



Essex Region Conservation Authority

Board of Directors

Meeting Agenda

Meeting Date: Thursday, December 14, 2023

Time: 6:00 pm

Location and Details: Council Chambers, County of Essex Civic Centre
360 Fairview Avenue West, Essex, ON

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- B. **BD49/23 John R. Park Homestead Museum Operating Policies** 81-102
- C. **BD50/23 Development of Policies Regarding E-bike Usage on ERCA Properties** 103-110

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- D. **BD54/23 Watershed Management Services Activities Report for November 2023** 138-143

E. Environmental Registry Reports

- i. Conservation Ontario's comments on the "Proposed regulatory amendments to encourage greater reuse of excess soil" (ERO#019-7636) 144-149
- ii. Conservation Ontario's Comments on the "Proposal to return lands to the Greenbelt - Greenbelt Statute Law Amendment Act, 2023 (ERO #019-7739) and the "New Act regarding the Duffins Rouge Agricultural Preserve easements and covenants" (ERO #019-7735) 150-151
- iii. Conservation Ontario's Comments on the "Proposed amendments to the Niagara Escarpment Planning and Development Act" (ERO# 019-7696) 152-153

F. Correspondence

- i. Letter from Prince Edward County with a resolution regarding support for the Province stop the Ministry of the Environment, Conservation and Parks (MECP) proposal to expand the use of the permit-by-rule to waste management systems, storm water management systems, and certain water taking activities, dated November 17, 2023. 154-155

13. Committee of the Whole

None

14. New Business

15. Other Business

A. Next Meeting

The next meeting of the ERCA Board of Directors will be the Annual General Meeting held January 18, 2024, starting at 6:00 p.m. at the Essex Civic Centre.

16. Adjournment



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

Tim Byrne, CAO/Secretary-Treasurer

Upcoming Events

- January 18, 2024 – Annual General Meeting
- February 15, 2024
- April 11, 2024
- May 8, 2024 – At the Call of the Chair
- June 20, 2024
- September 12, 2024
- October 10, 2024 – At the Call of the Chair
- November 14, 2024
- December 12, 2024



Essex Region Conservation Authority

Board of Directors

Meeting Minutes

Meeting Date: Thursday, November 9, 2023

Time: 6:00 pm

Location and Details: Council Chambers, County of Essex Civic Centre
360 Fairview Avenue West, Essex, ON

Attendance

Members Present:

Kieran McKenzie (Acting Chair)	Anthony Abraham
Molly Allaire	Larry Verbeke
Jason Matyi	Dayne Malloch
Katie McGuire-Blais	Joe Bachetti
Kim DeYong	Tania Jobin
Ryan McNamara	Angelo Marignani
Michael Akpata (joined at 6:13pm)	Mark McKenzie

Absent:

Regrets:

Jim Morrison (Chair)	Peter Courtney
Sue Desjarlais (Vice-Chair)	Tracey Bailey
Thomas Neufeld	

Staff Present

Tim Byrne, CAO/Secretary-Treasurer
Nicole Kupnicki, Corporate Services, Human Resources Manager/EA
Shelley McMullen, CFO/Director Finance and Corporate Services
Kevin Money, Director Conservation Services
Danielle Breault-Stuebing, Director Community and Outreach Services
James Bryant, Director Watershed Management Services
Ryan Rossman, Director Information Technology Services

Others

As both the Chair and Vice Chair have sent regrets for this meeting, under the Administrative By-Laws, Article 4.17.1, members shall appoint an Acting Chair who, for the purposes of this meeting will have all the powers and shall perform all the duties of the Chair.

Resolution 125/23 Moved by Angelo Marignani
Seconded by Tania Jobin

THAT, in accordance with the Authority's Administrative Bylaws, Article 4.17.1, Kieran McKenzie be appointed Acting Chair for the November 9, 2023, meeting of the ERCA Board of Directors.

Carried

1. Call to Order

Good evening and welcome to the November 9, 2023, meeting of the ERCA Board of Directors. I will call the meeting to order. Thank you all.

We have regrets this evening from:

- Councillor Peter Courtney, Amherstburg
- Councillor Thomas Neufeld, Kingsville
- Mayor Tracey Bailey, Lakeshore
- Vice Chair, Councillor Sue Desjarlais, Lasalle
- Chair, Councillor Jim Morrison, Windsor.

2. Land Acknowledgement

I'd like to begin by acknowledging that this land is the traditional territory of the Three Fires Confederacy of First Nations, comprised of the Ojibway, the Odawa, and the Potawatomi Peoples.

We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island - North America who have been living and working on the land from time immemorial.

3. Declarations of Pecuniary Interest

There were no declarations of pecuniary interest.

4. Approval of Agenda

A. ERCA Board of Directors

Resolution 126/23 Moved by Joe Bachetti

Seconded by Larry Verbeke

THAT the Agenda of the November 9, 2023, meeting of the ERCA Board of Directors be approved. **Carried**

5. Hearings

None

6. Adoption of Minutes

A. ERCA Board of Directors

Resolution 127/23 Moved by Ryan McNamara

Seconded by Jason Matyi

THAT the Minutes of the October 12, 2023, meeting of the Board of Directors and the recommendations therein be approved as distributed. **Carried**

B. ERCA Executive Committee

Resolution 128/23 Moved by Larry Verbeke

Seconded by Mark McKenzie

THAT the Minutes of the June 15, 2023 and October 30, 2023, meetings of the ERCA Executive Committee and the recommendations therein be approved as distributed. **Carried**

C. ERCA Finance & Audit Advisory Board

Resolution 129/23 Moved by Angelo Marignani

Seconded by Jason Matyi

THAT the Minutes of the October 30, 2023, meeting of the ERCA Finance & Audit Advisory Board and the recommendations therein be approved as distributed. **Carried**

7. Business Arising from the Previous Minutes

8. Announcements

Since our last meeting, staff have continued meeting with municipal administration across the region related to the Municipal Cost Apportionment Agreements for Non-Mandatory services. We are pleased to report that to date, all of the Councils that we have presented to have resolved to enter into these agreements. We will continue to attend scheduled Council meetings to complete the remaining agreements by December 31, and thank you for your continued support in this regard.

I'm pleased to announce that the urgent restoration work has commenced at the John R. Park Homestead, and while the historic home will be closed during construction, the outbuildings, grounds, and Conservation Centre will remain open and important educational and public programming will continue throughout the construction period.

I'd like thank ADM Agri-Industries, which made a significant investment that allowed 300 new trees to be added to the Chrysler Canada Greenway this past weekend. I'd also like to recognize TD, the Arbor Day Foundation, the Gordie Howe Community Benefits program and others which contributed to five tree planting events in the City of Windsor over these past few weeks, adding much needed tree canopy to our city and region. Thank you.

And finally, I'd invite members to participate in next weekend's Super Santa Walk/Run/Wheel event in Amherstburg. This is another of the Conservation Foundation's signature fundraising events that raises funds for conservation projects in our municipalities, so I'd encourage everyone to support this tremendously fun event. I'd also like to especially recognize and thank Councillor Molly Allaire, who has been extremely helpful to staff in planning for this event.

9. Delegations

None

10. Presentations

None

11. Reports for Approval

None

12. Reports for Information

A. BD45/23 Information Technology Modernization and Threat Remediation - Update

Resolution 130/23 Moved by Mark McKenzie

Seconded by Ryan McNamara

THAT the status of the Authority's information technology phased plan, for modernization, risk mitigation and threat remediation, as described herein, be received for members' information.

Carried

B. BD46/23 Financial Activities for the Nine Months ended September 30, 2023

Resolution 131/23 Moved by Joe Bachetti

Seconded by Larry Verbeke

- > THAT Report BD 46/23, Financial Activities for the Nine Months Ended September 30, 2023, be received as distributed, for Members' information. **Carried**

C. BD47/23 Watershed Management Services Activities Report for October 2023

Resolution 132/23 Moved by Ryan McNamara

Seconded by Kimberly DeYong

THAT the review of Regulations and Planning Applications, as presented in Report BD44/23 be received for Members' information. **Carried**

D. Environmental Registry Reports

Resolution 133/23 Moved by Mark McKenzie

Seconded by Molly Alliare

- > THAT Conservation Ontario comments on ERO#019-6928 and ERO#19-6853 be received for Members' information. **Carried**

E. Correspondence

None

13. Committee of the Whole

A. Confidential Matters related to Property Matters

Resolution 134/23 Moved by Katie McGuire-Blais

Seconded by Kimberly DeYong

THAT the meeting move from Board of Directors to Committee of the Whole related to property matters. **Carried**

B. Resume Open Session

Resolution 135/23 Moved by Kimberly DeYong
Seconded by Ryan McNamara
THAT the actions of the Committee of the Whole be endorsed. **Carried**

14. New Business

A. Update to Coastal Flood Hazard Assessment

James Bryant, Director of Watershed Management Services, informed the Board that Public Information Centre (PIC) dates for the Coastal Flood Hazard Assessment have been tentatively set for the first week of December. There will be 4 locations across Windsor-Essex on 4 different dates to ensure people can attend where it is convenient for them. A formal Notice of PIC will be circulated publicly in advance of the meetings with relevant information including a website link, location address, time, and project contact information.

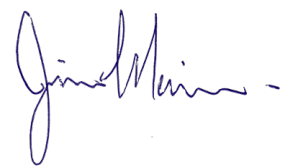
15. Other Business.

A. Next Meeting

The next meeting of the Board of Directors will be held on December 14, 2023, starting at 6:00 p.m. in Council Chambers at the Civic Centre in Essex, ON.

16. Adjournment

Resolution 136/23 Moved by Molly Alliare
Seconded by Larry Verbeke
THAT the November 9, 2023 meeting of the Essex Region Conservation Authority Board of Directors be adjourned. **Carried**



Jim Morrison, Chair



Tim Byrne, CAO/Secretary-Treasurer



Essex Region Conservation Authority

John R. Park Homestead Advisory Board

Meeting Minutes

Meeting Date: Wednesday, November 22, 2023

Time: 5:00 pm

Location: John R. Park Homestead Conservation Area

Attendance

Members Present: Tamara Stomp (Acting Chair) Susan Poth
Rita Ossington Karen Sleiman

Absent:

Regrets: Lynn Baker (Chair),
Sue Desjarlais (Vice Chair)
Ken Schmidt
Councillor Anthony Abraham
Councillor Jason Matyi *
Darlene Marshall

Staff Present

Danielle Stuebing, Director Communications & Outreach Services
Kristin Ives, Curator/Education Coordinator

Others

None

1. Call to Order

Acting Chair, T. Stomp, called the meeting to order at 5:25pm and welcomed all in attendance.

It was noted that Councillor Matyi was en route to the meeting, but due to an emergency situation at the border, would not arrive in a timely manner. The Advisory Board decided to move forward with its meeting and would meet separately with Councillor Matyi to review the agenda, reports and subsequent discussions and receive his votes.

2. Land Acknowledgement

We begin by acknowledging that this land is the traditional territory of the Three Fires Confederacy of First Nations, comprised of the Ojibway, the Odawa, and the Potawatomi Peoples.

We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island - North America who have been living and working on the land from time immemorial.

3. Declarations of Pecuniary Interest

There were no declarations of pecuniary interest.

4. Approval of Agenda

Resolution JRPHAB 13/23 Moved by R. Ossington
Seconded by K. Sleiman

THAT the Agenda for the November 22, 2023 Meeting of the John R. Park Homestead Advisory Board be approved as amended. **Carried**

5. Business Arising from the Minutes

A. JRPHAB Meeting Minutes, June 7, 2023

The meeting minutes had been circulated electronically and were approved by the ERCA Board on June 22, 2023.

6. Reports for Approval

A. JRPHAB 06/23 Museum Update Report – K. Ives

K. Ives presented the museum activities to date.

Resolution JRPHAB 14/23 Moved by S. Poth
Seconded by K. Sleiman

THAT the Curator's Report be received and recommended to the ERCA Board for approval. **Carried**

B. JRPHAB 07/23 Museum Policy Review – K. Ives

K. Ives presented the updates to the John R. Park Homestead policies required in 2023.

Resolution JRPHAB 15/23 Moved by R. Ossington
Seconded by K. Sleiman

THAT the Overarching, Collections, Conservation, Interpretation and Education, and Research be received and recommended to the ERCA Board for approval. **Carried**

7. Reports for Information

A. Correspondence – Jonathon Quint Resignation.

8. New Business

A. John R. Park Homestead Award (ERCA Conservation Awards)

Darlene Marshall was nominated for the 2023 John R. Park Homestead Award for her dedication to promoting and preserving the human and natural history of the Essex Region, with a focus on Indigenous history, influence, and innovation. For many years, Ms. Marshall has worked with ERCA Education staff to develop an Indigenous Innovation experiential education program for students. Ms. Marshall also actively promotes the preservation and interpretation of local history, supporting experiential education opportunities for all ages. At the Homestead site, specifically, Ms. Marshall guest curated an exhibit "21 Truths About Residential Schools", she actively provides learning opportunities and shares resources with the education team, and assists with interpreting the more full history of the site, and, of our region. Her nomination was unanimously supported for this award.

B. 2024 John R. Park Homestead Advisory Board Meeting Dates

To be determined by doodle poll

C. Nominations Committee Meeting

It was noted that two expressions of interest for representation on the JPRH Advisory Board had been received. A Nominations Committee meeting will be convened prior to the next JPRHAB meeting to review these expressions of interest and a report will be provided to the Advisory Board at the next meeting.

9. Other Business

A. Next Meeting

The next meeting of the JRPH Advisory Board will be held in February 2024 as determined by doodle poll.

10. Adjournment

Resolution JRPHAB 16/23 Moved by S. Poth

Seconded by R. Ossington

That the November 22, 2023 Meeting of the JRPH Advisory Board be adjourned at 6:00pm.

Carried



Kristin Ives
Curator/Education Coordinator



Essex Region Conservation Authority

Board of Directors

BD48/23

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

Date: Tuesday, December 5, 2023

Subject: 2024 Draft Budget and Municipal Cost Apportionment

Compliance Action: [Conservation Authorities Act, R.S.O. 1990, c. C.27](#)
[O. Reg. 686/21 Mandatory Programs and Services](#)
[O. Reg. 687/21 Transition Plans and Agreements for Programs and Services](#)
[O. Reg. 402/22 Budget and Apportionment](#)

Recommendation 1: THAT the 2024 Draft Budget including the Budget Discussion & Analysis companion document, be received for Members' review and approval; and further,

THAT the Board of Directors support the municipal cost apportionment of \$2,971,088, for mandatory programs and services (+2.6%,\$75,965) as supported by the Finance and Audit Advisory Board (Resolution FAAB 09/23); and further,

THAT the Board of Directors support the reduced municipal cost apportionment of \$317,262, restricted to the seven unanimously supported Category 3 programs and services (-63.7%,-\$555,850), and reflecting the outcome of municipal discussions and Resolutions of Councils, regarding the Cost Apportioning Agreement for Category 3 (non-mandatory) programs and services; and further,

THAT Administration circulate the 2024 Draft Budget, Discussion & Analysis companion document, as attached herein, to member municipalities for consultation in accordance with Ontario Regulation 402/22.

Recommendation 2: THAT the Board of Directors continue to endorse the full suite of Category 3 non-mandatory services, as described in the funding envelope, and included in the draft municipal Cost Apportioning Agreements; and further,

THAT the Board of Directors support the temporary pausing of the watershed stewardship & agricultural outreach program for 2024 and exclude it from non-mandatory cost apportionment, due to insufficient funding; and further,

THAT Administration continue to engage interested member municipalities in the support of agreed-to contributions for land acquisition and protection; and further,

THAT the Board of Directors accept discretionary municipal contributions to a new and separate land acquisition and protection fund, if directed by any member municipality and included in its Cost Apportioning Agreement, or a revised Agreement with the Authority.

Background:

Administration has prepared a comprehensive companion budget document, which forms an integral part of this report, and includes the detailed 2024 draft budget, management's discussion, and extensive analysis. As required by *Ontario Regulation 402/22*, the budget is segmented by category of program and service, primarily Category 1, the mandatory programs of conservation authorities, as listed in *Ontario Regulation 686/21* and Category 3, the beneficial but non-mandatory programs and services of the Authority, as endorsed by the Board of Directors (BD 09/22). Category 2 services are the municipal services, provided by the Authority at the request of one or more municipalities and operated in accordance with an agreement. Category 2 services are included for a nominal amount in this budget and reflect the *Part IV Clean Water Act* municipal risk management services.

As of January 1st, 2024, the Authority is required to have municipal Cost Apportioning Agreements in place, to cost apportion (levy) for non-mandatory programs and services, that require any amount of municipal financial assistance. Administration is pleased to report that agreements have been signed or will be signed shortly, to allow the Authority to cost apportion for up to seven programs and services, over the term of the agreement, as seven programs of the proposed nine non-mandatory programs were unanimously approved and fully supported across the region. It should be noted that although seven programs have unanimous support in the funding envelope, availability of other funding sources from year to year, may result in any one program not requiring cost apportionment in the current budget cycle.

While the City of Windsor proposed nominal support for the watershed stewardship/agricultural outreach program, that impact, combined with other funding challenges, make the program unsustainable in its current form and the program will be paused for 2024. As the City of Windsor will not directly contribute to the Authority's existing land acquisition fund, negating the historical approach of levying for this program, but recognizing the sustained and expressed interest from other member municipalities, Administration recommends that the Board of Directors accept discretionary municipal contributions. Administration proposes that the agreed-to contributions be made to a new and separate land acquisition and protection fund, if directed by any member municipality, and included in its Cost Apportioning Agreement, or a revised Agreement, with the Authority.

The non-mandatory programs, requiring municipal financial support in 2024, are shown in Appendix F along with the proposed 2024 cost apportionment.

The Authority delivers its programs through five main service delivery areas: Watershed Management Services; Conservation Services; Water Quality/Research; Communications/Community Outreach; General/Administration; and details regarding program highlights and budgets, are included in the document, 2024 Draft Budget, Discussion & Analysis (Attachment 1).

Administration continues to support the Province's mandate to improve consistency and comparability across all conservation authorities and to promote transparency of the specific programs and services that ERCA delivers, including the mechanisms of funding for both the mandatory and non-mandatory programs and services. This budget and the companion document respond to that objective.

Highlights From Discussion & Analysis Document:

- Building on the 2023 Budget content and presentation, Administration has further refined its 2024 budget document and presentation of 2024 projected financial activities, to fully reflect the construct for the disclosure of mandatory and non-mandatory programs and services, including funding sources, as required by [Ontario Regulation 402/22: Budget and Apportionment](#).
- As previously reported, the Authority was required to engage its municipal funders in consultations during 2023, with respect to its inventory of programs and services, and additionally to execute cost apportioning (funding) agreements no later than January 1, 2024. Cost apportioning agreements are required when municipal funding is necessary in order for the Authority to provide a Category 3 non-mandatory program or service.
- Administration, in consultation with the Finance and Audit Advisory Board on October 30th, December 1st, and 4th, has revised the 2024 budget to reflect the City of Windsor's council resolution of November 27th, 2023. The 2024 budget was initially prepared with a recommended total increase of \$96,115 (2.6%) to cost apportionment (levies), but as a result of the City's reduction in funding for land acquisition and watershed stewardship/agricultural outreach, the budget has been adjusted to **reflect a \$479,885 (-12.7%) decrease in the total cost apportionment. While municipal cost apportionment of \$2,971,088, is required for mandatory programs and services (2.6%,\$75,965), the municipal non-mandatory cost apportionment of \$317,262, has been significantly reduced (-63.7%,-\$555,850) from 2023, and is allocated solely to the remaining seven, and unanimously supported, Category 3 programs and services.**
- With the limited funding approved by the City of Windsor for the watershed stewardship & agricultural outreach program, and few government grants expected in the near term for water quality initiatives, Administration recommends the temporary pausing of the program for 2024 and it has been excluded from non-mandatory cost apportionment for 2024. Administration will undertake a review of the program in 2024, to determine which program elements are considered mandatory under the Source Protection program and plan accordingly for 2025.
- The Authority's budget includes mandatory program expenses of \$6.27 million, including capital projects, plus an additional \$254,000 in transfers to reserve funds, for a total of \$6.5million. Non-mandatory operating expenses of ~\$2.33million are included, plus a transfer to the JRPH preservation reserve fund of \$15,000, and a transfer to the HBCA maintenance reserve of \$13,000

for a **total adjusted budget of \$8,888,090**. Total revenues of \$7,880,090, plus reserve fund transfers of \$1,008,000, are expected to provide the required funds of \$8,888,090 for operations and construction/purchase of assets.

- Municipal cost apportionment of \$2,971,088 is required to fulfil the Authority's mandated obligations in 2024. Non-mandatory cost apportionment of \$302k is required to maintain other core watershed programs, which operate on a recurrent annual basis and \$15,000 is allocated to the JRPH preservation fund. The total municipal cost apportionment required to fund all categories of services is reduced to \$3,288,350 from \$3,768,235.
- While the overwhelming majority of cost apportionment (90%) supports delivery of mandatory programs, mandatory programs are also financed by provincial transfer payments, permit revenues, user fees and internal chargebacks, with total offsetting revenue sources expected to exceed \$1.8million in 2024.
- Between 2017 and 2023, local municipal investment has attracted \$1.18 for every \$1 of municipal investment, for all non-mandatory programs, special and capital projects combined. Between 2017 and 2023, the Authority received municipal funds of \$ 12,717,242, representing municipal and special-project funds, for programs and projects, that are categorized as non-mandatory under the Act. During that time, grant funds of \$ 14,944,590 were received, supporting those very same initiatives. The non-mandatory work relating to the water quality program attracted \$3.38 from outside funding sources for every municipal dollar, followed by the tree planting/restoration program which attracted \$3.55 for every municipal dollar of investment.
- This budget reflects anticipated changes to 2024 wages and benefits, as well as grid increases for applicable staff members, as service hours are completed. While no additional permanent staffing positions are included, enhanced seasonal staff capacity is required to support the operational demands of conservation areas and greenways.
- Year over year budget pressures, for mandatory programs and services total \$527,400 but offsetting items included in the budget total \$451,435, for a net increase in mandatory cost apportionment of \$75,965. Non-mandatory budget pressures amounted to \$95,400 but offset by the reduction in land acquisition funding and pausing of the agricultural stewardship/outreach program, resulting in an estimated non-mandatory cost apportionment decrease of \$555,850. Details are included in Tables 1 and 2 of the attached 2024 Draft Budget Discussion and Analysis document (on pages 8 & 10).
- The greatest threats to the Authority's financial condition and future sustainability primarily relate to the risk of infrastructure and facilities obsolescence and deterioration at two sites (John R Park Homestead, and Greenways), specifically the challenges associated with heritage asset preservation at JRPH and the magnitude of required repairs/replacements of bridges, culverts and crossings for three greenways. An asset condition report (including cost estimates) has revealed an infrastructure deficit that exceeds \$1million at John R Park Homestead and a draft report suggests a further requirement of \$1.8million for replacement of Greenway bridges/crossings, over the next five (5) years. The Authority does not own the infrastructure at Holiday Beach and is engaged in discussions with the Ministry of Natural Resources and Forestry, regarding asset management for this property.

- The 2024 draft budget continues with prioritizing ongoing repair and replacement of infrastructure, in response to asset condition reports, noted above. The capital budgets include mandatory and non-mandatory project expenses of ~\$1.6million and include the shoreline remediation project at Hillman Marsh Conservation Area, funded by the Provincial government.

Recommendations:

Administration recommends a municipal cost apportionment of \$2,971,088, (Appendix B) to fund the Authority's mandatory programs and services (increase of 2.6%, \$75,965), supported by the Finance and Audit Advisory Board (Resolution FAAB 09/23). Administration also recommends a reduced municipal cost apportionment of \$317,262, to support the seven unanimously supported Category 3 programs and services (decrease of 63.7%, -\$555,850), as shown in Appendix F.

Due to ongoing funding challenges, Administration recommends the temporary pausing of the watershed stewardship/agricultural outreach program for 2024 and with the City of Windsor's decision, to not fund (directly) the Authority's existing land acquisition fund, Administration recommends that the Board of Directors accept discretionary municipal contributions to a new and separate land acquisition and protection fund, if directed by any member municipality and included in its Cost Apportioning Agreement, or a revised Agreement, with the Authority.

Approved By:



Tim Byrne
CAO/Secretary Treasurer

Attachments:

- Attachment 1 – 2024 Budget, Discussion & Analysis

Appendices (included in the attachment above):

- Appendix A – 2024 Draft Detailed and Summary Budgets
- Appendix B - 2024 Draft Municipal Cost Apportionment Schedule
- Appendix F – Category 3 Funding Envelope and Cost Apportionment for Non-Mandatory Programs & Services

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CONSERVATION AUTHORITIES AND LEGISLATIVE BACKGROUND

In Ontario, conservation authorities develop and deliver local, watershed-based resource management programs on behalf of the province and municipalities. Conservation authorities are public sector organizations established by the Province and governed by the Conservation Authorities Act (Act), which is administered by the Ministry of Natural Resources and Forestry. Some legislative provisions, including those related to Source Water Protection, are the responsibility of the Ministry of the Environment, Conservation and Parks.

Conservation authorities carry out mandatory programs that serve provincial and municipal interests, including:

- natural hazard management / risk mitigation and protection
- flood and erosion control
- management of conservation authority owned land
- drinking water source protection (under the *Clean Water Act*)
- surface water and groundwater monitoring programs

They also provide advice to municipalities on natural hazard management, planning matters and regulate impacts of development and activities in hazardous lands (such as floodplains, shorelines or wetlands), and ensure public safety through a permitting process.

Since its establishment by the Province in 1973, the Essex Region Conservation Authority (ERCA) has been serving its local participating municipalities by providing programs, leadership, the coordination across municipal boundaries, and the management of local natural resources. The recent changes to the Act allow municipalities to continue to work with local conservation authorities to: develop and deliver additional local natural resource programs and services; and have more control over funding of non-mandatory programs and services. ERCA is committed to delivering the non-mandatory local natural resource programs and services, in consultation with its municipal funders.

In accordance with the legislative requirement, Administration is presenting 2024 budget information based on the segregation of its activities into mandatory and non-mandatory programs and services. While the Authority delivers its programs through five service delivery areas, they are also further refined into sub-units, as presented in the Programs & Services charts below.

PRIMARY SERVICE DELIVERY AREAS

- 1. Watershed Management Services** is identified as mandatory and ensures that development in the region progresses in a sustainable manner. Within this business unit, Development Services, Watershed/Water Resources Engineering, Flood Management/Flood Forecasting and Warning, and Watershed Planning are all identified as mandatory services.
- 2. Conservation Services** protects, restores, and manages natural heritage systems within ERCA's watersheds. Conservation lands management, passive recreation at conservation areas, and tree planting and restoration on conservation lands, are identified as mandatory services. Conservation Services identified as non-mandatory in the Act include tree planting and restoration on private or municipal lands, and Holiday Beach Conservation Area operations.
- 3. Water Quality Services** endeavors to improve the health of local watercourses. Source Water Protection is identified as a mandatory service and ensures local sources of drinking water are protected through the implementation of policies in the Source Protection Plan. Water quality monitoring to support the Provincial Water Quality Monitoring Network is also identified as mandatory, while other watershed science programs such as the more extensive and informative water quality monitoring and agricultural Best Management Practices fall under the non-mandatory category.
- 4. Communications & Outreach Services** supports all business units of the Authority, through design and provision of all communications collateral including videos, signage, brochures and website content. Corporate communications, supporting mandatory activities, are identified as mandatory, while curriculum-based outdoor education, museum operations at the John R. Park Homestead and most outreach activities are non-mandatory. Communications & Outreach Services provide an essential link to external stakeholders.
- 5. General / Corporate Services** provides leadership and management in the delivery of all programs and services. Administration and oversight are central to the successful functioning of the entire organization, through the office of the CAO, and services are categorized as mandatory due to legislative requirements pertaining to the corporation. Corporate Services is organized into four program areas: Governance & Risk; Financial Services; Human Resources; and Information Management/Technology. Team members work collectively to ensure corporate compliance with multiple pieces of legislation and also provide support to the Foundation.

The following table presents the detailed categorization of the Authority’s portfolio of programs and services:

Conservation Authorities Act 21.1 - Mandatory Programs & Services			
Risks of Natural Hazards	Conservation and Management of Lands Owned /Controlled	Water Quality/DWSP	Administration & Corporate Services
<p>S.28 Regulations/ Permits</p> <p>Protection of new development and maintenance, upgrades and repairs to existing development</p> <p>S.39 Flood/Erosion Program</p> <p>Maintaining a regional flood forecasting contingency plan</p> <p>Watershed Engineering</p> <p>Stormwater Management reviews, hazards modelling and mapping, project management services to municipalities</p> <p>Planning – Risk of Hazards</p> <p>Review and input on long-range planning instruments (OPs, OPAs), coordination of watershed-scale studies</p>	<p>CA Lands & Infrastructure Management (Forest Mgmt, Biodiversity, Long Range Plans & Land Strategies)</p> <p>CA Lands & Infrastructure Maintenance (Operational day to day)</p> <p>CA Lands - Restoration of Natural Areas (Tree replacement, wetlands, etc.)</p>	<p>Drinking Water Source Protection Authority under the Clean Water Act (2006)</p> <p>Provincial surface and ground water monitoring program</p>	<p>Corporate Governance, Board of Directors, CAO</p> <p>Risk Management & Legislative Compliance</p> <p>Finance, Budgets, Financial Statements</p> <p>Human Resources</p> <p>Information Systems / Records / Technology</p>
	<p>Climate Change – Risk of Hazards</p> <p>Consider impacts with respect to regulatory, engineering, and planning related decisions with respect to natural hazards. This program is integrated into daily work activities</p>	<p>Municipal Water & Erosion Control (WECI) Projects (50% Municipal / 50% Province)</p> <p>Other municipal technical studies or infrastructure projects (100% municipally funded)</p>	<p>Corporate Communications</p>
TRANSFERS TO INFRASTRUCTURE RESERVES – CONSERVATION AREAS ASSET REPLACEMENT			
TRANSFERS TO CORPORATE (ADMINISTRATIVE) RESERVES – LEGAL, HR, IT, ETC.			

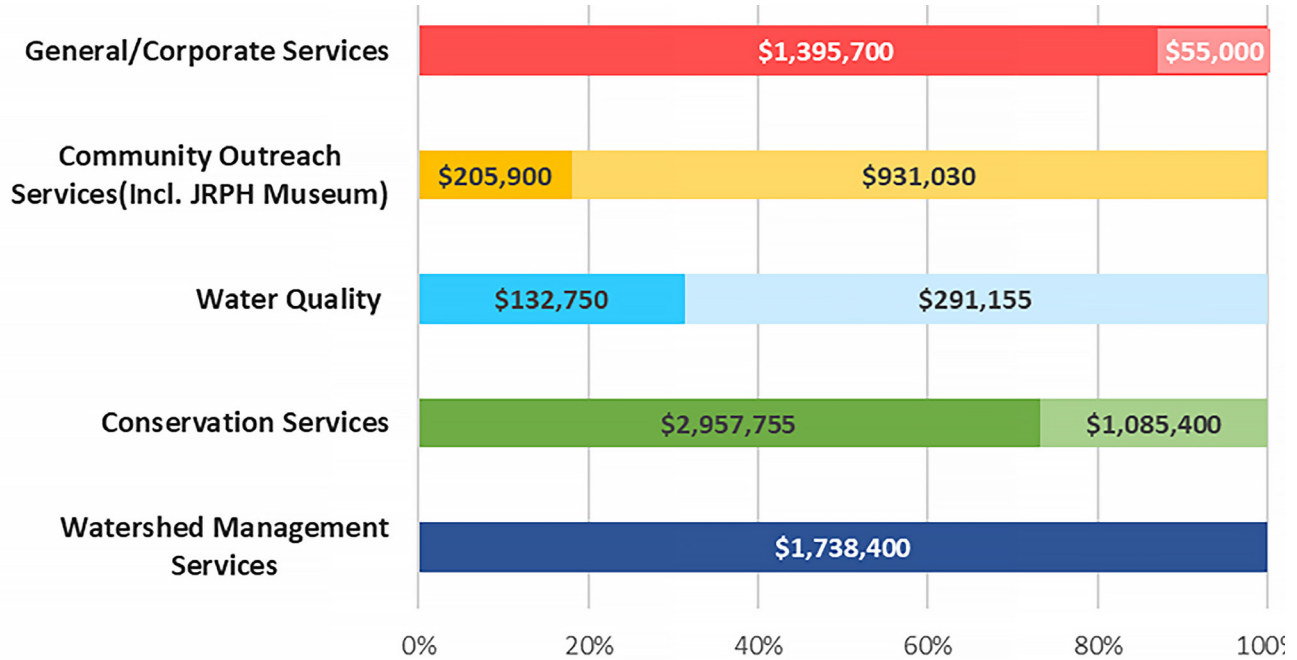
Conservation Authorities Act 21.1 - Non-Mandatory Programs & Services			
Watershed Management Services	Conservation Services	Water Quality	Education & Outreach Services
	<p>Land Securement & Acquisition</p> <p>Restoration - Non ERCA lands (fee for service or grant subsidized)</p> <p>Holiday Beach Management - Agreement 2001-2031</p>	<p>Water Quality & Monitoring</p> <p>Special grant/term-limited research projects & studies</p> <p>Municipal Services provided through agreement (Risk Management Services Part IV CWA) Conservation Authorities Act 21.1.1</p>	<p>Educational programming - various CA locations</p> <p>General outreach, events and partnership engagement</p> <p>Other externally - funded community engagement projects</p> <p>John R. Park Homestead museum and Education Programs and Preservation of Heritage Buildings</p>
			<p>Essex Region Conservation Foundation</p>

To enhance the reader’s understanding of the Authority’s programs and current funding mechanisms, and to respond to the Province’s demand for funding transparency, ERCA Administration has provided additional analysis, relating to non-mandatory programming through the identification of activities which require a degree of Municipal funding support and those that are specific to term-limited special projects or fee-for-service activities and are not municipally funded.



The budget for the five business units/service-delivery areas, allocated between mandatory (in bold) and non-mandatory functions is highlighted below:

2024 Budget by Service Delivery Area by Mandatory / Non-Mandatory Functions - \$8.8M



Darker colours represent mandatory services, and lighter colours represent non-mandatory services

2024 Overview and Analysis

- Administration, in consultation with the Finance and Audit Advisory Board on October 30th and on December 1st, has revised the 2024 budget to reflect the City of Windsor’s council resolution of November 27th, 2023. The 2024 budget was initially prepared with a recommended increase of \$96,115 (2.6%) to levies (cost apportionment), but as a result of the City’s reduction in funding for land acquisition and watershed stewardship/agricultural outreach, the budget has been adjusted to reflect a \$479,885 (-12.7%) decrease in total levies.
- As in 2023, the 2024 draft budget prioritizes ongoing repair and replacement of infrastructure in response to asset condition reports for greenway infrastructure (bridges/culverts) and JRPB museum/heritage buildings. An asset condition report (including cost estimates) has revealed an infrastructure deficit that exceeds \$1million at John R Park Homestead and a draft report suggests a further requirement of \$1.8million for replacement of Greenway bridges/crossings, over the next five (5) years. The capital budgets include mandatory and non-mandatory project expenses of ~\$1.6million and includes the shoreline remediation project at Hillman Marsh Conservation Area.

- The Authority's budget includes mandatory program expenses of \$6.27 million, including capital projects, plus an additional \$254,000 in transfers to reserve funds, for a total of \$6.5million. Non-mandatory operating expenses of ~\$2.33million are included, plus a transfer to the JRPH preservation reserve fund of \$15,000, and a transfer to the HBCA maintenance reserve of \$13,000 for a total adjusted budget of \$8,888,090. Total revenues of \$7,880,090, plus reserve fund transfers of \$1,008,000, are expected to provide the required funds of \$8,888,090 for operations and construction/purchase of assets.
- Municipal cost apportionment of \$2,971,088 is required to fulfil the Authority's mandated obligations in 2024. Non-mandatory cost apportionment of \$302k is required to maintain other core watershed programs, which operate on a recurrent annual basis and \$15,000 is allocated to the JRPH preservation fund. The total municipal cost apportionment required to fund all categories of services is reduced to \$3,288,350.
- While the overwhelming majority of cost apportionment (90%) supports delivery of mandatory programs, mandatory programs are also financed by provincial transfer payments, permit revenues, user fees and internal chargebacks, with total offsetting revenue sources expected to exceed \$1.8million in 2024.
- Between 2017 and 2023, local municipal investment has attracted \$1.18 for every \$1 of municipal investment, for all non-mandatory programs, special and capital projects. Between 2017 and 2023, the Authority received municipal funds of \$ 12,717,242, representing municipal and special-project funds, for programs and projects, that are categorized as non-mandatory under the Act. During that time, grant funds of \$ 14,944,590 were received, supporting those very same initiatives. The non-mandatory work relating to the water quality program attracted \$3.38 from outside funding sources for every municipal dollar, followed by the tree planting/restoration program which attracted \$3.55 for every municipal dollar of investment.
- This budget reflects anticipated changes to 2024 wages and benefits, as well as grid increases for applicable staff members, as service hours are completed. While no additional permanent staffing positions are included, enhanced seasonal staff capacity is required to support the operational demands of conservation areas and greenways.
- Year over year budget pressures, for mandatory programs and services total \$527,400 but offsetting items included in the budget total \$451,435, for a net increase in mandatory cost apportionment of \$75,965. Non-mandatory budget pressures amounted to \$95,400 but offset by the reduction in land acquisition funding and pausing of the agricultural stewardship/outreach program, resulting in an estimated non-mandatory cost apportionment decrease of \$555,850. Details are included in Tables 1 and 2.
- The greatest threats to the Authority's financial condition and future sustainability primarily relate to the risk of infrastructure and facilities obsolescence and deterioration at two sites (John R Park Homestead, and Greenways), specifically the challenges associated with heritage asset preservation at JRPH and the magnitude of required repairs/replacements of bridges, culverts and crossings for three greenways. The Authority does not own the infrastructure at Holiday Beach and is engaged in discussions with the Ministry of Natural Resources and Forestry, regarding asset management for this property.

YEAR OVER YEAR BUDGET PRESSURES AND MITIGATING MEASURES

Financial Pressures and Cost Drivers Mandatory Programs and Services

- Consultants are expected to be engaged during 2024, to assist with the development of the mandatory Watershed Resources Strategy.
- Two WMS positions will be returned to full-time status to address permit volumes and address departmental capacity while certain staff are directed to fulfilling mandatory policy work.
- Additional capacity is proposed to be added to Conservation Services to address winter repair projects and additional seasonal maintenance demands due to CASO and Collavino properties.
- Includes anticipated COLA increases and grid/pay equity increases for all affected and potentially affected staff.
- A shifting of certain staff to support the mandatory policies, from non-mandatory projects.
- Includes return to work of staff members on legislated/authorized leaves in 2023.
- Includes IT costs related to accounting system migration to Microsoft Dynamics and WMS PIMS application.

Mitigating Measures

- High interest rates continue to mitigate budget increases with additional interest revenues of \$106k included, over the 2023 budgeted amount.
- The transfer to the infrastructure fund is reduced to planned \$200k level from 2023 one-time increase to \$325k, however interest of \$44,000 is expected to increment the fund.
- Fee for service levels are increased to reflect 2023 volumes, which are higher than the 2023 conservative budget for fees.
- Staff positions, vacant or expected to be vacant in 2024 due to attrition, and which were supporting municipal natural heritage (Planning) requirements, will not be refilled.

Table 1- Budget Pressures and Mitigating Items - Mandatory and General (Administrative/Corporate) Programs & Services

2024 BUDGET PRESSURES/SAVINGS MANDATORY AND GENERAL (ADMINISTRATIVE) PROGRAMS & SERVICES

Item	Impacts	Year over Year Budget Impact
Consulting - mandatory policies under CAA due 12/31/2024	WMS	105,000
Reduction in special project grants (watershed modelling, Hillman)	WMS/Cons Svcs	54,300
COLA/Pay Equity/staffing assignment adjustments	WMS	51,550
COLA/Pay Equity/staffing assignment adjustments	Corp Svcs	49,000
Reduction in transfers from reserves/def revenues	Corp Svcs	47,250
COLA/ grid movements/staffing reassignments from NMS	Cons Svcs	46,000
Conservation areas maintenance staff-retain staff during winter + increased seasonal capacity for CASO/Collavino	Cons Svcs	45,500
Consulting/training - Business Central migration & implementation	Corp Svcs	44,400
Staffing reassignments to 2024 Transition Plan deliverables	Cons Svcs	35,000
Increase provision for legal & insurance	WMS	23,200
Cloud computing/website	Corp Svcs	11,700
Campbell Scientific-flood data services	WMS	8,500
Increase provision for pay equity consulting	Corp Svcs	6,000
Total of budget items increasing mandatory cost apportionment		\$527,400

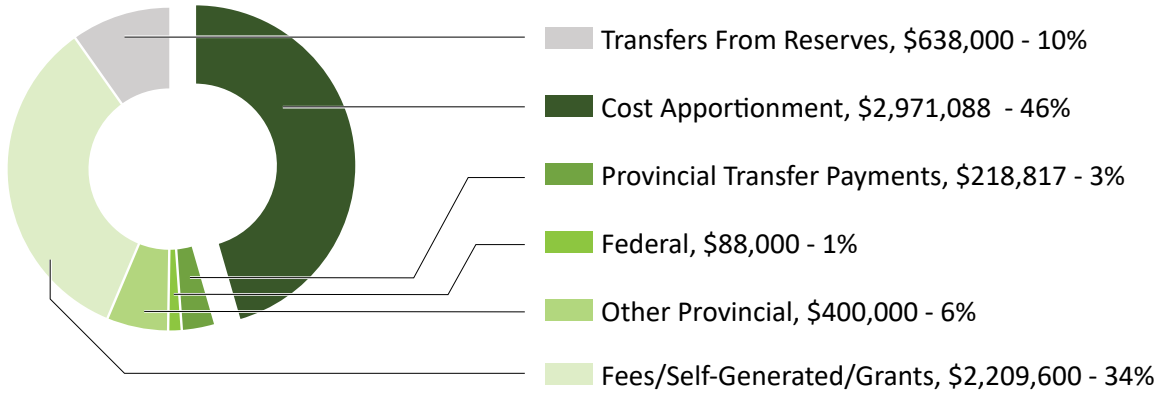
MITIGATING/OFFSETTING ITEMS- MANDATORY & GENERAL PROGRAMS & SERVICES

Item	Impacts	Year over Year Budget Impact
Reduction in transfer to Infrastructure Reserve to customary level of \$200k	Corp Svcs/Cons Svcs	125,000
Increase estimated fee for service revenues	WMS/Cons Svcs	124,200
Interest revenues/Other	Corp Svcs	106,400
Position attrition/redundancy	Cons Svcs	61,200
Increased corporate service chargebacks	Corp Svcs	16,635
Anticipated lower conservation area restoration expenses	Cons Svcs	18,000
Total offsetting items		\$451,435

Net Increase - Mandatory Cost Apportionment **\$75,965**

Sources of funds for mandatory programs and services are depicted as follows:

2024 Projected Sources of Funds- Mandatory Programs & Services



Financial Pressures and Cost Drivers Non-Mandatory Programs and Services

- Reduced government grants are anticipated after several budget cycles of robust grants, however staff continue to aggressively pursue grant opportunities.
- Accounts for reduced availability of previous year revenue transfers that were available in 2023.

Mitigating Pressures

- Primary contributor to the significant reduction in non-mandatory cost apportionment is the elimination of the transfer to the land acquisition fund and the pausing of the watershed stewardship/agricultural outreach program due to funding challenges.

Table 2- Budget Pressures and Mitigating Items – Non-Mandatory Programs & Services

2024 BUDGET PRESSURES/SAVINGS NON-MANDATORY PROGRAMS & SERVICES

Item	Impacts	Year over Year Budget Impact
WQ program expenses previously covered by WQ term-limited grants	Water Quality	25,000
Redeployment of staff from 2023 special projects/COLA and Grid increases/.8FTE increase	JRPH/FCCC	34,000
Net increase in supplies, taxes, + additional corporate service allocation	JRPH/FCCC	5,400
Reduced prior year revenue transfers	Outreach	20,000
Redeployment of staff from 2023 special projects+additional corporate service allocations	Outreach	11,000
Total of budget items increasing non-mandatory cost apportionment		\$95,400

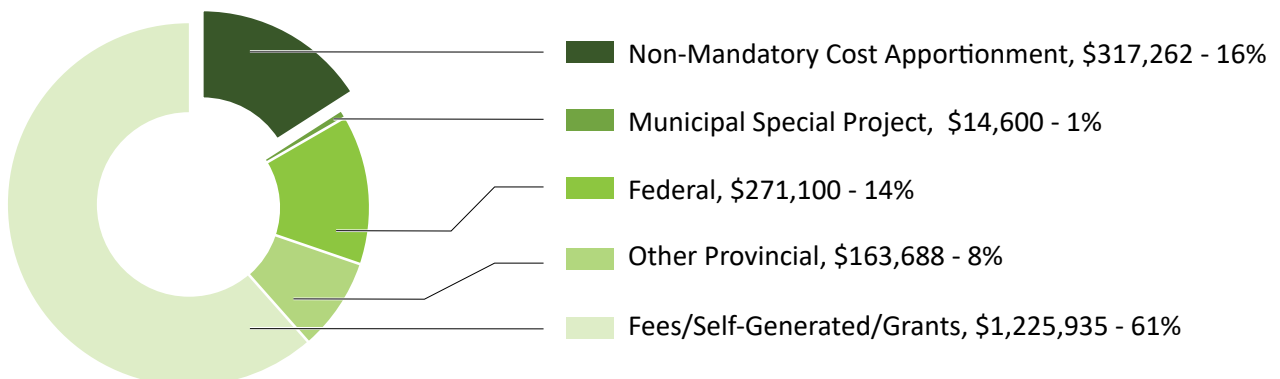
MITIGATING/OFFSETTING ITEMS - NON-MANDATORY & GENERAL PROGRAMS & SERVICES

Item	Impacts	Year over Year Budget Impact
Eliminate transfer to land acquisition	Conservation Services	540,000
Pausing of watershed stewardship/Ag outreach program	Water Quality	73,000
Increase in fees and grants	JRPH	30,250
Increase in ERCF grants	Outreach	8,000
Total offsetting items		\$651,250

Net Decrease - Non-Mandatory Cost Apportionment -\$555,850

After consideration of mitigating items described above, the required additional cost apportionment contribution, to sustain mandatory programs and services is \$75,965, but a savings of \$555,850 is anticipated as highlighted above, resulting in a net decrease in cost apportionment of \$479,885 (-12.7%).

Sources of funds for non-mandatory programs and services are depicted as follows:



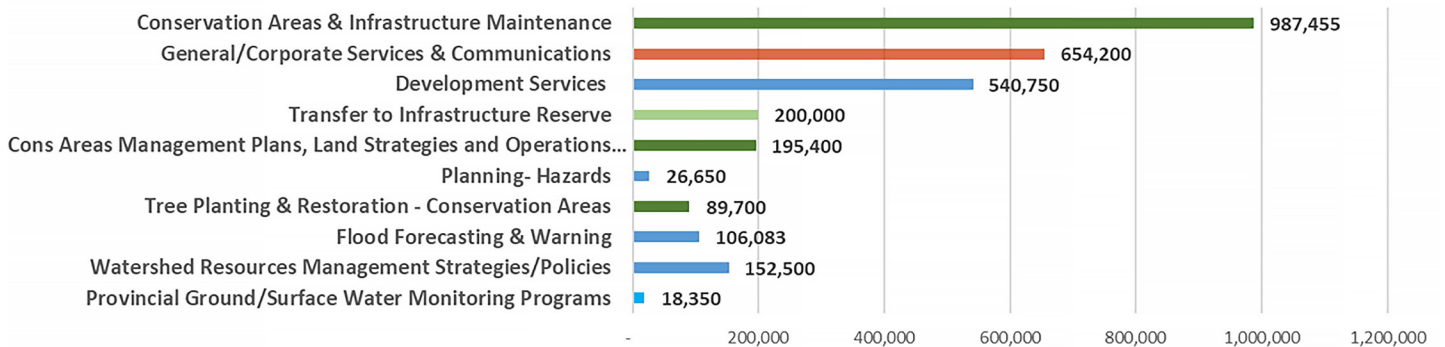
COST APPORTIONMENT ANALYSIS AND DRAFT ALLOCATION

After determining operating costs and infrastructure requirements, Administration has calculated required cost apportionment funding of \$2,971,088 to fulfil the Authority’s mandated obligations, as shown below. Municipal funding of \$317,262 is required in 2024, to support the ongoing non-mandatory services and the Authority has executed Cost Apportioning Agreements, effective for January 1, 2024. The 2024 budget aligns the previous categories of ‘General’ and ‘Clean Water~Green Spaces’ levies with mandatory and non-mandatory cost apportionment, respectively.

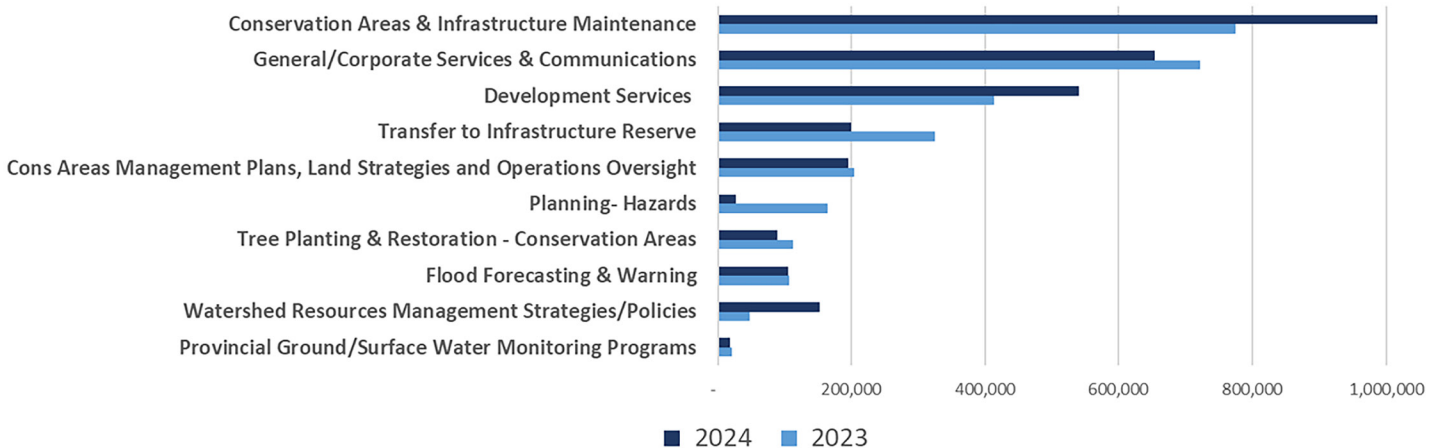
Mandatory Cost Apportionment

The Conservation Authorities Act and O. Regulation 402/22 Budget and Apportionment also make reference to General Programs and Services, defined as operating or capital costs that are not related to the provision of a program or service that an Authority provides. These costs are specific to the administrative, governance, finance, HR, communications, and IS/IT requirements of the Authority and are to be allocated to its participating municipalities using the modified current value assessment method (MVCA)

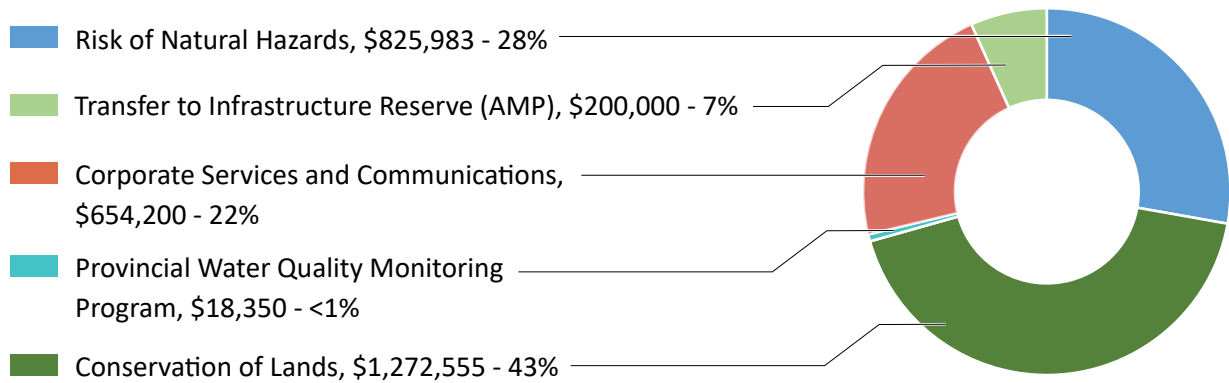
2024 Required Cost Apportionment Supporting Mandatory Programs & General Services - \$2,971,088



Cost Apportionment Supporting Mandatory Programs Services - Year Over Year Comparison



2024 Cost Apportionment Allocation \$2,971,088 - Mandatory Programs & Services

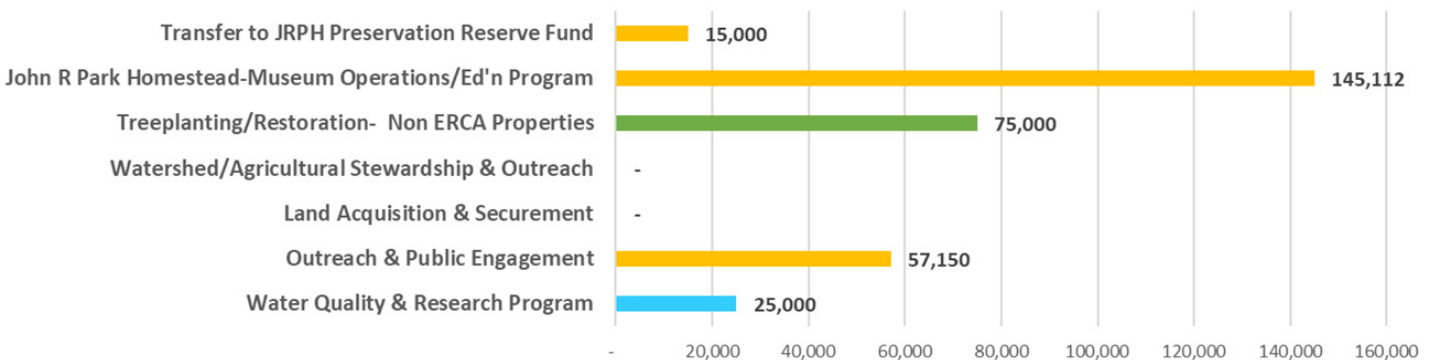


Non-Mandatory Cost Apportionment

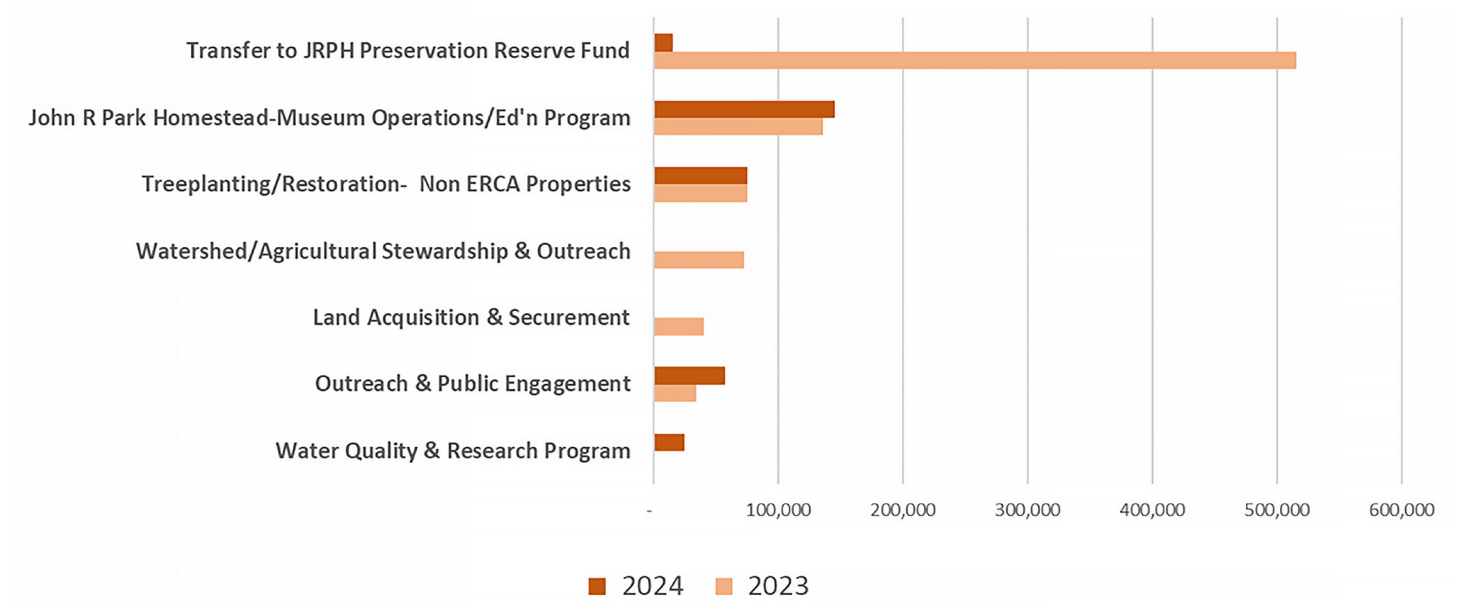
Cost Apportionment associated with non-mandatory services totals \$317,262, representing only 27% of the cost to deliver the ongoing non-mandatory programs and services. While the non-mandatory cost apportionment supports a variety of programs including tree-planting, water quality monitoring, community outreach, approximately 50% is directed to operational support of the John R Park Homestead.

Note that approximately \$330k is included in the 2024 budget, for term-limited projects financed by a third party, or government funding, or fee-for-service contracts. These projects do not require municipal funding nor do they require municipal cost-apportioning agreements.

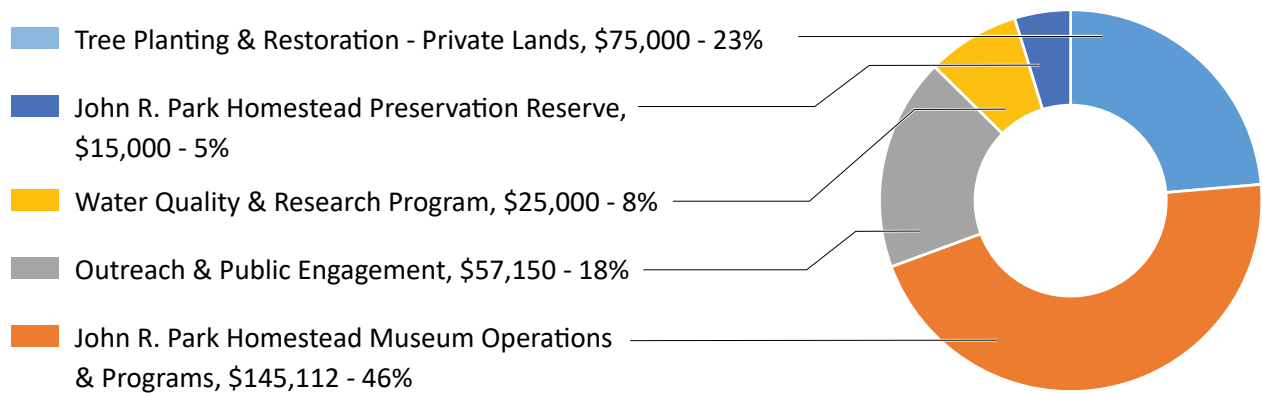
2024 Proposed Cost Apportionment (Draft) Supporting Non Mandatory Programs & Services - \$317,262



Cost Apportionment Supporting Non-Mandatory Programs & Services - Year Over Year Comparison



2024 Cost Apportionment Allocation \$317,262 - Non-Mandatory Programs & Services



INFRASTRUCTURE RISK AND REQUIRED FUNDING FOR REPAIRS / REPLACEMENT / PRESERVATION OF ASSETS

The threats to the Authority's financial condition and future sustainability primarily relate to risk of infrastructure and facilities obsolescence and deterioration at two sites (John R Park Homestead CA and Greenways). The Greenways infrastructure represents the lowest financial risk due to the fact that the infrastructure is associated with passive recreation and maintenance of same, and is eligible for mandatory cost apportionment. Conversely the JRPH museum and other heritage buildings are associated with the provision of non-mandatory services and the Authority is precluded from cost apportioning for preservation of these heritage assets, without a municipal agreement in place. This is despite the fact that the transfer of the property from the Province in 2008, contained a number of restrictive covenants and obligations, regarding operations and preservation/maintenance of the assets.

While the risk of infrastructure and facilities failure and obsolescence is an on-going concern at Holiday Beach, the Authority does not have ownership nor an easement over the property and is operating the property by way of a management agreement that expires in 2031. Significant investments have been made at this conservation area over the past 10 years, utilizing the infrastructure reserve, however operations there are fully non-mandatory and the Authority is not responsible for asset replacement. Administration is currently in discussions with MNRF (Ministry of Natural Resources and Forestry) regarding this property and the management agreement. This budget includes a small provision (\$13,000) to seed a maintenance reserve for this site, but funded with the projected HBCA operating surplus as no cost apportionment has been allocated to site operations.

As a result of the bi-furcation of programs and services into mandatory and non-mandatory and the consequential categorization of those respective assets which support the two-stream service delivery model, Administration engaged consultants in 2022, to undertake asset condition reports for both the JRPH museum and heritage buildings and the infrastructure located within Greenways, such as bridges and culverts. Being aware of the costs to maintain and replace assets is essential to the municipal discussions regarding the funding of non-mandatory services, specifically the costs to preserve the John R. Park homestead museum and buildings in perpetuity. The budget includes JRPH-related capital projects (non-mandatory) of \$370,000, but funded with the JRPH restricted reserve.

During 2022, the Authority also engaged a consultant to undertake an assessment of its Greenways bridges and crossings. The preliminary report, received in December 2022, identified projected costs for infrastructure replacements and repairs, for end of lifespan bridges/crossings, in the order of \$1.8million, recommended to be completed between 2023 and 2027. An additional \$1.2million is estimated as the cost to replace end of lifespan assets in 2032.

Upon receipt and review of final asset condition reports, Administration will initiate the update to the asset management plan.

RESERVE FUNDS (Appendix C)

The Authority maintains several reserve funds and this budget includes transfers of \$244,000 to the general infrastructure reserve fund, \$15,000 to the JRPH preservation fund, \$13,000 to the Holiday Beach maintenance reserve and \$10,000 to the Kingsville train station preservation reserve. Accounting for the transfers from reserves, of \$1,008,000,000, results in a net transfer from reserves, of \$726,000. No other transfers to reserves are contemplated in this budget. Of the \$292,000 transfer to reserves, \$200,000 is financed through mandatory cost apportionment (asset management plan), and \$15,000 is financed through non-mandatory cost apportionment (JRPH preservation). The remaining transfers to reserves are financed through user fees or with interest revenues. Capital projects include the following:

Table 3 - Capital Projects 2024 - Mandatory and Non-Mandatory Programs & Services

Mandatory Projects	Total Cost	Infrastructure/ Other Reserve
Hillman Marsh coastal erosion rehabilitation	510,000	-
Central Workshop (Civic Center) recladding/repairs	258,000	258,000
Greenways culvert/bridge remediation	140,000	140,000
Parking lot(s) resurfacing	100,000	100,000
Contingency for emergency infrastructure repairs	25,000	25,000
Conservation Areas signage	25,000	25,000
Maidstone restoration	12,000	-
Collavino development + generator (pump operation)	185,000	15,000
	\$ 1,255,000	\$ 563,000
Non-Mandatory Projects	Total Cost	Maintenance/ Other Reserve
JRPH museum preservation and maintenance	307,500	307,500
JRPH outbuilding repairs	25,000	25,000
JRPH /FCCC communications connectivity	37,500	37,500
	\$ 370,000	\$ 370,000

HUMAN RESOURCES ANALYSIS

Compensation, including payroll taxes and benefits is the Authority's largest category of expense, comprising 46% of the budget and 76% of the compensation expense is associated with mandatory services. Overall, total FTEs of 47 are slightly lower than the 48 budgeted 2023 FTEs, due to a contraction in Water Quality, as term grant funding ended in March 2023. This reduction does not impact cost apportionment, as the positions were funded with term-limited special grants.

The primary driver for the increase in FTEs related to mandatory programs is the reflection of additional human resources that are required, in order to maintain (in good condition), and operate (with acceptable risk) the many public conservation areas and greenways of the Authority. Recently, the Authority acquired the Collavino conservation area as well as CASO trail, which require active management and maintenance, resulting in additional budget pressure.

Recruitment and retention remain an on-going challenge with demand for many positions, outpacing the available supply of talent. The Authority shares positions of a similar nature, with municipalities and the public sector, which often have higher pay scales, which contributes to the recruitment challenge.

Table 4 – 2024 Compensation Analysis

	2024 BUDGETED WAGES	2023 BUDGETED WAGES	2023 PROJECTED WAGES
Total Wages & Benefits Mandatory/General Programs & Services	\$3,107,710	\$ 3,004,150	\$2,864,859
Total Wages & Benefits Non-Mandatory Programs & Services-Annual Recurring	778,695	791,350	876,290
Total Wages & Benefits Non-Mandatory Term-Limited Special Projects + Category 2 Municipal Services	208,100	334,284	348,270
Total Wages & Benefits	\$ 4,094,505	\$ 4,129,784	\$4,089,419

Table 5- Summary of Employee Full Time Equivalents

Service Delivery Area	2024 Mandatory	2024 Non-Mandatory Ongoing	2024 Non-Mandatory Term Project	2023 Mandatory	2023 Non-Mandatory Ongoing	2023 Non-Mandatory Term Project
Watershed Management Services	12.3			12		
Conservation Services	11.2	5.8	.2	9	6	1.4
Water Quality	1.2	.5	.4	1	.7	2
Comm’ns/ Outreach/ Heritage programs	1.7	5.3	.1	1.7	5	1
General/ Corporate Services	8	.4		7.7	.4	
Total FTEs	34.4	12	.7	31.4	12.1	4.4

RETURN ON LOCAL INVESTMENT

Historically, the local municipal investment and municipal special project funding directed to the Authority has been matched dollar for dollar, if not exceeded. Between 2017 and 2023, the Authority received municipal funds of \$ 12,717,242, representing municipal funds, for programs and projects, that are categorized as non-mandatory under the Act, but during that time, non- municipal funds of \$ 14,944,590 were received, supporting those very same initiatives.

A recent report to Board noted that since 2021, ERCA has received or received confirmation of \$8.6 million dollars in external funding, primarily from the Federal and Provincial Governments along with grants from non-governmental agencies (NGOs) and the Essex Region Conservation Foundation and more than \$4.9 million in grant funding was received to support non-mandatory services.

Table 6 - Leverage Analysis-External Grant Funds (excludes self-generated revenues e.g. fees)

2017-2023 Sources of Funds - On going/Core Programs & Services	Mandatory	Non-Mandatory
Cost Apportionment / Levies+ Municipal Special Project \$	\$15,903,911	\$7,697,904
Federal & Provincial Grants	2,120,834	3,229,500
Essex Region Conservation Foundation Grants	140,193	731,534
Other Non-Government Grants & Donations	41,650	981,209
Total available funds	18,206,588	12,640,157
Municipal Funding to External Grants	\$1:\$0.14	\$1:\$0.64

2017-2023 Sources of Funds - Non-Mandatory Term Limited Special	Mandatory	Non-Mandatory
Cost Apportionment / Levies+ Municipal Special Project \$		\$3,217,870
Federal & Provincial Grants		6,961,350
Essex Region Conservation Foundation Grants		451,775
Other Non-Government Grants & Donations		350,054
Total available funds		\$10,981,049
Municipal Funding to External Grants		\$1:\$2.41

For mandatory capital projects, which support passive recreation, ERCA has attracted \$1.49, for every \$1 of local taxpayer investment, primarily supported by the Foundation. Non-mandatory capital projects, have been supported with significant government grants, as shown below:

2017-2023 Sources of Funds - Capital Projects	Mandatory	Non-Mandatory
Cost Apportionment / Levies + Municipal Special Project \$	\$ 941,205	\$ 1,802,267
Federal & Provincial Grants	370,200	1,092,249
Essex Region Conservation Foundation Grants	1,029,740	905,855
Other Non-Government Grants & Donations	2,945	231,065
Total available funds	\$2,344,090	\$4,031,436
Municipal Funding to External Grants	\$1:\$1.49	\$1:\$1.24

It should be noted that the Essex Region Conservation Foundation provided funds of almost \$2.0 million, towards capital projects, between 2017 and 2023, with substantial investment directed to the Cypher Systems Greenway, the Fox Creek Conservation Centre and recently, to the JRP house repairs.

LEVERAGED INVESTMENT HIGHLIGHTS

- Since 2016, the Watershed Management Service department has successfully secured over \$1.2 million in grant funds to support flood and erosion hazard programs and projects across the Essex Region, including over \$400,000 through funding programs only available to Conservation Authorities, which have enabled significant repair and improvement projects as well as condition assessments for flood and erosion control infrastructure.
- An initial investment of approximately \$46,000 into the development of a Floodplain Prioritization assessment resulted in securing a total of \$422,000 from the federal and provincial governments to undertake updates to hydrologic and hydraulic modelling and subsequent flood mapping updates.
- Over the past 5 years, approximately 70% of secured grant funding obtained through Watershed Management Services has benefitted the City of Windsor, with the remaining 30% largely focused on maintaining critical flood control infrastructure throughout the region.
- ERCA has restored over 400 acres and planted over 400,000 trees over the past five years with \$740,000 support from CW~GS municipal funding, attracting \$2,623,500 in government grants, and non-government grants and donations, including \$163,000 from the Foundation (ERCF).
- Between 2017 and 2023, \$623,039 in CW~GS municipal funding was used to support watershed research and water quality sampling at approximately 62 sampling locations throughout the region, and 275 water quality improvement projects were implemented, while corporate, federal and provincial contributions towards these initiatives, to enhance our understanding of impacts on our local water sources, was \$2,796,337.
- From 2017 – 2023, a total of \$659,900 of municipal funding was used to support outreach and education programs, while \$300,578 in external funding was contributed through grants and donations. During that period, a total of 69 Community Outreach Events were undertaken across the region, resulting in 8,196 volunteers planting 17,647 trees, 2,660 native plant plugs and removing 3 metric tonnes of garbage across the region – even though stewardship events were severely curtailed though 2020 and 2021.
- From 2021 to current, Administration has actively solicited private funding as part of a focused fundraising campaign through the Essex Region Conservation Foundation, which has eliminated the need for municipal funding for curriculum-based Outdoor Education programs until 2025.

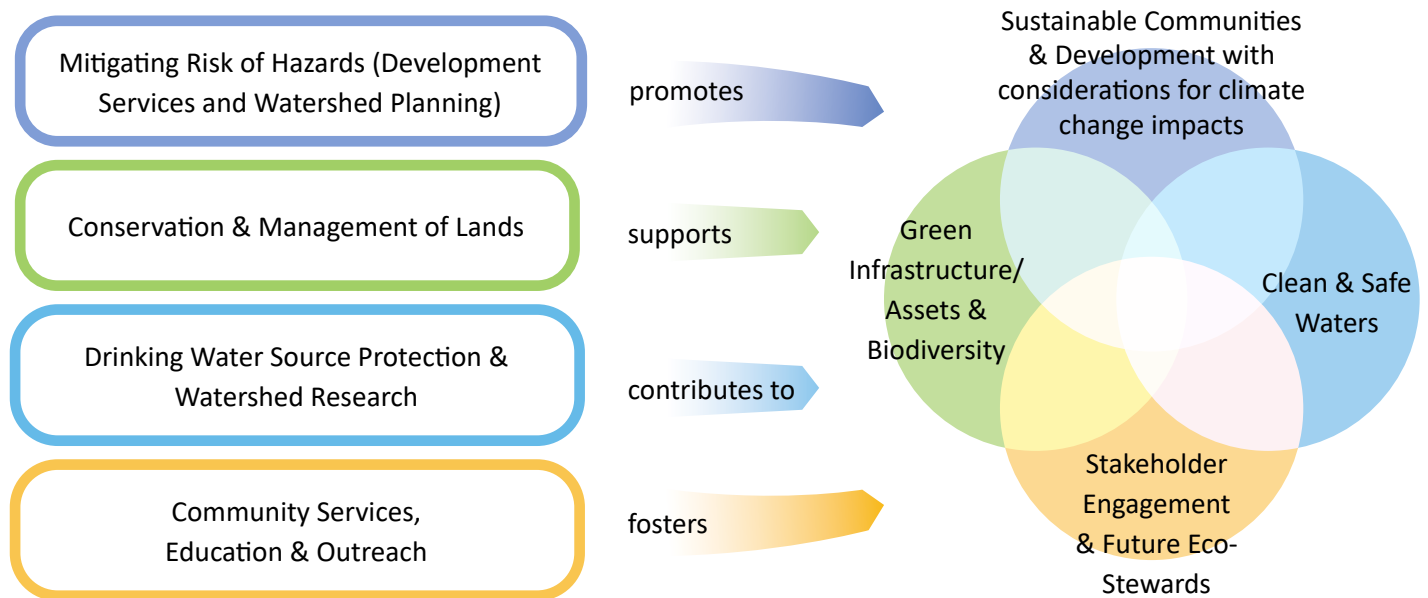
Integrated Watershed Management

As an integrated watershed management agency, ERCA’s five service delivery areas have developed over decades, and include beneficial programs and services that support our collective shared objectives and goals, related to ecological, social, and economic health.

These programs were developed by and are implemented by recognized experts in civil/environmental engineering, environmental studies, watershed planning, forestry, biology, ecology, agronomy, water quality science, restoration, and natural resource management. ERCA works across all sectors and levels of government, to secure mission support and sustainable funding, in order to achieve the community’s vision for our region.

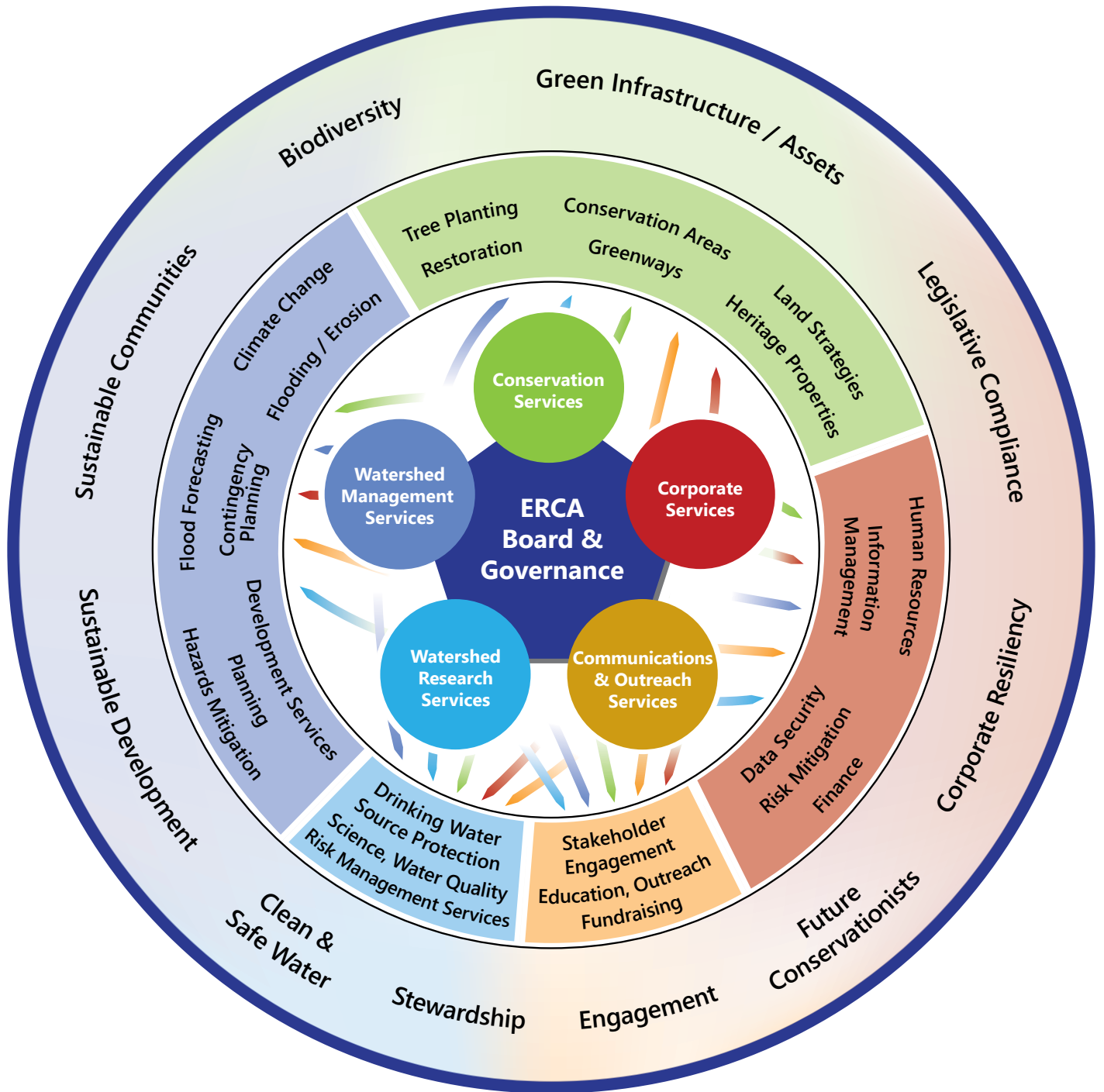
Recent changes to the Conservation Authorities Act confirmed core and the mandatory functions of conservation authorities including: mitigating risks of natural hazards; conserving and managing lands, for heritage and hazards; drinking water source protection; and surface water and groundwater monitoring. To continue to be relevant and to serve the residents of this region, ERCA should be delivering, and can continue to deliver the ancillary programs **and services that impact the overall well-being, health and safety of the region and its citizens. As noted above, the programs, which are now categorized as non-mandatory, have attracted government and other grants of \$1.18 for every local taxpayer dollar since 2017.**

While it is convenient to organize business functions by service delivery areas and additionally, they align with Provincial categories, each of ERCA’s programs support environmental objectives, embraced by all:



ERCA delivers programs consistent with the objects of Conservation Authorities, as defined in the Conservation Authorities Act and is committed to delivering the non-mandatory local natural resource programs and services, in consultation with its participating municipalities and with their valued financial support, though the negotiated cost apportioning agreements.

PROGRAM INTEGRATION MODEL



The Integrated Watershed Management approach requires an understanding of the interactions between our environment, the economy, and society. At the core of everything that ERCA does to better understand, preserve, and enhance our region, is ERCA’s Board of Directors and our five key service areas. Through the Board’s sound governance and oversight, along with Administration’s efforts in delivering the various interconnected programs within these service areas, ERCA continues to gain a better understanding of our watershed. It is through this approach that ERCA will continue to protect our region’s resources, people, and property, and address the escalating environmental challenges we face now and in the future. The Program Integration Model above demonstrates the linkages between each of the various programs and services, both Mandatory and Non-Mandatory, which are all crucial to achieving our region’s objectives of a healthy, sustainable future for the residents of Windsor-Essex.

Service Delivery Area

Operating Plan Highlights



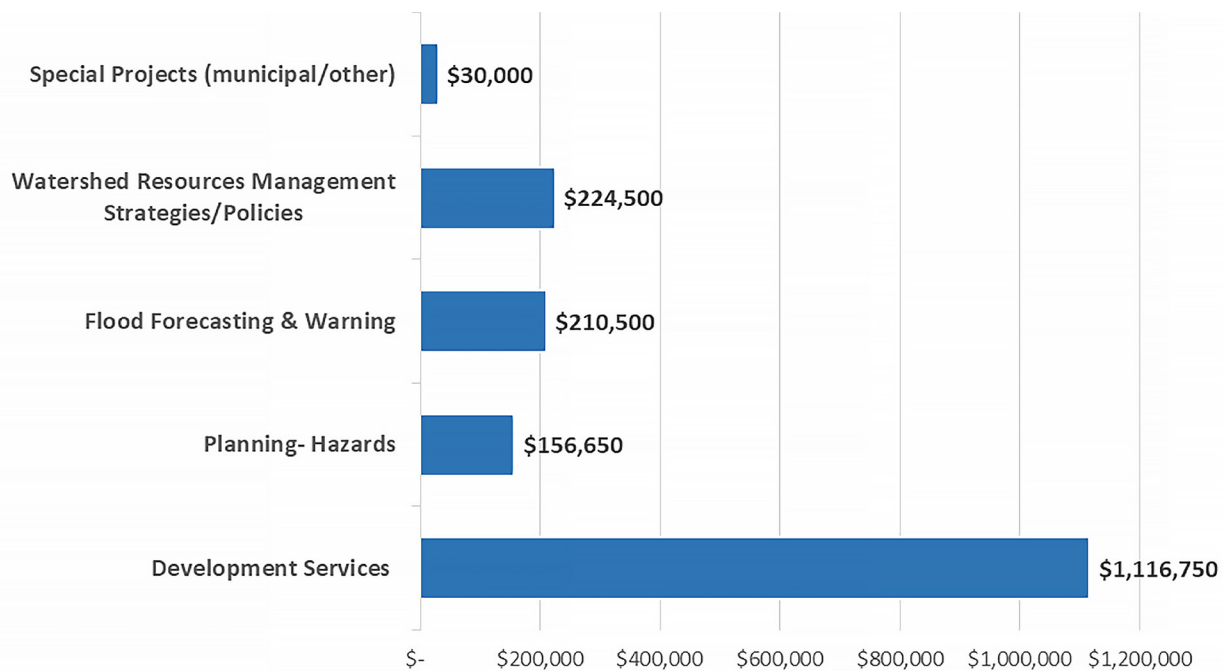
Watershed Management Services

Watershed Management Services are identified as mandatory services and ensures that development in the region progresses in a sustainable manner, is directed away from natural hazards, while protecting existing development, water resources, and natural features that contribute to flood and erosion attenuation.

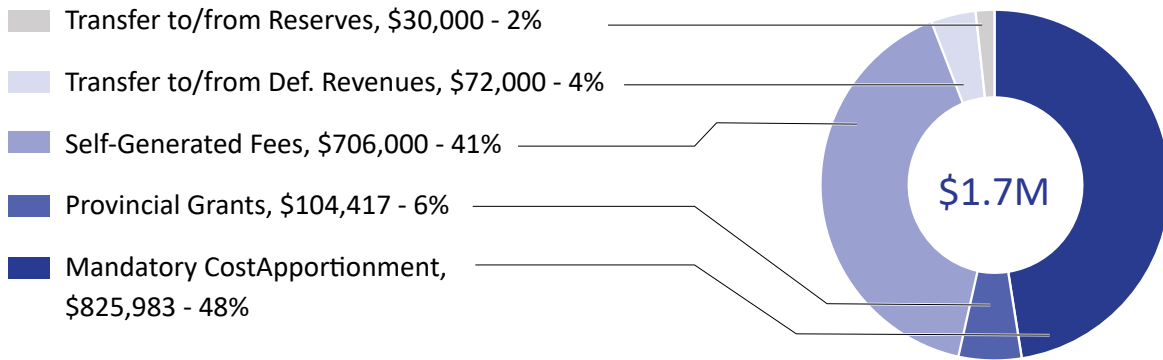
Watershed Management Services are delivered through four programs:

- Development Services (mandatory services)
- Watershed/Water Resources Engineering (mandatory services)
- Flood Management/Flood Forecasting and Warning (mandatory services)
- Watershed Planning (mandatory)
- Approximately 12 FTEs deliver these services

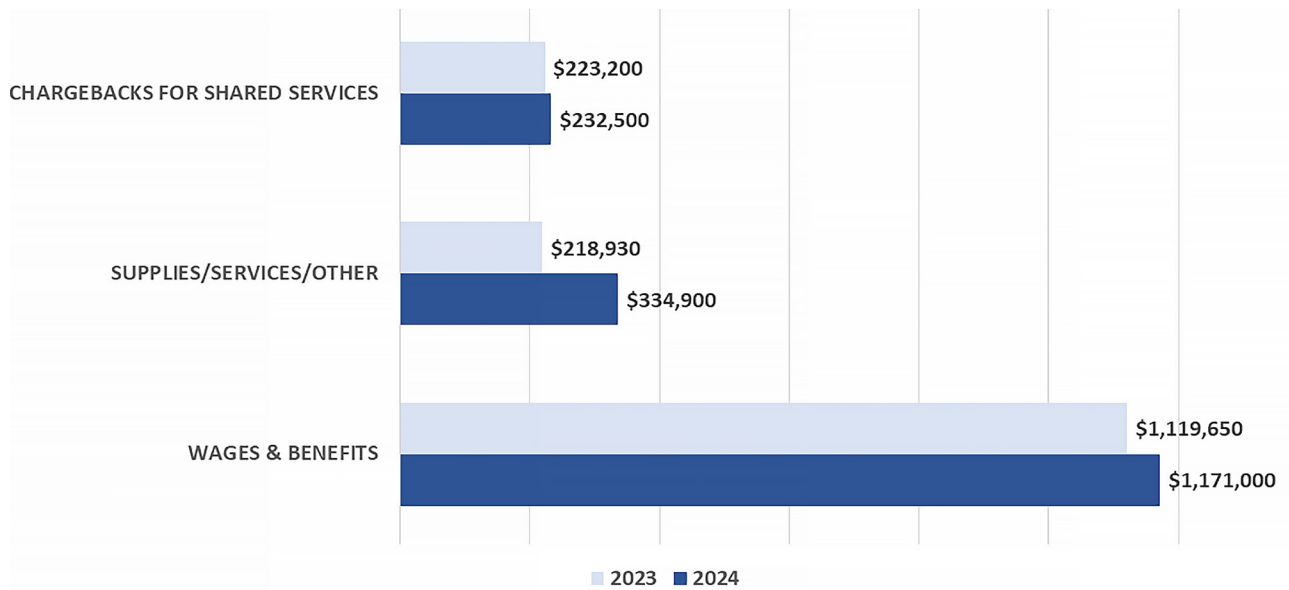
Mandatory Watershed Management Programs & Services - \$1.7M



Watershed Management Services Sources of Revenues for MANDATORY Programs



MANDATORY Watershed Management Program Expenses by Category



DEVELOPMENT SERVICES

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

2024 Program Highlights

- Administration will review the Authority's development policies from 1987 and 2006 and complete an update to comply with current development practices and legislative requirements.
- In an effort to continue with modernizing development review processes, Watershed Management Services is working closely with Information Technology to migrate the permitting and Property Information Management System to a cloud-based service to reduce potential points of failure (i.e., Civic Centre power failures) that disrupt service delivery. This modernization includes a phased approach to build the necessary cloud-based software for staff use and a government-client portal to expand online services.
- Staff will continue to participate on various Conservation Ontario committees, such as the Regulatory and Compliance Committee, which continues to enhance staff knowledge, build new and support existing relationships with other conservation authorities, and maintain awareness of ongoing and future legislative changes.

WATERSHED / WATER RESOURCES ENGINEERING

Managing the risks associated with the natural hazards of flooding and erosion is one of the primary roles of conservation authorities under the Conservation Authorities Act. This role is fulfilled through the delivery of multiple natural resource management programs and services, including flood plain management and mapping, water and erosion control infrastructure planning, and stormwater management. Many projects delivered through the engineering program are considered "special projects" or "ancillary services" that support core responsibilities of the authority within the context of natural hazards management. The program is currently wrapping up several complex flood mapping projects and beginning new undertakings to update the coastal hazard mapping completed in 1976.

2024 Program Highlights

- Complete a Watershed-Based Resource Management Strategy by December 31, 2024, as required by Ontario Regulation 686/21: Mandatory Programs and Services.
- New shoreline flood and erosion hazard mapping is anticipated to be completed by the end of Q1 of 2024. This mapping will replace the original shoreline mapping completed in 1976. The total project is valued at approximately \$480,000 and includes \$240,000 in federal grant dollars obtained through the Flood Hazard Identification and Mapping Program.
- An update to the Windsor-Essex Region Stormwater Manual (2018) was initiated in 2023. This project includes participation and funding from all municipalities in the region, including local and upper tier municipalities and the City of Windsor. The updated manual is anticipated to be completed within Q1 of 2024.
- The Engineering Technologist position has been vacant since Q2 of 2023. This vacancy is anticipated to be filled in Q1 of 2024 and will provide technical support to all facets of Watershed Management Services.
- Administration will continue to explore partnership and funding opportunities to update flood and erosion hazard mapping.

FLOOD MANAGEMENT

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

2024 Program Highlights

- Update ERCA's Flood Contingency Plan.
- Finalize an Operating and Maintenance Manual for ERCA owned and managed climate stations.
- ERCA's climate stations will be upgraded to keep pace with changing technology. Data loggers are approximately 30 years old and are anticipated to be obsolete by the year 2025. Additionally, station telemetry will be converted from historic landline to cellular service, which is expected to provide more reliable and cost-effective service.
- Explore opportunities for increasing flood forecasting operational capacity, including grant funds support field data collection and telemetry.
- Explore grant opportunities through Water and Erosion Control Infrastructure (WECl) mandatory flood management activities across member municipalities.
- Monitor lake levels and a network of 30 climate stations to provide advanced warning of flooding and accelerated erosion.

WATERSHED PLANNING

ERCA continues to work towards a 'Planning-first principle', which ensures that appropriate planning permissions are in place before any consideration is made for approvals under the Conservation Authorities Act. The planning program area delivers services that fall under the mandatory service category. ERCA's service delivery through Watershed Planning includes all mandatory-related reviews and comments on various Planning Act instruments, as mandated through the amended [Conservation Authorities Act](#) and [Ontario Regulations 686/21: Mandatory Programs and Services](#). It is through this service that Administration provides the necessary comments related to natural hazards, source water protection, and conservation authority owned lands, ensuring the continued "planning-first approach" to protecting the watershed.

2024 Program Highlights

- Watershed Planning currently delivers hazard reviews and comments on circulated Planning Act instruments, as required through Ontario Regulation 686/21: Mandatory Programs and Services, ensuring consistency with the current Provincial Policy Statement and local natural hazard development policy. Source Water Protection, more specifically, the Risk Management Services related to Part IV of the Clean Water Act and comments related to lands owned by ERCA, are also delivered through Watershed Planning. The program is funded through a combination of General cost apportionment and supplemented by program user fees, consistent with the "user pay principle".
- Development of new documentation, such as flow charts for the various planning processes, to enhance clarity for applicants and enhance client service.
- Modify payment processes in consultation with member municipalities, changing from 3 different processes to one consistent approach.
- The decentralization of climate change considerations continues to be implemented. Such considerations are delivered through Watershed Planning and Engineering services as potential impacts are often multi-faceted and require input from various professionals within WMS.

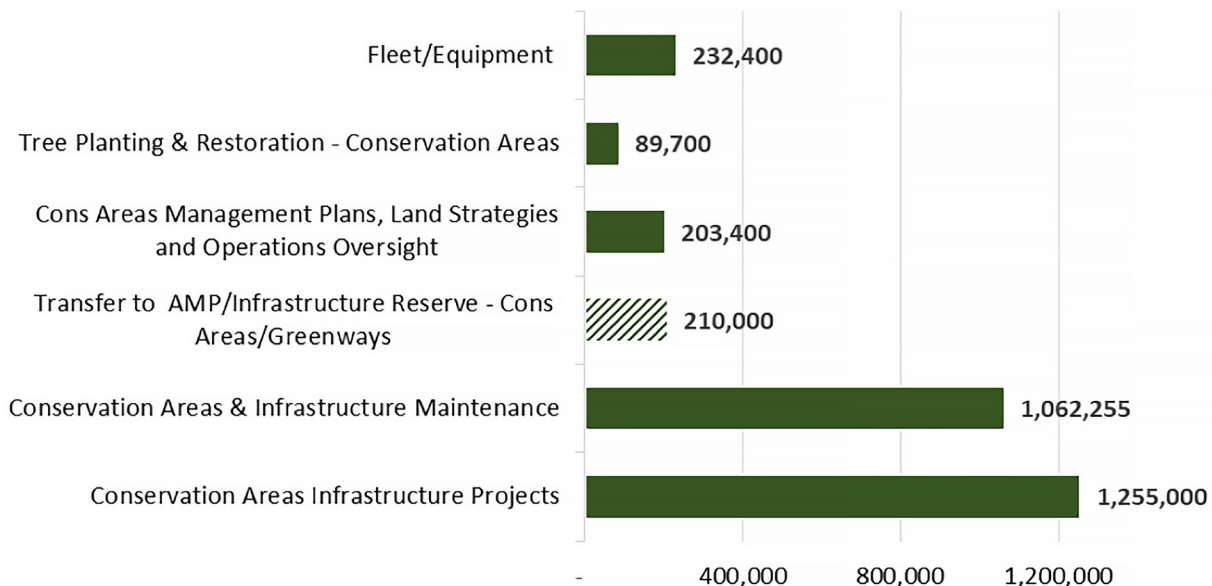
Conservation Services

ERCA’s Conservation Services programs protect, restore, and manage natural heritage areas and systems within ERCA’s watersheds. This is accomplished through a system of conservation lands, strategic and leveraged investment in land securement, and by identifying and implementing priority restoration projects. All Conservation Areas within the ERCA watershed are impacted on by natural hazards. Fundamental to the management of sites is the access to hazard areas for flood observation, and in the case of trails, physical access to reaches that would otherwise be inaccessible. Further, some of our properties are designed/engineered to receive flood waters to reduce upstream impacts of flood waters should they occur. Conservation Services are delivered through multiple programs, in a mix of mandatory and non-mandatory services:

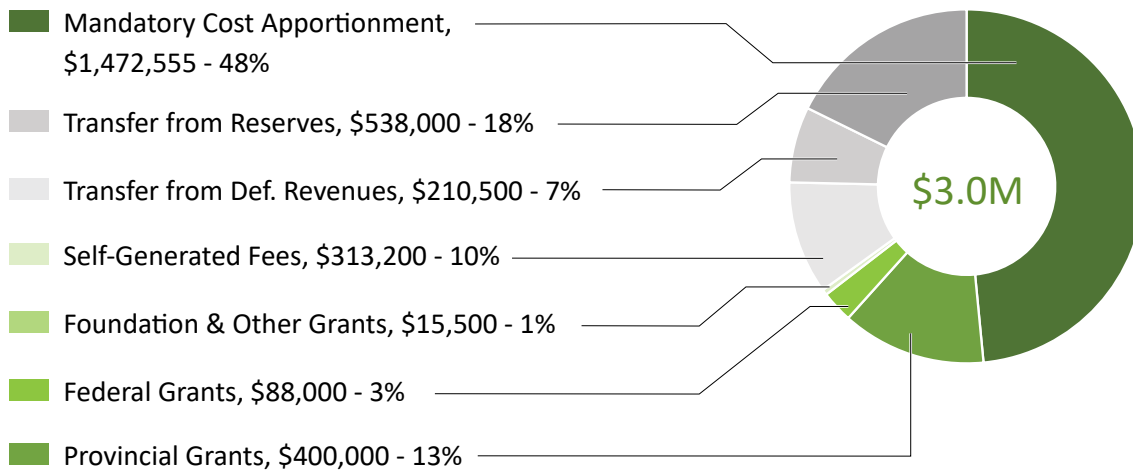
Mandatory Services	Non-Mandatory Services
Conservation Land Management	Tree Planting and Habitat Restoration on Private and Municipal lands
Public Conservation Areas	Land Securement & Acquisition
Tree Planting & Restoration-Conservation Lands	Holiday Beach Conservation Area
Capital Projects	

Approximately 15 FTEs deliver the services and includes seasonal restoration workers, tree planters, conservation areas technicians and support staff. Included in the 2024 budget are costs associated with expanded staff capacity during the winter months to undertake maintenance along the greenways, including the new CASO property and implement hazard tree removals to ensure public safety.

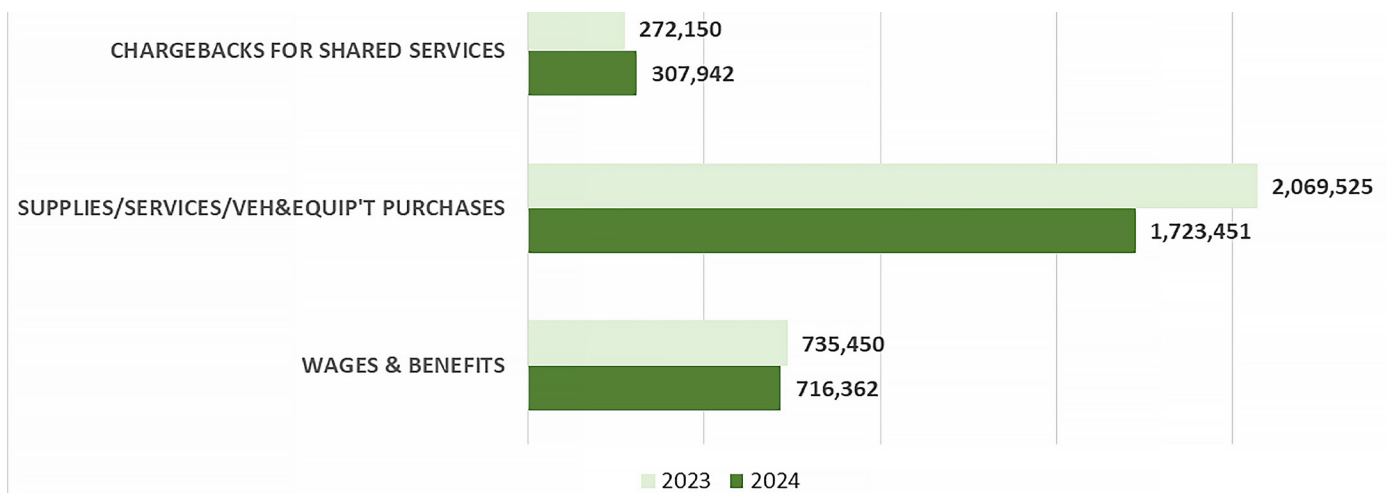
Mandatory Conservation Programs & Services - \$3M



Conservation Services Sources of Revenues for MANDATORY Programs



MANDATORY Conservation Programs & Services Expenses by Category



CONSERVATION LAND MANAGEMENT

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

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

2024 Program Highlights

- ERCA's Forester will undertake and update forest inventories in many conservation areas to inform management planning documents.
- Invasive species management will be undertaken along the greenway properties and in Conservation Lands that have wetlands.

- In collaboration with the Town of Kingsville, ERCA is working through the Drainage Act to permanently protect a wetland adjacent to Cedar Creek.
- In keeping with revisions to the Conservation Authority Act, staff have initiated the creation of a new Conservation Areas Land Management Strategy.
- ERCA has initiated a restoration and climate adaptation planning process at Hillman Marsh to restore habitat lost in this wetland and to stabilize the eroding shoreline.
- Restore 3 acres of mowed grass to natural habitat in Maidstone Conservation Area.

PUBLIC CONSERVATION AREAS

Since 1974, ERCA has been acquiring lands to ensure the protection and conservation of their significant natural and cultural heritage features. Conservation Areas ensure that valuable greenspace is protected while allowing for recreational opportunities in safe, well maintained natural settings which are critical to maintaining physical and mental health. Conservation Areas and trails are also identified as key economic drivers and of critical importance to creating an environmentally and economically sustainable region, where people want to live and where companies want to invest.

2024 Program Highlights

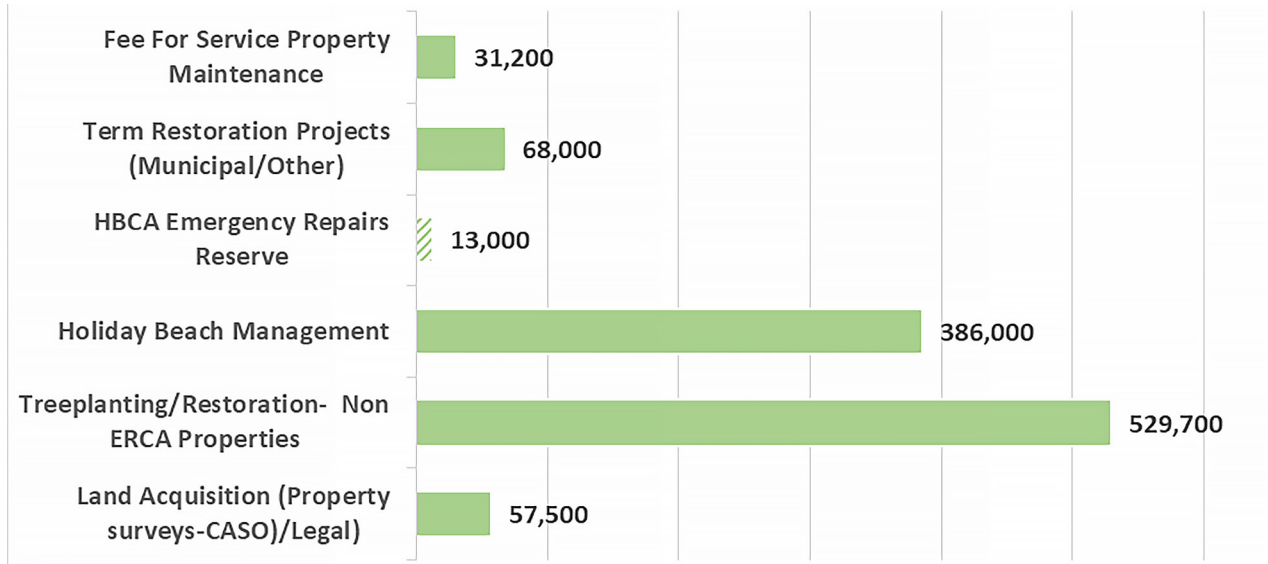
- Operate and maintain 17 conservation areas welcoming thousands of visitors each year.
- Ongoing replacement of fleet and equipment assets.
- Expansion of the Maidstone Conservation Area parking facilities along with tar and chipping surfacing to manage ongoing demand that far exceeds availability of parking.
- Continue to contribute to the update of ERCA’s Asset Management Plan to accurately reflect future capital funding requirements.
- Continue restoration works of the main house at the John R. Park Homestead.
- Initiate wetland and shoreline restoration works at Hillman Marsh Conservation Area.
- Insulate and clad the exterior of ERCA’s main operations workshop along with replacing large garage doors.
- Remove vegetation from trail edges and remove hazardous trees, primarily along the Greenway multi-use paths.
- Continue making public infrastructure investments in the Collavino Conservation Area with the goal of making the site publicly accessible within two years.
- Ongoing Tree Planting and Restoration in Conservation Areas.

ERCA continues to expand natural habitat in this region by increasing wetland, prairie and tree cover on properties it owns. Through partnerships, lands will continue to be strategically acquired through purchase or donation to create a more sustainable region. In 2024, a new wetland on ERCA’s Cedar Creek landholdings will prevent ongoing erosion of our field and provide multiple co-benefits such as flood attenuation, water quality improvements and habitat for wildlife.

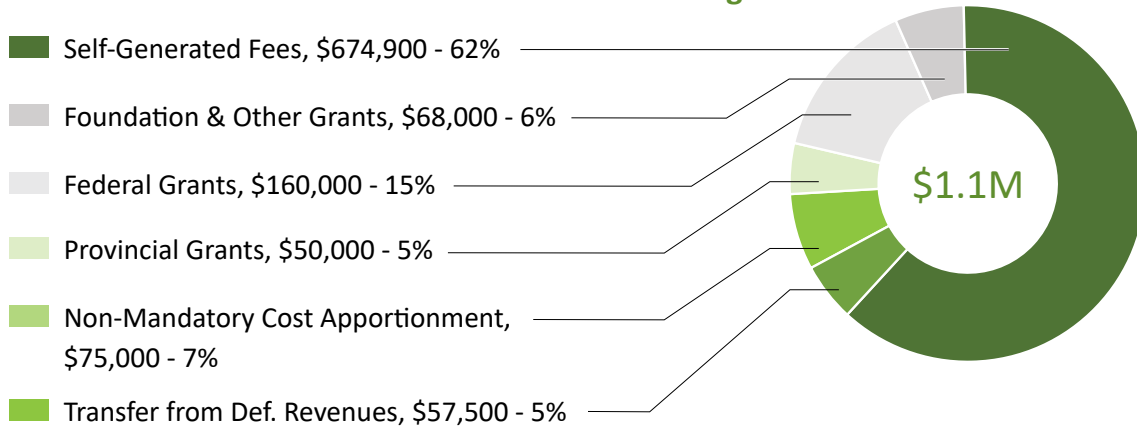


CONSERVATION SERVICES - NON-MANDATORY

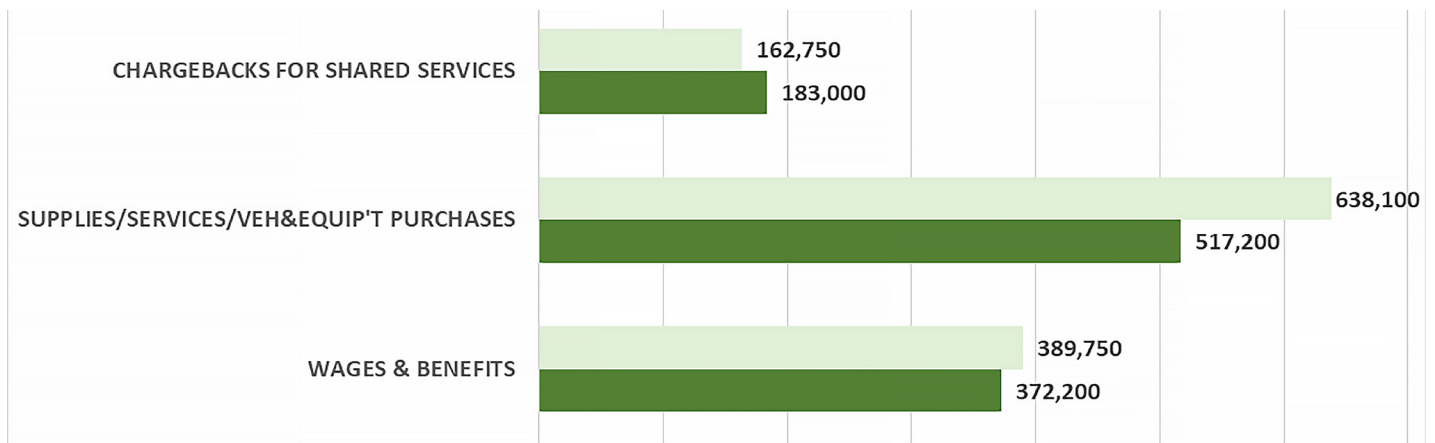
Non-Mandatory Conservation Services by Function - \$1M



Conservation Services Sources of Revenues for NON-MANDATORY Programs



NON MANDATORY Conservation Programs & Services Expenses by Category



TREE PLANTING AND HABITAT RESTORATION ON PRIVATE AND MUNICIPAL LANDS

To achieve a sustainable future, mitigate climate impacts, expand tree canopy cover, improve water quality and keep endangered species from extinction in Canada, partnerships must continue with private landowners to grow the amount of habitat restored in the region. To assist with the costs of restoration that takes place on private lands and provide the biological professionals needed to undertake this work, ERCA obtains grants and donations to provide incentives and keeps cost reasonable. Non-mandatory municipal funding to assist with private lands restoration accounts for approximately 15% of this activity, which does not include the value of land. ERCA has restored over 430 acres of land on private property since 2017. These privately owned restoration sites are an invaluable contribution from our community as they further the rehabilitation of our region.

2024 Program Highlights

- Plant 50,000 trees throughout the region on ERCA property as well as privately owned lands leading to the creation of at least 70 acres of new habitat.
- Build a minimum of two new wetlands in the region to reduce erosion and simultaneously create habitat.
- Continue a multi-year large scale restoration project on Caldwell First Nation property involving 10 acres of tree planting of Phase 2 in 2024.

LAND SECUREMENT

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

The budgeted expenses for land acquisition relate to ongoing legacy costs of the CASO acquisition, including property surveys and legal expenses.

As of December 31, 2023, the land acquisition fund has nearly \$1.9million in available funds.

HOLIDAY BEACH CONSERVATION AREA

The Province of Ontario with the Ministry of Natural Resources and Forestry as its representative, is the legal owner of Holiday Beach Conservation Area but the site is operated by the Authority via a thirty-year management agreement with the Province, which expires in 2031. The operational costs associated with this site are covered by user fees related to camping, hunting and cottage rentals, however, revenue generation is not sufficient to fund future capital replacement and major renovation costs. Recent trail and amenities improvements have been funded through government grants and contributions from the Foundation.

CAPITAL PROJECTS

An overview of major mandatory and non-mandatory capital projects included in the 2024 budget is summarized below. These projects will improve accessibility and overall visitor experiences in our Conservation Areas.

Capital Project	Reserve Fund Transfers	ERCF / Other	Fed Grant	Prov Grant	Total	Category
Greenway / Bridge replacement	\$140,000				\$140,000	Mandatory
Hillman coastal erosion and wetland works	\$10,000			\$500,000	\$500,000	Mandatory
JRPH telecommunications tower	\$37,500				\$37,500	Non-Mandatory
Parking lot resurfacing	\$100,000				\$100,000	Mandatory
JRPH historic buildings condition assessment & repairs (Phase 1)	\$297,500				\$297,500	Non-Mandatory
JRPH Curatorial Building upgrades	\$25,000				\$25,000	Non-Mandatory
Replacing / updating Conservation Areas Signs	\$25,000				\$25,000	Mandatory
Collavino Conservation Area Improvements / Generator		\$105,000	\$80,000		\$185,000	Mandatory
Main Workshop insulation and cladding	\$258,000				\$258,000	Mandatory
Various minor capital items	\$35,000	\$12,000			\$47,000	Mandatory
Totals	\$928,000	\$117,000	\$80,000	\$500,000	\$1,625,000	

*Pending contribution agreements



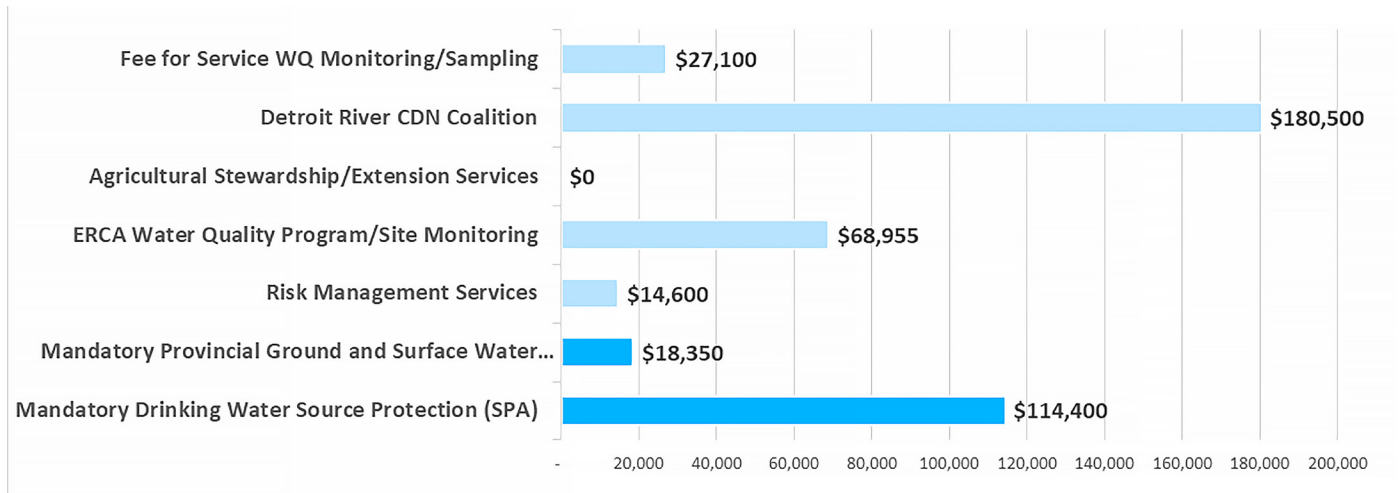
Watershed Research

Watershed Research endeavors to improve the health of local watercourses through agricultural Best Management Practices, monitoring at the watershed and collection of landscape information through Geographic Information Services. Enhanced water quality monitoring is undertaken only when external sources of funding are available. Strengthened relationships with academic and government scientists and active participation in several ongoing research programs allows solutions to be developed that are best suited to the region’s unique ecosystem. Local sources of drinking water are protected through the implementation of policies in the Source Protection Plan and its amendments.

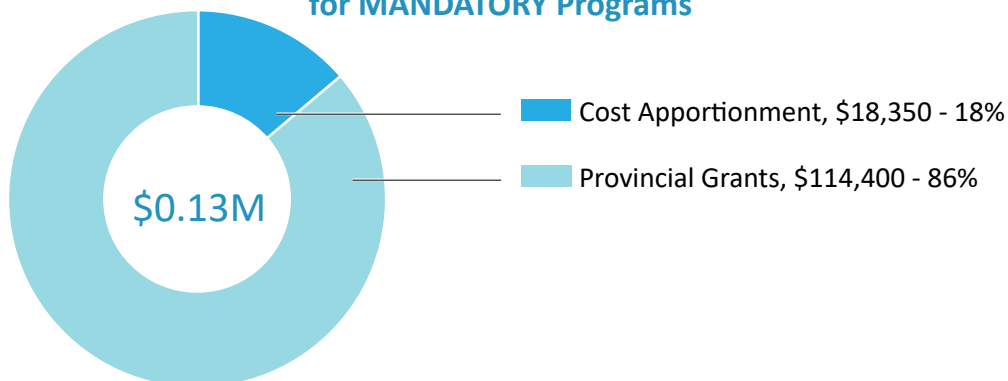
Water Quality Services are delivered through three programs:

- Source Water Protection (mandatory)
- Watershed Science (mandatory and non-mandatory)
- Water Quality Improvements (non-mandatory)
- ~2.1 FTEs deliver the combination of mandatory and non-mandatory programs

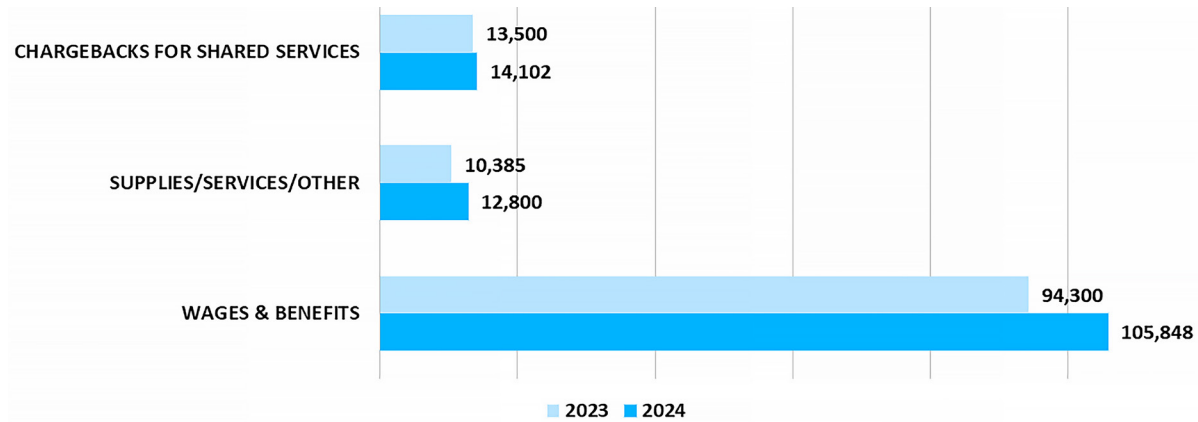
Mandatory & Non Mandatory Water Quality Programs & Services - \$0.4M



Water Quality Sources of Revenues for MANDATORY Programs



MANDATORY Water Quality Programs & Services Expenses by Category



SOURCE WATER PROTECTION

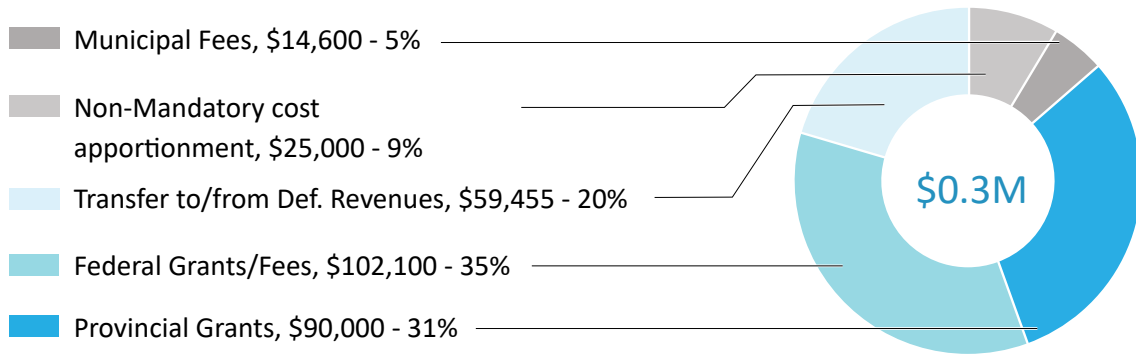
Administered under the Clean Water Act, the watershed-based mandatory Source Protection Program is the first step in a multi-barrier approach to protect drinking water. It complements municipal water treatment and supports sound land use planning decisions. ERCA, and other conservation authorities, have designated responsibilities under the Clean Water Act to work closely with stakeholders to ensure that sources of municipal drinking water are safe and abundant. ERCA’s Risk Management Services implements a specific subset of policies on behalf of municipalities.

- Source Water Protection (Clean Water Act) is identified as a mandatory program and service in the Conservation Authorities Act, and the Province remains committed to providing funding for this program; ERCA received a slight increase for the current two-year funding cycle (2023-2024) to accommodate expanded workload while the Source Protection Plan is being amended. This is the first time that the Province has provided multi-year funding for this program and their commitment provides greater stability for this mandatory work.
- Risk Management Services are offered on behalf of all municipalities in the Essex Region as a direct service cost through an agreement originally established in 2015. This agreement was renewed January 1, 2022, for another three-year term ending December 31, 2024. Risk Management Officials undertake work to implement Source Protection Policies for which municipalities are the Implementing Body. This does not fall under a mandatory program or service in the Conservation Authorities Act, but rather is a Category 2 activity as it is a municipal responsibility.

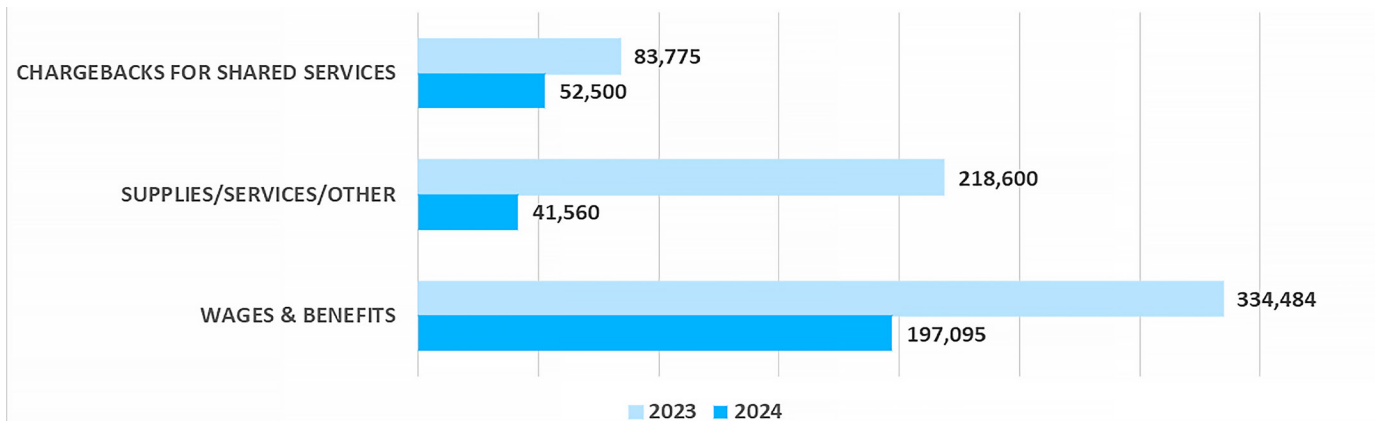
2024 Program Highlights

- Provide annual reporting to the Province and Municipalities.
- Continue technical work to update the Source Protection Plan and Assessment Report to align with changes to the Director Technical Rules and the Section 36 Assessment Report. Begin the formal consultation process on the comprehensive updates to the Source Protection Plan, policies and Assessment Report.
- Update policies to address new types of Significant Drinking Water Threats and/or changes to applicable vulnerable areas.
- Conduct compliance monitoring to ensure properties with Risk Management Plans continue to adhere to Risk Management Measures.
- Continue reviewing s.59 applications for potential new significant drinking water threats.
- A number of staff support this program and deliver DWSP services which accounts for approximately one full-time person when combined.

Water Quality Sources of Revenues for NON-MANDATORY Programs



NON-MANDATORY Water Quality Programs & Services Expenses by Category



WATERSHED SCIENCE

Healthy rivers, headwaters, and species in our watershed are key elements of a sustainable and healthy environment that we all rely on for our sources of drinking water, our economy and for recreation. The ability to track and report on changes to these indicators of healthy watersheds and share that knowledge helps assess and understand current health and emerging trends as a basis for setting environmental management priorities, identify research gaps to work with academic and other research partners to address, and manage, protect or enhance watershed resources. ERCA undertakes its watershed science programs through partnerships with the Provincial Water Quality Monitoring Network (PWQMN), and the Provincial Groundwater Monitoring Network (PGMN) and works in partnership with Provincial and Federal programs and with universities including the Great Lakes Institute for Environmental Research at the University of Windsor.

- Participation in the PWQMN and PGMN are a mandatory program in the Conservation Authorities Act, however, the majority of our water quality science work falls outside mandatory services yet is critical to providing the residents of this region and partners with information. In 2024, ERCA will continue to monitor ground and surface water quality stations and provide this information to the Province, consistent with most Conservation Authorities. Beyond this fundamental monitoring, ERCA will also undertake the following water quality work, which is supported by Provincial and Federal grants

2024 Program Highlights

- Collect water samples, funded by various external partners as funding is available, to provide samples for research projects that could not otherwise be collected due to travel restrictions or other logistical challenges.
- Continue with ERCA's non mandatory water quality monitoring program to inform the public about our regional watershed health.
- Seek out funding to maintain the important ongoing monitoring of greenhouse influenced streams. This sampling was supported by the MECP from 2012 to December 31, 2021. The MECP did not support this monitoring program in Fiscal Year 2023, but administration is seeking funding for 2024.

Communications & Outreach Services

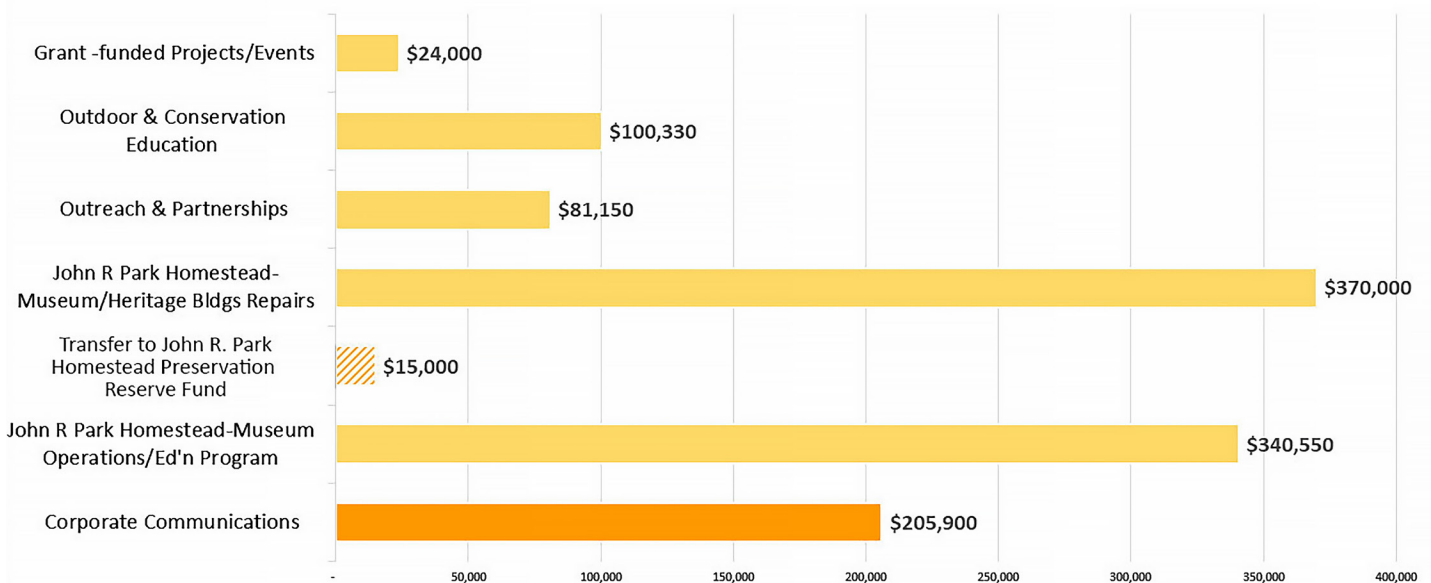
Communications and outreach services support all business units of the Authority. This includes supporting flood messaging, disseminating natural hazard information, engaging landowners in conservation practices and climate action, educating students of all ages about environmental sustainability, promotion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

Providing stewardship and educational opportunities to residents living within our watersheds is important and critical to conservation success across the region. Providing hands on opportunities for people to connect with nature and take action for the environment will raise awareness about broader local environmental needs, including expanding natural areas coverage, protecting mature forests, and reducing energy use to mitigate climate change impacts such as frequent and more intense flood events.

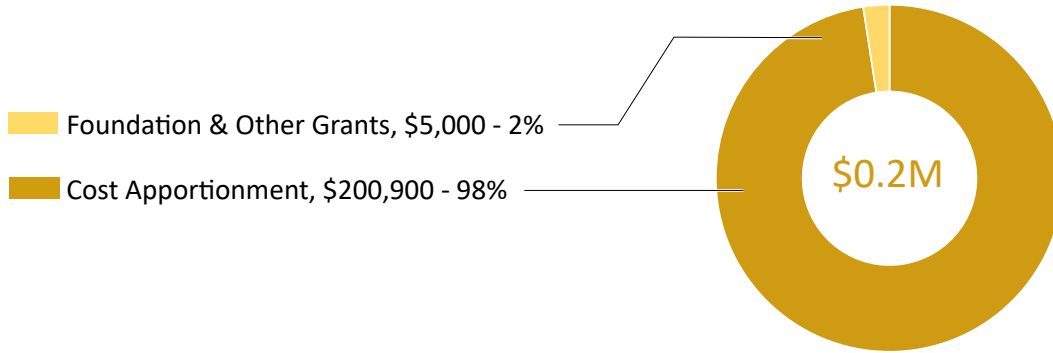
Communications & Outreach Services are delivered through four programs:

- Communications (mandatory)
- Outdoor Education (non-mandatory)
- Outreach and Engagement (non-mandatory)
- JRPH Museum Operations & Programming
- ~7 FTEs will deliver the mandatory and non-mandatory programs

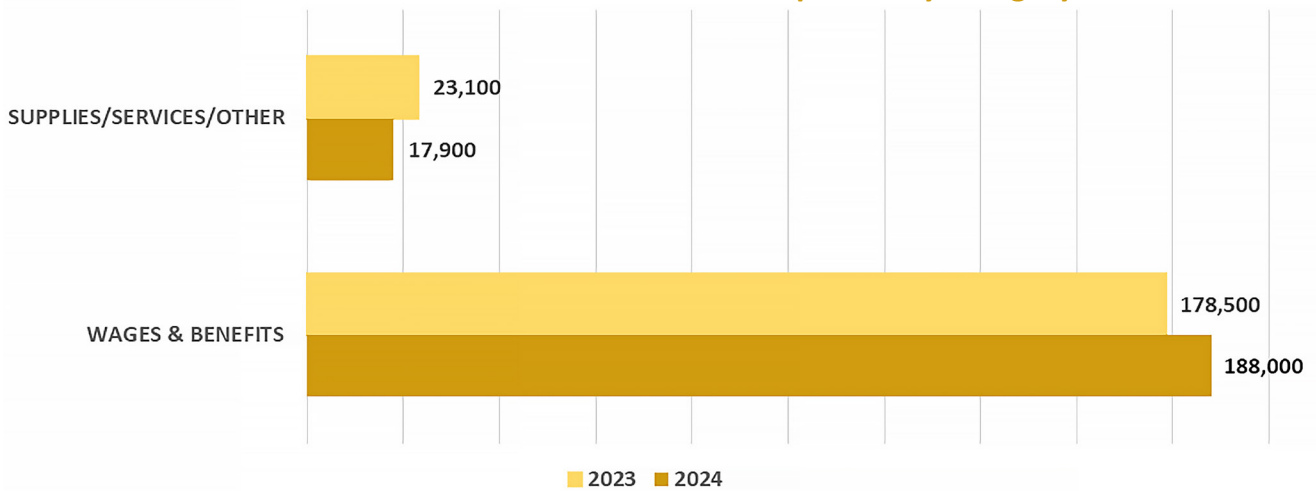
Communications & Outreach Services Mandatory and Non Mandatory Programs & Services + John R Park Homestead -\$1.1M



Communications Program Sources of Revenues for MANDATORY Programs



MANDATORY Communications Expenses by Category



COMMUNICATIONS

Corporate communication is included as a mandatory service as it supports the communication needs of the Authority’s mandatory functions, including critical flood messaging, to various audiences across multiple platforms. This includes Annual Reporting, stakeholder relations, engagement through traditional and social media, media relations and other communications priorities.

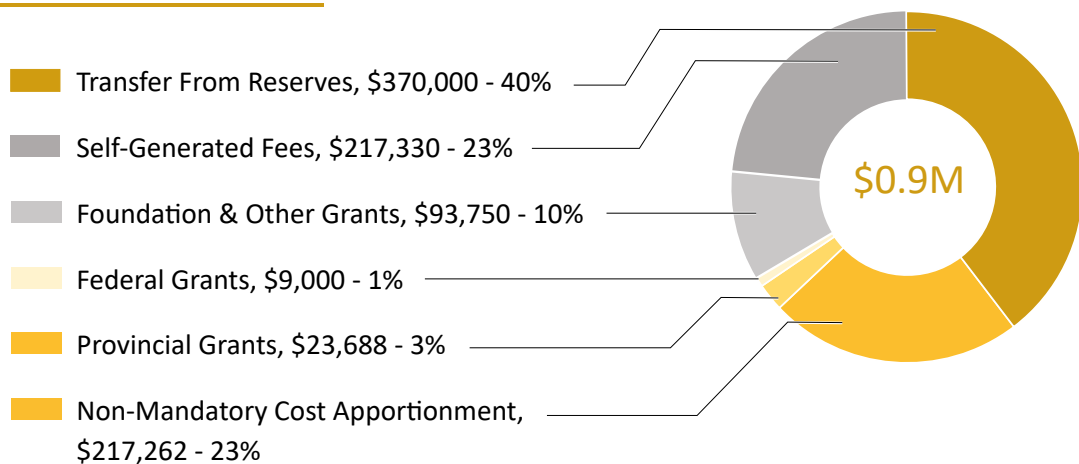
- Continue to support revenue generation through enhanced marketing of conservation programs.
- Add functionality to the new AODA compliant website launched in late 2023.
- Continue to support the Essex Region Conservation Foundation in fundraising to support conservation projects and program areas.

2024 Program Highlights

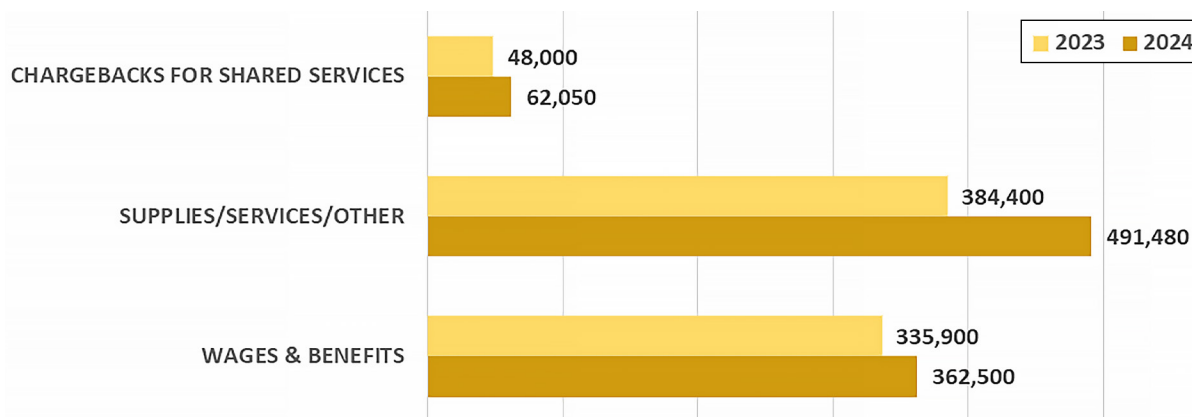
- Continue to engage and inform stakeholders and watershed residents to engage in conservation practices and programs across a variety of platforms; and communicate broadly as ERCA implements its Transition Plan.

NON-MANDATORY PROGRAMS

Education & Outreach Services Sources of Revenues for NON MANDATORY Programs



NON MANDATORY Education, Outreach & Heritage Expenses by Category



OUTDOOR EDUCATION

There is a significant body of research-based evidence surrounding the value of outdoor learning experiences. There is also increasing demand within the education sector for programs and services that focus on environmental issues that are important today. ERCA’s Outdoor Education programs provide experiential environmental programs and services for kindergarten to grade 12 students and teachers, meeting the objectives of the provincial curriculum. Busing costs and availability continue to impact student field trips. However, enhanced partnerships and relationships with all major school boards continue to position ERCA’s outdoor education and Specialist High Skills Major programs as a preferred service delivery partner. Nature-Near-You programs continue to be popular when bussing is not available. While outdoor education is identified as non-mandatory, significant fundraising through the Essex Region Conservation Foundation has eliminated the reliance on cost apportionment to continue to deliver these vital conservation education programs.

2024 Program Highlights

- Continue to deliver Specialist High Skills Major certification programs as a preferred service delivery provider to ensure students across the province can receive training modules required to graduate with the SHSM designation.
- Continue to deliver both curriculum-based field trips at conservation areas and through Nature Near You programs to engage students in environmental learning.
- Implement a new Nature Near You program on Indigenous education for Grade 3 students.
- Continue to enhance relationships with teachers and all school boards within the region.

OUTREACH AND ENGAGEMENT

There continues to be significant demand to provide opportunities for the community to engage in environmental restoration activities. Tree planting events for 2024 include Earth Day in east Windsor, as well as plantings in Sandwich Town and along the Greenway trail system. Administration continues to pursue grants and partner funding to implement far-reaching stewardship and outreach programs. The Community Outreach Coordinator position continues to be a shared position also supporting the Detroit River Remedial Action Plan on a cost-recovery basis.

2024 Program Highlights

- Tree planting and citizen science programs include Earth Day Tree Planting in Windsor, as well as planting activities in Sandwich Town, Amherstburg, at various locations along the Greenway trail system and others, with support from a variety of community partners.
- Grow the Adopt-A-Greenway program with various community partners to undertake annual cleanups of the 80km multi-use trail system.
- Enhance the Corporate Engagement program to generate revenue while improving the local environment.
- Continue to engage the local community in delisting the Detroit River as an Area of Concern.

JOHN R. PARK HOMESTEAD - MUSEUM OPERATIONS

While passive recreation and related maintenance costs are eligible within the mandatory cost apportionment category, the John R. Park Homestead (JRPH) Museum and other heritage buildings are associated with the provision of non-mandatory services and the Authority is precluded from applying mandatory cost apportionment for preservation of these heritage assets. This is despite the fact that the transfer of the property from the Province in 2008 contained a number of restrictive covenants and obligations, regarding operations and the maintenance of assets, including that it be operated in accordance with the Community Museum Standards, as defined in the Ontario Heritage Act.

2024 Program Highlights

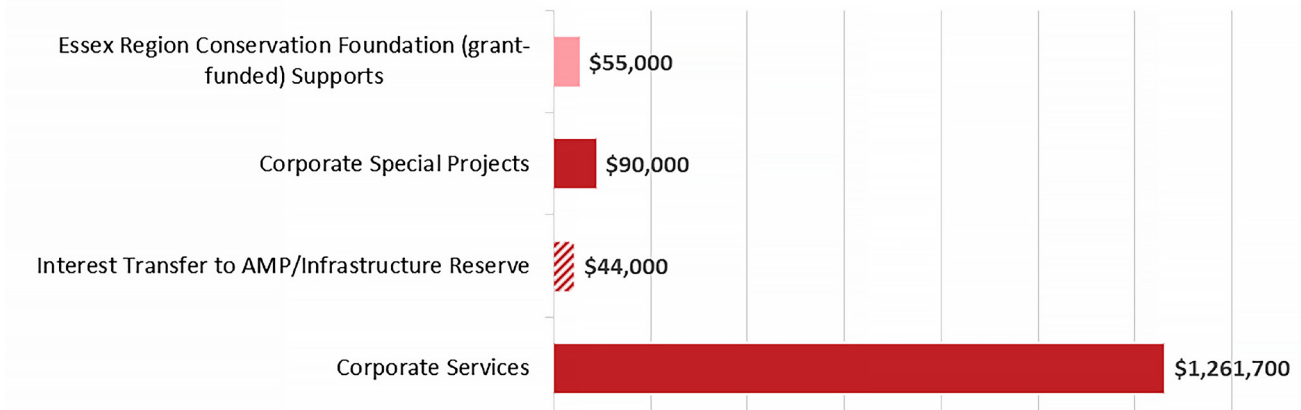
- Continue the urgent structure repairs and restoration work on the historic home.
- Build on the success of the expanded Maple Syrup Festival with an enhanced festival at the John R. Park Homestead.
- Continue to grow self-generated revenues through streamlined program options, marketing efforts and rental income opportunities.
- Enhance marketing of rental opportunities for the Conservation Centre and rustic event space.

General & Corporate Services

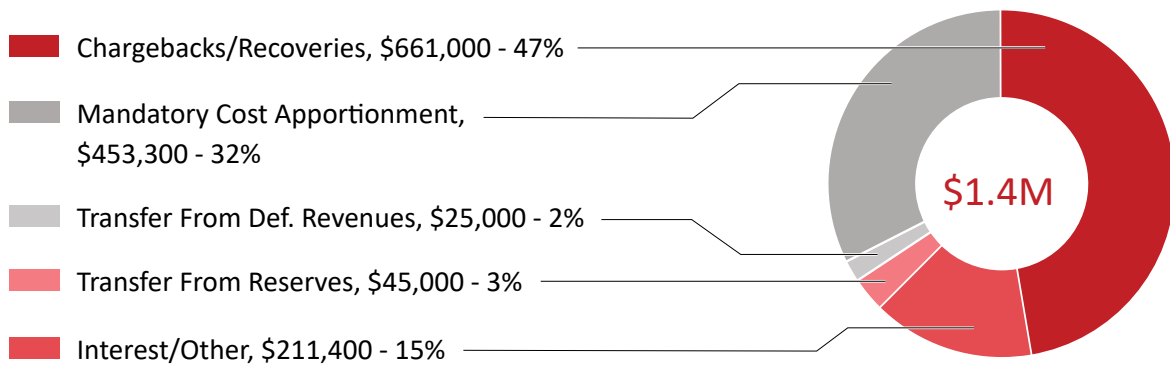
Corporate Services oversees and manages the following functions:

- Administration/Governance
- Compliance/Risk Management
- Finance
- Human Resources
- Information Management/Records/GIS/Systems/Network
- All services are provided to the Essex Region Conservation Foundation
- ~8 FTEs will deliver and support the diverse functions of Corporate Services

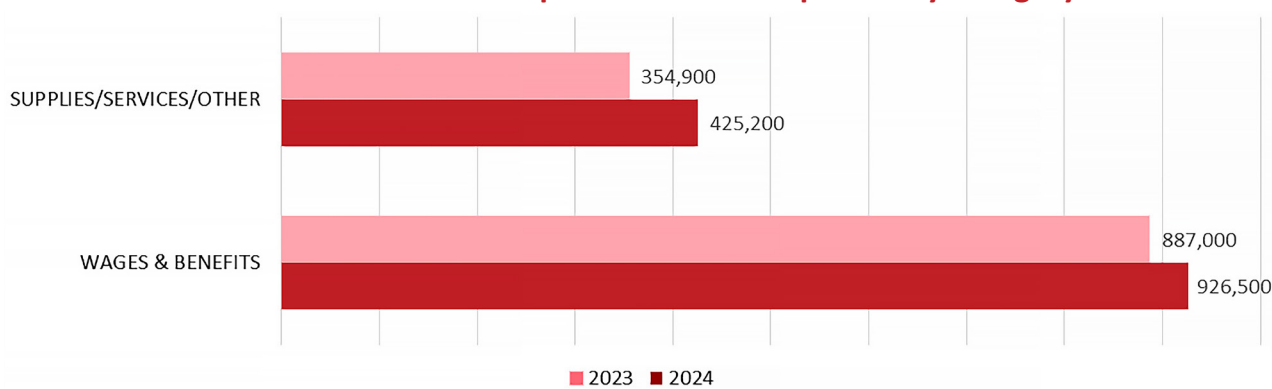
General/Corporate Services - \$1.4M



Corporate Services Sources of Revenues for MANDATORY Programs



MANDATORY Corporate Services Expenses by Category



ADMINISTRATION / GOVERNANCE

2024 Program Highlights

- Update the Authority's Administrative Bylaw and Terms of Reference for Board committees.
- Explore potential transfer of ownership of Holiday Beach and/or asset management planning, with the Ministry of Natural Resources and Forestry.
- The Province is being reengaged regarding the John R Park Homestead, vis a vis the non-mandatory categorization, as the transfer agreement is with the Ontario Realty Corporation and the original transfer agreement was with the MNRF. (Ministry of Natural Resources and Forestry).

HUMAN RESOURCES

2024 Program Highlights

- Undertake pay equity review and compliance with Pay Equity Act and engage consultants as necessary. Implement a new Terms of Reference for the Joint Job Evaluation Committee and modernize ERCA's Pay Equity compliance program.
- Support Collective Bargaining negotiations with CUPE Local 3784 for a new agreement commencing January 1, 2024.

FINANCE

2024 Program Highlights

- Implement Sage migration to a modern cloud-based platform and engage consultant to assist with systems design, data migration and user training/implementation.
- Work in collaboration with watershed management (engineering) and conservation services to update the asset management plan, including segregation of non-mandatory assets.
- Continue to review and update policy, procedures and guidelines to ensure ERCA's Health & Safety program remains robust and compliant with all legislation.
- Identify and create corporate policy initiatives to support the Authority's human resources requirements.

INFORMATION MANAGEMENT / RECORDS / SYSTEMS / NETWORK

2024 Program Highlights

In response to recommendations from the 2020 consultant's report on the status and readiness of Information Technology at ERCA, a focus on IT modernization, sustainability, and security has been adopted to address various technology deficits and security needs. Included in this program are diverse projects that will provide the security and platforms needed to meet our mandated services.

The projects are broken down into several key areas of investment and practice, each representing a component of the Board approved plan. These include:

- **Permit Application and Property Information System (PIMS):** Completion of a modernized system based on current internet facing technologies, professional-built database, and modular, transaction-focused architecture, that will replace the legacy on-premise MS Access database. This new system will also incorporate a customer self-service portal to streamline applicant requests and payments while reducing the need for administrative resources.
- **Corporate records management:** Progress continues to be made on the cataloging of HR-related records, scanning of governance records and the disposition of expired records.
- **Infrastructure as a Service Migration:** The migration of our legacy, unsupported infrastructure (servers, storage, backup) to cloud hosted solutions that improve security and continuity. This implementation includes enhanced security, threat reduction, increased manageability, and redundancy. Secondary and stretch goals outlined in the approved modernization plan will be targeted for implementation this year. These will include the upgrade of multifactor authentication, automated software deployment, new security policies, end user security patching automation and automated security updates.
- **Information as a Service:** ERCA ITS will begin to build and integrate new systems to replace legacy offerings. In doing so, IT will begin to provide data integration, advanced reporting, business intelligence & decision support services to respond to the decision-making challenges faced by ERCA as well provide potential revenue streams via the creation of advanced, value-added service offerings. Other aspects to be addressed in these initiatives are: streamlining and facilitating a new web presence; enhancing the online identity; and incorporating financial transactional services to ERCA's online portfolio.
- **Website Rebuild:** ERCA will undertake a full rebuild and reinvestment in the website to better reflect changes to ERCA services and offerings. The overall goal is to better serve customers and to delineate the mandatory and non-mandatory services, while still maintaining a consistent identity and brand. The new site will be tied to the new permitting portal for development services and will include self-service and online payment options to reduce workflow and increase efficiency.

Summary

This 2024 Draft Budget, including appendices, once approved by the Essex Region Conservation Authority Board of Directors, will be posted publicly on the Authority’s website at www.essexregionconservation.ca and circulated to Municipalities in accordance with Ontario Regulation 402/22. It is expected that the vote on the budget, including the weighted vote will proceed on February 15, 2024.

As budgets are a snapshot in time and represent management’s best estimates at the time the budget is prepared, actual results can vary, and projects may proceed in a slightly altered fashion than contemplated in this budget. At any time, the Authority may experience employee attrition, turnover or short-term vacancies in positions, which may result in realized savings for the year but may be utilized to buffer against unanticipated/unbudgeted expenses or declines in revenues.

Administration endeavors to respond to the expectations and wishes of the community it serves, including its member municipalities, by delivering programs and services, as consistent with the objects of the Conservation Authorities Act, and by utilizing public funds efficiently, effectively, responsibly and transparently.

APPENDICES

- **Appendix A:** 2024 Draft Detailed and Summary Budgets for Mandatory and Non-Mandatory Programs & Services
- **Appendix B:** 2024 Draft Municipal Cost Apportionment Schedule (-12.7%)
- **Appendix C:** 2024 Draft Reserves Continuity Schedule
- **Appendix D:** 2024 Funding Sources by Service Delivery Program
- **Appendix E:** Where Does Your Household Levy Go?
- **Appendix F:** Category 3 Funding Envelope and Cost Apportionment for Non Mandatory Programs & Services



ERCA Board

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Appendix A: 2024 Draft Detailed and Summary Budgets for Mandatory and Non-Mandatory Programs & Services



DRAFT DETAILED & SUMMARY BUDGETS FOR MANDATORY AND NON-MANDATORY PROGRAMS & SERVICES

	2023 BUDGET	2023 PROJECTION	2024 DRAFT BUDGET
WATERSHED MANAGEMENT SERVICES			
CATEGORY 1 MANDATORY SERVICES - RISKS OF NATURAL HAZARDS			
DEVELOPMENT SERVICES			
MANDATORY/GENERAL LEVY	413,800	393,800	540,750
SELF-GENERATED FEES	519,000	545,000	576,000
	932,800	938,800	1,116,750
WAGES	691,500	662,100	856,000
CONSULTING	-	-	-
SUPPLIES/OFFICE/JANITORIAL	30,700	24,950	29,250
VEHICLE/TRAVEL/EQUIP'T USAGE	26,600	18,500	18,500
CORP SUPPORT/SHARED SVCS	120,000	113,000	143,000
RENT/INS/TAXES/UTILITIES	58,000	64,000	64,000
DUES/MEMBERSHIPS	1,000	1,000	1,000
AUDIT AND LEGAL	5,000	25,000	5,000
SMALL MISC	-	-	-
	932,800	908,550	1,116,750
PLANNING RELATED TO HAZARDS			
MANDATORY/GENERAL LEVY	164,850	111,716	26,650
SELF GENERATED FEES	80,000	127,800	130,000
	244,850	239,516	156,650
WAGES	200,200	143,000	118,500
SUPPLIES/OFFICE/JANITORIAL	1,550	1,650	2,150
VEHICLE/TRAVEL/EQUIP'T USAGE	1,500	500	500
CORP SUPPORT/SHARED SVCS	26,600	24,000	20,500
RENT/INS/TAXES/UTILITIES	15,000	15,000	15,000
	244,850	184,150	156,650
FLOOD /EROSION PROGRAM (\$39 PROV \$)			
MANDATORY/GENERAL LEVY	106,663	125,140	106,083
PROVINCIAL GRANTS	104,417	104,417	104,417
	211,080	229,557	210,500
WAGES	128,900	122,100	111,000
CONSULTING/INFO'N/DATA SVCS	35,500	45,000	50,000
SUPPLIES/OFFICE/JANITORIAL	5,180	4,980	4,000
VEHICLE/TRAVEL/EQUIP'T USAGE	7,000	6,000	6,000
CORP SUPPORT/SHARED SVCS	26,500	26,500	30,500
RENT/INS/TAXES/UTILITIES	8,000	9,000	9,000
CAP MAINT/LOW VALUE ASSETS	-	16,000	-
	211,080	229,580	210,500
OTHER WMS TERM PROJECTS			
MANDATORY/GENERAL LEVY	48,500	100,134	152,500
OTHER GRANTS/USER FEES/RECOVERIES	46,000	-	30,000
TRANSFERS (TO)/FROM DEFERRED REVENUES	24,500	(24,000)	42,000
	119,000	76,134	224,500
DIRECT WAGES	52,000	16,134	60,000
CONSULTING/OUTSIDE ENGINEERING	58,000	58,000	155,000
TRAVEL/VEHICLE/ADMINISTRATION/OVERHEAD	9,000	2,000	9,500
	119,000	76,134	224,500

	2023 BUDGET	2023 PROJECTION	2024 DRAFT BUDGET
SUMMARY - CATEGORY 1 WMS MANDATORY SERVICES, RISKS OF NATURAL HAZARDS			
MANDATORY/GENERAL LEVY	733,813	730,790	825,983
PROVINCIAL GRANTS	104,417	104,417	104,417
SELF-GENERATED FEES	599,000	672,800	706,000
TRANSFER TO/FROM DEF REVENUES	24,500	(24,000)	42,000
TRANSFER TO/FROM RESERVES	46,000	-	30,000
	1,507,730	1,484,007	1,708,400
WAGES & BENEFITS	1,072,600	943,334	1,145,500
SUPPLIES/SERVICES/OTHER	218,930	265,080	334,900
INTERNAL RECOVERIES FOR SHARED SVCS/FLEET	216,200	190,000	228,000
	1,507,730	1,398,414	1,708,400
SURPLUS/(DEFICIT)	-	85,593	-
MUNICIPAL WATER & EROSION CONTROL PROJECTS (50% PROV \$)			
MUNICIPAL	-	9,773	-
	-	9,773	-
WAGES	-	462	-
CONSULTING/OUTSIDE ENGINEERING	-	6,764	-
TRAVEL/VEHICLE/ADMINISTRATION/OVERHEAD	-	2,547	-
	-	9,773	-
OTHER MUNICIPAL TERM STUDIES/PROJECTS			
MUNICIPAL	(163,200)	(53,695)	-
PROVINCIAL GRANTS	182,000	182,000	-
TRANSFERS (TO)/FROM DEFERRED REVENUES	35,250	-	30,000
	54,050	128,305	30,000
WAGES	47,050	19,055	25,500
CONSULTING/OUTSIDE ENGINEERING	-	108,000	-
TRAVEL/VEHICLE/ADMINISTRATION/OVERHEAD	7,000	3,250	4,500
	54,050	130,305	30,000
SUMMARY CATEGORY 1 MANDATORY SERVICES -WECI PROJECTS AND MUNICIPAL SPECIAL STUDIES			
MUNICIPAL	(163,200)	(43,922)	-
PROVINCIAL GRANTS	182,000	182,000	-
TRANSFER TO/FROM DEF REVENUES	35,250	-	30,000
	54,050	138,078	30,000
WAGES & BENEFITS	47,050	19,517	25,500
CONSTRUCTION/ENGINEERING/SUPPLIES	-	116,311	-
INTERNAL RECOVERIES FOR SHARED SVCS/FLEET	7,000	4,250	4,500
	54,050	140,078	30,000
SURPLUS/(DEFICIT)	-	(2,000)	-

CONSERVATION SERVICES

CATEGORY 1 MANDATORY SERVICES - CONSERVATION LANDS MANAGEMENT

GENERAL PROGRAM OPERATIONS, MANAGEMENT PLANS & LAND STRATEGIES			
MANDATORY/GENERAL LEVY	204,715	234,945	195,400
MUNICIPAL	-	-	-
FEDERAL GRANTS	92,000	92,000	8,000
SELF-GENERATED FEES	-	-	-
	296,715	326,945	203,400
WAGES	256,300	243,220	169,540
ENGINEERING/CONSULTING	-	36,000	-
SUPPLIES/OFFICE/JANITORIAL	5,515	7,260	950
VEHICLE/TRAVEL/EQUIP'T USAGE	3,500	3,900	910
CORP SUPPORT/SHARED SVCS	31,400	35,810	32,000
	296,715	326,190	203,400

	2023 BUDGET	2023 PROJECTION	2024 DRAFT BUDGET
CONSERVATION AREAS/GREEWAYS/OWNED PROPERTIES MAINTENANCE			
MANDATORY/GENERAL LEVY	775,110	775,110	954,255
FEDERAL GRANTS	-	2,000	-
FOUNDATION & OTHER GRANTS	-	22,500	15,500
SELF-GENERATED USER FEES	81,800	85,997	94,000
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	-	8,500
TRANSFERS TO/FROM RESERVES	20,000	15,000	(10,000)
	876,910	900,607	1,062,255
WAGES	371,500	397,872	493,822
CONSTRUCTION	-	18,500	10,000
ENGINEERING/CONSULTING	17,000	26,500	10,000
SUPPLIES/OFFICE/JANITORIAL	58,110	62,629	58,742
VEHICLE/TRAVEL/EQUIP'T USAGE	90,000	118,440	108,999
PLANT MAT/LANDOWNER GRANTS	5,500	3,366	15,000
CORP SUPPORT/SHARED SVCS	107,600	96,033	139,442
RENT/INS/TAXES/UTILITIES	155,700	182,128	177,901
AUDIT AND LEGAL	-	1,980	15,000
CAP MAINT/LOW VALUE ASSETS	68,000	14,532	29,349
SMALL MISC	3,500	4,208	4,000
	876,910	926,188	1,062,255
CAPITAL OR MAJOR MAINTENANCE/IMPROVEMENT PROJECTS-Mandatory			
MANDATORY/GENERAL LEVY	-	-	10,000
PROVINCIAL GRANTS	-	104,000	400,000
FEDERAL GRANTS	550,000	95,000	80,000
FOUNDATION & OTHER GRANTS	-	-	-
TRANSFERS TO/FROM DEFERRED REVENUES	123,700	3,700	202,000
TRANSFERS TO/FROM RESERVES	397,500	394,750	563,000
	1,071,200	597,450	1,255,000
WAGES	14,250	10,250	13,000
CONSTRUCTION	907,000	418,000	1,025,000
ENGINEERING/CONSULTING/SUB CONTRACTING	93,000	133,000	61,000
CONSTRUCTION SUPPLIES	9,200	4,200	10,000
VEHICLE/TRAVEL/EQUIP'T USAGE	2,000	-	2,000
PLANT MAT/LANDOWNER GRANTS	5,000	-	5,000
CORP SUPPORT/SHARED SVCS	16,750	10,000	19,000
CAP MAINT/LOW VALUE ASSETS	22,000	22,000	118,000
	1,071,200	597,450	1,255,000
TREE PLANTING AND RESTORATION - ERCA LANDS			
MANDATORY/GENERAL LEVY	113,100	82,870	89,700
PROVINCIAL GRANTS	30,000	30,000	-
FEDERAL GRANTS	-	11,775	-
FOUNDATION & OTHER GRANTS	5,000	4,700	-
SELF GENERATED FEES	10,000	18,750	-
	158,100	148,095	89,700
WAGES	72,500	51,000	33,000
CONSTRUCTION	40,000	40,000	-
ENGINEERING/CONSULTING/SUB CONTRACTING	-	17,000	2,000
SUPPLIES/OFFICE/JANITORIAL	4,250	7,100	6,850
VEHICLE/TRAVEL/EQUIP'T USAGE	12,850	4,350	4,350
PLANT MAT/LANDOWNER GRANTS	11,500	12,500	30,500
CORP SUPPORT/SHARED SVCS	17,000	12,000	13,000
	158,100	143,950	89,700

	2023 BUDGET	2023 PROJECTION	2024 DRAFT BUDGET
FLEET & FIELD EQUIPMENT			
MANDATORY/GENERAL LEVY	-	-	23,200
RECOVERIES/CHARGEBACKS	199,700	216,058	209,200
TRANSFERS TO/FROM RESERVES	153,000	98,000	-
	<u>352,700</u>	<u>314,058</u>	<u>232,400</u>
MAINTENANCE/REPAIRS	65,900	65,900	62,000
FUEL	57,500	57,500	57,500
LICENCES/MISC/SMALL TOOLS	19,300	20,900	20,900
AMORTIZATION	89,000	103,000	103,000
	<u>231,700</u>	<u>247,300</u>	<u>243,400</u>

SUMMARY CATEGORY 1 MANDATORY SERVICES -LAND MGMT, (OWNED) CA OPERATIONS, MAINTENANCE & CAPITAL			
MANDATORY/GENERAL LEVY	1,092,925	1,092,925	1,272,555
MUNICIPAL	-	-	-
PROVINCIAL GRANTS	30,000	134,000	400,000
FEDERAL GRANTS	642,000	200,775	88,000
FOUNDATION & OTHER GRANTS	5,000	27,200	15,500
SELF-GENERATED FEES	291,500	320,805	303,200
TRANSFER TO/FROM DEF REVENUES	123,700	3,700	210,500
TRANSFER TO/FROM RESERVES	570,500	507,750	553,000
	<u>2,755,625</u>	<u>2,287,155</u>	<u>2,842,755</u>
WAGES & BENEFITS	725,450	713,242	716,362
CONSTRUCTION/ENGINEERING/SUPPLIES	1,644,025	1,261,693	1,829,451
INTERNAL RECOVERIES FOR SHARED SVCS/FLEET	265,150	266,143	307,942
	<u>2,634,625</u>	<u>2,241,078</u>	<u>2,853,755</u>
SURPLUS/(DEFICIT)	121,000	46,077	(11,000)

CATEGORY 3 NON MANDATORY SERVICES - ONGOING ERCA CORE CONSERVATION-RELATED PROGRAMS			
LAND SECUREMENT			
NON-MANDATORY LEVY	40,000	40,000	-
TRANSFERS (TO)/FROM LAND ACQ FUND	-	17,500	57,500
	<u>40,000</u>	<u>57,500</u>	<u>57,500</u>
WAGES	5,000	2,500	2,500
PROPERTY	-	-	-
LEGAL, SURVEYING,CONSULTNG	30,000	50,000	50,000
CORP SUPPORT/SHARED SVCS	5,000	5,000	5,000
	<u>40,000</u>	<u>57,500</u>	<u>57,500</u>

RESTORATION/TREE PLANTING PROGRAM - NON ERCA PROPERTIES			
NON-MANDATORY LEVY	75,000	75,000	75,000
PROVINCIAL GRANTS	150,000	50,000	50,000
FEDERAL GRANTS	40,000	160,000	160,000
FOUNDATION & OTHER GRANTS	-	64,000	-
SELF-GENERATED FEES	225,000	202,000	205,000
IN-KIND	10,000	15,000	10,000
TRANSFERS (TO)/FROM DEFERRED REVENUES	107,000	57,800	29,700
	<u>607,000</u>	<u>623,800</u>	<u>529,700</u>
WAGES	207,400	207,400	160,500
CONSTRUCTION	40,000	40,000	-
ENGINEERING/CONSULTING/SUB-CONTRACTING	-	-	-
SUPPLIES/OFFICE/JANITORIAL	18,200	14,200	18,200
VEHICLE/TRAVEL/EQUIP'T USAGE	41,400	58,600	49,000
PLANT MAT/LANDOWNER GRANTS	215,500	214,500	207,500
CORP SUPPORT/SHARED SVCS	65,000	65,000	75,000
RENT/INS/TAXES/UTILITIES	9,000	9,000	9,000
IN KIND SVCS SUPPLIES	10,000	15,000	10,000
CAP MAINT/LOW VALUE ASSETS	500	500	500
	<u>607,000</u>	<u>624,200</u>	<u>529,700</u>

	2023 BUDGET	2023 PROJECTION	2024 DRAFT BUDGET
HOLIDAY BEACH (OPERATED UNDER MGMT AGREEMENT)			
NON-MANDATORY LEVY	-	-	-
SELF GENERATED	352,600	373,700	399,000
TRANSFERS TO/FROM RESERVES	-	5,500	(13,000)
	<u>352,600</u>	<u>381,200</u>	<u>386,000</u>
WAGES	161,000	197,896	188,700
ENGINEERING/CONSULTING/SUB CONTRACTING	8,500	14,000	3,500
SUPPLIES/OFFICE/JANITORIAL	61,600	62,000	64,800
VEHICLE/TRAVEL/EQUIP'T USAGE	19,000	22,000	25,500
CORP SUPPORT/SHARED SVCS	35,500	35,500	40,500
RENT/INS/TAXES/UTILITIES	44,000	40,000	45,000
MAJOR MAINT/ROADS/VEGETATION	20,500	8,350	17,500
	<u>352,600</u>	<u>380,246</u>	<u>386,000</u>

SUMMARY CATEGORY 3 NON MANDATORY SERVICES - ERCA ONGOING CORE CONSERVATION & HERITAGE PROGRAMS			
NON-MANDATORY LEVY	115,000	115,000	75,000
PROVINCIAL GRANTS	150,000	50,000	50,000
FEDERAL GRANTS	40,000	162,000	160,000
FOUNDATION & OTHER GRANTS	-	64,000	-
SELF-GENERATED FEES	577,600	575,700	604,000
IN-KIND	10,000	15,000	10,000
TRANSFER TO/FROM DEF REVENUES	107,000	75,300	87,200
TRANSFER TO/FROM RESERVES	-	5,500	(13,000)
	<u>999,600</u>	<u>1,062,500</u>	<u>973,200</u>
WAGES & BENEFITS	373,400	407,796	351,700
OTHER OPERATING/SITE SUPPLIES/PROF SERVICES	478,200	500,650	453,000
INTERNAL RECOVERIES FOR SHARED SVCS/FLEET	148,000	153,500	168,500
	<u>999,600</u>	<u>1,061,946</u>	<u>973,200</u>
SURPLUS/(DEFICIT)	-	554	-

CATEGORY 3 NON MANDATORY SERVICES - FEE FOR SERVICE TERM-LIMITED PROJECTS/CONTRACTS			
FEE FOR SERVICE RESTORATION PROJECTS & HABITAT STUDIES			
MUNICIPAL	-	-	-
PROVINCIAL GRANTS	24,000	24,000	-
FEDERAL GRANTS	75,000	75,000	-
FOUNDATION & OTHER GRANTS	68,000	68,000	68,000
TRANSFERS (TO)/FROM DEFERRED REVENUES	(5,000)	(5,000)	-
	<u>162,000</u>	<u>162,000</u>	<u>68,000</u>
WAGES	9,000	9,000	8,000
CONSTRUCTION	70,000	70,000	33,000
ENGINEERING/CONSULTING/SUB-CONTRACTING	57,000	57,000	7,000
SUPPLIES/OFFICE/JANITORIAL	2,000	2,000	2,000
VEHICLE/TRAVEL/EQUIP'T USAGE	500	500	500
PLANT MAT/LANDOWNER GRANTS	15,000	15,000	14,000
CORP SUPPORT/SHARED SVCS	8,500	8,500	3,500
RENT/INS/TAXES/UTILITIES	-	-	-
	<u>162,000</u>	<u>162,000</u>	<u>68,000</u>

FEE FOR SERVICE PROPERTY MAINTENANCE/MANAGEMENT			
SELF-GENERATED FEES	12,000	13,500	31,200
	<u>12,000</u>	<u>13,500</u>	<u>31,200</u>
WAGES	6,600	6,600	12,500
VEHICLE/TRAVEL/EQUIP'T USAGE	2,700	2,700	5,800
CORP SUPPORT/SHARED SVCS	2,300	2,000	4,700
RENT/INS/TAXES/UTILITIES	400	400	6,400
SMALL MISC	-	1,800	1,800
	<u>12,000</u>	<u>13,500</u>	<u>31,200</u>

	2023 BUDGET	2023 PROJECTION	2024 DRAFT BUDGET
SUMMARY CATEGORY 3 NON MANDATORY SERVICES - FEE FOR SERVICE CONTRACTS/TERM LIMITED PROJECTS			
MUNICIPAL	-	-	-
PROVINCIAL GRANTS	24,000	24,000	-
FEDERAL GRANTS	75,000	75,000	-
FOUNDATION & OTHER GRANTS	68,000	68,000	68,000
SELF-GENERATED FEES	12,000	13,500	31,200
TRANSFER TO/FROM DEF REVENUES	(5,000)	(5,000)	-
	174,000	175,500	99,200
WAGES & BENEFITS	15,600	15,600	20,500
CONSTRUCTION/SUPPLIES/OTHER	144,400	146,200	64,200
INTERNAL RECOVERIES FOR SHARED SVCS/FLEET	14,000	13,700	14,500
	174,000	175,500	99,200
SURPLUS/(DEFICIT)	-	-	-

WATERSHED RESEARCH

CATEGORY 1 MANDATORY SERVICE - DRINKING WATER SOURCE PROTECTION AND PROV SURFACE/GROUND WATER MONITORING

MANDATORY/GENERAL LEVY	21,285	21,285	18,350
PROVINCIAL GRANTS	96,900	96,900	114,400
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	8,000	-
	118,185	126,185	132,750
WAGES	94,300	98,150	105,848
SUPPLIES/OFFICE/JANITORIAL	785	500	700
VEHICLE/TRAVEL/EQUIP'T USAGE	1,500	4,000	4,000
CORP SUPPORT/SHARED SVCS	13,500	14,550	14,102
RENT/INS/TAXES/UTILITIES	3,500	3,500	3,500
CAP MAINT/LOW VALUE ASSETS	-	760	-
TOTAL EXPENSES	118,185	126,060	132,750
PER DIEMS/MISC	4,600	4,600	4,600
	118,185	126,060	132,750

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

MUNICIPAL	17,100	14,600	14,600
	17,100	14,600	14,600
WAGES	11,600	9,100	9,100
SUPPLIES/OFFICE/JANITORIAL	500	500	500
VEHICLE/TRAVEL/EQUIP'T USAGE	1,500	1,500	1,500
CORP SUPPORT/SHARED SVCS	1,500	1,500	1,500
RENT/INS/TAXES/UTILITIES	2,000	2,000	2,000
	17,100	14,600	14,600

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

WATERSHED WATER QUALITY PROGRAM

NON-MANDATORY LEVY	-	-	25,000
TRANSFERS (TO)/FROM DEFERRED REVENUES	35,200	40,000	43,955
	35,200	40,000	68,955
WAGES	16,500	18,650	30,995
CONSULTING/SUB CONTRACTING	5,500	12,000	13,000
SUPPLIES/OFFICE/JANITORIAL	1,700	2,750	2,400
VEHICLE/TRAVEL/EQUIP'T USAGE	4,000	8,100	8,060
CORP SUPPORT/SHARED SVCS	4,500	-	10,000
RENT/INS/TAXES/UTILITIES	2,500	2,500	2,000
TECHNICAL EQUIPMENT	500	-	2,500
	35,200	44,000	68,955

	2023 BUDGET	2023 PROJECTION	2024 DRAFT BUDGET
DEMONSTRATION/CROP RESEARCH FARM			
NON-MANDATORY LEVY	-	-	-
PROVINCIAL GRANTS	30,000	30,000	-
SELF-GENERATED	23,000	9,800	-
	<u>53,000</u>	<u>39,800</u>	<u>-</u>
WAGES	32,500	35,744	-
SUPPLIES/OFFICE/JANITORIAL	4,250	3,200	-
VEHICLE/TRAVEL/EQUIP'T USAGE	4,000	4,000	-
CORP SUPPORT/SHARED SVCS	6,000	5,556	-
RENT/INS/TAXES/UTILITIES	750	1,000	-
DUES/MEMBERSHIPS	500	-	-
	<u>53,000</u>	<u>49,500</u>	<u>-</u>
LANDOWNER STEWARDSHIP PROGRAM			
NON-MANDATORY LEVY	73,000	73,000	-
IN-KIND	20,000	3,500	-
	<u>93,000</u>	<u>76,500</u>	<u>-</u>
WAGES	38,000	54,000	-
SUPPLIES/OFFICE/JANITORIAL	-	300	-
VEHICLE/TRAVEL/EQUIP'T USAGE	-	2,400	-
PLANT MAT/LANDOWNER GRANTS	30,000	12,000	-
CORP SUPPORT/SHARED SVCS	4,000	5,000	-
RENT/INS/TAXES/UTILITIES	1,000	1,000	-
IN KIND SVCS SUPPLIES	20,000	3,500	-
	<u>93,000</u>	<u>78,200</u>	<u>-</u>
SUMMARY CATEGORY 3 NON MANDATORY SERVICES - ERCA ONGOING WATER QUALITY/ RESEARCH PROGRAMS			
NON-MANDATORY LEVY	73,000	73,000	25,000
PROVINCIAL GRANTS	30,000	30,000	-
SELF-GENERATED	23,000	9,800	-
IN-KIND	20,000	3,500	-
TRANSFER TO/FROM DEF REVENUES	35,200	40,000	43,955
	<u>181,200</u>	<u>156,300</u>	<u>68,955</u>
WAGES & BENEFITS	87,000	108,394	30,995
SUPPLIES/TECH SERVICES/EQUIP'T	71,700	38,350	19,960
INTERNAL RECOVERIES FOR SHARED SVCS/FLEET	22,500	24,956	18,000
	<u>181,200</u>	<u>171,700</u>	<u>68,955</u>
SURPLUS/(DEFICIT)	-	(15,400)	-
CATEGORY 3 NON MANDATORY SERVICES - TERM LIMITED GRANT-FUNDED/FEE-FOR-SERVICE PROJECTS/STUDIES			
DETROIT RIVER CANADIAN CLEANUP			
PROVINCIAL GRANTS	73,500	73,500	90,000
FEDERAL GRANTS	70,000	70,000	75,000
TRANSFERS (TO)/FROM DEFERRED REVENUES	25,800	32,800	15,500
	<u>169,300</u>	<u>176,300</u>	<u>180,500</u>
WAGES	131,200	138,200	137,500
ENGINEERING/CONSULTING	-	-	-
SUPPLIES/OFFICE/JANITORIAL	4,400	4,400	2,600
VEHICLE/TRAVEL/EQUIP'T USAGE	300	300	1,000
PLANT MAT/LANDOWNER GRANTS	10,000	10,000	10,000
CORP SUPPORT/SHARED SVCS	21,000	21,000	27,000
RENT/INS/TAXES/UTILITIES	2,400	2,400	2,400
CAP MAINT/LOW VALUE ASSETS	-	-	-
	<u>169,300</u>	<u>176,300</u>	<u>180,500</u>
OTHER WATER QUALITY STUDIES (FED\$ & PROV\$)			
PROVINCIAL GRANTS	23,484	24,889	-
FEDERAL GRANTS	145,000	145,000	-
OTHER	(10,000)	(10,000)	-
IN-KIND	-	462	-
TRANSFERS (TO)/FROM DEFERRED REVENUES	55,800	50,439	-
	<u>214,284</u>	<u>210,790</u>	<u>-</u>

	2023 BUDGET	2023 PROJECTION	2024 DRAFT BUDGET
WAGES	72,784	65,996	-
CONSULTING/SUB CONTRACTING	46,800	48,241	-
SUPPLIES/OFFICE/JANITORIAL	8,000	5,211	-
VEHICLE/TRAVEL/EQUIP'T USAGE	4,200	847	-
PLANT MAT/LANDOWNER GRANTS	70,000	70,822	-
CORP SUPPORT/SHARED SVCS	12,500	14,418	-
IN KIND SVCS SUPPLIES	-	462	-
TECHNICAL EQUIPMENT	-	4,793	-
	214,284	210,790	-

OTHER WATER QUALITY FEE FOR SERVICE (SAMPLING/DATA/ANALYSIS)			
FEDERAL GRANTS	42,975	43,670	27,100
SELF-GENERATED	-	-	-
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	1,500	-
	42,975	45,170	27,100

WAGES	31,900	32,959	19,500
CONSULTING/SUB CONTRACTING	500	1,900	-
SUPPLIES/OFFICE/JANITORIAL	1,500	1,500	1,500
VEHICLE/TRAVEL/EQUIP'T USAGE	2,675	3,093	2,600
CORP SUPPORT/SHARED SVCS	5,700	5,218	3,000
RENT/INS/TAXES/UTILITIES	700	500	500
	42,975	45,170	27,100

SUMMARY CATEGORY 3 NON MANDATORY SERVICES - TERM LIMITED GRANT-FUNDED/FEE-FOR-SERVICE PROJECTS/STUDIES			
PROVINCIAL GRANTS	96,984	98,389	90,000
FEDERAL GRANTS	257,975	258,670	102,100
SELF-GENERATED	(10,000)	(10,000)	-
IN-KIND	-	462	-
TRANSFER TO/FROM DEF REVENUES	81,600	84,739	15,500
	426,559	432,260	207,600
WAGES & BENEFITS	235,884	237,155	157,000
SUBSIDIES/MATERIALS/TECH SVCS/EQUIP'T	144,400	150,411	17,600
INTERNAL RECOVERIES FOR SHARED SVCS/FLEET	46,275	44,694	33,000
	426,559	432,260	207,600
SURPLUS/(DEFICIT)	-	-	-

COMMUNITY SERVICES

GENERAL SERVICES			
CORPORATE COMMUNICATIONS			
MANDATORY/GENERAL LEVY	181,600	184,623	200,900
FOUNDATION & OTHER GRANTS	5,000	(13,000)	5,000
TRANSFERS (TO)/FROM DEFERRED REVENUES	15,000	15,000	-
	201,600	186,623	205,900
WAGES	178,500	162,500	188,000
CONSULTING	10,000	10,000	5,000
SUPPLIES/OFFICE/JANITORIAL	12,400	12,400	12,200
VEHICLE/TRAVEL/EQUIP'T USAGE	250	250	250
CAP MAINT/LOW VALUE ASSETS	450	450	450
	201,600	185,600	205,900

CATEGORY 3 NON MANDATORY SERVICES - ONGOING ERCA STAKEHOLDER ENGAGEMENT, OUTREACH & EDUCATION			
OUTDOOR & CONSERVATION EDUCATION			
NON-MANDATORY LEVY	-	-	-
FOUNDATION & OTHER GRANTS	40,000	44,500	45,000
SELF-GENERATED	24,000	17,000	25,000
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	10,000	30,330
	64,000	71,500	100,330

	2023 BUDGET	2023 PROJECTION	2024 DRAFT BUDGET
WAGES	51,350	57,000	73,500
SUPPLIES/OFFICE/JANITORIAL	1,970	1,970	2,750
VEHICLE/TRAVEL/EQUIP'T USAGE	1,080	2,480	2,480
CORP SUPPORT/SHARED SVCS	8,000	8,000	13,000
RENT/INS/TAXES/UTILITIES	1,600	1,600	1,600
CAP MAINT/LOW VALUE ASSETS	-	-	7,000
	64,000	71,050	100,330

OUTREACH & ENGAGEMENT

NON-MANDATORY LEVY	34,150	34,150	57,150
FOUNDATION & OTHER GRANTS	10,000	21,300	24,000
TRANSFERS (TO)/FROM DEFERRED REVENUES	20,000	20,000	-
	64,150	75,450	81,150

WAGES	35,100	48,700	44,500
SUPPLIES/OFFICE/JANITORIAL	3,350	4,163	3,000
VEHICLE/TRAVEL/EQUIP'T USAGE	4,200	3,200	4,000
PARTNER GRANTS/PLANT MATERIAL	9,000	9,000	15,000
CORP SUPPORT/SHARED SVCS	10,000	10,000	12,000
RENT/INS/TAXES/UTILITIES	2,000	2,400	2,400
CAP MAINT/LOW VALUE ASSETS	500	500	250
	64,150	77,963	81,150

JOHN R PARK HOMESTEAD MUSEUM OPERATIONS AND EDUCATIONAL PROGRAMMING

MANDATORY/GENERAL LEVY	-	-	-
CW~GS LEVY	150,962	150,962	160,112
PROVINCIAL GRANTS	23,688	23,688	23,688
FEDERAL GRANTS	6,000	14,000	9,000
FOUNDATION & OTHER GRANTS	26,500	24,750	28,750
SELF-GENERATED FEES	109,000	118,300	134,000
TRANSFERS (TO)/FROM RESERVES	(15,000)	(15,000)	(15,000)
	301,150	316,700	340,550

WAGES	189,000	190,550	223,000
SUPPLIES/OFFICE/JANITORIAL	43,850	52,950	50,750
VEHICLE/TRAVEL/EQUIP'T USAGE	3,300	700	1,450
CORP SUPPORT/SHARED SVCS	25,000	30,000	30,250
RENT/INS/TAXES/UTILITIES	38,500	38,500	34,200
CAP MAINT/LOW VALUE ASSETS	1,000	600	600
	301,150	314,100	340,550

SUMMARY CATEGORY 3 NON MANDATORY SERVICES - COMMUNITY OUTREACH, EDUCATION & JRPB MUSEUM OPERATIONS

MANDATORY/GENERAL LEVY	-	-	-
NON-MANDATORY LEVY	185,112	185,112	217,262
PROVINCIAL GRANTS	23,688	23,688	23,688
FEDERAL GRANTS	6,000	14,000	9,000
FOUNDATION & OTHER GRANTS	76,500	84,750	93,750
SELF-GENERATED FEES	133,000	141,100	163,000
TRANSFER TO/FROM DEF REVENUES	20,000	30,000	30,330
TRANSFER TO/FROM RESERVES	(15,000)	(15,000)	(15,000)
	429,300	463,650	522,030

WAGES & BENEFITS	275,450	296,250	341,000
OTHER OPERATING/SITE SUPPLIES/PROF SERVICES	105,850	113,063	118,980
INTERNAL RECOVERIES FOR SHARED SVCS/FLEET	48,000	53,800	62,050
	429,300	463,113	522,030
SURPLUS/(DEFICIT)	-	537	-

CATEGORY 3 NON MANDATORY SERVICES - FUNDRAISING/COMMUNITY EVENTS & GRANT FUNDED TERM PROJECTS

FEDERAL GRANTS	329,000	329,476	-
FOUNDATION & OTHER GRANTS	30,000	49,000	-
SELF-GENERATED	-	18,000	-
TRANSFERS (TO)/FROM DEFERRED REVENUES	(20,000)	(24,000)	24,000
	339,000	372,476	24,000

WAGES	60,450	75,666	9,000
TREES/SUPPLIES	278,550	298,903	15,000
	339,000	374,569	24,000

CORPORATE SERVICES (GENERAL SERVICES)

GENERAL SERVICES- CORPORATE & SUPPORT FUNCTIONS

ADMINISTRATION, GOVERNANCE, RISK, COMPLIANCE, HR, FINANCE & IM/IT

MANDATORY/GENERAL LEVY	540,500	540,500	433,300
RECOVERIES/CHARGEBACKS	596,400	590,000	661,000
INTEREST & INVESTMENT INCOME	105,000	255,000	210,000
OTHER	-	1,500	1,400
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	(25,000)	-
TRANSFERS (TO)/FROM RESERVES	-	(50,000)	(44,000)
	1,241,900	1,312,000	1,261,700

WAGES	865,000	848,000	900,500
MEMBER EXPENSES/CO DUES	55,500	60,500	58,500
AUDIT/LEGAL/CONSULTING	54,000	29,000	30,000
SUPPLIES/EQUIPT/NETWORK	93,400	97,300	112,700
OCCUPANCY/PHONE	150,000	148,000	138,500
TRAVEL & BD/STAFF MEETINGS	2,000	4,500	5,500
RETIREE BENEFITS	22,000	20,000	16,000
	1,241,900	1,207,300	1,261,700

CORPORATE SPECIAL PROJECTS (RECORDS/IS/IT)

MANDATORY/GENERAL LEVY	-	-	20,000
TRANSFERS FROM DEF REVENUES	-	-	25,000
TRANSFERS FROM RESERVES	-	-	45,000
	-	-	90,000

WAGES	-	-	10,000
CONSULTING/OTHER	-	-	80,000
	-	-	90,000

RESERVES- MANDATORY PROGRAMS

MANDATORY/GENERAL LEVY	325,000	325,000	200,000
TRANSFER TO/FROM RESERVES	(325,000)	(325,000)	(200,000)
	-	-	-

SUMMARY CORPORATE SERVICES

MANDATORY/GENERAL LEVY	865,500	865,500	653,300
RECOVERIES/CHARGEBACKS	596,400	590,000	661,000
INTEREST	105,000	255,000	210,000
OTHER	-	1,500	1,400
TRANSFER TO/FROM DEF REVENUES	-	(25,000)	25,000
TRANSFER TO/FROM RESERVES	(325,000)	(375,000)	(199,000)
	1,241,900	1,312,000	1,351,700

WAGES & BENEFITS	865,000	848,000	910,500
OTHER OPERATING/SUPPLIES/PROF SERVICES	376,900	359,300	441,200
	1,241,900	1,207,300	1,351,700
SURPLUS/(DEFICIT)	-	104,700	-

NON MANDATORY SERVICES- ESSEX REGION CONSERVATION GOVERNANCE & FINANCE SUPPORTS

FOUNDATION SUPPORT GRANT	55,000	55,000	55,000
ERCF-RELATED WAGE SUPPORTS	55,000	55,000	55,000
NET FINANCIAL SUPPORT OF/(PROVIDED BY) ERCF	-	-	-

RESERVES- NON-MANDATORY PROGRAMS

NON-MANDATORY LEVY	500,000	500,000	-
TRANSFER TO/FROM RESERVES	(500,000)	(500,000)	-
	-	-	-

	2023 BUDGET	2023 PROJECTION	2024 DRAFT BUDGET
BUDGET SUMMARY OF PROGRAMS & SERVICES BY CATEGORY			
General Services (Administration, Finance, Human Resources, IT, & Communications)			
Municipal Levies/Cost Apportionment	722,100	725,123	654,200
Self-generated/Other grants	110,000	243,500	216,400
Shared and corporate services recoveries	596,400	590,000	661,000
Deferred Revenue Transfers	15,000	(10,000)	25,000
Reserve transfers	-	(50,000)	1,000
Total revenues - general/administrative programs & services	1,443,500	1,498,623	1,557,600
Wages & benefits	1,065,500	1,030,500	1,114,500
Office supplies & expenses - other ERCA programs	15,400	17,400	19,900
Occupancy, taxes & utilities	151,000	148,500	139,500
Equipment, software/hardware & website	73,050	71,950	79,750
Technical & sub-contracted services/consulting	35,000	13,000	89,000
Insurance	9,000	9,000	9,000
Audit & Legal	29,000	29,000	29,000
Dues & memberships	43,800	44,300	43,800
Travel, training & professional development	4,750	8,250	13,750
Board ,committee & meeting expenses	16,000	19,000	17,500
Bank, credit card charges and interest	1,000	2,000	1,900
Total operational expenses -general/administrative	1,443,500	1,392,900	1,557,600
Total Surplus/(Deficit) -General/Administrative Programs & Services	-	105,723	-
Category 1 Mandatory Programs & Services associated with Risks of Hazards, Lands & DWSP			
Total municipal cost apportionment associated with mandatory programs & services	2,173,023	2,170,000	2,306,888
Municipal special project	(163,200)	(43,922)	-
Other Government \$	505,317	519,092	226,817
Self-generated/Other grants	695,800	804,747	815,500
Shared services recoveries - Non-Mandatory Programs	73,700	75,258	78,200
Deferred Revenue Transfers	59,750	(16,000)	80,500
Reserve transfers	(106,000)	(212,000)	(180,000)
Total revenues associated with mandatory programs & services	3,238,390	3,297,175	3,327,905
Operational Expenses associated with mandatory services			
Wages & benefits	1,925,150	1,763,993	1,980,210
Construction	40,000	58,500	10,000
Plant material	17,000	15,866	45,500
Site & operational supplies/services - Conservation Areas	60,550	94,709	51,911
Office supplies & expenses - other ERCA programs	10,465	13,577	10,000
Occupancy, taxes, utilities & waste removal	150,010	170,291	166,321
Maintenance, repairs & security-sites	70,750	18,485	36,994
Maintenance, repairs & supplies-fleet/equipment	119,400	121,000	121,000
Equipment, software/hardware & website	18,365	26,410	14,620
Technical & sub-contracted services/consulting	97,000	259,264	210,500
Insurance	129,700	137,767	137,967
Audit & Legal	5,000	26,980	20,000
Dues & memberships	1,500	1,750	1,500
Travel, training & professional development	6,500	11,005	6,198
Board ,committee & meeting expenses	4,600	4,600	4,600
Bank, credit card charges and interest	13,800	12,040	12,040
Fleet/Equipment replacement	210,000	185,000	92,000
Allocated corporate recoveries	358,600	328,143	406,544
Total operational expenses -mandatory programs	3,238,390	3,249,380	3,327,905
Operating surplus/(Deficit) - mandatory programs/services	-	47,795	-
Capital projects associated with Category 1 Programs & Services			
Total municipal cost apportionment associated with capital projects/infrastructure	-	-	10,000
Transfers from Infrastructure Reserve	397,500	394,750	563,000
Grants from ERCF/Other funders	656,700	185,700	682,000
Total revenues associated with capital projects/infrastructure	1,054,200	580,450	1,255,000
Construction/engineering-ERCA capital projects (transferred to TCA at y/e)	1,040,700	570,950	1,242,000
Wages	13,500	9,500	13,000
Capitalized Infrastructure replacement			
Total ERCA infrastructure investment	1,054,200	580,450	1,255,000
Surplus/(Deficit) - Capital Projects	-	-	-

	2023 BUDGET	2023 PROJECTION	2024 DRAFT BUDGET
Category 3 Non-Mandatory Programs & Services			
On-going recurring core watershed programs & services			
Municipal cost apportionment	873,112	873,112	317,262
Other Government \$	249,688	279,688	242,688
Self-generated/Other grants	895,100	948,850	925,750
Deferred Revenue Transfers	162,200	145,300	161,485
Reserve Transfers	(515,000)	(509,500)	(28,000)
Total revenues-ongoing non-mandatory programs & services	1,665,100	1,737,450	1,619,185
Expenses associated with ERCA ongoing non-mandatory programs & services			
Wages & benefits	791,350	867,940	778,695
Construction& consulting engineering	65,000	85,000	45,000
Plants, removals and landowner subsidies	254,500	235,500	222,500
Supplies	96,807	101,870	100,450
Maintenance, repairs & security	32,200	34,800	28,150
Occupancy, taxes, utilities & waste removal	75,053	68,003	65,400
Equipment, software/hardware & website	16,400	12,450	37,800
Lab, data, technical & sub-contracted services	19,000	26,000	16,500
Insurance	42,350	43,800	41,300
Audit & legal	5,000	5,000	5,000
Dues & memberships	4,650	4,150	4,150
Travel, training & professional development	2,590	2,690	2,390
Board ,committee & meeting expenses	-	300	300
Bank, credit card charges and interest	11,700	13,500	13,000
In-kind supplies & services	30,000	18,500	10,000
Land acquisition & acquisition assistance	-	-	-
Land acquisition	-	-	-
Shared services allocations	218,500	232,256	248,550
Other misc. supplies	-	-	-
	1,665,100	1,751,759	1,619,185
svcs	-	(14,309)	-
Category 3 Non-Mandatory Programs & Services			
Term-limited projects with special grants and fixed terms			
Municipal Special Project/Fee For Service	-	-	-
Other Government \$	782,959	785,535	192,100
Self-generated/Other grants	100,000	138,962	99,200
Deferred Revenue Transfer	56,600	55,739	39,500
Total Revenues associated with term limited 3rd-party funded projects & services	939,559	980,236	330,800
Expenses associated with term limited 3rd-party funded projects & services			
Wages & benefits	311,934	328,420	186,500
Construction& consulting engineering	330,300	299,480	40,000
Plants, removals and landowner subsidies	99,500	97,322	34,000
Program supplies-	45,500	77,954	5,000
Occupancy, taxes, utilities & waste removal	600	600	5,000
Equipment, software/hardware & website	58,400	86,028	1,800
Lab, data, technical & sub-contracted services	14,800	17,075	1,800
Insurance, audit & legal	3,500	3,300	4,300
Travel, training & professional development	500	182	900
Bank, credit card charges and interest	-	-	-
In-kind supplies & services	-	462	-
Shared services allocations	74,525	71,505	51,500
Other supplies	-	-	-
	939,559	982,329	330,800
Surplus/(Deficit) assoc. with term limited 3rd party funded projects & services	-	(2,093)	-
Capital projects associated with Category 3 Non-Mandatory Programs & Services			
Transfers from Infrastructure Reserve	179,000	316,000	370,000
Grants from ERCF/Other funders	159,500	159,500	-
Total revenues - Cat 3 capital projects/infrastructure	338,500	475,500	370,000
Construction/engineering-ERCA capital projects (transferred to TCA at y/e)	327,750	464,750	357,500
Wages	10,750	10,750	12,500
Capitalized Infrastructure replacement	-	-	-
Total expenses- Cat 3 capital projects/infrastructure	338,500	475,500	370,000
Surplus/(Deficit) - Cat 3 capital projects	-	-	-

	2023 BUDGET	2023 PROJECTION	2024 DRAFT BUDGET
Category 2 Programs & Services (provided on behalf of one or more municipalities through agreement)			
Municipal special project	17,100	14,600	14,600
Total operating revenues - municipal programs & services	17,100	14,600	14,600
Wages & benefits	11,600	9,100	9,100
Office supplies & expenses	500	500	500
Equipment, software/hardware & website	-	-	-
Insurance	2,000	2,000	2,000
Travel, training & professional development	1,500	1,500	1,500
Shared/corporate services	1,500	1,500	1,500
Other	-	-	-
total expenses	17,100	14,600	14,600
Total operating expenses -municipal programs & services	17,100	14,600	14,600
Total Surplus/(Deficit)-Cat 2 Municipal Programs/Services	-	-	-
Cost Apportionment for Mandatory Programs	2,895,123	2,895,123	2,971,088
Cost Apportionment for Non-Mandatory Programs	873,112	873,112	317,262
Total Municipal Cost Apportionment	3,768,235	3,768,235	3,288,350

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES-ALL CATEGORIES

Mandatory cost apportionment	\$ 2,895,123	\$ 2,895,123	\$ 2,971,088
Non-mandatory cost apportionment	873,112	873,112	317,262
Total Municipal Levy	3,768,235	3,768,235	3,288,350
Water & erosion control infrastructure and special projects	(163,200)	(43,922)	-
Risk management services	17,100	14,600	14,600
	3,622,135	3,738,913	3,302,950
Provincial			
Section 39 Flood/Erosion Program	104,417	104,417	104,417
Drinking Water Source Protection	96,900	96,900	114,400
Other (CMOG, SEO etc)	536,672	542,077	563,688
	737,989	743,394	782,505
Federal			
	1,372,975	1,062,921	359,100
Total Government Transfer Payments & Fees-For-Services	5,733,099	5,545,228	4,444,555
Other revenues			
Permit and applicant fees - mandatory services	599,000	672,800	706,000
Admissions, program fees & other services	744,300	752,347	799,600
Leases & property rentals	83,100	84,000	94,000
Donations and other grants			
General	51,500	126,500	15,000
Essex Region Conservation Foundation grants	218,000	256,450	222,250
In-kind contributions	30,000	18,962	10,000
Interest income	105,000	255,000	210,000
Total other revenues	1,830,900	2,166,059	2,056,850
Transfers from/(to) deferred revenues	506,750	268,239	508,485
Interdepartmental recoveries	796,100	806,058	870,200
TOTAL REVENUES	\$ 8,866,849	\$ 8,785,584	\$ 7,880,090
EXPENSES BY CLASSIFICATION			
Wages & benefits	4,129,784	4,020,204	4,094,505
Construction-municipal projects	58,000	172,764	155,000
Construction-special grant projects	357,800	321,993	42,000
Construction-ERCA capital projects	1,328,300	1,090,800	1,491,000
Plant material, removals and landowner subsidies-special grant projects	352,000	334,822	262,000
Plant material, removals and landowner subsidies - ERCA operations	24,000	13,866	45,000
Program supplies- special grant projects	48,485	54,162	41,850
Site & operational supplies - Conservation Areas	133,450	137,209	136,761
Office supplies & expenses - other ERCA operations	63,487	99,339	34,150
Occupancy, taxes, utilities & waste removal	375,663	386,894	375,221
Maintenance, repairs & security-sites	103,950	53,785	66,144
Maintenance, repairs & supplies-fleet/equipment	119,400	121,000	121,000
Equipment, software/hardware & website - special grant projects	59,900	87,538	5,300

	2023 BUDGET	2023 PROJECTION	2024 DRAFT BUDGET
Equipment, software/hardware & website - ERCA operations	107,515	110,500	223,670
Lab, data, technical & sub-contracted services - special grant	57,800	77,141	13,000
Lab, data, technical & sub-contracted services - ERCA operations	74,500	96,478	68,800
Insurance	186,550	195,867	194,567
Audit, legal & consulting services	84,000	92,923	143,000
Dues & memberships	49,950	50,200	49,450
Travel, training & professional development	14,340	22,127	23,238
Board ,committee & meeting expenses	20,600	23,900	22,400
Bank, credit card charges and interest	26,500	27,540	26,940
In-kind supplies & services	30,000	18,962	10,000
Land acquisition & acquisition assistance	-	-	-
Amortization	375,500	389,500	393,500
Internal recoveries included in revenues	806,375	792,704	869,094
TOTAL EXPENSES	\$ 8,987,849	\$ 8,792,218	\$ 8,907,590
Total Revenues	8,866,849	8,785,584	7,880,090
Total Expenses	8,987,849	8,792,218	8,907,590
SURPLUS/(DEFICIT) (ACCRUAL BASIS)	(121,000)	(6,634)	(1,027,500)
ADD/SUBTRACT: NON CASH ITEMS			
Donation of land to ERCA	-	-	-
Gain/loss on asset disposal	-	-	-
Amortization	375,500	389,500	393,500
Transfers from Reserves (Per Schedule)	-	-	-
DEDUCT: CAPITAL ITEMS			
Land acquisition	-	-	-
Purchased fleet/equipment	(210,000)	(185,000)	(92,000)
Infrastructure additions	-	-	-
(DECREASE)/INCREASE IN NET SURPLUS (prior to reserve transfers)	44,500	197,866	(726,000)
TRANSFER (TO)/FROM RESERVES (Per Schedule)	(44,500)	(60,750)	726,000
INCREASE/(DECREASE) IN UNRESTRICTED ACCUMULATED OPERATING FUND SURPLUS			
	\$ -	\$ 137,116	\$ -

Appendix B: 2024 Draft Municipal Cost Apportionment Schedule (-12.7%)

2024 BUDGET PRESSURES/SAVINGS MANDATORY AND GENERAL (ADMINISTRATIVE) PROGRAMS & SERVICES

MUNICIPALITY	CVA %	CVA %	Cat 1 Mandatory	General	Cat 1 Mandatory Apportionment % Change	Cat 3 Non-Mandatory*	CW~GS LEVY	Cat 3 Non-Mandatory Apportionment % Change	Total Apportionment		2024-2023 (479,885)	% Chg -12.7%
	2024	2023	2024 DRAFT \$2,971,088	2023 APPROVED \$2,895,123	\$ Change 2.6%	2024 DRAFT \$317,262	2023 APPROVED \$873,112	\$ Change -63.7%	2024 DRAFT \$3,288,350	2023 APPROVED \$3,768,235		
TOWN OF AMHERSTBURG	6.14%	6.07%	\$182,495	\$175,773	\$6,722	\$19,487	\$53,010	\$(33,522)	\$201,982	\$228,783	\$(26,800)	-11.7%
TOWN OF ESSEX	4.86%	4.86%	144,517	140,591	3,926	15,432	42,400	(26,968)	159,949	182,991	(23,042)	-12.6%
TOWN OF KINGSVILLE	6.57%	6.44%	195,230	186,474	8,756	20,847	56,237	(35,390)	216,078	242,711	(26,634)	-11.0%
TOWN OF LAKESHORE	9.88%	9.77%	293,519	282,974	10,546	31,343	85,339	(53,996)	324,862	368,313	(43,451)	-11.8%
TOWN OF LASALLE	9.04%	9.03%	268,552	261,314	7,238	28,677	78,807	(50,130)	297,229	340,121	(42,892)	-12.6%
MUNICIPALITY LEAMINGTON	6.34%	6.21%	188,358	179,796	8,561	20,113	54,223	(34,110)	208,471	234,019	(25,548)	-10.9%
TOWNSHIP OF PELEE	0.28%	0.27%	8,187	7,910	277	874	2,385	(1,511)	9,061	10,295	(1,234)	-12.0%
TOWN OF TECUMSEH	8.16%	8.22%	242,555	238,054	4,502	25,901	71,792	(45,891)	268,456	309,846	(41,390)	-13.4%
CITY OF WINDSOR	48.73%	49.13%	1,447,675	1,422,238	25,437	154,587	428,919	(274,332)	1,602,262	1,851,156	(248,895)	-13.4%
TOTALS	100%	100%	\$2,971,088	\$2,895,123	\$75,965	\$317,262	\$873,112	\$(555,850)	\$3,288,350	\$3,768,235	\$(479,885)	-12.7%

Appendix C: 2024 Draft Reserves Continuity Schedule

ESSEX REGION CONSERVATION AUTHORITY		INFRASTRUCTURE/ MAJOR MAINTENANCE	REVENUE STABILIZATION	GRANT MATCHING	VEHICLE/CA EQUIPT	SUITE/F&F/IT/IS	HUMAN RESOURCES/ ADMIN	LEGAL/ INSURANCE	KINGSVILLE TRAIN STATION	JRPH PRESERVATION	HBCA MAINTENANCE	TREE WARRANTY & SELF-INSURANCE	OTHER WATERSHED	TOTAL RESERVES
2024 PROJECTED RESERVES														
PROJECTED OPENING BALANCE - 01/01/2024	\$ 867,980	\$ 148,342	\$ 100,000	\$ 91,287	\$ 274,508	\$ 139,685	\$ 50,000	\$ 80,595	\$ 330,624	\$ -	\$ 90,000	\$ 47,857	\$ 2,220,877	
Transfers to reserves	200,000	-	-	-	-	-	-	10,000	15,000	13,000	-	-	238,000	
Interest	44,000												44,000	
Repayments	-	-											-	
AVAILABLE BALANCE	\$ 1,111,980	\$ 148,342	\$ 100,000	\$ 91,287	\$ 274,508	\$ 139,685	\$ 50,000	\$ 90,595	\$ 345,624	\$ 13,000	\$ 90,000	\$ 47,857	\$ 2,502,877	
RESERVE FUND EXPENSES/TRANSFERS														
JRPH Museum/outbuilding repairs	-							-	332,500				332,500	
JRPH Connectivity (additional buildings)	37,500							-					37,500	
Greenways culvert/bridge remediation	140,000												140,000	
Parking lot(s) resurfacing	100,000												100,000	
Emergency infrastructure repair contingency	25,000												25,000	
Conservation Areas signage	25,000												25,000	
Main workshop exterior repairs/recladding	258,000							-					258,000	
Asset management plans	30,000												30,000	
High capacity generator - Collavino CA				15,000									15,000	
Sage300/Business Central migration					45,000								45,000	
TOTAL EXPENSES	615,500	-	-	15,000	45,000	-	-	-	332,500	-	-	-	1,008,000	
PROJECTED CLOSING BALANCE 12/31/2024	\$ 496,480	\$ 148,342	\$ 100,000	\$ 76,287	\$ 229,508	\$ 139,685	\$ 50,000	\$ 90,595	\$ 13,124	\$ 13,000	\$ 90,000	\$ 47,857	\$ 1,494,877	
													\$ 726,000	

Appendix D: 2024 Funding Sources by Service Delivery Program Area



2024
 CVA in the watershed 47,167,643,995
 Population in the watershed 317,761

Dept/Category of Program	Program Sub-Unit	Budgeted Expenses/Transfers	Mandatory Levy	Non-Mandatory Levy	Municipal Special	Provincial Transfer Payments	Other Provincial	Federal	Fees/NGO Grants/ Def Rev	(To)/From Reserves	Total	Levy %	Levy Per Household (\$300k)
2024 FUNDING SOURCES BY SERVICE DELIVERY AREA													
Watershed Management Programs & Services													
Cat 1 -Risks of Natural Hazards	Development Services	\$ 1,116,750	\$ 540,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 576,000	\$ -	\$ 1,116,750	48%	\$ 3.44
Cat 1 -Risks of Natural Hazards	Planning- Hazards	156,650	26,650	-	-	-	-	-	130,000	-	156,650	17%	\$ 0.17
Cat 1 -Risks of Natural Hazards	Flood Forecasting & Warning	210,500	106,083	-	-	104,417	-	-	-	-	210,500	50%	\$ 0.67
Cat 1 -Risks of Natural Hazards	Watershed Resources Management Strategies/Policies	224,500	152,500	-	-	-	-	-	42,000	30,000	224,500	68%	\$ 0.97
Cat 1 -Risks of Natural Hazards	Special Projects (municipal/other)	30,000	-	-	-	-	-	-	30,000	-	30,000	0%	\$ -
Watershed Management Summary		1,738,400	825,983	-	-	104,417	-	-	778,000	30,000	1,738,400	48%	\$ 5.25
Conservation Programs & Services													
Cat 1 - Conservation of Lands	Conservation Areas Infrastructure Projects	1,255,000	10,000	-	-	-	400,000	80,000	202,000	563,000	1,255,000	1%	\$ 0.06
Cat 1 - Conservation of Lands	Conservation Areas & Infrastructure Maintenance	1,062,255	954,255	-	-	-	-	-	108,000	-	1,062,255	90%	\$ 6.07
Cat 1 - Conservation of Lands	Transfer to AMP/Infrastructure Reserve - Cons Areas/Greenways	210,000	200,000	-	-	-	-	-	10,000	-	210,000	95%	\$ 1.27
Cat 1 - Conservation of Lands	Cons Areas Management Plans, Land Strategies and Operations Oversight	203,400	195,400	-	-	-	-	8,000	-	-	203,400	96%	\$ 1.24
Cat 1 - Conservation of Lands	Tree Planting & Restoration - Conservation Areas	89,700	89,700	-	-	-	-	-	-	-	89,700	100%	\$ 0.57
Cat 1 - Conservation of Lands	Fleet/Equipment	232,400	23,200	-	-	-	-	-	209,200	-	232,400	10%	\$ 0.15
Cat 3 -Non Mandatory Services	Land Acquisition (Property surveys-CASO)/Legal	57,500	-	-	-	-	-	-	57,500	-	57,500	0%	\$ -
Cat 3-Non Mandatory Services	Treepanting/Restoration- Non ERCA Properties	529,700	-	75,000	-	-	50,000	160,000	244,700	-	529,700	14%	\$ 0.48
Cat 3-Non Mandatory Services	Holiday Beach Management	386,000	-	-	-	-	-	-	386,000	-	386,000	0%	\$ -
Cat 3-Non Mandatory Services	HBCA Emergency Repairs Reserve	13,000	-	-	-	-	-	-	13,000	-	13,000	0%	\$ -
Cat 3 -Fee for Service/Contracts	Term Restoration Projects (Municipal/Other)	68,000	-	-	-	-	-	-	68,000	-	68,000	0%	\$ -
Cat 3 -Fee for Service/Contracts	Fee For Service Property Maintenance	31,200	-	-	-	-	-	-	31,200	-	31,200	0%	\$ -
Conservation/Lands Summary		4,138,155	1,472,555	75,000	-	-	450,000	248,000	1,329,600	563,000	4,138,155	37%	\$ 9.84
Water Quality Programs & Services													
Cat 1 - Drinking Water Source Protection	Mandatory Drinking Water Source Protection (SPA)	114,400	-	-	-	114,400	-	-	-	-	114,400	0%	\$ -
Ground and Source Water Monitoring	Mandatory Provincial Ground and Surface Water Monitoring PGM	18,350	18,350	-	-	-	-	-	-	-	18,350	100%	\$ 0.12
Cat 2 Municipal Services	Risk Management Services	14,600	-	-	14,600	-	-	-	-	-	14,600	0%	\$ -
Cat 3 -Non Mandatory Services	ERCA Water Quality Program/Site Monitoring	68,955	-	25,000	-	-	-	-	43,955	-	68,955	36%	\$ 0.16
Cat 3 -Non Mandatory Services	Agricultural Stewardship/Extension Services	-	-	-	-	-	-	-	-	-	-	0%	\$ -
Cat 3 -Special/Term Projects	Detroit River CDN Coalition	180,500	-	-	-	-	90,000	75,000	15,500	-	180,500	0%	\$ -
Cat 3 -Special/Term Projects	Fee for Service WQ Monitoring/Sampling	27,100	-	-	-	-	-	27,100	-	-	27,100	0%	\$ -
Watershed Research Summary		423,905	18,350	25,000	14,600	114,400	90,000	102,100	59,455	-	423,905	10%	\$ 0.28
Community Outreach/Heritage Programs & Services													
General Programs -													
Mandatory	Corporate Communications	205,900	200,900	-	-	-	-	-	5,000	-	205,900	98%	\$ 1.28

Appendix D: 2024 Funding Sources by Service Delivery Program Area (continued)

2024 FUNDING SOURCES BY SERVICE DELIVERY AREA													
Dept/Category of Program	Program Sub-Unit	Budgeted			Municipal Special	Provincial Transfer Payments	Other Provincial	Federal	Fees/NGO Grants/ Def Rev	(To)/From Reserves	Total	Levy %	Levy Per Household (\$300k)
		Expenses/Transfers	Mandatory Levy	Non-Mandatory Levy									
Cat 3 -Non Mandatory Services	John R Park Homestead-Museum Operations/Ed'n Program	340,550	-	145,112	-	-	23,688	9,000	162,750	-	340,550	43%	\$ 0.92
Cat 3 -Non Mandatory Services	Transfer to John R Park Homestead Preservation Reserve Fund	15,000	-	15,000	-	-	-	-	-	-	15,000	100%	\$ 0.10
Cat 3 -Non Mandatory Services	John R Park Homestead-Museum/Heritage Bldgs Repairs	370,000	-	-	-	-	-	-	-	370,000	370,000	0%	\$ -
Cat 3 -Non Mandatory Services	Outreach & Partnerships	81,150	-	57,150	-	-	-	-	24,000	-	81,150	70%	\$ 0.36
Cat 3 -Non Mandatory Services	Outdoor & Conservation Education	100,330	-	-	-	-	-	-	100,330	-	100,330	0%	\$ -
Cat 3 -Non Mandatory Projects	Grant -funded Projects/Events	24,000	-	-	-	-	-	-	24,000	-	24,000	0%	\$ -
Community Outreach Summary		1,136,930	200,900	217,262	-	-	23,688	9,000	316,080	370,000	1,136,930	37%	\$ 2.66
General & Corporate Services													
Mandatory	Corporate Services Interest Transfer to AMP/Infrastructure	1,261,700	433,300	-	-	-	-	-	828,400	-	1,261,700	34%	\$ 2.76
Mandatory	Reserve	44,000	-	-	-	-	-	-	44,000	-	44,000	0%	\$ -
Mandatory	Corporate Special Projects	90,000	20,000	-	-	-	-	-	25,000	45,000	90,000	22%	\$ 0.13
Non Mandatory Services	Essex Region Conservation Foundation (grant-funded) Supports	55,000	-	-	-	-	-	-	55,000	-	55,000	0%	\$ -
General & Corporate Services Summary		1,450,700	453,300	-	-	-	-	-	952,400	45,000	1,450,700	31%	2.88
Mandatory Services (BOLDED)		\$ 8,888,090	\$ 2,971,088	\$ 317,262	\$ 14,600	\$ 218,817	\$ 563,688	\$ 359,100	\$ 3,435,535	\$ 1,008,000	\$ 8,888,090	37%	\$ 20.91
Non Mandatory Services		\$ 2,362,585	\$ -	\$ 317,262	\$ 14,600	\$ -	\$ 163,688	\$ 271,100	\$ 1,225,935	\$ 370,000	\$ 2,496,585	13%	\$ 2.02

Appendix E: Where Does Your Household Levy Go?



Appendix F: Category 3 Funding Envelope and Cost Apportionment for Non Mandatory Programs & Services

Category 3 Funding Envelope and Cost Apportionment for Non Mandatory Programs & Services																				
Participating Municipality	Amherstburg		Essex		Kingsville		Lakeshore		Lasalle		Leamington		Pelee		Tecumseh		Windsor		Total Avg Levy	Total 2024 Draft Cost Apportionment
2024 MCVA	6.14%		4.86%		6.57%		9.88%		9.04%		6.34%		0.28%		8.16%		48.73%			
Non-Mandatory Programs and Services allocated on an MCVA basis	Avg Levy	2024	Avg Levy	2024	Avg Levy	2024	Avg Levy	2024	Avg Levy	2024	Avg Levy	2024	Avg Levy	2024	Avg Levy	2024	Avg Levy	2024	Total Avg Levy	Total 2024 Draft Cost Apportionment
Conservation Services																				
Land Acquisition	\$ 31,483	\$ 0	\$ 24,931	\$ 0	\$ 33,680	\$ 0	\$ 50,636	\$ 0	\$ 46,329	\$ 0	\$ 32,494	\$ 0	\$ 1,412	\$ 0	\$ 41,844	\$ 0	\$ 249,742	\$ 0	\$ 512,550	\$ 0
Tree planting/Wetland construction	4,300	4,605	3,405	3,645	4,600	4,928	6,915	7,410	6,327	6,780	4,438	4,755	193	210	5,715	6,120	34,108	36,548	70,000	75,000
Holiday Beach Infrastructure Maintenance	614	-	486	-	657	-	988	-	904	-	634	-	28	-	816	-	4,873	-	10,000	-
Water Quality																				
Watershed Stewardship and Outreach (Rural & Agricultural)	2,185	-	1,730	-	2,337	-	3,514	-	3,215	-	2,255	-	98	-	2,904	-	17,330	-	35,567	-
Water Quality Program	1,396	1,535	1,106	1,215	1,494	1,643	2,246	2,470	2,054	2,260	1,441	1,585	63	70	1,856	2,040	11,075	12,183	22,730	25,000
Outreach, Engagement & Education																				
Curriculum-based outdoor education	847	-	670	-	906	-	1,362	-	1,246	-	874	-	38	-	1,125	-	6,716	-	13,783	-
Outreach/Community partnerships	2,974	3,509	2,355	2,777	3,181	3,755	4,783	5,646	4,376	5,166	3,069	3,623	133	160	3,953	4,663	23,591	27,849	48,417	57,150
John R Park Homestead Museum																				
JRPH Museum Operations	8,376	8,910	6,633	7,052	8,960	9,534	13,472	14,337	12,326	13,118	8,645	9,200	376	406	11,133	11,841	66,444	70,713	136,364	145,112
JRPH Museum & Heritage Bldgs Preservation	3,215	921	2,546	729	3,439	986	5,170	1,482	4,730	1,356	3,318	951	144	42	4,272	1,224	25,500	7,310	52,333	15,000
Cost Apportionment MCBA Basis	\$ 55,388	\$ 19,480	\$ 43,862	\$ 15,419	\$ 59,254	\$ 20,844	\$ 89,085	\$ 31,345	\$ 81,507	\$ 28,680	\$ 57,168	\$ 20,114	\$ 2,485	\$ 888	\$ 73,617	\$ 25,889	\$ 439,378	\$ 154,602	\$ 901,743	\$ 317,262
Allocation as agreed to by participating municipalities	2024		2024		2024		2024		2024		2024		2024		2024		2024		Avg Levy	Total 2024 Levy
Conservation Services																				
Land Acquisition	\$ 30,700		\$ 24,300		\$ 32,850		\$ 49,400		\$ 45,200		\$ 31,700		\$ 1,400		\$ 40,800		\$ 0		\$ 0	256,350
Water Quality																				
Watershed Stewardship and Outreach (Rural & Agricultural)	NA		NA		NA		NA		NA		NA		NA		NA		NA		\$ 0	\$ 0
Cost Apportionment as agreed to by participating municipalities	\$ 0	\$ 30,700	\$ 0	\$ 24,300	\$ 0	\$ 32,850	\$ 0	\$ 49,400	\$ 0	\$ 45,200	\$ 0	\$ 31,700	\$ 0	\$ 1,400	\$ 0	\$ 40,800	\$ 0	\$ 0	\$ 0	\$ 256,350
Total Cost Apportionment for Category 3 Non Mandatory Programs & Services	\$ 55,388	\$ 50,180	\$ 43,862	\$ 39,719	\$ 59,254	\$ 53,694	\$ 89,085	\$ 80,745	\$ 81,507	\$ 73,880	\$ 57,168	\$ 51,814	\$ 2,485	\$ 2,288	\$ 73,617	\$ 66,689	\$ 439,378	\$ 154,602	\$ 901,743	\$ 573,612
Total Cost Apportionment (without land acquisition allocation)	\$ 55,388	\$ 19,480	\$ 43,862	\$ 15,419	\$ 59,254	\$ 20,844	\$ 89,085	\$ 31,345	\$ 81,507	\$ 28,680	\$ 57,168	\$ 20,114	\$ 2,485	\$ 888	\$ 73,617	\$ 25,889	\$ 439,378	\$ 154,602	\$ 901,743	\$ 317,262



Essex Region Conservation Authority

Board of Directors

BDxx/23

From: Danielle Breault Stuebing, Director, Communications & Outreach Services

Date: Thursday, November 30, 2023

Subject: John R. Park Homestead Conservation Area Policy Updates

Legislative Compliance: Encumbrance outlined in the John R Park Homestead Conservation Area 2007 Agreement of Purchase and Sale

Recommendation: THAT the Overarching, Collections, Conservation, Interpretation and Education, and Research policy updates for the John R. Park Homestead Conservation Area be approved.

Summary

- The Ontario Ministry of Heritage, Sport, Tourism and Culture Industries administers the Standards for Community Museums in Ontario, and all community museums in Ontario are required to follow these standards.
- ERCA has approved policies as recommended by the John R. Park Homestead Advisory Board that meet these 10 identified standards.
- Policies to meet these standards require review and if necessary, updates, every three years.

Discussion

The John R. Park Homestead Conservation Area is a 19 acre conservation area on the shores of Lake Erie in Essex. Built in 1842, its American Greek Revival architecture is significant in Ontario, and the site is designated to be of architectural and historic interest under the provisions of the Ontario Heritage Act.

In 1975, the Ministry of Natural Resources entered into a 30-year lease agreement with ERCA, which began operating the site as a Conservation Area. The museum in was opened 1978 to the public. In 2008, ownership of the John R. Park Homestead Conservation Area was transferred from the Province of Ontario to ERCA, with the conditions that:

- the site continue to operate as a conservation area and museum,
- the museum meet the Provincial Standards for Community Museums in Ontario; and
- the site employ a full time Curator, to this purpose.

The Ontario Ministry of Heritage, Sport, Tourism and Culture Industries administers the Standards for Community Museums in Ontario, and all community museums in Ontario are required to follow these standards.

The 10 standards for community museums represent the minimum requirements for the operation of a good community museum. Community museums need to meet the standards to qualify for funding under the Community Museum Operating Grant.

ERCA has approved policies as recommended by the John R. Park Homestead Advisory Board that meet these 10 identified standards. They require review and necessary updates every three years. The Ministry provides ongoing guidance as to best management practices in achieving excellence in managing community museums.

The policies which require review and update at this time include:

- Overarching Policy
- Collections Policy
- Conservation Policy
- Interpretation and Education Policy
- Research

Additions to strengthen the policies are highlighted and are consistent with recommendations made by the Ministry.

Approved By:



Tim Byrne
CAO/Secretary Treasurer

Attachments:

- John R. Park Homestead Conservation Area Overarching Policy
- John R. Park Homestead Conservation Area Collections Policy
- John R. Park Homestead Conservation Area Conservation Policy
- John R. Park Homestead Conservation Area Interpretation and Education Policy
- John R. Park Homestead Conservation Area Research Policy



JRPH Overarching Policy	
Department	Outreach Services
Category	Operational
Sub Category	JRPH

JOHN R. PARK HOMESTEAD – OVERARCHING POLICY

Approval Level:	Category 1 - Board		Effective Date:	December 14, 2023
Approved By:	x	CAO	Tim Byrne	Approval Date: December 14, 2023
	x	JRPHAB	JRPHAB 11/23	Review & Update: November 22, 2023
	x	Board	BD XX/23	Review Frequency: 3 Years
Lead	Outreach Services		Next Review Date:	November, 2026

1.0 POLICY PURPOSE:

In 2008, ownership of the property was transferred from the Province of Ontario to ERCA, with the condition that it continue to meet the Provincial Standards for Community Museums in Ontario.

The purpose of this Policy is to outline the John R. Park Homestead’s roles and responsibilities in ensuring that the museum is actively engaged in the communities that it serves, and is responsible to its needs, in accordance with the Provincial Standards for Community Museums in Ontario.

2.0 POLICY SCOPE:

This Policy applies to the staff and Advisory Board of the John R. Park Homestead, ERCA, and the ERCA Board of Directors

3.0 DEFINITIONS: N/A

4.0 LEGISLATIVE FRAMEWORK:

This Policy will be governed by and interpreted in accordance with all applicable legislation, including (but not limited to) the Ontario Heritage Act (R.R.O. 1990).

5.0 RESPONSIBILITES

The staff and Advisory Board of the John R. Park Homestead must work together to ensure these responsibilities are met.

5.1 Board of Directors Obligations

To review and approve JRPH Museum Operating Policies as recommended by the JPRH Advisory Board and in accordance with the Provincial Standards for Community Museums in Ontario.



JRPH Overarching Policy	
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5.2 JRPH Advisory Board Obligations

- To regularly review the administrative reports and ensure compliance with the JRPH Overarching Policy.
- To review and recommend for approval to the ERCA Board of Directors the JRPH Museum Operating Policies in accordance with the Municipal, Provincial, and Federal legislative requirements for museum ethics.

5.3 Director of Communications & Outreach Services

- To work with the JRPH Curator/Education Coordinator to ensure implementation with the JRPH Overarching Policy
- To ensure the JRPH AB receives regular updates regarding the implementation of the JPRH Overarching Policy

5.4 Curator/Education Coordinator

- To ensure that the principles of the JPRH Overarching Policy are implemented
- To provide regular updates to the JRPHAB regarding compliance with this standard

6.0 POLICY PRINCIPLES AND STATEMENTS:

- All museum activities will be conducted in an ethical manner, and to the highest standards possible, in accordance with the standards of practice established by the professional museum and conservation communities.
- All museum activities will follow municipal, provincial, and federal legislative requirements.

RELATED POLICIES & PROGRAMS:

- JRPH Collections
- JRPH Community Standard
- JRPH Conservation
- JRPH Exhibition
- JRPH Interpretation
- JRPH Physical Plant Standard
- JRPH Research
- JRPH Finance
- JRPH Governance



JRPH Overarching Policy	
Department	Outreach Services
Category	Operational
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RESOURCES

[Canadian Museum Association Ethical Guidelines, 1999.](#)

[R.R.O. 1990, Reg. 877: GRANTS FOR MUSEUMS](#) under [Ontario Heritage Act, R.S.O. 1990, c. O.18](#)

APPROVED BY:

Tim Byrne, CAO/Secretary-Treasurer

VERSION HISTORY

Adopted by the JRPH Advisory Board, as suggested by CMOG (Canadian Museum Operating Grant), on November 16, 2020



JRPH Collections Policy	
Department	Outreach Services
Category	Operational
Sub Category	JRPH

JOHN R. PARK HOMESTEAD – COLLECTIONS POLICY

Approval Level:	Category 1 - Board		Effective Date:	November 22, 2023
Approved By:	x	CAO	Tim Byrne	Approval Date: December 14, 2023
	x	JRPHAB	JRPHAB 11/23	Review & Update: November 22, 2023
	x	Board	Report	Review Frequency: 3 Years
Lead	Outreach Services		Next Review Date:	November, 2026

1.0 POLICY PURPOSE:

In 2008, ownership of the property was transferred from the Province of Ontario to ERCA, with the condition that it continue to meet the Provincial Standards for Community Museums in Ontario.

The purpose of this Policy is to outline the John R. Park Homestead’s roles and responsibilities in ensuring that the museum is collecting, cataloguing, maintaining, and preserving artifacts and archives relating to the history of the John R. Park Homestead, in accordance with the Provincial Standards for Community Museums in Ontario.

2.0 POLICY SCOPE:

This Policy applies to the staff and Advisory Board of the John R. Park Homestead, ERCA, and the ERCA Board of Directors.

3.0 DEFINITIONS:

Artifact: an object made by a human being, typically an item of cultural or historical interest.

Deaccession: the process of removing an object permanently from a museum’s collection

Provenance: a record of ownership of a work of art or an antique, used as a guide to authenticity or quality.

4.0 LEGISLATIVE FRAMEWORK:

This Policy will be governed by and interpreted in accordance with all applicable legislation, including (but not limited to) the Ontario Heritage Act (R.R.O. 1990).

5.0 RESPONSIBILITIES

The staff and Advisory Board of the John R. Park Homestead must work together to ensure these responsibilities are met.



JRPH Collections Policy	
Department	Outreach Services
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5.1 Board of Directors Obligations

- To review and approve JRPH Museum Collections Policies as recommended by the JPRH Advisory Board and in accordance with the Provincial and Federal standards for collections management in museums.

5.2 JRPH Advisory Board Obligations

- To regularly review the administrative reports and ensure compliance with the JRPH Collections Policy.
- To oversee and approve of any items being deaccessioned in accordance with the Deaccession Policy section of the Collections Policy.
- To review and recommend for approval to the ERCA Board of Directors the JRPH Museum Operating Policies in accordance with the Municipal, Provincial, and Federal legislative requirements for collections management.

5.3 Director of Communications & Outreach Services

- To work with the JRPH Curator/Education Coordinator to ensure implementation with the JRPH Collections Policy
- To ensure the JRPH AB receives regular updates regarding the implementation of the JPRH Collections Policy

5.4 Curator/Education Coordinator

- To ensure that the principles of the JPRH Collections Policy are implemented.
- To oversee all new acquisitions and gifts coming into the JRPH collection.
- To oversee and participate in the collection, cataloguing, maintenance, and preservation of artifacts and archives in JRPH’s collection.
- To work with the Interpreter and other staff members to educate on the proper handling and care of collections.
- To present the JRPH AB with any items to be deaccessioned and to oversee the deaccession process.
- To provide regular updates to the JRPHAB regarding compliance with this standard.

6.0 POLICY PRINCIPLES AND STATEMENTS:

The Curatorial staff, **designated as the Curator and assisted by the Interpreter**, shall collect, catalogue, and cause to be maintained and preserved, artifacts and archives relating to the history of the John R. Park Homestead. Specifically:



JRPH Collections Policy	
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- The collection of the John R. Park Homestead house shall relate to the years 1833-1850 when John Richardson Park occupied the home, and the Homestead outbuildings to the years 1833-1900.
- There shall be no just cause to accept in the collections any artifact which does not relate to the time period and to the interpretation of the Homestead.
- Artifacts may be two dimensional (e.g. photos, maps, pamphlets, books, etc.) or three dimensional.
- Artifacts should be well documented and include such aspects in the documentation as:
 - Circumstances surrounding its provenance and discovery (who, when, where, why)
 - Original construction details (size, material, maker’s marks, etc.)
 - Original use of the artifact
 - Chronological history of the artifact
 - Other pertinent details
- Artifacts are to be collected for the purpose of exhibition and research and not for the sake of collection
- Donations are deemed to be unconditional gifts in accordance with the museum’s Gift Form.
- Artifacts may be acquired through donation, gift, purchase or exchange with another institution.
- Time, **workspace**, and a portion of the budget shall be allocated to register and maintain the collection, and to train staff –
- **Curatorial staff will keep collections records current, and will maintain a periodically updated paper copy of the collection records off-site at the Essex Region Conservation Authority main office.**
- In the event of accidental loss or destruction of an artifact, a report in writing to the Direction of Communications and Outreach Services will be made.

Method:

All artifacts must be recorded in an accession register, must be catalogued, with donor information, appropriate classification and have a signed gift form. Subsequent computer entry onto an approved collections record will follow with regularly scheduled back-ups. All artifacts will be catalogued using a three-part number consisting of the year of the donation, the number of the donation, and the number of artifacts in the donation (i.e. 1996.4.1). The number must be physically attached to the artifact in a uniform, inconspicuous area. Condition reports are to be collected to document the condition of each artifact upon receipt, or as they are to receive conservation treatment. Artifacts must be of present or future use in exhibits or research, have an educational value and must be in



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reasonable condition so that the museum may fulfill its goal of conservation with as little alteration to artifacts as possible.

In collections development, the Homestead will demonstrate a commitment to ethical behaviour, and meet all legislative requirements that impact upon collecting (ex. Firearms; hazardous materials; copyright; Freedom of Information and Protection of Privacy Act; Cultural Property Export and Import Act; Income Tax Act)

The Essex Region Conservation Authority will ensure that the building and collection is appropriately insured, including loaned objects, both incoming and outgoing, and any objects in temporary custody.

Education Collection:

Only reproductions of original artifacts shall be used in interpretive activities, or original artifacts which are redundant to the collection and are deemed suitable for use by the Curator. All artifacts which are designated suitable for use shall be catalogued separately, their accession numbers preceded by the prefix 'R' as reproductions.

Collections Records:

As the value of the collections depends largely upon adequate documentation, the Homestead will ensure appropriate procedures are in place for the registration of artifacts and the management of collections records.

Outgoing Loans:

Outgoing loans will only be made to individuals or groups deemed capable of providing adequate care for the artifacts. All borrowers muse review and sign a copy of the "Outgoing Loan Form" accepting full responsibility for the care of the artifacts during the loan period. Only artifacts which are not necessarily for the Homestead's own research, display or other purposes during the period of the proposed loan may be lent out, and all such artifacts must be in sufficient condition to withstand the shipping and handling they are expected to endure during the loan period. In order to verify that no damage has occurred to artifacts on loan, complete comparative condition reports will be made on all outgoing and incoming artifacts.

Incoming Loans:

Where the loan of an artifact will enhance the Homestead's exhibits or programs, incoming loans will be documented on the appropriate form and held for a period of not more than one year. Long term or indefinite loans will not be accepted.



JRPH Collections Policy	
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Deaccessioning:

Artifacts which are outside the scope of the museum as defined by the Collections Policy; duplicates; objects dangerous to staff and visitors; and objects in poor physical condition may be removed from the collection with the approval of the John R. Park Homestead Advisory Board.

All deaccessioning shall be approached with caution. The Curator will:

1. Determine that no mandatory restrictions are attached to the gift.
2. Make reasonable effort to advise the donor or the donor’s family as a courtesy gesture.
3. Recommend the deaccession to the John R. Park Homestead Advisory Board. If deaccession is approved by the Advisory Board, the object will:
 - a) First be offered as a gift, sale or exchange to other public institutions which can care for and make appropriate use of the object.
 - b) If no institution is interested, the object may be sold at public auction. No artifact shall be acquired privately by ERCA staff, volunteers, Conservation Authority or John R. Park Homestead Advisory Committee members.
 - c) Objects that are in bad condition may be destroyed.
 - d) Any proceeds from the sale of an object will be used only to purchase artifacts for the collection and may not be used for operations or administration.
 - e) Complete written records of all deaccessions will be maintained.
 - f) Should the Homestead cease to operate as a museum, the Essex Region Conservation Authority will follow this Deaccessioning Policy to divest the artifact collection.

RELATED POLICIES & PROGRAMS:

- JRPH Conservation
- JRPH Exhibition
- JRPH Interpretation
- JRPH Research

RESOURCES

[Canadian Museum Association Deaccession Guidelines](#)

[Ontario Collections Standards](#)

[R.R.O. 1990, Reg. 877: GRANTS FOR MUSEUMS](#) under [Ontario Heritage Act, R.S.O. 1990, c. O.18](#)



JRPH Collections Policy	
Department	Outreach Services
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APPROVED BY:

Tim Byrne, CAO/Secretary-Treasurer

APPROVALS:

Adopted by the John R. Park Homestead Advisory Committee, October 28, 2013.
Reviewed and updated by the John R. Park Homestead Advisory Committee, November 20, 2017.
Reviewed and updated by the John R. Park Homestead Advisory Board, November 16, 2020.



JRPH Conservation Policy	
Department	Outreach Services
Category	Operational
Sub Category	JRPH

JOHN R. PARK HOMESTEAD – CONSERVATION POLICY

Approval Level:	Category 1 - Board		Effective Date:	December 14, 2023
Approved By:	x	CAO	Tim Byrne	Approval Date: December 14, 2023
	x	JRPHAB	JRPHAB 11/23	Review & Update: November 22, 2023
	x	Board	BD XX/23	Review Frequency: 3 Years
Lead	Outreach Services		Next Review Date:	November, 2026

1.0 POLICY PURPOSE

In 2008, ownership of the property was transferred from the Province of Ontario to ERCA, with the condition that it continue to meet the Provincial Standards for Community Museums in Ontario.

The purpose of this Policy is to outline the John R. Park Homestead’s roles and responsibilities in ensuring that the museum is committed to the responsible preservation of artifacts in its’ collection including the historic buildings.

2.0 POLICY SCOPE

This Policy applies to the staff and Advisory Board of the John R. Park Homestead, ERCA, and the ERCA Board of Directors.

3.0 DEFINITIONS

Artifact: an object made by a human being, typically an item of cultural or historical interest.

Conservation: the hands-on act of working directly with the object to preserve its current condition

4.0 LEGISLATIVE FRAMEWORK

This Policy will be governed by and interpreted in accordance with all applicable legislation, including (but not limited to) the Ontario Heritage Act (R.R.O. 1990).

5.0 RESPONSIBILITIES

The staff and Advisory Board of the John R. Park Homestead must work together to ensure these responsibilities are met.



JRPB Conservation Policy	
Department	Outreach Services
Category	Operational
Sub Category	JRPB

5.1 Board of Directors Obligations

- To review and approve JRPB Museum Conservation Policies as recommended by the JRPB Advisory Board and in accordance with the Provincial and Federal standards for conservation in museums.

5.2 JRPB Advisory Board Obligations

- To regularly review the administrative reports and ensure compliance with the JRPB Conservation Policy.
- To ensure that the JRPB annual budget includes resources for conservation treatments and supplies.
- To review and recommend for approval to the ERCA Board of Directors the JRPB Museum Operating Policies in accordance with the Municipal, Provincial, and Federal legislative requirements for conservation efforts.

5.3 Director of Communications & Outreach Services

- To work with the JRPB Curator/Education Coordinator to ensure implementation with the JRPB Conservation Policy.
- To ensure the JRPB AB receives regular updates regarding the implementation of the JRPB Conservation Policy.

5.4 Curator/Education Coordinator

- To ensure that the principles of the JRPB Conservation Policy are implemented.
- To ensure that all staff, both paid and volunteer have received proper training in the handling of artifacts.
- To oversee the cleaning, repair, and restoration of any artifacts in the collection.
- To oversee and participate in condition reports of artifacts in the collection.
- To prioritize conservation efforts based on the guidelines in the Conservation Policy.
- To provide regular updates to the JRPBAB regarding compliance with this standard.

6.0 POLICY PRINCIPLES AND STATEMENTS

The museum is committed to the preservation of artifacts in its collection, including the historic buildings. It will provide for the best possible physical environment, preventive maintenance program and conservation services to meet this responsibility.

- The Curatorial staff (the Curator, assisted by the Interpreter) - will ensure preventive conservation is undertaken—determining which site-specific environmental factors cause



JRPH Conservation Policy	
Department	Outreach Services
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deterioration to artifacts in all collections and undertaking the necessary mitigating processes to prevent damage. The environmental factors that typically cause deterioration include light, airborne pollutants, temperature, humidity, shocks, and vibrations.

- The Homestead will control light, relative humidity and temperature in the historic buildings so as to protect both the structures and their contents.
- Resources for conservation treatments and supplies shall be included in the Homestead’s annual budget.
- The Homestead will provide training for all staff, both paid and volunteer, in the proper handling of artifacts. Only staff with appropriate training will be permitted to handle artifacts.
- Condition reports will be used to track changes in artifacts.
- The Homestead will establish procedures and provide support for protection of the collection from damage or loss through fire, flood, theft, vandalism, accident and damage from insects, pest, vermin and improper housekeeping practices.
- The Homestead will undertake reasonable emergency preparedness and will have a developed disaster plan for the museum that is updated on a regular basis.
- Artifact storage areas will be used for collections storage only. They will be large enough to store existing artifacts without crowding and to accommodate projected future acquisitions. The artifact storage areas will be orderly, clean, kept dark (except when staff are present), have controlled access through the Curator or designate, and will be equipped with suitable and safe shelves, cabinets and artifact supports.
- Cleaning, repair or restoration of any artifact in the collection will be carried out only by qualified personnel, and in such a manner as to maintain the historic and artistic integrity of the artifact.
- Conservation priorities will be established on the basis of:
 - (a) an emergency situation;
 - (b) urgent need of the objects as determined through survey or other examination;
 - (c) research projects;
 - (d) exhibition and loan related demands; and
 - (e) permanent display requirements
- All conservation activities will be conducted in an ethical manner, and to the highest possible standards, in accordance with the standards of practice established by the professional museum and conservation communities.
- Conservation activities will also follow municipal, provincial and federal legislative requirements.

RELATED POLICIES & PROGRAMS



JRPB Conservation Policy	
Department	Outreach Services
Category	Operational
Sub Category	JRPB

- JRPB Collections Policy
- JRPB Exhibition Policy
- JRPB Research Policy

RESOURCES

<https://www.museums.ca/uploaded/web/docs/ethicsguidelines.pdf> Canadian Conservation Institution: [Care of Objects and Collections Ontario Collections Standards](#)
[R.R.O. 1990, Reg. 877: GRANTS FOR MUSEUMS](#) under [Ontario Heritage Act, R.S.O. 1990, c. O.18](#)

APPROVED BY:

Tim Byrne, CAO/Secretary-Treasurer

APPROVALS:

Adopted by the John R. Park Homestead Advisory Committee, Oct. 28, 2013
Reviewed and updated by the John R. Park Homestead Advisory Committee, November 21, 2016.
Reviewed, made additions as required by CMOG, and approved by JRPB Advisory Committee November 20, 2017.



JRPH Interpretation & Education Policy	
Department	Outreach Services
Category	Operational
Sub Category	JRPH

JOHN R. PARK HOMESTEAD – INTERPRETATION & EDUCATION POLICY

Approval Level:	Category 1 - Board		Effective Date:	December 14, 2023
Approved By:	x	CAO	Tim Byrne	Approval Date: December 14, 2023
	x	JRPHAB	JRPHAB 11/23	Review & Update: November 22, 2023
	x	Board	BD XX/23	Review Frequency: 3 Years
Lead	Outreach Services		Next Review Date:	November, 2026

1.0 POLICY PURPOSE

In 2008, ownership of the property was transferred from the Province of Ontario to ERCA, with the condition that it continue to meet the Provincial Standards for Community Museums in Ontario.

The purpose of this Policy is to outline the John R. Park Homestead’s roles and responsibilities in ensuring that the museum is demonstrating a commitment to accuracy, inclusivity, fairness, respect, and ethics. The museum will demonstrate a commitment to ethical behaviour in interpretation and education programs.

2.0 POLICY SCOPE

This Policy applies to the staff and Advisory Board of the John R. Park Homestead, ERCA, and the ERCA Board of Directors.

3.0 DEFINITIONS: N/A

4.0 LEGISLATIVE FRAMEWORK

This Policy will be governed by and interpreted in accordance with all applicable legislation, including (but not limited to) the Ontario Heritage Act (R.R.O. 1990).

5.0 RESPONSIBILITIES

The staff and Advisory Board of the John R. Park Homestead must work together to ensure these responsibilities are met.

5.1 Board of Directors Obligations

To review and approve JRPH Museum Collections Policies as recommended by the JPRH Advisory Board and in accordance with the Provincial and Federal standards for ethical, inclusive, respectful, and fair behaviour for interpretation and educational programming.



JRPH Interpretation & Education Policy	
Department	Outreach Services
Category	Operational
Sub Category	JRPH

5.2 JRPH Advisory Board Obligations

- To regularly review the administrative reports and ensure compliance with the JRPH Interpretation & Education Policy.
- To ensure that the JRPH annual budget has resources allocated for the implementation and enhancement of interpretation and education programs.
- To review and recommend for approval to the ERCA Board of Directors the JRPH Museum Operating Policies in accordance with the Municipal, Provincial, and Federal legislative requirements for interpretation and education.

5.3 Director of Communications & Outreach Services

- To work with the JRPH Curator/Education Coordinator to ensure implementation with the JRPH Interpretation & Education Policy.
- To ensure the JRPH AB receives regular updates regarding the implementation of the JPRH Interpretation & Education Policy.

5.4 Curator/Education Coordinator

- To ensure that the principles of the JPRH Interpretation & Education Policy are implemented.
- To oversee and provide the training of new staff members on the interpretive programs offered at JRPH.
- To ensure that the JRPH education programs follow the Ontario Curriculum.
- To ensure that the museum is demonstrating a commitment to accuracy, inclusivity, fairness, respect, and ethics.
- To provide regular updates to the JRPHAB regarding compliance with this standard.

6.0 POLICY PRINCIPLES AND STATEMENTS

The John R. Park Homestead tells the stories of the Park family and of nineteenth century resource use and agriculture in the Essex region.

Interpretive programs, including exhibits, tours, living history, special events, and school programs allow the Homestead to communicate with its diverse audiences, both on and off site. Interpretation must be well researched, accurate, safe, educational, and enjoyable. As interpretive programs are the Homestead’s face to the community, they must be of the highest possible quality. All programs will be evaluated and renewed on an annual basis to ensure excellence.



JRPH Interpretation & Education Policy	
Department	Outreach Services
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Audience research through social media, visitor interviews and surveys will ensure that whenever possible historical themes will be linked to current issues and community interests. Education programs will follow the Ontario Curriculum.

Cooperative partnerships with municipalities and various community groups will enhance museum events and build interest. Through the Southwestern Ontario Heritage Council the Homestead will partner with other heritage groups on special events, programs and exhibits.

When the museum provides a variety of hands-on, sensory experiences; reproductions or expendable materials are used in programs, protecting the artifact collection. In keeping with the Mission, the importance of conserving cultural and natural heritage resources, including the Homestead’s largest artifacts – the historic buildings, will be included in every program.

Interpretation is planned and supervised by trained museum staff with appropriate background, education, and experience. Volunteers and staff will receive orientation and training before leading programs. Resources for implementation and enhancement of interpretation and education programs are included in the annual Homestead operating budget.

The museum will demonstrate a commitment to accuracy, inclusivity, fairness, respect, and ethics. The museum will demonstrate a commitment to ethical behaviour in interpretation and education programs. The museum will also demonstrate a commitment to meet conservation standards in the use of artifacts for interpretation and education.

The museum will meet municipal, provincial and federal legislative requirements that have an impact on interpretation and education programs (such as copyright and AODA legislation).

RELATED POLICIES & PROGRAMS

- JRPH Conservation Policy
- JRPH Collections Policy
- JRPH Research Policy
- JRPH Community Standard Policy
- JRPH Exhibition Policy
- JRPH Human Resource Policy

RESOURCES

[Ontario Curriculum and Resources](#)

[ADOA Standards Training](#)

[Working Together: The Code and AODA, Ontario Human Rights Commission](#)

[R.R.O. 1990, Reg. 877: GRANTS FOR MUSEUMS](#) under [Ontario Heritage Act, R.S.O. 1990, c. O.18](#)



JRPB Interpretation & Education Policy	
Department	Outreach Services
Category	Operational
Sub Category	JRPB

APPROVED BY:

Tim Byrne, CAO/Secretary-Treasurer

VERSION HISTORY

- Adopted by the John R. Park Homestead Advisory Committee, April 8, 2013
- Reviewed and updated by the John R. Park Homestead Advisory Committee, November 21, 2016.
- Reviewed, made additions as required by CMOG, and approved by JRPB Advisory Committee November 20, 2017.
- Reviewed and updated by the JRPB Advisory Board, November 16, 2020.



JRPH Research Policy	
Department	Outreach Services
Category	Operational
Sub Category	JRPH

JOHN R. PARK HOMESTEAD – RESEARCH POLICY

Approval Level:	Category 1 - Board		Effective Date:	December 14, 2023
Approved By:	x	CAO	Tim Byrne	Approval Date: December 14, 2023
	x	JRPHAB	JRPHAB 11/23	Review & Update: November 22, 2023
	x	Board	BDXX/23	Review Frequency: 3 Years
Lead	Outreach Services		Next Review Date:	November, 2026

1.0 POLICY PURPOSE

In 2008, ownership of the property was transferred from the Province of Ontario to ERCA, with the condition that it continue to meet the Provincial Standards for Community Museums in Ontario.

The purpose of this Policy is to outline the John R. Park Homestead’s roles and responsibilities in ensuring that the museum will have a research program that is consistent with its statement of purpose, and reflects the needs of its communities, site, collections and public programs.

2.0 POLICY SCOPE:

This Policy applies to the staff and Advisory Board of the John R. Park Homestead, ERCA, and the ERCA Board of Directors.

3.0 DEFINITIONS:

Provenance: a record of ownership of a work of art or an antique, used as a guide to authenticity or quality

4.0 LEGISLATIVE FRAMEWORK:

This Policy will be governed by and interpreted in accordance with all applicable legislation, including (but not limited to) the Ontario Heritage Act (R.R.O. 1990), and Copyright Act (R. S. C. , 1985 c. C-42).

5.0 RESPONSIBILITIES

The staff and Advisory Board of the John R. Park Homestead must work together to ensure these responsibilities are met.

5.1 Board of Directors Obligations

To review and approve JRPH Museum Collections Policies as recommended by the JPRH Advisory Board and in accordance with the Provincial and Federal standards and requirements that have an impact on research and products (such as copyright and access to information laws).



JRPH Research Policy	
Department	Outreach Services
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5.2 JRPH Advisory Board Obligations

- To regularly review the administrative reports and ensure compliance with the JRPH Research Policy.
- To ensure that a portion of the museum’s annual budget will be allocated for research expenses, such as reference material, photocopying, and staff travel
- To review and recommend for approval to the ERCA Board of Directors the JRPH Museum Operating Policies in accordance with the Municipal, Provincial, and Federal legislative requirements that have an impact on research and products (such as copyright and access to information laws).

5.3 Director of Communications & Outreach Services

- To work with the JRPH Curator/Education Coordinator to ensure implementation with the JRPH Research Policy.
- To ensure the JRPH AB receives regular updates regarding the implementation of the JPRH Research Policy

5.4 Curator/Education Coordinator

- To ensure that the principles of the JPRH Research Policy are implemented.
- To ensure the Homestead respects and implements all municipal, provincial, and federal legislative requirements that have an impact on research and products (such as copyright and access to information laws).
- To ensure that all research conducted by the public for publication purposes must be credited to the Essex Region Conservation Authority.
- To schedule time for staff to carry out the museum’s research program.
- To advise all researchers that they are responsible to ensure that all copyright laws have been met and adhered to.
- To present the JRPH AB with any items to be deaccessioned and to oversee the deaccession process.
- To provide regular updates to the JRPHAB regarding compliance with this standard.

6.0 POLICY PRINCIPLES AND STATEMENTS:

The museum will have a research program that is consistent with its statement of purpose, and reflects the needs of its communities, site, collections, and public programs.

The ongoing need for research on matters pertaining to the Park family, the Homestead and the collection is recognized as an essential foundation for all programming. Staff research shall be directed towards:



JRPH Research Policy	
Department	Outreach Services
Category	Operational
Sub Category	JRPH

- John Richardson Park & Amelia Gamble/Frank Fox & Jane Iler and families
- Park & Fox farm and business interests including Great Lakes shipping
- The Homestead property and Iler Settlement neighbourhood
 Artifact collection, buildings and natural resources at the Homestead
 Aspects of settlement, transport, the economy and resource history 1833-1900
- Other topics of historical and museological interest for development and programming

Public research access to the site’s resources shall be permitted under staff supervision, by appointment, during regular office hours. The museum will provide a clean, well-lit, separate space for staff and external researchers to carry out research. The museum will ensure that researchers who have access to the collection have training in handling artifacts.

Research by staff in response to outside requests will be done on a cost recovery basis unless otherwise determined by the Curator.

The museum will demonstrate a commitment to accuracy, objectivity, inclusivity, fairness, respect, and ethics.

RELATED POLICIES & PROGRAMS:

- JRPH Conservation Policy
- JRPH Collection Policy
- JRPH Exhibition Policy
- JRPH Interpretation Policy

RESOURCES

[Government of Canada: A Guide to Copyright](#)
[R. S. C. 1985. Copyright Act \(R. S. C., 1985 c. C-42\)](#)
[R.R.O. 1990, Reg. 877: GRANTS FOR MUSEUMS](#) under [Ontario Heritage Act, R.S.O. 1990, c. O.18](#)

APPROVED BY:

 Tim Byrne, CAO/Secretary-Treasurer

VERSION HISTORY

Adopted by the John R. Park Homestead Advisory Committee, April 8, 2013.
 Reviewed and updated by the John R. Park Homestead Advisory Committee, November 21, 2016.
 Reviewed and updated, as recommended by CMOG, November 2018.
 Reviewed and updated by the John R. Park Homestead Advisory Board, November 16, 2020.



Essex Region Conservation Authority

Board of Directors

BD50/23

From: Kevin Money, *Director of Conservation Services*

Date: Wednesday, November 22, 2023

Subject: Development of Policies Regarding E-bike Usage on ERCA Properties

Legislative Action: [Conservation Authorities Act, R.S.O. 1990, c. C.27, s 29\(1\)](#)
[R.R.O. 1990, Reg. 104: Conservation Areas - Essex Region s 11.](#)

Recommendation: THAT Report BD50/23 be received for Members' information; and further,

THAT ERCA Administration be directed to engage in public consultation in order to identify any potential conflicts with the use of e-bikes within ERCA properties and subsequently formulate appropriate policies for the ERCA Board of Directors' consideration.

Summary

- Section 11. (2) a) of Regulation [R.R.O. 1990, Reg. 104: Conservation Areas - Essex Region](#) made pursuant to the [Conservation Authorities Act, R.S.O. 1990, c. C.27](#) states that "No person shall, in the conservation area, operate a motor vehicle or ride a bicycle except on a roadway or other place designated by the Authority."
- The use of e-bikes and motor assisted bicycles has increased significantly over the past several years and policies regarding their use are variable across jurisdictions.
- ERCA needs to understand the potential conflicts that may arise from the use of e-bikes on ERCA properties and formulate appropriate policies as a result of public consultation.

Discussion

The following serves to provide clarity with respect to the definition of the various classes of peddled vehicles to which specific policies should be subsequently considered.

Bicycle

A bicycle is a vehicle with two wheels tandem, handlebars for steering, a saddle seat, and pedals by which it is propelled.



Figure 1: A simple bicycle propelled only by pedals
[Source: <https://www.mec.ca/en/product/6008-999/skyway-bicycle>]E-bike

An e-bike, also referred to as an electric bicycle or “power-assisted bicycle” (PAB), is a bicycle with an electric motor that has a handlebar for steering, working pedals, two or three wheels, an electric motor and braking systems.



Figure 2: An electric bicycle (e-bike) utilizing an electric motor not exceeding 500 watts
[Source: <https://www.rei.com/media/4a227c28-7d5d-4a88-ab5f-52b1224ffd4f.jpg?size=2000>]

E-bikes must meet certain requirements to be legally operated on roads in Ontario. This includes weight and speed limits. To operate an e-bike in Ontario, the e-bike must have:

- a maximum assisted speed of 32 km/h
- a maximum weight of 120 kg (includes the weight of the bike and battery)
- an electric motor not exceeding 500 watts
- no modifications to the motor to allow it to exceed a power output greater than 500 watts and an assisted speed greater than 32 km/h
- battery and electric motor securely fastened to the bicycle frame to prevent them from moving while the e-bike is operating
- all electrical terminals properly insulated
- minimum wheel width of 35 mm and minimum diameter of 350 mm
- two independent braking systems that applies force to each wheel and is capable of bringing the e-bike, while being operated at a speed of 30 km/h, to a full stop within 9 metres, on a level asphalt surface, from the point at which the brakes were applied

Removing the pedals makes the e-bike a motor vehicle, which requires a license, insurance and registration to operate. It is also illegal to modify an e-bike's electric motor to make it more powerful or to increase the assisted speed of the bike.

When riding an e-bike, the rider must:

- be 16 or older
- wear an approved bicycle or motorcycle helmet
- keep the e-bike in good working order
- follow the same rules of the road as other cyclists

Motor Assisted Bicycle

A "motor assisted bicycle" is a bicycle,

- that is fitted with pedals that are operable at all times to propel the bicycle;
- that weighs not more than 55 kg;
- that has no hand or foot operated clutch or gearbox driven by the motor and transferring power to the driven wheel;
- that has an attached motor driven by electricity or having a piston displacement of not more than 50 cc; and,
- that does not have sufficient power to enable the bicycle to attain a speed greater than 50 km/h on level ground within a distance of 2 km from a standing start.



Figure 3: A "motor assisted bicycle" utilizing a gasoline motor
[Source: https://gasbike.net/cdn/shop/products/gt5_pro_motorized_bike_1.jpg?v=1579577248]



Figure 4: A "motor assisted bicycle" utilizing an electric motor exceeding 500 watts
[Source: <https://www.hotbike.com/wp-content/uploads/2019/11/hybrid-electric-bike-18.jpg>]

Note the difficulty in determining the difference between the e-bike in Figure 2 (which has a 500 watt motor and a maximum speed of 32 km/h) and that in Figure 4 (which has a motor of 750 watts and a maximum speed of 48 km/h).

Legislative Framework

Under the [Highway Traffic Act R.S.O. 1990, Chapter H.8](#), a “bicycle” includes a tricycle, a unicycle and a power-assisted bicycle but does not include a motor assisted bicycle. Also under this Act, a “motor vehicle” includes an automobile, a motorcycle, a motor assisted bicycle unless otherwise indicated in this Act, and any other vehicle propelled or driven otherwise than by muscular power, but does not include a street car or other motor vehicle running only upon rails, a power-assisted bicycle, a motorized snow vehicle, a traction engine, a farm tractor, a self-propelled implement of husbandry or a road-building machine.

Activities on ERCA property are principally governed by Ontario Regulation [R.R.O. 1990, Reg. 104: Conservation Areas - Essex Region](#) made pursuant to the [Conservation Authorities Act, R.S.O. 1990, c. C.27](#). The regulation indicates that all-terrain vehicles, motor vehicles, motorized snow vehicles and off-road vehicles are only permitted to be operated on ERCA lands when and where permitted by the Conservation Authority (see [R.R.O. 1990, Reg. 104: Conservation Areas - Essex Region](#), sections 11 and 12). Within Reg. 104, “motor vehicle” means a motor vehicle as defined in the *Highway Traffic Act*, but does not include an all-terrain vehicle or an off-road vehicle.

Therefore bicycles, e-bikes, or “power-assisted bicycles” are to be regarded as bicycles, and “motor assisted bicycles” are regarded as motor vehicles, under Reg. 104 of the *Conservation Authorities Act* and the *Highway Traffic Act*.

The following are the specific regulations under Reg. 104 which deal with vehicles and traffic:

11. (1) The provisions of the *Highway Traffic Act* set out in the Schedule apply with necessary modifications to the operation of motor vehicles on highways in the conservation area. R.R.O. 1990, Reg. 104, s. 11 (1).

(2) No person shall, in the conservation area,

- a) operate a motor vehicle or ride a bicycle except on a roadway or other place designated by the Authority;
- b) operate a motor vehicle at a speed exceeding twenty kilometres per hour or the speed posted by the Authority as the permitted maximum, whichever is higher;
- c) park a motor vehicle except in accordance with subsection 8 (4), 8 (5) or 9 (2);
- d) park a motor vehicle in a position that is likely to prevent the free or convenient movement of other vehicles;
- e) leave a bicycle in a place likely to cause danger or inconvenience to other persons; or
- f) operate a commercial vehicle, as defined in the *Truck Transportation Act*, except with the permission of the superintendent. R.R.O. 1990, Reg. 104, s. 11 (2).

Policy Examples

As a general rule, e-bikes are permitted on most roads and highways where conventional bicycles are permitted, with some exceptions. E-bikes cannot be driven on:

- certain provincial controlled access highways, such as the 400 series, the Queen Elizabeth Way, the Queensway in Ottawa or the Kitchener-Waterloo Expressway;
- municipal roads, including sidewalks, where bicycles are banned under municipal bylaws; and,
- municipal roads, sidewalks, bike paths, bike trails or bike lanes where e-bikes are prohibited.

The following table summarizes some examples of e-bike policies from various jurisdictions.

Jurisdiction	Policy Summary
Catarauqui Region Conservation Authority	<p>A power assisted bicycle may be operated where bicycling is permitted on CRCA property under the following conditions:</p> <ul style="list-style-type: none"> (1) that the feet of the rider rest on the pedals of the bicycle and not on a dedicated foot rest; (2) that the assist is electrically powered; and, (3) that it can be operated as a traditional bicycle.
City of Windsor	<p>No person shall ride a bicycle, e-bike... on a park roadway or multi-use trail which is closed, or where such use is prohibited.</p> <p>Unless otherwise posted no person shall operate a bicycle, e-bike... in a park at a speed greater than 20 km/h.</p> <p>E-bikes are not allowed on a pathway shared by pedestrians and bicycles or on a pedestrian trail. (Added B/L 64-2013 May 6/13)</p> <p>Unless otherwise authorized, no person in a park shall use, drive, operate, pull, or ride:</p> <ul style="list-style-type: none"> • A bicycle except on a multi-use trail, park roadway or in a designated area • An e-bike except on a park roadway or by permit <p>No person shall operate a bicycle, e-bike... within the boundaries of a park which is an Environmentally Significant Area (ESA) unless signs are posted specifically allowing such activity.</p>

Jurisdiction	Policy Summary
Municipality of Leamington	It is recommended that the Municipality of Leamington permit the use of e-bikes on all municipal roadways and on linear off-road major rail to trail corridors where cycling is currently permitted. With the exception of trails along former rail corridors, the use of e-bikes should not be permitted on recreational multi-use pathways in other green space or in park spaces.
Town of Amherstburg	<p>No person shall drive a bicycle on a sidewalk.</p> <p>A person operating a bicycle or e-bike upon a roadway shall ride as near the right hand side of the roadway as practicable and shall exercise due care when passing a standing vehicle or one proceeding in the same direction.</p> <p>All persons operating a bicycle or e-bike upon a roadway shall ride in single file.</p> <p>No person shall park a bicycle or e-bike on a roadway except in an area designated for such parking.</p> <p>No person under the age of 16 shall operate an e-bike.</p> <p>No person shall operate an e-bike without an approved... bicycle helmet.</p>
City of Toronto	Only bicycles and e-bikes requiring pedaling which are under 40 kg are permitted to ride on multi-use trails and paths. All other bikes/scooters over 40 kg may not be used on multi-use trails, paths and parks.
City of Brantford	Does not permit the use of e-bikes while the electric motor is in operation on designated bike lanes, multi-use paths or trails. Provided the electric motor is disengaged and using the pedal system of the bike, riders would then be permitted to use these devices on these facilities. With the growth of e-bikes, this policy and by-law is currently being reviewed for reconsideration.

Options

Currently ERCA Regulations prohibit the operation of a motor vehicle or riding of a bicycle within any ERCA owned/managed property except on a roadway or other place specifically designated by the Authority. A "motor assisted bicycle" is considered a motor vehicle; an e-bike is considered a bicycle. Because of the popularity of e-bikes and motor assisted bicycles, it is necessary to consider specific policies for their use within ERCA properties. Where it is felt that the use of such devices will not adversely affect the natural environment or conflict with any other use of the property, these areas could be specifically designated to permit their use. Where it is realized that the use of such devices

may conflict with other already established uses of the property (e.g., equestrian use of portions of the Greenway), or where it is felt that there may be a negative environmental impact (e.g., disturbance to sensitive wildlife populations), then the use of such devices should be prohibited.

Recommendations

It is recommended that ERCA Administration engage in meaningful public consultation in order to identify any potential conflicts with the use of e-bikes within ERCA properties and formulate appropriate policies for the ERCA Board of Directors' consideration.

Approved By:



Tim Byrne
CAO/Secretary Treasurer

Attachments:

- [Highway Traffic Act R.S.O. 1990, Chapter H.8](#)
- [Conservation Authorities Act, R.S.O. 1990, c. C.27](#)
- [R.R.O. 1990, Reg. 104: Conservation Areas - Essex Region](#)
- [City of Windsor By-law 131-2019 - use, regulation, and protection of parks](#)
- [City of Windsor By-law 9148 – Traffic Regulation](#)
- [Municipality of Leamington Active Transportation Plan](#)
- [Town of Amherstburg By-law 2016 -118 - Traffic Regulation](#)
- [City of Toronto Electric Bicycles \(E-Bikes\) & E-Scooters](#)
- [City of Brantford Micromobility](#)



Essex Region Conservation Authority

Board of Directors

BD51/23

From: Tian Martin, P.Eng., Water Resources Engineer

Date: Monday, December 4, 2023

Subject: Windsor/Essex Region Stormwater Management Manual Update

Strategic Action: **11.1** Regional Coordination: Continue to bring regional planners/engineers together on matters of sustainability and finding innovative, regional solutions.

11.3 Regional Coordination: Continue to coordinate projects of regional interest with all municipal partners.

Recommendation: THAT Report BD51/23 be received for Member's information

Summary

- The Windsor/Essex Region Stormwater Management Manual was developed to provide a consistent Stormwater Management guidance for the Windsor and Essex Region. A Technical Committee with local consulting engineers experience in stormwater management design was established. In accordance with BD43/18, in 2018, the Board of Directors adopted the Windsor/Essex Region Stormwater Management Manual as Board-approved policy for use as the regional guidance for stormwater management design. The manual was always anticipated to be reviewed after a maximum of 5 years.
- Landmark Engineers Inc. currently has two of the original Technical Committee members on staff, including the primary author originally from Stantec. Landmark Engineers Inc., in consultation with ERCA, has developed a Scope of Work and estimated proposed fee to update the Windsor/Essex Region Stormwater Management Manual. This document was circulated to all municipal partners prior to commencing the project to achieve a consensus on the necessary revisions.
- In accordance with BD14/23, ERCA Administration retained Landmark Engineers Inc. to complete this initiative, with the work currently substantially complete.

Discussion

On August 20, 2014, ERCA hosted a meeting with local municipal engineering staff to discuss the need for a consistent stormwater management guideline for the Essex Region. All in attendance were in agreement that this guideline was needed and that ERCA was well suited to coordinate and provide project management for this type of regional project. ERCA Administration retained Stantec Consulting

Ltd. as the Principle Consultant to develop this manual. Administration also established a Technical Committee with local consulting engineers experienced in stormwater management design.

In December of 2018 (BD43/18), the completed Windsor/Essex Region Stormwater Management Manual was adopted by the Board of Directors into the ERCA Place for Life Policies. This board report also indicated the need to review the contents of the manual and update as required, up to a maximum time period of 5 years between reviews.

During a regional engineers and planners meeting held in February 2023, a question was raised regarding ERCA facilitating an update and revisions to the Windsor/Essex Region Stormwater Management Manual. Through discussions with Landmark Engineers Inc., a preliminary list of items to be addressed through this update was compiled and Landmark Engineers Inc. provided an estimated fee for service for the update to the manual based on this list. ERCA circulated this document to the County of Essex, City of Windsor, Town of LaSalle, Town of Amherstburg, Town of Tecumseh, Town of Essex, Town of Kingsville, Municipality of Lakeshore and Municipality of Leamington. All municipal stakeholders listed above provided confirmation that they are in agreement with the proposed Scope of Work and proposed estimated fee.

At the direction of the Board, in April 2023 (BD14/23), ERCA Administration retained Landmark Engineers Inc. to update this manual. The items listed in the Scope of Work have been completed and the draft manual update has been circulated to all municipal partners. ERCA Administration will continue working with the municipalities and consultant to finalize the Windsor Essex Region Stormwater Management Manual Update. This report can be made available to the Board Members through a request as the document is still in draft. The updated manual includes a revision record with all of the changes noted and supporting rationale of those changes included in an appendix. Key elements of this revision include further clarification on the intent of the manual, which is to provide consistent guidance to practitioners, while encouraging purposeful deviations with supporting rationale to avoid tailored approaches to design. Additional guidance is provided to projects of varying size and complexity (i.e. lot level design to large scale residential, and small infill sites). The Revision Summary Table is included as an attachment to this report, which provides a complete and accurate record of all of the amendments.

Approved By:



Tim Byrne
CAO/Secretary Treasurer

Attachments:

Amendment No. 1 – Revision Summary Table

Amendment No.1 – Revision Summary Table

Section No.	Comments
Document	Revised document name to Windsor-Essex Region Stormwater Manual
Preface	Added text to clarify that this manual may not address all stormwater requirements. Replaced "standards" with "design criteria" and "manual".
1.2	Removed "standards" from heading. Replaced "standards" with "design criteria".
1.3	Added text to clarify the objective of the manual.
1.5.1	Revised Eq. 1.5.1.
1.5.2	Added text to clarify levels of consequence.
3.0	Added text to promote simple methods to meet the design objective. Replaced "standards" with "design criteria".
3.2.1.1	Added text regarding updated IDF data.
3.2.2.4	Added text to clarify sewer design method and intent.
3.2.2.5	Added text to clarify intent of HGL requirements.
3.2.2.7	Added text to include exceptions for reduction in C value. Revised C Values table
3.2.3.5	Added text to advise that specific roadway standards/requirements may apply.
3.3.1.3	Added text to clarify definition of downstream receiver(s).
3.3.1.4	Added text to clarify intent and acceptable methods of hydrologic analysis.
3.3.2	Added text to provide guidance on backwater conditions and clarify storage requirements.
3.3.2.1	Revised text to suit design intent. Added guidance for using enhanced storage as stress test.
3.3.2.2	Revised text to suit design intent. Added text regarding backwater conditions. Added guidance regarding proper use of the Modified Rational Method. Added guidance for estimating stress test additional volume using MRM.
3.3.2.7	Replaced "standard" with "manual".
3.3.5.3	Added tables to summarize AMMM levels at various return periods.
3.3.5.6	Added guidance regarding sewer outfall clearance depth.
3.3.5.7	Added guidance regarding ice thickness for submerged inlets/outlets.
3.3.5.8	Added guidance regarding uncontrolled areas.
3.3.5.10	Added guidance regarding interim SWMP where improvements to the receiver are planned.
3.6	Replaced "standards" with "design criteria".
3.6.1.5	Added clarification of design intent.
3.7.1.2	Added guidance in estimating flows for large agricultural watersheds.
3.7.2.2	Added clarification regarding SCS hydrograph method peaking factor.
3.7.3.1	Added clarification regarding the use of Eq. 3.7.3.1.
3.7.5	Added wet pond to Impervious % table.
3.7.6	Added guidance regarding deviations to typical depression storage depths.
3.7.7.3	Added dry AMC infiltration rate values. Added text to clarify design intent.
3.7.7.4	Added text to clarify recommended use of CN method and CN values.
3.7.7.5	Added dry AMC infiltration rate values. Added text to clarify design intent.

3.7.8.3	Added note regarding change to UST timeseries. Added text to clarify intent and application of the stress test.
3.7.9.6	Added guidance regarding dual drainage modelling.
3.9.1	Added additional information related to the August 2017 extreme event
3.9.2	Replaced "standard" with "manual".
3.10.1	Added text to clarify definition of infill development from stormwater perspective.
3.10.1.3	Added note to reference section 3.10.1.5.
3.10.1.5	Added guidance regarding flexibility in level of SWM quantity control.
3.10.2.1	Added text to clarify intent provide guidance on assessment approach. Replaced "standards" with "design criteria".
3.11	Revised submission requirements.
Appendix B	Revised SCS Type II & Urban Stress Test (UST) storm distribution tables
Appendix C	Added CN value tables
Appendix D	Added Amendment No.1 Summary and Supplemental Information



Essex Region Conservation Authority

Board of Directors

BD52/23

From: James Bryant, P.Eng., Director of Watershed Management Services

Date: Thursday, December 14, 2023

Subject: Essex Region Shoreline Hazard Mapping Project Update

Legislative Action: [Conservation Authorities Act, R.S.O. 1990, c. C.27](#)

Recommendation: THAT Report BD52/23 be received for member's information.

Summary

- The County of Essex and ERCA have partnered to complete an update to the 47-year-old coastal flood hazard maps, which are required for ongoing regulation of development and hazard planning/protection through the Conservation Authorities Act, Planning Act, and Provincial Policy Statement.
- ERCA was successful in securing \$240,000 of grant funding through FHIMP, on behalf of the County of Essex, to support the coastal flood hazard mapping update, covering 50% of the total project value.
- The project is nearing completion as draft hazard maps were shared with the public the week of December 4th, 2023. Project completion is on track March 2024.

Discussion

On April 13th, the Board of Directors received Board Report BD16.23 (Attachment 1) that outlined the need for updating the region's shoreline hazard mapping. Federal funding in the amount of \$240,000 was secured through the Flood Hazard Identification & Mapping Program to complete the project. Upon completion, the new mapping will be incorporated into the upper and lower tier municipal Official Plans identifying the Floodprone Areas in accordance with the Provincial Policy Statement. Additionally, the updated information will replace the original shoreline hazard mapping completed in 1976, which is relied upon to regulate development through Section 28 of the Conservation Authorities Act.

Upon receiving the funding and through ERCA's partnership with the County of Essex, a contract was awarded to Zuzek Inc. to complete the work through 2023, with final deliverables expected by March 1, 2024. A summary of the primary tasks of the project is included below.

Task 1: Background Review and Data Collection

- Review historical data and documents
- Complete bathymetric surveys
- Drone image survey
- Develop topographic surface based on LiDAR point grid
- Create an inventory of shoreline structures

Task 2: Technical Analysis

- Complete statistical analysis of lake levels at various gauges
- Complete climate change analysis on future lake levels
- Complete a hydrodynamic model of Lake Erie, Detroit River and Lake St. Clair
- Evaluate storm surge gradients
- Complete a shallow water wave model

Task 3: Prepare Draft Hazard Maps and Report

Task 4: Finalize Flood and Erosion Hazard Maps and associated reports

Task 5: Communicate and Share Knowledge with Stakeholders and Municipal Governments

- Conduct 4 Public Information Centres (PICs) for public review and knowledge sharing
- Update ERCA's online mapping to support furthering public knowledge and understanding of flood and erosion hazard risks, and to support Section 28 regulatory functions.
- Update the County of Essex Official Plan Schedules identifying the floodprone areas within the region.

As of December 2023, Tasks 1 and 2 are complete with Task 3 in progress. Draft hazard maps are complete and were shared at the PICs across the region the week of December 4th. The Hazard Mapping Report will be drafted following a detailed review of the maps by the Project Team to ensure accuracy and consistency with all relevant technical standards. Note that Task 5 originally included 4 PICs; however, a request was made through Essex County Council on November 15th to add a 5th PIC located in Harrow. The Project Team has accommodated this within the existing budget using some contingency funds. The PICs dates and locations were as follows:

- December 4th, 2023, 4 - 7 PM, Atlas Tube Recreation Centre, 447 Renaud Line Road, Lakeshore
- December 5th, 2023, 10 AM - 1 PM, Harrow Arena, 243 McAffey Street, Harrow
- December 5th, 2023, 4 - 7 PM, Leamington Town Hall, 111 Erie Street North, Leamington
- December 6th, 2023, 4 - 7 PM, Essex Arena, 60 Fairview Avenue West, Essex
- December 7th, 2023, 4 - 7 PM, Event Centre at LaSalle Landing, 970 Front Road, LaSalle

The PIC information boards have been uploaded to a [project website](#), along with prerecorded presentations explaining various materials. This information can be accessed via this project link: <https://www.countyofessex.ca/en/doing-business/shoreline-natural-hazard-mapping-update.aspx>

The project will be complete by March 2024 with final mapping available through ERCA's online mapping portal for ease of access to the public. As identified herein and in previous reports, the mapping will be used by Watershed Management Services to assess development proposals within the Conservation Authority's mandate. It will also further ERCA's understanding of hazards as it relates to long-range planning and Source Water Protection. Beyond ERCA and the municipal Official Plans, the mapping will also assist municipalities with meeting obligations for emergency management preparation as the information supports updates to the Hazard Identification and Risk Assessments (HIRA), which are completed annually.

Approved By:



Tim Byrne
CAO/Secretary Treasurer

Attachments:

- BD16.23 Essex Region Coastal Flood Hazard Mapping & Data Sharing Project



Essex Region Conservation Authority

Board of Directors

BD16/23

From: James Bryant, P.Eng., Director of Watershed Management Services

Date: Tuesday, March 28, 2023

Subject: Essex Region Coastal Flood Hazard Mapping & Data Sharing Project

Strategic Action: 2.1 Undertake modelling assessments to update ERCA's floodline mapping.

11.3 Regional Coordination: Continue to coordinate projects of regional interest with all municipal partners.

Recommendation: THAT Report BD16/23 be received for member's information.

Summary

- The Federal Government budgeted \$63.8M to support flood mapping activities across the country through the Flood Hazard Identification and Mapping Program (FHIMP), with \$7.1M allocated to the Province of Ontario.
- The County of Essex and ERCA have partnered to complete an update to the 47-year-old coastal flood hazard maps, which are required for ongoing regulation of development and hazard planning/protection through the Conservation Authorities Act, Planning Act, and Provincial Policy Statement.
- ERCA was successful in securing \$240,000 of grant funding through FHIMP, on behalf of the County of Essex, to support the coastal flood hazard mapping update, covering 50% of the total project value. Project completion is anticipated for March 2024.

Discussion

ERCA's original coastal flood mapping was completed approximately 47 years ago (1976) through the National Flood Damage Reduction Program (FDRP), and helped identify local floodplains, damage centres, and limits of regulation specific to the Conservation Authorities Act (CA Act). These maps, completed through federal and provincial partnerships, are still used today by administration to support hazard planning and regulatory functions. While the province has enacted changes to the CA Act through various pieces of legislation and omnibus bills over the past several years, the current CA Act and supporting Mandatory Services Regulation (O. Reg. 686/21) still requires conservation authorities to manage hazards proactively through the Planning Act, Provincial Policy Statement (PPS), and end-of-line development activities through Section 28 regulation of hazard lands (i.e., O. Reg. 158/06: *Regulation of Development, Interference with Wetlands, and Alterations to Shorelines and Watercourse*).

As stated above, the original coastal hazard maps are still used today by ERCA, local planning authorities, and emergency first responders. These maps require updating to reflect the current landscapes, local shoreline conditions, and updated statistical information related to both water levels and wind patterns, using modernized assessment strategies and technology.

Similar to the original mapping initiatives, the Federal Government has invested \$63.8M into a funding program to support various flood mapping initiatives and related activities; the Federal Flood Hazard Identification and Mapping Program (FHIMP). This program is administered federally through Natural Resources Canada (NRCAN), and further through the Ministry of Natural Resources and Forestry (MNRF) in Ontario. FHIMP has allocated \$7.1M to Ontario, which is available to municipalities, conservation authorities, and indigenous communities to support flood hazard mapping projects within three (3) categories:

- 1) Data Acquisition;
- 2) Flood Hazard Modelling; and
- 3) Dissemination of Flood Hazard Information [to the public].

The above categories are not mutually exclusive. Rather, proposed projects may incorporate some or all of these eligible categories. Any successful project can be funded up to 50% of the total project cost.

The funding was released in the fall of 2022 with aggressive timelines for eligible projects to be submitted for consideration. Shortly after the funding announcement, and on September 7, 2022, ERCA Administration attended Essex County Council to request support for a grant application to complete updated coastal flood hazard mapping. Following this meeting, the County Warden issued a Letter of Support and confirmed available funds in the amount of \$200,000, previously placed into a Flood Mapping Reserve that were intended to support regional flood mapping initiatives. With the County's support, ERCA prepared and submitted a request for funding and bolstered the County dollars with an additional \$40,000 of in-kind project management services/contributions. As the services are "in-kind", it allowed for a potential project valued at \$480,000 and a request for 50% matching funds.

Since that time, the County and ERCA have been informed that the application was successful, with \$240,000 approved for funding through FHIMP. ERCA has prepared a detailed scope of work and has worked closely with the County's Manager of Planning Services, Rebecca Belanger, to secure qualified professionals to complete the project. Through an Advanced Contract Award Notification process administered by the County's Procurement department, the services of Zuzek Inc. have been retained as of April 5th, 2023. This consulting firm is responsible for numerous shoreline management plans, flood risk assessments, and coastal sustainable management strategies within the Essex Region as well as other regions across Ontario. Local studies that were completed within recent years such as the Lakeshore Shoreline Management Plan, the Tecumseh Shoreline Management Plan, the Leamington Graduated Flood Risk Assessment Study, and the Leamington Sustainable Management Strategy, all completed by Zuzek Inc., will be leveraged to provide cost-effective integration into a comprehensive and consistent regional document. In general, the scope of work includes the items listed below.

1. Communication and Knowledge Sharing:

Includes meetings with stakeholders and municipal governments, dissemination of draft flood maps through public information centres, managed website with interactive mapping and other communication tools (i.e., social media, videos, etc.). Final map layers will be available to the public through online mapping resources.

2. Data Collection:

Includes a review of historic shoreline mapping reports (1976), local shoreline management plans, and any relevant documents, shoreline reconnaissance via boat to collect shallow water bathymetry, drone surveys, and other necessary geospatial data collection.

3. Technical Analysis:

Includes updated statistical analysis using available water level gauges in Lake St. Clair, Lake Erie, and the Detroit River, evaluation of projected impacts associated with climate change related to future ice cover, wave climate and lake levels, setup and calibration of detailed surge and wave models for the study area with determination of wave runup within defined shoreline reaches.

4. Prepare Draft Flood Hazard Maps and Reports:

Includes approximately 130-150 scaled maps in a standardized template, mapping reaches defined with bathymetric transects and wave uprush values, and flood hazard limits mapped as per the necessary provincial and federal technical guidelines.

5. Finalize Flood Hazard Maps and Reports:

Includes finalizing hazard maps in a digital format, transfer of all relevant information and data collection, uploading mapping shapefiles to public mapping, and integration with Lower and Upper Tier Official Plans.

As required by the FHIMP program, the timelines for project completion are aggressive. Work has already begun, with project completion required by end the of March 2024. Final deliverables will be presented to the ERCA Board of Directors in March or April 2024, with other updates as required throughout the duration of the project.

Approved By:



Tim Byrne
CAO/Secretary Treasurer



Essex Region Conservation Authority

Board of Directors

BD53/23

From: Kevin Money, Director of Conservation Services

Date: Wednesday, November 29, 2023

Subject: Update on ERCA Bridge Remediation Plan

Legislative Action: [Conservation Authorities Act, R.S.O. 1990, c. C.27, s 22.1\(1\)](#)

Recommendation: THAT Report BD53/23 be received for member information.

Summary

- On June 22, 2023, the Board was provided with a report (BD 26/23) that outlined the integrity of major bridge crossings along the Chrysler Canada and Cypher Systems Greenways.
- Works to replace and repair bridges identified in BD26/23 are underway and costs to date have been less than anticipated as estimated in the original engineering report.

Discussion

Administration has been actively completing maintenance of bridges along the Chrysler Canada and Cypher Systems Greenway systems. As outlined in BD26/23, Administration in moving forward with the replacement of bridges on the 14th Concession West Drain (Chrysler Canada Greenway) and the Walker Drain on the 12th Conc. Rd (Chrysler Canada Greenway). Both structures are to be replaced under the Drainage Act and staff are working closely with the Town of Essex Drainage Superintendent to undertake these repairs/replacements.

Initially for the 14th Concession West Drain (north side of 14th Conc Rd., Essex) crossing, a prefabricated metal bridge was proposed as a replacement structure with an estimated cost of \$230,000. On review, the Town of Essex Drainage Engineer suggested a concrete bridge with a railing instead, which had an estimated cost of \$100,000, including consulting fees. Administration, upon review, agreed with the Engineer's suggested substitution for this structure.

For the Walker Drain crossing on the north side of 12th Conc. Rd, Essex on the Chrysler Canada Greenway, Administration included a reduced amount within the 2024 budget for this bridge replacement based on discussions with the Town of Essex Municipal Drainage Engineer. The original replacement cost outlined in the Keystone report was approximately \$330,000 and the revised estimate in the 2024 budget is anticipated to be \$140,000. Significant structural changes as identified by the current municipally appointed engineer will result in cost savings without compromising public safety or any exposure to risk.

The initial assessment of the Long Marsh Drain Bridge crossing (west of 5th Conc North, Amherstburg) completed by Keystone, suggested significant structural work and was based on preliminary engineering assessments completed at that time. A subsequent analysis, completed by a local structural engineering firm familiar with railway bridge construction, was undertaken for the Long Marsh Drain Bridge crossing. The subsequent engineering report with revised estimates is attached, which outlines the construction methodology and estimated costs (\$112,000) to repair this bridge. The local engineering firm has confirmed that there is no immediate public danger associated with this bridge and implementation of the recommended repairs being scheduled for 2025 is acceptable.

Next steps for ERCA's bridge remediation plan involve a more detailed analysis of the 11th Conc North Rear Rd Drain bridge repair in Essex along the Chrysler Canada Greenway in consultation with the Municipal Drainage Superintendent and consulting engineers to develop a plan for undertaking the identified repairs.

Approved By:



Tim Byrne
CAO/Secretary Treasurer

Attachments:

- Landmark Engineering Inc., Supplemental Assessment of Cypher Greenway Long March Drain Bridge and Proposed Repairs, December 1, 2023



December 1, 2023

File No. 23-031

Essex Region Conservation Authority
360 Fairview Avenue West
Essex, ON
N8M 1Y6

Attention: Mr. Keven Money
Director of Conservation Services

**Re: Supplemental Assessment of Cypher Greenway
Long Marsh Drain Bridge and Proposed Repairs**

Dear Mr. Money:

We have completed our assessment of the above-noted bridge and are pleased to provide our report thereon.

A. Background

In 2022, Keystone Bridge Management Corp. (hereafter KBM) completed an assessment of the 14 bridges comprise part of the Chrysler Canada and Cypher Systems Greenways. KBM identified a critical deficiency with the the bridge over the Long Marsh Drain that is located immediately west of the 5th Concession in Amherstburg. In summary, they identified that the bearing sills of the west pier bent were critically decayed and in urgent need of replacement. A copy of the relevant pages of KBM's 2022 report are appended hereto.

In August of this year, we attended the site with you and a representative of Facca Inc., to examine the structure and confirm the warrants for, and urgency of, the recommended works. We also discussed some alternative methodologies for undertaking the recommended repairs.

We returned to the site on October 19th to undertake a more detailed examination of the timber bearing sills. The examinations included drilling into the sills to assess the extent and severity of the decay. The balance of this report documents the findings of our assessment and recommends a scope of repairs.

2280 Ambassador Drive
Windsor, Ontario
Canada
N9C 4E4

Phone:
(519) 972-8052
Fax:
(519) 972-8644

www.landmarkengineers.ca



Professional Engineers
Ontario

B. Summary of Findings and Conclusions

The following summarizes the findings and conclusions of our investigations:

1. Using a ½ inch auger bit, we drilled several holes into the sides of the subject bearing sills. As noted in the KBM inspection report, our inspections revealed an extensive amount of core decay in both of the west bearing sills that support the west end of the main girders. After inspection, the holes were plugged with ½ inch wood dowels to mitigate the potential for further deterioration. Comparatively, the degree of decay on the bent cap that supports the outer span of the bridge is very minor.
2. Based on the findings of our inspections, we concur that the subject bearing sills be replaced in the near future. We wish to point out that there is no risk of the bridge collapsing as a result of the decay. Rather, the mode of failure would be gradual and progressive settlement of the west end of the girders due to crushing of the bearing sills.

C. Proposed Repair Strategy

During our August site visit, we discussed the challenges associated with replacing the bearing sills in a manner that matches the original design and installation form. Such a repair would entail mobilization of large equipment, installation of a temporary support for the west end of the main girders, removal and replacement of the two bearing sills, and removal of the temporary girder supports. Such a repair would be impractical and extremely expensive.

In lieu of such an approach, we have identified a strategy for replacing the decayed members with an alternative design, that can be completed segmentally with manual construction methods. The principal goal of the strategy is to avoid the need to mobilize heavy construction equipment to the site.

The proposed approach generally entails the following;

- Installation of supplemental timber bearing sills to temporarily support the girders;
- Segmentally and successively remove portions of the existing decayed bearing sills, under one girder at a time, and segmentally replace the westerly bearing sill;
- Once all of the westerly bearing sills have been replaced, remove the temporary girder supports and build-up the bearing sill with full length 75mm x 300mm members; and,
- Through-bolt the new bearing sill members at four locations to the remaining existing bearing sill (that supports the outer span of the bridge).

The general construction sequence is depicted in Figure 1 attached hereto.

Once the installation is complete, we recommend that the top of the reconstructed pile bents be metal flashed and calked to protect the installation from frequent wetting from rain and snow melt. This measure will ensure that the service life of the repair matches or exceeds the remaining service life of the bridge.

D. Construction Cost Estimate

We have reviewed the above noted repair strategy with Facca Inc. to confirm its constructability and to evaluate estimated construction effort and associated costs. We can confirm that the strategy is constructable in Facca's opinion.

For budgeting purposes, we have assembled an itemized cost estimate for the labour and materials needed to complete the repair and attach it hereto for your review. In summary, we estimate that the repair can be completed over a course of three weeks for a cost in the range of **\$75,000** to **\$100,000** (excluding HST). We would recommend an additional sum of **\$12,000** be allowed for final design, inspection and contract administration services. The scope of engineering services will depend on the manner in which the contractor is procured; a greater effort will be required to prepare tender packages and contract documents if the work is tendered.

E. Closing Remarks

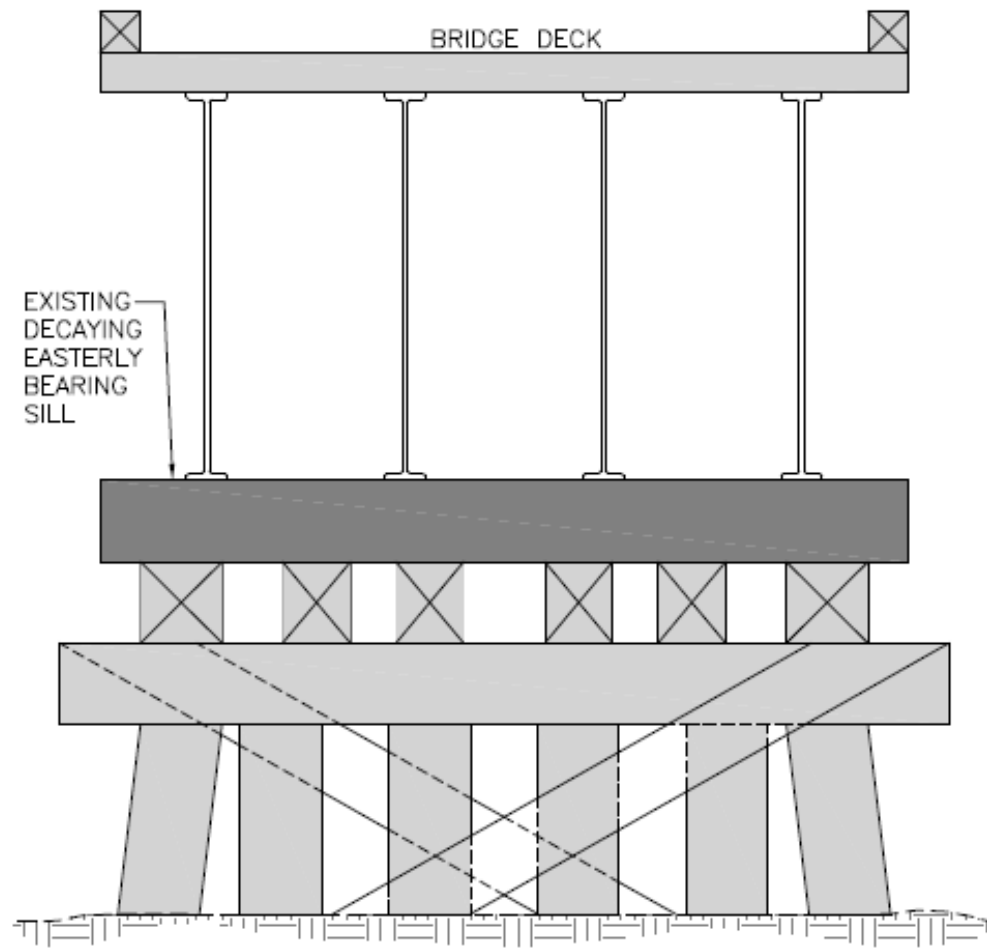
We trust that this report will serve your present purposes. Please do not hesitate to call if you have any questions or concerns.

Yours truly,

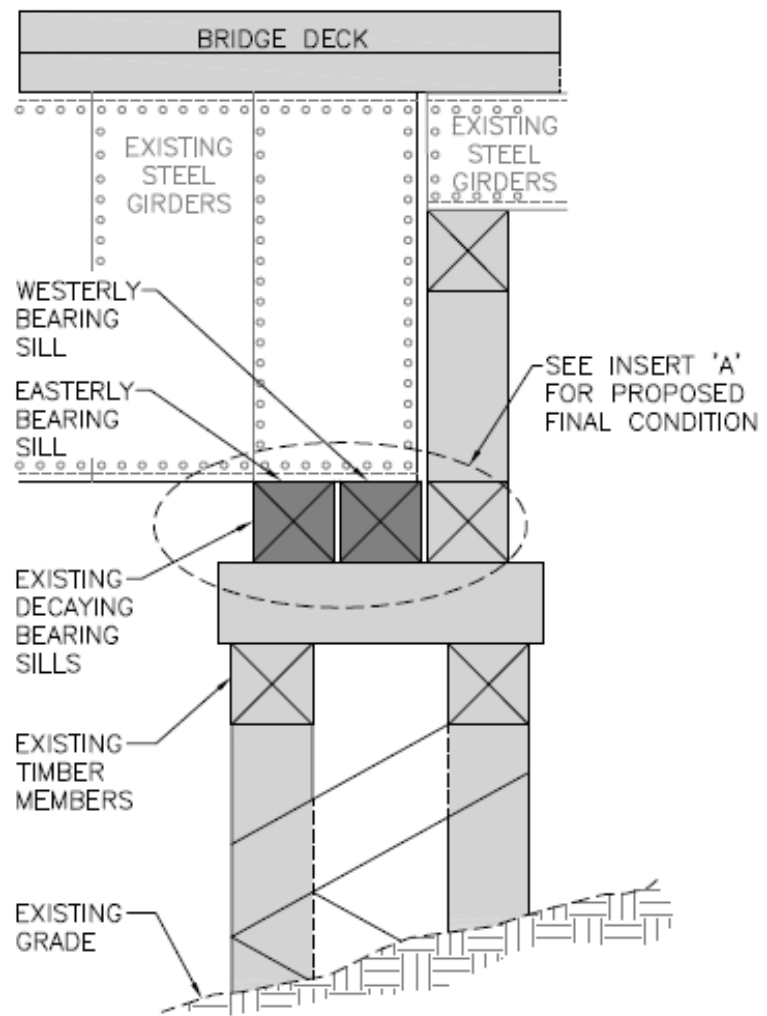
Landmark Engineers Inc.



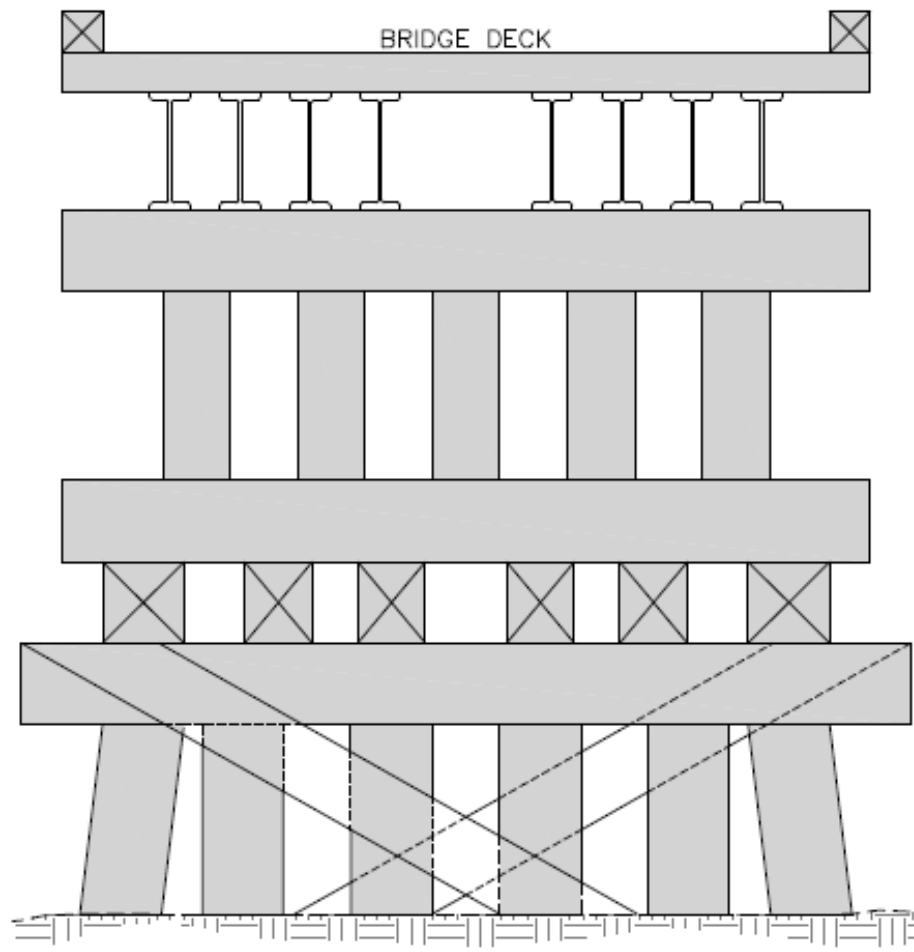
Daniel M. Krutsch, P.Eng.



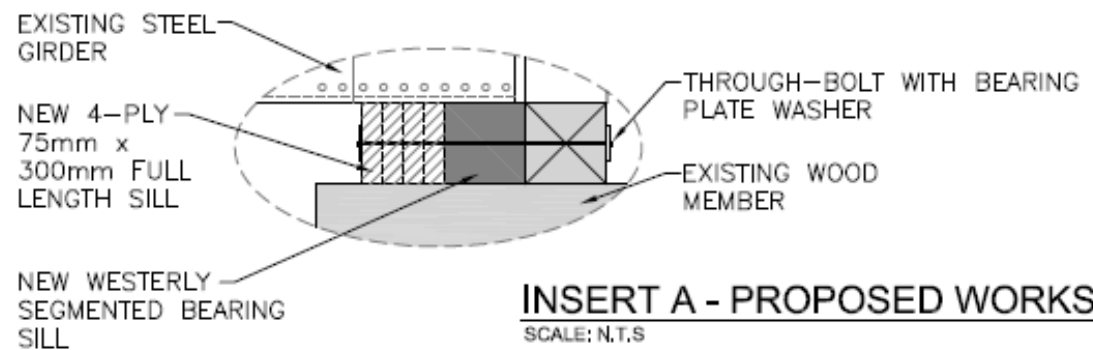
EAST ELEVATION - EXISTING
SCALE: N.T.S



SECTION - EXISTING
SCALE: N.T.S



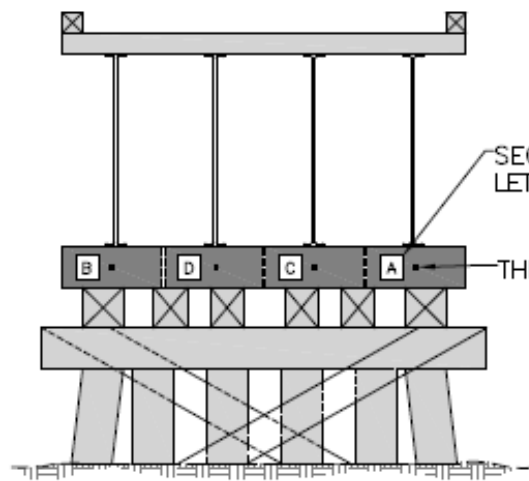
WEST ELEVATION - EXISTING
SCALE: N.T.S



INSERT A - PROPOSED WORKS
SCALE: N.T.S



Title BRIDGE REPAIR - EXISTING AND PROPOSED CONDITIONS	Date DECEMBER 2023	FIGURE 1
	Scale AS SHOWN	
Project LONG MARSH DRAIN BRIDGE REPAIR	Project No. 23-031	

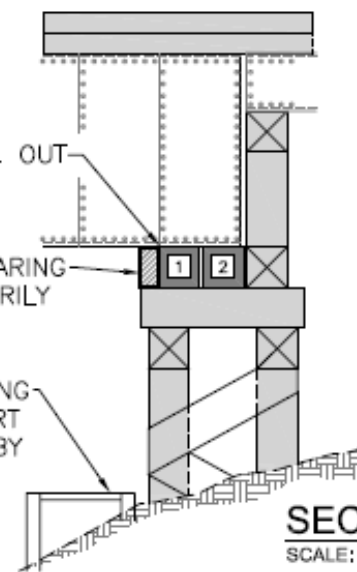


EAST ELEVATION - PROPOSED
SCALE: N.T.S

BEARING SILL CALL OUT NUMBER

SUPPLEMENTAL BEARING SILLS TO TEMPORARILY SUPPORT GIRDERS

TEMPORARY WORKING PLATFORM, SUPPORT TO BE DESIGNED BY CONTRACTOR

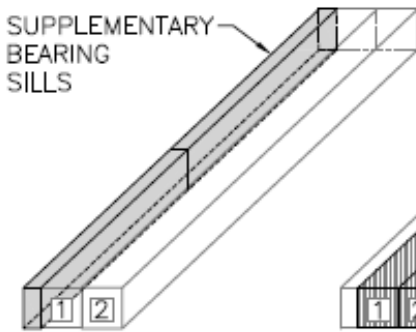


SECTION - PROPOSED
SCALE: N.T.S

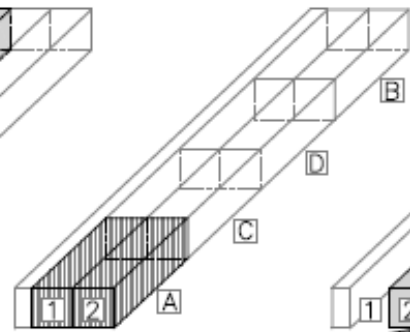
SEQUENCING NOTES:

1. INSTALL TEMPORARY WORKING PLATFORM, SUPPORT TO BE DESIGNED BY CONTRACTOR.
2. SHIM AND INSTALL SUPPLEMENTARY BEARING SILLS TO TEMPORARILY SUPPORT GIRDERS.
3. REMOVE SEGMENTS A1 AND A2
4. SHIM AND INSTALL NEW BEARING SILL INTO POSITION A2
5. REMOVE SEGMENTS B1 AND B2
6. SHIM AND INSTALL NEW BEARING SILL INTO POSITION B2
7. REMOVE PORTION OF THE EXISTING BEARING SILL LOCATED IN SEGMENTS C1 AND C2
8. SHIM AND INSTALL NEW BEARING SILL INTO POSITION C2
9. REMOVE PORTION OF THE EXISTING BEARING SILL LOCATED IN SEGMENTS D1 AND D2
10. SHIM AND INSTALL NEW BEARING SILL INTO POSITION D2
11. REMOVE THE TEMPORARY GIRDER SUPPORTS
12. BUILD UP THE BEARING SILL WITH NEW 4-PLY 75mm x 300mm FULL LENGTH BEARING SILL
13. THROUGH-BOLT THE NEW BEARING SILL MEMBERS AT FOUR LOCATIONS (CENTRE OF EACH SEGMENT) TO THE REMAINING EXISTING BEARING SILL (THAT SUPPORTS THE OUTER SPAN OF THE BRIDGE)

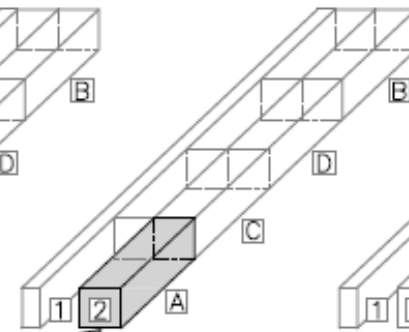
SUPPLEMENTARY BEARING SILLS



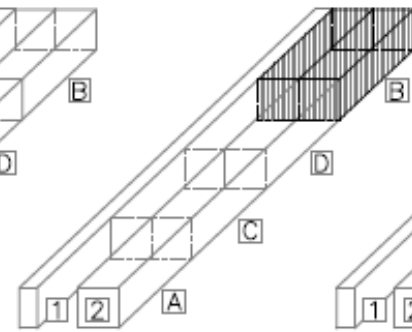
SEQUENCE 2



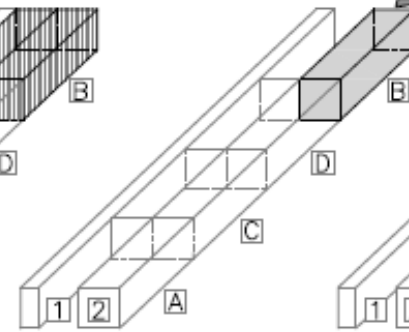
SEQUENCE 3



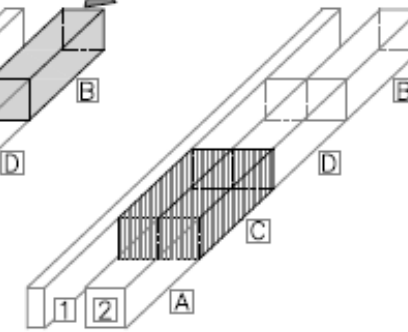
SEQUENCE 4



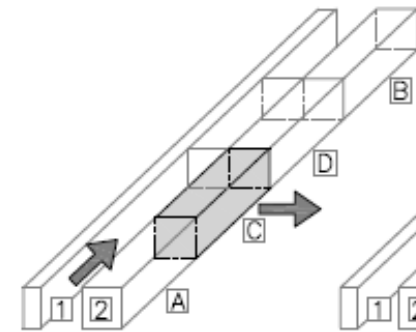
SEQUENCE 5



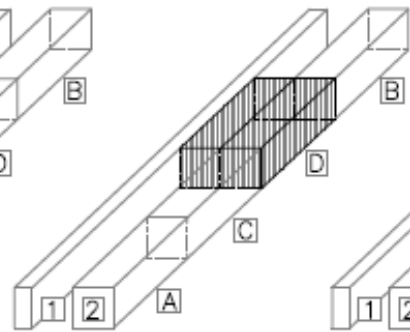
SEQUENCE 6



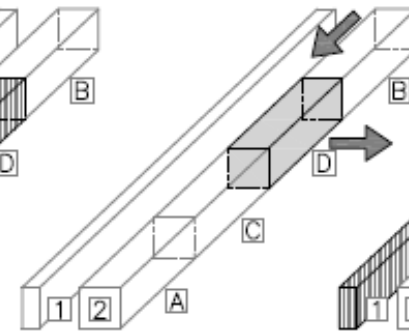
SEQUENCE 7



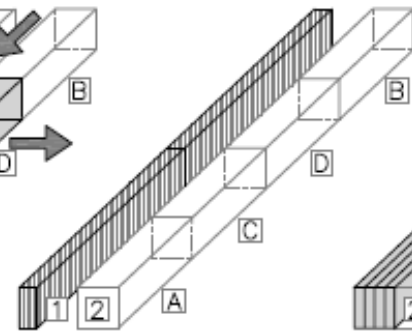
SEQUENCE 8



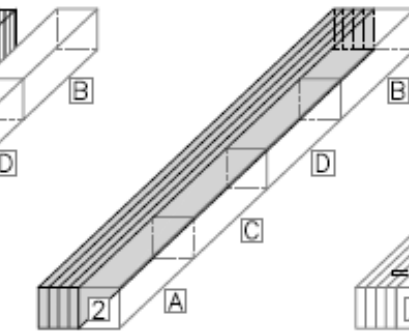
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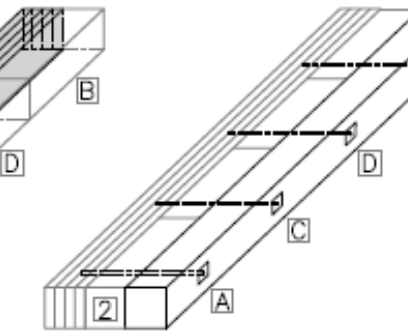
SEQUENCE 10



SEQUENCE 11



SEQUENCE 12



SEQUENCE 13

EXISTING BEARING SILL SUPPORTING OUTER SPAN OF BRIDGE

INSTALLATION SCHEMATICS FOR SEGMENTED REPLACEMENT OF BEARING SILL

SCALE: N.T.S



Title	INSTALLATION SCHEMATICS		Date	DECEMBER 2023	
	Project	LONG MARSH DRAIN BRIDGE REPAIR		Scale	AS SHOWN
				Project No.	23-031

FIGURE
2

**LONG MARSH DRAIN BRIDGE REPAIR
PRELIMINARY COST ESTIMATE**

SCHEDULE OF ITEMS AND PRICES

ITEM DESCRIPTION NO.	UNITS	PRICE
<u>PROPOSED WORKS</u>		
1 Site preparation including removal of brush to clear working area and erection of working platform	Lump Sum	<u>\$5,000.00</u>
2 Supply and install signage to control public access	Lump Sum	<u>\$3,000.00</u>
3 Supply and install temporary/supplementary bearing sill	Lump Sum	<u>\$5,000.00</u>
4 Segmentally remove existing bearing sills and install new segmented bearing sills	Lump Sum	<u>\$30,000.00</u>
5 Remove temporary bearing sill and supply and install new 4-ply bearing sill	Lump Sum	<u>\$15,000.00</u>
6 Supply and install through-bolts complete with washers, plates, and nuts	Lump Sum	<u>\$5,000.00</u>
7 Site cleaning including the removal of the working platform and the pedestrian signage	Lump Sum	<u>\$5,000.00</u>
<u>CONTRACT COSTS</u>		
8 Bonds and insurance	Lump Sum	<u>\$1,000.00</u>
9 Mobilization and Demobilization	Lump Sum	<u>\$3,000.00</u>
10 Contingency Allowance	Allowance	<u>\$5,000.00</u>
	<u>TOTALS</u>	<u>\$77,000</u>

Bridge Inspection Report

Long Marsh Drain

Road Name: *Cypher Systems Group Greenwa*
Site ID: *13*
Structure Type: *Slab on Steel Girder*
Owner: *Essex Conservation*
Built: *1960*
Length: *25.3 m*
Width: *3.66 m*
Spans: *1*
Spans Arrange: *5.5 - 14.3 - 5.5*
Feature Under: *Water*
Crossing: *Long Marsh Drain*
Location: *West of 5th Conc North, AMHERSTBURG*

Inspection Date: *November-29-22*
Inspector: *Harold Kleywegt, P.Eng.*
Assistant: *Nicole Balles, Eng Student*

Comments:
Main bearing timber sills of west pier bent are critically decayed and in URGENT need of replacement. Bridge may soon settle unexpectedly from timber crushing.

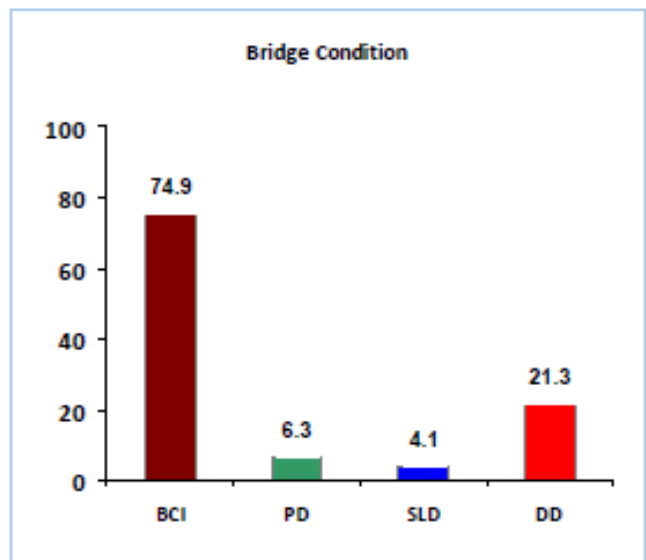
Recommended Investigations:
Enhanced Inspection

Recommended Capital Works:
Emergent Repair

Estimated Replacement Value: *\$1,140,000*
Estimated replacement value is based on replacement in kind
Estimated Remaining Service Life: *27 Years*
Rehabilitation Year and Estimated Cost: 2023 \$60,000



AADT: *N/A* **Latitude:** *42.12728916*
Lanes: *0* **Longitude:** *-83.03826462*
Skew: *0 °* **Orientation:** *E-W*
Speed: *0 km/hr* **Road Width:** *4 m*
Trucks **Load Posting:** *No Posting*



BCI = Bridge Condition Index MTO Calculation

PD = Parabolic Depreciation
% retained value

SLD = Straight Line Depreciation
% retained value

DD = Defects and Damage
% loss of retained value




Component Inspection Information

Timber Bent Cap (8) Pier Caps Length: 5 m Width: 0.3 m Height: 0.3 m	Defects 0.0% Damage 20.0% Critical Decay Maintenance Local repair Capital Rec. Repair in 1 year <i>Pier caps consist of a timber grillage with transverse caps and sills and longitudinal joiners. There is very significant and concerning decay in two of the sill members of the west pier. At the east pier one of the joiner members has severe decay through the core.</i>	Perf Def: Settlement
Timber-Sawn (85) Deck Ties Length: 3.67 m Width: 0.2 m Height: 0.2 m	Defects 0.0% Damage 0.0% Maintenance None Capital Rec. None <i>Appear to be in acceptable condition. Further investigation recommended.</i>	Partial Inspection
Timber Wear Surface (1) Wear Surface Length: 25.3 m Width: 3.05 m Height:	Defects 15.0% Moderate UV Weathering, Moderate Checking Damage 3.0% Moderate Decay Maintenance Sweep surface Capital Rec. Replace in 8 years <i>Starting to decay. Some planks already replaced.</i>	
Timber Curb (2) Curbs Length: 25.3 m Width: 0.2 m Height: 0.2 m	Defects 0.0% Damage 0.0% Maintenance None Capital Rec. None <i>No concerns noted.</i>	Partial Inspection
Ped Steel Post & Panel (2) Railings Length: 25.3 m Width: Height: 1.09 m	Defects 0.0% Damage 0.0% Maintenance None Capital Rec. None <i>Secure. No concerens.</i>	
Steel-Rolled (4) Main Girders Length: 14.3 m Width: 0.25 m Height: 1.4 m	Defects 0.0% Damage 0.0% Maintenance None Capital Rec. None <i>Fit for current service.</i>	



Component Inspection Information

Steel-Rolled (16) Approach Girders Length: 5.5 m Width: 0.16 m Height: 0.38 m	Defects 0.0% Damage 0.0% Maintenance None Capital Rec. None <i>Fit for current service.</i>	
Precast Ballast Wall (2) Ballast Wall Length: Width: Height:	Defects 0.0% Damage 0.0% Maintenance None Capital Rec. None <i>No concerns noted.</i>	
Timber Pier Bent (2) Abutment Length: 5 m Width: Height: 2.5 m	Defects 0.0% Damage 5.0% Critical Decay Maintenance Local repair Capital Rec. None <i>Sills of east cap severely decayed. See image.</i>	
Timber Pier Bent (4) Pier Column/Shaft Length: Width: Height:	Defects 0.0% Damage 5.0% Moderate Decay Maintenance None Capital Rec. None <i>There are two doubled bents at each pier. Vertical members in mostly good sound condition, but some punkiness detected.</i>	
Timber Piles (18) Pier Foundation Length: Width: Height:	Defects 0.0% Damage 0.0% Maintenance None Capital Rec. None	Not Inspected
Water Channel (1) Channel	Defects 0.0% Damage 0.0% Maintenance None Capital Rec. None <i>No concerns. Channelized municipal drain.</i>	



Component Inspection Information

Embankment (2)

Defects 0.0%

Embankment

Damage 0.0%

Maintenance None

Capital Rec. None

Vegetated, stable. Encroaching on flood plain.



Capital Needs Cost Estimate Break-Down

Item	Req'd	Units	Quantity	Unit Price \$	Estimated Cost
<i>Misc Concrete Repairs</i>	x	m ²	0.0	\$1,120	\$0
<i>Deck Concrete Overlay</i>	x	m ²	92.6	\$560	\$0
<i>Deck Replacement</i>	x	m ²	92.6	\$3,500	\$0
<i>Barrier Wall Replacement</i>	x	m	49.3	\$4,200	\$0
<i>Expansion Joint</i>	x	m	7.3	\$7,700	\$0
<i>Waterproof & Pave</i>	x	m ²	92.6	\$308	\$0
<i>Bearing Replacement</i>	x	Count	4.0	\$7,000	\$0
<i>Approach Guide Rail</i>	x	m	80.0	\$350	\$0

Other Work

Emergent Repair \$40,000

Structural Items Subtotal	\$40,000
Mobilization General Sitework	\$10,000
Estimated Traffic Management & Civil Items	\$0
Contract Admin & Contingencies 20%	\$10,000
Total Rehabilitation Cost Estimate	\$60,000

Recommended Capital Work Summary

Recommended Capital Year 2023

Emergent Repair

Inspection Comments

Main bearing timber sills of west pier bent are critically decayed and in URGENT need of replacement. Bridge may soon settle unexpectedly from timber crushing.





North elevation



East approach



Deck surface



Typ. railing



South elevation



West abutment top of sill decay



Image 124



Typ. bearing

Image 125



West pier, west face

Image 126



West abutment

Image 127



West soffit facing west

Image 128



East pier, west face

Image 131



Middle soffit facing east





North downstream channel



South upstream channel



West pier, east face



Middle soffit facing west



East pier, south end decay



East abutment





East soffit facing east



East pier north cross cap decay



Typ. pier bearing



East abutment timber shim decay



East pier, east face



Typ. west pier cross cap decay





Essex Region Conservation Authority

Board of Directors

BD54/23

From: James Bryant, Director, Watershed Management Services

Date: Tuesday, December 5, 2023

Subject: Watershed Management Services Activities Report for November, 2023

Strategic Action: Strategic Action Plan # 12.3 Enhance communication of ERCA's Watershed Management Services.

Recommendation: THAT the review of Regulations and Planning Applications, as presented in Report BD54/23 be received for Members' information

Discussion

This report is provided to the Board as a summary of staff activity related to the Conservation Authority's *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation* (ONT 158/06, made pursuant to Section 28 of the Conservation Authorities Act). It is a summary of staff activity related to the review of municipal planning applications in accordance with the *Planning Act, Environment Assessment Act, Canadian Environmental Assessment Act*. This report summarizes the month of November 2023.

Total Regulations and Planning Activity – November, 2023

Application	Count	Type
Clearance	14	
Condominium Pre-submission Meeting	1	Pre-submission Liaison
Condominium Request for Conditions	1	Condominium Condition Review
Consent/Variance/Zoning/OPA/SPC/OP	16	Consent
Consent/Variance/Zoning/OPA/SPC/OP	9	Minor Variance
Consent/Variance/Zoning/OPA/SPC/OP	1	Official Plan Amendment
Consent/Variance/Zoning/OPA/SPC/OP	1	Pre-submission Liaison
Consent/Variance/Zoning/OPA/SPC/OP	3	Site Plan Control
Consent/Variance/Zoning/OPA/SPC/OP	4	Zoning By-Law Amendment
Development Review	2	
Environmental Assessment	1	
Lawyers Request	18	
Miscellaneous Developments	68	
Municipal Drainage Engineer	1	
Municipal Drainage SCR	7	
Permit	69	
Pre-consultation	1	Pre-consultation draft plan of subdivision
Pre-consultation	2	Pre-submission Liaison
Pre-submission Liaison	1	Pre-submission Liaison
Subdivision Request for Conditions	2	SUB/Req. Conditions (CTY)

Activity Summary – Amherstburg – November, 2023

Application	Count	Type
Clearance	1	
Condominium Pre-submission Meeting	1	Pre-submission Liaison
Consent/Variance/Zoning/OPA/SPC/OP	2	Consent
Consent/Variance/Zoning/OPA/SPC/OP	1	Site Plan Control

Application	Count	Type
Lawyers Request	3	
Miscellaneous Developments	5	
Permit	13	

Activity Summary – Essex – November, 2023

Application	Count	Type
Clearance	1	
Consent/Variance/Zoning/OPA/SPC/OP	2	Consent
Consent/Variance/Zoning/OPA/SPC/OP	2	Minor Variance
Environmental Assessment	1	
Lawyers Request	4	
Miscellaneous Developments	6	
Permit	7	
Pre-submission Liaison	1	Pre-submission Liaison

Activity Summary – Kingsville – November, 2023

Application	Count	Type
Consent/Variance/Zoning/OPA/SPC/OP	3	Consent
Consent/Variance/Zoning/OPA/SPC/OP	1	Minor Variance
Lawyers Request	2	
Miscellaneous Developments	19	
Municipal Drainage SCR	5	
Permit	3	
Pre-consultation	1	Pre-consultation draft plan of subdivision

Activity Summary – Lakeshore – November, 2023

Application	Count	Type
Clearance	4	
Consent/Variance/Zoning/OPA/SPC/OP	1	Consent
Consent/Variance/Zoning/OPA/SPC/OP	2	Minor Variance
Development Review	1	
Miscellaneous Developments	6	
Municipal Drainage Engineer	1	
Municipal Drainage SCR	2	
Permit	18	
Subdivision Request for Conditions	1	SUB/Req. Conditions (CTY)

Activity Summary – LaSalle – November, 2023

Application	Count	Type
Clearance	3	
Consent/Variance/Zoning/OPA/SPC/OP	2	Minor Variance
Lawyers Request	1	
Miscellaneous Developments	3	
Permit	4	
Subdivision Request for Conditions	1	SUB/Req. Conditions (CTY)

Activity Summary – Leamington – November, 2023

Application	Count	Type
Clearance	2	
Consent/Variance/Zoning/OPA/SPC/OP	8	Consent
Consent/Variance/Zoning/OPA/SPC/OP	1	Official Plan Amendment
Consent/Variance/Zoning/OPA/SPC/OP	1	Pre-submission Liaison
Consent/Variance/Zoning/OPA/SPC/OP	1	Site Plan Control

Application	Count	Type
Consent/Variance/Zoning/OPA/SPC/OP	4	Zoning By-Law Amendment
Development Review	1	
Lawyers Request	2	
Miscellaneous Developments	13	
Permit	3	
Pre-consultation	2	Pre-submission Liaison

Activity Summary – Pelee – November, 2023

Application	Count	Type
Lawyers Request	2	
Miscellaneous Developments	2	
Permit	3	

Activity Summary – Tecumseh – November, 2023

Application	Count	Type
Condominium Request for Conditions	1	Condominium Condition Review
Consent/Variance/Zoning/OPA/SPC/OP	2	Minor Variance
Consent/Variance/Zoning/OPA/SPC/OP	1	Site Plan Control
Lawyers Request	1	
Miscellaneous Developments	4	
Permit	5	

Activity Summary – Windsor – November, 2023

Application	Count	Type
Clearance	3	
Lawyers Request	3	

Application	Count	Type
Miscellaneous Developments	9	
Permit	13	

Approved By:



Tim Byrne
CAO/Secretary Treasurer

Attachments:

None



Reema Kureishy
Ministry of the Environment, Conservation and Parks
Environmental Policy Branch
40 St. Clair Avenue West, 10th Floor
Toronto Ontario, M4V 1M2

November 30, 2023

Re: Conservation Ontario’s comments on the “Proposed regulatory amendments to encourage greater reuse of excess soil” (ERO#019-7636)

Thank you for the opportunity to comment on the “Proposed regulatory amendments to encourage greater reuse of excess soil” (ERO#019-7636). Conservation Ontario (CO) represents Ontario’s 36 Conservation Authorities (CAs), whose mandatory programs and services include natural hazard management and Drinking Water Source Protection.

Protection of Drinking Water Sources and Application of Source Protection Plans

Appropriate safeguards must remain in place to ensure that reuse of salt-impacted soil would not adversely impact municipal drinking water sources. It is Conservation Ontario’s opinion that that proposed 100m setback from existing or planned potable wells for use of salt-impacted soil at certain properties is insufficient to protect municipal drinking water sources from potential contamination. Rather, Conservation Ontario strongly recommends the proposed rules be amended such that, in addition to the proposed 100m setback, the use of salt-impacted soil should not be allowed in protection zones identified under the *Clean Water Act, 2006* where the vulnerability score is 10. It is also strongly recommended that the use of salt-impacted soil should not be allowed in Issue Contributing Areas for chloride identified under the *Clean Water Act, 2006*.

Further, the proposal to exempt specific excess soil management operations from requiring an Environmental Compliance Approval (ECA) is not supported. The current framework under the *Clean Water Act, 2006* allows for these activities to be managed through prescribed instrument policies as provided in Source Protection Plans. The proposed exemption would remove the ability for local Source Protection Plan policies to

effectively manage these activities. If approved, Conservation Ontario strongly recommends that the exemption not apply to excess soil management operations where the activities are identified as significant drinking water threats under the *Clean Water Act*.

Consideration of Natural Hazards

This proposal, the *Environmental Protection Act*, and the Rules for Soil Management and Excess Soil Quality Standards generally do not provide direction for the placement or storage of excess soil as it relates to natural hazards. This is a significant gap, as a proponent could meet requirements under the *Environmental Protection Act*, and still be undertaking works within an area regulated for natural hazards by a local CA (e.g., storage of excess soil within 30m of a water body, which may be directly in the floodplain). Such works may require written permission from the local CA for the temporary or permanent placing, dumping or removal of any material (e.g., excess soil). To assist proponents with navigating the legislative and regulatory landscape for excess soil, the Ministry is encouraged to clarify the need to avoid natural hazard areas and to promote coordination amongst applicable regulatory authorities (including CAs) to ensure effective and appropriate reuse of excess soil.

Compliance with Rules in Regulation (Enforcement and Monitoring)

Conservation Ontario appreciates the Province's objectives of clarifying regulatory requirements and exploring opportunities for greater reuse of excess soil in Ontario. However, we are concerned with the proposed shift to exempt certain excess soil management operations from requiring a waste ECA and direct proponents to follow rules in regulation instead. The ECA process involves direct Ministry review of applications, ensuring that the activity will not adversely affect the environment or human health. The shift to a rules in regulation approach would remove direct provincial oversight of these activities, which is concerning particularly in areas where municipal drinking water sources require protection from contamination

Thank you for the opportunity to provide comments on the "Proposed regulatory amendments to encourage greater reuse of excess soil" (ERO#019-7636). Additional detailed comments are provided in Attachment 1 to this letter. Please contact the undersigned should this letter require any clarification.

Sincerely,

Nicholas Fischer

Nicholas Fischer
Policy and Planning Liaison

1 Attachment: Detailed Comments
c.c: All Conservation Authority CAOs/GMs

Attachment 1:

Detailed Conservation Ontario Comments the “Proposed regulatory amendments to encourage greater reuse of excess soil” (ERO#019-7636)

Proposed Amendments	Conservation Ontario Comments
<p>Exempt specified excess soil management operations from a waste environmental compliance approval (ECA) subject to rules</p> <p>A. Topsoil and landscaping reuse depots</p> <p>B. Aggregate reuse depots</p> <p>C. Small liquid soil depots</p>	<ul style="list-style-type: none"> • Conservation Ontario is concerned that the proposal to exempt specified excess soil management operations from the current requirement to obtain a waste Environmental Compliance Approval (ECA) would weaken provincial oversight of these activities in areas where municipal drinking water sources require protection from contamination. If the amendments proceed as proposed, these exemptions must be complemented by appropriate oversight and enforcement to ensure operators are appropriately following the rules outlined in regulation. • The current framework allows these activities to be managed through prescribed instrument policies (e.g., waste ECAs as outlined in subsection 1.0.1(1)(7) of the <i>Clean Water Act, 2006</i>) in source protection plans. The proposed exemption would take away the ability for local source protection plan policies to manage these activities through the ECA process. • Conservation Ontario recommends that the proposed exemption should not apply to excess soil management operations where the activities are identified as significant drinking water threats under the <i>Clean Water Act, 2006</i>.
<p>Enhanced reuse opportunities for salt-impacted soil (Section D, Part I in the Soil Rules)</p>	<ul style="list-style-type: none"> • Conservation Ontario is concerned that enhanced reuse opportunities for salt-impacted soil would not adequately protect municipal drinking water sources. Specifically, the 100m setback from existing or planned potable wells or properties expected to use groundwater wells for potable purposes is insufficient to protect municipal drinking water sources from contamination from salt-impacted soil. Under the <i>Clean Water Act, 2006</i>, well head protection zones have been identified for each well and are based on best available science and technical assessment. Studies undertaken consider the vulnerability/permeability of the soil and time of travel of water and contaminants to the well. Protection zones where activities are identified as significant drinking water threats can exceed the 100m setback.

Proposed Amendments	Conservation Ontario Comments
	<ul style="list-style-type: none"> • In addition to maintaining the current 100m setback, Conservation Ontario recommends the following amendments to the proposed rules to provide further protection for municipal drinking water sources: <ul style="list-style-type: none"> ○ Use of salt-impacted soil should not be allowed in protection zones identified under the <i>Clean Water Act, 2006</i> where the vulnerability score is 10; and, ○ Use of salt-impacted soil should not be allowed in Issue Contributing Areas for chloride identified under the <i>Clean Water Act, 2006</i>. • While the MECP is proposing to retain rules that prohibit placement of salt-impacted soils within 100m of wells and 30m of surface water bodies (<i>note: the proposal incorrectly states that the current setback from surface water bodies is 100m</i>), as well as new prohibitions for use at agricultural properties in areas used for growing crops, there is no discussion of the impacts of natural hazards. For example, there is potential for salt-impacted soil placed in areas susceptible to flooding to transport the salt during flood events or to increase the flood risk. It is recommended that placement of salt-impacted soils in natural hazard areas be considered in the proposed amendments to protect sources of drinking water. While a restriction exists for placement of salt-impacted soil within 30m of a surface water body, Conservation Ontario notes that floodplains can extend significantly further than 30m from a water body. Proper setbacks should also be considered for sites receiving salt-impacted soil to avoid interaction with stormwater management facilities. • With appropriate safeguards in place to protect municipal sources of drinking water, Conservation Ontario acknowledges that the proposal would enhance opportunities to reuse salt-impacted soil in areas where it is deemed to have minimal impact. If the amendments proceed, Conservation Ontario recommends road projects be prioritized for the re-use of salt-impacted soil, given the elevated levels of chloride which exist in these areas due to road maintenance. • The proposed rules state that a landscape plan would need to be prepared and certified by an expert (e.g., a licensed landscape architect) to permit the use of salt-

Proposed Amendments	Conservation Ontario Comments
	<p>impacted soil on properties with a community, institutional, parkland or residential use. This expert would be required to identify the acceptable concentration of salt-related contaminants in these areas. Conservation Ontario is concerned that a landscape architect may not have the necessary expertise to determine acceptable chloride concentration (as opposed to, for example, a Qualified Person). Greater clarity is required as to what information an expert such as a landscape architect would base their decision-making on. It is recommended that such experts base their assessments on targets identified in relevant source protection and watershed plans, where such exist.</p>
<p>Enable greater soil management at Class 2 soil management sites and create greater alignment at local waste transfer facilities and depots (section 21 and 25 of the Excess Soil Regulation and associated provisions in the Soil Rules)</p>	<ul style="list-style-type: none"> As part of the proposed amendments for Class 2 soil management sites, the Ministry is proposing to allow mixing of soil from different projects areas into one stockpile so long as there is confidence that the mixed soils are of similar quality and there is no evidence of contamination. Conservation Ontario requests additional clarity on how “confidence” will be determined to allow for the mixing of soils from different areas into a single stockpile.
<p>Clarify the responsibility of a qualified person (QP) when dewatering or solidifying liquid soil (section 6(4) of the Excess Soil Regulation, as well as associated rules under the Soil Rules)</p>	<ul style="list-style-type: none"> Conservation Ontario requests clarification on the rationale for removing the requirement for a QP to confirm there will be no negative effect from the use of a polymer, or to ensure that the polymer and any potential break down products will not result in an adverse effect. The proposal is to instead require a QP to undertake their investigation to verify that “such information does not identify concerns that an adverse effect may result from the use of these polymers, or their breakdown products, for this purpose in soil.” This shift seems to imply the project leader or operator will make the final decision regarding the use of a polymer, rather than this decision coming from a QP. Having a QP attest to there being “no negative effects” prior to the use of a polymer is an important baseline to assist with monitoring the effects on the surrounding environment. Conservation Ontario recommends the current process be retained which required a QP to confirm that the storage and final

Proposed Amendments	Conservation Ontario Comments
	<p>placement of the excess soil will not cause an adverse effect.</p>
<p>Greater flexibility for storage of soil adjacent to waterbodies (storage rules in the Soil Rules document)</p>	<ul style="list-style-type: none"> • Conservation Ontario is concerned with the proposal to allow soil storage within 30m of a water body for projects excavating in or near that area. Through regulations made pursuant to Section 28 of the <i>Conservation Authorities Act</i>, CAs regulate development, including the temporary or permanent placing, dumping or removal of any material, on sites located within CA regulated areas. Storage of soils in the floodplain is generally not supported by CAs due to the associated natural hazards. As a result, the changes facilitated by the proposed regulatory amendment may conflict with CA regulatory policies and may result in a contravention of an individual CAs' Section 28 regulation. While Conservation Ontario acknowledges the proposed amendments would only permit storage if mitigation measures are in place to minimize adverse effects to the water body, it is unclear what level of monitoring and Ministry-led enforcement would occur to ensure these sites appropriately employ mitigation measures. Therefore, it is recommended that soil storage occur outside of the hazard area to mitigate any adverse impacts on the waterbody, including sources of drinking water.

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November 30, 2023

Ministry of Municipal Affairs and Housing

Submitted via email: greenbeltconsultation@ontario.ca

Re: Conservation Ontario's Comments on the "Proposal to return lands to the Greenbelt - Greenbelt Statute Law Amendment Act, 2023 (ERO #019-7739) and the "New Act regarding the Duffins Rouge Agricultural Preserve easements and covenants" (ERO #019-7735)

Thank you for the opportunity to provide comments on the "Proposal to return lands to the Greenbelt - Greenbelt Statute Law Amendment Act, 2023" (ERO #019-7739) and the "New Act regarding the Duffins Rouge Agricultural Preserve easements and covenants" (ERO #019-7735).

Conservation Ontario represents the network of Ontario's 36 Conservation Authorities (CAs). These comments should not limit consideration of comments by individual Conservation Authorities throughout the review and consultation process.

Conservation Ontario supports the Province's decision to introduce legislation restoring 15 parcels of land that were redesignated or removed from the Greenbelt in late 2022. We also support maintaining lands added to the Greenbelt in 2022.

Protection of these systems and their functions is crucial to supporting a balanced and vibrant economy that meets growing housing and development pressures in Ontario, while balancing the needs to manage risks of natural hazards on development, protecting sources of drinking water, and protecting agricultural lands for local food production.

The Greenbelt provides a significant level of protection to the agricultural land base, natural heritage, and water resource systems that are required to support ecological and human health and climate impacts in Ontario. Conservation Ontario is supportive of proposed amendments to establish designated Greenbelt and Oak Ridges Moraine lands directly in legislation and increase transparency by requiring the approval of the Ontario legislature for future proposed boundary changes. It is essential that any proposed changes are transparent and include opportunities for robust public consultation.

Regarding the proposed *Duffins Rouge Agricultural Preserve Act, 2023*, Conservation Ontario supports proposed legislation to enact the *Duffins Rouge Agricultural Preserve Act, 2023* and continued protection of easements and covenants applicable to the lands covered by the *Duffins Rouge Agricultural Preserve Act, 2005*.

Conservation Authorities, as local watershed agencies, provide valuable support to implement Greenbelt Plan objectives, and help partners, Municipalities, and the Province reach their overall outcomes of the Plan (e.g., through their mandatory programs and services regarding flooding and other natural hazards, as service providers to Municipalities, and as the second largest landowner in Ontario).

Conservation Ontario and Conservation Authorities across the Province remain committed to working with the Province and municipalities to address housing supply needs and achieve specific housing targets, while protecting public health and safety and the environment. We welcome further discussion with the Province on ways to leverage CA expertise to address these ongoing needs.

Thank you for the opportunity to provide comments on the “Proposal to return lands to the Greenbelt - Greenbelt Statute Law Amendment Act, 2023” (ERO #019-7739) and the “New Act regarding the Duffins Rouge Agricultural Preserve easements and covenants” (ERO #019-7735). Please contact the undersigned should this letter require any clarification.

Sincerely,

Angela Coleman

Angela Coleman
General Manager

c.c. all CA CAOs/GMs

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November 30, 2023

Public Input Coordinator
MNRF – RPD/PB – Natural Heritage Section
300 Water St., 2nd Floor South
Peterborough, ON K9J 3C7

RE: Conservation Ontario’s Comments on the “Proposed amendments to the Niagara Escarpment Planning and Development Act” (ERO# 019-7696)

Thank you for the opportunity to comment on the “Proposed amendments to *the Niagara Escarpment Planning and Development Act*” (*NEPDA*). Conservation Ontario represents Ontario’s 36 Conservation Authorities (CAs). These comments are not intended to limit the consideration of comments shared individually by CAs.

It is Conservation Ontario’s understanding that, through Bill 139, the *Less Red Tape, More Common Sense Act, 2023*, the Ministry of Natural Resources and Forestry (MNRF) is proposing amendments to the *NEPDA*. Conservation Ontario offers comments on the following aspects of the MNRF’s proposal: (1) Expanding the Minister’s regulation-making powers to allow broader exemptions for low-risk activities, and (2) Broadening the range of Niagara Escarpment Commission (NEC) staff compliance tools and powers.

Expanding the Minister’s regulation-making powers to allow broader exemptions for low-risk activities.

ERO# 019-7696 indicates a proposal to “expand the Minister’s regulation-making powers to allow broader exemptions for low-risk activities where standard conditions would provide appropriate mitigation in regulation”. It is noted that subsection 23(c) of the *NEPDA* currently provides the regulation-making authority to exempt any class or classes of development from the requirement of obtaining a development permit under the Act, and specific exemptions are included under O. Reg. 828 under the Act. Conservation Ontario requests clarity on the expansion of these powers, given that no legislative amendments are proposed to this effect in Bill 139. If exemptions are broadened, Conservation Ontario requests an opportunity to review a detailed list of proposed activities for exemption, prior to finalization. Where development activities may be exempt under the *NEPDA*, proponents must be aware of other applicable legislation, permits and approvals that may be required for their project, including permission under Section 28 of the *Conservation Authorities Act (CAA)*. Under Section 28 of the *CAA*, CAs may require permission for development, alteration, or interference activities in a regulated area to protect people and property from the risks of natural hazards, including flooding and erosion hazards. The MNRF is encouraged to

communicate this requirement to proponents to ensure that all other applicable approvals related to the development works can be obtained prior to construction, which will help to improve service delivery and reduce potential delays.

Broadening the range of compliance tools and powers to provide NEC staff greater abilities to inspect and address non-compliant development activities.

It is Conservation Ontario's understanding that amendments are proposed to Section 28 of the *NEPDA* to facilitate efficient exchange of information between NEC staff and other types of enforcement personnel, which would include CA provincial offences officers designated under the *CAA*. Conservation Ontario is supportive of the proposed amendments, particularly with respect to the exchange of information between NEC staff and other enforcement agencies. CA officers regularly collaborate with NEC enforcement staff for development and site alterations proposed within *NEPDA* and CA regulated areas, including violations affecting both the *NEPDA* and *CAA*. Formalizing this process would expedite review of development applications under both pieces of legislation, including processing offences.

Furthermore, in accordance with Schedule 11 of Bill 139, a new *NEPDA* Section 28.0.1 is proposed making it an offence to knowingly make a false statement in an application or in any other document required to be submitted under the *NEPDA* or knowingly making a false or misleading statement to an enforcement officer or otherwise obstructing them. Conservation Ontario acknowledges the proposed amendment would be effective for encouraging clients and alleged offenders to fully cooperate in application and enforcement process.

Given the *NEPDA* and the *CAA* are both valued pieces of environmental legislation, we ask the Ministry to consider amending the *CAA* with similar administration and enforcement tools mentioned above. Specifically, the Ministry has not indicated the *CAA* would be amended to facilitate efficient exchange of information between CA staff and other types of enforcement personnel, nor is it proposed the *CAA* would be amended with similar legislation indicated in proposed *NEPDA* Section 28.0.1 above. This recommendation would improve compliance, assist officers with appropriately collecting statements, and clarify the roles and responsibilities of persons making statements under the *CAA*.

Thank you for the opportunity to review and provide comments on the "Proposal to amend the Niagara Escarpment Planning and Development Act". Should you have any questions regarding the comments in this letter please feel free to contact the undersigned.

Sincerely,

Brandi Walter

Brandi Walter
Policy and Planning Liaison

c.c. CAOs, All Niagara Escarpment Conservation Authorities

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November 17, 2023

Please be advised that during the regular Council meeting of November 14, 2023 the following motion regarding support for the Province to stop the Ministry of the Environment, Conservation and Parks (MECP) proposal to expand the use of the permit-by-rule to waste management systems, storm water management systems, and certain water taking activities was carried:

RESOLUTION NO. 2023-569

DATE: November 14, 2023

MOVED BY: Councillor Maynard

SECONDED BY: Councillor Roberts

WHEREAS the Municipality, in support of the Quinte Conservation Authority, actively supports the Source Water Protection Program, as part of local efforts to implement the Clean Water Act, 2006 and its regulations to protect local municipal drinking water sources;

AND WHEREAS the Ministry of the Environment, Conservation and Parks (MECP) is proposing to expand the use of the permit-by-rule to waste management systems, stormwater management systems, and certain water taking activities;

AND WHEREAS In 2018, Bill 68, the Open for Business Act was passed, whereby it legislated that less complex activities that pose low-risk to the environment should not be required to go through the approval process and instead, should self-register on the Environmental Activity and Sector Registry (EASR);

AND WHEREAS Quinte Conservation Authority has outlined in their October 24, 2023 report to their Board, that the activities proposed to move to the EASR may pose too much risk to drinking water, and can pose threats to human health and the environment;

AND WHEREAS Quinte Conservation Authority noted the source water protection concern generally lies in the fact the Ministry will no longer undertake an up-front detailed review of applications related to the specified activities, thereby potentially weakening regulatory oversight;

AND WHEREAS the specified activities, which have the potential to cause significant adverse impacts to the natural environment and human health will no

longer be subject to public and site-specific scrutiny prior to commencing operation in Ontario;

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of Prince Edward County supports the concerns outlined by Quinte Conservation Authority and urges the Provincial government to stop the Ministry of the Environment, Conservation and Parks (MECP) proposal to expand the use of the permit-by-rule to waste management systems, stormwater management systems, and certain water taking activities; and

THAT this resolution be sent to Premier Doug Ford, Todd Smith, Bay of Quinte M.P.P. and Andrea Khanjin, Minister of the Environment, Conservation and Parks; and

THAT this resolution be shared with all 444 municipalities in Ontario, The Federation of Canadian Municipalities (FCM), The Association of Municipalities Ontario (AMO), The Eastern Ontario Wardens' Caucus (EOWC) and all Ontario Conservation Authorities.

CARRIED

Yours truly,



Catalina Blumenberg, **CLERK**

cc: Mayor Steve Ferguson, Councillor Roberts, Councillor Maynard and Marcia Wallace, CAO

