



Essex County Council Regular Meeting Agenda

Date: Wednesday, August 14, 2024
Time: 6:00 PM
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 was held at 1:00 PM on July 22, 2024.

There is no Closed Meeting scheduled for August 14, 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

6. County Warden's Welcome and Remarks

7. Disclosure of Pecuniary Interest

8. Adoption of Regular Meeting Minutes

Minutes of the July 17, 2024 Essex County Council, Regular Meeting

Recommendation:

Moved by _____

Seconded by _____

That the minutes of the July17, 2024 Regular Meeting of Essex County Council be adopted as presented.

(Vote by show of hands)

9. Delegations and Presentations

10. Communications

10.1 Correspondence

Recommendation:

Moved by _____

Seconded by _____

That the correspondence listed on the Regular Agenda for August 14, 2024, be received and any noted action approved.

(Vote by show of hands)

10.1.1 Association of Municipalities of Ontario (AMO)

- AMO Watchfile Newsletter
- AMO Policy Updates
- AMO Calendar - Education Events

10.1.2 Town of Cochrane 28

Resolution regarding O.Reg. 391/21 Blue Box for 'Ineligible' Sources

10.1.3 Town of Bradford West Gwillimbury 30

Resolution regarding the request for creation of a province-wide long-service medal program for police and paramedics, modelled after the existing award for firefighters.

10.1.4	Call to Action to Meet the Deadline of an Accessible Ontario	32
	Resolution RE Accessibility for Ontarians with Disabilities Act (AODA) and Deadline for an Accessible Ontario by 2025	
	• Prince Edward County • City of Stratford	
10.1.5	Township of Emo	35
	July 5, 2024 Resolution RE Operational Budget Funding; and,	
	July 8, 2024 Resolution RE Request to Province of Ontario for New Provincial-Municipal Fiscal Framework	
10.1.6	Resolutions Requesting the Province to Support Family Physicians	39
	Various resolutions requesting the Province to Support Family Physicians	
	• Association of Municipalities of Ontario (AMO) and Ontario Medical Association (OMA) • City of Toronto • Township of Lucan Biddulph • Township of Limerick • Municipality of Wawa	
10.1.7	Cost of Ontario Provincial Police Force	50
	Resolutions regarding the reabsorption of cost of Ontario Provincial Police Force by the Province	
	• Municipality of Tweed • Municipality of Wawa	
10.1.8	Western Ontario Wardens' Caucus	
	• <u>July Newsletter</u>	

10.1.9 Asset Retirement Obligations

53

Asset Retirement Obligations

- Municipality of Wawa
- Township of Larder Lake
- Town of Cobalt

10.1.10 Tourism Windsor Essex Pelee Island (TWEPI)

W.E. Keep You Informed: New FedDev Grant Opportunities Open, OMCA Marketplace Coming To Windsor, Complimentary Content Marketing, Upcoming Fall Events & MORE!

10.2 Resolutions

10.2.1 Town of Amherstburg

57

July 17, 2024 Town of Amherstburg Resolution regarding Phragmites Control

Recommendation:

Moved by _____

Seconded by _____

That Essex County Council *[receive and file / receive and support / other action]* the Town of Amherstburg resolution regarding phragmites control.

(Vote by show of hands)

11. Consent Agenda

Recommendation:

Moved by _____

Seconded by _____

That the recommendation in the Administrative Report and minutes listed as items 11.1 through 11.4 on the Consent Agenda for August 14, 2024, be received and approved. (Vote Electronically)

11.1 Summary of Outstanding Reports

58

Report number 2024-0814-LCS-R24-KH, Summary of Outstanding Reports for August 14, 2024, from Katherine Hebert, Clerk

11.2	Essex County Accessibility Advisory Committee (ECAAC) Minutes of the June 6, 2024 Essex County Accessibility Advisory Committee Meeting	
11.3	Essex Windsor Solid Waste Authority (EWSWA) Minutes of May 7, 2024 Essex Windsor Solid Waste Authority Board Meeting and the Essex-Windsor Residential Waste Diversion Annual Report 2023	61
11.4	Essex County Library Board (ECL) Minutes of the June 26, 2024 Essex County Library Board Meeting	105
12.	Reports and Questions	
12.1	Proposed Reserve Management Policy Report number 2024-0717-FIN-R16-MR, Proposed Reserve Management Policy, dated July 17, 2024, from Melissa Ryan, Director, Financial Services/Treasurer Recommendation: Moved by _____ Seconded by _____ That Essex County Council approve report number 2024-0814- FIN-R16-MR, Proposed Reserve Management Policy for the County of Essex and the accompanying By-law to Adopt a Reserve Fund Policy; and, That Essex County Council approve the transfers of funds between the reserves and amalgamate reserves as indicated in Appendix B to coincide with the result in Appendix C. (Vote Electronically)	114
12.2	Destruction of Records Policy Review and Update Report number 2024-0814-LCS-R25-KH, Destruction of Records Policy Review and Update, dated August 14, 2024, from Katherine Hebert, County Clerk	137

Recommendation:

Moved by _____

Seconded by _____

That Essex County Council receive and approve report number 2024-0814-LCS-R25-KH, Records Destruction Policy Review and Update; and

That amendments to the Records Destruction Policy 001-2005 be adopted as presented; and

That the Records Destruction Policy 001-2005 be deemed an Administrative Policy, with the Authority to make amendments to the policy delegated to the Senior Leadership Team and CAO, under the County of Essex Policy and Procedures Governance Framework.

(Vote Electronically)

12.3 Financial Projected Results of Operations for 2024

155

Report number 2024-0814*-FIN-R17-MR, Financial Projected Results of Operations for 2024. dated August 14, 2024, from Melissa Ryan, Director, Financial Services/Treasurer

Recommendation:

Moved by _____

Seconded by _____

That Essex County Council receive report number 2024-0814-FIN-R17-MR, Financial Projected Results of Operations 2024 as information.

(Vote Electronically)

13. Unfinished Business

**13.1 Resolution 196-2024 - Tecumseh School Safety Zones -
Correction to July 17, 2024 Resolution**

Verbal report from Katherine Hebert, County Clerk, Correction to resolution 196-2024 (McNamara/Meloche)

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.

The Traffic By-law is actually number 26-2002 and a correction to the resolution previously passed is needed. 51-2013 is an amending by-law that was erroneously cited in the report recommendation and subsequent resolution, however the intent of the resolution was to amend 26-2002.

Recommendation:

Moved by _____

Seconded by _____

That Council Resolution 196-2024 from the July 17, 2024 Regular Meeting of Essex County Council, be corrected to reflect the proper by-law number of 26-2002 as the By-law to be amended, rather than by-law 51-2023 which was incorrectly cited, thereby permitting that by-law 2024-38 on the August 14, 2024 agenda be appropriately considered.

(Vote Electronically)

13.2 Council and Committee Remuneration Policy Update

161

Verbal report from Sandra Zwiers, Chief Administrative Officer, regarding 2024-018 Council and Committee Remuneration Policy, resulting from the July 17, 2024 County Council resolution 194-2024 in relation to Alternate Members of Council pay.

Recommendation:

Moved by _____

Seconded by _____

That Essex County Council approve the amended 2024-018 Council and Committee Remuneration Policy, and that the approved policy be attached to previously approved By-law to Establish the Method for Calculating Remuneration for Members of County Council, Committees and Local Boards .

(Vote Electronically)

14. New Business

14.1 Public Reporting of Closed Meeting

14.2 Sandwich St. and Lowes Sideroad Improvements

Notice of Motion introduced by Deputy Mayor Chris Gibb, on July 17, 2024, as follows:

Whereas the intersection of Sandwich St and Lowes Side Road requires improvements to ensure pedestrian and cyclist safety; Be It Resolved that Council support Mayor Prue and Deputy Mayor Gibb in their efforts to introduce a motion at County Council requesting improvements and changes to the County Road 20 as it approaches the Sandwich St and Lowes Side Road intersection in an effort to improve pedestrian and cyclist safety.

Given local observations and changes in property usage in the area, the Town of Amherstburg is requesting;

1. That Administration of the County of Essex complete a review of traffic and pedestrian conditions at and near the intersection of County Road 20 and Lowes Side Road; and,
2. That the County of Essex consider a reduction in the posted speed limit along County Road 20 from Lowes Side Road and southerly approximately 500 metres; and,
3. That the County of Essex consider installing signage indicating pedestrians crossing at the County Rd 20 at Lowes Side Rd intersection; and,
4. That the Administration communicate with the Town of Amherstburg, Infrastructure Services department as part of the review.

Recommendation:

Moved by _____

Seconded by _____

That Administration of the County of Essex complete a review of traffic and pedestrian conditions at and near the intersection of County Road 20 and Lowes Side Road; and,
That the County of Essex consider a reduction in the posted speed limit along County Road 20 from Lowes Side Road and southerly approximately 500 metres; and,
That the County of Essex consider installing signage indicating pedestrians crossing at the County Rd 20 at Lowes Side Rd intersection; and,
That the Administration communicate with the Town of Amherstburg, Infrastructure Services department as part of the review.

(Vote Electronically)

15. Adoption of By-Laws

Recommendation:

Moved by _____

Seconded by _____

That By-laws 2024-37 through 2024-39, be given three readings, and having been read a first, second and third time, be finally passed and enacted.

(Vote Electronically)

- | | | |
|-------------|---|-----|
| 15.1 | By-law Number 2024-37
Being a By-law to adopt a Corporate Policy, Entitled "Reserve Management Policy", for the Corporation of the County of Essex | 169 |
| 15.2 | By-law Number 2024-38
Being a By-law to Amend By-law Number 26-2002, Being a By-law to Regulate Traffic and Parking on Highways within the Essex County Roads System - Schedule I | 172 |

15.3 By-law Number 2024-39

176

Being a by-law to Confirm the Proceedings of the Council of the Corporation of the County of Essex for the Closed Meeting Held on July 22, 2024 and the Regular Meeting held August 14, 2024

16. Notice of Motion

There are no notices of motion for August 14, 2024.

17. Adjournment

Recommendation:

Moved by _____

Seconded by _____

That the Essex County Council meeting for August 14, 2024 be adjourned at [TIME] PM.

(Vote by show of hands)



Essex County Council, Regular Meeting Minutes

Wednesday, July 17, 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
Adam Craig, CEO and Chief Librarian, Essex County Library
Katherine Hebert, County Clerk
Justin Lammers, Chief, Essex-Windsor EMS
Darrel Laurendeau, Director, Information Technology
Kyla Pritiko, Director, Human Resources
Melissa Ryan, Director, Financial Services/Treasurer
David Sundin, County Solicitor
Crystal Sylvestre, Coordinator, Legislative and Community Services
Sandra Zwiers, Chief Administrative Officer
Jerry Behl, Manager, Transportation Planning and Development
Dee Blais, Administrative Assistant to the CAO

1. **Closed Meeting**

A Closed Meeting was held at 5:30PM on July 17, 2024.

184-2024

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)

Carried

185-2024

Moved By

Seconded By

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

(Voted by show of hands)

Carried

186-2024

Moved By Sherry Bondy

Seconded By Gary McNamara

That Council adjourn and rise from the Closed meeting of July 17, 2024 at 6:07 PM.

(Voted by show of hands)

Carried

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 noted that the County of Essex celebrated its 232nd anniversary, marking a long history since its establishment on July 16, 1792. Over the years, Essex County has grown significantly and is renowned for its agricultural and manufacturing excellence.

The Warden shared news of the federal government investment of \$2.7 million from the Active Transportation Fund to create paved shoulders for cyclists and pedestrians along County Road 50 in the Town of Essex.

Essex County Council welcomed two new senior leadership team members: Director of Human Resources Kyla Pritiko and Director of Information Technology Darrel Laurendeau.

7. **Disclosure of Pecuniary Interest**

There were no disclosures of pecuniary interest raised.

8. **Adoption of Regular Meeting Minutes**

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

187-2024

Moved By Chris Gibb

Seconded By Larry Verbeke

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

(Voted by show of hands)

Carried

9. **Delegations and Presentations**

There were no Delegations scheduled for July 17, 2024

10. **Communications**

10.1. Correspondence

188-2024

Moved By Kimberly DeYong

Seconded By Crystal Meloche

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

(Voted by show of hands)

Carried

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)

Letter to County of Essex RE Advanced Warning Systems for Highway 3 Signalized Crossings

10.1.6 County of Frontenac

Resolution regarding Supporting Sustainable Infrastructure Funding for Small Rural Municipalities.

10.1.7 Town of Essex

Resolution regarding Mobile Parks and Land Leased Communities

10.2. Resolutions

There were no resolutions listed for July 17, 2024

11. Consent Agenda

189-2024

Moved By Joe Bachetti

Seconded By Gary McNamara

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

(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. Essex County Accessibility Advisory Committee (ECAAC)

Minutes of the Essex County Accessibility Advisory Committee (ECAAC), dated May 2, 2024

11.2. Essex County Library

Minutes from the Regular Meeting of the Essex County Library Board dated April 24, 2024

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

11.4. Windsor Essex Community Housing Corporation (WECHC)

Minutes of the Windsor Essex Community Housing Corporation for:

- 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

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

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

Melissa Ryan provided an update regarding the Canada Community-Building Fund (CCBF) payments from the Association of Municipalities of Ontario (AMO) and the redistribution of these funds to local municipalities, adhering to the 80/20 local/County sharing directive. The CCBF provides funding for local infrastructure, with allocations calculated for 2024-2028 based on the 2021 census.

190-2024

Moved By Dennis Rogers

Seconded By Gary McNamara

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.

(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. 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

Justin Lammers provided an overview of the historical and current ambulance call response activity in the Essex-Windsor region up to May 31, 2024. The report highlighted tools, programs, effort and resources deployed to address operational and circumstantial issues, which impact availability, response times and quality of service of the EWEMS program. It was noted that initiatives like the Designated Offload Nurse Program, Paramedic Aides, and the Mobile Integrated Healthcare Community Paramedicine (MIH-CP) program, coupled with staff enhancements and additional ambulances, continue to improve the region's ambulance availability and service quality.

191-2024

Moved By Kirk Walstedt

Seconded By Rob Shepley

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

12.3. 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

Allan Botham provided an overview of the report which outlined for Council the rationalization for the proposed change from the use of *Cityworks* to an expanded use of *Citywide* and the *Maintenance Manager* module of the *Citywide* suite. This change in software use will integrate the data and tracking of maintenance operations with existing tools which meet the requirements of the new Public Sector Accounting Board Standards for reporting on tangible capital assets.

192-2024

Moved By Larry Verbeke

Seconded By Crystal Meloche

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).

(Voted Electronically)

In Favour (10): Michael Akpata, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Hilda MacDonald, Crystal Meloche, Dennis Rogers, Rob Shepley, Larry Verbeke, and Kirk Walstedt

Opposed (4): Joe Bachetti, Chris Gibb, Gary McNamara, and Michael Prue

Carried

12.4. Council Remuneration - Alternate Members Compensation

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

Sandra Zwiers provided an overview of the Council Remuneration - Alternate Members Compensation report. This report was requested by Council at the June 5, 2024 meeting, to bring forward options for Council to review compensation level for Alternate Members of Council.

The CAO presented the data collected in preparation of the report, as well as options for Council consideration.

Considerable discussion took place among members of Council as to which option, if any, would be most appropriate.

193-2024

Moved By Gary McNamara

Seconded By Joe Bachetti

That Essex County Council approve the following changes to Alternate Pay:

1. That Alternate Pay be adjusted using the same inflationary percentage applied, from time to time, to Council Base Pay;
2. That Alternate Pay be paid with no deduction to Council Base Pay;
3. That for 2024, Alternate Pay be adjusted from \$110.77 to \$151.64 per meeting; and
4. That the effective date of the Alternate Pay Model be retroactive to January 1, 2024.

In Favour (4): Joe Bachetti, Hilda MacDonald, Gary McNamara, and Larry Verbeke

Opposed (10): Michael Akpata, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Crystal Meloche, Michael Prue, Dennis Rogers, Rob Shepley, and Kirk Walstedt

Lost

194-2024

Moved By Kimberly DeYong

Seconded By Rob Shepley

That Essex County Council approve the following changes to Alternate Pay:

1. That Alternate Pay be adjusted using the same inflationary percentage applied, from time to time, to Council Base Pay;
2. That Alternate Pay be paid with deduction to Council Base Pay;
3. That for 2024, Alternate Pay be adjusted from \$110.77 to \$260.00 per meeting; and
4. That the effective date of the Alternate Pay Model be retroactive to January 1, 2024.

In Favour (8): Michael Akpata, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Crystal Meloche, Dennis Rogers, and Rob Shepley

Opposed (6): Joe Bachetti, Tracey Bailey, Gary McNamara, Michael Prue, Larry Verbeke, and Kirk Walstedt

Carried

12.5. River Canard Bridge Plaque Update

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

Allan Botham updated County Council on the proposed installation of commemorative plaques for the River Canard Bridge and an application to the Ontario Heritage Trust (OHT). Previously, Council approved the submission of this application and the installation of bilingual signs on both sides of the bridge. The deadline for submission to the OHT is July 31, 2024, with installation and unveiling set for 2025.

195-2024

Moved By Kimberly DeYong

Seconded By Chris Gibb

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.

(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. Tecumseh School Safety Zones

Report number 2024-0717-IPS-R16-JB, Tecumseh School Safety Zones, dated July 17, 2024, from Jerry Behl, Manager, Transportation Planning and Development

Jerry Behl provided County Council with information regarding Tecumseh's request for the County of Essex to amend School Safety Zones on County Roads within Tecumseh to 24 hours a day, seven days a week.

Tecumseh's report recommended removing the Community Safety Zone (CSZ) on County Road 34, standardizing CSZ effective times for easier enforcement, and relocating a CSZ to align with the new Beacon Heights Public School. Tecumseh requested the County revise the traffic by-law language for the identified areas to match that of the Town of Tecumseh's updated by-law for standardization.

196-2024

Moved By Gary McNamara

Seconded By Crystal Meloche

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.

(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

12.7. Traffic Signal Installation at the Intersection of County Road 9 and County Road 10

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

Allan Botham provided an update to the intersection project as a result of a Notice of Motion to examine the feasibility of a traffic signal at this location. Allan explained that the investigation did support the addition of a traffic signal be installed and the costs associated with such be included in the 2025 budget.

197-2024

Moved By Michael Prue

Seconded By Dennis Rogers

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.

(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

12.8. Discretionary Regional Shared Services – Survey Results

Report number 2024-0717-CAO-R10-SZ, Discretionary Regional Shared Services – Survey Results, dated July 17, 2024 from Sandra Zwiers, Chief Administrative Officer

Sandra Zwiers reviewed the data that was gathered through a survey of Local Municipal Partners to assess awareness and satisfaction with support received from Tourism Windsor Essex Pelee Island (TWEPI) and Invest WindsorEssex (IWE).

198-2024

Moved By Larry Verbeke

Seconded By Chris Gibb

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

13. Unfinished Business

There was no Unfinished Business for July 17, 2024.

14. New Business

14.1. Public Reporting of Closed Meeting

A Closed Meeting was held prior to the Regular meeting of Council on July 17, 2024, pursuant to Section 239 (2) (a), (b), (c), (f) and (3.1) of the Municipal Act, 2001, as amended.

During the closed meeting, County Council was presented with information regarding subjects relating to the security of the property of the municipality and a proposed or pending acquisition or disposition of land by the municipality.

Council was also provided with a presentation and information regarding personal matters about an identifiable individual, including municipal or local board employees.

Council further received information for education purposes and advice on a matter of solicitor client privilege.

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.

Michael Prue withdrew the Notice of Motion based on information presented under Agenda Item 12.7.

15. **Adoption of By-Laws**

199-2024

Moved By Gary McNamara

Seconded By Rob Shepley

That By-laws 2024-34 through 2024-36, 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 2024-34

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

15.2. By-law Number 2024-35

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

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

Preamble:

Whereas the intersection at County Road 20 and Lowes Side Road are owned by the County of Essex, but located within the Town of Amherstburg;

And whereas the intersection of County Road 20 and Lowes Side Road requires improvements to ensure pedestrian and cyclist safety;

Be It Resolved that Council support Mayor Prue and Deputy Mayor Gibb in their efforts to introduce a motion at County Council requesting improvements and changes to the County Road 20 and Lowes Side Road intersection in an effort to improve pedestrian and cyclist safety.

Given local observations and changes in property usage in the area, the Town of Amherstburg is requesting;

Motion:

That Administration of the County of Essex complete a review of traffic, bicycle and pedestrian conditions at and near the intersection of County Road 20 and Lowes Side Road; and

That the County of Essex consider a reduction in the posted speed limit along County Road 20 from Lowes Side Road and southerly approximately 500 metres; and,

That the County of Essex consider installing (signage at) cross walks across County Rd 20 at Lowes Side Rd.; and,

That County of Essex Administration communicate with the Town of Amherstburg, Infrastructure Services department as part of the review.

17. **Adjournment**

200-2024

Moved By Larry Verbeke

Seconded By Chris Gibb

That the Essex County Council meeting for July 17, 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

“Via Email: Premier@ontario.ca”

July 12th, 2024

The Honorable Doug Ford
Premier of Ontario

Re: Ontario Regulation 391/21: Blue Box for ‘Ineligible’ Sources

This will serve to advise you that Council of the Corporation of the Town of Cochrane, at its regular meeting held Tuesday, July 9th, 2024, passed the following resolution pertaining to the above noted:

“Resolution No. 402-2024

Moved by: Councillor Sylvie Charron-Lemieux

Seconded by: Councillor Marck Recoskie

WHEREAS under Ontario Regulation 391/21: Blue Box producers are fully accountable and financially responsible for their products and packaging once they reach their end of life and are disposed of, for 'eligible' sources only;

WHEREAS 'ineligible' sources which producers are not responsible for including businesses, places of worship, daycares, campgrounds, public-facing and internal areas of municipal- owned buildings, and not-for-profit organizations, such as shelters and food banks;

WHEREAS should a municipality continue to provide services to the 'ineligible' sources, the municipality will be required to oversee the collection, transportation, and processing of the recycling, assuming 100% of the costs;

WHEREAS The Town of Cochrane has approximately 191 or more "non-eligible" sources that will not be provided service from the Producer Responsibility Organization after transition begins;

THEREFORE, BE IT RESOLVED THAT the Town of Cochrane hereby request that the province amend Ontario Regulation 391/21: Blue Box so that producers are responsible for the end-of-life management of recycling products from all sources;

AND FURTHER THAT Council hereby request the support of all Ontario Municipalities;

AND FURTHER THAT this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, the Honourable Andrea Khanjin, Minister of the Environment, Conservation, and Parks, the Honourable John Vanthof, MPP Timiskaming-Cochrane, the Federation of Canadian Municipalities, the Association of Municipalities of Ontario, and all Ontario Municipalities.

CARRIED.”



Your attention to this matter is greatly appreciated!

Yours truly,

THE CORPORATION OF THE TOWN OF COCHRANE



Alice Mercier
Clerk

AM/ed

c.c: Minister of Environment, Conservation, and Parks, Hon. Andrea Khanjin;
Timiskaming-Cochrane MPP, John Vanthof;
Association of Municipalities of Ontario;
Federation of Canadian Municipalities;
All Ontario Municipalities



June 20, 2024

SENT VIA EMAIL

Hon. Doug Ford MPP
Premier of Ontario
Premier's Office, Main Legislative Building
Queen's Park, Toronto, Ontario

Dear Premier,

As I know you will agree, Ontario's paramedics, police officers and firefighters are our frontline heroes, regularly putting themselves at risk to protect the rest of us.

In recent months, local resident, paramedic and former volunteer firefighter, Charles Shaw, has been advocating for paramedics and all police officers to receive the same long-service medal as exists today for firefighters and Ontario Provincial Police officers.

Our Town Council agrees with Mr Shaw, and passed the below resolution unanimously requesting the province create such medals. Here is the resolution:

Resolution 2024-206

Whereas paramedics, firefighters and police officers are our frontline heroes, regularly putting their own health and safety at risk to help others in need;

Whereas the Ontario Fire Services Long Service Medal was created in 1971 to honour firefighters who have served the public for twenty-five years or more and the Governor General's Fire Services Exemplary Service Medal was created in 1985 and 'honours members of a recognized Canadian fire service who have completed 20 years of service, ten years of which have been served in the performance of duties involving potential risks;

Whereas the Ontario Provincial Police Long Service and Good Conduct Medal honours OPP officers who have served for twenty years or more and the Governor General's Police Exemplary Service Medal, created in 1983, 'recognizes police officers who have served in an exemplary manner having completed 20 years of full-time service with one or more recognized Canadian police forces;

Whereas many non-OPP police services have similar local long-service medals within their forces, but there is not a province-wide long-service medal for non-OPP police officers;

Whereas the Governor General's Emergency Medical Services Exemplary Service Medal, created in 1994, recognizes 'professionals in the provision of pre-hospital emergency medical services to the public who completed 20 years of exemplary service, including at least 10 years in the performance of duties involving potential risk;

Whereas there is no province-wide long-service medal for paramedics in Ontario;

Therefore, The Corporation of the Town of Bradford West Gwillimbury Council:

- 1. Endorse the creation of a province-wide long-service medal for police and for paramedics, modelled after the existing such award for firefighters;*
- 2. In furtherance of this resolution, that the Mayor write to the Premier, Minister of Health, Solicitor General, Minister of Citizenship and our local MPP urging them to work collaboratively to create such awards; and*
- 3. That a copy of this resolution be sent to all Ontario municipalities.*

I believe this is a relatively simple but important measure your government could take to honour our paramedics and police officers, as we already honour our firefighters. I understand the creation of such an award would involve several different ministries, and I hope you might instruct your cabinet to work together to create this award.

Thank you very much for your consideration.

Sincerely yours,



James Leduc
Mayor
Town of Bradford West Gwillimbury

cc

Hon. Sylvia Jones, Minister of Health
Hon. Michael Krezner, Solicitor General
Hon. Michael Ford, Minister of Citizenship and Multiculturalism
Hon. Caroline Mulroney, MPP for York—Simcoe
Cllr Jonathan Scott, Town of Bradford West Gwillimbury
Mr. Charles Shaw
Ontario's Municipal Councils

March 28, 2024

Please be advised that during the regular Council meeting of March 26, 2024 the following resolution regarding support for 'a call to action' to meet the deadline of an Accessible Ontario by 2025 was carried.

RESOLUTION NO. 2024-151

DATE: March 26, 2024

MOVED BY: Councillor MacNaughton

SECONDED BY: Councillor Pennell

WHEREAS the Accessibility for Ontarians With Disabilities Act (AODA) is ground-breaking legislation, created to help people with disabilities fully participate in society, bring them to the table in crafting regulations, and build mechanisms to enforce standards;

WHEREAS Rich Donovan, an expert in accessibility issues, was appointed as the Independent Reviewer of the Act in 2022, and in his 2023 legislative review declared a crisis as a necessary catalyst to get Ontario back on track for accessibility;

WHEREAS at least 2.9 million Ontarians currently live with a disability, representing at least 22% of the consumer base and the workforce, but due to barriers, Ontarians with disabilities are too often falling short of their full potential;

WHEREAS the AODA aims to develop, implement and enforce standards related to goods, services, accommodation, employment and buildings before Jan. 1, 2025, and municipalities, as the level of government closest to the people are at the front lines, developing, implementing and enforcing these standards without meaningful guidance on its implementation and/or enforcement by the Province;

WHEREAS people with disabilities and advocates, including Prince Edward County's Accessibility Advisory Committee, note the slow pace of current and previous Ontario governments in implementing the AODA and there are growing concerns there will be no renewed push to keep accessibility issues at the forefront after 2025;

WHEREAS Prince Edward County is dedicated and committed to creating a welcoming environment so that all people may have equitable access to programs, goods, services and facilities, but making investments to achieve the AODA

standards has been challenging given the lack of consistent and stable funding for municipalities to remove accessibility barriers;

THEREFORE BE IT RESOLVED THAT the Council of Prince Edward County strongly encourages action on the part of the Provincial Government to urgently:

- a) create a "Municipal Accessibility Fund" for municipalities to develop, implement and enforce AODA standards related to goods, services, accommodation, employment and buildings. Such a fund could be modeled after the Canada Community-Building Fund or the Ontario Cannabis Legalization Implementation Fund on a per household basis;
- b) to commit to working with municipalities to implement the Donovan Review immediate crisis recommendations;

AND FURTHER THAT the Mayor write a letter in support of this resolution to the Minister of Seniors and Accessibility, and that a copy of this resolution be sent to the Premier of Ontario, the Minister of Seniors and Accessibility, the Minister of Children, Community, and Social Services, the Minister of Health, the Minister of Municipal Affairs and Housing, the Federation of Canadian Municipalities, the Association of Municipalities of Ontario, and the Eastern Ontario Wardens Caucus, and all Ontario Municipalities.

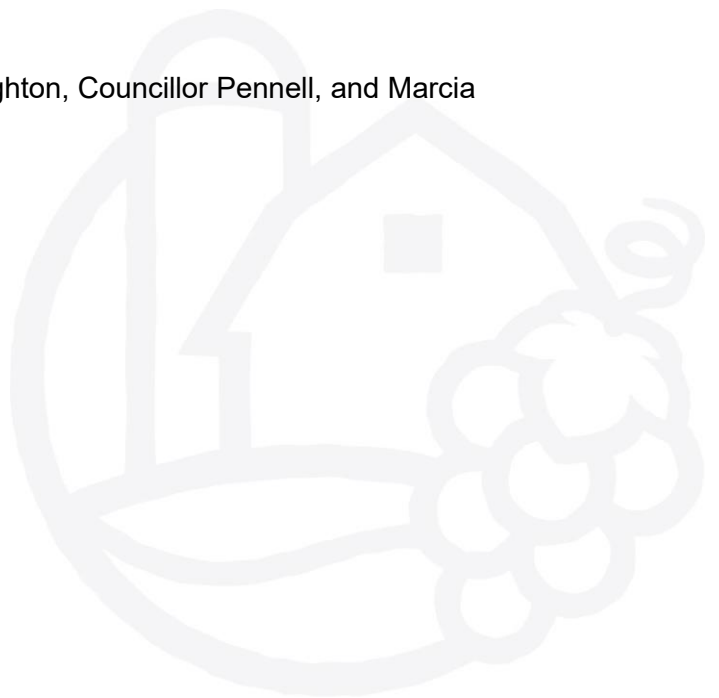
CARRIED

Yours truly,



Catalina Blumenberg, **CLERK**

cc: Mayor Steve Ferguson, Councillor MacNaughton, Councillor Pennell, and Marcia Wallace, CAO





City of Stratford, Corporate Services Department

Clerk's Office

City Hall, P. O. Box 818, Stratford, Ontario N5A 6W1

Tel: 519-271-0250, extension 5237

Email: clerks@stratford.ca

Website: www.stratford.ca

July 12, 2024

Sent via email –bthornton@pecounty.on.ca

Ben Thornton,
Council and Committee Coordinator
Prince Edward County

Re: Resolution - Call to Action to Meet the Deadline of an Accessible Ontario by 2025

We acknowledge receipt of your correspondence dated March 28, 2024, regarding the above-mentioned matter.

The said correspondence was provided to Stratford City Council for their information as part of the April 8, 2024, Council meeting Consent Agenda (CA-2024-055). Council adopted the following resolution:

THAT CA-2024-005, being a resolution from Prince Edward County regarding a call to action to meet the deadline of an accessible Ontario by 2025, be endorsed.

Sincerely,

A. Pascual

Audrey Pascual, Deputy Clerk

/mf

cc: Premier of Ontario
Association of Municipalities of Ontario
All Ontario municipalities



The Corporation of the Township of Emo

P.O. Box 520, Emo, Ontario, P0W 1E0

Website: www.emo.ca
E-mail: township@emo.ca

Phone: 807-482-2378
Fax: 807-482-2741

July 5, 2024

The Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1
premier@ontario.ca

DELIVERED VIA EMAIL

Re: Operational Budget Funding

The Council of the Township of Emo, at its regular meeting held May 15, 2024, passed the following resolution.

Resolution No.: 18, May 15, 2024

Moved by: Councillor Teeple

Seconded by: Councillor Whatley

WHEREAS all Ontario municipalities are prohibited from running budget deficits for operating purposes, and;

WHEREAS all Ontario municipalities have similar pressures with respect to aging infrastructure and operating costs for policing, and;

WHEREAS the City of Toronto has recently received Provincial funding to cover a \$1.2 billion-dollar operating shortfall and approximately \$12 million in Federal and Provincial funding for their Police operating budget, and;

WHEREAS the City of Toronto has the lowest tax rates in the Province.

BE IT RESOLVED THAT the Township of Emo call on the Province of Ontario to treat all municipalities fairly and provide equivalent representative operational budget funding amounts to all Ontario municipalities.

Yours sincerely,



Crystal Gray, Dipl. M.A.

CAO/Clerk-Treasurer

The Corporation of the Township of Emo

P: (807) 482-2378

E: cao@emo.ca

Sent via Email :

Honourable Doug Ford, Premier of Ontario, premier@ontario.ca

Honourable Paul Calandra, Minister of Municipal Affairs and Housing, paul.calandra@pc.ola.org

Honourable Peter Bethlenfalvy, Minister of Finance, peter.bethlenfalvy@pc.ola.org

Association of Municipalities of Ontario, amo@amo.on.ca

All Ontario Municipalities



The Corporation of the Township of Emo

P.O. Box 520, Emo, Ontario, P0W 1E0

Website: www.emo.ca
E-mail: township@emo.ca

Phone: 807-482-2378
Fax: 807-482-2741

July 8, 2024

The Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1
premier@ontario.ca

DELIVERED VIA EMAIL

Re: Request to Province of Ontario for New Provincial-Municipal Fiscal Framework

The Council of the Township of Emo, at its regular meeting held May 15, 2024, passed the following resolution.

Resolution No.: 17, May 15, 2024

Moved by: Councillor Boven

Seconded by: Councillor Teeple

WHEREAS the current provincial-municipal fiscal arrangements are undermining Ontario's economic prosperity and quality of life;

AND WHEREAS nearly a third of municipal spending in Ontario is for services in areas of provincial responsibility and expenditures are outpacing provincial contributions by nearly \$4 billion a year;

AND WHEREAS municipal revenues, such as property taxes, do not grow with the economy or inflation;

AND WHEREAS unprecedented population and housing growth will require significant investments in municipal infrastructure;

AND WHEREAS municipalities are being asked to take on complex health and social challenges – like homelessness, supporting asylum seekers and addressing the mental health and addictions crises;

AND WHEREAS inflation, rising interest rates, and provincial policy decisions are sharply constraining municipal fiscal capacity;

AND WHEREAS property taxpayers – including people on fixed income and small business – can't afford to subsidize income re-distribution programs for those most in need;

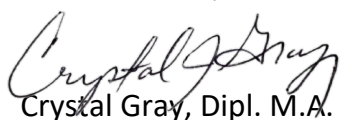
AND WHEREAS the province can, and should, invest more in the prosperity of communities;

AND WHEREAS municipalities and the provincial government have a strong history of collaboration;

NOW THEREFORE, BE IT RESOLVED THAT the Township of Emo calls on the Province of Ontario commit to undertaking, with the Association of Municipalities of Ontario, a comprehensive social and economic prosperity review to promote the stability and sustainability of municipal finances across Ontario;

AND FURTHER THAT a copy of this motion be sent to the Premier of Ontario; the Minister of Municipal Affairs and Housing; the Minister of Finance; the Local Member of Provincial Parliament; the Association of Municipalities of Ontario; the Association of Municipal Managers, Clerks, and Treasurers of Ontario (AMCTO); and all other municipalities.

Yours sincerely,



Crystal Gray, Dipl. M.A.

CAO/Clerk-Treasurer

The Corporation of the Township of Emo

P: (807) 482-2378

E: cao@emo.ca

Sent via Email:

Honourable Doug Ford, Premier of Ontario, premier@ontario.ca

Honourable Paul Calandra, Minister of Municipal Affairs and Housing, paul.calandra@pc.ola.org

Honourable Peter Bethlenfalvy, Minister of Finance, peter.bethlenfalvy@pc.ola.org

Association of Municipalities of Ontario (AMO), amo@amo.on.ca

MPP-Greg Rickford, Kenora Rainy River District, greg.rickfordco@pc.ola.org

Association of Municipal Clerks and Treasurers of Ontario (AMCTO), advocacy@amcto.com

All Ontario Municipalities

**Association of Municipalities of Ontario
(AMO)**

155 University Ave., Suite 800
Toronto, Ontario M5H 3B7
Telephone: 416.971.9856
Toll-free in Ontario: 1.877.426.6527
Fax: 416.971.6191

Ontario Medical Association

150 Bloor St. West, Suite 900
Toronto, ON M5S 3C1
Canada
TF: 1.800.268.7215
T: 416.599.2580
F: 416.533.9309
E: info@oma.org
oma.org

Dear Heads of Council and Clerks,

Communities across Ontario have been facing critical healthcare challenges, including long waitlists for primary care, shortages of doctors and other healthcare workers; and emergency room closures. These cracks in Ontario's health care system are impacting economic development, health, and well-being at the local level.

In response, the Ontario Medical Association (OMA) and the Association of Municipalities of Ontario (AMO) are working collaboratively to advocate for a better healthcare system for Ontario's residents and communities.

We have jointly developed the attached draft council resolution (Appendix A - Also in PDF and Word Versions), urging the provincial government to recognize the physician shortage in your municipality and the rest of Ontario. By adopting this resolution, your municipality can play a crucial role in highlighting the urgent need for more healthcare resources and support.

AMO is excited to welcome everyone to Ottawa for our annual conference from August 18-21, 2024. We are pleased to inform you that the OMA will be participating at this year's conference. Along with sponsoring the Rural Caucus Lunch on August 20, the OMA has reserved meeting room at the Fairmont Château Laurier for both August 20 and 21 to meet directly with municipal leaders. During these meetings, we would like to hear what you are seeing on the ground and discuss opportunities to work closer with you. We believe that collaboration between Ontario's doctors and all 444 municipalities is essential in addressing the healthcare needs of your community.

To set up a meeting with the OMA, please reach out to Tarun.Saroya@OMA.org (Senior Advisor for Government Relations and Advocacy) to book a 15-30 minute time slot at your earliest convenience.

We look forward to your positive response and to working together towards a healthier future for all Ontarians.

Yours sincerely,



Kimberly Moran
CEO, Ontario Medical



Colin Best
Association AMO President

Appendix A:

WHEREAS the state of health care in Ontario is in crisis, with 2.3 million Ontarians lacking access to a family doctor, emergency room closures across the province, patients being de-rostered and 40% of family doctors considering retirement over the next five years; and

WHEREAS it has becoming increasingly challenging to attract and retain an adequate healthcare workforce throughout the health sector across Ontario; and

WHEREAS the Northern Ontario School of Medicine University says communities in northern Ontario are short more than 350 physicians, including more than 200 family doctors; and half of the physicians working in northern Ontario expected to retire in the next five years; and
(Northern Ontario only)

WHEREAS Ontario municipal governments play an integral role in the health care system through responsibilities in public health, long-term care, and paramedicine.

WHEREAS the percentage of family physicians practicing comprehensive family medicine has declined from 77 in 2008 to 65 percent in 2022; and

WHEREAS per capita health-care spending in Ontario is the lowest of all provinces in Canada, and

WHEREAS a robust workforce developed through a provincial, sector-wide health human resources strategy would significantly improve access to health services across the province;

NOW THEREFORE BE IT RESOLVED THAT the Council of (the name of municipality) urge the Province of Ontario to recognize the physician shortage in (name of municipality) and Ontario, to fund health care appropriately and ensure every Ontarian has access to physician care.

City Clerk's Office

Secretariat
Sylvia Przewdziecki
Council Secretariat Support
City Hall, 12th Floor, West
100 Queen Street West
Toronto, Ontario M5H 2N2

Tel: 416-392-7032
Fax: 416-392-2980
e-mail:
Sylvia.Przewdziecki@toronto.ca
web: www.toronto.ca

**In reply please quote:
Ref.: 24-MM19.5**

(Sent by Email)

July 31, 2024

MUNICIPAL CLERKS OF ONTARIO'S MUNICIPALITIES:

**Subject: Member Motions Item 19.5
Requesting the Province to Support Family Physicians (Ward All)**

City Council on June 26 and 27, 2024, adopted [Item MM19.5](#) and, in so doing, has forwarded City Council's decision to the Premier of Ontario, the Minister of Health, the Association of Municipalities of Ontario, and the municipal Clerks of Ontario's municipalities.

A handwritten signature in cursive script that reads "J. Canchela".
for City Clerk

J. Canchela/wg

Attachment

Sent to: Premier, Province of Ontario
Minister of Health and Deputy Premier, Province of Ontario
Executive Director, Association of Municipalities of Ontario
Municipal Clerks of Ontario's Municipalities

c. City Manager

City Council

Member Motions - Meeting 19

MM19.5	ACTION	Adopted		Ward: All
--------	--------	---------	--	-----------

Requesting the Province to Support Family Physicians - by Councillor Dianne Saxe, seconded by Councillor Mike Colle

City Council Decision

City Council on June 26 and 27, 2024, adopted the following:

1. City Council request the Minister of Health to take immediate action to:
 - a. properly compensate family physicians with appropriate fee increases; and
 - b. reduce the administrative burden that the Province places on family doctors so they have more time to see their patients.
2. City Council forward City Council's decision to the Premier of Ontario, the Minister of Health, the Association of Municipalities of Ontario, and the municipal Clerks of Ontario's municipalities.
3. City Council request a direct response from the Minister of Health within 30 days.

Summary

On May 13, 2024, the City of Belleville set a good example by passing a resolution calling upon the provincial government to improve compensation and reduce administrative burden for Ontario's family physicians. Toronto should do the same.

The Province of Ontario is responsible for providing quality health care to all residents of Ontario. Family medicine is the backbone of the healthcare system and providing timely access to a primary health care provider for everyone in Ontario, is essential and should be a top Provincial Government priority. Instead, the shortage of family physicians has reached a crisis point.

Millions of Ontario residents, and hundreds of thousands of Torontonians, do not have a family doctor. Studies show that patients without a primary care provider have poorer health outcomes while costing the health care system more. Meanwhile, hospitals, emergency rooms and clinics are overloaded by residents' unmet health care needs.

The Province of Ontario could address this issue quickly and efficiently by paying fair wages to family physicians and by lessening the undue administrative burden this provincial government imposes on family doctors.

Background Information (City Council)

Member Motion MM19.5

(<https://www.toronto.ca/legdocs/mmis/2024/mm/bgrd/backgroundfile-246768.pdf>)



Township of Lucan Biddulph

270 Main Street
P.O. Box 190, Lucan, Ontario N0M 2J0
Phone (519) 227-4491; Fax (519) 227-4998

July 30, 2024

Sent Via Email

Hon. Doug Ford (Premier of Ontario)
Hon. Sylvia Jones (Ontario Minister of Health)
Dr. Kieran Moore (Chief Medical Officer of Health)
Rob Flack, MPP (Elgin-Middlesex-London)
Steve Pinsonneault, MPP (Lambton-Kent-Middlesex)
Association of Municipalities of Ontario (AMO)
Ontario Medical Association (OMA)
Western Ontario Warden's Caucus (WOWC)
All Ontario Municipalities

RE: AMO/OMA Joint Health Resolution Campaign – Physician Shortage

Please be advised that at their last regular meeting on Tuesday July 16, 2024, the Council of the Township of Lucan Biddulph passed the following resolution:

Resolution No. 2024 - 187

Moved by D. Regan

Seconded by J. Hodgins

WHEREAS the state of health care in Ontario is in crisis, with 2.3 million Ontarians lacking access to a family doctor, emergency room closures across the province, patients being de-rostered and 40% of family doctors considering retirement over the next five years; and

WHEREAS it has becoming increasingly challenging to attract and retain an adequate healthcare workforce throughout the health sector across Ontario; and

WHEREAS the Northern Ontario School of Medicine University says communities in northern Ontario are short more than 350 physicians, including more than 200 family doctors; and half of the physicians working in northern Ontario expected to retire in the next five years; and
(Northern Ontario only)

WHEREAS Ontario municipal governments play an integral role in the health care system through responsibilities in public health, long-term care, and paramedicine.

WHEREAS the percentage of family physicians practicing comprehensive family medicine has declined from 77 in 2008 to 65 percent in 2022; and

WHEREAS per capita health-care spending in Ontario is the lowest of all provinces in Canada, and

WHEREAS a robust workforce developed through a provincial, sector-wide health human resources strategy would significantly improve access to health services across the province;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Lucan Biddulph urge the Province of Ontario to recognize the physician shortage in the Township of Lucan Biddulph and Ontario, to fund health care appropriately and ensure every Ontarian has access to physician care.

CARRIED

Please contact our office should you require any further information on this matter.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Tina Merner', is written over the printed name.

Tina Merner
Deputy Clerk



RE: Letter of Support – AMO-OMA

July 31, 2024

Motion110-2024

Moved by Councillor Glenn Locke

Seconded by Councillor Grace Hamm

That Council direct staff to issue a letter of support to AMO and the Ontario Medical Association as requested.

Carried

WHEREAS the state of health care in Ontario is in crisis, with 2.3 million Ontarians lacking access to a family doctor, emergency room closures across the province, patients being de-rostered and 40% of family doctors considering retirement over the next five years; and

WHEREAS it has becoming increasingly challenging to attract and retain an adequate healthcare workforce throughout the health sector across Ontario; and

WHEREAS the Northern Ontario School of Medicine University says communities in northern Ontario are short more than 350 physicians, including more than 200 family doctors; and half of the physicians working in northern Ontario expected to retire in the next five years; and (Northern Ontario only)

WHEREAS Ontario municipal governments play an integral role in the health care system through responsibilities in public health, long-term care, paramedicine, and other investments.

WHEREAS the percentage of family physicians practicing comprehensive family medicine has declined from 77% in 2008 to 65 percent in 2022; and

WHEREAS per capita health-care spending in Ontario is the lowest of all provinces in Canada, and

Victoria Tisdale, Clerk Treasurer
clerk@township.limerick.on.ca
Telephone: 613-474-2863
Fax: 613-474-0478



Nicole Ilcio, Deputy Clerk Treasurer
assistant@township.limerick.on.ca
Telephone: 613-474-2863
Fax: 613-474-0478



WHEREAS a robust workforce developed through a provincial, sector-wide health human resources strategy would significantly improve access to health services across the Province;

NOW THEREFORE BE IT RESOLVED THAT the Council of Township of Limerick urge the Province of Ontario to recognize the physician shortage in the Township of Limerick and Ontario, to fund health care appropriately and ensure every Ontarian has access to physician care.

Sincerely,

Victoria Tisdale

Clerk-Treasurer

Victoria Tisdale, Clerk Treasurer
clerk@township.limerick.on.ca
Telephone: 613-474-2863
Fax: 613-474-0478



Nicole Ilcio, Deputy Clerk Treasurer
assistant@township.limerick.on.ca
Telephone: 613-474-2863
Fax: 613-474-0478

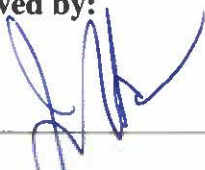


The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, July 23, 2024

Resolution # RC24172	Meeting Order: 15
Moved by: 	Seconded by: 

WHEREAS the state of health care in Ontario is in crisis, with 2.3 million Ontarians lacking access to a family doctor, emergency room closures across the province, patients being de-rostered and 40% of family doctors considering retirement over the next five years; and

WHEREAS it has becoming increasingly challenging to attract and retain an adequate healthcare workforce throughout the health sector across Ontario; and

WHEREAS the Northern Ontario School of Medicine University says communities in northern Ontario are short more than 350 physicians, including more than 200 family doctors; and half of the physicians working in northern Ontario expected to retire in the next five years; and (Northern Ontario only) and;

WHEREAS Ontario municipal governments play an integral role in the health care system through responsibilities in public health, long-term care, and paramedicine and;

WHEREAS the percentage of family physicians practicing comprehensive family medicine has declined from 77¹/₆ in 2008 to 65 percent in 2022; and

WHEREAS per capita health-care spending in Ontario is the lowest of all provinces in Canada, and;

WHEREAS a robust workforce developed through a provincial, sector-wide health human resources strategy would significantly improve access to health services across the province;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Municipality of Wawa urge the Province of Ontario to recognize the physician shortage in the Municipality of Wawa and Ontario, to fund health care appropriately and ensure every Ontarian has access to physician care.

P. 2...



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

AND FURTHERMORE, THAT a copy of this resolution be shared with AMO, Colin Best, Ontario Medical Association, Kimberly Moran, CEO, Premier Doug Ford, and all Ontario Municipalities.

RESOLUTION RESULT		RECORDED VOTE		
☒	CARRIED	MAYOR AND COUNCIL	YES	NO
☐	DEFEATED	Mitch Hatfield		
☐	TABLED	Cathy Cannon		
☐	RECORDED VOTE (SEE RIGHT)	Melanie Pilon		
☐	PECUNIARY INTEREST DECLARED	Jim Hoffmann		
☐	WITHDRAWN	Joseph Opato		

Disclosure of Pecuniary Interest and the general nature thereof.

- ☐ Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk: _____

MAYOR – MELANIE PILON	CLERK – MAURY O'NEILL

This document is available in alternate formats.

**Municipality of Tweed Council Meeting
Council Meeting**



Resolution No. 229
Title: Councillor P. Valiquette
Date: Tuesday, April 23, 2024

Moved by P. Valiquette
Seconded by J. Palmateer

WHEREAS it is apparent that the Ontario Government has overlooked the needs of small rural Ontario;
AND WHEREAS Ontario's small rural municipalities face insurmountable challenges to fund both upfront investments and ongoing maintenance of their capital assets including roads, bridges, water/wastewater and municipally owned buildings including recreational facilities, libraries and other tangible capital assets;

AND WHEREAS small rural Ontario's operating needs consume the majority of property tax revenue sources;

AND WHEREAS small rural municipalities (of 10,000 people or less) are facing monumental infrastructure deficits that cannot be adequately addressed through property tax revenue alone;

AND WHEREAS in 2015 the provincial government moved to standardized billing for all non-contract O.P.P. (5.1) locations;

AND WHEREAS the Ontario Government has committed \$9.1 billion to Toronto alone to assist with operating deficits and the repatriation of the Don Valley and Gardner Expressway; and \$534 million to Ottawa for the repatriation of Hwy 174;

AND WHEREAS the annual cost of the Ontario Provincial Police, Municipal Policing Bureau for small rural non-contract (5.1) municipalities is approximately \$428 million;

AND WHEREAS this annual cost is significantly less than the repatriation costs of the Gardiner Express Way, the Don Valley Parkway and Highway 174 (Ottawa Region) but provides a greater impact to the residents of the Province overall;

AND WHEREAS this will afford relief to small rural municipalities for both infrastructure and operating needs while having a minimal impact on the provincial budget;

NOW THEREFORE BE IT RESOLVED THAT The Municipality of Tweed call on the Ontario Government to immediately implement sustainable funding for small rural municipalities by reabsorbing the cost of the Ontario Provincial Police Force back into the provincial budget with no cost recovery to municipalities;

AND FURTHER, that Council direct staff to circulate this resolution to Premier Doug Ford (premier@ontario.ca), Minister of Solicitor General, Minister of Finance, and to the Association of Municipalities of Ontario (amo@amo.on.ca) and all Municipalities in Ontario.

Carried

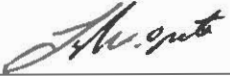


The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, July 23, 2024

Resolution # RC24163	Meeting Order: 6
Moved by: 	Seconded by: 

WHEREAS Council of the Municipality of Wawa received correspondence from the Municipality of Tweed dated June 17, 2024 regarding a request for the government to implement sustainable funding for small rural municipalities by reabsorbing the cost of the Ontario Provincial Police Force back into the provincial budget with no cost recovery to municipalities;

THEREFORE BE IT RESOLVED that Council of the Corporation of the Municipality of Wawa does hereby endorse the letter from the Municipality of Tweed and request the Government to immediately implement sustainable funding for small rural municipalities by reabsorbing the cost of the Ontario Provincial Police Force back into the provincial budget with no cost recovery to municipalities and;

FURTHERMORE that a copy of the resolution be circulated to Premier Doug Ford, Minister of Solicitor General, Minister of Finance, the Association of Municipalities of Ontario and all Municipalities in Ontario.

RESOLUTION RESULT	RECORDED VOTE		
☒ CARRIED	MAYOR AND COUNCIL	YES	NO
☐ DEFEATED	Mitch Hatfield		
☐ TABLED	Cathy Cannon		
☐ RECORDED VOTE (SEE RIGHT)	Melanie Pilon		
☐ PECUNIARY INTEREST DECLARED	Jim Hoffmann		
☐ WITHDRAWN	Joseph Opato		

Disclosure of Pecuniary Interest and the general nature thereof.

- ☐ Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk: _____

MAYOR - MELANIE PILON	CLERK - MAURY O'NEILL
	

This document is available in alternate formats.

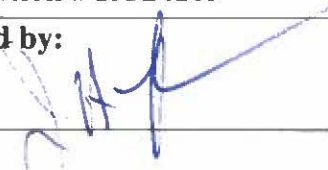


The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, July 23, 2024

Resolution # RC24165	Meeting Order: 8
Moved by: 	Seconded by: 

WHEREAS Council of the Municipality of Wawa received correspondence from the Township of Larder Lake and the Town of Cobalt regarding Asset Retirement Obligations;

THEREFORE BE IT RESOLVED that Council of the Municipality of Wawa approves the following;

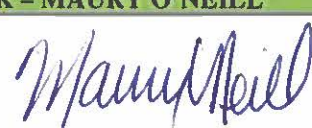
1. That correspondence from the Township of Larder Lake and the Town of Cobalt regarding Asset Retirement Obligation be received and endorsed; and,
2. That a copy of this resolution be forwarded to the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, the Association of Municipal Clerks and Treasurers of Ontario (AMCTO), the Association of Municipalities of Ontario (AMO), the Federation of Northern Ontario Municipalities (FONOM) and all municipalities in Northern Ontario.

RESOLUTION RESULT		RECORDED VOTE		
☒ CARRIED		MAYOR AND COUNCIL	YES	NO
☐ DEFEATED		Mitch Hatfield		
☐ TABLED		Cathy Cannon		
☐ RECORDED VOTE (SEE RIGHT)		Melanie Pilon		
☐ PECUNIARY INTEREST DECLARED		Jim Hoffmann		
☐ WITHDRAWN		Joseph Opato		

Disclosure of Pecuniary Interest and the general nature thereof.

- ☐ Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk: _____

MAYOR – MELANIE PILON	CLERK – MAURY O'NEILL
	

This document is available in alternate formats.

THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE

69 Fourth Avenue, Larder Lake, ON

Phone: 705-643-2158 Fax: 705-643-2311



MOVED BY:

☐ Thomas Armstrong
☒ Patricia Hull
☐ Paul Kelly
☐ Lynne Paquette

SECONDED BY:

☐ Thomas Armstrong
☐ Patricia Hull
☒ Paul Kelly
☐ Lynne Paquette

Motion #: 12

Resolution #:

Date: June 11, 2024

WHEREAS, the Public Sector Accounting Board (PSAB) establishes accounting standards for the public sector which must be followed by all Ontario municipalities; And

WHEREAS, the Municipal Act, 2001 section 294.1 states that a municipality shall, for each fiscal year, prepare annual financial statements for the municipality in accordance with generally accepted accounting principles for local governments as recommended, from time to time, by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada; And

WHEREAS, PS 3280 is a new accounting standard covering asset retirement obligations (ARO) that was approved by PSAB in March 2018; And

WHEREAS, the standard must be applied by all public sector entities who prepare their financial statements under PSAB, including all Canadian municipalities; And

WHEREAS, many small municipalities do not have accountants or engineers on staff to complete the ARO obligations and this major accounting change will force small municipalities to hire consultants to complete this work and cause a significant financial burden to municipalities;

NOW THEREFORE BE IT RESOLVED THAT The Corporation of the Township of Larder Lake hereby calls upon the province of Ontario to provide financial assistance to municipalities to complete the ARO; And

FINALLY, THAT a copy of this resolution be forwarded to the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, the Association of Municipal Clerks and Treasurers

Recorded vote requested: ☐

	For	Against
Tom Armstrong		
Patricia Hull		
Paul Kelly		
Lynne Paquette		
Patty Quinn		

I declare this motion

☐ Carried
☐ Lost / Defeated
☐ Deferred to: _____ (enter date)
Because:
☐ Referred to: _____ (enter body)
Expected response: _____ (enter date)

Disclosure of Pecuniary Interest*

Chair: _____

*Disclosed his/her (their) interest(s), abstained from discussion and did not vote on this question.

THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE

69 Fourth Avenue, Larder Lake, ON

Phone: 705-643-2158 Fax: 705-643-2311



MOVED BY:

- ☐ Thomas Armstrong
☐ Patricia Hull
☐ Paul Kelly
☐ Lynne Paquette

SECONDED BY:

- ☐ Thomas Armstrong
☐ Patricia Hull
☐ Paul Kelly
☐ Lynne Paquette

Motion #: 13

Resolution #:

Date: June 11, 2024

of Ontario (AMCTO), the Timiskaming Municipal Association (TMA), the Federation of Ontario Municipalities (FONOM), and all municipalities within the District of Timiskaming.

Recorded vote requested: ☐

	For	Against
Tom Armstrong		
Patricia Hull	✓	
Paul Kelly	✓	
Lynne Paquette	✓	
Patty Quinn	✓	

Disclosure of Pecuniary Interest*

I declare this motion

☒ Carried
☐ Lost / Defeated
☐ Deferred to: _____ (enter date)
Because:
☐ Referred to: _____ (enter body)
Expected response: _____ (enter date)

Chair:



*Disclosed his/her (their) interest(s), abstained from discussion and did not vote on this question.



THE CORPORATION OF THE TOWN OF COBALT

June 26, 2024

The Corporation of the Township of Harley
903303 Hanbury Rd
New Liskeard, ON P0J 1P0

Please be advised that at the Regular Meeting of Council on June 25, 2024, the Town of Cobalt adopted the following resolution:

RESOLUTION No. 2024-125

MOVED BY: Councillor Wilcox
SECONDED BY: Councillor Starchuk

WHEREAS the Public Sector Accounting Board (PSAB) establishes accounting standards for the public sector which must be followed by all Ontario municipalities;

AND WHEREAS the Municipal Act, 2001, section 294.1 states that a municipality shall, for each fiscal year, prepare annual financial statements for the municipality in accordance with generally accepted accounting principles for local governments as recommended, from time to time, by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada;

AND WHEREAS PS3280 is a new accounting standard covering asset retirement obligations (ARO) that was approved by PSAB in March 2018;

AND WHEREAS the standard must be applied by all public sector entities who prepare their financial statements under PSAB, including all Canadian municipalities;

AND WHEREAS many small municipalities do not have accountants or engineers on staff to complete the ARO obligations and this major accounting changes will force small municipalities to hire consultants to complete this work and cause a significant financial burden to municipalities;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Town of Cobalt supports the resolutions from the Township of Harley, Coleman Township, Township of Larder Lake, Township of Casey, Township of Hudson & Township of Kerns and hereby calls upon the province of Ontario to provide financial assistance to municipalities to complete the ARO;

AND FURTHER THAT a copy of this resolution be forwarded to the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, the Association of Municipal Clerks and Treasurers of Ontario (AMCTO), the Timiskaming Municipal Association (TMA), the Federation of Northern Ontario Municipalities (FONOM) and all municipalities within the District of Timiskaming.

CARRIED

Kind Regards,

Steven Dalley
Town Manager, Clerk/Treasurer
Email: sdalley@cobalt.ca



Town of Amherstburg

OFFICE OF THE MAYOR

Michael Prue, Mayor

July 17, 2024

County of Essex
360 Fairview Ave, W.
Essex, ON N8M 1Y6
VIA EMAIL: clerks@countyofessex.ca

Attn: Warden and Members of County Council

Re: Phragmites Control Across the County

On behalf of the Town of Amherstburg, I am writing to you pursuant to a resolution from our Town Council meeting on June 25th, 2024 to seek a collaborative approach to phragmites infestation across the County.

*"That the Mayor **BE DIRECTED** to send correspondence to County Council for a concerted effort to address phragmites across the County and investigate addressing phragmites on private property".*

Phragmites significantly threaten our local ecosystems, waterways, and infrastructure. Addressing this issue requires a unified effort from all municipalities within the County, as well as cooperation from private landowners.

We believe that a concerted and coordinated approach is essential to effectively manage and mitigate the impact of phragmites across our County. By working together, we can protect our natural environments and ensure the well-being of our communities.

Thank you for your attention to this matter.

Sincerely,

Michael Prue, Mayor
Town of Amherstburg

Cc: Warden and Deputy Warden
County Council Members



Summary of Outstanding Reports

Meeting Date: Wednesday, August 14, 2024

Report #: 2024-0814-LCS-R24-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
2024-04-03	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
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	Pending Allan Botham	2024-10-16

Meeting Date	Direction/Motion	Status/Action Taken	Anticipated Report/ Completion
	traffic signalization, to assist not only with the traffic flow but also with pedestrian safety.		
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

Recommendation

That Essex County Council receive report number 2024-0814-LCS-R24-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.



Essex-Windsor Solid Waste Authority Regular Board Meeting MINUTES

Meeting Date: Tuesday, May 7, 2024

Time: 4:00 PM

Location: Essex County Civic Centre
Council Chambers, 2nd Floor
360 Fairview Avenue West
Essex, Ontario N8M 1Y6

Attendance

Board Members:

Gary Kaschak –Chair	City of Windsor
Kieran McKenzie	City of Windsor
Jim Morrison	City of Windsor
Gary McNamara – Vice Chair	County of Essex
Hilda MacDonald	County of Essex
Rob Shepley	County of Essex

EWSWA Staff:

Michelle Bishop	General Manager
Steffan Brisebois	Manager of Finance & Administration
Cathy Copot-Nepszy	Manager of Waste Diversion
Tom Marentette	Manager of Waste Disposal
Madison Mantha	Project Lead
Teresa Policella	Executive Assistant

City of Windsor Staff:

Anne-Marie Albidone	Manager of Environmental Services
Shawna Boakes	Executive Director of Operations
Natasha Gabbana	Senior Manager, Asset Planning
Mark Spizzirri	Manager of Performance Management and Business Case Development

County of Essex Staff:

Heidi McLeod	Manager – Accounting – Administration/Deputy Treasurer
Melissa Ryan	Director of Financial Services/Treasurer
David Sundin	Solicitor/Interim Director, Legislative and Community Services

Absent:

Mark McKenzie	City of Windsor
Fred Francis	City of Windsor

Michael Akpata
Drew Dilkens
Tony Ardovini
Jim Leether

County of Essex
City of Windsor (Ex-Officio)
Deputy Treasurer Financial Planning
Manager of Environmental Services

1. Call to Order

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

2. Declaration of Pecuniary Interest

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

3. Approval of the Minutes

Moved by Kieran McKenzie
Seconded by Rob Shepley

THAT the minutes from the Essex-Windsor Solid Waste Authority Regular Meeting, dated April 10, 2024, be approved and adopted.

**32-2024
Carried**

4. Business Arising from the Minutes

No items were raised for discussion

5. Correspondence

A. Call2Recycle – 2023 Leader in Sustainability Award

The Manager of Waste Diversion was pleased to share that the Authority was recognized by Call2Recycle Canada, Inc. for collecting and diverting 20 tonnes of batteries from the landfill in 2023.

Moved by Hilda MacDonald
Seconded by Gary McNamara

THAT the Board receive as information.

**33-2024
Carried**

6. Waste Diversion

A. 2023 Residential Waste Diversion Report

The Manager of Waste Diversion provided a summary of the report. The overall waste diversion rate for 2023 increased to 32.4%. This figure represents residential tonnes diverted from the Landfill. She noted new waste diversion programs such as the FoodCycler, wood pallet recycling and shingle/road-base reuse created a favourable increase in the waste diversion rate.

Mr. McKenzie commented that the increase in the diversion rate is good but still low compared to other communities.

The Manager of Waste Diversion stated that the new organics program will increase the diversion rate.

Mr. McNamara asked if there is a concern that there will be a regression in the number as we transition to producers.

Mr. Morrison asked if curbside waste audits will still be conducted.

The Manager of Waste Diversion stated that in 2022, the Authority engaged a waste auditor to conduct curbside audits to determine the behaviour between recycling and garbage. A report will be brought forward to the Board which will also include the consultant's report. We will use that data going forward to measure participation.

Moved by Gary McNamara

Seconded by Rob Shepley

THAT the Board receive the report as information.

**34-2024
Carried**

7. Finance & Administration

A. Request for Tenders for Rental and Use of Vacant Land

The General Manager stated the request was for the Board to approve an agreement between the Authority and Christopher Malott Farming Enterprises Inc. (CFME) for a five-year term. CFME's submission of \$425 per acre was the highest of three submissions received by the Authority. She noted that this is the third time CFME has bid on these properties. Mr. Malott has been an excellent tenant adhering to all terms and conditions of the lease and a good partner with the Authority. The rental revenue will increase by \$149 per acre per year.

The County of Essex will also be party to the lease agreement as they are the owners of the subject lands.

The General Manager asked if there were any questions. No questions were asked.

Moved by Kieran McKenzie
Seconded by Jim Morrison

1. **THAT** the Board accept Administration's recommendation to enter into an agreement with Christopher Malott Farming Enterprises Inc. for a five-year term commencing on November 1, 2024 and ending on October 31, 2029 at a rate of \$425 per acre, with three (3) optional one-year extensions, if mutually agreed upon by all parties, under the same terms and conditions as set out in the Contract.
2. **THAT** since the County of Essex is the owner of subject lands, that a report be brought before Essex County Council recommending that the County of Essex be a party to the lease between the Authority and Christopher Malott Farming Enterprises Inc.

**35-2024
Carried**

B. 2024 EWSWA Asset Management Plan

The Manager of Finance provided a summary of the 2024 EWSWA Asset Management Plan (AMP). The Authority's AMP will form part of the City of Windsor (City) and County of Essex's (County) 2024 AMP. Ontario regulation guided Administration on how to create the AMP for 2024. He noted that 86% of the Authority's assets are categorized as being in Good to Very Good condition.

He noted that in 2024, the Authority is only required to present the current Community and Technical levels of service but will be required to include proposed levels of service in 2025.

The Manager of Finance referred to the risk matrix table on page 26 of the agenda package. He noted that some Authority assets fall under the high-risk areas due to their age and overall dollar value.

There are no financial implications to the 2024 budget.

The Chair asked if there were any questions.

Kieran McKenzie asked if the cost of the contractor to provide building condition assessments are included in the 2024 budget.

The Manager of Finance stated that it will form part of the 2025 budget.

Moved by Kieran McKenzie
Seconded by Hilda MacDonald

THAT the Board approve the 2024 Essex-Windsor Solid Waste Asset Management Plan.

**36-2024
Carried**

C. 2023 Financial Statements and Auditors' Report

The Manager of Finance provided a summary of the Authority's financial statements. KPMG has issued an "unmodified" audit opinion meaning the financial statements present fairly.

He explained the Authority was required to adopt the new Asset Retirement Obligation standards effective January 1, 2023 which replaced the Post Closure Liability Standards. He referred to the table on page 38 of the agenda package which outlined the restated 2022 figures as a result of the new standards.

He further provided a summary of the final operating deficit compared to budgeted figures for 2023.

The Chair asked if there were any questions. No questions were asked.

Moved by Kieran McKenzie
Seconded by Gary McNamara

THAT the Board approve this report, the 2023 financial statements and the associated auditors' report.

**37-2024
Carried**

D. January to March 2024 – Three Month Operations Financial Review

The Manager of Finance provided a summary of the three-month operations financial review. He noted that there were no significant changes in tonnage levels for both Municipal and Industrial/Commercial/Institutional landfilled material. The only significant variance to report has been the positive change in the average commodity prices for recyclable material resulting in a revenue surplus.

The Chair asked if there were any questions. No questions were asked.

Moved by Jim Morrison
Seconded by Rob Shepley

THAT the Board receive this report as information.

**38-2024
Carried**

8. New Business

No items were raised for discussion.

9. Other Items

No items were raised for discussion.

10. By-Laws

A. By-Law 6-2024

Moved by Gary McNamara

Seconded by Kieran McKenzie

THAT By-Law 6-2024, being a By-Law to Authorize the Execution of an Agreement between the Essex-Windsor Solid Authority, the Corporation of the County of Essex and Christopher Malott Farming Enterprises Inc. for the Rental and Use of Vacant Land.

**39-2024
Carried**

B. By-Law 7-2024

Moved by Rob Shepley

Seconded by Hilda MacDonald

THAT By-Law 7-2024, being a By-law to Confirm the Proceedings of the Board of the Essex-Windsor Solid Waste Authority be given three readings and be adopted this 7th day of May, 2024.

**40-2024
Carried**

11. Next Meeting Dates

Tuesday, June 4, 2024

Wednesday, July 10, 2024

Wednesday August 14, 2024 – Note: This meeting will start at 3:00PM

Wednesday, September 11, 2024

Wednesday, October 9, 2024

Tuesday, November 5, 2024

Tuesday, December 3, 2024

12. Adjournment

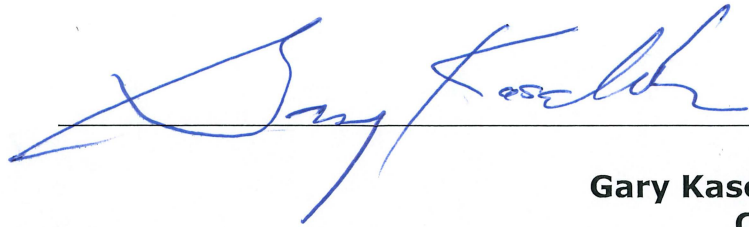
Moved by Jim Morrison

Seconded by Rob Shepley

THAT the Board stand adjourned at 4:34PM.

**41-2024
Carried**

All of which is respectfully submitted.



Gary Kaschak
Chair



Michelle Bishop
General Manager



ANNUAL REPORT

Essex-Windsor Residential Waste Diversion 2023

Report Date: March 31, 2024

Table of Contents

1 INTRODUCTION	1
1.1 Residential Waste Diversion Rate 2023	1
2 PROGRAMS	2
2.1 Residential Recycling Blue Box Program	2
Table 1: Residential recycling blue box collection tonnes by month comparison	3
2.2 Recycling Residual Disposal	3
3 TONNES MARKETED	4
Figure 1: Percent of tonnes for 2023 marketed recyclables	4
3.1 Fibres	5
Old Newspaper (SRPN #56)	5
Old Corrugated Cardboard (OCC)	5
Hardpack (OBB)	5
Fine Paper	5
Mixed Fibre (SRPN #54)	5
3.2 Containers	6
Steel Cans	6
Aluminum Cans and Foil	6
Glass	6
Polyethylene Terephthalate (PET)	6
High-Density Polyethylene (HDPE)	6
Polycoat and Gable Top	6
Mixed Plastics	7
Mixed Containers	7
Table 2: Marketed fibre summary comparison: 2022 versus 2023	7
Table 3: Marketed containers summary comparison: 2022 versus 2023	7
Table 4: Residential recyclables marketed comparison	8
Table 5: Revenue comparison: 2022 versus 2023	8
Table 6: Annual revenue comparison	9

Figure 2: Percent of revenue marketed in 2023 _____	10
3.3 Markets _____	11
4 OTHER RESIDENTIAL RECYCLING PROGRAMS _____	11
4.1 White Goods _____	11
Table 7: Summary of white goods diversion for 2023 _____	11
Table 8: 2023 White goods collected through the EWSWA White Goods Program by month in municipalities across Essex County _____	12
4.2 Tires _____	13
4.3 Scrap Metal _____	13
4.4 Electronics Recycling _____	13
4.5 Deposit/Return Program _____	13
4.6 WE ReCYCLE Bike Program _____	14
Table 9: Bikes recycled through the WE ReCYCLE program in 2023 _____	14
4.7 Election Signs _____	14
4.8 Wood Pallet Pilot Program _____	14
4.9 Shingles/Road Base Diversion _____	15
4.10 Textile Recycling with Diabetes Canada _____	15
Table 10: Other recyclables comparison: 2022 versus 2023 _____	15
5 RESIDENTIAL ORGANICS _____	16
5.1 Yard Waste _____	16
Table 11: 2023 Yard waste summary for all of the EWSWA sites _____	16
Table 12: Yard waste tonnes comparison: 2022 versus 2023 _____	17
5.2 Screened Compost Sales _____	17
Table 13: Compost sales 2023 summary _____	17
5.3 Backyard Composting _____	18

5.4 FoodCycler™ Pilot Program	18
Table 14: Residential organic waste reduction comparison: 2021 — 2023	19
5.5 Plastic Flower Pots Recycling	19
5.6 ESWA Merchandise Recycling	20
6 PROMOTION AND EDUCATION (P&E)	20
6.1 Community Outreach	20
6.2 Special Community Events	21
6.3 Waste Reduction Hotline	21
6.4 Print Newsletter	22
6.5 E-Newsletter	22
6.6 ESWA Website	22
6.7 Recycle Coach App	23
Table 15: Recycle Coach App Metrics Comparison for 2022-2023	23
6.8 Agorapulse	24
6.9 Facebook	24
6.10 X (Formerly Twitter)	24
6.11 Instagram	25
6.12 Google – Public Drop Off Depot Statistics	25
6.13 Radio and Social Media Campaigns	26
6.14 Gold Star Program	27
7 MUNICIPAL HAZARDOUS OR SPECIAL WASTES (MHSW) PROGRAM	27
7.1 MHSW Depots	27

7.2 Reuse Centre	28
Table 16: Municipal Hazardous or Special Waste for 2023 in litres	28
Table 17: Municipal Hazardous or Special Waste for 2023 in kilograms	29
Table 18: MHSW Diversion Comparison	29
7.3 Waste Motor Oil	29
Table 19: Litres Waste Oil collected	30
7.4 Waste Cooking Oil	30
7.5 Refillable Propane Tanks	30
7.6 Call2Recycle Battery Recycling Program	31

8 OVERALL SUMMARY OF RESIDENTIAL DIVERSION QUANTITIES31

8.1 Residential Waste Diversion	31
Table 20: Residential Waste Diversion Summary	31

This document is formatted for accessibility and is available in alternate formats upon request.

Essex-Windsor Residential Waste Diversion

Annual Report for January – December 2023

1 Introduction

The Annual Waste Diversion Report provides information on the waste diversion activities carried out by the Essex-Windsor Solid Waste Authority (EWSWA) during 2023 in compliance with Condition 5.2 of the Environmental Assessment Approval for the Essex-Windsor Regional Landfill.

1.1 Residential Waste Diversion Rate 2023

This report also provides the EWSWA the ability to track any changes in the amount of waste diverted through waste diversion initiatives from year to year.

In 2023, the seven County of Essex municipalities and the City of Windsor delivered 109,926 tonnes of residential waste to the Essex-Windsor Regional Landfill (Landfill). During the same time period, 54,110 tonnes of residential waste were diverted from the Landfill via the blue and red box recycling program, municipal hazardous or special waste program, composting, and other waste diversion programs. These waste diversion initiatives resulted in a 2023 residential diversion rate of 32.4%. The 2022 diversion rate was 32.0%.

2023 Residential Diversion Rate is calculated as follows:

$$\frac{54,110 \text{ Tonnes Diverted (see Table 20)}}{109,926 \text{ Tonnes of Residential Refuse Collected Curbside} + 2,992 \text{ Residuals} + 54,110 \text{ Diverted Tonnes}} = \frac{54,110}{167,028} \times 100 = 32.4\%$$

2022 Residential Diversion Rate is calculated as follows:

$$\frac{51,435 \text{ Tonnes Diverted (see Table 20)}}{108,059 \text{ Tonnes of Residential Refuse Collected Curbside} + 1,342 \text{ Residuals} + 51,435 \text{ Diverted Tonnes}} = \frac{51,435}{160,836} \times 100 = 32.0\%$$

2 Programs

2.1 Residential Recycling Blue Box Program

The tonnes of residential recyclable materials collected curbside during 2023 totaled 21,623 tonnes. The overall tonnes of recyclables collected in 2023 were slightly lower compared to the 21,978 tonnes collected in 2022.

A monthly summary and comparison of the tonnes collected curbside from the City and the County in 2022 and 2023 is shown in Table 1. The collection of recyclables in the County was carried out under contract in 2023 by the City of Windsor. The collection of recyclables in the City of Windsor in 2023 was carried out by Green For Life Environmental Inc.

All materials were processed at the EWSWA owned Essex-Windsor Material Recovery Facility (MRF), located at E.C. Row and Central Avenue in Windsor where HGC Management Inc. via contract segregate delivered materials into marketed goods.

In addition to the residential recyclables collected curbside, 538 tonnes of recyclables were delivered to the EWSWA's Public Drop Off Depots in 2023, as compared to 611 tonnes in 2022.

Table 1: Residential recycling blue box collection tonnes by month comparison

Month	2023 County of Essex* Tonnes	2023 City of Windsor Tonnes	2023 Combined Tonnes	2022 Comparable Tonnes
January	1,013	994	2,007	1,804
February	762	788	1,550	1,770
March	883	963	1,846	1,900
April	803	800	1,603	1,813
May	927	929	1,856	1,964
June	920	958	1,878	1,953
July	870	845	1,715	1,821
August	964	1,011	1,975	1,875
September	876	892	1,767	1,807
October	871	871	1,742	1,595
November	883	902	1,785	1,793
December	949	950	1,899	1,884
Total:	10,721.00	10,903.00	21,623	21,978

* The County of Essex includes the Town of Amherstburg, the Town of Essex, the Town of Kingsville, the Municipality of Lakeshore, the Town of LaSalle, the Municipality of Leamington, and the Town of Tecumseh. Due to rounding, sum of combined tonnes for 2023 will not equal total value.

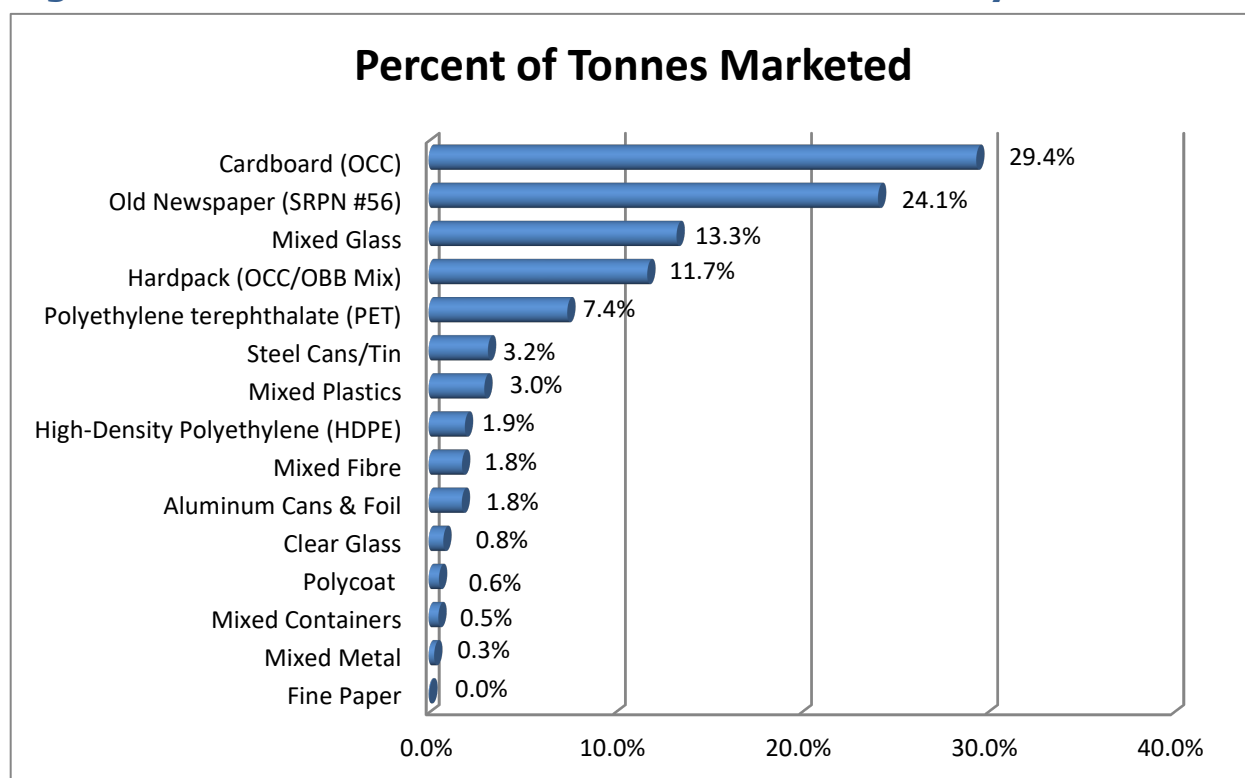
2.2 Recycling Residual Disposal

Recycling Residual is the material that is left over after the processing of the recyclable materials are collected and delivered to the MRF. The residuals typically consist of contaminated materials, non-recyclable materials, and packaging materials used to secure recyclables placed in the recycle box. A total of 2,992 tonnes of recycling residuals was disposed of in 2023. This increase in residuals from 2022 (1,342 tonnes) was a result of the unavailability of end-markets for low grade materials as seen in the previous year.

3 Tonnes Marketed

For the purposes of waste diversion calculations, tonnes marketed are used instead of the tonnes collected curbside. The tonnes marketed by material type are shown in Tables 2, 3, and 4. The EWSWA markets all materials processed through the MRF and retains 100% of the revenue from the sale of materials. Revenue from the sale of material in 2023 was approximately \$2,643,176 (see Table 5), representing a basket-of-goods revenue of approximately \$140/tonne compared to a basket-of-goods revenue of \$225/tonne in 2022. This is as a result of exceptionally strong market conditions for the majority of recyclable materials marketed in 2022. A brief discussion on market conditions and prices for each of the materials follows.

Figure 1: Percent of tonnes for 2023 marketed recyclables



3.1 Fibres

Old Newspaper (SRPN #56)

Ontario market price trends are published annually by the Continuous Improvement Fund's (CIFs) Price Sheet (December 2023). For 2023, SRPN #56 prices ranged from a low of \$82 per tonne to a high of \$117 per tonne. The EWSWA average price for 2023 was \$93 per tonne which is higher than this provincially published CIF average of \$52 per tonne. The EWSWA 2022 average price for SRPN #56 was \$175 per tonne.

Old Corrugated Cardboard (OCC)

The EWSWA price for old corrugated cardboard ranged from a low of \$71 per tonne to a high of \$156 per tonne in 2023. In 2023, the EWSWA average price per tonne was \$107 compared to \$189 in 2022. The EWSWA's average price of \$107 per tonne was higher than the provincial average of \$100 per tonne per the CIF Price Sheet - December 2023.

Hardpack (OBB)

(Example: cereal boxes, cardboard)

The EWSWA's prices for this cardboard/boxboard mix ranged from \$18 per tonne to \$94 per tonne in 2023. In 2023, the EWSWA average price was \$48 compared to \$112 per tonne in 2022, again as a result of global market conditions. The EWSWA's average 2023 price of \$48 per tonne was higher than the provincial average of \$18 per tonne per the CIF Price Sheet - December 2023.

Fine Paper

One load of fine paper was sold in 2023 with an average price of \$148 per tonne. This is a decrease compared to 2022's price of \$419.

Mixed Fibre (SRPN #54)

The pricing for mixed fibre ranged from a low of \$0 per tonne to a high of \$29 per tonne in 2023. This is a decrease from 2022 as market demands for this low-grade fibre decreased and therefore the average price for 2023 was \$20 per tonne compared to \$92 per tonne in 2022.

3.2 Containers

Steel Cans

The 2023 average price was \$360 per tonne compared to \$367 per tonne in 2022. This market price per tonne in 2023 ranged from a low of \$308 to a high of \$429.

Aluminum Cans and Foil

The 2023 average price was \$2,084 per tonne compared to \$2,560 in 2022. Again, due to market fluctuations the price per tonne ranged from \$1,873 to \$2,508 per tonne. Aluminum foil was sold at an average price of \$772 during 2023, whereas in 2022, it sold at \$886 per tonne.

Glass

The 2023 average clear glass price of \$30 per tonne was higher than the 2022 average price of \$11 per tonne, due to markets. Clear glass is the only product that is not marketed FOB (Freight on Board) at the Essex-Windsor MRF. Mixed coloured glass was delivered to the Regional Landfill for use as road base.

Polyethylene Terephthalate (PET)

(Example: plastic water bottles)

The average price was \$291 per tonne in 2023 which is much lower than the 2022 average price of \$595 per tonne.

High-Density Polyethylene (HDPE)

(Example: laundry soap bottles)

The average price was \$423 per tonne in 2023, compared to the 2022 average price of \$1,276 per tonne.

Polycoat and Gable Top

(Example: milk cartons)

Polycoat was sold in 2023 at an average price of \$0.42 per tonne compared to the average price of \$55 per tonne in 2022.

Mixed Plastics

(Example: tubs & lids, clamshells, trays, cups, plastic bottles, excludes polystyrene and plastic film bags)

The average price was \$41 per tonne in 2023 compared to the average price of \$160 per tonne in 2022.

Mixed Containers

In 2023, due to market availability at the beginning of the year (January and March), the EWSWA was able to successfully market a low-grade mixed container grade which typically is residue that results from the sorting process in the Container MRF. The average price in 2023 was \$11 per tonne compared to \$14 per tonne in 2022.

Table 2: Marketed fibre summary comparison: 2022 versus 2023

Fibre Material	2022 Tonnes	2023 Tonnes	% Change
Old newspaper (SRPN #56)	4,976	4,571	-8.1
Cardboard (OCC)	5,614	5,570	-0.8
Hardpack (OBB)	2,199	2,224	1.1
Fine paper	17	8	-53.0
Mixed fibre (SRPN #54)	596	340	-43.0
Totals:	13,402	12,713	-5.1%

Table 3: Marketed containers summary comparison: 2022 versus 2023

Container Material	2022 Tonnes	2023 Tonnes	% Change
Clear glass	79	150	90.0
Mixed glass	2,628	2,522	-4.0
Steel cans	669	604	-9.7
Aluminum cans and foil	342	338	-1.2
Polyethylene terephthalate (PET)	1,648	1,410	-14.4
High-density polyethylene (HDPE)	406	369	-9.1
Polycoat/gable top	138	105	-23.9
Mixed plastics	544	566	4.0

Container Material	2022 Tonnes	2023 Tonnes	% Change
Mixed containers	956	99	-89.6
Totals:	7,410	6,163	-16.8%

Table 4: Residential recyclables marketed comparison

Tonnes Marketed	2022 Tonnes	2023 Tonnes
a) Total tonnes marketed	20,812	18,876
b) ICI Tonnes	(689)	(625)
Net marketed residential recyclables	20,123	18,251

Notes: a) Total tonnes marketed less b) ICI delivered tonnes = Net marketed residential recyclables.

Table 5: Revenue comparison: 2022 versus 2023

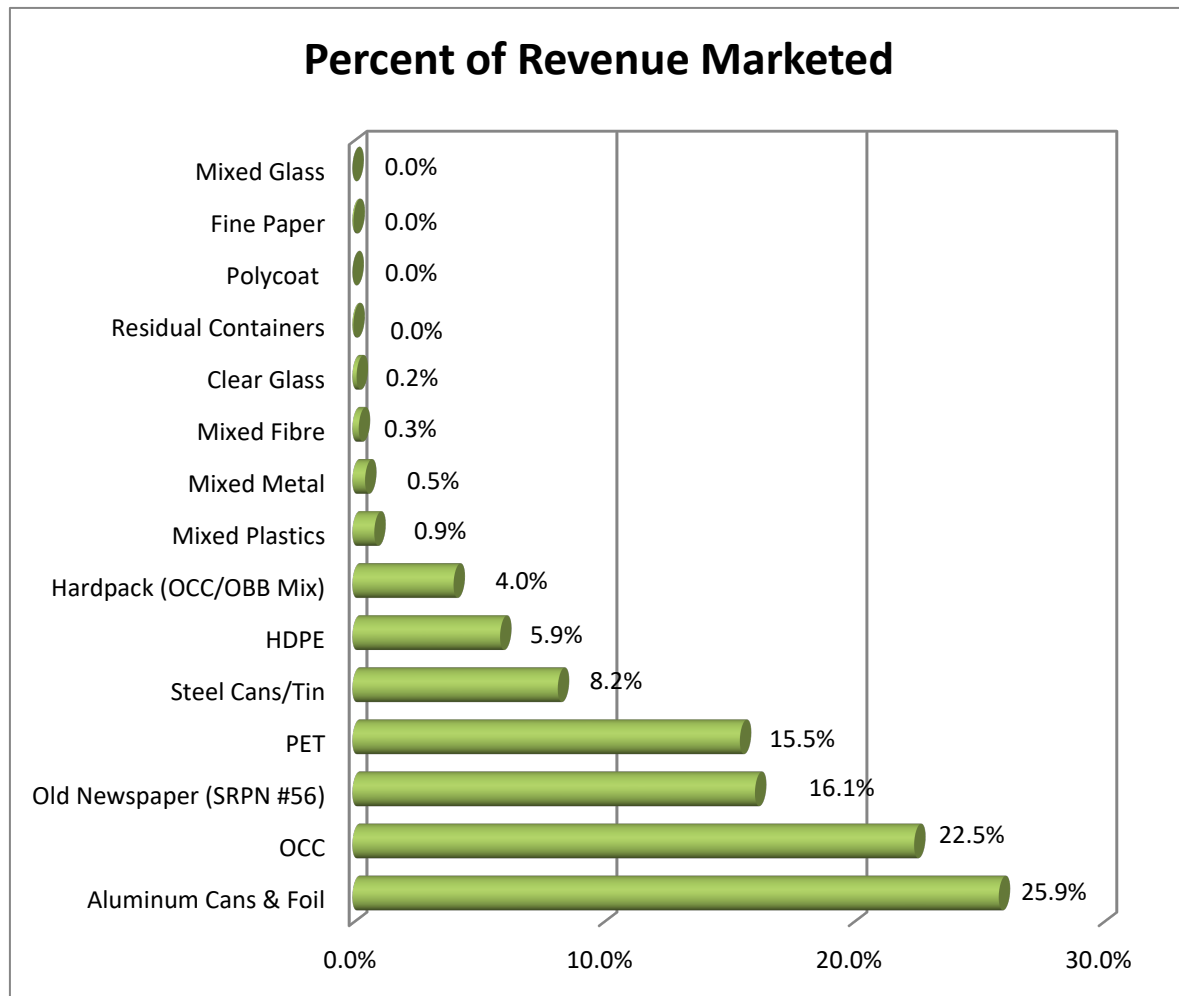
Recyclable Material	2022 Revenue	2023 Revenue
Old newspaper (SRPN #56)	\$872,762	\$425,695
Cardboard (OCC)	\$1,061,269	\$594,017
Hardpack (OBB)	\$245,421	\$106,964
Clear glass	\$849	\$4,436
Mixed fibre (SRPN #54)	\$54,733	\$6,687
Steel cans	\$245,252	\$217,166
Fine paper	\$7,141	\$1,177
Aluminum cans and foil	\$840,396	\$683,497
Polyethylene terephthalate (PET)	\$980,506	\$409,718
High-density polyethylene (HDPE)	\$244,321	\$156,163
Mixed glass	\$0	\$0
Polycoat/gable top	\$7,631	\$45
Mixed metal	\$20,215	\$13,391
Mixed plastics	\$86,865	\$23,146
Residual Containers	\$13,655	\$1,075

Recyclable Material	2022 Revenue	2023 Revenue
Total Revenue	\$4,681,016	\$2,643,177

Table 6: Annual revenue comparison

Year	Revenue
2015	\$3,101,234
2016	\$3,414,055
2017	\$4,241,411
2018	\$3,204,744
2019	\$2,076,450
2020	\$2,180,781
2021	\$4,967,436
2022	\$4,681,016
2023	\$2,643,177

Figure 2: Percent of revenue marketed in 2023



3.3 Markets

Delivered tonnages for 2023 were slightly lower than 2022, as well as total marketed tonnes as a result of markets normalizing as 2023 was noted as an exceptional year for marketing blue box materials. With this shift from an exceptional, available market, it meant that there was little to no availability to market low grade materials in 2023, such as residue that was marketed for the first time in history in 2022. Further, producer shifts in materials (e.g., cardboard) released out into the Ontario market had direct impacts on collected and marketed blue box tonnage numbers for 2023. For example, the delivery of items to customers in cardboard containers has now been replaced by plastic bags where feasible as it is a cheaper more efficient method to ship.

4 Other Residential Recycling Programs

4.1 White Goods

Since 1991, white goods, such as fridges, stoves, air conditioners, washers, dryers, freezers, dishwashers, etc. have been restricted from the Landfill. In 2023, the EWSWA's curbside collection program for white goods across all municipalities in Essex County except Lakeshore (as they run their own program) captured 1,391 white good units (approximately 125 tonnes). The Municipality of Lakeshore reported that they diverted 8 tonnes of white goods through their 2023 program.

While the City of Windsor did not operate a white goods collection program during 2023, there were also 143 tonnes of white goods delivered to the Public Drop Off Depots for a combined total of approximately 276 tonnes. Table 8 details the white goods collection program for each of the municipalities in the County of Essex by month during 2023.

Table 7: Summary of white goods diversion for 2023

White Goods Summary	2023 Tonnes
EWSWA Curbside Essex County Collection	125
Municipality of Lakeshore Program	8
Drop Off Depots	143
Total Tonnes Recycled and Diverted	276

Table 8: 2023 White goods collected through the EWSWA White Goods Program by month in municipalities across Essex County

Month	Amherstburg	Essex	Kingsville	LaSalle	Leamington	Tecumseh	Total for Month
January	20	12	6	23	9	8	78
February	16	9	17	17	13	11	83
March	25	19	12	14	11	9	90
April	24	22	17	18	21	11	113
May	25	20	18	20	16	20	119
June	31	17	25	32	28	14	147
July	27	21	25	27	21	16	137
August	27	19	24	25	16	17	128
September	31	34	30	31	14	12	152
October	29	23	26	32	11	8	129
November	24	22	24	25	14	14	123
December	13	20	20	19	7	13	92
Total Units	292	238	244	283	181	153	1,391

Notes: 1,391 units with the average weight of 90 kilograms per unit results in diversion of approximately 125.19 tonnes.

4.2 Tires

As this program has moved to the full Extended Producer Responsibility (EPR) model, the historical RPRA Datacall calculations are used where approximately 3,001 tonnes of used tires were diverted across the Essex-Windsor area. While automotive tire recycling is now offered at many locations across Essex-Windsor, the EWSWA still collects and recycles used tires through the RPRA program. During 2023, approximately 127 tonnes of used tires were dropped off at the EWSWA sites, which are included in the 3,001 tonnes diverted in Essex-Windsor.

4.3 Scrap Metal

There are 40-yard roll off bins located at the Windsor Public Drop-off Depot for the collection of ferrous and non-ferrous scrap metal material. Metal materials are dropped off here from PDO visitors and other programs across the site where it may have been improperly disposed of to ensure it is diverted from the landfill. The metals are sold through a competitive bid process to local scrap dealers. In 2023, approximately 396 tonnes of metals were collected and recycled.

4.4 Electronics Recycling

Under contract with the EWSWA, Quantum Lifecycle Partners Inc. supplies sea containers for the collection of electronics at the EWSWA's Public Drop-off Depots. The EWSWA staff place electronic items that are received from the public in these containers. In 2023, approximately 251 tonnes of computers, televisions, audio visual equipment, and various electronic items were collected through the Waste Electrical and Electronics Equipment (WEEE) stewardship program.

4.5 Deposit/Return Program

The EWSWA has a capture program at the Material Recovery Facility (MRF) for deposit/return containers (i.e. aluminum beer cans; glass, wine, and spirit bottles) that have been collected through the blue box collection program. During 2023, approximately 30 tonnes of deposit/return containers were received at the MRF alone. As this program has moved to the full Extended Producer Responsibility (EPR) model, the historical RPRA Datacall calculations are used where approximately 2,329 diversion tonnes were diverted in the region for this program, where this calculation is based upon

the Essex-Windsor population as determined by Statistics Canada census data that is available.

4.6 WE ReCYCLE Bike Program

The EWSWA recognizes the importance of providing waste diversion programs that are convenient and safe for the public to access. In 2021, the EWSWA Board approved a bike reuse program, that supports bikes that are collected at the EWSWA sites to be refurbished and recycled back into the Essex-Windsor area through a community partnership program. In 2023, a total of 944 bikes were dropped off at the EWSWA sites, where 666 of those bikes were repaired/reused and the remaining 277 bikes were placed in the scrap metal bin for recycling.

Table 9: Bikes recycled through the WE ReCYCLE program in 2023

Total # of Bikes Dropped Off	Total # of Bikes Repaired/Reused	Total # of Bikes Recycled as Metal
0	0	0

As the average bike weighs 10 kg, it is estimated that a total of 9,440 kgs or 9.44 tonnes of bikes were dropped off at the EWSWA Depots, 6,660 kgs or 6.66 tonnes of those bikes were repaired/reused, and 2,770 kgs or 2.77 tonnes of unrepairable bikes were recycled as metal through the WE ReCYCLE Program in 2023.

4.7 Election Signs

As the EWSWA attempts to divert materials where feasible, it has been successful to offer a drop off program at the sites for election signs after an election. 2023 was not an election year in the region, therefore, no election signs were collected.

4.8 Wood Pallet Pilot Program

The Wood Pallet Pilot Program began in the fall of 2023, where the EWSWA was successful in arranging a local company to pick up pallets for recycling from the Windsor site. In only two months, this program helped to divert 7 tonnes of pallets from filling the Landfill as unnecessary waste.

4.9 Shingles/Road Base Diversion

In fall 2023, the EWSWA began diverting loads of road base materials that were delivered to the Windsor Public Drop Off, as these are valuable resources (e.g., stone, concrete, dirt, shingles). Because of this initiative, approximately 65 tonnes of these materials were diverted from the Landfill and rather used for road base purposes on site.

4.10 Textile Recycling with Diabetes Canada

In 2023, the EWSWA collaborated with Diabetes Canada to successfully divert approximately 3,130 kgs (approximately 3 tonnes) of textiles from the Landfill by having a textiles recycling collection bin on site at the Windsor Public Drop Off Depot. Every 6,500 pounds of textiles collected helps to send one diabetic child to a Diabetes Canada D-Camp, a summer camp designed to provide children living with type 1 diabetes the opportunity to enjoy an authentic camp experience in a medically accommodating environment, with a dedicated team of professionals.

Table 10: Other recyclables comparison: 2022 versus 2023

Other Recyclable Programs	2022 Tonnes	2023 Tonnes	% Change
White goods (all sites)	274	276	0.7%
Used tires	3,001	3,001	0%
Scrap & mixed metal	445	396	-11.0%
Electronics	257	251	-2.3%
Deposit/return & stewardship	2,329	2,329	0%
Bicycles	7	7	0%
Election Signs	1	0	-100.0%
Pallets	N/A	7	N/A
Shingles/Road Base	N/A	65	N/A
Textiles	N/A	3	N/A
Total Other Recyclables	6,314	6,335	0.3%

Notes: RPRA Datacall calculation is based on population for used tires and Deposit/return & stewardship programs in the Essex-Windsor area as reported by the Statistics Canada census.

5 Residential Organics

5.1 Yard Waste

Grass, leaves, tree trimmings, and brush are restricted from disposal at the Essex-Windsor Regional Landfill site. As a result, all local municipalities have established separate collection systems for yard waste, including special collections in January for Christmas trees. Furthermore, individual residents and grounds maintenance contractors also brought yard waste to each of the three Depots operated by the EWSWA in 2023.

The Essex-Windsor residents can set-out their yard waste in: paper bags, wheeled carts, garbage bins, and cardboard boxes to receive curbside collection. Yard waste will not be collected if it is placed in a plastic bag. Approximately 25,845 tonnes of yard waste was received in 2023, which represents an increase of 24% compared to the 20,768 tonnes delivered in 2022, which may be a result of inclement weather storms in the region.

Table 11: 2023 Yard waste summary for all of the EWSWA sites

Material Type	Windsor Public Drop Off	Kingsville Transfer Station 2	Regional Landfill	Total
Municipal Delivered	11,001	2,033	5,293	18,327
Residential Delivered	3,198	1,563	352	5,113
Total Res. Organics	14,199	3,596	5,645	23,440
*ICI Organics and Pallets	1,400	771	234	2,405
Grand Total (Tonnes)	15,599	4,368	5,879	25,845

Notes: *ICI is Industrial, Commercial, and Institutional delivered material type. Due to rounding, sum of tonnes for 2023 will not equal total value.

Table 12: Yard waste tonnes comparison: 2022 versus 2023

Material Type	2022 Tonnes	2023 Tonnes
Municipal Delivered	15,875	18,326
Residential Delivered	3,134	5,114
Total Res. Organics	19,009	23,440
*ICI Organics and Pallets	1,759	2,405
Grand Total (Tonnes)	20,768	25,845

*ICI is Industrial, Commercial, and Institutional delivered material type.

5.2 Screened Compost Sales

The EWSWA undertakes an in-depth process to the organics and yard waste it receives to turn it into saleable, quality compost. The composting process involves grinding up yard waste and placing it in long rows called 'windrows'. The material is turned frequently and the temperature is maintained above 55 degrees Celsius in order to kill any pathogens or weed seeds. Once the compost has matured, it is tested, screened, and then sold for use in landscaping, as well as flower and vegetable gardens.

In 2023, compost was sold as bulk (delivered or pick-up), bag-your-own, and prepackaged items as listed below.

Table 13: Compost sales 2023 summary

Compost Material	Quantity Sold	Tonnes
Delivered	879 cubic yards	440
Bulk sales	25,286 cubic yards	12,643
Bag-Your-Own	1,216 bags	67-69
Prepackaged Garden Gold	11,464 bags	206-252
Total Tonnes		13,356 – 13,404

Table 13 Notes: Pre-packaged bag weights are based on approximately 18 to 22 kg/bag; Bag-Your-Own is approximately 55-57 kg/bag; Bulk compost is approximately 500 kg/cubic yard. Compost weight is expressed in 'ranges' due to the differing moisture content & density. One cubic yard = one bucket from the EWSWA small loader in Windsor. Weights are approximate.

Under contract with the EWSWA, Frank Dupuis Landscaping and Trucking provided delivery services for the sale of 440 tonnes of bulk compost locally. In total, 12,643 tonnes of compost was sold through the bulk sale program to residents and businesses at the EWSWA Depots. Additionally, approximately 11,464 prepackaged bags of compost ("Garden Gold") were sold at the Depots. Many residents also bagged their own compost at one of the Depots. The combined total weight of compost sold in 2023 was approximately 13,356 – 13,404 tonnes. In 2023, compost sales totalled \$267,477.

5.3 Backyard Composting

Backyard composters (BYC) with the brand name "The Earth Machine" and "The Green Cone" were sold to Essex-Windsor residents in 2023. Both units were sold through local Home Hardware stores year-round. In the spring of 2023, the EWSWA ran a coupon in Enviro Tips for the BYC. Residents were directed to 4 participating Home Hardware locations to purchase a BYC at a discounted price. A total of 189 units were sold during this sale. An additional 36 Earth Machine units were sold through the Home Hardware stores throughout the year, for a total of 225 units sold in 2023. There were 11 Green Cones sold in 2023 through Home Hardware stores. This brings the cumulative total to 846 Green Cones distributed since 2010, which is when they were first introduced to the area. The combined BYC distributed in 2023 was 236 units, bringing the total number of units sold since 1988 to 40,483 units.

Current research has indicated that approximately 100 kg/year/BYC is diverted as a result of the backyard composting program. This translates into 4,048 tonnes of organic waste diverted from the Landfill through this program. This does not consider homemade composters or composting done independent of the EWSWA's backyard composting program.

5.4 FoodCycler™ Pilot Program

In July 2023, the EWSWA partnered with Food Cycle Science (FCS), to launch a pilot program featuring the FoodCycler™. The FoodCycler™ is a countertop unit which converts food waste into a sanitary soil amendment.

- 250 FoodCycler™ units were made available for the pilot program
- 1,826 residents registered to participate in the pilot program
- Usage of each unit was tracked over a 12-week period

- A total of 46.4 metric tonnes of food waste was diverted from the Landfill through the FoodCycler™ Pilot Program (based upon results submitted by participants of the program)

Based on the results of the pilot program, FCS was encouraged to offer additional discounted FoodCycler™ units for Essex-Windsor residents during the fall (and Waste Reduction Week), as well as the holiday season (Christmas). Through this initiative, an additional 277 units were sold between the months of September to December 2023, for a total of 527 FoodCycler™ units distributed in the Essex-Windsor community in 2023. Per FCS, approximately 259 kg per year/per household of food waste is diverted when using the FoodCycler™ unit. Therefore, approximately 51,780 kgs or 52 tonnes of food waste was diverted in Essex-Windsor from the landfill in 2023 due to the sale of the two FoodCycler™ products to residents through the EWSWA's partnership.

Table 14: Residential organic waste reduction comparison: 2021 — 2023

Residential Organic Programs	2021 Tonnes	2022 Tonnes	2023 Tonnes
BYC Program	4,015	4,025	4,048
Mulching Blades	1,343	1,343	1,343
Yard Waste (Residential)	23,519	19,009	23,440
FoodCycler™ Program	N/A	N/A	52
Total Residential Organics	28,877	24,377	28,883

Notes: The mulching blade program was no longer directly offered through the EWSWA after 2001. Even though mulching blades and mowers are used by residents in the area, it can't be measured for the purposes of this report; therefore, no increase in diversion is indicated.

5.5 Plastic Flower Pots Recycling

On site at the Windsor Public Drop Off Depot, residents are able to drop off plastic flower pots which are then recycled and baled on site with the mixed plastics material. This initiative prevents these materials from ending up in the landfill. These diversion numbers are accounted for in the Marketed Recyclable Goods section.

5.6 EWSWA Merchandise Recycling

On site at the Windsor Public Drop Off Depot, residents can drop off for free old merchandise of the EWSWA for the EWSWA to recycle such as carts, boxes, green cones, etc. that are worn/used/broken beyond repair. These are typically sent to a local recycler when enough stock is received and markets are available. In 2023, while this program was available, there is no tonnage to report as many items were included in the blue box program.

6 Promotion and Education (P&E)

6.1 Community Outreach

The EWSWA staff traditionally organize promotions and events to engage residents in waste diversion activities. Initiatives like the online Scavenger Hunt for Earth Day, actual in-person Earth Day Event at Malden Park, FoodCycler™ Pilot Program, a digital campaign for Waste Reduction Week, as well as print information on various programs of the EWSWA are some of the many strategies used in 2023.

After Covid-19, in person presentations were limited again in 2023 as they were in the previous two years in schools. As a result, the EWSWA is supporting all businesses, residents, and school boards with waste diversion inquiries, resources, and questions as needed. As well, the EWSWA supported special requests by school boards like MRF tours to school ambassador programs to liaise and better educate the new waste diversion school leaders.

There were twenty-five special events serviced with blue box program recycling carts in 2023 to better support waste diversion at local community events.

The EWSWA was honoured to receive two awards at the Municipal Waste Association (MWA)'s 2023 Promotion and Education Awards. In the category, "Surprise Us", the EWSWA received Bronze for making unique linkages to holidays like Easter and Thanksgiving to promote waste reduction, reuse, and recycling. In the category, "Social Media & Online Strategy", the EWSWA received Gold for the Goose Chase App initiative. To complement Earth Day, the EWSWA had 132 households register to use a free, third-party App that used a virtual scavenger hunt to educate and engage residents. Some of the scavenger hunt activities included: watching a video and answering

questions, taking photos of hazardous waste items in need of drop-off, and taking a photo of your Blue Box set-out.

6.2 Special Community Events

One notable event that the EWSWA serviced in 2023 was the annual Earth Day event, held on April 23, 2023 at Malden Park in Windsor. Approximately 1,500 people attended the event.

Some highlights of this event included environmental exhibits, food vendors, guest speakers, sciensational snakes, interactive games, and an on-site hydration station.

The EWSWA set up a tent at the Earth Day event, educating and highlighting residents on various programs/upcoming initiatives in the Essex-Windsor area, including interactive displays on: compost, food waste and organics, FoodCycler™ units, red/blue box recycling, and BYC/Green Cone Digestors.

Another event, initiated by YQG Green, was launched in the fall of 2023 leading up to Waste Reduction Week. This new event was called the YQG Green Expo, taking place on October 14, 2023, and featured: A Fireside Chat, Environmental Exhibitors, an Expert Panel Discussion, and Community Recycle Drive Thru & Drop-Off. The EWSWA was one of the partners of this event and various administrative staff from the organization participated in the event. Residents were encouraged to drop off items such as electronics, textiles, household items, and eyeglasses, using the Community Recycle Drive Thru & Drop Off, as well as prescription medications which were collected for safe disposal, by various local not-for-profit organizations. Habitat for Humanity Restore, Unifor 444, Diabetes Canada, and Soles4Souls, etc. were some of the organizations that supported this event. The EWSWA had a booth set up at this event where several members of the staff were on-site to answer questions and provide program information to participants.

6.3 Waste Reduction Hotline

The EWSWA maintains a Waste Reduction Hotline (1-800-563-3377), where staff of the EWSWA answer residential questions, or redirect the call to the appropriate staff or department.

6.4 Print Newsletter

The EWSWA issues an annual newsletter called Enviro Tips which is delivered to each household and is available online. In spring 2023, the newsletter “Enviro Tips” was delivered to every household, apartment, farm, and business in Windsor/Essex County. Over 173,500 newsletters were delivered. The newsletter featured the FoodCycler™ Pilot Program, Garden Gold Compost, the Backyard Composter coupon, Drop Off Depot, Recycle Coach, MHSW information, and a few program reminders.

6.5 E-Newsletter

E-newsletters are also part of the program as they are low cost and another way to reach residents using Constant Contact, Inc., an online marketing company which allows the user to create effective e-mail marketing campaigns. In the past, the EWSWA has utilized Constant Contact to inform subscribers of events, sales, and various promotions of the EWSWA.

The EWSWA has a total of 4,945 subscribers. A total of 24 e-newsletters were published in 2023, which represents a substantial increase from 2022, as the EWSWA utilized Constant Contact to send out information regarding the FoodCycler™ Pilot Program (invites, registrations, pilot information, etc.). The e-newsletter proved very useful in communicating with participants of the pilot program.

Open rates for e-newsletters in 2023 are as follows: Earth Day 2023, 58%, Gold Star 2023, 64%, Feedback for Upcoming website of the EWSWA, 63%.

6.6 EWSWA Website

The EWSWA website (www.ewswa.org) is updated on a regular basis to provide detailed information and public education to residents. Topics covered range from waste management and reduction, to details regarding waste diversion activities. Through the website, residents have access to instructions, tenders, reports, calendars, acceptable recycle box materials, incentives, etc. In 2023, the EWSWA utilized Google Analytics to measure the metrics for the website. In July 2023, Google transitioned to a new platform for measuring analytics (G4). This new platform is not compatible with the much older technology on the EWSWA’s current website, therefore, it is not tracking metrics properly. However, the EWSWA will be launching a new website in 2024 and the new Google Analytics Software will be built in and function properly to track metrics across the website. Using the very

limited free software, the EWSWA has the metrics for one month, as shown below:

- Total Users (one month): 5,507
- Estimated Total Users for 2023: 66,084
- Average Session Duration: 1 minute 32 seconds
- 59% of users accessed the website via mobile device, 38% of users accessed the website via desktop, and 2% of users accessed the website via tablet

6.7 Recycle Coach App

Recycle Coach is an App which makes recycling and collection schedule information easy to find. The App is continuously developing new programs to combat complacency and get people re-engaged in recycling. It promotes best practice ideas on better waste management to improve outcomes such as increasing recycling, proper disposal and diversion of solid waste, etc. In 2023, the EWSWA made it a priority to promote this App and get local residents onboard with accessing information around solid waste through this App. As a result, metrics continue to increase each year, as shown in Table 15 below for 2023:

Table 15: Recycle Coach App Metrics Comparison for 2022-2023

Metrics	2022	2023
Total Users *	26,416	28,308
Total Interactions	2,922,775	3,405,260
Reminders	2,728,826	3,248,924
Notifications	80,992	37,566
Material Searches	17,931	19,507
Page Views	27,322	25,759
Calendar Views	67,704	73,684

* Note: In 2021, there was a tracking metric for the EWSWA website users accessing Recycle Coach's "What Goes Where" via the EWSWA website – which was included in the metrics as 'subscribers'. This metric is no longer included in

the subscriber number, as it tracks material searches, and therefore is tracked as a stand-alone metric “Material Searches”.

6.8 Agorapulse

In 2022, the EWSWA began using Agorapulse to better manage and enhance capability to schedule social media posts. Agorapulse is a full-featured social media management platform. Some of its features include a variety of methods to publish content, schedule posts, and report about social account usage. It allows Waste Diversion staff to stay organized, save time, generate reports, and easily manage social media accounts – all from one convenient platform.

6.9 Facebook

- Fans: 433
- Engagement: 1,400
- Impressions: 192,000

Definitions

- Fans are the number of people who are following the EWSWA’s Facebook page.
- Engagement is the number of fan interactions (reactions, comments, shares, clicks, and private messages) with the EWSWA Facebook page.
- Impressions are the number of times the EWSWA page has been viewed during the selected period (2023). This includes paid, organic, and viral impressions.

Facebook Publishing:

- Posts Published: 352
- Posts Reach: 98,333
- Engaged Users: 3,242

6.10 X (Formerly Twitter)

The social platform formerly known as Twitter was purchased, rebranded, and relaunched as “X” in mid-July 2023. The X platform analytics are no longer included in Agorapulse. To receive metrics for X, the EWSWA would have to pay an additional fee. The EWSWA has not yet subscribed to this additional service. X is working on improvements to their own analytics, but much of the data is currently missing.

- Followers: 1,015
- December 2023 Metrics Available: the EWSWA posts earned 2.0 impressions over the 31-day period and earned 63 impressions per day

Definitions

- *Followers are the number of people who are following the EWSWA on X.*

6.11 Instagram

The EWSWA added Instagram to their social media accounts in 2021. The 2023 metrics are as follows:

- Followers: 220
- Engagement: 179
- Impressions: 13K
- Brand Awareness: 24
- Posts Published: 287
- Posts Reached: 7,119
- Posts Engagement: 207

Definitions

- Followers is the number of people following the EWSWA on Instagram.
- Number of followers' interactions (likes, saves, comments, and direct messages) to the EWSWA Instagram profile.
- Impressions is the number of times the EWSWA profile's content has been viewed during the selected period.
- Brand Awareness is the number of mentions of the EWSWA profile and listening searches containing your brand name.

6.12 Google – Public Drop Off Depot Statistics

The EWSWA strives to always ensure Google information is up-to-date as many people visit Google for topics including:

- Holiday Closures
- Hours of Operation
- Traffic Flow (heavy traffic / light traffic)
- Photos
- Reviews

- Accepted Materials

During a search, Google logs 'behavior' metrics, as well as the resulting 'action' from the search (a visit to the organization's website, request directions, call, etc.).

Some key Google statistics for the EWSWA's Public Drop Off Depot searches (statistical average is over 3 months):

- 4.3/5-star rating - based on public reviews
- 4,683 EWSWA business profile interactions
- 30,094 people viewed the EWSWA profile (via mobile 75%, via desktop 15%, via Google maps 9% mobile, via Google maps desktop 1%)
- 11,973 searches (website, calls, photo views, direction requests)

Through Google Business Profile Manager, the EWSWA staff have the ability to post updates (holiday closures, change in hours, photos), as well as post messages and respond to reviews.

6.13 Radio and Social Media Campaigns

The EWSWA ran several notable campaigns through a combination of social media and radio advertisements in 2023, all of which reached a significant number of individuals through the following campaigns:

- What Goes Where:
 - Spring Clean Drop-Off Depots – reminders about light bulbs, flower pots, propane tanks, and used cooking oil; reach of 63,337
 - Summer Blue Box – festivals, marinas, sports fields, and parks; reach of 479,380
 - Fall and Halloween – reach of 407,000
 - Christmas – reminders about steel gravy/cranberry cans, aluminum trays, food waste, and electronics; reach of 760,000
- Other Campaigns:
 - Earth Day 30 Day Challenge – reached 19,682 on social media
 - 12 Days of Christmas – radio advertisement regarding MHSW disposal; reach of 57,000

- May Madness (Compost Sale) – reach of 14,651
- Waste Reduction Week – radio advertisement; reach of 522,000

6.14 Gold Star Program

In 2016, the EWSWA launched a new recycling incentive program aimed at increasing public awareness regarding the red and blue box recycling program. Residents were encouraged to apply for a new “Gold Recycling Box” through a program that evaluated their curbside recycling, provided feedback and rewarded successful recyclers with a gold box. The program’s ultimate objective is to decrease the amount of contamination being set out by residents and thereby decrease the amount of residual waste being landfilled. The program was renewed in 2017 and 2,050 residents registered for the “Gold Star” program and by 2018, 1,217 more homes were awarded a gold box. Due to the community engagement in this program, it continues to be offered each year to residents. In 2023, 100 more applicants registered for the program and 100 were awarded gold star boxes. To date, 2,869 homes have registered to have their recycling inspected and were rewarded for excellent recycling habits with a Gold Box. Additionally, during Waste Reduction Week, the EWSWA provided one Gold Star box to 108 elementary schools in the Essex-Windsor area, encouraging each school to distribute the box as a trophy or however the school deemed fit, with the following criteria in mind:

- The recipient of the gold box (whether that be the class, grade, student, or teacher) showed excellent efforts in Waste Reduction or the 3R’s (Reduce, Reuse, Recycle)
- The school must take a picture explaining why they chose them and tag the EWSWA on social media platforms

The participating elementary schools uploaded their successful results of this initiative on various social media platforms, such as Instagram, Facebook, and Twitter, accumulating a total reach across all platforms of 2,006.

7 Municipal Hazardous or Special Wastes (MHSW) Program

7.1 MHSW Depots

The EWSWA opened the Windsor MHSW Depot in October 1995. In addition to the Windsor facility, the EWSWA opened a second MHSW Depot at

Essex-Windsor Solid Waste Authority

Transfer Station No. 2 in the Town of Kingsville in 1997. A third depot was opened at the Essex-Windsor Regional Landfill in October 2013. These Depots replaced the annual Household Chemical Waste Days held in Essex-Windsor. A total of 555,269 litres and 102,386 kg of MHSW materials were delivered to the sites in 2023. See Table 16 and 17 for details.

7.2 Reuse Centre

A Reuse Centre has been operational at the Windsor MHSW facility since 1995.

Paint is distributed in both 1-gallon and 5-gallon pails for reuse. According to records, 2,023 residents accessed the Reuse Centre as compared to 2022 which had 1,403 residents as a result of more promotions on this program. These residents, were successful is using the program as 35,260 products or approximately 52,539 kg of paint and miscellaneous materials were taken in 2023 compared to 37,829 products or 54,530 kg of reusable materials in 2022.

Table 16: Municipal Hazardous or Special Waste for 2023 in litres

Material	MHSW from Facilities	Reuse Centre Quantities	Total
Adhesives/flammable liquids	78,800	10,971	89,771
Aerosols	8,001	1,022	9,023
Antifreeze (Glycol)	12,618	0	12,618
Corrosive liquid	4,984	1,121	6,105
Inorganic acids	1,293	0	1,293
Paints & Coatings	174,459	36,618	211,077
Pesticides	5,532	850	6,382
Waste oils (used motor oil, hydraulic oil, etc.)	208,860	0	208,860
Cooking oil	10,140	0	10,140
Total MHSW Litres	504,687	50,582	555,269

Table 17: Municipal Hazardous or Special Waste for 2023 in kilograms

Material	MHSW from Facilities	Reuse Centre Quantities	Total
Car batteries	23,783	0	23,783
Dry cell batteries	17,924	0	17,924
Fire extinguishers	3,065	0	3,065
Fluorescents/misc. lamps/ballasts	18,384	0	18,384
Inorganic oxidizers	5,149	1,957	7,106
Mercury (HG items)/lead	9	0	9
Pharmaceuticals	1,520	0	1,520
Plastic used oil containers	9,210	0	9,210
Propane cylinders	3,441	0	3,441
Propane tanks/misc. tanks	15,284	0	15,284
Corrosive solids (e.g. cement)	1,879	0	1,879
Waste oil filters	781	0	781
Total MHSW Kilograms	100,429	1,957	102,386

Table 18: MHSW Diversion Comparison

	2022 Tonnes	2023 Tonnes
MHSW recycled or reused	637	658
MHSW not recycled	(16)	(18)
Total MHSW Diverted	621	640

Note: Examples of MHSW materials not recycled include: inorganic acids, inorganic oxidizers, pharmaceuticals, corrosive liquids, and pesticides.

7.3 Waste Motor Oil

Waste motor oil is collected curbside alongside the residential recycling program. As well, residents are able to deliver waste oil to the EWSWA's MHSW facilities. The quantity of waste oil collected during 2023 was 208,860

litres, compared to the 183,488 litres collected in 2022. The quantity of oil collected by month is shown in Table 19 with historical data over four years.

Table 19: Litres Waste Oil collected

Month	2020 Litres	2021 Litres	2022 Litres	2023 Litres
January	13,825	7,950	9,150	13,875
February	5,925	4,300	4,175	6,700
March	11,425	23,625	14,875	11,375
April	19,125	20,700	12,675	20,294
May	6,750	14,625	18,500	19,197
June	21,625	21,950	24,973	26,750
July	23,825	17,000	18,665	20,025
August	20,475	19,250	17,750	17,309
September	26,700	18,775	19,083	17,485
October	20,900	14,850	17,838	21,350
November	18,900	15,925	17,072	17,250
December	15,175	14,425	8,732	17,250
Total:	204,650	193,375	183,488	208,860

Note: Due to contractor change in 2021, the data for 2021-2023 accounts for all types of oil collected, both hydraulic and motor.

7.4 Waste Cooking Oil

Used cooking oil is free for residents to drop off at the EWSWA MHSW facilities at the City of Windsor Public Drop Off and the Kingsville Transfer Station #2. Sanimax collects the cooking oil which is then filtered and cleaned, and later marketed to be mixed with diesel fuel to create biodiesel. In 2023, the total amount of cooking oil collected at both sites totalled 10,140 litres or 10.14 tonnes.

7.5 Refillable Propane Tanks

In 2023, the EWSWA began working with Tank Traders, a national propane tank exchange program which offers a free service for core collection of refillable propane tanks ranging from 5 lbs to 100 lbs. Tanks that are in good condition are collected and refurbished into their exchange program for reuse, following Ontario's goal of a circular economy, and any tanks that do not pass the safety requirements are sent to a metal recycler, preventing

them from landfill. In 2023, a total of 1,406 propane tanks were collected from the EWSWA's three sites by Tank Traders, allowing them to either be reused in their exchange program or recycled.

7.6 Call2Recycle Battery Recycling Program

Call2Recycle Inc. is a not-for-profit organization that provides a battery recycling program at no-cost to consumers across Canada. Call2Recycle receives batteries from the EWSWA's three sites and recycles them, keeping them out of the Landfill and recovering the valuable materials that can be used to create new batteries and other products. As captured in Table 17, a total of 17,924 kgs or approximately 18 tonnes of batteries were collected from the EWSWA's three sites in 2023 and recycled/reused through Call2Recycle Inc.

8 Overall Summary of Residential Diversion Quantities

8.1 Residential Waste Diversion

This table below summarizes the residential waste diversion activities detailed in this report.

Table 20: Residential Waste Diversion Summary

Residential Waste Diversion Summary	2022 Tonnes	2023 Tonnes
Net Marketed Recyclables (Table 4)	20,123	18,251
Other Recyclable Programs (Table 10)	6,314	6,335
Yard Waste, BYC, Mulching Blades, & FoodCycler™ Pilot Program (Table 14)	24,377	28,883
MHSW Waste including Waste Oil (Table 18)	621	640
Total Residential Tonnes Diverted	51,435	54,110

Due to rounding, the Total Residential Tonnes Diverted does not equate to the sum of tables 4, 10, 14, and 18.

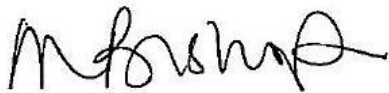
For further information, please contact the undersigned.



Catharine Copot-Nepszy

Manager, Waste Diversion

CCNepszy@ewswa.org



Michelle Bishop

General Manager

MBishop@ewswa.org

Report prepared by:

Carlie Trepanier, Administrative Assistant



Essex County Library Board Regular Meeting Minutes

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

Wednesday, June 26, 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, Administrative Assistant, HR
Adam Craig, Chief Librarian/C.E.O.
Grant Munroe, Manager, Public Services

Manuela Denes, Manager, Community Services
Natalie Hatch, Manager, Support 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 Essex County Library Board attended the meeting at the Civic Centre.

All members were in attendance.

3. Approval of the Agenda

24/30

Moved by Mr. Gibb

Seconded by Ms. Latam

That the Agenda be accepted as distributed.

Carried

4. Adoption of Regular Meeting Minutes

24/31

Moved by Ms. Bondy

Seconded by Ms. Segedin

That the minutes of the April 24, 2024 Regular Meeting of Essex County Library Board be adopted as presented.

Carried

5. Consent Agenda

A) Chief Executive Officer's Report

The grand re-opening of the Tecumseh branch was successful. Administration has received only positive feedback regarding the newly renovated branch. All staff involved in the move were recognized by Adam Craig, CEO/Chief Librarian. Unrelated to the renovations, concerns regarding the parking lot being overpopulated on certain days of the week have been addressed with the Town of Tecumseh.

Preparations are underway for the 2023 Summer Reading program. This program will take place from July 8 to August 23. There will be 2 challenges for patrons to participate in: "Summer Reading Bingo" and "Tour the Libraries of the County".

On May 27, Town of Kingsville council approved the floor plan design for the Cottam community centre. The design includes a 550 square foot space for the library. The next steps will include a detailed design stage. Due to its minimal square footage, the Board shared their concerns regarding the floor plan design.

24/32

Moved by Ms. Bailey

Seconded by Mr. Burns

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

That the Board direct Administration to prepare a report reflecting facilities minimums and participate in dialogue with the Town of Kingsville regarding the Cottam branch.

Carried

6. Reports

A) Small Branch Staffing Levels Report

As it relates to resolution 24/29, a report was presented to the Board reflecting the financial and staffing implications of returning McGregor, Woodslee, Cottam, Comber, Ruthven, and Stoney Point to their 5-day open schedule.

The report provided a comparison of the current open schedules and the schedules prior to April 2. The service gaps between the two schedules for all branches were highlighted. The report indicated that each branch would require 6 more hours of staff service to compensate for the recognized gaps. With 6 branches being involved, this would result in a total of 36 additional hours of staff service per week. As for the structure in which the shifts would be scheduled, ECL would need 3 additional part-time positions, working 12 hours per week. The 3 positions would incur an approximate cost of \$70,000 per year.

The Board requested a workforce statistics report highlighting the percentage of full-time and part-time employees at Essex County Library.

24/33

Moved by Mr. Gibb

Seconded by Ms. Latam

That the Board receive the Small Branch Staffing Levels Report for information.

Ms. Bailey requested that their opposition to the motion be noted in the minutes.

Carried

B) Strategic Planning Update

At the final meeting of the working focus group, a tentative mission statement was drafted:

"An inclusive space of discovery for all at the heart of our communities."

The focus group believes that this mission statement captures the idea that public libraries provide a launchpad for exploration and discovery, as well as thriving within their community by the services provided.

Several tentative vision statements were also drafted with the following themes in mind.

- Exceptional customer service;
- Accessible, clean, and inviting spaces;
- Responsiveness and relevance to our communities;
- Effective marketing, outreach, and communication with stakeholders.

Strategic priorities were classified by 3 categories:

- Marketing and Outreach;
- Enhancing the Library Experience;
- Fostering the Development of a Healthy Organization.

Board members will be scheduled one-on-one meetings with the CEO/Chief Librarian regarding the strategic plan. Administration is also seeking opportunities for soliciting feedback from staff and the community.

24/34

Moved by Ms. Segedin

Seconded by Mr. Gibb

That the Board receive the Strategic Planning Update Report for information.

Carried

C) Collection Services

Essex County Library has a collection of approximately 300,000. The collection includes, but is not limited to books, DVDs, audiobooks, and magazines. The Library holds materials in 14 languages and for various age groups. Compared to similarly sized library systems, ECL remains competitive.

The Board was presented with 2023 statistics for circulation. Some highlights include:

- There was a 7% increase in total tangible circulation.
- Tecumseh Branch experienced a decrease of 11% due to the renovation project.
- Harrow Branch experienced an increase of 16%.

A 15-year review of collection statistics indicates that there has been an average of 16.5% increase, each year, since the pandemic. Based on current projections, it is expected that ECL will return to pre-pandemic circulation by the end of 2025.

In 2023, all staff participated in Intellectual Freedom training. This training programmed was modeled after Toronto Metropolitan University's Centre for Free Expression library training. This training provided staff with theoretical and practical information about intellectual freedom and Administration is currently working on improving processes related to responding to requests for removal or reclassification of materials.

Two pilot projects have been introduced to the community: video games and Wonderbooks. The projects will stay in place for 1 year and statistics will be evaluated at that time to determine if video games and Wonderbooks will remain in the collection.

The Board requested that Administration provide an annual statistics report comparing community population and circulation.

24/35

Moved by Mr. Burns

Seconded by Ms. Latam

That the Board receive the Collective Services Report for information.

Carried

D) Employee Code of Conduct

Administration updated the Employee Code of Conduct. The policy has been expanded to include non-uninized staff, volunteers, and Board members. The Code clearly specifies responsibilities for individuals, communicates behaviour expectations, and sets a framework for managing violations.

24/36

Moved by Mr. Burns

Seconded by Mr. Gibb

That the Board receive the Employee Code of Conduct for information; and, approve.

Carried

E) Audited Financial Statements

The Board was presented with the audited financial statements for 2023. These statements are a high-level representation of ECL's financial position in 2023.

It is recommended that the Board approve these statements. Once approved, they will be presented to County Council.

24/37

Moved by Ms. Segedin

Seconded by Ms. Bailey

That the Board defer the Audited Financial Statements Report.

Defeated

24/38

Moved by Ms. Bondy

Seconded by Mr. Gibb

That the Board receive the Audited Financial Statement Report for information; and approve.

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 personal matters pertaining to identifiable individuals.

B) Motion

There were no motions.

C) Notice of Motion

There was no notice of motion.

8. Date and Location of Next Meeting

Date: Wednesday, July 31, 2024.

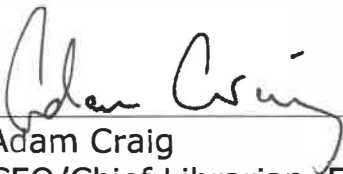
Location: Room C, Essex County Civic Centre

9. Adjournment

Upon motion of Mr. Burns and Mr. Gibb, the Chair declared the meeting adjourned at 7:50 PM.



Joe Bachetti
Chair – Essex County Library Board



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



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, August 14, 2024

Subject: Proposed Reserve Management Policy

Report #: 2024-0814-FIN-R16-MR

Purpose

The purpose of this report is to establish a Reserve Management Policy for the County of Essex to provide clear guidelines for managing reserves, aiding informed decision making and ensuring long term financial stability.

Background

In accordance with Section 224 of the Municipal Act, 2001, Council is entrusted with assessing municipal policies and programs, while also upholding the financial integrity of the corporation, a responsibility addressed by the proposed Reserve Management Policy. Council approval is mandated by By-laws, and the management of reserves typically necessitates Council approval as stipulated in Section 417 of the Municipal Act, 2001 which allows for a municipality to provide for the establishment and maintenance of reserve funds for the purpose for which it has authority to spend money.

In the past, reserve related decisions within the County of Essex have relied on a corporate reserve strategy which is briefly outlined in the Capital Financial and Debt Policy (03-001) and typically communicated annually during budget deliberations.

However, during 2024 County Budget Deliberations, Council expressed the need for a more comprehensive and detailed Reserve policy. It was recognized that such a policy would provide essential guidance to ensure

informed, prudent and sustainable long-term financial decisions when approving budget allocations.

Discussion

The Municipal Act, 2001, Section 289 provides that in preparing the budget, an upper-tier municipality may provide for such reserves as the upper-tier municipality considers necessary. Establishing a Reserve Management Policy will enable the County to strategically plan for future financial needs and challenges.

Reserves and reserve funds shall be established for the following purposes:

- **To facilitate long-term financial planning:** A well-defined reserve policy will ensure that the County can plan and allocate funds efficiently over a multi-year horizon.
- **To plan for asset management and the impact and financing of major capital projects:** Properly managed reserves will provide a funding source for the renewal and replacement of infrastructure and other capital assets.
- **To provide for the cost of equipment or facility renewals and replacements:** This ensures that funds are available when critical equipment or facilities reach the end of their useful lives.
- **To smooth tax rate impacts and revenue fluctuations:** Reserves can be used to stabilize the tax rate, mitigating the impact of economic cycles and other external factors.
- **To smooth expenditures which would otherwise cause fluctuations in the operating budget:** This helps avoid sudden spikes in expenditures, ensuring a more predictable and stable financial environment.
- **To absorb the cost of one-time expenses not included in the annual budget:** This provides a buffer for unforeseen expenses that were not anticipated in the annual budgeting process.
- **To fund future obligations:** This includes setting aside funds for known future liabilities or commitments, ensuring that the County is financially prepared for these obligations.

A comprehensive Reserve Management Policy also includes guidelines for:

- The establishment and classification of reserves and reserve funds.
- Target levels for reserves and strategies for reaching and maintaining these levels.
- Regular reporting and monitoring of reserve balances and usage.

The proposed Reserve Policy (attached as **Appendix A**) aims to establish guidelines for managing financial reserves, promoting transparency, and enhancing long-term financial stability. It outlines clear objectives such as facilitating long-term financial planning across all County departments. The policy distinguishes between general Reserves and earmarked Reserve Funds, ensuring funds are managed according to legal requirements and intended purposes.

New Reserves or Reserve Funds must be approved by Council based on recommendations from the Director of Financial Services/Treasurer, ensuring alignment with County priorities and financial planning criteria. Comprehensive reporting requirements, including audited financial statements and adherence to regulatory standards, guarantee transparency in reserve management.

Regular monitoring of reserve levels against targets enables assessment of financial health, guiding prudent management decisions. Defined roles for Council, the Chief Administrative Officer, Director of Financial Services/Treasurer, and the Senior Leadership Team ensure effective governance and oversight. Provisions for flexibility in consolidating, closing, or repurposing reserves supports adaptation to changing fiscal needs and legislative requirements, ensuring efficient resource allocation.

The target amounts for reserve balances were established by referencing industry standards from the Municipal Finance Officers' Association of Ontario (MFOA), the Association of Municipalities of Ontario (AMO) and comparable municipalities in the southwest region. Additionally, we considered the County's unique long-term financial requirements. These minimum targets will be reviewed annually to ensure they remain aligned with industry norms and the County strategic plan.

The attached Appendix B, "Current Reserve and Reserve Fund Summary," provides detailed information on our reserves, including current balances, purposes, target minimums, current percentages, variances, and proposed changes from administration.

Several reserves either exceed or fall short of their target minimum balances. To align our finances with the newly established targets, administration has reviewed these reserves and identified those that are overfunded, underfunded, or no longer necessary.

The proposed adjustments include:

- Redirecting any excess Rate Stabilization Funds to Capital Reserves.
- Redirecting any excess Insurance Reserve Funds to Capital Reserves.
- Redirecting any excess W.S.I.B. Reserve Funds to Capital Reserves.
- Redirecting any excess Health Stabilization Reserve Funds to Capital Reserves.
- Amalgamating the Working Capital Reserve into the Rate Stabilization Reserve.
- Combining the EMS-Equipment, EMS-Vehicles, and EMS-Severance into a single reserve titled "EMS-Equipment & Vehicle Reserve."

If the recommendations in this report are approved, these reserve funds will be reallocated according to the proposed changes, as illustrated in Appendix C. An annual review of the target balances will occur, with a report presented to Council or details provided during budget deliberations should any additions, deletions or amalgamations be required.

Financial Implications

The adoption of this policy does not currently impose any immediate financial impact on the County. However, it is anticipated that there will be financial implications as a result of the policy. Depending on the status of the reserves in relation to their target levels, recommendations may be made to augment contributions to reserves within the operating and/or capital budgets, as outlined by the policy's provisions. Any adjustments to reserves must be authorized by Council, whether incorporated into the Annual Budget process or throughout the year by Council resolution.

Consultations

Heidi McLeod, Manager Accounting- Administration/Deputy Treasurer
County of Essex Senior Leadership Team (SLT)
Sandra Zwiers, Chief Administrative Officer (CAO)

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 report number 2024-0814-FIN-R16-MR, Proposed Reserve Management Policy for the County of Essex and the accompanying By-law to Adopt a Reserve Fund Policy; and,

That Essex County Council approve the transfers of funds between the reserves and amalgamate reserves as indicated in Appendix B to coincide with the result in Appendix C.

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	Reserve and Reserve Fund Policy (Draft for Council)
A.1	Reserve and Reserve Fund Summary (for Policy)
B	Current Reserve and Reserve Fund Summary
C	Proposed Reserve and Reserve Fund Summary

County of Essex Policy and Procedures Manual

Reserve Management Policy

Policy Number:	2024-020
Policy Type:	Corporate Policy
Approval Authority:	Essex County Council
Office of Responsibility:	Financial Services
Issuance Date:	2024-08-14 (Date approved/effective)
Revised on Date:	2024-08-14
Scheduled Review Date:	2028-07-17 (Review cycle is at minimum every 4 years or more frequently.)
Replaces Policy:	N/A

1.0 Introduction

The Corporation of the County of Essex is proposing a Reserve Management Policy to ensure responsible financial management and long-term stability. This policy provides clear guidelines for managing reserves, promoting transparency and informed decision making.

2.0 Scope

This policy/procedure pertains to all departments, officials, and employees of the Corporation of the County of Essex involved in the management, utilization and oversight of financial reserves. Library Services reserves are the responsibility of the Library Board and are managed by the Chief Librarian. This policy shall be applied fairly and consistently in a manner that maintains the purpose, intent and meaning of the policy.

3.0 Definitions/Glossary

“Reserve”- An allocation of accumulated net revenue that makes no reference to any specific asset and does not require the physical segregation of money. Reserves do not earn interest on their own. Any earnings derived

Reserve Management Policy

Number: 2024-020

from investment of reserve monies are reported as general fund earnings. A reserve cannot have a revenue or expense of itself like a reserve fund.

"Reserve Fund"- Monies set aside for a specific purpose as required by provincial legislation, a municipal by-law, or agreement. The County classifies reserve funds as either Obligatory or Discretionary. Any revenue earned on the investment of such funds are reported as revenue of that reserve fund.

"Capital Reserve" - Reserve Funds resolved by Council to be used to fund the County's Capital Asset Replacement Program.

"Discretionary Reserve" - Reserve Funds set aside for a specific purpose by Council and legislated by Municipal By-Law. If Council should decide to spend the money for purposes other than what it was originally intended for, than a new by-law must be passed (per Section 417(4) of the Municipal Act, 2001)

"Obligatory Reserve" - A reserve fund created when required by legislation or statute stating that revenue/(monies) received for special purposes be segregated from the general revenues of the municipality.

"Senior Leadership Team"- Includes the Director, Financial Services/Treasurer, Financial Services/Treasurers in each department of the County

"Public Sector Accounting Board (PSAB)"- Refers to the Public Sector Accounting Board, an independent board with the authority to set accounting standards for the public sector.

4.0 Purpose/Description

This policy establishes consistent principles, standards and guidelines for the maintenance, management and accounting of reserves and reserve funds.

Reserves and reserve funds shall be established for the following purposes:

- To facilitate long-term financial planning
- To plan for asset management and the impact of financing of major capital projects
- To provide for the planned expansion of County infrastructure
- To provide for the cost of equipment or facility replacements
- To smooth tax rate impacts and revenue fluctuations

Reserve Management Policy

Number: 2024-020

- To smooth expenditures which would otherwise cause fluctuations in the operating budget
- To absorb the cost of one-time expenses not included in the operating budget
- To fund future obligations

The Reserve Management Policy applies to all Reserves and Reserve Funds established by the County of Essex.

All Reserve and Reserve funds will be managed in accordance with the Municipal Act.

- Section 289 (4) (f): In preparing the budget, an upper-tier municipality may provide for such reserves as the upper-tier municipality considers necessary.
- Section 293: specifies that the Minister may make regulations requiring a municipality to establish a reserve fund designated for prescribed liabilities, defining “liabilities”, requiring a municipality to make payments into the reserve fund, prohibiting the municipality from changing the purpose for which the reserve fund is designated; and prescribing the conditions under which the municipality may change the designation of all or any part of the reserve fund, and borrow from the reserve fund.
- Section 417: allows a municipality to provide in its budget for the establishment or maintenance of a reserve fund for any purpose for which it has authority to spend money and that a municipality may, by by-law, provide that the money raised for a reserve may be spent or applied to a purpose other than for which the fund was established.

5.0 Policy/Procedures

In the administration of Reserves and Reserve Funds, the following principles will be followed:

Reserve Management Policy

Number: 2024-020

5.1 Establishment

Council, on recommendation of the Director, Financial Services/Treasurer, will approve the establishment of new Reserves or Reserve Funds. The following will be established:

- purpose and use
- type

interest bearing – generally for future liabilities, future development properties, emergency capital or legislated

non-interest bearing –infrastructure/equipment/building replacement, operational, and stabilization/contingency reserves

- funding sources and target funding level (if applicable)
- projected annual requirement of spending and details on replenishment

5.2 Consolidation/Close

If the purpose of a Reserve or Reserve Fund has been accomplished or is no longer necessary, Council, on the recommendation of the Director, Financial Services/Treasurer, will approve the closure or consolidation, and transfer of any remaining funds.

A resolution of Council will be required to close a reserve.

The by-law establishing the Reserve fund will be required to be repealed in order to close the Reserve fund.

5.3 Contributions, Commitments and Expenditures

Council, as a part of the annual budget approval process, approves the contributions and commitments from Reserves and Reserve Funds. If not approved through the budget, a resolution of Council is required, except for contributions such as interest, donations, or net recoveries of prior year events.

Expenditures are managed by staff within the Council-approved commitments.

At times, change orders may be required due to uncontrollable factors; the authority to utilize Reserve or Reserve Funds beyond the council-approved commitment will be directed by the Procurement Policy.

At times, implementation does not occur as originally planned due to unexpected conditions. Solutions may vary without additional approval if they are aligned with the purpose for which the commitment was approved. Otherwise repurposing of committed funds requires the approval of Council.

Reserves or Reserve Funds cannot have a balance below zero. If this occurs the expenditure will be allocated through the applicable operating budget or contingency reserve with a report to Council identifying the implications.

5.4 **Lifting of Commitments**

Commitments that are not fully spent at the end of the fiscal year following the budget year of approval will be lifted (removed). If the project is not complete by the end of that year, a request will need to be brought back to Council for re-confirmation of the commitment; generally, during the annual budget process.

5.5 **Interest Allocation**

Interest on Reserve Fund balances will be calculated and added on an annual basis based on the interest obtained from the general operating bank account or a contractual agreement.

5.6 **Lending/Transferring for Other Purposes**

Inter-reserve lending (that are non legislated reserves) to cover a Reserve or Reserve Fund shortfall is permitted and encouraged to avoid external borrowing costs. Lending may only occur when an analysis of the Reserve or Reserve Fund has determined that the amount will not adversely affect the intended purpose of the Reserve or Reserve Fund. Council will approve the amount and term, and staff will apply a reasonable market rate of interest to the Reserve Fund that has provided the borrowed funds.

Applicable legislation must be followed with respect to inter-fund lending.

Reserve Management Policy

Number: 2024-020

Only after viable alternatives are exhausted staff may recommend repurposing of commitments. Council may, by by-law, authorize the repurposing of a Reserve or Reserve Fund be commitment to a purpose other than for which it was originally established, subject to applicable legislation.

5.7 Reporting

Finance staff will prepare, as a minimum, in relation to Reserve and Reserve Funds:

- Annual Audited Financial Statements and Financial Information Return (FIR) – for financial reporting purposes, reserve funds set aside by legislation, regulation, or agreement (obligatory), are reported as deferred revenue, a liability on the Consolidated Statement of Financial Position. Other reserve funds (discretionary) and reserves, are balances within the accumulated surplus.
- Annual Budget Process – includes review of current forecast of revenue and expenditures and adequacy to meet future needs.
- Other legislated reporting – as required.

5.8 Adequacy and Targets

Reserve and Reserve Fund levels will be monitored and reported on a regular basis, generally within the annual budget process. When inadequate balances occur, Finance staff will make recommendations to Council regarding strategies to work toward the target.

Adequacy will be assessed by reviewing actual balances versus specific targets, and reviewing various ratios.

When establishing targets, consideration will be given to the following:

- purpose of the Reserve or Reserve Fund
- predictability of revenues and volatility of expenditures
- certainty of future liability

- economic factors (inflation, interest rates, cyclical pressures)
- industry/government/accounting standards and best-practices

5.9 **Operating Surplus/Deficit and Non-Recurring Revenues**

Reserves and Reserve Funds shall receive priority consideration for the distribution of surplus funds and non-recurring revenues. Unless extraordinary conditions exist or specified targets are exceeded, any annual operating surplus/deficit from an audited year-end will be transferred to/from the rate stabilization reserve.

If the transfer would result in a negative balance, an alternative will be recommended to Council, with the use of capital reserves for operational funding being least desirable.

6.0 **Responsibility**

6.1 **Council is responsible for:**

- In accordance with Municipal Act, 2001, Section 224, develop and evaluate policies, ensure that administration policies, practices and procedures and controllership policies, practices and procedures are in place and maintain the financial integrity of the municipality.
- Approve transactions to and from reserves and reserve funds through the budget process or by specific resolution (for reserves) and by-laws (for reserve funds).

6.2 **The Chief Administrative Officer (CAO) is responsible for:**

- Supporting the Director, Financial Services/Treasurer, in ensuring the principles and mandatory requirements contained in this policy are applied consistently across all County departments.

6.3 **The Director, Financial Services/Treasurer is responsible for:**

- providing recommendations for the establishment, closure, or consolidation of Reserves and Reserve Funds
- providing analysis and recommendations on the adequacy levels of Reserves and Reserve Funds

Reserve Management Policy

Number: 2024-020

- providing recommendations on the repurposing of commitments and transfer of funds to and from Reserve and Reserve Funds
- providing recommendations on the borrowing/lending to and from Reserve and Reserve Funds
- managing Reserves and Reserve Funds in accordance with legislation, municipal financing strategies, and approved commitments
- prudently investing Reserve and Reserve Funds per the Investment Policy, and allocate interest appropriately
- providing long range financial planning recommendations to link the capital and asset management plan with the reserve plan
- Reporting to Council the reserve balances and forecast as part of the annual budget approval process

6.4 **The Senior Leadership Team (SLT) is responsible for:**

- providing cost and revenue estimates to guide long-term planning and adequacy review
- consulting with the Treasurer/Finance staff regarding requests to Council to commit Reserve or Reserve Funds outside of the annual budget process
- consulting with the Treasurer/Finance staff to determine when Reserves or Reserve Funds should be created, consolidated or closed
- managing expenditures within Council-approved commitments. If change orders are required, the authority to utilize Reserve or Reserve Funds beyond the council-approved commitment, will be directed by the Procurement Policy

7.0 **Related Documents/Legislation**

- Capital Financing and Debt Policy (2003-001)
- Investment Policy (2003-003)

Reserve Management Policy

Number: 2024-020

8.0 Summary of Amendments

Date	Amendment(s)
2024-08-14	New Policy (update if approved by Council to include Resolution Number)

Appendices

Appendix A- Reserve and Reserve Fund Summary

Appendix A-Reserve and Reserve Fund Summary

Reserve Name	2023 Revised Year End Balance	Purpose	Reserve Minimum Target	Current %	\$ Over/ (under)
Rate Stabilization Reserve	18,539,884	To provide funds for emergency requirements such as working capital and non-recurring expenditures that do not represent permanent adjustments to fundamental service levels, and to stabilize the County levy during operating cycles with significant, non-budgeted fluctuations in service demand.	10%-15% of corporate levy	15%	\$ -
Capital	94,692,791	To fund the acquisition, construction, and maintenance of capital assets, ensuring the sustainable development and renewal of essential infrastructure.	3x the annual required replacement costs (\$39,141,500 x 3).	81%	-\$22,731,709
Insurance	700,000	To ensure that sufficient funds are available to cover future claims and liabilities, providing financial stability and protection against potential losses.	Based on Required Deductables to Potentially Pay (General \$250,000 x 2 + Property x \$50,000 x 2 + Automobile \$25,000 x 4)	100%	\$ -
W.S.I.B.	552,000	To ensure sufficient funds are available to cover workplace safety and insurance board (WSIB) related liabilities or significant premium increases, safeguarding against potential financial impacts from workplace injuries and claims.	50% annual average of last 5 years claims + 25% of premiums paid.	100%	\$ -
Health Benefit Stabilization	926,250	To ensure stable funding for unexpected fluctuations in health care costs, maintaining consistent coverage and financial sustainability for employee health benefits.	15% of annual health benefit costs	100%	\$ -
Total Corporate Stabilization Reserves	115,410,925				

Reserve Name	2023 Revised Year End Balance	Purpose	Reserve Minimum Target	Current %	\$ Over/ (under)
New Windsor Essex Hospital	42,310,000	Capital specific funding to support contruction of the New Windsor Essex Hospital System	Council Approved Funding Model	N/A	N/A
Departmental Specific Reserves-SPH-Donations	79,803	To steward funds received from donations towards enhancing facility operations and improving services for the benefit of its residents.	N/A	N/A	N/A
Departmental Specific Reserves-IPS					
Official Plan Reserve	567,933	To allocate funds annually within the county's budget to conduct mandatory five- year reviews of the official plan, ensuring effective planning and compliance with regulatory requirements without significant budgetary fluctuations.	Sufficient to cover the costs of conducting mandatory five-year review.	103%	0
Roadway Expansion	118,283,900	To allocate funds for addressing identified roadway expansion requirements outlined in the Essex Windsor regional transportation study.	30% of total reserve funded cost of the 20 year plan finalized by the Director of IPS.	32%	0
Total IPS Reserves	118,851,833				
Departmental Specific Reserves-EMS					
EMS-Equipment & Vehicles	13,775,609	To allocate funds for the replacement of the equipment within the vehicles and the vehicles utilized in the delivery of emergency medical services.	3x the annual required replacement costs (\$3.45M x 3).	133%	3,425,609
Total EMS Reserves	13,775,609				
Total Reserves (excluding Library)	290,428,170				

Appendix B-Current Reserve and Reserve Fund Summary

Reserve Name	2023 Year End Balance	Purpose	Reserve Minimum Target	Current %	\$ Over/ (under)	Proposed Change
Rate Stabilization Reserve	17,957,668	To provide funds for emergency requirements and non-recurring expenditures that do not represent permanent adjustments to fundamental service levels, and to stabilize the County levy during operating cycles with significant, non-budgeted fluctuations in service demand.	5%-10% of corporate levy	15%	\$ 5,597,745	Move excess funds to Capital Reserve
Capital	84,617,536	To fund the acquisition, construction, and maintenance of capital assets, ensuring the sustainable development and renewal of essential infrastructure.	3x the annual required replacement costs (\$39,141,500 x 3).	72%	-\$ 32,806,964	Build \$1,168,400 annually into the budget, levy funded, to close the Asset Management Plan gap in 10 years. Current Gap (\$11,684,000)
Insurance	1,067,729	To ensure that sufficient funds are available to cover future claims and liabilities, providing financial stability and protection against potential losses.	Based on Required Deductables to Potentially Pay (General \$250,000 x 2 + Property x \$50,000 x 2 + Automobile \$25,000 x 4)	153%	\$ 367,729	Move excess funds to Capital Reserve
W.S.I.B.	4,425,310	To ensure sufficient funds are available to cover workplace safety and insurance board (WSIB) related liabilities or significant premium increases, safeguarding against potential financial impacts from workplace injuries and claims.	50% annual average of last 5 years claims (\$60,000) + 25% of premiums paid (\$492,000).	802%	\$ 3,873,310	Move excess funds to Capital Reserve
Health Benefit Stabilization	2,842,682	To ensure stable funding for unexpected fluctuations in health care costs, maintaining consistent coverage and financial sustainability for employee health benefits.	15% of annual health benefit costs (\$926,250)	33%	\$ 1,916,432	Move excess funds to Capital Reserve

Reserve Name	2023 Year End Balance	Purpose	Reserve Minimum Target	Current %	\$ Over/ (under)	Proposed Change
Working Capital	4,500,000	To provide liquidity and financial flexibility to cover short-term operational needs and unexpected expenses, ensuring smooth business operations and mitigating financial risks.	1 month operating expenses(\$11.6M)	39%	-\$ 7,100,000	Move to Rate Stabilization Reserve and increase the target %. Antiquated name and could be included in the purpose for rate stabilization reserve to keep reserves organized.
Total Corporate Stabilization Reserves	115,410,925					
New Windsor Essex Hospital	42,310,000	Capital specific funding to support construction of the New Windsor Essex Hospital System	Council Approved Funding Model	N/A	N/A	No Change required.
Departmental Specific Reserves-SPH-Donations	79,803	To steward funds received from donations towards enhancing facility operations and improving services for the benefit of its residents.	N/A	N/A	N/A	No Change required.
Departmental Specific Reserves-IPS						
Official Plan Reserve	567,933	To allocate funds annually within the county's budget to conduct mandatory five-year reviews of the official plan, ensuring effective planning and compliance with regulatory requirements without significant budgetary fluctuations.	Sufficient to cover the costs of conducting mandatory five-year review.	103%	\$ 17,933	No Change required.
Roadway Expansion	118,283,900	To allocate funds for addressing identified roadway expansion requirements outlined in the Essex Windsor regional transportation study.	30% of total reserve funded cost of the 20 year plan finalized by the Director of IPS.	32%	\$ 6,274,530	No Change required.
Total IPS Reserves	118,851,833					

Reserve Name	2023 Year End Balance	Purpose	Reserve Minimum Target	Current %	\$ Over/ (under)	Proposed Change
Departmental Specific Reserves-EMS						
EMS-Equipment	6,852,636	To allocate funds for the replacement of the equipment within the vehicles utilized in the delivery of emergency medical services.	3x the annual required replacement costs (\$1.35M x 3).	169%	2,802,636	Amalgamate to EMS-Equipment & Vehicle Reserves
EMS-Vehicles	6,592,820	To allocate funds for the replacement of the emergency vehicles utilized in the delivery of emergency medical services.	3x the annual required replacement costs (\$2.1M x 3).	105%	292,820	Amalgamate to EMS-Equipment & Vehicle Reserves
EMS-Severance	330,153	Previously established for severance pay when the service amalgmated.	N/A	N/A	N/A	Amalgamate with EMS-Equipment & Vehicle Reserves
Total EMS Reserves	13,775,609					
Total Reserves (excluding Library)	290,428,170					

Appendix C- Proposed Reserve and Reserve Fund Summary

Reserve Name	2023 Revised Year End Balance	Purpose	Reserve Minimum Target	Current %	\$ Over/ (under)
Rate Stabilization Reserve	18,539,884	To provide funds for emergency requirements such as working capital and non-recurring expenditures that do not represent permanent adjustments to fundamental service levels, and to stabilize the County levy during operating cycles with significant, non-budgeted fluctuations in service demand.	10%-15% of corporate levy	15%	\$ -
Capital	94,692,791	To fund the acquisition, construction, and maintenance of capital assets, ensuring the sustainable development and renewal of essential infrastructure.	3x the annual required replacement costs (\$39,141,500 x 3).	81%	-\$22,731,709
Insurance	700,000	To ensure that sufficient funds are available to cover future claims and liabilities, providing financial stability and protection against potential losses.	Based on Required Deductables to Potentially Pay (General \$250,000 x 2 + Property x \$50,000 x 2 + Automobile \$25,000 x 4)	100%	\$ -
W.S.I.B.	552,000	To ensure sufficient funds are available to cover workplace safety and insurance board (WSIB) related liabilities or significant premium increases, safeguarding against potential financial impacts from workplace injuries and claims.	50% annual average of last 5 years claims + 25% of premiums paid.	100%	\$ -

Reserve Name	2023 Revised Year End Balance	Purpose	Reserve Minimum Target	Current %	\$ Over/ (under)
Health Benefit Stabilization	926,250	To ensure stable funding for unexpected fluctuations in health care costs, maintaining consistent coverage and financial sustainability for employee health benefits.	15% of annual health benefit costs	100%	\$ -
Total Corporate Stabilization Reserves	115,410,925				
New Windsor Essex Hospital	42,310,000	Capital specific funding to support construction of the New Windsor Essex Hospital System	Council Approved Funding Model	N/A	N/A
Departmental Specific Reserves-SPH-Donations	79,803	To steward funds received from donations towards enhancing facility operations and improving services for the benefit of its residents.	N/A	N/A	N/A
Departmental Specific Reserves-IPS					
Official Plan Reserve	567,933	To allocate funds annually within the county's budget to conduct mandatory five-year reviews of the official plan, ensuring effective planning and compliance with regulatory requirements without significant budgetary fluctuations.	Sufficient to cover the costs of conducting mandatory five-year review.	103%	0
Roadway Expansion	118,283,900	To allocate funds for addressing identified roadway expansion requirements outlined in the Essex Windsor regional transportation study.	30% of total reserve funded cost of the 20 year plan finalized by the Director of IPS.	32%	0
Total IPS Reserves	118,851,833				

Reserve Name	2023 Revised Year End Balance	Purpose	Reserve Minimum Target	Current %	\$ Over/ (under)
Departmental Specific Reserves-EMS					
EMS-Equipment & Vehicles	13,775,609	To allocate funds for the replacement of the equipment within the vehicles and the vehicles utilized in the delivery of emergency medical services.	3x the annual required replacement costs (\$3.45M x 3).	133%	3,425,609
Total EMS Reserves	13,775,609				
Total Reserves (excluding Library)	290,428,170				



Administrative Report

To: Warden MacDonald and Members of Essex County Council
From: Katherine Hebert
County Clerk
Date: Wednesday, August 14, 2024
Subject: Records Destruction Policy Review and Update
Report #: 2024-0814-LCS-R25-KH

Purpose

The purpose of this Administrative Report is to present Council with the proposed updated Records Destruction Policy (the "**Policy**"), with the intent of the proposed changes being to modernize the Policy to align with the County's current procedures for the administration of records as well as industry best practices.

Background

In October of 2005 the County established a Records Destruction Policy, in accordance with By-law 27-2005, and subsequently by way of By-law 57-2013, repealed the original by-law and delegated authority to the Director of Council Services/Clerk to make amendments to the retention schedule and records program policy as needed, from time to time.

Attached hereto at **Appendix A**, is the original Records Destruction Policy 001-2005.

As part of the Records Management Program Policy, all records of the Corporation are classified and filed using The Ontario Municipal Records Management System ("**TOMRMS**").

In 2021 the County underwent a comprehensive Records and Information Management Review, which resulted in several recommendations. The recommendation included that to the County review and update existing Records Management Program Policies and Procedures, as well as to develop new policies for areas where gaps in the program were identified.

In accordance with those recommendations, County Administration has been working to establish robust Records Management Policies and Procedures to compliment and supplement the existing Records Management Program.

Discussion

Alignment with Industry Standards

The review and updated of the County's policies and procedures has resulted in policies and procedures that align with the Association of Records Managers and Administrators ("**ARMA**") Generally Accepted Record-Keeping Principles (the "**Principles**"), being:

- 1) **Accountability:** A senior executive (or a person of comparable authority) shall oversee the information management to appropriate individuals.
- 2) **Transparency:** An organization's business processes and activities, including its information governance program, shall be documented in an open and verifiable manner, and that documentation shall be available to all personnel and appropriate, interested parties.
- 3) **Integrity:** An information governance program shall be constructed so the information assets generated by or managed for the organization have a reasonable guarantee of authenticity and reliability.
- 4) **Protection:** An information governance program shall be constructed to ensure an appropriate level of protection to information assets that are private, confidential, privileged, secret, classified, essential to business continuity, or that otherwise require protection.
- 5) **Compliance:** An information governance program shall be constructed to comply with applicable laws, other binding authorities, and the organization's policies.
- 6) **Availability:** An organization shall maintain its information assets in a manner that ensures their timely, efficient, and accurate retrieval.
- 7) **Retention:** An organization shall maintain its information assets for an appropriate time, taking into account its legal, regulatory, fiscal, operational, and historical requirements.

- 8) Disposition: An organization shall provide secure and appropriate disposition for information assets no longer required to be maintained, in compliance with applicable laws and the organization's policies.

The proposed changes in the revised Records Destruction Policy, a copy of which is appended to this Report as **Appendix B**, align with the Principles and outline the necessary steps to ensure that County Records are protected. Also revised is the Notice of Destruction Form, a copy of which is appended to this Report as **Appendix C**, which is retained as a permanent Record, and evidence of compliance.

The existing Records Destruction Policy has been in place for nearly twenty years, and uptake on compliance with the policy and with By-law 57-2013, had been initially good. In recent years, however, with an accelerated rate of staff turnover, increasing quantities of information generated, and less time to manage it all, meaningful participation in the Records Destruction process has been less universal. Further, without controlled access to the Records Storage Rooms, there has been a stockpiling of unclassified, unidentified and 'orphaned' boxes that needs to be addressed.

Electronic records are similarly stockpiled, with compounding quantities of information being held within our systems, servers, and cloud environment. With information being targeted by threat-actors more frequently, it has become a priority to manage corporate information assets in a more robust way, and in compliance with ever-changing privacy and transparency regulations.

As new policies and procedures are developed, and as physical and electronic storage spaces change, more modern practices to manage access to records, control of inventory and for the process for records destruction across all departments of the County is needed.

County Administration recognizes that a complete Records Management Program includes a formal policy regarding the destruction of records which have exceeded their retention period. While the Records Retention By-law establishes when records may be destroyed, the Records Destruction Policy establishes how records may be destroyed and by whom.

The modernizing of the Records Destruction Policy will ensure that prior to records being destroyed, written authorization by the responsible Department Head will be required and that written authorization will then become a permanent record.

Corporate Policy to Administrative Policy

In 2021 Council adopted the County's Policy and Procedure Governance Framework, which outlined the method to be used for the administration of policies and procedures as well as the approval authority for these important guiding documents.

At present, the Records Destruction Policy is classified as a Corporate Policy, requiring that County Council approve any material changes to the policy prior to adoption. As part of this review, Administration is proposing that the Records Destruction Policy be deemed an Administrative Policy, and that the Authority to make changes to the policy rest with the Chief Administrative Officer. The reason for this proposed change is that with constantly changing facilities, technology and personnel, it will likely become necessary to amend the Records Destruction Policy quite frequently to meet the needs of current circumstances. Further, the operational factors impacting this Policy support oversight at the administrative rather than political level.

The overarching Records Management Program Policy remains a Corporate Policy with which Council is the approval authority.

Phased-In Records Inventory

As part of the implementation of the Records and Information Management Review recommendations, a phased-in records inventory, controlled access and effective destruction project is underway for the physical and eventually electronic records. Changes to the Records Destruction Policy have been made to reflect the current phase of this undertaking. This is a necessary step in the Records Destruction process, to ensure that accountability, transparency and risk management best practices are taken into consideration at each step. Further, compliance with By-law 2013-57 and the disposition of records in accordance with the TOMRMS retention schedule, is essential.

As resources are limited, this project will take time, and further amendments to the Policy will be required as new phases take shape in the coming months and years.

Financial Implications

There are no financial implications resulting from this policy review.

Consultations

During the review and amending of the policy, and the drafting of this report, the following members of County Administration were consulted:

- Senior Leadership Team
- Randy Pearson, Supervisor, Facilities
- Darrel Laurendeau, Director, Information Technology
- Records Management Program Coordinator and Analyst

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 and approve report number 2024-0814-LCS-R25-KH, Records Destruction Policy Review and Update; and

That amendments to the Records Destruction Policy 001-2005 be adopted as presented; and

That the Records Destruction Policy 001-2005 be deemed an Administrative Policy, with the Authority to make amendments to the policy delegated to the Senior Leadership Team and CAO, under the County of Essex Policy and Procedures Governance Framework.

Approvals

Respectfully Submitted,

Katherine Hebert

Katherine Hebert, County Clerk

Concurred With,

David Sundin

David Sundin, BA (Hons), LL.B., Interim Director, Legislative and Community Services/County Solicitor

Concurred With,

Sandra Zwiers

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

Appendix	Title
A	Original Records Destruction Policy and NOD
B	Records Destruction Policy 001-2005 (Revised)
C	Notice of Destruction Form (Revised)
D	<u>57-2013 Repealing By-law 27-2005, being a By-law to establish schedules of retention periods for records of the County of Essex, delegate the authority for establishing or amending retention periods to the Director of Council Services/Clerk and to establish a Records Retention Program Policy for the County of Essex</u>

APPENDIX 'A'

THE CORPORATION OF THE COUNTY OF ESSEX POLICIES MANUAL		
SUBJECT: RECORDS DESTRUCTION POLICY		POLICY NO:
		EFFECTIVE DATE:
		REPLACES ISSUE OF:
PREPARED BY:	APPROVED BY:	PAGE 1 OF 3

1.0 POLICY OVERVIEW

.1 Definitions

- a) **Corporation** means the Corporation of the County of Essex.
- b) **Corporate files/corporate records** means recorded information in any format or medium that documents the Corporation's business activities, rights, obligations or responsibilities or recorded information that was created, received, distributed or maintained by the Corporation in compliance with a legal obligation.
- c) **Destroy or Destruction** means the process of eliminating, deleting or expunging data, documents and records so that the recorded information no longer exists.
- d) **Dispose or Disposal** has the same meaning as "destroy and destruction" and may be used interchangeably.
- e) **Expunge** means to eliminate completely, to wipe out, to destroy or to obliterate an electronic record.
- f) **Files** has the same meaning as "records" and may be used interchangeably
- g) **Records** means any recorded information, however recorded, whether in printed form, on film, by electronic means or otherwise, regardless of physical form or characteristics.
- h) **Retention period** means the period of time during which records must be kept by the Corporation before they may be disposed of.

.2 Policy Statement

The Corporation of the County of Essex (Corporation) recognizes the importance of managing the disposal and destruction of corporate files and records. Corporate files and records shall not be destroyed or disposed of in any way unless the retention period, as set out in the records retention by-law (By-law Number 27-2005) has expired. Corporate files or records pertaining to pending or actual investigations or litigation shall not be destroyed. Corporate files and records disposed of, pursuant to the retention period set

APPENDIX 'A'

THE CORPORATION OF THE COUNTY OF ESSEX POLICIES MANUAL		
SUBJECT: RECORDS DESTRUCTION POLICY		POLICY NO:
		EFFECTIVE DATE:
		REPLACES ISSUE OF:
PREPARED BY:	APPROVED BY:	PAGE 2 OF 3

out in the records retention by-law, as well as drafts and copies of files and records disposed of on a regular basis, shall be destroyed in a way that preserves the confidentiality of any information they contain. Copies of corporate files or records may be destroyed at any time if the original files and records are being retained in accordance with the records retention by-law. If a file or record is not referenced in the records retention by-law, refer these matters to the Clerk for inclusion in future updates to the records retention by-law. Disposal and destruction of a file or record must be authorized by way of signature, by the responsible Department Head.

.3 Purpose

To develop a policy on the disposal and destruction of corporate records after the retention period has expired.

2.0 SCOPE

- .1 Applies to all departments, divisions or sections within the Corporation.
- .2 Applies to all employees of the Corporation.

3.0 PROCEDURE

- .1 When the retention period of a file or record has expired, as determined in the records retention by-law, the Department Head of the Department, Section or Division where the record or file originated is notified by the employee responsible for the Corporate files within the Department, Section, or Division, that records or files within his/her department are due for disposal and destruction using a *Records Destruction Notice*, a sample of which is attached.
- .2 The responsible Department Head shall verify that the date of disposal and destruction is correct, pursuant to the most recent records retention by-law of the Corporation. (By-law Number 27-2005 and amendments thereto).
- .3 The responsible Department Head shall approve destruction of files and records or the extension of the retention period of the files and records by signing the *Records Destruction Notice*.
- .4 The responsible Department Head shall ensure the Clerk is notified in writing when a record or file is to be retained past the scheduled disposition date and the reason why such further retention is necessary.

APPENDIX 'A'

THE CORPORATION OF THE COUNTY OF ESSEX POLICIES MANUAL		
SUBJECT: RECORDS DESTRUCTION POLICY		POLICY NO:
		EFFECTIVE DATE:
		REPLACES ISSUE OF:
PREPARED BY:	APPROVED BY:	PAGE 3 OF 3

- .5 It shall be the responsibility of the Department Head, Section or Division where the record or file originated to obtain any additional government approvals required for the disposal or destruction of any records or files.
- .6 Arrangements regarding the destruction of files and records shall be the responsibility of the Department Head of the Department, Section or Division where the record or file originated. Paper files shall be burned, shredded or recycled. Electronic files shall be expunged.
- .7 Paper files or records containing information of a confidential or sensitive nature shall be shredded or burned.
- .8 The responsible Department Head shall ensure the Clerk is provided a signed *Records Destruction Notice* as notification that the files and records have been destroyed.
- .9 The responsible Department Head may delegate all duties and responsibilities under this policy if, in his/her opinion, it would be more appropriate for a Section or Division Manager/Supervisor within that Department to fulfill that role. Written notification must be provided to the Clerk upon delegation.

CORPORATION OF THE COUNTY OF ESSEX		Date of Notice (D/M/Y)	
Records Destruction Notice			
Responsible Department (Name and Office Location)			
			Date of Records
Records Type (Use description on transfer list)	Box No.	From	To
(May attach Transfer List to Records Destruction Notice if not adequate room on form)			
Authorized Approval Signature	Name	Date	
Retention Date Extension Explanation	Box No.	New Disposal Date	
Signature of Person Destroying Records	Name		
Method of Destruction:	Date of Destruction (D/M/Y)		
Burn____ Shred____ Recycle____ Expunge____			

Distribution: Original – Clerk Copy – Originating Department

County of Essex Policy and Procedures Manual

Records Destruction Policy

Policy Number:	2005-001
Policy Type:	Corporate Policy
Approval Authority:	Essex County Council
Office of Responsibility:	Legislative and Community Services
Issuance Date:	2005-11-16
Revised on Date:	YYYY-MM-DD
Scheduled Review Date:	YYYY-MM-DD (Review cycle is at minimum every 4 years or more frequently.)
Replaces Policy:	N/A

1.0 Introduction

The Corporation of the County of Essex recognizes that Corporate records and information are corporate assets and consequently, shall be managed in accordance with legislative requirements, County Policy and industry best practices. The County strives to reduce potential risk to the Corporation by implementing procedures for the administration of its records and information.

2.0 Scope

This policy applies to all departments, divisions, and employees within the Corporation.

3.0 Definitions/Glossary

Corporation or County shall mean the Corporation of the County of Essex.

Corporate files/corporate records shall mean recorded information in any format or medium that documents the Corporation's business activities, rights, obligations or responsibilities or recorded information that was

Records Destruction Policy

Number: 2005-001

created, received, distributed or maintained by the Corporation in compliance with a legal obligation.

Destroy/Destruction/Disposition/Expunge shall mean the act of destroying a record, removing it from the official record keeping system, or transferring it to an archive after its retention period has been reached. It is the final action taken per the retention schedule and legal obligations, concluding with destruction, transfer or permanent preservation.

File shall have the same meaning as “record” and may be used interchangeably

Office of Responsibility means the department of origin, or custodian of the record, or the designated department typically charged with the administration of certain records series or records. The term ‘responsible department’ is used interchangeably in this document.

Orphan Data shall mean data that:

- 1) is not machine readable by any of the County’s computer systems in place during the disposal year, because the data exists with no identifiable computer application that can retrieve the data; or
- 2) is machine readable but does not have sufficient content, context or structure to render it understandable by an experienced County employee who is knowledgeable about the business function or functions to which the data relates.

Personal Information Bank (PIB) Personal information banks (PIBs) are descriptions of personal information under the control of a government institution that is organized and retrievable by an individual's name or by a number, symbol or other element that identifies that individual.

Privacy Impact Assessment (PIA) is a risk management process that helps institutions ensure they meet legislative requirements and identify the impacts their programs and activities will have on individuals’ privacy.

Privacy Officer means the Clerk of the County of Essex.

Record shall mean any recorded information, no matter the medium, whether in printed form, on film, by electronic means or otherwise, regardless of physical form or characteristics.

Records Destruction Policy

Number: 2005-001

Retention Period shall mean the duration of time for which the information is maintained or "retained", irrespective of format (paper, electronic, or other). Retention periods vary with different types of information, based on content and a variety of other factors, including internal organizational need, regulatory requirements for inspection or audit, legal statutes of limitation, involvement in litigation, financial reporting needs, as well as other factors. It is the period of time that a record which has been assigned a classification must be kept before disposition may be considered. It includes a period of time the record is retained in the department after closure (active) plus a period of time in the Records Centre (inactive).

4.0 Purpose/Description

The purpose of this policy is to manage the destruction of records carried out by the Corporation. It is also in place to protect the corporation from risk. Records that are kept beyond their retention date and are not destroyed can leave the Corporation open to lawsuits, and more vulnerable to cyber-attacks.

5.0 Policy/Procedures

5.1 General

The Corporation of the County of Essex recognizes the importance of managing the disposition of corporate records. Corporate records shall not be destroyed or disposed of in any way unless first classified according to the current records classification system, and the retention period, as set out in the records retention by-law (By-law Number 57-2013) has expired.

Corporate files or records pertaining to pending or actual investigations or litigation shall not be destroyed. Corporate records disposed of as per the records retention by-law, as well as drafts and copies of files and records disposed of on a regular basis, shall be destroyed in a way that preserves the confidentiality of any information they contain.

Copies of corporate files or records may be destroyed at any time if the original files and records are being retained in accordance with the records retention by-law. If a file or record is not referenced in the records retention by-law, refer these matters to the Clerk.

Records Destruction Policy

Number: 2005-001

Disposal of a record must be authorized by way of signature, by the responsible Department Head.

5.2 Paper Records and Files

5.2.1 Boxed paper files and records shall be duly labeled using the information attached hereto as Appendix B – File Box Label. Labels shall be completed with a Box Number, Office of Responsibility, Classification, and Disposition Review Date

5.2.2 Designated departmental staff shall notify the Department Head, when the retention period of a file or record has expired, as determined in the records retention by-law, and shall prepare a Notice of Destruction.

A sample of the Notice of Destruction form is attached.

5.2.3 The responsible Department Head shall verify that the date of disposal and destruction is correct, pursuant to the most recent records retention by-law of the Corporation. (By-law Number 27-2005 and amendments thereto).

5.2.4 The responsible Department Head shall approve destruction of files through the use of the Notice of Destruction or, if it is determined that an extension of the retention period of the records is necessary, shall place a hold where necessary.

5.2.5 The responsible Department Head shall ensure the Clerk is notified in writing when Legal or Operational Hold, is placed on a record, (to be retained past the scheduled disposition date) and the reason why such further retention is necessary.

5.2.6 It shall be the responsibility of the Department Head where the record originated to obtain any additional government approvals required for the disposal or destruction of any records or files.

5.2.7 Arrangements regarding the destruction of files (i.e. Contracted shredding services) shall be the responsibility the Clerk, or their delegate.

5.2.8 Designated departmental staff shall notify in writing, the Clerk or their delegate, that destruction is required. Details

Records Destruction Policy

Number: 2005-001

of the request shall include the location, box description, and quantity of records that require destruction.

- 5.2.9 Paper files shall be destroyed in a manner that maintains confidentiality of the information.
- 5.2.10 The responsible Department Head shall ensure the Clerk is provided a signed Notice of Destruction by the staff member who witnessed the destruction, and, where applicable a certificate of destruction from the contractor providing the service, as notification that the files and records have been destroyed.
- 5.2.11 Completed Notice of Destruction forms shall be filed in Laserfiche, in accordance with the retention schedule and are deemed to be 'permanent' records.
- 5.2.12 The responsible Department Head may delegate all duties and responsibilities under this policy if, in their opinion, it would be more appropriate for a Manager/Supervisor within that Department to fulfill that role. Written notification must be provided to the Clerk upon delegation.
- 5.2.13 Copies of an original record, unless otherwise specified in the County's retention schedule, transitory records, and documents that were not made in the course of County business, do not need special authorization to be disposed of.

5.3 Electronic Records

Prior to the procurement and/or use of any electronic platform, software, database or tools, consultation with the Privacy Officer shall take place. The Privacy Officer shall perform a Privacy Impact Assessment to determine the means by which information is input, stored, retrieved, and how it will be expunged from the system.

5.3.1 Laserfiche

Laserfiche is the official electronic document and records management system (EDRMS)/ records management database for the County of Essex. The disposition of electronic records held in Laserfiche will be managed through an automated workflow, triggered by metadata within the records and the system itself. The

Records Destruction Policy

Number: 2005-001

automated workflow will involve approval processes by designated authorized County employees.

5.3.2 **Databases, Software or Other Electronic Tools**

Although Laserfiche is the designated EDRMS system for the County, electronic records are also held in a variety of other places, including (but not limited to) network and shared drives, cloud programs, email, and elsewhere. Any database, software or other electronic tools that may store information or records, shall be subject to the Records and Information Management Policy and shall follow the procedures contained within this destruction policy.

6.0 Responsibility

6.1 The CAO is responsible for executing the policies of the County of Essex, in accordance with legislation, Council priorities and strategic direction of the corporation.

6.2 Department Heads are responsible for reviewing records for which their department has been deemed to be the custodian, and for authorizing the final disposition and/or destruction of those records in accordance with the retention schedule.

Department heads are further responsible for ensuring that the records in the control and custody of their business unit are administered according to County Policy.

6.3 Designated personnel from individual business units are responsible for complying with the Records Management policies of the Corporation.

6.4 The Privacy Officer is responsible for the control and custody of corporate information, files and records. They are further responsible for the administration of the Privacy Impact Assessment process, and requests for information made under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), and/or Personal Health Information Protection Act (PHIPA).

6.5 The Manager, Records and Accessibility/Deputy Clerk and department personnel are responsible for review and development of records management policies, performance measurement of the records program and for facilitating the efficient and effective administration of the RIM program.

Records Destruction Policy

Number: 2005-001

RIM department staff are responsible for the oversight of all records, regardless of medium (paper, electronic or other), held by the corporation.

They are further responsible for the due and diligent maintenance of the EDRMS system, including user permissions, file security, access controls and audit of the participation in, and application of the RIM program.

- 6.6 All employees are responsible for following RIM policies and procedures as part of their work, and for identifying records within their business unit which may require review for disposition.

7.0 Related Documents/Legislation

- By-law 57-2013
- 2013-002 Records and Information Management Program Policy

8.0 Summary of Amendments

Date	Amendment(s)
20230801	• Transfer to Corporate Policy Template • Updated language to reflect different process for paper records than from electronic • Added language in definitions section

Appendices

Item	Description
A	Notice of Destruction
B	Records/File Box Label

Instructions for the Notice of Destruction

Before Destruction

1. Complete Sections A, B and C. All fields and columns are required.
NOTE: Date format is always YYYYMMDD
2. Affix this Notice of Destruction (NOD) to the records or inside boxed files.

After Destruction

1. Complete Section D.
2. Return completed NOD to the Privacy Officer.
NOTE: Completed forms are filed in Laserfiche A11.

For more information, refer to #2005-001 Records Destruction Policy or contact the Privacy Officer/RM Team.

A) Records Identification

Office of Responsibility:

Location of Records Centre:

Records are: ☐ Filed in Laserfiche ☐ Convenience Copies or Duplicates ☐ Original Records

B) Records Information

Is there a supplementary list of records attached to this NOD? ☐ Yes ☐ No

Individual Record (Description of Files, format, medium etc.)	Box #	TOMRMS Classification	Date of Record YYYYMMDD	Eligible Disposition Date YYYYMMDD

C) Authorization to Execute Destruction

Authority	Name	Authorized Signature	Date YYYYMMDD
Reviewed By			
Department Head			

D) Destruction Record

Method of Destruction	Date of Destruction YYYYMMDD	Destruction Performed by Company or Means	Supervised by Name	Supervised by Signature
☐ Shred ☐ Recycle ☐ Expunge				



Administrative Report

To: Warden MacDonald and Members of Essex County Council

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

Date: Wednesday, August 14, 2024

Subject: Financial Projected Results of Operations 2024

Report #: 2024-0814-FIN-R17-MR

Purpose

To report the projected results of operations for the fiscal period ending December 31, 2024.

Background

In accordance with established practice, a projection of results of operations for the current fiscal period is prepared on the basis of results of operations to various interim dates.

Discussion

Based on January to June year-to-date activity and discussions with the senior leadership team, the Corporation is projected to be in a net surplus position of approximately \$487,420. Operationally, the Corporation is projected to be in a surplus position of approximately \$2,581,800, while the capital programs project a deficit of (\$2,094,380).

It is important to highlight that projections are predicated on a number of significant assumptions, namely:

- Winter control activities remaining within the five-year average;
- Social services caseloads and Social Housing costs remaining favourable;
- No significant tax write-offs;
- Stable returns on investments within the Corporation's investment portfolio; and
- A stabilization of existing inflationary conditions.

Factors contributing to the projected year-end position are highlighted below by department:

Community Services	\$NIL
---------------------------	--------------

The Community Services division is projected to finish the year on target, with neither a surplus nor a deficit anticipated at this time. The non-union grid increase for the department was offset by savings from the coordinator position, which was not approved during the review of additional 2024 positions post-budget deliberations.

Despite not receiving the full amount of 2024 HPP funding anticipated during the budget deliberations, administration remains optimistic that expenses will stay within the allocated funding. If expenditures exceed the approved budget, a report will be submitted to County Council once all other revenue sources have been exhausted.

Sun Parlor Home	\$599,970
------------------------	------------------

Sun Parlor Home is expected to end the year in a surplus position.

Despite a non-union grid increase, savings from unfilled positions during the first six months of the year have offset these costs. Additional surplus salary savings are anticipated due to ongoing vacancies. Administration is working closely with Human Resources to fill these vacancies promptly.

Provincial funding for the year was significantly higher than expected due to per diem increases that were not known at budget time. The Department will utilize all available Provincial funding to support the operations of the Home. COVID-related expenses will continue to be funded through the County's Safe Restart fund.

Overall, the operational surplus is primarily driven by the unanticipated subsidy funding increases received during the year and staff vacancy savings. These will be offset by Capital contributions. As communicated previously to Council, the Home requires funds to support future development, and these surplus funds will serve as a starting point for funding these future needs.

Emergency Medical Services

\$NIL

EWEMS is anticipated to close the year on budget. Despite the increase in the non-union grid experienced in 2024, salary gapping funds have enabled the absorption of these additional expenses within the regular operating budget. EWEMS continues to actively address staffing pressures and gaps by employing innovative recruitment strategies.

Inflationary impacts have largely subsided, and supply chain delays have diminished. The pre-approval process for high-value items has been a welcome improvement, ensuring that significant vehicle and equipment purchases are made and operational on time within the budget year.

Similar to Sun Parlor Home, ongoing pandemic-related expenses will be offset by the County's Safe Restart fund.

Infrastructure and Planning Services

\$11,820

Infrastructure and Planning Services is expected to end the year with a slight surplus of \$11,820. The non-union grid increase was absorbed into the regular budget due to available staffing gapping funds.

In the Roadway Expansion Program, the CR 19 project from Jamsyl to CR 22 was part of a Disaster Mitigation and Adaptation Fund application. Unfortunately, we did not receive grant approval, prompting a revised approach for future expansion plans that will significantly reduce our reserve funding needs for the current year.

Within our Rehabilitation Program, the significant inflationary pressures in the construction sector are beginning to subside, leading to favorable variances in several projects that have contributed to the surplus. Additionally, we received an unbudgeted funding contribution from a local municipality, further contributing to the surplus.

Library Services

\$NIL

Library Services is expected to end the year on budget.

Operationally, the unbudgeted non-union grid increase was covered by the County rate stabilization reserve, alongside slight increases in part-time staff costs. A slight surplus in legal and consulting fees helped offset these additional salary expenses.

This year saw the opening of the newly renovated Tecumseh branch, with capital expenditures for equipment funded through reserves.

General Government **(\$448,570)**

The General Government department is projected to end the year with a deficit of \$448,570.

Several key factors have contributed to this deficit. Firstly, there were unbudgeted non-union and Councillor grid increases that have been included in the salary expenses. Additionally, budgeted IT maintenance recoveries were overestimated, resulting in a budget error that contributes to the deficit. Furthermore, all WSIB claims, except those from EWEMS, are processed through this department, and the anticipated claims were not budgeted for, leading to a shortfall.

External Commitments **\$324,200**

The 2024 External Commitment program is projecting a surplus due to unspent funding for regional tax appeals and the unexpected return of unspent 2023 mitigation funds from the Health Unit.

Closing Comments

There are no other significant variances to report at this time. The Corporation's projected financial position is based on six months of activity, with uncertainty surrounding budget performance for Social Services and Social Housing for the remainder of the year. Variances from projections in any one of the above operational departments could significantly impact the Corporation's financial position for 2025.

Financial Services, with the assistance of operating departments, continues to seek opportunities for cost reductions and savings. We remain committed to careful monitoring of operations and will provide timely and detailed reports to ensure transparency and informed decision-making.

Financial Implications

In accordance with the Corporation's Reserve Strategy and Policy (if approved), surpluses not identified for specific application are to be transferred to the Rate Stabilization Reserve at year-end. Conversely, deficits are to be mitigated through recommended withdraws from appropriate reserves including the Rate Stabilization Reserve at year-end.

Consultations

Financial Analysts

Heidi McLeod, Manager Accounting- Administration/Deputy Treasurer

County of Essex Senior Leadership Team (SLT)

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 2024-0814-FIN-R17-MR, Financial Projected Results of Operations 2024 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

County of Essex Policy and Procedures Manual

Council and Committee Remuneration Policy

Policy Number:	2024-018
Policy Type:	Corporate Policy
Approval Authority:	Essex County Council
Office of Responsibility:	Legislative and Community Services
Issuance Date:	2024-06-05
Revised on Date:	2024-08-14
Scheduled Review Date:	2028-06-05
Replaces Policy:	N/A

1.0 Introduction

- 1.1 The Corporation of the County of Essex (the "**County**") is committed to providing clear expectations and guidance for existing and potential Members of County Council, Alternate Members of County Council, Members of Committees of Council, and Members of Local Boards with respect to compensation.
- 1.2 This Council and Committee Remuneration Policy (the "**Policy**") is made:
- 1.2.1 in support of 1.1 above;
 - 1.2.2 to ensure that members of the public are aware of the compensation payable to Members of Council, Alternate Members of Council, Members of Committees of Council, and Members of Local Boards for the work they perform, for both openness and transparency as well as to encourage individuals to seek to serve; and
 - 1.2.3 to set clear expectations for the role of Members of Council and administrative staff in the remuneration process.

2.0 Scope

- 2.1 This Policy pertains to the remuneration to be paid to Members of County Council, Alternate Members of County Council, Members of Committees of Council, and Members of Local Boards.

3.0 Definitions

- 3.1 To provide context for this Policy, in addition to any term defined in the body of this Policy, the following terms shall have the following meanings:
- 3.1.1 **"Ad Hoc Committee"** means a committee, sub-committee, or similar committee appointed by Council to review and report on a specific issue, or as may otherwise be defined in the County's Procedure By-law from time to time.
 - 3.1.2 **"Alternate Member"** means a Member of Council appointed by a local municipality as an alternate in accordance with the County's Procedure By-law.
 - 3.1.3 **"Committee"** means any advisory or other committee, subcommittee, or similar entity established by County Council, whether specifically prescribed by the provisions of the *Municipal Act, 2001*, or not, and may include a "Local Board", as defined below, or as may otherwise be defined in the County's Procedure By-law from time to time.
 - 3.1.4 **"Emergency Meeting"** means a Meeting, in the case of Council called by the Warden or Clerk, and in the case of a Committee or Local Board called by the Chair, without any written notice to deal with an emergency or extraordinary situation, provided that an attempt has been made to notify the Members about the Meeting as soon as possible and in the most expedient manner available, or as otherwise may be defined in the County's Procedure By-law from time to time.
 - 3.1.5 **"Lay Appointees"** means a person who is not a Member of Council or Alternate Member of Council appointed to an Ad Hoc Committee or Committee of Council or Local Board.
 - 3.1.6 **"Local Board"** means a municipal service board, transportation commission board of health, police services

board, planning board, or any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, but excluding a school board, public library boards and a conservation authority, or as otherwise may be defined in the County's Procedure By-law from time to time.

- 3.1.7 **"Meeting"** means any regularly schedule meeting, whether open or closed, and whether in person or electronically, of Council, a Committee, or Local Board, where a quorum of Members is present.
- 3.1.8 **"Member"** means a member of Council, a Committee, and/or a Local Board.
- 3.1.9 **"Special Meeting"** mean a meeting that has not been regularly scheduled and has been called by, in the case of County Council (1) the Warden or (2) a petition of the majority of the Members of Council, directing the Clerk to call a Special Meeting and issue a Notice of Special Meeting, and in the case of a Committee of Local Board the Chair issuing a Notice of Special Meeting, or as otherwise may be defined in the County's Procedure By-law from time to time.

4.0 Purpose

- 4.1 The purpose of this Policy is to provide the amount of remuneration payable to Members of Council, Alternate Members of Council, Members of Committees, and Members of Local Boards, and the process to calculate annual increases and to regularly review this Policy.

5.0 Policy

5.1 County Council Remuneration

- 5.1.1 The Warden, Deputy Warden, and Councillors shall be paid an annual base salary, Meeting stipends, and mileage allowance calculated in accordance with the provisions outlined below.
- 5.1.2 **Warden.** The Warden shall for the period from January 1, 2024 to December 31, 2024 be paid the sum of \$92,987.00 as a base salary, and which base salary is subject to annual increases in accordance with Section 5.3 of this Policy below for each year subsequent to 2024.

The Warden's base salary constitutes remuneration for all duties, responsibilities, attendance at all community/social events, and attendance at all regularly scheduled Meetings of Council and Special Meetings of Council.

In additions to the base salary, the Warden shall be paid Meeting stipends, equivalent to Meeting Stipends approved in Section 5.2 of this Policy below, for attendance at Emergency Meetings of Council, as well as for attendance at any Meetings of Ad Hoc Committees, Committees, and/or Local Boards, but will not receive a Meeting stipend for any regularly scheduled Meeting of Council or Special Meeting of Council.

The Warden shall be enrolled in health, dental, and extended health benefits, equal to those received by County Administration, providing they are not already receiving such benefits from an employer or local municipality.

- 5.1.3 **Deputy Warden.** The Deputy Warden shall for the period from January 1, 2024 to December 31, 2024 be paid the sum of \$40,938.00 as a base salary, and which base salary is subject to annual increases in accordance with Section 5.3 of this Policy below for each year subsequent to 2024.

The Deputy Warden's base salary constitutes remuneration for all duties, responsibilities, attendance at all community/social events, and attendance at all regularly

scheduled Meetings of Council and Special Meetings of Council.

In additions to the base salary, the Deputy Warden shall be paid Meeting stipends, equivalent to Meeting Stipends approved in Section 5.2 of this Policy below, for attendance at Emergency Meetings of Council, as well as for attendance at any Meetings of Ad Hoc Committees, Committees, and/or Local Boards, but will not receive a Meeting stipend for any regularly scheduled Meeting of Council or Special Meeting of Council.

- 5.1.4 **Councillors.** Councillors shall for the period from January 1, 2024 to December 31, 2024 be paid the sum of \$31,302.00 as a base salary, and which base salary is subject to annual increases in accordance with Section 5.3 of this Policy below for each year subsequent to 2024.

A Councillor's base salary constitutes remuneration for all duties, responsibilities, attendance at all community/social events, and attendance at all regularly scheduled Meetings of Council and Special Meetings of Council.

In additions to the base salary, Councillors shall be paid Meeting stipends, equivalent to Meeting Stipends approved in Section 5.2 of this Policy below, for attendance at Emergency Meetings of Council, as well as for attendance at any Meetings of Ad Hoc Committees, Committees, and/or Local Boards, but will not receive a Meeting stipend for any regularly scheduled Meeting of Council or Special Meeting of Council.

- 5.1.5 **Mileage.** The Warden, Deputy Warden, and Councillors shall be reimbursed for mileage expenses, when using their personal vehicle for County business, at the current rate per kilometre established for Members of Council under the **Travel, Meetings & Conferences – Council Committees, Agencies and Board Policy (2022-003)**.

5.2 **Alternate Members of Council Remuneration**

- 5.2.1 Alternate Members of Council shall be paid a stipend per Meeting attended of \$260.00.

5.2.2 Pay for Alternate Members of Council pay shall be deducted from the salary of the Member of Council whom they are replacing.

5.2.3 If two (2) Members of Council from the same local municipality are absent, and the Alternate Member of Council for that municipality attends, the salary of both Members of Council shall be deducted equally, to pay the Alternate Member the said sum of \$260.00.

5.3 Lay Appointees Remuneration

5.3.1 Lay Appointees to Ad Hoc Committees or Committees of Council or to a Local Board shall be paid a stipend per Meeting attended in the sum of \$110.77.

5.3.2 Chairs of Ad Hoc Committees or Committees of Council and Chairs of Local Boards shall be paid a stipend per Meeting attended of \$166.16.

5.3.3 Should a Chair of an Ad Hoc Committee or Committee of Council or of a Local Board be absent and another Member of the Committee of Committee of Council or of a Local Board serve as Chair in their stead, the acting Chair shall be paid in accordance with Section 5.3.2 above for that Meeting, and not in accordance with Section 5.3.1 above.

5.3.4 For any Meeting of an Ad Hoc Committee or Committee of Council or Local Board exceeding four (4) hours in duration, a factor of two (2) shall be applied to the meeting stipends provided for in this Section 5.3.

5.4 Annual Adjustments to Remuneration

5.4.1 Adjustments to the base salaries of the Warden, the Deputy Warden, Councillors, and Alternate Members of Council, shall be adjusted annually in accordance with the percentage increase provided to management/non-union staff of the County.

5.4.2 There will be no automatic annual adjustments to the stipends provided for Lay Appointees.

6.0 Responsibility

- 6.1 The CAO is responsible for bringing this Policy before Council for consideration at least once during every term of Council, or as otherwise directed by Council from time to time.
- 6.2 Council is responsible for determining during every term of Council whether an external review ought to be conducted using a consultant and comparator survey data, but with any increase being applicable to the next term of Council.
- 6.3 In addition to fulfilling legislative and regulatory requirements, the Treasurer shall report any annual increases to the base salary of the Warden, Deputy Warden, and Councillors to the appropriate members of the County's Finance Department.

7.0 Related Documents

- 2024-26 – Procedure By-law
- 2024-27 – Council and Committee Remuneration By-law
- 2022-003 – Travel, Meetings & Conferences – Council Committees, Agencies and Board Policy

8.0 Summary of Amendments

Date	Amendments
2024-06-05	First version of independent Council and Committee Remuneration Policy, with prior policy being embedded in the County's Procedure By-law 2023-58.
2024-06-05	Adopted By-law 2024-27 and policy 2024-018 with a note to review Alternate Members Pay calculation method
2024-07-17	Council passed resolution 194-2024 That Alternate Pay be adjusted using the same inflationary percentage applied, from time to time, to Council Base Pay; That Alternate Pay be paid with deduction to Council Base Pay; That for 2024, Alternate Pay be adjusted from \$110.77 to \$260.00 per meeting; That the effective date of the Alternate Pay Model be retroactive to January 1, 2024.

Appendices

- None



The Corporation of the County of Essex

By-Law Number 2024-37

A By-law to adopt a Corporate Policy, Entitled "Reserve Management Policy", for the Corporation of the County of Essex.

Whereas subsection 5(3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipal power shall be exercised by by-law; and,

And whereas the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended provides for the establishment and maintenance of reserve funds by municipalities;

And whereas the Council of the Corporation of the County of Essex deems it expedient and necessary to establish a formal policy outlining the policies and procedures related to the maintenance and management of the reserve funds of the County of Essex, while promoting transparency and informed decision making.

Now Therefore the Council of the Corporation of the County of Essex hereby enacts as follows:

- 1) **That** the policy attached hereto and marked as **Schedule "A"** to this By-law, entitled Reserve Management Policy, is hereby adopted;
- 2) **That** minor, or administrative changes to the Reserve Management Policy may be made by the Treasurer, in consultation with the Chief Administrative Officer, without bringing the Reserve Management Policy back to Council for consideration;
- 3) **That** the Reserve Management Policy be deemed a Corporate Policy, under the County's Policy and Procedures Framework, and be reviewed accordingly, at minimum, every 4 years;

By-Law Number 2024-37

Page 2

- 4) **That** By-law 2024-37 be given three readings, and shall come into force and take effect after the final passing; and
- 5) **That** this By-law 2024-37 shall take precedence over any by-law deemed to be inconsistent with this By-law 2024-37.

**Read a first, second and third time and Finally Passed this
Fourteenth day of August, 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 2024-37** passed by the Council of the said Corporation on this **Fourteenth day of August, 2024.**

Katherine J. Hebert, Clerk
Corporation of the County of Essex



The Corporation of the County of Essex

By-Law Number 2024-38

A By-law to Amend By-law Number 26-2002, Being a By-law to Regulate Traffic and Parking on Highways within the Essex County Roads System.

Whereas By-law Number 26-2002, being a by-law to regulate traffic and parking on highways within the Essex County Roads System, was adopted by the Corporation of the County of Essex on October 16th, 2002;

And Whereas Section 5.3(b) of By-law Number 26-2002 provides that, pursuant to the provisions of The Highway Traffic Act, the Municipality has deemed that public safety is of a special concern on the Highways set forth in Column 1 of Schedule "I", at the locations described in Column 2, and during the Times set forth in Column 3 of the said Schedule;

Now therefore the Council of the Corporation of the County of Essex hereby enacts as follows:

- 1) **THAT Schedule "I", Section 5.3(b) of By-law Number 26-2002 be amended by the addition of the following Community Safety Zone designation:**

Column 1	Column 2	Column 3
County Road Name	Location	Time
34	In the Hamlet of Maidstone from the east limit of Malden Road easterly 500 metres	24 Hours/Day 7 days per week January to December

By-Law Number 2024-38

Page 2

Column 1

Column 2

Column 3

County Road Name	Location	Time
42	In the Town of Tecumseh from County Road 43 to Lesperance Road	24 Hours/Day 7 days per week January to December
43	In the Town of Tecumseh from County Road 42 to the southern limit of the Canadian Pacific Railway	24 Hours/Day 7 days per week January to December

- 2) **That** By-law 2024-38 be given three readings, and shall come into force and take effect after the final passing.
- 3) **That** this By-law 2024-38 shall take precedence over any by-law or section of by-laws deemed to be inconsistent herewith.

Read a first, second and third time and Finally Passed this Fourteenth day of August, 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 2024-38** passed by the Council of the said Corporation on this **Fourteenth day of August, 2024.**

Katherine J. Hebert, Clerk
Corporation of the County of Essex

Schedule "I"
By-Law 26-2002, as amended
Section 5.3(b)
Community Safety Zones

Column 1	Column 2	Column 3
COUNTY ROAD NAME	LOCATION	EFFECTIVE TIME
3	In the Town of LaSalle from Reaume Road to Meagan Drive	24 Hours/Day 7 days per week January to December
8	At St. Thomas of Villanova Secondary School from Canard Drive to Disputed Road	7:00 a.m. – 5:00 p.m. Monday through Friday
8	At St. Joseph Elementary School from County Road 3 to 200 metres east of the 3 rd Concession (former Anderdon Township)	7:00 a.m. – 7:00 p.m. 7 days per week
8	At Western Secondary School from 650 metres east of the 6 th Concession (former Anderdon Township) to 750 metres west of the 6 th Concession	7:00 a.m. – 5:00 p.m. Monday through Friday
9	From 300 metres south of the 6 th Concession Road, Town of LaSalle, southerly to South Talbot Road	7:00 a.m. – 9:00 p.m. 7 days per week
10	At Anderdon Elementary School from the 3 rd Concession to the 4 th Concession (former Township of Anderdon)	7:00 a.m. – 5:00 p.m. Monday through Friday
11	In the Hamlet of McGregor, from 100 metres north of the 12 th Concession (former Colchester North Township) to 590 metres south of County Road 10	7:00 a.m. – 7:00 p.m. 7 days per week
12	In the Hamlet of Gesto, in the Town of Essex, from 620m west of Gesto Sideroad to 620m east of Gesto Sideroad.	24 Hours/Day 7 days per week January to December
20	At Malden Centre from 850 metres west of County Road 50 to 450 metres east of County Road 50	7:00 a.m. – 7:00 p.m. Monday through Friday
34	In the Hamlet of Maidstone from the east limit of Malden Road easterly 500 metres	24 Hours/Day 7 days per week January to December
42	In the Hamlet of St. Joachim from 300 metres west of County Road 31 to 100 metres east of the Ruscom River	7:00 a.m. – 9:00 p.m. 7 days per week
42	In the Town of Tecumseh from County Road 43 to Lesperance Road.	24 Hours/Day 7 days per week January to December
43	In the Town of Tecumseh from County Road 42 to the southern limit of the Canadian Pacific Railway	24 Hours/Day 7 days per week January to December
46	In the Town of Lakeshore, from 200 metres to the east of County Road 27 to 500 metres to the west of West Belle River Road	7:00 a.m. to 7:00 p.m. Monday to Friday

Amended by 2024-38 dated August 14, 2024
Amended by -2023-09 dated March 1, 2023
Prior By-law Amendments – By laws 11-2007, 83-2007 and 51-2013



The Corporation of the County of Essex

By-Law Number 2024-39

A By-law to Confirm the Proceedings of the Council of the Corporation of the County of Essex for the Closed Meeting Held on July 22, 2024 and the Regular Meeting held August 14, 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 Closed Meeting Held on July 22, 2024 and the Regular Meeting held August 14, 2024, 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 Closed Meeting Held on July 22,

By-Law Number 2024-39

Page 2

2024 and the Regular Meeting held August 14, 2024 referred to in Section 1 of this By-law; and

- 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 Closed Meeting Held on July 22, 2024 and the Regular Meeting held August 14, 2024 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 Fourteenth day of August, 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 2024-39** passed by the Council of the said Corporation on this **Fourteenth day of August, 2024.**

Katherine Hebert, Clerk
Corporation of the County of Essex