



TOWN OF AMHERSTBURG REGULAR COUNCIL MEETING

REVISED 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	10
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7.2	Regular Council Meeting Minutes - September 23, 2024	24
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8. DELEGATIONS

8.1	Delegation: Item 15.1 - Bryerswood Youth Camp Optimist Club	42
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That the delegation **BE RECEIVED**.

8.2	<i>Delegation: Item 11.1 - Community Sport and Recreation Infrastructure Fund - Bill Petruniak</i>	53
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9. PRESENTATIONS

10. REPORTS – CORPORATE SERVICES

11. REPORTS - PARKS, RECREATION, FACILITIES AND CULTURE

11.1 Community Sport and Recreation Infrastructure Fund

56

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

65

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

72

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

78

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

86

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

15.1 Gravel Road Conversion Request 133

It is recommended that:

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

16. CONSENT CORRESPONDENCE

16.1 *AMO Report - Canada Community-Building Fund (CCBF)* 144

17. CORRESPONDENCE

17.1 National Disability Employment Month (NDEAM) 186

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.

17.2 *Amherstburg Firefighters Association - Cornhole Tournament Sponsorship* 188

That the Amherstburg Firefighters Association correspondence **BE RECEIVED**.

17.3 *Kings Coronation Medals - Nomination* 190

That the Kings Coronation Medals correspondence **BE RECEIVED**.

18. CONSENT OTHER MINUTES

That the following minutes **BE RECEIVED**:

18.1	August 8, 2024 Heritage Committee Meeting Minutes	191
18.2	August 21, 2024 Parks and Recreation Meeting Minutes	195
18.3	August 22, 2024 Amherstburg Accessibility Advisory Committee Meeting Minutes	198
18.4	September 4, 2024 Committee of Adjustment Meeting Minutes	202

19. OTHER MINUTES

19.1	<i>Drainage Board Meeting Minutes – September 10, 2024</i>	217
	<ol style="list-style-type: none">1. The Drainage Board Meeting Minutes of September 10, 2024 BE RECEIVED;2. The engineer's preliminary report, prepared by R. Dobbin Engineering Inc. dated July 17, 2024 for the improvements to the Shipman Drain (2024) BE RECEIVED by Council; as recommended by the Drainage Board;3. The reconsidered engineer's report for the construction of the General Drain (2024) BE RECEIVED; and Council PROVISIONALLY ADOPT By-law 2024-047 which appends the reconsidered engineer's report for the construction of the General Drain (2024) by giving first and second reading and the Mayor and Clerk BE AUTHORIZED to sign same; as recommended by the Drainage Board;4. Council ACCEPT the request from the landowner(s) for improvements to the Albert McGee Upper Drain drainage system as per Section 78 of the Drainage Act; and Council APPOINT Oliver Moir, P.Eng., of Dillon Consulting Limited to examine and report on the repair and improvement to the Albert McGee Drain (Upper) drainage system, as recommended by the Drainage Board;5. Council ACCEPT the request from the landowner(s) for a Petition Drain under Section 4 of the Drainage Act; and Council APPOINT Josh Warner, P.Eng., of R. Dobbin Engineering Inc. under Section 4 of the Drainage Act for the validation, examination and report on the petition for a new Municipal	

Drain, as recommended by the Drainage Board; and

6. The report from the Drainage Superintendent and Engineering Coordinator dated August 26, 2024 regarding Drainage Apportionment(s) **BE RECEIVED**; and the drainage apportionments **BE APPROVED** as listed in the Drainage Board Minutes, as recommended by the Drainage Board.

20. UNFINISHED BUSINESS

20.1 Unfinished Business List - October

354

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 2022-054 357

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 2023-012 358

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 361

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, N4W5B6	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 WILKINSON WINDSOR	Tony Koske
Martin Litman	2675 Parent Ave Windsor	Martin Litman
Robert Macpherson	441 ROSEDALE AVE	Robert Macpherson
Steve Cooper	264 GERRARD AVE	Steve Cooper
Cindy Hicken	132 Hunter	Cindy Hicken
Bill McDonald	132 Hunter	Bill McDonald
Nancy Parker	1415 Woodridge Dr. Tumbach	Nancy & Parker
Pat Valleley	110 Golf Rd. Kingsville	Pat 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 N0R1B0	Tracey Butcher
Caralle Hicks	6974 Conesb, RR2 Kingsville ON N9Y2E5	Caralle Hicks

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

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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 Pkwy 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 VanVoorst	140 Kenwood Blvd, LaSalle	Andie VanVorst
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 DiIandomeno	" " " " " "	Luigi DiIandomeno
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 ^{N9V 0E8}	David Beneteau
JANICE EMERY	814 2ND CONCESSION AMHERSTBURG ^{N9V 3R3}	Janice Emery
GARY EMERY	814 2ND CONC. AMHERSTBURG ^{N9V 3R3}	Gary Emery
Sandie Older	2040 Middle Rd. A'burg N9V 2Y9	Sandie Older
Cathy Humphrey	7071 GIARDINI SD RD, RR3 CATHAM, ONT	Cathy Humphrey
STARLINE ROSCOWSK	1945 OMIRA ST. KASALE, ON	Starline Roscowsk
Ruth Warr	165 Purple Plum Dr. Kingsville N9V 3P5	Ruth Warr
Carolee Hicks	6974 Cona 6, RR2, High Rule 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

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6TH CONCESSION NORTH




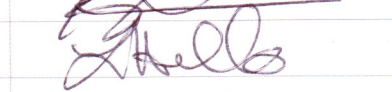
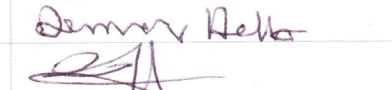
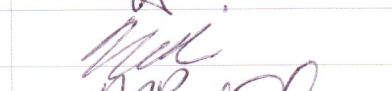
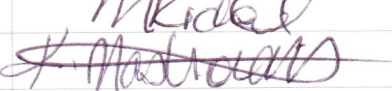
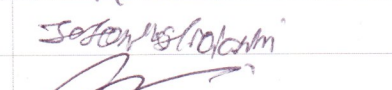
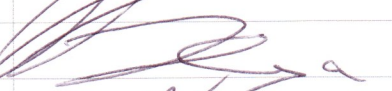
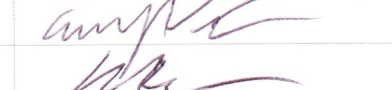
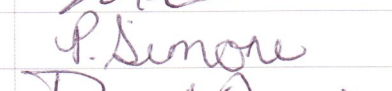
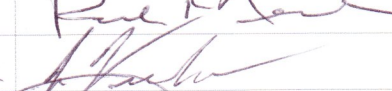
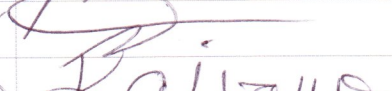
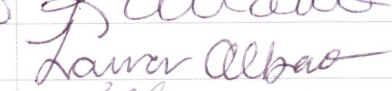
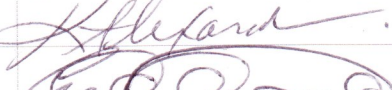

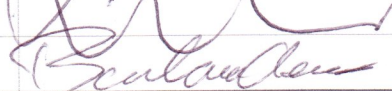
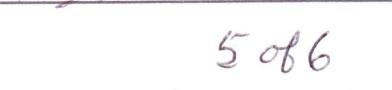


This document will be considered a public document of the Town of Amherstburg and information contained within the petition may be subject to the scrutiny of the municipality and other members of the general public. All information submitted is collected in accordance with the Municipal Act, 2001, s.8 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	42 43 Martin Cres 1154 Kildare Rd	Christina Hindi Paul Murphy
Cyril Morden TAD NUOM	10 Seary Cr. 1170 Widge	Cyril Morden 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 BENEFIT 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'burg.	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'burg	MICHELLE NISSEN

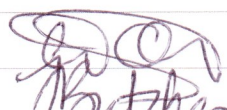
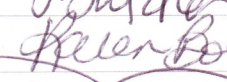






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NAME	ADDRESS	SIGNATURE
NANCY ROY	249 HAWTHORN, A'burg	
KLAUS DORRING	2080 WILLI STEAD CRES, WINDSOR	
Debra Gignac	390 Fields Ave	
DAVID Cowling	207 MARTIN Lane	
Kory Renaud	168 Park Lane Cir	
Leigh Ann Hello	922 Homedale Blvd	
Jennifer Hello	"	
Tereza Hello	"	
MIKE RICHARD	28 WOODSIDE AVE	
Michelle Richard	"	
Karen Mastroianni	620 N. Talbot Rd	
Jason Mastroianni	"	
Richard Wayne	4986 6th CONCESSION, HAWK, ON	
Fe Wlyner	"	
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 CONANT S. A BURR	
Debbie Phillips	281 McCurdy Dr A'burg	
Cindy Renaud	555 Grandin St	
ANDARENAUD	3828 LOUNSBOROUGH CRT WDSR	
TERRY RENAUD	555 GRANDIN ST.	
NANCY FLAGLER-NILBURN	1060 LILLYDALE, BELLE RIVER	



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Form



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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

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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 *

Bill

Last Name *

Petruniak

Phone Number *

Email Address *

Street Address *

City/Town *

Province *

Postal Code *

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

☐ Yes

☒ No

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. *

I am opposed to Council moving ahead with this proposal whether any Provincial grants are received or not. As wonderful as it would be to provide more courts for sport play Amherstburg Council would be much better steering the \$530,000 in matching funds to building maintenance and capitol improvements. With all the infrastructure pending expenses our town cannot afford improving this park at this time.

Have you contacted Administration regarding this matter? *

- ☐ Yes
☒ No

Is this item on an upcoming Agenda? *

- ☒ Yes
☐ No

Please identify the Name of the Agenda item *

11.1 Community Sport and Recreation Fund

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):

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.

Thank You

Submission Successful



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

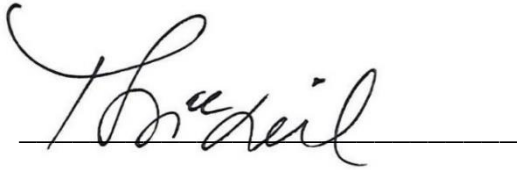
7. CORPORATE STRATEGIC ALIGNMENT:

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:

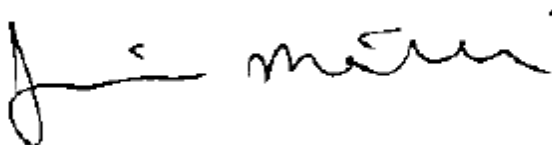
Vision: Preserving our past while forging our future.

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

<ul style="list-style-type: none"> <input type="checkbox"/> Improve trust between council and staff, and residents, by strengthening governance and internal accountability structures. <input type="checkbox"/> Deliver transparent and efficient financial management. ✓ 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



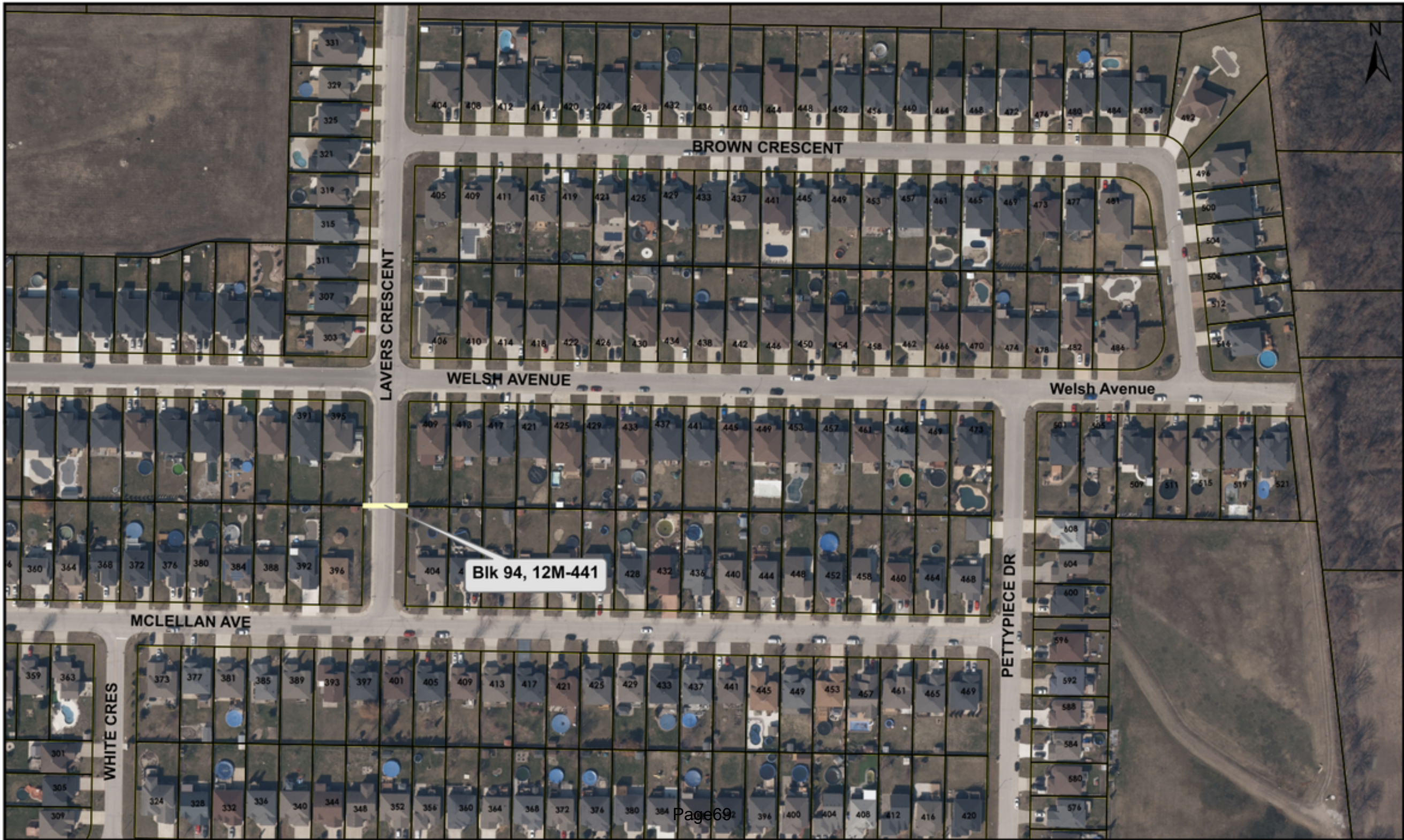
Tracy Prince



Valerie Critchley



Kevin Fox



BROWN CRESCENT

WELSH AVENUE

Welsh Avenue

MCLELLAN AVE

WHITE CRES

PETTYPIECE DR

Blk 94, 12M-441

I CERTIFY THAT THIS PL
IN THE LAND REGISTRY
THE LAND TITLES DIVISION
AT _____ O'CLOCK
_____ 19
P.M.
AND REQUIRED CONSID
REGISTERED _____ PLAN C.

_____ (LAND)

THIS PLAN COMPREHENDS PART
IDENTIFIED BY P.L.N. 01501-0



**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.
<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 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.



Page74

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.

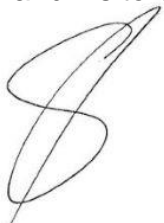
7. CORPORATE STRATEGIC ALIGNMENT:

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.

- 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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14. Emergency Medical Services (EMS) Representative or Alternate
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16. Manager of Environmental Services/(OCWA)

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2. Chief Building Official
3. Treasurer or Alternate
4. Manager of Human Resources or Alternate
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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):

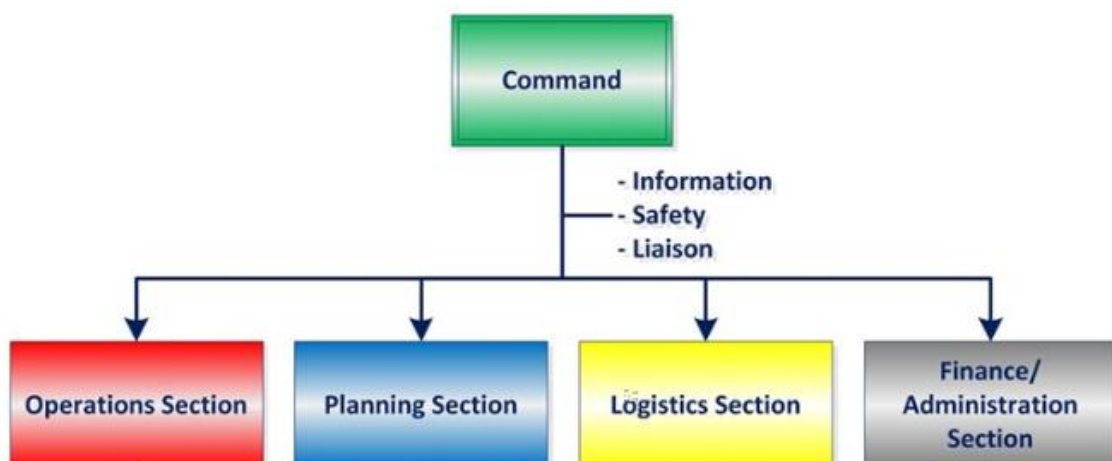
- Depending on the nature of the emergency, and once the site IC has been assigned, the MCEG relationship with the IC is to offer support with equipment, staff and other resources as required, and to approve the incident action plan along with approving extraordinary expenditures in accordance with the 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 MEEG 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 MCEG 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 MCECG 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.

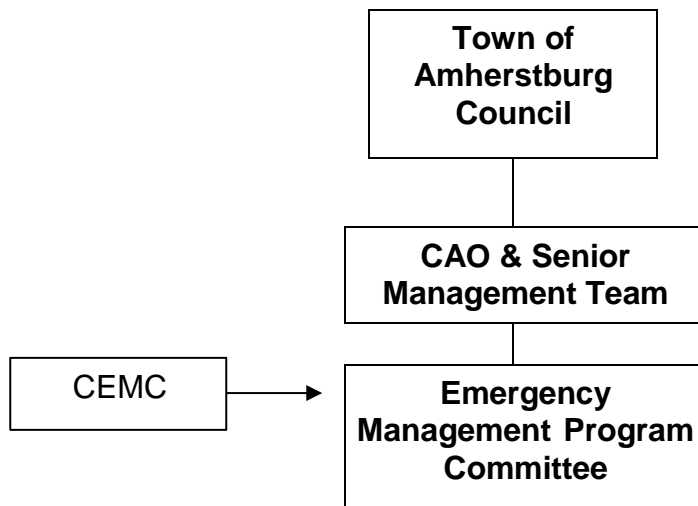
During an Emergency

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 MCECG, 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 positioned above 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

2023 Annual Report

THE CANADA COMMUNITY-BUILDING FUND PART 1

Letter from the AMO PRESIDENT



ROBIN JONES
PRESIDENT, ASSOCIATION OF
MUNICIPALITIES OF ONTARIO

September 2024

As municipalities across the province face mounting pressure to maintain existing infrastructure and meet the growing demand for new homes, ensuring communities have modern, reliable infrastructure is crucial. The Canada Community-Building Fund (CCBF) provides stable, permanent funding that helps address infrastructure needs to facilitate growth, enhance quality of life and build thriving, future-ready municipalities.

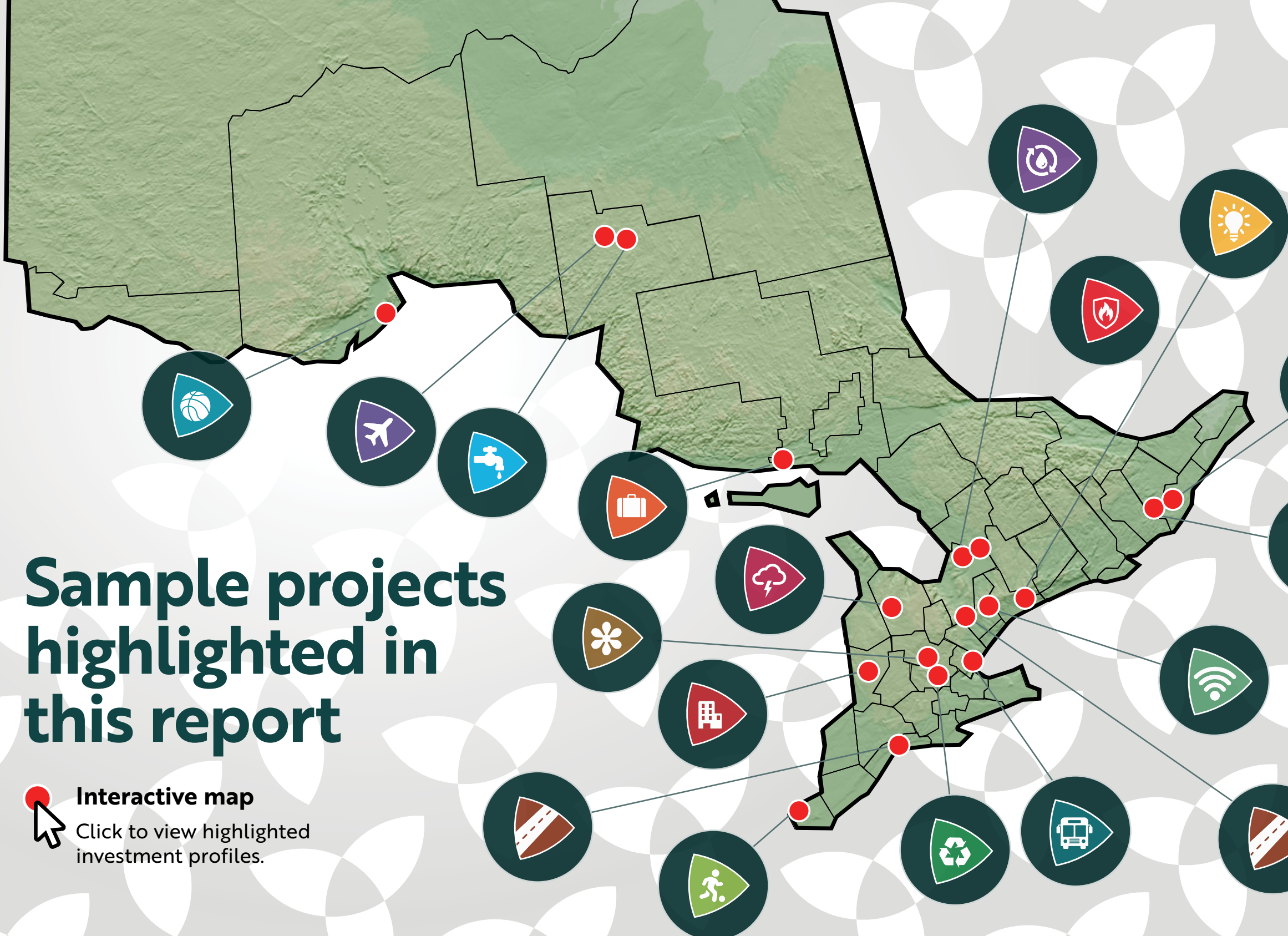
The Association of Municipalities of Ontario (AMO) plays a pivotal role in administering this vital infrastructure funding program to municipalities across the province, excluding the City of Toronto. Over \$10 billion has been invested in more than 13,500 projects since 2005.

The CCBF is more than just a funding program; it is a catalyst for positive change and growth within Ontario's municipalities. The Fund is invested in projects that directly benefit local communities, and it enhances municipal governments' ability to build and maintain the infrastructure essential for both current needs and future development. From upgrading roads and bridges to expanding water and wastewater systems, the projects supported by the CCBF are laying the groundwork for sustainable and prosperous communities.


Our 2023 Annual Report showcases the wide range of infrastructure investments made across the CCBF's 18 project categories. These investments help us achieve our national objectives - growing our economy, promoting a cleaner environment, and building stronger communities. Additionally, AMO highlights these investments year-round on its dedicated CCBF website, www.buildingcommunities.ca, which features hundreds of project [profiles](#) and an interactive project [map](#). I encourage you to follow the CCBF in Ontario on [X](#), [Instagram](#) and [LinkedIn](#) - and to view videos celebrating CCBF investments in communities across Ontario on our [YouTube channel](#), including videos of [2023's projects](#).

Sincerely,

Robin Jones - AMO President



Sample projects highlighted in this report

 **Interactive map**
Click to view highlighted investment profiles.

The Canada Community-Building Fund

The Canada Community-Building Fund (CCBF) provides permanent and stable federal funding for local infrastructure. Communities across Canada received \$2.4 billion in 2023. Ontario's share came to \$891 million. Funds were distributed to municipalities on a per-capita basis.

Funds can be invested in the construction, enhancement, and/or renewal of local infrastructure, used to improve long-term plans and asset management systems, shared with other communities to achieve common goals, or banked to support future projects. The Fund is flexible; local governments decide how funds can be best directed to address local priorities.

This report showcases how municipalities receiving CCBF funds through AMO invested \$808 million in 2023 – and demonstrates the impact on communities, residents, and businesses in the province. [Part II](#) of this report provides more in-depth analysis. Detailed financial information, compliance statements, and descriptions of projects supported by the Fund are provided in [Part III](#).



PRODUCTIVITY AND ECONOMIC GROWTH

- Broadband Connectivity
- Local and Regional Ports
- Local Roads and Bridges
- Public Transit
- Shoreline Rail
- Shore Sea Shipping

CLEAN ENVIRONMENT

- Brownfield Redevelopment
- Community Energy Systems
- Drinking Water
- Solid Waste
- Waste Water

STRONG CITIES AND COMMUNITIES

- Capacity Building
- Culture
- Disaster Mitigation
- Fire Stations
- Recreation
- Tourism

2023 projects & investments

Arts & activities

362 Active Projects **\$86,792,830**

Recreation	\$69,811,583
Culture	\$10,082,409
Sports	\$6,519,432
Tourism	\$379,405

Public transit

65 Active Projects **\$72,364,040**

Public transit	\$72,364,040
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Water & wastewater

190 Active Projects **\$46,344,425**

Wastewater	\$35,775,165
Drinking water	\$10,569,261

Environmental management

110 Active Projects **\$30,146,234**

Community Energy Systems	\$19,368,726
Solid Waste	\$10,716,391
Brownfield Redevelopment	\$61,117

Other

146 Active Projects **\$17,432,609**

Fire Stations	\$7,860,648
Broadband Connectivity	\$5,340,468
Capacity-Building	\$2,667,120
Disaster Mitigation	\$1,406,057
Regional and Local Airports	\$158,316

Roads & Bridges

1445 Active Projects **\$555,112,425**

Roads	\$450,360,127
Bridges & culverts	\$84,897,311
Active transportation	\$15,770,854





Broadband Connectivity

Investments that provide Internet access to residents, businesses, and institutions such as:

- Laying fibre-optic cable to bring broadband Internet access to a community;
- Installing servers, towers, repeaters, and other elements of an Internet backbone;
- Installing receivers, dishes, and other assets to expand satellite capacity; and/or
- Laying fibre-optic cable to connect households, businesses, and institutions to an Internet backbone.



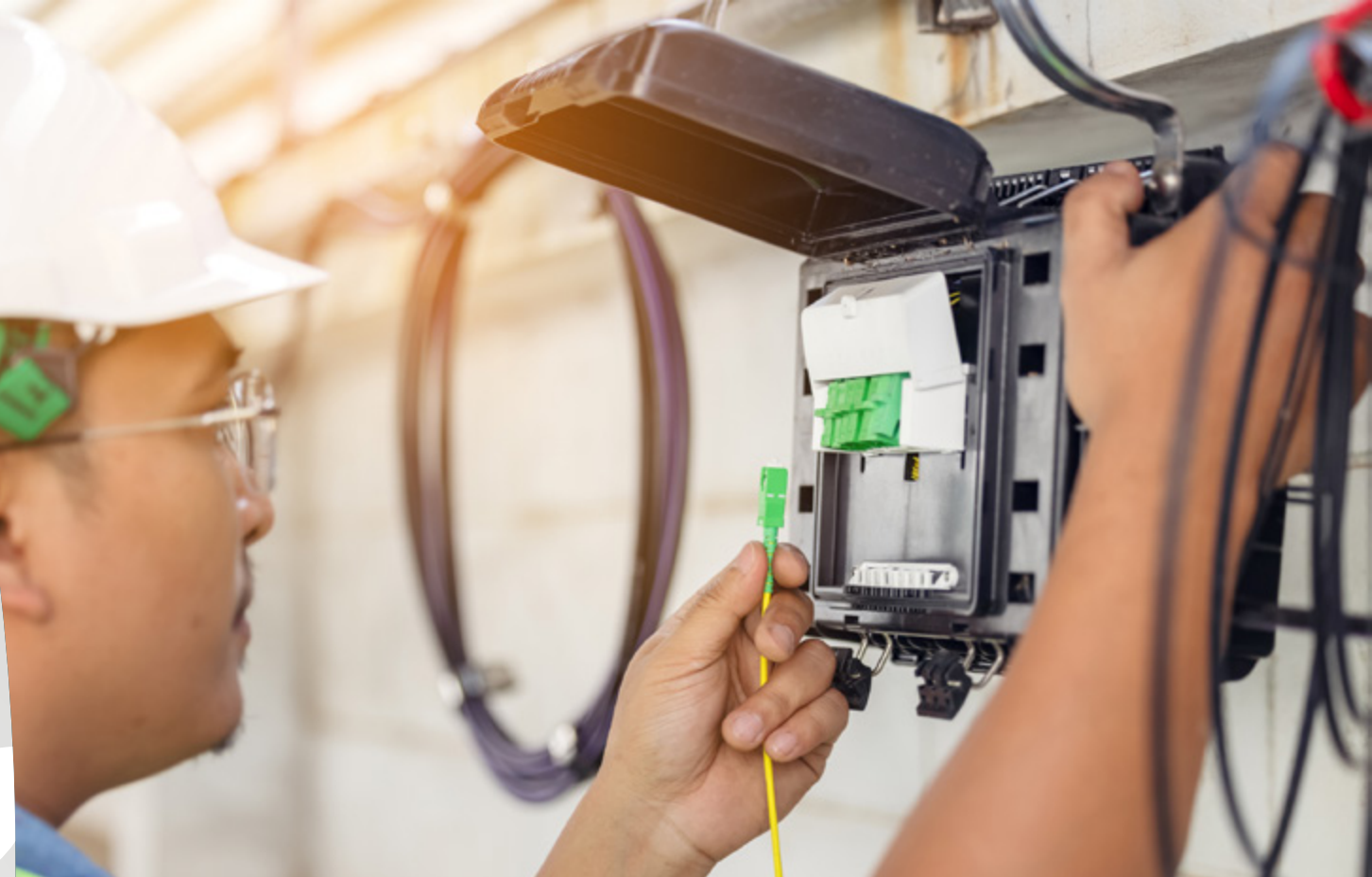
14

Projects Funded



50 km

of fibre-optic cable
installed or replaced





Broadband Connectivity

Regional Municipality of York

Population: 1,173,103

CCBF Allocation: \$36,722,772



To improve the delivery of regional services, and provide faster internet to residents, York Region invested \$600,000 from the Fund in 2023 to install a dark fibre network in King Township. This is part of a larger project, which began in 2018, to bring dark fibre to the entire region.

In the more rural areas of the region, broadband can be unreliable and expensive, often at less than half the speed you would expect in a city. This is often because of a lack of infrastructure, which York Region is now working to provide. Fiber-optic networks are a reliable way to access high-speed broadband and this project will provide fast, consistent service – not only for King Township’s existing residents, but also for a growing population of remote workers.

In 2023, York Region installed several kilometers of cables in high-priority areas, where the service is particularly slow or unreliable, with even more installations planned. The new network is already bringing internet to dozens of homes, businesses, and municipal buildings in Glenville and Newmarket.



Brownfield Redevelopment

Investments that result in the remediation or decontamination – and subsequent redevelopment – of a brownfield site such as:

- Removing and replacing contaminated soil prior to the construction of publicly owned social housing;
- Installing geotextiles to control contaminants before building a new recreation facility; and/or
- Pumping and treating contaminated groundwater prior to the construction of a new park.



1

Projects Funded



1

site redeveloped for
the construction of
public parks



Brownfield Redevelopment

City of Kitchener

Population: 256,885

CCBF Allocation: \$7,718,266

What was once a landfill in the City of Kitchener has been repurposed into a community park.

Elmsdale Park is a 2.5-hectare green space located in a densely populated area of the city. More than four decades ago, the area was a landfill. After its closure, the property was cleaned up and left as a grassy field.

In 2017, Kitchener surveyed the public to see what should be done with the park. Residents said they wanted to see basketball and volleyball courts, a large chess game and a picnic area, among other amenities.

But initial work revealed the ground over top of the landfill was still shifting and settling, making it difficult for the city to install concrete surfaces. In 2020, the city re-evaluated its plan and increased the budget for the park to make the necessary underground improvements to implement residents' ideas.

With contributions from the CCBF, Kitchener improved the methane vent system and existing soil cap. These improvements made it possible to add a playground, sand volleyball court, picnic tables, crushed gravel walking paths, a wildflower meadow, new trees and bench seating.





Capacity-Building

Investments that strengthen municipal capacity for long-term planning such as:

- Studies, strategies, and systems related to asset management;
- Training directly related to asset management planning; and/or
- Developing asset management plans, capital investment plans, integrated community sustainability plans, and long-term infrastructure plans.



82

Projects Funded



336

assets with updated
condition data





Capacity-Building

Huron County

Population: 61,340

CCBF Allocation: \$1,962,379

Severe weather events are becoming everyday occurrences as climate change progresses. The County of Huron is investing \$26,000 from the Fund to prepare today for the future impacts of climate change on its infrastructure.



In 2023, the County began a climate risk assessment for its bridges and culverts. The assessment evaluates how the municipality's infrastructure would hold up during a severe weather event. With much of Huron County's infrastructure being near Lake Huron, the risk of damage to bridges and culverts with heavy rains, flooding, or spring thaws could impact travel routes and major highways.

In all, the County is looking at 291 structures – including 210 bridges and 81 culverts – and assessing their current condition based on projected changes in weather and climate, including the likelihood of more extreme weather events over their lifespan.

Investments from the Fund are instrumental in completing this work. This project allows staff and Council to better prepare for the impacts of climate change on local infrastructure and their ability to provide needed services to residents for the long term. The findings from the assessment will also help the County better prioritize capital projects for the coming years.





Community Energy Systems

Investments that generate energy or increase energy efficiency such as:

- Designing and constructing district energy systems;
- Installing solar panels to generate electricity;
- Constructing a cogeneration plant; and/or
- Installing energy-efficient lighting and heating systems.



74

Projects Funded



73,000

energy-efficient
streetlights installed



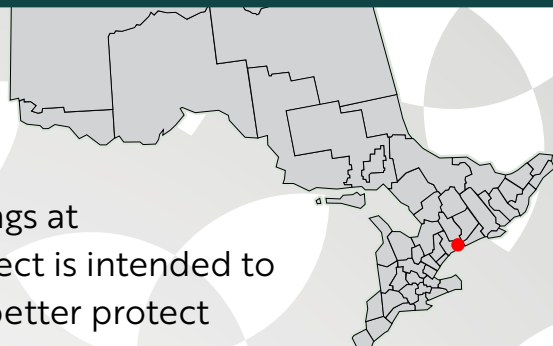


Community Energy Systems

Region of Durham

Population: 696,867

CCBF Allocation: \$21,369,869



Durham Region is investing in a multi-year deep energy retrofit project at one of its senior living apartment buildings at 655 Harwood in Ajax. This project is intended to reduce energy consumption, better protect vulnerable elderly residents from the impacts of climate change and make the building more climate resilient.

Durham is investing \$6.8 million from the Fund into multiple upgrades at 655 Harwood. Most notable is the installation of in-suite cooling for each apartment and a new emergency generator. This will ensure residents are never left without electricity or air conditioning – safeguarding them from the dangers of extreme heat.

Additionally, upgrades will make the building energy efficient and reduce greenhouse gas emissions. The target is a minimum of 48 per cent reduction in energy use, and the Region estimates upgrades to the building will reduce carbon emissions by 79 tonnes, which is an overall reduction of 3 per cent across the Region's entire housing portfolio.





Culture

Investments that support the arts, humanities, and heritage such as:

- Expanding libraries and community centres;
- Restoring heritage sites and buildings; and/or
- Constructing art galleries and performing arts centres.



47

Projects Funded



8

libraries, museums,
heritage sites, or arts
facilities constructed
or renovated



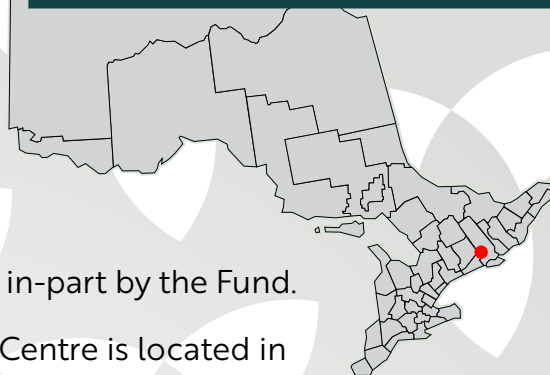


Culture

Municipality of Tweed

Population: 6,067

CCBF Allocation: \$200,021



A historic community building that serves as a social and cultural space in the Municipality of Tweed re-opened in 2023 after significant renovations supported in-part by the Fund.

The Queensborough Community Centre is located in the small hamlet of Queensborough, north of the Village of Tweed. It was originally built in 1901 as a schoolhouse and was later converted into a community centre. A wooden addition was added to the single-story brick masonry building in 2010. Most recently, the Municipality invested in upgrades to the parking lot, including improvements to storm drainage, and expanded the building to add public washrooms. Workers also addressed structural issues caused by previous water damage to the building.

These upgrades improve serviceability, including accessibility of the building and washroom facilities. Additionally, the community centre acts as an emergency shelter location for residents in the north end of the municipality. With these renovations complete, the municipality is better positioned to offer services at the Queensborough Community Centre - even during a severe weather event.

Queensborough residents are delighted that a local historical landmark and community space is back open for activities and events.





Disaster Mitigation

Investments that reduce or eliminate long-term impacts and risks associated with natural disasters such as:

- Building dams and dikes to reduce the risk of flooding;
- Restoring wetlands and other natural infrastructure to redirect and capture rainwater;
- Constructing firebreaks to limit the spread of wildfires; and/or
- Installing retaining walls, gabions, and revetments to control erosion.



22

Projects Funded



5

protective structures
built or renewed



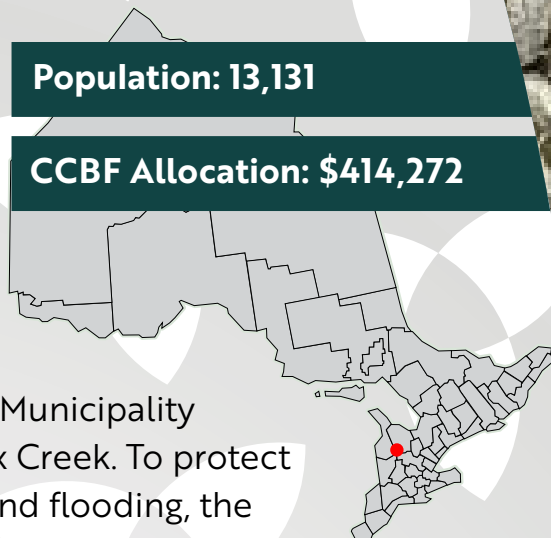


Disaster Mitigation

Municipality of West Grey

Population: 13,131

CCBF Allocation: \$414,272



Several commercial and residential properties on the west side of Mill Street in Neustadt – a community in the Municipality of West Grey – back on to Meux Creek. To protect these properties from erosion and flooding, the Municipality installed a gabion basket wall – i.e., a wall of wire nets filled with rocks and soil – along the edge of the creek in the late 1970s. The baskets had gradually deteriorated in the time since.

The Municipality of West Grey therefore invested \$100,000 from the Fund to reinforce about 100 m of the wall in 2023 – ensuring the continued protection of these homes and businesses from erosion and flooding. Gabion baskets along the lower part of the wall were reinforced with concrete, steel, and riprap to restore the structural integrity of the wall. Gaps in the baskets were filled with rocks; steel provided an extra layer of protection.

West Grey's investment of the Fund into this critical infrastructure project means residents can rest easy knowing that their homes and businesses are better protected from floods and erosion.





Drinking Water

Investments that support drinking water conservation, collection, treatment and distribution systems such as:

- Replacing watermains and service pipes;
- Upgrading or improving water treatment plants;
- Installing smart water meters; and/or
- Building water towers and standpipes.



62

Projects Funded



6 km

of watermain
rehabilitated or
replaced



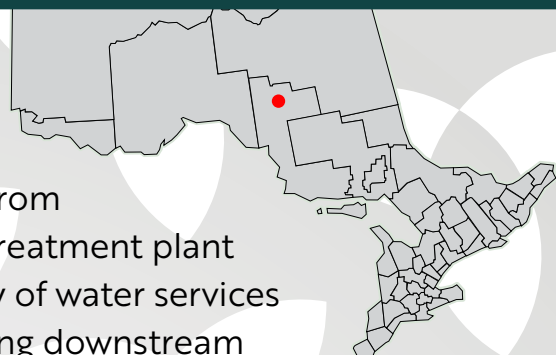


Drinking Water

Township of Mattice-Val Côté

Population: 542

CCBF Allocation: \$42,890



The Township of Mattice-Val Côté invested nearly \$12,000 from the CCBF to upgrade a water treatment plant in 2023 – improving the quality of water services provided to residents, protecting downstream infrastructure, and cutting energy consumption.

Before the upgrade, the water pump in the plant was either on or off. While on, it ran at maximum capacity and sent as much water as possible into the main. The flow ceased when the pump was off. When consumers turned on their taps, the sudden activation of the pump would create a “water hammer” – a pressure surge accompanied by a loud noise. Water hammering wears pipes down over time and can introduce particulates into the water, turning it yellow or brown.

The Township installed a new variable frequency device and high-lift pump in the plant to gradually adjust water flow instead. The variable frequency device measures how much water is needed at any given time and adjusts the speed of the pump to meet that need. Together they reduce energy consumption and prevent water hammering – delivering water based on consumer demand, reducing the volume of unnecessary water being pumped into the distribution system, and protecting the main and other downstream components.





Fire Stations

Investments in the construction, improvement, or renewal of fire stations such as:

- Constructing a fire station to extend fire services to a new neighbourhood;
- Renovating a fire station to address a leaking roof; and/or
- Expanding a fire station to accommodate a new vehicle.



22

Projects Funded



14

fire stations built or renovated





Fire Stations

Township of Brock

Population: 12,567

CCBF Allocation: \$385,281



Changes to the Beaverton fire station in the Township of Brock made room for a new 110-foot aerial platform truck, allowing fire fighters to reach greater heights more easily and safely. The Township invested more than \$100,000 from the Fund to renovate the station – increasing ceiling and bay door heights and improving insulation.

The new truck means fire crews can provide better emergency services. Since the purchase of the aerial truck and completion of the fire station renovations, the newest addition to the fleet sees lots of use. As the lead vehicle in Beaverton's station fleet, it is usually the first to respond to dangerous situations, averaging 180 dispatches a year. There have been multiple incidents where the extra height the truck offers allowed fire crews to reach tall buildings that would have been out of reach before. It also provides increased safety for the firefighters, because they no longer need to rely on ground ladders and can maintain a safer distance from fires.



Local Roads and Bridges: Roads

Investments in the construction, improvement, or renewal of roads such as:

- Resurfacing a road to improve safety for motorists;
- Widening a road to accommodate more traffic;
- Ditching a rural road to reduce the likelihood of flooding; and/or
- Installing streetlights and traffic signals to improve visibility and traffic flow.



1,031

Projects Funded



3,700

lane-km of road
rehabilitated,
reconstructed, or
improved



Local Roads and Bridges: Roads

County of Elgin

Population: 51,912

CCBF Allocation: \$1,656,987

The County of Elgin used an asphalt recycling process to rehabilitate Ron McNeil Line. The County invested \$1.6 million to reconstruct an 8.12 kilometer stretch of the roadway.

Ron McNeil Line was constructed in 1989 and runs between Belmont Road and Imperial Road. Although Ron McNeil Line is a rural roadway, it sees heavy traffic. More than 2,600 drivers use it daily.

Public Works used an asphalt recycling technique known as cold in-place recycling with expanded asphalt material (CIREAM). This method differs from traditional road resurfacing. With CIREAM, the surface asphalt is removed from the road and re-processed on-site by mixing the existing material with new liquid asphalt, and then applying the re-processed asphalt to the surface and rolling it smooth.

This process saves time, budget, and resources by re-using the original road asphalt. It also helps reduce greenhouse gases because less trucks and equipment are used. Additionally, it extends the lifespan of the road by 20 years and can be done multiple times.



Local Roads and Bridges: Bridges and Culverts

Investments in the construction, improvement, or renewal of bridges and culverts such as:

- Building a new bridge to reduce commute times;
- Replacing a culvert to improve the safety of motorists; and/or
- Expanding a bridge to accommodate more traffic.



254

Projects Funded



150

bridges or culverts
constructed,
rehabilitated, or
replaced

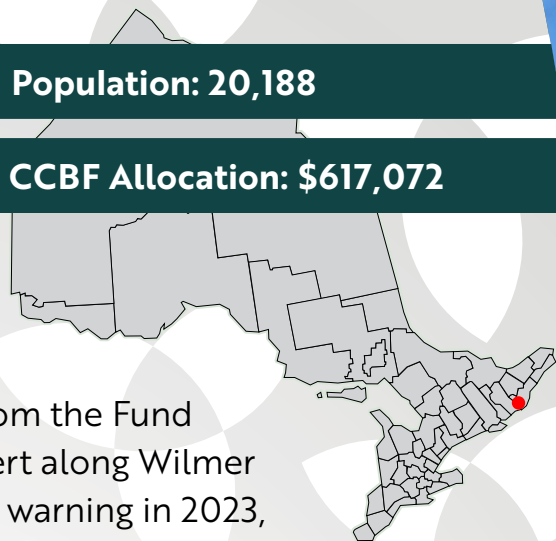


Local Roads and Bridges: Bridges and Culverts

Township of South Frontenac

Population: 20,188

CCBF Allocation: \$617,072



In 2023, the Township of South Frontenac invested \$375,000 from the Fund to replace a 15-meter-long culvert along Wilmer Road. The culvert failed without warning in 2023, and when the Township got an assessment for emergency repairs, the independent engineering firm determined the full culvert required replacement.

For the new culvert, the Township used precast concrete, replacing the previous corrugated steel. Precast concrete has a longer service life than corrugated steel and wears down much more gradually. Crews also installed new guide rails to enhance overall safety.

Thanks to the CCBF and the new culvert, South Frontenac can continue to effectively channel and drain water while protecting the road.



Local Roads and Bridges: Active Transportation

Investments in the construction, improvement, or renewal of bike lanes, sidewalks, paths, and trails such as:

- Widening a road to install bike lanes;
- Adding sidewalks to a road to improve pedestrian safety and accessibility;
- Constructing walking paths and hiking trails to provide active transportation routes; and/or
- Installing a bridge on a trail to facilitate access over a ravine.



160

Projects Funded



40 km

of bike lanes, paths,
and cycle tracks
installed or improved



Local Roads and Bridges: Active Transportation

City of Brampton

Population: 656,480

CCBF Allocation: \$19,645,899

To promote outdoor activity and cycling as an alternate – and cleaner – mode of transportation, the City of Brampton is expanding its dedicated cycling lanes. Brampton has an expansive network of cycling lanes on its many city streets, along with more than 100 km of cycling trails and pathways that interconnect the city with nature.



Brampton is investing more than \$500,000 from the Fund into the project, which began in 2023. The intent is to connect an east to west cycling corridor that is separated from vehicular traffic, making it safer and more convenient to explore Brampton by bike. Approximately 7 km of cycling facilities are being constructed on several different streets throughout the city.

This project is part of a series of recommendations outlined in Brampton's Active Transportation Master Plan. The plan focuses on an implementation strategy for building a connected cycling and pedestrian network across the City to enable safer, more convenient travel and to encourage cycling as a viable means of transportation for both recreational and utilitarian purposes for the general public.





Public Transit

Investments that support a public transit system such as:

- Constructing transit stations, stops and terminals;
- Renovating transit maintenance facilities;
- Laying tracks for light rail vehicles;
- Purchasing new public transit buses; and/or
- Implementing Intelligent Transportation Systems.



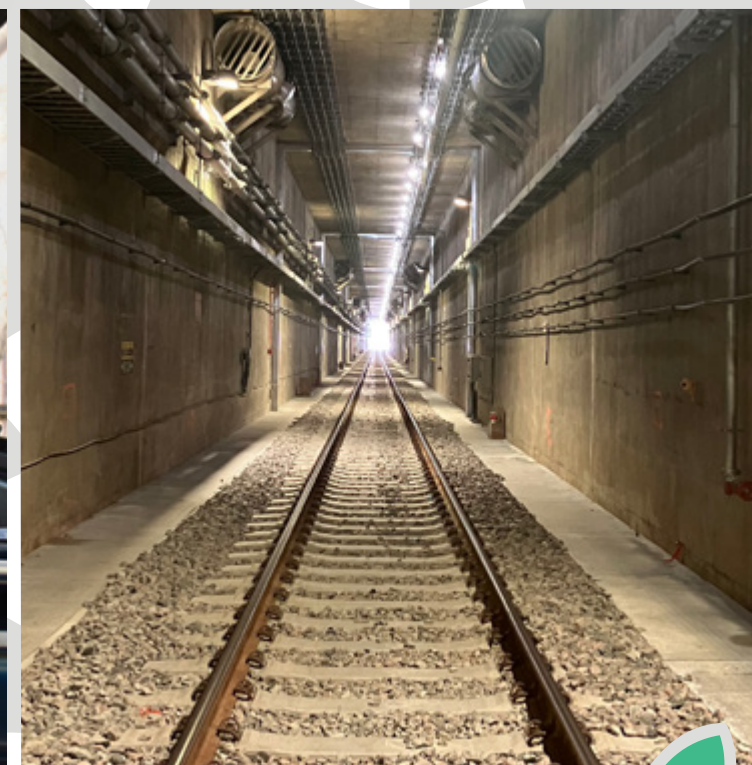
65

Projects Funded



150

150 buses purchased
or refurbished





Public Transit

City of Burlington

Population: 186,948

CCBF Allocation: \$6,066,607

Two CCBF-funded projects completed in November 2023 have improved transit services in the growing City of Burlington.



With the funding, the City refurbished ten city buses, including conducting major engine and transmission fixes as part of their bus renewal and transit capital programs. They also replaced seven buses that no longer served the City's transit needs.

In general, the industry standard for buses used in Burlington's fleet is a 12-year life cycle. To enhance reliability, meet industry standards, and minimize service disruptions, staff regularly review the entire fleet to determine which buses can remain in service and which ones require replacement. Aging buses that are prone to breakdowns or need significant investment are replaced with more reliable vehicles.

In Burlington, an estimated 2.8 million people used city transit in 2023. This renewal work means that Burlington Transit buses will service the community for years to come and help them get to work, school, medical appointments and more.





Recreation

Investments in recreational facilities or networks such as:

- Constructing splash pads and playgrounds in a public park;
- Expanding a recreation centre to add new facilities;
- Establishing new paths, trails and boardwalks through a conservation area; and/or
- Replacing an aging refrigeration system in an arena.



291

Projects Funded



21

playground structures
installed or replaced





Recreation

City of Windsor

Population: 229,660

CCBF Allocation: \$14,375,271

The City of Windsor built a new greenhouse complex in Jackson Park with more than \$2.2 million from the Fund.

This new greenhouse replaces the original one at Lanspeary Park that was over a century old. The new greenhouse has more than double the space of the original. It offers 22,000 square feet of space to start seeds and grow new plants, and another 3,500 square feet for displays, to provide educational classes where students can learn from horticulture experts, host events and do community outreach.

The new building has modern technology, with computerized controls, automated ventilation systems and irrigation, and rooftop shading that helps improve energy efficiency. It's also large enough to grow a bigger variety of exotic plants, and to store all of the City's flowers in the colder months of the year.

The greenhouse is an exciting space for community outreach and hosting events to encourage the public to become engaged in local gardening and horticulture. The greenhouse provides room for educational classes, providing students with the opportunity to learn about horticulture from experts.

The City of Windsor is now equipped with the tools and space they need to provide residents with fascinating educational and recreational experiences.





Regional and Local Airports

Investments in terminals, runways, hangars, and other airport infrastructure such as:

- Designing and constructing an aircraft hangar or shed;
- Installing navigational aids and runway lighting;
- Resurfacing runways, taxiways, aprons and ramps; and/or
- Replacing or upgrading airport drainage works.



6

Projects Funded



5

airports expanded or improved





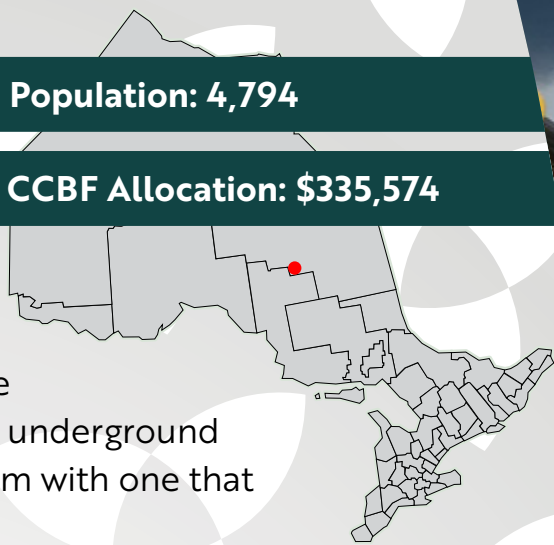
Regional and Local Airports

Town of Hearst

Population: 4,794

CCBF Allocation: \$335,574

The Town of Hearst is investing \$186,000 into the local Hearst René Municipal Airport. They are using the funding to replace the underground fuel tanks and distribution system with one that is above ground.



The new above-ground fuel system will allow crews to better serve the air operators who come to the airport to refuel. This includes residents with private aircraft, and emergency responders who provide medical evacuation services.

Underground fuel tanks take up less space and are less likely to be damaged by accidental collisions with vehicles and equipment. However, generally, crews find them more challenging because most of the components are not visible, and they are in constant contact with the soil, which means they need extra protection from the elements and can corrode more easily. The new above-ground tanks are easier to access, maintain and serve airport customers.





Solid Waste

Investments that support solid waste management systems such as:

- Purchasing garbage trucks;
- Designing and constructing a material recovery facility;
- Installing a leachate collection system in a landfill; and/or
- Expanding a transfer station.



35

Projects Funded



4

landfills expanded or improved



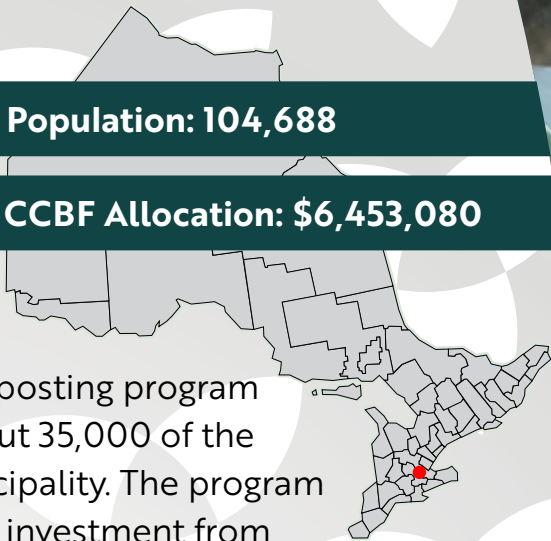


Solid Waste

City of Brantford

Population: 104,688

CCBF Allocation: \$6,453,080



In 2023, The City of Brantford rolled out a new Green Bin composting program to all single-family homes – about 35,000 of the 44,000 households in the municipality. The program is being funded by a \$1.5 million investment from the Fund.

Previously, waste collection crews would put all waste, organic or not, into the Mohawk Street Landfill. Existing programs like recycling and yard waste only divert up to 34 per cent of the City’s waste. To extend the life of the landfills, and to reach their goal of diverting 70 per cent of waste and becoming a “Zero Waste City”, the City decided that a compost program would be the best solution.

As part of the program, organic waste is diverted to a processing facility to become nutrient-rich garden compost. Diverting a significant amount of organics also reduces greenhouse gas emissions from the landfill.





Sports

Investments in amateur sport infrastructure such as:

- Designing and constructing squash courts;
- Replacing turf on a soccer pitch;
- Installing bleachers surrounding a baseball diamond; and/or
- Renovating an arena used by a Junior A hockey team.



9

Projects Funded



3

outdoor courts or fields constructed, upgraded, or renewed



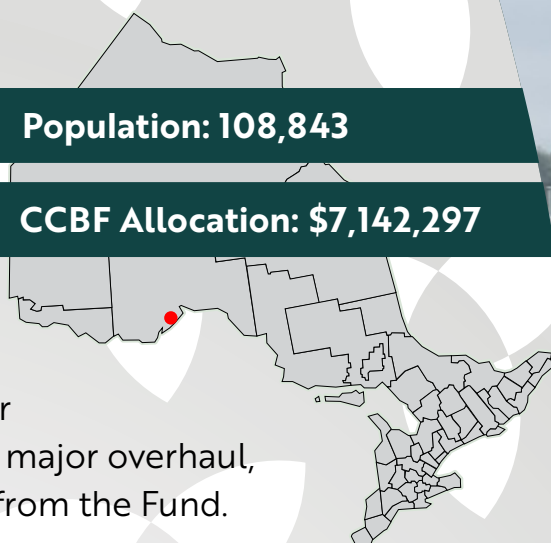


Sports

City of Thunder Bay

Population: 108,843

CCBF Allocation: \$7,142,297



Fort William Stadium in Thunder Bay looks incredible following a major overhaul, using a \$2.4 million investment from the Fund.

The CCBF helped fund renovations to the stadium, which included new field turf for the International Federation of Association Football (FIFA)-sized football field, a new scoreboard and cameras with wi-fi capabilities for live streaming, and a new and improved running track.

Before the upgrade, the stadium, field and track were showing their age and beginning to deteriorate and become unsafe for users. The field and track were more than a decade old, and the scoreboard was outdated. The field surface was shifting and heaving and there were tripping hazards on parts of the track.

Fort William Stadium is the only facility of its kind in northwestern Ontario, and an important asset for the community. It hosts football clubs and various sporting events and has enough seating for 3,500 fans. Now, the facility is ready to host provincial and national sporting events, concerts and festivals.





Tourism

Investments that attract travelers for recreation, leisure, business or other purposes such as:

- Designing and constructing a scenic overlook;
- Expanding a zoo;
- Renovating a convention centre; and/or
- Building an exhibition hall.



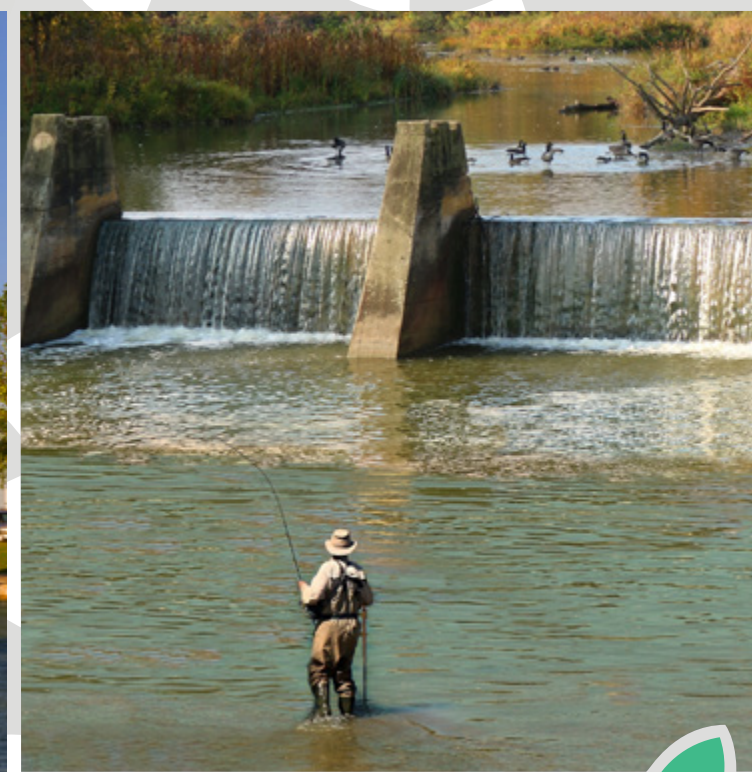
15

Projects Funded



2

tourism information centres constructed or renovated



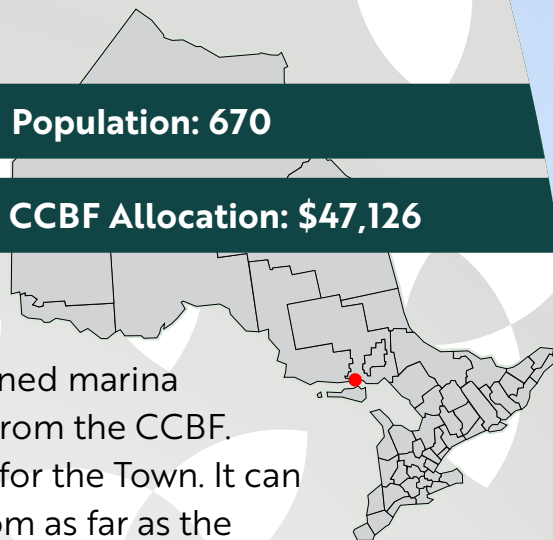


Tourism

Town of Spanish

Population: 670

CCBF Allocation: \$47,126



In 2023, the Town of Spanish rehabilitated its municipally owned marina with an investment of \$47,000 from the CCBF. The marina is a significant draw for the Town. It can hold 117 boats. Boaters come from as far as the United States. With three local businesses on site, the marina is a major employer for the Town.

The marina was built in 1997 and had not had major improvements since then. In recent years, the marina was showing signs of wear and tear from boat traffic. Several pontoons and the supports underneath the piers were weakening from years of erosion, making the dock tilt slightly. With an investment from the Fund, the Town removed two piers from the water and placed a special insert into the pontoons to help strengthen them. They also replaced the plumbing and electrical systems of the docks.

Now, the Spanish Municipal Marina is ready for the influx of boaters that visit during the summer months and contribute to the community's economic vitality.





Wastewater

Investments that support wastewater and stormwater collection, treatment and management systems such as:

- Replacing sanitary or storm sewers;
- Separating combined sewers;
- Installing pump stations and lift stations;
- Designing and constructing wastewater treatment plants;
- Creating bioretention or biofiltration facilities; and/or
- Restoring wetlands or constructing stormwater management ponds.



128

Projects Funded



6 km

of sewer installed,
rehabilitated, or
replaced





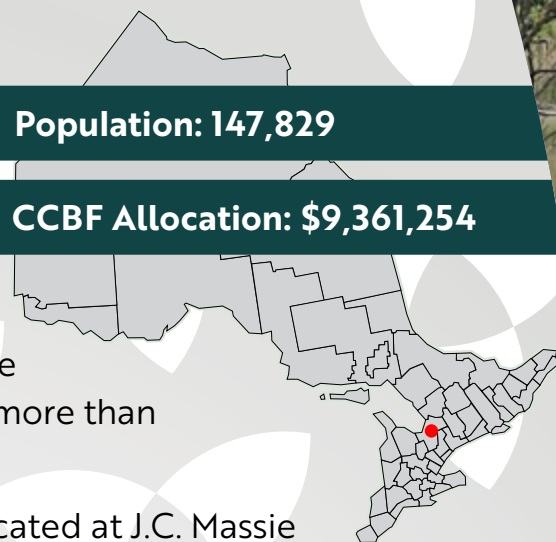
Wastewater

City of Barrie

Population: 147,829

CCBF Allocation: \$9,361,254

With \$300,000 from the Fund, the City of Barrie is restoring one of its stormwater ponds that is more than 10 years old.



The LT14 stormwater pond is located at J.C. Massie Way at Cundles Road East. The City originally constructed it in 2013 to improve water quality and minimize the risk of flooding as part of the Duckworth Street Interchange expansion and the Penady commercial development.

However, since 2016, it had not been performing properly. City staff noticed operational and structural problems that required repairs to meet legislative requirements.

Improvements include constructing a new clay liner, installing a Flexmat (a product used to help prevent erosion), removing and upgrading the berm wall, and increasing overall pond volume so it can handle additional water runoff from a nearby commercial development. Additionally, crews are removing dead trees from the pond.

To date, the pond is maintaining its permanent pool level and aquatic plants are flourishing.





Association of Municipalities of Ontario (AMO)

155 University Ave, Suite 800, Toronto, ON M5H 3B7

Telephone direct: 416-971-9856
Voicemail: 416-971-8099
Fax: 416-971-6191
Toll-free in Ontario: 1-877-4-AMO-LAS (1-877-426-6527)
E-mail: ccbf@amo.on.ca
X: [@CCBFinOntario](https://twitter.com/CCBFinOntario)
Instagram: [@CCBFinOntario](https://www.instagram.com/CCBFinOntario)
Linkedin: [The Canada Community-Building Fund in Ontario](https://www.linkedin.com/company/the-canada-community-building-fund-in-ontario)
Websites: www.amo.on.ca
www.buildingcommunities.ca
www.infrastructure.gc.ca

Parts I, II, and III can be downloaded from www.buildingcommunities.ca.

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.

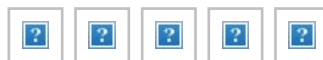
I also invite you to participate in a national event this October to further celebrate. We are participating in the **Ontario Disability Employment Network (ODEN)**, the **Canadian Association for Supported Employment (CASE)**, and the **MentorAbility Canada Initiative** in a coordinated national event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



AMHERSTBURG FIREFIGHTERS ASSOCIATION



226-268-3868
aburgfireassoc@gmail.com
271 Sandwich St S.
Amherstburg, ON N9V 2A5

FIRE IN THE HOLE 2nd ANNUAL CORNHOLE TOURNAMENT

Saturday, November 23, 2024 • McGregor Columbian Club • 9560 Walker Rd

Sponsorship Package

Please select your desired level of sponsorship with the form below, complete with your contact information, and return to an Amherstburg Fire Association member by *Friday, November 8, 2024*. Thank you for supporting of your local Firefighters Association and wider community through your generous donation!

Contact Name: _____

Company Name (if applicable): _____

Email Address/Phone Number: _____

Prize Sponsor (3 prize levels available)

Your name/logo on all main event marketing material (posters, website, event signage); social media acknowledgement; recognition in opening and closing statements.

☐ **Gold (\$500)** ☐ **Silver (\$300)** ☐ **Bronze (\$150)**

Lane Sponsor (9 lanes available)

Your name/logo on large-format lane marker signage; lane sponsor group social media acknowledgement.

☐ **\$100**

Raffle Sponsor (gift cards/certificates with redeemable cash value)

Your name on event & recap communications (website, social media, etc.)

☐ _____

Products & Services (In-Kind) Sponsor (donated items to be included in raffle)

Your name on event & recap communications (website, social media, etc.)

☐ _____

AMHERSTBURG FIREFIGHTERS ASSOCIATION



226-268-3868
aburgfireassoc@gmail.com
271 Sandwich St S.
Amherstburg, ON N9V 2A5

October 7, 2024

*Dear Councillor Crain
Town of Amherstburg*

The Amherstburg Firefighters Association is proud to announce the return of our biggest fundraiser event of the year, to be held at the McGregor Columbian Club on Saturday, November 23, 2024: *The Fire in the Hole* Annual Cornhole Tournament.

Amherstburg Firefighters Association membership is made up of our town's Volunteer Firefighters from all three stations. We serve Amherstburg beyond emergency response with fire prevention education and charitable initiatives year round. As a non-profit organization, we receive requests from various local organizations, youth groups, students, and other individuals in need of some form of assistance. For over 25 years, we have been offering our support by donating time, materials, labour, and money to very worthy causes and we're bringing this event back to support our fundraising efforts — in order to keep doing even more local good.

We are requesting your partnership in the form of sponsorship to ensure the success of this event. The attached page details the proposed ways you may be able to support *Fire in the Hole* and help the Association cover costs of running this exciting competition, open to the public.

Any and all support is appreciated; we invite you to complete the attached form or reach out to us at aburgfireassoc@gmail.com to discuss alternative options you may have in mind. Thank you so much for your consideration.

Yours in community,

Cameron Arksey
Cameron Arksey

President, Amherstburg Firefighters Association
Cornhole Tournament Committee - Communications

Mackenzie Bailey

Mackenzie Bailey

Secretary, Amherstburg Firefighters Association
Cornhole Tournament Committee Chair



October 4, 2024

Dear Mayor, Deputy Mayor and Members of Council,

As I am sure you are aware, a Canadian commemorative medal has been created to mark His Majesty King Charles III's Coronation on May 6, 2023. The King Charles III Coronation Medal is a visible and tangible way to recognize 30 000 outstanding individuals of all ages and from all walks of life who have made a difference in their communities. The Medal will highlight themes that both King Charles III and Canadians hold dear, including service, the environment and sustainability, and our nation's diversity.

As part of the wider King Charles III Coronation Medal program, Members of Parliament have been given the opportunity to present a small number of medals to personally recognize exemplary Canadians.

I would appreciate the opportunity to recognize individuals across the constituency of Essex and am looking for your assistance in identifying members of our communities that should be recognized with this honour.

To be eligible for this honour, a person must:

1. have made a significant contribution to Canada or to a particular province, territory, region of, or community in, Canada, or attained an outstanding achievement abroad that brings credit to Canada; and
2. have been alive on May 6, 2023, the date of The King's Coronation.

Would you please, as a group of municipal representatives, identify 2 individuals from the community you represent, who meet the above eligibility, that you believe should be considered in the nomination process. I have attached the nomination form that can be completed with the Nominee's information, a summary of the Nominee's achievements, and the field of endeavour to which they are nominated. Please return your recommendations to my office by December 2, 2024, for consideration of this honour.

If you are unable to assist in this endeavour, please notify my office as soon as possible.

Regards,

Chris Lewis, MP
Essex



**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



TOWN OF AMHERSTBURG DRAINAGE BOARD MINUTES

**Tuesday, August 13, 2024
6:00 P.M.
Council Chambers, 271 Sandwich St South**

PRESENT

Allan Major
Murray Sellars
Brian Renaud
Anthony Campigotto
Sam Paglia, Drainage Superintendent/Engineering
Coordinator
Nicole Humber, Recording Secretary
Kevin Fox, Municipal Clerk

ABSENT

Brad Laramie

1. CALL TO ORDER

The Chair called the meeting to order at 6:00 p.m.

2. ROLL CALL

3. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

Board Member Brian Renaud advised he owns property on the Deslippe Drain and will have to excuse himself from participating in item 8.3.

4. LAND ACKNOWLEDGEMENT

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

5. MINUTES OF PREVIOUS MEETING

Allan Major moved, Murray Sellars seconded;

THAT:

The minutes of the previous meeting BE ADOPTED:

- 1. Drainage Board Meeting Minutes – August 13, 2024.**

Motion Carried

7. CONSIDERATION OF THE PRELIMINARY DRAINAGE REPORT

7.1 Shipman Drain Preliminary Report (2024)

Josh Warner, P.Eng of R. Dobbin Engineering Inc. addressed the Board and advised that a request for the Shipman Drain had been submitted under Section 78 of the Drainage Act. Mr. Warner stated that the Shipman Drain is a twin drain that drains both north to the River Canard and south to the Long Marsh Drain. The drain consists of 250 mm diameter tile at the top end of both drains and has a 400 mm diameter drain that outlets into the River Canard and a 300 mm diameter drain that outlets into the Long Marsh Drain. The drain was

initially constructed in 1962, and was then improved in an Engineer's Report dated in 1969. The drain improvements commenced on the south side of South River View. The drain was twinned with the same size tile and same lengths as under the 1962 report and was to be known as the Shipman Drain No. 2. The drain was to run west of the present drain and approximately 6 ft east of the line of hydro poles on the east side of Concession 2 N. Mr. Warner advised that the Shipman Drain has been repaired numerous times by Town Staff over the years and determined to be in poor condition. The drain also continues to sit with water due to water levels in the adjacent water bodies. Mr. Warner explained the three options outlined in the preliminary report. They are:

Option 1

Storm system all draining south to the Long Marsh Drain complete with a pump station. Draining all lands north to River Canard was reviewed, but it was determined that the south option had fewer utility conflicts and would result in a better location for a pump station and lower costs for the watershed. The estimated cost is \$613,985.00, but would depend on features such as back-up power generator, backflow preventer, and notification systems etc.

Option 2

Storm system all draining south on the east side of the road to the Long Marsh Drain without a pump station. This option provides improved drainage for the area, but will still be impeded by the water levels in the adjacent bodies of water. This option does allow for the potential of a pump station in one location in the future. The estimated cost is \$477,815.00.

Option 3

A split storm system along the east side of Concession 2 N with some of the water draining north and some of the water draining south. This option is replacing the entirety of the existing system, except the privately replaced portion of the system remains, contingent on a video inspection. This option represents the lowest price option but does not solve the systems reliance on the local water levels and would likely require two pump stations should they be investigated in the future. The estimated cost is \$433,289.00.

Mr. Warner stated that he is recommending Option 1 as it will eliminate reliance on the surrounding water bodies, followed by Option 2 because should a pump station be required in the future, it would result in one pump station rather than two with the split drainage system that is included in Option 3. Mr. Warner advised he is looking for direction from the Board members as to which option should be pursued as part of the Shipman Drain report.

Board Chair Anthony Campigotto asked if anyone in the gallery would like to address the Board.

The Board heard from:

- **Tony Simon – Owner of a farm parcel on the Shipman Drain**

Mr. Simon advised that when the project started a few years back, the Drainage Superintendent at the time informed him the project was a simple project and there was no mention of a pump station. Mr. Simon was concerned with the project becoming so large scale and the hardship it will be to all of the landowners from this project, as his assessment alone for his farmland is \$74,000.00. Mr. Simon would like the drain restored to its original grade, as it worked with one of his other farms approximately 10 years ago. Mr. Simon provide the Board with the example of when a Drainage contractor dug up tiles in a covered drain on one of his farms and reset them to grade, resulting in a cost of \$33,000.00. Mr. Simon paid for the entire cost of the work at that time.

Mr. Paglia explained that the basic resolve to the drain is Option 3, which would reinstate the drain going to the north and the south, at the cost of \$433,289.00. Mr. Paglia stated that the reality is that there has been no improvement works done to the Shipman Drain since the 1960's. The Town had completed some repair work on the drain last year repairing a buried portion of the drain on Mr. Simon's farm, and discovered that part of the drain was completely buried. When it was restored, it was noted that the pipes that exist were at least 95% full of sediment, and there were further failures elsewhere on the drain. This was translated to the road authority, and according to the Drainage Act the Road Authority is treated no different than any other landowner, but the obligations and responsibility increase when talking about a Roads and their need for proper drainage. The Road Authority is bound by statute law to safely convey storm water to a sufficient outlet, and in this case the road is requiring drainage as there is no drainage system in that is currently functioning. Mr. Paglia stated that he did not want to disrespect his predecessor, however this work required on the Shipman Drain is not a simple fix, as it is a drain that has not been maintained partially over the years, and not fully repaired. The band-aided repairs as what has been competed over the years is not the correct approach when Council appoints an engineer to examine a drain and produce a report. There are options to choose from regarding the level of drainage the landowners would like to have to restore drainage in the area with options for a better level of service potentially. Mr. Paglia mentioned that the Town is heavily assessed in this project in all three options for its road and agrees with option 1 in the report as the best solution to the drainage problems in the area.

Mr. Paglia explained benefit, special benefit, and outlet liability to the landowners. Mr. Paglia advised that Mr. Simon's property would be assessed as agricultural lands and potentially be eligible for a grant through the

Agricultural Drainage Infrastructure Program (ADIP) from the Ministry of Agriculture, Food and Rural Affairs (OMAFRA), and as a result, would only be assessed 67% of the \$74,000.00 assessment.

Mr. Paglia indicated that landowners need to be aware of their surroundings etc. when they purchase a property so they are aware of their responsibilities and liabilities as homeowners. Mr. Paglia noted that the three options before the landowners and Board today have estimated costs only, and once an option is chosen by the Board and landowners, the process will begin for preparation of a final drainage report, and adoption of that report by landowners, the Drainage Board and Council may then lead to the tendering process. Mr. Paglia further noted that the landowners want to pay attention to the ratio of costs in the report as that will be what is used when it comes to the final assessment.

Mr. Simon thanked Mr. Paglia for his comments and suggested that there should be an Option 4 that includes adding catch basins to the old grade of the initial drain.

A discussion ensued regarding the options and it was clarified that the option that Mr. Simon is looking for is Option 3, and that Option 4 would be to do nothing. Mr. Paglia stated that he did not believe doing nothing would be an option due to statute obligations of the Town, as the road must have drainage for Public safety.

Mr. Simon indicated he does not believe that the work proposed would be beneficial as his lands do not flood. Mr. Simon explained that the homes in the area were built on a marsh and those low-lying areas will take time to drain the water.

Mr. Paglia disagreed stating he has received numerous phone calls from landowners including Mr. Simon regarding flooding in that area and that the flood water stays in the area for days on end. Mr. Paglia agreed that the homes that were built were constructed in a low-lying area, however those landowners are still entitled to drainage.

Mr. Simon noted that the portion that the Town is assessed comes from the ratepayers, who are still the same landowners on the drains. Mr. Simon indicated that the Town of Lasalle does not handle drainage assessments the same way as the Town of Amherstburg does.

Mr. Paglia explained that the town of Lasalle has the Sandwich West Act that was enacted in approximately 1961, and as such the City of Windsor has the Windsor Act that was enacted many years ago as well. These Municipalities

spent their money on these Acts for their specific municipality in order for them to complete drainage the way they wanted rather than under the Drainage Act. Mr. Paglia further explained that 65 years later both municipalities are now relying on the Drainage Act to fix the errors their own acts have created in the realm of fairness. The biggest difference with the Acts that the Town of Lasalle and the City of Windsor use is that they use the General tax levy to clean all of the drainage systems within the municipality and landowners are only responsible for the cost of culverts to access their lands. The Drainage Act states that everyone pays for the drainage that their lands require to take the storm water their land receives safely to a sufficient outlet. Mr. Paglia provided an example of cost sharing for culverts that a landowner needs to access their lands, upstream landowners water travels through and contributes to the deterioration of that culvert. The Drainage Act is much more sophisticated and the fairest piece of legislation for the management of storm water by statute law. This provides the right to unobstructed flows, where every other matter resulting in flow, is resolved through the courts under common law.

The Shipman Drain has been a municipal drain since the 1960's and has the absolute right to unobstructed flow, and the liability is fairly distributed to the users of that drain. this is something the Sandwich West Act and the Windsor Act do not have. Mr. Paglia explained that the Town of Amherstburg is paying a large portion of the project but the money to fund the Town's assessment comes from the general tax levy and all of the landowners in the municipality pay a portion of their taxes to provide drainage for the Towns lands and roads, and landowners individually through drainage bylaws pay only for their lands to drain specifically to the municipal drain that their water drains into and do not pay for the draining of other privately owned lands within the municipality

- **Stephanie Mongeau – 343 South Riverview**

Ms. Mongeau stated that when she looks at the map that was provided in the report, it appears that the vast majority of the work will happen on the west side of the road, and the landowners on the west side of the road will be benefitting from it. Ms. Mongeau added that there are properties that have pooling water, however it looks as if not all of the properties were included in the costs and questioned why some properties were included in the costs and some were not. Ms. Mongeau asked for an explanation as to how the red boundary lines came about and how it was determined which properties would and would not be included in the watershed.

Mr. Warner indicated the area was surveyed and the red outline is the drainage area, which represent the properties utilizing the drainage system. Mr. Warner explained that halfway between the red lines on the westerly side there is a catchbasin that collects stormwater from some lands and heads easterly and

connects into the Shipman Drain. The red outline on the west side has an obstruction of the driveway and from there it heads north to the River Canard, and south to the crossing. Additionally, the southerly limit has the same scenario, when surveyed showing that those lands do not utilize the Shipman drain drainage system, and therefore, are not within the boundary line of the watershed.

Ms. Mongeau requested clarification that the properties not included in the watershed would not be “benefiting” from the drain even though the drain will be stopping before those said properties.

Mr. Warner indicated that those properties were not assessed a direct benefit as the drain is not located directly on their property, so typically a benefit assessment would not be used, however they would be assessed an outlet assessment for utilizing the system.

Mr. Paglia thanked Ms. Mongeau for her question and added that engineers define the watershed by using past reports and by gathering new information during the public process of examination for a drainage system. Each landowner who uses the drain as an outlet for the stormwater their lands receives, is assessed in this case. Mr. Paglia asked Ms. Mongeau to provide an example to support her statement of how a landowner outside of the boundary would benefit from the existence of this drain.

Ms. Mongeau explained that the water pools on both sides of the road at the corner of Concession 2 N and South Riverview Drive and stated that if the drain was put in on the one side, the whole corner will benefit from the new drainage in place.

Mr. Paglia indicated the two parcels Ms. Mongeau was referring to are the northwest parcels by River Canard, and are cut off from drainage by the height of the road. Those lands are also riparian lands that use River Canard as an outlet. Mr. Paglia added that each drain is designed for a certain level of service. If the Shipman Drain is functioning to a certain level of service, there should be no effect to those lands. Whenever that level of service is surpassed, issues can arise where flood water may occur on parcels not using the drainage system or vice versa. However, if those properties are still flooding during the regular use of the drain and within its designed level of service, it may likely a result of their private drainage systems for their own lands. Currently, the overland flows and drainage system does not collect their stormwater as the engineer has indicated.

Mr. Warner explained it was determined that the northwesterly properties are not part of these drainage works, therefore any improvements to this drainage

area would not be beneficial to those lands, and the water would continue to pool there as it has.

- **Ed Monforton – Owner of a farm parcel on the Shipman Drain**

Mr. Monforton advised he purchased his farm parcel approximately 11 or 12 years ago, and when he purchased the lands, the tile across the property was plugged and broken. Mr. Monforton stated that Mr. Chamberlain (former Drainage Superintendent) kept advising him that there was no money in the budget to repair the pipe, and ultimately Mr. Chamberlain gave permission to Mr. Monforton to repair the pipe, which was done at his own cost. Mr. Monforton installed an 18" smooth plastic wall pipe and since then has retiled the farm. Mr. Monforton stressed he would hate to disrupt the success of the improvements he has made with the drainage work that is recommended. Mr. Monforton indicated that in his experience when you tile into a main tile line with all the connections it doesn't drain the same. Mr. Monforton added that when it comes to drainage he will spend every dollar he can, but would like his dollar back in crop return.

Mr. Paglia asked Mr. Warner to speak on the HDP pipe Mr. Monforton was referring to.

Mr. Warner explained option 3 in his preliminary report outlines keeping the tile in place through Mr. Monforton's property, pending a video inspection. Mr. Warner further explained that with the current grade going north, and the recommendations in the report for options 1 & 2 show the drain going to the south, the pipe on Mr. Monforton's property could be utilized if one of those options are chosen and the pipe is inspected, and found to be in good condition. Mr. Warner also noted that this pipe installation was not performed under report.

Mr. Monforton spoke about the re-direction of the water flow.

Mr. Warner indicated that he wanted to receive direction from the landowners and the Drainage Board on how to proceed before spending money to video inspect the pipe under option 3, as the other options would not require a video inspection.

There was a discussion regarding Mr. Monforton's drainage on his property and other farms he owns.

Mr. Paglia explained that the purpose of the meeting was to choose a way forward as outlined in the preliminary report, and would accept the comments from the landowners and Board Members to determine a choice or direction.

Mr. Paglia reiterated the option Mr. Monforton is looking for is Option 3 in the preliminary report which is to restore the current alignment, and slopes for the Shipman Drain.

- **Stanislaw Wieclaw – 2149 Concession 2 N**

Mr. Wieclaw indicated that his property is located next to Mr. Simon's farm and he moved to his property in 2016. Mr. Wieclaw explained that he has spent a lot of money over the years trying to repair water damage, and Mr. Simon allowed him to increase the height of the lands on his property which solved some of the problem. Mr. Wieclaw added that since the tile was repaired and the Town performed cleaning prior to the road reconstruction, one side of the drain goes south and the other side goes north. Mr. Wieclaw noted that his neighbour Mike Adamo has not had any problems either since the repairs were made. Mr. Wieclaw mentioned that there used to be a problem and now that the drain has been flushed, there is no problem with the drain. Mr. Wieclaw questioned why was the drain was not repaired prior to the road reconstruction, and now he is assessed \$5,000 in special benefit because he has a piece of asphalt at the end of his driveway. Mr. Wieclaw indicated that he moved from the London area, and has put too much money into this house. Mr. Wieclaw stated that since Covid-19 his business is struggling, and he does not have the funds to pay for this drainage project.

Mr. Paglia advised he would try to answer all of Mr. Wieclaw's questions that were posed. Mr. Paglia stated that with respect to the road resurfacing on the Concession, the project was stopped and delayed by about 2-3 months because when the request was starting for this drainage project, that project was ready to go to tender. The Town investigated and all of the crossings that exist along the 2nd Concession N were inspected if not replaced so that the road did not have to be torn up for culvert replacement after the road was reconstructed. The drainage work proposed on the Shipman Drain is mainly on the east side of the road to provide drainage. Mr. Paglia further stated that with respect to Mr. Wieclaw's comment about the drainage for his property working now, the drain is working because there is more capacity as a result of flushing of the drain necessary for a video inspection, but there are several collapses in the system and although, ultimately water will find its way, the system is underperforming to its intended design. Mr. Paglia noted that there are two known failures that exist today in other locations along the drains alignment and there are likely broken or cracked pipes as inspected when the repairs were made in 2023. Mr. Paglia explained that there are cracked pipes that are full of sediment during the repair in 2023, and even though it appears there are no longer any issues with the drainage, it doesn't mean that the drain is functioning as it should. Mr. Paglia added that the purpose of the request and preliminary report for the Shipman Drain is for the engineer to examine the drainage area

and provide drainage and/or restore the drainage as it was intended based on the bylaw from 1964.

Mr. Paglia stated that if the Shipman Drain was not a municipal drain, a ditch would have been installed during road reconstruction, and that ditch would typically be owned by the road. Mr. Paglia further stated that the current drainage that is there on the east side of the concession does not belong to the road, it belongs to the community of landowners who use it, and the Road Authority is a user of the drain. In this case, the Road Authority is requesting drainage, and will be paying their fair share of an assessment for the recommended works to restore the drain.

Mr. Wiesclaw explained that residents have waited for years for Concession 2 N to be reconstructed, and feels he should not have to pay the assessment for asphalt.

Mr. Paglia noted that the Road Authority requires drainage, and at any time a landowner can put in a request to the Town to have the drain cleaned as an outlet or to repair and maintain the system. Mr. Paglia explained that the Town did not have a request from any landowner, and is likely the reason that the drain is in disrepair. Mr. Paglia added that there are approximately 280 kms of municipal drains in the Municipality with engineers reports and bylaws attached to them, and it is physically impossible to maintain all of the drains all of the time. Mr. Paglia further added that the Town relies heavily on landowners submitting requests for drainage and getting the work completed, and the drainage system's current condition is a direct result from not only the landowners putting in a request, but the Town not having the resources or request to do anything other than spot repairs for the last 60 yrs.

Mr. Paglia stated that it can be decided today to continue to do nothing to the drain, however his experience as a Drainage Superintendent and Council's obligation to repair the drain, suggests we could be back in two years with another landowner request and the costs would be substantially higher than they are now. Mr. Paglia explained that the choices today are to agree on a path forward, but the path forward has to exist for the benefit of all the landowners. It was mentioned the Town and engineer would conduct as many meetings as it is necessary with the affected landowners in order to resolve the drainage issues in the area, but ultimately, there needs to be a path forward to restore the drainage system.

Mr. Wieclaw explained how he did not feel his property benefitted from the project, and there are others on the drain who will also not benefit. Mr. Wieclaw did not agree with the Town's position of waiting for a landowner to call for work to be completed on the drain.

Mr. Paglia noted that the Drainage Act is very clear and by order of the Referee under Section 79, Council has no choice but to provide the funds required to the Finance Department to pay for drainage works. Mr. Paglia further added that if a former Drainage Superintendent informed Mr. Wieclaw that there were no funds to repair the drain, that was incorrect. Municipalities often, do not have the resources to complete all of the necessary drainage works pro-actively and heavily rely on requests from landowners.

There was a discussion regarding the Town's stance on the Drainage Act and drain cleaning.

- **John Tedesco – On behalf of his daughter at 341 South Riverview**

Mr. Tedesco indicated that his daughter has lived at her home at 341 South Riverview for between approximately 10 and 14 years, and the water always floods over the road from where Concession 2 N starts and to the corner. Mr. Tedesco asked which way the water flowed on parcel # 13 and if they should be included in the drainage area.

Mr. Paglia stated through a Superintendent's standpoint, the watershed boundaries should snap together across the Province, and if a property is not in this watershed it should be draining into another watershed (at least on paper). Mr. Paglia asked Mr. Warner to provide additional comment, but added that engineer's typically go by other engineers reports or past reports that already have defined the watershed boundaries, but utilize the examination process and landowner comments to investigate areas that arise during an examination. Mr. Paglia indicated that if there are changes that are required to be made, that now is the time to make those changes as an engineer is appointed, but cautioned and advised that if changes are made to one watershed then changes will likely be required to be made to another watershed.

Mr. Warner indicated there is a drain northeasterly of the drainage area outlined in this report and drains those lands to the east. This report assisted in establishing the watershed. That drain is relatively new, and has gone through the procedures to establish the boundary within the last 20 years.

Mr. Paglia stated that the drain Mr. Warner is referring to is the Beneteau Drain, which is the drain parcel 13 would be assessed into.

Mr. Tedesco reiterated that his concern is every time it rains and the water pools over that property, flooding the road and signs have to be installed. Mr. Tedesco questioned what would be done in front of the 500-600 ft fronting South Riverview. Mr. Tedesco asked if a French drain or something would be

put there, because when some work was done a few years ago and a catchbasin was installed in front of the home on the corner, but it did not help anything. All of the water is going to the corner of Concession 2 N and South Riverview Drive and nothing was ever addressed from Concession 2 N to the boundary line in the watershed.

Mr. Paglia advised that drainage systems have a level of service, and the Drainage Act mandates that all municipal drains are designed to a minimum 1:2 rain event, which is 50% of all rain events we receive. Mr. Paglia explained how the rain event rating is established and the premise behind it. Mr. Paglia stated the Beneteau Drain and Shipman Drain are designed for 1:2 rain events. When a rain event is in excess of this we will see flooding as the systems are not designed for that amount of water. Mr. Paglia noted that Conservation Authority approval was not in place for any event greater than the 1:2 20 years ago. Today, permission from the conservation authorities will ensure that that engineers are designing drainage systems for the conveyance of water from a 1:2 rain event but also, the containment of stormwater for the 1:100 year rain event. Mr. Paglia further noted that may not apply here because of the pump system, however when dealing with open drains the drain cross section has to be able to carry the water that falls in the 1:100 year event but move the water as it would in a 1:2 year event. Mr. Paglia stated that flooding on the road indicates a malfunctioning drainage system or that the rain event has exceeded the capacity of the drainage system. In this case, the Shipman Drain is close to two water bodies, so with water level changes unfortunately we are in a position of flooding as a result of the level of lands in the area as well as the level of water in the outlet bodies.

Mr. Paglia talked about the possibility of the engineer investigating and redefining the watershed boundary to see if parcel 13 does in fact contribute, by using tools such as past engineer's reports that already have established watershed boundaries, LIDAR and finding out topography to see where the water goes without spending a lot of money looking into it.

Mr. Tedesco wants everyone to ask themselves if the drainage works are needed. He would like to see the drainage works proceed as it is needed, and would also like to see the landowners get the best bang for their buck. Mr. Tedesco suggested there may be a possibility to receive a grant from the Provincial or Federal governments as it is an election year.

Board Chair Anthony Campigotto asked if there was anyone else in the gallery that would like to speak.

There were none.

Board Chair Anthony Campigotto asked if any of the Board Members had any questions. The Board heard from:

- **Board Member Brian Renaud**

Mr. Renaud asked Mr. Monforton and Mr. Simon how the drainage for their farms are currently. Mr. Monforton advised his farm drains very well since he replaced the tile at the front of the farm and retiled his entire farm.

Mr. Renaud asked for clarification on the acreage of Mr. Monforton's property that drains into the Shipman Drain. Mr. Monforton advised the Board 22 acres drain into the Shipman Drain and 6 acres drain into the Beneteau Drain. Mr. Renaud asked for the length of the Shipman Drain, and if the drain was an open drain. Mr. Warner advised the Shipman Drain is approximately 560 meters in length, and the proposed works would be entirely a covered drain. Mr. Renaud stated that the cost of the project does appear expensive, however if the drain is completely covered it makes sense for the expense.

Mr. Paglia indicated that if Mr. Monforton retiled his lands after the adoption of the Remi-Beneteau Drain and before the adoption of the Shipman Drain, it warrants a change in boundary lines. The acreage the engineer is representing in this report comes from the 1960 or 1965 engineers report for the Shipman Drain. Mr. Paglia added that since the field was retiled it sounds like the boundaries need to be looked into. Mr. Paglia noted that OMAFRA releases best management practices and understands the importance of drainage for farms, and that good drainage typically results in a 20-30% increase in crop yields.

Mr. Renaud asked if the report had to be sent back to the engineer or if the Board can vote on it as it is.

Mr. Paglia explained that the preliminary report before the Drainage Board is vague and preliminary in nature for economic reasons. The engineer has dug deep enough to provide options, but not deep enough to spend a lot of money and resources until an option is chosen. Mr. Paglia added once an option is chosen, and during the remaining examination of the drain, the video of the existing pipe and the defining of the watershed boundary can occur. The next report the Board receives from the engineer will be the final report with the chosen option and will included the actual estimates for the work that is recommended for that option. If the watershed boundary changes, the assessments would change accordingly.

Board Member Brian Renaud stated that the drain is 60 years old and worked fine, based on landowner comments and was not sure if the pumping stations

are a necessary addition or expense. Mr. Renaud put forth a motion to select option No. 3 in the preliminary report.

- **Allan Major – Vice-Chair**

Mr. Major stated that lack of drainage on the Shipman Drain for the past 60 years does not only fall on the Town of Amherstburg, but also the Township of Anderdon prior to amalgamation.

Brian Renaud moved, Murray Sellars seconded;

THAT:

1. **The engineer's preliminary report, prepared by R. Dobbin Engineering Inc. dated July 17, 2024 for the improvements to the Shipman Drain (2024) BE RECEIVED;**
2. **The engineer's preliminary report for the improvements to the Shipman Drain (2024) BE CONSIDERED;**
3. **The appointed engineer PROCEED with Option 3, and prepare a final report for the improvements to the Shipman Drain.**

Motion Carried

7.0 RE-CONSIDERATION OF THE FINAL DRAINAGE REPORT

7.1 General Drain (2024)

Mr. Warner, P.Eng provided an overview of the reconsidered General Drain (2024) report. Mr. Warner indicated that the initial final report was referred back for reconsideration at the meeting to consider on June 4, 2024. Following that meeting, a meeting was held onsite with the landowners. It was discussed at the onsite meeting that the lower end of the drain will be flushed and videoed, and that the owner of parcel 9 did not want the drain to continue through their lands and indicated that they are consulting with a third party to evaluate the proposed project. There were subsequent discussions and correspondence on questions with representatives of parcel 9 which Mr. Warner believed were all addressed to date. As a result, the proposed drainage report closely matches

the original report with some repairs to the drain in the lower end and additional rip rap in the channel. The report proposes the incorporation of the existing infrastructure which include:

- (2) 450 mm diameter storm sewers outletting into the Detroit River complete with minor repairs,
- Rip rap channel from station 0+016 to 0+028 complete with minor repairs,
- 900 mm diameter and 750 mm diameter pipes and catchbasins under Sandwich St N
- 142 meters of open channel
- 2010 x 1530 mm diameter corrugated steel pipe arch to be completed at station 0+196.

The report also proposes improvements as follows:

- 17 meters of 600 mm concrete pipe to the outlet of the Detroit river to accommodate the required design level for the watershed, and assist in containing the 1:100 event.
- Channel adjacent to the properties with index 3 & 4 shall be moved off and placed on the property with index #6 to allow for development.
- As part of the move off one private culvert shall be removed and one shall be replaced and relocated.
- A forcemain shall be installed to the open channel to service the properties with index 10-15.
- The storm sewer shall be installed from the channel to the north property line of index 4, in order to service future development of the properties with index 3 & 4.

The total estimate of the project is \$504,000.00.

Mr. Warner explained that there has recently been correspondence with the Ministry of Environment, Conservation and Parks (MECP) regarding the proposed channel move off of parcel 3 & 4, and indicated that there may be some concerns in terms of contaminated soil. Further discussion will be forthcoming and approvals are necessary before work can proceed to construct the new channel on the potentially contaminated soil. As of the date of this meeting, we are awaiting a response from Jacobs who manages the property and MECP with regard to this item.

The drainage report also includes a breakdown of allowances, assessments, provisions for maintenance working areas, drawings, and construction specifications.

Board Chair Anthony Campigotto invited Sam Paglia to speak.

Mr. Paglia re-iterated that the report changed slightly from the initial report, and as Mr. Warner mentioned an onsite meeting was held as directed by the Board with affected landowners to discuss matters relating to the initial design, and that the subsequent discussions between the Town, Engineer and MECP with respect to the potential for contaminated soils. Mr. Paglia further stated that he believed Mr. Warner has addressed at least the soil movement under excess soils regulations in the report, but there remains the discussion of constructing an open channel on contaminated soils, so further discussion is necessary with MECP to ensure there is no adverse effect on any landowners within the watershed. Mr. Paglia indicated that there may or may not be changes required as a result of those discussions, but indicated at this time, there is no indication that the technical aspects of this report will change. Mr. Paglia noted that they have not heard back from MECP or Jacobs regarding those concerns, which will result in further discussion that may or may not change the items of construction in the report to ensure no adverse effects, but that the alignment and technical aspects may not change. Mr. Paglia explained that for today's purposes, the Board can carry forward provided no landowner presents any appeal on the technical aspects. Mr. Paglia also noted that at any time, and if circumstances change, Council can send the report back to the engineer before final adoption occurs.

Board Chair Anthony Campigotto asked if the landowner in the gallery that would like to speak.

The Board heard from:

- **Dan Huneault, on behalf of Jones Group (Terry Jones) /Amherstburg Yacht Club**

Mr. Huneault stated that the Amherstburg Yacht Club has hired Dragon Corporation to review the report and add comments. Mr. Huneault explained there have been emails with Mr. Warner regarding some concerns, and the main change is correcting the 450mm pipe existing on the ERCA lands, some fittings that need to be corrected, and slight changes to the rip rap.

Mr. Huneault mentioned there are concerns with the drainage plan and the existing drainage as it is right now, there is no supporting documents of the quality of the discharged water as part of the watershed is the former General Chemical lands. Mr. Huneault asked if there were any reports that refer to the cleanliness of the water. Mr. Huneault stated that people go in the water at the ramps in the marina and there are also ice fisherman in the winter, and AYC believes there could be some environmental concerns.

Mr. Huneault explained there is very little mixing of the river water within the marina to dilute or mitigate and hazardous concentrations of chemicals and as such, AYC would like to see some documentation that supports that the water quality is clean.

Mr. Huneault wondered if there were records of the current discharge rate after a storm event vs the discharge rate that can be expected with the additional development areas. The current report states parcels 10-15 alone would not exceed 220 ltrs / second, but in addition to the existing flow and proposed areas of development for parcels 3 & 4, it is believed there would be increased flow. Mr. Huneault likened the flow to 220 ltrs being equivalent to a 55 gallon drum of water every second coming out of the pipe. Mr. Huneault indicated that even with controls in place, flows of that ratio could in fact move sediment, and the impact of the sediment accumulation in the future and who would be responsible for the costs associated with removing and disposing of it. The Drainage Act states that the drainage design change is to be acceptable to all parties and that no negative impact to any one of the property owners for the proposed change. The AYC feels that the change has the potential to have a negative impact on the operation of the yacht club and as such would like an alternate design of the drain potentially rerouting the drain around the AYC property. By doing so it would help mitigate the concerns of the contamination as the Detroit River would quickly dilute any contaminant. Mr. Huneault added the flow would not have any adverse effect on boat owners and there would be no concern of accumulated sediment within the marina.

Mr. Paglia thanked Mr. Huneault for his comments. Mr. Paglia noted that the Town and Mr. Warner have been corresponding with the Jones Group and Dragon Corporation, and one of the main messages that the Town and Engineer are trying to get across to the Jones Group is, if they feel that there is a problem with the current design, that an appeal is required. Alternatively, the Jones Group may request that the drain be moved around the marina property, but this request would likely be seen as a benefit to the marina and assessed accordingly. In either situation, it is imperative that the project continue to move forward. If the Jones Group does not like the design of the drain and wishes it go around their property, it is not up to the community of landowners in the watershed to do that, it is up to the landowner to pay for it through a special benefit. Mr. Paglia explained that through the correspondence, this is the message that has been indicated to the Jones Group. The Town or Engineer is not opposed to re-routing the drain, but that the engineer is obligated to act impartial and provide an economic solution to the drainage matter, and if the drain is moved, the cost associated with that move are fair relative to the reason for the move. Although a third party can look at the design, it is however the Drainage Act and Councils obligation that the appointed engineer working for everyone in the watershed complete the recommended works to re-route the

drain. The Town and Mr. Warner have tried to respond to the question of flow, but it is clear that the Jones Group and their consultants are somewhat still concerned on the matter. Mr. Paglia indicated that the question of quality is a good one, and that the Town and Mr. Warner also want to hear from the regulatory bodies (MECP) if anything is required to ensure the water quality will be met. The Town will obtain approvals and the engineer will have recommendations in the adopted report if the water quality concerns are real.

Mr. Paglia felt that the hydrology concerns have been addressed and asked Mr. Warner to confirm.

Mr. Warner explained that if the predeveloped state of all the lands in the watershed were compared to the proposed ultimate condition where multiple properties are being restricted to 2 year predeveloped release rates, the flow even with the addition of the additional properties is actually lower during the 1:100 yr storm event. The flows are estimated at 3.38 cubic metres per second and 3.164 metres per second. They are relatively close, but it is lower due to the restriction of all of the developing lots. The new pipe is handling a large portion of the water, right now with unrestricted flows, the water shows that it will overflow the rip rap channel in a large storm event, however it is expected that the addition of the new pipe that is to be installed will handle that water.

Mr. Huneault added that they understand the flow rate would be consistent to current rates, and the AYC's concern is the quality of water and that the project will provide a negative impact on the marina. Mr. Huneault stated they would still like to consider an alternate design of this project by either the water going another route to the river or having the drain run north on the east side of Sandwich St N and cross over and outlet to the Detroit River north of the marina property, therefore the company's intention would likely be to appeal the project.

Mr. Paglia asked of Mr. Huneault, that if or when he submits his appeal, that he specifies or clarifies that the appeal is on the current design of the drain because that could determine whether Tribunal or Referee may hear the appeal. If the appeal is to reroute the drain, it is not an appeal, as much as it is a request. Mr. Paglia added that it is also his job to help landowners file the appeal if needed. Mr. Paglia noted that there are certain things that can be appealed, and if AYC feels that the benefit is not derived from the current design that it is grounds for an appeal, and the regulatory board will decide if warranted, but it is a tough one to prove because the regulatory bodies such as ERCA and DFO have provided comments on the current design. The only agency that Engineer and Town are not 100% sure of yet is the MECP, and that is related to the portion of the drain that is on contaminated soil due to an order

being on those lands. Mr. Paglia stated they want to make sure the water flowing in the drain afterwards is not problematic.

Mr. Huneault asked why ERCA and DFO would approve the project if there are potential concerns for the contaminated soil and was it not considered as an environmental threat.

Mr. Paglia replied that the Drainage Act allows for both of those agencies to ask for an environmental assessment, and whichever agency requests the environmental study pays for it. Mr. Paglia indicated that the landowners do not pay for an environmental study, and explained also, that notification is given and that 30 days must pass before an engineer is appointed. Mr. Paglia indicated that no agency has requested an environmental study. Mr. Paglia believed that all correspondence with DFO would be on file and potentially included in the report and that ERCA must have had comments. Mr. Paglia invited Mr. Warner to speak on the issue.

Mr. Warner did not believe the comments from the agencies are in the actual drainage report, however permits will be obtained from ERCA, and correspondence from ERCA has approved the drainage and hydrology report that was prepared. Mr. Warner stated that in terms of the soil, it typically falls outside of DFO and ERCA, as DFO would deal with the fish at the outlet, and ERCA would deal with flooding and erosion, leaving the contamination and soil to the MECP.

Mr. Huneault asked for clarification on pre-development flow and now that there will be more area added to the watershed, how the flow rate is being reduced.

Mr. Warner advised the developed lots are being restricted not just parcels 10-15, but parcels 3, 4, 5, and 7 overall, resulting in a reduction of flows in the 1:100 year storm event.

Mr. Huneault commented that these lots were not draining through the same drain and therefore did not make sense to him.

Mr. Warner, explained that all of the lots except parcels 10-15 were draining through the existing drain and all additional developed lots would be responsible for restricting their flows to the 1:2 year predeveloped release rate, therefore in a 1:100 year storm event the existing parcels are no longer releasing at as high of a rate, which results in an overall reduction to the watershed.

Mr. Huneault questioned how adding a parcel of land, natural flow of water from a smaller parcel and now adding significant acreage would result in a reduction.

Both Mr. Paglia and Mr. Warner urged that the hydrology shows as indicated, in that by restricting the flow of parcels 10-15 to smaller than the 2 year predevelopment flow rate, the watershed receives a net benefit in terms of the 1:100 year storm event compared to unrestricted flows

Mr. Huneault wanted to clarify if the additional lands was ever draining through the property.

Mr. Paglia stated the lands that were using the drain were using it with unrestricted flows, and now there are restrictions as a result of development - including some parcels within the existing drainage area, in the way of conveyance it is a better situation to have controlled water in a drain than free-flow as it is currently.

Mr. Paglia spoke about statute law and common law and indicated that the current drainage for the area is or falls under a common law situation. Mr. Paglia further stated that when there is an engineer appointed under the Drainage Act, and hydrology is performed on the watershed as is the case here due to proposed developments in the watershed, the regulatory bodies get involved in these cases, the Act and the Town can accommodate and the control the flows in the area to ensure that the water is safely conveyed to a sufficient outlet and not cause adverse effects to any of the affected landowners within the watershed. In this case, we are taking a drain that has no legal status and/or restricted flows, and giving it legal status by engineering it and allowing water to flow unobstructedly through Statute law to ensure no adverse effect, but with further restrictions of controlled and permitted flows.

Mr. Huneault asked if the plan was to wait to see what MECP responds with as to the contaminated project before adopting the report.

Mr. Paglia stated that at this point, they would not be waiting for MECP's response to move the project forward, but will be corresponding and obtaining approvals before anything is constructed, however if AYC wishes to appeal the project they could do so. They have 40 days from the date of the last mailing to submit the appeal on the project. Mr. Paglia noted that as far as the Drainage Board was concerned if an appeal is not received, there is no reason to not proceed as normal. Mr. Paglia explained there are appeal rights for those who submitted the initial request as well, just like landowners who do not wish to have it done, and so the project as a whole, must move forward to provide legal outlet. If landowners feel strong enough to appeal the project, then the appeal should be submitted. A landowner can by special request ask and pay for the drain to go around their land, but the appointed engineer must accommodate and assess the costs for doing so. Mr. Paglia indicated as far as the drainage

act procedures are concerned, this is a meeting to consider the technical aspects of the revised report.

Mr. Warner added that if the drainage report is passed and MECP has concerns, it will be recommended to Council to refer the report back for further considerations. Mr. Warner further added that currently he was not sure what (if any) those would be, but that the report would not be adopted until all approvals are obtained.

Mr. Paglia reiterated that if at any time the scope of work changes for this project that would require alterations to the final report, that Council has the ability to refer the report back to the engineer for further consideration. Until the report becomes finally adopted there is always a chance it can be revised.

Board Chair Anthony Campigotto asked if there was anyone else in the gallery that would like to speak.

- **Hal Kearsey – HRK Realty Services – representing Dan Castor of Castor Custom Homes for parcels 10-15.**

Mr. Kearsey indicated that planning approvals for their property are underway and does not want their timelines held up, as they are assembling their time schedule. Mr. Kearsey asked how long the process took if an appeal is received on the project.

Mr. Paglia stated a lot can happen so it is hard to predict a timeline, however when a report is passed and there are no appeals, it takes approximately 3-4 months to flow through the process of adoption. Then the project has to proceed through the process of procurement so that the tendering process can take place. Mr. Paglia stated that some appeals on projects are dismissed immediately, but there have been appeals that have taken months to get through for various reasons. Mr. Paglia provided a couple of examples, and indicated the Town and Mr. Warner would do their best to move forward, but must allow the procedures to take place.

Mr. Kearsey appreciated the answer provided and thanked Mr. Paglia.

Board Chair Anthony Campigotto asked if there was anyone else in the gallery that would like to speak.

There were none.

Board Chair Anthony Campigotto asked if there were any Board Members that would like to speak.

- **Board Member Brian Renaud**

Board Member Brian Renaud requested clarification from Mr. Paglia if the drain was rerouted around AYC if an appeal was required.

Mr. Paglia indicated Town is tasked with administering the act, and if the Board's decision was to send the report back to the engineer, it would be for further consideration, and not to direct the engineer in any way as it relates to the design. It is also possible that the Town could receive appeals by other landowners if it is perceived that the Town is holding up the process. The Town is no different from any other landowner in the Drainage Act, therefore the Board / Town cannot direct the engineer to design the drain a certain way. The Town can send the report back and look at options and meet with landowners etc, but cannot direct the engineer to complete a design a certain way. The engineer has to work without fear or favour to one particular landowner including the Town.

Mr. Renaud wanted clarification that if the Jones Group would like the drain to be rerouted to go to the north in order to avoid the marina, it would be their cost to bear.

Mr. Paglia confirmed that there is a report in front of them, which includes the engineers recommended design and the engineer and Town feel confident that the current design meets the requirement of the engineer and watershed. If there a landowner that wants the design altered around their property, the engineer has stated that not only would a request be required, also, that 100% of the costs associated with that request would likely be assessed to the requesting landowner as a special benefit. If an appeal is directly related to the current design, the appeal must be dealt with.

Mr. Paglia explained that the report could be sent back to the engineer to meet with the Jones Group and see what needs to be done, however Mr. Warner has already put a design in place and met part of his obligations in the Drainage Act, therefore any alteration at this point has a cost and would typically be borne by the requesting landowner. Mr. Paglia stated if Mr. Jones would like to submit a special request and ask the engineer to reroute the drain, it would be likely at their expense unless determined by an appeal body on the current project design. Mr. Paglia indicated that the report was already sent back for meetings with the Jones Group to be held, and this was communicated to them, but there has been no request or appeal filed by them at this point.

Mr. Renaud asked Mr. Huneault if the Jones Group would be willing to take on those extra costs.

Mr. Huneault indicated that he would have to go back to the office and meet with Mr. Jones to find out how he would like to proceed. Mr. Huneault stated that he understands where the cut-off point along the east side of Sandwich St N is at some point between the Rivers Edge building, and travels north before crossing the road or is there an option to look at the bottom of the existing chute on the west side of Sandwich St N and redirect outside of the ramp and marina area and into the river. Mr. Huneault stated there would be some land that needs to be open cut, but it is an option.

Mr. Warner stated in terms of rerouting the drain east of Front Rd N there would be significant increased costs due the addition of another crossing across Sandwich Street North. Mr. Warner explained he has looked briefly into the option of rerouting on the westerly side 150 meters to completely go around the marina, compared to the 17 meters currently through the marina. There is a severe drop off in the area, which would create a concern with the roadway and a geotechnical investigation would need to be completed. Mr. Warner noted that there is also a sanitary sewer in the right of way. Mr. Warner noted there would be a significant cost to this option potentially in the range of an estimated \$100,000.

Mr. Huneault suggested an option at the bottom of the rock chute on the AYC / ERCA property on a northwest direction, from the bottom of the rock chute turning 45 degrees to the west through the rip rap along the river. This option is not necessarily all around AYC property, but away from the boat ramp.

Mr. Warner indicated that Mr. Huneault's suggestion is still utilizing the existing infrastructure in addition to another pipe, therefore he is not seeing the benefit of it, however it is up to Mr. Huneault's and Mr. Jones' discretion. Mr. Warner added with Mr. Huneault's option there is not a lot of grade in order to get above the water level, so hydraulically it may not function as well by going further and getting deeper into the water levels of the Detroit River.

Board Chair Anthony Campigotto asked if there were any further questions from the Board members.

Mr. Renaud asked for clarification on how to proceed as there are still some issues to work out for Jones Group.

Mr. Paglia stated that Mr. Warner has provided the Board with a design and the Board can choose to provisionally adopt the report if there are no appeals on the technical merit. The meeting to consider is to hear matters on the technical aspects of the report and questions or concerns from landowners on the report's technical nature (such as why was something done this way or that way

etc). The Jones Group has issues with the design and feels it is inadequate, which is a valid appeal, but this appeal would have to be heard. Mr. Paglia indicated that sending the report back to the engineer to alter a design or to relocate the drain off of someone's land may be over stepping boundaries. Mr. Paglia explained if the Board felt there is a technical aspect to be challenged, then the Board's has the right to send the report back to the engineer.

Mr. Warner added that this meeting was very similar to the last meeting that was held. Mr. Warner further added that there was potentially a request coming to reroute the drain, and the landowner was told on multiple occasions that if they wanted Mr. Warner to look into rerouting the drain around their property, they would have to submit a special request to do so. Mr. Warner did not receive this request.

Mr. Paglia indicated that the Town runs the risk of appeal by other landowners if the project does not move forward, and a reasonable amount of discussion and time has been provided to the Jones Group to make a request to reroute the drain has not been made at this time, nor has an appeal been submitted by the Jones Group if they wish to have the design altered at this point. Mr. Paglia added that the report is only one part of the entire project, but the project has other parts. If the report is provisionally adopted and not appealed, the design moves forward. If there are changes by other agencies or appeal bodies, or a request to alter the report is received, it can be referred by Council back to the engineer. Mr. Paglia stated one way or another the project has to keep moving.

Mr. Huneault noted the report did not address the impact to the marina, and the potential contamination therefore design options need to be looked at to negate the impact of the water to the marina. Mr. Huneault reiterated his options that he spoke about earlier, and mentioned Mr. Warner advised that the slope may not be adequate, however Mr. Huneault felt the option should still be looked into before any decisions are made.

Board Vice-Chair Allan Major asked if a report from MECP should be received before the Board continues with the process.

Mr. Paglia indicated construction on the drain cannot start until the answers from MECP are received, and any alterations to the design are warranted and completed through the Drainage Act procedures.

Mr. Campigotto asked Mr. Paglia for clarification of the two options before the Board, which are to adopt the report as is and the landowner can appeal if they disagree, or the landowner could submit a request for the drain to be rerouted.

Mr. Paglia confirmed that there are two alternatives to those options - the appeal on technical merit from the landowner before provisional adoption of the report can be submitted 40 days after the date of the last notice. Mr. Paglia also explained the appeal from the Court of Revision process. Mr. Paglia simplified things by stating that if there were no appeals received, that the Board could provisionally adopt the report if warranted. If there is an appeal filed, then the appeal must be heard and addressed before the report can be fully adopted. In either case, there are many opportunities for appeal, and for landowners, but the project must move forward to allow those opportunities to take place.

Board Member Murray Sellars asked if the Board could move forward on the appeal.

Mr. Paglia noted that he believed the Board would have to hear the appeal, but does not have the right to vote on the appeal. Appeals on technical merit are heard by the Tribunal. At this point, Mr. Paglia believed it would be a motion to accept the verbal appeal from the gallery and then work with the landowner on submitting the paperwork for the appeal after the fact, and within the regulated timelines, however Mr. Paglia believed that the Board would have to make a motion to first hear/accept the verbal appeal and/or send the report back to the engineer.

Mr. Huneault asked for clarification on the type of appeal in order to appeal the existing design.

Mr. Paglia reiterated that it would be an appeal on technical merit of the engineer's report.

Mr. Huneault believed that would be the intention of the Jones Group to move ahead with the appeal.

Mr. Paglia stated that "believe" is not enough, it has to be a definite statement on behalf of the owner of land.

Mr. Huneault, stated that he was not in a position to speak on the company's behalf as he is not entitled to do so.

Mr. Paglia indicated that Mr. Jones is not in the gallery and he is the one who has to submit the appeal as he is the landowner.

Mr. Huneault asked if he could request a recess so that he could make a phone call to Mr. Jones.

Mr. Paglia stated that it was not up to him to make that decision.

Kevin Fox, Municipal Clerk explained that the Board could certainly grant a recess however it was his understanding that an appeal could also be submitted after the adoption of the report.

Mr. Paglia confirmed Mr. Fox's comments were correct as long as the appeal was received within the 40 days of the last notice.

There was discussion about the ability for the Jones Group to appeal, and reiterated to options before the Board.

Brian Renaud moved, Allan Major seconded;

THAT:

- 1. The reconsidered engineer's report, prepared by R. Dobbin Engineering Inc. dated August 14, 2024 for the construction of the General Drain (2024) BE RECEIVED;**
- 2. The reconsidered engineer's report for the construction of the General Drain (2024) BE CONSIDERED;**
- 3. The PROVISIONAL ADOPTION of By-law 2024-047 which appends the reconsidered engineer's report for the construction of the General Drain (2024) BE BROUGHT to the next Regular Council meeting for Council's consideration; and,**
- 4. Administration BE DIRECTED to proceed with the scheduling of the Public Meeting of the Court of Revision for the construction of the General Drain (2024).**

Motion Carried

8.0 NEW BUSINESS

8.1 Engineering Appointment – Albert McGee Drain Upper

Mr. Paglia explained that the premise of this Section 78 request by the landowner was due to the landowner donating a portion of their land to the planting of trees by ERCA and by doing so, they no longer have an access to

their remaining farm lands. Mr. Paglia advised that Dillon Consulting Ltd is already in the area of the lands working on the St Theresa Subdivision, and he recommended appointing Oliver Moir, P.Eng from Dillon Consulting Ltd. to complete the S. 78 report.

Allan Major moved, Murray Sellars seconded;

THAT:

- 1. The report from the Drainage Superintendent and Engineering Coordinator dated August 14, 2024 regarding the Albert McGee Drain (Upper) – Engineering Appointment BE RECEIVED;**
- 2. The Drainage Board recommend that Council ACCEPT the request from the landowner(s) for improvements to the Albert McGee Upper Drain drainage system as per Section 78 of the Drainage Act; and,**
- 3. The Drainage Board recommend the appointment of Oliver Moir, P.Eng., of Dillon Consulting Limited to examine and report on the repair and improvement to the Albert McGee Drain (Upper) drainage system BE APPROVED by Council.**

Motion Carried

8.2 Engineering Appointment – Section 4 Petition Drain

Mr. Paglia advised the Board Members that the Petition 4 report before them are landowners petitioning for a new Municipal Drain. Mr. Paglia explained this particular case was a good one for the members to review as it is an example of statute law vs common law in this situation, where water was doing harm so a landowner blocked it on his property. Now that the water is blocked, it left a farm without an outlet therefore a new petition drain has been submitted by the landowner and the Road Authority.

Brian Renaud moved, Allan Major seconded;

THAT:

1. The report from the Drainage Superintendent and Engineering Coordinator dated July 15, 2024 regarding the Section 4 Petition Drain – Engineering Appointment BE RECEIVED;
2. The Drainage Board recommend that Council ACCEPT the request from the landowner(s) for a Petition Drain under Section 4 of the Drainage Act; and,
3. The Drainage Board recommend the appointment of Josh Warner, P.Eng., of R. Dobbin Engineering Inc., under Section 4 of the Drainage Act for the validation, examination and report on the petition for a new Municipal Drain BE APPROVED by Council.

Motion Carried

8.3 Drainage Apportionment

Mr. Paglia stated that this apportionment is due to a land severance. Mr. Renaud is a landowner on the Deslippe Drain and therefore will not be participating in this item.

Allan Major moved, Murray Sellars seconded;

THAT:

1. The report from the Drainage Superintendent and Engineering Coordinator dated August 26, 2024, regarding Drainage Apportionment(s) BE RECEIVED;
2. The drainage apportionment(s) BE APPROVED as listed:
 - Consent B/13/24 - Drainage Apportionment for the Deslippe Drain & Long Marsh Drain– 6081 County Rd. 18
3. Administration BRING FORWARD the Drainage Board's recommendation to approve by resolution, the drainage apportionment at a future Regular Council Meeting.

Motion Carried

9. NEXT MEETING DATE

October 1, 2024 at 6:00 p.m.

10. ADJOURNMENT

Allan Major moved, Brian Renaud seconded;

THAT:

The Board rise and adjourn at 8:03 p.m.

Motion Carried

Chair – Anthony Campigotto

Staff Liaison – Sam Paglia

Information will be gathered in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). All comments and communications received will become part of the public record unless you expressly request the Town to remove it. If you want to learn more about why and how the Town collects your information, write to the Town Clerk's Office, 271 Sandwich Street South, Amherstburg, ON N9V 3R2 or call 519-736-0012.

July 17, 2024

The Mayor and Council
Town of Amherstburg
271 Sandwich Street South
Amherstburg, Ontario
N9V 2A5

Gentlemen and Mesdames:

Re: Shipman Drain Preliminary Report (2024)

In accordance with your instructions, R. Dobbin Engineering has undertaken an examination with regards to improving the Shipman Drain in the Town of Amherstburg.

Authorization under the Drainage Act

This is an Engineer's Report that has been prepared under Section 78 of the Drainage Act. R. Dobbin Engineering was appointed on July 18, 2023.

Section 78 of the Drainage Act states that, where, for the better use, maintenance or repair of any drainage works constructed under a bylaw passed under this Act, or of lands or roads, it is considered expedient to change the course of the drainage works, or to make a new outlet for the whole or any part of the drainage works, or to construct a tile drain under the bed of the whole or any part of the drainage works as ancillary thereto, or to construct, reconstruct or extend embankments, walls, dykes, dams, reservoirs, bridges, pumping stations, or other protective works as ancillary to the drainage works, or to otherwise improve, extend to an outlet or alter the drainage works or to cover the whole or any part of it, or to consolidate two or more drainage works, the Council whose duty it is to maintain and repair the drainage works or any part thereof may, without a petition required under Section 4 but on the report of an Engineer appointed by it, undertake and complete the drainage works as set forth in such report.

Existing Drainage

The Shipman Drain was constructed under an Engineer's Report dated August 24, 1962 on the east side of Concession Road 2. The drain consisted of 900 feet (274m) of drain going north to the River Canard and 900 feet (274m) of drain heading south to the Long Marsh Drain. The drain consists of 10" (250mm) diameter tile at the top end of both

drains and has a 16” (400mm) diameter drain outletting into the River Canard and a 12” (300mm) diameter drain outletting into the Long Marsh Drain.

The drain was then improved under an Engineer’s Report dated November 21, 1969. The drain improvements commenced on the south side of South River View. The drain was twinned with the same size tile and same lengths as under the 1962 report and was to be known as the Shipman Drain No. 2. The drain was to run west of the present drain and approximately 6 feet east of the line of hydro poles on the east side of Concession Road 2.

Drain Classification

The Shipman Drain is currently classified as a class “F” drain according to the Department of Fisheries and Oceans (DFO) classification as presented by the Ontario Ministry of Agriculture, Food and Rural Affairs’ Agricultural Information Atlas.

Class “F” drains are intermittent or ephemeral (dry for more than two consecutive months).

Approvals

The drain will require approval from the Essex Region Conservation Authority and the Department of Fisheries and Oceans. Construction cannot commence without necessary approvals.

Site Meeting

A site meeting for this drain was held on June 14, 2023. The following were present:

- Josh Warner (R. Dobbin Engineering)
- Sam Paglia (Drainage Superintendent, Town of Amherstburg)
- Pat Iacobelli (Supervisor of Roads and Fleet, Town of Amherstburg)
- Ed Monforton (Landowner)
- Stanley Wieclaw (Landowner)
- Mike Meloche (Landowner)
- Tim Coughlin (Landowner)
- Francis Beneteau (Landowner)
- Sarah Beneteau (Landowner)

The following is a brief summary of the meeting:

- General discussion of the Drainage Act and Landowners rights under the Drainage Act.
- There had been multiple repairs completed recently on the drain and the drain continues to deteriorate. The drains grade line is up and down and does not service the area to the extent it was designed to.
- The property with Landowner Identification Number (LIN) 13 has replaced his section of drain recently with an 18" (450mm) diameter HDPE tile.
- Catch basins and pipe are generally full of water due to water levels.
- It was generally agreed that the drain should be replaced with one drain.
- R. Dobbin Engineering to investigate options for the drain:
 - Split the drains as it is now, with half going south and half going north
 - Have the drain go one direction
 - Potentially a pump station
- R. Dobbin Engineering to investigate the drainage area as there have recently been reports and it appears that some water from west of Concession Road 2 has been added to the watershed.

Design

The proposed drainage works shall be designed to handle 38mm/24 hours for agricultural lands and the 2-year storm event for residential properties.

Discussion

Three options were evaluated for the proposed improvements. Each option was evaluated at a high level with an Estimate of Cost, Schedule of Assessment and Drawings. The options are outlined below:

Option 1

Option 1 is a storm system all draining south to the Long Marsh Drain complete with a pump station. Draining all lands north to River Canard was reviewed but it was determined that the south option had fewer utility conflicts, would result in a better location for a pump station and lower costs for the watershed. This option removes the systems reliability on the elevations of larger bodies of water and will remove the stagnant water from the basins and surrounding area. This option represents the highest costing option. The watershed would also be responsible for yearly hydro costs to run the pump station. The estimated pump station cost will go up or down depending on the

features that are included as part of the system, such as a generator, notification systems, etc.

The estimated cost for Option 1 is \$613,985.00.

Option 2

Option 2 is a storm system all draining south to the Long Marsh Drain without a pump station. This option provides improved drainage for the area, but will still be impeded by the water levels in the adjacent bodies of water. This option does allow for the potential of a pump station in one location in the future.

The estimated cost for Option 2 is \$477,815.00.

Option 3

Option 3 is a split storm system with some of the water draining north and some of the water draining south. This option has a privately replaced portion of the system remaining, contingent on a video inspection. This option represents the lowest price option but does not solve the systems reliance on the local water levels and would likely require two pump stations should they be investigated in the future.

The estimated cost for Option 3 is \$433,289.00.

Assessments

The three options were assessed in the following manner:

1. In Accordance with Section 26 of the Drainage Act the increased cost of the drainage works caused by the existence of the public utility or road authority has been assessed to the public utility or road authority. This includes costs for engineering of future replacements, increases in construction cost as a result of the public utility or road authority, incorporation of the existing infrastructure and the costs to locate and survey the public utilities.
2. The cost of asphalt and concrete driveways has been assessed to the benefitting property as a special benefit assessment.
3. The pump station for Option No. 1 has been assessed with approx. 50% of the estimated cost applied as a benefit assessment to the road authority and the remainder

assessed as outlet assessment to the upstream lands and roads based on equivalent hectares.

4. The remaining cost has generally been assessed with approx. 67% of the estimated cost applied as a benefit assessment to the road authority, 11% of the estimated cost applied as a benefit assessment to the abutting residential/farm property and the remainder assessed as outlet assessment to the upstream lands and roads based on equivalent hectares.

Conclusion

With the 3 options presented, it is R. Dobbin Engineering's opinion that Option 1 represents the best solution for the area. Option 1 will result in the most upfront cost but will eliminate the reliance of the drainage system on the water levels of the surrounding bodies of water.

Yours truly,

Josh Warner, P. Eng.
R. Dobbin Engineering Inc.

Shipman Drain
Town of Amherstburg
July 17, 2024

1 of 3

Estimate of Cost (Option #1)
Single Drain to South Complete with Pump Station

<u>Item Description (Supply and Install New)</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Cost (\$)</u>	<u>Total (\$)</u>
Pre-Construction Meeting	1	LS	200	200
De-Watering	1	LS	15,000	15,000
Brushing and Tree Removal	1	LS	5,000	5,000
Traffic Control	1	LS	5,000	5,000
Locate and Work Around Main Line Telecom	1	LS	1,500	1,500
Locate and Work Around Overhead Hydro	1	LS	1,500	1,500
Co-Ordinate Pole Holds with Hydro One as Required	1	LS	2,000	2,000
Locate and Work Around Gas Services (LIN 8, 9, 11, 12 & 14)	5	each	400	2,000
Locate and Work Around Water Services (LIN 8, 9, 11, 12 & 14)	5	each	400	2,000
Water Service Replacement at LIN 8 & 9	2	each	2,500	5,000
Locate and Work Around Telecom Services (LIN 9, 11 & 14)	3	each	400	1,200
Locate and Work Around Hydro Service to LIN 8 & 9	2	each	400	800
Locate and Work Around Fiber Service to LIN 14	1	LS	400	400
Remove and Reinstall Signs	1	LS	500	500
Remove and Dispose of Existing Catch Basins	7	each	500	3,500
Sawcut and Remove Concrete Driveway at LIN 11	1	LS	500	500
Sawcut and Remove Asphalt Driveway at LIN 12	1	LS	500	500

<u>Item Description (Supply and Install New)</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Cost (\$)</u>	<u>Total (\$)</u>
Strip Topsoil in Farms	310	m	10	3,100
Locate, Remove and Dispose of Existing Storm Drain	1100	m	20	22,000
Supply and install 600mmØ HDPE Pipe	207	m	400	82,800
Supply and install 525mmØ HDPE Pipe	115	m	375	43,125
Supply and install 450mmØ HDPE Pipe	144	m	350	50,400
Supply and install 375mmØ HDPE Pipe	16	m	300	4,800
Supply and install 250mmØ HDPE Pipe	29	m	250	7,250
Pump Outlet Pipe	24	m	400	9,600
Backflow Preventor	1	LS	10,000	10,000
Connect Existing Tiles	50	each	150	7,500
Connect Existing tile with Tee at Station 0+189	1	LS	400	400
100% Crushed Granular "A" for Driveways (LIN 8, 9 & 14)	100	tonne	40	4,000
Concrete Driveway at LIN 11	50	sq.m	80	4,000
HL4 for Asphalt Driveway at LIN 12	5	tonne	300	1,500
HL3 for Asphalt Driveway at LIN 12	5	tonne	300	1,500
900mm x 1200mm Catch Basins (CB #1, 2, 3, 5 & 6)	5	each	3,500	17,500
600mm x 600mm Catch Basins (CB #4, 7 & 8)	3	each	3,500	10,500
600mm x 600mm Ditch Inlet Catch Basin (CB #9)	1	each	2,500	2,500
Restoration and Seeding	1	each	15,000	15,000

<u>Item Description (Supply and Install New)</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Cost (\$)</u>	<u>Total (\$)</u>
Pump Station complete with Electrical, Controls, Piping and Appurtenances	1	LS	100,000	100,000
Contingency				<u>39,500</u>
Sub Total				483,575
Allowances				2,600
Engineering				72,240
Daylighting and Sureying Utilities				15,000
Completing AODA Compliant Document				1,500
Estimate for Tendering, Inspection and Contract Administration				28,000
ERCA Fee				<u>500</u>
Total Estimate excluding HST				603,415
Non-Recoverable HST (1.76%)				<u>10,570</u>
Total Estimate				\$ 613,985

Shipman Drain
Town of Amherstburg
July 17, 2024

1 of 2

SCHEDULE OF ASSESSMENT (OPTION NO. 1)

Drain to South complete with Pump Station

Conc.	Lot or Part	Hectares Owned	Affected Hecatares	Landowner Index Number	Owner	Special Benefit (\$)	Benefit (\$)	Outlet (\$)	Total (\$)
Utilities									
	Gas Utility				Enbridge Gas	4,394	-	-	4,394
	Hydro Utility				Hydro One	6,137	-	-	6,137
	Water Utility				Town of Amherstburg	11,401	-	-	11,401
	Telecom Utility				Bell Telecom	5,395	-	-	5,395
						27,327	-	-	27,327
Public Lands									
	Concession 2 N		0.71		Town of Amherstburg	15,063	369,801	20,297	405,161
	South Riverview		0.14		Town of Amherstburg	-	-	4,002	4,002
						15,063	369,801	24,299	409,163
Agricultural Lands									
2	Pt. Lot 12 and 13	55.38	9.49	10	A. & Y. Simon	-	13,842	60,287	74,129
	Pt. Lot 13	11.93	4.04	13	E. & M. Monforton	-	6,479	25,665	32,144
						-	20,321	85,952	106,273

Conc.	Lot or Part	Hectares Owned	Affected Hecatares	Landowner Index Number	Owner	Special Benefit (\$)	Benefit (\$)	Outlet (\$)	Total (\$)
Non Agricultural Lands									
1	Pt. Lot 37	1.27	0.06	1	M. Coughlin	-	-	762	762
	Pt. Lot 37	0.42	0.11	2	K. & K. Kwiatkowski	-	-	1,398	1,398
	Pt. Lot 37	0.63	0.15	3	R. Cote	-	-	1,906	1,906
	Pt. Lot 37 & 38	0.63	0.15	4	J. & M. Purdie	-	-	1,906	1,906
	Pt. Lot 38	0.51	0.10	5	M. & S. Meloche	-	-	1,271	1,271
	Pt. Lot 38	0.93	0.00	6	M. Seguin	-	-	-	-
	Pt. Lot 38	0.48	0.00	7	F. Tessier	-	-	-	-
2	Pt. Lot 12	0.15	0.15	8	R. Orum	-	4,123	1,906	6,029
	Pt. Lot 12	1.97	0.81	9	M. & M. Dube	-	3,534	7,719	11,253
	Pt. Lot 12	0.41	0.42	11	M. Adamo & L. Pizzuti	5,440	4,712	4,669	14,821
	Pt. Lot 13	0.21	0.21	12	S. & A. Wieclaw	4,440	3,534	2,668	10,642
	Pt. Lot 13	0.81	0.81	14	M. Beneteau	-	5,890	9,005	14,895
	Pt. Lot 13	0.33	0.33	15	J. & S. Mongeau	-	2,356	3,983	6,339
Total Area						9,880	24,149	37,193	71,222
Total Non Agricultural Lands						71,222			
Total Agricultural Lands						106,273			
Total Public Lands						409,163			
Total Utilities						27,327			
Total Assessment						\$613,985			

Shipman Drain
Town of Amherstburg
July 17, 2024

1 of 3

Estimate of Cost (Option #2)
Single Drain Without Pump Station

<u>Item Description (Supply and Install New)</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Cost (\$)</u>	<u>Total (\$)</u>
Pre-Construction Meeting	1	LS	200	200
De-Watering	1	LS	15,000	15,000
Brushing and Tree Removal	1	LS	5,000	5,000
Traffic Control	1	LS	5,000	5,000
Locate and Work Around Main Line Telecom	1	LS	1,500	1,500
Locate and Work Around Overhead Hydro	1	LS	1,500	1,500
Co-Ordinate Pole Holds with Hydro One as Required	1	LS	2,000	2,000
Locate and Work Around Gas Services (LIN 8, 9, 11, 12 & 14)	5	each	400	2,000
Locate and Work Around Water Services (LIN 8, 9, 11, 12 & 14)	5	each	400	2,000
Water Service Replacement at LIN 8 & 9	2	each	2,500	5,000
Locate and Work Around Telecom Services (LIN 9, 11 & 14)	3	each	400	1,200
Locate and Work Around Hydro Service to LIN 8 & 9	2	each	400	800
Locate and Work Around Fiber Service to LIN 14	1	LS	400	400
Remove and Reinstall Signs	1	LS	500	500
Remove and Dispose of Existing Catch Basins	7	each	500	3,500
Sawcut and Remove Concrete Driveway at LIN 11	1	LS	500	500
Sawcut and Remove Asphalt Driveway at LIN 12	1	LS	500	500

<u>Item Description (Supply and Install New)</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Cost (\$)</u>	<u>Total (\$)</u>
Strip Topsoil in Farms	310	m	10	3,100
Locate, Remove and Dispose of Existing Storm Drain	1100	m	20	22,000
Supply and install 600mmØ HDPE Pipe	231	m	400	92,400
Supply and install 525mmØ HDPE Pipe	115	m	375	43,125
Supply and install 450mmØ HDPE Pipe	144	m	350	50,400
Supply and install 375mmØ HDPE Pipe	16	m	300	4,800
Supply and install 250mmØ HDPE Pipe	29	m	250	7,250
Connect Existing Tiles	50	each	150	7,500
Connect Existing tile with Tee at Station 0+189	1	LS	400	400
100% Crushed Granular "A" for Driveways (LIN 8, 9 & 14)	100	tonne	40	4,000
Concrete Driveway at LIN 11	50	sq.m	80	4,000
HL4 for Asphalt Driveway at LIN 12	5	tonne	300	1,500
HL3 for Asphalt Driveway at LIN 12	5	tonne	300	1,500
900mm x 1200mm Catch Basins (CB #1, 2, 3, 5 & 6)	5	each	3,500	17,500
600mm x 600mm Catch Basins (CB #4, 7 & 8)	3	each	3,500	10,500
600mm x 600mm Ditch Inlet Catch Basin (CB #9)	1	each	2,500	2,500
Restoration and Seeding	1	each	15,000	15,000

<u>Item Description (Supply and Install New)</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Cost (\$)</u>	<u>Total (\$)</u>
Contingency				<u>28,500</u>
Sub Total				362,575
Allowances				2,600
Engineering				63,430
Daylighting and Sureying Utilities				15,000
Completing AODA Compliant Document				1,500
Estimate for Tendering, Inspection and Contract Administration				24,000
ERCA Fee				<u>500</u>
Total Estimate excluding HST				469,605
Non-Recoverable HST (1.76%)				<u>8,210</u>
Total Estimate				\$ 477,815

Shipman Drain
Town of Amherstburg
July 17, 2024

1 of 2

SCHEDULE OF ASSESSMENT (OPTION NO. 2)

Drain to South Without Pump Station

Conc.	Lot or Part	Hectares Owned	Affected Hecatares	Landowner Index Number	Owner	Special Benefit (\$)	Benefit (\$)	Outlet (\$)	Total (\$)
Utilities									
	Gas Utility				Enbridge Gas	4,394	-	-	4,394
	Hydro Utility				Hydro One	6,137	-	-	6,137
	Water Utility				Town of Amherstburg	11,401	-	-	11,401
	Telecom Utility				Bell Telecom	5,395	-	-	5,395
						27,327	-	-	27,327
Public Lands									
	Concession 2 N		0.71		Town of Amherstburg	15,063	297,883	11,716	324,662
	South Riverview		0.14		Town of Amherstburg	-	-	2,310	2,310
						15,063	297,883	14,026	326,972
Agricultural Lands									
2	Pt. Lot 12 and 13	55.38	9.49	10	A. & Y. Simon	-	13,245	34,800	48,045
	Pt. Lot 13	11.93	4.04	13	E. & M. Monforton	-	6,200	14,815	21,015
						-	19,445	49,615	69,060

Conc.	Lot or Part	Hectares Owned	Affected Hecatares	Landowner Index Number	Owner	Special Benefit (\$)	Benefit (\$)	Outlet (\$)	Total (\$)
Non Agricultural Lands									
1	Pt. Lot 37	1.27	0.06	1	M. Coughlin	-	-	440	440
	Pt. Lot 37	0.42	0.11	2	K. & K. Kwiatkowski	-	-	807	807
	Pt. Lot 37	0.63	0.15	3	R. Cote	-	-	1,100	1,100
	Pt. Lot 37 & 38	0.63	0.15	4	J. & M. Purdy	-	-	1,100	1,100
	Pt. Lot 38	0.51	0.10	5	S. & S. Meloche	-	-	733	733
	Pt. Lot 38	0.93	0.00	6	M. Seguin	-	-	-	-
	Pt. Lot 38	0.48	0.00	7	F. Tessier	-	-	-	-
2	Pt. Lot 12	0.15	0.15	8	R. Orum	-	3,945	1,100	5,045
	Pt. Lot 12	1.97	0.81	9	M. & M. Dube	-	3,382	4,455	7,837
	Pt. Lot 12	0.41	0.42	11	M. Adamo & L. Pizzuti	5,440	4,509	2,695	12,644
	Pt. Lot 13	0.21	0.21	12	S. & A. Wieclaw	4,440	3,382	1,540	9,362
	Pt. Lot 13	0.81	0.81	14	M. Beneteau	-	5,636	5,198	10,834
	Pt. Lot 13	0.33	0.33	15	J. & S. Mongeau	-	2,255	2,299	4,554
Total Area						9,880	23,109	21,467	54,456
Total Non Agricultural Lands						54,456			
Total Agricultural Lands						69,060			
Total Public Lands						326,972			
Total Utilities						27,327			
Total Assessment						\$477,815			

Estimate of Cost (Option #3)

Split Drain (0+000 to 0+176 to North and 0+188 to 0+560 to South)

<u>Item Description (Supply and Install New)</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Cost (\$)</u>	<u>Total (\$)</u>
Pre-Construction Meeting	1	LS	200	200
De-Watering	1	LS	25,000	25,000
Brushing and Tree Removal	1	LS	5,000	5,000
Traffic Control	1	LS	5,000	5,000
Locate and Work Around Main Line Telecom	1	LS	1,500	1,500
Locate and Work Around Overhead Hydro	1	LS	1,500	1,500
Co-ordination for Fiber Service Relocation at LIN 14	1	LS	800	800
Co-ordination for Gas Service Relocation at LIN 14	1	LS	800	800
Co-Ordinate Pole Holds with Hydro One as Required	1	LS	2,000	2,000
Locate and Work Around Gas Services (LIN 8, 9, 11, 12 & 14)	5	each	400	2,000
Locate and Work Around Water Services (LIN 8, 9, 11, 12 & 14)	5	each	400	2,000
Water Service Replacement at LIN 8 & 9	2	each	2,500	5,000
Locate and Work Around Telecom Services (LIN 9, 11 & 14)	3	each	400	1,200
Locate and Work Around Hydro Service to LIN 8 & 9	2	each	400	800
Locate and Work Around Fiber Service to LIN 14	1	LS	400	400
Remove and Reinstall Signs	1	LS	500	500
Remove and Dispose of Existing Catch Basins	7	each	500	3,500
Sawcut and Remove Concrete Driveway at LIN 11	1	LS	500	500
Sawcut and Remove Asphalt Driveway at LIN 12	1	LS	500	500

<u>Item Description (Supply and Install New)</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Cost (\$)</u>	<u>Total (\$)</u>
Strip Topsoil in Farms	310	m	10	3,100
Locate, Remove and Dispose of Existing Storm Drain	990	m	20	19,800
Supply and install 450mmØ HDPE Pipe (Station 0+026 to 0+066)	40	m	350	14,000
Supply and install 525mmØ HDPE Pipe (Station 0+560 to 0+354)	206	m	375	77,250
Supply and install 450mmØ HDPE Pipe (Station 0+354 to 0+264)	90	m	350	31,500
Supply and install 375mmØ HDPE Pipe (Station 0+264 to 0+188)	76	m	230	17,480
Connect Existing Tiles	45	each	150	6,750
Connect Existing tile with Tee at Station 0+189	1	LS	400	400
100% Crushed Granular "A" for Driveways (LIN 8, 9 & 14)	100	tonne	40	4,000
Concrete Driveway at LIN 11	50	sq.m	80	4,000
HL4 for Asphalt Driveway at LIN 12	5	tonne	300	1,500
HL3 for Asphalt Driveway at LIN 12	5	tonne	300	1,500
900mm x 1200mm Catch Basins (CB #1, 2 & 3)	3	each	3,500	10,500
600mm x 600mm Catch Basins (CB #4, 5, 6, 7 & 8)	5	each	3,500	17,500
Restoration and Seeding	1	each	15,000	15,000
Contingency				<u>32,130</u>
Sub Total				314,610
Allowances				2,600
Engineering				62,640
Daylighting and Sureying Utilities				15,000
Video Drain Between Station 0+176 and 0+066				5,000
Completing AODA Compliant Document				1,500
Estimate for Tendering, Inspection and Contract Administration				24,000
ERCA Fee				<u>500</u>
Total Estimate excluding HST				425,850
Non-Recoverable HST (1.76%)				<u>7,440</u>
Total Estimate				\$ 433,290

Shipman Drain
Town of Amherstburg
July 17, 2024

1 of 2

SCHEDULE OF ASSESSMENT (OPTION NO. 3)

Split Drain

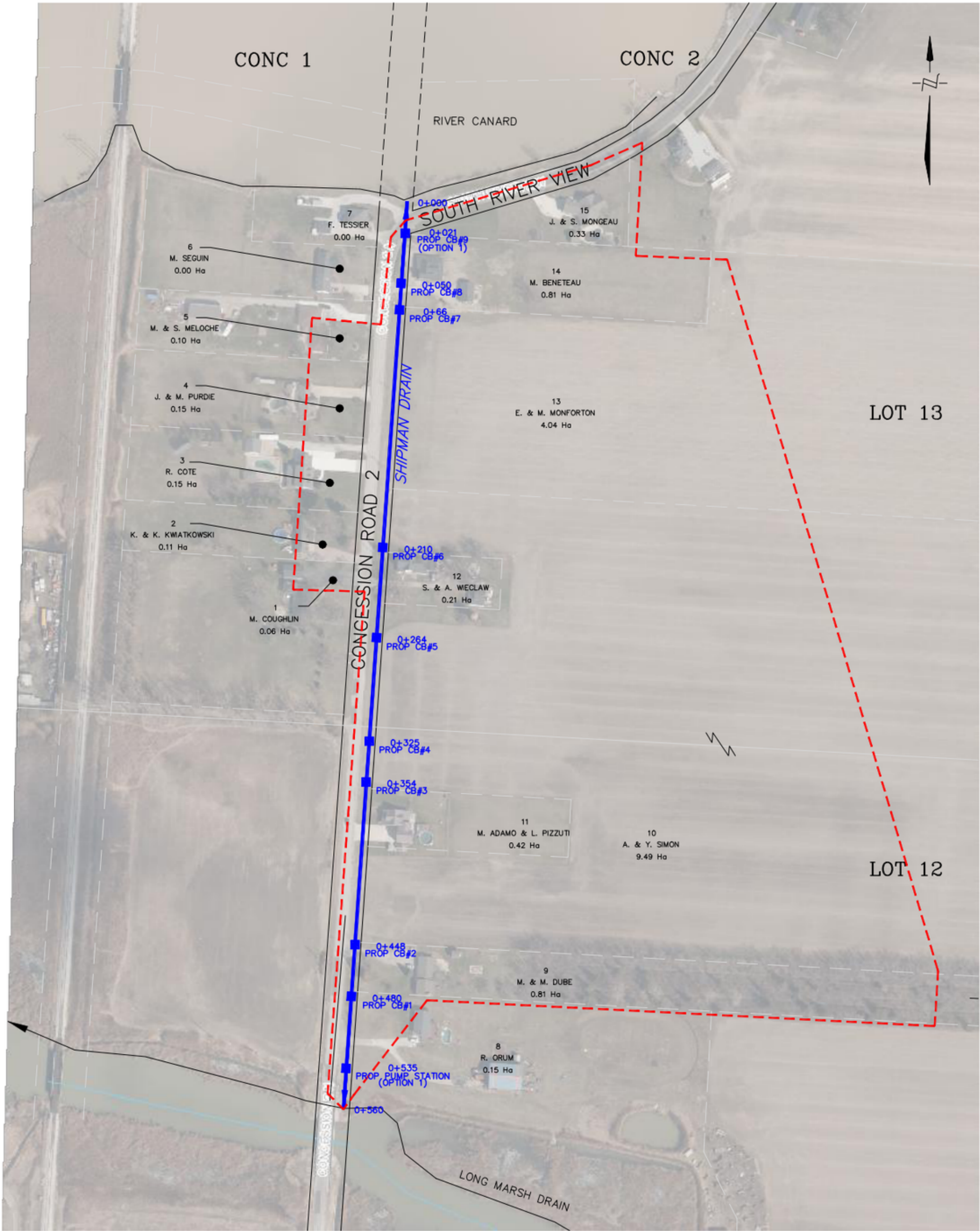
Conc.	Lot or Part	Hectares Owned	Affected Hecatares	Landowner Index Number	Owner	Special Benefit (\$)	Benefit (\$)	Outlet (\$)	Total (\$)
Utilities									
	Gas Utility				Enbridge Gas	5,574	-	-	5,574
	Hydro Utility				Hydro One	6,137	-	-	6,137
	Water Utility				Town of Amherstburg	11,401	-	-	11,401
	Telecom Utility				Bell Telecom	6,575	-	-	6,575
						29,687	-	-	29,687
Public Lands									
	Concession 2 N		0.71		Town of Amherstburg	15,063	256,735	11,468	283,266
	South Riverview		0.14		Town of Amherstburg	-	-	2,261	2,261
						15,063	256,735	13,729	285,527
Agricultural Lands									
2	Pt. Lot 12 and 13	55.38	9.49	10	A. & Y. Simon	-	12,965	34,062	47,027
	Pt. Lot 13	11.93	4.04	13	E. & M. Monforton	-	3,034	14,501	17,535
						-	15,999	48,563	64,562

Conc.	Lot or Part	Hectares Owned	Affected Hecatares	Landowner Index Number	Owner	Special Benefit (\$)	Benefit (\$)	Outlet (\$)	Total (\$)
Non Agricultural Lands									
1	Pt. Lot 37	1.27	0.06	1	M. Coughlin	-	-	431	431
	Pt. Lot 37	0.42	0.11	2	K. & K. Kwiatkowski	-	-	790	790
	Pt. Lot 37	0.63	0.15	3	R. Cote	-	-	1,077	1,077
	Pt. Lot 37 & 38	0.63	0.15	4	J. & M. Purdie	-	-	1,077	1,077
	Pt. Lot 38	0.51	0.10	5	M. & S. Meloche	-	-	718	718
	Pt. Lot 38	0.93	0.00	6	M. Seguin	-	-	-	-
	Pt. Lot 38	0.48	0.00	7	F. Tessier	-	-	-	-
2	Pt. Lot 12	0.15	0.15	8	R. Orum	-	3,862	1,077	4,939
	Pt. Lot 12	1.97	0.81	9	M. & M. Dube	-	3,310	4,361	7,671
	Pt. Lot 12	0.41	0.42	11	M. Adamo & L. Pizzuti	5,440	4,414	2,638	12,492
	Pt. Lot 13	0.21	0.21	12	S. & A. Wieclaw	4,440	3,310	1,507	9,257
	Pt. Lot 13	0.81	0.81	14	M. Beneteau	-	5,517	5,088	10,605
	Pt. Lot 13	0.33	0.33	15	J. & S. Mongeau	-	2,207	2,250	4,457
Total Area						9,880	22,620	21,014	53,514
Total Non Agricultural Lands						53,514			
Total Agricultural Lands						64,562			
Total Public Lands						285,527			
Total Utilities						29,687			
Total Assessment						\$433,290			

ASSESSMENT COMPARISON

Conc.	Lot or Part	Hectares Owned	Affected Hecatares	Landowner Index Number	Owner	Option No. 1	Option No. 2	Option No. 3
Utilities								
	Gas Utility				Enbridge Gas	4,394	4,394	5,574
	Hydro Utility				Hydro One	6,137	6,137	6,137
	Water Utility				Town of Amherstburg	11,401	11,401	11,401
	Telecom Utility				Bell Telecom	5,395	5,395	6,575
						27,327	27,327	29,687
Public Lands								
	Concession 2 N		0.71		Town of Amherstburg	405,161	324,662	283,266
	South Riverview		0.14		Town of Amherstburg	4,002	2,310	2,261
						409,163	326,972	285,527
Agricultural Lands								
2	Pt. Lot 12 and 13	55.38	9.49	10	A. & Y. Simon	74,129	48,045	47,027
	Pt. Lot 13	11.93	4.04	13	E. & M. Monforton	32,144	21,015	17,535
						106,273	69,060	64,562

Conc.	Lot or Part	Hectares Owned	Affected Hectares	Landowner Index Number	Owner	Option No. 1	Option No. 2	Option No. 3
Non Agricultural Lands								
1	Pt. Lot 37	1.27	0.06	1	M. Coughlin	762	440	431
	Pt. Lot 37	0.42	0.11	2	K. & K. Kwiatkowski	1,398	807	790
	Pt. Lot 37	0.63	0.15	3	R. Cote	1,906	1,100	1,077
	Pt. Lot 37 & 38	0.63	0.15	4	J. & M. Purdie	1,906	1,100	1,077
	Pt. Lot 38	0.51	0.10	5	M. & S. Meloche	1,271	733	718
	Pt. Lot 38	0.93	0.00	6	M. Seguin	-	-	-
	Pt. Lot 38	0.48	0.00	7	F. Tessier	-	-	-
2	Pt. Lot 12	0.15	0.15	8	R. Orum	6,029	5,045	4,939
	Pt. Lot 12	1.97	0.81	9	M. & M. Dube	11,253	7,837	7,671
	Pt. Lot 12	0.41	0.42	11	M. Adamo & L. Pizzuti	14,821	12,644	12,492
	Pt. Lot 13	0.21	0.21	12	S. & A. Wieclaw	10,642	9,362	9,257
	Pt. Lot 13	0.81	0.81	14	M. Beneteau	14,895	10,834	10,605
	Pt. Lot 13	0.33	0.33	15	J. & S. Mongeau	6,339	4,554	4,457
Total Area						71,222	54,456	53,514
Total						613,985	477,815	433,290



LEGEND

- SHIPMAN DRAIN
- MUNICIPAL DRAIN
- DRAINAGE AREA



4218 Oil Heritage Road
Petrolia Ontario, N0N 1R0
Phone: (519) 882-0032 Fax: (519) 882-2233

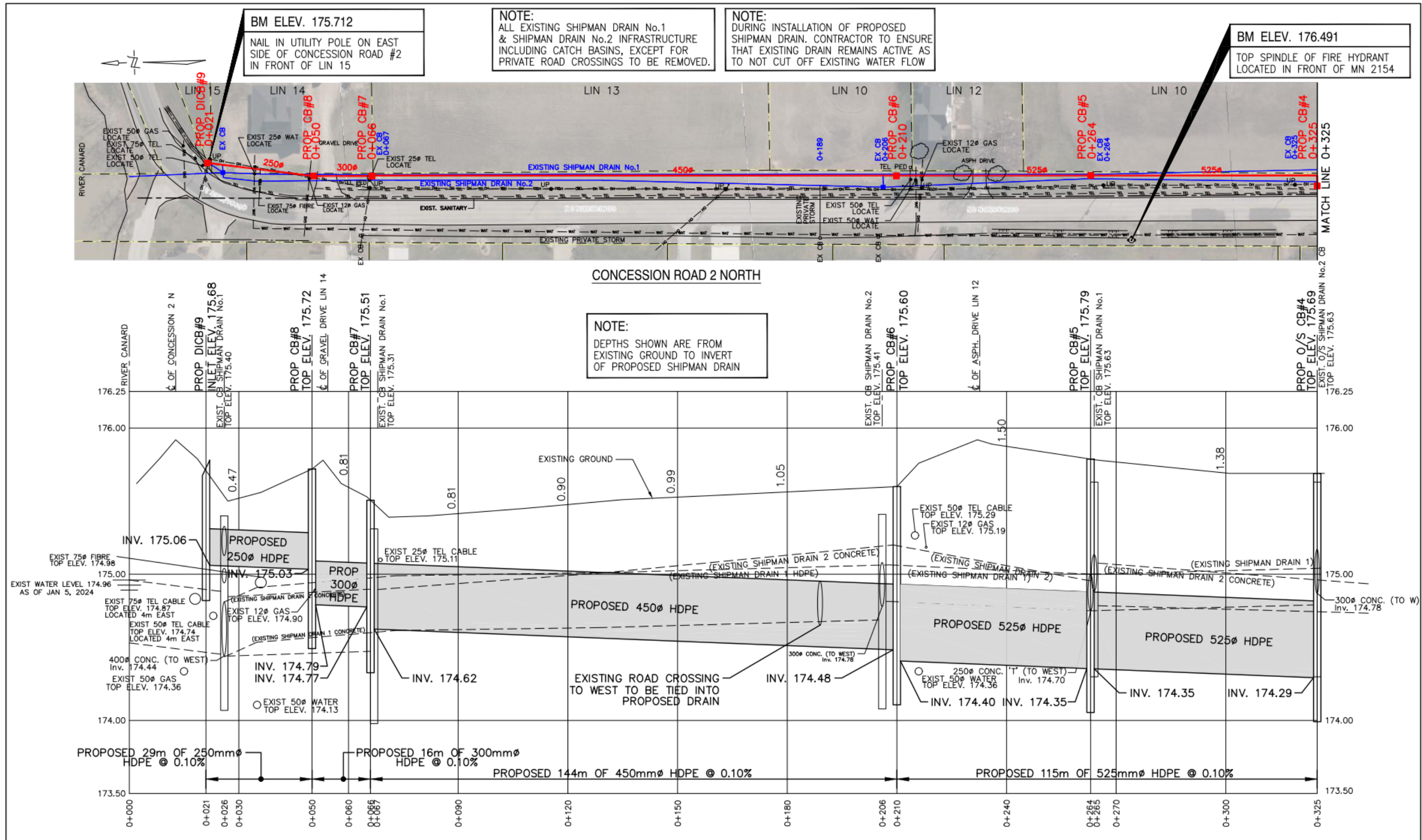
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Shipman Drain Plan

PROJECT No.
2023-1509

APPROVED	NO.	REVISIONS	DATE	BY
J. WARNER				
CHECKED	1	PRELIM. REPORT	JULY 17, 2024	CS
B. VAN RUITENBURG				
DRAWN				
C. SAUNDERS				



TOWN of AMHERSTBURG
SHIPMAN DRAIN
PLAN



4218 Oil Heritage Road
Petrolia Ontario, N0N 1R0
Phone: (519) 882-0032 Fax: (519) 882-2233

DRAWING NAME:
Shipman Drain Plan & Profile 1 Option 1

PROJECT No.
2023-1509

APPROVED	NO.	REVISIONS	DATE	BY
J. WARNER				
CHECKED	1	PRELIM. REPORT	JULY 17, 2024	CS
B. VAN RUITENBURG				
DRAWN				
C. SAUNDERS				

SCALE 1: 1000

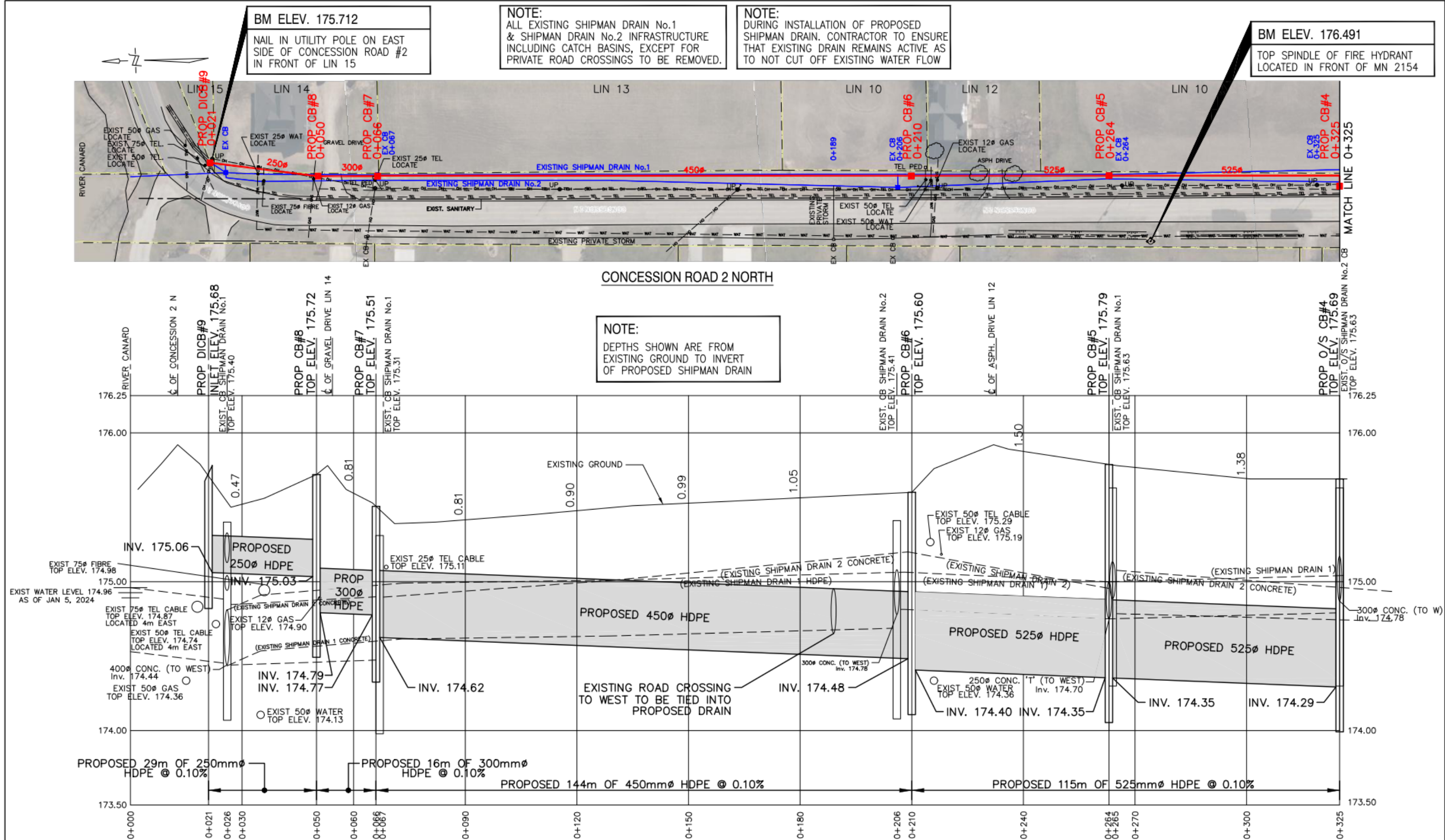
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TOWN of AMHERSTBURG SHIPMAN DRAIN OPTION 1 PLAN & PROFILE

2
OF 7

Last Updated: June 27, 2024



4218 Oil Heritage Road
Petrolia Ontario, N0N 1R0
Phone: (519) 882-0032 Fax: (519) 882-2233

DRAWING NAME:
Shipman Drain Plan & Profile 1 Option 2

PROJECT No.
2023-1509

APPROVED	NO.	REVISIONS	DATE	BY
J. WARNER				
CHECKED	1	PRELIM. REPORT	JULY 17, 2024	CS
B. VAN RUITENBURG				
DRAWN				
C. SAUNDERS				

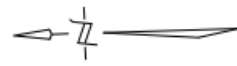
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TOWN of AMHERSTBURG SHIPMAN DRAIN OPTION 2 PLAN & PROFILE

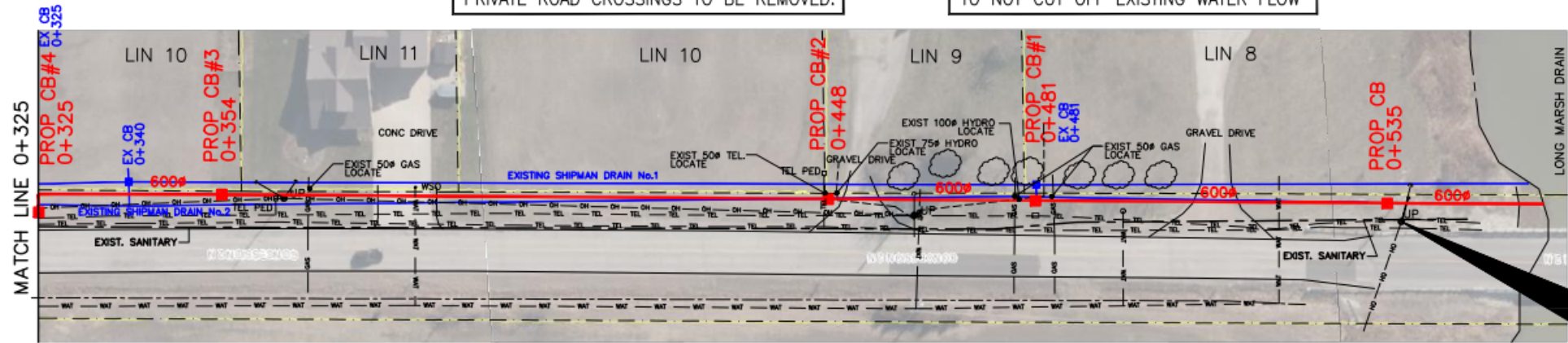
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OF 7

Last Updated: June 27, 2024

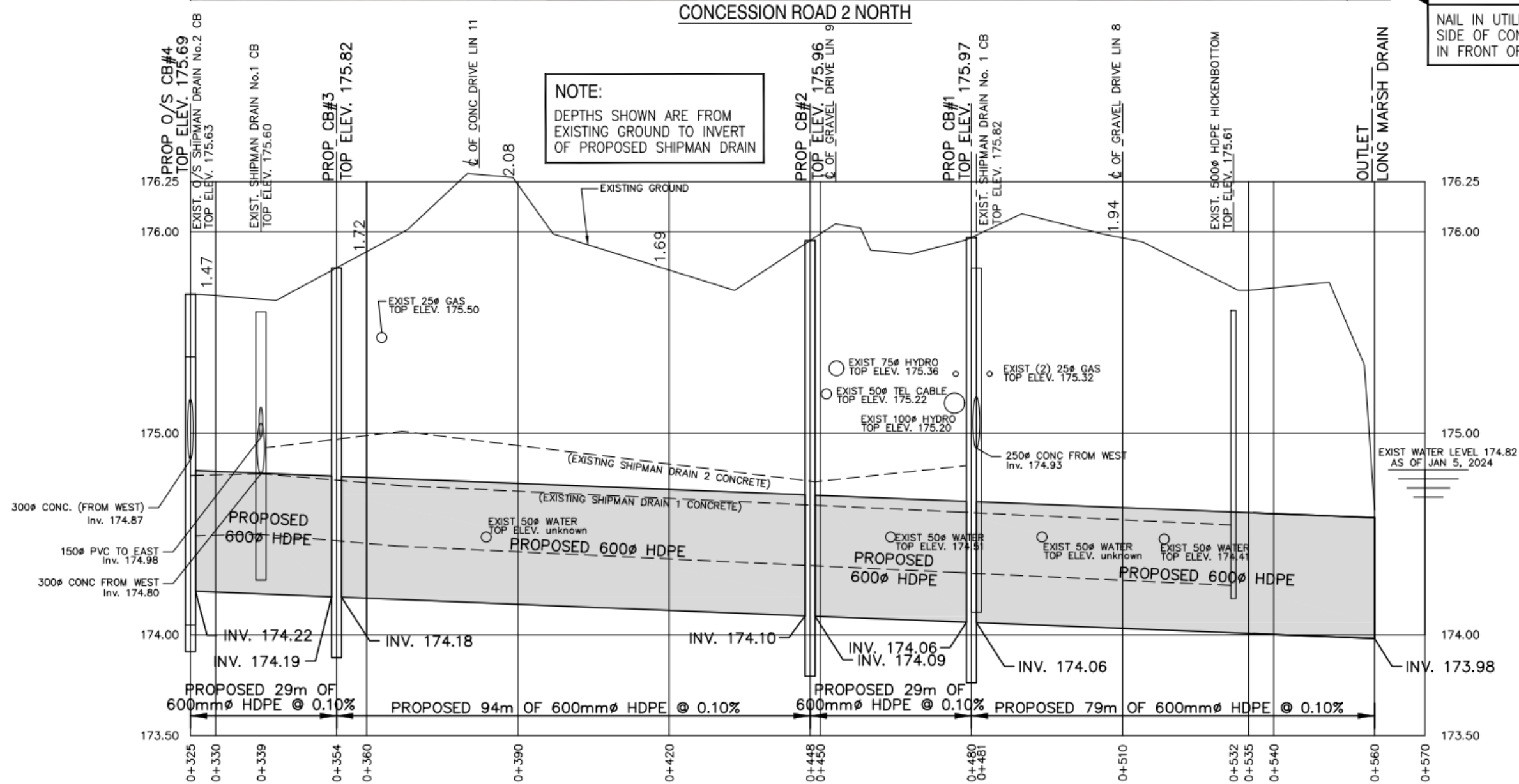


NOTE:
ALL EXISTING SHIPMAN DRAIN No.1
& SHIPMAN DRAIN No.2 INFRASTRUCTURE
INCLUDING CATCH BASINS, EXCEPT FOR
PRIVATE ROAD CROSSINGS TO BE REMOVED.

NOTE:
DURING INSTALLATION OF PROPOSED
SHIPMAN DRAIN. CONTRACTOR TO ENSURE
THAT EXISTING DRAIN REMAINS ACTIVE AS
TO NOT CUT OFF EXISTING WATER FLOW



BM ELEV. 175.799
NAIL IN UTILITY POLE ON EAST
SIDE OF CONCESSION ROAD #2
IN FRONT OF LIN 8



4218 Oil Heritage Road
Petrolia Ontario, N0N 1R0
Phone: (519) 882-0032 Fax: (519) 882-2233

DRAWING NAME:
Shipman Drain Plan & Profile 2 Option 2

PROJECT No.
2023-1509

APPROVED	NO.	REVISIONS	DATE	BY
J. WARNER				
CHECKED	1	PRELIM. REPORT	JULY 17, 2024	CS
B. VAN RUITENBURG				
DRAWN				
C. SAUNDERS				

SCALE 1: 1000

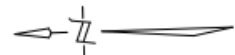
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TOWN of AMHERSTBURG

SHIPMAN DRAIN OPTION 2

PLAN & PROFILE

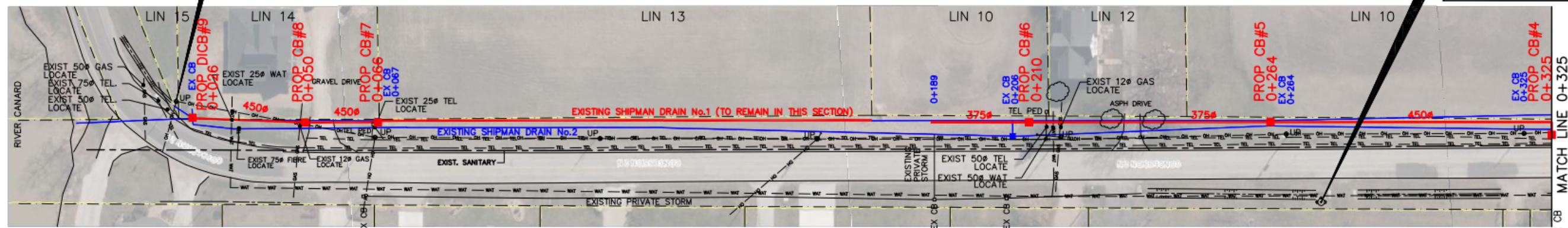


BM ELEV. 175.712
NAIL IN UTILITY POLE ON EAST
SIDE OF CONCESSION ROAD #2
IN FRONT OF LIN 15

NOTE:
ALL EXISTING SHIPMAN DRAIN No.1
& SHIPMAN DRAIN No.2 INFRASTRUCTURE
INCLUDING CATCH BASINS, EXCEPT FOR
PRIVATE ROAD CROSSINGS TO BE REMOVED.

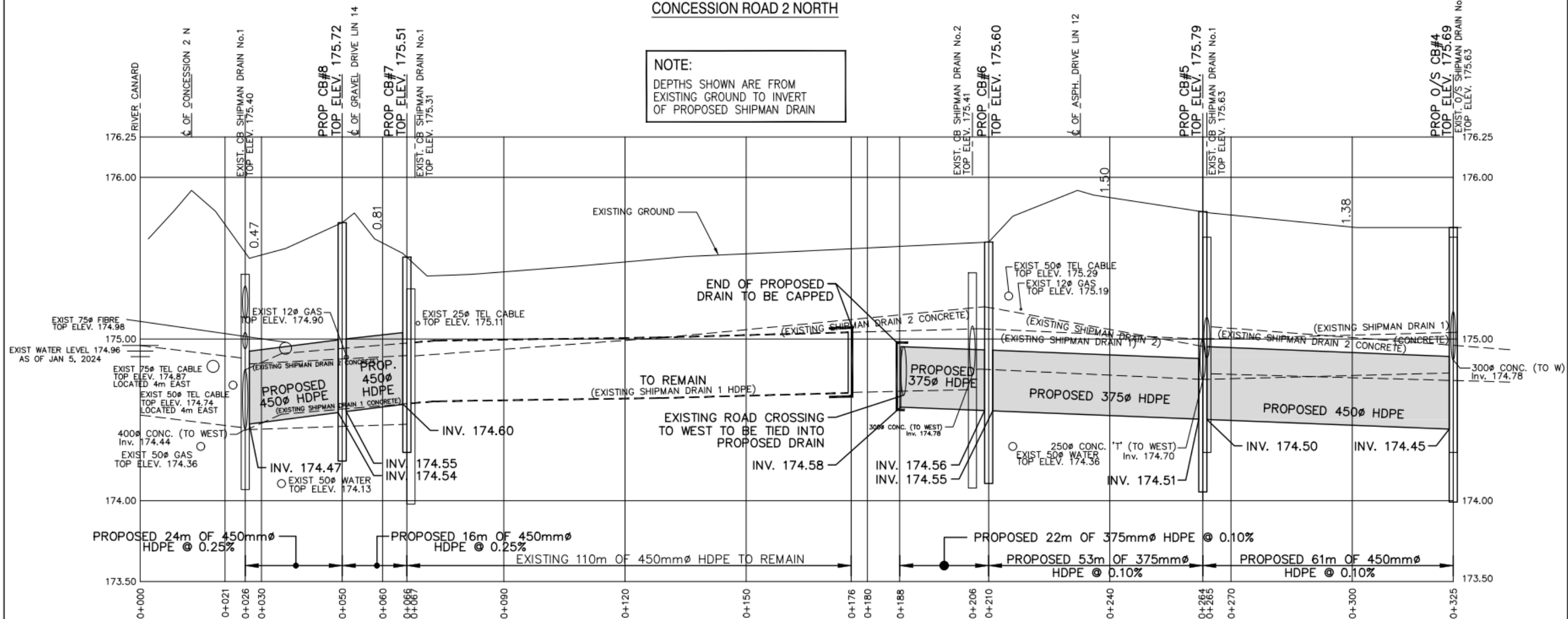
NOTE:
DURING INSTALLATION OF PROPOSED
SHIPMAN DRAIN. CONTRACTOR TO ENSURE
THAT EXISTING DRAIN REMAINS ACTIVE AS
TO NOT CUT OFF EXISTING WATER FLOW

BM ELEV. 176.491
TOP SPINDLE OF FIRE HYDRANT
LOCATED IN FRONT OF MN 2154



CONCESSION ROAD 2 NORTH

NOTE:
DEPTHS SHOWN ARE FROM
EXISTING GROUND TO INVERT
OF PROPOSED SHIPMAN DRAIN



4218 Oil Heritage Road
Petrolia Ontario, N0N 1R0
Phone: (519) 882-0032 Fax: (519) 882-2233

DRAWING NAME:
Shipman Drain Plan & Profile 1 Option 3

PROJECT No.
2023-1509

APPROVED	NO.	REVISIONS	DATE	BY
J. WARNER				
CHECKED	1	PRELIM. REPORT	JULY 17, 2024	CS
B. VAN RUITENBURG				
DRAWN				
C. SAUNDERS				

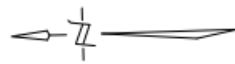
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TOWN of AMHERSTBURG
SHIPMAN DRAIN OPTION 3
PLAN & PROFILE

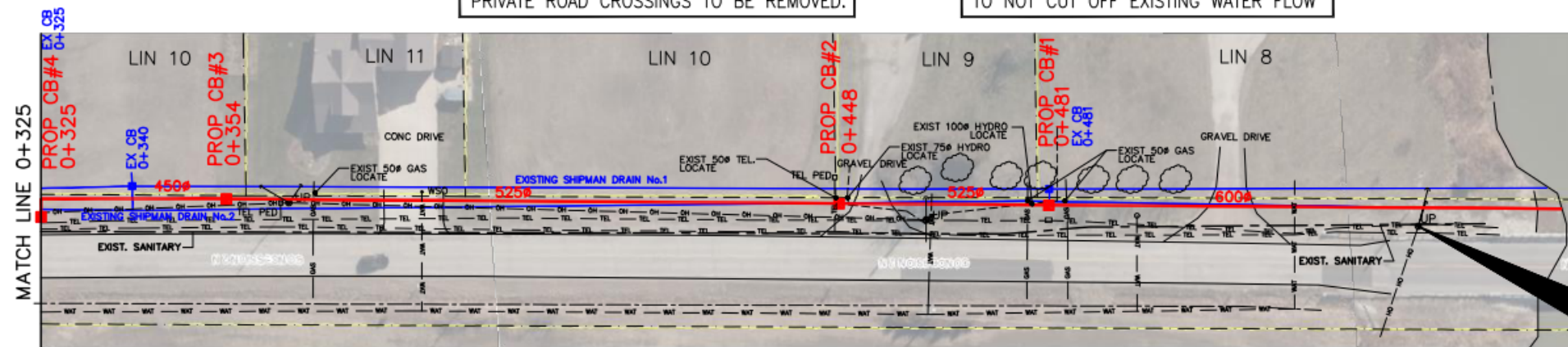
6
OF 7

Last Updated: June 27, 2024

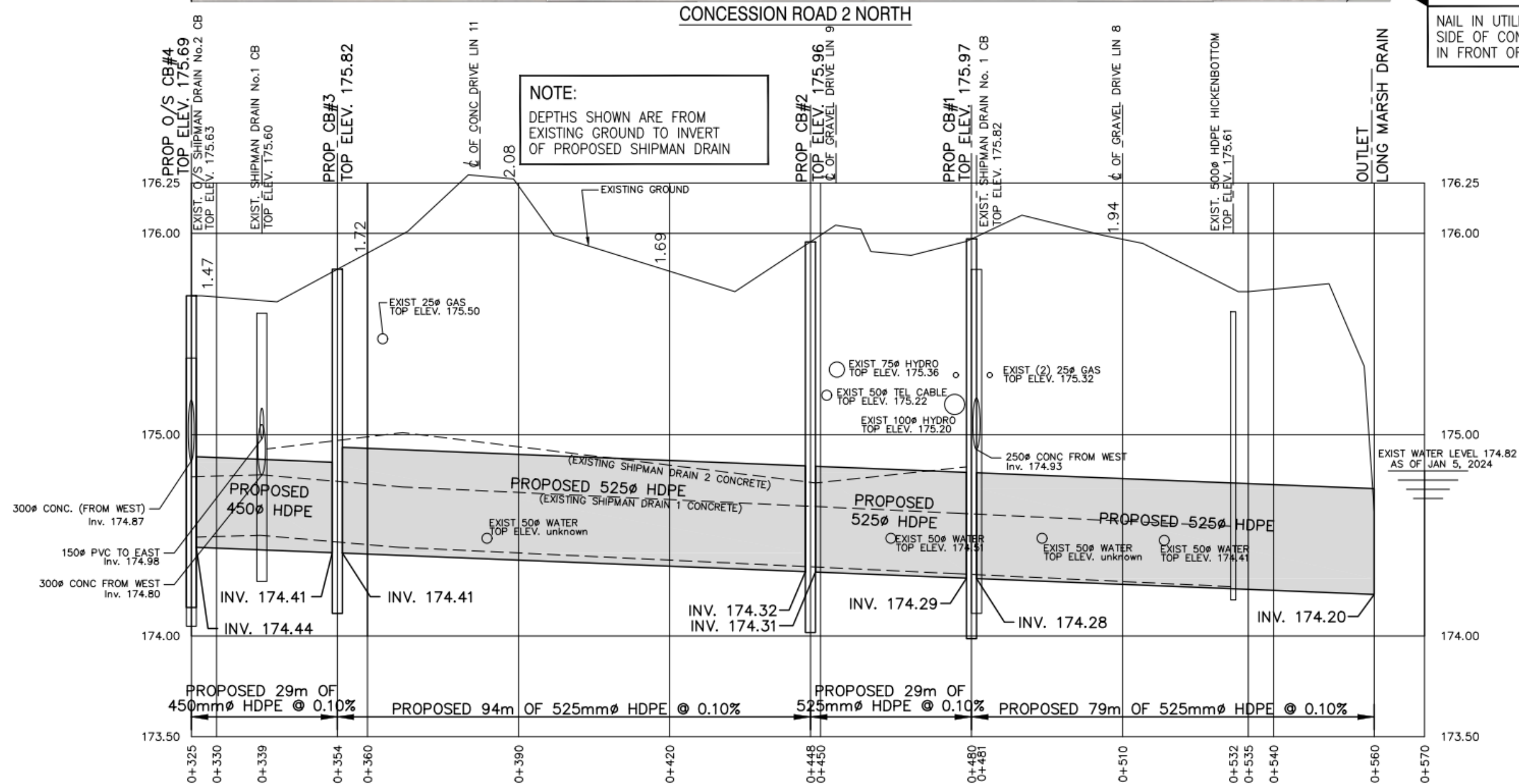


NOTE:
ALL EXISTING SHIPMAN DRAIN No.1
& SHIPMAN DRAIN No.2 INFRASTRUCTURE
INCLUDING CATCH BASINS, EXCEPT FOR
PRIVATE ROAD CROSSINGS TO BE REMOVED.

NOTE:
DURING INSTALLATION OF PROPOSED
SHIPMAN DRAIN. CONTRACTOR TO ENSURE
THAT EXISTING DRAIN REMAINS ACTIVE AS
TO NOT CUT OFF EXISTING WATER FLOW



BM ELEV. 175.799
NAIL IN UTILITY POLE ON EAST
SIDE OF CONCESSION ROAD #2
IN FRONT OF LIN 8



NOTE:
DEPTHS SHOWN ARE FROM
EXISTING GROUND TO INVERT
OF PROPOSED SHIPMAN DRAIN



4218 Oil Heritage Road
Petrolia Ontario, N0N 1R0
Phone: (519) 882-0032 Fax: (519) 882-2233

DRAWING NAME:
Shipman Drain Plan & Profile 2 Option 3

PROJECT No.
2023-1509

APPROVED	NO.	REVISIONS	DATE	BY
J. WARNER				
CHECKED	1	PRELIM. REPORT	JULY 17, 2024	CS
B. VAN RUITENBURG				
DRAWN				
C. SAUNDERS				

SCALE 1: 1000
0 10 20 30m

TOWN of AMHERSTBURG

SHIPMAN DRAIN OPTION 3

PLAN & PROFILE

August 14, 2024

The Mayor and Council
Town of Amherstburg
271 Sandwich Street South
Amherstburg, Ontario
N9V 2A5

Gentlemen and Mesdames:

Re: General Drain (2024)

As instructed, R. Dobbin Engineering Inc. has undertaken an examination of Lots 4 and 5, Concession 1 with regards to providing a legal outlet for the properties with Index Numbers 3, 4, 5, 7, 10, 11, 12, 13, 14 and 15.

This is a Reconsidered Report based on a June 4, 2024 Meeting to Consider.

Authorization under the Drainage Act

This Engineers Report that has been prepared under Sections 4 of the Drainage Act as per a petition from affected Landowners.

A petition has been received by the Town of Amherstburg. Section 4 (1) of the Drainage Act states:

A petition for the drainage by means of a drainage works of an area requiring drainage as described in the petition may be filed with the Clerk of the local Municipality in which the area is situate by,

- (a) the majority in number of the owners, as shown by the last revised assessment roll of lands in the area, including the owners of any roads in the area;
- (b) the owner or owners, as shown by the last revised assessment roll, of lands in the area representing at least 60 per cent of the hectarage in the area;
- (c) where a drainage works is required for a road or part thereof, the engineer, road superintendent or person having jurisdiction over such road or part, despite subsection 61(5);
- (d) where a drainage works is required for the drainage of lands used for agricultural purposes, the Director. R.S.O. 1990, c.D.17, s.4(1).

The petition was determined to be valid based on Section 4 (1) (a) and (b).

Existing Drainage

The existing private drain outlets into the Detroit River via two 450mm diameter concrete/pvc pipes as shown on the detailed drawings. The two pipes intersect at the outlet of a rip rapped channel. The rip rap channel extends easterly where it provides an outlet for 900mm dia. and 750mm dia. road crossing under Sandwich Street North (County Road 20). From there an open channel generally continues easterly to Station 0+616. The channel then continues southeasterly, easterly and southerly to east of the southeast corner of the property with Index Number 15.

Currently the properties with Index Numbers 1 through 9, except 5, utilize the channel as an outlet. The property with Index Number 5 has petitioned to be included in the drainage area for future outlet potential. Any future connection to the drain would be subject to the required approvals from the Town of Amherstburg.

Approvals

The general plan and the DFO's Request for Review Form were submitted to ensure compliance. On February 7th, 2024 the DFO responded with an email, included in Appendix B, containing their approval.

The Essex Region Conservation Authority (ERCA) was contacted to inform them of the project. The ERCA confirmed that an environmental appraisal will not be required on this project.

A hydrology and hydraulic report were prepared and submitted for review to the ERCA. On April 4th, 2024 ERCA staff emailed confirming that they would be able to support the project. A permit must be issued by the ERCA prior to any construction taking place.

Onsite Meeting

An onsite meeting was held on August 4th, 2023. The following were present:

- Josh Warner (Engineer, R. Dobbin Engineering)
- Sam Paglia (Drainage Superintendent, Town of Amherstburg)
- Daniel Caster (Landowner)
- Hal Kersey (Landowner Representative)

The following was discussed at the site meeting:

- General discussion of the Drainage Act and Landowners rights under the Drainage Act.
- D. Caster owns parcels with identification number 10 to 15 and is looking to develop the properties. He expressed interest in utilizing the proposed drain as an outlet should the properties be developed. In order to service the properties, a petition would need to be received by the Town. The owner was going to investigate whether they would petition or utilize the existing storm system on Brunner Avenue.

Discussion

The owner of the properties with Index Numbers 10 to 15 submitted a petition to investigate the use of the proposed drain as an outlet. As part of this investigation, it was determined that a forcemain servicing these lands downstream of the existing culverts would be the most economical option. Following the cost estimates, the owner decided to proceed with extending the proposed drain to serve as an outlet for their properties.

The property with Index Number 5 currently outlets its water through Brunner Avenue. Any change to have this proposed drain serve as the outlet for the property shall be approved through the site plan control agreement with the Planning Department.

On January 8, 2024 the owner of the properties with Index Numbers 3 and 4 requested that the channel be moved off their property onto the property with Index Number 6. The owner stated that this was previously agreed to with the owner of the property with Index Number 6.

Meeting to Consider the Report

A report dated May 7, 2024 was submitted to the Drainage Board, with a Meeting to Consider the Report held on June 4, 2024.

A Landowner representative for the parcel with Index Number 9 expressed concerns with the work being completed on the property with Index Number 9 and the additional area being brought into the watershed. The Drainage Board referred the report back to discuss further with this Landowner and make any required changes to the report.

Subsequent Meeting and Discussion

A subsequent meeting was held on June 12, 2024. The following were present:

- Josh Warner (Engineer, R. Dobbin Engineering)
- Sam Paglia (Drainage Superintendent, Town of Amherstburg)
- Daniel Caster (Landowner)
- Hal Kersey (Landowner Representative)
- Dan Huneault (Landowner Representative)
- James Bryant (ERCA)
- Kevin Money (ERCA)
- Line Florian (ERCA)

Dan Huneault stated that they will be looking to get a third-party opinion on the proposed work and how it will affect the Marina property (Parcel Number 9). It was discussed that the drain at the lower end should be flushed and videoed in order to determine its condition. Josh Warner stated that the report will be revised to add additional rip rap to the rip rap channel. It was discussed that should the owner of Parcel Number 9 want to investigate a different route for the drainage works that should be requested to the Drainage Engineer and that any additional cost would be assessed to the requesting property. ERCA expressed concerns with their assessment as part of the project.

Correspondence from the representative for Parcel Number 9 was received on August 9, 2024 and a response was provided on August 12, 2024. R. Dobbin Engineering believes all concerns related to the project (mainly quality control from the individual sites and quantity of water from the additional drainage area) have been addressed through the report and email correspondence.

Video

A video of the lower end of the drain (Station 0+000 to 0+016 and 1+000 to 1+063) was completed on August 7, 2024. There were sections that had some longitudinal cracking and two sections that had broken connections with the potential for soil infiltration. Overall, the condition of the pipe was okay. It is recommended that the broken joints be repaired. Specifications have been included in this report should future replacement be required.

Recommendations

It is therefore recommended that the following work be carried out:

1. The existing infrastructure identified in the plan and profile drawings shall be incorporated as part of the General Drain. This includes the following:
 - Two 450mm Concrete/PVC Storm Sewers outletting into the Detroit River (Station 0+00 to 0+016 and 1+000 to 1+063) complete with minor repairs
 - Rip Rap Channel from Station 0+016 to 0+028 complete with minor repairs
 - 900mm dia. CSP from Station 0+028 to 0+047
 - 750mm dia. CSP from Station 0+047 to 0+065
 - Catch basins at Stations 0+047, 0+060 and 1+022
 - Open Channel from Station 0+065 to 0+207 including a 2010x1530mm dia. CSPA culvert at Station 0+196
2. An additional 600mm dia. Concrete Pipe shall be installed at the outlet of the Detroit River to the Rip Rap Channel to increase the capacity of the system (Station 2+000 to 2+017).
3. The channel between Station 0+207 and 0+616 shall be moved off of the properties with Index Numbers 3 and 4 and placed on the property with Index Number 6. This new channel shall form part of the drainage works. As part of the move off the channel shall be cleaned out from Station 0+196 to 0+207 and one private culvert shall be replaced and relocated and one culvert shall be removed. The private culvert adjacent the channel at Station 0+616 shall remain private after completion of the drainage works.
4. A forcemain shall be installed in order to provide an outlet for the properties with Index Numbers 10 to 15 (Station 0+616 to 0+738).
5. A storm sewer shall be installed from the channel to the north property line of the property with L.I.N. 4 in order to service future development of L.I.N. 3 and 4.

Design

The General Drain has been designed to accommodate the 1:100-year storm event with developed properties restricting their flows to a maximum of the 2 year pre-development rate. The combined flow from the properties with Index Numbers 10 to 15 shall be restricted to a release rate of 220 L/s.

Hydraulically, the lower end (downstream of the rock chute) of the drain is governed by the Detroit River water levels. In order to utilize the capacity of the drain during elevated water levels, a pump system would be required. This alternative was not analyzed due to the large upfront costs.

Estimate of Cost

It is recommended that the work be carried out in accordance with the accompanying Specification of Work, Plans and Profiles, which form part of this Report. There has been prepared an Estimate of Cost in the amount of \$504,000.00, including the estimated cost of engineering and contract administration. Appearances before appeal bodies have not been included in the cost estimate. A Plan has been prepared showing the location of the work and the approximate drainage area.

Assessment

As per Section 21 of the Drainage Act, the Engineer in his report shall assess for benefit and outlet for each parcel of land and road liable for assessment.

Lands, roads, buildings, utilities, or other structures that are increased in value or are more easily maintained as a result of the construction, improvement, maintenance, or repair of a drainage works may be assessed for benefit. (Section 22)

Lands and roads that use a drainage works as an outlet, or for which, when the drainage works is constructed or improved, an improved outlet is provided either directly or indirectly through the medium of any other drainage works or of a swale, ravine, creek, or watercourse may be assessed for outlet. The assessment for outlet shall be based on the volume and rate of flow of the water artificially caused to flow into the drainage works from the lands and roads liable for such assessments. (Section 23)

The Engineer may assess for special benefit any lands for which special benefits have been provided by the drainage works. (Section 24)

A Schedule of Assessment for lands and roads affected by the work and therefore liable for the cost thereof has been prepared as per the Drainage Act. Any affected public utility or road authority shall be assessed, as per Section 26 of the Drainage Act, any increased costs for the removal or relocation of any of its facilities that may be necessitated by construction or future maintenance and repair work. The cost of any fees for permits or approvals or any extra work required by any affected utility or road authority shall be assessed to that organization requiring the permit, approval, or extra work.

The proposed work has generally been assessed in the following manner, including all estimated fees, taxes and disbursements:

1. In Accordance with Section 26 of the Drainage Act the increased cost of the drainage works caused by the existence of the public utility or road authority has been assessed to the public utility or road authority. This includes costs for engineering of future replacements, increases in construction cost as a result of the public utility or road authority, incorporation of the existing infrastructure and the costs to locate and survey the public utilities.
2. The cost of incorporation of the existing infrastructure and the proposed work within the properties with Identification Numbers 8 and 9 has been assessed with 20% of the cost applied as a benefit assessment to the property and the remainder of the cost assessed as an outlet assessment to upstream lands and roads based on equivalent hectares.
3. The incorporation of the culvert at Station 0+196 has been assessed as a benefit assessment to the property with Identification Number 7.
4. The move off of the channel on the properties with Index Numbers 3 and 4 has been assessed with the increased costs beyond incorporation and a cleanout of the existing channel assessed to the properties with Index Numbers 3 and 4 as a benefit assessment. The pipe between Station 3+000 and 3+014 has been assessed as a benefit assessment, with the cost split evenly between the properties with Index Numbers 3 and 4.
5. The remaining costs of the drainage works has generally been assessed with 70% of the cost applied as a benefit assessment to the abutting property and the remainder of the cost assessed as an outlet assessment to upstream lands and roads based on equivalent hectares.

All final costs included in the cost estimate of this report shall be pro-rated based on the Schedule of Assessment. Any additional costs shall be assessed in a manner as determined by the Engineer.

Allowances

Under Section 29 of the Drainage Act, the Engineer shall estimate and allow in money to the Owner of any land that it is necessary to use for the construction or improvement of a drainage works or for the disposal of material removed from drainage works. This shall be considered an allowance for right-of-way.

Under Section 30 of the Drainage Act, the Engineer shall determine the amount to be paid to persons entitled thereto for damage, if any, to ornamental trees, lawns, fences, land and crops occasioned by the disposal of material removed from a drainage works. This shall be considered an allowance for damages.

Under Section 31 of the Drainage Act, the Engineer shall determine the amount to be paid for an existing drain that was not constructed on requisition or petition under this Act or any predecessor of this Act. The drain may be incorporated in whole or in part in a drainage works, the engineer in the report shall estimate and allow in money to the owner of such drain or part the value to the drainage works of such drain or part and shall include such sum in the estimates of the cost of the construction, improvement, repair or maintenance of the drainage works.

Allowances have been made, where appropriate, as per Section 29 of the Drainage Act for right-of-way and as per Section 30 of the Drainage Act for damages to lands and crops. Allowances for right of way are based on a land value of \$40,000 per hectare. Allowances for damages are based on \$4,000 per hectare. Allowances under Section 31 of the Drainage Act have been paid for the existing pipes, channel and culverts.

Access and Working Area

Access for construction and future maintenance of the drainage works shall be from Brunner Avenue and Sandwich Street North (County Road 20) and generally along the length of the drainage works or existing laneways as determined by the Engineer or Drainage Superintendent. Access shall be restricted to a width of 6m.

The working area for construction of the storm sewer between Station 2+000 and 2+017 shall be restricted to a width of 15m normally centered on the proposed drain. The working area for construction between Station 0+016 and 0+028 shall be restricted to a width of 10m from the north/west side of the rip rap channel. The working area for construction between Station 0+196 and 0+616 shall be restricted to 10m south of the existing channel to 10m north of the proposed channel and shall extend 10m past the private culvert adjacent Station 0+616. The working area for the forcemain between Station 0+616 to 0+738 shall extend easterly for 15m from the existing fence on the property line at the east edge of the property with L.I.N. 3. The working area for construction of the storm sewer between Station 3+000 and 3+014 shall be restricted to a width of 15m normally centered on the proposed drain.

The working area for future maintenance of the drain shall be restricted to a width of 10m for the open channel (Station 0+016 to 0+028 and 0+065 to 0+616) and 15m for the

enclosed and storm portions (0+000 to 0+016, 0+028 to 0+065, 0+616 to 0+725, 1+000 to 1+063, 2+000 to 2+017 and 3+000 to 3+014). The working area for future maintenance shall be along the south side of the channel from Station 0+065 to 0+196 and from the north or south side of the channel from Station 0+196 to 0+616, as agreed to with the Landowner. The working area for future maintenance shall be along the west side of the channel from Station 0+016 to 0+028. The working area shall generally be centered on the closed drain, except from Station 0+616 to 0+738 where it shall extend easterly from the existing fence on the property line at the east edge of the property with Index Number 3.

Access for future culvert maintenance and channel repair on a single property shall be from the properties in which the culvert or channel is being repaired or maintained. If maintenance is being done on multiple properties access shall be gained from the nearest roadway and shall be along the length of the drainage works. The working area at each culvert shall extend 10 metres from the bank on both sides and for 10 metres along the channel on either side of the culvert.

Access for construction or future maintenance shall extend to any proposed locations for placement of excavated material.

Restrictions

No trees and shrubs shall be planted nor shall permanent structures be erected within 5 metres of either side of the proposed drain without prior written permission of Council. If trees are planted that interfere with access for future maintenance of the drainage works, they shall be removed at the expense of the Landowner in which the trees or shrubs are located.

There is currently a Directors Order from the Ministry of Environment, Conservation and Parks on the property with Index Number 6. The representative of the owner, currently Jacobs, shall be responsible for enforcing and managing any requirements of the Directors Order through construction and maintenance on the drain. Any additional cost shall be assessed to the property with Index Number 6. If there is not a valid representative for the property, at the discretion of the Drainage Superintendent or Engineer, one shall be hired by the Town and any costs shall be assessed to the property with Index Number 6.

Attention is also drawn to Sections 80 and 82 of the Drainage Act that refers to the obstruction of a drainage works.

Agricultural Grant

It is recommended that application for subsidy be made for eligible agricultural properties. Any assessments against non agricultural properties are shown separately in the Schedule of Assessment. Eligibility for grant is at the discretion of Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) according to their Agricultural Drainage Infrastructure Program (ADIP) policies.

There are not currently any properties within the watershed that would be eligible for the grant.

Maintenance

The General Drain shall be maintained and repaired with the specifications and drawings contained in this Engineer's Report. The drain shall be maintained and repaired in the same relative portions as contained in the applicable Schedule of Maintenance contained in this report unless otherwise specified. The parcel with Index Number 6 shall be removed for any maintenance repairs on the forcemain. The additional cost of trucking shall be assessed to the property requesting the trucking. The assessments for future maintenance for the parcels with identification numbers 5 and 10 to 15 (except if maintenance is performed on the forcemain portion of the drainage works for parcels 10 to 15) shall be \$0 until such time as they connect to the drainage works. Once fully developed, the parcels with identification numbers 10 to 15 shall be blocked assessed under this report with proportions to be determined through Section 65 of the Drainage Act.

The culvert at Station 0+196 shall be maintained and repaired at the expense of the property with Identification Number 7. The storm sewer and basins between Station 0+028 and 0+065 shall be 100% assessed to the owner of Sandwich Street North (County Road 20) as per Section 26 of the Drainage Act. This pipe shall be replaced in the future with 900mm dia. pipe at a consistent grade from Station 0+028 to 0+065 (approximately 6.57%).

Should the existing 450mm dia. storm sewers between Station 0+000 to 0+016 and 1+000 to 1+063 require replacement a single 750mm dia. concrete storm sewer may be installed, at the discretion of the Drainage Superintendent, between Stations 0+000 and 0+016. Should this be installed, the existing pipes (Station 0+000 to 0+016 and 1+000 to 1+063) shall be abandoned as part of the drainage works and may be removed or plugged at the discretion of the Drainage Superintendent. The proposed pipe shall match the obvert of the existing pipe. The cost of such work or repair work in this section (Station 0+000 to 0+016, 1+000 to 1+063 and 2+000 to 2+017) shall be assessed with 15%

assessed to the parcel with Index Number 8, 10% assessed to the parcel with Index Number 9 and the remainder assessed to upstream lands and roads based on equivalent hectares contained in the Schedule of Maintenance. The storm sewer between Station 3+000 and 3+014 shall be maintained and repaired with 50% assessed to the property with L.I.N. 3 and 50% assessed to the property with L.I.N. 4.

There is currently a Directors Order from the Ministry of Environment, Conservation and Parks on the property with Index Number 6. The representative of the owner, currently Jacobs, shall be responsible for enforcing and managing any requirements of the Directors Order through construction and maintenance on the drain. Any additional cost shall be assessed to the property with Index Number 6. If there is not a valid representative for the property, at the discretion of the Drainage Superintendent or Engineer, one shall be hired by the Town and any costs shall be assessed to the property with Index Number 6.

These above conditions will apply unless otherwise altered under the provisions of the Drainage Act.

All of the above is submitted for your consideration.

Yours truly,



Josh Warner, P. Eng



General Drain
Town of Amherstburg
August 14, 2024

ALLOWANCES

Allowances have been made as per Sections 29, 30 & 31 of the Drainage Act.

Conc.	Lot or part	Parcel Number	Owner	Section 29	Section 30	Section 31	Total
1	Pt. Lot 5	3	1000083282 Ontario Inc.	\$ -	\$ 1,320	\$ -	\$ 1,320
	Pt. Lot 5	4	1000083282 Ontario Inc.	\$ -	\$ 1,160	\$ -	\$ 1,160
	Pt. Lot 5-8	6	Amherstburg Land Holdings Limited	\$ 33,220	\$ 3,110	\$ 230	\$ 36,560
	Pt. Lot 5	7	1603844 Ontario Inc.	\$ 4,480	\$ -	\$ 20,100	\$ 24,580
	Pt. Lot 3-6	8	Essex Region Conservation Authority	\$ 950	\$ 240	\$ 15,800	\$ 16,990
	Pt. Lot 3-5	9	Jones Realty Inc.	\$ 240	\$ 40	\$ 4,000	\$ 4,280
	Pt. Lot 4	10	1924976 Ontario Inc.	\$ -	\$ 100	\$ -	\$ 100
	County Road 20 (Sandiwch Street North)		County of Essex	\$ 440	\$ -	\$ 9,250	\$ 9,690
TOTAL ALLOWANCES				\$39,330	\$5,970	\$49,380	\$94,680

<u>Item Description (Supply and Install New)</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total</u>
Pre-Construction Meeting	1.0	LS	500	500
Silt Fence	1.0	LS	400	400
Restoration and Hydroseeding	1.0	LS	20,000	20,000
Repair and Add Additional Rip Rap in Rip Rap Channel (Station 0+016 to 0+028)	15.0	tonne	100	1,500
Dig Up and Repair Pipe at Lower End	2.0	each	1,000	2,000
<u>Proposed Storm Sewer from Station 2+000 to 2+017</u>				
Provisional: De-Watering of Site	1.0	LS	20,000	20,000
Supply and Install Triton Type 1 DOT Turbidity Curtain and complete fish exclusion and rescue prior to commencing work	1.0	LS	6,000	6,000
Hole in Steel Retaining Wall and Water Tight Connection of Pipe to Retaining Wall for 600mmø Storm Pipe	1.0	LS	1,500	1,500
Remove and Re-Install Deck Boards	1.0	LS	500	500
Supply and Install new, 600mmø (140-D) Concrete Pipe c/w Bedding, Backfill and Geogrid (Station 2+000 to 2+017)	17.0	m	1,500	25,500
Trucking and Disposal of Excess Material	1.0	LS	2,000	2,000

<u>Item Description (Supply and Install New)</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total</u>
<u>Channel Move Off (Station 0+207 to 0+616)</u>				
Brushing and Tree Remvoal	1.0	LS	1,000	1,000
Remove and Dispose of Existing Fence along North Property Line of L.I.N. 3 and 4	400.0	m	8	3,200
Excavation of New Open Channel (Station 0+207 to 0+616)	409.0	m	70	28,630
Truck Excavated Material to Designated Location on Site	1.0	LS	6,000	6,000
Extend Tile Drain Oultets to New Channel	2.0	ea	400	800
Removal of Existing Culvert and Backfill at Station 0+484	1.0	LS	1,500	1,500
Fill in Portions of Existing Open Channel on Property with L.I.N. 6 (Station 0+207, 0+484 and Culvert near 0+616)	1.0	LS	4,500	4,500
Rip Rap	100.0	tonne	100	10,000
<u>Storm Service to L.I.N. 3 & 4 (Station 3+000 to 3+014)</u>				
Supply and Install new, 600mmø HDPE Pipe c/w Bedding and Backfill	14.0	m	800	11,200
Rip Rap at Outlet	15.0	tonne	100	1,500
Rodent Grate at Outlet	1.0	LS	800	800
<u>Private Culvert to be Replaced and Relocated at Channel Adjacent Station 0+616</u>				
Removal of Existing Culvert and Backfill	1.0	LS	1,500	1,500
Supply and Install new, 900mmø HDPE Pipe c/w Bedding and Backfill	32.0	m	1,000	32,000
Rip Rap Endwalls	25.0	tonne	100	2,500

<u>Item Description (Supply and Install New)</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total</u>
<u>Proposed Forcemain (Station 0+616 to 0+738)</u>				
Brushing and Tree Removal	1.0	LS	1,500	1,500
Remove and Reinstall Fence near Station 0+738	1.0	LS	800	800
Rip Rap at Pipe Outlet at Station 0+616	25.0	tonne	100	2,500
Rodent Grate at Station 0+616	1.0	ea	200	200
Supply and Install new, 200mmø PVC Forcemain c/w Bedding, and Backfill (Station 0+616 to 0+738)	122.0	m	400	48,800
Pressure and Leakage Test of Forcemain	1.0	LS	6,000	6,000
Restoration	1.0	LS	2,000	2,000
Contingency	1.0	LS	31,400	31,400
Sub Total				278,230
Allowances				94,680
Survey, Design, Report & Meetings				81,620
Video the Existing Storm Sewer				1,800
Completing AODA Compliant Report				1,800
Estimate for Tendering, Contract Administration and Inspection				38,000
ERCA Fee				800
Total Estimate excluding HST				496,930
Non-Recoverable HST (1.76%)				7,070
Total Estimate				\$504,000

SCHEDULE OF ASSESSMENT

Conc.	Lot or Part	Affected Acres	Affected Hect.	Parcel Number	Roll No.	Owner	Benefit	Outlet	Total
3. Municipal Lands									
	County Road 20	3.71	1.50			County of Essex	\$ 9,690	\$ 6,468	\$ 16,158
							\$ 9,690	\$ 6,468	\$ 16,158
4. Privately Owned Non-Agricultural Lands									
1	Pt. Lot 3	0.49	0.20	1	50000031800	Essex Terminal Railway Company	\$ -	\$ 1,086	\$ 1,086
	Pt. Lot 4-8	45.71	18.50	2	42000007960	Allied Chemicals Canada Inc.	\$ -	\$ 50,221	\$ 50,221
	Pt. Lot 5	4.62	1.87	3	42000007920	1000083282 Ontario Inc.	\$ 111,782	\$ 3,639	\$ 115,421
	Pt. Lot 5	4.87	1.97	4	35000000303	1000083282 Ontario Inc.	\$ 98,571	\$ 3,833	\$ 102,404
	Pt. Lot 5	2.82	1.14	5	35000000300	1603941 Ontario Inc.	\$ 784	\$ 1,926	\$ 2,710
	Pt. Lot 5-8	21.99	8.90	6	42000007900	Amherstburg Land Holdings Limited	\$ 8,765	\$ 20,359	\$ 29,124
	Pt. Lot 5	3.34	1.35	7	35000000302	1603844 Ontario Inc.	\$ 22,452	\$ 2,281	\$ 24,733
	Pt. Lot 3-6	0.00	0.00	8	35000000200	Essex Region Conservation Authority	\$ 19,583	\$ -	\$ 19,583

Conc.	Lot or Part	Affected Acres	Affected Hect.	Parcel Number	Roll No.	Owner	Benefit	Outlet	Total
	Pt. Lot 3-5	0.00	0.00	9	35000000100	Jones Realty Inc.	\$ 6,522	\$ -	\$ 6,522
	Pt. Lot 4	3.02	1.22	10	35000000650	1924976 Ontario Inc.	\$ 12,824	\$ 6,682	\$ 19,506
	Pt. Lot 4	3.02	1.22	11	35000000640	1924976 Ontario Inc.	\$ 12,824	\$ 6,682	\$ 19,506
	Pt. Lot 4	2.57	1.04	12	35000000620	Bell Mobility Cellular Inc.	\$ 12,824	\$ 5,696	\$ 18,520
	Pt. Lot 4	4.00	1.63	13	35000000700	1924976 Ontario Inc.	\$ 12,824	\$ 8,927	\$ 21,751
	Pt. Lot 4	9.99	4.06	14	35000000800	1924976 Ontario Inc.	\$ 12,824	\$ 22,235	\$ 35,059
	Pt. Lot 4	4.00	1.62	15	35000000900	1924976 Ontario Inc.	\$ 12,824	\$ 8,872	\$ 21,696
							\$ 345,403	\$ 142,439	\$ 487,842
Total - Special Non-Proratable Assessments (Non-Agricultural)							\$ 487,842		
Total - Municipal Lands							\$ 16,158		
Total Assessment							\$ 504,000		

ESTIMATED NET ASSESSMENT

Estimated Net Assessment Based on Actual Construction Cost (Grants Not Applicable to this Project)

Conc.	Lot or Part	Affected Acres	Affected Hect.	Parcel Number	Owner	Total Assessment	Allowances	Estimated Net Assessment
3. Municipal Lands								
	County Road 20	3.71	1.50		County of Essex	\$ 16,158	\$ 9,690	\$ 6,468
4. Privately Owned Non-Agricultural Lands								
1	Pt. Lot 3	0.49	0.20	1	Essex Terminal Railway Company	\$ 1,086		\$ 1,086
	Pt. Lot 4-8	45.71	18.50	2	Allied Chemicals Canada Inc.	\$ 50,221		\$ 50,221
	Pt. Lot 5	4.62	1.87	3	1000083282 Ontario Inc.	\$ 115,421	\$ 1,320	\$ 114,101
	Pt. Lot 5	4.87	1.97	4	1000083282 Ontario Inc.	\$ 102,404	\$ 1,160	\$ 101,244
	Pt. Lot 5	2.82	1.14	5	1603941 Ontario Inc.	\$ 2,710		\$ 2,710
	Pt. Lot 5-8	21.99	8.90	6	Amherstburg Land Holdings Limited	\$ 29,124	\$ 36,560	\$ (7,436)
	Pt. Lot 5	3.34	1.35	7	1603844 Ontario Inc.	\$ 24,733	\$ 24,580	\$ 153
	Pt. Lot 3-6	0.00	0.00	8	Essex Region Conservation Authority	\$ 19,583	\$ 16,990	\$ 2,593
	Pt. Lot 3-5	0.00	0.00	9	Jones Realty Inc.	\$ 6,522	\$ 4,280	\$ 2,242
	Pt. Lot 4	3.02	1.22	10	1924976 Ontario Inc.	\$ 19,506	\$ 100	\$ 19,406
	Pt. Lot 4	3.02	1.22	11	1924976 Ontario Inc.	\$ 19,506		\$ 19,506
	Pt. Lot 4	2.57	1.04	12	Bell Mobility Cellular Inc.	\$ 18,520		\$ 18,520
	Pt. Lot 4	4.00	1.63	13	1924976 Ontario Inc.	\$ 21,751		\$ 21,751
	Pt. Lot 4	9.99	4.06	14	1924976 Ontario Inc.	\$ 35,059		\$ 35,059
	Pt. Lot 4	4.00	1.62	15	1924976 Ontario Inc.	\$ 21,696		\$ 21,696
Total						\$ 504,000	\$ 94,680	\$ 409,320

SCHEDULE OF MAINTENANCE
To Maintain the General Drain from Station 0+016 to 0+738

Conc.	Lot or Part	Affected Acres	Affected Hect.	Parcel Number	Roll No.	Owner	Benefit	Outlet	Total	Equivalent Ha.
3. Municipal Lands										
	County Road 20	3.71	1.50			County of Essex	\$ -	\$ 3	\$ 3	1.35
							\$ -	\$ 3	\$ 3	
4. Privately Owned Non-Agricultural Lands										
1	Pt. Lot 3	0.49	0.20	1	50000031800	Essex Terminal Railway Company	\$ -	\$ 5	\$ 5	0.18
	Pt. Lot 4-8	45.71	18.50	2	42000007960	Allied Chemicals Canada Inc.	\$ -	\$ 181	\$ 181	6.48
	Pt. Lot 5	4.62	1.87	3	42000007920	1000083282 Ontario Inc.	\$ 32	\$ 11	\$ 43	0.65
	Pt. Lot 5	4.87	1.97	4	35000000303	1000083282 Ontario Inc.	\$ 46	\$ 7	\$ 53	0.69
	Pt. Lot 5	2.82	1.14	5	35000000300	1603941 Ontario Inc.	\$ 22	\$ 1	\$ 23	0.40
	Pt. Lot 5-8	21.99	8.90	6	42000007900	Amherstburg Land Holdings Limited	\$ 305	\$ 49	\$ 354	3.12
	Pt. Lot 5	3.34	1.35	7	35000000302	1603844 Ontario Inc.	\$ 67	\$ 2	\$ 69	0.47
	Pt. Lot 3-6	0.00	0.00	8	35000000200	Essex Region Conservation Authority	\$ 10	\$ -	\$ 10	0.00
	Pt. Lot 3-5	0.00	0.00	9	35000000100	Jones Realty Inc.	\$ -	\$ -	\$ -	0.00

Conc.	Lot or Part	Affected Acres	Affected Hect.	Parcel Number	Roll No.	Owner	Benefit	Outlet	Total	Equivalent Ha.
	Pt. Lot 4	3.02	1.22	10	35000000650	1924976 Ontario Inc.	\$ 47	\$ 17	\$ 64	0.43
	Pt. Lot 4	3.02	1.22	11	35000000640	1924976 Ontario Inc.	\$ 12	\$ 17	\$ 29	0.43
	Pt. Lot 4	2.57	1.04	12	35000000620	Bell Mobility Cellular Inc.	\$ 12	\$ 15	\$ 27	0.36
	Pt. Lot 4	4.00	1.63	13	35000000700	1924976 Ontario Inc.	\$ 12	\$ 23	\$ 35	0.57
	Pt. Lot 4	9.99	4.06	14	35000000800	1924976 Ontario Inc.	\$ 12	\$ 57	\$ 69	1.42
	Pt. Lot 4	4.00	1.62	15	35000000900	1924976 Ontario Inc.	\$ 12	\$ 23	\$ 35	0.57
							\$ 589	\$ 408	\$ 997	
Total - Special Non-Proratable Assessments (Non-Agricultural)							\$ 997			
Total - Municipal Lands							\$ 3			
Total Assessment							\$ 1,000			

General Drain
Town of Amherstburg
August 14, 2024

SPECIFICATION OF WORK

1. Location

The location of the proposed and future work outlined in this specification is in Lot 5, Concession 1 in the Town of Amherstburg.

2. Scope of Work

The work to be included in this specification includes, but is not limited to, the following:

- Open channel improvements
- Future culvert replacements
- Future and proposed storm sewers and forcemain
- Catch basins and Manhole

3. General

Each tenderer must inspect the site prior to submitting their tender and satisfy themselves by personal examination as to the local conditions that may be encountered during this project. The Contractor shall make allowance in the tender for any difficulties which they may encounter. Quantities or any information supplied by the Engineer is not guaranteed and is for reference only.

All work and materials shall be to the satisfaction of the Engineer or Drainage Superintendent who may vary these specifications as to minor details but in no way decrease the proposed capacity of the drain.

The Contractor shall be responsible for the notification of all utilities prior to the start of construction.

Measurement for Payment Clauses have not been included in these specifications and will be part of the Construction document. If the Construction document has not identified Measurement for Payment Clauses, the Contractor must notify the Town of Amherstburg or the Engineer and request clarification 2 days prior to pricing the project.

The Contractor is responsible for maintaining flow in the drain during construction. Any damage to any existing infrastructure during construction shall be repaired at the Contractors expense.

4. Plans and Specifications

These specifications shall apply and be part of the contract along with the General Specifications for Open Drains and the General Specifications for Closed Drains. This specification of work shall take precedence over all plans and general conditions pertaining to the contract. The Contractor shall provide all labour, equipment, and supervision necessary to complete the work as shown in the plans and described in these specifications. Any work not described in these specifications shall be completed according to the Ontario Provincial Standard Specifications and Standard Drawings.

5. Health and Safety

The Contractor at all times shall be responsible for health and safety on the worksite including ensuring that all employees wear suitable personal protective equipment including safety boots and hard hats.

The Contractor shall be responsible for traffic control as per the Ontario Traffic Manual Book 7 – Temporary Conditions (latest revision) when working on public road allowances. A copy of a traffic control plan shall be submitted to the Engineer, Drainage Superintendent and County of Essex and kept on site at all times. The Contractor shall maintain suitable barricades, warning lights, and temporary traffic notices, at his expense, in their proper position to protect the public both day and night. Flagmen are the responsibility of the Contractor when working on the road allowance and when entering or exiting a worksite onto a roadway.

The Contractor shall be responsible to ensure that all procedures are followed under the Occupational Health and Safety Act to ensure that work sites are safe and that accidents are prevented. In the event of a serious or recurring problem, a notice of noncompliance will be issued. The Contractor will be responsible for reacting immediately to any deficiency and correcting any potential health and safety risk. Continuous disregard for any requirement of the Occupational Health and Safety Act could be cause for the issuance of a stop work order or even termination of the contract.

They shall also ensure that only competent workmen are employed onsite and that appropriate training and certification is supplied to all employees.

6. Workplace Safety and Insurance Board

Upon award of the contract and prior to commencement of work, the Contractor shall furnish the Town of Amherstburg with a satisfactory Certificate of Insurance (COI) containing the information below, for the period of the execution of the work:

- i. A Commercial General Liability (CGL) policy that shall be not less than 5 million dollars per occurrence.
- ii. The CGL policy shall include bodily injury including death, personal injury, property damage, tenants legal liability, non-owned automobile and contain a cross liability/severability of interest clause. The certificate must also include acknowledgement that coverage under the policy specifically extends to the works in question. The COI shall name the Town of Amherstburg, County of Essex and R. Dobbin Engineering Inc. as additional insured to the policy.
- iii. The CGL policy shall not contain any exclusion or limitation in respect to shoring, underpinning, raising or demolition of any building or structure, pile driving, caisson work, collapse of any structure or subsidence of any property, structure or land from any cause.
- iv. The Contractor shall note that where construction works are performed within lands owned by the County of Essex or Ministry of Transportation, the CGL policy shall also name the County of Essex and/or the Ministry of Transportation as additional insured to the policy.
- v. The liability insurance shall be endorsed to provide that the policy shall not be altered, cancelled or allowed to lapse without 30 days prior written notice to the Town of Amherstburg.

7. MNRF Drain Registration

The Contractor is advised that the Town of Amherstburg has conducted an "Endangered Species Act Review" and has registered it's drainage activities with the Ministry of Natural Resources and Forestry.

The Town of Amherstburg, in pursuant to the Endangered Species Act Municipal Agreement, has identified the potential presence of certain species within the project area. It is the responsibility of the Contractor to make certain that necessary provisions are undertaken to ensure the protection of all species at risk and their habitats throughout the

course of construction. It is also the responsibility of the Contractor to make itself familiar with the following documents:

1. Town of Amherstburg – Complete Mitigation Documents
2. Town of Amherstburg - Additional Mitigation Measures for Snakes Species
3. Town of Amherstburg - Additional Mitigation Measures for Turtle Species
4. Snakes of Ontario Identifier Guide
5. Turtles of Ontario Identifier Guide

These documents will be provided to the successful bidder.

The Contractor will be responsible for providing the necessary equipment and materials required by the mitigation plans and shall contact the Town of Amherstburg Drainage Superintendent immediately if any endangered species are encountered during construction.

8. Pre-Construction Meeting

There is a requirement for a pre-construction meeting to be held prior to any construction taking place. The meeting shall be scheduled by the Contractor. The Landowners, Engineer, County of Essex and the Town of Amherstburg shall be notified of the pre-construction meeting at least one week prior.

9. Access and Working Area

Access for construction and future maintenance of the drainage works shall be from Brunner Avenue and Sandwich Street North (County Road 20) and generally along the length of the drainage works or existing laneways as determined by the Engineer or Drainage Superintendent. Access shall be restricted to a width of 6m.

The working area for construction of the storm sewer between Station 2+000 and 2+017 shall be restricted to a width of 15m normally centered on the proposed drain. The working area for construction between Station 0+016 and 0+028 shall be restricted to a width of 10m from the north/west side of the rip rap channel. The working area for construction between Station 0+196 and 0+616 shall be restricted to 10m south of the existing channel to 10m north of the proposed channel and shall extend 10m past the private culvert adjacent Station 0+616. The working area for the forcemain between Station 0+616 to 0+738 shall extend easterly for 15m from the existing fence on the

property line at the east edge of the property with L.I.N. 3. The working area for construction of the storm sewer between Station 3+000 and 3+014 shall be restricted to a width of 15m normally centered on the proposed drain.

The working area for future maintenance of the drain shall be restricted to a width of 10m for the open channel (Station 0+016 to 0+028 and 0+065 to 0+616) and 15m for the enclosed and storm portions (0+000 to 0+016, 0+028 to 0+065, 0+616 to 0+725, 1+000 to 1+063, 2+000 to 2+017 and 3+000 to 3+014). The working area for future maintenance shall be along the south side of the channel from Station 0+065 to 0+196 and from the north or south side of the channel from Station 0+196 to 0+616, as agreed to with the Landowner. The working area for future maintenance shall be along the west side of the channel from Station 0+016 to 0+028. The working area shall generally be centered on the closed drain, except from Station 0+616 to 0+738 where it shall extend easterly from the existing fence on the property line at the east edge of the property with Index Number 3.

Access for future culvert maintenance and channel repair on a single property shall be from the properties in which the culvert or channel is being repaired or maintained. If maintenance is being done on multiple properties access shall be gained from the nearest roadway and shall be along the length of the drainage works. The working area at each culvert shall extend 10 metres from the bank on both sides and for 10 metres along the channel on either side of the culvert.

Access for construction or future maintenance shall extend to any proposed locations for placement of excavated material.

10. Traffic Control

Access and driveways to private properties shall not be obstructed longer than the minimum time necessary for the work and shall be reinstated as soon as possible all to the satisfaction of the Engineer. The Contractor shall schedule any obstruction of existing driveways with the owners at least two full working days in advance. Roads must be kept open to local traffic and all obstructions and diversions of traffic must be approved by the Engineer or Drainage Superintendent at least two (2) full working days in advance.

- a) The Contractor shall supply, erect and maintain all detour signs and special signs necessary for detours to divert traffic from the area under construction as directed by the Drainage Superintendent or Engineer. All this work shall be at the Contractor's expense.

- b) The Contractor shall be responsible for supplying, erecting and maintaining all signs, supports, barricades, flashers, cones, etc. in the construction area and at the boundaries of the work as part of the above detours, all to the satisfaction of the Engineer or Drainage Superintendent. All this work shall be done by the Contractor at their own expense.
- c) The Contractor shall not be allowed to proceed with construction activities unless proper signage and flagmen are present. Flagging procedures, signage and detours shall conform to the recommendations of Book 7, Temporary Conditions, Ontario Traffic Manual, issued by the Ministry of Transportation. Conformance shall be enforced by the Ministry of Labour Inspector.

The traffic control and signage plan, if required, shall be submitted to the Town of Amherstburg, the County of Essex and the Engineer prior to work commencing.

11. Benchmarks

The benchmarks are based on geodetic elevations. Elevations are available at the locations shown on the Plan and Profile drawings. Where these elevations are on existing structures to be replaced, they shall be transferred by the Contractor prior to the removal of the culvert.

12. Utilities

The Contractor is responsible for organizing locates and exposing all the utilities along the length of the drainage works. If any utilities interfere with the proposed drainage works in a manner not shown on the accompanying Estimate of Cost or profile the Contractor shall notify the Drainage Superintendent and Engineer.

The Contractor is responsible for coordinating the replacement of utilities with the utility company if they interfere with the proposed culverts. All costs for the utility to replace their services will be outside of this report and shall be borne by the utility as per Section 26 of the Drainage Act. All additional costs to work around and organize replacement of the utilities not included in the estimate shall be tracked separately and the cost plus a portion of the engineering (25% of the cost) shall be borne by that utility.

13. Brushing and Tree Removal

All brush, trees, woody vegetation, stumps etc. shall be removed in order to facilitate construction, as determined by the Drainage Superintendent or Engineer, and disposed offsite by the Contractor in accordance with OPSS 201.

A mechanical grinder attached to an excavator shall be used for the removal of brush and trees. Any brush and trees too large to grind shall be close cut.

Certain trees may be left in place at the direction of the Drainage Superintendent or Engineer.

14. De-Watering

De-watering shall be done in order to facilitate construction. The exact methodology for de-watering is up to the Contractor.

The water control plan shall be submitted to the Engineer and Town of Amherstburg prior to work commencing.

The Contractor shall exclude, capture, relocate and monitor for fish trapped within isolated, enclosed, or dewatered areas as per the DFO requirements outlined in Appendix B.

15. Turbidity Barrier

A turbidity barrier shall be installed in the Detroit River at the outlet of the proposed and any future works that will be directly in the river. The turbidity curtain shall be installed by dragging it away from the headwall to scare any fish away from the headwall. The turbidity barrier shall be Triton Type 1 DOT by GEI Works or an approved equivalent. Approved equivalents must be approved in writing by the Engineer or Drainage Superintendent prior to purchasing the turbidity barrier. The Contractor shall inspect the turbidity curtain on a daily bases to ensure it is functioning properly.

The Contractor shall exclude, capture, relocate and monitor for fish trapped within isolated, enclosed, or dewatered areas as per the DFO requirements outlined in Appendix B.

16. Removals

The required culverts, backfill and rip rap, etc. shall be removed in their entirety and disposed offsite by the Contractor. Suitable backfill and rip rap, as determined by the Drainage Superintendent or Engineer, shall be stockpiled adjacent to the site for reuse during installation of the proposed pipes. Any material not suitable for use shall be disposed offsite by the Contractor or kept on the property with L.I.N. 9. The fences at Station 0+206 and 0+738 and deck at the outlet to the river that must be removed to allow

construction or maintenance shall be reinstalled by the Contractor using the existing materials. The existing fence along the north limit of L.I.N. 3 and 4 shall be removed and disposed offsite by the Contractor.

17. Connection to Steel Retaining Wall

Where the proposed pipe extends into the river a new hole in the retaining wall shall be created for the pipe. The pipe shall be connected to the retaining wall via a steel sleeve welded to the retaining wall or an approved equivalent. The Contractor shall ensure the connections are water tight. Approved equivalents shall be to the satisfaction of the Drainage Superintendent or Engineer.

18. Excavation of Open Channel and Material Placement

The open channel shall be excavated and maintained to the depths and grades as per the profile and drawings as contained in this Engineers Report. The channel shall be excavated to the proper depth using a laser or similar approved device with a labourer onsite to ensure correctness of grade and to confirm location of tile ends.

All excavated material from the property with L.I.N. 9 shall remain on the property. The excavated material from the channel move off shall be used to fill in the channel on the property with L.I.N. 9 **ONLY** or trucked and deposited at the yellow highlighted location below.



The existing channel on the property with L.I.N 9 and adjacent Station 0+207, 0+484 and at the culvert adjacent Station 0+616 shall be filled in with excavated material from the forcemain and storm sewer installation first and then from the channel move off if

required. Prior to the placement of fill the topsoil/gravel shall be stripped. Once backfilled, the topsoil/gravel shall be placed on top. The excavated material shall be placed in a maximum of 300mm lifts and shall be compacted to 95% SPD. The existing channel shall remain functional until the new channel has been constructed to allow time for the riparian vegetative cover on the newly constructed channel to establish and stabilize before permanent flows are directed to the new channel.

The owner of the properties with L.I.N. 3 and 4 will fill in the existing channel privately. For future maintenance and repair all excavated material shall be levelled on the side the excavation is taking place unless requested to be trucked by the Landowner. The additional cost of trucking shall be assessed to the requesting property. Excavated material shall not be placed in low runs or swales out letting surface water to the channel. The excavated material shall be levelled to a maximum depth of 150mm. This shall include the removal of any rocks larger than 10cm in diameter and any debris/wood. Leveling shall occur when the material is dry enough to do so as determined by the Drainage Superintendent or Engineer. All high spots above grade shall be removed. The sediment shall be removed leaving a rounded bottom with the intent not to undercut the existing side slopes. All material unfit for placing on adjacent lands shall be disposed of offsite by the Contractor.

19. Installation of Culverts and Storm Sewer

The Contractor shall supply, install and backfill CSA approved high density polyethylene (HDPE) smooth wall pipe (320 kPa) with bell and spigot joints, 100-D Reinforced Concrete Pipe with rubber gasket joints or aluminized Corrugated Steel Pipe (CSP) for the road crossing between Station 0+028 and 0+065.

The Contractor shall supply, install and backfill 140-D Reinforced Concrete Pipe with rubber gasket joints for the pipes between Stations 0+000 and 0+016, 1+000 and 1+063 and 2+000 and 2+017.

The Contractor shall supply, install and backfill 65-D Reinforced Concrete Pipe with rubber gasket joints for the pipes between Stations 3+000 and 3+014.

The culvert adjacent Station 0+616 shall be CSA approved HDPE smooth wall pipe (320 kPa).

The culvert at Station 0+196 shall be a 2010x1530mm dia. aluminized Corrugated Steel Pipe Arch (CSPA).

All corrugated steel pipes shall have a minimum wall thickness of 3.5mm. All corrugation profiles shall be of helical lock seam manufacture using 68 x 13mm corrugations for 1600mm dia. pipe and smaller and 125 x 25mm corrugations for 1800mm dia. pipe and larger. Pipe with 125 x 25mm corrugations shall be used if 68 x 13mm corrugations are not available.

The culverts designated to be replaced in the future under this report shall be examined after any cleanout of the open channel as to its condition. If it is found to be in disrepair (i.e. there are holes corroded in the bottom or sides) it shall be replaced as per these specifications.

All excess material apart of the pipe installation shall be disposed offsite at the expense of the Contractor, with the exception of the material on the property with L.I.N 9, which shall remain on the property. The excess material from the forcemain and storm sewer installation shall generally be used to fill in the existing portions of the channel on L.I.N. 9. Excess material shall be trucked to the designated location on the property.

The culverts shall be installed generally in the same location or as approved by the Drainage Superintendent or Engineer. The culverts shall be installed with the invert 10% (minimum 150mm) below the original channel bottom elevation unless otherwise shown in order to achieve the minimum cover. It is the Contractors responsibility to ensure that the minimum cover is achieved when backfilling the culverts.

All culverts may have concrete block or rip rap end walls.

It is the Contractors responsibility to ensure that adequate cover is obtained prior to crossing the culvert in accordance with the manufacturer's recommendations. This includes the addition of granular in the vicinity of the crossing in order to blend in with the surrounding ground elevations.

Culvert at Station 0+196 (Future) and private culvert adjacent channel at Station 0+616:

The bottom of the excavation shall be excavated to a minimum of 100mm below the proposed invert. The pipe shall be bedded with $\frac{3}{4}$ " clear stone. When the pipe has been installed to the proper grade and depth, the excavation shall be backfilled with $\frac{3}{4}$ " clear stone and wrapped in filter fabric from the bottom of the excavation to the spring line of the pipe. Care shall be taken to ensure that the backfill on either side of the culvert does not differ by more than 300mm so that the pipe is not displaced. The access culverts shall be backfilled from the spring line to within 150mm of finished grade with Granular "B" Type II. The top 150mm shall be backfilled with compacted 100% crushed Granular "A"

material to finished grade. If asphalt is proposed, the asphalt shall be HL4 and shall match the existing thickness. In these cases, the compacted Granular “A” shall occupy 150mm below the proposed asphalt.

If rip rap end walls are used, they shall consist of 150mm x 300mm quarry stone or approved equal. The area to receive the rip rap shall be graded to a depth of 400mm below finished grade. Filter fabric (Mirafi P150 or approved equal) shall then be placed with any joints overlapped a minimum 600mm. The quarry stone shall then be placed with the smaller pieces placed in the gaps and voids to give it a uniform appearance.

If concrete block end walls are used, they shall consist of concrete blocks with dimensions of approx. 600mm x 600mm x 1200mm, 600mm x 600mm x 2400mm or 300mm x 600mm x 1200mm as required. 600mm x 600mm x 2400mm concrete blocks will be paid at twice the unit price established per block, all others will be at a unit of 1. The top of the culvert shall govern block elevation. The correct block shall be set with the top of the block equal to the top of the culvert. 2400mm wide concrete blocks shall be used as the top block on arch and larger round pipes in order to span between the culvert top and the supporting block. The blocks shall be set at each end of the culvert so that each row of blocks will be offset approx. 100mm from the row below. The bottom row shall consist of one block placed parallel to the culvert. The blocks shall be imbedded a minimum of 300mm into each bank and shall extend into the drain bottom to match the pipe invert or below. Erosion protection shall be placed on the banks next to the end walls. The erosion protection shall consist of 150mm x 300mm quarry stone over filter fabric (Mirafi P150 or approved equal). It shall extend 500mm upstream or downstream and from top of bank to top of bank at each end wall.

The blocks shall be placed over a layer of filter fabric (Mirafi P150 or approved equal). The culvert shall be backfilled in conjunction with the placement of the blocks. The gaps between the culvert and the blocks shall be filled with concrete cinder blocks/bricks and mortar to give the end wall a finished appearance.

It is the Contractors responsibility to ensure that adequate cover is obtained prior to crossing the culvert in accordance with the manufacturer’s recommendations. It is the Contractors responsibility to ensure that the minimum cover is achieved when backfilling the culverts. The minimum cover for CSP under Highway Loading shall be 1/6 of the culvert span, and shall be no less than 300mm.

Road Culverts (Future) (Station 0+028 to 0+065) and Sewers (0+000 to 0+016, 1+000 to 1+063, 2+000 to 2+017 and 3+000 to 3+014)

The bottom of the excavation shall be excavated to a minimum of 150mm below the proposed invert. The pipe shall be bedded with ¾" clear stone. When the pipe has been installed to the proper grade and depth, the excavation shall be backfilled with ¾" clear stone and wrapped in filter fabric from the bottom of the excavation to the spring line of the pipe. Care shall be taken to ensure that the backfill on either side of the culvert does not differ by more than 300mm so that the pipe is not displaced. The pipes shall be backfilled from the spring line to finished grade with compacted 100% crushed Granular "A" material. If asphalt is proposed, the asphalt shall be HL4 and HL3 and shall match the existing thickness. In these cases, the compacted Granular "A" shall occupy the space below the asphalt.

An end cap shall be placed at the top end of the storm sewer at Station 3+014.

The sewers downstream of the rip rap channel west of Sandwich Street shall be installed with a geogrid.

The geogrid shall be placed 100mm above the top of the pipe and shall extend 2m past the extents of the pipe for the length of the pipe under the accesses.

The geogrid shall be Biaxial Geogrid Class II= TBX3000 or approved equivalent.

The unit price for the storm sewer at the rock channel shall include the removal and re-installation of the existing rip rap.

20. Manhole / Catch Basins

The lump sum price shall include excavation, supply and installation of precast concrete storm manholes per OPSD-701 series complete with precast adjustment units, "Kor-n-Seal" boots or approved equivalent and frame and grates per OPSD-401.01 Type A. Benching and channeling shall be per OPSD-701.021.

Backfill shall be clean, select, native material compacted to 98% Standard Proctor Maximum Dry Density (SPMDD) with the upper one meter compacted to 98% SPMDD.

The catch basins shall be as per above with frame and grate as per OPSD-400.02.

21. Forcemain

The forcemain shall be 200mm dia. DR18 PVC pipe in accordance with OPSS.MUNI 412 or approved equivalent. Joints shall be bell and spigot with rubber gaskets.

The unit price for this item shall include supplying, laying, pipe fitting, bedding per OPSD-802.010 with OPS granular “B” Type I bedding and cover material with 100% passing the 26.5mm sieve, excavation and trench backfill consisting of clean, select, native material compacted to 98% SPMDD.

A pressure and leakage shall be performed in accordance with OPSS.MUNI 412 and the Town of Amherstburg’s standards.

The top end of the forcemain shall have an end cap installed.

22. Rodent Grate

A manufactured rotating rodent grate shall be installed at the outlet of the 200mm dia. PVC Forcemain at Station 0+616 and the storm sewer at Station 3+000.

23. Subsurface Drainage

All existing subsurface drains encountered during construction or identified to be replaced shall be reconnected to the proposed culvert or open channel unless otherwise noted on the drawings or as directed by the Drainage Superintendent or Engineer.

For 100mm and 150mm subsurface drains, the upstream end of the subsurface drain shall be connected to the tile drain at a 45 degree angle. A suitable length of equivalent sized PE agricultural tubing shall be used to connect the drains. Manufactured fittings shall connect the PE tile to the existing drain and to the concrete tile. The connections shall be carefully backfilled to ensure there is adequate support under the pipe and large clumps of clay do not displace the tile. It is recommended that clear stone be used under the connections at the tile drain.

Where a tile is required to cross the open channel the tile shall be bedded with clear stone to the spring line.

24. Rip Rap

Rip rap shall be made up of 150mm to 300mm quarry stone or approved equal. The area to receive the rip rap shall first be graded to allow the placement of the rip rap to a depth

of 400mm below finished grade. After grading, a layer of filter fabric (Mirafi P150 or approved equal) is to be placed with any joints overlapped a minimum of 600mm. Rip rap shall then be placed with the smaller pieces placed in the gaps and voids to give it a uniform appearance.

Rip Rap shall be placed at all tile outlets, bends in the channel, the old channel entrance and exit to the proposed channel and as directed by the Engineer or Drainage Superintendent.

The existing rip rap channel between Station 0+016 and 0+028 shall be repaired and additional rip rap placed at the direction of the Drainage Superintendent or Engineer.

25. Dig Up and Repair Pipe at Lower End

Two joints shall be dug up and repaired with filter fabric and concrete to seal the joints at the discretion of the Drainage Superintendent or Engineer. The first is located 4.6 downstream of Station 1+063 on the east side of the pipe as shown below.



The second location is 9.3 downstream of Station 0+016 on the south side of the pipe as shown below.



The holes as par of this work shall be backfilled with the existing material.

26. Seeding/Restoration

All areas disturbed by construction, including the side slopes of the channel, road right of way, buffer strip, and finished lawns shall be topped with 100mm of topsoil and hydroseeded in the spring or fall following construction. The time of application shall be approved by the Drainage Superintendent or Engineer.

The hydroseed on the drain banks shall be Bonded Fiber Matrix Hydroseed with a mixture approved by the Engineer.

27. Environmental Considerations

The Contractor shall take care to adhere to the following considerations.

1. Operate machinery in a manner that minimizes disturbance to the banks of the watercourse.
2. Erosion and sediment control measures must be installed prior to construction to prevent sediment from entering the water body.
3. All granular and erosion control materials shall be stockpiled a minimum of 3.0m from the top of the bank or excavation. Material shall not be placed in surface water runs or open inlets that enter the channel.
4. All activities, including maintenance procedures, shall be controlled to prevent the entry of petroleum products, debris, rubble, concrete, or other deleterious substances into the water. Vehicle and equipment refuelling and maintenance shall be conducted away from the channel, any surface water runs, or open inlets. All waste materials shall be stockpiled well back from the top of the bank and all surface water runs and open inlets that enter the drain.
5. When possible, all construction within the open channel shall be carried out during periods of low flow or in dry conditions.
6. The Contractor shall conduct regular inspections and maintain erosion and sediment control measures and structures during the course of construction. The Contractor shall repair erosion and sediment control measures and structures if damage occurs.
7. The Contractor shall remove non-biodegradable erosion and sediment control materials once site is stabilized.

8. Remove all construction materials from site upon project completion.
9. Operate machinery in a manner that minimizes disturbance to the banks of the watercourse.
10. Erosion and sediment control measures must be installed prior to construction to prevent sediment from entering the water body.
11. A temporary dam consisting of excavated material may be constructed upstream and downstream of the work area. The temporary dams shall be covered with filter fabric or plastic that shall be anchored with rip rap material or broken concrete. Water shall be bailed and pumped from the work area to an area downstream of the temporary dam and upstream of the turbidity curtain. Water will be controlled in the area between the two temporary dams for the duration of construction using pumps, if necessary. After completion of the construction, the temporary dams and any collected sediment shall be removed. The final removal shall be the turbidity curtain. If a different method of water control is proposed by the Contractor it shall be submitted to the Engineer prior to the commencement of construction.
12. The Contractor shall take care to adhere to the following Best Management Practices prepared by the Department of Fisheries and Ocean.
 - a) Culvert Replacements in Municipal Drains (Appendix A)
13. The Contractor shall take care to familiarize them with the Town of Amherstburg's mitigation documents and species identification guidelines which will be provided to the successful bidder.
14. To avoid and mitigate the potential for prohibited effects to fish and fish habitat the measures in the DFO's Letter of Advice in Appendix B shall be adhered to.

Light duty silt fencing shall be installed down-gradient of the work for the duration of construction.

The light duty silt fencing shall be supplied and installed in accordance with OPSS 805 and OPSD 219.110. The light duty silt fencing shall be removed once the disturbed area has been re-vegetated.

28. Maintenance Period

The Contractor shall be responsible for maintenance of the drain for a period of one year after their installation. This will include repairing any settlement areas on the travel surface with topsoil and/or HL3 asphalt.

APPENDIX A

Best Management Practices for Culvert Replacement

Best Management Practices – Culvert Replacements in Municipal Drains

This document describes the conditions on which one may proceed with a culvert replacement in a municipal drain without DFO approval/notification. All municipal, provincial, or federal legislation that applies to the work being proposed must be respected. If the conditions/requirements below cannot be met, please complete the drain notification form and submit it to the Fisheries Protection Program form review at: FisheriesProtection@dfo-mpo.gc.ca.

Potential Impacts to Fish Habitat

- Infilling fish habitat by encroachment of the water crossing footprint or channel realignment to accommodate culvert
- Harmful substrate alteration of fish habitat (e.g. blockage of groundwater upwellings, critical SAR habitat, spawning areas)
- Removal of riparian vegetation and cover along the banks of the municipal drain
- Removal of edge habitat (e.g. undercut bank, shallower areas with lower velocity, aquatic vegetation) creation of barriers to fish movement (e.g. perched crossings, velocity barriers, alteration of the natural stream gradient)
- Alteration of channel flow velocity and/or depth (e.g. oversized culvert resulting in insufficient depth for fish passage at low flow or undersized culvert resulting in a flow velocity barrier at high flow)
- Alteration of channel morphology and sediment transport processes caused by the physical structure of the crossing resulting in upstream and downstream sediment aggradation/erosion
- Re-entry of sediment that was removed/stockpiled into the watercourse
- Erosion downstream from sudden release of water due to the failure of site isolation
- Stranding of fish in isolated ponds following de-watering of the site
- Impingement or entrainment of fish when de-watering pumps are used
- Short term or chronic transport of deleterious substances, including sediment, into fish habitat from construction or road drainage

Requirements

The following requirements must be met:

- There are no aquatic Species at Risk present in the work zone or impact zone. To confirm there are no aquatic Species at Risk present, refer to the document, A Guide for Interpreting Fish and Mussel Species at Risk Maps in Ontario which can be found at: <http://www.dfo-mpo.gc.ca/Library/356763.pdf>. Links for Ontario Conservation Area specific fish and mussel maps that include critical habitat extents and a list of aquatic Species at Risk found within the conversation authority boundary can be found on Page 5 of A Guide for Interpreting Fish and Mussel Species at Risk Maps in Ontario.
- The culvert is embedded into the streambed and must allow for the free passage of fish.
- The work involves like-for-like replacements of existing road or private access culverts on all drain types without SAR.
- On C and F Drains only, this can also include replacements with extensions and end walls for the purposes of providing the property or road with safe access, but the project permanent footprint will not increase more than 250 m² below the high water mark.
- The project does not involve replacing a bridge or arch with one or more culverts installed in parallel or a larger-diameter culvert with more than one culvert installed in parallel.

- The project does not involve building more than one culvert installed in parallel on a single watercourse crossing site (e.g. twin culvert).
- The project does not involve temporarily narrowing the watercourse to an extent or for a duration that is likely to cause erosion, structural instability or fish passage problems.
- The municipal drain has no flow/low flow or is frozen to the bottom at the time of the replacement.
- In-water work is scheduled to respect timing windows (Tables 1 and 2) to protect fish, including their eggs, juveniles, spawning adults, and/or the organisms upon which they feed.
- The work can be conducted using the Culvert Removal Method described below and Standard Measures to Avoid Causing Serious Harm to Fish will be implemented when required.

Note: If your project must be conducted without delay in response to an emergency (e.g. the project is required to address an emergency that poses a risk to public health or safety or to the environment or property), you may apply for an Emergency Authorization (<http://www.dfo-mpo.gc.ca/asp/forceDownload.asp?FilePath=/pnw-ppe/reviews-revues/Emergency-Authorizations-Autorisations-Urgences-eng.pdf>).

Culvert Removal Methodology

- Plan/manage the work site in a manner that prevents sediment from entering the municipal drain by installing sediment and erosion control materials where required. Ensure that a sediment and erosion control plan is developed and modified as necessary for the site.
- Where required, install effective erosion and sediment control measures before starting work to prevent sediment from entering the municipal drain.
- Implement site isolation measures when in-water work is required.
 - Install an impervious barrier upstream of the work area (Figure 1). If possible, install a secondary barrier upstream of the work area for added protection.
 - Attempt to drive out the fish from the work area and then install the impervious barrier downstream of the work area. This may reduce or eliminate the need for a fish salvage.
 - When the drain is flowing, maintain downstream flows (e.g. bypass water around the work site using pumps or flume pipes; Figure 2). Provide temporary energy dissipation measures (e.g. rip-rap) at discharge point of the hose or temporary outlet pipe when required. Routinely inspect bypass pump and hose or pipe to ensure proper operation. Inspect discharge point for erosion and reposition hose/pipe or install additional temporary energy dissipation material as needed.
 - Dewater the isolated work area. The hose for a pump may discharge along the top of the bank into existing vegetation; however, the area should be monitored for signs of erosion. Reposition the hose or install additional temporary energy dissipation material as needed.
 - A fish screen with openings no larger than 2.54 mm (0.10 inches) should be equipped on any pump used during the operation. Note: Additional information regarding fish screens can be found in the DFO Freshwater Intake End-of-Pipe Fish Screen Guideline document (<http://www.dfo-mpo.gc.ca/Library/223669.pdf>).
 - Collect any fish present in the isolated work area and relocate them downstream.
 - Fish salvage operations must be conducted under a license issued by the Ontario Ministry of Natural Resources and Forestry (MNRF). The MNRF should be contacted well in advance of any work to obtain the required fish collection license.
- Install the culvert so that it is embedded into the streambed; ensure the culvert remains passable (e.g. does not become perched) by fish and wildlife.

- ☐ Decommission the site isolation in a manner that minimizes the introduction of sediment. The downstream isolation barrier shall gradually be removed first, to equalize water levels inside and outside of the isolated area and to allow suspended sediments to settle.
- ☐ Stabilize and remove waste from the site.
- ☐ Where required, maintain effective erosion and sediment control measures until complete re-vegetation of disturbed areas is achieved.



Figure 2. Isolation of Site

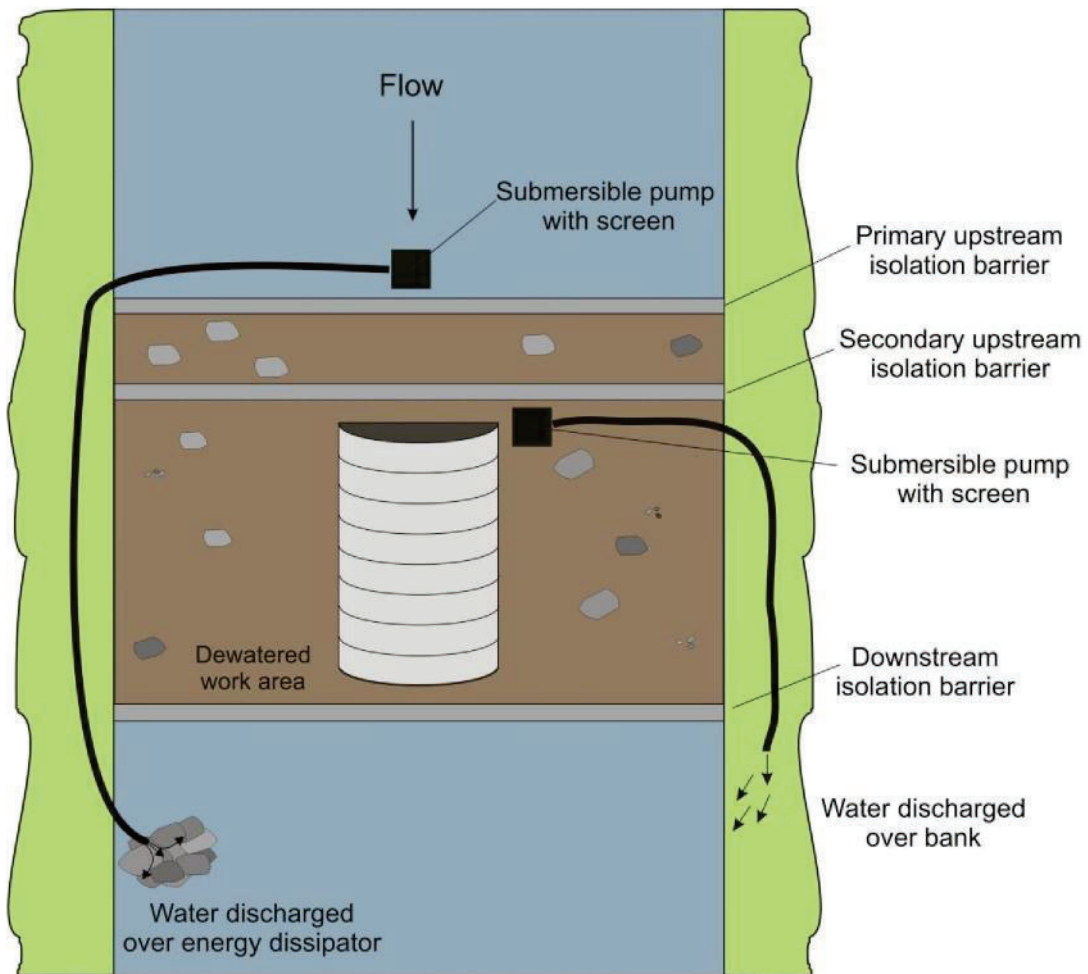


Figure 3. Isolation and Bypass Diversion when Working In-Water

Timing Windows

Figure 1 and Tables 1 and 2 can be used to determine the Restricted Activity period for the drain based on its classification. Note: Timing windows identified on [Conservation Authority](#) permits or [Ministry of Natural Resources](#) (Government of Ontario) work permits may differ and take precedence.



Figure 1. Ontario's Northern and Southern Region boundaries for determining application of restricted activity timing windows.

Table 1. Restricted Activity timing windows for the protection of spawning fish and developing eggs and fry in the Northern Region. Dates represent when work should be avoided.

DRAIN TYPE	RESTRICTED ACTIVITY PERIOD
A	SEPTEMBER 1 TO JULY 15
B	SEPTEMBER 1 TO JULY 15
C	APRIL 1 TO JULY 15
D	SEPTEMBER 1 TO JULY 15
E	APRIL 1 TO JULY 15

Table 2. Restricted Activity timing windows for the protection of spawning fish and developing eggs and fry in the Southern Region. Dates represent when work should be avoided.

DRAIN TYPE	RESTRICTED ACTIVITY PERIOD
A	SEPTEMBER 15 TO JULY 15
B	MARCH 15 TO JULY 15
C	MARCH 15 TO JULY 15
D	OCTOBER 1 TO JULY 15
E	MARCH 15 TO JULY 15

Standard Measures to Avoid Causing *Serious Harm to Fish*

When implementing a culvert removal project in a municipal drain, the *Fisheries Act* still requires an individual/company to ensure they avoid causing *serious harm to fish* during any activities in or near water. The following advice will help one avoid causing harm and comply with the *Act* (for additional information see <http://www.dfo-mpo.gc.ca/pnw-ppe/measures-mesures/measures-mesures-eng.html>).

1. Schedule work to avoid wet, windy and rainy periods that may increase erosion and sedimentation.
2. Whenever possible, operate machinery on land above the high water mark or on ice and in a manner that minimizes disturbance to the banks and bed of the municipal drain.
 - ☐ Ensure that machinery arrives on site in a clean condition and is maintained free of fluid leaks.
 - ☐ Limit machinery fording of the municipal drain to a one-time event (i.e., over and back), and only if no alternative crossing method is available. If repeated crossings of the municipal drain are required, construct a temporary crossing structure.
 - ☐ Wash, refuel and service machinery and store fuel and other materials for the machinery in such a way as to prevent any deleterious substances from entering the water.
 - ☐ Keep an emergency spill kit on site in case of fluid leaks or spills from machinery.
3. Install effective sediment and erosion control measures before starting work to prevent sediment from entering the municipal drain. Inspect them regularly during the course of construction and make all necessary repairs if any damage occurs.
4. Erosion and sediment control measures should be maintained until all disturbed ground has been permanently stabilized, suspended sediment has resettled to the bed of the municipal drain and runoff water is clear.
5. Undertake all in-water activities in isolation of open or flowing water while maintaining the natural flow of water downstream and avoid introducing sediment into the municipal drain.
6. Ensure applicable permits for relocating fish are obtained and relocate any fish that become trapped in isolated pools or stranded in newly flooded areas to the main channel of the watercourse.
7. Ensure that the water that is being pumped/diverted from the site is filtered (sediment remove) prior to being released (e.g. pumping/diversion of water to a vegetated area).
8. Implement measures for containing and stabilizing waste material (e.g. dredging spoils, construction waste and materials, commercial logging waste, uprooted or cut aquatic plants, accumulated debris) above the high water mark of nearby waterbodies to prevent re-entry.
9. Stabilize shoreline or banks disturbed by any activity associated with the project to prevent erosion and/or sedimentation, preferably through re-vegetation with native species suitable for the site.
10. If replacement rock reinforcement/armouring is required to stabilize eroding or exposed areas, then ensure that appropriately-sized, clean rock is used; and that rock is installed at a similar slope to maintain a uniform bank/shoreline and natural stream/shoreline alignment.
11. Remove all construction materials from site upon project completion.

APPENDIX B

DFO Correspondence



Fisheries and Oceans Canada
Ontario and Prairie Region
Fish and Fish Habitat Protection Program
867 Lakeshore Rd.
Burlington, ON
L7S 1A1

Pêches et Océans Canada
Région de l'Ontario et des Prairies
Programme de protection du poisson et de son habitat
867 chemin Lakeshore
Burlington, ON
L7S 1A1

Dear Josh Warner & Sam Paglia:

Subject: Outfalls, General Drain, Town of Amherstburg (24-HCAA-00036) – Implementation of Measures to Avoid and Mitigate the Potential for Prohibited Effects to Fish and Fish Habitat

The Fish and Fish Habitat Protection Program (the Program) of Fisheries and Oceans Canada (DFO) received your proposal on January 4, 2024. We understand that you propose to:

- Install a new outfall on the bank of Detroit River (~2m² footprint below the high-water mark)
- Exclude fish from the work area using a turbidity curtain and drag curtain outward from shore; and,
- Work in isolation of flow or open water to avoid sedimentation of the watercourse.

We understand the following aquatic species listed under the Species at Risk Act may use the area in the vicinity of where your proposal is to be located:

- Channel Darter listed as Endangered
- Spotted Sucker listed as Special Concern

Our review considered the following information:

- Request for Review form and associated documents.

Your proposal has been reviewed to determine whether it is likely to result in:

- the death of fish by means other than fishing and the harmful alteration, disruption or destruction of fish habitat which are prohibited under subsections 34.4(1) and 35(1) of the *Fisheries Act*;
- effects to listed aquatic species at risk, any part of their critical habitat or the residences of their individuals in a manner which is prohibited under sections 32, 33 and subsection 58(1) of the *Species at Risk Act*.

The aforementioned impacts are prohibited unless authorized under their respective legislation and regulations.

To avoid and mitigate the potential for prohibited effects to fish and fish habitat (as listed above), we recommend implementing the measures listed below:

- Limit the duration of in-water works, undertakings and activities so that it does not diminish the ability of fish to carry out one or more of their life processes (spawning, rearing, feeding, migrating);
- Capture, relocate and monitor for fish trapped within isolated, enclosed, or dewatered areas;
 - Dewater gradually to reduce the potential for stranding fish;
- Screen intake pipes to prevent entrainment or impingement of fish;

- Use the [code of practice](#) for water intake screens;
- Limit impacts on riparian vegetation to those approved for the work, undertaking or activity;
 - Limit access to banks or areas adjacent to waterbodies;
 - Construct access points and approaches perpendicular to the watercourse or waterbody;
 - Re-vegetate the disturbed area with native species suitable for the site;
- Restore stream geomorphology (i.e., restore the bed and banks, gradient and contour of the waterbody) to its initial state;
- Develop and implement an erosion and sediment control plan to avoid the introduction of sediment into any waterbody during all phases of the work, undertaking or activity;
 - Conduct all in-water works, undertakings or activities in isolation of open or flowing water to reduce the introduction of sediment into the watercourse;
 - Use the [code of practice](#) for temporary cofferdams and diversion channels;
 - Schedule work to avoid wet, windy and rainy periods (and heed weather advisories) that may result in high flow volumes and/ or increase erosion and sedimentation;
 - Monitor the watercourse to observe signs of sedimentation during all phases of the work, undertaking or activity and take corrective action;
 - Operate machinery on land in stable dry areas; and,
- Develop and implement a response plan to avoid a spill of deleterious substances

Provided that you incorporate these measures into your plans, the Program is of the view that your proposal is not likely to result in the contravention of the above mentioned prohibitions and requirements.

Should your plans change or if you have omitted some information in your proposal, further review by the Program may be required. Consult our website (<http://www.dfo-mpo.gc.ca/pnw-ppe/index-eng.html>) or consult with a qualified environmental consultant to determine if further review may be necessary. It remains your responsibility to remain in compliance with the *Fisheries Act* and the *Species at Risk Act*.

It is also your *Duty to Notify* DFO if you have caused, or are about to cause, the death of fish by means other than fishing and/or the harmful alteration, disruption or destruction of fish habitat. Such notifications should be directed to FisheriesProtection@dfo-mpo.gc.ca or 1-855-852-8320.

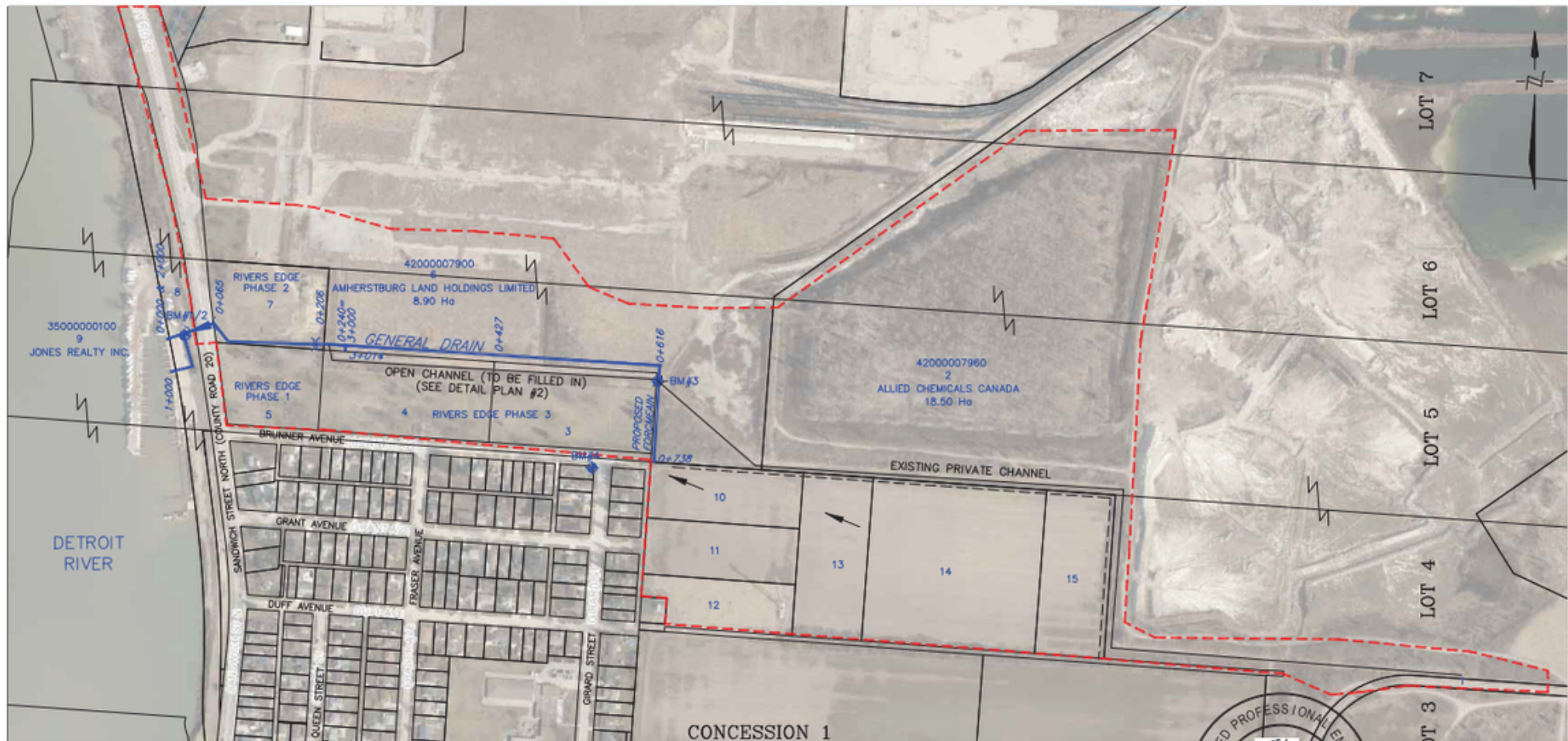
We recommend that you notify this office at least 10 days before starting your project and that a copy of this letter be kept on site while the work is in progress. It remains your responsibility to meet all other federal, territorial, provincial and municipal requirements that apply to your proposal.

If you have any questions with the content of this letter, please contact Samantha Terry by email at Samantha.Terry@dfo-mpo.gc.ca. Please refer to the file number referenced above when corresponding with the Program.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'S. Terry'.

Samantha Terry
Student Biologist, Triage and Planning
Fish and Fish Habitat Protection Program

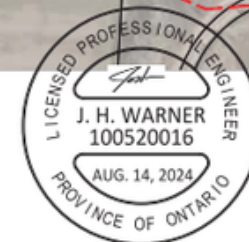


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 42000007920 3. 1000083282 ONTARIO INC. 1.87 Ha 350000000640 11. 1924976 ONTARIO INC. 1.22 Ha
 350000000303 4. 1000083282 ONTARIO INC. 1.97 Ha 350000000620 12. BELL MOBILITY CELLULAR INC. 1.04 Ha
 350000000300 5. 1603941 ONTARIO INC. 1.14 Ha 350000000700 13. 1924976 ONTARIO INC. 1.63 Ha
 350000000302 7. 1603941 ONTARIO INC. 1.35 Ha 350000000800 14. 1924976 ONTARIO INC. 4.06 Ha
 350000000200 8. ESSEX REGION CONSERVATION AUTHORITY 350000000900 15. 1924976 ONTARIO INC. 1.62 Ha

LEGEND

- DRAINAGE AREA
- GENERAL DRAIN
- MUNICIPAL DRAIN
- X EXISTING CULVERT



4218 Oil Heritage Road
 Petrolia Ontario, N0N 1R0
 Phone: (519) 882-0032 Fax: (519) 882-2233

DRAWING NAME:
 General Drain Plan

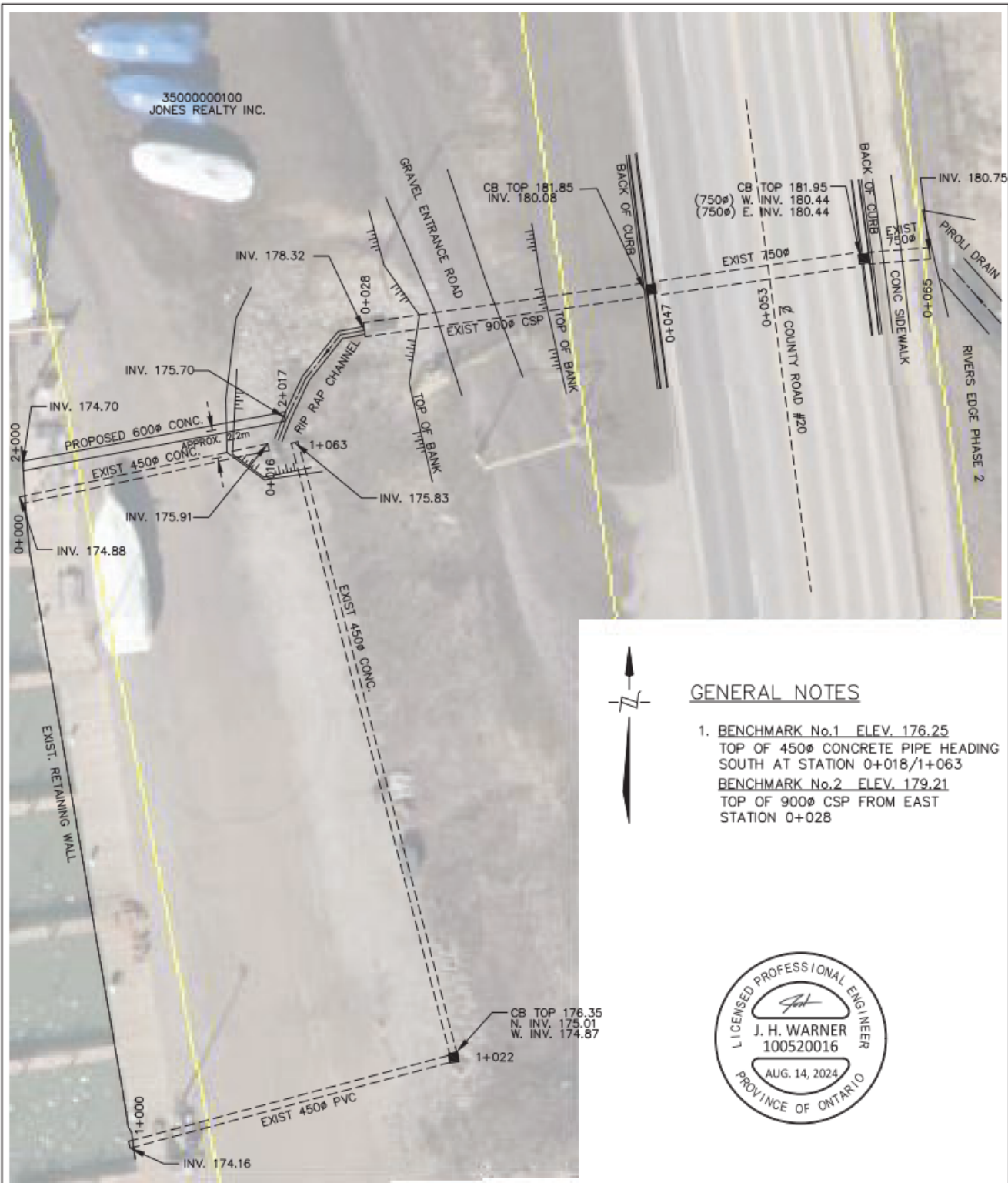
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 2023-1499

APPROVED	NO.	REVISIONS	DATE	BY
J. WARNER				
CHECKED	1	FINAL REPORT	AUG. 14, 2024	CS
J. WARNER				
DRAWN				
C. SAUNDERS				

SCALE 1:5,000
 0 40 80 120m

TOWN of AMHERSTBURG
 GENERAL DRAIN
 PLAN

1
 OF 6



GENERAL NOTES

1. BENCHMARK No.1 ELEV. 176.25
TOP OF 450# CONCRETE PIPE HEADING
SOUTH AT STATION 0+018/1+063
- BENCHMARK No.2 ELEV. 179.21
TOP OF 900# CSP FROM EAST
STATION 0+028



R Dobbin
Engineering Inc.

4218 Oil Heritage Road
Petrolia Ontario, N0N 1R0
Phone: (519) 882-0032 Fax: (519) 882-2233

DRAWING NAME:
General Drain Detail Plan 1

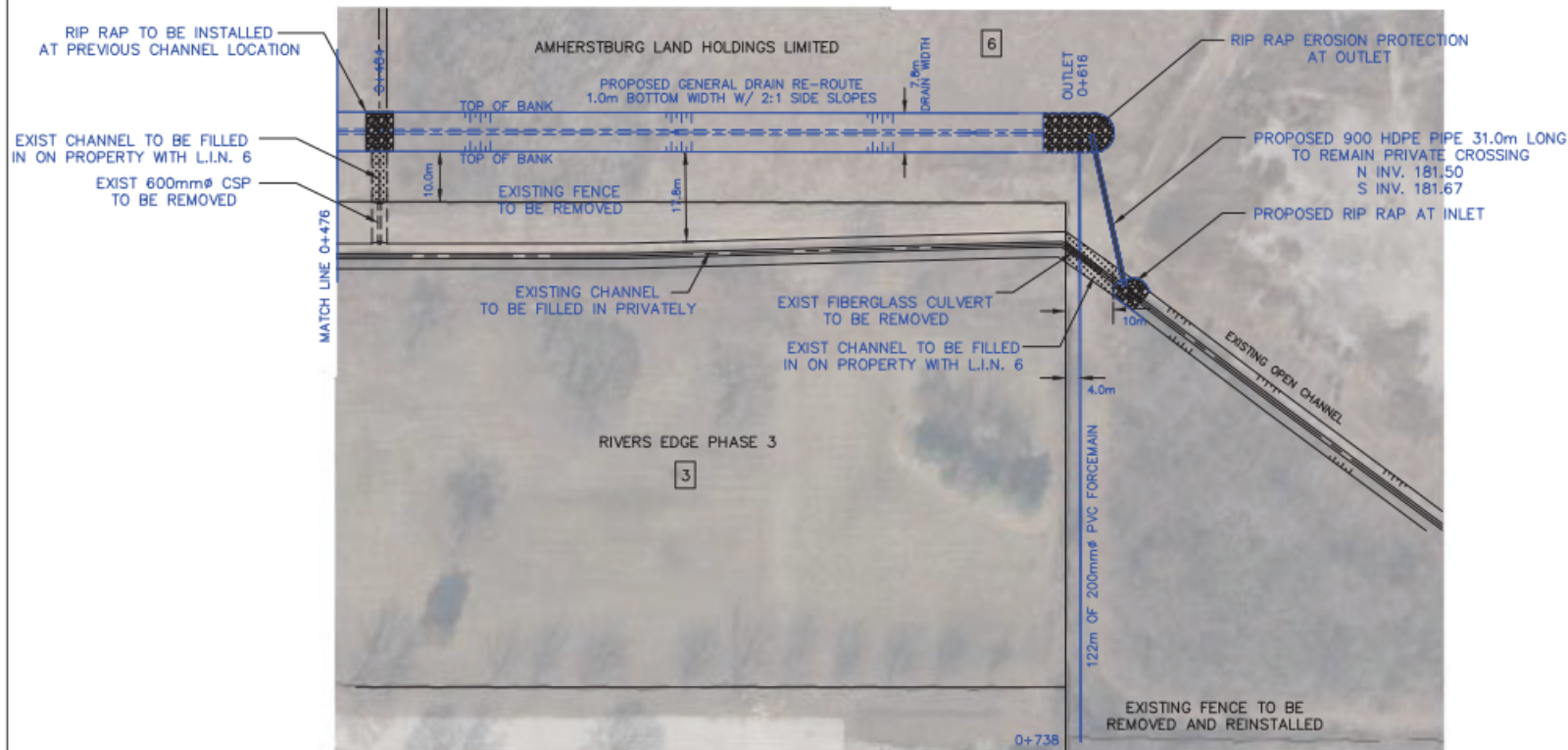
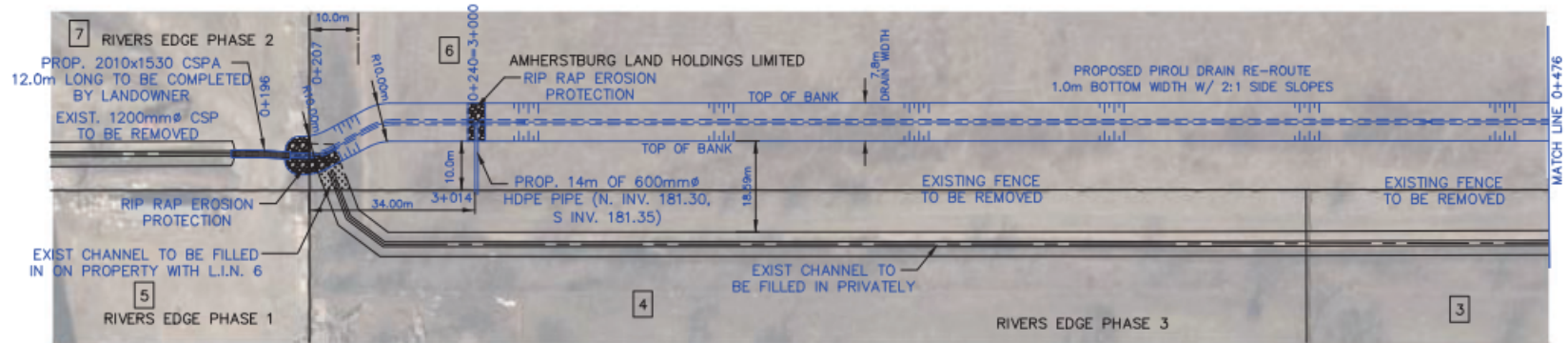
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2023-1499

APPROVED	NO.	REVISIONS	DATE	BY
J. WARNER				
CHECKED	1	FINAL REPORT	AUG. 14, 2024	CS
B. VAN RUITENBURG				
DRAWN				
C. SAUNDERS				

SCALE: 1:250
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TOWN of AMHERSTBURG
GENERAL DRAIN
DETAIL PLAN 1

2
OF 6

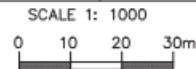


4218 Oil Heritage Road
Petrolia Ontario, N0N 1R0
Phone: (519) 882-0032 Fax: (519) 882-2233

DRAWING NAME:
General Drain Detail Plan 2

PROJECT No.
2023-1499

APPROVED	NO.	REVISIONS	DATE	BY
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CHECKED	1	FINAL REPORT	AUG. 14, 2024	CS
B. VAN RUITENBURG				
DRAWN				
C. SAUNDERS				



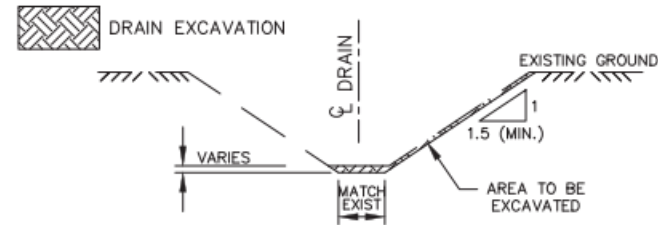
TOWN of AMHERSTBURG
GENERAL DRAIN
DETAIL PLAN 2

3
OF 6

Last Updated: May 7, 2024

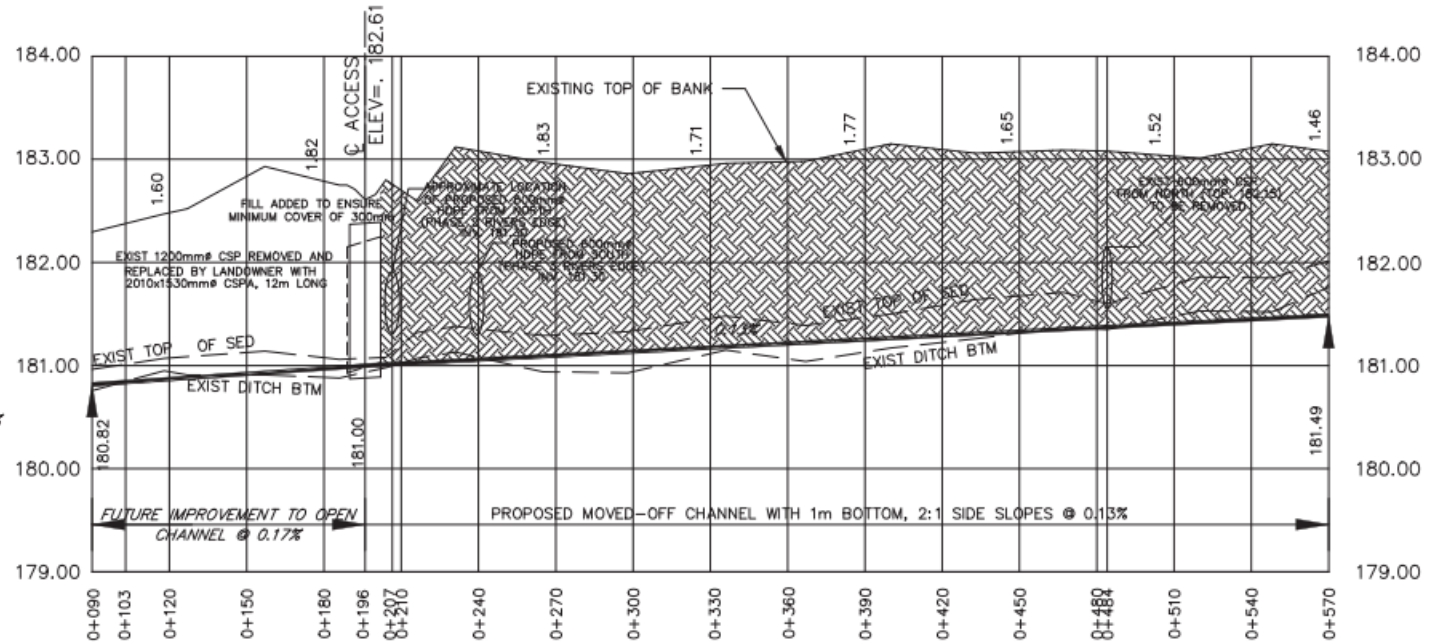
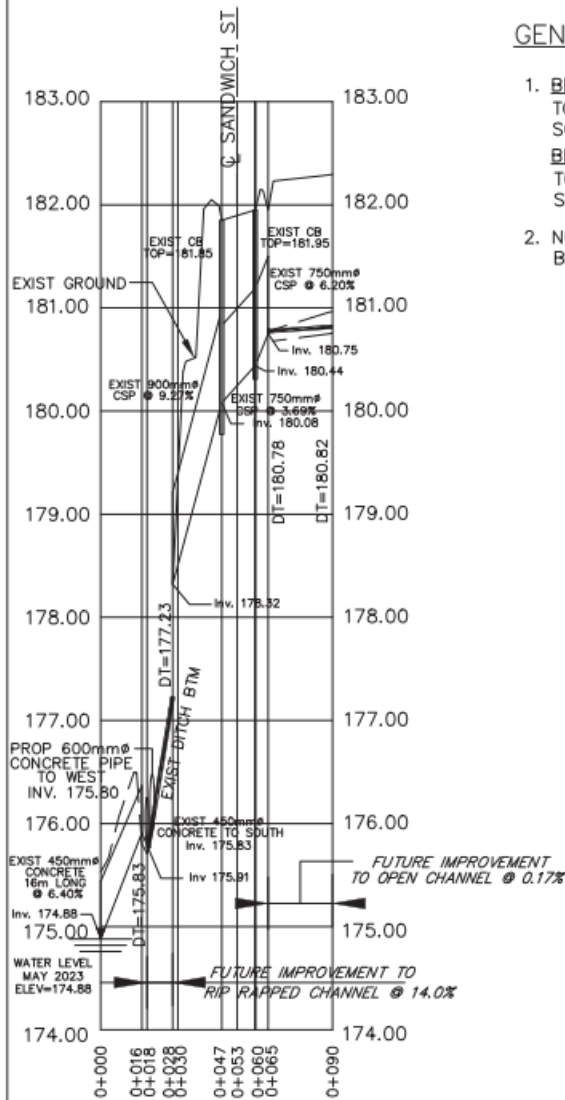
GENERAL NOTES

1. BENCHMARK No.1 ELEV. 176.25
TOP OF 450mm CONCRETE PIPE HEADING
SOUTH AT STATION 0+018/1+063
BENCHMARK No.2 ELEV. 179.21
TOP OF 900mm CSP FROM EAST
STATION 0+028
2. NUMBERS ARE DEPTH FROM TOP OF
BANK TO BOTTOM OF NEW CHANNEL.



TYPICAL MAIN DRAIN CROSS SECTION
FOR MAINTENANCE

NTS



DRAWING NAME:
General Drain Profile 1

4218 Oil Heritage Road
Petrolia Ontario, N0N 1R0
Phone: (519) 882-0032 Fax: (519) 882-2233

PROJECT No.
2023-1499

APPROVED	NO.	REVISIONS	DATE	BY
J. WARNER				
CHECKED	1	FINAL REPORT	AUG. 14, 2024	CS
J. WARNER				
DRAWN				
C. SAUNDERS				

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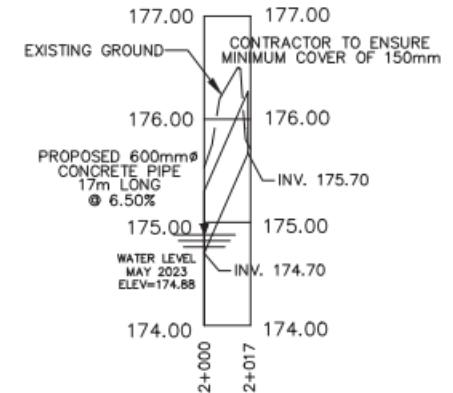
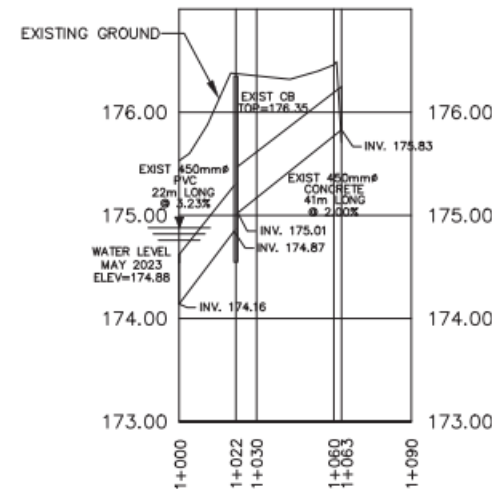
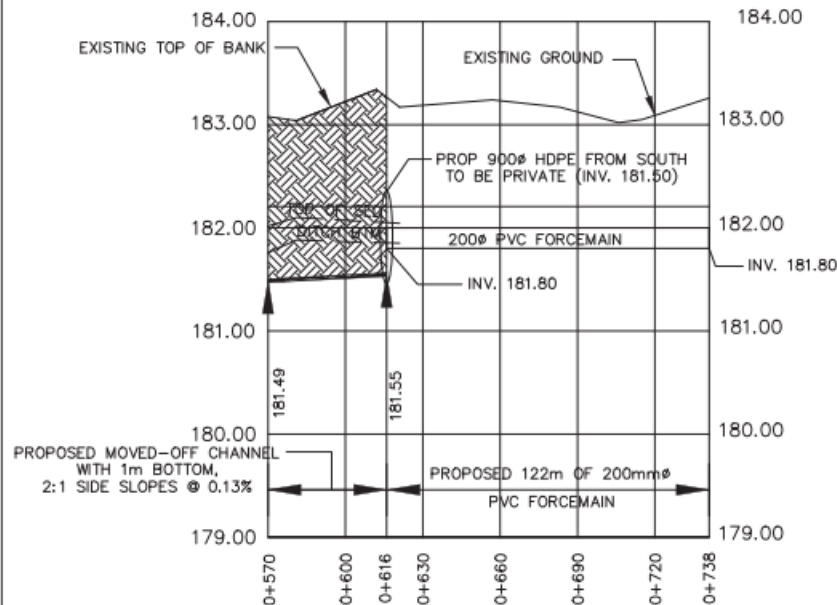
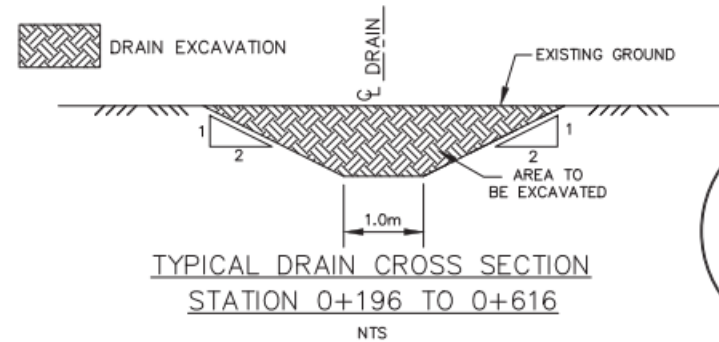
TOWN of AMHERSTBURG
GENERAL DRAIN
PROFILE

4
OF 6

GENERAL NOTES

1. BENCHMARK No.3 ELEV. 182.82
TOP OF 1000 ϕ PIPE JUST EAST OF
PROPOSED OUTLET AT STATION 0+621
BENCHMARK No.4 ELEV. 184.06
TOP OF FIRE HYDRANT AT SOUTHWEST
CORNER OF BRUNNER AVENUE AND GIRARD
STREET

2. NUMBERS ARE DEPTH FROM TOP OF
BANK TO BOTTOM OF NEW CHANNEL.



4218 Oil Heritage Road
Petroliia Ontario, N0N 1R0
Phone: (519) 882-0032 Fax: (519) 882-2233

DRAWING NAME:
General Drain Profile 2

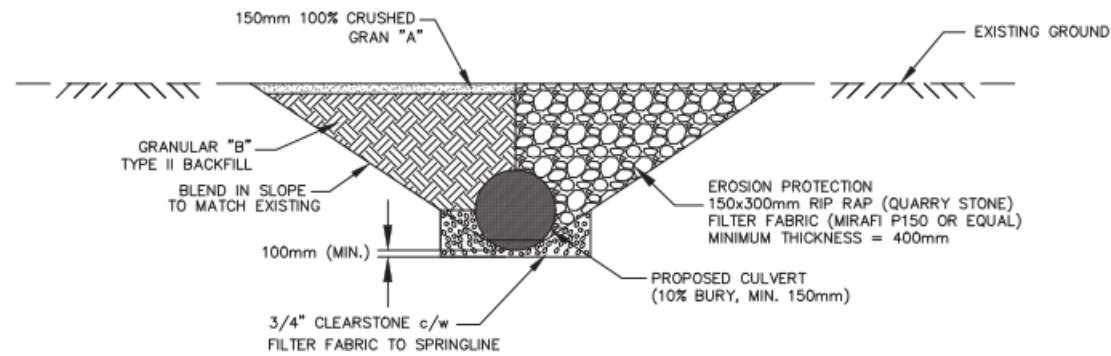
PROJECT No.
2023-1499

APPROVED	NO.	REVISIONS	DATE	BY
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CHECKED	1	FINAL REPORT	AUG. 14, 2024	CS
J. WARNER				
DRAWN				
C. SAUNDERS				

SCALE: 1:2,000
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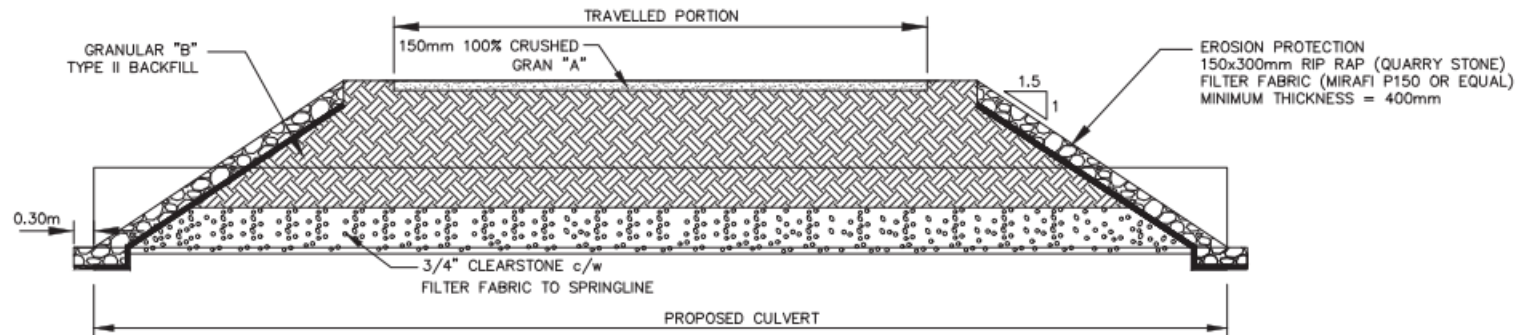
TOWN of AMHERSTBURG
GENERAL DRAIN
PROFILE

5
OF 6



TYPICAL CULVERT END SECTION

NTS



TYPICAL CROSS-SECTION

NTS

NOTE:
ALL GRANULARS COMPACTED
TO 98% MODIFIED PROCTOR DENSITY



DRAWING NAME:
General Drain Culvert Detail

4218 Oil Heritage Road
Petrolia Ontario, N0N 1R0
Phone: (519) 882-0032 Fax: (519) 882-2233

PROJECT No.
2023-1499

APPROVED	NO.	REVISIONS	DATE	BY
J. WARNER				
CHECKED	1	FINAL REPORT	AUG. 14, 2024	JW
B. VAN RUITENBURG				
DRAWN				
J. WARNER				

SCALE 1:75
0 2m

TOWN of AMHERSTBURG
GENERAL DRAIN
TYPICAL ACCESS CULVERT DETAIL

6
OF 6

Lead: Unpublished: May 7, 2024

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2024-047

By-law to provide for the construction of the General Drain (2024) based on the report of Josh Warner, P.Eng of R. Dobbin Engineering Inc.

WHEREAS the Council of the Corporation of the town of Amherstburg (hereafter “Town” has be requested to provide for the creation of a new Municipal Drain under Section 4 of the Drainage Act (Act);

AND WHEREAS The Town procured a Drainage Report for the General Drain from R. Dobbin Engineering Inc, dated August 14, 2024 (hereafter “Drainage Report”) and can be referenced as Schedule A, as attached hereto;

AND WHEREAS Notice of a Drainage Board Meeting to hear comments from the affected property owners was given on August 20, 2024.

AND WHEREAS a Drainage Board Meeting to hear comments from the affected property owners was given on September 10, 2024

AND WHEREAS the Town is of the opinion that the Drain is desirable and the estimated cost provided for the new drainage works is \$504,000 (including non-recoverable HST).

WHEREAS \$504,000.00 is the estimated cost provided for the new the drainage works;

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

1. AUTHORIZATION

The attached drainage report is adopted and the drainage works is authorized and shall be completed as specified in the report.

2. BORROWING

The Corporation of the Town of Amherstburg may borrow on the credit of the Corporation the amount of \$504,000.00 being the estimated amount necessary for the improvements of the drainage works.

3. DEBENTURE(S)

The Corporation may issue debenture(s) for the amount borrowed less the total amount of:

(a) Grants received under section 85 of the Drainage Act;

- (b) Monies paid as allowances;
- (c) Commuted payments made in respect of lands and roads assessed with the municipality;
- (d) Money paid under subsection 61(3) of the Drainage Act; and
- (e) Money assessed in and payable by another municipality.

4. PAYMENT

Such debenture(s) shall be made payable within 5 years from the date of the debenture(s) and shall bear interest at a rate not higher than 1% more than the municipal lending rates as posted by The Town of Amherstburg's Bank's Prime Lending Rate on the date of sale of such debenture(s).

- (1) A special equal annual rate sufficient to redeem the principal and interest on the debenture(s) shall be levied upon the lands and roads and shall be collected in the same manner and at the same as other taxes are collected in each year for 5 years after the passing of this by-law.
- (2) All assessments of \$1000.00 or less are payable in the first year in which the assessments are imposed.

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

MAYOR – MICHAEL PRUE

CLERK – KEVIN FOX

Read a third time and finally passed this ____ day of _____, 2024.

MAYOR – MICHAEL PRUE

CLERK – KEVIN FOX



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF ENGINEERING AND PUBLIC WORKS

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

Author's Name: Sam Paglia	Report Date: July 15, 2024
Author's Phone: 519 736-3664 ext. 2318	Date to Drainage Board: September 10, 2024
Author's E-mail: spaglia@amherstburg.ca	Resolution #: N/A

To: Members of the Drainage Board

Subject: Section 4 Petition Drain – Engineering Appointment

1. RECOMMENDATION:

It is recommended that:

1. The report from the Drainage Superintendent and Engineering Coordinator dated July 15, 2024 regarding the Section 4 Petition Drain – Engineering Appointment **BE RECEIVED**;
2. The Drainage Board recommend that Council **ACCEPT** the request from the landowner(s) for a Petition Drain under Section 4 of the Drainage Act; and,
3. The Drainage Board recommend the appointment of Josh Warner, P.Eng., of R. Dobbin Engineering Inc., under Section 4 of the Drainage Act for the validation, examination and report on the petition for a new Municipal Drain **BE APPROVED** by Council.

2. BACKGROUND:

The Town received an inquiry regarding a drainage dispute that a landowner was having with their neighbour. This drainage issue was an issue that fell into the realm of Common Law. The landowner was explained their rights and responsibilities under both Common Law and Statute Law.

Subsequent to the conversations and information obtained by and provided to the injurious landowner, they elected to enforce their right under common law and chose to not accept stormwater from other lands by building a berm on their parcel.

Although, this common law choice may solve the current drainage issue experienced by the landowner, it has the potential to create a drainage conveyance problem for other landowners.

Subsequent to the aforementioned, upstream lands have petitioned for a legal outlet under Statute Law. One of the affected upstream lands requiring an outlet, filed a petition with the Town on July 7, 2024 and another petition filed by the County of Essex was received on August 16, 2024. The land area petitioning for drainage is agricultural and road surface for a section of County Road 50 and the likelihood of other lands that could be also involved contain more agricultural and residential parcels.

3. DISCUSSION:

Under Common Law, all landowners are considered to be equal, whether they are private citizens, companies, road authorities, municipalities, or Provincial and Federal governments, and any drainage disputes arising from stormwater are resolved through the courts. In other words, stormwater has the right to flow where it wants to flow, but disputes resulting from that flow are resolved by the courts. The Town is typically not involved in common law issues (unless our lands are involved in the dispute).

Under Statute Law, Town Council administers the solution to a drainage problem through the Drainage Act by appointing a drainage practitioner to provide a design for the legal means to allow for the safe and sufficient conveyance of stormwater, and without the litigation required under Common Law. In other words, stormwater is given the legal statute right to flow safely and unobstructedly to a sufficient outlet through a designed system that is paid for by all of the lands that it serves.

A motion was passed at the February 13, 2023 RCM to authorize administration to utilize a roster for drainage services under the Act. Among others, R. Dobbin Engineering Inc. was selected to be included as part of this roster and is thereby eligible to examine and prepare a drainage report pursuant to Section 4 of the Act for the creation of a new Municipal Drain.

The engineer, in their examination will define a watershed and provide a drainage system that is designed to accept the stormwater from all lands within the watershed and the project will progress with a watershed approach and will follow the communal procedures under the Act to create a new drain with a certain level of service for all affected landowners in the watershed.

4. RISK ANALYSIS:

There is more risk for the Town if Council does not accept a petition for drainage works than there is in accepting one. Not only does Council have the responsibility to repair and maintain drainage works under the Act, there is an obligation for Council to provide finance with the funds necessary for all works related to drainage under the Act and all funds are recoverable by the users of the drain. The Engineer appointed by Council has the requirement to determine how any costs incurred and associated with the petition are to be collected by the Town whether the petition is valid or if it fails. If Council chooses not to accept the petition, the petitioners may file an appeal to the Tribunal.

In both petitions received, the Act deems the petitions valid under Section 4(1)(c)(d) for agricultural lands requiring drainage and a road requiring drainage respectively. Therefore, the examining engineer will examine and report on the entire drainage scheme and submit a drainage report that provides not only the most economical and efficient solution to a Common Law matter, but also provides the mechanism for the Town to recover all costs fairly, and by By-Law for the drains construction as well as the future repair and maintenance on the drain from all of the lands that use the drain.

5. FINANCIAL MATTERS:

The financial implications will be determined by the appointed engineer and will be provided in the schedule of assessment within the engineer's drainage report for the improvements of the area which include the new Municipal Drain. All lands are involved in the process and upstream lands are assessed for anything deemed necessary to carry stormwater safely to a sufficient outlet from their lands. All affected landowners have the opportunity to appeal the recommended works or assessment through the process under the Act.

The Town may also be assessed for its land(s) or road(s) within the watershed that contribute stormwater. The Town is also tasked with funding the project in its entirety, and until costs can be recovered through the assessment schedule adopted under the drains' By-Law. Once the recommended solution under bylaw is constructed, the Town recovers 100% of the cost of the project from all landowners affected, and if the Town is assessed, the assessment for their share of drainage is taken from the drain reserve fund.

6. CONSULTATIONS:

ERCA has been notified of the Petitions received, and has the opportunity to call for an environmental assessment on the proposed area. If they wish to, they must pay for that assessment under Section 6(1) regarding environmental appraisals. An ERCA permit will be required under Section 28 of the Conservation Authorities Act for this project.

7. CONCLUSION:

Administration is recommending that the petitions be accepted in order to provide drainage by way of a legal outlet under the Act to lands and roads currently without a Statute outlet. Administration is recommending the appointment of R. Dobbin Engineering Inc. for this Petition Drain this be brought to the next available council meeting for Council's consideration pursuant to the provisions of the Drainage Act.



Sam Paglia, P.Eng.,
Drainage Superintendent and Engineering Coordinator

Attachment(s): Requests for Improvement received.

**Petition for Drainage Works by Owners
Form 1**
Drainage Act, R.S.O. 1990, c. D.17, clause 4(1)(a) or (b)

This form is to be used to petition municipal council for a new drainage works under the *Drainage Act*. It is not to be used to request the improvement or modification of an existing drainage works under the *Drainage Act*.

To: The Council of the Corporation of the Town of Amherstburg

The area of land described below requires drainage (provide a description of the properties or the portions of properties that require drainage improvements)

Total Area of Farm is 101.72 ac.
Est. 40 ac. drain to this outlet

In accordance with section 9(2) of the *Drainage Act*, the description of the area requiring drainage will be confirmed or modified by an engineer at the on-site meeting.

As owners of land within the above described area requiring drainage, we hereby petition council under subsection 4(1) of the *Drainage Act* for a drainage works. In accordance with sections 10(4), 43 and 59(1) of the *Drainage Act*, if names are withdrawn from the petition to the point that it is no longer a valid petition, we acknowledge responsibility for costs.

Purpose of the Petition (To be completed by one of the petitioners. Please type/print)

Contact Person (Last Name) <u>Laramie</u>	(First Name) <u>Brad</u>	Telephone Number <u>519</u> <u>[redacted]</u> ext. <u>2</u>
--	-----------------------------	--

Address Road/Street Number <u>County Rd 50</u>	Road/Street Name <u>County Rd 50</u>
--	---

Location of Project Lot <u>63.</u>	Concession <u>6 South</u>	Municipality <u>Amherstburg</u>	Former Municipality (if applicable) <u>Malden</u>
--	------------------------------	------------------------------------	--

What work do you require? (Check all appropriate boxes)

- ☐ Construction of new open channel
☐ Construction of new tile drain
☐ Deepening or widening of existing watercourse (not currently a municipal drain)
☐ Enclosure of existing watercourse (not currently a municipal drain)
☐ Other (provide description ▼)

Name of watercourse (if known)

Estimated length of project

General description of soils in the area

What is the purpose of the proposed work? (Check appropriate box)

- ☐ Tile drainage only ☐ Surface water drainage only ☒ Both

Petition filed this 15th day of JULY, 2024

Name of Clerk (Last, first name)

PAGLIA, SAM

Signature

[Signature]

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number if available.
- If you have more than two properties, please take copy(ies) of this page and continue to list them all.

Number	Property Description
--------	----------------------

Farm 101.72 ac.

Ward or Geographic Township	Parcel Roll Number
-----------------------------	--------------------

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

☐ Sole Ownership

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
--	-----------	-------------------

☐ Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
--	-----------	-------------------

☒ Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print)

Signature

Name of Corporation

I have the authority to bind the Corporation.

Position Title

Date (yyyy/mm/dd)

Number	Property Description
--------	----------------------

Ward or Geographic Township	Parcel Roll Number
-----------------------------	--------------------

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

☐ Sole Ownership

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
--	-----------	-------------------

☐ Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
--	-----------	-------------------

☐ Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print)

Signature

Name of Corporation

I have the authority to bind the Corporation.

Position Title

Date (yyyy/mm/dd)

☐ Check here if additional sheets are attached

Clerk initial

Petitioners become financially responsible as soon as they sign a petition.

- Once the petition is accepted by council, an engineer is appointed to respond to the petition. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 8(1).
- After the meeting to consider the preliminary report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible in equal shares for the costs. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 10(4).
- After the meeting to consider the final report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible for the costs in shares proportional to their assessment in the engineer's report. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 43.
- If the project proceeds to completion, a share of the cost of the project will be assessed to the involved properties in relation to the assessment schedule in the engineer's report, as amended on appeal. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 61.

Notice of Collection of Personal Information

Any personal information collected on this form is collected under the authority of the *Drainage Act*, R.S.O. 1990, c. D.17 and will be used for the purposes of administering the Act. Questions concerning the collection of personal information should be directed to: where the form is addressed to a municipality (*municipality to complete*)

Petition for Drainage Works by Road Authority – Form 2

Drainage Act, R.S.O. 1990, c. D.17, subs. 4(1)(c)

To: The Council of the Corporation of the Town of Amherstburg

Re: Road name and road location (provide description of road or section of road that requires drainage)
County road 50 at Collison Road. County road 50 roadside ditch from Lake Erie County Club Drive westerly to the Beaudoin Drain.


I, Botham, Allan, as an individual having jurisdiction over
(Last, first name)

the above road system for the County of Essex

declare that the road described above requires drainage and hereby petition under subsection 4(1)(c) of the *Drainage Act* that this area be drained by means of a drainage works.

Organization

Corporation of the County of Essex

Position Title	Signature	Date (yyyy/mm/dd)
Director, Infrastructure & Planning Services		2024/08/01

Petitioners become financially responsible as soon as they sign a petition:

- Once the petition is accepted by council, an engineer is appointed to respond to the petition. *Drainage Act, R.S.O. 1990, c. D. 17 subs. 8(1).*
- After the meeting to consider the preliminary report, if the petition does not comply with section 4, the project is terminated and the road authority is responsible for the costs. *Drainage Act, R.S.O. 1990, c. D. 17 subs. 10(4).*
- After the meeting to consider the final report, if the petition does not comply with section 4, the project is terminated and the road authority is responsible for the costs. *Drainage Act, R.S.O. 1990, c. D. 17 s. 43.*
- If the project proceeds to completion, a share of the cost of the project will be assessed to the involved properties in relation to the assessment schedule in the engineer's report, as amended on appeal. *Drainage Act, R.S.O. 1990, c. D. 17 s. 61.*





THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF ENGINEERING AND PUBLIC WORKS

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

Author's Name: Sam Paglia	Report Date: August 14, 2024
Author's Phone: 519 736-3664 ext. 2318	Date to Drainage Board: September 10, 2024
Author's E-mail: spaglia@amherstburg.ca	Resolution #: N/A

To: Members of the Drainage Board

Subject: Albert McGee Drain (Upper) – Engineering Appointment

1. RECOMMENDATION:

It is recommended that:

1. The report from the Drainage Superintendent and Engineering Coordinator dated August 14, 2024 regarding the Albert McGee Drain (Upper) – Engineering Appointment **BE RECEIVED**;
2. The Drainage Board recommend that Council **ACCEPT** the request from the landowner(s) for improvements to the Albert McGee Upper Drain drainage system as per Section 78 of the Drainage Act; and,
3. The Drainage Board recommend the appointment of Oliver Moir of Dillon Consulting Limited to examine and report on the repair and improvement to the Albert McGee Drain (Upper) drainage system **BE APPROVED** by Council.

2. BACKGROUND:

The Town received a request for improvement on July 17, 2024 to construct an access bridge over the Albert McGee drain.

The Superintendent, in discussions with the requesting landowner, was informed that the owner currently does not have access to the portion of farm lands adjacent to Concession 6 road parallel to the Albert McGee Drain. The portion of farm was once accessible over the access culvert on South Sideroad on the north property line.

The owner in collaboration with the Conservation Authority planted trees on the south eastern portion of the farm which inadvertently cut off access to the southwestern portion of farm. As a result of lack of maintenance and farming activity, the owner received a notice from the Town of Amherstburg By-Law Enforcement with respect to property standards and requires access to those lands in order to maintain, and potentially farm that portion of land.

3. DISCUSSION:

The current bylaw must be updated to provide a cost mechanism to install the access culvert and the updated report must provide a cost mechanism for the Town to recover future maintenance and repairs on the drain.

Dillon Consulting is currently appointed to study the area for improvements at the downstream reaches of the Albert McGee (Upper) and Langlois Drains, and is recommended for this appointment as a matter of efficiency.

The Engineer during their examination may also include culvert replacements required or any other improvements necessary to bring the drain and bylaw to their current reflection of the watershed needs and for the benefit of all of the users of the system including the Town for its roads.

4. RISK ANALYSIS:

It is the responsibility of the entire watershed along with Council, to keep Municipal Drainage systems in a good state of repair. It is Council's task to carry out repair, maintenance and improvements to municipal drains through the Drainage Act, which includes maintaining the engineers reports that are appended to each By-law for the respective municipal drains so as to accurately reflect a fair mechanism for cost recovery.

Several of the existing culverts on the drain were installed under separate reports spanning 31 years. The lower reaches of the drain were completed under report in 1991, and several more culverts were installed over a 13 year span before 1991, and dating back to 1978. The upper portion of the drain was completed in 1957 and it is likely that future maintenance provisions and other culvert replacements may occur. From a pro-active approach, and to allocate the necessary funds more effectively and efficiently for the benefit of the owners in the watershed, the examining engineer should report on the entire drainage scheme to satisfy the requests and to update and provide a mechanism for the Town to recover costs fairly for any recommended improvements as well as future maintenance on the drain.

5. FINANCIAL MATTERS:

The financial implications will be determined by the appointed engineer and will be provided in the schedule of assessment within the engineer's drainage report for the improvements to the Albert McGee (Upper) Drain. In this case, the requesting landowner would likely be responsible for the cost of the culvert and the incidentals associated with the design of the culvert. Upstream lands are involved in the process as well, and are able to request work upstream, and may be assessed for anything

deemed necessary and downstream of their lands so as to carry stormwater safely to a sufficient outlet.

The Town is assessed for its lands and roads within the watershed, and is also tasked with funding the project in its entirety. The Town portion of cost related to drainage is paid for by the drain reserve fund which comes from the general tax levy.

6. CONSULTATIONS:

ERCA has been notified of this project and has the ability as a prescribed person defined in the Act, to ask for an Environmental Assessment under Section 6(1). An engineer cannot be appointed until 30 days have passed under the Act once notification is given to all prescribed persons. The 30 day period expired on August 17, 2024. An ERCA permit will be required under Section 28 of the Conservation Authorities Act.

7. CONCLUSION:

Administration is recommending that the appointment of the firm of Dillon Consulting Limited for the Repair and Improvement to the Albert McGee Drain (Upper) drainage system, be brought to the next available Regular Council meeting for Council's consideration pursuant to the provisions of the Drainage Act.



Sam Paglia, P.Eng.,
**Drainage Superintendent and
Engineering Coordinator**

Attachment(s):

- Request for Improvement received.



The Corporation of The Town of Amherstburg

MAJOR IMPROVEMENT of a MUNICIPAL DRAIN (Section 78 (1.1) of the Ontario Drainage Act)

FROM: Catherine Anne Botek

DRAIN: Albert McGee Drain - Upper

In accordance with section 78 (1.1) of the *Drainage Act*, take notice that I/We, as owner of land affected, request that the above mentioned drain be improved.

- a) ☒ Repair/Improvements upon Examination and Report of Engineer (Section 78)
- b) ☒ New Access Bridge Section 78 (1.1)
- ☐ Residential Bridge ☒ Agricultural Bridge

The work being requested is (check all appropriate boxes):

- ☐ - Changes the course of drainage works;
- ☐ - Making a new outlet for the whole or any part of the drainage works;
- ☒ - Constructing a tile under the bed of the whole or any part of the drainage works;
- ☒ - Constructing, reconstructing or extending bridges or culverts;
- ☐ - Extending the drainage works to an outlet;
- ☐ - Improving or altering the drainage works if the drainage works is located on more than one property;
- ☒ - Covering all or part of the drainage works;
- ☐ - Consolidating two or more drainage works; and/or
- ☐ - Any other activity to improve the drainage works, other than an activity prescribed by the Minister as a minor improvement.

Provide a more specific description of the proposed drain major improvement you are requesting.

Require farm access over the Albert McGee Drain - Upper

Property Owners

- Your municipal property tax bill will provide the property description and parcel roll number.
- In Rural areas, the property description should be in the form of (part), lot, concession and civic address.
- In Urban areas, the property description should be in the form of street address and lot and plan number, if available.

PROPERTY DESCRIPTION

GEOGRAPHIC TOWNSHIP
Former Malden Township

PARCEL ROLL NUMBER

Website: www.amherstburg.ca




271 SANDWICH ST. SOUTH, AMHERSTBURG, ONTARIO N9V 2A5

Phone: (519) 736-0012 Fax: (519) 736-5403 TTY: (519) 736-9860

If the property is owned in partnership, all partners must be listed. If the property is owned by a Corporation, list the Corporation's name and the name and corporate position of the authorized officer. **ONLY THE OWNER OF THE PROPERTY MAY REQUEST A DRAIN IMPROVEMENT.**

Please select the ownership Type and complete the applicable information box below;

☒ - **SOLE OWNERSHIP:** If the land is owned solely by you, please complete the following

Owner Name: (Last, First)	Signature:	Date: (yyyy/mm/dd)
Botek, Catherine Anne		2024/07/17
Enter the mailing address		
Unit Number:	Street Number:	Street Name:
		South Side Road
City/Town: RR 5 Amherstburg	Province: Ontario	Postal Code: N9V 0C8
Telephone Number: 	Cell phone:	Email address: (optional)

☐ - **PARTNERSHIP:** If the land is owned by a Partnership, please complete the following

Names of Owners: (Last, First)	Signature:	Date: (yyyy/mm/dd)
Enter mailing address and primary contact information		
Last Name:	First Name:	
Unit Number:	Street Number:	Street Name:
City/Town:	Province:	Postal Code:
Telephone Number:	Cell phone:	Email address: (optional)

☐ - **CORPORATION:** If the land is owned by a Corporation, please complete the following


Name of Signing Officer: (Last, First)	Name of Corporation:	
I have the authority to bind the Corporation. Signature:	Position Title:	Date: (yyyy/mm/dd)
Enter the mailing address of the primary contact		
(Name, Last):	(Name, First):	
Unit Number:	Street Number:	Street Name:
City/Town	Province:	Postal Code:
Telephone Number:	Cell phone:	Email address (optional)

To be completed by the Clerk of the Corporation of the Town of Amherstburg.

Notice filed this 17th day of July 2024.

PAGLIA, SAM

Name of Clerk: (Last, First)


Signature of Clerk



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF ENGINEERING AND PUBLIC WORKS

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

Author's Name: Sam Paglia	Report Date: August 26, 2024
Author's Phone: 519 736-3664 ext. 2318	Date to Drainage Board: September 10, 2024
Author's E-mail: spaglia@amherstburg.ca	Resolution #: N/A

To: Members of the Drainage Board

Subject: Various Drainage Apportionments

1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Drainage Superintendent and Engineering Coordinator dated August 26, 2024, regarding Various Drainage Apportionments **BE RECEIVED**;
2. The drainage apportionments **BE APPROVED** as listed:
 - **Consent B/13/24** - Drainage Apportionments for the Deslippe Drain & Long Marsh Drain– 6081 County Rd. 18
3. Administration **BRING FORWARD** the Drainage Board's recommendation to approve by resolution, the drainage apportionments at a future Regular Council Meeting.

2. **BACKGROUND:**

Under the provisions of the Drainage Act, when lands that are assessed for drainage are subsequently divided by a change of ownership of any part, the respective drainage assessments should be accounted for. The Town must take steps to apportion the assessments to reflect the division of the lands as well as maintain a functional assessment schedule for the benefit of the entire watershed for the affected drainage schemes.

This report deals with five (5) drainage apportionments, each of which are associated with separate, individual conditions of severance.

3. **DISCUSSION:**

Section 65 of the Drainage Act discusses the obligation of the Town to apportion existing drainage assessments when lands are subsequently sub-divided. And speaks to Council authority to permit lands to subsequently connect or disconnect from a drainage works. In this case, specifically, Section 65(2) provides the Town with the necessary provisions to complete assessment apportionments when landowners of the subdivided lands agree on the shares of the assessment.

Agreement on share of assessment

65. (2) If the owners of the subdivided land mutually agree on the share of the drainage assessment that each should pay, they may enter into a written agreement and file it with the clerk of the local municipality and, if the agreement is approved by the council by resolution, no engineer need be instructed under subsection (1). 2010, c. 16, Sched. 1, s. 2 (26).

Section 65(1) of the Drainage Act provides the Town with the option of instructing an engineer to complete the drainage apportionments:

Subsequent subdivision of land

65. (1) If, after the final revision of an engineer's assessment of land for a drainage works, the land is divided by a change in ownership of any part, the clerk of the local municipality in which the land is situate shall instruct an engineer in writing to apportion the assessment among the parts into which the land was divided, taking into account the part of the land affected by the drainage works. 2010, c. 16, Sched. 1, s. 2 (26).

An engineer was not instructed under Section 65(1) of the Act. In the case of the land divisions and severances being considered under this report, apportionments were completed by the Drainage Superintendent and Engineering Coordinator. Assessment schedules for drains that were affected by each land severance were analysed by area and land use, and apportioned accordingly based on the volume of water expected to flow from those lands.

Once completed, all affected landowners were contacted and provided a letter that described the apportionments. If the landowners were in agreement with the apportionments, an “*Agreement between Property Owners for Drain Apportionments due to Land Severance or Sale*” was signed by the affected property owners in accordance with Section 65(2) of the Act.

It is important to note that an apportionment does not set new values. The ratio in the current bylaw for the affected lands is apportioned to the affected lands in the severance accordingly. When several apportionments are completed on one particular drain, the assessment to lands not affected by severance becomes more and more unfair as more apportionments are completed. Therefore, S65 apportionments are only valid until such time as an engineer is appointed by Council on the respective drains, where the engineer is obligated to assess all lands and roads in the watershed. Any lands affected by apportionment will likely be re-assessed a different value determined by the appointed engineer, and in an unbiased nature within the schedule of assessments in that report which becomes the new bylaw for the drain.

In the case of the following severances, agreement letters were signed by all affected property owners and are attached:

- **Consent B/13/24** - Drainage Apportionments for the Deslippe Drain & Long Marsh Drain– 6081 County Rd. 18

Apportionment agreements, once accepted by the Drainage Board and approved by Council through resolution, will be reflected in the assessments of all future works of maintenance on any of the affected drains listed above.

4. **RISK ANALYSIS:**

Under the provisions of the Drainage Act, when lands that are assessed for drainage are subsequently divided by a change of ownership of any part, it is the Town's obligation to take steps to apportion the assessments to reflect the liability of drainage assessments related to the division of those lands. Failing to do so could lead to unfair assessments of drain maintenance costs that do not accurately reflect the accurate ownership of lands within drainage watersheds. This could lead to conflicts between the Town and landowners over drainage assessments and potentially, the denial of agricultural grants from the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA).

5. **FINANCIAL MATTERS:**

An administration fee of \$500.00 is charged by the Planning Department to an owner of land that wishes to sever a portion of his or her lands.

6. **CONSULTATIONS:** - N/A

7. **CONCLUSION:**

Administration is recommending that the drainage apportionments be approved as listed and that said apportionments be approved by Council resolution:



Sam Paglia, P.Eng.,
Drainage Superintendent and Engineering Coordinator

Attachment(s):

- **Consent B/13/24** - Drainage Apportionments for the Deslippe Drain & Long Marsh Drain– 6081 County Rd. 18



The Corporation of The Town of Amherstburg

July 30, 2024

RE: Section 65 Drainage Apportionment – Consent B/13/24

Dear Landowner:

This letter is to advise you of changes to the drainage assessment for the parcels located at [REDACTED] County Road 18 legally described as CON 6 PT LOT 74 along with the parcel located at [REDACTED] Concession 6 legally described as MALDEN CON 6 PT LOT 74 RP 12R11840, PART 1. This reapportionment of drainage liability is in relation to the Application for Consent B/23/24, which proposes to sever a 0.126 hectare parcel of land from the existing agricultural parcel with Roll No. [REDACTED] showing a current area of 18.92 Hectares and merge with [REDACTED]. The merged parcel area shall be 3.13 hectare and the retained parcel area shall be 18.792 and remains agricultural land for this agreement only.

The re-apportionment of the drainage assessments for the lands described above proposed under this letter is in accordance with Section 65(2) of the "Drainage Act, R.S.O. 1990, Chapter D.17, as amended in 2010." It is the responsibility of every landowner in Ontario to not only capture, but convey the stormwater that their lands receive to a sufficient outlet. Typically, this is accomplished through drainage infrastructure. These apportionments are only in relation to the Municipal Drains governed by the Act, and are only to be used until such time as Council appoints an Engineer to update the current bylaw for the affected lands.

Administration for the Town of Amherstburg has reviewed all municipal drain reports under bylaw in order to complete the re-apportionments of drainage assessments for the subject lands. Said lands are located within the following watersheds, and are assessed into the following municipal drains constructed by bylaw under the Drainage Act:

1. **Deslippe Drain** – Report by N.J. Peralta - Bylaw No. 83-13
2. **Deslippe Drain** – Report for Bridge sharing costs by R.C. Spencer Assoc. - Bylaw No. 2024-020
3. **Long Marsh Drain** – Report by N.J. Peralta, P.Eng., dated January 27, 1993, by-law 2917 & 3023

If you are in agreement with the new breakdown of your property listed in the attached chart(s), please have all registered owners of your property sign the attached form and return to the Public Works Department at 512 Sandwich St South. Under Section 65(2) of the Drainage Act, if the agreement is approved by Council by resolution, no engineer will need to be instructed to complete a re-apportionment.

Should you have any questions or require further clarification, please feel free to contact myself at (519) 736-3664 ext 2318.

Sincerely,

Sam Paglia, P.Eng.
Drainage Superintendent and Engineering Coordinator

Administration has created the following new breakdown for the affected properties:

1. DESLIPPE DRAIN - open ditching

These parcels are in the watershed of the Deslippe Drain and the farm parcel () encompass the addition of lots that were subsequently severed () and are assessable to the drain. This apportionment has considered the lot additions and the farm is apportioned for its affected area only. This affected area is now affected by this application and owners are to agree on their share of assessment in this agreement in order that the Town may recover the actual costs for any work performed on the drain, and until such time as the current appointed engineer produces a report that is adopted and accounts for the share of drainage assessments for same.

<u>DESLIPPE DRAIN</u>							
Existing Assessment – N.J. Peralta, P.Eng., 1983, by-law 83-17							
Conc.	Lot	Affected Area (HA)	Roll No.	Owner	Benefit Assessment	Outlet Assessment	TOTAL
6	74	19.27		Ivan Deslippe	\$ 767.28	\$1,318.27	\$ 2,085.54
6	74	0.19		N/A	\$ 7.57	\$ 13.00	\$ 20.56
							\$ 2106.11

<u>DESLIPPE DRAIN</u>							
Reapportionment – Application for Consent B/13/24							
Conc.	Lot	Affected Area (HA)	Roll No.	Owner	Benefit Assessment	Outlet Assessment	TOTAL
6	74	19.083		Brian Renaud	\$ 762.26	\$ 1309.65	\$ 2071.91
6	74	0.313		Alexander Sharma	\$ 12.58	\$ 21.62	\$ 34.20
							\$ 2106.11

2. DESLIPPE DRAIN CULVERT SHARING – BY-LAW 2024-020

Both parcels are in the 2024-020 for the sharing of cost in the replacement of three(3) access bridges over the Deslippe drain that are currently being prepared for tender. The apportionment ratios within this agreement are used to assess the actual of the works once the Town has completed the works and recovers costs for same.

REPLACEMENTS OF ACCESS CULVERTS OVER THE DESLIPPE DRAIN - RC SPENCER BYLAW 2024-020**Schedule of Assessment for Construction of Culvert No. 1**

SCHEDULE A-1		BENEFIT LIABILITY	OUTLET LIBILITY	TOTAL LIABILITY
██████ - Brian Renaud - ██████	18.919	\$ -	\$ 1,835.00	\$ 1,835.00
██████ - Alexander Sharma - ██████	0.187	\$ -	\$ 54.00	\$ 54.00
		\$ -	\$ 1,889.00	\$ 1,889.00

RE_APPORTIONMENT - A-1

SCHEDULE A-1		BENEFIT LIABILITY	OUTLET LIBILITY	TOTAL LIABILITY
██████ - Brian Renaud - ██████	18.793	\$ -	\$ 1,798.61	\$ 1,798.61
██████ - Alexander Sharma - ██████	0.313	\$ -	\$ 90.39	\$ 90.39
		\$ -	\$ 1,889.00	\$ 1,889.00

Schedule of Assessment for Construction of Culvert No. 2

SCHEDULE A-2		BENEFIT LIABILITY	OUTLET LIBILITY	TOTAL LIABILITY
██████ - Brian Renaud - ██████	18.919	\$ -	\$ 2,278.00	\$ 2,278.00
██████ - Alexander Sharma - ██████	0.187	\$ -	\$ 68.00	\$ 68.00
		\$ -	\$ 2,346.00	\$ 2,346.00

RE_APPORTIONMENT - A-2

SCHEDULE A-2		BENEFIT LIABILITY	OUTLET LIBILITY	TOTAL LIABILITY
██████ - Brian Renaud - ██████	18.793	\$ -	\$ 2,232.18	\$ 2,232.18
██████ - Alexander Sharma - ██████	0.313	\$ -	\$ 113.82	\$ 113.82
		\$ -	\$ 2,346.00	\$ 2,346.00

Schedule of Assessment for Construction of Culvert No. 3				
SCHEDULE A-3		BENEFIT LIABILITY	OUTLET LIBILITY	TOTAL LIABILITY
██████ - Brian Renaud - ██████	18.919	\$ -	\$ 2,250.00	\$ 2,250.00
██████ - Alexander Sharma - ██████	0.187	\$ -	\$ 67.00	\$ 67.00
		\$ -	\$ 2,317.00	\$ 2,317.00

RE_APPORTIONMENT - A-3				
SCHEDULE A-3		BENEFIT LIABILITY	OUTLET LIBILITY	TOTAL LIABILITY
██████ - Brian Renaud - ██████	18.793	\$ -	\$ 2,204.86	\$ 2,204.86
██████ - Alexander Sharma - ██████	0.313	\$ -	\$ 112.14	\$ 112.14
		\$ -	\$ 2,317.00	\$ 2,317.00

3. LONG MARSH DRAIN - January 27, 1993 bylaw 3023 and 2917

These parcels are in the watershed of the Deslippe Drain and the farm parcel (██████) encompass the addition of lots that were subsequently severed (██████) after the adoption of the drainage report and are assessable to the drain. This apportionment has considered the lot additions and the farm is apportioned for its affected area only without the area for the created lots. This affected area after adjustment is now affected by this application and provided that the owners agree on their share of assessment in this agreement, the bylaw for the recovery of drain cost may be used by the Town to recover the actual cost for any work that the Town may perform on the drain, and until such time as an engineer is appointed by Council to update the bylaw for the drain.

<u>LONG MARSH DRAIN</u>							
Existing Assessment – N.J. Peralta, P.Eng., 1993, by-law 3023							
Conc.	Lot	Affected Area (HA)	Roll No.	Owner	Benefit Assessment	Outlet Assessment	TOTAL
6	74	19.49	██████	Ivan Deslippe	\$ 0	\$ 1063.90	\$ 1,063.90
6	74	0.19	██████	N/A	\$ 0	\$ 22.10	\$ 22.10
							\$ 1,086.00

<u>LOING MARSH DRAIN</u>							
Reapportionment – Application for Consent B/13/24							
Conc.	Lot	Affected Area (HA)	Roll No.	Owner	Benefit Assessment	Outlet Assessment	TOTAL
6	74	19.36	████████	Brian Renaud	\$ 0	\$ 1,050.00	\$ 1,050.00
6	74	0.313	████████	Alexander Sharma	\$ 0	\$ 36.00	\$ 36.00
							\$ 1,086.00

CORPORATION OF THE TOWN OF AMHERSTBURG

**Agreement between Property Owners for Drain Apportionment
due to Land Severance or Sale**

DESLIPPE DRAIN – By-Law 83-17

Agreement between **Brian Christopher Renaud and Alexander Sharma** for cost apportionment due to severance or sale of land in the **Deslippe Drain** drainage watershed or system.

I, (we) agree to the drainage apportionment as listed below that the Town of Amherstburg has calculated for our property, and hereby petition the Council of the Town of Amherstburg to fix these new apportionments by resolution.

DESLIPPE DRAIN							
Reapportionment – Application for Consent B/13/24							
Conc.	Lot	Affected Area (H.	Roll No.	Owner	Benefit Assessment	Outlet Assessment	TOTAL
6	74	19.083	██████████	Brian Renaud	\$ 762.26	\$ 1309.65	\$ 2071.91
6	74	0.313	██████████	Alexander Sharma	\$ 12.58	\$ 21.62	\$ 34.20
							\$ 2106.11


Retained Property Owner 1 (printed)

Aug 7/24
Date

Brian Renaud
Retained Property Owner 1 (signature)

Alex SHARMA
Merged Property Owner 1 (printed)

Aug 2/2024
Date


Merged Property Owner 1 (signature)

CORPORATION OF THE TOWN OF AMHERSTBURG

**Agreement between Property Owners for Drain Apportionment
due to Land Severance or Sale**

DESLIPPE DRAIN – By-Law 2024-020

Agreement between **Brian Christopher Renaud** and **Alexander Sharma** for cost apportionment due to severance or sale of land in the **Deslippe Drain** drainage watershed or system, and for the culvert sharing portions depicted herein.

RE_APPORTIONMENT - A-1				
SCHEDULE A-1		BENEFIT LIABILITY	OUTLET LIBILITY	TOTAL LIABILITY
██████ - Brian Renaud ██████	18.793	\$ -	\$ 1,798.61	\$ 1,798.61
██████ - Alexander Sharma - ██████	0.313	\$ -	\$ 90.39	\$ 90.39
		\$ -	\$ 1,889.00	\$ 1,889.00

RE_APPORTIONMENT - A-2				
SCHEDULE A-2		BENEFIT LIABILITY	OUTLET LIBILITY	TOTAL LIABILITY
██████ - Brian Renaud - ██████	18.793	\$ -	\$ 2,232.18	\$ 2,232.18
██████ - Alexander Sharma ██████	0.313	\$ -	\$ 113.82	\$ 113.82
		\$ -	\$ 2,346.00	\$ 2,346.00

RE_APPORTIONMENT - A-3				
SCHEDULE A-3		BENEFIT LIABILITY	OUTLET LIBILITY	TOTAL LIABILITY
██████ - Brian Renaud - ██████	18.793	\$ -	\$ 2,204.86	\$ 2,204.86
██████ - Alexander Sharma - ██████	0.313	\$ -	\$ 112.14	\$ 112.14
		\$ -	\$ 2,317.00	\$ 2,317.00

I, (we) agree to the drainage apportionment as listed below that the Town of Amherstburg has calculated for our property, and hereby petition the Council of the Town of Amherstburg to fix these new apportionments by resolution.

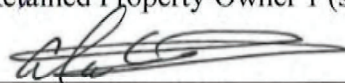
Brian Renaud
Retained Property Owner 1 (printed)

Aug 7/24
Date


Retained Property Owner 1 (signature)

ALEX SHARMA
Merged Property Owner 1 (printed)

Aug 2/2024
Date


Merged Property Owner 1 (signature)

CORPORATION OF THE TOWN OF AMHERSTBURG

**Agreement between Property Owners for Drain Apportionment
due to Land Severance or Sale**

LONG MARSH DRAIN – BY-LAW 30-23

Agreement between **Brian Christopher Renaud and Alexander Sharma** for cost apportionment due to severance or sale of land in the Long Marsh Drain drainage watershed or system, and for the culvert sharing portions depicted herein.

I, (we) agree to the drainage apportionment as listed below that the Town of Amherstburg has calculated for our property, and hereby petition the Council of the Town of Amherstburg to fix these new apportionments by resolution.

<u>LONG MARSH DRAIN</u>							
Reapportionment – Application for Consent B/13/24							
Conc.	Lot	Affected Area (H	Roll No.	Owner	Benefit Assessment	Outlet Assessment	TOTAL
6	74	19.36	██████████	Brian Renaud	\$ 0	\$ 1,050.00	\$ 1,050.00
6	74	0.313	██████████	Alexander Sharma	\$ 0	\$ 36.00	\$ 36.00
							\$ 1,086.00

Brian Renaud
Retained Property Owner 1 (printed)

Aug 8/24
Date

[Signature]
Retained Property Owner 1 (signature)

ALEX SHARMA
Merged Property Owner 1 (printed)

Aug 2/2024
Date

[Signature]
Merged Property Owner 1 (signature)

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