engineer.

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s. 6(5) - The costs of any action taken by the City Engineer pursuant to s. 6(2) and s. 6(4) may be added to the tax roll for the property and collected in the same manner as taxes. Interest may be added to the tax roll and these costs, inclusive of interest, constitute a lien upon the registration of notice of lien in the land registry office.; and,

That City Council **APPROVE** an increase in the City Share of Private Drain Connection Replacement Cost Rebate to an upset limit of $4,000.00 per replacement in established

Downspout Disconnection Areas to encourage the elimination of infiltration into the sanitary sewer on an ongoing basis; and,

That the User Fee By-law **BE AMENDED** to reflect this new rate.

Executive Summary:

This report was prepared in order to provide City Council with a reference document for historical decisions and for past actions by City Council with respect to sanitary sewer inflow and infiltration mitigation measures, together with a recommended direction for the future.

Removing unneeded and unnecessary storm water from the sanitary sewer system at its various sources frees capacity in the City's sanitary sewers. Reductions of unplanned water travelling through the pipes results in recovered capacity within these sewers and reduces the risks of basement flooding. Avoidance of chemical treatment of clean storm water at the waste water treatment plant will deliver operational savings on a permanent basis. Further, reducing the number of combined sewer overflows caused by inflow of storm water into the sanitary sewer system will reduce pollution from untreated water flowing into the Detroit River.

Background:

Inflow and infiltration (typically referenced by the common abbreviation of I/I) are sources of unwanted storm water that are entering the City's sanitary sewer systems.

"Inflow" refers to water entering the system through a cross-connected lateral connection to the main sanitary sewer line, which could be a catch basin, basement, or a roof drain.

"Infiltration" is caused from cracks, failed pipe, or misaligned joints within the sewer system, whether at the pipe or the manhole, or other imperfections allows for water to find its way into the system.

Relative to the overall flow, these are minor volumes of water, but in times of major storms, they remove vital capacity within the sewer system, within private homes, and at wastewater treatment plants.

Causes of Inflow

- Cross connection / illegal installation of the private storm water connection to the sanitary sewer; and
- Previous building codes up to 1980s mandated that internal plumbing could be built to have the roof and basement drains connected to the sanitary sewer.

Causes of Infiltration

- Poor construction practices during installation;
- Shifting or moving soils;
- Improper sewer taps;
- Forfeiting of opportunity to use waterproofing techniques; and
- Cracks in materials.

On a local basis, the consequences of Inflow and Infiltration are minor but on a cumulative basis they result in significant impact:

Financial
Unnecessary additional costs are incurred by the City and residents alike. I/I water is clean water that would not otherwise need to be treated at the treatment plants. Thus, the more I/I that remains present within the sanitary or combined sewer systems, the more unnecessary costs that the City has to spend treating this water.

System Service Life
The cumulative wear and tear on treatment plants and pump stations from processing additional water results in a reduced lifespan and having to upgrade sooner than anticipated. Sewer pipes can also deteriorate more rapidly from significant flow, which would require more spending on rehabilitation projects to ensure that complete failures are avoided.

System Capacity
I/I occupies capacity within the sewers that does not need to be present, which increases the risk of basement flooding, and reduces opportunity for development and intensification.

Environmental Degradation
The mixing of I/I water with sewage unnecessarily requires the consumption of chemicals to treat the water, and its capacity contributes to combined sewer overflows (CSOs) wherein untreated water is diverted to the Detroit River in order to protect the wastewater treatment plants from failure.

A consolidation of Council Questions and associated resolutions with respect to past City of Windsor initiatives for Inflow and Infiltration can be found in Appendix "A".

Discussion:

Inflow and infiltration of water are largely inevitable outcomes within the service life of a sewer system. Either can materialize without regard to the type of sewer. It is often through a manual, visual inspection that a problem area can be located.

Sewer age is not the principal determination with respect to I/I vulnerability; the environment in which the sewer is operating, rather, is a significant contributor.

The methods used by the City to assess severity of I/I include closed circuit television inspection, smoke and dye testing and flow monitoring.

Regular I/I reduction measures have been deployed by the City for nearly twenty years and have included:

a) Downspout disconnection,
b) Manhole lid sealing
c) Catchbasin / inlet restrictor installation,
d) Smoke testing for cross-connections,

e) Inline repair, and
f) Closed Circuit Camera Inspection

Climate Change Adaptation Plans (2012 and 2020) and the Sewer and Coastal Flooding Master Plan have considered the implementing of manhole structural waterproofing, or sealing. A targeted approach to deploying these measures will be brought forward to City Council as part of the Sewer Master Plan.

While the Sewer Master Plan is to be the definitive go-forward overarching strategy for infrastructure investment, the City of Windsor has been undertaking significant research for many years to reduce inflow and infiltration. These efforts have been bolstered on occasion through the leveraging of federal and provincial funding. As examples:

1) In 2008, a project was initiated to study the effectiveness of cured-in-place pipe lining where tree roots puncturing the main pipe had been occurring, creating infiltration. No rodding or flushing was required as part of maintenance activities subsequent to the installation.

2) In 2010, a project was initiated to identify areas where inflow was occurring; namely the presence of bacteria and organisms normally present in sewage within the storm sewer.

Estimating the scale of I/I in the system has been challenging, as changing weather conditions, snow melt, heavy rains, soil types, and cross connections all contribute to flows. Attempting to quantify these is laborious and not practical on an individual basis. However, the City has collected 6-7 years of data through the installation of flow monitors and similar devices that measure flows within trunk sanitary sewers, combined sewers and municipal drains, showing spikes in sanitary flow rates during wet weather events. These spikes often times show that there is some sort of inflow or infiltration within the system. Retrieving actual data on a city wide basis to accurately calculate I/I would be a significant and potentially costly project.

A recent research paper "*Simple Tool For Operators To Quantify I/I, Detect Leaks & Measure Rehab Progress*," authored by George Kurz P.E., DEE, of Tennessee, provided staff with an opportunity to estimated the amount of I/I flow being treated in a given year.

It is estimated that the City has treated 34,400ML (Megalitres) of I/I in 2018 at the LRWRP alone, which does not include flow treated at the Little River Pollution Control Plant. The plant had a total influent flow rate of 67,600 ML in 2018. As estimated, over half of the treated flow at the Lou Romano plant is originating from I/I flows.

This estimation was developed from yearly data collected at the Lou Romano Water Reclamation Plant, including the Biological Oxygen Demand of the Lou Romano treatment plant, total rainfall during the 2018 calendar year, and total flows at the plant. The estimated value remains high-level and would not be as accurate as the undertaking of a flow monitoring study of the collection system.

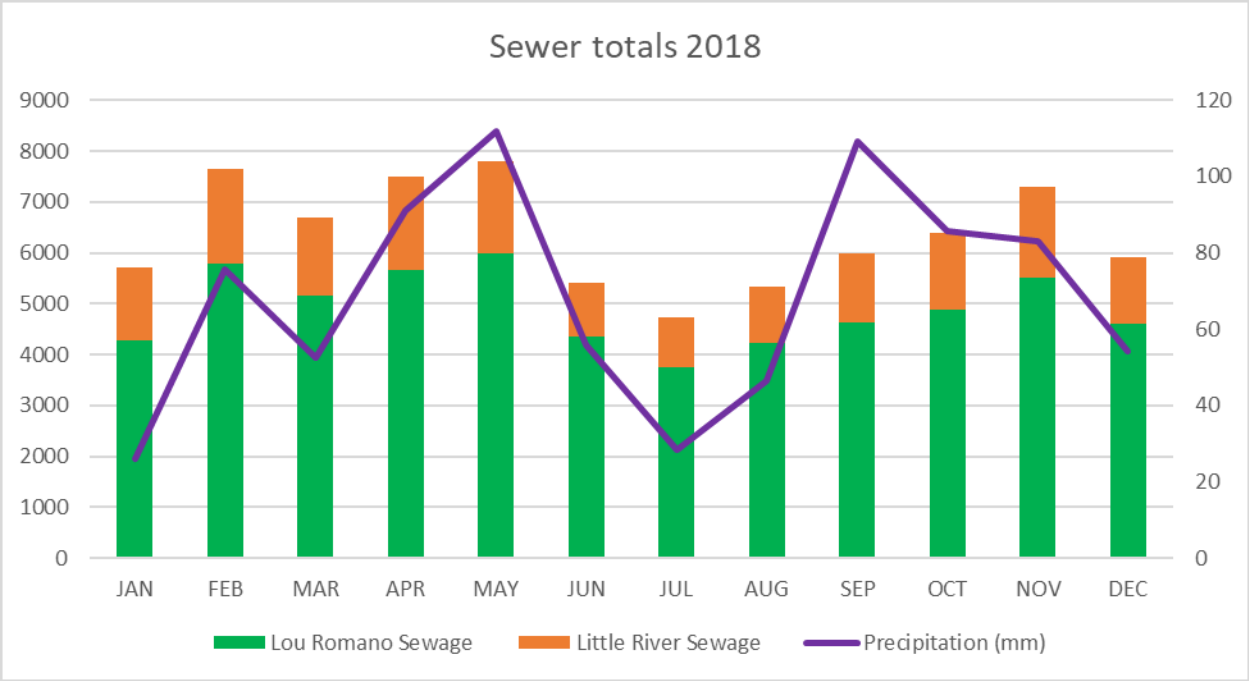
To confirm these assumptions, another calculation was completed. Estimating that no rain water would enter the sanitary sewer, and all of the water supplied by the

municipality would enter into the sanitary sewer system, a comparative "perfect condition" comparison is able to be estimated by subtracting the total water supplied and subtracting that from the total sewage values in those areas. In 2018, the Windsor Utilities Commission WUC supplied roughly 33,500 ML of water across the City, and the two treatment plants together processed 76,000 ML of sewage. Through this calculation, the City processed more than twice as much sewage than was supplied in water. This number does not account for combined sewer overflows or infiltration from over-under systems (where the storm and sanitary sewers share a common manhole).

Primarily owing to the time at which the City was first developed, there remains a significant inventory of combined sewers as well as vitrified clay materials. The service life of the infrastructure is diminishing every year for both public and private asset installations. Further aggravating the situation is that an estimated 70% of homes in the City, based on age of construction and permission under the Building Code, had been constructed with the foundation drain and roof drain connected to the sanitary sewer.

Quantifying a cost to remedy this situation further can be determined in general, based on water volumes, but may not necessarily capture all of the overall effects of I/I. The premature deterioration of infrastructure, cost to homeowners for basement flooding, and degradation of the natural environmental, are the additional liabilities that are more difficult to calculate.

The cost to treat 30,000 ML, which is slightly less than the difference between water supply volumes and sanitary sewer treatment volumes, is estimated to be approximately $6 million a year. The City of Windsor expended $18.3 million dollars in 2018 to treat City of Windsor sewage.



The above graph of precipitation versus treatment demonstrates the trend that the treatment rates often rise and fall with the amount of precipitation for a given month.

The City's past and present programs to assist in the reduction of inflow and infiltration are detailed as follows:

1. **Downspout Disconnection Program**

   The City's main efforts to reduce inflow have been related to the Downspout Disconnection program. This program was first instituted in the early 1990s to address ongoing issues in the former Town of Riverside area, to which City Council allocated funds. The program was ultimately recommended for termination with funds reallocated as part of *CR504/93*. A voluntary program was initiated as part of a two-year trial established by *CR1303/2000* where property owners requesting sewer improvements were requested to return a Downspout Disconnection Calculation. Subsequently, City Council adopted *By-law 197-2002* which required the disconnection of downspouts on a go forward basis, and zoning *By-law 8600* requires the disconnection of downspouts from the storm sewer system and is applied to all new developments.

   The Mandatory Downspout Disconnection *By-law 26-2008* created a regulation to designate areas of the City where disconnection of eaves troughs from sewer systems would be required of property owners and enforced by the City. To date there are five areas that have been designated by City Council.

   1) Tecumseh Road East to the north, CPR tracks to the south, Walker Road to the east and Howard Avenue to the west. (CR154/2008)

   2) Tecumseh Road East to the north; Grand Marais Road to the south; Walker Road to the west; and the rear property line of residences fronting on the west side of Norman Road to the east. (CR431/2009)

   3) Central Avenue to the west, Tecumseh Road East to the south, Riverdale Avenue to the east and Riverside Drive East to the north (CR155/2011)

   4) Lauzon Road to the west, E.C. Row Expressway to the south, Banwell Road to the east, Tecumseh Road East to the north (CR155/2011)

   5) The area generally bounded by Pillette Road to the west, E.C. Row Expressway to the south, Jefferson Boulevard to the east and Tecumseh Road East to the north. (CR155/2011)

   There is some degree of judgement inherent in the application of *By-law 26-2008*. Section 1.25 of the Property Standards *By-law 8062* gives discretion to an enforcement officer to determine where storm water disposal ought to be directed. In new development, downspouts are not permitted to be connected to the storm sewer system unless it is felt to be necessary for protection of human health and safety by the Building Inspector.

   While disconnection is legislatively mandatory in these areas, Administration has not proactively enforced disconnection in these areas to date. Sections 444 and 445 of the *Municipal Act, 2001* allows for the municipality to enforce by-laws on private lands. However, entry onto private property to change the built environment of the property against the will of the property owner, which

mandatory disconnection effectively is, a controversial approach. The regulatory tools to enforce mandatory disconnection were adopted by City Council as part of the 2008 By-law for consideration on a passive basis, but these tools have not been resourced or implemented. Once enforced, members of City Council and the Building Department will be responding to an increase in property standards disputes owing from increased surface water. Reaffirmation of City Council's support for this power is requested as part of the recommendation in order to proceed on a more aggressive basis.

In December of 2015, the Engineering and Communications Departments created a targeted campaign for the coming year to encourage residents to do what they can to help reduce the risk of basement flooding. The campaign was focused on downspout disconnections as a service all residents should consider—before it could become mandatory. Disconnections were noted as being as a free and key step in diverting large amounts of rain water away from the city sewer system. The disconnection of 1000 properties was set as an achievable target for the calendar year. From January 2016 to November 11, 2016 the City has received 1192 calls for the downspout disconnection service in which the majority of these properties were appropriate for service.

At its meeting of September 5, 2017, City Council received an update with respect to the "8-Point Sewer Plan", which included as an item:

"The City of Windsor will implement a mandatory downspout disconnection policy with exemptions on a case-by-case basis."

In addition, as part of the Sewer and Coastal Flood Protection Master Plan, a recommendation for full implementation of a city-wide, mandatory Downspout Disconnection By-law has been brought forward. By-law 26-2008 has provided the regulatory framework to enact mandatory downspout disconnection. The mandatory Downspout Disconnection policy has been advocated for on a regional basis by the Detroit River Canadian Cleanup since at least 2008.

There are conflicting benefits to the public with respect to mandatory downspout disconnection city-wide. The municipality benefits by slowing the load on sewers during heavy rain events giving time for the system to better manage the volumes. However, building officials will also seek to limit material damage to abutting property owners as well as uphold public safety on private property, and will maintain the use of private connections to more effective reduce instances of these situations.

Recommended for consideration by City Council is a more aggressive enforcement of the existing By-law 26-2008, with corresponding amendments to the By-law based on the powers granted by section 446 of the Municipal Act, 2001. This change would confirm City Council's intent to accept the private property drawbacks of a mandatory downspout disconnection policy in order to achieve the desired system-wide benefit. This change puts building officials and members of Council in a more difficult position with respect to dealing with property owners. In order to address the community priority of reducing

basement flooding risk where owners are unwilling to permit disconnection on a voluntary basis, their wishes would be overruled and members of municipal staff would enter onto their property to complete the disconnection work.

The program would generally include a neighbourhood survey of downspout connections within the previously identified Downspout Disconnection Areas, with documentation of suitable candidates for disconnection by a member of the City's Field Services staff. Suitable disconnection locations would be identified in writing to the property owner, and work scheduled. Where no response is obtained, a scheduled time will be provided to the owner and the disconnection would be undertaken by a member of the City's Field Services staff. The equivalent salary and material costs would be expected to be approximately $70,000 annually, which would be borne initially by the existing Downspout Disconnection program and enhanced if necessary through the proposed Inflow and Infiltration reduction funding.

In addition to the above, following a summary presentation of the Sewer and Coastal Flood Protection Master Plan's (SMP) final recommendations and solutions to City Council on July 27, 2020, City Council approved the immediate short-term projects and programs including the mandatory downspout disconnection pilot program and monitoring. The budget and authorization for this project was per Decision Number: CR379/2020, Report C127/2020.

The SMP identified several recommendations for source control measures which are integral components for both the surface and basement flood risk reduction solutions. These source control measures have potential to reduce both the volume and rate of water entering the storm, sanitary, and combined sewer systems. As the implementation of these source control measures require substantial time, financial investment and works on private property, the SMP identified that pilot projects should be completed to evaluate the efficacy of these measures.

The downspout disconnection pilot program will include flow monitoring of conditions in the City's sewer system in three representative subdivisions to record and quantify the impact and effectiveness of disconnection. The exact locations have not been selected and will be determined based on multiple criteria. One of the three locations will be in the neighbourhoods bounded by Norfolk St. to the North, Dougall Ave./Howard Ave. to the East and the Herb Gray Parkway to the West and South.

The program will result in quantification of observed benefits including but not limited to potential for flood risk reduction and water quality improvements. The relative flood risk reduction benefits from downspout disconnection may impact the recommendations from the SMP. Further, this project will serve to better define possible drawbacks including impacts to sanitary conveyance systems and private property drainage systems. The findings and recommendations will first be reviewed with various departments including Operations, Pollution Control, Engineering, Building, and Legal. Recommendations for the future use

of downspout disconnection measures as part of the City's and private sewage system will be developed and presented to City Council.

The program and evaluation period is currently planned to run between 2021 and 2024; however, pending data suitability this may be extended.

2. Catch Basin Restrictors

Catch basin flow restrictor plates delay road drainage from entering the sewer system, and are normally used on residential streets only in cases where there is less likelihood of danger to vehicular traffic movement. Engineering Drawing AS-525 details the restrictor plate Installation of these plates is not typically popular among residents as storm water remains pooled on the street pavement for timeframes well beyond the conclusion of the storm.

These devices have been installed in areas where basement flooding incidences have been high relative to the remainder of the City and are monitored for ongoing suitability in their respective environments.

City Council endorsed the use of catch basin restrictors at its meeting of March 25, 2008 through CR102/2008:

"That Public Works CONTINUE to install catchbasin restrictors on local streets affected by basement flooding."

Through By-law 26-2008, the City Engineer has been given the discretion to install and enforce use of catch basin restrictors.

Administration currently maintains 461 catch basin locations that have flow restrictor plates installed.

3. Smoke and Dye Testing

Smoke testing is the placement of smoke in the sanitary sewer system and a subsequent observation to identify where the smoke escapes from. It is a useful tool to identify illegal connections or breaks.

A dye tablet is placed in a home's yard drain to verify whether it is connected to a sanitary sewer, followed by a flushing of water.

CR128/2012 authorized initial funding of $200,000 in 2013 for Smoke and Dye testing to assess sewer conditions. City Council further authorized through *CR105/2015* an additional $25,000 in funding to cover associated tender costs. *CR154/2015* authorized the transfer of $100,000.00 from the Downspout Disconnection funding to support additional Smoke & Dye Testing in 2015.

While conducting smoke testing, nearly 200 instances of failure with the property owner's private drain connection clean-out were identified. The work was undertaken in Fontainebleau, Forest Glade and South Windsor.

8,893 work orders were issued for smoke and dye testing between 2014 and 2017. Since its expiration in 2017, this program has operated through the Measures for Mitigating Basement Flooding funding for local troubleshooting, but a proactive program to undertake this work has not been facilitated.

4. **Inline Repair**

   Regular pipe maintenance activities include trenchless repair and structural pipe replacement at locations where the pipe's imperviousness has been breached. Trenchless repair can include cured-in-place pipe, pipe bursting, pipe jacking, and slip lining methods.

   Through these technologies, 238 locations have been repaired to date which have resulted in additional shielding from infiltration. These repairs are funded operationally by the annual sewer maintenance program. Repairs do not generally include manhole resealing, although manhole resealing has been undertaken through other programs.

5. **Closed Circuit Camera Inspection**

   As part of federal grant funding obtained in 2017 through the Canada Clean Water / Wastewater Fund (authorized by CR164/2017) and continued as part of the Sewer Master Plan, Administration began an exhaustive investigation into existing sewer conditions in which video documentation of every sewer asset was recorded. The current CCTV footage investigation allows Administration to identify locations of breaks and witness other losses of imperviousness throughout the network. In time this work will become stale-dated, however, and renewal of the effort will be required.

On a go forward basis, Administration maintains the following programs to reduce the risk of I/I. While eliminating the risk completely is not probable, opportunities to reduce it by a significant amount is achievable. The municipality continues to undertake the following in its efforts to reduce I/I:

1) **Downspout Disconnection**: This continues to be the most significant, low cost means of reducing inflow in the sewers by redirecting the water from the sewer pipe to the lawn. The current program has disconnected roughly 4200 homes since 2011 and 9800 homes since inception.

   As noted, Administration proposes to leverage the five existing Mandatory Downspout Disconnection areas. Aggressive implementation of this program will be deployed through the use of dedicated staff to identify and undertake suitable disconnection locations. This work is destined to drive up complaints to members of Council and result in an increase in private neighbour disputes. With the reiterated support of City Council as recommended, the current By-law will be strengthened to reflect updated provincial legislation in order to ensure that private property downspouts in the Downspout Disconnection areas will be actively disconnected unless justification exists to leave it intact.

2) **Specification Review Committee:** The administrative group responsible for updating our design standards and certifying new products continues to evaluate opportunities to bring improved materials and working procedures into the City's system. Newer products often cost more to purchase and install due to patents and training required for installation, but if they can lessen the likelihood of infiltration, they can be expected to free up enough savings to pay for themselves over the long run.

3) **Updating of Development Manual and Agreements:** Administration regularly updates requirements of new developments as part of its Development Manual, and agreements are being enforced to ensure that land developers are building quality and long-lasting infrastructure for acceptance by the City for permanent ownership and maintenance. A project currently under way as part of the Sewer and Coastal Flooding Master Plan will involve the placement of monitoring devices in new developments and further initiatives will be sought to control I/I for new developments where peak design values have been exceeded.

4) **Sewer and Coastal Flooding Master Plan Implementation:** The Sewer Master Plan will take a system-wide approach to identify specific improvement projects that can be undertaken by the City to improve sewer efficiency and reduce the risk of flooding caused by wet weather.

5) **Education:** Administration periodically publishes pamphlets and maintains online publications detailing flood reduction measures. Maintaining this presence as well as visibility at community events will be important ways to distribute information regarding I/I to residents. Ongoing communication with City Council regarding the importance of reducing I/I is also a vital means of knowledge transfer to residents.

6) **Research:** The ongoing review of new policies and procedures, practices, and construction projects from other municipalities often results in understanding new and better means to address this issue.

7) **Regular Maintenance:** Maintenance projects that repair existing infrastructure including relining or grouting reduces the volume of infiltration and in turn contributes to reducing overall flows.

8) **Trial projects:** Administration will continue to bring forward to City Council opportunities to investigate new innovations and cost effective means to address inflow and infiltration risks. New philosophies include the use of cost-benefit analysis when re-evaluating construction practices, use of smaller/plastic manholes, and attempting new repair technologies.

9) **Additional Measures to Mitigate Basement Flooding:** Existing operational programs are in place to encourage the reduction of and to identify infiltration risks on private property, including the Basement Flooding Prevention Subsidy, Closed Circuit Television Inspection, and Small Sewer Repair.

In addition to the above, two new programs are recommended for consideration by City Council that are expected to improve I/I reduction efforts:

1) **Sanitary sewer manhole resealing.** Modern manholes are constructed in pre-cast sections, while older manholes are subject to deteriorating materials and impacts of ground shifting. All standard manholes are destined to be subject to infiltration at a given point. Resealing (also considered informally as relining) has been carried out in select sewer main line projects with no known disadvantages to date. To date, Administration has not been resealing manholes on an active basis. A manhole resealing program has been recommended as part of the adopted Climate Change Adaptation Plan and in the Sewer and Coastal Flooding Master Plan as one of the short term improvement options. City Council has pre-approved this work as part of Decision Number CR379/2020 on July 27, 2020, to which Administration will provide a more extensive report on this subject in the future.
2) **Private Drain Connection (PDC) Sanitary Sewer Service Subsidy Improvement.** This service would include reimbursement for the exploratory pressure testing and sealing of PDC joints with the mainline sewer, repair of cracked or otherwise leaking pipes, tee connections, clean outs, risers and sanitary service connections. Rehabilitation would be proposed either through standard reconstruction or using innovative trenchless technology.

   Where there are broken cleanouts and/or a limited upkeep of the private drain connection, the property contributes a significant amount of infiltration into the system. With a goal of reducing inflow and infiltration as much as possible, work on the private connections would be required. Administration believes that further enhancing the private drain connection replacement subsidy would be the best tool to improve the service level of PDCs. A total subsidy level of $4,000 for those residential properties located within the Downspout Disconnection Areas, where the need for reduction is known to be greatest, is proposed as an added incentive to complete this work. This enhanced subsidy would be funded through the existing program.

   By-law 4921 outlines the rebate process for the Private Drain Connection Replacement Program. The proposed increase in rebate will require subsequent adjustment of the User Fee Schedule. The rebate currently fluctuates from 0 to 50% of the total cost, and the maximum rebate for a full replacement is currently $2,000.00. If the recommendation is accepted, Administration would apply the enhanced subsidy to existing Downspout Disconnect Areas and to measure the impact resulting from their rehabilitation relative to ongoing flows.

Risk Analysis:

There are minor risks inherent with implementing each of the recommendations.

There are two main resourcing needs to support the actions: Ongoing capital funds to purchase materials and to commission equipment and materials, and ongoing internal human resources to facilitate and coordinate the services. The risks are considered

minor based on the relative scale, with respect to annual resourcing. In many cases the proposed work can be implemented in conjunction with existing activities. However a lack of manpower and capital funds will result in minimal progress in advancing the elimination of inflow and infiltrations and thereby increase the risk of basement flooding. Mitigation of the risk can be achieved by monitoring the program during its initial stages and making recommendations to City Council should changes be required.

Further, there is moderate risk inherent in adopting the recommendation regarding additional subsidy for the replacement of private drain connections. It achieves the goal of removing infiltration at the source on a voluntary basis. The practical effect is that the municipality finances a sizeable portion of the cost inherent with the connections, leaving a perception that this service is in part a City responsibility. This would be an accepted risk tolerated for the greater good. The City Engineer would ultimately be responsible for managing & monitoring the risk as well as ensuring sufficient funding and manpower to deliver this service. The service would be funded through the existing replacement program at an increased cost to the municipality.

Climate Change Risks

Climate Change Mitigation:

The pumping and treatment of wastewater and stormwater accounts for approximately 8% of the Corporate Greenhouse gas (GHG) emissions (2018). Removing stormwater from the system would have a positive effect on GHG emissions by lowering the pump run times and reducing energy requirements for treatment processes.

Climate Change Adaptation:

Annual total precipitation in Windsor continues to trend upward. This trend is expected to continue under the climate change forecasts for the region. In addition, the intensity of storms is also expected to increase under the changing climate.

Removing I/I from the system will provide additional capacity to lessen the impacts from higher rainfall events.

Financial Matters:

As part of the 2021 Sewer Surcharge Budget, Administration is recommending the funding of a dedicated Inflow and Infiltration Program. The proposed funding, as outlined in that report, is as follows:

- 2021 & 2022 - $125K annually
- 2023 to 2025 - $175K annually

The above noted funding will support the implementation of new measures relevant to inflow and infiltration reduction activities including, but not limited to, manhole sealing, proactive smoke and dye testing, and new project/technology trials. While it is expected that this annual funding will support smaller I/I initiatives, further studies may suggest

larger initiatives that would required alternate funding. These initiatives, as they are developed, will form part of future Capital Budget requests.

As with any program, budgets are reviewed on an annual basis and adjusted as required in order to accommodate changes within the overall program. The recommended figures outlined above may be subject to change in future years depending on utilization. Should the recommended funding in the forthcoming 2021 Sewer Surcharge report not be approved, Administration will bring forward a dedicated funding request in 2022, as part of the Capital Budget process.

With respect to the Private Drain Connection subsidy, an annual operating budget of $249,885 is available to fund subsidy payment requests. Over the most recent 3-year period the City has paid out an average of $255,000 per year. While it is difficult to estimate future demand of the increased subsidy within the designated Downspout Disconnection Areas, it is expected that in the short term, the increased demand can be accommodated within the existing budget, supported by the above-noted I/I capital program funding. Approximately 25% of current applicants are within existing downspout disconnection areas.

Consultations:

Ian Day, Manager of Traffic Operations
George Kurz P.E., DEE- Sewer Capacity Management, Tennessee, United States
Andrew Lewis, Coordinator of Right-of-Way and Field Services
Carrie McCrindle, Financial Planning Administrator
Aadil Nathani, Legal Student
Jake Renaud, Senior Manager of Pollution Control
John Revell, Chief Building Official
Karina Richters, Supervisor of Environmental Sustainability and Climate Change
Wira Vendrasco, Deputy City Solicitor – Legal Services and Real Estate

Conclusion:

Inflow and infiltration are regularly highlighted including the Sewer and Coastal Flooding Master Plan, however deliverables are traditionally difficult to quantify. The high level calculations strongly suggest the municipality is expending funds unnecessarily to treat storm water while maintaining an increased risk of basement flooding. Committing to an ongoing I/I strategy and funding its progress will improve the function of the City's sewer network, to reduce flooding and ultimately deliver a more efficient service.

Planning Act Matters:

N/A

Approvals:

Name	Title
Fahd Mikhael	Manager of Design and Development
Natasha Gabbana	Manager of Performance Measurement and Business Case Development
France Isabelle-Tunks	Senior Manager of Engineering / Deputy City Engineer
Mark Winterton	City Engineer
Shelby Askin Hager	City Solicitor
Joe Mancina	Chief Financial Officer / City Treasurer
Onorio Colucci	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

Appendix “A” - Consolidation of Council Questions and associated resolutions related to Inflow and Infiltration

Council Question	Council Resolution
CQ426-2000, November 29, 2000 *"Asks if the City has the authority to force homeowners to disconnect downspouts from combined sewers."*	CR1303/2000, December 11, 2000 *"That a POLICY BE INITIATED for a two year trial period in areas of the City serviced by combined sewers whereby property owners requesting sewer improvements be requested to return a Downspout Disconnection Calculation such as shown on Appendix "A" attached hereto, to assist in prioritizing sewer improvements."*
CQ35-2002, February 4, 2002 *"Asks for the development of a downspout program by-law and for information from other municipalities and AMO on how the matter is handled elsewhere in the Province."* and CQ 79-2002, March 4, 2002 *"Asks for a report further to CQ 35/2002 respecting the Downspout Disconnection By-law/Program and for a legal opinion of the Supreme Court of Canada decision of June, 2001 regarding the Town of Hudson, wherein the court decided that municipal by-laws can be enacted in the interest of public health and public well being and if the decision can be used as leverage for the creation of a by-law."*	CR531/2002, June 2, 2002 *"That Subsection 2.(1)(2.)(c) of the Sewer Use By-law 11446 BE DELETED and that the following Subsection BE ADDED in its place:* *2.(1) 2.(c) Except in the case of discharge into a combined sewer, as approved by the Commissioner of Works, stormwater, water from drainage of roofs or land, water from a watercourse or uncontaminated water."* and By-law 197-2002, June 17, 2002 *"A By-law to amend By-law Number 11446 being a by-law to prohibit, regulate and inspect the discharge of sewage into the municipal sewerage system in the City of Windsor approves an amendment regarding Downspout Disconnection Program, as approved by Council Resolution CR531/2002."*
CQ51-2006 (C), July 24, 2006 "*Asks for a report on the status of a City of Windsor undertaking, initiated some years ago, pertaining to the removal of downspouts from the storm sewers in certain parts of the City. Also asks for a comment from administration, based on the greater frequency of severe storms and recommendations of the Environmental Master Plan, to extend the*	On April 23, 2007, City Council noted and filed the responding report. and By-law 26-2008, February 11, 2008 *"A By-Law To Require Downspout Disconnection And To Regulate Stormwater Drainage."* and

policy across the city."	CR102/2008, March 25, 2008 *I. That the report of the City Engineer regarding the basement flooding that occurred in the City of Windsor's west side on July 25, 2007 BE RECEIVED FOR INFORMATION.* *II. That the City Engineer BE DIRECTED to look to advancing the completion of the Prince Road Storm Relief sewer outlet.* *III. That the City Engineer BRING FORWARD an Eavestrough Downspout Disconnection Policy.* *IV. That Public Works CONTINUE to install catchbasin restrictors on local streets affected by basement flooding.* and CR154/2008, April 14, 2008 *"That Council DESIGNATE the area bounded by Tecumseh Road East to the north, CPR tracks to the south, Walker Road to the east and Howard Avenue to the west as a Downspout Disconnection Area under By-Law 26-2008, to facilitate stormwater management by the City Engineer."* and CR431/2009, December 14, 2009 *"That Council DESIGNATE the area contained within the following boundaries as a Downspout Disconnection Area under By-Law 26-2008:* • *Tecumseh Road East to the north;* • *Grand Marais Road to the south;* • *Walker Road to the west; and* • *The rear property line of residences fronting on the west side of Norman Road to the east."* and

	CR155/2011, September 6, 2011 *"That Council DESIGNATE:* *the area generally bounded by Central Avenue to the west, Tecumseh Road East to the south, Riverdale Avenue to the east and Riverside Drive East to the north (Drawing C-3090); and* *the area generally bounded by Lauzon Road to the west, E.C . Row Expressway to the south, Banwell Road to the east, Tecumseh Road East to the north (Drawing C-3091); and* *the area generally bounded by Pillette Road to the west, E.C . Row Expressway to the south, Jefferson Boulevard to the east and Tecumseh Road East to the north (Drawing C-3092)* *as a Downspout Disconnection Area under By-Law 26-2008, to facilitate stormwater management by the City Engineer; and* *That downspout disconnection in these areas be voluntary and BE FUNDED by Capital Works budgets and any additional funding that the City of Windsor and Essex Region Conservation Authority (ERCA) can obtain from Provincial programs; and* *That the City of Windsor CONSIDER mandating disconnection in the Downspout Disconnection Areas based upon an evaluation of the success of the voluntary program and legal authority; and* *That Administration BRING FORWARD for the 2011 Capital Budget, a voluntary Basement Flooding Protection Subsidy Program for existing residential (single family and duplex homes), in the City's Downspout Disconnection areas, and that the City of Windsor subsidize the following items:* *Eighty percent (80%) up to (maximum of $1,000 total) for the installation of a backwater valve on storm or sanitary connections; and*

	Eighty percent (80%) up to a maximum of $1,750 for installation of a sump pump to disconnect foundation drains; and *Eighty percent (80%) up to maximum of $2,800 for the installation of a backwater valve and sump pump; and* *Eighty percent (80%) to a maximum of $400 to disconnect foundation drains (weeping tiles).* *Subject to the following conditions:* *Subsidies will be provided one time only for each eligible installation, per property, and on a no-fault basis. It will be required that downspout disconnection be completed in order to complete the payment for the property.* *Only areas described in Drawings C-3090, C-3091 and C-3092 will qualify for this program .* *All of the above (items a-d) would be subject to an application first being approved by the City Engineer and then, second, issuance of a Plumbing Permit by the Chief Building Official and finally, completion of inspections by a Building Inspector; and* *That the programs noted in Recommendations I, II and IV, BE AVAILABLE to existing homes within the Downspout Disconnection Areas effective retroactively to June 6, 2010, provided that homeowners are able to present appropriate documentation verifying installation and have obtained a plumbing permit as applicable; and* *That the policy BE REVIEWED on an annual basis to evaluate the success of achieving the program's goals with the possibility of expanding it to other areas within the City, and* *That Administration INVESTIGATE developing a Flood Protection Bylaw for newly constructed residential properties which would make backflow valves on both sanitary and storm connections, sump pump overflows, and lot grading systems mandatory for Downspout Disconnection areas and report its findings and recommendations; and*

	That the City of Windsor PARTICIPATE in the Insurance Bureau of Canada study with respect to residential basement flooding currently being conducted in several cities across Canada, and that the information BE PROVIDED as needed, and that it be requested that they share this information with the City of Windsor; and *That Administration BRING FORWARD, as part of the annual Capital Budgets, funds for spot sewer repairs identified by Close Circuit Television (CCTV) inspection.*
	CR433/2008, October 21, 2008 *"1. That Windsor City Council AUTHORIZE the City Engineer to execute an agreement for financing from the Great Lakes Sustainability Fund (GLSF) with Her Majesty the Queen in Right of Canada, as represented by the Minister of the Environment, for the Study of Technologies to Reduce Infiltration into Sanitary Sewer Systems, in form satisfactory to the City Solicitor, in financial content to the City Treasurer, and in technical content to the City Engineer, and that the City Engineer and General Manager of Public Works be authorized to sign the agreement;* *AND* *2. That the municipal portion of the project BE FUNDED from Project #7062900 Albert Road - Alice/Tecumseh, in* the amount of $50,000.00. and CR468/2008, December 1, 2008 *"That Windsor City Council AUTHORIZE the City Engineer to execute an agreement for financing from the Canada/Ontario Agreement Respecting the Great Lakes Ecosystem with Her Majesty the Queen in Right of Ontario, as represented by the Minister of the Environment, for the Study of Technologies to Reduce Infiltration into Sanitary Sewer Systems, in form satisfactory to the City Solicitor, in financial content to the City Treasurer,*

	and in technical content to the Deputy City Engineer, and that the City Engineer and General Manager of Public Works be authorized to sign the agreement."
CQ28-2009, March 23 2009 "*Asks that with regards to Environmental Services indicating that it has no intention of enforcing the mandatory downspout disconnection by-law within the first district designated for application of the by-law, asks for a report on how the by-law might be amended to parallel the intent of the enforcement staff and also, it appears, the intent of City Council."*	M161-009, May 11 2009 "*That Communication No. 10 from the May 11, 2009 meeting of Council from the General Manager of Public Works entitled "CQ28-2009 - Downspout Disconnection By-law" BE DEFERRED to allow for Councillor Halberstadt to discuss the report further, with its author*.
	CR128/2012, June 18th, 2012 *"That Council APPROVE (in principle, subject to annual Capital Budget approval) $2,000,000 in 2013, $400,000 in 2014, $220,000 in 2015 and $330,000 in 2016 as part of the respective Capital Budget for expansion of the downspout disconnection program to be funded from the Sewer Surcharge; and* *That Council AUTHORIZE Administration to retain contractors and/or temporary staffing (if required) to disconnect and document downspout disconnections in accordance to the downspout disconnection program; and* *That the City Engineer BE AUTHORIZED to proceed to issue an RFP for a consultant or firm to perform flow monitoring and hydraulic modelling of the City's sewer system which will help in developing a Master Plan for storm and sanitary sewers; subject to meeting project specifications and being within the 2012 recommended budget of $250,000 for capital project ECP 004-09 Stormwater and Sanitary Master Plans; and subject to the terms and conditions of the City's*

	Purchasing By-law 400-2004 (as amended); and *That subject to the results of the hydraulic modelling and Master Plans that the City Engineer REPORT to Council, as part of a future Capital Budget deliberations, provide a report with recommendations for remedial works; and* *That Council APPROVE $300,000 to be drawn from the Lou Romano Water Reclamation Plant Reserve (Fund 131) for the purpose of purchasing permanent flow monitoring equipment that will assist the City's treatment plants in making decisions which will optimize system capacity; and* *That Council PRE-COMMIT $200,000 in 2013, Capital Budget for smoke and dye testing to be used for assessing sewer conditions in targeted areas to be funded from Sewer Surcharge; and* *That Council APPROVE $50,000 drawn from the Lou Romano Water Reclamation Plant Reserve (Fund 131) for the purpose of proceeding with updating the Rainfall Intensity Duration and Frequency (IDF) curves through the Essex Region Conservation Authority in partnership with interested local municipalities at a cost to the City not to exceed $50,000; and* *THAT the Chief Administrative Officer and City Clerk BE AUTHORIZED to sign any RFPs, RFTs, contracts or agreements arising out of recommendations V, VI, VII, VIII, IX and X approved as to technical content by the City Engineer, financial content by the City Treasurer and Chief Financial Officer, and as to legal content by the City Solicitor."*
	CR344/2010, September 20, 2010 *"That Windsor City Council AUTHORIZE the City Engineer to execute agreements for financing for the Study of Private Sewer Connections in Partially Serviced Areas with Her Majesty the Queen in Right of Canada, as represented by the Minister of the Environment for Canada, and with Her Majesty the Queen in Right of Ontario, as represented by the Minister of the Environment for*

	Ontario, in form satisfactory to the City Solicitor, in financial content to the City Treasurer, and in technical content to the City Engineer, and that the City Engineer be authorized to sign the agreement; *AND* *That the municipal portion of the project BE FUNDED from Project #7071013 (Prince Road Phase 8 - Betts Avenue from Totten Street to Algonquin Street Trunk Sewer, Road and Watermain Construction), in the amount of $20,000.00.* and CR341/2016, May 16, 2016 *That Council receive the report of the City Engineer dated April 14, 2016 FOR INFORMATION, summarizing the findings of the Study of Private Sewer Connections in Partially Serviced Areas [ARN10-007]* *That based on the findings of the study, Administration PURSUE OVER TIME, as approved funding allocations allow, the installation of full municipal services in the areas identified under the study in accordance with the provisions of Ontario Regulation 586/06 of the Municipal Act 2001.* *That administration BE AUTHORIZED to transfer the remaining funding from the completed study [Project ID 7109006] to the project ID for the Local Improvements Sanitary Sewer Program, Project ID 7159000.*
CQ61-2015, September 21, 2015 *"Asks that Administration report back to Council outlining the pros and cons of moving from a voluntary downspout disconnection program to a mandatory one."*	CR72/2016, February 1, 2016 *"That Report No. 338 of the Environment, Transportation & Public Safety Standing Committee of its meeting held January 20, 2016 regarding "Response to CQ61-2015 - Downspout Disconnection Program" BE ADOPTED as presented.*

CR699-2016/CQ54-2016, November 6, 2016 *"A City report states: "Had downspouts been disconnected during the previous (2011) major flood events, then most of the basements flooded would not have. A 10% reduction in water volume heading to the sanitary sewer would greatly reduce instances of basement flooding."* *a. Provide an update on the downspout disconnection program?* *b. Can we expedite the disconnection program and what resources are necessary?* *c. How much are we spending per year on downspout disconnection?*	B26/2017, January 23, 2017 *"That the report by the City Engineer entitled "2016 Flooding Event Debrief Report and Response to CQ46-2016, CQ47-2016, CQ54-2016 and CQ57-2016" BE RECEIVED for information."*

Committee Matters: SCM 64/2021

Subject: Proposed Land Transfer from the Ministry of Transportation to the City of Windsor along the Rt. Hon. Herb Gray Parkway - Wards 1, 2 & 10

Moved by: Councillor Francis
Seconded by: Councillor McKenzie

Decision Number: **ETPS 812**
THAT City Council **ENDORSE** the proposed transfer of various parcels of land identified in Schedule A from the Ministry of Transportation to the City of Windsor along the Rt. Hon. Herb Gray Parkway, as described in this report.
Carried.

Report Number: S 11/2021
Clerk's File: ST/8821

Clerk's Note:

1. The recommendation of the Standing Committee and Administration are the same.
2. Please refer to Item 8.2 from the Environment, Transportation and Public Safety Standing Committee meeting held February 17, 2021.
3. To view the stream of this Standing Committee meeting, please refer to: http://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20210226/-1/5231

Subject: Proposed Land Transfer from the Ministry of Transportation to the City of Windsor along the Rt. Hon. Herb Gray Parkway - Wards 1, 2 & 10

Reference:

Date to Council: February 17, 2021
Author: Paul Mourad
Project Administrator
519-562-2448
pmourad@citywindsor.ca
Projects & Right-of-Way
Report Date: January 28, 2021
Clerk's File #: ST/8821

To: Mayor and Members of City Council

Recommendation:

That City Council **ENDORSE** the proposed transfer of various parcels of land identified in Schedule A from the Ministry of Transportation to the City of Windsor along the Rt. Hon. Herb Gray Parkway, as described in this report.

Executive Summary: N/A

Background:

The Rt. Hon. Herb Gray Parkway ("Parkway") is an 11 kilometre, six-lane extension of Highway 401, and four-lane extension of Highway 3, spanning across the south and west limits of the City of Windsor. This Parkway provides direct highway access to the new Gordie Howe International Bridge currently under construction. Construction of the Parkway began in 2011 and the final stretch of highway opened to traffic in November of 2015.

The Environmental Assessment (EA) for the Parkway corridor, from King's Highway 401 to Ojibway Parkway, was approved under the Environmental Assessment Act through Order-in-Council number O.C. 1457/2009 on August 21, 2009. This EA approval led to the designation of portions of this highway as a controlled-access highway through Order-in-Council number O.C. 447/2010, pursuant to Section 36 of the Public Transportation and Highway Improvement Act. This Order-in-Council also designated portions of the Parkway as a King's Highway pursuant to Section 7 of the Public Transportation and Highway Improvement Act. The effective date of the designation was March 31, 2010.

This designation did not expropriate land but rather made use of the right-of-way and adjacent lands subject to approval from the Ministry of Transportation, in accordance with the provisions of Sections 34 and 38 of the Public Transportation and Highway Improvement Act. Approximately 150 individual parcels of vacant land and closed rights-of-way, which were necessary for the design and construction of the Parkway, were sold by the City to the MTO under a Property Purchase Agreement.

Discussion:

The MTO would like to transfer several parcels of land back to the ownership of the City of Windsor. These parcels of land were originally required as part of the Herb Gray Parkway design and construction but now that the Parkway is built, these parcels were deemed to be no longer needed by the MTO and can be returned to the City. Administration is in agreement with these land transfers as the City owns infrastructure within these lands parcels that are maintained by the City. This would allow the City an easier process to undertake any necessary repairs and improvements to their infrastructure.

The list of parcels recommended to be transferred back to the City as identified in Schedule A, include the following:

1. Ojibway Parkway (12R-28394) - south end, from Broadway Street to 26th Street. This section of roadway has sanitary sewers and culverts and the City would have better access to its infrastructure without being encumbered with obtaining permits from the MTO;
2. Beech Street (12R-28388) - remainder of west portion of cul-de-sac. This would allow the City to have maintenance access to the full cul-de-sac;
3. Malden Road (12R-28403) - small piece on south side of Parkway;
4. Spring Garden Road (12R-28455) - roadway allowance only, plus piece of Bethlehem. This section of roadway has storm and sanitary sewers and the City would have better access to its infrastructure without being encumbered with obtaining permits from the MTO;
5. Lambton Street (12R-28406) - up to and including intersection, plus piece of Fazio Drive. This section of roadway has storm and sanitary sewers and the City would have better access to its infrastructure without being encumbered with obtaining permits from the MTO;
6. Grand Marais Road West (12R-28442) - up to the last property on the north side. This section of roadway has storm and sanitary sewers and the City would have better access to its infrastructure without being encumbered with obtaining permits from the MTO;
7. a. Pulford Street (12R-28443) - back to Daytona Road right-of-way. This section of roadway has a storm sewer and the City would have better access to its infrastructure without being encumbered with obtaining permits from the MTO, it also allows for more ownership of the roadway adjacent to a City parking lot and residential development;
   b. Pulford Street (12R-28443) - this parcel was identified as required for the expansion of the Capri Pizzeria Recreation Complex parking lot. A land swap between the City and MTO was negotiated and previously approved by Council via M353-2015;
8. Northway Avenue (12R-28476) - trail section between Pulford and Cabana. This section of vacant right-of-way contains a sanitary sewer and the City would have better access to its infrastructure without being encumbered with obtaining permits from the MTO;
9. Cabana Road West (12R-28457) - back to and including the Daytona Avenue right-of-way. This section of roadway has storm and sanitary sewers and the City would have better access to its infrastructure without being encumbered with obtaining permits from

the MTO; it would also allow driveway access for the residents from the City right-of-way instead of the MTO right-of-way;

10. Cousineau Road (12R-28448) - back to just west of school entrance on north side. This section of roadway has a sanitary sewer and the City would have better access to its infrastructure without being encumbered with obtaining permits from the MTO;
11. Howard Avenue (12R-28471) - north side of Parkway, back to match property line on west side. This section of roadway has storm and sanitary sewers and the City would have better access to its infrastructure without being encumbered with obtaining permits from the MTO; it would also allow driveway access for the residents from the City owned right-of-way instead of the MTO right-of-way.

Risk Analysis:

Associated risks to the Corporation from endorsing the transfer of lands from the MTO back to the City of Windsor are considered low. Once the transfer of land is legalized, the City of Windsor will assume ownership of these land parcels and any maintenance costs associated with them, which is typical of City owned right-of-ways. Typical costs would include, but not be limited to, repair and maintenance of municipal infrastructure, including road and sewer improvements, winter control, etc.

Climate Change Risks

Climate Change Mitigation: N/A
Climate Change Adaptation: N/A

Financial Matters:

The Ministry of Transportation is paying for all costs related to the transfer of the lands to the City.

Consultations:

Frank Scarfone, Manager of Real Estate Services
Dwayne Dawson, Executive Director of Operations
Phong Nguy, Manager of Contracts, Field Services & Maintenance
Roberta Harrison, Coordinator of Maintenance
Jane He, Engineer III

Conclusion:

Administration is in agreement with the proposed land transfers as identified in Schedule A. It is recommended that City Council endorse the land transfers from the Ministry of Transportation back to the City of Windsor along the Rt. Hon. Herb Gray Parkway, as described in this report.

Approvals:

Name	Title
France Isabelle-Tunks	Senior Manager, Engineering / Deputy City Engineer
Mark Winterton	City Engineer and Corporate Leader Environmental Protection and Infrastructure Services
Shelby Askin Hager	City Solicitor and Corporate Leader Public Safety and Economic Development
Onorio Colucci	Chief Administrative Officer

Notifications:

Name	Address	Email
Fred Francis, Ward 1 Councillor	c/o 350 City Hall Square West, Suite 220 Windsor, ON N9A 6S1	ffrancis@citywindsor.ca
Fabio Costante, Ward 2 Councillor	c/o 350 City Hall Square West, Suite 220 Windsor, ON N9A 6S1	fcostante@citywindsor.ca
Jim Morrison, Ward 10 Councillor	c/o 350 City Hall Square West, Suite 220 Windsor, ON N9A 6S1	jmorrison@citywindsor.ca

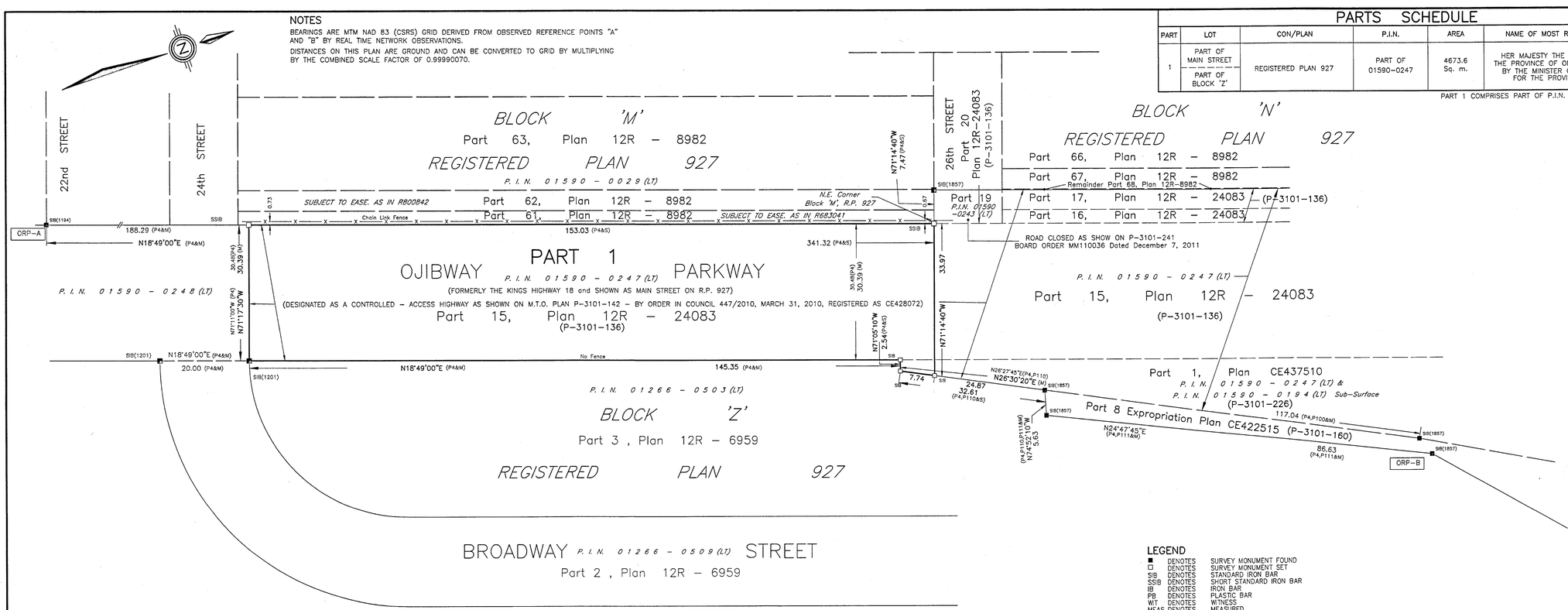
Appendices:

1. Schedule A – Final Legal Plans

Schedule A - Proposed Land Transfer from the Ministry of Transportation to the City of Windsor along the Rt. Hon. Herb Gray Parkway

Parcel	Parts	Lot	Con/Plan	PIN
Ojibway Parkway (12R-28394)	1	Part of Main Street Part of Block 'Z'	Registered Plan 927	Part of 01590-0247
Beech Street (12R-28388)	1	Part of Block 'B'	Registered Plan 688	Part of 01266-0372
Malden Road (12R-28403)	1	Part of Road Allowance between Concession 1 and 2 (aka Malden Road)	-	Part of 01263-1715
Spring Garden Road (12R-28455)	1	Part of Bethlehem Ave.	Registered Plan 998	Part of 01592-1271 (LT)
	2	Part of Block 'A' (aka Bethlehem Ave.)		Part of 01592-1269 (LT)
	3	Part of Block 'A' (aka Sixth St.)		Part of 01592-1267 (LT)
	4	Part of Lot 142		Part of 01592-1263 (LT)
	5	Part of Lots 138 to 141 (incl) (aka Bethlehem Ave.)		Part of 01592-0572 (LT)
	6	Part of Lot 141		Part of 01592-0583 (LT)
	7	Part of Sixth Street		Part of 01592-0545 (LT)
	8	Part of Lot 96		Part of 01592-0319 (LT)
	9	Part of Yorktown Ave. (formally Youngtown Ave.)		Part of 01592-1280 (LT)
	10	Part of Lot 94	Registered Plan 1020	Part of 01592-0307 (LT)
	11	Part of Block 'D'		Part of 01592-0310 (LT)
	12	Part of Lots 94 & 95, Part of Block 'D'		Part of 01592-0307 (LT)
	13	Part of Lots 92 & 93		Part of 01592-0317 (LT)
	14	Part of Lots 90 & 91		Part of 01592-0090 (LT)
	15	Part of Lots 88 & 89		Part of 01592-0092 (LT)
	16	Part of Lots 87 & 88		Part of 01592-0093 (LT)
	17	Part of Spring Garden Road		Part of 01592-1917 (LT)
	18	Part of Lot 93		Part of 01592-0317 (LT)
Lambton Street (12R-28406)	1	Part of Lambton Street	Registered Plan 983	Part of 01554-7384 (LT)
	2	Part of Eighth Avenue (AKA Fazio Dr.)		Part of 01554-6710 (LT)
	3	Part of Lots 79 & 80		Part of 01554-6947 (LT)
	4	Part of Lots 53 & 54		Part of 01554-7384 (LT)

Grand Marais Road West (12R-28442)	1	Part of Grand Marais Road	Registered Plan 1290	Part of 01272-1332 (LT)
Pulford Street (12R-28443)	1	Part of Pittsburg Street (aka Pulford St.) and Part of Lot 38	Registered Plan 1346	All of 01271-2687
	2	Lot 37		Part of 01271-3730
Northway Avenue (12R-28476)	1	Part of Northway Street	Registered Plan 1023	All of 01271-3773 (LT)
	2			
Cabana Road West (12R-28457)	1	Part of Road Allowance between Concessions 3 and 4 (Known as Cabana Road West)		Part of 01271-3752 (LT)
		Part of Lots 133 and 134	Registered Plan 1033	
		Part of Widening	Registered Plan 1299	
	2		Registered Plan 1033	All of 01271-2206 (LT)
	3		Registered Plan 1299	All of 01579-0366 (LT)
	4			All of 01579-0355 (LT)
Cousineau Road (12R-28448)	1	Part of Road Widening	Registered Plan 1361	Part of 01575-0558 (LT)
		Part of Original Road Allowance between Concessions 4 and 5		
	2	All of Block 37 (0.84 Reserve)	Plan 12M-457	All of 01557-0772 (LT)
	3	Part of Block 36 (0.84 Reserve)		Part of 01557-0771 (LT)
	4	Part of Kendleton Court		Part of 01557-0778 (LT)
Howard Avenue (12R-28471)	1	Part of Lot 4	Concession 5	Part of 01558-1564 (LT)
		Part of Lot 307	Concession North of Talbot Rd	
		Part of Original Road Allowance between the Townships of Sandwich South and Sandwich West		



PARTS SCHEDULE

PART	LOT	CON/PLAN	P.I.N.	AREA	NAME OF MOST RECENT TRANSFEREE
1	PART OF MAIN STREET / PART OF BLOCK 'Z'	REGISTERED PLAN 927	PART OF 01590–0247	4673.6 Sq. m.	HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF ONTARIO, REPRESENTED BY THE MINISTER OF TRANSPORTATION FOR THE PROVINCE OF ONTARIO

PART 1 COMPRISES PART OF P.I.N. 01590–0247.

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.

DATE OCTOBER 9, 2020

ANDREW S. MANTHA
ONTARIO LAND SURVEYOR

PLAN 12R–28394
RECEIVED AND DEPOSITED

DATE 2020/10/15

Linda Bursey
REPRESENTATIVE FOR LAND REGISTRAR FOR THE LAND TITLES DIVISION OF ESSEX (12)

PLAN OF SURVEY
OF
PART OF MAIN STREET,
(KNOWN AS OJIBWAY PARKWAY)
PART OF BLOCK 'Z'
(AS AMENDED BY INST. No. OJ100)
REGISTERED PLAN 927
GEOGRAPHIC TOWNSHIP OF SANDWICH WEST
NOW IN THE
CITY OF WINDSOR
COUNTY OF ESSEX, ONTARIO
VERHAEGEN LAND SURVEYORS

SCALE = 1:500

0 5.00 10.00 20.00 30.00 METRES 50.00

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THIS SURVEY WAS COMPLETED ON THE 14th DAY OF SEPTEMBER, 2020

DATE SEPTEMBER 22, 2020

ANDREW S. MANTHA
ONTARIO LAND SURVEYOR

INTEGRATION DATA

COORDINATES ARE DERIVED FROM GRID OBSERVATIONS USING THE CAN–NET NETWORK SERVICE AND ARE REFERRED TO MTM GRID ZONE 11 (82°30' WEST LONGITUDE) NAD 83, (CSRS).
COORDINATE VALUES ARE TO AN URBAN ACCURACY IN ACCORDANCE WITH SECTION 14(2) O.REG 216/10

POINT ID	NORTHING	EASTING
ORP–A	N4680948.99	E256715.51
ORP–B	N4681360.49	E256910.63

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE–ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

"METRIC" DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

LEGEND

■ DENOTES SURVEY MONUMENT FOUND
□ DENOTES SURVEY MONUMENT SET
SIB DENOTES STANDARD IRON BAR
SSIB DENOTES SHORT STANDARD IRON BAR
IB DENOTES IRON BAR
PB DENOTES PLASTIC BAR
WIT DENOTES WITNESS
MEAS DENOTES MEASURED
JDB DENOTES J.D. BARNES LIMITED

ALL SET SSIB AND PB MONUMENTS WERE USED DUE TO LACK OF OVERBURDEN AND/OR PROXIMITY OF UNDERGROUND UTILITIES IN ACCORDANCE WITH SECTION 11 (4) OF O.REG. 525/91.

(S/P) DENOTES SET PROPORTIONALLY
(P4) DENOTES PLAN 12R–24083
(P111) DENOTES PLAN CE422515
(1744) DENOTES VERHAEGEN STUBBERFIELD HARTLEY BREWER BEZAIRE INC., O.L.S.
(1194) DENOTES JOHN B. SMEETON INC., O.L.S.
(1201) DENOTES CLARKE SURVEYORS INC., O.L.S.
(1857) DENOTES THAM SHANMUGARAJAH SURVEYING LTD., O.L.S.
(MTO) DENOTES MINISTRY OF TRANSPORTATION, ONTARIO
(O/U) DENOTES ORIGIN UNKNOWN
(P110) DENOTES PLAN CE437510

VERHAEGEN LAND SURVEYORS SURVEYING MAPPING GIS
A DIVISION OF J.D. BARNES LTD.
944 OTTAWA STREET, WINDSOR, ON, N8X 2E1
T: (519) 258-1772 F: (519) 258-1791 www.jdbarnes.com

DRAWN BY:	CHECKED BY:	REFERENCE NO.:
N.M.G.	A.S.M.	20–47–845–001
FILE: 20–47–845–001.dwg	E–927–BLOCK 'Z'	CAD Date: October 8, 2020 2:46 PM CAD File: 20–47–845–001.dwg

MTO USE ONLY

HWY	W.O. GWP 04–33–0002	REFERENCE PLAN TYPE 'U'
401		P–3101–306
INDEXED UNDER TOWNSHIP OF SANDWICH WEST		

Plot Scale = 1mm = 0.3 m [300% x 100% (34 in)]

PARTS SCHEDULE

PART	LOT	CON/PLAN	P.I.N.	AREA	NAME OF MOST RECENT TRANSFEREE
1	PART OF BLOCK 'B'	REGISTERED PLAN 688	PART OF 01266–0372	262.5 Sq.m.	HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF ONTARIO, REPRESENTED BY THE MINISTER OF TRANSPORTATION FOR THE PROVINCE OF ONTARIO

PART 1 COMPRISES PART OF P.I.N. 01266–0372.

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.

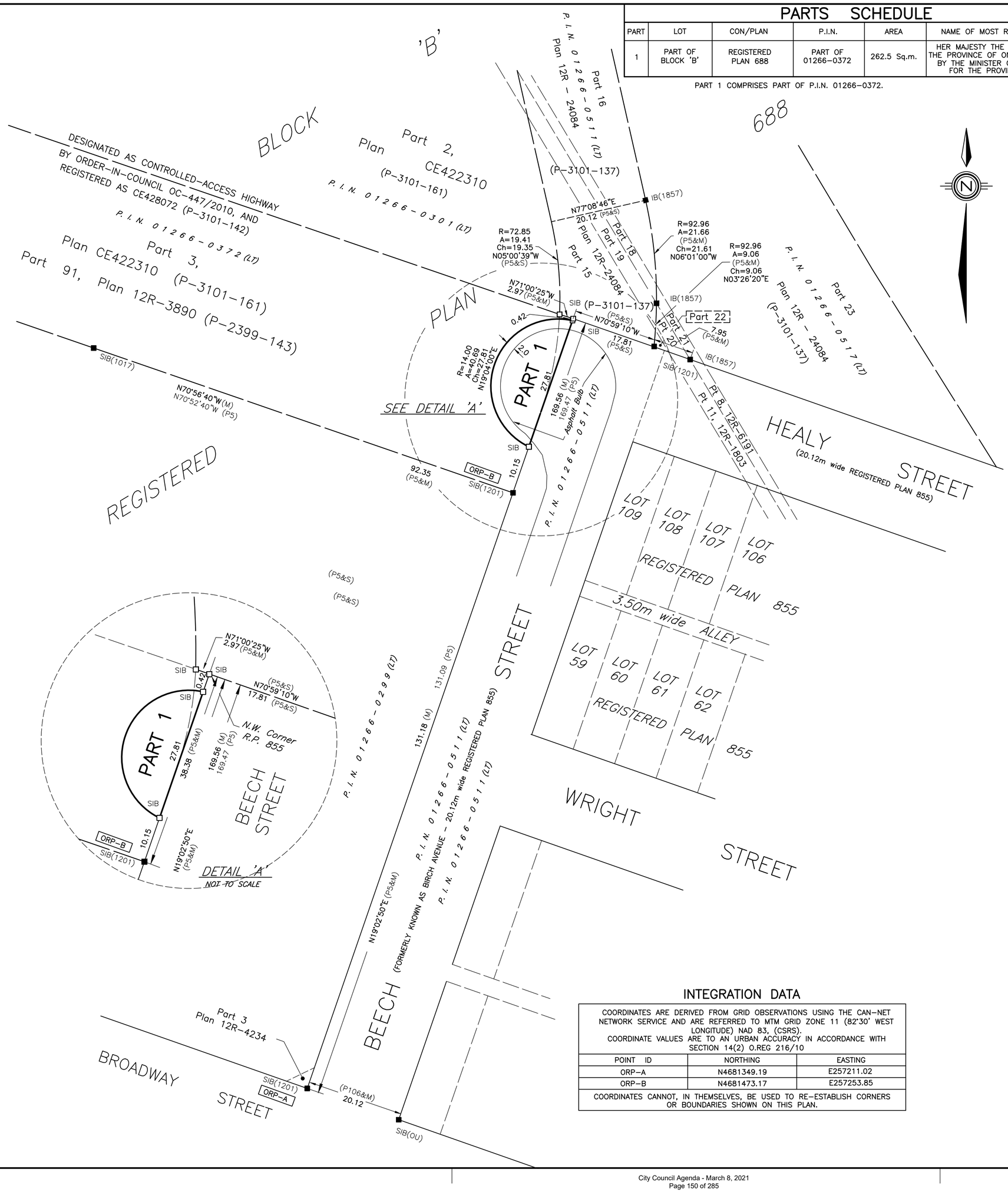
DATE OCTOBER 9, 2020

ANDREW S. MANTHA
ONTARIO LAND SURVEYOR

PLAN 12R–28388
RECEIVED AND DEPOSITED

DATE OCTOBER 9, 2020

LINDA BURSEY
REPRESENTATIVE FOR LAND REGISTRAR FOR THE LAND TITLES DIVISION OF ESSEX (12)



PLAN OF SURVEY
OF
PART OF BLOCK 'B', REGISTERED PLAN 688
GEOGRAPHIC TOWNSHIP OF SANDWICH WEST
NOW IN THE
CITY OF WINDSOR
COUNTY OF ESSEX, ONTARIO
VERHAEGEN LAND SURVEYORS

SCALE = 1:500

"METRIC" DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

NOTES
BEARINGS ARE MTM NAD 83 (CSRS) GRID DERIVED FROM OBSERVED REFERENCE POINTS "A" AND "B" BY REAL TIME NETWORK OBSERVATIONS.

DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.9999007.

LEGEND
■	DENOTES	SURVEY MONUMENT FOUND
□	DENOTES	SURVEY MONUMENT SET
SIB	DENOTES	STANDARD IRON BAR
SSIB	DENOTES	SHORT STANDARD IRON BAR
IB	DENOTES	IRON BAR
PB	DENOTES	PLASTIC BAR
WIT	DENOTES	WITNESS
M	DENOTES	MEASURED
S	DENOTES	SET
JDB	DENOTES	J.D. BARNES LIMITED

ALL SET SSIB AND PB MONUMENTS WERE USED DUE TO LACK OF OVERBURDEN AND/OR PROXIMITY OF UNDERGROUND UTILITIES IN ACCORDANCE WITH SECTION 11 (4) OF O.REG. 525/91.

(S/P)	DENOTES SET PROPORTIONALLY	(OU)	DENOTES ORIGIN UNKNOWN
(P5)	DENOTES PLAN 12R–24084	(P106)	DENOTES REGISTERED PLAN 855
(1744)	DENOTES VERHAEGEN STUBBERFIELD HARTLEY BREWER BEZAIRE INC., O.L.S.		
(1201)	DENOTES CLARKE SURVEYORS INC., O.L.S.		
(1017)	DENOTES CALLON DIETZ INCORPORATED ONTARIO LAND SURVEYORS		
(1857)	DENOTES THAM SHANMUGARAJAH SURVEYING LTD., O.L.S.		

SURVEYOR'S CERTIFICATE
I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THIS SURVEY WAS COMPLETED ON THE **14th** DAY OF **SEPTEMBER, 2020**

DATE **ORTOBER 3, 2020**

ANDREW S. MANTHA
ONTARIO LAND SURVEYOR

INTEGRATION DATA

COORDINATES ARE DERIVED FROM GRID OBSERVATIONS USING THE CAN–NET NETWORK SERVICE AND ARE REFERRED TO MTM GRID ZONE 11 (82°30' WEST LONGITUDE) NAD 83, (CSRS).
COORDINATE VALUES ARE TO AN URBAN ACCURACY IN ACCORDANCE WITH SECTION 14(2) O.REG 216/10

POINT ID	NORTHING	EASTING
ORP–A	N4681349.19	E257211.02
ORP–B	N4681473.17	E257253.85

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE–ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

VERHAEGEN LAND SURVEYORS
A DIVISION OF J.D. BARNES LTD.
SURVEYING MAPPING GIS
944 OTTAWA STREET, WINDSOR, ON, N8X 2E1
T: (519) 258-1772 F: (519) 258-1791 www.jdbarnes.com

DRAWN BY:	CHECKED BY:	REFERENCE NO.:
N.M.G.	OLS	20–47–845–002
FILE: 20–47–845–002.dwg	E–688–BLOCK 'B'	CAD Date: October 15, 2020 4:46 PM CAD File: 20–47–845–002.dwg

MTO USE ONLY

HWY		REFERENCE PLAN TYPE 'U'
401	W.O. GWP 04–33–002	P–3101–305
INDEXED UNDER TOWNSHIP OF SANDWICH WEST		

81mm x 58mm (0.5 m²) 32.0"w x 23.0"h (5.1 ft²)

NOTES

BEARINGS ARE MTM NAD 83 (CSRS) GRID DERIVED FROM OBSERVED REFERENCE POINTS "A" AND "B" BY REAL TIME NETWORK OBSERVATIONS.

DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99990070.

A CLOCKWISE 0°59'50" ROTATION MUST BE APPLIED TO MTM BEARINGS TO ALLOW COMPARISON TO UTM NAD 83 (CSRS) BEARINGS.

PARTS SCHEDULE

PART	LOT	CON/PLAN	P.I.N.	AREA	NAME OF MOST RECENT TRANSFEREE
1	PART OF ROAD ALLOWANCE BETWEEN CONCESSION 1 and 2 (AKA MALDEN ROAD)		PART OF 01263–1715	451.6 Sq.m.	HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF ONTARIO, REPRESENTED BY THE MINISTER OF TRANSPORTATION FOR THE PROVINCE OF ONTARIO

PART 1 COMPRISES PART OF P.I.N. 01263–1715.

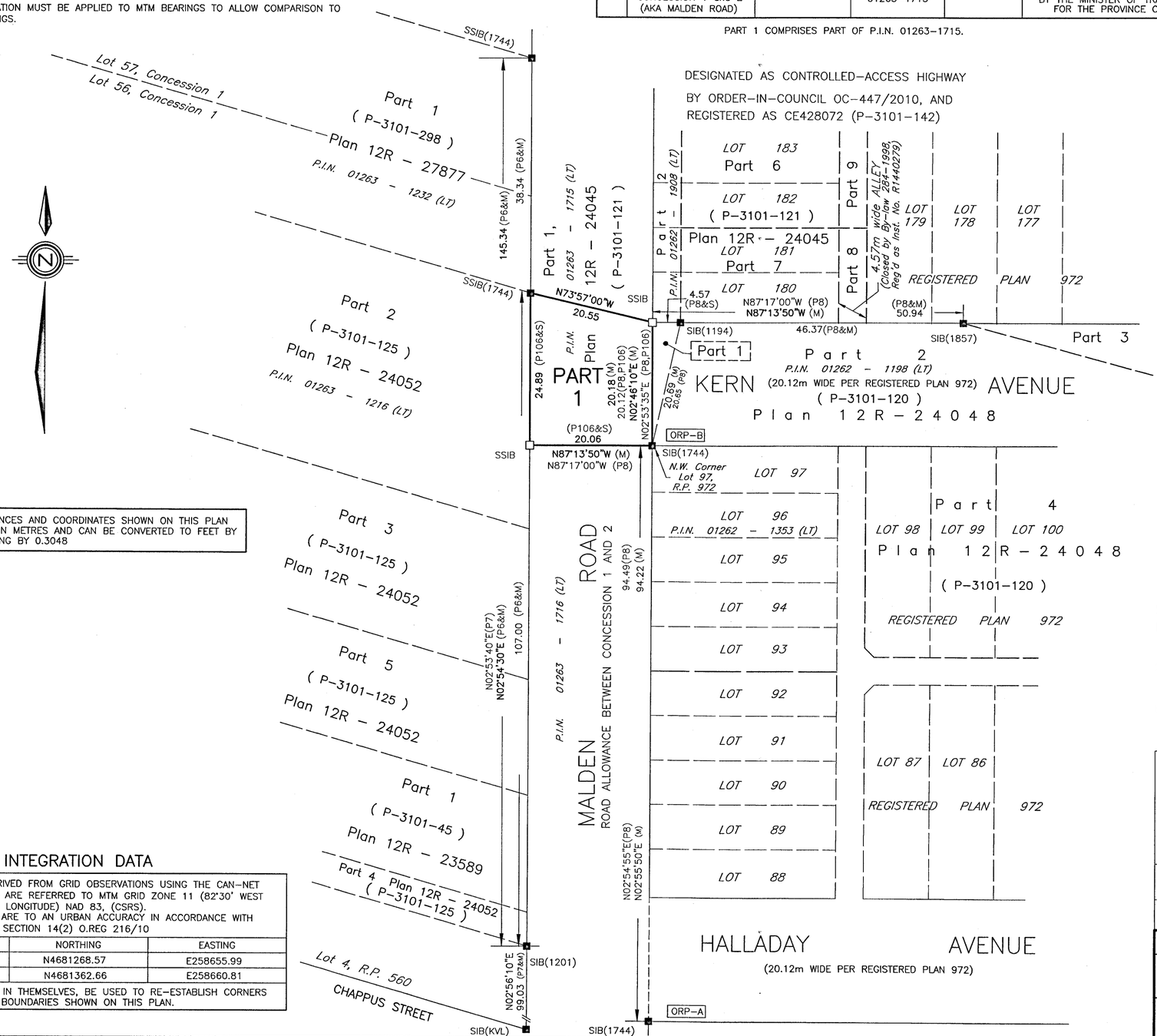
I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.

DATE OCTOBER 23, 2020

ANDREW S. MANTHA
ONTARIO LAND SURVEYOR

PLAN 12R–28403
RECEIVED AND DEPOSITED
DATE 2020/10/26

REPRESENTATIVE FOR LAND REGISTRAR FOR THE LAND TITLES DIVISION OF ESSEX (12)



PLAN OF SURVEY

OF

PART OF ROAD ALLOWANCE BETWEEN CONCESSIONS 1 and 2

GEOGRAPHIC TOWNSHIP OF SANDWICH WEST

NOW IN THE

CITY OF WINDSOR
COUNTY OF ESSEX, ONTARIO

VERHAEGEN LAND SURVEYORS

SCALE = 1:500

0 5.00 10.00 20.00 30.00 METRES 50.00

LEGEND

■	DENOTES	SURVEY MONUMENT FOUND
□	DENOTES	SURVEY MONUMENT SET
SIB	DENOTES	STANDARD IRON BAR
SSIB	DENOTES	SHORT STANDARD IRON BAR
IB	DENOTES	IRON BAR
PB	DENOTES	PLASTIC BAR
WIT	DENOTES	WITNESS
M	DENOTES	MEASURED
S	DENOTES	SET
JDB	DENOTES	J.D. BARNES LIMITED

ALL SET SSIB AND PB MONUMENTS WERE USED DUE TO LACK OF OVERBURDEN AND/OR PROXIMITY OF UNDERGROUND UTILITIES IN ACCORDANCE WITH SECTION 11 (4) OF O.REG. 525/91.

(S/P)	DENOTES SET PROPORTIONALLY	(OU)	DENOTES ORIGIN UNKNOWN
(P6)	DENOTES PLAN 12R–27877	(P7)	DENOTES PLAN 12R–24052
(P8)	DENOTES PLAN 12R–24048	(P106)	DENOTES PLAN 12R–24045
(1744)	DENOTES VERHAEGEN STUBBERFIELD HARTLEY BREWER BEZAIRE INC., O.L.S.		
(1857)	DENOTES THAM SHANMUGARAJAH SURVEYING LTD., O.L.S.		
(1201)	DENOTES CLARKE SURVEYORS INC., O.L.S.		
(KVL)	DENOTES KOESTER & VERHAEGEN, ONTARIO LAND SURVEYORS		

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THIS SURVEY WAS COMPLETED ON THE 14th DAY OF SEPTEMBER, 2020

DATE SEPTEMBER 22, 2020

ANDREW S. MANTHA
ONTARIO LAND SURVEYOR

"METRIC" DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

INTEGRATION DATA

COORDINATES ARE DERIVED FROM GRID OBSERVATIONS USING THE CAN–NET NETWORK SERVICE AND ARE REFERRED TO MTM GRID ZONE 11 (82°30' WEST LONGITUDE) NAD 83, (CSRS).
COORDINATE VALUES ARE TO AN URBAN ACCURACY IN ACCORDANCE WITH SECTION 14(2) O.REG 216/10

POINT ID	NORTHING	EASTING
ORP–A	N4681268.57	E258655.99
ORP–B	N4681362.66	E258660.81

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE–ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

VERHAEGEN LAND SURVEYORS
SURVEYING MAPPING GIS
A DIVISION OF J.D. BARNES LTD.
944 OTTAWA STREET, WINDSOR, ON, N8X 2E1
T: (519) 258-1772 F: (519) 258-1791 www.jdbarnes.com

DRAWN BY:	CHECKED BY:	REFERENCE NO.:
N.M.G.	A.S.M.	20–47–845–003
FILE: 20–47–845–003.dwg	E–WIND–1–56	CAD Date: October 26, 2020 9:24 AM CAD File: 20–47–845–003.dwg

MTO USE ONLY		
HWY 401	W.O. GWP 04–33–0002	REFERENCE PLAN TYPE 'U' P–3101–304
INDEXED UNDER TOWNSHIP OF SANDWICH WEST		

81cm x 56cm (0.8 m²) 28.0"w x 24.0"h (8.3 ft²)

PARTS SCHEDULE

PART	LOT	CON/PLAN	P.I.N.	AREA (m^2)	NAME OF MOST RECENT TRANSFEREE
1	PART OF BETHLEHEM AVE.	REG'D PLAN 998	PART OF 01592–1271(LT)	1077.3	HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF ONTARIO, REPRESENTED BY THE MINISTER OF TRANSPORTATION FOR THE PROVINCE OF ONTARIO
2	PART OF BLOCK 'A' (aka BETHLEHEM AVE.)		PART OF 01592–1269(LT)	49.9	
3	PART OF BLOCK 'A' (aka SIXTH STREET)		ALL OF 01592–1267(LT)	90.6	
4	PART OF LOT 142		ALL OF 01592–1263(LT)	14.7	
5	PART OF LOTS 138 to 141, (Incl) (aka BETHLEHEM AVE.)		PART OF 01592–0572(LT)	28.6	
6	PART OF LOT 141		PART OF 01592–0583(LT)	10.4	

PARTS SCHEDULE

PART	LOT	CON/PLAN	P.I.N.	AREA (m^2)	NAME OF MOST RECENT TRANSFEREE
7	PART OF SIXTH STREET	REG'D PLAN 998	PART OF 01592–0545(LT)	1423.2	HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF ONTARIO, REPRESENTED BY THE MINISTER OF TRANSPORTATION FOR THE PROVINCE OF ONTARIO
8	PART OF LOT 96		PART OF 01592–0319(LT)	48.1	
9	PART OF YORKTOWN AVE. (Formerly Youngstown Ave.)		PART OF 01592–1280(LT)	500.1	
10	PART OF LOT 94	REG'D PLAN 1020	PART OF 01592–0307(LT)	12.2	
11	PART OF BLOCK 'D'		PART OF 01592–0310(LT)	18.1	
12	PART OF LOTS 94 and 95, PART OF BLOCK 'D'		PART OF 01592–0307(LT)	417.8	

PARTS SCHEDULE

PART	LOT	CON/PLAN	P.I.N.	AREA (m^2)	NAME OF MOST RECENT TRANSFEREE
13	PART OF LOTS 92 & 93	REG'D PLAN 1020	PART OF 01592–0317(LT)	369.0	HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF ONTARIO, REPRESENTED BY THE MINISTER OF TRANSPORTATION FOR THE PROVINCE OF ONTARIO
14	PART OF LOTS 90 & 91		PART OF 01592–0090(LT)	155.5	
15	PART OF LOTS 88 & 89		PART OF 01592–0092(LT)	33.9	
16	PART OF LOTS 87 & 88		PART OF 01592–0093(LT)	6.8	
17	PART OF SPRING GARDEN ROAD		PART OF 01262–1917(LT)	855.4	
18	PART OF LOT 93		PART OF 01592–0317(LT)	7.0	

PART 6 IS SUBJECT TO EASEMENT AS IN R1499893.

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.

DATE DECEMBER 18, 2020

ANDREW S. MANTHA
ONTARIO LAND SURVEYOR

PLAN 12R–28455
RECEIVED AND DEPOSITED

DATE 2020/12/18

Linda Bunsey
REPRESENTATIVE FOR LAND REGISTRAR FOR THE LAND TITLES DIVISION OF ESSEX (12)

PLAN OF SURVEY

OF

PART OF LOT 96,
PART OF LOTS 138 to 142, (Incl.)
PART OF BLOCK 'A', *(Formerly Part of Sixth Street, By-Law 325–2000, Inst. No. R1502779)*
PART OF BETHLEHEM AVENUE,
PART OF SIXTH STREET,
PART OF YORKTOWN AVENUE, *(Formerly Youngstown Avenue)*
REGISTERED PLAN 998

AND

PART OF LOTS 87 to 95, (Incl.)
PART OF BLOCK 'D', *(Created by Judge's Order, Inst. No. R332601)*
PART OF SPRING GARDEN ROAD
REGISTERED PLAN 1020

IN THE

CITY OF WINDSOR
COUNTY OF ESSEX, ONTARIO

VERHAEGEN LAND SURVEYORS

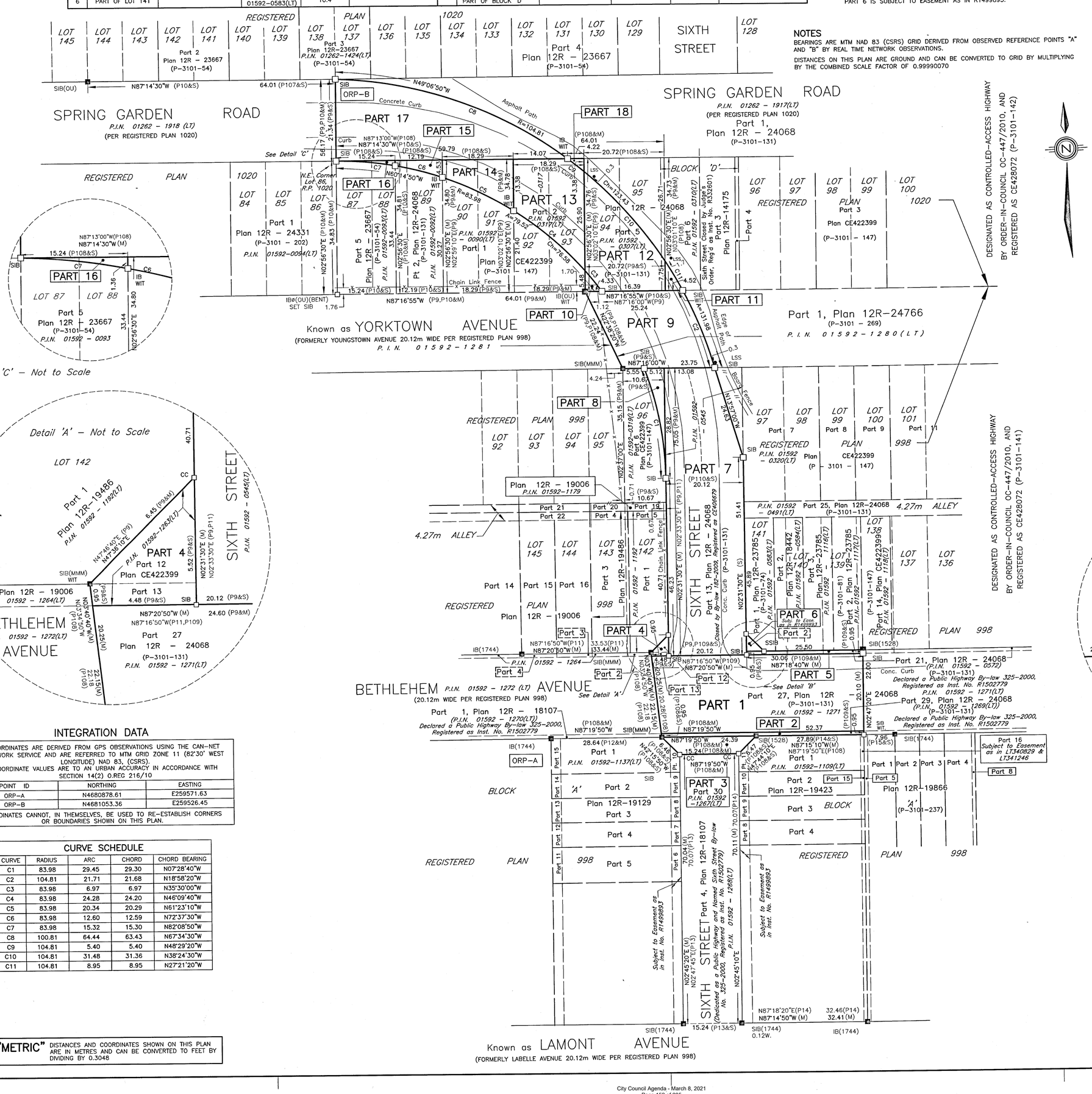
SCALE = 1:500

METRES
0 5.00 10.00 20.00 30.00 50.00

NOTES

BEARINGS ARE MTM NAD 83 (CSRS) GRID DERIVED FROM OBSERVED REFERENCE POINTS "A" AND "B" BY REAL TIME NETWORK OBSERVATIONS.

DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99990070



LEGEND

■	DENOTES SURVEY MONUMENT FOUND	● LSS	DENOTES STEEL LIGHT STANDARD
□	DENOTES SURVEY MONUMENT SET	WIT	DENOTES WITNESS
SIB	DENOTES STANDARD IRON BAR	M	DENOTES MEASURED
SSIB	DENOTES SHORT STANDARD IRON BAR	S	DENOTES SET
IB	DENOTES IRON BAR	JDB	DENOTES J.D. BARNES LIMITED
PB	DENOTES PLASTIC BAR		

ALL SET SSIB AND PB MONUMENTS WERE USED DUE TO LACK OF OVERBURDEN AND/OR PROXIMITY OF UNDERGROUND UTILITIES IN ACCORDANCE WITH SECTION 11 (4) OF O.REG. 525/91.

(S/P)	DENOTES SET PROPORTIONALLY	(OU)	DENOTES ORIGIN UNKNOWN
(P9)	DENOTES PLAN CE422399	(P10)	DENOTES PLAN 12R–23667
(P11)	DENOTES PLAN 12R–19006	(P12)	DENOTES PLAN 12R–19129
(P13)	DENOTES PLAN 12R–18107	(P14)	DENOTES PLAN 12R–19423
(P15)	DENOTES PLAN 12R–19866	(P107)	DENOTES REGISTERED PLAN 1020
(P108)	DENOTES PLAN 12R–24068	(P109)	DENOTES PLAN 12R–23785
(P110)	DENOTES REGISTERED PLAN 998		
(1528)	DENOTES VERHAEGEN STUBBERFIELD HARTLEY BREWER BEZAIRE INC., O.L.S.		
(1744)	DENOTES VERHAEGEN LAND SURVEYORS		
(1857)	DENOTES THAM SHANMUGARAJAH SURVEYING LTD., O.L.S.		
(1201)	DENOTES CLARKE SURVEYORS INC., O.L.S.		
(MMM)	DENOTES MMM GEOMATICS ONTARIO LIMITED, OLS		

INTEGRATION DATA

COORDINATES ARE DERIVED FROM GPS OBSERVATIONS USING THE CAN–NET NETWORK SERVICE AND ARE REFERRED TO MTM GRID ZONE 11 (82°30' WEST LONGITUDE) NAD 83, (CSRS).
COORDINATE VALUES ARE TO AN URBAN ACCURACY IN ACCORDANCE WITH SECTION 14(2) O.REG 216/10

POINT ID	NORTHING	EASTING
ORP–A	N4680878.61	E259571.63
ORP–B	N4681053.36	E259526.45

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE–ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

CURVE SCHEDULE

CURVE	RADIUS	ARC	CHORD	CHORD BEARING
C1	83.98	29.45	29.30	N07°28'40"W
C2	104.81	21.71	21.68	N18°58'20"W
C3	83.98	6.97	6.97	N35°30'00"W
C4	83.98	24.28	24.20	N46°09'40"W
C5	83.98	20.34	20.29	N61°23'10"W
C6	83.98	12.60	12.59	N72°37'30"W
C7	83.98	15.32	15.30	N82°08'50"W
C8	100.81	64.44	63.43	N67°34'30"W
C9	104.81	5.40	5.40	N48°29'20"W
C10	104.81	31.48	31.36	N38°24'30"W
C11	104.81	8.95	8.95	N27°21'20"W

"METRIC" DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THIS SURVEY WAS COMPLETED ON THE 30th DAY OF OCTOBER, 2020

DATE DECEMBER 2, 2020

ANDREW S. MANTHA
ONTARIO LAND SURVEYOR

VERHAEGEN LAND SURVEYORS
SURVEYING MAPPING GIS
A DIVISION OF J.D. BARNES LTD.
944 OTTAWA STREET, WINDSOR, ON, N8X 2E1
T: (519) 258-1772 F: (519) 258-1791 www.jdbarnes.com

DRAWN BY:	CHECKED BY:	REFERENCE NO.:
N.M.G.	A.S.M.	20–47–845–004
FILE: 20–47–845–004.dwg	E–1020–S&A	CAD Date: December 18, 2020 10:52 AM CAD File: 20–47–845–004.dwg

MTO USE ONLY

HWY		REFERENCE PLAN TYPE 'U'
401	W.O. GWP 04–33–0002	P–3101–307
INDEXED UNDER TOWNSHIP OF SANDWICH WEST		

NOTES

BEARINGS ARE MTM NAD 83 (CSRS) GRID DERIVED FROM OBSERVED REFERENCE POINTS "A" AND "B" BY REAL TIME NETWORK OBSERVATIONS.

DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.9999007.

A CLOCKWISE 0°29'15" ROTATION MUST BE APPLIED TO ASTRONOMIC BEARINGS TO ALLOW COMPARISON TO BEARINGS ON PLAN M-164.

PARTS SCHEDULE

PART	LOT	CON/PLAN	P.I.N.	AREA (Sq.m.)	NAME OF MOST RECENT TRANSFEREE
1	PART OF LAMBTON STREET	REGISTERED PLAN 983	PART OF 01554-7384(LT)	1783.8	HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF ONTARIO, REPRESENTED BY THE MINISTER OF TRANSPORTATION FOR THE PROVINCE OF ONTARIO
2	PART OF EIGHTH AVENUE (AKA FAZIO DRIVE)		ALL OF 01554-6710(LT)	858.7	
3	PART OF LOTS 79 & 80		ALL OF 01554-6947(LT)	18.1	
4	PART OF LOTS 53 & 54		PART OF 01554-7384(LT)	18.0	

PARTS 1 to 4, (Incl.) COMPRISE ALL OF P.I.N.'s 01554-6710(LT), 01554-6947(LT) and PART OF P.I.N. 01554-7384(LT).

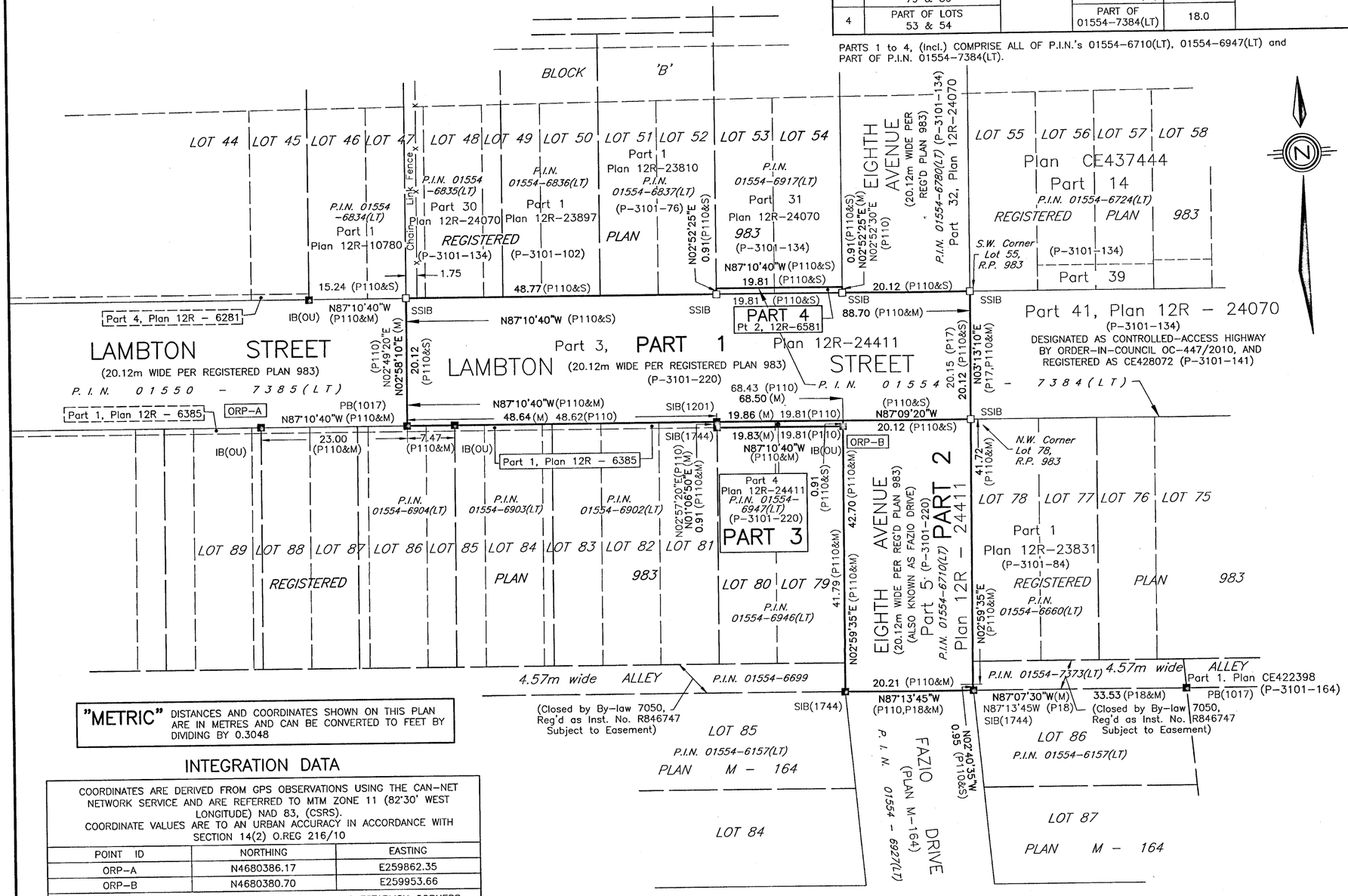
I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.

DATE OCTOBER 29, 2020

ANDREW S. MANTHA
ONTARIO LAND SURVEYOR

PLAN 12R-28406
RECEIVED AND DEPOSITED
DATE 2020/10/29

Linda Burney
REPRESENTATIVE FOR LAND REGISTRAR FOR THE LAND TITLES DIVISION OF ESSEX (12)


BLOCK 'B'
LOT 44 LOT 45 LOT 46 LOT 47 LOT 48 LOT 49 LOT 50 LOT 51 LOT 52 LOT 53 LOT 54
LOT 55 LOT 56 LOT 57 LOT 58
Chain Link Fence
P.I.N. 01554-6834(LT)
Part 1 Plan 12R-10780
P.I.N. 01554-6835(LT)
Part 30 Plan 12R-24070
P.I.N. 01554-6836(LT)
Part 1 Plan 12R-23897
REGISTERED PLAN (P-3101-134) (P-3101-102)
Part 1 Plan 12R-23810
P.I.N. 01554-6837(LT) (P-3101-76)
P.I.N. 01554-6917(LT)
Part 31 Plan 12R-24070
983 (P-3101-134)
EIGHTH AVENUE (20.12m WIDE PER REG'D PLAN 983)
P.I.N. 01554-6780(LT) (P-3101-134) Part 32, Plan 12R-24070
Plan CE437444 Part 14
P.I.N. 01554-6724(LT)
REGISTERED PLAN 983 (P-3101-134)
Part 39
S.W. Corner Lot 55, R.P. 983
15.24 (P110&S)
48.77(P110&S)
19.81 (P110&S)
20.12 (P110&S)
88.70 (P110&M)
N87°10'40"W (P110&S)
N87°10'40"W (P110&M)
Part 4, Plan 12R - 6281
IB(OU)
SSIB
PART 4 Pt 2, 12R-6581
LAMBTON STREET (20.12m WIDE PER REGISTERED PLAN 983)
P.I.N. 01550 - 7385(LT)
Part 3, PART 1 Plan 12R-24411
LAMBTON STREET (20.12m WIDE PER REGISTERED PLAN 983) (P-3101-220)
P.I.N. 01554 - 7384(LT)
Part 41, Plan 12R - 24070 (P-3101-134)
DESIGNATED AS CONTROLLED-ACCESS HIGHWAY BY ORDER-IN-COUNCIL OC-447/2010, AND REGISTERED AS CE428072 (P-3101-141)
N03°13'10"E (P17,P110&M)
20.15 (P17)
20.12 (P110&S)
68.43 (P110)
68.50 (M)
N87°09'20"W (P110&S)
Part 1, Plan 12R - 6385
ORP-A
PB(1017)
N87°10'40"W (P110&M)
48.64 (M) 48.62(P110)
SIB(1201)
19.86 (M) 19.81(P110)
ORP-B
23.00 (P110&M)
7.47 (P110&M)
SIB(1744)
19.83(M) 19.81(P110)
N.W. Corner Lot 78, R.P. 983
41.72 (P110&M)
LOT 78 LOT 77 LOT 76 LOT 75
LOT 89 LOT 88 LOT 87 LOT 86 LOT 85 LOT 84 LOT 83 LOT 82 LOT 81
P.I.N. 01554-6904(LT)
P.I.N. 01554-6903(LT)
P.I.N. 01554-6902(LT)
Part 4 Plan 12R-24411 P.I.N. 01554-6947(LT) (P-3101-220) PART 3
0.91 (P110&S)
42.70 (P110&M)
N02°57'20"E(P110) N01°06'50"E (M) 0.91 (P110&M)
EIGHTH AVENUE (20.12m WIDE PER REG'D PLAN 983 (ALSO KNOWN AS FAZIO DRIVE) (P-3101-220)
Part 5 P.I.N. 01554-6710(LT) PART 2 Plan 12R - 24411
Part 1 Plan 12R-23831 (P-3101-84)
REGISTERED PLAN 983
P.I.N. 01554-6660(LT)
N02°59'35"E (P110&M)
41.79 (P110&M)
LOT 80 LOT 79
P.I.N. 01554-6946(LT)
4.57m wide ALLEY
P.I.N. 01554-6699
P.I.N. 01554-7373(LT)
Part 1 Plan CE422398 (P-3101-164)
20.21 (P110&M)
N87°13'45"W (P110,P18&M)
N87°07'30"W(M) N87°13'45W (P18) SIB(1744)
33.53 (P18&M)
(Closed by By-law 7050, Reg'd as Inst. No. R846747 Subject to Easement)
LOT 85
P.I.N. 01554-6157(LT)
PLAN M - 164
LOT 84
LOT 86
LOT 87
FAZIO DRIVE (PLAN M-164)
P.I.N. 01554 - 6927(LT)
N02°40'35"W (P110&S) 0.95
N02°58'10"E (M) 20.12 (P110&S) (P110) N02°49'20"E
IB(OU)
PB(1017)
Part 1, Plan 12R - 6385
N87°10'40"W (P110&M)
N87°10'40"W (P110&S)
SSIB
N02°52'25"E 0.91(P110&S)
N02°52'30"E (P110)
N02°52'25"E(M) 0.91(P110&S)
P.I.N. 01554-6710(LT) (P-3101-134)
N87°10'40"W (P110&S)
19.81 (P110&S)
20.12 (P110&S)
SSIB
SSIB
SSIB
N87°10'40"W (P110&M)
IB(OU)
IB(OU)
SSIB
SSIB
SSIB

NOTES

BEARINGS ARE MTM NAD 83 (CSRS) GRID DERIVED FROM OBSERVED REFERENCE POINTS "A" AND "B" BY REAL TIME NETWORK OBSERVATIONS.

DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.9999007

A CLOCKWISE 0°32'10" ROTATION MUST BE APPLIED TO ASTRONOMIC BEARINGS TO ALLOW COMPARISON TO BEARINGS FROM PLAN 12R–7578.

PARTS SCHEDULE

PART	LOT	CON/PLAN	P.I.N.	AREA (Sq.m.)	NAME OF MOST RECENT TRANSFEREE
1	PART OF GRAND MARAIS ROAD	REGISTERED PLAN 1290	PART OF 01272–1332(LT)	1141.6	HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF ONTARIO, REPRESENTED BY THE MINISTER OF TRANSPORTATION FOR THE PROVINCE OF ONTARIO

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.

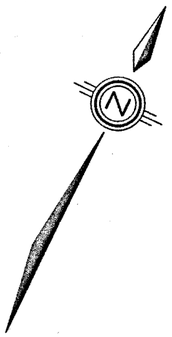
DATE DECEMBER 3, 2020

ANDREW S. MANTHA
ONTARIO LAND SURVEYOR

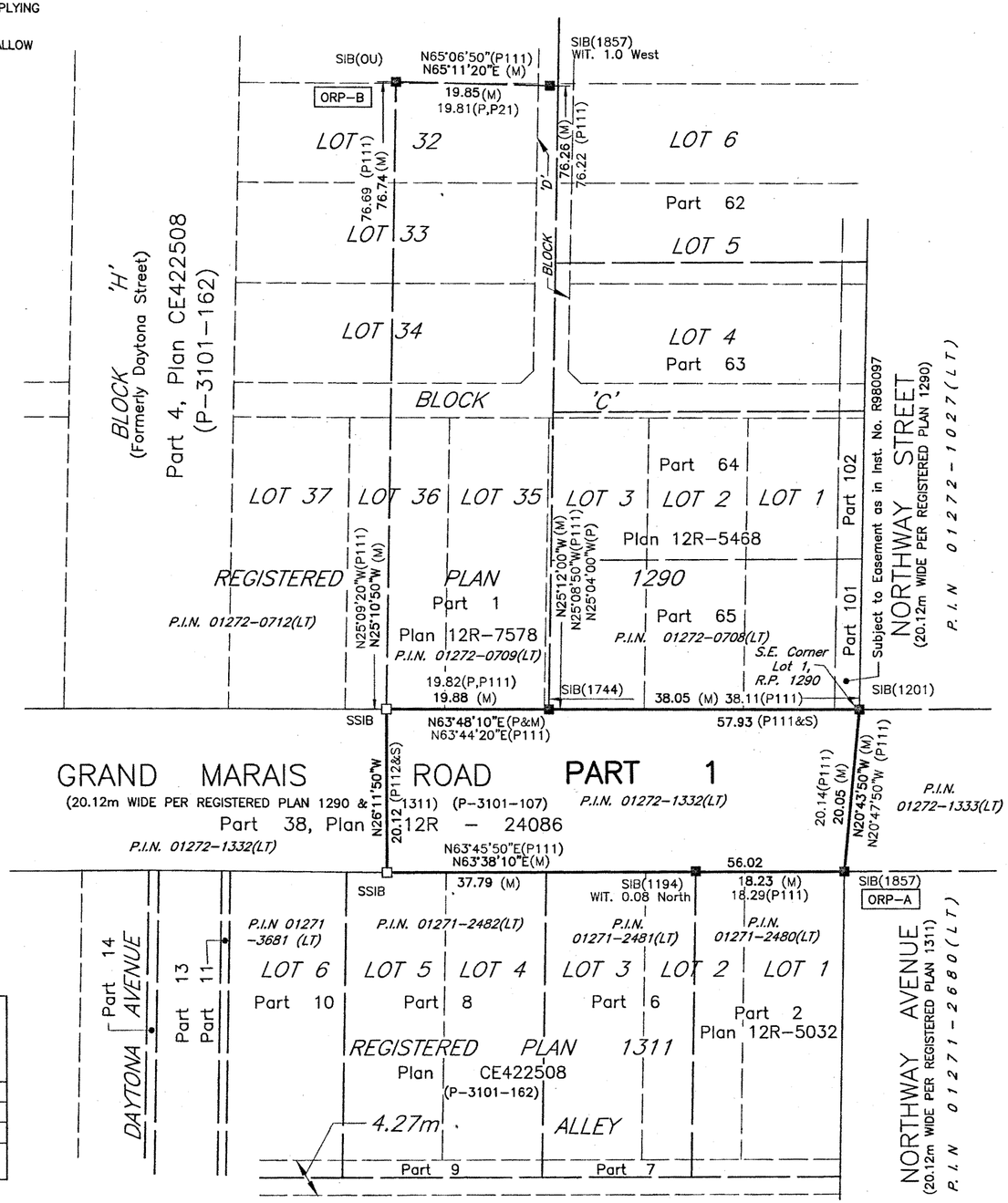
PLAN 12R–28442
RECEIVED AND DEPOSITED

DATE 2020/12/04

REPRESENTATIVE FOR LAND REGISTRAR FOR THE LAND TITLES DIVISION OF ESSEX (12)



THE KING'S HIGHWAY No. 3
DESIGNATED AS A CONTROLLED–ACCESS HIGHWAY BY ORDER–IN–COUNCIL OC–447/2010, AND REGISTERED AS CE428072, (P–3101–141)



PLAN OF SURVEY OF PART OF GRAND MARAIS ROAD REGISTERED PLAN 1290

GEOGRAPHIC TOWNSHIP OF SANDWICH WEST
IN THE
CITY OF WINDSOR
COUNTY OF ESSEX, ONTARIO

VERHAEGEN LAND SURVEYORS

SCALE = 1:500

0 5.00 10.00 20.00 30.00 METRES 50.00

LEGEND

■	DENOTES	SURVEY MONUMENT FOUND	PB	DENOTES	PLASTIC BAR
□	DENOTES	SURVEY MONUMENT SET	WIT	DENOTES	WITNESS
SIB	DENOTES	STANDARD IRON BAR	M	DENOTES	MEASURED
SSIB	DENOTES	SHORT STANDARD IRON BAR	S	DENOTES	SET
IB	DENOTES	IRON BAR	JDB	DENOTES	J.D. BARNES LIMITED

ALL SET SSIB AND PB MONUMENTS WERE USED DUE TO LACK OF OVERBURDEN AND/OR PROXIMITY OF UNDERGROUND UTILITIES IN ACCORDANCE WITH SECTION 11 (4) OF O.REG. 525/91.

(S/P)	DENOTES SET PROPORTIONALLY	(OU)	DENOTES ORIGIN UNKNOWN
(P)	DENOTES PLAN 12R–7578	(P111)	DENOTES PLAN CE422508
(1744)	DENOTES VERHAEGEN LAND SURVEYORS	(P112)	DENOTES REGISTERED PLAN 1290
(1201)	DENOTES CLARKE SURVEYORS INC., O.L.S.		
(1017)	DENOTES CALLON DIETZ INCORPORATED ONTARIO LAND SURVEYORS		
(1857)	DENOTES THAM SHANMUGARAJAH SURVEYING LTD., O.L.S.		
(1194)	DENOTES J.B. SMEETON, OLS		

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THIS SURVEY WAS COMPLETED ON THE **14th** DAY OF **SEPTEMBER, 2020**

DATE OCTOBER 20, 2020

ANDREW S. MANTHA
ONTARIO LAND SURVEYOR

"METRIC" DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

INTEGRATION DATA

COORDINATES ARE DERIVED FROM GPS OBSERVATIONS USING THE CAN–NET NETWORK SERVICE AND ARE REFERRED TO MTM GRID ZONE 11 (82°30' WEST LONGITUDE) NAD 83, (CSRS).
COORDINATE VALUES ARE TO AN URBAN ACCURACY IN ACCORDANCE WITH SECTION 14(2) O.REG 216/10

POINT ID	NORTHING	EASTING
ORP–A	N4680477.34	E260262.36
ORP–B	N4680539.96	E260170.64

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE–ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

VERHAEGEN LAND SURVEYORS
SURVEYING MAPPING GIS
A DIVISION OF J.D. BARNES LTD.
944 OTTAWA STREET, WINDSOR, ON, N8X 2E1
T: (519) 258-1772 F: (519) 258-1791 www.jdbarnes.com

DRAWN BY:	CHECKED BY:	REFERENCE NO.:
N.M.G.	A.S.M.	20–47–845–006
FILE: 20–47–845–006.dwg	E–1290–S&A	CAD Date: December 3, 2020 3:33 PM CAD File: 20–47–845–006.dwg

MTO USE ONLY

HWY		REFERENCE PLAN TYPE 'U'
401	W.O. GWP 04–33–0002	P–3101–309
INDEXED UNDER TOWNSHIP OF SANDWICH WEST		

NOTES

BEARINGS ARE MTM NAD 83 (CSRS) GRID DERIVED FROM OBSERVED REFERENCE POINTS "A" AND "B" BY REAL TIME NETWORK OBSERVATIONS.

DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.9999007.

A COUNTER-CLOCKWISE 0°59'50" ROTATION MUST BE APPLIED TO MTM BEARINGS TO ALLOW COMPARISON TO PLAN 12R-26343.

PARTS SCHEDULE

PART	LOT	CON/PLAN	P.I.N.	AREA (Sq.m.)	NAME OF MOST RECENT TRANSFEREE
1	PART OF PITTSBURG STREET (AKA PULFORD ST.) and PART OF LOT 38	REGISTERED PLAN 1346	ALL OF 01271-2687	1510.6	HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF ONTARIO, REPRESENTED BY THE MINISTER OF TRANSPORTATION FOR THE PROVINCE OF ONTARIO
			PART OF 01271-3730		
2	LOT 37			427.2	

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.

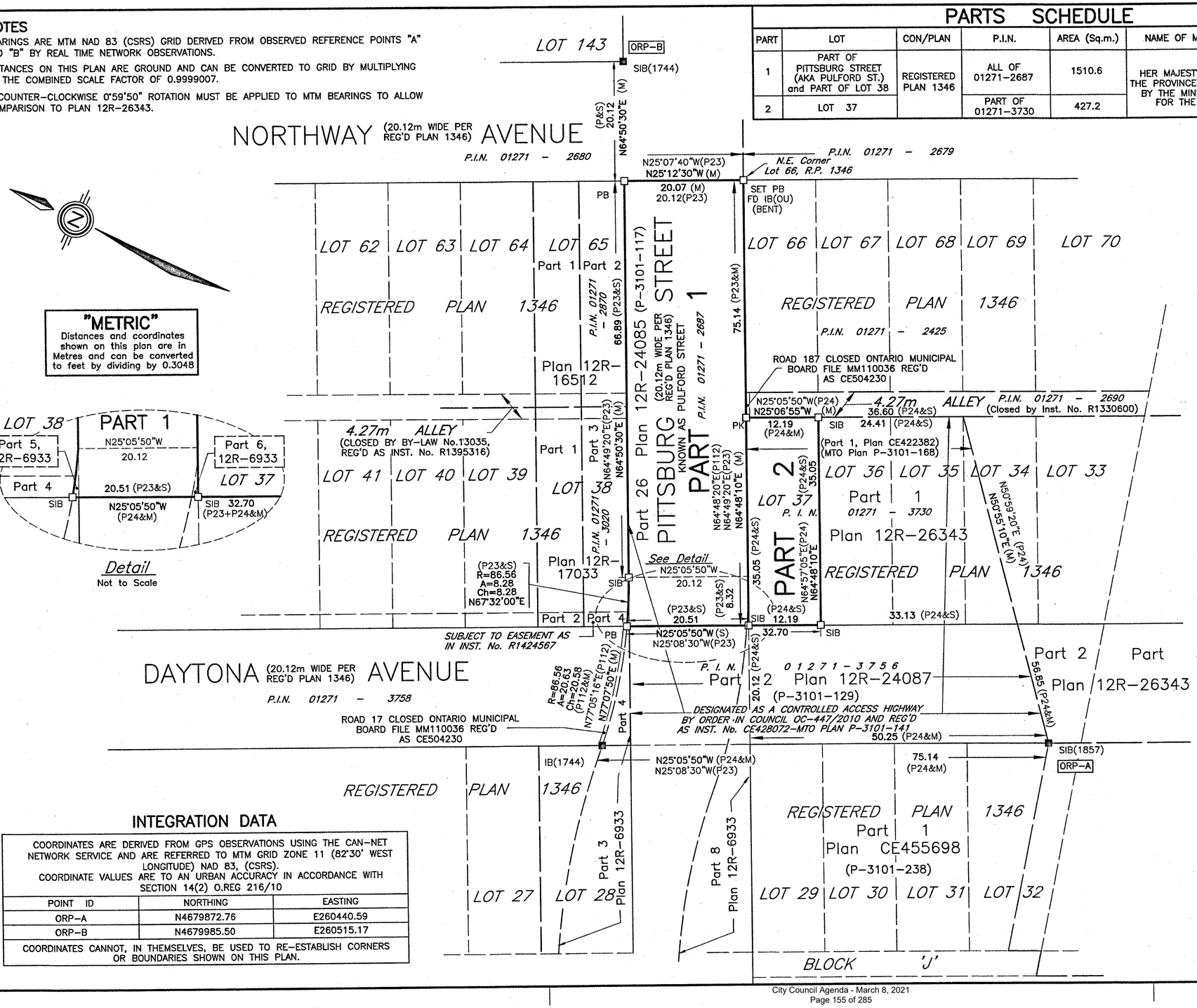
DATE DECEMBER 3, 2020

ANDREW S. MANTHA
ONTARIO LAND SURVEYOR

PLAN 12R-28443
RECEIVED AND DEPOSITED

DATE 2020/12/04

REPRESENTATIVE FOR LAND REGISTRAR FOR THE LAND TITLES DIVISION OF ESSEX (12)



INTEGRATION DATA

COORDINATES ARE DERIVED FROM GPS OBSERVATIONS USING THE CAN-NET NETWORK SERVICE AND ARE REFERRED TO MTM GRID ZONE 11 (82°30' WEST LONGITUDE) NAD 83, (CSRS).
COORDINATE VALUES ARE TO AN URBAN ACCURACY IN ACCORDANCE WITH SECTION 14(2) O.REG 216/10

POINT ID	NORTHING	EASTING
ORP-A	N4679872.76	E260440.59
ORP-B	N4679985.50	E260515.17

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

PLAN OF SURVEY OF LOT 37 & PART OF LOT 38, PART OF PITTSBURG STREET, REGISTERED PLAN 1346

GEOGRAPHIC TOWNSHIP OF SANDWICH WEST
IN THE
CITY OF WINDSOR
COUNTY OF ESSEX, ONTARIO
VERHAEGEN LAND SURVEYORS

SCALE = 1:500

0 5.00 10.00 20.00 30.00 METRES 50.00

LEGEND

■	DENOTES	SURVEY MONUMENT FOUND	PB	DENOTES	PLASTIC BAR
□	DENOTES	SURVEY MONUMENT SET	WIT	DENOTES	WITNESS
SIB	DENOTES	STANDARD IRON BAR	M	DENOTES	MEASURED
SSIB	DENOTES	SHORT STANDARD IRON BAR	S	DENOTES	SET
IB	DENOTES	IRON BAR	JDB	DENOTES	J.D. BARNES LIMITED
PK	DENOTES	CONCRETE NAIL AND COLLAR			

ALL SET SSIB AND PB MONUMENTS WERE USED DUE TO LACK OF OVERBURDEN AND/OR PROXIMITY OF UNDERGROUND UTILITIES IN ACCORDANCE WITH SECTION 11 (4) OF O.REG. 525/91.

(S/P)	DENOTES SET PROPORTIONALLY	(OU)	DENOTES ORIGIN UNKNOWN
(P21)	DENOTES PLAN 12R-24087	(P23)	DENOTES PLAN 12R-24085
(P24)	DENOTES PLAN 12R-26343	(P112)	DENOTES PLAN 12R-6933
(1744)	DENOTES VERHAEGEN LAND SURVEYORS	(P)	DENOTES REGISTERED PLAN 1346
(1201)	DENOTES CLARKE SURVEYORS INC., O.L.S.		
(1857)	DENOTES THAM SHANMUGARAJAH SURVEYING LTD., O.L.S.		

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THIS SURVEY WAS COMPLETED ON THE **14th** DAY OF **SEPTEMBER, 2020**

DATE OCTOBER 13, 2020

ANDREW S. MANTHA
ONTARIO LAND SURVEYOR

VERHAEGEN LAND SURVEYORS
SURVEYING MAPPING GIS
A DIVISION OF J.D. BARNES LTD.
944 OTTAWA STREET, WINDSOR, ON, N8X 2E1
T: (519) 258-1772 F: (519) 258-1791 www.jdbarnes.com

DRAWN BY:	CHECKED BY:	REFERENCE NO.:
N.M.G./D.M	OLS	20-47-845-007
FILE: 20-47-845-007.dwg	E-1346-3	CAD Date: December 3, 2020 3:36 PM CAD File: 20-47-845-007.dwg

MTO USE ONLY

HWY 401	W.O. GWP 04-33-0002	REFERENCE PLAN TYPE 'U' P-3101-310
INDEXED UNDER TOWNSHIP OF SANDWICH WEST		

NOTES

BEARINGS ARE MTM NAD 83 (CSRS) GRID DERIVED FROM OBSERVED REFERENCE POINTS "A" AND "B" BY REAL TIME NETWORK OBSERVATIONS.

DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.9999007.

A COUNTER-CLOCKWISE 01°00'30" ROTATION MUST BE APPLIED TO BEARINGS FROM P23 TO ACCOUNT FOR DIFFERENT REFERENCE MERIDIANS.

PARTS SCHEDULE

PART	LOT	CON/PLAN	P.I.N.	AREA (Sq.m.)	NAME OF MOST RECENT TRANSFEREE
1	PART OF NORTHWAY STREET	REGISTERED PLAN 1023	ALL OF 01271-3773(LT)	2001.0	HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF ONTARIO, REPRESENTED BY THE MINISTER OF TRANSPORTATION FOR THE PROVINCE OF ONTARIO
2				421.4	

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.

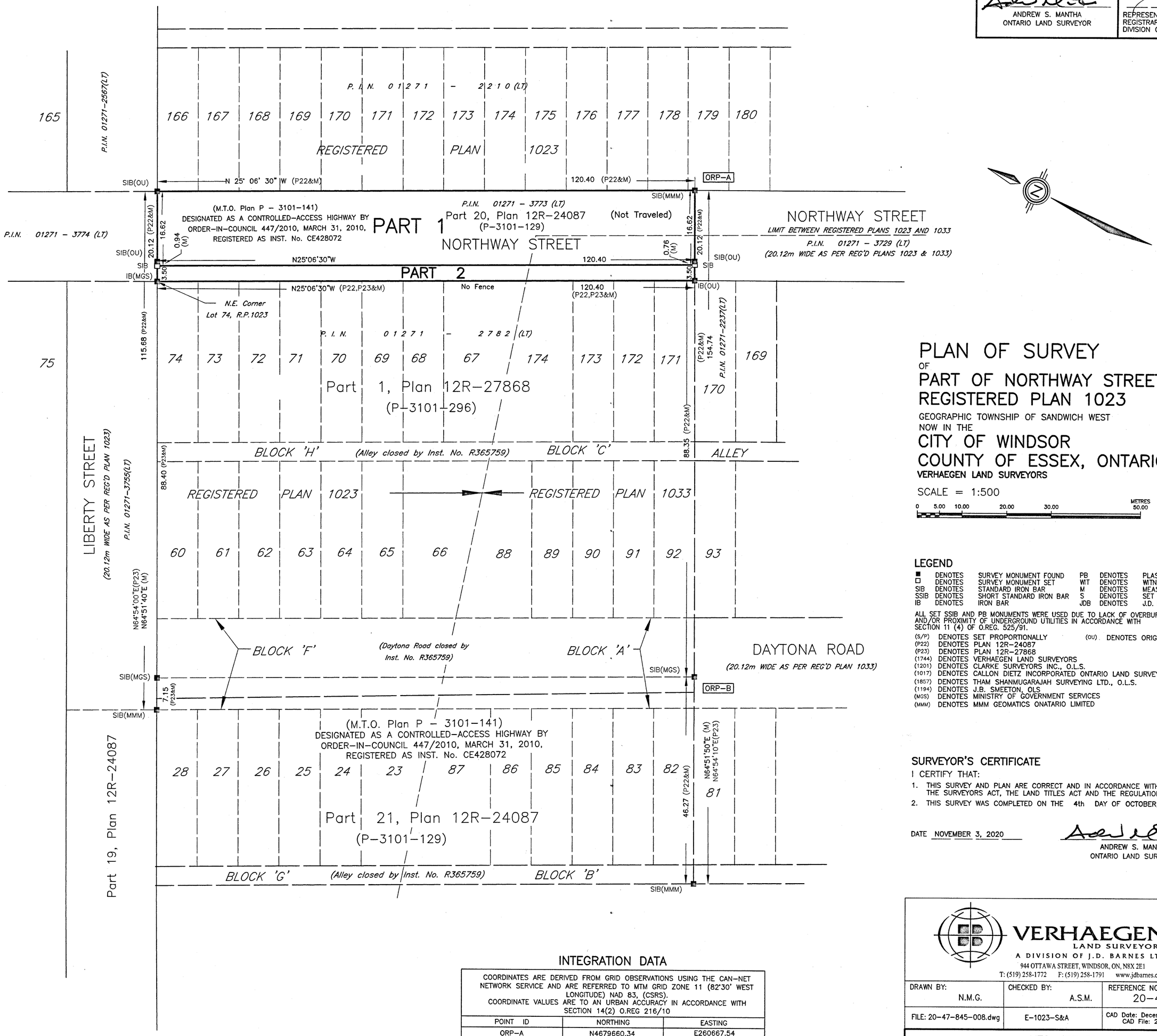
DATE DECEMBER 29, 2020

ANDREW S. MANTHA
ONTARIO LAND SURVEYOR

PLAN 12R-28476
RECEIVED AND DEPOSITED

DATE 2020/12/29

REPRESENTATIVE FOR LAND REGISTRAR FOR THE LAND TITLES DIVISION OF ESSEX (12)



PLAN OF SURVEY
OF
PART OF NORTHWAY STREET, REGISTERED PLAN 1023
GEOGRAPHIC TOWNSHIP OF SANDWICH WEST
NOW IN THE
CITY OF WINDSOR
COUNTY OF ESSEX, ONTARIO
VERHAEGEN LAND SURVEYORS

SCALE = 1:500

0 5.00 10.00 20.00 30.00 METRES 50.00

LEGEND

■	DENOTES	SURVEY MONUMENT FOUND	PB	DENOTES	PLASTIC BAR
□	DENOTES	SURVEY MONUMENT SET	WIT	DENOTES	WITNESS
SIB	DENOTES	STANDARD IRON BAR	M	DENOTES	MEASURED
SSIB	DENOTES	SHORT STANDARD IRON BAR	S	DENOTES	SET
IB	DENOTES	IRON BAR	JDB	DENOTES	J.D. BARNES LIMITED

ALL SET SSIB AND PB MONUMENTS WERE USED DUE TO LACK OF OVERBURDEN AND/OR PROXIMITY OF UNDERGROUND UTILITIES IN ACCORDANCE WITH SECTION 11 (4) OF O.REG. 525/91.

(S/P)	DENOTES SET PROPORTIONALLY	(OU)	DENOTES ORIGIN UNKNOWN
(P22)	DENOTES PLAN 12R-24087		
(P23)	DENOTES PLAN 12R-27868		
(1744)	DENOTES VERHAEGEN LAND SURVEYORS		
(1201)	DENOTES CLARKE SURVEYORS INC., O.L.S.		
(1017)	DENOTES CALLON DIETZ INCORPORATED ONTARIO LAND SURVEYORS		
(1857)	DENOTES THAM SHANMUGARAJAH SURVEYING LTD., O.L.S.		
(1194)	DENOTES J.B. SMEETON, OLS		
(MGS)	DENOTES MINISTRY OF GOVERNMENT SERVICES		
(MMM)	DENOTES MMM GEOMATICS ONATARIO LIMITED		

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THIS SURVEY WAS COMPLETED ON THE 4th DAY OF OCTOBER, 2020

DATE NOVEMBER 3, 2020

ANDREW S. MANTHA
ONTARIO LAND SURVEYOR

INTEGRATION DATA

COORDINATES ARE DERIVED FROM GRID OBSERVATIONS USING THE CAN-NET NETWORK SERVICE AND ARE REFERRED TO MTM GRID ZONE 11 (82°30' WEST LONGITUDE) NAD 83, (CSRS).
COORDINATE VALUES ARE TO AN URBAN ACCURACY IN ACCORDANCE WITH SECTION 14(2) O.REG 216/10

POINT ID	NORTHING	EASTING
ORP-A	N4679660.34	E260667.54
ORP-B	N4679614.23	E260569.28

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

"METRIC" DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

VERHAEGEN LAND SURVEYORS
SURVEYING MAPPING GIS
A DIVISION OF J.D. BARNES LTD.
944 OTTAWA STREET, WINDSOR, ON, N8X 2E1
T: (519) 258-1772 F: (519) 258-1791 www.jdbarnes.com

DRAWN BY:	CHECKED BY:	REFERENCE NO.:
N.M.G.	A.S.M.	20-47-845-008
FILE: 20-47-845-008.dwg	E-1023-S&A	CAD Date: December 23, 2020 11:33 AM CAD File: 20-47-845-008.dwg

MTO USE ONLY

HWY		REFERENCE PLAN TYPE 'U'
401	W.O. GWP 04-33-0002	P-3101-311
INDEXED UNDER TOWNSHIP OF SANDWICH WEST		

81cm x 61cm (0.4 m²) [24.0"w x 24.0"h (4.0 ft²)]

NOTES

BEARINGS ARE MTM NAD 83 (CSRS) GRID DERIVED FROM OBSERVED REFERENCE POINTS "A" AND "B" BY REAL TIME NETWORK OBSERVATIONS.

DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99990070

A COUNTER-CLOCKWISE 0°59'50" ROTATION MUST BE APPLIED TO MTM BEARINGS TO ALLOW COMPARISON TO UTM NAD 83 (CSRS) BEARINGS.

A CLOCKWISE 0°29'00" ROTATION MUST BE APPLIED TO MTM BEARINGS TO ALLOW COMPARISON TO LOCAL ASTRONOMIC BEARINGS.

"METRIC" DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

PARTS SCHEDULE

PART	LOT	CON/PLAN	P.I.N.	AREA (Sq.m.)	NAME OF MOST RECENT TRANSFEREE
1	Part of ROAD ALLOWANCE BETWEEN CONCESSIONS 3 AND 4 (Known as CABANA ROAD WEST)		PART OF 01271-3752(LT)	2406.7	HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF ONTARIO, REPRESENTED BY THE MINISTER OF TRANSPORTATION FOR THE PROVINCE OF ONTARIO
	PART OF LOTS 133 AND 134	REG'D PLAN 1033			
	PART OF WIDENING	REG'D PLAN 1299			
2	PART OF LOT 135	REGISTERED PLAN 1033	ALL OF 01271-2206(LT)	49.1	
3	PART OF DAYTONA AVENUE	REG'D PLAN 1299	ALL OF 01579-0366(LT)	21.8	
4	PART OF LOTS 405, 406, 407, 456, 457 & 458		ALL OF 01579-0355(LT)	149.7	

PART 1 COMPRISES PART OF P.I.N. 01271-3752(LT).
PART 2 COMPRISES ALL OF P.I.N. 01271-2206(LT)
PART 3 COMPRISES ALL OF P.I.N. 01579-0366(LT)
PART 4 COMPRISES ALL OF P.I.N. 01579-0355(LT)

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.

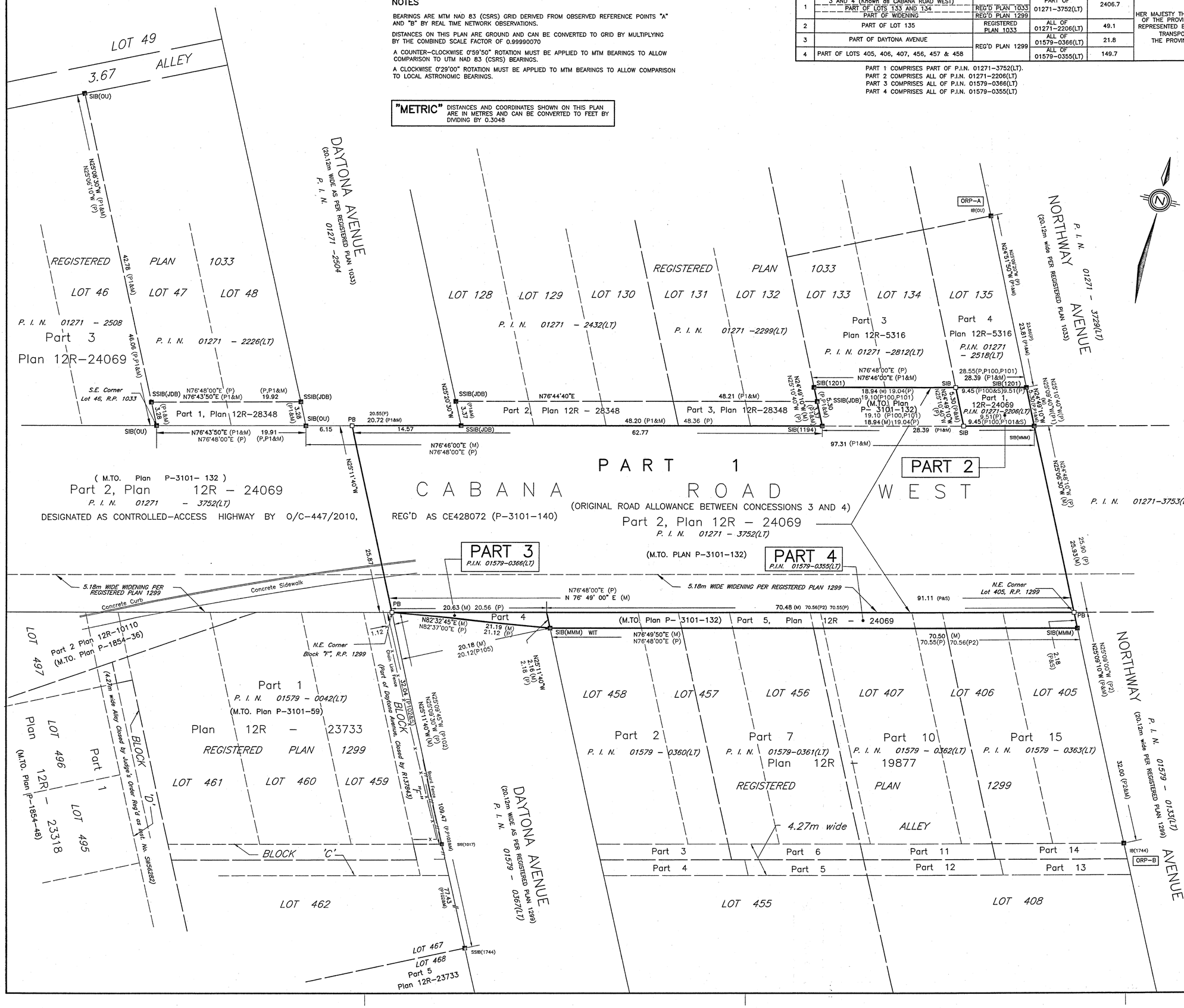
DATE DECEMBER 18, 2020

ANDREW S. MANTHA
ONTARIO LAND SURVEYOR

PLAN 12R-28457
RECEIVED AND DEPOSITED

DATE 2020/12/21

REPRESENTATIVE FOR LAND REGISTRAR/FOR THE LAND TITLES DIVISION OF ESSEX (12)



PLAN OF SURVEY

OF

PART OF LOTS 133, 134 and 135, REGISTERED PLAN 1033,
PART OF LOTS 405, 406, 407, 456, 457 and 458,
PART OF WIDENING,
PART OF DAYTONA AVENUE
REGISTERED PLAN 1299

AND

PART OF ROAD ALLOWANCE BETWEEN CONCESSIONS 3 and 4
(Known as CABANA ROAD WEST)
GEOGRAPHIC TOWNSHIP OF SANDWICH WEST
NOW IN THE
CITY OF WINDSOR
COUNTY OF ESSEX, ONTARIO

VERHAEGEN • STUBBERFIELD • HARTLEY • BREWER • BEZAIRE INC.

SCALE = 1:250

0 2.50 5.00 10.00 15.00 METRES 25.00

LEGEND

ALL MONUMENTS SHOWN THUSLY □ ARE IRON BARS (IB) UNLESS OTHERWISE NOTED.

SIB	DENOTES 25mm X 25mm X 1.22m STANDARD IRON BAR
SSIB	DENOTES 25mm X 25mm X 0.61m SHORT STANDARD IRON BAR
IB	DENOTES 16mm X 16mm X 0.61m IRON BAR
IB ø	DENOTES 19mm diameter X 0.61m ROUND IRON BAR
CC	DENOTES CUT-CROSS
CP	DENOTES 5mm X 50mm STEEL PIN
■	DENOTES SURVEY MONUMENT FOUND
□	DENOTES SURVEY MONUMENT SET AND MARKED 1744
WIT.	DENOTES WITNESS ⊥ DENOTES PERPENDICULAR
(S)	DENOTES SET (M) DENOTES MEASURED (D) DENOTES DEED
ORP	DENOTES OBSERVED REFERENCE POINT

SSIB'S SHOWN ON THIS PLAN HAVE BEEN SET IN LIEU OF SIB'S WHERE THE POSSIBILITY THAT UNDERGROUND UTILITIES EXIST.

(S/P)	DENOTES SET PROPORTIONALLY	(ORIGIN)	DENOTES ORIGIN UNKNOWN
(P)	DENOTES PLAN 12R-24069	(P1)	DENOTES PLAN 12R-28348
(P2)	DENOTES PLAN 12R-19877	(P100)	DENOTES PLAN 12R-5316
(P101)	DENOTES REGISTERED PLAN 1033		
(P102)	DENOTES PLAN 12R-23733	(P103)	DENOTES PLAN 12R-23318
(P104)	DENOTES PLAN 12R-10110	(P105)	DENOTES REGISTERED PLAN 1299
(1744)	DENOTES VERHAEGEN STUBBERFIELD HARTLEY BREWER BEZAIRE INC., O.L.S.		
(MTO)	DENOTES MINISTRY OF TRANSPORTATION, ONTARIO		
(KVL)	DENOTES VERHAEGEN AND BEZAIRE LIMITED, O.L.S.		
(1341)	DENOTES RICHARD W. MURRAY, O.L.S.		
(1194)	DENOTES JOHN B. SMEETON INC., O.L.S.		
(1463)	DENOTES WARD & SETTERINGTON, O.L.S.		
(1201)	DENOTES CLARKE SURVEYORS INC., O.L.S.		
(1007)	DENOTES G. STEPHEN HOOK, O.L.S.		
(1017)	DENOTES CALLON DIETZ INCORPORATED ONTARIO LAND SURVEYORS		
(MMM)	DENOTES MMM GEOMATICS ONTARIO LIMITED		

INTEGRATION DATA

COORDINATES ARE DERIVED FROM GPS OBSERVATIONS USING THE CAN-NET NETWORK SERVICE AND ARE REFERRED TO MTM GRID ZONE 11 (82°30' WEST LONGITUDE) NAD 1983 (CSRS).
COORDINATE VALUES ARE TO AN URBAN ACCURACY IN ACCORDANCE WITH SECTION 14(2) O.REG 216/10

POINT ID	NORTHING	EASTING
ORP-A	N4679318.61	E260805.82
ORP-B	N4679239.72	E260842.67

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THIS SURVEY WAS COMPLETED ON THE 18th DAY OF SEPTEMBER, 2020

DATE OCTOBER 16, 2020

ANDREW S. MANTHA
ONTARIO LAND SURVEYOR

VERHAEGEN LAND SURVEYORS
SURVEYING MAPPING GIS
A DIVISION OF J.D. BARNES LTD.
944 OTTAWA STREET, WINDSOR, ON, N8X 2E1
T: (519) 258-1772 F: (519) 258-1791 www.jdbarnes.com

DRAWN BY:	CHECKED BY:	REFERENCE NO.:
N.M.G.	A.S.M.	20-47-845-009
FILE: 20-47-845-009.dwg	E-WIND-4-2	CAD Date: December 18, 2020 12:49 PM CAD File: 20-47-845-009.dwg

MTO USE ONLY

HWY		REFERENCE PLAN TYPE 'U'
401	W.O. GWP 04-33-0002	P-3101-303
INDEXED UNDER TOWNSHIP OF SANDWICH WEST		

PLAN 12R-28448

RECEIVED AND DEPOSITED

DATE 2020/12/09

REPRESENTATIVE FOR LAND REGISTRAR FOR THE LAND TITLES DIVISION OF ESSEX (12)

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.

DATE DECEMBER 9, 2020

ANDREW S. MANTHA
ONTARIO LAND SURVEYOR

PARTS SCHEDULE

PART	LOT	CON/PLAN	P.I.N.	AREA (m^2)	NAME OF MOST RECENT TRANSFEREE
1	PART OF ROAD WIDENING, PART OF ORIGINAL ROAD ALLOWANCE BETWEEN CONCESSIONS 4 AND 5	REGISTERED PLAN 1361	PART OF 01575-0558(LT)	2206.9	HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF ONTARIO, REPRESENTED BY THE MINISTER OF TRANSPORTATION FOR THE PROVINCE OF ONTARIO
2	ALL OF BLOCK 37 (0.84 Reserve)	PLAN 12M-457	ALL OF 01557-0772(LT)	65.0	
3	PART OF BLOCK 36 (0.84 Reserve)		PART OF 01557-0771(LT)	2.2	
4	PART OF KENDLETON COURT		PART OF 01557-0778(LT)	12.6	

NOTES

BEARINGS ARE MTM NAD 83 (CSRS) GRID DERIVED FROM OBSERVED REFERENCE POINTS "A" AND "B" BY REAL TIME NETWORK OBSERVATIONS.

DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.9999007.

THERE IS A 1°00'00" COUNTER-CLOCKWISE ROTATION TO CONVERT UTM BEARINGS TO MTM.

THERE IS A 0°20'35" CLOCKWISE ROTATION TO CONVERT THE ASTRONOMIC BEARINGS ON PLAN 12M-457 TO MTM.

"METRIC" DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

PLAN OF SURVEY

OF

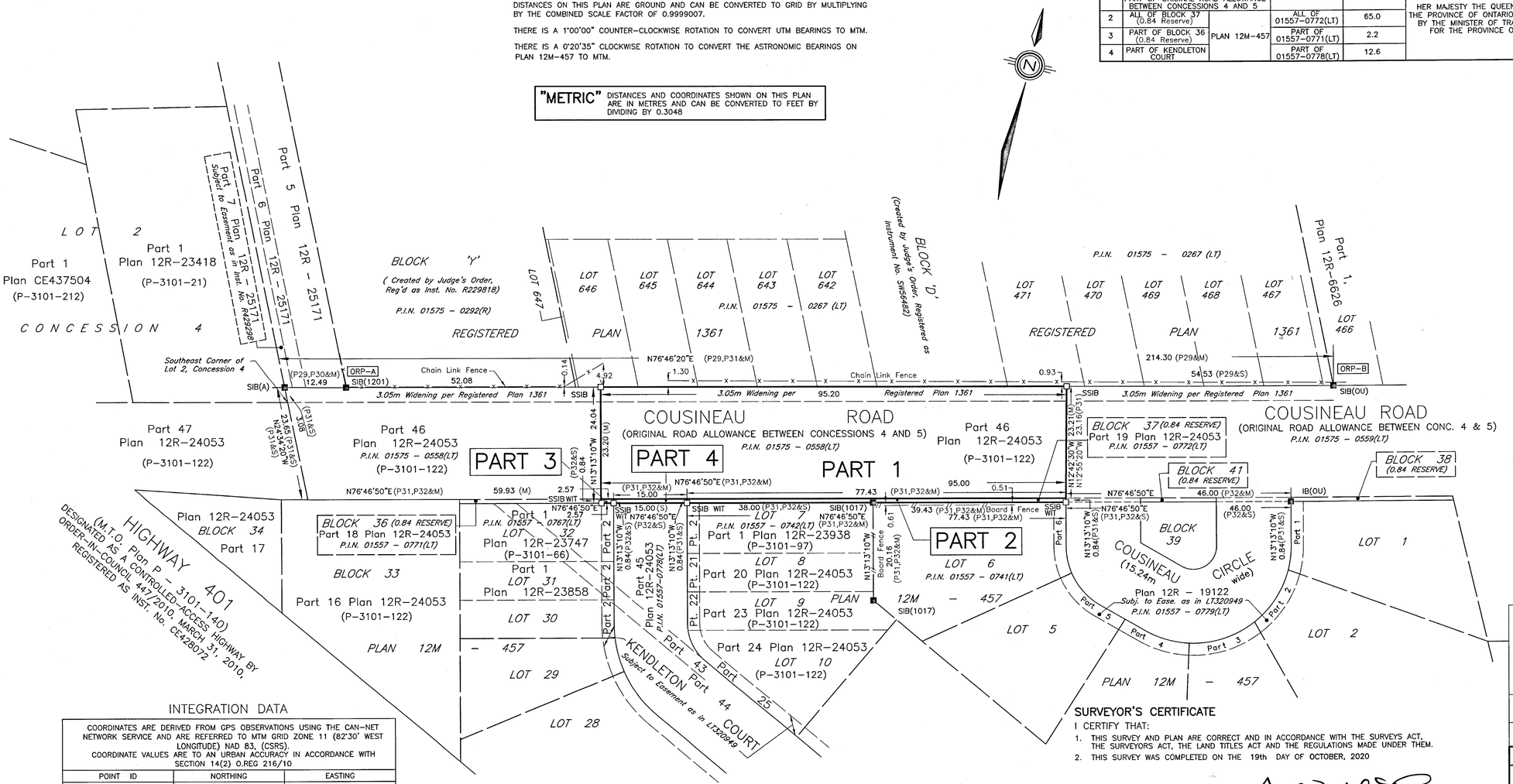
PART OF ROAD WIDENING, REGISTERED PLAN 1361
BLOCK 37, (0.84 RESERVE)
PART OF BLOCK 36, (0.84 RESERVE)
PART OF KENDLETON COURT, PLAN 12M-457 and
PART OF ORIGINAL ROAD ALLOWANCE BETWEEN CONCESSIONS 4 AND 5

GEOGRAPHIC TOWNSHIP OF SANDWICH WEST
IN THE
CITY OF WINDSOR
COUNTY OF ESSEX, ONTARIO

VERHAEGEN LAND SURVEYORS

SCALE = 1:500

METRES 0 5.00 10.00 20.00 30.00 50.00



LEGEND

■	DENOTES	SURVEY MONUMENT FOUND	PB	DENOTES	PLASTIC BAR
□	DENOTES	SURVEY MONUMENT SET	WIT	DENOTES	WITNESS
SIB	DENOTES	STANDARD IRON BAR	M	DENOTES	MEASURED
SSIB	DENOTES	SHORT STANDARD IRON BAR	S	DENOTES	SET
IB	DENOTES	IRON BAR	JDB	DENOTES	J.D. BARNES LIMITED

ALL SET SSIB AND PB MONUMENTS WERE USED DUE TO LACK OF OVERBURDEN AND/OR PROXIMITY OF UNDERGROUND UTILITIES IN ACCORDANCE WITH SECTION 11 (4) OF O.REG. 525/91.

(S/P) DENOTES SET PROPORTIONALLY
(P29) DENOTES PLAN OF SURVEY PER 1744, Dated JANUARY 6, 2012, Plan File C-3713
(P30) DENOTES PLAN 12R-25171
(P32) DENOTES PLAN 12M-457
(1744) DENOTES VERHAEGEN LAND SURVEYORS (1201) DENOTES CLARKE SURVEYORS INC., O.L.S.
(1017) DENOTES CALLON DIETZ INCORPORATED ONTARIO LAND SURVEYORS
(A) DENOTES C.G.R. ARMSTRONG, O.L.S.
(OU) DENOTES ORIGIN UNKNOWN
(P31) DENOTES PLAN 12R-24053

INTEGRATION DATA

COORDINATES ARE DERIVED FROM GPS OBSERVATIONS USING THE CAN-NET NETWORK SERVICE AND ARE REFERRED TO MTM GRID ZONE 11 (82°30' WEST LONGITUDE) NAD 83, (CSRS).
COORDINATE VALUES ARE TO AN URBAN ACCURACY IN ACCORDANCE WITH SECTION 14(2) O.REG 216/10

POINT ID	NORTHING	EASTING
ORP-A	N4678234.61	E262421.88
ORP-B	N4678280.79	E262618.34

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THIS SURVEY WAS COMPLETED ON THE 19th DAY OF OCTOBER, 2020

DATE NOVEMBER 20, 2020

ANDREW S. MANTHA
ONTARIO LAND SURVEYOR

VERHAEGEN LAND SURVEYORS
SURVEYING MAPPING GIS
A DIVISION OF J.D. BARNES LTD.
944 OTTAWA STREET, WINDSOR, ON, N8X 2E1
T: (519) 258-1772 F: (519) 258-1791 www.jdbarnes.com

DRAWN BY:	CHECKED BY:	REFERENCE NO.:
N.M.G.	A.S.M.	20-47-845-013
FILE: 20-47-845-013A.dwg	E-12M-457-BLOCK 37	CAD Date: December 9, 2020 2:47 PM CAD File: 20-47-845-013A.dwg

MTO USE ONLY

HWY	W.O. GWP 04-33-0002	REFERENCE PLAN TYPE 'U'
401		P-3101-317
INDEXED UNDER TOWNSHIP OF SANDWICH WEST		

NOTES

BEARINGS ARE MTM NAD 83 (CSRS) GRID DERIVED FROM OBSERVED REFERENCE POINTS "A" AND "B" BY REAL TIME NETWORK OBSERVATIONS.

DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.9999007.

PARTS SCHEDULE

PART	LOT	CON/PLAN	P.I.N.	AREA (m^2)	NAME OF MOST RECENT TRANSFEREE
1	PART OF LOT 4 PART OF LOT 307, PART OF ORIGINAL ROAD ALLOWANCE BETWEEN THE TOWNSHIPS OF SANDWICH SOUTH AND SANDWICH WEST	CONCESSION 5 CONCESSION NORTH OF TALBOT ROAD	PART OF 01558-1564(LT)	1161.9	HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF ONTARIO, REPRESENTED BY THE MINISTER OF TRANSPORTATION FOR THE PROVINCE OF ONTARIO

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.

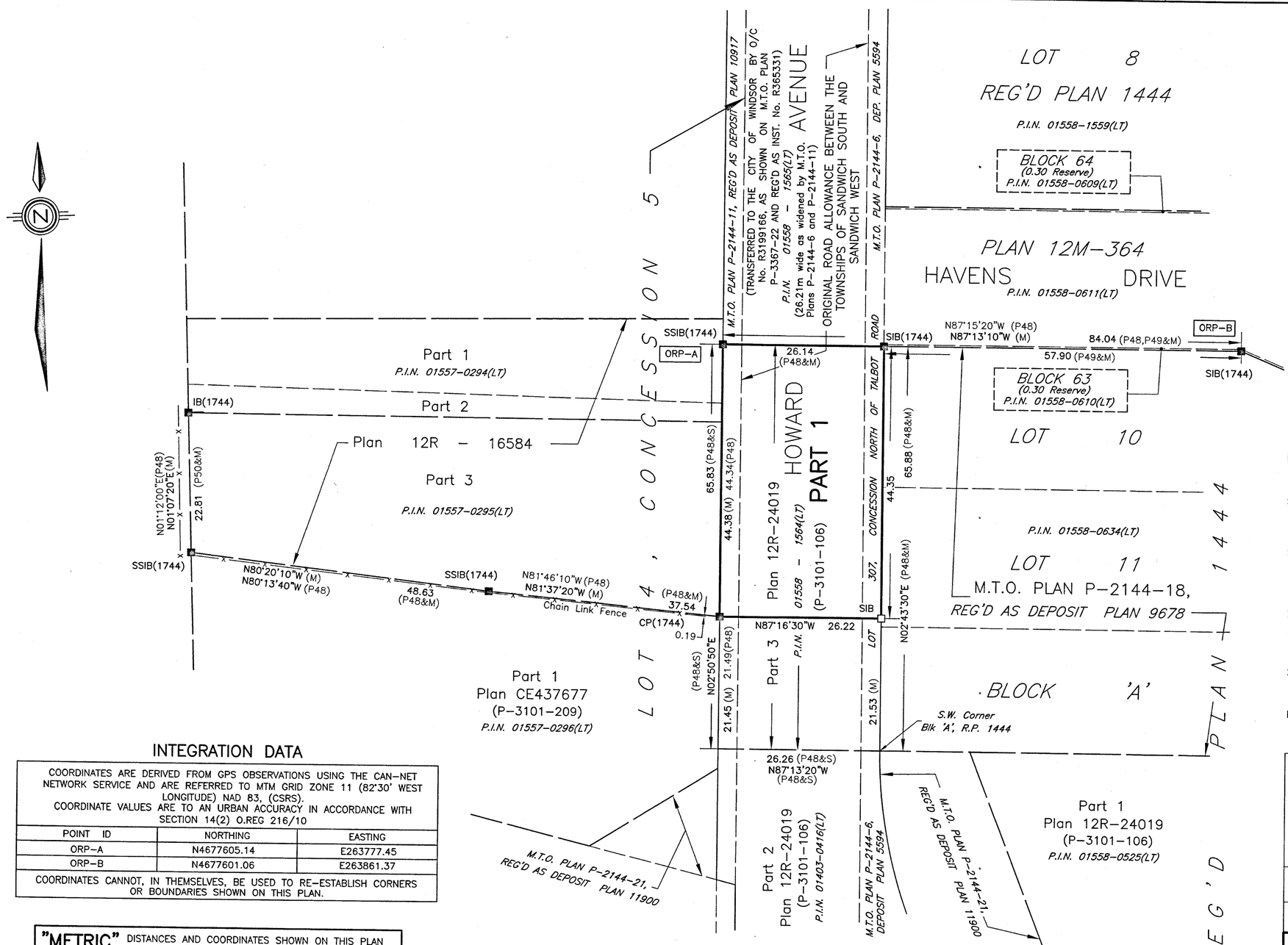
DATE DECEMBER 22, 2020

ANDREW S. MANTHA
ONTARIO LAND SURVEYOR

PLAN 12R-28471
RECEIVED AND DEPOSITED

DATE 2020/12/23

REPRESENTATIVE FOR LAND REGISTRAR FOR THE LAND TITLES DIVISION OF ESSEX (12)



INTEGRATION DATA

COORDINATES ARE DERIVED FROM GPS OBSERVATIONS USING THE CAN-NET NETWORK SERVICE AND ARE REFERRED TO MTM GRID ZONE 11 (82°30' WEST LONGITUDE) NAD 83, (CSRS).
COORDINATE VALUES ARE TO AN URBAN ACCURACY IN ACCORDANCE WITH SECTION 14(2) O.REG 216/10

POINT ID	NORTHING	EASTING
ORP-A	N4677605.14	E263777.45
ORP-B	N4677601.06	E263861.37

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

"METRIC" DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

THE KING'S HIGHWAY No. 3
(M.T.O. Plan P-3101-140)
DESIGNATED AS A CONTROLLED-ACCESS HIGHWAY BY ORDER-IN-COUNCIL 447/2010, MARCH 31, 2010, REGISTERED AS INST. No. CE428072

PLAN OF SURVEY

OF

PART OF LOT 4, CONCESSION 5

GEOGRAPHIC TOWNSHIP OF SANDWICH WEST

PART OF LOT 307, CONCESSION NORTH OF TALBOT ROAD

AND

PART OF ORIGINAL ROAD ALLOWANCE BETWEEN THE TOWNSHIPS OF SANDWICH SOUTH & SANDWICH WEST

GEOGRAPHIC TOWNSHIP OF SANDWICH SOUTH
NOW IN THE
CITY OF WINDSOR
COUNTY OF ESSEX, ONTARIO

VERHAEGEN LAND SURVEYORS

SCALE = 1:500

0 5.00 10.00 20.00 30.00 METRES 50.00

LEGEND

■	DENOTES	SURVEY MONUMENT FOUND	PB	DENOTES	PLASTIC BAR
□	DENOTES	SURVEY MONUMENT SET	WIT	DENOTES	WITNESS
SIB	DENOTES	STANDARD IRON BAR	M	DENOTES	MEASURED
SSIB	DENOTES	SHORT STANDARD IRON BAR	S	DENOTES	SET
IB	DENOTES	IRON BAR	JDB	DENOTES	J.D. BARNES LIMITED
CP	DENOTES	CONCRETE NAIL WITH COLLAR MARKED "1744"			

ALL SET SSIB AND PB MONUMENTS WERE USED DUE TO LACK OF OVERBURDEN AND/OR PROXIMITY OF UNDERGROUND UTILITIES IN ACCORDANCE WITH SECTION 11 (4) OF O.REG. 525/91.

(S/P)	DENOTES SET PROPORTIONALLY	(OU)	DENOTES ORIGIN UNKNOWN
(P48)	DENOTES PLAN 12R-24019	(P49)	DENOTES PLAN 12M-364
(P50)	DENOTES PLAN 12R-16584	(1194)	DENOTES J.B. SMEETON, O.L.S
(1744)	DENOTES VERHAEGEN LAND SURVEYORS		

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THIS SURVEY WAS COMPLETED ON THE 23rd DAY OF OCTOBER, 2020

DATE NOVEMBER 18, 2020

ANDREW S. MANTHA
ONTARIO LAND SURVEYOR

VERHAEGEN LAND SURVEYORS SURVEYING MAPPING GIS
A DIVISION OF J.D. BARNES LTD.
944 OTTAWA STREET, WINDSOR, ON, N8X 2E1
T: (519) 258-1772 F: (519) 258-1791 www.jdbarnes.com

DRAWN BY:	CHECKED BY:	REFERENCE NO.:
N.M.G.	A.S.M.	20-47-845-019
FILE: 20-47-845-019.dwg	E-SAND. S-5-4	CAD Date: December 7, 2020 9:14 AM CAD File: 20-47-845-019.dwg

MTO USE ONLY

HWY		REFERENCE PLAN TYPE 'U'
401	W.O. GWP 04-33-0002	P-3101-318
INDEXED UNDER TOWNSHIP OF SANDWICH WEST		

61cm x 35cm { 0.2 m² } { 24.0" x 14.0" 2.3 ft² }

Committee Matters: SCM 65/2021

Subject: Transit Windsor Ridership Statistics as at December 31, 2020 - City Wide

Moved by: Councillor McKenzie
Seconded by: Councillor Francis

Decision Number: **ETPS 814**
THAT the Environment, Transportation and Public Safety Standing Committee, sitting as the Transit Windsor Board of Directors **RECEIVE FOR INFORMATION** the year-to-date ridership information as of December 31, 2020.
Carried.

Report Number: S 12/2021
Clerk's File: MT/13708

Clerk's Note:

1. The recommendation of the Standing Committee and Administration are the same.
2. Please refer to Item 9.1 from the Environment, Transportation and Public Safety Standing Committee meeting held February 17, 2021.
3. To view the stream of this Standing Committee meeting, please refer to: http://csg001-harmony.sliq.net/00310/Harmony/en/PowerBrowser/PowerBrowserV2/20210226/-1/5231

Subject: Transit Windsor Ridership Statistics as at December 31, 2020 - City Wide

Reference:

Date to Council: February 17, 2021
Author: Jason Scott
Planning Supervisor
Transit Windsor
519-944-4141 ext 2230
jscott@citywindsor.ca

Report Date: January 29, 2021
Clerk's File #: MT/13708

To: Mayor and Members of City Council

Recommendation:

That the Environment, Transportation and Public Safety Standing Committee, sitting as the Transit Windsor Board of Directors **RECEIVE FOR INFORMATION** the year-to-date ridership information as of December 31, 2020.

Executive Summary:

N/A.

Background:

Transit Windsor collects ridership data on a monthly basis from the electronic fareboxes onboard each bus. Administration continually monitors ridership trends for various purposes such as service changes and budgetary implications, as well as reporting statistics to the Canadian Urban Transit Association (CUTA) and the Ontario Ministry of Transportation for Gas Tax funding.

Discussion:

Overall Ridership

The year-to-date ridership, as of December 31, 2020, is 3,553,630 compared to 8,430,750 for the year ending December 31, 2019. This represents a decrease of 4,877,120 or 58% in one-way rides. This large percentage decrease was expected due to the COVID-19 pandemic impacts and reduced service levels. The transit industry as a whole has experienced significant ridership losses for 2020 due to the current

pandemic situation. The chart below indicates ridership categories and the changes in each ridership group.

RIDERSHIP STATISTICS AS AT DECEMBER 31, 2020				
COMBINED CASH AND PASS	**2020**	**2019**	**Inc/(Dec)**	**% Inc/(Dec)**
Adult	1,854,935	2,467,412	(612,477)	(25%)
Youth (Including Children)	83,773	77,339	6,434	0%
Senior	200,794	736,754	(535,960)	(73%)
Student	1,380,319	4,945,586	(3,565,267)	(72%)
Tunnel	33,809	203,658	(169,849)	(83%)
Combined Total	**3,553,630**	**8,430,750**	**(4,877,120)**	**(58%)**

The highest decreases for ridership were in the senior, student, and tunnel categories. The main reason for the student category experiencing such a significant decrease is due to both the University of Windsor and St. Clair College exclusively offering online classes only for their students since March of 2020. Secondary school students were also strictly online from March until June of 2020. Some of these students went back to in-person learning beginning in September of 2020; however, that was on alternating days. The school extras offered by Transit Windsor for the secondary students since September 2020 have also been underutilized.

The adult category had a total decrease of 25% for 2020; however, that actual number is more than likely higher due to free service being offered from May 4, 2020 until October 25, 2020. All passengers (with the exception of children aged five and under) boarding the bus were grouped into the adult category under a special free-ride fare, noting that due to rear-door boarding with no fare collection, operators could not distinguish between adult, senior, and student riders.

The new fare categories took effect on July 1, 2020 that changed the definition of child from 5 and under to 12 and under, as well as introducing a youth category that included ages 13 to 19. The youth category did not truly come into effect until Transit Windsor resumed fare collection on October 26, 2020.

It should be noted that Transit Windsor service was suspended beginning March 30, 2020, resuming on May 4, 2020 based on the Mayor's emergency order due to the COVID-19 pandemic. This suspension of service can be attributed to the overall decrease in ridership since no passenger trips occurred for all of April.

The tunnel route had a significant decrease in ridership due to it not being operational since March 19, 2020 due to the Canada-U.S. border closure to non-essential traffic. This closure has continued into 2021 and is expected to last for several more months, which will result in a further decrease in ridership.

With the completion of an 18-month long Service Delivery Review conducted by Dillon Consulting, a Transit Master Plan – "More Than Transit", was developed. This Master Plan was approved by City Council on January 20, 2020, in decision number CR40/2020. Through this 8-year plan, transit riders will see a complete revamp of all Transit Windsor routes and improved service levels. This Plan will provide passengers with more opportunities for taking the bus and will get them to their destination in less time. An annual review will be completed on all routes, as part of the Plan, to ensure that passenger needs are being met and to make any route adjustments as necessary.

Year one of the Transit Master Plan is set to begin in 2021 with the introduction of a new express route connecting the east end of the City of Windsor to Devonshire Mall and St. Clair College. This route has been tabled for 2021 City operating budget and if approved by City Council would begin in September, 2021. If not approved, the route would be tabled again for 2022 budget with possibly another express route set to begin in year two of the Plan to help keep the plan on track. This would have to be determined at that time.

Transit Windsor was set to introduce in September of 2020 the enhanced Sunday service that City Council approved in the 2020 City Operating Budget. Due to the pandemic, this has been delayed until regular service levels have resumed. Transit Windsor is hopeful that both the University of Windsor and St. Clair College will resume on-campus classes in September 2021 where regular service levels could more than likely return, however this would have to be evaluated at that time. Once regular service levels do resume, the enhanced Sunday service would be implemented. This service enhancement will provide current passengers with more opportunities for using transit and will provide a more positive experience overall. The increased service frequencies are also expected to attract new users to transit.

The Transway 1C Route had a planned route change in September 2020 in conjunction with the enhanced Sunday service frequencies. This was part of the Transit Master Pan as an early "win" identified by Dillon Consulting. The route change would keep the Transway 1C along Tecumseh Road East instead of diverging for a portion onto Rivard Avenue, Rose Street, and Roseville Garden Drive. An open house was scheduled for April 2020 to make passengers aware of the change, but was cancelled due to the pandemic. This route change will take place for September 2021 regardless of the service level in place, as it has no financial impact on the route or operating levels and was planned for earlier implementation in conjunction with the Transit Master Plan. A website will be set up in the near future for the public to view the change and provide feedback or comments to Transit Windsor. A report will go to the Environment, Transportation and Public Safety Standing Committee after this has taken place for final approval of the route change.

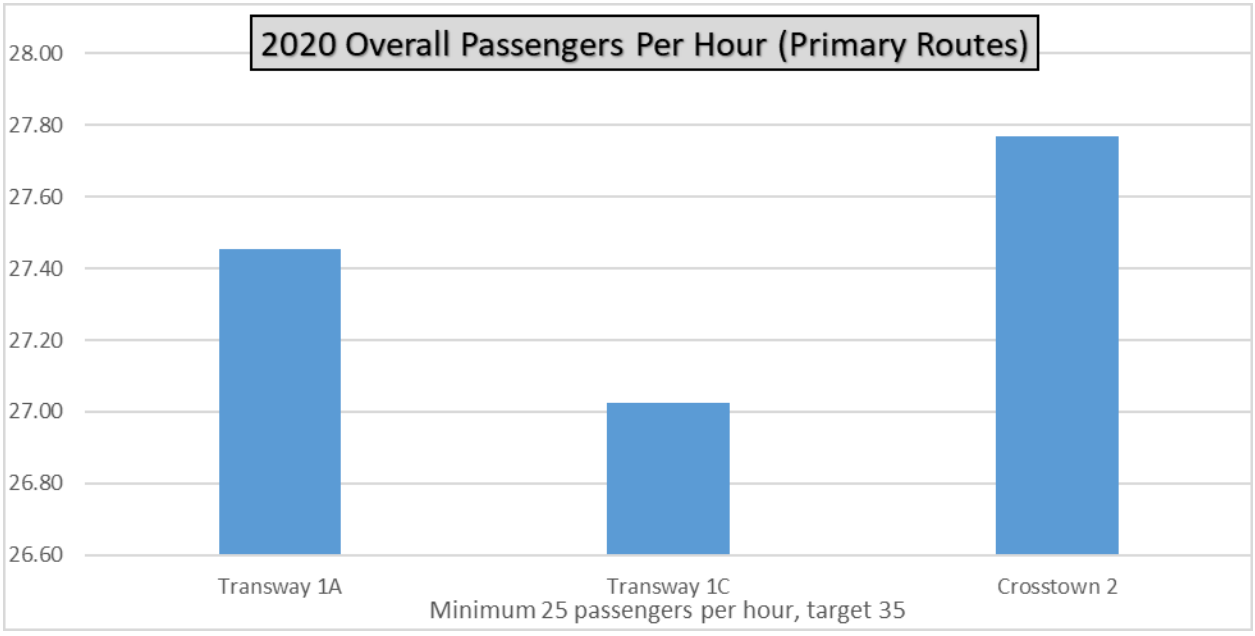
Route Performance

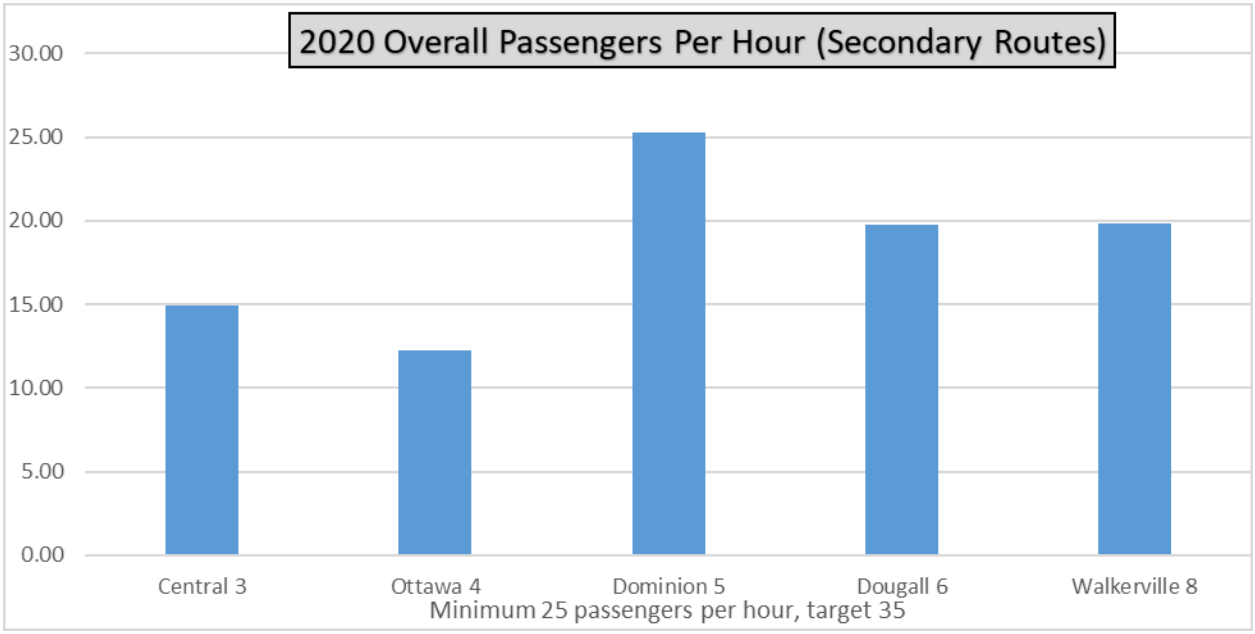
All routes across Transit Windsor's city service experienced a significant loss in ridership due to the pandemic. In the transit industry, there are two different ways of evaluating route performance.

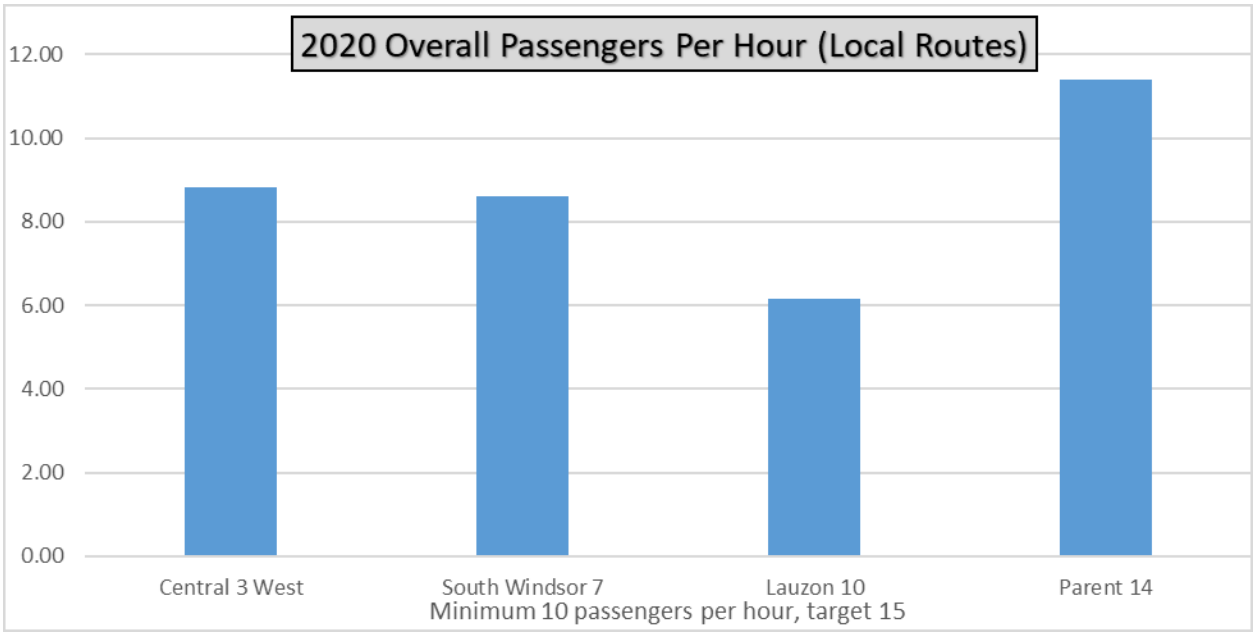
The first one is with a revenue to cost ratio (R/C Ratio). Based on the Transit Master Plan, the target R/C Ratio for the system overall is 50%. Due to the pandemic and the period of rear-door boarding and no fare collection from May 4-October 25, 2020, this metric was not achieved, resulting in a total of 13% overall for 2020.

The second method of evaluating route performance and the one used by the Transit Master Plan is based on passenger boardings per hour. For all primary and secondary routes, if any route has fewer than 25 passengers per hour, an evaluation of route performance should be undertaken to determine if changes can be made to increase ridership. Primary and secondary routes should not be discontinued. Any local route that falls below 10 boardings per hour should be discontinued. All local routes that fall between 10 and 15 passengers per hour should be modified or restructured. Existing routes can be placed into these route categories and evaluated based on service levels provided throughout 2020. When Transit Windsor resumed service in May 2020, it was operating on an enhanced Sunday schedule. In September, 2020, service levels were increased to an enhanced Saturday schedule, Monday to Saturday, and a regular Sunday schedule for Sunday.

Based on these operating levels, here are the overall passengers per hour and their respective route categories:

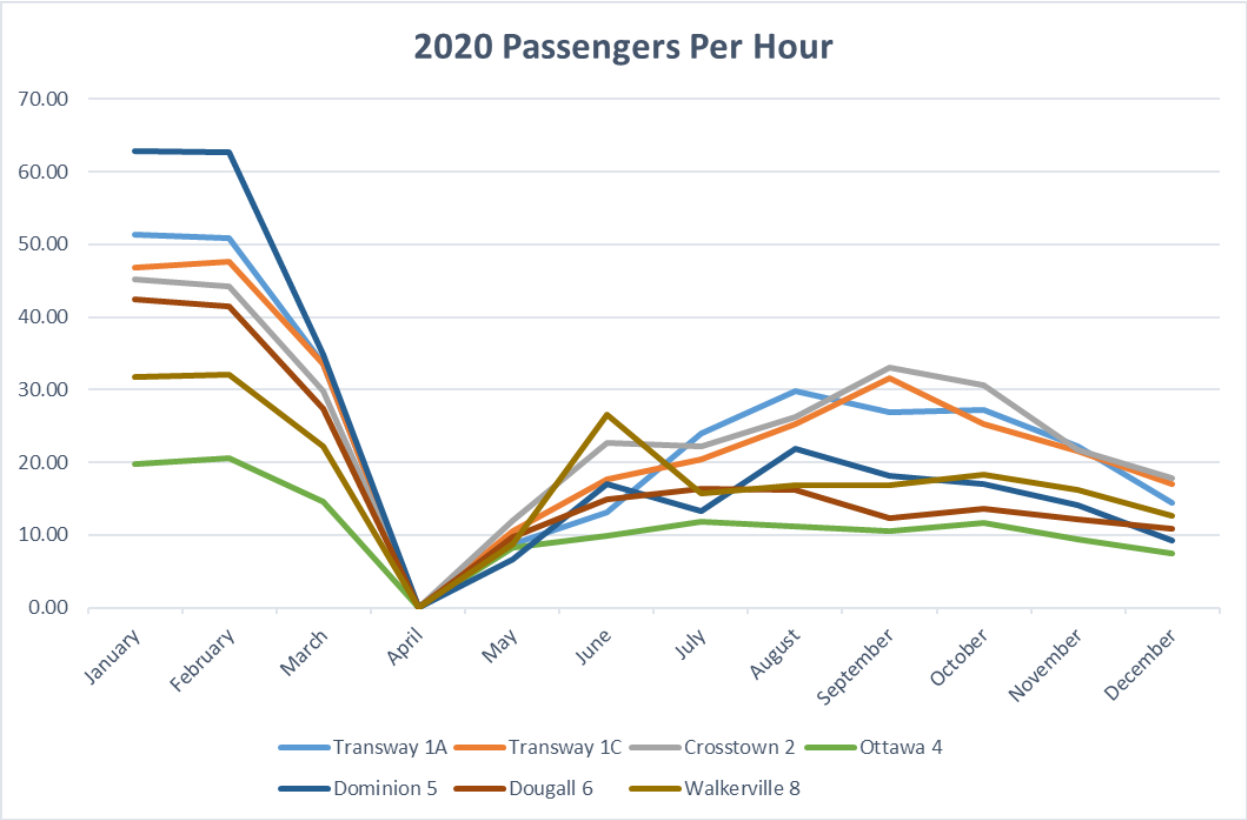






All of the primary routes met their minimum passengers per hour, however no route met the target. All secondary routes failed to meet their minimum passengers per hour other than the Dominion 5 and all local routes failed to meet their minimum passengers per hour other than the Parent 14. Transit Windsor will continue to monitor each route's performance as the COVID-19 pandemic continues into 2021 and make recommendations if further changes are required.

For the routes that continued in operation throughout 2020, the following graph shows passengers per hour prior to the pandemic, and how ridership has fluctuated throughout the year based on the changing situation.



Risk Analysis:

It is important to monitor ridership numbers in the various categories, whether it is a pass, ticket or cash fare, to establish patterns and target groups of riders.

Further, monthly ridership reports allow Administration to forecast year-end variances for budget purposes.

Climate Change Risks

Climate Change Mitigation:

N/A.

Climate Change Adaptation:

N/A.

Financial Matters:

Any increase in ridership will ultimately provide increased gas tax revenues in future years as the gas tax funding is based partly on ridership numbers. Windsor received $4,380,748 in Provincial Gas Tax funding for the 2019/2020 year. The amount of gas tax funding to be received for the 2020/2021 year is $4,546,653. The Ministry of Transportation will continue to monitor the impacts to key elements, such as municipal transit ridership and the availability of funding that is generated from the sale of

gasoline, as these influence the Gas Tax allocations for the 2021-2022 program. With this in mind, it is difficult to determine what impacts COVID-19 may have on future gas tax funding for Transit Windsor. The Federal and Provincial Government did provide Transit Windsor with various grant funding allocations during 2020 to assist in offsetting the impacts of COVID-19 on transit. This grant funding included $178,336 for enhanced cleaning, $3,800,774 for Transit COVID-19 pressures experienced from April 1, 2020 to September 30, 2020, and additional funding, not yet confirmed at the time of writing this report, for COVID-19 pressures experienced from October 1, 2020 to December 31, 2020. This grant funding was issued to many transit agencies across the country.

Consultations:

Rachel Chesterfield, Financial Planning Administrator, Transit Windsor

Conclusion:

Transit Windsor is hopeful that as 2021 progresses, with vaccines on the horizon and a return to more “normal” life, that ridership will slowly start to rebound. The largest contributor to a ridership increase would be the resumption of in-person learning for the University of Windsor and St. Clair College. Around the world, the transit industry as a whole has experienced a significant loss in ridership as people have migrated to a work from home model, intermittent lockdown and stay-at-home situations, and fear from riders worried about contracting COVID-19 while taking transit. Transit Windsor will monitor ridership levels throughout 2021 and make required adjustments accordingly.

Planning Act Matters:

N/A.

Approvals:

Name	Title
Stephan Habrun	Manager of Operations, Transit Windsor
Tyson Cragg	Executive Director, Transit Windsor
Mark Winterton	City Engineer – Corporate Leader, Environmental Protection and Infrastructure Services
Joseph Mancina	Chief Financial Officer/City Treasurer – Corporate Leader, Finance and Technology
Onorio Colucci	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

THE CITY OF WINDSOR ONTARIO, CANADA

Committee Matters: SCM 354/2020

Subject: Report No. 107 of the Windsor Essex County Environment Committee - E--Mail Poll regarding Phase-out Gas-Fired Electricity Generation

Moved by: Councillor Francis
Seconded by: Councillor Costante

Decision Number: **ETPS 793**
THAT Report No. 107 – E-mail Poll regarding Phase-Out Gas-Fired Electricity Generation of the Windsor-Essex County Environment Committee (WECEC) **BE RECEIVED**.
Carried.

Report Number: SCM 319/2020
Clerk's File: MB2020

Clerk's Note: The recommendation of the Advisory Committee and Administration are not the same.

Committee Matters: SCM 319/2020

Subject: Report No. 107 of the Windsor Essex County Environment Committee - E--Mail Poll regarding Phase-out Gas-Fired Electricity Generation

November 25, 2020

REPORT NO. 107
of the
WINDSOR ESSEX COUNTY ENVIRONMENT COMMITTEE
of its Electronic Poll held on October 21, 2020

Approval of the E-mail Poll as of October 21, 2020

Councillor Chris Holt, Chair
Councillor Kieran McKenzie
Keri Banar
Derek Coronado
Katie Kuker
Michael Schneider
Radwan Tamr
Richard St. Denis

Your Committee submits the following recommendation from the *Air Subcommittee* of the Windsor Essex County Environment Committee:

WHEREAS the Government of Ontario is planning to ramp up the greenhouse gas pollution from Ontario's gas-fired power plants by more than 300% by 2025 and by more than 400% by 2040; and,

WHEREAS to help fuel this massive increase in fossil fuel electricity and climate threatening pollution, the provincial government recently purchased 3 gas plants at a cost of $2.8 billion and Enbridge is hoping to build a new pipeline through Hamilton to import fracked gas from the U.S.; and,

WHEREAS Ontario is set to throw away more than a third of the greenhouse gas reductions it achieved by phasing-out its dirty coal-fired power plants due to a power plan built around ramping up gas-fired generation to replace the output of the Pickering Nuclear Station (scheduled to close in 2024); and,

WHEREAS there is a better way to keep our lights on. We can meet our 2030 climate target and lower our electricity bills by phasing-out our gas-fired power plants by 2030 and embracing lower cost and cleaner options:

- Reverse cuts to energy efficiency programs and stop under-investing in this quick to deploy and low-cost resource. We can ensure we maximize our energy efficiency efforts by paying up to the same price per kilowatt-hour (kWh) for energy efficiency measures as we are currently paying for power from nuclear plants (e.g., up to 9.5 cents per kWh).
- Return Ontario to leadership in developing increasingly low-cost renewable energy resources. Support renewable energy projects that have costs that are

below what we are paying for nuclear power and work with communities to make the most of these economic opportunities.

- Accept Quebec's offer of low-cost 24/7 power from its massive water power system. Quebec has offered power at less than one-half the cost of re-building our aging Darlington and Bruce Nuclear Stations and Ontario can only benefit by making a long-term deal with its green energy-rich neighbour. Quebec's system of reservoirs can be used like a giant battery to back-up made-in-Ontario renewable power, eliminating the need to use gas-fired power plants.

THEREFORE BE IT RESOLVED that the City of Windsor requests the Government of Ontario to place an interim cap of 2.5 megatonnes per year on Ontario's gas plants' greenhouse gas pollution and develop and implement a plan to phase-out all gas-fired electricity generation by 2030 to ensure that Ontario meets its climate targets

And further, that the County of Essex **BE REQUESTED** to consider adopting the resolution as outlined above.

_____
CHAIRPERSON

_____
COMMITTEE COORDINATOR

NOTIFICATION:		
Name	***Address***	***E-mail***
WECEC Members		on-file

ADDITIONAL INFORMATION MEMO

TO: Mayor and Members of City Council

FROM: Supervisor, Environmental Sustainability and Climate Change

DATE: January 22, 2021

SUBJECT: Regarding Report No. 107 of the Windsor Essex County Environment Committee

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At the December 21, 2020 meeting of Council, City Council referred Report No. 107 of the Windsor Essex County Environment Committee – "E-mail Poll regarding Phase-out Gas-Fired Electricity Generation" to the Supervisor of Environmental Sustainability & Climate Change for review and to comment on what was being recommended.

On November 17, 2020, WECEC ratified an earlier email poll on the Phase-out of Gas-Fired Electricity Generation motion presented by WECEC's Air Subcommittee (Report No. 107). This motion was then presented to the Environment, Transportation and Public Safety Standing Committee on November 25, 2020. However, during this time, a similar motion was received from the Ontario Clean Air Alliance in the Council Communications package of November 23, 2020. This motion was approved and the resolution was sent by the City Clerks office to Members of the Provincial Government and the Association of Municipalities of Ontario (CR574/2020).

No further action is required is required on WECEC Report No. 107.

This memo was reviewed and electronically approved by:

Karina Richters, Supervisor of Environmental Sustainability & Climate Change
Kevin Webb, Manager of Environmental Quality
Jake Renaud, Senior Manager, Pollution Control/Deputy City Engineer
Mark Winterton, City Engineer

Onorio Colucci
Chief Administrative Officer

THE CITY OF WINDSOR
ONTARIO, CANADA

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City Council
Decision
Monday, December 21, 2020

Moved by: Councillor McKenzie
Seconded by: Councillor Kaschak

Decision Number: CR640/2020 ETPS 793
That Report No. 107 of the Windsor Essex County Environment Committee -E-Mail Poll regarding Phase-out Gas-Fired Electricity Generation **BE REFERRED** to the Supervisor of Environmental Sustainability & Climate Change for her review and to provide comment on what was being recommended, for Council's consideration.
Carried.

Report Number: SCM 354/2020 & SCM 319/2020
Clerk's File: MB2020 8.8

Steve Vlachodimos
Deputy City Clerk/Senior Manager of Council Services
January 12, 2021

THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: C 188/2020

Subject: Residential Rental Housing Licensing Options - City Wide

Reference:

Date to Council: March 8, 2021
Author: Craig Robertson
Supervisor of Licensing & Deputy Licence Commissioner
519-255-6100 ext 6869
crobertson@citywindsor.ca
Policy, Gaming, Licensing & By-Law Enforcement
Report Date: September 23, 2020
Clerk's File #: SB/12952

To: Mayor and Members of City Council

Recommendation:

THAT Council **RECEIVE** the staff report, titled *"Residential Rental Housing Licensing Options"* for information; and,

THAT Council **PROVIDE DIRECTION** to Administration in relation to the municipal business licensing options presented in the report.

Executive Summary:

N/A

Background:

At its meeting held on February 5, 2018, City Council was presented with report **169/2016** from the City Clerk/Licence Commissioner titled "*Residential Rental Licensing*". In response to **CQ 16-2015**, the report provided options available to Council to regulate residential rental housing through municipal licensing.

The options provided to Council to regulate residential rental housing came after several years of extensive research and analysis of municipalities across Ontario. In addition, Administration conducted several surveys and public consultation with the appropriate stakeholders including but not limited to the University of Windsor, St. Clair College of Applied Arts and local homeowner & landlord associations.

As a result of the research and consultation, Administration examined the data collected and prepared three (3) options of regulation for Council consideration. The options included:

- a '**status quo'** model similar to that administered by most municipalities across Ontario. This model entailed utilizing current resources such as education practices and existing municipal by-laws to address concerns and behavioural issues such as garbage preparation, noise, fire hazards, property standards and parking. This option offered minimal financial risk and cost to the Corporation but required some level of enhancing and increasing operational services provided by the impacted departments.

- a **'self-declaration complaint based – full cost recovery'** model similar to that administered in Waterloo and Oshawa. The report provided statistical data estimating (on the low end) that as many as 4,000 landlords *city-wide* within our municipality would be captured in this option. A significant addition to current staff compliment and resources to administer and enforce this model was identified. At the time of authoring the report, the total overall administrative cost for this type of program was expected to be $1.83 million annually and would be borne by the industry. It was discovered that the cost for such licences would likely be transferred by the landlords onto the tenants, impacting the affordability of such housing.

- a **'self-declaration complaint based – not full cost recovery'** model similar to that administered in London and North Bay. Based on the statistical data and impacts on Administrative resources, the report identified that taxpayers would be affected and administrative costs for this type of licensing regime would have to be put in the budget to proceed. Although a decrease in additional staff compliment and resources compared to the full cost recovery model was identified, the total overall administrative cost for a **not** full cost recovery program was required to be borne by the taxpayer.

After a lengthy debate, Council supported the status quo model in principle. Rather than implement a licensing regime for residential rental housing, Council decided that existing city by-laws and program resources were to be utilized to educate and enforce regulatory by-law and provincial code issues of concern. Council Resolution **CR 61/2018** included the employment of additional temporary staff within the Building and Fire Departments to conduct a two (2) year pilot project (Since the pilot project, the additional Building By-law Officers have been made permanent to compliment their operational needs). The resolution also required that the City Solicitor provide a report to Council upon the completion of the pilot project outlining the impacts of the increased enforcement efforts along with future recommendations as it pertains to residential rental housing. Upon consultation while drafting this report, it was discovered that the results of the pilot project will be brought before Council in the very near future.

On July 13, 2020 Council approved a Residential Interim Control By-law (RICBL) that prohibits certain residential uses that are problematic from a definition and operational point-of-view, and/or that are problematic from a density perspective. The RICBL will

further examine land use policies and zoning provisions related to higher density dwellings such as, but not limited to, Group Home, Lodging House, Residential Care Facility, Shelter, and any dwelling with five or more dwelling units within the City of Windsor. The RICBL will allow Administration to draft and issue a Request for Proposal (RFP) for one or more consultants to assist with preparation of a comprehensive study that reviews existing policies and regulations, and document the extent of the problem, obtain feedback from the public through appropriate means such as open houses, propose potential solutions, and provide revised policies and provisions that aim to balance the needs of residents, tenants, property owners, developers, and landlords. The RICBL study is expected to take the better part of a year to complete, with the possibility of a future (one year maximum extension of the ICBL under the Planning Act).

At its meeting of August 24, 2020, Council adopted **CR 418/2020** after it was presented with report **137/2020** from the Office of the City Solicitor in response to a multi layered Council Question (**CQ 10-2019)** that was asked by Councillor Costante at a previous meeting of Council. **CR 418/2020** states:

*"That the report of the Executive Initiatives Coordinator dated July 1, 2020 entitled "Response to CQ10-2019 Regarding Housing Developments and Regulation in Near-Campus Neighbourhoods" **BE RECEIVED** for information; and further,*

*That administration **BE DIRECTED** to prepare a further report on options for a residential rental licence city-wide, for consideration at an October 2020 meeting of Council."*

The purpose of this report is to provide options available to Council to regulate residential rental housing through municipal licensing. The report also provides an update for any financial implications associated with a licensing regime and updated information on how other municipalities are addressing residential rentals within their jurisdictions.

Discussion:

CURRENT REGULATION AND PUBLIC CONSULTATION

As mentioned in previous reports to Council, there is currently a category of licensing for what are defined as Class 1 and 2 Lodging Homes in the City's *Business Licensing By-law*. These definitions are as follows:

> **"Lodging House"** shall mean and include any house or other building or portion thereof in which more than three persons are harboured, received or lodged for hire, with or without meals but does not include a hotel, hospital, nursing home, home for the young or the aged or institution if the hotel, hospital or institution is licensed, approved or supervised under any general or special Act.
>
> **CLASS 1**. Where the operator provides no assistance to the resident in caring for their health and for their personal needs, including washing,

dressing or eating.

CLASS 2. Where the operator provides assistance to the resident in caring for their health and for their personal needs including washing, dressing or eating.

The "lodging homes" that are traditionally licensed under the City's *Business Licensing By-law* are residences where the owner rents individual bedrooms to individual tenants with a common living space and kitchen, some with personal care and some without. These residences are akin to what Council might think of as a traditional "boarding house". Currently, the City licences seven (7) Class 1 Lodging Homes and eleven (11) Class 2 Lodging Homes.

Based on the extensive public consultation that was previously conducted for preceding reports by Administration, it was found that the primary concerns of residents with respect to residential rentals was not with the types of residences which the City already licenses but rather center around low-rise, high-density dwellings, such as single-unit dwellings, which may or may not be occupied by the owner, and which are rented out to multiple tenants. These dwellings usually fall outside the types of lodging homes currently defined and regulated pursuant to the City's *Business Licensing By-law*.

It was found that residential rentals can be problematic because of the impacts that are perceived or are experienced in neighbourhoods where such uses exist. They can be summarized as follows:

- Insufficient space in dwellings and lack of space;
- Over-concentration of these types of dwellings in an area;
- Abuse of "permit parking";
- General health and safety concerns;
- Improper disposal of garbage;
- Lack of property maintenance;
- Increased noise;
- Negative impact of public realm (parking on right-of-way, sidewalks, private front yards and lawns);
- Lack of fire safety.

It should be highlighted that there are already several pieces of Provincial legislation as well as municipal City by-laws and programs in place to address many of these issues. The existing tools and by laws that are currently available to address concerns that have been noted include the following:

- Garbage - Dirty Yard & Maintenance and Collection of Refuse By-Laws;
- Noise - Emission of Sounds By-Law;
- Parking & Public Realm - Parking and Zoning By-Laws;
- Safety - Fire Safety Code, *Wake Up Windsor* and Ontario Fire Code;
- Structure - Property Standards By-Law and Ontario Building Code.

LICENSING & ENFORCEMENT ISSUES AND OPTIONS

Experience of Other Municipalities

To provide a licensing and enforcement perspective, Administration previously researched and analyzed the approaches used by several municipalities across Ontario with respect to creating a residential rental housing regime. Administration has since reached out to these municipalities to obtain an update of how they are individually addressing this matter.

Of eighteen (18) municipalities surveyed, four (4) have licensing regimes in place and fourteen (14) do not licence residential rental housing. A summary of the information along with some high level comments is as follows:

MUNICIPALITY	**RESIDENTIAL RENTAL LICENSING**	**COMMENTS**
Barrie	NO	Licences lodging homes. Utilizes existing by-laws to deal with rentals. Registry for secondary suites & 2 unit homes only.
Brampton	NO	Licences lodging homes. Utilizes existing by-laws to deal with rentals. Looking into an affordable housing strategy.
Burlington	NO	Council focusing on short term rental platforms like *Airbnb*. Long term rentals not under consideration.
Cambridge	NO	No licensing in place but has a stand alone "*Vital Services for Tenants"* Bylaw.
Clarington	NO	Utilizes existing by-laws to deal with concerns at rental properties.
Guelph	NO	Licences lodging homes. Utilizes existing by-laws and programs to deal with rentals. Residential rental licensing was defeated by Council.
Hamilton	NO	Licences lodging homes. Utilizes existing by-laws to deal with rentals. City wide residential rental licensing was defeated by Council. Draft report in progress to propose a 2 year temporary pilot project in school areas eventually leading to full

		implementation. Planned to go before Council by end of first quarter in 2021.
London	**YES**	City Wide – not full cost recovery. $165 initial licence, $55 annual renewal fee, $171 Fire inspection fee if applicable.
Markham	NO	Utilizes existing by-laws to deal with rentals. Registry for secondary suites & 2 unit homes only.
Mississauga	NO	Licences Lodging Homes. Utilizes existing by-laws to deal with concerns at rental properties.
North Bay	**YES**	City Wide – not full cost recovery. $300 licence fee every 2 years, $25 late penalty, $50 appeal fee and $300 variance application fee.
Oakville	NO	Licences lodging homes. Utilizes existing by-laws and programs to deal with rentals. Residential rental licensing was defeated by Council.
Oshawa	**YES**	Targeted 2 school areas. Intended to be full cost recovery. Implemented demerit point system. $500 initial licence fee + $75 application fee, $360 annual renewal, $500 late renewal, $250 fire inspection fee paid upon application.
Ottawa	NO	Licences lodging homes. Utilizes existing by-laws and programs to deal with rentals. Residential rental licensing was defeated by Council.
St. Catharines	NO	Licences 2nd level lodging homes. Utilizes existing by-laws and programs to deal with rentals. Residential rental licensing was defeated by Council.
Thunder Bay	NO	Licences Lodging Homes. Utilizes existing by-laws to deal with concerns at rental properties.

Vaughn	NO	Only licences short term rental platforms like *Airbnb*. Utilizes existing by-laws to deal with concerns at rental properties.
Waterloo	**YES**	City Wide. Intended to be full cost recovery. $68.15 preliminary consultation fee, $375 to $757 initial licence fee (depending on number of bedrooms & classification), $225 to $413 annual renewal fee.

As shown in the above chart, most municipalities across Ontario do not issue licences for long term residential rental homes. In most cases, the idea of developing this type of licensing regime was defeated by their municipal Councils. Issues such as the cost of a licensing program, enforcement challenges, satisfactory existing bylaws and education programs and other municipal priorities were the common deciding factors.

There is consensus amongst the surveyed municipal licensing administrators that the issuance of a licence will not control the common landlord and tenant behaviours as mentioned earlier such as noise, garbage preparation, property maintenance & standards and illegal parking. The licence will only allow for the oversight of compliance to provincial fire and building codes (which presents its own challenges in itself). When a by-law and licensing regime is put into place, there is an expectation that the rules and regulations will be upheld. Inspection and enforcement personnel have limited ability to gain access into a private residence. Even with a licensing regime in place, staff cannot simply enter a private residence to determine compliance based on a complaint; unlike a public place such as a restaurant, bar or entertainment lounge. Staff would require permission from either the tenant and/or property owner to enter the residence for inspection and investigation. Negligent landlords who often operate the homes that are desired to be captured under inspection and regulation, “coach” their tenants to provide limited information and access to inspection and enforcement personnel. Entry into the home in these cases would only be permissible by warrant or where there is significant proof that the well being of a tenant or public is at risk. It should be emphasized and understood that the implementation of a licensing regime does not guarantee safe living conditions for tenants of a residential rental home. The onus to ensure on-going compliance and safety of the tenants is left in the hands of the landlords. Tenants need to be made aware of potential unsafe living conditions prior to renting or entering into a lease agreement and be made aware of the various municipal resources available to assist when undesirable issues arise or present themselves. Therefore, the unanimity of the municipalities surveyed is that the use of existing by-laws along with the implementation of education programs is a more effective manner to deal with residential rental housing concerns. The four (4) municipalities that have continued to licence residential rental housing in Ontario are London, North Bay, Oshawa and Waterloo. Each licensing regime is unique on it’s own in that some are intended to be operated as a full cost recovery model and some are not. Some models require mandatory inspections from their Building and Fire departments, and some

allow for a self declaration process. The classification of residential units and when a licence is required differs from municipality to municipality. There are many variables to consider when looking at implementing this type of licensing regime and it ought to be known that it would be extremely time consuming and would likely take several months or even a couple of years to fully implement a program. It will be up for Council decision to determine which methodology to apply should there be a desire to move forward with a municipal licensing regime for residential rental housing.

As noted in the above chart, the City of Hamilton is planning on bringing a two (2) year pilot project proposal and residential rental by-law to their Council for consideration towards the end of the first quarter of 2021. Hamilton will be conducting public consultation regarding this initiative towards the end of November of this year. Although full details of the pilot project and by-law could not be disclosed at the time of authoring this report, their administration was able to share a few details of how they plan on addressing residential rentals in their municipality.

Hamilton is proposing that their temporary pilot project focus on the two (2) political wards where residential rental units are clustered in small footprints near McMaster University and Mohawk College. City Inspectors will inspect Low Density Rental Dwellings while focusing their attention on exteriors of buildings and grounds, interior areas of the dwelling and/or individual units in a dwelling. The plan will be that Inspectors will work off of a self certified checklist and an emphasis will include the provisions contained under such regulations as their Zoning By-law, Property Standards By-law, Yard Maintenance By-law, Ontario Building Code, and the Ontario Fire Code.

Subject to change, Hamilton's administration is proposing a $200 annual licensing fee. It ought to be known that this fee does not include a licensing administration fee, a zoning approval fee, a fire inspection fee and an electrical safety inspection fee. With that being said, landlords could be subject to annual fees ranging from $700 to $1000. Further, it is being recommended that three (3) additional temporary full time staff be hired to existing staff compliments to resource the pilot project consisting of one (1) Licensing Clerk and two (2) Municipal Law Enforcement or Licensing Compliance Officers.

As consent to entry remains the biggest challenge for municipalities, the City of Hamilton is hopeful that their Inspectors will be able to work in conjunction with potential licensees and tenants to effect proper inspections and gain entry into dwellings as required. However, there is no guarantee on its success. They plan to implement regulation under their by-law that will require consent from the property owner for inspection for municipal licensing purposes and that a notice will be served upon the tenant(s) twenty four (24) hours prior to inspection. It is important for municipal councils to understand that the issuance of a licence and/or the implementation of service of notice upon a tenant does not give the municipality any additional rights to gain access into a dwelling unless full consent and agreement is provided by the tenant. If a tenant refuses entry, then the municipality itself has no right to enter the dwelling. The resulting issues would then be between the landlord and the tenant. Property owners who fail to comply, would be subject to by-law charges, however, the issue of being denied access in a desired home remains unresolved until a court order is rendered or warrant is successfully executed.

It is extremely important for Council to understand that pilot projects for residential rental units that are conducted in the high density areas similar to that of which the City of Hamilton is proposing, can only be a temporary initiative with the intent to eventually roll out a city wide licensing/registration program. The purpose of the initial pilot project is to ensure that proper resourcing is in place to fully implement the city-wide approach in an effective manner over time. At the end of the project's term, municipal councils need to be prepared to analyze the results and determine its worth to formulate a decision to fully fund or dissolve the program. The program cannot continue to be facilitated solely in the concentrated areas, which remains contrary to the official position of the Ontario Human Rights Tribunal respecting differential treatment of users of rental housing as analogous to prohibited grounds of discrimination.

Licensing & Enforcement Options

Based on the latest Statistics Canada information, the number of potential housing units that could fall under a city wide licensing program in Windsor is 4,000. Once a regime is in place and becomes known by renters, the number of units identified could become higher as other renters identify landlords, and thus the figure could increase up to 6,000 for estimating purposes going forward.

Licensing Administration has reviewed and analyzed the approaches used by other municipalities and has prepared four (4) options for Council consideration. It ought to be known that Licensing Administration has decided not to include a **'not full cost recovery'** model similar to what was adopted in London and North Bay as the full administrative cost of such a licensing regime would be borne on our taxpayers.

Option 1 - status quo.
As noted earlier, City by-laws currently exist to address issues pertaining to noise, garbage preparation, property maintenance & standards and illegal parking. Educational programs are part of the annual open houses and orientation sessions held by St. Clair College and the University of Windsor. City departments jointly undertake educational outreach aimed directly at providing students and parents with information on safety standards for rental housing units. In addition, Windsor Fire & Rescue's *Wake Up Windsor* program is a door to door strategy performed by fire crews to check for working smoke and carbon monoxide alarms, to discuss fire safety and escape planning with the residents and/or tenants. An appropriate description of this option is a **'no added cost'** option. The costs associated are presently structured and absorbed within departmental budgets, schedules, and activities. As a reminder, this option was previously favoured by Council in addition to a two (2) year pilot project which the results and impacts of the initiative are expected to be brought forward for Council's review in the very near future.

Option 2 – mandatory city wide licensing regime.
It is estimated that a minimum of 4,000 landlords would be captured in this option and would thus be required to come into City Hall and obtain a licence. The administrative resources based on 4,000 licences and the enforcement necessities would need to be put in place. The total overall administrative cost (including additional salaries and overhead costs) to start up this type of program is being projected in excess of $**2.4 million**. The administrative cost of the licensing program would be borne by the industry as it would be intended to operate as a '**full cost recovery model'**. It is likely

that the cost for such licences will be transferred by owners to the tenants of such units, therefore, having a potential impact on affordability. These costs are fully detailed in the *Financial* section of this report.

Option 3 - **voluntary city wide licensing regime**.
As previously mentioned, it is estimated that a minimum of 4,000 rental units may exist in Windsor. With the program being a voluntary model, Administration anticipates that for the most part, only responsible and compliant landlords would participate. It is extremely unlikely that negligent landlords who operate the homes that are desired to be captured under inspection and regulation would obtain a licence. The intention would be to operate the program as a **'full cost recovery'** model, however, initial fees, costs and resources would be extremely difficult and challenging to predict. There is the potential that this type of program could operate at a surplus or deficit. Administrative resources could be impacted and the taxpayer could end up being affected. Administrative costs would have to be re evaluated during the annual budget process based on licensee participation to avoid any costs being borne on the taxpayer. Potential costs for this type of model are discussed further in the *Financial* section of this report.

Option 4 – **licensing pilot project in concentrated area(s)**.
A temporary two (2) year pilot project similar to that as being proposed by the City of Hamilton is another option for Council's consideration. Windsor's project could focus on the concentrated areas near the University of Windsor and St. Clair College where a majority of residential rental units are located. As previously mentioned, the purpose of the pilot project would be to ensure that proper resources are in place with the intent of eventually creating a city wide residential rental licensing regime on a committed schedule. Upon the project's term of completion, this initiative would require Council's commitment to fully fund a city wide program (as mentioned in option 2) or at least be prepared to dissolve the program if found unworthy as it could not continue to be administered solely in the high density areas of our municipality.

It is certain that City Departments will require additional staff resources in order to participate in a pilot project. Similar to the mandatory city wide licensing regime, the administrative cost of the pilot project would be borne by the industry as it would be intended to operate as a '**full cost recovery model'**. Again, it is likely that the cost for such licences will be transferred by owners to the tenants of such units, therefore, having a potential impact on affordability. The potential costs of a pilot project are discussed further in the *Financial* section of this report. As mentioned earlier, The City of Hamilton has not finalized their proposal for Council consideration and their public consultation is scheduled to take place late this November. Should this option be the direction of Council, it may be worth while to hold off on immediate action and review the outcome of Hamilton's proposal and by-law implementation. This would provide Windsor's Administration a resource and an opportunity to sit down as a regulatory group and develop a pilot project framework similar in nature.

In consideration of the above including the experiences expressed by other municipalities, Windsor's Licensing Administration still recommends the **'status quo'** model of continued use of existing by-laws and programs to address the identified behavioural issues of landlords and tenants. This model provides an opportunity to

avoid large increases in administration and implementation costs by utilizing and enforcing the present by-laws and applicable codes that apply. In addition, the education and information support the City offers for tenants and landlords results in a better understanding of the processes involved, the responsibilities of all parties, and the impacts of non-compliance. It may also be in the interest of Council to review the results and impacts of the two (2) year pilot project prior to deciding on a specific option or licensing regime.

Risk Analysis:

Option 1 - status quo.
This option presents a low to moderate risk. By-laws currently exist to address behavioural issues pertaining to noise, garbage preparation, property maintenance & standards and illegal parking. Provincial codes and City programs currently exist to address structural and fire safety concerns/complaints. Increased information and education made available to stakeholders could likely cause an increase in calls to 311 to report concerns or compliance issues. All costs related to enforcement and inspection are encompassed to each departmental budget and are subject to normal annual departmental budgeting analysis and scrutiny, which serves to ensure regular oversight and rationalization of resources employed.
Overall Risk - Low to Moderate

Option 2 - mandatory city wide licensing regime.
Should this option be adopted by Council, a moderate risk has been identified. The administrative resources based on a potential of 4,000+ units, that may exist to be licensed in the City, must be put into place regardless of whether or not landlords come in to be licensed. This unbudgeted financial burden will have a moderate impact. The City being able to sell itself on affordable housing may be jeopardized causing the potential for a reputational risk as costs for licences that landlords would incur would more than likely be placed on the renters/tenants as an additional burden. There may be downstream indirect impacts on third party stakeholders such as the University of Windsor or St Clair College if the downloaded tenant costs impact potential enrollment.

If it is viewed that the City is overregulating by implementing a licensing regime in addition to established by-laws and codes, landlords could feel unjustly targeted and operate “underground”. There could also be cases where landlords stop renting to avoid the licensing process either voluntarily or forced (by the City) when licences are suspended and/or revoked for non compliance. This would reduce the available rental space but not reduce the number of people who require rental space which could cause a significant risk with respect to housing availability.
Overall Risk – Moderate to Significant

Option 3 - voluntary city wide licensing regime.
Implementation of a voluntary based licensing regime could present a moderate to significant risk in that current and future budgets may be impacted since fees and costs would be based on the unknown. Administrative resources and the taxpayer could be impacted based on the level of participation from existing landlords. As previously mentioned, Administration anticipates that for the most part, only responsible and compliant landlords would participate. Even then, it is still difficult to determine annually

how many of these landlords would actually participate in the voluntary program. Should this option be adopted by Council, it could be argued that the administrative cost and resources associated with our current Lodging Home licensing regime be initially utilized and that the impacts be reviewed at the annual budgeting process to determine if the program is operating at a surplus or deficit. The significant risk associated with this option is that it is extremely unlikely that negligent landlords who operate the homes that are desired to be captured under inspection and regulation would come forward and obtain a municipal licence.
Overall Risk – Moderate to Significant

Option 4 – licensing pilot project in concentrated area(s).
The actual implementation of a pilot project done in consideration of the Ontario Human Rights Tribunal's position on residential licensing, is more than likely to present a low risk to the Corporation. Generally speaking, the purpose of implementing the concentrated pilot program would be to obtain data to mitigate the uncertainty, identify the feasibility of the options being considered and contribute to organizational learning of the larger project being a city wide rental housing licensing regime. With that being said, the framework and results of the pilot project could present a moderate to significant risk to the Corporation. The level of participation and cooperation from landlords and tenants with City personnel is uncertain.

As mentioned previously, it is almost certain that the negligent landlords of the dwellings that are desired to be captured under regulation would more than likely go "underground". This could also trickle down to the compliant landlords in these targeted areas fearing that they are being punished and eventually be targeted with excessive regulation. The lack of cooperation and participation could not only impact the accuracy of the data collected (which could mislead Council into a decision) but also impact the overall cost of the pilot program, making it extremely challenging for Administration to recover through licence fees. In addition, enforcement resources may be required to spend more time than anticipated "chasing down" landlords or by filing non-compliant matters with the courts. Landlords may not see an incentive to invest in a licensing pilot project or regime causing a strain on financial and enforcement resources. The pilot project would need to be adequately resourced and funded in an attempt to achieve the goals desired by Council.
Overall Risk – Moderate to Significant

Financial Matters:

Initiating a Residential Rental Licensing Regime has many financial implications that City Council should consider prior to deciding on their preference.

Several by-laws and components to operating databases (AMANDA) will have to be added, modified or deleted as a result of Council's decision. The adoptions of option 2 or 3 would have an impact on the City's current *Business Licensing By-law*, *Zoning By-Law* and *Property Standards By-Law* to name a few. In addition, a new *Residential Rental Housing By-law* would need to be created for Council approval. A costing for these separate components as discussed above has not been included in this report

however, it is anticipated that a significant amount of time and resources would be required to complete this project in its entirety.

In order to provide Council with as much information as possible, administration has completed a very high level projection of the staffing and financial impact to the Building, Fire & Rescue, By-Law Enforcement and Licensing Departments should a regulatory framework be implemented for a city wide residential rental housing licensing regime. This information is based on estimates only and is simply a tool to assist in demonstrating the potential impacts such a framework would have on existing resources and caseloads. The number of potential rental properties has been set at 4,000 based on Statistics Canada and assessment information. It ought to be noted that the exact number may range anywhere between 4,000 to 6,000 units. Below is a breakdown of the potential Departmental costs for each option.

Departmental Costs for Each Option

Option 1 - status quo.
Maintaining a status quo approach would have no appreciable impacts and very little financial impacts to the Building, Fire & Rescue, By-law Enforcement and Licensing Departments. There would be no requirement for additional staff or resources to maintain this approach. As previously mentioned there could be an increase in 311 calls as information and education is made available to stakeholders however, all costs related to responding to complaints/concerns by means of enforcement and inspection are encompassed to each departmental budget and are subject to normal annual departmental budgeting analysis and scrutiny, which serves to ensure regular oversight and rationalization of resources employed.

Option 2 - mandatory city wide licensing regime.
The City issues municipal business licences for the purposes of health & safety, consumer protection and to prevent public nuisance. The creation of any licensing regime comes with the expectation that specific standards are met and that those standards are able to be enforced effectively as required. As discussed in depth within the previous reports, it remains that the current Building, Fire & Rescue, By-law Enforcement and Licensing Department's existing staff resources, assigned responsibilities and caseloads make it impossible to administer and enforce this initiative that may include 4,000 residential rental homes requiring a municipal licence. The administration and issuance of the licence, the annual licence inspections and the enforcement of non-compliant matters will require additional staff resources to each Department's compliment to address the significant increase of responsibility. The additional resources and projected salary costs are identified on the chart below.

CITY DEPARTMENT	ADDITIONAL STAFF RESOURCES	PROJECTED SALARY COST
LICENSING	Licence Issuer (Full Time) x 1	$62,148

BY-LAW ENFORCEMENT	By-law Enforcement Officer (Full Time) x 2	$201,648
BUILDING	Building By-law Officer (Full Time) x 3 AMANDA Specialist (Temp. 1.5 years) x 1 Plans Examiner (Temp. 1.5 years) x 1	$310,812 $105,200 $109,509 _____ $525,521
PLANNING	Zoning Coordinator (Full Time) x 1	$70,368
FIRE & RESCUE	Fire Prevention Officer (Full Time) x 2 *4 FPOs in total required but 2 will be re-aligned from existing duties*	$414,262 *$414,262* _____ $828,524
TOTAL SALARY		**$1,688,209**

In light of the above data, the total projected salary cost of additional staff to start up a mandatory city wide licensing regime for residential rental housing would be just under **$1.7 million** annually.

In addition to the above salary costs, there are other administration fees associated with office expenses and corporate support overhead to name a few, that need to be considered to ensure that all costs are recovered. These would all be captured under the licensing fee that would be imposed on the landlord(s). Licensing Administration has concluded that the overhead costs and inspections of a Residential Rental Housing licensing regime would be very similar if not identical to that of the current Lodging House regime regulated under the City's *Business Licensing By-law.* Based on this conclusion, it is estimated that the additional costs related to overhead would be approximately $700,000 which would bring the total estimated cost of a mandatory city wide licensing regime to $2.4 million. It ought to be known that an extensive and full licensing fee review was completed a few years ago and was subsequently approved by Council.

In the table below, Administration has broken down the proposed licensing fee (identical to that of a Lodging House) in an effort to demonstrate how the additional salaries,

required inspections, approvals and overhead costs could be recovered based on issuing 4000 residential rental housing licences.

Breakdown of Proposed Licence Fee - 4000 Rental Housing Licences Issued

Administration	$111.80
Zoning Inspection	$41.00 *
Building Inspection	$83.70
Fire Inspection	$300.00
Enforcement	$23.94
Office Expense Overhead	$21.95
Corporate Support Overhead	$33.15
TOTAL PER LICENCE FEE	$615.54 **($616)**
TOTAL PROJECTED RECOVERY	$616 x 4000 licences = **$2,464,000**

**Charged on initial applications only*

It ought to be noted, that the **$1.7 million** in salaries listed in the table above along with an estimated $700,000 in overhead costs has been included in the above total projected administrative costs in excess of **$2.4 million** annually. Therefore a municipal licence would cost landlords an estimated **$616** per each unit to recover full costs based on the issuance of 4000 licences in order to achieve full cost recovery and a cost neutral impact for the project. It ought to be known that should Council adopt this option, it is highly likely that a full licensing fee review and in depth financial analysis (which could impact other categories of licensing) may be required in the future to ensure that costs are fully being recovered to administer and enforce this type of program.

Option 3 - **voluntary city wide licensing regime**.

As mentioned in the *Risk Analysis* section of this report, the implementation of a voluntary based licensing regime presents its own challenge in that the initial fees and costs of the program would be based on the unknown. It is extremely difficult for Administration to predict the number of landlords that would actually participate in a voluntary licensing program. With that being said, a possible solution may be for Licensing Administration to utilize the current administrative costs and department resources associated with the existing Lodging House licensing program. As noted above, a municipal licence would cost landlords $616 per unit. Participation in a voluntary program could be projected based on data showing the number of co-operative landlords that were impacted by the two (2) year pilot project. It ought to be known that it is fully expected that a voluntary regime would operate at a lower cost than a mandatory regime. It is likely that no additional resources for the By-law Enforcement Department would be required as the licence is voluntary and no follow up would be required. Additional staff resources for the Licensing, Fire & Rescue and Building

Departments would likely be based on participation and compliance with legislative "code" matters. Based on the results of the voluntary program, Administration would be required to bring forward the impacts at the annual budgeting process to report any deficits and identify if further resources and funding would be required. A more in depth financial analysis would need to be conducted should Council decide to adopt this option.

Option 4 – licensing pilot project in concentrated area(s).
It is unknown as to the number of residential rentals specifically located in the high density areas around the University of Windsor and St Clair College areas of the municipality. However, there is consensus that the numbers are significant enough that the Departments responsible to participate in a pilot project of this sort would require additional staff resources. Five (5) additional temporary full time positions and one (1) temporary part time position would be required at the onset of a pilot project. The chart below represents the projected annual salary costs of the additional temporary staff resources required.

CITY DEPARTMENT	**TEMPORARY ADDITIONAL STAFF RESOURCES**	**PROJECTED SALARY COST**
LICENSING	Licence Issuer (Full Time) x 1	$62,148
BY-LAW ENFORCEMENT	By-law Enforcement Officer (Full Time) x 1	$100,824
BUILDING	Building By-law Officer (Full Time) x 1	$103,604
PLANNING	Zoning Coordinator (Part Time – 3 days) x 1	$37,243
FIRE & RESCUE	Fire Prevention Officer (Full Time) x 2	$414,262
TOTAL SALARY		**$718,081**

As shown above, the annual salary cost to implement a pilot project would be just slightly over $718,000 annually therefore, the temporary salaries for a two year pilot project would cost approximately $**1.5 million**.

As a reminder, upon the completion of the pilot's term, Council would need to decide to either resource and fund a city wide licensing regime at the projected cost of **$2.4 million annually** as discussed in option 2 or dissolve the project in its entirety as the initiative would not be able to continue (as is) in the concentrated areas of the municipality.

As previously mentioned, Administration recommends that we wait for the outcome of Hamilton's proposal should a pilot project of similarity be desired. However, should it be

the will of Council to move ahead, Administration could explore the possibilities of rolling out a pilot program utilizing a similar approach to that of our current Lodging House licensing program (as discussed in the preceding options) in an attempt to recover costs, and address the direction(s) of Council.

Consultations:

Various municipalities across Ontario (identified on chart in *Discussion* section)

Licensing Department

By-Law Enforcement Department

Building Department

Windsor Fire & Rescue Services

Planning Department

Finance Department

Legal Department

Conclusion:

The safety of the City's residents remains the top priority for Administration. However, as discussed earlier, the inability to gain access into desired homes to carry out the necessary inspections presents itself as one of the biggest challenges under a licensing regime. Should a municipal licensing process be adopted by Council, there will be an expectation that the program is administered and enforceable. The financial implications of creating a regime of this magnitude must be considered to ensure that the set standards can be applied and enforced if necessary.

The Windsor Licensing Commission is the City's independent statutory body which has the full authority to suspend, revoke and place conditions on a business licence when faced with non-compliant licensees. Because a residential dwelling is not a public place (i.e. restaurant or auto repair shop), Administration feels it is important to identify to Council that a residential rental licensing regime is challenging in itself in that tenants would be required to vacate a dwelling in accordance to the eviction timelines outlined under the *Residential Tenancies Act* should a municipal licence be suspended or revoked due to non-compliant landlords; that is, the City could not "shut down" a non-compliant rental absent the type of building or fire related risks that already permit the City to ban occupancy. The legislation governing residential tenancies would prevail.

A licensing regime cannot guarantee safe living conditions or control landlord and tenant behaviours as discussed in the report. It also should be noted that there ought to

be a level of responsibility on both the landlord and tenants to ensure safe living conditions and that rental properties are in compliance with all laws and regulations. It is believed that the continued administration of educational programs along with the enforcement of existing by-laws and codes is the most appropriate approach for Administration to provide tenants with information and awareness prior to the rental of property and to the landlords to provide safe and compliant housing.

Planning Act Matters:

N/A

Approvals:

Name	Title
Craig Robertson	Supervisor of Licensing
Gary Cian	Deputy Licence Commissioner & Senior Manager of Policy, Gaming, Licensing & By-law Enforcement
Valerie Critchley	City Clerk/Licence Commissioner
Shelby Askin-Hager	City Solicitor
Joe Mancina	City Treasurer
Onorio Colucci	Chief Administrative Officer

Notifications:

Name	Address	Email
Stephen Szewczuk		
Kevin Flood		
Bruce Sheardown		
Diane Rawlings— Department Head, Residence Services Student Affairs University of Windsor		

Name	Address	Email
Windsor Landlord Association		
Lena Angelidis		
Cynthia Crump—St. Clair College		
Ming Tran, Administrative Assistant, St. Clair College		
Alan Richardson		
Janet Harris—University of Windsor		
Mike Cardinal		
Al Shipley		
Borys Sozanski		

Appendices:

Nil

THE CITY OF WINDSOR ONTARIO, CANADA

Council Report: C 25/2021

Subject: Development of Hiram Walker Parkette-Ward 4

Reference:

Date to Council: 3/8/2021
Author: Terry Fasan,
Supervisor Parks Projects
519-253-2300 Ext 2754
tfasan@citywindsor.ca
Parks
Report Date: 2/17/2021
Clerk's File #: SR/14006

To: Mayor and Members of City Council

Recommendation:

THAT City Council **APPROVE** the design for the new Hiram Walker Parkette located at 300 Devonshire Rd. prepared by Brook McIlroy attached as Appendix A; and,

THAT City Council **APPROVE** a maximum project cost of $1,174,432 (inclusive of non-recoverable HST) for the Hiram Walker Parkette Project with funding from the following sources being redirected to this project:

1. Previously approved funding in the Hiram Walker Statue Project (7161056) - $297,543
2. Previously approved funding in the Theme Districting Project (7186001) - $319,889
3. Previously committed (CR123/2018) 2021 funding for Theme Districting - $500,000

and,

THAT City Council **DIRECT** that any funding not required for the Hiram Walker Parkette be returned to the Theme Districting Project (7186001); and,

THAT Council **PRE-APPROVE** and **AWARD** any procurement(S) necessary that are related to the Hiram Walker Parkette redevelopment project, provided that the procurement(s) are within approved budget amounts, pursuant to the Purchasing By-Law 93-2012 and amendments thereto; satisfactory in financial content to City Treasurer, and in technical content to the Corporate Leader of Parks, Recreation & Culture and Corporate Facilities; and further,

THAT the Chief Administrative Officer and the City Clerk **BE AUTHORIZED** to take any such action required to effect the recommendation noted above and sign any required documentation for the Hiram Walker Parkette project, satisfactory in legal form to the City Solicitor, in technical content to the Corporate Leader of Parks, Recreation & Culture and Corporate Facilities and in financial content to the City Treasurer; and further,

THAT the Purchasing Manager **BE AUTHORIZED** to issue Purchase Orders as may be required to effect the recommendation noted above, subject to all specification being satisfactory in technical content to the Corporate Leader of Parks, Recreation & Culture and Corporate Facilities; in financial content to the City Treasurer.

Executive Summary:

N/A

Background:

The Hiram Walker Statue project was envisioned to be an inspiring element in the Walkerville community. The life size bronze statue of Hiram Walker himself with 6 whiskey barrels is representative of an era long gone but not forgotten and celebrates the remarkable influence the Walker family had in shaping the community known as Old Walkerville. When discussions about Theme Districting began it was evident that the design of a Parkette to accompany the statue would be the perfect fit and was also one of the deliverables for the Walkerville Districting plan.

Brooks McIlroy was hired to develop a conceptual design for the park and subsequently the construction drawings. Brooks McIlroy pulled inspiration for the Parkette from the work that they were completing for the Districting Initiative. This included a Historical Background Report and public input as to the desired look of the built environment. Parks Administration worked closely with the Planning Department and Brook McIlroy to prepare the design attached under Appendix A. The new Parkette design has been carefully thought out to tie in with the areas rich history. From a heritage planning perspective the components of the Parkette that make up the park are directly derived from historical information and analysis prepared and researched by Brook McIlroy.

It was apparent early on in the design process that there were many opportunities for theming and a gateway feature in the Parkette that celebrate Walkerville's history as well as create a destination and environment that is inviting and authentic.

Discussion:

The Hiram Walker statue and the Walkerville community have benefited greatly by approaching the Parkette design with a consultant that has a holistic understanding of the context and the history.

Brooks McIlroy designed the park to not only display the statue but to also play a role in in telling the story of Hiram Walker and the development of Walkerville. The statue depicts Mr. Walker walking from the Distillery to the town of Walkerville with plans under his arms. The Parkette design team built on this idea and integrated a rill that runs

underneath the statue. At either end of the rill are bronze plaques, one depicting the town of Walkerville and the other the Distillery, clearly connecting these two elements through Hiram Walker himself.

The consultant worked with the City to identify a suitable location that would present the statue in an appropriate way. With the direction of the artist Mark Williams, the orientation and location of the statue was refined. Further to building on the themes of the statue, the park integrates contemporary ideas around sustainable design and climate change with the traditional look of the town of Walkerville. The design includes a bio-swale at the East portion of the park for the collection of rainwater. That bio-swale has been designed to allow for future connection and expansion to the east without needing to remove it, if the park is to be connected or expanded in the future. The orientation of the park addresses the intersection of Devonshire and Riverside but is also traversable with a sidewalk that mimics that path that statue is moving. This path is a physical symbol of the connection that is made between the Distillery and the Town.

From a built environment stand point, the Parkette integrates a traditional palette of design elements and colours, which are inspired from the history of Walkerville. The flat surface is predominantly red brick pavers, representative of the time. The seating, lights and other site furnishings are indicative of the area at the time of Hiram Walker. The planter bed walls are designed with granite to match the plinth of the statue.

Risk Analysis:

The following items are being identified as potential risks:

Resource Risk – It is believed that there are sufficient personal and financial resources available to complete the new Parkette as outlined in the Financial Matters section of this report below. A lack of resources for this project is considered unlikely to occur and of low impact.

Long Term Maintenance, Vandalism Risks- the long-term maintenance and lifecycle costing for new Parkette and all new park assets should be considered. Proper planning and careful selection of quality building products will help mitigate this risk as much as possible. In addition, these amenities should be inspected on an ongoing basis for potential health/safety and vandalism issues. Currently the city does parks inspections on a regular basis, which helps to mitigate this risk. Sufficient resources are also needed to maintain the City's assets on a regular basis. Every new park adds to the existing system and requires upkeep maintenance and inspections, which in turn require more resources to properly maintain them. If resources for maintenance and inspections are not addressed it may mean having to take park amenities out of service or they may fall into disrepair incurring the risk of litigation and more costs. This is considered possible to occur and of medium impact. Vandalism, excessive use of equipment and wear and tear on amenities are all factors that are considered possible to occur and are of medium impact.

Timing Risks – In order to ensure that the project is completed and executed in a progressive manner with ample time to complete all associated site work and park amenities before the July birthday of Hiram Walker, a delay or deferral of budget or pre-

commitment of funds could result in the Parkette not being completed by the proposed date which may result in additional cost to bring the project in on time. An incomplete project due to delays in budget or approvals could result in missed event opportunities that would negatively affect the community. This is considered possible to occur and of medium impact.

Climate Change Risks

Climate Change Mitigation:

The new Hiram Walker Parkette takes into consideration climate change mitigation through the use of Low Impact Design principles.

Climate Change Adaptation:

The new Hiram Walker Parkette takes into consideration climate change adaptation through the use of Low Impact Design principles via responsible management of onsite storm water as well as design measures that aim to reduce the heat island effect.

Financial Matters:

Estimated costs for the development of the Hiram Walker Parkette are outlined in the table below. Actual tender pricing is unknown at this time. Should contract pricing come in above the above the estimated cost as outlined herein, administration will prepare a report to council with the noted variance.

Parkette Estimated Costs	**Total**
Park development cost including all construction materials, grading, drainage, statue placement, landscaping, retaining walls, sidewalks, interpretive plaques and site lighting as per Appendix A	$866,000
Professional Administrative and Contracted Services	$140,000
Contingency and non recoverable HST	$111,432
Total	**$1,117,432**

All funding associate with the development of the Hiram Walker Parkette will be transferred to Project 7161056. The table below outlines the accounts which have sufficient funding to cover the cost of the project and their current funding allocations.

Capital Project	**Current Funding Available**	**Year**
Hiram Walker Parkette	$297,543	2020
Themed Districting Initiative	$319,889 $500,000	2020 2021
Total available funding	**$1,117,432**	

There are sufficient funds in the following accounts to cover the cost of the project.

Consultations:

Neil Robertson – Manager of Urban Design

Adam Coates- Planner III Senior Urban Designer

Jamie Scott – Manager of Parks Operations

Mark Friel – Financial Planning Administrator

Josie Gualtieri– Financial Planning Administrator

Poorvangi Raval – Financial Planning Administrator

Melissa Osborne- Senior Manager of Asset Planning

Conclusion:

The new Hiram Walker Parkette is a welcomed addition to the city parks system and will be the first of many projects to come immersed in the design principles of the Walkerville Districting Study. It will provide a gateway from the North into Old Walkerville, thereby creating an aesthetically pleasing open space with sense of place that celebrates the areas history.

Planning Act Matters:

N/A

Approvals:

Name	Title
Heidi Baillargeon	Manager, Parks Development
James Chacko	Senior Manager, Parks
Jan Wilson	Commissioner, Parks, Recreation & Culture and Corporate Facilities
Shelby Askin Hager	City Solicitor
Joe Mancina	Chief Financial Officer and City Treasurer
Onorio Colucci	Chief Administrative Officer

Notifications:

Name	Address	Email
Terry Fasan	2450 McDougall	tfasan@citywindsor.ca
Betty Tilson	2450 McDougall	btilson@citywindsor.ca
Mark Friel	2450 McDougall	mfriel@citywindsor.ca

Appendices:

1 Appendix A Hiram Walker Parkette Design

Hiram Walker Parkette

Hiram Walker Parkette

Hiram Walker Parkette

BrookMcIlroy/


Hiram Walker Parkette
Riverside Dr E
Riverside Dr E
Devonshire Rd
Walker Rd
Assumption St
Brant St
Chilver Rd
Kildare Rd
Devonshire Rd
Argyle Rd
Wyandotte St E
Monmouth Rd

Hiram Walker Parkette

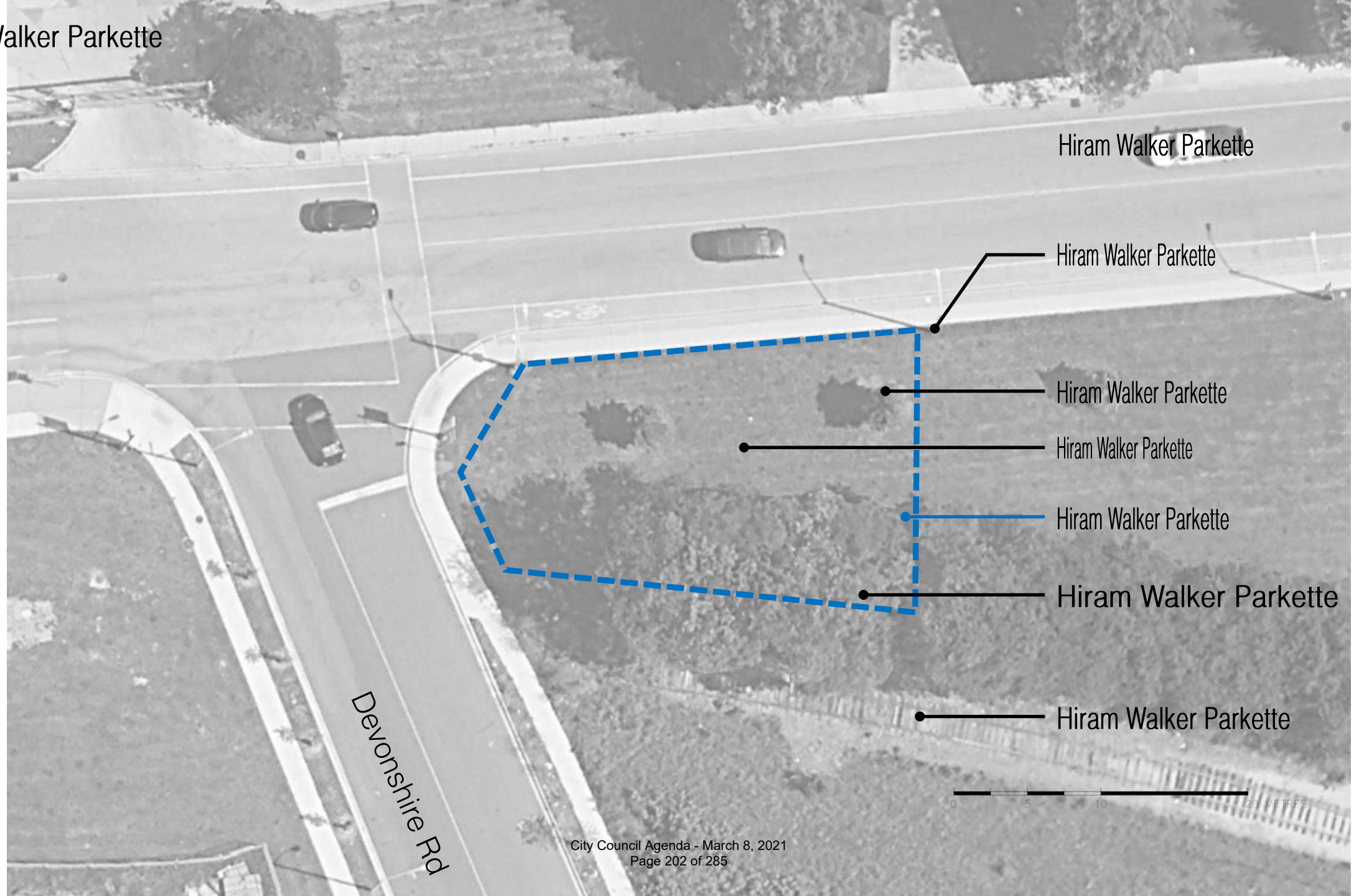






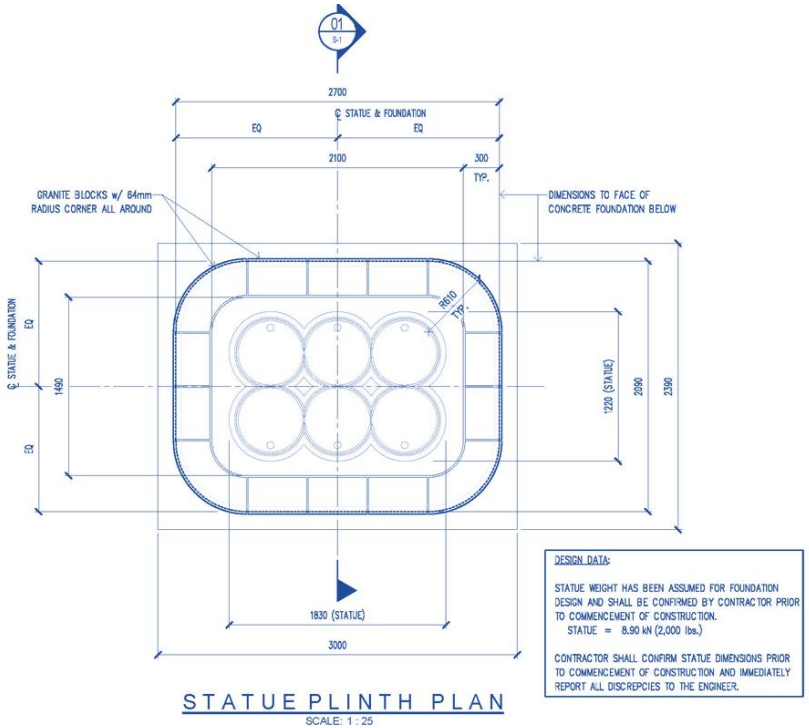


Hiram Walker Parkette

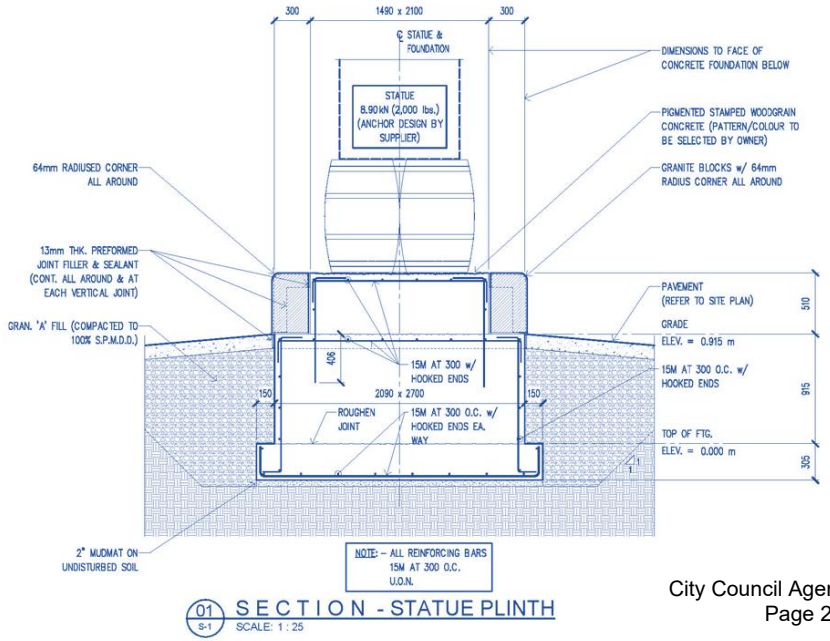



Hiram Walker Parkette
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Hiram Walker Parkette
Hiram Walker Parkette
Busy, loud road
Hiram Walker Parkette
Hiram Walker Parkette
Hiram Walker Parkette
Desire Line
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Hiram Walker Parkette
Devonshire Rd
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Hiram Walker Parkette



STATUE PLINTH PLAN
SCALE: 1 : 25



01 S-1 SECTION - STATUE PLINTH
SCALE: 1 : 25



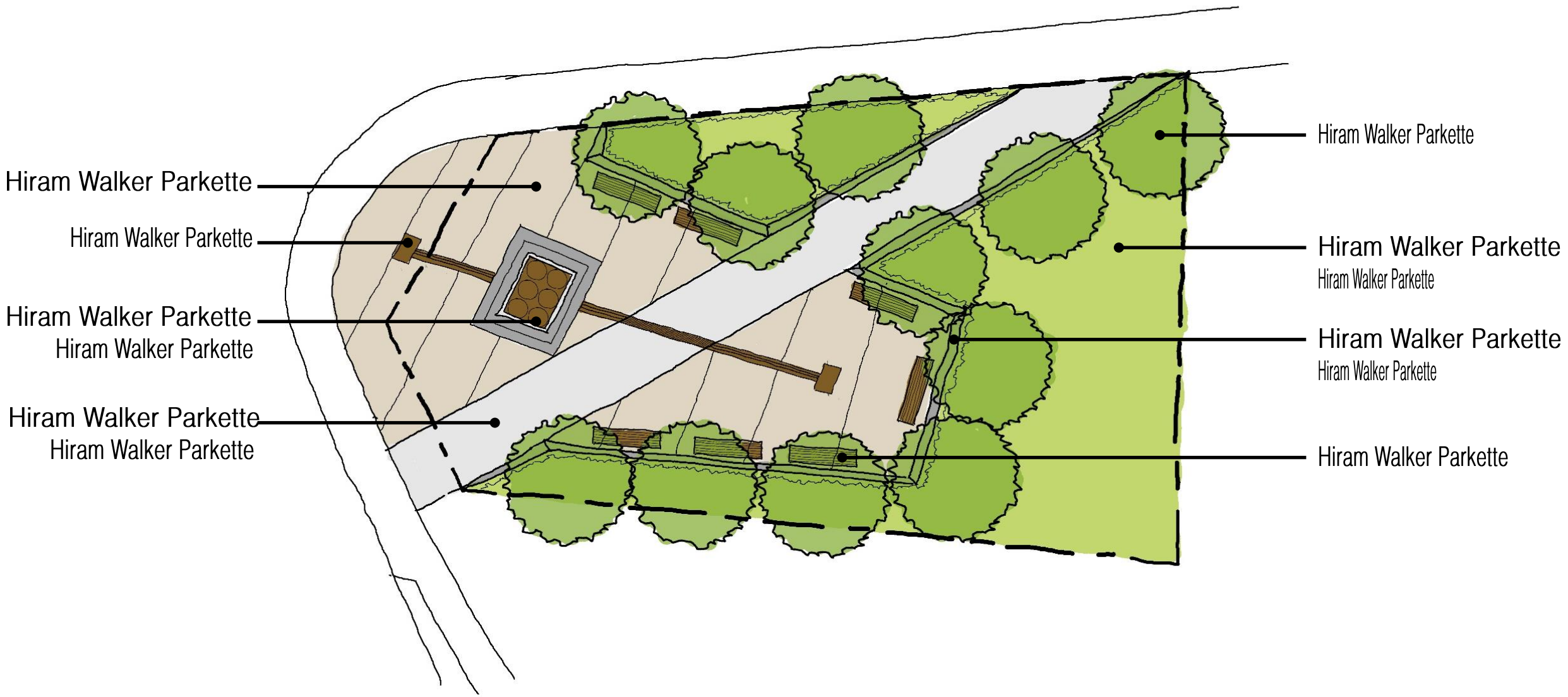
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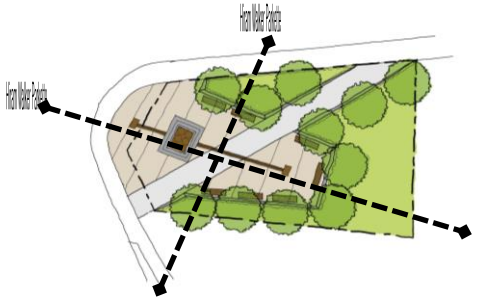
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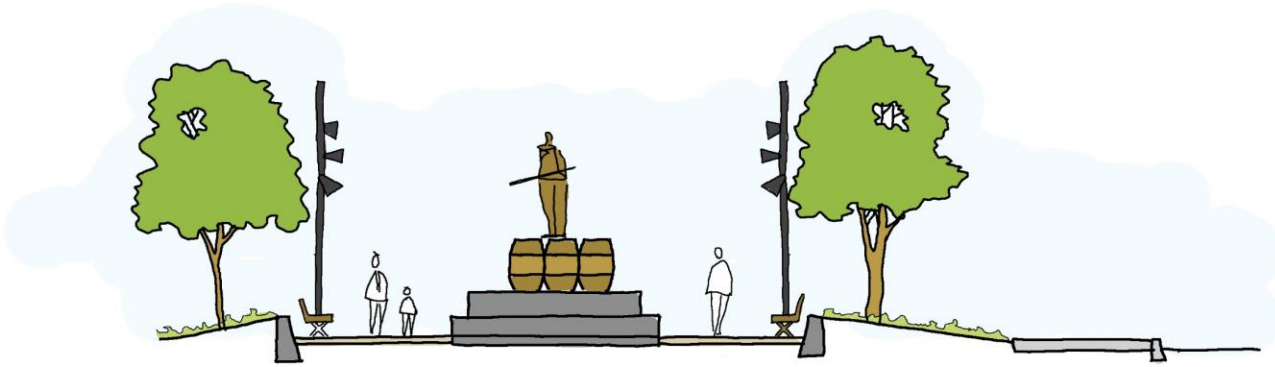

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Hiram Walker Parkette

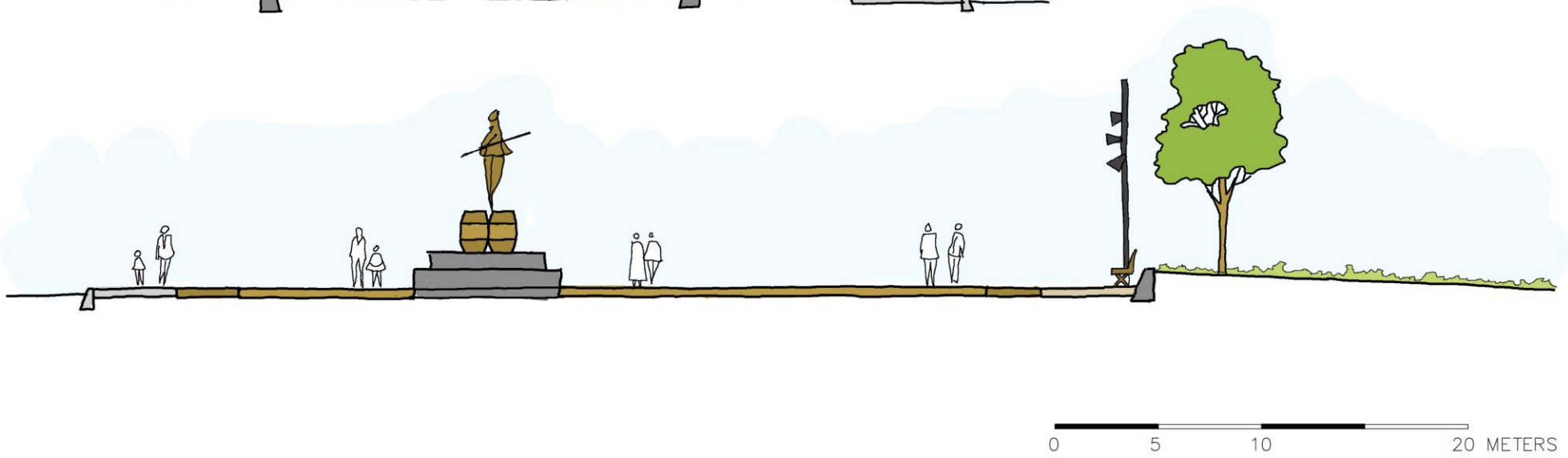




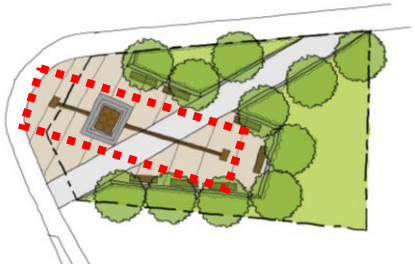
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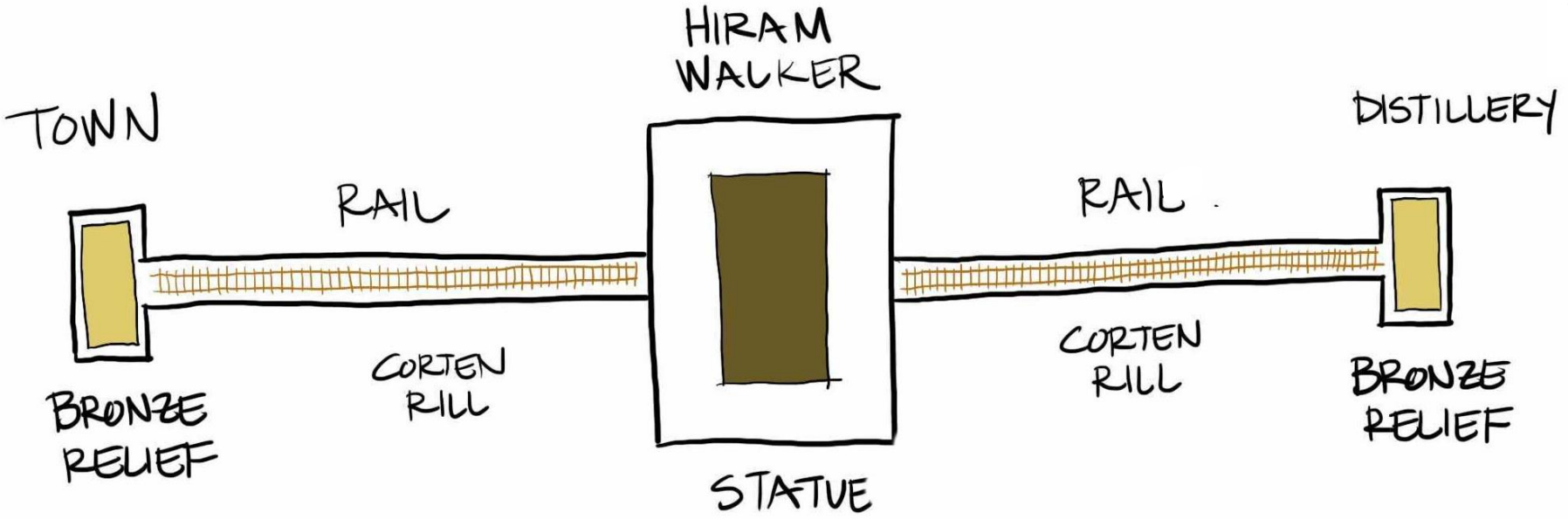


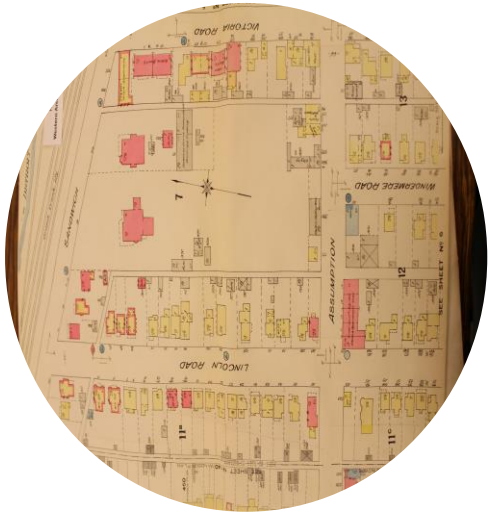
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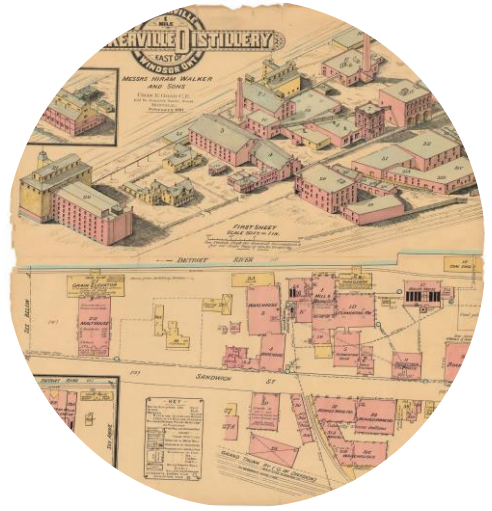




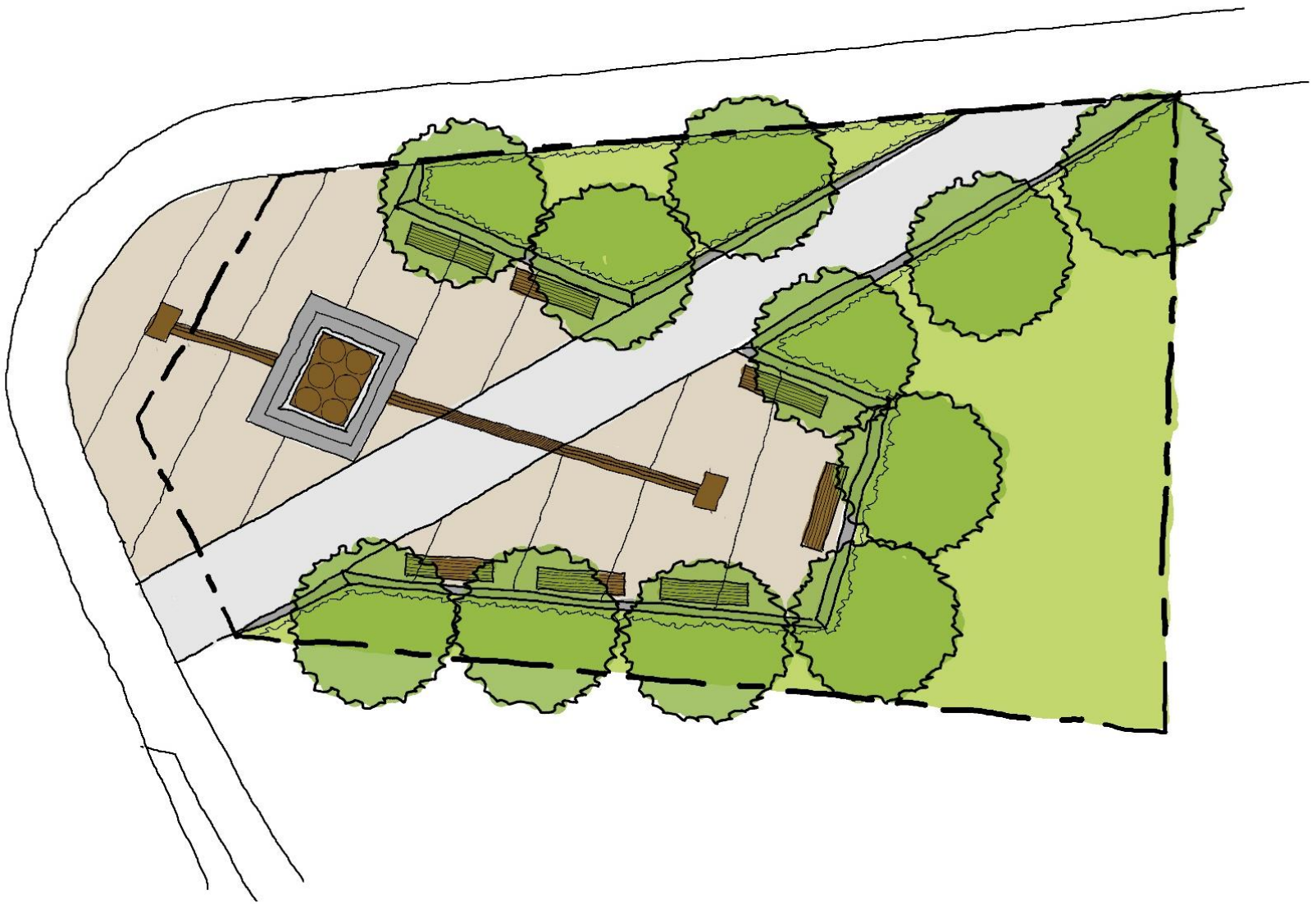








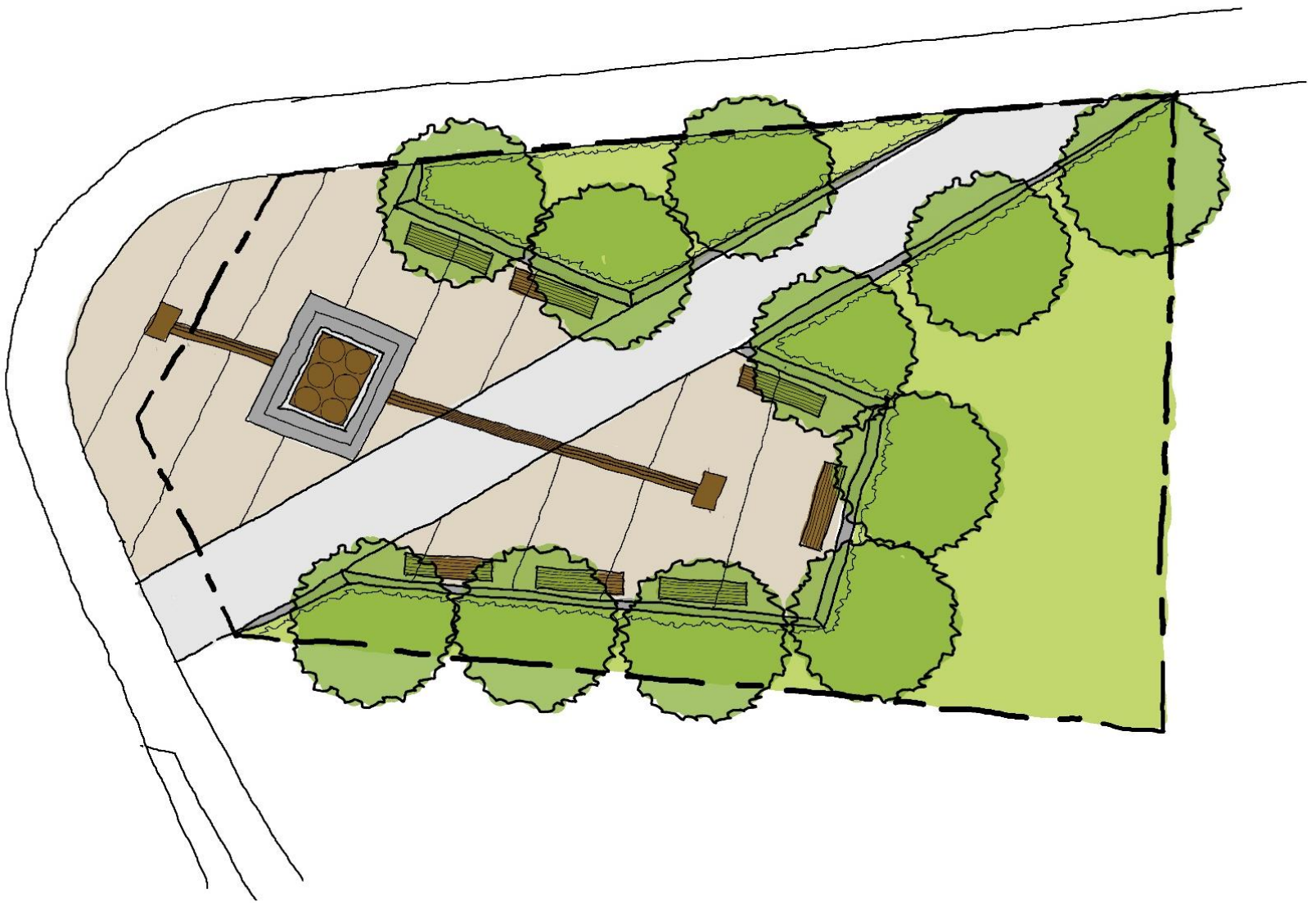
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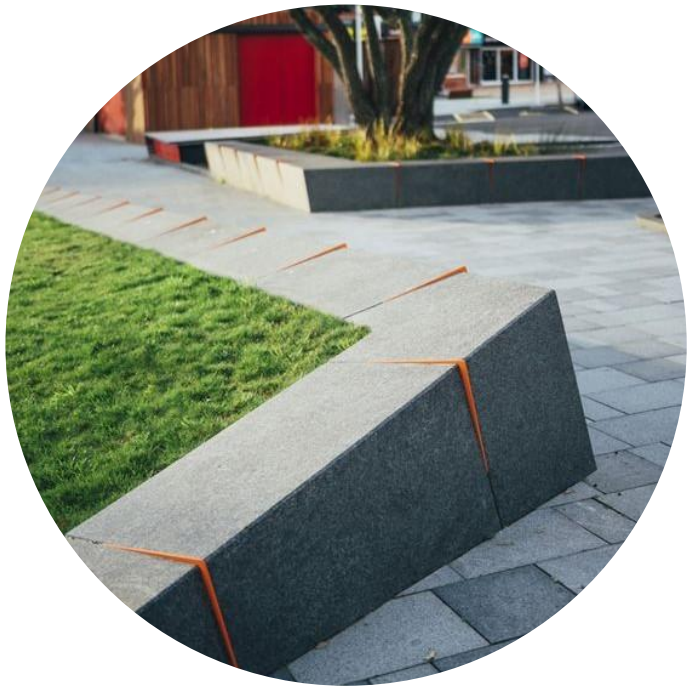






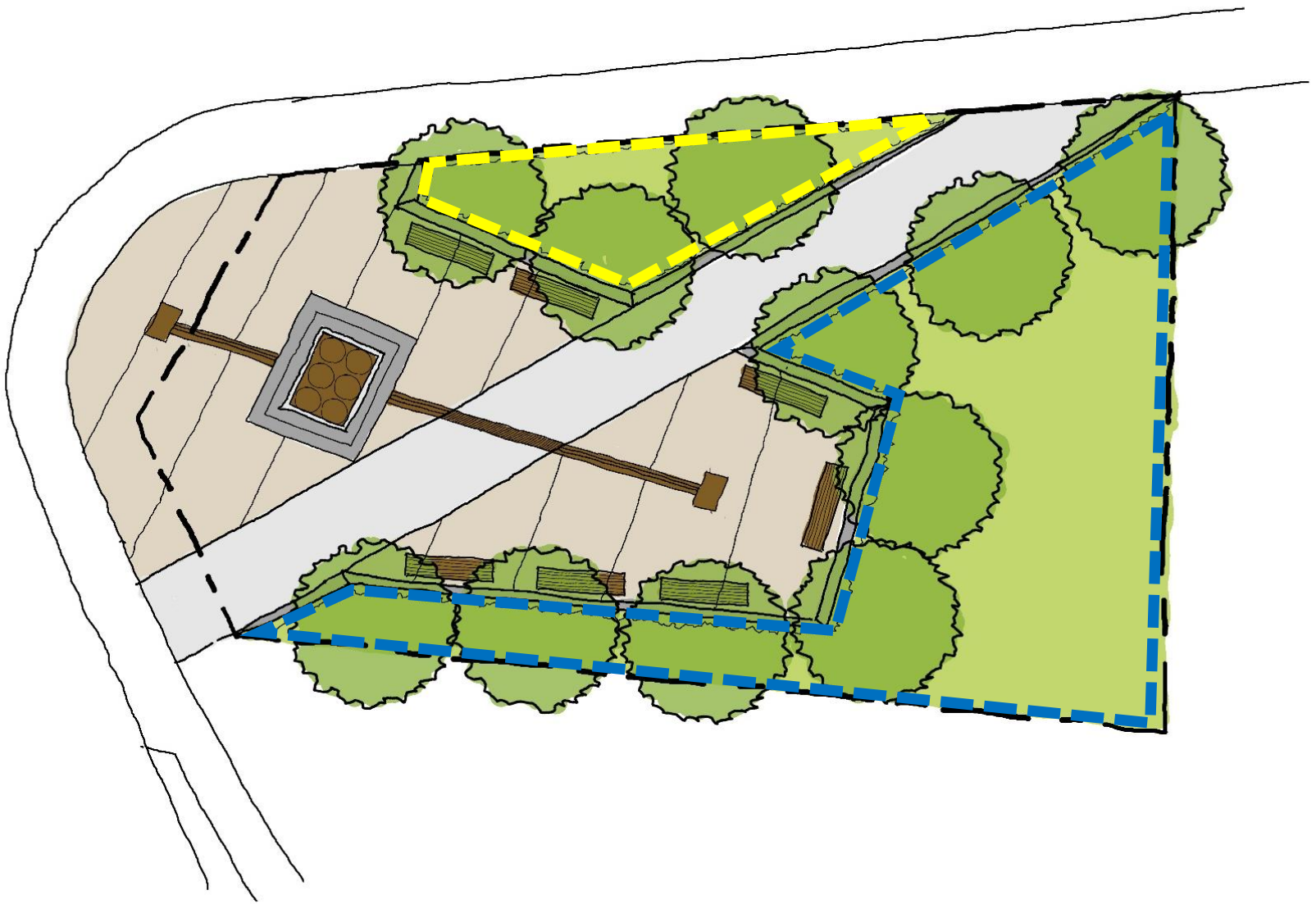
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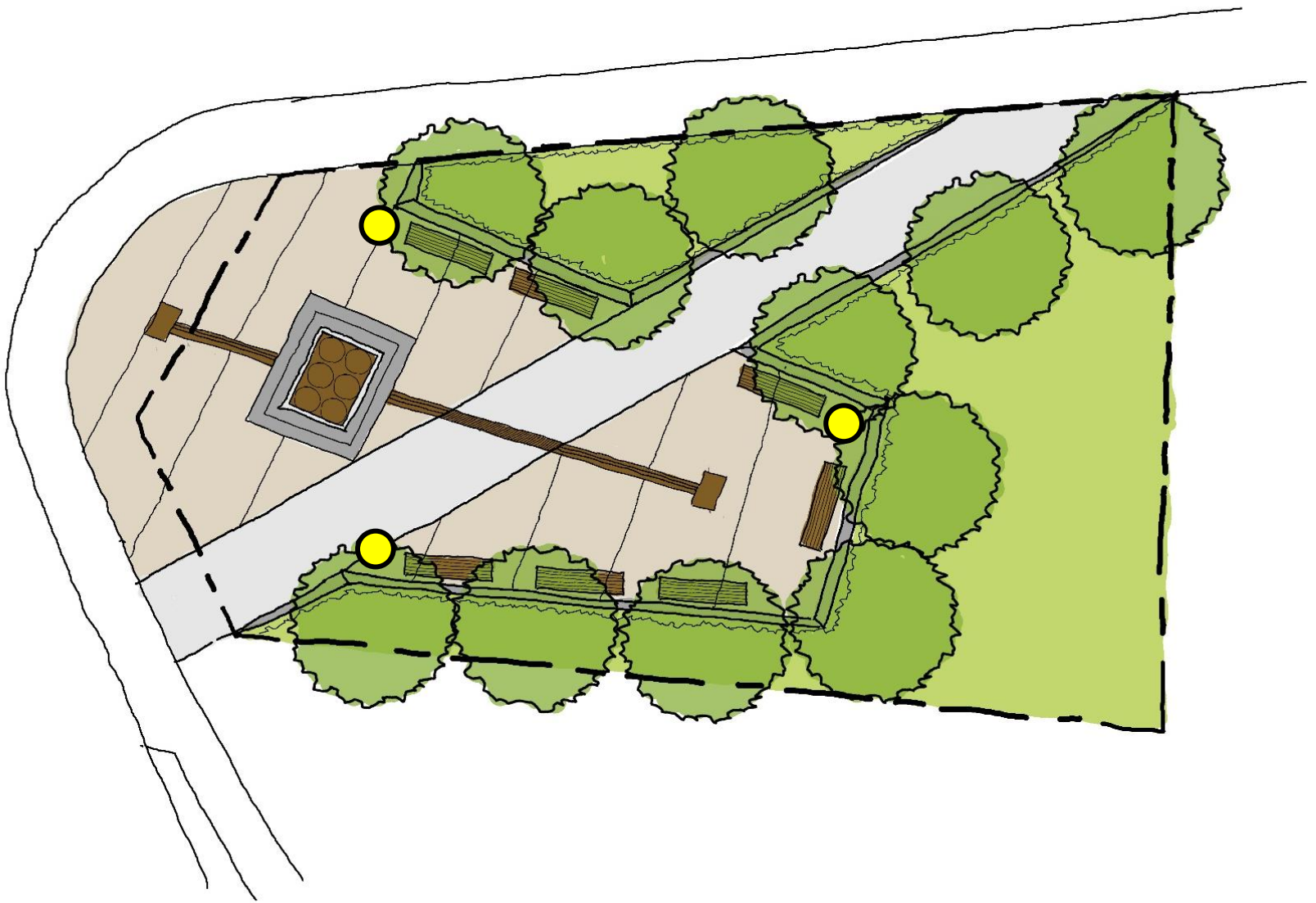
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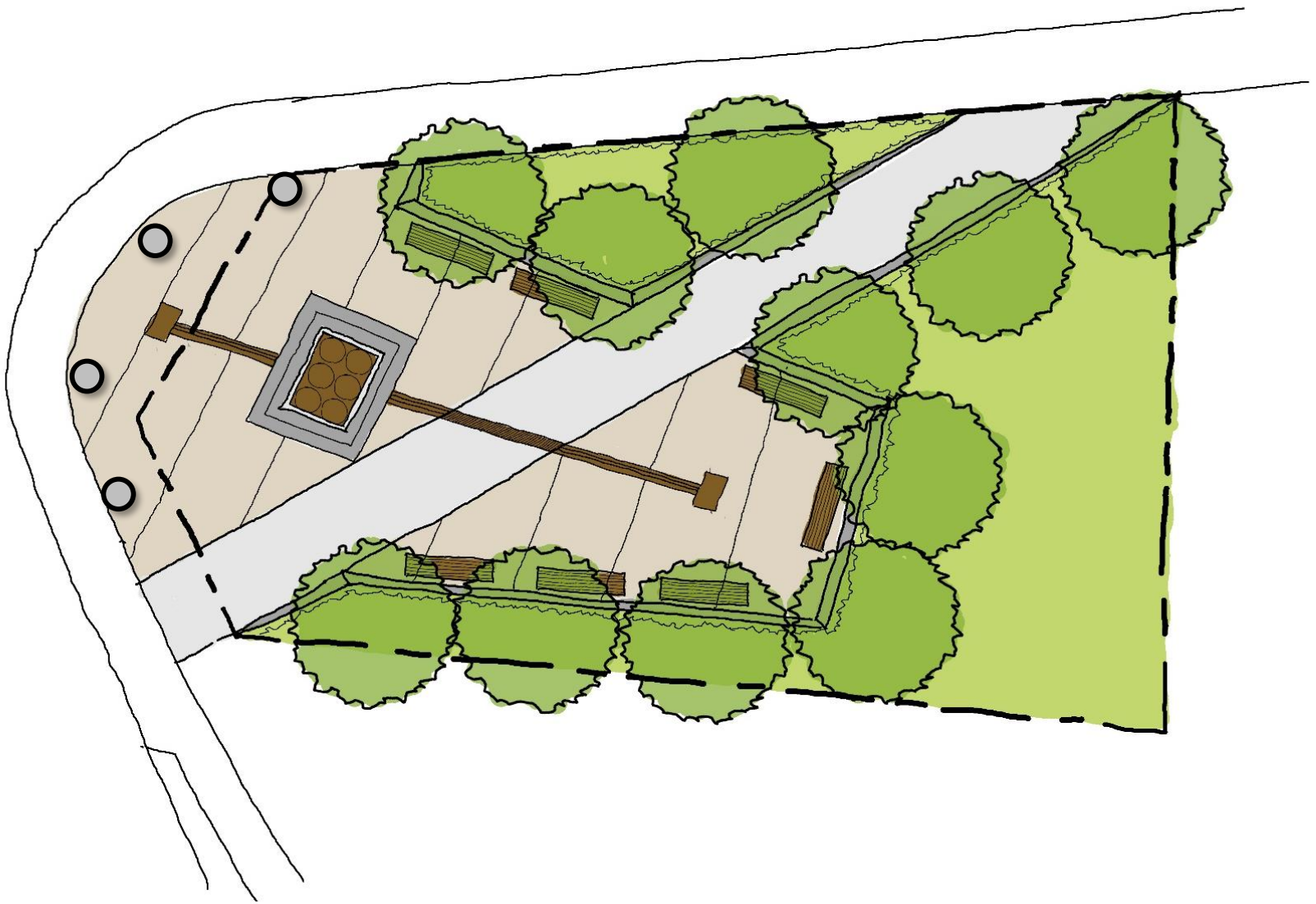
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Hiram Walker Parkette







Hiram Walker Parkette



Item No. 11.4

Report: SCM 58/2021

Subject: 2021 Draft Budget for Essex Region Conservation Authority (ERCA)

Clerk's File: GCE2021

THE CITY OF WINDSOR
ONTARIO, CANADA

MEMO

TO: Mayor and City Council

FROM: Tony Ardovini, Deputy Treasurer, Financial Planning

DATE: March 8, 2021

SUBJECT: 2021 ERCA Budget Update

The City received the 2021 Essex Region Conservation Authority's (ERCA) recommended budget on February 22, 2020. Given the City's 2021 Budget deliberation meeting was being held on that day, City Council deferred this item to the next Council meeting agenda to allow more time to review the budget.

The 2021 Recommended City budget initially included an estimated ERCA increase for 2021 of $112,737. This estimated amount was based on the average annual increases over the last 3 years. Given the amount communicated by ERCA on February 22 was lower than the initial estimates presented by City Administration, Council at its budget meeting reduced the ERCA budget item by $30,451 to $82,286 in order to align with the 2021 ERCA approved levy.

As detailed in the table below, it is important to note that the ERCA Levy increase to the City of $18,549 or 1.1% relates to 2021. The balance of the budget increase of $63,737 relates to a 2020 increase, which was not formally included in the City's approved budget at that time. Hence, the overall impact this year covering 2020 and 2021 will be $82,286.

Detailed Breakdown of the $82,286 placeholder increase to ERCA in City's 2021 Budget

Year	ERCA Approved Budget	City Budget	Difference	
2020	$ 1,706,701	$ 1,642,964	$ 63,737	3.9%
2021	$ 1,725,250	$ 1,706,701	$ 18,549	1.1%
	Total Budget impact to City in 2021		**$ 82,286**	**5.0%**

Joe Mancina,
FOR CFO & City Treasurer, Corporate Leader Finance & Technology

Onorio Colucci,
Chief Administrative Officer

Essex Region Conservation
the place for life

February 24, 2021

admin@erca.org
P.519.776.5209
F.519.776.8688
360 Fairview Avenue West
Suite 311, Essex, ON N8M 1Y6

RE: DELEGATION REQUEST

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

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

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

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

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

Thank you,

Tim Byrne
CAO/Secretary-Treasurer

Shelley McMullen
Interim CFO/Director, Finance and Corporate Services

admin@erca.org
P.519.776.5209
F.519.776.8688
360 Fairview Avenue West
Suite 311, Essex, ON N8M 1Y6

February 22, 2021

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

Attention: Municipal Council Clerks (for distribution)

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

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

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

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

Thank you,

Tim Byrne
CAO/Secretary-Treasurer

Shelley McMullen
Director, Finance and Corporate Services

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

Essex Region Conservation

the place for life



DRAFT 2021 MUNICIPAL LEVY ALLOCATION

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

Essex Region Conservation Authority BD 03/21

From: Shelley McMullen, Director of Finance & Corporate Services

Date: February 9, 2021

Subject: 2021 Draft Budget Options & Levy Request

Compliance Action: Conservation Authorities Act

Ontario Regulation 139/96 Municipal Levies

Recommendation:	THAT the 2021 Draft Budget and Levy Options be received for members' review and approval; and further, THAT the Board of Directors support Option #2, from the three (3) levy funding options presented and outlined herein, and as recommended by Administration and supported by the Finance and Audit Advisory Board; and further, THAT Administration circulate Report 03/21, with the companion 2021 Budget Summary document, based on Option #2 (2%), to member municipalities for review; and further, THAT Administration provide notice under the Conservation Authorities Act of a weighted vote, in accordance with Ontario Regulation 139/96, regarding the 2021 Draft Budget at the Board of Directors Meeting on April 8, 2021; and further, THAT the 2019 accumulated unrestricted surplus of $118,000, be directed to the partial replenishment of the Revenue Stabilization Reserve.

Summary & Highlights

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

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

- The Authority has been funded with two levies, since 2003, described as 'General Levy' and 'Clean Water ~Green Spaces (CW~GS) Levy'. Since 2013, the CW~GS levy has been supporting various operating requirements of the Authority's programs, beyond land acquisition and tree planting. Since 2003, the CW~GS levy has been fixed at $1,050,000/year, with an allocation for land acquisition comprising 40-60% of CW~GS funding. Levy increases have been assigned to the General Levy funding stream.

- The Authority's programs have been segregated into mandatory and non-mandatory services, based on the information that is currently available and in the absence of detailed *Regulations,* or further guidance from the Province, the classification will likely be adopted. **Levy funding of $2,514,204 is required to fulfil the Authority's mandated obligations in 2021**, consistent with the categories of mandated services, listed in the Conservation Authorities Act.

- **Three options are included for consideration, ranging from 0% increase to a 5.2% increase**, or $177,537. Combined levies would be $3,386,667 (2020), under Option 1, $3,454,619 under Option 2, or $3,564,204 under Option 3. **Administration, in consultation with the Finance and Audit Advisory Board on January 29, 2021, is supporting Option 2, resulting in a $67,952 increase (2%) or 26 cents per person, in the watershed ($10.75 per person).**

- Operating expenses, apart from land acquisition, are identical for each option and have been bifurcated between mandatory and non-mandatory services, as determined by the inventory of services.

- The draft budget includes a reallocation of funding from non-mandatory services, using Covid-19 service (staffing) reductions (non-mandatory services) as an opportunity to pivot and redirect levy from outreach/events/communications to mandated functions, primarily in watershed management and corporate services. Some continuation of global pandemic conditions is anticipated in the 2021 budget.

- 2021 expenses were projected to be $178,000 higher without staffing/expense reductions in Community Outreach Services (~$104,000) and with all vacant positions filled for the entire operating year. The Authority recently entered into a four year agreement with CUPE Local 3784, and this budget reflects negotiated changes to wages and benefits.

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

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

Background and Discussion

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

Inventory of Services

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

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

Human Resources Analysis

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

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

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

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

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

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

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

Department Highlights

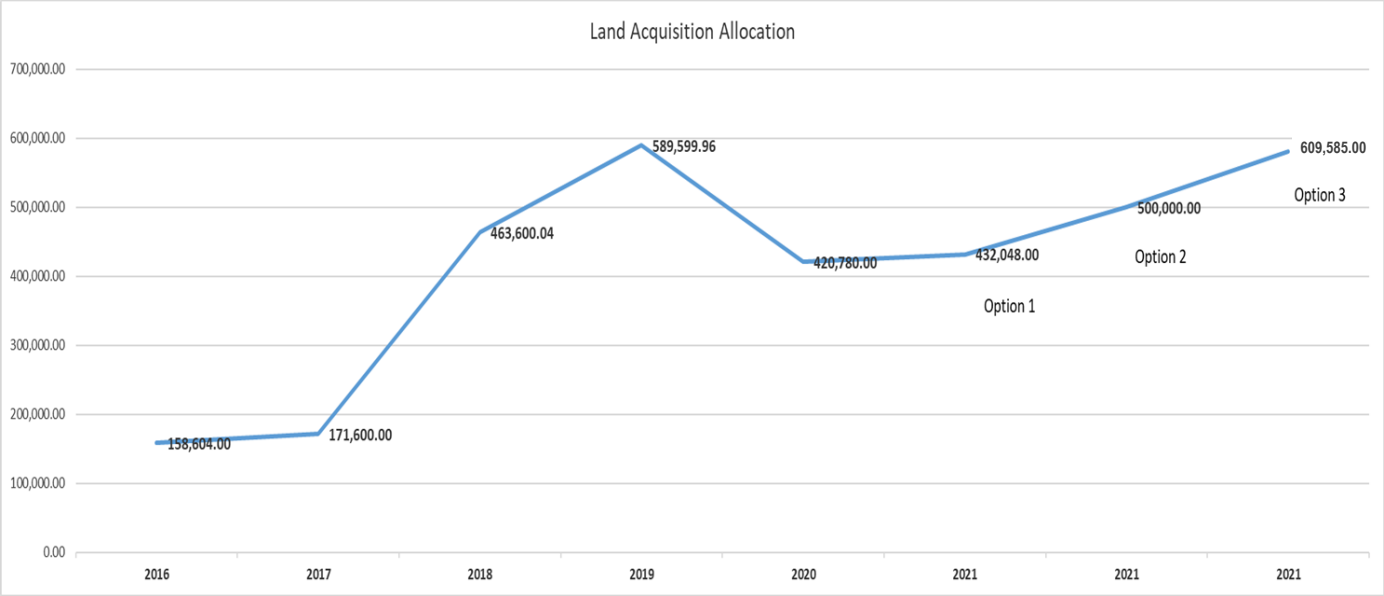
The detailed program narratives for each department appear in the 2021 Budget Summary companion document and program financial details are outlined in **Appendix A-Detailed Draft Projected Statement of Activities**.

Reserve Funds

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

Levies Analysis & Proposed Allocation

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



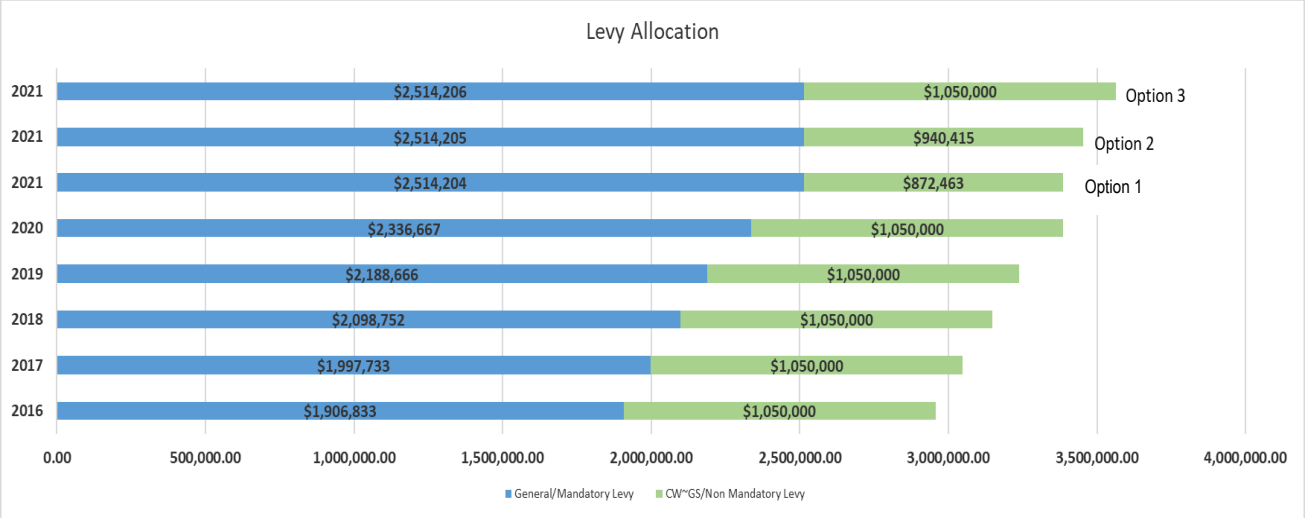
Based on the 2021 Draft Operating Budget (**Appendix A**), the amount available for land acquisition specifically, would range between a low of $432,000 to a maximum of $609,585, depending on the chosen option for the CW~GS levy request.

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

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

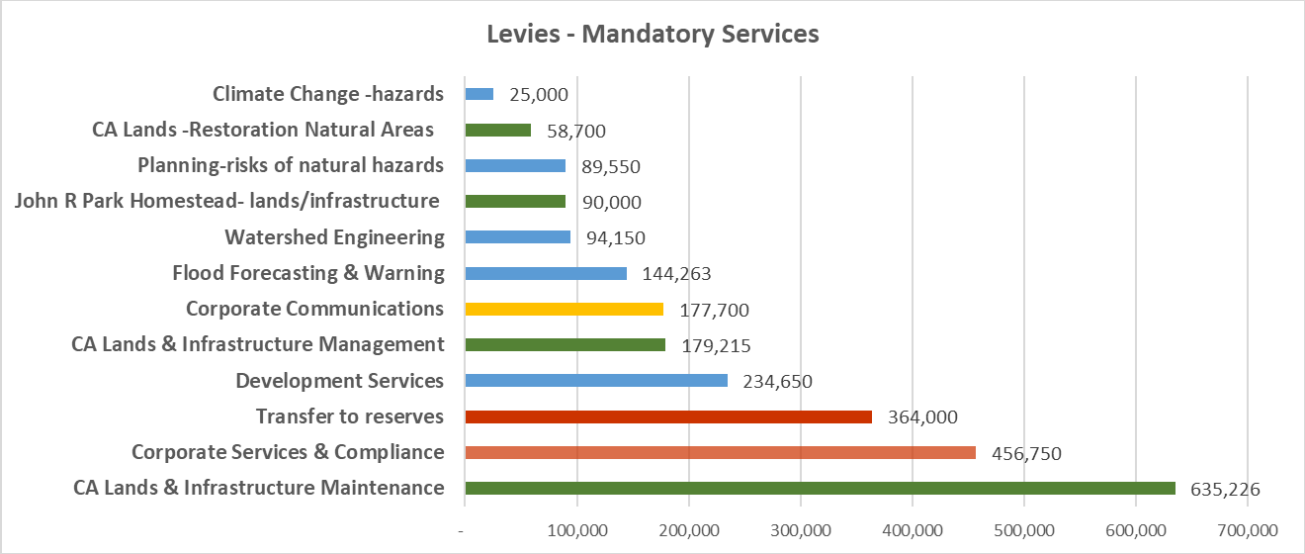
LEVIES- MANDATORY PROGRAMS					
Risk of Natural Hazards	595,719	703,295	587,613	**$ 587,613**	587,613
Conservation of Lands	886,422	886,172	928,141	**$ 928,141**	928,141
Source Water Protection	-	-	0	**$ 0**	0
Shared Communications	175,150	186,150	177,700	**$ 177,700**	177,700
Corporate Services & Compliance	262,025	287,050	456,750	**$ 456,750**	456,750
Asset replacement and reserve replenishment	200,000	300,000	364,000	**$ 364,000**	364,000
	2,119,316	2,362,667	2,514,204	**2,514,204**	2,514,204
LEVIES-NON MANDATORY PROGRAMS					
Land securement and acquisition- Option #2	582,600	420,780	432,048	**500,000**	609,585
Land securement required management plans			35,000	**35,000**	35,000
John R Park Homestead-Heritage	-	61,470	97,065	**97,065**	97,065
Regional Water Quality Science	111,000	89,000	72,750	**72,750**	72,750
Outreach & Public Engagement	125,750	139,750	62,600	**62,600**	62,600
Restoration -3rd party properties	160,000	160,000	60,000	**60,000**	60,000
Non Point Source program-water quality/erosion landowner	38,000	26,000	35,000	**35,000**	35,000
Demonstration farm	24,000	41,000	35,000	**35,000**	35,000
Holiday Beach	-	-	27,000	**27,000**	27,000
Conservation Education	28,000	36,000	16,000	**16,000**	16,000
Planning - operational & natural heritage inputs	-	-	-	**-**	-
Climate Change - Regional Strategy	50,000	50,000	-	**-**	-
	1,119,350	1,024,000	872,463	**940,415**	1,050,000
TOTAL LEVIES	**3,238,666**	**3,386,667**	**3,386,667**	**3,454,619**	**3,564,204**
Levy Increase $			0	**67,952**	**177,537**
Levy Increase %			**0%**	**2.0%**	**5.2%**

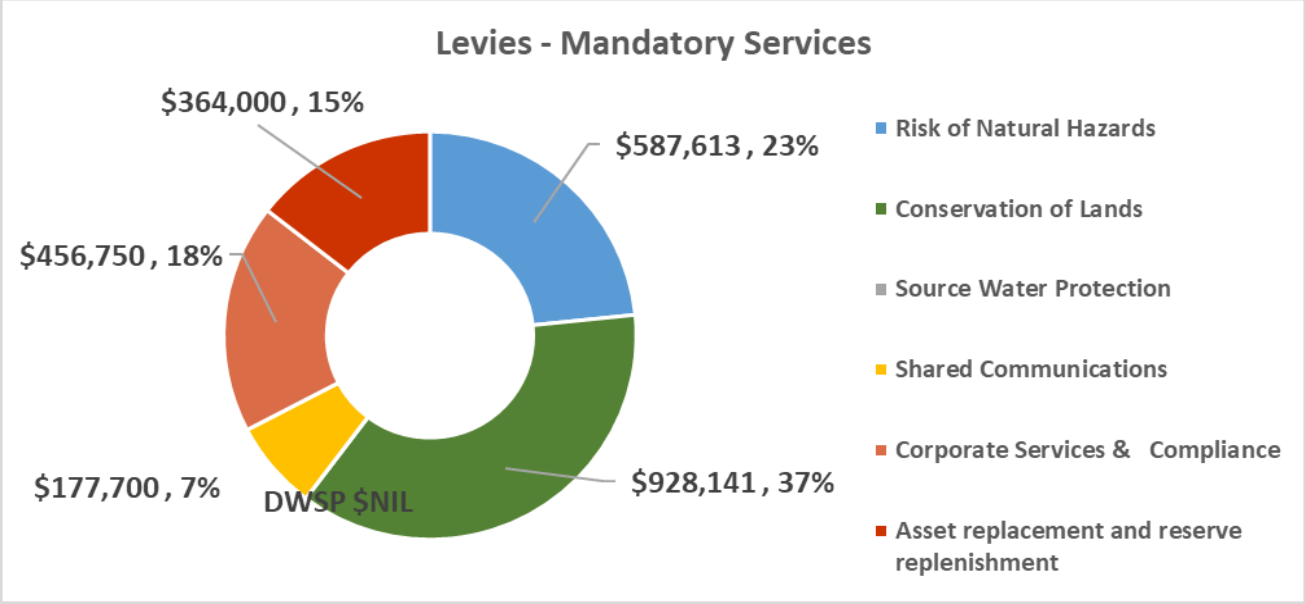
The following chart depicts the two levy funding envelopes over the past five years:

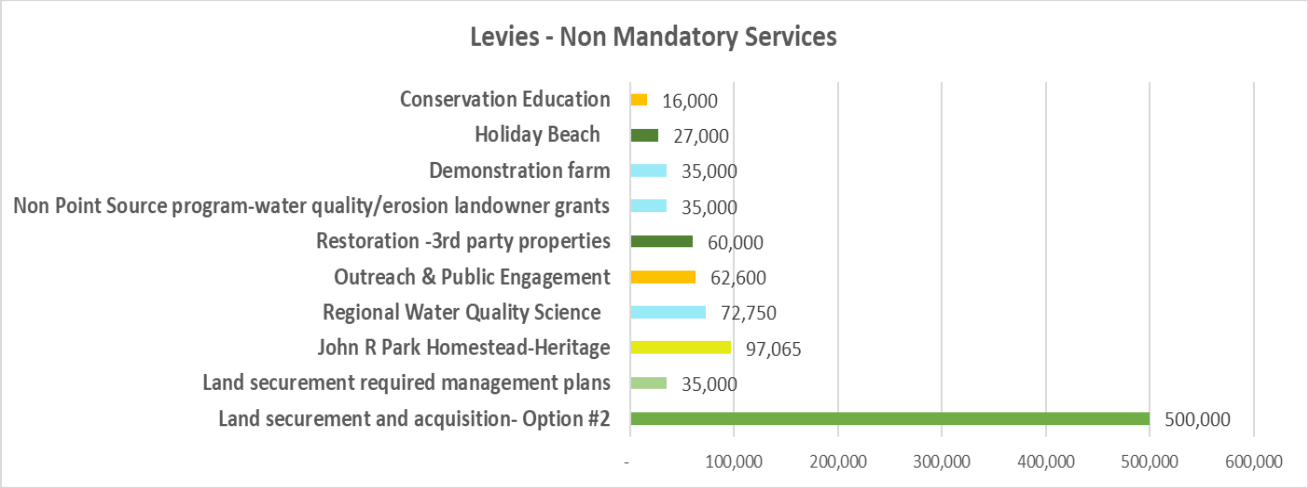


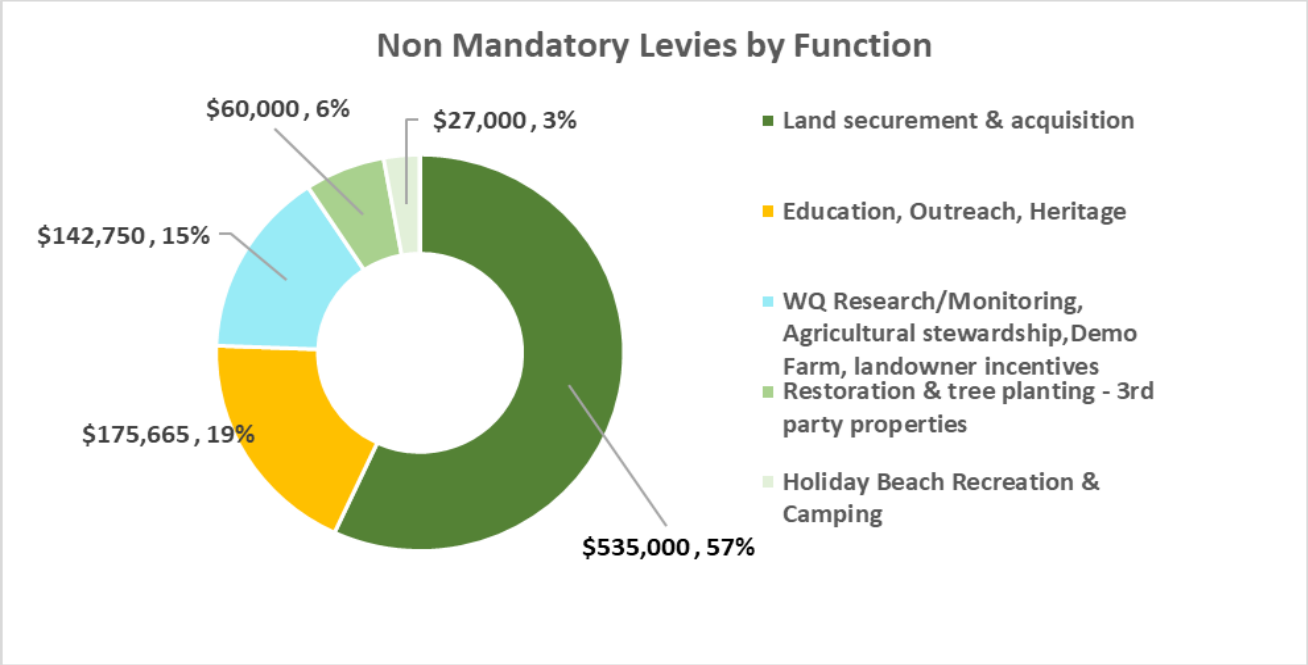
As required by the Conservation Authorities Act, the approved non-mandatory services will need to be funded with either fees, grants, donations or where levy may still be required, municipal agreements will need to be in place by 2022. As shown above, there is a potential significant funding gap for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

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









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

Levy Options

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

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

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

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

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

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

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

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

Essex Region Conservation Authority
sustaining the place for life

Approved By:



Tim Byrne
CAO/Secretary Treasurer

Attachments:

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

Appendix A: Detailed Draft Projected Statement of Activities

Essex Region Conservation Authority
sustaining the place for life

2021 FINANCIAL ACTIVITIES

	Option 1 2021 DRAFT BUDGET	2% 2021 DRAFT BUDGET	Option 3 2021 DRAFT BUDGET	2020 BUDGET	2020 PROJECTION	2019 AUDITED
WATERSHED MANAGEMENT SERVICES						
DEVELOPMENT SERVICES						
GENERAL LEVY	234,650	234,650	234,650	234,915	234,915	229,915
OTHER GRANTS/USER FEES/RECOVERIES	620,000	620,000	620,000	546,000	624,000	620,357
	854,650	854,650	854,650	780,915	858,915	850,272
WAGES	661,000	661,000	661,000	616,600	646,500	670,609
CONSULTING	1,000	1,000	1,000	1,000	5,000	2,646
SUPPLIES/OFFICE/JANITORIAL	17,000	17,000	17,000	16,000	17,000	17,996
VEHICLE/TRAVEL/EQUIP'T USAGE	20,500	20,500	20,500	19,000	18,200	21,471
CORP SUPPORT/SHARED SVCS	119,000	119,000	119,000	95,000	95,000	104,700
RENT/INS/TAXES/UTILITIES	23,000	23,000	23,000	23,000	23,000	17,422
DUES/MEMBERSHIPS	650	650	650	800	800	940
AUDIT AND LEGAL	10,000	10,000	10,000	10,000	20,000	8,857
CAP MAINT/LOW VALUE ASSETS	2,500	2,500	2,500	1,000	-	3,259
SMALL MISC	-	-	-	-	-	-
	854,650	854,650	854,650	782,400	825,500	847,901
WATERSHED PLANNING						
GENERAL LEVY	89,550	89,550	89,550	208,580	208,580	110,484
CW~GS LEVY	-	-	-	-	-	54,400
MUNICIPAL	-	-	-	-	-	4,099
PROVINCIAL GRANTS	-	-	-	-	-	17,459
OTHER GRANTS/USER FEES/RECOVERIES	101,000	101,000	101,000	90,000	75,000	95,070
	190,550	190,550	190,550	298,580	283,580	281,512
WAGES	160,500	160,500	160,500	250,000	217,500	243,437
CONSULTING	-	-	-	-	-	255
SUPPLIES/OFFICE/JANITORIAL	1,550	1,550	1,550	1,300	1,100	4,332
VEHICLE/TRAVEL/EQUIP'T USAGE	500	500	500	2,300	300	4,903
CORP SUPPORT/SHARED SVCS	25,000	25,000	25,000	38,000	32,000	38,600
RENT/INS/TAXES/UTILITIES	3,000	3,000	3,000	4,000	4,000	3,000
DUES/MEMBERSHIPS	-	-	-	1,000	500	2,352
CAP MAINT/LOW VALUE ASSETS	-	-	-	500	-	914
SMALL MISC	-	-	-	-	-	-
	190,550	190,550	190,550	297,100	255,400	297,793
FLOOD FORECASTING & WARNING						
GENERAL LEVY	144,263	144,263	144,263	148,000	136,000	131,520
PROVINCIAL GRANTS	104,417	104,417	104,417	104,417	104,417	83,609
OTHER GRANTS/USER FEES/RECOVERIES	-	-	-	-	-	25,081
	248,680	248,680	248,680	252,417	240,417	240,210
WAGES	156,500	156,500	156,500	165,500	155,800	158,632
CONSULTING/INFO'N/DATA SVCS	35,500	35,500	35,500	33,000	33,000	33,223
SUPPLIES/OFFICE/JANITORIAL	8,680	8,680	8,680	6,975	7,637	6,633
VEHICLE/TRAVEL/EQUIP'T USAGE	6,000	6,000	6,000	6,000	6,000	6,722
CORP SUPPORT/SHARED SVCS	32,000	32,000	32,000	32,000	32,000	30,000
RENT/INS/TAXES/UTILITIES	10,000	10,000	10,000	9,000	9,000	5,000
SMALL MISC	-	-	-	-	-	-
	248,680	248,680	248,680	252,475	243,437	240,210

	Option 1 2021 DRAFT BUDGET	2% 2021 DRAFT BUDGET	Option 3 2021 DRAFT BUDGET	2020 BUDGET	2020 PROJECTION	2019 AUDITED
WATERSHED ENGINEERING						
GENERAL LEVY	94,150	94,150	94,150	111,800	111,800	9,400
CW~GS LEVY	-	-	-	-	-	60,000
PROVINCIAL GRANTS	-	-	-	-	-	2,600
	94,150	94,150	94,150	111,800	111,800	72,000
WAGES	75,000	75,000	75,000	93,000	92,000	74,539
SUPPLIES/OFFICE/JANITORIAL	1,550	1,550	1,550	2,550	950	5,461
VEHICLE/TRAVEL/EQUIP'T USAGE	1,100	1,100	1,100	1,700	550	2,323
CORP SUPPORT/SHARED SVCS	15,000	15,000	15,000	14,000	14,000	12,300
RENT/INS/TAXES/UTILITIES	1,000	1,000	1,000	-	1,500	1,500
DUES/MEMBERSHIPS	500	500	500	560	560	560
SMALL MISC	-	-	-	35,000	-	-
	94,150	94,150	94,150	146,810	109,560	96,683
CLIMATE CHANGE - HAZARDS MITIGATION						
GENERAL LEVY	25,000	25,000	25,000	-	-	-
	25,000	25,000	25,000	-	-	-
WAGES	21,500	21,500	21,500	-	-	-
CORP SUPPORT/SHARED SVCS	3,500	3,500	3,500	-	-	-
SMALL MISC	-	-	-	-	-	-
	25,000	25,000	25,000	-	-	-
MUNICIPAL AND PROVINCIAL FEE FOR SERVICE/WECI PROJECTS						
MUNICIPAL	425,500	425,500	425,500	12,800	109,575	14,700
PROVINCIAL GRANTS	17,625	17,625	17,625	-	52,875	1,250
TRANSFERS (TO)/FROM DEFERRED REVENUES	67,575	67,575	67,575	-	-	7,500
	510,700	510,700	510,700	12,800	162,450	23,450
DIRECT WAGES	20,750	20,750	20,750	11,000	9,750	1,480
CONSULTING/OUTSIDE ENGINEERING	384,750	384,750	384,750	-	77,400	15,524
CONSTRUCTION	96,000	96,000	96,000	-	69,000	-
TRAVEL/VEHICLE/ADMINISTRATION/OVERHEAD	9,200	9,200	9,200	1,800	6,300	7,231
	510,700	510,700	510,700	12,800	162,450	24,235

WATERSHED MANAGEMENT SERVICES						
REVENUES						
GENERAL LEVY	**587,613**	**587,613**	**587,613**	**703,295**	**691,295**	**481,319**
CW~GS LEVY	**-**	**-**	**-**	**-**	**-**	**114,400**
MUNICIPAL	**425,500**	**425,500**	**425,500**	**12,800**	**109,575**	**18,799**
PROVINCIAL GRANTS	**122,042**	**122,042**	**122,042**	**104,417**	**157,292**	**104,917**
FEDERAL GRANTS	**-**	**-**	**-**	**-**	**-**	**-**
OTHER GRANTS/USER FEES	**721,000**	**721,000**	**721,000**	**636,000**	**699,000**	**740,508**
IN-KIND	**-**	**-**	**-**	**-**	**-**	**-**
TRANSFER TO/FROM DEF REVENUES & RESERVES	**67,575**	**67,575**	**67,575**	**-**	**-**	**7,500**
	1,923,730	**1,923,730**	**1,923,730**	**1,456,512**	**1,657,162**	**1,467,444**
Wages & Benefits	**1,095,250**	**1,095,250**	**1,095,250**	**1,136,100**	**1,121,550**	**1,148,697**
Non-Wage Expenses	**597,680**	**597,680**	**597,680**	**113,385**	**271,047**	**139,259**
Allocated corp svcs and fleet/equip't usage	**230,800**	**230,800**	**230,800**	**207,100**	**203,750**	**218,866**
SURPLUS/(DEFICIT)	**-**	**-**	**-**	**(73)**	**60,815**	**(39,378)**

CONSERVATION SERVICES

	Option 1 2021 DRAFT BUDGET	2% 2021 DRAFT BUDGET	Option 3 2021 DRAFT BUDGET	2020 BUDGET	2020 PROJECTION	2019 AUDITED
GENERAL PROGRAM/LAND MANAGEMENT, OPERATIONS, AND DEVELOPMENT						
GENERAL LEVY	144,215	144,215	144,215	133,100	126,600	130,000
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	-	-	-	-	11,000
	144,215	144,215	144,215	133,100	126,600	141,000
WAGES	123,000	123,000	123,000	111,000	100,000	120,036
ENGINEERING/CONSULTING	-	-	-	-	150	-
SUPPLIES/OFFICE/JANITORIAL	4,215	4,215	4,215	3,100	1,878	2,150
VEHICLE/TRAVEL/EQUIP'T USAGE	2,000	2,000	2,000	1,000	750	1,900
CORP SUPPORT/SHARED SVCS	15,000	15,000	15,000	18,000	16,000	17,000
	144,215	144,215	144,215	133,100	118,778	141,086
LAND SECUREMENT						
GENERAL LEVY	35,000	35,000	35,000	-	-	-
CW~GS LEVY	432,048	500,000	580,585	420,780	462,780	589,600
FEDERAL GRANTS	25,000	25,000	25,000	-	-	-
OTHER	-	-	-	-	-	38,401
TRANSFERS (TO)/FROM DEFERRED REVENUES	(385,048)	(453,000)	(533,585)	(399,780)	(315,000)	(576,200)
	107,000	107,000	107,000	21,000	147,780	51,801
WAGES	69,000	69,000	69,000	12,500	17,580	16,444
PROPERTY	-	-	-	-	113,000	-
LEGAL, SURVEYING,CONSULTNG	25,000	25,000	25,000	6,500	13,500	17,035
SUPPLIES/OFFICE/JANITORIAL	-	-	-	-	-	-
CORP SUPPORT/SHARED SVCS	13,000	13,000	13,000	2,000	2,800	4,921
	107,000	107,000	107,000	21,000	146,880	38,400
CONSERVATION AREAS TREE PLANTING AND RESTORATION						
GENERAL LEVY	58,700	58,700	58,700	-	-	-
PROVINCIAL GRANTS	10,000	10,000	10,000	-	-	-
OTHER GRANTS/USER FEES	51,000	51,000	51,000	-	-	-
	119,700	119,700	119,700	-	-	-
WAGES	64,000	64,000	64,000	-	-	-
SUPPLIES/OFFICE/JANITORIAL	9,079	9,079	9,079	-	-	-
VEHICLE/TRAVEL/EQUIP'T USAGE	13,550	13,550	13,550	-	-	-
PLANT MAT/LANDOWNER GRANTS	14,071	14,071	14,071	-	-	-
CORP SUPPORT/SHARED SVCS	17,000	17,000	17,000	-	-	-
RENT/INS/TAXES/UTILITIES	2,000	2,000	2,000	-	-	-
SMALL MISC	-	-	-	-	-	-
	119,700	119,700	119,700	-	-	-
SPECIAL GRANT/FEE FOR SERVICE RESTORATION PROJECTS						
CW~GS LEVY	60,000	60,000	60,000	160,000	154,000	160,000
MUNICIPAL	1,507,000	1,507,000	1,507,000	2,500,000	1,000,000	-
PROVINCIAL GRANTS	137,500	137,500	137,500	30,000	-	33,993
FEDERAL GRANTS	308,000	308,000	308,000	189,000	91,250	433,821
OTHER GRANTS/USER FEES	347,300	347,300	347,300	185,000	180,600	572,900
IN-KIND	-	-	-	13,000	7,300	11,702
TRANSFERS (TO)/FROM DEFERRED REVENUES	82,975	82,975	82,975	373,000	206,550	30,318
	2,442,775	2,442,775	2,442,775	3,450,000	1,639,700	1,242,733
WAGES	217,500	217,500	217,500	303,220	237,351	395,449
CONSTRUCTION	1,765,000	1,765,000	1,765,000	2,789,000	1,200,000	306,934
ENGINEERING/CONSULTING/SUB-CONTRACTING	125,000	125,000	125,000	26,400	7,000	71,563
SUPPLIES/OFFICE/JANITORIAL	15,700	15,700	15,700	16,600	10,250	30,791
VEHICLE/TRAVEL/EQUIP'T USAGE	37,100	37,100	37,100	35,500	9,300	109,096
PLANT MAT/LANDOWNER GRANTS	205,500	205,500	205,500	187,100	110,918	206,770
CORP SUPPORT/SHARED SVCS	69,475	69,475	69,475	71,000	57,000	98,700
RENT/INS/TAXES/UTILITIES	6,000	6,000	6,000	7,000	5,000	8,000
IN KIND SVCS SUPPLIES	-	-	-	13,000	7,300	11,702
CAP MAINT/LOW VALUE ASSETS	1,000	1,000	1,000	1,000	-	2,063
SMALL MISC	500	500	500	-	3,100	406
	2,442,775	2,442,775	2,442,775	3,449,820	1,647,219	1,241,474

	Option 1 2021 DRAFT BUDGET	2% 2021 DRAFT BUDGET	Option 3 2021 DRAFT BUDGET	2020 BUDGET	2020 PROJECTION	2019 AUDITED
CONSERVATION AREAS - OPERATIONS,MAINTENANCE, REPAIRS						
GENERAL CONSERVATION AREAS (16 active maintenance sites /2 greenways)						
GENERAL LEVY	620,226	620,226	620,226	553,642	488,142	492,742
FEDERAL GRANTS	-	-	-	34,750	26,560	46,053
OTHER GRANTS/USER FEES	90,750	90,750	90,750	105,310	92,210	125,909
TRANSFERS (TO)/FROM DEFERRED REVENUES	5,800	5,800	5,800	-	(4,000)	3,807
TRANSFERS TO/FROM RESERVES	(7,000)	(7,000)	(7,000)	15,000	(12,500)	(6,760)
	709,776	709,776	709,776	708,702	590,412	661,751
WAGES	317,500	317,500	317,500	296,660	254,374	235,799
CONSTRUCTION	-	-	-	-	-	8,655
ENGINEERING/CONSULTING	12,000	12,000	12,000	15,500	-	18,991
SUPPLIES/OFFICE/JANITORIAL	45,910	45,910	45,910	49,706	50,916	53,834
VEHICLE/TRAVEL/EQUIP'T USAGE	75,500	75,500	75,500	83,463	66,213	110,995
PLANT MAT/LANDOWNER GRANTS	16,300	16,300	16,300	9,500	4,000	10,852
CORP SUPPORT/SHARED SVCS	90,640	90,640	90,640	79,932	71,880	80,170
RENT/INS/TAXES/UTILITIES	118,200	118,200	118,200	126,450	111,500	127,640
AUDIT AND LEGAL	-	-	-	2,050	1,500	1,275
CAP MAINT/LOW VALUE ASSETS	32,976	32,976	32,976	44,800	39,400	34,654
SMALL MISC	750	750	750	750	250	1,630
	709,776	709,776	709,776	708,811	600,033	684,494
HOLIDAY BEACH						
GENERAL LEVY	-	-	-	60,300	60,300	96,680
CW~GS LEVY	27,000	27,000	27,000	-	-	-
OTHER GRANTS/USER FEES	251,800	251,800	251,800	235,850	184,000	239,073
FUND TRANSFERS	-	-	-	-	-	4,000
TRANSFERS TO/FROM RESERVES	-	-	-	-	-	(15,000)
	278,800	278,800	278,800	296,150	244,300	324,753
WAGES	133,250	133,250	133,250	147,500	116,200	165,935
ENGINEERING/CONSULTING/SUB CONTRACTING	2,500	2,500	2,500	2,500	1,100	6,197
SUPPLIES/OFFICE/JANITORIAL	39,778	39,778	39,778	43,100	32,650	42,866
VEHICLE/TRAVEL/EQUIP'T USAGE	16,322	16,322	16,322	15,600	11,750	10,126
CORP SUPPORT/SHARED SVCS	31,600	31,600	31,600	29,000	25,000	30,000
RENT/INS/TAXES/UTILITIES	32,600	32,600	32,600	36,950	31,500	34,376
MAJOR MAINT/ROADS/VEGETATION	22,250	22,250	22,250	21,500	25,500	34,389
	278,800	278,800	278,800	296,150	243,700	324,324
JOHN R PARK HOMESTEAD						
GENERAL LEVY	90,000	90,000	90,000	114,130	69,130	160,000
CW~GS LEVY	97,065	97,065	97,065	61,470	61,470	-
PROVINCIAL GRANTS	23,688	23,688	23,688	23,688	23,688	23,688
FEDERAL GRANTS	-	-	-	-	30,500	3,864
OTHER GRANTS/USER FEES	69,550	69,550	69,550	86,900	41,350	126,380
TRANSFERS (TO)/FROM DEF REVENUES	-	-	-	-	-	(5,922)
TRANSFERS (TO)/FROM RESERVES	-	-	-	-	(12,000)	(2,000)
	280,303	280,303	280,303	286,188	214,138	306,010
WAGES	173,000	173,000	173,000	191,952	143,000	201,596
CONSTRUCTION	10,000	10,000	10,000	10,000	5,000	14,960
CONSULTING/SUB K	1,500	1,500	1,500	1,900	-	2,658
SUPPLIES/OFFICE/JANITORIAL	32,503	32,503	32,503	31,765	18,100	36,526
VEHICLE/TRAVEL/EQUIP'T USAGE	300	300	300	3,750	2,720	3,783
PLANT MAT/LANDOWNER GRANTS	-	-	-	-	-	723
CORP SUPPORT/SHARED SVCS	25,000	25,000	25,000	28,000	20,000	25,000
RENT/INS/TAXES/UTILITIES	30,000	30,000	30,000	16,700	16,700	16,151
CAP MAINT/LOW VALUE ASSETS	7,000	7,000	7,000	1,500	7,500	3,893
SMALL MISC	1,000	1,000	1,000	700	570	922
	280,303	280,303	280,303	286,267	213,590	306,212

	Option 1 2021 DRAFT BUDGET	2% 2021 DRAFT BUDGET	Option 3 2021 DRAFT BUDGET	2020 BUDGET	2020 PROJECTION	2019 AUDITED
CAPITAL OR MAJOR MAINTENANCE/IMPROVEMENT PROJECTS						
GENERAL LEVY	15,000	15,000	15,000	-	15,000	-
FEDERAL GRANTS	60,000	60,000	60,000	591,000	531,500	8,500
OTHER GRANTS/USER FEES	200,000	200,000	200,000	114,250	399,408	221,870
TRANSFERS TO/FROM RESERVES	425,000	425,000	425,000	746,750	551,250	188,608
	700,000	700,000	700,000	1,452,000	1,497,158	418,978
WAGES	15,000	15,000	15,000	20,000	117,943	28,399
LANDS AND CONSTRUCTION	648,500	648,500	648,500	1,306,000	1,081,600	214,834
ENGINEERING/CONSULTING/SUB CONTRACTING	15,000	15,000	15,000	95,000	167,000	54,731
CONSTRUCTION SUPPLIES	12,000	12,000	12,000	10,000	74,500	23,362
VEHICLE/TRAVEL/EQUIP'T USAGE	-	-	-	-	10,000	2,443
PLANT MAT/LANDOWNER GRANTS	-	-	-	-	5,000	-
CORP SUPPORT/SHARED SVCS	9,500	9,500	9,500	6,000	24,800	19,986
CAP MAINT/LOW VALUE ASSETS	-	-	-	15,000	22,000	5,978
SMALL MISC	-	-	-	-	-	718
	700,000	700,000	700,000	1,452,000	1,502,843	352,985
FLEET & FIELD EQUIPMENT						
GENERAL LEVY	-	-	-	25,000	65,000	-
OTHER GRANTS/USER FEES/RECOVERIES	173,000	173,000	173,000	167,665	134,365	278,584
TRANSFERS TO/FROM RESERVES	25,000	25,000	25,000	18,500	25,000	(111,500)
	198,000	198,000	198,000	211,165	224,365	167,084
MAINTENANCE/REPAIRS	60,000	60,000	60,000	66,500	67,800	74,002
FUEL	33,400	33,400	33,400	35,000	30,000	35,481
LICENCES/MISC/SMALL TOOLS	16,600	16,600	16,600	24,700	19,700	19,700
AMORTIZATION	88,000	88,000	88,000	85,000	85,000	87,592
	198,000	198,000	198,000	211,200	202,500	216,775
WATER QUALITY & REGIONAL ENVIRONMENTAL INITIATIVES						
MONITORING, AG STEWARDSHIP, DEMO FARM, DRCC, WQ SPECIAL GRANTS						
GENERAL LEVY	-	-	-	-	-	47,000
CW~GS LEVY	142,750	142,750	142,750	156,000	156,000	126,000
MUNICIPAL	12,000	12,000	12,000	69,650	65,300	74,684
PROVINCIAL GRANTS	296,000	296,000	296,000	75,000	290,000	123,182
FEDERAL GRANTS	336,500	336,500	336,500	332,500	252,500	177,595
OTHER	38,585	38,585	38,585	233,000	95,000	30,051
IN-KIND	20,000	20,000	20,000	-	24,000	27,814
TRANSFERS (TO)/FROM DEFERRED REVENUES	116,500	116,500	116,500	(15,200)	(94,500)	54,055
	962,335	962,335	962,335	850,950	788,300	660,381
WQM WAGES	524,295	524,295	524,295	521,695	462,530	387,317
CONSTRUCTION	30,000	30,000	30,000	-	-	-
CONSULTING/SUB CONTRACTING	84,305	84,305	84,305	42,000	40,150	26,516
SUPPLIES/OFFICE/JANITORIAL	18,585	18,585	18,585	40,470	53,820	19,833
VEHICLE/TRAVEL/EQUIP'T USAGE	18,150	18,150	18,150	20,515	19,815	26,768
PLANT MAT/LANDOWNER GRANTS	149,000	149,000	149,000	144,000	72,300	90,499
CORP SUPPORT/SHARED SVCS	111,300	111,300	111,300	80,770	78,200	69,366
RENT/INS/TAXES/UTILITIES	600	600	600	1,100	1,100	2,722
DUES/MEMBERSHIPS	300	300	300	300	-	3,948
IN KIND SVCS SUPPLIES	20,000	20,000	20,000	-	24,000	27,814
TECHNICAL EQUIPMENT	5,800	5,800	5,800	100	100	806
TOTAL EXPENSES	962,335	962,335	962,335	850,950	752,015	656,260
SMALL MISC	-	-	-	-	-	670
	962,335	962,335	962,335	850,950	752,015	656,260

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

COMMUNITY SERVICES

	Option 1 2021 DRAFT BUDGET	2% 2021 DRAFT BUDGET	Option 3 2021 DRAFT BUDGET	2020 BUDGET	2020 PROJECTION	2019 AUDITED
OUTDOOR & CONSERVATION EDUCATION						
GENERAL LEVY	-	-	-	-	-	28,000
CW~GS LEVY	16,000	16,000	16,000	36,000	32,000	-
OTHER GRANTS/USER FEES	50,000	50,000	50,000	49,000	8,500	47,325
TRANSFERS (TO)/FROM DEFERRED REVENUES	3,000	3,000	3,000	-	(4,500)	-
	69,000	69,000	69,000	85,000	36,000	75,325
WAGES	55,000	55,000	55,000	68,000	37,000	63,953
SUPPLIES/OFFICE/JANITORIAL	2,670	2,670	2,670	4,100	675	1,994
VEHICLE/TRAVEL/EQUIP'T USAGE	830	830	830	1,950	50	2,727
PLANT MAT/LANDOWNER GRANTS	-	-	-	500	-	-
CORP SUPPORT/SHARED SVCS	10,000	10,000	10,000	10,000	2,500	10,300
RENT/INS/TAXES/UTILITIES	500	500	500	750	750	750
	69,000	69,000	69,000	85,300	40,975	79,803
OUTREACH & ENGAGEMENT						
GENERAL LEVY	-	-	-	-	-	115,750
CW~GS LEVY	62,600	62,600	62,600	139,750	87,750	10,000
OTHER GRANTS/USER FEES	30,000	30,000	30,000	10,000	8,278	13,681
	92,600	92,600	92,600	149,750	96,028	139,431
WAGES	42,000	42,000	42,000	106,500	77,000	96,645
SUPPLIES/OFFICE/JANITORIAL	6,150	6,150	6,150	6,850	3,733	5,509
VEHICLE/TRAVEL/EQUIP'T USAGE	3,200	3,200	3,200	4,900	1,100	4,298
PARTNER GRANTS/PLANT MATERIAL	19,000	19,000	19,000	7,500	2,500	12,395
CORP SUPPORT/SHARED SVCS	21,000	21,000	21,000	22,000	10,000	17,000
RENT/INS/TAXES/UTILITIES	750	750	750	950	950	850
CAP MAINT/LOW VALUE ASSETS	500	500	500	500	500	717
	92,600	92,600	92,600	149,400	95,783	137,643
COMMUNICATIONS						
GENERAL LEVY	177,700	177,700	177,700	160,150	124,150	150,150
CW~GS LEVY	-	-	-	26,000	26,000	25,000
OTHER GRANTS/USER FEES	20,000	20,000	20,000	-	-	-
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	-	-	-	-	17,000
	197,700	197,700	197,700	186,150	150,150	192,150
WAGES	192,000	192,000	192,000	178,000	145,000	181,896
SUPPLIES/OFFICE/JANITORIAL	4,800	4,800	4,800	6,050	4,000	5,546
VEHICLE/TRAVEL/EQUIP'T USAGE	450	450	450	1,000	500	858
CAP MAINT/LOW VALUE ASSETS	450	450	450	1,000	500	486
	197,700	197,700	197,700	186,050	150,000	188,787
OUTREACH EVENTS AND SHORT-TERM GRANT FUNDED INITIATIVES						
FEDERAL GRANTS	-	-	-	-	-	800
OTHER GRANTS/USER FEES	32,000	32,000	32,000	91,250	43,700	113,104
TRANSFERS (TO)/FROM DEFERRED REVENUES	35,500	35,500	35,500	(750)	(11,700)	4,946
	67,500	67,500	67,500	90,500	32,000	118,850
WAGES	17,000	17,000	17,000	20,550	4,000	25,064
TREES/SUPPLIES	50,500	50,500	50,500	70,000	23,200	94,505
	67,500	67,500	67,500	90,550	27,200	119,569
COMMUNITY SERVICES						
REVENUES						
GENERAL LEVY	**177,700**	**177,700**	**177,700**	**160,150**	**124,150**	**293,900**
CW~GS LEVY	**78,600**	**78,600**	**78,600**	**201,750**	**145,750**	**35,000**
MUNICIPAL	-	-	-	-	-	-
PROVINCIAL GRANTS	-	-	-	-	-	-
FEDERAL GRANTS	-	-	-	-	-	**800**
OTHER GRANTS/USER FEES	**132,000**	**132,000**	**132,000**	**150,250**	**60,478**	**174,109**
IN-KIND	-	-	-	-	-	-
TRANSFER TO/FROM DEF REVENUES	**38,500**	**38,500**	**38,500**	**(750)**	**(16,200)**	**21,946**
	426,800	**426,800**	**426,800**	**511,400**	**314,178**	**525,755**
EXPENSES	**426,800**	**426,800**	**426,800**	**511,300**	**313,958**	**525,802**
SURPLUS/(DEFICIT)	-	-	-	**100**	**220**	**(47)**

	Option 1 2021 DRAFT BUDGET	2% 2021 DRAFT BUDGET	Option 3 2021 DRAFT BUDGET	2020 BUDGET	2020 PROJECTION	2019 AUDITED
CORPORATE SERVICES						
ADMIN/FINANCE/IT/HR						
GENERAL LEVY	456,750	456,750	456,750	287,050	397,050	237,025
CW~GS LEVY	-	-	-	-	-	25,000
MUNICIPAL	-	-	-	-	-	1,200
PROVINCIAL GRANTS	-	-	-	-	-	750
OTHER GRANTS/USER FEES/RECOVERIES	670,000	670,000	670,000	658,000	613,447	722,863
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	-	-	-	-	39,926
TRANSFERS (TO)/FROM RESERVES	15,000	15,000	15,000	(1,000)	(1,000)	(1,000)
	1,141,750	1,141,750	1,141,750	944,050	1,009,497	1,025,764
WAGES	784,000	784,000	784,000	572,484	612,000	577,528
ERCF SUPPORT	25,500	25,500	25,500	66,000	45,000	59,372
MEMBER EXPENSES/CO DUES	57,500	57,500	57,500	56,700	56,000	57,652
AUDIT/LEGAL/CONSULTING	54,900	54,900	54,900	32,500	92,500	18,791
SUPPLIES/EQUIPT/NETWORK	59,350	59,350	59,350	55,350	48,300	77,701
OCCUPANCY/PHONE	142,500	142,500	142,500	135,000	139,500	132,727
TRAVEL & BD/STAFF MEETINGS	2,000	2,000	2,000	9,500	4,000	10,264
RETIREE BENEFITS	16,000	16,000	16,000	16,000	12,000	13,651
	1,141,750	1,141,750	1,141,750	943,534	1,009,300	947,686
CORPORATE SPECIAL PROJECTS (RECORDS/IS/IT)						
TRANSFERS FROM RESERVES	25,000	25,000	25,000	-	-	-
	25,000	25,000	25,000	-	-	-
CONSULTING/OTHER	25,000	25,000	25,000	-	-	-
	25,000	25,000	25,000	-	-	-
REVENUES						
GENERAL LEVY	456,750	456,750	456,750	287,050	397,050	237,025
CW~GS LEVY	-	-	-	-	-	25,000
MUNICIPAL	-	-	-	-	-	1,200
PROVINCIAL GRANTS	-	-	-	-	-	750
FEDERAL GRANTS	-	-	-	-	-	-
OTHER GRANTS/USER FEES	670,000	670,000	670,000	658,000	613,447	722,863
IN-KIND	-	-	-	-	-	-
TRANSFER TO/FROM DEF REVENUES	-	-	-	-	-	39,926
	1,126,750	1,126,750	1,126,750	945,050	1,010,497	1,026,764
EXPENSES	1,166,750	1,166,750	1,166,750	943,534	1,009,300	947,686
SURPLUS/(DEFICIT)	(40,000)	(40,000)	(40,000)	1,516	1,197	79,078
TRANSFERS (TO)/FROM RESERVES	40,000	40,000	40,000	(1,000)	(1,000)	(1,000)
OTHER						
TANGIBLE ASSET REPLACEMENT						
GENERAL LEVY	300,000	300,000	300,000	300,000	300,000	200,000
CWGS	64,000	64,000	64,000	-	-	-
TRANSFER TO/FROM RESERVES	(364,000)	(364,000)	(364,000)	(300,000)	(154,000)	(200,000)
EXTRAORDINARY LOSS	-	-	-	-	(292,742)	-
	-	-	-	-	(146,742)	0

	Option 1 2021 DRAFT BUDGET	2% 2021 DRAFT BUDGET	Option 3 2021 DRAFT BUDGET	2020 BUDGET	2020 PROJECTION	2019 AUDITED
CORPORATE SUMMARY						
REVENUES						
Municipal						
Levy - Operations	$ 2,485,204	$ 2,485,204	$ 2,485,204	$ 2,336,667	$ 2,336,667	$ 2,188,666
Levy - Clean Water~Green Spaces	901,463	969,415	1,050,000	1,050,000	1,050,000	1,050,000
Total Municipal Levy	**$ 3,386,667**	**$ 3,454,619**	**$ 3,535,204**	**$ 3,386,667**	**$ 3,386,667**	**$ 3,238,666**
Water & erosion control infrastructure and special projects	2,011,600	2,011,600	2,011,600	2,558,300	1,284,575	22,499
Risk management services	12,000	12,000	12,000	69,650	65,300	74,684
	5,410,267	**5,478,219**	**5,558,804**	**6,014,617**	**4,736,542**	**3,335,849**
Provincial						
Section 39 Flood/Erosion Program	104,417	104,417	104,417	104,417	104,417	104,417
Drinking Water Source Protection	95,000	95,000	95,000	102,600	51,000	127,072
WECI	17,625	17,625	17,625	-	52,875	1,250
Other (CMOG, SEO etc)	474,188	474,188	474,188	132,188	320,688	180,863
	691,230	**691,230**	**691,230**	**339,205**	**528,980**	**413,602**
Federal	**729,500**	**729,500**	**729,500**	**1,147,250**	**932,310**	**670,633**
Total Government Transfer Payments & Fees-For-Services	**6,830,997**	**6,898,949**	**6,979,534**	**7,501,072**	**6,197,832**	**4,420,084**
Other revenues						
Permit and applicant fees - mandatory services	721,000	721,000	721,000	636,000	699,000	699,047
Admissions, program fees & other services	498,385	498,385	498,385	513,960	353,238	864,763
Leases & property rentals	80,600	80,600	80,600	77,600	64,200	75,689
Donations and other grants						
General	193,500	193,500	193,500	303,000	146,000	87,767
Essex Region Conservation Foundation grants	421,500	421,500	421,500	262,500	554,608	533,083
In-kind contributions	20,000	20,000	20,000	13,000	31,300	39,516
Interest income	30,000	30,000	30,000	50,000	60,947	86,521
Gain on sale of assets	-	-	-	-	-	4,000
Total other revenues	**1,964,985**	**1,964,985**	**1,964,985**	**1,856,060**	**1,909,293**	**2,390,386**
Transfers from/(to) deferred revenues	(62,698)	(130,650)	(211,235)	14,270	(224,750)	(330,090)
Interdepartmental recoveries	803,000	803,000	803,000	725,665	650,865	845,127
TOTAL REVENUES	**$ 9,536,284**	**$ 9,536,284**	**$ 9,536,284**	**$ 10,097,067**	**$ 8,533,240**	**$ 7,325,507**
EXPENSES BY CLASSIFICATION						
Wages & benefits -ERCA operations	$ 3,201,500	$ 3,201,500	$ 3,201,500	$ 3,065,996	$ 2,866,367	$ 3,029,829
Wages & benefits -special grant projects	752,295	752,295	752,295	920,165	811,181	877,903
Construction-municipal projects	481,750	481,750	481,750	8,500	151,400	18,425
Construction-special grant projects	1,977,000	1,977,000	1,977,000	2,813,000	1,347,000	356,501
Construction-ERCA capital projects	818,500	818,500	818,500	1,432,900	1,327,450	289,370
Plant material, removals and landowner subsidies-special grant projects	368,571	368,571	368,571	331,100	183,218	297,270
Plant material, removals and landowner subsidies - ERCA operations	84,300	84,300	84,300	48,000	36,500	69,102
Program supplies- special grant projects	39,785	39,785	39,785	42,370	28,570	59,833
Site & operational supplies - Conservation Areas	75,899	75,899	75,899	113,696	98,231	112,281
Office supplies & expenses - other ERCA operations	35,037	35,037	35,037	83,425	27,075	95,598
Occupany, taxes,utilities & waste removal	320,513	320,513	320,513	314,490	297,383	310,927
Maintenance,repairs & security-sites	55,186	55,186	55,186	71,950	93,050	105,297
Maintenance,repairs & supplies-fleet/equipment	100,900	100,900	100,900	104,000	103,000	111,866
Equipment, software/hardware & website-special grant projects	10,000	10,000	10,000	13,750	31,400	6,851
Equipment, software/hardware & website- ERCA operations	97,923	97,923	97,923	58,975	42,187	71,954
Lab,data, technical & sub-contracted services -special grant	34,305	34,305	34,305	40,900	38,950	52,667
Lab,data, technical & sub-contracted services - ERCA operations	52,000	52,000	52,000	54,500	37,600	82,697
Insurance, audit & legal	132,450	132,450	132,450	127,550	189,500	122,725
Dues & memberships	49,679	49,679	49,679	45,010	51,063	52,687
Travel, training & professional development	18,540	18,540	18,540	27,100	9,170	36,084
Board ,committee & meeting expenses	19,000	19,000	19,000	22,500	21,500	20,561
Bank, credit card charges and interest	14,100	14,100	14,100	13,060	17,410	13,294
In-kind supplies & services	20,000	20,000	20,000	13,000	31,300	39,516
Land acquisition & acquisition assistance	-	-	-	-	113,000	-
Amortization	315,500	315,500	315,500	309,500	309,500	315,571
Extraordinary item	-	-	-	-	292,742	-
Other	-	-	-	-	-	951
Internal recoveries included in revenues	808,051	808,051	808,051	725,380	650,608	838,362
TOTAL EXPENSES	$ 9,882,784	$ 9,882,784	$ 9,882,784	$ 10,800,817	$ 9,206,355	$ 7,388,117

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

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

Appendix B: Draft Municipal Levies Schedule, Option 1

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DRAFT 2021 MUNICIPAL LEVY ALLOCATION

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

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

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DRAFT 2021 MUNICIPAL LEVY ALLOCATION

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

Appendix B: Draft Municipal Levies Schedule, Option 3

Essex Region Conservation

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DRAFT 2021 MUNICIPAL LEVY ALLOCATION

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

Appendix C: Reserves Continuity Schedule

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

Appendix D: Detailed Sources of Funding by Program Subunit

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

2021 Budget Companion

Essex Region Conservation Authority
sustaining the place for life

BACKGROUND

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

OUR STRATEGIC DIRECTION

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

1. The climate will continue to change. Efforts to mitigate and slow the impacts of climate change for the region within and adjacent to natural hazard and natural heritage areas must continue. ERCA will continue to advise and guide the region in response to the potential threats of climate change as mandated.
2. The Great Lakes are the region's most significant natural resource. The 2017 Watershed Report Card identified failing grades for surface water quality in virtually every watershed. More must be done to protect and improve water quality.
3. The Essex Region's habitats are among the most significant in Canada. ERCA has planted more than 6 million trees and achieved 8.5% natural area coverage, but more action is needed to reach the region's 12% target for sustainability.
4. Urban areas will continue to grow and expand. ERCA will need to continue to work with all partners to plan sustainable communities that reduce urban sprawl, are walkable, have a healthy food supply and incorporate green infrastructure.
5. ERCA is a sustainable, resilient and valued agency. Since 1973, ERCA has been striving to achieve a state of sustainability for the Essex Region. The sustainability of ERCA as an organization also needs to be evaluated on a regular basis. Without investment in technology and support functions, ERCA's ability to provide core services and comply with legislation, may be at risk.

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

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

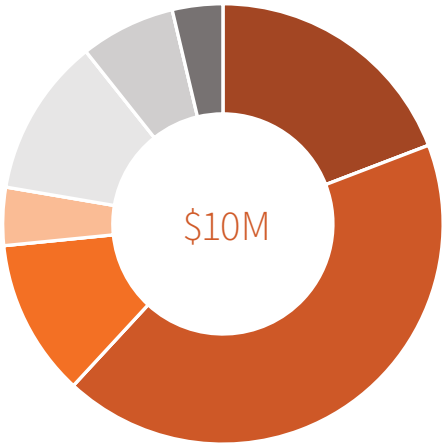
Mandatory Services Section 21.1		
Risks of Natural Hazards	**Conservation & Management of Lands Owned /Controlled**	**Duties, Functions & Responsibilities Relating to Obligations Under Other Acts**
S 28 Regulations/Permits S 39 Flood/Erosion Program Watershed Engineering Planning - OP input hazards Records/Technology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

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

Overview and Analysis

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

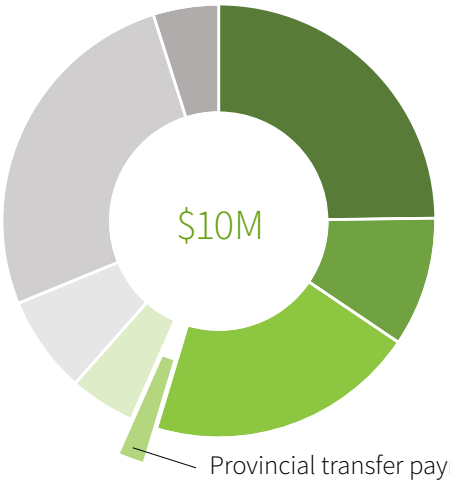
2021 Budget by Function



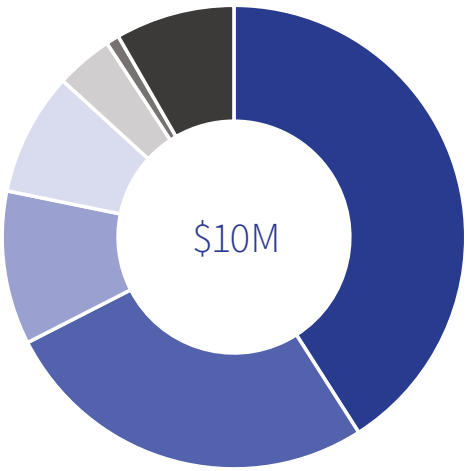
Watershed Management Services	$1,923,730 , 19%
Conservation Services	$4,280,569 , 43%
Watershed Research Services	$1,157,435 , 11%
Community Outreach Services	$426,800 , 4%
Corporate Services & Compliance	$1,166,750 , 12%
Capital Projects	$700,000 , 7%
Transfers to reserves	$371,000 , 4%

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

2021 Revenues by Source



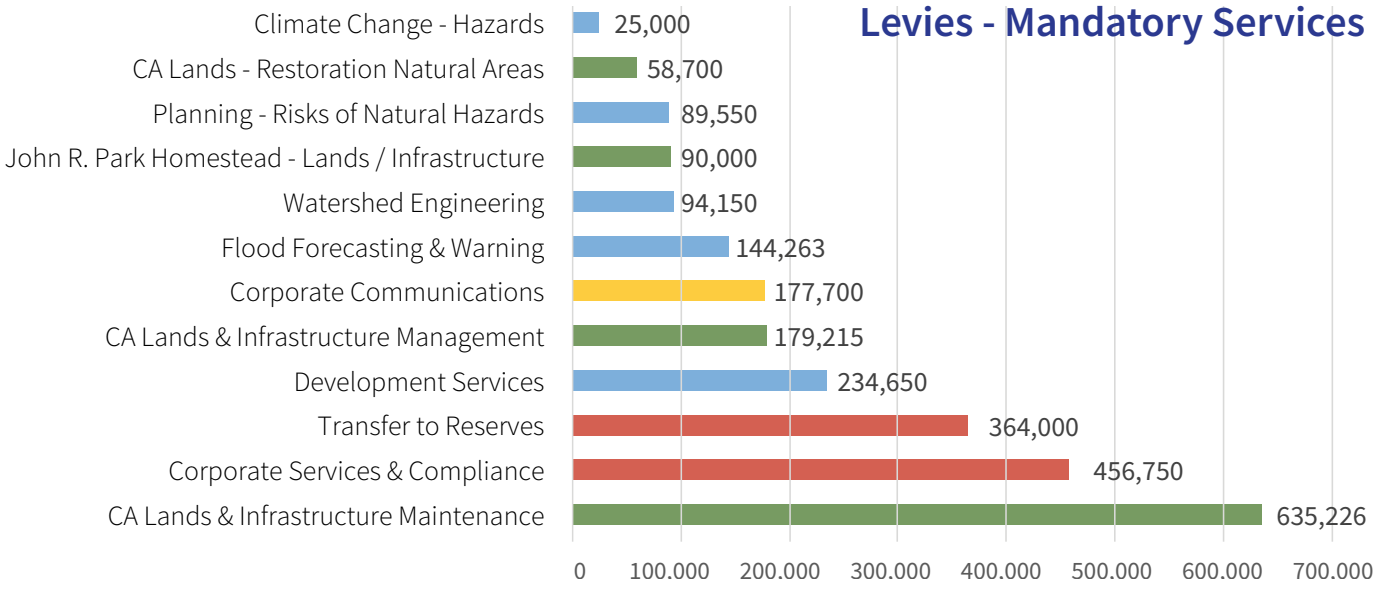
2021 Expenses by Classification

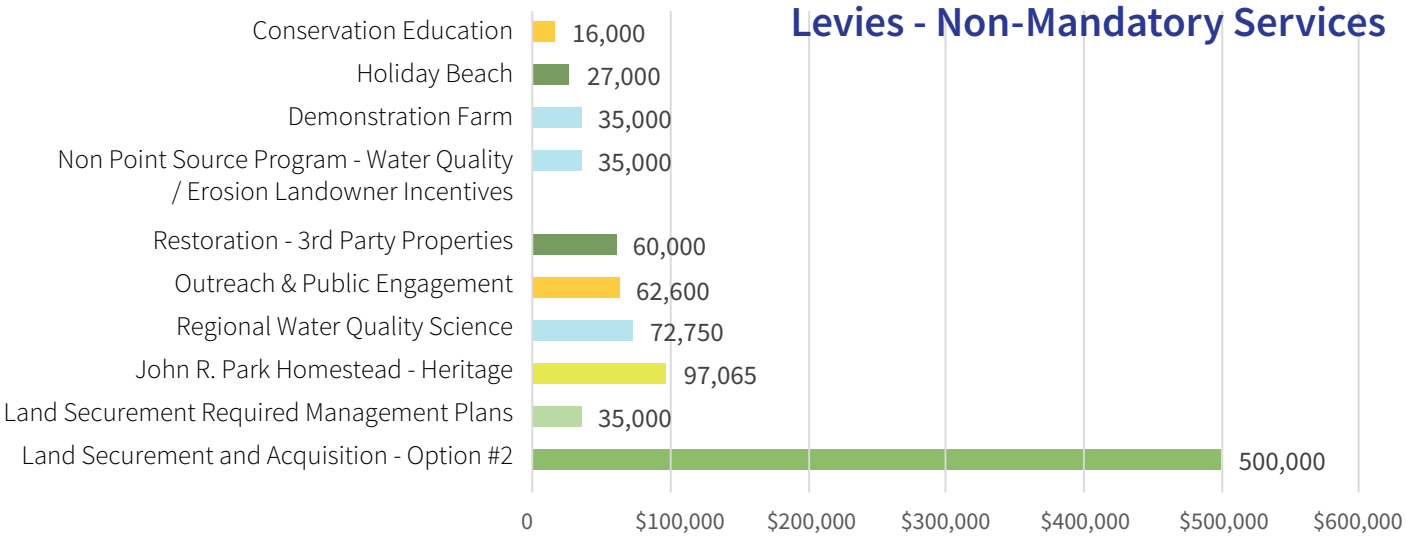


Compensation	$3,953,795 , 41%
Construction Contracts	$2,561,500 , 26%
Program Materials & Supplies	$1,035,384 , 11%
Contracted Engineering & Professional Services	$828,455 , 9%
Rent, Taxes, Utilities & Insurance	$385,150 , 4%
Fleet Replacement	$88,000 , 1%
Interdepartmental Chargebacks	$803,000 , 8%

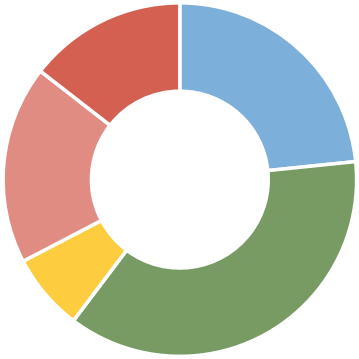
LEVIES ANALYSIS AND DRAFT ALLOCATION

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



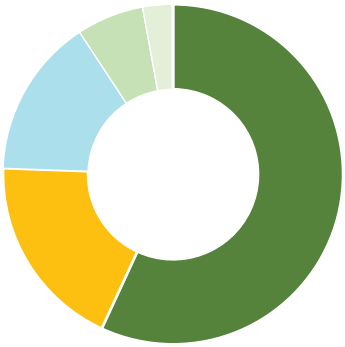


Levies - Mandatory Services



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

Non-Mandatory Levies by Function



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

RESERVE FUNDS

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

Human Resource Analysis

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

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

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

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

Watershed Management Services FTEs associated with Mandatory Services	11.77
Conservation Services FTEs associated with Mandatory Services	6.99
Drinking Water Source Protection	0.86
Community Outreach Services FTEs associated with Mandatory Services	1.79
Corporate Services FTEs associated with Mandatory Services	6.87
Total FTEs associated with provision of Mandatory Services	28.28

Watershed Management Services FTEs associated with NMS	1.04
Conservation Services FTEs associated with NMS	7.96
Watershed Research FTEs associated with NMS	7.88
Community Outreach Services FTEs associated with NMS	1.16
Corporate Services FTEs associated with NMS	0.20
Total FTEs associated with provision of Non-Mandatory Services	18.24

Integrated Watershed Management

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

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

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

Watershed Management Services

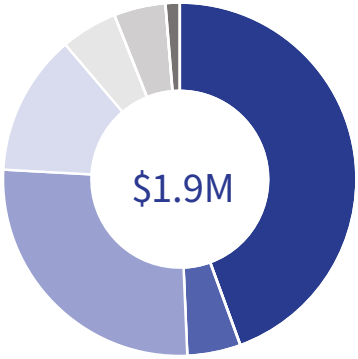
Watershed Management Services are identified as mandatory and ensures that development in the region progresses in a sustainable manner and is directed away from natural hazards while protecting natural heritage features and water resources.

Watershed Management Services are delivered through four programs:

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

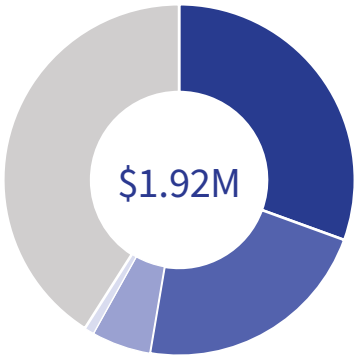
Approximately 13 FTEs deliver these services.

Watershed Management Services



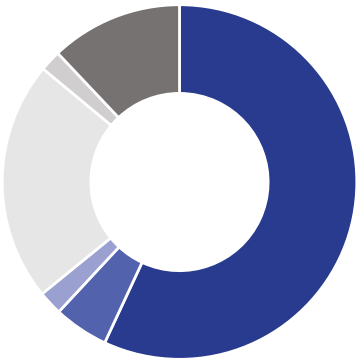
Development Services	$854,650 , 44%
Watershed Engineering	$94,150 , 5%
Watershed Engineering - Special Municipal Projects	$510,700 , 27%
Flood Forecasting & Warning	$248,680 , 13%
Planning - Hazards & Input Official Plans	$99,550 , 5%
Planning - Operational / Natural Heritage	$91,000 , 5%
Climate Change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

Watershed Management Services Revenues



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

Watershed Management Services Expenditures by Type



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

DEVELOPMENT SERVICES

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

2021 Program Highlights

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

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

WATERSHED / WATER RESOURCES ENGINEERING

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

2021 Program Highlights

- Complete the Little River Floodplain Mapping as part of the City of Windsor Sandwich South Master Servicing Study to inform regulatory requirements for future development. $26,000 in municipal cost recovery renders the project 100% cost-recoverable.
- Complete the Essex County Floodplain Prioritization Study at a cost of $14,700, funded by the County of Essex, to support new flood maps and updates to existing flood maps, and to support long-range planning and regulatory decisions making.
- Complete the Turkey Hydrologic and Hydraulic Modelling, funded by the City of Windsor, the Town of LaSalle, and the Town of Tecumseh. The total budget is $329,000, including consulting fees and ERCA-related expenses. ERCA's application to the National Disaster Mitigation Program (NDMP) is currently under review, and if successful, would significantly offset municipal expenses.
- Complete two Water & Erosion Control Infrastructure (WECI) Projects on the Belle River Flood Control Project. These projects total $141,000 including consulting fees and construction contracts, and are funded 50% funding by the Ministry of Natural Resources and Forestry through the WECI Program and 50% by the Town of Lakeshore.

FLOOD MANAGEMENT

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

2021 Program Highlights

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

WATERSHED PLANNING

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

2021 Program Highlights

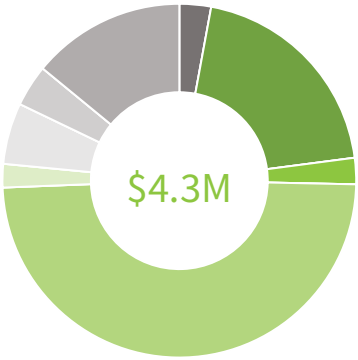
- The 'Hazards' component relates to mandatory services and is primarily funded through General Levy (~ 90%) to support ERCA's function as the delegated responsible authority for Natural Hazards planning. ERCA represents the Province with respect to Long-Range Planning on items such as Official Plans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

Conservation Services

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

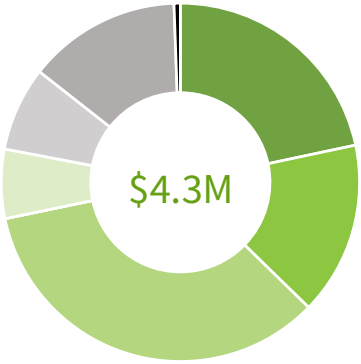
Mandatory Services	Non-mandatory Services
Conservation Land Management	Tree Planting & Habitat Restoration on Private & Municipal lands
Public Conservation Areas	Land Securement & Acquisition
Tree Planting & Restoration - Conservation Lands	Holiday Beach Conservation Area
	John R Park Homestead – Museum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

Conservation Services



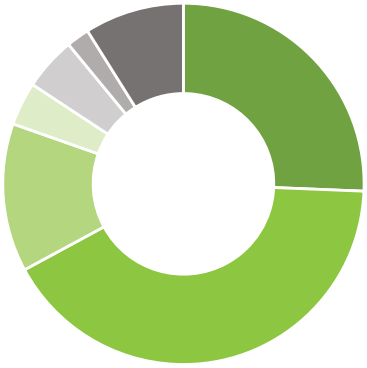
Approximately 15 FTEs deliver the services and includes seasonal restoration workers, tree planters and conservation areas technicians and support staff.

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



Conservation Services Revenues

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



Conservation Services Expenditures by Type

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

CONSERVATION LAND MANAGEMENT

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

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

2021 Program Highlights

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

PUBLIC CONSERVATION AREAS

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

2021 Program Highlights

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

TREE PLANTING AND RESTORATION IN CONSERVATION AREAS

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

Conservation Services - Non-mandatory

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

TREE PLANTING AND RESTORATION ON PRIVATE AND MUNICIPAL LANDS

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

2021 Program Highlights

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

LAND SECUREMENT

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

HOLIDAY BEACH CONSERVATION AREA

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

JOHN R. PARK HOMESTEAD

Museum Operations and Heritage Education Programing

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

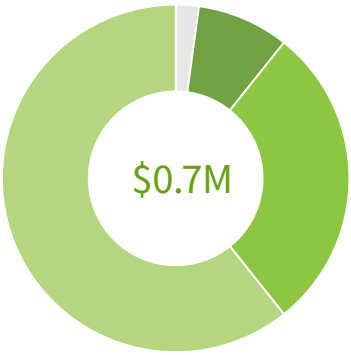
Until further clarification is received from the Province, operations associated with museum specific activities and associated educational programming, are included under non-mandatory services. Administration is pursuing funding opportunities with the Essex Region Conservation Foundation, to support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

CAPITAL PROJECTS

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

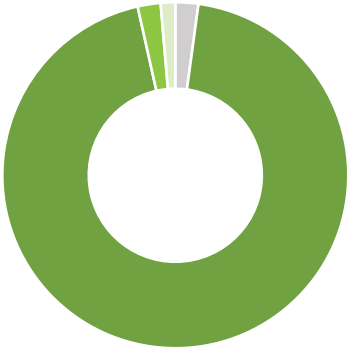
ERCA's infrastructure projects total $700,000, with a contribution of $425,000 expected from the infrastructure reserve account.

Capital Projects Revenues



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

Capital Projects Expenditures by Type



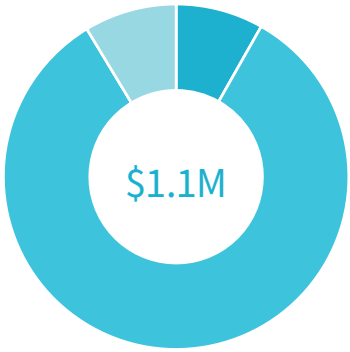
Construction Contracts	$660,500 , 95%
Contracted & Professional Services	$15,000 , 2%
Interdepartmental Chargebacks	$9,500 , 1%
Compensation	$15,000 , 2%

Watershed Research Services

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

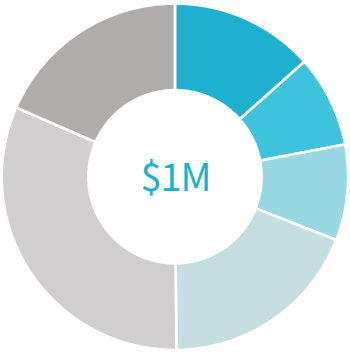
Watershed Management Services are delivered through three programs:

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



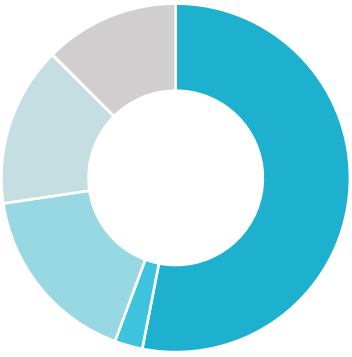
Watershed Research Services

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



Watershed Research Services - Revenues

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



Watershed Research Services - Expenditures by Type

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

SOURCE WATER PROTECTION

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

2021 Program Highlights

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

WATERSHED SCIENCE

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

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

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

2021 Program Highlights

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

CLIMATE CHANGE

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

2021 Program Highlights

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

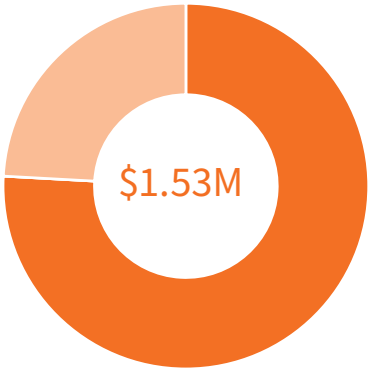
Corporate Services and Compliance

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

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

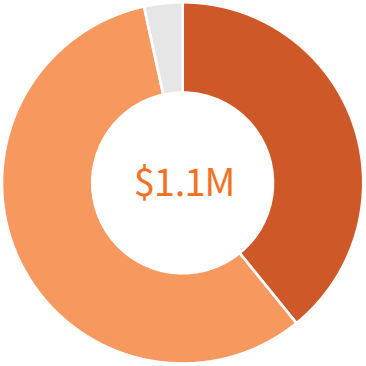
~7 FTEs will deliver Corporate Services, an increase of 1 FTE from 2020

Corporate Services, Compliance, and Reserve Transfers



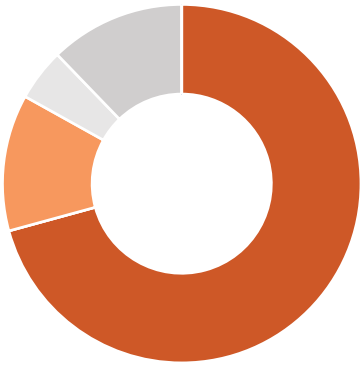
Reserves	$317,000 , 76%
Corporate Services & Compliance	$1,166,750 , 24%

Corporate Services - Revenues



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

Corporate Services - Expenditures by Type



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

ADMINISTRATION

2021 Program Highlights

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

FINANCE

2021 Program Highlights

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

HUMAN RESOURCES

2021 Program Highlights

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

INFORMATION MANAGEMENT / RECORDS / SYSTEMS / NETWORK

2021 Program Highlights

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

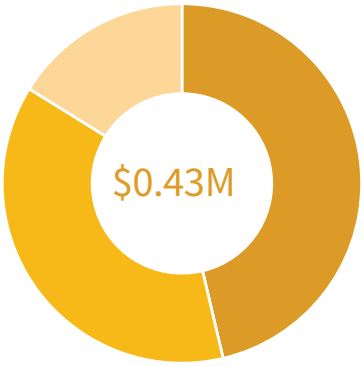
Community Outreach Services

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

Community Outreach Services are delivered through three programs:

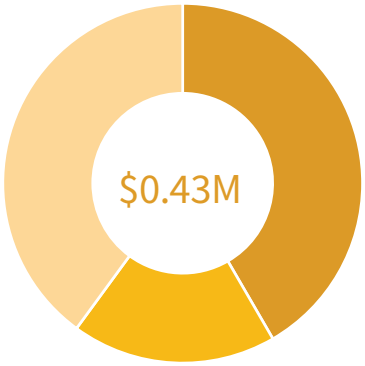
- Communications (Mandatory Services)
- Outdoor Education (Non-Mandatory Services)
- Outreach and Engagement (Non Hazards Related) (Non-Mandatory Services)

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



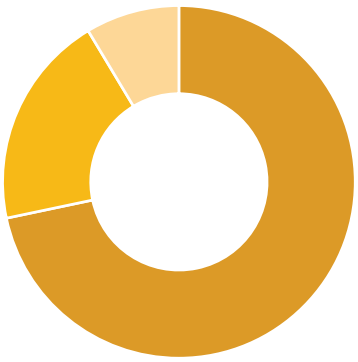
Community Outreach Services

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



Community Outreach Services - Revenues

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



Community Outreach Services - Expenditures by Type

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

COMMUNICATIONS

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

2021 Program Highlights

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

OUTDOOR EDUCATION

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

2021 Program Highlights

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

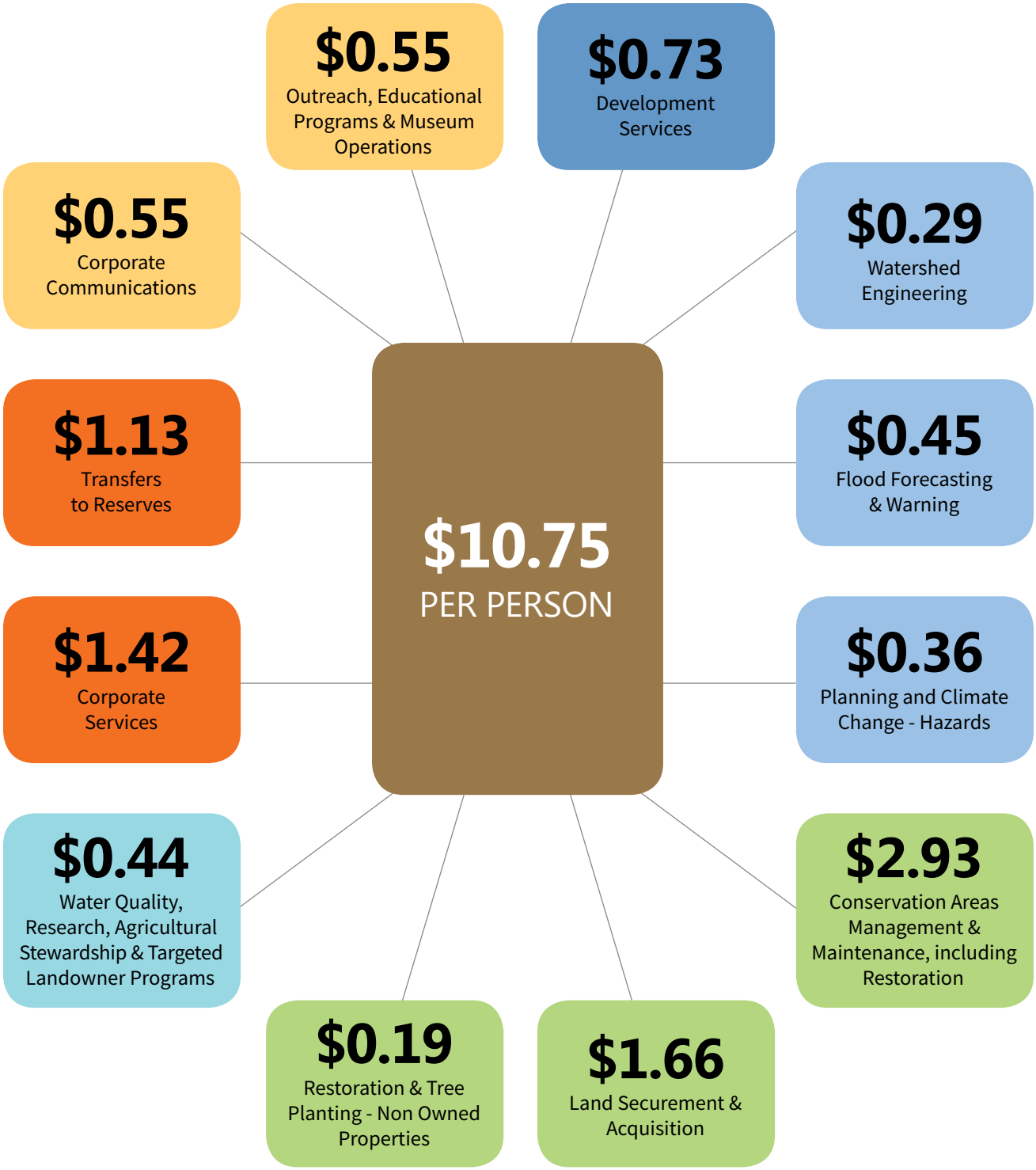
OUTREACH AND ENGAGEMENT

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

2021 Program Highlights

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

Where Does Your Levy Go?



Appendix A: Draft Municipal Levy Schedule

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

Appendix B: Draft Reserves Continuity Schedule

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

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

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

Appendix D: Detailed Draft Projected Statement of Financial Activities

	2% 2021 DRAFT BUDGET	2020 BUDGET	2020 PROJECTION	2019 AUDITED
WATERSHED MANAGEMENT SERVICES				
DEVELOPMENT SERVICES				
GENERAL LEVY	234,650	234,915	234,915	229,915
OTHER GRANTS/USER FEES/RECOVERIES	620,000	546,000	624,000	620,357
	854,650	780,915	858,915	850,272
WAGES	661,000	616,600	646,500	670,609
CONSULTING	1,000	1,000	5,000	2,646
SUPPLIES/OFFICE/JANITORIAL	17,000	16,000	17,000	17,996
VEHICLE/TRAVEL/EQUIP'T USAGE	20,500	19,000	18,200	21,471
CORP SUPPORT/SHARED SVCS	119,000	95,000	95,000	104,700
RENT/INS/TAXES/UTILITIES	23,000	23,000	23,000	17,422
DUES/MEMBERSHIPS	650	800	800	940
AUDIT AND LEGAL	10,000	10,000	20,000	8,857
CAP MAINT/LOW VALUE ASSETS	2,500	1,000	-	3,259
SMALL MISC	-	-	-	-
	854,650	782,400	825,500	847,901
WATERSHED PLANNING				
GENERAL LEVY	89,550	208,580	208,580	110,484
CW~GS LEVY	-	-	-	54,400
MUNICIPAL	-	-	-	4,099
PROVINCIAL GRANTS	-	-	-	17,459
OTHER GRANTS/USER FEES/RECOVERIES	101,000	90,000	75,000	95,070
	190,550	298,580	283,580	281,512
WAGES	160,500	250,000	217,500	243,437
CONSULTING	-	-	-	255
SUPPLIES/OFFICE/JANITORIAL	1,550	1,300	1,100	4,332
VEHICLE/TRAVEL/EQUIP'T USAGE	500	2,300	300	4,903
CORP SUPPORT/SHARED SVCS	25,000	38,000	32,000	38,600
RENT/INS/TAXES/UTILITIES	3,000	4,000	4,000	3,000
DUES/MEMBERSHIPS	-	1,000	500	2,352
CAP MAINT/LOW VALUE ASSETS	-	500	-	914
SMALL MISC	-	-	-	-
	190,550	297,100	255,400	297,793
FLOOD FORECASTING & WARNING				
GENERAL LEVY	144,263	148,000	136,000	131,520
PROVINCIAL GRANTS	104,417	104,417	104,417	83,609
OTHER GRANTS/USER FEES/RECOVERIES	-	-	-	25,081
	248,680	252,417	240,417	240,210
WAGES	156,500	165,500	155,800	158,632
CONSULTING/INFO'N/DATA SVCS	35,500	33,000	33,000	33,223
SUPPLIES/OFFICE/JANITORIAL	8,680	6,975	7,637	6,633
VEHICLE/TRAVEL/EQUIP'T USAGE	6,000	6,000	6,000	6,722
CORP SUPPORT/SHARED SVCS	32,000	32,000	32,000	30,000
RENT/INS/TAXES/UTILITIES	10,000	9,000	9,000	5,000
SMALL MISC	-	-	-	-
	248,680	252,475	243,437	240,210
WATERSHED ENGINEERING				
GENERAL LEVY	94,150	111,800	111,800	9,400

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

CONSERVATION SERVICES

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

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

LAND SECUREMENT

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

CONSERVATION AREAS TREE PLANTING AND RESTORATION

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

SPECIAL GRANT/FEE FOR SERVICE RESTORATION PROJECTS

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

CONSERVATION AREAS - OPERATIONS,MAINTENANCE, REPAIRS

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

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

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

HOLIDAY BEACH

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

JOHN R PARK HOMESTEAD

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

CAPITAL OR MAJOR MAINTENANCE/IMPROVEMENT PROJECTS

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

FLEET & FIELD EQUIPMENT				
GENERAL LEVY	-	25,000	65,000	-
OTHER GRANTS/USER FEES/RECOVERIES	173,000	167,665	134,365	278,584
TRANSFERS TO/FROM RESERVES	25,000	18,500	25,000	(111,500)
	198,000	211,165	224,365	167,084
MAINTENANCE/REPAIRS	60,000	66,500	67,800	74,002
FUEL	33,400	35,000	30,000	35,481
LICENCES/MISC/SMALL TOOLS	16,600	24,700	19,700	19,700
AMORTIZATION	88,000	85,000	85,000	87,592
	198,000	211,200	202,500	216,775
WATER QUALITY & REGIONAL ENVIRONMENTAL INITIATIVES				
MONITORING, AG STEWARDSHIP, DEMO FARM, DRCC, WQ SPECIAL GRANTS				
GENERAL LEVY	-	-	-	47,000
CW~GS LEVY	142,750	156,000	156,000	126,000
MUNICIPAL	12,000	69,650	65,300	74,684
PROVINCIAL GRANTS	296,000	75,000	290,000	123,182
FEDERAL GRANTS	336,500	332,500	252,500	177,595
OTHER	38,585	233,000	95,000	30,051
IN-KIND	20,000	-	24,000	27,814
TRANSFERS (TO)/FROM DEFERRED REVENUES	116,500	(15,200)	(94,500)	54,055
	962,335	850,950	788,300	660,381
WQM WAGES	524,295	521,695	462,530	387,317
CONSTRUCTION	30,000	-	-	-
CONSULTING/SUB CONTRACTING	84,305	42,000	40,150	26,516
SUPPLIES/OFFICE/JANITORIAL	18,585	40,470	53,820	19,833
VEHICLE/TRAVEL/EQUIP'T USAGE	18,150	20,515	19,815	26,768
PLANT MAT/LANDOWNER GRANTS	149,000	144,000	72,300	90,499
CORP SUPPORT/SHARED SVCS	111,300	80,770	78,200	69,366
RENT/INS/TAXES/UTILITIES	600	1,100	1,100	2,722
DUES/MEMBERSHIPS	300	300	-	3,948
IN KIND SVCS SUPPLIES	20,000	-	24,000	27,814
TECHNICAL EQUIPMENT	5,800	100	100	806
TOTAL EXPENSES	962,335	850,950	752,015	656,260
SMALL MISC	-	-	-	670
	962,335	850,950	752,015	656,260
DRINKING WATER SOURCE PROTECTION PROGRAM				
PROVINCIAL GRANTS	95,000	102,600	51,000	127,072
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	-	36,000	(33,352)
	95,000	102,600	87,000	93,720
WAGES	80,000	86,500	71,750	79,005
SUPPLIES/OFFICE/JANITORIAL	-	-	400	1,024
VEHICLE/TRAVEL/EQUIP'T USAGE	-	-	300	270
CORP SUPPORT/SHARED SVCS	12,000	12,000	11,000	10,196
RENT/INS/TAXES/UTILITIES	-	1,100	1,100	1,100
PER DIEMS/MISC	3,000	3,000	3,000	2,125
	95,000	102,600	87,550	93,720
CLIMATE CHANGE REGIONAL STRATEGY /COMMUNITY ENERGY PLAN				
GENERAL LEVY	-	-	-	50,000
CW~GS LEVY	-	50,000	70,000	-
MUNICIPAL	79,100	45,500	175,000	2,500
OTHER GRANTS/USER FEES	10,000	-	-	5,350
TRANSFERS (TO)/FROM DEFERRED REVENUES	11,000	22,000	9,400	53,500
	100,100	117,500	254,400	111,350
WAGES	10,000	99,500	97,000	101,286
ENGINEERING/CONSULTING	87,000	-	140,000	5,423
SUPPLIES/OFFICE/JANITORIAL	-	2,500	900	165
VEHICLE/TRAVEL/EQUIP'T USAGE	-	500	500	1,158
CORP SUPPORT/SHARED SVCS	3,100	15,000	16,000	15,500
SMALL MISC	-	-	-	-
	100,100	117,500	254,400	123,531

CONSERVATION SERVICES				
REVENUES				
GENERAL LEVY	963,141	886,172	824,172	976,422
CW~GS LEVY	826,815	848,250	904,250	875,600
MUNICIPAL	1,598,100	2,615,150	1,240,300	77,184
PROVINCIAL GRANTS	562,188	231,288	364,688	307,935
FEDERAL GRANTS	729,500	1,147,250	932,310	669,833
OTHER GRANTS	163,500	264,000	126,300	37,494
ERCF GRANTS	334,500	150,250	488,108	431,545
FEE FOR SERVICE/OTHER/RECOVERIES	733,985	713,725	559,525	1,158,608
IN-KIND	20,000	13,000	31,300	39,516
TRANSFER TO/FROM DEF REVENUES	(236,725)	(19,980)	(208,550)	(440,924)
	5,695,004	6,849,105	5,262,403	4,133,212
EXPENSES(INCLUDES FLEET/EQUIP'T AMORTIZATION)	6,138,004	7,629,398	5,769,508	4,179,259
SURPLUS/(DEFICIT)	(443,000)	(780,293)	(507,105)	(46,047)
TRANSFER (TO)/FROM RESERVES	443,000	780,250	551,750	46,348

COMMUNITY SERVICES

OUTDOOR & CONSERVATION EDUCATION				
GENERAL LEVY	-	-	-	28,000
CW~GS LEVY	16,000	36,000	32,000	-
OTHER GRANTS/USER FEES	50,000	49,000	8,500	47,325
TRANSFERS (TO)/FROM DEFERRED REVENUES	3,000	-	(4,500)	-
	69,000	85,000	36,000	75,325
WAGES	55,000	68,000	37,000	63,953
SUPPLIES/OFFICE/JANITORIAL	2,670	4,100	675	1,994
VEHICLE/TRAVEL/EQUIP'T USAGE	830	1,950	50	2,727
PLANT MAT/LANDOWNER GRANTS	-	500	-	-
CORP SUPPORT/SHARED SVCS	10,000	10,000	2,500	10,300
RENT/INS/TAXES/UTILITIES	500	750	750	750
	69,000	85,300	40,975	79,803

OUTREACH & ENGAGEMENT				
GENERAL LEVY	-	-	-	115,750
CW~GS LEVY	62,600	139,750	87,750	10,000
OTHER GRANTS/USER FEES	30,000	10,000	8,278	13,681
	92,600	149,750	96,028	139,431
WAGES	42,000	106,500	77,000	96,645
SUPPLIES/OFFICE/JANITORIAL	6,150	6,850	3,733	5,509
VEHICLE/TRAVEL/EQUIP'T USAGE	3,200	4,900	1,100	4,298
PARTNER GRANTS/PLANT MATERIAL	19,000	7,500	2,500	12,395
CORP SUPPORT/SHARED SVCS	21,000	22,000	10,000	17,000
RENT/INS/TAXES/UTILITIES	750	950	950	850
CAP MAINT/LOW VALUE ASSETS	500	500	500	717
	92,600	149,400	95,783	137,643

COMMUNICATIONS				
GENERAL LEVY	177,700	160,150	124,150	150,150
CW~GS LEVY	-	26,000	26,000	25,000
OTHER GRANTS/USER FEES	20,000	-	-	-
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	-	-	17,000
	197,700	186,150	150,150	192,150
WAGES	192,000	178,000	145,000	181,896
SUPPLIES/OFFICE/JANITORIAL	4,800	6,050	4,000	5,546
VEHICLE/TRAVEL/EQUIP'T USAGE	450	1,000	500	858
CAP MAINT/LOW VALUE ASSETS	450	1,000	500	486
	197,700	186,050	150,000	188,787

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

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

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

CORPORATE SERVICES

ADMIN/FINANCE/IT/HR

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

CORPORATE SPECIAL PROJECTS (RECORDS/IS/IT)

TRANSFERS FROM RESERVES	25,000	-	-	-
	25,000	-	-	-
CONSULTING/OTHER	25,000	-	-	-
	25,000	-	-	-

REVENUES				
GENERAL LEVY	456,750	287,050	397,050	237,025
CW~GS LEVY	-	-	-	25,000
MUNICIPAL	-	-	-	1,200
PROVINCIAL GRANTS	-	-	-	750
FEDERAL GRANTS	-	-	-	-
OTHER GRANTS/USER FEES	670,000	658,000	613,447	722,863
IN-KIND	-	-	-	-
TRANSFER TO/FROM DEF REVENUES	-	-	-	39,926
	1,126,750	945,050	1,010,497	1,026,764
EXPENSES	1,166,750	943,534	1,009,300	947,686
SURPLUS/(DEFICIT)	(40,000)	1,516	1,197	79,078
TRANSFERS (TO)/FROM RESERVES	40,000	(1,000)	(1,000)	(1,000)

OTHER

TANGIBLE ASSET REPLACEMENT

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

CORPORATE SUMMARY

REVENUES				
Municipal				
Levy - Operations	$ 2,485,204	$ 2,336,667	$ 2,336,667	$ 2,188,666
Levy - Clean Water~Green Spaces	969,415	1,050,000	1,050,000	1,050,000
Total Municipal Levy	**$ 3,454,619**	**$ 3,386,667**	**$ 3,386,667**	**$ 3,238,666**
Water & erosion control infrastructure and special projects	2,011,600	2,558,300	1,284,575	22,499
Risk management services	12,000	69,650	65,300	74,684
	5,478,219	**6,014,617**	**4,736,542**	**3,335,849**
Provincial				
Section 39 Flood/Erosion Program	104,417	104,417	104,417	104,417
Drinking Water Source Protection	95,000	102,600	51,000	127,072
WECI	17,625	-	52,875	1,250
Other (CMOG, SEO etc)	474,188	132,188	320,688	180,863
	691,230	**339,205**	**528,980**	**413,602**
Federal	**729,500**	**1,147,250**	**932,310**	**670,633**
Total Government Transfer Payments & Fees-For-Services	**6,898,949**	**7,501,072**	**6,197,832**	**4,420,084**
Other revenues				
Permit and applicant fees - mandatory services	721,000	636,000	699,000	699,047
Admissions, program fees & other services	498,385	513,960	353,238	864,763
Leases & property rentals	80,600	77,600	64,200	75,689
Donations and other grants				
General	193,500	303,000	146,000	87,767
Essex Region Conservation Foundation grants	421,500	262,500	554,608	533,083
In-kind contributions	20,000	13,000	31,300	39,516
Interest income	30,000	50,000	60,947	86,521
Gain on sale of assets	-	-	-	4,000
Total other revenues	**1,964,985**	**1,856,060**	**1,909,293**	**2,390,386**
Transfers from/(to) deferred revenues	(130,650)	14,270	(224,750)	(330,090)
Interdepartmental recoveries	803,000	725,665	650,865	845,127
TOTAL REVENUES	**$ 9,536,284**	**$ 10,097,067**	**$ 8,533,240**	**$ 7,325,507**
EXPENSES BY CLASSIFICATION				
Wages & benefits -ERCA operations	$ 3,201,500	$ 3,065,996	$ 2,866,367	$ 3,029,829
Wages & benefits -special grant projects	752,295	920,165	811,181	877,903
Construction-municipal projects	481,750	8,500	151,400	18,425
Construction-special grant projects	1,977,000	2,813,000	1,347,000	356,501
Construction-ERCA capital projects	818,500	1,432,900	1,327,450	289,370
Plant material, removals and landowner subsidies-special grant projects	368,571	331,100	183,218	297,270
Plant material, removals and landowner subsidies - ERCA operations	84,300	48,000	36,500	69,102
Program supplies- special grant projects	39,785	42,370	28,570	59,833
Site & operational supplies - Conservation Areas	75,899	113,696	98,231	112,281
Office supplies & expenses - other ERCA operations	35,037	83,425	27,075	95,598
Occupany, taxes,utilities & waste removal	320,513	314,490	297,383	310,927
Maintenance,repairs & security-sites	55,186	71,950	93,050	105,297
Maintenance,repairs & supplies-fleet/equipment	100,900	104,000	103,000	111,866
Equipment, software/hardware & website-special grant projects	10,000	13,750	31,400	6,851

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

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

Appendix E: ERCA Org Chart

