



TOWN OF AMHERSTBURG REGULAR COUNCIL MEETING

AGENDA

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Tuesday, October 15, 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	Regular Council Meeting Minutes - September 9, 2024	9
7.2	Regular Council Meeting Minutes - September 23, 2024	23

8. DELEGATIONS

8.1	Delegation: Item 15.1 - Bryerswood Youth Camp Optimist Club	41
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That the delegation **BE RECEIVED**.

9. PRESENTATIONS

10. REPORTS – CORPORATE SERVICES

There are no reports.

11. REPORTS - PARKS, RECREATION, FACILITIES AND CULTURE

11.1 Community Sport and Recreation Infrastructure Fund

52

It is recommended that:

1. The Chief Administrative Officer and Director of Parks, Facilities and Recreation **BE AUTHORIZED** to apply to the Community Sport and Recreation Infrastructure Fund, for H. Murray Smith Centennial Park Tennis and Multi-Use Courts, subject to the documents being satisfactory in legal form to the Chief Administrative Officer, in technical content to the Director of Parks, Facilities and Recreation, and in financial content to the Chief Financial Officer; and,
2. The following funding identified in 2025 **BE DESIGNATED** to address the \$530,000 in funding required by the Town for all matching and ineligible project costs:
 - a. New Capital Reserve (0400): \$254,400
 - b. DC Parks (0124): \$275,600
3. The following recommendations **BE APPROVED** upon written confirmation of the Town being awarded the grant funding:
 - a. The Chief Administrative Officer and Clerk **BE AUTHORIZED** to sign and execute any agreements, declarations or approvals required resulting from receiving funding under the Community Sport and Recreation Infrastructure Fund grant, satisfactory in financial content to the Chief Financial Officer, and in technical content to the Director of Parks, Facilities and Recreation; and,
 - b. Authority **BE DELEGATED** to the Chief Administrative Officer to approve the final project scope and deliverables to maximize use of the grant and the Town's \$530,000 in funding; and,
 - c. The Chief Administrative Officer and Clerk **BE AUTHORIZED** to take any such action required to affect the recommendations noted above and sign any required documentation/agreement(s) for the implementation of the H. Murray Smith Centennial Park Tennis and Multi-Use Courts project, satisfactory in legal form to the Clerk, in technical content to the Director of Parks, Facilities and Recreation and in financial content to the Chief Financial Officer; and,
 - d. The funding sources as noted above **BE APPROVED** for immediate use; and,
 - e. Authority **BE DELEGATED** to the Chief Administrative

Officer to award and issue purchase orders and or sign and execute any agreements as may be required for the necessary services to execute the scope of work for the H. Murray Smith Centennial Park Tennis and Multi-Use Courts; and,

4. Should the Town be unsuccessful with the Community Sport and Recreation Infrastructure Fund grant application, Council **APPROVE** the \$530,000 in funding to be used for the H. Murray Smith Centennial Park Tennis and Multi-Use Courts project funding from the following 2025 funding sources:
 - i. New Capital Reserve (0400): \$254,400
 - ii. DC Parks (0124): \$275,600; and,
 - iii. Authority **BE DELEGATED** to the Chief Administrative Officer to approve the final project scope and deliverables to maximize use of the Town's \$530,000 in funding; and,
 - iv. Authority **BE DELEGATED** to the Chief Administrative Officer to award and issue purchase orders and or sign and execute any agreements as may be required for the necessary services to execute the scope of work for the H. Murray Smith Centennial Park Tennis and Multi-Use Courts.
5. Administration **BE DIRECTED** to add the assets created by the H. Murray Smith Centennial Park Tennis and Multi-Use Courts project to the 2025 Asset Management Plan for lifecycle rehabilitation and replacement.

12. REPORTS - INFRASTRUCTURE SERVICES

There are no reports.

13. REPORTS - PLANNING AND DEVELOPMENT SERVICES

13.1 Road Dedication of Reserve on Lavers Crescent, Blk 94, 12M-441

61

It is recommended that:

1. The dedication of Block 94 on 12M-441 (Reserve on Lavers Crescent) as a Public Highway **BE APPROVED**; and,
2. **By-law 2024-071** being a by-law to dedicate Block 94 on 12M-441 as a Public Highway be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

14. REPORTS - CAO's OFFICE

14.1 Adoption of the 2025 Calendar of Council Meetings

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It is recommended that:

1. The 2025 Calendar of Council Meetings **BE APPROVED**, as presented; and,
2. Section 3.8 of the Procedural By-law requiring that Regular Council Meetings be held the 2nd and 4th Monday of each month **BE WAIVED** for the months of June, November and December.

14.2 Special Events Approval Part 7

74

It is recommended that:

1. The following events **BE APPROVED**:
 - a. Town of Amherstburg – Holiday Market
 - b. Amherstburg Santa Claus Parade
 - c. River Lights Winter Festival
2. An exemption from table number 3-1(2) of Noise By-law #2001-43 with respect to the operation of any electronic device or group of connected electronic devices incorporating one or more loudspeakers to allow for music **BE GRANTED** for the following events:
 - a. Amherstburg Santa Claus Parade
3. The Special Events Resource Team **BE DIRECTED** to confirm that the requirements identified by the Team are met prior to the event.

14.3 Amherstburg Emergency Management Program and Response Plans – 2024 Update

82

It is recommended that:

1. The updated Emergency Management Program and Response Plan **BE APPROVED**; and,
2. **By-law 2024-072** being a by-law to adopt an Emergency Management Program governing the provisions of necessary services during such emergencies be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

15. INFORMATION REPORTS

That the following information reports **BE RECEIVED**:

15.1 Gravel Road Conversion Request 129

It is recommended that:

1. The report of October 15, 2024 entitled Gravel Road Conversion Request, **BE RECEIVED** for information.

16. CONSENT CORRESPONDENCE

There is no consent correspondence.

17. CORRESPONDENCE

17.1 National Disability Employment Month (NDEAM) 140

That:

1. The Town of Amherstburg **TO PROCLAIM** October National Disability Employment Awareness Month (NDEAM); and,
2. The Town of Amherstburg **LIGHT UP** Town Hall in purple and/or blue on Thursday, October 17th. in recognition of Light It Up! For NDEAM.

18. CONSENT OTHER MINUTES

That the following minutes **BE RECEIVED**:

18.1 August 8, 2024 Heritage Committee Meeting Minutes 142

18.2 August 21, 2024 Parks and Recreation Meeting Minutes 146

18.3 August 22, 2024 Amherstburg Accessibility Advisory Committee Meeting Minutes 149

18.4 September 4, 2024 Committee of Adjustment Meeting Minutes 153

19. OTHER MINUTES

20. UNFINISHED BUSINESS

20.1 Unfinished Business List - October

168

21. NEW BUSINESS

22. NOTICE OF MOTION

22.1 Notice of Motion of September 23, 2024 - Reconsideration of Council Resolution 20240527-008 - Councillor Allaire

To be deliberated October 15, 2024

That Council Resolution 20240527-008, namely,

That:

1. The report from the Manager of Licensing and Enforcement dated April 28th, 2024 regarding a new Temporary Patio Extension **BE RECEIVED**; and
2. By-law 2024-026 being a By-law to Temporary Patio Extensions on public lands be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same; and,
3. The CAO and Clerk **BE AUTHORIZED** to enter into agreements for temporary patio extensions, should all the criteria be met.

BE RECONSIDERED so that a motion can be made to remove the authority to enter into temporary patio agreements on municipal property.

23. BY-LAWS

23.1 By-law 2024-078 - By-law to Amend By-law 2022-054 171

That:

1. By-law 2024-078, being a By-law to Amend By-law 2022-054, be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

23.2 By-law 2024-056 - By-law to Amend User Fee By-law 2023-012 172

That:

1. By-law 2024-056 being a By-law to Amend By-law 2023-112, be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

23.3 By-law 2024-077 - Confirmatory By-law 175

By-law 2024-077 being a by-law to Confirm all Resolutions of the Municipal Council Meetings held on October 15, 2024, be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

24. ADJOURNMENT

That Council rise and adjourn at p.m.



**TOWN OF AMHERSTBURG
REGULAR COUNCIL MEETING
MINUTES**

**Monday, September 9, 2024
6:00 P.M.**

**Council Chambers
271 Sandwich Street South, Amherstburg, ON, N9V 2A5**

PRESENT	Mayor Michael Prue Deputy Mayor Gibb Councillor Molly Allaire Councillor Linden Crain Councillor Donald McArthur Councillor Diane Pouget
REGRETS	Councillor Peter Courtney
STAFF PRESENT	Kevin Fox - Clerk Valerie Critchley - CAO Sarah Sabihuddin - Deputy Clerk

1. CALL TO ORDER

The Mayor called the meeting to order at 6:00 pm

2. NATIONAL ANTHEM

3. ROLL CALL

4. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

Councillor Allaire declared a conflict on Item 15.2 due to her being an organizer for the Super Santa Walk/Run/Roll event.

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

No Report Out.

7. MINUTES OF PREVIOUS MEETING

Moved By Councillor Pouget

Seconded By Councillor Allaire

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 - February 26, 2024
(CONFIDENTIAL)**

7.2 Regular Council Meeting Minutes - August 12, 2024

7.3 Special Council Meeting - Planning - August 12, 2024

7.4 Special In-Camera Council Meeting - August 12, 2024 (PUBLIC)

**7.5 Special In-Camera Council Meeting - August 12, 2024
(CONFIDENTIAL)**

The Mayor put the motion.

Motion Carried.

8. RECOGNITIONS

None.

9. DELEGATIONS

None.

10. PRESENTATIONS

**10.1 Ministry of Natural Resources - Engagement Session for
Municipalities on Geologic Carbon Storage**

Moved By Councillor Allaire

Seconded By Councillor McArthur

That the presentation from the Ministry of Natural Resources **BE RECEIVED.**

The Mayor put the motion.

Motion Carried.

**10.2 Council Salary Market Compensation Review - Marianne Love, ML
Consulting Inc.**

Moved By Councillor Allaire

Seconded By Councillor Pouget

That the presentation from Marianne Love **BE RECEIVED.**

The Mayor put the motion.

Motion Carried.

Moved By Deputy Mayor Gibb

Seconded By Councillor Crain

That item 15.1 **BE BROUGHT** forward.

The Mayor put the motion.

Motion Carried.

15.1 Salary Market Compensation Review - Council

Resolution: 20240909-001

Moved By Councillor Crain

Seconded By Deputy Mayor Gibb

That:

1. Based on the findings of Marianne Love Consulting Inc., Council compensation **BE MAINTAINED** at the 65th percentile of the defined pay market;
2. The changes to Council compensation that are recommended by Marianne Love Consulting Inc. **BE IMPLEMENTED** at the commencement of the new term of Council, following the 2026 election;
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 (0072) to undertake a Salary Market Compensation Review once per term of each Council as outlined in the Council and Committee Compensation Policy.

The Mayor put the motion.

Motion Carried.

11. REPORTS – CORPORATE SERVICES

There are no reports.

12. REPORTS - PARKS, RECREATION, FACILITIES AND CULTURE

There are no reports.

13. REPORTS - INFRASTRUCTURE SERVICES

13.1 2024 Sidewalk Maintenance Program Tender Results

Resolution: 20240909-002

Moved By Deputy Mayor Gibb

Seconded By Councillor McArthur

That:

1. The 2024 Sidewalk Maintenance Program (Project IDs 724018, 723042 and 724015) **BE AWARDED** to DPA Contracting Ltd. in the amount of \$231,056 plus applicable taxes and;
2. The Mayor and Clerk **BE AUTHORIZED** to execute an agreement with DPA Contracting Ltd. for the completion of the 2024 Sidewalk Maintenance Program and;
3. The surplus of the funding previously approved of \$160,381 for this program **BE RETURNED** to the following reserves as follows:
 - a. \$104,436 to the General Reserve (0400)
 - b. \$27,973 to AODA Compliance Reserve (0105)
 - c. \$27,972 to New Capital (0401)

The Mayor put the motion.

Motion Carried.

13.2 Transit Service – 1-year anniversary – Uncommon Festival

Resolution: 20240909-003

Moved By Councillor Crain

Seconded By Councillor McArthur

That:

1. Administration **BE AUTHORIZED** to provide additional evening transit trips until 11 p.m. for the weekend of September 20 – 21, 2024 for the Uncommon Festival and;

2. Administration **BE AUTHORIZED** to waive transit fares from 6pm on September 20, 2024, through the end of the service day on September 22, 2024.
3. Administration **BE DIRECTED** to look into a donation to cover the cost.

	YES/CONCUR	NO/NOT CONCUR
Councillor Allaire	X	
Councillor Courtney		
Councillor Crain	X	
Deputy Mayor Gibb	X	
Councillor McArthur	X	
Councillor Pouget		X
Mayor Prue	X	

The Mayor put the motion.

Motion Carried.

14. REPORTS - PLANNING AND DEVELOPMENT SERVICES

14.1 Suitability for Development on a Private Septic System on Meloche Road

Resolution: 20240909-004

Moved By Councillor Crain

Seconded By Councillor Allaire

That the development of one newly created lot on Meloche Road (severed from 158 Meloche Rd) on a private septic system **BE APPROVED**.

The Mayor put the motion.

Motion Carried.

15. REPORTS - CAO's OFFICE

15.1 Salary Market Compensation Review - Council

Resolution: 20240909-005

Moved By Councillor Crain
Seconded By Deputy Mayor Gibb

That:

4. Based on the findings of Marianne Love Consulting Inc., Council compensation **BE MAINTAINED** at the 65th percentile of the defined pay market;
5. The changes to Council compensation that are recommended by Marianne Love Consulting Inc. **BE IMPLEMENTED** at the commencement of the new term of Council, following the 2026 election;
6. Administration **BE DIRECTED** to include in the 2025 Operating Budget, for consideration, an annual contribution of \$2,000 to the Plans and Studies reserve (0072) to undertake a Salary Market Compensation Review once per term of each Council as outlined in the Council and Committee Compensation Policy.

	YES/CONCUR	NO/NOT CONCUR
Councillor Allaire	X	
Councillor Courtney		
Councillor Crain	X	
Deputy Mayor Gibb	X	
Councillor McArthur	X	
Councillor Pouget	X	
Mayor Prue	X	

The Mayor put the motion.

Motion Carried.

15.2 2024 Special Events Approval Part 6

Moved By Councillor Crain
Seconded By Deputy Mayor Gibb

Resolution: 20240909-006

That:

1. The following events **BE APPROVED**:
 - a. Rick Meloche – Memorial Bike Ride

- b. Hot Air Balloon Ride
 - c. River Lights Opening Night
 - d. Super Santa Walk/Run/Roll
2. An exemption from table number 3-1(2) of Noise By-law #2001-43 with respect to the operation of any electronic device or group of connected electronic devices incorporating one or more loudspeakers to allow for music **BE GRANTED** for the following events:
 - a. River Lights Opening Night
 - b. Rick Meloche – Memorial Bike Ride
 3. The fee waiver requests **BE RECEIVED AND FILED**:
 - a. Super Santa Walk/Run/Roll
 4. The Special Events Resource Team **BE DIRECTED** to confirm that the requirements identified by the Team are met prior to the event.

The Mayor put the motion.

Motion Carried.

16. INFORMATION REPORTS

There are no information reports.

17. CONSENT CORRESPONDENCE

17.1 Sponsorship Opportunities for Ontario Chamber of Commerce AGM & Policy Convention

Moved By Councillor Allaire

Seconded By Councillor McArthur

That the Sponsorship Opportunities for Ontario Chamber of Commerce AGM & Policy Convention **BE RECEIVED**.

The Mayor put the motion.

Motion Carried.

17.2 Essex County Library - Facilities Space Review

Moved By Deputy Mayor Gibb

Seconded By Councillor Crain

That the correspondence **BE RECEIVED**.

18. CORRESPONDENCE

18.1 AMCTO - Support our Municipal Elections Act Recommendations

Resolution: 20240909-007

Moved By Councillor Allaire

Seconded By Councillor Crain

That:

1. The AMCTO Municipal Elections Act Recommendations draft resolution **BE ENDORSED** by the Town of Amherstburg;
2. A letter indicating Council support for the AMCTO Municipal Elections Act Recommendations **BE SENT** to the Minister of Municipal Affairs and Housing;
3. The news media campaign as proposed by AMCTO **BE SUPPORTED** by the Town of Amherstburg.

The Mayor put the motion.

Motion Carried.

18.2 Royal Canadian Legion Ontario Command - 12th Annual Military Service Recognition Book- Request

Moved By Councillor Crain

Seconded By Councillor Pouget

That the correspondence **BE RECEIVED**.

The Mayor put the motion.

Motion Carried.

18.3 Shine the Light on Woman Abuse Campaign - Hiatus House

Resolution: 20240909-008

Moved By Councillor Crain

Seconded By Councillor Allaire

That:

1. In recognition of the Shine the Light on Woman Abuse Campaign, the Town of Amherstburg **ENCOURAGE** attendance at the Tree Lighting Ceremony on November 1st in Charles Clark Square, Windsor Ontario.
2. Administration **BE DIRECTED** to illuminate Town Hall purple in the month of November in recognition of the Shine the Light Campaign on Woman Abuse; and,
3. Administration **BE DIRECTED** to promote the activities of the Shine the Light on Woman Abuse Campaign.

The Mayor put the motion.

Motion Carried.

18.4 Windsor Police Services Board - Budget Extension

Moved By Councillor Crain

Seconded By Councillor Allaire

That an extension **BE GRANTED** to the Windsor Police Services Board related to the submission of the 2025 operating budget.

Moved By Councillor Crain

Seconded By Councillor Allaire

That the main motion **BE AMENDED** to include that the granting of the extension be one time only.

The Mayor put the motion.

Motion Failed.

Moved By Councillor Crain
Seconded By Councillor Allaire

That an extension **BE GRANTED** to the Windsor Police Services Board related to the submission of the 2025 operating budget.

Resolution: 20240909-009

Moved By Councillor McArthur
Seconded By Councillor Allaire

That the main motion **BE DEFERRED** in order that Administration can bring back a report in closed session on the matter.

19. CONSENT OTHER MINUTES

Moved By Councillor Pouget
Seconded By Deputy Mayor Gibb

That the following minutes **BE RECEIVED**:

- 19.1 EWSWA Regular Board Meeting Minutes**
- 19.2 Drainage Board Meeting Minutes - August 13, 2024**
- 19.3 August 7, 2024 Committee of Adjustment Meeting Minutes**
- 19.4 July 3, 2024 Committee of Adjustment Meeting Minutes**

The Mayor put the motion.

Motion Carried.

20. OTHER MINUTES

There are no other minutes.

21. UNFINISHED BUSINESS

21.1 UFB List - September

22. NEW BUSINESS

Resolution: 20240909-010

Moved By Councillor Pouget

Seconded By Councillor McArthur

That the Administration **BE DIRECTED** to work collectively with the Windsor Police Service – Amherstburg Detachment to discuss ongoing issues, regarding golf carts, especially driven by children on our municipal roads and right of ways and if they require Council's assistance with this matter.

The Mayor put the motion.

Motion Carried.

Moved By Councillor Pouget

Seconded By Councillor Allaire

That Administration **BE DIRECTED** to provide Council with a complete report from our Town's Insurance provider, regarding any potential monetary increases to our resident's homeowners insurance policies, due to the removal of fire station #3, the unmanned fire station #2 and the relocation of fire station #1 to the Libro Centre and if the Town is obligated to formally notify our residence of these changes. This report is requested to be presented at the September 23rd, 2024 public council meeting.

The Mayor put the motion.

Motion Failed.

23. NOTICE OF MOTION

Notice of Motion of September 9 –Reconsideration of Council Resolution 20240625-019
-Deputy Mayor Gibb

To be deliberated September 23, 2024

That Council Resolution 20240625-019, namely, "That any recommendations of Council with regards to new fees **BE BROUGHT** forward to the Economic Development Advisory Committee and the Audit and Finance Advisory Committee before coming back to Council," **BE RECONSIDERED** so that the motion can be restated to focus exclusively on new fees affecting commercial and industrial businesses related to Business Licensing or Encroachments for the 2022-2026 term of Council

24. BY-LAWS

24.1 By-Law 2024-065 - Provinces Offenses Officers

Resolution: 20240909-011

Moved By Councillor Allaire

Seconded By Deputy Mayor Gibb

That By-law 2024-065 being a by-law to Appoint Provincial Offenses Officers be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

The Mayor put the motion.

Motion Carried.

24.2 By-Law 2024-067 - Appointment of Deputy Clerks

Resolution: 20240909-012

Moved By Councillor Allaire

Seconded By Councillor McArthur

That **By-law 2024-067** being a by-law to appoint Deputy Clerks be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

The Mayor put the motion.

Motion Carried.

24.3 By-Law 2024-066 - Confirmatory By-law

Moved By Councillor Allaire

Seconded By Deputy Mayor Gibb

By-law 2024-066 being a by-law to Confirm all Resolutions of the Municipal Council Meetings held on September 9, 2024, be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

The Mayor put the motion.

Motion Carried.

25. ADJOURNMENT

Moved By Councillor McArthur

Seconded By Councillor Allaire

That Council rise and adjourn at 8:23 p.m.

The Mayor put the motion.

Motion Carried.

MAYOR - MICHAEL PRUE

KEVIN FOX - CLERK



**TOWN OF AMHERSTBURG
REGULAR COUNCIL MEETING
PUBLIC MINUTES**

Monday, September 23, 2024

6:00 P.M.

Council Chambers

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

PRESENT	Mayor Michael Prue Deputy Mayor Gibb Councillor Molly Allaire Councillor Linden Crain Councillor Donald McArthur Councillor Diane Pouget
REGRETS	Councillor Peter Courtney
STAFF PRESENT	Kevin Fox - Clerk Valerie Critchley - CAO Sarah Sabihuddin - Deputy Clerk

1. CALL TO ORDER

The Mayor called the meeting to order at 6:00pm

2. NATIONAL ANTHEM

3. ROLL CALL

4. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

(Public Council Meeting Agenda Items)

Councillor Pouget declared a conflict of interest on Items 13.1, 8.2, 8.3, & 8.4

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

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 - Belle Vue Development Proposal

Section 239(2)(c) - proposed or pending acquisition or disposition of land by the municipality or local board; and,

Section 239(2)(i) - a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization; and,

Section 239(2)(k) - a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

And Council received the matter for information.

Item B - Heritage Town Hall Proposal

Section 239(2)(c) - proposed or pending acquisition or disposition of land by the municipality or local board; and,

Section 239(2)(k) - a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

And Council received the matter for information.

Item C - Update on Ontario Land Tribunal Settlements

Section 239(2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

Section 239(2)(f) - advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

And Council directed that Administration proceed on their verbal direction.

Item D – Collective Bargaining Update – Amherstburg Professional Fire Fighters Association

Section 239(2)(d) labour relations or employee negotiations;

And Council directed that Administration proceed on their verbal direction.

7. MINUTES OF PREVIOUS MEETING

Moved By Councillor Allaire

Seconded By Councillor McArthur

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 Council Meeting Minutes - Planning - September 9, 2024

The Mayor put the Motion.

Motion Carried.

Moved By Deputy Mayor Gibb

Seconded By Councillor Allaire

That the presentations listed under Section 9 **BE HEARD** prior to the delegations.

The Mayor put the Motion.

Motion Carried.

9.1 Opportunity for Heritage Town Hall Development

Item 13.2 was brought forward.

Resolution: 20240923-001

Moved By Councillor Crain

Seconded By Councillor McArthur

That:

1. The Presentation by Valente Development Corporations' **BE RECEIVED.**
2. The Valente Development Corporations' proposal to embed a new Town Hall into the property previously known as General Amherst High School **BE APPROVED IN PRINCIPLE;** and,
3. Administration **BE DIRECTED** to seek public input on the embedded Town Hall proposal by:
 - a. Holding an Open House on Saturday October 5th, 2024 from 10 a.m. to 12 p.m. at the Libro Centre with Valente Development Corporation; and,
 - b. Issuing a survey for Amherstburg residents about the project;
4. Administration **BE DIRECTED** to include the embedded Town Hall proposal as part of the October agenda for Heritage Committee to provide their comments; and,
5. Administration **BE DIRECTED** to bring a report back to Council on the results of the survey, open house and Heritage Committee, with administrative recommendations regarding the proposal for Council's consideration and direction.

The Mayor put the Motion.

Motion Carried.

9.2 Space Needs Study - Spatial Needs Assessment Project (SNAP)

Item 11.1 was brought forward.

Resolution: 20240923-002

Moved By Councillor Crain

Seconded By Councillor McArthur

That:

1. The presentation **BE RECEIVED**; and
2. The Space Needs Study **BE APPROVED IN PRINCIPLE** with further reports to come back to Council on each element with a full implementation and funding strategy for each

The Mayor put the Motion.

Motion Carried.

8. DELEGATIONS

8.1 Delegation - Item 11.3 320 Richmond Street Partial Demolition - John Menna

Moved By Councillor Allaire

Seconded By Deputy Mayor Gibb

That the delegation **BE RECEIVED**.

The Mayor put the Motion.

Motion Carried.

8.2 Delegation - Item #13.1 - Report Back on the Evaluation of the Belle Vue Expression of Interest Proposal - Mary Anne Adam & Robert Honor

Moved By Councillor Allaire

Seconded By Deputy Mayor Gibb

That the delegation **BE EXTENDED** by 5 minutes.

The Mayor put the Motion.

Motion Carried.

Moved By Councillor Allaire

Seconded By Deputy Mayor Gibb

That the delegation **BE RECEIVED.**

The Mayor put the Motion.

Motion Carried.

8.3 Delegation - Item #13.1 - Report Back on the Evaluation of the Belle Vue Expression of Interest Proposal - Marc Pillon

Moved By Councillor McArthur

Seconded By Councillor Allaire

That the delegation **BE RECEIVED.**

The Mayor put the Motion.

Motion Carried.

Moved By Councillor McArthur

Seconded By Councillor Allaire

That item 13.1 **BE BROUGHT** forward.

The Mayor put the Motion.

Motion Carried.

8.4 Delegation - Item # 13.1 - Report Back on the Evaluation of the Belle Vue Expression of Interest Proposal - Mike Lavigne

13.1 Report Back on the Evaluation of the Belle Vue Expression of Interest Proposal

Moved By Councillor Crain

Seconded By Deputy Mayor Gibb

That:

1. Administration **BE DIRECTED** to prepare a by law to deem the entirety of the Belle Vue property, (the “Subject Lands”) as surplus; and,
2. Administration **BE DIRECTED** to proceed with negotiations with Amico/Loop regarding their Expression of Interest for Belle Vue and bring a report back to Council on the matter; and,
3. Use of the balance of funding in the Belle Vue Expression of Interest Project (Project #721002) **BE APPROVED** for use on the next steps in negotiations; and,
4. Administration **BE DIRECTED** that should negotiations on the Amico/Loop proposal fail, a report back on options regarding the procedure for the disposition of the Subject Lands be provided to Council; and,
5. Administration **BE DIRECTED** to provide a formal statement to the Belle Vue Conservancy (BVC) advising that Council has elected to divest itself of the Subject Lands and as such Council cannot support the further collection of donations of any kind for the restoration / maintenance of the Belle Vue Manor and grounds; and,
6. Administration **BE DIRECTED** to enter into discussions with the BVC regarding donor recognitions it has guaranteed as well as how the remaining donations, both cash and assets, should be addressed and report back to Council on those discussion for further direction.

Moved By Deputy Mayor Gibb
Seconded By Councillor Crain

That the main motion **BE AMENDED** to include that the report back to Council on the matter be on or before March 31, 2025.

The Mayor put the Motion.

Motion Carried.

Resolution: 20240923-003

Moved By Councillor Crain
Seconded By Deputy Mayor Gibb

That:

1. Administration **BE DIRECTED** to prepare a by law to deem the entirety of the Belle Vue property, (the “Subject Lands”) as surplus; and,
2. Administration **BE DIRECTED** to proceed with negotiations with Amico/Loop regarding their Expression of Interest for Belle Vue and bring a report back to Council on the matter by March 31, 2025; and,
3. Use of the balance of funding in the Belle Vue Expression of Interest Project (Project #721002) **BE APPROVED** for use on the next steps in negotiations; and,
4. Administration **BE DIRECTED** that should negotiations on the Amico/Loop proposal fail, a report back on options regarding the procedure for the disposition of the Subject Lands be provided to Council; and,
5. Administration **BE DIRECTED** to provide a formal statement to the Belle Vue Conservancy (BVC) advising that Council has elected to divest itself of the Subject Lands and as such Council cannot support the further collection of donations of any kind for the restoration / maintenance of the Belle Vue Manor and grounds; and,
6. Administration **BE DIRECTED** to enter into discussions with the BVC regarding donor recognitions it has guaranteed as well as how the remaining donations, both cash and assets, should be addressed and report back to Council on those discussion for further direction.

	YES/CONCUR	NO/ NOT CONCUR
Councillor Allaire	x	
Councillor Courtney	N/A	
Councillor Crain	x	
Deputy Mayor Gibb	x	
Councillor McArthur	x	
Councillor Pouget	DECLARED CONFLICT	
Mayor Prue		x

The Mayor put the Motion.

Motion Carried.

Moved By Councillor McArthur

Seconded By Councillor Allaire

That a 5-minute recess **BE GRANTED.**

The Mayor put the Motion.

Motion Carried.

9. PRESENTATIONS

9.1 Opportunity for Heritage Town Hall Development

Discussed above.

9.2 Space Needs Study - Spatial Needs Assessment Project (SNAP)

Discussed above.

10. REPORTS – CORPORATE SERVICES

10.1 2023 Year End (Q4) Budget to Actual Summaries and Transfers

Resolution: 20240923-004

Moved By Councillor Allaire

Seconded By Deputy Mayor Gibb

1. It is recommended that: The Transfers to Reserves/Reserve Funds made by the Treasurer as outlined in Appendix A, B, and C to the 2023 Year End (Q4) Budget to Actual Summaries and Transfers Report **BE AFFIRMED**;
2. That 2023 over-expenditures and reserve transfers **BE APPROVED** as follows (Appendix B):
 - a. \$7,298.81 from Fleet Reserve 0065, and
 - b. \$1,426.01 from Park Reserve 1010, and
 - c. \$173,453.12 from Capital Water Reserve 0200.
3. That the Treasurer **BE AUTHORIZED** to transfer the taxation-supported surplus \$672,172.15 as follows (Appendix A):
 - a. \$450,000.00 to General Reserve Fund 0400, and
 - b. \$30,719.84 to Drainage Reserve Fund 2002, and
 - c. \$25,000.00 Employee related WSIB for fire 1009, and
 - d. \$166,452.31 (remaining) to Tax Stabilization 0100.
4. That the Treasurer **BE AUTHORIZED** to transfer (Appendix C):
 - a. \$62,313.76 from Building Reserve 0085, and
 - b. \$1,516,931.45 to Water Reserves 0200, and
 - c. \$1,303,014.00 to Wastewater Reserves 0210, and
 - d. \$230,094.01 for various Grant and Operating Reserve Transfers.

The Mayor put the Motion.

Motion Carried.

11. REPORTS - PARKS, RECREATION, FACILITIES AND CULTURE

11.1 Space Needs Study 2024

Discussed above.

11.2 Gordon House Information Report

Moved By Deputy Mayor Gibb

Seconded By Councillor Crain

That Council **RECEIVE** this report for information.

The Mayor put the Motion.

Motion Carried.

11.3 320 Richmond Street Partial Demolition and New Parking Lot RFP #2024-026 Results

Resolution: 20240923-005

Moved By Councillor Allaire

Seconded By Deputy Mayor Gibb

1. The 320 Richmond Street Partial Demolition and New Parking Lot RFP #2024-026, project **BE AWARDED** to Bear Construction & Engineering Inc. in the amount of \$650,600.00+ HST, excluding contingency;
2. The Mayor and Clerk **BE AUTHORIZED** to execute an agreement with Bear Construction & Engineering Inc. for the 320 Richmond Street Partial Demolition and New Parking Project (#723044), subject in technical content to the Director of Parks, Facilities and Recreation, in financial content to the Director of Corporate Services/ Chief Financial Officer, and in legal content to the Chief Administrative Officer.
3. The project budget for 320 Richmond Street Partial Demolition and New Parking Project (#723044) **BE APPROVED** as \$700,000 and
4. Funding of \$700,000 for the 320 Richmond Street Partial Demolition and New Parking Project (#723044) be as follows:
5. \$518,773.86 **BE CONFIRMED** as the net proceeds from the sale of lands at 320 Richmond; and

Funding **BE REDUCED** from the following projects and **BE REDIRECTED** to the 320 Richmond Street Partial Demolition and New Parking Project (#723044):

6. \$20,000 (General Reserve 0400) from the Removal of Communication Tower project (#721019)
7. \$20,000 (New Capital Reserve 0401) from the Belle Vue Security project (723007)
8. \$121,226.14 (CCBF Reserve 0410) from the Parking Lot Maintenance project (724030) and
9. \$20,000 (New Capital Reserve 0401) from the Emergency Service Back Up Generator project (723014); and
10. The CAO **BE AUTHORIZED** to sign and/or approve any changes necessary to expand or modify the scope of work, provided additional services remain within the total project funding of \$700,000 inclusive of contingency plus HST.

The Mayor put the Motion.

Motion Carried.

12. REPORTS - INFRASTRUCTURE SERVICES

There are no reports.

13. REPORTS - PLANNING AND DEVELOPMENT SERVICES

13.1 Report Back on the Evaluation of the Belle Vue Expression of Interest Proposal

Discussed Above.

13.2 Opportunity for Heritage Town Hall Development

Discussed Above.

13.3 Summary of Site Plan Applications Since June 09, 2024

Moved By Deputy Mayor Gibb

Seconded By Councillor Allaire

That the report dated September 10, 2024, entitled Summary of Site Plan Control Applications **BE RECEIVED for information.**

The Mayor put the Motion.

Motion Carried.

14. REPORTS - CAO's OFFICE

There are no reports.

15. INFORMATION REPORTS

There are no reports.

16. CONSENT CORRESPONDENCE

There is no consent correspondence.

17. CORRESPONDENCE

17.1 Royal Canadian Legion Ontario Command - 12th Annual Military Service Recognition Book - Request

Resolution: 20240923-006

Moved By Councillor McArthur

Seconded By Deputy Mayor Gibb

1. A full colour quarter page advertisement **BE PURCHASED** in the amount of \$650.00 inclusive of HST;
2. This advertisement be charged to the Council Donations Account (10-5-100-1010-0348) for the Military Service Recognition Book of the Royal Canadian Legion Ontario Command.

The Mayor put the Motion.

Motion Carried.

18. CONSENT OTHER MINUTES

18.1 Economic Development Advisory Committee Meeting Minutes - September 19, 2024

Moved By Councillor Allaire

Seconded By Deputy Mayor Gibb

That the Economic Development Advisory Committee Meeting Minutes from September 19, 2024 **BE RECEIVED**.

The Mayor put the Motion.

Motion Carried.

19. OTHER MINUTES

20. UNFINISHED BUSINESS

20.1 Unfinished Business List (UFB) - September 2024

21. NEW BUSINESS

Resolution: 20240923-007

Moved By Councillor Allaire

Seconded By Deputy Mayor Gibb

That a letter of support from council **BE PROVIDED** to Bryerswood Youth Camp Optimist Club to support their application for the Federal Green and Inclusive Community Buildings Program which is being offered by Housing, Infrastructure and Communities Canada.

The Mayor put the Motion.

Motion Carried.

Resolution: 20240923-008

Moved By Councillor Pouget

Seconded By Councillor Allaire

That Administration **BE DIRECTED** to provide Council and the Audit and Finance Committee with the following schedules to be included in the proposed 2024 budget document as recommended by a concerned citizen and a highly respected member of the Audit and Finance Committee. This report would indicate the 2023 budget amounts. These schedules would include:

1. Summary revenues & expenses of actuals – variance in 2023 budget
2. Summary of expenses 2023 – budget actuals variance
3. Consolidated schedule of reserve and reserve funds

This report would make it easier and more efficient for Council and our ratepayers to understand.

	YES/CONCUR	NO/ NOT CONCUR
Councillor Allaire	x	
Councillor Courtney	N/A	
Councillor Crain	x	
Deputy Mayor Gibb	x	
Councillor McArthur	x	
Councillor Pouget	X	
Mayor Prue	x	

The Mayor put the Motion.

Motion Carried.

Moved By Councillor Pouget

Seconded By Councillor Allaire

That Council **TO WAIVE** the rules of procedure in order for an individual to speak from the audience.

The Mayor put the Motion.

Motion Failed.

22. NOTICE OF MOTION

22.1 Notice of Motion of September 9 –Reconsideration of Council Resolution 20240625-019 -Deputy Mayor Gibb

Resolution: 20240923-009

Moved By Deputy Mayor Gibb

Seconded By Councillor Crain

That:

Council Resolution 20240625-019, namely,

“That any recommendations of Council with regards to new fees **BE BROUGHT** forward to the Economic Development Advisory Committee and the Audit and Finance Advisory Committee before coming back to Council,”

BE RECONSIDERED so that the motion can be restated to focus exclusively on new fees affecting commercial and industrial businesses related to Business Licensing or Encroachments for the 2022-2026 term of Council.

The Mayor put the Motion.

Motion Carried.

Resolution: 20240923-010

Moved By Deputy Mayor Gibb

Seconded By Councillor Crain

That recommendations regarding new fees that apply to commercial and industrial businesses related to businesses licences or encroachments **BE REFERRED** to the Economic Development Advisory Committee and the Audit and Finance Committee before coming to Council during the reminder of the 2022-2026 term of Council.

The Mayor put the Motion.

Motion Carried.

22.2 Notice of Motion of September 23, 2024 - Reconsideration of Council Resolution 20240527-008 - Councillor Allaire

To be deliberated October 15, 2024

That Council Resolution 20240527-008, namely,

That:

1. The report from the Manager of Licensing and Enforcement dated April 28th, 2024 regarding a new Temporary Patio Extension **BE RECEIVED**; and
2. By-law 2024-026 being a By-law to Temporary Patio Extensions on public lands be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same; and,
3. The CAO and Clerk **BE AUTHORIZED** to enter into agreements for temporary patio extensions, should all the criteria be met.

BE RECONSIDERED so that a motion can be made to remove the authority to enter into temporary patio agreements on municipal property.

23. BY-LAWS

23.1 By-law 2024-020 – Replacement of Access Culverts over the Deslippe Drain- Third and Final Reading

Resolution: 20240923-011

Moved By Deputy Mayor Gibb

Seconded By Councillor McArthur

By-law 2024-020 being a by-law to provide for the Replacement of Access Culverts over the Deslippe Drain be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

The Mayor put the Motion.

Motion Carried.

23.2 By-Law 2024-069 - Confirmatory By-law

Resolution: 20240923-012

Moved By Councillor Allaire
Seconded By Deputy Mayor Gibb

By-law 2024-069 being a by-law to Confirm all Resolutions of the Municipal Council Meetings held on September 23, 2024, be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

The Mayor put the Motion.

Motion Carried.

24. ADJOURNMENT

Moved By Councillor Allaire
Seconded By Deputy Mayor Gibb

That Council **RISE AND ADJOURN** at 8:56 p.m.

The Mayor put the motion.

Motion Carried.

MAYOR - MICHAEL PRUE

KEVIN FOX - CLERK

Delegation Request Form

Your application will be reviewed and the Office of the Clerk will be in contact with you regarding your request. If you wish to simply attend the meeting, you can do so by watching our livestream or by attending Council Chambers at the scheduled meeting time.

General Guidelines

Members of the public must register by completing the Delegation Request Form in order to speak at a meeting.

- Delegation requests must be received by the Clerk, no later than the Thursday before the meeting.
- A delegation will not be registered to address the assembly unless this specific item is listed on an Agenda and the request is in keeping with all requirements of By-law 2023-085.
- Delegations are limited to 5 minutes.
- It is the responsibility of the public to indicate when an accommodation is required. The municipality will determine the best method to address this accommodation in consultation with the individual in advance of the meeting.

First Name *

Cathy

Last Name *

Robertson

Phone Number *

Email Address *

Street Address *

City/Town *

Province *

Postal Code *

Are you representing an organization, group, or business? *

☒ Yes

☐ No

Please disclose the organization, group or business you are representing. *

Bryerswood Youth Camp Optimist Club

Please select either Council or the Committee you wish to delegate to *

Council

Please describe in detail the reason for your Delegation and what action you will be asking the Assembly to take. *

Bryerswood Youth Camp Optimist Club is asking Council to please consider hard topping/tar & chipping Texas Road from Howard Avenue to the 6th Concession North.

The Rationale: This stretch of road is the welcome road into the camp. Since taking ownership of the camp almost three years ago, the traffic into the camp has increased significantly. Visitors and campers are not only from Amherstburg but are also from further afar such as Samia and Kitchener-Waterloo for example. When it rains or after the Spring thaw, this stretch of road is not very welcoming and vehicles get quickly covered with clay dirt and mud. If travelling to the camp during this time, it is not uncommon to wash a vehicle every second day due to the mud which sprays up. Visitors and campers have voiced that they are not happy by the road spray on their vehicles. Even when visiting the camp during dry weather, vehicles become extremely dusty and this is also unwelcoming.

The Optimist Club is diligently working at creating a high-quality youth camp facility and community venue. We want to be a "feather in Amherstburg's cap". Considerations for current and future developments are made with not only how the development will service the youth camp, but also how will this have an impact for the Town of Amherstburg. For example, with the renovations which have started at the Activity Centre, the needs of the local community have also been considered in conjunction with the needs of the Optimist Club. This is an important consideration as the club has been approached by the general population about using the building and facilities. Amherstburg is gaining another quality venue for its citizens to use, as well as a great youth camp to help draw tourists to the Town, and as a resource for supporting expanded local short-term accommodations such as sporting events.

The Support: Signatures were gathered over a 3-month period from the parents of campers, and camp supporters and people who visited the camp. Signatures were also gathered from an online platform. A blank online signature form is also submitted to show what was asked for.

The Ask: Please consider the hard topping / tar & chipping Texas Road from Howard Avenue to the 6th Concession North in the 2025 Budget deliberations. Thank you.

Have you contacted Administration regarding this matter? *

- ☒ Yes
☐ No

Who from Town Administration have you contacted? *

Kevin Fox

Is this item on an upcoming Agenda? *

- ☐ Yes
- ☒ No

Do you intend to make an electronic presentation of any materials during the meeting? (If so, please note all materials must be submitted as part of this application.) *

- ☐ Yes
- ☒ No

Upload any documents or presentation material you will use to support your Delegation - 4 Attachments Max (10MB Each):

File Name	
	In Person Signatures.pdf 6.3 MB
	Online Signatures.png 135.0 KB
	Blank Online Signature Form..png 50.8 KB

Personal information contained on this form is authorized for the uses noted in the Town of Amherstburg's Procedure By-law, for the purpose of contacting individuals and/or organizations requesting an opportunity to appear as a delegation before Council or an Advisory Committee of Council. The Delegation Request Form and any materials provided may be published in its entirety with the public agenda which is also posted on the Town's website. The Procedure By-law is a requirement of Section 238(2) of the Municipal Act, 2001.

Please note that all meetings are open to the public except where permitted to be closed to the public under legislated authority. Questions regarding collection of the information on this form or additional accessibility requirements may be directed to the Municipal Clerk, 271 Sandwich Street South, Amherstburg, ON, N9V 2A5, 519.736.0012.

Any documents and supporting material must be uploaded to this request and will be subject to review and approval by the Clerk. Upon approval, the material you provided will be circulated to Council and Administration, and will be made public without redaction. You will not be permitted to share documents and/or any supporting materials unless it has been approved by the Clerk.

Thank You

Submission Successful

PLEASE HARDTOP TEXAS ROAD FROM HOWARD AVENUE TO 6TH CONCESSION NORTH

This document will be considered a public document of the Town of Amherstburg and information contained within the petition may be subject to the scrutiny of the municipality and other members of the general public. All information submitted is collected in accordance with the Municipal Act, 2001, s.8 and 239(1) and may be used in Council deliberations, and disclosed in full, including email, names and addresses to persons requesting access to records. All information submitted to the municipality is subject to the Municipal Freedom of Information Act (MFIPPA).

NAME	ADDRESS	SIGNATURE
Bill Chapman	147 E. 21st St N. Harrow	[Signature]
Ben Cunniff	8 FRANCES CRT ESSEX ON	[Signature]
Julianne Deland	3317 Portington Windsor	[Signature]
Dan Allaire	606 Richmond Amherstburg	[Signature]
Caitlin Gonnear	2412 Allyson Ave, Windsor, N4W 2K6	Caitlin Gonnear
Pamela Zeman	1619 Aubin Windsor ON N8Y 4G3	Pamela Zeman
Carole Perriciero	90 Murray St Amherstburg	Carole Perriciero
John	1375 Gibrault St.	John
Samantha McGuire	112 Grant Ave Amherstburg	Samantha McGuire
Adam McGuire	112 Grant Ave Amherstburg	Adam McGuire
Ralph Polpard	1734 South Malvern Rd. Essex	Ralph Polpard
Mary Guthrie	4410 Conc 4 N Amherstburg	Mary Guthrie
Pina Mestrianni	620 St Talbot St, Essex	Pina Mestrianni
Tony Koske	2086 MILLSTEAD Windsor	Tony Koske
Martin Litman	2675 Parent Ave Windsor	Martin Litman
Robert Macpherson	441 ROSEDALE AVE	Robert Macpherson
Steve Cooper	264 Gannon Court	Steve Cooper
Cindy Hicken	132 Hunter	Cindy Hicken
Bill McDowall	132 Hunter	Bill McDowall
Nancy Parker	1415 Woodridge Dr. Tumbach	Nancy & Parker
Pat Valleley	110 Golf Rd. Kingsville	Patricia Valleley
Joanne Picket	5 Park Lane Essex	Joanne Picket
Dan Mark	97 Meadowview Ave	Dan Mark
Negan Mark	197 Meadowview Ave	Negan Mark
Barbara Green	245 CITENE ST. Tecumseh	Barbara Green
Nancy Flagler Wilburn	1060 Lillydale Ave. Belle River	Nancy Flagler Wilburn
TRACEY BUTCHER	147 BELLE RIVER RD. COTTAM, ON N0R 1B0	Tracey Butcher
Caralle Hicks	6974 Cone 6, RR2 Kingsville ON N9Y 2E5	Caralle Hicks

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NAME	ADDRESS	SIGNATURE
Pam Zeman	1619 Aubin Windsor N8Y-4G3	Pam Zeman
Michael Karlo	433 King St. Amherstburg N4V2E4	Michael Karlo
Randy Gurney	26 Indiana Pl Amherstburg	Randy Gurney
Joe Berthiaume	174 Ryan St.	Joe Berthiaume
Katelyn Burton	7121 Texas Road Amherstburg	Katelyn Burton
Natalie Westfall	427 Martin Lane, LaSalle ON	Natalie Westfall
Caleb Farrugia	427 Martin Lane, LaSalle, ON	Caleb Farrugia
Christynne Hall	474 Thorn Ridge Cres, Amherstburg, ON	Christynne Hall
Nicole Renaud	108 Illinois St. Amherstburg, ON	Nicole Renaud
CAROL Weston	1326 St Clair Place COURTRIGHT	Carol Weston
Kathi Poupard	1733 Smith Malden Road R.R.#1 Essex	Kathi Poupard
Michelle Berthiaume-Fisher	1131 Glidden Ave Windsor Ont N8S2P2	Michelle Berthiaume-Fisher
Dan Faerber	1131 Glidden Ave Windsor Ont N8S2P2	Dan Faerber
Emilyn Anderi	1086 Parkview Ave, Windsor, ON, N8S2X7	Emilyn Anderi
ADAM MELACHE	3195 ASKIN AVE WINDSOR	Adam Melache
ROB POLEWSKI	929 SHEPHERD ST. E WINDSOR	Rob Polewski
ZACH STEPHEN	2324 TOURANGEAU	Zachary Stephen
DAVID LESPER	2115 VICTORIA AVE WINDSOR	David Lesper
Larry Robertson	26 St. Therese Ave. Amherstburg	Larry Robertson
CHRIS RENAUD	3828 Counsborough Crt. Windsor	Chris Renaud
Cathy Robertson	26 St. Therese Ave. Amherstburg	Cathy Robertson
Giovanni Oliverio	813 Legacy Grove Drive, LaSalle	Giovanni Oliverio
Oliver Piotrowski	83 Dahlia St, Kitchener	Oliver Piotrowski
Karen Piotrowski	17 Margaret, St Thomas	Karen Piotrowski
Rebecca Heath	83 Dahlia St, Kitchener	Rebecca Heath
Andie VanVuerff	140 Kenwood Blvd, LaSalle	Andie VanVuerff
Grace Albano	844 Scofield Windsor	Grace Albano
Reed Perrin	956 Tuscarora, Windsor	Reed Perrin

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PLEASE HARDTOP TEXAS ROAD FROM HOWARD AVENUE TO 6TH CONCESSION NORTH

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NAME	ADDRESS	SIGNATURE
MaryAnn Mertens	528 Autumn Ridge Ave Amherstburg ON ^{N9V 3W7}	MaryAnn Mertens
Beth Preston	1053 Front Rd S Amherstburg ^{NAV-2H4}	Beth Preston
Luigi DiIandomenio	" " " " " "	Luigi DiIandomenio
BAN PHILLIPS	764 RICHMOND ST A'BURG N9V 4A1	BAN PHILLIPS
Rammi Hatzkel	608 Pettypiece Drive Amburg N9V 4E1	Rammi Hatzkel
Juicelle Afif	608 Pettypiece Dr. Amherstburg N9V 4E1	Juicelle Afif
DAVID BENETEAU	201-274 DAHOUSIE ST AMHERSTBURG, ON N0E8	David Beneteau
JANICE EMERY	814 2ND CONCESSION AMHERSTBURG	Janice Emery
GARY EMERY	814 2ND CONC. AMHERSTBURG ^{N9V 3R3}	Gary Emery
Sandie Older	0040 Middle Rd. A'burg N9V 4Y9	Sandie Older
Cathy Humphrey	7071 GIARDINI SD RD, RR3 Cstham, ONT	Cathy Humphrey
STARLINE ROSCOWSK	1945 OMIRA ST. KASALE, ON	Starline Roscowsk
Ruth Wax	165 Purple Plum Dr. Kingsville N9V 3P5	Ruth Wax
Carolee Hicks	6974 Cona 6, RR2, High Ruler N9Y 2E5	Carolee Hicks
Dennie Brooks	2747 Bramley Cr., Windsor, ON, N8W 4X2	Dennie Brooks
Sherrie Koutsonicolas	515 Regent Road Tec ON N8W 4B8. S. Kout	Sherrie Koutsonicolas
KOSTA KOUTSONICOLAS	515 Regent Rd Tec, ON N8W 4B8	K. Kout
Parrell Droulind	640 Brunellee C. Tec Ontario	Parrell Droulind
Katherine Koutsonicolas	993 Lakeview Ave Windsor Ontario N8P 1K8	K. Kout
Chris Meharry	1741 Kirkland Ave Windsor, Ont	Chris Meharry
Melodey Meharry	1741 Kirkland Ave. Windsor, Ont	Melodey Meharry
Chris Steve Kout	515 Regent Rd Tec ont	Chris Steve Kout
Paul Nye	1657 Lesperance RD Tec	Paul Nye
Nichole Nye	1657 Lesperance RD Tec	Nichole Nye
Mike Jagatic	1476 Border Cres.	Mike Jagatic
Sherr Annlyn	993 Pellera Cr. Tec	Sherr Annlyn
Tammy Stron	526 Estate Plk Tece	T. Stron

PLEASE HARDTOP TEXAS ROAD FROM HOWARD AVENUE TO
6TH CONCESSION NORTH




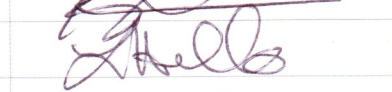
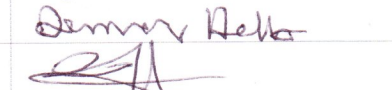
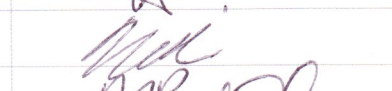
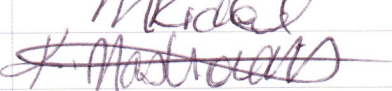
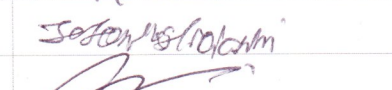
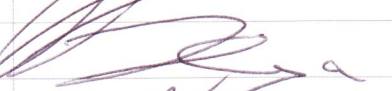
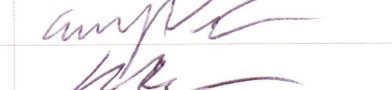
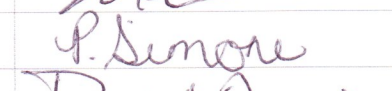
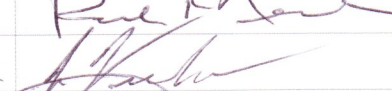
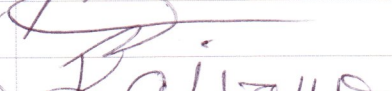
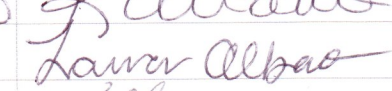
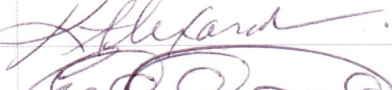

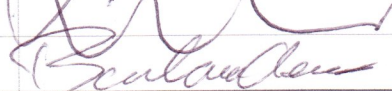
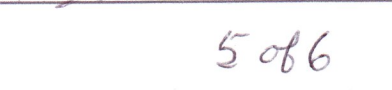


This document will be considered a public document of the Town of Amherstburg and information contained within the petition may be subject to the scrutiny of the municipality and other members of the general public. All information submitted is collected in accordance with the Municipal Act, 2001, s.8 and 239(1) and may be used in Council deliberations, and disclosed in full, including email, names and addresses to persons requesting access to records. All information submitted to the municipality is subject to the Municipal Freedom of Information Act (MFIPPA).

NAME	ADDRESS	SIGNATURE
Angel haForest JOE MORDEN	341 Victoria St 142 ANGSTROM CRES	Angel haForest Joe Morden
LISA marion MATT Wilson	345 Crownridge 42 Mc Bride Rd	Lisa Marion Matt Wilson
Christina Hindi Paul Murphy	43 Martin Cres 1154 Kildare Rd	Christina Hindi Paul Murphy
Cyril Mullen TAD NUOM	10 Seary Cr. 1170 Widge	Cyril Mullen Tad Nuom
John Bruce	188 Richmond St	John Bruce
LANCE HUVER	136 LAKEWOOD dr.	Lance Huver
Katerina Ostroven	3884 3rd Concession rd South	Katerina Ostroven
Emily Wenghofer	25-1930 Columbia crt. Windsor	Emily Wenghofer
Clarissa Wdk Menna	73 Tofflemire	Clarissa Wdk Menna
MICHAEL BARRETT	772 BENEFIELD DR.	Michael Barrett
Magdalena Muise	9536 midfield Cres	Magdalena Muise
Lauren LeLande	3090 Downing	Lauren LeLande
Katie Potts	73 Higgins Cres	Katie Potts
CAROL LEVITT	1834 ERIE AVE, N. BUNG.	CAROL LEVITT
Fred Groves	189 Talbot Esq	Fred Groves
Gavin Schaefer	6884 Page Rd 12	Gavin Schaefer
Dave Zeman	1619 Aubin Windsor	Dave Zeman
Darlene Bergyk	629 DALHOUSIE	Darlene Bergyk
MICHELLE NISSEN	16 CENTRE ST. A. BUNG	MICHELLE NISSEN



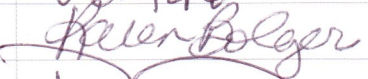





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NAME	ADDRESS	SIGNATURE
NANCY ROY	249 HAWTHORN, A'burg	
KLAUS DOKRING	2080 WILLI STEAD CRES, WINDSOR	
Debra Gignac	390 Fields Ave	
DAVID Cowling	207 MARTIN Lane	
Kory Renaud	168 Park Lane Cir	
Leigh Ann Hello	922 Homedale Blvd	
Jennifer Hello	"	
Tereza Hello	"	
MIKE RICHARD	28 WOODSIDE AVE	
Michelle Richard	"	
Karen Mastroianni	620 N. Talbot Rd	
Jason Mastroianni	"	
Richard Wayne	4986 6th CONCESSION, HAWK, ON	
Fe Klyner	"	
Emily Vanderham	152 Telford Lane	
Matthew Duby	" " "	
Pat Simone	188 Alma St Amherstburg, ON	
Paul Mersch	188 Alma St Amherstburg, ON	
JAN VANDERHAM	61 STATES AVE AMHERSTBURG ON	
RIC ALBANO	844 SCOTFIELD WINDSOR ON	
Kim Albano	844 Scotfield Windsor ON	
L Albano	"	
Kathi Alexander	1546 Hickory Rd, Windsor, ON	
LARRY ALEXANDER	" " " "	
Sarah Balogh	352 White Cres. Amherstburg ON	
Sarah Dugdale	370 Oak St	
Barb Adams	6406 6th conc. North Amherstburg	

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NAME	ADDRESS	SIGNATURE
Carlo Orlando	2217 Partington Ave.	
TRACEY BUTCHER	147 BELLE RIVER RD	
KAREN BOLGER	4461 CONC 4 S. A BURC	
Debbie Phillips	281 McCurdy Dr A'burg	
Cindy Renaud	555 Grandin St	
ANDARENAUD	3828 LOUNSBOROUGH CRT WSR	
TERRY RENAUD	555 GRANDIN ST.	
NANCY FLAGLER-NILBURN	1060 LILLYDALE, BELLE RIVER	



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<input type="checkbox"/>	Submission Date	Full Name	Signature	Address	Email
1	Jul 3, 2024	Marie Wilder		2161 Girardot Windsor , Wyoming, N9B1R4 Canada	gwilder9@cogeco.ca
2	Jun 3, 2024	Sherry Hickson		1542 Hickory rd Windsor, N8Y 3T1 Canada	rainbow_sherry@hotmail.c...
3	Jun 3, 2024	Kris McGuire		60 Bolohan Drive Tilbury, N0P2L0 Canada	
4	Jun 1, 2024	Jen Desjardins		7831 county rd 20 Amherstburg , N9v0c8 Canada	jenbdesjardins@gmail.com
5	Jun 1, 2024	Lynn Jamieson		2240 Hall Windsor, Ohio, N8W 2L7 Canada	choices99@yahoo.com
6	Jun 1, 2024	Kimberly Noel		25 Poplar dr McGregor , N0R 1J0 Canada	knoel41@gmail.com

ADD



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF PARKS, FACILITIES, RECREATION & CULTURE

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.*

Author's Name: Trese MacNeil	Report Date: September 2, 2024
Author's Phone: 519 736-5712 ext. 2122	Date to Council: September 23, 2024
Author's E-mail: tmacneil@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Community Sport and Recreation Infrastructure Fund

1. RECOMMENDATION:

It is recommended that:

1. The Chief Administrative Officer and Director of Parks, Facilities and Recreation **BE AUTHORIZED** to apply to the Community Sport and Recreation Infrastructure Fund, for H. Murray Smith Centennial Park Tennis and Multi-Use Courts, subject to the documents being satisfactory in legal form to the Chief Administrative Officer, in technical content to the Director of Parks, Facilities and Recreation, and in financial content to the Chief Financial Officer; and,
2. The following funding identified in 2025 **BE DESIGNATED** to address the \$530,000 in funding required by the Town for all matching and ineligible project costs:
 - a. New Capital Reserve (0400): \$254,400
 - b. DC Parks (0124): \$275,600
3. The following recommendations **BE APPROVED** upon written confirmation of the Town being awarded the grant funding:
 - a. The Chief Administrative Officer and Clerk **BE AUTHORIZED** to sign and execute any agreements, declarations or approvals required resulting from receiving funding under the Community Sport and Recreation Infrastructure Fund grant, satisfactory in financial content to the Chief Financial Officer, and in technical content to the Director of Parks, Facilities and Recreation; and,
 - b. Authority **BE DELEGATED** to the Chief Administrative Officer to approve the final project scope and deliverables to maximize use of the grant and the Town's \$530,000 in funding; and,
 - c. The Chief Administrative Officer and Clerk **BE AUTHORIZED** to take any such action required to affect the recommendations noted above and sign

- any required documentation/agreement(s) for the implementation of the H. Murray Smith Centennial Park Tennis and Multi-Use Courts project, satisfactory in legal form to the Clerk, in technical content to the Director of Parks, Facilities and Recreation and in financial content to the Chief Financial Officer; and,
- d. The funding sources as noted above **BE APPROVED** for immediate use; and,
 - e. Authority **BE DELEGATED** to the Chief Administrative Officer to award and issue purchase orders and or sign and execute any agreements as may be required for the necessary services to execute the scope of work for the H. Murray Smith Centennial Park Tennis and Multi-Use Courts; and,
4. Should the Town be unsuccessful with the Community Sport and Recreation Infrastructure Fund grant application, Council **APPROVE** the \$530,000 in funding to be used for the H. Murray Smith Centennial Park Tennis and Multi-Use Courts project funding from the following 2025 funding sources:
 - i. New Capital Reserve (0400): \$254,400
 - ii. DC Parks (0124): \$275,600; and,
 - b. Authority **BE DELEGATED** to the Chief Administrative Officer to approve the final project scope and deliverables to maximize use of the Town's \$530,000 in funding; and,
 - c. Authority **BE DELEGATED** to the Chief Administrative Officer to award and issue purchase orders and or sign and execute any agreements as may be required for the necessary services to execute the scope of work for the H. Murray Smith Centennial Park Tennis and Multi-Use Courts.
 5. Administration **BE DIRECTED** to add the assets created by the H. Murray Smith Centennial Park Tennis and Multi-Use Courts project to the 2025 Asset Management Plan for lifecycle rehabilitation and replacement.

2. **BACKGROUND:**

On August 19, 2024, the Ontario government announced that they are accepting applications for the new Community Sport and Recreation Infrastructure Fund (CSRIF) that will be delivered over three years (2024-25 to 2026-27). The province is investing \$200 million through the fund to help communities revitalize existing community sport and recreation infrastructure and build new facilities.

Funding is available to either repair or upgrade existing sport and recreation facilities into more accessible, state-of-the-art facilities that better suit the community's needs, or to build new and transformative sport and recreation facilities, including replacing existing facilities that have reached the end of their lifespan and are beyond repair. Applications are open to municipalities, Indigenous communities, non-profit organizations and (for new builds only) for-profit organizations, through two streams:

- **Stream 1:** Repair and Rehabilitation - Eligible projects will receive between \$150,000 and \$1 million and must be completed within twenty-four months of entering into a Transfer Payment Agreement (TPA) with the Ministry in respect to the project. The deadline to submit grant applications is October 29, 2024.

- **Stream 2: New Builds/Signature New Builds** - Eligible projects will receive up to \$10 million and must be completed no later than March 31, 2027. Applications will be accepted on an ongoing basis until funding has been fully allocated.

Regardless of the Stream, the CSRIF is a cost-sharing program paying up to 50% of eligible costs and the provincial contribution will vary based on the eligible applicant and project type. Eligible applicants can submit only *one* application per stream. Administration is recommending that the Town of Amherstburg apply to Stream 2 only, as the town does not currently have a project in the 5-year Capital Project Plan that qualifies for Stream 1.

The CSRIF is a discretionary and non-entitlement program, and there is no guarantee of funding. There is no appeal process for unsuccessful applicants to the program.

3. DISCUSSION:

Administration requests Council support an application to Stream 2: New Builds/Signature New Builds of the Community Sport and Recreation Infrastructure Fund Grant. This grant program is highly competitive and the Province is looking for signature and unique projects, with demonstrated community sport or recreational needs that can be completed within the prescribed timeframe.

The purpose of Stream 2 is to invest in new, transformative community sport and recreation infrastructure, including assets that do not currently exist in a community or the replacement of existing assets that have reached the end of their lifespan.

Eligible Stream 2 projects must:

- Occur in the Province of Ontario;
- Be for the construction of a new or replacement sport or recreation facility/space or other community facility/space that offers sport or recreation programming;
- Be for a community facility/space in Ontario that is open primarily for use by the public and that will continue to be open primarily for use by the public upon the completion of the project;
- Be submitted by an applicant that meets the eligibility requirements;
- Not be receiving any Ontario provincial funding for the same project.

At this time, there is no project in the town's 5-year proposed Capital plan that meets the grant requirements for Stream 1: Repair and Rehabilitation.

During the January 15, 2024 Council meeting, Council passed Resolution #20240115-006 "That \$500,000 **BE IDENTIFIED** in the 2025 Capital Budget to be identified for H. Murray Smith Centennial Park".

The resolution identified above provides an opportunity to leverage potential grant funding to construct tennis and multi-purpose courts at H. Murray Smith Centennial Park to benefit residents.

Proposed project for the grant application at H. Murray Smith Centennial Park:

- Construction of two tennis courts
- Construction of two multi-purpose courts
- Accessible concrete pathway around two sides of the tennis court and between the two sets of courts

The Centennial Park updated and approved Concept B for grant report proposed park layout is attached to this council report for reference.

Council has also directed Administration to pursue construction of a boat launch at K. Walter Ranta Memorial Park. This project was discussed with the Ministry as a potential grant application however the Ministry did not feel it would be a strong application due to a number of factors, including but not limited to; lack of design specifications and readiness and the proximity places it in direct competition with a private boat launch in the vicinity. Other projects were also considered, however given the requirements for the grant there were not other projects at this time which are as strong in meeting the requirements as the one proposed in this report.

Should Council not wish to pursue the proposed project, it is not recommended Administration apply to this grant for any other projects at this time. Should Council wish to pursue a project that is new infrastructure and not yet identified in the 5-year proposed Capital plan, projects that *are* identified would need to be re-aligned to offset funding for the new project. In other words, with the requirement to match dollars at a rate of 50%, other proposed projects will be impacted in order to avoid issuance of debt, at a minimum of 50% of the total cost of the new project.

4. RISK ANALYSIS:

The cost for this project is a high-level estimate only and is based on current research conducted for projects of similar scope and scale. There is a risk that cost could increase or decrease based on actual tender pricing. Due to grant guidelines that indicate no construction can begin before notification of the grant, construction of the tennis and multi-use courts could be delayed until 2026.

The following are a number of other potential risks:

- The timing and claiming of invoices could be problematic if they are received at or near the March 31 deadline. The payment of invoices may be delayed resulting potential cash flow issues with the Town carrying the burden of the Ministry's portion of the cost for the 50% of the grant until payment is made.
- The cost of HST is not funded, even the non-recoverable portion, which for a large project will need a funding source. The HST cost cannot be considered as part of the town's contribution either.
- If the Town borrows funds, this additional cost is not recoverable in the grant nor can it be considered part of the town's contribution.
- In addition, there is potential that the grant could be funded at less than 50% of the total costs and therefore the Town would be responsible for these additional costs.

5. FINANCIAL MATTERS:

Cost estimates for the proposed project of two tennis courts, two multi-use courts and accessible pathway are as follows:

- Two multi-use sports courts: \$510,000
- Two tennis courts: \$485,000
- Accessible concrete sidewalk: \$65,000

Total estimated project cost: \$1,060,000

As per Council direction in CR20240115-006, Administration has identified in the 2025 capital budget \$500,000 for tennis courts under capital project H. Murray Smith Centennial Park Redevelopment (PAR-001-24). The funding sources are Development Charges Parks (DC), as this 52% of the project is DC eligible, and New Capital as these amenities would be new assets, not replacement or refurbishment of existing.

The addition of the multi-use sports courts and accessible concrete sidewalk to the project results in a Town share of \$530,000, which is \$30,000 above Council's direction for \$500,000. The \$30,000 is recommended to be funded from the same sources, DC and New Capital. Total funding for the project, if the grant is awarded, would be as follows:

- Community Sport and Recreation Fund - \$530,000
- New Capital Reserve (0400): \$254,400
- DC Parks (0124): \$275,600

Grant applications with confirmed funding for the municipal share are viewed more favourably as it demonstrates the Town's ability to execute the project should they be awarded the grant. As such the recommendations in this report provide for necessary funding approvals to enhance our submission. Should the recommendations in this report be approved, those approvals will be reflected in the Recommended 2025 6 Year Capital Budget. Of note, should the grant not be awarded the recommendations include confirmation that the \$530,000 in Town funding be used to construct the 2 tennis courts, as originally identified by Council in CR20240115-006.

If Council wishes to pursue Stream 2 for an alternative project, the five-year Capital plan will need to be reviewed to determine what projects will likely need to be realigned and or pushed out to future years to provide for the Town's share of the alternative project. There may also be a need to consider issuance of debt, depending on what the alternate project may be.

The creation of new assets engenders the need to plan for their lifecycle for future rehabilitation and replacement, as such, should assets be created they will need to be incorporated into the Asset Management Plan.

6. CONSULTATIONS:

Director, Parks, Facilities and Recreation

Director of Development Services/Deputy CAO
 Director of Corporate Services/CFO
 Technical Support Project Manager
 Manager of Facilities
 Manager of Parks

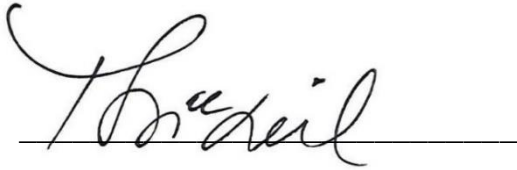
7. CORPORATE STRATEGIC ALIGNMENT:

Vision: Preserving our past while forging our future.

<i>Amherstburg Community Strategic Plan 2022 - 2026</i>	
<p>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>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>PILLAR 2 Invest in Community Amenities and Infrastructure</p> <ul style="list-style-type: none"> ✓ 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>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:

In conclusion Administration is requesting Council permission to apply to the Community Sport and Recreation Infrastructure Fund Stream 2.

A handwritten signature in black ink, appearing to read 'Trese MacNeil', is written over a horizontal line.

Trese MacNeil
Manager of Recreation Services

Report Approval Details

Document Title:	Community Sport and Recreation Infrastructure Fund.docx
Attachments:	- Centennial Park_updated and approved Concept B_for grant report .pdf
Final Approval Date:	Oct 4, 2024

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

No Signature - Task assigned to Heidi Baillargeon was completed by workflow administrator Sarah Sabihuddin

Heidi Baillargeon

A handwritten signature in purple ink, appearing to read "Tracy Prince".

Tracy Prince

A handwritten signature in black ink, appearing to read "Valerie Critchley".

Valerie Critchley

A handwritten signature in black ink, appearing to read "Kevin Fox".

Kevin Fox



H MURRAY SMITH - CENTENNIAL PARK PROPOSED MASTER PLAN (APPROVED CONCEPT 'B')

SEPTEMBER 2024

N.T.S.



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: Janine Mastronardi	Report Date: September 26, 2024
Author's Phone: 519 736-5408 ext. 2134	Date to Council: October 15, 2024
Author's E-mail: jmastronardi@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Road Dedication of Reserve on Lavers Crescent, Blk 94, 12M-441

1. RECOMMENDATION:

It is recommended that:

1. The dedication of Block 94 on 12M-441 (Reserve on Lavers Crescent) as a Public Highway **BE APPROVED**; and,
2. **By-law 2024-071** being a by-law to dedicate Block 94 on 12M-441 as a Public Highway be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

2. BACKGROUND:

There is a 0.3 m reserve on Lavers Crescent described as Block 94, 12M-441. This block can be seen on the attached copy of a portion of Plan 12M-441. It was reserved pending completion of the abutting Phase of the development.

The Developer has completed the obligations of the development and the Town has accepted the infrastructure. Dedicating the reserves as a public highway will provide legal access southerly along Lavers Crescent.

The road dedication by-law is an outstanding housekeeping item that is required to be completed.

3. DISCUSSION:

The lands were transferred to the Town on June 10, 2020. It is now appropriate to dedicate these parcels as a public highway. This will allow legal access along Lavers Crescent between Welsh Avenue and McLellan Avenue.

A By-law dedicating Block 94 on 12M-441 as a Public Highway is being presented for Council's consideration. The Municipal Act, R.S.O. 2001, c.25 Sections 24-68 authorizes the Council of every municipality to pass a By-law for establishing, laying out, acquiring, assuming, or naming a highway.

It is appropriate at this point to dedicate this reserve as a public highway. A review of the Town's records and in consultation with the Developer's solicitor it has been confirmed that Block 94 is the last outstanding reserve in Kingsbridge Subdivision requiring to be dedicated as a public highway.

4. RISK ANALYSIS:

The recommendations in this report represent a typical level of risk associated with municipal liability for public services. Maintenance and repair of municipal infrastructure will continue to be the responsibility of the Town of Amherstburg.

5. FINANCIAL MATTERS:

The reserve forms part of the Lavers Crescent asset that the Town is responsible for. This includes future operational, maintenance and replacement costs over the lifetime of the road. Administration will ensure that the Town's TCA inventory reflects the subject property as part of the road infrastructure under both the TCA inventory and Asset Management Plan.

6. CONSULTATIONS:

The Infrastructure Services department was consulted and confirmed that it is appropriate to dedicate this portion of the right-of-way as a public highway.

7. CORPORATE STRATEGIC ALIGNMENT:

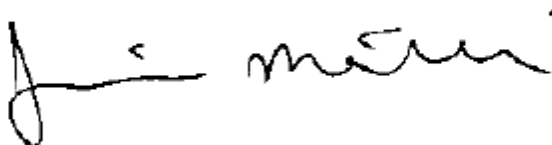
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<i>Amherstburg Community Strategic Plan 2022 - 2026</i>	
PILLAR 1 Deliver Trusted & Accountable Local Government	PILLAR 3 Encourage Local Economic Prosperity

<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. ✓ 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. 	<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"> ✓ 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:

The Municipal Act, R.S.O. 2001, c 25 Sections 24-68 provides specific municipal powers regarding highways. It is appropriate to dedicate this Block as a public highway at this time.



Janine Mastronardi
Planner

Report Approval Details

Document Title:	Road Dedication of Reserve on Lavers Crescent, Blk 94, 12M-441.docx
Attachments:	- 2024 10 15 - Road Dedication of Reserve on Lavers Crescent, Blk 94, 12M-441- ATTACHMENTS-RM.pdf
Final Approval Date:	Oct 3, 2024

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

No Signature found

Chris Aspila



Melissa Osborne



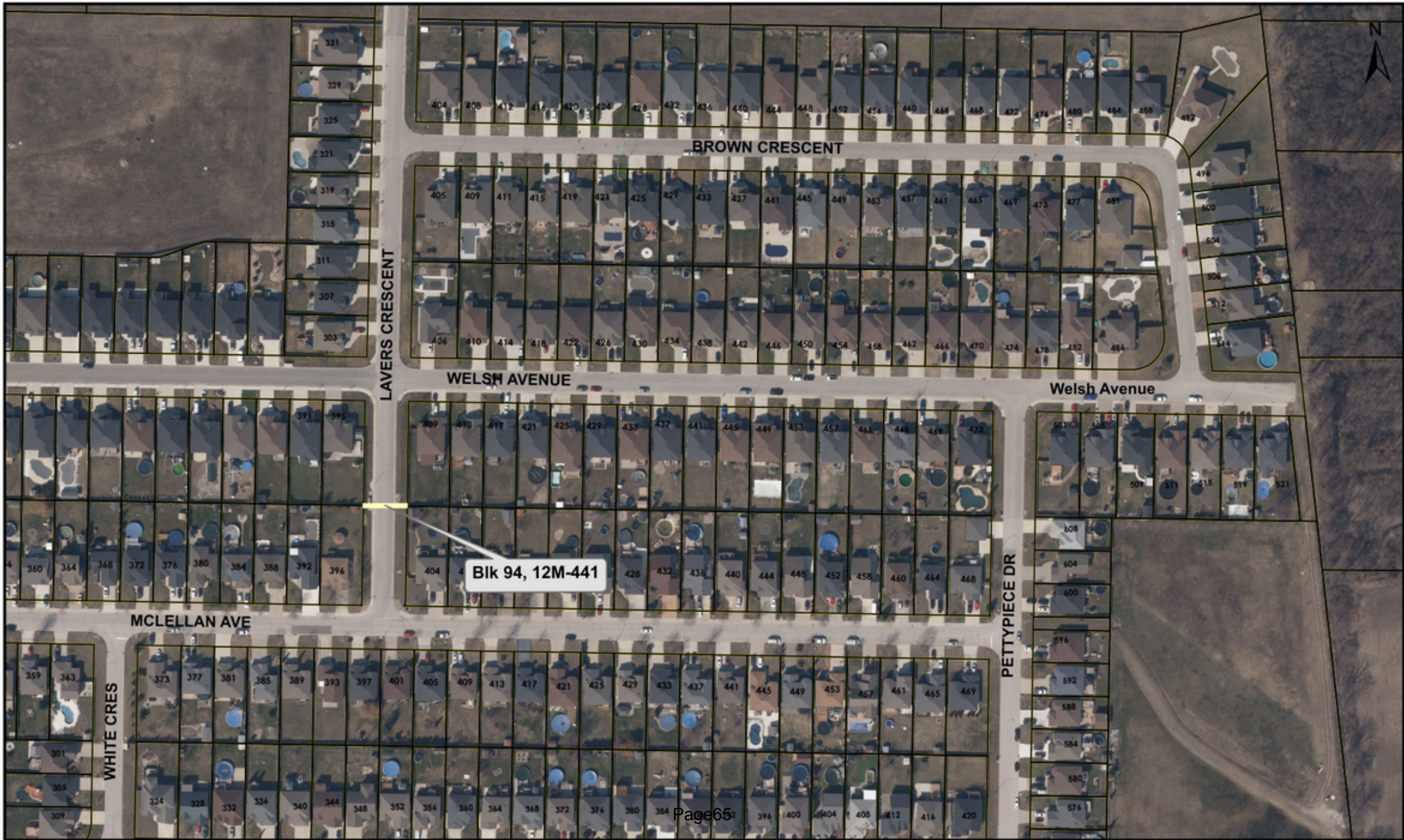
Tracy Prince



Valerie Critchley



Kevin Fox



BROWN CRESCENT

WELSH AVENUE

Welsh Avenue

MCLELLAN AVE

WHITE CRES

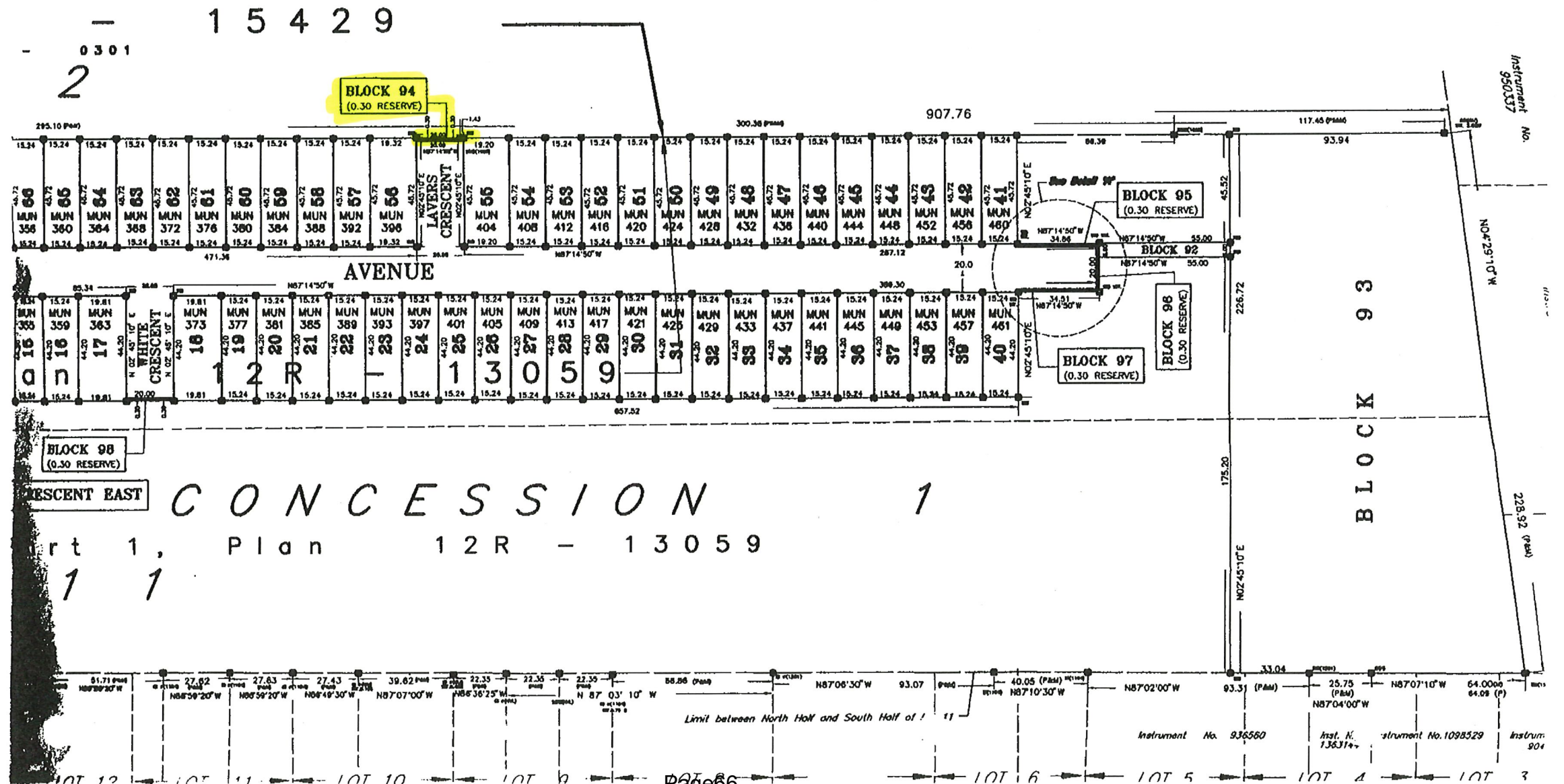
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Blk 94, 12M-441

SCALE = 1:1500

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THIS PLAN COMPRISES PART 1
IDENTIFIED BY P.L.N. 01501-G



**THE CORPORATION OF THE TOWN OF AMHERSTBURG
BY-LAW NO. 2024-071**

**By-law to dedicate certain lands in the
Town of Amherstburg as a Public Highway
(southerly extension of Lavers Crescent)**

WHEREAS the Municipal Act, R.S.O. 2001, c.25 Sections 24-68 authorizes the Council of every municipality to pass a by-law for establishing, laying out, acquiring, assuming, or naming a highway;

AND WHEREAS land has been transferred to the Town to be dedicated as a public highway to provide legal access along Lavers Crescent between Welsh Avenue and McLellan Avenue and it is now appropriate to dedicate Block 94, 12M-441 as follows:

12M-441, Block 94 **6 square metres**

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

1. THAT the lands described as Block 94, 12M-441 with a size of area of 6 square metres in the Town of Amherstburg, County of Essex, Province of Ontario is hereby dedicated as a public highway, and forms part of Lavers Crescent.
2. THAT this By-law shall come into force and take effect immediately upon the final passing thereof at which time all by-laws that are inconsistent with the provisions of this by-law and the same are hereby amended insofar as it is necessary to give effect to the provisions of this by-law.

Read a first, second and third time and finally passed this 15th day of October, 2024.

MAYOR – MICHAEL PRUE

CLERK – 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: October 15, 2024
Author's Phone: 519 736-0012 ext. 2216	Date to Council: October 15, 2024
Author's E-mail: ssabihuddin@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Adoption of the 2025 Calendar of Council Meetings

1. RECOMMENDATION:

It is recommended that:

1. The 2025 Calendar of Council Meetings **BE APPROVED**, as presented; and,
2. Section 3.8 of the Procedural By-law requiring that Regular Council Meetings be held the 2nd and 4th Monday of each month **BE WAIVED** for the months of June, November and December.

2. BACKGROUND:

The proposed 2025 Calendar of Council Meetings allows the municipality to conduct its business in an open and transparent manner while ensuring that there is an appropriate level of public notice for the regular cycle of meetings.

3. DISCUSSION:

The 2025 Calendar of Council Meetings is attached for review and approval. As per Procedural By-law 2023-085 Section 7.2 states;

"Prior to the first meeting in January of each year, the Clerk, or designate, shall post on the Town website, the Council approved schedule for all regular meetings for the calendar year. Upon approval of the Committee meeting schedule, the Clerk or designate shall post to the Town Website the approved meeting schedule."

This calendar addresses regular Council meetings with exceptions for the following:

- For the month of June, only one Regular Council Meeting has been scheduled for the 2nd Monday of the month to prevent a conflict with the Annual Detroit River Ford Fireworks.
- For the months of November and December, only one Regular Council Meeting has been scheduled for each month with the alternate scheduled date being a Special Council meeting for budget deliberations, as outlined below. For these months, there will need to be an exemption to the Procedural By-law to allow for only one Regular meeting to be held, namely, the 4th Monday of November and one Regular Council meeting to be held the 3rd Monday in December.

Where a Monday meeting date falls on a statutory holiday or on a day where Town Hall is closed, the meeting is scheduled on the Tuesday, in accordance with the Procedural By-law, and as noted for the month of October.

Two special Council meetings have been “tentatively” scheduled; one in July and one in August to address urgent Planning matters that may require Council’s consideration prior to the next regular Council meeting. In the event there are no Planning matters requiring Council’s approval, the meeting will be cancelled.

The 2026 Budget deliberations have also been included on the proposed 2025 Calendar of Council Meetings. These dates include: Budget tabled November 10, 2025, public consultations November 22, 2025 and budget deliberations December 8, 9, 10, 2025.

This schedule does not preclude the Mayor from calling a Special Council Meeting as deemed necessary and in accordance with Section 4 of the Town of Amherstburg Procedural By-law 2023-85.

The 2025 Calendar of Council Meetings will be posted on the Town’s website prior to the first meeting in January 2025, and will be made available to members of Council, Administration and the Public.

4. RISK ANALYSIS:

Provisions in Procedural By-law 2023-85 call for approval of Regular Council Meetings prior to the upcoming year. Following the procedure allows for proper notice to constituents and promotes an open and transparent government.

5. FINANCIAL MATTERS:

There are no financial matters associated with this report.

6. CONSULTATIONS:

The CAO, Director of Corporate Services/CFO, and Clerk were consulted and concur with the recommendations of the report.

7. CORPORATE STRATEGIC ALIGNMENT:

Vision: Preserving our past while forging our future.

<i>Amherstburg Community Strategic Plan 2022 - 2026</i>	
<p>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.✓ 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.✓ Ensure Amherstburg is an inclusive accessible and welcoming community committed to reconciliation.	<p>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:

The Council calendar is approved each year to ensure accountability and transparency to the public with a set schedule of Council meetings and assists Council and Administration in setting timelines for the day to day operations of the Corporation.



Sarah Sabihuddin
Deputy Clerk

Report Approval Details

Document Title:	Adoption of the 2025 Calendar of Council Meetings.docx
Attachments:	- 2024 09 27 - 2025 Calendar of Council Meetings.pdf
Final Approval Date:	Oct 1, 2024

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



Tracy Prince



Valerie Critchley



Kevin Fox

2025 SCHEDULE

AMHERSTBURG COUNCIL MEETINGS

J A N							F E B							M A R							
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26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31	Jan 1	Jan 2		
							30														
	Statutory Holidays and/or Town Hall Closed									Regular Council Meetings											
	March Break									Tentative Special Council Meeting - Planning											
	2026 Budget Special Council Meetings - Table Budget/ Presentation – November 10 th - Public Consultation Session (PC) , November 22 nd - Budget Deliberations – December 8, 9, 10																				
	Essex County Council Meeting																				



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: Bill Tetler	Report Date: September 19, 2024
Author's Phone: 519 736 0012 ext. 2251	Date to Council: October 15, 2024
Author's E-mail: btetler@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Special Events Approval Part 7

1. RECOMMENDATION:

It is recommended that:

1. The following events **BE APPROVED**:

- a. Town of Amherstburg – Holiday Market
- b. Amherstburg Santa Claus Parade
- c. River Lights Winter Festival

2. An exemption from table number 3-1(2) of Noise By-law #2001-43 with respect to the operation of any electronic device or group of connected electronic devices incorporating one or more loudspeakers to allow for music **BE GRANTED** for the following events:

- a. Amherstburg Santa Claus Parade

3. The Special Events Resource Team **BE DIRECTED** to confirm that the requirements identified by the Team are met prior to the event.

2. BACKGROUND:

At their October 5, 2015 Special Meeting, Council approved the Public Events Policy. As per Council's direction, Section 7.3 of the policy states:

"7.3. Council has the authority and responsibility to:

7.3.1 Consider any exemptions to Municipal By-laws for Public Events.

7.3.2. Consider and approve any new events presented by the PEC.

7.3.3. Consider and approve all recurring events presented by the PEC.”

Each Event Organizer is required to follow the Public Events Manual, fill out the required forms and submit to the Special Events Resource Team (SERT).

On September 19th, 2024, the SERT met and reviewed applications submitted by the Event Organizers for the following events:

- a. Town of Amherstburg – Holiday Market
- b. Amherstburg Santa Claus Parade
- c. River Lights Winter Festival

The SERT reviewed the application in detail and has informed the Event Organizer of every requirement that must be met to allow their event to proceed. This includes ensuring the event conforms to all Town By-laws, Town insurance requirements and Provincial laws. As per Section 7.3 of the Public Event’s Policy, the Event Organizers have also been informed that each event must be approved by Council before they may hold their event.

The Special Events Resource Team also amended the Event Emergency Response Plan in 2021 and all Event Organizers were made aware that this plan had to be submitted prior to approval and followed for any size event.

Noise Exemption

Noise By-law #2001-43 prohibits the operation of any electronic device or group of connected electronic devices incorporating one or more loudspeakers or other electro mechanical transducers, and intended for the production, reproduction or amplification of sound in residential, commercial and agricultural areas.

Notwithstanding anything contained in the Noise By-law, a person may apply to Council for an exemption from any of the provisions of the Noise By-law with respect to any source of sound or vibration. Council, by resolution, may grant the exemption applied for and can impose terms and conditions, as Council deems appropriate.

All events requiring a Noise By-law exemption that have been identified by the SERT have been listed below for Council’s approval:

- a. Amherstburg Santa Claus Parade (3:00PM – 8:00PM)
- b. Royal Canadian Legion -2024 Remembrance Day Parade and Ceremony (10:00AM – 12:30PM)

3. DISCUSSION:

Event	Holiday Market
Event Organizer	Town of Amherstburg Recreation Dept.
Event Date	November 16, 2024
Event Time	8:00 am – 3:00 pm
Event Location	Libro Centre – Community Room
Event Details	The intent is to offer a holiday market for the public to have the opportunity to purchase local crafts and gifts

	for the upcoming holiday season. The event will take place in the Community Room of the Libro Centre and hold up to 20 vendors; if there is a large request we can also add up to 10 vendors in the lobby of the Libro Centre (total of a maximum of 30 vendors total for this event)
Noise By-law Exemption	Not Requested
Road Closure before 5 PM	Not Required
Navy Yard Park By-law Exemption	Not Required
Permit Fees	Not Required

Event	Amherstburg Santa Claus Parade
Event Organizer	The Windsor Parade Corporation
Event Date	November 23 rd , 2024
Event Time	3:00 pm – 8:00 pm
Event Location	Downtown Core
Event Details	Annual Santa Claus Parade and Fan Zone Activities
Noise By-law Exemption	Requested (3:00pm – 8:00pm)
Road Closure before 5 PM	Sandwich Street from Alma to Richmond, Richmond to Dalhousie, Dalhousie to Toddy Jones Park
Navy Yard Park By-law Exemption	Not Required
Permit Fees	Not Required

Event	River Lights Winter Festival
Event Organizer	Town of Amherstburg
Event Date	November 16 th , 2024 – January 5 th , 2025
Event Time	5:30 pm – 8:30 pm
Event Location	KNYP & Toddy Jones Park
Event Details	A set up of light displays throughout King's Navy Yard and Toddy Jones Park. Lights will be on continuously from November 16 2024 till January 5 2025. The Gingerbread Warming House will be open Friday, Saturday and Sunday from 5:30-8:30pm from November 16 till December 22 2024. The Warming House will be heated, showcase the annual Gingerbread House Contest, provide hot chocolate, free children's programming.
Noise By-law Exemption	Not Required
Road Closure before 5 PM	Not Required
Navy Yard Park By-law Exemption	Not Required
Permit Fees	Not Required

4. RISK ANALYSIS:

The Clerk identifies the Town's insurance requirements and relays the information to each Event Organizer. Special events on Town property are not able to proceed until the Clerk is satisfied the insurance requirements are met.

It should be noted, that should these events not be approved, it might have the following detrimental effects on the community:

- Less awareness and exposure for the Town to attract visitors which could result in economic loss for the Town and its businesses;
- A lack of support from Council may discourage long standing volunteer associations from providing social and economic opportunities. This would result in a perception of non-worth for their volunteer efforts;
- Less exposure for the Town reducing its tourism market share;
- Less exposure for the Town reducing its ability to attract new residents;
- Less exposure for the Town reducing its value to potential investors;
- Tourism is a primary industry for the Town of Amherstburg, reducing events will directly impact employment opportunities;
- Event experiences are learning opportunities for our guests, which promote repeat visits, the deep history Amherstburg has to offer and showcases our local museums, attractions, and historical sites;
- Events financially support not-for-profit organizations, to ensure sustainability within our community.

5. FINANCIAL MATTERS:

Each event application received is to be submitted with the required \$250 deposit. The Event Organizers will be responsible to pay for equipment rentals, facility rentals and all other costs associated with their event as per the Town's User Fee By-law, as amended. The cost to set up the rented equipment by Town staff is accommodated within the Town's budget under the Parks budget centre. Any damages to Town equipment or property are recoverable from the Event Organizer.

6. CONSULTATIONS:

The SERT was consulted inclusive of Windsor Police- Amherstburg Detachment and Amherstburg Fire Department. The SERT reviewed the application and has corresponded with the Event Organizers on requirements that must be met and By-law exemptions that must be obtained in order to be granted a Special Event Permit for their event, pending Council approval of this report.

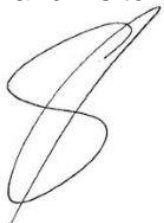
7. CORPORATE STRATEGIC ALIGNMENT:

Vision: Preserving our past while forging our future.

<i>Amherstburg Community Strategic Plan 2022 - 2026</i>	
<p>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>PILLAR 3 Encourage Local Economic Prosperity</p> <ul style="list-style-type: none"><input type="checkbox"/> Encourage development of commercial and industrial lands.✓ <input checked="" 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:

The SERT is confident that once all requirements are met by the Event Organizers, the events held in the Town of Amherstburg will enhance the community experience for both residents and visitors alike.



Bill Tetler
Manager, Licensing and Enforcement

Report Approval Details

Document Title:	2024 Special Events Approval Part 7.docx
Attachments:	- AmherstburgSantaParade_Map2023_RGB_HR[5363].jpg
Final Approval Date:	Oct 1, 2024

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



Tracy Prince



Valerie Critchley



Kevin Fox

AMHERSTBURG Santa Claus PARADE

Float
Check-in

Texas Rd.

County Rd. 10

Front Rd.

Pointe West Dr.

Concession 2

Thomas Rd.

Alma St.

START

William St.

Sandwich St.

END

FAN
ZONE

181
Sandwich St.

Richmond St.

Murray St.

AMHERSTBURG

Simcoe St.

Park St.

Fryer St.

Victoria St. S

-  Road Closure
-  Parade
-  Detour
-  Float Set-up





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: Michael Mio	Report Date: October 1, 2024
Author's Phone: 519 736-6500 ext. 2241	Date to Council: October 15, 2024
Author's E-mail: mmio@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Amherstburg Emergency Management Program and Response Plans – 2024 Update

1. RECOMMENDATION:

It is recommended that:

1. The updated Emergency Management Program and Response Plan **BE APPROVED**; and,
2. **By-law 2024-072** being a by-law to adopt an Emergency Management Program governing the provisions of necessary services during such emergencies 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 of Amherstburg Emergency Response Plan (ERP) was previously revised in June 2023.

To ensure the municipality continues to meet the requirements of the Emergency Management and Civil Protection Act, the CEMC is required to report Council's approval of revisions to Emergency Management Ontario through the Annual Statement of Compliance and provide the Province with an updated copy of the program & plan.

3. DISCUSSION:

To ensure compliance with the requirements of the Emergency Management and Civil Protection Act, the Community Emergency Management Program Committee

chairperson, the Town Clerk/Risk Manager, conducted a review of the Emergency Response Plan and Program. The CEMC has also collected updated information from all Municipal Emergency Control Group members, consistent with legislative requirements. Further to these, the administrative structure of the Town continues to evolve. Consequently, a number of minor updates, as well as definitions and inferences are required throughout the Program and plan to remain current which compliments our broad capabilities.

It should be noted that emergency management staff have spent significant time preparing over the past year for a first ever International (Canada/US) Nuclear Emergency in March of 2025. Amherstburg has been chosen as the Canadian Municipality affected. This will enable Amherstburg to demonstrate its preparedness on the world stage.

4. RISK ANALYSIS:

Resource Risks: It is believed that there are sufficient personnel resources available to address the requirements of the Emergency Response Plan during unplanned emergencies in or affecting the municipality. This is considered unlikely with medium impact.

Timing Risks: It is believed that a reasonable regular annual schedule of updates and training to maintain the ERP currency is in place. This is considered possible with low impact.

Community Impact Risks: A review of emergency plan implementation events and annual exercises over the past five (5) years was conducted. This review Included 2020 and 2021, and 2022 despite the “Pandemic emergency” to ensure our readiness for a major flooding event during that time. The review confirmed that, “Although this updated ERP will provide improved emergency management to assist in resiliency and to prepare for, prevent, respond to, mitigate and recover from the risks to our community to some degree, it does not totally eliminate them.” This is considered likely but with medium impact.

With this updated Emergency Response Plan, the Emergency Operations Centre (EOC) has been tested and considered operational, the potential to improve our functionality during major emergencies will be significantly improved with Completion of the South Fire Station which includes a new EOC shared facility. Mitigation of emergencies and recovery plans not implemented effectively can result in additional damage, loss of life and increased financial impacts to the Corporation, the citizens and businesses who contribute to our community. This is considered unlikely with medium impact.

There is always potential for criticism when implementing change. In the alternative, to not proceed creates the potential criticism that the Town is not addressing the necessary issues. This is considered possible with low impact.

5. FINANCIAL MATTERS:

There are no financial impacts or additional budgetary considerations with the update of the Emergency Management Program and Response Plan. Costs associated with the

implementation of the ERP in relation to an emergency will be monitored and reported under the Town's financial management and reporting processes.

6. CONSULTATIONS:

Chair, Community Emergency Management Program Committee
Partners and Agencies identified in the plan

7. CORPORATE STRATEGIC ALIGNMENT:


Vision: Preserving our past while forging our future.

<i>Amherstburg Community Strategic Plan 2022 - 2026</i>	
<p>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. ✓ 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>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>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>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.

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8. CONCLUSION:

The updated Emergency Management Program and Response Plan, and a new By-law passed by Council will continue to serve the citizens of Amherstburg during an emergency and will fulfill the requirements under the Emergency Management and Civil Protection Act.

A handwritten signature in black ink, appearing to read 'Michael Mio', is written over a horizontal line.

Michael Mio
Fire Chief, CEMC

Report Approval Details

Document Title:	Amherstburg Emergency Management Program and Response Plan – 2024 Update.docx
Attachments:	- 2024 Amherstburg Emergency Response Plan.pdf - By-Law 2024-072.pdf
Final Approval Date:	Oct 4, 2024

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



Tracy Prince



Valerie Critchley



Kevin Fox



Schedule A
to By-law 2024-072

Town of Amherstburg

EMERGENCY RESPONSE PLAN

October 15, 2024

Town of Amherstburg

EMERGENCY RESPONSE PLAN

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TOWN OF AMHERSTBURG EMERGENCY RESPONSE PLAN

PART A: INTRODUCTION

Emergencies are defined as a situation, or an impending situation, that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise. They affect public safety; meaning the health, welfare and property, as well as the environment and economic health of the Town of Amherstburg.

The population of the Town of Amherstburg is approx. 23,524 residents.

In order to protect residents, businesses and visitors, the Town of Amherstburg requires a coordinated emergency response by a number of agencies under the direction of the Municipal Emergency Control Group (MECG). These are distinct arrangement and procedures which may vary from the normal, day-to-day operations carried out by emergency services.

Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared to provide key officials, agencies and departments of the Town of Amherstburg important emergency response information related to:

- Arrangements, services and equipment; and,
- Roles and responsibilities during an emergency.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Town of Amherstburg Emergency Response Plan may be viewed at:

- Town Hall;
- The Town of Amherstburg Website - <https://www.amherstburg.ca/>
- Amherstburg Fire Department Website - <https://www.amherstburgfire.com/>

For more information, please contact:

Community Emergency Management Coordinator (CEMC)
Fire Chief Michael Mio
Town of Amherstburg
(519) 736-6500 X2241
mmio@amherstburg.ca

PART B: AIM

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors of the Town of Amherstburg when faced with an emergency.

It enables a centralized controlled and coordinated response to emergencies in or impacting the Town of Amherstburg, and meets the legislated requirements of the *Emergency Management and Civil Protection Act*. R.S.O.2000.

PART C: AUTHORITY

The *Emergency Management and Civil Protection Act* R.S.O. 2000, CHAPTER is the legal authority, for this emergency response plan in Ontario. The *Emergency Management and Civil Protection Act* states that:

“Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan.” [Section 3 (1)]

“The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.” [Section 4 (1)]

As enabled by the *Emergency Management and Civil Protection Act*, this emergency response plan and its' elements have been:

- Issued under the authority of Town of Amherstburg By-law #2023- 029; and
- Filed with the Emergency Management Ontario (EMO), Treasury Board, Ontario.

a) Definition of an Emergency

The *Emergency Management and Civil Protection Act* defines an emergency as:

“A situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.”

The Emergency Operations Centre (EOC) can be activated for any emergency for the purposes of managing an emergency, or for maintaining services to the community and/or supporting the emergency site, a “Declaration” is not mandatory.

b) Action Prior to Declaration

When an emergency exists but has not yet been declared to exist, employees of the Town, its Agencies, Boards and Commissions may take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of the Town of Amherstburg.

PART D: EMERGENCY NOTIFICATION PROCEDURES

The executive authority for the management and mitigation of a potential or declared emergency lies with the Municipal Emergency Control Group (MECG) as defined in this Emergency Response Plan and led by the Mayor or designate.

In an emergency, any member of the MECG can begin the emergency notification procedure for designated EOC personnel. The EOC team notification is delivered through telephone contact lists by Contacting the Windsor Fire Dispatch Centre or use of the Everbridge Notification system. Notification lists are provided in the Annex "A" portion of this Municipal Emergency Response Plan.

Upon receipt of a warning of a real or potential emergency, the responding department will immediately contact the City of Windsor Fire Dispatch Centre (519-258-4444) to request that the notification system be activated or use the "Everbridge" mass notification system.

Upon receipt of the warning, the City of Windsor Fire Dispatch Centre or the Everbridge system will notify the Fire Chief/CEMC, or Deputy Fire Chief/Alternate CEMC.

The above personnel will make the determination to consult with the Chief Administrative Officer (CAO), and to activate the system. The Fire Chief/CEMC or designate will notify City of Windsor Fire Dispatch to start the manual notification procedure or will utilize the Everbridge Mass Notification System to alert the MECG members. The following positions have been trained to operate the Everbridge system:

- ✓ Administrative Assistant to the Fire Chief
- ✓ Administrative Assistant to the CAO/Mayor
- ✓ Emergency Information Officer

Upon being notified, it is the responsibility of all MECG officials to implement their own internal notification procedures to notify their required support staff and volunteer organizations. Where a threat of an impending emergency exists, the MECG will be notified and placed on standby.

Note: * The Emergency Telecommunications Coordinator will be notified anytime the MECG is notified to ensure the Emergency Corporate Radio System (CRS) Information Technology and telecommunications plan is implemented.*****

Town of Amherstburg Subordinate Plans annexed to this plan may be implemented anytime in whole or in part as required.

Contacts of MECG members and Alternates are contained within **Annex "A"**

a) Requests for Assistance

Assistance or Support may be requested from the County of Essex at any time by contacting the County Warden through the Essex County Community Emergency Management Coordinator, or neighboring Municipality, and contacting the Mayor of the said Municipality. The request shall not be deemed to be a request that the County or neighboring Municipality assume authority and control of the emergency.

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. Requests for provincial assistance should be made through EMO through the Provincial Emergency Operations Centre (PEOC) – Duty officer.

The Emergency notification contact list, including contact numbers for requesting assistance, is included in **Annex A**.

b) A Declared Municipal Emergency

The Mayor or Acting Mayor of the Town of Amherstburg as the Head of Council is responsible for declaring an emergency. This decision is usually made in consultation with the CEMC and/or other members of the MCEG & guided by information and considerations contained in **Annex F**.

Upon declaring an emergency, the Mayor will notify:

- EMO/PEOC, Treasury Board Secretariat, Ontario;
- Town Council;
- County Warden, as appropriate;
- Public;
- Neighboring community officials, as required (both Canadian and US);
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

A community emergency may be terminated at any time by:

- Mayor or Acting Mayor; or
- Town Council; or
- Premier of Ontario.

When terminating an emergency, the Mayor will notify:

- OFMEM/PEOC, Treasury Board Secretariat Ontario;
- Town Council;
- County Warden, as appropriate;
- Public;
- Neighboring community officials, as required (both Canadian and US);
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

PART E: MUNICIPAL EMERGENCY CONTROL GROUP

a) Emergency Operations Centre (EOC)

The MEEG will report to the Municipal Emergency Operations Centre located at 99 Thomas Road. In the event this Operation Centre cannot be used, then the alternate location will be the Lasalle Municipal Building, 5950 Malden Road, Lasalle, Ontario. In the event of an incident requiring a more distant out-of-Town alternate EOC this will be the County of Essex Civic Centre, 360 Fairview Road, Essex, Ontario. The MEEG may at the discretion of the Mayor utilize virtual tools.

b) Municipal Emergency Control Group (MEEG)

The EOC will be directed and controlled by the Municipal Emergency Control Group (MEEG) - a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community.

The MEEG consists of the following officials:

- Mayor or Acting Mayor
- CAO or Deputy CAO
- Community Emergency Management Coordinator (CEMC) or Alternate
- Police Chief or Alternate
- Fire Chief or Alternate
- Director of Engineering & Infrastructure Services or Alternate
- Director of Development Services or Alternate
- Director of Corporate Services/Treasurer or Alternate
- Director of Parks, Facilities, Recreation and Culture
- Municipal Clerk/Legal Services or Alternate
- Manager of Information Technology/designated Corporate Telecommunications Coordinator or Alternate
- Medical Officer of Health or Alternate
- City of Windsor - Social Services Manager Housing Support Services or Alternate
- Emergency Medical Services (EMS) Representative or Alternate
- Electrical/Water Utility Representatives (Ontario Clean Water Agency (OCWA) Essex Power/Hydro One) or Alternates

Additional personnel called or added to the MEEG, at any time, may include:

- Economic Development/Communications Officer
- CEMC Administrative Assistant
- Town of Amherstburg Departments & units required
- Emergency Management Ontario Representative
- Ontario Provincial Police Representative
- Liaison staff from provincial ministries
- Any other officials, experts or representatives from the public or private sector as deemed necessary by the MEEG.

The MCEG may function with only a limited number of persons depending upon the emergency. While the MCEG may not require the presence of all the people listed as members of the control group, all members of the MCEG must be notified of the EOC activation.

c) *Operating Cycle*

Members of the MCEG will gather at regular intervals during the emergency to inform each other of actions taken and problems encountered. The Community Emergency Management Coordinator (CEMC) will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible and may be by electronic conferencing when appropriate and available thus allowing members to carry out their individual responsibilities. The CEMC Administrative Assistant will maintain a status board and maps which will be prominently displayed and kept up to date at the EOC and within the Municipal Emergency Control Group Responsibilities

The members of the Municipal Emergency Control Group (MCEG) are likely to be responsible for the following actions or decisions:

- Calling out and mobilizing their service, agency, personnel and equipment;
- Ensuring their alternates and staff are properly trained for involvement;
- Coordinating and directing their service and provide any actions necessary for the mitigation of the effects of the emergency, provided they are not contrary to law;
- Determining if the location and composition of the MCEG is appropriate;
- Advising the Mayor as to whether the declaration of an emergency is recommended;
- Advising the Mayor on the need to designate all or part of the Town as an emergency area;
- Ensure an Incident Commander is appointed;
- Provide support to the Emergency site(s) by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation or sheltering of inhabitants considered to be in danger;
- Discontinuing utilities or services provided by public or private enterprise, i.e. hydro, water, gas, closing down a shopping plaza/mall;
- Arranging for services and equipment from local agencies not under community control, i.e. private contractors, industry, volunteer agencies, service clubs;
- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer and 211 Manager, for dissemination to the media and public;
- Determining the need to establish advisory groups and/or sub- committees/working groups for any aspect of the emergency including recovery;
- Authorizing expenditure of money required for dealing with the emergency;
- Notifying the service, agency or group under their direction, of the termination of the emergency;

- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC)** within **two (2) weeks** of the termination of the emergency, as required;
- Participating in the debriefing following the emergency;
- Consider applications for ODRAP and taking actions as required.

d) Relationship Between MCEG & Emergency Site Incident Commander (IC):

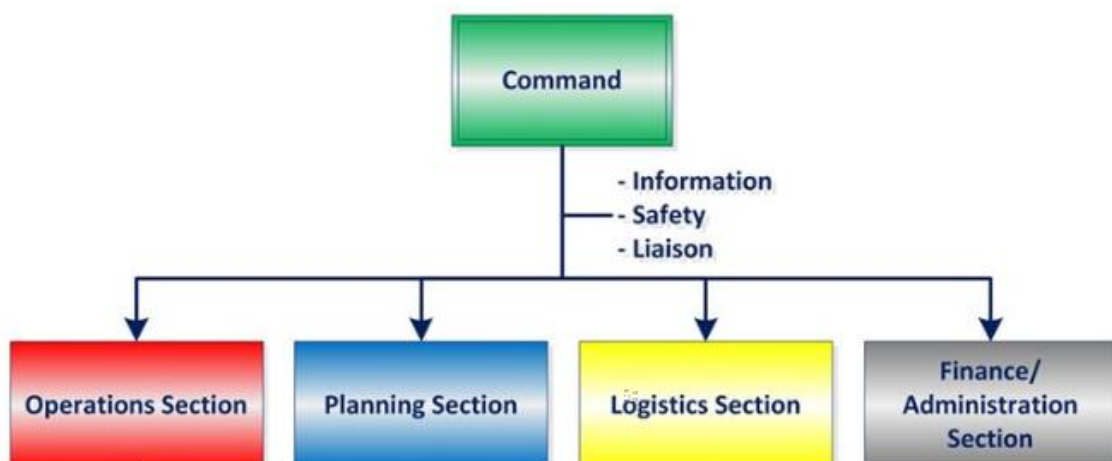
- Depending on the nature of the emergency, and once the site IC has been assigned, the MCEG relationship with the IC is to offer support with equipment, staff and other resources as required, and to approve the incident action plan along with approving extraordinary expenditures in accordance with the municipal procurement policy.
- The MCEG will also ensure that the rest of the community maintains municipal services where possible.

e) Relationship Between Emergency Site IC & Command And Control Structures of Emergency Responders

- The senior representative for each emergency responder agency (police, fire, EMS, public works) at the site will consult with the Site IC, so as to offer a coordinated or “Unified and effective response”. Regular briefings will be held at the site and chaired by the Site IC, so as to establish the manner and process by which response to the emergency will be provided.
- The Site IC will communicate the Incident Action plan to the MCEG.
- In Accordance with IMS protocols and processes, maintain a log (s) of decisions and actions utilizing appropriate forms.

f) Organization & Assignment of Responsibilities

In accordance with the Town of Amherstburg Municipal Council by-law 2023-029 adopting the Emergency Response Plan & Incident Management System (IMS), during emergency operations the EOC will be organized as needed into five major functional areas: Command, Operations, Planning, Logistics, and Finance.



This Incident Command Structure (ICS) provides an organizational structure capable of responding to various levels of emergencies ranging in complexity. It also provides the flexibility needed to respond to an incident as it escalates in severity. The purpose of the ICS is to:

- Provide an organizational structure that can grow rapidly in response to the requirements of an emergency;
- Provide management with the necessary control to direct and coordinate all operations and all agencies responding to emergency incidents;
- Assign employees with reasonable expertise and training to critical functions without loss of precious time;
- Allow the activation of only those positions needed to manage a particular incident or level of emergency; and
- Promote proper span of control and unity of command.

The organizational structure of the ICS may not resemble the day-to-day organization of the Town of Amherstburg. Employees may report to other employees to whom they do not usually have a reporting relationship.

Furthermore, as the severity of the emergency increases or if it is an extended duration, assignments may change in the ICS organizational structure - meaning an employee's position in the ICS may change during the course of a single emergency.

PART F: EMERGENCY RESPONSE SYSTEM

A) The individual responsibilities of the Municipal Emergency Control Group:

1. Mayor or Acting Mayor

The Mayor or Acting Mayor is responsible to:

- Provide overall leadership for the MCEG;
- Declare an emergency within the designated area;
- Declare that the emergency has terminated (Note: Council may also terminate the emergency);
- Notify the OFMEM Ontario, Ministry of the Solicitor General of the declaration of the emergency, and termination of the emergency;
- Ensure the members of council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation;
- Notify the local Member of the Provincial Parliament and Local Member of Parliament.

2. Chief Administrative Officer (CAO) or Deputy Chief Administrative Officer

The Chief Administrative Officer for the Town of Amherstburg is responsible for:

- Activate the emergency notification system, in consultation with the Fire Chief/CEMC, through City of Windsor Fire Dispatch Centre or Everbridge Mass Notification System and ensuring all members of the MCEG are notified;
- Delegate the MCEG management cycles;

- Advise the Mayor on policies and procedures, as appropriate;
- Provide the MEEG with considerations of Legislation relative to the Corporation;
- Approve, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Officer and 211 Centre briefing notes made in consultation with the MEEG;
- Coordinate in conjunction with the Social Services Representative for the use of Town Recreational Centers/other buildings for Reception centres/ Evacuations and visitors;
- Ensure a secure, voice and data wireless or fibre optic communication link is established for the MEEG by Manager of Information Technology;
- Call out additional Town staff to provide assistance, as required;
- Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;
- Participate in the debriefing following the emergency.

3. Community Emergency Management Coordinator or Alternate

The Community Emergency Management Coordinator (CEMC) is responsible for:

- Consultation with the CAO/Mayor regarding the need to activate the EOC and notify the MEEG;
- Activate the emergency notification system through the City of Windsor Fire Dispatch Centre Dispatch Centre or the Everbridge Notification system;
- Activate and arrange the Municipal Emergency Operations Centre;
- Ensure suitable back-up facilities and Tools are available & designated should the primary EOC not be available or suitable to be activated;
- Ensure that security is in place for the EOC and registration of MEEG members;
- Provide all members of the MEEG with the necessary plans, resources, supplies, maps, radios and equipment;
- Provide advice and clarifications about the implementation details of the Emergency Response Plan;
- Supervise the designated Emergency Telecommunications Coordinator;
- Provide liaison with community support agencies;
- Ensure that the operating cycle is met by the MEEG and related documentation is maintained and kept for future reference;
- Address any action items that may result from the activation of the Emergency Response Plan and keeping MEEG informed of implementation needs;
- Maintain the records and logs for the purpose of debriefings and post- emergency reporting that will be prepared;
- Provide the MEEG with the appropriate clerical staff (Scribes) from all Town of Amherstburg Departments.

4. Police Chief or Alternate

The Police Chief is responsible for:

- Activate the emergency notification system, in consultation with the Fire Chief/CEMC, through City of Windsor Fire Dispatch Centre or Everbridge system and ensuring all

members of the MCEG are notified;

- Ensure the protection of life and property and the provision of law and order;
- Notifying necessary emergency and community services, as required;
- Establish a site command post with redundant and secure, voice and data wireless or fibre optic communications to the EOC;
- Depend on the nature of a police emergency, assign a Site incident commander and site command post and inform the MCEG;
- Establish an ongoing redundant and secure, voice and data wireless communications link with the senior police official at the scene of the emergency;
- Establish the inner perimeter within the emergency area;
- Establish the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel;
- Provide traffic control staff to facilitate the movement of emergency vehicles;
- Alert persons endangered by the emergency and coordinating evacuation procedures;
- Open evacuation centres in collaboration with the Social Services Representative;
- Provide liaison with the Social Services Representative regarding the establishment and operation of evacuation and reception centres;
- Provide police service in EOC, evacuation centres, morgues, and other facilities, as required;
- Notify the coroner of fatalities;
- Provide liaison with other community, provincial and federal police agencies, as required;
- Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;
- Participate in the debriefing following the emergency.

5. Fire Chief or Alternate

The Fire Chief is responsible for:

- Activate the emergency notification system, in consultation with the CAO or other MCEG member through the Dispatch Centre City of Windsor Fire Dispatch Centre or Everbridge System;
- Provide the MCEG with information and advice on firefighting, rescues and hazardous materials or other public safety matters;
- Establish a site command post with redundant and secure, voice and data wireless communications to the EOC;
- Depending on the nature of the emergency, assigning the Site Incident Commander and a command post and inform the MCEG;
- Establish an ongoing communications link with the senior fire official at the scene of the emergency;
- Inform the Mutual Aid Fire Coordinator and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed;
- Determine if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing;
- Provide assistance to other community departments and agencies and being prepared to take charge of or contribute to non-firefighting operations if necessary, e.g., rescue, first aid,

casualty collection, evacuation;

- Provide an Emergency Site Manager, if required;
- Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;
- Participate in the debriefing following the emergency.

6. Director of Parks, Facilities, Recreation and Culture or Alternate

- Activate the emergency notification system, in consultation with the Fire Chief, through Windsor Fire Dispatch Centre or Everbridge system and ensuring all members of the MECG are notified;
- Coordinate with the Parks & Facilities Representative for the use of tools, machinery, or vehicles that may be required.
- Liaise with Social Services staff the use of Town facilities for reception centres
- Support the Logistics function in support of the EOC. This function includes providing communication services, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required.
- Establish the appropriate level of branch and/or unit staffing within the EOC.
- Ensure objectives as stated in the EOC Incident Action Plan are accomplished within the operational period or within the estimated time frame.
- Coordinate closely with the Operations Section Chief to establish priorities for resource allocation to activated Incident Commands within the affected area.
- Keep the CAO informed of all significant issues relating to the Department.
- Based on the situation, activate branches/units within a section as needed and designate Unit Leaders for each element:
 - Transportation Unit
 - Facilities Unit
 - Housing Unit
 - Food & Water Unit
- Mobilize sufficient section staffing for 24-hour operations.
- Meet with the CAO and Section Chiefs and identify immediate resource needs.
- Meet with the Finance/Administration Section Coordinator and determine level of purchasing authority.
- Provide periodic section status reports to the CAO.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.
- Attend and participate in EOC Action Planning meetings.
- Ensure that transportation requirements, in support of response operations, are met.
- Ensure that all requests for facilities and facility support are addressed.
- Provide section staff with information updates as required.
- Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;
- Participate in the debriefing following the emergency.

7. Director of Engineering & Infrastructure Services or Alternate

(Areas of Responsibility: Environmental Protection, Roads & Fleet Services, Public Works Operations, Engineering)

The Director of Engineering & Infrastructure Services is responsible for:

- Activate the emergency notification system, in consultation with the Fire Chief, through Windsor Fire Dispatch Centre or Everbridge system and ensuring all members of the MECG are notified;
- Provide the MECG with information and advice on engineering and public works matters;
- Depending on the nature of the emergency, assigning the Site incident commander (s) and informing the MECG;
- Establish an ongoing redundant and secure, voice wireless communications link with the senior public works official at the scene of the emergency;
- Provide liaison with the public works representative from the neighboring community(s) to ensure a coordinated response;
- Provide traffic emergency routes and ensure signalization is maintained in consultation with Police, Fire, and EMS;
- Coordinate the acquisition, distribution and scheduling of various modes of transport (i.e. public transit, school buses, trains, boats, trucks and airplanes) for the purpose of transporting persons and/or supplies, as required, by members of the MECG and the support and advisory staff;
- Procure staff to assist, as required;
- Ensure that records are maintained of drivers and operators involved;
- Provide provision of engineering assistance;
- Provide construction, maintenance and repair of roads;
- Provide maintenance of sanitary sewage;
- Provide equipment for emergency pumping operations;
- Discontinue any public works service to any resident, as required, and restoring these services when appropriate;
- Ensure liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- Provide public works vehicles and equipment as required by any other emergency services;
- Ensure liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action;
- Coordinate with the Parks & Facilities Representative for the use of tools, machinery, or vehicles that may be required;
- Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;
- Participate in the debriefing following the emergency.

8. Director Development Services or Alternate

(Areas of responsibility, Building Services, Planning Services,)

The Director of Development Services is responsible for:

- Activate the emergency notification system, in consultation with the Fire Chief/CEMC, through the City of Windsor Fire Dispatch Centre or Everbridge System;
- Provide liaison, communication and support between the CEMC, CAO, Mayor and the Managers of services reporting to him/her;
- Provide Building & Planning services as required;
- Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;
- Participating in the debriefing following the emergency.

9. Director of Corporate Services or Alternate

(Areas of responsibility: Finance, Information Technology, and Human Resources)

The Director of Corporate Services/Treasurer is responsible for:

- Activate the emergency notification system, in consultation with the Fire Chief/CEMC, through the City of Windsor Fire Dispatch Centre or Everbridge System;
- Provide liaison, communication and support between the CEMC, CAO, Mayor and the Managers of services reporting to him/her;
- Provide information and advice on financial, technology and human resource matters as they relate to the emergency;
- Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;
- Participating in the debriefing following the emergency.

10. Municipal Clerk/Risk Manager or Alternate

Municipal Clerk is responsible for:

- Activate the emergency notification system, in consultation with the Fire Chief/CEMC, through the City of Windsor Fire Dispatch Centre or Everbridge System;
- Ensure that the Town of Amherstburg Economic Development/Communications Officer will act as the **Emergency Information Officer's** Spokesperson during an emergency. The Emergency Information Officer is responsible for the creation and dissemination of news and information to the public and the media under the supervision of the C.A.O. A detailed Emergency Information Plan is included in Part O;
- Provide the MCEG with considerations of Risk and Indemnity relative to the Corporation;
- Ensure a media centre is established in a designated location when required;
- Conduct Media Briefings and liaise with other Communications coordinating groups and agencies including 211;
- Upon direction by the Mayor, Town Clerk's/council services will ensure that all councilors are advised of the declaration and termination of declaration of the emergency;
- Upon direction by the Mayor, Town Clerk's/council services will arrange special meetings of

Council, as required, and advising members of Council of the time, date, and location of the meetings;

- Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;
- Participate in the debriefing following the emergency;

11. Manager of Information Technology/ Designated Corporate Telecommunications Coordinator or Alternate

The Information Technology Manager is responsible for:

- Activate the emergency notification system, in consultation with the Fire Chief/CEMC, through the City of Windsor Fire Dispatch Centre or Everbridge system;
- Establish and maintaining redundant and secure, voice and data wireless communications links, using the Corporate Technology Infrastructure (CTI) within the EOC and all MCEG members requiring such service;
- Fulfill the role of Corporate Telecommunications Coordinator or alternate, provide training and advice on any radio and other telecommunications matters;
- Participate in Developing and updating the Emergency Corporate Radio System (CRS) and Telecommunications Plan;
- Liaise with and provide direction to the Amateur Radio Emergency Radio (ARES) Telecommunications Coordinator;
- Assist the Municipal Emergency Control Group by providing access to the corporate applications required for use during the emergency including but not limited to:
 - Email
 - Internet
 - Cable/Satellite Television Services
 - Virtual Tools
 - GIS
 - Facility and equipment data
 - Projection capability for any required information.
- Liaison and cooperation with the Emergency Telecommunications Coordinator if not designated;
- Coordinate telephone and data communications that may be required;
- Assist with acquiring any GIS mapping and services that may be used by the community control group;
- Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;
- Participating in the debriefing following the emergency.

12. Medical Officer of Health or Alternate

(Areas of Responsibility: Public Health)

The Medical Officer of Health is responsible for:

- Act as a coordinating link for all emergency health services at the MECG;
- Provide liaison with the Ontario Ministry of Health and Long Term Care, Public Health Branch;
- Provide liaison with area hospital administrators if required;
- Depending on the nature of the emergency, assigning the Site Incident Commander and informing the MECG;
- Establish an ongoing redundant and secure, voice wireless communications link with the senior health official at the scene of the emergency;
- Provide liaison with the ambulance service representatives;
- Provide advice on any matters, which may adversely affect public health;
- Provide authoritative instructions on health and safety matters to the public through the Emergency Information Officer;
- Coordinate the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health and Long Term Care policies;
- Assist in the provision of coordination of care of bed-ridden citizens and invalids at home and in evacuation centers during an emergency;
- Provide liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources;
- Provide coordination of all efforts to prevent and control the spread of disease during an emergency;
- Notify the Water Division (OCWA) Representative regarding the need for potable water supplies and sanitation facilities;
- Provide liaison with Social Services Representative on areas of mutual concern regarding health services in reception/evacuation centres;
- Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;
- Participate in the debriefing following the emergency.

13. Social Services - Manager of Housing Support Services (City of Windsor) or Alternate

(Areas of Responsibility: Social Development, Ontario Works, Housing & Children's Services, Health and Long Term Care Facilities)

The Social Services Representative is responsible for:

- Ensure the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services;
- Supervise the opening and operation of temporary and/or long-term Reception/Evacuation centres, and ensuring they are adequately staffed;
- Liaison with other MECG members as necessary, to create a plan to assist with selection, preparation, establishment and operation of reception/evacuation centre(s), which can be opened on short notice;

- Establish an ongoing redundant and secure, voice wireless communications link with the official at the scene of the emergency;
- Liaise with the Medical Officer of Health on areas of mutual concern regarding operations in reception/evacuation centres;
- When a facility has been selected to serve as an evacuation center that has previously been designated as a shelter site, will ensure that one or more representative of that facility have been contacted and are prepared to meet Town/City of Windsor Community Development and Health Services Staff (CDHS), and Community partner staff at site. Those representatives will be available to provide assistance with respect to maintenance, use and operation of facility throughout duration of emergency;
- Liaison with Red Cross in making arrangements for meals for evacuees, CDHS staff/Community Partners at the reception/evacuation centre(s) as required;
- Provide liaison with LTC Homes and Homes for the Aged and Nursing Homes as required;
- Make arrangements for meals for the staff/volunteers at the evacuation centres as required
- Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;
- Participate in the debriefing following the emergency.

14. Emergency Medical Services (EMS) Representative or Alternate

The Emergency Medical Services Representative is responsible for:

- Activate the emergency notification system, in consultation with the Fire Chief/CEMC, through the Dispatch Centre City of Windsor Fire Dispatch Centre or Everbridge system
- Provide emergency medical services at the emergency site(s);
- Depending on the nature of the emergency, assigning the Site IC and informing the MCEG;
- Establish an ongoing redundant and secure, voice wireless communications link with the senior EMS official at the scene of the emergency;
- Obtain EMS from other municipalities for support, if required;
- Provide triage at the site;
- Advise the MCEG if other means of transportation is required for large scale response;
- Liaise with the Ministry of Health and Long Term Care Central Ambulance Communications Centre to ensure balanced emergency coverage is available at all times throughout the community;
- Provide liaison with the receiving hospitals;
- Provide liaison with the Medical Officer of Health, as required;
- Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;
- Participate in the debriefing following the emergency.

15. Utility Representatives – Electricity/ Water

OCWA/Essex Power/Hydro One Representatives is responsible for:

- Monitor the status of power outages and customers without water services;
- Provide updates on power outages, as required;
- Provide liaison with the public works representative;
- Establish an ongoing redundant and secure, voice wireless communications link with the senior official at the scene of the emergency;
- May provide assistance with accessing generators for essential services, or other temporary power measures;
- Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;
- Participate in the debriefing following the emergency.

16. Manager of Environmental Services/(OCWA)

Manager of Environmental Services/(OCWA) is responsible for:

- Provide maintenance of water systems;
- Provide liaison with the fire chief concerning emergency water supplies for firefighting purposes;
- Provide emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
- Provide liaison with the public works representative;
- Discontinue any water services to any building, as required, and restoring the services when appropriate;
- Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;
- Participate in the debriefing following the emergency.

B) Additional Support and Advisory Staff required to assist and fulfill alternate roles:

The following staff may be required to provide support, logistics, relief and advice to the MECG:

1. Executive Assistant to the CAO & Mayor

The Executive Assistant to the CAO or Alternate will be responsible for:

- Coordination in assisting CAO and Mayor;
- Assist the CAO with liaison and coordination with the Emergency Information Officer and the Citizen Inquiry Supervisor (211 Manager/supervisor);
- Upon direction of Mayor and CAO, provide advice and contact support staff to assist in duties consistent with decisions of the Community Control Group;
- Perform Scribe duties for the CAO and Mayor including; maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community**

Emergency Management Coordinator (CEMC) within two (2) weeks of the termination of the emergency, as required.

2. Chief Building Official

The Chief Building Official will be responsible for:

- Coordinating building inspection personnel to advise emergency services and the Municipal Emergency Control Group on the structural safety of buildings;
- Issuing any required building/demolition permits to property owners during or following the emergency;
- Providing any other technical expertise to the Municipal Emergency Control Group regarding construction of buildings as required;
- Providing any required staff and equipment for assisting emergency responders at the emergency site or anywhere else in the municipality.

3. Treasurer or Alternate

(Areas of Responsibility: Finance, Purchasing, Asset Management)

The Treasurer is responsible for:

- Providing oversight for the service areas reporting to him/her;
- Providing information and advice on financial, purchasing and asset management matters as they relate to policy & the emergency;
- Provide liaison, if necessary, with the Treasurers of neighboring communities;
- Ensure a process and policy is implemented for Emergency Procurement;
- Ensure that records of expenses are maintained for future claim purposes;
- Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency;
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required.

4. Manager of Human Resources or Alternate

The Manager of Human Resources or Alternate is responsible for:

- Coordinating and processing requests for human resources;
- Coordinating offers of, and appeals for, volunteers with the support of the MCEG;
- Selecting the most appropriate site(s) for the registration of human resources;
- Ensuring records of human resources and administrative detail, that may involve financial liability, are completed;
- Ensuring that a Volunteer Registration Form is completed, when volunteers are involved and a copy of the form is retained for Town records;
- Ensuring identification cards are issued to volunteers and temporary employees, where practical;
- Arranging for transportation of human resources to and from site(s);
- Obtaining assistance, if necessary, from Human Resources Development Canada, as well as other government departments, public and private agencies and volunteer groups;

- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required.

5. 211 Manager/Supervisor or Alternate

The 211 Manager/Supervisor is responsible for:

- The dissemination of information to the public (as the Citizen Inquiry Supervisor) under the supervision of the C.A.O and in consultation with the emergency information officer;
- Ensuring timely and accurate information is available to the public in the interest of public safety;
- Will be notified to provide this support function at the MCEG at the onset of the emergency.
- Adhere to the Emergency Information Plan included in Part O.

6. GIS Coordinator or Alternate

The GIS Coordinator or Alternate is responsible for:

- Ensuring Geomatics services are available in the EOC for the MCEG.

7. Manager of Roads and Fleet

The Manager of Roads and Fleet is responsible for:

- Providing the MCEG with information and advice on public works matters;
- Establishing an ongoing redundant and secure, voice wireless communications link with the senior public works official at the scene of the emergency;
- Provide liaison with the public works representative from the neighboring community(s) to ensure a coordinated response;
- Provide traffic emergency routes and signalization is maintained in consultation with Police, Fire, and EMS;
- Provide emergency construction, maintenance and repair of Town roads;
- Discontinuing any public works service to any resident, as required, and restoring these services when appropriate;
- Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action;
- Providing public works vehicles and equipment as required by any other emergency services;
- Coordinating the acquisition, distribution and scheduling of various modes of transport (i.e. public transit, school buses, trains, boats, trucks and airplanes) for the purpose of transporting persons and/or supplies, as required, by members of the MCEG and the support and advisory staff.

8. Manager of Parks and Naturalized Areas

The Manager of Parks and Naturalized Areas is responsible for:

- Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- Coordinate with the Facilities Representative for the use of tools, machinery, or vehicles that may be required.

9. Manager of Environmental Services

The Manager of Environmental Services is responsible for:

- Providing the MCEG with information and advice on Environmental Services matters;
- Establishing an ongoing redundant and secure, voice wireless communications link with the Director of Engineering and Public Works and officials at the scene of the emergency;
- Provide liaison with the Utilities representative (Essex power, OCWA etc.) and from the neighboring community(s) to ensure a coordinated response;
- Provide maintenance of sanitary sewage;
- Providing equipment for emergency pumping operations;
- Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action;
- Coordinate with Medical Officer of Health regarding Drinking Water issues in accordance with the Drinking Water Emergencies Plan Annex W;
- Providing equipment for emergency Potable Water operations.

10. Manager of Municipal Facilities

The Manager of Municipal Facilities is responsible to:

- Coordinate with the recreation and social services Representatives to facilitate reception/evacuation centres;
- Provide advice to MCEG and CEMC on suitable facilities and uses required by the management of the emergency.

11. Essex County Community Emergency Management Coordinator or Alternate

The Essex County Community Emergency Management Coordinator will assist the MCEG with the coordination of any County resources that may be required and to keep neighboring communities informed of essential information that may be relevant for their own preparedness and safety.

12. City of Detroit Homeland Security Director or Alternate

The Homeland Security Director will assist the MCEG with the coordination of any Detroit/Michigan resources that may be required and to keep the U.S. communities informed of essential information that may be relevant for their own preparedness and safety.

13. Greater Essex County District School Board, Windsor Essex Catholic District School Board

The school boards, local community centres, and other facilities that have been identified are responsible for:

- Providing any school (as appropriate and available) for use as an evacuation or reception centre and a representative(s) to co-ordinate the maintenance, use and operation of the facilities being utilized as evacuation or reception centres;
- Provide liaison with the municipality as to protective actions to the schools (i.e., implementing school stay in place procedure and implementing the school evacuation procedure);
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required.

14. Hospital Administrators throughout the County and City of Windsor

The Hospital Administrators are responsible for:

- Implementing the hospital emergency plan;
- Ensuring that all hospitals provide adequate site security;
- Provide liaison with the Medical Officer of Health and local ambulance representatives with respect to hospital and medical matters, as required;
- Evaluating requests for the provision of medical site teams/medical triage teams;
- Provide liaison with the Ministry of Health, Long Term Care, and Community Care Access Centre as appropriate.

15. Long-Term Care Administrators or Alternate

- Will be required to assist with long-term care facilities.

16. Other Agencies

In an emergency, many agencies may be required to work with the MECG. Others might include Ontario Provincial Police, the Office of the Fire Marshal and Emergency Management (OFMEM), industry, volunteer groups, conservation authorities, and provincial ministries.

Those who become involved may be required to maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required.

PART G: EMERGENCY CORPORATE RADIO SYSTEM (CRS) AND TELECOMMUNICATIONS PLAN

1.0 INTRODUCTION

Upon implementation of the Emergency Response Plan, it will be important to ensure that communications are established between the emergency site(s) and the EOC. Also, communications may be required at various locations including evacuation/reception centres, hospitals, and other key responding agencies.

Past disasters in Canada and the US have demonstrated that cellular networks and other public systems and even the normal fixed telephone system, become rapidly overloaded and cannot be relied upon for critical communications between emergency management personnel. In addition, the public telephone network can be disrupted by the emergency itself.

In any major emergency the ability to effectively communicate between various emergency services and their Command Centers, relief organizations and evacuation facilities and with the Emergency Operations Center (EOC) becomes crucial. The most disaster resistant communications tool available to the Town is a Radio System which is designed to Public Safety standards.

In a major emergency, in addition to the normal users of the Corporate Radio System, a number of other entities will be using the radio system, either as a prime communications tool or as a backup in the event of a failure of the public telephone system or of email. In addition, it can be expected that the traffic of the Radio system from its normal users (such as, but not limited to, Police, Fire and ambulance) will increase significantly, as will the use of 9-1-1 and the 211 centre.

2.0 AIM

The aim of this *Radio and Telecommunications Emergency Response Plan* is to provide both operational staff and administrative staff with a tool to help maximize the efficiency of communications in a major emergency.

3.0 EMERGENCY RADIO AND TELECOMMUNICATIONS MEASURES TO BE IN PLACE AT ALL TIMES

In order to be able to meet the communications needs of a major emergency the following equipment in the quantities stated should be set aside by the designated Emergency Telecommunications Coordinator and the Town Service Provider (Kelcom) and be dedicated solely to major emergency use:

- | | |
|--|----|
| • Non mission critical radios for EOC participants | 6 |
| • Additional Fire mission critical radios | 6 |
| • Additional non mission critical radios for other Town of Amherstburg departments | 10 |

• Headsets	6
• Additional radio batteries	22
• Additional radio battery chargers	22

All of the above Corporate radio system equipment shall be checked for full serviceability by the Emergency Telecommunications Coordinator and the service provider on at least a monthly basis, including checking that the appropriate current channels and talk groups are programmed. The amateur emergency radio station should be similarly checked by the Amateur Radio Emergency Radio (ARES) Telecommunications Coordinator.

Plans are to be made for the rapid distribution of all emergency radio equipment. This plan should include brief operating instructions and the emergency radio channels to be used by each group.

Plans are to be made for the rapid cooperation on radio matters with adjacent jurisdictions including Detroit and Michigan and with the RCMP and OPP and The City of Windsor. This plan should include brief operating instructions and the emergency radio channels to be used by each group.

The Emergency Telecommunications Coordinator shall inform all users and potential users on a quarterly basis of the availability of this dedicated emergency radio equipment. Concurrently, the radio distribution plan should be circulated. Emergency communications training exercises and major event participants may use this equipment. Any weakness or discrepancies in the emergency radio equipment thus identified will then be corrected.

4.0 EMERGENCY RADIO AND TELECOMMUNICATIONS MEASURES TO BE TAKEN WHEN AN EMERGENCY EXISTS BUT HAS NOT YET BEEN DECLARED

The Emergency Telecommunications Coordinator shall inform the service provider and all users and potential users that an Emergency could be declared in the immediate future and will circulate the distribution plan and user instructions by e-mail. All emergency radio equipment will be put on charge. All accessories shall be checked.

5.0 EMERGENCY PLAN FOR THE CORPORATE RADIO SYSTEM AND FOR TELECOMMUNICATIONS

Upon implementation of the Emergency Response Plan, it will be important to ensure that communications are established between the emergency site(s) and the EOC. Also, communications may be required at various locations including evacuation centres, hospitals, and other key responding agencies. The radio communications responsibilities of the Municipal Emergency Control Group are given below.

Members of the MEEG will gather at regular intervals during the emergency to inform each other of actions taken and problems encountered. Meetings will be kept as brief as possible and may be by electronic conferencing when appropriate.

6.0 EMERGENCY TELECOMMUNICATIONS COORDINATOR

The Manager of Information Technology or Alternate as the designated Emergency Telecommunications Coordinator has the prime responsibility for emergency radio telecommunications during a declared emergency, with the assistance of the Amateur Radio & Emergency Radio Telecommunications Coordinator.

Other specific responsibilities are:

- Establish and maintain appropriate voice communications links, using the Corporate Radio System (CRS) infrastructure with the EOC and all MCEG members requiring such service;
- Issue and maintain CRS radios to all MCEG members requiring them;
- Establish appropriate radio interoperability with all relevant adjacent municipalities and with other Emergency services, making use of the interoperability plan;
- Ensure that the radios issued have the appropriate talk groups;
- In conjunction with the alternate, providing training and advice on any radio and other telecommunications matters;
- Update the Emergency CRS and Telecommunications Plan;
- Liaise with and direction to the Amateur Radio Emergency Radio (ARES) Telecommunications Coordinator.

The Emergency Telecommunications Coordinator is part of the initial Emergency Notification Procedure who in turn will call upon his contacts for further communications support, as required.

The Emergency Telecommunications Office is located in the EOC. It should be equipped with portable hand radios, battery back-up, two- way radio with the necessary channels to communicate with Police, Fire, EMS and the Ontario Fire Marshal. Communications between the EOC and the other responding agencies, if necessary will be with this assistance.

7.0 INDIVIDUAL COMMUNICATIONS RESPONSIBILITIES OF THE OTHER MEMBERS OF THE MUNICIPAL EMERGENCY CONTROL GROUP:

CHIEF ADMINISTRATIVE OFFICER OR ALTERNATE

The Chief Administrative Officer for the Town of Amherstburg is responsible for:

- Ensuring that voice (and where appropriate data) wireless communication links are established between the MCEG, with the resources and policies established.

POLICE CHIEF OR ALTERNATE

The Police Chief is responsible for:

- Activating the emergency notification system, in consultation with the Fire Chief.
- Establishing a site command post with voice (and where appropriate data) wireless communications to the EOC;
- Establishing an ongoing voice (and where appropriate data) wireless communications link with the senior police official at the scene of the emergency consistent with the resources and policies established by the Emergency Telecommunications Coordinator.

FIRE CHIEF OR ALTERNATE

The Fire Chief is responsible for:

- Activating the emergency notification system;
- Establishing a site command post with appropriate ongoing voice,(and data if required) wireless communications with the EOC using the plan developed and distributed by the Emergency Telecommunications Coordinator;
- Establishing an ongoing voice (and where appropriate data) wireless mobile communications link with the senior officials' command vehicles consistent with the resources and policies established by the Emergency Telecommunications Coordinator.

COMMUNITY EMERGENCY MANAGEMENT COORDINATOR OR ALTERNATE

The Community Emergency Management Coordinator (CEMC) is responsible for:

- Ensuring that all members of the MCEG have necessary plans, resources, supplies, maps, radios and equipment;
- Supervising the Emergency Telecommunications Coordinator or alternate;
- Establishing an ongoing voice (and where appropriate data) wireless communications link with the senior police official at the scene of the emergency, consistent with the resources and policies established.

EMERGENCY MEDICAL SERVICES REPRESENTATIVE OR ALTERNATE

The Emergency Medical Services (EMS) Representative is responsible for:

- Establishing an ongoing appropriate voice wireless communications link, with the senior EMS official at the scene of the emergency consistent with the resources and policies established by the Emergency Telecommunications Coordinator.
- Liaising with the Ministry of Health and Long Term Care Central Ambulance Communications Centre to ensure balanced emergency coverage is available at all times throughout the community.

8.0 COMMON COMMUNICATIONS RESPONSIBILITIES OF THE REMAINING MEMBERS OF THE MUNICIPAL EMERGENCY CONTROL GROUP:

- All of the following members of the : are responsible for establishing an ongoing appropriate voice wireless communications link, consistent with the resources and policies established by the Emergency Telecommunications Coordinator, with the senior official of their own organization at the scene of the emergency.

Director of Engineering and Infrastructure Services or Alternate

Director of Parks, Facilities, Recreation and Culture or Alternate

Medical Officer of Health or Alternate

Community Development & Health Commissioner (Social Services) or Alternate

Director of Development Services or Alternate

Utility Representative – OCWA/Essex Power/ Hydro One

Manager of Roads and Fleet or Alternate

9.0 INDIVIDUAL COMMUNICATIONS RESPONSIBILITIES OF MEMBERS OF THE SUPPORT AND ADVISORY STAFF

MANAGER OF INFORMATION TECHNOLOGY/CORPORATE COMMUNICATIONS COORDINATOR OR ALTERNATE

Assisting the Municipal Emergency Control Group by providing access to the corporate IT applications required for use during the emergency including but not necessarily limited to:

- Email
 - Internet
 - Cable/Satellite Television Services
 - Virtual Tools
 - GIS
 - Facility and equipment data
 - Projection capability for any required information.
- Liaison and cooperation with the Emergency Telecommunications Coordinator;
 - Initiating all necessary actions to ensure the telephone system at the EOC or alternate EOC (if in use) functions as effectively as the event permits;
 - Coordinating all telephone and data communications that may be required.

AMATEUR RADIO EMERGENCY SYSTEM (ARES) TELECOMMUNICATIONS COORDINATOR

- Activating the emergency notification system of the local amateur radio operators group;
- Ensuring that the ARES emergency communications facilities are properly equipped and staffed and that any problems, which may arise, are corrected;
- Liaison and cooperation with the Emergency Telecommunications Coordinator;
- Maintaining an inventory of community and private sector ARES communications equipment and facilities within the community, which could, in an emergency, be used to augment existing communications systems;
- Making arrangements to acquire additional ARES communications resources during an emergency;
- Establishing an ongoing voice (and where appropriate data) wireless communications link with the senior official at the scene of the emergency, consistent with the resources and policies established by the Emergency Telecommunications Coordinator;
- All messages are to be written on the Amateur Radio Message Forms and logged.

EMERGENCY INFORMATION OFFICER

- Establishing a communication link with the Community Spokesperson, the 211 centre Manager/Supervisor and any other media coordinator(s) (i.e. provincial, federal, private industry, etc.) involved in the incident, ensuring that all information released to the media and public is timely, full and accurate.

COMMUNITY SPOKESPERSONS

- Establishing a communication link and regular liaison with the Emergency Information Officer at the EOC, consistent with the Emergency Telecommunications plan.

CITIZEN INQUIRY SUPERVISOR (211 Centre Manager/Supervisor)

The Citizen Inquiry Supervisor is responsible for:

- Establishing the 211 Call Centre as the Citizen Inquiry Service, including the appointment of additional personnel as required;
- Informing the Emergency Information Officer of the establishment of the Citizen Inquiry Service at the 211 Call Centre;
- Informing the affected emergency services, the MCEG and Town of Amherstburg reception of the establishment of the Citizen Inquiry Service at the 211 Call Centre;
- Ensuring liaison with the Emergency Information Officer to obtain current information on the emergency.

PART H: EMERGENCY INFORMATION PLAN

Upon implementation of this Emergency Response Plan, it will be important to co-ordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency.

In order to fulfill these functions during an emergency, the following positions will be established:

- Emergency Information Officer
- Community Spokesperson
- Citizen Inquiry Supervisor (211 Centre Manager/Supervisor)

During the first 12 hours of an emergency, the following positions may also be required:

- Emergency Information Officer
- Media Centre Coordinator
- Writer
- Public Mass Notification Officer

The local Emergency Information Centre (EIC) will be located in the Municipal Emergency Operations Centre (EOC) with a media briefing facility to be located at Libro Credit Union Centre, 3295 Meloche Road, Amherstburg, ON. Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site, as

decided by the MECG. This area, if established, will be staffed as determined by the community spokesperson. It may be determined that Virtual Tools are a useful alternative.

The Citizen Inquiry Centre is to be located at the 211 Call Centre if possible and practical under the supervision of the Citizen Inquiry Supervisor.

Note: 211 provides non-emergency community, social, health and federal, provincial and municipal government service information for residents in Southwest Ontario including Windsor-Essex, Sarnia-Lambton, Chatham-Kent, London-Middlesex, Elgin County, Oxford County.

1. Emergency Information Officer

The Emergency Information Officer reports to the CAO and is responsible for:

- Establishing a communication link with the Community Spokesperson, the Citizen Inquiry Supervisor and any other media coordinator(s) (i.e. provincial, federal, private industry, etc.) involved in the incident, ensuring that all information released to the media and public is timely, full and accurate;
- Ensuring that an Emergency Information Centre (EIC) is established, (physical or virtual) and a site EIC, if required;
- Ensuring liaison with the MECG to obtain up-to-date information for media releases, coordinate individual interviews and organize press conferences;
- Ensuring that the following are advised of the establishment of the Citizen Inquiry Centre through 211:
 - Media;
 - Municipal Emergency Control Group;
 - Reception desk (Town Hall);
 - Community Spokesperson;
 - Police/Fire Public Information Officers;
 - Neighboring Communities;
 - Media contact at the Reception/Evacuation Centres;
 - Any other appropriate persons, agencies or businesses.
- Providing direction and regular updates to the Citizen Inquiry Supervisor to ensure that the most accurate and up-to-date information is disseminated to the public;
- Ensuring that the media releases are approved by the Chief Administrative Officer (in consultation with the Mayor) prior to dissemination, and distributing hard copies of the media release to the EIC, the MECG, Citizen Inquiry Supervisor and other key persons handling inquiries from the media;
- Maintaining copies of media releases and newspaper articles pertaining to the emergency in cooperation with the E.O.C. logistical staff.

2. Community Spokespersons

The community spokesperson will be The Mayor unless an alternate is appointed by the Municipal Emergency Control Group and is responsible for:

- Giving interviews on behalf of the Town of Amherstburg with the assistance of the EIO.
- Establishing a communication link and regular liaison with the Emergency Information Officer at the EOC;

- Redirecting all inquiries about decisions made by the MECG and about the emergency as a whole;
- Coordinating media photograph sessions at the scene when necessary and appropriate;
- Coordinating on-scene interviews between the emergency services personnel and the media if practical and appropriate.

3. Citizen Inquiry Supervisor (211 Centre Manager/Supervisor)

The Citizen Inquiry Supervisor is responsible for:

- Establishing the 211 Call Centre as the Citizen Inquiry Service, including the appointment of additional personnel as required;
- Informing the Emergency Information Officer of the establishment of the Citizen Inquiry Service at the 211 Call Centre and any additional designated telephone number(s);
- Informing the affected emergency services, the MECG and Town of Amherstburg reception desk of the establishment of the Citizen Inquiry Service at the 211 Call Centre;
- Ensuring liaison with the Emergency Information Officer to obtain current information on the emergency;
- Responding to, and re-directing inquiries and reports from the public based upon information from the Emergency Information Officer. (Such information may be related to school closings, access routes or the location of evacuation centers.);
- Responding to and redirecting inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service;
- Responding to and redirecting inquiries pertaining to persons who may be located in evacuation and reception centers to the registration and inquiry telephone number(s);
- Procuring staff to assist, as required;
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required.

Part I COMMUNITY EMERGENCY MANAGEMENT PROGRAM COMMITTEE (CEMPC)

O. Reg. 380/04 - Section 11

- (1) *Every community shall have an emergency management program committee. O. Reg. 380/04, s. 11 (1).*
- (2) *The committee shall be composed of,*
 - a) *the municipality's emergency management program coordinator;*
 - b) *a senior municipal official appointed by the council;*
 - c) *such members of the council, as may be appointed by the council;*
 - d) *such municipal employees who are responsible for emergency management functions, as may be appointed by the council; and*
 - e) *such other persons as may be appointed by the council. O. Reg. 380/04, s. 11 (2).*
- (3) *The persons appointed under clause (2) (e) may only be,*
 - (a) *officials or employees of any level of government who are involved in emergency management;*

- (b) *Representatives of organizations outside government who are involved in emergency management; or persons representing industries that may be involved in emergency management. O. Reg. 380/04, s. 11 (3).*
- (4) *The council shall appoint one of the members of the committee to be the chair of the committee. O. Reg. 380/04, s. 11 (4).*
- (5) *The committee shall advise the council on the development and implementation of the municipality's emergency management program. O. Reg. 380/04, s. 11 (5).*
- (6) *The committee shall conduct an annual review of the municipality's emergency management program and shall make recommendations to the council for its revision if necessary. O. Reg. 380/04, s. 11 (6).*

Context

Every municipality must form a committee responsible for overseeing the development and implementation of its emergency management program. The committee's membership is somewhat defined within the EMCPA; however, in addition to the individuals required to be part of the committee under the legislation, the municipality is free to include whomever else it wishes. It is not required that all committee members be municipal employees.

Committee Membership

The Town of Amherstburg municipal emergency management program committee is a key organizational step toward making the emergency management process more effective. To reach its full potential, the committee represents the various organizations that have, or should have, a role in implementing and maintaining the municipal emergency management Plan and Program.

Roles and Responsibilities

The municipal emergency management program committee's legislative responsibility is to oversee the development, implementation, and maintenance of the municipal emergency management program, including the municipal emergency response plan, public education program, training, and exercises. The committee is also accountable for the annual review of the municipality's emergency management program.

To achieve consistency with recommended practice, the committee also reviews and evaluates municipal activities, such as exercises, actual emergencies, and provides support and resources to the CEMC, based on the current goals and objectives of the emergency management program. Annually the committee conducts a review of the whole program, including goals and objectives, and make revisions as necessary for the upcoming year. If it is determined that changes are indeed required, then the committee is responsible for making recommendations for program changes or enhancements to Municipal council.

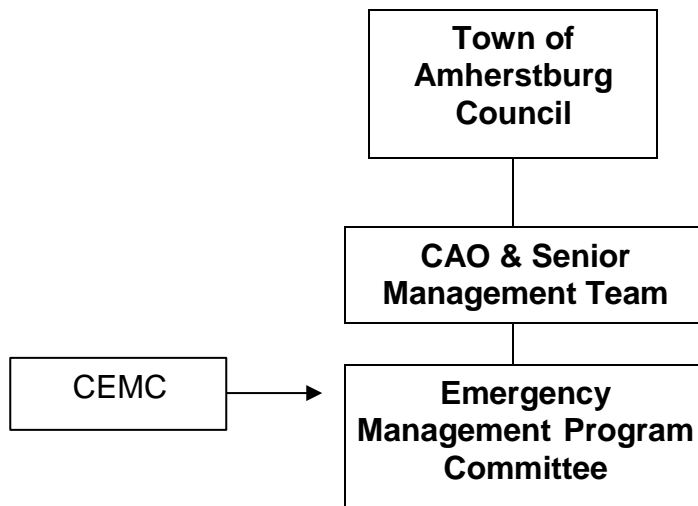
During an Emergency

Although in general the municipal emergency management program committee does not play a formal role during emergencies, some of the program committee members are also members of the Municipal Emergency Control Group (MECG). Therefore, these members play a more official role in the municipality during an emergency, while other members of the program committee may be called upon for support if needed.

The CEMPC is comprised of:

- **** Chairperson**** - Municipal Clerk/Risk Manager
- Community Emergency Management Coordinator
- Medical Officer of Health
- Chief of Police/Amherstburg Detachment Commander
- Fire Chief or Alternate
- Treasurer
- Manager of Facilities
- Essex-Windsor EMS Chief
- Chief Building Official
- Electrical/Water Utility Representatives (OCWA/Essex Power/Hydro One) or Alternates
- Manager of Tourism and Culture
- Ontario Provincial Police Representative
- Manager of Human Resources
- Manager of Recreation
- Manager of Licensing and Enforcement
- Information Technology Manager or Alternate
- Manager of Parks
- Manager of Roads and Fleet
- Manager of Environmental Services
- Manager of Planning
- Manager of Engineering
- Social Services- Manager of Housing Support Services
- Manager/Supervisor- 211 Centre
- Economic Development/Communications Officer

Below is the flow chart to illustrate the EMPC legislated reporting relationship to municipal council. Recommendations made by the Emergency Management Program Committee are reviewed by the CAO & Senior Management Team.



THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2024-072

By-law to adopt an Emergency Management Program and Emergency Response Plan and to meet Requirements under the Emergency Management and Civil Protection Act

WHEREAS under the Emergency Management and Civil Protection Act, R.S.O., 1990, c. E.9 and Ontario Regulation 380/04 (the “Act”) every municipality in the province is required to:

- Develop and implement an emergency management program, which shall consist of:
 - An emergency plan;
 - Training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - Public education on risks to public safety and on public preparedness for emergencies; and,
 - Any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.
- Designate an employee of the municipality or a member of the council as its emergency management program coordinator;
- Establish an emergency management program committee;
- Establish an emergency operations centre to be used by the municipal emergency control group in an emergency; and,
- Designate an employee of the municipality as its emergency information officer.

AND WHEREAS it is prudent that the emergency management program developed under the Act be in accordance with international best practices, including the five core components of emergency management; prevention, mitigation, preparedness, response and recovery;

AND WHEREAS the purpose of such a program is to help protect public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster resilient community;

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

Emergency Management Program

1. An Emergency Management Program for the municipality will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act and international best practices, including the five core components of emergency management, namely; mitigation, prevention, preparedness, response and recovery, and such program shall include:
 - a. Training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - b. Public awareness: including common knowledge about disaster risks, the factors that lead to disasters and the actions that can be taken, individually and collectively, to reduce exposure and vulnerability to hazards.

- C. public education on risks to public safety and on public preparedness activities for emergencies; and
 - d. any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.
2. The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

Emergency Response Plan

3. The Emergency Response Plan, which has been developed in accordance with the requirements of the Act and international best practices, and which is attached hereto as Schedule A is hereby adopted (the Town of Amherstburg Emergency Response Plan").
4. The Plan shall be reviewed annually by the CEMC and the Town's Emergency Management Program Committee. The CEMC is authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as personnel, organizational and contact information updates. Any significant revision to the body of the Plan shall be presented to Council for approval.
5. When an emergency exists but has not yet been declared to exist, Town employees and the Municipal Emergency Control Group may take such action under the Plan as may be required to protect property and the health, safety and welfare of the inhabitants of the Town.

Emergency Management Program Coordinator (known as CEMC)

6. The Fire Chief, is hereby appointed as the primary Emergency Management Program Coordinator known also known as the community emergency management coordinator (the "CEMC") responsible for the emergency management program for the Town including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act.
7. The Deputy Fire Chiefs are hereby appointed as alternate CEMCs to act in place of the primary CEMC in his/her absence.

Emergency Management Program Committee

8. The mission of the Emergency Management Program Committee is to oversee the development, implementation and continuous improvement of the Town's Emergency Management (EM) Program.

Meetings

The Committee shall hold a minimum of 1 (one) meeting per calendar year.

Composition

The persons holding the following positions in the municipality shall be members of the Emergency Management Program Committee:

- ** Chairperson** - Municipal Clerk & Risk Manager
- Community Emergency Management Coordinator
- Medical Officer of Health

- Chief of Police
- Fire Chief
- Treasurer
- Manager of Facilities
- Essex-Windsor EMS Chief
- Chief Building Official
- Manager of Tourism and Culture
- Manager of Human Resources
- Manager of Recreation
- Manager of Licensing and Enforcement
- Information Technology Manager
- Manager of Parks
- Manager of Roads and Fleet
- Manager of Environmental Services
- Manager of Planning
- Manager of Engineering
- Social Services- Manager of Housing Support Services
- Manager/Supervisor- 211 Centre
- Economic Development/Communications Officer

Members in support:

- Ontario Provincial Police Representative
- County CEMC
- Electricalwater Utility Representatives (OCWA/Essex Power/Hydro One) or Alternates
- Red Cross Disaster Management Coordinator
- Conservation Authority representative

9. The Emergency Management Program Committee shall advise Council on the development and implementation of the municipality's Emergency Management Program and shall review the program annually.

Municipal Emergency Control Group

10. The positions below shall be members of the Municipal Emergency Control Group (MECG):

Municipal Emergency Control Group (M.E.C.G)

Members of the Municipal Emergency Control Group (M.E.C.G.) will direct the emergency response. The M.E.C.G. is responsible for coordinating the provision of management, resources necessary to minimize the effects of an emergency on the

community, and monitoring and control of the emergency response/and or possibilities. The members of the M.E.C.G. are:

- Mayor
- CAO
- Clerk
- Fire Chief
- Director of Engineering & Infrastructure Services
- Director of Planning and Development Services
- Director of Parks, facilities: Recreation and Culture
- Director of Corporate Services
- CEMC
- Chief Building Official
- Treasurer
- EMS Chi
- Police Chief
- Medical Officer of Health

The M.E.C.G. will fill roles according to the functions of I.M.S, as noted below. The IMS functions will be filled based on the needs of the emergency. The Section Chiefs may activate various functions under their Section as deemed necessary by the emergency. Not all functions will be activated for ail emergencies.

- Emergency Operations Centre Commander
- Liaison Officer
- Operations
- Planning
- Logistics
- Finance
- Emergency Information Officer
- Safety Officer

Community Partners to provide assistance/technical information to MEECG, as required:

- OFMEM Sector Field Officer
- OPP Representative
- Social Services Representative
 - Conservation Representative
- Others

Emergency Operations Centre

1. A primary and an alternate Emergency Operations Centre have been established for use by the Emergency Control Group in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centres are identified in the Emergency Response Plan.

Emergency Information Officer

12. The Town's Economic Development/Communications Officer is hereby appointed as the Emergency Information Officer for the municipality to act as the primary media and public contact for the municipality in an emergency.

Administration

13. The Plan shall be made available to the public for inspection and copying at the Municipal Administration Office, during regular business hours and on the Municipality's Website.
14. Annexes attached to the plan to address identified vulnerabilities include Capabilities, Capacity and information protected under the Municipal Freedom of Information and Protection of Personal Privacy act. (MFIPPA). Much of the information is of a sensitive or security concern nature and may not be released.
15. The Plan, or any amendments to the Plan, shall be submitted to the Chief, Emergency Management Ontario identified in the Act.
16. By-law 2022-029, is hereby repealed.

Read a first, second and third time and finally passed this 15 th day of October, 2024.

MAYOR – MICHAEL PRUE

CLERK – KEVIN FOX



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: Antonietta Giofu	Report Date: October 2, 2024
Author's Phone: 519 736 0012 ext. 2320	Date to Council: October 15, 2024
Author's E-mail: agiofu@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Gravel Road Conversion Request

1. RECOMMENDATION:

It is recommended that:

1. The report of October 15, 2024 entitled Gravel Road Conversion Request, **BE RECEIVED** for information.

2. BACKGROUND:

During 2023 budget deliberations Council requested an information report on the feasibility of the conversion of gravel roads in the Town of Amherstburg and received the matter for information. Council asked for this report following a delegation requesting that consideration be given to upgrading North Side Road between Concession 5 North and Concession 6 North from gravel to Tar and Chip.

A petition was circulated and has been submitted to the Town of Amherstburg requesting consideration of the conversion of a stretch of gravel road on Texas Road, from Howard Avenue to the 6th Concession North.

3. DISCUSSION:

The February 21, 2023 Council report on the feasibility of the associated works entitled, Gravel Roads Conversion, and is attached for Council's information and remains an accurate summary of the relevant information. A copy of that report is attached as Appendix "A" for Council's ease of reference.

4. RISK ANALYSIS:

There are no risks associated with receiving this report for information.

Where a conversion of a gravel road is directed based upon a citizen request, this may result in additional requests being received in relation to the remainder of the 32.8 km of gravel roads, and changes in the service level provided, and associated budgetary calculations for asset management obligations and asset replacement values.

Additionally, the risks noted in the 2023 report remain relevant to the request received. As noted in that 2023 report, while conversion of any gravel road is and continues to not be recommended at this time, should Council look to assign priority to gravel roads for conversion, Administration would recommend this only be done after completion of a review of traffic data and road conditions by a Traffic Engineering Consultant retained for this purpose. This would prioritize the roads that should be completed based on current condition similarly to the Roads Needs Study completed for other Town roads.

5. FINANCIAL MATTERS:

As was estimated in the report provided in 2023, the value at that time to convert all gravel roads was estimated to be \$6,100,800.

While the information in the 2023 report remains valuable, this report is provided to enumerate the specific costs associated with the conversion of Texas Road, from Howard Avenue to the 6th Concession North. The estimated construction cost to convert that section from gravel to Tar and Chip is \$250,000. Additionally, the difference in value of this asset, post-construction, would need to be added to the Town's Asset Management Plan and funded appropriately, as well as regular maintenance cost impacts on operational budgets, capital budgets and current reserve fund balances

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>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. <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>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>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>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 estimated cost to convert all 32.8 km of gravel road surfaces in the Town of Amherstburg in 2023 was \$6,100,800 and Administration is not recommending that Council consider converting any gravel roads to tar and chip at this time.

A handwritten signature in black ink, appearing to read 'A. Giofu', is written over a horizontal line.

Antonietta Giofu

Director of Infrastructure Services

Report Approval Details

Document Title:	Gravel Road Conversion Request.docx
Attachments:	- Gravel Roads Conversion RM.pdf
Final Approval Date:	Oct 4, 2024

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



Tracy Prince



Valerie Critchley

No Signature - Task assigned to Kevin Fox was completed by workflow administrator Sarah Sabihuddin

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.

Author's Name: Eric Chamberlain	Report Date: January 23, 2023
Author's Phone: 519 736-3664 ext. 2312	Date to Council: February 21, 2023
Author's E-mail: echamberlain@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Gravel Roads Conversion

1. RECOMMENDATION:

It is recommended that:

1. The report from the Manager of Roads and Fleet regarding the Gravel Roads Conversion **BE RECEIVED for 2023 Budget information.**

2. BACKGROUND:

On January 9, 2023, Amherstburg Council received a delegation requesting that consideration be given to upgrading North Side Road between Concession 5 North and Concession 6 North from gravel to Tar and Chip.

Council passed the following Resolution:

1. The delegation **BE RECEIVED**; and,
2. Administration **BE DIRECTED** to contact the Police Department regarding speeding concerns and to provide Council with a detailed report regarding the condition of North Side Road and the cost to tar and chip said road. This information is to be provided to Council during budget deliberations in 2023.

3. DISCUSSION:

North Road Side Road between Concession 5 North and Concession 6 North has a mix of surface treated and gravel road. There is 300 metres of paved road and 1,070 metres

of gravel road on that section of North Side Road. The cost to convert the gravel road to tar and chip would cost approximately \$198,000 over two years:

Year 1	<ul style="list-style-type: none">• 1975 tonnes of Granular A @ \$32 per tonne for hauling, grading and compacting =\$63,000• Double Lift of Tar and Chip - \$82,000
Year 2	<ul style="list-style-type: none">• Single lift of Tar and Chip over 1300 m of road - \$53,000
Total Cost	\$198,000

The Town has 32.8 km of gravel roads and 35.9 km of surface treated roads (tar and chip) as reported in the 2021 Roads Needs Study completed by Golders Associates.

Current Maintenance Levels:

Prior to 2018, the Town would attempt to use the stone budget to spread stone on all of the roads each year. This practice did not replace the stone that was lost from dust and roll off from traffic. As a result, the gravel roads had depressed which caused berms along the roads. This caused water to be trapped at the surface resulting in major wheel ruts and potholes.

Since 2018, the Town has placed gravel on roads on a “more stone less often” basis. Meaning the Town will place the majority of the stone on selected roads on a rotation. The Town is through the first round of the five year plan for gravel roads. Now, the plan is to reduce the time between rotation schedules. The plan is to move to a four year rotation plan. Under a five year rotation, the Roads Division was able to apply stone on approximately 6 km of roads. Now, with a 4 year rotation, it will be closer to 8 km of gravel roads that will see stone placed annually. The 2023 Public Works – Roads Maintenance Stone Cost Centre is recommending an increase of \$30,000 for additional stone for gravel road maintenance.

In addition to the gravel stone budget, the Public Works budget includes \$17,000 for dust control. The dust control consists of liquid brine that is applied to the gravel roads in the early summer and provides dust control throughout the summer months. The dust control also provides strength to the road by causing the ground to dry out and causing the stone to stiffen. In rainy summers, the Town may require additional dust control due to the brine being removed by excessive water.

During the fall, winter and spring, the Roads Division has difficulty maintaining the roads due to the wet weather and lack of warm weather to dry the roads. In addition, if the region experiences a warming winter, the gravel roads will continue to experience maintenance issues due to the gravel roads being soft. In cold winters, the gravel roads will stiffen due to frost in the ground.

Gravel Road Conversion to Tar and Chip

In order to create a new tar and chip road, the road would require the application, grading and compaction of additional stone to increase the base and provide better surface to start from. In addition, the contractor will need to apply two lifts of tar and chip in the first year and a final third lift in the following year. The three lifts of surface treatment is standard practice for new or reconstructed tar and chip roads. The third lift is very important to ensure the longevity and structure of the road.

Therefore, to convert a 1 km stretch of gravel road to tar and chip it would require:

- Additional gravel stone base – 1,9750 tonne per km @ 1km length @ \$32.00 = \$63,000 which includes trucking/grading and compacting cost
- A double lift of tar and chip year 1 and single lift year 2 @ 1 km for 2023 is estimated at \$41,000 x 3 applications (2 lifts this year and 1 lift in 2024) = \$123,000
- Total Cost for 1 km of gravel road conversion to tar and chip is \$186,000.

Therefore, it will cost the Town \$6,100,800 to convert all 32.8 km of the gravel roads to tar and chip. If Council considers a Gravel Road to Tar and Chip Conversion Program, the following budget items would either increase or decrease:

- Road Maintenance – Stone – this budget would decrease in the future when the town gets closer to completing the full gravel road conversion. The annual stone budget would have to continue until the majority of the gravel roads are converted to Tar and Chip. Therefore, the Administration is not recommending any reduction to the Gravel Stone Budget at this time.
- Road Maintenance – Dust Control – this budget would decrease annually by the distance of Gravel Road Conversion completed in the prior year. For this report, the Dust Control budget would be reduced by \$550.
- Capital Budget – Tar and Chip – this budget would increase to include North Side Road into the annual maintenance program. The program must plan for the additional lift of tar and chip in 10 years. The maintenance program also includes a scratch coat of asphalt to provide strength and reduce the wheel ruts and damaged areas. For this report, the Tar and Chip budget would be increased by \$15,000.
- Fleet Reserve – Grader Replacement – this budget could decrease annually to eliminate the future need of a grader. The Fleet Reserve could be decreased by \$25,000.

A Roads Needs Study provides the methodology for determining the order in which roads are maintained and improved by the Town. If Council implements a Gravel Road Conversion Program, Administration would recommend hiring a consulting firm to complete a study similar to a Roads Needs Study to review traffic counts and connectivity to the area and region. There could be other gravel roads that may be considered a higher priority for this program than North Side Road between Concession 5 North and Concession 6 North when these factors are considered.

Also, it should be noted that, the *Municipal Act* provides the ability for a project to be undertaking as a local improvement. If residents on a gravel road wish to have their road

tar and chipped, they could pursue this option outside of a Town funded Gravel Road Conversion program.

4. RISK ANALYSIS:

If Council chooses to move forward with a Gravel Road Conversion program, Administration would recommend that a consulting firm be hired to review the traffic data and road conditions to prioritize the roads that should be completed first. This would provide a rationale on which roads should move forward each year. All of the gravel roads are Class 5 roads under the Ontario Minimum Maintenance Standards. A review of the data contained in the Town's Service Request Manager system reveals there have been 15 complaints over the past five years regarding gravel roads. All of the complaints were during the spring, fall and winter seasons. The following is the breakdown of the complaints received to Public Works from the Town's Service Request Manager:

Year	Number of Complaints
2022	6
2021	1
2020	4
2019	1
2018	3

Windsor Police has provided information regarding the accidents on North Side Road between Concession 5 North and Concession 6 North from 2018, when Windsor Police began providing policing services for the Town. There was one accident over the 5 years. The accident involved two vehicles at the intersection of North Side Road and Concession 5 North.

In addition to the accident information, Windsor Police reviewed the complaints generated through their online Road Watch and Traffic Complaints platform for North Side Road. Since 2018, there has been two complaints generated by residents for North Side Road:

Year	Number of Complaints	Location
2022	1	Near Concession 3 N
2021	0	
2020	1	Near Concession 8 N
2019	0	
2018	0	

5. FINANCIAL MATTERS:

The estimated cost of converting North Side Road from Concession 5 North to Concession 6 North to tar and chip would be approximately \$198,000. The Town would have to increase the Tar and Chip life cycle budget by \$15,000 annually to ensure future maintenance is completed on a 10 year return. There could be potential budget

reductions to future operational budgets as gravel roads are converted to tar and chip. The total cost to convert all gravel roads to tar and chip would be \$6,100,800.

6. **CONSULTATIONS:**

There were no consultations.

7. **CONCLUSION:**

The estimated cost to convert North Side Road between Concession 5 North and Concession 6 North to tar and chip is approximately \$198,000. Administration is not recommending that Council consider converting gravel roads to tar and chip at this time.



Eric Chamberlain
Manager of Roads and Fleet

Report Approval Details

Document Title:	Gravel Roads Conversion.docx
Attachments:	
Final Approval Date:	Feb 15, 2023

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



Antonietta Giofu



Tracy Prince



Valerie Critchley



Kevin Fox

September 13, 2024

RE: Join Us in Celebrating October as NDEAM

As you know, **Community Living Essex County** provides supports and services to over 700 children, youth, and adults with intellectual disabilities. Our aim is to help the people we support lead full, meaningful, and active lives in the community – including through gainful and purposeful employment.

October is **National Disability Employment Awareness Month (NDEAM)**, a time to acknowledge and celebrate the workplace contributions of people with disabilities and the business successes and benefits of hiring a diverse, inclusive workforce.

This year, it's more important than ever to recognize the contributions of people with disabilities to workplaces, communities, and society – and to acknowledge that there is still much work to be done. A proclamation of Disability Employment Awareness Month will help spread awareness and further champion our cause.

Many local businesses are focused on staying open and meeting their staffing needs. With several sectors facing labor shortages in the coming decade, this hidden talent pool of educated and skilled individuals can help businesses expand their base of qualified candidates and prepare for the future.

For this reason, I am writing to ask that you proclaim October as Disability Employment Awareness Month in your Township. Your support will add to the celebration of the workplace accomplishments of people with disabilities across Essex County.

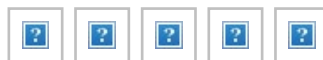
I also invite you to participate in a national event this October to further celebrate. We are participating in the **Ontario Disability Employment Network (ODEN)**, the **Canadian Association for Supported Employment (CASE)**, and the **MentorAbility Canada Initiative** in a coordinated national event called **Light It Up! For NDEAM**.

The event, started by ODEN in 2020, is happening on **Thursday, October 17th**, and will see buildings, businesses, municipal signs, landmarks, and bridges across the country lit in purple and blue for one night. Light It Up for NDEAM recognizes National Disability Employment Awareness Month and highlights how people with disabilities contribute to businesses and communities across Canada, helping companies succeed and stay competitive.

Please consider participating. Last year, almost 700 locations in 150 communities across Canada took part, and I would love to see our local communities help showcase inclusiveness across Essex County.

Sincerely,

Karen Bolger
Executive Director,
Community Living Essex County





**TOWN OF AMHERSTBURG
HERITAGE COMMITTEE MEETING
MINUTES**

Thursday, August 8, 2024

5:30 P.M.

Council Chambers

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

PRESENT	Simon Chamely - Chair
	Shirley Curson-Prue - Vice Chair (<i>Electronic Participant</i>)
	Frank Di Pasquale
	Councillor Linden Crain
	Robert Honor
STAFF PRESENT	Adam Coates - Staff Liaison, Planner - Heritage, Urban, Design and Community Improvement
	Kevin Fox - Clerk
ABSENT	Stephanie Pouget-Papak (<i>Regrets</i>)
	Deputy Mayor Chris Gibb (<i>Regrets</i>)

1. CALL TO ORDER

The Chair called the meeting to order at 5:45 p.m.

2. ROLL CALL

3. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

There were no disclosures of pecuniary interest noted.

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 June 6, 2024

Moved by F. Di Pasquale

Seconded by Councillor Crain

That the Heritage Committee meeting minutes of June 6, 2024 **BE ADOPTED.**

The Chair put the motion.

Motion Carried

6. DELEGATIONS

There were no delegations.

7. PRESENTATIONS

There were no presentations.

8. ORDER OF BUSINESS

8.1 Naming 179 Victoria Street Facility

Moved by S. Curson-Prue
Seconded by Councillor Crain

That;

1. The naming of 179 Victoria Street Facility **BE DEFERRED** to the next meeting.
2. Administration **INVESTIGATE** alternative naming options, including the Bell recommendation proposed by the Heritage Committee.

The Chair put the motion.

Motion Carried

8.2 94 Gore Street Residential Development

Moved by F. Di Pasquale
Seconded by R. Honor

That the design attached as Appendix A, for 94 Gore Street **BE ENDORSED**, with the following conditions:

1. Administration confirm that the drawings submitted for permits reflect the design attached as Appendix A;
2. Documentation of the existing home be conducted by the owner and provided to the municipality in advance of site demolition.

The Chair put the motion.

Motion Carried

9. CORRESPONDENCE

9.1 Ontario Heritage Conference 2024

Moved by Councillor Crain
Seconded by F. Di Pasquale

That the above correspondence **BE RECEIVED**.

The Chair put the motion.

Motion Carried

10. UNFINISHED BUSINESS

11. NEW BUSINESS

11.1 Mount Pleasant Cemetery Site

Moved by F. Di Pasquale

Seconded by R. Honor

That the Town of Amherstburg **INVESTIGATE** the cost of a plaque and information to support the Mount Pleasant Cemetery Site as part of the Heritage Committee Workplan.

The Chair put the motion.

Motion Carried

12. ADJOURNMENT

Moved by R. Honor

Seconded by Councillor Crain

That the Committee **ADJOURN** at 6:33 p.m.

The Chair put the motion.

Motion Carried

Simon Chamely - Chair

Kevin Fox - Recording Secretary



TOWN OF AMHERSTBURG
PARKS AND RECREATION ADVISORY COMMITTEE MEETING
MINUTES

Wednesday, August 21, 2024

5:00 P.M.

Council Chambers

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

PRESENT

Wes Ewer
Councillor Molly Allaire
Councillor Peter Courtney
Brinton Sharman - Vice Chair
Tony Pietrangelo

ABSENT

Shirley Curson Prue - Chair
Councillor Donald McArthur
Leya Foster

STAFF PRESENT

Annette Zahaluk - Staff Liaison, Manager Parks and Naturalized Areas
Sarah Sabihuddin – Deputy Clerk

1. CALL TO ORDER

The Chair called the meeting to order at 5:00 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. MINUTES OF PREVIOUS MEETING

5.1 Parks and Recreation Advisory Committee Meeting Minutes of May 22, 2024

Moved By Wes Ewer

Seconded By Councillor Molly Allaire

That the Parks and Recreation Advisory Committee Meeting Minutes of May 22, 2024 **BE ADOPTED.**

The Mayor put the motion.

Motion Carried.

6. DELEGATIONS

7. ORDER OF BUSINESS

7.1 Initial Committee Input Regarding Update to the Parks Master Plan

Moved By Tony Pietrangelo

Seconded By Councillor Molly Allaire

That:

1. The information presented to the Parks and Recreation Advisory Committee **BE RECEIVED;**
2. The Parks and Recreation Advisory Committee **BE CONSULTED** on the Parks Master Plan by the consultants undertaking the development of the plan.

The Mayor put the motion.

Motion Carried.

7.2 Parks Summit Summary

7.3 Garden Card Program

Moved By Tony Pietrangelo

Seconded By Councillor Molly Allaire

That items 7.2 and 7.3 as presented to the Parks and Recreation Advisory Committee
BE RECEIVED for information.

The Mayor put the motion.

Motion Carried.

8. CORRESPONDENCE

9. UNFINISHED BUSINESS

10. NEW BUSINESS

11. ADJOURNMENT

Moved By Wes Ewer

Seconded By Tony Pietrangelo

That the Committee **ADJOURN** at 5:41 p.m.

The Mayor put the motion.

Motion Carried.

Brinton Sharman, Vice Chair

Sarah Sabihuddin, Deputy Clerk



TOWN OF AMHERSTBURG
ACCESSIBILITY ADVISORY COMMITTEE MEETING
MINUTES

Thursday, August 22, 2024

5:00 P.M.

Council Chambers

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

PRESENT Shirley Curson Prue - Chair
 Christopher Drew - Vice Chair
 Councillor Donald McArthur
 Marc Renaud
 Christine Easterbrook
 Tony Pietrangelo
 William Whittall

STAFF PRESENT Kevin Fox - Staff Liaison, Clerk

ABSENT Chris Drew (*Regrets*)

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

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 Amherstburg Accessibility Advisory Committee Minutes of June 27, 2024

Moved by C. Easterbrook

Seconded by M. Renaud

That the minutes of the June 27, 2024 Amherstburg Accessibility Advisory Committee **BE APPROVED.**

The Chair put the motion

Motion Carried

6. DELEGATIONS

There were no delegations.

7. ORDER OF BUSINESS

7.1 Town of Amherstburg Annual Consultation on Multi-Year Accessibility Plan

7.2 Aphasia Friendly Amherstburg

7.3 Accessibility Advisory Committee 2024 Outreach and Education Activities

Moved by T. Pietrangelo
Seconded by C. Easterbrook

That the Essex County Accessibility Advisory Committee Outdoor Accessibility Fest-For-All **BE PROMOTED** on social media to encourage town businesses and residents to learn about accessible goods and services being provided in the local area.

The Chair put the motion.

Motion Carried

Moved by T. Pietrangelo
Seconded by M. Renaud

That Administration **ENGAGE** Communications to support the Amherstburg Accessibility Advisory Committee in the development of a public engagement initiative.

The Chair put the motion.

Motion Carried

7.4 Enhancements to Libro Centre Accessible Parking Options

Moved by T. Pietrangelo
Seconded by W. Whittall

That the Amherstburg Accessibility Advisory Committee **SUPPORT** the paving of four accessible parking spaces and supporting access aisles at the Libro Centre.

The Chair put the motion.

Motion Carried

8. CORRESPONDENCE

8.1 Essex County Accessibility Advisory Committee Outdoor Accessibility Fest-For-All

Moved by M. Renaud
Seconded by Councillor McArthur

That the above correspondence **BE RECEIVED**.

The Chair put the motion.

Motion Carried

9. UNFINISHED BUSINESS

9.1 Accessible Tactile Surface Indicator Re-Painting

9.2 Pickleball Courts at Libro Centre

10. NEW BUSINESS

11. ADJOURNMENT

Moved by M. Renaud

Seconded by T. Pietrangelo

That the Committee **ADJOURN** at 5:57 p.m.

The Chair put the motion

Motion Carried

Shirley Curson-Prue - Chair

Kevin Fox - Recording Secretary



TOWN OF AMHERSTBURG COMMITTEE OF ADJUSTMENT MEETING MINUTES

**Wednesday, September 4, 2024
8:00 AM**

Council Chambers

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

PRESENT

Anthony Campigotto
Terris Buchanan
Josh Mailloux
Donald Shaw
Deborah Rollier

STAFF PRESENT

Janine Mastronardi
Kevin Fox
Sarah French
Chris Aspila

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

There were no disclosures of pecuniary interest.

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.

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 D. Rollier

That the following minutes of the Committee of Adjustment **BE APPROVED**.

5.1 August 7, 2024 Committee of Adjustment Meeting Minutes

The Chair put the motion.

Motion Carried

6. ORDER OF BUSINESS

6.1 A/28/24, 169 Whelan Ave., J. DeThomasis Contracting Ltd.

Moved By: J. Mailloux
Seconded By: D. Rollier

That application A-28-24 **BE APPROVED**.

The Chair put the motion.

Motion Carried

6.2 B/14/24, 12 and 16 Texas Road, Elizabeth Federico, c/o Cindy Prince, Agent

Moved By: T. Buchanan
Seconded By: J. Mailloux

That application B/14/24 **BE APPROVED** subject to the following conditions;

1. That a Reference Plan of the subject property with the existing fence indicated on the plan 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 to the original and a copy be provided to the municipality.
3. That all property taxes be paid in full.
4. That the applicant shall confirm that the severed and retained parcels each have separate sanitary, storm and water connections. If additional services are required the applicant shall install the required separate sanitary, storm and/or water connections to the severed lot in accordance with and under the supervision of the municipality at the applicant's expense.
5. 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

6.3 B/15-17/24 & A/33/24, 550 Simcoe Street, Brendan Renaud and Deanna Crawford

Moved By: J. Mailloux

Seconded By: T. Buchanan

That application B/15/24 **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 to the original and a copy be provided to the municipality.
3. That all property taxes be paid in full.
4. That the applicant execute a Consent Agreement in a form satisfactory to the Town of Amherstburg which will include and require the provision of securities in amounts and forms satisfactory to the Town and which will satisfactorily address the relevant concerns of all government ministries, departments and agencies. The Consent Agreement will contain the following provisions:

- a. Simcoe Street, at a minimum, will be required to be repaved to the satisfaction of the municipality for the entire width of the frontage of the severed properties on Simcoe Street. Infrastructure Services may expand the paving limits based on additional restoration required as a result of the servicing works. The final determination of the re-paving limits will be determined by Infrastructure Services once the servicing of all lots (retained and severed) is completed.
- b. That the applicant shall work with Infrastructure Services and Environmental Services department to utilize a portion of the existing sanitary mainline sewer, located along the north property line of the retained parcel, to create a sanitary connection for the retained parcel.
- c. That the existing easement running along the north property line of the retained parcel be abandoned and deleted from the title of the retained parcel.
- d. That a parkland fee be paid to the Town of Amherstburg prior to the stamping of the deeds in an amount of \$1070 for the severed lot.
- e. That the applicant shall install a curb cut/driveway access to the severed parcel in compliance with the current Driveway Alteration or Installation Policy to the satisfaction of the municipality.
- f. All new driveway entrances on Simcoe Street shall be limited to the widths within the proposed drawing that forms part of this application within the municipal right-of-way.
- g. That the applicant be required to obtain a Right-of-Way Permit from Infrastructure Services according to Town policy for any work required within the limits of the Town right-of-way. All permitting costs will be borne entirely by the applicant.
- h. That the applicant shall ensure the severed parcel has a separate water service, sanitary sewer and storm sewer connections in accordance with and under the supervision of the municipality at the applicant's expense.
- i. That the applicant provides to the municipality revised private drain connection sheets once the water service, sanitary and storm sewer connections to the severed lot are installed.
- j. The applicant shall submit a lot grading plan for the severed lot to the satisfaction of the municipality.

- k. That the applicant shall be charged and pay any and all Fees/deposits outlined in Amherstburg's most recent version of the User Fee by-law when applicable.
5. The applicant shall satisfy all of the requirements found in the Consent Agreement noted in Condition 4 prior to the stamping of the deeds.
6. The applicant shall provide a grade design demonstrating how the retained parcel will maintain its own surface water be submitted and implemented to the satisfaction of the municipality.
7. The applicant/owners are required to enter into a reapportionment of the drainage assessment for the subject lands in accordance with Section 65 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 shall be for any affected Municipal Drains as 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. The severance shall not be granted until a Council resolution is passed to execute the reapportionment agreement.
8. The following covenants be included on the title of the property – *"The purchaser(s)/Transferee(s) hereby acknowledge(s) that an active, licensed quarry is located near this property. Notwithstanding that the quarry must operate within provincial guidelines and the conditions of its license, it is possible that these operations may generate noticeable noise, vibration, dust and traffic and/or other potential impacts.*

Purchasers/tenants are advised that sound levels due to increasing road traffic may occasionally interfere with some activities of the dwelling occupants as the sound levels exceed the sound level limits of the Municipality and the Ministry of the Environment.
This dwelling unit has been designed with the provision for adding central air conditioning at the occupant's discretion. Installation of central air conditioning by the occupant in low and medium density developments will allow windows and exterior doors to remain closed, thereby ensuring that the indoor sound levels are within the sound level limits of the Municipality and Ministry of the Environment."
9. 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.

That application B/16/24 **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 to the original and a copy be provided to the municipality.
3. That all property taxes be paid in full.
4. That the applicant execute a Consent Agreement in a form satisfactory to the Town of Amherstburg which will include and require the provision of securities in amounts and forms satisfactory to the Town and which will satisfactorily address the relevant concerns of all government ministries, departments and agencies. The Consent Agreement will contain the following provisions:
 - a. Simcoe Street, at a minimum, will be required to be repaved to the satisfaction of the municipality for the entire width of the frontage of the severed properties on Simcoe Street. Infrastructure Services may expand the paving limits based on additional restoration required as a result of the servicing works. The final determination of the re-paving limits will be determined by Infrastructure Services once the servicing of all lots (retained and severed) is completed.
 - b. That the applicant shall work with Infrastructure Services and Environmental Services department to utilize a portion of the existing sanitary mainline sewer, located along the north property line of the retained parcel, to create a sanitary connection for the retained parcel.
 - c. That the existing easement running along the north property line of the retained parcel be abandoned and deleted from the title of the retained parcel.
 - d. That a parkland fee be paid to the Town of Amherstburg prior to the stamping of the deeds in an amount of \$1070 for the severed lot.
 - e. That the applicant shall install a curb cut/driveway access to the severed parcel in compliance with the current Driveway Alteration or Installation Policy to the satisfaction of the municipality.
 - f. All new driveway entrances on Simcoe Street shall be limited to the widths within the proposed drawing that forms part of this application within the municipal right-of-way.
 - g. That the applicant be required to obtain a Right-of-Way Permit from Infrastructure Services according to Town policy for any work required within the limits of the Town right-of-way. All permitting costs will be borne entirely by the applicant.

- h. That the applicant shall ensure the severed parcel has a separate water service, sanitary sewer and storm sewer connections in accordance with and under the supervision of the municipality at the applicant's expense.
 - i. That the applicant provides to the municipality revised private drain connection sheets once the water service, sanitary and storm sewer connections to the severed lot are installed.
 - j. The applicant shall submit a lot grading plan for the severed lot to the satisfaction of the municipality.
 - k. That the applicant shall be charged and pay any and all Fees/deposits outlined in Amherstburg's most recent version of the User Fee by-law when applicable.
5. The applicant shall satisfy all of the requirements found in the Consent Agreement noted in Condition 4 prior to the stamping of the deeds.
6. The applicant shall provide a grade design demonstrating how the retained parcel will maintain its own surface water be submitted and implemented to the satisfaction of the municipality.
7. The applicant/owners are required to enter into a reapportionment of the drainage assessment for the subject lands in accordance with Section 65 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 shall be for any affected Municipal Drains as 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. The severance shall not be granted until a Council resolution is passed to execute the reapportionment agreement.
8. The following covenants be included on the title of the property – *"The purchaser(s)/Transferee(s) hereby acknowledge(s) that an active, licensed quarry is located near this property. Notwithstanding that the quarry must operate within provincial guidelines and the conditions of its license, it is possible that these operations may generate noticeable noise, vibration, dust and traffic and/or other potential impacts.*

Purchasers/tenants are advised that sound levels due to increasing road traffic may occasionally interfere with some activities of the dwelling occupants as the sound levels exceed the sound level limits of the Municipality and the Ministry of the Environment.

This dwelling unit has been designed with the provision for adding central air conditioning at the occupant's discretion. Installation of central air conditioning by the occupant in low and medium density developments will allow windows and exterior doors to remain closed, thereby ensuring that the indoor sound levels are within the sound level limits of the Municipality and Ministry of the Environment."

9. 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.

That application B/17/24 **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 to the original and a copy be provided to the municipality.
3. That all property taxes be paid in full.
4. That the applicant execute a Consent Agreement in a form satisfactory to the Town of Amherstburg which will include and require the provision of securities in amounts and forms satisfactory to the Town and which will satisfactorily address the relevant concerns of all government ministries, departments and agencies. The Consent Agreement will contain the following provisions:
 - a. Simcoe Street, at a minimum, will be required to be repaved to the satisfaction of the municipality for the entire width of the frontage of the severed properties on Simcoe Street. Infrastructure Services may expand the paving limits based on additional restoration required as a result of the servicing works. The final determination of the re-paving limits will be determined by Infrastructure Services once the servicing of all lots (retained and severed) is completed.
 - b. That the applicant shall work with Infrastructure Services and Environmental Services department to utilize a portion of the existing sanitary mainline sewer, located along the north property line of the retained parcel, to create a sanitary connection for the retained parcel.
 - c. That the existing easement running along the north property line of the retained parcel be abandoned and deleted from the title of the retained parcel.
 - d. That a parkland fee be paid to the Town of Amherstburg prior to the stamping of the deeds in an amount of \$1070 for the severed lot.

- e. That the applicant shall install a curb cut/driveway access to the severed parcel in compliance with the current Driveway Alteration or Installation Policy to the satisfaction of the municipality.
 - f. All new driveway entrances on Simcoe Street shall be limited to the widths within the proposed drawing that forms part of this application within the municipal right-of-way.
 - g. That the applicant be required to obtain a Right-of-Way Permit from Infrastructure Services according to Town policy for any work required within the limits of the Town right-of-way. All permitting costs will be borne entirely by the applicant.
 - h. That the applicant shall ensure the severed parcel has a separate water service, sanitary sewer and storm sewer connections in accordance with and under the supervision of the municipality at the applicant's expense.
 - i. That the applicant provides to the municipality revised private drain connection sheets once the water service, sanitary and storm sewer connections to the severed lot are installed.
 - j. The applicant shall submit a lot grading plan for the severed lot to the satisfaction of the municipality.
 - k. That the applicant shall be charged and pay any and all Fees/deposits outlined in Amherstburg's most recent version of the User Fee by-law when applicable.
5. The applicant shall satisfy all of the requirements found in the Consent Agreement noted in Condition 4 prior to the stamping of the deeds.
6. The applicant shall provide a grade design demonstrating how the retained parcel will maintain its own surface water be submitted and implemented to the satisfaction of the municipality.
7. The applicant/owners are required to enter into a reapportionment of the drainage assessment for the subject lands in accordance with Section 65 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 shall be for any affected Municipal Drains as 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. The severance shall not be granted until a Council resolution is passed to execute the reapportionment agreement.

8. The following covenants be included on the title of the property – *“The purchaser(s)/Transferee(s) hereby acknowledge(s) that an active, licensed quarry is located near this property. Notwithstanding that the quarry must operate within provincial guidelines and the conditions of its license, it is possible that these operations may generate noticeable noise, vibration, dust and traffic and/or other potential impacts.*

Purchasers/tenants are advised that sound levels due to increasing road traffic may occasionally interfere with some activities of the dwelling occupants as the sound levels exceed the sound level limits of the Municipality and the Ministry of the Environment.

This dwelling unit has been designed with the provision for adding central air conditioning at the occupant’s discretion. Installation of central air conditioning by the occupant in low and medium density developments will allow windows and exterior doors to remain closed, thereby ensuring that the indoor sound levels are within the sound level limits of the Municipality and Ministry of the Environment.”

9. 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.

That application A/33/24 **BE APPROVED**.

The Chair put the motion.

Motion Carried

6.4 A/34/24, 1118 Dot Street, Danny and Lisa Marie Elias

Moved By: T. Buchanan
Seconded By: D. Shaw

That application A/34/24 **BE APPROVED**.

The Chair put the motion.

Motion Carried

6.5 A/35/24, 347 Texas Road, Andrew Deslippe and Judy Carney

Moved By: T. Buchanan
Seconded By: D. Shaw

That application A/35/24 **BE APPROVED** subject to the following conditions;

1. That the applicant prepare and implement a lot grading design for the subject property, to the satisfaction of the municipality.
2. That all new driveway entrances or modifications to current driveway entrances will require a Right-of-way Permit from the Town of Amherstburg and be constructed in compliance with the current Driveway Alteration or Installation Policy.
3. That the design of the accessory structure be in substantial conformity with the plans submitted as part of application A/35/24.

The Chair put the motion.

Motion Carried

6.6 B/18/24, 225 & 255 Sandwich Street North, 1603844 Ontario Inc. & 1603941 Ontario Inc., c/o Bryan Pearce, Agent

Moved By: D. Shaw

Seconded By: D. Rollier

That application B/18/24 **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. Subsection 3 of Section 50 of the Planning Act applies to any subsequent conveyance or transaction of or in relation to the parcel of land being the subject of the consent.
4. That all property taxes be paid in full.
5. 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

6.7 A/37/24, 9252 Concession 9, William Maisonville

Moved By: J. Mailloux
Seconded By: D. Rollier

That application A-03-24 **BE APPROVED** subject to the following conditions;

1. That a fence consistent with the existing privacy fence is to be maintained with a minimum height of 1.5 m in perpetuity.
2. That the existing shed in the northeast corner of the property be relocated on the subject parcel to a location that is in compliance with the Zoning By-law.

The Chair put the motion.

Motion Carried

6.8 B/19 and 20/24, A/36/24, 6503 Concession 6 S and B/21/24, 6507 Concession 6 S, Scott and Katherine Deslippe

Moved By: J. Mailloux
Seconded By: D. Shaw

That application B/19/24 **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. The severance shall not be granted until a Council resolution is passed to execute the reapportionment agreement.
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.

That application B/20/24 **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 shall confirm that the severed consolidated parcel and retained parcel both have separate water connections that do not cross the proposed new property lines. If a water connection is required to be installed or determined to be redundant the applicant is required to complete the necessary work in accordance with and under the supervision of the municipality at the applicant's expense.
11. 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. The severance shall not be granted until a Council resolution is passed to execute the reapportionment agreement.
12. 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.

That application B/21/24 **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 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.
7. 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. The severance shall not be granted until a Council resolution is passed to execute the reapportionment agreement.
8. 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.

That application A/36/24 **BE APPROVED.**

The Chair put the motion.

Motion Carried

7. ADJOURNMENT

Moved By: T. Buchanan

Seconded By: J. Mailloux

That the Committee of Adjustment **RISE and ADJOURN** at 9:12 a.m.

The Chair put the motion.

Anthony Campigotto - Chair

Janine Mastronardi - Secretary-Treasurer

UNFINISHED BUSINESS LIST

Council Question #	Agenda Item	Assigned To	Description	Meeting Type	Meeting Date	Comments
CQ 20-005	NEW BUSINESS	Valerie Critchley, Bill Tetler, Karly Kennedy	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 Q4 - Timeline
CQ 21-012	Agent of Change Policies	Valerie Critchley, Bill Tetler, Melissa Osborne, Karly Kennedy	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	Information report to be provided to Council Q4 - Timeline
CQ 22-04	NEW BUSINESS	Antonietta Giofu, Karly Kennedy	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 - Q4.
CQ 22-10	Fort Erie Resolution re. Climate Change Action Plan	Antonietta Giofu, Karly Kennedy	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 - Q4.

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 23-28	NEW BUSINESS	Karly Kennedy, Antonieta 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 24-03	Delegation Item #16.1 K. Walter Ranta Park Proposed Boat Ramp - Rodney Ferriss	Karly Kennedy, Heidi Baillargeon	Resolution: 20240222-001 Moved By Councillor Courtney Seconded By Councillor Allaire 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"; Administration continue to INVESTIGATE alternative funding sources and grant opportunities for K. Walter Ranta Memorial Park; 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.	Regular Council Meeting	4/22/2024	In Progress
CQ 24-05	NEW BUSINESS	Antonieta Giofu, Eric Chamberlain, Karly Kennedy	Resolution: 20240610-011 Moved By Councillor McArthur Seconded By Councillor Crain That Administration BE DIRECTED to bring back a report to Council investigating the potential harmonization of speed limits on Concession Rd. 2.	Regular Council Meeting	6/10/2024	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 24-06	NEW BUSINESS	Karly Kennedy, Jennifer Ibrahim, Melissa Osborne	Resolution: 20240812-028 Moved By Councillor Crain Seconded By Councillor Allaire That Administration REPORT BACK to Council on the results from the Open-Air business consultations.	Regular Council Meeting	8/12/2024	In Progress (November)
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THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2024-078

By-law to amend By-law 2022-054, a By-law to Appoint Chief Building Officials
and Inspectors

WHEREAS subsection 3(2) of the Building Code Act, 1992, S.O. 1992, c. 23, as amended, directs the Council of each municipality to appoint a Chief Building Official and such Inspectors as are necessary for the enforcement of the Building Code Act, 1992, in the areas in which the municipality has jurisdiction; and,

AND WHEREAS paragraph 28(o) of the Interpretation Act, R.S.O. 1990, c.I.11, s. 28; 1999, c.12, Sched. B, s. 10, authorizes the appointment of Deputy Chief Building Officials; and,

WHEREAS the Council of the Corporation of the Town of Amherstburg deems it necessary and expedient to appoint such individuals as Chief Building Official, Deputy Chief Building Official and Inspectors for the purpose of enforcing the Building Code Act, 1992;

NOW THEREFORE the Council of the Corporation of the Town of Amherstburg amends By-law 2024-078 by striking section 5 of this By-law and inserting the following:

5. Those persons named in section 5 to this By-law are hereby appointed as Inspectors, for the Town of Amherstburg, under the direction of the Chief Building Official, for the purposes of the enforcement of the Building Code Act, 1992, as amended, and only those sections of Ontario Regulation 332/12, as amended, respecting fire safety matters:

- Michael Mio, Fire Chief
- Ron Meloche, Deputy Fire Chief
- Dan Monk, Deputy Fire Chief
- Mario Fiorito, Fire Prevention Officer

This By-law shall have retroactive applicability and come into force and effect as of September 16th, 2024.

Read a first, second, and third time this 15th day of October, 2024.

MAYOR – MICHAEL PRUE

CLERK – KEVIN FOX

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2024-056

To Amend By-law 2023-112 – A By-law to Establish User Fees or
Charges for Services, Activities, or the Use of Property

Whereas Section 391 of the Municipal Act, 2001 S.O. 2001 as amended, allows municipalities to pass By-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it, for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board, and for the use of its property including property under its control;

And Whereas the Municipal Act, 2001 S.O. 2001 grants a municipality power to pass By-laws that impose specific fees for licensing, services, permits and other reasons;

And Whereas Section 7 of the The Building Code Act, 1992 S.O. 1992 authorizes the Council of a municipality to pass By-laws requiring the payment of fees on application for and the issuance of permits and prescribing the amounts thereof;

And Whereas Section 69 of The Planning Act, R.S.O. 1990, as amended, grants the Council of a municipality, by By-law, and a planning board, by resolution, authority to establish a tariff of fees for the processing of applications made in respect of planning matters;

And Whereas Section 446(1) of the Municipal Act, 2001 S.O. 2001 authorizes the municipality under this or any other Act or under By-law under this or any other Act to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense;

And Whereas the Council of the Corporation of the Town of Amherstburg wishes to amend By-law 2023-057 to establish and maintain a list of services, activities and the use of property subject to fees or charges and the amount of each fee or charge;

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

1. THAT By-law 2024-056 is amended to add Appendix A of this By-law in Schedule G Engineering & Public Works Services
2. THAT this By-law shall come into effect as of August 12, 2024.

Read three times and finally passed this 15th day of October, 2024.

MAYOR – MICHAEL PRUE

CLERK – 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
BY-LAW NO. 2024-077**

**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 October 15, 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 15th day of October, 2024.

MAYOR – MICHAEL PRUE

CLERK – KEVIN FOX