



TOWN OF AMHERSTBURG REGULAR COUNCIL MEETING

AGENDA

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<https://www.amherstburg.ca/livestream>

Monday, July 8, 2024

6:00 PM

Council Chambers

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

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Pages

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

(Public Council Meeting Agenda Items)

5. LAND ACKNOWLEDGEMENT

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

6. REPORT OUT FROM IN-CAMERA SESSION

7. MINUTES OF PREVIOUS MEETING

That the minutes **BE ADOPTED** and that those confidential minutes of the closed sessions of Council remain confidential and restricted from public disclosure in accordance with exemptions provided in the Municipal Freedom of Information and Protection of Privacy Act:

7.1 Special In-Camera Council Meeting Minutes - June 25, 2024 - Public

11

8. RECOGNITIONS

9. DELEGATIONS

10. PRESENTATIONS

11. REPORTS – CORPORATE SERVICES

12. REPORTS - PARKS, RECREATION, FACILITIES AND CULTURE

There are no reports.

13. REPORTS - INFRASTRUCTURE SERVICES

13.1 Amherstburg Water Treatment Plant Expansion – Class Environmental Assessment – Engineering Services

14

It is recommended that:

1. The Proposal for Engineering Services from Stantec Consulting Ltd. for the Amherstburg Water Treatment Plant Expansion - Class Environmental Assessment **BE ACCEPTED**;
2. The Mayor and Clerk **BE AUTHORIZED** to execute an agreement with Stantec Consulting Ltd. for the Amherstburg Water Treatment Plant Expansion - Class Environmental Assessment for a total amount not to exceed \$302,227.20 (net HST included); and,
3. The Chief Administrative Officer, or designate, **BE AUTHORIZED** to amend the agreement with Stantec Consulting Ltd. if required to expand the scope of the work plan, provided such additional services remain within the total project funding of \$350,000 inclusive of HST and subject to approval of technical content by the Director of Infrastructure Services and to financial content by the Director of Corporate Services/Chief Financial Officer.

13.2 Amherstburg Water Treatment Plant Process Waste Residuals Management – Engineering Services 25

It is recommended that:

1. The Proposal for Engineering Services from Stantec Consulting Ltd. for the Amherstburg Water Treatment Plant Process Waste Residuals Management **BE ACCEPTED**.
2. The Mayor and Clerk **BE AUTHORIZED** to execute an agreement with Stantec Consulting Ltd. for the Amherstburg Water Treatment Plant Process Waste Residuals Management for a total amount not to exceed \$284,643.07 (net HST included).
3. The Chief Administrative Officer, or designate, **BE AUTHORIZED** to amend the agreement with Stantec Consulting Ltd. if required to expand the scope of the work plan, provided such additional services remain within the total project funding of \$500,000 inclusive of HST and subject to approval of technical content by the Director of Infrastructure Services and to financial content by the Director of Corporate Services/Chief Financial Officer.

13.3 Hydro One Invoice Funding – Bridge 3008 36

It is recommended that:

1. Council **AUTHORIZE** for immediate use \$69,432 for the payment of Hydro One invoice #3000399840 to be funded from Gas Tax - CCBF Reserve (0410).

13.4 2024 Amendments to Traffic By-Law 2011-69 41

It is recommended that:

1. **By-law 2024-023** being a By-law to Amend By-law 2011-69 be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

13.5 Engineering Review, Consolidated Linear Infrastructure Application, Construction and Inspection Fees – Review and User Fee Adjustment 114

It is recommended that:

1. That the changes in fees for the 2024 User Fees By-law Section G **BE APPROVED** as outlined in the report; and,
2. By-law 2024-056, being a by-law to Amend By-Law 2024-030 be taken as having been read 3 times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

14. REPORTS - PLANNING AND DEVELOPMENT SERVICES

14.1 Amherstburg Heritage Conservation District Study Area Designation By-law 134

It is recommended that:

1. The enactment of a by-law to designate a Heritage Conservation District Study Area, pursuant to Section 40.1 of the Ontario Heritage Act, **BE ENDORSED**; and,
2. **By-law 2024-050**, attached as "Appendix A," being a by-law to enact a Heritage Conservation District Study Area By-law, be taken as having been read three times and finally passed, and the Mayor and Clerk **BE AUTHORIZED** to sign same.

14.2 Official Plan Update Report 3 146

It is recommended that:

1. The report titled "Official Plan Update Report 3" **BE RECEIVED for information**.

14.3 Zoning By-law Amendment – 3320 Middle Side Road File: ZBA/12/24 151

It is recommended that:

1. By-law 2024-058 being a by-law to amend Zoning By-law No. 1999-52, to amend the zoning for the subject lands known as 3320 Middle Side Road be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

14.4 Zoning By-law Amendment – 496 and 532 Sandwich Street S – File: ZBA/10/24 172

It is recommended that:

1. **By-law 2024-057** being a by-law to amend Zoning By-law No. 1999-52, to amend the zoning for the subject lands known as 496 Sandwich Street South and 532 Sandwich Street South be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

14.5 River Canard Bridge Plaque Recognition

193

It is recommended that:

1. The report from the Heritage Planner dated June 24, 2024 regarding the River Canard Bridge Plaque Recognition project **BE RECEIVED for Information**; and,
2. A contribution of \$3,000 be made to the County of Essex project initiative to provide two bilingual recognition plaques for the River Canard Bridge, **BE ENDORSED**.

15. REPORTS - CAO's OFFICE

15.1 2024 Amendment to Asset Management Policy

199

It is recommended that:

1. The Asset Management Policy **BE ADOPTED** in accordance with the report of June 11, 2024 entitled 2024 Amendment to Asset Management Policy.

15.2 Amherst Pointe Association Recognition Plaque

211

It is recommended that:

1. A plaque recognizing the 100 year anniversary of the Amherst Pointe Association **BE PROVIDED** to the Association in recognition of 100 years of place-making and civic pride that has been promoted by the residents of the area.

It is recommended that:

1. Based on the results of the Crossing Guard Feasibility Study conducted by Hrycay Consulting Engineers Inc., the Town's Crossing Guard Program **BE MAINTAINED** based on current service levels at the following three crossing locations:
 - a. Richmond Street & Fryer Street (AM & PM)
 - b. Victoria Street & Hamilton Drive (AM & PM)
 - c. Richmond Path, near 252 Richmond Street (AM & PM)
2. The School Crossing Guard Policy **BE AMENDED** as presented;
3. Administration **BE DIRECTED** to include in the 2025 Operating Budget, for consideration, an annual contribution of \$2,000 to the Plans and Studies reserve to undertake a School Crossing Guard Feasibility Study every 5 years as outlined in the School Crossing Guard Policy.

15.4 2024 Asset Management Update

It is recommended that:

1. The 2024 Asset Management Update report dated June 13, 2024 **BE RECEIVED** for information and;
2. The Risk Assessment Tool outlined in Appendix A of the 2024 Asset Management Update report dated June 13, 2024 **BE APPROVED** for use for assessing corporate asset risk and;
3. The development of the 2025 Asset Management Plan (AMP) **BE AFFIRMED** as:
 - a. Asset data be updated as defined in this report;
 - b. Risk be applied based on the Risk Matrix recommended for approval in this report and;
 - c. Levels of Service targets to remain as defined in the 2022;
4. The development of the 2025 Asset Management Plan (AMP) **BE ALIGNED** with the recommendations from the Audit and Finance Advisory Committee which were approved by Council on June 25, 2024, as:
 - a. Administration develop 10, 15 and 20 year models for new re-investment rates based on the 2025 asset management plan and that it be brought back to the Audit and Finance Advisory Committee for their review and recommendation to Council.

15.5 Agreement with Amherstburg Admirals Inc

280

It is recommended that:

1. Council **AUTHORIZE** the CAO to execute an agreement between the Town of Amherstburg and the Amherstburg Admirals Inc. for the purposes of utilizing the premises at the Libro Credit Union Centre to operate a Junior C franchise in the Ontario Hockey Association as described in the report of the CAO dated June 27, 2024 and considered by Council on July 8, 2024; and
2. Council **DIRECT** Administration to offer advertising opportunities in Rink B of the Libro Centre to community user groups such as AMHA and Skate Amherstburg.

16. INFORMATION REPORTS

16.1 Integrity Commissioner Report - January 1, 2022 - December 31, 2023

298

1. The Integrity Commissioner Report - January 1, 2022 - December 21, 2023 **BE RECEIVED for information.**

16.2 Bill 185 and Bill 200 Changes to the Planning Act, Heritage Act and Development Charges Act

307

It is recommended that:

1. The report titled "Bill 185 and Bill 200 Changes to the Planning Act, Heritage Act and Development Charges Act" **BE RECEIVED for information.**

17. CONSENT CORRESPONDENCE

18. CORRESPONDENCE

19. CONSENT OTHER MINUTES

That the following minutes **BE RECEIVED**:

- | | | |
|------|--|-----|
| 19.1 | Heritage Committee Meeting Minutes - June 6, 2024 | 314 |
| 19.2 | June 5, 2024 Committee of Adjustment Meeting Minutes | 319 |

20. OTHER MINUTES

- | | | |
|------|--|-----|
| 20.1 | Amherstburg Environmental Advisory Committee Meeting Minutes - June 12, 2024 | 326 |
|------|--|-----|

That Administration **BE DIRECTED** to prepare a budget issue paper for consideration for the 2025 operational budget to support an Environmental Education Campaign for the 2025 year.

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|------|---|-----|
| 20.2 | Drainage Board Meeting Minutes - June 4, 2024 | 329 |
|------|---|-----|

The Drainage Board Meeting Minutes of June 4, 2024 **BE RECEIVED**;

1. The engineer's report, prepared by R. Dobbin Engineering Inc. dated May 7, 2024 for the Jeths Drain (2024) **BE RECEIVED**;
2. **By-law 2024-046** being a by-law to provide for the improvements to the Jeths Drain (2024) based on the Drainage Report by R. Dobbin Engineering Inc. which appends the engineer's report dated May 7, 2024 **BE PROVISIONALLY ADOPTED** by giving first and second reading and the Mayor and Clerk **BE AUTHORIZED** to sign same; as recommended by the Drainage Board;
3. Council **APPROVE Authorizing Bylaw 2024-048** and give three readings to for the future repair and maintenance of the Sucker Creek Drain for the portion of drain within the limits of the Town of Amherstburg, as recommended by the Drainage Board; and the Mayor and Clerk sign same.

21. UNFINISHED BUSINESS

- | | | |
|------|----------------------|-----|
| 21.1 | UFB List - July 2024 | 395 |
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22. NEW BUSINESS

23. NOTICE OF MOTION

24. BY-LAWS

24.1 Appointment of Lottery Licensing Officers

398

That:

By-law 2024-051 being a By-law to appoint Lottery Licensing Officers for the Town of Amherstburg be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign the same.

24.2 2024-059 - Confirmatory By-Law - July 8, 2024

399

That By-law 2024-059 being a By-law to Confirm all Resolutions of the Municipal Council Meeting held on July 8, 2024, be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

25. ADJOURNMENT

That Council rise and adjourn at p.m.



TOWN OF AMHERSTBURG
SPECIAL IN-CAMERA COUNCIL MEETING
MINUTES

Tuesday, June 25, 2024

4:00 PM

Council Chambers

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

PRESENT Mayor Michael Prue
Deputy Mayor Chris Gibb
Councillor Molly Allaire
Councillor Linden Crain
Councillor Peter Courtney (Electronic Participation)
Councillor Donald McArthur
Councillor Diane Pouget

STAFF PRESENT Valerie Critchley - CAO
Kevin Fox - Clerk
Sarah Sabihuddin - Deputy Clerk

1. CALL TO ORDER

The Mayor called the meeting to order at 4:04 p.m.

2. ROLL CALL

3. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

(Disclosures in relation to public agenda items)

4. LAND ACKNOWLEDGEMENT

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

5. SPECIAL IN-CAMERA MEETING

Moved By Deputy Mayor Gibb

Seconded By Councillor Crain

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

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

Item A – Property Acquisition for Infrastructure Improvements

- Section 239(2)(c) - a proposed or pending acquisition or disposition of land by the municipality or local board.

Item B – Property Disposition – Lease of Municipality Facility

- Section 239(2)(c) - a proposed or pending acquisition or disposition of land by the municipality or local board.

Item C – Recruitment Update

- Section 239(2)(b) - personal matters about an identifiable individual, including municipal or local board employees.

Item D - Striking Committee Information

- Section 239(2)(b) - personal matters about an identifiable individual, including municipal or local board employees.

The Mayor put the Motion.

Motion Carried.

Council moved into In-Camera session at 4:06 p.m.

6. ADJOURNMENT

Moved By Councillor Crain

Seconded By Deputy Mayor Gibb

That Council **RISE** and **ADJOURN** at 4:49 p.m.

The Mayor put the Motion.

Motion Carried.

MAYOR - MICHAEL PRUE

KEVIN FOX - CLERK



THE CORPORATION OF THE TOWN OF AMHERSTBURG
OFFICE OF ENGINEERING & INFRASTRUCTURE SERVICES

Mission Statement: As stewards of the Town of Amherstburg, we strive to improve the quality of life of all residents through the delivery of effective, efficient, and affordable services.

Author's Name: Todd Hewitt	Report Date: June 7, 2024
Author's Phone: 519 736 3663 ext. 2313	Date to Council: July 8, 2024
Author's E-mail: thewitt@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Amherstburg Water Treatment Plant Expansion – Class Environmental Assessment – Engineering Services

1. **RECOMMENDATION:**

It is recommended that:

1. The Proposal for Engineering Services from Stantec Consulting Ltd. for the Amherstburg Water Treatment Plant Expansion - Class Environmental Assessment **BE ACCEPTED**;
2. The Mayor and Clerk **BE AUTHORIZED** to execute an agreement with Stantec Consulting Ltd. for the Amherstburg Water Treatment Plant Expansion - Class Environmental Assessment for a total amount not to exceed \$302,227.20 (net HST included); and,
3. The Chief Administrative Officer, or designate, **BE AUTHORIZED** to amend the agreement with Stantec Consulting Ltd. if required to expand the scope of the work plan, provided such additional services remain within the total project funding of \$350,000 inclusive of HST and subject to approval of technical content by the Director of Infrastructure Services and to financial content by the Director of Corporate Services/Chief Financial Officer.

2. **BACKGROUND:**

A capacity study was completed on the Amherstburg Water Treatment Plant in 2022. The findings projected the Plant would be nearing 90% of the rated capacity by 2025.

At the February 21, 2023 Special Council Meeting, the 2023 Budget was presented. As part of the budget a report was presented for information identifying that an expansion of the Amherstburg Water Treatment Plant (AWTP) should be contemplated ahead of the schedule noted in the current Water Masterplan due to a dramatic increase in multi-residential construction and development pressures from a provincial level.

The purpose of this Class Environmental Assessment (EA) will be to review all the issues and opportunities related to the capacity of the AWTP and establish the preferred direction to move forward which may include capacity expansion to meet the water demands for the ongoing and future developments while complying with regulatory requirements and MECP Guidelines.

3. DISCUSSION:

The Town requested an engineering proposal from Stantec Consulting Ltd. to provide the engineering services required to complete the EA for the Amherstburg Water Treatment Plant.

As outlined in the Procurement Policy, Section 24 “Exceptions to Procurement Procedures” the CAO may grant exceptions to the Policy in certain circumstances. The CAO has authorized the waiving of the requirement to issue an RFP for engineering services in this instance, based on the following clause within the Policy:

- Item 24.3.8.1.b. – The Firm has demonstrated unique qualifications to undertake the project including in house experience or historical data of the Municipality

Stantec Consulting Ltd. has provided engineering services for many previous projects related to the Town’s water system and the AWTP. The following are examples of recent work completed:

- Water Master Plan and Water Tower Class Environmental Assessment (EA) – 2007
- Water Tower Design – 2009
- Emergency Generator for AWTP– 2009
- Water Master Plan Update – 2019
- Electrical Upgrades and SCADA installation AWTP - 2021
- Design of the New Reservoir and Rehabilitation of the Existing Reservoir – 2022
- AWTP water flow/capacity reviews – (i.e. Jack’s organics)

It is the opinion of Administration that, due to the extensive history with the Amherstburg Water Treatment Plant as well as the entire water system, Stantec Consulting is well suited to complete this work efficiently and effectively.

Stantec Consulting Ltd. will undertake tasks related to the requirements defined and outlined in the Municipal Engineers Association document entitled “Municipal Class Environmental Assessment (October 2000, as amended in 2007, 2011, 2015 & 2023)” for a Schedule C activity as it relates to this project. Tasks generally consist of problem identification via the collection, review, and analyses of pertinent data, evaluating alternative solutions to the problem, establishing the recommended alternative solution, coordinating and obtaining public participation, confirming and selecting the preferred alternative solution, and preparing an environmental study report (ESR) to document the

process. A major pillar of the EA process is the requirement for public consultation, including reaching out directly to major stakeholders (i.e. developers, federal and provincial agencies) as well as Indigenous Communities. The Town will hold 2 Public Information Centres as part of the public consultation as well as on-line consultation through the Talk the Burg website. The project is anticipated to commence in July 2024 and be completed in November 2025.

4. RISK ANALYSIS:

There is risk that if the Class Environmental Assessment process does not commence in a timely manner that the AWTP may begin to near capacity without the Town having a feasible plan for funding and execution of an expansion. The Town may have to consider ceasing further development if the capacity of the AWTP becomes unavailable as well as the implementation of water usage reduction strategies including usage restrictions and watering bans.

5. FINANCIAL MATTERS:

The 2023 budget includes \$350,000 for the Amherstburg Water Treatment Plant Expansion - Class Environmental Assessment. The funds for this capital project were encumbered with the intention of proceeding with the project in 2024.

Based on the recommended proposal, the financial impact is estimated as follows:

AWTP Expansion – Class Environmental Assessment (723039)	Budget	Actual (incl. net HST)	Variance (over)/under
Cost:			
Stantec Consulting Ltd. Proposal	\$350,000	\$302,227.20	\$47,772.80
Total Project Cost	\$350,000	\$302,227.20	\$47,772.80
Funding:			
0126 - Water DC Reserve	\$35,000	\$35,000.00	
0200 - Water Capital Reserve	\$315,000	\$267,227.20	\$47,772.80
Total Project Funding	\$350,000	\$302,227.20	\$47,772.80

6. CONSULTATIONS:

Director of Infrastructure Services
Procurement Specialist
CAO

7. CORPORATE STRATEGIC ALIGNMENT:

Vision: Preserving our past while forging our future.

Amherstburg Community Strategic Plan 2022 - 2026

<p align="center">PILLAR 1 Deliver Trusted & Accountable Local Government</p> <ul style="list-style-type: none"> <input type="checkbox"/> Improve trust between council and staff, and residents, by strengthening governance and internal accountability structures. ✓ Deliver transparent and efficient financial management. <input type="checkbox"/> Increase effective communication and engagement with residents. <input type="checkbox"/> Develop our staff team, resources, and workplace culture. ✓ Continue to deliver strong core municipal services. <input type="checkbox"/> Ensure Amherstburg is an inclusive accessible and welcoming community committed to reconciliation. 	<p align="center">PILLAR 3 Encourage Local Economic Prosperity</p> <ul style="list-style-type: none"> ✓ Encourage development of commercial and industrial lands. <input type="checkbox"/> Continue to promote local tourism industry, especially overnight accommodation. <input type="checkbox"/> Continue to facilitate downtown development for residents and visitors. <input type="checkbox"/> Continue to leverage partnership opportunities with other provincial, federal, and local governments, agencies, and organizations.
<p align="center">PILLAR 2 Invest in Community Amenities and Infrastructure</p> <ul style="list-style-type: none"> ✓ Maintain safe, reliable and accessible municipal infrastructure and facilities. <input type="checkbox"/> Increase access to recreation opportunities for all ages. <input type="checkbox"/> Finalize and execute plans for town-owned lands (e.g. Duffy’s site, Belle Vue) <input type="checkbox"/> Create public access to water and waterfront ✓ Prioritize opportunities to reduce environmental impacts of Town operations and increase Town resilience to climate change. 	<p align="center">PILLAR 4 Shape Growth Aligned with Local Identity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Define and communicate a vision for the Town’s future and identity. <input type="checkbox"/> Promote and plan for green and “climate change ready” development. <input type="checkbox"/> Review and implement policies that promote greater access to diverse housing. <input type="checkbox"/> Protect the Town’s historic sites and heritage. <input type="checkbox"/> Preserve the Town’s greenspaces, agricultural lands, and natural environment.

8. CONCLUSION:

Administration recommends that the Town execute an agreement with Stantec Consulting Ltd. to complete the Amherstburg Water Treatment Plant Expansion - Class Environmental Assessment project.



Todd Hewitt
Manager of Engineering

Report Approval Details

Document Title:	2024 07 08 - Amherstburg Water Treatment Plant Expansion Class Environmental Assessment - Engineering Services.docx
Attachments:	- Stantec AWTP Expansion EA proposal.pdf
Final Approval Date:	Jun 26, 2024

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



Antonietta Giofu



Tracy Prince



Valerie Critchley



Kevin Fox



Stantec Consulting Ltd.
2555 Ouellette Place, Suite 100
Windsor, ON N8X 1L9
Tel: (519) 966-2250
Fax: (519) 966-5523

May 27, 2024
File: 165681082.021

Town of Amherstburg
512 Sandwich Street South
Amherstburg, Ontario, N9V 3R2

Attention: Mr. Todd Hewitt
Manager of Engineering & Operations

Dear Mr. Hewitt,

Reference: Proposal for Engineering Services
Amherstburg Water Treatment Plant Expansion - Class Environmental Assessment

Per our recent discussions, we have prepared and are pleased to submit our proposal for consulting engineering services to carry out a Class Environmental Assessment (Class EA) for the Amherstburg Water Treatment Plant (AWTP) expansion.

This proposal outlines our scope of services, professional fees, and terms & conditions to carry out the assignment.

1.0 UNDERSTANDING OF ASSIGNMENT

The Amherstburg Water Treatment Plant, which was constructed in 1971, supplies potable water to the Town of Amherstburg as well as portion of surrounding communities of Lasalle and Essex. The plant has a rated capacity of 18,184 m³/d. The AWTP receives its source water from the Detroit River, which links Lake St. Clair with Lake Erie.

The AWTP consists of the follow major treatment process units: pre-chlorination for zebra mussel control, clarification with chemical addition of aluminum sulfate and polyelectrolytes, dual media (sand-anthracite) filtration, and chlorination. Other post treatment chemical additions include fluoride and powered activated carbon. Process residuals including clarification/sedimentation sludge, filter backwash water, and filter-to-waste, discharge to the Detroit River.

Town of Amherstburg has recently experienced unprecedented residential growth, far exceeding that outlined in the official plan and development study projections. The AWTP has operated in the range of 70% to 80% of its rated capacity in recent years. Based on the 2022 AWTP Capacity Study, projections indicate that the plant will reach 90% of its rated capacity by 2029. In accordance with Ministry of the Environment, Conservation and Parks (MECP) Guidelines, 90% is typically a trigger point for planning and design of a capacity expansion. Due to ongoing residential, commercial, and industrial growth within the Town, each development plan will need to consider its impact on the total water demand, particularly if it accelerates the demand above 90% of the plant capacity before 2029.

The purpose of this Class EA will be to establish the preferred means of the AWTP capacity expansion to meet the water demands for the ongoing and future developments while complying with regulatory requirements and MECP Guidelines. The following sections outlines our scope of services in greater detail.

2.0 SCOPE OF SERVICES

Our scope of services includes undertaking tasks related to the requirements defined and outlined in the Municipal Engineers Association document entitled "Municipal Class Environmental Assessment (October 2000, as amended in 2007, 2011, 2015 & 2023)" for a Schedule C activity as it relates to this project.

Tasks generally consist of problem identification via the collection, review, and analyses of pertinent data; evaluating alternative solutions to the problem; establishing the recommended alternative solution; coordinating and obtaining public participation; confirming and selecting the preferred alternative solution;



May 27, 2024
Mr. Todd Hewitt
Manager of Engineering & Operations
Page 2 of 5

**Reference: Proposal for Engineering Services
Amherstburg Water Treatment Plant Expansion - Class Environmental Assessment**

and preparing an environmental study report (ESR) to document the process. Following is a summary of activities and tasks making up our work plan:

1. Phase 1 – Review of Background Information & Problem Identification

Pending award of contract, Stantec is to hold a “kick-off” meeting with the Town to review the study procedure and expectations. This meeting is to establish any restrictions and prioritize wants and needs. This will avoid the development of unacceptable or unreasonable design options. A notice of Study Commencement is to be advertised.

Concurrently, Stantec is to perform a background investigation, including consultation with regulatory authorities (eg. MECP, ERCA, DFO, Transport Canada, etc.), adjacent municipalities, Indigenous Community, public, and utility companies. Requirements under the Canadian Environmental Assessment Act is also to be confirmed at this time and, if required, the Federal EA Coordinator is to be identified. Included in the background investigation is an evaluation of the water demand issues, including applicable MECP requirements associated with the water quality.

2. Phase 2 – Evaluation of Alternative Solutions

In Phase 2, potential solutions to address water demands for ongoing and future developments are to be identified and evaluated. Alternative solutions are to be identified based on a review of technical literature, background documents, previous experience, and consultation with the Town, relevant review agencies, and Indigenous Communities. The work is to follow the Class EA procedure. The preferred alternative solution(s) to address the problem or opportunity is to be selected by taking into account natural environmental, social, technical, and economic criteria with consideration for public, Indigenous Community and review agency input.

A Public Information Centre (PIC) is to be held during this phase. Stantec is to prepare information boards, handouts and other relevant materials outlining the problem, EA process, background studies, evaluation of alternative solutions, potential impacts and mitigation measures for each option, opinion of probable cost and recommended alternative solution(s).

3. Phase 3 – Evaluation of Alternative Design Concepts

The recommended alternative solution(s) developed in Phase 2 are to be further refined with the evaluation of alternative design concepts and selection of a recommended design concept. As part of the development of alternative design concepts, the following information will be required to successfully develop and evaluate design options:

- Topographical surveys at sites and routes where works could be installed as identified during the evaluation of alternative design concepts.
- Geotechnical investigations at sites where major works (e.g. clarifiers, filters, etc.) could be installed as identified during the evaluation of alternative design concepts.
- All record information available pertinent to potential sites, including record drawings of any works and improvements at and adjacent to the sites, existing utility record information, etc.
- Assessment of natural heritage features which are to include flora, fauna, and their habitat to properly address archaeological, species at risk, social, cultural, economic and other issues.
- Review of public health and safety considerations.
- Other information that may be identified during the course of the study.

All of the above information will be required to enable Stantec to properly evaluate alternative design options with respect to their anticipated environmental impacts, property requirements, utility relocations, phasing,



May 27, 2024
 Mr. Todd Hewitt
 Manager of Engineering & Operations
 Page 3 of 5

**Reference: Proposal for Engineering Services
 Amherstburg Water Treatment Plant Expansion - Class Environmental Assessment**

construction costs, etc.. The extent of the required data collection will be dependent on the number and extent of the alternative design concepts developed.

Planning aspects such as integration and compatibility with both existing and future water supply systems are to be considered along with identifying easement and/or property acquisitions that may be required. Alternative design concepts are also to be assessed and coordinated to minimize impacts to existing or proposed works at and around potential routes and sites.

The recommended alternative design concept is to be selected based on a review and assessment of potential improvements to would also address aging infrastructure issues. The development of alternative design concepts is to include consideration of Town's Official Plan. Regular meetings are to be held with the Town to evaluate alternative design concepts, opinions of probable cost, study progress and project schedule. When required, meetings are to be scheduled with other review agencies to provide feedback on the alternative design concepts.

A second PIC is to be held during this phase in much the same manner as in Phase 2, however, the focus will now be on the recommended alternative design concepts and the options for its implementation. The development of alternative design concepts is to conclude with the preparation of an alternative design evaluation matrix, addressing the factors outlined above, and recommendation of an alternative solution in consultation with the Town, Indigenous Community, the Public and relevant review agencies.

4. Phase 4 – Environmental Study Report

An ESR is to be prepared to document the evaluation and Class EA process including public participation. The preferred alternative solutions are to be finalized while addressing the comments received as appropriate and feasible, to a sufficient conceptual level of detail to allow for future preliminary and detailed design to proceed.

3.0 PROJECT SCHEDULE

The table below, summarizes the anticipated timelines for completion of the milestones identified in this work plan based on a notification of project award date and execution of professional service agreement in late June 2024. Based on our experience on similar work, the following project schedule is proposed:

Milestone	Duration	Completion Date
Project Initiation – Notice of Study Commencement	4 weeks	July 2024
Review of Background Information & Problem Identification	4 weeks	August 2024
Evaluation of Alternative Solutions	24 weeks	February 2025
Council Presentation & Resolution	-	March 2025
Public Information Center No.1	4 weeks	March 2025
Evaluation of Alternative Design Concepts	12 weeks	June 2025
Council Presentation & Resolution	-	July 2025
Public Information Center No.2	4 weeks	July 2025
Environmental Study Report	4 weeks	August 2025
Council Presentation & Resolution	-	August 2025
Notice of Completion	8 weeks	October 2025



May 27, 2024
 Mr. Todd Hewitt
 Manager of Engineering & Operations
 Page 4 of 5

**Reference: Proposal for Engineering Services
 Amherstburg Water Treatment Plant Expansion - Class Environmental Assessment**

Upon project award and on through project meetings, the schedule is to be adjusted based on progress of the work and feedback from the Town. Stantec is to endeavor to complete the project ahead of schedule and keep the Town informed of work progress while providing updates on scheduling changes during regular project meetings.

4.0 ENGINEERING BUDGET

Our engineering budget fee is made up as follows:

<i>Phase 1 – Review Background Information & Problem Identification</i>	<i>\$30,000.00</i>
<i>Phase 2 – Evaluation of Alternative Solutions</i>	<i>\$85,000.00</i>
<i>Phase 3 – Evaluation of Alternative Design Concepts</i>	<i>\$115,000.00</i>
<i>Phase 4 – Environmental Study Report</i>	<i>\$45,000.00</i>
<i>Sub Total - Professional Fees</i>	<i>\$275,000.00</i>
<i>FRD @ 8% Flat Rate of Professional Fees</i>	<i>\$22,000.00</i>
<i>Total Engineering Budget Fee</i>	<i>\$297,000.00</i>

Professional fees shown are in Canadian dollars for engineering work related to the scope of work outlined herein. Expenses, including mileage, incidental printing costs, communications and general office expenses are covered under the Flat Rate Disbursement. The above total budget engineering fee is to be viewed as an upset budget limit for the engineering services outlined in this proposal. Work is to be invoiced on an hourly basis for the actual time & effort necessary to carry out the assignment up to the upset budget amount.

Please note that our engineering fee has been prepared based on the following assumptions:

- that the water distribution system hydraulic model, developed for the 2020 Amherstburg Master Plan, is to be modified for analyzing the water demands for ongoing and future development.
- that the Town has and will make available all data for:
 - Plant operation and maintenance reports.
 - Raw water quality data.
 - Previous study report including the 2022 AWTP capacity study
 - Water demands for ongoing and future developments.
- that all Detroit River water flow and water quality data will be obtained from government records.
- that all record information pertinent to potential sites, including record drawings of works and improvements at and/or adjacent to sites, existing utility record information, etc. are and can be made available to Stantec by the Town
- that our fee includes costs and fees for engaging archeological and biological consultants to carry out Stage 1 Archaeological Assessment and Biological Assessment. These assessments will identify natural heritage features including flora, fauna, and their habitat so as to properly address archaeological, species at risk, social, cultural, economic, and other issues.
- that all fees and costs related to permits and approvals including applications have not been included in this proposal and will be the responsibility of the Town.
- that all costs and fees for engaging survey firms to carry out topographical surveys at sites and routes where proposed works could be installed have not been included in this proposal and will be the responsibility of the Town.



May 27, 2024
Mr. Todd Hewitt
Manager of Engineering & Operations
Page 5 of 5

**Reference: Proposal for Engineering Services
Amherstburg Water Treatment Plant Expansion - Class Environmental Assessment**

- that all costs and fees for engaging geotechnical consultants to carry out geotechnical investigations at sites where major works (eg. clarifiers, filters, etc.) could be installed as part of evaluating alternative design concepts have not been included in this proposal and will be the responsibility of the Town.
- that all costs and expenses associated with newspaper advertisements, notices, and public information centers have not been included in this proposal and will be the responsibility of the Town.
- that the effort to respond to public comments and concerns during the 30-day review period are based on the assumption that no major public concerns or requests for Part II Orders will result from this Class EA.
- should any significant and/or unforeseen project specific expenses arise during the project, which is not covered under this proposal, then the Town shall reimburse Stantec for the total cost of the expense plus a 10% markup.
- overall, should it become apparent that the scope of work expands beyond that identified in this proposal and additional engineering services are required to ensure the successful completion of this assignment; then Stantec shall advise and request authorization from the Town prior to proceeding with any additional work and the associated additional fees negotiated.

If the foregoing assumptions are incorrect, please advise us and we will amend our work plan and engineering budget to suit.

We trust that you will find our proposal fully meets your needs. We are prepared to commence work immediately upon the execution of a mutually acceptable professional services agreement (PSA).

Should you have any questions or require clarifications or additional information with respect to this proposal, please contact the undersigned at your convenience.

Sincerely yours,

Stantec Consulting Ltd.

Chrissy Jung, M.A.Sc., P.Eng.
Windsor Treatment Team Lead, Water
chrissy.jung@stantec.com

Jian Li, Ph.D., P. Eng.
Principal & Practice Leader, Water
jian.li@stantec.com



THE CORPORATION OF THE TOWN OF AMHERSTBURG
OFFICE OF ENGINEERING & INFRASTRUCTURE SERVICES

Mission Statement: As stewards of the Town of Amherstburg, we strive to improve the quality of life of all residents through the delivery of effective, efficient, and affordable services.

Author's Name: Todd Hewitt	Report Date: June 7, 2024
Author's Phone: 519 736 3663 ext. 2313	Date to Council: July 8, 2024
Author's E-mail: thewitt@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Amherstburg Water Treatment Plant Process Waste Residuals Management – Engineering Services

1. **RECOMMENDATION:**

It is recommended that:

1. The Proposal for Engineering Services from Stantec Consulting Ltd. for the Amherstburg Water Treatment Plant Process Waste Residuals Management **BE ACCEPTED**.
2. The Mayor and Clerk **BE AUTHORIZED** to execute an agreement with Stantec Consulting Ltd. for the Amherstburg Water Treatment Plant Process Waste Residuals Management for a total amount not to exceed \$284,643.07 (net HST included).
3. The Chief Administrative Officer, or designate, **BE AUTHORIZED** to amend the agreement with Stantec Consulting Ltd. if required to expand the scope of the work plan, provided such additional services remain within the total project funding of \$500,000 inclusive of HST and subject to approval of technical content by the Director of Infrastructure Services and to financial content by the Director of Corporate Services/Chief Financial Officer.

2. **BACKGROUND:**

In 2023, the Town was required to renew our Drinking Water License (DWL). At that time the Ministry of the Environment, Conservation, and Parks (MECP) advised that the Town would be required to address the lack of a residual management (process waste) treatment process. Process waste from the water treatment process is chlorinated water as well as sludge and sediment collected during the filtration and clarification process.

The Town's newly issued DWL includes parameters and limits for effluent discharge along with additional reporting requirements related to process waste. The deadline in the DWL to meet these parameters is September 30, 2026. Originally, MECP noted the due date for compliance with the new parameters to be February 4th 2025. The outcome of continued discussions between the Town and MECP was an agreement that the Town would budget for the engineering services required for this work to be completed in 2024 with construction commencing in 2025.

To ensure the DWL timelines are met, the engineering services required to complete this work should commence as soon as possible.

3. DISCUSSION:

The Town requested an engineering proposal from Stantec Consulting Ltd. to provide the engineering services required to complete the detailed design for the Amherstburg Water Treatment Plant process waste residuals management system.

As outlined in the Procurement Policy, Section 24 "Exceptions to Procurement Procedures" the CAO may grant exceptions to the Policy in certain circumstances. The CAO has authorized the waiving of the requirement to issue an RFP for engineering services in this instance, based on the following clauses within the Policy:

- Item 24.3.8.1.b. – The Firm has demonstrated unique qualifications to undertake the project including in house experience or historical data of the Municipality
- Item 24.3.8.1.c – Time Constraints restrict the ability to seek proposals or quotations that would result in increased costs or loss of provincial or federal funding

Stantec Consulting Ltd. has provided engineering services for many previous projects related to the Town's water system and the AWTP. The following are examples of recent work completed:

- Water Master Plan and Water Tower Class Environmental Assessment (EA) – 2007
- Water Tower Design – 2009
- Emergency Generator for AWTP– 2009
- Water Master Plan Update – 2019
- Electrical Upgrades and SCADA installation AWTP - 2021
- Design of the New Reservoir and Rehabilitation of the Existing Reservoir – 2022
- AWTP water flow/capacity reviews – (i.e. Jack's organics)

Due to the extensive history with the Amherstburg Water Treatment Plant as well as the entire water system Stantec Consulting is well suited to complete this work efficiently and effectively. It should also be noted that although the time constraint may not affect Provincial or Federal funding in the short term, the Town could fall out of compliance with our Drinking Water Licence if we do not proceed with expedience.

According to Design Guidelines for Drinking Water Systems issued by the MECP, handling, treatment and environmentally acceptable disposal of water treatment process waste residuals is required. Therefore, provisions must be made for proper treatment and disposal of water treatment plant process residuals at the AWTP.

In the preliminary design phase, Stantec Consulting Ltd. will gather and review background information, develop preferred alternative, prepare preliminary concept plan, and preliminary cost estimates. This preliminary design phase will be followed by Design Services including the preparation of construction drawings and specifications with contract documents, Tender Support Services during the public tender period, and Contract Administration and Field Services during construction. Based on the submitted schedule the project is expected to commence in September 2024 and be completed (including construction) by November 2025.

4. RISK ANALYSIS:

There is risk that if this work is not completed and communicated to MECP prior to the due date that the Town will become non-compliant with the issued Drinking Water License. This may result in environmental penalties and/or fines issued to the Town.

5. FINANCIAL MATTERS:

The 2024 budget includes \$500,000 for the Amherstburg Water Treatment Plant Process Waste Residuals Management.

Based on the recommended proposal, the financial impact is estimated as follows:

AWTP Process Waste Residuals Management (724027)	Budget	Actual (incl. net HST)	Variance (over)/under
Cost:			
Stantec Consulting Ltd. Proposal	\$500,000	\$284,643.07	\$215,356.93
Total Project Cost	\$500,000	\$284,643.07	\$215,356.93
Funding:			
0126 - Water DC Reserve	\$454,648.00	\$284,643.07	\$170,004.93
0200 - Water Capital Reserve	\$45,352.00	\$0	\$45,352.00
Total Project Funding	\$500,000	\$284,643.07	\$215,356.93

6. CONSULTATIONS:

Director of Infrastructure Services
 Procurement Specialist
 CAO

7. CORPORATE STRATEGIC ALIGNMENT:

Vision: Preserving our past while forging our future.

Amherstburg Community Strategic Plan 2022 - 2026

<p align="center">PILLAR 1 Deliver Trusted & Accountable Local Government</p> <ul style="list-style-type: none"> <input type="checkbox"/> Improve trust between council and staff, and residents, by strengthening governance and internal accountability structures. ✓ Deliver transparent and efficient financial management. <input type="checkbox"/> Increase effective communication and engagement with residents. <input type="checkbox"/> Develop our staff team, resources, and workplace culture. ✓ Continue to deliver strong core municipal services. <input type="checkbox"/> Ensure Amherstburg is an inclusive accessible and welcoming community committed to reconciliation. 	<p align="center">PILLAR 3 Encourage Local Economic Prosperity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Encourage development of commercial and industrial lands. <input type="checkbox"/> Continue to promote local tourism industry, especially overnight accommodation. <input type="checkbox"/> Continue to facilitate downtown development for residents and visitors. <input type="checkbox"/> Continue to leverage partnership opportunities with other provincial, federal, and local governments, agencies, and organizations.
<p align="center">PILLAR 2 Invest in Community Amenities and Infrastructure</p> <ul style="list-style-type: none"> ✓ Maintain safe, reliable and accessible municipal infrastructure and facilities. <input type="checkbox"/> Increase access to recreation opportunities for all ages. <input type="checkbox"/> Finalize and execute plans for town-owned lands (e.g. Duffy’s site, Belle Vue) <input type="checkbox"/> Create public access to water and waterfront ✓ Prioritize opportunities to reduce environmental impacts of Town operations and increase Town resilience to climate change. 	<p align="center">PILLAR 4 Shape Growth Aligned with Local Identity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Define and communicate a vision for the Town’s future and identity. <input type="checkbox"/> Promote and plan for green and “climate change ready” development. <input type="checkbox"/> Review and implement policies that promote greater access to diverse housing. <input type="checkbox"/> Protect the Town’s historic sites and heritage. ✓ Preserve the Town’s greenspaces, agricultural lands, and natural environment.

8. CONCLUSION:

It is recommended that Council direct the Mayor and the Clerk to execute the agreement with Stantec Consulting Ltd. to commence the Amherstburg Water Treatment Plant Process Waste Residuals Management project.



Todd Hewitt
Manager of Engineering

Report Approval Details

Document Title:	2024 07 08 - Amherstburg Water Treatment Plant Process Waste Residuals Management - Engineering Services.docx
Attachments:	- Stantec AWTP process waste residual proposal.pdf
Final Approval Date:	Jun 26, 2024

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



Antonietta Giofu



Tracy Prince



Valerie Critchley



Kevin Fox



Stantec Consulting Ltd.
2555 Ouellette Place, Suite 100
Windsor, ON N8X 1L9
Tel: (519) 966-2250
Fax: (519) 966-5523

May 27, 2024
File: 165681082.021

Town of Amherstburg
512 Sandwich Street South
Amherstburg, Ontario, N9V 3R2

Attention: Mr. Todd Hewitt
Manager of Engineering & Operations

Dear Mr. Hewitt,

Reference: Proposal for Engineering Services
Amherstburg Water Treatment Plant Process Waste Residuals Management

Per our recent discussions, we have prepared and are pleased to submit our proposal for consulting engineering services to improve the process waste residuals management at the Amherstburg Water Treatment Plant (AWTP).

This proposal outlines our scope of services, professional fees, and terms & conditions to carry out the assignment.

1.0: UNDERSTANDING OF ASSIGNMENT

The Amherstburg Water Treatment Plant supplies potable water to the Town of Amherstburg as well as portion of surrounding communities of Lasalle and Essex. The plant has a rated capacity of 18,184 m³/d. The AWTP receives its source water from the Detroit River, which links Lake St. Clair with Lake Erie.

The AWTP consists of the follow major treatment process units: pre-chlorination for zebra mussel control, clarification with chemical addition of aluminum sulfate and polyelectrolytes, dual media (sand-anthracite) filtration, and chlorination. Other post-treatment chemical additions include fluoride and powered activated carbon. Process residuals including clarification/sedimentation sludge, filter backwash water, and filter-to-waste, discharge to the Detroit River.

According to Design Guidelines for Drinking-Water Systems issued by the Ministry of the Environment, Conservation and Parks (MECP), handling, treatment and environmentally acceptable disposal of water treatment process waste residuals is required. Therefore, provisions should be made for proper treatment and disposal of water treatment plant process residuals at the AWTP.

In the preliminary design phase, Stantec will gather and review background information, perform site investigations, assess quantity and quality characteristics of process residues, review possible alternatives for process residues management, determine preferred alternative, prepare preliminary concept plan, and preliminary cost estimates.

This preliminary design phase will be followed by Design Services including the preparation of construction drawings and specifications with contract documents; Tender Support Services during the public tender period; and Contract Administration and Field Services during construction. The following sections outlines our scope of services in greater detail.

2.0: SCOPE OF SERVICES

The following sections summarize the specific tasks making up our scope of services.



May 27, 2024
Mr. Todd Hewitt
Manager of Engineering & Operations
Page 2 of 5

**Reference: Proposal for Engineering Services
Amherstburg Water Treatment Plant Process Waste Residuals Management**

2.1: Preliminary Engineering Services

- 1) Gather and Review Background Information
 - Collect background information including existing inspection and lab analysis reports on process waste residuals, operation and maintenance complaints/service records, as-built drawings, and other documents prepared by or for the Town of Amherstburg.
 - Field investigation for visual inspection of existing plant sewer systems conveying process waste residuals from existing clarifier and filters.
 - Review background information to develop an understanding of existing clarifier and filters operation and maintenance as well as plant process waste residuals discharges.
- 2) Development and Evaluate Alternatives for Process Waste Residuals Management
 - Assess quantity and characteristics of process residuals.
 - Identify possible alternatives for process waste residuals management.
 - Evaluate and identify preferred alternative solution to process waste residuals.
 - Propose conceptual level modifications to manage process waste residuals.
- 3) Preliminary Design Report
 - Document background review, site investigation, and other data.
 - Develop the preferred solution to process waste residuals.
 - Define process waste residues management needs (design basis, layout, PFD, P&ID, hydraulic profile, etc.).
 - Evaluate and identify the location of process waste residuals management facility, and the route of waste residual discharge piping from clarifier and filters to the residuals management facility.
 - Prepare conceptual drawings of the proposed process waste residuals management facility.
 - Provide predesign report documenting recommendations and opinion of probable costs for the implementation of the proposed process waste residuals management facility.
 - Assist the Town/OCWA in application of permits and approvals (MECP, ERCA, etc.).

2.2: Detailed Design Services

- 1) Preparation of detailed construction drawings including structural, process mechanical, electrical, control & instrumentation trades for proposed new process waste residuals management facility.
- 2) Preparation of project specifications.
- 3) Preparation of contract documents for tendering purposes.
- 4) Preparation of Pre-Tender Opinion of Probable Construction Cost.
- 5) Submit above preliminary design documents to the Town at 70% and 100% complete for review and comment.
- 6) Revise and finalize contract documents for review and approval.
- 7) Finalize and issue Tender documents to Town for tendering purposes.

2.3: Tender Period Services

- 1) Assist Town with tender advertisement.
- 2) Answer questions and issue addenda during tender period. Town to manage communication with prospective bidders and plan takers.
- 3) Review and report on tenders.



May 27, 2024
 Mr. Todd Hewitt
 Manager of Engineering & Operations
 Page 3 of 5

**Reference: Proposal for Engineering Services
 Amherstburg Water Treatment Plant Process Waste Residuals Management**

2.4: Construction Period Services

- 1) Contract Administration
 - a) Attend and chair pre-construction meeting and ongoing site meetings including preparation and distribution of meeting minutes.
 - b) Review of project schedules, shop drawings and submittals.
 - c) **Part-time inspection services to review general conformance based on total of 3 site visits per week (total 15 hours) over an estimated 24-week construction period for total allowance of 360 hours.**
 - d) Review and address Contractor's request for information (RFI) including issuance of contemplated change orders (CCOs), as needed.
 - e) Review of changes, costs and preparation of change orders as needed.
 - f) Preparation of monthly progress payment certificates as needed.
- 2) Commissioning
 - a) Review of contractors' commissioning plans.
 - b) Witness equipment commissioning and start-up.
 - c) Provide support during contractor commissioning.
 - d) Report on deficiencies and advise on rectification.
 - e) Conduct on-site meetings with Town to review improvements, including equipment operation and maintenance procedures and requirements.
 - f) Review installation of arc flash labels per Town's requirements.
- 3) Project Closeout
 - a) Preparation, monitoring, and updating of deficiency lists following construction.
 - b) Preparation of substantial performance, release of holdback, completion, and final certificates.
 - c) Coordinate assembly of close-out documents such as O&M manuals and as-built drawings.
 - d) Assist with review of close-out documents.

3.0: PROJECT SCHEDULE

Based on our experience on similar work, the following project schedule is proposed:

MILESTONES	DURATION	COMPLETION DATE
Preliminary Engineering Services	12 weeks	September 2024
Detailed Engineering Services	16 weeks	January 2025
Tender Advertisement	1 weeks	February 2025
Tender Closing	2 weeks	February 2025
Construction Award and Start	2 weeks	April 2025
Substantial Performance	30 weeks	November 2025

The above schedule is based on receiving an authorization to proceed with the assignment from the Town prior to June 25, 2024. Upon project award, through the project initiation meeting, the schedule is to be adjusted based on feedback from the City. Stantec is to endeavor to complete the project ahead of schedule and keep the City informed of work progress while providing updates on scheduling changes during regular project meetings.



May 27, 2024
 Mr. Todd Hewitt
 Manager of Engineering & Operations
 Page 4 of 5

**Reference: Proposal for Engineering Services
 Amherstburg Water Treatment Plant Process Waste Residuals Management**

4.0: ENGINEERING BUDGET

Please note that our engineering fee has been prepared based on the following assumptions:

- Our fee doesn't include consulting services for geotechnical investigation and excess soil characterization survey during design. We will assist the Town to engage a geotechnical consultant to carry out the required works and identify design criteria for building and tank foundations.
- Our fee doesn't include consulting services for excess soil management during construction. We will prepare tender documents, specifying that the contractor will be required to provide all testing & reporting and retain a Qualified Person (QP) to comply with all regulatory excess soil management requirements.
- Topographic survey work may be needed to carry out this assignment. Our fee doesn't include allowance for Stantec to engage a local survey firm to carry out such work.
- Our budget fee doesn't include any archaeological assessment and natural heritage assessment.
- Our budget engineering fee does not include any allowance for advertising and/or venue costs nor for any application fees required by any regulatory agency. All costs and fees related to the above noted particulars including permits and approvals are not included in our fee and will be the responsibility of and at the total expense of the Town.
- The above budget engineering fee has been established based on our experience on similar projects. This fee is to be reviewed with the Town at the end of each project meeting and adjustments made to the work plan to maintain the fee as requested. Any clear changes in the scope of the work is to be identified and discussed with the Town, as they occur, and the budget fee revised to suit as needed.

If the foregoing assumptions are incorrect, please advise us and we will amend our work plan and engineering budget to suit.

Our engineering budget fee is made up as follows:

<i>Preliminary Engineering Services</i>	<i>\$45,000</i>
<i>Detailed Design Engineering Services</i>	<i>\$95,000</i>
<i>Tender Period Services</i>	<i>\$8,000</i>
<i>Construction Period Services</i>	<i>\$103,000</i>
<i>Post-Construction Period Services</i>	<i>\$8,000</i>
<i>Sub Total - Professional Fees</i>	<i>\$259,000</i>
<i>FRD @ 8% Flat Rate of Professional fees</i>	<i>\$20,720</i>
<i>Total Engineering Budget Fee</i>	<i>\$279,720</i>

Professional fees shown are in Canadian dollars for engineering work related to the scope of work outlined herein. Expenses, including mileage, incidental printing costs, communications and general office expenses are covered under the Flat Rate Disbursement. The above total budget engineering fee is to be viewed as an upset budget limit for the engineering services outlined in this proposal. Work is to be invoiced on an hourly basis for the actual time & effort necessary to carry out the assignment up to the upset budget amount.



May 27, 2024
Mr. Todd Hewitt
Manager of Engineering & Operations
Page 5 of 5

**Reference: Proposal for Engineering Services
Amherstburg Water Treatment Plant Process Waste Residuals Management**

Should any significant and/or unforeseen project specific expenses arise during the project, which is not covered under this proposal, then the Town shall reimburse Stantec for the total cost of the expense plus a 10% markup. Also note that the above total budget fee does not include any allowance for advertising costs nor for any applications required by any regulatory agencies. Fees related to permits and approvals have also not been included in our fees and will be the responsibility of and at the total expense of the Town.

Overall, should it become apparent that the scope of work expands beyond that identified in this proposal and additional engineering services are required to ensure the successful completion of this assignment; then Stantec shall advise and request authorization from the Town prior to proceeding with any additional work and the associated additional fees negotiated.

We trust that you will find our proposal fully meets your needs. We are prepared to commence work immediately upon the execution of a mutually acceptable professional services agreement (PSA).

Should you have any questions or require clarifications or additional information with respect to this proposal, please contact the undersigned at your convenience.

Sincerely yours,

Stantec Consulting Ltd.

Chrissy Jung, M.A.Sc., P.Eng.
Windsor Treatment Team Lead, Water
chrissy.jung@stantec.com

Jian Li, Ph.D., P. Eng.
Principal & Practice Leader, Water
jian.li@stantec.com



THE CORPORATION OF THE TOWN OF AMHERSTBURG
OFFICE OF ENGINEERING & INFRASTRUCTURE SERVICES

***Mission Statement:** As stewards of the Town of Amherstburg, we strive to improve the quality of life of all residents through the delivery of effective, efficient, and affordable services.*

Author’s Name: Todd Hewitt	Report Date: June 10, 2024
Author’s Phone: 519 736-3664 ext. 2313	Date to Council: July 8, 2024
Author’s E-mail: thewitt@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Hydro One Invoice Funding – Bridge 3008

1. RECOMMENDATION:

It is recommended that:

1. Council **AUTHORIZE** for immediate use \$69,432 for the payment of Hydro One invoice #3000399840 to be funded from Gas Tax - CCBF Reserve (0410).

2. BACKGROUND:

Hydro One was required to complete relocation work to facilitate the construction of Bridge 3008 on the 2nd Concession North over Long Marsh Drain. The invoice is related to this work.

3. DISCUSSION:

In May 2022 the Town completed the replacement of Bridge 3008 on the 2nd Concession North. As part of the reconstruction the Town required Hydro One to relocate hydro lines. This work was authorized in 2019 and Hydro One came on site in 2020 to move the poles but couldn’t complete some of the final work until after the bridge was complete. Hydro One was notified that the bridge was complete in May 2022 and returned at some point to complete their work. The Town did not receive any further updates on the status of the work or the timing for completion. An invoice for the work was received on January 31, 2024, more than a year after the project had been closed financially in 2022. Administration now requires Council to authorize funding for the payment of this invoice as no budgeted funds remain.

4. RISK ANALYSIS:

The invoice will grow with the charging of interest if it is not paid.

5. FINANCIAL MATTERS:

The amount of \$69,432 is required to pay the outstanding invoice.

6. CONSULTATIONS:

Director of Financial Services / Chief Financial Officer
Supervisor of Revenue

7. CORPORATE STRATEGIC ALIGNMENT:

Vision: Preserving our past while forging our future.

<i>Amherstburg Community Strategic Plan 2022 - 2026</i>	
<p style="text-align: center;">PILLAR 1 Deliver Trusted & Accountable Local Government</p> <ul style="list-style-type: none"> ✓ Improve trust between council and staff, and residents, by strengthening governance and internal accountability structures. ✓ Deliver transparent and efficient financial management. <input type="checkbox"/> Increase effective communication and engagement with residents. <input type="checkbox"/> Develop our staff team, resources, and workplace culture. ✓ Continue to deliver strong core municipal services. <input type="checkbox"/> Ensure Amherstburg is an inclusive accessible and welcoming community committed to reconciliation. 	<p style="text-align: center;">PILLAR 3 Encourage Local Economic Prosperity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Encourage development of commercial and industrial lands. <input type="checkbox"/> Continue to promote local tourism industry, especially overnight accommodation. <input type="checkbox"/> Continue to facilitate downtown development for residents and visitors. <input type="checkbox"/> Continue to leverage partnership opportunities with other provincial, federal, and local governments, agencies, and organizations.
<p style="text-align: center;">PILLAR 2 Invest in Community Amenities and Infrastructure</p> <ul style="list-style-type: none"> ✓ Maintain safe, reliable and accessible municipal infrastructure and facilities. <input type="checkbox"/> Increase access to recreation opportunities for all ages. 	<p style="text-align: center;">PILLAR 4 Shape Growth Aligned with Local Identity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Define and communicate a vision for the Town’s future and identity. <input type="checkbox"/> Promote and plan for green and “climate change ready” development.

<ul style="list-style-type: none"> <input type="checkbox"/> Finalize and execute plans for town-owned lands (e.g. Duffy’s site, Belle Vue) <input type="checkbox"/> Create public access to water and waterfront <input type="checkbox"/> Prioritize opportunities to reduce environmental impacts of Town operations and increase Town resilience to climate change. 	<ul style="list-style-type: none"> <input type="checkbox"/> Review and implement policies that promote greater access to diverse housing. <input type="checkbox"/> Protect the Town’s historic sites and heritage. <input type="checkbox"/> Preserve the Town’s greenspaces, agricultural lands, and natural environment.
--	--

8. CONCLUSION:

Administration recommends that the required funds be authorized to pay the outstanding Hydro One invoice.



Todd Hewitt
Manager of Engineering

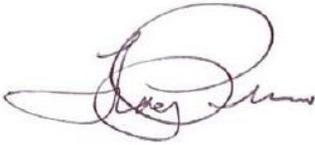
Report Approval Details

Document Title:	2024 07 08 - Hydro One Invoice Funding - Bridge 3008.docx
Attachments:	- Town of Amherstburg HONI 3000399840.pdf
Final Approval Date:	Jun 26, 2024

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



Antonietta Giofu



Tracy Prince



Valerie Critchley



Kevin Fox



INVOICE

Mailing Address:
 Hydro One Networks Inc.
 483 BAY ST (ACCOUNTS RECEIVABLE UNIT - TCA8)
 TORONTO, ON, M5G 2P5

TOWN OF AMHERSTBURG
 271 SANDWICH ST SOUTH
 AMHERSTBURG, ON, N9V 2A5
 CANADA

Invoice No.: 3000399840
 Customer Ref. No.: 62304633, 62436769
 Invoice Date: DEC 27, 2023
 Due Date: JAN 26, 2024
 Customer No.: 20004232
 Payment Terms: Net 30
 Interest on Late Payments: 19.56 % per year

GST/HST No.: 870865821RT0001

Customer Phone: 519-736-5495

For Billing Enquiries, please call: 1-877-554-7344
 Business Hours: 8:00am - 4:00pm Eastern Standard Time

TOWN OF AMHERSTBURG-2ND CONC BRIDGE

Line Item No.	Description	Qty.	Unit Price	TOTAL
1	2019 LBR: 37.5 Hr @\$122.26 @50%=\$2292.38 2020 LBR: 450.10 HRs @\$132.22 @50% = \$29756.11, 2022 LBR: 47 HRs @\$151.67 @50%= \$3564.25, Contract Cost: \$35345.21 @50%= \$17672.60, Misc Cost: \$178.94 @50% = \$89.47, Hydro One Labour Saving Equipment Cost: \$16138.60 @50%= \$8069.30 HST 13.00%	1.000	61,444.11	61,444.11
				7,987.73
Subtotal				61,444.11
HST				7,987.73
TOTAL				\$ 69,431.84

Please note: Invoice is subject to Late Payment Interest Charges, if total payment is not received by due date.

Please return this portion with payment or write the complete invoice number on your cheque.		
Please send your payment to: HYDRO ONE NETWORKS INC. ACCOUNTS RECEIVABLE UNIT - TCA8 483 BAY ST., TORONTO, ON, M5G 2P5	Customer No.: 20004232 Customer Name: TOWN OF AMHERSTBURG 271 SANDWICH ST SOUTH AMHERSTBURG, ON, N9V 2A5 CANADA	Invoice No: 3000399840 Amount Due: \$ 69,431.84 Due Date: JAN 26, 2024 Amount Remitted: _____ Date: _____

Please remit payment directly to address noted above. For payment through Visa/Mastercard, call 1-877-554-7344.
 This invoice cannot be paid against your energy account via your financial institution or Internet banking.



THE CORPORATION OF THE TOWN OF AMHERSTBURG
OFFICE OF ENGINEERING & INFRASTRUCTURE SERVICES

***Mission Statement:** As stewards of the Town of Amherstburg, we strive to improve the quality of life of all residents through the delivery of effective, efficient, and affordable services.*

Author’s Name: Eric Chamberlain	Report Date: June 19, 2024
Author’s Phone: 519 736-3664 ext. 2312	Date to Council: July 8, 2024
Author’s E-mail: echamberlain@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: 2024 Amendments to Traffic By-Law 2011-69

1. RECOMMENDATION:

It is recommended that:

- 1. By-law 2024-023** being a By-law to Amend By-law 2011-69 be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

2. BACKGROUND:

On August 9, 2011, Amherstburg Council passed the Traffic By-law 2011-69 to regulate the traffic in the Town of Amherstburg.

It is important that this By-law be kept up to date to properly enforce parking infractions, ensure safety of motorists and pedestrians, to keep a current log of all signage and new road development and to ensure parking infractions can be legally laid and upheld. This process is an arduous task that reviewed, monitored and logged by the Roads Department and the Licensing and By-law Enforcement staff. It is imperative that the process identifies and communicates the changes that are approved by Council. The plan moving forward is to bring the Traffic Bylaw to Council annually to capture changes to the Traffic Bylaw.

On April 22, 2024, Amherstburg Council deferred the Traffic By-law amendment to a future Council meeting to allow Administration to update section 9 of By-law 2011-69.

3. DISCUSSION:

The purpose of the report is to amend the current Traffic By-law to reflect the recommendations adopted by Council at previous Council meetings, as well as the number of additional streets built in new developments since 2016. By-law 2011-69, as amended, is attached to this report, as well as the amended schedules, with changes identified for Council's review.

The following are the notable inclusions to the Traffic Bylaw:

- Inclusion of the Designated Areas for Speed Limit – Schedule Z
- Updates to Section 9 – Regulations for Skateboards
- Updates to Section 8 – Removing riding in a single file
- Updates to Schedules:
 - Schedule B – No Parking
 - Schedule G – Through Roads
 - Schedule J – Stop Signs
 - Schedule L – Speed Limits
 - Schedule O – Commercial Loading Zone

Administration conducted an audit and review of all schedules to the By-law to ensure that the By-law reflects the most current and up to date information. Further, administration reviewed the By-law referencing *The Highway Traffic Act, R.S.O 1990* to ensure that the provisions meet the current standards and legislation.

4. RISK ANALYSIS:

The Traffic By-law must be kept up to date so that any charges laid are consistent with the By-law and Highway Traffic Act. The ability to enforce and secure fines and penalties for violations must be in keeping with the By-laws of the Town of Amherstburg. By-laws that do not properly reflect the new or changing traffic regulations pose credibility risks to Enforcement Officers, the By-law Department and Police Services.

5. FINANCIAL MATTERS:

There are no financial implications associated with this report. The consistent review and updating of the By-law will ensure that potential fines are current and enforceable.

6. CONSULTATIONS:

The Manager of Licensing and Enforcement, By-law Enforcement Officers and Licensing Officer were consulted on this report and concur with the amendments to By-law 2011-69.

7. CORPORATE STRATEGIC ALIGNMENT:

Vision: Preserving our past while forging our future.

<i>Amherstburg Community Strategic Plan 2022 - 2026</i>	
<p style="text-align: center;">PILLAR 1 Deliver Trusted & Accountable Local Government</p> <ul style="list-style-type: none"> <input type="checkbox"/> Improve trust between council and staff, and residents, by strengthening governance and internal accountability structures. <input type="checkbox"/> Deliver transparent and efficient financial management. <input type="checkbox"/> Increase effective communication and engagement with residents. <input type="checkbox"/> Develop our staff team, resources, and workplace culture. <input type="checkbox"/> Continue to deliver strong core municipal services. <input type="checkbox"/> Ensure Amherstburg is an inclusive accessible and welcoming community committed to reconciliation. 	<p style="text-align: center;">PILLAR 3 Encourage Local Economic Prosperity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Encourage development of commercial and industrial lands. <input type="checkbox"/> Continue to promote local tourism industry, especially overnight accommodation. <input type="checkbox"/> Continue to facilitate downtown development for residents and visitors. <input type="checkbox"/> Continue to leverage partnership opportunities with other provincial, federal, and local governments, agencies, and organizations.
<p style="text-align: center;">PILLAR 2 Invest in Community Amenities and Infrastructure</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintain safe, reliable and accessible municipal infrastructure and facilities. <input type="checkbox"/> Increase access to recreation opportunities for all ages. <input type="checkbox"/> Finalize and execute plans for town-owned lands (e.g. Duffy’s site, Belle Vue) <input type="checkbox"/> Create public access to water and waterfront <input type="checkbox"/> Prioritize opportunities to reduce environmental impacts of Town operations and increase Town resilience to climate change. 	<p style="text-align: center;">PILLAR 4 Shape Growth Aligned with Local Identity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Define and communicate a vision for the Town’s future and identity. <input type="checkbox"/> Promote and plan for green and “climate change ready” development. <input type="checkbox"/> Review and implement policies that promote greater access to diverse housing. <input type="checkbox"/> Protect the Town’s historic sites and heritage. <input type="checkbox"/> Preserve the Town’s greenspaces, agricultural lands, and natural environment.

8. CONCLUSION:

The Traffic By-law requires continuous amendments to ensure it reflects changing traffic regulations within the Town of Amherstburg and The Highway Traffic Act. The amendments presented are consistent with previous Council decisions and current provincial legislation.



Eric Chamberlain
Manager of Roads and Fleet

Report Approval Details

Document Title:	2024 Amendments to Traffic By-Law 2011-69 Update.docx
Attachments:	<ul style="list-style-type: none">- 2024 Amend 2016- 118 TRAFFIC BYLAW - Apr 30.docx- 2024 Amended Schedule B-No Parking-amended 6Feb24.xlsx- 2024 Amended Schedule B-No Parking-amended 23May24.xlsx- 2024 Amended Schedule G - Through Roads - amended 23may24.xlsx- 2024 Amended Schedule J-Stop Signs - Amended 23May24.XLSX- 2024 Amended Schedule O - Commerical Loading Zone - Amended 23May24.xlsx- 2024 New Schedule Z- Designated Areas - Amended 23May24.xlsx- 2024 Amended Schedule L-Speed Limits.xlsx
Final Approval Date:	Jun 26, 2024

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



Antonietta Giofu



Tracy Prince



Valerie Critchley



Kevin Fox

**THE CORPORATION
OF THE
TOWN OF AMHERSTBURG**

BY-LAW NO. 2011-69

**By-law to Regulate Traffic
in the Town of Amherstburg**

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2011-69

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THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2011-69

By-law to regulate traffic within the Town of Amherstburg

WHEREAS Section 11 of the Municipal Act, S.O.2001, c.25, authorizes municipalities to enact by-laws respecting matters within the sphere of jurisdiction of highways, including parking and traffic on highways, in conjunction with the provisions of the Highway Traffic Act, R.S.O.1990, c.H.8.;

AND WHEREAS Section 100 of the Municipal Act, S.O.2001, c.25, authorizes a municipality to pass by-laws to regulate or prohibit the parking or leaving of motor vehicles on private land used as a parking lot with or without consent of the owner;

AND WHEREAS Section 100.1 of the Municipal Act, S.O.2001, c.25 authorizes a municipality to regulate or prohibit parking or leaving of motor vehicles on private property without the consent of the owner of the land;

AND WHEREAS Section 102 of the Municipal Act, S.O.2001, c.25 provides that a municipality may require owners and operators of public parking lots or facilities to provide designated parking spaces for vehicles displaying a disabled parking permit;

AND WHEREAS pursuant to Section 214.1 of the Highway Traffic Act, R.S.O. 1990,c.H.8. as amended by Bill 26, Chapter 6, Statutes of Ontario 1998 provides the Council of a municipality to designate community safety zones on parts of highways under its jurisdiction;

AND WHEREAS Section 432 of the Municipal Act, S.O.2001, c.25 may provide for a procedure for the voluntary payment of penalties out of court where it is alleged that a by-law related to the parking, standing and stopping of vehicles has been contravened;

AND WHEREAS Section 7 of the Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4 authorizes municipal councils to pass by-laws designating private roads as fire routes along which no parking of vehicles shall be permitted;

AND WHEREAS the Council of the Corporation of the Town of Amherstburg deems it expedient to up-date and amend the provisions of the by-law regulating traffic;

AND WHEREAS, pursuant to the Municipal Act, S.O. 2001, c. 25, section 102, a local municipality may require the owners or operators of parking lots or other parking facilities to which the public has access, whether on payment of a fee or otherwise, to provide designated parking spaces for vehicles displaying a disabled parking permit;

AND WHEREAS it is deemed expedient by Council to exercise such authority to authorize the creation and designation of parking spaces on highways and/or municipal or private property for the exclusive use of vehicles which are displaying a permit in accordance with the requirements of the Highway Traffic Act, R.S.O. 1990, c. H.8, and the regulations made thereunder and this by-law;

AND WHEREAS Council deems it expedient to create special parking exemptions for the drivers and the operators of vehicles which are displaying a permit in accordance with the requirements of the Highway Traffic Act, R.S.O. 1990, c. H.8, and the regulations made thereunder and this by-law;

NOW THEREFORE the Council of the Corporation of the Town of Amherstburg hereby enacts:

1 DEFINITIONS

1.1 In this by-law:

“Accessible Parking Permit” is a permit issued by the Ministry of Transportation under the Highway Traffic Act R.S.O.1990, c. H.8, as amended, and is currently valid, or permit or other marker or device which is issued by another jurisdiction, is currently valid;

“Bicycle” means any device which has two wheels and is propelled by human power upon which any person may ride and includes a tricycle having a wheel or wheels with a diameter of 60.0 centimetres or more, but does not include a motor-assisted bicycle or E-bike;

“Boulevard” means the portion of every road allowance within the limits of the Town which is not used as a sidewalk, driveway, travelled roadway, or shoulder;

“Bus Stop” means a space marked by a sign indicating such space to be for the sole use of buses in taking on or unloading passengers; (added B/L 2024-023, May 27, 2024)

“By-law Enforcement Officer” means an employee of the Town appointed by Council to enforce or carry out the provisions of this by-law or any part or parts thereof;

“Bridge” means a public bridge forming part of a highway or on, over or across which a highway passes;

“Chief of Police” means the Chief of Police for the Town of Amherstburg, or the Commissioner of the Ontario Provincial Police or his/her designate, in accordance with the provisions for policing in the Town at any given time;

“Commercial Motor Vehicle” means a motor vehicle having permanently attached thereto a truck or delivery body and includes ambulances, hearses, casket wagons, fire apparatuses, buses and tractors used for hauling purposes on highways;

“Community Safety Zone” means a highway or part of a highway where public safety is of special concern, fines have been increased for certain traffic violations and that is identified by “community safety zone” official signs as prescribed in regulations under the Highway Traffic Act;

“Corner” means the point of intersection of curbs or edges of the portion of the highway used for vehicular traffic;

“Corporation” means the Corporation of the Town of Amherstburg;

“Council” means the Council of the Corporation of the Town of Amherstburg;

“Crosswalk” means that part of a highway at an intersection or elsewhere, distinctly indicated for pedestrian crossing by appropriate pavement markings and/or signs, or that part of a highway at an intersection that is included within the connections of the lateral lines of the sidewalks on opposite sides of the highway measured from the curb or, in the absence of curbs, from the edges of the roadway;

“Cul-de-Sac” means a circular turnaround at the end of a dead-end street; (added B/L 2016-118, Dec. 12/16)

“Curb” shall include the edge of the travelled portion of the highway;

“Designated Area” means a neighbourhood designated pursuant to the Highway Traffic Act, where the maximum rate of speed for all roads is less than 50 km/h. as listed in Schedule “Z” to this By-Law. (added B/L 2024-023, May 27, 2024)

“Designated Fire Route” means a fire route designated by the Chief of the Fire Department of the Town;

“Designated Parking Space” means a parking space marked by an approved sign indicating such space to be used for the sole use of vehicles operated by or used for conveying disabled persons;

“Director, Engineering & Infrastructure” means the Director, Engineering & Infrastructure of the Town of Amherstburg or his or her designate;

“Double Parking” as applied to a vehicle means to allow the same to remain stationary on the same side of the highway alongside of and parallel with, or nearly parallel to another vehicle already parked or standing at the curb of such highway, except in obedience to traffic regulations, signs or signals;

“Driveway” means the part of the highway that is improved, designed and used to provide vehicular access between the roadway and land contiguous to the highway, but does not include any part of the roadway;

“E-bike (power assisted bicycle/electric bicycles)”, means a vehicle that:

- has steering handlebars and is equipped with pedals,
- is designed to travel on not more than three wheels in contact with the ground,
- is capable of being propelled by muscular power,
- has one or more electric motors that have, singly or in combination, the following characteristics:
 - it has a total continuous power output rating, measured at the shaft of each motor, of 500 W or less,
 - if it is engaged by the use of muscular power, power immediately ceases when the muscular power ceases,
 - if it is engaged by the use of an accelerator controller, power assistance immediately ceases when the brakes are applied, and
 - it is incapable of providing further assistance when the bicycle attains a speed of 32 km/h on level ground,
- bears a label that is permanently affixed by the manufacturer and appears in a conspicuous location stating, in both official languages, that the vehicle is a power-assisted bicycle as defined in this subsection, and
- has one of the following safety features,
 - an enabling mechanism to turn the electric motor on and off that is separate from the accelerator controller and fitted in such a manner that it is operable by the driver, or
 - a mechanism that prevents the motor from being engaged before the bicycle attains 3 km/hr.

“Electric Vehicles” means,

- A battery electric vehicle that runs only on a battery and an electric drive train, or
- A plug-in-hybrid vehicle that runs on a battery and an electric drive train, and also uses an internal combustion engine. (Added Jan 23, 2023 B/L 2023-014)

“Electric Vehicle Charging Station” means

- A publicly or privately-owned parking space that provides access to equipment that supplies a source of electricity for charging electric vehicles (Added Jan 23, 2023 B/L 2023-014)

“Emergency Vehicle” means,

- a vehicle of any fire department;
- a vehicle of any police service;
- Ministry of Public Safety & Security (Correctional Services) vehicle;
- an ambulance;
- an armoured car carrying cash or negotiable securities;
- a Ministry of Transportation of Ontario maintenance vehicle; or

a clearly marked public utility vehicle, owned by a company (other than a municipal or local board of a municipality) incorporated for the purpose of supplying a public utility, as defined in the Public Utilities Act, R.S.O. 1990, c. P. 52, as amended from time to time, or any successor thereof.

“Fire Route” means any private access, route, road, way, lane, ramp, or other means of vehicular access to or egress from a building and it may include part of a parking lot set aside for use by emergency vehicles;

“Gross Weight” means the combined weight of vehicle and load;

“Heavy Vehicle” means a vehicle having a gross weight, including the vehicle, object or contrivance and load, in excess of 5000 kilograms, but does not include a fire apparatus, vehicles actually engaged in works undertaken for or on behalf of the Town or public utility emergency vehicles;

“Highway” means a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, designed and intended for, or used by, the general public for the passage of vehicles and includes the area between the lateral property lines thereof;

“The Highway Traffic Act” or “HTA” means The Highway Traffic Act, R.S.O. 1980, c. 198, as amended;

“Intersection” means the area embraced within the prolongation or connection of the lateral curb lines or, if none, then of the lateral boundary lines of two or more highways that join one another at an angle whether or not one highway crosses the other;

“Loading Zone” means an area or place on a highway established by authority of this by-law for accommodation of commercial vehicles and the loading and unloading of goods, wares or merchandise or passengers;

“Motor Vehicle” includes an automobile, motorcycle, motor-assisted bicycle unless otherwise indicated in this by-law, and any other vehicle propelled or driven otherwise than by muscular power, but does not include the cars of electric or steam railways, or other motor vehicles running only upon rails, or a motorized snow vehicle traction engine, farm tractor, self-propelled implement of husbandry or road-building machine and does not include an E-bike;

“Motorized Snow Vehicle” means a self-propelled vehicle designed to be driven exclusively on snow or ice or both;

“Municipal/Park Parking Lot” means a parking lot owned by the Town and operated by or on behalf of the Town;

“Obstruct Traffic” means any highway, driveway, crosswalk, or municipal property access road that is blocked or partially blocked by a vehicle or restricted vehicle creating a potentially unsafe condition for traffic;

“Official Sign” means a sign any highway sign used to regulate traffic which is prescribed by regulation made under the Highway Traffic Act, or is approved by Council;

“One-Way Street” means a street upon which vehicular traffic is limited to movement in one direction;

“Operator” means any person who operates and who is in charge of a vehicle upon a highway;

“Park” or “Parking” or any other word or expression of similar connotation, when prohibited, means the standing of a vehicle whether occupied or not, except when standing temporarily for the purpose of and while actually engaged in loading or unloading merchandise or passengers;

“Police Officer” means an employee of the Municipal Police Service who is appointed as a peace officer pursuant to the Police Services Act; (amended B/L 2022-006 Feb 14/22)

“Pedestrian” means a person on foot or an invalid, child or other person in a wheeled chair or baby carriage;

“Pedestrian Crossover” or “PXO” means any portion of roadway designated in this By-law at an intersection or elsewhere distinctly for pedestrians crossing by signs on the highway and lines or other markings on the surface of the roadway as prescribed by the Highway Traffic Act (Added Jan 23, 2023 B/L 2023-014)

“Permit” means a permit issued to the owner of a motor vehicle with respect to such motor vehicle which he or she is the owner;

“Person” means every natural person, firm, partnership, association, corporation or organization of any kind;

“Personal Mobility Device” means a device designed for and operated by a person with a disability for the purpose of mobility and which is propelled by muscular power or any kind of power and includes motorized and un-motorized wheelchairs and scooters;

“Public Parking Area” means any open area or portion of a structure other than a street or highway, intended for the temporary parking of vehicles and on which there are designated parking spaces, whether their use involves the payment of a fee or otherwise but does not include parking areas in lands used for residential purposes;

“Recreational Vehicle” means a vehicle which provides sleeping and other facilities for short periods of time while travelling or vacationing, designed to be towed behind a motor vehicle or self-propelled and includes such vehicles commonly known as travel trailers, camper trailers, pick-up coaches, motorized campers, motorized homes or other similar vehicles;

“Restricted Vehicle” means any motor vehicle lacking current valid license plate(s), motor vehicles that are in a derelict state of condition where it would not be considered fit for safe/lawful travel on a highway, trailers that are not attached to a propelling operable motor vehicle, boats, recreational watercraft vessel, tent trailers, campers, motor homes but does not include mobile homes. Trailers that are parked on a highway for the purpose of providing a temporary business service, actively loading/unloading items to a property or trailers associated with a construction development project are exempt and not considered restricted;

“Roadway” means the part of the highway that is improved, designed or ordinarily used for vehicular traffic, but does not include the shoulder, and, where a highway includes two or more separate roadways, the term “roadway” refers to any one roadway separately and not all of the roadways collectively;

“School Bus” means a bus used for the transportation of children to and from school which meets the provisions of the Highway Traffic Act;

“School Crossing” means any portion of a roadway, at an intersection or elsewhere, distinctly indicated for school children crossing by signs on the highway and lines on the surface of the roadway;

“School Zone” means a portion of a highway that adjoins the entrance to or the exit from a school and that is within a distance of 150 metres along the highway in either direction beyond the limits of the land used for the purposes of the school;

“Shoulder” means the part of the highway immediately adjacent to the roadway and having a surface which has been improved with asphalt, concrete or gravel for the use of vehicles but which extends no more than 3.6 metres in width from the limit of the roadway;

“Sidewalk” means that portion of a highway between the curb lines, or the lateral lines of a roadway and the adjacent property lines, intended for the use of pedestrians;

“Snow Event” means a period of time during which the Director, Engineering and Public Works or designate, declares that they anticipate a snow fall or accumulation which is likely to require extensive snow plowing, snow clearing or snow removal operations. A snow event shall end 24 hours later unless cancelled or extended by the Director, Engineering and Public Works in accordance with the provisions of this By-law; (added B/L 2022-006 Feb 14/21)

“Special Event” means an event designated as a Public Event for the period of time and with the geographic area identified by the Town; (added B/L 2022-006 Feb 14/22)

“Stand” or “Standing”, when prohibited, means the halting of a vehicle, whether occupied or not, except for the purpose of and while actually engaged in receiving or discharging passengers;

“Stop” or “Stopping” when prohibited means the halting of a vehicle, even momentarily, whether occupied or not, except when necessary to avoid conflicts with other traffic or in compliance with the directions of a police officer or of an official sign or signal, as amended in the Highway Traffic Act; (added B/L 2022-006 Feb 14/22)

“Through Highway” means a highway or part of a highway designated as such by the Minister or by by-law of a municipality, and every such highway shall be marked by a stop sign or yield right of way sign in compliance with the regulations of the Ministry;

“Through Traffic” means any highway or part of a highway designated as such by by-law of the Municipality and marked by a stop sign or yield sign in compliance with the regulations of the Ministry of Transportation;

“Town” means the Municipality of the Town of Amherstburg;

“Traffic” includes pedestrians, ridden or herded animals, vehicles, street cars and other conveyances either singly or together using any street for the purpose of travel;

“Traffic Control Devices” means any sign, or roadway, curb or sidewalk marking or other device erected or placed under the authority of the Council for the purpose of guiding or directing traffic;

“Traffic Signal” means any device manually, electrically or mechanically operated for the regulation of traffic;

“Trailer” means any vehicle that is at any time drawn upon a highway by a motor vehicle, except an implement of husbandry, a mobile home, another motor vehicle or any device or apparatus not designated to transport persons or property, temporarily drawn, propelled or moved upon such highway, except a side car attached to a motorcycle, and shall be considered a separate vehicle and not part of the motor vehicle by which it is drawn;

2 GENERAL INTERPRETATION

2.1 In this by-law:

- a) words importing the singular number or the masculine gender only, include more persons, parties or things of the same kind than one and females as well as males and the converse;
- b) a word interpreted in the singular number has a corresponding meaning when used in the plural;
- c) "may" shall be construed as permissive; and
- d) "shall" shall be construed as imperative.

2.2 In the schedules to this by-law, the following abbreviations, definitions and symbols stand for the words respectively set forth opposite thereto as follows:

Ave – Avenue	Blvd – Boulevard	Cir – Circle
Cres – Crescent	Ct – Court	Dr. - Drive
Gdns – Gardens	Pl – Place	Rd – Road
St – Street	cm – centimetre	km –kilometre
km/h - kilometre per hour	m – metre	N. - North
E. - East	S. – South	W. – West
a.m. - Ante Meridian	p.m. - Post Meridian	

2.3 Where any expression of time occurs or where any hour or other period of time is stated the time referred to shall be Eastern Standard Time except during the periods when Daylight Saving Time is in effect in the Town during which period the time referred to shall be one hour in advance of Standard Time.

2.4 ADMINISTRATION AND ENFORCEMENT:

This by-law may be enforced by Police Officers and By-law Enforcement Officers.

3 OBEDIENCE TO TRAFFIC REGULATIONS

3.1 Every person shall promptly obey all signals or directions given either by a Police Officer or by a Traffic Control Device, including Traffic Signals and Official Signs.

3.2 In the event of highway construction, repairs or maintenance, erection of Traffic Control Devices, or in the event of fire or other emergency, snow event, special event or during a parade or other concourse of traffic, traffic may be directed by any Police Officer or by signs erected or placed at the direction of the Chief of Police and/or the Director as conditions require, and it shall be a violation of this by-law for any person to disobey or refuse to comply with the orders, signals or direction of such Police Officer or such sign. (amended B/L 2022-006 Feb 14/22)

3.3 When official or authorized signs have been erected or notice has otherwise been given under Subsection (2) hereof, every person shall obey the instructions or directions on any sign so erected and the sign is deemed to have been erected pursuant to the section that normally regulates or prohibits the matter, and the appropriate Schedule is deemed to have been amended to implement the regulation, and those provisions apply to any act or failure to act contrary to the special regulations made pursuant to this Section.

4 TRAFFIC CONTROL DEVICES

- 4.1 The Director, Engineering & Infrastructure is hereby authorized and responsible for the placement or erection and maintenance of such signs and traffic control devices, as may be necessary to give effect to the provisions of this by-law, or as are required to warn or guide traffic for the safety and convenience of the public.
- 4.2 The Director, Engineering & Infrastructure may erect temporary signs indicating “No Parking” or “No Stopping” at any location where, in his or her opinion, the sign is required;
- a) to facilitate the removal of snow, ice or debris from highways or from other public property under the Town’s jurisdiction;
 - b) to facilitate the construction or repair of curbs, gutters, sewers, water main or other public utilities; and/or
 - c) to alleviate temporarily a dangerous or difficult traffic condition; and
- 4.3 The Director, Engineering & Infrastructure shall, wherever possible, erect such signs at least one hour prior to the commencement of the works, if any, and remove the sign one hour after the completion of the said works. A temporary sign shall not be installed for longer than one month.
- 4.4 Notwithstanding the provisions of Subsection 4.1 above, the Chief of Police may erect temporary “No Parking” or “No Stopping” signs in the form prescribed by this by-law in the event of fires, emergencies, parades, or large assemblies provided that wherever possible, such signs shall be erected at least one hour prior to when the event is scheduled to take place, and shall be removed within one hour of the conclusion of the event.
- 4.5 The Director, Engineering & Infrastructure may remove authorized signs indicating “No Parking” and “No Stopping” where it is deemed appropriate in order to accommodate the parking of motor vehicles for temporary periods due to the maintenance of parking lots and garages or as a result of the granting of a parking consideration.
- 4.6 No Person shall place, maintain or display upon or in view of any highway any sign, signal, marking or device which purports to be or is an imitation of or resembles any traffic control device or which conceals from view or interferes with the effectiveness of any traffic control device.
- 4.7 No Person shall willingly or deliberately move, alter, deface, or otherwise interfere with any traffic control device erected or placed pursuant to the provisions of this by-law.
- 4.8 No unauthorized Person shall give any signal or direction attempting or purporting to direct traffic unless in an emergency to direct traffic around the scene of an accident or obstacle, excavation, debris, glass or other hazard.
- 4.9 No operator of a motor vehicle approaching a green signal light at an intersection shall enter the intersection unless traffic in front of him is moving in the manner that could reasonably lead him to believe he can clear the intersection before the signal light turns red. Exception is given to the operator of a vehicle who enters an intersection for the purpose of turning to the right or left onto an intersecting highway and signals his intention to make such a turn prior to entering the intersection.

- 4.10 No operator of a motor vehicle shall fail to clear a non-signalized intersection where an authorized sign is posted directing motorists not to block an intersection.
- 4.11 The intersection of highways set out in Column 1 and Column 2 of Schedule "A" to this by-law are designated as intersections where Traffic Signal lights are permitted.
- 4.12 All traffic control signal system devices heretofore or thereafter erected on a highway under the jurisdiction and control of the Town of Amherstburg shall be erected and operated in the manner prescribed by Section 133 of Highway Traffic Act.
- 4.13 Pedestrian Crossover signs shall be erected and used and pedestrian crossover lines and markings shall be made on the surface of the roadway at the locations named and described in Schedule "X".

5 DRIVING REGULATIONS

- 5.1 No operator of a vehicle shall permit such vehicle to remain upon or be driven upon or along any highway so as to block or obstruct traffic.
- 5.2 No operator of a motor vehicle shall permit such vehicle to be so overloaded that its ordinary motive power shall be unable to move it at a reasonable speed.
- 5.3 Whenever a motor vehicle becomes stalled or for any reason cannot be moved by its ordinary motive power, and in consequence thereof a street is obstructed, the owner or operator of such vehicle shall cause the prompt removal thereof by towing or otherwise.
- 5.4 No Person shall reverse or back a motor vehicle unless such person has first made observation that such movement may be safely made.
- 5.5 No person shall reverse or back a commercial vehicle without first having given an unmistakable warning signal to pedestrians and approaching vehicles.
- 5.6 In no case shall a Person reverse or back a motor vehicle around a corner at an intersection unless preceded by an operator's helper to observe that such movement may be made safely.
- 5.7 No operator of a motor vehicle shall drive such vehicle on, over, or across any fire hose laid on any street unless directed to do so by the Person in charge of such a hose, or by a Police Officer.
- 5.8 Unless otherwise directed by a Police Officer, no Person shall drive a motor vehicle on a street which is barricaded or otherwise indicated to be closed to traffic for the time being.
- 5.9 No Person shall drive a motor vehicle upon a curb, sidewalk, pathway, footpath, footbridge, or boulevard of a highway except for the purpose of directly crossing the sidewalk or footpath where such crossing is permitted, or where permission has been obtained from a Police Officer.
- 5.10 Every Person driving a motor vehicle across a sidewalk or footpath for the purpose of directly crossing it shall yield the right-of-way to pedestrians using the sidewalk or footpath.
- 5.11 No Person shall drive a motor vehicle over a raised curb except at a place where there is a ramp.
- 5.12 No Person shall drive a motor vehicle so that it intersects a funeral or other authorized procession in motion except under the direction of a Police Officer.

- 5.13 All Persons driving motor vehicles in a funeral or other procession shall drive such vehicles as near to the right hand edge of the roadway as is practicable and safe.
- 5.14 Whenever a “Keep Right” sign or a “Do Not Enter” sign is erected or placed upon a highway, no Person shall drive a vehicle on a roadway in contravention of the direction of any such sign.

6 GENERAL REGULATIONS

- 6.1 No Person shall ride or drive any horse or horses upon a sidewalk within the Town.
- 6.2 No Person shall drive any cattle, sheep, pigs or other animals on any highway or sidewalk within the Town.
- 6.3 No Person shall permit any animal or fowl to run at large on any highway, however, that this section shall not apply to dogs or cats.
- 6.4 No Person shall obstruct, encumber, injure or foul any highway or portion thereof.
- 6.5 No Person shall erect or maintain any fence on any highway and no firewood or other thing calculated to obstruct any highway, or to obstruct or interfere with public travel thereon shall be placed or deposited thereon.
- 6.6 No Person shall ride in or on or operate, and no person shall permit any person to ride in or on any motor vehicle while standing or sitting on the running boards thereof, or on any portion of the vehicle not designed for the carrying of passengers or merchandise.
- 6.7 No Person shall coast or slide by the use of any hand sleigh or any toboggan on any street.
- 6.8 No parade or other procession shall be permitted on any highway within the Town, until such parties in charge thereof have first obtained the required municipal approvals.
- 6.9 No Person shall offer for distribution or for sale, or sell goods, wares, merchandise, services or produce from a vehicle on a highway in the Town unless he/she has first obtained the required municipal approvals.

7 PEDESTRIAN DUTIES

- 7.1 Except where traffic control signals are in operation, or at a pedestrian crossover, or where traffic is being controlled or regulated by a Police Officer, every pedestrian crossing a highway shall yield the right-of-way to all vehicles upon the roadway, but nothing in this section shall relieve the driver of a vehicle from the obligation of taking all due care to avoid an accident.
- 7.2 All pedestrians shall cross a highway by the shortest route except when crossing an intersection by the shortest route.
- 7.3 No pedestrian shall proceed over or under a barrier temporarily or permanently installed on a highway.
- 7.4 Where there is a sidewalk that is reasonably passable on either or both sides of a highway, a pedestrian shall not walk on a roadway.
- 7.5 No Person upon in-line skates or riding in or by means of any coaster, toy vehicle or similar device shall go upon a highway except for the purpose of crossing the

roadway and when so crossing such person shall have all rights of and be subject to the obligations of a pedestrian.

- 7.6 No person shall play or take part in any game or sport upon a highway.
- 7.7 No person shall use any toy, wagon, coaster, tricycle, skateboard, or in-line skates upon a highway other than a sidewalk, or on a footpath otherwise reserved for pedestrians.
- 7.8 No person shall walk, stand or engage in any other activities on a roadway together with one or more other persons in such a manner as to impede pedestrians or vehicles.

8 REGULATIONS FOR BICYCLES

- 8.1 No Person shall drive a bicycle on a sidewalk.
- 8.2 Notwithstanding Subsection 8.1, the operation of personal mobility devices (motorized wheelchairs and medical scooters) shall be permitted on sidewalks.
- 8.3 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.
- 8.4 ~~All persons operating a Bicycle or E-bike upon a roadway shall ride in single file.~~ (amended 2024-023, May 27, 2024)
- 8.5 No person shall park a Bicycle or E-bike on a roadway except in an area designated for such parking.
- 8.6 No person under the age of 16 shall operate an E-bike.
- 8.7 No person shall operate an E-bike without an approved Canadian Standards Association bicycle helmet and the chin strap of the helmet securely fastened under the chin.

9 REGULATIONS FOR SKATEBOARDS

- 9.1 ~~Every person 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.~~ (amended 2024-023, May 27, 2024)
- 9.2 ~~Any person travelling on a skateboard shall adhere to the pedestrian regulations as outlined in Section 7.~~ (amended 2024-023, May 27, 2024)
- 9.3 ~~No person shall place upon a highway any ramp, rails or other skateboarding apparatus as deemed by the Town.~~ (amended 2024-023, May 27, 2024)

10 REGULATIONS FOR IN-LINE SKATES

- 10.1 A person in-line skating 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.
- 10.2 No person while in-line skating shall indulge in any tricks.
- 10.3 All persons travelling on in-line skates upon a roadway shall skate in single file.
- 10.4 Any person travelling on in-line skates shall adhere to the pedestrian regulations

as outlined in Section 7.

11 REGULATIONS FOR PERSONAL MOBILITY DEVICES

- 11.1 No person shall operate a Personal Mobility Device on a roadway in the Town where sidewalks are available and accessible.
- 11.2 Notwithstanding subsection 11.1, where a sidewalk cannot be used by a Personal Mobility Device due to weather conditions or physical conditions of the sidewalk, the operator is authorized to use the travelled portion of the roadway.
- 11.3 Every person operating a Personal Mobility Device upon a roadway shall in all cases travel with the flow of traffic and as near to the right-hand side of the roadway as practicable.
- 11.4 All persons operating Personal Mobility Devices upon a roadway shall travel in single file.
- 11.5 Every person operating a Personal Mobility Device shall obey all traffic regulations.
- 11.6 Every person while operating a Personal Mobility Device on the roadway between sunset and sunrise shall have mounted:
 - a) on the rear of their device an illuminated red tail light at a minimum distance of 60 centimetres from ground level with dimensions of 5 centimetres by 7.5 centimetres; and
 - b) on the front of their device a white illuminated light.
- 11.7 Every person while operating a Personal Mobility Device on a sidewalk shall yield the right of way to pedestrians.

12 REGULATIONS FOR MOTORIZED SNOW VEHICLES

- 12.1 No person shall drive or haul a Motorized Snow Vehicle along or upon any sidewalk, boulevard, pathway or footpath used by or set apart for the use of pedestrians and forming part of any highway or bridge, boulevard or other means of public communication, or being in or upon any highway, boulevard, park, park-lot, garden or other place set apart for ornament or embellishment or for public recreation within the Town.
- 12.2 No person shall drive or haul a Motorized Snow Vehicle along or upon any Town cemetery.
- 12.3 No person shall use or operate a Motorized Snow Vehicle within the Town between the hours of 11:00 p.m. and 7:00 a.m. on each and every day of the week.

PARKING REGULATIONS

13 GENERAL PARKING REGULATIONS

- 13.1 No person shall park a motor vehicle more than 30 centimetres from the edge of the roadway adjacent to which such vehicle is parked. (amended B/L 2022-006 Feb 14/22)
- 13.2 No person shall park or leave any motor vehicle on any municipal property where by means of one or more signs, it is indicated that such parking is prohibited.

13.3 No person shall on any highway park any motor vehicle:

- a) on any street in a manner which obstructs traffic;
- b) on or over a sidewalk, crosswalk or footpath;
- c) on any ramp or manoeuvring area established as part of a parking arrangement;
- d) within an intersection;
- e) opposite, in front of or within 0.5 metres of a driveway or laneway so as to obstruct vehicles in the use of a driveway or laneway;
- f) within 2 metres of a point on the curb or edge of the roadway adjacent to any fire hydrant;
- g) within 10 metres of an intersection;
- h) within 15 metres of any intersection controlled by traffic signals;
- i) within 15 metres of any level crossing of a railway;
- j) alongside the tracks of any railway;
- k) on any roadway having an overall width of less than 6 metres;
- l) in front of an entrance to or exit from any building or enclosed space in which persons may be expected to congregate in large numbers;
- m) upon any boulevard, except where the same are built up with gravel, stone, or other road material, or paved with the permission of and to the satisfaction of the Roads Superintendent; no person shall change the surface of the boulevard without written permission of the Roads Superintendent;
- n) on any park access road, or any parklands, garden, or other place set aside for public ornament or recreation;
- o) for the express purpose of advertising or promotion;
- p) for the purpose of displaying the motor vehicle for sale. Notwithstanding the foregoing, this provision shall not apply to a person who is not in the business of selling motor vehicles;
- q) for the purpose of washing, greasing or repairing the motor vehicle;
- r) for the purpose of unloading or transferring of materials of any kind from one motor vehicle to another, except in cases of emergency;
- s) in such position as will prevent the removal of any other motor vehicle previously parked;
- t) Where parking spaces are designated by lines painted on a highway or on a municipal parking lot, no person shall park any motor vehicle except entirely within an area designated as a parking space.
- u) Fail to park in a designated parking space on town property.
- v) Any motor vehicle standing or parked on any street shall be moved away by the owner or operator thereof at the request of a Police Officer or By-Law

Enforcement Officer when, in the opinion of such Officer, traffic congestion, fire or any other condition renders the removal of such motor vehicle necessary. (amended B/L 2022-006 Feb 14/22).

- v) Nothing in this section shall be deemed to permit parking at any location where or at any time when parking is otherwise prohibited.
- w) No person shall park or leave a restricted vehicle on any highway or municipal property.
- x) No person shall park within any cul-de-sac. (added B/L 2016-118 Dec. 12/16)

13.4 No person shall park a vehicle in an electric vehicle charging station that is identified by a sign that satisfies the prescribed requirements unless the vehicle is an electric vehicle and the vehicle is attached to the station's charging equipment. (added Jan 23, 2023 B/L 2023-014)

13.5 **No person shall park or permit to be parked a vehicle on municipally owned property overnight (added May 27, 2024 B/L 2024-023)**

14 PARKING PROHIBITED WHERE AUTHORIZED SIGNS ARE ON DISPLAY

14.1 Where signs, in accordance with the regulations under the *Highway Traffic Act*, are erected and on display, no person shall park any motor vehicle:

- a) on any highway or portion of a highway at the side and between the limits set out respectively in Column 1, 2, 3 and 4 of Schedule "B" to this by-law during the prohibited times or days set out in Column 5 of the said Schedule;
- b) on any highway or portion of a highway at the side and between the limits set out respectively in Columns 1, 2, 3 and 4 of Schedule "C" to this by-law during the prohibited times or days set out in Column 5 of the said Schedule for a longer period than that set out in Column 6 of the said Schedule.
- c) in any designated loading or unloading zone, except as permitted by this by-law;
- d) within 30 metres of the approach side of the nearest rail of any level crossing of a railway;
- e) within 15 metres of the leaving side of the nearest rail of any level crossing of a railway;
- f) within 15 metres of an intersection;
- g) within 30 metres of an intersection controlled by traffic signals;
- h) on any highway in front of an entrance to or exit from any public building, including a hospital or enclosed space in which persons may be likely to congregate in large numbers;
- i) from a point of location of a sign indicating "No Parking Anytime" to the intersection, or from the sign to the next designated parking zone;
- j) any time on one or both sides of a highway or portion of a highway which is immediately adjacent to a park or playground;
- k) on curves or ~~cul-de-sacs~~ where there may be limitations on

sight distance or on the maneuverability of emergency vehicles;
(amended B/L 2016-118 Dec. 12/16)

- l) in any zone other than a Commercial or Industrial Zone, as defined in the Zoning By-law 1999-52 of the Town,

14.2 No person shall park any Commercial Motor Vehicle or Recreation Vehicle on the street in front of any lot, where parking is permitted, unless:

- a) the vehicle weight of said commercial motor vehicle is not greater than 3400 kilograms; and (amended B/L 2015-102 Sept. 14/15)
- b) the commercial motor vehicle is operated by the owner or occupant of a dwelling unit on the lot; or (amended B/L 2015-102 Sept. 14/15)
- ~~c) the said vehicle is a recreation vehicle, being a vehicle that is mobile, either by itself or when attached to another vehicle, designed to provide temporary accommodation for its inhabitants;-(deleted B/L 2015-102 Sept 14/15)~~

14.3 No person shall park a motor vehicle in the parking lots listed in Schedule "D" hereto, owned or occupied by the Town of Amherstburg or a local board thereof, without the consent of the Town or local board, as the case may be. In addition to, or instead of issuing a Parking Infraction Notice for breach of this section, the vehicle may be removed or impounded as provided in Schedule "D".

14.4 No person shall park a motor vehicle on any highway along the curb adjacent to school premises between the hours of 8:00 a.m. and 5:00 p.m. except Saturdays, Sundays, or other school holidays.

15 PARKING ON PRIVATE PROPERTY

15.1 No person shall park or leave any motor vehicle on private property without the consent of the owner or occupant of such property.

15.2 Any motor vehicle which is parked or left in contravention of this section may be removed or impounded by the owner of the property so long as a Police Officer or By-law Enforcement Officer is present and all costs and charges for removing or impounding the vehicle shall be paid by the owner thereof.

15.3 The driver or owner of a motor vehicle parked or left on private property is not liable to any penalty or to have the motor vehicle removed from such property or impounded under this by-law except upon written complaint of the owner or occupant of the property given to a Police Officer or By-law Enforcement Officer.

15.4 Where the owner or occupant of property affected by this section has posted signs stating conditions on which a motor vehicle may be parked or left on the property or prohibiting the parking or leaving of a motor vehicle on the property, a motor vehicle parked or left on the property contrary to such posted conditions or prohibition shall be deemed to have been parked or left on the property without the owners or occupants consent.

16 PARALLEL PARKING

16.1 Where parallel parking is permitted, no person shall park any motor vehicle on any highway or portion thereof except upon the right-hand side of the street, having regard for the direction in which the motor vehicle is required to proceed, with the right front and right rear wheels of the motor vehicle parallel to and

distant not more than 30 centimetres from the right-hand edge of the street; provided this subsection shall not apply where angle parking is authorized by this bylaw, or upon one-way streets as authorized by this by-law.

17 ANGLE PARKING

- 17.1 Where authorized signs to that effect are displayed, angle parking in accordance with the provisions of clause (b) of this subsection is permitted on highways at the sides and between the limits set out respectively in Columns 1, 2 and 3 of Schedule "E" to this by-law.
- 17.2 Where angle parking is permitted, no person shall park a motor vehicle except within the limits defined by pavement markings; if no pavement markings are visible no person shall park a motor vehicle except at an angle not exceeding sixty (60) degrees with the permitted direction of travel and in all cases so that the front end of the motor vehicle is nearest to the curb or the edge of the street, and no person shall park a motor vehicle at an angle if:
- a) the load being carried extends beyond the rear of the motor vehicle; or
 - b) the motor vehicle has attached to it a trailer as defined by the *Highway Traffic Act*; or
 - c) such motor vehicle obstructs or interferes with traffic in any way while so parked.

18 ONE-WAY STREET PARKING

- 18.1 No person shall park on a one-way street except, having regard for the direction in which the motor vehicle is required to proceed, with the right front and rear wheels of the motor vehicle parallel to and distant not more than 30 centimetres from the right-hand edge of the street, or with the left front and rear wheels of the motor vehicle parallel to and distant not more than 30 centimetres from the left-hand edge of the street.

19 DOUBLE PARKING

- 19.1 No person shall stop a motor vehicle in a manner known as "double parking" or in any traffic lane other than the curb lane.

20 PARKING DURING EMERGENCIES & SPECIAL EVENTS

- 20.1 For the purpose of this section, "emergency" includes a snow event or other acts of God which hinders, restricts, or prohibits the normal movement of vehicles or pedestrians on a highway. (added B/L 2022-006 Feb 14/22)
- 20.2 The declaration of an emergency and/or snow event and the parking restriction or prohibition shall be deemed in effect after a systematic broadcast on local radio channels, social media accounts, and email alert features serving the Town and such broadcast shall be deemed to be sufficient notification of the restriction or prohibition then in effect. (added B/L 2022-006 Feb 14/22)
- 20.3 Notwithstanding any provision of this by-law to the contrary, in case of fire, a parade, an assembly of persons, a congestion of traffic, a construction project, Director, Engineering and Public Works or the Chief of Police, and no person shall park a vehicle or permit a vehicle to remain parked in contravention of such restriction or prohibition. (added B/L 2022-006 Feb 14/22)

21 DESIGNATED PARKING SPACES

- 21.1 Every person who is an owner of public parking area shall provide designated parking spaces for persons with disabilities in accordance with the Town of Amherstburg Zoning By-law, as amended.
- 21.2 Every owner or operator of a public parking area may voluntarily provide a number of designated parking spaces above and beyond the requirements of this by-law if they so wish.
- 21.3 Every person who is an owner of public parking area shall mark such designated parking spaces with a sign in accordance with the provisions of the *Highway Traffic Act*.
- 21.4 Designated parking spaces for persons with disabilities located upon municipal properties are described in Schedule "T" attached hereto.
- 21.5 No person shall park, stop or leave a motor vehicle in a designated parking space unless a permit has been issued to that person or to a passenger being picked up or transported in the motor vehicle and such permit is displayed on or in the motor vehicle in accordance with the requirements of the *Highway Traffic Act*, and the regulations made there under and this by-law.
- 21.6 No person shall charge a fee for the use of a designated parking space in excess of that fee charged other members of the general public in respect of other parking spaces.
- 21.7 Each and every designated parking space shall be distinctly indicated by a sign which is in a form and content as prescribed by the *Highway Traffic Act* and regulations made thereunder as illustrated in Schedule "U" to this by-law.
- 21.8 Each and every designated parking space shall have the sign prescribed in section 20.7 of this by-law mounted at the following height. No less than 1.5 m (59.055 inches) from the finished grade to the bottom of the sign and no more than 2.5 m (98.425 inches) from the finished grade to the top of the sign.
- 21.9 The view of the sign shall not be obstructed in any way.
- 21.10 The signs prescribed in Section 20.8 shall be installed in a permanent manner at the centre of the designated parking space.
- 21.11 Every designated parking space shall have a minimum perpendicular width of not less than 4.6 metres.
- 21.12 Every designated parking space shall have a minimum length of 5.2 metres.
- 21.13 Subsections 20.11 and 20.12 do not apply to an owner or operator of a public parking area if compliance with these sections will cause the public parking area to be in noncompliance with the provisions of the Planning Act, R.S.O. 1990, c. P.13, as amended.
- 21.14 Every designated parking space shall be placed with sufficient clearance around the motor vehicle in terms of other motor vehicles or obstacles such as light standards or waste receptacles.
- 21.15 Every designated parking space shall be kept clear of all accumulations of ice, snow or other material which could render the parking space unusable.
- 21.16 No person shall park, stand or leave an unauthorized motor vehicle in a designated parking space.

STOPPING REGULATIONS

22 STOPPING REGULATIONS - GENERAL

- 22.1 No person shall on any highway stop any vehicle:
- a) on or over a sidewalk or footpath;
 - b) within an intersection or crosswalk or designated pedestrian crossover;
 - c) within 9 metres of a crosswalk or designated pedestrian crossover;
 - d) on the roadway alongside of any stopped or parked vehicle;
 - e) upon any bridge or within any tunnel or underpass or within 30 metres of either end of any such structure except that this prohibition shall not apply to locations where parking within such limits as are marked and designated is hereby expressly permitted;
 - f) alongside or across the highway from any excavation or obstruction in the roadway where the free flow of traffic would thereby be impeded;
 - g) on any centre boulevard or centre strip separating two roadways or adjacent to either side or ends of such middle boulevard or centre strip;
 - h) between a safety zone and the adjacent side of the roadway or within 15 metres of the point of such side opposite the ends of the safety zone.
- 22.2 Nothing in this section shall be deemed to permit stopping at any location where or at any time when stopping is otherwise prohibited.

23 STOPPING PROHIBITED WHERE AUTHORIZED SIGNS ARE ON DISPLAY

- 23.1 Where signs in accordance with the regulations under the *Highway Traffic Act* are erected and on display, no person shall stop any motor vehicle:
- a) on any highway or part of a highway at the side and between the limits set out respectively in Columns 1, 2, 3 and 4 of Schedule "F" to this by-law during the prohibited times or days set out in Column 5 of the said Schedule; provided, however, that this regulation shall not apply to the operators of commercial vehicles engaged in the transportation of school children, when said vehicle is stopped to discharge and/or pick up passengers in a recessed bus bay;
 - b) within 45 metres of the approach side of any pedestrian crossover or school crossing;
 - c) within 15 metres of the leaving side of any pedestrian crossover or school crossing;
 - d) between the hours of 8:00 a.m. and 6:00 p.m., Monday to Friday inclusive, other than a school purpose vehicle in a school bus loading zone;
 - e) between the hours of 8:00 a.m. and 6:00 p.m., Monday to Friday inclusive, on one or both sides of a highway or portion of a highway that is immediately adjacent to a school.
 - f) Within a Bicycle lane (added Jan 23, 2023 B/L 2023-014)

24 DELIVERY VEHICLES

- 24.1 The driver of a vehicle used for the purpose of delivering goods, wares or merchandise, milk or bread, or any other commodity, shall, when stopping to make a delivery, stop his vehicle only at the curb of a street and no driver shall, in making a delivery leave his vehicle in the street, except at the curb or side of the street.

25 COMMUNITY SAFETY ZONES

- 25.1 The highways set out in Columns 1 and limits as defined in Columns 2 and 3 of Schedule "V" shall be designated as Community Safety Zones during the prohibited times or days as set out in Column 4 to the said Schedule "V".
- 25.2 This shall become effective when signs are erected, in accordance with the *Highway Traffic Act* and the regulations, on the designated part of the highway.
- 25.3 The rate of speed shall be 50 kilometres per hour in a Community Safety Zone, unless otherwise posted with an authorized sign. **(added B/L 2015-102 Sept 14/15)**

26 THROUGH HIGHWAYS

- 26.1 The highways set out in Column 1 of Schedule "G" to this by-law between the limit set out in Column 2 and 3 of the said Schedule are, except as provided in Subsection (2) of this section, hereby designated as through highways for the purposes of the *Highway Traffic Act*.
- 26.2 The designation in Subsection (1) of this section of a highway or portion of a highway as a through highway shall not include any intersection thereon where the road intersected is a King's Highway or where traffic control signals are installed.

27 ONE-WAY STREETS

- 27.1 Where appropriate signs in accordance with the regulations under the *Highway Traffic Act* have been erected and are on display, the highways set out in Column 1 of Schedule "H" to this by-law between the limits set out in Column 2 and 3 of the said Schedule are hereby designated for one-way traffic only in the directions set out in Column 4 of the said Schedule.
- 27.2 No person shall drive any motor vehicles on a one-way street as set out in Columns 1, 2 and 3 of Schedule "H", in a direction other than that set out in Column 4 of the said Schedule.

28 PROHIBITED TURNS

- 28.1 Where authorized signs to that effect are displayed, no motor vehicle in any intersection or portion of highway set out in Column 1 of Schedule "I" to this by-law proceeding in the direction or merging from a property set out in Column 2 of the said Schedule shall be turned in the direction set out in Column 3 of the said Schedule, during the times or days set out in Column 4 of the said Schedule.
- 28.2 Where authorized signs to that effect are displayed, no person operating a vehicle shall at any time make a U-turn at the locations set out in Column 1 of Schedule "I" to this by-law while travelling in the direction set out in Column 2 of the said Schedule during the times or days set out in Column 4 of the said Schedule.

29 STOP SIGNS

- 29.1 The intersections on highways set out in Column 1 of Schedule “J” to this by-law are designated as intersections where stop signs shall be erected facing traffic as set out in Column 2 of the said Schedule.

30 YIELD SIGNS

- 30.1 The intersections on highways set out in Column 1 of Schedule “K” to this by-law are designated as intersections where yield signs shall be erected facing traffic as set out in Column 2 of the said Schedule.

31 SPEED LIMITS

- 31.1 The rate of speed shall be 80 kilometres per hour on a highway not within a built-up area, unless otherwise posted with an authorized sign.
- 31.2 The rate of speed shall be 50 kilometres per hour on a highway within a built-up area, unless otherwise posted with an authorized sign.
- 31.3 Where any highway or portion of a highway set out in Column 1 of Schedule “L” of this by-law between the limits set out in Column 2 of the said Schedule, is marked in compliance with the regulations under the *Highway Traffic Act*, the maximum rate of speed thereon shall be the rate of speed prescribed in Column 3 of said Schedule.
- 31.4 Notwithstanding Subsection (3), pursuant to the powers granted by the Council by Subsection 5(b) of Section 128 of the *Highway Traffic Act, R.S.O. 1990, c. H.8*, as amended, the prescribed rate of speed on the street or portions of streets being within school zones, set out in Column 1 of Schedule “M” of this by-law on the side and between the limits set out in Column 2, 3 and 4 of said schedule, on regular school days between the hours of 7:00 a.m. and 5:00 p.m., is forty (40) kilometres per hour, where school zone signs have been erected and are on display and which indicate the effective time or times.
- 31.5 The speed limits prescribed under this by-law do not apply to motor vehicles of a municipal fire department, Police Officers and an ambulance when responding to a call.
- 31.6 Where any designated area in Column 1 of Schedule “Z” to this Bylaw is marked in compliance with the regulations made under the Highway Traffic Act, the maximum rate of speed thereon shall be rate of speed prescribed in Colum 2 of the said Schedule. (added B/L 2024-023 May 27,2024)
- a) In the event there is a conflict between Schedule L and Schedule Z, the maximum rate of speed set out in Schedule L shall apply. (added B/L 2024-023 May 27,2024)

32 SCHOOL BUS LOADING ZONES

- 32.1 The highways set out in Column 1 of Schedule “N” to this by-law on the side and between the limits set out in Columns 2 and 3 and as further described in Column 4 of the said Schedule where authorized signs are displayed are designated as school bus loading zones.
- 32.2 Where authorized signs to that effect are on display, no person shall stand or park any vehicle, other than a school bus, in any area designated as a School Bus Loading Zone as described or named on Schedule “N”.

- 32.3 School Bus Loading Zone designations shall apply between the hours of 8:00 a.m. and 6:00 p.m. Monday to Friday inclusive subject to Subsection (2). The School Bus Loading Zone designation shall be considered an overlay designation imposed in addition to other parking restrictions contained herein. At all other times and days, parking in such designated School Bus Loading Zones shall be in compliance with the provisions of this by-law.

33 COMMERCIAL LOADING ZONES

- 33.1 Where authorized signs are on display on the highway between the limits set out respectively in Column 1, 2 and 3 of Schedule "O" of this by-law, no person shall stop, stand or park a motor vehicle or permit a motor vehicle to remain stopped, standing or parked in a loading zone for any purpose other than the expeditious loading and unloading, delivery and receipt of goods, wares or merchandise for commercial purposes, or a licensed taxi dropping off and picking up passengers, or a vehicle dropping off or picking up any passengers in possession of a Disabled Person Parking Permit during the days or times set out in Column 4 of the said Schedule.
- 33.2 No person shall stop, stand or park an authorized motor vehicle under Subsection (1) above, for a continuous period greater than 20 minutes.
- 33.3 This Section of the by-law shall not become effective until appropriate signs have been erected and are on display.

34 BUS AND TAXICAB STANDS

- 34.1 The driver of a bus or taxicab shall not stand or park upon any street in any business district at any place other than at a bus stop or taxicab stand respectively, except that this provision shall not prevent the driver of any such motor vehicle from temporarily stopping in accordance with other stopping or parking regulations at any place for the purpose of and while actually engaged in the loading or unloading of passengers.
- 34.2 No person shall stop, stand or park a motor vehicle other than a bus in a bus stop, or a taxicab in a taxicab stand, which has been officially designated and appropriately signed, except that the driver of a passenger vehicle may temporarily stop therein for the purpose of and while actually engaging in loading or unloading of passengers when such stopping does not interfere with any bus or taxicab waiting to enter or about to enter such zone.

35 HEAVY VEHICLE REGULATIONS

- 35.1 In this Section, "Permitted Highway" means any highway or part thereof within the Town of Amherstburg not set forth in Schedule "P" attached hereto and forming part of this by-law.
- 35.2 When authorized signs are on display, no person shall operate a heavy vehicle on a prohibited highway.
- 35.3 Subsection (2) of this section does not apply to the operator of a heavy truck, being necessarily operated in the usual conduct of business.
- 35.4 Subsection (2) of this section does not apply to operators of garbage trucks, snow ploughs, municipally owned vehicles, ambulances, police or fire department vehicles, or to the operator of a privately owned vehicle, without the trailer portion, being driven to or from the owner's residence.
- 35.5 No person shall park on any highway or portion thereof, a heavy vehicle in excess of 5000 kilograms vehicle weight.

35.6 No person shall operate a heavy vehicle on a highway or part thereof within the Town of Amherstburg unless listed in Schedule “P”. (amended B/L 2024-023, May 27, 2024)

36 LOADS ON BRIDGES

36.1 When authorized signs are on display, no person shall leave, move or operate a vehicle over any bridge set out in Column 1 of Schedule “Q” to this by-law when the vehicle exceeds the gross weight prescribed for such vehicle as set out in Column 2 of said Schedule.

37 REDUCED LOAD PERIOD

37.1 For the protection of the highways within the Town of Amherstburg, the highways or parts of highways listed in Schedule “R” to this by-law are designated as Reduced Load Highways under the provisions of Sections 110 and 118 of the Highway Traffic Act, R.S.O. 1990.

37.2 The Reduced Load provisions apply to vehicles with a load in excess of 5000 kilograms (5 tonnes) per axle on any highways or parts of highways listed in Schedule “R” for the Reduced Load Period from the 1st day of March to the 30th day of April, in each and every year.

37.3 The penalties provided in the Highway Traffic Act shall apply to offences against this section of the by-law.

37.4 This Section of the by-law shall not become effective until appropriate signs have been erected and are on display.

38 FIRE ROUTES

38.1 No person shall stop or park a vehicle at any time on designated fire route where stopping or parking is prohibited by an authorized sign.

38.2 No person shall interfere with, deface or remove an authorized fire route sign.

39 CLASS B ROADS (added B/L 2015-102, Sept. 14/2015)

38.1 For the protection of the highways within the Town of Amherstburg, the highways or parts of highways listed in Schedule “W” to this by-law are designated as Class B Roads.

38.2 Class B Roads are restricted to a maximum of 8, 200kg per axel. If the centres of any two axes are closer than 2.4 metres, each of the two axles is limited to 5,500kg.

38.3 Subsection 2 of this section does not apply to farm tractors, self-propelled implement of husbandry (SPIH) that was manufactured, designed, redesigned, converted or reconstructed for a specific use in farming and towed or mounted implements.

38.4 The penalties provided in the Highway Traffic Act shall apply to offences against this section of the by-law.

38.5 This Section of the by-law shall not become effective until appropriate signs have been erected and are on display.

40 SCHEDULES

- 40.1 The schedules referred to in this by-law shall form part of this by-law and each entry in a Column of such a schedule shall be read in conjunction with the entry or entries horizontally across therefrom and not otherwise.

41 PENALTIES

- 41.1 Every person who contravenes any provision of this by-law is guilty of an offence pursuant to the provisions of the Provincial Offences Act, R.S.O. 1990, Chapter P. 33, as amended, and upon conviction, a person is liable to a fine of not more than \$5,000, exclusive of costs.
- 41.2 Any person may voluntarily pay out of court in a manner indicated on the back of the Parking Infraction Notice (PIN), the amount indicated opposite the parking infraction within fifteen (15) days, inclusive of Saturdays, Sundays and Holidays, from the date of issue of the said Parking Infraction Notice, the early voluntary payment and upon payment being made, no further proceedings shall be taken under this by-law in respect of the offence alleged in the Parking Infraction Notice and if payment is not made in accordance with the procedures set out in this subsection the fine provided for in subsection 45.1 shall be recoverable under the provisions of the Provincial Offences Act, R.S.O. 1990, Chapter P. 33, as amended. (amended B/L 2015-102 Sept. 14/15) (amended B/L 2022-006 Feb 14/22)
- 41.3 Notwithstanding the foregoing provisions, authorizing proceedings under Part II of the Provincial Offences Act, R.S.O. 1990, c.33, a Police Officer or By-law Enforcement Officer may, in his or her discretion, proceed by laying an information, as set out in Part III of the said Provincial Offences Act, in relation to any parking infraction.
- 41.4 The owner of a motor vehicle may be charged with an offence for contravention of any provision of this by-law for which the driver of the vehicle is subject to be charged and on conviction, the owner is liable to the penalty described for the offence unless at the time of the offence, the vehicle was in the possession of some person other than the owner without the owner's consent.

42 VEHICLE TOWING

- 42.1 In addition to any other penalties provided for in this by-law, a member of the Municipal Police Services or a By-law Enforcement Officer may, where a vehicle is parked or stopped in contravention of sections 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 40, or 41 of this by-law, cause that vehicle to be removed, taken away and stored in a suitable place. (amended B/L 2022-006 Feb 14/22)
- 42.2 All costs and charges incurred for removing, caring for and storing a vehicle shall be a lien upon the vehicle, which lien may be enforced in the manner provided for by the Repair and Storage Liens Act, R.S.O. 1990, Chapter R. 25, as amended.

43 APPLICATION

- 43.1 This by-law applies to all highways under the jurisdiction of the Town of Amherstburg.
- 43.2 If compliance would be impracticable, Sections 7(1), 8(4), 15, 16, 18, 19, 23, 24, 25, 26, 27, and 28 of this by-law shall not apply to:
- a) Emergency Vehicles;
 - b) Vehicles while engaged in works undertaken for or on behalf of any municipal corporation;

c) Vehicles engaged in activities identified by a Special Events Permit issued under authority of a by-law of the Town;

43.3 If compliance would be impracticable, Sections 7(1), 8(4), 15(1) and (2), and 16(1) and (2) of this by-law shall not apply to vehicles actually forming part of a funeral procession for as long as may reasonably require for the purpose of such funeral.

44 VALIDITY

44.1 It is declared that if any section, subsection or part or parts thereof be declared by any Court of Law to be bad, illegal or ultra vires, such section, subsection or part or parts shall be deemed to be severable and all parts hereof are declared to be separate and independent and enacted as such.

44.2 This by-law shall come into force and take effect upon receipt by the Town of:

a) approval and three readings of this by-law by the Council of the Corporation of the Town of Amherstburg; and

b) A Set Fine Order by the Chief Judge of the Ontario Court Justice or his or her designate made for the purpose of preceding under Part I and Part II of the Provincial Offences Act.

44.3 By-laws 2005-55, 2005-22 and 2005-20 shall be deemed to be repealed upon this by-law coming into force and effect pursuant to subsection 2.

45 SHORT TITLE

This by-law may be referred to as the "Traffic By-law".

READ a first, second and third time and finally passed this 27 day of May, 2024.

MAYOR – Michael Prue

CLERK – Kevin Fox

Last Update: *By-Law 2024-023 passed May 27, 2024*
By-Law 2023-014 passed January 23, 2023
By-Law 2022-006 passed February 14, 2022
By-Law 2016-118 passed December 12, 2016
By-Law 2015-102 passed September 14, 2015

THE CORPORATION OF THE TOWN OF AMHERSTBURG
 BY-LAW NO. 2011-69
 SCHEDULE "B"
NO PARKING

Column 1 HIGHWAY	Column 2 SIDE	Column 3 FROM	Column 4 TO	Column 5 PROHIBITED TIMES
Adams Ave	Both	Shaw Drive	South End or Cul De Sac	Anytime
Alma St	Both	Sandwich St	Laird Ave	Anytime
Alma St	Cul-de-sac	Westerly limit near Detroit River		Anytime
Alma St	North	Sandwich St	Renaud St	Anytime
Alma St	South	Sandwich St	Venetian Dr.	Anytime
Balaclava St S.	East	121 Balaclava St S	127 Balaclava St S	Anytime
Balaclava St S.	East	Richmond St	South of 127 Balaclava St S	February, April, June, August, October, December
Balaclava St S.	East	Alma St	North of 121 Balaclava St S	February, April, June, August, October, December
Balaclava St S.	West	Richmond St	Alma St	January, March, May, July, September, November
Barlette Rd	West	Whelan Ave	Kingsbridge Dr	Anytime
Bathhurst St	East	Park St	Gore St	February, April, June, August, October, December
Bathhurst St	West	Park St	Gore St	January, March, May, July, September, November
Beneteau Dr.	North	Concession 3 North	South Riverview Dr.	February, April, June, August, October, December
Beneteau Dr.	South	591 Beneteau Dr	East of 627 Beneteau Dr	Anytime
Beneteau Dr.	South	South Riverview Dr	West of 591 Beneteau Dr	January, March, May, July, September, November
Beneteau Dr.	South	Concession 3 North	627 Beneteau Dr	January, March, May, July, September, November
Bertrand Ave	East	Alma St	St. Arnaud St	Anytime
Boardwalk Ave	East	Richmond St	States Ave	February, April, June, August, October, December
Boardwalk Ave	West	Richmond St	States Ave	January, March, May, July, September, November
Bonnette Rd	West	Kingsbridge Dr	Noble Crt	January, March, May, July, September, November
Bonnette Rd	East	Kingsbridge Dr	Noble Crt	February, April, June, August, October, December
Briar Ridge Ave	South	Crownridge Blvd	Fryer St	January, March, May, July, September, November
Briar Ridge Ave	North	Crownridge Blvd	Fryer St	February, April, June, August, October, December
Brock St	West	Richmond St	Murray St	Anytime
Bruno Casanova Way	Both	Meloche Rd	Round about	Anytime
Caldwell Ct	West	Pearson St	North End	January, March, May, July, September, November
Caldwell Ct	East	Pearson St	North End	February, April, June, August, October, December
Cherrylawn Cres	East	Driveway of 235 Cherrylawn	Across from driveway of 230 Cherrylawn	Anytime
Cherrylawn Cres	East	Pickering Dr	Across from driveway of 230 Cherrylawn	February, April, June, August, October, December
Cherrylawn Cres	West	Driveway of 230 Cherrylawn	Pickering Dr	January, March, May, July, September, November
Cherrylawn Cres	South/West	235 Cherrylawn	Pickering Dr	February, April, June, August, October, December
Cherrylawn Cres	East/North	Pickering Dr	240 Cherrylawn Cres	January, March, May, July, September, November
Concession 4 N	East	Grass verge on the approach to North Townline from the south		Anytime
Coopers Marina, 1226 Front Rd N		Adjacent to Sanitary Pump Station		Anytime
Crown Ridge Blvd.	North	Fryer St	Sandwich St	February, April, June, August, October, December
Crown Ridge Blvd.	South	Fryer St	Sandwich St	January, March, May, July, September, November
Dalhousie St	West	30 m South of Gore Street	County Rd 20	Anytime
Dalhousie St	East	Corner of Dalhousie St and Richmond St adjacent to CIBC		Anytime
Dalhousie St	East	Essex County Road 20	Lowes Side Rd	Anytime
Dalhousie St	East	South limit of 421 Dalhousie St	Pickering Dr.	Anytime
Dalhousie St	East	Richmond St	Essex County Road 20	Anytime
Dalhousie St	Both	152 Dalhousie St	156 Dalhousie St	Anytime
Elms St	North	Laird Ave	Sandwich St	February, April, June, August, October, December
Elms St	South	Laird Ave	Sandwich St	January, March, May, July, September, November
Erie Ave	Both	1835 Erie Ave	1760 Erie Ave	Anytime

THE CORPORATION OF THE TOWN OF AMHERSTBURG
 BY-LAW NO. 2011-69
 SCHEDULE "B"
NO PARKING

Column 1 HIGHWAY	Column 2 SIDE	Column 3 FROM	Column 4 TO	Column 5 PROHIBITED TIMES
Forhan St	East	Easterly limit	Fort St	February, April, June, August, October, December
Forhan St	West	Westerly limit	Fort St	January, March, May, July, September, November
Forhan St				Anytime
Fort Malden Dr.	South	Dalhousie St	Laird Ave.	Anytime
Fort St	South	15m either side of school walkway		Anytime
Fort St	North	Sandwich St	Fryer St	February, April, June, August, October, December
Fort St	South	Sandwich St	15m west of school walkway	January, March, May, July, September, November
Fort St	South	Fryer St	15m east of school walkway	January, March, May, July, September, November
Front Rd S	Both	Essex County Road 20	McLeod Ave	Anytime
Fryer St	Both	Richmond St	McCurdy Ave	Anytime
George St	East	Simcoe St	Richmond St	February, April, June, August, October, December
George St	West	Simcoe St	Richmond St	January, March, May, July, September, November
Gibb St	North	Baltic St	Fryer St	Anytime
Girard St	West	William St	North limit of school	Anytime
Golfview Dr.	North	Essex County Road 10	Easterly limit	February, April, June, August, October, December
Golfview Dr.	South	Essex County Road 10	Easterly limit	January, March, May, July, September, November
Gore St	South	Sandwich St	10 metres on Gore St	Anytime
Gore St	North	112 metres east of Brock St	180 metres east of Brock St	Anytime
Gore St	South	75 metres east of Brock St	180 metres east of Brock St	Anytime
Gore St	South	56.5 metres east of Dalhousie St		Anytime
Harris Rd	West	Kingsbridge Dr	Noble Crt	January, March, May, July, September, November
Harris Rd	East	Kingsbridge Dr	Noble Crt	February, April, June, August, October, December
Hawthorn Cres	North	Westerly limit	Easterly limit	February, April, June, August, October, December
Hawthorn Cres	South	Westerly limit	Easterly limit	January, March, May, July, September, November
Higgins Cres	North	Westerly limit	Easterly limit	February, April, June, August, October, December
Higgins Cres	South	Westerly limit	Easterly limit	January, March, May, July, September, November
Indiana Pl	North	Mediterranean Ave	Richmond St	February, April, June, August, October, December
Indiana Pl	South	Mediterranean Ave	Richmond St	January, March, May, July, September, November
Ironside St	North	Meloche Rd	Meadowview Ave	February, April, June, August, October, December
Ironside St	South	Meloche Rd	Meadowview Ave	January, March, May, July, September, November
Kingsbridge Dr	Both	County Road 20 (Front Road)	Whelan Ave	Anytime
Kingsbridge Dr	North & East	Whelan Ave	Knobb Hill Dr	Anytime
Kingsbridge Dr	West	MN 21 Kingsbridge	MN 45 Kingsbridge	Anytime
Kingsbridge Dr	South	160 metres from Whelan Dr.	Front Rd N	Anytime
Kingsbridge Dr	South	County Road 20 (Front Road)	190 metres east from County Road 20	Anytime
Kingsbridge Dr	South	Front Rd. N	Whelan Dr	January, March, May, July, September, November
Laird Ave N	East	North of Alma St		February, April, June, August, October, December
Laird Ave N	West	North of Alma St		January, March, May, July, September, November
Laird Ave	West	North limit of school	Fort Malden Dr.	Anytime
Lakeside Dr.	Both	Westerly limit	East limit of MN 119 Lakeside	Anytime
Lakeside Dr.	North		across from 595 Lakeside Dr.	Anytime

THE CORPORATION OF THE TOWN OF AMHERSTBURG
 BY-LAW NO. 2011-69
 SCHEDULE "B"
NO PARKING

Column 1	Column 2	Column 3	Column 4	Column 5
HIGHWAY	SIDE	FROM	TO	PROHIBITED TIMES
McCurdy Dr.	North	Sandwich St	Fryer St	February, April, June, August, October, December
McCurdy Dr.	South	Sandwich St	Fryer St	January, March, May, July, September, November
McLellan Ave.	North	Knobb Hill Dr	Pettypiece Dr	Anytime
McLellan Ave.	South	Knobb Hill Dr	Pettypiece Dr	January, March, May, July, September, November
Main St	East/West	Military St	Southerly limit	2:00am-8:00am Everyday
Maple Ave	North	Laird Ave	Sandwich St S	February, April, June, August, October, December
Maple Ave	South	Laird Ave	Sandwich St S	January, March, May, July, September, November
Meadowview Ave	North & East	Meloche Road	North End	February, April, June, August, October, December
Meadowview Ave	South & West	Meloche Road	North End	January, March, May, July, September, November
Meloche Rd	Both	Simcoe St	Lowes Side Rd	Anytime
Morin Rd	West	Kingsbridge Dr	Noble Crt	January, March, May, July, September, November
Morin Rd	East	Kingsbridge Dr	Noble Crt	February, April, June, August, October, December
Murray St	North	Victoria St	Wolfe St	February, April, June, August, October, December
Murray St	South	Victoria St	Wolfe St	January, March, May, July, September, November
Murray St	North	Bathurst St	Brock St	Anytime
Murray St	South	Dahousie St	Seymour St	Anytime
Noble Crt	West/South	Kingsbridge Dr	74 Noble Crt	January, March, May, July, September, November
Noble Crt	East/North	Kingsbridge Dr	74 Noble Crt	February, April, June, August, October, December
Park St	North	Ramsay St	Bathurst St	Anytime
Park St	North	Sandwich St	King St	Anytime
Park St	South	Dalhousie St	Sandwich St	Anytime
Pearson St	North & East	Meadowview Ave	Ironside St	February, April, June, August, October, December
Pearson St	South & West	Meadowview Ave	Ironside St	January, March, May, July, September, November
Pickering Dr.	Both	Dalhousie St	Sandwich St	Anytime
Pickering Dr.	North	Sandwich St	Fryer St	February, April, June, August, October, December
Pickering Dr.	South	Sandwich St	Fryer St	January, March, May, July, September, November
Rankin Ave	North	West of driveway at 100 Rankin St		Anytime
Rankin Ave	North	Dalhousie St	96 Rankin St	February, April, June, August, October, December
Rankin Ave	South	Dalhousie St	Sandwich St S	January, March, May, July, September, November
Richmond St	Both	Sandwich St	Bathurst St	Anytime
Richmond St	Both	Seymour St	Victoria St.	Anytime
Richmond St	North	Fryer St	Simcoe St	February, April, June, August, October, December
Richmond St	South	Fryer St	Simcoe St	January, March, May, July, September, November
Sandwich St	Both	Brunner Ave	Lowes Side Rd	Anytime
Seymour St	East	Richmond St	Park St	February, April, June, August, October, December
Seymour St	West	Richmond St	Park St	January, March, May, July, September, November
Simcoe St	Both	Sandwich St	50 metres east	Anytime
Simcoe St	North	20m east of Seymour St		Anytime
Simcoe St	North	20m east of King St		Anytime
Simcoe St	North	20m west of King St		Anytime
Simcoe St	North	20m west of George St		Anytime
South Riverview Dr.	South	Essex County Road 8	Beneteau Dr.	Anytime
St Arnaud St	North	Balaclava St	30 metres east	6:00am -5:00pm Monday to Friday
St Arnaud St	North	Balaclava St	Sandwich St	Anytime
St Arnaud St	South	Victoria St	Sandwich St	Anytime
St James Crt	East	Northerly limit	Southerly limit	February, April, June, August, October, December
St James Crt	West	Northerly limit	Southerly limit	January, March, May, July, September, November
Strba	Both	Meloche Rd	Easterly limit	Anytime
Thrasher Dr	North	County Rd 20	Easterly limit	February, April, June, August, October, December

THE CORPORATION OF THE TOWN OF AMHERSTBURG
 BY-LAW NO. 2011-69
 SCHEDULE "B"
NO PARKING

Column 1	Column 2	Column 3	Column 4	Column 5
HIGHWAY	SIDE	FROM	TO	PROHIBITED TIMES
Thrasher Dr	South	County Rd 20	Easterly limit	January, March, May, July, September, November
Thompson Ave	East	Kingsbridge Dr	Horseshoe Bay Cres	Anytime
Thompson Ave	West	Kingsbridge Dr	Noble Crt	January, March, May, July, September, November
Thompson Ave	East	Kingsbridge Dr	Noble Crt	February, April, June, August, October, December
Tofflemire Crt	East	Alma St	North Limit	February, April, June, August, October, December
Tofflemire Crt	West	Alma St	North limit	January, March, May, July, September, November
Vermont Dr	North	Richmond St	Indiana Pl	February, April, June, August, October, December
Vermont Dr	South	Richmond St	Indiana Pl	January, March, May, July, September, November
Victoria St	East	Alma St	St. Arnaud St	Anytime
Victoria St	Both	Alma St	Murray St	Anytime
Victoria St	East	Murray St	Simcoe St	Anytime
Victoria St	Both	Simcoe St	Pickering St	Anytime
Walnut Dr	East	McCurdy Dr	Hawthorn Cres	February, April, June, August, October, December
Walnut Dr	West	McCurdy Dr	Hawthorn Cres	January, March, May, July, September, November
Welsh Ave	North	Brown Cres	Easterly limit	Anytime
Welsh Ave	South	Knobb Hill Dr	Easterly limit	Anytime
Whelan Dr	North	Kingsbridge Dr	Benson Crt	Anytime

THE CORPORATION OF THE TOWN OF AMHERSTBURG
 BY-LAW NO. 2011-69
 SCHEDULE "B"
NO PARKING

Column 1 HIGHWAY	Column 2 SIDE	Column 3 FROM	Column 4 TO	Column 5 PROHIBITED TIMES
Adams Ave	Both	Shaw Drive	South End or Cul De Sac	Anytime
Alma St	Both	Sandwich St	Laird Ave	Anytime
Alma St	Cul-de-sac	Westerly limit near Detroit River		Anytime
Alma St	North	Sandwich St	Renaud St	Anytime
Alma St	South	Sandwich St	Venetian Dr.	Anytime
Balaclava St S.	East	121 Balaclava St S	127 Balaclava St S	Anytime
Balaclava St S.	East	Richmond St	South of 127 Balaclava St S	February, April, June, August, October, December
Balaclava St S.	East	Alma St	North of 121 Balaclava St S	February, April, June, August, October, December
Balaclava St S.	West	Richmond St	Alma St	January, March, May, July, September, November
Barlette Rd	West	Whelan Ave	Kingsbridge Dr	Anytime
Bathhurst St	East	Park St	Gore St	February, April, June, August, October, December
Bathhurst St	West	Park St	Gore St	January, March, May, July, September, November
Beneteau Dr.	North	Concession 3 North	South Riverview Dr.	February, April, June, August, October, December
Beneteau Dr.	South	591 Beneteau Dr	East of 627 Beneteau Dr	Anytime
Beneteau Dr.	South	South Riverview Dr	West of 591 Beneteau Dr	January, March, May, July, September, November
Beneteau Dr.	South	Concession 3 North	627 Beneteau Dr	January, March, May, July, September, November
Bertrand Ave	East	Alma St	St. Arnaud St	Anytime
Boardwalk Ave	East	Richmond St	States Ave	February, April, June, August, October, December
Boardwalk Ave	West	Richmond St	States Ave	January, March, May, July, September, November
Bonnette Rd	West	Kingsbridge Dr	Noble Crt	January, March, May, July, September, November
Bonnette Rd	East	Kingsbridge Dr	Noble Crt	February, April, June, August, October, December
Briar Ridge Ave	South	Crownridge Blvd	Fryer St	January, March, May, July, September, November
Briar Ridge Ave	North	Crownridge Blvd	Fryer St	February, April, June, August, October, December
Brock St	West	Richmond St	Murray St	Anytime
Bruno Casanova Way	Both	Meloche Rd	Round about	Anytime
Caldwell Ct	West	Pearson St	North End	January, March, May, July, September, November
Caldwell Ct	East	Pearson St	North End	February, April, June, August, October, December
Cherrylawn Cres	East	Driveway of 235 Cherrylawn	Across from driveway of 230 Cherrylawn	Anytime
Cherrylawn Cres	East	Pickering Dr	Across from driveway of 230 Cherrylawn	February, April, June, August, October, December
Cherrylawn Cres	West	Driveway of 230 Cherrylawn	Pickering Dr	January, March, May, July, September, November
Cherrylawn Cres	South/West	235 Cherrylawn	Pickering Dr	February, April, June, August, October, December
Cherrylawn Cres	East/North	Pickering Dr	240 Cherrylawn Cres	January, March, May, July, September, November
Concession 4 N	East	Grass verge on the approach to North Townline from the south		Anytime
Coopers Marina, 1226 Front Rd N		Adjacent to Sanitary Pump Station		Anytime
Crown Ridge Blvd.	North	Fryer St	Sandwich St	February, April, June, August, October, December
Crown Ridge Blvd.	South	Fryer St	Sandwich St	January, March, May, July, September, November
Dalhousie St	West	30 m South of Gore Street	County Rd 20	Anytime
Dalhousie St	East	Corner of Dalhousie St and Richmond St adjacent to CIBC		Anytime
Dalhousie St	East	Essex County Road 20	Lowes Side Rd	Anytime
Dalhousie St	East	South limit of 421 Dalhousie St	Pickering Dr.	Anytime
Dalhousie St	East	Richmond St	Essex County Road 20	Anytime
Dalhousie St	Both	152 Dalhousie St	156 Dalhousie St	Anytime
Elms St	North	Laird Ave	Sandwich St	February, April, June, August, October, December
Elms St	South	Laird Ave	Sandwich St	January, March, May, July, September, November
Erie Ave	Both	1835 Erie Ave	1760 Erie Ave	Anytime

THE CORPORATION OF THE TOWN OF AMHERSTBURG
 BY-LAW NO. 2011-69
 SCHEDULE "B"
NO PARKING

Column 1 HIGHWAY	Column 2 SIDE	Column 3 FROM	Column 4 TO	Column 5 PROHIBITED TIMES
Forhan St	East	Easterly limit	Fort St	February, April, June, August, October, December
Forhan St	West	Westerly limit	Fort St	January, March, May, July, September, November
Forhan St				Anytime
Fort Malden Dr.	South	Dalhousie St	Laird Ave.	Anytime
Fort St	South	15m either side of school walkway		Anytime
Fort St	North	Sandwich St	Fryer St	February, April, June, August, October, December
Fort St	South	Sandwich St	15m west of school walkway	January, March, May, July, September, November
Fort St	South	Fryer St	15m east of school walkway	January, March, May, July, September, November
Front Rd S	Both	Essex County Road 20	McLeod Ave	Anytime
Fryer St	Both	Richmond St	McCurdy Ave	Anytime
George St	East	Simcoe St	Richmond St	February, April, June, August, October, December
George St	West	Simcoe St	Richmond St	January, March, May, July, September, November
Gibb St	North	Baltic St	Fryer St	Anytime
Girard St	West	William St	North limit of school	Anytime
Golfview Dr.	North	Essex County Road 10	Easterly limit	February, April, June, August, October, December
Golfview Dr.	South	Essex County Road 10	Easterly limit	January, March, May, July, September, November
Gore St	South	Sandwich St	10 metres on Gore St	Anytime
Gore St	North	112 metres east of Brock St	180 metres east of Brock St	Anytime
Gore St	South	75 metres east of Brock St	180 metres east of Brock St	Anytime
Gore St	South	56.5 metres east of Dalhousie St		Anytime
Harris Rd	West	Kingsbridge Dr	Noble Crt	January, March, May, July, September, November
Harris Rd	East	Kingsbridge Dr	Noble Crt	February, April, June, August, October, December
Hawthorn Cres	North	Westerly limit	Easterly limit	February, April, June, August, October, December
Hawthorn Cres	South	Westerly limit	Easterly limit	January, March, May, July, September, November
Higgins Cres	North	Westerly limit	Easterly limit	February, April, June, August, October, December
Higgins Cres	South	Westerly limit	Easterly limit	January, March, May, July, September, November
Indiana Pl	North	Mediterranean Ave	Richmond St	February, April, June, August, October, December
Indiana Pl	South	Mediterranean Ave	Richmond St	January, March, May, July, September, November
Ironside St	North	Meloche Rd	Meadowview Ave	February, April, June, August, October, December
Ironside St	South	Meloche Rd	Meadowview Ave	January, March, May, July, September, November
Kingsbridge Dr	Both	County Road 20 (Front Road)	Whelan Ave	Anytime
Kingsbridge Dr	North & East	Whelan Ave	Knobb Hill Dr	Anytime
Kingsbridge Dr	West	MN 21 Kingsbridge	MN 45 Kingsbridge	Anytime
Kingsbridge Dr	South	160 metres from Whelan Dr.	Front Rd N	Anytime
Kingsbridge Dr	South	County Road 20 (Front Road)	190 metres east from County Road 20	Anytime
Kingsbridge Dr	South	Front Rd. N	Whelan Dr	January, March, May, July, September, November
Laird Ave N	East	North of Alma St		February, April, June, August, October, December
Laird Ave N	West	North of Alma St		January, March, May, July, September, November
Laird Ave	West	North limit of school	Fort Malden Dr.	Anytime
Lakeside Dr.	Both	Westerly limit	East limit of MN 119 Lakeside	Anytime
Lakeside Dr.	North		across from 595 Lakeside Dr.	Anytime

THE CORPORATION OF THE TOWN OF AMHERSTBURG
 BY-LAW NO. 2011-69
 SCHEDULE "B"
NO PARKING

Column 1 HIGHWAY	Column 2 SIDE	Column 3 FROM	Column 4 TO	Column 5 PROHIBITED TIMES
McCurdy Dr.	North	Sandwich St	Fryer St	February, April, June, August, October, December
McCurdy Dr.	South	Sandwich St	Fryer St	January, March, May, July, September, November
McLellan Ave.	North	Knobb Hill Dr	Pettypiece Dr	Anytime
McLellan Ave.	South	Knobb Hill Dr	Pettypiece Dr	January, March, May, July, September, November
Main St	East/West	Military St	Southerly limit	2:00am-8:00am Everyday
Maple Ave	North	Laird Ave	Sandwich St S	February, April, June, August, October, December
Maple Ave	South	Laird Ave	Sandwich St S	January, March, May, July, September, November
Meadowview Ave	North & East	Meloche Road	North End	February, April, June, August, October, December
Meadowview Ave	South & West	Meloche Road	North End	January, March, May, July, September, November
Meloche Rd	Both	Simcoe St	Lowes Side Rd	Anytime
Morin Rd	West	Kingsbridge Dr	Noble Crt	January, March, May, July, September, November
Morin Rd	East	Kingsbridge Dr	Noble Crt	February, April, June, August, October, December
Murray St	North	Victoria St	Wolfe St	February, April, June, August, October, December
Murray St	South	Victoria St	Wolfe St	January, March, May, July, September, November
Murray St	North	Bathurst St	Brock St	Anytime
Murray St	South	Dahousie St	Seymour St	Anytime
Noble Crt	West/South	Kingsbridge Dr	74 Noble Crt	January, March, May, July, September, November
Noble Crt	East/North	Kingsbridge Dr	74 Noble Crt	February, April, June, August, October, December
Park St	North	Ramsay St	Bathurst St	Anytime
Park St	North	Sandwich St	King St	Anytime
Park St	South	Dalhousie St	Sandwich St	Anytime
Pearson St	North & East	Meadowview Ave	Ironside St	February, April, June, August, October, December
Pearson St	South & West	Meadowview Ave	Ironside St	January, March, May, July, September, November
Pickering Dr.	Both	Dalhousie St	Sandwich St	Anytime
Pickering Dr.	North	Sandwich St	Fryer St	February, April, June, August, October, December
Pickering Dr.	South	Sandwich St	Fryer St	January, March, May, July, September, November
Rankin Ave	North	West of driveway at 100 Rankin St		Anytime
Rankin Ave	North	Dalhousie St	96 Rankin St	February, April, June, August, October, December
Rankin Ave	South	Dalhousie St	Sandwich St S	January, March, May, July, September, November
Richmond St	Both	Sandwich St	Bathurst St	Anytime
Richmond St	Both	Seymour St	Victoria St.	Anytime
Richmond St	North	Fryer St	Simcoe St	February, April, June, August, October, December
Richmond St	South	Fryer St	Simcoe St	January, March, May, July, September, November
Sandwich St	Both	Brunner Ave	Lowes Side Rd	Anytime
Seymour St	East	Richmond St	Park St	February, April, June, August, October, December
Seymour St	West	Richmond St	Park St	January, March, May, July, September, November
Simcoe St	Both	Sandwich St	50 metres east	Anytime
Simcoe St	North	20m east of Seymour St		Anytime
Simcoe St	North	20m east of King St		Anytime
Simcoe St	North	20m west of King St		Anytime
Simcoe St	North	20m west of George St		Anytime
South Riverview Dr.	South	Essex County Road 8	Beneteau Dr.	Anytime
St Arnaud St	North	Balaclava St	30 metres east	6:00am -5:00pm Monday to Friday
St Arnaud St	North	Balaclava St	Sandwich St	Anytime
St Arnaud St	South	Victoria St	Sandwich St	Anytime
St James Crt	East	Northerly limit	Southerly limit	February, April, June, August, October, December
St James Crt	West	Northerly limit	Southerly limit	January, March, May, July, September, November
Strba	Both	Meloche Rd	Easterly limit	Anytime
Thrasher Dr	North	County Rd 20	Easterly limit	February, April, June, August, October, December

THE CORPORATION OF THE TOWN OF AMHERSTBURG
 BY-LAW NO. 2011-69
 SCHEDULE "B"
NO PARKING

Column 1	Column 2	Column 3	Column 4	Column 5
HIGHWAY	SIDE	FROM	TO	PROHIBITED TIMES
Thrasher Dr	South	County Rd 20	Easterly limit	January, March, May, July, September, November
Thompson Ave	East	Kingsbridge Dr	Horseshoe Bay Cres	Anytime
Thompson Ave	West	Kingsbridge Dr	Noble Crt	January, March, May, July, September, November
Thompson Ave	East	Kingsbridge Dr	Noble Crt	February, April, June, August, October, December
Tofflemire Crt	East	Alma St	North Limit	February, April, June, August, October, December
Tofflemire Crt	West	Alma St	North limit	January, March, May, July, September, November
Vermont Dr	North	Richmond St	Indiana Pl	February, April, June, August, October, December
Vermont Dr	South	Richmond St	Indiana Pl	January, March, May, July, September, November
Victoria St	East	Alma St	St. Arnaud St	Anytime
Victoria St	Both	Alma St	Murray St	Anytime
Victoria St	East	Murray St	Simcoe St	Anytime
Victoria St	Both	Simcoe St	Pickering St	Anytime
Walnut Dr	East	McCurdy Dr	Hawthorn Cres	February, April, June, August, October, December
Walnut Dr	West	McCurdy Dr	Hawthorn Cres	January, March, May, July, September, November
Welsh Ave	North	Brown Cres	Easterly limit	Anytime
Welsh Ave	South	Knobb Hill Dr	Easterly limit	Anytime
Whelan Dr	North	Kingsbridge Dr	Benson Crt	Anytime

THE CORPORATION OF THE TOWN OF AMHERSTBURG
 BY-LAW NO. 2011-69
 SCHEDULE "G"

THROUGH HIGHWAYS

Column 1	Column 2	Column 3
HIGHWAY	FROM	TO
AALBERS CR	Canard Blvd	Annie Ave
ADAMS AVE	Shaw Dr	South Limit
ALLEN CRT	Richmond St	Easterly Limit
ALTA B CRES	Hyde Park Rd	Easterly Limit
AMLIN ST	Spring Ct	Easterly Limit
ANGSTROM CRES	Point West Dr	Point West Dr
ANNIE AVE	Canard Blvd	Aalbers Cres
ATLANTIC AVE	Westerly Limit	Pacific Ave.
ATLANTIC CRT	Atlantic Ave	Southerly Limit
AUTUMN RIDGE AVE	StoneRidge Ave	Easterly Limit
BAKER CRES	Whelan Dr	Northerly Limit
BALACLAVA ST N	St Arnaud St	Northern Limit of Alma
BALACLAVA ST S	Southern Limit of Alma	Richmond St
BALTIC AVE	Richmond St	Heaton St
BASTIEN ST	Dalhousie St	Easterly Limit
BATHURST ST	Richmond St	Park St
BARTLETT RD	Kingsbridge Dr	Whelan Ave
BEAUDOIN SIDEROAD	Front Rd S	Westerly Limit
BENETEAU DR	S Riverview Dr	Concession Rd 3
BENSON CRT	Whelan Dr	Easterly Limit
BERTRAND AVE	Alma St	St Arnaud St
BINGHAM RD	Front Rd S	Easterly Limit
BIRDIE ST	Eagle Cres	Southerly Limit
BLUE ST	Walker Rd	Westerly Limit
BOARDWALK AVE	Richmond St	States Ave
BOB-LO ISLAND BLVD	Easterly Limit	Crystal Bay Dr
BOIS BLANC BLVD	Boblo Island Blvd	Boblo Island Blvd
BONNETT RD	Kingsbridge Dr	Noble Ct
BRATT DR	Simcoe St	Richmond St
BRIAR RIDGE AVE	Fryer St	Crownridge Blvd
BROCK ST	Richmond St	Simcoe St
BROWN CRES	Lavers Cres	Welsh Ave
BRUNNER AVE	Sandwich St N	Girard St
BRUSH CRES	Illinois St	Richmond St
CALDWELL CRT	Pearson St	Northerly Limit
CALLAMS BAY CRES	McLellan Ave	McLellan Ave
CAMBRIDGE CRT	Whelan Dr	Whelan Dr
CANAL ST	County Rd 20	Union St
CANARD BLVD	County Rd 10	Aalbers Cres

THE CORPORATION OF THE TOWN OF AMHERSTBURG
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 SCHEDULE "G"

THROUGH HIGHWAYS

Column 1	Column 2	Column 3
HIGHWAY	FROM	TO
CASTLE RIDGE CRT	StoneRidge Ave	Northerly Limit
CEDAR RIDGE AVE	Thornridge Cres	Easterly Limit
GENTRE ST	Shangri Lane St	Westerly Limit
CHERRYLAWN CRES	Pickering Dr	Pickering Dr
CLAREMONT LANE	Mcleod Ave	Tilford Ln
CLARKE ST	Lundy St	Lambert St
CLUBVIEW DR	Ironwood Dr	County Rd 10
COLLISON SIDEROAD	Meadows Rd	County Rd 50
COLONY COURT	Old Colony Trail	Northerly Limit
COOPER LANE	Easterly Limit	Lake Beach Rd
COWAN CT	Davis St	Whelan Ave
CRANBROOK CRT	Park Ln Cir	Northerly Limit
CREEK RD	Meloche Rd	County Rd 20
CROWNRIIDGE BLVD	Fryer St	Sandwich St
CRYSTAL BAY DR	Boblo Island Blvd	Gold Coast Dr
DALHOUSIE ST	Fort Malden Dr	County Rd 20
DAVID CRES	Beneteau Dr	Northerly Limit
DAVIS ST	Lavers Cres	Whelan Ave
DEER RIDGE CRT	Crownridge Blvd	Northerly Limit
DOT AVE	Southerly Limit	Shangri Lane St
DRIFTWOOD CRES	Bois Blanc Blvd	Bois Blanc Blvd
DRIVER LN	Eagle Cres	Westerly Limit
DUFF AVE	Sandwich St N	Girard St
DURANGO AVE	St Theresa Ave	Easterly Limit
EAGLE CRES	County Rd 10	County Rd 10
EASY ST	Knobb Hill Dr	Westerly Limit
EGGLETON CRT	Illinois St	Easterly Limit
ELLIOT POINT RD	Callams Bay Cres	McLellan Ave
ELM AVE	Sandwich St S	Laird Ave S
ELMSTEAD LANE	Lakewood Dr	Easterly Limit
EMERALD LANE	County Rd 20	Westerly Limit
ERIE AVE	Mcleod Ave	South Easterly Limit
ERIE ISLE CT	McLellan Ave	Southerly Limit
ESSEX BLVD	Mcleod Ave	Tilford Ln
FAIRWAY CRES	Golfwood Dr	Golfwood Dr
FERN RIDGE CRT	Briar Ridge Ave	Southerly Limit
FESCUE LANE	Clubview Dr	Clubview Dr

THE CORPORATION OF THE TOWN OF AMHERSTBURG
 BY-LAW NO. 2011-69
 SCHEDULE "G"

THROUGH HIGHWAYS

Column 1	Column 2	Column 3
HIGHWAY	FROM	TO
FOREST HILL CRES	Linwood Dr	Golfview Dr
FOREST HILL CRT	Forest Hill Cres	Northerly Limit
FORHAN ST	Fort St	Southerly Limit
FORT MALDEN DR	Laird Ave S	Dalhousie St
FORT MALDEN RD	Laird Ave S	Westerly Limit
FORT ST	Sandwich St S	Fryer St
FRASER AVE	William St	Brunner Ave
GARDINER CRES	County Rd 10	Easterly Limit
GARNET CRES	Annie Ave	Annie Ave
GEORGE ST	Simcoe St	Richmond St
GERTRUDE DR	County Rd 10	Annie Ave
GIBB ST	Fryer St	Heaton St
GIRARD ST	William St	Brunner Ave
GOLD COAST DR	Boblo Island Blvd	Crystal Bay Dr
GOLFVIEW DR	County Rd 10	County Rd 10
GOLFWOOD DR	County Rd 10	Fairway Cres
GOODCHILD BEACH	County Rd 50	Erie Blue Beach Ln
GOODVIEW AVE	Front Rd S	Cooper Ln
GORE ST	Dalhousie St	Brock St
GRANT AVE	Sandwich St N	Girard St
GREENWAY COURT	Old Colony Trail	Northerly Limit
HACKET RD	Callams Bay Cres	McLellan Ave
HAINER CRT	Bratt Dr	Easterly Limit
HAMILTON DR	Victoria St S	Westerly Limit
HARRIS RD	Kingsbridge Dr	Noble Ct
HART ST	Bratt Dr	Richmond St
HAWTHORN CRES	Pickering Dr	Pickering Dr
HEATON ST	Southerly Limit	Northerly Limit
HICKORY VIEW CRT	Whitewood Ridge Blvd	Northerly Limit
HIGGINS CRES	MacLellan Ave	MacLellan Ave
HILTON CRT	Whelan Ave	Whelan Ave
HOLIDAY BEACH CONSERVATION RD		
HOLIDAY CRT	Venetian Dr	Easterly Limit
HORSE SHOE BAY CR	McLellan Ave	Westerly Limit
HUNTER AVE	Front Rd S	Easterly Limit
HYDE PARK RD	Beneteau Dr	Beneteau Dr
ILLINOS ST	Richmond St	Kentucky Ave
INDIANA PL	Richmond St	Mediterranean Ave

THE CORPORATION OF THE TOWN OF AMHERSTBURG
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 SCHEDULE "G"

THROUGH HIGHWAYS

Column 1	Column 2	Column 3
HIGHWAY	FROM	TO
IRONSIDE ST	Meadowview Ave	Meloche Rd
IRONWOOD DR	County Rd 10	Clubview Dr
JONES CRT	Illinois St	Easterly Limit
KELLY RD	McLellan Ave	Livingstone St
KEMPT ST	Simcoe St	Brock St
KENTUCKY AVE	Alma St	Richmond St
KING ST	Richmond St	Southerly Limit
KINGSBRIDGE DR	County Rd 20	Knobb Hill Dr
KNAPPS ISLAND RD	County Rd 20	Southerly Limit
KNOBB HILL DR	Texas Rd	Whelan Dr
LAIRD AV N	Northerly Limit	North Limit of Alma St
LAIRD AV S	South Limit of Alma St	North St
LAKE ERIE COUNTRY CLUB RD	Regional 50 Rd W	Southerly Limit
LAKE ERIE DR	Mcleod Ave	Woodland Ln
LAKEBEACH RD	Front Rd S	Cooper Ln
LAKESIDE DR	Lake Erie Country Club Dr	Easterly Limit
LAKESIDE DR	Claremont Ln	Easterly Limit
LAMBERT ST	Whelan Ave	Lundy St
LAMP RD	Beneteau Dr	Southerly Limit
LANDOR DR	Knobb Hill Dr	Easterly Limit
LAVERS AVE	McLennan Ave	Whelan Ave
LEVERGOOD LANE	Westerly Limit	Easterly Limit
LILAC CRT	McCurdy Dr	Westerly Limit
LINDEN CRT	McCurdy Dr	Northerly Limit
LINKS DR	Clubview Dr	Clubview Dr
LINWOOD DR	County Rd 10	Northerly Limit
LIVINGSTONE CRES	McLellan Ave	McLellan Ave
LOWES SIDEROAD	Dalhousie St	Meloche Rd
LUNDY ST	Knobb Hill Dr	Lambert St
LYDIA CR	Beneteau Dr	Westerly Limit
MAIN ST N	Northerly Limit	North Limit of Alma St
MAIN ST S	South Limit of Alma St	Southerly Limit
MALDEN HILL DR	Sandwich St S	Northerly Limit
MAPLE AVE	Sandwich St S	Laird Ave S
MARSH CRT	Knobb Hill Dr	Westerly Limit
MARTIN CRES	Simcoe St	Northerly Limit
MARVIN GARDENS	Virginia Ave	Northerly Limit
MCBRIDE RD	Mcleod Ave	Willow Beach Rd
MCCURDY DR	Sandwich St S	Fryer St

THE CORPORATION OF THE TOWN OF AMHERSTBURG
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 SCHEDULE "G"

THROUGH HIGHWAYS

Column 1	Column 2	Column 3
HIGHWAY	FROM	TO
MCDONALD AVE	Front Rd S	Easterly Limit
MCGREGOR CRT	Gardiner Cres	Southerly Limit
MCLELLAN AVE	Callams Bay Cres	Pettypiece Dr
MCLEOD AVE	Erie Ave	Lakewood Dr
MEADOWS LANE	County Rd 50	Northerly Limit
MEADOWVIEW AVE	Meloche Rd	Northerly Limit
MEDITERRANIAN AVE	Bratt Dr	Northerly Limit
MELOCHE RD	Lowes Side Rd	Alma St
MICKLE DR	Front Rd S	Scott Dr
MILITARY ST	Fryer St	Victoria St S
MILL ST	Walker Rd	Westerly Limit
MORIN RD	Kingsbridge Dr	Noble Ct
MORROWS LN		
MULLEN CRESCENT	Lavers Cres.	Lavers Cres.
MURRAY ST	Brock St	Dalhousie St
MURRAY ST	Wolfe St	Victoria St S
NOBLE CT	Kingsbridge Dr	Westerly Limit
NORTH ST	Sandwich St S	Dalhousie St
OAK CRT	McCurdy Dr	Easterly Limit
OLD COLONY TRAIL	Golfview Dr	Golfview Dr
OXFORD CRES	Whelan Dr	Whelan Dr
PACIFIC AVE	Simcoe St	Richmond St
PARK AVE	Front Rd S	Front Rd S
PARK LANE CIRCLE	Golfview Dr	Park Lane Ct
PARK LANE COURT	Golfview Dr	Southerly Limit
PARK ST	Easterly Limit	Dalhousie St
PATTEN CRES	Davis St	Lavers Cres
PEARSON ST	Meadowview Ave	Ironside St
PETTYPIECE DR	Southerly Limit	Welsh Dr
POINT BLVD	Mcleod Ave	Lakewood Dr
POINTE WEST DR	County Rd 10	County Rd 10
POPLAR CRT	McCurdy Dr	Northerly Limit
QUEEN ST	William St	Duff St
RAMSAY ST	Park St	Richmond St
RANKIN AVE	Sandwich St S	Dalhousie St
RED OAK CRES	Boblo Island Blvd	Boblo Island Blvd
RENEAUD ST	Alma St	Northerly Limit
REYNOLDS CRT	Vermont Dr	Northerly Limit
RIDGEVIEW PL N	Crownridge Blvd	Thornridge Cres

THE CORPORATION OF THE TOWN OF AMHERSTBURG
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 SCHEDULE "G"

THROUGH HIGHWAYS

Column 1	Column 2	Column 3
HIGHWAY	FROM	TO
RIDGEVIEW PL S	South Limit of Crownridge B	Southerly Limit
RIDGEWOOD LANE	Lakewood Dr	McLeod Dr
RIVER WALK CRES	Gold Coast Dr	Gold Coast Dr
RIVERFRONT PARK CRES	Sandwich St S	Sandwich St S
RIVIERA DR	Venetian Dr	Boardwalk Ave
RIVIERA PL	Riviera Dr	Northerly Limit
ROSEWOOD CRES	Richmond St	Northerly Limit
ROYAL RIDGE CRT	Crownridge Blvd	Easterly Limit
RYAN ST	Beneteau Dr	Beneteau Dr
SARI LANE	N Side Rd	Northerly Limit
SANDCASTLE CRES	Bois Blanc Blvd	Bois Blanc Blvd
SCOTT DR	Front Rd S	Mickle Dr
SEA CREST DR	Front Rd N	Union St
SEYMOUR ST	Simcoe St	Richmond St
SHANGRILA ST	Canal St	Westerly Limit
SHAW DR	County Rd 20	County Rd 20
SILVER SAND ST	Front Rd N	Union St
SMITH INDUSTRIAL DR	Howard Ave	Easterly Limit
SOUTH RIVERVIEW ST	Concession Rd 2	Concession Rd 3
SOUTH SIDEROAD	Creek Rd	E Malden Rd
SPRING CRT	Venetian Dr	Westerly Limit
ST ARNAUD ST	Sandwich St S	Victoria St N
ST CHARLES PL	Baltic Ave	Ventnor Ave
ST JAMES CRT	Boardwalk Ave	Boardwalk Ave
ST THERESE AVE	County Rd 20	Northerly Limit
STATES AVE	Alma St	Richmond St
STONE RIDGE AVE	Crownridge Blvd	Crownridge Blvd
SULLIVAN ST	Gibb St	Southerly Limit
SUMMER RIDGE CRT	StoneRidge Ave	Easterly Limit
TENNESSEE CRES	Kentucky Ave	Kentucky Ave
TEXAS RD	Sandwich St N	Easterly Limit
THOMAS RD	Alma St	Texas Rd
THOMSPON AVE	McLellan Ave	Noble Ct
THORN RIDGE CRES	Crownridge Blvd	Crownridge Blvd
THRASHER DR	Front Rd N	Easterly Limit
TILFORD LANE	Concession Rd 3 S	Ridgewood Ln
TOFFLEMIRE CRT	Alma St	Northerly Limit
TURNER CRES	Golfwood Dr	Easterly Limit
UNION ST	Front Rd N	Canal St

THE CORPORATION OF THE TOWN OF AMHERSTBURG
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 SCHEDULE "G"
THROUGH HIGHWAYS

Column 1	Column 2	Column 3
HIGHWAY	FROM	TO
VENETIAN DR	Fryer St	Alma St
VENTNOR AVE	Baltic Ave	Atlantic Ave
VERMONT DR	Indiana Pl	Richmond St
VICTORIA LANE	Lakewood Dr	Easterly Limit
VICTORIA ST N	North Limit of Alma St	Northerly Limit
VICTORIA ST S	South Limit of Alma St	Pickering Dr
VIRGINIA AVE	States Ave	States Ave
WALNUT DR	Hawthorn Cres	McCurdy Dr
WATER RD	Callams Bay Cres	McLellan Ave
WATER FOAM DR	Front Rd N	Union St
WELLINGTON ST	Walker Rd	Walker Rd
WELSH AVE	Knobb Hill Drive	Easterly Limit
WESTCOTT RD	McLellan Ave	Livingstone Cres
WHELAN AVE	Westerly Limit	Easterly Limit
WHELAN DR	Westerly Limit	Easterly Limit
WHITE CRES	McLellan Ave	Pettypiece Dr
WIGLE ST	Bastien St	Northerly Limit
WILKINSON CRT	Northerly Limit	Southerly Limit
WILLIAM ST	Sandwich St N	Girard St
WILLOW BEACH RD	Concession Rd 3 S	Westerly Limit
WILSON CRT	Whelan Ave	Hilton Crt
WINDEMERE PL	Northerly Limit	Southerly Limit
WOLFE ST	Richmond St	Brock St
WOODBIDGE DR	Front RD S	Westerly Limit
WOODLAND LANE	Lakewood Dr	Southerly Limit
WOODSIDE AVE	St Theresa Ave	Easterly Limit
WRIGHT AVE	County Rd 10	Turner Cres
WYANDOTTE ST	Point West Dr	Southerly Limit

THE CORPORATION OF THE TOWN OF AMHERSTBURG
 BY-LAW NO. 2011-69
 SCHEDULE "J"
STOP SIGNS

Column 1	Column 2
INTERSECTION	FACING TRAFFIC
Adams Ave & Shaw Dr.	Northbound on Adams
Allen Ct & Richmond St	Westbound on Allen
Alma St & Laird Ave	Eastbound & Westbound on Alma
Alta B Cres & Hyde Park Dr	Westbound on Alta B
Amlin St & Venetian Dr.	Northbound on Amlin
Angstrom Cres & Point West Dr.	Southbound on Angstrom (south exit)
Angstrom Cres & Point West Dr.	Westbound on Angstrom (north exit)
Annie Ave & Canard Blvd	Westbound & Eastbound on Annie
Atlantic Ave & Pacific Ave	Eastbound on Atlantic
Atlantic Ct & Atlantic Ave	Northbound on Atlantic
Autumn Ridge Ave & Crownridge Blvd	Northbound on Autumn Ridge
Baker Cres & Whelan Dr.	Southbound on Baker
Balaclava St & Alma St	Northbound & Southbound on Balaclava
Balaclava St & Fort St	Northbound & Southbound on Balaclava
Balaclava St & Richmond St	Southbound on Balaclava
Balaclava St & St. Arnaud St	Northbound on Balaclava
Baltic Ave & Gibb St	Southbound on Baltic
Baltic Ave & Richmond St	Northbound on Baltic
Bartlett Rd & Kingsbridge Dr	Southbound on Bartlett Rd
Bartlett Rd & Whelan Dr.	Northbound on Bartlett Rd
Bastien St & Dalhousie St	Westbound on Bastien
Bathurst St & Gore St	Northbound & Southbound on Bathurst
Bathurst St & Murray St	Northbound & Southbound on Bathurst
Bathurst St & Park St	Southbound on Bathurst
Bathurst St & Richmond St	Northbound on Bathurst
Beneteau Dr. & Concession 3 North	Eastbound on Beneteau
Beneteau Dr. & South Riverview Dr.	Northbound on Beneteau
Benson Ct & Whelan Ave	Southbound on Benson Ct
Bertrand Ave & Alma St	Southbound on Bertrand
Bertrand Ave & St. Arnaud St	Northbound on Bertrand
Birdie St & Eagle Cres	Northbound on Birdie
Boardwalk Ave & Richmond St	Southbound on Boardwalk
Boardwalk Ave & States Ave	Eastbound on Boardwalk
Boblo Island Blvd & Crystal Bay Dr/Bois Blanc Blvd	Westbound on Boblo Island Blvd
Bois Blanc Blvd & Boblo Island Blvd	Northbound on Bois Blanc (West Exit)
Bois Blanc Blvd & Boblo Island Blvd	Northbound on Bois Blanc (East Exit)
Bonnett Rd and Noble Ct	Northbound on Bonnett Rd
Bonnett Rd & Kingsbridge Dr	Southbound on Bonnett Rd
Boyle St & Lundy St	Northbound on Boyle St
Boyle St & Lambert St	Southbound on Boyle St
Bratt Dr. & Richmond St	Eastbound on Bratt
Bratt Dr. & Simcoe St	Southbound on Bratt

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Column 1	Column 2
INTERSECTION	FACING TRAFFIC
Briar Ridge Ave & Crownridge Blvd	Southbound on Briar Ridge
Briar Ridge Ave & Fryer St	Eastbound on Briar Ridge
Brock St & Richmond St	Northbound on Brock
Brock St & Simcoe St	Southbound on Brock
Brown Ct & Lavers	Westbound on Brown
Brown Ct & Welsh Ave	Southbound on Brown
Brunner Ave & Sandwich St	Westbound on Brunner
Brush Cres & Illinois St	Westbound on Brush
Brush Cres & Richmond St	Southbound on Brush
Caldwell Ct. & Pearson St.	Southbound on Caldwell Ct.
Cambridge Ct & Whelan Dr.	Southbound on Cambridge (east exit)
Cambridge Ct & Whelan Dr.	Southbound on Cambridge (west exit)
Castle Ridge Ct & Stone Ridge Ave	Southbound on Castle Ridge
Cedar Ridge Ave & Briar Ridge Ave	Eastbound & Westbound on Cedar Ridge
Cedar Ridge Ave & Thorn Ridge Cres	Westbound on Cedar Ridge
Cherrylawn Cres & Pickering Dr.	Southbound on Cherrylawn (east exit)
Cherrylawn Cres & Pickering Dr.	Southbound on Cherrylawn (west exit)
Cherrylawn Cres & Victoria St	Eastbound & Westbound on Cherrylawn
Claremont Lane & Essex Blvd	Eastbound & Westbound on Claremont
Claremont Lane & McLeod Ave	Northbound on Claremont
Claremont Lane & Ridgewood Lane	Eastbound on Claremont
Clarke St & Lundy St	Northbound on Clarke St
Clarke St & Lambert St	Southbound on Clarke St
Clubview Dr. & Ironwood Dr.	Westbound on Clubview
Collision Sideroad & Concession 7	Eastbound & Westbound on Collision
Concession 2 South & Lowes Sideroad	Northbound on Concession 2
Concession 3 North & Alma St	Southbound on Concession 3
Concession 3 South & McLeod Ave	Northbound & Southbound on Concession 3
Concession 4 North & Alma St	Southbound on Concession 4
Concession 4 South & Alma St	Northbound on Concession 4
Concession 5 North & Alma St	Southbound on Concession 5
Concession 5 South & Alma St	Northbound on Concession 5
Concession 6 North & Alma St	Southbound on Concession 6
Concession 6 South & Alma St	Northbound on Concession 6
Concession 7 & Alma St	Northbound on Concession 7
Concession 8 & Alma St	Southbound on Concession 8
Concession 9 & Alma St	Northbound on Concession 9
Concession 9 & Malden-Colchester South Townline	Southbound on Concession 9
Cooper Lane & Front Rd S.	Eastbound on Cooper
Cowan Ct & Davis St	Westbound on Cowan Ct
Cranbrook Ct & Park Lane Cir	Southbound on Cranbrook
Crownridge Blvd & Fryer St	Eastbound on Crownridge

THE CORPORATION OF THE TOWN OF AMHERSTBURG
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STOP SIGNS

Column 1	Column 2
INTERSECTION	FACING TRAFFIC
Crownridge Blvd & Sandwich St	Westbound on Crownridge
Dalhousie St. & Murray St.	Northbound and Southbound on Dalhousie
Dalhousie St. & Richmond St.	Northbound & Southbound on Dalhousie
Dalhousie St. & North St.	Northbound & Southbound on Dalhousie
David Cres & Beneteau Dr.	Southbound on David
Davis St & Whelan Dr	Northbound on Davis
Davis St & Lavers Cres	Westbound on Davis St
Deer Ridge Blvd & Crownridge Blvd	Southbound on Dear Ridge
Driftwood Cres & Bois Blanc Blvd	Eastbound on Driftwood (north exit)
Driftwood Cres & Bois Blanc Blvd	Eastbound on Driftwood (south exit)
Driver Lane & Eagle Cres	Eastbound on Driver
Duff Ave & Fraser St	Eastbound & Westbound on Duff
Duff Ave & Girard St	Eastbound on Duff
Duff Ave & Sandwich St	Westbound on Duff
Durango Ave & St. Therese Ave	Westbound on Durango
Easy St & Knobb Hill Dr.	Eastbound on Easy
Eggleton Ct & Illinois St	Westbound on Eggleton
Elm Ave & Dalhousie St	Westbound on Elm
Elm Ave & Sandwich St	Eastbound on Elm
Elmstead Lane & Claremont Lane	Southbound on Elmstead
Erie Ave & McLeod Ave	Northbound on Erie
Erie Isle Ct & McLellan Ave	Northbound on Erie Isle Ct
Essex Blvd & Claremont Lane	Northbound & Southbound on Essex
Essex Blvd & McLeod Ave	Northbound on Essex
Essex County Road 20 cut-off & Malden-Colchester South Townline	Northbound on cut-off
Essex County Road 9 cut-off & Alma St	Northbound on cut-off (east side of County Rd)
Essex County Road 9 cut-off & Alma St	Southbound on cut-off (west side of County Rd)
Fairway Cres & Golfwood Dr.	Westbound on Fairway
Fern Ridge & Briar Ridge Ave	Northbound on Fern Ridge
Fescue Lane & Clubview Dr.	Eastbound on Fescue (east exit)
Fescue Lane & Clubview Dr.	Westbound on Fescue (west exit)
Forhan St & Fort St	Northbound on Forhan
Forest Hill Cres & Golfview Dr.	Northbound on Forest Hill
Forest Hill Cres & Linwood Dr.	Eastbound on Forest Hill
Forest Hill Ct & Forest Hill Cres	Southbound on Forest Hill Ct
Fort Malden Dr & Laird Ave	Eastbound on Fort Malden Dr
Fort Malden Rd & Laird Ave	Eastbound on Fort Malden Rd
Fort St & Balaclava St	Eastbound & Westbound on Fort
Fort St & Fryer St	Eastbound on Fort
Fort St & Sandwich St	Westbound on Fort
Fort St & Victoria St	Eastbound & Westbound on Fort

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STOP SIGNS

Column 1	Column 2
INTERSECTION	FACING TRAFFIC
Fraser St & Brunner Ave	Northbound on Fraser
Fraser St & William St	Southbound on Fraser
Fryer St & Alma St	Northbound on Fryer
Fryer St & Lowes Sideroad	Southbound on Fryer
Fryer St. & Pickering Dr.	Northbound & Southbound on Fryer
Fryer St & Richmond St	Northbound & Southbound on Fryer
Garnet Cres & Annie Ave	Northbound on Garnet (west exit)
Garnet Cres & Annie Ave	Northbound on Garnet (east exit)
George St & Gore St	Northbound & Southbound on George
George St & Murray St	Northbound & Southbound on George
George St & Richmond St	Northbound on George
George St & Simcoe St	Southbound on George
Gertrude Dr & Annie Ave	Southbound on Gertrude
Gibb St & Fryer St	Westbound on Gibb
Girard St & Brunner Ave.	Northbound on Girard
Girard St & William St	Southbound on Girard
Gold Coast Dr. & Bob-lo Island Blvd	Southbound on Gold Coast
Golfwood Dr. & Turner Cres	Northbound & Southbound on Golfwood
Golfview Dr. and Park Lane Circle	Eastbound and Westbound on Golfview
Goodchild Beach & Erie Blue Beach Lane	Eastbound on Goodchild
Goodview Ave & Front Rd S.	Eastbound on Goodview
Gore St & Brock St	Eastbound & Westbound on Wolfe
Gore St & Sandwich St	Eastbound & Westbound on Gore
Gore St & Seymour St	Eastbound & Westbound on Gore
Grant St & Fraser St	Eastbound & Westbound on Grant
Grant St & Girard St	Eastbound on Grant
Grant St & Sandwich St	Westbound on Grant
Hainer Ct & Bratt Dr.	Westbound on Hainer
Hamilton Dr. & Victoria St	Eastbound on Hamilton
Harris Rd & Kingsbridge Dr.	Southbound on Harris Rd
Harris Rd & Noble Ct	Northbound on Harris Rd
Hart St & Bratt Dr.	Westbound on Hart
Hart St & Richmond St	Eastbound on Hart
Hawthorn Cres & Pickering Dr.	Northbound on Hawthorn (east exit)
Hawthorn Cres & Pickering Dr.	Northbound on Hawthorn (west exit)
Heaton St & Gibb St	Northbound & Southbound on Heaton
Higgins Cres & McLellan Ave	Northbound on Higgins (east exit)
Higgins Cres & McLellan Ave	Northbound on Higgins (west exit)
Hilton Ct & Whelan Dr.	Southbound on Hilton (east & west exit)
Holiday Ct & Venetian Dr.	Westbound on Holiday
Horseshoe Bay & McLellan Ave	Southbound on Horseshoe Bay
Horseshoe Bay & Thompson Ave	Westbound and Eastbound on Horseshoe Bay

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 SCHEDULE "J"
STOP SIGNS

Column 1	Column 2
INTERSECTION	FACING TRAFFIC
Hunter Ave & Front Rd S.	Westbound on Hunter
Hyde Park Rd & Beneteau Dr	Eastbound on Hyde Park (north exit)
Hyde Park Rd & Beneteau Dr	Eastbound on Hyde Park (south exit)
Illinois St & Kentucky Ave	Westbound on Illinois
Illinois St & Richmond St	Southbound on Illinois
Indiana Pl & Mediterranean Ave	Westbound on Indiana
Indiana Pl & Richmond St	Northbound on Indiana
Ironside St & Meloche Rd	Eastbound on Ironside St
Ironside St & Meadowview Ave	Westbound on Ironside St
Ironwood Dr. & Ironwood Dr.	Eastbound on Ironwood
Jones Ct & Illinois St	Westbound on Jones
Kelly Rd & McLellan Ave	Northbound on Kelly Rd
Kelly Rd & Livingstone Cres	Southbound on Kelly Rd
Kempt St & Brock St	Westbound on Kempt
Kempt St & Simcoe St	Southbound on Kempt
Kentucky Ave & Alma St	Northbound on Kentucky
Kentucky Ave & Richmond St	Southbound on Kentucky
King St & Gore St	Northbound & Southbound on King
King St & Murray St	Northbound & Southbound on King
King St & Pickering Dr.	Northbound & Southbound on King
King St & Richmond St	Northbound on King
King St & Simcoe St	Northbound & Southbound on King
Kingsbridge Dr. & Whelan Dr.	Northbound and Southbound on Kingsbridge
Knobb Hill Dr. & Marsh Dr.	Northbound & Southbound on Knobb Hill
Knobb Hill Dr. & Texas Rd	Southbound on Knobb Hill
Knobb Hill Dr. & Whelan	Northbound on Knobb Hill
Knobb Hill Dr. & McLellan Dr.	Northbound & Southbound on Knob Hill
Laird Ave & Alma St	Northbound & Southbound on Laird
Laird Ave & North St	Southbound on Laird
Lake Erie Dr & McLeod Ave	Northbound on Lake Erie
Lakebeach Rd & Front Rd S.	Eastbound on Lakebeach
Lakewood Dr. & McLeod Ave	Eastbound & Westbound on Lakewood
Lakewood Dr. & Ridgewood Lane	Westbound on Lakewood
Lambert St & Whelan Dr	Northbound on Lambert St
Lambert St & Lundy St	Northbound on Lambert St
Lamp Rd & Beneteau Dr.	Northbound on Lamp
Lavers Cres & McLellan Dr.	Southbound on Lavers
Lavers Cres & Whelan Dr.	Northbound on Lavers
Lilac Ct & McCurdy Dr.	Northbound on Lilac
Linden Ct & McCurdy Dr.	Southbound on Linden
Links Dr. & Clubview Dr.	Eastbound on Links (east exit)
Links Dr. & Clubview Dr.	Westbound on Links (west exit)

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STOP SIGNS

Column 1	Column 2
INTERSECTION	FACING TRAFFIC
Linwood Dr. & Golfview Dr.	Northbound on Linwood
Livingstone Cres & McLellan Ave.	Northbound on Livingstone (East & West Exit)
Lowes Sideroad & Dalhousie St	Westbound on Lowes
Lowes Sideroad & Meloche Rd	Eastbound on Lowes
Lowes Sideroad & Sandwich St	Eastbound & Westbound on Lowes
Lundy St & Knobb Hill Dr	Westbound on Lundy St
Lundy St & Lambert St	Eastbound on Lambert St
Lydia Cres & Beneteau Dr.	Eastbound on Lydia
Main St & Alma St	Northbound & Southbound on Main
Main St & Fort St	Northbound & Southbound on Main
Main St & Military St	Northbound & Southbound on Main
Malden Hill Dr & Sandwich St	Westbound on Malden Hill Dr.
Malden-Colchester South Townline & Smith Rd	Eastbound on Malden-Colchester South Townline
Maple Ave & Laird Ave	Westbound on Maple
Maple Ave & Sandwich St	Eastbound on Maple
Marsh Ct & Knobb Hill Dr.	Eastbound on Marsh
Landor Dr. & Knobb Hill Dr.	Westbound on Landor
Martin Cres & Simcoe St	Southbound on Martin
Marvin Gdns & Virginia Ave	Southbound on Marvin Gdns
McBride Rd & McLeod Ave	Northbound on McBride
McBride Rd & Willow Beach Rd	Southbound on McBride Rd.
McCurdy Dr. & Fryer St	Eastbound on McCurdy
McCurdy Dr. & Sandwich St	Westbound on McCurdy
McDonald Ave & Front Rd S.	Westbound on McDonald
McGregor Ct & Gardiner Cres	Northbound on McGregor
McLellan Ave & Knobb Hill Dr.	Eastbound & Westbound on McLellan
McLellan Ave & Pettypiece Dr.	Eastbound on McLellan
McLeod Ave & Concession 3 South	Eastbound & Westbound on McLeod
McLeod Ave & Front Rd S.	Westbound on McLeod
McLeod Ave & Lakewood Dr.	Southbound on McLeod
Meadowview Ave & Richmond St	Westbound on Meadowview Ave
Meadowview Ave & Meadowview Ave	Eastbound on Meadowview Ave
Meadowview Ave and Meloche Rd	Eastbound on Meadowview Ave
Mediterranean Ave & Bratt Dr.	Southbound on Mediterranean
Mediterranean Ave & Mediterranean Ave	Eastbound on Mediterranean Ave
Mediterranean Ave & Pacific Ave	Westbound on Mediterranean
Meloche Rd & Alma St	Northbound on Meloche
Meloche Rd & Lowes Sideroad	Southbound on Meloche
Meloche Rd & Simcoe St	Northbound & Southbound on Meloche
Mickle Dr & Front Rd S.	Eastbound on Mickle
Military St & Fryer St	Eastbound on Military
Military St & Victoria St	Westbound on Military

THE CORPORATION OF THE TOWN OF AMHERSTBURG

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STOP SIGNS

Column 1	Column 2
INTERSECTION	FACING TRAFFIC
Morin Rd & Kingsbridge Dr	Southbound on Morin Rd
Morin Rd & Noble Ct	Northbound on Morin Rd
Mullen Cres & Lavers Cres	Eastbound on Mullen (North and South Exit)
Murray St & Bathurst St	Westbound on Murray
Murray St & Brock St	Eastbound on Murray
Murray St. & Dalhousie St.	Westbound on Murray
Murray St. & Ramsay St.	Westbound on Murray
Murray St. & Sandwich St	Westbound on Murray
Murray St & Seymour St	Eastbound & Westbound on Murray
Murray St & Victoria St	Eastbound on Murray
Murray St & Wolfe St	Westbound on Murray
North Sideroad & Concession 2 North	Eastbound & Westbound on North Sideroad
North Sideroad & Concession 3 North	Eastbound & Westbound on North Sideroad
North Sideroad & Concession 4 North	Eastbound & Westbound on North Sideroad
North Sideroad & Concession 5 North	Eastbound & Westbound on North Sideroad
North Sideroad & Concession 6 North	Eastbound on North Sideroad
North Sideroad & Concession 8	Eastbound & Westbound on North Sideroad
North St & Dalhousie St	Westbound on North
North St & Sandwich St	Eastbound on North
Oak Ct & McCurdy Dr.	Northbound on Oak
Old Colony Trail & Golfview Dr.	Northbound on Old Colony (East & West Exit)
Oxford Cres & Whelan Dr.	Southbound on Oxford (east exit)
Oxford Cres & Whelan Dr.	Southbound on Oxford (west exit)
Pacific Ave & Richmond St	Northbound on Pacific
Pacific Ave & Simcoe St	Southbound on Pacific
Park Ave & Front Rd S.	Eastbound on Park (north exit)
Park Ave & Front Rd S.	Eastbound on Park (south exit)
Park Lane Cir & Golfview Dr.	Eastbound on Park Lane (north exit)
Park Lane Cir & Golfview Dr.	Eastbound on Park Lane (south exit)
Park Lane Ct & Golfview Dr.	Westbound on Park Lane
Park St & Dalhousie St	Westbound on Park
Park St & King St	Eastbound & Westbound on Park
Park St & Sandwich St	Eastbound & Westbound on Park
Pearson St & Meadowview Ave	Westbound on Pearson St
Pearson St & Ironside St	Southbound on Pearson St
Pettypiece Dr. & Welsh Ave	Northbound on Pettypiece
Pickering Dr. & Dalhousie St	Westbound on Pickering
Pickering Dr. & Fryer St	Eastbound on Pickering
Pine Ridge Ave & Crownridge Blvd	Northbound on Pine Ridge
Point Blvd & Lakewood Dr.	Southbound on Point Blvd
Point Blvd & McLeod Ave	Westbound on Point Blvd
Poplar Ct & McCurdy Dr.	Southbound on Poplar
Queen St & Duff St	Northbound on Queen

THE CORPORATION OF THE TOWN OF AMHERSTBURG
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STOP SIGNS

Column 1	Column 2
INTERSECTION	FACING TRAFFIC
Queen St & William St	Southbound on Queen
Ramsay St & Gore St	Northbound & Southbound on Ramsay
Ramsay St & Murray St	Northbound & Southbound on Ramsay
Ramsay St & Park St	Southbound on Ramsay
Ramsay St & Richmond St	Northbound on Ramsay
Rankin Ave & Dalhousie St	Westbound on Rankin
Rankin Ave & Sandwich St	Eastbound on Rankin
Red Oak Cres & Bob-lo Island Blvd	Southbound on Red Oak (east exit)
Red Oak Cres & Bob-lo Island Blvd	Southbound on Red Oak (west exit)
Renaud St & Alma St	Southbound on Alma
Reynolds Ct & Vermont Dr.	Southbound on Reynolds
Richmond St & Dalhousie St	Westbound on Richmond
Richmond St & Fryer St	Eastbound & Westbound on Richmond
Richmond St & Simcoe St	Southbound on Richmond
Richmond St & Victoria St	Eastbound & Westbound on Richmond
Ridgeview Pl & Crownridge Blvd	Northbound & Southbound on Ridgeview
Ridgeview Pl & Thorne Ridge Ave	Eastbound on Ridgeview
Ridgewood Lane & McLeod Ave	Northbound on Ridgewood
Riverfront Park Ct and Sandwich St	Eastbound on Riverfront Park Ct (north exit)
Riverfront Park Ct and Sandwich St	Eastbound on Riverfront Park Ct (south exit)
Riviera Dr. & Boardwalk Ave .	Southbound on Riviera Dr
Riviera Dr. & Venetian Dr.	Westbound on Riviera Dr.
Riviera Pl & Riviera Dr.	Southbound on Riviera Pl
Rosewood Cres & Richmond St	Southbound on Rosewood
Royal Ridge Ct & Crownridge Blvd	Northbound on Royal Ridge
Ryan St & Beneteau Dr.	Northbound on Ryan
Ryan St & Ryan St	Eastbound on Ryan
Sandcastle Cres & Bois Blanc Blvd	Westbound on Sandcastle (north exit)
Sandcastle Cres & Bois Blanc Blvd	Westbound on Sandcastle (south exit)
Sari Lane & North Sideroad	Southbound on Sari
Scott Dr. & Front Rd S.	Eastbound on Scott
Seymour St & Park St	Northbound & Southbound on Seymour
Seymour St & Richmond St	Northbound on Seymour
Seymour St & Simcoe St	Northbound & Southbound on Seymour
Simcoe St & Bathurst St	Westbound on Simcoe
South Side Road & Concession 4 South	Eastbound & Westbound on South Side Road
South Side Road & Concession 5 South	Eastbound & Westbound on South Side Road
South Side Road & Concession 6 South	Eastbound & Westbound on South Side Road
South Side Road & Concession 7	Eastbound & Westbound on South Side Road
South Side Road & Concession 9	Eastbound & Westbound on South Side Road
South Side Road & Creek Rd	Eastbound & Westbound on South Side Road
South Side Road & Smith Rd	Eastbound on South Side Road

THE CORPORATION OF THE TOWN OF AMHERSTBURG
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 SCHEDULE "J"
STOP SIGNS

Column 1	Column 2
INTERSECTION	FACING TRAFFIC
Spring Ct & Venetian Dr.	Westbound on Spring
St. Arnaud St & Sandwich St	Westbound on St. Arnaud
St. Arnaud St & Victoria St	Eastbound on St. Arnaud
St. Charles Pl & Baltic Ave	Westbound on St. Charles
St. Charles Pl & Ventnor Ave	Eastbound on St. Charles
St. James Ct & Boardwalk Ave	Westbound on St. James (north exit)
St. James Ct & Boardwalk Ave	Westbound on St. James (south exit)
States Ave & Alma St	Northbound on States
States Ave & Richmond St	Southbound on States
Stone Ridge Ave & Crownridge Blvd	Westbound on Stone Ridge
Strba Dr. & Meloche	Westbound on Strba Dr.
Sullivan St & Gibb St	Northbound on Sullivan
Summer Ridge Ct & Autumn Ridge Ave	Westbound on Summer Ridge
Tennessee Cres & Kentucky Ave	Westbound on Tennessee (north exit)
Tennessee Cres & Kentucky Ave	Westbound on Tennessee (south exit)
Texas Rd & Concession 2 North	Eastbound & Westbound on Texas
Texas Rd & Concession 3 North	Eastbound & Westbound on Texas
Texas Rd & Concession 4 North	Eastbound & Westbound on Texas
Texas Rd & Concession 5 North	Eastbound & Westbound on Texas
Texas Rd & Concession 6 North	Eastbound & Westbound on Texas
Texas Rd & Concession 8	Eastbound & Westbound on Texas
Thomas Rd & Alma St	Southbound on Thomas
Thompson Ave & McLellan Ave	Southbound on Thompson Ave
Thompson Ave & Kingsbridge Dr	Northbound & Southbound on Thompson
Thompson Ave & Noble Ct	Northbound on Thompson Ave
Thorn Ridge Cres & Crownridge Blvd	Southbound on Thorn Ridge
Thorn Ridge Cres & Thorn Ridge Cres	Westbound on Thorn Ridge
Tilford Lane & Claremont Lane	Eastbound & Westbound on Tilford
Tilford Lane & Concession 3 South	Westbound on Tilford
Tilford Lane & Essex Blvd	Eastbound & Westbound on Tilford
Tilford Lane & Lake Erie Dr	Eastbound & Westbound on Tilford
Tilford Lane & Ridgewood Lane	Eastbound on Tilford
Tofflemire St & Alma St	Southbound on Tofflemire
Turner Cres & Golfwood Dr.	Westbound on Turner
Union St & Canal St	Northbound on Union
Venetian Dr. & Alma St	Northbound on Venetian
Venetian Dr. & Fryer St	Westbound on Venetian
Venetian Dr. & Spring Ct	Southbound on Venetian
Ventnor Ave & Atlantic Ave	Southbound on Ventnor
Ventnor Ave & Baltic Ave	Westbound on Ventnor
Vermont Dr. & Indiana Pl	Northbound on Vermont
Vermont Dr. & Richmond St	Eastbound on Vermont

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STOP SIGNS

Column 1	Column 2
INTERSECTION	FACING TRAFFIC
Victoria Lane & Claremont Lane	Southbound on Victoria
Victoria St & Alma St	Southbound & Northbound on Victoria
Victoria St & Pickering Dr.	Southbound on Victoria
Victoria St & Richmond St	Northbound & Southbound on Victoria
Victoria St & Simcoe St	Southbound & Northbound on Victoria
Victoria St & St. Arnaud St	Southbound on Victoria
Virginia Ave & States Ave	Westbound on Virginia (north exit)
Virginia Ave & States Ave	Westbound on Virginia (south exit)
Walnut Dr. & Hawthorn Cres	Northbound on Walnut
Walnut Dr. & McCurdy Dr.	Southbound on Walnut
Wellington St & Blue St	Northbound on Wellington
Wellington St & Taylor St	Southbound on Wellington
Welsh Ave & Knobb Hill Dr	Westbound on Welsh Ave
Welsh Ave & Lavers Cres	Westbound & Eastbound on Welsh Ave
West Bob-lo Island access road & Bob-lo Island Blvd	Northbound on access road
Westcott Rd & McLellan Ave	Northbound on Westcott Rd
Westcott Rd & Livingstone Cres	Southbound on Westcott Rd
Whelan Ave. & Cambridge Ct	Eastbound & Southbound on Whelan (West Exit)
Whelan Ave & Kingsbridge Dr	Westbound & Eastbound on Whelan
Whelan Ave & Cowan/Benson Cts	Eastbound on Whelan Ave
Whelan Ave & Oxford/Knobb Hill Dr	Eastbound & Westbound on Whelan
White Cres & McLellan Ave	Northbound on White
White Cres & Pettypiece Dr.	Eastbound on White
Wigle St & Bastien St	Eastbound on Wigle
Wilkinson Ct & Hamilton Dr.	Northbound & Southbound on Wilkinson
William St & Sandwich St	Westbound on William
Wolfe St & Murray St	Northbound & Southbound on Wolfe
Wolfe St & Richmond St	Northbound on Wolfe
Wolfe St. & Brock St.	Westbound on Wolfe
Woodbridge Dr. & Front Rd S.	Eastbound on Woodbridge
Woodland Lane & Claremont Lane	Eastbound on Woodland
Woodland Lane & Lake Erie Dr	Eastbound & Westbound on Woodland
Woodside Ave & St. Therese Ave	Westbound on Woodside
Wright Ave & Turner Cres	Southbound on Wright
Wyandotte St & Point West Dr.	Northbound on Wyandotte

THE CORPORATION OF THE TOWN OF AMHERSTBURG
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 SCHEDULE "O"

COMMERCIAL LOADING ZONES

Column 1	Column 2	Column 3	Column 4
HIGHWAY	SIDE	BETWEEN	TIMES/DAYS
Murray St	South	15 metres east of Sandwich St to 45 metres east of Sandwich St	Anytime
Dalhousie St	West	At Richmond Street Intersection	Anytime

THE CORPORATION OF THE TOWN OF AMHERSTBURG
 BY-LAW NO. 2011-69
 SCHEDULE "Z"

DESIGNATED AREA - MAXIMUM RATE OF SPEED

Column 1		Column 3
NEIGHBOURHOOD BOUNDARIES		SPEED
Boblo Island Blvd. Bois Blanc Blvd Crystal Bay Dr. Driftwood Cres Gold Coast Dr. Hickory View Ct Red Oak Cres. River Walk Cres. Sandcastle Cres.		40 km/h

THE CORPORATION OF THE TOWN OF AMHERSTBURG
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SCHEDULE "L"

INCREASED AND DECREASED SPEED LIMITS

Column 1	Column 2	Column 3
HIGHWAY	BETWEEN	SPEED
Alma St	50 metres east of Meloche Rd to Essex County Road 11	80 km/h
Boblo Island Blvd.	Crystal Bay Dr. to Easterly Limit	40 km/h
Brock St	Richmond to Gore	40 km/h
Concession 2 North	Middle Side Road and Texas Road	60 km/h
Concession 2 North	South side of bridge on Concession 2 Part lot 12 (ravanello's Bridge) to South Riverview Dr.	50 km/h
Concession 2 North	Essex County Road 10 to south side of bridge on Concession 2 Part Lot 12 (Ravenello's Bridge)	70 km/h
Concession 3 North	Essex County Road 8 tp 915 metres south of Essex County Road 8	50 km/h
Concession 3 South	254.508 metres north of McLeod Ave to Lake Erie	50 km/h
Concession 3 South	Essex County Road 20 to 254.508 metres north of McLeod Ave	60 km/h
Concession 6 North	1 km South of County Rd 8 to County Rd 8	60 km/h
Concession 6 South	Essex County Road 20 to 500 metres north of Essex County Road 20	50 km/h
Creek Rd	County Rd 20 to Lowes Side Road	60 km/h
Crystal Bay Drive	Gold Coast Dr. to Boblo Island Blvd	40 km/h
Dalhousie St		50 km/h
Fort Malden Drive	Laird Ave to Dalhousie Street	40 km/h
Fort St	Balaclava to 50 metres west of Victoria St	40 km/h
Fryer St	Military St. to McCurdy Drive	40 km/h
Girard Street	William St. to Duff St.	40 km/h
Gold Coast Dr.	Boblo Island Blvd. to Crystal Bay Dr.	40 km/h
Golfview Dr.	one at each entrance	50 km/h
Hickory View Crt.	Gold Coast Dr. to Whitewood Rdge Blvd.	40 km/h
Laird Ave	Maple Ave to North St.	40 km/h
Lowes Sideroad	Meloche to Dalhousie	50 km/h
McLeod Ave	396.24 metres east of Front Rd.S. to Concession 3 South	60 km/h
Meloche Rd	Lowes sideroad to Simcoe	50 km/h
Meloche Rd	Simcoe to Alma	60 km/h
North St	Sandwich to Dalhousie	40 km/h
Road Oak Cres.		40 km/h
Richmond St	Fryer to Balaclava St. S.	40 km/h
River Walk Cres.		40 km/h
Sandwich St	Maple Ave to North St.	40 km/h
Simcoe St	Victoria St to Pacific Ave	40 km/h
South Riverview Dr.	Concession 2 North to Essex County Road 8	50 km/h
Texas Rd	Essex County Road 20 to Concession 3 North	50 km/h
Thomas Rd.	Alma St. to Texas Rd.	60 km/h
Victoria Street	Simcoe St. to Military St.	40 km/h
Whitewood Ridge Blvd.	Crystal Bay Dr. to Gold Coast Dr.	40 km/h
William St	Fraser to Girard	40 km/h
Wolfe St	Gore to Richmond	40 km/h



THE CORPORATION OF THE TOWN OF AMHERSTBURG
OFFICE OF ENGINEERING & INFRASTRUCTURE SERVICES

Mission Statement: As stewards of the Town of Amherstburg, we strive to improve the quality of life of all residents through the delivery of effective, efficient, and affordable services.

Author's Name: Sydnee Botham	Report Date: May 29, 2024
Author's Phone: 519 736 3663 ext. 2326	Date to Council: July 8, 2024
Author's E-mail: srivest@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Engineering Review, Consolidated Linear Infrastructure Application, Construction and Inspection Fees – Review and User Fee Adjustment

1. RECOMMENDATION:

It is recommended that:

1. That the changes in fees for the 2024 User Fees By-law Section G **BE APPROVED** as outlined in the report; and,
2. By-law 2024-056, being a by-law to Amend By-Law 2024-030 be taken as having been read 3 times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

2. BACKGROUND:

At the May 8, 2023 Regular Council Meeting, Council authorized By-law 2023-063 with the following motion:

Resolution # 20230508-004

1. By-law 2023-063, being a By-law to Amend By-law 2023-057 be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

By-law 2023-063 included the introduction of Engineering Review Fees into the User Fee By-law to provide revenue for the Town to fund required resourcing to ensure compliance with the development standards and the Town's stormwater and sanitary Consolidated

Linear Infrastructure Environmental Compliance Approvals design criteria through internal development engineering reviews. Prior to these fees all development reviews and approvals from the Infrastructure Services Department were funded by the Tax levy.

Feedback on the current Engineering Review Fees from large-scale Developers and small-scale development applicants has been received through Infrastructure Services and other internal departments. As a result, Infrastructure Services has conducted an internal review of the overall performance of the current fee structure to confirm all objectives noted in the Council report presented on May 8, 2023 (Impacts to infrastructure Services – Engineering Division related to Bill 23, Bill 109, and Consolidated Linear Infrastructure (CLI) Approvals) are being met and if any adjustments or overall improvements can be made to better reflect the time being spent by Infrastructure Services staff. The Division has also reviewed local (Windsor-Essex) comparators' Engineering Review Fees and CLI Review Fees.

3. DISCUSSION:

Administration has explored a number of options to modify the above-noted fees throughout the review and are recommending the following three (3) changes to the Fee By-law. The associated financial impact is noted with each change being presented. Supporting any of the below-noted changes presents the same risk (loss of revenue collected for the Town).

A. Introduction of Minor and Major Zoning By-law Amendment Review Fees

Currently, all engineering reviews of zoning by-law amendments and official plan amendments are subject to the same user fee of \$1547.00 per submission (General Engineering Review).

Amherstburg Planning Division differentiates zoning by-law amendment applications into 2 categories: major and minor, based on the complexity of the proposal.

Similar to the Planning Division, it was observed that the time Infrastructure Services spends reviewing the zoning by-law amendment applications is based on complexity, where simpler requests require less departmental resourcing for review time.

Additionally, many zoning by-law amendments are presented in combination with other planning applications such as committee of adjustment, site plans or subdivisions which results in Infrastructure Services reviewing the same application multiple times. The modification proposed for this fee will be beneficial for small-scale development applicants who require a zoning by-law amendment as a result of another application (example: surplus farm severance).

Infrastructure Services has identified that the name of the fee currently being charged (General Review Fee) is not clear to the applicants when they are receiving the invoice and does not define what services were provided by Infrastructure Services.

Infrastructure Services is recommending the following revisions to the fee schedule:

1. Rename the General Review Fee to Zoning By-law Amendment Review – Major (fee of \$1547.00 remains the same)
2. Introduce a Zoning By-law Amendment Review – Minor with a reduced user fee of \$774.00 (50% of the value of the Zoning By-law Amendment Review – Major fee)
3. Introduce an Official Plan Amendment Review Fee of \$500.00
4. Remove the Minimum Engineering Review Fee as this fee is not utilized

It should be noted that the determination of whether a zoning by-law amendment is considered major or minor will be completed by Amherstburg Planning Division in collaboration with Infrastructure Services.

Impact on Revenue: Loss of \$4,365.19

B. Introduction of a CLI Review Fee for Proposals Under 5 lots

All extensions of sanitary and storm mainline sewers require Consolidated Linear Infrastructure (CLI) review for compliance with provincially mandated requirements through design, during construction and post construction.

Recently, the Committee of Adjustment has supported multiple severance applications that require minor extensions to sanitary sewers, storm sewers, or both to service the newly created lot(s).

The scope of work required for these sewer extensions is not as extensive as a subdivision design as they typically only include one new run of sewer mainline and one new manhole, therefore resulting in reduced review time.

Infrastructure Services is recommending the following revisions to the fee schedule:

1. Introduce a CLI Application Fee – Sanitary Sewers (under 5 lots) with a reduced user fee of \$774.00 (50% of the value of the CLI Application Fee – Sanitary Sewers Fee)
2. Introduce a CLI Application Fee – Storm Sewers (under 5 lots) with a reduced user fee of \$774.00 (50% of the value of the CLI Application Fee – Storm Sewers Fee)

Impact on Revenue: Loss of \$4,088.34

C. Reduction of CLI Review Fees for Subsequent Application Reviews

Timing and resourcing required to execute subsequent CLI application reviews are significantly shorter in comparison to the initial CLI application review. Through the combination of the detailed comments provided by Infrastructure Services to the applicants and the availability of additional resourcing/design criteria from MECP, the Developer's Consultants are typically able to address the majority (if not all) of the CLI review comments after the first submission.

Infrastructure Services is recommending the following revisions to the fee schedule:

1. Rename the CLI Application Fee – Storm Sewers to CLI Application Fee – Storm Sewers – First Submission (fee remains the same)
2. Introduce a CLI Application Fee – Storm Sewers – Subsequent Submissions with a reduced user fee of \$511.00 (33% of the value of the CLI Application Fee – Storm Sewers – First Submission)
3. Rename the CLI Application Fee – Sanitary Sewers to CLI Application Fee – Sanitary Sewers – First Submission (fee remains the same)
4. Introduce a CLI Application Fee – Sanitary Sewers – Subsequent Submissions with a reduced user fee of \$511.00 (33% of the value of the CLI Application Fee – Sanitary Sewers – First Submission)

Impact on Revenue: Loss of \$10,536.12

Below are other options that were reviewed but deemed not justifiable as it did not result in staff time being recovered and would result in a significant loss in revenue.

A. Reduction of Engineering Review Fees for Site Plan/ Subdivision Subsequent Application Reviews

Impact on Revenue: Loss of \$19,665.39

Since the introduction of Engineering Review Fees and the recruitment of the Development Engineering Coordinator position, all development engineering reviews have been completed by internal resources with a relatively short turnaround time.

It has been recognized that the initial (first) review of the development applications takes the most staff time as this review is extensive and includes review for compliance with all municipal and provincial infrastructure requirements. This initial review is often preceded by staff time committed to pre-submission meetings and correspondence with the Developer and Planning department. Once the consultant has had an opportunity to address the concerns, it is anticipated that there will be less items to review in future submissions, although this is not always the case.

Infrastructure Services has considered reducing review fees for subsequent reviews up to 50% of the first review fee, however, it is not recommended as it does not truly represent the time being committed to these reviews overall and would result in a significant revenue loss.

B. Modification to “Additional Review Fee (in exceedance of 5 submissions)”

Impact on Revenue: Increase of \$855.41

Based on the correspondence and support provided by Infrastructure Services (and all other internal departments involved with development review) to the Applicant, it is reasonable to expect that in 3 or less submissions, the development application can be supported by Infrastructure Services. The fee would be charged above and beyond the site plan/subdivision review fees when applications exceed 5 submissions to the Town.

This modification incentivises high-quality submissions, penalize low-quality submissions, and provide consistent expectations to applicants.

This fee has only been charged on one development application to date and therefore this option may be reconsidered in the future for modification or removal.

It should also be noted that the engineering fees have only been in place for a little over one year and the Development Engineering Coordinator has only been in place for 8 months. We will continue to monitor the time spent from commencement of a project though to approval and may bring further user fee adjustments to Council for consideration in the future to best represent cost recovery from development. This will likely include adjustments to the 'post approval' cost as we have seen a number of projects commence but have seen very few to completion. As these projects move through the steps to completion, Infrastructure Services will review the post-approval fees to ensure that they appropriately cost recover and reflect the time being allocated.

4. RISK ANALYSIS:

Implementing the recommended changes to the Engineering Review Fee structure will result in loss of revenue to the Town. Therefore, there is risk that a higher percentage of internal resourcing for development needs from Infrastructure Services will be funded through the tax levy.

5. FINANCIAL MATTERS:

Between May 8, 2024 and June 6, 2024, Amherstburg has invoiced \$125,852.62 in Engineering Review Fees to multiple development Applicants. The invoiced amount is comprised of engineering reviews completed for subdivision, site plan, and zoning by-law amendment applications.

The current fee structure is performing as intended to recover a large portion of the Development Engineering Coordinator full-time employee (approximately 90%).

Below is a comparison of the fees invoiced using the current Engineering Review Fees and the Engineering Review Fees being proposed through this report:

	Current Fees (HST included)	Modified Fees based on this report (HST included)
Zoning By-law Amendments	\$15,626.77	\$7,817.34
Site Plan Control	\$59,946.50	\$51,856.83
Subdivision Applications	\$50,279.35	\$38,790.54
Total Revenue	\$125,852.62	\$98,464.71

The proposed modification in fee structure would have resulted in a \$27,387.91 reduction of revenue.

6. CONSULTATIONS:

Todd Hewitt, Manager of Engineering

7. CORPORATE STRATEGIC ALIGNMENT:

Vision: Preserving our past while forging our future.

<i>Amherstburg Community Strategic Plan 2022 - 2026</i>	
<p style="text-align: center;">PILLAR 1 Deliver Trusted & Accountable Local Government</p> <ul style="list-style-type: none"> ✓ Improve trust between council and staff, and residents, by strengthening governance and internal accountability structures. ✓ Deliver transparent and efficient financial management. <input type="checkbox"/> Increase effective communication and engagement with residents. <input type="checkbox"/> Develop our staff team, resources, and workplace culture. ✓ Continue to deliver strong core municipal services. <input type="checkbox"/> Ensure Amherstburg is an inclusive accessible and welcoming community committed to reconciliation. 	<p style="text-align: center;">PILLAR 3 Encourage Local Economic Prosperity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Encourage development of commercial and industrial lands. <input type="checkbox"/> Continue to promote local tourism industry, especially overnight accommodation. <input type="checkbox"/> Continue to facilitate downtown development for residents and visitors. <input type="checkbox"/> Continue to leverage partnership opportunities with other provincial, federal, and local governments, agencies, and organizations.
<p style="text-align: center;">PILLAR 2 Invest in Community Amenities and Infrastructure</p> <ul style="list-style-type: none"> ✓ Maintain safe, reliable and accessible municipal infrastructure and facilities. <input type="checkbox"/> Increase access to recreation opportunities for all ages. <input type="checkbox"/> Finalize and execute plans for town-owned lands (e.g. Duffy’s site, Belle Vue) <input type="checkbox"/> Create public access to water and waterfront <input type="checkbox"/> Prioritize opportunities to reduce environmental impacts of Town operations and increase Town resilience to climate change. 	<p style="text-align: center;">PILLAR 4 Shape Growth Aligned with Local Identity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Define and communicate a vision for the Town’s future and identity. <input type="checkbox"/> Promote and plan for green and “climate change ready” development. <input type="checkbox"/> Review and implement policies that promote greater access to diverse housing. <input type="checkbox"/> Protect the Town’s historic sites and heritage. <input type="checkbox"/> Preserve the Town’s greenspaces, agricultural lands, and natural environment.

8. CONCLUSION:

Infrastructure Services is recommending that Council support a reduction in Engineering Review, Consolidated Linear Infrastructure, and Construction and Inspection Fees to address feedback received since the fees were introduced (May 8, 2023).

A handwritten signature in black ink that reads "Sydnee Botham". The signature is written in a cursive style and is positioned above a horizontal line.

Sydnee Botham

Development Engineering Coordinator

Report Approval Details

Document Title:	Engineering Review, CLI Application, and Construction and Inspection Fees – Review and User Fee Adjustment.docx
Attachments:	- 2023 05 08 - Provincial Regulation Changes - Impact to Infrastructure Services.pdf - 2024 User Fee Bylaw- Engineering and CLI Fees.pdf
Final Approval Date:	Jun 27, 2024

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



Antonietta Giofu



Tracy Prince



Valerie Critchley



Kevin Fox



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF ENGINEERING & INFRASTRUCTURE SERVICES

MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.

Table with 2 columns: Author's Name, Report Date, Author's Phone, Date to Council, Author's E-mail, Resolution #.

To: Mayor and Members of Town Council

Subject: Impacts to infrastructure Services – Engineering Division related to Bill 23, Bill 109, and Consolidated Linear Infrastructure (CLI) Approvals

1. RECOMMENDATION:

It is recommended that:

- 1. An upset limit of \$55,000 BE FUNDED from the fees recovered for the costs related to hiring the Development Engineering Administrator;
2. A value of \$50,000 BE FUNDED from the fees recovered for the creation of the Operation and Maintenance Manuals for Sanitary and Stormwater as required in the Town's CLI-ECA;
3. By-law 2023-063, being a By-law to Amend By-law 2023-057 be taken as having been read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same.

2. BACKGROUND:

Based on recent changes to various provincial regulations and processes, this report provides a summary of those changes and the associated impacts to the Infrastructure Services Department in order to support these.

Bill 23, More Homes Built Faster

- As a result of Bill 23 passing, the Municipality's support from ERCA and the County of Essex has been reduced. There is also the impact of up to 3 additional residential units

per urban residential property that are now permitted and the removal of the requirement for site plan control for residential buildings under 10 units.

- It should be noted that the above approvals may not be required to go through a full planning process, however review and approval by Engineering & Infrastructure is still required to determine sanitary capacity and impacts, stormwater impacts, etc.

Bill 109, More Homes for Everyone Act

- Council was made aware of the changes initiated by the passing of Bill 109 through a report on June 27, 2022 and an Official Plan Amendment No. 19 regarding the impacts of Bill 109 was endorsed by Council via Bylaw 2022-103 on October 25, 2022.
- Additional legislative changes in Bill 109 which come into effect January 1, 2023 impose financial penalties for the municipality. Delays in both decisions on zoning by-law amendments and approvals of site plan controls, will result in graduated refunds of those respective fees, starting at 50% through to 100% depending on the time delay associated with each file.
- It is expected that Administration's current processes for development approvals will require modification along with an increased volume of applications submitted for municipal review and approval.

Consolidated Linear Infrastructure (CLI) Approvals

In 2021, the Ministry of Environment, Conservation and Parks (MECP) adopted the CLI permissions approach for publicly owned sanitary and stormwater infrastructure projects that meet specific criteria, as outlined by the MECP.

This approach includes the following:

- Downloading the responsibility for the verification of all criteria specific to Environmental Compliance Approvals (ECA) from the Province to the Municipality (now referred to as CLI Process);
- Clear and consistent design criteria that must be met (confirmed through the CLI Process);
- The establishment of new operational and maintenance requirements for municipal sanitary collection systems and stormwater management infrastructure and collection systems
- Annual reporting to the MECP for the above.

The CLI Process requires the Municipality to review and issue verifications for storm and sanitary systems, if the outlined criteria of the application have been met. This is for both municipal projects (capital replacement and improvement projects) and growth projects (developers who construct infrastructure that shall eventually become the ownership of the municipality). The below lists the approvals that were downloaded to the Municipality:

- The modification, replacement or extension of sanitary and storm sewers, including extensions into new residential developments;
- The addition of new sewage pumping stations (less than 30 litres/second) or the modification of existing sewage pumping stations;
- The addition of new stormwater management facilities or modifying existing facilities (e.g., wet ponds, infiltration basins, engineered wetlands, etc.); and/or

- The addition of new or modifying the existing equipment with emissions to air (e.g., emergency power generators or venting for odour control).

The above is expected to be the majority of annual approvals that would be required to be issued. Any proposed works that do not meet the specific design criteria and general conditions will continue to require approval from the MECP prior to proceeding with construction. These may include decommissioning of pumping stations, treatment-based approvals for sanitary (i.e. treatment plant construction or expansion) and larger sanitary pumping stations. Applications required for MECP approval are expected to be uncommon and typically these applications would be works that would be undertaken by the Municipality.

The Ministry of Environment, Conservation and Parks (MECP) has approved Amherstburg's application for both the municipal stormwater management system and the municipal sewage collection system. The MECP issued Amherstburg's Stormwater CLI-ECA on February 8th 2023 and our Sanitary CLI-ECA on February 28th 2023, making these the effective date of the download of responsibility.

3. DISCUSSION:

Impacts of Bill 23 & Bill 109

The introduction of Bill 23 & Bill 109 requires the municipality to offer an enhanced level of service to review and approve development applications submitted under the planning act. Submission of planning applications requires significant support from Engineering Division from pre-consultation to approval through to assumption of municipal infrastructure with many of these processes involving multi-year commitments from Engineering before assumption of the works.

Currently the Engineering Division has 0.5 FTE (Engineering Technologist), 0.1 FTE (Drainage Superintendent / Engineering Coordinator) and 0.6 FTE (Manager of Engineering) supporting Planning and Development to provide technical reviews and approvals and to coordinate the development process through the construction and assumption of infrastructure. The Drainage Superintendent / Engineering Coordinator is at capacity with the demands of the Town's extensive municipal drainage system. The Manager of Engineering and Engineering Technologist are currently at capacity based on involvement in development and other large-scale improvement projects such as master plans and studies (Transportation Masterplan / Water Treatment Plant EA / McGregor Lagoons EA) , flood mitigation and protection framework and delivering other capital projects funded in the Infrastructure Services Department (some which are backlogged). It should be noted that the Town currently does not collect any fees for the services provided by the Engineering Department to support development.

The review and approval for development applications is constrained with current resources. It is expected that the level of service needs will not be achievable while maintaining the quality and integrity of technical reviews and approvals.

Impacts of Consolidated Linear Infrastructure (CLI) Approvals

The CLI Approvals program will put new compliance and staff resource pressures on Administration including the need to:

- Develop and support an application and submission process;
- Develop an internal process for conducting the reviews and issuance of CLI approvals. This is a multi-level review process across multiple divisions (Engineering, Roads and Environmental Services);
- Completion of the review and verification process, as required, to meet acceptable timelines;
- Develop operating procedures and formalize through a manual to provide routine inspections, undertake enhanced maintenance and monitoring of the infrastructure; and
- Provide annual reporting to the MECP outlining the issuance of approvals, maintenance and operation reporting on existing systems for both storm and sanitary, in accordance with specific deadlines and to ensure compliance.

As part of this new process, the MECP is permitting municipalities to collect a fee for these approvals in lieu of the previous C of A approval fees that were submitted to the MECP.

The Town of Amherstburg is not presently staffed to undertake the program related to the CLI application review and approval process (including maintenance, operation compliance, inspections and reporting). The Ontario Clean Water Agency (OCWA) is responsible to ensure our sanitary treatment facilities are operated within the requirements of the new CLI-ECA but currently Amherstburg has 0 staff members responsible for ensuring additional compliance with MECP requirements including pre-approval of new works (development) and development and implementation of an Operation & Maintenance Manual & Monitoring Plan for municipal sanitary and stormwater servicing infrastructure and providing accurate record keeping and submission of all required documentation to the MECP.

The Town currently relies on two technical approvals prior to issuing final support with respect to new infrastructure. This includes ERCA and MECP. These will now be minimized and/or eliminated from the process, causing increased accountability on the Engineering Department.

Timelines (as mandated by the MECP) cannot be met with current staff for the creation and implementation of Amherstburg's Operation & Maintenance Manual & Monitoring Plan, to ensure the completion of the required annual inspections are undertaken, to collect data and prepare the annual submission to MECP to ensure compliance. Even with the approval of a new position, the Infrastructure Services Department Division requires a \$50,000 increase to the Consulting Services line of the Operational budget for the development of the Operations & Maintenance Manual and Monitoring Plan by a third-party consultant. Amherstburg is required to have the Stormwater Operating Manual by March 4th, 2024 and the Sanitary Operating Manual by July 4th, 2024.

Based on the download of responsibility and the increased level of service required as a result of the above-noted bill changes, additional staff and engineering fees are required to be introduced and have been outlined below.

Additional Staffing and Engineering Fees Introduced

To accommodate the demands, Infrastructure Services requires one (1) full-time employee (FTE's) at this time. This FTE will be funded largely by the introduction of application and approval fees and partially (10%) through salary (tax levy). Infrastructure Services Department will monitor workload and ability to deliver reviews and approvals within the specified timelines dictated by current legislation and determined by the level of service determined by the Engineering division. The ability of the Infrastructure Services department to meet the new

requirements with respect to the planning of maintenance, monitoring, data collection and annual submissions with will be closely tracked. There may be a need for additional staff if the department is unable to meet the requirements of the new CLI-ECA.

The current FTE requested will complete the additional work as outlined below:

Position: Development Engineering Administrator

This role will report to the Manager of Engineering and will coordinate the Infrastructure Services contributions to all development applications submitted under the Planning Act (including review and infrastructure approvals), ensure ministry compliance through CLI applications.

Administration is also recommending an amendment to Amherstburg's User Fees By-Law 2023-057. The introduction of Engineering review fees will provide revenue to the Town for the support of development and the CLI approval fees will allow the Town to recover costs related to this new requirement.

A chart of comparative fees has been attached as Table 1 – CLI Application Fees, Municipal Comparators related to other municipalities that have implemented fees for CLI applications.

For Engineering Review Fees, local comparators, including Amherstburg (excluding City of Windsor) typically invoice developers (when required) actual consulting costs related to engineering peer reviews but do not recover any staff effort. Any engineering reviews that are completed in house are not recovered through this practice. The City of Windsor charges significantly higher fees than the rest of Windsor-Essex. The Municipality of Lakeshore has recently introduced Engineering and CLI Fees and through regional engineering discussions the other local municipalities have indicated that their Engineering Fees are expected to undergo a review based on the changes noted in this report.

The recommended fees for incorporation into the User Fees By-Law 2023-057 have been outlined in the attached Table 2 – Engineering Fees.

The following should be noted:

- The introduction of standard engineering review fees (in lieu of third-party consultant cost recovery), the CLI application fees and the associated fees through construction will recover a large portion of the 1 FTE.
- A pre-screening application and fee will be introduced prior to the CLI application process. The pre-screening will determine if the work being proposed is able to be approved by Amherstburg or if the application must be approved by the MECP. The pre-screening fee will become a credit towards the CLI application fee if the proposal is determined to be approved by Amherstburg
- With the new FTE in place, the CLI approvals are expected to take approximately 80 working days from the application date but may differ based on the size of the application and complexity of the work being proposed. (Without the above outlined support, CLI approvals would be expected to be completed within a similar level of service as the previous MECP timelines (6 to 12 months, average wait times were 8 months)).
- Multiple submissions and reviews are crucial to obtain compliance with Amherstburg's Development Standards and ERCA's Stormwater Management Guidelines in development proposals. An additional fee has been introduced for those applications that exceed 5 submissions based on the Page 126 quality submissions. It is anticipated that the

quality of submissions will increase due to the introduction of fees and ultimately result in a more efficient review process.

4. RISK ANALYSIS:

If Council does not agree to fund the new position there will be significant delays to the development process and the Town may be required to return planning fees. If Council does not support the new user fees related to engineering review and CLI applications the funding for this work will continue to come from the tax base.

5. FINANCIAL MATTERS:

The financial impact of Development Engineering Administrator is \$140,950 per year including benefits and pension (2023 rates). It is anticipated that this position will not be filled until September 2023. Therefore, the 2023 impact is anticipated to be \$55,000 including onboarding costs (desk, computer, phone).

The above does not consider an additional vehicle within the Engineering Division. Future needs will be assessed to determine whether an additional vehicle is required however this can be revisited in future budget years.

Based on number of development applications submitted in the last two years and the projected applications for 2023 and the introduction of the Engineering Fees, the estimated revenue per year (based on an annual average) is included below:

Type of Application	# of Applications in 2021	# of Applications in 2022	# of Applications in 2023
Plan of Subdivision/ Condominium Applications	2	2	6*
Site Plan Control Applications	2	14	16*
Zoning By-law and Official Plan Amendment Applications	13	32	38*
Fees to be collected based on the new user fees	\$71,000	\$148,650	\$270,350

* These are projections from the Planning Department. It should be noted that 4+ months have elapsed in 2023 so some site plan and ZBA applications have been approved already (not CLI applications).

Occasionally third-party consultants are used to conduct detailed engineering reviews of certain complex components. Engineering will continue to use third-party for development reviews where required.

Why can't 100% of the cost be born through Engineering Fees?

It is anticipated that approximately 90% of the proposed staffing would be growth related and shall be funded through fee revenue in order for growth to continue paying for growth. The remaining 10% must be borne by the levy as these costs are to address existing infrastructure that is not growth related. It is anticipated that the annual revenue could fluctuate as shown, with some years recognizing higher revenue than others. Which will be factored into the 2024 budget.

Based on the CLI process, there are still unknown impacts that will be clarified through the completion of the Operations & Maintenance Manual and Monitoring Plan and other components of the CLI-ECA. It is expected that there will be additional financial impacts and potential staffing needs required to meet the operation and maintenance compliance requirements, however these impacts will be brought forward in the 2024 budget, and through subsequent budget years.

Administration will review the engineering fees throughout the course of 2023 to ensure that the start-up costs identified in the report are covered and recommend any necessary adjustments at year end. In addition, the Draft 2024 Budget will ensure growth-related CLI's are being born by development.

6. CONSULTATIONS:

Chief Administrative Officer
Director of Infrastructure Services
Director of Development Services
Director of Corporate Services
Manager of Planning Services
Clerk
Regional Engineering Group

7. CONCLUSION:

Administration is recommending one (1) new staff, new fees to meet the new level of service outlined by Provincial legislation and to meet the additional review and approval requirements that have been downloaded by the Province.



Todd Hewitt
Manager of Engineering

Report Approval Details

Document Title:	2023 05 08 Provincial Regulation Changes - Impact to Infrastructure Services.docx
Attachments:	- Table 1 - CLI Application Fees, Municipal Comparators.pdf - Table 2 - User Fee Bylaw- Engineering and CLI Fees (2).pdf - By-law 2023-063 - To Amend 2023-057 User Fee By-law.pdf
Final Approval Date:	May 2, 2023

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



Antonietta Giofu



Tracy Prince



Valerie Critchley



Kevin Fox

Town of Amherstburg User Fee Schedule Effective January 1, 2024 (except where noted) Schedule G (Modified per the Council Report)
Engineering and Public Works Services

Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)

Service	Fee Basis	Fee	Tax
Lawyers Inquiries	Per Inquiry	\$ 89.00	2
Roads			
Street Sweeper - Cleaning Roads	Per hour	\$ 249.00	1
Street Sweeper - Hydro excavation	Per hour	\$ 311.00	1
Backhoe	Per hour	\$ 113.00	1
Dump Truck	Per hour	\$ 101.00	1
Light Duty Vehicle	Per hour	\$ 39.00	1
Roads Operator	Per hour	actual cost	1
Supervisor	Per hour	actual cost	1
Right Of Way Permit	Per Permit	\$ 249.00	2
Indemnity Deposit (Refundable up to 3 years from permit issuance)	Deposit Per Permit	\$ 1,000.00	
Storm Connection	Per Service	Actual cost, \$2000 deposit required	1
Drainage			
Drainage Apportionment Fee for Consent	Per service	\$ 552.00	1
Drainage Apportionment Fee for Land Severance	Per service	\$ 552.00	1
Engineering Review Fees			
Sanitary Capacity And Allocation Assessment	Per submission	\$ 2,062.00	1
Site Plan Engineering Review Fee	Per submission	\$ 1,547.00	1
Subdivision Engineering Review Fee	Per submission	\$ 3,093.00	1
Zoning By-law Amendment Engineering Review Fee - Major	Per submission	\$ 1,547.00	1
Zoning By-law Amendment Engineering Review Fee - Minor	Per submission	\$ 774.00	1
Official Plan Amendment Engineering Review Fee	Per submission	\$ 500.00	1
Additional Review Fee (in exceedance of 5 submissions)	Per submission	\$ 258.00	1
CLI Application Fees			
CLI Pre-Screening Application	Per development application	\$ 1,031.00	1
Sanitary Sewers - First Submission	Per submission	\$ 1,547.00	1
Sanitary Sewers - Subsequent Review	Per submission	\$ 511.00	1
Sanitary Sewers - Under 5 Lots - First Submission	Per submission	\$ 774.00	1
Sanitary Appurtenance (eg. odour or corrosion control etc.)	Per item	\$ 1,031.00	1
Sanitary Pump Station or Forcemain	Per pump station	\$ 3,093.00	1
Storm Sewers - First Submission	Per submission	\$ 1,547.00	1
Storm Sewers - Subsequent Review	Per submission	\$ 511.00	1
Storm Sewers - under 5 Lots - First Submission	Per submission	\$ 774.00	1
Storm Appurtenance (eg. LID, oil grit separator, flow control device, etc.)	Per item	\$ 1,031.00	1
Storm Pump Station	Per pump station	\$ 3,093.00	1
Stormwater Management Facility (eg. dry/wet ponds)	Per facility	\$ 5,155.00	1
Water Form 1	Per submission	\$ 1,031.00	1
Construction and Inspection Fees			
Mandatory Pre-Construction and Inspection Meetings	Per walkthrough	\$ 150.00	1
Additional Walkthroughs	Per walkthrough	\$ 104.00	1
Sign Purchase and Installation	Each	\$ 124.00	2
Water			
Water Operator	Per hour	actual cost	1
Supervisor	Per hour	actual cost	1
Water Meter Fee w/transmitter	3/4" Permit/Water Meter Fee	\$ 515.00	2
Water Meter Fee w/transmitter	1" Permit/Water Meter Fee	\$ 675.00	2
Water Meter Fee w/transmitter	1.5" or greater Permit/Water Meter Fee	Actual cost, \$3500 deposit required	2
Abandonment of Water Service	Per disconnection	\$ 5,150.00	2
Water Meter Testing for Customer	Per test	\$ 335.00	2
Coin Operated Filling Stations	Per Cubic Metre	\$ 2.10	2

Hydrant Valve (Hydrant Hookup Box)	Per valve Per day	\$ 155.00	2
Hydrant Water Usage Fee	Per usage	Actual Cost	2
Illegal Connection Charge	Per Offense	\$ 344.00	2
Curb Box Replacement	Per Service	\$ 330.00	
After Hours Water Shut Off/Turn On	Per service	\$ 227.00	2
Missed Appointment fee	Per instance	\$ 67.00	2
New Water Service			
Connection - 3/4" Water Service	Per Service	\$ 3,822.00	2
3/4" Meter Pit Componenets & Installation	Per Service	\$ 1,092.00	2
Connection - 1" Water Service	Per Service	\$ 3,997.00	2
1" Meter Pit Componenets & Installation	Per Service	\$ 1,329.00	2
Connection - 2" or greater Water Service	Per Service	Actual cost, \$5000 deposit required	2
All new service connections - Monthly Service fee until meter is installed and passes inspection	Per Service,Per month	\$ 129.00	2
Private Development Watermain Commisioning (4" or Larger, less than 100m in length)	Per Project	\$ 1,103.00	2
Private Development Watermain Commisioning (4" or Larger, greater than 100m in length)	Per Project	\$ 1,865.00	2
Consumption	Per Cubic Metre	\$ 1.32	2
Base Monthly Charge by Meter Size:			
5/8 and 3/4 inches	Per Month	\$ 25.01	2
1 inch	Per Month	\$ 33.27	2
1 1/4 and 1 1/2 inches	Per Month	\$ 41.61	2
2 inches	Per Month	\$ 62.46	2
3 inches	Per Month	\$ 81.82	2
4 inches	Per Month	\$ 156.17	2
6 inches	Per Month	\$ 497.94	2
8 and 10 inches	Per Month	\$ 624.67	2
Wastewater			
Sanitary Connection	Per Service	Actual cost, \$3000 deposit required	1
Processed Organic Waste	Per Litre	\$ 0.14	1
Imported Sewage	Per Litre	\$ 0.10	1
Imported Pre-treated Sewage	Per Litre	\$ 0.01	
Consumption	Per Cubic Metre	\$ 2.43	1
Base Monthly Charge by Meter Size:			
5/8 and 3/4 inches	Per Month	\$ 35.94	1
1 inch	Per Month	\$ 47.94	1
1 1/4 and 1 1/2 inches	Per Month	\$ 59.91	1
2 inches	Per Month	\$ 89.86	1
3 inches	Per Month	\$ 124.81	1
4 inches	Per Month	\$ 224.65	1
6 inches	Per Month	\$ 599.08	1
8 and 10 inches	Per Month	\$ 898.63	1



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF DEVELOPMENT SERVICES

Mission Statement: As stewards of the Town of Amherstburg, we strive to improve the quality of life of all residents through the delivery of effective, efficient, and affordable services.

Table with 2 columns and 3 rows containing author information (Name, Phone, E-mail) and report details (Report Date, Date to Council, Resolution #).

To: Mayor and Members of Town Council

Subject: Amherstburg Heritage Conservation District Study Area Designation By-law

1. RECOMMENDATION:

It is recommended that:

- 1. The enactment of a by-law to designate a Heritage Conservation District Study Area, pursuant to Section 40.1 of the Ontario Heritage Act, BE ENDORSED; and,
2. By-law 2024-050, attached as "Appendix A," being a by-law to enact a Heritage Conservation District Study Area By-law, be taken as having been read three times and finally passed, and the Mayor and Clerk BE AUTHORIZED to sign same.

2. BACKGROUND:

On June 6th, 2024 the Municipal Heritage Committee endorsed a draft copy of the "Amherstburg Heritage Conservation District Study" prepared by MHBC. The Heritage Committee was presented with two options for endorsing a defined HCD study area. The Heritage Committee endorsed the designation of the study area described as Option 1. That option includes all the "Character Areas" with the exception of the Belle Vue "Character Area."

At the June 25th, 2024 meeting of council, Town Council approved the Heritage Conservation District Study Area and adopted the "Amherstburg Heritage Conservation District Study," prepared by MHBC.

3. DISCUSSION:

On June 6th, 2024 the Municipal Heritage Committee made a motion to recommend that administration provide options to Town Council to protect the properties within the heritage conservation district boundary.

There are limited options for the protection of properties within the HCD boundary while the HCD Plan is being developed and finalized. The first option would be for Council to designate all the identified “contributing properties” within the study area as Properties of Interest (POI) under Part IV of the Ontario Heritage Act (OHA). This option would require a high level of administrative resources and time. This option would not be reasonable to implement prior to the completion of the HCD Plan.

The second option would be to formally designate the HCD Study Area through a municipal by-law. Section 40.1 of the OHA provides municipalities the option to protect properties within a HCD study area while the plan is being finalized.

The OHA states:

“Designation of study area

40.1 (1) *If the council of a municipality undertakes a study under section 40, the council may by by-law designate the area specified in the by-law as a heritage conservation study area for a period of up to one year. 2005, c. 6. s. 29.*

Same

(2) *A by-law made under subsection (1) may prohibit or set limitations with respect to,*

- (a) the alteration of property situated in the heritage conservation study area; and*
- (b) the erection, demolition or removal of buildings or structures, or classes of buildings or structures, in the heritage conservation study area. 2005, c. 6. s. 29.”*

The consultant (MHBC) has completed phase 1 of the HCD Study. Phase 2 of the HCD Study will be the development of an HCD Plan. MHBC has completed extensive field work and provided an analysis of the initial study boundary in the “Amherstburg HCD Study” report, dated May 2024, which has been adopted by Council. Through this analysis, MHBC has also identified properties that are classified as “contributing properties.” “Contributing Properties,” are those properties within the HCD that add to the character of the area. Some of these properties are protected because they are designated through Part IV of the OHA. The remainder of the contributing properties are at risk of removal or demolition and do not have any protection. Further, proposed new developments within the study area, prior to the adoption of an HCD Plan, may be designed in a way that is unsympathetic to the character of the area and may have a negative impact on the built cultural heritage of Amherstburg.

Rationale for an HCD Study Area By-law

Strategically, the study area by-law is being recommended at this time to stabilize this area of the Town with regards to the potential removal or demolition of built heritage assets until such time as an HCD Plan is adopted by Town Council, or the lapsing of one year from the date of the adoption of the by-law.

In the recent years, Amherstburg has seen an increase in development. Within the initial study area, the town has a significant number of properties that have been identified in the analysis work completed by MHBC as being “contributing properties.” Section 5.6.2 *Findings of Contributing Analysis of the Amherstburg Heritage Conservation District Study*, dated May 2024, indicates that there are **501** properties within the initial study area, and that **306** of them have been identified as being “contributing.” Contributing properties account for approximately **61%** of the prosperities within the initial study area.

In contrast to the findings of MHBC, the Municipal Heritage Register indicates that there are 151 properties currently on the register within the initial study area boundary. The 151 properties are either designated or properties of interest under Part IV of the OHA. This accounts for approximately **30%** of the properties within the initial study boundary. This means that approximately **31%** of the properties within the initial study boundary are classified as “contributing properties,” but are not on the Heritage Register, and are not protected from removal, demolition, or unsympathetic alteration.

Changes to the OHA, enacted under Bill 23, do not allow for a municipality to pursue heritage designation of a property under Part IV of the OHA once a “prescribed event” has occurred. A “prescribed event” includes a building permit application, such as a demolition permit. Given the changes to the OHA, the properties identified as “contributing” which are not on the Municipal Heritage Register are at risk of removal, demolition, or unsympathetic alteration and the municipality does not have a legislated way to prevent the action from occurring. The proposed HCD Study Area By-law will protect these properties until such time as Council decides whether to adopt the Heritage Conservation District. The completion of the HCD Plan, phase 2 of MHBC’s work plan, is scheduled to be completed in the second quarter of 2025.

Ontario Heritage Act

The OHA is the key piece of legislation for the conservation of heritage resources in Ontario. It regulates, among other things, how municipal councils can identify and protect heritage resources, including archaeological resources, within municipal boundaries. This is largely achieved through designation of individual properties under Part IV, or designation of HCDs under Part V.

Prior to designating an HCD, Council must undertake an HCD study to determine if the area merits designation. Section 40(2) of the OHA identifies the scope and required components of an HCD study. These include: an analysis of the character and appearance of the district; recommendations for the district's boundaries; objectives of the HCD plan; and recommended changes to the Official Plan and municipal by-laws, including zoning by-laws.

The OHA requires an HCD Plan to include "policy statements, guidelines and procedures for achieving the stated objectives and managing change" in the district. An HCD Plan

contains policies and guidelines that are intended to conserve and enhance the cultural heritage value and heritage attributes of the district. These policies and guidelines will inform decisions on alterations, new construction and demolition.

Under section 40.1 of the OHA, municipalities have the option to enact an HCD Study Area By-law while the study is being undertaken. A study area by-law under section 40.1 of the OHA is restricted to a period of up to one year.

HCD Study Area By-law Designation

The proposed HCD Study Area By-law prohibits the erection, demolition or removal of buildings or structures located within the HCD Study Area. The intent of an HCD is to protect existing areas that have cultural heritage value and to guide future development so that they do not have a negative impact on the identified character of the area.

That being said, it is important that the Town balance the need to protect the area being study while still provide a way for developments to move forward. The municipality should not stop development and administration recommends a strategy which would allow for existing developments to continue and provide a path forward for proposed new developments within the study area. The by-law includes some exceptions in order to achieve these goals.

The proposed by-law exemptions include:

Exemption	Rationale
A change to the interior of such legally existing buildings or structures;	HCD's do not regulate interior alterations and restrictions on interior alterations are not appropriate to be included in the by-law.
The repair of a building or structure lawfully existing on the day of passing of this By-law;	Property owners need the ability to continue to maintain and repair buildings and structures. The proposed by-law would allow for repairs to take place.
A change to the façade of such legally existing buildings or structures where that façade does not address a public street or highway;	Alterations to facades that do not address the public right of way will not have an impact on the character of an area or neighbourhood, or negatively impact a potential HCD.
The erection of a legally conforming accessory building or structure;	This exemption will allow for the erection of accessory structures such as detached garages that adhere to the regulations and policies in the Official Plan, the Zoning By-law, or any other applicable municipal by-law.
The erection of a legally conforming secondary dwelling unit;	This exemption will allow for the erection of secondary dwelling units, sometimes referred to as ADU's, which adhere to the regulations and policies in the Official Plan, the Zoning By-law, or any other applicable municipal by-law. Legally

	conforming secondary dwelling units are not permitted in the front yard.
A development on a lot associated with an open building permit which has been issued prior the passage of this By-law;	Developments that have been issued a permit from the Building Department will be able to continue without needing the endorsement of the Heritage Committee.
A development on a lot associated with a Site Plan Control application which has been deemed complete, or registered on title, within the previous three years prior to the passage of this By-law;	Recent development proposals that have gone through the Site Plan Control process will be able to continue without needing the endorsement of the Heritage Committee.
The erection, demolition or removal of buildings or structures within the heritage conservations district study area that has been endorsed by the Municipal Heritage Committee.	This exemption would allow for proposed developments to work with the Heritage Committee to ensure that the proposed development is sympathetic to the character of the study area prior to completion of the HCD Plan.

4. RISK ANALYSIS:

There is a moderate to high level of cultural heritage risk associated with this report. The study area contains a significant amount of built heritage assets that contribute to Amherstburg’s history, unique sense of place, social fabric, and economic viability. Approximately 31% of the built heritage assets, within the study area, are considered “contributing properties” and do not have any form of protection from demolition or removal. There is a possibility that some of these assets could be demolished, or that new developments will not be designed in a way that is sympathetic to the character of the area.

5. FINANCIAL MATTERS:

There are no financial impacts associated with this report.

6. CONSULTATIONS:

The information in this report did not require consultation outside the Development Services Department.

7. CORPORATE STRATEGIC ALIGNMENT:

Vision: Preserving our past while forging our future.

<i>Amherstburg Community Strategic Plan 2022 - 2026</i>	
PILLAR 1 Deliver Trusted & Accountable Local Government	PILLAR 3 Encourage Local Economic Prosperity

<ul style="list-style-type: none"> <input type="checkbox"/> Improve trust between council and staff, and residents, by strengthening governance and internal accountability structures. <input type="checkbox"/> Deliver transparent and efficient financial management. <input type="checkbox"/> Increase effective communication and engagement with residents. <input type="checkbox"/> Develop our staff team, resources, and workplace culture. <input type="checkbox"/> Continue to deliver strong core municipal services. <input type="checkbox"/> Ensure Amherstburg is an inclusive accessible and welcoming community committed to reconciliation. 	<ul style="list-style-type: none"> <input type="checkbox"/> Encourage development of commercial and industrial lands. <input type="checkbox"/> Continue to promote local tourism industry, especially overnight accommodation. <input type="checkbox"/> Continue to facilitate downtown development for residents and visitors. <input type="checkbox"/> Continue to leverage partnership opportunities with other provincial, federal, and local governments, agencies, and organizations.
<p style="text-align: center;">PILLAR 2</p> <p style="text-align: center;">Invest in Community Amenities and Infrastructure</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintain safe, reliable and accessible municipal infrastructure and facilities. <input type="checkbox"/> Increase access to recreation opportunities for all ages. <input type="checkbox"/> Finalize and execute plans for town-owned lands (e.g. Duffy’s site, Belle Vue) <input type="checkbox"/> Create public access to water and waterfront <input type="checkbox"/> Prioritize opportunities to reduce environmental impacts of Town operations and increase Town resilience to climate change. 	<p style="text-align: center;">PILLAR 4</p> <p style="text-align: center;">Shape Growth Aligned with Local Identity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Define and communicate a vision for the Town’s future and identity. <input type="checkbox"/> Promote and plan for green and “climate change ready” development. <input type="checkbox"/> Review and implement policies that promote greater access to diverse housing. <input checked="" type="checkbox"/> Protect the Town’s historic sites and heritage. <input type="checkbox"/> Preserve the Town’s greenspaces, agricultural lands, and natural environment.

8. CONCLUSION:

The purpose of the proposed HCD Study Area By-law is to protect the integrity of the character areas identified by MHBC while the Town completes the next phase of the HCD project. If an HCD study area by-law is not enacted, potential heritage properties will be at risk of demolition and the heritage value of the area could be diminished before a complete HCD Plan is presented to Council. Administration anticipates that the HCD project will be completed in the second quarter of 2025, prior to the expiration of the study area by-law in one year.



Adam Coates

Heritage Planner, Urban Design, and Community Improvement



Christopher Aspila
Manager of Planning Services

AC

Report Approval Details

Document Title:	Amherstburg Heritage Conservation District Study Area Designation.docx
Attachments:	- By-law 2024-050.docx
Final Approval Date:	Jun 26, 2024

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

No Signature found

Chris Aspila



Melissa Osborne



Tracy Prince



Valerie Critchley



Kevin Fox

**CORPORATION OF THE TOWN OF AMHERSTBURG
BY-LAW NO. 2024-050**

By-law to Designate a Heritage Conservation District Study Area within a Defined Area in the Town of Amherstburg

WHEREAS the purpose of a heritage conservation district study, as provided for under section 40 of the *Ontario Heritage Act*, is to examine the character and appearance of an area to determine if the area should be preserved as a heritage conservation district and to consider and make recommendations with regard to the establishment of a district plan to guide changes to properties located within the district;

AND WHEREAS section 40.1(1) of the Ontario Heritage Act provides that, if the council of a municipality undertakes a study of a heritage conservation district, the council may, by by-law, designate the area specified in the by-law as a heritage conservation study area for a period of up to one year;

AND WHEREAS section 40.1(2) of the Ontario Heritage Act provides that a heritage conservation district study area by-law may prohibit or set limitations with respect to the alteration of property and the erection, demolition or removal of buildings or structures, or classes of buildings or structures within the heritage conservation district study area;

AND WHEREAS the area of the Town of Amherstburg, identified in Schedule “A” attached to this By-law, consists of a concentration of buildings of cultural heritage value or interest, including the properties individually designated under Part IV of the *Ontario Heritage Act*, R.S.O. 1990, c. 0.18.

NOW THEREFORE the Council of the Corporation of the Town of Amherstburg enacts as follows:

1. THAT in this By-law:

“**ACCESSORY**” when used to describe a use, a building or a structure, means a use, a building or a structure that is incidental, subordinate and devoted to a main use, building or structure and located on the same lot therewith, and includes a private garage which is not attached to the main building in any way but does not include a single unit dwelling in an Agricultural Zone. (By-law 2006-61) (4) “

“**BUILDING**” means any structure having a roof supported by walls and/or columns which is used or intended to be used for the shelter, accommodation or enclosure of persons, animals or chattels, but does not include any vehicle as defined herein.

“**DEVELOPMENT**” means the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that has the effect of substantially increasing the size or usability thereof, or the laying out and establishment of a commercial parking lot.

“**ERECT**” means to do anything in the erection, building, construction, reconstruction, installation, enlargement, extension, material or structural alteration or repair of a building or structure and shall include any preliminary physical operations such as excavating, grading, piling, cribbing, filling or draining, the relocation of a building or structure, the installation of a building unit fabricated or removed from elsewhere, and the demolition or removal of a building or any part thereof and further includes any work for which a building permit is required under the Building By-law of the Corporation.

“**EXISTING**” means legally existing as of the date of the passing of the By-law.

“**LOT**” means a parcel of land described in a deed or other document legally capable of conveying land or shown as a lot or block on a registered plan of subdivision, other than a registered plan of subdivision which has been deemed not to be a registered plan of subdivision by a By-law passed pursuant to Section 51 of the Planning Act, 1990 as amended from time to time, or any successors thereto.

“**SECONDARY DWELLING UNIT**” means a dwelling unit ancillary and subordinate to an owner occupied primary single detached, semi-detached, or rowhouse dwelling unit, in which food preparation, eating, living, sleeping and sanitary facilities are provided for the exclusive use of the occupant thereof.

“**STRUCTURE**” means anything constructed or erected, the use of which requires location on or in the ground, or attached to something located on or in the ground, but does not include the permanent way of a railway, any paved surface located directly on the ground, a fence, sign, or light fixtures.

2. The area identified in Schedule “A” attached hereto (Amherstburg Heritage Conservation District Study Area) is designated as a heritage conservation district study area for a period of one year from the date of enactment of this By-law.
3. The Town shall undertake a heritage conservation district study in accordance with the requirements of section 40(2) of the *Ontario Heritage Act*, for the purpose of examining the character and appearance of the area, examine and make recommendations as to the area to be designated, consider and make recommendations as to the objectives of the designation and the content of the heritage conservation district plan, and make recommendations as to any changes required to the municipal official plan or any municipal by-laws.
4. The erection, demolition or removal of buildings or structures within the heritage conservation district study area is prohibited with the exception of:
 - (i) a change to the interior of such legally existing buildings or structures;
 - (ii) the repair of a building or structure lawfully existing on the day of passing of this By-law;
 - (iii) a change to the façade of such legally existing buildings or structures where that façade does not address a public street or highway;
 - (iv) the erection of a legally conforming accessory building or structure;
 - (v) the erection of a legally conforming secondary dwelling unit;
 - (vi) a development on a lot associated with an open building permit which has been issued prior the passage of this By-law;
 - (vii) a development on a lot associated with a Site Plan Control application which has been deemed complete, or registered on title, within the previous three years prior to the passage of this By-law;
 - (viii) the erection, demolition or removal of buildings or structures within the heritage conservations district study area that has been endorsed by the Municipal Heritage Committee.
5. THAT where any conflict exists between the provisions of this By-law and any other by-law of The Town of Amherstburg, this By-law shall prevail.
6. THAT this By-law shall come into force and take effect immediately upon the final passing thereof.
7. The Clerk is hereby authorized and directed:

- (i) to cause a copy of this By-law to be served upon the owners of all of the properties within the Heritage Conservation District Study Area and upon the Ontario Heritage Trust within 30 days of the passage of this Bylaw, by a method permitted by the Ontario Heritage Act; and,
- (ii) to publish a notice of passing of this By-law in a newspaper having general circulation in the Town of Amherstburg.

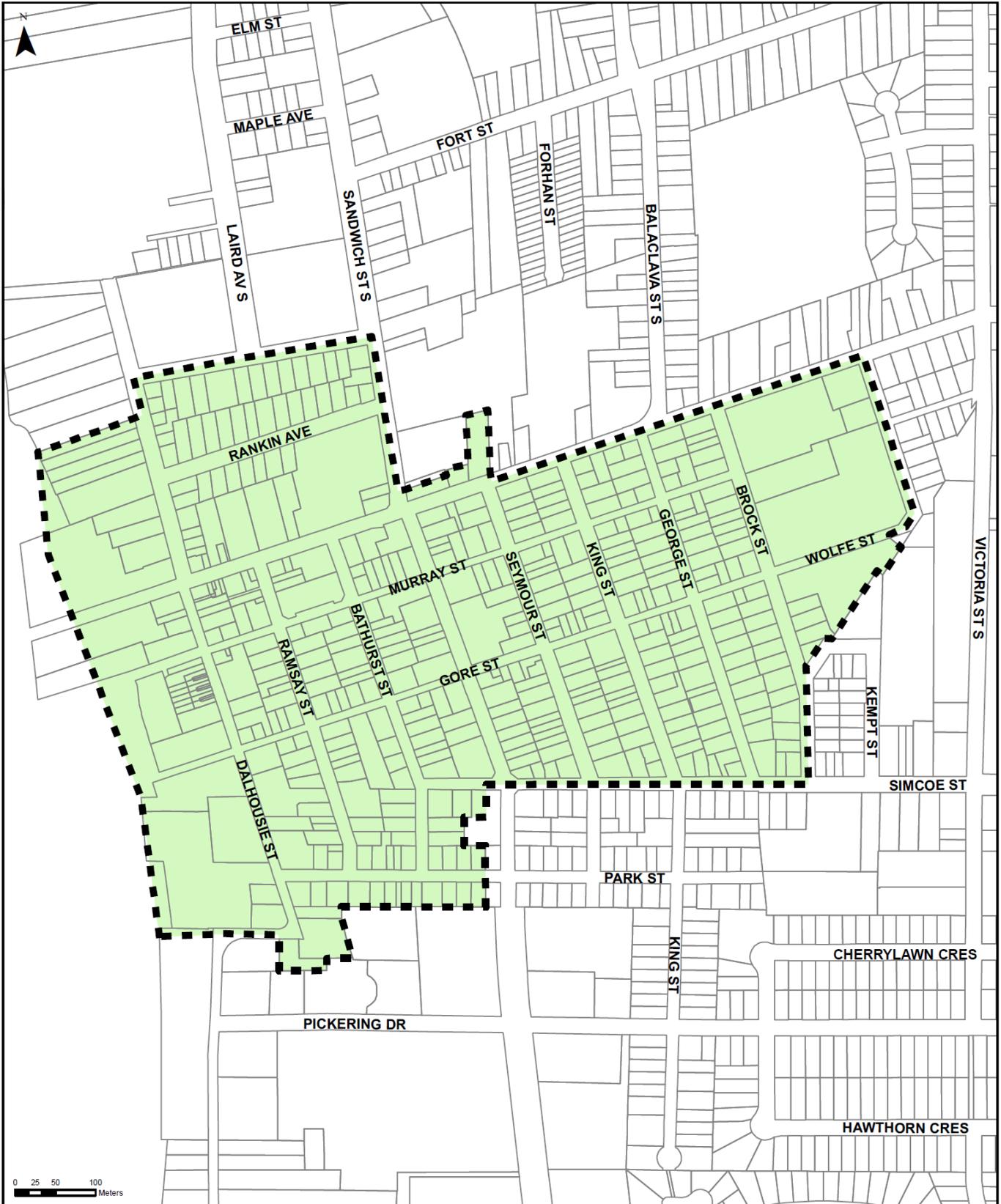
Read a first, second and third time and finally passed this 8th day of July, 2024.

MAYOR- MICHAEL PRUE

CLERK- KEVIN FOX

TOWN OF AMHERSTBURG

SCHEDULE "A" TO BY-LAW No. 2024-050 AMHERSTBURG HERITAGE CONSERVATION DISTRICT STUDY AREA



TOWN OF AMHERSTBURG
Heritage Conservation District Study Area

Date: June 12, 2014

 HCD Study Area



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF DEVELOPMENT SERVICES

Mission Statement: As stewards of the Town of Amherstburg, we strive to improve the quality of life of all residents through the delivery of effective, efficient, and affordable services.

Author's Name: Christopher Aspila	Report Date: June 20, 2024
Author's Phone: 519 736-5408 ext. 2124	Date to Council: July 8, 2024
Author's E-mail: caspila@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Official Plan Update Report 3

1. RECOMMENDATION:

It is recommended that:

1. The report titled "Official Plan Update Report 3" **BE RECEIVED for information.**

2. BACKGROUND:

In November 2022, the Planning team began to revisit the approach to updating the Official Plan, Zoning By-law, Heritage Conservation District and related studies. The Manager of Planning Services, in consultation with all members of the Planning team and the Deputy CAO / Director of Development Services, determined that, with the continuing record level of planning applications and building permit reviews requiring the Planning Departments involvement, issuing a Request for Proposals is the recommended way forward to complete these Council directed initiatives.

At the February 13, 2023 Council meeting, Administration brought a report to Council outlining the Major Planning Policy Studies which needed to be complete. This included the Official Plan & Zoning By-law update, and the Heritage Conservation District projects. These projects were identified as requiring specialised consultants to complete the work. A Request for Proposals (RFP) was prepared in consultation with purchasing staff and on March 27, 2023 Council awarded RFP 2023-004 to Dillon Consulting Limited (Dillon) for the preparation of the Official Plan and Zoning By-law Update.

The associated administrative work with preparing and implementing the contract was completed and formal work started on the project in early May 2023.

At the August 14, 2023 Council meeting, Administration brought a report to Council for information that included an update on the project work completed by Dillon Consulting. As noted in that report a Background Review, Issues & Opportunities Report was drafted. Building on the information gained at the Open House held at the Libro Centre on July 26, 2023 and responses to a survey that was open on Talk the Burg for 3 weeks until August 6, 2023.

At the April 9, 2024 Council meeting, Administration brought a report to Council for information that provided a summary of the three background reports that were brought forward under separate cover at the same meeting:

- 1) Land Needs Assessment Report;
- 2) Town of Amherstburg Urban Structure Plan
- 3) Policy Direction Report.

The work program for Amherstburg's Official Plan Update has continued and has been informed by the concurrent work on the County of Essex Official Plan Review, and Royal Assent of Bill 185 and Bill 200 on June 6, 2024 that made changes to the Planning Act, Municipal Act, Heritage Act and Development Charges Act.

3. DISCUSSION:

The timing and content of the Royal Assent versions of Bill 185 and Bill 200 approved by the Legislative Assembly of Ontario have impacted the timeline of the Official Plan Update. Now that changes to the legislation are complete and in force the Official Plan Update can move forward. Any changes that may occur from the potential forthcoming updates to the Provincial Planning Statement (2024) will be addressed through a separate Official Plan Amendment following the Town's Official Plan Update project.

The Town will be hosting an Official Plan Update Public Information Centre at the Libro Centre on Tuesday August 6, 2024 to present draft Official Plan schedules for comments from the public. This event will be advertised on the Town calendar advertisement in future editions of the River Town Times and details will be posted on TalkTheBurg.ca/Official Plan.

Following the above mentioned Public Information Centre, comments received will be considered by our Consulting Team and a draft version of the new Official Plan will tentatively be brought forward to Council at a Statutory Public Meeting to be scheduled in October 2024. The draft version of the new Official Plan will be made available on the TalkTheBurg.ca/Official Plan website approximately three weeks prior to the Statutory Public Meeting.

It is anticipated that the final version of the new Official Plan will be brought forward to Council for adoption at the November or December 2024 Council meeting. Following Council adoption, the new Official Plan will be forwarded to the County of Essex for approval.

4. RISK ANALYSIS:

There is no risk in receiving this report for information.

5. FINANCIAL MATTERS:

N/A

6. CONSULTATIONS:

Official Plan Update Technical Team

7. CORPORATE STRATEGIC ALIGNMENT:

Vision: Preserving our past while forging our future.

<i>Amherstburg Community Strategic Plan 2022 - 2026</i>	
<p style="text-align: center;">PILLAR 1 Deliver Trusted & Accountable Local Government</p> <ul style="list-style-type: none"> ✓ Improve trust between council and staff, and residents, by strengthening governance and internal accountability structures. <input type="checkbox"/> Deliver transparent and efficient financial management. ✓ Increase effective communication and engagement with residents. <input type="checkbox"/> Develop our staff team, resources, and workplace culture. <input type="checkbox"/> Continue to deliver strong core municipal services. <input type="checkbox"/> Ensure Amherstburg is an inclusive accessible and welcoming community committed to reconciliation. 	<p style="text-align: center;">PILLAR 3 Encourage Local Economic Prosperity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Encourage development of commercial and industrial lands. <input type="checkbox"/> Continue to promote local tourism industry, especially overnight accommodation. <input type="checkbox"/> Continue to facilitate downtown development for residents and visitors. <input type="checkbox"/> Continue to leverage partnership opportunities with other provincial, federal, and local governments, agencies, and organizations.
<p style="text-align: center;">PILLAR 2 Invest in Community Amenities and Infrastructure</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintain safe, reliable and accessible municipal infrastructure and facilities. <input type="checkbox"/> Increase access to recreation opportunities for all ages. <input type="checkbox"/> Finalize and execute plans for town-owned lands (e.g. Duffy’s site, Belle Vue) <input type="checkbox"/> Create public access to water and waterfront <input type="checkbox"/> Prioritize opportunities to reduce environmental impacts of Town 	<p style="text-align: center;">PILLAR 4 Shape Growth Aligned with Local Identity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Define and communicate a vision for the Town’s future and identity. <input type="checkbox"/> Promote and plan for green and “climate change ready” development. <input type="checkbox"/> Review and implement policies that promote greater access to diverse housing. <input type="checkbox"/> Protect the Town’s historic sites and heritage.

operations and increase Town resilience to climate change.

Preserve the Town's greenspaces, agricultural lands, and natural environment.

8. CONCLUSION:

This report provides Council with an update on the status of the Official Plan Update including a timeline for completion and adoption of the new Official Plan.



Christopher Aspila
Manager of Planning Services

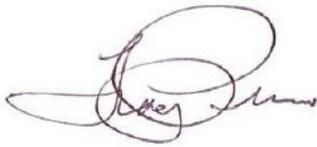
Report Approval Details

Document Title:	Official Plan Update Report 3.docx
Attachments:	
Final Approval Date:	Jun 26, 2024

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



Melissa Osborne



Tracy Prince



Valerie Critchley



Kevin Fox



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF DEVELOPMENT SERVICES

Mission Statement: As stewards of the Town of Amherstburg, we strive to improve the quality of life of all residents through the delivery of effective, efficient, and affordable services.

Author's Name: Christopher Aspila	Report Date: June 20, 2024
Author's Phone: 519 736-5408 ext. 2124	Date to Council: July 8, 2024
Author's E-mail: caspila@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Zoning By-law Amendment – 3320 Middle Side Road File: ZBA/12/24

1. RECOMMENDATION:

It is recommended that:

1. By-law 2024-058 being a by-law to amend Zoning By-law No. 1999-52, to amend the zoning for the subject lands known as 3320 Middle Side Road be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

2. BACKGROUND:

The Town is in receipt of an application for a Zoning By-law Amendment to By-Law 1999-52 from the Town of Amherstburg. The subject lands are located on the north side of Middle Side Road (County Road 10), municipally known as 3320 Middle Side Road (refer to Appendix 'B' in the attachments).

The effect of the amendment will be to allow the permanent use of shipping containers as outdoor storage at the existing municipal Fire Station #2 (refer to Appendix 'C' in the attachments).

A Statutory Public Meeting was held in accordance with the *Planning Act* for this application on June 10, 2024 at Amherstburg Town Hall.

In preparing this report for Council, planning staff have reviewed the following documents/submissions in order to provide comments to Council regarding the proposed development:

1. Town of Amherstburg Official Plan
2. Town of Amherstburg Zoning By-law
3. Relevant legislation – Planning Act
4. Comments Received as of June 21, 2024 (Appendix 'D')

3. DISCUSSION:

Subject Lands

The subject lands are municipally owned and have multiple existing public uses including Fire Station #2, tennis courts, a basketball court and public open space.

The subject lands are designated Open Space in the Town of Amherstburg Official Plan and Settlement Area in the County of Essex Official Plan.

Comments Received

Comments Received as of June 21, 2024 are attached as Appendix 'D'.

Planning Analysis

No record of any previous Planning Act applications for the subject property was found in a search of files.

Provincial Policy Statement (2020)

The entire Provincial Policy Statement (2020) was reviewed as part of the planning analysis of this application.

Specifically, the proposed amendment is consistent with Section 1.6.1 of the Provincial Policy Statement (2020), as it allows for the provision an efficient and financially viable storage option that reduces the need for new construction at the existing infrastructure facility.

Overall, the proposed amendment is consistent with the Provincial Policy Statement (2020).

County of Essex Official Plan

The following section of particularly applies to this application:

e) To require the efficient use of land, resources, water and sanitary sewage treatment facilities, other *infrastructure* and *public service facilities* including schools as provided for in the growth management policies contained within this Plan.

Overall, the proposed amendment appears to conform with the County of Essex Official Plan.

Town of Amherstburg Official Plan

Specifically, section 4.8 of the Plan states:

The Official Plan Policies for parks, open space and recreation are intended to provide a guiding framework for parks and recreation planning, the allocation of municipal resources and the co-ordination of public and private actions affecting the supply of recreation services and facilities to Amherstburg residents.

It is noted that Fire Station #2 existed at this site as part of the former Township of Anderdon municipal offices prior to the amalgamation into the Town of Amherstburg and the current Official Plan designation is a carry-over from the pre-amalgamation Official Plan. Therefore, the proposed use complies with the Official Plan designation for the property where the Fire Station #2 is located.

Town of Amherstburg Zoning By-law 1999-52

The subject lands are currently zoned Institutional (I). The uses on the site are permitted with the exception of permanently located shipping containers.

As described in Section 3 (General Provisions) of Zoning By-law 1999-52, *“SHIPPING CONTAINER” means a pre-fabricated metal container having a floor, ceiling or roof, walls, and door(s) that is designed for and used in the storage, packing or transport of freight, articles, goods or commodities by ship, rail or truck. For the purpose of this definition, a shipping container does not have wheels and does not include a motor vehicle or transport trailer. For the purposes of this By-law, a shipping container shall be deemed to be an accessory building when permanently located on a lot. This definition shall include storage containers, sea cans, and intermodal freight containers.*

The requested zoning by-law amendment will provide site specific zoning provisions that allow for shipping containers to be used as accessory buildings for permanent storage at Fire Station #2.

It is noted that any shipping containers used for storage at Fire Station #2 shall be maintained in accordance with the General Provisions of Zoning By-law 1999-52 and all other applicable Town of Amherstburg by-laws.

4. RISK ANALYSIS:

The recommendation presents little to no risk to the municipality.

5. FINANCIAL MATTERS:

The professional analysis of this matter, inclusive of any internal and third-party reviews, as well as application of legislative requirements and standards will be applied as it would for any non-municipal application. Any internal costs will not be charged as there is no monetary value in having one department charge another for services when the funding source to pay the fees is the tax payer

6. CONSULTATIONS:

The Notice of Public Meeting was published in the local newspaper and on the Town website and circulated to the required agencies, property owners and municipal departments in accordance with the requirements of the Planning Act, R.S.O. 1990, c.P. 13 and associated regulations.

Municipal Departments were circulated for comments on this application.

7. CORPORATE STRATEGIC ALIGNMENT:

Vision: Preserving our past while forging our future.

<i>Amherstburg Community Strategic Plan 2022 - 2026</i>	
<p style="text-align: center;">PILLAR 1 Deliver Trusted & Accountable Local Government</p> <ul style="list-style-type: none"> ✓ Improve trust between council and staff, and residents, by strengthening governance and internal accountability structures. <input type="checkbox"/> Deliver transparent and efficient financial management. ✓ Increase effective communication and engagement with residents. <input type="checkbox"/> Develop our staff team, resources, and workplace culture. ✓ Continue to deliver strong core municipal services. <input type="checkbox"/> Ensure Amherstburg is an inclusive accessible and welcoming community committed to reconciliation. 	<p style="text-align: center;">PILLAR 3 Encourage Local Economic Prosperity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Encourage development of commercial and industrial lands. <input type="checkbox"/> Continue to promote local tourism industry, especially overnight accommodation. <input type="checkbox"/> Continue to facilitate downtown development for residents and visitors. <input type="checkbox"/> Continue to leverage partnership opportunities with other provincial, federal, and local governments, agencies, and organizations.
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8. CONCLUSION:

It is the opinion of administration that the Zoning By-law Amendment allows for the appropriate development of the subject lands, is consistent with the policies of the Provincial Policy Statement, 2020, and conforms with the policies of the County of Essex Official Plan and the Town of Amherstburg Official Plan.

Administration recommends that Zoning By-law 2024-058 be approved by Council, given three readings and finally passed and the Mayor and Clerk be authorized to sign same.



Christopher Aspila
Manager of Planning Services

Report Approval Details

Document Title:	Zoning By-law Amendment - 3320 Middle Side Road.docx
Attachments:	<ul style="list-style-type: none">- Appendix A - ZBA-12-24 - Application_Redacted-RM.pdf- Appendix B - Aerial Map-RM.pdf- Appendix C - Concept Plan-RM.pdf- Appendix D - Summary of Correspondence Received on ZBA-12-24.-RM.pdf- Appendix E - ZBA-12-24- Notice of Statutory Public Meeting-3320 Middle Side Rd-RM.pdf- 2024-058- ZBA- 3320 Middle Side Rd.pdf
Final Approval Date:	Jun 26, 2024

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



Melissa Osborne



Tracy Prince



Valerie Critchley



Kevin Fox

Municipal Fee Received:	
Municipal Deposit Received:	
ERCA Fee Received:	

Application No. ZBA/12/24

FORM 1
PLANNING ACT
APPLICATION FOR ZONING BY-LAW AMENDMENT
TOWN OF AMHERSTBURG

1. Name of approval authority Town of Amherstburg
2. Date application received by municipality May 1, 2021 A
3. Date application deemed complete by municipality May 1, 2021 A
4. Name of registered owner Town of Amherstburg

Telephone number [REDACTED]

Address [REDACTED]

Email [REDACTED]

Name of registered owner's solicitor or authorized agent (if any) _____

Telephone number _____

Address _____

Email _____

Please specify to whom all communications should be sent:

- registered owner solicitor agent

5. Name and address of any mortgages, charges or other encumbrances in respect of the subject land:

6. Location and description of subject land:

Concession No. _____ Lot(s) No. CON 3 PT LOT 7

Registered Plan No. _____ Lot(s) No. _____

Reference Plan No. _____ Part(s) No. _____

Street Address 3320 Assessment Roll No. 37294500000800

7. Size of subject parcel:

Frontage 670 Depth 488.50 Area 7.49 Acres

8. Access to subject parcel:

- Municipal Road County Road Provincial Highway
 Private Road Water

If access to the subject land is by water only, state the parking and docking facilities used or to be used and the approximate distance between these facilities and the nearest public road

9. (a) Current Official Plan Land Use designation of subject land Industrial

- (b) Explanation of how application conforms to the Official Plan _____

(c) Does the application implement an alteration to the boundary of an area of settlement or implement a new area of settlement?

Yes No

If yes, provide details of the official plan or official plan amendment that deals with this matter:

10. Current Zoning of subject land I

11. Nature and extent of rezoning requested To allow the permanent use of shipping Containers as outdoor storage

12. Reasons why rezoning is requested To address additional storage needs of the Amherstburg Fire Department

13. Current use of subject land Public Works Yard and Fire Station

14. Length of time current use of subject land has continued 70 years

15. Is the subject land within an area where the municipality has pre-determined:

(a) minimum and maximum density requirements

Yes No

(b) minimum and maximum height requirements

Yes No

If yes, state the requirements _____

16. Number and type of buildings or structures **existing** on the subject land and their distance from the front lot line, rear lot line and side lot lines, their height and their dimensions/floor area:

Fire Hall, Public works buildings, Facilities building, shipping containers

17. Date of construction of existing buildings and structures on the subject land:

1960s

18. Date subject land acquired by current registered owner _____

19. Proposed use of subject land Fire Hall, Public works yard, Facilities building

20. Number and type of buildings or structures **proposed** to be built on the subject land and their distance from the front lot line, rear lot line and side lot lines, their height and their dimensions/floor area:

same as existing

21. Type of water supply:
- municipally owned and operated piped water supply
 - well
 - Other (specify) _____

22. Type of sanitary sewage disposal:
- municipally owned and operated sanitary sewers
 - septic system
 - Other (specify) _____

If the requested amendment permits development on a privately owned and operated individual or communal septic system and more than 4,500 litres of effluent will be produced per day as a result of the development being completed the applicant is required to submit a:

- (i) servicing options report, and
- (ii) a hydrogeological report

23. Type of storm drainage:
- sewers
 - ditches
 - swales
 - Other (specify) _____

24. If known, indicate whether the subject land is the subject of an application under the Planning Act for:

- consent to sever
- approval of a plan of subdivision

If known, indicate the file number and status of the foregoing application:

25. If known, indicate if the subject land has ever been the subject of an application for rezoning under Section 34 of the Planning Act:

If known, indicate whether the subject land has ever been the subject of a Minister's Zoning Order and, if known, the Ontario Regulation number of that order.

26. Does the requested amendment remove the subject land from an area of employment in the official plan?

- Yes
- No

If yes, state the current official plan policies, if any, dealing with the removal of land from an area of employment.

27. Is the subject land within an area where zoning with conditions may apply?

- Yes
- No

If yes, how does this application conform to the official plan policies relating to zoning with conditions?

Existing use will remain, ZBA required for additional outdoor storage required for the

Fire Department

28. Is the requested amendment consistent with policy statements issued under subsection 3(1) of the Planning Act (i.e. 2005 Provincial Policy Statement)?

Yes No

Comments _____

29. Is the subject land within an area of land designated under any provincial plan or plans?

Yes No

If yes, does the requested amendment conform to or does not conflict with the provincial plan or plans?

30. Is the land associated with any natural environment area or adjacent to or abutting lands that are designated as a Wetland or Natural Environment?

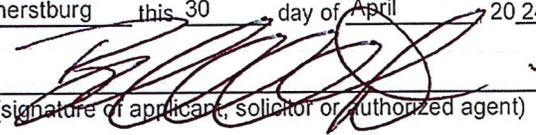
Yes No

If yes, an Environmental Impact Assessment is required, for approval by the Town and Essex Region Conservation Authority, to be completed in accordance with the County of Essex Guidelines for Environmental Impact Assessments or when Council considers it appropriate, additional requirements may be made to the Guidelines in accordance with more detailed locally adopted terms of reference for an Environmental Impact Assessment.

31. Will the proposed project include the addition of permanent above ground fuel storage?

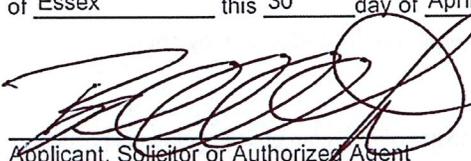
Yes No

Dated at the Town of Amherstburg this 30 day of April, 2024.


(signature of applicant, solicitor or authorized agent)

I, Bruce Montone of the Town of Amherstburg
in the County/District/Regional Municipality of Amherstburg solemnly declare that all the statements contained in this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Declared before me at the Town of Amherstburg in the County
of Essex this 30 day of April, 2024.


Applicant, Solicitor or Authorized Agent

S. French
A Commissioner, etc.

Sarah Elizabeth French, a Commissioner, etc
Province of Ontario, for the
Corporation of the Town of Amherstburg
Expires November 8, 2025

AUTHORIZATION

(Please see note below)

To: Clerk
Town of Amherstburg

Description and Location of Subject Land:

I/We, the undersigned, being the registered owner(s) of the above lands hereby authorize _____ of the _____ of _____ to:

- (1) make an application on my/our behalf to the Council for the Town of Amherstburg;
- (2) appear on my behalf at any hearing(s) of the application; and
- (3) provide any information or material required by Town Council relevant to the application.

Dated at the _____ of _____ in the _____ of _____, this _____ day of _____, 20__.

Signature of Witness

Signature of Owner

Signature of Witness

Signature of Owner

Signature of Witness

Signature of Owner

* Note: This form is only to be used for applications which are to be signed by someone other than the owner.

NOTES:

Each copy of the application must be accompanied by a sketch, drawn to scale, showing:

- a) the boundaries and dimensions of the subject land;
- b) the location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines;
- c) the approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples of features include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks/tile fields;
- d) the current uses on land that is adjacent to the subject land;
- e) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way;
- f) if access to the subject land is by water only, the location of the parking and docking facilities to be used;
- g) the location and nature of any easement affecting the subject land.

NOTE: A deposit of \$1,000 and a flat fee of \$5,522, along with an ERCA development review fee of \$400 for major ZBA applications, must accompany your completed application for a zoning by-law amendment. The total payable to the Town of Amherstburg is \$6,922 for major ZBA applications.

A deposit of \$1,000 and a flat fee of \$2,762, along with an ERCA development review fee of \$275 for minor ZBA applications, must accompany your completed application for a zoning by-law amendment. The total payable to the Town of Amherstburg is \$4,037 for minor ZBA applications.

Any unused portion of the deposit will be returned after the passing of the ZBA.

A flat fee of \$1,149 plus an ERCA review fee of \$275, totalling \$1,424, must accompany your completed application for a Holding (h) Removal zone change, zone change from A to A-36, or zone change which is a condition of consent.

Engineering review fees of \$1500.00 per each time a file is reviewed may be applicable as per Amherstburg's User fee by-law.

If the subject lands are located within 120 m of a Provincially Significant Wetland, Significant Woodland, Area of Natural or Scientific Interest or Significant Species at Risk Habitat, the applicant may be required to complete a natural heritage review. The initial pre-consultation cost of the natural heritage review is \$565 and should additional work, such as an Environmental Impact Assessment, be required, the applicant will be responsible for all costs associated with review. Costs associated with the review will be invoiced to the applicant through the Town of Amherstburg. The applicant will be responsible for finding their own qualified biologist to complete the Environmental Impact Assessment, if required, and will be responsible for all costs associated with the assessment.

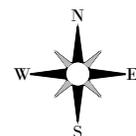


MIDDLESIDEROAD

APRIL 2023 AERIAL PHOTOGRAPHY



**FIREHALL #2 - 3320 COUNTY RD 10
SHIPPING CONTAINERS LOCATION PLAN**



N.T.S.



Summary of Correspondence Received on Proposed ZBA for 3320 Middle Side Rd.

Below is a summary of the comments received by the Planning Services Division on ZBA/12/24 as of May 27, 2024.

Essex Region Conservation Authority:

See attached letter.

Windsor Police

I have reviewed each of these applications for Zoning By-law amendment (ZBA) and would advise the Windsor Police Service has no concerns or objections with any of them. In the case of ZBA/10/24 [512 Sandwich St. South], I already submitted the following remarks back on May 3rd:

The Windsor Police Service has no objections with the proposed Zoning By-law application to permit the placement of shipping containers to increase onsite storage capacity. From reviewing the application, it looks as though any containers to be added would be on the Public Works portion of the overall property. If this expands to also include any portion of the police station property at some point in the future, it would be helpful if our officer in charge of the Amherstburg detachment (currently Staff Sergeant Brain Caffarena) can be contacted to ensure a smooth transition.

As for the other two applications, both are very minor in terms of their impact to public safety and security and I have no further remarks for each.

Infrastructure Services:

Infrastructure Services has no comments.

Fire Services:

No issues from Fire



planning@erca.org

P.519.776.5209

F.519.776.8688

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

May 21, 2024

Mr. Chris Aspila

Manager, Planning Services

3295 Meloche Road

Amherstburg, ON

N9V 2Y8

Dear Mr. Chris Aspila:

RE: Zoning By-Law Amendment ZBA-12-24 MIDDLE SIDEROAD

ARN 372945000000800; PIN: 015490158

Applicant: AMHERSTBURG TOWN

The Town of Amherstburg is proposing Zoning By-law Amendment ZBA-12-24 for the above noted subject lands. This rezoning, if approved, add an additional provision to the zoning of the subject lands noted above from the "Institutional (I) Zone" to "Special Provision Institutional -7 (I-7) Zone". The lands are designated Open Space in the Town's Official Plan. The effect of the amendment will be to allow permanent use of 1 shipping container as outdoor storage at the existing Fire Station #2.

The following is provided as a result of our review of Zoning By-Law Amendment ZBA-12-24.

NATURAL HAZARDS AND REGULATORY RESPONSIBILITIES UNDER THE CONSERVATION AUTHORITIES ACT, O. REG 686/21, PPS

The following comments reflect ERCA's role in protecting people and property from the threats of natural hazards and regulating development hazards lands under Section 28 of the *Conservation Authorities Act*.

We have reviewed our floodline mapping for this area and it has been determined this site is not located within a regulated area that is under the jurisdiction of the ERCA (Ontario Regulation 41/24 under the *Conservation Authorities Act*). As a result, a permit is not required from ERCA for issues related to Section 28 of the *Conservation Authorities Act*.

Mr. Chris Aspila
May 21, 2024

FINAL RECOMMENDATION

Our office has **no objections** to ZBA-12-24. Please continue to circulate our office if this site undergoes future development, as we may have comments to provide regarding stormwater management.

If you have any questions or require any additional information, please contact the undersigned.

Sincerely,



Alicia Good
Watershed Planner
/ag



CORPORATION OF THE TOWN OF AMHERSTBURG
**NOTICE OF STATUTORY PUBLIC MEETING
TO CONSIDER A MINOR ZONING BY-LAW AMENDMENT**

STATUTORY PUBLIC MEETING:

TAKE NOTICE that the Council of the Corporation of the Town of Amherstburg will hold a public meeting on **Monday, June 10, 2024 commencing at 5:00 p.m.** in the Town of Amherstburg Council Chambers, 271 Sandwich Street South, Amherstburg, Ontario. The purpose of this meeting is to consider a proposed amendment to the Town of Amherstburg Zoning By-law 1999-52, under Section 34 of the Planning Act.

ANY PERSON who wishes to attend and address Council by electronic means, must register with the Clerk's Office no later than Thursday, June 6, 2024. To register for electronic participation please email the Clerk's office at clerk@amherstburg.ca . Once you register, you will be given information on how to make your submission at the electronic meeting by electronic participation. To participate, you will need access to a computer or tablet with internet service or a telephone.

ANY PERSON who wishes watch the meeting proceedings only, please visit <http://video.islive.ca/amherstburg/live.html>

THE SUBJECT LANDS AND PURPOSE OF THIS REZONING APPLICATION:

This rezoning application affects approximately 3.03 ha of land municipally known as 3320 Middle Side Road (County Road 10) (see map below).

This rezoning, if approved, add an additional provision to the zoning of the subject lands noted above from the "**Institutional (I) Zone**" to "**Special Provision Institutional -7 (I-7) Zone**". The lands are designated Open Space in the Town's Official Plan.

The effect of the amendment will be to allow permanent use of 1 shipping container as outdoor storage at the existing Fire Station #2.

ADDITIONAL INFORMATION:

ANY PERSON may make written representation in support of or in opposition to the proposed Zoning By-law Amendment by email to the Clerk's office at clerk@amherstburg.ca or in person by appointment for drop-off at the Libro Centre located at 3295 Meloche Road. Comments must be submitted by Thursday, June 6, 2024 before the meeting and will be read aloud prior to the application being heard by Council.

NO PERSON OR PUBLIC BODY shall be added as a party to the hearing of the appeal unless, before the bylaw was passed, the person or public body made oral submissions at a public meeting or written submissions to the Council or, in the opinion of the Ontario Land Tribunal, there are reasonable grounds to add the person or public body as a party.

IF A PERSON OR PUBLIC BODY does not make oral submissions at a public meeting, or make written submissions to the Town of Amherstburg before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there is reasonable grounds to do so.

Further information relating to the proposed Zoning By-law (File# ZBA/12/24) Amendment is available for inspection by calling or emailing the Planning Department Office during normal office hours, 8:30 a.m. to 4:30 p.m. The proposed Zoning By-law Amendment is also available for review on the Town of Amherstburg Website: www.amherstburg.ca. If you wish to be notified of the passage of the proposed Zoning By-law Amendment, you must make a written request to the Town at the address below. The hearing will be available for viewing by livestream by visiting www.amherstburg.ca.

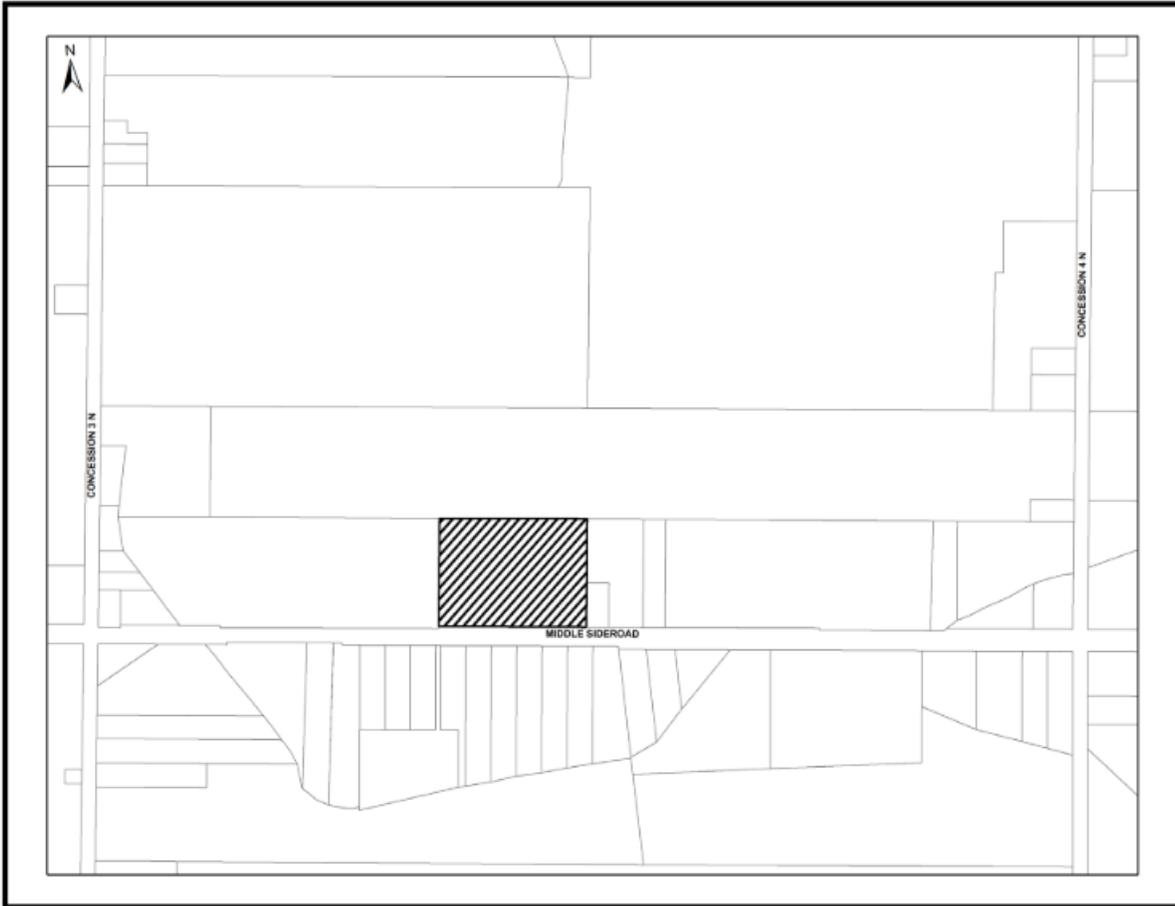
The meeting will be available for viewing by livestream by visiting www.amherstburg.ca.

Information will be gathered in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). All comments and communications received will become part of the public record unless you expressly request the Town to remove it. If you want to learn more about why and how the Town collects your information, write to the Town Clerk's Office, 271 Sandwich Street South, Amherstburg, ON N9V 2A5 or call 519-736-0012.

For Council and Committee Agendas and Meetings, visit amherstburg.ca/calendar.
To subscribe to Council & Committee Agendas, visit Amherstburg.ca/calendar and click
SUBSCRIBE.

DATED at the Town of Amherstburg this 15th day of May, 2024.

KEY MAP



Town of Amherstburg
Libro Centre
3295 Meloche Road
Amherstburg, Ontario N9V 2Y8
Telephone: (519) 736-5408
Fax No. (519) 736-9859
Website: www.amherstburg.ca

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**CORPORATION OF THE TOWN OF AMHERSTBURG
BY-LAW NO. 2024-058**

**By-law to amend Zoning By-law No. 1999-52
3320 Middle Side Road, Amherstburg**

WHEREAS By-law 1999-52, as amended, is a land use control by-law regulating the use of lands and the character, location and use of buildings and structures within the Town of Amherstburg;

AND WHEREAS the Council of the Town of Amherstburg deems it appropriate and in the best interest of proper planning to amend By-law 1999-52, as herein provided;

AND WHEREAS this By-law conforms to the Official Plan for the Town of Amherstburg;

NOW THEREFORE the Council of the Corporation of the Town of Amherstburg enacts as follows:

1. Schedule "A", Map 13 of By-law 1999-52, as amended, is hereby amended by changing the zone symbol on those lands shown as "Zone Change from I to I-7" on Schedule "A" attached hereto and forming part of this By-law from "Institutional (I) Zone" to "Special Provision Institutional -7 (I-7) Zone".
2. THAT Section 24(4) of By-law 1999-52, as amended, is hereby amended by adding a new subsection (s) as follows;

"(s) I-7 (3320 Middle Side Road)

Notwithstanding any other provisions of this By-law to the contrary within any area zoned I-7 on Schedule "A" hereto, the zone requirements for Section 24 of the By-law shall apply with the addition of the follow special provisions;

"i. Uses Permitted:

1. Shipping containers for permanent outdoor storage."

5. THIS By-law shall take effect from the date of passage by Council and shall come into force in accordance with Sections 34 of the Planning Act, R.S.O. 1990, c.P. 13.

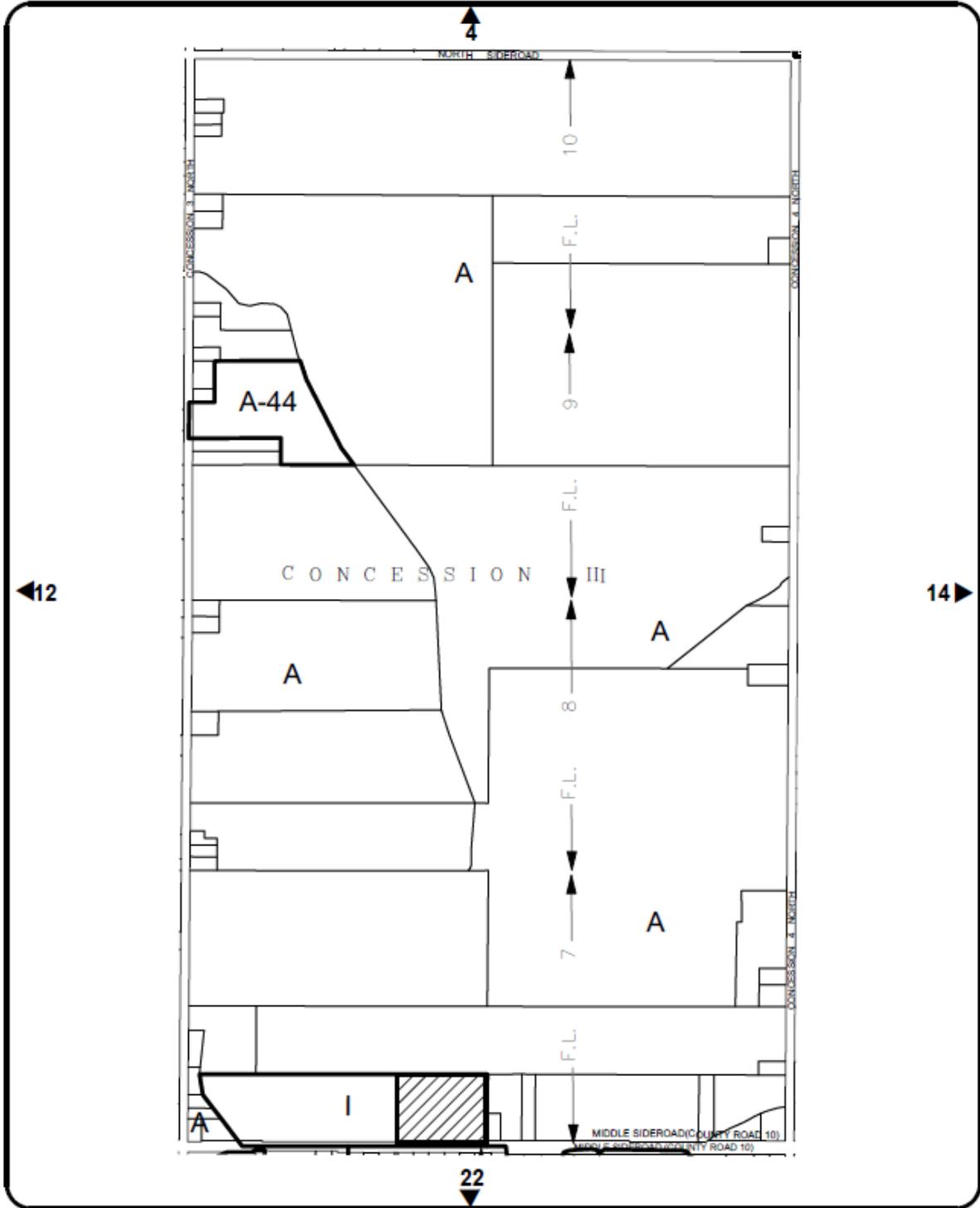
Read a first, second and third time and finally passed this 8th day of July, 2024.

MAYOR- MICHAEL PRUE

CLERK- KEVIN FOX

TOWN OF AMHERSTBURG

SCHEDULE "A" TO BY-LAW No. 2024-058
A BY-LAW TO AMEND BY-LAW No. 1999-52



SCHEDULE 'A'
MAP 13
ZONING BY-LAW NO. 1999-52

I to I-7 



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF DEVELOPMENT SERVICES

Mission Statement: As stewards of the Town of Amherstburg, we strive to improve the quality of life of all residents through the delivery of effective, efficient, and affordable services.

Table with 2 columns: Author's Name, Report Date, Author's Phone, Date to Council, Author's E-mail, Resolution #.

To: Mayor and Members of Town Council

Subject: Zoning By-law Amendment – 496 and 532 Sandwich Street S – File: ZBA/10/24

1. RECOMMENDATION:

It is recommended that:

- 1. By-law 2024-057 being a by-law to amend Zoning By-law No. 1999-52, to amend the zoning for the subject lands known as 496 Sandwich Street South and 532 Sandwich Street South be taken as having been read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same.

2. BACKGROUND:

The Town is in receipt of an application for a Zoning By-law Amendment to By-Law 1999-52 from the Town of Amherstburg. The subject lands are located on the west side of Sandwich Street South, between the addresses municipally known as 496 Sandwich Street South and 532 Sandwich Street South (refer to Appendix 'B' in the attachments).

The effect of the amendment will be to allow the permanent use of shipping containers as outdoor storage at the existing municipal Infrastructure Services yard (refer to Appendix 'C' in the attachments).

A Statutory Public Meeting was held in accordance with the Planning Act for this application on June 10, 2024 at Amherstburg Town Hall.

In preparing this report for Council, planning staff have reviewed the following documents/submissions in order to provide comments to Council regarding the proposed development:

1. Town of Amherstburg Official Plan
2. Town of Amherstburg Zoning By-law
3. Relevant legislation – Planning Act
4. Comments Received as of June 21, 2024 (Appendix 'D')

3. **DISCUSSION:**

Subject Lands

The subject lands are municipally owned and have multiple existing public uses including sewage treatment facilities, a municipal garage, administrative buildings and a police station.

The subject lands are designated General Commercial in the Town of Amherstburg Official Plan.

Comments Received

No additional comments or concerns were raised about this application at the Statutory Public Meeting further to the written submission attached as Appendix 'D'.

Planning Analysis

No record of any previous Planning Act applications for the subject property was found in a search of files.

Provincial Policy Statement (2020)

The entire Provincial Policy Statement (2020) was reviewed as part of the planning analysis of this application.

Specifically, the proposed amendment is consistent with Section 1.6.1 of the Provincial Policy Statement (2020), as it allows for the provision an efficient and financially viable storage option that reduces the need for new construction at the existing infrastructure facility.

Overall, the proposed amendment is consistent with the Provincial Policy Statement (2020).

County of Essex Official Plan

The following section of particularly applies to this application:

e) To require the efficient use of land, resources, water and sanitary sewage treatment facilities, other *infrastructure* and *public service facilities* including schools as provided for in the growth management policies contained within this Plan.

Overall, the proposed amendment appears to conform with the County of Essex Official Plan.

Town of Amherstburg Official Plan

Specifically, section 4.4.2 of the Official Plan states:

The uses permitted in the General Commercial designation shall include those commercial establishments offering goods and services which primarily serve the whole of the municipality's market area and shall include such uses as retail commercial establishments, places of entertainment, assembly halls, eating establishments, hotels, motels, community facilities, public uses, recreational uses, convenience stores whether in the form of individual stores or in a shopping centre form of construction and/or ownership, and residential uses above the first floor.

Recreational uses, automobile service stations and automobile sales and service agencies, car washes, agencies for recreational vehicles, motels, drive-through restaurants or other drive through establishments shall be restricted to locations on Sandwich Street north of Alma Street or South of Pike Street or on Simcoe Street.

Adequate buffer planting shall be provided between the commercial use and any adjacent residential areas and such buffer planting may include provisions for grass strips, berms, screening and appropriate planting of trees and shrubs, or distance, and all development will be subject to Site Plan Control and any lighting or signs shall be designed and arranged so as to be as least distracting as possible to adjoining residential uses. Every effort will be made to reduce the number of driveway entrances along Arterial Roads by ensuring that, wherever possible, mutual driveway entrances serving two or more lots or developments are provided or planned for through Site Plan Control.

The public use proposed in this application conforms with the Town of Amherstburg Official Plan.

Town of Amherstburg Zoning By-law 1999-52

The subject lands are currently zoned Special Provision Institutional -1 (I-1). The uses on the site are permitted with the exception of permanently located shipping containers.

As described in Section 3 (General Provisions) of Zoning By-law 1999-52, "SHIPPING CONTAINER" means a pre-fabricated metal container having a floor, ceiling or roof, walls, and door(s) that is designed for and used in the storage, packing or transport of freight, articles, goods or commodities by ship, rail or truck. For the purpose of this definition, a shipping container does not have wheels and does not include a motor vehicle or transport trailer. For the purposes of this By-law, a shipping container shall be deemed to be an accessory building when permanently located on a lot. This definition shall include storage containers, sea cans, and intermodal freight containers.

The requested zoning by-law amendment will provide site specific zoning provisions that allow for shipping containers to be used as accessory buildings for permanent storage at the Public Works yard.

It is noted that any shipping containers used for storage at the Public Works yard shall be maintained in accordance with the General Provisions of Zoning By-law 1999-52 and all other applicable Town of Amherstburg by-laws.

4. RISK ANALYSIS:

The recommendation presents little to no risk to the municipality.

5. FINANCIAL MATTERS:

The professional analysis of this matter, inclusive of any internal and third-party reviews, as well as application of legislative requirements and standards will be applied as it would for any non-municipal application. Any internal costs will not be charged as there is no monetary value in having one department charge another for services when the funding source to pay the fees is the tax payer.

6. CONSULTATIONS:

The Notice of Public Meeting was published in the local newspaper and on the Town website and circulated to the required agencies, property owners and municipal departments in accordance with the requirements of the Planning Act, R.S.O. 1990, c.P. 13 and associated regulations.

Municipal Departments were circulated for comments on this application.

7. CORPORATE STRATEGIC ALIGNMENT:

Vision: Preserving our past while forging our future.

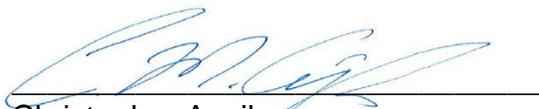
<i>Amherstburg Community Strategic Plan 2022 - 2026</i>	
PILLAR 1 Deliver Trusted & Accountable Local Government	PILLAR 3 Encourage Local Economic Prosperity
<ul style="list-style-type: none"> ✓ Improve trust between council and staff, and residents, by strengthening governance and internal accountability structures. <input type="checkbox"/> Deliver transparent and efficient financial management. ✓ Increase effective communication and engagement with residents. 	<ul style="list-style-type: none"> <input type="checkbox"/> Encourage development of commercial and industrial lands. <input type="checkbox"/> Continue to promote local tourism industry, especially overnight accommodation.

<ul style="list-style-type: none"> <input type="checkbox"/> Develop our staff team, resources, and workplace culture. ✓ Continue to deliver strong core municipal services. <input type="checkbox"/> Ensure Amherstburg is an inclusive accessible and welcoming community committed to reconciliation. 	<ul style="list-style-type: none"> <input type="checkbox"/> Continue to facilitate downtown development for residents and visitors. <input type="checkbox"/> Continue to leverage partnership opportunities with other provincial, federal, and local governments, agencies, and organizations.
<p style="text-align: center;">PILLAR 2</p> <p style="text-align: center;">Invest in Community Amenities and Infrastructure</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintain safe, reliable and accessible municipal infrastructure and facilities. <input type="checkbox"/> Increase access to recreation opportunities for all ages. <input type="checkbox"/> Finalize and execute plans for town-owned lands (e.g. Duffy’s site, Belle Vue) <input type="checkbox"/> Create public access to water and waterfront <input type="checkbox"/> Prioritize opportunities to reduce environmental impacts of Town operations and increase Town resilience to climate change. 	<p style="text-align: center;">PILLAR 4</p> <p style="text-align: center;">Shape Growth Aligned with Local Identity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Define and communicate a vision for the Town’s future and identity. <input type="checkbox"/> Promote and plan for green and “climate change ready” development. <input type="checkbox"/> Review and implement policies that promote greater access to diverse housing. <input type="checkbox"/> Protect the Town’s historic sites and heritage. <input type="checkbox"/> Preserve the Town’s greenspaces, agricultural lands, and natural environment.

8. CONCLUSION:

It is the opinion of administration that the Zoning By-law Amendment allows for the appropriate development of the subject lands, is consistent with the policies of the Provincial Policy Statement, 2020, and conforms with the policies of the County of Essex Official Plan and the Town of Amherstburg Official Plan.

Administration recommends that Zoning By-law 2024-057 be approved by Council, given three readings and finally passed and the Mayor and Clerk be authorized to sign same.



 Christopher Aspila
Manager of Planning Services

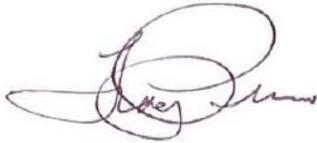
Report Approval Details

Document Title:	Zoning By-law Amendment - 512 Sandwich Street S.docx
Attachments:	<ul style="list-style-type: none">- Appendix A - ZBA-10-24 - Application_Redacted-RM.pdf- Appendix B - Aerial Photo-RM.pdf- Appendix C - Concept Plan-RM.pdf- Appendix D - Summary of Comments-RM.pdf- Appendix E - ZBA-10-24- Notice of Statutory Public Meeting-512 Sandwich St S-RM.pdf- 2024-057- ZBA- 512 Sandwich St S.pdf
Final Approval Date:	Jun 26, 2024

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



Melissa Osborne



Tracy Prince



Valerie Critchley



Kevin Fox

Municipal Fee Received:	
Municipal Deposit Received:	
ERCA Fee Received:	

Application No. ZBA/16/24

**FORM 1
PLANNING ACT
APPLICATION FOR ZONING BY-LAW AMENDMENT
TOWN OF AMHERSTBURG**

- Name of approval authority Town of Amherstburg
- Date application received by municipality April 23, 2024
- Date application deemed complete by municipality April 23, 2024
- Name of registered owner The Town of Amherstburg

Telephone number [REDACTED]

Address [REDACTED]

Email [REDACTED]

Name of registered owner's solicitor or authorized agent (if any) _____

Telephone number _____

Address _____

Email _____

Please specify to whom all communications should be sent:

registered owner solicitor agent

- Name and address of any mortgages, charges or other encumbrances in respect of the subject land:

- Location and description of subject land:

Concession No. _____ Lot(s) No. _____

Registered Plan No. _____ Lot(s) No. _____

Reference Plan No. CON 1 Part(s) No. PT LOT 4

Street Address 512 Sandwich St S Assessment Roll No. 37290400000100

- Size of subject parcel:

Frontage 1054 Depth IRREGULAR Area 5.8 Hectares

- Access to subject parcel:

Municipal Road County Road Provincial Highway
 Private Road Water

If access to the subject land is by **water** only, state the parking and docking facilities used or to be used and the approximate distance between these facilities and the nearest public road

- (a) Current Official Plan Land Use designation of subject land General Commercial

- (b) Explanation of how application conforms to the Official Plan _____

(c) Does the application implement an alteration to the boundary of an area of settlement or implement a new area of settlement?

Yes No

If yes, provide details of the official plan or official plan amendment that deals with this matter:

10. Current Zoning of subject land I-1

11. Nature and extent of rezoning requested To allow the permanent use of shipping containers as outdoor storage

12. Reasons why rezoning is requested To address additional storage needs of Amherstburg's Public Works and Environmental Services Departments

13. Current use of subject land Public Works Yard and Police Station

14. Length of time current use of subject land has continued 70 years

15. Is the subject land within an area where the municipality has pre-determined:

(a) minimum and maximum density requirements

Yes No

(b) minimum and maximum height requirements

Yes No

If yes, state the requirements _____

16. Number and type of buildings or structures **existing** on the subject land and their distance from the front lot line, rear lot line and side lot lines, their height and their dimensions/floor area:

PW office building, police building, shipping containers

17. Date of construction of existing buildings and structures on the subject land:

1980s

18. Date subject land acquired by current registered owner _____

19. Proposed use of subject land Public Works Yard and Police Station

20. Number and type of buildings or structures **proposed** to be built on the subject land and their distance from the front lot line, rear lot line and side lot lines, their height and their dimensions/floor area:

same as existing

21. Type of water supply:

- municipally owned and operated piped water supply
- well
- Other (specify) _____

22. Type of sanitary sewage disposal:

- municipally owned and operated sanitary sewers
- septic system
- Other (specify) _____

If the requested amendment permits development on a privately owned and operated individual or communal septic system and more than 4,500 litres of effluent will be produced per day as a result of the development being completed the applicant is required to submit a:

- (i) servicing options report, and
- (ii) a hydrogeological report

23. Type of storm drainage:

- sewers
- ditches
- swales
- Other (specify) _____

24. If known, indicate whether the subject land is the subject of an application under the Planning Act for:

- consent to sever
- approval of a plan of subdivision

If known, indicate the file number and status of the foregoing application:

25. If known, indicate if the subject land has ever been the subject of an application for rezoning under Section 34 of the Planning Act:

If known, indicate whether the subject land has ever been the subject of a Minister's Zoning Order and, if known, the Ontario Regulation number of that order.

26. Does the requested amendment remove the subject land from an area of employment in the official plan?

- Yes
- No

If yes, state the current official plan policies, if any, dealing with the removal of land from an area of employment.

27. Is the subject land within an area where zoning with conditions may apply?

- Yes
- No

If yes, how does this application conform to the official plan policies relating to zoning with conditions?

existing use will remain - zba required to legalize additional outdoor storage required for

the Public Works and Environmental Services departments to operate

28. Is the requested amendment consistent with policy statements issued under subsection 3(1) of the Planning Act (i.e. 2005 Provincial Policy Statement)?

Yes No

Comments _____

29. Is the subject land within an area of land designated under any provincial plan or plans?

Yes No

If yes, does the requested amendment conform to or does not conflict with the provincial plan or plans?

30. Is the land associated with any natural environment area or adjacent to or abutting lands that are designated as a Wetland or Natural Environment?

Yes No

If yes, an Environmental Impact Assessment is required, for approval by the Town and Essex Region Conservation Authority, to be completed in accordance with the County of Essex Guidelines for Environmental Impact Assessments or when Council considers it appropriate, additional requirements may be made to the Guidelines in accordance with more detailed locally adopted terms of reference for an Environmental Impact Assessment.

31. Will the proposed project include the addition of permanent above ground fuel storage?

Yes No

Dated at the TOWN of AMHERSTBURG this 19 day of APRIL, 2024

A Giofu
(signature of applicant, solicitor or authorized agent)

I, ANTONIKIA GIOFU of the TOWN OF AMHERSTBURG in the County/District/Regional Municipality of AMHERSTBURG solemnly declare that all the statements contained in this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Declared before me at the TOWN of AMHERSTBURG in the COUNTY of ESSEX this 19 day of APRIL, 2024.

A Giofu
Applicant, Solicitor or Authorized Agent

S. French
A Commissioner, etc.

Sarah Elizabeth French, a Commissioner, etc
Province of Ontario, for the
Corporation of the Town of Amherstburg
Expires November 8, 2025

NOTES:

Each copy of the application must be accompanied by a sketch, drawn to scale, showing:

- a) the boundaries and dimensions of the subject land;
- b) the location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines;
- c) the approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples of features include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks/tile fields;
- d) the current uses on land that is adjacent to the subject land;
- e) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way;
- f) if access to the subject land is by water only, the location of the parking and docking facilities to be used;
- g) the location and nature of any easement affecting the subject land.

NOTE: A deposit of \$1,000 and a flat fee of \$5,522, along with an ERCA development review fee of \$400 for major ZBA applications, must accompany your completed application for a zoning by-law amendment. The total payable to the Town of Amherstburg is \$6,922 for major ZBA applications.

A deposit of \$1,000 and a flat fee of \$2,762, along with an ERCA development review fee of \$275 for minor ZBA applications, must accompany your completed application for a zoning by-law amendment. The total payable to the Town of Amherstburg is \$4,037 for minor ZBA applications.

Any unused portion of the deposit will be returned after the passing of the ZBA.

A flat fee of \$1,149 plus an ERCA review fee of \$275, totalling \$1,424, must accompany your completed application for a Holding (h) Removal zone change, zone change from A to A-36, or zone change which is a condition of consent.

Engineering review fees of \$1500.00 per each time a file is reviewed may be applicable as per Amherstburg's User fee by-law.

If the subject lands are located within 120 m of a Provincially Significant Wetland, Significant Woodland, Area of Natural or Scientific Interest or Significant Species at Risk Habitat, the applicant may be required to complete a natural heritage review. The initial pre-consultation cost of the natural heritage review is \$565 and should additional work, such as an Environmental Impact Assessment, be required, the applicant will be responsible for all costs associated with review. Costs associated with the review will be invoiced to the applicant through the Town of Amherstburg. The applicant will be responsible for finding their own qualified biologist to complete the Environmental Impact Assessment, if required, and will be responsible for all costs associated with the assessment.

AUTHORIZATION

(Please see note below)

To: Clerk
Town of Amherstburg

Description and Location of Subject Land:

I/We, the undersigned, being the registered owner(s) of the above lands hereby authorize _____ of the _____ of _____ to:

- (1) make an application on my/our behalf to the Council for the Town of Amherstburg;
- (2) appear on my behalf at any hearing(s) of the application; and
- (3) provide any information or material required by Town Council relevant to the application.

Dated at the _____ of _____ in
the _____ of _____, this _____ day of _____, 20____.

Signature of Witness

Signature of Owner

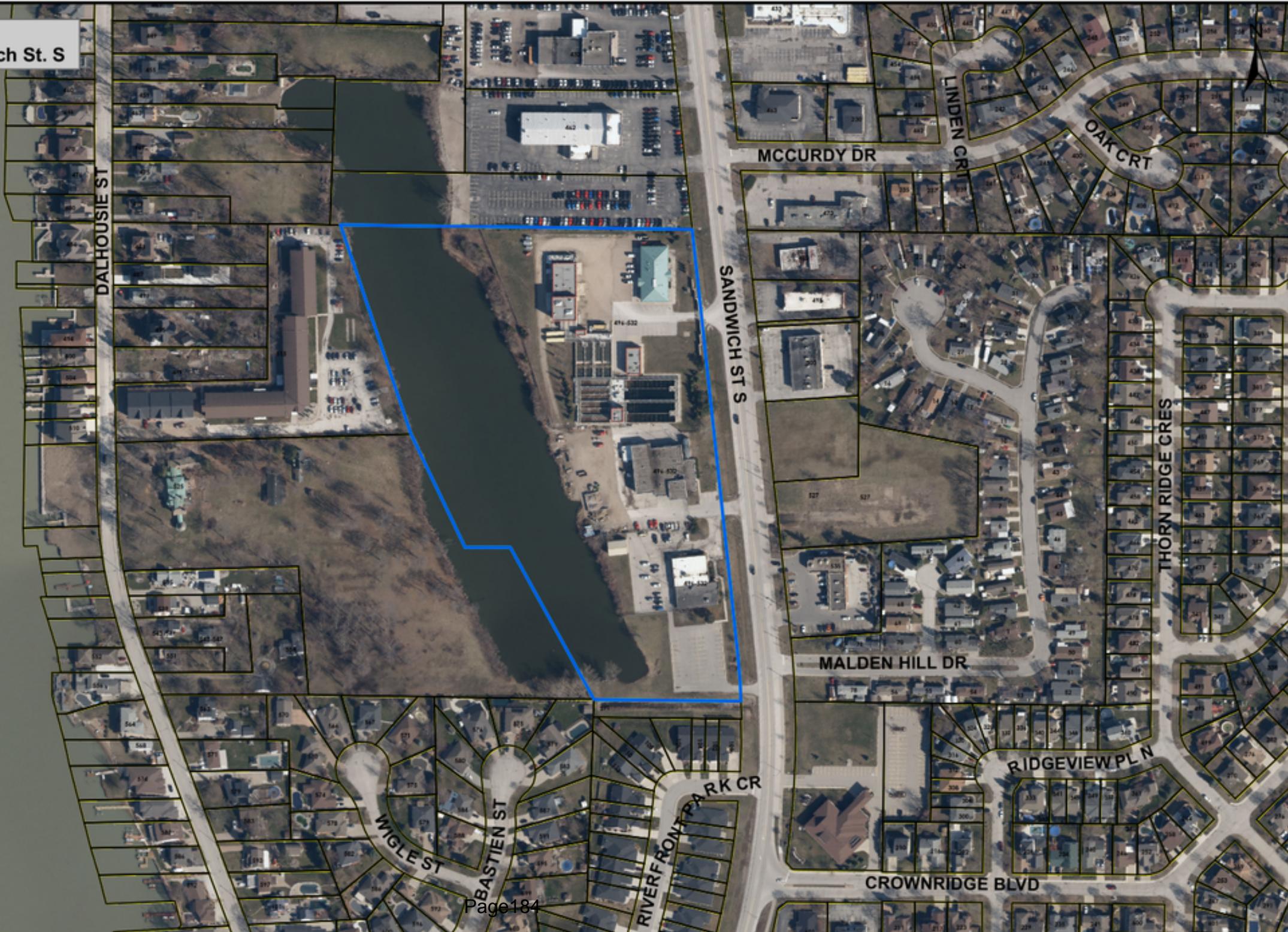
Signature of Witness

Signature of Owner

Signature of Witness

Signature of Owner

* Note: This form is only to be used for applications which are to be signed by someone other than the owner.



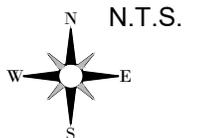
APRIL 2023 AERIAL PHOTOGRAPHY



SHIPPING CONTAINERS

SANDWICH STREET S

PUBLIC WORKS MAIN YARD - 512 SANDWICH ST S SHIPPING CONTAINERS LOCATION PLAN





Summary of Correspondence Received on Proposed ZBA for 512 Sandwich St.

Below is a summary of the comments received by the Planning Services Division on ZBA/10/24 as of May 27, 2024.

Essex Region Conservation Authority:

See attached letter.

Windsor Police

The Windsor Police Service has no objections with the proposed Zoning By-law application to permit the placement of shipping containers to increased onsite storage capacity. From reviewing the application, it looks as though any containers to be added would be on the Public Works portion of the overall property. If this expands to also include any portion of the police station property at some point in the future, it would be helpful if our officer in charge of the Amherstburg detachment (currently Staff Sergeant Brain Caffarena) can be contacted to ensure a smooth transition.

Infrastructure Services:

Infrastructure Services has no comments.

Fire Services:

No issues from Fire

Bell Canada:

Bell Canada has no comments.

Residents Dian McLeod and Brett Tessier

To all members of the Amherstburg Council

It is with grave concern that I am writing this letter with regards to putting unsightly shipping containers in an established residential community. All home owners bordering on this site have proven to be hard working community members who take pride in their homes and are respectful contributing members of the town of Amherstburg. I would also like to mention the impact on the wildlife currently thriving and growing at the pond site. We all know these containers will rust and what impact will that have on the wildlife, the health of the pond and on the current drainage ditch running behind Riverfront Park Crescent. Your notice does not indicate the number or location of these containers. I would think a pretty important fact to have been presented at the time of this letter being

issued. I would also assume something so commercial and unsightly has no place in the newly developing area of Sandwich Street, where new businesses are currently being built along with the newly built funeral home. Surely the town has a more appropriate location outside the busy town core to put these containers. May I suggest considering the Libro Centre. Lots of land available there, with no residential impact.

Again, an eyesore in the making for all, on both sides of the pond and the traffic travelling in and out of this busy section of highway. The parking lot is one thing, but cheap shipping containers shows your total disregard for a community developed for years now, in the area of this proposed re zoning. The care with which all home owners manage their properties should be an example to the town, where we pay our taxes and your salaries, as to how to manage a beautiful vibrant downtown community. Not a dump of storage containers.

Really what are you thinking????

Sincerely

Diane McLeod

Brett Tessier



planning@erca.org
P.519.776.5209
F.519.776.8688
360 Fairview Avenue West
Suite 311, Essex, ON N8M 1Y6

May 02, 2024

Mr. Chris Aspila

Manager, Planning Services
3295 Meloche Road
Amherstburg, ON
N9V 2Y8

Dear Mr. Chris Aspila:

RE: Zoning By-Law Amendment ZBA-10-24 496 SANDWICH ST S
ARN 372904000000100; PIN: 705660075
Applicant: AMHERSTBURG TOWN

The Town of Amherstburg has received Application for Zoning By-Law Amendment ZBA-10-24, which proposes to rezone the above noted subject lands to allow the permanent use of shipping containers as outdoor storage.

The following is provided as a result of our review of Zoning By-Law Amendment ZBA-10-24.

NATURAL HAZARDS AND REGULATORY RESPONSIBILITIES UNDER THE CONSERVATION AUTHORITIES ACT, O. REG 686/21, PPS

The following comments reflect ERCA's role in protecting people and property from the threats of natural hazards and regulating development hazards lands under Section 28 of the *Conservation Authorities Act*.

The above noted lands are subject to our Regulation under the *Conservation Authorities Act* (Ontario Regulation No. 41/24). The parcel falls within the regulated area of the Big Creek. The property owner may be required to obtain an approval from the Essex Region Conservation Authority prior to any construction or site alteration or other activities affected by Section 28 of the *Conservation Authorities Act*.

Mr. Chris Aspila
May 02, 2024

FINAL RECOMMENDATION

Our office has **no objection** to ZBA-10-24. As noted above, the property owner **may** be required to obtain an approval from the Essex Region Conservation Authority prior to any construction or site alteration or other activities affected by Section 28 of the *Conservation Authorities Act*.

If you have any questions or require any additional information, please contact the undersigned.

Sincerely,



Alicia Good
Watershed Planner
/ag



CORPORATION OF THE TOWN OF AMHERSTBURG
**NOTICE OF STATUTORY PUBLIC MEETING
TO CONSIDER A MINOR ZONING BY-LAW AMENDMENT**

STATUTORY PUBLIC MEETING:

TAKE NOTICE that the Council of the Corporation of the Town of Amherstburg will hold a public meeting on **Monday, June 10, 2024 commencing at 5:00 p.m.** in the Town of Amherstburg Council Chambers, 271 Sandwich Street South, Amherstburg, Ontario. The purpose of this meeting is to consider a proposed amendment to the Town of Amherstburg Zoning By-law 1999-52, under Section 34 of the Planning Act.

ANY PERSON who wishes to attend and address Council by electronic means, must register with the Clerk's Office no later than Thursday, June 6, 2024. To register for electronic participation please email the Clerk's office at clerk@amherstburg.ca . Once you register, you will be given information on how to make your submission at the electronic meeting by electronic participation. To participate, you will need access to a computer or tablet with internet service or a telephone.

ANY PERSON who wishes watch the meeting proceedings only, please visit <http://video.islive.ca/amherstburg/live.html>

THE SUBJECT LANDS AND PURPOSE OF THIS REZONING APPLICATION:

This rezoning application affects a portion of the approximately 5.82 ha of land municipally known as 496 through 532 Sandwich St. S (see map below).

This rezoning, if approved, add an additional provision to the zoning of the subject lands noted above as "**Special Provision Institutional -1 (I-1) Zone**". The lands are designated General Commercial in the Town's Official Plan.

The effect of the amendment will be to allow the permanent use of shipping containers as outdoor storage at the existing municipal Infrastructure Services yard.

ADDITIONAL INFORMATION:

ANY PERSON may make written representation in support of or in opposition to the proposed Zoning By-law Amendment by email to the Clerk's office at clerk@amherstburg.ca or in person by appointment for drop-off at the Libro Centre located at 3295 Meloche Road. Comments must be submitted by Thursday, June 6, 2024 before the meeting and will be read aloud prior to the application being heard by Council.

NO PERSON OR PUBLIC BODY shall be added as a party to the hearing of the appeal unless, before the bylaw was passed, the person or public body made oral submissions at a public meeting or written submissions to the Council or, in the opinion of the Ontario Land Tribunal, there are reasonable grounds to add the person or public body as a party.

IF A PERSON OR PUBLIC BODY does not make oral submissions at a public meeting, or make written submissions to the Town of Amherstburg before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there is reasonable grounds to do so.

Further information relating to the proposed Zoning By-law (File# ZBA/10/24) Amendment is available for inspection by calling or emailing the Planning Department Office during normal office hours, 8:30 a.m. to 4:30 p.m. The proposed Zoning By-law Amendment is also available for review on the Town of Amherstburg Website: www.amherstburg.ca. If you wish to be notified of the passage of the proposed Zoning By-law Amendment, you must make a written request to the Town at the address below. The hearing will be available for viewing by livestream by visiting www.amherstburg.ca.

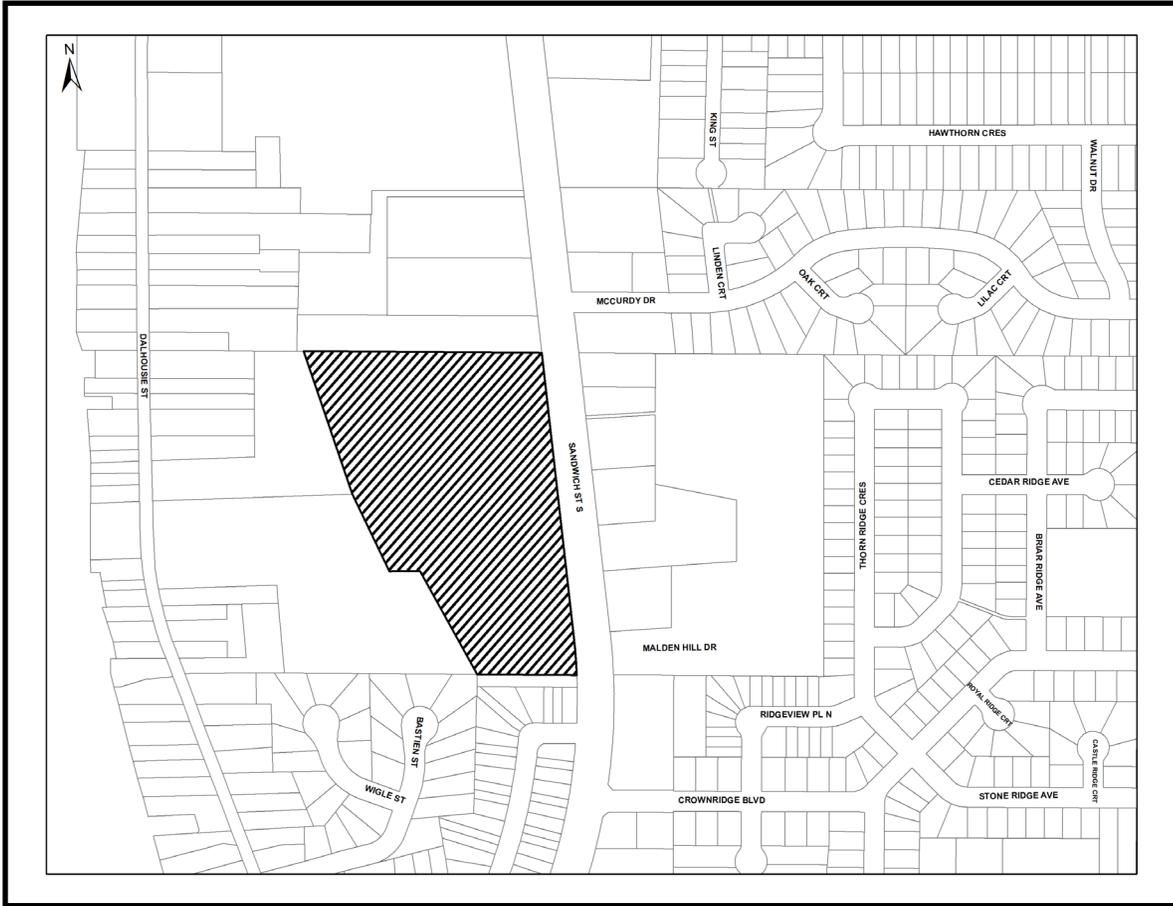
The meeting will be available for viewing by livestream by visiting www.amherstburg.ca.

Information will be gathered in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). All comments and communications received will become part of the public record unless you expressly request the Town to remove it. If you want to learn more about why and how the Town collects your information, write to the Town Clerk's Office, 271 Sandwich Street South, Amherstburg, ON N9V 2A5 or call 519-736-0012.

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SUBSCRIBE.

DATED at the Town of Amherstburg this 15th day of May, 2024.

KEY MAP



Christopher Aspila
Manager, Planning Services

Town of Amherstburg
Libro Centre
3295 Meloche Road
Amherstburg, Ontario N9V 2Y8
Telephone: (519) 736-5408
Fax No. (519) 736-9859
Website: www.amherstburg.ca

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**CORPORATION OF THE TOWN OF AMHERSTBURG
BY-LAW NO. 2024-057**

**By-law to amend Zoning By-law No. 1999-52
512 Sandwich Street South, Amherstburg**

WHEREAS By-law 1999-52, as amended, is a land use control by-law regulating the use of lands and the character, location and use of buildings and structures within the Town of Amherstburg;

AND WHEREAS the Council of the Town of Amherstburg deems it appropriate and in the best interest of proper planning to amend By-law 1999-52, as herein provided;

AND WHEREAS this By-law conforms to the Official Plan for the Town of Amherstburg;

NOW THEREFORE the Council of the Corporation of the Town of Amherstburg enacts as follows:

1. THAT Section 24(4)(a)(i) of By-law 1999-52, as amended, by adding an additional Uses Permitted as follows:
 - “4. Shipping containers for permanent outdoor storage.”
2. THIS By-law shall take effect from the date of passage by Council and shall come into force in accordance with Sections 34 of the Planning Act, R.S.O. 1990, c.P. 13.

Read a first, second and third time and finally passed this 8th day of July, 2024.

MAYOR- MICHAEL PRUE

CLERK- KEVIN FOX



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF DEVELOPMENT SERVICES

Mission Statement: As stewards of the Town of Amherstburg, we strive to improve the quality of life of all residents through the delivery of effective, efficient, and affordable services.

Table with 2 columns: Author's Name, Report Date, Author's Phone, Date to Council, Author's E-mail, Resolution #.

To: Mayor and Members of Town Council

Subject: River Canard Bridge Plaque Recognition

1. RECOMMENDATION:

It is recommended that:

- 1. The report from the Heritage Planner dated June 24, 2024 regarding the River Canard Bridge Plaque Recognition project BE RECEIVED for Information; and,
2. A contribution of \$3,000 be made to the County of Essex project initiative to provide two bilingual recognition plaques for the River Canard Bridge, BE ENDORSED.

2. BACKGROUND:

This report is in reference to a collaborative project between the County of Essex, the Town of LaSalle, and the Town of Amherstburg.

In 2023, the County of Essex Council received report 2023-1018-IPS-R33-AB with information on the proposed installation of a commemorative plaque at the bow string bridge over River Canard. The River Canard Bridge borders the Town of LaSalle and the Town of Amherstburg along County Road 8.

Essex County Council adopted a recommendation that administration prepare and submit an application to the Ontario Heritage Trust (OHT) requesting a plaque to be installed at the River Canard Bridge. County Council also supported that two, bilingual signs be installed, one on both the LaSalle and Amherstburg sides of the bridge.

The County is required to submit the request to the OHT by July 31, 2024, for consideration in September 2024 by the OHT selection committee. Installation and unveiling will occur in 2025 at a date yet to be determined.

The Town of LaSalle Council received an administrative report on June 25th, 2024 requesting a contribution of \$3,000 be committed to the project.

The County of Essex Council will be receiving an administrative report on July 17th, 2024 recommending that administration make an application to the Ontario Heritage Trust by the end of the month, and commit \$16,000 to the project.

3. DISCUSSION:

The County of Essex Administration will prepare the application to the OHT along with input from both the Town of LaSalle and the Town of Amherstburg. Should the OHT accept and award plaques to the County of Essex, discussion will continue regarding final wording, location, costs, delivery, unveiling ceremony, etc.

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

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

History of the River Canard Bridge

The following was provided in the Town of LaSalle report. (AD-2024-11)

“The bowstring bridge on County Road 8 linking the municipalities of Amherstburg and LaSalle holds substantial provincial significance as a testament to Ontario’s rich engineering heritage and its historical development. Constructed in 1937, this bridge over the River Canard exemplifies the bowstring arch design, an innovative architectural style prevalent in the early 20th century. This design is characterized by its elegant parabolic arch and vertical suspender cables, which provide both structural efficiency and aesthetic appeal. The bridge’s enduring presence over the past 87 years highlights the durability and ingenuity of early 20th-century engineering practices.

The bridge represents a critical period in Ontario’s infrastructural evolution, reflecting the advancements in construction techniques and materials that were emerging at the time. The bowstring bridge is not just a functional structure but also a symbol of the province’s commitment to developing robust and long-lasting transportation networks that support both local and regional economies. Its construction facilitated improved connectivity between rural and urban areas, enhancing trade, mobility, and economic growth in the region.

The bridge also embodies the social and economic dynamics of Ontario in the early 20th century. As a rural infrastructure project, it played a vital role in integrating remote communities into the broader provincial economy, enabling farmers and local businesses to access larger markets and resources. This integration was crucial for the economic sustainability and growth of rural areas, contributing to the overall prosperity of the province.

Furthermore, the bowstring bridge is a rare and well-preserved example of a once-common bridge design, making it an important cultural and historical asset. Its preservation and recognition as a heritage structure would underscore the province's dedication to conserving its diverse architectural and engineering legacies. It serves as an educational tool, offering insights into the historical context of Ontario's infrastructural development and the technological advancements of its time.

By designating this bridge as a provincial heritage site, Ontario can celebrate its engineering heritage and acknowledge the significance of infrastructure in shaping the province's social and economic landscape. It also aligns with broader provincial goals of heritage conservation, fostering a sense of pride and identity among Ontario's residents. The bowstring bridge on County Road 8 is not merely a physical structure but a historical narrative that connects the past with the present, illustrating the province's journey through the decades.

Recognizing and preserving this bridge as a heritage site through the Ontario Heritage Trust would honor the engineering achievements of the past, provide educational opportunities for future generations, and reinforce the importance of maintaining Ontario's historical infrastructure.”

4. RISK ANALYSIS:

There is low Cultural Heritage risk associated with this report. The River Canard Bridge has recently been restored and is expected to remain as an important landmark.

There is moderate to high reputational risk associated with this report. This is a collaborative project with an upper tier and neighbouring municipality. Cultural heritage projects like this one can help foster a shared sense of community for residents and build a collaborative relationship between local municipalities while recognizing an important cultural heritage landmark.

5. FINANCIAL MATTERS:

The request for the Town of Amherstburg to contribute \$3,000 towards this project is matching the funds contributed by the Town of LaSalle. The contributions from LaSalle and Amherstburg are above and beyond the County of Essex expected contribution of \$16,000.

This was an unbudgeted item, however, the recommended \$3,000 contribution can be allocated to the Heritage Committee budget, as it falls in line with the project objectives. This financial commitment will put the Heritage Committee budget in a deficit at the end of the year of approximately \$2,000. Administration will review the committee and planning end of year budget to actuals to determine if there is sufficient surplus in one of

these operating budgets to address the deficit. Should there not be sufficient funding at year end to offset this deficit a report will be brought to Council seeking use of a reserve to address. Given the minor amount Administration does not recommend use if a reserve fund at this time.

6. CONSULTATIONS:

Preparation of this report included discussion and consultation with the Ontario Heritage Trust, and administration of both the County of Essex and the Town of LaSalle.

7. CORPORATE STRATEGIC ALIGNMENT:

Vision: Preserving our past while forging our future.

<i>Amherstburg Community Strategic Plan 2022 - 2026</i>	
<p style="text-align: center;">PILLAR 1 Deliver Trusted & Accountable Local Government</p> <ul style="list-style-type: none"> <input type="checkbox"/> Improve trust between council and staff, and residents, by strengthening governance and internal accountability structures. <input type="checkbox"/> Deliver transparent and efficient financial management. ✓ Increase effective communication and engagement with residents. <input type="checkbox"/> Develop our staff team, resources, and workplace culture. <input type="checkbox"/> Continue to deliver strong core municipal services. <input type="checkbox"/> Ensure Amherstburg is an inclusive accessible and welcoming community committed to reconciliation. 	<p style="text-align: center;">PILLAR 3 Encourage Local Economic Prosperity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Encourage development of commercial and industrial lands. <input type="checkbox"/> Continue to promote local tourism industry, especially overnight accommodation. <input type="checkbox"/> Continue to facilitate downtown development for residents and visitors. ✓ Continue to leverage partnership opportunities with other provincial, federal, and local governments, agencies, and organizations.
<p style="text-align: center;">PILLAR 2 Invest in Community Amenities and Infrastructure</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintain safe, reliable and accessible municipal infrastructure and facilities. <input type="checkbox"/> Increase access to recreation opportunities for all ages. <input type="checkbox"/> Finalize and execute plans for town-owned lands (e.g. Duffy’s site, Belle Vue) <input type="checkbox"/> Create public access to water and waterfront <input type="checkbox"/> Prioritize opportunities to reduce environmental impacts of Town 	<p style="text-align: center;">PILLAR 4 Shape Growth Aligned with Local Identity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Define and communicate a vision for the Town’s future and identity. <input type="checkbox"/> Promote and plan for green and “climate change ready” development. <input type="checkbox"/> Review and implement policies that promote greater access to diverse housing. ✓ Protect the Town’s historic sites and heritage.

operations and increase Town resilience to climate change.

Preserve the Town's greenspaces, agricultural lands, and natural environment.

8. CONCLUSION:

This project initiative aligns with the Strategic Plan and fosters municipal collaboration. The River Canard Bridge is a significant local landmark and is deserving of provincial recognition.



Adam Coates

Heritage Planner, Urban Design, and Community Improvement

Report Approval Details

Document Title:	River Canard Bridge Plaque Recognition.docx
Attachments:	
Final Approval Date:	Jun 27, 2024

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

No Signature found

Chris Aspila



Melissa Osborne



Tracy Prince



Valerie Critchley



Kevin Fox



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF THE CAO

Mission Statement: As stewards of the Town of Amherstburg, we strive to improve the quality of life of all residents through the delivery of effective, efficient, and affordable services.

Table with 2 columns: Author's Name, Report Date, Author's Phone, Date to Council, Author's E-mail, Resolution #.

To: Mayor and Members of Town Council

Subject: 2024 Amendment to Asset Management Policy

1. RECOMMENDATION:

It is recommended that:

- 1. The Asset Management Policy BE ADOPTED in accordance with the report of June 11, 2024 entitled 2024 Amendment to Asset Management Policy.

2. BACKGROUND:

Ontario Regulation 588/17 – Asset Management Planning for Municipal Infrastructure became effective January 1, 2018. The Regulation laid out deliverables/milestones that municipalities are responsible to implement with the intention of improving the quality and consistency of municipal asset management planning.

As per O Reg. 588/17 4. Every municipality shall prepare its first strategic asset management policy by July 1, 2019 and shall review and, if necessary, update it at least every five years.

The Town approved the Asset Management Policy on November 12, 2019 as per CR # 20191209-526. In order to continue to meet the legislative requirements, as well as the Town's policy, an update to the AM policy is due this year.

3. DISCUSSION:

The guiding principles of what should be included in the policy are outlined in the Infrastructure for Jobs and Prosperity Act, 2015, the overarching legislation for the regulation. As a result, much of the policy is drawn from requirements of the Act.

The policy was updated to include the new Asset Management Coordinator role within the organization and additional roles and responsibilities for asset management. As well, there were wording changes to align with the underlying Act.

The draft of the new policy is contained in Appendix A.

4. RISK ANALYSIS:

Adoption of the new Asset Management Policy is recommended in order to bring the Town into compliance with legislation and to avoid the risk of jeopardizing the Town's ability to access senior government funding.

5. FINANCIAL MATTERS:

There are no direct financial implications of adopting the policy. The asset management policy continues to support responsible stewardship of the Town's assets to provide targeted levels of service and manage risk in a cost-effective manner.

6. CONSULTATIONS:

Melissa Osborne, Deputy CAO/Director of Development Services
Kevin Fox, Clerk / Risk Manager

((Space left intentionally blank))

7. CORPORATE STRATEGIC ALIGNMENT:

Vision: Preserving our past while forging our future.

<i>Amherstburg Community Strategic Plan 2022 - 2026</i>	
<p style="text-align: center;">PILLAR 1 Deliver Trusted & Accountable Local Government</p> <ul style="list-style-type: none"> ✓ Improve trust between council and staff, and residents, by strengthening governance and internal accountability structures. ✓ Deliver transparent and efficient financial management. ✓ Increase effective communication and engagement with residents. <input type="checkbox"/> Develop our staff team, resources, and workplace culture. ✓ Continue to deliver strong core municipal services. <input type="checkbox"/> Ensure Amherstburg is an inclusive accessible and welcoming community committed to reconciliation. 	<p style="text-align: center;">PILLAR 3 Encourage Local Economic Prosperity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Encourage development of commercial and industrial lands. <input type="checkbox"/> Continue to promote local tourism industry, especially overnight accommodation. <input type="checkbox"/> Continue to facilitate downtown development for residents and visitors. <input type="checkbox"/> Continue to leverage partnership opportunities with other provincial, federal, and local governments, agencies, and organizations.
<p style="text-align: center;">PILLAR 2 Invest in Community Amenities and Infrastructure</p> <ul style="list-style-type: none"> ✓ Maintain safe, reliable and accessible municipal infrastructure and facilities. <input type="checkbox"/> Increase access to recreation opportunities for all ages. <input type="checkbox"/> Finalize and execute plans for town-owned lands (e.g. Duffy’s site, Belle Vue) <input type="checkbox"/> Create public access to water and waterfront <input type="checkbox"/> Prioritize opportunities to reduce environmental impacts of Town operations and increase Town resilience to climate change. 	<p style="text-align: center;">PILLAR 4 Shape Growth Aligned with Local Identity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Define and communicate a vision for the Town’s future and identity. <input type="checkbox"/> Promote and plan for green and “climate change ready” development. <input type="checkbox"/> Review and implement policies that promote greater access to diverse housing. <input type="checkbox"/> Protect the Town’s historic sites and heritage. <input type="checkbox"/> Preserve the Town’s greenspaces, agricultural lands, and natural environment.

8. CONCLUSION:

It is recommended that the amended Asset Management Policy be adopted, which will replace the previously adopted policy.

Mel Douglas

Mel Douglas
Asset Management Coordinator

Report Approval Details

Document Title:	2024 Amendment to Asset Management Policy.docx
Attachments:	- 2024 06 17 - Asset Management Policy - FINAL DRAFT RM.pdf
Final Approval Date:	Jun 25, 2024

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



Tracy Prince

No Signature found

Melissa Osborne



Valerie Critchley



Kevin Fox

POLICY

	Policy:	Asset Management Policy		
	Department:	CAO's Office		
	Division:	Asset Management	By-law No:	N/A
	Administered by:	Asset Management Coordinator	Approval Date:	DRAFT
	Replaces:	Asset Management Policy – November 12, 2019		
	Attachment(s):	N/A		

1. POLICY STATEMENT

The Corporation of the Town of Amherstburg (Town) is committed to protecting and enhancing the quality of life of its residents by making the best possible decisions regarding Town assets in a way that provides targeted levels of service and manages risk in a cost effective manner. As such, all asset related decisions are anchored in the Town of Amherstburg's strategic plans and studies and in accordance with legislation that support the Town's long-term economic growth and prosperity.

2. PURPOSE

- 2.1. This policy describes the Town's commitment to use best efforts to achieve defined levels of service for present and future ratepayers and the community in the most effective and efficient manner, through sound stewardship of public assets at the lowest asset lifecycle costs and at acceptable levels of risk.
- 2.2. This policy has been adopted by Council to comply with Provincial regulation (O.Reg. 588/17 - Asset Management Planning for Municipal Infrastructure) that the Town adopt an Asset Management Policy and update every 5 years.

3. SCOPE

- 3.1. This policy applies to all Town staff involved in Asset Management.
- 3.2. This policy applies at a minimum to all Tangible (physical) Capital Assets or assets deemed operationally significant which are owned or co-owned by the Town including but not limited to roads, sidewalks, bridges, water mains, sanitary and storm sewers, storm-water ponds, pumping stations, reservoirs, treatment plants, fleet, equipment, buildings and park infrastructure.
- 3.3. This policy shall be reviewed every five (5) years from the date it becomes effective, and/or sooner at the discretion of the CAO (or designate).

4. DEFINITIONS

- 4.1. **Asset** is an item, thing or entity that has potential or actual value to an organization.
- 4.2. **Asset Management (AM)** is a combination of management, financial, economic, engineering, and other practices applied to physical assets with the objective of providing the required level of service in the most cost-effective manner at an acceptable level of risk. It involves data-driven decision-making and actions throughout the lifecycle of assets.
- 4.3. **Asset Management Plan** is a plan that documents and specifies how the organizational objectives are to be converted into AM objectives, the approach for developing AM plans and the role of the asset management system in supporting the achievement of AM objectives.
- 4.4. **Asset Management System** is a set of interrelated and interacting elements of an organization, including the AM policy, AM objectives, AM Strategy, AM Plans and the processes to achieve these objectives.
- 4.5. **Capitalization Threshold** is the value of a Town infrastructure asset at or above which the Town will capitalize the value of it and below which it will expense the value of it.
- 4.6. **Green Infrastructure Asset** means an infrastructure asset consisting of natural or human-made elements that provide ecological and hydrological functions and processes and includes natural heritage features and systems, parklands, stormwater management systems, street trees, urban forests, natural channels, permeable surfaces and green roofs.
- 4.7. **Life cycle** in this policy means phases involved in the management of an asset, including identifying, planning, designing, installing, maintaining, inspecting, operating, rehabilitating, refurbishing, disposing, decommissioning and reporting.
- 4.8. **Life cycle data** refers to the cost, performance and risk data collected and managed through business processes required to help make well informed, evidence-based decisions in all phases of an asset's life cycle.
- 4.9. **Level of Service** refers to the parameters which reflect social, political, environmental and economic outcomes that an organization delivers from their assets.
- 4.10. **Operating Costs** means the aggregate costs, including energy costs, of operating a municipal infrastructure asset over its service life.
- 4.11. **Service Life** means the total period which a municipal infrastructure asset is in use or is available to be used.

Other common definitions, acronyms, and terms are available in the Glossary located on the Town's Policies webpage.

5. INTERPRETATIONS

Any reference in this policy to any statute or any section of a statute shall, unless expressly stated, be deemed to be reference to the statute as amended, restated or re-enacted from time to time. Any references to a by-law or Town policy shall be deemed to be a reference to the most recent passed policy or by-law and any replacements thereto.

6. GENERAL CONDITIONS

The Asset Management approach will strive to develop and maintain an AM System to ensure the right balance of strategy, assets, resources and business processes to deliver established levels of service through an optimized risk-based decision-making approach.

6.1. **Guiding Principles**

The Infrastructure for Jobs and Prosperity Act, 2015 sets out principles to guide decisions respecting infrastructure in municipalities in Ontario. The following principles will be incorporated, whenever possible, into decisions:

- 6.1.1. **Forward Looking:** The Town should take a long-term view while considering demographic and economic trends in the region.
- 6.1.2. **Budgeting and Planning:** The Town should take into account any applicable budgets or fiscal plans, such as fiscal plans released under the Fiscal Transparency and Accountability Act, 2004, and the Budgets adopted under Part VII of the Municipal Act, 2001.
- 6.1.3. **Prioritizing:** The Town should clearly identify infrastructure priorities which will drive investment decisions.
- 6.1.4. **Economic Development:** The Town should promote economic competitiveness, productivity, job creation, and training opportunities.
- 6.1.5. **Transparency:** The Town should be evidence-based and transparent. Additionally, subject to any prohibitions under the Act or otherwise law on the collection, use or disclosure of information, the town should make decisions with respect to infrastructure based on information that is publicly available or made available to the public, and share information with implications on infrastructure and investment decisions with the Government and broader public sector entities.
- 6.1.6. **Environmentally Conscious:** The Town should minimize the impact of infrastructure on the environment by respecting and helping maintain ecological and biological diversity, augmenting resilience to the effects of climate change, and endeavoring to make use of acceptable recycled aggregates.

- 6.1.7. **Health and Safety:** The Town should ensure that the health and safety of workers involved in the construction and maintenance of infrastructure assets is protected.
- 6.1.8. **Community Focussed:** The Town should promote community benefits, being the supplementary social and economic benefits arising from an infrastructure project that are intended to improve the well-being of a community affected by the project, such as local job creation and training opportunities, improvement of public spaces within the community, and promoting accessibility for persons with disabilities.
- 6.1.9. **Innovation:** The Town should strive to create opportunities to make use of innovative technologies, services, and practices, particularly where doing so would utilize technology, techniques and practices developed in Ontario.
- 6.1.10. **Integration:** The Town should, where relevant and appropriate, be mindful and consider the principles and content of non-binding provincial or municipal plans and strategies established under an Act or otherwise, in planning and making decisions surrounding the infrastructure that supports them.
- 6.1.11. **Consistency:** The Town should ensure the continued provision of core public services.

6.2. **Asset Management Plan**

- 6.2.1. The Town's Asset Management Plan should support and align with the strategic goals and plans of the Town and outline the approach to continuous improvement and adoption of appropriate practices regarding asset management planning.
- 6.2.2. The AM Plan should be considered in development of the Town's budgets and long-term financial plans.

6.3. **Community Planning and Stakeholder Engagement**

The Town recognizes the importance of community planning and stakeholder engagement, as an integral component of a comprehensive asset management approach. Accordingly, the Town should foster informed dialogue with the community and various parties using the best information available and providing opportunities to give input in asset management planning; and coordinating efforts with other infrastructure asset owning agencies such as municipal bodies and regulated utilities. Best efforts will be used to align asset management planning with any of Ontario's land use planning framework. Cross-referencing the Towns Official Plan and the Asset Management Plan will strive to ensure that development occurs within the Town's means through an understanding of current and future asset needs.

6.4. **Climate Change**

Climate change should be considered as part of the Town's risk management approach embedded in asset management planning methods. This approach should balance the potential cost of vulnerabilities to climate change impact and other risks with the cost of

reducing these vulnerabilities. Actions should be taken in addition to acquiring or modifying assets based on greenhouse gas reduction targets. The Town should make efforts to strike a balance between its organizational capacity, financial and stakeholder support, and the local risks and vulnerabilities related to climate change such as operations and increased maintenance schedules, levels of service and lifecycle management, and disaster planning. The Town should continue to work with the Region to support climate change mitigation and adaptation.

6.5. **Scope and Capitalization Thresholds**

The service rendered by an asset should be the determining factor in whether or not to include it in asset management plans. It is the assets whose role in service delivery requires deliberate management by the Town that should thus be included in the asset management plan. The threshold used to determine which assets are to be included in the asset management plan, is therefore a guideline for the application of Council-endorsed principles in professional judgement. This qualitative approach is unlike the quantitative and dollar value based methodology prescribed in the tangible asset policy.

6.6. **Financial Planning and Budgeting**

The Town should integrate asset management planning into the annual capital budget, operating budget, and its long-term financial plans, including water and wastewater financial plans. The asset management plan should be used as a resource in order to identify all potential revenues and costs (including operating, maintenance, replacement and decommissioning) associated with forthcoming infrastructure asset decisions. The Town should incorporate the consideration of the cost impact of future capital assets, including the impact of future operating costs; and incorporate alternative funding strategies where possible.

6.7. **Annual Review of Asset Management Planning Process**

In accordance with O Reg 588/17 9.(1) of the Asset Management Planning For Municipal Infrastructure Act, Council should conduct an annual review of its asset management progress on or before July 1 in each year, starting the year after the Town's 2025 asset management plan is completed. This annual review should be contained within the annual budget documentation.

7. **RESPONSIBILITIES**

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

- 7.1.1. Approve by resolution the Asset Management Plan and its updates.
- 7.1.2. Adopt policy and strategic plans in support of AM.
- 7.1.3. Maintain the necessary corporate capacity to support the AM System; including but not limited to staff resources, supporting technology systems and equipment.
- 7.1.4. Set priorities for Asset Management and articulating community values.
- 7.1.5. Approve asset funding through the capital and operating plans and budgets.

- 7.2. The **CAO** has the authority and responsibility to:
- 7.2.1. Maintain compliance with the Asset Management Policy and provincial asset management regulations.
 - 7.2.2. Develop and maintain a governance structure by appointing cross-functional representatives to lead the development of asset management tools and practices, and to oversee their application across the organization.
 - 7.2.3. Implementation of related policies, procedures, guidelines and practices.
- 7.3. **Directors** have the authority and responsibility to:
- 7.3.1. Identify all revenues and costs (including operation, maintenance, replacement, and decommission) associated with infrastructure asset decisions, including additions and deletions.
 - 7.3.2. Establish departmental accountability and responsibility for asset inventory (including operationally significant assets), condition, use and performance.
 - 7.3.3. Recommend levels of service that balance customer expectations with risk, affordability and timing constraints
 - 7.3.4. Monitor the performance of the assets and track the effectiveness of AM practices with a view to continuous improvement
 - 7.3.5. Consult with stakeholders where appropriate through planning processes.
 - 7.3.6. Conduct on-going review of related policies.
 - 7.3.7. Seek funding and service delivery opportunities to address infrastructure investment pressures.
- 7.4. The **Treasurer** has the authority and responsibility to:
- 7.4.1. Develop and maintain financial plans for the appropriate level of maintenance, rehabilitation, extension and decommissioning of assets.
 - 7.4.2. Report on status of the AM Program through budget and financial reporting.
- 7.5. **Supervisors and Managers** have the authority and responsibility to:
- 7.5.1. Develop and maintain asset inventories.
 - 7.5.2. Assess infrastructure condition and service levels.
 - 7.5.3. Recommend and monitor infrastructure replacement requirements.
 - 7.5.4. Lead the implementation of AM policy within their division and allocate appropriate resources.
- 7.6. **Asset Management Coordinator** have the authority and responsibility to:
- 7.6.1. Provide corporate-wide leadership in asset management practices and concepts
 - 7.6.2. Project manage the delivery of prioritized asset management improvement tasks.

7.7. **Staff** have the responsibility to:

7.7.1. Observe any requirements of the AM policy or any AM procedures associated with AM practices. This includes following asset management requirements for data collection.

8. REFERENCES AND RELATED DOCUMENTS

- 8.1. Asset Management Planning for Municipal Infrastructure, O. Reg. 588/17
- 8.2. Infrastructure for Jobs and Prosperity Act, 2015, S.O. 2015, c. 15
- 8.3. Building Together – Guide for Municipal Asset Management Plans
- 8.4. Town of Amherstburg Emergency Response Plan
- 8.5. Planning Act, R.S.O. 1990
- 8.6. Town of Amherstburg Official Plan



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF THE CAO

Mission Statement: As stewards of the Town of Amherstburg, we strive to improve the quality of life of all residents through the delivery of effective, efficient, and affordable services.

Table with 2 columns: Author's Name, Report Date, Author's Phone, Date to Council, Author's E-mail, Resolution #.

To: Mayor and Members of Town Council
Subject: Amherst Pointe Association Recognition Plaque

1. RECOMMENDATION:

It is recommended that:

- 1. A plaque recognizing the 100 year anniversary of the Amherst Pointe Association BE PROVIDED to the Association in recognition of 100 years of place-making and civic pride that has been promoted by the residents of the area.

2. BACKGROUND:

The Amherst Pointe Association was formed in May of 1923 by the residents of Woodbridge, Mickle and Scott Drives and continues to operate today. Members pay annual dues that go towards the upkeep of easements and street signs and hold a community pot luck dinner each summer.

The Town of Amherstburg received a request to recognize the 100 year anniversary of the Amherst Pointe Association (Commemorated between May of 2023 and May of 2024) by placing a plaque recognizing that milestone alongside the existing historic plaque. In response to this request, on January 29, 2024, Council moved the following motion:

Council Resolution # 20240129-015

That:

- 1. The Amherst Pointe Association's 100th anniversary BE RECOGNIZED by Council; and,

2. Administration **BE DIRECTED** to bring back a report identifying the costs for the donation of a plaque to the Amherst Pointe Association noting the 100th anniversary of the association.

3. **DISCUSSION:**

The Amherst Pointe Association is a community group of landowners who have promoted and supported local residents through community building and communications to engender a sense of belonging and place-making that is desirable in all communities. Modelling such behaviour, the association has helped to build a pride in ownership of the associated lands and those residents in the area develop stronger bonds and a sense of community.

The recognition of the 100 year anniversary of the Amherst Pointe Association by way of a plaque and decorative stone marker can be accomplished for under \$2,500. Such efforts promote and encourage associations and community groups that contribute to the fabric of society by engendering a sense of belonging, turning a series of streets into a community through place-making.

The 100 year recognition plaque would be similar in design and size of the existing 1967 Commemorative plaque currently located at the beach entrance along Mickle Drive. Much like the existing, the new plaque would be flush mounted on an armour stone. The proposed wording on the plaque would be:

**The Town of Amherstburg recognizes the
100 year anniversary
Of the Amherst Pointe Association.**



Figure 1 – Existing 1967 Commemorative plaque.

4. **RISK ANALYSIS:**

There is little risk inherent in proceeding with this recognition. Risks that do exist, such as long-term maintenance costs, replacement values and other such elements will not be the responsibility of the Town, in accordance with the terms of this donation.

5. FINANCIAL MATTERS:

Administration has sought pricing for the creation of a plaque mirroring the original recognition plaque that the Association received and the stone it would be affixed to and the cost is not expected to exceed \$2,500. The Heritage Committee budget includes a budget for the acquisition of heritage plaques for designated homes, and is actively working through the backlog of same. It is recommended that a portion of those funds be set aside to acquire this plaque and recognition.

The plaque and stone would then be donated to the Amherst Pointe Association and the terms of that donation would indicate that this is a one-time contribution and that maintenance, replacement and other such future considerations would be the responsibility of the Amherst Pointe Association following the donation.

6. CONSULTATIONS:

Dave Llewellyn, President, Amherst Pointe Association
 Mary Caton, Vice President, Amherst Pointe Association

7. CORPORATE STRATEGIC ALIGNMENT:

Vision: Preserving our past while forging our future.

<i>Amherstburg Community Strategic Plan 2022 - 2026</i>	
<p style="text-align: center;">PILLAR 1 Deliver Trusted & Accountable Local Government</p> <ul style="list-style-type: none"> <input type="checkbox"/> Improve trust between council and staff, and residents, by strengthening governance and internal accountability structures. <input type="checkbox"/> Deliver transparent and efficient financial management. <input checked="" type="checkbox"/> Increase effective communication and engagement with residents. <input type="checkbox"/> Develop our staff team, resources, and workplace culture. <input type="checkbox"/> Continue to deliver strong core municipal services. <input type="checkbox"/> Ensure Amherstburg is an inclusive accessible and welcoming community committed to reconciliation. 	<p style="text-align: center;">PILLAR 3 Encourage Local Economic Prosperity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Encourage development of commercial and industrial lands. <input type="checkbox"/> Continue to promote local tourism industry, especially overnight accommodation. <input type="checkbox"/> Continue to facilitate downtown development for residents and visitors. <input type="checkbox"/> Continue to leverage partnership opportunities with other provincial, federal, and local governments, agencies, and organizations.
<p style="text-align: center;">PILLAR 2 Invest in Community Amenities and Infrastructure</p>	<p style="text-align: center;">PILLAR 4 Shape Growth Aligned with Local Identity</p>

<ul style="list-style-type: none"> <input type="checkbox"/> Maintain safe, reliable and accessible municipal infrastructure and facilities. <input type="checkbox"/> Increase access to recreation opportunities for all ages. <input type="checkbox"/> Finalize and execute plans for town-owned lands (e.g. Duffy's site, Belle Vue) <input type="checkbox"/> Create public access to water and waterfront <input type="checkbox"/> Prioritize opportunities to reduce environmental impacts of Town operations and increase Town resilience to climate change. 	<ul style="list-style-type: none"> <input type="checkbox"/> Define and communicate a vision for the Town's future and identity. <input type="checkbox"/> Promote and plan for green and "climate change ready" development. <input type="checkbox"/> Review and implement policies that promote greater access to diverse housing. <input type="checkbox"/> Protect the Town's historic sites and heritage. <input type="checkbox"/> Preserve the Town's greenspaces, agricultural lands, and natural environment.
--	---

8. CONCLUSION:

The placement of a plaque in recognition of the 100 year anniversary of the Amherst Pointe Association will supports place-making and civic pride. It is therefore recommended that the Town recognize this achievement by purchasing and placing a plaque to commemorate the 100 year anniversary, as the group enters their 101st year.



 Kevin Fox
Clerk / Risk Manager

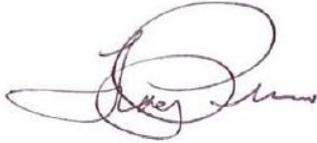


 Adam Coates
Planner, Heritage and Urban Development

Report Approval Details

Document Title:	Amherst Pointe Association Recognition Plaque.docx
Attachments:	
Final Approval Date:	Jun 26, 2024

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



Tracy Prince



Valerie Critchley



Kevin Fox



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF THE CAO

Mission Statement: As stewards of the Town of Amherstburg, we strive to improve the quality of life of all residents through the delivery of effective, efficient, and affordable services.

Author's Name: Sarah Sabihuddin	Report Date: June 19, 2024
Author's Phone: 519-736-0012 ext. 2216	Date to Council: July 8, 2024
Author's E-mail: ssabihuddin@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: School Crossing Guard Feasibility Study - Report

1. RECOMMENDATION:

It is recommended that:

1. Based on the results of the Crossing Guard Feasibility Study conducted by Hrycay Consulting Engineers Inc., the Town's Crossing Guard Program **BE MAINTAINED** based on current service levels at the following three crossing locations:
 - a) Richmond Street & Fryer Street (AM & PM)
 - b) Victoria Street & Hamilton Drive (AM & PM)
 - c) Richmond Path, near 252 Richmond Street (AM & PM)
2. The School Crossing Guard Policy **BE AMENDED** as presented;
3. Administration **BE DIRECTED** to include in the 2025 Operating Budget, for consideration, an annual contribution of \$2,000 to the Plans and Studies reserve to undertake a School Crossing Guard Feasibility Study every 5 years as outlined in the School Crossing Guard Policy.

2. BACKGROUND:

In August 2018, the Town of Amherstburg retained HRYCAY Consulting Engineers Inc. (HCEI) to conduct an initial school crossing guard feasibility study. This study evaluated

current and potential crossing guard locations within the Town, providing a comprehensive assessment based on data collected at that time.

This feasibility report and corresponding staff report came to Council on July 13, 2020 and the following resolution was passed:

Resolution: 20200713-206

That:

1. Based on the results of Crossing Guard Feasibility Study conducted by Hrycay Consulting Engineers Inc. the Town's Crossing Guard Program **BE REDUCED** to 3 crossing locations based on a 35-pedestrian warrant, identified as:
 - a. Richmond Path (at, or near 252 Richmond Street);
 - b. Richmond Street and Fryer Street; and,
 - c. Victoria Street and Hamilton Drive
2. Administration **BE DIRECTED** to investigate alternative solutions, where necessary, and propose options in future budgets for locations where crossing guard services will no longer be provided.

On September 11, 2023, Council directed Administration to promptly prepare a report on the crossing guard study for Council's review. Subsequently, on October 10, 2023, Council passed the following motion:

Resolution: 20231010-005

That:

1. Administration **BE DIRECTED** to engage the WPS Amherstburg Detachment to undertake proactive enforcement activities in school zones at the commencement of each school year and periodically;
2. A public education campaign **BE LAUNCHED** for the community prior to the beginning of each school year and periodically;
3. Any recommendations of the Traffic Master Plan **BE CONSIDERED** with regards to traffic calming measures in school zones when this study is completed; and,
4. Funding for a revised School Crossing Guard feasibility study and use of a traffic engineer to **BE CONSIDERED** during the 2024 Budget deliberations.

Following 2024 budget deliberations and approval as well as the completion of the procurement processes Administration engaged Hrycay Consulting Engineers Inc in March 2024 and requested them to conduct a follow-up study. This follow-up included new data collection and the application of the previously developed warrants to ensure the continued safety and effectiveness of the Town's crossing guard program. The findings of this recent study have informed the current recommendations for the program, ensuring that crossing guard services are provided at the most critical locations.

The Town's program currently consists of 3 crossing locations and currently employs 7 guards inclusive of alternates.

3. DISCUSSION:

In Spring 2024, HCEI evaluated Eight (8) current or past locations and one (1) potential crossing site in alignment with those sites previously studied. These locations were:

1. Richmond & Victoria
2. Richmond & Fryer
3. Simcoe & Fryer
4. Fryer & Pickering
5. Sandwich & Richmond
6. Victoria & Hamilton
7. Simcoe & Victoria
8. Richmond Path, near 252 Richmond
9. Alma & Victoria (Potential)

Study Methodology:

Data collection was carried out over a six-week period from April 10th to May 16th, 2024. In accordance with the OTC school Crossing Guard Guide, no data was recorded on atypical days:

- First and last week of school;
- Winter break;
- Spring break;
- Statutory, public and “elective” holidays such as Remembrance Day;
- Days that precede or follow a holiday break;
- Days that precede or follow a weekend (i.e., Monday and Friday)
- Professional Activity (PA) days;
- Days that precede or follow a PA day;
- Days with special events at the school such as a concert or track and field;
- Days with inclement weather.

HCEI also considered any amount of rain as inclement weather, including very light rain. Site visits were not performed on any days where inclement weather was predicted on the radar, and recounts were performed in the event of unexpected light rain being encountered during data collection.

As indicated by HCEI, pedestrian and vehicle counts were conducted during AM and PM school peak periods, and the study applied both the Exposure Index Method and Gap Study Method, depending on the crossing type. In addition, HCEI maintained the established threshold of 40 pedestrians crossing during a peak period to warrant a crossing guard in conformance with the recommendations of the Ontario Traffic Council School Crossing Guide.

In this study, "pedestrians" refers to elementary school children from kindergarten to Grade 5, per the OTC School Crossing Guard Guide. To manage the subjectivity of estimating ages, any pedestrian appearing under 15 was considered elementary school age. This may result in slightly higher pedestrian volume totals.

Keeping in line with past practice at the Town of Amherstburg and previous Council direction, Administration is recommending maintaining the threshold of 35 pedestrians.

This adjustment recognizes the need for flexibility by lowering the threshold from the standard 40 pedestrians to 35, ensuring continued adherence to Council's directive while still prioritizing pedestrian safety. Maintaining this reduced threshold demonstrates a balanced approach that considers both safety requirements and practical implementation.

Key Findings:

Crossing Guard location warrants were developed using the Exposure Index Method, the Gap Study Method, and pedestrian volumes, with a threshold of 40 pedestrians. Based solely on existing traffic and pedestrian volumes, most crossings in the Town of Amherstburg would not require crossing guards at their current locations. However, if the warrants are met for a given period (either AM or PM), based on pedestrian volume and gaps, it is then recommended that a Crossing Guard be stationed at that location for that period.

Of the existing crossing locations observed and based on observed pedestrian volumes and the developed warrants HCEI is recommending that crossing guards are being stationed at 3 locations which are: Richmond Street & Fryer Street, Victoria Street & Hamilton Drive, Richmond Path, near 252 Richmond Street. Due to these locations meeting the warrants for either the AM or PM we are recommending that they are staffed for both periods of time.

Policy Amendments

In addition to conducting the Council-directed crossing guard feasibility study, Administration reviewed the Crossing Guard Policy to ensure uniformity and consistency with the current Council-approved policy framework and the warrant analysis methodology used in the study. The policy was also updated to align with current Town employment and recruitment practices and administrative responsibilities, and to ensure a 5-year review schedule for Town policy.

4. RISK ANALYSIS:

The implementation of, and the adherence to, the feasibility study conducted by the HCEI regarding the deployment of crossing guards has significantly mitigated a tangible and pressing risk that the municipality had been grappling with in the past regarding this program.

Historically the Town of Amherstburg has experienced difficulties in the recruitment and retention of crossing guard and has experienced shortages which present significant risks to pedestrian safety, particularly for school children. The role of a crossing guard, owing to its limited daily hours, less than full-year schedule, and exposure to all weather conditions and outdoor environment, is not often seen as an attractive employment opportunity. Since the Council directed reduction of crossing guards from 9 to 3 in 2020. The Town has managed to utilize its existing roster to service the reduced number of crossings and maintain alternates.

If Council does not support the recommendations in this report to maintain the service level for crossing guards and instead increases the level of service then there are a number of key risks that may emerge. Consequently, the Town may be faced with pronounced risk by taking on activities which provide an enhanced level of service but for which consistent and reliable expectations around service and safety could become compromised due to resource challenges. Some risks could include the following:

Difficulties in Recruiting and Retention of Crossing Guards: Recruiting crossing guards is inherently challenging due to the nature of the job. The larger a program becomes, the more people are required to be trained and maintained in an on-call position, in order that the program can run effectively. Lower pay, intermittent hours (up to 2 hours a day), and exposure to adverse weather conditions make these positions unattractive. Additionally, an alternate needs to be available at a moments notice but has no guaranteed income. This difficulty in recruitment leads to chronic shortages, impacting the overall effectiveness and reliability of the crossing guard program.

Inconsistent Availability and Intermittent Coverage:

The shortage of crossing guards can lead to inconsistent availability and intermittent coverage at critical crossing locations. This inconsistency increases the risk of accidents, as drivers and pedestrians may not reliably anticipate the presence of a crossing guard. Unreliable coverage can erode public confidence in the safety measures provided by the town, leading to decreased compliance with crossing rules by both pedestrians and drivers.

Offering a program for which the Town cannot maintain a consistent and reliable level of service increases the Town's potential liability should an incident occur at a crossing location where a guard is said to be offered but is not for whatever the reason. Applying a level of service that includes providing consistent and reliable crossing guard services for the 3 locations identified by HCEI's study will limit the Town's risk and illustrate due diligence.

Public Perception and Trust:

Persistent crossing guard shortages can damage public perception and trust in the town's commitment to pedestrian safety. Parents and community members may become increasingly concerned about the safety of school routes, potentially leading to decreased walking or biking to school and increased car traffic, which can further exacerbate traffic congestion and safety issues around schools. The deployment of fixed, permanent traffic safety elements often provides a more reliable level of service compared to crossings that rely solely on crossing guards.

Legal and Liability Issues:

The Town may face legal and liability issues if accidents occur at crossings that are supposed to be monitored by a crossing guard as identified in HCEI's data informed traffic study. Failure to provide adequate safety measures could result in legal action and potential financial penalties. Additionally, the town's reputation could suffer, impacting its ability to implement other safety and community initiatives effectively.

Operational Challenges:

The administration and management of the crossing guard program in the past became increasingly challenging with staff shortages. Coordinating schedules, managing absences, and ensuring coverage across multiple locations require significant administrative effort. This can divert resources from other essential services, projects and initiatives and strain the town's operational capacity.

Maintaining consistency in the adopted standards for crossing guard placement is crucial for ensuring pedestrian safety and upholding the town's legal and operational integrity. The reliance on data-driven service standards, such as those established by the Exposure Index Method and Gap Study Method, provides a robust and evidence-based framework for decision-making.

Adhering to these standards not only enhances the effectiveness and reliability of the crossing guard program but also offers legal protection by demonstrating a commitment to systematically addressing safety concerns. Consistent application of these criteria ensures that the town's actions are defensible and based on objective data, thereby reducing liability risks and reinforcing public trust in the town's commitment to pedestrian safety.

5. FINANCIAL MATTERS:

The proposed recommendation maintains existing service levels, and does not impact the current budget for the School Crossing Guard Program.

Given the requirement to undertake a School Crossing Guard Feasibility Study every five years as outlined in the School Crossing Guard Policy the Town will need to budget for future traffic studies as proposed and commit an annual contribution of \$2,000 to the Plans & Studies reserve.

If Council supports the recommendations in this report then there would be a financial impact of \$2,000 annual to ensure the availability of funds for the committed 5-year traffic study for the School Crossing Guard Program for the Town of Amherstburg.

Should a change in service level be contemplated, there would be a commensurate impact on the associated budget areas. At this time, no funds have been identified for such a service level change and therefore would need to be funded from Town reserves. Although, reserves may contain adequate funding to address such concerns, these funds are regularly identified as insufficient to cover the costs associated with the reserves stated intent and so the cumulative impact of drawing down reserves continues to worsen the financial position of the Town of Amherstburg to meet its funding obligations.

6. CONSULTATIONS:

- HCEI was engaged to perform the crossing guard feasibility study.
- The Director of Corporate Services / CFO was consulted with respect to financial impacts and the policy revisions.

- Managers of Human Resources were consulted with respect to staff related impacts and policy revisions.
- Clerk / Risk Manager was consulted with respect to identification of Town Risks and associated liabilities.

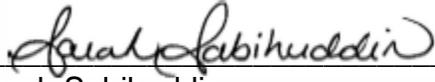
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8. CONCLUSION:

It is recommended that the findings of HRYCAY Consulting Engineers Inc. be followed and the Towns Crossing Guard Program maintain existing service levels. Further, it is recommended that the amended School Crossing Guard Policy be adopted to align with the Town's policy framework and continuous improvement processes. Finally, the funds utilized to undertake future studies be budgeted as an annual contribution increase to the Plans and Studies Reserve to offset the associated costs in any given year.



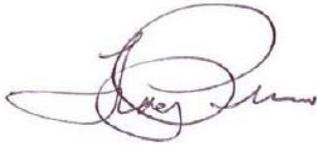
Sarah Sabihuddin

Deputy Clerk

Report Approval Details

Document Title:	School Crossing Guard Feasibility Study.docx
Attachments:	- M465 - Amherstburg School Crossing Feasibility Study - Final Report - 2024-06-19.pdf - 2024 06 19 - Crossing Guard - (Clean) FINAL DRAFT RM.pdf
Final Approval Date:	Jun 27, 2024

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



Tracy Prince



Valerie Critchley



Kevin Fox

Report for

**SCHOOL CROSSING GUARD
FEASIBILITY STUDY
2024 UPDATE AND REVIEW**

Submitted by:

HCEI Consulting Engineers Inc.
1725 North Talbot Road, Windsor, ON N9A 4J6

Submitted to:

Corporation of the Town of Amherstburg

June 19, 2024

Executive Summary

A school crossing is defined by the OTC School Crossing Guard Guide as a location supervised by a school crossing guard that has been recommended through a combination of a site inspection and a warrant evaluation process.¹ The role of the school crossing guard is to direct and supervise the movement of pedestrians (students) across a public road by creating necessary gaps in vehicular traffic to provide safe passage at a designated school crossing location.² The key to a successful and effective school crossing guard policy is clarity, consistency, and conformity.

Hrycay Consulting Engineers Inc. (HCEI) performed the initial School Crossing Guard Feasibility Study for the Town of Amherstburg (Town) in 2020 in order to suitably evaluate and respond to future issues and requests related to school crossing guards. The Town requested an updated study with new data collection and warrant analysis for the same sites evaluated in 2020, which include nine (9) crossings located throughout the town:

1. Richmond Street & Victoria Street South
2. Richmond Street & Fryer Street
3. Simcoe Street & Fryer Street
4. Fryer Street & Pickering Drive
5. Sandwich Street South & Richmond Street
6. Victoria Street South & Hamilton Drive
7. Simcoe Street & Victoria Street South
8. Richmond Street Path, near 252 Richmond Street
9. Alma Street & Victoria Street

The study followed a systematic method that involved data collection, synthesis of information, analysis of exposure warrants, and assessment of the subject crossing locations. Two warrant methods were used: the Exposure Index Method and the Gap Study Method. The OTC School Crossing Guard Guide establishes a minimum threshold of 40 pedestrians during the school peak periods when considering whether or not to provide a crossing guard treatment, and notes that a lower value may be used at the discretion of each municipality. For the purposes of this analysis, a threshold of 40 pedestrians as per the recommendation of the OTC Guide was used.

The Exposure Index method studies the interaction and conflict between vehicular and pedestrian volumes.³ HCEI used the 85th percentile warrant graphs prepared during the 2020 study to evaluate the new data and identify locations where this threshold was met. This method is used to determine the necessity of a school crossing guard at existing or proposed locations by using

¹ Ontario Traffic Council School Crossing Guard Guide, May 2017, pg. 5

² Ontario Traffic Council School Crossing Guard Guide, May 2017, pg. 5

³ Ontario Traffic Council School Crossing Guard Guide, May 2017, pg. 5

the established threshold, which was based on a combination of vehicle volumes, pedestrian volumes, and crossing conflicts. The Exposure Index method is appropriate for controlled crossings, which are defined as locations with stop or yield control, pedestrian crossover (PXO) locations, intersection pedestrian signals (IPS), mid-block pedestrian signals (MPS), or full traffic control signals (TCS).⁴

The Gap Study Method uses site observations to establish a safe gap threshold for pedestrians to cross, and compares the available gaps in traffic to this threshold to determine the location's suitability for a crossing guard.⁵ This method is used for uncontrolled crossings, which are locations where pedestrians do not have the right-of-way and are required to wait for a safe gap in traffic to cross.⁶

In addition to providing recommendations for the nine observed crossing locations, steps are outlined within this report which can be followed to aid in the analysis of crossing locations in the future using the developed warrants and/or study methods. These steps include:

1. Creating a site visit schedule and determining the peak periods.
2. Preparing physical copies of the appropriate warrant template(s).
3. Recording interactions at the crossing location and completing the template. Field work is limited to documenting pedestrian and vehicular volumes, and the video footage is used for counting gaps when using the Gap Study method.
4. Determine whether the given location meets the threshold based on the Exposure Index and/or Gap Study method, in conjunction with other factors, to ultimately assess whether the location is suitable for crossing guard treatment.

HCEI undertook a safety review of each of the existing crossing locations. It was found that intersection legs with stop signs experienced occasional rolling stops, especially at lower traffic intersections. However, these instances were not significant enough to necessitate a stop compliance study or to increase enforcement at these locations.

Existing signage including No Stopping, No Parking, and School Crossing were observed at all crossing locations, and no location was found to be deficient in required signage. This signage should be incorporated, along with all necessary pavement markings, at any future locations in conformance with the Ontario Traffic Manual.

Data was collected during morning and afternoon peak periods. The Town did not require a mid-day peak assessment as that is not a service level that is currently offered, and two of the three schools within the study area do not permit students to leave the property during nutrition breaks.

Of the existing crossing locations observed and based on pedestrian volumes and the developed warrants, 0% of the locations are recommended for a crossing guard during the morning peak period, and 33% during the afternoon peak period.

⁴ Ontario Traffic Council School Crossing Guard Guide, May 2017, pg. 6

⁵ Ontario Traffic Council School Crossing Guard Guide, May 2017, pg. 6

⁶ Ontario Traffic Council School Crossing Guard Guide, May 2017, pg. 7

It is recommended that the Town remove school crossing guards at locations deemed unwarranted and investigate alternative solutions. These alternative solutions include reviewing the walk and flashing don't walk times at signalized intersections, installing traffic calming devices and/or conducting signal warrants and all-way stop control warrants. Further study of respective locations is recommended to determine the appropriate alternative solutions on a case-by-case basis.

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Appendices

Appendix A – Exposure Index Method and Gap Study Method Templates

Appendix B – Town of Amherstburg Exposure Index

1.0 Introduction

1.1 Project Background

In August, 2018, the Town of Amherstburg (Town) retained HRYCAY Consulting Engineers (HCEI) to conduct the initial school crossing guard feasibility study of current and potential crossing guard locations located in the Town of Amherstburg. In March, 2024, the Town requested a follow-up study be conducted by HCEI with new data collection and application of the developed warrants.

The purpose of this updated study was to determine if these school crossing guard locations are warranted. Major tasks of this study included:

- Review of applicable updates to current crossing guard standards and policies;
- Updated review and data collection for eight (8) existing crossings and one (1) potential crossing as identified in the initial feasibility study, including pedestrian and vehicular movement counts for AM and PM crossing periods. Data collection is limited to one day of peak hour data collection per crossing location;
- Warrant analysis of 8 existing crossings and 1 potential crossing locations using the previously developed Exposure Index and Gap Study methods;
- Provide crossing treatment recommendations at the identified locations;
- Review of conditions at existing and proposed crossings for safety concerns and propose recommended improvements; and
- Draft and final report containing our findings and recommendations for the Town's use.

1.2 Study Area

Eight (8) existing school crossing locations were studied, as outlined below:

1. Richmond Street & Victoria Street South
2. Richmond Street & Fryer Street
3. Simcoe Street & Fryer Street
4. Fryer Street & Pickering Drive
5. Sandwich Street South & Richmond Street
6. Victoria Street South & Hamilton Drive
7. Simcoe Street & Victoria Street South
8. Richmond Street Path, near 252 Richmond Street

One (1) potential school crossing location was studied, as outlined below:

9. Alma Street & Victoria Street

Figure 1 illustrates the location of each existing crossing that was investigated during this study.



Figure 1 - Crossing Locations

1.3 Study Methodology

The study followed a systematic method that involved data collection, synthesis of information, review of exposure warrants, and analysis of the subject crossing locations.

Pedestrian and vehicle counts, along with site information, were collected over a 6-week period from April 10th to May 16th, 2024. From this information, school crossing warrants were developed using either the Exposure Index Method or the Gap Study Method, depending on the type of crossing, in conjunction with observed pedestrian volumes at each crossing. These warrants and volume thresholds were applied to the subject crossing locations to determine whether crossing facilities were justified.

In accordance with the OTC school Crossing Guard Guide, no data was recorded on the following atypical days:

- First and last week of school;
- Winter break;
- Spring break;
- Statutory, public and “elective” holidays such as Remembrance Day;
- Days that precede or follow a holiday break;
- Days that precede or follow a weekend (i.e., Monday and Friday)
- Professional Activity (PA) days;
- Days that precede or follow a PA day;

- Days with special events at the school such as a concert or track and field; and
- Days with inclement weather.⁷

HCEI considered any amount of rain as inclement weather, including very light rain. Site visits were not performed on any days where inclement weather was predicted on the radar, and recounts were performed in the event of unexpected light rain being encountered during data collection.

1.4 Material Reviewed

The following materials were referred to in the review of the intersections:

- Ontario Traffic Council School Crossing Guard Guide (May 2017 Edition)
- Highway Traffic Act (HTA) section 176
- OTM Book 5: Regulatory Signs
- OTM Book 6: Warning Signs
- OTM Book 11: Pavement, Hazard and Delineation Markings
- OTM Book 12: Traffic Signals
- OTM Book 15: Pedestrian Crossing Treatments

2.0 Existing Conditions

The first phase of the study began with the collection of background data. Over the course of six weeks, site inspections were performed during the morning and afternoon school peak periods. These 60-minute periods were provided by the Town and were influenced by the start time and dismissal time of adjacent schools. Site inspections were only performed on typical school days, as defined in the OTC School Crossing Guard Guide and Section 1.3 of this report.

HCEI used the template documents that were created for the initial School Crossing Guard Feasibility Study in 2020 to collect the necessary data for both Exposure Index Method and Gap Study Method evaluations. Data collection templates for each method can be found in Appendix A.

2.1 Data Collection: Exposure Index Method

The Exposure Index method was used for signalized, all-way stop-controlled, and minor street stop-controlled crossing facilities.⁸ The number of pedestrians and number of conflicting vehicle movements for the leg of the intersection of interest were recorded in 5-minute intervals at existing school crossing guard locations.

⁷ Ontario Traffic Council School Crossing Guard Guide, May 2017, pg. 17

⁸ Ontario Traffic Council School Crossing Guard Guide, May 2017, pg. 19

2.2 Data Collection: Gap Study Method

The Gap Study method was used for uncontrolled legs of an intersection, and is applied to determine if there are sufficient gaps in traffic for pedestrians to cross. Developing this method requires the calculation of a safe gap time (SGT), which is equal to:

$$\text{Safe Gap Time} = (\text{Preception \& Reaction Time}) + (\text{Crossing Time}) + (\text{Group Factor Time})^9$$

The number of pedestrians and duration of gaps (in seconds) for the leg of the intersection of interest were recorded in 5-minute intervals. For each interval, the number of gaps equal to or larger than the safe gap time were recorded, with gaps expressed in increments per the OTC School Crossing Guard Guide, if required. For example, if a gap was recorded to be three times larger than the safe gap, this is noted as three gaps that are equal to or larger than the safe gap time.

3.0 Warrant Analysis

Following the field visits and data collection, crossing guard warrants were analysed. As discussed, there are two warrant types, based on the crossing control: the Exposure Index Warrant, and the Gap Study Warrant.

3.1 Exposure Index Warrant

The data used in the Exposure Index warrant was derived from the critical leg and crossing period of each intersection. The critical leg and crossing period is defined as the intersection leg with the highest cross-product of conflicting vehicle movements and pedestrian crossings for a given period. By using the critical leg for the exposure index warrant, it ensures that the crossing location that poses the greatest risk to pedestrians is considered; if the critical leg is not satisfied by the warrant process, then all other legs of the intersection would similarly not be satisfied.

The OTC developed a screening tool template for the Exposure Index method, which was used for the initial study in 2020 to generate the 85th percentile curve of the critical data. This curve represents the threshold for future determinations of school crossing guard locations. The critical data from the 2024 study were input into the appropriate table of the Exposure Index screening tool. Separate screening tools were established for signalized intersections, all-way stop controlled intersections, and minor-street stop controlled intersections, and each depict a unique threshold curve related to the 85th percentile data.

If the plotted data point was above the 85th percentile curve, then the Exposure Index warrant was met. Conversely, if the resulting point was below the 85th percentile curve, then the Exposure Index warrant was not met.

In either case, other factors such as minimum student crossing volumes, collision hazard reporting frequency, visibility, number of gaps available at urban locations, and proximity to a school are considered when ultimately recommending a location for a crossing guard.

⁹ Ontario Traffic Council School Crossing Guard Guide, May 2017, pg. 39

The Exposure Index Screening Tool can be found in Appendix B. A digital Microsoft Excel copy of the warrant document has been included with this submission.

3.2 Gap Study Method

The Gap Study method requires there to be sufficient gaps in traffic for pedestrians to safely cross at that location. Using the safe gap time that was calculated for each intersection (see Section 2.0), the proportion of 5-minute intervals with less than four safe gaps was determined as a percentage of total intervals in the study period.

If more than 50 percent of the 5-minute intervals had fewer than four safe gaps, the gap study threshold was met. Conversely, if fewer than 50 percent of the 5-minute intervals had less than four safe gaps, the gap study threshold was not met. In either case, other factors such as minimum student crossing volumes, collision hazard reporting frequency, visibility, and proximity to a school are considered when ultimately recommending a location for a crossing guard.

3.3 Minimum Pedestrian Crossing Volumes

The minimum pedestrian crossing volume is the minimum number of school-age pedestrians crossing during the school peak periods and is used in conjunction with the Exposure Index and Gap Study methods to evaluate the need for crossing guards. This minimum value ensures a consistent method of evaluation, and allows municipalities to focus their resources at school crossings where pedestrian use is higher.¹⁰

Since this study is evaluating the warrant for school crossing locations, “pedestrians” is in reference to elementary school age pedestrians from kindergarten to Grade 5, in accordance with the OTC School Crossing Guard Guide. In Ontario, these students are generally between the ages of 4 and 10. The study team recognizes that it is not reasonable to survey the age of every pedestrian using a given intersection in order to perform an exact count of pedestrians within the kindergarten to Grade 5 bracket. To account for the subjectivity of estimating pedestrian ages, the study team considered any pedestrian appearing to be under the age of 15 to qualify as elementary school age for the purposes of this study. As a result of this approach, the pedestrian volume totals may skew higher than the actual pedestrian volume totals.

The OTC School Crossing Guard Guide establishes a threshold of 40 pedestrians during the school peak periods, and notes that a lower value may be used at the discretion of each municipality. For the purposes of this analysis, a threshold of 40 pedestrians as per the recommendation of the OTC Guide was used for this study.

Table 1 includes the total number of pedestrians for each intersection location evaluated, as a sum of all pedestrian volumes at an intersection. All legs in which a pedestrian was observed crossing during the relevant peak period was evaluated by HCEI using either the Exposure Index or Gap Study methods. Since school crossing guards are able to provide treatment to any leg of the intersection while being stationed during the peak period, HCEI elected to evaluate the total number of pedestrians at each location to determine warrants based on pedestrian volumes, rather than considering the pedestrian volumes at each intersection leg, which were considerably lower. This provides a broader threshold for determining eligibility for crossing guard locations.

¹⁰ Ontario Traffic Council School Crossing Guard Guide, May 2017, pg. 40

Table 1: Total Number of Pedestrians

Location	AM	PM
Richmond Street & Victoria Street South	20	33
Richmond Street & Fryer Street	33	58
Simcoe Street & Fryer Street	11	10
Fryer Street & Pickering Drive	12	28
Sandwich Street South & Richmond Street	0	10
Simcoe Street & Victoria Street	9	10
Victoria Street & Hamilton Drive	32	42
Richmond Street Path, near 252 Richmond Street	38	49
Alma Street & Victoria Street	8	9

4.0 Evaluation of Crossings

The following is an evaluation of the existing and potential crossings within the Town using the warrant process. Any leg of the intersection that was used by pedestrians to cross was observed.

4.1 Richmond Street & Victoria Street South

Control Type: All Way Stop
Applicable Study Type: Exposure Index
Critical Leg Identified: East Leg (Richmond Street)
Crossing Guard Present: No

Richmond Street is an urban two-lane road that runs generally east-west with a posted speed limit of 50 km/h. Sidewalks are present on both sides of the road to the west of Victoria Street South and only on the north side of the road to the east of Victoria Street South. Victoria Street South is an urban two-lane road that runs generally north-south with a posted speed limit of 50 km/h. Sidewalks are present on both sides of the road to the south of Richmond Street and only on the east side of the road to the north of Richmond Street.

Table 2: Exposure Index Summary, East Leg (Richmond Street)

Peak Period	85 th Percentile Threshold Warrant	Number of Pedestrians Observed	Warrant based on Pedestrians
Morning (8:15 – 9:15 a.m.)	No	20	No
Afternoon (3:00 – 4:00 p.m.)	No	33	No

4.2 Richmond Street & Fryer Street

Control Type: All Way Stop
Applicable Study Type: Exposure Index
Critical Leg Identified: North Leg (Fryer Street)
Crossing Guard Present: Yes

Richmond Street is an urban two-lane road that runs generally east-west with a posted speed limit of 50 km/h. A sidewalk is present on the north side of the road. Fryer Street is an urban two-lane road that runs generally north-south with a posted speed limit of 40 km/h. Sidewalks are present on both sides of the road.

Table 3: Exposure Index Summary, North Leg (Fryer Street)

Peak Period	85 th Percentile Threshold Warrant	Number of Pedestrians Observed	Warrant based on Pedestrians
Morning (8:15 – 9:15 a.m.)	Yes	33	No
Afternoon (3:00 – 4:00 p.m.)	Yes	58	Yes

4.3 Simcoe Street & Fryer Street

Control Type: Traffic Signal
Applicable Study Type: Exposure Index
Critical Leg Identified: East Leg (Simcoe Street)
Crossing Guard Present: No

Simcoe Street is an urban two-lane road that runs generally east-west with a posted speed limit of 50 km/h. No sidewalks are present. There are paved multi-use trails on both sides of the road. Fryer Street is an urban two-lane road that runs generally north-south with a posted speed limit of 50 km/h. Sidewalks are present on both sides of the road.

Table 4: Exposure Index Summary, East Leg (Simcoe Street)

Peak Period	85 th Percentile Threshold Warrant	Number of Pedestrians Observed	Warrant based on Pedestrians
Morning (8:15 – 9:15 a.m.)	Yes	11	No
Afternoon (3:00 – 4:00 p.m.)	Yes	10	No

4.4 Fryer Street & Pickering Drive

Control Type: All Way Stop
Applicable Study Type: Exposure Index
Critical Leg Identified: North Leg (Fryer Street)
Crossing Guard Present: No

Fryer Street is an urban two-lane road that runs generally north-south with a posted speed limit of 40 km/h. Sidewalks are present on both sides of the road to the north of Pickering Drive and only on the west side of the road to the south of Pickering Drive. Pickering Drive is an urban two-lane road that runs generally east-west with a posted speed limit of 50 km/h. A sidewalk is present on the north side of the road.

Table 5: Exposure Index Summary, North Leg (Fryer Street)

Peak Period	85 th Percentile Threshold Warrant	Number of Pedestrians Observed	Warrant based on Pedestrians
Morning (8:15 – 9:15 a.m.)	Yes	12	No
Afternoon (3:00 – 4:00 p.m.)	Yes	28	No

4.5 Sandwich Street South & Richmond Street

Control Type: Traffic Signal
Applicable Study Type: Exposure Index
Critical Leg Identified: North Leg (Sandwich Street South)
Crossing Guard Present: No

Sandwich Street South is an urban three-lane road that runs generally north-south with a posted speed limit of 50 km/h. There consists one-left and one-right turning lane at this intersection. Sidewalks are present on both sides of the road. Richmond Street is an urban two-lane road that runs generally east-west with a posted speed limit of 50 km/h. There consists one-left and one-right turning lane at the west leg of this intersection. Sidewalks are present on both sides of the road.

Table 6: Exposure Index Summary, North Leg (Sandwich Street South)

Peak Period	85 th Percentile Threshold Warrant	Number of Pedestrians Observed	Warrant based on Pedestrians
Morning (8:15 – 9:15 a.m.)	Yes	0	No
Afternoon (3:00 – 4:00 p.m.)	Yes	10	No

4.6 Victoria Street & Hamilton Drive

Control Type:	Minor Stop Control on Hamilton Drive
Safe Gap Time:	15.5s
Applicable Study Type:	Gap Study & Exposure Index
Critical Leg Identified:	South Leg (Victoria Street) (Exposure Index Method) South Leg (Victoria Street) (Gap Analysis Method)
Crossing Guard Present:	Yes

Victoria Street is an urban two-lane road that runs generally north-south with a posted speed limit of 50 km/h. A sidewalk is present on the east side of the road. Hamilton Drive is an urban two-lane road that runs generally east-west with a posted speed limit of 50 km/h and is controlled by a stop sign. A sidewalk is present on the south side of the road.

As per the OTC School Crossing Guard Guide for minor street stop-controlled intersections, pedestrians crossing the minor stop-controlled street (i.e., parallel to the major through street) should be evaluated using the Exposure Index method. Pedestrians crossing the major through street rely on gaps in the free-flow traffic, and also are exposed to conflicting movements. As a result, crossings at the uncontrolled legs of the intersection can be evaluated using either the Gap Study method or Exposure Index method. Since the south leg of Victoria Street at this crossing location is a through leg that are not controlled by traffic control devices, it is reasonable to evaluate the intersection using both warrants, as illustrated below.

Table 7: Exposure Index Summary, South Leg (Victoria Street)

Peak Period	85 th Percentile Threshold Warrant	Number of Pedestrians Observed	Warrant based on Pedestrians
Morning (8:15 – 9:15 a.m.)	Yes	32	No
Afternoon (3:00 – 4:00 p.m.)	Yes	42	Yes

Table 8: Gap Analysis Summary, South Leg (Victoria Street)

Peak Period	% of Intervals Not Meeting Gap Threshold	Warrant based on Gaps	Number of Pedestrians Observed	Warrant based on Pedestrians
Morning (8:15 – 9:15 a.m.)	17%	Likely	32	No
Afternoon (3:00 – 4:00 p.m.)	17%	Likely	42	Yes

Note: During the observed study periods, a crossing guard was present and active at this location, which affected the measurement proportion of gap intervals less than the safe gap time. As shown in the above table, both the morning and afternoon peak periods were measured at 17% due to the presence of the crossing guard, and the afternoon period met the minimum threshold for pedestrian volumes. Therefore, it is likely that the afternoon period would meet both the exposure warrant and the minimum pedestrian volumes in the absence of a posted crossing guard.

4.7 Simcoe Street & Victoria Street

Control Type: Minor Stop Control on Victoria Street
 Pedestrian Crossover Level 2 Type C at west leg of Simcoe Street

Applicable Study Type: Exposure Index

Critical Leg Identified: West Leg (Simcoe Street)

Crossing Guard Present: No

Simcoe Street is an urban two-lane road that runs generally east-west with a posted speed limit of 50 km/h. A sidewalk is present on the north side of the road. The pedestrian crossing on Simcoe Street on the west side of the intersection is signalized with flashing lights and auditory indicators for pedestrians. Victoria Street is an urban two-lane road that runs generally north-south with a posted speed limit of 50 km/h. A sidewalk is present on the west side of the road.

Table 9: Exposure Index Summary, West Leg (Simcoe Street)

Peak Period	85 th Percentile Threshold Warrant	Number of Pedestrians Observed	Warrant based on Pedestrians
Morning (8:15 – 9:15 a.m.)	Yes	9	No
Afternoon (3:00 – 4:00 p.m.)	Yes	10	No

4.8 Richmond Street Path, near 252 Richmond Street

Control Type: Uncontrolled

Safe Gap Time: 14s

Applicable Study Type: Gap Study

Crossing Guard Present: Yes

Richmond Street is an urban two-lane road that runs generally east-west with a posted speed limit of 50 km/h. Sidewalks are present on both sides of the road.

Table 10: Gap Analysis Summary, Richmond Street Path

Peak Period	% of Intervals Not Meeting Gap Threshold	Warrant based on Gaps	Number of Pedestrians Observed	Warrant based on Pedestrians
Morning (8:15 – 9:15 a.m.)	0%	Likely	38	No
Afternoon (3:00 – 4:00 p.m.)	0%	Likely	49	Yes

Note: During the observed study periods, a crossing guard was present and active at this location, which affected the measurement of gap intervals less than the safe gap time. As shown in Table 10, both the morning and afternoon peak periods were measured at 0% due to the presence of the crossing guard, and both periods met the minimum threshold for pedestrian volumes. Therefore, it is likely that the morning and afternoon period would meet both the exposure warrant and the minimum pedestrian volumes in the absence of a posted crossing guard.

4.9 Alma Street & Victoria Street (Potential Crossing)

Control Type:	Minor Stop Control on Victoria Street
Safe Gap Time:	15.5s
Applicable Study Type:	Gap Study & Exposure Index (Alma Street) Exposure Index (Victoria Street)
Critical Leg Identified:	South Leg (Victoria Street) (Exposure Index Method) East Leg (Alma Street) (Gap Analysis Method)
Crossing Guard Present:	No

Alma Street is an urban two-lane road that runs generally east-west with a posted speed limit of 50 km/h. Sidewalks are present on both sides of the road. Victoria Street is an urban two-lane road that runs generally north-south with a posted speed limit of 50 km/h. A sidewalk is present on the east side of the road. Victoria Street is controlled by stop signs.

As per the OTC School Crossing Guard Guide for minor street stop-controlled intersections, pedestrians crossing the minor stop-controlled street (i.e., parallel to the major through street) should be evaluated using the Exposure Index method. Pedestrians crossing the major through street rely on gaps in the free-flow traffic, and also are exposed to conflicting movements. As a result, crossings at the uncontrolled legs of the intersection can be evaluated using either the Gap Study method or Exposure Index method. Since the east & west legs of Alma Street at this crossing location are through legs that are not controlled by traffic control devices, it is reasonable to evaluate the intersection using both warrants, as illustrated below.

Table 11: Exposure Index Summary, South Leg (Victoria Street)

Peak Period	85 th Percentile Threshold Warrant	Number of Pedestrians Observed	Warrant based on Pedestrians
Morning (8:15 – 9:15 a.m.)	Yes	8	No
Afternoon (3:00 – 4:00 p.m.)	Yes	9	No

Table 12: Gap Analysis Summary, East Leg (Alma Street)

Peak Period	% of Intervals Not Meeting Gap Threshold	Warrant based on Gaps	Number of Pedestrians Observed	Warrant based on Pedestrians
Morning (8:15 – 9:15 a.m.)	58%	Yes	8	No
Afternoon (3:00 – 4:00 p.m.)	92%	Yes	9	No

4.10 Summary of Warrant Study for Crossings

Table 13 summarizes the warrant determined by HCEI in accordance with the requirements of the Town and the OTC School Crossing Guard Guide for crossing guards at each intersection studied and for each peak period. It is recommended that if the warrant or minimum requirements are met for a given period (i.e. based on pedestrian volume or gaps), then a crossing guard be stationed at that location for that period.

Table 13: Summary of Crossing Guard Warrants

Intersection and Period	Pedestrian Volumes Satisfied	85 th Percentile Warrant Satisfied	Gap Warrant Satisfied	Recommendation for Treatment
Richmond Street & Victoria Street				
AM	No	No	Not applicable	No treatment
PM	No	No	Not applicable	No treatment
Richmond Street & Fryer Street				
AM	No	Yes	Not applicable	No treatment
PM	Yes	Yes	Not applicable	Crossing guard
Simcoe Street & Fryer Street				
AM	No	Yes	Not applicable	No treatment
PM	No	Yes	Not applicable	No treatment
Fryer Street & Pickering Drive				
AM	No	Yes	Not applicable	No treatment
PM	No	Yes	Not applicable	No treatment
Sandwich Street South & Richmond Street				
AM	No	Yes	Not applicable	No treatment
PM	No	Yes	Not applicable	No treatment
Victoria Street South & Hamilton Drive				
AM	No	Yes	Likely	No treatment
PM	Yes	Yes	Likely	Crossing guard
Simcoe Street & Victoria Street				
AM	No	Yes	Not applicable	No treatment
PM	No	Yes	Not applicable	No treatment
Richmond Street Path, near 252 Richmond Street				
AM	No	Not applicable	Likely	No treatment
PM	Yes	Not applicable	Likely	Crossing guard
Alma Street & Victoria Street*				
AM	No	Yes	Yes	No treatment
PM	No	Yes	Yes	No treatment

*Denotes potential crossing location

The OTC School Crossing Guard Guide provides alternative solutions to a crossing guard for locations where they are not warranted. Some of these solutions include:

- For signalized intersections, review walk and flashing don't walk times to ensure there is enough time for pedestrians to cross the intersection safely.
- Install traffic calming devices such as curb extensions, medians, and refuge islands.
- For all-way stop-controlled and minor street stop-controlled intersections, conduct signal warrants (OTM Book 12) and all-way stop control warrants (OTM Book 5) to determine the best type of control for the intersection.¹¹

5.0 Future Crossings

5.1 Evaluation Process for Future Crossings

Outlined below are the steps that should be followed to evaluate future crossings using the warrants and/or methods developed as part of this study. These processes are derived from the OTC School Crossing Guard Guide.

Step 1. Schedule Site Visits

Create a site visit schedule which complies with what the OTC School Crossing Guard Guide defines as a typical school day. According to the Guide, the following atypical days should be avoided:

- First and last week of school;
- Christmas break;
- Spring break;
- Statutory, public and "elective" holidays such as Remembrance Day;
- Days that precede or follow a holiday break;
- Days that precede or follow a weekend (i.e., Monday and Friday)
- Professional Activity (PA) days;
- Days that precede or follow a PA day;
- Days with special events at the school such as a concert or track and field; and
- Days with inclement weather.¹²

In addition, obtain the peak periods for each intersection. All peak periods should be visited on the same day to ensure consistency.

¹¹ Ontario Traffic Council School Crossing Guard Guide, May 2017, pg. 14

¹² Ontario Traffic Council School Crossing Guard Guide, May 2017, pg. 17

Step 2. Prepare Materials

Prepare physical copies of the appropriate warrant template(s), which can be found in Appendix A. Recall that the Exposure Index is used for controlled and uncontrolled intersection legs, and the Gap Study for uncontrolled legs. It is recommended to bring extra copies of each template as more than one leg of the intersection may have crossing pedestrians.

Other recommended materials/equipment to bring onsite include:

- Video camera
- Charging cord for camera
- Pens/Pencils
- Clipboard
- Measuring tape/Measuring wheel
- Folding chair
- Watch/Cell phone
- Compass

Step 3. Attend The Study Site and Set Up for Study

Arrive onsite approximately 10-15 minutes before the start of the peak period. Complete the first page of the template, and fill out the 5-minute time intervals and conflicting movements on the second page. Set up the video camera so there is a clear visibility of all intersection legs.

Step 4. Perform the Study

At the start of the peak period, start recording on the video camera and begin documenting the number of pedestrians crossing and number of each type of conflicting vehicle movements for the intersection leg of interest. Keep track of the time and ensure documentation in the correct row according to the time interval. Continue in this manner for the duration of the period.

It is recommended to only focus on one leg of the intersection at a time when in the field. If it was found that pedestrians crossed at more than one leg of the intersection, document this additional information using the video footage at a later time. In addition, it is recommended that the gaps are measured and counted post-recording when using the Gap Study Method to maximize accuracy. Field work is limited to recording pedestrian and vehicular volumes.

Step 5. Perform Data Analysis and Warrant Application

Exposure Index Warrant (for controlled and uncontrolled legs):

1. Input the data from the critical intersection leg into the digital copy of the Exposure Index which was provided with this report. The method to determine the critical leg of the intersection is outlined in Section 3.0.
2. If the data point is above the 85th percentile curve, then the Exposure Index warrant is met.

3. Conversely, if the resulting point is below the 85th percentile curve, then the Exposure Index warrant is not met.
4. In either case, other factors such as minimum student crossing volumes, collision hazard reporting frequency, visibility, number of gaps available at urban locations, and proximity to a school are considered when ultimately recommending a location for a crossing guard.

Gap Study Warrant (For uncontrolled legs):

1. Determine the safe gap time, which is explained further in Section 2.0.
2. Record gaps less than the safe gap time with a tally mark (I).
3. Record gaps equal to or greater than the safe gap time and include the length of time of the gap, in seconds.
4. Sum the number of gaps greater than the safe gap time next to each interval row. Be sure to express gaps in increments, if required. For example, if a gap was recorded to be three times larger than the safe gap, this is noted as three gaps that are equal to or larger than the safe gap time.
5. If more than 50 percent of the 5-minute intervals had less than four safe gaps, the gap study threshold is met.
6. Conversely, if less than 50 percent of the 5-minute intervals had less than four safe gaps, the gap study threshold is met.
7. In either case, other factors such as minimum student crossing volumes, collision hazard reporting frequency, visibility, and proximity to a school are considered when ultimately recommending a location for a crossing guard.

6.0 Safety Analysis

6.1 Observed Conditions

Some rolling stops were observed at intersection legs with stop signs. Busier intersections with more vehicular traffic experienced fewer rolling stops. From the observed number of rolling stops, HCEI does not believe there to be sufficient evidence to initiate a stop compliance study at crossing locations to determine if additional enforcement is required.

All existing crossing locations have the recommended No Stopping/Parking Signs and School Crossing Signs in advance of the crossing.

All existing locations also have the appropriate pavement markings to clearly indicate the school crossings.

6.2 Crossing Treatment Recommendations for Future Crossing Locations

When designing a new school crossing, the following should be taken into consideration:

- Conduct a signal warrant (OTM Book 12) and pedestrian crossover warrant (OTM Book 15) to evaluate the adequate control type prior to installing the school crossing. Table 14 summarizes the required, desirable, and optional components of a designated supervised school crossing.
- No Stopping/Parking and School Crossing signage should be installed within the vicinity of the crossing. The appropriate School Crossing signage to install at various intersection types can be found in Section 7 of OTM Book 6 and are included in Table 14.

Table 14: Components of School Crossing, OTM Book 15

Required Components	Desirable Components	Optional Components
<ul style="list-style-type: none"> • Crossing Guard • School Crosswalk Markings for supervised crossing according to OTM Book 11 (different requirements for urban and rural locations) • School Crossing Sign (Wc-2, Wc-102) • School Crossing Tab Sign (Wc-2t, Wc-102t) • School Crossing Ahead Sign (Wc-2A, Wc-102A) • Crossing Ahead Tab sign (Wc-2At, Wc-102At) • Parking and other sight obstructions prohibition within at least 30 m of crossings • Stopping prohibition for a minimum of 15 m on each approach to the crossing, and 10 m following the crossing 	<ul style="list-style-type: none"> • Refuge Islands and Centre Medians with mandatory: <ul style="list-style-type: none"> • Pavement markings on approaches to obstructions • Keep Right Sign (Rb-25, Rb-125) • Object Marker Sign (Wa-33L) • School Zone Maximum Speed Sign (Rb-6) • School Zone Maximum Speed When Flashing Sign (Rb-6A) • Stopping prohibition for a minimum of 30 m on each approach to the crossing, and 15 m following the crossing 	<ul style="list-style-type: none"> • Raised Crosswalk • Textured Crosswalk • Advance Stop Bar • Safety elements including Barricades, Pedestrian Fencing, Gates, Walls, Bollards, and Barriers

- As per to OTM Book 11, “crosswalk markings for supervised school crosswalks or signalized intersections must conform to Figure 2. School crosswalks may be supplemented with signs and/or pavement markings warning of a school crossing ahead. Pavement markings stating “SCHOOL” or “SCHOOL XING” may be provided on both approaches to the school crossing. If used, advance warning text should be elongated to be legible at a distance. Text characters should be no less than 1.2 m long on roads with speeds under 50 km/h, and no less than 1.8 m long on other urban roads. Text legends consisting of more than one line must be arranged so that the first line is nearest to the road user approaching the crossing. Text markings must be centred laterally in the approach lane(s).”¹³

¹³ OTM Book 11, Pavement, Hazard and Delineation Markings, March 2000, pg. 97

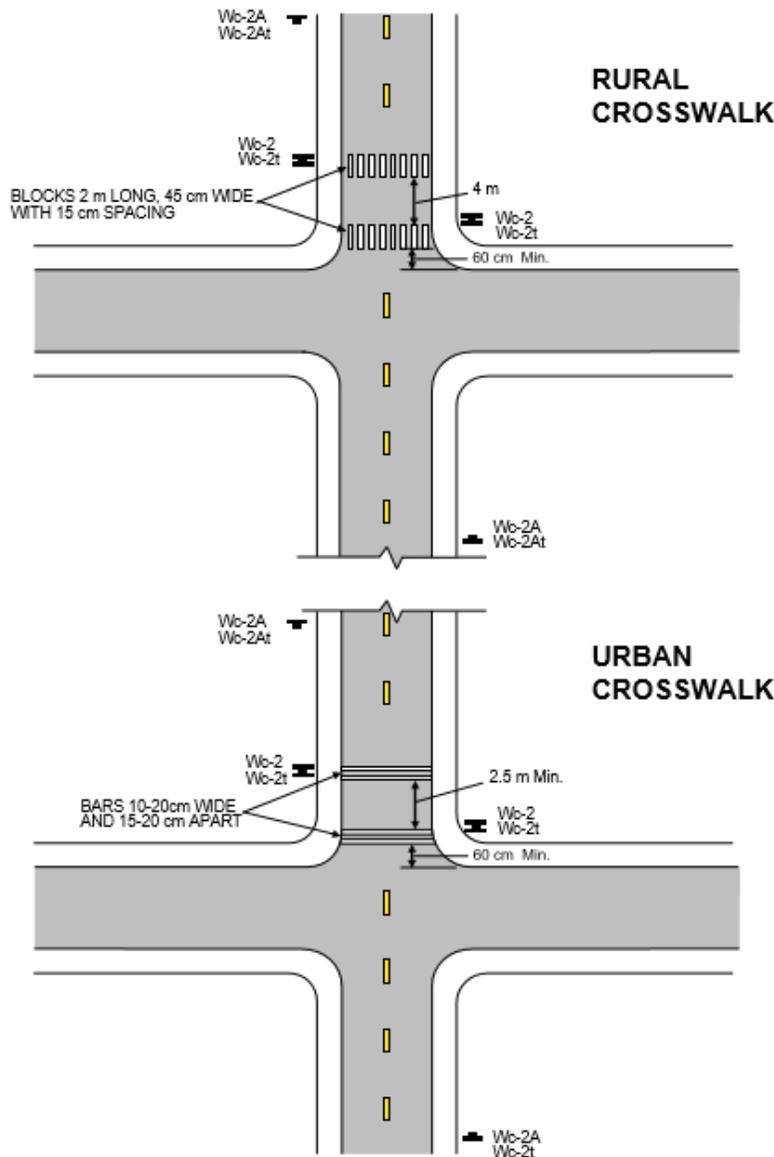


Figure 2 - School Crosswalks for Supervised Crossing, OTM Book 11

7.0 Summary

With the existing traffic and pedestrian volumes and using the established warrants and thresholds, many crossings throughout the Town of Amherstburg do not require crossing guards at locations where they are currently stationed. Crossing guard location warrants were developed based on the Exposure Index Method, Gap Study Method, and pedestrian volumes, for which a threshold of 40 pedestrians was used.

Of the existing crossing locations observed and based on pedestrian volumes and the developed warrants, 0% of the locations are recommended for a crossing guard during the morning peak period, and 33% during the afternoon peak period.

Locations where crossing guards are recommended, based on the warrant process, are as follows:

- Richmond Street & Fryer Street (PM)
- Victoria Street & Hamilton Drive (PM)
- Richmond Path, near 252 Richmond (PM)

In a comparison of the recommendations put forth in the original Crossing Guard Feasibility Study, we note the following changes:

- Richmond Street & Fryer Street recommendations remain the same, as this location met study thresholds for the afternoon period in both 2019 and 2024.
- Victoria Street & Hamilton Drive did not meet the study thresholds in 2019, and was added as a recommended crossing for the afternoon period based on 2024 data.
- Richmond Path, near 252 Richmond Street recommendations remain the same, as this location met study thresholds for the afternoon period in both 2019 and 2024.

Alternative solutions such as reviewing walk and flashing don't walk times, installing traffic calming devices, and conducting signal warrants and all-way stop control warrants should be considered where crossing guards are not recommended based on the parameters set forth in this study.

While conducting pedestrian and vehicle volume counts, the study team evaluated each location and confirmed compliance with signage and pavement markings requirements.

In terms of roadway safety, some rolling stops were observed at intersection legs with stop signs. Busier intersections with more vehicular traffic experienced fewer rolling stops. From the observed number of rolling stops, HCEI does not believe there to be sufficient justification to initiate a stop compliance study at crossing locations to determine if additional enforcement is required.

Analysis has shown that often, school crossing controls requested by the public are costly, unnecessary, and are liable to decrease the respect for actual warranted controls. This in turn tends to reduce the effectiveness of necessary controls. Providing crossing guards at warranted locations can ensure cost savings, effectiveness, and overall safety for pedestrians involved.

Respectfully submitted,



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8.0 References

“School Crossing Guard Guide”, Ontario Traffic Council, May 2017

“Regulatory Signs”, Book 5, Ontario Traffic Manual, December 2021

“Warning Signs”, Book 6, Ontario Traffic Manual, Queen’s Printer for Ontario, July 2001

“Pavement, Hazard and Delineation Markings”, Book 11, Ontario Traffic Manual, March 2000

“Traffic Signals”, Book 12, Ontario Traffic Manual, Queen’s Printer for Ontario, March 2012

“Pedestrian Crossing Treatments”, Book 15, Ontario Traffic Manual, Queen’s Printer for Ontario, June 2016

“Highway Traffic Act”, Section 176, December 2019, c. H.8

**Appendix A
Exposure Index Method and Gap Study
Method Templates**

Inspection Information			
Inspection Date:		Inspector:	
Inspection Start:		Inspection End:	
Weather:			
Site Information			
Type of Crossing:	<input type="checkbox"/> 4-way intersection <input type="checkbox"/> 3-way intersection <input type="checkbox"/> Midblock (i.e. not an intersection)		
Major Road:	Name	Minor Road:	Name
Travel Direction:		Travel Direction:	
Posted Speed Limit:		Posted Speed Limit:	
Avg. Road Width:		Avg. Road Width:	
Lane Configuration:	___ # of Left Turn Lanes ___ # of Through Lanes ___ # of Right Turn Lanes	Lane Configuration:	___ # of Left Turn Lanes ___ # of Through Lanes ___ # of Right Turn Lanes
Bike Lanes:	<input type="checkbox"/> Not Present <input type="checkbox"/> One Side: _____ <input type="checkbox"/> Both Sides	Bike Lanes:	<input type="checkbox"/> Not Present <input type="checkbox"/> One Side: _____ <input type="checkbox"/> Both Sides
Road Grade:	<input type="checkbox"/> Flat <input type="checkbox"/> Incline <input type="checkbox"/> Decline	Road Grade:	<input type="checkbox"/> Flat <input type="checkbox"/> Incline <input type="checkbox"/> Decline
Road Geometrics:	<input type="checkbox"/> Straight <input type="checkbox"/> Curved	Road Geometrics:	<input type="checkbox"/> Straight <input type="checkbox"/> Curved
Control Type:	<input type="checkbox"/> No Control <input type="checkbox"/> Stop <input type="checkbox"/> Yield <input type="checkbox"/> Traffic Signal <input type="checkbox"/> Pedestrian Signal	Control Type:	<input type="checkbox"/> No Control <input type="checkbox"/> Stop <input type="checkbox"/> Yield <input type="checkbox"/> Traffic Signal <input type="checkbox"/> Pedestrian Signal
Sidewalks:	<input type="checkbox"/> Not Present <input type="checkbox"/> One Side: _____ <input type="checkbox"/> Both Sides	Sidewalks:	<input type="checkbox"/> Not Present <input type="checkbox"/> One Side: _____ <input type="checkbox"/> Both Sides
Site Conditions			
School Signs	<input type="checkbox"/> School Area Signs	<input type="checkbox"/> School Crossing Signs	<input type="checkbox"/> Parking/Stopping Prohibition
Visibility of Crossing Pedestrians:	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor Comments: _____		
Sight Obstructions:	<input type="checkbox"/> Hedges <input type="checkbox"/> Newspaper Boxes	<input type="checkbox"/> Trees <input type="checkbox"/> Bus Shelter	<input type="checkbox"/> Fences <input type="checkbox"/> Other (specify): _____

Site Sketch:

(indicate north, major/minor street, crossing location, crosswalks, intersection controls, location of school relative to the intersection)

	Conflicting Vehicle Movements: <input type="checkbox"/> NB Left <input type="checkbox"/> EB Left <input type="checkbox"/> NB Through <input type="checkbox"/> EB Through <input type="checkbox"/> NB Right <input type="checkbox"/> EB Right <input type="checkbox"/> SB Left <input type="checkbox"/> WB Left <input type="checkbox"/> SB Through <input type="checkbox"/> WB Through <input type="checkbox"/> SB Right <input type="checkbox"/> WB Right
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Inspection Information			
Inspection Date:		Inspector:	
Inspection Start:		Inspection End:	
Weather:			
Site Information			
Type of Crossing:	<input type="checkbox"/> 4-way intersection <input type="checkbox"/> 3-way intersection <input type="checkbox"/> Midblock (i.e. not an intersection)		
Major Road:	Name	Minor Road:	Name
Travel Direction:		Travel Direction:	
Posted Speed Limit:		Posted Speed Limit:	
Avg. Road Width:		Avg. Road Width:	
Lane Configuration:	___ # of Left Turn Lanes ___ # of Through Lanes ___ # of Right Turn Lanes	Lane Configuration:	___ # of Left Turn Lanes ___ # of Through Lanes ___ # of Right Turn Lanes
Bike Lanes:	<input type="checkbox"/> Not Present <input type="checkbox"/> One Side: _____ <input type="checkbox"/> Both Sides	Bike Lanes:	<input type="checkbox"/> Not Present <input type="checkbox"/> One Side: _____ <input type="checkbox"/> Both Sides
Road Grade:	<input type="checkbox"/> Flat <input type="checkbox"/> Incline <input type="checkbox"/> Decline	Road Grade:	<input type="checkbox"/> Flat <input type="checkbox"/> Incline <input type="checkbox"/> Decline
Road Geometrics:	<input type="checkbox"/> Straight <input type="checkbox"/> Curved	Road Geometrics:	<input type="checkbox"/> Straight <input type="checkbox"/> Curved
Control Type:	<input type="checkbox"/> No Control <input type="checkbox"/> Stop <input type="checkbox"/> Yield <input type="checkbox"/> Traffic Signal <input type="checkbox"/> Pedestrian Signal	Control Type:	<input type="checkbox"/> No Control <input type="checkbox"/> Stop <input type="checkbox"/> Yield <input type="checkbox"/> Traffic Signal <input type="checkbox"/> Pedestrian Signal
Sidewalks:	<input type="checkbox"/> Not Present <input type="checkbox"/> One Side: _____ <input type="checkbox"/> Both Sides	Sidewalks:	<input type="checkbox"/> Not Present <input type="checkbox"/> One Side: _____ <input type="checkbox"/> Both Sides
Site Conditions			
School Signs	<input type="checkbox"/> School Area Signs	<input type="checkbox"/> School Crossing Signs	<input type="checkbox"/> Parking/Stopping Prohibition
Visibility of Crossing Pedestrians:	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor Comments: _____		
Sight Obstructions:	<input type="checkbox"/> Hedges <input type="checkbox"/> Newspaper Boxes	<input type="checkbox"/> Trees <input type="checkbox"/> Bus Shelter	<input type="checkbox"/> Fences <input type="checkbox"/> Other (specify): _____

Site Sketch:

(indicate north, major/minor street, crossing location, crosswalks, intersection controls, location of school relative to the intersection)

	Conflicting Vehicle Movements:
	<input type="checkbox"/> NB Left <input type="checkbox"/> EB Left <input type="checkbox"/> NB Through <input type="checkbox"/> EB Through <input type="checkbox"/> NB Right <input type="checkbox"/> EB Right <input type="checkbox"/> SB Left <input type="checkbox"/> WB Left <input type="checkbox"/> SB Through <input type="checkbox"/> WB Through <input type="checkbox"/> SB Right <input type="checkbox"/> WB Right

Appendix B
Town of Amherstburg Exposure Index

POLICY

	Policy:	School Crossing Guard		
	Department:	Office of the CAO		
	Division:	Clerk's Division	By-Law No:	N/A
	Administered By:	Clerk	Approval Date:	DRAFT
	Replaces	Crossing Guard – September 14, 2015		
	Attachment(s)	N/A		

1. POLICY STATEMENT

The Town of Amherstburg is dedicated to ensuring the safe and effective movement of students crossing the roadways. In line with this commitment, School Crossing Guards (SCGs), in conjunction with other safety measures, will be stationed at sites that adhere to the guidelines and best practices set forth by the Ontario Traffic Council (OTC) and Ontario Highway Traffic Act (HTA).

2. PURPOSE

This policy establishes the guidelines for the administration, evaluation, approval and implementation of the the SGC program.

3. SCOPE

- 3.1. This policy applies to Crossing Guards of the SCG program and those involved in the administration of the same.
- 3.2. This policy shall be reviewed every five (5) years from the date it becomes effective, or sooner at the discretion of the CAO or designate.

4. DEFINITIONS

- 4.1. **Controlled Crossing Location:** Refers to locations that include stop signs, intersection pedestrian signals, mid-block pedestrian signals, pedestrian crossovers or full traffic control signals. At controlled crossings, vehicles must obey the respective HTA regulations for each type of control. A school crossing in the absence of these controls is considered a controlled crossing only when the crossing is being supervised by a SCG.
- 4.2. **Exposure Index:** A warrant methodology that examines the level of interaction and conflict between vehicular and student pedestrian volumes. The Exposure Index method generates a graph based on historical trends at existing SCG locations. The graph is then used as the threshold for future crossing locations where a SCG may be required. The EI methodology is suitable for controlled crossing facilities that have conflicting movements between vehicular and student volumes.
- 4.3. **Gap Study Method:** An objective process that: (i) uses site observations to establish the safe gap threshold for pedestrians to cross a roadway, and (ii) measures the available gaps

along the roadway to determine if there are enough safe gaps. The Gap Study methodology is suitable for uncontrolled crossing facilities.

- 4.4. **Ontario Traffic Council (OTC):** Provides guidelines to address practices and procedures for SCG operations.
- 4.5. **School Crossing Guard (SCG):** A person directing the movement of students across a road by creating necessary gaps in vehicular traffic to provide safe passage at a designated school crossing location.
- 4.6. **Uncontrolled Crossing Location:** Locations where pedestrians do not have the right-of-way and must wait for a safe gap in traffic prior to attempting to enter the roadway.
- 4.7. **Warrant:** A consistent and uniform approach to the implementation of school crossing locations. It is used to determine where SCG's are needed, warrants are set by the OTC SCG Guide.
- 4.8. **Warrant Analysis:** An unbiased and consistent evaluation method of verifying whether one or multiple SCGs are required for an intersection or location.

5. **INTERPRETATIONS**

Any reference to this policy to any statute or any section of a statute shall, unless expressly stated, be deemed to be reference to the statute as amended, restated or re-enacted from time to time. Any references to a by-law or Town policy shall be deemed to be a reference to the most recent passed policy or by-law and any replacements thereto.

6. **GENERAL CONDITIONS**

6.1. **Assessment and Warrant of School Crossing Guard Locations**

- 6.1.1. A third-party traffic engineering consultant will be engaged by the Deputy Clerk every five (5) years to conduct a SCG feasibility study to determine if the existing SCG locations are warranted and as a means to respond to future issues and requests.
- 6.1.2. Warrant analysis of existing and potential or requested crossing will be conducted using the Exposure Index and Gap Analysis methods according to the OTC SCG guide.
- 6.1.3. Upon completion of the feasibility study, recommendations will be provided to Council. Assignments of SCG locations will be based on the results of the feasibility study and will remain in place until they are reassessed during the next scheduled feasibility study.

- 6.1.3.1. SCG locations affected by permanent school closures may be re-evaluated before the scheduled feasibility study to determine if they are still warranted.

6.2. **Recruitment and Employment**

- 6.2.1. Employment and recruitment processes will be established and maintained in accordance with adopted policies. The Deputy Clerk, in collaboration with Human Resources, will oversee the recruitment strategies, interviewing, and hiring processes for available SCG positions.
- 6.2.2. In addition to the established employment and recruitment protocols, SCGs must demonstrate their ability to meet the job requirements at the time of onboarding and periodically thereafter.
- 6.2.3. The roster must ensure a 2:1 ratio of school crossing guards to the number of crossing locations, plus one additional crossing guard, to provide a primary and an alternate for each location.
- 6.2.4. The Deputy Clerk shall assign primary crossing guard opportunities to employees based on tenure, starting with the most tenured employee. Remaining school crossing guards will be awarded alternate opportunities using the same criteria, to form an established alternate list.
- 6.2.5. Ongoing administration and supervision of the program will be assumed by the Deputy Clerk.

6.3. **Training and Education**

- 6.3.1. All new SCGs are required to complete onboarding training prior to commencing official duties. This training will include both on-site practical instruction and a review of Town policies, procedures, and relevant legislation as outlined in the established onboarding curriculum.
- 6.3.2. On-site practical instruction will be completed in the field by an experienced SCG selected by the Deputy Clerk.
 - 6.3.2.1. Training and instruction will take place at designated crossing locations and at different crossing types, such as:
 - a. Four-way stop intersections; and
 - b. Mid-block crosswalks;
- 6.3.3. Training and instruction will include, but not be limited to:
 - 6.3.3.1. Familiarization with the specific SGC location, including any unique characteristics or challenges;
 - 6.3.3.2. Managing the flow of both vehicle and pedestrian traffic to minimize delays and ensure safety;

- 6.3.3.3. Proper use of body language, eye contact and use of stop paddle to control traffic;
 - 6.3.3.4. Safe positioning when stepping into and off the road;
 - 6.3.3.5. Techniques for observing and reacting to vehicle behavior;
 - 6.3.3.6. Identifying potential hazards in the vicinity of the crosswalk, such as construction or obstructions;
 - 6.3.3.7. Strategies for mitigating these hazards and maintaining a safe crossing environment;
 - 6.3.3.8. Techniques for managing the crosswalk in various weather conditions, such as rain, snow, or extreme heat; and,
 - 6.3.3.9. Use of appropriate clothing and equipment to ensure visibility and safety.
- 6.3.4. Returning SCGs will be required to complete annual refresher training prior to the start of the school year.
- 6.3.5. In the event remedial training is necessary, in the sole opinion of the employer, the individual shall receive such training immediately and consecutively until the standard is met or determined that the individual is not capable of fulfilling the core competencies of the position.

6.4. **Attendance**

- 6.4.1. SCGs must be punctual, reliable and attend their designated shifts.

Hours worked are to be submitted to the Deputy Clerk or Designate according to the payroll schedule. Incidents of absenteeism and late arrivals must be reported to ensure pay is adjusted accordingly.

6.4.2. Shift Scheduling

- 6.4.2.1. In the event that a SCG is unable to attend their scheduled shift, the SCG must immediately contact a replacement crossing guard from the Alternate List. Call selection must be made in descending order of the established Alternate List.
- 6.4.2.2. Upon securing a replacement, the SCG must notify the Deputy Clerk of the change as soon as possible and document the change on their respective timesheet.
- 6.4.2.3. In the event that a replacement cannot be secured, the SCG must notify the Deputy Clerk as soon as possible.
- 6.4.2.4. Should a SCG fail to show up for their designated shift without just or reasonable cause and not provide notification, the SCG may be subject to disciplinary action.
- 6.4.2.5. The administration of leave of absence requests by SCGs shall comply with provisions specified under current Town policy.

6.4.3. Late Arrival

6.4.3.1. A SCG is considered late if they do not arrive at their designated work location at the scheduled time, including any last-minute alternate assignments. Late arrivals may be subject to progressive disciplinary action .

6.5. Clothing and Conduct

6.5.1. Clothing requirements and allowances for mandatory and recommended equipment shall be identified by the Deputy Clerks through a position specific needs assessment.

6.5.2. All such clothing and other mandatory equipment issued to SCGs shall:

6.5.2.1. Remain the property of the Town, unless otherwise specified;

6.5.2.2. Be maintained in a good and serviceable condition provided for their use;

6.5.2.3. Not be used or worn for purposes outside of active duty;

6.5.2.4. Not be loaned to any other person; and

6.5.2.5. Be returned upon termination or resignation.

6.5.3. School Crossing Guards shall report any loss or damage of issued clothing and other mandatory or recommended equipment to the Deputy Clerk.

6.5.4. Unless exigent circumstances exist, physical contact with a student shall be avoided. Exigent circumstances will be immediately reported to the Deputy Clerk.

6.5.5. School Crossing Guards must not leave their crossing early, even in the event that there are no children using the crossing.

6.5.5.1. Should a personal emergency arise in which a School Crossing Guard needs to leave their crossing, the Deputy Clerk must be notified immediately.

7. RESPONSIBILITIES

7.1. Council has the authority and responsibility to:

7.1.1. Adopt the School Crossing Guard Policy.

7.1.2. Review and approve recommendations based on feasibility studies or interim reviews.

7.2. The CAO has the authority and responsibility to:

7.2.1. Ensure compliance with the School Crossing Guard Policy.

7.3. Human Resources has the authority and responsibility to:

7.3.1. Ensure that employment opportunities and recruitment processes adhere to established policies.

- 7.4. The **Clerk** has the authority and responsibility to:
- 7.4.1. Oversee the operations of the School Crossing Guard Program; and,
 - 7.4.2. Serve as or appoint an alternate in the absence of the Deputy Clerk.
- 7.5. The **Deputy Clerk** has the authority and responsibility to:
- 7.5.1. Engage a third-party traffic engineering consultant to conduct a feasibility study.
 - 7.5.2. Provide a report to Council with recommendations based on the feasibility study.
 - 7.5.3. Determine the assignment of SCG to locations according to the policy.
 - 7.5.4. Assume ongoing administration and supervision of the SCG program.
 - 7.5.5. Ensure all onboarding and refresher training is provided prior to the commencement of the school year and remedial training as required.
 - 7.5.6. Identify clothing and equipment requirements and allowances through a needs assessment.
 - 7.5.7. Ensure issued clothing and equipment are returned upon resignation and receive reports on lost or damaged clothing/equipment.
- 7.6. **School Crossing Guards** are responsible for:
- 7.6.1. Ensuring their understanding and compliance with the policy and seek clarification where needed.
 - 7.6.2. Arriving to their designated crossing on time and remaining on duty until the end of the shift.
 - 7.6.3. Submitting accurate timesheets to the Deputy Clerk according to the established payroll schedule.
 - 7.6.4. Completing required onboarding, refresher and remedial training as required.
 - 7.6.5. Adhering to clothing requirements and use mandatory equipment issued by the Town.
 - 7.6.6. Conducting Crossing Guard duties in compliance with this policy, provided training, related sections of the Ontario Highway Traffic Act, Town By-laws and Policies, and any other legislation related to the conduct of Crossing Guards.
 - 7.6.7. Reporting any incidents occurring while on duty as a Crossing Guard to the Supervisor.

8. **LEGISLATIVE REFERENCES**

- 8.1. Ontario Traffic Council School Crossing Guard Guide
- 8.2. Ontario Highway Traffic Act, R.S.O., 1990



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF THE CAO

Mission Statement: As stewards of the Town of Amherstburg, we strive to improve the quality of life of all residents through the delivery of effective, efficient, and affordable services.

Table with 2 columns and 3 rows containing author information (Name, Phone, E-mail) and report details (Report Date, Date to Council, Resolution #).

To: Mayor and Members of Town Council

Subject: 2024 Asset Management Update

1. RECOMMENDATION:

It is recommended that:

- 1. The 2024 Asset Management Update report dated June 13, 2024 BE RECEIVED for information and;
2. The Risk Assessment Tool outlined in Appendix A of the 2024 Asset Management Update report dated June 13, 2024 BE APPROVED for use for assessing corporate asset risk and;
3. The development of the 2025 Asset Management Plan (AMP) BE AFFIRMED as:
a. Asset data be updated as defined in this report;
b. Risk be applied based on the Risk Matrix recommended for approval in this report and;
c. Levels of Service targets to remain as defined in the 2022;
4. The development of the 2025 Asset Management Plan (AMP) BE ALIGNED with the recommendations from the Audit and Finance Advisory Committee which were approved by Council on June 25, 2024, as:
a. Administration develop 10, 15 and 20 year models for new re-investment rates based on the 2025 asset management plan and that it be brought back to the Audit and Finance Advisory Committee for their review and recommendation to Council.

2. BACKGROUND:

There have been many obligations associated with Ontario Regulation 588/17 *Asset Management Planning for Municipal Infrastructure* since its adoption in 2017. To date, Council has achieved all of the requirements as set out in the legislation, which are outlined in the table below.

Requirement	CR #	Date
1. Every municipality shall prepare a strategic asset management policy by July 1, 2019.	20191209-526	2019-11-12
2. Every municipality shall prepare an asset management plan in respect of its core municipal infrastructure assets on or before July 1, 2022.	20220815-02	2022-08-15
3. Every municipality shall prepare an asset management plan in respect of all of other municipal infrastructure assets on or before July 1, 2024.	20220815-02	2022-08-15

The Town was proactive and completed all of the 2024 legislative requirements as part of the work during the 2022 Asset Management Plan (AMP).

The current final obligation under O. Reg 588/17 is to develop an AMP by July 1, 2025, which speaks to Council's desired level of service and the funding strategy related to achieving it. There are some key tasks which need to be completed in order to develop this AMP, specifically:

- Updating all of asset information changes since the 2022 AMP;
- Defining the future Levels of Service (LOS) for our assets and;
- Outlining the financial strategy to achieve the defined service levels.

The intention of this report is to update Council on the status of the Town's recent asset management efforts and to seek Council's direction in order for Administration to prepare the 2025 AMP.

3. DISCUSSION:

I. Recent Achievements in Asset Management (AM)

There have been many recent achievements in asset management (AM) in the Town.

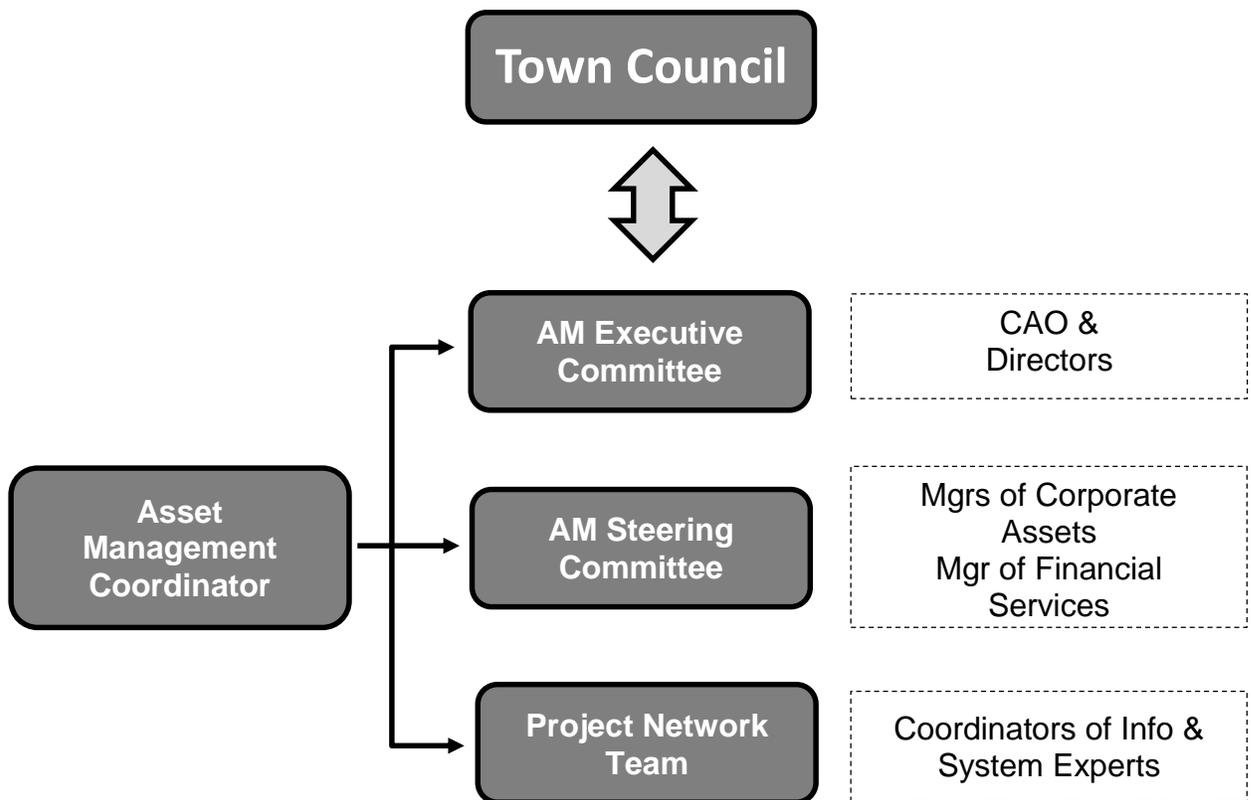
A. Asset Management Coordinator

The role of Asset Management Coordinator was approved in the 2023 operating budget and filled in November, 2023. This position has allowed an organizational focus and coordinated effort on asset management throughout the corporation. The Coordinator will continue to project manage asset management initiatives to advance the Town’s ability to attend to its assets while managing risk in a cost-effective manner. The intention of this position is to build internal knowledge and experience in Asset Management thereby reducing the need for third party consulting services to develop the Town’s Asset Management Plans. This position will also lead the corporation in improving our asset data information and creating consistency such that there is on-going decision-making support regarding asset investments, generally brought forward as part of the Capital Budget process as well as the Operational Budget, particularly when considering the appropriate level of transfers to reserves required to achieve Council’s approved Asset Management Plans.

B. Asset Management Governance Model

An internal Asset Management Governance Model has been initiated by the CAO and senior management team to ensure corporate consistency and engagement.

Figure 1 – Asset Management Governance Model



The **AM Executive Committee**, chaired by the **CAO**, is responsible for setting the high-level vision and objectives to meet Council’s directives. They will work collaboratively to provide direction on strategic issues of asset management across the organization.

The **AM Steering Committee** is responsible for providing leadership in delivering the vision and associated objectives. They will establish specific priorities and objectives and direct resources towards these goals.

The **Project Network Team** is a cross-departmental team that will implement the AM priorities and objectives.

The **Asset Management Coordinator** will support the various levels of the governance model and facilitate AM practices within the organization.

C. Development of a Risk Assessment Tool

A key component of the 2025 AMP is to assess the risk related to our assets in order to prioritize lifecycle strategy funding.

The purpose of the proposed risk assessment tool, in Appendix A, is to have a method to apply an enterprise-wide rating of risk across all of the different assets and areas within the corporation. The tool defines the levels of risk as a product of both probability and consequence. Each of the factors are defined so that a consistent approach can be taken during the risk evaluation.

The tool was developed based on risk factors commonly identified across municipalities. Based on consultation with senior management and the asset management steering committee, the thresholds for each of the defined consequences are reflective of Administration’s professional recommendation of the factors which would be relevant to the Town’s risk tolerance. These thresholds can be adjusted if Council prefers to have different thresholds for the various consequences.

Once the tool is used to assess risk, a risk heat map (or also called a risk matrix) can be produced. An example is seen in Figure 2 below.

Figure 2 – Example of Risk Heat Map



Once the assets are evaluated based on their probability and consequence of failure, the assets' risks can be visualized in the heat map. The highest risk assets are shown in the upper right corner as red (e.g. both consequence and probability of 4-5) and the lowest risk assets as green in the lower left corner (e.g. low consequence or probability risks).

D. Assessment of Required Next Steps

Administration has also completed a full review of the Town's Asset Management policies, procedures, knowledge, training, asset data, systems, work order management and financial strategies at both a corporate level as well as individual asset level. These efforts have provided clarity on required next steps for the Town to achieve requirements for O.Reg 588/17 by July 1, 2025, as well as the various projects which are required to transition from a siloed to corporate approach to asset management and address gaps in data and processes which are precluding the ability to leverage good asset management practices from being applied and used as part of decision support information for Council.

It should be noted the reason for the lower level review by asset category was to determine those assets for which there are already good AM practices, procedures and data in place and those which require assistance and tools to get to those same levels. Once all assets have achieved this initial level of good asset management data and practices, all assets will then start to enhance their information and data thereby continuing to provide for more information and analytics around various recommendations and financial planning.

II. Next Steps to Achieve July 1, 2025 O.Reg 588/17 Compliance

There is a great deal of work and a number of decisions required for the completion of the 2025 AMP.

A. Data Collection for 2025 AMP

The foundation of every asset management plan is the asset registry. This registry should contain all materially significant or critical assets within the corporation. The condition of the assets is evaluated through age or objective condition assessment. The replacement and lifecycle costs for the assets are also identified for use in projected financial requirements. With these measures, a reasonable analysis of future funding requirements can be calculated and lifecycle projections can be analyzed. The work required to provide this information is a vast undertaking.

For each of the prior AMPs in 2017 and 2022, the data for the asset registry was collected by the departments and analysed for the AMP by consultants. All requirements for the AMP were met and the asset management plan was created. However, without an organizational focus and processes on asset management, the data within the registry was not updated since the previous plan, resulting in a lack of ability to leverage the information on an on-going basis as it is out of date.

Moving forward, it is Administration’s intention to create a central repository for the asset data and to consistently update it so that the data remains current. In doing this, tools such as risk modelling, deterioration modelling, level of service indicators, financial planning and forecasting can be leveraged for decision supports.

As part of the update of asset information, there will be many additions to the asset registry. These new assets will come from a number of different sources:

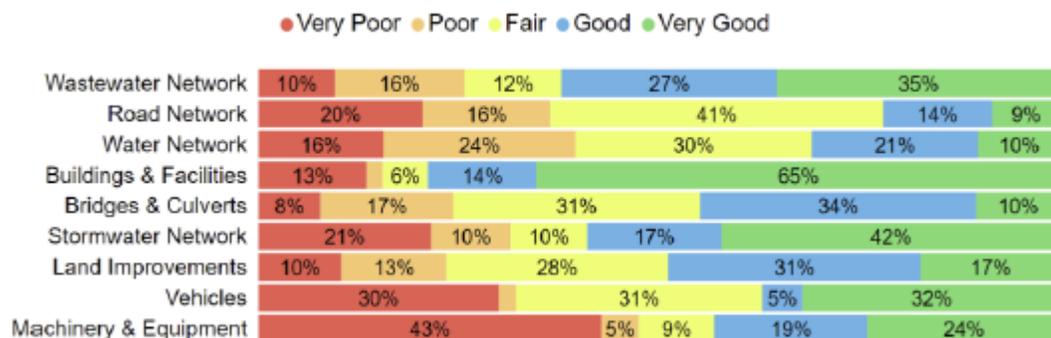
- New assets that the Town has installed since data was collected for 2022 AMP.
- Assumed assets from development of subdivisions. In 2023, the Town assumed \$13 million worth of assumed assets (eg roads, water & wastewater pipes, sidewalks, streetlights etc).
- Additional assets not identified in the 2022 AMP. For example, a number of facility assets were not listed in the 2022 AMP. In addition, as asset management improves within the corporation, additional assets are identified to be included. (eg traffic lights).
- Identification of sub-assets that may have a different replacement schedule or funding requirements. By example, a building has an estimated useful life. However, within the building, there are many other assets such as roof, windows, HVAC, flooring that need attention and funding on different timelines.
- Updated condition assessments for various assets and detailed studies which provide more information on the Town’s assets which may impact financial planning requirements.

B. Levels of Service

In asset management, Levels of Service (LOS) refers to the description of a service outcome for a particular service area where performance may be measured. It can be seen as the level of quality of the service. It is important to clarify that LOS is specific to the assets the Town already owns. Any new assets Council may seek to provide for the Town are not part of Council’s defined LOS for an AM strategy. Those assets only become a part of the Town’s LOS for AM once they are built or acquired at which point they will then be folded into the Town’s AMP, policies and strategies.

In the 2022 AMP the LOS was defined as the funding level required to sustain all assets at their current allocation across conditions. The table below shows what percentage of each asset category falls in the various conditions of Very Good through Very Poor.

Figure 3 – 2022 AMP Condition Data for All Asset Categories



The 2022 AMP determined that the reinvestment rate (annual funding shortfall) to sustain this allocation of asset condition by category required a \$10.3M increase. The financial strategy to achieve an additional \$10.3M in annual capital investment for existing assets is a 15-year strategy providing for a 1.6% annual increase to reserves, which is currently in year 2.

The 2025 AMP will first establish a new base for asset information, including the various updates noted above in this report. The next step will be to determine what impact those factors have on the 2022 projected reinvestment rate to sustain the LOS as defined in the 2022.

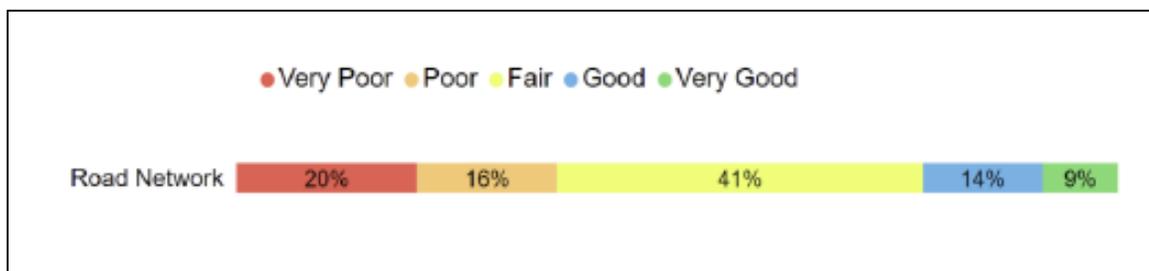
As the 2025 AMP is developed, there is a strong possibility the \$10.3M funding gap will be higher than the 2022 recommendations as a result of all the new assets assumed or built, more detailed information on various assets and more objective condition data. Should Council also consider defining a service level which exceeds the current direction of sustaining our asset allocation across the various conditions, as shown in Figure 3, this will result in further required increases.

When considering what LOS the 2025 AMP should set, Council has the option to consider setting a higher, or lower, level of service on some or all assets or to affirm the current LOS targets remain as our target for the 2025 AMP.

The following example, specific to the road network, is to assist in providing clarity on the potential impact of setting a higher LOS on an asset. It is equally important to state O.Reg 588/17 will require a financial strategy around achieving the defined LOS.

As per the 2022 AMP, the percentage of the road network in the various condition ratings was assessed as seen in Figure 4:

Figure 4 – Condition Data for Level of Service for Roads from 2022 AMP



This constitutes a snapshot in time of the condition of the Town's road network. Based on this information, the 2022 AMP was developed to determine how much funding would be necessary to ensure no more than 20% of this road network would be in Very Poor condition. The total annual funding required to sustain the road network with just 20% in Very Poor was determined to be \$6.73M. With the current average annual capital funding for the road network at \$4.9M, it leaves an annual funding shortfall of \$1.8M. The \$1.8M amount accounts for approximately 17% of the annual \$10.3M shortfall to sustain all assets at their current LOS.

The 2022 total value of 20% of this road network in Very Poor condition is \$44.6M. If Council were to consider a higher LOS for these assets adjusting the target to be no more than 18% in Very Poor condition, would mean \$4.5M of those assets would be immediately factored into the Town's funding shortfall. If Council were to set a target for no more than 16% in Very Poor condition, that value increases to \$8.9M. This amount would increase further to define funding required to address the roads in the Poor (16%) and Fair (41%) condition to mitigate their deterioration slide to Very Poor.

Sustaining the current condition allocation is a valid target for the municipality particularly since it will be some time before the Town has eliminated the funding gap for the current LOS. It is Administration's recommendation that for the purposes of the 2025 AMP, the Town maintain the current LOS as its target. An updated financial strategy will be provided to outline different funding levels for various timelines so that Council can determine what, if any, changes it chooses to make to the existing financial strategy.

C. Data Governance and Software Systems

Data governance has been identified as an area in asset management that needs development within the corporation. As Administration gathers all the data and information required for the 2025 AMP, there will be a focus on creating procedures for data governance and sustaining the data registry. This will ensure that the data can be used consistently throughout the organization.

In addition, there will be a focused effort to start shifting areas of the corporation from paper-based tracking of assets to computer-based systems. There will be a great deal of benefits to be gained from using software to track costs and work against assets. Currently, the organization is not leveraging existing software systems full capability. A multi-year plan will be developed to transition various areas of the corporation into electronic tracking of assets.

4. RISK ANALYSIS:

If Council chooses to set higher levels of service, the complexity of the 2025 asset management plan will increase in magnitude. The work and analysis needed to change the levels of service would be beyond the capacity of in-house staff and would necessitate the hiring of a third-party contractor. Meeting the July 1st, 2025 deadline would also be at risk since it would add many months of work to the process.

Council should also be aware that since O.Reg 588/17 requires the July 1, 2025 AMP with defined levels of service to provide a financial strategy to achieve it, any enhancements to LOS will result in additional funding being required. Given the volume of assets which need to be added to the AMP as well as the inflationary impact of replacement costs there is a concern that just sustaining current levels of service may result in a higher than 1.6% increase each year for 15 years.

5. FINANCIAL MATTERS:

A. Current Funding Strategy

The financial analysis for the 2022 AMP provided a snapshot in time of information. The 2022 AMP identified that Amherstburg had \$1 billion in assets. An average annual capital requirement of \$24.3 million was necessary for these assets. With an average capital spend of \$14 million, the funding gap for the assets was approximately \$10.3 million per year.

As a result of this information, Council approved the financial strategy of an Asset Management levy of 1.6% per year for 15 years to address the shortfall for tax-funded assets, subject to approval during budget deliberations. The asset management levy is 2 years into the 15-year process.

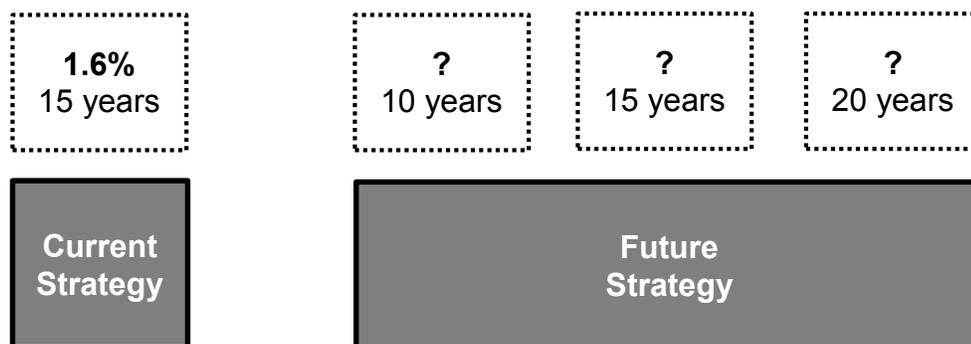
This asset management levy only applies to existing assets. This levy does not prohibit new assets from being approved. Council can add to the existing asset base at their discretion. However, the funding from this specific levy is reserved for existing assets and is not applicable to new assets.

B. 2025 Asset Management Plan Requirements

It is advised that Council retain current levels of service as our 2025 AMP desired LOS. In this manner, management can analyse the future costs of the assets and present the funding rates needed to close the infrastructure gap. It is anticipated that the funding rate will likely increase due to the additional assets that will be added to the asset registry since the 2022 AMP.

The rates can be modelled at a 10-year, 15-year and 20-year strategy. This will give Council the latest information and the ability to choose the timing between a more aggressive, status quo or a more gradual strategy, as shown in Figure 5.

Figure 5 – Asset Management Levy strategy



Adoption of any higher Levels of Service would be counterproductive. The current financial strategy will take at least another 13 years to meet the needs for current levels of service. Increasing the levels of service would produce no meaningful change. The Town will not close the funding gap for existing levels of service until well into the future.

This strategy was presented to the Audit and Finance Advisory Committee on May 28th, 2024. As part of the Asset Management presentation to the Audit and Finance Advisory Committee, it was noted that the cost of an asset goes well beyond the upfront capital cost. There are additional capital costs and operating & maintenance costs over the lifetime of the asset in order to maintain it in a suitable condition and to maximize its useful life.

As a result of the discussion with AFAC on Asset Management, the committee put forward the following recommendations to Council which were approved and adopted by Council June 25, 2024 and directs Administration regarding the 2025 AMP development and future reports on new assets:

Moved By Deputy Mayor Gibb
Seconded By G. Corio

That the Audit and Finance Advisory Committee recommend to Council that Administration consider lifecycle and legacy costs when new capital assets are brought forward to Council.

The Chair put the motion.

Motion Carried

Moved By J. Purdie
Seconded By Deputy Mayor Gibb

That the Audit and Finance Advisory Committee recommend to Council that Administration develop 10, 15 and 20 year models for new re-investment rates based on the 2025 asset management plan and that it be brought back to the Audit and Finance Advisory Committee for their review and recommendation to Council.
The Chair put the motion.

Motion Carried

Moved By Deputy Mayor Gibb
Seconded By G. Corio

That the Asset Management Update presentation by the Asset Management Coordinator **BE RECEIVED** by the Audit and Finance Advisory Committee.

The Chair put the motion.

Motion Carried

6. CONSULTATIONS:

Asset Management Executive Committee
 Asset Management Steering Committee members
 Melissa Osborne, Deputy CAO/Director of Development Services
 Audit and Finance Advisory committee

7. CORPORATE STRATEGIC ALIGNMENT:

Vision: Preserving our past while forging our future.

<i>Amherstburg Community Strategic Plan 2022 - 2026</i>	
<p style="text-align: center;">PILLAR 1 Deliver Trusted & Accountable Local Government</p> <ul style="list-style-type: none"> ✓ Improve trust between council and staff, and residents, by strengthening governance and internal accountability structures. ✓ Deliver transparent and efficient financial management. ✓ Increase effective communication and engagement with residents. ✓ Develop our staff team, resources, and workplace culture. ✓ Continue to deliver strong core municipal services. <input type="checkbox"/> Ensure Amherstburg is an inclusive accessible and welcoming community committed to reconciliation. 	<p style="text-align: center;">PILLAR 3 Encourage Local Economic Prosperity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Encourage development of commercial and industrial lands. <input type="checkbox"/> Continue to promote local tourism industry, especially overnight accommodation. <input type="checkbox"/> Continue to facilitate downtown development for residents and visitors. <input type="checkbox"/> Continue to leverage partnership opportunities with other provincial, federal, and local governments, agencies, and organizations.
<p style="text-align: center;">PILLAR 2 Invest in Community Amenities and Infrastructure</p> <ul style="list-style-type: none"> ✓ Maintain safe, reliable and accessible municipal infrastructure and facilities. <input type="checkbox"/> Increase access to recreation opportunities for all ages. <input type="checkbox"/> Finalize and execute plans for town-owned lands (e.g. Duffy’s site, Belle Vue) <input type="checkbox"/> Create public access to water and waterfront <input type="checkbox"/> Prioritize opportunities to reduce environmental impacts of Town operations and increase Town resilience to climate change. 	<p style="text-align: center;">PILLAR 4 Shape Growth Aligned with Local Identity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Define and communicate a vision for the Town’s future and identity. <input type="checkbox"/> Promote and plan for green and “climate change ready” development. <input type="checkbox"/> Review and implement policies that promote greater access to diverse housing. <input type="checkbox"/> Protect the Town’s historic sites and heritage. <input type="checkbox"/> Preserve the Town’s greenspaces, agricultural lands, and natural environment.

8. CONCLUSION:

It is recommended that Council support Administration's proposed direction for the 2025 Asset Management plan.



Mel Douglas
Asset Management Coordinator

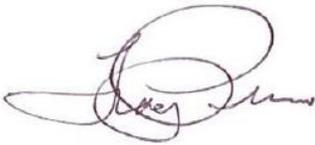
Report Approval Details

Document Title:	2024 Asset Management Update.docx
Attachments:	- Appendix A - Risk Assessment Tool - DRAFT - 2024-05-21 - RM.pdf
Final Approval Date:	Jun 27, 2024

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

No Signature found

Melissa Osborne



Tracy Prince



Valerie Critchley



Kevin Fox

Appendix A - Measurement Criteria for the Risk Assessment Tool - DRAFT - May 21, 2024

Probability						
Rating - Descriptor	1 - Rare	2 - Unlikely	3 - Possible	4 - Likely	5 - Almost Certain	
Description - Frequency or approximate probability	May only occur in certain conditions. Every 10 + years or 0% to 10%	Could occur some time. Every 5 to 10 years or 10% to 40%	Might occur at some time. Every 3 to 5 years or 40% to 60%	Will probably occur in most circumstances. Every 2 to 3 years or 60% to 90%	Almost certain to occur. Annually or more frequently or 90% to 100%	
Consequence						
Rating - Descriptor	1 - Minimal	2 - Minor	3 - Moderate	4 - Major	5 - Severe	
H&S Health & Safety - injuries to staff, public or vendors	No treatment required	Minor injury requiring medical treatment	Serious injury requiring medical treatment	Permanent disability or widespread illness	Death	
Damages & Liability	Legal Liability - incur \$ (claims, lawsuits etc)	< \$25K	\$25K-100K	\$100K-250K	\$250K-1M	> \$1M
	Physical Assets - replacement of	Replaceable worth < \$25k	Replaceable worth \$25k-100k	Replaceable worth \$100k-250k	Replaceable worth \$250k-1M	Replaceable worth over \$1M or significant asset is irreplaceable
	Environment - damage to	Negligible event, non-permanent impact requiring no clean-up measures	Minor event, non-permanent impact requiring very little clean up effort @ \$25K-100K	Major event, some permanent impact requiring moderate clean-up effort @ \$100K-250K	Major event, some permanent impact requiring extensive clean-up effort @\$250K-1M	Severe event, permanent impact requiring significant clean-up @ > \$1M
Operational Impact	Quality - Impact or disruptions to overall quality of service delivered **	Limited impact to quality of discretionary service	Moderate or localized impact to quality of discretionary service OR Limited impact to quality of <u>essential</u> service or a <u>major</u> project	Serious disruption to quality of discretionary service OR Moderate or localized impact to quality of <u>essential</u> service or a <u>major</u> project	Inability to provide an <u>discretionary</u> service OR Significant, sustained impact to quality of <u>essential</u> service or a <u>major</u> project	Inability to provide an <u>essential</u> service or complete a <u>major</u> project.
	Budget - cost overruns for service or project	< \$25K	\$25K-100K	\$100K-250K	\$250K-1M	> \$1M
	Funding - loss of <u>external</u> funding (eg grants, leasing revenue, user fees)	< \$25K	\$25K-100K	\$100K-250K	\$250K-1M	> \$1M
Regulation & Reputational Impacts	Public Trust / Media Attention - negative attention	Limited attention by media	Local media coverage, department official fielding media questions	Regional media coverage, significant impact on public confidence that damages Town's image	National or Provincial media coverage, external agency inquiry, major impact on public confidence that is difficult to regain	Significant National or Provincial media coverage, external agency criminal investigation, sustained serious loss of confidence in management of Town
	Governance - management oversight	Some unfavourable comments by governing body (I.e. Management or Council)	Criticism by governing body (I.e. Management or Council)	Request for change recommendations by governing body (I.e. Management or Council)	Senior governing body demanding immediate changes to status quo (I.e. Federal or Provincial)	Senior governing body imposing temporary leadership (I.e. Federal or Provincial)
	Legislative - violation of legislation	Infraction of legislation with limited penalties (under \$25k)	Minor infraction of legislation (\$25K-100K)	Moderate infraction of legislation (\$100K-250K)	Major violation of legislation with significant penalties (\$500k-\$1M), high profile trial	Multiple major violations of legislation with significant penalties (over \$1M), public inquiry & high profile trial

****Note: Evaluate small & med. project risks based on impact to affected discretionary or essential service.**



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF THE CAO

Mission Statement: As stewards of the Town of Amherstburg, we strive to improve the quality of life of all residents through the delivery of effective, efficient, and affordable services.

Author's Name: Valerie Critchley	Report Date: June 27, 2024
Author's Phone: 519 255-6100 ext. 6434	Date to Council: July 8, 2024
Author's E-mail: vcritchley@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Agreement with Amherstburg Admirals Inc

1. **RECOMMENDATION:**

It is recommended that:

1. Council **AUTHORIZE** the CAO to execute an agreement between the Town of Amherstburg and the Amherstburg Admirals Inc. for the purposes of utilizing the premises at the Libro Credit Union Centre to operate a Junior C franchise in the Ontario Hockey Association as described in the report of the CAO dated June 27, 2024 and considered by Council on July 8, 2024; and
2. Council **DIRECT** Administration to offer advertising opportunities in Rink B of the Libro Centre to community user groups such as AMHA and Skate Amherstburg.

2. **BACKGROUND:**

In 2013 the Town of Amherstburg entered into an Occupancy Agreement with the then owner of the Amherstburg Admirals Hockey Team, the "Admirals", for the use of portions of the former United Community Credit Union facility, now the Libro Credit Union Center, (the "Libro Centre". In 2015 the Admirals were bought by the current owners who assumed the Agreement.

The initial term of the Agreement was for five (5) years and had a renewal option for a further five years which concluded in 2023. Since that time, the Town and the Admirals have continued the occupancy arrangement based on the terms of the original Agreement with some mutually agreed upon modifications. However, it should be noted that the Admirals continue to rent ice time at the posted user rates.

3. DISCUSSION:

For the past year, the Town and the Admirals have been in negotiations regarding the terms of an updated Agreement. The proposed new Agreement is attached to this report as Appendix "A" and includes the following provisions:

- Rental of ice time required for games and practices at the Posted Public User Fee Rates;
- Exclusive use of Dressing Rooms 5 and 7 in the Libro Center;
- Access to the Press Box at no additional charge;
- Use of laundry facilities within the Libro Centre for the Club purposes;
- Use of an area of the lobby of the Libro, for two hours prior to each game, for the purposes of selling tickets from a table/kiosk
- The exclusive right to sell and retain advertising revenue within Rink A at the Libro Centre and on the ice surface of Rink A only, as per Schedule "B" attached to the Agreement; with the exception that two (2) on ice logos for the Amherstburg Minor Hockey Association shall be provided at no charge to AMHA;
- Exclusive right to display the Club name at centre ice in Rink A;
- Exclusive right to sale of and revenue from Club tickets and souvenirs;
- Exclusive broadcast rights of Club games; and
- Right to advertise, free of charge, on the Town's digital gateway signs, the time and date of each scheduled home game for a period of 48 hours before each game.

Of note in this Agreement is the granting of the exclusive rights to sell advertising and retain the revenue from the same within Rink A and on the Rink A ice surface, subject to two on ice logos for AMHA which are installed free of charge. In researching other municipal agreements with Junior C Teams in the area, Administration has found that it is common for Municipalities to grant the right to sell advertising and retain the revenue to teams, or to negotiate an advertising revenue sharing agreement. For example, the Municipality of Lakeshore's agreement with the Lakeshore Canadiens Junior C team stipulates that the Team has the exclusive right to sell and retain the revenue from advertising within rinks at the Atlas Tube Centre in exchange for the Club paying \$1,500.00 per year.

Administration estimates that the maximum revenue generating potential for Rink A is approximately \$48,000 (not including the Zamboni which the Town will retain the right to advertise on) if all advertising spots are sold. The ability for the Admirals to have rights to the advertising is integral to sustaining their operations. It should be noted, alternative discussions around how the Admirals could leverage advertising revenue included the Town retaining the advertising and sharing those revenue dollars with the Admirals. Upon further review of how best to address the need for the Admirals to have advertising revenue, as was negotiated in their previous agreement, the best way in which to achieve it was to provide them the rights to directly manage the sale and revenue directly. They have sponsors and contacts willing to support and assist the Admirals directly and autonomy to sell the advertising spots based on what they can sell rather than as directed by the Town's User Fee By-law . The Town also has limited resources to sell advertising and may fall short in revenue resulting in the Town providing less than agreed to revenue and or funding committed revenue through tax dollars. The Admirals have a focus on this

as it is integral to their operations so this solution avoids any potential risk of tax payer dollars being used and or adversely impacting the Admirals success.

While the Admirals initially did request the right to sell and retain the advertising revenue for both Rinks A and B at the Libro Centre, Administration is recommending that only the advertising rights for Rink A be granted in this Agreement. The Advertising rights for Rink B can then be offered as a fund-raising opportunity for other community groups that use the facility such as AMHA and Skate Amherstburg, or be retained by the Town.

As stated above, the Admirals will pay the posted user fees for public ice rental. While the hours booked per year can vary depending on the regular season and playoff schedules, on average, the Club uses approximately 123 hours of ice time per year for games and practices and this generates approximately \$30,000.00 in revenue for the Town. In addition to this amount, the Club also books ice team for its summer hockey camp and pays for storage used apart from the dedicated dressing rooms.

4. RISK ANALYSIS:

There is little risk to entering into this Agreement with the Amherstburg Admirals, however should Council not approve the Agreement there is risk that the team could seek out alternate arrangements which could lead to the loss of the Junior C Team in Amherstburg and/or the loss of the revenue currently generated by the Team's use of the Libro Centre.

5. FINANCIAL MATTERS:

In allowing the Admirals to sell the available advertising in Rink A and retain the revenue, the Town is foregoing that potential revenue for its own uses. However, as stated, this model is typical in municipal agreements with OHA clubs. Having the club operate from the Libro Centre does generate approximately \$30,000 a year in ice rentals.

6. CONSULTATIONS:

Amherst Admirals Inc.
Manager of Recreation
Manager of Facilities
Director of Parks, Facilities & Recreation
Director of Development/Deputy CAO

7. CORPORATE STRATEGIC ALIGNMENT:

Vision: Preserving our past while forging our future.

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<p style="text-align: center;">PILLAR 2 Invest in Community Amenities and Infrastructure</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintain safe, reliable and accessible municipal infrastructure and facilities. ✓ Increase access to recreation opportunities for all ages. <input type="checkbox"/> Finalize and execute plans for town-owned lands (e.g. Duffy’s site, Belle Vue) <input type="checkbox"/> Create public access to water and waterfront <input type="checkbox"/> Prioritize opportunities to reduce environmental impacts of Town operations and increase Town resilience to climate change. 	<p style="text-align: center;">PILLAR 4 Shape Growth Aligned with Local Identity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Define and communicate a vision for the Town’s future and identity. <input type="checkbox"/> Promote and plan for green and “climate change ready” development. <input type="checkbox"/> Review and implement policies that promote greater access to diverse housing. <input type="checkbox"/> Protect the Town’s historic sites and heritage. <input type="checkbox"/> Preserve the Town’s greenspaces, agricultural lands, and natural environment.

8. CONCLUSION:

It is recommended that Council approve the attached Agreement and that it also direct to offer the advertising opportunities in Rink B of the Libro Centre to other community user groups such as AMHA and Skate Amherstburg.

Valerie Critchley
Chief Administrative Officer

Report Approval Details

Document Title:	Agreement with the Amherstburg Admirals.docx
Attachments:	- Advertising Layout Plan-Rink A.pdf - Admirals Agreement Draft 5- June 27 2004 clean 2 (2).docx
Final Approval Date:	Jun 28, 2024

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

No Signature - Task assigned to Tracy Prince was completed by delegate Yufang Du

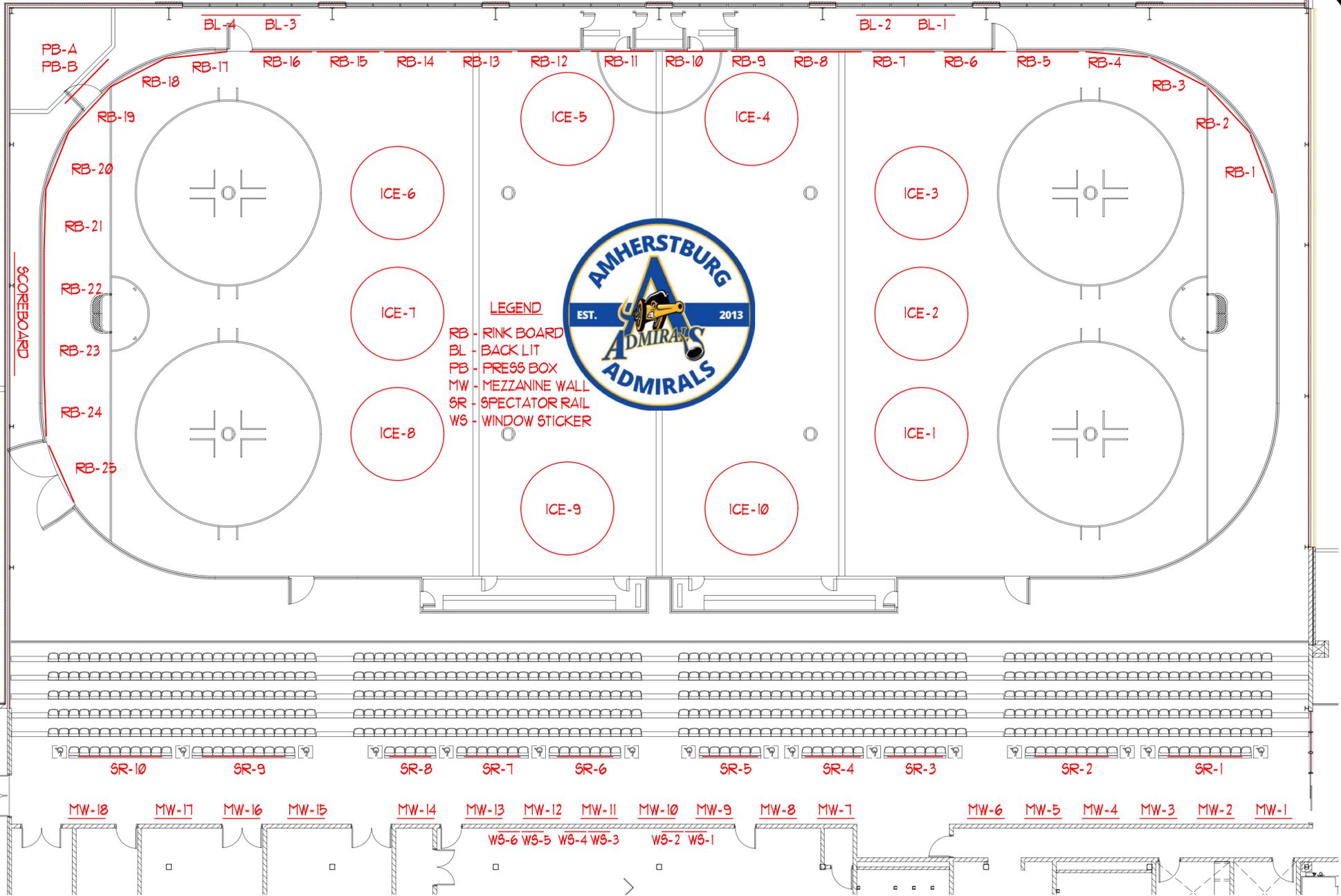
Tracy Prince



Valerie Critchley

No Signature - Task assigned to Kevin Fox was completed by workflow administrator Sarah Sabihuddin

Kevin Fox



LIBRO CENTRE - ADVERTISING LAYOUT - RINK 'A'



OCCUPANCY AGREEMENT

THIS AGREEMENT made as of the _____ day of _____, 2023

BETWEEN:

THE CORPORATION OF THE TOWN OF AMHERSTBURG
(hereinafter called the "Owner")

OF THIS FIRST PART
-and-

ADMIRALS HOCKEY ASSOCIATION
(hereinafter called the "Club")
OF THE SECOND PART

WHEREAS the Owner is the Owner of lands and premises known and described municipally as the Libro Centre, 3295 Meloche Road, Amherstburg, Ontario, (the "Facility");

AND WHEREAS the Club wishes to use portions of the Facility for the purpose of conducting the activities of a junior hockey team, including but not limited to the playing of scheduled regular season and playoff games, practicing and training, (the "Permitted Uses");

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants, term and agreements hereinafter, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Owner and the Club hereto agree as follows:

SECTION 1 – TERM & OCCUPANCY

1. This Agreement shall come into full force and effect on June 1, 2024 and shall remain in force and effect until May 31, 2027.
2. The Owner covenants and agrees to provide the Club:
 - a. With ice surface facilities and amenities as hereinafter described at the Facility;
 - b. Exclusive use of dressing rooms 5 and 7 (marked as "A" on Schedule A attached, the "Dressing Rooms"), subject to the Owner's right to continue to store

its Audio Visual equipment in the Dressing Rooms as is the current practice. Only items relevant to the Club's program at the Libro Centre may be stored in the Dressing Rooms. The Owner shall clean the Dressing Rooms on a regular basis, subject to the Club keeping the area free of items on the floors any other stored items which would impede regular cleaning functions and the owner shall not be liable for any loss or damage to any items stored by the Club in the Dressing Rooms.

- c. The use of the ice facility known as Rink A within the Facility (marked as "***" on Schedule A attached, "Rink A"), subject to the following terms:
- i. The ice conditions on Rink A are safe and there are no maintenance or mechanical issues. If any issues arise or exist, Rink B may be used as an alternate location on a temporary basis until Rink A is deemed safe and usable;
 - ii. for a minimum of three (3) hours of continuous time for hockey games as scheduled by the Greater Ontario Junior Hockey League, ("Games"), which shall commence not less than thirty (30) minutes prior to the scheduled start times of such Games. Games will be played on dates and at times scheduled by mutual agreement between the Owner and the Club and the use of Rink A will be at a cost to be paid by the Club to the Owner as detailed in Clause *** of this Agreement as per the User Fee By-Law;
 - iii. Rink A shall be clean and ready to use upon the commencement of its use by the Club as detailed in Clause 2.1 (c)(i), and prior to the start of any period during regulation time of any Game, in accordance with the standards of the Western Ontario Hockey League and/ or the Greater Ontario Junior Hockey League.
 - iv. In the event that the Indoor Turf located in the Facility is not in use and/or is not being rented out by the Owner to other user groups, the Club may use the area free of charge, for a total period of one hour only, for warm up purposes prior to a scheduled home game. Such use must be reserved and booked at least one week in advance of use with the Owner's Scheduling Clerk.
 - v. In the event that Rink A is unavailable due to mechanical issues, maintenance requirements or other issues as deemed necessary by the Owner, the Club may be required to use Rink B in its place. In the event that both Rink A and Rink B are unavailable, due to mechanical issues, for the Club's use for a scheduled game, the Owner will use best efforts to make other arrangements acceptable to the Club. Should the Club experience financial losses as a result of the unavailability of Rink A and Rink B, the Owner will consider the same and will use best efforts to come to an acceptable agreement with the Club for compensation of the such proven losses.
 - vi. The right to 1.5 additional hours of ice time each week on either Rink A or Rink B in the Facility, as available for the purpose of conducting Club practices during the Hockey Season which will be invoiced accordingly by

the Owner to the Club in accordance with Clause 3.1(a) herein. The dates and times of these practice sessions may be changed by mutual agreement between the parties.

- d. Access to the following additional areas in the Facility:
- i. The press box in the southwest corner of Rink A (marked as "B" on Schedule A attached,) on Game Days (the days upon which Games are played pursuant to this Agreement) only, for the purposes of use as a Press Box. There will be no additional fee for use of the press box as the rate will be part of the regular hourly ice rental rates as per the current User Fee By-Law
 - ii. The laundry facilities with water, utilities and venting provided by the Owner, and with the washer and dryer equipment to be supplied by the Club, (the "Laundry Facilities"). The Owner retains the right to relocate the Laundry Facilities in its sole discretion and in the event of such relocation, the Owner will use best efforts to liaise with the Club regarding the new proposed location and to provide the Club with forty-five (45) days prior notice; and
 - iii. the lobby of the Facility (marked as "D" on Schedule A attached), the "Lobby", for the purpose of selling tickets from a table/kiosk which is configured in a manner which restricts unpaid access to Rink A while being used for Games; such access to the Lobby to be made available two hours prior to and during Games and at other times as may be mutually agreed upon by the Owner and the Club.
- e. The necessary services, as detailed in this Agreement, to carry on all Games at the Facility, notwithstanding any strikes and/ or any other work stoppage by the Owner's employees.
- f. The Owner will ensure all entrances are secured prior to the Admirals taking the ice on game days. This includes doors on the upper level.

3. The Club covenants and agrees that:

- a. Notwithstanding the uses permitted in Clauses 1.2 (b), the Owner may use any or all of the areas described therein with the prior written permission from the club.
- b. Notwithstanding the uses permitted in Clauses 1.2 (d), the Owner may use any or all of the areas described therein;
- c. It shall maintain all permitted areas of use, while being used by Club, in a good state of repair, and ordinary cleanliness, and agrees that it shall notify the Owner of any state of disrepair or damage done to those areas;
- d. It shall at its expense, and at all times, strictly comply with all requirements of all

laws and regulations now or hereafter in force which pertain to or affect the Facility or the conduct of any of its activities in the Facility, and shall ensure the like compliance of all persons using the Facility for whom in law it is responsible;

- e. It shall observe and comply with all policies, procedures, rules and regulations that the Owner has in effect respecting the Facility, equipment and related personnel services hereto, as the case may be, and to ensure the like compliance of all persons using the Facility for whom in law it is responsible;
- f. It shall provide at its own expense all other items, matters and things for Club Games scheduled at the Facility including, but not limited to, referees, goal judges, announcers, penalty time keepers, clock operators and ushers, staffing for the sale and collection of tickets.
- g. It shall not make any structural or re-modelling changes to any occupied space in the Facility without first obtaining the written consent of the Owner. Any such changes, save and except the player stalls currently installed in the Dressing Rooms, will become part of the Facility and will become the property of the Owner OR, at the sole option of the Owner the Owner may determine that the space must be returned to its pre-existing condition at the sole expense of the Tenant;
- h. It shall ensure that all equipment owned by the Club, and used at the Facility, meets or exceeds minimum safety standards by all governing bodies such as TSSA, CSA, etc. and is maintained in good operating order. The Owner may request a third-party inspection of the equipment, at the Club's expense.;
- i. It shall not conduct or advertise any promotional events, special events or any non-Game events at the Facility without first obtaining the Owner's written consent, which consent will not be unreasonably withheld;
- j. It shall allow the Owner to approve scheduling of all Games to take place in Rink A during the term of this Agreement, or Rink B if Rink A is deemed unusable due to safe ice conditions, maintenance issue, etc. However, the Owner shall:
 - i. not object to the regular season schedule adopted by the Board of Governors of the Western Ontario Hockey League and/ or the Greater Ontario Junior Hockey League and/or the Provincial Hockey League, so long as the Owner is informed of and agrees to the scheduling of any regular season games by the 1st day of August in each year during the term of this Agreement; and
 - ii. Allow the Club the right to schedule playoff hockey games at the Facility during the term of this Agreement in accordance with guidelines and deadlines imposed by the Western Ontario Hockey League and/ or the Greater Ontario Junior Hockey League and/or the Provincial Hockey League, and within the facilities regular operating hours, subject to any events that may already be booked during the requested times. In such circumstances the Owner will use all best efforts to accommodate the

schedule requests of the Club.

- k. The Club acknowledges that no alcohol is permitted in the Facility and the Club must comply with all municipal alcohol policies and in accordance with the Alcohol and Gaming Commission of Ontario (AGCO);
- l. The Club acknowledges that the Libro Centre is a smoke-free facility and the Club must comply with all municipal by-laws and the Smoke-Free Ontario Act S.O. 2017; and
- m. The Club agrees to not exceed maximum capacity of Rink A or Rink B.

SECTION 2 – ADVERTISING, BROADCASTING & SEASON TICKETS

1. The Parties agree that the Club shall have the following rights pursuant to this Agreement:
 - a. the exclusive right to sell and retain all revenues from the sale of advertising inside the walls for Rink A in the Facility, excluding the Zambonis, on the following terms and conditions:
 - i. Advertising may be sold and installed on all dasher boards in Rink A, as per Schedule “B” attached, at no expense to the Owner, provided that the size and type of advertisements to be installed on the dasher boards shall meet industry standards for such signs, including the protective Plexiglas that covers over top of each advertisement;
 - ii. Back-lit wall mounted signs may be installed, at the cost of the Club, in each of Rink A at no expense to the Owner, as per Schedule “B” attached, and the Owner will provide the power supply for each such sign at the Owner's cost;
 - iii. Wall signs inside Rink A, each not to exceed 4' high x 5' wide, as per Schedule “B” attached, may be installed at no expense to the Owner;
 - iv. a maximum of 3 wall signs inside Rink A on the Press Box wall, as per Schedule “B” attached, may be installed at no expense to the Owner;
 - v. Advertising signs on the windows of the meeting room that face the rink and the windows on the north side of the Rink A, as per schedule “B” attached;
 - vi. the Owner shall have the right to approve any and all of the advertising signs proposed to be installed in Rink A, and the Owner shall have the right to refuse to allow any such sign, in its sole discretion;
 - vii. All advertising contracts shall be managed by the Club at its sole expense and all advertising agreements must end on or before the end date of this

agreement. The wording of all advertising agreements entered into by the Club shall be approved by the Owner; and

- viii. Should this agreement terminate prior to May 31, 2027, any advertising commitments the Club has will remain in effect provided the remaining revenue from such agreements be directed to the Owner and wording to this effect shall be included in all Advertising Agreements entered into by the Club with advertisers.;
 - ix. A list of all sold advertising, together with copies of all executed advertising contracts entered into by the Club with respect to the Facility, shall be provided to the Owner in a timely fashion after each contract is executed between the Club and advertiser(s) to enable the Owner to coordinate installation of signage with the advertiser(s).
- b. The exclusive right to sell and retain all revenues from the sale of souvenirs, programs and other Club products during Games only;
 - c. The right to place temporary signs on the Facility property inside or outside of the Facility for the purposes of advertising the Games, which signs shall be provided at the expense of the Club. The Club acknowledges that the number, size, type and location of these signs shall be subject to the approval of the Owner, and the said signs shall be in compliance with all applicable laws, including the Town of Amherstburg Sign By-law;
 - d. The exclusive right to display the team name and an in-ice logo at center ice of Rink A in the Facility. The Club agrees to be responsible for provision of the in-ice logo at the Club's expense, including any contractor or facility fees for installation, etc. The Owner shall install team name and in-ice logo annually, ensuring visibility and clarity from all locations inside "Rink A" in the Facility. The Club must provide new stencils, at the sole cost of the Club, as requested by the Owner. The stencil(s) will be returned by the Owner to the Club at the end of each season, to inspect and store during the off-season;
 - e. Subject to clause 2(1)(f) herein, the exclusive right to display corporate sponsor names and in-ice logos on the ice of Rink A at the Owner's expense for installation and any other required costs. The Club agrees to be responsible for provision of the in-ice logos at the Club's expense. The Owner shall approve the logo size and install the sponsor in-ice logo annually, ensuring visibility and clarity from all locations inside Rink A in the Arena. Should this agreement terminate prior to May 31, 2027, any advertising commitments the Club has made with respect to in ice logos will remain in effect provided the remaining revenue from such agreements is directed to the Owner;
 - f. The Club acknowledges that two in-ice logos of the Amherstburg Minor Hockey Association shall be installed by the Owner, at no charge, in Rink A, each hockey season;
 - g. The right to hold and retain all revenue from legal 50-50 draws and/or any other revenuegenerating programs run by the Club at the Facility between September

1st and April 30th each year. All programs are to be properly licensed and will not be held without first obtaining the Owner's written consent, which consent may not be unreasonably withheld;

- h. The right to broadcast the Club's Games played at the Facility by radio, television, closed circuit, cable, satellite or over the internet, which shall occur at no expense to the Owner;

i.

- 2. The Owner agrees and covenants that it shall mark the seats in Rink A in a fashion that enables the Club to sell season tickets/designated seating for its Games. Use of "reserved" stickers may be used on seats in "Rink A", subject to the prior approval of the Owner. The stickers should be removable with no maintenance or cost to the Owner.
- 3. The Owner agrees that the Club may install, at its sole expense, signage indicating that the Facility is the "Home of the Amherstburg Admirals" (or similar messaging) in the following areas of the Facility, the exact locations, size and design of the signage to be mutually agreed upon between the Owner and the Club and provided that such location is not currently an advertising location for which the Town generates revenue:

- a. The interior front entrance/ Lobby of the Facility; and /or
- b. Sign at the entrance of the property

- 4. The Owner agrees that it shall advertise the time and date of each scheduled home game of the Club on its Gateway LCD signs at times solely within its discretion, and provided that such advertising shall not be for more than a 48 hour period prior to each home game .

SECTION 3 – FEES & REVENUES

- 1. The Club agrees to pay to the Owner the following amounts during the Term of this Agreement:
 - a. The Owner's current ice rental rate plus capital surcharge fee, plus applicable taxes for Ice Time Booked, in accordance with the Owner's User Fee By-law. The Owner shall send notice to the Club of any amendments to the User Fee By-law. All amounts shall be duly invoiced by the Owner to the Club and shall be subject to interest, which after 30 days from the date of the invoice, shall accrue on unpaid balances at the rate of 1.25% per month (15% per annum). and
 - b. The owner's current rental rate for any storage required by the Club in addition to

that provided by the exclusive use of the Dressing Rooms.

SECTION 4 – RENEWAL

1. Provided the Club is not in default, this lease will remain in effect for a three (3) year period at which time the Club shall have the option to renew the Agreement for a further term of two (2) years upon such terms and conditions as are mutually agreeable to the Parties. If the Club elects to extend this Agreement, the Club shall do so by giving to the Owner notice in writing of the Club's intention to do so not later than twelve (12) months prior to the expiration of the Term of this Agreement.
2. Notwithstanding the provisions of Clause 4.1 herein, the Owner shall have the right to remove the Club's option to extend this Agreement upon giving the Club notice in writing of the said removal no later than twelve (12) months before the termination date of this Agreement.

SECTION 5 – TERMINATION

1. The Club may terminate this Lease, without cause, upon a minimum of **six (6) months written notice**, and the termination date shall be the date identified in the termination notice. In the event that this Agreement is terminated by the Club in accordance with this Section, all Advertising Contracts entered into by the Club pursuant to Section 2 herein shall be assigned to the benefit of the Owner and any Advertising revenue that has been prepaid to the Club for the period from the date of the early termination pursuant to this Section to and including the normal Termination Date pursuant to Section 1 herein shall be paid by the Club to the Owner.

Commented [MO1]: Is this where we could/should add in anything about advertising revenue owed to Town is this agreement ends sooner? Or do we just have them add a clause into their advertising agreements to that effect?

SECTION 6 – INSURANCE & INDEMNIFICATION

1. The Club shall, during the entire term of this Agreement, and its sole expense:
 - a. indemnify and hold harmless the Owner and its respective officers, councilors, duly authorized agents, employees and servants from and against all loss or damage and from and against any and all claims, actions, suits or proceedings brought against any of them for personal injury, property damage, death and any other losses, damages, charges or expenses, including reasonable legal fees, which arise in connection with, or by reason of any act, omission or negligence of the Club or of any occupant, visitor or user present on or about the Facility in connection with the Club's activities, other than those matters arising wholly by any act or omission or negligence of the Owner, its agents, contractors, employees, servants or licensees; and

- b. Purchase and maintain a policy of public liability and property damage insurance, with an endorsement showing the Owner as an additional named insured. Such policy of insurance shall also contain an endorsement giving the Owner thirty (30) days prior written notice of any material alteration or cancellation of said policy. Such policy shall be written by insurers authorized to do business in the Province of Ontario and shall have coverage in the minimum amount of \$5,000,000.00 for a single occurrence. A copy of such policy of insurance, including a copy of all renewal documentation, shall be delivered to the Owner annually.

Commented [VC2]: Matt – you noted that this is “not accepted” however this is standard in all of our Agreements and must be included.

SECTION 7 – ASSIGNMENT

1. Neither this Agreement, nor any amendment or renewal thereof may be assigned by any party hereto, without the consent in writing of the other party hereto, which consent may not be unreasonably withheld.

SECTION 8 – NOTICE

1. Any notice, designation, communication, request, demand or other document, required or permitted to be given or sent or delivered hereunder to any party hereto shall be in writing and shall be sufficiently given or sent or delivered if it is: (a) delivered personally to an officer or director of such party; (b) sent to the party entitled to receive it by registered mail, postage prepaid, mailed in Canada, or (c) sent by electronic means.
2. Notices shall be sent to the following addresses:
 - a. in the case of the Owner:
The Corporation of the Town of Amherstburg
271 Sandwich Street South
Amherstburg, ON,N9V 2A5
Attention: Kevin Fox, Municipal Clerk
 - b. in the case of the Club:
Matt Fox - 156 Hunter Drive, Amherstburg Ontario N9V1W2
Greg Crain 26 Tennessee CT Amherstburg Ontario N9V 2S7
3. Or to such other address or telecopier number as the party entitled to or receiving such notice, designation, communication, request, demand or other document shall, by a notice given in accordance with this section, have communicated to the party giving or sending or delivering such notice, designation, communication, request, demand or other document.
4. Any notice, designation, communication, request, demand or other document given or sent or delivered as aforesaid shall: (a) if delivered as aforesaid, be deemed to

Commented [VC3]: Need Address

have been given, sent, delivered and received on the date of delivery; (b) if sent by mail as aforesaid, be deemed to have been given, sent, delivered and received (but not actually received) on the fourth business day following the date of mailing, unless at any time between the date of mailing and the fourth business day thereafter there is a discontinuance or interruption of regular postal service, whether due to strike or lockout or work slowdown, affecting postal service at the point of dispatch or delivery or any intermediate point, in which case the same shall be deemed to have been given, sent, delivered and received in the ordinary course of the mails, allowing for such discontinuance or interruption of regular postal service; and, (c) if sent by electronic means, be deemed to have been given, sent, delivered and received on the date the sender receives confirmation of receipt by the recipient.

SECTION 9- MISCELLANEOUS

1. This Agreement constitutes the entire agreement entered into between the parties and this Agreement supersedes all previous verbal and/ or written communications, representations, promises or statements.
2. This Agreement may be amended, in writing, with the consent of both parties hereto.
3. The parties hereto agree that with respect to any services to be provided, payments to be made or action to be taken by either of them during the term of this Agreement, the party required to furnish or perform the same shall in no event be liable for failure to do so when prevented by any cause beyond the reasonable control of such parties such as inclement weather, accident, order or regulation of or by any governmental authority, or inability by the exercise of reasonable diligence necessary to furnish such services, or war or other emergency.
4. Access to the facility for all participants, including 'away' teams, players, referees, coaches and management should be through the public access doors only (i.e. the front door or the side door under the canopy). Building access is during regular operating hours only.
5. If any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable, such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision was not contained herein.

IN WITNESS WHEREOF the parties hereto have executed this Agreement by the hand of their respective duly authorized signing officers.

Dated at Amherstburg, Ontario this _____ day of XXX, 2024

#COMPANY NAME

_____ Matt Fox/ Greg Crain _____

#COMPANY NAME

_____ Amherstburg Admirals Inc. _____

OWNER'S NAME

OWNER'S NAME

I have the authority to bind the
corporation

**THE CORPORATION OF THE TOWN OF
AMHERSTBURG**

Mayor – Michael Prue

Commented [TM4]: CAO signing also?

Clerk – Kevin Fox

REPORT ON ACTIVITIES: 1 JANUARY 2022 TO 31 DECEMBER 2023

Bruce P. Elman LL.D.
Integrity Commissioner
20 May 2024

PART I – INTRODUCTION

History of The Office of Municipal Integrity Commissioner:

The Office of Municipal Integrity Commissioner came into existence in the Province of Ontario with amendments to the *Municipal Act 2001*, effective January 1st, 2007. The Town of Amherstburg created the Office of the Integrity Commissioner on March 29th, 2016 and established a **Code of Conduct** (hereinafter referred to as the **Code of Conduct (2016)**), for Members of Council, including the Mayor and Deputy Mayor, and Members of certain Local Boards. On January 21st, 2015, Town Council passed a new *Procedural By-law 2014-91* for Town Council and its Committees and the Conduct of its Members.

In July of 2017, I was retained by the Town to serve as the Acting Integrity Commissioner on an emergency basis. Effective January 1st, 2018, under a unique arrangement between the City of Windsor and the Town of Amherstburg, I was jointly appointed to serve as the Integrity Commissioner for both the Town and the City. In January of 2020, the Municipality of Lakeshore joined Windsor and Amherstburg in this arrangement. This Agreement lasted until December 31st, 2021.

An amended **Code of Conduct**, entitled **Code of Conduct -- Council, Committees and Local Boards** (hereinafter referred to as **Code of Conduct (2020)**), was passed by Council on November 9th, 2020. Further amendments were made to the **Code of Conduct (2020)** in 2022. These amendments added a section (section 8.2) to the **Code** to protect Members when “Acting on the Advice of the Integrity Commissioner” and a section (section 9) prohibiting

“Reprisals or Obstruction in the Application or Enforcement” of the **Code of Conduct**. I will have more to say regarding these amendments further on in this Report.

Primary Functions of The Integrity Commissioner:

Section 1.2 of the **Code of Conduct (2020)**, under the heading “Policy Statement” notes: “The Town has appointed an Integrity Commissioner to investigate complaints against Members of Council pursuant to the **Code of Conduct – Council, Committees and Local Boards** and any procedures, rules and policies of the Town and local boards governing the ethical behaviour of Members of Council, Committees or Local Boards. In addition, it is expected that the Integrity Commissioner will provide advice on ethical issues to individual Members and Council as a whole and will engage in education and training with all of those subject to the Code of Conduct policy.” (The role of the Integrity Commissioner is, further, delineated in section 6.2 of the **Code of Conduct (2020)**).

Generally, the Integrity Commissioner has four primary functions:

- (1) Education;
- (2) Advice for Council and Individual Council Members;
- (3) Complaint Investigation; and
- (4) Complaint Adjudication and Resolution.

In addition, the Integrity Commissioner, in some instances, has a role to play in the development of Town policies or when the Town responds to legislative or policy initiatives from the Province of Ontario. Indeed, the newly enacted **Code of Conduct – Council, Committees and Local Boards** represents an example of the Integrity Commissioner’s involvement in the Town’s response to Provincial legislative initiatives.

PART II – AMENDMENTS TO NEW CODE OF CONDUCT -- COUNCIL, COMMITTEES AND LOCAL BOARDS

Amendments to the Code of Conduct:

On November 9th, 2020, a new Code of Conduct titled **Code of Conduct -- Council, Committees and Local Boards** was passed by Council. As Integrity Commissioner, I had worked closely with Paula Parker, then Municipal Clerk, and Kevin Fox, then Policy and Committee Co-ordinator, to develop the revised **Code of Conduct (2020)** for the Municipality. Shortly after the new **Code** was passed, however, it became apparent that we needed to add two further provisions to the **Code**: first, a provision that would protect Members who sought out, and subsequently followed, the advice of the Integrity Commissioner; and, second, a provision that would safeguard the application and enforcement of the **Code of Conduct (2020)** from interference from Reprisals, the threat of Reprisals, and Obstruction. It should be noted that in my last Report, I suggested that we would need to make these amendments.

Council passed these amendments at the Regular Council Meeting on June 27, 2022. Section 8.2.1 provides the following:

Any written advice given by the Integrity Commissioner to a Member binds the Integrity Commissioner in any subsequent consideration of the conduct of the member, as long as:

8.2.1.1. All of the relevant facts known to the Member were disclosed to the Integrity Commissioner; and,

8.2.1.2. The Member has acted in accordance with the written advice provided, as determined through the sole discretion of the Integrity Commissioner.

The purpose of this amendment is clear: on matters involving the **Code of Conduct (2020)** and the *Municipal Conflict of Interest Act (MCIA)*, we want to encourage Members to seek out the Advice of the Integrity Commissioner. This provision incentivizes the Member to do so.

Section 9 of the **Code of Conduct (2020)** states that “Every Member must respect the integrity of the Code of Conduct . . . and shall cooperate in every way possible in securing compliance with its application and enforcement.” It goes on to **provide the following:**

9.2. Any reprisal or threat of reprisal against a complainant or any other person for providing relevant information to the Integrity Commissioner, or any other person, is prohibited.

9.3. It is also a violation of this policy to obstruct the Integrity Commissioner, or any other municipal official involved in applying or furthering the objectives or requirements of this policy, in the carrying out of such responsibilities, or pursuing any such objective.

The purpose behind this provision is equally clear: we want protect the integrity of the **Code of Conduct** process – its application and enforcement – and, to do so, reprisals, the threat of reprisals, and obstruction must be strictly prohibited.

These are important amendments that will make the **Code of Conduct (2020)** even stronger and more effective.

PART III – THE EDUCATION FUNCTION

Education and Training:

Following the Municipal Elections held in October of 2018, the Town instituted a robust Program of Education and Training. Knowing that the next Municipal Election would be held in October of 2022, I recommended in my 2021 Report that the Town should re-commit to a vibrant and enhanced program of Education and Training, for both elected Members of Council and those who volunteer their time on behalf of the community by serving on Agencies, Boards, and Committees, following the 2022 Elections. I further recommended that Education and Training on both the *Municipal Conflict of Interest Act (MCIA)* and the **Code of Conduct (2020)** be provided to Members of Council, Local Boards, and Committees as soon as feasible after the Municipal Election and the appointment of Members to Committees and Local Boards.

I am pleased to note that a Education and Training was provided to the newly-elected Council on November 29th, 2022 and to Members of Local Boards and Committees on February 28th, 2023 and April 19th, 2023.

As a general comment, I would say that the Educational role of the Integrity Commissioner is essential, especially in the period following a Municipal Election. Not only might there be newly elected Members of Council who are unfamiliar with the Integrity regime, but this, traditionally, is also the time when we replenish the membership of our Agencies, Boards, Commissions, and Committees. Education and Training is, effectively, the first line of prevention against potential violations of the **Code of Conduct (2020)** and, now, the *Municipal Conflict of Interest Act*.

PART IV -- ADVISORY FUNCTION

If Education and Training represent the first line of defence against unethical conduct, the Advisory function provides a second layer of protection against violations of the **Code of Conduct (2020)**. Providing advice, on both the **Code of Conduct (2020)** and the *Municipal Conflict of Interest Act (MCIA)*, is a key function of the Integrity Commissioner and can often head-off **Code** violations. This is the reason, noted earlier, underlying Council's decision to add section 8.2 (Acting on the Advice of the Integrity Commissioner) to the **Code of Conduct (2020)** -- to recognize the importance of the Advice function and incentivize its use.

Formal Letters of Advice:

During the previous Reporting period (January 1st, 2020 to December 31st, 2021), I issued fourteen (14) Formal Letters of Advice. Of these, thirteen (13) were issued to Members of Council and one was issued to a member of the Senior Administration. Half of the letters (7) concerned issues involving Conflict of Pecuniary Interests. In the current Reporting period

(January 1st, 2022 to December 31st, 2023), I issued eleven (11) Formal Letters of Advice. All were issued to Members of Council. Nine (9) involved Pecuniary Interests.

A “Request for a Formal Letter of Advice” occurs when a Member requests a formal letter confirming the advice from the Integrity Commissioner. As noted above, where a Member follows the advice in a Formal Letter, pursuant to section 8.2, the Member will be protected from any Complaint that may be brought under the **Code of Conduct (2020)**.

The dramatic increase in requests for Formal Letters of Advice that occurred in 2020 – 2021 has continued in the period of 2022 – 2023. This indicates the importance that Members of Council place on matters of integrity generally and their desire, individually and collectively, to adhere to the Rules found in the **Code of Conduct (2020)**. It is always preferable to provide Advice rather than investigate Complaints. Further, as I noted in my last Report, the high number of requests for Letters of Advice, demonstrates that the relationship between Members of Council and the Integrity Commissioner has developed into one based upon mutual respect and trust.

Advisory Bulletins:

During the previous Reporting period, I issued three Advisory Bulletins. The purpose of the Advisory Bulletins is, in part, educative but also preventative. The Advisory Bulletins are intended to provide guidance to Members of Council and others to whom the **Code** applies so that they can avoid violations of the **Code**.

During the current Reporting period, three new Advisory Bulletins were created. The new Advisory Bulletins are as follows:

1. *Advisory Bulletin Regarding Pecuniary Interest in Land* (April 15th, 2022);
2. *Advisory Bulletin Regarding 2022 Election-Related Activities* (August 19th, 2022); and
3. *Advisory Bulletin Regarding Member Conduct and Statements Concerning Council Decisions* (November 25th, 2022).

Advisory Bulletins are placed on the Integrity Commissioner’s webpage and are, therefore, available to Members of Council, Local Boards, Agencies, and Committees and the public at large. The link to the Advisory Reports is found at: <https://www.amherstburg.ca/en/town-hall/advisory-bulletins.aspx>.

Brief Advice:

In the previous Reporting period, there were twenty-one (21) instances of Brief Advice. These represent occasions where, in my opinion, advice could be provided immediately or in a very short period of time, and where no File needed to be opened. Formal Letters of Advice are generally not provided except where the Member requests one.

In this Reporting Period, there were thirty-four (34) instances of Brief Advice. The issues raised in these instances of Brief Advice include: Conflict of Pecuniary Interest, Confidentiality, Undue Influence, Bias, Conduct of Members, and so forth.

PART V – INQUIRIES AND COMPLAINTS

Complaint Files:

There were six (6) Complaints filed during this Reporting period – the same as for the last Reporting period. (One Complaint included a number of, what I will call, “sub-Complaints”, all against the same Member. For the purpose of reporting, this File has been treated as one Complaint.) Five (5) of the Complaints were in regard to Members of Council; one was in regard to a Member of a Committee. Of the six Complaints, one was abandoned, one was upheld, and four (4) were denied.

Brief Service:

There were fourteen (14) instances of Brief Service. “Brief Service” constitutes instances where an individual has contacted the Integrity Commissioner, but no Formal or Informal Complaint

has been initiated and no File has been opened. This may occur because the concern is plainly outside the jurisdiction of the Integrity Commissioner or because the alleged complaint is clearly not a violation of the **Code of Conduct** or because the individual is simply seeking information. In some instances, the answer provided ends the matter; in other instances, a referral may be made to a more appropriate entity or individual. In some instances, the individual is advised on the procedure for making a formal Complaint although, ultimately, no formal Complaint is received. The phrase “Brief Service” does not denote the amount of time expended in providing the service; rather it simply indicates that the Integrity Commissioner was contacted but that no File was opened as a result of my response.

Part VI – Policy Developments

The only Policy initiative during the Reporting period involved the Amendments of the **Code of Conduct (2020)**, which were noted earlier. These Amendments were designed to deal with situations where (1) Members were acting on the Advice of the Integrity Commissioner; (2) Reprisals or the Threat of Reprisals was present; and (3) instances of Obstruction occurred.

PART VII – CONCLUSION

It has been my great pleasure to serve as the Integrity Commissioner for the Town of Amherstburg for more than five years. Members of Council and Members of Local Boards, Agencies and Committees appointed by Council have conducted themselves in a highly professional manner and have lived up to their commitments under the **Code of Conduct (2020)** to “protect and maintain the Town of Amherstburg’s reputation and integrity”. I have appreciated the respect accorded me by Members of Council and the support and friendship I have received from Senior Staff especially the CAO, Valerie Critchley, and the Clerk, Kevin Fox. Thank you.

It has been an honour to serve as the Integrity Commissioner for the Town of Amherstburg.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Bruce P. Elman". The signature is fluid and cursive.

Bruce P. Elman LL.D.
Integrity Commissioner

FURTHER INFORMATION

If you have any questions or wish to seek written advice on this matter, please contact:

Office of the Integrity Commissioner
271 Sandwich Street South
Amherstburg, Ontario N9V 2A5
Tel: (519)-736-0012
Email: integrity@amherstburg.ca



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF DEVELOPMENT SERVICES

Mission Statement: As stewards of the Town of Amherstburg, we strive to improve the quality of life of all residents through the delivery of effective, efficient, and affordable services.

Author's Name: Christopher Aspila	Report Date: June 20, 2024
Author's Phone: 519 736-5408 ext. 2124	Date to Council: July 8, 2024
Author's E-mail: caspila@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Bill 185 and Bill 200 Changes to the Planning Act, Heritage Act and Development Charges Act

1. RECOMMENDATION:

It is recommended that:

1. The report titled "Bill 185 and Bill 200 Changes to the Planning Act, Heritage Act and Development Charges Act" **BE RECEIVED for information.**

2. BACKGROUND:

On June 6, 2024 Bill 185, Cutting Red Tape to Build More Homes Act, 2024 and Bill 200, Homeowner Protection Act, 2024 received Royal Assent from the Legislative Assembly of Ontario. The Royal Assent of these Bills affected several Acts and the focus for the purpose of this report will be on the changes to the Planning Act, Heritage Act and the Development Charges Act.

3. DISCUSSION:

Planning Act

Changes to Appeal Rights

Third-party appeals are no longer allowed. Registered owners of land that an Official Plan Amendment or Zoning By-law Amendment applies to are allowed to appeal provided that they made a submission to Council in accordance with the Act. These are referred to as "second-party" appeals.

The definition of “specified persons” has been amended in the Act. Appeal rights are now granted to the following provided they made a submission to Council in accordance with the Act:

- NAV Canada and airport authorities with airport zoning regulations. This only applies to the lands covered by the airport zoning regulations.
- Holders of *Aggregate Resources Act* permits for lands within 300 metres of the licensed area and owners of land that the *Aggregate Resources Act* permit applies to.
- Holders of certain *Environmental Protection Act* approvals that are within an area of employment and only for lands within 300 metres and only on the basis of inconsistency with the land use compatibility policies in the *Provincial Policy Statement* and owners of land that the *Environmental Protection Act* approval applies to.

Appeals can also be filed by the minister and where applicable the approval authority.

New Appeal Rights for Settlement Area Expansion Applications

Official Plan Amendments and Zoning By-law Amendments that propose to add land to an area of settlement can be appealed to the Ontario Land Tribunal.

Use It or Lose It for Site Plan Approvals and Draft Plan of Subdivision Approvals

Municipalities can impose lapsing provisions on site plans and plans of subdivision if a building permit is not issued within a prescribed period of time. Currently the time limit is no less than 3 years and this is subject to change when a regulation setting time frames is issued.

Pre-Consultation

Municipalities can no longer require pre-consultation. There is an exclusion that allows for any pre-consultation related Official Plan Amendments that were adopted following Bill 109 and prior to the coming into force of Bill 185 will remain in effect. **This exclusion applies to Amherstburg as our in-force Official Plan contains such an amendment.**

Fee Refund Requirements

The fee refund requirements introduced in Bill 109 have been erased effective the date of Royal Assent. Applications filed after July 1, 2023 and before June 6, 2024 may still be eligible for a fee refund. It is further noted that the Royal Assent of Bill 185 “stops the clock” on refunds for applications in process as of June 6, 2024 and such applications are not eligible for refunds.

Regulations for Additional Residential Units (ARU's)

The legislative change allows for a broader scope of the minister’s ability to regulate any ARU’s in a house as well as the land on which an ARU is located and the building or structure within which ARU’s are located

Proposed Change to Exempt ARU's from Planning Act Requirements

A new provision has been added to the Act that allows for regulations to provide for the non-application of any provision of Part V of the Act or a regulation under section 70.2 of the Act or that set out restrictions or limitations with respect to its application to ARU's that meet prescribed criteria. Corresponding changes to the regulation-making powers of the Province under section 70 of the Act are also proposed. The proposed regulations are neither prepared nor implemented as of writing of this report.

Community Infrastructure and Housing Accelerator Provisions Repealed

The Province has repealed the process for municipal councils to request what was effectively a minister's zoning order to accelerate the development process for housing and related infrastructure.

Proposed Change to Exempt Community Service Facilities from Planning Act Requirements

The minister has been given powers to make regulations that would exempt school boards, long-term care homes and hospitals from all or part of the *Planning Act*. Regulations are not prepared nor implemented as of writing of this report.

Exemption of Post-Secondary Institutions from Planning Act Requirements

The Act has changed to exempt publicly assisted universities, colleges and universities federated or affiliated with a publicly assisted university from the *Planning Act* requirements.

Heritage Act

The date for municipalities to undertake the review of all properties on their heritage registers has been changed from January 1, 2025 to January 1, 2027.

The Act has also been amended to address circumstances when a municipality removes a property from the heritage register. In such circumstances, a property cannot be added back to the register for a period of 5 years.

Development Charges Act

Eligible Capital Costs

The Bill 185 changes reverse the Bill 23 amendment and once again allows municipal authorities to include study costs in the calculation of their development charge rates.

Expiry of Frozen Rates

Under Bill 108, development charge rates would “freeze” as of the date of a complete application for a zoning by-law amendment or site plan approval (the later of the two dates would apply). The changes to the Act provide that the “freeze” is no longer in effect.

Prior to the coming into force of Bill 185, the freeze applied so long as building permits are pulled and development charges are paid within the “prescribed amount of time”. This time was previously set at 2 years and the in-force legislation has reduced the “prescribed amount of time” to 18 months.

Repeal of Mandatory Phase-In

Effective June 6, 2024, the “phase in” requirements no longer apply to new developments and transition rules are implemented for charges imposed between November 28, 2022 and prior to June 6, 2024. Rates that were frozen prior to November 28, 2022 may be increased effective June 6, 2024.

The new subsection 19(1.3) of the Act allows municipalities to amend a DC By-law to increase development charges imposed during the first four years that the DC By-law was in force to the amount that could have been charge if the mandatory phase in had never been in effect. This increase must be passed within 6 months of Royal Assent of Bill 185 – by December 6, 2024. As the Town is actively undertaking a DC Study this matter will be addressed prior to December 6, 2024, subject to Council’s approval of the DC Study and updated DC By-law.

Draft Provincial Planning Statement (2024)

It is noted that the Draft Provincial Planning Statement (2024) was included in the Province’s initial consultation for some of the above discussed legislated changes. On April 10, 2024 the Province posted an updated draft version of the Draft Provincial Policy Statement (2024) on the Environmental Registry of Ontario. The Province has not yet released or announced a date for the adoption of the new Provincial Planning Statement.

4. RISK ANALYSIS:

There are no risks in receiving this report for information.

5. FINANCIAL MATTERS:

N/A

6. CONSULTATIONS:

N/A

7. CORPORATE STRATEGIC ALIGNMENT:

Vision: Preserving our past while forging our future.

<i>Amherstburg Community Strategic Plan 2022 - 2026</i>	
<p style="text-align: center;">PILLAR 1 Deliver Trusted & Accountable Local Government</p> <ul style="list-style-type: none"> ✓ Improve trust between council and staff, and residents, by strengthening governance and internal accountability structures. <input type="checkbox"/> Deliver transparent and efficient financial management. ✓ Increase effective communication and engagement with residents. <input type="checkbox"/> Develop our staff team, resources, and workplace culture. <input type="checkbox"/> Continue to deliver strong core municipal services. <input type="checkbox"/> Ensure Amherstburg is an inclusive accessible and welcoming community committed to reconciliation. 	<p style="text-align: center;">PILLAR 3 Encourage Local Economic Prosperity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Encourage development of commercial and industrial lands. <input type="checkbox"/> Continue to promote local tourism industry, especially overnight accommodation. <input type="checkbox"/> Continue to facilitate downtown development for residents and visitors. <input type="checkbox"/> Continue to leverage partnership opportunities with other provincial, federal, and local governments, agencies, and organizations.
<p style="text-align: center;">PILLAR 2 Invest in Community Amenities and Infrastructure</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintain safe, reliable and accessible municipal infrastructure and facilities. <input type="checkbox"/> Increase access to recreation opportunities for all ages. <input type="checkbox"/> Finalize and execute plans for town-owned lands (e.g. Duffy’s site, Belle Vue) <input type="checkbox"/> Create public access to water and waterfront <input type="checkbox"/> Prioritize opportunities to reduce environmental impacts of Town operations and increase Town resilience to climate change. 	<p style="text-align: center;">PILLAR 4 Shape Growth Aligned with Local Identity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Define and communicate a vision for the Town’s future and identity. <input type="checkbox"/> Promote and plan for green and “climate change ready” development. <input type="checkbox"/> Review and implement policies that promote greater access to diverse housing. <input type="checkbox"/> Protect the Town’s historic sites and heritage. <input type="checkbox"/> Preserve the Town’s greenspaces, agricultural lands, and natural environment.

8. CONCLUSION:

This report is provided to Council for information about the changes made by the Legislative Assembly of Ontario to the Planning Act, Heritage Act and the Development Charges Act.



Christopher Aspila
Manager of Planning Services

Report Approval Details

Document Title:	Bill 185 and Bill 200 Changes to the Planning Act, Heritage Act and Development Charges Act.docx
Attachments:	
Final Approval Date:	Jun 26, 2024

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



Melissa Osborne



Tracy Prince



Valerie Critchley



Kevin Fox



**TOWN OF AMHERSTBURG
HERITAGE COMMITTEE MEETING
MINUTES**

**Thursday, June 6, 2024
5:30 P.M.**

**Council Chambers
271 Sandwich Street South, Amherstburg, ON, N9V 2A5**

PRESENT	Simon Chamely – Chair Shirley Curson-Prue – Vice Chair Deputy Mayor Chris Gibb Councillor Linden Crain Frank Di Pasquale Stephanie Pouget-Papak
STAFF PRESENT	Adam Coates - Staff Liaison, Planner - Heritage, Urban, Design and Community Improvement Kevin Fox - Clerk Karly Kennedy - Recording Secretary
ABSENT	Robert Honor

1. CALL TO ORDER

The Chair called the meeting to order at 5:30 p.m.

2. ROLL CALL

3. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

Deputy Mayor Gibb declared a conflict on item 7.3 of the public agenda due to being having a business relationship with the proponent.

4. LAND ACKNOWLEDGMENT

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

5. MINUTES OF PREVIOUS MEETING

5.1 Heritage Committee Meeting Minutes of April 11, 2024

Moved By Councillor Crain

Seconded By F. Di Pasquale

That the Heritage Committee Meeting Minutes of April 11, 2024 **BE ADOPTED.**

The Chair put the motion.

Motion Carried

6. PRESENTATIONS

6.1 Heritage Conservation District Study Presentation - Nick Bogaert, MHBC

Moved By F. Di Pasquale

Seconded By Councillor Crain

That:

1. The designation of the Study Area described as Option 1, in the Background Study report prepared by MHBC and attached as Appendix A, which includes all Character Areas, with the exception of the Belle Vue Character Area, **BE ENDORSED**; and
2. The presentation from the Heritage Conservation District Project consultant, MHBC, **BE RECEIVED** for information.

The Chair put the motion.

Motion Carried

7. ORDER OF BUSINESS

7.1 Heritage Conservation District Study Update

7.2 Heritage Tax Rebate Program 2024

Moved By F. Di Pasquale

Seconded By S. Pouget-Papak

That:

1. The Heritage Committee **ENDORSE** the approval of the Heritage Property Tax Rebate application for 7143 County Road 50, legally described as CON 7 PT LOT 59 RP 12R1265, PART 1, also known as the John Bratt House, to Council;
2. The Heritage Committee **ENDORSE** the approval of the Heritage Property Tax Rebate application for 51 North Street, legally described as PLAN 2 LOT 12, also known as the Clement Parlette House, to Council; and,
3. The Heritage Committee **ENDORSE** the approval of the Heritage Property Tax Rebate application for 455 Dalhousie Street, legally described as CON 1 PT LOT 3, also known as the R. Robertson Residence, to Council.

The Chair put the motion.

Motion Carried

7.3 94 Gore Street - Residential Development

Moved By S. Curson-Prue

Seconded By Councillor Crain

That it **BE RECOMMENDED** by the Heritage Committee that Council direct Administration to provide options to protect the properties within the heritage conservation district boundaries.

The Chair put the motion.

Motion Carried

Moved By Councillor Crain

Seconded By F. DiPasquale

That the report **BE RECEIVED** for information.

The Chair put the motion.

Motion Carried

8. UNFINISHED BUSINESS

9. NEW BUSINESS

10. ADJOURNMENT

Moved By S. Pouget-Papak

Seconded By Deputy Mayor Gibb

That the Committee **ADJOURN** at 6:33 p.m.

The Chair put the motion.

Motion Carried

Simon Chamely - Chair

Karly Kennedy - Recording Secretary



**TOWN OF AMHERSTBURG
COMMITTEE OF ADJUSTMENT MEETING
MINUTES**

**Wednesday, June 5, 2024
8:00 AM
Council Chambers
271 Sandwich Street South, Amherstburg, ON, N9V 2A5**

PRESENT Anthony Campigotto – Chair
 Terris Buchanan – Vice Chair
 Debbie Rollier
 Josh Mailloux

STAFF PRESENT Janine Mastronardi – Secretary - Treasurer
 Sarah French - Planner
 Karly Kennedy – Policy and Committee Coordinator

ABSENT Donald Shaw (*Regrets*)

1. CALL TO ORDER

The Chair called the meeting to order at 8:00 a.m.

2. ROLL CALL

3. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

(Public Meeting Agenda Items)

Josh Mailloux declared a conflict on item 6.2 of the public agenda due to being an owner of the property.

4. LAND ACKNOWLEDGEMENT

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

5. MINUTES OF PREVIOUS MEETING

Moved By J. Mailloux

Seconded By T. Buchanan

That the following minutes of the Committee of Adjustment **BE APPROVED**:

5.1 May 1, 2024 Committee of Adjustment Meeting Minutes

The Chair put the motion.

Motion Carried

6. ORDER OF BUSINESS

6.1 A/16/24, 156 Dalhousie Street, Ryan Deslippe

Moved By T. Buchanan

Seconded By J. Mailloux

That the revised application A/16/24 requesting relief of 0.624 m in front yard fence height for the vertical pickets and relief of 0.7764 m in front yard fence height for the brick piers to allow a fence in the front yard with a height of 1.524 m with brick piers with a height of 1.6764 m and grant relief of 0.13 m in gate height to allow a motorized vehicle gate with a height of 2.13 m with coach lights on top be approved subject to the following condition;

1. That the fence and motorized gate be consistent with style provided within the drawings submitted as part of the minor variance application.

The Chair put the motion.

Motion Carried

6.2 B/11/24 & A/14/24, 4686 Alma Street, 1830011 Ontario Ltd., c/o Chad Mailloux, Agent

Moved By D. Rollier

Seconded By T. Buchanan

That application B-11-24 be approved subject to the following conditions:

1. That a Reference Plan of the subject property satisfactory to the municipality be deposited in the Registry Office; a copy to be provided to the municipality.
2. The applicant to submit to the municipality the deed acceptable for registration in order that consent may be attached and a copy be provided to the municipality.
3. That all property taxes be paid in full.
4. Subsection 3 of Section 50 of the Planning Act applies to any subsequent conveyance or transaction of or in relation to the parcels of land being the subject of the consent (severed and retained parcels).
5. That prior to the stamping of deeds the owner is to provide satisfactory evidence that the adjacent parcel is under consolidation relative to the parcels which are the subject of the consent.
6. That a minor variance be obtained from the provisions of Bylaw 1999-52, as amended, Section 26(3)(a)(i) which requires a minimum lot area of 40 hectares in an Agricultural (A) Zone regarding the retained farm parcel.
7. That a minor variance be obtained from the provisions of Bylaw 1999-52, as amended, Section 26(3)(d)(ii) which requires a minimum interior side yard setback of 15 metres for non-residential uses in an Agricultural (A) Zone regarding the existing agricultural building 12.2 m from the proposed new property line.
8. That the applicant obtain a report from an independent qualified person that the existing private septic system serving the retained parcel does not cross the

property lines, that the systems are in working order and that its operation will not be affected by the severance, to the satisfaction of the municipality.

9. That a grade design demonstrating that the severed (resulting consolidated parcel) will maintain its own surface water be submitted and implemented to the satisfaction of the municipality.
10. Surface water and subsurface drainage tiles and water shall be redirected around the severed parcel to the satisfaction of the municipality.
11. The applicant shall submit a tiling plan of the entire parcel satisfactory to the municipality.
12. The applicant/owners shall enter into a reapportionment of the drainage assessment for the subject lands in accordance with Section 65(2) of the Ontario Drainage Act, R.S.O. 1990 as amended and provide the Town of Amherstburg, a signed agreement and that any associated cost of same be borne solely by the applicant. The reapportionment for any affected Municipal Drains be required and are to be assessed against the affected lands in accordance with any past, current or future drainage bylaws, until such time as otherwise determined under the provisions of the Drainage Act.
13. This consent will be deemed to be refused in accordance with the Planning Act if the above noted conditions are not met within two years from the date of this notice.

The Chair put the motion.

Motion Carried

Moved By T. Buchanan

Seconded By D. Rollier

That application A-14-24 be approved.

The Chair moved the motion.

Motion Carried

6.3 B/13/24 & A/15/24, 6081 County Road 18, Brian Renaud, c/o Alexander Sharma, Agent

Moved By J. Mailloux

Seconded By T. Buchanan

That application B-13-24 be approved subject to the following conditions:

1. That a Reference Plan of the subject property satisfactory to the municipality be deposited in the Registry Office; a copy to be provided to the municipality.
2. The applicant to submit to the municipality the deed acceptable for registration in order that consent may be attached and a copy be provided to the municipality.
3. That all property taxes be paid in full.
4. Subsection 3 of Section 50 of the Planning Act applies to any subsequent conveyance or transaction of or in relation to the parcels of land being the subject of the consent (severed and retained parcels).
5. That prior to the stamping of deeds the owner is to provide satisfactory evidence that the adjacent parcel is under consolidation relative to the parcels which are the subject of the consent.
6. That a minor variance be obtained from the provisions of Bylaw 1999-52, as amended, Section 26(3)(a)(i) which requires a minimum lot area of 40 hectares in an Agricultural (A) Zone regarding the retained farm parcel.
7. That a grade design demonstrating that the severed (resulting consolidated parcel) will maintain its own surface water be submitted and implemented to the satisfaction of the municipality.
8. Surface water and subsurface drainage tiles and water shall be redirected around the severed parcel to the satisfaction of the municipality.
9. The applicant shall submit a tiling plan of the entire parcel satisfactory to the municipality.
10. The applicant/owners shall enter into a reapportionment of the drainage assessment for the subject lands in accordance with Section 65(2) of the Ontario Drainage Act, R.S.O. 1990 as amended and provide the Town of Amherstburg, a signed agreement and that any associated cost of same be borne solely by the applicant. The reapportionment for any affected Municipal Drains be required and are to be assessed against the affected lands in accordance with any past, current or future drainage bylaws, until such time as otherwise determined under the provisions of the Drainage Act.
11. This consent will be deemed to be refused in accordance with the Planning Act if the above noted conditions are not met within two years from the date of this notice.

The Chair put the motion.

Motion Carried

Moved By T. Buchanan

Seconded By J. Mailloux

That application A-15-24 be approved.

The Chair put the motion.

Motion Carried

6.4 A/17/24, 207 Brock Street, Richmond Praedium Inc.

Moved By T. Buchanan

Seconded By J. Mailloux

That application A-17-24 be approved.

The Chair put the motion.

Motion Carried

6.5 A/18/24, 247 Brock Street, Jones Group Inc.

Moved By T. Buchanan

Seconded By J. Mailloux

That application A-18-24 be approved.

The Chair put the motion.

Motion Carried

7. ADJOURNMENT

Moved By J. Mailloux

Seconded By T. Buchanan

That the Committee of Adjustment **RISE and ADJOURN** at 9:00 a.m.

The Chair put the motion.

Anthony Campigotto – Chair

Janine Mastronardi - Secretary-Treasurer



TOWN OF AMHERSTBURG
ENVIRONMENTAL ADVISORY COMMITTEE MEETING
MINUTES

Wednesday, June 12, 2024

5:00 P.M.

Council Chambers

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

PRESENT	John McDonald - Chair Carolyn Davies – Vice Chair Councillor Peter Courtney Barbara Goldman
STAFF PRESENT	Antonietta Giofu - Staff Liaison, Director Infrastructure Services Jennifer Ibrahim – Manager of Economic Development, Tourism & Culture Kevin Fox - Clerk Karly Kennedy - Recording Secretary
ABSENT	Councillor Molly Allaire (<i>Regrets</i>) Anthony Olivito (<i>Regrets</i>)

1. CALL TO ORDER

The Chair called the meeting to order at 5:02 p.m.

2. ROLL CALL

3. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

There were no disclosures of pecuniary interest noted.

4. LAND ACKNOWLEDGMENT

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

5. ORDER OF BUSINESS

5.1 Environmental Programs and Initiatives: Community Awareness & Education Strategy 2024

Moved By C. Davies

Seconded By B. Goldman

That Administration **PREPARE** a budget issue paper for consideration by Council in the 2025 operational budget to support an Environmental Education Campaign for the 2025 year.

The Chair put the motion.

Motion Carried

6. UNFINISHED BUSINESS

7. **NEW BUSINESS**

8. **ADJOURNMENT**

Moved By B. Goldman

Seconded By J. McDonald

That the Committee **ADJOURN** at 6:35 p.m.

The Chair put the motion.

Motion Carried

John McDonald - Chair

Karly Kennedy - Recording Secretary



TOWN OF AMHERSTBURG DRAINAGE BOARD MINUTES

Tuesday, June 4, 2024
6:00 P.M.
Council Chambers, 271 Sandwich St South

PRESENT

Allan Major
Murray Sellars
Brian Renaud
Brad Laramie
Anthony Campigotto
Sam Paglia, Drainage Superintendent/Engineering
Coordinator
Nicole Humber, Recording Secretary
Karly Kennedy, Policy and Committee Coordinator

ABSENT

None

1. CALL TO ORDER

The Vice-Chair called the meeting to order at 6:03 p.m.

2. ROLL CALL

3. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

Board Member Brian Renaud advised he will have to excuse himself from participating in item 6.1 as he owns property on the Deslippe Drain.

4. LAND ACKNOWLEDGEMENT

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

5. MINUTES OF PREVIOUS MEETING

Brian Renaud moved, Murray Sellars seconded;

THAT:

The minutes of the previous meeting BE ADOPTED:

- 1. Drainage Board Meeting Minutes – April 30, 2024.**

Motion Carried

6. OPEN COURT OF REVISION

6.1 Appeals – Deslippe Drain

Shane Lafontaine, P.Eng from RC Spencer Associates Inc. informed the Board members that there were no requests or questions received by their firm regarding the Deslippe Drain.

Vice Chair Allan Major asked if anyone in the audience had any verbal appeals.

The Board heard from:

- **Josh Mailloux – 5025 Concession 5 N**

Mr. Mailloux advised the Board members that he had submitted a tile map to have drainage adjusted on the Deslippe Drain and wondered if the engineers have made that adjustment as he did not hear back from anyone.

Mr. Paglia indicated that coincidentally both engineers that have been appointed on both of the Deslippe Drain reports were in attendance at this Drainage Board meeting. Mr. Paglia stated that at the meeting to consider the first drainage report on the Deslippe Drain it was decided that the original watershed boundary would be left as is on the first engineer's report, and would be adjusted in the second engineer's report. Mr. Paglia invited engineer Josh Warner to speak on Mr. Mailloux's comments regarding the watershed boundaries.

Mr. Warner advised that the changes to Mr. Mailloux's property due to the tiling would be reflected in the drainage report he is currently preparing.

Mr. Mailloux asked for clarification on which report was going before the Drainage Board at this meeting.

Mr. Paglia indicated that the Court of Revision is being held at this meeting for the first report on the Deslippe Drain that deals with three bridge replacements, authored by R.C. Spencer and Associates Inc. and the second report on the Deslippe Drain for an examination of the entire drain has not been completed yet by the appointed engineer, Josh Warner, P.Eng of R. Dobbin Engineering Inc. The only report the Town has received to date is the report in front of the Board dated March 7, 2024, and when the other report is received the landowners would be notified of the meeting to consider and the court of revisions for that report.

Mr. Mailloux asked if the projects would be billed out separately.

Mr. Paglia confirmed that was the case. Landowners would be billed out separately and went over the timing process for Mr. Mailloux.

Board Member Brad Laramie asked Mr. Mailloux if he was wanting his land changed in the watershed in the first report for the Deslippe Drain.

Mr. Mailloux indicated that he was out of town and missed the meeting to consider, and when he brought it up he decided he did not want to go back and incur additional costs to the drain to have it changed as there was only a small portion of his lands along Alma Street that is no longer draining into the

Deslippe Drain, however he would like it changed on the second engineer's report.

- **Keith McGuire – 7521 Pike Rd**

Mr. McGuire asked for clarification on both assessments and if they would be on the original report or separate engineer's reports.

Mr. Paglia asked which report Mr. McGuire was referring to as "original."

Mr. McGuire stated that he was referring to the first report when three culverts were replaced. Mr. Paglia noted that was the report that was before the Board at this meeting, and for this discussion, the original report for the Deslippe Drain. Mr. McGuire asked when the next engineer's report was prepared if it would be a report on the entire Deslippe Drain. Mr. Paglia confirmed that was the case, and the Act allows landowners at the on-site meeting to provide information and request additional works. In this case it did not happen at the on-site meeting, and coincidentally the petitioner for the second report attended the on-site meeting and did not speak up at that time, which was the opportunity to bring it up in order to have the appointed engineer examine the whole drain. At the time the Town received the request from this landowner, the current (original) report was 95% complete when the request came in from the landowner at the top end of the drain. RC Spencer Associates Inc. was contacted and the Town was advised that the report was too far along. Mr. Paglia explained that through the Drainage Act (Act) process, landowners have appeal rights for delays, and by having RC Spencer add onto the scope of the current report, it would add approximately 1-2 years onto the completion of the report. It was decided a second report would be required, and therefore Council appointed Josh Warner, P.Eng from R. Dobbin Engineering Inc. to complete the second report to resolve the concern of conveyance from the upstream landowner.

Mr. Paglia explained that during the on-site meeting for the second request, the appointed engineer noted that four (4) culverts were in dire need of replacement and the Town applied to the Ministry of Agriculture to have those culverts replaced, one of which was blocked to vehicular travel. Also, the engineer noted that nine culverts in total are expected to be replaced in his forthcoming report. A preliminary examination had already been completed prior to the onsite meeting.

Mr. McGuire asked if there would be any compensation for the landowners with regard to engineering fees as the drain was just engineered with the first report. Mr. Paglia stated that there is a cost savings as the second engineer has most of the legwork done with respect to watershed boundaries, etc. Although the

landowners will not see the cost savings monetarily, the engineering fees will likely be reduced overall since the engineer will have a very recent report to refer too and hence, less time to complete their report and bill for that time. Mr. Paglia further stated that the engineer's in southern Ontario work well together and will share information with each other.

Board Chair Anthony Campigotto joined the meeting at 6:12 p.m. and took over chairing the meeting from the Vice-Chair.

Board Chair Anthony Campigotto asked if anyone else in the gallery would like to speak.

There were none.

Allan Major moved, Murray Sellars seconded;

That:

- 1. The appeals submitted written or verbally to the Court of Revision for the Deslippe Drain BE RECEIVED; and**
- 2. The schedule of assessment as presented by RC Spencer Associates Inc. for the Deslippe Drain BE APPROVED.**

Motion Carried

7. CLOSE COURT OF REVISION

The Court of Revision closed at 6:18 p.m.

8. CONSIDERATION OF THE FINAL DRAINAGE REPORT

8.1 Jeths Drain (2024)

Josh Warner, P.Eng of R. Dobbin Engineering Inc. provided the Board with an overview of the report. Mr. Warner explained that the Jeths Drain report was prepared under Section 78 of the Act and proposes the enclosure of 23 meters of the upper end of the Jeths Drain with a 15" diameter PVC pipe, 343 meters of open channel improvements to the drain including bank re-sloping, replacement of two culverts, removal of two culverts, and flushing a portion of the tile drain and a remaining culvert. Total estimated cost of the works is \$206,340.00. Mr. Warner noted there were detailed breakdowns in the report

for allowances, assessments, provisions for maintenance, working areas, drawings, and construction specifications.

Board Chair Anthony Campigotto asked if anyone in the gallery had any questions.

There were none.

Board Chair Anthony Campigotto invited Sam Paglia to speak.

Mr. Paglia stated that if there were no landowners wishing to comment on the technical aspects of the report, then the Board can move forward with the provisional adoption and recommendation to Council. Mr. Paglia indicated if there were any landowners wishing to comment to please come forward.

Dan Huneault asked where the Jeths Drain was located in relation to the General Drain.

Mr. Paglia stated that the Jeths Drain was located north of Texas Rd and outlets into the Detroit River at municipal number 639 Front Road N.

Brad Laramie moved, Allan Major seconded;

That:

- 1. The engineer's report, prepared by R. Dobbin Engineering Inc. dated May 7, 2024 for the improvements to the Jeths Drain (2024) BE RECEIVED;**
- 2. The engineer's report for the improvements to the Jeths Drain (2024) BE CONSIDERED;**
- 3. The PROVISIONAL ADOPTION of By-law 2024-046 which appends the engineer's report for the improvements to the Jeths Drain (2024) BE BROUGHT to the next Regular Council meeting for Council's consideration; and,**
- 4. Administration BE DIRECTED to proceed with the scheduling of the Public Meeting of the Court of Revision for the improvements to the Jeths Drain (2024).**

Motion Carried

8.2 General Drain (2024)

Josh Warner, P.Eng. of R. Dobbin Engineering provided an overview of the drainage report. Mr. Warner stated that the drainage report was prepared under Section 4 of the Act, and multiple petitions were received as part of these drainage works - parcel indexes 3, 4, 5, 7, and 10 -15 to provide an adequate outlet for these properties. The report proposes the incorporation of the existing infrastructure which includes two 450 mm diameter storm sewers which outlet into the Detroit River, a Rip Rap channel from station 0+016 to 0+028, 900 mm and 750 mm pipes and catchbasins under Sandwich St N, 142 metres of open channel and 2010 x 1530 mm diameter steel pipe arch to be completed at 0+196. The report also includes 17 metres of 600 mm diameter concrete pipe at the outlet to the Detroit River, the channel adjacent to the properties with index 3 and 4 shall be moved off the properties and placed on the property index 6. As part of the move off, one private culvert shall be removed and one shall be replaced and relocated. There is forcemain to be installed from parcels indexed 10-15 to the open channel in order to service those parcels. Total estimated cost is \$492,430.00. The report includes detailed breakdowns for allowances, assessments, provisions for maintenance, working areas, drawings, and construction specifications.

Board Chair Anthony Campigotto invited Sam Paglia to speak.

Mr. Paglia indicated that because the report is under Section 4 of the Act, landowners who have not signed the petition, have the ability to sign the petition or landowners who have signed the petition can withdraw their name and can do so at this meeting. Mr. Paglia asked the Board to ask the landowners in attendance if there were any landowners present that wished to add their names to the petition or withdraw their names from the petition.

Board Chair Anthony Campigotto asked those in the gallery if anyone wanted to speak on the matter.

The Board heard from:

- **Hal Kersey on behalf of Dan Caster**

Mr. Kersey explained that they were at the onsite meeting back in August of 2023, however they received the drainage report earlier in this afternoon. Mr. Kersey indicated his client has been assessed approximately \$133,000.00 and they have not had a chance to go through the report due to the short window of receiving the report because the meeting notice and the report were sent to the previous owner, therefore they cannot comment on accepting the report as they

have not had a chance to go through it. It was noted that most of their questions would be more technical in nature rather than assessment.

Mr. Paglia stated that this meeting is to discuss the technical aspects of the report and the next meeting was the Court of Revision which would discuss the assessment portion / financials of the report and how the engineer has assessed the lands fairly. Mr. Paglia noted that hearing the questions that Mr. Caster is asking, seem to be more technical in nature and that now was the time to present them to the engineer. Mr. Paglia added that the mailouts for the meeting were all sent out together to the registered landowners per information provided by the County of Essex. If property changes hands, sometimes it is 3-4 months before the Town receives an update. Mr. Paglia asked Mr. Caster to confirm if the questions he had were in relation to his lands and the forcemain. Mr. Caster indicated that he just wanted to be up to speed on the project and that he was not there to object to the project as the cost is the cost. Mr. Caster stated that he took possession of the property back in August of 2023, however the mailout went to the previous owner Frank Binder who delayed providing the mailout to him by about three or four weeks, so he has not had a chance to look anything over as he just received the documents a few hours prior to the meeting.

Mr. Paglia added that the forcemain has been designed in consultation with the engineers that are representing Mr. Caster for his development. Mr. Paglia stated that with regard to technical aspects of the project he did not see an issue as Mr. Warner has been working with Mr. Caster's engineers to include what Mr. Caster needs is included in the report. Mr. Paglia noted that if there was anything downstream of his property he could certainly talk about it at this meeting, and if Mr. Caster needs to meet he is available at any time. Mr. Caster advised that he was alright with the information he has heard so far. Mr. Paglia advised that the engineers report could get referred back to the engineer at any time by Council.

- **Dan Huneault – Jones Realty representing the Amherstburg Yacht Club**

Mr. Huneault advised that the Amherstburg Yacht Club (AYC) has concerns with the drainage and possibly added volume of water with the proposed works in the engineer's report. Mr. Huneault asked for clarification on landowners adding their names to the petition, and if that it meant you agree with the proposed works. Mr. Huneault also wanted to know if he would still be able to ask questions if his name was not on the petition.

Board Chair Anthony Campigotto asked Mr. Paglia to speak on the matter.

Mr. Paglia explained that the idea of the petition under Section 4 of the Act allows for a legal statute outlet for lands that it serves. The Act has existed for approximately 150 years and there are engineer's reports that are attached to drains that go through the Act process and are adopted by community of landowners with Council and become bylaw, or the mechanism for the Town to do the recommended work and also bill out those costs. It is a user pay system. Mr. Paglia stated that this particular section of the Act, is when a landowner requests a new drain, and forming a new statute outlet for the petitioner. Anyone in Ontario can petition under the Act for a new drain, by their Council, who would then appoint an engineer. Mr. Paglia further stated that the names on the petition are significant mainly if the project fails, and if the project fails the engineer will usually distribute those costs to those landowners on the petition. Mr. Paglia explained that it is more to the process, however the landowners are afforded the opportunity to add their name to the petition if they feel they need drainage, and the ability to remove their name from the petition if they do not feel they need drainage, and allows for the communal process to play out. There is a potential financial aspect by signing the petition, however names can come and go off the petition during the process. Mr. Paglia added that once a petition is filed, depending on where the petitioner is located or the area requiring drainage is located, other lands are pulled into the project if their water uses the drain. The drain as it was prior to the petition is a private drain under Common Law, and someone has petitioned Council to make this a legal drain under Statute Law. It gives the water that flows within the drain the legal right to unobstructed flow. The new municipal drain will be a user pay system, and all landowners who use the drain share in the cost through the Council appointed engineer and bylaw. A legal outlet is being created for someone, and all of the properties who use the drain will be in the watershed. Landowners have appeal rights that are technical matters (engineer's recommendations), and financially (regarding assessments and if they are assessed fairly in relation to other lands).

Mr. Huneault mentioned that there is a small sliver of land at AYC and there are concerns of disruption of the operation of the marina, open cut, increased pipe and water flow, and any impacts to the marina.

Mr. Paglia asked engineer Josh Warner to address Mr. Huneault's concerns.

Mr. Warner indicated there are some increased flow from some upstream lands joining the watershed, however there will be an additional pipe on the yacht club property to handle those flows, and flows from the upstream watershed. The existing watershed piping on the yacht club property is not sufficient enough to handle the required storm events, therefore an additional pipe will be installed to handle to existing watershed and additional water that will be added to the drainage area. Mr. Warner explained that in terms of disruption, there

will be a short duration of disruption for approximately one day to install the pipe. Once the construction phase is reached, a pre-construction meeting will be held to try to co-ordinate any disruptions with any landowner.

Mr. Huneault asked if Mr. Warner could clarify where index properties 10-15 outlet.

Mr. Warner advised that currently there is no legal outlet for the property's water, and initially utilizing the existing storm sewers in the westerly subdivision was looked into, however there was not enough capacity.

Mr. Huneault asked about the design work and if it would be on the individual property owners as far as oil grit separators, pollution controls and what would be added to the mix at the outlet into the Detroit River.

Mr. Warner advised that a quantity and quality control will be completed on that specific property, and they will likely have a SWM pond and a pump station to the forcemain, similar to the other properties being developed upstream, they will be restricting their flows to pre-development rates and will be responsible for all quality control on site by permit.

Mr. Huneault asked about the additional acreage being added to the outlet pipe.

Mr. Warner indicated that the additional water would be included, however a release rate has been set up so the flow is restricted for the downstream drainage structure to accommodate those flows.

Mr. Huneault asked when further concerns can be addressed, and if there is any chance for the owner to appeal.

Mr. Paglia explained that all landowners have the right to appeal, however he stated that we do not want to move the project ahead if the community of landowners is not ultimately going to adopt it. The issue of the predeveloped flows and design overall, is creating some confusion. Mr. Paglia clarified that they are adding area to the watershed therefore the design of the drain has to be designed to a certain level of service for the watershed which is governed by provincial standards and also approved by ERCA as far as quantity of flows etc. Mr. Paglia stated that no one is adding anything because currently nothing exists, as we are creating a drain to drain a certain sized watershed. If the technical aspect is the watershed boundary, then the Board has to discuss that and there are appeal forms that can be signed to appeal the technical matter on the report, if the Board feels it is warranted, they could refer the report back to the engineer and a second meeting to consider would be held. Mr. Paglia

indicated that if there was a specific problem with the technical aspects, now is the time to discuss.

Mr. Huneault added that he did not believe there was representation from the Jones Group at the on-site meeting, and there is some push back agreeing with the project.

Mr. Paglia clarified that the owner of lands that are brought into a project are involved in the project, and have an appeal right on the technical aspects or the financial aspects with respect to the assessment (fairness), however there is no choice whether to be part of the project or not. Someone has applied for a legal outlet and a process is in place to provide them that outlet. Mr. Paglia asked Mr. Huneault to be more specific with his concerns.

Mr. Huneault explained that he is not fully understanding the effects of the additional water and even though there is restricted flow, there are additional properties in the proposed watershed, and he would like to know the impact to the boat slips that are in the discharge area.

Mr. Paglia noted that was a very good question and he would ask Mr. Warner to speak on the requirements that ERCA has asked regarding flows, pre-development, and the outlet specifically.

Mr. Warner indicated that ERCA had the requirement that the system be designed to the 100 year storm event - the storm event that the lower end is designed to and if there is current overland flow now, there will be less over the rock swale and the addition of this pipe will solve that for the 100 year storm event even considering the additional watershed as those properties have flows restricted and the release rate are even less than a two year pre-development if it were to be draining there now.

Mr. Huneault inquired if there was recent work done to the rock chute along Sandwich St N to the river, as sometimes water goes over the rock chute, and it seems that the volumes of water are excessive at times causing over land flow at the yacht club and now we are proposing adding more water to it. Mr. Huneault asked if the rock chute was designed properly with the high slope, and if the additional water flow through properly and not cause any issues for AYC.

Mr. Warner advised that the project has been designed for the 100-year storm event even with the increased area, as the flows for the increased area have been restricted to lower than predevelopment rate.

Mr. Huneault reiterated his concerns with water at the outlet flowing over the gabion stone, questioned whether it is possible the pipe is plugged or possibly not large enough, and if any work was recently completed to the area.

Mr. Warner advised he was not aware of any work recently done, but the plan is to add the additional pipe to convey the flows safely downstream.

Mr. Paglia stated that the current drainage system in place is a private drain, and the Town does not have any record of work done on private drains. The obligation of the engineer is to design the drain to a standard level of service, and since 1995, to convey the two-year rain event and contain the 1:100 rain event. This project was presented to ERCA and ERCA's response was that the project is acceptable, in agreement, and have no comments. Mr. Paglia indicated that the drain that is currently in place was not engineered and the report before the Board is engineered, the hydrology has been studied, and it is for a certain level of service. Should there be a storm that is more than 1:100 than there will be some flooding as the drain is not designed for that, but the drain is designed to the Provincial standard of a two-year conveyance and a 100-year containment.

Mr. Huneault asked why the rock chute was not enclosed in one solid conduit.

Mr. Warner indicated that his obligation under the Act was to provide sufficient outlet for the properties upstream, and modelling the rock chute Mr. Warner did not feel enclosing the chute was necessary. Mr. Warner added that if the landowner felt it was necessary, it could be accommodated however there would be additional costs to do so. Mr. Warner advised that if the pipe was enclosed it could spill over top at a certain point, possibly at the connection which would be possibly be a basin and would likely spill over, even if it were an enclosed system.

Mr. Campigotto asked if anyone in the gallery had any further comments or questions.

There were none.

Mr. Campigotto asked if any of the Board Members had any comments or questions.

Vice-Chair Allan Major asked if Jones Realty intended to add their name to the petition.

Mr. Huneault indicated that at this point they would not be adding their name to the petition.

Board Member Brian Renaud stated that it appeared as if the drain was going to be constructed right through the yacht club's property, and asked if it was possible to construct the drain with it re-routed north of AYC and then outlet into the river, or if maybe that option was too costly.

Mr. Huneault asked if an alternate design had been looked at.

Mr. Warner indicated that at this point an alternative design had not been looked at.

Mr. Paglia explained to the Board Members that although the rock chute is visible in the profile but not in the plan, the chute Mr. Huneault is referring to is on the west side of County Rd 20 where the 36" outlet pipe comes through the road and drops 10-15 feet to the rock chute where there are two conveyances recommended in this report to handle the flow. Mr. Paglia agrees that if there is a concern that the Yacht Club has on managing the overflow, as it will overflow in certain events similar to what it does now, we can't assume that it will never overflow the rock chute. If the Board feels the report should be looked at for technical merit than it should be looked at.

Board Member Brad Laramie said it looked like if the water was rerouted to the north as Mr. Renaud suggested it the water has a lot further to travel before it outlets into to the Detroit River. Mr. Laramie asked why the outlet was in the location that it was in the report.

Mr. Warner stated that currently the properties outlet through this private channel across County Rd 20 into the Rip Rap channel and there are two pipes that outlet into the river. Mr. Warner further stated that they were utilizing the existing system. Mr. Warner advised that if they were to investigate other options now there would be significant increases in costs.

Board Member Brad Laramie asked if there were currently two pipes existing on the private outlet.

Mr. Warner clarified that there were two pipes existing, and a third pipe would be added.

Board Member Brad Laramie stated that as the current drainage area has now been engineered, it should perform better than it currently does.

Mr. Warner confirmed the area would definitely perform better than it currently does, and that ERCA approval required hydrology and a hydraulics report be performed on the entire system, specifically the downstream portion as they

knew there had been concerns of the area over topping. The report was designed to the highest quality and thoroughly reviewed by ERCA.

Mr. Paglia asked Mr. Warner to expand on the study, specifically as it relates to the yacht club property.

Mr. Warner explained that the storm sewer downstream, and the entire system was designed to the 1:100 year storm event, and is designed to maintain all the water within the rock chute and storm pipes now that there will be three pipes, so that the water doesn't over top during severe storm events.

Mr. Huneault asked if the 450 mm pipe would be replaced with a 600 mm pipe.

Mr. Warner stated that the plan is to utilize the existing pipes for their capacity and add an additional 24" pipe.

Mr. Huneault questioned the impact on the boat slips and boat owners, if the outflow would cause one or two of the slips to be unusable, and had concerns about boats moving etc from storm events. Mr. Huneault asked what the litres per second would be.

Mr. Warner did not believe the additional outflow would be an issue as the additional pipe would be approximately 1.8 metres north of the existing outlet and he believes the slip could be utilized. Mr. Warner advised he did not know the litres per second would be off the top of his head, however those figures were all calculated and provides to ERCA. Mr. Warner explained that the velocities would be less than they currently are due to the additional pipe, therefore he did not anticipate any negative impacts.

Mr. Huneault asked Mr. Paglia if the engineer's report could be looked at again, and if another site meeting with the engineer could be arranged.

Mr. Paglia indicated that would be a question for the Drainage Board to deliberate and if they feel the engineer's report needs to be sent back for revisions, a motion will be made to do so. Mr. Paglia mentioned that a site meeting with the engineer could be made at any time.

Board Member Brad Laramie stated that with the concerns Mr. Huneault had regarding the yacht club property, and now that a site meeting with the engineer would be scheduled, it would be best to send the report back to the engineer. Mr. Laramie further stated that with the new retention pond and the additional pipe it looked to him that the drain would work better than it currently does. Mr. Laramie asked Mr. Warner to correct him if he was wrong.

Mr. Paglia explained that the drain is currently a private drain, and the Town will be taking it over as a Municipal Drain through the Act making it a legal outlet under Statute Law.

Mr. Warner agreed that the intent of the improvements downstream that the drain would work better than it currently does. Mr. Warner added that the storm water pond is not proposed as part of the drain as it will be for the private development to restrict their flows back for properties indexed 10-15.

Mr. Paglia explained that the pond was a storm water management pond that would be approved by the Infrastructure Services Department and Planning Department when the site plan control is completed, and before the development is allowed to proceed. Mr. Paglia added that all developments with storm water management are restricted to pre-development flows. The pond is utilized to catch the water and release through the forcemain at a given rate (litres per second), which has already been designed and approved by ERCA. Mr. Paglia noted there are no extra flows, and that the addition of the land mass the drain was designed for and include the pre-development flows from those lands.

Mr. Huneault added that if an onsite meeting is held with the engineer to discuss the project and concerns, a lot of the concerns would likely be resolved.

Mr. Laramie suggested making a motion to have the engineer's report referred back to the engineer, and an onsite meeting be held with the landowners to go over their concerns before adopting the report.

Brad Laramie moved, Brian Renaud seconded;

That:

- 1. The engineer's report, prepared by R. Dobbin Engineering Inc. dated May 7, 2024 for the construction of the General Drain (2024) BE REFERRED BACK to the engineer for future consideration.**

Motion Carried

9. NEW BUSINESS

9.1 Authorizing Bylaw – Sucker Creek Drain

Board Chair Anthony Campigotto asked if anyone in the gallery had any questions or concerns.

There were none.

Mr. Paglia stated that the authorizing bylaw is an administrative bylaw held as it is due to drainage work being done by a neighbouring Municipality under Section 78 of the Act that traverses through the Town of Amherstburg. The work is completed and then scheduled under that Municipality's bylaw. In order to levy the costs, each municipality must have their own bylaw. Mr. Paglia used the example of taking the Town of Essex's report and bylaw, and this authorizing/giving it a Town of Amherstburg bylaw in order for the Town of Amherstburg to levy any costs.

Brian Renaud moved, Allan Major seconded;

That:

- 1. The report from the Drainage Superintendent and Engineering Coordinator dated May 27, 2024 regarding Authorizing By-Law for the Sucker Creek Drain BE RECEIVED;**
- 2. The drainage report dated March 19, 2018 by Gerard Rood, P.Eng., of Rood Engineering Inc. BE RECEIVED;**
- 3. That Essex Council's decision to proceed with the drainage works under Essex By-Law No. 1734 BE RECEIVED;**
- 4. That By-Law No 2024-048 BE READ 3 TIMES to become the Authorizing By-Law for the future repair and maintenance of the Sucker Creek Drain for the portion of drain within the limits of the Town of Amherstburg.**

Motion Carried

9. NEXT MEETING DATE

July 9, 2024 at 6:00 p.m.

10. ADJOURNMENT

Allan Major moved, Murray Sellars seconded;

THAT:

The Board rise and adjourn at 7:06 p.m.

Motion Carried

Chair – Anthony Campigotto

Staff Liaison – Sam Paglia

Information will be gathered in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). All comments and communications received will become part of the public record unless you expressly request the Town to remove it. If you want to learn more about why and how the Town collects your information, write to the Town Clerk's Office, 271 Sandwich Street South, Amherstburg, ON N9V 3R2 or call 519-736-0012.

May 7, 2024

The Mayor and Council
Town of Amherstburg
271 Sandwich Street South
Amherstburg, Ontario
N9V 2A5

Gentlemen and Mesdames:

Re: Jeths Drain (2024)

In accordance with your instructions, R. Dobbin Engineering has undertaken an examination with regards to improving the Jeths Drain in the Town of Amherstburg.

Authorization under the Drainage Act

This is an Engineer's Report that has been prepared under Section 78 of the Drainage Act. R. Dobbin Engineering Inc. was appointed by council on June 5th, 2023.

Section 78 of the Drainage Act states that, where, for the better use, maintenance or repair of any drainage works constructed under a bylaw passed under this Act, or of lands or roads, it is considered expedient to change the course of the drainage works, or to make a new outlet for the whole or any part of the drainage works, or to construct a tile drain under the bed of the whole or any part of the drainage works as ancillary thereto, or to construct, reconstruct or extend embankments, walls, dykes, dams, reservoirs, bridges, pumping stations, or other protective works as ancillary to the drainage works, or to otherwise improve, extend to an outlet or alter the drainage works or to cover the whole or any part of it, or to consolidate two or more drainage works, the Council whose duty it is to maintain and repair the drainage works or any part thereof may, without a petition required under Section 4 but on the report of an Engineer appointed by it, undertake and complete the drainage works as set forth in such report.

Existing Drainage

The drain commences in the south part of the lot with the Landowner Index Number (L.I.N.) 2, and the drain extends 1,160m west through Lot 10, Concession 1 to an outlet in the Detroit River. The drain is closed from Station 0+000 to Station 0+120. At Station 0+120 the drain outlets to an open channel. The open channel extends 922m west where

it outlets to a closed drain on the east side of County Road 20. The closed drain extends 118m west where the drain outlets to the Detroit River.

The last Engineer's Report on the Jeths Drain was prepared by M.R.M. Gerrits and is dated August 12, 2022. Under this report the Jeths Branch Drain was constructed, channel improvements were completed on the property with L.I.N. 25 and future specifications were developed for the remainder of the drainage works.

Drain Classification

The Jeths Drain is currently classified as a class "F" drain according to the Department of Fisheries and Oceans (DFO) classification as presented by the Ontario Ministry of Agriculture, Food and Rural Affairs Agricultural Information Atlas.

Class "F" drains are intermittent or ephemeral (dry for more than two consecutive months).

Approvals

The drain will require approval from the Essex Region Conservation Authority and the Department of Fisheries and Oceans. Construction cannot commence without necessary approvals.

Site Meeting

A site meeting for this drain was held on October 10th, 2023. The following were present:

- Josh Warner (R. Dobbin Engineering)
- Sam Paglia (Drainage Superintendent, Town of Amherstburg)
- Frank Simone (Landowner)
- John Hindi (Landowner)
- Lorraine Bortolin (Landowner)
- Adam Thompson (Landowner)
- Nick Martin (Landowner)
- Graeme Fawcett (Landowner)
- Casey Martin (Landowner)
- Sarah McLellan (Landowner)
- Mike McLellan (Landowner)

The following is a brief summary of the meeting:

- General discussion of the Drainage Act and Landowners rights under the Drainage Act.
- Landowners were made aware that there has been a request for improvements on the Jeths Drain to close the channel in the property with L.I.N. 9A.
 - As a result of this request the project will need to be brought to a sufficient outlet
 - With the current state of the drain this will involve channel improvements and culvert replacements that were originally a part of the 2022 Jeths Drain report, but were removed following the Meeting to Consider the Report.
- It was requested that the existing closed section of the drain at the upper end be videoed to see its condition.

Video of Storm Sewer (December 2023)

A video was completed of the existing storm sewer portion of the Jeths Drain to evaluate if any work should be completed under this report. Below is a summary of the findings:

MH2-MH1: Point Repair Patch at 0+011

Point Repair Patch at 0+013

MH2-MH3: Good

MH3-Outlet: Good. Debris near outlet.

Based on the above, R. Dobbin Engineering Inc. recommends that following the completion of the channel improvements, the storm sewer portion of the Jeths Drain be cleaned near the outlet to ensure the sediment is moved downstream once an improved outlet is achieved.

Existing Conditions of Culverts

The culverts within the upstream portion of the drainage works are generally $\frac{1}{2}$ to $\frac{3}{4}$ full of sediment. We were therefore unable to investigate the condition of the culverts. In order to provide freeboard for the upstream tile drain and extended enclosure the pipes require to be lowered and/or increased in size, with the exception of Culvert #3.

Discussion

Following the site meeting, surveying and preliminary design work, the Landowners with culverts were contacted to discuss the particulars of their culvert.

The Landowner with L.I.N. 13 (Culvert No. 1) requested that their culvert be sized and lengthened in order to support a road standard design and that the location be near the east limit of the property.

The Landowner with L.I.N. 14 (Culvert No. 2) requested that their culvert be reduced in length to provide a 6m top width and that it be located at the easterly edge of their property. It was discussed that the Landowner will have the electrical wire relocated once the culvert is removed.

The Landowner with L.I.N. 15 (Culvert No. 3) requested that their culvert be removed if it is determined to be in poor shape once it is flushed.

The Landowner with L.I.N. 19 (Culvert No. 4) requested that their existing culvert be removed.

Draft Report

A draft report, dated April 11, 2024 was sent to all the affected Landowners and a meeting was held on April 30, 2024 to go over the report and address any questions and concerns related to the draft report. The following were present at the meeting:

- Josh Warner (R. Dobbin Engineering)
- Sam Paglia (Drainage Superintendent, Town of Amherstburg)
- Nicole Humber (Public Works Clerk, Town of Amherstburg)
- John Hindi (Landowner)
- Frank Simone (Landowner)
- Adam Thompson (Landowner)
- Laura Simons (Landowner)
- Lorraine Bortolin (Landowner)
- Nick Martin (Landowner)
- Rick Meloche (Landowner)

The following is a brief summary of the meeting:

- General discussion of the Drainage Act.
- Landowners had questions regarding the past report and when it would be invoiced.
- No major concerns were brought forward.

Design

The proposed culverts have been designed to provide outlet for a 1 in 2-year storm event.

Culvert No. 1 has been designed to provide outlet for a 1 in 25-year storm event as it will potentially serve as a road culvert in the future.

Recommendations

It is therefore recommended that the following work be carried out:

1. The Jeths Drain shall be enclosed from Station 0+120 to 0+143.
2. The Jeths Drain shall be cleaned from Station 0+143 to 0+486 in order to provide a sufficient outlet for the upstream watershed.
3. Culvert No. 1 and 2 shall be replaced. Culvert No. 1 shall be relocated to the east side of the property and shall be designed to a road standard. Culvert No. 3 shall be cleaned and if determined to be in poor shape shall be removed. The culverts at Station 0+315 and 0+341 shall be removed from the drainage works.
4. After the completion of construction, the lower end of the tile drain shall be flushed from Station 0+105 to 0+120.

Estimate of Cost

It is recommended that the work be carried out in accordance with the accompanying Specification of Work and Profile that forms part of this Report. There has been prepared an Estimate of Cost in the amount of \$206,340.00, including preparation of the report, attending the Meeting to Consider the Report, attending the Court of Revision and estimates for tendering, construction inspection, permitting and contract administration. Appearances before appeal bodies have not been included in the cost estimate.

A Plan has been prepared showing the location of the work and the approximate drainage area. A Profile is included showing the depths and grades of the proposed work.

Assessment

As per Section 21 of the Drainage Act, the Engineer in his report shall assess for benefit and outlet for each parcel of land and road liable for assessment.

Lands, roads, buildings, utilities, or other structures that are increased in value or are more easily maintained as a result of the construction, improvement, maintenance, or repair of a drainage works may be assessed for benefit. (Section 22)

Lands and roads that use a drainage works as an outlet, or for which, when the drainage works is constructed or improved, an improved outlet is provided either directly or indirectly through the medium of any other drainage works or of a swale, ravine, creek, or watercourse may be assessed for outlet. The assessment for outlet shall be based on the volume and rate of flow of the water artificially caused to flow into the drainage works from the lands and roads liable for such assessments. (Section 23)

The Engineer may assess for special benefit any lands for which special benefits have been provided by the drainage works. (Section 24)

A Schedule of Assessment for the lands and roads affected by the work and therefore liable for the cost thereof will be prepared as per the Drainage Act. Also, assessments may be made against any public utility or road authority, as per Section 26 of the Drainage Act, for any increased cost for the removal or relocation of any of its facilities and plant that may be necessitated by the construction or maintenance of the drainage works. Items outside those identified in this report shall be assessed to the utility or road authority as per Section 26 of the Drainage Act plus a portion of the engineering (25% of the construction cost).

The cost of any fees for permits or approvals or any extra work required by any affected utility or road authority shall be assessed to that organization requiring the permit, approval, or extra work.

The proposed work has generally been assessed in the following manner, including all estimated fees, taxes and disbursements:

1. The additional cost, beyond a standard cleanout, to enclose the drain on the property with L.I.N. 9A has been assessed to the requesting property as a benefit assessment. These costs shall be pro-rated with the remainder of the drainage works.
2. The open channel cleanout from Station 0+143 and 0+486 has been assessed in accordance with Section 2 of the Schedule of Maintenance contained in the Engineer's Report dated August 12th, 2022 with some revisions for severances and the reduction in length.
3. The installation/replacement of Culverts has been assessed based on the culvert length required to provide a 6m top width to a 2-year design standard (standard

culvert). This standard culvert has been assessed with 50% of the cost applied as benefit assessment to property and the remainder of the cost assessed as an outlet assessment on upstream lands and roads based on equivalent hectares. The additional cost to provide a wider or increased size access has been assessed to the requesting property as a benefit assessment. The additional cost to work around the electrical wire on Culvert No. 2 has been assessed to the property with L.I.N. 14.

4. The cost of removing the culvert at Station 0+315 has been assessed to the property as a benefit assessment as it is a secondary access.
5. The remaining cost has generally been assessed with approx. 50% of the estimated cost assessed as a benefit assessment and the remainder assessed as outlet assessment to the upstream lands and roads based on equivalent hectares.

All final costs included in the cost estimate of this report shall be pro-rated based on the Schedule of Assessment. Any additional costs shall be assessed in a manner as determined by the Engineer.

Allowances

Under Section 29 of the Drainage Act, the Engineer in his report shall estimate and allow in money to the Owner of any land that it is necessary to use for the construction or improvement of a drainage works or for the disposal of material removed from drainage works. This shall be considered an allowance for right-of-way.

Under Section 30 of the Drainage Act, the Engineer shall determine the amount to be paid to persons entitled thereto for damage, if any, to ornamental trees, lawns, fences, land and crops occasioned by the disposal of material removed from a drainage works. This shall be considered an allowance for damages.

Allowances have been made, where appropriate, as per Section 29 of the Drainage Act for right-of-way for the potential re-sloping that would increase the area occupied by the drain and as per Section 30 of the Drainage Act for damages to lands and crops. Allowances for right of way are based on a land value of \$50,000.00 per hectare (approximately \$20,000.00 per acre). Allowances for crop loss are based on \$2,000.00 per hectare for the first year and \$1,000.00 for the second year (\$3,000.00 per hectare total).

Access and Working Area

Access to the work site for construction and future maintenance of the drain shall be from roadways. From Station 0+105 to 0+486 access shall be from Easy Street and through the

property with L.I.N. 9B and 9A or from Marsh Court and through the property with L.I.N. 9A. Access may also be gained through the property with L.I.N. 15 from Texas Road. All accesses shall be restricted to a width of 6m.

Access to the work site for future maintenance of the drain from Station 0+000 to 0+105 shall be from Marsh Court and through the individual properties on which the drain is located. All accesses shall be restricted to a width of 6m.

Any damage caused to gain access to the site shall be restored to its pre-construction state at the expense of the Contractor.

The working area for the construction and future maintenance of the tile portion of the Jeths Drain (Station 0+000 to 0+143) shall be restricted to a width of 10m along the length of the drainage works normally centred on the proposed tile drain. The working area for the channel (Station 0+143 to 0+486) shall be 10m wide and shall generally be along the north side of the channel. For construction only, the working area shall extend 10m past the banks of the channel on both sides from Station 0+120 to 0+143.

The remainder of the drainage works shall be maintained in accordance with the Engineer's Report dated August 12th, 2022

Restrictions

No trees and shrubs shall be planted nor shall permanent structures be erected within 10 metres of the proposed drain without prior written permission of Council.

Attention is also drawn to Sections 80 and 82 of the Drainage Act, which refer to the removal of obstructions in a drain and damage caused to a drain.

Agricultural Grant

If available, it is recommended that application for subsidy be made for eligible agricultural properties. Any assessments against non-agricultural properties are shown separately in the Schedule of Assessment.

Maintenance

The Jeths Drain from Station 0+120 to 0+486 shall be maintained and repaired with the specifications and drawings contained in this Engineer's Report. The drain from Station 0+000 to 0+120 shall be maintained and repaired in accordance with the specifications and drawings contained in the 1993 Engineer's Report.

The Jeths Drain from Station 0+000 to 0+486 shall be maintained and repaired in the same relative portions as contained in the applicable Schedule of Maintenance contained in this report.

The culverts shall be maintained and repaired with a culvert length required to have a 6m top width and designed to a 2-year storm event. With the culverts shown on the profile, including rip rap end walls for Culvert No. 2 and concrete blocks for Culvert No. 1, they shall be assessed in the following manner:

Culvert Number	Benefiting Lands	Upstream Properties Based on Equivalent Hectares as Contained in SoA
1	79%	21%
2	50%	50%

If in the future Culvert No. 3 is deemed to require replacement, at the discretion of the Engineer or Drainage Superintendent, it shall be removed from the drainage works and the costs shall be assessed to the abutting property (L.I.N. 15).

If any owner requests an additional length of culvert beyond that required to have a 6m top width or an asphalt travel surface the extra cost shall be borne by the Landowner making the request including the future maintenance and repair. The location of the 6m top width shall be determined by the Drainage Superintendent and shall generally be in the primary access location.

The additional costs as a result of a road or utility shall be assessed to the owner of the road or utility as per Section 26 of the Drainage Act.

A secondary access on a property shall be constructed, maintained and repaired with 100% of the cost assessed to the benefiting property.

The remainder of the drainage works shall be maintained in accordance with the Engineer's Report dated August 12th, 2022

Yours truly,



Josh Warner, P. Eng.
R. Dobbin Engineering Inc.



Jeths Drain
 Town of Amherstburg
 May 7, 2024

ALLOWANCES

Allowances have been made as per Sections 29 & 30 of the Drainage Act for Right of Way and damages to lands and crops.

Conc.	Lot or part	Landowner Index Number	Owner	Section 29 (\$)	Section 30 (\$)	Total (\$)
1	Pt. Lot 10	9A	F. & A. Simone	200	400	600
	Pt. Lot 10 & Lot 11	9B	C. & N. Martin	200	600	800
	Pt. Lot 10 & Lot 11	13	P. McAllister	900	700	1,600
	Pt. Lot 10 & Lot 11	14	S. Reaume	300	200	500
	Pt. Lot 10 & Lot 11	15	J. & K. Hindi	400	300	700
	Pt. Lot 10 & Lot 11	19	N. & E. Martin	1,800	1,400	3,200
TOTAL ALLOWANCES				\$3,800	\$3,600	\$7,400

Estimate of Cost

<u>Item Description (Supply and Install New)</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Cost (\$)</u>	<u>Total (\$)</u>
Pre-Construction Meeting	1	LS	200	200
Brushing and Tree Removal (Station 0+143 to 0+486)	1	LS	12,000	12,000
Open Channel Excavation (Station 0+143 to 0+486, Less Culverts)	282	m	40	11,280
Trucking of Excess Excavated Material	282	m	20	5,640
Restoration/Seeding	1	LS	10,000	10,000
Flushing Existing Storm Sewer From Station 0+120 to 0+105	1	LS	800	800
Reconnect Existing Tiles to Open Channel	5	each	150	750
Provisional: Additional Rip Rap as required	20	tonne	100	2,000
Silt Fence	1	LS	300	300
Enclosure of Open Channel (Station 0+120 to 0+143)				
Brushing and Tree Removal	1.0	LS	2,000	2,000
Stripping Topsoil in Channel	23.0	m	20	460
Manufactured Coupling to Existing 375mmØ PVC	1.0	m	300	300
Supply and install 375mmØ PVC SDR 35 c/w Bedding	23.0	m	300	6,900
Fill in Open Channel with Excavated Material	1.0	LS	5,000	5,000
Rodent Grate at Outlet	1.0	LS	500	500
Rip Rap at Outlet	15.0	tonne	100	1,500
Restoration/Seeding	1.0	LS	2,000	2,000
Culvert #1 (O.I.N. 13, McAllister)				
Removal of existing structure and excavated material at Station 0+240	1.0	LS	1,000	1,000
Restore Channel at Removed Culvert at Station 0+240	6.0	m	60	360
Supply & install 900mmØ Concrete Pipe c/w Bedding at Station 0+208	17.0	m	1,400	23,800
Supply and install Granular 'B' Type II	180.0	tonne	35	6,300
Supply & install Granular 'A'	50.0	tonne	40	2,000
Supply & install Concrete Block Endwalls	1.0	LS	20,000	20,000
Supply & install Rip Rap	10.0	tonne	100	1,000

<u>Item Description (Supply and Install New)</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Cost (\$)</u>	<u>Total (\$)</u>
Culvert #2 (O.I.N. 14, Reaume)				
Removal of existing structure and excavated material	1.0	LS	3,000	3,000
Restore Channel at Removed Culvert	18.0	m	60	1,080
Locate and Work Around Electrical Line	1.0	LS	300	300
Supply & install 600mmØ HDPE Pipe c/w Bedding	10.0	m	600	6,000
Supply and install Granular 'B' Type II	70.0	tonne	35	2,450
Supply & install Granular 'A'	30.0	tonne	40	1,200
Supply & install rip rap endwalls	25.0	tonne	110	2,750
Culvert #3 (O.I.N. 15, Hindi)				
Flush and Clean Existing Culvert	1.0	LS	1,500	1,500
Remove Existing Culvert, Excess Material and Restore Channel at Station 0+315	1.0	LS	2,000	2,000
Remove Existing Culvert, Excess Material and Restore Channel at Station 0+341	1.0	LS	2,000	2,000
Contingency				<u>13,860</u>
				Sub Total 152,230
				Allowances 7,400
				Engineering 26,280
				Completing AODA Compliant Document 1,500
				Video Storm Sewer 1,200
				Estimate for Tendering, Inspection and Contract Administration 13,800
				ERCA Fee <u>500</u>
				Total Estimate excluding HST 202,910
				Non-Recoverable HST (1.76%) 3,430
				Total Estimate \$ 206,340

SCHEDULE OF ASSESSMENT

Conc.	Lot or Part	Affected Hecatares	Landowner Index Number	Owner	Culverts/Enclosure		Channel		Total (\$)	Equivalent Hectares
					Benefit (\$)	Outlet (\$)	Benefit (\$)	Outlet (\$)		
Public Lands										
	County Road 20	0.00		County of Essex	-	-	-	-	-	0.00
Agricultural Lands										
1	Pt. Lot 10	0.00	25	1109152 Ontario Limited	-	-	-	-	-	0.00
Non Agricultural Lands										
1	Pt. Lot 10	0.21	1	J. & A. Hilton	-	834	-	1,546	2,380	0.32
	Pt. Lot 10	0.11	2	J. Brown & D. Landry	-	437	-	1,080	1,517	0.17
	Pt. Lot 10	0.22	3	J. & K. Kearley	-	874	-	1,621	2,495	0.33
	Pt. Lot 10	0.11	4	T. & A. Tarte	-	437	-	1,080	1,517	0.17
	Pt. Lot 10	0.29	5	G. & A. Dethomasis	-	1,152	-	2,136	3,288	0.44
	Pt. Lot 10	0.13	6	K. Desormeaux	-	689	-	1,275	1,964	0.26
	Pt. Lot 10	0.29	7	R. & S. Meloche	-	1,152	-	2,136	3,288	0.44
	Pt. Lot 10	0.31	8	V. Lackovic	-	1,232	-	2,282	3,514	0.47
	Pt. Lot 10	0.60	9A	F. & A. Simone	25,573	1,697	-	3,549	30,819	0.90
	Pt. Lot 10 & Lot 11	0.55	9B	C. & N. Martin	-	1,556	1,633	3,253	6,442	0.83
	Pt. Lot 10	0.13	10	J. Litalien	-	689	-	1,275	1,964	0.26
	Pt. Lot 10	0.47	11	T. Laporte	-	1,330	951	2,329	4,610	0.71
	Pt. Lot 10	0.29	12	J. Di Pierdomenico	-	820	1,006	1,190	3,016	0.44

Conc.	Lot or Part	Affected Hecatares	Landowner Index Number	Owner	Culverts/Enclosure		Channel		Total (\$)	Equivalent Hectares
					Benefit (\$)	Outlet (\$)	Benefit (\$)	Outlet (\$)		
	Pt. Lot 10 & Lot 11	1.91	13	P. McAllister	71,666	3,162	6,757	4,470	86,055	1.91
	Pt. Lot 10 & Lot 11	0.75	14	S. Reaume	13,481	231	2,601	2,048	18,361	1.13
	Pt. Lot 10 & Lot 11	1.08	15	J. & K. Hindi	1,314	170	3,178	2,362	7,024	1.62
	Pt. Lot 10	0.23	16	Winstar Homes & 2831035 Ontario Ltd	-	36	-	504	540	0.35
	Pt. Lot 10	0.05	17A	J. & R. Muresan	-	-	-	131	131	0.10
	Pt. Lot 10	0.05	17B	S. Gambeta & R. Booth	-	-	-	131	131	0.10
	Pt. Lot 10	0.06	18	C. Martin	-	-	-	175	175	0.09
	Pt. Lot 10 & Lot 11	2.20	19	N. & E. Martin	4,526	1,610	13,214	1,827	21,177	3.30
	Pt. Lot 10	0.37	20	C. & C. Blunt	-	-	1,351	307	1,658	0.56
	Pt. Lot 10	0.39	21	L. Bortolin	-	-	1,351	191	1,542	0.51
	Pt. Lot 10	0.32	22	G. Fawcett & K. Sullivan	-	-	1,351	81	1,432	0.48
	Pt. Lot 10	0.28	23	B. & P. Pare	-	-	1,300	-	1,300	0.42
	Pt. Lot 10	0.00	24	A. Martin & A. Chauvin	-	-	-	-	-	0.00
	Pt. Lot 10 & Lot 11	0.00	26	A. Thompson	-	-	-	-	-	0.00
	Pt. Lot 10	0.00	29	D. & J. Hay	-	-	-	-	-	0.00
	Pt. Lot 10	0.00	30	G. & M. Johns	-	-	-	-	-	0.00
	Pt. Lot 10	0.00	31	J. & D. Rawlins	-	-	-	-	-	0.00
	Pt. Lot 10	0.00	32	J. & J. Farmer	-	-	-	-	-	0.00
	Pt. Lot 10	0.00	33	L. Durocher & J. Gagnon	-	-	-	-	-	0.00
	Pt. Lot 10	0.00	34	P. & K. Tough	-	-	-	-	-	0.00
	Pt. Lot 11	0.00	27	A. Kojok & A. Ahmed	-	-	-	-	-	0.00
	Pt. Lot 11	0.00	28	D. & P. Kellam	-	-	-	-	-	0.00
	Pt. Lot 11	0.00	35	Phillip Fernades Designs	-	-	-	-	-	0.00
	Pt. Lot 11	0.00	36	J. & L. Simmons	-	-	-	-	-	0.00
					116,560	18,108	34,693	36,979	206,340	
					206,340					
					-					
					-					
					\$206,340					

Estimated Net Assessment

Net assessment subject to OMAFRA ADIP Policy and actual construction costs.

Conc.	Lot or Part	Affected Hectares	Landowner Index Number	Owner	Total Assessment (\$)	Estimated Grant (\$)	Allowances (\$)	Estimated Net Assessment (\$)
Public Lands								
	County Road 20			County of Essex	-			-
Agricultural Lands								
1	Pt. Lot 10		25	1109152 Ontario Limited	-			-
Non Agricultural Lands								
1	Pt. Lot 10	0.21	1	J. & A. Hilton	2,380			2,380
	Pt. Lot 10	0.11	2	J. Brown & D. Landry	1,517			1,517
	Pt. Lot 10	0.22	3	J. & K. Kearley	2,495			2,495
	Pt. Lot 10	0.11	4	T. & A. Tarte	1,517			1,517
	Pt. Lot 10	0.29	5	G. & A. Dethomasis	3,288			3,288
	Pt. Lot 10	0.13	6	K. Desormeaux	1,964			1,964
	Pt. Lot 10	0.29	7	R. & S. Meloche	3,288			3,288
	Pt. Lot 10	0.31	8	V. Lackovic	3,514			3,514
	Pt. Lot 10	0.60	9A	F. & A. Simone	30,819		600	30,219
	Pt. Lot 10 & Lot 11	0.55	9B	C. & N. Martin	6,442		800	5,642
	Pt. Lot 10	0.13	10	J. Litalien	1,964			1,964
	Pt. Lot 10	0.47	11	T. Laporte	4,610			4,610
	Pt. Lot 10	0.29	12	J. Di Pierdomenico	3,016			3,016

Conc.	Lot or Part	Affected Hectares	Landowner Index Number	Owner	Total Assessment (\$)	Estimated Grant (\$)	Allowances (\$)	Estimated Net Assessment (\$)
	Pt. Lot 10 & Lot 11	1.91	13	P. McAllister	86,055		1,600	84,455
	Pt. Lot 10 & Lot 11	0.75	14	S. Reaume	18,361		500	17,861
	Pt. Lot 10 & Lot 11	1.08	15	J. & K. Hindi	7,024		700	6,324
	Pt. Lot 10	0.23	16	Winstar Homes & 2831035 Ontario Ltd	540			540
	Pt. Lot 10	0.05	17A	J. & R. Muresan	131			131
	Pt. Lot 10	0.05	17B	S. Gambeta & R. Booth	131			131
	Pt. Lot 10	0.06	18	C. Martin	175			175
	Pt. Lot 10 & Lot 11	2.20	19	N. & E. Martin	21,177		3,200	17,977
	Pt. Lot 10	0.37	20	C. & C. Blunt	1,658			1,658
	Pt. Lot 10	0.39	21	L. Bortolin	1,542			1,542
	Pt. Lot 10	0.32	22	G. Fawcett & K. Sullivan	1,432			1,432
	Pt. Lot 10	0.28	23	B. & P. Pare	1,300			1,300
	Pt. Lot 10	0.00	24	A. Martin & A. Chauvin	-			-
	Pt. Lot 10 & Lot 11	0.00	26	A. Thompson	-			-
	Pt. Lot 10	0.00	29	D. & J. Hay	-			-
	Pt. Lot 10	0.00	30	G. & M. Johns	-			-
	Pt. Lot 10	0.00	31	J. & D. Rawlins	-			-
	Pt. Lot 10	0.00	32	J. & J. Farmer	-			-
	Pt. Lot 10	0.00	33	L. Durocher & J. Gagnon	-			-
	Pt. Lot 10	0.00	34	P. & K. Tough	-			-
	Pt. Lot 11	0.00	27	A. Kojok & A. Ahmed	-			-
	Pt. Lot 11	0.00	28	D. & P. Kellam	-			-
	Pt. Lot 11	0.00	35	Phillip Fernades Designs	-			-
	Pt. Lot 11	0.00	36	J. & L. Simmons	-			-
					206,340	-	7,400	198,940

SCHEDULE OF MAINTENANCE NO. 1
 To Maintain the Jeths Drain from Station 0+143 to 0+486

Conc.	Lot or Part	Affected Hecatares	Landowner Index Number	Owner	Benefit (\$)	Outlet (\$)	Total (\$)
Non Agricultural Lands							
1	Pt. Lot 10	0.21	1	J. & A. Hilton	-	216	216
	Pt. Lot 10	0.11	2	J. Brown & D. Landry	-	151	151
	Pt. Lot 10	0.22	3	J. & K. Kearley	-	226	226
	Pt. Lot 10	0.11	4	T. & A. Tarte	-	151	151
	Pt. Lot 10	0.29	5	G. & A. Dethomasis	-	298	298
	Pt. Lot 10	0.13	6	K. Desormeaux	-	178	178
	Pt. Lot 10	0.29	7	R. & S. Meloche	-	298	298
	Pt. Lot 10	0.31	8	V. Lackovic	-	318	318
	Pt. Lot 10	0.60	9A	F. & A. Simone	-	495	495
	Pt. Lot 10 & Lot 11	0.55	9B	C. & N. Martin	229	454	683
	Pt. Lot 10	0.13	10	J. Litalien	-	178	178
	Pt. Lot 10	0.47	11	T. Laporte	134	325	459
	Pt. Lot 10	0.29	12	J. Di Pierdomenico	140	166	306
	Pt. Lot 10 & Lot 11	1.91	13	P. McAllister	943	624	1,567
	Pt. Lot 10 & Lot 11	0.75	14	S. Reaume	363	286	649
	Pt. Lot 10 & Lot 11	1.08	15	J. & K. Hindi	443	330	773
	Pt. Lot 10	0.23	16	Winstar Homes & 2831035 Ontario Ltd	-	70	70
	Pt. Lot 10	0.05	17A	J. & R. Muresan	-	18	18
	Pt. Lot 10	0.05	17B	S. Gambeta & R. Booth	-	18	18
	Pt. Lot 10	0.06	18	C. Martin	-	24	24
	Pt. Lot 10 & Lot 11	2.20	19	N. & E. Martin	1,843	255	2,098
	Pt. Lot 10	0.37	20	C. & C. Blunt	188	43	231

Conc.	Lot or Part	Affected Hecatares	Landowner Index Number	Owner	Benefit (\$)	Outlet (\$)	Total (\$)
	Pt. Lot 10	0.39	21	L. Bortolin	188	27	215
	Pt. Lot 10	0.32	22	G. Fawcett & K. Sullivan	188	11	199
	Pt. Lot 10	0.28	23	B. & P. Pare	181	-	181
					4,840	5,160	10,000
Total Assessment					\$10,000		

Jeths Drain
 Town of Amherstburg
 May 7, 2024

1 of 1

SCHEDULE OF MAINTENANCE NO. 2
 To Maintain the Jeths Drain from Station 0+000 to 0+143

Conc.	Lot or Part	Affected Hectares	Landowner Index Number	Owner	Benefit (\$)	Outlet (\$)	Total (\$)
Non Agricultural Lands							
1	Pt. Lot 10	0.21	1	J. & A. Hilton	25	227	252
	Pt. Lot 10	0.11	2	J. Brown & D. Landry	105	103	208
	Pt. Lot 10	0.22	3	J. & K. Kearley	105	153	258
	Pt. Lot 10	0.11	4	T. & A. Tarte	105	103	208
	Pt. Lot 10	0.29	5	G. & A. Dethomasis	56	157	213
	Pt. Lot 10	0.13	6	K. Desormeaux	56	94	150
	Pt. Lot 10	0.29	7	R. & S. Meloche	86	94	180
	Pt. Lot 10	0.31	8	V. Lackovic	41	48	89
	Pt. Lot 10	0.6	9A	F. & A. Simone	249	34	283
	Pt. Lot 10	0.13	10	J. Litalien	-	9	9
					828	1,022	1,850
				Total Assessment	\$1,850		

Jeths Drain
Town of Amherstburg
May 7, 2024

SPECIFICATION OF WORK

1. Location

The location of the proposed and future work outlined in this specification is in Lot 10 Concession 1 in the Town of Amherstburg.

2. Scope of Work

The work to be included in this specification includes, but is not limited to, the following:

- Open Channel Improvements
- Channel Enclosure
- Culvert replacements

3. General

Each tenderer must inspect the site prior to submitting their tender and satisfy themselves by personal examination as to the local conditions that may be encountered during this project. The Contractor shall make allowance in their tender for any difficulties which they may encounter. Quantities or any information supplied by the Engineer is not guaranteed and is for reference only.

All work and materials shall be to the satisfaction of the Drainage Superintendent who may vary these specifications as to minor details but in no way decrease the proposed capacity of the drain.

The Contractor shall provide all labour, equipment, and supervision necessary to complete the work as shown in the Plans and described in these specifications. Any work not described in these specifications shall be completed according to the Ontario Provincial Standard Specifications and Standard Drawings.

Any equivalents shall be approved in writing by the Engineer or Drainage Superintendent prior to ordering.

4. Health and Safety

The Contractor at all times shall be responsible for health and safety on the worksite including ensuring that all employees wear suitable personal protective equipment including safety boots and hard hats.

The Contractor shall be responsible for traffic control as per the Ontario Traffic Manual Book 7 – Temporary Conditions (latest revision) when working on public road allowances. A copy of a traffic control plan shall be submitted to the Engineer, Drainage Superintendent and kept on site at all times. The Contractor shall maintain suitable barricades, warning lights, and temporary traffic notices, at his expense, in their proper position to protect the public both day and night. Flagmen are the responsibility of the Contractor when working on the road allowance and when entering or exiting a worksite onto a roadway.

The Contractor shall be responsible to ensure that all procedures are followed under the Occupational Health and Safety Act to ensure that work sites are safe and that accidents are prevented. In the event of a serious or recurring problem, a notice of noncompliance will be issued. The Contractor will be responsible for reacting immediately to any deficiency and correcting any potential health and safety risk. Continuous disregard for any requirement of the Occupational Health and Safety Act could be cause for the issuance of a stop work order or even termination of the contract.

They shall also ensure that only competent workmen are employed onsite and that appropriate training and certification is supplied to all employees.

5. Workplace Safety and Insurance Board

Upon award of the contract and prior to commencement of work, the Contractor shall furnish the Town of Amherstburg with a satisfactory Certificate of Insurance (COI) containing the information below, for the period of the execution of the work:

- i. A Commercial General Liability (CGL) policy that shall be not less than 5 million dollars per occurrence.
- ii. The CGL policy shall include bodily injury including death, personal injury, property damage, tenants legal liability, non-owned automobile and contain a cross liability/severability of interest clause. The certificate must also include acknowledgement that coverage under the policy specifically extends to the

works in question. The COI shall name the Town of Amherstburg, County of Essex and R. Dobbin Engineering Inc. as additional insured to the policy.

- iii. The CGL policy shall not contain any exclusion or limitation in respect to shoring, underpinning, raising or demolition of any building or structure, pile driving, caisson work, collapse of any structure or subsidence of any property, structure or land from any cause.
- iv. The Contractor shall note that where construction works are performed within lands owned by the County of Essex or Ministry of Transportation, the CGL policy shall also name the County of Essex and/or the Ministry of Transportation as additional insured to the policy.
- v. The liability insurance shall be endorsed to provide that the policy shall not be altered, cancelled or allowed to lapse without 30 days prior written notice to the Town of Amherstburg.

6. MNRF Drain Registration

The Contractor is advised that the Town of Amherstburg has conducted an "Endangered Species Act Review" and has registered it's drainage activities with the Ministry of Natural Resources and Forestry.

The Town of Amherstburg, in pursuant to the Endangered Species Act Municipal Agreement, has identified the potential presence of certain species within the project area. It is the responsibility of the Contractor to make certain that necessary provisions are undertaken to ensure the protection of all species at risk and their habitats throughout the course of construction. It is also the responsibility of the Contractor to make itself familiar with the following documents:

- 1. Town of Amherstburg – Complete Mitigation Documents
- 2. Town of Amherstburg - Additional Mitigation Measures for Snakes Species
- 3. Town of Amherstburg - Additional Mitigation Measures for Turtle Species
- 4. Snakes of Ontario Identifier Guide
- 5. Turtles of Ontario Identifier Guide

These documents will be provided to the successful bidder.

The Contractor will be responsible for providing the necessary equipment and materials required by the mitigation plans and shall contact the Town of Amherstburg Drainage Superintendent immediately if any endangered species are encountered during construction.

7. Utilities

The Contractor is responsible for organizing locates and exposing all the utilities along the length of the drainage works. If any utilities interfere with the proposed drainage works in a manner not shown on the accompanying Estimate of Cost or profile the Contractor shall notify the Drainage Superintendent and Engineer.

The Contractor is responsible for coordinating the replacement of additional utilities with the utility company if they interfere with the proposed drain. All costs for the utility to replace their services will be outside of this report and shall be borne by the utility as per Section 26 of the Drainage Act.

All additional costs to work around and organize replacement of the utilities not included in the estimate shall be tracked separately and the cost plus a portion of the engineering (25% of the cost) shall be borne by that utility.

The electrical wire at Culvert No. 2 will be relocated by the property owner following the completion of construction.

8. Pre-Construction Meeting

There is a requirement for a pre-construction meeting to be held prior to any construction taking place. The meeting will be scheduled by the Contractor with notices sent out by the Town. The Contractor shall notify all parties at least two weeks prior to wanting to hold a pre-construction meeting.

9. Benchmarks

The benchmarks are based on geodetic elevations. Elevations are available at the locations shown on the Profile drawing. Where these elevations are on existing structures to be replaced, they shall be transferred by the Contractor prior to the removal.

The Contractor is required to complete a benchmark loop prior to construction to verify the benchmarks. If discrepancies exist the Contractor must notify the Drainage Superintendent and Engineer prior to completing any work.

10. Traffic Control

Access and driveways to private properties shall not be obstructed longer than the minimum time necessary for the work and shall be reinstated as soon as possible all to the satisfaction of the Engineer. The Contractor shall schedule any obstruction of existing driveways and accesses with the owners at least two full working days in advance. The Traffic Plan must be approved by the Town prior to the commencement of any road closures.

- a) The Contractor shall supply, erect and maintain all detour signs and special signs necessary for detours to divert traffic from the area under construction as directed by the Drainage Superintendent or Engineer. All this work shall be at the Contractor's expense.
- b) The Contractor shall be responsible for supplying, erecting and maintaining all signs, supports, barricades, flashers, cones, etc. in the construction area and at the boundaries of the work as part of the above detours, all to the satisfaction of the Engineer or Drainage Superintendent. All this work shall be done by the Contractor at their own expense.
- c) The Contractor shall not be allowed to proceed with construction activities unless proper signage and flagmen are present. Flagging procedures, signage and detours shall conform to the recommendations of Book 7, Temporary Conditions, Ontario Traffic Manual, issued by the Ministry of Transportation. Conformance shall be enforced by the Ministry of Labour Inspector.

11. Access and Working Area

Access to the work site for construction and future maintenance of the drain shall be from roadways. From Station 0+105 to 0+486 access shall be from Easy Street and through the property with L.I.N. 9B and 9A or from Marsh Court and through the property with L.I.N. 9A. Access may also be gained through the property with L.I.N. 15 from Texas Road. All accesses shall be restricted to a width of 6m.

Access to the work site for future maintenance of the drain from Station 0+000 to 0+105 shall be from Marsh Court and through the individual properties on which the drain is located. All accesses shall be restricted to a width of 6m.

Any damage caused to gain access to the site shall be restored to its pre-construction state at the expense of the Contractor.

The working area for the construction and future maintenance of the tile portion of the Jeths Drain (Station 0+000 to 0+143) shall be restricted to a width of 10m along the length of the drainage works normally centred on the proposed tile drain. The working area for the channel (Station 0+143 to 0+486) shall be 10m wide and shall generally be along the north side of the channel. For construction only, the working area shall extend 10m past the banks of the channel on both sides from Station 0+120 to 0+143.

The remainder of the drainage works shall be maintained in accordance with the Engineer's Report dated August 12th, 2022

12. Removals

The culverts and any native backfill material, when required, shall be removed in their entirety. The culvert, backfill and the concrete rubble shall be disposed offsite at the expense of the Contractor. Any broken concrete or rip rap (concrete bags) from the existing structures shall be disposed offsite at the expense of the Contractor unless determined re-usable by the Drainage Superintendent or Engineer.

The Contractor shall work around the existing fences and signs if they are able to. If the existing fences and signs are required to be removed, they shall be removed and re-installed in the same location with the existing materials. All work in connection with fences and signs shall be carried out in a careful manner so they are replaced in as good a condition as the existing materials permit.

Where the culverts are to be removed, the Contractor shall restore the channel in these sections with 2:1 side slopes, a 0.90m bottom and shall restore them in accordance with the restoration specification.

13. Brushing and Tree Removal

For construction and future maintenance of the drain, all brush, stumps, trees, vegetation, etc. within the working area, the drain bottom, along the bank where the work is taking place and on the opposite side where impeding the flow of the drain, as determined by the Drainage Superintendent or Engineer, shall be removed.

A mechanical grinder attached to an excavator shall be used for the removal of brush and trees. Any brush and trees too large to grind shall be close cut. The Contractor shall stockpile the trees and brush in a single pile on the property in which they were removed

or dispose of the trees and brush offsite. Where brush and trees are removed within a bush section of the drain the trees and brush shall be disposed of within the bush at the limits of the working area. The Contractor is responsible for the burning of the trees and brush not in the bush sections. The Contractor is responsible for obtaining all necessary permits for any disposal sites. Burning of the trees and brush is subject to local bylaws and guidelines of the Ministry of the Environment Conservation and Parks.

Certain trees may be left in place at the direction of the Drainage Superintendent or Engineer. Trees may be limbed and piled for firewood, instead of burned, at the request of a Landowner.

14. Strip Existing Channel

The existing channel that is being enclosed shall be stripped. The topsoil shall be stockpiled at the edge of the working allowance. Once the channel is filled and graded to the Contractor shall level the topsoil over the swale.

15. Excavation of Open Channel

For construction and future maintenance, the open channel shall be excavated and maintained to the depths and grades as per the profile and drawings as contained in this Engineers Report. The channel shall be excavated to the proper depth using a laser or similar approved device with a labourer onsite to ensure correctness of grade and to confirm location of tile ends.

The excavated material shall be trucked offsite or utilized to fill in the channel between Station 0+120 and 0+143. The material shall be removed leaving a rounded bottom with the intent not to undercut the existing side slopes.

The north bank shall be re-sloped to 2:1 from Station 0+143 to 0+486.

It is R. Dobbin Engineering's opinion that the drainage improvements for this project are exempt from Section 8 of O.Reg 406/19 as per Schedule 2, Item 1 of the Regulation.

16. Flushing / Cleaning of Culvert and Tile Drain

Culvert No. 3 and the existing drain from Station 0+105 to 0+120 shall be cleaned/flushed. The drain from Station 0+105 to 0+120 shall be flushed after the downstream channel has been dug. If, after cleaning or in the future, Culvert No. 3 is determined to be in poor shape, at the discretion of the Drainage Superintendent or Engineer, it shall be removed from the drainage works and the banks on both sides shall

be re-sloped to 2:1 and it shall be restored in accordance with the restoration specification.

17. Outlet Works at Station 0+143 (Rodent Grate and Rip Rap)

The outlet pipe at Station 0+143 shall have a manufactured rodent rotating grate. It shall be installed at the outlet to the open channel.

Erosion protection made up of rip rap and filter fabric shall be installed on the channel side slope from the bottom of the channel to the top of the bank and for a distance of 1m on either side of the outlet. Rip rap shall be made up of 150mm to 300mm quarry stone or approved equal. The area to receive the rip rap shall first be graded to allow the placement of the rip rap to a depth of 400mm below finished grade. After grading, a layer of filter fabric (Mirafi P150 or approved equal) is to be placed with any joints overlapped a minimum of 600mm. Rip rap shall then be placed with the smaller pieces placed in the gaps and voids to give it a uniform appearance.

18. Installation of Culverts

The Contractor is required to notify the Landowner forty-eight (48) hours prior to the removal of a culvert.

The Contractor shall supply, install and backfill CSA Approved high density polyethylene (HDPE) smooth wall pipe (320 kPa) with bell and spigot joints. The Contractor shall supply, install and backfill 65-D reinforced concrete pipe with rubber gasket joints. Both shall be installed in accordance with the below specification and OPSS 410.

The culverts designated to be replaced in the future under this report shall be examined after any cleanout of the open channel as to its condition. If it is found to be in disrepair (i.e. there are holes corroded in the bottom or sides) it shall be replaced as per these specifications.

The culverts shall be installed generally in the same location or as approved by the Drainage Superintendent or Engineer. The culverts shall be installed with the invert 10% (minimum 150mm) below the original channel bottom elevation unless otherwise shown in order to achieve the minimum cover. It is the Contractors responsibility to ensure that the minimum cover is achieved when backfilling the culverts.

All culverts may have concrete block or rip rap end walls. The access culverts shall be assessed, as per the report, to provide a 6m access width. If an owner requests a longer culvert than that required to achieve a 6m top width, please refer to the report.

Any tile outlets extended as a result of a culvert shall be extended at the landowner's expense. The pipes that shall be extended upstream or downstream of the proposed culvert shall be done with non-perforated HDPE agricultural tubing with a manufactured coupling, elbow and rodent grate.

The bottom of the excavation shall be excavated to a minimum of 100mm below the proposed invert. The pipe shall be bedded with ¾" clear stone. When the pipe has been installed to the proper grade and depth, the excavation shall be backfilled with ¾" clear stone and wrapped in filter fabric from the bottom of the excavation to the spring line of the pipe. Care shall be taken to ensure that the backfill on either side of the culvert does not differ by more than 300mm so that the pipe is not displaced. The access culverts shall be backfilled from the spring line to within 150mm of finished grade with Granular "B" Type II. The top 150mm shall be backfilled with compacted 100% crushed Granular "A" material to finished grade. If asphalt is proposed, the asphalt shall be HL4 and shall match the existing thickness. In these cases, the compacted Granular "A" shall occupy 150mm below the proposed asphalt. Native backfill is not permitted.

The length of Culvert No. 2 is based on utilizing rip rap end walls. If concrete block end walls are proposed the culvert shall be decreased in length accordingly (a 8m culvert with concrete block end walls will provide a 6m top width).

It is the Contractor's responsibility to ensure that adequate cover is obtained prior to crossing the culvert in accordance with the manufacturer's recommendations.

19. Rip Rap End Walls

If rip rap end walls are used, they shall consist of 150mm x 300mm quarry stone or approved equal. The area to receive the rip rap shall be graded to a depth of 400mm below finished grade. Filter fabric (Mirafi P150 or approved equal) shall then be placed with any joints overlapped a minimum 600mm. The quarry stone shall then be placed with the smaller pieces placed in the gaps and voids to give it a uniform appearance.

20. Block End Wall (Culvert No. 1)

A concrete block end wall shall be utilized for Culvert No. 1 and shall be as outlined below:

1. A swift lift device will be required to place the blocks. A 75mm eye bolt will be required to place the caps.
2. The bottom course of blocks shall be founded on a firm solid base. The contractor shall provide a minimum levelling course of 150mm of compacted 3/4" Clear Stone, or a 100% compacted granular A, or lean concrete as a foundation base.
3. Ensure that the base is level and flat as this will greatly improve speed of installation.
4. On new culverts a minimum of 150mm of block wall will extend below the culvert to prevent scouring under the culvert.
5. The bottom course of blocks shall be embedded into the drain bottom to achieve the desired top elevation of the wall.
6. Blocks shall extend from the pipe invert across the full height and width of the drain and be imbedded a minimum of 300mm into the drain banks. Where possible the top of the block wall will match the height of the completed driveway.
7. Blocks shall be placed such that all joints are staggered.
8. Any excavation voids on the ends of block walls below subsequent block layers shall be filled with 3/4" Clear Stone.
9. Where block walls extend beyond three blocks in height, they should be battered a minimum of 1 unit horizontal for every 10 units vertical throughout the wall's full height and width. This can be achieved using pre-battered base blocks, or by careful preparation of the base.
10. Filter cloth (270R or equivalent) should be placed behind the wall to prevent the migration of fill material through the joints.
11. The walls should be backfilled with a free draining granular fill.
12. A uni-axial geogrid (5G350 or equivalent) should be used to tie back the headwalls where walls extend beyond 1.8m in height.
13. The face of the block wall shall not extend beyond the end of the pipe culvert.
14. Any gaps between the blocks and culvert shall be sealed with non-shrink grout for the full depth of the block.

Erosion protection shall be placed on the channel bottom and banks next to the end walls for Culvert No. 1. The erosion protection shall consist of 150mm x 300mm quarry stone over filter fabric (Terrafix 270R or approved equal). It shall extend 1m from the end walls from top of bank to top of bank at the end wall.

The culvert shall be backfilled in conjunction with the placement of the blocks. The gaps between the culvert and the blocks and the blocks and the retaining wall shall be filled with concrete cinder blocks/bricks and mortar to give the end wall a finished appearance.

The concrete blocks shall be Easy Block by Underground Specialties or an approved equivalent. The outlet end wall shall have a precast concrete structure surrounding the pipe. The precast structure shall allow for a lock block installation. Approved equivalents must be approved in writing by the Engineer or Drainage Superintendent prior to purchasing the blocks.

Shop drawings for the outlet headwall shall be provided to the Engineer prior to construction commencing and ordering of the blocks.

21. Culvert Maintenance

The Contractor shall be responsible for maintenance of the access culverts for a period of one year after their installation. This will include repairing any settlement areas on the travel surface with Granular "A" and/or topsoil and seed.

22. Subsurface Drainage

All existing subsurface drains encountered during construction of the open channel shall be reconnected or extended to the open channel unless otherwise noted on the drawings or as directed by the Drainage Superintendent or Engineer.

A suitable length of equivalent sized PE agricultural tubing shall be used to connect the drain to the open channel. Manufactured fittings shall connect the PE tile to the existing drain. The connections shall be carefully backfilled to ensure there is adequate support under the pipe and large clumps of clay do not displace the tile.

Tile outlets larger than 150mm in diameter, or as determined by the Drainage Superintendent or Engineer at the time of construction, require erosion protection and rodent grates. The erosion protection made up of rip rap and filter fabric shall be installed on the embankment slope from 0.3m above the tile outlet to the channel bottom. The erosion protection shall be 1.0m wide. Rip rap shall be made up of 150mm to 300mm quarry stone or approved equal. The area to receive the rip rap shall first be graded to allow the placement of the rip below finished grade. After grading, a layer of filter fabric (Mirafi P270 or approved equal) is to be placed with any joints overlapped a minimum of 600mm. Rip rap shall then be placed with the smaller pieces placed in the gaps and voids to give it a uniform appearance.

23. Pipe to Enclose Open Channel

The pipe between Station 0+120 and 0+143 shall be PVC SDR 35. The pipe shall be attached to the existing PVC pipe with a manufactured coupling approved by the Engineer. The pipe shall be installed in the approximate location of the channel and shall be bedded with OPS Granular "A" to 300mm above the pipe. Fill from the excavated channel shall be used as backfill to fill in the channel. The material shall be compacted in no greater than 300mm lifts and shall be compacted to 98% SPMDD.

24. Seeding/Restoration

All areas disturbed by construction including accesses, the channel enclosure, side slopes, working areas, etc. shall be restored with 100mm of screened topsoil and bonded fiber matrix mulch hydroseed.

25. Environmental Considerations

The Contractor shall take care to adhere to the following considerations.

- Operate machinery in a manner that minimizes disturbance to the banks of the watercourse.
- Erosion and sediment control measures must be installed prior to construction to prevent sediment from entering the water body.
- Material shall not be placed in areas regulated by the Conservation Authority or Ministry of Natural Resources.
- All granular and erosion control materials shall be stockpiled a minimum of 3.0m from the top of the bank or excavation. Material shall not be placed in surface water runs or open inlets that enter the channel.
- All activities, including maintenance procedures, shall be controlled to prevent the entry of petroleum products, debris, rubble, concrete, or other deleterious substances into the water. Vehicle and equipment refuelling and maintenance shall be conducted away from the channel, any surface water runs, or open inlets. All waste materials shall be stockpiled well back from the top of the bank and all surface water runs and open inlets that enter the drain.
- When possible, all construction within the open channel shall be carried out during periods of low flow or in dry conditions.
- The Contractor shall conduct regular inspections and maintain erosion and sediment control measures and structures during the course of construction.
- The Contractor shall repair erosion and sediment control measures and structures if damage occurs.

- The Contractor shall remove non-biodegradable erosion and sediment control materials once site is stabilized.
- Remove all construction materials from site upon project completion.

Light duty silt fencing shall be installed down-gradient of the work for the duration of construction.

The light duty silt fencing shall be supplied and installed in accordance with OPSS 805 and OPSD 219.110. The light duty silt fencing shall be removed once the disturbed area has been re-vegetated.

Best Management Practices – Culvert Replacements in Municipal Drains

This document describes the conditions on which one may proceed with a culvert replacement in a municipal drain without DFO approval/notification. All municipal, provincial, or federal legislation that applies to the work being proposed must be respected. If the conditions/requirements below cannot be met, please complete the drain notification form and submit it to the Fisheries Protection Program for review at: FisheriesProtection@dfo-mpo.gc.ca.

Potential Impacts to Fish Habitat

- Infilling fish habitat by encroachment of the water crossing footprint or channel realignment to accommodate culvert
- Harmful substrate alteration of fish habitat (e.g. blockage of groundwater upwellings, critical SAR habitat, spawning areas)
- Removal of riparian vegetation and cover along the banks of the municipal drain
- Removal of edge habitat (e.g. undercut bank, shallower areas with lower velocity, aquatic vegetation) creation of barriers to fish movement (e.g. perched crossings, velocity barriers, alteration of the natural stream gradient)
- Alteration of channel flow velocity and/or depth (e.g. oversized culvert resulting in insufficient depth for fish passage at low flow or undersized culvert resulting in a flow velocity barrier at high flow)
- Alteration of channel morphology and sediment transport processes caused by the physical structure of the crossing resulting in upstream and downstream sediment aggradation/erosion
- Re-entry of sediment that was removed/stockpiled into the watercourse
- Erosion downstream from sudden release of water due to the failure of site isolation
- Stranding of fish in isolated ponds following de-watering of the site
- Impingement or entrainment of fish when de-watering pumps are used
- Short term or chronic transport of deleterious substances, including sediment, into fish habitat from construction or road drainage

Requirements

The following requirements must be met:

- There are no aquatic Species at Risk present in the work zone or impact zone. To confirm there are no aquatic Species at Risk present, refer to the document, [A Guide for Interpreting Fish and Mussel Species at Risk Maps in Ontario](#) which can be found at: <http://www.dfo-mpo.gc.ca/Library/356763.pdf>. Links for Ontario Conservation Area specific fish and mussel maps that include critical habitat extents and a list of aquatic Species at Risk found within the conservation authority boundary can be found on Page 5 of [A Guide for Interpreting Fish and Mussel Species at Risk Maps in Ontario](#).
- The culvert is embedded into the streambed and must allow for the free passage of fish.
- The work involves like-for-like replacements of existing road or private access culverts on all drain types without SAR.
- On C and F Drains only, this can also include replacements with extensions and end walls for the purposes of providing the property or road with safe access, but the project permanent footprint will not increase more than 250 m² below the high water mark.
- The project does not involve replacing a bridge or arch with one or more culverts installed in parallel or a larger-diameter culvert with more than one culvert installed in parallel.

- The project does not involve building more than one culvert installed in parallel on a single watercourse crossing site (e.g. twin culvert).
- The project does not involve temporarily narrowing the watercourse to an extent or for a duration that is likely to cause erosion, structural instability or fish passage problems.
- The municipal drain has no flow/low flow or is frozen to the bottom at the time of the replacement.
- In-water work is scheduled to respect timing windows (Tables 1 and 2) to protect fish, including their eggs, juveniles, spawning adults, and/or the organisms upon which they feed.
- The work can be conducted using the Culvert Removal Method described below and Standard Measures to Avoid Causing Serious Harm to Fish will be implemented when required.

Note: If your project must be conducted without delay in response to an emergency (e.g. the project is required to address an emergency that poses a risk to public health or safety or to the environment or property), you may apply for an Emergency Authorization (<http://www.dfo-mpo.gc.ca/asp/forceDownload.asp?FilePath=/pnw-ppe/reviews-revues/Emergency-Authorizations-Autorisations-Urgences-eng.pdf>).

Culvert Removal Methodology

- Plan/manage the work site in a manner that prevents sediment from entering the municipal drain by installing sediment and erosion control materials where required. Ensure that a sediment and erosion control plan is developed and modified as necessary for the site.
- Where required, install effective erosion and sediment control measures before starting work to prevent sediment from entering the municipal drain.
- Implement site isolation measures when in-water work is required.
 - Install an impervious barrier upstream of the work area (Figure 1). If possible, install a secondary barrier upstream of the work area for added protection.
 - Attempt to drive out the fish from the work area and then install the impervious barrier downstream of the work area. This may reduce or eliminate the need for a fish salvage.
 - When the drain is flowing, maintain downstream flows (e.g. bypass water around the work site using pumps or flume pipes; Figure 2). Provide temporary energy dissipation measures (e.g. rip-rap) at discharge point of the hose or temporary outlet pipe when required. Routinely inspect bypass pump and hose or pipe to ensure proper operation. Inspect discharge point for erosion and reposition hose/pipe or install additional temporary energy dissipation material as needed.
 - Dewater the isolated work area. The hose for a pump may discharge along the top of the bank into existing vegetation; however, the area should be monitored for signs of erosion. Reposition the hose or install additional temporary energy dissipation material as needed.
 - A fish screen with openings no larger than 2.54 mm (0.10 inches) should be equipped on any pump used during the operation. Note: Additional information regarding fish screens can be found in the DFO Freshwater Intake End-of-Pipe Fish Screen Guideline document (<http://www.dfo-mpo.gc.ca/Library/223669.pdf>).
 - Collect any fish present in the isolated work area and relocate them downstream.
 - Fish salvage operations must be conducted under a license issued by the Ontario Ministry of Natural Resources and Forestry (MNRF). The MNRF should be contacted well in advance of any work to obtain the required fish collection license.
- Install the culvert so that it is embedded into the streambed; ensure the culvert remains passable (e.g. does not become perched) by fish and wildlife.

- Decommission the site isolation in a manner that minimizes the introduction of sediment. The downstream isolation barrier shall gradually be removed first, to equalize water levels inside and outside of the isolated area and to allow suspended sediments to settle.
- Stabilize and remove waste from the site.
- Where required, maintain effective erosion and sediment control measures until complete re-vegetation of disturbed areas is achieved.



Figure 2. Isolation of Site

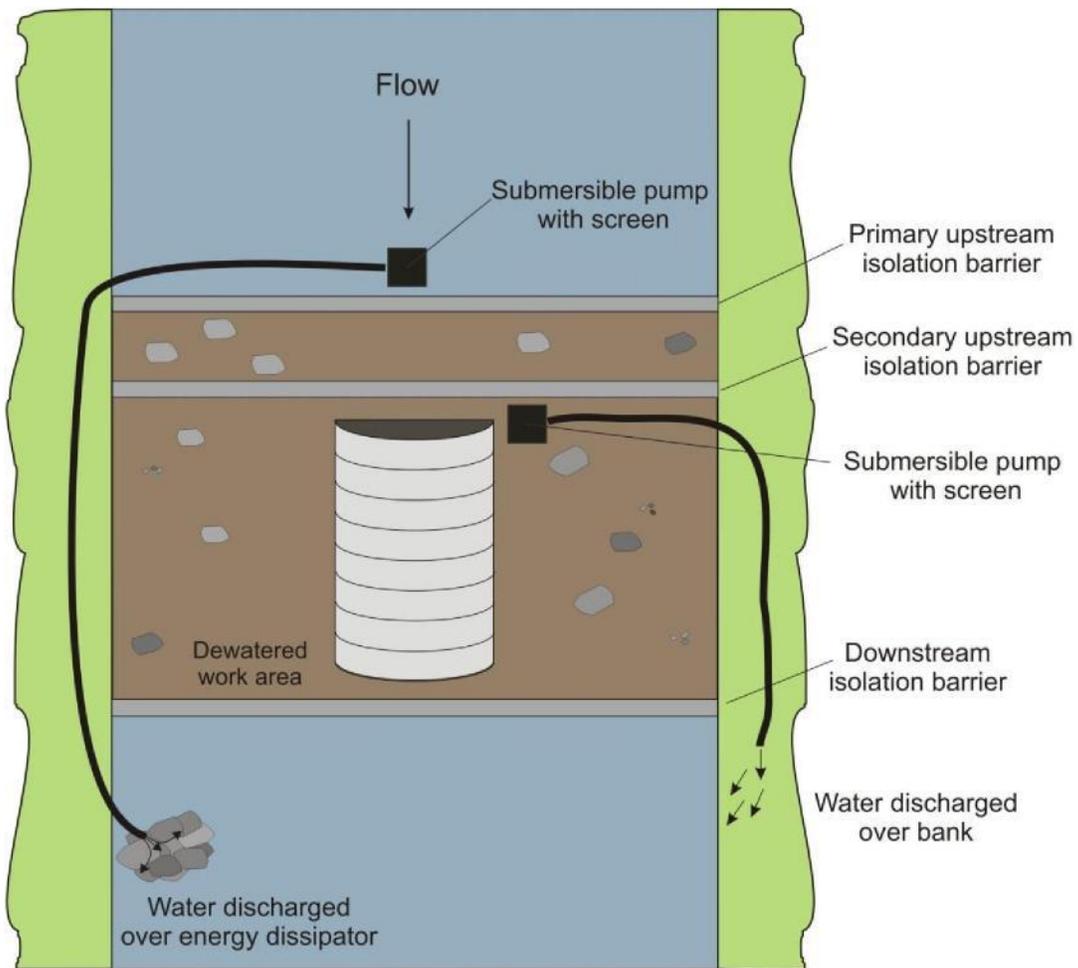


Figure 3. Isolation and Bypass Diversion when Working In-Water

Timing Windows

Figure 1 and Tables 1 and 2 can be used to determine the Restricted Activity period for the drain based on its classification. Note: Timing windows identified on [Conservation Authority](#) permits or [Ministry of Natural Resources](#) (Government of Ontario) work permits may differ and take precedence.



Figure 1. Ontario's Northern and Southern Region boundaries for determining application of restricted activity timing windows.

Table 1. Restricted Activity timing windows for the protection of spawning fish and developing eggs and fry in the Northern Region. Dates represent when work should be avoided.

DRAIN TYPE	RESTRICTED ACTIVITY PERIOD
A	SEPTEMBER 1 TO JULY 15
B	SEPTEMBER 1 TO JULY 15
C	APRIL 1 TO JULY 15
D	SEPTEMBER 1 TO JULY 15
E	APRIL 1 TO JULY 15

Table 2. Restricted Activity timing windows for the protection of spawning fish and developing eggs and fry in the Southern Region. Dates represent when work should be avoided.

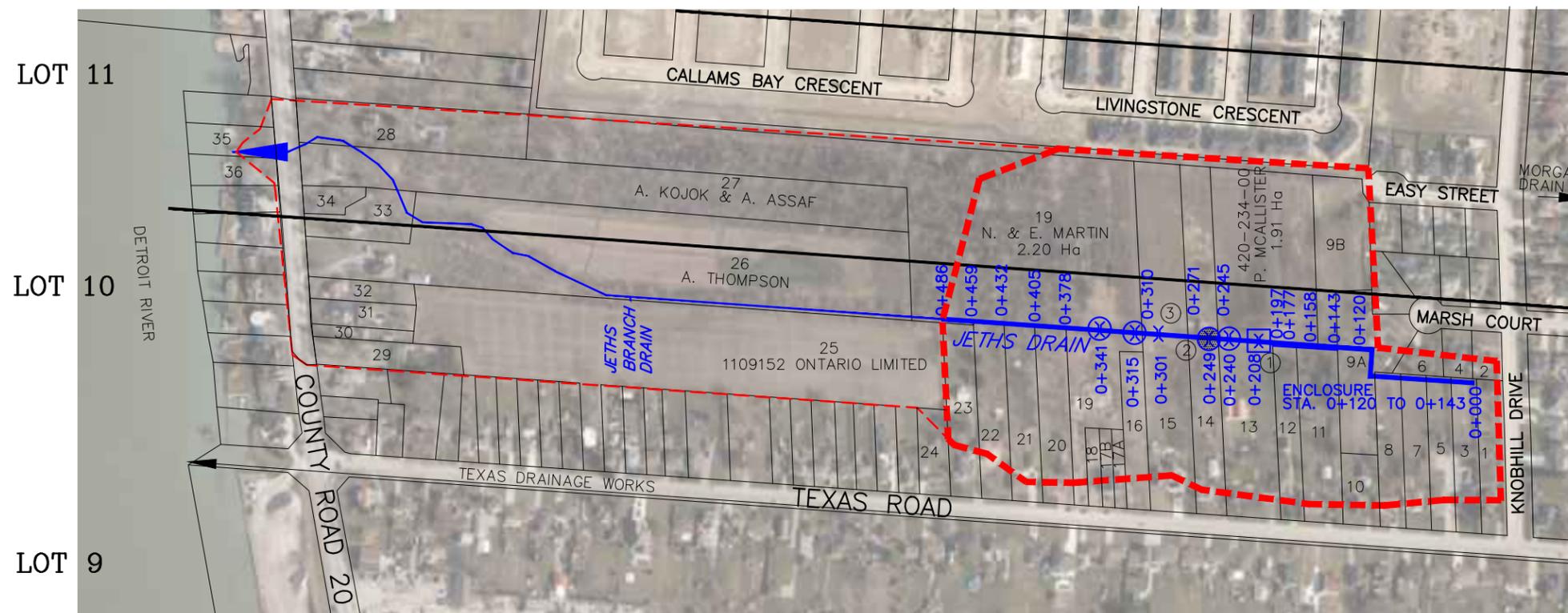
DRAIN TYPE	RESTRICTED ACTIVITY PERIOD
A	SEPTEMBER 15 TO JULY 15
B	MARCH 15 TO JULY 15
C	MARCH 15 TO JULY 15
D	OCTOBER 1 TO JULY 15
E	MARCH 15 TO JULY 15

Standard Measures to Avoid Causing *Serious Harm to Fish*

When implementing a culvert removal project in a municipal drain, the *Fisheries Act* still requires an individual/company to ensure they avoid causing *serious harm to fish* during any activities in or near water. The following advice will help one avoid causing harm and comply with the *Act* (for additional information see <http://www.dfo-mpo.gc.ca/pnw-ppe/measures-mesures/measures-mesures-eng.html>).

1. Schedule work to avoid wet, windy and rainy periods that may increase erosion and sedimentation.
2. Whenever possible, operate machinery on land above the high water mark or on ice and in a manner that minimizes disturbance to the banks and bed of the municipal drain.
 - Ensure that machinery arrives on site in a clean condition and is maintained free of fluid leaks.
 - Limit machinery fording of the municipal drain to a one-time event (i.e., over and back), and only if no alternative crossing method is available. If repeated crossings of the municipal drain are required, construct a temporary crossing structure.
 - Wash, refuel and service machinery and store fuel and other materials for the machinery in such a way as to prevent any deleterious substances from entering the water.
 - Keep an emergency spill kit on site in case of fluid leaks or spills from machinery.
3. Install effective sediment and erosion control measures before starting work to prevent sediment from entering the municipal drain. Inspect them regularly during the course of construction and make all necessary repairs if any damage occurs.
4. Erosion and sediment control measures should be maintained until all disturbed ground has been permanently stabilized, suspended sediment has resettled to the bed of the municipal drain and runoff water is clear.
5. Undertake all in-water activities in isolation of open or flowing water while maintaining the natural flow of water downstream and avoid introducing sediment into the municipal drain.
6. Ensure applicable permits for relocating fish are obtained and relocate any fish that become trapped in isolated pools or stranded in newly flooded areas to the main channel of the watercourse.
7. Ensure that the water that is being pumped/diverted from the site is filtered (sediment remove) prior to being released (e.g. pumping/diversion of water to a vegetated area).
8. Implement measures for containing and stabilizing waste material (e.g. dredging spoils, construction waste and materials, commercial logging waste, uprooted or cut aquatic plants, accumulated debris) above the high water mark of nearby waterbodies to prevent re-entry.
9. Stabilize shoreline or banks disturbed by any activity associated with the project to prevent erosion and/or sedimentation, preferably through re-vegetation with native species suitable for the site.
10. If replacement rock reinforcement/armouring is required to stabilize eroding or exposed areas, then ensure that appropriately-sized, clean rock is used; and that rock is installed at a similar slope to maintain a uniform bank/shoreline and natural stream/shoreline alignment.
11. Remove all construction materials from site upon project completion.

CONC 1



LANDOWNER IDENTIFICATION NUMBER

1. 0.21 Ha J. & A. Hilton	18. 0.06 Ha C. Martin
2. 0.11 Ha J. Brown & D. Landry	19. 2.20 Ha N. & E. Martin
3. 0.22 Ha J. & K. Kearley	20. 0.37 Ha C. & C. Blunt
4. 0.11 Ha T. & A. Tarte	21. 0.39 Ha L. Bortolin
5. 0.29 Ha G. & A. Dethomasis	22. 0.32 Ha G. Fawcett & K. Sullivan
6. 0.13 Ha K. Desormeaux	23. 0.28 Ha B. & P. Pare
7. 0.29 Ha R. & S. Meloche	24. 0.00 Ha A. Martin & A. Chauvin
8. 0.31 Ha V. Lackovic	25. 0.00 Ha 1109152 Ont. Ltd.
9A. 0.60 Ha F. & A. Simone	26. 0.00 Ha A. Thompson
9B. 0.55 Ha C. & N. Martin	27. 0.00 Ha A. Kojok & A. Ahmed
10. 0.13 Ha J. Litalien	28. 0.00 Ha D. & P. Kellam
11. 0.47 Ha T. LaPorte	29. 0.00 Ha D. & J. Hay
12. 0.27 Ha J. Di Pierdomenico	30. 0.00 Ha G. & M. Johns
13. 1.91 Ha P. McAllister	31. 0.00 Ha J. & D. Rawlins
14. 0.75 Ha S. Reaume	32. 0.00 Ha J. & J. Farmer
15. 1.08 Ha J. & K. Hindi	33. 0.00 Ha L. Durocher & J. Gagnon
16. 0.23 Ha WINSTAR HOMES & 2831035 ONTARIO LTD	34. 0.00 Ha P. & K. Tough
17A. 0.05 Ha J. & R. Muresan	35. 0.00 Ha Phillip Fernandes Designs
17B. 0.05 Ha S. Gambeta & R. Booth	36. 0.00 Ha J. & L. Simons



LEGEND

- DRAINAGE AREA
- JETHS DRAIN
- MUNICIPAL DRAIN
- EXISTING CULVERT
- CULVERT NUMBER
- EXISTING CULVERT TO BE REPLACED
- EXISTING CULVERT TO BE REMOVED
- PROPOSED NEW CULVERT



4218 Oil Heritage Road
Petrolia Ontario, N0N 1R0
Phone: (519) 882-0032 Fax: (519) 882-2233

DRAWING NAME:
Jeths Drain Plan

PROJECT No.
2023-1527

APPROVED J. WARNER	NO.	REVISIONS	DATE	BY
CHECKED B. VAN RUITENBURG	1	FINAL REPORT	MAY 7, 2024	CS
DRAWN C. SAUNDERS	SCALE 1:5,000			

TOWN of AMHERSTBURG
JETHS DRAIN
PLAN

1
OF 3

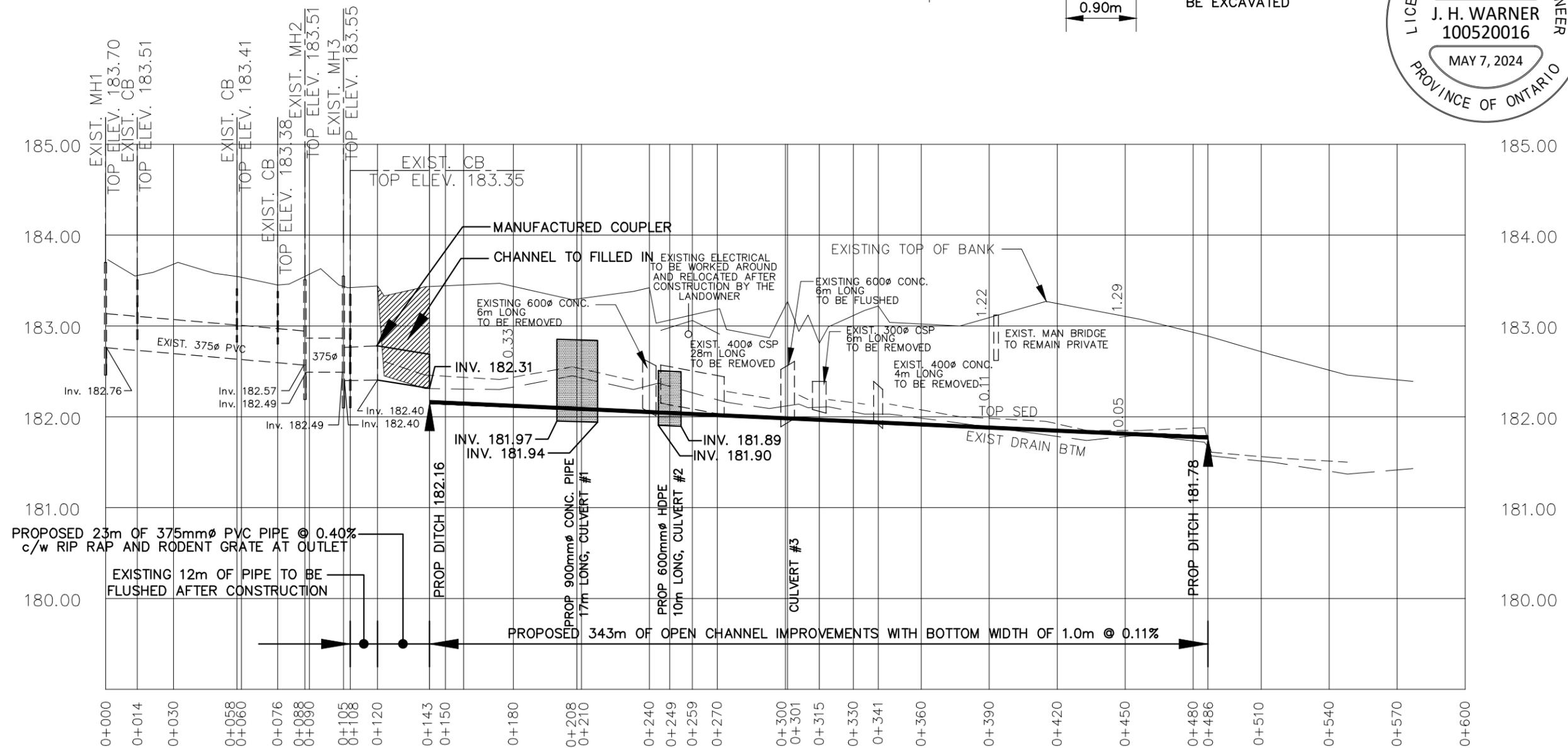
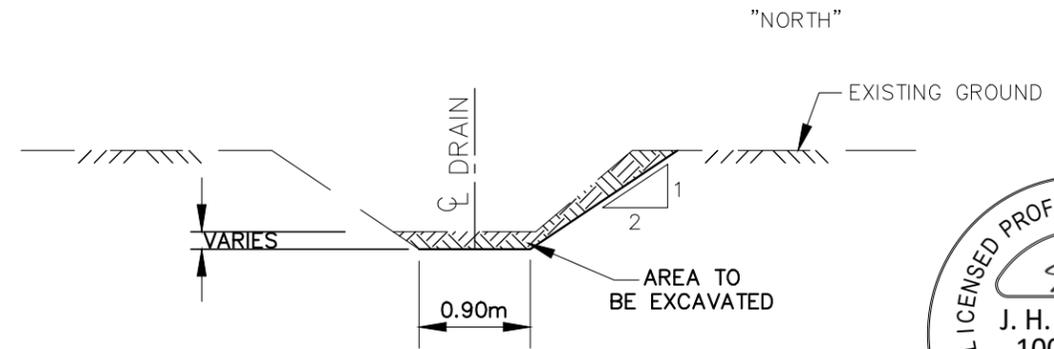
Last Updated: May 7, 2024

GENERAL NOTES

- BENCHMARK No.1 ELEV. 183.70
TOP OF LID OF MANHOLE #1
AT STATION 0+000

BENCHMARK No.2 ELEV. 182.189
TOP OF SQUARE IRON BAR ON
SOUTH SIDE OF DRAIN AT ST. 0+487

- UPPER NUMBERS ARE DEPTH FROM
TOP OF BANK TO BOTTOM OF NEW CHANNEL.
- LOWER NUMBERS ARE DEPTH OF
PROPOSED CHANNEL EXCAVATION.



4218 Oil Heritage Road
Petrolia Ontario, N0N 1R0
Phone: (519) 882-0032 Fax: (519) 882-2233

DRAWING NAME:
Jeths Drain Profile

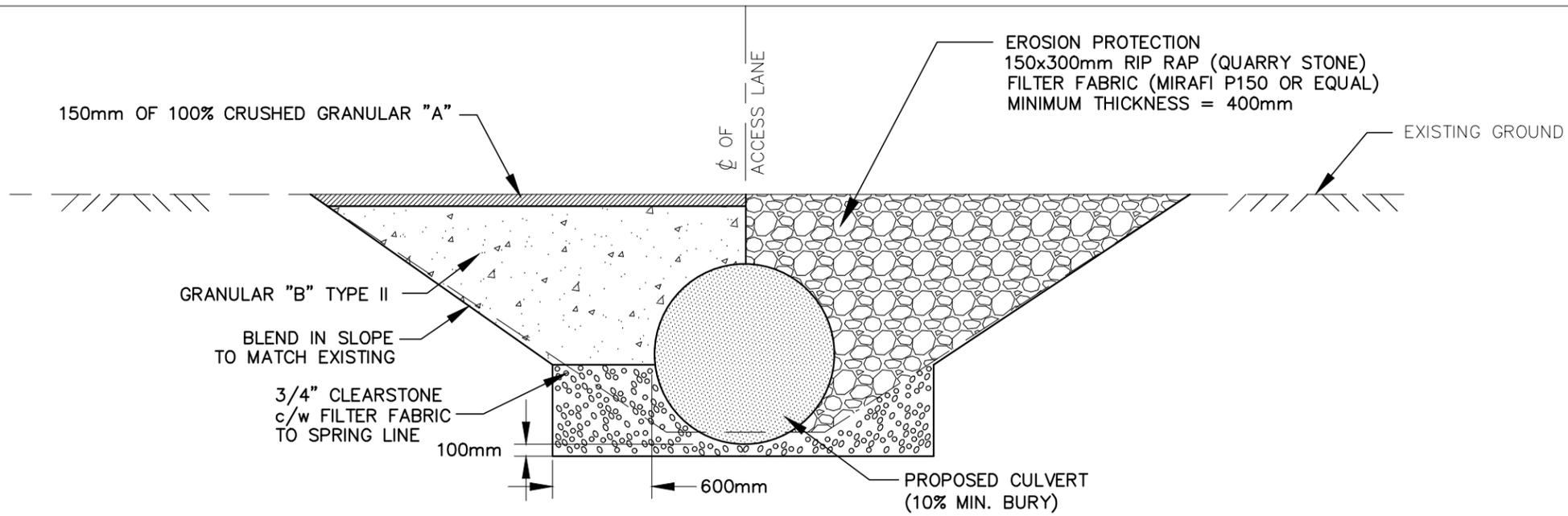
PROJECT No.
2023-1527

APPROVED	NO.	REVISIONS	DATE	BY
J. WARNER				
CHECKED	1	FINAL REPORT	MAY 7, 2024	CS
B. VAN RUITENBURG				
DRAWN				
C. SAUNDERS				

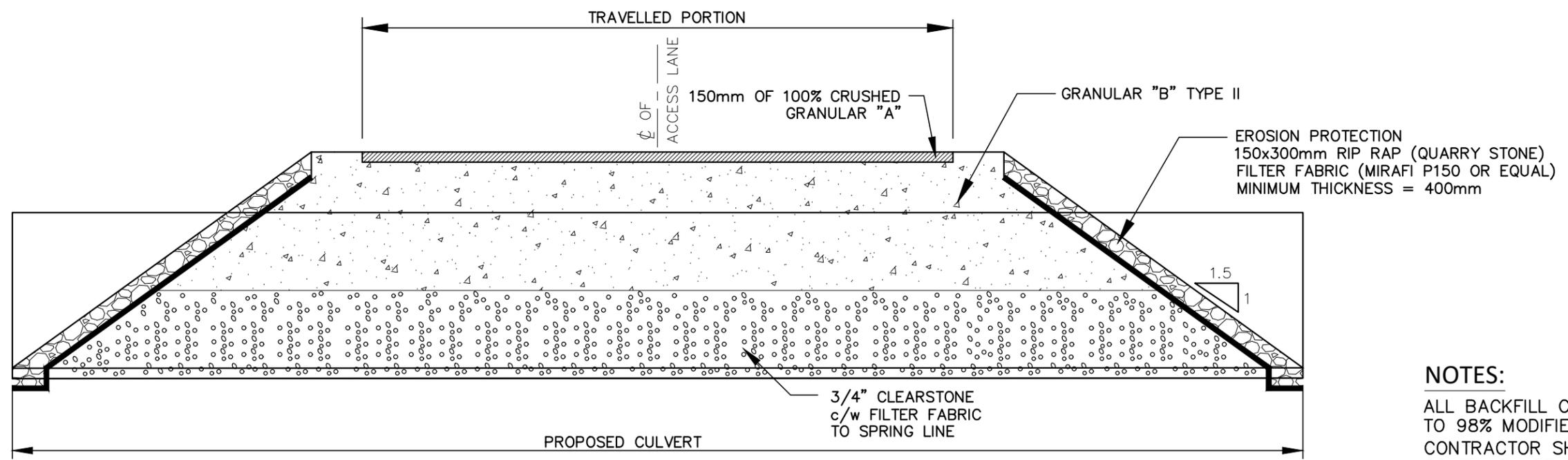
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0 20 40 60m

TOWN of AMHERSTBURG
JETHS DRAIN
PROFILE

2
OF 3



PROPOSED PIPE END SECTION



PROPOSED CROSS-SECTION

NOTES:
 ALL BACKFILL COMPACTED TO 98% MODIFIED PROCTOR DENSITY
 CONTRACTOR SHALL ENSURE MINIMUM COVER IS MET PRIOR TO CROSSING



4218 Oil Heritage Road
 Petrolia Ontario, N0N 1R0
 Phone: (519) 882-0032 Fax: (519) 882-2233

PROJECT No.
 2023-1527

APPROVED	NO.	REVISIONS	DATE	BY
J. WARNER				
CHECKED	1	FINAL REPORT	MAY 7, 2024	JW
B. VAN RUITENBURG				
DRAWN				
J. WARNER				



TOWN of AMHERSTBURG
JETHS DRAIN
TYPICAL SLOPED END WALL CULVERT DETAIL

3
OF 3

DRAWING NAME:
 Jeths Drain Culvert Detail

Last Updated: May 7, 2024

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2024-046

By-law to provide for the improvements to the Jeths Drain (2024) based on the report of Josh Warner, P.Eng of R. Dobbin Engineering Inc.

WHEREAS a request for improvement of the Jeths Drain was received under section 78 of the Drainage Act;

WHEREAS Council of the Corporation of the Town of Amherstburg appointed an engineer for the purpose of preparation of an engineer's report for improvements to the Jeths Drain (2024) under Section 78 of the Drainage Act;

WHEREAS Council of the Corporation of the Town of Amherstburg has authorized Josh Warner, P.Eng., of R. Dobbin Engineering Inc., to prepare a report and said engineer's report dated May 7, 2024 entitled Jeths Drain (2024) can be referenced as Schedule A, as attached hereto;

WHEREAS \$206,340.00 is the estimated cost provided for the new the drainage works;

AND WHEREAS the report was considered by the Amherstburg Drainage Board at the meeting held on June 4, 2024.

NOW THEREFORE the Council of the Corporation of the Town of Amherstburg hereby enacts as follows:

1. AUTHORIZATION

The attached drainage report is adopted and the drainage works is authorized and shall be completed as specified in the report.

2. BORROWING

The Corporation of the Town of Amherstburg may borrow on the credit of the Corporation the amount of \$206,340.00 being the estimated amount necessary for the improvements of the drainage works.

3. DEBENTURE(S)

The Corporation may issue debenture(s) for the amount borrowed less the total amount of:

- (a) Grants received under section 85 of the Drainage Act;
- (b) Monies paid as allowances;
- (c) Commuted payments made in respect of lands and roads assessed with the municipality;
- (d) Money paid under subsection 61(3) of the Drainage Act; and
- (e) Money assessed in and payable by another municipality.

4. PAYMENT

Such debenture(s) shall be made payable within 5 years from the date of the debenture(s) and shall bear interest at a rate not higher than 1% more than the municipal lending rates as posted by The Town of Amherstburg's Bank's Prime Lending Rate on the date of sale of such debenture(s).

- (1) A special equal annual rate sufficient to redeem the principal and interest on the debenture(s) shall be levied upon the lands and roads and shall be collected in the same manner and at the same as other taxes are collected in each year for 5 years after the passing of this by-law.

(2) All assessments of \$1000.00 or less are payable in the first year in which the assessments are imposed.

Read a first and second time and provisionally adopted this 8th day of July, 2024.

MAYOR – MICHAEL PRUE

CLERK – KEVIN FOX

Read a third time and finally passed this ___ day of _____, 2024.

MAYOR – MICHAEL PRUE

CLERK – KEVIN FOX



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF ENGINEERING AND PUBLIC WORKS

MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.

Table with 2 columns: Author's Name, Report Date, Author's Phone, Date to Drainage Board, Author's E-mail, Resolution #.

To: Members of the Drainage Board
Subject: Authorizing By-Law – Sucker Creek Drain

1. RECOMMENDATION:

It is recommended that:

- 1. The report from the Drainage Superintendent and Engineering Coordinator dated May 27, 2024 regarding Authorizing By-Law for the Sucker Creek Drain BE RECEIVED;
2. The drainage report dated March 19, 2018 by Gerard Rood, P.Eng., of Rood Engineering Inc. BE RECEIVED;
3. That Essex Council's decision to proceed with the drainage works under Essex By-Law No. 1734 BE RECEIVED;
4. That By-Law No 2024-048 BE READ 3 TIMES to become the Authorizing By-Law for the future repair and maintenance of the Sucker Creek Drain for the portion of drain within the limits of the Town of Amherstburg.

2. BACKGROUND:

Under the provisions of the Drainage Act (Act), when the Council of any municipality undertaking the repair/Improvements of a drainage works by By-Law, serves upon the Clerk of any other municipality liable to contribute to any portion of those works, the affected municipality must pass a By-Law of their own in order to repair and maintain their portion of the drainage works within their municipality and the Council of that municipality must have a bylaw for which to perform the works and to recover costs for said works.

3. DISCUSSION:

Section 75 of the Act discusses the obligation on each Council to adopt a By-Law which permits Council to not only furnish the funds required to complete a drainage works, it also provides a mechanism to recover the cost furnished by that By-Law from the lands, roads and agencies affected and liable for the drainage works.

Drainage has no boundaries when another Municipality is the initiating municipality under the Act. In other words, the initiating municipality carries the work adopted through to a sufficient outlet even if it enters one or more adjacent municipalities through the authority of their adopted bylaw. Any assessments to any of the adjacent municipalities are collected by the initiating municipality as per the ratios in the adopted Engineers' Report appended to the initiating municipality's By-Law.

After the construction and assessment of the works, the adjacent municipality then must create a bylaw of their own in order to levy costs assessed to the lands within that municipality when it performs repair and maintenance on the drain. This By-Law is called an Authorizing By-Law and provides the mechanism for the non-initiating municipality to levy the costs to the affected lands, roads and agencies affected by the works and within their jurisdiction on a bylaw for the drain passed by another municipality.

4. RISK ANALYSIS:

Under the provisions of the Act, any drainage works constructed shall be maintained and repaired by each local municipality through which it passes, to the extent that such drainage works lies within the limits of such municipality, and at the expense of all the upstream lands and roads in any way assessed for the construction or improvement of the drainage works, and in the proportions determined by the then current by-law pertaining thereto until, in the case of each municipality, such provision for maintenance or repair is varied or otherwise determined by an engineer in a report of on an appeal.

The Town is obligated to construct, maintain and repair drainage works and to recover the cost to do so from all affected lands, but only as dictated by the current bylaw for said drain. If the Town assessed cost for maintenance using another municipality's by-law, it could face appeals from landowners. Landowner have appeal rights on their assessment for the construction, maintenance or repair of a drainage works.

5. FINANCIAL MATTERS: - Town costs to administer the Act are not recoverable.

6. CONSULTATIONS: - N/A

7. CONCLUSION: - Administration is recommending that By-Law 2024-048 be adopted and used for the repair and maintenance of the Sucker Creek Drain.



Sam Paglia, P.Eng.,
Drainage Superintendent and Engineering Coordinator

The Corporation of the Town of Essex

By-Law Number 1734

Being a By-law to provide for the Sucker Creek Drain Updated Maintenance Schedule of Assessment Report, Geographic Township of Colchester North, Town of Essex and Geographic Township of Anderdon in the Town of Amherstburg, County of Essex, Project REI2015D017.

Whereas the Town of Essex Drainage Department recommended and Council appointed a Drainage Engineer to prepare a drainage report for the Sucker Creek Drain: Updated Maintenance Schedule of Assessment Report, Geographic Township of Colchester North, Town of Essex and Geographic Township of Anderdon in the Town of Amherstburg, County of Essex;

And Whereas Section 78 of the Drainage Act, R.S.O. 1990, Chapter D. 17, as amended 2010, states that the Council of any municipality whose duty it is to maintain and repair the drainage works or any part thereof, may on the report of an Engineer appointed by it, accept and or complete the recommended updated maintenance schedule and or improvements recommended as set forth in such report;

And Whereas a drainage report dated March 19th, 2018 and considered by Council at its July 16, 2018 Consideration of Report meeting, has been procured and made by Gerard Rood, Professional Engineer, Rood Engineering Inc. and that the said report is attached hereto and forms part of this by-law;

And Whereas the Council of The Corporation of the Town of Essex is of the opinion that the said updated maintenance schedule and or improvements are warranted and desirable;

Now therefore the Council of The Corporation of the Town of Essex pursuant to the Drainage Act enacts as follows:

1. That the considered Report dated March 19th, 2018 and attached hereto as Schedule A to this By-law is hereby adopted and that the said updated maintenance schedule and or improvements as therein indicated and set forth are hereby authorized and shall be completed in accordance therewith.
2. That the Corporation of the Town of Essex may borrow on the credit of the Corporation the amount of \$100,000.00, the amount necessary to establish the



said updated maintenance schedule and or improvements identified in said Report.

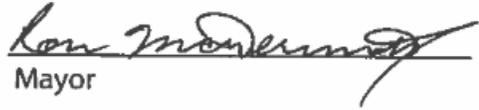
3. That the Corporation may issue debentures for the amount borrowed less the total amount of:
 - Grants received under Section 85 of the Drainage Act, R.S.O. 1990, Chapter D. 17, as amended, 2010;
 - Commuted payments made in respect of lands and roads assessed within the Municipality;
 - Money paid under Section 61(3) of the Drainage Act, R.S.O. 1990, Chapter D. 17, as amended 2010;

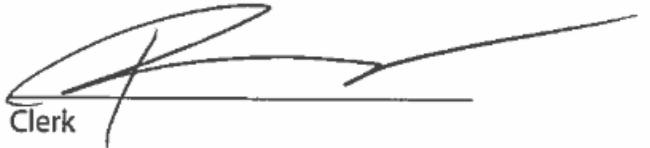
and such debentures shall be made payable: a) in the case of assessments in value of between \$500.00 and \$9,999.99 within (5) five years from the date of the debenture and shall bear interest at a rate not higher than the lending rates published by Infrastructure Ontario for municipalities; or b) in the case of assessments in value of \$10,000.00 and greater, within (10) ten years from the date of the debenture and shall bear interest at a rate not higher than the lending rates published by Infrastructure Ontario for municipalities

4. That a special equal annual rate sufficient to redeem the principal and interest on the debentures shall be levied upon the lands and roads as set forth in the Schedule, to be collected in the same manner as other taxes collected in each year for (5) five or (10) ten years (as applicable) after the passing of this by-law.
5. For paying the amount assessed upon the lands and roads belonging to or controlled by the Municipality, a special rate sufficient to pay the amount assessed plus interest thereon, shall be levied upon the whole rateable property in the Town of Essex, in each year for five years after the passing of this by-law to be collected in the same manner and at the same time as other taxes are collected.
6. All assessments of \$499.99 or less are payable in the first year in which the assessment is imposed.
7. The by-law comes into force on the passing thereof and may be cited as "Sucker Creek Drain"



Read a first and a second time and provisionally adopted on August 7th 2018.


Mayor


Clerk

Read a third time and finally passed on

Mayor

Clerk

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2024-048

By-law to provide for the adoption of the report of Mr. Gerard Rood, P.Eng of Rood Engineering Inc. for the Sucker Creek Drain

WHEREAS Council of the Town of Essex procured and adopted a report for the updated maintenance schedule to the Sucker Creek Drain under By-Law No. 1734.

AND WHEREAS the fully adopted report appended to Essex By-Law 1734 for the updated maintenance schedule (hereafter “Drainage Report”) dated March 19, 2018, authored by Mr. Gerard Rood, P.Eng., of Rood Engineering Inc., is attached hereto as Schedule “A” and forms part of this By-Law.

AND WHEREAS The Council of the Corporation of the Town of Amherstburg, pursuant to the Drainage Act hereby enacts the following;

AUTHORIZATION

The attached Drainage Report adopted by the Town of Essex by-law 1837, be given a Town of Amherstburg By-Law number 2024-048 to permit the future recovery of maintenance assessments levied to Amherstburg Lands.

Read a first, second and third time and fully adopted this 8th day of July, 2024.

MAYOR – MICHAEL PRUE

CLERK – KEVIN FOX

UNFINISHED BUSINESS LIST

Council Question #	Agenda Item	Assigned To	Description	Meeting Type	Meeting Date	Comments
CQ 20-005	NEW BUSINESS	Valerie Critchley, Bill Tetler, Viktorya Paller	Resolution # 20200309-096 Prue/Courtney That: 1. Administration BE DIRECTED to bring back a report on vacant building registries and to investigate the City of Hamiltons by-law with respect to vacant buildings for discussion; and, 2. Administration BE DIRECTED to bring back a report on an Agent of Change by-law for discussion.	Regular Council Meeting	3/9/2020	Agent of Change Report Complete. See CQ 21-012. Vacant Building registries is under review.
CQ 20-006	Water Bill Fee - Dennis Richardson	Tracy Prince, Viktorya Paller	Resolution # 20200713-194 Prue/Renaud That Administration BE DIRECTED to bring back a report with respect to the feasibility of the following: Employee discretion when adding the administrative fee to past due water bills consideration of a 14 day grace period.	Regular Council Meeting	7/13/2020	Report coming to Council in Q3 2024.
CQ 21-012	Agent of Change Policies	Valerie Critchley, Bill Tetler, Melissa Osborne, Viktorya Paller	Resolution # 20210614-203 Prue/Courtney That Administration BE DIRECTED to prepare a by-law regarding Agent of Change as soon as possible.	Regular Council Meeting	6/14/2021	In Progress.
CQ 22-04	NEW BUSINESS	Antonietta Giofu, Viktorya Paller	Resolution # 20220214-25 Moved By Councillor Prue Seconded By Councillor Simone That Administration BE DIRECTED to bring a report regarding Torontos Green Standard to see if that initiative is feasible in Amherstburg.	Regular Council Meeting	2/14/2022	Administration is investigating the feasibility of bringing initiative to Amherstburg - Q3.

Blue Shaded Items are completed and will be removed next meeting.

Green Shaded Items are actioned to come before council shortly.

UNFINISHED BUSINESS LIST

CQ 22-10	Fort Erie Resolution re. Climate Change Action Plan	Antonietta Giofu, Viktorya Paller	Resolution # 20220411-13 Prue/Courtney That Administration BE DIRECTED to review Fort Eries resolution and determine whether the Towns Climate Action Plan could be strengthened by adding Fort Eries recommendations.	Regular Council Meeting	4/11/2022	Administration is investigating the feasibility of bringing initiative to Amherstburg - Q3.
CQ 23-28	NEW BUSINESS	Viktorya Paller, Antonietta Giofu, Eric Chamberlain	Resolution # 20230925-012 Moved By Councillor Allaire Seconded By Councillor Pouget That Administration BE DIRECTED to bring back a report to investigate the feasibility and costing of additions of recycling bins in our downtown core to be brought back before budget.	Regular Council Meeting	9/25/2023	Waiting on direction from EWSWA/pending new regulations
CQ 24-01	Proposed 2024 Capital Budget	Viktorya Paller, Heidi Baillargeon	Resolution: 20240115-005 Moved By Councillor McArthur Seconded By Councillor Crain That: Two hard surface courts at the Libro as 8 pickleball courts BE DEDICATED; and Administration BE DIRECTED to bring a fully costed report on the efficiencies of locating a multi-surface court next to the hard surface courts at the Libro for investigation of opportunities for basketball, tennis or similar amenities.	Special Council Meeting	01/15/2024	In Progress.
CQ 24-02	NEW BUSINESS	Viktorya Paller, Melissa Osborne, Jennifer Ibrahim	Resolution: 20240325-018 Moved By Councillor Allaire Seconded By Councillor Courtney That at the end of Open-Air events in September administration, businesses, and council if they so wish TO PARTICIPATE in a meeting together to discuss the footprint, frequency, benefits, and improvements for open air for all businesses within and outside the footprint up to 500m.	Regular Council Meeting	3/25/2024	In Progress.

Blue Shaded Items are completed and will be removed next meeting.

Green Shaded Items are actioned to come before council shortly.

UNFINISHED BUSINESS LIST

CQ 24-03	Delegation Item #16.1 K. Walter Ranta Park Proposed Boat Ramp - Rodney Ferriss	Viktorya Paller, Heidi Baillargeon	<p>Resolution: 20240222-001 Moved By Councillor Courtney Seconded By Councillor Allaire</p> <p>Administration BE DIRECTED to proceed with Option 1 as identified in the report of April 22, 2024, entitled, "Information Report for K. Walter Ranta Park Proposed Boat Ramp";</p> <p>Administration continue to INVESTIGATE alternative funding sources and grant opportunities for K. Walter Ranta Memorial Park;</p> <p>The remaining amount of \$139,000 set aside for K. Walter Ranta Memorial Park BE USED towards studies, public consultations and other items to move this project forward.</p>	Regular Council Meeting	4/22/2024	In Progress.
CQ 24-05	NEW BUSINESS	Antonietta Giofu, Eric Chamberlain, Viktorya Paller	<p>Resolution: 20240610-011 Moved By Councillor McArthur Seconded By Councillor Crain</p> <p>That Administration BE DIRECTED to bring back a report to Council investigating the potential harmonization of speed limits on Concession Rd. 2.</p>	Regular Council Meeting	6/10/2024	In Progress.

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2024-051

By-law to Appoint Lottery Licensing Officers for the Town of Amherstburg

WHEREAS Order in Council 1413/08 provides that a municipal council may issue lottery licenses to eligible charitable organizations for certain lottery schemes held within its jurisdiction;

WHEREAS Section 10 (1) of the Municipal Act, 2001, s.o. 2001, c.25 as amended, a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public; and,

WHEREAS it is deemed expedient to appoint Lottery Licensing Officers for the Corporation of the Town of Amherstburg;

NOW THEREFORE the Council of The Town of Amherstburg enacts as follows:

1. That Luisa Kempster and Willis Tetler are hereby appointed Lottery Licensing Officers for the Town of Amherstburg.
2. This By-law shall come into force and take effect immediately upon the final passing thereof
3. This By-law is retroactive to May 24, 2022.
4. That By-law 2021-038 is hereby repealed.

Read a first, second and third time and finally passed this 8th day of July, 2024.

MICHAEL PRUE, MAYOR

KEVIN FOX, CLERK

**THE CORPORATION OF THE TOWN OF AMHERSTBURG
BY-LAW NO. 2024-059**

**By-law to Confirm the Proceedings of the Council
of the Corporation of the Town of Amherstburg**

WHEREAS pursuant to Section 5(1) of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, the powers of a municipality shall be exercised by its Council;

WHEREAS pursuant to Section 5(3) of the Municipal Act, 2001, S.O. 2001, c.25 as amended, a municipal power, including a municipality's capacity rights, powers and privileges under Section 8 of the Municipal Act, 2001, S.O. 2001, c.25 as amended, shall be exercised by By-law unless the municipality is specifically authorized to do otherwise;

WHEREAS it is deemed expedient that a By-law be passed to authorize the execution of agreements and other documents and that the Proceedings of the Council of the Corporation of the Town of Amherstburg at its meeting be confirmed and adopted by By-law; and,

NOW THEREFORE the Council of the Corporation of the Town of Amherstburg hereby enacts as follows:

1. THAT the action(s) of the Council of the Corporation of the Town of Amherstburg in respect of all recommendations in reports and minutes of committees, all motions and resolutions and all actions passed and taken by the Council of the Corporation of the Town of Amherstburg, documents and transactions entered into during the July 8, 2024, meetings of Council, are hereby adopted and confirmed, as if the same were expressly contained in this By-law;
2. THAT the Mayor and proper officials of the Corporation of the Town of Amherstburg are hereby authorized and directed to do all things necessary to give effect to the action(s) of the Council of the Corporation of the Town of Amherstburg during the said meetings referred to in paragraph 1 of this By-law;
3. THAT the Mayor and Clerk are hereby authorized and directed to execute all documents necessary to the action taken by this Council as described in Section 1 of this By-law and to affix the Corporate Seal of the Corporation of the Town of Amherstburg to all documents referred to in said paragraph 1.

Read a first, second and third time and finally passed this 8th day of July 2024.

MAYOR – MICHAEL PRUE

CLERK – KEVIN FOX