



Revised Agenda - Essex County Council, Regular Meeting

Date: Wednesday, July 17, 2024
Time: Closed Meeting 5:00PM, Regular Meeting 6:00PM
Location: Council Chambers, 2nd Floor
360 Fairview Avenue West
Essex, Ontario N8M 1Y6
<https://video.isilive.ca/countyofessex/live.html>

Accessible formats or communication supports are available upon request. Contact Clerk's Office, clerks@countyofessex.ca, 519-776-6441 extension 1353

Pages

1. Closed Meeting

A Closed Meeting has been scheduled for 5:00PM

Recommendation:

Moved by _____

Seconded by _____

That Council move into a closed meeting pursuant to Section 239 (2) (a), (b), (c), (f) and (3.1) of the Municipal Act, 2001, as amended for the following reasons:

(a) the security of the property of the municipality or local board;

(b) personal matters about an identifiable individual, including municipal or local board employees;

(c) a proposed or pending acquisition or disposition of land by the municipality or local board;

*(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

*(3.1) A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:

1. The meeting is held for the purpose of educating or training the members.

2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee

(Voted by show of hands)

Recommendation:

Moved by _____

Seconded by _____

That the minutes from the Closed meeting dated June 5, 2024 be approved.

(Voted by show of hands)

Recommendation:

Moved by _____

Seconded by _____

That Council adjourn and rise from the Closed meeting of July 17, 2024 at [TIME] PM.

(Voted by show of hands)

2. Moment of Reflection

3. Singing of 'O Canada'

4. Land Acknowledgement Statement

We acknowledge the land on which the County of Essex is located is the traditional territory of the Three Fires Confederacy of First Nations, comprised of the Ojibway, Odawa and Potawatomie Peoples.

We specifically recognize Caldwell First Nation and other First Nations which have provided significant historical and contemporary contributions to this region.

We also value the contributions of all Original Peoples of Turtle Island, who have been living and working on this land from time immemorial.

5. Recording of Attendance

6. County Warden's Welcome and Remarks

7. Disclosure of Pecuniary Interest

8. Adoption of Regular Meeting Minutes

11

Minutes of the June 19, 2024 Essex County Council, Regular Meeting

Recommendation:

Moved by _____

Seconded by _____

That the minutes of the June 19, 2024 Regular Meeting of Essex County Council be adopted as presented.

(Voted by show of hands)

9. Delegations and Presentations

There are no Delegations scheduled for July 17, 2024

10. Communications

10.1 Correspondence

Recommendation:

Moved by _____

Seconded by _____

That the correspondence listed on the Regular Agenda for July 17, 2024 be received and any noted action approved.

(Voted by show of hands)

10.1.1	Association of Municipalities of Ontario (AMO)	
	• AMO Watchfile Newsletter • AMO Policy Updates • AMO Calendar - Education Events • July 2, 2024 New Policy Paper: Homeless Encampments in Ontario: A Municipal Perspective	
10.1.2	Hydro One	
	Longwood to Lakeshore Project Update – June 2024 - Public Consultations	
10.1.3	Western Ontario Warden's Caucus (WOWC)	
	June 2024 Newsletter	
10.1.4	Tourism Windsor-Essex Pelee Island (TWEPI)	
	2024-06-20: W.E. Keep You Informed: AGM Recap, Ontario Tourism Awards, Experience Development, & MORE!	
10.1.5	Ministry of Transportation (MTO)	23
	Letter to County of Essex RE Advanced Warning Systems for Highway 3 Signalized Crossings	
10.1.6	County of Frontenac	25
	Resolution regarding Supporting Sustainable Infrastructure Funding for Small Rural Municipalities.	
10.1.7	Town of Essex	27
	Resolution regarding Mobile Parks and Land Leased Communities	
10.2	Resolutions	
	There are no resolutions listed for July 17, 2024	

11. Consent Agenda

Recommendation:

Moved by _____

Seconded by _____

That the items listed as 11.1 through 11.5 on the Consent Agenda for July 17, 2024, be received and approved as required.

(Vote Electronically)

- | | | |
|--------------|--|----|
| 11.1 | Essex County Accessibility Advisory Committee (ECAAC)
Minutes of the Essex County Accessibility Advisory Committee (ECAAC), dated May 2, 2024 | 29 |
| 11.2 | Essex County Library
Minutes from the Regular Meeting of the Essex County Library Board dated April 24, 2024 | 34 |
| 11.3 | 2024-2025 Comprehensive Insurance Program Renewal
Report Number 2024-0717-FIN-R14-MR, 2024-2025 Comprehensive Insurance Program Renewal, dated July 17, 2024 from Melissa Ryan, Director, Financial Services/Treasurer | 42 |
| *11.4 | Windsor Essex Community Housing Corporation (WECHC)
Minutes of the Windsor Essex Community Housing Corporation for: <ul style="list-style-type: none">• February 16, 2023 Board Meeting• April 27, 2023 Board Meeting• June 22, 2023 Board Meeting• August 24, 2023 Board Meeting• September 28, 2023 Board Meeting• November 23, 2023 Board Meeting• December 14, 2023 Board Meeting• June 22, 2023 Annual General Meeting | 46 |
| 11.5 | Summary of Outstanding Reports
Report number 2024-0717-LCS-R23-KH, Summary of Outstanding Reports, dated July 17, 2024 from Katherine Hebert, County Clerk | 85 |

12. Reports and Questions

- 12.1

Allocation of CCBF (Gas Tax) to Local Municipalities and By-law

Report number 2024-0717-FIN-R13-MR, Allocation of CCBF (Gas Tax) to Local Municipalities and By-law, dated July 17, 2024, from Melissa Ryan, Director, Financial Services/Treasurer

Recommendation:

Moved by _____

Seconded by _____

That Essex County Council approve the 2024 Canada Community-Building Fund Distribution Schedule and accompanying By-Law; and

That Essex County Council authorize the Warden and the Clerk to execute the Municipal Funding Agreement covering the program term of April 1, 2024 up to and including March 31, 2034 and pass the accompanying By-Law.

(Vote Electronically)

90
- 12.2

Mid-Year Status Update - Essex-Windsor EMS

Report number 2024-0717-EMS-R08-JL, Mid-Year Status Update - Essex Windsor EMS, dated July 17, 2024, from Justin Lammers, Chief, Essex-Windsor Emergency Medical Services

Recommendation:

Moved by _____

Seconded by _____

That Essex County Council receive report number 2024-0717-EMS-R08-JL Mid-Year Status Update – EWEMS as information.

(Vote Electronically)

118
- 12.3

Moving to CityWide Maintenance Manager and Ending CityWorks Contract

Report number 2024-0717-IPS-R18-AB, Moving to CityWide Maintenance Manager and Ending CityWorks Contract, dated July 17, 2024 from Allan Botham, Director, Infrastructure and Planning Services

128

Recommendation:

Moved by _____

Seconded by _____

That Essex County Council receive report number 2024-0717-IPS-R18-AB, Citywide Maintenance Manager as information, and award a contract to PSD Citywide Inc. for a total amount of \$419,700 (plus applicable taxes).

(Vote Electronically)

12.4 Council Remuneration - Alternate Members Compensation 135

Report number 2024-0717-CAO-R09-SZ, Council Remuneration - Alternate Members Compensation, dated July 17, 2024 from Sandra Zwiers, Chief Administrative Officer

Recommendation:

Moved by _____

Seconded by _____

That Essex County Council receive report number 2024-0717-CAO-R09-SZ, Council Remuneration – Alternate Pay as information.

(Vote Electronically)

12.5 River Canard Bridge Plaque Update 139

Report number 2024-0717-IPS-R15-AB, River Canard Bridge Plaque Update, dated July 17, 2024 from Allan Botham, Director, Infrastructure and Planning Services

Recommendation:

Moved by _____

Seconded by _____

That Essex County Council receive report number 2024-0619-IPS-R15-AB, River Canard Bridge Plaque Update as information, and

That Essex County Council direct Administration to make application to the Ontario Heritage Trust by July 31, 2024, for the supply of two plaques at the Bowstring Bridge over River Canard with a proposed financial contribution from the County of Essex totaling \$16,000.

(Vote Electronically)

- 12.6 Tecumseh School Safety Zones** 144
- Report number 2024-0717-IPS-R16-JB, Tecumseh School Safety Zones, dated July 17, 2024, from Jerry Behl, Manager, Transportation Planning and Development
- Recommendation:**
Moved by _____
Seconded by _____
That Essex County Council receive report number 2024-0717-IPS-R16-JB, Tecumseh School Safety Zones as information and direct administration to amend Schedule I of County By-Law 51-2013.

(Vote Electronically)
- 12.7 Traffic Signal Installation at the Intersection of County Road 9 and County Road 10** 175
- Report number 2024-0717-IPS-R17-AB, Traffic Signal Installation at the Intersection of County Road 9 and County Road 10, dated July 17, 2024 from Allan Botham, Director, Infrastructure and Planning Services
- Recommendation:**
Moved by _____
Seconded by _____
That Essex County Council receive report number 2024-0717-IPS-R17-AB, Traffic Signal Installation at the Intersection of County Roads 9 and 10 as information, and

That construction of the traffic signal system at the intersection of County Roads 9 and 10 be pre-approved for the 2025 Budget at an estimated cost of \$250,000.

(Vote Electronically)
- 12.8 Discretionary Regional Shared Services – Survey Results** 179
- Report number 2024-0717-CAO-R10-SZ, Discretionary Regional Shared Services – Survey Results, dated July 17, 2024 from Sandra Zwiers, Chief Administrative Officer

Recommendation:

Moved by _____

Seconded by _____

That Essex County Council receive report number 2024-0717-CAO-R10-SZ, Discretionary Regional Shared Services – Survey Results as information.

(Vote Electronically)

13. Unfinished Business

14. New Business

14.1 Public Reporting of Closed Meeting

14.2 Signalization of Intersection at County Road 9 and County Road 10

On June 19, 2024, Michael Prue brought forward a notice of motion as follows:

That Council approve the signals at CR 9 and CR 10 during the construction phase of that project, and that monies be found in the existing construction budget.

Recommendation:

Moved by _____

Seconded by _____

That Council approve the signals at CR 9 and CR 10 during the construction phase of that project, and that monies be found in the existing construction budget.

(Vote Electronically)

15. Adoption of By-Laws

Recommendation:

Moved by _____

Seconded by _____

That By-laws 2024-34 through 2024-36, having been read a first, second and third time, be finally passed and enacted.

(Vote Electronically)

15.1	By-law Number 2024-34	213
	A By-law to Authorize the Allocation of Funds to the Lower Tier Municipalities in the County of Essex, being the Towns of Amherstburg, Essex, Kingsville, LaSalle, Tecumseh and the Municipalities of Lakeshore and Leamington, in Accordance with Section 5.3 of the Agreement with the Association of Municipalities of Ontario, Canada Community-Building Fund	
15.2	By-law Number 2024-35	217
	Being a By-law to authorize the execution of a Municipal Funding Agreement between the Association of Municipalities of Ontario and the Corporation of the County of Essex, for the purpose of Administering the Canada Community-Building Fund	
15.3	By-law Number 2024-36	244
	Being a by-law to confirm the proceedings of the Council of the Corporation of the County of Essex for July 17, 2024	
16.	Notice of Motion	
16.1	County Road 20 and Lowes Side Road	
	Deputy Mayor Chris Gibb to introduce a Notice of Motion regarding County Road 20 and Lowes Side Road	
17.	Adjournment	
	Recommendation:	
	Moved by _____	
	Seconded by _____	
	That the Essex County Council meeting for July 17, 2024 be adjourned at [TIME] PM.	
	(Voted by show of hands)	



Essex County Council, Regular Meeting Minutes

Wednesday, June 19, 2024

6:00 PM

Council Chambers, 2nd Floor

360 Fairview Avenue West

Essex, Ontario N8M 1Y6

<https://video.isilive.ca/countyofessex/live.html>

- Council:
- Michael Akpata, Deputy Mayor, Town of LaSalle
 - Joe Bachetti, Deputy Warden / Deputy Mayor, Town of Tecumseh
 - Tracey Bailey, Mayor, Municipality of Lakeshore
 - Sherry Bondy, Mayor, Town of Essex
 - Kimberly DeYong, Deputy Mayor, Town of Kingsville
 - Chris Gibb, Deputy Mayor, Town of Amherstburg
 - Hilda MacDonald, Warden / Mayor, Municipality of Leamington
 - Gary McNamara, Mayor, Town of Tecumseh
 - Crystal Meloche, Mayor, Town of LaSalle
 - Michael Prue, Mayor, Town of Amherstburg
 - Dennis Rogers, Mayor, Town of Kingsville
 - Rob Shepley, Deputy Mayor, Town of Essex
 - Larry Verbeke, Deputy Mayor, Municipality of Leamington
 - Kirk Walstedt, Deputy Mayor, Municipality of Lakeshore
- Administration:
- Allan Botham, Director, Infrastructure & Planning Services
 - Jayne Brooks Keller, Administrator, Sun Parlor Home
 - Katherine Hebert, County Clerk
 - Justin Lammers, Chief, Essex-Windsor EMS
 - Don McArthur, Manager, Communication and Organizational Development
 - Melissa Ryan, Director, Financial Services/Treasurer
 - David Sundin, County Solicitor
 - Crystal Sylvestre, Coordinator, Legislative and Community Services
 - Sandra Zwiers, Chief Administrative Officer
 - Rebecca Belanger, Manager of Planning Services
 - Dee Blais, Executive Assistant to the CAO

1. Closed Meeting

There was no closed meeting scheduled for June 19, 2024.

2. Moment of Reflection

3. Singing of 'O Canada'

4. Land Acknowledgement Statement

We acknowledge the land on which the County of Essex is located is the traditional territory of the Three Fires Confederacy of First Nations, comprised of the Ojibway, Odawa and Potawatomie Peoples.

We specifically recognize Caldwell First Nation and other First Nations which have provided significant historical and contemporary contributions to this region.

We also value the contributions of all Original Peoples of Turtle Island, who have been living and working on this land from time immemorial.

5. Recording of Attendance

Warden MacDonald and members of Council attended the meeting at the Essex County Civic Centre, Council Chambers. All members of Council were present.

6. County Warden's Welcome and Remarks

Warden MacDonald welcomed everyone to the meeting and commented on the extreme temperatures in the region. Residents were encouraged all residents to being mindful of the heat's impact on personal health and to check on vulnerable individuals in their neighbourhoods and be respectful to outdoor workers, especially those in road maintenance and construction.

Significant road capacity expansion and rehabilitation projects were underway in the County and drivers were reminded to slow down, be patient, and follow directions near roadwork to ensure safety. The Warden extended appreciation to the Essex County Infrastructure and Planning Services staff and local public works teams for their efforts in maintaining the road network.

In honour of the first National Long-Term Care Day, the Warden offered appreciation and gratitude to the staff of Sun Parlor Home and to all long-term care workers across Windsor-Essex for their hard work and compassion.

Congratulations was extended to EMS District Chiefs David Jacobs and Mike Jacobs for each providing more than 45 years of service to the residents of Essex County and Windsor. The County of Essex began recognizing employees with long-term service pins this year. The Jacobs cousins are the first to reach the 45-year milestone.

7. Disclosure of Pecuniary Interest

There were no disclosures of pecuniary interest raised.

8. Adoption of Regular Meeting Minutes

Minutes of the June 5, 2024 Essex County Council, Regular Meeting

171-2024

Moved By Joe Bachetti

Seconded By Rob Shepley

That the minutes of the June 5, 2024 Regular Meeting of Essex County Council be adopted as presented. (Voted by show of hands)

Carried

9. Delegations and Presentations

172-2024

Moved By Dennis Rogers

Seconded By Chris Gibb

That the delegation from the Windsor Essex County Health Unit be permitted to address Council and make a presentation. (Voted by show of hands)

Carried

9.1. Windsor Essex County Health Unit

Dr. Ken Blanchette, Chief Executive Officer; Dr. Mehdi Aloosh, Medical Officer of Health; Kristy McBeth, Director of Public Health Programs; Eric Nadalin, Director of Public Health Programs; and Linda Watson, Chief Nursing Officer and Director of Public Health Programs provided an overview of the work the Windsor-Essex County Health Unit (WECHU) has been focused on over the past year.

The delegation outlined how WECHU addresses local public health risks through evidence-informed approaches and data-driven assessments. Efforts are focused on integrating high-priority communities into public health strategies and balancing provincial programming requirements with local needs.

Key program areas include chronic disease prevention, mental health, healthy eating, physical activity, and built environment planning. Initiatives also cover healthy growth and development, food safety, safe water, environmental health, substance use and injury prevention, immunization, infectious disease control, school

health, and oral health. The Ontario government's Strengthening Public Health Strategy, set for implementation in January 2025, aims to optimize public health sector capacity, stability, and sustainability.

Dr. Blanchette thanked Council for their continued investment and support of public health programs, noting the impact their efforts make in the community to ease the stress and burden on hospitals and EMS.

9.2. Zuzek Inc.

173-2024

Moved By Tracey Bailey

Seconded By Sherry Bondy

That the delegation from the Zuzek Inc. be permitted to address Council and make a presentation. (Voted by show of hands)

Carried

(Considered with item 12.1 Finalization of the Essex Region Shoreline Natural Hazard Mapping Initiative)

Peter Zuzek, President Zuzek Inc.; James Bryant, Director of Watershed Management, Essex Region Conservation Authority (ERCA) and Rebecca Belanger, Manager, Planning Services provided an overview of the Shoreline Mapping Project. The initiative focused on identifying and mitigating shoreline natural hazards, including flooding, erosion, and dynamic beach hazards, as defined by the Provincial Policy Statement and Great Lakes Technical Guide. The update integrates climate change impacts, such as warming winter temperatures, increased storm activity, reduced ice cover, and higher lake levels, to address future risks.

Public engagement through open houses in Belle River, Harrow, Leamington, Essex, and LaSalle were held and the next steps included presenting the findings to the Essex Region Conservation Authority (ERCA) Board. The updated hazard maps would be utilized for planning and development evaluations and the data would be integrated into a coastal vulnerability and resilience study for the south shore of the County.

10. Communications

10.1. Correspondence

175-2024

Moved By Rob Shepley

Seconded By Joe Bachetti

That the correspondence listed on the Regular Agenda for June 19, 2024, be received, and any noted action approved. (Voted by show of hands)

Carried

10.1.1 Western Ontario Wardens' Caucus (WOWC)

[May 2024 - Newsletter](#)

10.1.2 Windsor Essex Regional Chamber of Commerce (WERCC)

[June 6, 2024 Media Release - Windsor-Essex Regional Chamber of Commerce Expresses Deep Concern for potential PSAC-CIU Strike](#)

10.1.3 Association of Municipalities of Ontario (AMO)

- AMO [Watchfile Newsletter](#)
- AMO [Policy Updates](#)
- AMO Calendar - [Education Events](#)

10.1.4 Tourism Windsor Essex Pelee Island (TWEPI)

[2024 Visitor and Events Guides](#)

10.2. Resolutions

There were no resolutions for June 19, 2024.

11. Consent Agenda

176-2024

Moved By Kimberly DeYong

Seconded By Crystal Meloche

That the items listed on the Consent Agenda for June 19, 2024, be received and approved.

(Voted Electronically)

In Favour (14): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Michael Prue, Dennis Rogers, Rob Shepley, Larry Verbeke, and Kirk Walstedt

Carried

11.1. Windsor Essex Regional Community Safety & Well-Being Plan Update

Windsor Essex Regional Community Safety & Well-Being Plan Update

11.2. Summary of Outstanding Reports

Report number 2024-0619-LCS-R21-KH, Summary of Outstanding Reports, dated June 19, 2024, from Katherine Hebert, County Clerk

12. Reports and Questions

12.1. Finalization of the Essex Region Shoreline Natural Hazard Mapping Initiative

Report number 2024-0619-IPS-R11-RB, Finalization of the Essex Region Shoreline Natural Hazard Mapping Initiative, dated June 19, 2024, from Rebecca Belanger, Manager, Planning Services

(Considered with item 9.2 Zuzek Inc.)

174-2024

Moved By Larry Verbeke

Seconded By Crystal Meloche

That Essex County Council receive report number 2024-0619-IPS-R11-RB Finalization of the Essex Region Shoreline Natural Hazard Mapping Initiative as information.

(Voted Electronically)

In Favour (14): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Michael Prue, Dennis Rogers, Rob Shepley, Larry Verbeke, and Kirk Walstedt

Carried

12.2.2023 Consolidated Financial Statements

Report number 2024-0619-FIN-MR, 2023 Consolidated Financial Statements, dated June 19, 2024, from Melissa Ryan, Director, Financial Services/Treasurer

Melissa Ryan, Director, Financial Services/Treasurer provided an overview of the 2023 Consolidated Financial Statements noting that KPMG LLP conducted the audit for 2023 and provided the County with a clean unqualified audit opinion. There were no control deficiencies found and confirmed the restatements of the 2022 Financial Information were accurate and appropriately applied.

It was noted that the financial health of the County was strong and that the 2023 Financial Statements highlight the commitment of the County to sound financial planning and long term fiscal sustainability.

Gary McNamara, Mayor, Town of Tecumseh left the meeting at 7:23 pm.

177-2024

Moved By Chris Gibb

Seconded By Michael Akpata

That Essex County Council receive the 2023 County of Essex Consolidated Financial Report;

That Essex County Council approve the 2023 County of Essex Consolidated Financial Statements; and

That Essex County Council approve the 2023 Sun Parlor Home Residents' Trust Fund Statements.

(Voted Electronically)

In Favour (13): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Crystal Meloche, Michael Prue, Dennis Rogers, Rob Shepley, Larry Verbeke, and Kirk Walstedt

Carried

12.3. Traffic Control at the Intersection of County Roads 9 and 10

Report number 2024-0619-IPS-R10-AB, Traffic Control at the Intersection of County Roads 9 and 10, dated June 19, 2024 from Allan Botham, Director, Infrastructure and Planning Services

Allan Botham provided Council with the results of a traffic study conducted at the intersection of County Road 9 and County Road 10. The study indicates that an electric traffic signal system would be appropriate in this location.

Discussion took place regarding the current state of construction of the bridge adjacent to this intersection and whether it was financially and operationally feasible to accelerate the signalization of the intersection to coincide with current road closures.

178-2024

Moved By Kimberly DeYong

Seconded By Gary McNamara

That Essex County Council receive report 2024-0619-IPS-R10-AB, Traffic Control at the Intersection of County Roads 9 and 10, as information.

(Voted Electronically)

In Favour (14): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Michael Prue, Dennis Rogers, Rob Shepley, Larry Verbeke, and Kirk Walstedt

Carried

12.4. Cost Sharing Agreement with Town of Tecumseh

Report number 2024-0619-IPS-R14-AB Cost Sharing Agreement with Town of Tecumseh, dated June 19, 2024 from Allan Botham, Director, Infrastructure and Planning Services

Allan Botham provided County Council with information and recommendations related to entering into a Cost Sharing Agreement with the Town of Tecumseh related to Phase II of the County Road 42/County Road 43 project.

179-2024

Moved By Gary McNamara

Seconded By Joe Bachetti

That Essex County Council receive Report number 2024-0619-IPS-R14-AB for information and authorize the Clerk and the Warden to execute the Costs Sharing Agreement with the Town of Tecumseh, substantially in the form appended to this Report.

(Voted Electronically)

In Favour (14): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Michael Prue, Dennis Rogers, Rob Shepley, Larry Verbeke, and Kirk Walstedt

Carried

12.5.Shared Tower Lease Agreement

Report number 2024-0619-SPH-R04-JBK Shared Tower Lease Agreement, dated June 19, 2024, from Jayne Brooks Keller, Administrator, Sun Parlor Home

Jayne Brooks Keller provided Council with information pertaining to the request from Shared Tower Inc to lease lands from the Sun Parlor Home for the purpose of erecting a cellular signal tower. Jayne outlined that the process of arriving at the agreement included consultations with internal and external partners, including Essex Region Conservation Authority.

Discussion took place with regard to the recommended proximity of cellular towers to residential areas and whether the distance of this installation would be adequate.

Brooks Keller advised that the revenue realized from the lease agreement would be allocated to a special fund that would support social programs to the residents of Sun Parlor Home.

180-2024

Moved By Rob Shepley

Seconded By Dennis Rogers

That Essex County Council receive report number 2024-0619-SPH-R04-JBK as information and authorize the Warden and Clerk to execute a Lease Agreement with Shared Tower for the lease of approximately 80 square metres of land for the installation of a cellular signal tower.

(Voted electronically)

In Favour (14): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Michael Prue, Dennis Rogers, Rob Shepley, Larry Verbeke, and Kirk Walstedt

Carried

12.6.SPH Building Condition Assessment

Report number 2024-0619-SPH-R03-JBK, SPH Building Condition Assessment, dated June 19, 2024 from Jayne Brooks Keller, Administrator, Sun Parlor Home

Jayne Brooks Keller provided the report to County Council that outlined redevelopment options associated with the efficient and effective operation of the County's only long-term care home. The three options provided included redeveloping the existing home, building a new home, or continue to operate the home in its current form.

Brooks Keller explained that positive reputation of the home and the mandated requirement to provide a long-term care facility in the County make SPH a desirable option for the aging population and considerations must be given to ensure the facility is poised for success into the future.

Discussion took place regarding current and forecasted need for long-term care beds and the role that the SPH plays in service to the community.

181-2024

Moved By Tracey Bailey

Seconded By Sherry Bondy

That County Council receive report – SPH Building Condition Assessment for information; and

That County Council authorize Administration to further explore options to redevelop Sun Parlor Home by engaging a consultant.

(Voted Electronically)

In Favour (14): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Michael Prue, Dennis Rogers, Rob Shepley, Larry Verbeke, and Kirk Walstedt

Carried

13. Unfinished Business

There was no Unfinished Business for June 19, 2024.

14. New Business

There was no New Business for June 19, 2024.

15. Adoption of By-Laws

182-2024

Moved By Crystal Meloche

Seconded By Kimberly DeYong

That By-laws 2024-31 through 2024-33, having been read a first, second and third time, be finally passed and enacted.

(Voted Electronically)

In Favour (14): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Michael Prue, Dennis Rogers, Rob Shepley, Larry Verbeke, and Kirk Walstedt

Carried

15.1.By-law Number 2024-31

Being a By-law to authorize a cost sharing agreement between the Corporation of the County of Essex and the Town of Tecumseh

15.2.By-law Number 2024-32

Being a by-law to authorize a lease agreement between the County of Essex and Shared Tower Inc.

15.3.By-law Number 2024-33

Being a by-law to confirm the proceedings of the Council of the Corporation of the County of Essex for June 19, 2024

16. Notice of Motion

16.1.Traffic Signals at the intersection of County Roads 9 and 10

Michael Prue brought forward the following Notice of Motion:

That Council approve the signals at CR 9 and CR 10 during the construction phase of that project, and that monies be found in the existing construction budget.

17. Adjournment

183-2024

Moved By Kimberly DeYong

Seconded By Joe Bachetti

That the Essex County Council meeting for June 19, 2024 be adjourned at 8:20 PM. (Voted by show of hands)

Carried

Hilda MacDonald,
Warden, County of Essex

Katherine Hebert,
County Clerk

Date Signed

Ministry of Transportation

Major Project Delivery Office
Major Infrastructure Projects Branch

159 Sir William Hearst Ave
Toronto ON M3M 0B7
Telephone: +1 (226) 268-5642

Ministère des Transports

Bureau de la mise en œuvre des grands projets
Direction des grands projets d'infrastructure

159, ave. Sir William Hearst
Toronto ON M3M 0B7
Téléphone: +1 (226) 268-5642



June 04, 2024

County of Essex

360 Fairview Ave W,
Essex, Ontario
N8M 1Y6

Attention: Hilda McDonald, Essex County Warden

RE: Advanced Warning Systems for Highway 3 Signalized Crossings

Reference: County of Essex Letter to Kyle Saulnier (Ministry of Transportation)

Dear Ms. McDonald,

Thank you for your letter relaying the request for inclusion of Advance Warning Systems in the Highway 3 widening project in Essex County that was discussed at your February 7, 2024 Council Meeting. The Ministry of Transportation (MTO) values the suggestions provided by the Council and the farming community. I have assumed the MTO role previously held by Kyle Saulnier.

The Highway 3 widening project included a safety review within the project boundary to determine safety measures to be used along the route. Advance Warning Systems, such as Prepare to Stop When Flashing signs with signal-actuated flashing beacons, are used in situations where either sightlines to a signalized intersections are obstructed or where drivers may not expect a traffic signal.

Based on your inquiry, the MTO project team has double-checked the sightlines of the signalized intersections and has confirmed that activated advance warning systems are not required as the open flat fields in the area provide unobstructed views of downstream intersections. However, given the road curvature of Essex Road 18 approaching Highway 3, the project scope already included a flashing beacon added to the Traffic Signal Warning sign and an auxiliary (additional) signal head angled towards approaching traffic to improve the visibility of this intersection.

Thank you for your interest and ongoing collaboration with this project.

Sincerely,

A handwritten signature in black ink, appearing to read 'W. Bell', written in a cursive style.

Wayne H. Bell, P.Eng.
Head, Highway 3 Project

cc: Iqbal Muhammad, Sr. Project Engineer
Mohammad Al-Ahmed, Design and Construction Project Engineer
Rob Andrusevich, Sr. Issues Advisor



2069 Battersea Rd.
Glenburnie, ON K0H 1S0

F: 613.548.8460

2 July 2024

Re: Frontenac County Council Meeting – June 19, 2024 – Support for the Implementation of Sustainable Infrastructure Funding for Small Rural Municipalities

Motions, Notice of Which has Been Given

Be It Resolved That the correspondence from Hastings County and the Township of Stirling-Rawdon calling on the Provincial and Federal Governments to implement sustainable infrastructure funding for small rural municipalities be received;

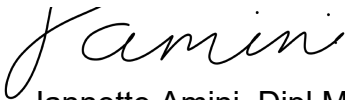
And Further That Council of the County of Frontenac supports the establishment of an intergovernmental working group which would include a member of the Eastern Ontario Wardens Caucus, to develop a plan on how to deal with the impending debt dilemma facing small rural municipalities;

And Further That a copy of this resolution be forwarded to the Right Honourable Justin Trudeau, Prime Minister, the Honourable Sean Fraser, Minister of Housing Infrastructure and Communities, Romy Bowers, President and CEO of Canada Mortgage and Housing Corporation, the Honourable Doug Ford, Premier of Ontario, the Honourable Kinga Surma, Minister of Infrastructure, the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, Scott Reid, MP, Lanark-Frontenac-Kingston, Mark Gerretsen, MP, Kingston and the Islands, John Jordan, MPP, Lanark-Frontenac-Kingston, Ted Hsu, MPP, Kingston and the Islands, AMO, ROMA, EOWC and all municipalities in Ontario.

Carried

Should you have any questions or concerns, please do not hesitate to contact me at 613-548-9400, ext. 302 or via email at jamini@frontenacounty.ca.

Yours Truly,



Jannette Amini, Dipl.M.M., M.A. CMO
Manager of Legislative Services/Clerk

Copy: File

2069 Battersea Road, Glenburnie, ON K0H 1S0

T: 613.548.9400 | F: 613.548.8460 | frontenacounty.ca



June 27, 2024

BY EMAIL

Honourable Doug Ford
Premier's Office, Room 281
Legislative Building, Queen's
Toronto, ON M7A 1A1
Email: premier@ontario.ca

Re: Mobile Home Parks and Leased Communities

At its Regular Council Meeting held on May 21, 2024, Council discussed a Notice of Motion regarding the rising cost to lease the land at mobile home parks and land leased communities. Council calls upon the province to regulate the operation by providing a rent increase cap to prevent significant rent increases in mobile home parks and land leased communities.

Council accordingly passed the following resolution:

R24-05-207

Moved By Councillor Verbeek
Seconded By Councillor Matyi

Whereas, mobile home parks and land leased communities are often a place where a person owns the home and rents the land from the landlord;

Whereas, in recent years, the mobile home unit selling price has doubled or quadrupled making land lease properties unaffordable to purchase;

Whereas, land lease properties and mobile home parks listed to be seen as affordable living, starter homes for couples and seniors, these areas are now becoming unaffordable due to lack of rent control when a unit changes ownership; and



Whereas, some of our most vulnerable residents in our Town are losing out on the value of their assets because their home is losing resale value.

Now Therefore, be it resolved that Administration be directed to send a letter to provincial government regarding the rising cost to lease the land at mobile home parks and land leased communities.

Carried

We trust you will find this satisfactory. If you have any questions or comments, please feel free to contact the undersigned.

Yours truly,

A handwritten signature in black ink, appearing to read "J. Malandrucolo".

Joseph Malandrucolo
Director, Legal and Legislative Services/Clerk
jmalandrucolo@essex.ca

cc: Anthony Leardi, MPP Essex
County of Essex
Town of Amherstburg
Town of Kingsville
Municipality of Lakeshore
Town of LaSalle
Municipality of Leamington
Town of Tecumseh



Essex County Accessibility Advisory Committee Meeting Minutes

Thursday, May 2, 2024

5:00 PM

Council Chambers, 2nd Floor

360 Fairview Avenue West

Essex, Ontario N8M 1Y6

<https://video.isilive.ca/countyofessex/live.html>

Committee

Members:

Dennis Sanson, Chair
Kimberly DeYong, Deputy Mayor, Town of Kingsville
Rachel Jewell
Diana Kirkbride
Julie Miles
Sherri Currie

Absent:

Debbie Alexander, Vice Chair

Administration:

Katherine Hebert, Interim Clerk/ Manager, Records and Accessibility/Deputy Clerk
Crystal Sylvestre, Coordinator, Legislative and Community Services

1. Call to Order

The Chair called the meeting to order at 5:03 PM.

2. Land Acknowledgement Statement

We acknowledge the land on which the County of Essex is located is the traditional territory of the Three Fires Confederacy of First Nations, comprised of the Ojibway, Odawa and Potawatomie Peoples.

We specifically recognize Caldwell First Nation and other First Nations which have provided significant historical and contemporary contributions to this region.

We also value the contributions of all Original Peoples of Turtle Island, who have been living and working on this land from time immemorial.

3. Recording of Attendance

Members of the Essex County Accessibility Advisory Committee attended the meeting at the Essex County Civic Centre Council Chambers.

Kim DeYong and Julie Miles attended the meeting virtually from remote locations.

Debbie Alexander was absent.

4. Disclosure of Pecuniary Interest

There were no conflicts of pecuniary interest declared.

5. Adoption of the Minutes

Minutes of the April 4, 2024 meeting of the Essex County Accessibility Advisory Committee meeting.

Moved By Sherri Currie

Seconded By Diana Kirkbride

That the minutes of the April 4, 2024 meeting of the Essex County Accessibility Advisory Committee be adopted as presented.

Carried

6. Delegations and Presentations

6.1. Passa Architects

David Romf, Passa Architects consulted with the ECAAC regarding the Essex County Civic Centre renovations to the cafeteria and human resources offices.

David Sundin, County Solicitor, joined the meeting.

Crystal Sylvestre provided the ECAAC's recommendations for the space to be renovated. The Committee's suggestions for the cafeteria included:

- Increase aisle width between counter and island
- Move one of the microwaves down to an accessible height
- Add a single basin accessible height sink

The Committee also suggested that automatic door openers be installed on all doors.

David Romf indicated the recommendations were practical for the space.

David Sundin left the meeting.

7. Communications

Moved By Sherri Currie

Seconded By Rachel Jewell

That items listed on the Essex County Accessibility Advisory Committee meeting agenda, as item 7. Communications, be received and that any noted action are taken.

Carried

7.1. Accessibility for Ontarians with Disabilities Act (AODA)

[AODA Toolbox Latest Edition and Archives](#)

7.2. Accessibility for Ontarians with Disabilities Act Alliance

[AODA Alliance, What's New in Our Program?](#)

7.3. Accessibility Standards Canada

- Register for [Annual Public Meeting May 22, 2024](#)
- Join the review for standard on plain language: [CAN-ASC 3.1 Plain Language: Public review draft](#)

7.4. Accessibility News

- [CNIB News](#)
- [Autism Ontario News](#)

7.5. AccessAbility Week Events

- May 29, 2024: [Law Society of Ontario Webinar](#)
- May 29, 2024: [Easter Seals Red Shirt Day](#) #RedShirtDay #RedForAccessAbility
- Hackforge Windsor: [Call for participants](#)
- ReachAbility: [NAAW Schedule of Events](#)

8. Unfinished Business

8.1. Accessibility Festival Planning Update

Administration provided a verbal update on the status of the date, availability of facilities and early developments in the research.

Members reviewed information pertaining to a variety of locations within Essex County to host the Fall event. After deliberation, the Committee agreed that the event would be held on Friday, September 13, 2024 at the Colchester Beach and Harbour in Harrow, ON.

The Colchester Beach and Harbour was equipped with many accessible amenities that would lend to the event theme of increasing awareness regarding accessible outdoor activities.

Administration would contact Town of Essex administration to gather information and discuss the feasibility of hosting the event at their facility. A report from administration would be presented at the June 6, 2024 ECAAC meeting.

Moved By Sherri Currie

Seconded By Julie Miles

That the ECAAC Fall Awareness event would be held on Friday, September 13, 2024 at the Colchester Beach and Harbour in Harrow, ON.

Carried

9. Reports from Administration

9.1. 2024 ECAAC Workplan

The May Workplan update included the following activities:

- May 15, 2024: Spring Delegation to Essex County Council to update Council on the ECAAC plans for the coming year
- May 27, 2024: Accessibility Flag Raising to kick off National AccessAbility Week
- May 29, 2024 – Easter Seals Red Shirt Day
- May 25 to June 1, 2024 – National AccessAbility Week 2024

- May 29-30, 2024 – University of Guelph Accessibility Conference

9.2. Spring Delegation

The Committee reviewed the draft presentation and assigned members to deliver segments at the Essex County Council meeting on May 15, 2024.

10. New Business

There was no New Business presented at the May 2, 2024 ECAAC Meeting.

11. Next Meeting Date

The next meeting of the Essex County Accessibility Advisory Committee was scheduled for June 6, 2024 at 5 PM in Council Chambers at the Essex County Civic Centre.

12. Adjournment

Moved By Sherri Currie

Seconded By Rachel Jewell

That the May 2, 2024 meeting of the Essex County Accessibility Advisory Committee be adjourned at 6:31 PM.

Carried



Essex County Library Board Regular Meeting Minutes

(also available at www.essexcountylibrary.ca under About the Library)

Wednesday, April 24, 2024

**Room C, 2nd Floor
360 Fairview Avenue West
Essex, Ontario N8M 1Y6**

Mission

Essex County Library welcomes you to a world of discovery, creativity and lifelong learning through accessible resources, programs, and innovative services.

Vision

ECL strives to welcome a diverse community to a warm and inviting space where:

- Knowledgeable staff are sensitive to the needs and aspirations of the community
- Innovative ideas and cutting-edge technology are embraced
- Engaging programs and current comprehensive collections are created
- Creative partnerships encourage social interaction and cultural vitality

Members:

Joe Bachetti, Chair
Tracey Bailey
Sherry Bondy, Vice Chair
Terry Burns
Chris Gibb
Heather Latam
Lauren Segedin

Administration:

Bianca Azzopardi, Coordinator, HR
Adam Craig, Chief Librarian/C.E.O.
Manuela Denes, Manager, Community Services
Natalie Hatch, Manager, Support Services

Grant Munroe, Manager, Public Services

6:00 PM Regular Meeting

1. Land Acknowledgement

We begin by acknowledging that the land on which the County of Essex is located is the traditional territory of the Three Fires Confederacy of First Nations, comprised of the Ojibway, Odawa, and Potawatomie Peoples.

We specifically recognize Caldwell First Nation and other First Nations which have provided historical and contemporary contributions to this region.

We also value the contributions of all Original Peoples of Turtle Island, who have been living and working on this land from time immemorial.

2. Recording of Attendance

Members of the Board attended the meeting at the Essex County Civic Centre.

Mr. Burns was not in attendance.

3. Approval of the Agenda

24/22

Moved by Mr. Gibb

Seconded by Ms. Latam

That the Agenda be accepted as distributed.

Carried

4. Adoption of Regular Meeting Minutes

24/23

Moved by Mr. Gibb

Seconded by Ms. Latam

That the minutes of the February 28, 2024 Regular Meeting of Essex County Library Board be adopted as presented.

Carried

24/24

Moved by Mr. Gibb

Seconded by Ms. Latam

That the minutes of the March 11, 2024 Special Meeting of Essex County Library Board be adopted as presented.

Carried

5. Consent Agenda

A) Chief Executive Officer's Report

The "Pitch-In with Essex County Library" community cleanup initiative has been a great success. Nearly 300 garbage bags were distributed and approximately 350-400 bags have been collected. The Library received all supplies from the Town of Essex and prizes have been donated by Essex Regional Conservation Authority and Essex Windsor Solid Waste Authority.

In advance of the April 8 solar eclipse, ECL received a donation of 8,000 pairs of ISO certified eclipse viewing glasses and demand outpaced supply. Now, ECL is partnering with the Jack Miner Bird Sanctuary to coordinate the collection and recycling of these glasses.

Early design work on the new Cottam community center has begun. The community center will include a library branch and Administration is actively working with Town of Kingsville in developing a design plan to be accommodate the Cottam collection.

The grand re-opening of the Tecumseh branch is scheduled for May 25. The Lanoue location will close on May 13 and staff will begin the moving process that week.

Ms. Bondy requested that Administration connect with the County of Essex Communications Department to promote the cleanup initiative.

Statistics were shared with the Board.

24/25

Moved by Mr. Gibb

Seconded by Ms. Bailey

That the Board receive the consent items: CEO report for information.

Carried

6. Reports

A) Branch Report

Updates were provided to the Board for the LaSalle and Leamington branches.

These two branches were compared due to their similar demographics. Leamington represents a significant 6% of non-English speakers while LaSalle represents 1%. The goal is to have more staff available to promote the library in the community to reach those non-English patrons. The collection of resources is going to be changing due to a high request for materials in languages such as Chinese, Arabic, and Hindi.

LaSalle attracts a great number of university students, seniors, and patrons from Windsor. This branch also has a high level of programming and outreach due to the number of staff working in that branch and the demographics.

Leamington is a tourist attraction and attracts a significant number of adults and seniors. Staff are planning an event to celebrate the 150th anniversary of the Municipality of Leamington.

The Board requested that Administration provide a report reflecting the standard size of a public library collection and how ECL compares to that standard.

24/26

Moved by Mr. Gibb

Seconded by Ms. Bondy

That the Board receive the Branch Update Report for information.

Carried

B) Support Services Report

Several new online resources have been added to the collection this year: Brainfuse; Learning Express Library; Creative Bug; LOTE 4 Kids; Digital Human Library; and Grant Connect. A member of the IT department will be providing a demonstration of all new resources to the Board soon.

The launch of the new print management solution, Princh, is almost complete. All branches have been transitioned to the new solution except for Lakeshore and Kingsville.

The library website is undergoing a redesign. IT staff have been working with a vendor and other staff members to ensure that changes are made to best serve all communities.

Open+ installation in the Comber branch has been completed. Staff are working on final steps prior to making the service available to the public.

Collaborative efforts with Town of Lakeshore and IT staff have allowed ECL to provide pavilion access to Wi-Fi in Stoney Point. Equipment has been ordered and the plan is to install upon receipt.

ECL is currently migrating to a new cloud-based telephone system; the anticipated launch window is the week of May 6. Some features of this new system include fully expanded auto attendant and e-faxing capabilities.

The current calendar solution, provided by Evanced, announced that it will no longer be offering this product after August 31. Administration is currently researching various calendar solutions and will be arranging presentations in the current months.

Members of the IT department attended the CONSUGI Conference in Provo, Utah in March. Staff made great networking connections and came back with plenty of ideas for ECL.

24/27

Moved by Mr. Gibb
Seconded by Ms. Bondy

That the Board receive the Support Services Report for information.

Carried

C) Governance Report

The *Policy Development* policy was presented to the Board for approval. The policy speaks to how ECL policies are developed, approved, and maintained.

The policy was developed using reference material from community partners.

The Board was informed that they will be receiving handbooks regarding policy governance at the next meeting.

24/28

Moved by Ms. Segedin

Seconded by Ms. Latam

That the Board receive the Report for information; and, approve the *Policy Development* policy.

Carried

7. New Business

A) Public Reporting of Closed Meeting

A closed meeting of the Essex County Library Board was held immediately following this evening's meeting pursuant to Section 16.1 of the *Public Libraries Act*, R.S.O. 1990, as amended to discuss matters pertaining to security of the property of the Board.

B) Motion

Brought forward by Ms. Bailey

To direct Administration staff to investigate the financial and staffing implications of returning the small branches (McGregor, Woodslee, Cottam, Comber, Ruthven, and Stoney Point) to their

5-day open schedule and to provide a report on the feasibility of doing so.

24/29

Moved by Ms. Bailey

Seconded by Ms. Segedin

That the Board receive the motion, and approve the motion as presented.

Carried Unanimously

C) Notice of Motion

There was no notice of motion.

8. Date and Location of Next Meeting

Date: Wednesday, June 26, 2024

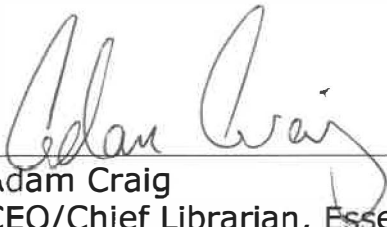
Location: Room C, Essex County Civic Centre

9. Adjournment

Upon motion of Ms. Bailey and Mr. Gibb, the Chair declared the meeting adjourned at 7:00 PM.



Joe Bachetti
Chair – Essex County Library Board



Adam Craig
CEO/Chief Librarian, Essex County Library
Secretary and Treasurer to the Board



Administrative Report

To: Warden MacDonald and Members of Essex County Council

From: Melissa Ryan, CPA
Director, Financial Services/Treasurer

Date: Wednesday, July 17, 2024

Subject: 2024-2025 Comprehensive Insurance Program Renewal

Report #: 2024-0717-FIN-R15-MR

Purpose

The purpose of this report is to advise County Council of the purchase of Comprehensive Insurance Program Coverage for the twelve-month period from June 30, 2024 to June 30, 2025.

Background

The Corporation's commercial general liability program expires on June 30, 2024. Since April, Administration has been working with AON to respond to renewal questionnaires to secure renewal terms for the upcoming one-year term.

In previous years Council direction was required to sign off on the program. The updated Procurement Policy delegates the authority to Administration as long as the award remains within budgetary limits. To maintain a level of transparency with County Council, Administration will continue to provide details about the program for information purposes.

Discussion

AON Risk Services (AON) tailored a comprehensive general insurance program to meet the County's needs for the upcoming year, from June 30, 2024, to June 30, 2025. The resulting premiums are the culmination of extensive negotiations between County Administration and AON, reflecting the specific operations of the County of Essex and broader trends within the insurance industry.

A review of deductibles and coverage limits was undertaken by the Director of Financial Services/Treasurer and the County Solicitor to determine the needs of the County for this renewal year and into the future. As a result of that review, this year's renewal includes two notable adjustments to the County's program:

1. An upward adjustment to the Property Deductible.
2. A downward adjustment to the Excess Liability coverage limit.

Increasing the deductible and lowering the excess liability coverage limit created sufficient savings to mitigate the increase in cost of other lines of coverage, namely general liability and automobile coverage.

In years when the insurance market was soft, the Corporation was able to grow coverage limits and maintain low deductibles at little to no additional cost. The industry has witnessed several years of hardening and all municipalities, including the County of Essex, are now assessing whether coverage limits remain appropriate or if there is evidence of over insuring. For the County of Essex, our low loss frequency and solid contingency reserve supported a reduction of our coverage limit.

These adjustments are the result of thoughtful consideration and aim to align our insurance arrangements with our risk profile and industry standards.

Financial Implications

The Comprehensive Insurance Program for 2024-2025 was negotiated at a premium cost of \$1,026,986 (exclusive of applicable taxes). The renewal represents a cost savings of \$9,374 or 0.9% under the expiring program. The 2024 Budget anticipated an increase in insurance costs of approximately 5%. Actual savings realized by year end will be considered for transfer to the Corporation's Insurance Contingency Reserve to mitigate unforeseen claim costs in future periods.

Consultations

- David Sundin, Interim Director, Legislative and Community Services/County Solicitor
- Christopher Beneteau, AON Risk Services
- Michelle Hobson, AON Risk Services

Strategic Plan Alignment

Working as Team Essex County	Growing as Leaders in Public Service Excellence	Building a Regional Powerhouse
☐ Scaling Sustainable Services through Innovation ☐ Focusing “Team Essex County” for Results ☐ Advocating for Essex County’s Fair Share	☐ Being an Employer with Impact ☒ A Government Working for the People ☒ Promoting Transparency and Awareness	☒ Providing Reliable Infrastructure for Partners ☐ Supporting Dynamic and Thriving Communities Across the County ☐ Harmonizing Action for Growth ☐ Advancing Truth and Reconciliation

Recommendation

That Essex County Council receive report number 2024-0717-FIN-R15-MR, 2024-2025 Comprehensive Insurance Program Renewal as information.

Approvals

Respectfully Submitted,

Melissa Ryan

Melissa Ryan, CPA, Director, Financial Services/Treasurer

Concurred With,

Sandra Zwiers

Sandra Zwiers, MAcc, CPA, CA, Chief Administrative Officer

Appendix	Title
N/A	N/A

WINDSOR ESSEX COMMUNITY HOUSING CORPORATION

BOARD MEETING MINUTES

Thursday, February 16, 2023

BOARD MEMBERS	Present	Regrets	CHC EXECUTIVE MANAGEMENT	Present	Regrets
Councillor Fabio Costante, Chair	✓		Cynthia Summers, Chief Executive Officer	✓	
Jack Sullens, Vice Chair	✓		Charles Janisse, Chief Financial Officer		✓
Marina Clemens, Treasurer			Jay Shanmugam, Acting Chief Development & Regeneration Officer	✓	
Deputy Mayor, Joe Bachetti, Secretary	✓		Jeff Belanger, Chief Housing Infrastructure Officer	✓	
Ann Paul	✓		Hans Kogel, Chief Development & Regeneration Officer	✓	
Councillor, Kieran McKenzie		✓			
Linda Coltman	✓		Beverley Throsel - Minute Recorder	✓	
Sherry Bondy	✓				
Shelly Anne Lucier	✓		GUESTS		
Rio Anzolin		✓	Janice Guthrie, City of Windsor	✓	
Ms. Kathleen Hay	✓				

REPORT DESCRIPTION					
1.0	ORDER OF BUSINESS	Call to Order	1.11	Regrets	
				Councillor Kieran McKenzie and Rio Anzolin sent regrets for today's meeting.	
			1.12	Declaration of Conflict of Interest	
				No conflicts declared.	
			1.13	Approval of Agenda Items	
				Moved by: Councillor Fabio Costante	Seconded by: Jack Sullens CARRIED
			1.14	Request for Deferrals, Referrals and Withdrawals	
				No Requests made.	
2.0	BOARD INFORMATION	2.1	2.11	Board Attendance Report & Committee List	For Information Only
3.0	ADOPTION OF MINUTES FROM PREVIOUS MEETING	3.1	3.11	<u>CHC BOARD RESOLUTION-02-16-2023-A</u> BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has approved the adoption of minutes from the Board Meeting held November 8, 2022.	
				Moved by: Jack Sullens	Seconded by: Linda Coltman CARRIED
4.0	REPORTS TO THE BOARD	4.1	New Board Introduction & Appointment	4.11	New Board Appointments & Election of Officers Marina Clemens called for nominees to the new Executive Committee. The following directors were voted in unanimously. Board Chair – Counsellor Fabio Costante Board Vice Chair – Mr. Jack Sullens Board Treasurer – Ms. Marina Clemens Board Secretary – Deputy Mayor Joe Bachetti

					<u>CHC BOARD RESOLUTION-02-16-2023-B</u> BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has voted and unanimously approved the following as the newly elected officers to the Board Executive as presented. Chair – Counsellor Fabio Costante Vice Chair – Mr. Jack Sullens Treasurer – Ms. Marina Clemens Secretary – Deputy Mayor Joe Bachetti Moved by: Mayor Sherry Bondy Seconded by: Linda Coltman CARRIED
		4.2	Chief Executive Officer (CEO)	4.21	<u>CEO's Report to the Board – Cynthia Summers</u> <u>Ms. Summers noted that the new Committee structure has been approved as follows:</u> 1. Finance / Budget. 2. Tenant Services. 3. Strategic Direction & Development. 4. Awards Submission. Ms. Summers then requested that Board members send their committee preferences to the Executive as soon as possible. The Executive will discuss and provide a listing of each committee's membership at the next meeting. The Board voted unanimously to accept the CEO's verbal report as presented. CARRIED
		4.3	Chief Financial Officer (CFO)	4.31	<u>Report to the Board – Charles Janisse - Deferred until next meeting</u>
		4.4	Tenant Services Officer	4.41	<u>Report to the Board – Nolan Goyette</u> Mr. Goyette provided an introduction and overview of the new tenant services department which is responsible to oversee daily property and maintenance management. The Board voted unanimously to accept Mr. Goyette's verbal report as presented. CARRIED
		4.5	Chief Housing Infrastructure Officer	4.51	<u>Report to the Board – Jeff Belanger Introduction & Overview</u> Mr. Belanger provided an introduction and overview of the asset management department for the board. The Board voted unanimously to accept Mr. Belanger's verbal report as presented. CARRIED

		4.6	Acting Chief Development & Regeneration Officer	4.61	<u>Development Report to the Board – Jay Shanmugam Introduction & Overview</u> Mr. Shanmugam provided an introduction and department overview on the new Meadowbrook Place development and other redevelopment work currently in progress within CHC's housing portfolio.
					The Board voted unanimously to accept Mr. Shanmugam's verbal report as presented. CARRIED
		4.7	Chief Development & Regeneration Officer	4.71	<u>Regeneration Plan Report to the Board – Hans Kogel Introduction & Overview</u> Mr. Kogel provided a presentation on updates that have been done to CHC's Master Regeneration Plan which has been re-submitted to City Council for final approval.
					The Board voted unanimously to accept the Mr. Kogel's verbal report as presented. CARRIED
5.0	NEW BUSINESS	5.1		5.11	<u>Board Training and Development - March 22 or March 24, 2023</u> Dana Young from Willis Law will be providing a presentation on Governance in the morning followed by a light lunch, and then a CHC Neighbourhood Bus Tour in the afternoon.
6.0	ADJOURNMENT	6.1		6.11	Meeting adjourned at 2:11 pm.

This report has been reviewed and approved by CEO Date: April 19, 2023	
This report was approved by the Board	Date: April 27 2023

BOARD RESOLUTION-04-27-2023-A

BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has approved the adoption of minutes from the Board Meeting held February 16, 2023.

Moved by: Councillor Kieran McKenzie

Seconded by: Mr. Rio Anzolin

CARRIED

WINDSOR ESSEX COMMUNITY HOUSING CORPORATION
BOARD MEETING MINUTES
Thursday, April 27, 2023

ATTENDANCE

BOARD MEMBERS	Present	Regrets	CHC EXECUTIVE MANAGEMENT	Present	Regrets
Councillor Fabio Costante, Chair	✓		Cynthia Summers, Chief Executive Officer	✓	
Jack Sullens, Vice Chair	✓		Charles Janisse, Chief Financial Officer	✓	
Marina Clemens, Treasurer	✓		Jay Shanmugam, Chief Development & Regeneration Officer	✓	
Deputy Mayor, Joe Bachetti, Secretary	✓		Jeff Belanger, Chief Housing Infrastructure Officer	✓	
Ann Paul	✓		Nolan Goyette, Chief Tenant Services Officer	✓	
Councillor, Kieran McKenzie	✓		Danielle Bombardier, Director, People & Culture	✓	
Linda Coltman	✓		Beverley Throsel - Minute Recorder	✓	
Sherry Bondy	✓				
Shelly Anne Lucier	✓		GUESTS		
Rio Anzolin	✓		Janice Guthrie, City of Windsor		✓
Ms. Kathleen Hay	✓				

REPORT DESCRIPTION					
1.0	ORDER OF BUSINESS	Call to Order	1.11	Regrets	
				Janice Guthrie sent regrets for today's meeting.	
			1.12	Declaration of Conflict of Interest	
				No conflicts declared.	
			1.13	Approval of Agenda Items	
				Moved by: Councillor McKenzie or Seconded by Deputy Mayor Joe Bachetti	CARRIED
1.14				Request for Deferrals, Referrals and Withdrawals	
				No Requests made.	
2.0	BOARD INFORMATION	2.1	2.11	Board Attendance Report & Committee List Councillor Costante is encouraging different chairs for each committee.	For Information Only
3.0	PRESENTATION	3.1	3.11	<u>KPMG – CHC 2022 AUDIT FINDING REPORT</u> Katie DenBok from KPMG presented the KPMG Final Audit Finding results and Audited Financial Statements to the Board. She is anticipating a clean audit for CHC in 2022. Ms. DenBok left the meeting at 12:25 pm.	
4.0	ADOPTION OF MINUTES FROM PREVIOUS MEETING	4.1	4.11	<u>CHC BOARD RESOLUTION-04-27-2023-A</u> BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has approved the adoption of minutes from the Board Meeting held February 16, 2022.	
				Moved by: Councillor Kieran McKenzie	Seconded by: Mr. Rio Anzolin CARRIED
5.0	DISCUSSION ITEMS	5.1	Chief Executive Officer (CEO)	5.11	<u>CEO's Report to the Board – Cynthia Summers</u> Cynthia began her report by introducing Danielle Bombardier, CHC's new Director of People & Culture. New Organization Chart Review –Finalized and Provided to the Board. Ms. Summers provided the board with a copy of the new organizational chart and gave an overview of some changes to CHC's organizational structure including new roles. The structure has been changed to better reflect our new operational needs and our commitment to the well-being of our tenants, staff, and properties.

				<u>Strategic Planning Process Timeline</u> Ms. Summers reported that the initial discussions to commence the preliminary budget for 2024 will begin in July 2023. Strategic planning will commence in the first quarter of 2024 after a consultant has been identified to lead the process. A request for a proposal for a consultant is being drafted in line with our procurement policies and the Board will move forward with it's new planning committee in July 2023. <u>Staffing and Salaries</u> Staffing and salaries have been an ongoing issue. It has been difficult to attract and retain talented individuals. CHC has recently approved and implemented a [REDACTED] cost of living increase [REDACTED]. A new benefits package has also been approved effective June 2023. And the first annual company staff picnic is being planned for August 2023. This will help to improve the working culture of the organization and will also be reviewing salary bands with the city in a benchmarking exercise. <u>Tenant Related Items</u> Ms. Summers reported that a new Arrears Collection Policy and Procedure & Eviction Prevention Policy has been established which includes a regular internal committee and a collaborated effort throughout the corporation to take measures to assist tenants and prevent evictions as often as possible. There has also been an outreach by the Executive Management team to go out and address complex building issues with residents. A motion was made to go "In Camera" by Ms. Linda Coltman at 1:28 pm, seconded by Mr. Jack Sullens and carried to discuss some property matters. A motion was then made to come back from "In Camera" by Ms. Linda Coltman and Ms. Marina Clemens at 2:33 pm. <u>CEO Outreach</u> • Attended the Canadian Housing and Renewal Association Conference. • Moderated a session on Addressing Discrimination in Housing. • Meetings set with elected officials in Windsor and Essex County.
				The Board voted unanimously to accept the CEO's verbal report as presented. CARRIED

	DISCUSSION ITEMS	5.2	Chief Financial Officer (CFO)	5.21	<u>Report to the Board – Charles Janisse</u> Mr. Janisse reported on the Q4 financials, the 2023 Budget and the KPMG Audit as follows: <u>KPMG Audit Results</u> <u>CHC BOARD RESOLUTION-04-27-2023-B</u> BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has received the: a. KPMG Audit Findings Report for the year ended December 31, 2022. b. KPMG Report on Applying Specified Auditing Procedures on the Annual Information Return for the year ended December 31, 2022. c. Management Representation Letter addressed to KPMG for the year ended December 31, 2022. Moved by: Mr. Jack Sullens Seconded by: Ms. Marina Clemens CARRIED <u>CHC BOARD RESOLUTION-04-27-2023-C</u> BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION accepts and approves the: a. Audited Financial Statements of Windsor Essex Community Housing Corporation as at and for the year ended December 31, 2022, as presented. b. Windsor Essex Community Housing Corporation, Annual Information Return for the year ended December 31, 2022 as presented. Moved by: Mr. Jack Sullens Seconded by: Ms. Marina Clemens CARRIED
					<u>Q4 Financials</u> <u>Mr. Janisse reported on the fourth quarter financials highlighting the following:</u> • Year ended in a reduction in non-profit family's portfolio of \$187,000 owing back to the service manager due to higher 60/40 split of market vs rent geared to income housing ratio. • Increases in insurance premiums largely due to increases in fire incidents being seen across the sector. The Board is requesting more information on the types of incidents being experienced in Windsor. <u>Action Item:</u> EMT will bring back a qualified report outlining the recent liability reasons, fire, electrical etc. for housing providers and updates on purchases of tenant insurance. <u>Action Item:</u> The Board has also requested more information on our current no smoking policy and if and how it is being enforced. Are tenants expected to have tenant insurance upon entering a lease with CHC, and do they have to show proof of insurance as part of the annual income review process. A note was made that tenant insurance only covers a tenant's belonging replacement during an incident. An inquiry was also made regarding the no smoking policy and if it applies to all CHC buildings and tenants, or were some long-term tenants grandfathered in as exemptions to this policy as long as they lived in their current unit.

				Should CHC consider revisiting best practices as a cost saving mechanism and promote the denormalization of smoking and its hazards to the reasonable enjoyment of other non-smoking residents living in neighbouring units.. <u>CHC BOARD RESOLUTION-04-27-2023-D</u> BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION accepts and approves the Finance Report on the Q4-2022 Operating Results, as presented. Moved by: Mr. Rio Anzolin Seconded by: Mayor Sherry Bondy CARRIED
				<u>CHC BOARD RESOLUTION-04-27-2023-E</u> BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION accepts and approves the amended 2023 budget as presented. Moved by: Ms. Linda Coltman Seconded by: Mayor Sherry Bondy CARRIED The Board voted unanimously to accept the CFO's report as presented. CARRIED
	DISCUSSION ITEMS	4.6	Chief Development & Regeneration Officer	<u>Development Report to the Board – Jay Shanmugam Introduction & Overview</u> Mr. Shanmugam provided an overview of his written report highlighting the following recommendations for approval. <u>CHC BOARD RESOLUTION-04-27-2023-F</u> BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has authorized CHC to execute all funding related agreements regarding CMHC Rapid Housing Initiative Round 3 – Cities Stream funding as presented. Moved by: Ms. Linda Coltman Seconded by: Ms. Kathleen Hay CARRIED <u>CHC BOARD RESOLUTION-04-27-2023-G</u> BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION authorizes CHC to enter into a sole source agreement with BK Cornerstone for the construction of the Bloomfield Phase 2 as presented. Moved by: Ms. Linda Coltman Seconded by: Ms. Kathleen Hay CARRIED Board voted unanimously to accept Mr. Shanmugam's report as presented. CARRIED

	CONSENT AGENDA ITEMS		Tenant Services Officer	4.41	<u>Report to the Board – Nolan Goyette</u> Mr. Goyette provided a written report for the Board. There were no questions.
					The Board voted unanimously to accept Mr. Goyette’s report as presented. CARRIED
			Chief Housing Infrastructure Officer	4.51	<u>Report to the Board – Jeff Belanger</u> Mr. Belanger provided a written report for the Board. There were no questions.
					The Board voted unanimously to accept Mr. Belanger’s report as presented. CARRIED
	NEW BUSINESS			5.11	
	ADJOURNMENT			6.11	Meeting adjourned at 2:51 pm.

This report has been reviewed and approved by CEO	Date: June 12 2023 
This report was approved by the Board	Date: June 22, 2023

BOARD RESOLUTION-06-22-2023-A

BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has approved the adoption of minutes from the Board Meeting held April 27, 2023.

Moved by: Deputy Mayor Joe Bachetti Seconded by: Ms. Anne Paul CARRIED

WINDSOR ESSEX COMMUNITY HOUSING CORPORATION
BOARD MEETING MINUTES
Thursday, June 22, 2023

ATTENDANCE

BOARD MEMBERS	Present	Regrets	CHC EXECUTIVE MANAGEMENT	Present	Regrets
Councillor Fabio Costante, Chair	✓		Cynthia L Summers, Chief Executive Officer	✓	
Marina Clemens, Treasurer	✓		Charles Janisse, Chief Financial Officer	✓	
Deputy Mayor, Joe Bachetti, Secretary	✓		Jay Shanmugam, Chief Development & Regeneration Officer	✓	
Councillor, Kieran McKenzie	✓		Jeff Belanger, Chief Housing Infrastructure Officer	✓	
Ann Paul	✓		Nolan Goyette, Chief Tenant Services Officer	✓	
Mayor Sherry Bondy	✓		Danielle Bombardier, Chief Human Resources Officer	✓	
Linda Coltman	✓		Beverley Throsel - Minute Recorder	✓	
Rio Anzolin	✓				
Shelly Anne Lucier	✓		GUESTS		
Kathleen Hay	✓		Janice Guthrie, City of Windsor	✓	

	REPORT DESCRIPTION					
1.0	ORDER OF BUSINESS		Call to Order	1.11	Regrets None	
				1.12	Declaration of Conflict of Interest No conflicts declared.	
				1.13	Approval of Agenda Items Moved by: Ms. Shelly Lucier Seconded by: Councillor Kieran McKenzie CARRIED	
				1.14	Request for Deferrals, Referrals and Withdrawals No Requests made.	
2.0	BOARD INFORMATION	2.1		2.11	Board Attendance Report & Committee List Councillor Costante is encouraging different chairs for each committee.	For Information Only
				2.12	Vote for new Board Vice Chair. Call for Elections were made to appoint Deputy Mayor Joe Bachetti to Vice Chair and then to appoint Councillor Kieran McKenzie as the new Board Secretary. Nominated and passed unanimously by the Board. CARRIED	
				2.13	Board Committee Member Listing Councillor Costante called for a motion to accept the Board Committee Member listing as presented. Moved by Mayor Sherry Bondy Seconded by Ms. Linda Coltman CARRIED	
3.0	ADOPTION OF MINUTES FROM PREVIOUS MEETING	3.1		3.11	CHC BOARD RESOLUTION-06-22-2023-A BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has approved the adoption of minutes from the Board Meeting held April 27, 2023. Moved by: Deputy Mayor Joe Bachetti Seconded by: Ms. Anne Paul CARRIED	
4.0	DISCUSSION ITEMS	4.1	Chief Executive Officer (CEO)	4.11	CEO's Report to the Board – Cynthia Summers Ms. Summers began by announcing that she accepted the position as CEO one year ago today and thanks for Board and Staff for their ongoing kindness and support. Non smoking regulations Ms. Summers responded to the Board's question on a landlord's rights regarding the banning of smoking in residential buildings. Legally there is no law or legislation that supports the banning of smoking however landlords can include a non-smoking policy in any new leases, grandfathering in any existing residents with long term leases.	
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It can also be prohibited in a building if it is interfering with the reasonable enjoyment of other residents in the building.

Ms. Summers then provided an update to the board on her activities since the last board meeting.

Highlights are as followed:

- CHC is beginning to set up first meetings for the new committees of the Board. Strategic Planning Committee has been arranged for July and Tenant Services Committee will hold it's first meeting in August.
- Tenants will be invited to provide their input on CHC's new arrears collection and eviction prevention policies. Input will also be requested by local legal clinics.
- CHC is involved in a province wide consultation with other housing providers on best practices. This will provide an opportunity to share best practices among providers.
- CHC is moving ahead with the first part of the development of a new Strategic Plan. Work is being done on developing an RFP to hire a third-party consultant to oversee the process and ensure transparency.
- CHC will be holding its very first Staff Family Picnic being held on August 17, 2023, at Mic Mac Park.
- The Executive Management Team (EMT) has been working closely with the residents at 255 Riverside to listen and address their concerns to determine the final steps to resolve the issue of unsafe entrances. They are also coming to a decision on whether to stop the passive house construction model due to the difficulty it has had on the residents.
- EMT has also been conducting a series of CHC community inspection blitzes to better understand what is needed to improve the quality of living within these neighbourhoods.
- Meadowbrook Opening Ceremony was originally set for September but has now been moved to the beginning of October 2023 to ensure that all elected officials and community partners are available to attend.
- There have been some challenges with stigma as CHC tries to rent up Meadowbrook Place under the mixed income model. A decision has been made to find a private real estate broker to take over the rental of market units within the building. They will be responsible for the marketing and tours for any prospective applicants.
- The EMT took part in a university initiative as part of their MBA Experiential Learning Program. Student were given a list of 5 issues currently faced by housing providers and had 15 minutes to present their ideas. There were some very good reports on the CRW's role in community engagement and modular housing presentation.
- LHC Forum will be hosted by Windsor CHC in September which will include tours of CHC neighbourhoods ending with a tour of Meadowbrook Place.
- Ms. Summers met with Deputy Minister Angela Cook to discuss concerns CHC is facing locally for funding for the operation of our new youth residence. Ms. Cook spoke with her colleagues and was able to connect CHC with the Children's Aid Society to house crown wards who are moving to adulthood and living on their own.
- Ms. Summers also met with HSC's insurance entity Encase to discuss our process on restoring units damaged through insurance claims. CHC will now be expected to ensure that 3 quotes are obtained for any insurance restoration claims. This will ensure that CHC is staying competitive and improving our insurance risk rating.

Councillor McKenzie noted that a Friday may be the best day for the Meadowbrook Place opening as this is the best date to have elected officials come to town for the ceremony. He also suggested that Ms. Summers meet with the Fire Chief to discuss any safety and fire prevention education opportunities they may offer for our residents.

				Next Year's Annual General Meeting Ms. Summers is recommending that CHC consider doing more of a tradition AGM in 2024 which would including invitations to our sole shareholders, community partners and staff. It will be more of a celebration of the work accomplished in the past year. A motion was made by Councillor McKenzie and seconded by Linda Coltman to go ahead with this initiative for next year's Annual General Meeting. CARRIED
				The Board accepted the CEO's verbal report as presented. CARRIED
	4.2	Chief Financial Officer (CFO)	4.21	Report to the Board – Charles Janisse Mr. Janisse reported on the first quarter 2023 financials. Highlights are as follows: <u>Forecast</u> The financial forecast has been updated to reflect best estimates to year end. It should be noted that the forecast is based on only three months actuals and historically these months have fluctuated significantly. CHC is currently projecting a budget-to-actuals deficit of \$1.36M at year-end for the PH portfolio, with the NPF and NPS portfolios being unchanged. <u>Actuals</u> At the end of the first quarter, 2023, CHC consolidated is in a budget-to-actual deficit of \$784,616. Revenues in PH, NPF and NPS are generally in line with budgets and have been stable. For AH, which includes Meadowbrook, the delay in completion and occupancy of the building will cut the budgeted rental revenues by at least 50% for 2023. <u>Operating Cash Flow</u> CHC monitors its ongoing cash flow and from the December 2022 year-end to March 31, 2023. CHC's cash balance has remained healthy. It should be noted that the December 31, 2022, deficit in Public Housing of \$4M has not been funded by the Service Manager yet, but we expect this to occur in Q2-2023. <u>Revenues</u> Consolidated Rental Revenues are under budget (\$395K) this is primarily a result of Meadowbrook not opening as originally projected at the end of 2022. AH rental revenue is \$357K under budget. Rent Supplement revenue is also under budget primarily a result of Meadowbrook. CHC will receive an annual rent subsidy for tenants of this building of \$240K a year or \$60K a quarter. <u>Maintenance and Repairs Operating Costs</u> Consolidated costs were \$302K over budget at the end of the first quarter. This was a result of public housing being over budget (\$439K) offset by favourable variances in the other portfolios. Unit Restoration was \$677K over budget due to the volume of restorations YTD." Action Item: A request was made by the Board to receive a detailed report on all CHC investments. Charles will also invite Encasa to do a presentation to the Finance Committee.

					<u>CHC BOARD RESOLUTION-06-22-2023-B</u> BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION receives and approves the Finance Report and management prepared Statements of Operating Results for the quarter ended March 31, 2023, as presented. Moved by: Ms. Shelly Lucier Seconded by: Mr. Rio Anzolin CARRIED
5.0	CONSENT AGENDA ITEMS		Tenant Services Officer	5.10	<u>Report to the Board – Nolan Goyette</u> Mr. Goyette provided a written report for the Board. There were no questions. The Board voted unanimously to accept Mr. Goyette’s report as presented. CARRIED
			Chief Housing Infrastructure Officer	5.11	<u>Report to the Board – Jeff Belanger</u> Mr. Belanger provided a written report for the Board. There were no questions. The Board voted unanimously to accept Mr. Belanger’s report as presented. CARRIED
			Chief Development and Regeneration	5.12	<u>Report to the Board – Jay Shanmugam</u> Mr. Shanmugam provided a written report for the Board. There were no questions. The Board voted unanimously to accept Mr. Shanmugam’s report as presented. CARRIED
			Director, People & Culture	5.13	<u>Report to the Board – Danielle Bombardier</u> Ms. Bombardier provided a written report for the Board. The Board voted unanimously to accept Ms. Bombardier’s report as presented. CARRIED
6.0	NEW BUSINESS		Annual General Meeting	6.10	This portion of the meeting was adjourned at 1:10 pm to proceed with the Annual General Meeting. The Board passed the necessary resolution as required. The minutes were recorded. separately and will be attached as an appendage to this meeting’s minutes.
7.0	ADJOURNMENT			7.10	The full meeting adjourned at 1:20 pm.

This report has been reviewed and approved by CEO Date: June 12, 2023	
This report was approved by the Board	Date: September 28, 2023

CHC BOARD RESOLUTION-09-28-2023-A

BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has approved the adoption of minutes from the Board Meeting held June 22, 2023. Moved by: Marina Clemens Seconded by: Councillor Kieran McKenzie CARRIED

WINDSOR ESSEX COMMUNITY HOUSING CORPORATION

BOARD MEETING NOTES

Thursday, August 24, 2023

Microsoft Teams Meeting

ATTENDANCE

BOARD MEMBERS	Present	Regrets	CHC EXECUTIVE MANAGEMENT	Present	Regrets
Councillor Fabio Costante, Chair	✓		Cynthia L Summers, Chief Executive Officer	✓	
Marina Clemens, Treasurer	✓		Charles Janisse, Chief Financial Officer	✓	
Deputy Mayor, Joe Bachetti, Secretary	✓		Jay Shanmugam, Chief Development & Regeneration Officer	✓	
Councillor, Kieran McKenzie	✓		Jeff Belanger, Chief Housing Infrastructure Officer	✓	
Ann Paul		✓	Nolan Goyette, Chief Tenant Services Officer	✓	
Mayor Sherry Bondy		✓	Danielle Bombardier, Chief Human Resources Officer	✓	
Linda Coltman	✓		Beverley Throsel - Minute Recorder	✓	
Rio Anzolin	✓				
Shelly Anne Lucier	✓		GUESTS		
Kathleen Hay	✓		Janice Guthrie, City of Windsor	✓	

CHC BOARD RESOLUTION-09-28-2023-B

BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has approved the adoption of minutes from the Board Meeting held August 24, 2023.

Moved by: Marina Clemens

Seconded by: Councillor Kieran McKenzie

CARRIED

2024 Budget Assumptions

2024 Cost Drivers:

Salaries:

In 2023, CHC reviewed various areas of its operations looking to provide our tenants with a higher level of service and more supports. We were also looking to drive operational efficiencies and improve overall control.

This review led to the creation of several new positions within CHC, these positions can be broken down into two categories: Operational Oversight/Control and Information Technology and Data.:

- Maintenance Manager: Historically CHC has not had an individual responsible for all maintenance activity and staff. This role is intended to increase operational efficiency, while reducing the reliance on external vendors
- Construction/Restoration Superintendent: This role is intended to project manage all restorations across the portfolio and find efficiencies and cost savings, while providing a level of expertise in one of our larger cost drivers.
- Director, Information Technology: CHC is about to engage in an extensive Strategic Planning process, and it is essential that IT play a vital role in all aspects of our organization. A senior level manager in this area will help to guide CHC's technology strategy while overseeing the day-to-day technology operations.
- Business Analyst: this role will work with all areas of the corporation to help identify and provide the data needed to drive strategic decisions; track key performance indicators and improve operational reporting for internal and external stakeholders.
- Manager, Security Services: CHC currently manages its security services through the Health and Safety Manager role with no additional direct support. The intent of this role is to provide the knowledge and expertise necessary for more comprehensive incident reporting, auditing, direction to security staff, and advanced techniques on crime prevention, surveillance, arrest, and emergency response.
- Complaints Resolution Officer: To ensure excellence in tenant services we need to provide a coordinated, easy to access complaints process for tenants. We also need to collect data on the types of complaints and the frequency so we can make continuous improvements to our services. This area has represented a great gap in our organization historically.
- Applications Clerk (CHR): The city is currently funding this position on a temporary basis, and we have identified the need to add this role permanently to help improve the operational efficiency of the CHR office. This role will help to reduce wait times associated with new applications to the CHR.
- Assistant Manager (CHR): The need for an additional non-union CHR staff personnel was identified to be able to support the department and provide a higher level of service to applicants and act as a back up for the CHR Manager as required.

Unit Restoration:

Over the past three years CHC has seen a marked increase in the costs of our unit restorations. This has been driven by a number of factors including inflation and scarce resources in the construction field. CHC has now implemented new processes in this area that are now starting to pay off and seeing a reduction in the average cost of unit restorations.

Despite these initiatives CHC is forecasting to spend \$4,000,000 on unit restorations in 2023. There are several units that will require significant exterior improvements to mitigate interior damage specifically in 2 communities. For 2024 we have budgeted \$4,000,000 in Unit restorations as there continues to be cost pressures related to scarce resources and persistent inflation and there are still a number of units that will require significant cost to restore to bring them back into service.

Insurance Loss Events:

Historically CHC has budgeted two insurance loss events per year, at a cost of \$100,000. CHC has experienced a trend of increasing insurable loss events over the past number of years and in 2022, there were more than 10 loss events with a total cost in excess of \$500,000. Given this it is prudent to increase our estimated costs associated with insurance loss events and for 2024 we are proposing to increase this amount to \$250,000.

Strategic Initiatives:

- Website upgrade and Corporate Modernization– in 2023 CHC will need to update its current website and tenant portal to bring it up to the Accessibility for Ontarians with Disabilities Act, 2005, which requires compliance by 2025.
- Strategic Planning– CHC is starting its Strategic Planning process in 2023 and it is anticipated that additional costs will be incurred in relation to this process and the implementation of the plan in 2024.
- Office Requirements– The lease at CHC's main office on McDougall has been extended through 2024 but it is evident that the office requirements exceed the current capacity of the current site. CHC is undertaking a requirements study in 2024 in anticipation for relocation.
- Yardi Process Review- As part of the upgrade to Yardi 7, CHC approved a budget for a process review to ensure that we were utilizing Yardi with maximum efficiency. Given the improvements we look to implement in data collection modules.

Regeneration and Development Team Budget

The CHC Development Team is responsible for overseeing large scale regeneration and development projects. This will allow for shovel-ready projects usually required in the pursuit of additional funding.

CHC BOARD RESOLUTION-08-24-2023-A

BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION receives and approve in principle the inflation assumptions and cost drivers for the 2024 budget as presented.

Moved by: Ms. Marina Clemens

Seconded by: Ms. Linda Coltman

CARRIED

					<u>CHC BOARD RESOLUTION-08-24-2023-B</u> BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION receives and supports the creation of the Regeneration and Development Team budget and the request for a dedicated stream of funding from CHC's Shareholder for this team. Moved by: Councillor Kieran McKenzie Seconded by: Ms. Linda Colman CARRIED
					The Board voted unanimously to accept Mr. Janisse' report as presented. CARRIED
6.0	NEW BUSINESS			6.10	None.
7.0	ADJOURNMENT			7.10	The full meeting was adjourned at 1:20 pm. Moved by Ms. Shelly Anne Lucier and seconded by Marina Clemens.

This report has been reviewed and approved by CEO Date: June 12, 2023	
These minutes were approved by the Board	Date: September 28, 2023

WINDSOR ESSEX COMMUNITY HOUSING CORPORATION

BOARD MEETING MINUTES

Thursday, September 28, 2023

ATTENDANCE

BOARD MEMBERS	Present	Regrets	CHC EXECUTIVE MANAGEMENT	Present	Regrets
Councillor Fabio Costante, Chair	✓		Cynthia L Summers, Chief Executive Officer	✓	
Marina Clemens, Treasurer	✓		Charles Janisse, Chief Financial Officer	✓	
Deputy Mayor, Joe Bachetti, Secretary	✓		Jay Shanmugam, Chief Development & Regeneration Officer	✓	
Councillor, Kieran McKenzie	✓		Jeff Belanger, Chief Housing Infrastructure Officer	✓	
Ann Paul	✓		Nolan Goyette, Chief Tenant Services Officer	✓	
Mayor Sherry Bondy	✓		Danielle Bombardier, Chief Human Resources Officer	✓	
Linda Coltman	✓		John Parent, Chief Corporate Affairs Officer	✓	
Rio Anzolin	✓				
Shelly Anne Lucier	✓		GUESTS		
Kathleen Hay	✓		Lorie Gregg, City of Windsor	✓	
			Minutes Recorded by Nina LaPorta for Beverley Throsel	✓	

Please note: These Minutes were approved by the Board at the meeting held on November 23 2024

BOARD RESOLUTION-11-23-2023-A

BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has approved the adoption of minutes from the Board Meeting held September 28, 2023.

Moved by: Shelly Anne Lucier

Seconded by: Ms. Linda Coltman

CARRIED

Windsor-Essex Community Housing Corporation BOARD MEETING MINUTES September 28, 2023 12:00 pm				
1.00	Welcome - CEO, Cynthia Summers Introductions of Ms. Lorie Gregg from the City of Windsor			
2.00	ORDER OF BUSINESS	Call to Order	2.11	Regrets
				No regrets
			2.12	Declaration of Conflict of Interest
				No conflicts of declared.
			2.13	Approval of Agenda Items as amended.
				Moved by: Councillor Kieran McKenzie Seconded by: Linda Coltman
				CARRIED
			2.14	Request for Deferrals, Referrals and Withdrawals
				No Requests made.
3.00	ADOPTION OF MINUTES FROM PREVIOUS MEETINGS	Board Minute Approvals	3.11	CHC BOARD RESOLUTION-09-28-2023-A BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has approved the adoption of minutes from the Board Meeting held June 22, 2023.
				Moved by: Marina Clemens Seconded by: Councillor Kieran McKenzie
				CARRIED
				CHC BOARD RESOLUTION-09-28-2023-B BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has approved the adoption of minutes from the Board Meeting held August 24, 2023.
				Moved by: Marina Clemens Seconded by: Councillor Kieran McKenzie
				CARRIED
4.00	BOARD INFORMATION		4.11	<u>Board Attendance and Committee Listing</u> Amendments: With direction from Chair to remove Jack Sullens name as Director of the Board and all mentions of his name in meetings and committees, as this is incorrect.
			4.12	WECHC # E-07-11-2023 Award RFPc PC-RR-17 Elevator Modernization at Various CHC Locations – For Information purposes only
			4.13	WECHC-07-21.1-2023 A & B Award RFPc 23-13. - Flat Roof Replacements_Group1 County-VL. – For Information purposes only

5.00	DISCUSSION ITEMS	Chief Executive Officer’s Report	5.11	<u>CEO Cynthia Summers Verbal Report to the Board</u> Ms. Summers gave a brief update to the Board on the following: • Tenant Services Committee met and approved the terms of reference for the committee and directions they are heading towards. • <u>Strategic Planning Committee met to look at the RFP for a consultant.</u> Chosen bidder was Optimus [REDACTED]. Optimus – large firm, extensive knowledge of social housing, worked with other providers. Worked in Windsor with a variety of social services agencies. Was able to confirm past working relationships with Board and City Council when others did not. Optimus will commence the work in October 2023 with an end date of April 30th, 2024.		
			5.12	A motion was called to move in camera 12:06 p.m. – minutes recording ceased.		CARRIED
				Moved by Ms. Linda Coltman Seconded by: Ms. Ann Paul		
				Chair Costante called for a motion to accept Cynthia Summers’ verbal in camera report.		
		5.21	The Board accepted Cynthia Summers’ verbal report as presented.		CARRIED	
			Moved by Mayor Sherry Bondy Seconded by: Councillor Kieran McKenzie			
Chair Costante called for a motion to move meeting to Public Session at 12:19 p.m. Moved by Ms. Linda Coltman Seconded by: Councillor Rio Anzolin			CARRIED			
	Chief Financial Officer Report	5.21	<u>CFO Charles Janisse Finance Report to the Board</u> Mr. Janisse reviewed the Q2-2023 Operating Results in detail with the Board. Statements of Operating Results for the quarter ended June 30 th , 2023, have been reviewed by the Finance Committee. The Finance Committee has recommended them to the Board for approval. Committee minutes are contained in report under Consent Agenda item 6.22. <u>CHC BOARD RESOLUTION-09-28-2023-C</u> BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION receives and approves the Finance Report and management prepared Statements of the Q2-2023 Operating Results, as presented. Moved by: Councillor Kieran McKenzie Seconded by: Marina Clemens		CARRIED	

6.00	CONSENT AGENDA ITEMS	Chief Tenant Services Officer Report	6.11	<u>Report to the Board – Nolan Goyette, Chief Tenant Services Officer</u> Mr. Goyette provided a written report for the Board. The Board voted unanimously to accept Mr. Goyette’s report as presented.	CARRIED
		Chief Housing Infrastructure Officer’s Report	6.12	<u>Chief Housing Infrastructure Officer’s – Jeff Belanger Housing and Infrastructure Report to the Board</u> Amendment: Request for Board Approval of Recommendation for Award RFT RR-07-01 Kitchen & Bathroom Cabinets – 345 Units Various Locations CHC identified the need to conduct a kitchen and bathroom condition assessment. Report concluded a consistent pattern of aging across organization. Conclusion identified Three developments: 438 Niagara St., 860 Mercer St., 2455 Rivard Ave. in need of immediate attention. Recommending RFT RR-0701 awarded to Collard Properties Construction Inc. REDACTED It is considered a standard project but over \$1 million currently requiring the Board’s approval. Action Item: CHC is looking at revising spending approval policy. A business case will be brought to the Board outlining new spending approval structure with increased limits at the next board meeting in November 2023.	
				The Board voted to accept Mr. Belanger’s report and resolution for RFT RR-0701 as presented. Moved by Shelley Ann Lucier Seconded by: Marina Clemens	CARRIED
		Chief Human Resources Officer’s Report	6.13	<u>Report to the Board – Danielle Bombardier, Chief Human Resources Officer</u> Ms. Bombardier provided a written report for the Board. No questions were brought forward.	
				The Board voted unanimously to accept Ms. Bombardier’s report as presented.	CARRIED
		Chief Corporate Affairs Officer’s Report	6.14	<u>Report to the Board – John Parent, Chief Corporate Affairs Officer</u> Mr. Parent provided a written report for the Board. No questions were brought forward.	
				The Board voted unanimously to accept Mr. Parent’s report as presented.	CARRIED
		Tenant Services Committee	6.21	<u>Minutes from the Board Tenant Services Committee held on September 12, 2023</u> Meeting Chair – Ms. Kathleen Hay provided the written Committee Minutes.	
		Finance Budget Committee	6.22	<u>Minutes from the Board Finance Budget Committee held on September 15, 2023</u> Meeting Chair – Ms. Marina Clemens provided the written Committee Minutes.	
		Strategic Planning Committee	6.23	<u>Minutes from the Board Strategic Planning Committee held on July 25, 2023</u> Meeting Chair – Councillor Kieran McKenzie provided the written Committee Minutes	
				The Board voted to accept all Committee Minutes as presented. Moved by: Councillor Kieran McKenzie Seconded by: Ms. Linda Coltman	CARRIED

WINDSOR ESSEX COMMUNITY HOUSING CORPORATION

BOARD MEETING MINUTES

Thursday, November 23, 2023

ATTENDANCE

BOARD MEMBERS	Present	Regrets	CHC EXECUTIVE MANAGEMENT	Present	Regrets
Councillor Fabio Costante, Chair		✓	Cynthia L Summers, Chief Executive Officer	✓	
Deputy Mayor Joe Bachetti, Vice Chair	✓		Charles Janisse, Chief Financial Officer	✓	
Marina Clemens, Treasurer	✓		Jay Shanmugam, Chief Development & Regeneration Officer	✓	
Councillor Kieran McKenzie, Secretary	✓		Jeff Belanger, Chief Housing Infrastructure Officer	✓	
Ann Paul	✓		Nolan Goyette, Chief Tenant Services Officer	✓	
Mayor Sherry Bondy	✓		Danielle Bombardier, Chief Human Resources Officer	✓	
Linda Coltman	✓		John Parent, Chief Corporate Affairs Officer	✓	
Rio Anzolin		✓			
Shelly Anne Lucier	✓		GUESTS		
Kathleen Hay	✓		Lorie Gregg, City of Windsor	✓	

Windsor-Essex Community Housing Corporation BOARD MEETING MINUTES November 23, 2023 12:00 pm				
1.00	Welcome			
2.00	ORDER OF BUSINESS	Call to Order	2.11	Regrets
				Fabio Costante and Rio Anzolin Meeting will be Chaired by Deputy Mayor Joe Bachetti for Fabio Costante
			2.12	Declaration of Conflict of Interest
				No conflicts of declared.
			2.13	Approval of Agenda Items as presented.
				Moved by: Linda Coltman Seconded by: Shelly Anne Lucier
2.14	Request for Deferrals, Referrals and Withdrawals			
	No Requests made.			
3.00	ADOPTION OF MINUTES FROM PREVIOUS MEETINGS	Board Minute Approvals	3.11	CHC BOARD RESOLUTION-11-23-2023-A BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has approved the adoption of minutes from the Board Meeting held September 28, 2023.
				Moved by: Shelly Anne Lucier Seconded by: Ms. Linda Coltman
4.00	BOARD INFORMATION		4.11	Board Attendance and Committee Listing - For Information
			4.12	2024 Board Meeting Schedule is as follows from 12:00 – 1:30 pm: • February 22, 2024 • April 25, 2024 • June 27, 2024 • August 22, 2024 • September 26, 2024 • November 27, 2024

5.00	DISCUSSION ITEMS	Chief Executive Officer's Report	5.11	<u>CEO Cynthia Summers Verbal Report to the Board</u> Ms. Summers gave a brief update to the Board on the following: CHC's annual staff recognition luncheon & meeting had to be cancelled because we have outgrown the venue at Willistead Manor. This event has been replaced with a Family Skating party in December and a Staff Development and Town Hall Meeting on January 26, 2023. Ms. Summers will begin hosting monthly CEO Meet & Greet meetings with Tenant across the portfolio beginning with the first one in January 2024. These will be ongoing monthly to meet and make herself available to the entire tenant base. A list with the meeting dates will be sent out to the Board for their review. CHC will be making changes to their Staff and Board Travel Expense policy. It has been at \$70 per diem since 2016 and will be raised to \$90 per diem to reflect the cost-of-living increase since 2016. It will also have an additional clause for out of country travel to pay out based on the exchange rate of the current country visited.	
				The Board accepted Cynthia Summers verbal report as presented. Moved by: Shelly Anne Lucier Seconded by: Marina Clemens	
		Chief Financial Officer Report		CARRIED	
			5.21	<u>CFO Charles Janisse Finance Report to the Board</u> Mr. Janisse reviewed the Q3-2023 Operating Results in detail with the Board. Highlights are as follows: • Noted an error to the Non-Profit Seniors Forecast presented in the statement. The forecasted revenues should be \$85,000 higher. This has no impact on the September actuals. Also the write-up stated that the Public Housing projected deficit is \$3.67M and it should have read \$3.37M which is the amount shown on the statement. • Forecast - Consolidated forecast is projecting a deficit of \$4.58M which is made up of a projected operating deficit in Public Housing of \$3.37M, a projected surplus of \$13K and \$202K in Families and Seniors respectively. • Revenue – Most of the negative variance between budget and actual continues to come from the Affordable Housing Portfolio specifically Meadowbrook Place. Revenues for other portfolios are mostly in line with budget. Rent supplement revenue is also under budget however offset by higher rental revenues. • Salaries – Overall salaries are still under budget (\$270K). The majority of the variance is still related to Affordable Housing and R&R salaries while other portfolios salaries are more in line with budget. • Maintenance and Repairs Operating Costs – At the end of Q3, consolidated costs were \$1.78M over budget. This was a result of public housing being over budget (\$2M), which was somewhat offset by the variances in the other portfolios. CHC continues to monitor Unit Restoration costs and have undertaken several initiatives to reduce these as well as other costs. • Insurance Loss Events – Continue to be high. At the end of September expenses were around \$322K over budget. • Investments – In third quarter volatility led to a decrease in our investments averaging a loss of 1.72% in the quarter. Year to date, CHC's investments are still up with a positive return of 3.46% at the end of September. There were some questions around CHC's current investment funds. The Board is interested in exploring other investment opportunities that may be available for consideration.	

				Action Item: Mr. Janisse will arrange to have ENCASA come in and meet with the Finance committee to review CHC’s investment fund options. <u>CHC BOARD RESOLUTION-11-23-2023-B</u> BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION, receives and approves the Finance Report and management prepared Statements of Operating Results for the period ending September 30, 2023, as amended to include the Finance Committee’s review of the investment funds. Moved by: Mayor Sherry Bondy Seconded by: Shelly Anne Lucier CARRIED	
	Chief Tenant Services Report	5.31		<u>Tenant Services Update Presentation – Nolan Goyette</u> Mr. Goyette provided a presentation updating the group on the status of the Tenant Services Department. Some Highlights are as follows. <u>Focus has been on the following:</u> • Process & standardization of service across entire portfolio – delivering excellent services to our customers (tenants) • Income Review & RGI Standardization • Eviction Prevention & Arrears Collection • Overhoused Policy & Procedure • Unit Turnaround Optimization • Preventative Maintenance <u>While there has been significant progress within the Tenant Services portfolio, there is still further opportunity for improvement:</u> <u>Plans through 2024:</u> • Alignment with new Strategic Plan • Onboarding of Senior Manager, Community Development & Engagement • Community Development & Engagement plan • Optimization & automation of Yardi (ERP) • Income review • Case notes & follow-up with tenants • N4’s • Formal roll-out of Eviction Prevention & Arrears policy/process • Further optimization of unit turnaround (t-minus 60 days to move out). • Further preventative maintenance measures. • Standardized training & development plans for ADM’s and DM’s including skills matrix & core competencies.	

6.0	CONSENT AGENDA ITEMS	Chief Housing Infrastructure Officer's Report	6.12	<u>Chief Housing Infrastructure Officer's – Jeff Belanger</u> <u>Housing and Infrastructure Report to the Board</u> Mr. Belanger provided a written report for the Board.	
		Chief Development & Regeneration Report	6.13	<u>Development & Regeneration Report to the Board – Jay Shanmugam</u> Mr. Shanmugam provided a written report for the Boards review highlighting that there were 6 resolutions requiring Board Approval: 1106 Ouellette Ave. 5. Authorize CHC to draw a maximum of \$295,111 from its energy management reserve fund to satisfy the 25% capital contribution required by the proponent, Wyandotte Development 6. Authorize CHC to execute all agreements related to the Ontario Renovates — Social Housing Repair Program (OR-SHRP), should CHC be successful in securing the funding in the amount of \$211,310 to undertake repairs to the rear staircase and suite entry doors at the Wyandotte affordable Development.	
				Chief Human Resources Officer's Report	6.14

		Chief Corporate Affairs Officer's Report	6.15	<u>Report to the Board – John Parent, Chief Corporate Affairs Officer</u> Mr. Parent provided a written report for the Board.	
				<u>CHC BOARD RESOLUTION-11-23-2023-C</u> BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION receives and approves all the reports in the consent agenda as presented. Moved by: Ann Paul Seconded by: Marina Clemens	CARRIED
7.00	NEW BUSINESS			NONE	
8.00	ADJOURNMENT			Meeting adjourned at 1:22 p.m. Moved by: Shelly Anne Lucier Seconded by: Kathleen Hay	CARRIED

Please Note: These minutes were approved by the Board on December 18 2023

WINDSOR ESSEX COMMUNITY HOUSING CORPORATION

BOARD MEETING MINUTES

Thursday, December 14, 2023

ATTENDANCE

BOARD MEMBERS	Present	Regrets	CHC EXECUTIVE MANAGEMENT	Present	Regrets
Councillor Fabio Costante, Chair	✓		Cynthia L Summers, Chief Executive Officer	✓	
Marina Clemens, Treasurer	✓		Charles Janisse, Chief Financial Officer	✓	
Deputy Mayor, Joe Bachetti, Secretary	✓				
Councillor, Kieran McKenzie	✓				
Ann Paul	✓				
Mayor Sherry Bondy	✓				
Linda Coltman	✓				
Rio Anzolin	✓				
Shelly Anne Lucier	✓				
Kathleen Hay		✓			



BOARD MEETING

December 14, 2023

9:30 AM – 10:00 AM

AGENDA

Agenda Items

- 1. Presentation and approval of the 2024 Budget. Presented by WECHC CFO Charles Janisse.
[Mr. Janisse emailed Board Report – 2024 Budget Approval as an attachment, December 8th, 2023]**
- 2. Presentation and approval of the allowance to use up \$15,000.00 of monies from CHC's Energy Management Fund for Solar Panel repairs at 3133 Meadowbrook.
[Energy Fund Resolution Report in attachment]**

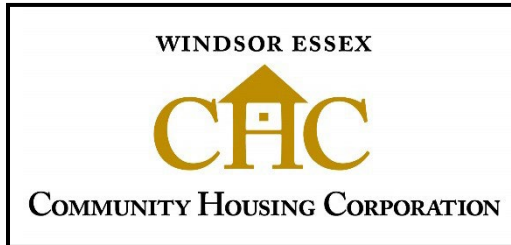
Windsor-Essex Community Housing Corporation VIRTUAL BOARD MEETING MINUTES December 14, 2023				
1.00	Presenter - Councillor, Fabio Costante Board Chair Meeting Commencement - 9:01 a.m. Nina La Porta for Beverly Throsel in absentia			
2.00	ORDER OF BUSINESS	Call to Order	2.11	Regrets Kathleen Hay
			2.12	Declaration of Conflict of Interest No conflicts declared.
			2.13	Call to Order Meeting Moved by: Shelley Anne Lucier Seconded by: Marina Clemens
				CARRIED
			2.14	Request for Deferrals, Referrals and Withdrawals No Requests made.
3.00	AGENDA DISCUSSION ITEM	No. 1	3.11	<u>CFO Charles Janisse Finance Report to the Board</u> <u>Chair Costante noted that the Board was presented and approved the budget assumptions in principle at the August 2023 board meeting and asked Mr. Janisse to present final 2024 budget and highlight any changes.</u> Mr. Janisse stated that the draft budget which had been approved by the Board of Directors in principle was presented to The City of Windsor in early September 2023. Based on feedback from that meeting, as well as updated information around forecasts, insurance premiums and R&R draws was then used to update the final budget which is being presented for approval today. Mr. Janisse highlighted the following changes: Salaries were reallocated to align with prior year allocations between the portfolios. <u>Utilities</u> – Minor change to reflect that CHC had underbudget water for the last number of years. That was becoming more evident. Net impact on Public Housing was \$143, 000. Non-Profit Families was \$21,000. Non-Profit was \$34,000. The utilities for Affordable Housing were also updated to reflect the current spending in Meadowbrook. <u>Insurance Premiums</u> – The actual premiums were received in late October 2023. There was a \$380,000 increase in premium (24%). The budgeted numbers were updated to reflect the actual increase. <u>Mortgage Principal and Interest</u> –Public Housing P&I payments were adjusted to reflect the actual repayable R&R draw that WECHC took in 2023, as well as interest on the estimated 2024 repayable draws. <u>Non-Profit Families subsidy</u> - As mentioned in the August Budget meeting WECHC had not yet received the Families subsidy calculations in August when the original budget assumptions were presented. WECHC has now received the formal calculation. The net

			decrease in that subsidy was \$751,000. This was primarily driven by a reduction in mortgage payments as a number of mortgages finished in 2023. Net change in the portfolio was very small. <u>NPF Rental Revenue</u> – Was decreased by \$247K based on updated projections. Overall CHC has requested a 22% increase in its Public Housing Subsidy, there is a 31% decrease in the calculated Families subsidy and with the other requested items, the coverage of the Families shortfall and funding for the Regen and Development team budget the total increased subsidy we are requesting for 2024 is 19.3% or \$4.5M Mr. Janisse noted that CHC had conversations with The City of Windsor regarding subsidy and recommendations that The City Administration had made to the Mayor of Windsor. It is our understanding that Administration recommended a \$3.3 million increase for the Public Housing Portfolio. Along with a one time increase of \$1 million dollars. Bringing the net increase to approximately \$4.3 million dollars. CHC had requested for a higher increase than that. Ms. Summers added that, it was explained to her that the one time, \$1 million dollar Subsidy was because The City of Windsor is confident that CHC is going to reduce the cost related to renovations and repairs. Ms. Summers believes this to be true. Ms. Summers spoke to City of Windsor and was advised that if CHC finds the need at the end of this year to make a request again for 2025, they would be open for discussion.
		BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION receive the budget report and supporting documentation and approve the 2024 Public Housing, Non-Profit Families, Non-Profit Seniors, Affordable Housing, Repair and Renew Salaries and Regeneration and Development Team budgets as presented.	CARRIED
		<u>Questions or Discussions</u> <u>Request of Funds</u> ██████████ asked if this request of money is on par with past requests that have been made in the last 5 years, approximately. Is this an average or above average request or below average request? Mr. Janisse responds that it is an above average request. What is unique of the request is the new funding of CHC’s Regeneration and Development team. This was never separated in the past because it was primarily funded through the Meadowbrook construction. There was a one time \$400,000 subsidy in 2018 that The City of Windsor gave CHC to develop a Regeneration plan. CHC in the past has requested small amounts of 1% or 2 %. Mr. Janisse noted that 2022 was the largest approved increase as indicated by the previous CFO. But this year has surpassed that amount. CHC is seeing costs that are dramatically increasing because of the lack of maintenance in this Portfolio in the past 15 years. Those costs are accumulating. <u>Reaching Home Program</u> ██████████ proposes the question to Mr. Janisse regarding news of the federal cut to the Reaching Home Program by 28% for the homelessness. Concerned on the impact if any it would have on CHC due to the reduction of funds. Is there any correlation to CHC? Mr. Janisse responds that CHC does not receive any of those funds directly. That this does not impact the operating budget directly. CHC was able to access some of those funds in past years to buy new buildings.	

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				<u>P2P</u> Board Member, [REDACTED] inquired regarding the \$40,000 of the P2P in The City budget that was lost for funding. P2P lost the money if they re-organized their principles? If this impacted CHC? Mr. Janisse responded that P2P funding actually came to an end and hasn't been replaced yet. CHC is not looking to change the summer recreational program for the youth. WECHC just wanted to make sure that the program continues. Therefore, WECHC requested to have it moved to the general subsidy.	
				<u>Energy Management Fund</u> Mr. Janisse indicated that Item No. 2 is no longer needed.	
3.00	AGENDA DISCUSSION ITEM	No. 2	3.12	BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION receive the budget report and supporting documentation and approve the 2024 Public Housing, Non-Profit Families, Non-Profit Seniors, Affordable Housing, Repair and Renew Salaries and Regeneration and Development Team budgets as presented. Moved by: Ms. Marina Clemens, Treasurer Seconded by: Mr. Joe Bachetti, (Deputy Mayor) Secretary	CARRIED
4.00		Adjournment	Meeting adjourned 9:25 a.m.		

This report has been reviewed and approved by CEO Cynthia Summers Date: Wednesday, December 20, 2023	
This report was approved by the Board	Date: December 22 2023 Via Email



WINDSOR ESSEX COMMUNITY HOUSING CORPORATION

NOTICE OF ANNUAL GENERAL MEETING

JUNE 22, 2023

APPROVAL OF THE 2023 ANNUAL GENERAL MEETING RESOLUTIONS

Called to order at 1:11 pm by Mayor Sherry Bondy Seconded by Shelly Lucier

CARRIED

TO: Sole shareholder, The Corporation of the City of Windsor

AND TO: Directors,

- (a) Fabio Costante
- (b) Marina Clemens
- (c) Linda Kathleen Coltman
- (d) Ann Paul
- (e) Kieran McKenzie
- (f) Joe Bachetti
- (g) Sherry Bondy
- (h) Shelly Anne Lucier
- (i) Kathleen Amy Hay
- (j) Rio Anzolin

It is with pleasure that we present you with the 2023 Annual General Meeting of Windsor Essex Community Housing Corporation (CHC) as follows.

Opening of Meeting – Councillor Fabio Costante, Chair

Formalities

- (a) **Proof of Notice of Meeting** - Provided as part of the June 2023 Board Mtg Agenda Package on June 15 2023.
- (b) **Report on Attendance by Sole Shareholder** – Ms. Janice Guthrie

**WINDSOR ESSEX COMMUNITY HOUSING CORPORATION 2021
ANNUAL GENERAL MEETING
MINUTES
June 22, 2023**

In accordance with the Shareholder Declaration section 3.8 Annual General Meeting, the following Annual Corporate Resolutions are being submitted to the City of Windsor as sole shareholder:

Request for Board Approval of AGM Resolutions

CHC Management is requesting the approval of the Board for the following resolutions to complete the compliance of the 2022 Annual General resolution requirement.

Recommendation 1- Appointment of Officers

CHC BOARD AGM RESOLUTION-06-22-2023 - A

BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION In accordance with the Shareholder Declaration section 3.2, has approved the continuation of the following individuals as Officers of the Corporation:

**Board Chair: Councillor Fabio Costante
Vice-Chair: Deputy Mayor Joe Bachetti
Treasurer: Ms. Marina Clemens
Secretary: Councillor Kieran McKenzie**

Moved by: Ms. Linda Coltman Seconded by: Ms. Shelly Lucier CARRIED

All Directors of the Corporation hereby pass the foregoing resolutions hereto pursuant to the provisions of the Ontario *Business Corporations Act*.

Recommendation 2 - Appointment of Auditors

CHC BOARD AGM RESOLUTION-06-22-2023 - B

BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has approved the appointment of KPMG as the CHC Auditor for the year 2023 as follows:

As required by the Board Responsibilities relating to the monitoring of CHC's finances and costs under Section 3.1(f) of the Declaration of the Sole Shareholder. any two Directors hereby authorized and directed to sign the balance sheet as evidence of the foregoing as required in the Board Responsibilities of the Declaration of the Sole Shareholder relating to:

- (1) the monitoring of CHC's finances and costs under Section 3.1(f); and
- (2) the responsibility to deliver the Auditors' Report, Audited Financial Statements and an Auditor's Findings Report within 150 days after the end of each fiscal year to the Shareholder under Section 4.3.

Moved by: Mayor Sherry Bondy Seconded by: Ms. Shelly Lucier CARRIED

Recommendation 3 - Approval of CHC 2021 Annual Report

CHC BOARD RESOLUTION-AGM 06-22-2023 - C

BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION In accordance with the Shareholder Declaration section 3.8, has received and approved the CHC 2022 Annual Report as presented.

Moved by: Ms. Marina Clemens

Seconded by: Ms. Ann Paul

CARRIED

KPMG 2022 Audit Resolutions

Passed by the CHC Board of Directors at their meeting held on April 27, 2023

KPMG 2021 Audit Findings Report & Financial Statements for the year ending December 31, 2022.

KPMG Windsor Essex CHC 2020 Audit Findings report, and financial statements were presented to the Board at their meeting held on April 27, 2023.

The following resolutions were passed by the Board at the Board Meeting held on April 27, 2023.

CHC BOARD RESOLUTION-04-27-2023-C

BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has received and approves the following as presented:

- a. KPMG Audit Findings Report for the year ended December 31, 2022.
- b. KPMG Report on Applying Specified Auditing Procedures on the Annual Information Return for the year ended December 31, 2022.
- c. Management Representation Letter addressed to KPMG for the year ended December 31, 2022.

Moved by: Councillor Kieran McKenzie

Seconded by: Mr. Rio Anzolin

CARRIED

CHC BOARD RESOLUTION-04-27-2023-D

BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has received and approves the Audited Financials and AIR statements as presented:

- a. Audited Financial Statements of Windsor Essex Community Housing Corporation as at and for the year ended December 31, 2022.
- b. Windsor Essex Community Housing Corporation, Annual Information Return for the year ended December 31, 2022.

Moved by: Councillor Kieran McKenzie

Seconded by: Mr. Rio Anzolin

CARRIED

This Annual General Meeting was adjourned at 1:19 pm.

These minutes were approved by the Board on September 28 2023



Summary of Outstanding Reports

Meeting Date: Wednesday, June 19, 2024

Report #: 2024-0717-LCS-R23-KH

Purpose

To provide County Council with a summary of outstanding reports and an estimated timeline for reporting back to Council on such matters.

In accordance with Procedure By-law 2024-26, Section 11.13.2., items listed have been requested by Council, by resolution during the current term of Council.

Summary Table

Meeting Date	Direction/Motion	Status/Action Taken	Anticipated Report/Completion
2023-11-01	316-2023 Moved by Michael Prue Seconded by Chris Gibb Whereas Amherstburg Town Council has voted at their October 10, 2023 meeting to direct Mayor Prue and/or Deputy Mayor Gibb to introduce a Notice of Motion to County Council requesting a Traffic Control Study at the intersection of County Rd 9 and Alma Road; And whereas this intersection is owned by the County of Essex and is located within the Municipality of Amherstburg; Now therefore, Essex County Council requests that County Administration conduct a Traffic Study for the said intersection	Pending Due to the ongoing construction in this vicinity, it is not possible to currently obtain accurate traffic counts. This study will be undertaken upon the conclusion of the construction anticipated by August 2024. Completion of this report is not anticipated until early fall 2024.	2024-09-18

Katherine Hebert, Clerk

Corporation of the County of Essex, Main Floor, Suite 201, 360 Fairview Ave. W., Essex, ON N8M 1Y6

Phone: 519-776-6441, ext. 1353, Email: khebert@countyofessex.ca

Meeting Date	Direction/Motion	Status/Action Taken	Anticipated Report/Completion
2024-02-07	051-2024 Moved by Dennis Rogers Seconded by Sherry Bondy That Essex County Council give Administration direction to consult with local municipalities to investigate their satisfaction with the services provided by any discretionary external commitments and to invite these organizations to present to County Council and the local municipalities to demonstrate the benefit they are providing to municipalities and the value for money invested by the County and that a report come back to County Council prior to the 2025 budget deliberations.	Completed To be presented by Sandra Zwiers.	2024-07-17
2024-04-03	099-2024 Moved by Gary McNamara Seconded by Chris Gibb That Essex County Council direct Administration to consult with ERCA on the feasibility of reviewing and enhancing the Clean Water Green Spaces Program with an aim at achieving an accelerated rate of natural restoration in the County and provide a report back to Council; And, further that Essex County Council direct Administration to bring back a report and draft by-law/policy to meet the obligations of Section 270(1)7 of the Municipal Act with regard to the protection and enhancement of tree canopy.	In-Progress Rebecca Belanger (Further consultation required amending the expected completion date.)	2024-09-04

Meeting Date	Direction/Motion	Status/Action Taken	Anticipated Report/Completion
2024-05-01	132-2024 Moved by Crystal Meloche Seconded by Michael Akpata Whereas the intersections at Martin Lane and Front Road, and Victory and Front Road are owned by the County of Essex, but located within the Town of LaSalle; And Whereas Front Road has seen an increase in traffic volume, which volume will only further increase with the new developments on Martin Lane; Be It Resolved that Council support Mayor Meloche and Deputy Mayor Akpata in their efforts to introduce a motion at County Council requesting a traffic control study at the intersections of Martin Lane and Front Road, as well as at Victory and Front Road, to assess the requirement for traffic signalization, to assist not only with the traffic flow but also with pedestrian safety.	Pending Allan Botham	2024-10-16
2024-05-15	143-2024 Moved by Michael Prue Seconded by Crystal Meloche That Essex County Council receive the correspondence as amended from the Town Tecumseh, regarding Report PWES-2024-18 entitled "Community Safety Zones Policy" and Report PWES-2024-20 entitled "School Safety Zones Policy"; and That Essex County Council request that a report be prepared by County administration and brought back to Council for consideration.	In-Progress Allan Botham and IPS Team	2024-08-14

Meeting Date	Direction/Motion	Status/Action Taken	Anticipated Report/Completion
2024-05-15	147-2024 Moved by Joe Bachetti Seconded by Michael Prue That Essex County Council receive report 2024-0515-R08-RB regarding the Advancement of a County Development Charges Study and By-law for information; and That Essex County Council approve the utilization of rate stabilization reserves up to a maximum of \$60,000 to fund the Development Charges Study.	Assigned Rebecca Belanger	2024-09-04
2024-06-05	165-2024 Moved by: Sherry Bondy Seconded by: Joe Bachetti <i>That County Council receive report – Council Remuneration for information;</i> <i>That County Council approve the 60th Percentile Compensation Grid for County Council, retroactive to January 1, 2024;</i> <i>That County Council approve the funding of the 2024 budget shortfall of \$292,056 from the Rate Stabilization Reserve;</i> <i>That County Council adopt By-law 2024-26 (Procedure By-law) and 2024-27 (Council Remuneration By-law); and</i> That a report from administration be brought back considering that the alternate members of council be compensated at a proportionate share of the regular council pay.	Completed Sandra Zwiers to present a follow-up report pertaining to alternate members rate of pay. The other matters in the motion were adopted on June 5, 2024.	2024-07-17

Meeting Date	Direction/Motion	Status/Action Taken	Anticipated Report/ Completion
2024-06-19	A Notice of Motion was introduced by Michael Prue That Council approve the signals at CR 9 and CR 10 during the construction phase of that project, and that monies be found in the existing construction budget	Assigned Allan Botham to prepare a report exploring the feasibility and budget considerations for completing traffic signalization at CR9 and CR10 concurrently during the intersection construction	2024-07-17

Recommendation

That Essex County Council receive report number 2024-0717-LCS-R23-KH, Summary of Outstanding Reports as information.

Approvals

Respectfully Submitted,

Katherine Hebert

Katherine Hebert, Clerk

Concurred With,

Sandra Zwiers

Sandra Zwiers, MAcc, CPA, CA, Chief Administrative Officer.



Administrative Report

Office of the Director, Financial Services/Treasurer

To: Warden MacDonald and Members of Essex County Council

From: Melissa Ryan, CPA
Director, Financial Services/Treasurer

Date: Wednesday, July 17, 2024

Subject: 2024 Canada Community-Building Fund Allocation
(formerly Federal Gas Tax Fund)

Report #: 2024-0717-FIN-R14-MR

Purpose

To advise County Council of Canada Community-Building Fund (CCBF) payments to be received from the Association of Municipalities of Ontario (AMO) and the redistribution of these funds to the local municipalities in accordance with previous direction from County Council to share funds on an 80/20 percentage basis (local/County) versus the provincially prescribed 50/50 percentage allocation.

Background

The Canada Community-Building Fund (CCBF) is a permanent source of funding for provinces and territories to support local infrastructure priorities. Municipalities can pool, bank and borrow against the funding. The structure of the CCBF provides significant financial flexibility to address infrastructure gaps.

Allocations were recalculated for the 2024-2028 period based on population counts in the 2021 census and are subject to the renewal of the agreement governing the transfer and use of the Fund.

Discussion

In accordance with County Council's prescribed method of cost sharing of CCBF dollars, (80% local municipal and 20% County), \$3,640,200 (an increase of \$35,660 from the prior year) of the County's allocation is being

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Corporation of the County of Essex, Main Floor, Suite 201, 360 Fairview Ave. W., Essex, ON
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Phone: 519-776-6441, ext. 1312; Email: mryan@countyofessex.ca

re-distributed to the local municipalities based on the 2021 Census Data (Appendix A).

In addition to the Corporation’s annual bylaw that establishes the redistribution of CCBF funds, a renewed 10-year Municipal Funding Agreement (MFA) for the administration of the CCBF has been received from AMO that also requires execution.

Financial Implications

The approval for the application of the County’s 2024 share of the CCBF was discussed during the 2024 Budget and supports capital works in the Infrastructure and Planning Services Department.

Consultations

N/A

Strategic Plan Alignment

Working as Team Essex County	Growing as Leaders in Public Service Excellence	Building a Regional Powerhouse
☐ Scaling Sustainable Services through Innovation ☐ Focusing “Team Essex County” for Results ☐ Advocating for Essex County’s Fair Share	☐ Being an Employer with Impact ☒ A Government Working for the People ☐ Promoting Transparency and Awareness	☐ Providing Reliable Infrastructure for Partners ☒ Supporting Dynamic and Thriving Communities Across the County ☐ Harmonizing Action for Growth ☐ Advancing Truth and Reconciliation

Recommendation

That Essex County Council approve the 2024 Canada Community-Building Fund Distribution Schedule and accompanying By-Law; and

That Essex County Council authorize the Warden and the Clerk to execute the Municipal Funding Agreement covering the program term of April 1, 2024 up to and including March 31, 2034 and pass the accompanying By-Law.

Approvals

Respectfully Submitted,

Melissa Ryan

Melissa Ryan, CPA, Director, Financial Services/Treasurer

Concurred With,

Sandra Zwiers

Sandra Zwiers, MAcc, CPA, CA, Chief Administrative Officer

Appendix	Title
A	2024 CCBF Allocation Schedule
B	Municipal Funding Agreement - CCBF

Appendix A

2024 Canada Community Building Fund Distribution Schedule

2024				
Municipality	Original Cost Share	Allocation	Revised Cost Share (2021 Census)	Distribution
County	6,067,000	20.00%	2,426,800	- 3,640,200
Amherstburg	739,597	9.75%	1,183,356	443,758
Essex	667,034	8.80%	1,067,254	400,220
Kingsville	695,424	9.17%	1,112,678	417,254
Lakeshore	1,270,495	16.75%	2,032,792	762,297
LaSalle	1,028,752	13.57%	1,646,004	617,251
Leamington	933,143	12.30%	1,493,028	559,886
Tecumseh	732,555	9.66%	1,172,088	439,533
Sub-Total Local	6,067,000	80.00%	9,707,200	3,640,200
Total	12,134,000	100.00%	12,134,000	-

MUNICIPAL FUNDING AGREEMENT ON THE CANADA COMMUNITY-BUILDING FUND

BETWEEN:

THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO

(referred to herein as “**AMO**”)

AND:

THE COUNTY OF ESSEX

(a municipal corporation pursuant to the *Municipal Act, 2001*, referred to herein as the “**Recipient**”)

WHEREAS the Government of Canada, the Government of Ontario, AMO, and the City of Toronto are signatories to the Administrative Agreement on the Canada Community-Building Fund effective April 1, 2024 (the “**Administrative Agreement**”), which governs the transfer and use of the Canada Community-Building Fund (“**CCBF**”) in Ontario;

AND WHEREAS AMO is responsible for the administration of CCBF funding made available to all Municipalities in Ontario – except the City of Toronto – under the Administrative Agreement, and will therefore undertake (and require the Recipient to undertake) certain activities as set out in this Agreement;

AND WHEREAS the Recipient wishes to enter into this Agreement to access CCBF funding;

NOW THEREFORE the Parties agree as follows:

1. DEFINITIONS AND INTERPRETATIONS

- 1.1 **Definitions.** For the purposes of this Agreement, the following terms shall have the meanings ascribed to them below:

“Annual Report” means the duly completed report to be prepared and delivered to AMO as described in Section 6.1.

“Asset Management” is a principle/practice that includes planning processes, approaches, plans, or related documents that support an integrated lifecycle approach to the effective stewardship of infrastructure assets to maximize benefits and effectively manage risk.

“Canada” means the Government of Canada, as represented by the Minister of Housing, Infrastructure and Communities.

“Canada Community-Building Fund” or “CCBF” means the program established under section 161 of the *Keeping Canada’s Economy and Jobs Growing Act*, S.C. 2011, c. 24 as amended by section 233 of the *Economic Action Plan 2013 Act, No. 1*, S.C. 2013, c. 33, as the Gas Tax Fund and renamed the Canada Community-Building Fund in section 199 of *Budget Implementation Act, 2021, No. 1*.

“Contract” means an agreement between the Recipient and a Third Party whereby the latter agrees to supply a product or service to an Eligible Project in return for financial consideration.

“Eligible Expenditure” means an expenditure described as eligible in Schedule B or deemed eligible by Canada in accordance with Section 4.2.

“Eligible Investment Category” means an investment category listed in Schedule A or deemed eligible by Canada in accordance with Section 3.2.

“Eligible Project” means a project that fits within an Eligible Investment Category.

“Event of Default” has the meaning given to it in Section 13.1 of this Agreement.

“Funds” mean the funds made available to the Recipient through the CCBF or any other source of funding as determined by Canada. Funds are made available pursuant to this Agreement and includes any interest earned on the said Funds. Funds transferred to another Municipality in accordance with Section 5.3 of this Agreement are to be treated as Funds by the Municipality to which the Funds are transferred; and Funds transferred to a non-municipal entity in accordance with Section 5.4 of this Agreement shall remain as Funds under this Agreement for all purposes and the Recipient shall continue to be bound by all provisions of this Agreement with respect to such transferred Funds.

“Housing Needs Assessment” or **“HNA”** means a report informed by data and research describing the current and future housing needs of a Municipality or community according to guidance provided by Canada.

“Ineligible Expenditures” means those expenditures described as ineligible in Schedule C or deemed ineligible by Canada in accordance with Section 4.2.

“Infrastructure” means tangible capital assets that are primarily for public use or benefit in Ontario – whether municipal or regional, and whether publicly or privately owned.

“Lower-Tier Municipality” means a Municipality that forms part of an Upper-Tier Municipality for municipal purposes, as defined under the *Municipal Act, 2001*, S.O. 2001, c. 25.

“Municipal Fiscal Year” means the period beginning January 1st of a year and ending December 31st of the same year.

“Municipality” and **“Municipalities”** means every municipality as defined under the *Municipal Act, 2001*, S.O. 2001, c. 25.

“Non-Municipal Transfer By-law” means a by-law passed by Council of the Recipient pursuant to Section 5.4 of this Agreement.

“Parties” means AMO and the Recipient.

“Prior Agreement” means the municipal funding agreement for the transfer of federal gas tax funds entered into by AMO and the Recipient, effective April 2014 and with an expiry date of March 31, 2024.

“Single-Tier Municipality” means a Municipality, other than an Upper-Tier Municipality, that does not form part of an Upper-Tier Municipality for municipal purposes, as defined under the *Municipal Act, 2001*, S.O. 2001 c. 25.

“Third Party” means any person or legal entity, other than the Parties to this Agreement, who participates in the implementation of an Eligible Project by means of a Contract.

“Transfer By-law” means a by-law passed by Council of the Recipient pursuant to Section 5.3 of this Agreement.

“Unspent Funds” means the amount reported as unspent by the Recipient as of December 31, 2023 in the Recipient’s 2023 Annual Report (as defined under the Prior Agreement).

“Upper-Tier Municipality” means a Municipality of which two or more Lower-Tier Municipalities form part for municipal purposes, as defined under the *Municipal Act, 2001*, S.O. 2001 c. 25.

1.2 Interpretations

- a) **“Agreement”** refers to this agreement as a whole, including the cover and execution pages and all of the schedules hereto, and all amendments made hereto in accordance with the provisions hereof.
- b) The words **“herein”**, **“hereof”** and **“hereunder”** and other words of similar import refer to this Agreement as a whole and not any particular schedule, article, section, paragraph or other subdivision of this Agreement.
- c) The term **“including”** or **“includes”** means including or includes (as applicable) without limitation or restriction.
- d) Any reference to a federal or provincial statute is to such statute and to the regulations made pursuant to such statute as such statute and regulations may at any time be amended or modified and in effect and to any statute or regulations that may be passed that have the effect of supplementing or superseding such statute or regulations.

2. TERM OF THE AGREEMENT

- 2.1 **Term.** Subject to any extension or termination of this Agreement or the survival of any of the provisions of this Agreement pursuant to the provisions contained herein, this Agreement shall come into effect as of April 1, 2024 up to and including March 31, 2034.
- 2.2 **Review.** This Agreement will be reviewed by AMO by June 30, 2027.
- 2.3 **Amendment.** This Agreement may be amended at any time in writing as agreed to by AMO and the Recipient.
- 2.4 **Notice.** Any of the Parties may terminate this Agreement on two (2) years written notice.
- 2.5 **Prior Agreement.** The Parties agree that the Prior Agreement, including Section 15.5 thereof, is hereby terminated. Notwithstanding the termination of the Prior Agreement, including Section 15.5, the reporting and indemnity obligations of the Recipient thereunder with respect to expended Funds governed by the Prior Agreement as set forth in Sections 5, 7, 10.3, 10.4 and 10.5 of the Prior Agreement shall survive the said termination.

3. ELIGIBLE PROJECTS

- 3.1 **Eligible Projects.** Eligible Projects are those that fit within an Eligible Investment Category. Eligible Investment Categories are listed in Schedule A.
- 3.2 **Discretion of Canada.** The eligibility of any investment category not listed in Schedule A is solely at the discretion of Canada.
- 3.3 **Recipient Fully Responsible.** The Recipient is fully responsible for the completion of each Eligible Project in accordance with Schedule A and Schedule B.

4. ELIGIBLE EXPENDITURES

- 4.1 **Eligible Expenditures and Ineligible Expenditures.** Eligible Expenditures are described in Schedule B. Ineligible Expenditures are described in Schedule C.
- 4.2 **Discretion of Canada.** The eligibility of any item not listed in Schedule B or Schedule C to this Agreement is solely at the discretion of Canada.
- 4.3 **Reasonable Access.** The Recipient shall allow AMO and Canada reasonable and timely access to all documentation, records and accounts and those of their respective agents or Third Parties related to the receipt, deposit and use of Funds and Unspent Funds, and any interest earned thereon, and all other relevant information and documentation requested by AMO or Canada or their respective designated representatives for the purposes of audit, evaluation, and ensuring compliance with this Agreement.
- 4.4 **Retention of Receipts.** The Recipient will keep proper and accurate accounts and records of all Eligible Projects including invoices and receipts for Eligible Expenditures for at least six (6) years after the completion of the project.
- 4.5 **Contracts.** The Recipient will award and manage all Contracts in accordance with its relevant policies and procedures and, if applicable, in accordance with any domestic or international trade agreements, and all other applicable laws. The Recipient will ensure any of its Contracts for the supply of services or materials to implement its responsibilities under this Agreement will be awarded in a way that is transparent, competitive, consistent with value for money principles and pursuant to its adopted procurement policy.

5. FUNDS

- 5.1 **Use of Funds.** The Recipient acknowledges and agrees the Funds are intended for and shall be used only for Eligible Expenditures in respect of Eligible Projects.

- 5.2 **Unspent Funds.** Any Unspent Funds, and any interest earned thereon, will be subject to the terms and conditions of this Agreement, and will no longer be governed by the terms and conditions of the Prior Agreement.
- 5.3 **Transfer of Funds to a Municipality.** Where a Recipient decides to allocate and transfer Funds to another Municipality (the “Transferee Municipality”):
- a) The allocation and transfer shall be authorized by a Transfer By-law. The Transfer By-law shall be passed by the Recipient’s council and submitted to AMO as soon thereafter as practicable. The Transfer By-law shall identify the Transferee Municipality and the amount of Funds the Transferee Municipality is to receive for the Municipal Fiscal Year(s) specified in the Transfer By-law.
 - b) The Recipient is still required to submit an Annual Report in accordance with Section 6.1 hereof with respect to the Funds transferred.
 - c) No transfer of Funds pursuant to this Section 5.3 shall be effected unless and until the Transferee Municipality has either (i) entered into an agreement with AMO on substantially the same terms as this Agreement, or (ii) has executed and delivered to AMO a written undertaking to assume all of the Recipient’s obligations under this Agreement with respect to the Funds transferred, such as undertaking in a form satisfactory to AMO.
- 5.4 **Transfer of Funds to a Non-Municipal Entity.** Where a Recipient decides to support an Eligible Project undertaken by a non-municipal entity (whether a for profit, non-governmental, or not-for profit organization):
- a) The provision of such support shall be authorized by a Transfer By-law (a “Non-Municipal Transfer By-law”). The Non-Municipal Transfer By-law shall be passed by the Recipient’s council and submitted to AMO as soon as practicable thereafter. The Non-Municipal Transfer By-law shall identify the non-municipal entity, and the amount of Funds the non-municipal entity is to receive for that Eligible Project.
 - b) The Recipient shall continue to be bound by all the provisions of this Agreement notwithstanding any such transfer.
 - c) No transfer of Funds pursuant to this Section 5.4 shall be effected unless and until the non-municipal entity receiving the Funds has executed and delivered to AMO a written undertaking to assume all of the Recipient’s obligations under this Agreement with respect to the Funds transferred, in a form exclusively satisfactory to AMO.
- 5.5 **Payout of Funds.** Subject to Sections 5.14 and 5.15, AMO will transfer Funds twice yearly, on or before the dates agreed upon by Canada and AMO.

- 5.6 **Deposit of Funds.** The Recipient will deposit the Funds in:
- a) An interest-bearing bank account; or
 - b) An investment permitted under:
 - i. The Recipient's investment policy; and
 - ii. Provincial legislation and regulation.
- 5.7 **Interest Earnings and Investment Gains.** Interest earnings and investment gains will be:
- Proportionately allocated to the CCBF when applicable; and
 - Applied to Eligible Expenditures for Eligible Projects.
- 5.8 **Funds Advanced.** Funds shall be spent (in accordance with Sections 3 and 4) or transferred (in accordance with Sections 5.3 or 5.4) within five (5) years after the end of the year in which Funds were received. Unexpended Funds shall not be retained beyond such five (5) year period without the documented consent of AMO. AMO reserves the right to declare that unexpended Funds after five (5) years become a debt to Canada which the Recipient will reimburse forthwith on demand to AMO for transmission to Canada.
- 5.9 **Expenditure of Funds.** The Recipient shall expend all Funds by December 31, 2038.
- 5.10 **HST.** The use of Funds is based on the net amount of harmonized sales tax to be paid by the Recipient net of any applicable tax rebates.
- 5.11 **Limit on Canada's Financial Commitments.** The Recipient may use Funds to pay up to one hundred percent (100%) of Eligible Expenditures of an Eligible Project.
- 5.12 **Federal Funds.** The Recipient agrees that any Funds received will be treated as "federal funds" for the purpose of other federal infrastructure programs.
- 5.13 **Stacking.** If the Recipient is receiving federal funds under other federal infrastructure programs in respect of an Eligible Project to which the Recipient wishes to apply Funds, the maximum federal contribution limitation set out in any other federal infrastructure program agreement made in respect of that Eligible Project shall continue to apply.
- 5.14 **Withholding Payment.** AMO may, in its exclusive discretion, withhold Funds where the Recipient is in default of compliance with any provisions of this Agreement.
- 5.15 **Insufficient Funds Provided by Canada.** Notwithstanding the provisions of Section 2, if Canada does not provide sufficient funds to continue the Funds for any Municipal

Fiscal Year during which this Agreement is in effect, AMO may immediately terminate this Agreement on written notice to the Recipient.

6. REPORTING REQUIREMENTS

- 6.1 **Annual Report.** The Recipient shall submit a report to AMO by April 30th each year, or as otherwise notified by AMO. The report shall be submitted in an electronic format deemed acceptable by AMO and shall contain the information described in Schedule D.
- 6.2 **Project List.** The Recipient shall ensure that projects are reported in advance of construction. Information required is as noted in Section 2.3 of Schedule E.

7. ASSET MANAGEMENT

- 7.1 **Implementation of Asset Management.** The Recipient will develop and implement an Asset Management plan, culture, and methodology in accordance with legislation and regulation established by the Government of Ontario (e.g., O. Reg. 588/17).
- 7.2 **Asset Data.** The Recipient will continue to improve data describing the condition of, long-term cost of, levels of service provided by, and risks associated with infrastructure assets.

8. HOUSING NEEDS ASSESSMENT

- 8.1 **Requirement.** While an HNA is encouraged for all Municipalities, the Recipient must complete a HNA if it had a population of 30,000 or more on the 2021 Census of Canada and is a Single-Tier Municipality or a Lower-Tier Municipality.
- 8.2 **Content of the HNA.** The Recipient will prepare the HNA in accordance with the guidance provided from time to time by Canada.
- 8.3 **Use of HNA.** The Recipient is expected to prioritize projects that support the growth of the housing supply. The HNA is to be used by Municipalities to prioritize, where possible, Infrastructure or capacity building projects that support increased housing supply where it makes sense to do so.
- 8.4 **Publication of the HNA.** The Recipient will publish the HNA on its website.
- 8.5 **HNA reporting requirements.** The Recipient will send to AMO by March 31, 2025, unless otherwise agreed upon:
 - a) A copy of any HNA it is required to complete in accordance with Section 8.1; and

- b) The URL to the published HNA on the Recipient's website.

9. COMMUNICATIONS REQUIREMENTS

- 9.1 The Recipient will comply with all communication requirements outlined in Schedule E.

10. RECORDS AND AUDIT

- 10.1 **Accounting Principles.** All accounting terms not otherwise defined herein have the meanings assigned to them; all calculations will be made and all financial data to be submitted will be prepared in accordance with generally accepted accounting principles ("GAAP") in effect in Ontario. GAAP will include, without limitation, those principles approved or recommended for local governments from time to time by the Public Sector Accounting Board or the Chartered Professional Accountants of Canada or any successor institute, applied on a consistent basis.
- 10.2 **Separate Records.** The Recipient shall maintain separate records and documentation for the Funds and keep all records including invoices, statements, receipts, and vouchers in respect of Funds expended on Eligible Projects in accordance with the Recipient's municipal records retention by-law. Upon reasonable notice by AMO or Canada, the Recipient shall submit all records and documentation relating to the Funds for inspection or audit.
- 10.3 **External Auditor.** AMO or Canada may request, upon written notice to Recipient, an audit of Eligible Project(s) or Annual Report(s). AMO shall retain an external auditor to carry out an audit and ensure that any auditor who conducts an audit pursuant to this Agreement or otherwise, provides a copy of the audit report to the Recipient.

11. INSURANCE AND INDEMNITY

- 11.1 **Insurance.** The Recipient shall put in effect and maintain in full force and effect or cause to be put into effect and maintained for the term of this Agreement all the necessary insurance with respect to each Eligible Project, including any Eligible Projects with respect to which the Recipient has transferred Funds pursuant to Section 5 of this Agreement, that would be considered appropriate for a prudent Municipality undertaking similar Eligible Projects, including, where appropriate and without limitation, property, construction, and liability insurance, which insurance coverage shall identify Canada and AMO as additional insureds for the purposes of the Eligible Projects.
- 11.2 **Certificates of Insurance.** Throughout the term of this Agreement, the Recipient shall have a valid certificate of insurance that confirms compliance with the requirements

of Section 11.1. The Recipient shall produce such certificate of insurance on request, including as part of any AMO or Canada audit.

11.3 AMO Not Liable. In no event shall Canada or AMO be liable for:

- Any bodily injury, death or property damages to the Recipient, its employees, agents, or consultants or for any claim, demand or action by any Third Party against the Recipient, its employees, agents, or consultants, arising out of or in any way related to this Agreement; or
- Any incidental, indirect, special, or consequential damages, or any loss of use, revenue or profit to the Recipient, its employees, agents, or consultants arising out of any or in any way related to this Agreement.

11.4 Recipient to Compensate Canada. The Recipient will ensure that it will not, at any time, hold the Government of Canada, its officers, servants, employees or agents responsible for any claims or losses of any kind that the Recipient, Third Parties or any other person or entity may suffer in relation to any matter related to the Funds or an Eligible Project and that the Recipient will, at all times, compensate Canada, its officers, servants, employees and agents for any claims or losses of any kind that any of them may suffer in relation to any matter related to CCBF funding or an Eligible Project.

11.5 Recipient to Indemnify AMO. The Recipient hereby agrees to indemnify and hold harmless AMO, its officers, servants, employees or agents (each of which is called an “Indemnatee”), from and against all claims, losses, damages, liabilities and related expenses including the fees, charges and disbursements of any counsel for any Indemnatee incurred by any Indemnatee or asserted against any Indemnatee by whomsoever brought or prosecuted in any manner based upon, or occasioned by, any injury to persons, damage to or loss or destruction of property, economic loss or infringement of rights caused by or arising directly or indirectly from:

- The Funds;
- The Recipient’s Eligible Projects, including the design, construction, operation, maintenance, and repair of any part or all of the Eligible Projects;
- The performance of this Agreement or the breach of any term or condition of this Agreement by the Recipient, its officers, servants, employees, and agents, or by a Third Party, its officers, servants, employees, or agents; and
- Any omission or other wilful or negligent act of the Recipient or Third Party and their respective officers, servants, employees, or agents.

12. TRANSFER AND OPERATION OF MUNICIPAL INFRASTRUCTURE

- 12.1 **Reinvestment.** The Recipient will invest into Eligible Projects, any revenue that is generated from the sale, lease, encumbrance, or other disposal of an asset resulting from an Eligible Project where such disposal takes place within five (5) years of the date of completion of the Eligible Project.
- 12.2 **Notice.** The Recipient shall notify AMO in writing 120 days in advance and at any time during the five (5) years following the date of completion of an Eligible Project if it is sold, leased, encumbered, or otherwise disposed of.
- 12.3 **Public Use.** The Recipient will ensure that Infrastructure resulting from any Eligible Project that is not sold, leased, encumbered, or otherwise disposed of, remains primarily for public use or benefit.

13. DEFAULT AND TERMINATION

- 13.1 **Event of Default.** AMO may declare in writing that an Event of Default has occurred when the Recipient has not complied with any condition, undertaking or term in this Agreement. AMO will not declare in writing that an Event of Default has occurred unless it has first consulted with the Recipient. For the purposes of this Agreement, each of the following events shall constitute an “Event of Default”:
- Failure by the Recipient to deliver in a timely manner an Annual Report or respond to questionnaires or reports as required;
 - Delivery of an Annual Report that discloses non-compliance with any condition, undertaking or material term in this Agreement;
 - Failure by the Recipient to co-operate in an external audit undertaken by Canada, AMO or their agents;
 - Delivery of an external audit report that discloses non-compliance with any condition, undertaking or term in this Agreement; and
 - Failure by the Recipient to expend Funds in accordance with the terms of this Agreement, including Section 5.8.
- 13.2 **Waiver.** AMO may withdraw its notice of an Event of Default if the Recipient, within thirty (30) calendar days of receipt of the notice, either corrects the default or demonstrates, to the satisfaction of AMO in its sole discretion that it has taken such steps as are necessary to correct the default.
- 13.3 **Remedies on Default.** If AMO declares that an Event of Default has occurred under Section 13.1, after thirty (30) calendar days from the Recipient’s receipt of the notice

of an Event of Default, it may immediately terminate this Agreement or suspend its obligation to pay the Funds. If AMO suspends payment, it may pay suspended Funds if AMO is satisfied that the default has been cured.

- 13.4 **Repayment of Funds.** If AMO declares that an Event of Default has not been cured to its exclusive satisfaction, AMO reserves the right to declare that prior payments of Funds become a debt to Canada which the Recipient will reimburse forthwith on demand to AMO for transmission to Canada.

14. CONFLICT OF INTEREST

- 14.1 **No Conflict of Interest.** The Recipient will ensure that no current member of the AMO Board of Directors and no current or former public servant or office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes or policies of Canada applies will derive direct benefit from the Funds, the Unspent Funds, and any interest earned thereon, unless the provision of receipt of such benefits is in compliance with such legislation, guidelines, policies or codes.

15. NOTICE

- 15.1 **Notice.** Any notice, information or document provided for under this Agreement will be effectively given if in writing and if delivered by hand, or overnight courier, mailed, postage or other charges prepaid, or sent by email to the addresses in Section 15.3. Any notice that is sent by hand or overnight courier service shall be deemed to have been given when received; any notice mailed shall be deemed to have been received on the eighth (8) calendar day following the day on which it was mailed; any notice sent by email shall be deemed to have been received on the sender's receipt of an acknowledgment from the intended recipient (such as by the "return receipt requested" function, as available, return email or other written acknowledgment), provided that in the case of a notice sent by email, if it is not given on a business day before 4:30 p.m. Eastern Standard Time, it shall be deemed to have been given at 8:30 a.m. on the next business day for the recipient.
- 15.2 **Representatives.** The individuals identified in Section 15.3 of this Agreement, in the first instance, act as AMO's or the Recipient's, as the case may be, representative for the purpose of implementing this Agreement.
- 15.3 **Addresses for Notice.** Further to Section 15.1 of this Agreement, notice can be given at the following addresses:

- If to AMO:

Executive Director
Canada Community-Building Fund Agreement
Association of Municipalities of Ontario
155 University Avenue, Suite 800
Toronto, ON M5H 3B7

Telephone: 416-971-9856
Email: ccbf@amo.on.ca

- If to the Recipient:

Treasurer
The County of Essex
360 Fairview Ave. W.
Essex, ON N8M 1Y6

16. MISCELLANEOUS

- 16.1 **Counterpart Signature.** This Agreement may be signed (including by electronic signature) and delivered (including by facsimile transmission, by email in PDF or similar format or using an online contracting service designated by AMO) in counterparts, and each signed and delivered counterpart will be deemed an original and both counterparts will together constitute one and the same document.
- 16.2 **Severability.** If for any reason a provision of this Agreement that is not a fundamental term is found to be or becomes invalid or unenforceable, in whole or in part, it will be deemed to be severable and will be deleted from this Agreement, but all the other terms and conditions of this Agreement will continue to be valid and enforceable.
- 16.3 **Waiver.** AMO may waive any right in this Agreement only in writing, and any tolerance or indulgence demonstrated by AMO will not constitute waiver of rights in this Agreement. Unless a waiver is executed in writing, AMO will be entitled to seek any remedy that it may have under this Agreement or under the law.
- 16.4 **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable in Ontario.
- 16.5 **Survival.** The Recipient agrees that the following sections and provisions of this Agreement shall extend for seven (7) years beyond the expiration or termination of this Agreement: Sections 4, 5.8, 5.9, 6.1, 11.4, 11.5, 12, 13.4 and 16.8.
- 16.6 **AMO, Canada and Recipient Independent.** The Recipient will ensure its actions do not establish or will not be deemed to establish a partnership, joint venture, principal-

agent relationship, or employer-employee relationship in any way or for any purpose whatsoever between Canada and the Recipient, between AMO and the Recipient, between Canada and a Third Party or between AMO and a Third Party.

- 16.7 **No Authority to Represent.** The Recipient will ensure that it does not represent itself, including in any agreement with a Third Party, as a partner, employee, or agent of Canada or AMO.
- 16.8 **Debts Due to AMO.** Any amount owed under this Agreement will constitute a debt due to AMO, which the Recipient will reimburse forthwith, on demand, to AMO.
- 16.9 **Priority.** In the event of a conflict, the part of this Agreement that precedes the signature of the Parties will take precedence over the Schedules.
- 16.10 **Complementarity.** The Recipient is to use the CCBF to complement, without replacing or displacing, other sources of funding for municipal infrastructure.
- 16.11 **Equity.** The Recipient is to consider Gender Based Analysis Plus (“**GBA+**”) lenses when undertaking a project.

17. SCHEDULES

- 17.1 This Agreement, including:

Schedule A	Eligible Investment Categories
Schedule B	Eligible Expenditures
Schedule C	Ineligible Expenditures
Schedule D	The Annual Report
Schedule E	Communications Requirements

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

18. SIGNATURES

IN WITNESS WHEREOF, AMO and the Recipient have respectively executed, and delivered this Agreement, effective April 1, 2024.

THE COUNTY OF ESSEX

By: _____

Name: _____

Title: _____

_____ Date

_____ Name:

Title: _____

_____ Date

THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO

By: _____

Name: _____

Title: Executive Director

_____ Date

_____ Witness:

Title: _____

_____ Date

SCHEDULE A: ELIGIBLE INVESTMENT CATEGORIES

1. **Broadband connectivity** – investments in the construction, material enhancement, or renewal of infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities.
2. **Brownfield redevelopment** – investments in the remediation or decontamination of a brownfield site within municipal boundaries – provided that the site is being redeveloped to construct a public park for municipal use, publicly owned social housing, or Infrastructure eligible under another investment category listed in this schedule.
3. **Capacity-building** – investments that strengthen the Recipient's ability to develop long-term planning practices as described in Schedule B, item 2.
4. **Community energy systems** – investments in the construction, material enhancement, or renewal of infrastructure that generates energy or increases energy efficiency.
5. **Cultural infrastructure** – investments in the construction, material enhancement, or renewal of infrastructure that supports the arts, humanities, or heritage.
6. **Drinking water** – investments in the construction, material enhancement, or renewal of infrastructure that supports drinking water conservation, collection, treatment, and distribution systems.
7. **Fire halls** – investments in the construction, material enhancement, or renewal of fire halls and fire station infrastructure.
8. **Local roads and bridges** – investments in the construction, material enhancement, or renewal of roads, bridges, tunnels, highways, and active transportation infrastructure.
9. **Public transit** – investments in the construction, material enhancement, or renewal of infrastructure that supports a shared passenger transport system that is available for public use.
10. **Recreational infrastructure** – investments in the construction, material enhancement, or renewal of recreational facilities or networks.
11. **Regional and local airports** – investments in the construction, material enhancement, or renewal of airport-related infrastructure (excluding infrastructure in the National Airports System).
12. **Resilience** – investments in the construction, material enhancement, or renewal of built and natural infrastructure assets and systems that protect and strengthen the resilience

of communities and withstand and sustain service in the face of climate change, natural disasters, and extreme weather events.

13. **Short-line rail** – investments in the construction, material enhancement, or renewal of railway-related infrastructure for carriage of passengers or freight.
14. **Short-sea shipping** – investments in the construction, material enhancement, or renewal of infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean.
15. **Solid waste** – investments in the construction, material enhancement, or renewal of infrastructure that supports solid waste management systems (including the collection, diversion, and disposal of recyclables, compostable materials, and garbage).
16. **Sport infrastructure** – investments in the construction, material enhancement, or renewal of amateur sport infrastructure (facilities housing professional or semi-professional sports teams are ineligible).
17. **Tourism infrastructure** – investments in the construction, material enhancement, or renewal of infrastructure that attracts travelers for recreation, leisure, business, or other purposes.
18. **Wastewater** – investments in the construction, material enhancement, or renewal of infrastructure that supports wastewater and storm water collection, treatment, and management systems.

Note: Investments in health infrastructure (e.g., hospitals, long-term care facilities, convalescent centres, and senior centres) are not eligible.

SCHEDULE B: ELIGIBLE EXPENDITURES

Eligible Expenditures will be limited to the following:

1. **Infrastructure investments** – expenditures associated with acquiring, planning, designing, constructing, or renovating a tangible capital asset and any related debt financing charges specifically identified with that asset.
2. **Capacity-building costs** – for projects eligible under the capacity-building category only, expenditures associated with the development and implementation of:
 - Capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments, or asset management plans;
 - Studies, strategies, systems, software, third-party assessments, plans, or training related to asset management;
 - Studies, strategies, systems, or plans related to housing or land use;
 - Studies, strategies, or plans related to the long-term management of infrastructure; and
 - Other initiatives that strengthen the Recipient's ability to improve local and regional planning.
3. **Joint communications and signage costs** – expenditures directly associated with joint federal communication activities and with federal project signage.
4. **Employee costs** – the costs of the Recipient's employees for projects eligible under the capacity-building category only – provided that the costs, on an annual basis, do not exceed the lesser of:
 - 40% of the Recipient's annual allocation (i.e., the amount of CCBF funding made available to the Recipient by AMO under Section 5.5 of this Agreement); or
 - \$80,000.

SCHEDULE C: INELIGIBLE EXPENDITURES

The following are deemed Ineligible Expenditures:

1. **Costs incurred before the Fund was established** – project expenditures incurred before April 1, 2005.
2. **Costs incurred before categories were eligible** – project expenditures incurred:
 - Before April 1, 2014 – under the broadband connectivity, brownfield redevelopment, cultural infrastructure, disaster mitigation (now resilience), recreational infrastructure, regional and local airports, short-line rail, short-sea shipping, sport infrastructure, and tourism infrastructure categories; and.
 - Before April 1, 2021 – under the fire halls category.
3. **Internal costs** – the Recipient's overhead costs (including salaries and other employment benefits), operating or administrative costs (related to planning, engineering, architecture, supervision, management, and other activities normally carried out by the Recipient's staff), and equipment leasing costs – except in accordance with Eligible Expenditures described in Schedule B.
4. **Rebated costs** – taxes for which the Recipient is eligible for a tax rebate and all other costs eligible for rebates.
5. **Land costs** – the purchase of land or any interest therein and related costs.
6. **Legal fees.**
7. **Routine repair or maintenance costs** – costs that do not result in the construction, material enhancement, or renewal of a tangible capital asset.
8. **Investments in health infrastructure** – costs associated with health infrastructure or assets (e.g., hospitals, long-term care facilities, convalescent centres, and senior centres).
9. **Investments in professional or semi-professional sports facilities** – costs associated with facilities used by professional or semi-professional sports teams.

SCHEDULE D: ANNUAL REPORT

The Annual Report may include – but is not necessarily limited to – the following information pertaining to the previous fiscal year:

1. **Financial information** – and particularly:

- Interest earnings and investment gains – in accordance with Section 5.7;
- Proceeds from the disposal of assets – in accordance with Section 12.1;
- Outgoing transfers – in accordance with Sections 5.3 and 5.4;
- Incoming transfers – in accordance with Section 5.3; and
- Amounts paid – in aggregate for Eligible Expenditures on each Eligible Project.

2. **Project information** – describing each Eligible Project that started, ended, or was ongoing in the reporting year.

3. **Results** – and particularly:

- Expected outputs and outcomes for each ongoing Eligible Project;
- Outputs generated and outcomes achieved for each Eligible Project that ended construction in the reporting year; and
- Housing outcomes resulting from each Eligible Project that ended construction in the reporting year, and specifically:
 - i. The number of housing units enabled, supported, or preserved; and
 - ii. The number of affordable housing units enabled, supported, or preserved.

4. **Other information** – such as:

- Progress made in the development and implementation of asset management plans and systems; and
- The impact of the CCBF on housing pressures tied to infrastructure gaps, the housing supply, and housing affordability.

SCHEDULE E: COMMUNICATIONS REQUIREMENTS

1. COMMUNICATIONS ACTIVITIES

- 1.1 **Scope.** The provisions of this Schedule apply to all communications activities related to any Funds and Eligible Projects.
- 1.2 **Definition.** Communications activities may include (but are not limited to) public or media events, news releases, reports, web articles, blogs, project signs, digital signs, publications, success stories and vignettes, photo compilations, videos, advertising campaigns, awareness campaigns, editorials, award programs, and multi-media products.

2. INFORMATION SHARING REQUIREMENTS

- 2.1 **Notification requirements.** The Recipient must report all active Eligible Projects to AMO in advance of construction each year. Reports must be submitted in an electronic format deemed acceptable by AMO.
- 2.2 **Active Eligible Projects.** Active Eligible Projects are those Eligible Projects that either begin in the current calendar year or are ongoing in the current calendar year.
- 2.3 **Information required.** The report must include, at a minimum, the name, category, description, expected outcomes, anticipated CCBF contribution, anticipated start date, and anticipated end date of each active Eligible Project.

3. PROJECT SIGNAGE REQUIREMENTS

- 3.1 **Installation requirements.** Unless otherwise approved by Canada, the Recipient must install a federal sign to recognize federal funding for each Eligible Project in accordance with design, content, and installation guidelines provided by Canada.
- 3.2 **Permanent signs, plaques, and markers.** Permanent signage, plaques, and markers recognizing municipal or provincial contributions to an Eligible Project must also recognize the federal contribution and must be approved by Canada.
- 3.3 **Responsibilities.** The Recipient is responsible for the production and installation of Eligible Project signage in accordance with Section 3 of this Schedule E, except as otherwise agreed upon.
- 3.4 **Reporting requirements.** The Recipient must inform AMO of signage installations in a manner determined by AMO.

4. DIGITAL COMMUNICATIONS REQUIREMENTS

- 4.1 **Social media.** AMO maintains accounts dedicated to the CCBF on several social media networks. The Recipient must @mention the relevant account when producing content that promotes or communicates progress on one or more Eligible Projects. AMO's CCBF-dedicated social media accounts are identified on www.buildingcommunities.ca.
- 4.2 **Websites and webpages.** Websites and webpages created to promote or communicate progress on one or more Eligible Projects must recognize federal funding using either:
- a) A digital sign; or
 - b) The Canada wordmark and the following wording (as applicable):
 - i. "This project is funded in part by the Government of Canada"; or
 - ii. "This project is funded by the Government of Canada".

The Canada wordmark or digital sign must link to www.infrastructure.gc.ca. Guidelines describing how this recognition is to appear and language requirements are posted at <http://www.infrastructure.gc.ca/pub/signage-panneaux/intro-eng.html>.

5. REQUIREMENTS FOR MEDIA EVENTS AND ANNOUNCEMENTS

- 5.1 **Definitions.** Media events and announcements include, but are not limited to, news conferences, public announcements, and the issuing of news releases to communicate the funding of Eligible Projects or achievement of key milestones (such as groundbreaking ceremonies, grand openings, and completions).
- 5.2 **Authority.** Canada, AMO, or the Recipient may request a media event or announcement.
- 5.3 **Notification requirements.** Media events and announcements must not proceed without the prior knowledge and agreement of AMO, Canada, and the Recipient.
- 5.4 **Notice.** The requester of a media event or announcement must provide at least fifteen (15) business days' notice to other parties of their intention to undertake such an event or announcement. If communications are proposed through a news release with no supporting event, Canada additionally requires five (5) business days with the draft news release to secure approvals and confirm the federal representative's quote.
- 5.5 **Date and location.** Media events and announcements must take place at a date and location that is mutually agreed to by the Recipient, AMO and Canada.

- 5.6 **Representatives.** The Recipient, AMO, and Canada will have the opportunity to participate in media events and announcements through a designated representative. Each Party will choose its own designated representative.
- 5.7 **Responsibilities.** AMO and the Recipient are responsible for coordinating all onsite logistics for media events and announcements unless otherwise agreed on.
- 5.8 **No unreasonable delay.** The Recipient must not unreasonably delay media events and announcements.
- 5.9 **Precedence.** The conduct of all joint media events, announcements, and supporting communications materials (e.g., news releases, media advisories) will follow the [Table of Precedence for Canada](#).
- 5.10 **Federal approval.** All joint communications material related to media events and announcements must be approved by Canada and recognize the funding of all contributors.
- 5.11 **Federal policies.** All joint communications material must reflect Canada's Policy on Official Languages and the Policy on Communications and Federal Identity.
- 5.12 **Equal visibility.** The Recipient, Canada, and AMO will have equal visibility in all communications activities.

6. PROGRAM COMMUNICATIONS

- 6.1 **Own communications activities.** The Recipient may include messaging in its own communications products and activities with regards to the use of Funds.
- 6.2 **Funding acknowledgements.** The Recipient must recognize the funding of all contributors when undertaking such activities.

7. OPERATIONAL COMMUNICATIONS

- 7.1 **Responsibilities.** The Recipient is solely responsible for operational communications with respect to the Eligible Projects, including but not limited to, calls for tender, construction, and public safety notices. Operational communications as described above are not subject to the federal official languages policy.
- 7.2 **Federal funding acknowledgement.** Operational communications should include, where appropriate, the following statement (as appropriate):
 - a) "This project is funded in part by the Government of Canada"; or
 - b) "This project is funded by the Government of Canada".

- 7.3 **Notification requirements.** The Recipient must share information promptly with AMO should significant emerging media or stakeholder issues relating to an Eligible Project arise. AMO will advise the Recipient, when appropriate, about media inquiries received concerning an Eligible Project.

8. COMMUNICATING SUCCESS STORIES

- 8.1 **Participation requirements.** The Recipient must work with Canada and AMO when asked to collaborate on communications activities – including, but not limited to, Eligible Project success stories (including positive impacts on housing), Eligible Project vignettes, and Eligible Project start-to-finish features.

9. ADVERTISING CAMPAIGNS

- 9.1 **Responsibilities.** The Recipient may, at its own cost, organize an advertising or public information campaign related to the use of the Funds or Eligible Projects, provided that the campaign respects the provisions of this Agreement.
- 9.2 **Notice.** The Recipient must inform Canada and AMO of its intention to organize a campaign no less than twenty-one (21) working days prior to the launch of the campaign.



Administrative Report

To: Warden MacDonald and Members of Essex County Council

From: Justin Lammers
Chief, Essex-Windsor Emergency Medical Services

Date: Wednesday, July 17, 2024

Subject: Mid-Year Status Update - EWEMS

Report #: 2024-0717-EMS-R08-JL

Purpose

To provide Essex County Council with background knowledge and information on the ambulance call response experience and activity across the Essex-Windsor region, utilizing historical data, up to May 31, 2024. Current pressures experienced by Essex-Windsor EMS, call volume projections and future considerations will be identified.

Background

Call response data is reviewed utilizing the ESO electronic patient care records (ePCR) analytics platform, the Province of Ontario's Ambulance Dispatch Reporting System (ADRS), and Central Ambulance Communication Centre data. By leveraging these tools, the operations of EWEMS are continually measured, reviewed, and adjusted to maintain the best performance possible, in the current circumstances.

Call volumes, offload delays, and instances of code red and black were reported at the March 6, 2024 council meeting. This report focuses on the effects of the work that has happened to date in 2024, especially around Paramedic staffing, ambulance enhancements, and working with hospital partners to reduce offload delays.

For clarity, one (1) 12-hour, seven (7) days per week ambulance was enhanced in the last quarter of 2023 through 2024 pre-budget approval and that resource was immediately staffed. In the 2024 Budget, County Council approved an additional three (3) x 12-hour, seven (7) days per week shifts, which when added to the 2024 pre-budget approval enhancement, totals two (2) additional ambulances in our region, 24-hour per day, seven (7) days per week. The remaining three (3) x 12-hour shifts were started on

Justin Lammers, Chief, Essex-Windsor Emergency Medical Services
Essex-Windsor EMS, Suite 218, 360 Fairview Ave. W., Essex, ON, N8M 1Y6
Phone: 519-776-6441, ext. 2600; Email: jllammers@countyofessex.ca

June 3, 2024, due to needing to recruit Paramedics, and the effects of this enhancement won't be fully realized with data, until the end of the year. Data up to May 31, 2024 is contained within this report.

Starting July 1, 2024, Essex-Windsor EMS began working with Operational Research in Health (ORH), on refreshing the 2019 Master Plan. This refresh was approved in the 2024 Budget and seeks to reevaluate the current state of our region, including economic investments, population growth, patient demographics, and Essex-Windsor EMS service profile. With all of the growth in our region, it's important to know how our profile has changed from the original review, what our call volume could look like over the next five (5) years, optimum station locations for future builds, and resource requirements. Additionally, the question has been asked, "Is Essex-Windsor EMS service delivery aligned with best practices in other Ontario municipalities?".

The master plan refresh is projected to take 19 weeks, and County Council should expect a report at the end of 2024 or early 2025 on the results and subsequent recommendations.

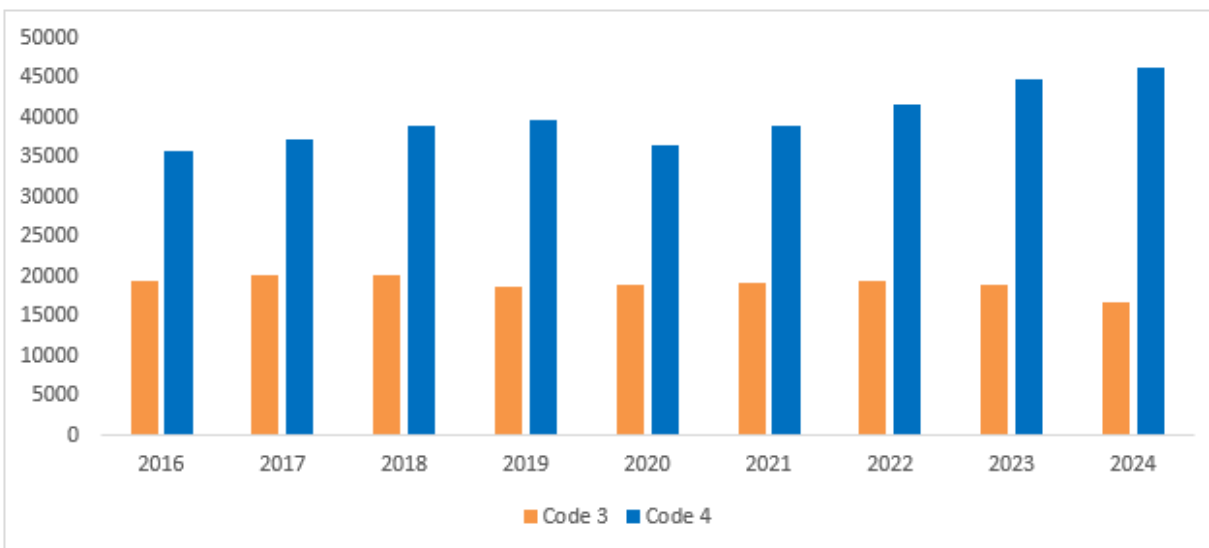
Discussion

Effective June 3, 2024, two additional ambulances are now deployed 24 hours per day, 7 days per week. Figure 1 includes projections for 2024, including a 3% increase for Code 4 responses and a 13% decrease for code 3 responses. The decrease in code 3 responses can be attributed to the success of the Mobile Integrated Healthcare Community Paramedicine (MIH-CP) program within Essex-Windsor EMS, as well as the ongoing work of the Windsor Essex Ontario Health Team and all of its partners.

Figure 2 reflects resource staffing by hour of day. This includes transport ambulances and first response vehicles but does not include MIH-CP (four (4) first response vehicles) or supervisors (three (3) first response vehicles). In periods of surge, MIH-CP and supervisors deploy to the front line to support with calls to 911 and offload delays. It should be noted that unscheduled absences and a need to increase the part-time Paramedic complement creates difficulties in maintaining full resource deployment and down-staffing of resources does occur. While a peak of 32 units is scheduled, it is not always guaranteed that those units are all in service. Efforts to reduce operational stressors, and improve employee wellbeing and recruitment initiatives are ongoing.

Figure 1

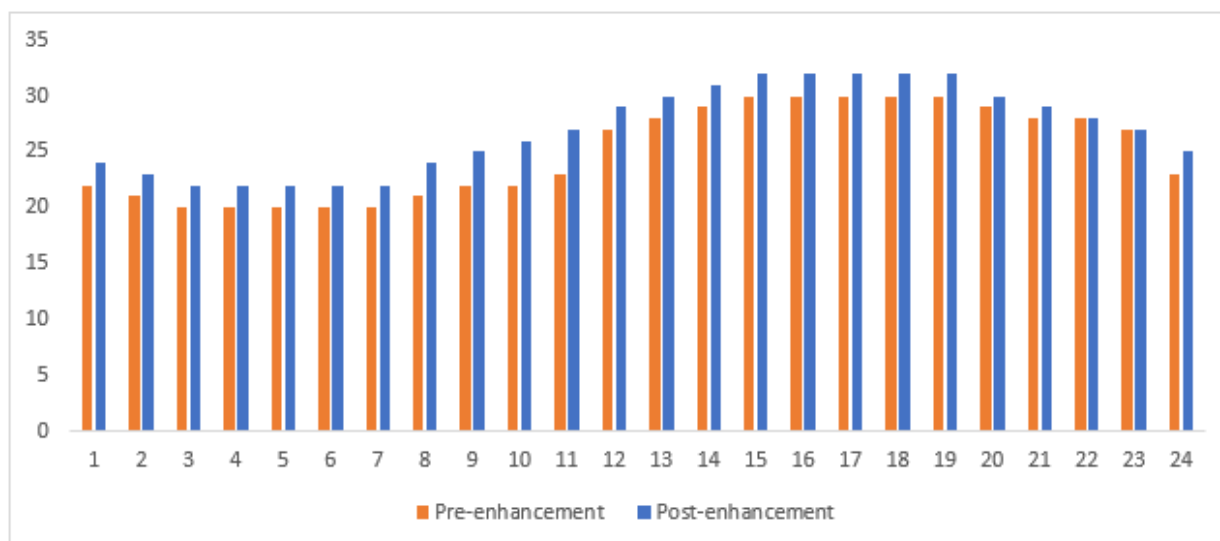
Code 3 and 4 call volumes from 2016 to 2024 (projected)



Note. Code 3 is a low-acuity response, whereas Code 4 is a high-acuity response. Code 3 responses are delayed in times of high volume and low resources.

Figure 2

Resource Staffing by Hour of Day, 2023 (pre-enhancement) vs 2024 (post-enhancement)



Note. Figure 2 does not include MIH-CP or supervisors. In times of increased call volume and decreased resources, MIH-CP and supervisors deploy to support.

Figure 3

Average Count of 911 Responses by Hour of Day, 2023 vs 2024

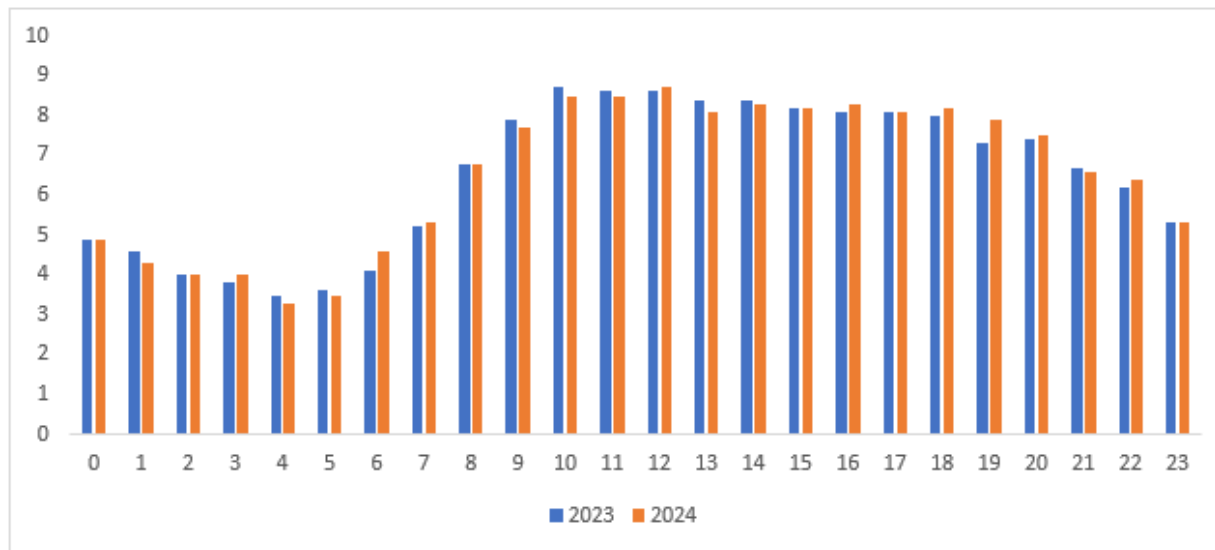
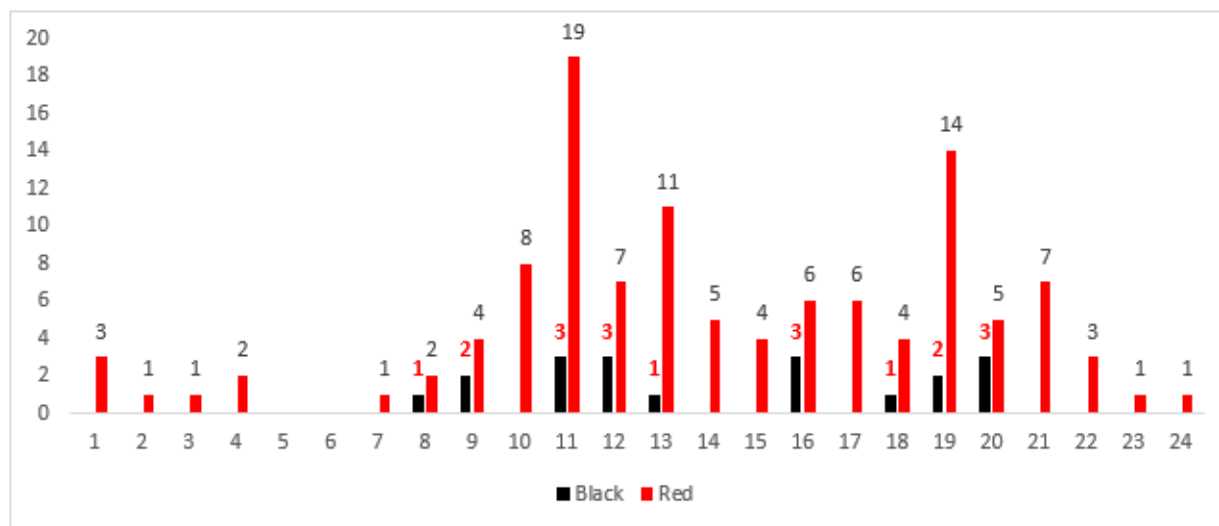


Figure 4

Sum of Occurrences of Codes Red and Black by Hour of Day for 2024



Note. Occurrences trend in the same manner as response by hour and resource staffing.

Figure 4 above shows a similar pattern to the staffing of resources and the average count of response by the hour, suggesting our resources are placed appropriately. However, in Figure 3 you will notice an increase in average responses by hour starting at 0600 and continuing to its peak at 1200, with a gradual tapering off starting at 1900. As part of the 2024 Master Plan refresh, reviewing resource placement to better coincide with the increase in call volume between 0600 and 1900 will occur. Further, Essex-Windsor EMS will undergo a master schedule rebid in the spring of 2025, where all shift start and end times will be evaluated and adjusted as necessary. This is a collaborative process with CUPE 2974.2 Union Executives, leveraging the results of the master plan refresh, to ensure we strike a balance between operational requirements, strategic resource locations to reduce response times and the importance of providing work-life balance as much as reasonably possible in the circumstances.

Through provincial networking, it was learned earlier this year that decreasing offload delay wait times were occurring at North York General and London Health Sciences Centre. Essex-Windsor EMS met with local hospital leadership to discuss opportunities to replicate these benefits locally. Collaboratively, the hospitals that were realizing a decrease in offload delays were contacted and a review occurred. Part of the review included representation from Essex-Windsor EMS, Windsor Regional Hospital and Erie Shores Healthcare attending on-site at these hospitals to learn how they improved offload delays. Additionally, an employee from North York General attended both Windsor Regional Hospital and Erie Shores Healthcare to better understand our local system, and recommend opportunities for improvement.

Implementing the recommended changes, where appropriate, continues to this day, but you will notice a gradual downward trend in code reds and blacks (figures 5 and 6), decreasing offload delays (Figure 7) and a significant decrease in utilization of the Paramedic Offload Program (Figure 8). The month of May was particularly difficult, especially as it was recorded as our highest call volume month for 2024, but again, leadership from all sites continue to gather to strategize for improvement.

Figure 5

Sum of Minutes for Codes Red and Black by Month, for 2024

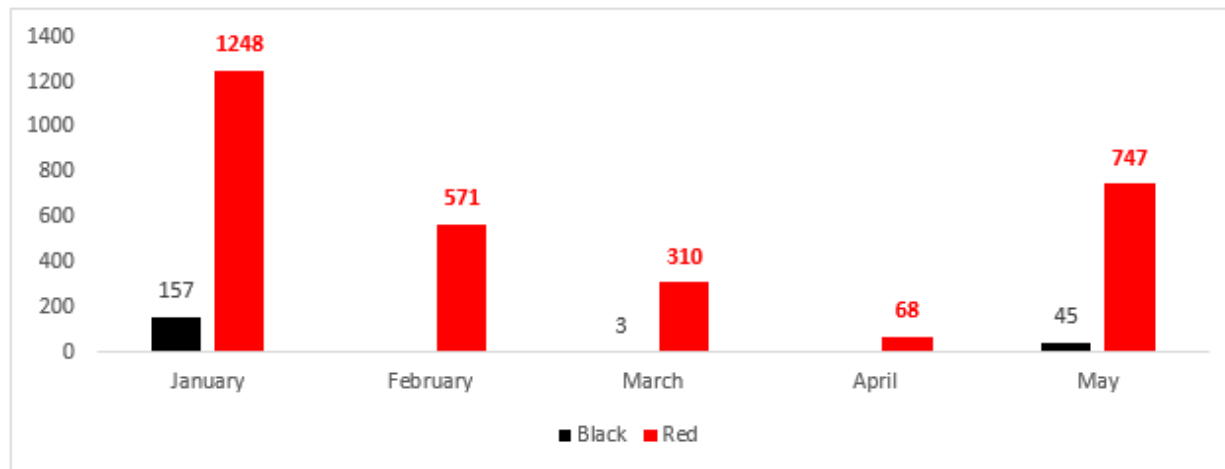


Figure 6

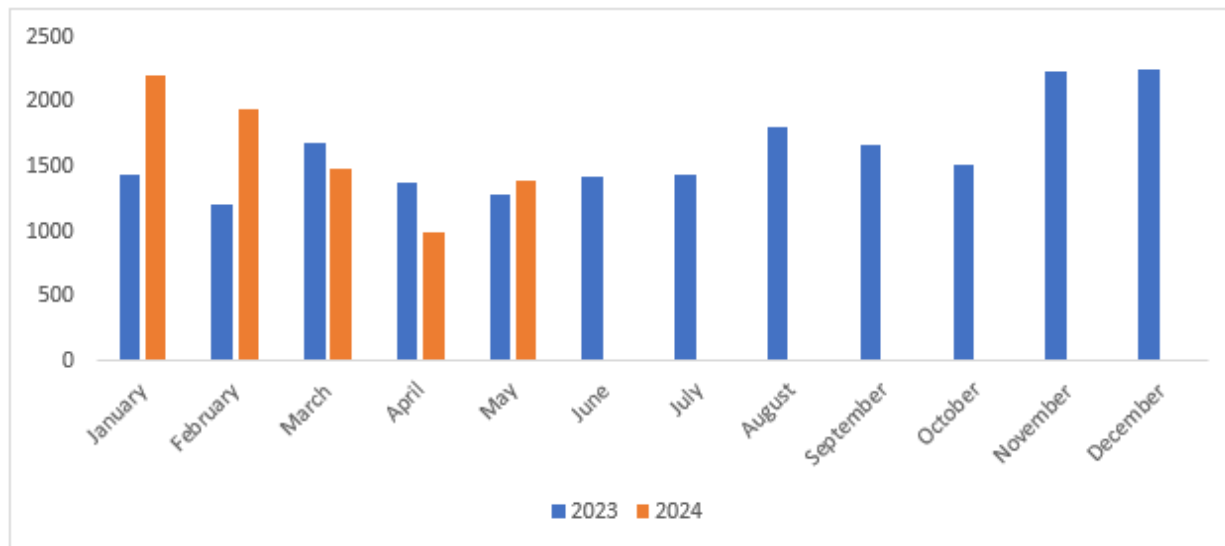
Percentage Change of Codes Yellow, Red, and Black from 2019 to 2024(Projected)

Year	Code Yellow (min)	% Change	Code Rd (min)	% Change	Code Black (min)	% Change
2019	136234	-	447	-	97	-
2020	122054	-10%	767	72%	249	156%
2021	182906	50%	3234	322%	789	217%
2022	228510	25%	8086	150%	2272	188%
2023	240645	5%	8907	10%	1701	-25%
2024 (P)	251817	5%	7067	-21%	492	-71%

Note. Code yellow occurs when the number of available ambulances is between 4 and 10. Code red occurs when the number of available ambulances is between 1 and 3. Code black occurs when there are no available ambulances.

Figure 7

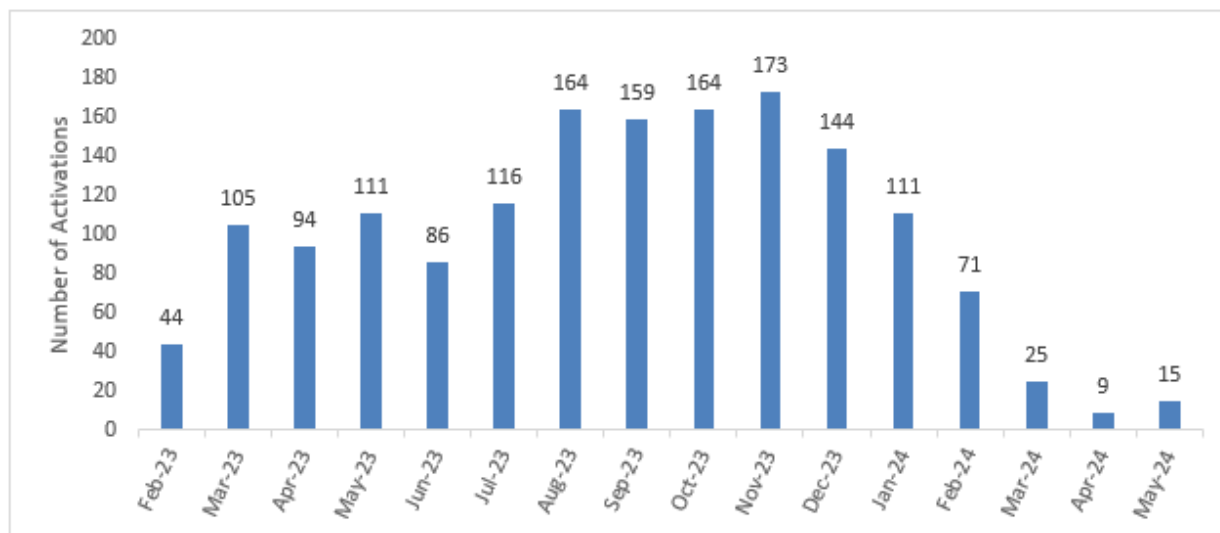
Sum of Offload Delay Hours Comparing 2023 to 2024



Note. Offload delay includes all transports to the emergency department where it takes greater than 30 minutes for Paramedics to transfer care.

Figure 8

Total Activations of Paramedic Offload Program, February 2023 to May 2024



Note. The Paramedic Offload Program (POP) remains a resource to support critical incidents (multi-casualty) and times of extreme system pressures but is not a standing resource for daily operations.

While efforts to maintain operational flow and improve response times continue, here are some of the ongoing and upcoming initiatives and processes to help improve ambulance availability within the region:

- Designated Offload Nurse Program
 - The 2024/2025 funding request includes increasing Nurse compliment at all three (3) hospitals to facilitate flow. The results of the request have not been released as of yet.
- Paramedic Aides are onboarded and deployed at both Windsor Regional campuses
- Twenty (20) net new Paramedics are onboarded and deployed
- Two (2) net new ambulances are operational
- Two (2) net new District Chiefs provide support in the Communication Centre seven (7) days per week, twelve (12) hours per day
- Daily huddles (0930 and 1500) with hospital leadership to discuss current operational demands and strategies to maintain or improve flow within the hospitals
- Sharing of EMS operational dashboard with hospital leadership for situational awareness
- 24/7 notifications to all parties on EMS code status changes
- Revising the current escalation pathway for lengthy offload delays
- Paramedic Offload Program (ultimate goal is for periods of crisis only)
- Alternate models of care to safely reduce transporting patients to the emergency departments
- MIH-CP continues to show a decrease in excessive use of EMS resources
 - 2023/24 Data shows:
 - Vulnerable Patient Navigator (VPN) Program – 63% decrease in 911 responses for patients enrolled in this program
 - Mental Health and Addictions Response Team (MHART) – 50% reduction in 911 responses for patients enrolled in this program
 - Community Assessment and Triage Team (CATT) – 69% reduction in patients transported to the Emergency Department (ED) through 911
- Mobilizing MIH-CP and supervisor resources to the front line in periods of limited resources
- Upstaffing additional ambulances in periods of high volume
- Refreshing the EMS Master Plan
- Investigating the benefits of assuming control of ambulance dispatch locally

Essex-Windsor EMS is committed to continue working collaboratively with all stakeholders to investigate and operationalize opportunities within the healthcare system that will help to improve ambulance availability within the region.

Financial Implications

There are no financial implications within the report.

Consultations

Essex Windsor EMS Senior Leadership Team
 Sandra Zwiers, Chief Administrative Officer

Strategic Plan Alignment

Working as Team Essex County	Growing as Leaders in Public Service Excellence	Building a Regional Powerhouse
☐ Scaling Sustainable Services through Innovation ☐ Focusing “Team Essex County” for Results ☒ Advocating for Essex County’s Fair Share	☐ Being an Employer with Impact ☒ A Government Working for the People ☒ Promoting Transparency and Awareness	☐ Providing Reliable Infrastructure for Partners ☐ Supporting Dynamic and Thriving Communities Across the County ☐ Harmonizing Action for Growth ☐ Advancing Truth and Reconciliation

Recommendation

That Essex County Council receive report number 2024-0717-EMS-R08-JL Mid-Year Status Update – EWEMS as information.

Approvals

Respectfully Submitted,

Justin Lammers

Justin Lammers, Chief, Essex-Windsor Emergency Medical Services

Concurred With,

Sandra Zwiers

Sandra Zwiers, MAcc, CPA, CA, Chief Administrative Officer

Appendix	Title
N/A	N/A



Administrative Report

To: Warden MacDonald and Members of Essex County Council

From: Allan Botham, P.Eng.
Director, Infrastructure & Planning Services

Date: Wednesday, July 17, 2024

Subject: Citywide Maintenance Manager Contract

Report #: 2024-0717-IPS-R18-AB

Purpose

To provide Council with background information in support of an operational change to end the use of, and financial responsibility for, the **Cityworks** application, in favour of the "Maintenance Manager" module of the **Citywide** suite of applications.

Background

Administrations of the County and Local Municipal Partners (LMP) work collaboratively on numerous initiatives through a wide-range of administrative groups, including, but not limited to: CAOs, Clerks, Treasurers, Planners, Human Resources, Emergency Responders, Infrastructure, Information Technology (IT) and Geographical Information System (GIS).

The focus of this report is limited to one part of the larger Geographic Information Systems (GIS) namely, **Cityworks**, and the need to continue, or discontinue, the partnerships in favour of a different application/software and database.

The County organizes a working group comprised of all Municipal and County GIS staff to identify where joint projects can be leveraged and to report on other news in GIS at each organization. Provided below are a number of the collaborative initiatives undertaken:

- Annual Aerial Photography collection
- Geocortex Interactive Mapping
- Geocortex Analytics
- ESRI Enterprise Software License Agreement
- **Cityworks** Asset Management Server

- Open Data Portal
- N-G-911
- Burnside Road Patrol
- Teranet Parcels
- Various Hardware Resources (Database Server, Web Servers, Imagery Server)

Genesis of Cityworks

Funding programs from 2002 called "ConnectionOn" and "GeoSmart" were a catalyst to pool resources, develop region-wide standards for GIS and promote partnerships between the County of Essex and our Local Municipal Partners. One of the partner initiatives is the "Enterprise GIS" database. The database provides: storage of data in a central location, minimizes costs through consolidation at the County, reduces duplication, and promotes sharing of resources.

Within the Enterprise GIS sharing initiative is the program, or application, of Cityworks Server, also referred to simply as **Cityworks**. **Cityworks** is owned by an American firm, Azteca, and supported in Canada by ESRI Canada. Launched in Essex County in 2004, **Cityworks** is available to all 7 municipalities and the County.

In 2004 the standard method of data storage was a "server". As a cost saving measure, three servers in one location, at the Civic Centre, were installed and all municipalities were provided access. Hosting, administration and maintenance of the application and all databases, was and is provided by the County of Essex GIS/IT department.

The annual cost of the **Cityworks** software, in 2024 is \$169,000, and paid for by the County Levy.

Currently, the **Cityworks** application is used in varying degrees by each LMP and the County, to manage permits, work orders, inspections and complaints.

Other Applications

Advancements in technology since 2004 brought various other applications, outside of **Cityworks**, to assist the maintenance operations of fleet and facilities. Applications were purchased by the County of Essex and intended to assist with monitoring equipment performance and scheduling preventative maintenance. In retrospect, these applications served well at a high level, filled a gap, were readily available, but were not robust enough to meet current expectations. Within IPS, several of these applications are currently in day to day operation.

Introduction of Citywide

2009 brought another challenge with the introduction of the Public Sector Accounting Board standards, and reporting on tangible capital assets. Further, in 2015, the Infrastructure for Jobs and Prosperity Act (IJPA), required that municipalities “establish mechanisms to encourage principled, evidence-based and strategic long-term infrastructure planning that supports job creation and training opportunities, economic growth and protection of the environment, and incorporate design excellence into infrastructure planning”. Altogether, standards and legislation require that Asset Management must link assets together with municipal finance, historical cost and replacement cost.

All municipalities had to quickly comply and were faced with selecting yet another software/application package. Through careful consideration and evaluation, **Citywide** was selected by the County of Essex and all LMPs as the software of choice to support Asset Management. Most municipalities in the region still use **Citywide** as part of their asset management plan.

In 2017, the County of Essex published its first Asset Management Plan that focused on core assets of roads, sewers, and bridges. As the entirety of the IJPA come into force, as of July 1, 2024, all assets: vehicles, facilities, traffic signals, etc., must be included in an asset management plan.

Discussion

The opportunity before Administration is to reduce the number of programs/applications in service, while integrating and satisfying accounting standards and legislation. The **Citywide** software suite provides value and efficiencies by linking maintenance of all our assets to the asset management plan through a module called “Maintenance Manager”. Maintenance Manger would replace all other maintenance applications in IPS.

The **Cityworks** partnership was born in the early development stages of technology, and funded by upper levels of government. **Cityworks** can be used for some needed asset management, but IPS finds that the application is not user friendly, difficult to create reports, and does not connect directly to our asset management software.

Administration is recommending a consolidation of applications into the Public Sector Digest **Citywide** suit of applications. In other words, delete a handful of applications and replace it with one: Maintenance Manager, that will talk directly with our Asset Management software.

Following the transition, **Cityworks** will no longer be a shared service, paid for by the County. Local Municipal Partners will be responsible to: continue

with individually negotiated contracts for **Cityworks** (if they choose), negotiate for the use **Citywide** (independently), or pursue another application (at their discretion). After 20 years of use it is clear that municipalities choose to use **Cityworks** at varying levels of complexity, or not at all. Technology has improved and legislation has changed. Servers are no longer the norm are now replaced by cloud-based storage. Integration of maintenance functions with asset management is now a “best practice”. Applications such as **Citywide** offer a wide variety of “add-ons” that allow individual municipalities to tailor contracts to suit both need and budget.

Financial Implications

Implementing the Citywide Maintenance Manager requires a one-time fee of \$176,700 (plus applicable taxes) for purchase and set up the system. There is also an annual maintenance fee. The details of the contract are shown in Table 1 below. The annual maintenance fee will be included in the annual operating budget and will be levy funded. The one-time costs will be funded by the Rate Stabilization Reserve. The 2024 Budget approved \$158,000 for the purchase and initial setup, so the final cost of \$176,700 (plus applicable taxes) exceeds the budget by approximately 11.8%. Under the County Procurement Policy any contract over 10% of approved budget requires Council approval.

Table 1: Total Value of Eight-Year Contract with Citywide (Public Sector Digest)

Description	Cost
Base Software (one-time charge)	\$39,500
Implementation (project management, data migration & training)	\$137,200
Annual Maintenance 3 years @ \$28,500 5 years @ \$31,500	\$243,000
Total Cost of Contract (excluding Tax)	\$419,700

The current annual cost of operating **Cityworks** is \$192,760. By transitioning to **Citywide**, the County will realize significant savings in the second year, as the annual cost will drop to \$28,500. However, there will be

a transition period in 2025 during which both systems will be operational. This transition will incur an additional cost of \$84,400 to extend the **Cityworks** contract for six months, allowing users ample time to move to the new system.

Table 2: Annual Cost Comparison Savings Citywide vs. Cityworks

Year	CityWorks Annual Costs	CityWide One Time Costs	CityWide Annual Maintenance	Total Cost Per Year	CityWorks Continued Costs	Cost Savings
2024	\$192,760	\$176,700	\$28,500	\$397,960	\$192,760	-\$205,200
2025	\$84,400	\$0	\$28,500	\$112,900	\$192,760	\$79,860
2026	\$0	\$0	\$28,500	\$28,500	\$192,760	\$164,260
2027	\$0	\$0	\$31,500	\$31,500	\$192,760	\$161,260
2028	\$0	\$0	\$31,500	\$31,500	\$192,760	\$161,260
2029	\$0	\$0	\$31,500	\$31,500	\$192,760	\$161,260
2030	\$0	\$0	\$31,500	\$31,500	\$192,760	\$161,260
2031	\$0	\$0	\$31,500	\$31,500	\$192,760	\$161,260
Savings						\$845,220

If the County of Essex transitions to the **Citywide** Maintenance Manager and discontinues support for **Cityworks** and other applications, the current annual costs of \$192,760 will be eliminated. In 2025, there will still be an additional expense of \$84,400 for the transition period. However, starting from year 2, ongoing savings will be realized as the annual cost shifts from \$192,760 to \$28,500 and then \$31,500 in year 4 (please refer to Table 2 above).

This transition to the Citywide Maintenance Manager represents a significant investment initially but will streamline operations and reduce long-term costs by discontinuing outdated systems, ultimately providing substantial financial savings for the County.

Consultations

In preparation for this move to Citywide Maintenance Manager, Administration has been in communication with LMPs and provided correspondence regarding implementation dates.

The report was also prepared in consultation with the Director, Financial Services/Treasurer.

Strategic Plan Alignment

Working as Team Essex County	Growing as Leaders in Public Service Excellence	Building a Regional Powerhouse
☐ Scaling Sustainable Services through Innovation ☐ Focusing "Team Essex County" for Results ☐ Advocating for Essex County's Fair Share	☒ Being an Employer with Impact ☒ A Government Working for the People ☐ Promoting Transparency and Awareness	☒ Providing Reliable Infrastructure for Partners ☒ Supporting Dynamic and Thriving Communities Across the County ☐ Harmonizing Action for Growth ☐ Advancing Truth and Reconciliation

Recommendation

That Essex County Council receive report number 2024-0717-IPS-R18-AB, Citywide Maintenance Manager as information, and award a contract to PSD Citywide Inc. for a total amount of \$419,700 (plus applicable taxes).

Approvals

Respectfully Submitted,

Allan Botham

Allan Botham, P.Eng., Director, Infrastructure and Planning Services

Concurred With,

Sandra Zwiers

Sandra Zwiers, MAcc, CPA, CA, Chief Administrative Officer

Appendix	Title
N/A	N/A



Administrative Report

To: Warden MacDonald and Members of Essex County Council

From: Sandra Zwiers, MAcc, CPA, CA
Chief Administrative Officer

Date: Wednesday, July 17, 2024

Subject: Council Remuneration – Alternate Pay

Report #: 2024-0717-CAO-R09-SZ

Purpose

To provide County Council with follow up information relating to options for updating the remuneration paid to alternate members of County Council.

Background

Administration retained ML Consulting in early 2024 to conduct an independent market study of remuneration for members of County Council. The results of that work were presented at the June 5th, regular meeting.

Agency, Board and Committee (ABC) Pay was reviewed as part of the study. There was no compelling evidence among the comparator municipalities to guide changes to the existing ABC pay amount(s). The data revealed an inconsistent approach to ABC Pay with some municipalities paying nothing, some paying more and some paying less than the County of Essex.

The table below illustrates the County of Essex's current ABC pay rates based on type of member participation.

Participation Level	2023
Member per Diem	\$110.77
Chair per Diem	\$166.16

Section 268 of the *Municipal Act, 2001, S.O. 2001, c.25*, establishes that a local municipality may appoint one of its members as an alternate member of the upper tier council, to act in place of a person who is a member of the councils of the local municipality and its upper tier municipality, when the

person is unable to attend a meeting of the upper tier council for any reason.

The County of Essex does not have a separate rate to compensate alternate members of council. The alternate member is paid using the ABC per diem rate when they attend a regular council meeting in the absence of their Mayor or Deputy Mayor.

Administration was directed to further investigate pay models for alternates by expanding the comparator group and obtaining more market data.

Discussion

An email survey was distributed to 27 upper tier municipalities in Ontario seeking information on rates paid to alternate members of County Council. The following table illustrates the summary of survey responses.

No Alternates Allowed	9
Alternate Per Diem Less than COE	9
Alternate Per Diem Greater than COE	8
Did Not Respond to the Survey	1
Total Number of Participants	27

Similar to the original comparator group used in the ML Consulting study, there is no compelling data to support an increase to alternate pay. Of the 26 respondents, 69% either do not allow alternates or compensate alternates at a rate below the current County of Essex ABC per diem rate.

Notwithstanding the survey results, should Council wish to amend the model for paying alternate members of Council, the following options could be considered:

Pro-Rated Regular Member Base Pay Rate

Alternates could be paid some proportion of a regular member's base pay remuneration. A determination of the relative level of effort would need to be made to identify what percentage the alternate member would be entitled to for acting in place of an absent member of County Council.

Market Adjusted Per Diem Rate

As noted previously, the County of Essex does not have a separate rate to pay alternate members of County Council. The ABC per diem rate is used.

Using the market data in the ML Consulting study, alternate pay could be indexed using the same market adjustment approved for Councillor base pay and applying it to the ABC per diem rate. Going forward, the alternate pay rate would move in keeping with any increases afforded to regular members of County Council as determined annually and/or by way of the four-year market cycle review.

Stand-Alone Alternate Rate

Should Council determine participation as an alternate at County Council is materially different than participation as a member of an agency, board or committee and that of a regular member of County Council, a unique pay rate could be established that is not tied to either Councillor Base Pay or ABC per diem rates. Administration is not in a position to offer what a stand-alone alternate rate should be.

Additional Considerations

Under all models, a decision should be made whether the compensation paid to the alternate member would be deducted from the regular member's base pay or paid in addition to the regular member's base pay. Currently, alternate pay is paid with no loss of pay to the absent regular member.

Should alternate pay be changed, direction to Administration is needed to identify the effective date of the change (eg. Retroactive or forward application as of a specific date).

The approved formula for compensating alternates should be included in the Council Remuneration Policy and By-law.

Financial Implications

Should Council increase alternate pay rates with an effective date in 2024, the impact of any net increase would be funded by a transfer from the Corporation's Rate Stabilization Reserve. Any future increase to alternate pay would be incorporated into that year's budget.

Consultations

Upper Tier Municipalities in Ontario

Strategic Plan Alignment

Working as Team Essex County	Growing as Leaders in Public Service Excellence	Building a Regional Powerhouse
☐ Scaling Sustainable Services through Innovation ☒ Focusing “Team Essex County” for Results ☐ Advocating for Essex County’s Fair Share	☒ Being an Employer with Impact ☒ A Government Working for the People ☒ Promoting Transparency and Awareness	☐ Providing Reliable Infrastructure for Partners ☐ Supporting Dynamic and Thriving Communities Across the County ☐ Harmonizing Action for Growth ☐ Advancing Truth and Reconciliation

Recommendation

That Essex County Council receive report number 2024-0717-CAO-R09-SZ, Council Remuneration – Alternate Pay as information.

Approvals

Respectfully Submitted,

Sandra Zwiers

Sandra Zwiers, MAcc, CPA, CA, Chief Administrative Officer

Appendix	Title
N/A	N/A



Administrative Report

To: Warden MacDonald and Members of Essex County Council

From: Allan Botham, P.Eng.
Director, Infrastructure & Planning Services

Date: Wednesday, July 17, 2024

Subject: River Canard Bridge Plaque Update

Report #: 2024-0717-IPS-R15-AB

Purpose

The objective of this Administrative Report is to provide County Council with information and an update pertaining to the proposed installation of commemorative plaques for the River Canard Bridge, B-08-02, and an application to the Ontario Heritage Trust.

Background

Administration provided report 2023-1018-IPS-R33-AB to Council with information on the proposed installation of a commemorative plaque at the bow string bridge over River Canard that borders LaSalle and Amherstburg.

Council adopted a recommendation that Administration prepare and submit application to the Ontario Heritage Trust (OHT) requesting a plaque to be installed at the River Canard Bridge B-08-02. Council also supported that two, bilingual signs be installed, one on both the LaSalle and Amherstburg sides of the bridge. The signs will have both French and English versions of the narrative on the same side of the sign and nothing will appear on the back of the sign.

Administration now understands from OHT that requests in 2024 must be submitted by July 31, 2024, for consideration in September 2024 by the OHT selection committee. Installation and unveiling will occur in 2025 at a date yet to be determined.

Discussion

An application is being prepared by County of Essex Administration along with input from both the Town of LaSalle and the Town of Amherstburg.



Figure 1

Should OHT award plaques to the County of Essex in late fall of 2024, discussion will continue regarding final wording, location, costs, delivery, unveiling ceremony, etc. Delivery, installation and unveiling of the sign would occur in 2025.

Input on the wording will come from the County of Essex, Town of Amherstburg, Town of LaSalle and the OHT. The County of Essex will provide the following as a draft proposal.

“This iconic bridge connects the communities of Amherstburg and LaSalle, crossing the River Canard near its mouth at the Detroit River. Situated in the shadow of historic St. Joseph Church, a designated heritage site, the River Canard Bridge is the only concrete tied arch or bowstring bridge that remains in the County road network from an original inventory of four. The bridge deck is suspended from overhead dual arches and, unlike most bowstring bridges, features thin vertical hangers and concrete railings. It was constructed in 1937 with a span of 36 metres and underwent significant rehabilitations in 2001 and again in 2016. It is one of the most photographed and painted structures in all of Essex County and serves as a landmark for River Canard.”

Potential locations to install the stand-alone signs, on posts, were reviewed and vetted by the Infrastructure & Planning Services department, Engineering and Operations divisions. Preferred locations are shown in Figure 1.

Financial Implications

The OHT plaque program is a cost-sharing program such that the OHT asks that each applicant contribute a minimum amount of \$6,500, per plaque, as well as in-kind support. OHT provided that the full cost of a single plaque, installed, is \$21,000.

An on-going benefit of the OHT plaque program is that OHT will then go on to maintain the plaque year over year with cleaning and minor maintenance.

Table 1 provides a summary of expected costs and contributions from the County of Essex, the Town of Amherstburg and the Town of LaSalle.

Table 1

Plaque Project Components	Estimated Cost / Contribution	Municipal Contributor	Notes
2 Commemorative Plaques	\$13,000	County	\$6,500 each; cost might be lower if the same mold can be reused.
Advertising and Unveiling Ceremony	\$2,000	County	For the unveiling ceremony and associated costs.
Installation (in-kind)	\$1,000	County	Post and installation completed by the County.
Town of LaSalle Contribution	\$3,000	LaSalle	LaSalle Administration is presenting a report to Council on June 25 th .
Town of Amherstburg	\$3,000	Amherstburg	Amherstburg Administration is presenting a report to Council on July 8 th .

Administration recommends that the contributions from both the Town of Amherstburg and the Town of LaSalle will be in addition to those of the County of Essex.

Administration also recommends that the County share of the plaque cost, \$13,000, and the cost of advertising an unveiling ceremony, \$2,000, be managed within the annual sign budget.

Consultations

Preparation of this report included discussion and consultation with the Director, Financial Services, Ontario Heritage Trust, and Administrations of both the Town of Amherstburg and the Town of LaSalle.

Strategic Plan Alignment

Working as Team Essex County	Growing as Leaders in Public Service Excellence	Building a Regional Powerhouse
☐ Scaling Sustainable Services through Innovation ☐ Focusing “Team Essex County” for Results ☐ Advocating for Essex County’s Fair Share	☒ Being an Employer with Impact ☒ A Government Working for the People ☐ Promoting Transparency and Awareness	☐ Providing Reliable Infrastructure for Partners ☐ Supporting Dynamic and Thriving Communities Across the County ☐ Harmonizing Action for Growth ☐ Advancing Truth and Reconciliation

Recommendation

That Essex County Council receive report number 2024-0619-IPS-R15-AB, River Canard Bridge Plaque Update as information, and

That Essex County Council direct Administration to make application to the Ontario Heritage Trust by July 31, 2024, for the supply of two plaques at the Bowstring Bridge over River Canard with a proposed financial contribution from the County of Essex totaling \$16,000.

Approvals

Respectfully Submitted,

Allan Botham

Allan Botham, P.Eng., Director, Infrastructure and Planning Services

Concurred With,

Sandra Zwiers

Sandra Zwiers, MAcc, CPA, CA, Chief Administrative Officer

Appendix	Title
N/A	N/A



Administrative Report

To: Warden MacDonald and Members of Essex County Council

From: Jerry Behl, P.Eng.
Manager, Transportation Planning and Development

Date: Wednesday, July 17, 2024

Subject: Tecumseh School Safety Zones

Report #: 2024-0717-IPS-R16-JB

Purpose

The purpose of this report is to provide County Council with information regarding The Town of Tecumseh's request for the County of Essex to consider amending the effective times of School Safety Zones to 24 hours/day, 7 days per week for those County Roads located within the Town of Tecumseh.

Background

On March 26, 2024 Tecumseh Administration took a report to their Council and the Policy and Priorities Committee regarding Community Safety Zones (CSZ). The report recommended the following:

1) Removal of the CSZ located on County Road 34

Section 214.1(1) of the Highway Traffic Act (HTA) states: "The council of a municipality may by by-law designate a part of a highway under its jurisdiction as a community safety zone if, in the council's opinion, public safety is of special concern on that part of the highway".

As County Road 34 is not under the jurisdiction of the Town of Tecumseh it should be removed from the municipal by-law. It is noted that this section of County Road 34 is designated as a CSZ within the County of Essex's By-law 51-2013 and will remain in effect.

2) Revise the CSZ effective time to 24 hours/day, 7 days/week.

Section 214.1(3) of the HTA states: “a by-law or regulation designating a community safety zone shall specify the hours, days and months when the designation is in effect”.

This standardization of times and dates for all CSZ in Tecumseh is to enhance the ease of enforcement and is consistent with best practices throughout Ontario.

3) Revise the CSZ on Tecumseh Road which currently fronts DM Eagle Public School

The Greater Essex County District School Board is currently constructing the new Beacon Heights Public School at 13800 Tecumseh Road (150 m west of Arlington Road), which will be the replacement for DM Eagle Public School. It is recommended to relocate the CSZ on Tecumseh Road to align with the new Beacon Heights Public School in advance of its opening.

Discussion

There are three Community Safety Zones within Tecumseh that are located on County Roads and are captured within County By-law 51-2013. All three cover schools.

- County Road 34 (Malden to 500 meters easterly) St. Mary French Immersion Catholic School
- County Road 42 (County Road 43 to Lesperance Road) St. Peter Catholic Elementary School
- County Road 43 (County Road 42 to CP Rail). Tecumseh Vista Academy

The effective time for these zones is 7:00am to 5:00pm, Monday through Friday.

On May 15, 2024 the County received a letter from the Town of Tecumseh requesting the County revise its By-law 51-2013 to have the effective times 24 hours/day, 7 days per week. This would coincide with the update to Tecumseh’s By-law 2015-53 and would standardize all Community Safety Zones within Tecumseh for the ease of enforcement. County Administration support this change.

County By-law 51-2013 includes CSZs in other local municipalities. County Administration intends to perform a full review of all Community Safety Zones on county roads in the future which may result in additional

recommendations to amend the by-law. So as not to delay standardization for the Town of Tecumseh, Administration recommends proceeding with Tecumseh's request at this time.

Financial Implications

The financial implications of the By-Law amendment will be absorbed within the County's regular operations. Staff time spent preparing the revised By-Law will be managed within their normal duties. There are no additional costs to the County for amending the by-law, and the existing signs will remain in place.

Consultations

Consultation with Legislative Services

Strategic Plan Alignment

Working as Team Essex County	Growing as Leaders in Public Service Excellence	Building a Regional Powerhouse
☐ Scaling Sustainable Services through Innovation ☐ Focusing "Team Essex County" for Results ☐ Advocating for Essex County's Fair Share	☐ Being an Employer with Impact ☒ A Government Working for the People ☐ Promoting Transparency and Awareness	☒ Providing Reliable Infrastructure for Partners ☒ Supporting Dynamic and Thriving Communities Across the County ☐ Harmonizing Action for Growth ☐ Advancing Truth and Reconciliation

Recommendation

That Essex County Council receive report number 2024-0717-IPS-R16-JB, Tecumseh School Safety Zones as information and direct administration to amend Schedule I of County By-Law 51-2013.

Approvals

Respectfully Submitted,

Jerry Behl

Jerry Behl, P.Eng., Manager, Transportation Planning and Development

Concurred With,

Allan Botham

Allan Botham, P.Eng., Director, Infrastructure and Planning Services

Concurred With,

Sandra Zwiers

Sandra Zwiers, MAcc, CPA, CA, Chief Administrative Officer

Appendix	Title
I	Town of Tecumseh Report PWES-2024-18
II	Letter from Town of Tecumseh dated April 19,2024



The Corporation of the Town of Tecumseh

Public Works & Engineering Services

To: Policies and Priorities Committee

From: Phil Bartnik, Director Public Works & Engineering Services

Date to Council: March 26, 2024

Report Number: PWES-2024-18

Subject: Community Safety Zones Policy 123

Recommendations

It is recommended:

That Report PWES-2024-18 Community Safety Zones Policy 123 **be received;**

And that Policy 123 in Attachment 1 to Report PWES-2024-18 Community Safety Zone Policy 123 **be recommended for approval and adoption by Council** at the April 9, 2024 Regular Council Meeting;

And further that the recommended update to Schedule A (List of Community Safety Zones) of the Community Safety Zone By-law 2015-53, as amended, **be prepared and considered by Council** through the adoption of an Amending By-law at the April 9, 2024 Regular Council Meeting;

And furthermore that Administrative Report PWES-2024-18, Policy 123 and the Motion of Council **be sent** to the Clerk for the County of Essex requesting they be placed on the next regular meeting of County Council's Agenda, for consideration to amend the effective times to "24 hours/day, 7 days per week" for those County Roads listed in Schedule "I" of County By-law 51-2013 that are located within the Town of Tecumseh.

Background

At the December 11, 2018 Regular Council Meeting, Council approved the recommendations within report [PWES-2018-08](#), titled “2019-2023 Public Works & Environmental Services Five Year Capital Works Plan” that authorized Administration to complete a traffic calming study (Motion: RCM-361/18). The study intended to review the general policies on traffic calming, outline the process for determining if a problem exists and the process for addressing inquiries from the public in an efficient and consistent manner.

As the study progressed, and as public inquiries were received on a variety of traffic-related issues, Administration identified several traffic-related policies and programs required to assist in handling those inquiries, which include the following:

- Speed Management and Traffic Calming Policy
- School Safety Zone Policy
- Community Safety Zone Policy
- Controlled Pedestrian Crossing Policy
- School Crossing Guard Program

This Administrative report provides key technical information and regulations relating to implementing Community Safety Zones (CSZ). The attached policy will provide PWES staff with a transparent and consistent process to follow to determine the need for CSZ on municipal roads under the jurisdiction of the Town.

Comments

Governing Regulations

The most relevant regulations that govern CSZ implementation include the Ontario Traffic Manual (OTM), the *Highway Traffic Act* (HTA), and Bill 26, *Highway Traffic Amendment Act (Community Safety Zones)*, 1998.

The OTM provides specific information and guidance for engineering transportation practitioners to promote uniformity of treatment in the design, application, and operation of traffic control devices and systems across Ontario. Safe driving behaviour is promoted by implementing a predictable roadway environment through the consistent, appropriate application of traffic control devices.

The OTM consists of a series of 22 separately bound books and provides policy and practical guidance on the full range of traffic control devices. Two books within the OTM series are of particular interest in the policy presented, including ‘Book 5: Regulatory Signs’, and ‘Book 6: Warning Signs’. The policy presented herein follows the guidance presented in these two OTM Books.

Technical Information

CSZ were introduced in Ontario in 1998, through Bill 26 mentioned above, to allow the designation of sections of roadway where public safety is of special concern.

The OTM Book 5, Regulatory Signs, states:

- “Community Safety Zone signs inform drivers that they are entering a zone that the community has designated as an area where the safety of its children/citizens is paramount.”

The purpose of the CSZ sign is to indicate to motorists that they are within a zone where fines have been increased through a special designation under the *Highway Traffic Act*. All rules of the road remain unchanged in a CSZ except that traffic-related offences committed within the CSZ are subject to increased fines due to the increased sensitivity of the subject area.

Tecumseh Transportation Master Plan

The Tecumseh Transportation Master Plan (TMP) was completed in June 2017. The TMP presents a dynamic, sustainable multi-modal transportation strategy to accommodate future population and employment growth in Tecumseh. The TMP establishes principles, policies and a network framework to guide the development of Tecumseh’s future transportation system.

The TMP includes Operational Policies that document the Town’s preferred methods for network operations. One of the operational policies included in the TMP is establishing CSZ.

Policy 123 includes the best practices presented in the TMP and provides further detail and direction concerning the warrants that must be met to implement CSZ.

Warrants

The policy reinforces that only certain sites are appropriate for CSZ designation including:

- Elementary or Secondary Schools;
- Public Parks;
- Senior centres and residences;
- Community centres; and
- Collision-prone areas.

In accordance with the HTA, only sites that have a posted speed limit of 60 km/hr or less can be considered for this designation. Further, the policy outlines other warrants including collision crash data, police feedback data, and physical attributes of the location that must be met to be suitable for CSZ designation.

Community Safety Zone By-law 2015-53

The Town's current Community Safety Zone By-law 2015-53 was approved by Council on August 11, 2015. It identifies fifteen (15) locations designated as a CSZ within the Town, fourteen (14) of which are located on municipal roads and one located on County Road 34. Each CSZ has an effective time, day and month where increased fines are in effect. These CSZ designations do not take effect until the required signs are installed.

As part of creation of Policy 123, the HTA and OTM were reviewed as well as the Town's existing Community Safety Zone By-law 2015-53. Administration is recommending the following revisions to By-law 2015-53, which would come into effect through adoption of an amending by-law:

1) Removal of the CSZ located on County Road 34

Section 214.1(1) of the HTA states: "The council of a municipality may by by-law designate a part of a highway under its jurisdiction as a community safety zone if, in the council's opinion, public safety is of special concern on that part of the highway".

As County Road 34 is not under the jurisdiction of the Town of Tecumseh it should be removed from the municipal by-law. It is noted that this section of County Road 34 is designated as a CSZ within the County of Essex's By-law 51-2013 and will remain in effect.

2) Revise the CSZ effective time to 24 hours/day, 7 days/week.

Section 214.1(3) of the HTA states: "a by-law or regulation designating a community safety zone shall specify the hours, days and months when the designation is in effect".

This standardization of times and dates for all CSZ in Tecumseh is to enhance the ease of enforcement and is consistent with best practices throughout Ontario.

3) Revise the CSZ on Tecumseh Road which currently fronts DM Eagle Public School

The Greater Essex County District School Board is currently constructing the new Beacon Heights Public School at 13800 Tecumseh Road (150 m west of Arlington Road), which will be the replacement for DM Eagle Public School. It is

recommended to relocate the CSZ on Tecumseh Road to align with the new Beacon Heights Public School in advance of its opening.

County of Essex By-law 51-2013, Schedule “I” Community Safety Zones

There are three CSZ within Tecumseh that are located on County Roads and are captured within County By-law 51-2013. These consist of County Road 34 (Malden to 500 metres easterly), County Road 42 (County Road 43 to Lesperance Road) and County Road 43 (County Road 42 to CP Rail). The effective time for these CSZs is identified as 7:00am to 5:00pm, Monday through Friday.

It is desirable to have the County of Essex revise County By-law 51-2013 to have the effective times 24 hours/day, 7 days per week. This would coincide with the update to Tecumseh’s By-law 2015-53 and would standardize all CSZ within Tecumseh for the ease of enforcement.

Consultations

County of Essex
Ontario Provincial Police (OPP)
SSL Project Services

Financial Implications

There are no direct financial implications arising from this report.

If, through following the policy, a new CSZ is warranted, the road segment will be added to a report to Council at the end of each calendar year. This report will summarize all traffic-related recommendations, including those governed by this policy. The report will also recommend that the works be included as part of the annual PWES Capital Works Plan, for the following calendar year(s).

Link to Strategic Priorities

Applicable	2023-2026 Strategic Priorities
☐	Sustainable Growth: Achieve prosperity and a livable community through sustainable growth.
☐	Community Health and Inclusion: Integrate community health and inclusion into our places and spaces and everything we do.
☒	Service Experience: Enhance the experience of Team Tecumseh and our citizens through responsive and respectful service.

Communications

Not applicable ☒

Website ☐

Social Media ☐

News Release ☐

Local Newspaper ☐

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Phil Bartnik, P.Eng.
Director Public Works & Engineering Services

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
1	Policy 123 – Community Safety Zones



The Corporation of the Town of Tecumseh

Policy Manual

Policy Number:	123
Effective Date:	April 9, 2024
Supersedes:	N/A
Approval:	PPC March 26, 2024 (PPC 03/24) RCM April 9, 2024 (RCM 85/24)
Subject:	Community Safety Zone

1.0 Purpose

- 1.1 The purpose of this policy is to provide a transparent and consistent process for Public Works & Engineering Services (PWES) staff to determine the need for Community Safety Zones (CSZ) on municipal roads under the jurisdiction of the Town of Tecumseh.
- 1.2 This document provides step-by-step guidance to PWES staff from the time of receiving a request to addressing the concerns, whether it be the implementation of a community safety zone or an alternative response.

2.0 Authority

- 2.1 Decision-making authority for the Community Safety Zone Policy shall be delegated to the Director, Public Works & Engineering Services.

3.0 Related Documents

- 3.1 This Policy is prepared in accordance with the following:
 - *Ontario Highway Traffic Act (HTA)*;
 - The Ontario Traffic Manual (OTM), Book 5 Regulatory Signs and Book 6 Warning Signs;

- Bill 26, *Highway Traffic Amendment Act* (Community Safety Zones), 1998, and;
- Tecumseh Transportation Master Plan.

4.0 Definitions

- 4.1 “Requestor” is defined as a resident of the Town of Tecumseh who resides, owns property or a business within the affected neighbourhood.
- 4.2 A “Community Safety Zone” (CSZ) is a designated stretch of roadway, recognized under provincial legislation, marked with community safety zone signs allowing the increase of fines associated with speeding within the zone.
- 4.3 A “collision-prone area” is defined as a location where the ratio of the average number of crashes per year to the annual average daily traffic (AADT) is less than 1:900 (crashes per year: AADT) averaged over 36 consecutive months

5.0 Procedure

- 5.1 The steps included in **Error! Reference source not found.** shall be followed by PWES staff upon a request for a site to be designated as a CSZ.
- 5.2 A Pre-Screening Assessment shall be completed to check whether a CSZ is appropriate at a location. The pre-screening activities shall include the following:
- Confirm the road authority. If the road authority is not the Town, the request shall be referred to the correct road authority, and no further action will be taken by PWES staff;
 - Review of past known information about the location. If the location has been reviewed within the last 3-years and no characteristics of the road have changed, and it was determined that a CSZ was not warranted, no further action will be taken at this time;
 - Confirm that the site is one of the following:
 - Elementary or secondary schools;
 - Public Parks;
 - Senior centres and residences;
 - Community centres, or;

- Collision-prone areas.

If the location is not one of the above, no further action will be taken by PWES, and;

- The Director, PWES, shall retain the full authority to decline to move forward, with no appeal process to another body.

5.3 The following table will be utilized as noted in [Figure 1](#) to determine if there are risk factors that support the CSZ designation. The total score must be 15 or higher to meet the risk factor threshold.

Table 1 - Risk Component Factors for Community Safety Zones

Risk Factor	High (Score 3 Points)	Medium (Score 2 Points)	Low (Score 1 Point)	Score
Posted Speed	40	50	60	
Average Daily Volume	Over 20,000	10,000 – 20,000	Under 10,000	
Number of Lanes	More than 4	3 or 4	2	
Amount of the site which has sidewalks	Less than 25%	25 – 75%	More than 75%	
Truck volume	More than 5%	3 – 5%	Less than 3%	
Pedestrians crossing in any 8 hours	More than 100	50 – 100	Less than 50	
Intersections and entrances per km	More than 10	4 – 10	Less than 4	
Total Score for Road Section in Question				

5.4 The most recent versions of OTM Book 5 and Book 6 shall be followed should a road segment be approved for a CSZ. The length of a proposed CSZ will be at the sole discretion of the Director, PWES. Community Safety Zones shall have a speed limit between 40 km/h to 60km/h.

5.5 Should a CSZ be warranted based on **Error! Reference source not found.**and Table 1, a preliminary budget estimate shall be prepared, along with a short memo describing the detailed analysis and findings by PWES staff, and provided to the Director, PWES.

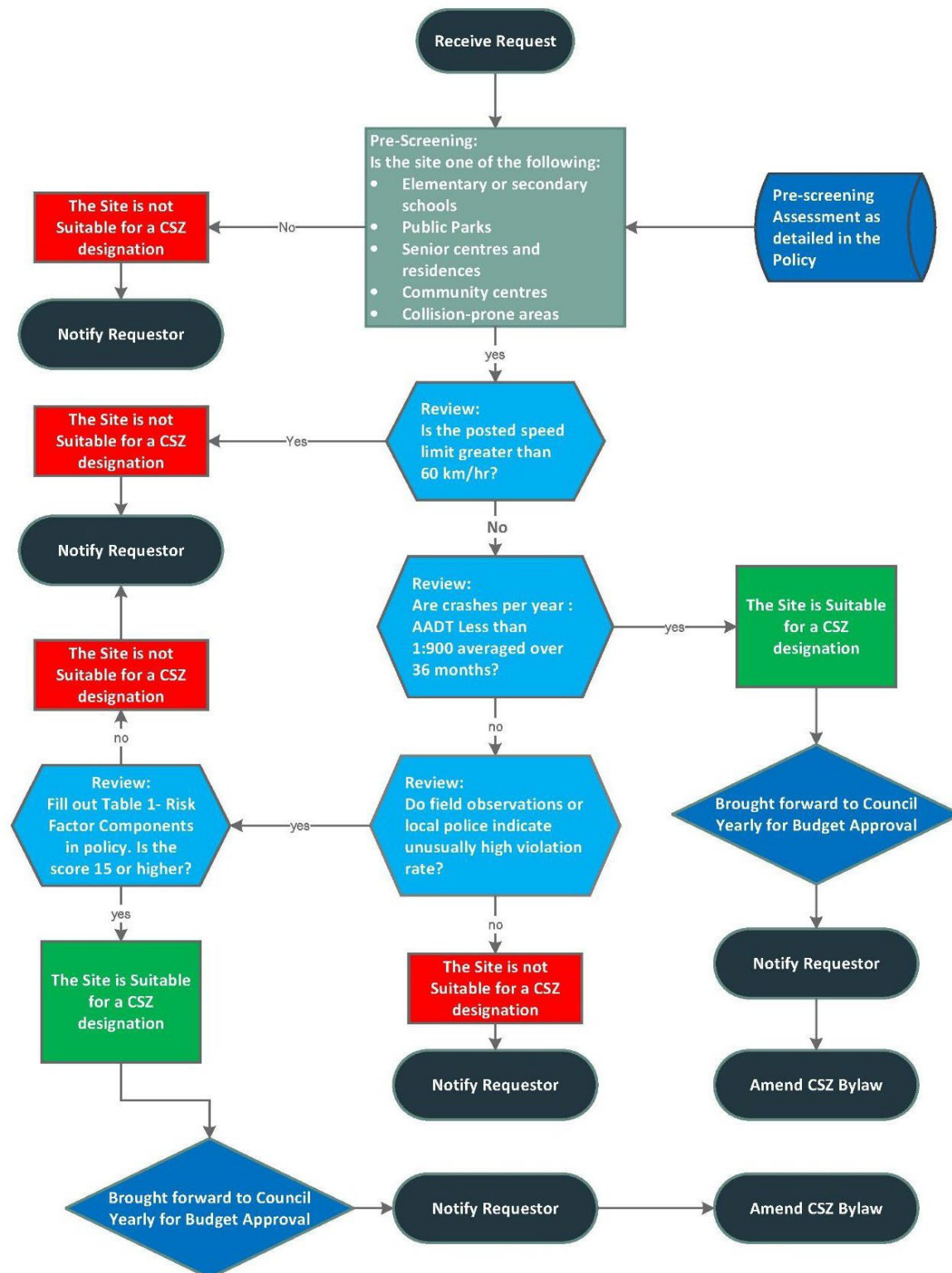
5.6 At the end of each calendar year, PWES will bring a report to Council, summarizing all traffic-related recommendations, including those governed by this policy, if any. The report will also recommend that the works be

included as part of the annual PWES Capital Works Plan, for the following calendar year(s).

6.0 Administration & Review

- 6.1 Policy 123 shall be administered by the Department of Public Works & Engineering Services and subject to periodic review, at the direction of the Director, PWES.

Figure 1 - Community Safety Zone Flow Chart





The Corporation of the Town of Tecumseh

Public Works & Engineering Services

To: Policies and Priorities Committee

From: Phil Bartnik, Director Public Works & Engineering Services

Date to Council: March 26, 2024

Report Number: PWES-2024-20

Subject: School Safety Zones Policy 125

Recommendations

It is recommended:

That Report PWES-2024-20 School Safety Zones Policy 125 **be received;**

And that Policy 125 in Attachment 1 to Report PWES-2024-20 School Safety Zones Policy 125 **be recommended for approval and adoption by Council** at the April 9, 2024 Regular Meeting of Council;

And further that a By-law for the designation of School Safety Zones **be prepared and considered by Council** at the April 9, 2024 Regular Council Meeting;

And furthermore that the recommended update to Schedule P (Rates of Speed) of the Traffic and Parking By-law 2001-36 as amended, **be prepared and considered by Council** for adoption by way of an Amending By-law at the April 9, 2024 Regular Council Meeting;

And furthermore that, subject to the approval and adoption of the foregoing Policy 125 and By-laws described above, the review and analysis of the twelve (12) School Safety Zones in 2024 **be authorized by Council and funded** in the amount of \$180,000 from the Road Lifecycle Reserve, at the April 9, 2024 Regular Council Meeting;

And furthermore that Administrative Report PWES-2024-20, Policy 125 and the Motion of Council **be sent** to the Clerk for the County of Essex requesting they be

placed on the next regular meeting of County Council's Agenda, for consideration to implement a School Safety Zone on County Roads adjacent to Tecumseh Schools.

Background

At the December 11, 2018 Regular Council Meeting, Council approved the recommendations within report [PWES-2018-08](#), titled "2019-2023 Public Works & Environmental Services Five Year Capital Works Plan" that authorized Administration to complete a traffic calming study (Motion: RCM-361/18). The study intended to review the general policies on traffic calming, outline the process for determining if a problem exists and the process for addressing inquiries from the public in an efficient and consistent manner.

As the study progressed, and as public inquiries were received on a variety of traffic-related issues, Administration identified several traffic-related policies and programs required to assist in handling those inquiries, which include the following:

- Speed Management and Traffic Calming Policy
- School Safety Zone Policy
- Community Safety Zone Policy
- Controlled Pedestrian Crossing Policy
- School Crossing Guard Program

This Administrative report provides key technical information and regulations relating to implementing School Safety Zones (SSZ). The attached policy establishes the regulatory framework for School Safety Zones in the Town and provides PWES staff with a transparent and consistent process to follow for policy implementation.

Comments

The attached policy presents best practices for implementing school safety zones, with a focus on enhancing safety in the vicinity of all schools for all pedestrians at all times of the day and week.

The key principles and procedures within the policy shall be employed with engineering judgment when assessing existing and future school developments within the Town of Tecumseh.

Governing Regulations

The most relevant regulations that govern SSZ implementation include:

- The Ontario Traffic Manual (OTM);
- The *Highway Traffic Act* (HTA);

- Bill 90, *Highway Traffic Amendment Act* (School Safety Zones);
- Transportation Association of Canada – School and Playground Areas and Zones: Guidelines for Application and Implementation (TAC SPAZ); and
- Accessibility for Ontarians with Disabilities Act (AODA).

The OTM is the regulation that provides specific information and guidance for engineering transportation practitioners to promote uniformity of treatment in the design, application, and operation of traffic-related systems.

The OTM consists of a series of 22 separately bound books and provides policy and practical guidance on the full range of traffic control devices. The books within the OTM series specific to this topic include:

- Book 5: Regulatory Signs
- Book 6: Warning Signs
- Book 11: Pavement, Hazard and Delineation Markings
- Book 12: Traffic Signals
- Book 15: Pedestrian Crossing Treatments.

The TAC SPAZ provides engineers and practitioners across Canada with guidance to implement school zones effectively and uniformly.

Technical Information

Relevant to school zones, the HTA and Bill 90 provide information on setting the rate of speed in a school zone and establishing the length of school zones. It also states the following:

- A council of a municipality may pass a bylaw to designate a portion of a municipal roadway that is under its jurisdiction to be a school zone;
- That the designated school zone start/end within 150 meters along the municipal roadway in either direction beyond the school property limits; and
- A council of a municipality can propose a lower speed limit than the existing limit. That lower speed limit can be effective either at all times or only at certain times or days.

The OTM Books referenced above, provide technical guidance relevant to the design of school zones:

- Regulatory signs which must be present and their appropriate locations;
- Designating the overall length of the school zone, which matches the HTA;
- Supplemental pavement marking advice, and;

- Warning signs which must be present and their appropriate locations.

The TAC SPAZ provides a scoring matrix that would be used to determine if a given location meets the warrants for a school zone and generally provides consistent guidelines.

Key Principles & Practices of this Policy

While the above regulations provide some directional guidance, the specifics of what a school zone includes requires further defining, which is the main intent of the SSZ Policy.

To enhance safety within SSZs, the following principals and practices are included in the SSZ Policy beyond that which is regulated by the HTA and the OTM as explained above. These include:

- Designating all schools an SSZ regardless of the warrants presented in the TAC SPAZ;
- Mandating all crosswalks within an SSZ implement a special 'Ladder Crosswalk';
- The words 'School Zone' in retroreflective white marking on the pavement at the beginning of the SSZ in both directions, on arterial and collector roads;
- An analysis to take place at all currently uncontrolled (no signal or stop sign) crossing locations within SSZs following the Town's Controlled Pedestrian Crossing Policy 124 to review if further enhancements are warranted;
- A review of existing sidewalks and sidewalk ramps in all SSZs to determine if enhancements are required;
- A review of traffic speeds within the SSZs and recommended improvements in accordance with the Town's Speed Management and Traffic Calming Policy 126; and
- A review of existing street lighting in SSZs to ensure they meet current guidelines.

County of Essex Roads & School Safety Zones

Three of the twelve schools in Tecumseh are located on County Roads, these include:

- St. Mary French Immersion Catholic Elementary School on County Road 34 in Maidstone Hamlet;
- Tecumseh Vista Academy on County Road 43 and Shields Avenue; and

- Al-Hijra Academy on County Road 9 and Howard Avenue Connector

It is recommended that Administration work with County Administration to determine if School Safety Zones could be established on County Roads, and identify what enhancements, as contained within the Town's School Safety Zone Policy 125, could be implemented on a County Road.

Consultations

Financial Services
SSL Project Services Inc.

Financial Implications

The estimated costs to conduct a review and analysis for each of the twelve (12) School Safety Zones is \$15,000, for a total of \$180,000. It is recommended that these costs be funded from the Road Lifecycle Reserve.

It is recommended that the review and analysis be completed in 2024 and that the costs of the recommended works will be included as part of the annual Public Works & Engineering Services Capital Works Plan, for the following calendar year(s).

Link to Strategic Priorities

Applicable	2023-2026 Strategic Priorities
☐	Sustainable Growth: Achieve prosperity and a livable community through sustainable growth.
☐	Community Health and Inclusion: Integrate community health and inclusion into our places and spaces and everything we do.
☒	Service Experience: Enhance the experience of Team Tecumseh and our citizens through responsive and respectful service.

Communications

Not applicable ☒

Website ☐

Social Media ☐

News Release ☐

Local Newspaper ☐

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Phil Bartnik, P.Eng.
Director Public Works & Engineering Services

Reviewed by:

Tom Kitsos, CPA, CMA, BComm
Director Financial Services & Chief Financial Officer

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
1	Policy 125 – School Safety Zones



The Corporation of the Town of Tecumseh

Policy Manual

Policy Number:	125
Effective Date:	April 9, 2024
Supersedes:	N/A
Approval:	PPC March 26, 2024 (PPC 05/24) RCM April 9, 2024 (RCM 85/24)
Subject:	School Safety Zone

1.0 Purpose

- 1.1 The purpose of this policy is to establish regulations for School Safety Zones (SSZ) in the Town of Tecumseh.
- 1.2 This policy shall provide a transparent and consistent process for Public Works & Engineering Services (PWES) staff to implement SSZs on municipal roads under the jurisdiction of the Town of Tecumseh.

2.0 Scope

- 2.1 The SSZ Policy applies to all Schools within the Town of Tecumseh.

3.0 Authority

- 3.1 Decision-making authority for the SSZ Policy shall be delegated to the Director, Public Works & Engineering Services (PWES).

4.0 Governing Regulations

- 4.1 This Policy is prepared in accordance with the following:
 - a) *Ontario Highway Traffic Act* (HTA);

- b) *Ontario Highway Traffic Amendment Act*, Bill 90, (School Safety Zones);
- c) The Ontario Traffic Manual (OTM) Books:
 - o Book 5: Regulatory Signs
 - o Book 6: Warning Signs
 - o Book 11: Pavement, Hazard, and Delineation Markings
 - o Book 12: Traffic Signals
 - o Book 15: Pedestrian Crossing Treatments
- d) Transportation Association of Canada – School and Playground Areas and Zones: Guidelines for Application and Implementation (TAC SPAZ); and
- e) *Accessibility for Ontarians with Disabilities Act* (AODA)
- f) Tecumseh Transportation Master Plan
- g) Other legislation, regulations, plans, and guidance, as deemed to be relevant by the Director, PWES.

5.0 Related Documents

5.1 Implementation of the SSZ Policy will be in conjunction with the following policies:

- a) Community Safety Zone Policy 123;
- b) Controlled Pedestrian Crossing Policy 124;
- c) Speed Management and Traffic Calming Policy 126.

6.0 Definitions

6.1 School Safety Zone means the area within which extra safety measures shall apply to protect pedestrians and specifically, the extent of a school safety zone shall include the portions along the municipal road beyond the limits of the land used for the school's purpose in all directions for a minimum of 150 meters, in accordance with the HTA. An extended zone may be implemented by By-law, as approved by the Director, PWES based on specific site conditions.

7.0 Key Principles

- 7.1 The Town of Tecumseh exercises its right to establish SSZs throughout the municipality by By-law.
- 7.2 The SSZ Policy focuses on enhancing safety in the vicinity of all schools for all users at all times and accordingly, all schools within the Town have designated School Zones regardless of the warrants presented in the TAC SPAZ.
- 7.3 At a minimum, the designated SSZs start/end within 150 meters along the municipal roadway in either direction beyond the school property limits and may extend further, by By-law, at the discretion of the Director, PWES.
- 7.4 Within the designated SSZs a lower speed limit of 40km/hr will apply at all times, on all days.
- 7.5 Controls and enhancements within SSZs shall be AODA compliant.

8.0 Procedure

- 8.1 For SSZs in the Town, the following rules and procedures apply:
 - 8.1.1 All SSZs shall have a reduced speed limit of 40 km/hour, 24 hours/day, 7 days/week unless that represents a reduction of more than 20 km/hour, in which case the Director, PWES will provide direction.
 - 8.1.2 At a minimum, there will be a sidewalk or trail on one side of the road within the SSZ. Based on a site-by-site review, the Director, PWES shall determine the viability for expansion of pedestrian facilities.
 - 8.1.3 A review of existing sidewalks and sidewalk ramps in all SSZs shall be undertaken to determine if enhancements are required. Sidewalk ramps at all corners within the SSZ shall be AODA compliant.
 - 8.1.4 All pedestrian crossings within the SSZs shall have Ladder Crosswalk pavement markings in accordance with Figure 12 of OTM Book 15, as shown in Figure 1 - Ladder Crosswalk Pavement Markings.
 - 8.1.5 Streetlighting within the SSZs shall conform with ANSI/IES RP-8-22 Recommended Practice: Lighting Roadway and Parking Facilities and the Transportation Association of Canada TAC Guide for Design of Roadway Lighting.

- 8.1.6 The use of appropriate signage delineating the SSZs shall be installed following the Ontario Traffic Manual, Books 5 and 6. All road crossing locations within the SSZ shall have, at minimum, those demonstrated in Figure 2 - Signing Plan for School Zone.
- 8.1.6.1 SSZ warning signs (WC-1) shall be installed to denote the start and end of the SSZ located at 150 meters along the highway, in all applicable directions, beyond the property limits;
- 8.1.6.2 SSZ maximum speed signs (RB-6) displaying the reduced speed limit of 40 km/hour;
- 8.1.6.3 The words 'School Zone' in retroreflective white marking in the size indicated in Figure 52 in Book 11 of the OTM, at the beginning of the SSZ on arterial and collector roads, and in additional locations within the zone as deemed necessary by the Director, PWES, and;
- 8.1.6.4 Rb-1 Maximum Speed Sign shall be installed after the end of the SSZ designation to denote the reinstatement of the original speed limit, or at a further location as deemed appropriate by the Director PWES and based on specific site conditions.
- 8.1.7 SSZ locations shall be assessed in accordance with the Town of Tecumseh Speed Management and Traffic Calming Policy 126 to determine if any enhancements are warranted.
- 8.1.8 Uncontrolled (no signal or stop sign) crossing locations within the SSZ shall be assessed in accordance with the Town of Tecumseh Controlled Pedestrian Crossing Policy 124 to determine if further enhancements are warranted.
- 8.2 Recommended works in support of enhancements identified through the application of Section 8.1 shall be included as part of the annual PWES Capital Works Plan for the following calendar year(s).

9.0 Administration & Review

- 9.1 Policy 125 shall be administered by the Department of Public Works & Engineering Services and subject to periodic review, at the direction of the Director, PWES.

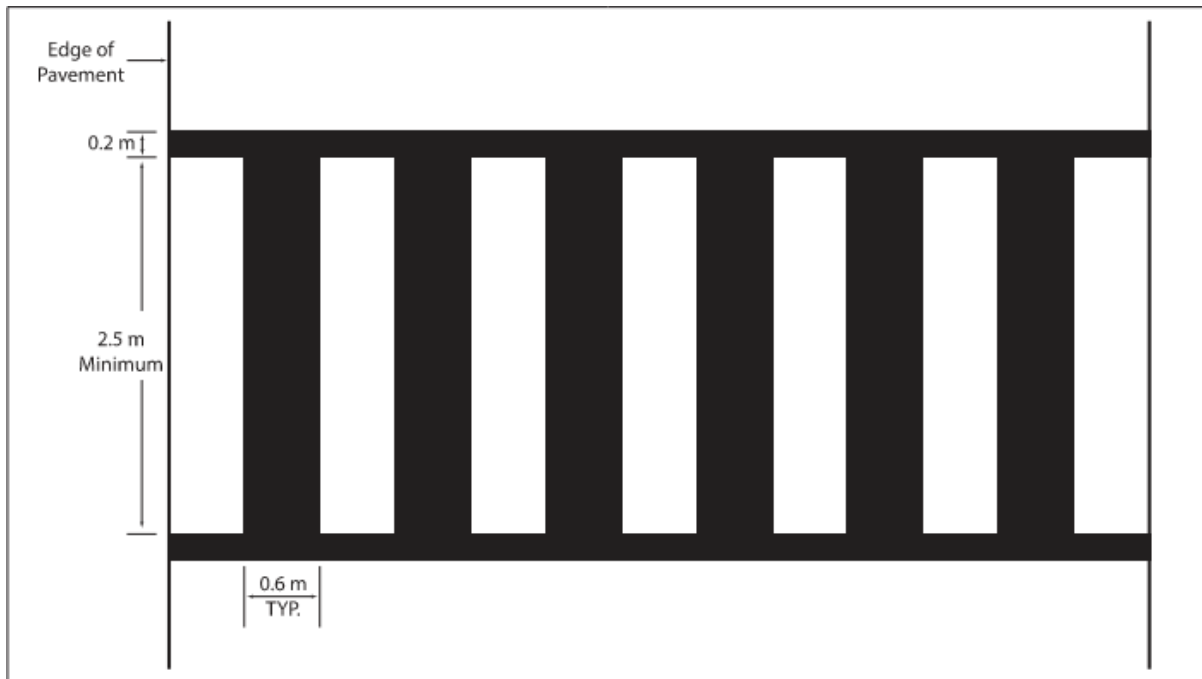


Figure 1 - Ladder Crosswalk Pavement Markings

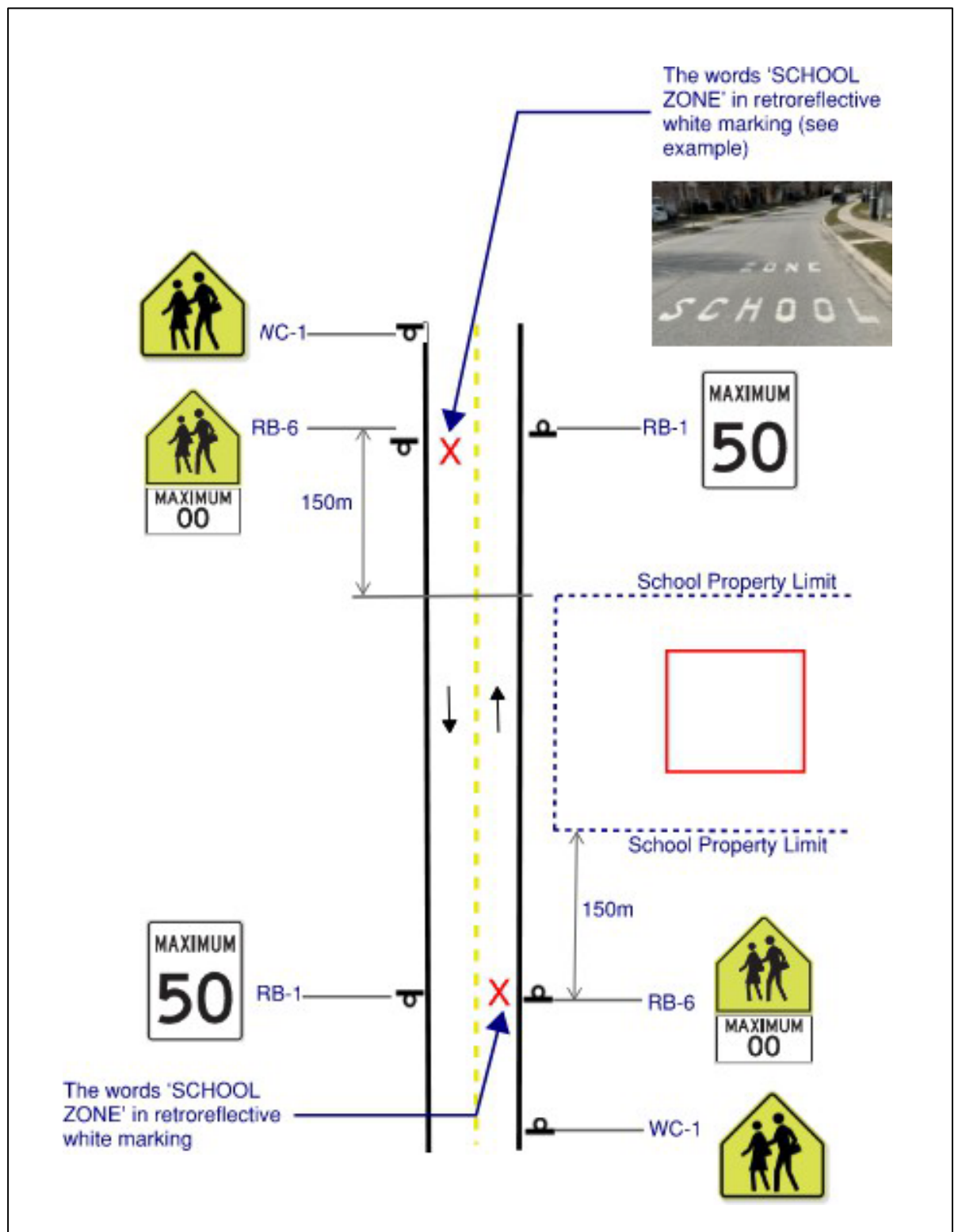


Figure 2 - Signing Plan for School Zone



The Corporation of the Town of Tecumseh

April 19, 2024

By Email: khebert@countyofessex.ca

County of Essex
360 Fairview Avenue W
Essex, ON
N8M 1Y6

Attention: Katherine Hebert, Manager, Records and Accessibility / Deputy Clerk

Dear Katherine:

Re: Community Safety Zones and School Crossing Guard Program

The Council of the Town of Tecumseh, at its Policies and Priorities Committee meeting held March 26, 2024, gave consideration to Report PWES-2024-18 entitled "Community Safety Zones Policy" and Report PWES-2024-22 entitled "School Crossing Guard Program" a copy of which is enclosed.

At their meeting, Tecumseh Council passed the following resolutions:

PWES-2024-18 – Community Safety Zones Policy 123

Motion: PPC -03/24

"That Report PWES-2024-18 Community Safety Zones Policy 123 **be received;**

And that Policy 123 in Attachment 1 to Report PWES-2024-18 Community Safety Zone Policy 123 **be recommended for approval and adoption by Council** at the April 9, 2024 Regular Council meeting.

And further that the recommended update to Schedule A (List of Community Safety Zones) of the Community Safety Zone By-Law 2015-53, as amended, **be prepared and considered by Council** through the adoption of an Amending By-Law at the April 9, 2024 Regular Council Meeting;

And furthermore that Administrative Report PWES-2024-18, Policy 123 and the Motion of Council **be sent** to the Clerk for the County of Essex requesting they be placed on the next regular meeting of County Council's Agenda, for consideration to amend the effective times to "24 hours/day, 7 days per week" for those County Roads listed in Schedule "I" of County By-Law 51-2013 that are located within the Town of Tecumseh."

PWES-2024-20 – School Crossing Guard Program

Motion: PPC-05/24

Moved by: Deputy Mayor Joe Bachetti
Seconded by: Councillor Alicia Higgison

“That Report PWES-2024-20 School Crossing Guard Program be received;

And that Policy 125 in Attachment 1 to Report PWES-2024-20 School Safety Zones Policy 125 be recommended for approval and adoption by Council at the April 9, 2024 Regular Meeting of Council;

And further that a By-law for the designation of School Safety Zones be prepared and considered by Council at the April 9, 2024 Regular Council Meeting;

And furthermore, that the recommended updates to Schedule P (Rates of Speed) of the Traffic and Parking By-law 2001-36 as amended, be prepared and considered by Council for adoption by way of an Amending By-law at the April 9, 2024 Regular Council Meeting;

And furthermore, that subject to the approval and adoption of the foregoing Policy 125 and By-laws described above, the review and analysis of the twelve (12) School Safety Zones in 2024 **be authorized by Council and funded** in the amount of \$180,000 from the Road Lifecycle Reserve, at the April 9, 2024 Regular Council Meeting;

And furthermore, that Administrative Report PWES-2024-20, Policy 125 and the Motion of Council **be sent** to the Clerk for the County of Essex requesting they be placed on the next regular meeting of County Council’s Agenda, for consideration to implement a School Safety Zone on County Roads adjacent to Tecumseh Schools.”

These above noted resolutions were approved for adoption by Tecumseh Council at the Regular Council Meeting held on April 9, 2024. Please consider this letter as confirmation of the Town of Tecumseh’s action on the above matter.

Yours very truly,



Robert Auger, LL.B.
Director Legislative Services & Clerk

RA/kb

Attachments

1. PWES-2024-18 Community Safety Zones
2. Community Safety Zone Policy 123
3. PWES-2024-20 School Crossing Guard Program
4. School Safety Zones Policy 125



Administrative Report

To: Warden MacDonald and Members of Essex County Council

From: Allan Botham, P.Eng.
Director, Infrastructure & Planning Services

Date: Wednesday, July 17, 2024

Subject: Traffic Light Installation at the Intersection of County Roads 9 and 10

Report #: 2024-0717-IPS-R17-AB

Purpose

The purpose of this Administrative Report is to provide background information for County Council to render a decision regarding construction of a proposed traffic signal system at the intersection of County Road 9 and County Road 10.

Background

Council received report 2024-0619-IPS-R10-AB, Traffic Control at the intersection of County Roads 9 and 10 on June 19, 2024, regarding decisions made during construction of bridge B-09-11, and related to underground components of a future traffic signal system. The report also noted that Administration would bring forward an item within the proposed 2025 Budget to construct the above ground components of a traffic signal system.

Further, a Notice of Motion was received at the June 19, 2024 meeting of Council that, Council approve construction of the signals at CR 9 and CR 10 during the construction phase of the current bridge project, and further that monies be found in the existing construction budget.

Discussion

With respect to timing, as of July 8, 2024, construction to rehabilitate the bridge over River Canard at the intersection of County Road 9 and County Road 10 will be complete. The intersection will be open and operating as it was prior to construction with two-way stop control on County Road 10.

With respect to funding, typically, funding for similar capital or operation improvements comes from the Levy. A traffic signal is not considered a capacity building or expansion project, therefore, the Roadway Expansion Reserve would not be the source of funding.

The 2024 Construction – Roads, Bridges & CWATS budget was approved at \$19,030,700. Pavement rehabilitation contracts have been awarded and are under construction. It is too early to determine final quantities and the impacts of fluctuating asphalt cement prices. Several bridge projects have been awarded, however, there are five culvert/bridge projects yet to be tendered.

Considering the uncertainty remaining in the 2024 construction program, Administration recommends that the installation of the traffic signals at the subject intersection be pre-approved for the 2025 Construction – Roads, Bridges & CWATS budget.

Financial Implications

The cost to construct the above-ground traffic signal system at the intersection of County Road 9 and County Road 10 is estimated at \$250,000. The engineering design is already complete.

Since the bridge rehabilitation at this intersection will be finished by July 8, 2024, with the road reopened and functioning with two-way stop control, there are no cost savings from combining this project with the current bridge work.

Funding for this project will come from the Levy, as it does not qualify for the Roadway Expansion Reserve. The 2024 Construction – Roads, Bridges & CWATS budget of \$19,030,700 is already committed to several ongoing and planned projects, leaving uncertainties due to fluctuating asphalt prices and pending tenders.

Given these factors, Administration recommends pre-approving the traffic signal installation for the 2025 Construction – Roads, Bridges & CWATS budget.

Consultations

Director, Financial Services / Treasurer

Strategic Plan Alignment

Working as Team Essex County	Growing as Leaders in Public Service Excellence	Building a Regional Powerhouse
☐ Scaling Sustainable Services through Innovation ☐ Focusing “Team Essex County” for Results ☐ Advocating for Essex County’s Fair Share	☐ Being an Employer with Impact ☒ A Government Working for the People ☒ Promoting Transparency and Awareness	☒ Providing Reliable Infrastructure for Partners ☒ Supporting Dynamic and Thriving Communities Across the County ☒ Harmonizing Action for Growth ☐ Advancing Truth and Reconciliation

Recommendation

That Essex County Council receive report number 2024-0717-IPS-R17-AB, Traffic Signal Installation at the Intersection of County Roads 9 and 10 as information, and

That construction of the traffic signal system at the intersection of County Roads 9 and 10 be pre-approved for the 2025 Budget at an estimated cost of \$250,000.

Approvals

Respectfully Submitted,

Allan Botham

Allan Botham, P.Eng., Director, Infrastructure and Planning Services

Concurred With,

Sandra Zwiers

Sandra Zwiers, MAcc, CPA, CA, Chief Administrative Officer

Appendix	Title
N/A	N/A



Administrative Report

To: Warden MacDonald and Members of Essex County Council

From: Sandra Zwiers, MAcc, CPA, CA
Chief Administrative Officer

Date: Wednesday, July 17, 2024

Subject: Discretionary Regional Shared Services – Survey Results

Report #: 2024-0717-CAO-R10-SZ

Purpose

To provide County Council with the results of consultation with Local Municipal Partners relating to regional participation in certain discretionary services, namely tourism and economic development.

Background

Following the 2024 Budget deliberations, County Council approved the following motion:

051-2024

Moved By Dennis Rogers

Seconded By Sherry Bondy

That Essex County Council give Administration direction to consult with local municipalities to investigate their satisfaction with the services provided by any discretionary external commitments and to invite these organizations to present to County Council and the local municipalities to demonstrate the benefit they are providing to municipalities and the value for money invested by the County and that a report come back to County Council prior to the 2025 budget deliberations.

The County supports two primary discretionary service agencies: Tourism Windsor Essex Pelee Island and Invest WindsorEssex.

Tourism Windsor Essex Pelee Island (TWEPI)

TWEPI is the official destination marketing organization for the regional tourism industry. As a not-for-profit organization, TWEPI is dedicated to

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promoting and selling Windsor, Essex County and Pelee Island as a remarkable destination for tourists, convention goers and business travelers. TWEPI's vision is to put the region top of mind as a regional tourism destination in Ontario, offering authentic and diverse visitor experiences. TWEPI's mission is to be the leading tourism industry collaborative, committed to enhancing the region's economy and quality of life through: supporting industry development and individual operators, actively facilitating partner engagements and effectively marketing our destination to a provincial, national and international audience.

Invest WindsorEssex (IWE)

IWE is a not-for-profit organization supported by the City of Windsor and the County of Essex that is responsible for advancing economic development to grow and sustain prosperity in the region.

As the lead economic development organization in the region, IWE provides confidential and expert assistance to companies and entrepreneurs in all sectors. IWE's focus is to develop and execute strategies to retain, expand, attract and help start up new businesses in the Windsor-Essex region.

Discussion

A survey was created by Administration and sent electronically to County Council, CAOs and tourism and economic development staff of all seven LMPs. The survey intended to gauge awareness and satisfaction with the services provided by the partner agency and allowed for open text feedback to ensure participants had the opportunity to add more detail at their own discretion. LMPs were also invited to book an in-person meeting with the County CAO to engage in further discussions if desired.

The aggregate results of the survey are attached as **Appendix A** (TWEPI) and **Appendix B** (IWE).

TWEPI Results

Nearly 100% of survey participants indicated awareness of TWEPI's strategic mandate and County funding level. When asked if TWEPI duplicated services provided by their municipality, 76% of respondents said "No." From a service perspective, 88% of respondents believe TWEPI's services complement and/or augment services provided at the local level.

LMPs report a high level of engagement, noting 88% of respondents engage directly with TWEPI staff. In terms of support for County funding, 96% of respondents believe County levy dollars should support TWEPI and if County

dollars weren't directed to TWEPI, 44% of LMPs would support increasing their local levy to maintain TWEPI services.

In terms of satisfaction, 96% of respondents report being either satisfied or very satisfied with TWEPI products/services. From a reputational standpoint, 91% of respondents rated their impression of TWEPI as good to excellent.

The vast majority of respondents (91%) feel their municipality is receiving good value for money from TWEPI.

IWE Results

Nearly 100% of survey participants indicated awareness of IWE's strategic mandate and County funding level. When asked if IWE duplicated services provided by their municipality, 56% of respondents said "No." From a service perspective, 67% of respondents believe IWE's services complement and/or augment services provided at the local level.

LMPs report a high level of engagement, noting 80% of respondents engage directly with IWE staff. In terms of support for County funding, 68% of respondents believe County levy dollars should support IWE and if County dollars weren't directed to IWE, only 26% of LMPs would support increasing their local levy to maintain IWE services.

In terms of satisfaction, 53% of respondents report being either satisfied or very satisfied with IWE products/services. From a reputational standpoint, 52% of respondents rated their impression of IWE as good to excellent.

A minority of respondents (43%) feel their municipality is receiving good value for money from IWE.

Regional Service Approach – Benefits and Challenges

When it comes to considering the value each local municipality receives from TWEPI or IWE, it's important to recognize both organizations are regional entities, inclusive of the City of Windsor, built to promote and advance the interests of the region. Proponents of this regional approach maintain a rising tide lifts all ships and that, by promoting the region and enticing investors to spend money here, both agencies are working to create a prosperous environment where the initiatives of local municipalities can flourish.

When considering tourism services, advocates of a regional approach believe TWEPI has significantly more reach than our Local Municipal Partners when it comes to delivering one coordinated message to a large number of potential visitors: "Visit Essex County and Windsor." Through social media and by way of traditional marketing campaigns, a regional body can carry that message

to a far greater number of potential visitors outside of the region and country than can LMPs. Local municipalities can then draw to their own attractions from a greater number of visitors to the region.

A critic of this regional approach could highlight a perceived duplication of services or argue that Windsor, as our region's urban centre, with a Casino, Art Gallery and significant number of hotels, benefits disproportionately from this arrangement.

A survey of Councillors and LMPs counters the first argument, with 76 per cent asserting there is no duplication of services and 88 per cent believing the services are complementary to one another. The second point underestimates the increasing tourism draw of the County, which is blessed with historic sites and an increasing number of wineries, distilleries, bicycle trails and overnight accommodations, including traditional hotels.

When considering economic development services, advocates of this regional approach maintain that any new development benefits all, no matter where it is located, because jobs and spinoff economic benefits do not observe municipal borders. People would drive from their homes in LaSalle or Amherstburg to a factory in Windsor or Tecumseh, for example, and entrepreneurs might set up a complementary factory producing parts in Lakeshore or Essex, again creating jobs benefiting residents from Kingsville, Leamington or other municipalities.

Some question, however, whether the County of Essex gets adequate bang for its buck since the bulk of new investments, and the property tax revenue they generate, tend to be located within the City of Windsor. This line of reasoning also holds that some LMPs benefit more than others depending on where new investments are located. A majority of survey respondents indicated LMPs were not receiving good value for their money from Invest WindsorEssex and further indicated they would not support funding it with local dollars.

The question, then, hinges on whether one sees value in proactively promoting our region as an attractive place to invest and whether or not LMPs working in isolation have the same sort of national and global reach a regional body has to highlight shared strengths like a skilled workforce and proximity to the Canada-U.S. border.

The County's Strategic Plan calls for "Building a Regional Powerhouse" by helping to create an environment conducive to "public and private investment attraction." County Council must consider whether the economic development arms of each of the LMPs can accomplish that goal, with the success of one municipality benefitting the others through job creation and economic momentum. Or does the diminished reach of each, and the risk of

duplication and potentially working at cross-purposes, highlight the need for a more coordinated regional effort, delivered by Invest WindsorEssex or some other vehicle?

Feedback from TWEPI and IWE

Aggregate survey results, as referenced in **Appendices A** and **B**, were provided to Gordon Orr, CEO, TWEPI and Joe Goncalves, Interim CEO, IWE, for their review and comment. Both organizations remain committed to delivering quality products and services and aim to achieve a high level of satisfaction from the County of Essex. **Appendices C** and **D** contain feedback from TWEPI and IWE respectively.

Financial Implications

The 2024 Budget approved the following funding:

TWEPI	\$782,700
IWE	\$1,122,060

Both organizations leverage municipal funding to access grant programs at the provincial and federal level which has the effect of amplifying the value of each municipal tax dollar contributed by the County of Essex.

Consultations

Local Municipal Partners

Strategic Plan Alignment

Working as Team Essex County	Growing as Leaders in Public Service Excellence	Building a Regional Powerhouse
☒ Scaling Sustainable Services through Innovation ☐ Focusing "Team Essex County" for Results ☒ Advocating for Essex County's Fair Share	☐ Being an Employer with Impact ☒ A Government Working for the People ☒ Promoting Transparency and Awareness	☐ Providing Reliable Infrastructure for Partners ☒ Supporting Dynamic and Thriving Communities Across the County ☐ Harmonizing Action for Growth ☐ Advancing Truth and Reconciliation

Recommendation

That Essex County Council receive report number 2024-0717-CAO-R10-SZ, Discretionary Regional Shared Services – Survey Results as information.

Approvals

Respectfully Submitted,

Sandra Zwiers

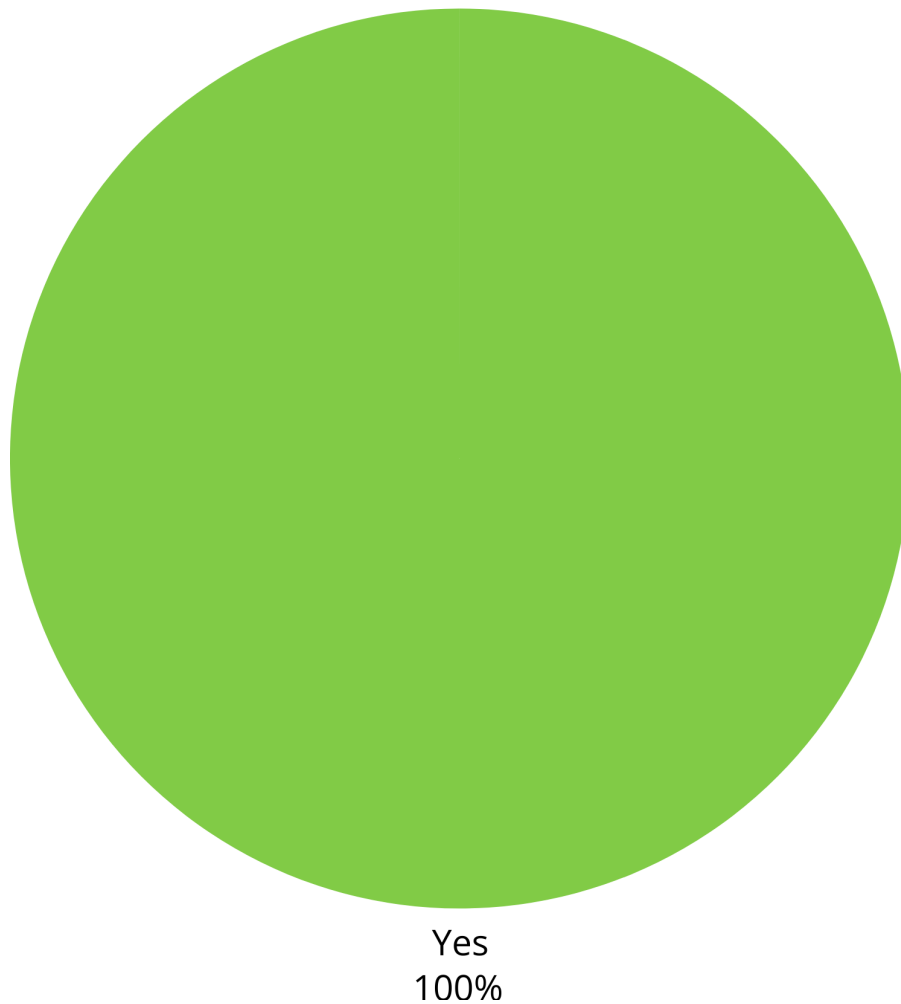
Sandra Zwiers, MAcc, CPA, CA, Chief Administrative Officer

Appendix	Title
A	TWEPI Survey Results Summary
B	IWE Survey Results Summary
C	TWEPI Feedback Letter – Gordon Orr, CEO
D	IWE Feedback Letter – Joe Goncalves, Interim CEO

Tourism Windsor Essex Pelee Island

AGENCY AWARENESS

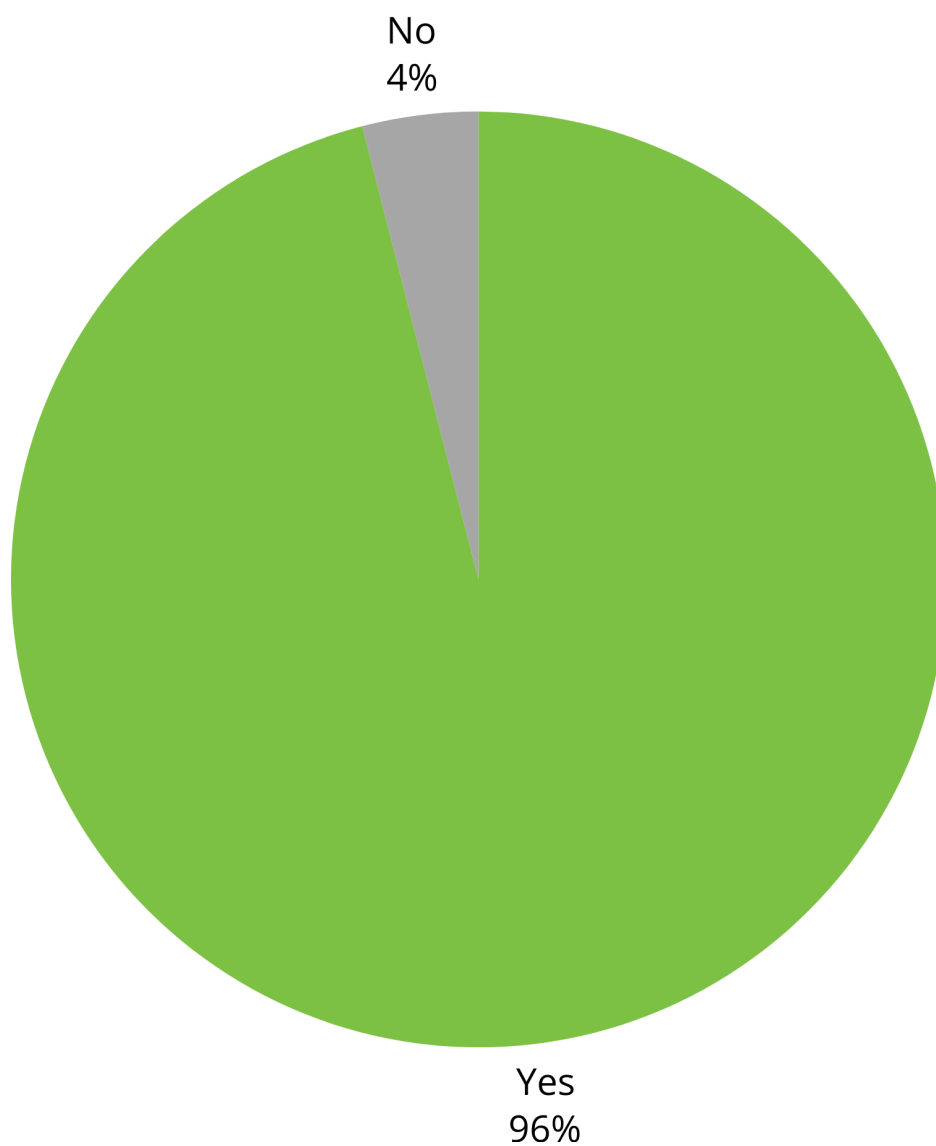
Q1: Are you familiar with the mandate/strategic goals of this agency?



Tourism Windsor Essex Pelee Island

AGENCY AWARENESS

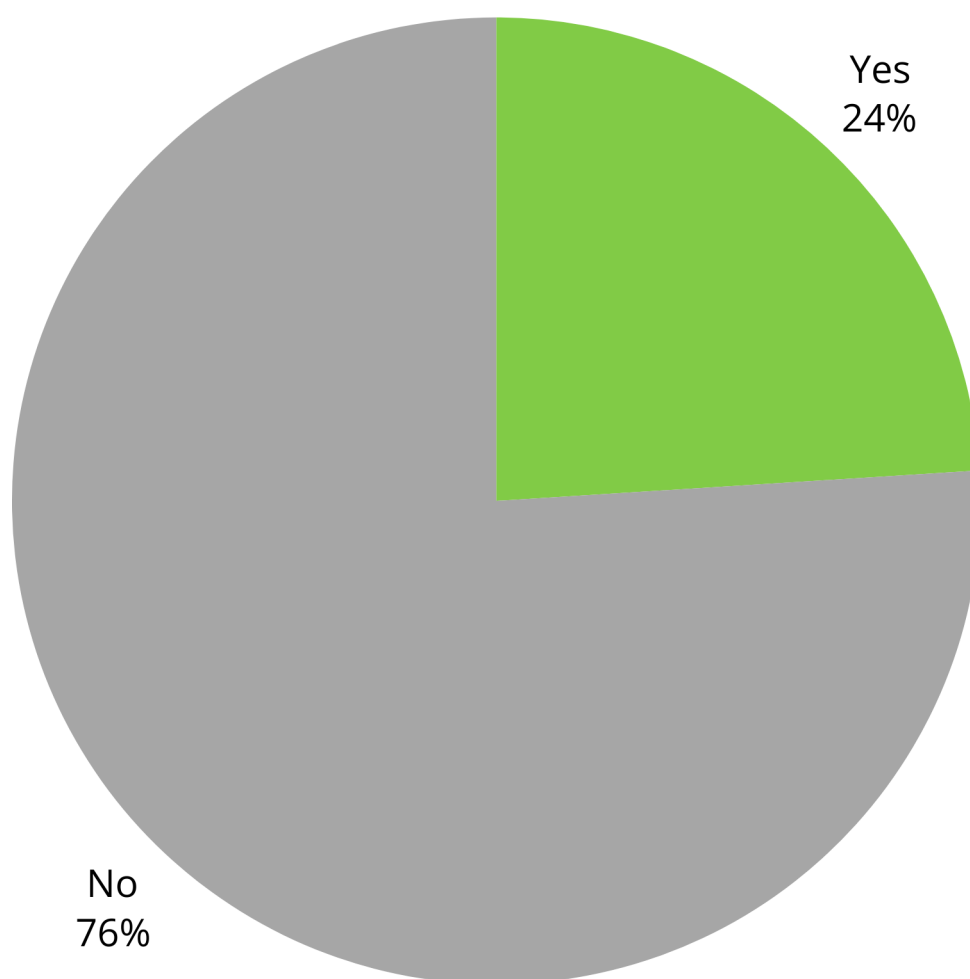
Q2: Are you familiar with the level of funding provided by the County of Essex to this agency?



Tourism Windsor Essex Pelee Island

AGENCY AWARENESS

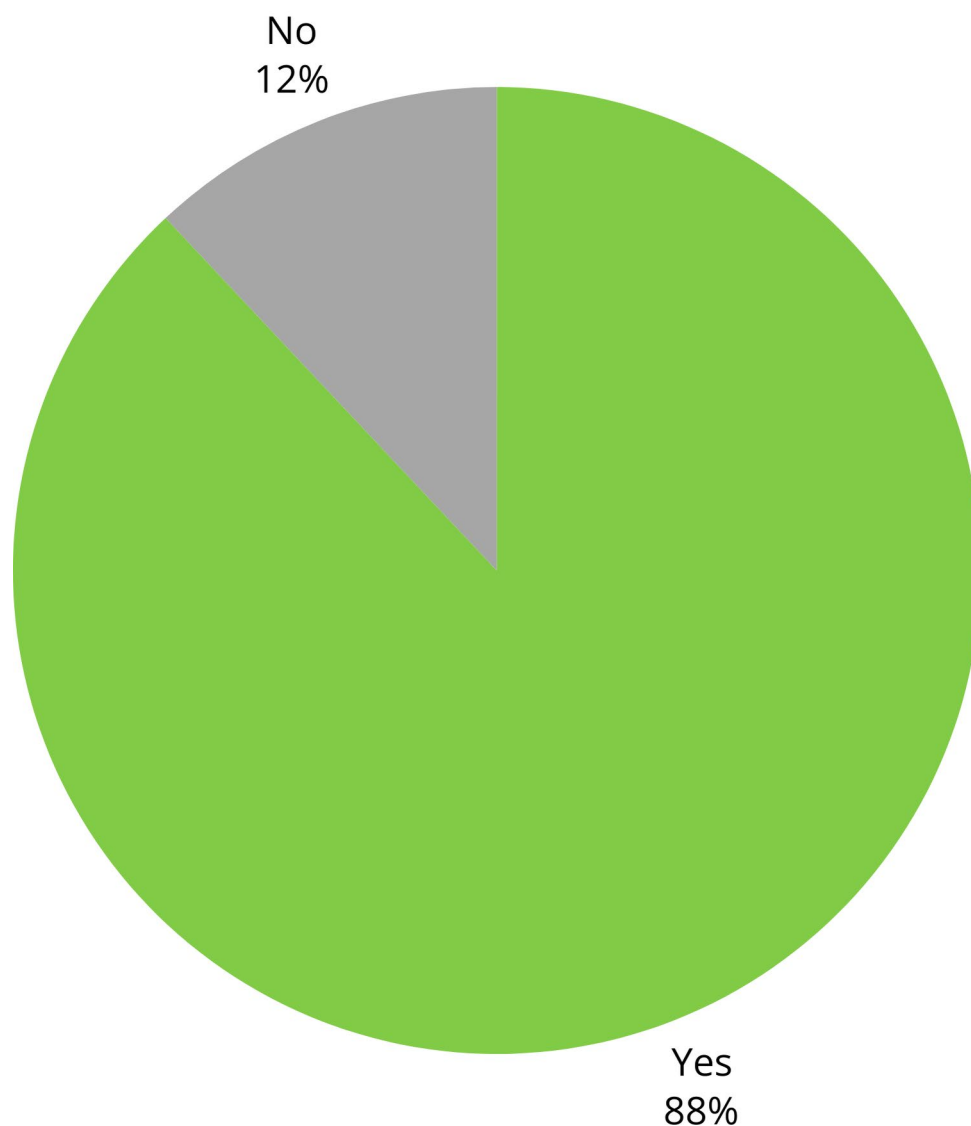
Q3: Do you believe the services provided by this agency are duplicated by services already provided by your local municipality?



Tourism Windsor Essex Pelee Island

AGENCY AWARENESS

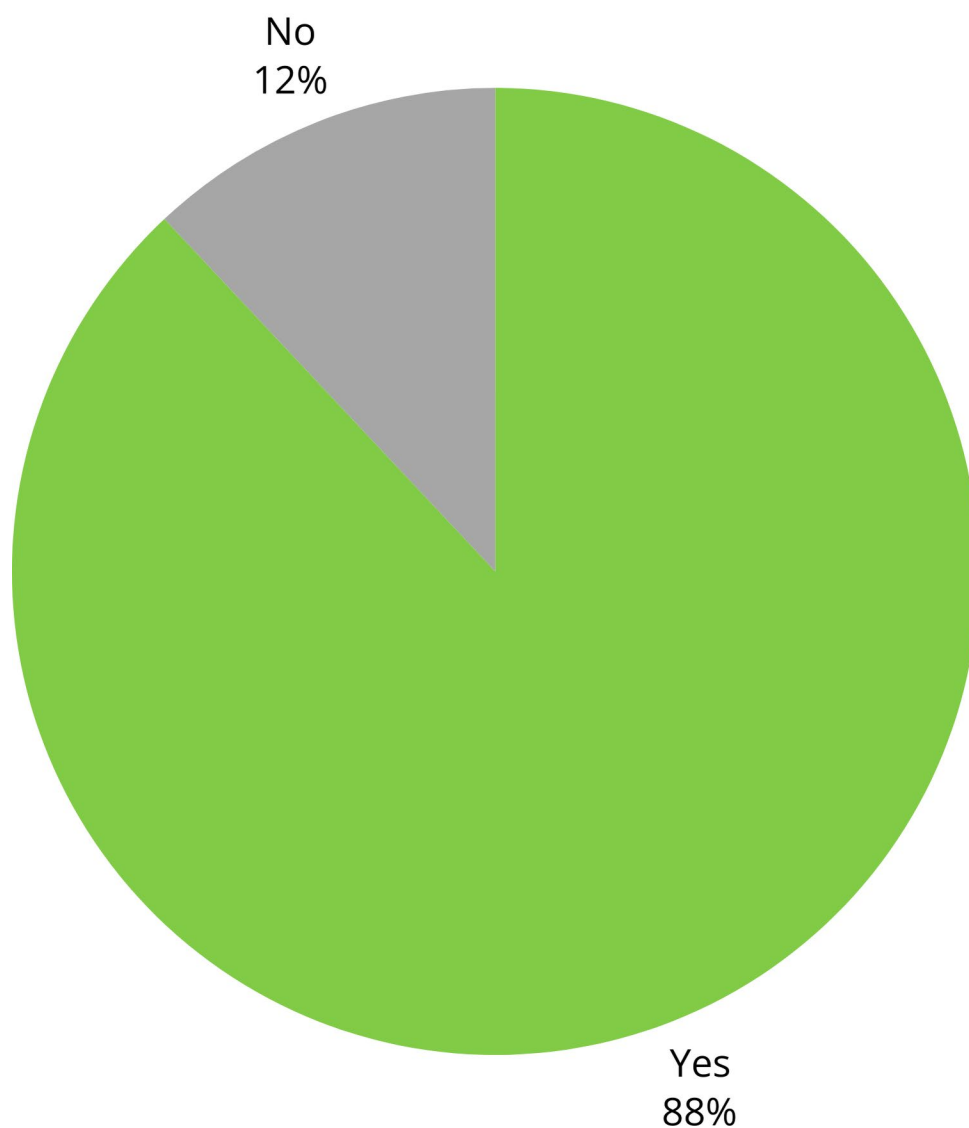
Q4: Do you believe the services provided by this agency complement and/or augment services provided by your local municipality?



Tourism Windsor Essex Pelee Island

AGENCY SATISFACTION

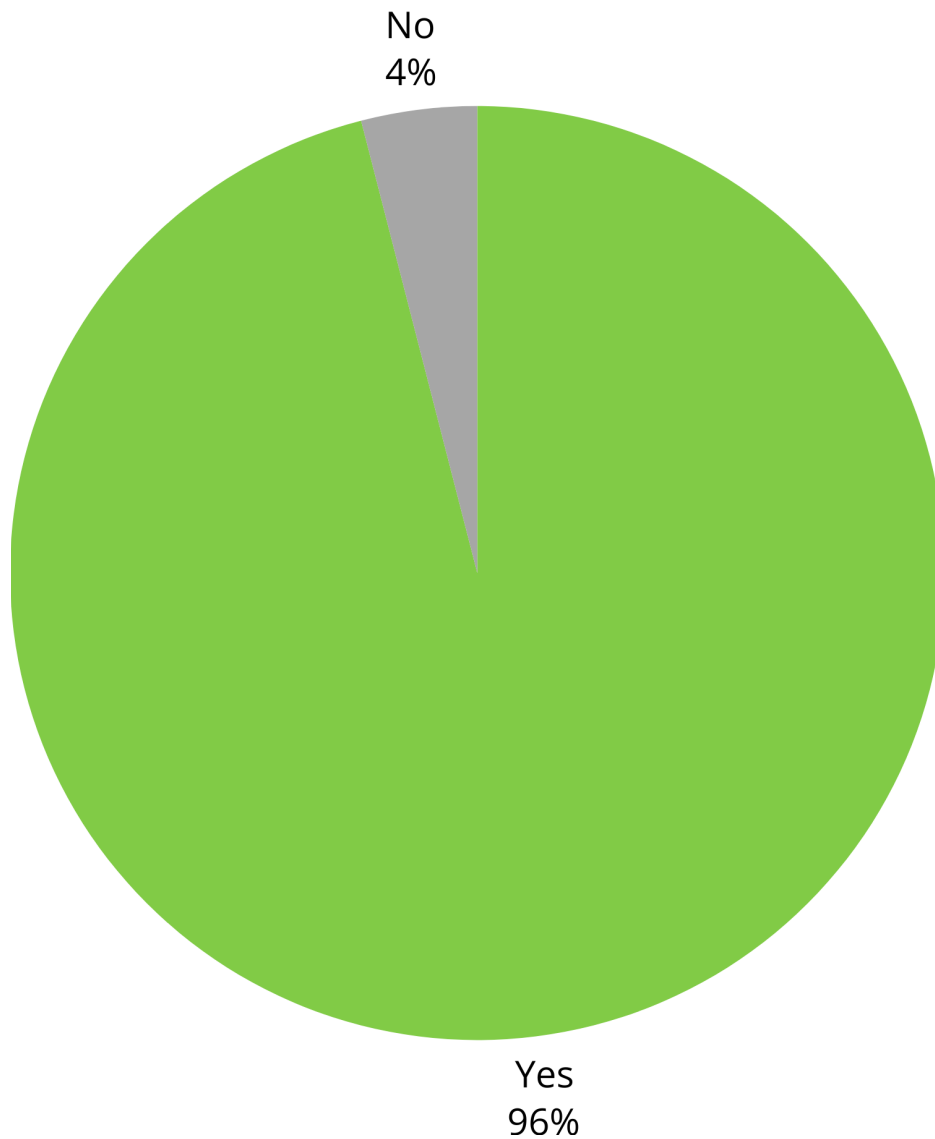
Q1: Have you engaged directly with staff at this agency?



Tourism Windsor Essex Pelee Island

AGENCY SATISFACTION

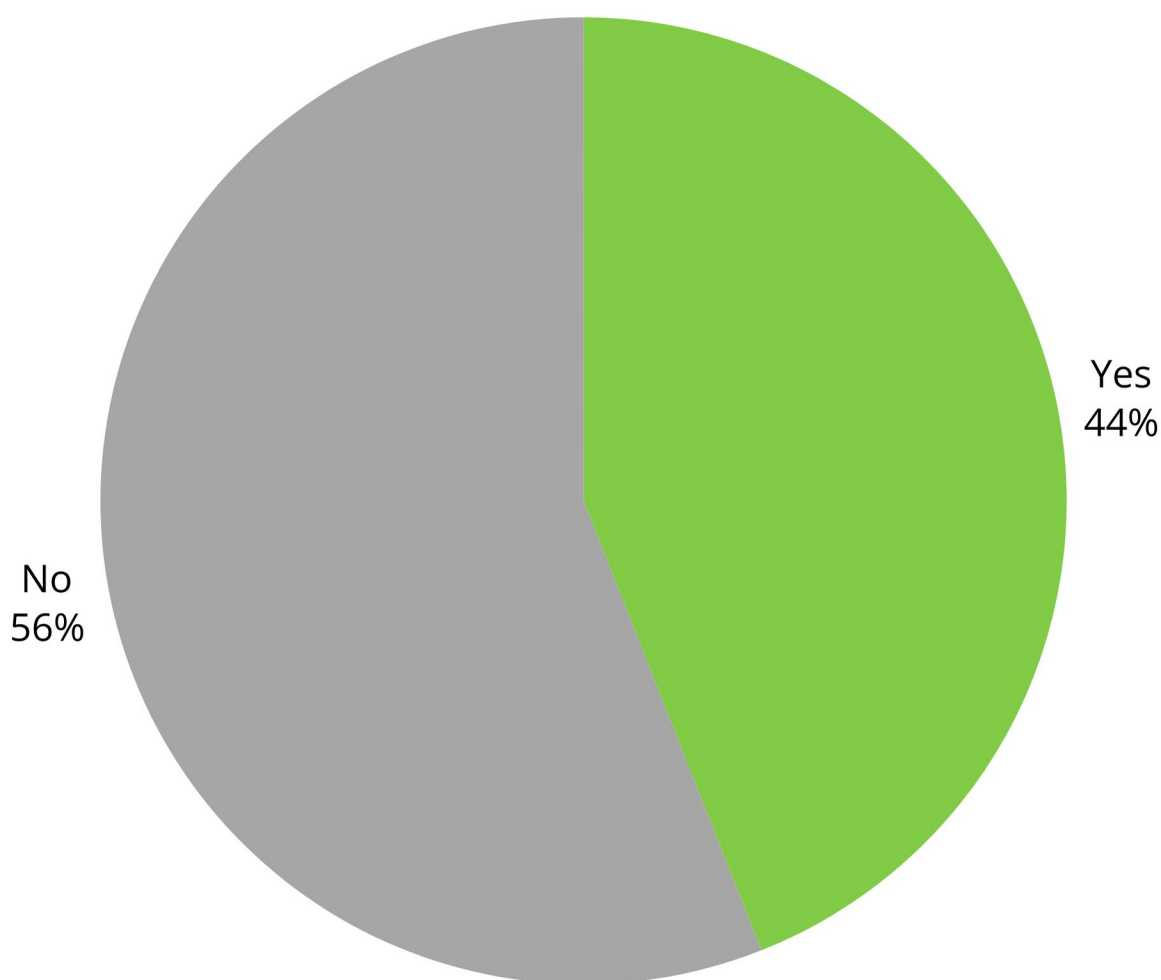
Q2: Do you support County levy dollars being directed to this agency?



Tourism Windsor Essex Pelee Island

AGENCY SATISFACTION

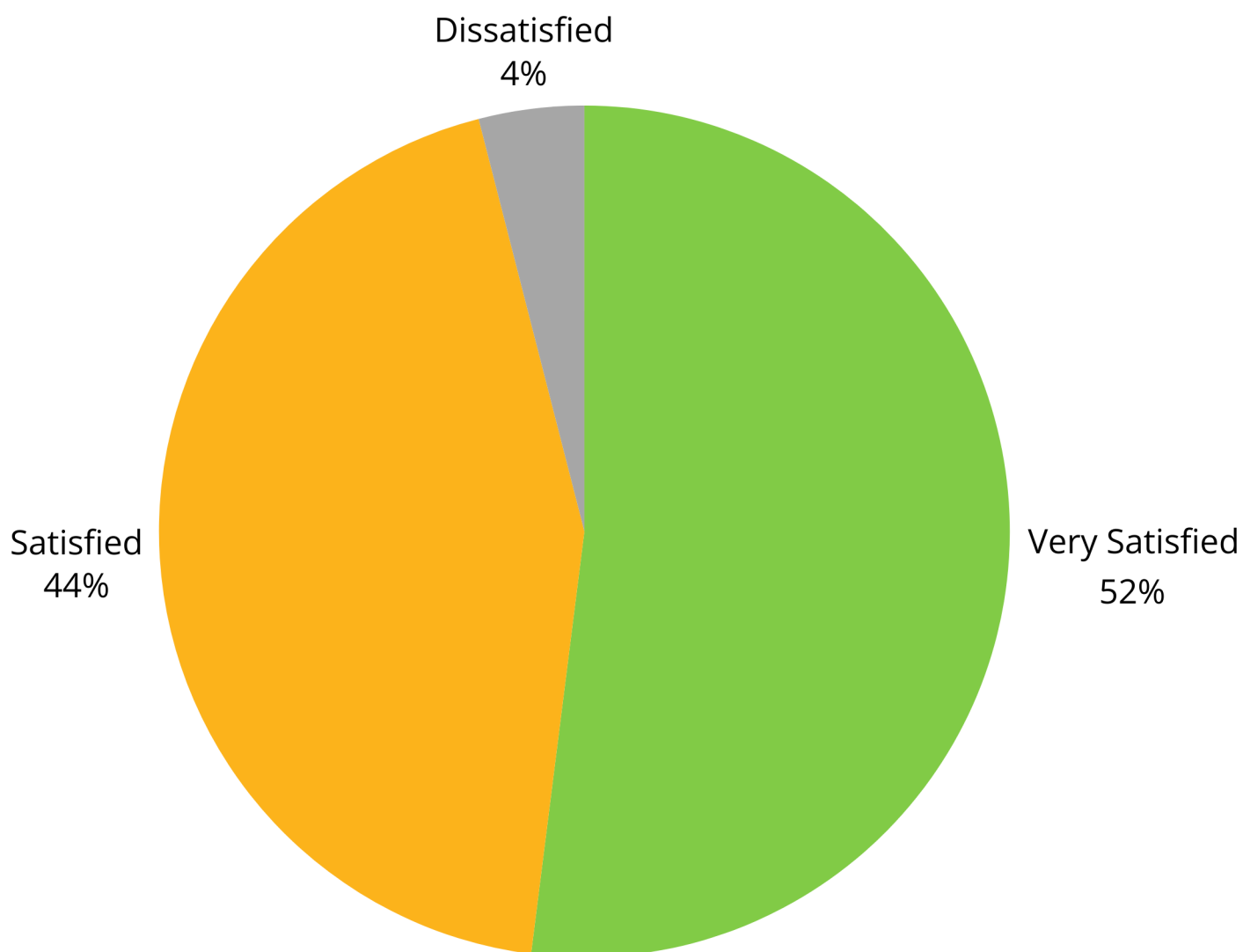
Q3: If County levy dollars were not directed to this agency, do you support local levy dollars being directed to this agency to maintain service levels?



Tourism Windsor Essex Pelee Island

AGENCY SATISFACTION

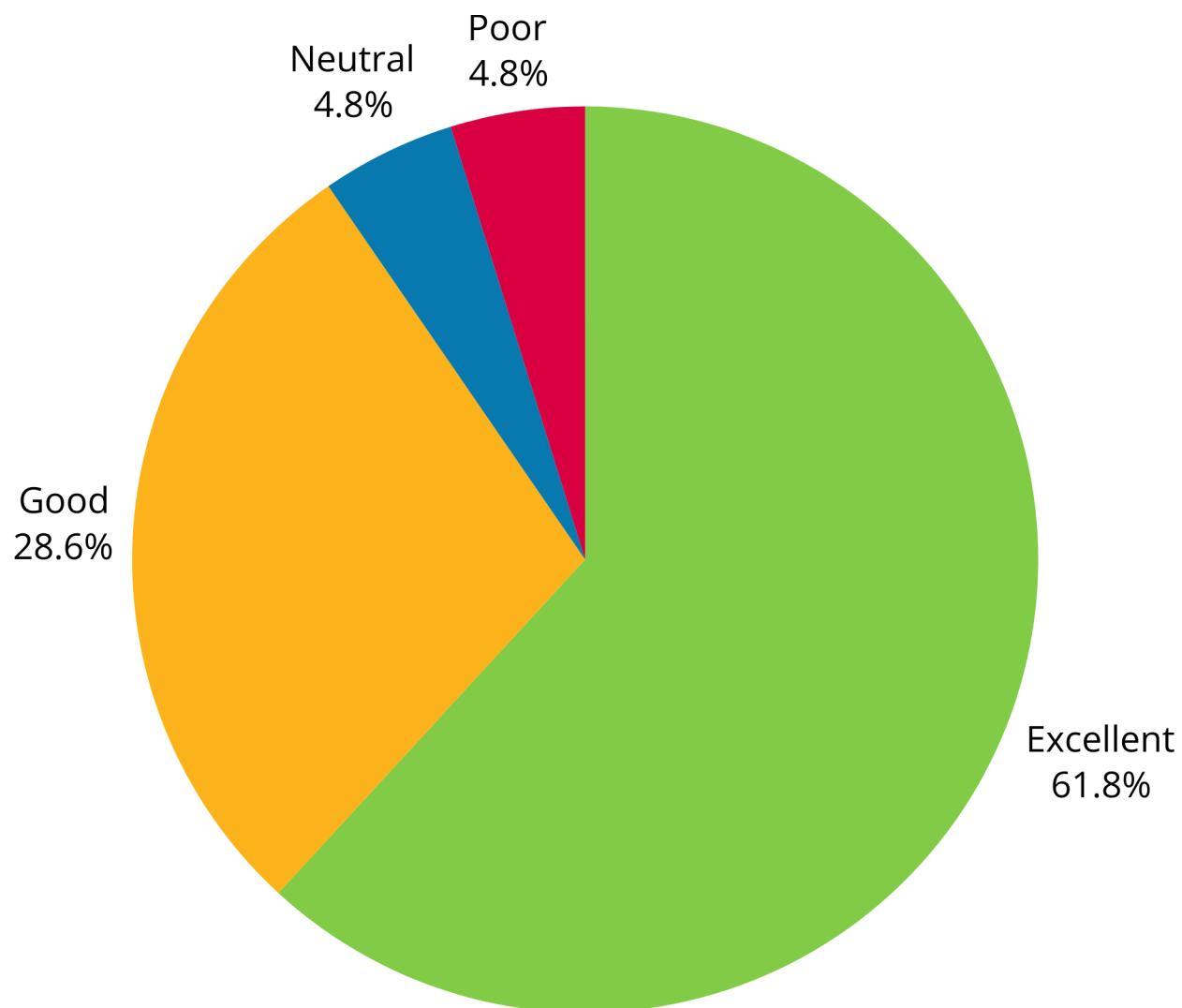
Q4: How satisfied are you with this agency's products/services?



Tourism Windsor Essex Pelee Island

AGENCY SATISFACTION

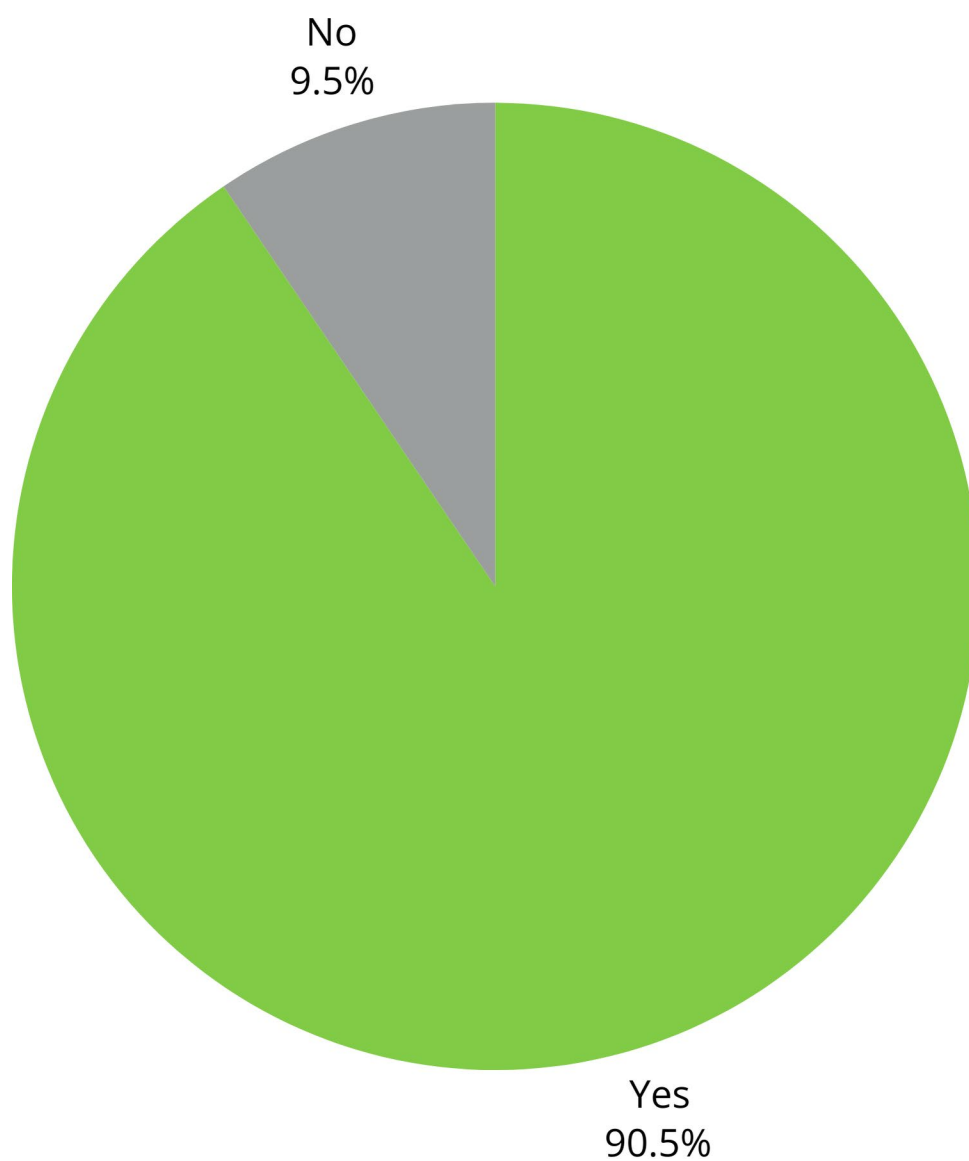
Q5: How would you rate your overall experience/impression of this agency?



Tourism Windsor Essex Pelee Island

AGENCY SATISFACTION

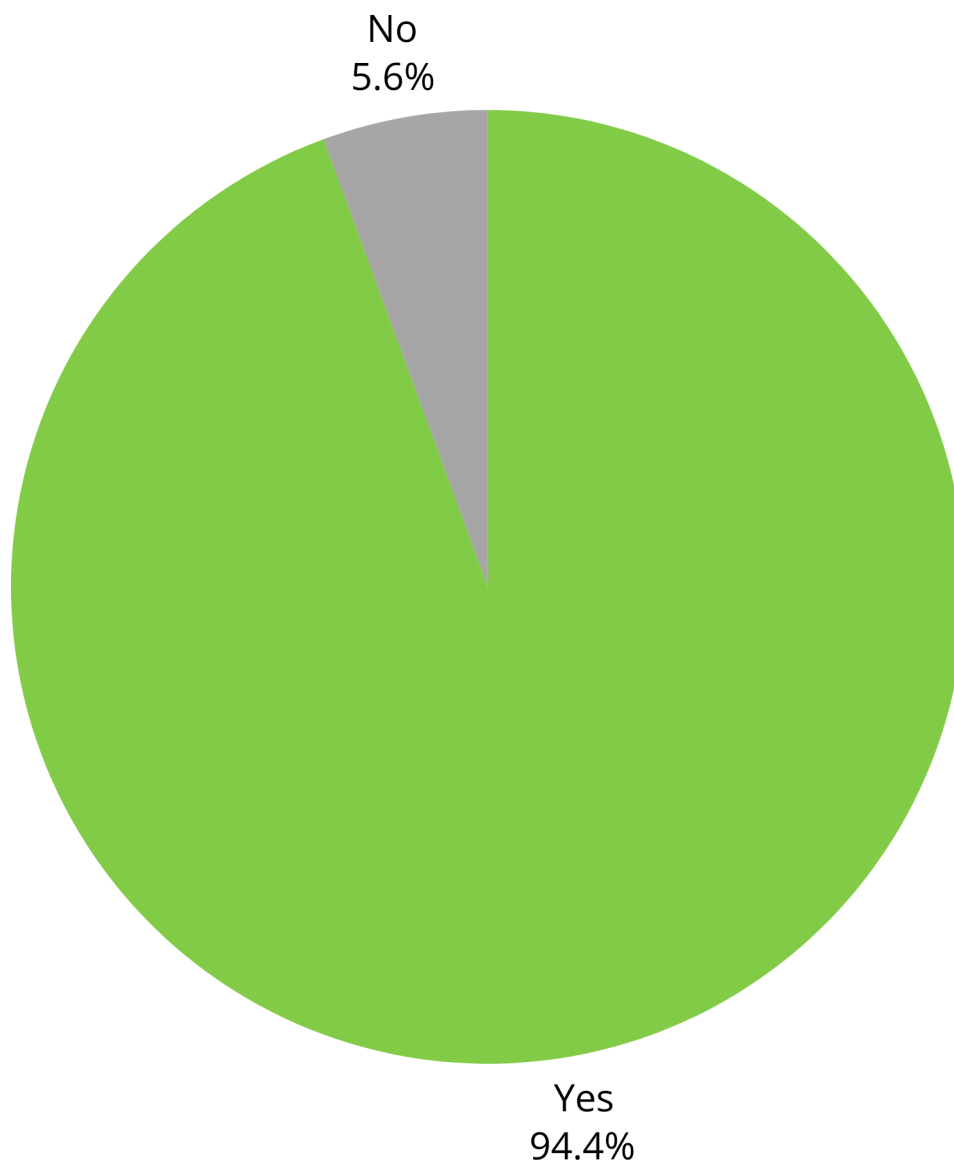
Q6: Do you feel your municipality is receiving good value for money?



Invest WindsorEssex

AGENCY AWARENESS

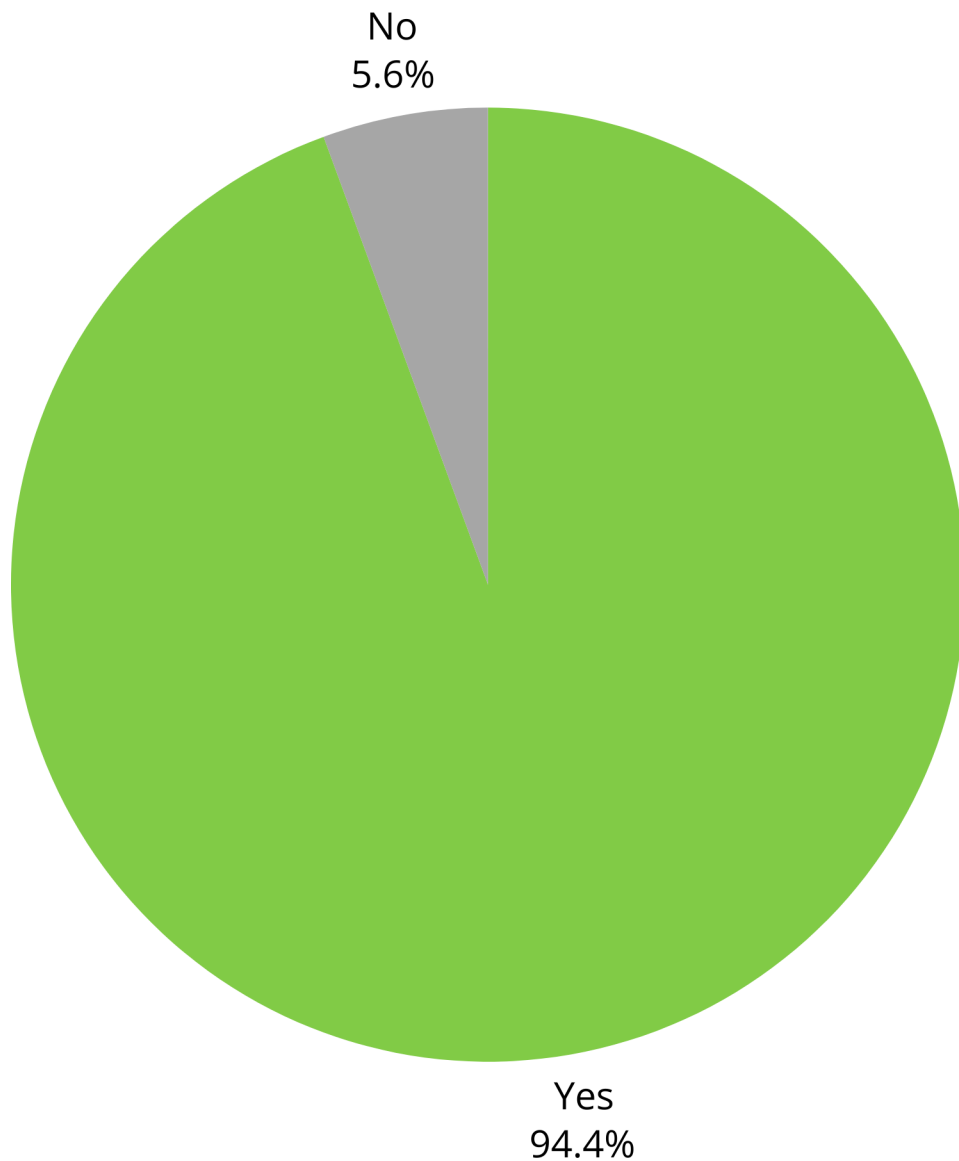
Q1: Are you familiar with the mandate/strategic goals of this agency?



Invest WindsorEssex

AGENCY AWARENESS

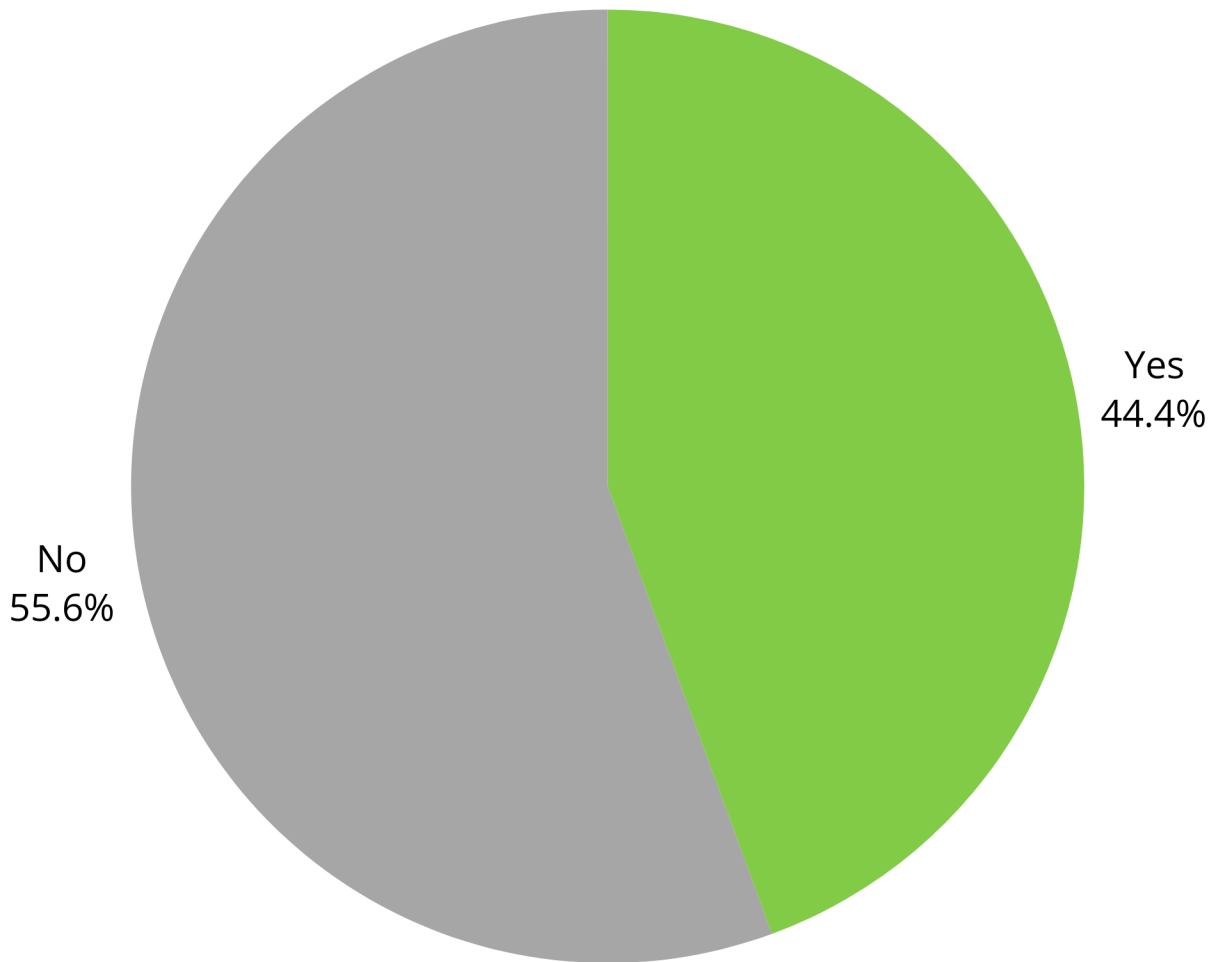
Q2: Are you familiar with the level of funding provided by the County of Essex to this agency?



Invest WindsorEssex

AGENCY AWARENESS

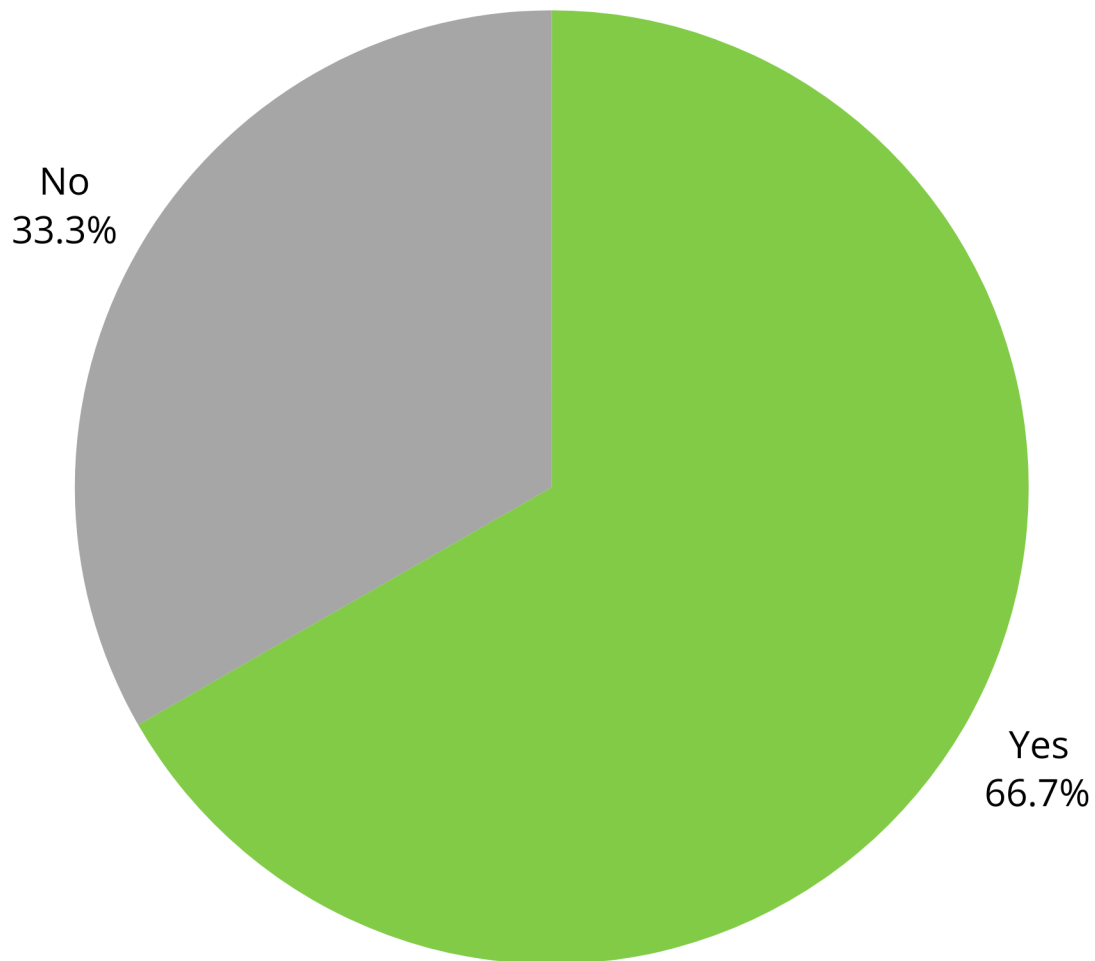
Q3: Do you believe the services provided by this agency are duplicated by services already provided by your local municipality?



Invest WindsorEssex

AGENCY AWARENESS

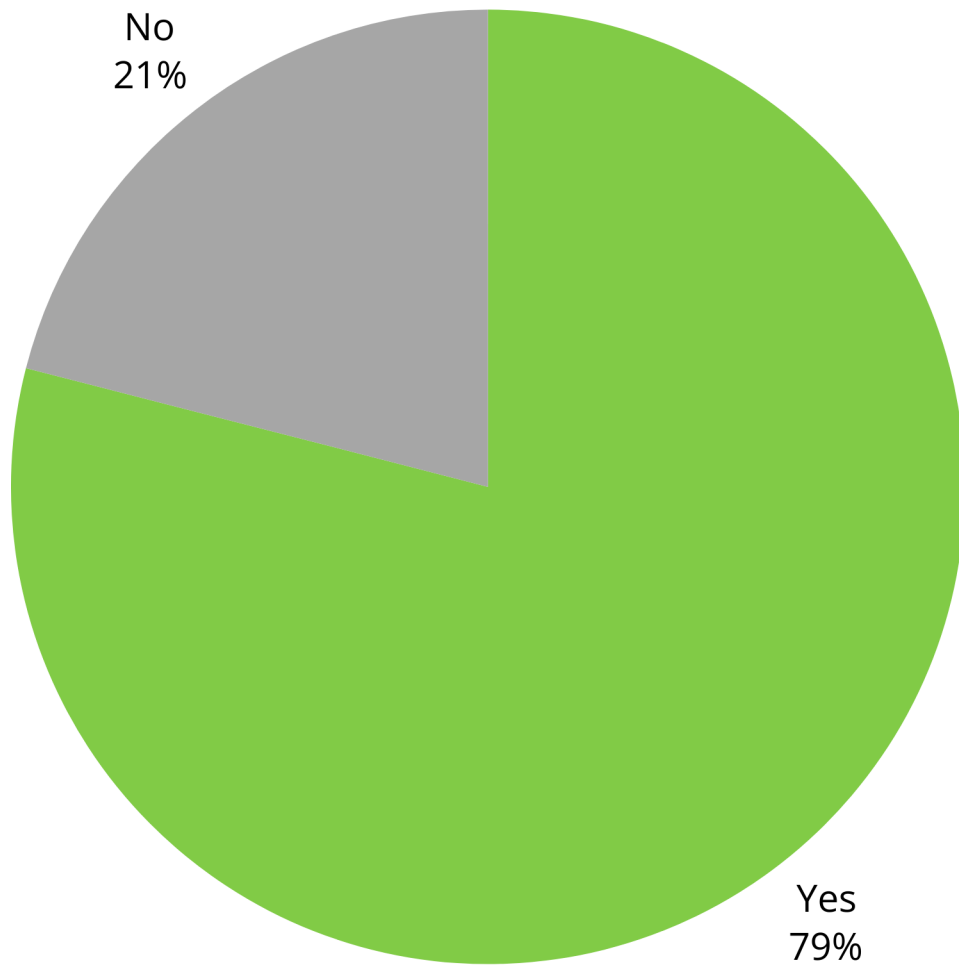
Q4: Do you believe the services provided by this agency complement and/or augment services provided by your local municipality?



Invest WindsorEssex

AGENCY SATISFACTION

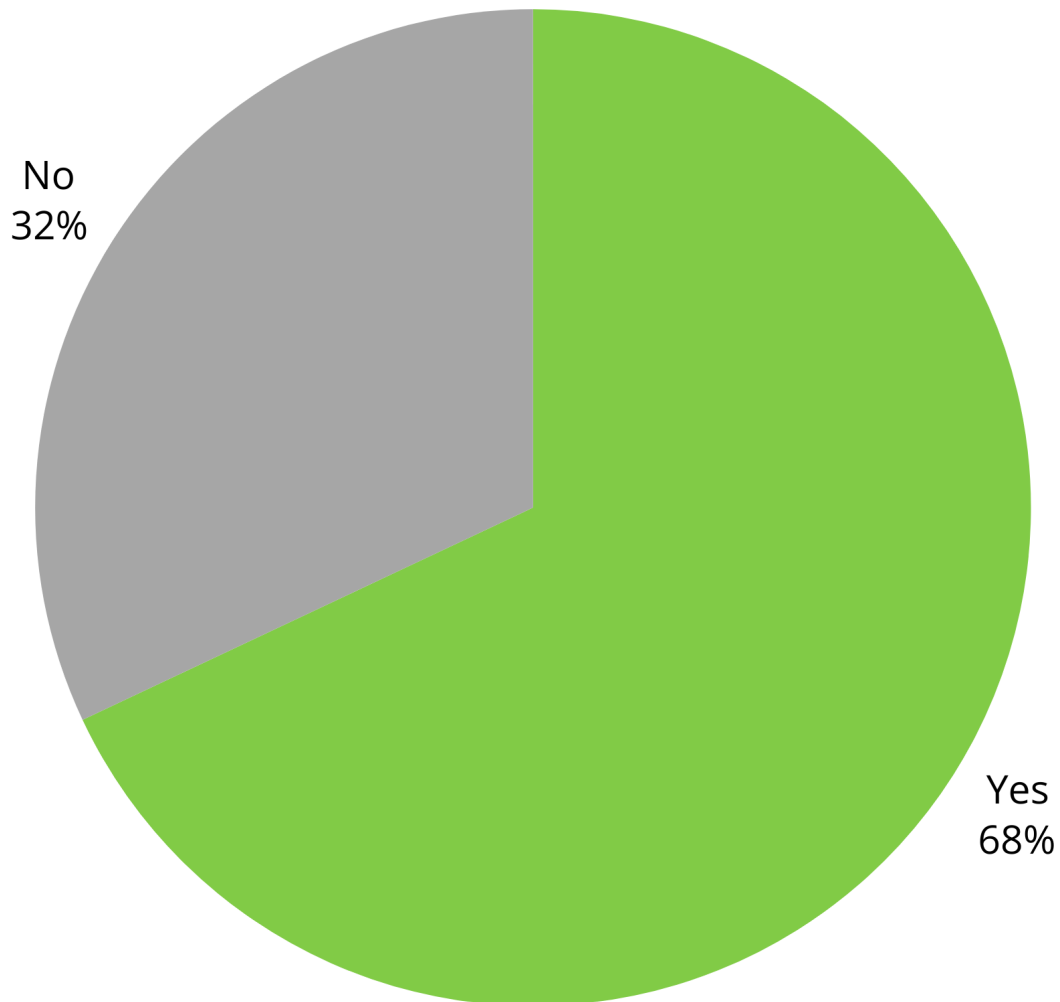
Q1: Have you engaged directly with staff at this agency?



Invest WindsorEssex

AGENCY SATISFACTION

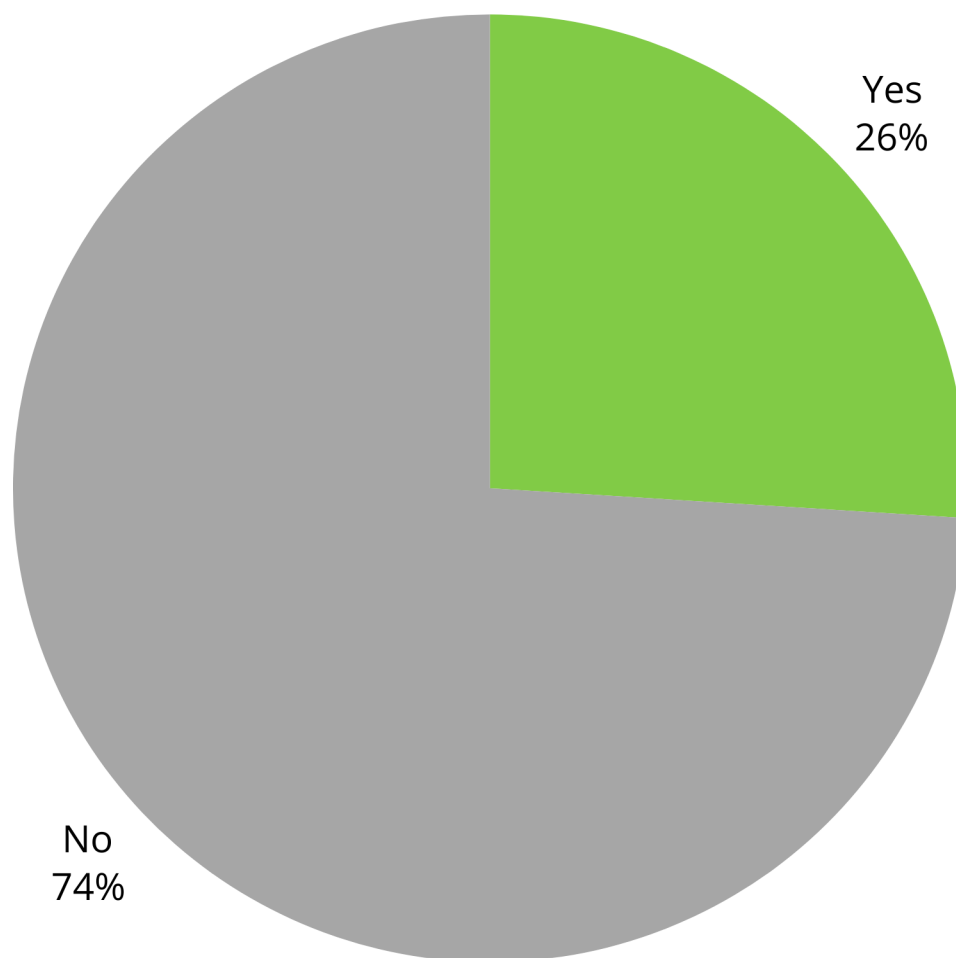
Q2: Do you support County levy dollars being directed to this agency?



Invest WindsorEssex

AGENCY SATISFACTION

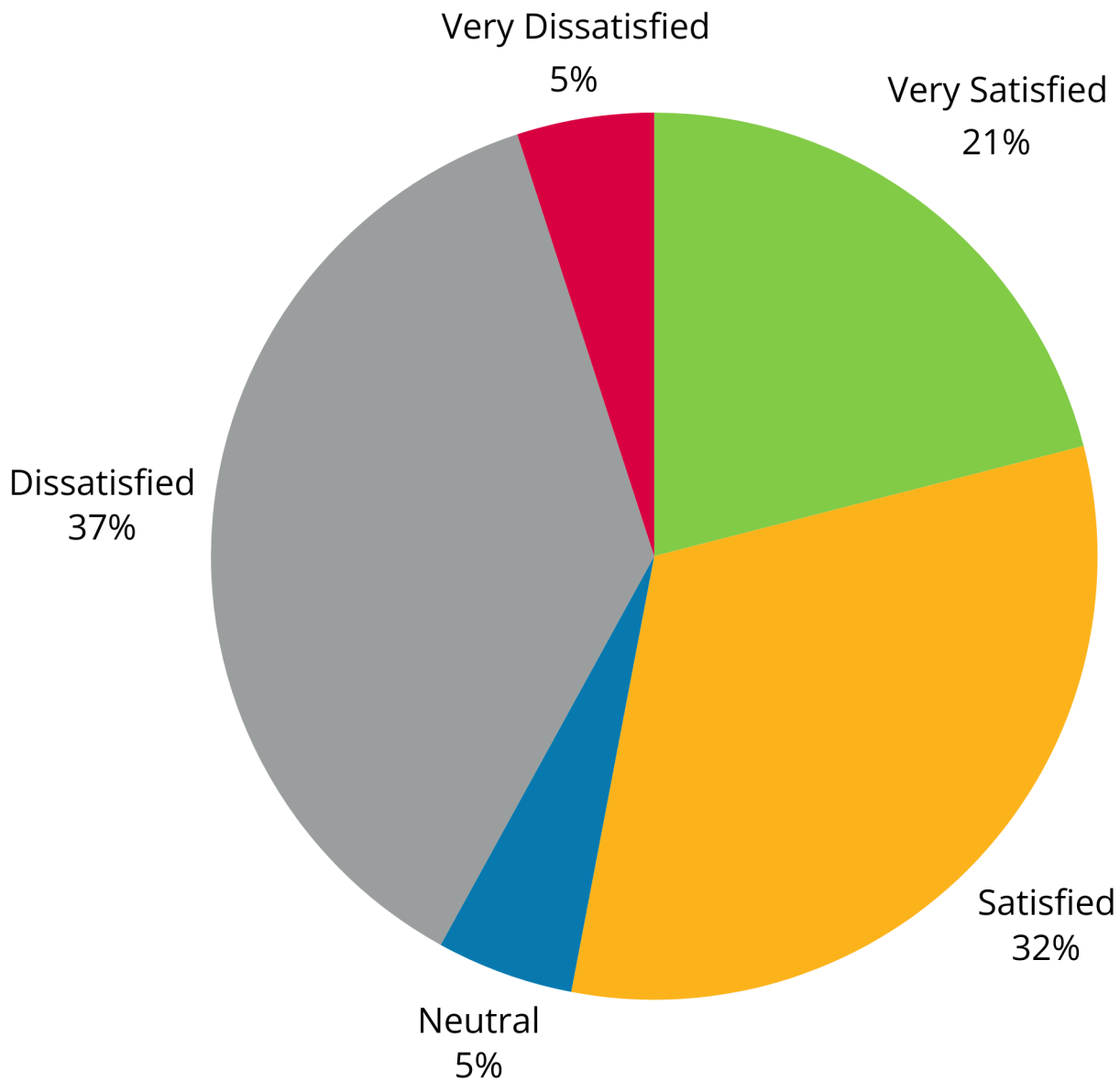
Q3: If County levy dollars were not directed to this agency, do you support local levy dollars being directed to this agency to maintain service levels?



Invest WindsorEssex

AGENCY SATISFACTION

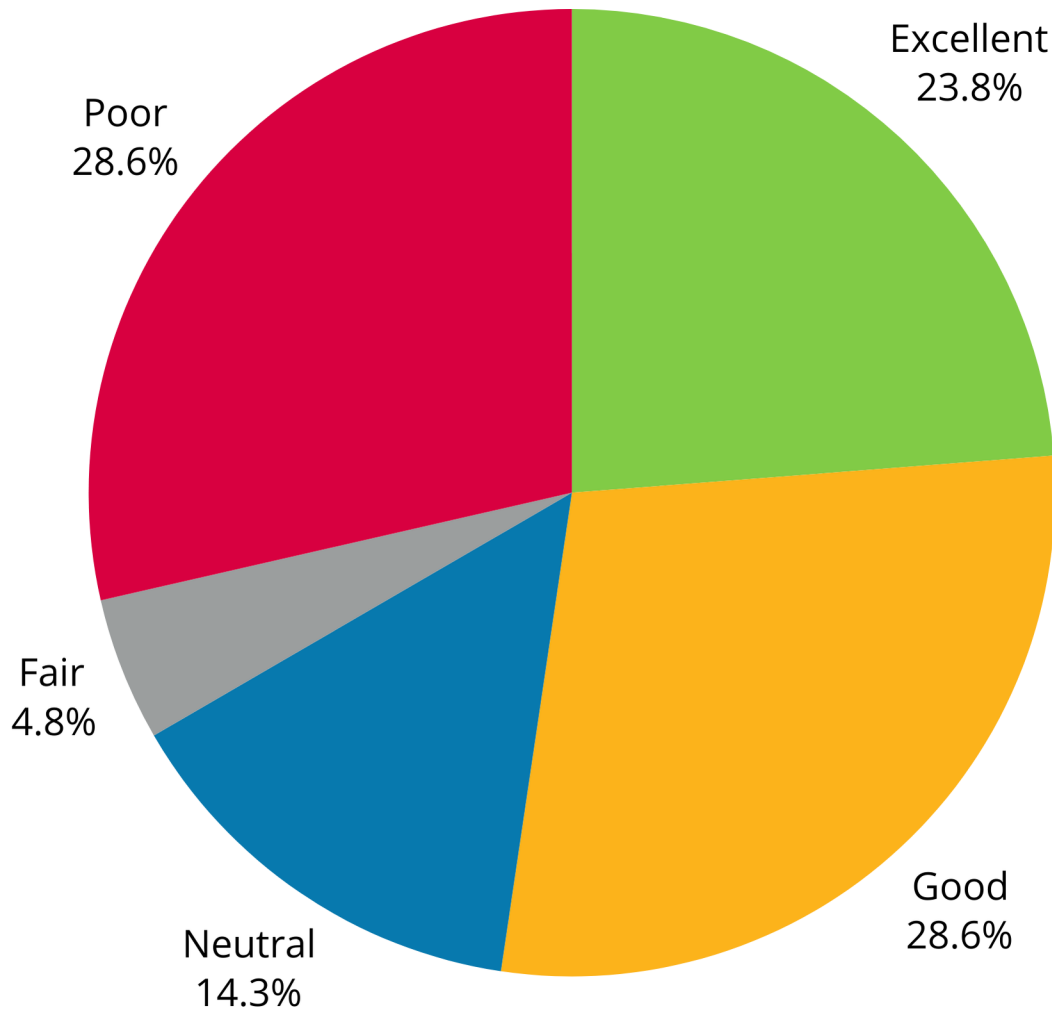
Q4: How satisfied are you with this agency's products/services?



Invest WindsorEssex

AGENCY SATISFACTION

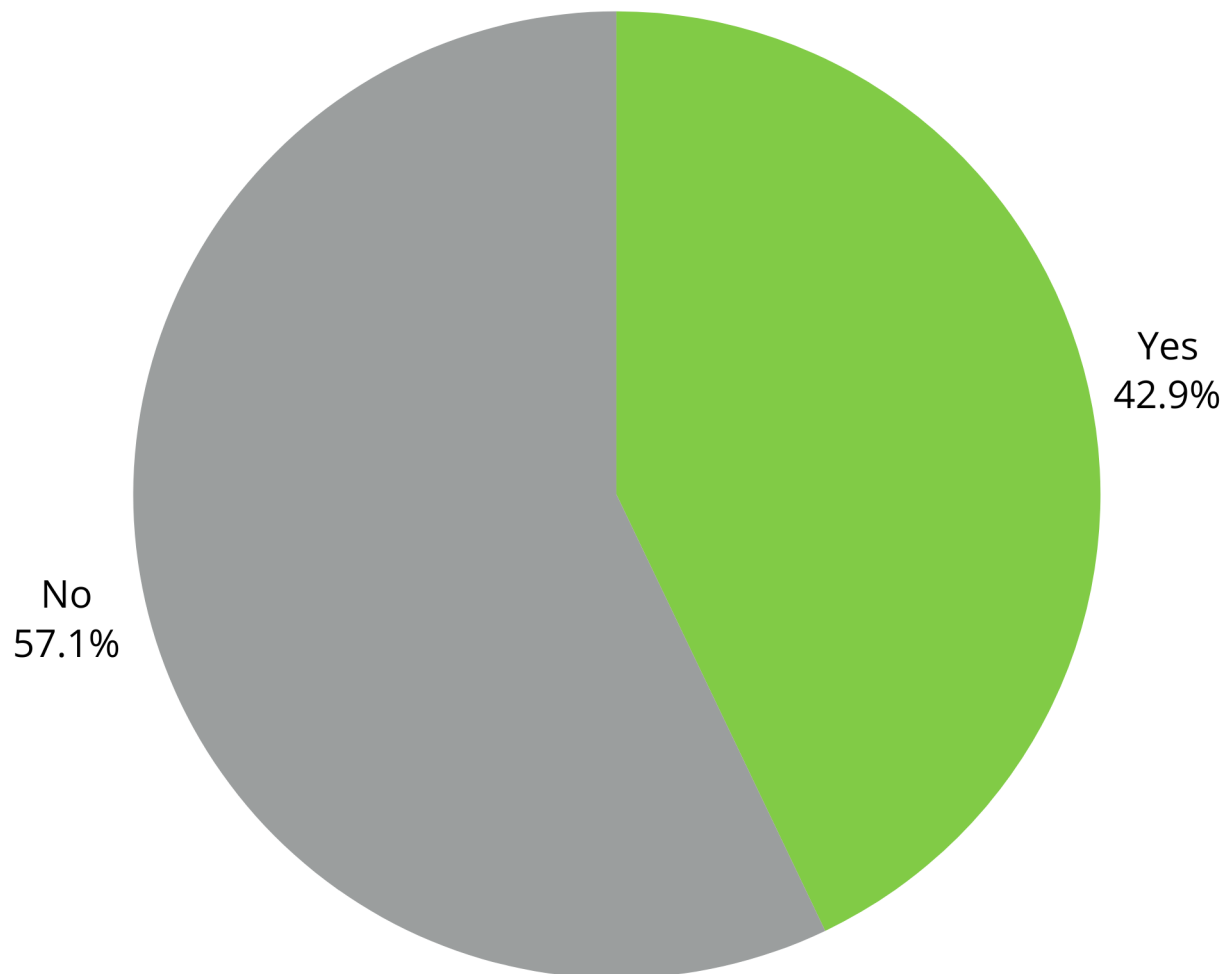
Q5: How would you rate your overall experience/impression of this agency?



Invest WindsorEssex

AGENCY SATISFACTION

Q6: Do you feel your municipality is receiving good value for money?



July 8, 2024

Sandra Zwiers
Chief Administrative Officer
County of Essex
360 Fairview Ave. W. Suite 101, Essex, ON, N8M 1Y6

Dear CAO Zwiers,

As I watched County Council budget deliberations last year on Your TV, I was particularly interested in what County Council had to say as it relates to Tourism Windsor Essex Pelee Island. I found the discussion helpful as Administration was directed to seek input from members of County Council on their satisfaction level as it relates to the regional Destination Marketing Organization (DMO). I thank you for developing a survey and sharing the results, allowing for feedback to be shared with Council.

Overall, I was very happy with the feedback provided and the high percentages of satisfaction as it relates to both our awareness and engagement scores. Since joining Tourism Windsor Essex Pelee Island 13 years ago I have made it a commitment to appear before each town/municipal council at least once a year to share our plans and key performance indicators. This outreach has provided the opportunity, in an open forum, to be heard and answer any questions of us. I believe this strategy has helped address our strong engagement with our funders and this shows in County Council's level of satisfaction.

I was also pleased to see that the far majority of Council does not feel that we are duplicating services within staff positions at the local level. We have made a concentrated effort to engage with our Regional Tourism Committee (as you know each Town/Municipality has a designated staff member that sits on this committee) to augment their message and this group acts as a funnel to assist us with content creation for helping tell our story.

I also believe that having strong representatives from County Council on my Board of Directors has helped communicate and steer dialogue around Essex County Council's table. I thank Mayor Crystal Meloche (our Board Chair), Mayor Dennis Rogers and Warden Hilda MacDonald for their active engagement and strong stewardship around the boardroom table.

If the members of County Council that were not as satisfied as some of the others and would like to discuss specific concerns, I would be happy to do so. One operational change that I think would be helpful is if I were to be invited to appear as a delegate, during County Council budget deliberations, and answer any questions during your budget process, which might further help solidify our partnership in delivering this service to you.

We thank County Council for this feedback and, more importantly, for their ongoing support of Tourism Windsor Essex Pelee Island.

Sincerely,



Gordon Orr
Chief Executive Officer

July 9, 2024

Sandra Zwiers MAcc, CPA, CA
Chief Administrative Officer
County of Essex
360 Fairview Ave. W. Suite 101 | Essex, ON | N8M 1Y6

Dear Sandra,

On behalf of Invest WindsorEssex (IWE), I want to thank you again for sharing the survey results. Having spent over 24 years in the private sector, I firmly believe that a satisfied customer is crucial for the success of any business and IWE is no exception. We need to continuously strive to improve and grow as an organization, and this will be my major focus over the next several months.

As the interim CEO, my initial task was to provide stability until the new CEO was selected. However, I was informed last week that the hiring committee is putting the search on hold until September 2024. Over the next few months, I will be working to implement several overdue tasks that I believe will improve the effectiveness of IWE and bring greater value to both the County of Essex, the City of Windsor and our ecosystem partners.

Strategic 5-Year Plan

Our strategic 5-year plan is now three years overdue. This plan is crucial for any organization, providing a roadmap to guide us over the next five years. We have initiated this review and will be reaching out to the various municipalities and our ecosystem partners across WindsorEssex for their input.

We will extensively engage with the County of Essex and the City of Windsor to gather vital contributions for the IWE strategic plan. In the past, there has been insufficient outreach to the various municipalities, which I believe is a core responsibility of the CEO. To address this, I have asked Holly to begin setting up appointments to meet with the Mayors and CAO's from the different municipalities. Additionally, we will be engaging with the County of Essex administration.

These meetings will provide us with the opportunity to highlight some of the recent changes and current projects being undertaken by IWE. More importantly, the meetings will provide a valuable opportunity to receive feedback on how we can improve our outreach to the County of Essex, as an organization.

In addition to the above, in recent discussions with Warden MacDonald, I shared that I am in the process of organizing a tour of the NextStar facility for the County Mayors and CAO's. I have asked the CEO of LG to provide a few dates that will work for him. It is important for everyone to see this impressive facility and engage with the staff and employees. As you know, at least 50% of the 3,000 employees will be coming from the county. I will be sending a few dates over shortly and hope you can join us as well.



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Incentives/Application Support

We are moving to reorganize our Business Retention & Expansion (BR&E) department. One of the major changes, which I have been advocating for several years, is to bring more incentives to our local companies. There are numerous incentive programs available, such as loans, grants, and tax credits, to help companies expand and transition to the new economy.

For example, the new federal Clean Technology Investment Tax Credit (CT ITC) provides companies with a 30% refundable tax credit that adopt clean technologies like solar, hydrogen, and battery storage systems. This tax credit is fully refundable in cash, regardless of whether a company makes a profit or not.

To support this, I plan to hire a full-time person dedicated to tracking incentives (municipal, provincial and federal) and assisting with applications for these programs. This is crucial for our local companies and will spur economic growth. Last week, we met with Abe Wiebe from Universal Fabricating and discussed various incentives available to his company, followed by further discussions this week. Mayor Hilda MacDonald and Peter Neufeld, CAO, Leamington, also met with Universal Fabricating to discuss a possible expansion. We are working with the company on incentives that would be specific for expansion.

We aim to have our internal support up and running within the next 60 days.

Importance of Transitioning to AI for Productivity and Competitiveness

In today's rapidly evolving business landscape, adopting artificial intelligence (AI) is no longer a luxury but a necessity for companies aiming to stay productive and competitive. I had the pleasure of attending an AI conference put on by the University of Miami this past month, and one of the biggest takeaways was that companies that do not adopt this new technology will fall behind. Our USA neighbors are already 40% more productive, and this gap will only widen if companies in WindsorEssex fail to incorporate AI.

AI technologies can significantly enhance operational efficiency, drive innovation, and provide a competitive edge by automating routine tasks, analyzing vast amounts of data, and enabling better decision-making. Enhanced Operational Efficiency: AI can streamline various business processes, from supply chain management to customer service. By automating repetitive tasks, companies can reduce human error, increase speed, and allow employees to focus on more strategic activities. This not only boosts productivity but also reduces operational costs for companies throughout the WindsorEssex region.

Data-Driven Decision Making: In the age of big data, AI's ability to quickly and accurately analyze large datasets is invaluable. AI can uncover patterns and insights that would be impossible for humans to detect, enabling businesses to make informed decisions, predict market trends, and tailor their strategies to meet customer needs more effectively. The seminars that IWE is planning to host will help companies navigate this wide-ranging field of AI. A staged approach will be important when incorporating AI, ensuring that businesses can adopt these technologies effectively and efficiently. Innovation and Competitive Edge: AI-driven innovation can lead to the development of new products and services, opening up new revenue streams. Companies that leverage AI can stay ahead of the curve

by quickly adapting to changes in the market and outpacing competitors who are slower to adopt these technologies.

Customer Experience: AI can significantly enhance customer interactions through personalized experiences. Chatbots, recommendation systems, and AI-driven customer service platforms ensure that customers receive timely and relevant responses, improving satisfaction and loyalty.

Scalability and Flexibility: AI systems can scale operations up or down with ease, providing businesses with the flexibility to adapt to fluctuating demands without compromising performance. This scalability is crucial for companies looking to expand their operations and enter new markets.

Risk Management: AI can improve risk management by identifying potential threats and vulnerabilities in real-time. This proactive approach allows companies to mitigate risks before they escalate, ensuring business continuity and protecting their assets.

In conclusion, transitioning to AI is essential for companies in the WindsorEssex region that wish to maintain productivity and stay competitive in today's dynamic market. By harnessing the power of AI, businesses can drive efficiency, foster innovation, and provide superior customer experiences, securing their position as leaders in their respective industries.

We will be organizing seminars in local municipalities featuring global AI implementation companies to help local businesses better navigate this space. We are currently in the process of contracting and organizing these seminars.

Importance of Talent Attraction for Economic Development

Talent attraction is a crucial driver of economic development, serving as a cornerstone for innovation, productivity, and long-term growth. As global competition intensifies, WindsorEssex must focus on attracting skilled professionals to ensure sustainable economic success. To address this, IWE has recently created a Talent Attraction Specialist position that is spearheading our talent attraction initiatives. Attached, you can find a list of job fairs attended by IWE across Canada. Our Talent Attraction Specialist will also be reaching out to companies throughout WindsorEssex to invite them to join IWE at different job fairs.

Innovation and Entrepreneurship: Attracting top talent to the WindsorEssex region will fuel innovation and entrepreneurship. Skilled individuals bring new ideas, expertise, and perspectives, leading to the development of cutting-edge technologies and the creation of new business. This, in turn, fosters a vibrant entrepreneurial ecosystem, driving economic diversification and resilience.

Enhanced Productivity: A highly skilled workforce is directly linked to increased productivity. Talented professionals possess the knowledge and capabilities to improve processes, introduce efficiencies, and leverage new technologies, boosting overall productivity and making local businesses more competitive in the global market. As you are aware, over 80% of goods produced in the WindsorEssex market are exported to the USA. Given this, both talent attraction and the adoption of AI are crucial for the WindsorEssex region to maintain and enhance its competitive edge.

Investment Attraction: Companies often choose their locations based on the availability of talent. Regions with a strong talent pool are more likely to attract investments from businesses looking to

expand or relocate. This influx of investment creates jobs, stimulates economic activity, and will contribute to the overall prosperity of the WindsorEssex region.

Economic Resilience: Talent attraction helps build a robust and adaptable economy. Skilled workers are better equipped to respond to industry changes and technological advancements, ensuring that the local economy of WindsorEssex can weather economic shifts and emerge stronger.

Quality of Life: A region that prioritizes talent attraction often invests in amenities and infrastructure that enhance the quality of life. This includes high-quality education, healthcare, housing, and recreational facilities. These improvements not only attract top talent but also benefit the existing community, creating a positive feedback loop of growth and development. There are many wonderful examples of these improvements throughout the WindsorEssex region. When we host companies, IWE always promotes the quality of life and safety of our region. This focus is invaluable when Jessica attends job fairs, as it significantly bolsters our talent attraction efforts. In addition to the above, post-secondary institutions are critical – both the University of Windsor and St Clair College play an important role in selling our region.

Global Competitiveness: In an interconnected world, the ability to attract and retain top talent is essential for maintaining global competitiveness. Regions that successfully attract skilled professionals can position themselves as leaders in key industries, gaining a competitive edge on the international stage. As we compete against other regions in Ontario, across Canada, and over the border in Michigan, it is crucial for us to have the ability and resources to promote WindsorEssex as an ideal place to work, live, and raise a family.

In conclusion, talent attraction is vital for economic development. By focusing on attracting and retaining skilled professionals, regions can drive innovation, enhance productivity, attract investment, and build a resilient and competitive economy. Investing in talent attraction not only boosts economic growth but also improves the quality of life for all residents of WindsorEssex, creating thriving and prosperous communities. IWE recognizes the importance of talent attraction and will continue to prioritize it as a central component of the services we provide to the WindsorEssex region.

Importance of Shovel-Ready Lands for Foreign Direct Investment

In today's rapidly moving foreign direct investment environment, it is crucial for WindsorEssex municipalities to have site-ready industrial lands. Traditionally, companies would spend years undergoing a site evaluation process for their facilities. However, in today's fast-paced market, companies are making those decisions within 6 to 8 months.

Having site-ready industrial lands ensures that the WindsorEssex region can meet the accelerated timelines of these investors, offering a significant competitive advantage. These pre-approved, fully prepared sites allow for immediate construction and operation, reducing the time and costs associated with site development. By providing shovel-ready lands, WindsorEssex can attract more foreign direct investment, drive economic growth, create jobs, and position itself as a premier destination for international companies looking to establish a presence quickly.

Over the past two years, we have brought over \$4 billion in potential investments to Essex County. Many of these FDI projects require over 50 acres of serviced land. This includes archaeological, species,

and environmental assessments. Depending on the various due diligence requirements, some of these studies can take over a year to complete.

Access to these employment lands is often restricted due to private ownership. Determining whether the owners are willing to sell is another time-consuming task. While expropriation is an option, this process can also take a year or more.

Just recently, we took an anode manufacturer to a site in Essex County. The company is looking to invest over \$5 billion and requires 200 acres. While the site is large enough to accommodate their needs, the time required to get the site ready was beyond the company's timeline. This particular company took only two months from the first visit to the site decision.

We are competing with jurisdictions that have shovel-ready land across Ontario, Michigan, and Ohio. In these regions, sites are prepared and immediately available, which allows them to meet the accelerated timelines of potential investors. To remain competitive and attract significant investments like this, it is crucial for WindsorEssex to have site-ready industrial lands that can accommodate large-scale projects promptly.

Given these challenges, having pre-approved, site-ready industrial lands is essential for attracting and securing foreign direct investment quickly. By ensuring that large, serviced parcels of land are readily available, WindsorEssex can better meet the demands of potential investors and capitalize on opportunities for economic growth.

Having shovel-ready lands is crucial for attracting foreign direct investment (FDI) and fostering economic growth. Shovel-ready lands are pre-approved and fully prepared sites where construction can begin immediately, offering numerous advantages to potential investors and the local economy.

In light of this, IWE must continue to work with municipalities and private landowners to prepare their lands to be shovel-ready. The province offers various shovel-ready programs that landowners, including municipalities, can use to prepare their sites. As part of our ongoing efforts, we will be reaching out to identified landowners and assisting them in preparing applications for this provincial funding. By doing so, we can ensure that WindsorEssex remains competitive and attractive for significant investments, enabling faster development and economic growth.

In conclusion, having shovel-ready lands in the WindsorEssex region is essential for attracting foreign direct investment. These sites offer speed, efficiency, reduced risk, cost savings, and a competitive edge, making them highly appealing to international investors. By providing shovel-ready lands, regions can drive economic development, create jobs, and improve infrastructure, fostering a thriving business environment.

Invest WindsorEssex – The Numbers

In addition to the points mentioned above, it is crucial to highlight some of IWE's successes and contributions to the region's economic development. Over the past three years, WindsorEssex has experienced its most significant economic expansion in history. Recently, the Conference Board of Canada noted that the WindsorEssex region is projected to lead Canada in GDP growth. We are witnessing a substantial influx of highly educated individuals moving to our region, with over 1,000 new residents each month. These professionals are not only building homes in our communities but also

shopping locally and enhancing the quality of life in the areas they settle.

Investment Attraction:

Over the past two years, the Investment Attraction (IA) team has been instrumental in bringing over \$5.8 billion in new investments to the WindsorEssex region. These investments have resulted in the creation of over 4,500 new jobs and an additional 15,000 indirect jobs, providing employment opportunities throughout the region. For 2024, we have already secured over \$600 million in investments (yet to be announced), which will create an additional 1,300 new jobs and 4,550 indirect jobs. Several other projects are in the final stages of development, which we hope will further contribute to these impressive figures.

Talent Attraction:

Over the past several months, our talent attraction staff have attended various job fairs to promote the WindsorEssex region. These events have taken place in locations such as Markham, Toronto, Ottawa, Nova Scotia, and Scarborough, among others. Additionally, Invest WindsorEssex (IWE) is coordinating the WindsorEssex Career Fair, scheduled for September 11, 2024, at the WFCU Center. This Career Fair will support all industries in the WindsorEssex area. IWE has engaged regional partners to support the Windsor-Essex Regional Network (WERN), Workforce WindsorEssex (WFWE), and WEtech Alliance. Companies from across the WindsorEssex region will be in attendance.

Business Retention and Expansion:

Our BR&E team has also been actively working throughout the WindsorEssex region. Below are recent announcements that our BR&E department assisted and help facilitate these expansions:

- Kautex Textron: \$23 million for a new battery skid plate manufacturing facility to produce battery casings for EVs using advanced composite materials, creating 12 new jobs.
- Integrity Tool & Mold: Investing over \$15.6 million to adopt state-of-the-art technology, increasing production capacity at their local facility and creating 25 new jobs.
- Highbury Canco: Investing over \$26.5 million to modernize their facility and increase their processing and warehouse capacity, creating 20 new jobs.

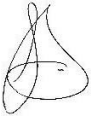
Small Business Entrepreneur Centre:

Invest WindsorEssex plans an important role in the development of entrepreneurship in the WindsorEssex region. Below are some recent numbers over the past year.

SBEC Funding Facilitated - Starter Company Plus (including Foodpreneur Advantage) - 6 businesses in Tecumseh, Amherstburg and LaSalle received \$25,000 in 2023 and 1 received \$5,000 in 2024 (year to date); Summer Company - 6 Essex County students received \$18,000 in 2023 and another 6 received \$18,000 in 2024; Digital Main Street - \$145,000 to 58 Essex County businesses in 2023 and \$17,500 to 7 businesses in 2024 (program concluded March 2024).

We are currently experiencing an unprecedented period of economic rejuvenation and growth in the WindsorEssex region. However, we must continually strive to improve and swiftly adapt to changing economic forces, the needs of our ecosystem partners and our funders. Thank you again for giving us the opportunity to provide our feedback on the survey.

Best Regards,

A handwritten signature in black ink, appearing to be 'Joe Goncalves', written in a cursive style.

Joe Goncalves
Interim President & Chief Executive Officer



The Corporation of the County of Essex

By-Law Number 2024-34

A By-law to Authorize the Allocation of Funds to the Lower Tier Municipalities in the County of Essex, being the Towns of Amherstburg, Essex, Kingsville, LaSalle, Tecumseh and the Municipalities of Lakeshore and Leamington, in Accordance with Section 5.3 of the Agreement with the Association of Municipalities of Ontario, Canada Community-Building Fund.

Capitalized terms used in this By-law and not defined below shall have the meanings ascribed to them in the Municipal Funding Agreement.

Whereas the Corporation of the County of Essex (the "**Upper Tier Municipality**") has entered into an agreement with the Association of Municipalities of Ontario ("**AMO**") for the transfer of federal gas tax funds pursuant to Section 161 of Keeping Canada's Economy and Jobs Growing Act (the "**Municipal Funding Agreement**"); and

Whereas Section 5.3 of the Municipal Funding Agreement further provides that where a Recipient decides to allocate Funds to another Eligible Recipient, it must be done by by-law, and which by-law must be passed by the Recipient's council and submitted to AMO as soon thereafter as practicable, and which by-law will identify the Eligible Recipients and the amounts of Funds the Eligible Recipients will receive for that Municipal Fiscal Year; and

Whereas Subsection 5.3(b) of the Municipal Funding Agreement further provides that in the case of a Recipient transferring Funds the Recipient is still required to submit an Annual Expenditure Report as per Subsection 6.1 of the Municipal Funding Agreement, with the Eligible Recipients being responsible for all other provisions of Sections 6.1 and 6.2 of the Municipal Funding Agreement; and

Whereas the Upper Tier Municipality constitutes a Recipient under the Municipal Funding Agreement and the Upper Tier Municipality has indicated that it is willing to allocate a specified percentage of Funds transferred by

AMO to the Upper Tier Municipality, to each of the seven Lower Tier Municipalities (the "**Eligible Recipients**") in accordance with Section 5.3 of the Municipal Funding Agreement, and more specifically on the basis set out in Schedule "A" attached hereto and forming part of this By-law;

Now Therefore the Council of the Corporation of the County of Essex hereby enacts as follows:

- 1) **That** the allocation of Funds to the Eligible Recipients in accordance with Section 5.3 of the Municipal Funding Agreement, more specifically on the basis set out in **Schedule "A"**, be and is hereby authorized.
- 2) **That** the Eligible Recipients will receive the amount specified in **Schedule "A"** for the 2024 Municipal Fiscal Year.
- 3) **That** By-law 2024-34 be given three readings, and shall come into force and take effect after the final passing.
- 4) **That** this By-law 2024-34 shall take precedence over any by-law deemed to be inconsistent with this By-law 2024-34.

**Read a first, second and third time and Finally Passed this
Seventeenth day of July, 2024.**

Hilda MacDonald, Warden

Katherine Hebert, Clerk

Clerk's Certificate

I, Katherine Hebert, Clerk of the Corporation of the County of Essex, do hereby certify that the foregoing is a true and correct copy, of **By-law Number 2024-34** passed by the Council of the said Corporation on this **Seventeenth day of July, 2024.**

Katherine Hebert, Clerk
Corporation of the County of Essex

Appendix A

2024 Canada Community Building Fund Distribution Schedule

2024				
Municipality	Original Cost Share	Allocation	Revised Cost Share (2021 Census)	Distribution
County	6,067,000	20.00%	2,426,800	- 3,640,200
Amherstburg	739,597	9.75%	1,183,356	443,758
Essex	667,034	8.80%	1,067,254	400,220
Kingsville	695,424	9.17%	1,112,678	417,254
Lakeshore	1,270,495	16.75%	2,032,792	762,297
LaSalle	1,028,752	13.57%	1,646,004	617,251
Leamington	933,143	12.30%	1,493,028	559,886
Tecumseh	732,555	9.66%	1,172,088	439,533
Sub-Total Local	6,067,000	80.00%	9,707,200	3,640,200
Total	12,134,000	100.00%	12,134,000	-



The Corporation of the County of Essex

By-Law Number 2024-35

A By-law to authorize the execution of a Municipal Funding Agreement between the Association of Municipalities of Ontario and the Corporation of the County of Essex, for the purpose of Administering the Canada Community-Building Fund.

Whereas the Corporation of the County of Essex wishes to enter into an Agreement in order to participate in Canada Community-Building Fund; and,

Whereas to receive funding pursuant to the provisions of the Agreement, the Council of a participating municipality must authorize the execution of a Municipal Funding Agreement with the Association of Municipalities of Ontario;

Now Therefore the Council of the Corporation of the County of Essex hereby enacts as follows:

- 1) THAT the Warden and Clerk are hereby authorized to execute the Municipal Funding Agreement between the Association of Municipalities of Ontario and the Corporation of the County of Essex, for the transfer of funds from the **Canada Community-Building Fund**, in substantially the form attached as **Schedule "A"** to this By-law, and which is hereby declared to form part of this By-law.
- 2) **That** By-law 2024-35 be given three readings, and shall come into force and take effect after the final passing.
- 3) **That** this By-law 2024-35 shall take precedence over any by-law deemed to be inconsistent herewith.

Read a first, second and third time and Finally Passed this Seventeenth day of July, 2024.

Hilda MacDonald, Warden

Katherine J. Hebert, Clerk

Clerk's Certificate

I, Katherine J. Hebert, Clerk of the Corporation of the County of Essex, do hereby certify that the foregoing is a true and correct copy, of **By-law Number 2024-35** passed by the Council of the said Corporation on this **Seventeenth day of July, 2024.**

Katherine J. Hebert, Clerk
Corporation of the County of Essex

MUNICIPAL FUNDING AGREEMENT ON THE CANADA COMMUNITY-BUILDING FUND

BETWEEN:

THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO

(referred to herein as “**AMO**”)

AND:

THE COUNTY OF ESSEX

(a municipal corporation pursuant to the *Municipal Act, 2001*, referred to herein as the “**Recipient**”)

WHEREAS the Government of Canada, the Government of Ontario, AMO, and the City of Toronto are signatories to the Administrative Agreement on the Canada Community-Building Fund effective April 1, 2024 (the “**Administrative Agreement**”), which governs the transfer and use of the Canada Community-Building Fund (“**CCBF**”) in Ontario;

AND WHEREAS AMO is responsible for the administration of CCBF funding made available to all Municipalities in Ontario – except the City of Toronto – under the Administrative Agreement, and will therefore undertake (and require the Recipient to undertake) certain activities as set out in this Agreement;

AND WHEREAS the Recipient wishes to enter into this Agreement to access CCBF funding;

NOW THEREFORE the Parties agree as follows:

1. DEFINITIONS AND INTERPRETATIONS

- 1.1 **Definitions.** For the purposes of this Agreement, the following terms shall have the meanings ascribed to them below:

“Annual Report” means the duly completed report to be prepared and delivered to AMO as described in Section 6.1.

“Asset Management” is a principle/practice that includes planning processes, approaches, plans, or related documents that support an integrated lifecycle approach to the effective stewardship of infrastructure assets to maximize benefits and effectively manage risk.

“Canada” means the Government of Canada, as represented by the Minister of Housing, Infrastructure and Communities.

“Canada Community-Building Fund” or “CCBF” means the program established under section 161 of the *Keeping Canada’s Economy and Jobs Growing Act*, S.C. 2011, c. 24 as amended by section 233 of the *Economic Action Plan 2013 Act, No. 1*, S.C. 2013, c. 33, as the Gas Tax Fund and renamed the Canada Community-Building Fund in section 199 of *Budget Implementation Act, 2021, No. 1*.

“Contract” means an agreement between the Recipient and a Third Party whereby the latter agrees to supply a product or service to an Eligible Project in return for financial consideration.

“Eligible Expenditure” means an expenditure described as eligible in Schedule B or deemed eligible by Canada in accordance with Section 4.2.

“Eligible Investment Category” means an investment category listed in Schedule A or deemed eligible by Canada in accordance with Section 3.2.

“Eligible Project” means a project that fits within an Eligible Investment Category.

“Event of Default” has the meaning given to it in Section 13.1 of this Agreement.

“Funds” mean the funds made available to the Recipient through the CCBF or any other source of funding as determined by Canada. Funds are made available pursuant to this Agreement and includes any interest earned on the said Funds. Funds transferred to another Municipality in accordance with Section 5.3 of this Agreement are to be treated as Funds by the Municipality to which the Funds are transferred; and Funds transferred to a non-municipal entity in accordance with Section 5.4 of this Agreement shall remain as Funds under this Agreement for all purposes and the Recipient shall continue to be bound by all provisions of this Agreement with respect to such transferred Funds.

“Housing Needs Assessment” or **“HNA”** means a report informed by data and research describing the current and future housing needs of a Municipality or community according to guidance provided by Canada.

“Ineligible Expenditures” means those expenditures described as ineligible in Schedule C or deemed ineligible by Canada in accordance with Section 4.2.

“Infrastructure” means tangible capital assets that are primarily for public use or benefit in Ontario – whether municipal or regional, and whether publicly or privately owned.

“Lower-Tier Municipality” means a Municipality that forms part of an Upper-Tier Municipality for municipal purposes, as defined under the *Municipal Act, 2001*, S.O. 2001, c. 25.

“Municipal Fiscal Year” means the period beginning January 1st of a year and ending December 31st of the same year.

“Municipality” and **“Municipalities”** means every municipality as defined under the *Municipal Act, 2001*, S.O. 2001, c. 25.

“Non-Municipal Transfer By-law” means a by-law passed by Council of the Recipient pursuant to Section 5.4 of this Agreement.

“Parties” means AMO and the Recipient.

“Prior Agreement” means the municipal funding agreement for the transfer of federal gas tax funds entered into by AMO and the Recipient, effective April 2014 and with an expiry date of March 31, 2024.

“Single-Tier Municipality” means a Municipality, other than an Upper-Tier Municipality, that does not form part of an Upper-Tier Municipality for municipal purposes, as defined under the *Municipal Act, 2001*, S.O. 2001 c. 25.

“Third Party” means any person or legal entity, other than the Parties to this Agreement, who participates in the implementation of an Eligible Project by means of a Contract.

“Transfer By-law” means a by-law passed by Council of the Recipient pursuant to Section 5.3 of this Agreement.

“Unspent Funds” means the amount reported as unspent by the Recipient as of December 31, 2023 in the Recipient’s 2023 Annual Report (as defined under the Prior Agreement).

“Upper-Tier Municipality” means a Municipality of which two or more Lower-Tier Municipalities form part for municipal purposes, as defined under the *Municipal Act, 2001*, S.O. 2001 c. 25.

1.2 Interpretations

- a) **“Agreement”** refers to this agreement as a whole, including the cover and execution pages and all of the schedules hereto, and all amendments made hereto in accordance with the provisions hereof.
- b) The words **“herein”**, **“hereof”** and **“hereunder”** and other words of similar import refer to this Agreement as a whole and not any particular schedule, article, section, paragraph or other subdivision of this Agreement.
- c) The term **“including”** or **“includes”** means including or includes (as applicable) without limitation or restriction.
- d) Any reference to a federal or provincial statute is to such statute and to the regulations made pursuant to such statute as such statute and regulations may at any time be amended or modified and in effect and to any statute or regulations that may be passed that have the effect of supplementing or superseding such statute or regulations.

2. TERM OF THE AGREEMENT

- 2.1 **Term.** Subject to any extension or termination of this Agreement or the survival of any of the provisions of this Agreement pursuant to the provisions contained herein, this Agreement shall come into effect as of April 1, 2024 up to and including March 31, 2034.
- 2.2 **Review.** This Agreement will be reviewed by AMO by June 30, 2027.
- 2.3 **Amendment.** This Agreement may be amended at any time in writing as agreed to by AMO and the Recipient.
- 2.4 **Notice.** Any of the Parties may terminate this Agreement on two (2) years written notice.
- 2.5 **Prior Agreement.** The Parties agree that the Prior Agreement, including Section 15.5 thereof, is hereby terminated. Notwithstanding the termination of the Prior Agreement, including Section 15.5, the reporting and indemnity obligations of the Recipient thereunder with respect to expended Funds governed by the Prior Agreement as set forth in Sections 5, 7, 10.3, 10.4 and 10.5 of the Prior Agreement shall survive the said termination.

3. ELIGIBLE PROJECTS

- 3.1 **Eligible Projects.** Eligible Projects are those that fit within an Eligible Investment Category. Eligible Investment Categories are listed in Schedule A.
- 3.2 **Discretion of Canada.** The eligibility of any investment category not listed in Schedule A is solely at the discretion of Canada.
- 3.3 **Recipient Fully Responsible.** The Recipient is fully responsible for the completion of each Eligible Project in accordance with Schedule A and Schedule B.

4. ELIGIBLE EXPENDITURES

- 4.1 **Eligible Expenditures and Ineligible Expenditures.** Eligible Expenditures are described in Schedule B. Ineligible Expenditures are described in Schedule C.
- 4.2 **Discretion of Canada.** The eligibility of any item not listed in Schedule B or Schedule C to this Agreement is solely at the discretion of Canada.
- 4.3 **Reasonable Access.** The Recipient shall allow AMO and Canada reasonable and timely access to all documentation, records and accounts and those of their respective agents or Third Parties related to the receipt, deposit and use of Funds and Unspent Funds, and any interest earned thereon, and all other relevant information and documentation requested by AMO or Canada or their respective designated representatives for the purposes of audit, evaluation, and ensuring compliance with this Agreement.
- 4.4 **Retention of Receipts.** The Recipient will keep proper and accurate accounts and records of all Eligible Projects including invoices and receipts for Eligible Expenditures for at least six (6) years after the completion of the project.
- 4.5 **Contracts.** The Recipient will award and manage all Contracts in accordance with its relevant policies and procedures and, if applicable, in accordance with any domestic or international trade agreements, and all other applicable laws. The Recipient will ensure any of its Contracts for the supply of services or materials to implement its responsibilities under this Agreement will be awarded in a way that is transparent, competitive, consistent with value for money principles and pursuant to its adopted procurement policy.

5. FUNDS

- 5.1 **Use of Funds.** The Recipient acknowledges and agrees the Funds are intended for and shall be used only for Eligible Expenditures in respect of Eligible Projects.

- 5.2 **Unspent Funds.** Any Unspent Funds, and any interest earned thereon, will be subject to the terms and conditions of this Agreement, and will no longer be governed by the terms and conditions of the Prior Agreement.
- 5.3 **Transfer of Funds to a Municipality.** Where a Recipient decides to allocate and transfer Funds to another Municipality (the “Transferee Municipality”):
- a) The allocation and transfer shall be authorized by a Transfer By-law. The Transfer By-law shall be passed by the Recipient’s council and submitted to AMO as soon thereafter as practicable. The Transfer By-law shall identify the Transferee Municipality and the amount of Funds the Transferee Municipality is to receive for the Municipal Fiscal Year(s) specified in the Transfer By-law.
 - b) The Recipient is still required to submit an Annual Report in accordance with Section 6.1 hereof with respect to the Funds transferred.
 - c) No transfer of Funds pursuant to this Section 5.3 shall be effected unless and until the Transferee Municipality has either (i) entered into an agreement with AMO on substantially the same terms as this Agreement, or (ii) has executed and delivered to AMO a written undertaking to assume all of the Recipient’s obligations under this Agreement with respect to the Funds transferred, such as undertaking in a form satisfactory to AMO.
- 5.4 **Transfer of Funds to a Non-Municipal Entity.** Where a Recipient decides to support an Eligible Project undertaken by a non-municipal entity (whether a for profit, non-governmental, or not-for profit organization):
- a) The provision of such support shall be authorized by a Transfer By-law (a “Non-Municipal Transfer By-law”). The Non-Municipal Transfer By-law shall be passed by the Recipient’s council and submitted to AMO as soon as practicable thereafter. The Non-Municipal Transfer By-law shall identify the non-municipal entity, and the amount of Funds the non-municipal entity is to receive for that Eligible Project.
 - b) The Recipient shall continue to be bound by all the provisions of this Agreement notwithstanding any such transfer.
 - c) No transfer of Funds pursuant to this Section 5.4 shall be effected unless and until the non-municipal entity receiving the Funds has executed and delivered to AMO a written undertaking to assume all of the Recipient’s obligations under this Agreement with respect to the Funds transferred, in a form exclusively satisfactory to AMO.
- 5.5 **Payout of Funds.** Subject to Sections 5.14 and 5.15, AMO will transfer Funds twice yearly, on or before the dates agreed upon by Canada and AMO.

- 5.6 **Deposit of Funds.** The Recipient will deposit the Funds in:
- a) An interest-bearing bank account; or
 - b) An investment permitted under:
 - i. The Recipient's investment policy; and
 - ii. Provincial legislation and regulation.
- 5.7 **Interest Earnings and Investment Gains.** Interest earnings and investment gains will be:
- Proportionately allocated to the CCBF when applicable; and
 - Applied to Eligible Expenditures for Eligible Projects.
- 5.8 **Funds Advanced.** Funds shall be spent (in accordance with Sections 3 and 4) or transferred (in accordance with Sections 5.3 or 5.4) within five (5) years after the end of the year in which Funds were received. Unexpended Funds shall not be retained beyond such five (5) year period without the documented consent of AMO. AMO reserves the right to declare that unexpended Funds after five (5) years become a debt to Canada which the Recipient will reimburse forthwith on demand to AMO for transmission to Canada.
- 5.9 **Expenditure of Funds.** The Recipient shall expend all Funds by December 31, 2038.
- 5.10 **HST.** The use of Funds is based on the net amount of harmonized sales tax to be paid by the Recipient net of any applicable tax rebates.
- 5.11 **Limit on Canada's Financial Commitments.** The Recipient may use Funds to pay up to one hundred percent (100%) of Eligible Expenditures of an Eligible Project.
- 5.12 **Federal Funds.** The Recipient agrees that any Funds received will be treated as "federal funds" for the purpose of other federal infrastructure programs.
- 5.13 **Stacking.** If the Recipient is receiving federal funds under other federal infrastructure programs in respect of an Eligible Project to which the Recipient wishes to apply Funds, the maximum federal contribution limitation set out in any other federal infrastructure program agreement made in respect of that Eligible Project shall continue to apply.
- 5.14 **Withholding Payment.** AMO may, in its exclusive discretion, withhold Funds where the Recipient is in default of compliance with any provisions of this Agreement.
- 5.15 **Insufficient Funds Provided by Canada.** Notwithstanding the provisions of Section 2, if Canada does not provide sufficient funds to continue the Funds for any Municipal

Fiscal Year during which this Agreement is in effect, AMO may immediately terminate this Agreement on written notice to the Recipient.

6. REPORTING REQUIREMENTS

- 6.1 **Annual Report.** The Recipient shall submit a report to AMO by April 30th each year, or as otherwise notified by AMO. The report shall be submitted in an electronic format deemed acceptable by AMO and shall contain the information described in Schedule D.
- 6.2 **Project List.** The Recipient shall ensure that projects are reported in advance of construction. Information required is as noted in Section 2.3 of Schedule E.

7. ASSET MANAGEMENT

- 7.1 **Implementation of Asset Management.** The Recipient will develop and implement an Asset Management plan, culture, and methodology in accordance with legislation and regulation established by the Government of Ontario (e.g., O. Reg. 588/17).
- 7.2 **Asset Data.** The Recipient will continue to improve data describing the condition of, long-term cost of, levels of service provided by, and risks associated with infrastructure assets.

8. HOUSING NEEDS ASSESSMENT

- 8.1 **Requirement.** While an HNA is encouraged for all Municipalities, the Recipient must complete a HNA if it had a population of 30,000 or more on the 2021 Census of Canada and is a Single-Tier Municipality or a Lower-Tier Municipality.
- 8.2 **Content of the HNA.** The Recipient will prepare the HNA in accordance with the guidance provided from time to time by Canada.
- 8.3 **Use of HNA.** The Recipient is expected to prioritize projects that support the growth of the housing supply. The HNA is to be used by Municipalities to prioritize, where possible, Infrastructure or capacity building projects that support increased housing supply where it makes sense to do so.
- 8.4 **Publication of the HNA.** The Recipient will publish the HNA on its website.
- 8.5 **HNA reporting requirements.** The Recipient will send to AMO by March 31, 2025, unless otherwise agreed upon:
 - a) A copy of any HNA it is required to complete in accordance with Section 8.1; and

- b) The URL to the published HNA on the Recipient's website.

9. COMMUNICATIONS REQUIREMENTS

- 9.1 The Recipient will comply with all communication requirements outlined in Schedule E.

10. RECORDS AND AUDIT

- 10.1 **Accounting Principles.** All accounting terms not otherwise defined herein have the meanings assigned to them; all calculations will be made and all financial data to be submitted will be prepared in accordance with generally accepted accounting principles ("GAAP") in effect in Ontario. GAAP will include, without limitation, those principles approved or recommended for local governments from time to time by the Public Sector Accounting Board or the Chartered Professional Accountants of Canada or any successor institute, applied on a consistent basis.
- 10.2 **Separate Records.** The Recipient shall maintain separate records and documentation for the Funds and keep all records including invoices, statements, receipts, and vouchers in respect of Funds expended on Eligible Projects in accordance with the Recipient's municipal records retention by-law. Upon reasonable notice by AMO or Canada, the Recipient shall submit all records and documentation relating to the Funds for inspection or audit.
- 10.3 **External Auditor.** AMO or Canada may request, upon written notice to Recipient, an audit of Eligible Project(s) or Annual Report(s). AMO shall retain an external auditor to carry out an audit and ensure that any auditor who conducts an audit pursuant to this Agreement or otherwise, provides a copy of the audit report to the Recipient.

11. INSURANCE AND INDEMNITY

- 11.1 **Insurance.** The Recipient shall put in effect and maintain in full force and effect or cause to be put into effect and maintained for the term of this Agreement all the necessary insurance with respect to each Eligible Project, including any Eligible Projects with respect to which the Recipient has transferred Funds pursuant to Section 5 of this Agreement, that would be considered appropriate for a prudent Municipality undertaking similar Eligible Projects, including, where appropriate and without limitation, property, construction, and liability insurance, which insurance coverage shall identify Canada and AMO as additional insureds for the purposes of the Eligible Projects.
- 11.2 **Certificates of Insurance.** Throughout the term of this Agreement, the Recipient shall have a valid certificate of insurance that confirms compliance with the requirements

of Section 11.1. The Recipient shall produce such certificate of insurance on request, including as part of any AMO or Canada audit.

11.3 AMO Not Liable. In no event shall Canada or AMO be liable for:

- Any bodily injury, death or property damages to the Recipient, its employees, agents, or consultants or for any claim, demand or action by any Third Party against the Recipient, its employees, agents, or consultants, arising out of or in any way related to this Agreement; or
- Any incidental, indirect, special, or consequential damages, or any loss of use, revenue or profit to the Recipient, its employees, agents, or consultants arising out of any or in any way related to this Agreement.

11.4 Recipient to Compensate Canada. The Recipient will ensure that it will not, at any time, hold the Government of Canada, its officers, servants, employees or agents responsible for any claims or losses of any kind that the Recipient, Third Parties or any other person or entity may suffer in relation to any matter related to the Funds or an Eligible Project and that the Recipient will, at all times, compensate Canada, its officers, servants, employees and agents for any claims or losses of any kind that any of them may suffer in relation to any matter related to CCBF funding or an Eligible Project.

11.5 Recipient to Indemnify AMO. The Recipient hereby agrees to indemnify and hold harmless AMO, its officers, servants, employees or agents (each of which is called an “Indemnatee”), from and against all claims, losses, damages, liabilities and related expenses including the fees, charges and disbursements of any counsel for any Indemnatee incurred by any Indemnatee or asserted against any Indemnatee by whomsoever brought or prosecuted in any manner based upon, or occasioned by, any injury to persons, damage to or loss or destruction of property, economic loss or infringement of rights caused by or arising directly or indirectly from:

- The Funds;
- The Recipient’s Eligible Projects, including the design, construction, operation, maintenance, and repair of any part or all of the Eligible Projects;
- The performance of this Agreement or the breach of any term or condition of this Agreement by the Recipient, its officers, servants, employees, and agents, or by a Third Party, its officers, servants, employees, or agents; and
- Any omission or other wilful or negligent act of the Recipient or Third Party and their respective officers, servants, employees, or agents.

12. TRANSFER AND OPERATION OF MUNICIPAL INFRASTRUCTURE

- 12.1 **Reinvestment.** The Recipient will invest into Eligible Projects, any revenue that is generated from the sale, lease, encumbrance, or other disposal of an asset resulting from an Eligible Project where such disposal takes place within five (5) years of the date of completion of the Eligible Project.
- 12.2 **Notice.** The Recipient shall notify AMO in writing 120 days in advance and at any time during the five (5) years following the date of completion of an Eligible Project if it is sold, leased, encumbered, or otherwise disposed of.
- 12.3 **Public Use.** The Recipient will ensure that Infrastructure resulting from any Eligible Project that is not sold, leased, encumbered, or otherwise disposed of, remains primarily for public use or benefit.

13. DEFAULT AND TERMINATION

- 13.1 **Event of Default.** AMO may declare in writing that an Event of Default has occurred when the Recipient has not complied with any condition, undertaking or term in this Agreement. AMO will not declare in writing that an Event of Default has occurred unless it has first consulted with the Recipient. For the purposes of this Agreement, each of the following events shall constitute an “Event of Default”:
- Failure by the Recipient to deliver in a timely manner an Annual Report or respond to questionnaires or reports as required;
 - Delivery of an Annual Report that discloses non-compliance with any condition, undertaking or material term in this Agreement;
 - Failure by the Recipient to co-operate in an external audit undertaken by Canada, AMO or their agents;
 - Delivery of an external audit report that discloses non-compliance with any condition, undertaking or term in this Agreement; and
 - Failure by the Recipient to expend Funds in accordance with the terms of this Agreement, including Section 5.8.
- 13.2 **Waiver.** AMO may withdraw its notice of an Event of Default if the Recipient, within thirty (30) calendar days of receipt of the notice, either corrects the default or demonstrates, to the satisfaction of AMO in its sole discretion that it has taken such steps as are necessary to correct the default.
- 13.3 **Remedies on Default.** If AMO declares that an Event of Default has occurred under Section 13.1, after thirty (30) calendar days from the Recipient’s receipt of the notice

of an Event of Default, it may immediately terminate this Agreement or suspend its obligation to pay the Funds. If AMO suspends payment, it may pay suspended Funds if AMO is satisfied that the default has been cured.

- 13.4 **Repayment of Funds.** If AMO declares that an Event of Default has not been cured to its exclusive satisfaction, AMO reserves the right to declare that prior payments of Funds become a debt to Canada which the Recipient will reimburse forthwith on demand to AMO for transmission to Canada.

14. CONFLICT OF INTEREST

- 14.1 **No Conflict of Interest.** The Recipient will ensure that no current member of the AMO Board of Directors and no current or former public servant or office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes or policies of Canada applies will derive direct benefit from the Funds, the Unspent Funds, and any interest earned thereon, unless the provision of receipt of such benefits is in compliance with such legislation, guidelines, policies or codes.

15. NOTICE

- 15.1 **Notice.** Any notice, information or document provided for under this Agreement will be effectively given if in writing and if delivered by hand, or overnight courier, mailed, postage or other charges prepaid, or sent by email to the addresses in Section 15.3. Any notice that is sent by hand or overnight courier service shall be deemed to have been given when received; any notice mailed shall be deemed to have been received on the eighth (8) calendar day following the day on which it was mailed; any notice sent by email shall be deemed to have been received on the sender's receipt of an acknowledgment from the intended recipient (such as by the "return receipt requested" function, as available, return email or other written acknowledgment), provided that in the case of a notice sent by email, if it is not given on a business day before 4:30 p.m. Eastern Standard Time, it shall be deemed to have been given at 8:30 a.m. on the next business day for the recipient.
- 15.2 **Representatives.** The individuals identified in Section 15.3 of this Agreement, in the first instance, act as AMO's or the Recipient's, as the case may be, representative for the purpose of implementing this Agreement.
- 15.3 **Addresses for Notice.** Further to Section 15.1 of this Agreement, notice can be given at the following addresses:

- If to AMO:

Executive Director
Canada Community-Building Fund Agreement
Association of Municipalities of Ontario
155 University Avenue, Suite 800
Toronto, ON M5H 3B7

Telephone: 416-971-9856
Email: ccbf@amo.on.ca

- If to the Recipient:

Treasurer
The County of Essex
360 Fairview Ave. W.
Essex, ON N8M 1Y6

16. MISCELLANEOUS

- 16.1 **Counterpart Signature.** This Agreement may be signed (including by electronic signature) and delivered (including by facsimile transmission, by email in PDF or similar format or using an online contracting service designated by AMO) in counterparts, and each signed and delivered counterpart will be deemed an original and both counterparts will together constitute one and the same document.
- 16.2 **Severability.** If for any reason a provision of this Agreement that is not a fundamental term is found to be or becomes invalid or unenforceable, in whole or in part, it will be deemed to be severable and will be deleted from this Agreement, but all the other terms and conditions of this Agreement will continue to be valid and enforceable.
- 16.3 **Waiver.** AMO may waive any right in this Agreement only in writing, and any tolerance or indulgence demonstrated by AMO will not constitute waiver of rights in this Agreement. Unless a waiver is executed in writing, AMO will be entitled to seek any remedy that it may have under this Agreement or under the law.
- 16.4 **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable in Ontario.
- 16.5 **Survival.** The Recipient agrees that the following sections and provisions of this Agreement shall extend for seven (7) years beyond the expiration or termination of this Agreement: Sections 4, 5.8, 5.9, 6.1, 11.4, 11.5, 12, 13.4 and 16.8.
- 16.6 **AMO, Canada and Recipient Independent.** The Recipient will ensure its actions do not establish or will not be deemed to establish a partnership, joint venture, principal-

agent relationship, or employer-employee relationship in any way or for any purpose whatsoever between Canada and the Recipient, between AMO and the Recipient, between Canada and a Third Party or between AMO and a Third Party.

- 16.7 **No Authority to Represent.** The Recipient will ensure that it does not represent itself, including in any agreement with a Third Party, as a partner, employee, or agent of Canada or AMO.
- 16.8 **Debts Due to AMO.** Any amount owed under this Agreement will constitute a debt due to AMO, which the Recipient will reimburse forthwith, on demand, to AMO.
- 16.9 **Priority.** In the event of a conflict, the part of this Agreement that precedes the signature of the Parties will take precedence over the Schedules.
- 16.10 **Complementarity.** The Recipient is to use the CCBF to complement, without replacing or displacing, other sources of funding for municipal infrastructure.
- 16.11 **Equity.** The Recipient is to consider Gender Based Analysis Plus (“**GBA+**”) lenses when undertaking a project.

17. SCHEDULES

- 17.1 This Agreement, including:

Schedule A	Eligible Investment Categories
Schedule B	Eligible Expenditures
Schedule C	Ineligible Expenditures
Schedule D	The Annual Report
Schedule E	Communications Requirements

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

18. SIGNATURES

IN WITNESS WHEREOF, AMO and the Recipient have respectively executed, and delivered this Agreement, effective April 1, 2024.

THE COUNTY OF ESSEX

By:

Name:

Title:

Date

Name:

Title:

Date

THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO

By:

Name:

Title: Executive Director

Date

Witness:

Title:

Date

SCHEDULE A: ELIGIBLE INVESTMENT CATEGORIES

1. **Broadband connectivity** – investments in the construction, material enhancement, or renewal of infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities.
2. **Brownfield redevelopment** – investments in the remediation or decontamination of a brownfield site within municipal boundaries – provided that the site is being redeveloped to construct a public park for municipal use, publicly owned social housing, or Infrastructure eligible under another investment category listed in this schedule.
3. **Capacity-building** – investments that strengthen the Recipient's ability to develop long-term planning practices as described in Schedule B, item 2.
4. **Community energy systems** – investments in the construction, material enhancement, or renewal of infrastructure that generates energy or increases energy efficiency.
5. **Cultural infrastructure** – investments in the construction, material enhancement, or renewal of infrastructure that supports the arts, humanities, or heritage.
6. **Drinking water** – investments in the construction, material enhancement, or renewal of infrastructure that supports drinking water conservation, collection, treatment, and distribution systems.
7. **Fire halls** – investments in the construction, material enhancement, or renewal of fire halls and fire station infrastructure.
8. **Local roads and bridges** – investments in the construction, material enhancement, or renewal of roads, bridges, tunnels, highways, and active transportation infrastructure.
9. **Public transit** – investments in the construction, material enhancement, or renewal of infrastructure that supports a shared passenger transport system that is available for public use.
10. **Recreational infrastructure** – investments in the construction, material enhancement, or renewal of recreational facilities or networks.
11. **Regional and local airports** – investments in the construction, material enhancement, or renewal of airport-related infrastructure (excluding infrastructure in the National Airports System).
12. **Resilience** – investments in the construction, material enhancement, or renewal of built and natural infrastructure assets and systems that protect and strengthen the resilience

of communities and withstand and sustain service in the face of climate change, natural disasters, and extreme weather events.

13. **Short-line rail** – investments in the construction, material enhancement, or renewal of railway-related infrastructure for carriage of passengers or freight.
14. **Short-sea shipping** – investments in the construction, material enhancement, or renewal of infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean.
15. **Solid waste** – investments in the construction, material enhancement, or renewal of infrastructure that supports solid waste management systems (including the collection, diversion, and disposal of recyclables, compostable materials, and garbage).
16. **Sport infrastructure** – investments in the construction, material enhancement, or renewal of amateur sport infrastructure (facilities housing professional or semi-professional sports teams are ineligible).
17. **Tourism infrastructure** – investments in the construction, material enhancement, or renewal of infrastructure that attracts travelers for recreation, leisure, business, or other purposes.
18. **Wastewater** – investments in the construction, material enhancement, or renewal of infrastructure that supports wastewater and storm water collection, treatment, and management systems.

Note: Investments in health infrastructure (e.g., hospitals, long-term care facilities, convalescent centres, and senior centres) are not eligible.

SCHEDULE B: ELIGIBLE EXPENDITURES

Eligible Expenditures will be limited to the following:

1. **Infrastructure investments** – expenditures associated with acquiring, planning, designing, constructing, or renovating a tangible capital asset and any related debt financing charges specifically identified with that asset.
2. **Capacity-building costs** – for projects eligible under the capacity-building category only, expenditures associated with the development and implementation of:
 - Capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments, or asset management plans;
 - Studies, strategies, systems, software, third-party assessments, plans, or training related to asset management;
 - Studies, strategies, systems, or plans related to housing or land use;
 - Studies, strategies, or plans related to the long-term management of infrastructure; and
 - Other initiatives that strengthen the Recipient's ability to improve local and regional planning.
3. **Joint communications and signage costs** – expenditures directly associated with joint federal communication activities and with federal project signage.
4. **Employee costs** – the costs of the Recipient's employees for projects eligible under the capacity-building category only – provided that the costs, on an annual basis, do not exceed the lesser of:
 - 40% of the Recipient's annual allocation (i.e., the amount of CCBF funding made available to the Recipient by AMO under Section 5.5 of this Agreement); or
 - \$80,000.

SCHEDULE C: INELIGIBLE EXPENDITURES

The following are deemed Ineligible Expenditures:

1. **Costs incurred before the Fund was established** – project expenditures incurred before April 1, 2005.
2. **Costs incurred before categories were eligible** – project expenditures incurred:
 - Before April 1, 2014 – under the broadband connectivity, brownfield redevelopment, cultural infrastructure, disaster mitigation (now resilience), recreational infrastructure, regional and local airports, short-line rail, short-sea shipping, sport infrastructure, and tourism infrastructure categories; and.
 - Before April 1, 2021 – under the fire halls category.
3. **Internal costs** – the Recipient's overhead costs (including salaries and other employment benefits), operating or administrative costs (related to planning, engineering, architecture, supervision, management, and other activities normally carried out by the Recipient's staff), and equipment leasing costs – except in accordance with Eligible Expenditures described in Schedule B.
4. **Rebated costs** – taxes for which the Recipient is eligible for a tax rebate and all other costs eligible for rebates.
5. **Land costs** – the purchase of land or any interest therein and related costs.
6. **Legal fees.**
7. **Routine repair or maintenance costs** – costs that do not result in the construction, material enhancement, or renewal of a tangible capital asset.
8. **Investments in health infrastructure** – costs associated with health infrastructure or assets (e.g., hospitals, long-term care facilities, convalescent centres, and senior centres).
9. **Investments in professional or semi-professional sports facilities** – costs associated with facilities used by professional or semi-professional sports teams.

SCHEDULE D: ANNUAL REPORT

The Annual Report may include – but is not necessarily limited to – the following information pertaining to the previous fiscal year:

1. **Financial information** – and particularly:

- Interest earnings and investment gains – in accordance with Section 5.7;
- Proceeds from the disposal of assets – in accordance with Section 12.1;
- Outgoing transfers – in accordance with Sections 5.3 and 5.4;
- Incoming transfers – in accordance with Section 5.3; and
- Amounts paid – in aggregate for Eligible Expenditures on each Eligible Project.

2. **Project information** – describing each Eligible Project that started, ended, or was ongoing in the reporting year.

3. **Results** – and particularly:

- Expected outputs and outcomes for each ongoing Eligible Project;
- Outputs generated and outcomes achieved for each Eligible Project that ended construction in the reporting year; and
- Housing outcomes resulting from each Eligible Project that ended construction in the reporting year, and specifically:
 - i. The number of housing units enabled, supported, or preserved; and
 - ii. The number of affordable housing units enabled, supported, or preserved.

4. **Other information** – such as:

- Progress made in the development and implementation of asset management plans and systems; and
- The impact of the CCBF on housing pressures tied to infrastructure gaps, the housing supply, and housing affordability.

SCHEDULE E: COMMUNICATIONS REQUIREMENTS

1. COMMUNICATIONS ACTIVITIES

- 1.1 **Scope.** The provisions of this Schedule apply to all communications activities related to any Funds and Eligible Projects.
- 1.2 **Definition.** Communications activities may include (but are not limited to) public or media events, news releases, reports, web articles, blogs, project signs, digital signs, publications, success stories and vignettes, photo compilations, videos, advertising campaigns, awareness campaigns, editorials, award programs, and multi-media products.

2. INFORMATION SHARING REQUIREMENTS

- 2.1 **Notification requirements.** The Recipient must report all active Eligible Projects to AMO in advance of construction each year. Reports must be submitted in an electronic format deemed acceptable by AMO.
- 2.2 **Active Eligible Projects.** Active Eligible Projects are those Eligible Projects that either begin in the current calendar year or are ongoing in the current calendar year.
- 2.3 **Information required.** The report must include, at a minimum, the name, category, description, expected outcomes, anticipated CCBF contribution, anticipated start date, and anticipated end date of each active Eligible Project.

3. PROJECT SIGNAGE REQUIREMENTS

- 3.1 **Installation requirements.** Unless otherwise approved by Canada, the Recipient must install a federal sign to recognize federal funding for each Eligible Project in accordance with design, content, and installation guidelines provided by Canada.
- 3.2 **Permanent signs, plaques, and markers.** Permanent signage, plaques, and markers recognizing municipal or provincial contributions to an Eligible Project must also recognize the federal contribution and must be approved by Canada.
- 3.3 **Responsibilities.** The Recipient is responsible for the production and installation of Eligible Project signage in accordance with Section 3 of this Schedule E, except as otherwise agreed upon.
- 3.4 **Reporting requirements.** The Recipient must inform AMO of signage installations in a manner determined by AMO.

4. DIGITAL COMMUNICATIONS REQUIREMENTS

- 4.1 **Social media.** AMO maintains accounts dedicated to the CCBF on several social media networks. The Recipient must @mention the relevant account when producing content that promotes or communicates progress on one or more Eligible Projects. AMO's CCBF-dedicated social media accounts are identified on www.buildingcommunities.ca.
- 4.2 **Websites and webpages.** Websites and webpages created to promote or communicate progress on one or more Eligible Projects must recognize federal funding using either:
- a) A digital sign; or
 - b) The Canada wordmark and the following wording (as applicable):
 - i. "This project is funded in part by the Government of Canada"; or
 - ii. "This project is funded by the Government of Canada".

The Canada wordmark or digital sign must link to www.infrastructure.gc.ca. Guidelines describing how this recognition is to appear and language requirements are posted at <http://www.infrastructure.gc.ca/pub/signage-panneaux/intro-eng.html>.

5. REQUIREMENTS FOR MEDIA EVENTS AND ANNOUNCEMENTS

- 5.1 **Definitions.** Media events and announcements include, but are not limited to, news conferences, public announcements, and the issuing of news releases to communicate the funding of Eligible Projects or achievement of key milestones (such as groundbreaking ceremonies, grand openings, and completions).
- 5.2 **Authority.** Canada, AMO, or the Recipient may request a media event or announcement.
- 5.3 **Notification requirements.** Media events and announcements must not proceed without the prior knowledge and agreement of AMO, Canada, and the Recipient.
- 5.4 **Notice.** The requester of a media event or announcement must provide at least fifteen (15) business days' notice to other parties of their intention to undertake such an event or announcement. If communications are proposed through a news release with no supporting event, Canada additionally requires five (5) business days with the draft news release to secure approvals and confirm the federal representative's quote.
- 5.5 **Date and location.** Media events and announcements must take place at a date and location that is mutually agreed to by the Recipient, AMO and Canada.

- 5.6 **Representatives.** The Recipient, AMO, and Canada will have the opportunity to participate in media events and announcements through a designated representative. Each Party will choose its own designated representative.
- 5.7 **Responsibilities.** AMO and the Recipient are responsible for coordinating all onsite logistics for media events and announcements unless otherwise agreed on.
- 5.8 **No unreasonable delay.** The Recipient must not unreasonably delay media events and announcements.
- 5.9 **Precedence.** The conduct of all joint media events, announcements, and supporting communications materials (e.g., news releases, media advisories) will follow the [Table of Precedence for Canada](#).
- 5.10 **Federal approval.** All joint communications material related to media events and announcements must be approved by Canada and recognize the funding of all contributors.
- 5.11 **Federal policies.** All joint communications material must reflect Canada's Policy on Official Languages and the Policy on Communications and Federal Identity.
- 5.12 **Equal visibility.** The Recipient, Canada, and AMO will have equal visibility in all communications activities.

6. PROGRAM COMMUNICATIONS

- 6.1 **Own communications activities.** The Recipient may include messaging in its own communications products and activities with regards to the use of Funds.
- 6.2 **Funding acknowledgements.** The Recipient must recognize the funding of all contributors when undertaking such activities.

7. OPERATIONAL COMMUNICATIONS

- 7.1 **Responsibilities.** The Recipient is solely responsible for operational communications with respect to the Eligible Projects, including but not limited to, calls for tender, construction, and public safety notices. Operational communications as described above are not subject to the federal official languages policy.
- 7.2 **Federal funding acknowledgement.** Operational communications should include, where appropriate, the following statement (as appropriate):
 - a) "This project is funded in part by the Government of Canada"; or
 - b) "This project is funded by the Government of Canada".

- 7.3 **Notification requirements.** The Recipient must share information promptly with AMO should significant emerging media or stakeholder issues relating to an Eligible Project arise. AMO will advise the Recipient, when appropriate, about media inquiries received concerning an Eligible Project.

8. COMMUNICATING SUCCESS STORIES

- 8.1 **Participation requirements.** The Recipient must work with Canada and AMO when asked to collaborate on communications activities – including, but not limited to, Eligible Project success stories (including positive impacts on housing), Eligible Project vignettes, and Eligible Project start-to-finish features.

9. ADVERTISING CAMPAIGNS

- 9.1 **Responsibilities.** The Recipient may, at its own cost, organize an advertising or public information campaign related to the use of the Funds or Eligible Projects, provided that the campaign respects the provisions of this Agreement.
- 9.2 **Notice.** The Recipient must inform Canada and AMO of its intention to organize a campaign no less than twenty-one (21) working days prior to the launch of the campaign.



The Corporation of the County of Essex

By-Law Number 2024-36

A By-law to Confirm the Proceedings of the Council of the Corporation of the County of Essex for the Regular and Closed Meetings held July 17, 2024.

Whereas pursuant to Section 5(1) of the *Municipal Act, 2001*, c.25 as amended, the powers of a municipality shall be exercised by its Council; and

Whereas pursuant to Section 5(3) of the *Municipal Act, 2001*, S.O. 2001, c.25 as amended, a municipal power, including a municipality's capacity, rights, powers, and privileges pursuant to Section 8 of the *Municipal Act, 2001*, S.O. 2001, c.25 as amended, shall be exercised by By-law, unless the municipality is specifically authorized to do otherwise; and,

Whereas it is deemed expedient that the proceedings of the Council of the Corporation of the County of Essex, at these meetings be confirmed and adopted by By-law;

Now therefore the Council of the Corporation of the County of Essex hereby enacts as follows:

- 1) That the actions of the Council of the Corporation of the County of Essex in respect of all recommendations in reports of committees, all motions and resolutions and all other action passed and taken by the Council of the Corporation of the County of Essex, documents, and transactions entered into during the July 17, 2024 Regular Meeting and Closed Meeting, is hereby adopted and confirmed as if the same were expressly embodied in this By-law;
- 2) That the Warden and proper officials of the Corporation of the County of Essex are hereby authorized and directed to do all the things necessary to give effect to the action of the Council of the Corporation of the County of Essex during the said July 17, 2024 Regular Meeting and Closed Meeting referred to in Section 1 of this By-law; and

By-Law Number 2024-36

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- 3) That the Warden and the Clerk are hereby authorized and directed to execute all documents necessary to the action taken by the Council of the Corporation of the County of Essex during the said July 17, 2024 Regular Meeting and Closed Meeting referred to in Section 1 of this By-law and to affix the Corporate Seal of the Corporation of the County of Essex to all such documents.

This By-law shall come into force and take effect after the final passing thereof.

**Read a first, second and third time and Finally Passed this
Seventeenth day of July, 2024.**

Hilda MacDonald, Warden

Katherine J. Hebert, Clerk

Clerk's Certificate

I, Katherine J. Hebert, Clerk of the Corporation of the County of Essex, do hereby certify that the foregoing is a true and correct copy, of **By-law Number 2024-36** passed by the Council of the said Corporation on this **Seventeenth day of July, 2024.**

Katherine Hebert, Clerk
Corporation of the County of Essex