



TOWN OF AMHERSTBURG REGULAR COUNCIL MEETING

AGENDA

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Monday, November 25, 2024

6:00 PM

Council Chambers

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

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Pages

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

(Public Council Meeting Agenda Items)

5. LAND ACKNOWLEDGEMENT

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

6. REPORT OUT FROM IN-CAMERA SESSION

7. MINUTES OF PREVIOUS MEETING

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

7.1 Special In-Camera Council Meeting Minutes - September 23, 2024
(Confidential)

7.2 Special In-Camera Council Meeting - September 27, 2024 (Confidential)

7.3 Special In-Camera Council Meeting - September 27, 2024 (Public)

7.4 Special In-Camera Council Meeting Minutes - October 15, 2024
(Confidential)

7.5 Regular Council Meeting Minutes - October 15, 2024

8

7.6 Regular Council Meeting Minutes - October 28, 2024

24

7.7 Special Council Meeting Minutes - November 1, 2024

40

8. RECOGNITIONS

9. DELEGATIONS

10. PRESENTATIONS

- 10.1 2024 Development Charges Background Study Presentation – Daryl Abbs, Watson and Associates Economists Ltd

11. REPORTS – CORPORATE SERVICES

- 11.1 2023 Year End Reporting: Audited Consolidated Financial Statements, Financial Indicators, Building Services Annual Statement, Development Charge Reserve Funds Statement, and 2023 Parkland Dedication Reserve Statement

43

1. The report from the Treasurer dated October 18, 2024 regarding 2023 Year End Reporting: Audited Consolidated Financial Statements, Building Services Annual Statement and Amended Development Charge Reserve Funds Statement **BE RECEIVED**;
2. The Audited Consolidated Financial Statements for the year ended December 31, 2023 **BE APPROVED**;
3. The Audit Findings Report of KPMG for the year ended December 31, 2023 **BE RECEIVED**;
4. Administration **BE AUTHORIZED** to post the 2023 Consolidated Financial Statements on the Town of Amherstburg website;
5. The Financial Indicators for the year ending December 31, 2023 **BE RECEIVED**;
6. The Statement of Revenue and Expenses and Accumulated Net Expense for Building Services for the year ended December 31, 2023 **BE RECEIVED**;
7. The Development Charges Reserve Funds Statement, for the year ended December 31, 2023 **BE RECEIVED**; and,
8. The Parkland Dedication Reserve Statement, for the year ended December 31, 2023 **BE RECEIVED**.

12. REPORTS - PARKS, RECREATION, FACILITIES AND CULTURE

No Reports.

13. REPORTS - INFRASTRUCTURE SERVICES

No Reports.

14. REPORTS - PLANNING AND DEVELOPMENT SERVICES

14.1 Report Back on Open Air and Business Survey 116

It is recommended that:

1. The report on the Open Air including the Business Survey and Open House **BE RECEIVED** for information.

14.2 Repeal and Replace 2016-93, a By-law to Dedicate a Reserve on Annie Avenue, Part 3, 12R-26778, as a Public Highway 173

It is recommended that:

1. The dedication of Part 3 on 12R-26778 (reserve on Annie Avenue) as a Public Highway **BE APPROVED**; and,
2. **By-law 2024-087** being a by-law repeal and replace 2016-93 to dedicate Part 3 on 12R-26778 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.

14.3 Development Charges Background Study and By-law 2024-085 181

It is recommended that:

1. The assumptions contained in the 2024 Development Charges Background Study, dated September 16, 2024 **BE ADOPTED** as an anticipation with respect to capital grants, subsidies and other contributions;
2. The Development Charges approach to calculating wastewater charges on the wastewater serviced area and on a uniform Municipal-wide basis for all services **BE CONTINUED**;
3. The capital projects set out in Chapter 5 of the 2024 Development Charges Background Study dated September 16, 2024 **BE APPROVED**, subject to annual review during the capital budget process;
4. The 2024 Development Charges Background Study, dated September 16, 2024 as prepared by Watson & Associates Economists Ltd. **BE APPROVED AND ADOPTED** and no further public meeting be required with respect to the 2024 Development Charges Background Study and By-law; and,

5. Administration **ENSURE** wherever appropriate, grants, subsidies and other contributions be clearly designated by the donor as being to the benefit of existing development or new development, as applicable;
6. **By-law 2024-085** being a By-law for the imposition of Development Charges, to be effective January 1, 2025 for the ten (10) year period ending December 31, 2034, be taken as having been read three times and finally adopted and the Mayor and Clerk **BE AUTHORIZED** to sign same.

15. REPORTS - CAO's OFFICE

15.1 Agent of Change/Vacant Building Registry

385

It is recommended that:

1. The report dated October 3, 2024 regarding the Use of Agent of Change/Vacant Building Registry **BE RECEIVED** and **FILED** for information.

16. INFORMATION REPORTS

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

16.1 2024 Long Service Award Recognition

390

It is recommended that:

1. The report prepared by the Human Resources/Health and Safety Business Partner dated October 16, 2024 regarding Long Service Award Recognition **BE RECEIVED** for information.

16.2 2024 Retirement Recognition

394

It is recommended that:

1. The report prepared by the Human Resources/Health and Safety Business Partner dated October 16, 2024 regarding Retirement Recognition **BE RECEIVED** for information.

17. CONSENT CORRESPONDENCE

There is no consent correspondence.

18. CORRESPONDENCE

18.1 Letter re: Travel Health Grant - Kait Lowe 398

19. CONSENT OTHER MINUTES

That the following minutes **BE RECEIVED**:

19.1 Heritage Committee Meeting Minutes - October 10, 2024 402

19.2 Audit and Finance Advisory Committee Meeting Minutes - October 22, 2024 406

20. OTHER MINUTES

20.1 Drainage Board Meeting Minutes – November 5, 2024 411

1. The Drainage Board Meeting Minutes of November 5, 2024 **BE RECEIVED**; and
2. The request from the County of Essex Road Authority for a Petition for Drainage under Section 4 of the Drainage Act **BE ACCEPTED**; and,
3. Gerard Rood, P.Eng., of Rood Engineering Inc. **BE APPOINTED** under Section 4 of the Drainage Act for the examination and report on a Municipal Drainage System, as recommended by the Drainage Board.

21. UNFINISHED BUSINESS

21.1 Unfinished Business List - November 426

22. NEW BUSINESS

23. NOTICE OF MOTION

24. **BY-LAWS**

24.1 **By-Law 2024-082 - Confirmatory By-law**

429

By-law 2024-082 being a by-law to Confirm all Resolutions of the Municipal Council Meetings held on the November 1, 12 & 25, 2024 be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

25. **ADJOURNMENT**

That Council rise and adjourn at p.m.



**TOWN OF AMHERSTBURG
REGULAR COUNCIL MEETING
MINUTES**

Tuesday, October 15, 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
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 6:02pm

2. NATIONAL ANTHEM

3. ROLL CALL

4. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

(Public Council Meeting Agenda Items)

There were no disclosures of pecuniary interest noted.

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 – Update on Ontario Land Tribunal Matters

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.

7. MINUTES OF PREVIOUS MEETING

Moved By Deputy Mayor Gibb

Seconded By Councillor Pouget

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

7.2 Regular Council Meeting Minutes - September 23, 2024

The Mayor put the Motion.

Motion Carried.

8. DELEGATIONS

8.1 Delegation: Item 15.1 - Bryerswood Youth Camp Optimist Club

Moved By Councillor McArthur

Seconded By Councillor Crain

That:

1. The delegation **BE RECEIVED**, and;
2. Item 15.1 **BE BROUGHT** forward.

The Mayor put the Motion.

Motion Carried.

15.1 Gravel Road Conversion Request

Resolution: 20241015-001

Moved By Councillor McArthur

Seconded By Councillor Pouget

That Administration **TO BRING** forward to the 2025 budget the costs of tar & chip of Texas Road from Howard Avenue to the 6th Concession North.

The Mayor put the Motion.

Motion Carried.

8.2 Delegation: Item 11.1 - Community Sport and Recreation Infrastructure Fund - Bill Petruniak

Moved By Councillor Allaire

Seconded By Deputy Mayor Gibb

That the delegation **BE RECEIVED.**

The Mayor put the Motion.

Motion Carried.

9. PRESENTATIONS

10. REPORTS – CORPORATE SERVICES

There are no reports.

11. REPORTS - PARKS, RECREATION, FACILITIES AND CULTURE

11.1 Community Sport and Recreation Infrastructure Fund

Resolution: 20241015-002

Moved By Councillor Courtney

Seconded By Councillor Allaire

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 project with final determination of what is built to be decided by Council, and funded from the following 2025 funding sources:
- a. New Capital Reserve (0400): \$254,400
 - b. DC Parks (0124): \$275,600; and,
 - c. 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,
 - d. 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.

The Mayor put the Motion.

Motion Carried.

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

Resolution: 20241015-003

Moved By Councillor Courtney

Seconded By Councillor Pouget

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.

The Mayor put the Motion.

Motion Carried.

14. REPORTS - CAO's OFFICE

14.1 Adoption of the 2025 Calendar of Council Meetings

Resolution: 20241015-004

Moved By Deputy Mayor Gibb

Seconded By Councillor Pouget

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.

The Mayor put the Motion.

Motion Carried.

14.2 Special Events Approval Part 7

Resolution: 20241015-005

Moved By Councillor McArthur
Seconded By Deputy Mayor Gibb

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.

The Mayor put the Motion.

Motion Carried.

14.3 Amherstburg Emergency Management Program and Response Plans – 2024 Update

Resolution: 20241015-006

Moved By Councillor Courtney
Seconded By Councillor Crain

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.

The Mayor put the Motion.

Motion Carried.

15. INFORMATION REPORTS

15.1 Gravel Road Conversion Request

Previously Discussed.

16. CONSENT CORRESPONDENCE

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

Moved By Councillor Allaire

Seconded By Deputy Mayor Gibb

That the AMO Report - Canada Community-Building Fund **BE RECEIVED.**

The Mayor put the Motion.

Motion Carried.

17. CORRESPONDENCE

17.1 National Disability Employment Month (NDEAM)

Resolution: 20241015-007

Moved By Councillor Allaire

Seconded By Deputy Mayor Gibb

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.

The Mayor put the Motion.

Motion Carried.

17.2 Amherstburg Firefighters Association - Cornhole Tournament Sponsorship

Resolution: 20241015-008

Moved By Councillor Courtney

Seconded By Councillor Allaire

That a \$500 donation **BE MADE** to the Amherstburg Firefighters Association for the Cornhole Tournament Sponsorship.

The Mayor put the Motion.

Motion Carried.

17.3 Kings Coronation Medals - Nomination

Resolution: 20241015-009

Moved By Councillor Crain

Seconded By Councillor Pouget

That:

1. The Kings Coronation Medals correspondence **BE RECEIVED**, and;
2. This **BE BROUGHT** back to Council In-Camera to be discussed.

The Mayor put the Motion.

Motion Carried.

18. CONSENT OTHER MINUTES

Moved By Deputy Mayor Gibb

Seconded By Councillor Crain

That the following minutes **BE RECEIVED**:

18.1 August 8, 2024 Heritage Committee Meeting Minutes

18.2 August 21, 2024 Parks and Recreation Meeting Minutes

18.3 August 22, 2024 Amherstburg Accessibility Advisory Committee Meeting Minutes

18.4 September 4, 2024 Committee of Adjustment Meeting Minutes

The Mayor put the Motion.

Motion Carried.

19. OTHER MINUTES

19.1 Drainage Board Meeting Minutes – September 10, 2024

Moved By Councillor Allaire

Seconded By Councillor Crain

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.

The Mayor put the Motion.

Motion Carried.

20. UNFINISHED BUSINESS

20.1 Unfinished Business List – October

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

Moved By _____

Seconded By _____

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.

The Mayor put the Motion.

Motion Carried.

23. BY-LAWS

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

Moved By _____

Seconded By _____

That 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.

The Mayor put the Motion.

Motion Carried.

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

Moved By _____

Seconded By _____

That 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.

The Mayor put the Motion.

Motion Carried.

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

Moved By _____

Seconded By _____

That 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.

The Mayor put the Motion.

Motion Carried.

24. ADJOURNMENT

Moved By _____

Seconded By _____

That Council rise and adjourn at _____ p.m.

The Mayor put the Motion.

Motion Carried.

MAYOR - MICHAEL PRUE

KEVIN FOX - CLERK



**TOWN OF AMHERSTBURG
REGULAR COUNCIL MEETING
MINUTES**

Monday, October 28, 2024

6:00 P.M.

Council Chambers

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

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

STAFF PRESENT Valerie Critchley - CAO
Kevin Fox - Clerk
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

There were no disclosures of pecuniary interest noted.

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

It was moved that Council enter into an In-Camera Meeting of Council pursuant to Section 239 of the Municipal Act, 2001, as amended for the following reasons:

Item A – Update on Third Party Contract

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 directed that Administration proceed on their verbal direction.

Item B – Striking Committee for Civic Award Nomination

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

And Council directed that Administration proceed on their verbal direction.

Resolution 20241028-002

Moved By Deputy Mayor Gibb

Seconded By Councillor Allaire

That:

1. Jack Edwards and Ron Giofu **BE NOMINATED** by the Town of Amherstburg for the King Charles III Coronation Medal and;
2. The Clerk **BE DIRECTED** to complete for nomination forms on behalf of Council and submit them to Chris Lewis, MP before December 2, 2024.

7. MINUTES OF PREVIOUS MEETING

Moved By Councillor Allaire

Seconded By Councillor Courtney

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 (PUBLIC) - September 23, 2024**
- 7.2 **Special Council Meeting - Planning DC Study - October 15, 2024**
- 7.3 **Special Council Meeting - Planning - October 15, 2024**
- 7.4 **Special In-Camera Council Meeting (PUBLIC) - October 15, 2024**

The Mayor put the Motion.

Motion Carried.

8. RECOGNITIONS

9. DELEGATIONS

- 9.1 **Delegation - Item 15.4 Sewer Works and Sidewalk Rehabilitation on George Street - Judith Carter**

Moved By Councillor Allaire
Seconded By Councillor Pouget

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

The Mayor put the Motion.

Motion Carried.

9.2 Delegation - Item 15.4 Sewer Works and Sidewalk Rehabilitation on George Street - Gerald Schmidt

9.3 Delegation-Item 15.4 Sewer Works and Sidewalk Rehabilitation on George Street - Alex Bondy

9.4 Delegation-Item 15.4 Sewer Works and Sidewalk Rehabilitation on George Street - Linda Saxon

Moved By Councillor Pouget
Seconded By Councillor Courtney

That the rules of order **BE WAIVED** to allow Mr. Morenci permission to speak.

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

The Mayor put the Motion.

Motion Failed.

Moved By Councillor Allaire
Seconded By Councillor Pouget

That the delegations **BE RECEIVED**.

The Mayor put the Motion.

Motion Carried.

Moved By Councillor McArthur
Seconded By Deputy Mayor Gibb

That item 15.4 **BE BROUGHT** forward.

The Mayor put the Motion.

Motion Carried.

15.4 Infrastructure Works and Sidewalk Rehabilitation on George, Seymour and Portions of Murray Street

Resolution 20241028-003

Moved By Councillor McArthur
Seconded By Deputy Mayor Gibb

That:

1. The report of October 28, 2024, entitled Sewer Works and Sidewalk Rehabilitation on George Street **BE RECEIVED** for information;
2. Delegated authority **BE PROVIDED** to the Clerk/Risk Manager to approve the insurance requirements of encroachment agreements with regards to non-commercial policy holders in the absence of Certificates of Insurance where indemnification language is deemed to be satisfactory to offset the associated risk;
3. Administration **BE DIRECTED** to bring back the amendments necessary to do so for Council's approval to the Encroachment By-law, By-law 2023-061, and the Delegation of Authority Policy;
4. Administration **BE DIRECTED** to undertake all tasks associated to prepare and submit the relevant encroachment documentation to be registered on title for

- those entering into encroachment agreements as part of the capital project for the infrastructure works on George, Seymour and portions of Murray Street; and,
5. All costs related to the preparation of documentation and registration of encroachments on title that are made necessary by the infrastructure works on George, Seymour and portions of Murray Street **BE INCORPORATED** into the associated capital works project costs and annual fees be waived.
 6. The Amherstburg Accessibility Advisory Committee **BE CONSULTED** on this plan;
 7. The encroachment deadlines **BE EXTENDED** until the Amherstburg Accessibility Advisory Committee has heard the issue.

The Mayor put the Motion.

Motion Carried.

10. PRESENTATIONS

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 Kingsbridge Subdivision Phase 7C – Assumption of Streetlights, Surface Asphalt and Sidewalk

Resolution 20241028-004

Moved By Councillor Crain

Seconded By Councillor Allaire

That the streetlights, surface asphalt, and sidewalk within Kingsbridge Subdivision Phase 7C **BE ACCEPTED and ASSUMED.**

The Mayor put the Motion.

Motion Carried.

13.2 8th Concession Rd North Road Reconstruction – Additional Environmental Requirements

Resolution 20241028-005

Moved By Councillor Courtney

Seconded By Councillor Allaire

That an over-expenditure not to exceed \$20,199 for the 8th Concession Rd North Road Reconstruction (Alma St to County Road 10) - Engineering Services (721008) funded from 0625 - Ontario Grants Reserve (OCIF) **BE APPROVED**, providing for a total project budget of \$120,199.

The Mayor put the Motion.

Motion Carried.

13.3 Sanitary Master Plan – Engineering Services

Resolution 20241028-006

Moved By Councillor Courtney

Seconded By Deputy Mayor Gibb

That:

1. The Proposal for Engineering Services from Agile Infrastructure Ltd. for the Sanitary Master Plan (capital project #724026) **BE ACCEPTED**;
2. The Mayor and Clerk **BE AUTHORIZED** to execute an agreement with Agile Infrastructure Ltd. for the Sanitary Master Plan for a total amount not to exceed \$321,720 plus HST; and,
3. An over-expenditure for the Sanitary Master Plan not to exceed \$27,382 **BE APPROVED** for a total cost not to exceed \$327,382 including net HST and that the over-expenditure **BE FUNDED** from the Reserve Fund 02010 - Capital Wastewater.

The Mayor put the Motion.

Motion Carried.

14. REPORTS - PLANNING AND DEVELOPMENT SERVICES

14.1 Mulberry Court Subdivision, Request for Part Lot Control Exemption

Resolution 20241028-007

Moved By Deputy Mayor Gibb

Seconded By Councillor Pouget

That:

1. The application for Removal of Part Lot Control for Blocks 1 through 26 on Plan 12M-710, known locally as Mulberry Court Subdivision, **BE APPROVED**; and,
2. **By-law 2024-075** being a by-law to remove certain lands from Part Lot Control 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.

14.2 Housing Enabling Water Systems Fund Grant – Intake 2 Submission

Resolution 20241028-008

Moved By Deputy Mayor Gibb

Seconded By Councillor Crain

1. THAT the Chief Administrative Officer and Director of Infrastructure Services **BE AUTHORIZED** to apply to the ***Housing Enabling Water Services Fund (HEWSF) - Intake 2*** for the South East Quadrant (SEQ) Infrastructure project noted in this report, subject to the documents being satisfactory in legal form to the Chief Administrative Officer, in technical content to the Director of Infrastructure Services and in financial content to the Chief Financial Officer and;
2. The following funding sources **BE APPROVED** to address any eligible cost not funded by the grant;
 - a. Sanitary Development Charge Reserve (0125);
 - b. Detailed Design Cost Recovery;
 - c. Water Reserve (0200) and;
3. The Chief Administrative Officer and Director of Development Services/Deputy CAO, with support from Watson and Associates, **BE DIRECTED** to negotiate a

funding agreement with the developers with property included in the SEQ infrastructure project in order to secure developer charge funding for the sanitary servicing costs not funded by the grant for this project as well as recovery of costs from the detailed design to fund a portion of the water servicing costs not covered by the grant and;

4. The following recommendations **BE APPROVED** upon written confirmation from the Ministry of the Town being awarded funding under the Housing Enabling Water Systems Fund for the SEQ Infrastructure project:
 - a. That the Chief Administrative Officer and Clerk, **BE AUTHORIZED** to sign and execute any agreements, declarations or approvals required resulting from receiving funding under the Housing Enabling Water Systems Fund, satisfactory in financial content to the Chief Financial Officer, and in technical content to the Director of Infrastructure Services and;
 - b. The Mayor **BE AUTHORIZED** to sign the Transfer Payment Agreement for the Housing Enabling Water System Fund, if so required by the grant provider and;
 - c. That the Chief Administrative Officer and the Clerk **BE AUTHORIZED** to take any such action required to enact the recommendations noted above and sign any required documentation/agreement(s) for the implementation of the South East Quadrant Infrastructure project, satisfactory in legal form to the Chief Administrative Officer, in technical content to Director of Infrastructure Services and in financial content to the Chief Financial Officer; and;
 - d. Authority **BE DELEGATED** to the Chief Administrative Officer to award contracts through procurement policy 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 South East Quadrant Infrastructure Project and;
 - e. Administration **BE DIRECTED** to provide a report to Council to commence the necessary Local Improvement process;
 - f. Administration **BE DIRECTED** to provide a report back to Council on the finalized funding agreement with the developers, and;
 - g. Administration **BE DIRECTED** to send correspondence to MPP Leardi regarding the application to the Housing Enabling Water Systems Fund.

The Mayor put the Motion.

Motion Carried.

14.3 Erie Isle Court, Kingsbridge Subdivision, Extension of Part Lot Control Exemption

Resolution 20241028-009

Moved By Councillor Crain

Seconded By Councillor Allaire

That **By-law 2024-076** being a by-law to amend By-law 2021-069 to extend the expiration date for Part Lot Control exemption, related to Erie Isle Court, Kingsbridge Subdivision Phase 5, 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.

14.4 Road Dedication of Blocks 27 and 28, 12M-710 (Road Widening of Simcoe Street) as a Public Highway

Resolution 20241028-010

Moved By Councillor Allaire

Seconded By Deputy Mayor Gibb

That:

1. The dedication of Block 27 on 12M-710 (road widening of Simcoe Street) as a Public Highway **BE APPROVED**;
2. The dedication of Block 28 on 12M-710 (road widening of Simcoe Street) as a Public Highway **BE APPROVED**; and,
3. **By-law 2024-071** being a by-law to dedicate Blocks 27 and 28 on 12M-710 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.

The Mayor put the Motion.

Motion Carried.

14.5 Road Dedication of Reserve on Annie Avenue, Part 4, 12R-26778, as a Public Highway

Resolution 20241028-011

Moved By Councillor McArthur

Seconded By Councillor Crain

That:

1. The dedication of Part 4 on 12R-26778 (reserve on Annie Avenue) as a Public Highway **BE APPROVED**; and,
2. **By-law 2024-080** being a by-law to dedicate Part 4 on 12R-26778 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.

The Mayor put the Motion.

Motion Carried.

14.6 Zoning By-law Amendment- 365 Sandwich Street South

Resolution 20241028-013

Moved By Councillor Allaire

Seconded By Councillor Pouget

That **By-law 2024-074** being a by-law to amend Zoning By-law No. 1999-52, to amend the zoning for the subject lands known as 365 Sandwich Street South 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.

15. REPORTS - CAO's OFFICE

15.1 Asset Management – Maintenance Software

Resolution 20241028-012

Moved By Deputy Mayor Gibb

Seconded By Councillor Pouget

That:

1. The required capital funds of \$195,000 inclusive of non-recoverable HST and contingency, identified in the 2025 capital budget for the Asset Management Maintenance Software (ITS-001-25) with funding from General Reserve (0400) \$95,000 and Water Reserve (0200) \$50,000 and Waste Water Reserve (0210) \$50,000, **BE PRE-COMMITTED** for immediate use; and,
2. The Chief Administrative Officer and Clerk, or designates, **BE AUTHORIZED** to execute an agreement and purchase order with PSD Citywide Inc. for an amount of up to \$195,000, inclusive of non-recoverable HST and contingency, subject to approval of technical content by the Director of Development Services/Deputy CAO and to financial content by the Director of Corporate Services/Chief Financial Officer, or designates.

The Mayor put the Motion.

Motion Carried.

15.2 Quarterly Fire Department Activity Report – Q3 - 2024

Resolution 20241028-014

Moved By Deputy Mayor Gibb

Seconded By Councillor Pouget

That the Third Quarter Fire Activity Report (July, Aug, Sept – 2024) **BE RECEIVED for information.**

The Mayor put the Motion.

Motion Carried.

15.3 Enbridge Franchise Agreement Renewal

Resolution 20241028-015

Moved By Deputy Mayor Gibb

Seconded By Councillor McArthur

That:

1. The form of draft By-law 2024-084 and the model franchise agreement **BE APPROVED and AUTHORIZED** as attached hereto for the submission thereof to the Ontario Energy Board for approval pursuant to the provisions of Section 9 of the Municipal Franchises Act; and,
2. The Council of the Town of Amherstburg **REQUEST** that the Ontario Energy Board make an Order declaring and directing that the assent of the municipal electors to the attached draft by-law and franchise agreement pertaining to the Corporation of the Town of Amherstburg is not necessary pursuant to the provisions of Section 9(4) of the Municipal Franchises Act.

The Mayor put the Motion.

Motion Carried.

15.4 Infrastructure Works and Sidewalk Rehabilitation on George, Seymour and Portions of Murray Street

Discussed Above.

15.5 Amendments to the Digital Gateway Signage Policy

Resolution 20241028-016

Moved By Councillor Allaire

Seconded By Deputy Mayor Gibb

That:

1. The amendments to the Digital Gateway Signage Policy, as noted in the report of October 28, 2024, **BE APPROVED**; and,

2. Administration **BE DIRECTED** to proceed with a Request for Proposal or a Request for Tender, as appropriate, to identify a vendor for the identified advertising time blocks on the Digital Gateway Signage.

The Mayor put the Motion.

Motion Carried.

16. INFORMATION REPORTS

Moved By _____

Seconded By _____

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

- 16.1 **2024 Second Quarter (Q2) Projected Variances as at June 30th, 2024**
- 16.2 **2024 Windsor Police Services Amherstburg Detachment - Third Quarter**

The Mayor put the Motion.

Motion Carried.

17. CONSENT CORRESPONDENCE

There is no consent correspondence.

18. CORRESPONDENCE

There is no correspondence.

19. CONSENT OTHER MINUTES

Moved By _____

Seconded By _____

That the following minutes **BE RECEIVED**:

- 19.1 **June 27, 2024 Amherstburg Accessibility Advisory Committee Meeting Minutes**

Town of Amherstburg – Regular Council Meeting
October 28, 2024 @ 6:00 p.m.

Page 14 of 16

19.2 October 2, 2024 Committee of Adjustment Meeting Minutes

Motion Carried / Motion Tabled / Motion Defeated / Motion Lost

20. OTHER MINUTES

There are no other minutes.

21. UNFINISHED BUSINESS

21.1 Unfinished Business List – October

22. NEW BUSINESS

23. NOTICE OF MOTION

24. BY-LAWS

24.1 By-law 2024-081- Confirmatory By-law

Moved By _____

Seconded By _____

By-law 2024-081 being a by-law to Confirm all Resolutions of the Municipal Council Meetings held on October 28, 2024, be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

Motion Carried / Motion Tabled / Motion Defeated / Motion Lost

25. ADJOURNMENT

Moved By _____

Seconded By _____

That Council rise and adjourn at _____ p.m.

Motion Carried / Motion Tabled / Motion Defeated / Motion Lost

MAYOR - MICHAEL PRUE

KEVIN FOX - CLERK



**TOWN OF AMHERSTBURG
SPECIAL COUNCIL MEETING
MINUTES**

Friday, November 1, 2024

3:00 PM

Council Chambers

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

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

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

1. CALL TO ORDER

The Mayor called the meeting to order at 3:00 pm

2. ROLL CALL

3. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

(Public Council Meeting Agenda Items)

There were no disclosures of pecuniary interest noted.

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. ORDER OF BUSINESS

5.1 Commemorative Decorative Crosswalk Installation with the Royal Canadian Legion Fort Malden Branch 157

Moved By Councillor Courtney

Seconded By Councillor Crain

1. That Administration **BE DIRECTED** to proceed with the installation of the Commemorative Decorative Crosswalk, subject to the approval of the Royal Canadian Legion Fort Malden Branch 157 Executive, at a cost not to exceed \$5,000 to be funded from the Roads, Maintenance general GL;
2. That a joint public unveiling and announcement be done in conjunction with the Royal Canadian Legion Fort Malden Branch 157.

The Mayor put the Motion.

Motion Carried.

6. ADJOURNMENT

Moved By Councillor Pouget

Seconded By Councillor Courtney

That Council rise and adjourn at 3:16 p.m.

The Mayor put the Motion.

Motion Carried.

MAYOR - MICHAEL PRUE

KEVIN FOX - CLERK



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF CORPORATE SERVICES

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

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

To: Mayor and Members of Town Council

Subject: 2023 Year End Reporting: Audited Consolidated Financial Statements, Financial Indicators, Building Services Annual Statement, Development Charge Reserve Funds Statement, and 2023 Parkland Dedication Reserve Statement

1. RECOMMENDATION:

- 1. The report from the Treasurer dated October 18, 2024 regarding 2023 Year End Reporting: Audited Consolidated Financial Statements, Building Services Annual Statement and Amended Development Charge Reserve Funds Statement BE RECEIVED;
2. The Audited Consolidated Financial Statements for the year ended December 31, 2023 BE APPROVED;
3. The Audit Findings Report of KPMG for the year ended December 31, 2023 BE RECEIVED;
4. Administration BE AUTHORIZED to post the 2023 Consolidated Financial Statements on the Town of Amherstburg website;
5. The Financial Indicators for the year ending December 31, 2023 BE RECEIVED;
6. The Statement of Revenue and Expenses and Accumulated Net Expense for Building Services for the year ended December 31, 2023 BE RECEIVED;
7. The Development Charges Reserve Funds Statement, for the year ended December 31, 2023 BE RECEIVED; and,

8. The Parkland Dedication Reserve Statement, for the year ended December 31, 2023 **BE RECEIVED**.

2. BACKGROUND:

The *Municipal Act* requires that all municipalities undertake an annual audit of their accounts and that the external auditors express an opinion on the Consolidated Financial Statements (Statements) based on the audit (Section 296); and that the audited financial statements of the municipality for the previous year be published (Section 294).

The *Development Charges (DC) Act*, section 43(1), requires the Treasurer of the municipality to annually provide Council with a statement about each Reserve Fund established under the Act. Ontario Regulation 82/98, paragraphs 12 and 13 indicate the information to be included in the report.

The *Ontario Building Code Act*, subsection 7(4) requires that an annual Statement of Revenue and Expenses and Accumulated Net Revenue (Expense) be completed. Ontario Regulation 332/12 (Building Code) Division C, Section 1.9.1.1 Annual Report, outlines the information to be included in the report.

The *Planning Act* has annual report provisions for disclosure of Parkland Dedications. This is a requirement under Section 42 of the *Planning Act*, resulting from the proclamation of the *Smart Growth for Our Communities Act* (Bill 73).

Under Section 42 of the *Planning Act* a municipality may require, as a condition of development, that land be conveyed to the municipality for park or other public recreational purposes. Alternatively, the Council may require a payment-in-lieu to the value of the land otherwise required to be conveyed. Those funds must be held in a special account (reserve fund), allocated interest income and spent only for the acquisition of land to be used for park or other recreational purposes including the erection, improvement or repair of buildings and the acquisition of machinery.

3. DISCUSSION:

In accordance with these legislative requirements outlined above, this report transmits the following statements for the year ended December 31, 2023:

1. 2023 Consolidated Financial Statements (audited) (Attachment A),
2. Development Charge Reserve Funds Statement (Attachment B), and
3. Statement of Revenue and Expenses and Accumulated Net Expense for Building Services (Attachment C)
4. Parkland Dedication Reserve Statement (Chart Below)

In addition, it transmits KPMG's Audit Findings Report (AFR) (Attachment D).

The 2023 Consolidated Financial Statements (attached in draft) are prepared in accordance with Canadian generally accepted accounting principles for governments, as recommended by the Public Sector Accounting Board (PSAB), and are a snapshot of the

Town's financial position and performance that provides important information to financial institutions and the public.

These Statements are prepared on an accrual basis of accounting; as such they differ from the figures presented in the cash-based budget for the determination of the municipal tax levy. The main reasons they differ include accounting treatment of amortization, inter-company transfers, principal and interest (P&I) payments and capital financing.

Together with management reporting on actual performance against budget (variance reports), these Statements provide a good picture of the financial state of affairs of the Town of Amherstburg. 2023 4th Quarter Variance was provided to Council for their September 23rd, 2024 meeting followed by the 2024 2nd Quarter Variance Reporting at Council's October 28, 2024 meeting.

KPMG's Audit Findings Report provides an overview of the 2023 year-end audit process, and assists in the review of the results of the audit of the Consolidated Financial Statements of the Town.

It should be noted that there are no material misstatements of note in the audit finding report, however, one observation was made and is noted in the Control deficiencies – Other deficiencies page 11 of KPMG report. Also noted is a change in accounting standards adopted by the Town under Public Accounting Standards PS 3280 – Asset Retirement Obligations. For the 2025 year-end further changes to Public Accounting Standards are expected to impact the Reporting of the Town's Financial Statements which may take significant work to meet the new PSAB reporting model which will introduce new reports and change current reports.

During 2021 the staff turnover and lack of ability for cross-training resulted in a lack of transfer of knowledge. This factor was also indicated in the report provided by KPMG regarding the review of processes presented July 11, 2023. Administration has reviewed current processes and has developed workflows and documentation to provide the future transfer of knowledge. In addition, Administration is reviewing options to improve succession planning and develop opportunities to provide advancement and transfer of knowledge.

The Development Charge (DC) Reserve Fund Statement is part of the year-end financial accounting process, resulting in the statement as outlined in Attachment B.

The Statement of Revenue and Expenses and Accumulated Net Expense for Building Services for the year ended December 31, 2023 (Attachment C) outlines the fiscal results as well as continuity for the building operations and capital reserve funds. The 2023 actual figures include allocated overhead costs (indirect) for building services and exclude costs not related to Building Code Act operations.

4. RISK ANALYSIS:

The Municipal Act requires publication of Consolidated Financial Statements for the benefit of users who rely on and or wish to review the Town's financial position and operations, such as ratepayers and banks. The risk of publishing a material misstatement,

which may affect users of the Statements, is mitigated by the independent external audit and the Town's internal control structure.

5. FINANCIAL MATTERS:

Highlights of the **2023 Consolidated Financial Statements** (Attachment A) include the following:

i) Overview of the Consolidated Statement of Financial Position compared with the prior year:

- Cash has increased \$4.4 million (7%) due to positive swings in cash flow management and less reliance on line of credit as well as increases in OCIF funding holding. Increased holding in development charge funds, and water and wastewater reserves have also been experienced; all of which are held in reserves and reserve funds. As the cash balance grows an updated investment policy will become important to ensure cash held is invested prudently to provide returns to improve reserve fund balances.
- Taxes receivable increased by \$0.6 million (47.5%). The increase could be a result of inflation and increased interest rates on mortgages affecting individual personal finances as well as a result of an increase in tax balances being experienced during the pandemic. As well there are a few larger balances outstanding on specific properties that are in the tax sale registration process, and continued to be outstanding at year end.
- Administration regularly reviews the tax arrears status of properties and continues to work with residents to reduce their arrears and to avoid future arrears through registration in the pre-authorized payment program.
- Trade and other receivables increased by \$1.09 million (27%). The increase is largely due to grants associated with infrastructure project completion stages. Receipt of the Grant money is expected in 2024. Administration is reviewing all grant claims and payment receipts to ensure all monies are received from granting agencies.
- Drainage receivables increased by \$0.9 million (49%) reflecting amounts due from landowners for new drainage construction projects in progress at year end, as well as increased costs and drain maintenance works during the year.
- Investment in Government Business Enterprise (GBE) reflects the Town's ownership share in Essex Power Corporation. The investment asset remained stable for the Town's share (14.256%) of the accumulated surplus of Essex Power as at the end of 2023; this increase does not represent cash collected. A breakdown of the investment is provided in Note 4 to the Consolidated Financial Statements.

- Bank indebtedness remained stable from 2022. There is no use of the operating line of credit in use at the end of 2023. The only balance is for the line of credit to fund drainage projects while awaiting payment from landowners.
- Accounts payable and accrued liabilities have decreased by \$0.06 million (7.4%) and have remained relatively stable from 2022.
- Accrued interest on long-term debt remains stable due to a reduction of loan holdings that require accrued interest calculations in 2022.
- Municipal debt decreased by \$2.0 million (7%) to \$25.9 million. The decrease resulted from annual loan repayments. A breakdown of long-term debt is provided in Note 6 to the Consolidated Financial Statements. Full retirement of outstanding debt funded by taxation, wastewater rates and water rates will occur in 2041, 2034 and 2037 respectively.
- Employee future benefit obligations have decreased by \$0.3 million as a result of an increase in the amortization of actuarial gains for 2023 based on actuarial assumptions from 2022. The Town contributes to the actuarial liability on a cash basis as the actual payments are required. The actuarial valuation/projection considers post-retirement life insurance for members of the former Hydro Electric group, and corporate obligations for post-retirement health insurance and post-retirement dental insurance. A breakdown of the various components of the employee future benefit obligations is provided in Note 7 to the Consolidated Financial Statements.
- The balance of deferred revenue increased \$2.88 million (13%) to \$25.67 million. These funds are held as obligatory reserve funds, for a prescribed purpose, and consist of the Development Charges Reserve Funds, Federal Gas Tax Reserve Fund, Provincial Grant (OCIF) Reserve Fund and Other. Schedule 2 to the Consolidated Financial Statements provides a summary of the transactions during the year.
- Tangible Capital Assets (TCA) at the end of the year have a net book value of \$276,368 million, an increase of \$15.343 million (5.9%). Schedule 1 of the Consolidated Financial Statements details the activity during the year.
- Prepaid expenses remained relatively stable.
- The Accumulated Surplus summarizes the Town's consolidated equity which identifies the financial position, including TCAs and financial resources of the Town. Included in determining the surplus are a number of expenses mandated by PSAB for financial reporting purposes, for example employee future benefits, accrued interest on long-term debt, TCA amortization and accrued receivables and payables. Schedule 4 of the Consolidated Financial Statements details the components of the Accumulated Surplus, which indicates the Town's assets outweigh the Town's liabilities by \$278.7 million, an increase of \$22.6 million (8.8%).

- Reserves and Reserve Funds balances have Increased \$5.5 million (16%), largely from increases in general capital reserves of \$4.6 Million comprised of the lifecycle reserves and the capital and reserve levy funds. Schedule 3 to the Consolidated Financial Statements, is the schedule that provides Reserves and Reserve Funds continuity and balances at year end. These balances are the actual balances remaining in the reserves at year end and do not reflect amounts committed by Council for the completion of projects outlined in the Capital Budget.

ii) Review of Statement of Financial Activities compared with the prior year:

As noted above, the figures disclosed in the Consolidated Financial Statements are based on the accrual basis of accounting, in accordance with PSAB reporting requirements. As such the revenue and expense amounts reported do not reflect the results reported in relation to the Town's annual cash-based budget.

Revenues:

- Taxation, which includes property taxes and user fees, increased by \$1.7 million (5.8%) based on the fiscal levy increase, net impact of in-year assessment changes, increased supplementary tax revenue from new housing and inflation adjustment to user fees.
- Water charges remained stable, which is reflective of council holding a 0% increase in 2023 on water rates.
- Wastewater charges decreased by \$0.3 million (4.7%), resulting from lower Local-sewer charges in 2023.
- Government transfers increased by \$2.4 million (42.6%) a result of capital projects funded from deferred revenue increasing.
- Other Revenue increased \$8.9 million as a result of a large assumption of infrastructure from development during 2023 of 10.7 million.
- Interest income is up \$1.3 million (81.9%) as inflation had impacts on the rate of return on cash holdings. As BOC policies take affect to slow inflation and interest rates are reduced we will not see this trend continue.
- Income from Government Business Enterprises (GBE) results from the Town's ownership share in Essex Power Corporation and consists of:
 - The Town's share of Essex Power Corporation's net income of \$0.3 million, based on 14% of the Town's total investment.
- Gain on disposal of tangible capital assets of \$0.72 million is the calculated accounting gain from the sale of land holdings, full-expired fleet and equipment.

Expenses:

In accordance with PSAS (PSAB) reporting requirements, capital expenditures and principal repayments for long-term debt are removed and amortization expenses are included in the total expenses reported in the Consolidated Financial Statements.

- General government expenses decreased \$1.4 million (16%) primarily due to a PSAB adjustment to the Tangible Capital Assets (TCA).
- Protection to persons & property expenses increased \$0.4 million, increase in contractual services and agreements
- Transportation services expenses increased by \$1.8 million (29%) resulting from an increase to the amortization expense allocated to Transportation Services.
- Environmental Services expenses increased by \$0.39 million (2.8%) due to increases in contracted maintenance costs in 2023 vs 2022.
- Recreation and Cultural Services expenses increased by \$0.06 million (0.9%) resulting from a return to regular business with Covid restrictions removed.
- Planning and Development expenses increased by \$0.74 million (35.7%) primarily resulting from a return to regular business, increased demand on services from provincial regulation changes, and OLT hearings.

The Annual Surplus of \$22.6 million in 2023 (\$10.8 million in 2022) resulted from the items outlined above; the surplus includes adjustments based on the consolidation of equity in Essex Power and mandatory PSAB reporting requirements which include the recognition of grants revenue as received in the year. As a result of these adjustments, the accrual-based annual surplus reported in the Statements is not comparable to the cash-based budget surplus/deficit reported to the Council in the Year-end (Q4) Variance reporting.

Highlights of the **2023 Development Charge Reserve Funds Statement** (Attachment B):

- Development Charges of \$2.47 million were collected in 2023.
- Interest income of \$1.15 million was earned on the investment in the reserve fund.
- A withdrawal of \$0.5 million was made to cover the cost of the DC eligible loan payment for the wastewater treatment plant.
- A withdrawal of 1.31 million was made to cover the cost for the Boblo Island Forcemain and Pumping Station.
- A withdrawal of 250,000 was made to cover expenses for the development of the new fire station.
- A withdrawal of \$147,434 was made to cover Amherstburg Water Treatment Plant Upgrades and SCADA Installation
- A withdrawal of \$.006 million was made to cover the 57% of eligible expenses for Texas Road DC eligible debt financing.

- A withdrawal of \$49,000 was made to cover the DC eligible expenses for renovation for the community and seniors centre at 179 Victoria Ave.
- A withdrawal of \$48,051 was made to cover the DC eligible expenses for the Major Planning Policy Studies - OP&ZBR.

Highlights of the **2023 Statement of Revenue and Expenses and Accumulated Net Expense for Building Services** (Attachment C) include the following:

This statement outlines the fiscal results as well as continuity of building operations and capital reserve funds.

The 2023 actual figures include allocated overhead costs (indirect) and actual costs for delivery of building services under the Building Code Act.

The statement shows that 2023 resulted in a net deficit of \$62,313, reducing the accumulated balance reflected in the Building Services – Operations reserve fund. The net balance of the Building Services reserve funds, equal to the accumulated net expense, totals \$0.82 million at the end of 2023. It is expected that accumulated surpluses or accumulated expenses will occur over time based on fluctuations in development activity. Any future surpluses from building services will be transferred to draw down on the accumulated expense, and Administration will continue to monitor and provide recommendations with respect to building services fee adjustments and expense containment, as appropriate.

2023 Parkland Dedication Reporting

Chart 1 - 2023 Treasurer’s Statement - Parkland Dedication Reserve Fund, shown below, outlines the Parkland Dedication activity for the year ended December 31, 2023. Total collections were a result of \$194,255 in fees and the sale of parkland of \$379,360 for a storm water retention pond.

Parkland Dedication Reserve Funds spent on capital projects totaled \$66,170 in 2023.

**Town of Amherstburg
Treasurer Statement under Section 42 of the Planning Act
For the Year Ended December 31, 2023**

Parkland Dedication		
Opening Balance		\$389,859
Contributions	\$573,615	
Interest	\$25,437	
Total Funds Available		\$988,911
Less: Capital Projects	\$66,170	
Closing Balance		\$922,741

6. CONSULTATIONS:

KPMG, LLP audited the financial statements and prepared the Audit Findings Report transmitted with this report.
 Manager of Financial Services, Deputy Treasurer

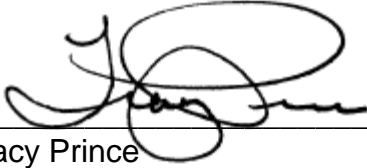
7. CORPORATE STRATEGIC ALIGNMENT:

Vision: Preserving our past while forging our future.

<i>Amherstburg Community Strategic Plan 2023 - 2026</i>	
<p style="text-align: center;">PILLAR 1 Deliver Trusted & Accountable Local Government</p> <ul style="list-style-type: none"> ✓ Improve trust between council and staff, and residents, by strengthening governance and internal accountability structures. ✓ Deliver transparent and efficient financial management. <input type="checkbox"/> Increase effective communication and engagement with residents. <input type="checkbox"/> Develop our staff team, resources, and workplace culture. <input type="checkbox"/> Continue to deliver strong core municipal services. <input type="checkbox"/> Ensure Amherstburg is an inclusive accessible and welcoming community committed to reconciliation. 	<p style="text-align: center;">PILLAR 3 Encourage Local Economic Prosperity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Encourage development of commercial and industrial lands. <input type="checkbox"/> Continue to promote local tourism industry, especially overnight accommodation. <input type="checkbox"/> Continue to facilitate downtown development for residents and visitors. <input type="checkbox"/> Continue to leverage partnership opportunities with other provincial, federal, and local governments, agencies, and organizations.
<p style="text-align: center;">PILLAR 2 Invest in Community Amenities and Infrastructure</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintain safe, reliable and accessible municipal infrastructure and facilities. <input type="checkbox"/> Increase access to recreation opportunities for all ages. <input type="checkbox"/> Finalize and execute plans for town-owned lands (e.g. Duffy’s site, Belle Vue) <input type="checkbox"/> Create public access to water and waterfront <input type="checkbox"/> Prioritize opportunities to reduce environmental impacts of Town operations and increase Town resilience to climate change. 	<p style="text-align: center;">PILLAR 4 Shape Growth Aligned with Local Identity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Define and communicate a vision for the Town’s future and identity. <input type="checkbox"/> Promote and plan for green and “climate change ready” development. <input type="checkbox"/> Review and implement policies that promote greater access to diverse housing. <input type="checkbox"/> Protect the Town’s historic sites and heritage. <input type="checkbox"/> Preserve the Town’s greenspaces, agricultural lands, and natural environment.

8. CONCLUSION:

The 2023 Year End Reporting reflects the position of the municipality as at December 31, 2023.

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

Tracy Prince

Director Corporate Services/Chief Financial Officer/Treasurer

Report Approval Details

Document Title:	2023 Financial Statements.docx
Attachments:	- Attachment C 2023 Building Services Statement.pdf - Attachment A 2023-12-31 Amherstburg FS draft Oct11.pdf - Attachment D Town of Aburg AFR 2023-1.pdf - Attachment B 2023 - DC Reserve Fund Reporting.pdf
Final Approval Date:	Nov 13, 2024

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



Valerie Critchley



Kevin Fox

The Corporation of the Town of Amherstburg

Statement of Revenue and Expenses and Accumulated Net Expense for Building Services

Year ended December 31, 2023

	2023 Budget	2023 Actual
Revenue:		
Permit fees	\$ 932,000	\$ 730,424
Other revenue	33,100	17,276
	<u>\$ 965,100</u>	<u>\$ 747,700</u>
Expenses:		
Direct	\$ 797,778	\$ 675,239
Indirect	134,774	134,774
	<u>\$ 932,552</u>	<u>\$ 810,013</u>
Net Surplus	32,548	\$ (62,313)
Add: Accumulated net expense, beginning of year	-	827,850
Add: Transfers & Interest in the year	-	54,014
Accumulated net expense, end of year	<u>\$ 32,548</u>	<u>\$ 819,551</u>
Building Reserve Fund - Operating:		
Balance, beginning of the year		\$ 827,850
Net transfer from/(to) operating		(62,313)
Interest income		54,014
Balance, end of the year		<u>\$ 819,551</u>
Building Reserve Fund - Capital:		
Balance, beginning of the year		\$ 95,795
Net transfer from/(to) capital		
Interest income		6,250
Balance, end of the year		<u>\$ 102,045</u>

Consolidated Financial Statements of

**THE CORPORATION OF THE
TOWN OF AMHERSTBURG**

Year ended December 31, 2023

DRAFT

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Consolidated Financial Statements

Year ended December 31, 2023

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Management's Responsibility for the Consolidated Financial Statements

The accompanying consolidated financial statements of The Corporation of the Town of Amherstburg (the "Town") are the responsibility of the Town's management and have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards. A summary of the significant accounting policies are described in Note 1 to the consolidated financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Town's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

Management meets with the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

The consolidated financial statements have been audited by KPMG LLP, independent external auditors appointed by the Town. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the Town's consolidated financial statements.

INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of the Corporation of the Town of Amherstburg

Opinion

We have audited the financial statements of the Corporation of the Town of Amherstburg (the Town), which comprise:

- the consolidated statement of financial position as at December 31, 2023
- the consolidated statement of financial activities for the year then ended
- the consolidated statement of change in net assets (net debt) for the year then ended
- the consolidated statement of cash flows for the year then ended
- and the notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements")

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the Town as at December 31, 2023, and its consolidated results of operations and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibility under those standards are further described in the "***Auditor's Responsibilities for the Audit of the Financial Statements***" section of our auditor's report.

We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibility of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risk of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, internal omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to the events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Town's to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants

Windsor, Canada
(date)

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Consolidated Statement of Financial Position

December 31, 2023, with comparative information for 2022

	2023	2022
		(Restated - note 2)
Financial assets		
Cash	\$ 65,610,510	\$ 61,175,825
Taxes receivable	1,836,950	1,245,709
Trade and other receivables	5,078,449	3,990,255
Drainage receivables	2,824,238	1,892,867
Investment in government business enterprise (note 4)	6,186,379	6,136,591
	\$ 81,536,526	\$ 74,441,247
Financial liabilities		
Bank indebtedness (note 10)	\$ 941,481	\$ 940,782
Accounts payable and accrued liabilities	7,869,601	8,495,485
Accrued interest on long-term debt	502,435	555,587
Municipal debt (note 6)	25,925,683	27,984,249
Employee future benefit obligations (note 7)	18,038,400	18,323,300
Asset retirement obligations	500,000	500,000
Deferred revenue (Schedule 2)	25,669,991	22,787,236
	79,447,591	79,586,639
Net assets (net debt)	2,088,935	(5,145,392)
Non-financial assets		
Tangible capital assets (Schedule 1)	276,368,842	261,026,195
Prepaid expenses	203,982	200,084
	276,572,824	261,226,279
Commitments and contingencies (notes 11, 12 and 13)		
Accumulated surplus (Schedule 4)	\$ 278,661,759	\$ 256,080,887

The accompanying notes are an integral part of these consolidated financial statements.

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Consolidated Statement of Financial Activities

Year ended December 31, 2023, with comparative information for 2022

	2023 Budget	2023 Actual	2022 Actual (Restated - note 2)
Revenue:			
Taxation/User Charges	\$ 32,729,758	\$ 32,167,611	\$ 30,412,440
Water charges	6,192,497	6,358,565	6,353,664
Wastewater charges	7,085,111	7,242,438	7,601,934
Government transfers	5,839,238	8,085,729	5,669,301
Other	1,807,742	12,492,118	3,627,462
Interest	510,600	2,858,948	1,571,327
Income from government business enterprise	251,800	319,424	436,499
Gain on disposal of tangible capital assets	-	723,561	860,942
	<u>54,416,746</u>	<u>70,248,394</u>	<u>56,533,569</u>
Expenses:			
General government	10,566,164	7,325,417	8,767,487
Protection to persons and property	5,770,812	8,889,107	8,454,603
Transportation services	9,250,027	7,882,926	6,105,302
Environmental services	13,701,161	14,362,007	13,974,801
Recreation and cultural services	7,139,159	6,407,656	6,351,246
Planning and development	2,489,776	2,800,409	2,063,517
	<u>48,917,099</u>	<u>47,667,522</u>	<u>45,716,956</u>
Annual surplus	5,499,647	22,580,872	10,816,613
Accumulated surplus, beginning of year	256,080,887	256,080,887	245,264,274
Accumulated surplus, end of year	<u>\$ 261,580,534</u>	<u>\$ 278,661,759</u>	<u>\$ 256,080,887</u>

The accompanying notes are an integral part of these consolidated financial statements

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Consolidated Statement of Change in Net Assets (Net Debt)

Year ended December 31, 2023, with comparative information for 2022

	2023	2022
		(Restated - note 2)
Annual surplus	\$ 22,580,872	\$ 10,816,613
Amortization of tangible capital assets	10,271,938	10,242,127
Acquisition of tangible capital assets	(26,018,995)	(11,627,966)
Gain on sale of tangible capital assets	(319,151)	(860,942)
Proceeds on sale of tangible capital assets	723,561	883,464
Use of (acquisition) of prepaid expense	(3,898)	32,961
Change in net debt	7,234,327	9,486,257
Net debt, beginning of year	(5,145,392)	(14,631,649)
Net assets (net debt), end of year	\$ 2,088,935	\$ (5,145,392)

The accompanying notes are an integral part of these consolidated financial statements.

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Consolidated Statement of Cash Flows

Year ended December 31, 2023, with comparative information for 2022

	2023	2022
		(Restated - note 2)
Cash provided by (used in):		
Operations:		
Annual surplus	\$ 22,580,872	\$ 10,816,613
Items not involving cash:		
Amortization of tangible capital assets	10,271,938	10,242,127
Gain on sale of tangible capital assets	(319,151)	(860,942)
Increase in employee benefits payable	(284,900)	127,700
Income from government business enterprise	(319,424)	(436,499)
Change in non-cash operating working capital:		
Taxes receivable	(591,241)	124,272
Accounts receivable	(1,088,194)	(360,375)
Drain receivables	(931,371)	(503,417)
Prepaid expenses	(3,898)	32,961
Accounts payable	(625,884)	126,655
Deferred revenue	2,882,755	5,655,086
Accrued interest	(53,152)	(47,332)
Net change in cash from operations	31,518,350	24,916,849
Investing:		
Dividends received from government business enterprise	269,636	353,137
Net change in cash from investing	269,636	353,137
Capital:		
Acquisition of tangible capital assets	(26,018,995)	(11,627,966)
Proceeds on sale of tangible capital assets	723,561	883,464
Net change in cash from capital	(25,295,434)	(10,744,502)
Financing:		
Increase in bank indebtedness	699	3,079
Long-term debt repaid	(2,058,566)	(2,269,894)
Net change in cash from financing	(2,057,867)	(2,266,815)
Increase in cash	4,434,685	12,258,669
Cash, beginning of year	61,175,825	48,917,156
Cash, end of year	\$ 65,610,510	\$ 61,175,825

The accompanying notes are an integral part of these consolidated financial statements.

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Notes to Consolidated Financial Statements

Year ended December 31, 2023

The Corporation of the Town of Amherstburg (the "Town") is a municipality in the Province of Ontario incorporated in 1998 and operates under the provisions of the Municipal Act.

1. Significant accounting policies:

(a) Management responsibility:

The consolidated financial statements of the Town are prepared by management in accordance with Canadian generally accepted accounting principles for governments as recommended by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants. Significant accounting policies adopted by the Town are as follows:

(b) Basis of consolidation:

(i) The consolidated financial statements reflect the assets, liabilities, operating revenues and expenses, reserves, reserve funds, and changes in investment in tangible capital assets of the Town.

(ii) Investment in Government Business Enterprises:

Essex Power Corporation ("Essex Power"), a government business enterprise, is accounted for using the modified equity basis of accounting, consistent with Canadian generally accepted accounting principles as recommended by PSAB for investments in Government Business Enterprises. Under this method, Essex Power's accounting policies are not adjusted to conform with those of the Town and inter-organizational transactions and balances are not eliminated. The Town recognizes its equity interest in the annual income or loss of Essex Power in its consolidated statement of financial activities with the corresponding increase or decrease in its investment asset account. Any dividends the Town may receive from Essex Power will be reflected as reductions in the investment account.

(iii) Accounting for County and School Board transactions:

The taxation, other revenues, expenditures, assets and liabilities with respect to the operations of the school boards, and the County of Essex are not reflected in the municipal fund balances of these financial statements.

(iv) Trust funds:

There are no trust funds administered by the Town.

(c) Basis of accounting:

Revenues and expenditures are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods and services and the creation of a legal obligation to pay.

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

1. Significant accounting policies (continued):

(c) Basis of accounting (continued):

The focus of PSAB financial statements is on the financial position of the Town and changes thereto. The Consolidated Statement of Financial Position reports financial assets and liabilities. Financial assets are available to provide resources to discharge existing liabilities or finance future operations. Net debt represents the financial position of the Town and is the difference between financial assets and liabilities. This information explains the Town's overall future revenue requirements and its ability to finance activities and meet its obligations.

(d) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives generally extending beyond the current year, and are not intended for sale in the ordinary course of operations.

(i) Tangible capital assets:

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over their estimated useful lives as follows:

Asset	Useful Life
Land	not amortized
Land improvements	5 – 20 years
Buildings and improvements	20 – 40 years
Information technology	5 – 10 years
Vehicles	3 – 15 years
Machinery and equipment	10 – 30 years
Water infrastructure:	
Water mains	100 years
Water valves and hydrants	75 – 100 years
Water treatment plant	15 – 50 years
Water meters	20 years
Wastewater infrastructure:	
Sewer mains	50 years
Sanitary and storm pump stations	20 – 50 years
Wastewater Treatment Plant	20 – 50 years
Sanitary sewage lagoons	30 years
Transportation infrastructure:	
Roads and bridges	5 – 40 years

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

1. Significant accounting policies (continued):

(d) Non-financial assets (continued):

(i) Tangible capital assets (continued):

One half of the annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

The Town has a capitalization threshold of \$5,000 - \$10,000 depending on the asset, so that individual TCAs of lesser value are expensed, unless they are land, construction in progress, or pooled because, collectively, they have significant value, or for operational reasons. Examples of pools are desktop computers and laptop computers.

(ii) Contribution of tangible capital assets:

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and are also recorded as revenue. Similarly, transfers of assets to third parties are recorded as an expense equal to the net book value of the asset as of the date of transfer.

(iii) Leases:

Leases are classified as capital or operating leases. Leases which transfer substantially the entire benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

(e) Deferred revenue:

Revenue restricted by legislation, regulation or agreement and not available for general municipal purposes is reported as deferred revenue on the consolidated statement of financial position. The revenue is reported on the consolidated statement of financial activities in the year in which it is used for the specific purpose.

(f) Employee future benefits and other employee benefit plans:

The Town accounts for its participation in the Ontario Municipal Employees Retirement System ("OMERS"), a multi-employer public sector pension fund, as a defined contribution plan. The OMERS plan specifies the retirement benefits to be received by employees based on length of service and pay rates.

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

1. Significant accounting policies (continued):

(f) Employee future benefits and other employee benefit plans (continued):

Employee benefits include vacation entitlement, sick leave benefits and certain post-employment benefits. Vacation entitlements are accrued as entitlements are earned. Sick leave benefits and other post-employment benefits that accumulate over the period of service provided by the employees are subject to actuarial valuations and are accrued in accordance with the projected benefit method, prorated on service and management's best estimate of salary escalation and retirement ages of employees, inflation rates, investment returns, health care cost trends and discount rates. Actuarial gains and losses are amortized on a straight-line basis over the expected average remaining service life of the employee group.

(g) Use of estimates:

The preparation of consolidated financial statements in accordance with Canadian public sector accounting standards requires management to make estimates that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Significant items subject to such estimates and assumptions include the valuation of taxes and other accounts receivable, the carrying value of tangible capital assets, accruals and employee benefits payable. Actual results could differ from management's best estimates as additional information becomes available in the future.

(h) Taxation and related revenues:

Property tax billings are prepared by the Town based on assessment rolls issued by the Municipal Property Assessment Corporation ("MPAC"). Tax rates are established annually by Town Council, incorporating amounts to be raised for local services and amounts the Town is required to collect on behalf of the Province of Ontario in respect to education taxes. A normal part of the assessment process is the issuance of supplementary assessment rolls, which provide updated information with respect to changes in property assessment. Once a supplementary assessment roll is received, the Town revenues are recorded at the time tax billings are issued. Assessment and the related property taxes are subject to appeal. Tax adjustments as a result of appeals are recorded based upon management's estimate of the outcome taking into consideration historical trends. The Town is entitled to collect interest and penalties on overdue taxes. These revenues are recorded in the period the interest and penalties are levied. Tax revenue is recorded net of reductions, taxes receivable are reported net of an expense for allowance for doubtful accounts.

(i) Revenue recognition:

- (i) Tax levies are recognized as revenue when amounts are levied on the municipality's ratepayers.
- (ii) Fines and donations are recognized when collected.

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

1. Significant accounting policies (continued):

(i) Revenue recognition (continued):

(iii) Other revenues are recorded upon sale of goods or provision of service when collection is reasonably assured.

(iv) Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, and stipulations have been met and reasonable estimates of the amounts can be made.

(j) Liability for contaminated sites:

The Town recognizes a liability associated with the remediation of contaminated sites when a contamination exceeds an environmental standard, the Town has direct or has accepted responsibility for the remediation and a reasonable estimate can be made for the costs to remediate.

(k) Adoption of new accounting standards:

The Town adopted prospectively PS 1201 *Financial Statement Presentation*, PS 2601 *Foreign Currency Translation*, PS 3041 *Portfolio Investments*, PS 3450 *Financial Instruments* and retroactively PS 3280 *Asset Retirement Obligations* standards for the fiscal year beginning January 1, 2023.

The adoption of these new accounting standards had the following impact on the financial statements:

- PS 3280 *Asset Retirement Obligations* has resulted in the recognition of legal obligations associated with the retirement of certain controlled tangible capital assets.
- PS 3450 *Financial Instruments* has resulted in the selection of the fair value basis of measurement for certain financial instruments and recognition of unrealized remeasurement gains or losses on the Statement of Remeasurement Gains and Losses.
- PS 1201 *Financial Statement Presentation* has resulted in the addition of a new financial statement called the Statement of Remeasurement of Gains and Losses that is separate from the statement of operations and accumulated surplus. This new statement includes unrealized gains and losses arising from the remeasurement of financial instruments and items denominated in foreign currencies and any other comprehensive income that arises when the Town includes the results of government business enterprises.

PS 3280, *Asset Retirement Obligations* – PS 3280 *Asset Retirement Obligations* (ARO) is recognized when, as at the financial reporting date, all of the following criteria are met:

- There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- The past transaction or event giving rise to the liability has occurred;
- It is expected that future economic benefits will be given up; and
- A reasonable estimate of the amount can be made.

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

1. Significant accounting policies (continued):

(k) Adoption of new accounting standards (continued):

The substantial portion of ARO liability for the Town stems from the removal of asbestos in certain buildings owned by the Town. The ARO liability for removal of asbestos has been based on actual demolition cost (on a square foot basis) of a building containing asbestos and has been recognized under the modified retroactive method. Where renovations had taken place, the gross area of the structure was pro-rated to account for partial abatement. Assumptions used in the calculations are revised on an annual basis. All known asbestos is contained and poses no risk to the users.

The new accounting standard addresses the reporting of legal obligations associated with the retirement of certain tangible capital assets, such as asbestos removal in retired buildings by public sector entities. The new accounting standard has resulted in a withdrawal of the existing accounting standard PS 3270 *Solid Waste Landfill Closure and Post-Closure Liability*. The buildings had an expected useful life of 40 years, and the estimate has not changed since purchase.

PS 3450, *Financial Instruments* – PS 3450 *Financial Instruments* establishes standards on how to account for and report all types of financial instruments including derivatives. Financial instruments include primary instruments (such as receivables, payables, and equity instruments) and derivative financial instruments (such as financial options, futures and forwards, interest rate swaps and currency swaps). Any unrealized gains and losses are reported through a new statement called statement of remeasurement gains and losses. Unrealize gains and losses are realized upon settlement of the financial instrument when the financial instrument is sold or reaches maturity. The Town has no financial instruments carried at fair value and as a result has not presented a Statement of Remeasurement of Gains and Losses.

2. Change in accounting policy:

PS 3280 *Asset Retirement Obligations*:

On January 1, 2023, the Town adopted Canadian public sector accounting standard PS 3280 *Asset Retirement Obligations* using the modified retroactive method with a restatement of comparative balances for year ended December 31, 2022. The December 31, 2022 statement of financial position amounts are adjusted as indicated in the table below to provide comparative figures for balances reported as at December 31, 2023.

As a result of adopting the new standard, on January 1, 2022, the Town recognized tangible capital assets with a net book value of \$nil and asset retirement obligation of \$500,000 on its statement of financial position. The opening balance of accumulated surplus as at January 1, 2022, is decreased by \$500,000.

The Town has not applied present value to asset retirement obligation and as a result there is no accretion expense to report.

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

2. Change in accounting policy (continued):

	As previously reported	ARO adjustments	2022 restated
	\$	\$	\$
Consolidated statement of financial position			
Liability for asset retirement obligation as at December 31, 2022	–	(500,000)	500,000
Tangible capital assets as at December 31, 2022	261,526,195	–	261,526,195
Accumulated surplus as at December 31, 2022	256,580,887	(500,000)	256,080,887
Consolidated statement of operations and accumulated surplus			
Accumulated surplus at January 1, 2022	245,764,274	(500,000)	245,264,274

3. Operation of School Boards and County of Essex:

The taxation, other revenues and expenditures of the school boards and the County of Essex are comprised of the following:

	2023	2022
Taxation and user charges:		
School Boards	\$ 5,675,120	\$ 5,592,727
County	14,188,612	13,301,663
	\$ 19,863,732	\$ 18,894,390

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

4. Investment in government business enterprise:

(a) Long-term investments – Essex Power Corporation:

The Town has an investment in Essex Power Corporation (“Essex Power”).

The investment is comprised of the following:

	2023	2022
2,678,179 Class A voting common shares	\$ 2,678,179	\$ 2,678,179
254,346 Special Shares, Class A non-voting	254,346	254,346
Share of accumulated earnings	3,253,854	3,204,066
	\$ 6,186,379	\$ 6,136,591

The Town of Amherstburg is a 14.258% shareholder in Essex Power.

Supplementary information:

The following table provides condensed supplementary information for Essex Power as at December 31:

	(in thousands of dollars)	
	2023	2022
Cash and cash equivalents	\$ 2,881	\$ 2,919
Accounts receivable	10,352	8,384
Unbilled revenue	6,627	6,657
Other current assets	3,460	3,075
Property, plant and equipment	85,190	79,593
Intangible assets	6,127	5,186
Right-of-use assets	1,350	1,771
Goodwill	1,623	1,623
Deferred assets	38	294
Note receivable	2,253	2,250
Deferred tax assets	158	167
Regulatory balances	8,814	11,605
Total assets and regulatory balances	\$ 128,873	\$ 123,524

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

4. Investment in government business enterprise (continued):

(a) Long-term investments – Essex Power Corporation (continued):

	(in thousands of dollars)	
	2023	2022
Current liabilities	\$ 21,316	\$ 23,434
Long-term debt	38,642	35,694
Post-employment benefits	2,578	2,592
Deferred tax liabilities	5,802	5,334
Other non-current liabilities	12,815	9,931
Total liabilities	\$ 81,153	\$ 76,985
Share capital	\$ 19,667	\$ 19,667
Retained earnings	20,528	20,281
Net assets attributable to external Limited Partners	1,825	1,995
Accumulated other comprehensive income	2,178	2,157
Total equity	44,198	44,100
Regulatory balances	3,522	2,439
Total liabilities, equity and regulatory balances	\$ 128,873	\$ 123,524
Total revenues	\$ 100,321	\$ 101,354
Total expenses	(92,412)	(94,971)
Finance costs	(1,135)	(1,132)
Income tax expense	(680)	(810)
Net movement in regulatory balances, net of tax	(3,875)	(1,785)
Other comprehensive income	21	405
Total comprehensive income for the year	\$ 2,240	\$ 3,061

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

5. Tangible capital assets:

(a) Contributed tangible capital assets:

The Town records all tangible capital assets contributed by an external party at fair value on the earlier of the date received or of the transfer of risk and responsibility. Typical examples are roadways and, water and sewer lines installed by a developer as part of a subdivision agreement. The total value of transfers in 2023 were \$1,607,720 (2022 - \$9,037,126).

(b) Tangible capital assets recognized at nominal value:

Where an estimate of fair value could not be made, the tangible capital asset is recognized at a nominal value.

(c) Capitalization of interest:

The Town has a policy of capitalizing borrowing costs incurred when financing the acquisition of a tangible capital asset, for those interest costs incurred up to the date the asset goes into use. Total interest capitalized in 2023 was \$nil (2022 - \$nil).

6. Municipal debt:

(a) Total long-term debt incurred by the Town and those incurred on behalf of municipal enterprises and benefiting landowners and outstanding at the end of the year amount to:

	2023	2022
Total long-term liabilities incurred by the Town and those incurred on behalf of municipal enterprises and benefiting landowners and outstanding at the end of the year amount to:	\$ 25,925,683	\$ 27,984,249
Amount to be recovered from benefiting landowners and user rates.	21,648,733	22,323,252
	<u>\$ 4,276,950</u>	<u>\$ 5,660,997</u>

(b) Of the long-term debt reported in (a), the interest rates range from 0.0% to 7.5%.

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

6. Municipal debt (continued):

(c) Of the long-term debt reported in (a), the following are the years of repayment:

2024	\$ 2,136,551
2025	2,097,985
2026	2,178,896
2027	2,263,137
2028 and thereafter	17,249,114
	<hr/>
	\$ 25,925,683

(d) The long-term liabilities in (a) issued in the name of the Town have received approval of the Ontario Municipal Board (or approval by private legislation) for those approved by by-law. The annual principal and interest payments required to service these liabilities are within the annual debt repayment limit prescribed by the Ministry of Municipal Affairs.

Total charges for the year for net long-term debt are as follows:

	2023	2022
Principal payments	\$ 2,058,566	\$ 2,269,894
Interest	1,079,090	1,175,731
	<hr/>	<hr/>
	\$ 3,137,656	\$ 3,445,625

7. Employee future benefits obligations:

The Town pays certain benefits on behalf of its retired employees. The most recent actuarial valuation was prepared as at December 31, 2022 and has been projected to December 31, 2023. Information about the Town's defined benefit plans is as follows:

	2023	2022
Accrued benefit liability, January 1	\$ 18,323,300	\$ 18,195,600
Expense for the year:		
Current service cost	193,300	281,600
Interest	566,200	455,600
Amortization of actuarial gains	(474,800)	(55,000)
Benefits paid	(569,600)	(554,500)
Accrued benefit liability, December 31	18,038,400	18,323,300
Unamortized actuarial gains	(7,011,200)	(4,621,000)
Accrued benefit obligation, December 31	\$ 11,027,200	\$ 13,702,300

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

7. Employee future benefits obligations (continued):

The main actuarial assumptions employed for the valuations are as follows:

	2023	2022
Discount rate	4.14%	4.16%
Dental	5.55%	4.71%
Health care:		
Initial	4.32%	3.90%
Ultimate reached in 2043	3.24%	3.50%

OMERS:

The Town belongs to the Ontario Municipal Employee Retirement Fund ("OMERS") which is a multi-employer plan on behalf of members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay.

The Town contributed \$794,207 (2022 - \$685,807) during the year and this amount is included in the Consolidated Statement of Financial Activities. No pension liability for this type of plan is included in the Town's Consolidated Statement of Financial Position.

8. Segmented information:

The Town provides a wide range of services to its citizens. On Schedule 5, consolidated revenues and expenses have been presented on a segmented basis. Municipal services have been segmented by grouping activities with similar service objectives. Revenue directly related to each service has been allocated to its respective segment. Municipal taxation revenue has been allocated based on the percentage of total budgeted expenditures. The segments are defined as follows;

General Government

General government consists of governance, corporate management and program support. It includes the offices of Council, Chief Administrative Officer, Information Technology, Financial and Clerk Services.

Protection to Persons and Property

Protection to persons and property includes fire and police services.

Transportation

Transportation services refer to the operations of the Public Works Department which is responsible for road maintenance, winter control and street lighting.

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

8. Segmented information (continued):

Environmental

Environmental services include the distribution and treatment of water, the collection and treatment of waste water and storm water, and the collection and disposal of garbage.

Recreation & Culture

Recreation & culture services refer to the operations of municipally owned recreational facilities, parks, arena and community centres. It also includes the delivery of recreational and cultural programming.

Planning & Development

Planning & development includes planning, building, by-law enforcement and animal control.

9. Expenses by object:

Total operating expenditures on the consolidated statement of financial activities are as follows:

	2023	2022
Salaries and employee benefits	\$ 14,573,376	\$ 13,612,142
Materials, goods services and utilities	12,258,731	11,787,663
Contracted services	9,281,746	8,891,827
Interest on long-term debt	1,026,150	1,128,400
Rent and financial expenses	192,878	1,594
External transfers	62,703	53,203
Amortization	10,271,938	10,242,127
	<u>\$ 47,667,522</u>	<u>\$ 45,716,956</u>

10. Bank indebtedness:

Demand Operating Line:

The Town has a demand operating line of credit with its banker WFCU. Credit is available to a maximum of \$7,000,000 and bears interest at prime less 0.875%. All amounts under this facility are repayable immediately on demand by WFCU, and this facility may be terminated in whole or in part by WFCU at any time. The balance at year end is \$nil (2022 - \$nil).

The line is offered on an unsecured basis.

Drainage Line of Credit:

The Town has a drainage line of credit with WFCU to a maximum of \$2,000,000 and bears interest at prime less 0.875%. The balance at year end is \$nil (2022 - \$940,782).

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

11. Contractual obligation - Ontario Clean Water Agency:

In accordance with a service agreement entered into by the Town with the Ontario Clean Water Agency (the "Agency"), the primary sewage system is operated by the Agency. The Town is obligated to meet all operating costs and repay the long-term liabilities related to these projects.

12. Commitments:

Effective January 1, 2019, the Corporation contracted out its Police Services to the Corporation of the City of Windsor, for a five-year term, renewal every five years. The contract was renewed for 2024 through 2028. Estimated fees for contracted services for the next fiscal year are as follows:

	Operating Costs	Capital Costs	Total commitment
2024	\$ 5,623,416	\$ 340,102	\$ 5,963,518

13. Contingent liabilities:

From time to time, the Town is subject to claims and other lawsuits that arise in the ordinary course of business, some of which may seek damages in substantial amounts. Liability for any claims and lawsuits are recorded to the extent that the probability of a loss is likely and it is estimable.

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Consolidated Schedule of Tangible Capital Assets

Schedule 1

Year ended December 31, 2023

	General											Totals	
	Land	Land improvements	Buildings and improvements	Information Technology	Vehicles	Machinery and Equipment	Water	Wastewater	Storm Sewers	Transportation	Construction in progress	2023 Total	2022 Total
Cost:													
Balance, beginning of year	\$ 6,967,553	\$ 8,490,839	\$ 35,158,992	\$ 1,437,989	\$ 5,971,284	\$ 3,980,705	\$ 114,798,878	\$ 107,245,752	\$ 58,696,314	\$ 130,338,445	\$ 10,218,708	\$ 483,305,459	\$ 471,914,604
Add: Additions during the year	1,071,360	960,512	68,819	133,214	493,720	244,539	2,155,047	1,749,045	2,955,992	4,226,859	12,916,007	26,975,114	14,453,464
Less: Disposals during the year	404,410	-	-	-	101,709	-	-	-	-	-	956,119	1,462,238	3,062,609
Balance, end of year	7,634,503	9,451,351	35,227,811	1,571,203	6,363,295	4,225,244	116,953,925	108,994,797	61,652,306	134,565,304	22,178,596	508,818,335	483,305,459
Accumulated amortization:													
Balance, beginning of year	-	5,500,170	17,416,122	1,160,627	4,466,993	1,826,530	37,423,143	30,347,893	33,179,840	90,957,946	-	222,279,264	212,251,726
Add: amortization during the year	-	402,673	1,589,831	77,136	376,876	308,998	1,345,294	1,913,427	1,126,564	3,131,139	-	10,271,938	10,242,127
Less: accumulated amortization on disposals	-	-	-	-	101,709	-	-	-	-	-	-	101,709	214,589
Balance, end of year	-	5,902,843	19,005,953	1,237,763	4,742,160	2,135,528	38,768,437	32,261,320	34,306,404	94,089,085	-	232,449,493	222,279,264
Tangible capital assets	\$ 7,634,503	\$ 3,548,508	\$ 16,221,858	\$ 333,440	\$ 1,621,135	\$ 2,089,716	\$ 78,185,488	\$ 76,733,477	\$ 27,345,902	\$ 40,476,219	\$ 22,178,596	\$ 276,368,842	\$ 261,026,195

	General Government	Protection to Persons and Property	Transportation Services	Environmental Services	Recreation and Culture	Planning and Development	Total 2023
Cost:							
Balance, beginning of year	\$ 8,567,382	\$ 9,031,683	\$ 143,563,542	\$ 280,690,758	\$ 41,367,889	\$ 84,205	\$ 483,305,459
Add: Additions during the year	1,212,581	971,491	8,465,717	13,783,880	2,444,240	97,206	26,975,115
Less: Disposals during the year	498,114	35,302	143,201	23,653	761,968	-	1,462,238
Balance, end of year	9,281,849	9,967,872	151,886,058	294,450,985	43,050,161	181,411	508,818,336
Accumulated amortization:							
Balance, beginning of year	1,750,030	5,630,580	94,561,208	101,521,249	18,748,160	68,038	222,279,265
Add: amortization during the year	254,582	367,832	3,478,915	4,417,198	1,751,376	2,035	10,271,938
Less: accumulated amortization on disposals	-	35,302	-	23,653	42,754	-	101,709
Balance, end of year	2,004,612	5,963,110	98,040,123	105,914,794	20,456,782	70,073	232,449,494
Net book value of tangible capital assets	\$ 7,277,237	\$ 4,004,762	\$ 53,845,935	\$ 188,536,191	\$ 22,593,379	\$ 111,338	\$ 276,368,842

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Consolidated Schedule of Deferred Revenue

Schedule 2

Year ended December 31, 2023

	Balance December 31, 2022	Interest earned	Contributions received	Revenue earned- capital	Balance December 31, 2023
Development charges	\$ 18,369,835	\$ 1,154,034	\$ 2,477,317	\$ (2,370,110)	\$ 19,631,076
Federal gas tax	872,852	122,757	1,165,362	(919,411)	1,241,560
Grants	3,544,549	293,182	4,543,848	(3,584,224)	4,797,355
	<u>\$ 22,787,236</u>	<u>\$ 1,569,973</u>	<u>\$ 8,186,527</u>	<u>\$ (6,873,745)</u>	<u>\$ 25,669,991</u>

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THE CORPORATION OF THE TOWN OF AMHERSTBURG

Consolidated Schedule of Reserves and Reserve Funds

Schedule 3

Year ended December 31, 2023, with comparative information for 2022

	Balance December 31, 2022	Interest earned	Transfer from (to) operations	Transfer to capital	Transfer from Accum Surplus	Balance December 31, 2023
Reserve funds:						
General	\$ 6,569,312	\$ 504,675.00	\$ 4,783,266	\$ (600,080)	\$ -	\$ 11,257,173
Parking Reserve Fund	18,000	1,174.00	3,010.00	-	-	22,184
Parkland	389,855	25,437.00	573,615.00	(66,170)	-	922,737
Post-retirement benefits	650,935	29,320.00	104,776.00	-	-	785,031
Renta Memorial Park	181,386	10,687.00	-	(19,496)	-	172,577
Tree Planting	17,996	1,174.00	5,430.00	-	-	24,600
Watermain	484,625	29,584.00	-	-	-	514,209
	8,312,109	602,051	5,470,097	(685,746)	-	13,698,511
General rated reserves:						
AODA Compliance	133,772	8,728	40,000	(21,327)	-	161,173
Building service capital	95,795	6,250	-	-	-	102,045
Building service operations	827,850	54,014	(62,314)	-	-	819,550
Co-An park capital	33,520	1,970	11,675	-	-	47,165
Contingency	351,884	22,959	385,529	-	-	760,372
Commemorative program	-	-	1,663	-	-	1,663
Community Improvement Plan	298,011	19,444	-	-	-	317,455
Developer deposits reserve	18,053	1,178	-	-	-	19,231
Elections	70,929	4,628	40,000	-	-	115,557
Employee related	262,979	17,159	25,000	-	-	305,138
Events	2,306	150	-	-	-	2,456
Fire	343,051	22,383	(62,327)	(127,622)	-	175,485
Fleet	1,698,518	110,823	550,000	(890,567)	-	1,468,774
Information technology	412,715	26,928	123,000	(41,057)	-	521,586
Insurance	523,525	34,158	(55,022)	-	-	502,661
Libro	124,394	8,116	27,574	-	-	160,084
Litigation	131,197	8,560	25,000	-	-	164,757
Municipal Drain	861,510	56,211	500,000	-	-	1,417,721
New Capital	658,126	42,941	776,100	(164,813)	-	1,312,354
Parks	1,488,074	97,309	285,649	(379,394)	-	1,491,638
Planning study	-	-	25,000	-	-	25,000
Plans & Studies	471,414	30,758	(4,941)	(181,662)	-	315,569
Police	575,558	37,553	40,000	-	-	653,111
Risk Management	53,098	3,464	-	-	-	56,562
Street Lights	46,655	3,044	12,000	-	-	61,699
Tax stabilization	1,830,990	119,466	87,056	-	-	2,037,512
Transit	1,609	105	-	-	-	1,714
Winter control	84,957	5,543	-	-	-	90,500
Working capital	1,102,619	71,942	41,884	(202,228)	-	1,014,217
	12,503,109	815,784	2,812,526	(2,008,670)	-	14,122,749
Water and wastewater reserves:						
Wastewater capital	7,102,207	404,966	1,765,153	(3,144,634)	-	6,127,692
Water capital	6,201,671	342,030	1,516,932	(2,409,560)	-	5,651,073
	13,303,878	746,996	3,282,085	(5,554,194)	-	11,778,765
Donation reserves:						
Donations	54,133	-	11,692	(11,697)	-	54,128
Brick fund	16,480	4,506	-	-	-	20,986
	70,613	4,506	11,692	(11,697)	-	75,114
	25,877,600	1,567,286	6,106,303	(7,574,561)	-	25,976,628
	\$ 34,189,709	\$ 2,169,337	\$ 11,576,400	\$ (8,260,307)	\$ -	\$ 39,675,139

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Consolidated Schedule of Accumulated Surplus

Schedule 4

December 31, 2023, with comparative information for 2022

	2023	2022
Reserve and reserve funds:		
Reserve funds (Schedule 3)	\$ 13,698,511	\$ 8,312,109
Reserves (Schedule 3)	25,976,628	25,877,600
	39,675,139	34,189,709
Surpluses:		
Tangible capital assets	276,368,842	261,026,195
General revenue fund surplus	7,081,861	7,672,532
Unfunded:		
Employee future benefit obligations	(18,038,400)	(18,323,300)
Asset retirement obligations	(500,000)	(500,000)
Long-term debt	(25,925,683)	(27,984,249)
	238,986,620	221,891,178
Accumulated surplus	\$ 278,661,759	\$ 256,080,887

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THE CORPORATION OF THE TOWN OF AMHERSTBURG

Consolidated Schedule of Segment Disclosures

Schedule 5

Year ended December 31, 2023

	General Government	Protection to persons and property	Transportation services	Environmental services	Recreation and cultural services	Planning and development	Consolidated
Revenues:							
Taxation	\$ 29,566,127	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,566,127
User charges	468,392	91,859	134,156	14,435,585	863,470	209,025	16,202,487
Government transfers	7,549,759	66,388	113,680	170,353	176,913	8,636	8,085,729
Other	4,359,334	83,264	10,738,724	327,523	137,506	747,700	16,394,051
	41,943,612	241,511	10,986,560	14,933,461	1,177,889	965,361	70,248,394
Expenditures:							
Salaries, wages and employee benefits	3,489,516	2,424,330	1,899,308	1,357,458	2,993,993	2,408,771	14,573,376
Materials, goods, services, utilities	2,683,866	557,714	2,341,495	4,948,955	1,449,884	276,817	12,258,731
Contracted services	641,872	5,538,808	37,384	2,948,401	2,495	112,786	9,281,746
Interest on long-term debt	-	423	125,824	689,995	209,908	-	1,026,150
Rents and financial expenses	192,878	-	-	-	-	-	192,878
External transfers	62,703	-	-	-	-	-	62,703
Amortization	254,582	367,832	3,478,915	4,417,198	1,751,376	2,035	10,271,938
	7,325,417	8,889,107	7,882,926	14,362,007	6,407,656	2,800,409	47,667,522
	\$ 34,618,195	\$ (8,647,596)	\$ 3,103,634	\$ 571,454	\$ (5,229,767)	\$ (1,835,048)	\$ 22,580,872



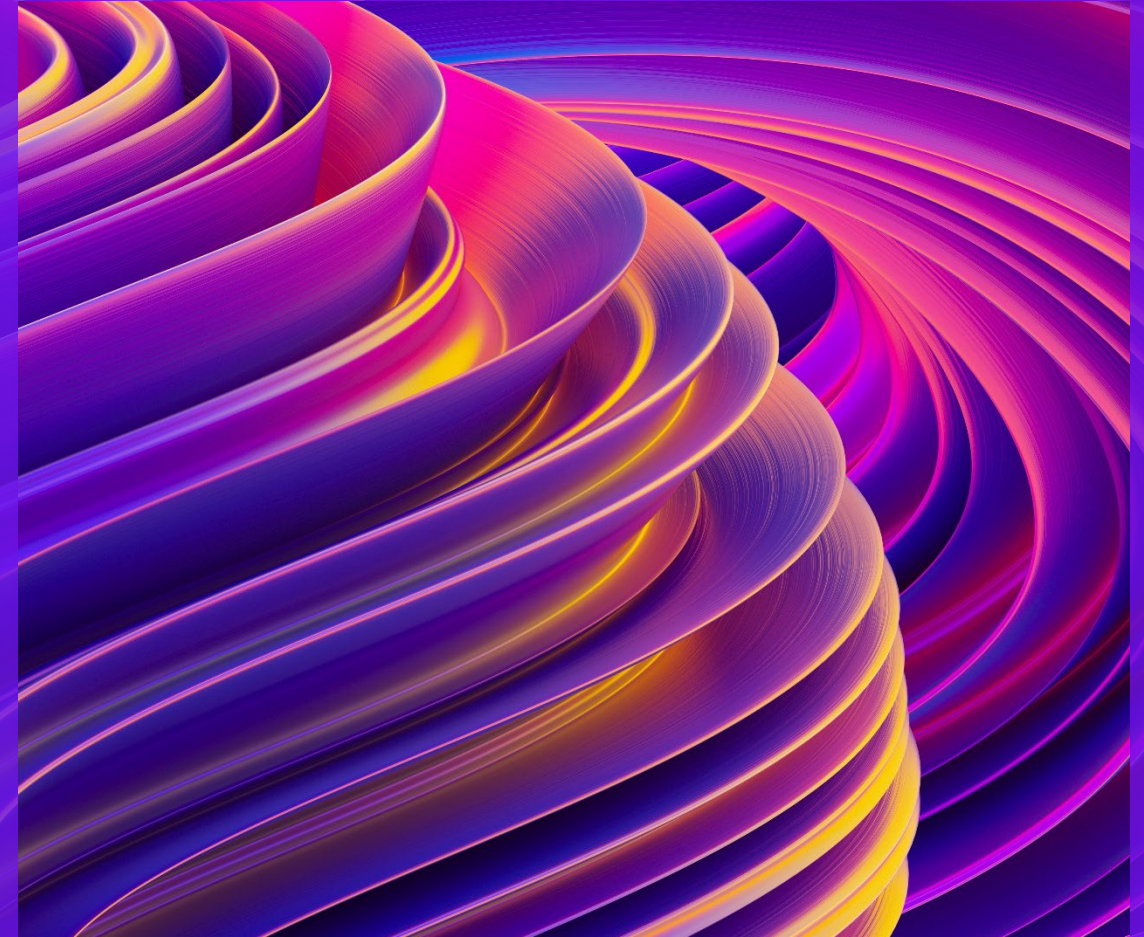
The Corporation of the Town of Amherstburg

**Audit Findings Report
for the year ended December 31, 2023**



October 2, 2024

kpmg.ca/audit



KPMG contacts

Key contacts in connection with this engagement



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Digital use information

This Audit Findings Report is also available as a “hyper-linked” PDF document.

If you are reading in electronic form (e.g. In “Adobe Reader” or “Board Books”), clicking on the home symbol on the top right corner will bring you back to this slide.



Click on any item in the table of contents to navigate to that section.

4	Highlights	5	Technology Highlights	6	Status	7	Materiality
9	Audit Risk and results	10	Control Deficiencies	12	Policies & Practices	14	Specific Topics
15	Independence	16	Appendices				

The purpose of this report is to assist you, as a member of Town Council, in your review of the results of our audit of the consolidated financial statements. This report is intended solely for the information and use of Management, the Audit Advisory Committee and Council and should not be used for any other purpose or any other party. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this report has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.



Audit highlights



No matters to report



Matters to report – see link for details

Status

We have completed the audit of the consolidated financial statements of the Corporation of the Town of Amherstburg with the exception of certain remaining outstanding procedures, which are highlighted on the 'Status' slide of this report.

Materiality

Materiality has been established by considering various metrics that are relevant to the users of the financial statements, including total revenues. We have determined materiality to be \$1,600,000.

Risks and results

Significant risks

- Fraud risk from revenue recognition
- Fraud risk from management override of controls

Other risks of material misstatement

Going concern matters

Policies and practices & Specific topics

Significant unusual transactions

Accounting policies and practices

Other financial reporting matters

Uncorrected and corrected misstatements

Uncorrected misstatements

Corrected misstatements

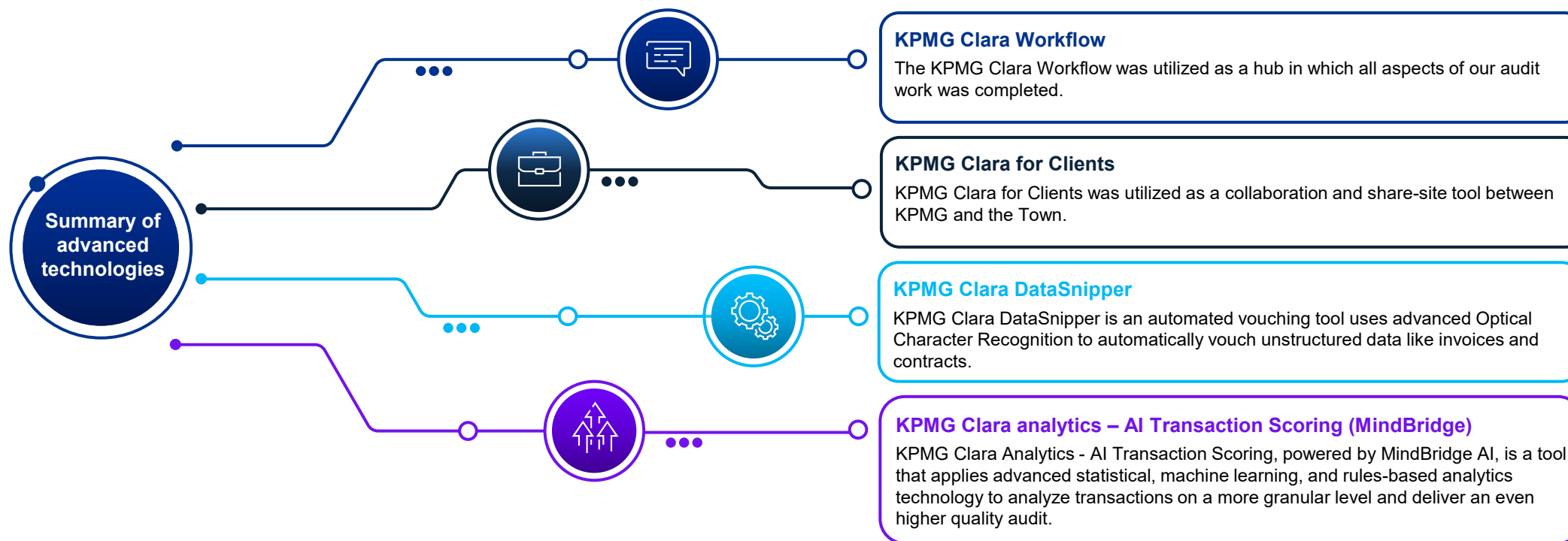
Control deficiencies

Other deficiencies



Technology highlights

We plan to utilize technology to enhance the quality and effectiveness of the audit.





Status

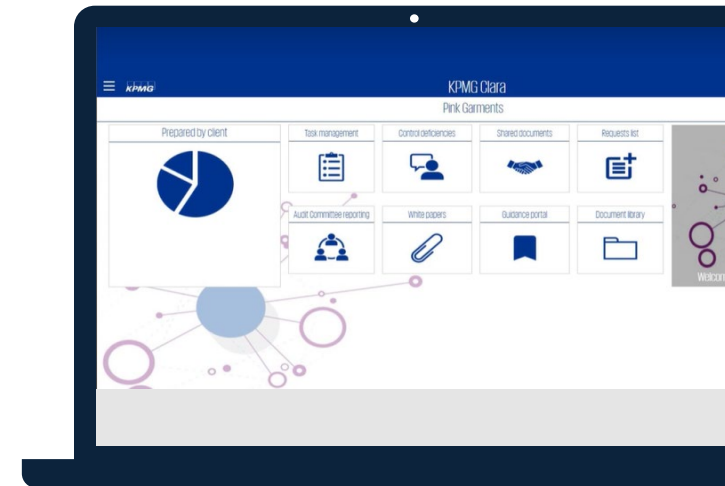
As of October 2, 2024, we have completed the audit of the consolidated financial statements, with the exception of certain remaining procedures, which include amongst others:

- Completing our discussions with Town Council
- Obtaining evidence of council's approval of the financial statements.
- Obtaining the signed management representation letter.

We will update Council, and not solely the Mayor, on significant matters, if any, arising from the completion of the audit, including the completion of the above procedures.

Our auditor's report, a draft of which is provided alongside the draft financial statements, will be dated upon the completion of any remaining procedures.

KPMG Clara for Clients (KCfc)



Real-time collaboration and transparency

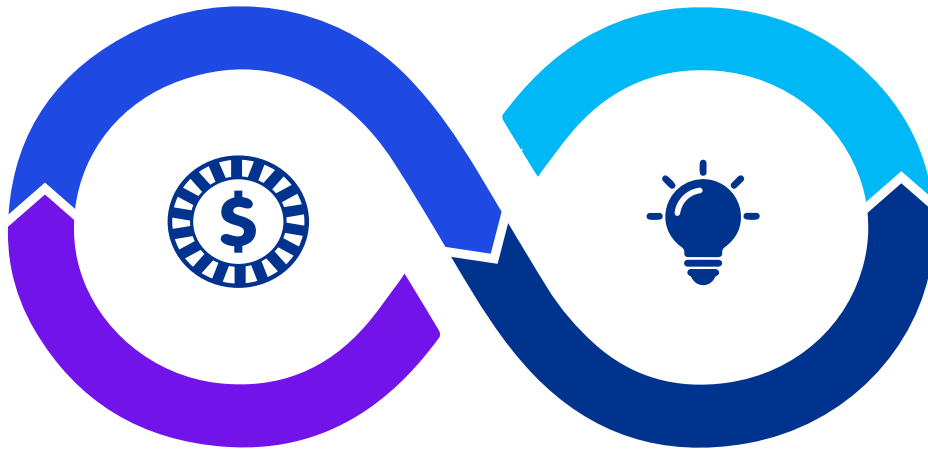
We leveraged **KCfc** to facilitate real-time collaboration with management and provide visual insights into the status of the audit!

In our audit we used KCfc to coordinate our requests from management.





Materiality



We **initially determine materiality** at a level at which we consider that misstatements could reasonably be expected to influence the economic decisions of users. Determining materiality is a matter of **professional judgement**, considering both quantitative and qualitative factors, and is affected by our perception of the common financial information needs of users of the financial statements as a group. We do not consider the possible effect of misstatements on specific individual users, whose needs may vary widely.

We **reassess materiality** throughout the audit and revise materiality if we become aware of information that would have caused us to determine a different materiality level initially.

Plan and perform the audit

We **initially determine materiality** to provide a basis for:

- Determining the nature, timing and extent of risk assessment procedures;
- Identifying and assessing the risks of material misstatement; and
- Determining the nature, timing, and extent of further audit procedures.

We design our procedures to detect misstatements at a level less than materiality in individual accounts and disclosures, to reduce to an appropriately low level the probability that the aggregate of uncorrected and undetected misstatements exceeds materiality for the financial statements as a whole.

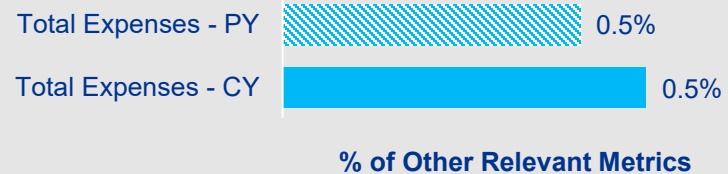
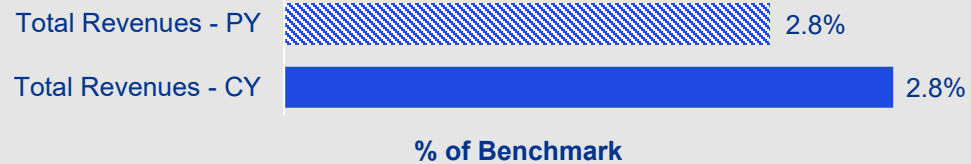
Evaluate the effect of misstatements

We also **use materiality** to evaluate the effect of:

- Identified misstatements on our audit; and
- Uncorrected misstatements, if any, on the financial statements and in forming our opinion.



Initial materiality



Total Prior Year Revenues
\$56,500,000

Total Assets
\$74,400,000



Significant risks



Risk of Fraud Within the Financial Statements

Presumption of the risk of fraud resulting from management override of controls

Why is it significant?

Management is in a unique position to perpetrate fraud because of its ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. Although the level of risk of management override of controls will vary from entity to entity, the risk nevertheless is present in all entities.

Our response

As this presumed risk of material misstatement due to fraud is not rebuttable, our audit methodology incorporates the required procedures in professional standards to address this risk. These procedures include:

- testing of journal entries and other adjustments,
- performing a retrospective review of estimates
- evaluating the business rationale of significant unusual transactions.
- No issues were noted.

Presumption of the risk of fraud resulting from fraudulent revenue recognition

Why is it significant?

This is a presumed risk.
There are generally pressures or incentives on management to commit fraudulent financial reporting through inappropriate revenue recognition when performance is measured in terms of year-over-year revenue growth or profit.

Our response

We have rebutted the fraud risk over revenue recognition since there are limited perceived opportunities to commit fraud since revenue transactions do not involve elements of significant judgment. We have also not identified any indicators that management possesses the attitude, character or ethical values that would result in intentional dishonesty. The entity is not a high public profile entity and there are no significant third-party expectations in relation to revenue. As a result, there is no risk of material misstatement of revenue due to fraudulent financial reporting by management.

Advanced technologies

Our KPMG Clara Journal Entry Analysis Tool assists in the performance of detailed journal entry testing based on engagement-specific risk identification and circumstances. Our tool provides auto-generated journal entry population statistics and focusses our audit effort on journal entries that are riskier in nature.



[Click to learn more](#)



Control deficiencies

Consideration of internal control over financial reporting (ICFR)

In planning and performing our audit, we considered ICFR relevant to the Entity's preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on ICFR.

Our understanding of internal control over financial reporting was for the limited purpose described above and was not designed to identify all control deficiencies that might be significant deficiencies. The matters being reported are limited to those deficiencies that we have identified during the audit that we have concluded are of sufficient importance to merit being reported to those charged with governance.

Our awareness of control deficiencies varies with each audit and is influenced by the nature, timing, and extent of audit procedures performed, as well as other factors. Had we performed more extensive procedures on internal control over financial reporting, we might have identified more significant deficiencies to be reported or concluded that some of the reported significant deficiencies need not, in fact, have been reported.

A deficiency in internal control over financial reporting

A deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A deficiency in design exists when (a) a control necessary to meet the control objective is missing or (b) an existing control is not properly designed so that, even if the control operates as designed, the control objective would not be met. A deficiency in operation exists when a properly designed control does not operate as designed, or when the person performing the control does not possess the necessary authority or competence to perform the control effectively.

Significant deficiencies in internal control over financial reporting

A deficiency, or a combination of deficiencies, in internal control over financial reporting that, in our judgment, is important enough to merit the attention of those charged with governance.



Control deficiencies – Other deficiencies

Other deficiencies in internal control over financial reporting

Description	Status	Potential effects
<p>Interfunds</p>	<p>The financial statement preparation process can cause significant delays in the year end reporting process as the financial systems of the Town are based on accrual accounting, but do not reflect the required restatements to meet Public Sector Accounting Standards under PSAB reporting. The Town utilizes an external software to facilitate this process but there has been a lack of documentation over the past few years. It is very time consuming for those involved to balance the PSAS financial statements. During the current year, management has made significant process in the enhancement of this documentation.</p> <p>Also, KPMG notes that the financial reporting process is mainly driven by the Town's operating budget instead of the PSAS budget. It would be helpful if all fund transfers, such as monies received for capital and reserve and reserve funds be accounting for with the use of due to/from interfund accounts. With the use of due to/from accounts, this creates a balancing check for interfund balances.</p>	<p>Accuracy and timeliness of financial reporting</p>



Accounting policies and practices

Initial selection



No items to report.

Revised



The Town adopted Public Accounting Standards PS 3280 – Asset Retirement Obligations. The new accounting standard addresses the reporting of legal obligations associated with the retirement of certain tangible capital assets, such as asbestos removal in buildings owned by the Town. ARO's are an estimate which are derived from available information and required the Town to make judgments and assumptions leveraging available data. As at December 31, 2023, the Town recorded an ARO liability of \$500,000 and used the modified retrospective method. KPMG concurs with the Town's methods used to implement this new standard. Although the Town did not utilize external experts, Town staff feels that they have captured all ARO liabilities.

Significant qualitative aspects



No items to report.



Other financial reporting matters

We also highlight the following:



Financial statement presentation - form, arrangement, and content



See Note 2 to the financial statements.



Concerns regarding application of new accounting pronouncements



No matters to report. See slide 12.



Significant qualitative aspects of financial statement presentation and disclosure



No matters to report.



Specific topics

We have highlighted the following that we would like to bring to your attention:

Matter	Finding
Illegal acts, including noncompliance with laws and regulations, or fraud	No matters to report.
Other information in documents containing the audited financial statements	No matters to report.
Significant difficulties encountered during the audit	No matters to report.
Difficult or contentious matters for which the auditor consulted	No matters to report.
Management's consultation with other accountants	No matters to report.
Disagreements with management	No matters to report.
Related parties	No matters to report.
Significant issues in connection with our appointment or retention	No matters to report.
Other matters that are relevant matters of governance interest	No matters to report.



Services initiated under finance committee pre-approval policies and procedures

We were engaged by the Corporation of the Town of Amherstburg to perform the services listed below. The services were pre-approved by Town Council pursuant to its Policies and Procedures, and were communicated in our accepted audit proposal dated August 15, 2019

Engagement description	Fee CDN (estimated)
Audit of the financial statements of the Corporation of the Town of Amherstburg	\$28,000
Out of scope fee for implementation of the new ARO accounting standard	\$1,000-2,000



Note: Council was previously provided with a written description of the nature and scope of each service and details of the proposed fee arrangement.

Appendices

1

Required communications

2

Audit quality

3

New auditing standards

4

Insights

5

Environmental, social and governance (ESG)

6

Technology



Appendix 1: Other required communications



Engagement terms

A copy of the engagement letter and any subsequent amendments has been provided to Town Council.



CPAB communication protocol

The reports available through the following links were published by the Canadian Public Accountability Board to inform Finance Committees and other stakeholders about the results of quality inspections conducted over the past year:

- [CPAB Audit Quality Insights Report: 2021 Annual Inspections Results](#)
- [CPAB Audit Quality Insights Report: 2022 Interim Inspections Results](#)
- [CPAB Audit Quality Insights Report: 2022 Annual Inspections Results](#)
- [CPAB Audit Quality Insights Report: 2023 Interim Inspections Results](#)



Appendix 1: Management representation letter

THE CORPORATION OF THE TOWN OF AMHERSTBURG
271 SANDWICH STREET SOUTH
AMHERSTBURG, ONTARIO N9V 2A5

KPMG LLP
618 Greenwood Centre
3200 Deziel Drive
Windsor, ON N8W 5K8
Canada

November 25, 2024

We are writing at your request to confirm our understanding that your audit was for the purpose of expressing an opinion on the financial statements (hereinafter referred to as "financial statements") of **The Corporation of the Town of Amherstburg** ("the Entity") as at and for the period ended December 31, 2023.

GENERAL:

We confirm that the representations we make in this letter are in accordance with the definitions as set out in **Attachment I** to this letter.

We also confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

RESPONSIBILITIES:

- 1) We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated April 3, 2023, including for:
 - a) the preparation and fair presentation of the financial statements and believe that these financial statements have been prepared and present fairly in accordance with the relevant financial reporting framework.
 - b) providing you with all information of which we are aware that is relevant to the preparation of the financial statements ("relevant information"), such as financial records, documentation and other matters, including:
 - the names of all related parties and information regarding all relationships and transactions with related parties;
 - the complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared, of shareholders, board of directors and committees of the board of directors that may affect the financial statements. All significant actions are included in such summaries.
 - c) providing you with unrestricted access to such relevant information.
 - d) providing you with complete responses to all enquiries made by you during the

engagement.

- e) providing you with additional information that you may request from us for the purpose of the engagement.
- f) providing you with unrestricted access to persons within the Entity from whom you determined it necessary to obtain audit evidence.
- g) such internal control as we determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. We also acknowledge and understand that we are responsible for the design, implementation and maintenance of internal control to prevent and detect fraud.
- h) ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements.
- i) ensuring that internal auditors providing direct assistance to you, if any, were instructed to follow your instructions and that we, and others within the entity, did not intervene in the work the internal auditors performed for you.

INTERNAL CONTROL OVER FINANCIAL REPORTING:

- 2) We have communicated to you all deficiencies in the design and implementation or maintenance of internal control over financial reporting of which we are aware.

FRAUD & NON-COMPLIANCE WITH LAWS AND REGULATIONS:

- 3) We have disclosed to you:
 - a) the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
 - b) all information in relation to fraud or suspected fraud that we are aware of that involves:
 - management;
 - employees who have significant roles in internal control over financial reporting; or
 - otherswhere such fraud or suspected fraud could have a material effect on the financial statements.
 - c) all information in relation to allegations of fraud, or suspected fraud, affecting the financial statements, communicated by employees, former employees, analysts, regulators, or others.
 - d) all known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements or illegal acts, whose effects should be considered when preparing financial statements.
 - e) all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

SUBSEQUENT EVENTS:

- 4) All events subsequent to the date of the financial statements and for which the relevant financial reporting framework requires adjustment or disclosure in the financial statements have been adjusted or disclosed.

RELATED PARTIES:

- 5) We have disclosed to you the identity of the Entity's related parties.
- 6) We have disclosed to you all the related party relationships and transactions/balances of which we are aware.
- 7) All related party relationships and transactions/balances have been appropriately accounted for and disclosed in accordance with the relevant financial reporting framework.

ESTIMATES:

- 8) The methods, the data and the significant assumptions used in making accounting estimates, and their related disclosures are appropriate to achieve recognition, measurement or disclosure that is reasonable in the context of the applicable financial reporting framework.

GOING CONCERN:

- 9) We have provided you with all information relevant to the use of the going concern assumption in the financial statements.
- 10) We confirm that we are not aware of material uncertainties related to events or conditions that may cast significant doubt upon the Entity's ability to continue as a going concern

NON-SEC REGISTRANTS OR NON-REPORTING ISSUERS:

- 11) We confirm that the Entity is not a Canadian reporting issuer (as defined under any applicable Canadian securities act) and is not a United States Securities and Exchange Commission ("SEC") Issuer (as defined by the Sarbanes-Oxley Act of 2002).
- 12) We also confirm that the financial statements of the Entity will not be included in the group financial statements of a Canadian reporting issuer audited by KPMG or an SEC Issuer audited by any member of the KPMG organization.

Yours very truly,

By: Ms. Valerie Critchley, Chief Administrative Officer

By: Ms. Tracy Prince, Director, Corporate Services/Chief Financial Officer

Attachment I – Definitions

MATERIALITY

Certain representations in this letter are described as being limited to matters that are material.

Information is material if omitting, misstating or obscuring it could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Judgments about materiality are made in light of surrounding circumstances, and are affected by perception of the needs of, or the characteristics of, the users of the financial statements and, the size or nature of a misstatement, or a combination of both while also considering the entity's own circumstances.

FRAUD & ERROR

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorization.

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.



Appendix 2: Audit quality - How do we deliver audit quality?

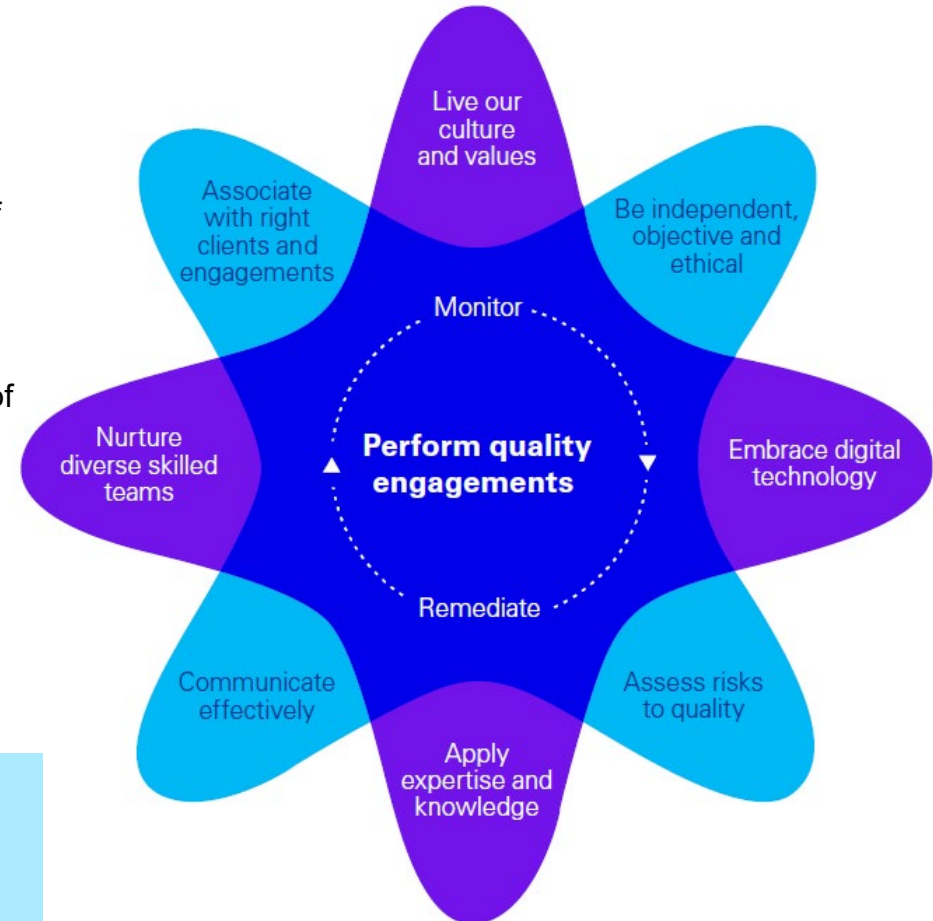
Quality essentially means doing the right thing and remains our highest priority. Our Global Quality Framework outlines how we deliver quality and how every partner and staff member contributes to its delivery.

The drivers outlined in the framework are the ten components of the KPMG System of Quality Management (SoQM). Aligned with ISQM 1/CSQM 1, our SoQM components also meet the requirements of the International Code of Ethics for Professional Accountants (including International Independence Standards) issued by the International Ethics Standards Board for Accountants (IESBA) and the relevant rules of professional conduct / code of ethics applicable to the practice of public accounting in Canada, which apply to professional services firms that perform audits of financial statements. Our Transparency Report includes our firm's Statement on the Effectiveness of our SoQM.

 [KPMG 2023 Audit Quality and Transparency Report](#)

We define 'audit quality' as being the outcome when:

- audits are **executed consistently**, in line with the requirements and intent of **applicable professional standards** within a strong **system of quality management**; and
- all of our related activities are undertaken in an environment of the utmost level of **objectivity, independence, ethics and integrity**.



Doing the right thing. Always.



Appendix 3: Newly effective and upcoming changes to auditing standards

For more information on newly effective and upcoming changes to auditing standards – see Current Developments



Effective for periods beginning on or after December 15, 2022

ISA/CAS 220

.....
(Revised) Quality management for an audit of financial statements

ISQM1/CSQM1

.....
Quality management for firms that perform audits or reviews of financial statements or other assurance or related services engagements

ISQM2/CSQM2

.....
Engagement quality reviews

Effective for periods beginning on or after December 15, 2023

ISA 600/CAS 600

.....
Revised special considerations – Audits of group financial statements



Appendix 4: Insights to enhance your business

We have the unique opportunity as your auditors to perform a deeper dive to better understand your business processes that are relevant to financial reporting.

Lean in Audit

Lean in Audit™ is KPMG's award-winning methodology that offers a new way of looking at processes and engaging people within your finance function and organization through the audit.

By incorporating Lean process analysis techniques into our audit procedures, we can enhance our understanding of your business processes that are relevant to financial reporting and provide you with new and pragmatic insights to improve your processes and controls.

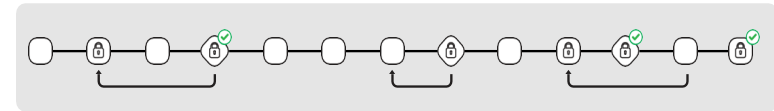
Clients like you have seen immediate benefits such as improved quality, reduced rework, shorter processing times and increased employee engagement.

We look forward to working with you to incorporate this approach in your audit.

How it works

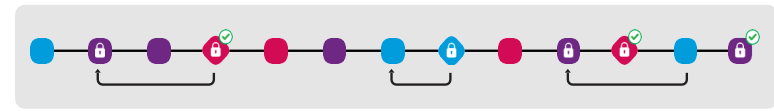
Standard Audit

Typical process and how it's audited



Lean in Audit™


Applying a Lean lens to perform walkthroughs and improve Audit quality while identifying opportunities to minimize risks and redundant steps





How Lean in Audit helps improve businesses processes


Make the process more streamlined and efficient for all




 **Value:** what customers want (**maximize**)

 **Necessary:** required activities (**minimize**)

 **Redundant:** non-essential activities (**remove**)

 Process controls

 Key controls tested



Appendix 4: Audit and assurance insights

Our latest thinking on the issues that matter most to Finance Committees, board of directors and management.

[KPMG Audit & Assurance Insights](#)

Curated research and insights for Finance Committees and boards.

[Board Leadership Centre](#)

Leading insights to help board members maximize boardroom opportunities

[Current Developments](#)

Series of quarterly publications for Canadian businesses including Spotlight on IFRS, Canadian Securities & Auditing Matters and US Outlook reports.

[Finance Committee Guide – Canadian Edition](#)

A practical guide providing insight into current challenges and leading practices shaping Finance Committee effectiveness in Canada.

[Accelerate 2023](#)

The key issues driving the Finance Committee agenda in 2023.

[Momentum](#)

A quarterly newsletter with the latest thought-leadership from KPMG's subject matter leaders across Canada and valuable audit resources for clients.

[KPMG Climate Change Financial Reporting Resource Centre](#)

Our climate change resource center provides insights to help you identify the potential financial statement impacts to your business.

[IFRS Breaking News](#)

A monthly Canadian newsletter that provides the latest insights on international financial reporting standards and IASB activities.



Appendix 5: ESG - Global regulatory reporting standards

ISSB¹ and CSSB

Canadian regulators (CSA)

US (SEC^{2,3} and California⁴)

EU^{5,6}

Recent Activity

- On March 13, 2024 the Canadian Sustainability Standards Board (CSSB) released proposals on its first two Canadian Sustainability Disclosure Standards (CSDS): Exposure Draft CSDS 1 (proposed general requirements standard) and Exposure Draft CSDS 2 (proposed climate standard).
 - The proposed standards are aligned with the global baseline disclosure standards IFRS S1 and IFRS S2 with the exception of a Canadian-specific effective date for annual reporting periods beginning on or after January 1, 2025 and incremental transition relief.
 - In June 2023, the International Sustainability Standards Board (ISSB) issued its first two IFRS Sustainability Disclosure Standards – IFRS S1 (general requirements standard) and IFRS S2 (climate standard).
 - The ISSB standards are effective for annual periods beginning on or after January 1, 2024 – subject to local jurisdiction adoption.
- In parallel with the CSSB's release of its proposals on March 13, 2024, the Canadian Securities Administrators (CSA) issued a statement noting that they will seek consultation on a revised climate-related disclosure rule following the finalization of CSDS 1 and 2.
 - In October 2021, the CSA issued their original proposed rule, proposed National Instrument 51-107 *Disclosure of Climate-related Matters*.
 - Bill S-211, Canada's new Act on fighting against forced labor and child labour will take effect on January 1, 2024. Canadian and foreign businesses impacted by the Act will be required to file a report on their efforts to prevent and reduce the risk of forced labour and child labour in their supply chain, by May 31st of each year.
- The SEC's final climate rule was issued on March 6, 2024.
 - The final rule will generally apply to all SEC registrants; *including* foreign private issuers (Form 20-F filers); *excluding* Canadian issuers reporting under the Multijurisdictional Disclosure System (Form 40-F filers) and asset-backed issuers.
 - The earliest compliance date is the fiscal year beginning in Calendar year 2025 for large accelerated filers.
 - The SEC also issued its final rules on cybersecurity in July 2023 and expects to release proposed disclosure rules on human capital management in spring 2024 and corporate board diversity in fall 2024.
 - On October 7, 2023, the California Governor signed two climate disclosure laws that will shape climate disclosure practices beyond the state's borders. The laws will apply to US businesses (including US subsidiaries of non-US companies) that meet specified revenue thresholds and do business in California. The Governor also signed the California voluntary carbon market disclosures bill.
- The European Financial Reporting Advisory Group (EFRAG) was mandated to develop European Sustainability Reporting Standards (ESRSs) setting out the detailed disclosure requirements under the Corporate Sustainability Reporting Directive (CSRD).
 - On July 31, 2023, the European Commission published the final text of its first set of twelve ESRSs as delegated acts
 - The ESRSs will become effective as early as 2024 reporting periods for some companies.
 - There are potentially considerable ESG reporting implications for Canadian entities – as most EU-listed companies and large subsidiaries of Canadian companies with significant operations in the EU are in scope. Non-EU parent entities with substantial activity in the EU may also be in scope, with separate standards to be developed for these entities, with an effective date of 2028 reporting periods
1. Refer to our [ISSB Resource Centre](#) for resources on implementing the IFRS Sustainability Disclosure Standards
 2. Refer to our [Defining Issues](#) publication for more information on the SEC's final climate rule
 3. Refer to our [Defining Issues](#) publication for more information on the SEC's cybersecurity rules
 4. Refer to our [publication](#) on California's introduction of climate disclosures and assurance requirements
 5. Refer to our [ESRS Resource Centre](#) for resources on implementing the ESRSs
 6. Refer to our [publication](#) on the impact of EU ESG reporting on non-EU companies



Appendix 6: Continuous evolution

Our investment: \$5B

We are in the midst of a five-year investment to develop our people, digital capabilities, and advanced technology.

Responsive delivery model

Tailored to you to drive impactful outcomes around the quality and effectiveness of our audits.

Result: A better experience

Enhanced quality, reduced disruption, increased focus on areas of higher risk, and deeper insights into your business.





<https://kpmg.com/ca/en/home.html>

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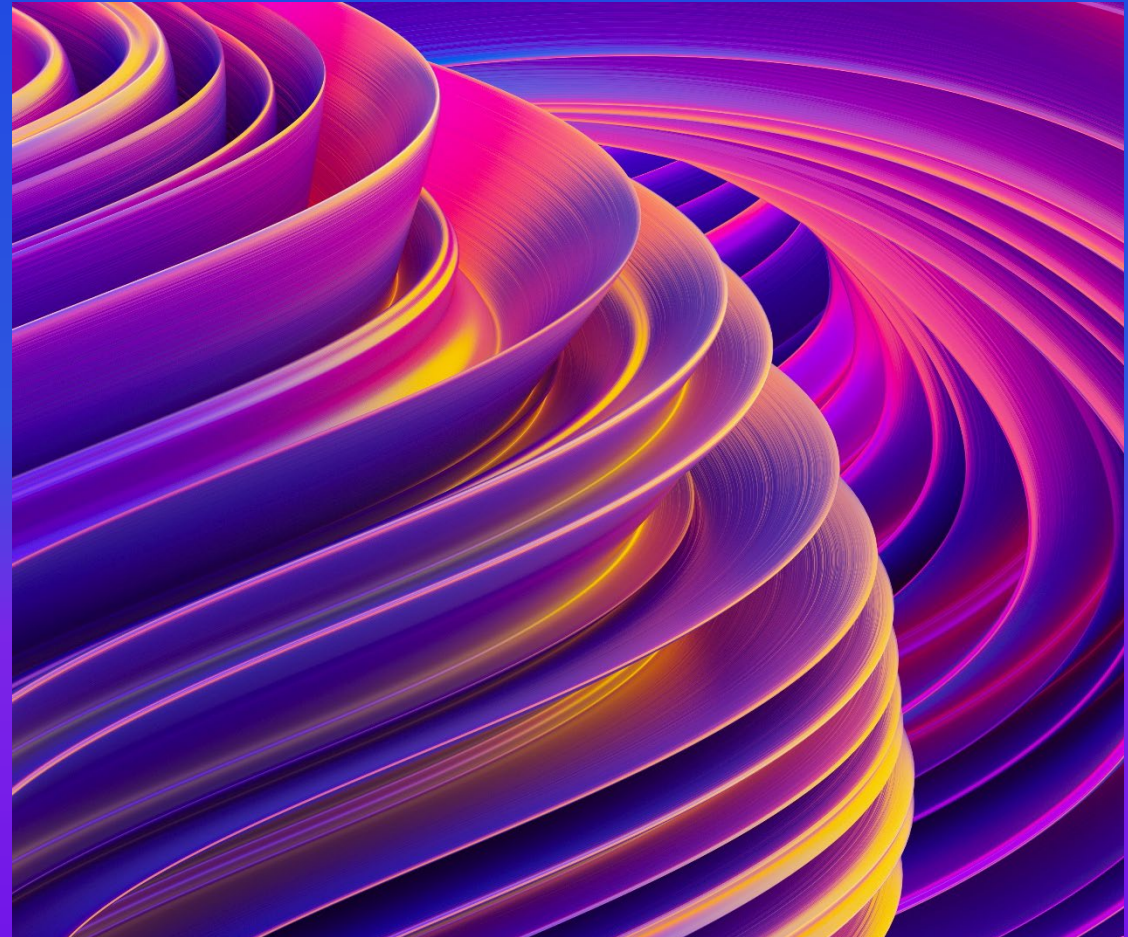


Figure 1
The Corporation of the Town of Amherstburg
Development Charge Reserve Funds Statement
Year Ended December 31, 2023

Description	Services to which the Development Charge Relates						Total
	Non-Discounted Services						
	Services Related to a Highway	Water	Wastewater	Protection(3)	Parks and Recreation(4)	Administration	
Opening Balance, January 1, 2023	4,598,353	4,716,633	4,232,303	1,190,858	3,123,989	507,699	18,369,836
<u>Plus:</u>							
Development Charge Collections	618,252	158,645	1,116,023	133,358	302,511	148,528	2,477,317
Accrued Interest	288,879	296,309	265,883	74,812	196,256	31,895	1,154,034
Repayment of Monies Borrowed from Fund and Associated Interest		-		-	-		-
Sub-Total	907,131	454,955	1,381,906	208,171	498,767	180,423	3,631,351
<u>Less:</u>							
Amount Transferred to Capital (or Other) Funds (1)	58,726	147,434	1,816,898	250,000	49,000	48,052	2,370,110
Amounts Reallocated	-						-
Amounts Loaned to operations for Interim Financing Credits (2)			-				-
Sub-Total	58,726	147,434	1,816,898	250,000	49,000	48,052	2,370,110
Closing Balance, December 31, 2023	5,446,757	5,024,154	3,797,311	1,149,029	3,573,757	640,071	19,631,077

1 See Attachment 1 for details

2 See Attachment 2 for details

3 Service category includes: Police Services and Fire Services

4 Service category includes: Indoor Recreation Services and Parkland Development Services

The Municipality is compliant with s.s. 59.1 (1) of the *Development Charges Act*, whereby charges are not directly or indirectly imposed on development nor has a requirement to construct a service related to development been imposed, except as permitted by the *Development Charges Act* or another Act.

Attachment 1
The Corporation of the Town of Amherstburg
Amount Transferred to Capital (or Other) Funds - Capital Fund Transactions

Capital Fund Transactions	Gross Capital Cost	DC Recoverable Cost Share					Non-D.C. Recoverable Cost Share				
		D.C. By-Law Period			Post D.C. By-Law Period		Other Reserve/Reserve Fund Draws	Tax Supported Operating Fund Contributions	Rate Supported Operating Fund Contributions	Debt Financing	Grants, Subsidies Other Contributions
		D.C. Reserve Fund Draw	D.C. Debt Financing	Grants, Subsidies Other Contributions	Post-Period Benefit/Capacity Interim Financing	Grants, Subsidies Other Contributions					
<u>Services Related to a Highway</u>											
Texas Rd - By Law 2017-82	1,500,759										
Sub-Total - Services Related to Highways	1,500,759	-	-	-	-	-	-	-	-	-	-
<u>Parks and Recreation</u>											
179 Victoria renovation for community and seniors ce	49,000	49,000									
Sub-Total - Parks and Recreation	49,000	49,000	-	-	-	-	-	-	-	-	-
<u>Protections</u>											
Fire Station	10,462,800	250,000									
Sub-Total - Protection	10,462,800	250,000	-	-	-	-	-	-	-	-	-
<u>Administration</u>											
Major Planning Policy Studies - OP&ZBR	240,961	48,051	-	-	-	-	-	-	-	-	-
Sub-Total - Administration	240,961	48,051	-	-	-	-	-	-	-	-	-
<u>Water</u>											
SCADA Installation - AWTP	128,800	66,416									
AWTP - Upgrades and Replacements	6,900,590	81,017									
Sub-Total - Water	7,029,390	147,434	-	-	-	-	-	-	-	-	-
<u>Wastewater</u>											
Boblo Island Forcemain and Pumping Station	3,052,800	1,312,704					1,516,226				
Sub-Total - Wastewater	3,052,800	1,312,704	-	-	-	-	1,516,226	-	-	-	-

Amount Transferred to Capital (or Other) Funds - Operating Fund Transactions

Operating Fund Transactions	Annual Debt Repayment Amount	D.C. Reserve Fund Draw		Post D.C. By-Law Period			Non-D.C. Recoverable Cost Share		
		Principal	Interest	Principal	Interest	Source	Principal	Interest	Source
<u>Services Related to a Highway</u>									
Texas Rd - By Law 2017-82	58,726	31,968	26,758	-	-	-	-	-	-
Sub-Total - Services Related to Highways	58,726	31,968	26,758	-	-	-	-	-	-
<u>Wastewater</u>									
Debt Service Cost - WW treatment plant	1,563,878	328,396	175,799	-	-	-	690,202	369,482	Wastewater rate
Sub-Total - Wastewater	1,563,878	328,396	175,799	-	-	-	690,202	369,482	

Agree with these numbers.

Attachment 2
The Corporation of the Town of Amherstburg
Statement of Credit Holder Transactions

Credit Holder	Applicable D.C. Reserve Fund	Credit Balance Outstanding Beginning of Year 2023	Additional Credits Granted During Year	Credits Used by Holder During Year	Credit Balance Outstanding End of Year 2023
Malden Sewage Project Properties	Wastewater	163,562		5,689	157,873
					-



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF DEVELOPMENT SERVICES

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

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

To: Mayor and Members of Town Council
Subject: Report Back on Open Air and Business Survey

1. RECOMMENDATION:

It is recommended that:

- 1. The report on the Open Air including the Business Survey and Open House BE RECEIVED for information.

2. BACKGROUND:

At the March 25, 2024 Council meeting the following resolution was made:

Resolution: 20240325-018

Moved By Councillor Allaire

Seconded By Councillor Courtney

That at the end of Open-Air events in September administration, businesses, and council if they so wish TO PARTICIPATE in a meeting together to discuss the footprint, frequency, benefits, and improvements for open air for all businesses within and outside the footprint up to 500m.

Table with 3 columns: Name, Yes/ Concur, No/Not Concur. Rows for Councillor Allaire, Courtney, Crain, and Deputy Mayor Gibb.

Councillor McArthur		X
Councillor Pouget	X	
Mayor Prue	X	

The Deputy Mayor put the Motion.

Motion Carried.

This report is to provide an update on Open Air as well as the results of the business survey in advance of budget deliberations.

3. DISCUSSION:

Business Survey - 2024

The direction from Council was to survey all businesses within the Open Air footprint as well as those within 500m of the footprint. In order to determine those within 500m of the footprint the clock tower in the courtyard at the foot of Dalhousie and Richmond was used. There are 118 businesses identified as being within the defined area, Appendix A provides a listing of those businesses. Given the unique nature of this survey and open house the Economic Development Coordinator hand delivered the survey and invitation to the Open House to each business.

The Open House was held on September 11, 2024 from 3pm to 6pm at Flow Café and Bikes at 274 Dalhousie. This location was selected based on proximity to the businesses invited to the Open House in an effort to provide the most opportunity for attendance by reducing the need for them to travel to the Libro Centre.

There were 19 businesses which attended the Open House to discuss Open Air. They were provided the opportunity to ask questions or raise concerns with staff and those members of Council in attendance. Business owners were directed by staff to share their comments through the survey to ensure their feedback could be reported out correctly.

In total 49 business survey responses were received, 29 from businesses inside the footprint and 20 from outside, which equates to approximately 42% of the total businesses submitting a survey response. The results of the survey are attached to this report as Appendix B– Open Air Business Survey Results 2024. The results of this survey are consistent with the challenges in obtaining a format for Open Air which all businesses could support.

Of note: The attached survey results currently shows a minor discrepancy. More specifically the beginning of the report indicates 50 survey entries submitted however the metrics for each question indicates 49 responses. Efforts to resolve with matter through collaboration with Talk the Burg is in process and if corrected before November 22nd an addendum will be provided.

Open Air Survey – 2023

As per Council direction in August 2023 an Open Air survey was completed after the 2023 season.

Resolution # 20230814-026
Moved By Councillor Allaire
Seconded By Councillor Pouget

That the Town of Amherstburg **TO POST** a survey on Talk the Burg which includes questions regarding frequency, duration, activities and a comments section for 30 days to solicit comments on Open Air and the CAO to approve.

The Mayor put the Motion.

Motion Carried.

The survey was made available to the public from September 14, 2023 to October 15, 2023. There were 549 survey responses received and a report on the findings was brought to Council on November 13, 2023.

The following summary of the results of the survey was included in the November 13, 2023 report:

Talk the Burg Residents Survey (549 respondents).

- 89.3% attended Open Air Weekends
- 77.8% liked the 2023 Open Air Weekends Footprint
- 83.2% would like to see Open Air Weekends return
- 74.8% would like Open Air Weekends to return every weekend

The following resolution was made on November 13, 2023

Moved By Councillor Allaire
Seconded By Councillor Crain

That the Open-Air Weekends 2023 Survey Report from the Manager of Tourism and Culture dated October 19, 2023 **BE RECEIVED for information.**

The Mayor put the Motion.

Motion Carried.

Resolution # 20231113-008
Moved By Councillor Allaire
Seconded By Councillor Pouget

That the Open-Air footprint, activities and ideas **BE SENT** to the Accessibility Committee for an accessibility review before budget.

The Mayor put the Motion.

Motion Carried

Open Air Event

The program initially launched mid-summer and operated through to November 1 2020, with hours from Friday at 2 pm to Monday at 8 am. In 2022, Open Air achieved its longest stretch, running for 19 consecutive weekends. Over time, operational efficiencies have been identified and implemented, leading to adjustments in program hours. Initially set at 66 hours, the road closure hours have been refined to 53 hours in 2023 & 2024, now running from Friday at 3 pm to Sunday at 8 pm over a span of 14 consecutive weeks.

This option was selected by Council on March 13, 2023, along with delegated authority to the Chief Administrative Officer to approve exemptions and permits required for noise and road closures.

During the 2024 season Open Air themed programming aligned with various festivals occurring on four (4) of those weekends.

1. Ribfest
 - a. Regular programming costs were reduced as the Ribfest provided for additional entertainment and programming.
2. Horticulture (every other year)
 - a. Tourism Students gathered ballots for the Garden Tour participants.
 - b. A hands-on planting experience was coordinated.
 - c. Jack's Organics was engaged and handed out free tomato plants
3. Art Crawl
 - a. Regular programming costs were reduced as the Art Crawl provided for additional entertainment and programming
4. Cars Gone Crazy
 - a. The streets are reopened on that Sunday to provide for this event and no additional entertainment or programming is done.

These events are funded and organized by local businesses, residents and non-profit groups. Since they are held in the downtown core Administration has developed, and continues to improve, on themed programming for Open Air complementing these events to provide a cohesive and enhanced experience for those attending.

Local businesses, residents, and non-profit groups fund and organize these events. Since they are held in the downtown core, Administration has developed and continues to improve themed programming for Open Air, complementing these events to provide a cohesive and enhanced experience for those attending.

New in 2024

Non-Profit Engagement:

During the 2024 season, Administration actively connected with local non-profit organizations to offer them valuable opportunities to raise awareness and foster community engagement. Examples include weekend pickleball events led by Amherstburg's Pickleball Association, bringing residents together for enjoyable activities and showcasing local initiatives. The Amherstburg Pickleball Association reported 60 members enjoyed the engagement Downtown, where they taught 48 people to play pickleball.

Night Markets:

During the 2024 Open Air season, Night Markets were held every Friday evening, featuring a total of 37 predominantly non-brick-and-mortar businesses. Vendor participation each week varied between 11 and 17 vendors. Initial findings indicated strong vendor engagement and perceived benefits early in the season, though these benefits lessened toward the end. Despite this trend, there is potential for a successful Friday Night Market in the future. Planned adjustments include reducing space availability for each Friday, curating a diverse selection of vendors to avoid duplicate offerings, and

coordinating vendor participation for three themed weekends: Latin Fest, Carousel of Nations, and Agricultural Weekend.

Brick and Mortar:

In 2024, we introduced Business Markets on Saturdays and Sundays, offering a valuable opportunity for Amherstburg's brick-and-mortar businesses and local non-profits to set up a booth in our Open Air footprint at no cost. Despite our strong marketing efforts, participation from local businesses was lower than anticipated, while interest from out-of-town businesses was notably high. The Business Market had the following outcomes:

- 6 not-for-profits attended 15 business markets
- 4 brick-and-mortar businesses attended 6 business markets, and 2 of these businesses were no-shows.

To better prioritize the local businesses that actively support our community and contribute to our commercial tax base, we're refining our approach for 2025. Amherstburg brick-and-mortar businesses will continue to enjoy complimentary booth space in the Open Air footprint on Saturdays and Sundays. For out-of-town businesses interested in joining, we will consider their participation with a vendor fee. This adjustment lets us showcase Amherstburg businesses first and foremost while welcoming outside vendors to enhance the market experience for all.

Local Entertainers:

This year, we elevated our local programming by holding an open audition, tapping into a rich, diverse pool of local talent across all ages and music genres. This initiative welcomed new artists, with performers ranging from 10 to 70 years old, creating a vibrant mix of seasoned entertainers and first-time performers eager to showcase their skills. The open audition not only highlighted the depth of talent in our community and provided us with a unique talent resource that allowed us to enrich our summer schedule. The tourism team is excited to continue this successful approach in 2025, bringing even more local talent into the spotlight and creating memorable experiences for residents and visitors alike.

Development Stage for 2025

During the 2025 season Administration is looking at providing for three (3) additional festival weekends within the 14 weeks, more specifically:

1. Latin Fest

In 2024, the August 23rd weekend was Latin-themed to gauge interest. The weekend proved successful, and the tourism team is exploring programming to enhance resident/visitor engagement.

2. Carousel of Nations

In 2024, the tourism team began conversations with the Multi-Cultural Centre about the feasibility of becoming a satellite hosting site for the Carousel of Nations. Administration is reviewing this potential themed programming as one of the Open Air weekends.

3. Agricultural Weekend

A founded opportunity to engage our agricultural community in a place where our residents/visitors can learn more about the various types of agriculture in Amherstburg including wineries, craft beverages, farm markets, greenhouses, farm animals and crops.

To maintain the effectiveness of Open Air’s branding and maximize grant funding moving forward it is suggested that Open Air continue to be the 14 weeks, including 7 festival weekends and 7 weekends focused on Open Air-only programming. Sustained promotion of Open Air as a unique attraction is essential to fulfilling the terms of the grants awarded to the Town, as outlined in the Revenue Generation section of this report. Notably, in 2023/24, we have seen a propensity for grantors to support events with longevity that embody the core principles of placemaking, which Open Air consistently delivers.

Attendance

During the 2024 season Administration revisited the attendance counting process. Each weekend attendance was counted at the following times:

Friday	7:00pm-8:00pm
Saturday	12pm-1pm
	4pm-5pm
	7pm-8pm
Sunday	12:00pm-1:00pm
	4:00pm-5:00pm

Staff was stationed at the following locations: Murray St and Ramsey; Richmond and Ramsey and; Dalhousie and Richmond counting people as they entered the Open Air footprint. This process was put in place to reduce double counting of people as it only counted those coming into the area from one of the three (3) locations. The hours selected were based on when businesses were already open, and therefore the majority of staff likely already on site. This reduced the probability of counting staff going to work. While efforts were taken to minimize double counting or counting staff, Administration recognizes there is still at some level of double counting or staff counting, however that probability is deemed as minimal by putting these new control measures in place.

These counts were used to determine an average daily count for Friday, Saturday and Sunday. When determining the average count Administration recognized early morning and later evening are lower in attendance and therefore we did not apply the daily average to the full number of hours each day. More specifically the table below shows the Open Air hours and how many hours were actually used for the daily average so as to avoid overstating activity during what is known to be slower times:

Day	Hours Open	Hours Used for Average	Average Hourly Attendance	Average Count over 14 weeks
Friday	3pm to 11pm – 8hrs	2	668	18,714
Saturday	8am to 11pm – 15hrs	8	529	59,293
Sunday	8am to 8pm – 12hrs	5	374	26,212
	Total Count for 14 weeks			104,219

Had the full number of hours each day been used rather than the reduced number of hours noted above, the resulting total count for the 14 weeks would have been 248,941. The total count of 104,219 for the 14 weeks, based on the process changes and conservative approach to the number of hours which are most active during Open Air is deemed by Administration as a more reasonable and reliable number.

In 2024 staff also conducted attendance surveys to provide for additional key insights into visitor demographics, engagement, and event appeal. These insights provide for greater insight and planning for future programming. Below is a summary of the key insights received through these surveys:

Attendance Awareness: Most attendees learned about Open Air through social media, followed by word-of-mouth and radio, underscoring the importance of digital and community-based marketing.

Visitor Origins: While 46.5% of attendees were Amherstburg locals, 15.5% came from Windsor, 9.1% from LaSalle, 5% from Essex, 4.4% from Kingsville, and smaller percentages from Leamington, Lakeshore, Tecumseh combined came to 4.9%. Those that travelled from Ontario (outside of Windsor-Essex) were 8.3%, other parts of Canada were 0.7%, the United States were 4.4%, and internationally were 1.1%.

Frequency of Attendance: The event enjoys strong local engagement, with 26.8% attending weekly and 22% monthly.

Group Sizes: Attendees primarily came in small groups, with 57.1% arriving in groups of 2-3, highlighting Open Air's appeal for family and friend gatherings.

Main Attractions: Dining and entertainment topped the list of reasons for attending, followed by the opportunity to spend quality time with family or friends.

Overnight Stays: Only 10.1% of out-of-town visitors stayed overnight, indicating that most opted for day visits.

Overall, Open Air is a community-centered event that draws a mix of local and regional visitors, primarily for food, entertainment, and social experiences.

Open Air Financials

Financial Investments from Businesses in Footprint

Administration gathered information in 2023 regarding investments made by businesses in the Open Air footprint which include, but is not limited to, the following:

\$40,000

Investment in additional programming for Open Air including but not limited to:
WSO performance, live entertainment, bagpipers and family activities;

\$72,000

Investment in additional events in 2024 to be held over an Open Air weekend funded by businesses in the downtown: Art Crawl, Ribfest & Pride Weekend

\$38,000

Investment in outdoor spaces and entertainment provided in businesses expanded footprint, examples outdoor story time, musicians, artists etc.

Other investments not specific to Open Air and benefits all our festivals as well as downtown public spaces:

\$198,000

Public space investments including but not limited to murals, art work, on air promotion of the Town.

\$25,000

Sponsorship of other Town events.

In total approximately \$385,800 in investments to date from the businesses within the Open Air footprint contribute to community festivals and year round enhancements in the downtown and Kings Navy Yard Park area.

Town Financials for Open Air

Base Budget

At the 2024 budget deliberations Administration presented information as it relates to the Community Events general expense line only, to support the base budget increase being requested.

2023 Community Event Expenditures	
Total 2023 Expenditures	\$ 297,000
Less: Expenditure funded by Grants and Sponsorships	(119,000)
Total Base Budget Community Event	\$ 178,000
Allocation of \$178,000 by Community Event	
Open Air	\$ 30,156
Car Shoe	\$ 5,000
River Lights	\$ 57,652
Truth and Reconciliation	\$ 8,141
Uncommon	\$ 28,026
Canada Day	\$ 12,158
True Fest	\$ 12,099
Santa Parade	\$ 16,000
New Events and General Costs	\$ 8,162
Total	\$ 177,394

The Tourism 2024 approved operating budget includes the following general expenses:

2024 Tourism General Expense Budget

Uniforms	1,000
Office Supplies	3,000
Advertising	35,000
Contracted Services	-
Community Events	180,000
Mobile Devices	3,200
Memberships	1,000
Training and Conferences	6,000
Travel and Mileage	1,000
Promotions	10,000
Bank Charges - Special Events	500
	240,700

Of note the Community Events budget of \$180,000 includes a one-time amount of \$20,000 for 2024, meaning the annual base budget for this line item is \$160,000.

Open Air 2024 Financials – as of October 31, 2024

During the 2024 season Administration put in place additional changes to further define the actual expenditures which relate to specific community events. As a result, for 2024 the following expenditure types are also being tracked at the event level: Advertising; Student and Contract Labour and; Promotions. All other expenditures, full time salaries, uniforms, office supplies, mobile devices, memberships, training and conferences, travel and mileage and bank charges are not able to be tracked at that level as they are general in nature and not unique to a specific event.

In a focused effort to enhance operational efficiency and support work-life balance, adjustments were made to the scheduling practices for full-time staff during the 14-week Open Air event. Previously, staff often worked overtime on weekends and evenings to ensure adequate coverage. The revised approach introduced flex shifts, allowing each staff member to maintain a standard five-day workweek, with shifts arranged to cover both weekends and weekdays.

This shift in scheduling reduced the accumulation of banked time, minimizing the need for payouts of unused hours, and significantly lowered the demand for extended shifts and workweeks.

As of the writing of this report the 2024 actual costs for Open Air which can be reported are as follows:

2024 Open Air costs - As of October 31, 2024	
Student and Contract Labour *	\$ 42,650
Overtime Public Works *	\$ 6,345
Advertising	\$ 6,316
Printed Material and Promotions	\$ 651
Community Events	\$ 23,710
Total	\$ 79,673

*Included in the Student and Contract Labour is approximately \$14,900 for a contracted Tourism Co-ordinator. This cost is funded 100% by the My Main Street grant. Overtime for Public Works, which is required to close and open the streets, is included in the PW operating budget however included in this table as it is that direct cost for Open Air can be determined.

These numbers are not final and will be subject to change until year end is closed and all invoicing and payments have been processed.

Administration has also put in place further processes to track actual events costs which are funded by base budget (taxpayer) vs those costs funded by sponsorships and or grants. As this process was not put in place until May and submission claims for awarded grants is still in process the table below is reflective of all Open Air costs to date, however as can be seen in the Revenue section of this report a significant amount of the expenses for Open Air will be off set by sponsorship, grants and new revenue.

Based on 2024 revenue to date, revenue, sponsorship and grant funding specific Open Air is noted in the table below. Of note, in addition to the \$23,935 in funding from My Main Street directly attributable to Open Air, there is an additional \$32,477 in expenditures funded by the grant for Open Air which are for investments which can be leveraged for other events and use. Examples of these include but are not limited to the Tourism Carts; outdoor furniture; decent costumes and lighting for Kings Navy Yard Park.

2024 Open Air Revenue- As of October 31, 2024	
Night Markets	\$ 9,700
Whimsical Signs	\$ 1,550
Experience Ontario Grant 2024/2025	\$ 20,000
My Main Street	\$ 23,935
Libro Credit Union Sponsorship	\$ 2,000
Total	\$ 57,185

In considering the total costs to date of \$79,673 less the grant and sponsorship funding of \$57,185, the estimated tax payer cost for Open Air in 2024 was \$22,488. The table below outlines the average cost per day for Open Air funded from taxpayers is \$643 and the cost per attendee \$.22.

# of Days	Taxpayer Cost	Average Cost per Day	Event Attendance	Average Cost Per Attendee
35	\$ 22,488	\$ 643	104,219	\$ 0.22

Economic Impact

Tourism Regional Economic Impact Model (TREIM):

The Tourism Regional Economic Impact Model is a tool which has been developed by the Ontario Ministry of Tourism, Culture, and Gaming. This tool generates a report which details an event's broader fiscal and employment impacts across multiple sectors. This tool is also used for various grants awarded to festivals or events in order to gauge impact to the economy as key indicators for grant investment value. By example

Experience Ontario 2024/2025 grant of \$20,000 awarded for Open Air will require this report and is therefore included as Appendix C.

The 2024 Amherstburg Open Air Weekends delivered a notable economic impact throughout Ontario. 104,219 attendees participated in the event, with approximately 19,540 visitors who travelled to Amherstburg from outside the Windsor-Essex region, including areas across Ontario, other Canadian provinces, the United States, and overseas. These visitors contributed an estimated \$4,286,911 in spending, underscoring the event’s capacity to draw tourism dollars and support economic activity beyond the local area.

4. RISK ANALYSIS:

There is no risk in receiving this report.

5. FINANCIAL MATTERS:

Financial information has been provided in Discussion section of this report. There are no financial matter directly attributable to this report.

6. CONSULTATIONS:

Jennifer Ibrahim
Eric Chamberlain

7. CORPORATE STRATEGIC ALIGNMENT:


Vision: Preserving our past while forging our future.

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

PILLAR 2 Invest in Community Amenities and Infrastructure	PILLAR 4 Shape Growth Aligned with Local Identity
<ul style="list-style-type: none"> <input type="checkbox"/> Maintain safe, reliable and accessible municipal infrastructure and facilities. ✓ Increase access to recreation opportunities for all ages. <input type="checkbox"/> Finalize and execute plans for town-owned lands (e.g. Duffy’s site, Belle Vue) <input type="checkbox"/> Create public access to water and waterfront <input type="checkbox"/> Prioritize opportunities to reduce environmental impacts of Town operations and increase Town resilience to climate change. 	<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:

That Council receive this report for information.



Melissa Osborne
Deputy CAO/Director of Development Services

Report Approval Details

Document Title:	Report Back on Open Air and Business Survey .docx
Attachments:	- Appendix A - Businesses within 500 metres of Open Air.pdf - APPENDIX B - 2024 Open Air Business Survey Redacted.pdf - APPENDIX C - Tourism Regional Economic Impact Model - Open Air 2024 (002).pdf
Final Approval Date:	Nov 15, 2024

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



Tracy Prince





Valerie Critchley



Kevin Fox

OPEN AIR INSIDE FOOTPRINT IN-PERSON DELIVERY			
S. No.	Business Name	Date Visited	Left Survey
1	Owls Nest Emporium	27-Aug	x
2	LA Hairstyle	27-Aug	x
3	Ambiance	27-Aug	x
4	Manulife - Michael Orchard	27-Aug	x
5	White Woods	27-Aug	x
6	Musicland	27-Aug	x
7	Evelyn's	27-Aug	x
8	River Bookshop	27-Aug	x
9	Towne Shoppe	27-Aug	x
10	Acai Shack	27-Aug	x
11	Precision Jewellers	27-Aug	x
12	A La Mode	27-Aug	x
13	Pavel's Alterations	27-Aug	x
14	Amanda Bieber Sunlife	27-Aug	x
15	Dan Gemus Real Estate Team	27-Aug	x
16	Dominion Lending Centres	27-Aug	x
17	Guiding Light Counseling Services	27-Aug	x
18	Bouffard Tax Preparation	27-Aug	x
19	Bridge Logistics	27-Aug	x
20	Creating Space Psychotherapy	27-Aug	x
21	Purple Vixen Beauty	27-Aug	x
22	JANK Media & Design	27-Aug	x
23	Alexandra McGinnis	27-Aug	x
24	Simply Close Real Estate Lawyers	27-Aug	x
25	Amherstburg Chamber of Commerce	27-Aug	x
26	LC Bookkeeping CAN/US Taxes	27-Aug	x
27	Awesome Amherstburg	27-Aug	x
28	Insight Advantage	27-Aug	x
29	Vintage and Vinyl	30-Aug	x
30	Hotel STRY	30-Aug	x
31	Frate	30-Aug	x
32	Ritual Spa	30-Aug	x
33	Burger 67	30-Aug	x
34	CIBC	31-Aug	x
35	BMO	31-Aug	x
36	Downtown Espresso	31-Aug	x
37	Lot 10	31-Aug	x
38	Artisan Grill	31-Aug	x
39	Sushi	31-Aug	x
40	Dawg House	06-Sep	x
41	Clinic Supply (on Murray)	09-Sep	x
42	Masonic Lodge	10-Sep	x
43	Barber Shop	31-Aug	x
44	Lavender	31-Aug	x
45	pure day spa	30-Aug	x

	Attended Open House for Open Air
	Attended Open House for Business Licensing

OPEN AIR OUTSIDE FOOTPRINT IN-PERSON DELIVERY			
S. No.	Business Name	Date Visited	Left Survey
1	Nuccelli Frozen Yogurt	28-Aug	x
2	Cynthia Thrasher Law	28-Aug	x
3	Balance Yoga	28-Aug	x
4	Flow Café and Bikes	28-Aug	x
5	Meal Prep	28-Aug	x
6	"older lawyer office"	28-Aug	x
7	Lil Buddies Daycare	28-Aug	x
8	Beer Store	28-Aug	x
9	Amico - Bois Blanc	28-Aug	x
10	Legion Branch	28-Aug	x
11	Salty Dog	29-Aug	x
12	Country Bliss	29-Aug	x
13	Waterfront Ice Cream	29-Aug	x
14	Bondy Bed and Breakfast	29-Aug	x
15	Park House Museum	29-Aug	x
16	Fort Malden Park	29-Aug	x
17	Bullseye Pizza	29-Aug	x
18	CKBG Radio	29-Aug	x
19	Dominos Pizza	29-Aug	x
20	McDonalds	29-Aug	x
21	Petra Family Clinic	29-Aug	x
22	Embrace Dental Hygiene	29-Aug	x
23	Fashion Taylor Alterations	29-Aug	x
24	House of Mario	29-Aug	x
25	Naturopath	29-Aug	x
26	67 Richmond	29-Aug	x
27	Rivertown Dental	29-Aug	x
28	No Frills	29-Aug	x
29	Shoppers	29-Aug	x
30	Rosas	29-Aug	x
31	Gumballs and Overalls	29-Aug	x
32	Dare your Hair	29-Aug	x
33	Beauty By Breton	30-Aug	x
34	HL Hamilton Insurance	30-Aug	x
35	Bornais Insurance	30-Aug	x
36	7th Wave Tax Solutions	30-Aug	x
37	Panetteria	30-Aug	x
38	Malden Automotive	30-Aug	x
39	Community Living	30-Aug	x
40	Specks Restaurant	30-Aug	x
41	River Dance Academy	30-Aug	x
42	Cannabis	30-Aug	x
43	Fort Malden Animal Hospital	30-Aug	x
44	WFCU Bank	30-Aug	x
45	Bob's Leather	30-Aug	x
46	Car Wash	30-Aug	
47	Super Green Convenience	30-Aug	x
48	Flowers by Anna	30-Aug	x
49	Town Diner	05-Sep	x
50	Four Paws Groomer	30-Aug	x
51	DC Auto Care	30-Aug	x
52	Heritage Tires	30-Aug	x
53	Poseidon Pool and Spa	30-Aug	x
54	Duby's Paint	30-Aug	x
55	Veterinary Clinic	30-Aug	x
56	Gibson Gallery	30-Aug	x
57	Game Place	30-Aug	x
58	Essex County Library	30-Aug	x
59	Dr. Peter DiPasquale	31-Aug	x
60	River Town Times	31-Aug	x
61	Old Town Pharmacy	31-Aug	x
62	Service Ontario	31-Aug	x
63	TD Bank	31-Aug	x
64	Scotiabank	31-Aug	x
65	A'burg Lube	31-Aug	x
66	Bucket List Coffee	31-Aug	x
67	Forever Nails	31-Aug	x
68	Garage Gym	31-Aug	x
69	Dr Janice Davies	31-Aug	closed
70	Computer Data Products	31-Aug	x
71	Caffeine and Co.	31-Aug	x
72	Riccardos	31-Aug	x
73	Carol's Unisex	31-Aug	x

BUSINESS

SURVEY RESPONSE REPORT

22 September 2017 - 13 November 2024

PROJECT NAME:

Open Air Stats



SURVEY QUESTIONS

Q1 | Business Name

mdonnipad
8/28/2024 09:16 AM

[REDACTED]

mdonnipad
8/28/2024 09:57 AM

[REDACTED]

mdonnipad
8/28/2024 10:13 AM

[REDACTED]

mdonnipad
8/28/2024 10:18 AM

[REDACTED]

mdonnipad
8/28/2024 10:22 AM

[REDACTED]

mdonnipad
8/28/2024 10:53 AM

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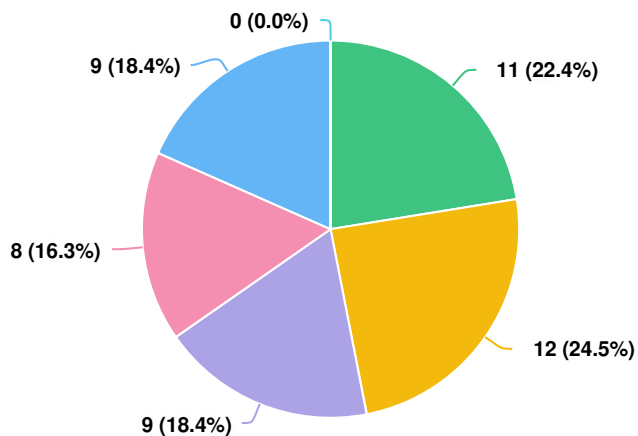
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[REDACTED]

Mandatory Question (49 response(s))

Question type: Single Line Question

Q2 | Type of Business

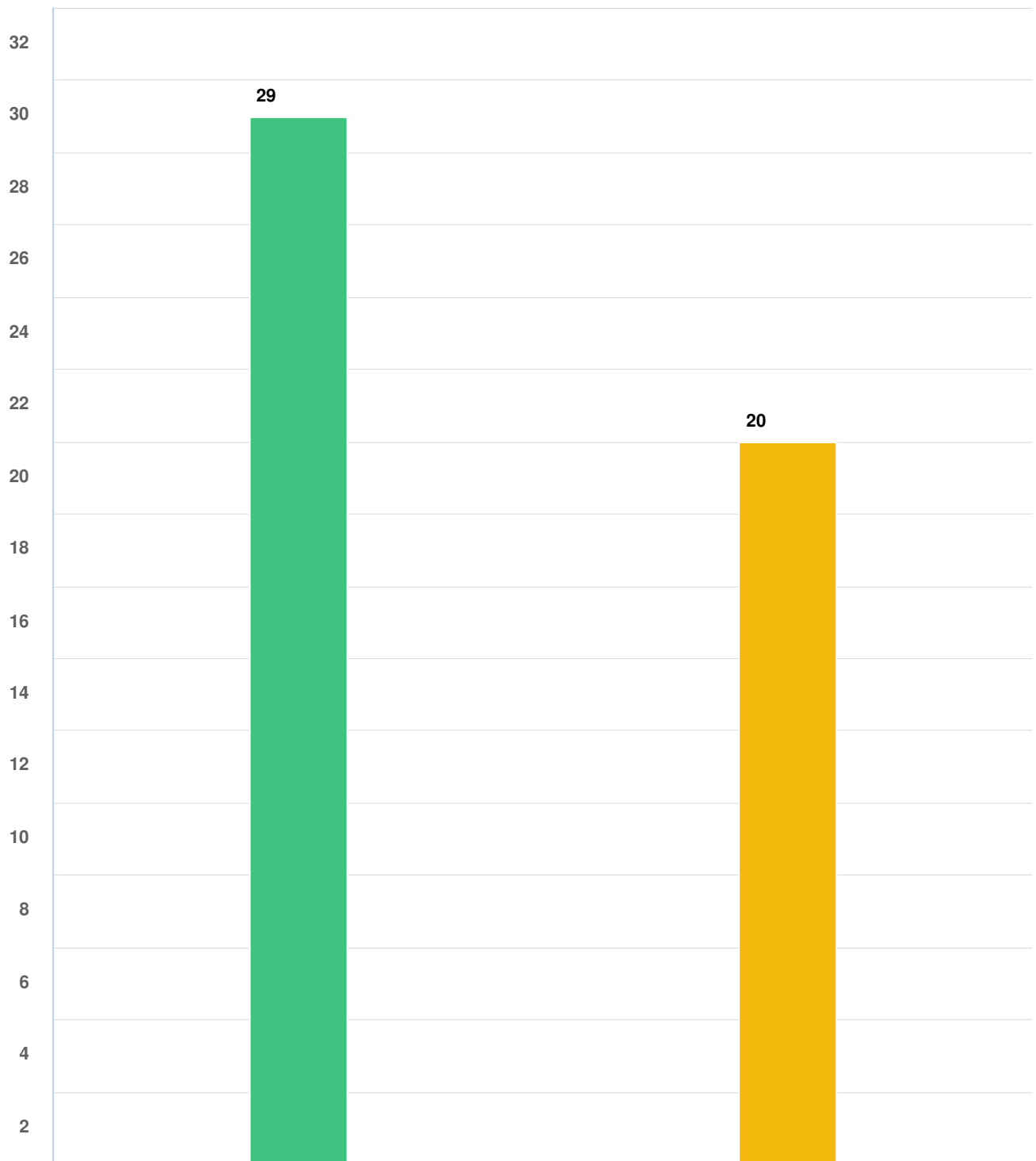


Question options

- Food Service
- Retail
- Personal Services
- Financial/Professional Services
- Other
- Historic Sites

Mandatory Question (49 response(s))
Question type: Dropdown Question

Q3 Is your business located inside or outside the Open Air street closure area?



Question options

- Inside
- Outside

*Mandatory Question (49 response(s))
Question type: Checkbox Question*

Q4 | Contact Name

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mdonnipad [REDACTED]
8/28/2024 10:13 AM

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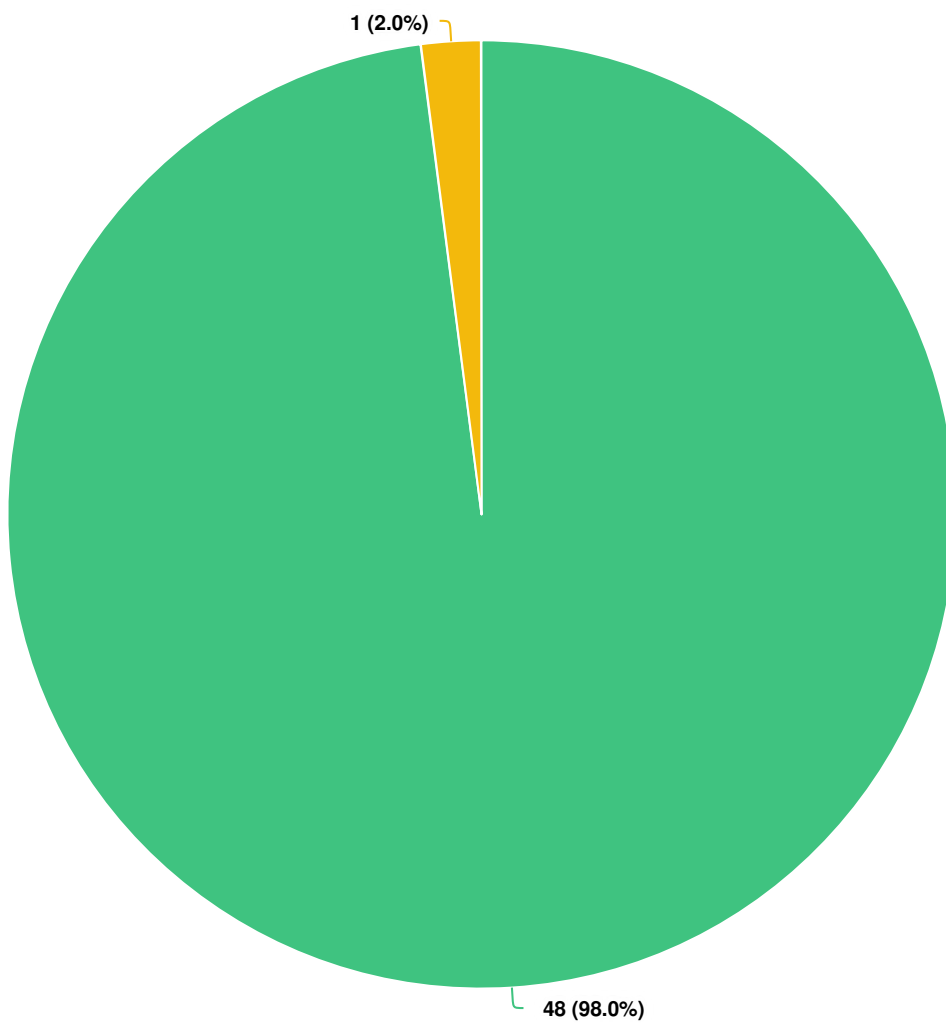
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11/12/2024 03:01 PM

[REDACTED]

Mandatory Question (49 response(s))

Question type: Single Line Question

Q5 | Agreed to complete survey or decline. Please note that information will be collected in accordance with the Municipal Freedom of Information and Privacy Protection Act. With the exception of personal information, all comments will become part of th...



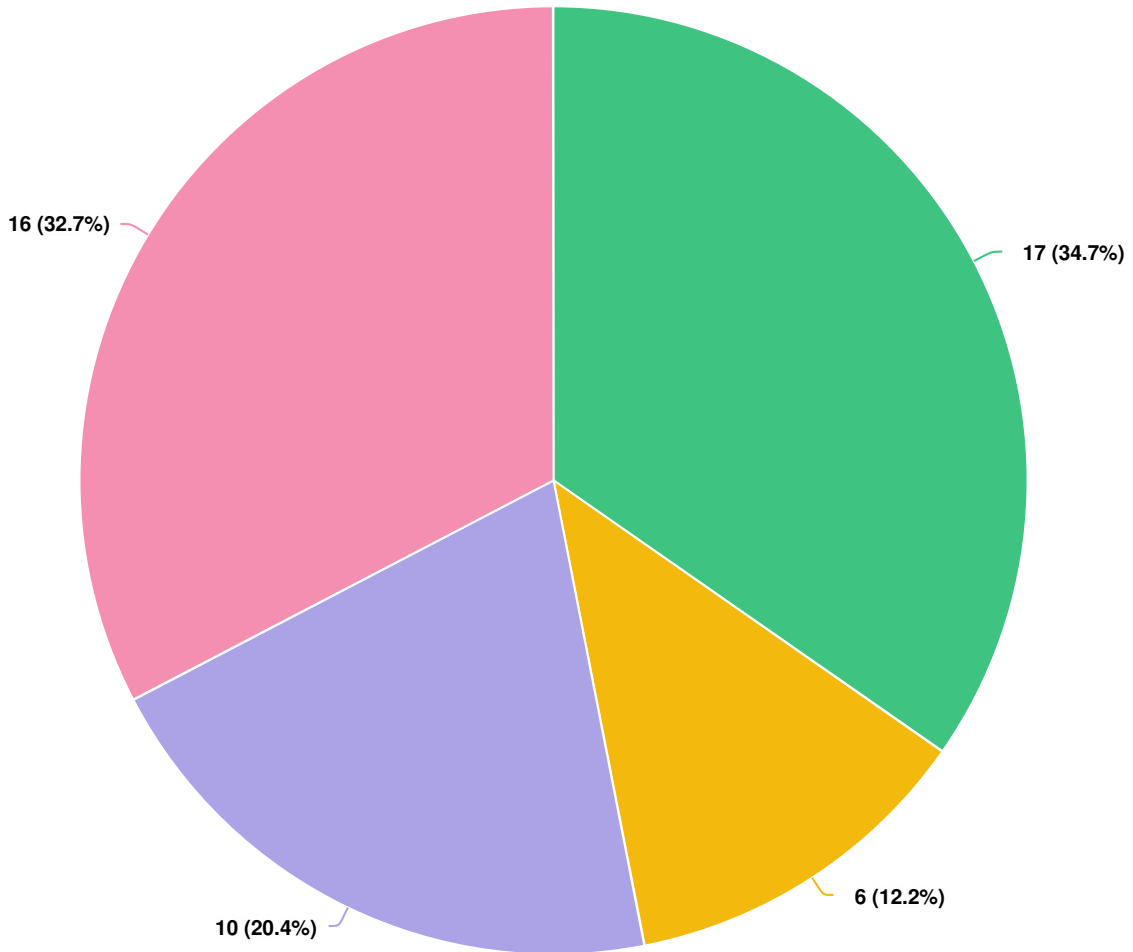
Question options

- Agreed
- Declined

Optional question (49 response(s), 1 skipped)

Question type: Radio Button Question

Q6 | What percentage of time is your business open during Open Air? Open Air's hours of operation are Friday at 5pm to Sunday at 8 pm. (total of 29 hours)

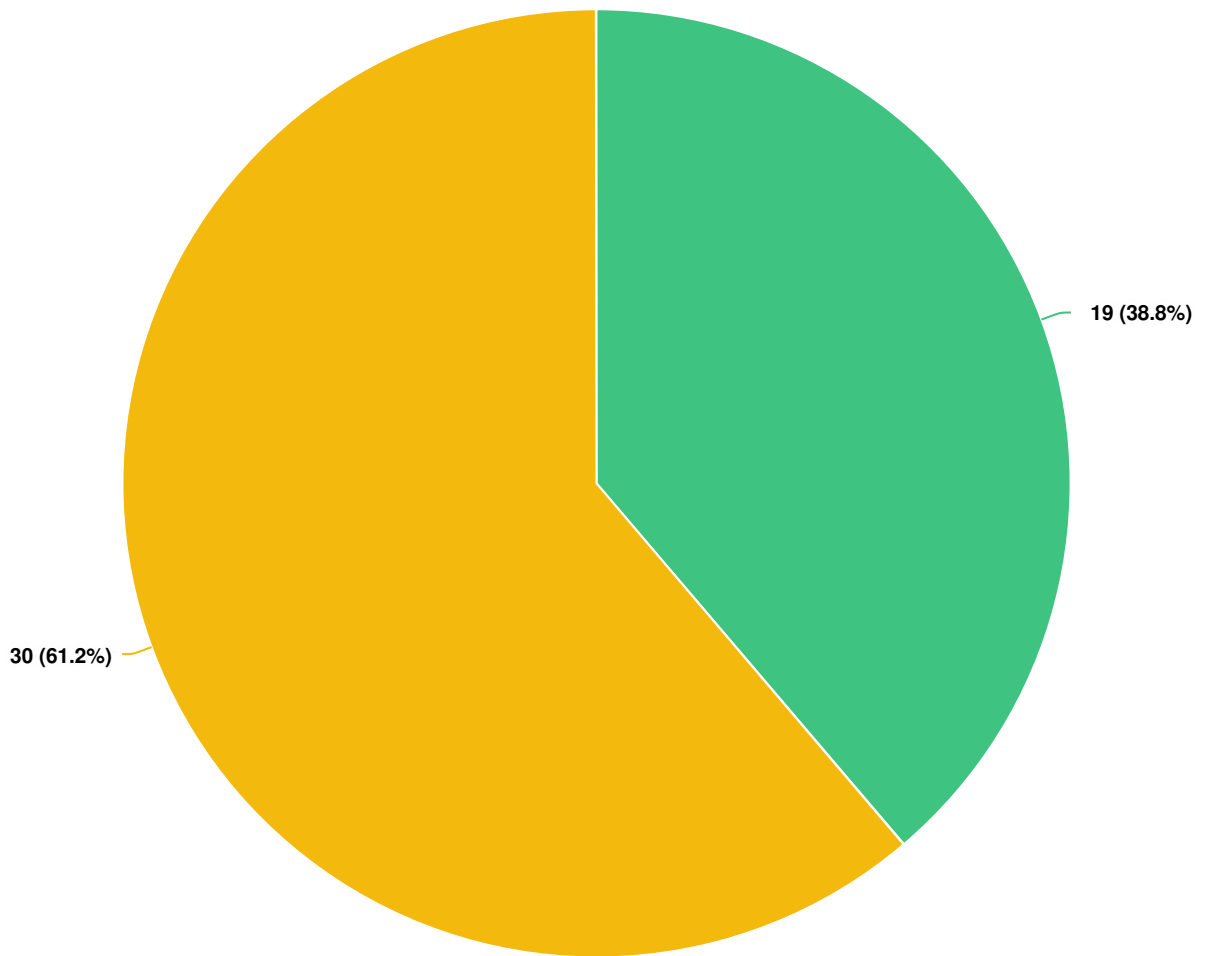


Question options

- 0-25% of the time I'm open
- 25-50%
- 50-75%
- 75-100%

Mandatory Question (49 response(s))
Question type: Radio Button Question

Q7 Did you actively participate in Open Air 2024?



Question options

- Yes
- No

*Optional question (49 response(s), 1 skipped)
Question type: Dropdown Question*

Q8 | If you answered YES to participating in Open Air, how did you participate?

mdonnipad

8/28/2024 09:16 AM

1. Live music from front of garage during Open Air. 2. Collaborate on other events: Art Crawl, Rib Fest, Amherst Palooza. 3. Sponsor every weekend.

mdonnipad

8/28/2024 10:13 AM

1. Every week watched for the theme & offered/did windows to the theme. 2. Merchandize. 3. Offered indoor specials 4. Gift draw of a local featured artist. 5. Outdoor sales merchandize 6. Extended hours to support open air.

mdonnipad

8/28/2024 10:18 AM

- bought new tables & chairs & umbrellas to provide more space for customers to sit outside and enjoy their bowls and watch the activities happening. - created 10 events doing morning yoga and pilates followed by an acai bowl in the streets.

mdonnipad

8/28/2024 10:22 AM

- bought new tables and chairs for customers to sit outside and enjoy their acai bowl and look at the clothing store and events. - held fashion shows 3xs - yoga or pilates in front of the store 10xs this summer.

mdonnipad

8/28/2024 10:53 AM

Fashion show on the street Selling merchandize

mdonnipad

8/28/2024 10:56 AM

Yes via fashion show on the street

mdonnipad

8/30/2024 06:25 PM

Put tables outside Musicians

mdonnipad

9/03/2024 09:06 AM

Personally, yes. Business, No. Shop, have dinner, attend market.

mdonnipad

9/04/2024 04:22 PM

I attended

mdonnipad

9/06/2024 02:01 PM

We place a tent outside to feature products that we want to highlight. We staff the outside + employees engage with passers by about events + new products. We also set up a second tent on Sundays where we do Story Time for kids. Families see this happening + may choose to join as they pass by.

mdonnipad

9/06/2024 02:10 PM

████████ set up a tent all hours of Open Air. We have featured products displayed. Employees engage with customers about our products and events happening in Amherstburg. Our cotton candy machine swirls every weekend and sweet memories are made.

mdonnipad

9/06/2024 02:20 PM

████████ placed a tent in the street and featured products, and demonstrated through out the season.

mdonnipad

9/10/2024 09:31 AM

We had a booth for awesome A'burg Foundation, selling t-shirts (Awesome A'burg t-shirts) to raise funds & Awareness for the A'burg chapter. We also had a contest for kids for Awesome ideas for Amherstburg & surrounding areas.

mdonnipad

9/11/2024 10:57 AM

████████ and or associated artists presented an activity on Sundays from 12-2, in a tent set-up by the town, located by the clock tower.

mdonnipad

9/12/2024 09:35 AM

Friday Markets

mdonnipad

9/17/2024 09:57 AM

My business does not participate but I personally participate by going at night with my husband and Friends. My husband, friends and family enjoy going out to dinner at different restaurants and mingle with new friends at different bars and open streets.

mdonnipad

9/25/2024 08:44 AM

We presented performances and taught lessons that the public/community could engage in.

mdonnipad

9/26/2024 02:15 PM

Patio in street Themed specials Live music outdoors Saturdays

mdonnipad

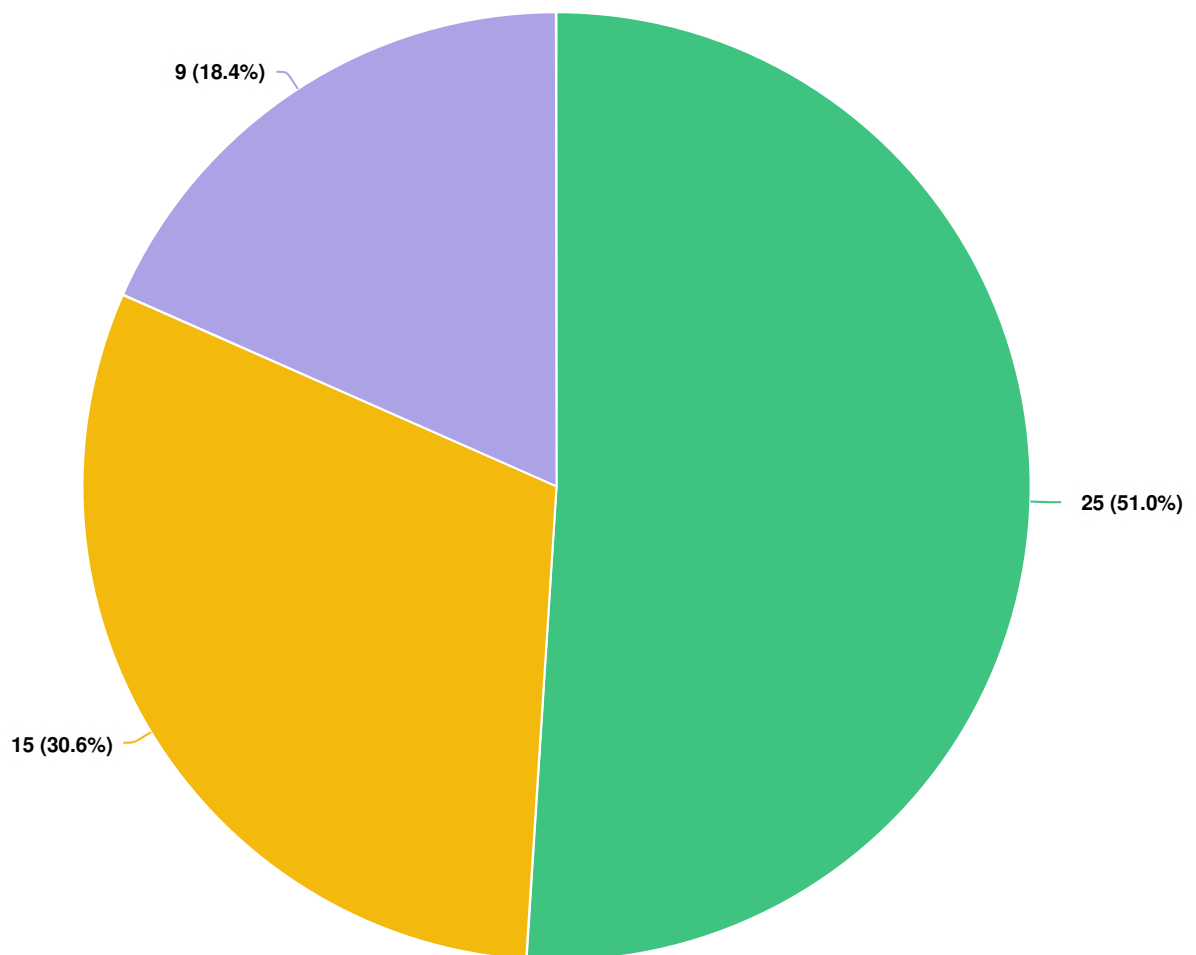
11/12/2024 02:58 PM

We will extend patio tables onto the street allowing patrons the view of 2 of Amherstburg's heritage buildings while they sip and drink and watch the restoration in progress.

Optional question (19 response(s), 31 skipped)

Question type: Essay Question

Q9 Has your business benefitted from Open Air?



Question options

- Yes
- No
- No opinion - my business is not impacted by Open Air

Mandatory Question (49 response(s))
Question type: Dropdown Question

Q10 | If you answered YES to experiencing benefits to Open Air, would you like to share how your business benefited?

mdonnipad

8/28/2024 09:16 AM

Started business in 2022 with 13 students. Since participating in Open Air, we are now at 150 students. With every Open Air weekend, we receive at least 1-2 new students. "Foot traffic is what drives interest". For us, being a goods (products) & services center, lots of our sales occur from Thursday to Sunday. There are no sales from Monday to Wednesday. Music lessons or event space - every Friday, we get at least 1-2 students.

mdonnipad

8/28/2024 10:13 AM

1. Sales either doubled or tripled. 2. New customers. 3. Out of town visitors (75%) during Open Air were from Michigan, Toronto, Ottawa, and other communities.

mdonnipad

8/28/2024 10:18 AM

brings all new faces into the shack

mdonnipad

8/28/2024 10:22 AM

Brings lots of people to the town and new faces

mdonnipad

8/28/2024 10:53 AM

"I think the whole town benefits" - All new people - they are enjoying it - its fantastic

mdonnipad

8/28/2024 10:56 AM

New people "I think the whole town benefits from it" they are enjoying it its fantastic

mdonnipad

8/30/2024 06:25 PM

More traffic flow More business

mdonnipad

8/30/2024 06:50 PM

Open Air allows me to keep doors open. Exposure & foot traffic "on a weekly basis comments on "Oh! I didn't know this was here" No benefit in terms of sales. People are curious & passers by come in.

mdonnipad

8/30/2024 06:54 PM

Passive advertising. Foot traffic along Dalhousie benefits my business. People slow down and have a better chance of seeing my window signage.

mdonnipad

9/03/2024 12:44 PM

More traffic; more business

mdonnipad

9/05/2024 11:45 AM

We notice new faces and foot traffic we might not normally see. But truthfully, we serve repeat customers mainly.

mdonnipad

9/06/2024 10:04 AM

I believe on Fridays we do benefit I also believe it hurts us on Sunday

mdonnipad

9/06/2024 02:01 PM

Open Air brings an increase of foot traffic to our store. We frequently meet new people who have only just discovered the store as they were passing by. See people discover products outside and come in to purchase or look at others.

mdonnipad

9/06/2024 02:10 PM

Open Air brings increased traffic to our store. Both local + out of town customers come in every weekend who have come just for the first time. We also see a lot of customers that come back from the Open Air experience.

mdonnipad

9/06/2024 02:20 PM

Open Air brought increased traffic to our store. This increased exposure brought new customers.

mdonnipad

9/10/2024 09:31 AM

Great exposure for Awesome A'burg chapter which our [REDACTED] & Design company sponsors. We gather a lot of awesome ideas from kids and raised some funds for the chapter.

mdonnipad

9/11/2024 10:57 AM

The gallery benefitted in a minimal way from the exposure to the public from our presence and the related signage. Very few, of the few people that stopped by at the tent, made their way over to the gallery on Richmond.

mdonnipad

9/12/2024 09:31 AM

Town recognition and brand recognition through people visiting during Open Air.

mdonnipad

9/12/2024 10:30 AM

Guests who stayed during Open Air reported even greater satisfaction with their impressions of Amherstburg. Return guests had hopes Open Air would still be available. New guests had added that impressed them. It was a great show case for Amherstburg.

mdonnipad

9/12/2024 03:49 PM

Advertising for Open Air has benefitted our business. Having newspaper pick up locations inside the open air footprint has increased our readership.

mdonnipad

9/17/2024 09:15 AM

More street and foot traffic More people are able to see our store front

mdonnipad

9/25/2024 08:44 AM

We met potential students. Inspired people and encouraged others to consider [REDACTED] as a means of exercise and artistic expression and dance training.

mdonnipad

9/26/2024 02:15 PM

Increased customers Increase daily sales Increase in staffing increase in our brand

mdonnipad

11/12/2024 02:58 PM

We have already experienced benefits as a result of so many people coming into town and walking past our building. We are continuously getting emails stating that they saw us while at Open Air.

mdonnipad

11/12/2024 03:01 PM

- People have come into my business that didn't know we existed. - Brand recognized

Optional question (25 response(s), 25 skipped)

Question type: Essay Question

Q11 | If you answered NO to experiencing benefits from Open Air, would you like to share why?

mdonnipad

9/04/2024 04:22 PM

No benefit.

mdonnipad

9/12/2024 09:45 AM

Extreme decrease in parking causes a "huge" issue to my customers. Especially "mature ones". "Senior" Saturdays my businesses revenue cut in more than 1/2.

mdonnipad

9/12/2024 12:03 PM

Open Air greatly reduces traffic to my business, takes parking and reduces my profit by more than 50% compared to weekends the streets are open.

mdonnipad

9/12/2024 04:00 PM

We are a retail store with a large outdoor garden area selling metal art, outdoor furniture and garden decor not being easily accessible has hurt are ability to sell these large items as people do not want to carry items far. Also little to "no people" on a Saturday or Sunday during most business hours, this is a huge decrease since Open Air began. We were much busier before. We don't understand how games on roads and brining in vendors to sell products is beneficial to any business. We have baked goods, clothes, etc. operating in a store front. We have heard from many locals who tell us they do not come downtown from Friday till Sunday Night because "No Parking" too much hassel to get around down here.

mdonnipad

9/17/2024 09:46 AM

To be honest the only feedback we typically get is that our customers don't come downtown as often on the weekends due to lack of parking and the inability to drive through our downtown. The hot rod car enthusiasts and motorcycle groups have stopped coming entirely. I understand this might only pertain to our business, but a loss is a loss. We have built our customer base for 45 years and don't enjoy hearing from them that they don't come anymore. The irony is that I'm confident that you all already know this because I have shared my concerns for the past 4 years. You're still asking the same questions and the answers remain the same and so does the open air frequency. So many businesses in the footprint are closed by 5 pm or 6 pm on Sundays with literally nothing going on, but we are locked out of downtown until 8 pm??? Any knowledgeable business person would know this is non-sensical yet you are still doing this to us. Shameful! Have you ever heard of drive by impulse buying? That is gone now too.

mdonnipad

9/17/2024 09:57 AM

My business doesn't benefit. I am a service business. It affects my business in a negative way by 2-3 pm on Fridays because my clients start to panic if their cars might get towed away. Saturdays my salon opens at 8 am therefore the clients have to walk a further distance. But by looking around at that time. The streets seem to be very empty "I feel that the Open Air is a Famous Idea as far as at Night" But during the day, Open Air is not for everyone or every business. The only business that benefit is "Bars and Restaurants"

mdonnipad

9/17/2024 10:06 AM

I have been here a long time, I am reservation based with my own parking and patio space. My customers complain it is hard to get into my parking lot during Open Air. Others take my parking, this was never the case before Open Air.

mdonnipad

Decreased business because of constant business of open air, open

9/17/2024 10:17 AM

air clients are taking our parking spaces around salon areas.

mdonnipad

9/17/2024 11:56 AM

Most clients refuse weekend appointments due to lack of parking - we don't accept walk-in appointments - people come to eat and shop (if anything), not to get their hair done

mdonnipad

9/17/2024 12:01 PM

We are busy with or without open air

mdonnipad

9/17/2024 12:11 PM

1. Difficult Parking 2. Senior difficulties with heavy foot traffic 3. Increased risk of accidents due to disruptions i.e. banging on windows i.e. basketball or cornhole games

mdonnipad

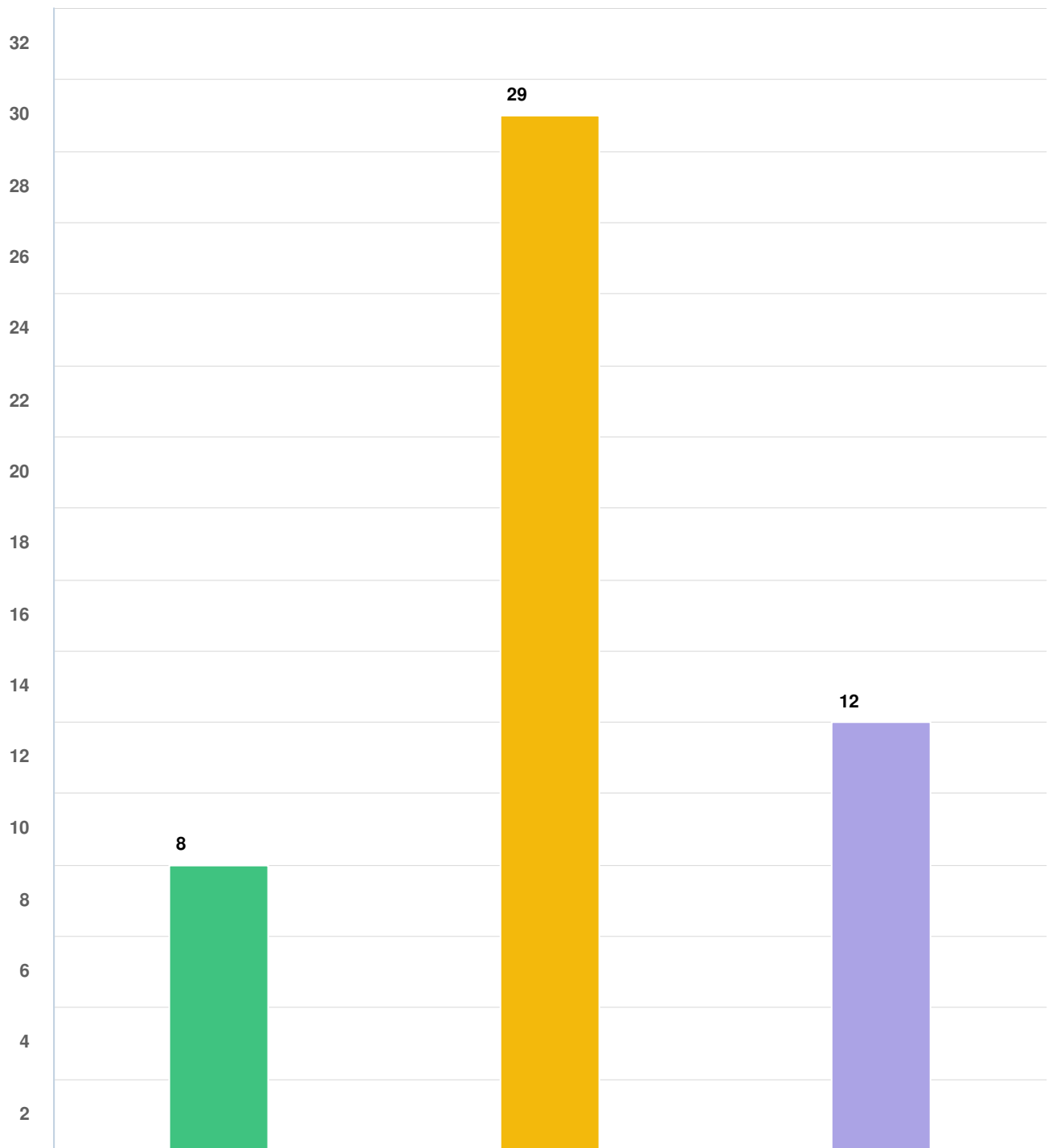
9/17/2024 12:23 PM

We have a banquet hall that is available all weekends - any food and supplies need to be catered - street closure - no access

Optional question (12 response(s), 38 skipped)

Question type: Essay Question

Q12 | Do your staff levels fluctuate during Open Air hours?

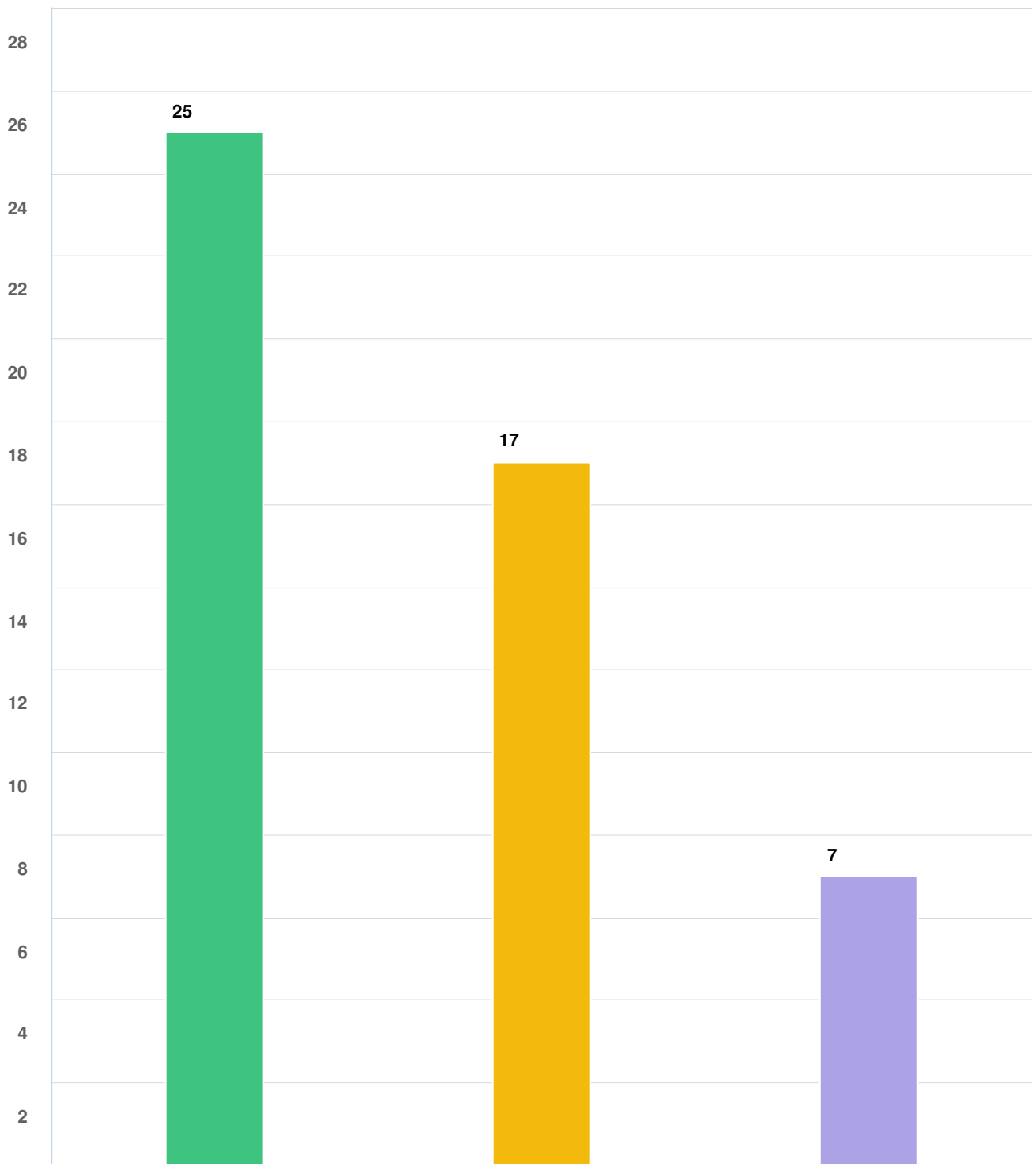


Question options

- My staff levels are decreased during Open Air hours
- My staff levels remain the same during Open Air hours
- My staff levels are increased during Open Air hours

Mandatory Question (49 response(s))
Question type: Checkbox Question

Q13 From your businesses' perspective, do you like the current Open Air Footprint?

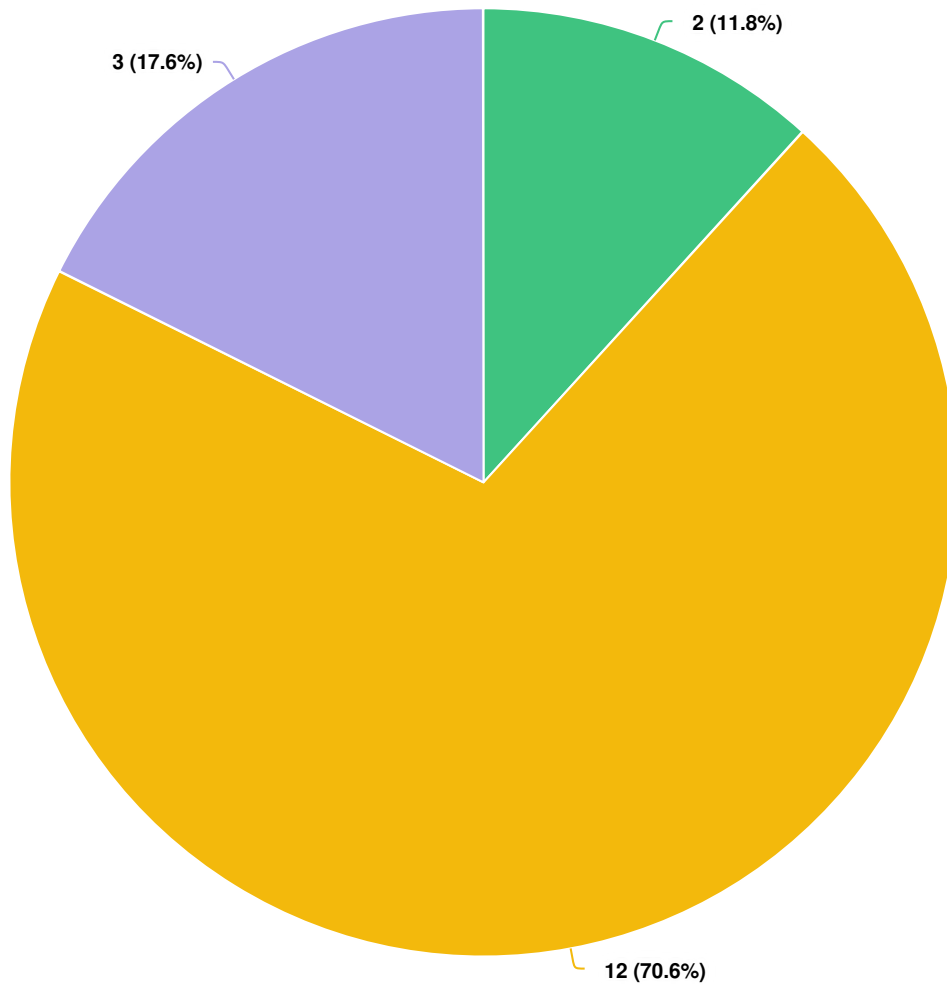


Question options

- Yes
- No
- No opinion - My business is not impacted by Open Air

Mandatory Question (49 response(s))
Question type: Checkbox Question

Q14 | If you answered NO to liking the Open Air Footprint, how would you like to see it changed.



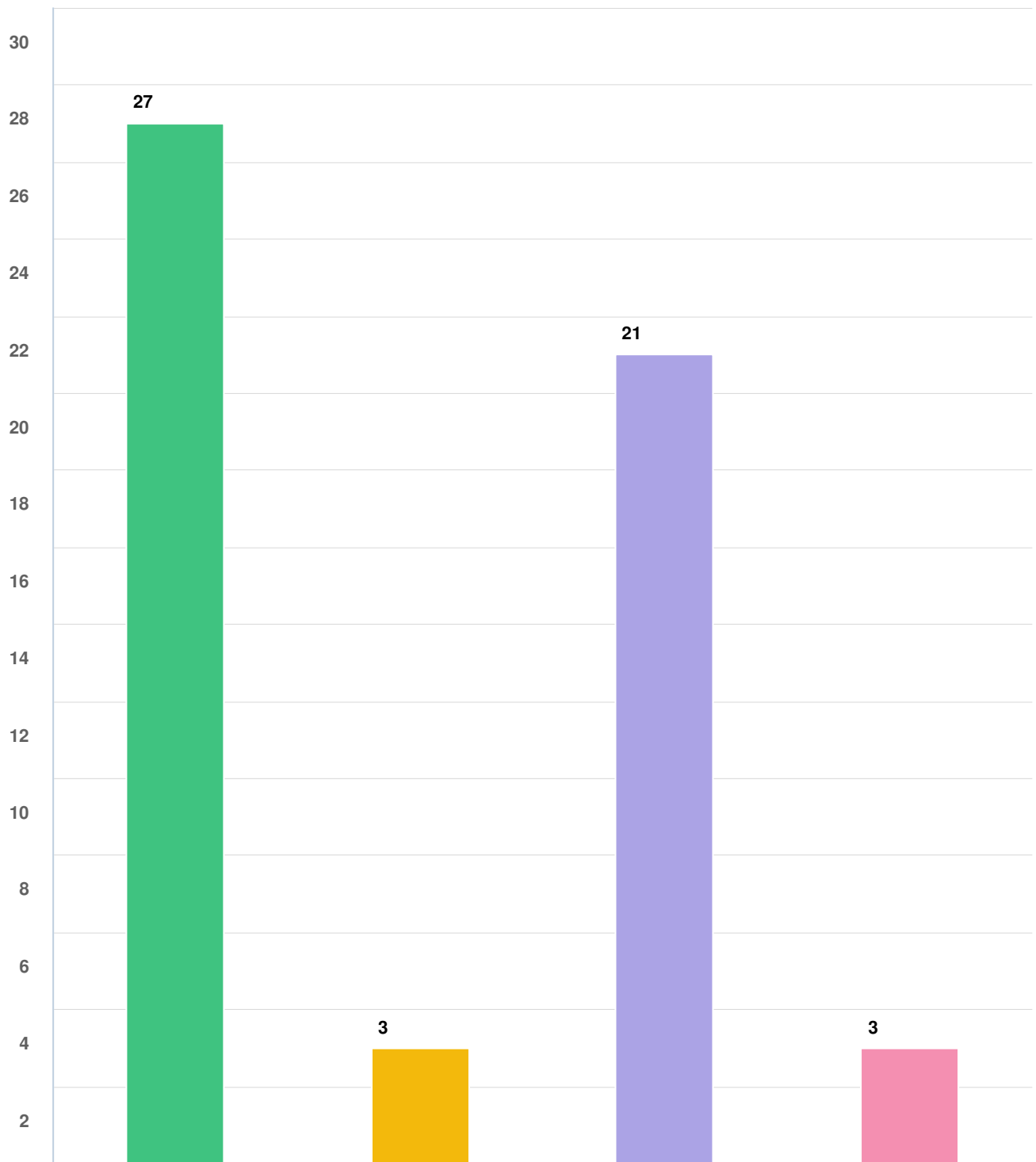
Question options

- Decrease the footprint
- No Open Air road closures
- Increase the footprint

Optional question (17 response(s), 33 skipped)

Question type: Radio Button Question

Q15 From your businesses' perspective, how often should Open Air take place?

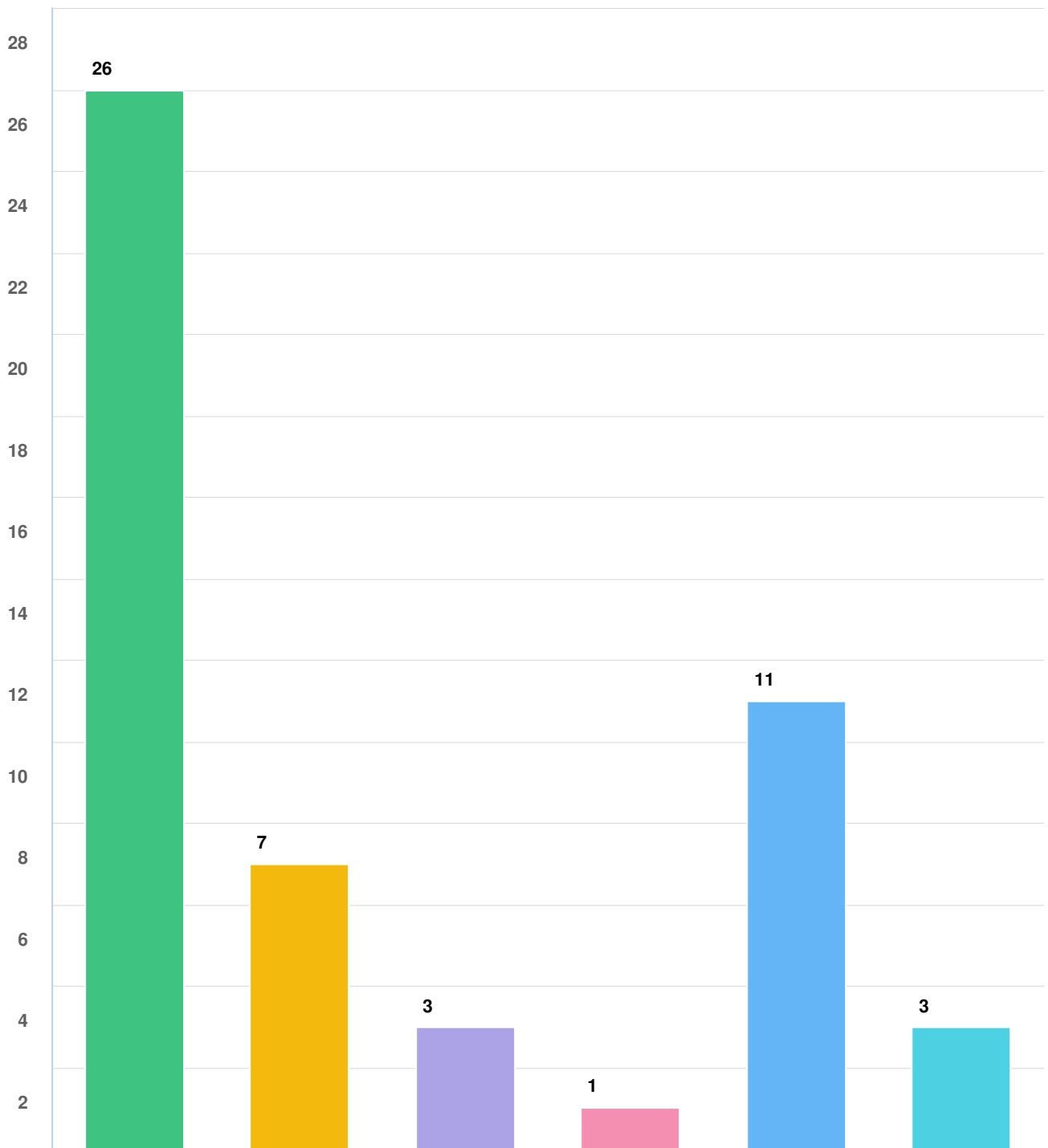


Question options

- Every Weekend
- Every Other Weekend
- Once a Month
- Never

Mandatory Question (49 response(s))
Question type: Checkbox Question

Q16 As a business owner, what hours of operation are best for Open Air Weekends?

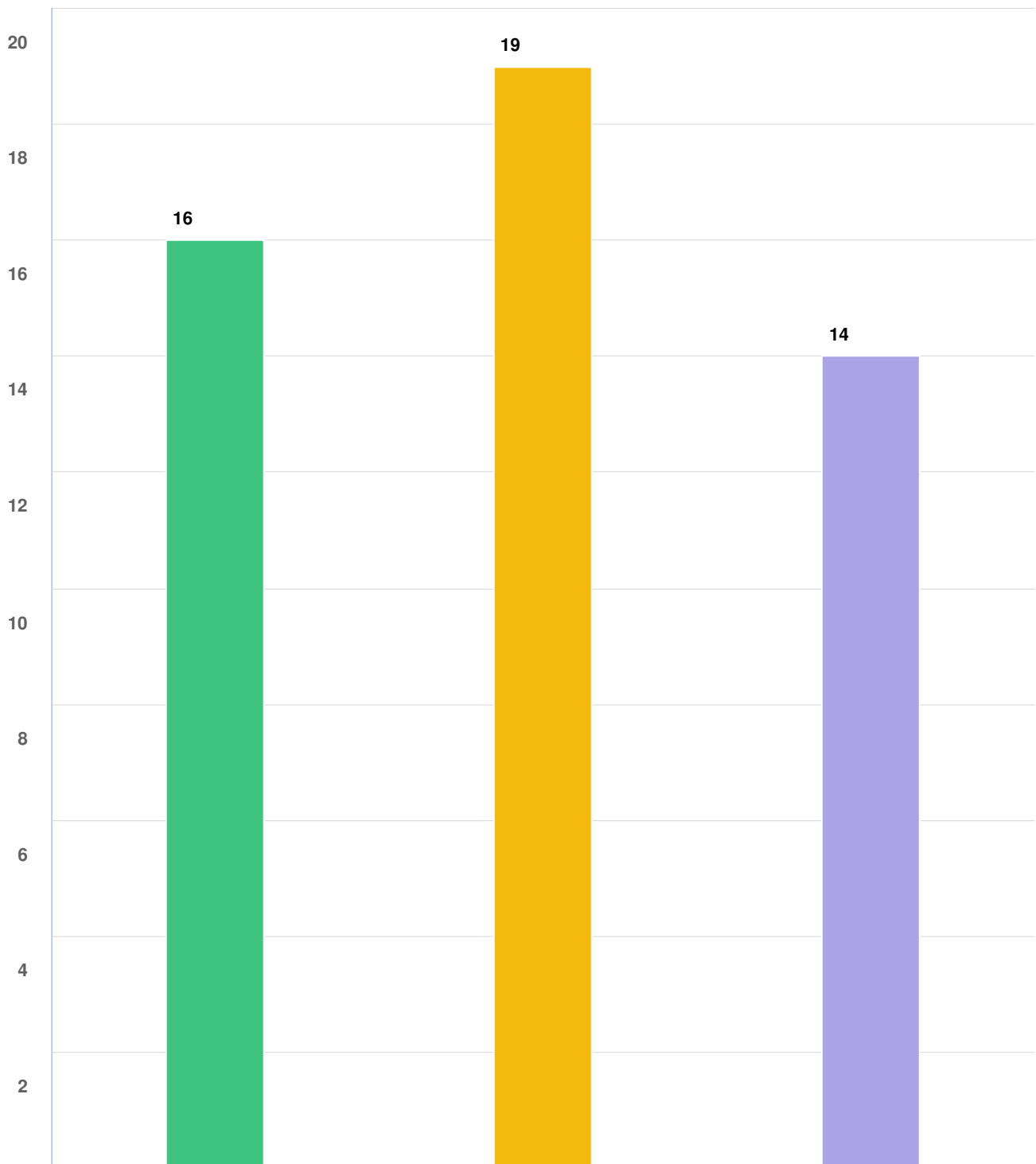


Question options

- Friday 3:00 PM through Sunday
- Saturday & Sunday
- Friday 3:00 PM & Saturday
- Friday, only
- Saturday, only
- Sunday, only

Mandatory Question (49 response(s))
Question type: Checkbox Question

Q17 | If Open Air reduced frequency or did not exist, would your business see a decrease in traffic?



Question options

- Yes
- No
- My business is not affected by Open Air

Mandatory Question (49 response(s))
Question type: Checkbox Question

Q18 | Any other comments.

mdonnipad

8/28/2024 09:16 AM

"We probably would not exist without Open Air". Strongly support expanding the footprint: All business owners work together & we do well because we promote each other. Regarding increased hours at the store during Open Air: For events especially, it was owner operated before, now, 3 part-time employees adding a total of approximately 60 hours per week. This is individuals hired to manage and organize the storefront while 7 subcontractors teach at the location.

mdonnipad

8/28/2024 09:57 AM

"By-law officers are harassing customers from 2 pm onwards." - Generally, people are coming to a festival or coming to enjoy festivities not for a haircut. - Older clients have a hard time walking to the store. His hours are impacted by OA negatively and he closes early now. He used to be open until 3 pm on Saturday and now only until 12 pm. And he's by appointment only. He's okay with open air as long as its busy and activities are taking place. He thinks there's nothing going on and the streets are closed for no reason. He's not against open air. "I need to see money spent on good entertainment ALL DAY & I'd like to see food trucks down here. Because these restaurants cannot serve the needs of a crowd. Need wineries out here to have good entertainment & to hang out. Bring buskers down here to entertain people Saturday/Sunday. Save the kid entertainment for Sunday family day. Friday/Saturday is your 40 somethings to come down and spend money on food and drink. Footprint is good: have the businesses pay for entertainment if they are benefitting from it.

mdonnipad

8/28/2024 10:13 AM

Amherstburg has become a destination because of Open Air. People are looking for houses and wanting to move here. Amherstburg is attracting other businesses. Exploring business opportunities, which would add to the tax base. Housing; Business Expansion. - gives opportunities to artists & musicians; whole families would come - very multicultural this year - all had pop corn and ice cream when they walked in the store - a chain like beaver tails must've done their home work to come here. - nobody ever complained or mentioned parking.

mdonnipad

8/28/2024 10:53 AM

Open Air should be Every Weekend - "You do it or don't do it" - If it weren't for open air, I wouldn't be open on Sundays. Wouldn't have the traffic from outside town. - "We love everything this town is doing." - We're supporting everything the Town's doing

mdonnipad
8/30/2024 06:25 PM

"Do not stop Open Air"

mdonnipad
8/30/2024 06:50 PM

Its great for businesses at open air Make it less frequent and more of a draw, headlining act, draw more entertainers for residents, they'll come once and be done; appreciate the foot traffic, customer retention of residents, keep them engaged.

mdonnipad
9/03/2024 09:06 AM

We love Open Air. Have never had an issue finding a parking spot. Keep it going! - [REDACTED]

mdonnipad
9/03/2024 12:44 PM

We both LOVE what Amherstburg is doing for this downtown core. Keep it going and growing.

mdonnipad
9/04/2024 04:22 PM

Too many, so its not anticipated and not well attended.

mdonnipad
9/04/2024 04:24 PM

Amherstburg is a great Town. Let's keep it going!

mdonnipad
9/05/2024 11:45 AM

"Slightly" We love the vibrancy Open Air brings to our core but we also want all businesses to flourish and respect that others maybe negatively affected. Perhaps if we slightly reduce frequency but enrich programming further we can find a happy medium to keep the streets full, fun and active.

mdonnipad
9/05/2024 03:28 PM

- Parking Issues - Discriminates against persons with mobility limitations

mdonnipad
9/06/2024 10:04 AM

I think you are doing a wonderful job with the various activities. Keep up the good work.

mdonnipad
9/06/2024 10:37 AM

Have not seen increase or decrease in my business activity, but being located in the area does provide good exposure.

mdonnipad
9/06/2024 02:01 PM

Yes, we increase staffing during Open Air hours so that staff can engage with customers outside and offer customer service outside. The Friday Night Markets were successful in bringing more people downtown. I suggest expanding them with more vendors or changing

up vendors.

mdonnipad

9/06/2024 02:10 PM

Yes, our staff hours are increased for extended hours, increased customer service and special event activities. [REDACTED] loved the Friday Night Markets. Increased traffic customer engagement and overall atmosphere!

mdonnipad

9/06/2024 02:20 PM

Yes, we increase staff levels for extended hours and outdoor customer service. The night market on Friday evenings definitely increased traffic - great feature.

mdonnipad

9/10/2024 09:31 AM

Open Air is Awesome. We met a lot of people, out of town & local.

mdonnipad

9/11/2024 10:57 AM

[REDACTED] would need to reconsider our participation if no Open Air sponsor stepped forward.

mdonnipad

9/12/2024 09:31 AM

I enjoy Open Air personally. I like that my kids are safe in the enclosed area to run around while we have a meal or drink or ice cream.

mdonnipad

9/12/2024 09:45 AM

Once a month (themed popular event) Fri-Sun. Or if every weekend May-Sept, Sat at 3 or 4 pm to Sun. That is fair for all businesses in the downtown core.

mdonnipad

9/12/2024 10:30 AM

Open Air is a signature tourist draw + could impact start earlier & go longer to link with uncommon festival. Guests have commented disappoint that their stay will not include the experience after labour day. It is also a wonderful community attraction for local citizens to meet. Being present at the event you can experience sheer JOY. These businesses who do not participate have the opportunity to think outside the box on how to adjust their business plan. To attract customers. Some who object and are outside the footprint have had no noticeable decrease in their customers from my observation. It is also a family experience for children to come down + enjoy the activities. The entertainment variety meets several genres + people have comments. Musicland attracts all ages. People bring their own chairs + create a great audience. People get to meet new friends + dogs parade through as a side entertainment. - also my guests & pets have a place to eat with their pets. That is a big plus for our businesses. - It allows restaurants to secure revenue streams to

survive lower tourist months & keep businesses open + thrive. It also attracts new businesses.

mdonnipad

9/12/2024 12:03 PM

Street closures should only take place for events such as Canada Day, Car show, and Uncommon Festival.

mdonnipad

9/12/2024 03:37 PM

Although my business is not affected by Open Streets, myself and my staff do really enjoy attending (usually on Fridays after 5PM) to patronize the businesses that do participate and to enjoy the various entertainment and social activities.

mdonnipad

9/12/2024 04:00 PM

We feel strongly about this street closing every weekend and feel it would be way better attended if it occurred once a monthly with the addition of more parking, and going all out on those weekend with lots of activities going on and would be a willing participant. Also better signage on Sandwich St. indicating there is a shopping area down here, we hear from many customers, tourist that they have driven through our beautiful town many times and were unaware of all this parks, restaurants, shops, waterfront were down here. Hopefully, you will listen to our input as we don't know how much longer we can do this with the Open Air closure, we rely on our summer business to get through the winter.

mdonnipad

9/17/2024 09:46 AM

I understand that many of you think Open Air is the best thing ever and "still hasn't reached its full potential". I don't know how many businesses you want to see suffer for this idea to come to fruition. We are here 7 days a week from 9 am - 10 pm, we were here before Open Air and hope to be here long after. We can tell you first hand that Open Air is busy the first 2 weekends (weather permitting) then loses its allure quickly. Open Air is busiest after 5 pm on Saturdays and some Fridays. In speaking with vendors on Friday nights, their sales occur mostly between 7 pm - 9 pm... they set up at 3 pm to be busy at 7 pm? Maybe this is why some of the vendors do not even show up. Last weekend there were 6 vendors out of 15. Our end of the street is exponentially better than when it was closed at Rankin but I will forever be baffled as why you let this event hurt the hairdressers and a few others, and yet you still do it [REDACTED] all weekend. It's shameful on so many levels. Amherstburg has historically been known for its amazing festivals. It would make sense to have open air attached to a festival. Stop hoping that it will grow while playing Russian Roulette with other people's livelihoods. We're 4 years in and there are so many ways to make it work. I'm saddened that after all this time we're still begging for actual consideration... not a compromise, actual consideration. A solution that doesn't hinder

some businesses... the ones that were here long before the trendy ones that require street closures to be successful. I hope this open house meeting and new set of surveys will prompt you to have some empathy and intelligence in making decisions regarding Open Air. Thank you for your consideration. [REDACTED]

mdonnipad
9/17/2024 09:57 AM

During covid, that was a great idea but I do believe now its just too much, just Saturday or once a month is efficient.

mdonnipad
9/17/2024 10:17 AM

Every weekend is too much for Open Air. It is not busy enough. Clients have told us they are actually boycotting the downtown area because its inconvenient to find parking to get down there, older clients and handicapped are finding it very inconvenient. Therefore, the downtown businesses are actually losing business. From a salon perspective, Saturdays are extremely busy and its not fair their business can't be accessed during the day as are resident who lives in the downtown area. it is very unfair for every weekend for us not to be able to access everything and the constant parking problem around our downtown roads. If you look at when the streets are open, everyone can access everything and its very busy. There is no need to close the roads. Most times if you look at pictures throughout the weekend it is definitely not busy enough to close every weekend. Also most businesses, shopping mostly is not open after 6 pm so only restaurants are benefitting. What is the point? To only eat?

mdonnipad
9/17/2024 11:56 AM

We feel as though some businesses are profiting at other businesses expense. - extremely frustrating feeling as though our voices aren't being heard. - parking is our biggest issue. We've had clients with accessibility issues who can't find parking. - our by-law officers are extremely rude and disrespectful to our staff and clients. - we have staff who no longer work weekends due to open air. - clients don't want to come during open air because they can't find parking - we lose money every weekend of open air so that others can have a beer in the street - why do we as tax payers have to fund open air? If these businesses want it to happen THEY should have to pay for it. - the residents should have a say just as much as business owners - multiple times we've seen the musicians playing to no one, and our tax dollars are paying for that - this was created during covid, when the restaurants couldn't have customers inside. Now, customers eat at the outside tables meanwhile no one is inside. - stop trying to count number of people attending - it is not accurate and never will be. People live here, have guests here, work here, and come down for reasons other than open air. - we pay thousands annually to maintain our park and waterfront - why close access? Why not add picnic tables, restaurants offer take out specials, no closed streets

needed. Mayor Prue and Amherstburg Councillors, I would like to give you some insight from a business who does NOT profit from Open Air, but yet struggles due to open air. We opened our business in December of 2020. Being a non-essential service, we were forced to close for more than 3 months prior to our opening, and then again 2 weeks after our Grand Opening. We were once again able to open up, only to be shut down 6 weeks later for another 3 months. It was a struggle to say the least. In comes Open Air, our next big hurdle. Solely for the profit of the bars, restaurants, ice cream, and retail shops who were allowed to stay open and continue making money during every one of these lockdowns. During the Open Air weekends, streets are closed, our EXTREME lack of parking is even more lacking, and many of our clients refuse to come in for this reason. Half of our stylists no longer work weekends because they no longer have the business they once did. In our first year of business, which was the second year of Open Air, we had attended a meeting with all downtown business owners and the Tourism Committee to discuss timing and footprints of Open Air. It was very clear to us that roughly 50% of the downtown businesses also were not in favour of hosting Open Air weekends. Because of this, times and footprints were adjusted slightly as a way to create fairness for all. Somehow in the Summer of 2022, these notes had been forgotten and everything went back to exactly the way it was run in the first year, but with a slightly different and much more dangerous footprint. It was a complete disregard for those of us who simply pleaded with the creators to stop taking more of our business away. Is this the type of "support" we are to assume we will always get from the Town of Amherstburg? Also in regards to support, we'd like to bring to your attention that our clients have been disrespected during Open Air by our Bylaw Officer on more than one occasion. Some people who visit our salon actually do not live in Amherstburg, do not know about Open Air and street closures at certain times, and cannot see the tiny signs posted far away from parking spots. A couple of our clients have accidentally parked in spots that were to be closed at 3 pm past that time. One time in particular, a Windsor Police Officer called our client to inform them that they needed to move. Instead of coming into the salon where they already had foot patrol. Is this what our tax dollars go to? Harassing people about where they've parked to close the street at 3 pm so one person can walk down the middle of the street as opposed to the sidewalks? On another occasion, our client left the salon to move her vehicle, and the bylaw officer yelled across the street to her "You got lucky!". How incredibly embarrassing for us and for our guest. I can't imagine she'd want to visit us or the town again. Another fine example of the "support" we receive from our town. We find it incredibly difficult to fully support Open Air weekends and the current number of days and hours and the footprint in which it occurs. We have witnessed countless beautiful, warm, sunny days where the streets are closed and completely bare of

patrons at multiple times during the day. Almost all early morning hours, MANY lunch hours, and even many dinner hours have proven to us that the event is not gaining the traction some may think it does. We have taken countless videos and photos of these beautiful summer days as proof that Open Air is already overdone. I'd like to also address the "statistics" that have recently been brought to light in regards to Open Air. It is stated that 122,020 people have visited our downtown core specifically for Open Air. And according to these calculations, the supposed Return on Investment is a whopping \$13,261,204. If we break these numbers down, that's 2033 visitors/day of Open Air. The countless videos and photos that myself, my coworkers, family and friends have taken of quiet, empty streets during Open Air would beg to differ. Also, these numbers are claimed to have been recorded by the students know the faces of all of the downtown residents and guests, business owners, employees, and regular customers of these businesses? How about the faces of those who enjoy a morning walk along our beautiful waterfront? Councillors, I am asking you today to please realize that while some may be thriving, others are being stolen from. I would be interested to see how those that are in support of Open Air might feel if the shoe was on the other foot. It has been mentioned by one resident on social media that the "handful" of downtown business owners who are opposed to Open Air do not want our community to move forward with the times. I fail to see how any of the fine entrepreneurs who specifically chose to invest in our downtown area would not want it to thrive. We have all chosen this location and created business plan to suit our needs. We have all poured blood, sweat and tears, and countless dollars toward our dreams. Unfortunately, in the last year alone we have lost three businesses who were severely hurt by Open Air. How many more are we going to let slip through the cracks? Please understand that we are not entirely against Open Air weekends. But we are against the length and amount of Open Air weekends, and also the parking problem that has never been addressed. Please consider that majority of "2 hour parking" is taken up by residents, employees and owners of the downtown businesses and even those surrounding. As one small example, please understand that there are approximately 150 employees at Richmond Terrace Nursing Home, as well as, 150 residents who's family members visit on occasion. Where do they park? In their parking lot, all down Rankin Street, and in the Heritage Square parking lot. Where do the employees of the Heritage Square businesses park, and so on? In conclusion, we request that the major parking issues that have always loomed over our downtown area are addressed immediately. Paid parking lots and/or a parking garage would go a long way. Parking lots and monthly passes for employees and owners would also probably fare well, instead of throwing parking tickets at them. We also propose that Open Air weekends are hosted one weekend per month, and that they are hosted Saturday at 3pm until Sunday at

10 pm only. Perhaps the private parking lot owned by two of our downtown business owners could be offered up as "market space"? We are pleading with you to please consider and fight for fairness for all residents and businesses; not just those with charisma and deep pockets. Thank you for your time.

mdonnipad

9/17/2024 12:01 PM

We have other less travelled roads, (Murray + Ramsay), Ramsay St parking lot, and parkland that could be used for the purposes of open air. No need to close main roads. Also noteworthy, the Ramsay St parking lot, and navy yard park are within steps from the businesses.

mdonnipad

9/17/2024 12:18 PM

I think that Open Air was for businesses and restaurants during COVID! COVID is over. if the businesses can't run their establishments without the closures of streets they shouldn't be in business. The businesses in town that benefit from this are few. A lot of businesses are hurt from this. When did the town of Amherstburg become a source for peoples entertainment. You have to remember that it is not just the businesses downtown that make up our town it is the WHOLE TOWN. Don't just think in a narrow way every business needs to benefit from this.

mdonnipad

9/17/2024 12:23 PM

Our business suffers a disproportionate amount of hardship due to lack of access. Businesses on Dalhousie and Richmond still have rear access, We don't! The activity on Murray St. doesn't warrant closure at our expense.

mdonnipad

9/17/2024 12:26 PM

When I have been in the office on Fridays during Open Air, clients have had to be sure to park outside of the footprint and on occasion the volume of the live music has been distracting during therapy sessions. Otherwise, Open Air has not impacted my business.

mdonnipad

9/25/2024 08:44 AM

We believe that we could be more involved in the future if we were part of the planning process and creating visions together. Open air is a great event!

mdonnipad

9/26/2024 02:15 PM

Would like to see more weekends May long weekend into October Halloween street festival?

mdonnipad

11/12/2024 02:58 PM

Open Air is Amherstburg's point of difference. We need to compete; we need to stand out. Being 'nice' isn't good enough as 'nice' will not support this town's economy. This isn't about inconvenience for a

limited number of residents and businesses that have chosen to locate in the footprint. These same people will be upset by rising property tax and all of the other expenses they will incur if visitor's don't keep our economy alive with the money they spend when they come to enjoy this attraction. Tourism+Economic Development in the Town of Amhersburg is gaining in strength + focus. We need to 'stay the course', continue to focus on our goals as a community + support one another not bicker over what minor inconvenience it might cause. Council ---- educate yourselves so that you might accurately inform your constituents! Don't use rumours and misinformation to cause negativity in this town. The streets are accessible during open air!! There is ample parking!! And there is a sense of community. Council needs to put an end to this 'me' mentality and lead by example.

mdonnipad

11/12/2024 03:01 PM

We love Open Air!

Optional question (37 response(s), 13 skipped)

Question type: Essay Question

The Economic Impact of Open Air 2024 in Ontario in 2024

**This report was generated by
the Ontario Ministry of Tourism, Culture and Gaming TREIM model**

November 14,2024

Note: The Ministry of Tourism, Culture and Gaming does not take any responsibility for inputs that the user has provided, nor for the interpretation of the results.

1. Introduction

This report provides an estimate of the economic impact that Open Air 2024 is expected to have on Ontario's economy, in terms of Gross Domestic Product, employment and taxes generated. The analysis is based on the following information the user has provided to the MTCS Tourism Regional Economic Impact Model:

Number of Visitors for Activity (or Event) of Type Festivals/Fairs

	Total Number of Visitors	Same Day (% of visitors' origin)	Overnight (% of visitors' origin)	Average Length of Stay (nights)
Ontario	13,079	90.00%	10.00%	0
Rest of Canada	730	90.00%	10.00%	0
USA	4,585	90.00%	10.00%	0
Overseas	1,146	90.00%	10.00%	0
Total	19,540			

The user also has selected the following parameters:

- The visits take place in Ontario in 2024
- The impact is to be shown for Ontario
- Induced impacts of household spending are included
- Induced impacts of business investment are included
- Local government property tax revenue impacts are included

2. Summary of Findings

Table 1. Economic Impacts of Open Air 2024 in Ontario in 2024 (in dollars)

	Ontario
Total Visitors' Spending	\$4,286,991
Gross Domestic Product (GDP)	
Direct	\$2,206,978
Indirect	\$893,953
Induced	\$1,003,549
Total	\$4,104,480
Labour Income	
Direct	\$1,223,644
Indirect	\$575,992
Induced	\$625,794
Total	\$2,425,430
Employment (Jobs)	
Direct	28
Indirect	7
Induced	7
Total	43
Direct Taxes	
Federal	\$361,177
Provincial	\$499,434
Municipal	\$55,459
Total	\$916,070
Total Taxes	
Federal	\$672,533
Provincial	\$723,772
Municipal	\$159,793
Total	\$1,556,098

Table 2. Economic Impacts of Open Air 2024 in Ontario on GDP by industry (in dollars)

Industry	Impact on Ontario	
	Direct GDP	Total GDP
Crop and Animal Production	\$2,757	\$14,635
Forestry, Fishing and Hunting	\$79	\$2,444
Mining and Oil and Gas Extraction	\$0	\$17,633
Utilities	\$0	\$45,379
Construction	\$0	\$121,973
Manufacturing	\$40,442	\$168,703
Wholesale Trade	\$37,616	\$140,371
Retail Trade	\$164,073	\$301,991
Other Transportation and Warehousing	\$600,028	\$726,813
Ground Passenger Transportation (excl. Rail)	\$25,931	\$37,244
Information and Cultural Industries	\$12,303	\$88,846
Other Finance, Insurance, Real Estate and Renting and Leasing	\$11	\$406,147
Car Renting and Leasing	\$15,530	\$27,490
Owner Occupied Housing	\$0	\$148,941
Professional, Scientific and Technical Services	\$0	\$129,287
Other Administrative and Other Support Services	\$0	\$73,828
Travel Agencies	\$0	\$7,418
Education Services	\$7,393	\$38,661
Health Care and Social Assistance	\$1,891	\$42,919
Arts, Entertainment and Recreation	\$244,936	\$264,940
Accommodation Services	\$128,217	\$132,880
Food & Beverage Services	\$301,505	\$337,808
Other Services (Except Public Administration)	\$31,158	\$75,840
Operating, Office, Cafeteria, and Laboratory Supplies	\$0	\$0
Travel & Entertainment, Advertising & Promotion	\$0	\$0
Transportation Margins	\$0	\$0
Non-Profit Institutions Serving Households	\$27,524	\$39,792
Government Sector	\$26,556	\$60,372
Net Indirect Taxes on Production	\$539,027	\$652,125
Total	\$2,206,978	\$4,104,480

Appendix:

The Economic Impact of Visits in Ontario and, if applicable, the rest of Ontario: since no Ontario region is economically self-sustaining, in order to produce the goods and services demanded by its visitors, it will need to import some goods and services from other regions. As such, some of the economic benefits of the visitors' spending in Ontario will spill over to the rest of the province and to regions outside Ontario. Impacts outside Ontario are not estimated by the TREIM.

Gross Domestic Product (GDP): value of goods and services produced by labour and capital located within a country (or region), regardless of nationality of labour or ownership. GDP is measured at market prices which include net indirect taxes on products. Tourism GDP refers to the GDP generated in those businesses that directly produce or provide goods and services for travelers.

Direct impact: refers to the impact generated in businesses or sectors that produce or provide goods and services directly to travelers, e.g. accommodations, restaurants, recreations, travel agents, transportation and retail enterprises etc. Direct impact on GDP, employment and tax revenues is also called tourism GDP, tourism employment and tourism tax revenues.

Indirect impact: refers to the impact resulting from the expansion of demand from businesses or sectors directly produce or provide goods and services to travelers, to other businesses or sectors.

Induced impact: refers to the impact associated with the re-spending of labour income and /or profits earned in the industries that serve travelers directly and indirectly.

Employment: refers to number of jobs, it include full-time, part-time, seasonal and temporary employment (based on the share of the year worked), for both employed and self-employed workers.

Federal tax revenues: include personal income tax, corporate income tax, commodity tax (GST/HST, gas tax, excise tax, excise duty, air tax and trading profits) and payroll deduction that is collected by the federal government.

Provincial tax revenues: include personal income tax, corporate income tax, commodity tax (PST/HST, gas tax, liquor gallonage tax, amusement tax and trading profits) and employer health tax that is collected by the Ontario provincial government.

Municipal tax revenues: include business and personal property and education taxes that are collected by the municipalities. Collection, however, does not follow immediately the consumption or production of goods and services in a municipality by visitors (as is the case with HST or personal income taxes). Rather, these taxes show the percent of the total property taxes collected by a municipality that can be attributed to tourism because of tourism's contribution to the economic activity of the municipality and hence its tax base.

Industry: The industry follows Statistics Canada's North America Industry Classification System (NAICS) Input-Output small aggregation industry classification.



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF DEVELOPMENT SERVICES

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

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

To: Mayor and Members of Town Council

Subject: Repeal and Replace 2016-93, a By-law to Dedicate a Reserve on Annie Avenue, Part 3, 12R-26778, as a Public Highway

1. RECOMMENDATION:

It is recommended that:

- 1. The dedication of Part 3 on 12R-26778 (reserve on Annie Avenue) as a Public Highway BE APPROVED; and,
2. By-law 2024-087 being a by-law repeal and replace 2016-93 to dedicate Part 3 on 12R-26778 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:

By-law 2016-93, to dedicate Part 3 on 12R-26778 as a public highway, was approved by Council on November 14, 2016 and registered on December 9, 2016. By-law 2024-80 was approved by Council on October 28, 2024 to dedicate Part 4 on 12R26788 on October 28, 2024. When the Town Solicitor attempted to register By-law 2024-80 the information at the Land Registry Office revealed that the registration of By-law 2016-93 in 2016 was done incorrectly. The Town Solicitor's office has advised that By-law 2016-93 is required to be repealed and replaced by a new by-law dedicating Part 3, 12R26788 as a public highway. Therefore By-law 2024-087 is being presented for Council's consideration. The draft by-law is attached. 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.

3. DISCUSSION:

On November 24, 2015 the Committee of Adjustment approved a severance for lot creation for one new building lot on Annie Avenue. To facilitate legal access and frontage for this newly created lot on November 14, 2016 Council approved the execution of a road dedication by-law for Part 3, 12R-26778. An error occurred in this registration and is now required to be repealed and replaced. Both the original road dedication by-law and the proposed new road dedication by-law are attached. Part 3 is required to be correctly dedicated as a public highway to ensure legal access over these lands as part of the municipal right-of way.

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 Annie Avenue 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:

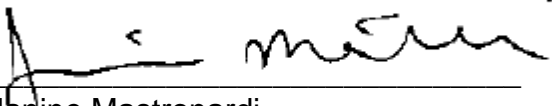
Vision: Preserving our past while forging our future.

<i>Amherstburg Community Strategic Plan 2022 - 2026</i>	
PILLAR 1 Deliver Trusted & Accountable Local Government	PILLAR 3 Encourage Local Economic Prosperity
<input type="checkbox"/> Improve trust between council and staff, and residents, by strengthening governance and internal accountability structures.	<input type="checkbox"/> Encourage development of commercial and industrial lands.

<ul style="list-style-type: none"> <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. ✓ Continue to deliver strong core municipal services. <input type="checkbox"/> Ensure Amherstburg is an inclusive accessible and welcoming community committed to reconciliation. 	<ul style="list-style-type: none"> <input type="checkbox"/> Continue to 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 Part as a public highway at this time.



 Janine Mastronardi
Planner

Report Approval Details

Document Title:	Repeal and Replace 2016-93 a By-law to Dedicate a Reserve on Annie Avenue.docx
Attachments:	- 2024 11 25 - Repeal and Replace 2016-93- Road Dedication of Reserve on Annie Ave- ATTACHMENTS-RM.pdf
Final Approval Date:	Nov 13, 2024

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

No Signature found

Chris Aspila



Melissa Osborne



Tracy Prince



Valerie Critchley



Kevin Fox

The applicant(s) hereby applies to the Land Registrar.

Properties

PIN 01542 - 0741 LT
Description PT LOT 6 CONC 8 AMHERSTBURG AS PTS 1 & 2 ON PLAN 12R21990; S/T EASE
OVER PT 2 ON 12R21990 AS IN R181069 & R1413115 AMHERSTBURG
Address ANNIE AVENUE
AMHERSTBURG

Applicant(s)

This Order/By-law affects the selected PINs.

Name THE CORPORATION OF THE TOWN OF AMHERSTBURG
Address for Service 271 Sandwich Street
Amherstburg, Ontario
N9V 2A5

This document is being authorized by a municipal corporation Rebecca Belanger, MCIP, RPP, Manager of Planning and Development Services..

This document is not authorized under Power of Attorney by this party.

Statements

This application is based on the Municipality By-law See Schedules.

Signed By

Thomas Robert Porter 500-251 Goyeau Street acting for Signed 2016 12 09
Windsor Applicant(s)
N9A 6V2
Tel 519-258-0615
Fax 519-258-6833

I have the authority to sign and register the document on behalf of the Applicant(s).

Submitted By

MOUSSEAU DELUCA MCPHERSON PRINCE 500-251 Goyeau Street 2016 12 09
Windsor
N9A 6V2
Tel 519-258-0615
Fax 519-258-6833

Fees/Taxes/Payment

Statutory Registration Fee \$63.35
Total Paid \$63.35

THE CORPORATION OF THE TOWN OF AMHERSTBURG
BY-LAW NO. 2016-93

By-law to dedicate certain lands in the
Town of Amherstburg as a Public Highway
(Annie Avenue)

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 Part 4, 12R-26778 has been created as a 0.3 m reserve at the west-end of Annie Avenue.

AND WHEREAS the land has been transferred in title to the Town and it is now appropriate to dedicate Part 3, 12R-26778 for the continuation of Annie Avenue to the extent that this parcel has frontage on this road.

12R- 26778, Part 3 Area 219.8 sq m

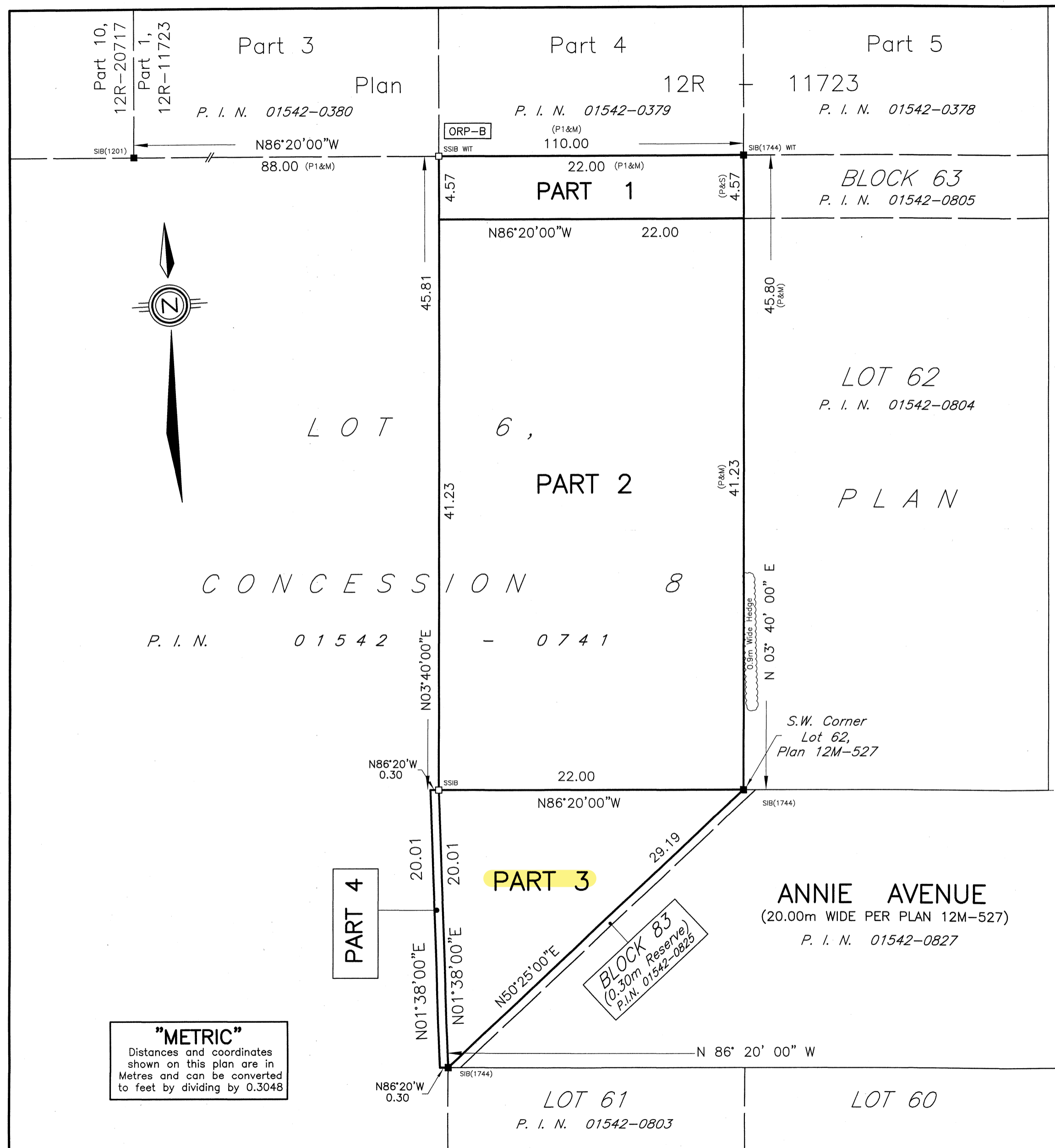
NOW THEREFORE the Council of the Corporation of the Town of Amherstburg enacts as follows:

1. THAT the lands described as Part 3, 12R-26778 with an area of 219.8 square metres in the Town of Amherstburg, County of Essex, Province of Ontario is hereby dedicated as a public highway, and forms part of Annie Ave.
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 14th day of November, 2016.


MAYOR – ALDO DICARLO


CLERK – PAULA PARKER



PARTS SCHEDULE				
PART	LOT	CON/PLAN	P.I.N.	AREA (m ²)
1				100.5
2	PART OF LOT 6	CONCESSION 8	PART OF 01542-0741	907.1
3				219.8
4				6

PARTS 1 to 4, (Incl.) COMPRISES PART OF P.I.N. 01542-0741.

INTEGRATION DATA		
COORDINATES ARE DERIVED FROM GRID OBSERVATIONS USING THE CAN-NET NETWORK SERVICE AND ARE REFERRED TO UTM ZONE 17 (81° WEST LONGITUDE) NAD83 (CSRS) (2010.0). COORDINATE VALUES ARE TO AN URBAN ACCURACY IN ACCORDANCE WITH SECTION 14(2) O.REG 216/10		
POINT ID	NORTHING	EASTING
ORP-A	N4667030.12	E336769.39
ORP-B	N4667099.92	E336708.76
COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.		

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.

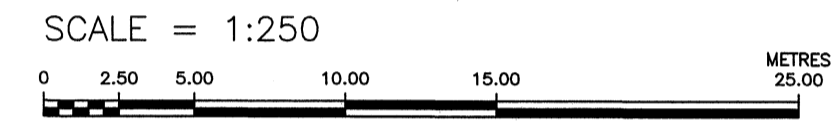
DATE OCTOBER 17, 2016

DATE 2016 OCT 17

MARY BETH OUELLETTE
REPRESENTATIVE FOR LAND REGISTRAR FOR THE LAND TITLES DIVISION OF ESSEX (12)

PLAN 12R-26778
RECEIVED AND DEPOSITED

PLAN OF SURVEY
OF
PART OF LOT 6,
CONCESSION 8
GEOGRAPHIC TOWNSHIP OF ANDERDON
NOW IN THE
TOWN OF AMHERSTBURG
COUNTY OF ESSEX, ONTARIO
VERHAEGEN • STUBBERFIELD • HARTLEY • BREWER • BEZAIRE INC.



- LEGEND AND NOTES**
- BEARINGS ARE UTM GRID DERIVED FROM OBSERVED REFERENCE POINTS "A" AND "B" BY REAL TIME NETWORK OBSERVATIONS.
- DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99990444
- ALL MONUMENTS SHOWN THUSLY □ ARE IRON BARS (IB) UNLESS OTHERWISE NOTED.
- SIB DENOTES 25mm X 25mm X 1.22m STANDARD IRON BAR
 - SSIB DENOTES 25mm X 25mm X 0.61m SHORT STANDARD IRON BAR
 - IB DENOTES 16mm X 16mm X 0.61m IRON BAR
 - IB # DENOTES 19mm diameter X 0.61m ROUND IRON BAR
 - CC DENOTES CUT-CROSS
 - CP DENOTES 5mm X 50mm STEEL PIN
 - DENOTES SURVEY MONUMENT FOUND
 - DENOTES SURVEY MONUMENT SET AND MARKED 1744
 - WIT. DENOTES WITNESS ⊥ DENOTES PERPENDICULAR
 - (S) DENOTES SET (M) DENOTES MEASURED (D) DENOTES DEED
 - ORP DENOTES OBSERVED REFERENCE POINT
 - SSIB'S SHOWN ON THIS PLAN HAVE BEEN SET IN LIEU OF SIB'S WHERE THE POSSIBILITY THAT UNDERGROUND UTILITIES EXIST.
 - (S/P) DENOTES SET PROPORTIONALLY (OU) DENOTES ORIGIN UNKNOWN
 - (P) DENOTES PLAN 12M-527 (P1) DENOTES 12R-11723
 - (1744) DENOTES VERHAEGEN STUBBERFIELD HARTLEY BREWER BEZAIRE INC., O.L.S.
 - (1201) DENOTES CLARKE SURVEYORS INC., O.L.S.

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
- THIS SURVEY WAS COMPLETED ON THE 6th DAY OF OCTOBER, 2016.

DATE OCTOBER 7, 2016

Andrew S. Mantha
ANDREW S. MANTHA
ONTARIO LAND SURVEYOR
for VERHAEGEN • STUBBERFIELD • HARTLEY
BREWER • BEZAIRE INC.

WINDSOR 944 Ottawa Street N8X 2E1 Ph: (519)258-1772 Fax: (519)258-1791

VERHAEGEN STUBBERFIELD HARTLEY BREWER BEZAIRE INC.

LEAMINGTON 187 Talbot Street East N8H 1L8 Ph: (519)322-2375 Fax: (519)322-2675

ONTARIO LAND SURVEYORS www.vshbbsurveys.com

DRAWN BY: A.S.M.	CAD Date: October 17, 2016 8:16 AM
CHECKED BY: A.S.M.	CAD File: 42804900.dwg
WORK ORDER: 4-28049	FILE NO.: E-AND-8-6
	PLAN FILE NO.: B-6527

**THE CORPORATION OF THE TOWN OF AMHERSTBURG
BY-LAW NO. 2024-087**

**By-law to repeal and replace 2016-93,
A By-law to dedicate certain lands in the
Town of Amherstburg as a Public Highway
(westerly extension of Annie Avenue)**

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 Annie Avenue and it is now appropriate to dedicate Part 3, 12R-26778 as follows:

12R-26778, Part 3

219.8 square metres

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

1. THAT By-law 2016-93 be repealed.
2. THAT the lands described as Part 3, 12R-26778 with a size of area of 219.8 square metres in the Town of Amherstburg, County of Essex, Province of Ontario is hereby dedicated as a public highway, and forms part of Annie Avenue.
3. 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 25th day of November, 2024.

MAYOR – MICHAEL PRUE

CLERK – KEVIN FOX



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF DEVELOPMENT SERVICES

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

Table with 2 columns and 3 rows containing author information and report details.

To: Mayor and Members of Town Council

Subject: Development Charges Background Study and By-law 2024-085

1. RECOMMENDATION:

It is recommended that:

- 1. The assumptions contained in the 2024 Development Charges Background Study, dated September 16, 2024 BE ADOPTED as an anticipation with respect to capital grants, subsidies and other contributions;
2. The Development Charges approach to calculating wastewater charges on the wastewater serviced area and on a uniform Municipal-wide basis for all services BE CONTINUED;
3. The capital projects set out in Chapter 5 of the 2024 Development Charges Background Study dated September 16, 2024 BE APPROVED, subject to annual review during the capital budget process;
4. The 2024 Development Charges Background Study, dated September 16, 2024 as prepared by Watson & Associates Economists Ltd. BE APPROVED AND ADOPTED and no further public meeting be required with respect to the 2024 Development Charges Background Study and By-law; and,
5. Administration ENSURE wherever appropriate, grants, subsidies and other contributions be clearly designated by the donor as being to the benefit of existing development or new development, as applicable;
6. By-law 2024-085 being a By-law for the imposition of Development Charges, to be effective January 1, 2025 for the ten (10) year period ending December 31, 2034, be taken as having been read three times and finally adopted and the Mayor and Clerk BE AUTHORIZED to sign same.

2. BACKGROUND:

Development Charges (DCs) are fees established under By-law and collected, in accordance with the *Development Charges Act, 1997* (the DC Act), from developers at the time of building permit issuance to pay for the cost of infrastructure and capital assets required to provide municipal services to the new development (often referred to as “growth”). The recovery of these costs is a way to ensure that current residents do not pay for capital investment required to support new residents; or in other words that “growth pays for growth”.

The DC Act requires the preparation of, and stipulates the methodology for, preparation of a Background Study to provide for the recovery of growth-related capital expenditures. The DC Act further stipulates that the Background Study and related By-law for the imposition of DCs be updated periodically. The timeframe for the updates was recently amended in Bill 23, transitioning from every five (years) to every ten (years). The current DC By-Law 2019-083 was set to expire October 4, 2024, however By-Law 2024-063 extended this to December 31, 2024 to provide time for completion of the new DC By-Law. Should the new DC By-Law 2024-085 be approved at the November 25, 2024 Council meeting, with an effective date of January 1, 2025, its expiry date will be December 31, 2034.

The Town engaged Watson & Associates Economists Ltd. (Consultant) to prepare the 2024 DC Background Study (Study) and a new DC By-law for consideration by Council. A workshop was held on April 9, 2024 to ensure that Council was briefed on the requirements for the Study based on current legislation, as well as the potential impacts of proposed legislation.

The draft DC By-law and Study were released to the public on September 16, 2024 and a statutory Public Meeting of Council was held on October 15, 2024 to review the DC proposal and to receive public input on the proposed policies and charges.

The minutes of the Statutory Public Meeting on October 15, 2024 regarding the DC Study reflect the following:

Daryl Abbs provided an overview of the 2024 Development Charges Background Study. The Chair, Mayor Prue invited the public to comment and the following individuals provided comments:

- Drew Coulson

Moved By Deputy Mayor Gibb

Seconded By Councillor Pouget

That the presentation **BE RECEIVED.**

The Mayor put the Motion.

Motion Carried.

3. DISCUSSION:

The Consultant has worked with Administration from all Town departments over the past several months to prepare for, to compile and to review all of the necessary information for completion of the draft Study and DC By-law.

The Study identifies the allowable DC charges based on the identified needs for capital investment required to support services to both residential and non-residential growth.

The services eligible for cost recovery through DCs include:

- Municipal-Wide Services: Services Related to a Highway, Water Services, Policing Services, Fire Protection Services and Administration Studies – Engineering and Protection Services
- Wastewater Serviced Area Services: Wastewater Services
- Community Based Services: Parks & Recreation Services and Administration Studies – Community Based Services

A summary of the DCs under the current By-law 2019-083 in comparison to those justified under the Study and recommended DC By-law 2024-085 for single-detached residential and non-residential development is as follows:

Type of Development	2024 Current Charge	2024 Calculated Charge
Residential (Single Detached):		
Municipal Wide Services	\$12,846	\$22,393
Municipal Wide plus Wastewater Services	\$25,692	\$34,744
Non-residential (per sq. ft.):		
Municipal Wide Services	\$5.87	\$4.77
Municipal Wide Services plus Wastewater Services	\$11.74	\$11.29

The full schedule of proposed DC rates is included in the recommended DC By-law 2024-085.

Public Meeting:

Pursuant to the DC Act, the public was invited to attend a special meeting of Council on October 15, 2024 regarding proposed DC rates and policies that will be applied in the Town of Amherstburg and to make written or verbal representation either in support of or in opposition to the proposal.

The Consultant made a presentation at the outset of the public meeting to provide an overview of the proposed DCs and the draft DC By-law.

No formal written comments were received prior to the meeting or formally received by Council as part of the public meeting. No submissions were received in respect of the 2024 Development Charge Background Study or proposed DC By-law at or before the

public meeting and no formal comments from the public have been received for Council's consideration. One delegation was heard at the meeting on October 15, 2024, Mr. Drew Coulson. Mr. Coulson's comments were heard and received by Council with no further direction. Therefore no further public meeting is required to meet the statutory requirements of the DC Act.

Legislation:

The Town is obligated to comply with current legislation and the recommendations of this report meet those obligations.

As Council has been advised, since the 2019 D.C. by-law was implemented there have been a number of changes to DC Act. Administration will continue to be diligent in their role to monitor future changes to legislation and act to ensure that the Town is compliant with legislation. The D.C. background study incorporates the recent changes to the DC Act including changes via Bills 108, 138, 197, 213, 109, 185 and 23.

Chapter 1 of the DC Background Study dated September 16, 2024 as well as the Consultant's public meeting presentation identified the various legislations which informed the updated DC Study and resulting By-Law 2024-085.

4. RISK ANALYSIS:

Failure to adopt a new DC By-law prior to the expiry the current DC By-law would eliminate the Town's authority to collect DCs. As a result, the obligation to fund the cost of growth-related capital investment both for current debt obligations and future capital works and purchases would shift to current ratepayers of the Town. This would increase the pressure on tax, water and wastewater rates for current ratepayers and negatively impact the Town's efforts toward financial sustainability.

5. FINANCIAL MATTERS:

Approval of the recommendations contained in this report will allow the Town to continue to collect DCs for new development. The DC charges are required toward funding both existing growth-related debt obligations and the cost of future capital investment required to service new growth.

6. CONSULTATIONS:

Watson and Associates Economists Ltd.

7. CORPORATE STRATEGIC ALIGNMENT:

Vision: Preserving our past while forging our future.

Amherstburg Community Strategic Plan 2022 - 2026

<p align="center">PILLAR 1 Deliver Trusted & Accountable Local Government</p> <ul style="list-style-type: none"> <input type="checkbox"/> Improve trust between council and staff, and residents, by strengthening governance and internal accountability structures. ✓ Deliver transparent and efficient financial management. <input type="checkbox"/> Increase effective communication and engagement with residents. <input type="checkbox"/> Develop our staff team, resources, and workplace culture. ✓ Continue to deliver strong core municipal services. <input type="checkbox"/> Ensure Amherstburg is an inclusive accessible and welcoming community committed to reconciliation. 	<p align="center">PILLAR 3 Encourage Local Economic Prosperity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Encourage development of commercial and industrial lands. <input type="checkbox"/> Continue to promote local tourism industry, especially overnight accommodation. <input type="checkbox"/> Continue to facilitate downtown development for residents and visitors. <input type="checkbox"/> Continue to leverage partnership opportunities with other provincial, federal, and local governments, agencies, and organizations.
<p align="center">PILLAR 2 Invest in Community Amenities and Infrastructure</p> <ul style="list-style-type: none"> <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 align="center">PILLAR 4 Shape Growth Aligned with Local Identity</p> <ul style="list-style-type: none"> ✓ 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:

Council is advised to proceed with enactment of DC By-law 2024-085 and adoption of the policy, assumptions, calculations and capital project listing contained in the Development Charge Background Study.

Upon the passing of the DC By-law 2024-085, the Clerk will give written notice of the statutory forty (40) day appeal period which will end January 6, 2025. Notice of Passing must be provided within twenty (20) days of passing the By-law. Any person or organization may appeal a DC By-law to the Ontario Land Tribunal (formerly the Local Planning Appeal Tribunal, LPAT) by filing with the Clerk a notice of appeal setting out the objection to the By-law and the reasons supporting the objections.



Melissa Osborne
Deputy CAO/Director of Development Services

Report Approval Details

Document Title:	Development Charges Background Study and By-Law 2024-.docx
Attachments:	- 2024-063 - Development Charges By-law - RM.pdf - Final 2024 DC Report - RM.pdf
Final Approval Date:	Nov 13, 2024

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



Tracy Prince



Valerie Critchley



Kevin Fox

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2024-063

By-law with respect to Development Charges

WHEREAS the Town of Amherstburg (the "Town") enacted By-law 2019-083 pursuant to the Development Charges Act, 1997, S.O., 1997, c.27, as amended (the "Act"), which the Act authorizes Council to pass By-laws for the imposition of development charges against land;

AND WHEREAS the subsection 2(1) of the Development Charges Act, 1997 (the "Act"), S.O. 1997, c.27, as amended, provides that the council of a municipality may by by-law impose development charges against land to pay for increased capital costs required because of increased needs for services arising from development of the area to which the By-law applies;

AND WHEREAS Section 19 of the Act provides for amendments to be made to development charges by-laws;

AND WHEREAS Section 19(1.3) of the Act permits a municipality to amend a development charges by-law, subject to conditions being met, that do not require the process for by-law amendments under subsection 19(1) of the Act to be followed;

AND WHEREAS the Council for the Town of Amherstburg intends to amend the expiry date of the by-law pursuant to subsection 19(1.1) of the Act;

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

1. THAT By-law 2019-083 is hereby amended as follows:

A. Section 12.1 is hereby repealed and replaced with the following:

This By-law will expire at 12:01 AM on December 31, 2024 unless it is repealed by Council at an earlier date.

2. THAT this By-law shall come into force and effect on the date of the third and final reading.

3. THAT except as amended by this By-law, all provisions of By-law 2019-083, as amended, are and shall remain in full force and effect.

Read three times and finally passed this 12th day of August, 2024.


MAYOR – MICHAEL PRUE


CLERK – KEVIN FOX



Development Charges Background Study

Town of Amherstburg

September 16, 2024

Watson & Associates Economists Ltd.
905-272-3600
info@watsonecon.ca

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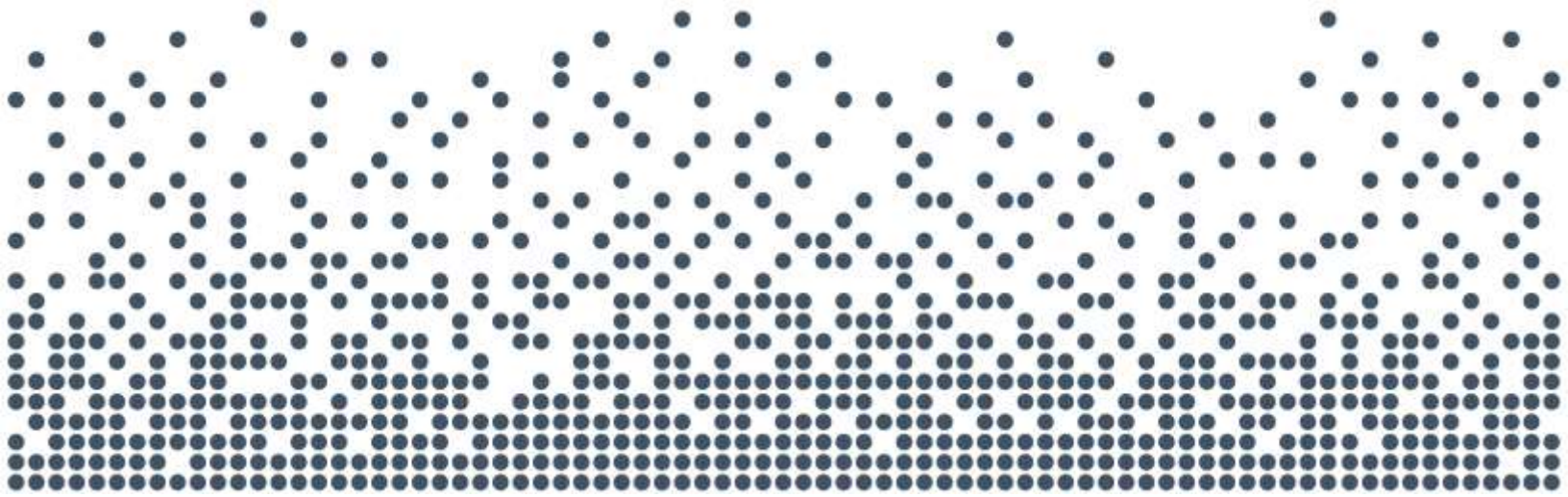
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List of Acronyms and Abbreviations

Acronym	Full Description of Acronym
A.M.P.	Asset management plan
C.B.C.	Community Benefits Charge
D.C.	Development charge
D.C.A.	Development Charges Act, 1997, as amended
F.I.R.	Financial Information Return
G.F.A.	Gross floor area
LPAT	Local Planning Appeal Tribunal
N.F.P.O.W.	No fixed place of work
O.L.T.	Ontario Land Tribunal
O.M.B.	Ontario Municipal Board
O.P.A.	Official Plan Amendment
O. Reg.	Ontario Regulation
P.O.A.	Provincial Offences Act
P.P.U.	Persons per unit
S.D.E.	Single detached equivalent
S.D.U.	Single detached unit
S.W.M.	Stormwater management
sq.ft.	square foot
sq.m	square metre
W.W.T.P.	wastewater treatment plant



Executive Summary



Executive Summary

1. The report provided herein represents the Development Charges (D.C.) Background Study for the Town of Amherstburg required by the *Development Charges Act, 1997*, as amended (D.C.A.). This report has been prepared in accordance with the methodology required under the D.C.A. The contents include the following:
 - Chapter 1 – Overview of the legislative requirements of the Act;
 - Chapter 2 – Review of present D.C. policies of the Town;
 - Chapter 3 – Summary of the residential and non-residential growth forecasts for the Town;
 - Chapter 4 – Approach to calculating the D.C.;
 - Chapter 5 – Review of historical service standards and identification of future capital requirements to service growth and related deductions and allocations;
 - Chapter 6 – Calculation of the D.C.s;
 - Chapter 7 – D.C. policy recommendations and rules; and
 - Chapter 8 – By-law implementation.

2. D.C.s provide for the recovery of growth-related capital expenditures from new development. The D.C.A. is the statutory basis to recover these charges. The methodology is detailed in Chapter 4; a simplified summary is provided below.
 - 1) Identify amount, type and location of growth.
 - 2) Identify servicing needs to accommodate growth.
 - 3) Identify capital costs to provide services to meet the needs.
 - 4) Deduct:
 - Grants, subsidies and other contributions;
 - Benefit to existing development;
 - Amounts in excess of 15-year historical service calculation; and
 - D.C. reserve funds (where applicable);
 - 5) Net costs are then allocated between residential and non-residential benefit; and
 - 6) Net costs divided by growth to provide the D.C.



3. A number of changes to the D.C.A. have occurred since the passage of the Town's 2019 D.C. By-law. Some of the changes were introduced through four bills passed in the Ontario legislature: Bill 108, Bill 138, Bill 197, and Bill 213. The changes included the following:

- Instalment payments for rental housing, institutional developments, and non-profit housing;
- Rate freeze on D.C.s for applications proceeding through Site Plan or Zoning By-law Amendment applications;
- Removal of the 10% mandatory deduction on all D.C. eligible services;
- Introduction of a new authority under the *Planning Act* to implement Community Benefit Charges (C.B.C.);
- Eligible Services: The list of eligible services for the D.C. was expanded to include most services eligible under the D.C.A. prior to Bill 108.
- New exemption for universities that receive operating funds from the Government.

The Province has since introduced another set of revisions to the D.C.A. through Bill 23: *More Homes Built Faster Act, 2022*. Bill 23 was first introduced on October 25, 2022, and received Royal Assent on November 28, 2022. A summary of the changes provided from Bill 23 are outlined below (further details are provided in Chapter 1 of this report):

- Additional residential unit exemption: allowance of a third unit as-of-right;
- Removal of Housing as an eligible D.C. service;
- New statutory exemptions for:
 - Affordable Inclusionary Zoning Units;
 - Attainable Units (currently not in force); and
 - Affordable Units.

Note: Bill 134: *Affordable Homes and Good Jobs Act, 2023* which was released on September 28, 2023, provides for a modified definition of “affordable” under the D.C.A. and received Royal Assent on December 4, 2023:

- Owned unit (lesser of): cost is less than 30% of the 60th percentile of income for households in the municipality or



90% of the average purchase price as defined in a new Bulletin.

- Rental unit (lesser of): rent is less than 30% of the 60th percentile of income for rental households or average market rent set out in a new Bulletin.
 - New statutory exemption for Non-Profit Housing;
 - Historical level of service extended to previous 15-year period instead of the previous 10-year period;
 - Capital Cost definition revised to remove studies and prescribe services for which land or an interest in land will be restricted (nothing prescribed to date);
 - Mandatory phase-in of a D.C. for by-laws passed after January 1, 2022, as follows:
 - Year 1 – 80% of the maximum charge;
 - Year 2 – 85% of the maximum charge;
 - Year 3 – 90% of the maximum charge;
 - Year 4 – 95% of the maximum charge; and
 - Year 5 to expiry – 100% of the maximum charge.
 - D.C. By-law expiry will be a maximum of 10 years after the date the by-law comes into force;
 - D.C. for Rental Housing developments to receive a discount as follows:
 - Three or more bedrooms – 25% reduction;
 - Two bedrooms – 20% reduction; and
 - All other bedroom quantities – 15% reduction.
 - Maximum interest rate for instalments and determination of charge for eligible Site Plan and Zoning By-law Amendment applications to be set at the average prime rate plus 1%; and
 - Requirement to allocate funds received – municipalities are required to spend or allocate at least 60% of their reserve fund at the beginning of the year for water, wastewater, and services related to a highway.
4. On April 10, 2024, the Province introduced Bill 185: *Cutting Red Tape to Build More Homes Act*. The Bill received Royal Assent on June 6, 2024. A summary of the changes provided from Bill 185 are outlined below (further details are provided in Chapter 1 of this report):



- The definition of eligible capital costs has been amended to reinstate studies as an eligible capital cost;
 - The five-year mandatory phase-in of charges introduced by Bill 23 has been removed;
 - A process for minor amendments to D.C. by-laws has been provided;
 - The time for the D.C. rate freeze related to site plan and zoning by-law amendment planning applications has been reduced from two (2) years to 18 months;
 - Modernization of public notice requirements; and
 - Implementation of the Affordable Residential Unit exemptions as of June 1, 2024.
5. The growth forecast (Chapter 3) on which the D.C. study is based, projects the following population, housing, and non-residential floor area for the Town-wide and urban (wastewater serviced) 10-year periods (2024 to 2033).

Table ES-1
Summary of Growth Forecast by Planning Period
Town of Amherstburg

Measure	10 Year 2024 to 2033	10 Year Wastewater Service Area 2024 to 2033
(Net) Population Increase	4,120	4,106
Residential Unit Increase	1,383	1,378
Non-Residential Gross Floor Area Increase (sq.ft.)	1,748,600	617,200

Source: Watson & Associates Economists Ltd. Forecast 2024

6. On September 23, 2019, the Town of Amherstburg passed By-law 2019-083 under the D.C.A. The by-law imposes D.C.s on residential and non-residential uses. The Town is undertaking a D.C. public process and anticipates passing a new by-law on November 25, 2024, with the mandatory public meeting on October 15, 2024.
7. The Town's D.C.s currently in effect (as of January 1, 2024) for single detached dwelling units for full services are \$22,522. Non-residential charges per sq.ft. of



gross floor area for full services are \$11.80. This report has undertaken a recalculation of the charges based on future identified needs (presented in Schedule ES-3 for residential and non-residential). The corresponding single-detached unit charges for full services are \$34,744. The non-residential charge is \$11.29 per sq.ft. of building area. These rates are submitted to Council for their consideration.

8. Charges are also in effect for wind turbines, telecommunication towers and solar farms. For each type of development, charges will be imposed for services related to a highway – roads and related, public works (facilities and fleet), fire protection services, policing services, and growth studies. The rates currently in effect are \$4.07 per square foot for solar farms and \$7,130 per unit for wind turbines and telecommunication towers. This report has undertaken a recalculation of the charges and solar farms will be charged on a \$2.83 per sq.ft. basis for the panel surfaces whereas wind turbines and telecommunication tower development will be charged on a per unit basis of \$10,766 per unit. These rates are submitted to Council for their consideration.
9. The D.C.A. requires a summary be provided of the gross capital costs and the net costs to be recovered over the life of the by-law. This calculation is provided by service and is presented in Table 6-4. A summary of these costs is provided below:

Table ES-2
Summary of Expenditures Anticipated Over the Life of the By-law

Summary of Expenditures Anticipated Over the Life of the By-law	Expenditure Amount
Total gross expenditures planned over the next ten years	\$180,383,389
Less: Benefit to existing development	\$67,496,100
Less: Post planning period benefit	\$33,227,080
Less: Ineligible re: Level of Service	\$2,568,558
Less: Grants, subsidies and other contributions	\$5,920,000
Net costs to be recovered from development charges	\$71,171,651



This suggests that for the non-D.C. cost over the ten-year D.C. by-law (benefit to existing development, and grants, subsidies and other contributions), \$75.98 million (or an annual amount of \$7.60 million) will need to be contributed from taxes and rates, or other sources. With respect to the post period benefit amount of \$33.23 million, it will be included in subsequent D.C. study updates to reflect the portion of capital that benefits growth in the post period D.C. forecasts.

Based on the above table, the Town plans to spend \$180.38 million over the life of the by-law, of which \$71.17 million (39%) is recoverable from D.C.s. Of this net amount, \$56.78 million is recoverable from residential development and \$14.39 million from non-residential development. It is noted also that any exemptions or reductions in the charges would reduce this recovery further.

10. Considerations by Council – The background study represents the service needs arising from residential and non-residential growth over the forecast period.

The following services are calculated based on a 10-year 2024 to 2033 urban forecast period:

- Wastewater Services.

The following services are calculated based on a 10-year 2024 to 2033 forecast period:

- Services Related to a Highway – Roads and Related;
- Public Works (Facilities and Fleet);
- Fire Protection Services;
- Policing Services;
- Parks & Recreation Services;
- Growth Studies; and
- Water Services.

Council will consider the findings and recommendations provided in the report and, in conjunction with public input, approve such policies and rates it deems appropriate. These directions will refine the draft D.C. by-laws which are provided under separate cover. These decisions may include:

- adopting the charges and policies recommended herein;

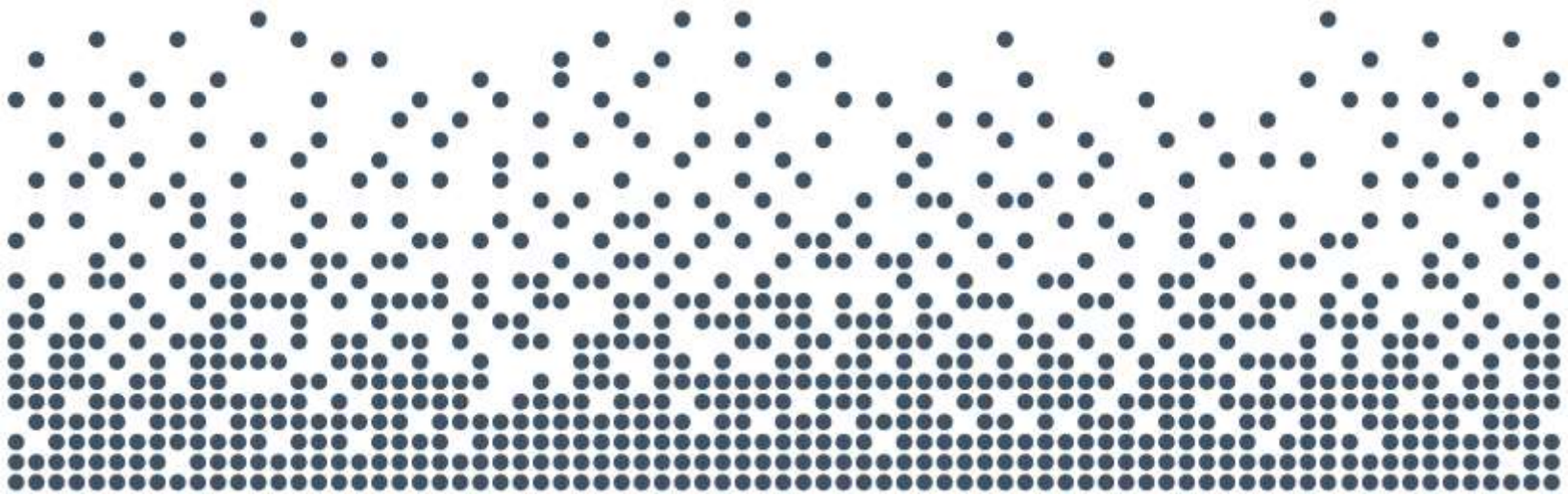


- considering additional exemptions to the by-law; and
- considering reductions in the charge by class of development (obtained by removing certain services on which the charge is based and/or by a general reduction in the charge).



Table ES-3
Town of Amherstburg
Schedule of Development Charges

Service/Class of Service	RESIDENTIAL					NON-RESIDENTIAL	Wind Turbines & Telecommunication Towers	Solar Farms (per sq.ft.)
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Studio and 1 Bedroom	Special Care/Special Dwelling Units	(per sq.ft. of Gross Floor Area)		
Town-Wide Services/Class of Service:								
Services Related to a Highway	4,356	3,044	2,945	2,069	1,620	1.16	4,356	1.16
Public Works (Facilities and Fleet)	2,095	1,464	1,416	995	779	0.55	2,095	0.55
Fire Protection Services	2,950	2,061	1,995	1,401	1,097	0.78	2,950	0.78
Policing Services	832	581	563	395	309	0.22	832	0.22
Parks and Recreation Services	5,157	3,604	3,487	2,449	1,918	0.22	-	-
Growth Studies	533	372	360	253	198	0.12	533	0.12
Water Services	6,470	4,521	4,375	3,073	2,406	1.72	-	-
Total Town-Wide Services/Class of Service	22,393	15,647	15,141	10,635	8,327	4.77	10,766	2.83
Wastewater Serviced Area Services:								
Wastewater Services	12,351	8,631	8,351	5,867	4,593	6.52	-	-
Total Wastewater Serviced Area Services	12,351	8,631	8,351	5,867	4,593	6.52	-	-
TOTAL TOWN-WIDE	22,393	15,647	15,141	10,635	8,327	4.77	10,766	2.83
TOTAL WASTEWATER SERVICED AREAS	34,744	24,278	23,492	16,502	12,920	11.29	10,766	2.83



Report



Chapter 1

Introduction



1. Introduction

1.1 Purpose of this Document

This background study has been prepared pursuant to the requirements of the Development Charges Act, as amended, (D.C.A.) (section 10) and, accordingly, recommends new development charges (D.C.s) and policies for the Town of Amherstburg.

The Town retained Watson & Associates Economists Ltd. (Watson), to undertake the D.C. study process throughout 2024. Watson worked with Town staff in preparing the D.C. analysis and policy recommendations.

This D.C. background study, and the proposed D.C. by-law, will be distributed to members of the public in order to provide interested parties with sufficient background information on the legislation, the study's recommendations, and an outline of the basis for these recommendations.

This report has been prepared, in the first instance, to meet the statutory requirements applicable to the Town's D.C. background study, as summarized in Chapter 4. It also addresses the requirement for "rules" (contained in Chapter 7) and the proposed by-law to be made available as part of the approval process (included as Appendix G).

In addition, the report is designed to set out sufficient background on the legislation (Chapter 4), Amherstburg's current D.C. policies (Chapter 2) and the policies underlying the proposed by-law, to make the exercise understandable to those who are involved.

Finally, it addresses post-adoption implementation requirements (Chapter 8) which are critical to the successful application of the new policy.

The chapters in the report are supported by Appendices containing the data required to explain and substantiate the calculation of the charge. A full discussion of the statutory requirements for the preparation of a background study and calculation of a D.C. is provided herein.



1.2 Summary of the Process

The public meeting required under section 12 of the D.C.A. has been scheduled for October 15, 2024. Its purpose is to present the study to the public and to solicit public input. The meeting is also being held to answer any questions regarding the study's purpose, methodology, and the proposed modifications to the Town's D.C.s.

In accordance with the legislation, the background study and proposed D.C. by-law will be available for public review on September 16, 2024.

The process to be followed in finalizing the report and recommendations includes:

- consideration of responses received prior to, at, or immediately following the public meeting; and
- finalization of the report and Council consideration of the by-law subsequent to the public meeting.

Figure 1-1 outlines the proposed schedule to be followed with respect to the D.C. by-law adoption process.

Figure 1-1
Schedule of Key D.C. Process Dates for the Town of Amherstburg

Schedule of Study Milestone	Dates
1. Data collection, staff review, engineering work, D.C. calculations and policy work	January 2024 to August 2024
2. Council Workshop	April 9, 2024
3. Public release of final D.C. Background study and proposed by-law	September 16, 2024
4. Public meeting advertisement placed in newspaper	At least 21 days prior to the Public Meeting
5. Public meeting of Council	October 15, 2024
6. Council considers adoption of background study and passage of by-law	November 25, 2024
7. Newspaper notice given of by-law passage	By 20 days after passage
8. Last day for by-law appeal	40 days after passage
9. Town makes pamphlet available (where by-law not appealed)	By 60 days after in force date



1.3 Changes to the D.C.A.: *Bill 108, 138, 197, 213 and 109*

1.3.1 *Bill 108: More Homes, More Choice Act – An Act to Amend Various Statutes with Respect to Housing, Other Development, and Various Matters*

On May 2, 2019, the Province introduced Bill 108, which proposed changes to the D.C.A. The Bill was introduced as part of the Province's "More Homes, More Choice: Ontario's Housing Supply Action Plan." The Bill received Royal Assent on June 6, 2019.

While having received Royal Assent, many of the amendments to the D.C.A. would not come into effect until they are proclaimed by the Lieutenant Governor (many of these changes were revised through Bill 197). The following provisions were proclaimed:

- Effective January 1, 2020, rental housing and institutional developments will pay D.C.s in six equal annual payments commencing at occupancy. Interest may be charged on the instalments, and any unpaid amounts may be added to the property and collected as taxes. As per Bill 23, non-profit housing developments are now exempt from paying D.C.s, however, prior to Bill 23, and as a result of Bill 108, non-profit housing developments paid D.C.s in 21 equal annual payments.
- Effective January 1, 2020, the D.C. amount for all developments occurring within 2 years of a Site Plan or Zoning By-law Amendment planning approval (for application submitted after this section is proclaimed), shall be determined based on the D.C. in effect on the day of Site Plan or Zoning By-law Amendment application. If the development is not proceeding via these planning approvals, then the amount is determined as of the date of issuance of a building permit.

On February 28, 2020, the Province released updated draft regulations related to the D.C.A. and the Planning Act. A summary of the changes that were to take effect upon proclamation by the Lieutenant Governor is provided below:

Changes to Eligible Services – Prior to Bill 108, the D.C.A. provided a list of ineligible services whereby municipalities could include growth related costs for any service that was not listed. With Bill 108, the changes to the D.C.A. would now specifically list the services that are eligible for inclusion in the by-law. Further, the initial list of eligible



services under Bill 108 was limited to "hard services", with the "soft services" being removed from the D.C.A. These services would be considered as part of a new community benefits charge (discussed below) imposed under the Planning Act. As noted in the next section this list of services has been amended through Bill 197.

Mandatory 10% deduction - The amending legislation would have removed the mandatory 10% deduction for all services that remain eligible under the D.C.A.

Remaining Services to be Included in a New Community Benefits Charge (C.B.C.) Under the Planning Act - A municipality may, by by-law, impose a C.B.C. against land to pay for the capital costs of facilities, services and matters required because of development or redevelopment in the area to which the by-law applies. The C.B.C. was proposed to include formerly eligible D.C. services that are not included in the above listing, in addition to parkland dedication and bonus zoning contributions.

1.3.2 Bill 138: Plan to Build Ontario Together Act, 2019

On November 6, 2019, the Province released Bill 138 which provided further amendments to the D.C.A. and Planning Act. This Bill received Royal Assent on December 10, 2019, and was proclaimed which resulted in sections related to the D.C.A. (schedule 10) becoming effective on January 1, 2020. The amendments to the D.C.A. included removal of instalment payments for commercial and industrial developments that were originally included in Bill 108.

1.3.3 Bill 197: COVID-19 Economic Recovery Act, 2020

In response to the global pandemic that began affecting Ontario in early 2020, the Province released Bill 197 which provided amendments to a number of Acts, including the D.C.A. and Planning Act. This Bill also revised some of the proposed changes identified in Bill 108. Bill 197 was tabled on July 8, 2020, received Royal Assent on July 21, 2020, and was proclaimed on September 18, 2020. The following provides a summary of the changes:



1.3.3.1 D.C. Related Changes

List of D.C. Eligible Services

- As noted above, under Bill 108 some services were to be included under the D.C.A. and some would be included under the C.B.C. authority. Bill 197, however, revised this proposed change and has included all services (with some exceptions) under the D.C.A. These services are as follows:
 - Water supply services, including distribution and treatment services;
 - Wastewater services, including sewers and treatment services.
 - Storm water drainage and control services.
 - Services related to a highway.
 - Electrical power services.
 - Toronto-York subway extension.
 - Transit services.
 - Waste diversion services.
 - Policing services.
 - Fire protection services.
 - Ambulance services.
 - Library services.
 - Long-term Care services.
 - Parks and Recreation services, but not the acquisition of land for parks.
 - Public Health services.
 - Childcare and early years services.
 - Housing services (no longer eligible as per Bill 23).
 - Provincial Offences Act services.
 - Services related to emergency preparedness.
 - Services related to airports, but only in the Regional Municipality of Waterloo.
 - Additional services as prescribed.

Classes of Services – D.C.

Pre-Bill 108/197 legislation (i.e., D.C.A., 1997) allowed for categories of services to be grouped together into a minimum of two categories (90% and 100% services).



The Act (as amended) repeals and replaces the above with the four following subsections:

- A D.C. by-law may provide for any eligible service or capital cost related to any eligible service to be included in a class set out in the by-law.
- A class may be composed of any number or combination of services and may include parts or portions of the eligible services or parts or portions of the capital costs in respect of those services.
- A D.C. by-law may provide for a class consisting of studies in respect of any eligible service whose capital costs are described in paragraphs 5 and 6 of s. 5 of the D.C.A.
- A class of service set out in the D.C. by-law is deemed to be a single service with respect to reserve funds, use of monies, and credits.

As well, the removal of the 10% deduction for soft services under Bill 108 has been maintained.

Note: An initial consideration of “class” appears to mean any group of services.

10-Year Planning Horizon

The 10-year planning horizon has been removed for all services except transit.

1.3.3.2 C.B.C. Related Changes

C.B.C. Eligibility

The C.B.C. is limited to lower-tier and single-tier municipalities; upper-tier municipalities will not be allowed to impose this charge.

1.3.3.3 Combined D.C. and C.B.C. Impacts

D.C. vs. C.B.C. Capital Cost

A C.B.C. may be imposed with respect to the services listed in s. 2 (4) of the D.C.A. (eligible services), “provided that the capital costs that are intended to be funded by the community benefits charge are not capital costs that are intended to be funded under a development charge by-law.”



1.3.4 Bill 213: Better for People, Smarter for Business Act, 2020

On December 8, 2020, Bill 213 received Royal Assent. One of the changes of the Bill that took effect upon Royal Assent included amending the Ministry of Training, Colleges and Universities Act by introducing a new section that would exempt the payment of D.C.s for developments of land intended for use by a university that receives operating funds from the Government. As a result, this mandatory exemption will be included in the D.C. by-law.

1.3.5 Bill 109: More Homes for Everyone Act, 2022

On April 14, 2022, Bill 109 received Royal Assent. One of the changes of the Bill and Ontario Regulation (O. Reg.) 438/22 that took effect upon Royal Assent included amending the D.C.A. and O. Reg. 82/98 related to the requirements for the information which is to be included in the annual Treasurer's statement on D.C. reserve funds and the requirement for publication of the statement.

- The following additional information must be provided for each D.C. service being collected for during the year:
 - a. whether, as of the end of the year, the municipality expects to incur the amount of capital costs that were estimated, in the relevant development charge background study, to be incurred during the term of the applicable development charge by-law; and
 - b. if the answer to a) is no, the amount the municipality now expects to incur and a statement as to why this amount is expected; and
- For any service for which a D.C. was collected during the year but in respect of which no money from a reserve fund was spent during the year, a statement as to why there was no spending during the year.

The changes to the D.C.A. has also been amended to now require that the annual Treasurer's statement be made available to the public on the website of the municipality or, if there is no such website, in the municipal office.



1.4 Changes to the D.C.A. – Bill 23: More Homes Built Faster Act, 2022

On November 28, 2022, Bill 23 received Royal Assent. This Bill amended a number of pieces of legislation including the *Planning Act* and D.C.A. The following provides a summary of the changes to the D.C.A.:

1.4.1 Additional Residential Unit Exemption

The rules for these exemptions are now provided in the D.C.A., rather than the regulations and are summarized as follows:

- Exemption for residential units in existing rental residential buildings – For rental residential buildings with four or more residential units, the greater of one unit or 1% of the existing residential units will be exempt from D.C.
- Exemption for additional residential units in existing and new residential buildings
 - The following developments will be exempt from a D.C.:
 - A second unit in a detached, semi-detached, or rowhouse if all buildings and ancillary structures cumulatively contain no more than one residential unit;
 - A third unit in a detached, semi-detached, or rowhouse if no buildings or ancillary structures contain any residential units; and
 - One residential unit in a building or structure ancillary to a detached, semi-detached, or rowhouse on a parcel of urban land, if the detached, semi-detached, or rowhouse contains no more than two residential units and no other buildings or ancillary structures contain any residential units.

1.4.2 Removal of Housing as an Eligible D.C. Service

Housing is removed as an eligible service as of November 28, 2022. Municipalities with by-laws that include a charge for housing services can no longer collect for this service. It is noted that the charge for housing services is still applicable where rates have been frozen for the purposes of instalment payments under the D.C.A.

1.4.3 New Statutory Exemption for Non-Profit Housing

Non-profit housing units are exempt from D.C.s and D.C. instalment payments due after November 28, 2022.



1.4.4 New Statutory Exemptions for Affordable Units, Attainable Units, and Affordable Inclusionary Zoning Units

Affordable units, attainable units, and inclusionary zoning units (affordable) are exempt from the payment of D.C.s, as follows:

- Affordable Rental Units: Where rent is no more than 80% of the average market rent as defined by a new bulletin published by the Ministry of Municipal Affairs and Housing.
- Affordable Owned Units: Where the price of the unit is no more than 80% of the average purchase price as defined by a new bulletin published by the Ministry of Municipal Affairs and Housing.

Note: As discussed in Section 1.4.13, the definitions above of an Affordable Rental Unit and Affordable Owned Unit have been modified through Bill 134.

- Attainable Units: Excludes affordable units and rental units; will be defined as prescribed development or class of development and sold to a person who is at “arm’s length” from the seller.

Note: for affordable and attainable units, the municipality shall enter into an agreement that ensures the unit remains affordable or attainable for 25 years.

Note: the above Affordable Owned and Rental Unit exemptions came into force as of June 1, 2024. At the time of writing, it is not known when the exemption for Attainable Units will be in force.

- Inclusionary Zoning Units: Affordable housing units required under inclusionary zoning by-laws are exempt from a D.C.

1.4.5 Historical Level of Service Extended to 15-Year Period Instead of the Historical 10-Year Period

Prior to Bill 23, the increase in need for service was limited by the average historical level of service calculated over the 10-year period preceding the preparation of the D.C. background study. This average is now extended to the historical 15-year period.



1.4.6 Revised Definition of Capital Costs

The definition of capital costs has been revised to remove studies. Further, the regulations to the Act may prescribe services for which land or an interest in land will be restricted. As at the time of writing, no services have been prescribed.

1.4.7 Mandatory Phase-in of a D.C.

For all D.C. by-laws passed after January 1, 2022, the charge must be phased-in annually over the first five years the by-law is in force, as follows:

- Year 1 – 80% of the maximum charge;
- Year 2 – 85% of the maximum charge;
- Year 3 – 90% of the maximum charge;
- Year 4 – 95% of the maximum charge; and
- Year 5 to expiry – 100% of the maximum charge.

1.4.8 D.C. By-law Expiry

A D.C. by-law now expires 10 years after the day it comes into force (unless the by-law provides for an earlier expiry date). This extends the by-law's life from five (5) years, prior to Bill 23.

1.4.9 Installment Payments

Non-profit housing development has been removed from the instalment payment section of the Act (section 26.1), as these units are now exempt from the payment of a D.C.

1.4.10 Rental Housing Discount

The D.C. payable for rental housing development will be reduced based on the number of bedrooms in each unit as follows:

- Three or more bedrooms – 25% reduction;
- Two bedrooms – 20% reduction; and
- All other bedroom quantities – 15% reduction.



1.4.11 Maximum Interest Rate for Instalments and Determination of Charge for Eligible Site Plan and Zoning By-law Amendment Applications

No maximum interest rate was previously prescribed. As per Bill 23, the maximum interest rate is set at the average prime rate plus 1%. This maximum interest rate provision would apply to all instalment payments and eligible site plan and zoning by-law amendment applications occurring after November 28, 2022.

1.4.12 Requirement to Allocate Funds Received

Annually, beginning in 2023, municipalities are required to spend or allocate at least 60% of the monies in a reserve fund at the beginning of the year for water, wastewater, and services related to a highway. Other services may be prescribed by the regulation.

1.4.13 Bill 134: Affordable Homes and Good Jobs Act, 2023

The exemption for affordable residential units was included in the More Homes Built Faster Act (Bill 23), enacted by the Province on November 28, 2022. Under this legislation, affordable residential units were defined within subsection 4.1 of the D.C.A. and exemptions for D.C.s were provided in respect of this definition. While the legislation was enacted in November 2022, the ability for municipalities to implement the exemptions is based on the “Affordable Residential Units for the Purposes of the Development Charges Act, 1997 Bulletin” published by the Minister of Municipal Affairs and Housing. This bulletin informs the average market rent and purchase price to be used in determining which developments qualify as affordable residential units. This bulletin was published on April 5, 2024.

Bill 134 received Royal Assent on December 4, 2023 and provides for a modification to the affordable residential unit definition by:

- Introducing an income-based test for affordable rent and purchase price; and
- Increasing the threshold for the market test of affordable rent and purchase price.

This change provides the exemption based on the lesser of the two measures.

Moreover, the rules in subsection 4.1 of the D.C.A. are unchanged with respect to:

- The tenant and purchaser transacting the affordable unit being at arm’s length;



- The intent of maintaining the affordable residential unit definition for a 25-year period, requiring an agreement with the municipality (which may be registered on title); and
- Exemptions for attainable residential units and associated rules (requiring further regulations).

The following table provides a comparison of the definitions provided through Bill 23 and those provided through Bill 134 (underlining added for emphasis).

Item	Bill 23 Definition	Bill 134 Definition (Current D.C.A. Definition)
Affordable residential unit rent (subsection 4.1 (2), para. 1)	The rent is no greater than <u>80 per cent of the average market rent</u> , as determined in accordance with subsection (5).	The rent is no greater than <u>the lesser of</u> , i. the <u>income-based affordable rent</u> for the residential unit set out in the Affordable Residential Units bulletin, as identified by the Minister of Municipal Affairs and Housing in accordance with subsection (5), and ii. the <u>average market rent</u> identified for the residential unit set out in the Affordable Residential Units bulletin.
Average market rent/rent based on income (subsection 4.1 (5)) for the purposes of subsection 4.1 (2), para. 1	The <u>average market rent for the year in which the residential unit is occupied by a tenant</u> , as identified in the bulletin entitled the “Affordable Residential Units for the Purposes of the Development Charges Act, 1997 Bulletin.”	The Minister of Municipal Affairs and Housing shall, (a) determine the <u>income of a household</u> that, in the Minister’s opinion, is <u>at the 60th percentile of gross annual incomes for renter households in the applicable local municipality</u> ; and (b) identify the <u>rent</u> that, in the Minister’s opinion, is <u>equal to 30 per cent of the income of the household</u> referred to in clause (a).



Item	Bill 23 Definition	Bill 134 Definition (Current D.C.A. Definition)
Affordable residential unit ownership (subsection 4.1 (3), para. 1)	The price of the residential unit is no greater than <u>80 per cent of the average purchase price</u> , as determined in accordance with subsection (6).	The price of the residential unit is no greater than <u>the lesser of</u> , <ol style="list-style-type: none"> <li data-bbox="1036 422 1403 751">i. <u>the income-based affordable purchase price</u> for the residential unit set out in the Affordable Residential Units bulletin, as identified by the Minister of Municipal Affairs and Housing in accordance with subsection (6), and <li data-bbox="1036 751 1403 982">ii. <u>90 per cent of the average purchase price</u> identified for the residential unit set out in the Affordable Residential Units bulletin.
Average market purchase price/purchase price based on income (subsection 4.1 (6)) for the purposes of subsection 4.1 (3), para. 1	The <u>average purchase price for the year in which the residential unit is sold</u> , as identified in the bulletin entitled the “Affordable Residential Units for the Purposes of the Development Charges Act, 1997 Bulletin,” as it is amended from time to time, that is published by the Minister of Municipal Affairs and Housing on a website of the Government of Ontario.	The Minister of Municipal Affairs and Housing shall, <ol style="list-style-type: none"> <li data-bbox="1036 1073 1403 1339">(a) determine the <u>income of a household</u> that, in the Minister’s opinion, is at the <u>60th percentile of gross annual incomes for households in the applicable local municipality</u>; and <li data-bbox="1036 1339 1403 1640">(b) identify the <u>purchase price</u> that, in the Minister’s opinion, <u>would result in annual accommodation costs equal to 30 per cent of the income of the household</u> referred to in clause (a)

Note: the Affordable Unit exemption came into force on June 1, 2024.



1.5 Bill 185: *Cutting Red Tape to Build More Homes Act*

On April 10, 2024, the Province released Bill 185: *Cutting Red Tape to Build More Homes Act*. The Bill received Royal Assent on June 6, 2024. This Bill reversed many of the key changes that were implemented through Bill 23. The following sections provide a summary of the changes.

1.5.1 Revised Definition of Capital Costs

Bill 185 reversed the capital cost amendments of Bill 23 by reinstating studies as an eligible capital cost. The following paragraphs were added to subsection 5(3) of the D.C.A.:

5. *Costs to undertake studies in connection with any of the matters referred to in paragraphs 1 to 4.*
6. *Costs of the development charge background study required under section 10.*

1.5.2 Removal of the Mandatory Phase-in

As noted in Section 1.4.7 above, Bill 23 required the phase-in of charges imposed in a D.C. by-law over a five-year term for any by-laws passed after January 1, 2022. Bill 185 removed this mandatory phase-in. This change is effective for any D.C. by-laws passed after Bill 185 came into effect.

For site plan and zoning by-law amendment applications that were made prior to Bill 185 receiving Royal Assent, the charges payable will be the charges that were in place on the day the planning application was made (i.e., including the mandatory phase-in).

1.5.3 Process for Minor Amendments to D.C. By-laws

Section 19 of the D.C.A. requires that a municipality must follow sections 10 through 18 of the D.C.A. (with necessary modifications) when amending D.C. by-laws. Sections 10 through 18 of the D.C.A. generally require the following:

- Completion of a D.C. background study, including the requirement to post the background study 60 days prior to passage of the D.C. by-law;
- Passage of a D.C. by-law within one year of the completion of the D.C. background study;



- A public meeting, including notice requirements; and
- The ability to appeal the by-law to the Ontario Land Tribunal.

Bill 185 allows municipalities to undertake minor amendments to D.C. by-laws for the following purposes without adherence to the requirements noted above (with the exception of the notice requirements):

1. To repeal a provision of the D.C. by-law specifying the date the by-law expires or to amend the provision to extend the expiry date (subject to the 10-year limitations provided in the D.C.A.);
2. To impose D.C.s for studies, including the D.C. background study; and
3. To remove the provisions related to the mandatory phase-in of D.C.s.

Minor amendments related to items 2 and 3 noted above may be undertaken only if the D.C. by-law being amended was passed after November 28, 2022, and before Bill 185 took effect. Moreover, the amending by-law must be passed within six months of Bill 185 coming into effect.

Notice requirements for these minor amending by-laws are similar to the typical notice requirements, with the exception of the requirement to identify the last day for appealing the by-law (as these provisions do not apply).

1.5.4 Reduction of D.C. Rate Freeze Timeframe

Bill 108 (see Section 1.3.1 above) provides for the requirement to freeze the D.C.s imposed on developments subject to a site plan and/or a zoning by-law amendment application. The D.C. rate for these developments is “frozen” at the rates that were in effect at the time the site plan and/or zoning by-law amendment application was submitted (subject to applicable interest). Once the application is approved by the municipality, if the date the D.C. is payable is more than two years from the approval date, the D.C. rate freeze would no longer apply. Bill 185 reduced the two-year timeframe to 18 months.

1.5.5 Modernizing Public Notice Requirements

The D.C.A. sets out the requirements for municipalities to give notice of public meetings and of by-law passage. These requirements are prescribed in sections 9 and 10 of O.



Reg. 82/98 and include giving notice in a newspaper of sufficiently general circulation in the area to which the by-law would apply. The regulatory changes modernized public notice requirements by allowing municipalities to provide notice on a municipal website if a local newspaper is not available.



Chapter 2

Current Town of Amherstburg D.C. Policies



2. Current Town of Amherstburg D.C. Policies

2.1 Schedule of Changes

On September 23, 2019, the Town of Amherstburg passed By-law 2019-083 under the D.C.A.

The by-law imposed D.C.s for residential and non-residential uses. The table below provides the rates currently in effect, as of January 1, 2024.

Table 2-1
Town of Amherstburg
Current D.C. Rates
January 1, 2024

Service	Residential					Non-Residential	Wind Turbines & Telecommunication Towers	Solar Farms (per sq.ft.)
	Single & Semi Detached	Multiples	Apartments with >= 2 Bedrooms	Apartments with < 2 Bedrooms	Special Care/Special Dwelling Units	(per sq.ft. of Gross Floor Area)		
Municipal Wide Services								
Services Related to a Highway	4,930	3,189	2,773	2,144	1,772	2.80	4,930	2.80
Fire Protection Services	1,062	688	598	462	383	0.61	1,062	0.61
Policing Services	-	-	-	-	-	-	-	-
Parks & Recreation Services	3,845	2,488	2,163	1,672	1,382	0.73	-	-
Administration Studies - Engineering & Protection Services	814	527	458	354	293	0.47	814	0.47
Administration Studies - Community Based Services	324	209	183	141	116	0.19	324	0.19
Water Services	1,871	1,211	1,052	814	673	1.07	-	-
Total Municipal Wide Services	12,846	8,312	7,227	5,587	4,619	5.87	7,130	4.07
Wastewater Serviced Area Services								
Wastewater Services	9,676	6,259	5,444	4,207	3,479	5.93	-	-
Total Wastewater Serviced Area Services	9,676	6,259	5,444	4,207	3,479	5.93	-	-
Total Municipal Wide Services	12,846	8,312	7,227	5,587	4,619	5.87	7,130	4.07
Total Wastewater Serviced Areas Services	22,522	14,571	12,671	9,794	8,098	11.80	7,130	4.07

2.2 Services Covered

The following services are covered under By-law 2019-083:

- Services Related to a Highway;
- Fire Protection Services;
- Police Services;
- Water Services;
- Wastewater Services;
- Parks and Recreation Services; and
- Administration Services.



2.3 Timing of D.C. Calculation and Payment

D.C.s are calculated and payable on the date that the first building permit is issued in relation to a building or structure on land to which the D.C. relates. Where D.C.s apply to land in relation to which a building permit is required, the building permit shall not be issued until the D.C. has been paid in full.

Council from time to time, and at any time, may enter into agreements providing for all or any part of a development charge to be paid before or after it would otherwise be payable, in accordance with section 27 of the D.C.A.

2.4 Indexing

Indexing of the D.C.s shall be implemented on a mandatory basis annually each January 1st, in accordance with the Statistics Canada Quarterly, Non-Residential Building Construction Price Index (Table 18-10-0276-02).^[1]

2.5 Redevelopment Allowance

As a result of the redevelopment of land, a building or structure existing on the same land within 60 months outside the downtown area and within 36 months inside the downtown area prior to the date of payment of D.C.s in regard to such redevelopment was, or is to be demolished, in whole or in part, or converted from one principal use to another principal use on the same land, in order to facilitate the redevelopment, the D.C.s otherwise payable with respect to such redevelopment shall be reduced by the following amounts:

- (a) in the case of a residential building or structure, or in the case of a mixed-use building or structure, the residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable D.C. under subsection 3.10 of

[1] Ontario Regulation (O. Reg.) 82/98 referenced “The Statistics Canada Quarterly, Construction Price Statistics, catalogue number 62-007” as the index source. Since implementation, Statistics Canada has modified this index twice and the above-noted index is the most current. The draft by-law provided herein refers to O. Reg. 82/98 to ensure traceability should this index continue to be modified over time.



the by-law by the number, according to type, of dwelling units that have been or will be demolished or converted to another principal use; and

- (b) in the case of a non-residential building or structure or, in the case of mixed-use building or structure, the non-residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable D.C.s under subsection 3.11 of the by-law by the gross floor area that has been or will be demolished or converted to another principal use;

provided that such amounts shall not exceed, in total, the amount of the D.C.s otherwise payable with respect to the redevelopment.

2.6 Exemptions

The following non-statutory exemptions are provided under By-law 2019-083, as amended:

- Lands, buildings or structures used or to be used for a place of worship or for the purposes of a churchyard or cemetery exempt from taxation under the Assessment Act;
- The development of non-residential farm buildings constructed for bona-fide farm uses, excluding marijuana production facilities and commercial greenhouses; and
- A building or structure used for a community use owned by a non-profit corporation.



Chapter 3

Anticipated Development in the Town of Amherstburg



3. Anticipated Development in the Town of Amherstburg

3.1 Requirement of the Act

The growth forecast contained in this chapter (with supplemental tables in Appendix A) provides for the anticipated development for which the Town will be required to provide services over a 10-year (2024 to 2034) time horizon.

Chapter 4 provides the methodology for calculating a D.C. as per the D.C.A. Figure 4-1 presents this methodology graphically. It is noted in the first box of the schematic that in order to determine the D.C. that may be imposed, it is a requirement of subsection 5 (1) of the D.C.A. that “the anticipated amount, type and location of development, for which development charges can be imposed, must be estimated.”

3.2 Basis of Population, Household and Non-Residential Gross Floor Area Forecast

The D.C. growth forecast has been derived by Watson in consultation with the Town of Amherstburg. In preparing the growth forecast, the following information sources were consulted to assess the residential and non-residential development potential for the Town over the forecast period, including:

- Essex County 2022 Comprehensive Review, Growth Analysis Final Draft Report, October 5, 2022, by Watson & Associates Economists Ltd.
- Town of Amherstburg 2019 Development Charges Background Study, July 24, 2019, by Watson & Associates Economists Ltd.;
- 2011, 2016 and 2021 population, household and employment Census data;
- Historical residential building permit data over the 2014 to 2023 period;
- Residential and non-residential supply opportunities as identified by Town of Amherstburg staff; and
- Discussions with Town staff regarding anticipated residential and non-residential development in the Town of Amherstburg.

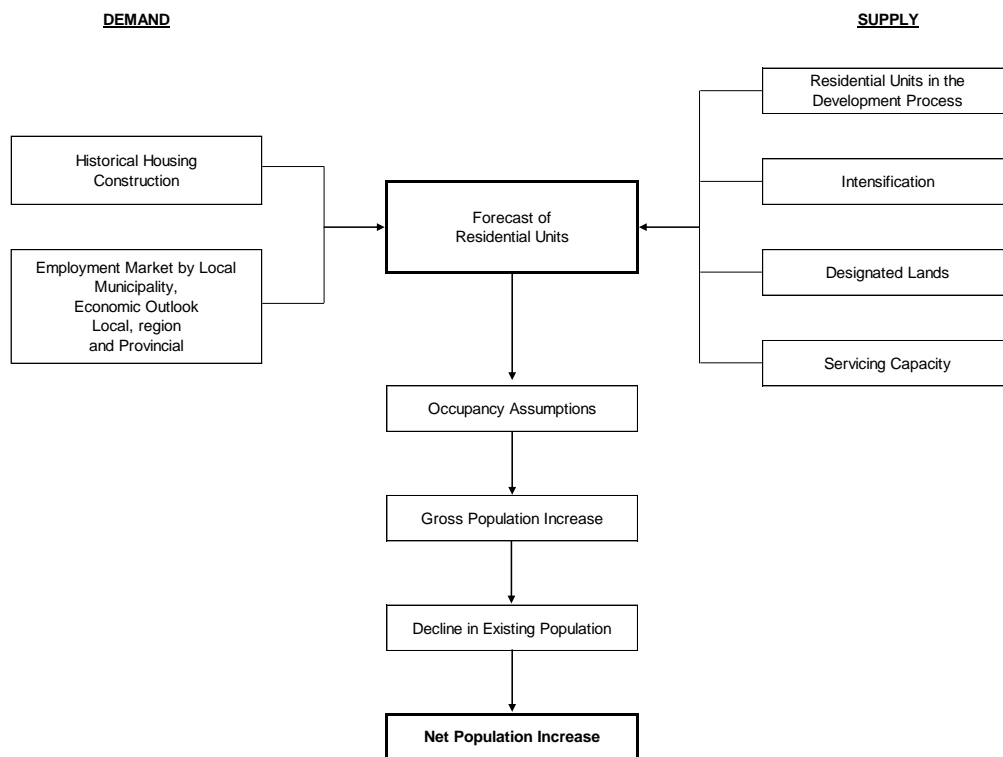


3.3 Summary of Growth Forecast

A detailed analysis of the residential and non-residential growth forecasts is provided in Appendix A and the methodology employed is illustrated in Figure 3-1. The discussion provided herein summarizes the anticipated growth for the Town and describes the basis for the forecast. The results of the residential growth forecast analysis are summarized in Table 3-1 below, and Schedule 1 in Appendix A.

As identified in Table 3-1 and Appendix A – Schedule 1, population in the Town of Amherstburg (excluding census undercount) is anticipated to reach approximately 30,010 by mid-2034, resulting in an increase of approximately 4,120 persons. ^[1]

Figure 3-1
Population and Household Forecast Model



^[1] The population figures used in the calculation of the 2024 D.C. exclude the net Census undercount, which is estimated at approximately 3.2%. Population figures presented herein have been rounded.



**Table 3-1
Town of Amherstburg
Residential Growth Forecast Summary**

	Year	Population (Including Census Undercount) ^[1]	Excluding Census Undercount			Housing Units					Person Per Unit (P.P.U.): Total Population/ Total Households	
			Population	Institutional Population	Population Excluding Institutional Population	Singles & Semi-Detached	Multiple Dwellings ^[2]	Apartments ^[3]	Other	Total Households		Equivalent Institutional Households
Historical	Mid 2011	22,240	21,556	266	21,290	7,030	416	659	19	8,124	242	2.653
	Mid 2016	22,630	21,936	281	21,655	7,330	440	735	15	8,520	255	2.575
	Mid 2021	24,270	23,524	224	23,300	7,910	455	805	15	9,185	204	2.561
Forecast	Mid 2024	26,710	25,889	247	25,642	8,378	557	1,069	15	10,019	225	2.584
	Mid 2034	30,960	30,009	286	29,723	9,347	788	1,217	15	11,367	260	2.640
Incremental	Mid 2011 - Mid 2016	390	380	15	365	300	24	76	-4	396	13	
	Mid 2016 - Mid 2021	1,640	1,588	-57	1,645	580	15	70	0	665	-51	
	Mid 2021 - Mid 2024	2,440	2,365	23	2,342	468	102	264	0	834	21	
	Mid 2024 - Mid 2034	4,250	4,120	39	4,081	969	231	148	0	1,348	35	

[1] Population includes the Census undercount estimated at approximately 3.2% and has been rounded.

[2] Includes townhouses and apartments in duplexes.

[3] Includes bachelor, 1-bedroom, and 2-bedroom+ apartment units.

Notes:

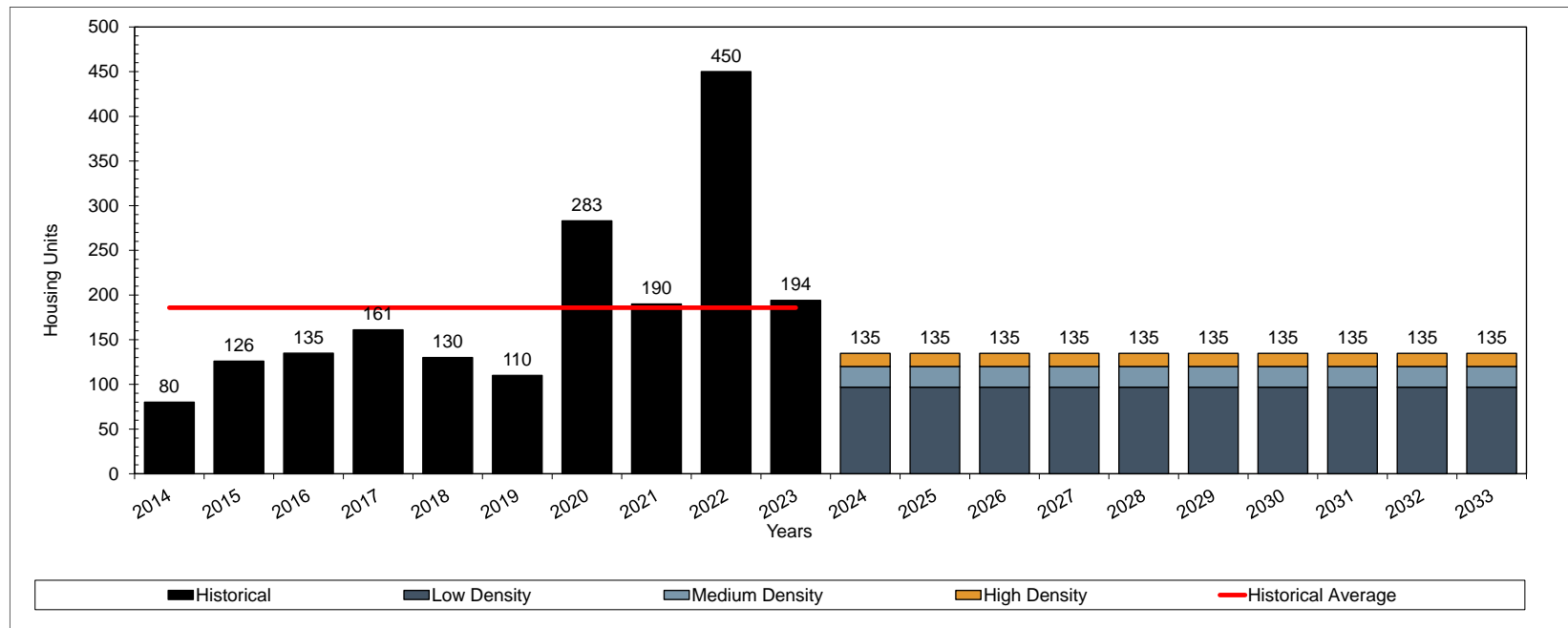
Numbers may not add due to rounding.

Source: Derived from Essex County 2022 Comprehensive Review, Growth Analysis Final Draft Report, October 5, 2022.

Forecast is based on the high scenario. By Watson & Associates Economists Ltd.



Figure 3-2
Town of Amherstburg
Annual Housing Forecast ^[1]



^[1] Growth forecast represents calendar year.

Source: Historical housing activity derived from building permit data for the Town of Amherstburg, 2014 to 2023.



Provided below is a summary of the key assumptions and findings regarding the Town of Amherstburg D.C. growth forecast:

1. Unit Mix (Appendix A – Schedules 1 and 5)

- The housing unit mix for the Town was derived from a detailed review of historical development activity (as per Schedule 5), as well as active residential development applications and discussions with Town staff regarding anticipated development trends for the Town of Amherstburg.
- Based on the above indicators, the 2024 to 2034 household growth forecast for the Town is comprised of a unit mix of 72% low density units (single detached and semi-detached), 17% medium density (multiples except apartments) and 11% high density (bachelor, 1-bedroom and 2-bedroom apartments).

2. Geographic Location of Residential Development (Appendix A – Schedule 2)

- Schedule 2 summarizes the anticipated amount, type, and location of development by area for the Town of Amherstburg
- In accordance with forecast demand and available land supply, the amount and percentage of forecast housing growth between 2024 and 2034 by development location is summarized below.

Table 3-2
Town of Amherstburg
Geographic Location of Residential Development

Development Location	Amount of Housing Growth, 2024 to 2034	Percentage of Housing Growth, 2024 to 2034
Water & Wastewater (SE Quadrant)	679	50%
Water & Wastewater (Other Areas)	664	49%
Water Only	5	<1%
Town of Amherstburg	1,348	100%

Note: Figures may not sum precisely due to rounding.



3. Planning Period

- Short- and longer-term time horizons are required for the D.C. process. The D.C.A. limits the planning horizon for transit services to a 10-year planning horizon. All other services can utilize a longer planning period if the municipality has identified the growth-related capital infrastructure needs associated with the longer-term growth planning period.

4. Population in New Units (Appendix A – Schedules 3 and 4)

- The number of housing units to be constructed by 2034 in the Town of Amherstburg over the forecast period is presented in Table 3-1. Over the 2024 to 2034 forecast period, the Town is anticipated to average approximately 135 new housing units per year.
- Institutional population ^[1] is anticipated to increase by approximately 40 people between 2024 to 2034.
- Population in new units is derived from Schedules 3 and 4, which incorporate historical development activity, anticipated units (see unit mix discussion) and average persons per unit (P.P.U.) by dwelling type for new units.
- Schedule 6a summarizes the average P.P.U. assumed for new housing units by age and type of dwelling based on Statistics Canada 2021 custom Census data for the Town of Amherstburg. Due to data limitations medium and high density P.P.U. data was derived from Essex County Census Division which includes the Town of Amherstburg and is outlined in Schedule 7b. The total calculated P.P.U. for all density types has been adjusted accordingly to account for the P.P.U. trends which has been recently experienced in both new and older units. Forecasted 15-year average P.P.U.s by dwelling type are as follows:
 - Low density: 2.958
 - Medium density: 2.067
 - High density: 1.844

^[1] Institutional population largely includes special care facilities such as nursing home or residences for senior citizens. A P.P.U. of 1.100 depicts 1-bedroom and 2-or-more-bedroom units in collective households.



5. Existing Units and Population Change (Appendix A – Schedules 3 and 4)

- Existing households for mid-2024 are based on the 2021 Census households, plus estimated residential units constructed between mid-2021 to the beginning of the growth period, assuming a minimum six-month lag between construction and occupancy (see Schedule 3).
- The change in average occupancy levels for existing housing units is calculated in Schedules 3 and 4.^[1] The forecast population change in existing households over the 2024 to 2034 forecast period is forecast to increase by approximately 470.

6. Employment (Appendix A – Schedules 8a, 8b and 8c)

- The employment projections provided herein are largely based on the activity rate method, which is defined as the number of jobs in the Town divided by the number of residents. Key employment sectors include primary, industrial, commercial/population-related, institutional, and work at home, which are considered individually below.
- 2016 employment data ^{[2],[3]} (place of work) for the Town of Amherstburg is outlined in Schedule 8a. The 2016 employment base is comprised of the following sectors:
 - 115 primary (2%);
 - 460 work at home employment (10%);
 - 1,135 industrial (24%);
 - 1,975 commercial/population-related (43%); and
 - 970 institutional (21%).

^[1] Change in occupancy levels for existing households occurs due to aging of the population and family life cycle changes, lower fertility rates and changing economic conditions.

^[2] 2016 employment is based on Statistics Canada 2016 Place of Work Employment dataset by Watson & Associates Economists Ltd.

^[3] Statistics Canada 2021 Census place of work employment data has been reviewed. The 2021 Census employment results have not been utilized due to a significant increase in work at home employment captured due to Census enumeration occurring during the provincial COVID-19 lockdown from April 1, 2021 to June 14, 2021.



- The 2016 employment by usual place of work, including work at home, is 4,655. An additional 490 employees have been identified for the Town of Amherstburg in 2016 that have no fixed place of work (N.F.P.O.W.).^[1]
- Total employment, including work at home and N.F.P.O.W. for the Town of Amherstburg is anticipated to reach approximately 7,490 by mid-2034. This represents an employment increase of approximately 1,710 for the 10-year forecast period.
- Schedule 8b, Appendix A, summarizes the employment forecast, excluding work at home employment and N.F.P.O.W. employment, which is the basis for the D.C. employment forecast. The impact on municipal services from work at home employees has already been included in the population forecast. The need for municipal services related to N.F.P.O.W. employees has largely been included in the employment forecast by usual place of work (i.e., employment and gross floor area generated from N.F.P.O.W. construction employment). Furthermore, since these employees have no fixed work address, they cannot be captured in the non-residential G.F.A. calculation. Accordingly, work at home and N.F.P.O.W. employees have been removed from the D.C.A. employment forecast and calculation.
- Total employment for the Town of Amherstburg (excluding work at home and N.F.P.O.W. employment) is anticipated to reach approximately 5,720 by mid-2034. This represents an employment increase of approximately 1,360 for the 10-year forecast.^[2]

^[2] No fixed place of work is defined by Statistics Canada as "persons who do not go from home to the same workplace location at the beginning of each shift. Such persons include building and landscape contractors, travelling salespersons, independent truck drivers, etc."

^[2] G.F.A. and employment associated within special care institutional dwellings treated as residential, resulting in an institutional employment difference between Schedules 8a and 8b. Total employment growth in Schedule 8b (excluding work at home and N.F.P.O.W. employment) has been downwardly adjusted to account for institutional employment associated with special care facilities. Total employment in Schedule 8b is anticipated to reach approximately 5,700 by mid-2034.



7. Non-Residential Sq.ft. Estimates (G.F.A.), Appendix A – Schedule 8b)

- Square footage estimates were calculated in Schedule 8b based on the following employee density assumptions:
 - 20,000 sq.ft. per employee for primary;
 - 1,300 sq.ft. per employee for industrial;
 - 500 sq.ft. per employee for commercial/population-related; and
 - 675 sq.ft. per employee for institutional employment.
- The Town-wide incremental G.F.A. is anticipated to increase by approximately 1.75 million sq.ft. over the 10-year forecast period.
- In terms of percentage growth, the 2024 to 2034 incremental G.F.A. forecast by sector is broken down as follows:
 - Primary – 38%
 - industrial – 36%;
 - commercial/population-related – 16%; and
 - institutional – 10%.

8. Geographic Location of Non-Residential Development (Appendix A, Schedule 8c)

- Schedule 8c summarizes the anticipated amount, type and location of non-residential development by area for the Town of Amherstburg.
- The amount and percentage of forecast total non-residential growth between 2024 and 2034 by development location is summarized below.



Table 3-3
Town of Amherstburg
Geographic Location of Non-Residential Development

Development Location	Amount of Non-Residential G.F.A. (sq.ft.), 2024 to 2034	Percentage of Non-Residential G.F.A.. 2024 to 2034
Water and Wastewater (SE Quadrant)	241,000	14%
Water and Wastewater (Other Areas)	376,200	21%
Water only	1,131,400	65%
Town of Amherstburg	1,748,600	100%

Note: Figures may not sum precisely due to rounding



Chapter 4

The Approach to the Calculation of the Charge



4. The Approach to the Calculation of the Charge

4.1 Introduction

This chapter addresses the requirements of subsection 5 (1) of the D.C.A. with respect to the establishment of the need for service which underpins the D.C. calculation. These requirements are illustrated schematically in Figure 4-1.

4.2 Services Potentially Involved

Table 4-1 lists the full range of municipal services that are provided within the Town.

A number of these services are not included in the list of eligible services provided in subsection 2 (4) of the D.C.A. as being ineligible for inclusion in D.C.s. These are shown as “ineligible” on Table 4-1. Two ineligible costs defined in subsection 5 (3) of the D.C.A. are “computer equipment” and “rolling stock with an estimated useful life of (less than) seven years.” In addition, local roads are covered separately under subdivision agreements and related means (as are other local services). Services that are potentially eligible for inclusion in the Town’s D.C. are indicated with a “Yes.”

4.3 Increase in the Need for Service

The D.C. calculation commences with an estimate of “the increase in the need for service attributable to the anticipated development,” for each service to be covered by the by-law. There must be some form of link or attribution between the anticipated development and the estimated increase in the need for service. While the need could conceivably be expressed generally in terms of units of capacity, subsection 5 (1) 3, which requires that Town Council indicate that it intends to ensure that such an increase in need will be met, suggests that a project-specific expression of need would be most appropriate.



Figure 4-1
The Process of Calculating a Development Charge under the Act that Must be Followed

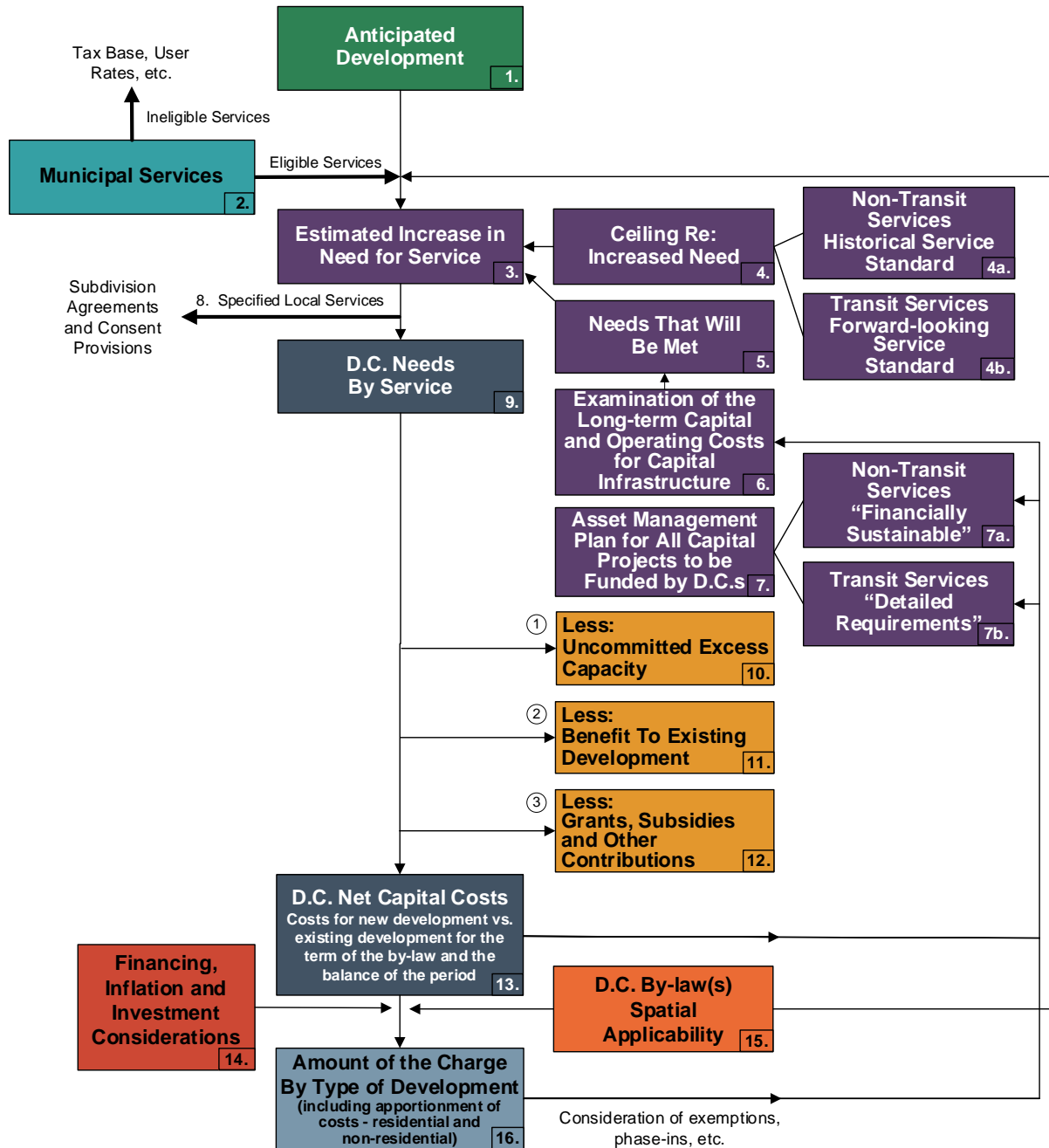




Table 4-1
Categories of Municipal Services to be Addressed as Part of the Calculation

Eligibility for Inclusion in the D.C. Calculation	Description
Yes	Municipality provides the service – service has been included in the D.C. calculation.
No	Municipality provides the service – service has not been included in the D.C. calculation.
n/a	Municipality does not provide the service.
Ineligible	Service is ineligible for inclusion in the D.C. calculation.

Categories of Municipal Services	Eligibility for Inclusion in the D.C. Calculation	Service Components	Maximum Potential D.C. Recovery %
1. Services Related to a Highway	Yes	1.1 Arterial roads	100
	Yes	1.2 Collector roads	100
	Yes	1.3 Bridges, culverts and roundabouts	100
	No	1.4 Local municipal roads	0
	Yes	1.5 Traffic signals	100
	Yes	1.6 Sidewalks and streetlights	100
	Yes	1.7 Active transportation	100
2. Other Transportation Services	n/a	2.1 Transit vehicles ^[1] & facilities	100
	n/a	2.2 Other transit infrastructure	100
	Ineligible	2.3 Municipal parking spaces - indoor	0
	Ineligible	2.4 Municipal parking spaces - outdoor	0
	Yes	2.5 Works yards	100
	Yes	2.6 Rolling stock ¹	100
	n/a	2.7 Ferries	100
	n/a	2.8 Airport	100
3. Stormwater Drainage and Control Services	No	3.1 Main channels and drainage trunks	100
	No	3.2 Channel connections	100
	No	3.3 Retention/detention ponds	100

^[1] with 7+ year lifetime



Categories of Municipal Services	Eligibility for Inclusion in the D.C. Calculation	Service Components	Maximum Potential D.C. Recovery %
4. Fire Protection Services	Yes	4.1 Fire stations	100
	Yes	4.2 Fire pumpers, aerials and rescue vehicles ^[1]	100
	Yes	4.3 Small equipment and gear	100
5. Park Services (i.e., Parks and Open Space)	Ineligible	5.1 Acquisition of land for parks, woodlots and E.S.A.s	0
	Yes	5.2 Development of area municipal parks	100
	Yes	5.3 Development of district parks	100
	Yes	5.4 Development of municipal-wide parks	100
	Yes	5.5 Development of special purpose parks	100
6. Recreation Services	Yes	6.1 Arenas, indoor pools, fitness facilities, community centres, etc. (including land)	100
	Yes	6.2 Recreation vehicles and equipment ^[1]	100
7. Library Services	No	7.1 Public library space (incl. furniture and equipment)	100
	n/a	7.2 Library vehicles ^[1]	100
	n/a	7.3 Library materials	100
8. Emergency Preparedness Services	No	8.1 Facility space (incl. furniture and equipment)	100
	No	8.2 Vehicles ^[1]	100
	No	8.3 Equipment	100
9. Electrical Power Services	Ineligible	9.1 Electrical substations	0
	Ineligible	9.2 Electrical distribution system	0
	Ineligible	9.3 Electrical system rolling stock	0

^[1] with 7+ year lifetime



Categories of Municipal Services	Eligibility for Inclusion in the D.C. Calculation	Service Components	Maximum Potential D.C. Recovery %
10. Provision of Cultural, Entertainment and Tourism Facilities and Convention Centres	Ineligible	10.1 Cultural space (e.g., art galleries, museums and theatres)	0
	Ineligible	10.2 Tourism facilities and convention centres	0
11. Wastewater Services	Yes	11.1 Treatment plants	100
	Yes	11.2 Sewage trunks	100
	n/a	11.3 Local systems	0
	Yes	11.4 Vehicles and equipment ^[1]	100
12. Water Supply Services	Yes	12.1 Treatment plants	100
	Yes	12.2 Distribution systems	100
	n/a	12.3 Local systems	0
	Yes	12.4 Vehicles and equipment ^[1]	100
13. Waste Management Services	Ineligible	13.1 Landfill collection, transfer vehicles and equipment	0
	Ineligible	13.2 Landfills and other disposal facilities	0
	n/a	13.3 Waste diversion facilities	100
	n/a	13.4 Waste diversion vehicles and equipment ^[1]	100
14. Policing Services	Yes	14.1 Policing detachments	100
	Yes	14.2 Policing rolling stock ^[1]	100
	Yes	14.3 Small equipment and gear	100
15. Homes for the Aged	n/a	15.1 Homes for the aged space	100
	n/a	15.2 Vehicles ^[1]	100
16. Child Care	n/a	16.1 Child-care space	100
	n/a	16.2 Vehicles ^[1]	100
17. Health	n/a	17.1 Health department space	100
	n/a	17.2 Health department vehicles ^[1]	100
18. Social Housing	Ineligible	18.1 Social housing space	0
19. Provincial Offences Act (P.O.A.)	n/a	19.1 P.O.A. space	100

^[1] with 7+ year lifetime



Categories of Municipal Services	Eligibility for Inclusion in the D.C. Calculation	Service Components	Maximum Potential D.C. Recovery %
20. Social Services	Ineligible	20.1 Social service space	0
21. Ambulance	n/a	21.1 Ambulance station space	100
	n/a	21.2 Vehicles ^[1]	100
22. Hospital Provision	Ineligible	22.1 Hospital capital contributions	0
23. Provision of Headquarters for the General Administration of Municipalities and Area Municipal Boards	Ineligible	23.1 Office space	0
	Ineligible	23.2 Office furniture	0
	Ineligible	23.3 Computer equipment	0
24. Other Services	Yes	24.1 Studies in connection with acquiring buildings, rolling stock, materials and equipment, and improving land and facilities, including the D.C. background study cost	100
	Yes	24.2 Interest on money borrowed to pay for growth-related capital	0-100

^[1] with a 7+ year lifetime

4.4 Local Service Policy

Some of the need for services generated by additional development consists of local services related to a plan of subdivision. As such, they will be required as a condition of subdivision agreements or consent conditions. The Town's detailed Local Service Policy is provided in Appendix E.



4.5 Capital Forecast

Paragraph 7 of subsection 5 (1) of the D.C.A. requires that “the capital costs necessary to provide the increased services must be estimated.” The Act goes on to require two potential cost reductions and the regulation sets out the way in which such costs are to be presented. These requirements are outlined below.

These estimates involve capital costing of the increased services discussed above. This entails costing actual projects or the provision of service units, depending on how each service has been addressed.

The capital costs include:

- a) costs to acquire land or an interest therein (including a leasehold interest);
- b) costs to improve land;
- c) costs to acquire, lease, construct or improve buildings and structures;
- d) costs to acquire, lease or improve facilities, including rolling stock (with a useful life of 7 or more years), furniture and equipment (other than computer equipment), materials acquired for library circulation, reference, or information purposes;
- e) Costs to undertake studies in connection with any of the matters referred to in paragraphs a to d;
- f) Costs of the development charge background study required under section 10; and
- g) interest on money borrowed to pay for the above-referenced costs;

In order for an increase in need for service to be included in the D.C. calculation, Town Council must indicate “that it intends to ensure that such an increase in need will be met” (subsection 5 (1) 3). This can be done if the increase in service forms part of a Council-approved Official Plan, capital forecast, or similar expression of the intention of Council (O. Reg. 82/98 section 3). The capital program contained herein reflects the Town’s approved and proposed capital budgets and master servicing/needs studies.



4.6 Treatment of Credits

Section 8, paragraph 5, of O. Reg. 82/98 indicates that a D.C. background study must set out “the estimated value of credits that are being carried forward relating to the service.” Subsection 17, paragraph 4, of the same regulation indicates that “the value of the credit cannot be recovered from future D.C.s,” if the credit pertains to an ineligible service. This implies that a credit for eligible services can be recovered from future D.C.s. As a result, this provision should be made in the calculation, in order to avoid a funding shortfall with respect to future service needs. There are no outstanding credit obligations to include in the D.C. calculations.

4.7 Classes of Services

Section 7 of the D.C.A. states that a D.C. by-law may provide for any D.C. eligible service or the capital costs with respect to those services. Further, a class may be composed of any number or combination of services and may include parts or portions of each D.C. eligible service.

These provisions allow for services to be grouped together to create a class for the purposes of the D.C. by-law and D.C. reserve funds. The D.C. calculations and by-law provided herein have identified Public Works (Facilities and Fleet) and Growth Studies as classes of service.

4.8 Existing Reserve Funds

Section 35 of the D.C.A. states that:

“The money in a reserve fund established for a service may be spent only for capital costs determined under paragraphs 2 to 7 of subsection 5 (1).”

There is no explicit requirement under the D.C.A. calculation method set out in subsection 5 (1) to net the outstanding reserve fund balance as part of making the D.C. calculation; however, section 35 does restrict the way in which the funds are used in the future.

For services that are subject to a per capita based, service level “cap,” the reserve fund balance should be applied against the development-related costs for which the charge



was imposed once the project is constructed (i.e., the needs of recent growth). This cost component is distinct from the development-related costs for the future forecast periods, which underlie the D.C. calculation herein.

The alternative would involve the Town spending all reserve fund monies prior to renewing each by-law, which would not be a sound basis for capital budgeting. Thus, the Town will use these reserve funds for the Town's cost share of applicable development-related projects, which are required but have not yet been undertaken, as a way of directing the funds to the benefit of the development that contributed them (rather than to future development, which will generate the need for additional facilities directly proportionate to future growth).

The Town's D.C. Reserve Fund balances by service as of December 31, 2023, are shown below:

Table 4-2
Summary of Development Charges Reserve Fund Balances
As of December 31, 2023

Service	Balance as of December 31, 2023
Services Related to a Highway	4,335,199
Fire Protection Services	1,035,747
Policing Services	113,281
Parks and Recreation Services	2,992,355
Wastewater Services	(432,632)
Water Services	2,664,176
Administration	416,719
Total	11,124,845

Note: Amounts in brackets are deficit balances.

4.9 Deductions

The D.C.A. potentially requires that four deductions be made to the increase in the need for service. These relate to:

- the level of service ceiling;
- uncommitted excess capacity;
- benefit to existing development; and



- anticipated grants, subsidies, and other contributions.

The requirements behind each of these reductions are addressed below.

4.9.1 Reduction Required by Level of Service Ceiling

This is designed to ensure that the increase in need included in section 4.3 does “not include an increase that would result in the level of service [for the additional development increment] exceeding the average level of the service provided in the municipality over the 15-year period immediately preceding the preparation of the background study” (D.C.A., subsection 5 (1) 4). O. Reg. 82/98 (section 4) goes further to indicate that “both the quantity and quality of a service shall be taken into account in determining the level of service and the average level of service.”

In many cases, this can be done by establishing a quantity measure in terms of units as floor area, land area, or road length per capita and a quality measure, in terms of the average cost of providing such units based on replacement costs, engineering standards, or recognized performance measurement systems, depending on circumstances. When the quantity and quality factors are multiplied together, they produce a measure of the level of service which meets the requirements of the Act, i.e., cost per unit.

With respect to transit services, the changes to the Act introduced in 2015 have provided for an alternative method for calculating the service standard ceiling. Transit services must now utilize a forward-looking service standard analysis, described later in this section.

The average service level calculation sheets for each service component in the D.C. calculation are set out in Appendix B.

4.9.2 Reduction for Uncommitted Excess Capacity

Paragraph 5 of subsection 5 (1) requires a deduction from the increase in the need for service attributable to the anticipated development that can be met using the Town’s “excess capacity,” other than excess capacity which is “committed.”

“Excess capacity” is undefined, but in this case must be able to meet some or all of the increase in need for service, in order to potentially represent a deduction. The deduction of uncommitted excess capacity from the future increase in the need for



service would normally occur as part of the conceptual planning and feasibility work associated with justifying and sizing new facilities, e.g., if a road widening to accommodate increased traffic is not required because sufficient excess capacity is already available, then widening would not be included as an increase in need, in the first instance.

4.9.3 Reduction for Benefit to Existing Development

Section 5 (1) 6 of the D.C.A. provides that, “The increase in the need for service must be reduced by the extent to which an increase in service to meet the increased need would benefit existing development.” The general guidelines used to consider benefit to existing development included:

- the repair or unexpanded replacement of existing assets that are in need of repair;
- an increase in average service level of quantity or quality (compare water as an example);
- the elimination of a chronic servicing problem not created by growth; and
- providing services where none previously existed (generally considered for water or wastewater services).

This step involves a further reduction in the need, by the extent to which such an increase in service would benefit existing development. The level of service cap in section 4.9.1 is related but is not the identical requirement. Sanitary, storm, and water trunks are highly localized to growth areas and can be more readily allocated in this regard than other services such as services related to a highway, which do not have a fixed service area.

Where existing development has an adequate service level which will not be tangibly increased by an increase in service, no benefit would appear to be involved. For example, where expanding existing library facilities simply replicates what existing residents are receiving, they receive very limited (or no) benefit as a result. Alternatively, where a clear existing service problem is to be remedied, a deduction should be made accordingly.

In the case of services such as recreation facilities, community parks, libraries, etc., the service is typically provided on a Town-wide system basis. For example, facilities of the same type may provide different services (i.e., leisure pool vs. competitive pool),



different programs (i.e., hockey vs. figure skating), and different time availability for the same service (i.e., leisure skating available on Wednesdays in one arena and Thursdays in another). As a result, residents will travel to different facilities to access the services they want at the times they wish to use them, and facility location generally does not correlate directly with residence location. Even where it does, displacing users from an existing facility to a new facility frees up capacity for use by others and generally results in only a very limited benefit to existing development. Further, where an increase in demand is not met for a number of years, a negative service impact to existing development is involved for a portion of the planning period.

4.9.4 Reduction for Anticipated Grants, Subsidies and Other Contributions

This step involves reducing the capital costs necessary to provide the increased services by capital grants, subsidies, and other contributions (including direct developer contributions required due to the local service policy) made or anticipated by Council and in accordance with various rules such as the attribution between the share related to new vs. existing development. That is, some grants and contributions may not specifically be applicable to growth or where Council targets fundraising as a measure to offset impacts on taxes (O. Reg. 82/98, section 6).

4.10 Municipal-wide vs. Area Rating

This step involves determining whether all of the subject costs are to be recovered on a uniform municipal-wide basis or whether some or all are to be recovered on an area-specific basis. Under the amended D.C.A., it is now mandatory to “consider” area rating of services (providing charges for specific areas and services), however, it is not mandatory to implement area rating. Further discussion is provided in section 7.4.4 of this report.

4.11 Allocation of Development

This step involves relating the costs involved to anticipated development for each period under consideration and using allocations between residential and non-residential development and between one type of development and another, to arrive at a schedule of charges.



4.12 Asset Management

The legislation now requires that a D.C. background study must include an asset management plan (A.M.P.) (subsection 10 (2) c. 2). The A.M.P. must deal with all assets that are proposed to be funded, in whole or in part, by D.C.s. The current regulations provide very extensive and specific requirements for the A.M.P. related to transit services (as noted in the subsequent subsection); however, they are silent with respect to how the A.M.P. is to be provided for all other services. As part of any A.M.P., the examination should be consistent with the municipality's existing assumptions, approaches, and policies on the asset management planning. This examination has been included in Appendix F.

4.13 Transit

The D.C.A. provides for the following matters for Transit:

- The Background Study requires the following in regard to transit costs (as per subsection 8 (2) of the Regulations):
 - The calculations that were used to prepare the estimate for the planned level of service for the transit services, as mentioned in subsection 5.2 (3) of the Act.
 - i. An identification of the portion of the total estimated capital cost relating to the transit services that would benefit,
 - ii. the anticipated development over the 10-year period immediately following the preparation of the background study, or
 - iii. the anticipated development after the 10-year period immediately following the preparation of the background study.
 - An identification of the anticipated excess capacity that would exist at the end of the 10-year period immediately following the preparation of the background study.
 - An assessment of ridership forecasts for all modes of transit services proposed to be funded by the development charge over the 10-year period immediately following the preparation of the background study, categorized by development types, and whether the forecasted ridership will be from existing or planned development.



- An assessment of the ridership capacity for all modes of transit services proposed to be funded by the development charge over the 10-year period immediately following the preparation of the background study.
- A forward-looking service standard (as per 6.1(2) of the Regulations):
 - The service is a discrete service.
 - No portion of the service that is intended to benefit anticipated development after the 10-year period immediately following the preparation of the background study may be included in the estimate.
 - No portion of the service that is anticipated to exist as excess capacity at the end of the 10-year period immediately following the preparation of the background study may be included in the estimate.
- A detailed asset management strategy and reporting requirements (subsection 6.1 (3) of the Regulation) that includes lifecycle costs, action plans that will enable the assets to be sustainable, summary of how to achieve the proposed level of service, discussion on procurement measures and risk.

The Town neither currently provides nor intends to provide transit services in the near future; therefore, the above calculations and reporting requirements are not applicable for this study.



Chapter 5

D.C.-Eligible Cost Analysis by Service



5. D.C.-Eligible Cost Analysis by Service

5.1 Introduction

This chapter outlines the basis for calculating eligible costs for the D.C.s to be applied on a uniform basis. In each case, the required calculation process set out in subsection 5 (1) paragraphs 2 to 7 in the D.C.A. and described in Chapter 4, was followed in determining D.C. eligible costs.

The service component is evaluated on two format sheets:

- The service standards that provide the average historical 15-year level of service calculation (see Appendix B), which “caps” the D.C. amounts; and
- The infrastructure cost calculation, which determines the potential D.C. recoverable cost.

The nature of the capital projects and timing identified in the chapter reflects Council’s current intention. Over time, however, Town projects and Council priorities change; accordingly, Council’s intentions may alter, and different capital projects (and timing) may be necessary to meet the need for services required by new growth.

5.2 Urban (Wastewater Serviced) 10-Year Capital Costs for Amherstburg’s D.C. Calculation

This section evaluates the development-related capital requirements for wastewater services over an urban (wastewater serviced) 10-year planning period. Note that the growth forecast identified in Chapter 3 identifies growth from mid-2024 to mid-2034 which equates to 10 full calendar years of growth. As the capital needs are budgeted using calendar years, the capital needs forecast is based on the period 2024 to 2033.

5.2.1 Wastewater Services

The anticipated capital needs for wastewater services include the McGregor Plant Expansion, Wastewater Treatment Plant (W.W.T.P) – Digester Complex, Howard Industrial Servicing, and Pump Stations and Mains in the Southeast Quadrant. The gross capital cost estimate of all works anticipated is approximately \$68.84 million,



including \$432,632 for recovery of the reserve fund deficit. Note that approximately \$13.83 million is related to the Southeast Quadrant.

The Town is currently undertaking a joint Environmental Assessment for the McGregor Treatment Plant with the Town of Essex as this plant also services the McGregor Hamlet located in the Town of Essex. Once the Environmental Assessment is complete, more detailed project costs will be determined.

The costs identified in this study are estimates based on the replacement of the existing lagoons and additional capacity for anticipated growth of approximately 600 single-detached equivalent units¹. This is comprised of 300 single detached units in each Town. Utilizing an assumption of 1.1 cubic meters of volume required per single detached equivalent household per day, the Town would need an additional 660 cubic meters of capacity. This would be in addition to the current capacity of 1,127 cubic meters. Based on comparable projects in other jurisdictions, the anticipated cost for this additional capacity is approximately \$32.00 million, of which 63% benefits existing development.

Of the total gross capital costs, approximately \$32.59 million has been deducted for the share of the works that benefit existing development. Further deductions of approximately \$9.16 million and \$5.92 million have been made for the portion of costs related to growth beyond the urban forecast period, and the Town of Essex's share of the McGregor Plant Expansion, respectively. Additionally, a deduction in the amount of \$1.95 million has been made against the residential share of the costs to reflect the share of the capital program that benefits growth in existing units. The net growth-related capital cost is approximately \$19.22 million. This amount has been included in the D.C. calculations.

The growth-related costs have been allocated between residential and non-residential development based on the incremental growth in population to employment over the urban forecast period. This results in an 81% allocation to residential development and a 19% allocation to non-residential development.

¹ A single detached equivalent conversion is an approach to normalize all unit types into a single detached unit. This conversion is undertaken by dividing the average P.P.U.s of a medium or high-density unit by the average P.P.U. of a single detached unit.



Table 5-1
Infrastructure Cost Included in the Development Charges Calculation
Wastewater Services

Proj. No.	Increased Service Needs Attributable to Anticipated Development 2024 to 2033	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 81%	Non-Residential Share 19%
1	W.W.T.P. - Digester Complex	2029	16,000,000	-		16,000,000	12,160,000		3,840,000	3,110,400	729,600
2	McGregor EA - Expansion	2027	32,000,000	-		32,000,000	20,160,000	5,920,000	5,920,000	4,795,200	1,124,800
3	Howard Industrial Servicing	2031	6,525,000	4,893,800		1,631,200	-		1,631,200	1,321,272	309,928
4	Edgewater Growth Related Debt - Principal	2024-2037	45,882	-		45,882	-		45,882	37,165	8,718
5	Edgewater Growth Related Debt - Interest (Discounted)	2024-2037	4,879	-		4,879	-		4,879	3,952	927
	Southeast Quadrant										
6	350mm Pump Station and Forcemain	2025	5,916,000	1,826,800		4,089,200	115,300		3,973,900	3,218,859	755,041
7	Trunk Sewer on Lowes	2025	2,710,000	836,800		1,873,200	52,800		1,820,400	1,474,524	345,876
8	250mm Forcemain and Pump Station	2025	3,910,000	1,207,400		2,702,600	76,200		2,626,400	2,127,384	499,016
9	Trunk Sewer on 2nd Concession	2025	1,295,000	399,900		895,100	25,200		869,900	704,619	165,281
	Population Incline Adjustment						1,945,693		(1,945,693)	(1,945,693)	
	Reserve Fund Adjustment		432,632	-		432,632	-		432,632	350,432	82,200
	Total		68,839,394	9,164,700	-	59,674,694	34,535,193	5,920,000	19,219,501	15,198,114	4,021,387



5.3 Service Levels and 10-Year Capital Costs for Amherstburg's D.C. Calculation

This section evaluates the development-related capital requirements for water services, services related to a highway – roads and related, public works (facilities and fleet), fire protection services, policing services, parks and recreation services, and growth studies over a Town-wide 10-year planning period. Note that the growth forecast identified in Chapter 3 identifies growth from mid-2024 to mid-2034 which equates to 10 full calendar years of growth. As the capital needs are budgeted using calendar years, the capital needs forecast is based on the period 2024 to 2033.

5.3.1 Water Services

The Town has identified several capital projects that are required for growth including a New Clarifier, a Process Waste Treatment Facility, New Filters, a Reservoir Upgrade and Expansion, a Trunk Main to Howard Industrial/McGregor, etc. The gross capital cost estimate for all works provided is approximately \$47.69 million. Of this amount, approximately \$18.77 million has been deducted for the share of the works that benefit existing development. Additionally, approximately \$2.36 million has been deducted from the Reservoir Upgrade and Expansion project to reflect the portion of the project that has already been funded from the D.C. reserve fund. Further deductions in the amounts of approximately \$11.89 million and \$2.66 million have been provided to reflect the benefit to growth beyond the forecast period, and the existing reserve fund balance, respectively. In addition, approximately \$1.02 million has been deducted to address the share of the costs that are anticipated to benefit growth within existing residential units over the forecast period. As a result, the net growth-related capital cost is approximately \$11.00 million. This amount has been included in the D.C. calculations.

The growth-related costs have been allocated between residential and non-residential development based on the incremental growth in population to employment over the ten-year forecast period. This results in a 75% allocation to residential development and a 25% allocation to non-residential development.



Table 5-2
Infrastructure Cost Included in the Development Charges Calculation
Water Services

Proj. No.	Increased Service Needs Attributable to Anticipated Development 2024 to 2033	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 75%	Non-Residential Share 25%
1	New Clarifier	2028	5,750,000	710,400		5,039,600	2,875,000		2,164,600	1,623,450	541,150
2	Process Waste Treatment Facility	2024-2026	4,660,000	230,300		4,429,700	3,728,000		701,700	526,275	175,425
3	Reservoir Upgrade and Expansion	2025	20,000,000	2,471,000	2,359,978	15,169,022	10,000,000		5,169,022	3,876,767	1,292,256
4	New Filters	2024-2029	3,110,000	768,500		2,341,500	-		2,341,500	1,756,125	585,375
5	Second Screen	2024-2029	1,180,000	291,600		888,400	-		888,400	666,300	222,100
6	Low Lift Pump	2024-2029	311,000	76,800		234,200	-		234,200	175,650	58,550
7	Chemical Feed System & Storage Room	2024-2029	2,640,000	117,400		2,522,600	2,164,800		357,800	268,350	89,450
8	Diesel Generator	2024-2029	620,000	153,200		466,800	-		466,800	350,100	116,700
9	Trunk Main to Howard Industrial / McGregor	2030-2033	9,423,000	7,067,300		2,355,700	-		2,355,700	1,766,775	588,925
	Population Incline Adjustment						1,017,093		(1,017,093)	(1,017,093)	
	Reserve Fund Adjustment						2,664,176		(2,664,176)	(1,998,132)	(666,044)
	Total		47,694,000	11,886,500	2,359,978	33,447,522	22,449,069	-	10,998,453	7,994,567	3,003,887



5.3.2 Services Related to a Highway – Roads and Related

Amherstburg owns and maintains 205 km of gravel, tar and chip, and asphalt roads within the Town. These roads have a total replacement cost of approximately \$296.90 million. Over the historical 15-year period the Town has provided an average level of service of 8.60 km of roads per 1,000 population. The level of service provided results in a D.C. eligible amount over the forecast period of approximately \$48.90 million for roads.

The Town also provides 56 km of sidewalks, 30 bridges, 78 culverts, 1,337 streetlights, 5 traffic lights, and 3 pedestrian crossovers. Over the historical 15-year period, the Town provided an average level of service which equates to an investment of \$3,763 per capita. Based on the growth over the forecast period to 2034, the Town is eligible to collect approximately \$15.50 million for sidewalks, bridges, culverts, and streetlights.

In total the D.C.-eligible amount for services related to a highway – roads and related is approximately \$64.41 million.

Based on the anticipated growth in the Town over the forecast period, approximately \$22.47 million of future capital has been identified for roads and related services, including road improvements to various intersections, paved shoulders, a multi-use pathway, and electric vehicle chargers. A deduction of approximately \$7.24 million has been made to recognize the portion of the capital works that will benefit development beyond the forecast period. Additionally, deductions of approximately \$2.80 million and \$4.34 million have been made to account for the benefit to existing development and the existing reserve fund balance, respectively. Further, a deduction of approximately \$684,823 has been made to address the anticipated increase in need from population growth within existing residential units over the forecast period. Therefore, the net growth-related D.C. recoverable amount of approximately \$7.41 million has been included in the calculations.

The residential/non-residential capital cost allocation for services related to a highway – roads and related is based on the ratio of the anticipated population and employment growth over the 2024 to 2033 forecast period. This results in 75% being allocated to residential development and 25% to non-residential development.



Table 5-3
Infrastructure Costs Included in the Development Charge Calculation
Services Related to a Highway – Roads and Related

Proj. No.	Increased Service Needs Attributable to Anticipated Development 2024 to 2033	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 75%	Non-Residential Share 25%
	Roads										
1	Fryer St. - Lowes SR to Pickering	2024-2034	3,000,000	580,700		2,419,300	650,000		1,769,300	1,326,975	442,325
2	Lowes S.R. - Sandwich St to Meloche Rd Upgrades & A.T.	2024-2034	5,600,000	1,037,300		4,562,700	1,402,000		3,160,700	2,370,525	790,175
3	Fort Street Intersection Improvements	2029-2030	250,000	-		250,000	-		250,000	187,500	62,500
4	Meloche Road Intersection Improvements	2024-2033	300,000	-		300,000	45,000		255,000	191,250	63,750
5	Provision for Capacity Improvements	2024-2028	500,000	-		500,000	-		500,000	375,000	125,000
6	EV Chargers	2024-2029	40,000	-		40,000	-		40,000	30,000	10,000
7	CR20 - Alma Street to CR3 - Bike Lane / Buffer Paved Shoulder	2029-2034	1,705,000	-		1,705,000	255,800		1,449,200	1,086,900	362,300
8	CR10 to CR20 to 2nd Concession & Greenway to CR11 Buffered Paved Shoulder	2027-2029	665,000	-		665,000	99,800		565,200	423,900	141,300
9	CR10 Multi-Use Pathway in McGregor	2024	205,000	-		205,000	30,800		174,200	130,650	43,550
10	2nd Concession – CR10 to South Riverview	2024	1,305,000	-		1,305,000	195,800		1,109,200	831,900	277,300
11	Thomas Road – Multi-Use Pathway	2030	792,000	-		792,000	118,800		673,200	504,900	168,300
12	Howard Industrial - New Road	2024-2033	7,500,000	5,625,000		1,875,000	-		1,875,000	1,406,250	468,750
	Financing Costs										
13	Texas Road - County Road 20 to County Road 5 Growth Related Debt Principal	2024-2037	546,343	-		546,343	-		546,343	409,757	136,586
14	Texas Road - County Road 20 to County Road 5 Growth Related Debt - Interest (Discounted)	2024-2037	58,099	-		58,099	-		58,099	43,574	14,525
	Population Incline Adjustment						684,823		(684,823)	(684,823)	
	Reserve Fund Adjustment						4,335,199		(4,335,199)	(3,251,399)	(1,083,800)
	Total		22,466,441	7,243,000	-	15,223,441	7,818,022	-	7,405,419	5,382,859	2,022,561



5.3.3 Public Works (Facilities and Fleet)

The Town's public works department operates out of a combined space of 28,633 sq.ft. of building area, providing an average level of service of \$643 per capita (over the historical 15-year period). This level of service provides the Town with a maximum D.C.-eligible amount for recovery over the forecast period of approximately \$2.65 million.

The public works department currently maintains an inventory of 99 vehicles and equipment with a total replacement cost of approximately \$7.85 million. This inventory provides for an average level of service of \$303 per capita. This level of service provides the Town with a maximum D.C.-eligible amount for recovery over the 10-year forecast period of approximately \$1.25 million.

In total the D.C.-eligible amount for public works (facilities and fleet) is approximately \$3.90 million.

Approximately \$4.70 million of future capital has been identified for public works services. This includes the addition of new public works vehicles and a provision for new facility space. Of this amount, a deduction of \$812,000 has been made to recognize the portion of the capital works that will benefit development beyond the forecast period. Further, a deduction of approximately \$329,281 has been made to address the anticipated increase in need from population growth within existing residential units over the forecast period. Therefore, the net growth-related D.C. recoverable amount of approximately \$3.56 million has been included in the calculations.

The residential/non-residential capital cost allocation for public works (facilities and fleet) is based on the ratio of the anticipated population and employment growth over the 2024 to 2033 forecast period. This results in 75% being allocated to residential development and 25% to non-residential development.



Table 5-4
Infrastructure Costs Included in the Development Charge Calculation
Public Works (Facilities and Fleet)

Proj. No.	Increased Service Needs Attributable to Anticipated Development 2024 to 2033	Service to Which Project Relates	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
								Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 75%	Non-Residential Share 25%
1	Provision for Facility Space	Services Related to a Highway	2024-2033	2,900,000	812,000		2,088,000	-		2,088,000	1,566,000	522,000
2	Two Single Axle Dump Trucks w/plow	Services Related to a Highway	2024-2033	900,000	-		900,000	-		900,000	675,000	225,000
3	Multi-use Trackless Unit	Services Related to a Highway	2024-2033	182,000	-		182,000	-		182,000	136,500	45,500
4	Additional Pick Up Truck	Services Related to a Highway	2024-2033	70,000	-		70,000	-		70,000	52,500	17,500
5	Additional Street Sweeper	Services Related to a Highway	2024-2033	500,000	-		500,000	-		500,000	375,000	125,000
6	Additional Pick Up Truck	Water Services	2024-2033	70,000	-		70,000	-		70,000	52,500	17,500
7	Additional Utility Van	Water Services	2024-2033	80,000	-		80,000	-		80,000	60,000	20,000
	Population Incline Adjustment							329,281		(329,281)	(329,281)	
	Total			4,702,000	812,000	-	3,890,000	329,281	-	3,560,719	2,588,219	972,500



5.3.4 Fire Protection Services

The Amherstburg Fire Department operates out of a total of three (3) fire halls with a combined 19,592 sq.ft. of facility space. Over the historical 15-year period the Town provided an average of 0.88 sq.ft. of facility space per capita, which equates to an investment of \$618 per capita. Based on the anticipated growth over the forecast period to 2034, this level of service provides the Town with a maximum D.C.-eligible amount for recovery of approximately \$2.55 million.

The fire department has a current inventory of 19 vehicles and equipment. Over the historical 15-year period the Town has provided an average level of investment of \$373 per capita. Based on the average level of service, the total D.C.-eligible amount for fire vehicles over the forecast period to 2033 is approximately \$1.54 million.

In addition to vehicles, the Town provides 307 items of small equipment and gear for use in fire services with a total replacement cost of approximately \$3.37 million. Over the historical 15-year period the Town provided an average level of investment of \$147 per capita. This results in a D.C.-eligible amount of \$0.60 million for small equipment and gear over the forecast period.

Based on the above, the total D.C.-eligible amount recovery for fire protection services over the 10-year forecast period is approximately \$4.69 million.

To service new development, the Town has identified future capital needs totalling approximately \$15.90 million, which includes a Fire Facility at Libro Centre, Boblo Island Building, 100 ft. Ladder Truck, and the outfitting of 6 additional staff members. Of this amount, a deduction of \$857,800 has been made to recognize the portion of the capital works that will benefit development beyond the forecast period. Additionally, deductions of approximately \$8.53 million and \$1.04 million have been made to account for the benefit to existing development and the existing reserve fund balance, respectively. Further, a deduction of \$463,816 has been made to address the anticipated increase in need from population growth within existing residential units over the forecast period. In total, the net D.C. recoverable amount included in the D.C. calculation is approximately \$5.02 million.

These costs are shared between residential and non-residential growth based on the population to employment growth ratio over the forecast period to 2033, resulting in a



75% allocation to residential development and 25% allocation to non-residential development.



Table 5-5
Infrastructure Cost Included in the Development Charges Calculation
Fire Protection Services

Proj. No.	Increased Service Needs Attributable to Anticipated Development 2024 to 2033	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 75%	Non-Residential Share 25%
1	Fire Facility at Libro Centre	2025-2030	11,330,000	717,400		10,612,600	6,547,300		4,065,300	3,048,975	1,016,325
2	Fire Facility at Libro Centre Growth Related Financing Costs	2025-2045	936,192	140,400		795,792	-		795,792	596,844	198,948
3	Ladder Truck	2027	2,700,000	-		2,700,000	1,980,000		720,000	540,000	180,000
4	Full Time Staff Members	2027	170,000	-		170,000	-		170,000	127,500	42,500
5	Boblo Island Building	2024	764,000	-		764,000	-		764,000	573,000	191,000
	Population Incline Adjustment						463,816		(463,816)	(463,816)	
	Reserve Fund Adjustment						1,035,747		(1,035,747)	(776,810)	(258,937)
	Total		15,900,192	857,800	-	15,042,392	10,026,863	-	5,015,529	3,645,693	1,369,836



5.3.5 Policing Services

The Town of Amherstburg has entered into an agreement with the Windsor Police Services Board for the provision of police services. The Town's police services are operated out of approximately 9,536 sq.ft. of facility space, providing for an average level of service of approximately 0.43 sq.ft. per capita or an average investment of \$350 per capita. This level of service provides the Town with a maximum D.C.-eligible amount for recovery of approximately \$1.44 million related to police facility space over the 10-year forecast period.

The police department has a current inventory of 13 vehicles, with an estimated replacement value of approximately \$818,000. Over the historical 15-year period the Town has provided an average level of investment of \$48 per capita. Based on the average level of service, the total D.C.-eligible amount for recovery for police vehicles over the forecast period is \$0.20 million.

The police department utilizes police equipment and gear with a total replacement cost of approximately \$2.86 million. Over the historical 15-year period the Town provided an average level of investment of \$125 per capita. This results in a D.C.-eligible amount of \$0.52 million for small equipment and gear over the 10-year forecast period.

Based on the above, the total D.C.-eligible amount for policing services over the 10-year forecast period is approximately \$2.16 million.

To facilitate growth over the long-term forecast period, provisions for additional facility space, vehicles, and small equipment and gear have been identified in the amount of approximately \$1.66 million. Of the total gross capital cost, \$113,281 has been deducted to reflect the existing balance in the reserve fund. Additionally, \$130,842 has been deducted to address the anticipated increase in need from population growth within existing residential units over the forecast period. Therefore approximately \$1.41 million has been included in the D.C. calculations.

These costs are shared between residential and non-residential growth based on the relative anticipated growth in population and employment over the 10-year forecast period, resulting in a 75% allocation to residential development and 25% allocation to non-residential development.



Table 5-4
Infrastructure Costs Included in the Development Charge Calculation
Policing Services

Proj. No.	Increased Service Needs Attributable to Anticipated Development 2024 to 2033	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 75%	Non-Residential Share 25%
1	Provision for Additional Small Equipment and Gear	2024-2033	54,000	-		54,000	-		54,000	40,500	13,500
2	Provision for Additional Facility Space	2024-2033	1,500,000	-		1,500,000	-		1,500,000	1,125,000	375,000
3	Provision for Additional Vehicles	2024-2033	105,000	-		105,000	-		105,000	78,750	26,250
	Population Incline Adjustment						130,842		(130,842)	(130,842)	
	Reserve Fund Adjustment						113,281		(113,281)	(84,961)	(28,320)
	Total		1,659,000	-	-	1,659,000	244,124	-	1,414,876	1,028,447	386,430



5.3.6 Parks and Recreation Services

The Town currently has approximately 354.24 acres of parkland within its jurisdiction including the Co-An Park, Canard River Park, and various other types of parks. Over the historical 15-year period, the Town provided an average level of service of 12.10 acres of parkland per 1,000 population. In addition to the parkland, the Town also provides for various amenities such as soccer fields, ball diamonds, play structures, a splash pad, gazebos, etc. Over the past 15 years, the Town has provided an average level of service of 3.90 parkland amenities per 1,000 population. The Town also provides for 10,782 linear meters of parkland trails, including asphalt, turf, interlock, granular, and concrete trails. Over the past 15 years, the average level of service was 0.24 linear meters per capita.

Based on the above level of service provided for parks, this equates to an investment of \$5,385 per capita. When applied over the forecast period, this average level of service translates into a D.C.-eligible amount for recovery of approximately \$22.19 million for parkland development, amenities, and trails.

The Town currently utilizes 120 vehicles and equipment to maintain the parks and recreation facilities. Over the historical 15-year period, the Town provided an average level of service of 3.40 vehicles per 1,000 population. Based on the growth anticipated over the forecast period, the Town would be eligible to collect approximately \$0.32 million for vehicles and equipment.

The Town provides indoor recreation services in facilities totaling 172,263 sq.ft. of space. The facilities include the Libro Centre, Thomas Road Buildings, and Amherstburg Community Services Building, etc. Over the historical 15-year period the Town provided an average level of service of 7.94 sq.ft. of space per capita. This average level of service equates to an average investment of \$6,887 per capita which translates to a D.C.-eligible amount of approximately \$28.38 million over the forecast period.

The total D.C.-eligible amount for parks and recreation services over the forecast period to 2034 is approximately \$50.88 million.

Based on the projected growth over the 10-year forecast period, the Town has identified approximately \$18.45 million in future growth-related capital costs for parks and



recreation services. These capital costs include provisions for parkland development, various projects for the Libro Phase II – Sportsplex, and park expansions and redevelopments. A deduction of approximately \$3.34 million has been made to recognize the portion of the capital works that will benefit development beyond the forecast period. A deduction of \$200,000 has been removed from the Co-An Park Playground project to represent the Town of Essex’s share of the project cost. In addition, deductions of approximately \$4.36 million and \$2.99 million have been made to account for the benefit to existing development and the existing reserve fund balance, respectively. Further, a deduction of \$810,638 has been made to address the anticipated increase in need from population growth within existing residential units over the forecast period. The resulting net-growth-related capital cost is approximately \$6.75 million. This amount has been included in the D.C. calculations.

While parks and recreation services usage are predominately residential based, there is some use of facility space and parks by non-residential users. To acknowledge this use, the growth-related capital costs have been allocated 95% to residential development and 5% to non-residential development.



Table 5-5
Infrastructure Costs Included in the Development Charge Calculation
Parks and Recreation Services

Proj. No.	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share	Non-Residential Share
	2024 to 2033									95%	5%
	<u>Parkland Development & Amenities</u>										
1	Parkland Development	2024-2033	1,000,000	-		1,000,000	-		1,000,000	950,000	50,000
	<u>Libro Phase II - Sportsplex:</u>			-							
2	Baseball Diamonds (lit, dugouts, bleachers, fencing, irrigated)	2026	2,500,000	515,500		1,984,500	1,250,000		734,500	697,775	36,725
3	Splash Pad	2026	500,000	103,100		396,900	250,000		146,900	139,555	7,345
4	Concession/Field House/Change House	2026	1,000,000	412,400		587,600	-		587,600	558,220	29,380
5	Recreational Trails	2026	300,000	123,700		176,300	-		176,300	167,485	8,815
6	Boardwalks and Kayak Launch	2026	350,000	-		350,000	-		350,000	332,500	17,500
7	Skate Park	2026	1,000,000	82,500		917,500	800,000		117,500	111,625	5,875
8	Pavillion Large Picnic Shelter	2026	900,000	371,100		528,900	-		528,900	502,455	26,445
9	Parking	2026	1,200,000	494,900		705,100	-		705,100	669,845	35,255
10	Storage	2026	3,000,000	1,237,100		1,762,900	-		1,762,900	1,674,755	88,145
	<u>Other</u>										
11	Kings Navy Yard Park Expansion - Unfunded Amount	2024	1,698,600	-		1,698,600	-		1,698,600	1,613,670	84,930
12	Centennial Park Redevelopment and Enhancement	2024-2027	3,000,000	-		3,000,000	1,500,000		1,500,000	1,425,000	75,000
13	Co-An Park Playground	2024	400,000	-	200,000	200,000	50,000		150,000	142,500	7,500
14	Boat Ramp in Ranta Park	2025	1,600,000	-		1,600,000	505,500		1,094,500	1,039,775	54,725
	Population Incline Adjustment						810,638		(810,638)	(810,638)	
	Reserve Fund Adjustment						2,992,355		(2,992,355)	(2,842,737)	(149,618)
	Total		18,448,600	3,340,300	200,000	14,908,300	8,158,493	-	6,749,807	6,371,785	378,022



5.3.7 Growth Studies

Growth studies would be considered a class of service under the D.C.A. and is comprised of studies related to D.C. eligible services. The Town has identified the need for various studies over the forecast period related to Parks, Water, Sanitary, and Transportation Master Plans, two D.C. studies, an Official Plan update, and a Water Treatment Plant Environmental Assessment.

The total capital costs of these studies are approximately \$1.86 million. Deductions of \$479,500 and \$416,719 have been made to account for the share of the studies that benefit existing development and the existing reserve fund balance, respectively. In addition, a deduction of \$17,160 was made for the Official Plan Updates to recognize the benefit to non-D.C. services. Further, a deduction of \$83,748 has been made to address the anticipated increase in need from population growth within existing residential units over the forecast period. As a result of these deductions, the net D.C.-recoverable cost to be included in the calculations is approximately \$861,174.

These costs are shared between residential and non-residential growth based on the population to employment ratio over the forecast period, resulting in 75% being allocated to residential development and 25% being allocated to non-residential development.



Table 5-6
Infrastructure Costs Included in the Development Charge Calculation
Growth Studies

Proj. No.	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Service to Which Project Relates	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions (to recognize benefit to non-D.C. services)	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
								Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share	Non-Residential Share
	2024 to 2033											
1	Parks Master Plan - Unfunded Amount	2024	Parks and Recreation Services	15,000	-		15,000	-		15,000	14,250	750
2	Parks Master Plan	2029	Parks and Recreation Services	200,000	-		200,000	100,000		100,000	95,000	5,000
3	Water Masterplan	2025	Water Services	150,000	-		150,000	37,500		112,500	84,375	28,125
4	Water Masterplan	2030	Water Services	150,000	-		150,000	37,500		112,500	84,375	28,125
5	Water Treatment Plant EA	2024-2025	Water Services	300,000	-		300,000	75,000		225,000	168,750	56,250
6	Sanitary Masterplan	2024	Wastewater Services	300,000	-		300,000	75,000		225,000	182,250	42,750
7	Sanitary Masterplan	2029	Wastewater Services	300,000	-		300,000	75,000		225,000	182,250	42,750
8	Transportation Master Plan - Unfunded Amount	2024	Services Related to a Highway	19,200	-		19,200	-		19,200	14,400	4,800
9	Transportation Master Plan	2029	Services Related to a Highway	146,000	-		146,000	36,500		109,500	82,125	27,375
10	Development Charges Study - Unfunded Amount	2024	All D.C. Services	50,000	-		50,000	-		50,000	37,500	12,500
11	Development Charges Study	2033	All D.C. Services	56,500	-		56,500	-		56,500	42,375	14,125
12	Official Plan Update	2024	All Services	85,800	-	8,580	77,220	21,500		55,720	41,790	13,930
13	Official Plan Update	2029-2033	All Services	85,800	-	8,580	77,220	21,500		55,720	41,790	13,930
	Population Incline Adjustment							83,748		(83,748)	(83,748)	
	Reserve Fund Adjustment							416,719		(416,719)	(329,208)	(87,511)
	Total			1,858,300	-	17,160	1,841,140	979,966	-	861,174	658,274	202,899



Chapter 6

D.C. Calculation



6. D.C. Calculation

Table 6-1 calculates the proposed uniform D.C.s to be imposed on anticipated development in the Town for urban (wastewater services) over the 10-year forecast period from 2024 to 2033. Table 6-2 calculates the proposed uniform D.C.s for Town-wide services over the 10-year forecast period from 2024 to 2033.

The calculation for residential development is generated on a per capita basis and is based upon five forms of housing types (singles and semi-detached, multiples, apartments 2+ bedrooms, apartments studio and 1 bedroom, and special care/special dwelling units). The non-residential D.C. has been calculated on a per sq.ft. of G.F.A. basis for all types of non-residential development (industrial, commercial, and institutional).

The D.C.-eligible costs for each service component were developed in Chapter 5 for all Town services, based on their proposed capital programs.

For the residential calculations, the total cost is divided by the “gross” (new resident) population to determine the per capita amount. The eligible-D.C. cost calculations set out in Chapter 5 are based on the net anticipated population increase (the forecast new unit population plus the anticipated incline in existing units). The cost per capita is then multiplied by the average occupancy of the new units (Appendix A, Schedule 4) to calculate the charge in Tables 6-1 and 6-2.

With respect to non-residential development, the total costs in the uniform charge allocated to non-residential development (based on need for service) have been divided by the anticipated development over the planning period to calculate a cost per sq.ft. of G.F.A.

Table 6-3 summarizes the total D.C. that is applicable for all services and Table 6-4 summarizes the gross capital expenditures and sources of revenue for works to be undertaken during the life of the by-law.



Table 6-1
Town of Amherstburg
Development Charge Calculation
Urban Services – Wastewater

SERVICE/CLASS	2024\$ D.C.-Eligible Cost		2024\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
1. <u>Wastewater Services</u>	\$	\$	\$	\$
1.1 Treatment plants & Sewers	15,198,114	4,021,387	12,351	6.52
	15,198,114	4,021,387	12,351	6.52
TOTAL	15,198,114	4,021,387	12,351	6.52
D.C.-Eligible Capital Cost	\$15,198,114	\$4,021,387		
10-Year Urban Gross Population/GFA Growth (sq.ft.)	3,640	617,200		
Cost Per Capita/Non-Residential GFA (sq.ft.)	\$4,175.31	\$6.52		
By Residential Unit Type	P.P.U.			
Single and Semi-Detached Dwelling	2.958	\$12,351		
Other Multiples	2.067	\$8,630		
Apartments - 2 Bedrooms +	2.000	\$8,351		
Apartments - Studio and 1 Bedroom	1.405	\$5,866		
Special Care/Special Dwelling Units	1.100	\$4,593		



Table 6-2
Town of Amherstburg
Development Charge Calculation
Town-wide Services

SERVICE/CLASS	2024\$ D.C.-Eligible Cost		2024\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
	\$	\$	\$	\$
2. <u>Water Services</u>				
2.1 Treatment, storage and distribution systems	7,994,567	3,003,887	6,470	1.72
	7,994,567	3,003,887	6,470	1.72
3. <u>Services Related to a Highway</u>				
3.1 Roads and Related	5,382,859	2,022,561	4,356	1.16
	5,382,859	2,022,561	4,356	1.16
4. <u>Public Works (Facilities and Fleet)</u>				
4.1 Public Works (Facilities and Fleet)	2,588,219	972,500	2,095	0.55
	2,588,219	972,500	2,095	0.55
5. <u>Fire Protection Services</u>				
5.1 Fire facilities, vehicles & equipment	3,645,693	1,369,836	2,950	0.78
	3,645,693	1,369,836	2,950	0.78
6. <u>Policing Services</u>				
6.1 Facilities, vehicles and equipment, small equipment and gear	1,028,447	386,430	832	0.22
	1,028,447	386,430	832	0.22
7. <u>Parks and Recreation Services</u>				
Park development, amenities, trails, 7.1 recreation facilities, vehicles, and equipment	6,371,785	378,022	5,157	0.22
	6,371,785	378,022	5,157	0.22
8. <u>Growth Studies</u>				
8.1 Growth Studies	658,274	202,899	533	0.12
	658,274	202,899	533	0.12
TOTAL	27,669,844	8,336,134	22,393	4.77
D.C.-Eligible Capital Cost	\$27,669,844	\$8,336,134		
10-Year Gross Population/GFA Growth (sq.ft.)	3,655	1,748,600		
Cost Per Capita/Non-Residential GFA (sq.ft.)	\$7,570.41	\$4.77		
By Residential Unit Type	P.P.U.			
Single and Semi-Detached Dwelling	2.958	\$22,393		
Other Multiples	2.067	\$15,648		
Apartments - 2 Bedrooms +	2.000	\$15,141		
Apartments - Studio and 1 Bedroom	1.405	\$10,636		
Special Care/Special Dwelling Units	1.100	\$8,327		



Table 6-3
Town of Amherstburg
Development Charge Calculation
Total All Services

	2024\$ D.C.-Eligible Cost		2024\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
	\$	\$	\$	\$
Wastewater Services 10 Year	15,198,114	4,021,387	12,351	6.52
Town-wide Services 10 Year	27,669,844	8,336,134	22,393	4.77
TOTAL	42,867,958	12,357,521	34,744	11.29



Table 6-4
Town of Amherstburg
Gross Expenditure and Sources of Revenue Summary for Costs to be Incurred over the Life of the By-law

Service/Class	Total Gross Cost	Sources of Financing					
		Tax Base or Other Non-D.C. Source			Post D.C. Period Benefit	D.C. Reserve Fund	
		Other Deductions	Benefit to Existing	Other Funding		Residential	Non-Residential
1. Wastewater Services 1.1 Treatment plants & Sewers	68,395,047	0	32,589,500	5,920,000	9,164,700	16,783,886	3,936,961
2. Water Services 2.1 Treatment, storage and distribution systems	47,694,000	2,359,978	18,767,800	0	11,886,500	11,009,792	3,669,931
3. Services Related to a Highway 3.1 Roads and Related	22,326,955	0	2,798,000	0	7,243,000	9,214,466	3,071,489
4. Public Works (Facilities and Fleet) 4.1 Public Works (Facilities and Fleet)	4,702,000	0	0	0	812,000	2,917,500	972,500
5. Fire Protection Services 5.1 Fire facilities, vehicles & equipment	15,385,286	0	8,527,300	0	780,580	4,558,055	1,519,352
6. Policing Services 6.1 Facilities, vehicles and equipment, small equipment and gear	1,659,000	0	0	0	0	1,244,250	414,750
7. Parks and Recreation Services 7.1 Park development, amenities, trails, recreation facilities, vehicles, and equipment	18,448,600	200,000	4,355,500	0	3,340,300	10,025,160	527,640
8. Growth Studies 8.1 Growth Studies	1,772,500	8,580	458,000	0	0	1,029,440	276,480
Total Expenditures & Revenues	\$180,383,389	\$2,568,558	\$67,496,100	\$5,920,000	\$33,227,080	\$56,782,549	\$14,389,102



Chapter 7

D.C. Policy Recommendations and D.C. By-law Rules



7. D.C. Policy Recommendations and D.C. By-law Rules

7.1 Introduction

Subsection 5 (1) 9 states that rules must be developed:

“to determine if a development charge is payable in any particular case and to determine the amount of the charge, subject to the limitations set out in subsection (6).”

Paragraph 10 of the section goes on to state that the rules may provide for exemptions, phasing in and/or indexing of D.C.s.

Subsection 5 (6) establishes the following restrictions on the rules:

- the total of all D.C.s that would be imposed on anticipated development must not exceed the capital costs determined under subsection 5 (1) 2-7 for all services involved;
- if the rules expressly identify a type of development, they must not provide for it to pay D.C.s that exceed the capital costs that arise from the increase in the need for service for that type of development; however, this requirement does not relate to any particular development; and
- if the rules provide for a type of development to have a lower D.C. than is allowed, the rules for determining D.C.s may not provide for any resulting shortfall to be made up via other development.

With respect to “the rules,” section 6 states that a D.C. by-law must expressly address the matters referred to above re subsection 5 (1) paragraphs 9 and 10, as well as how the rules apply to the redevelopment of land.

The rules provided are based on the Town’s existing policies; with some modifications and consideration for the changes to the D.C.A. resulting from Bills 108, 138, 109, 197, 213, 23, 134 and 185.



7.2 D.C. By-law Structure

It is recommended that:

- the Town uses a uniform Town-wide D.C. calculation for services excluding wastewater services;
- D.C.s for wastewater services be imposed on the urban (wastewater service areas) areas of the Town; and
- one D.C. by-law be used for all services.

7.3 D.C. By-law Rules

The following subsections set out the recommended rules governing the calculation, payment and collection of D.C.s in accordance with section 6 of the D.C.A.

It is recommended that the following sections provide the basis for the D.C.s.:

7.3.1 Payment in any Particular Case

In accordance with the D.C.A., subsection 2 (2), a D.C. be calculated, payable, and collected where the development requires one or more of the following:

- “(a) the passing of a zoning by-law or of an amendment to a zoning by-law under section 34 of the Planning Act;
- (b) the approval of a minor variance under section 45 of the Planning Act;
- (c) a conveyance of land to which a by-law passed under subsection 50 (7) of the Planning Act applies;
- (d) the approval of a plan of subdivision under section 51 of the Planning Act;
- (e) a consent under section 53 of the Planning Act;
- (f) the approval of a description under section 9 of the Condominium Act, 1998; or
- (g) the issuing of a permit under the Building Code Act, 1992 in relation to a building or structure.”



7.3.2 Determination of the Amount of the Charge

The following conventions be adopted:

- 1) Costs allocated to residential uses will be assigned to different types of residential units based on the average occupancy for each housing type constructed during the previous decade. Costs allocated to non-residential uses will be assigned based on the number of square feet of G.F.A. constructed for eligible uses (i.e., industrial, commercial, and institutional).
- 2) Costs allocated to residential and non-residential uses are based upon a number of conventions, as may be suited to each municipal circumstance, e.g.
 - for parks and recreation services, a 5% non-residential attribution has been made to recognize use by the non-residential sector;
 - for services related to a highway – roads and related, public works (facilities and fleet), fire protection services, police services, growth studies and water services, a 75% residential/25% non-residential attribution has been made based on a population vs. employment growth ratio over the 2024 to 2033 forecast period;
 - for wastewater services, an 81% residential/19% non-residential attribution has been made based on a population vs. employment growth ratio over the 2024 to 2033 forecast period.

7.3.3 Application to Redevelopment of Land (Demolition and Conversion)

As a result of the redevelopment of land, a building or structure existing on the same land within 60 months outside the downtown area and within 36 months inside the downtown area prior to the date of payment of D.C.s in regard to such redevelopment was, or is to be demolished, in whole or in part, or converted from one principal use to another principal use on the same land, in order to facilitate the redevelopment, the D.C.s otherwise payable with respect to such redevelopment shall be reduced by the following amounts:

- a) in the case of a residential building or structure, or in the case of a mixed-use building or structure, the residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable D.C. in the by-law by the



number, according to type, of dwelling units that have been or will be demolished or converted to another principal use; and

- b) in the case of a non-residential building or structure or, in the case of mixed-use building or structure, the non-residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable D.C.s in the by-law by the gross floor area that has been or will be demolished or converted to another principal use;

provided that such amounts shall not exceed, in total, the amount of the D.C.s otherwise payable with respect to the redevelopment.

7.3.4 Exemptions (full or partial)

a) Statutory exemptions:

- industrial building additions of up to and including 50% of the existing G.F.A. (defined in O. Reg. 82/98, section 1) of the building; for industrial building additions that exceed 50% of the existing G.F.A., only the portion of the addition in excess of 50% is subject to D.C.s (subsection 4 (3) of the D.C.A.);
- buildings or structures owned by and used for the purposes of any municipality, local board, or Board of Education (section 3);
- may add up to 2 apartments in an existing or new detached, semi-detached, or rowhouse (including in an ancillary structure);
- add one additional unit or 1% of existing units in an existing rental residential building;
- a university in Ontario that receives direct, regular, and ongoing operating funding from the Government of Ontario;
- affordable units;
- attainable units (to be in force at a later date);
- affordable inclusionary zoning units;
- non-profit housing; and
- discount for rental housing units based on bedroom size (i.e. three or more bedrooms – 25% reduction, two bedrooms – 20% reduction, and all others – 15% reduction).



b) Non-statutory exemptions for Council's consideration:

- Lands, buildings or structures used or to be used for a place of worship or for the purposes of a churchyard or cemetery exempt from taxation under the Assessment Act;
- The development of non-residential farm buildings constructed for bona-fide farm uses, excluding marijuana production facilities and commercial greenhouses; and
- A building or structure used for a community use owned by a non-profit corporation.

7.3.5 Timing of Collection

The D.C.s for all services and classes are payable upon issuance of a building permit for each dwelling unit, building, or structure, subject to early or late payment agreements entered into by the Town and an owner under s. 27 of the D.C.A.

Rental housing and institutional developments will pay D.C.s in 6 equal annual payments commencing at occupancy.

Moreover, the D.C. amount for all developments occurring within 18 months of a Site Plan or Zoning By-law Amendment planning approval (for applications submitted after January 1, 2020), shall be determined based on the D.C. in effect on the day the applicable Site Plan or Zoning By-law Amendment application was submitted (as a complete application).

Instalment payments and payments determined at the time of Site Plan or Zoning By-law Amendment application are subject to annual interest charges. The maximum interest rate the Town can impose is the average prime rate plus 1%.

7.3.6 The Applicable Areas

The charges developed herein provide for varying charges within the Town, as follows:

- All Town-wide services – the full residential and non-residential charge will be imposed on all lands within the Town; and
- Wastewater– the full residential and non-residential charge will be imposed on the wastewater service areas of the Town.



7.3.7 Indexing

Rates shall be adjusted, without amendment to the By-law, annually on January 1, in accordance with the Statistics Canada Quarterly, Non-Residential Building Construction Price Index (Table 18-10-0276-02).¹

7.4 Other D.C. By-law Provisions

It is recommended that:

7.4.1 Categories of Services for Reserve Fund and Credit Purposes

The Town's D.C. collections are currently separated into seven (7) reserve funds: Services Related to a Highway, Fire Protection Services, Policing Services, Parks and Recreation Services, Wastewater Services, Water Services, and Administration. It is recommended that the Town rename Administration to Growth Studies, create a new reserve fund for Public Works (Facilities and Fleet), and continue the use of the existing reserve funds.

Appendix D outlines the reserve fund policies that the Town is required to follow as per the D.C.A.

7.4.2 By-law In-force Date

A by-law under the D.C.A. comes into force on the day after which the by-law is passed by Council.

7.4.3 Minimum Interest Rate Paid on Refunds and Charged for Inter-Reserve Fund Borrowing

The minimum interest rate is what the Bank of Canada rate is on the day the by-law comes into force updated on the first business day of every January, April, July and October (as per section 11 of O. Reg. 82/98).

¹ O. Reg. 82/98 referenced "The Statistics Canada Quarterly, Construction Price Statistics, catalogue number 62-007" as the index source. Since implementation, Statistics Canada has modified this index twice and the above-noted index is the most current. The draft by-law provided herein refers to O. Reg. 82/98 to ensure traceability should this index continue to be modified over time.



7.4.4 Area Rating

The D.C.A. requires that Council must consider the use of area specific charges:

1. Section 2 (9) of the D.C.A. now requires a municipality to implement area-specific D.C.s for either specific services which are prescribed and/or for specific municipalities which are to be regulated (note that at this time, no municipalities or services are prescribed by the regulations).
2. Section 10 (2) c.1 of the D.C.A. requires that “the development charges background study shall include consideration of the use of more than one development charge by-law to reflect different needs for services in different areas.”

In regard to the first item, there are no services or specific municipalities identified in the regulations which must be area rated. The second item requires Council to consider the use of area rating.

Currently, the Town’s by-law does provide for area-rating with respect to wastewater. All other Town services are recovered based on a uniform, Town-wide basis. There have been several reasons why area-rating has not been imposed on these services, including:

1. All Town services, with the exception of water and wastewater, require that the average 15-year service standard be calculated. This average service standard multiplied by growth in the Town, establishes an upper ceiling on the amount of funds that can be collected from all developing landowners. Section 4 (4) of O. Reg. 82/98 provides that “if a development charge by-law applies to a part of the municipality, the level of service and average level of service cannot exceed that which would be determined if the by-law applied to the whole municipality.” Put in layman terms, the average service standard multiplied by the growth within the specific area would establish an area-specific ceiling which would significantly reduce the total revenue recoverable for the Town hence potentially resulting in D.C. revenue shortfalls and impacts on property taxes.
2. Expanding on item 1, attempting to impose an area charge potentially causes equity issues in transitioning from a Town-wide approach to an area-specific approach. For example, if all services were now built (and funded) within Area A



(which is 75% built out) and this was funded with some revenues from Areas B and C, moving to an area-rating approach would see Area A contribute no funds to the costs of services in Areas B and C. The D.C.s would be lower in Area A (as all services are now funded) and higher in Areas B and C. As well, funding shortfalls may then potentially encourage the municipality to provide less services to Areas B and C due to reduced revenue.

3. Many services provided (roads, parks and recreation facilities, etc.) are not restricted to one specific area and are often used by all residents. For example, arenas located in different parts of the Town will be used by residents from all areas depending on the programming of the facility (i.e., a public skate is available each night, but at a different arena; hence usage of any one facility at any given time is based on programming availability).

For the reasons noted above, it is recommended that Council continue the D.C. approach to calculate the charges on an urban area basis for wastewater while all other services be charged on a uniform Town-wide basis

7.5 Other Recommendations

It is recommended that Council:

“Whenever appropriate, request that grants, subsidies and other contributions be clearly designated by the donor as being to the benefit of existing development or new development, as applicable;”

“Adopt the assumptions contained herein as an ‘anticipation’ with respect to capital grants, subsidies and other contributions;”

“Continue the D.C. approach to calculate the charges on a uniform Town-wide basis for all services except wastewater;”

“Continue the D.C. approach to calculate the charges on an urban-area basis for wastewater services;”

“Approve the capital project listing set out in Chapter 5 of the D.C.s Background Study dated September 16, 2024, subject to further annual review during the capital budget process;”



“Approve the D.C. Background Study dated September 16, 2024;”

“Determine that no further public meeting is required;” and

“Approve the D.C. By-law as set out in Appendix G”.



Chapter 8

By-law Implementation



8. By-law Implementation

8.1 Introduction

This chapter addresses the mandatory, formal public consultation process (section 8.1.2), as well as the optional, informal consultation process (section 8.1.3). The latter is designed to seek the co-operation and participation of those involved, in order to produce the most suitable policy. Section 8.2 addresses the anticipated impact of the D.C. on development from a generic viewpoint.

8.1.1 Public Meeting of Council

Section 12 of the D.C.A. indicates that before passing a D.C. by-law, Council must hold at least one public meeting, giving at least 20 clear days' notice thereof, in accordance with the Regulation. Council must also ensure that the proposed by-law and background report are made available to the public at least two weeks prior to the (first) meeting.

Any person who attends such a meeting may make representations related to the proposed by-law.

If a proposed by-law is changed following such a meeting, Council must determine whether a further meeting (under this section) is necessary (i.e., if the proposed by-law which is proposed for adoption has been changed in any respect, Council should formally consider whether an additional public meeting is required, incorporating this determination as part of the final by-law or associated resolution. It is noted that Council's decision, once made, is final and not subject to review by a Court or the Ontario Land Tribunal (OLT) (formerly the Local Planning Appeal Tribunal (LPAT)).

8.1.2 Other Consultation Activity

There are three broad groupings of the public who are generally the most concerned with municipal D.C. policy:

1. The first grouping is the residential development community, consisting of land developers and builders, who are typically responsible for generating the majority of the D.C. revenues. Others, such as realtors, are directly impacted by D.C. policy. They are, therefore, potentially interested in all aspects of the charge,



particularly the quantum by unit type, projects to be funded by the D.C. and the timing thereof, and municipal policy with respect to development agreements, D.C. credits and front-ending requirements.

2. The second public grouping embraces the public at large and includes taxpayer coalition groups and others interested in public policy.
3. The third grouping is the industrial/commercial/institutional development sector, consisting of land developers and major owners or organizations with significant construction plans, such as hotels, entertainment complexes, shopping centres, offices, industrial buildings, and institutions. Also involved are organizations such as Industry Associations, the Chamber of Commerce, the Board of Trade, and the Economic Development Agencies, who are all potentially interested in municipal D.C. policy. Their primary concern is frequently with the quantum of the charge, G.F.A. exclusions such as basements, mechanical or indoor parking areas, or exemptions and phase-in or capping provisions in order to moderate the impact.

8.2 Anticipated Impact of the Charge on Development

The establishment of sound D.C. policy often requires the achievement of an acceptable balance between two competing realities. The first is that high non-residential D.C.s can, to some degree, represent a barrier to increased economic activity and sustained industrial/commercial growth, particularly for capital intensive uses. Also, in many cases, increased residential D.C.s can ultimately be expected to be recovered via housing prices and can impact project feasibility in some cases (e.g., rental apartments).

On the other hand, D.C.s or other municipal capital funding sources need to be obtained in order to help ensure that the necessary infrastructure and amenities are installed. The timely installation of such works is a key initiative in providing adequate service levels and in facilitating strong economic growth, investment, and wealth generation.



8.3 Implementation Requirements

8.3.1 Introduction

Once the Town has calculated the charge, prepared the complete background study, carried out the public process and passed a new by-law, the emphasis shifts to implementation matters. These include notices, potential appeals and complaints, credits, front-ending agreements, subdivision agreement conditions and finally the collection of revenues and funding of projects.

The sections that follow present an overview of the requirements in each case.

8.3.2 Notice of Passage

In accordance with section 13 of the D.C.A., when a D.C. by-law is passed, the Town Clerk shall give written notice of the passing and of the last day for appealing the by-law (the day that is 40 days after the day it was passed). Such notice must be given no later than 20 days after the day the by-law is passed (i.e., as of the day of newspaper publication or the mailing of the notice).

Section 10 of O. Reg. 82/98 further defines the notice requirements which are summarized as follows:

- notice may be given by publication in a newspaper which is (in the Clerk's opinion) of sufficient circulation to give the public reasonable notice, or by personal service, fax, or mail to every owner of land in the area to which the by-law relates;
- subsection 10 (4) lists the persons/organizations who must be given notice; and
- subsection 10 (5) lists the eight items that the notice must cover.

8.3.3 By-law Pamphlet

In addition to the "notice" information, the Town must prepare a "pamphlet" explaining each D.C. by-law in force, setting out:

- a description of the general purpose of the D.C.s;
- the "rules" for determining if a charge is payable in a particular case and for determining the amount of the charge;



- the services to which the D.C.s relate; and
- a description of the general purpose of the Treasurer's statement and where it may be received by the public.

Where a by-law is not appealed to the OLT, the pamphlet must be readied within 60 days after the by-law comes into force. Later dates apply to appealed by-laws.

The Town must give one copy of the most recent pamphlet without charge to any person who requests one.

8.3.4 Appeals

Sections 13 to 19 of the D.C.A. set out the requirements relative to making and processing a D.C. by-law appeal and OLT hearing in response to an appeal. Any person or organization may appeal a D.C. by-law to the OLT by filing a notice of appeal with the Town Clerk, setting out the objection to the by-law and the reasons supporting the objection. This must be done by the last day for appealing the by-law, which is 40 days after the by-law is passed.

The Town is conducting a public consultation process in order to address the issues that come forward as part of that process, thereby avoiding or reducing the need for an appeal to be made.

8.3.5 Complaints

A person required to pay a D.C., or his agent, may complain to the Town Council imposing the charge that:

- the amount of the charge was incorrectly determined;
- the reduction to be used against the D.C. was incorrectly determined; or
- there was an error in the application of the D.C.

Sections 20 to 25 of the D.C.A. set out the requirements that exist, including the fact that a complaint may not be made later than 90 days after a D.C. (or any part of it) is payable. A complainant may appeal the decision of Town Council to the OLT.



8.3.6 Credits

Sections 38 to 41 of the D.C.A. set out a number of credit requirements, which apply where a municipality agrees to allow a person to perform work in the future that relates to a service in the D.C. by-law.

These credits would be used to reduce the amount of D.C.s to be paid. The value of the credit is limited to the reasonable cost of the work, which does not exceed the average level of service. The credit applies only to the service to which the work relates unless the municipality agrees to expand the credit to other services for which a D.C. is payable.

8.3.7 Front-Ending Agreements

The Town and one or more landowners may enter into a front-ending agreement that provides for the costs of a project that will benefit an area in the Town to which the D.C. by-law applies. Such an agreement can provide for the costs to be borne by one or more parties to the agreement who are, in turn, reimbursed in future by persons who develop land defined in the agreement.

Part III of the D.C.A. (sections 44 to 58) addresses front-ending agreements and removes some of the obstacles to their use which were contained in the *Development Charges Act*, 1989. Accordingly, the Town assesses whether this mechanism is appropriate for its use, as part of funding projects prior to Town funds being available.

8.3.8 Severance and Subdivision Agreement Conditions

Section 59 of the D.C.A. prevents a municipality from imposing directly or indirectly, a charge related to development or a requirement to construct a service related to development, by way of a condition or agreement under section 51 or section 53 of the *Planning Act*, except for:

- “local services, related to a plan of subdivision or within the area to which the plan relates, to be installed or paid for by the owner as a condition of approval under section 51 of the *Planning Act*,” and
- “local services to be installed or paid for by the owner as a condition of approval under section 53 of the *Planning Act*.”

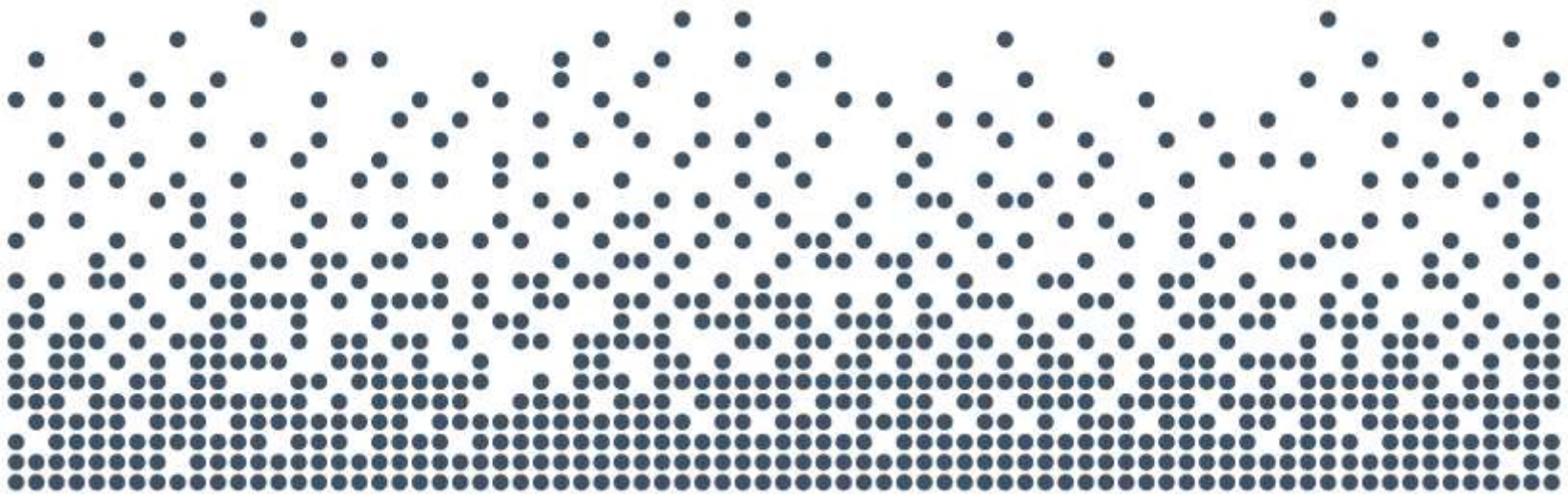


It is also noted that subsection 59 (4) of the D.C.A. requires that the municipal approval authority for a draft plan of subdivision under subsection 51 (31) of the *Planning Act*, use its power to impose conditions to ensure that the first purchaser of newly subdivided land is informed of all the D.C.s related to the development, at the time the land is transferred.

In this regard, if the municipality in question is a commenting agency, in order to comply with subsection 59 (4) of the D.C.A. it would need to provide to the approval authority information regarding the applicable municipal D.C.s related to the site.

If the Town is an approval authority for the purposes of section 51 of the *Planning Act*, it would be responsible to ensure that it collects information from all entities that can impose a D.C.

The most effective way to ensure that purchasers are aware of this condition would be to require it as a provision in a registered subdivision agreement, so that any purchaser of the property would be aware of the charges at the time the title was searched prior to closing a transaction conveying the lands.



Appendices



Appendix A

Background Information on Residential and Non- Residential Growth Forecast



Schedule 1 Town of Amherstburg Residential Growth Forecast Summary

	Year	Population (Including Census Undercount) ^[1]	Excluding Census Undercount			Housing Units						Person Per Unit (P.P.U.): Total Population/ Total Households
			Population	Institutional Population	Population Excluding Institutional Population	Singles & Semi-Detached	Multiple Dwellings ^[2]	Apartments ^[3]	Other	Total Households	Equivalent Institutional Households	
Historical	Mid 2011	22,240	21,556	266	21,290	7,030	416	659	19	8,124	242	2.653
	Mid 2016	22,630	21,936	281	21,655	7,330	440	735	15	8,520	255	2.575
	Mid 2021	24,270	23,524	224	23,300	7,910	455	805	15	9,185	204	2.561
Forecast	Mid 2024	26,710	25,889	247	25,642	8,378	557	1,069	15	10,019	225	2.584
	Mid 2034	30,960	30,009	286	29,723	9,347	788	1,217	15	11,367	260	2.640
Incremental	Mid 2011 - Mid 2016	390	380	15	365	300	24	76	-4	396	13	
	Mid 2016 - Mid 2021	1,640	1,588	-57	1,645	580	15	70	0	665	-51	
	Mid 2021 - Mid 2024	2,440	2,365	23	2,342	468	102	264	0	834	21	
	Mid 2024 - Mid 2034	4,250	4,120	39	4,081	969	231	148	0	1,348	35	

^[1] Population includes the Census undercount estimated at approximately 3.2% and has been rounded.

^[2] Includes townhouses and apartments in duplexes.

^[3] Includes bachelor, 1-bedroom, and 2-bedroom+ apartment units.

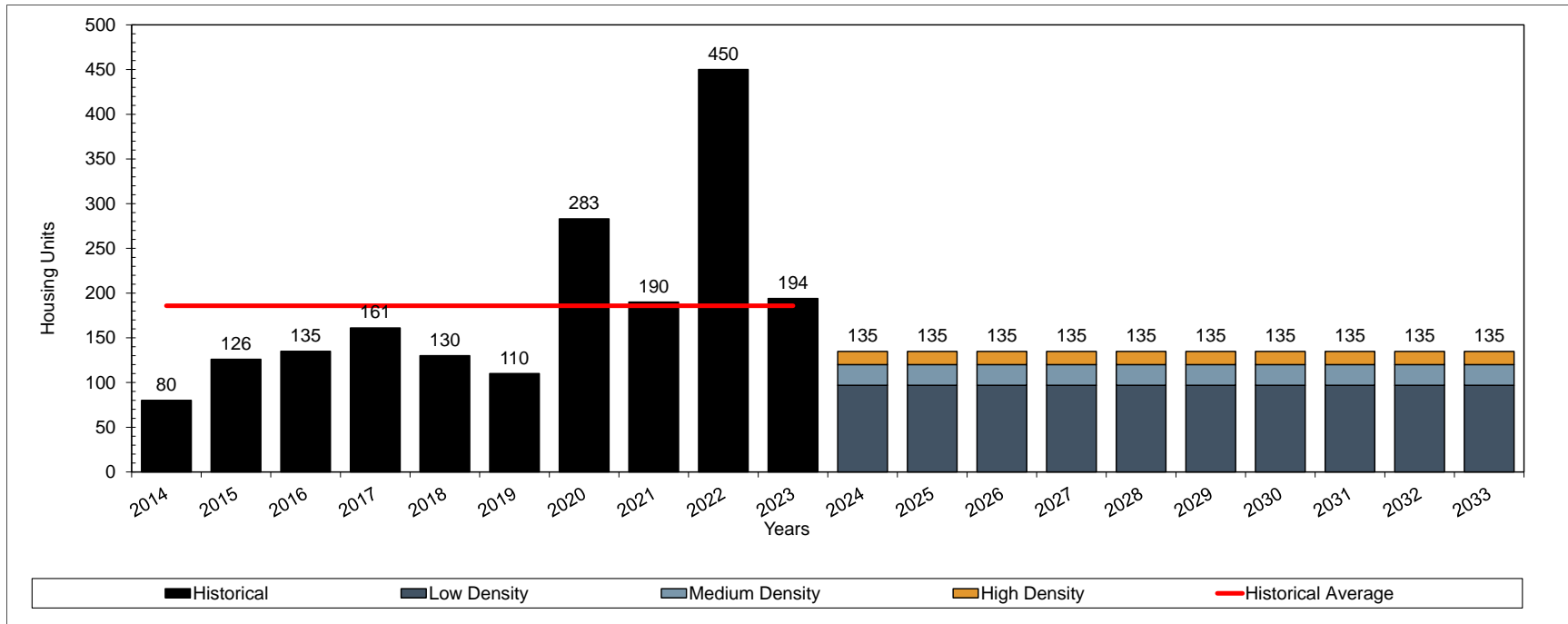
Notes:

Numbers may not add due to rounding.

Source: Derived from Essex County 2022 Comprehensive Review, Growth Analysis Final Draft Report, October 5, 2022. Forecast is based on the high scenario. By Watson & Associates Economists Ltd.



Figure 1
Town of Amherstburg
Annual Housing Forecast [1]



[1] Growth forecast represents calendar year.

Source: Historical housing activity derived from Town of Amherstburg building permit data, 2014 to 2023.



Schedule 2
Town of Amherstburg
Estimate of the Anticipated Amount, Type and Location of
Residential Development for Which Development Charges can be Imposed

Development Location	Timing	Single & Semi-Detached	Multiples ^[1]	Apartments ^[2]	Total Residential Units	Gross Population In New Units	Existing Unit Population Change	Net Population Increase, Excluding Institutional	Institutional Population	Net Population Including Institutional
Water and Wastewater (SE Quadrant)	2024 - 2034	596	46	37	679	1,926	2	1,928	21	1,949
Water and Wastewater (Other Areas)	2024 - 2034	368	185	111	664	1,675	463	2,139	18	2,157
Water Only	2024 - 2034	5	0	0	5	15	0	15	0	15
Town of Amherstburg	2024 - 2034	969	231	148	1,348	3,616	465	4,081	39	4,120

^[1] Includes townhouses and apartments in duplexes.

^[2] Includes bachelor, 1-bedroom, and 2-bedroom+ apartment units.

Notes:

Numbers may not add due to rounding.

Source: Watson & Associates Economists Ltd.



Schedule 3
Town of Amherstburg
Current Year Growth Forecast
Mid-2021 to Mid-2024

		Population
Mid 2021 Population		23,524
Occupants of New Housing Units, Mid 2021 to Mid 2024	<i>Units (2)</i>	834
	<i>multiplied by P.P.U. (3)</i>	2,377
	<i>gross population increase</i>	1,982
Occupants of New Equivalent Institutional Units, Mid 2021 to Mid 2024	<i>Units</i>	21
	<i>multiplied by P.P.U. (3)</i>	1,100
	<i>gross population increase</i>	23
Change in Housing Unit Occupancy, Mid 2021 to Mid 2024	<i>Units (4)</i>	9,185
	<i>multiplied by P.P.U. change rate (5)</i>	0.039
	<i>total change in population</i>	360
Population Estimate to Mid 2024		25,889
<i>Net Population Increase, Mid 2021 to Mid 2024</i>		2,365

- (1) 2021 population based on Statistics Canada Census unadjusted for Census undercount.
- (2) Estimated residential units constructed, Mid-2021 to the beginning of the growth period assuming a six-month lag between construction and occupancy.
- (3) Average number of persons per unit (P.P.U.) is assumed to be:

Structural Type	Persons Per Unit ¹ (P.P.U.)	% Distribution of Estimated Units ²	Weighted Persons Per Unit Average
<i>Singles & Semi Detached</i>	2.805	56%	1.574
<i>Multiples (6)</i>	2.088	12%	0.255
<i>Apartments (7)</i>	1.730	32%	0.548
Total		100%	2.377

¹ Based on 2021 Census custom database

² Based on Building permit/completion activity

- (4) 2021 households taken from Statistics Canada Census.
- (5) Change occurs due to aging of the population and family life cycle changes, lower fertility rates and changing economic conditions.
- (6) Includes townhouses and apartments in duplexes.
- (7) Includes bachelor, 1-bedroom and 2-bedroom+ apartments.

Note: Numbers may not add to totals due to rounding.



Schedule 4
Town of Amherstburg
10-Year Growth Forecast
Mid-2024 to Mid-2034

		Population
Mid 2024 Population		25,889
Occupants of New Housing Units, Mid 2024 to Mid 2034	<i>Units (2)</i>	1,348
	<i>multiplied by P.P.U. (3)</i>	2,683
	<i>gross population increase</i>	3,616
		3,616
Occupants of New Equivalent Institutional Units, Mid 2024 to Mid 2034	<i>Units</i>	35
	<i>multiplied by P.P.U. (3)</i>	1,100
	<i>gross population increase</i>	39
		39
Change in Housing Unit Occupancy, Mid 2024 to Mid 2034	<i>Units (4)</i>	10,019
	<i>multiplied by P.P.U. change rate (5)</i>	0.046
	<i>total change in population</i>	465
		465
Population Estimate to Mid 2034		30,009
<i>Net Population Increase, Mid 2024 to Mid 2034</i>		4,120

(1) Mid 2024 Population based on:

2021 Population (23,524) + Mid 2021 to Mid 2024 estimated housing units to beginning of forecast period (834 x 2.377 = 1,982) + (21 x 1.1 = 23) + (9,185 x 0.039 = 360) = 25,889

(2) Based upon forecast building permits/completions assuming a lag between construction and occupancy.

(3) Average number of persons per unit (P.P.U.) is assumed to be:

Structural Type	Persons Per Unit ¹ (P.P.U.)	% Distribution of Estimated Units ²	Weighted Persons Per Unit Average
<i>Singles & Semi Detached</i>	2.958	72%	2.126
<i>Multiples (6)</i>	2.067	17%	0.354
<i>Apartments (7)</i>	1.844	11%	0.202
<i>one bedroom or less</i>	1.405		
<i>two bedrooms or more</i>	2.000		
Total		100%	2.683

¹ Persons per unit based on adjusted Statistics Canada Custom 2021 Census database.

² Forecast unit mix based upon historical trends and housing units in the development process.

(4) Mid 2024 households based upon 2021 Census (9,185 units) + Mid 2021 to Mid 2024 unit estimate (834 units) = 10,019 units.

(5) Change occurs due to aging of the population and family life cycle changes, lower fertility rates and changing economic conditions.

(6) Includes townhouses and apartments in duplexes.

(7) Includes bachelor, 1-bedroom and 2-bedroom+ apartments.

Note: Numbers may not add to totals due to rounding.



Schedule 5
Town of Amherstburg
Historical Residential Building Permits
Years 2014 to 2023

Year	Residential Building Permits			
	Singles & Semi Detached	Multiples ^[1]	Apartments ^[2]	Total
2014	65	15	0	80
2015	91	12	23	126
2016	113	22	0	135
2017	120	9	32	161
2018	124	6	0	130
Sub-total	513	64	55	632
Average (2014 - 2018)	103	13	11	126
% Breakdown	81.2%	10.1%	8.7%	100.0%
2019	110	0	0	110
2020	272	11	0	283
2021	141	43	6	190
2022	279	52	119	450
2023	48	7	139	194
Sub-total	850	113	264	1,227
Average (2019 - 2023)	170	23	53	245
% Breakdown	69.3%	9.2%	21.5%	100.0%
2014 - 2023				
Total	1,363	177	319	1,859
Average	136	18	32	186
% Breakdown	73.3%	9.5%	17.2%	100.0%

[1] Includes townhouses and apartments in duplexes.

[2] Includes bachelor, 1-bedroom, and 2-bedroom+ apartment units.

Source: Historical housing activity derived from building permit data for the Town of Amherstburg, by Watson & Associates Economists Ltd.



Schedule 6a
Town of Amherstburg
Person Per Unit by Age and Type of Dwelling
(2021 Census)

Age of Dwelling	Singles and Semi-Detached						15 Year Average	15 Year Average Adjusted ^[1]
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	-	1.939	2.964	4.308	2.805		
6-10	-	-	1.850	3.286	4.600	3.100		
11-15	-	-	-	3.000	-	2.904	2.936	2.958
16-20	-	-	-	3.253	3.357	3.183		
20-25	-	-	1.636	2.953	3.786	2.939		
25-35	-	-	1.923	2.708	-	2.667		
35+	-	1.706	1.793	2.579	3.918	2.510		
Total	1.083	2.286	1.834	2.744	3.926	2.677		

Age of Dwelling	All Density Types					
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total
1-5	-	-	1.878	2.988	4.308	2.699
6-10	-	-	1.741	3.087	4.600	2.901
11-15	-	-	1.813	2.860	-	2.642
16-20	-	-	2.143	3.180	3.357	3.131
20-25	-	-	1.421	2.945	3.786	2.799
25-35	-	-	2.000	2.701	-	2.617
35+	-	1.236	1.745	2.571	3.808	2.354
Total	-	1.299	1.775	2.721	3.879	2.530

^[1] Adjusted based on historical trends.

Note: Does not include Statistics Canada data classified as "Other."

P.P.U. Not calculated for samples less than or equal to 50 dwelling units and does not include institutional population.



Schedule 6b
Essex County Census Division
Person Per Unit by Age and Type of Dwelling
(2021 Census)

Age of Dwelling	Multiples ^[1]					Total	15 Year Average	15 Year Average Adjusted ^[3]
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR			
1-5	-	-	1.843	2.520	-	2.088		
6-10	-	-	1.787	2.353	-	2.051		
11-15	-	-	1.779	2.520	-	2.128	2.089	2.067
16-20	-	-	1.693	2.458	-	2.105		
20-25	-	1.500	1.804	2.423	-	2.101		
25-35	-	-	2.016	3.060	-	2.578		
35+	1.121	1.377	1.883	2.969	3.632	2.351		
Total	1.333	1.366	1.850	2.817	3.556	2.285		

Age of Dwelling	Apartments ^[2]					Total	15 Year Average	15 Year Average Adjusted ^[3]
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR			
1-5	-	1.410	1.772	3.273	-	1.730		
6-10	-	-	1.933	-	-	1.875		
11-15	-	1.667	1.933	2.750	-	1.992	1.866	1.844
16-20	-	1.261	1.807	3.625	-	1.836		
20-25	-	1.416	1.676	2.905	-	1.684		
25-35	-	1.226	1.815	3.476	-	1.660		
35+	1.112	1.211	1.796	2.757	-	1.512		
Total	1.091	1.226	1.794	2.877	-	1.563		

Age of Dwelling	All Density Types					Total
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	
1-5	-	1.516	1.914	3.225	4.465	2.927
6-10	-	1.667	1.959	3.225	4.707	3.218
11-15	-	1.625	1.931	3.170	4.443	3.023
16-20	-	1.700	1.882	3.187	4.401	3.031
20-25	-	1.537	1.812	3.025	4.257	2.874
25-35	-	1.279	2.007	2.949	3.852	2.737
35+	1.288	1.269	1.818	2.646	3.843	2.304
Total	1.397	1.300	1.842	2.803	4.140	2.508

^[1] Includes townhouses and apartments in duplexes.

^[2] Includes bachelor, 1 bedroom and 2 bedroom+ apartments.

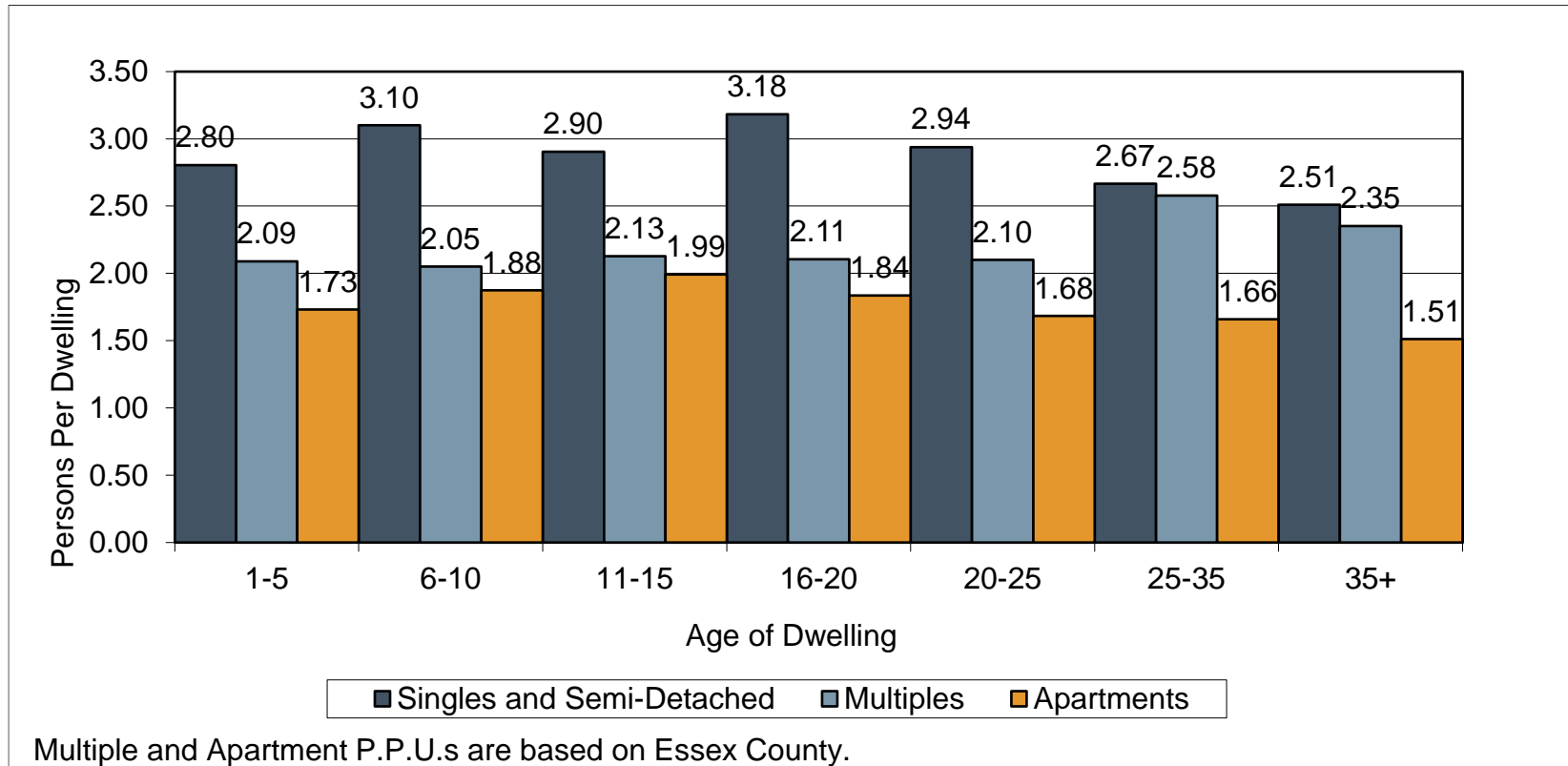
^[3] Adjusted based on historical trends.

Note: Does not include Statistics Canada data classified as "Other."

P.P.U. Not calculated for samples less than or equal to 50 dwelling units and does not include institutional population.



Schedule 7
Town of Amherstburg
Person Per Unit Structural Type and Age of Dwelling
(2021 Census)





Schedule 8a Town of Amherstburg Employment Forecast, 2024 to 2034

Period	Population	Activity Rate								Employment								Employment Total (Excluding Work at Home and N.F.P.O.W.)
		Primary	Work at Home	Industrial	Commercial/ Population Related	Institutional	Total	N.F.P.O.W. ^[1]	Total Including N.F.P.O.W.	Primary	Work at Home	Industrial	Commercial/ Population Related	Institutional	Total	N.F.P.O.W. ^[1]	Total Employment (Including N.F.P.O.W.)	
Mid 2011	21,556	0.006	0.026	0.047	0.092	0.043	0.215	0.020	0.235	140	560	1,010	1,990	935	4,635	426	5,061	4,075
Mid 2016	21,936	0.005	0.021	0.052	0.090	0.044	0.212	0.023	0.235	115	460	1,135	1,975	970	4,655	494	5,149	4,195
Mid 2024	25,889	0.005	0.025	0.046	0.078	0.040	0.193	0.030	0.223	124	644	1,178	2,028	1,028	5,002	780	5,782	4,358
Mid 2034	30,009	0.005	0.025	0.055	0.086	0.044	0.216	0.034	0.250	157	760	1,660	2,580	1,320	6,477	1,012	7,489	5,717
Incremental Change																		
Mid 2011 - Mid 2016	380	-0.0013	-0.0050	0.0049	-0.0023	0.0008	-0.0028	0.0027	-0.0001	-25	-100	125	-15	35	20	68	88	120
Mid 2016 - Mid 2024	3,953	-0.0005	0.0039	-0.0062	-0.0117	-0.0045	-0.0190	0.0076	-0.0114	9	184	43	53	58	347	286	633	163
Mid 2024 - Mid 2034	4,120	0.0004	0.0005	0.0098	0.0076	0.0043	0.0226	0.0036	0.0262	33	116	482	552	292	1,475	232	1,707	1,359
Annual Average																		
Mid 2011 - Mid 2016	76	-0.0003	-0.0010	0.0010	-0.0005	0.0002	-0.0006	0.0005	0.0000	-5	-20	25	-3	7	4	14	18	24
Mid 2016 - Mid 2024	494	-0.0006	0.00049	-0.00078	-0.00146	-0.00056	-0.00237	0.00095	-0.00142	1	23	5	7	7	43	36	79	20
Mid 2024 - Mid 2034	412	0.00004	0.00005	0.00098	0.00076	0.00043	0.00226	0.00036	0.00262	3	12	48	55	29	147	23	171	136

^[1] Statistics Canada defines no fixed place of work (N.F.P.O.W.) employees as "persons who do not go from home to the same workplace location at the beginning of each shift. Such persons include building and landscape contractors, travelling salespersons, independent truck drivers, etc."

Note: Statistics Canada 2021 Census place of work employment data has been reviewed. The 2021 Census employment results have not been utilized due to a significant increase in work at home employment captured due to Census enumeration occurring during the provincial COVID-19 lockdown from April 1, 2021 to June 14, 2021.

Source: Derived from Essex County 2022 Comprehensive Review, Growth Analysis Final Draft Report, October 5, 2022. Forecast is based on the high scenario. By Watson & Associates Economists Ltd.



Schedule 8b
Town of Amherstburg
Employment and Gross Floor Area (G.F.A.) Forecast, 2024 to 2034

Period	Population	Employment					Gross Floor Area in Square Feet (Estimated) ^[1]				
		Primary ^[2]	Industrial	Commercial/ Population Related	Institutional ^[3]	Total	Primary - Non- Bona Fide Farming ^[2]	Industrial	Commercial/ Population Related	Institutional ^[3]	Total
Mid 2011	21,556	140	1,010	1,990	935	4,075					
Mid 2016	21,936	115	1,135	1,975	970	4,195					
Mid 2024	25,889	124	1,178	2,028	1,028	4,358					
Mid 2034	30,009	157	1,660	2,580	1,302	5,699					
Incremental Change											
Mid 2011 - Mid 2016	380	-25	125	-15	35	120					
Mid 2016 - Mid 2024	3,953	9	43	53	58	163					
Mid 2024 - Mid 2034	4,120	33	482	552	274	1,341	659,300	626,600	275,800	186,900	1,748,600
Annual Average											
Mid 2011 - Mid 2016	76	-5	25	-3	7	24					
Mid 2016 - Mid 2024	494	1	5	7	7	20					
Mid 2024 - Mid 2034	412	3	48	55	27	134	65,930	62,660	27,580	18,690	174,860

^[1] Square Foot Per Employee Assumptions

Primary - Non-Bona Fide Farming (Greenhouses)	20,000
Industrial	1,300
Commercial/Population-Related	500
Institutional	675

^[2] Primary industry includes bona-fide, non bona-fide farming and cannabis growing operation related employment. For the forecast period primary industry only includes non-bona fide agricultural employment and G.F.A.

^[3] Forecast institutional employment and gross floor area has been adjusted downward to account for employment associated with special care units.

*Reflects Mid-2024 to Mid-2034 forecast period.

Note: Numbers may not add up precisely due to rounding.

Source: Watson & Associates Economists Ltd.



Schedule 8c
Town of Amherstburg
Estimate of the Anticipated Amount, Type and Location of
Non-Residential Development for Which Development Charges Can Be Imposed

Development Location	Timing	Primary G.F.A. S.F. ^{[1],[2]}	Industrial G.F.A. S.F. ^[1]	Commercial G.F.A. S.F. ^[1]	Institutional G.F.A. S.F. ^{[1],[3]}	Total Non-Residential G.F.A. S.F.	Employment Increase ^[4]
Water and Wastewater (SE Quadrant)	2024 - 2034	-	-	143,500	97,500	241,000	430
Water and Wastewater (Other Areas)	2024 - 2034	-	156,000	131,500	88,700	376,200	513
Water Only	2024 - 2034	659,300	470,600	800	700	1,131,400	398
Town of Amherstburg	2024 - 2034	659,300	626,600	275,800	186,900	1,748,600	1,341

^[1] Square Foot Per Employee Assumptions

Primary - Non-Bona Fide Farming (Greenhouses)	20,000
Industrial	1,300
Commercial/Population-Related	500
Institutional	675

^[2] Primary industry includes bona-fide, non bona-fide farming and cannabis growing operation related employment. For the forecast period primary industry only includes non-bona fide agricultural employment and G.F.A..

^[3] Forecast institutional employment and gross floor area has been adjusted downward to account for employment associated with special care units.

^[4] Employment Increase does not include No Fixed Place of Work.

*Reflects Mid-2024 to Mid-2051 forecast period.

Note: Numbers may not add up precisely due to rounding.

Source: Watson & Associates Economists Ltd.



Schedule 9
Town of Amherstburg
Employment Categories by Major Employment Sector

NAICS	Employment by industry	Comments
	<u>Primary Industry Employment</u>	
11	<i>Agriculture, forestry, fishing and hunting</i>	Categories which relate to local land-based resources
21	<i>Mining and oil and gas extraction</i>	
	<u>Industrial and Other Employment</u>	
22	<i>Utilities</i>	Categories which relate primarily to industrial land supply and demand
23	<i>Construction</i>	
31-33	<i>Manufacturing</i>	
41	<i>Wholesale trade</i>	
48-49	<i>Transportation and warehousing</i>	
56	<i>Administrative and support</i>	
	<u>Population Related Employment</u>	
44-45	<i>Retail trade</i>	Categories which relate primarily to population growth within the municipality
51	<i>Information and cultural industries</i>	
52	<i>Finance and insurance</i>	
53	<i>Real estate and rental and leasing</i>	
54	<i>Professional, scientific and technical services</i>	
55	<i>Management of companies and enterprises</i>	
56	<i>Administrative and support</i>	
71	<i>Arts, entertainment and recreation</i>	
72	<i>Accommodation and food services</i>	
81	<i>Other services (except public administration)</i>	
	<u>Institutional</u>	
61	<i>Educational services</i>	
62	<i>Health care and social assistance</i>	
91	<i>Public administration</i>	

Note: Employment is classified by North American Industry Classification System (NAICS) Code.

Source: Watson & Associates Economists Ltd.



Appendix B

Level of Service



Appendix B: Level of Service

SUMMARY OF SERVICE STANDARDS AS PER DEVELOPMENT CHARGES ACT, 1997, AS AMENDED							
Service Category	Sub-Component	15 Year Average Service Standard					Maximum Ceiling LOS
		Cost (per capita)		Quantity (per capita)	Quality (per capita)		
Service Related to a Highway	Services Related to a Highway - Roads	\$11,869.20	0.0086	km of roadways	1,380,140	per km	48,901,104
	Services Related to a Highway - Bridges, Culverts & Structures	\$3,138.80	0.0046	Number of Bridges, Culverts & Structures	682,348	per item	12,931,856
	Services Related to a Highway - Sidewalks	\$364.20	0.0016	km of sidewalks	227,625	per km	1,500,504
	Services Related to a Highway - Traffic Signals & Streetlights	\$260.33	0.0468	No. of Traffic Signals	5,563	per signal	1,072,560
Public Works	Public Works - Facilities	\$643.01	1.2131	sq.ft. of building area	530	per sq.ft.	2,649,201
	Public Works - Vehicles & Equipment	\$303.01	0.0040	No. of vehicles and equipment	75,753	per vehicle	1,248,401
Fire Protection	Fire Protection Services - Facilities	\$618.05	0.8754	sq.ft. of building area	706	per sq.ft.	2,546,366
	Fire Protection Services - Vehicles & Equipment	\$372.79	0.0007	No. of vehicles	532,557	per vehicle	1,535,895
	Fire Protection Services - Small Equipment and Gear	\$146.62	0.0125	No. of equipment and gear	11,730	per item	604,074
Policing	Policing Services - Facilities	\$350.25	0.4261	sq.ft. of building area	822	per sq.ft.	1,443,030
	Policing Services - Vehicles	\$48.43	0.0007	No. of vehicles and equipment	69,186	per vehicle	199,532
	Policing Services - Small Equipment and Gear	\$125.12	0.0034	No. of equipment and gear	36,800	per item	515,494
Parks & Recreation	Parkland Development	\$3,319.75	0.0121	Acres of Parkland	274,360	per acre	13,677,370
	Parkland Amenities	\$2,000.43	0.0039	No. of parkland amenities	512,931	per amenity	8,241,772
	Parkland Trails	\$64.83	0.2388	Linear Metres of Paths and Trails	271	per linear m	267,100
	Recreation Facilities	\$6,887.35	7.9420	sq.ft. of building area	867	per sq.ft.	28,375,882
	Parks & Recreation Vehicles and Equipment	\$76.65	0.0034	No. of vehicles and equipment	22,544	per vehicle	315,798



**Town of Amherstburg
Service Standard Calculation Sheet**

Service: Services Related to a Highway - Roads
Unit Measure: km of roadways

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/km)
Roads																
Asphalt	86	90	93	97	100	104	107	111	115	118	122	125	129	132	136	\$1,700,000
Tar & Chip	60	58	57	55	53	51	50	48	46	45	43	41	39	38	36	\$1,000,000
Gravel	33	33	33	33	33	33	33	33	33	33	33	33	33	33	33	\$900,000
Total	179	181	183	185	186	188	190	192	194	196	198	199	201	203	205	

Population	21,654	21,526	21,556	21,576	21,605	21,672	21,750	21,936	22,165	22,442	22,673	22,852	23,524	24,147	25,372
Per Capita Standard	0.0083	0.0084	0.0085	0.0086	0.0086	0.0087	0.0087	0.0088	0.0087	0.0087	0.0087	0.0087	0.0086	0.0084	0.0081

15 Year Average	2009 to 2023
Quantity Standard	0.0086
Quality Standard	\$1,380,140
Service Standard	\$11,869

D.C. Amount (before deductions)	10 Year
Forecast Population	4,120
\$ per Capita	\$11,869
Eligible Amount	\$48,901,104



**Town of Amherstburg
Service Standard Calculation Sheet**

Service: Services Related to a Highway - Bridges, Culverts & Structures
 Unit Measure: Number of Bridges, Culverts & Structures

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/item)
Bridges	27	27	27	27	27	27	27	27	29	29	29	29	29	30	30	\$1,112,000
Culverts	74	74	74	74	74	74	74	74	74	74	74	76	76	78	78	\$523,000
Total	101	101	101	101	101	101	101	101	103	103	103	105	105	108	108	

Population	21,654	21,526	21,556	21,576	21,605	21,672	21,750	21,936	22,165	22,442	22,673	22,852	23,524	24,147	25,372
Per Capita Standard	0.0047	0.0047	0.0047	0.0047	0.0047	0.0047	0.0046	0.0046	0.0046	0.0046	0.0045	0.0046	0.0045	0.0045	0.0043

15 Year Average	2009 to 2023
Quantity Standard	0.0046
Quality Standard	\$682,348
Service Standard	\$3,139

D.C. Amount (before deductions)	10 Year
Forecast Population	4,120
\$ per Capita	\$3,139
Eligible Amount	\$12,931,856



**Town of Amherstburg
Service Standard Calculation Sheet**

Service: Services Related to a Highway - Sidewalks
Unit Measure: km of sidewalks

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/km)
Sidewalks	27	27	27	27	27	27	30	33	37	40	43	46	50	53	56	\$225,000
Total	27	27	27	27	27	27	30	33	37	40	43	46	50	53	56	

Population	21,654	21,526	21,556	21,576	21,605	21,672	21,750	21,936	22,165	22,442	22,673	22,852	23,524	24,147	25,372
Per Capita Standard	0.0012	0.0013	0.0013	0.0013	0.0012	0.0012	0.0014	0.0015	0.0017	0.0018	0.0019	0.0020	0.0021	0.0022	0.0022

15 Year Average	2009 to 2023
Quantity Standard	0.0016
Quality Standard	\$227,625
Service Standard	\$364

D.C. Amount (before deductions)	10 Year
Forecast Population	4,120
\$ per Capita	\$364
Eligible Amount	\$1,500,504



**Town of Amherstburg
Service Standard Calculation Sheet**

Service: Services Related to a Highway - Traffic Signals & Streetlights
Unit Measure: No. of Traffic Signals

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/item)
Streetlights (Town Roads)	775	775	775	775	775	820	866	911	957	1,002	1,047	1,093	1,138	1,184	1,229	\$4,100
Streetlights (County Roads)	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	\$1,500
Traffic Lights (per intersection)	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	\$350,000
Pedestrian Crossovers	-	1	1	1	1	1	1	1	1	1	1	1	1	1	3	\$80,000
Total	888	889	889	889	889	934	980	1,025	1,071	1,116	1,161	1,207	1,252	1,298	1,345	

Population	21,654	21,526	21,556	21,576	21,605	21,672	21,750	21,936	22,165	22,442	22,673	22,852	23,524	24,147	25,372
Per Capita Standard	0.0410	0.0413	0.0412	0.0412	0.0411	0.0431	0.0450	0.0467	0.0483	0.0497	0.0512	0.0528	0.0532	0.0537	0.0530

15 Year Average	2009 to 2023
Quantity Standard	0.0468
Quality Standard	\$5,563
Service Standard	\$260

D.C. Amount (before deductions)	10 Year
Forecast Population	4,120
\$ per Capita	\$260
Eligible Amount	\$1,072,560



**Town of Amherstburg
Service Standard Calculation Sheet**

Class of Service: Public Works - Facilities
Unit Measure: sq.ft. of building area

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Amherstburg Public Works Building and Yard	13,530	13,530	13,530	13,530	13,530	13,530	13,530	13,530	13,530	13,530	13,530	13,530	13,530	13,530	13,530	\$600	\$682
Anderdon Public Works Building and Yard	2,936	2,936	2,936	2,936	2,936	2,936	2,936	2,936	2,936	2,936	2,936	2,936	2,936	2,936	2,936	\$400	\$505
Anderdon Public Works Garage	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	\$250	\$392
Anderdon Salt Shed	750	750	750	750	750	750	750	750	750	750	750	750	750	750	750	\$200	\$221
Malden Public Works Building and Yard	3,211	3,211	3,211	3,211	3,211	3,211	3,211	3,211	3,211	3,211	3,211	3,211	3,211	3,211	3,211	\$400	\$515
Malden Salt Storage	475	475	475	475	475	475	475	475	475	475	475	475	475	475	475	\$200	\$221
99 Thomas Road - Salt Storage	-	-	-	-	-	-	-	-	-	2,400	2,400	2,400	2,400	2,400	2,400	\$200	\$228
Storage Shed - McGregor Lagoons	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	\$200	\$228
Public Works Trailer	431	431	431	431	431	431	431	431	431	431	431	431	431	431	431	\$46	\$46
Total	26,233	26,233	26,233	26,233	26,233	26,233	26,233	26,233	26,233	28,633	28,633	28,633	28,633	28,633	28,633		

Population	21,654	21,526	21,556	21,576	21,605	21,672	21,750	21,936	22,165	22,442	22,673	22,852	23,524	24,147	25,372
Per Capita Standard	1.2114	1.2186	1.2169	1.2158	1.2142	1.2104	1.2061	1.1959	1.1835	1.2758	1.2628	1.2530	1.2172	1.1858	1.1285

15 Year Average	2009 to 2023
Quantity Standard	1.2131
Quality Standard	\$530
Service Standard	\$643

D.C. Amount (before deductions)	10 Year
Forecast Population	4,120
\$ per Capita	\$643
Eligible Amount	\$2,649,201



**Town of Amherstburg
Service Standard Calculation Sheet**

Class of Service: Public Works - Vehicles & Equipment
Unit Measure: No. of vehicles and equipment

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/Vehicle)
Roads																
1 Ton Dump Truck w/ plow	2	2	2	2	2	2	2	2	2	2	3	3	3	3	3	\$125,000
Tractor	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$171,500
Street Sweeper	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$428,900
Backhoe	1	1	1	1	1	1	1	1	1	2	2	2	2	2	2	\$210,000
Single Axle Dumptrucks w/ plow	5	6	6	6	6	6	6	6	6	4	5	5	5	5	5	\$350,000
Tandem Axle Dumptrucks w/plow	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	\$443,200
Grader	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$500,300
Tractor	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$180,000
Cargo Van - Sign Truck	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$125,000
Pickup Trucks	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	\$70,000
Portable Light Tower	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$14,300
Radios - Base	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$2,600
Radios - Portable	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	\$2,300
Radios - Mobile	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	\$1,700
Wood Chipper	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$71,500
Multi-use Trackless Unit	-	-	-	-	-	-	-	-	1	1	1	1	1	1	1	\$314,500
Sidewalk Machines	-	-	-	-	-	-	-	-	2	2	2	2	2	2	2	\$107,200
Hot Box	-	-	-	-	-	-	-	-	1	1	1	1	1	1	1	\$50,000
Cars - Sedan	-	-	-	-	-	-	-	1	2	4	4	4	4	4	4	\$35,700
Water/Wastewater:																
Backhoe	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$178,700
Generators	-	-	-	-	1	1	1	2	2	2	2	2	2	2	2	\$104,500
Pickup Trucks	5	5	5	5	5	5	5	5	5	6	6	6	6	6	6	\$57,200
Radios - Portable	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	\$2,300
Radios - Mobile	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	\$1,700
Tandem Axle Dump Truck	-	-	-	-	-	1	1	1	1	1	1	1	1	1	1	\$443,200
Cargo Van	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	\$75,000
Portable Light Tower	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$14,300
Utility Truck	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$140,000
Single Axle Dump Truck	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$205,000
Total	83	84	84	84	85	86	86	88	93	95	99	99	99	99	99	

Population	21,654	21,526	21,556	21,576	21,605	21,672	21,750	21,936	22,165	22,442	22,673	22,852	23,524	24,147	25,372
Per Capita Standard	0.0038	0.0039	0.0039	0.0039	0.0039	0.0040	0.0040	0.0040	0.0042	0.0042	0.0044	0.0043	0.0042	0.0041	0.0039

15 Year Average	2009 to 2023
Quantity Standard	0.0040
Quality Standard	\$75,753
Service Standard	\$303

D.C. Amount (before deductions)	10 Year
Forecast Population	4,120
\$ per Capita	\$303
Eligible Amount	\$1,248,401



**Town of Amherstburg
Service Standard Calculation Sheet**

Service: Fire Protection Services - Facilities
Unit Measure: sq.ft. of building area

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Bld'g Value (\$/sq.ft.)	Value/sq. ft. with land, site works, etc.
Amherstburg Fire Hall	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	\$600	\$700
Malden Fire Hall	3,364	3,364	3,364	3,364	3,364	3,364	3,364	3,364	3,364	3,364	3,364	3,364	3,364	3,364	3,364	\$600	\$709
Anderdon Fire Hall	8,728	8,728	8,728	8,728	8,728	8,728	8,728	8,728	8,728	8,728	8,728	8,728	8,728	8,728	8,728	\$600	\$710
Total	19,592	19,592	19,592	19,592	19,592	19,592	19,592	19,592	19,592	19,592	19,592	19,592	19,592	19,592	19,592		

Population	21,654	21,526	21,556	21,576	21,605	21,672	21,750	21,936	22,165	22,442	22,673	22,852	23,524	24,147	25,372
Per Capita Standard	0.9048	0.9102	0.9089	0.9080	0.9068	0.9040	0.9008	0.8931	0.8839	0.8730	0.8641	0.8573	0.8329	0.8114	0.7722

15 Year Average	2009 to 2023
Quantity Standard	0.8754
Quality Standard	\$706
Service Standard	\$618

D.C. Amount (before deductions)	10 Year
Forecast Population	4,120
\$ per Capita	\$618
Eligible Amount	\$2,546,366



**Town of Amherstburg
Service Standard Calculation Sheet**

Service: Fire Protection Services - Vehicles & Equipment
Unit Measure: No. of vehicles

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/Vehicle)
Pumper	3	3	2	1	1	1	1	1	1	-	-	-	-	-	-	\$900,000
Rescue	3	3	3	3	3	3	3	3	3	-	-	-	-	-	-	\$571,800
Support	-	-	-	-	-	-	-	-	-	3	3	3	3	3	3	\$100,100
Tanker	1	1	1	1	1	1	1	1	1	-	-	-	-	-	-	\$600,000
Ladder 1 - Sutphen - 2009	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$2,700,000
Command Vehicles	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	\$70,000
Fire Prevention Vehicle	-	-	-	-	-	-	-	-	1	1	1	1	1	1	1	\$35,000
Boat - inland water rescue	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$35,700
Boat - open water rescue	-	-	-	-	-	-	-	-	-	1	1	1	1	1	1	\$92,900
Engine 1 - Freightliner - 2018	-	-	-	-	-	-	-	-	-	1	1	1	1	1	1	\$900,000
Engine 2 - Spartan - 2012	-	-	-	1	1	1	1	1	1	1	1	1	1	1	1	\$900,000
Engine 3 - Spartan - 2011	-	-	1	1	1	1	1	1	1	1	1	1	1	1	1	\$900,000
Engine 1b - Fort Garry - 1995	-	-	-	-	-	-	-	-	-	1	1	1	1	1	1	\$600,000
Tanker 1 - Freightliner - 2023	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	\$600,000
Tanker 2 - Freightliner - 2018	-	-	-	-	-	-	-	-	-	1	1	1	1	1	1	\$600,000
Tanker 3 - International - 2000	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$600,000
Trailer - Water Rescue	-	-	-	-	-	-	-	-	-	-	1	1	1	1	1	\$10,283
ATV	-	-	-	-	-	-	-	-	-	-	1	1	1	1	1	\$10,000
Total	13	13	13	13	13	13	13	13	14	16	18	18	18	18	19	

Population	21,654	21,526	21,556	21,576	21,605	21,672	21,750	21,936	22,165	22,442	22,673	22,852	23,524	24,147	25,372
Per Capita Standard	0.0006	0.0006	0.0006	0.0006	0.0006	0.0006	0.0006	0.0006	0.0006	0.0007	0.0008	0.0008	0.0008	0.0007	0.0007

15 Year Average	2009 to 2023
Quantity Standard	0.0007
Quality Standard	\$532,557
Service Standard	\$373

D.C. Amount (before deductions)	10 Year
Forecast Population	4,120
\$ per Capita	\$373
Eligible Amount	\$1,535,895



**Town of Amherstburg
Service Standard Calculation Sheet**

Service: Fire Protection Services - Small Equipment and Gear
Unit Measure: No. of equipment and gear

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/item)
Equipped Firefighters (full time)	6	6	6	6	6	6	6	7	7	7	7	7	7	8	9	\$8,300
Equipped Firefighters (part time)	60	60	60	60	60	60	60	60	60	60	60	60	60	60	60	\$7,100
Breathing Apparatus	66	66	66	66	66	66	66	67	67	67	67	67	67	68	69	\$17,300
Extracation and Heavy Rescue	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	\$50,600
Apparatus Equipment	9	9	9	9	9	9	9	9	8	7	7	7	7	7	8	\$116,200
Radios - Portable	36	36	36	36	36	36	36	36	36	48	48	48	48	61	61	\$2,300
Radios - Mobile	12	12	12	12	12	12	12	12	12	13	13	13	13	13	13	\$1,700
Radios - Base	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	\$2,600
Radio Charger Banks	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	\$3,700
Pagers	66	66	66	66	66	66	66	67	67	72	72	72	72	72	72	\$900
Siren System	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	\$65,800
SCBA Service Bench	-	-	-	-	-	-	-	-	1	1	1	1	1	1	1	\$23,600
Total	269	269	269	269	269	269	269	272	272	289	289	289	289	304	307	

Population	21,654	21,526	21,556	21,576	21,605	21,672	21,750	21,936	22,165	22,442	22,673	22,852	23,524	24,147	25,372
Per Capita Standard	0.0124	0.0125	0.0125	0.0125	0.0125	0.0124	0.0124	0.0124	0.0123	0.0129	0.0127	0.0126	0.0123	0.0126	0.0121

15 Year Average	2009 to 2023
Quantity Standard	0.0125
Quality Standard	\$11,730
Service Standard	\$147

D.C. Amount (before deductions)	10 Year
Forecast Population	4,120
\$ per Capita	\$147
Eligible Amount	\$604,074



**Town of Amherstburg
Service Standard Calculation Sheet**

Service: Policing Services - Facilities
Unit Measure: sq.ft. of building area

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Police Station	9,536	9,536	9,536	9,536	9,536	9,536	9,536	9,536	9,536	9,536	9,536	9,536	9,536	9,536	9,536	\$700	\$822
Total	9,536	9,536	9,536	9,536	9,536	9,536	9,536	9,536	9,536	9,536	9,536	9,536	9,536	9,536	9,536		

Population	21,654	21,526	21,556	21,576	21,605	21,672	21,750	21,936	22,165	22,442	22,673	22,852	23,524	24,147	25,372
Per Capita Standard	0.4404	0.4430	0.4424	0.4420	0.4414	0.4400	0.4384	0.4347	0.4302	0.4249	0.4206	0.4173	0.4054	0.3949	0.3758

15 Year Average	2009 to 2023
Quantity Standard	0.4261
Quality Standard	822
Service Standard	\$350

D.C. Amount (before deductions)	10 Year
Forecast Population	4,120
\$ per Capita	\$350
Eligible Amount	\$1,443,030



**Town of Amherstburg
Service Standard Calculation Sheet**

Service: Policing Services - Vehicles
Unit Measure: No. of vehicles and equipment

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/Vehicle)
Unmarked Police Vehicles	3	3	4	4	4	4	4	4	4	4	4	4	4	4	3	\$60,000
Motorcycle	1	1	1	1	1	1	1	1	1	1	1	1	1	1	-	\$49,900
Boat	1	1	1	1	1	1	1	1	1	1	1	1	1	1	-	\$74,800
ATV	-	-	1	1	1	1	1	1	1	1	1	1	1	1	-	\$19,900
Court Car	1	1	1	1	1	1	1	1	1	1	1	1	1	1	-	\$64,300
Unmarked Police Van	1	1	1	1	1	1	1	1	1	1	1	1	1	1	-	\$33,200
Marked Police Vehicles	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	\$105,000
Bicycles	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4	\$2,000
Total	13	13	15	15	15	15	15	15	15	15	15	15	15	15	13	

Population	21,654	21,526	21,556	21,576	21,605	21,672	21,750	21,936	22,165	22,442	22,673	22,852	23,524	24,147	25,372
Per Capita Standard	0.0006	0.0006	0.0007	0.0007	0.0007	0.0007	0.0007	0.0007	0.0007	0.0007	0.0007	0.0007	0.0006	0.0006	0.0005

15 Year Average	2009 to 2023
Quantity Standard	0.0007
Quality Standard	\$69,186
Service Standard	\$48

D.C. Amount (before deductions)	10 Year
Forecast Population	4,120
\$ per Capita	\$48
Eligible Amount	\$199,532



**Town of Amherstburg
Service Standard Calculation Sheet**

Service: Policing Services - Small Equipment and Gear
Unit Measure: No. of equipment and gear

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/item)
Voice Radio/Transmission System	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$2,400,000
Radar Units - Moving Radar in Vehicles	1	1	1	1	1	1	1	1	1	1	1	1	1	1	3	\$29,900
Radar Units - Hand Held Devices	-	-	-	-	-	-	-	-	-	-	6	6	6	6	6	\$2,700
Equipped Officers	31	31	31	31	31	31	31	31	31	31	31	31	31	31	30	\$5,000
Radios - Mobile	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	\$6,300
Radios - Portable	16	16	16	16	16	20	20	20	20	20	20	20	20	20	20	\$6,000
Body Worn Cameras	-	-	-	-	8	8	8	8	8	26	26	-	-	-	-	\$2,000
Roadside Alcohol Testing Devices	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	\$2,000
Light Detection & Ranging Devices (LiDAR)	-	-	-	-	-	-	-	-	-	-	-	2	2	2	2	\$2,500
Total	64	64	64	64	72	76	76	76	76	94	100	76	76	76	77	

Population	21,654	21,526	21,556	21,576	21,605	21,672	21,750	21,936	22,165	22,442	22,673	22,852	23,524	24,147	25,372
Per Capita Standard	0.0030	0.0030	0.0030	0.0030	0.0033	0.0035	0.0035	0.0035	0.0034	0.0042	0.0044	0.0033	0.0032	0.0031	0.0030

15 Year Average	2009 to 2023
Quantity Standard	0.0034
Quality Standard	\$36,800
Service Standard	\$125

D.C. Amount (before deductions)	10 Year
Forecast Population	4,120
\$ per Capita	\$125
Eligible Amount	\$515,494



**Town of Amherstburg
Service Standard Calculation Sheet**

Service: Parkland Development
Unit Measure: Acres of Parkland

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/Acre)
Co-An Park (Athletic Park) - Joint with Town of Essex	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	\$350,000
Canard River Park (Athletic Park) - Joint with LaSalle	7.85	7.85	7.85	7.85	7.85	7.85	7.85	7.85	7.85	7.85	7.85	7.85	7.85	7.85	7.85	\$350,000
Naturalized Areas	-	-	-	-	-	-	-	-	-	-	-	-	-	-	97.44	\$120,000
Linear Parks	0.49	0.49	0.49	0.49	0.49	0.49	0.49	0.49	0.49	0.49	0.49	0.49	0.49	0.49	0.49	\$100,000
Leisure Parks	90.69	90.69	90.69	90.69	90.69	90.69	90.69	90.69	90.69	90.69	90.69	90.69	90.69	90.69	90.69	\$150,000
Destination Parks	25.70	25.70	25.70	25.70	25.70	25.70	25.70	25.70	25.70	25.70	25.70	25.70	25.70	25.70	25.70	\$350,000
Athletic Parks	130.96	130.96	130.96	130.96	130.96	130.96	130.96	130.96	130.96	118.11	118.11	118.11	118.11	118.11	118.11	\$350,000
Civic Parks	3.95	3.95	3.95	3.95	3.95	3.95	3.95	3.95	3.95	3.95	3.95	3.95	3.95	3.95	3.95	\$150,000
Total	269.64	269.64	269.64	269.64	269.64	269.64	269.64	269.64	269.64	256.80	256.80	256.80	256.80	256.80	354.24	

Population	21,654	21,526	21,556	21,576	21,605	21,672	21,750	21,936	22,165	22,442	22,673	22,852	23,524	24,147	25,372
Per Capita Standard	0.0125	0.0125	0.0125	0.0125	0.0125	0.0124	0.0124	0.0123	0.0122	0.0114	0.0113	0.0112	0.0109	0.0106	0.0140

15 Year Average	2009 to 2023
Quantity Standard	0.0121
Quality Standard	\$274,360
Service Standard	\$3,320

D.C. Amount (before deductions)	10 Year
Forecast Population	4,120
\$ per Capita	\$3,320
Eligible Amount	\$13,677,370



**Town of Amherstburg
Service Standard Calculation Sheet**

Service: Parkland Amenities
Unit Measure: No. of parkland amenities

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/item)
3 on 3 Basketball Courts	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	-	-	-	-	\$86,000
Multi-Use Courts*	16.0	16.0	16.0	16.0	16.0	16.0	16.0	16.0	16.0	16.0	16.0	16.0	16.0	16.0	3.0	\$400,000
Multi-Use Courts (lit)*	6.0	6.0	6.0	6.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	3.0	\$500,000
Volleyball Courts	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	-	\$50,000
Fenced Ball Hockey Pad*	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	\$400,000
Baseball Diamonds - Lit	15.0	15.0	15.0	14.0	14.0	14.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	2.0	\$1,200,000
Baseball Diamonds - Unlit*	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	5.0	\$300,000
Baseball Diamonds - Accessible & Lit	-	-	-	-	-	-	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	\$2,500,000
Artificial & Lit Baseball Field	-	-	-	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	\$2,500,000
Batting Cage*	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	\$150,000
Soccer Fields (mini)	11.0	11.0	11.0	11.0	11.0	11.0	11.0	11.0	11.0	11.0	11.0	11.0	11.0	11.0	14.0	\$75,000
Soccer Fields (Intermediate)	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	\$85,000
Soccer Fields (full)	-	-	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	\$95,000
Turf Football (full)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	-	\$250,000
Artificial & Lit Soccer/Football Field	-	-	-	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	\$2,500,000
Track and Field Facilities	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	-	\$2,000,000
Playground Equipment - With Rubber Base	-	-	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	3.0	3.0	3.0	5.0	6.0	\$400,000
Playground Equipment - Without Rubber Base	11.0	11.0	11.0	11.0	11.0	11.0	11.0	11.0	11.0	11.0	10.0	10.0	10.0	8.0	5.0	\$275,000
Barrier Free Playground Set	1.0	1.0	1.0	1.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	1.0	\$600,000
Washrooms, Concession, Pavilion & Storage*	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.0	\$1,500,000
Gazebos	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	\$300,000
Pavilion	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	-	-	-	-	-	\$24,900
Upgraded Pavillion	-	-	-	-	-	-	-	-	-	-	1.0	1.0	1.0	1.0	1.0	\$100,000
Picnic Shelters	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	3.5	\$450,000
Skateboard Park	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	\$400,000
Splash Pad	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	\$500,000
Small craft dock /observation deck*	-	-	-	-	-	-	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	\$400,000
Total	92.5	92.5	95.5	96.5	95.5	95.5	86.0	86.0	86.0	86.0	86.0	85.0	85.0	85.0	63.0	

*50% of amenity is shared with the Town of Essex or Town of Lasalle

Population	21,654	21,526	21,556	21,576	21,605	21,672	21,750	21,936	22,165	22,442	22,673	22,852	23,524	24,147	25,372
Per Capita Standard	0.004	0.004	0.004	0.005	0.004	0.004	0.004	0.004	0.004	0.004	0.004	0.004	0.004	0.004	0.003

15 Year Average	2009 to 2023
Quantity Standard	0.0039
Quality Standard	\$512,931
Service Standard	\$2,000

D.C. Amount (before deductions)	10 Year
Forecast Population	4,120
\$ per Capita	\$2,000
Eligible Amount	\$8,241,772



**Town of Amherstburg
Service Standard Calculation Sheet**

Service: Parkland Trails
Unit Measure: Linear Metres of Paths and Trails

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/ Linear Metre)
Pathways/Trails - Paved (asphalt)	2,922	2,922	2,922	2,922	2,922	2,922	2,922	2,922	2,922	2,922	2,922	2,922	2,922	2,922	2,200	\$250
Pathways/Trails - Paved (interlock)	1,203	1,203	1,203	1,203	1,203	1,203	1,203	1,203	1,203	1,203	1,203	1,203	1,203	1,203	1,203	\$400
Pathways/Trails - Granular	267	267	267	267	267	267	267	267	267	267	267	267	267	3,267	6,500	\$150
Pathways/Trails - Natural (turf)	65	65	65	65	65	65	65	65	65	65	65	65	65	65	529	\$50
Pathways/Trails - Concrete	350	350	350	350	350	350	350	350	350	350	350	350	350	350	350	\$350
Total	4,807	4,807	4,807	4,807	4,807	4,807	4,807	4,807	4,807	4,807	4,807	4,807	4,807	7,807	10,782	

Population	21,654	21,526	21,556	21,576	21,605	21,672	21,750	21,936	22,165	22,442	22,673	22,852	23,524	24,147	25,372
Per Capita Standard	0.22	0.22	0.22	0.22	0.22	0.22	0.22	0.22	0.22	0.21	0.21	0.21	0.20	0.32	0.43

15 Year Average	2009 to 2023
Quantity Standard	0.2388
Quality Standard	\$271
Service Standard	\$65

D.C. Amount (before deductions)	10 Year
Forecast Population	4,120
\$ per Capita	\$65
Eligible Amount	\$267,100



**Town of Amherstburg
Service Standard Calculation Sheet**

Service: Recreation Facilities
Unit Measure: sq.ft. of building area

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Libro Centre	-	-	138,000	138,000	138,000	138,000	138,000	138,000	138,000	138,000	138,000	138,000	138,000	138,000	138,000	\$900	\$1,000
Parks Storage (Old Arena)	33,180	33,180	33,180	33,180	33,180	33,180	33,180	33,180	-	-	-	-	-	-	-	\$600	\$665
Facilities Storage	-	-	-	-	-	-	-	-	1,722	1,722	1,722	1,722	1,722	1,722	1,722	\$1,000	\$1,000
Centennial Park (Baseball Office, Storage, Lions)	7,222	7,222	7,222	7,222	7,222	7,222	7,222	7,222	7,222	7,222	7,222	7,222	-	-	-	\$700	\$839
Scout Hall	2,317	2,317	2,317	2,317	2,317	2,317	2,317	2,317	2,317	2,317	2,317	2,317	2,317	-	-	\$600	\$671
Malden Community Centre	2,599	2,599	2,599	2,599	2,599	2,599	2,599	2,599	2,599	2,599	2,599	2,599	2,599	-	-	\$600	\$694
Gordon House Washrooms for Parks	919	919	919	919	919	919	919	919	919	919	919	919	919	919	919	\$538	\$608
Navy Yard Park Bathroom/Office/Storage	1,021	1,021	1,021	1,021	1,021	1,021	1,021	1,021	1,021	1,021	1,021	1,021	1,021	1,021	1,021	\$600	\$692
Field House at Libro Centre	-	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	\$400	\$464
Thomas Road Parks Bldg (Various Structures)	-	14,359	14,359	14,359	14,359	14,359	14,359	14,359	14,359	14,359	14,359	14,359	14,359	14,359	14,359	\$400	\$448
320 Richmond	-	-	-	-	-	4,521	4,521	4,521	4,521	4,521	4,521	4,521	4,521	4,521	4,521	\$600	\$669
Amherstburg Community Services	5,220	5,220	5,220	5,220	5,220	5,220	5,220	5,220	5,220	5,220	5,220	5,220	5,220	5,220	5,220	\$400	\$448
Total	52,479	73,338	211,338	211,338	211,338	215,859	215,859	215,859	184,401	184,401	184,401	184,401	177,179	172,263	172,263		

Population	21,654	21,526	21,556	21,576	21,605	21,672	21,750	21,936	22,165	22,442	22,673	22,852	23,524	24,147	25,372
Per Capita Standard	2.4235	3.4069	9.8041	9.7950	9.7819	9.9603	9.9245	9.8404	8.3195	8.2168	8.1331	8.0694	7.5318	7.1339	6.7895

15 Year Average	2009 to 2023
Quantity Standard	7.9420
Quality Standard	\$867
Service Standard	\$6,887

D.C. Amount (before deductions)	10 Year
Forecast Population	4,120
\$ per Capita	\$6,887
Eligible Amount	\$28,375,882



**Town of Amherstburg
Service Standard Calculation Sheet**

Service: Parks & Recreation Vehicles and Equipment
Unit Measure: No. of vehicles and equipment

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/Vehicle)
Parks																
Light duty pick up trucks	-	-	1	1	1	1	-	-	-	-	-	-	-	-	7	\$57,200
medium duty dump truck	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$60,000
Kubota Front End Loader	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$58,200
John Deere Mini Backhoe (yellow)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$83,100
John Deere Tractor & Loader 4120	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$49,900
Kubota Tractor/bucket/w/cab/groomer	-	-	1	1	1	1	1	1	1	1	1	1	1	1	1	\$59,800
4X4 Backhoe	-	-	1	1	1	1	1	1	1	1	1	1	1	1	1	\$166,100
Manlift 4 wheel drive	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	\$166,100
Manlift 4 wheel drive	-	-	-	-	-	-	1	1	1	1	1	1	1	1	1	\$166,100
Turf Truckster Dump Cart	-	-	1	1	1	1	1	1	1	1	1	1	1	1	1	\$24,900
Utility Cart/electric KNYF	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$15,000
Utility Cart 4x4 Diesel	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$24,900
Landscape Trailers	1	1	1	1	1	1	1	1	1	1	1	1	1	1	4	\$18,000
Turf equipment	1	1	1	1	1	1	1	1	1	1	1	1	1	1	5	\$25,000
Truck Mounted Flower Watering Units	-	2	2	2	2	2	2	2	2	2	2	2	2	2	3	\$20,000
Drop spreader for Kubota tractor 107	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$9,100
Ball Diamond Groomer - Green	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$15,700
Ransom Mower 4 Wheel Drive	1	1	1	1	1	1	-	-	-	-	-	-	-	-	-	\$46,500
Self Propelled push Mowers		1	1	1	1	1	1	1	1	1	1	1	1	1	2	\$28,200
Wide Area Mower - Orange	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$149,500
Zero Turn Mowers	-	-	-	-	1	1	1	1	1	1	1	1	1	1	7	\$35,000
Grounds equipment/small	1	1	1	1	1	1	-	-	-	-	-	-	-	-	4	\$15,000
PTO tractor accessories	1	1	1	1	1	1	1	1	1	1	1	1	1	1	4	\$19,900
Snow Plow	-	-	-	-	-	-	-	-	-	1	1	1	1	1	3	\$24,900
Snow plow/salter for kubota 4x4	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$5,000
Slide in salters	-	-	-	-	-	-	-	-	-	1	1	1	1	1	2	\$23,000
Small Equipment	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	\$900



**Town of Amherstburg
Service Standard Calculation Sheet**

Service: Parks & Recreation Vehicles and Equipment
Unit Measure: No. of vehicles and equipment

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/Vehicle)
Libro Centre																
GMC Step Van	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$74,800
Ford Transit Cargo Van (red)	-	-	-	-	-	-	-	-	1	1	1	1	1	1	1	\$53,200
Ford Transit Cargo Van (red)	-	-	-	-	-	-	-	-	1	1	1	1	1	1	1	\$53,200
Ford F-150 F-M5	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1	\$57,200
Ford F150 tommy gate F-M4	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1	\$57,200
Zamboni 520	1	1	1	1	1	1	1	1	1	1	-	-	-	-	-	\$149,500
Zamboni 526	-	-	-	-	-	-	-	-	-	-	1	1	1	1	1	\$210,000
Zamboni 525	-	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$157,800
Golf/Utility Cart St Sport li	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	\$13,300
Golf/Utility Cart Carry All li	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$13,300
Electric Golf/Utility Cart	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$13,300
Electric Ice Edger	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	\$12,400
Propane Ice Edger 10.5Hp Edger	1	1	1	1	1	1	1	1	1	1	-	-	-	-	-	\$13,300
Sports Field Striper- Fieldlazer	-	1	1	1	1	1	1	1	1	2	2	2	2	2	2	\$4,100
Litter Cat (artificial turf groomer)	-	-	1	1	1	1	1	1	1	1	1	1	1	1	1	\$9,100
Baseball dimaond Grommer	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1	\$5,000
attificial turf broom	-	-	-	-	-	-	-	-	-	-	1	1	1	1	1	\$3,000
Small Equipment	-	-	-	-	-	-	-	-	-	5	5	5	5	5	5	\$900
Floor Scrubber Ride-on	1	1	1	1	1	1	1	1	1	1	1	1	2	2	2	\$30,000
Floor Scrubber Walk Behind	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1	\$11,500
Kabota Tractor	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1	\$40,000
Kabota Utility Vehicle	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1	\$20,000
Radios																
Portable Radios	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	\$2,300
Mobile Radios	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	\$1,700
Total	62	67	71	71	72	72	70	70	72	80	81	81	82	88	120	

Population	21,654	21,526	21,556	21,576	21,605	21,672	21,750	21,936	22,165	22,442	22,673	22,852	23,524	24,147	25,372
Per Capita Standard	0.0029	0.0031	0.0033	0.0033	0.0033	0.0033	0.0032	0.0032	0.0032	0.0036	0.0036	0.0035	0.0035	0.0036	0.0047

15 Year Average	2009 to 2023
Quantity Standard	0.0034
Quality Standard	\$22,544
Service Standard	\$77

D.C. Amount (before deductions)	10 Year
Forecast Population	4,120
\$ per Capita	\$77
Eligible Amount	\$315,798



Appendix C

Long-Term Capital and Operating Cost Examination



Appendix C: Long-Term Capital and Operating Cost Examination

Town of Amherstburg

Annual Capital and Operating Cost Impact

As a requirement of the *Development Charges Act, 1997*, as amended, under subsection 10 (2) (c), an analysis must be undertaken to assess the long-term capital and operating cost impacts for the capital infrastructure projects identified within the development charge. As part of this analysis, it was deemed necessary to isolate the incremental operating expenditures directly associated with these capital projects, factor in cost savings attributable to economies of scale or cost sharing where applicable and prorate the cost on a per unit basis (i.e., sq.ft. of building space, per vehicle, etc.). This was undertaken through a review of the Town's approved 2022 Financial Information Return (F.I.R.).

In addition to the operational impacts, over time the initial capital projects will require replacement. This replacement of capital is often referred to as lifecycle cost. By definition, lifecycle costs are all the costs which are incurred during the life of a physical asset, from the time its acquisition is first considered, to the time it is taken out of service for disposal or redeployment. The method selected for lifecycle costing is the sinking fund method which provides that money will be contributed annually and invested, so that those funds will grow over time to equal the amount required for future replacement. The following factors were utilized to calculate the annual replacement cost of the capital projects (annual contribution = factor X capital asset cost) and are based on an annual growth rate of 2% (net of inflation) over the average useful life of the asset:



Table C-1
Town of Amherstburg
Lifecycle Cost Factors and Average Useful Lives

Asset	Lifecycle Cost Factors	
	Average Useful Life	Factor
Water and Wastewater Infrastructure	80	0.005160705
Facilities	50	0.01182321
Services Related to a Highway	50	0.01182321
Parkland Development	40	0.016555748
Vehicles	15	0.057825472
Small Equipment & Gear	10	0.091326528
Library Materials	10	0.091326528

Table C-2 depicts the annual operating impact resulting from the proposed gross capital projects at the time they are all in place. It is important to note that, while Town program expenditures will increase with growth in population, the costs associated with the new infrastructure (i.e., facilities) would be delayed until the time these works are in place.



Table C-2
Town of Amherstburg
Operating and Capital Expenditure Impacts for Future Capital Expenditures

SERVICE/CLASS OF SERVICE	VALUE OF EXISTING INFRASTRUCTURE	GROSS COST LESS BENEFIT TO EXISTING	SHARE OF GROWTH RELATED CAPITAL TO ASSETS IN PLACE	CURRENT OPERATING EXPENDITURES	ANNUAL OPERATING EXPENDITURES	ANNUAL LIFECYCLE EXPENDITURES	TOTAL ANNUAL EXPENDITURES
1. Wastewater Services							
1.1 Treatment plants & Sewers	226,400,000	34,304,201	15%	4,550,307	689,464	1,853,844	2,543,308
2. Water Services							
2.1 Treatment, storage and distribution systems	196,600,000	25,244,931	13%	5,115,762	656,903	1,732,980	2,389,883
3. Services Related to a Highway							
3.1 Roads and Related	390,844,900	14,648,419	4%	5,971,256	223,796	1,417,090	1,640,886
4. Public Works (Facilities and Fleet)							
4.1 Public Works (Facilities and Fleet)	22,579,530	4,372,719	19%	-	-	355,530	355,530
5. Fire Protection Services							
5.1 Fire facilities, vehicles & equipment	25,700,639	5,873,329	23%	2,774,484	634,049	388,730	1,022,779
6. Policing Services							
6.1 Facilities, vehicles and equipment, small equipment and gear	11,519,092	1,414,876	12%	5,679,389	697,593	104,050	801,643
7. Parks and Recreation Services							
7.1 Park development, amenities, trails, recreation facilities, vehicles, and equipment	274,690,881	10,290,107	4%	5,784,854	216,705	987,247	1,203,952
8. Growth Studies							
8.1 Growth Studies		878,334					
Total		97,026,917		29,876,052	3,118,508	6,839,471	9,957,979



Appendix D

D.C. Reserve Fund Policy



Appendix D: D.C. Reserve Fund Policy

D.1 Legislative Requirements

The *Development Charges Act, 1997*, as amended (D.C.A.) requires development charge (D.C.) collections (and associated interest) to be placed in separate reserve funds. Sections 33 through 36 of the D.C.A. provide the following regarding reserve fund establishment and use:

- A municipality shall establish a reserve fund for each service to which the D.C. by-law relates; subsection 7 (1), however, allows services to be grouped into categories of services for reserve fund (and credit) purposes and for classes of services to be established.
- The municipality shall pay each D.C. it collects into a reserve fund or funds to which the charge relates.
- The money in a reserve fund shall be spent only for the “capital costs” determined through the legislated calculation process (as per subsection 5 (1) 2 to 8).
- Money may be borrowed from the fund but must be paid back with interest (O. Reg. 82/98, subsection 11 (1) defines this as Bank of Canada rate either on the day the by-law comes into force or, if specified in the by-law, the first business day of each quarter).
- D.C. reserve funds may not be consolidated with other municipal reserve funds for investment purposes and may only be used as an interim financing source for capital undertakings for which D.C.s may be spent (section 37).

Annually, the Treasurer of the municipality is required to provide Council with a financial statement related to the D.C. by-law and reserve funds. This statement must be made available to the public and may be requested to be forwarded to the Minister of Municipal Affairs and Housing.

Subsection 43 (2) and O. Reg. 82/98 prescribe the information that must be included in the Treasurer’s statement, as follows:

- opening balance;
- closing balance;



- description of each service and/or service category for which the reserve fund was established (including a list of services within a service category);
- transactions for the year (e.g. collections, draws) including each asset's capital costs to be funded from the D.C. reserve fund and the manner for funding the capital costs not funded under the D.C. by-law (i.e. non-D.C. recoverable cost share and post-period D.C. recoverable cost share);
- for projects financed by D.C.s, the amount spent on the project from the D.C. reserve fund and the amount and source of any other monies spent on the project;
- amounts borrowed, purpose of the borrowing, and interest accrued during previous year;
- amount and source of money used by the municipality to repay municipal obligations to the D.C. reserve fund;
- list of credits by service or service category (outstanding at the beginning of the year, given in the year, and outstanding at the end of the year by the holder);
- for credits granted under section 14 of the previous D.C.A., a schedule identifying the value of credits recognized by the municipality, the service to which it applies and the source of funding used to finance the credit; and
- a statement as to compliance with subsection 59 (1) of the D.C.A., whereby the municipality shall not impose, directly or indirectly, a charge related to a development or a requirement to construct a service related to development, except as permitted by the D.C.A. or another Act.

Recent changes arising from Bill 109 (More Homes for Everyone Act, 2022) provide that the Council shall make the statement available to the public by posting the statement on the website or, if there is no such website, in the municipal office. In addition, Bill 109 introduced the following requirements which shall be included in the treasurer's statement.

- For each service for which a development charge is collected during the year
 - whether, as of the end of the year, the municipality expects to incur the amount of capital costs that were estimated, in the relevant development charge background study, to be incurred during the term of the applicable development charge by-law, and
 - if the answer to subparagraph i is no, the amount the municipality now expects to incur and a statement as to why this amount is expected;



- For any service for which a development charge was collected during the year but in respect of which no money from a reserve fund was spent during the year, a statement as to why there was no spending during the year.

Additionally, as per subsection 35(3) of the D.C.A.:

35(3) If a service is prescribed for the purposes of this subsection, beginning in the first calendar year that commences after the service is prescribed and in each calendar year thereafter, a municipality shall spend or allocate at least 60 per cent of the monies that are in a reserve fund for the prescribed service at the beginning of the year.

The services currently prescribed are water, wastewater, and services related to a highway. Therefore, as of 2023, a municipality shall spend or allocate at least 60 percent of the monies in the reserve fund at the beginning of the year. There are generally two (2) ways in which a municipality may approach this requirement:

- a) Include a schedule as part of the annual treasurer's statement; or
- b) Incorporate the information into the annual budgeting process.

Based upon the above, Figure 1 and Attachments 1 and 2, set out the format for which annual reporting to Council should be provided. Attachment 3 provides for the schedule for allocating reserve fund balances to projects.

D.2 D.C. Reserve Fund Application

Section 35 of the D.C.A. states that:

“The money in a reserve fund established for a service may be spent only for capital costs determined under paragraphs 2 to 7 of subsection 5(1).”

This provision clearly establishes that reserve funds collected for a specific service are only to be used for that service, or to be used as a source of interim financing of capital undertakings for which a D.C. may be spent.



Figure D-1
Town of Amherstburg
Annual Treasurer's Statement of Development Charge Reserve Funds

Description	Services to which the Development Charge Relates							Total	
	Services Related to a Highway	Public Works (Facilities and Fleet)	Wastewater Services	Water Services	Policing Services	Fire Protection Services	Parks and Recreation Services		Growth Studies
Opening Balance, January 1, _____									0
Plus:									
Development Charge Collections									0
Accrued Interest									0
Repayment of Monies Borrowed from Fund and Associated Interest ¹									0
Sub-Total	0	0	0	0	0	0	0	0	0
Less:									
Amount Transferred to Capital (or Other) Funds ²									0
Amounts Refunded									0
Amounts Loaned to Other D.C. Service Category for Interim Financing									0
Credits ³									0
Sub-Total	0	0	0	0	0	0	0	0	0
Closing Balance, December 31, _____	0	0	0	0	0	0	0	0	0

¹ Source of funds used to repay the D.C. reserve fund

² See Attachment 1 for details

³ See Attachment 2 for details

The Municipality is compliant with s.s. 59.1 (1) of the *Development Charges Act*, whereby charges are not directly or indirectly imposed on development nor has a requirement to construct a service related to development been imposed, except as permitted by the *Development Charges Act* or another Act.



Figure D-2a
Town of Amherstburg
Attachment 1
Annual Treasurer's Statement of Development Charge Reserve Funds
Amount Transferred to Capital (or Other) Funds – Capital Fund Transactions

Capital Fund Transactions	Gross Capital Cost	D.C. Recoverable Cost Share					Non-D.C. Recoverable Cost Share				
		D.C. Forecast Period			Post D.C. Forecast Period		Other Reserve/Reserve Fund Draws	Tax Supported Operating Fund Contributions	Rate Supported Operating Fund Contributions	Debt Financing	Grants, Subsidies Other Contributions
		D.C. Reserve Fund Draw	D.C. Debt Financing	Grants, Subsidies Other Contributions	Post-Period Benefit/Capacity Interim Financing	Grants, Subsidies Other Contributions					
<u>Services Related to a Highway</u>											
Capital Cost A											
Capital Cost B											
Capital Cost C											
Sub-Total - Services Related to Highways	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<u>Water Services</u>											
Capital Cost D											
Capital Cost E											
Capital Cost F											
Sub-Total - Water	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<u>Wastewater Services</u>											
Capital Cost G											
Capital Cost H											
Capital Cost I											
Sub-Total - Wastewater	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0



Figure D-2b
 Town of Amherstburg
 Attachment 1
 Annual Treasurer's Statement of Development Charge Reserve Funds
 Amount Transferred to Capital (or Other) Funds – Operating Fund Transactions

Operating Fund Transactions	Annual Debt Repayment Amount	D.C. Reserve Fund Draw		Post D.C. Forecast Period			Non-D.C. Recoverable Cost Share		
		Principal	Interest	Principal	Interest	Source	Principal	Interest	Source
<u>Services Related to a Highway</u>									
Capital Cost J									
Capital Cost K									
Capital Cost L									
Sub-Total - Services Related to a Highway	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
<u>Water Services</u>									
Capital Cost M									
Capital Cost N									
Capital Cost O									
Sub-Total - Water	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
<u>Wastewater Services</u>									
Capital Cost P									
Capital Cost Q									
Capital Cost R									
Sub-Total - Wastewater	\$0	\$0	\$0	\$0	\$0		\$0	\$0	



Figure D-3
Town of Amherstburg
Attachment 2
Annual Treasurer's Statement of Development Charge Reserve Funds
Statement of Credit Holder Transactions

Credit Holder	Applicable D.C. Reserve Fund	Credit Balance Outstanding Beginning of Year _____	Additional Credits Granted During Year	Credits Used by Holder During Year	Credit Balance Outstanding End of Year _____
Credit Holder A					
Credit Holder B					
Credit Holder C					
Credit Holder D					
Credit Holder E					
Credit Holder F					



Figure D-4
Town of Amherstburg
Attachment 3
Annual Treasurer's Statement of Development Charge Reserve Funds
Statement of Reserve Fund Balance Allocations

Service:	Water
Balance in Reserve Fund at Beginning of Year:	
60% of Balance to be Allocated (at a minimum):	

Projects to Which Funds Will be Allocated

Project Description	Project Number	Total Growth-related Capital Cost Remaining to be Funded	Share of Growth-related Cost Allocated to Date	Share of Growth-related Cost Allocated - Current Year
Total		\$0	\$0	\$0

Service:	Wastewater
Balance in Reserve Fund at Beginning of Year:	
60% of Balance to be Allocated (at a minimum):	

Projects to Which Funds Will be Allocated

Project Description	Project Number	Total Growth-related Capital Cost Remaining to be Funded	Share of Growth-related Cost Allocated to Date	Share of Growth-related Cost Allocated - Current Year
Total		\$0	\$0	\$0

Service:	Services Related to a Highway
Balance in Reserve Fund at Beginning of Year:	
60% of Balance to be Allocated (at a minimum):	

Projects to Which Funds Will be Allocated

Project Description	Project Number	Total Growth-related Capital Cost Remaining to be Funded	Share of Growth-related Cost Allocated to Date	Share of Growth-related Cost Allocated - Current Year
Total		\$0	\$0	\$0



Appendix E

Local Service Policy



Appendix E: Local Service Policy

This Appendix sets out the Town's General Policy Guidelines on Development Charges (D.C.) and local service funding for Services Related to a Highway, Stormwater Management, Parkland Development, and Underground Linear Services. The guidelines outline, in general terms, the size and nature of engineered infrastructure that is included in the study as a development charge project, versus infrastructure that is considered as a local service, to be emplaced separately by landowners, pursuant to a development agreement.

The following policy guidelines are general principles by which staff will be guided in considering development applications. However, each application will be considered, in the context of these policy guidelines as subsection 59(2) of the Development Charges Act, 1997, on its own merits having regard to, among other factors, the nature, type and location of the development and any existing and proposed development in the surrounding area, as well as the location and type of services required and their relationship to the proposed development and to existing and proposed development in the area.

E-1. Services Related to a Highway

A highway and services related to a highway are intended for the transportation of people and goods via many different modes including, but not limited to passenger automobiles, commercial vehicles, transit vehicles, bicycles and pedestrians. The highway shall consist of all land and associated infrastructure built to support (or service) this movement of people and goods regardless of the mode of transportation employed, thereby achieving a complete street. A complete street is the concept whereby a highway is planned, designed, operated and maintained to enable pedestrians, cyclists, public transit users and motorists to safely and comfortably be moved, thereby allowing for the efficient movement of persons and goods.

The associated infrastructure to achieve this concept shall include, but is not limited to: road pavement structure and curbs; grade separation/bridge structures (for any vehicles, railways and/or pedestrians); grading, drainage and retaining wall features; culvert structures; storm water drainage systems; utilities; traffic control systems; signage; gateway features; street furniture; active transportation facilities (e.g. sidewalks, bike lanes, multi-use trails which interconnect the transportation network,



etc.); transit lanes & lay-bys; roadway illumination systems; boulevard and median surfaces (e.g. sod & topsoil, paving, etc.); street trees and landscaping; parking lanes & lay-bys; (excluding on-street parking in the downtown) and driveway entrances; noise attenuation systems; railings and safety barriers.

E.1.1. Local and Collector Roads (including land)

- a. Collector Roads Internal to Development, inclusive of all land and associated infrastructure – direct developer responsibility under s.59 of the D.C.A. as a local service.
- b. Collector Roads External to Development, inclusive of all land and associated infrastructure – if needed to support a specific development or required to link with the area to which the plan relates, direct developer responsibility under s.59 of the D.C.A.; otherwise, included in D.C. calculation to the extent permitted under s.5(1) of the D.C.A. (dependent on local circumstances).
- c. All local roads are considered to be the developer's responsibility.

E.1.2. Arterial Roads

- a. New, widened, extended or upgraded arterial roads, inclusive of all associated infrastructure: Included as part of road costing funded through D.C.A., s.5(1).
- b. Land acquisition for arterial roads on existing rights-of-way to achieve a complete street: dedication under the Planning Act provisions (s. 41, 51 and s. 53) through development lands; in area with limited development: included in D.C.'s.
- c. Land acquisition for arterial roads on new rights-of-way to achieve a complete street: dedication, where possible, under the Planning Act provisions (s. 51 and s. 53) through development lands up to the R.O.W. specified in the Official Plan.
- d. Land acquisition beyond normal dedication requirements to achieve transportation corridors as services related to highways including grade separation infrastructure for the movement of pedestrians, cyclists, public transit and/or railway vehicles: included in D.C.'s.



E.1.3. Traffic Control Systems, Signals and Intersection Improvements

- a. On new arterial roads and arterial road improvements unrelated to a specific development: included as part of road costing funded through D.C.'s.
- b. On non-arterial roads, or for any private site entrances or entrances to specific development: direct developer responsibility under s.59 of D.C.A. (as a local service).
- c. On arterial or collector road intersections with County roads: include in D.C.'s or in certain circumstances, may be a direct developer responsibility
- d. Intersection improvements, new or modified signalization, signal timing & optimization plans, area traffic studies for highways attributed to growth and unrelated to a specific development: included in D.C. calculation as permitted under s.5(1) of the D.C.A.

E.1.4. Streetlights

- a. Streetlights on new arterial roads and arterial road improvements: considered part of the complete street and included as part of the road costing funded through D.C.'s or in exceptional circumstances, may be direct developer responsibility through local service provisions (s.59 of D.C.A.).
- b. Streetlights on non-arterial roads internal to development: considered part of the complete street and included as a direct developer responsibility under s. 59 of the D.C.A. (as a local service).
- c. Streetlights on non-arterial roads external to development, needed to support a specific development or required to link with the area to which the plan relates: considered part of the complete street and included as a direct developer responsibility under s. 59 of the D.C.A. (as a local service).

E.1.5. Transportation Related Pedestrian and Cycling Facilities

- a. Sidewalks, multi-use trails, cycle tracks, and bike lanes, inclusive of all required infrastructure, located within arterial roads, County roads and provincial highway corridors: considered part of the complete street and included in D.C.'s, or, in



exceptional circumstances, may be direct developer responsibility through local service provisions (s.59 of D.C.A.).

- b. Sidewalks, multi-use trails, cycle tracks, and bike lanes, inclusive of all required infrastructure, located within or linking to non-arterial road corridors internal to development: direct developer responsibility under s.59 of D.C.A. (as a local service).
- c. Other sidewalks, multi-use trails, cycle tracks, and bike lanes, inclusive of all required infrastructure, located within non-arterial road corridors external to development and needed to support a specific development or required to link with the area to which the plan relates: direct developer responsibility under s.59 of D.C.A. (as a local service).
- d. Multi-use trails (not associated with a road), inclusive of all land and required infrastructure, that go beyond the function of a (parkland) recreational trail and form part of the Town's active transportation network for cycling and/or walking: included in D.C.'s.

E.1.6. Noise Abatement Measures

- a. Noise abatement measures external and internal to development where it is related to, or a requirement of a specific development: direct developer responsibility under s.59 of D.C.A. (as a local service).
- b. Noise abatement measures on new arterial roads and arterial road improvements abutting an existing community and unrelated to a specific development: included as part of road costing funded through D.C.'s .

E-2. Stormwater Management

- a. Stormwater facilities for quality and/or quantity management, including downstream erosion works, inclusive of land and all associated infrastructure, such as landscaping and perimeter fencing: direct developer responsibility under s.59 of D.C.A. (as a local service).
- b. Over-sizing cost of stormwater facilities capacity, excluding land, to accommodate runoff from new, widened, extended or upgraded municipal arterial roads that are



funded as a development charges project: included as part of road costing funded through D.C.'s.

- c. Erosion works, inclusive of all restoration requirements, related to a development application: direct developer responsibility under s. 59 of the D.C.A. (as a local service).
- d. Monitoring works: direct developer responsibility under s. 59 of the D.C.A. (as a local service).
- e. Storm sewer systems and drainage works that are required for a specific development, either internal or external to the area to which the plan relates: direct developer responsibility under s. 59 of the D.C.A. (as a local service).

E-3. Parkland Development

E.3.1. Recreational Trails

- a. Recreational trails (Multi-use trails) that do not form part of the town's active transportation network, and their associated infrastructure (landscaping, bridges, trail surface, etc.), is included in area municipal parkland D.C.'s.

E.3.2. Parkland

- a. Parkland Development for Community Parks , Neighbourhood Parks, and Special Purpose Parks: direct developer responsibility to provide at base condition, as follows:
 - Clearing and grubbing. Tree removals as per the subdivision's tree preservation and removals plan.
 - Topsoil Stripping, screening, and stockpiling.
 - Rough grading (pre-grading) to allow for positive drainage of the Park, with minimum slopes of 2%. If necessary, this may include some minor drainage tile work and grading as per the overall subdivision grading design complete with any required swales or catch basins. Runoff from the development property shall not drain into the park unless approved by the Manager, Environment Services, Public Works.



- Spreading of topsoil to 150mm depth (import topsoil if existing on-site is insufficient to reach required depth).
 - Seeding of site with Town-approved seed mix. Maintenance of seed until acceptance by Town.
 - Parks shall be free of any contaminated soil or subsoil.
 - Parks shall not be mined for fill.
 - Parks shall be conveyed free and clear of all encumbrances.
 - 100% of 1.5m chain link perimeter fencing to the Town standards to separate the development lands from the Town lands or lands to be dedicated to the Town, unless the perimeter fencing is on land that will be dedicated to the Town to fulfil the requirement of parkland dedication under the Planning Act, in which case the cost shall be shared 50/50.
 - When Park parcels cannot be developed in a timely manner, they shall be graded to ensure positive drainage and seeded to minimize erosion and dust. These shall be maintained by the developer until construction commences thereon.
 - The Park block shall not be used for topsoil or other construction material, equipment storage, or sales pavilions.
 - Required heritage features within the Park as set out within the Planning approval conditions.
- a. Program facilities, amenities, and furniture, within parkland: are included in D.C.'s.

E.3.3. Landscape Buffer Blocks, Features, Cul-de-sac Islands, Berms, Grade Transition Areas, Walkway Connections to Adjacent Arterial Roads, Open Space, Etc.

- a. The cost of developing all landscape buffer blocks, landscape features, cul-de-sac islands, berms, grade transition areas, walkway connections to adjacent arterial roads, open space and other remnant pieces of land conveyed to the Town shall be a direct developer responsibility as a local service. Such costs include but are not limited to:
- pre-grading, sodding or seeding, supply and installation of amended topsoil, (to the Town's required depth), landscape features, perimeter fencing and amenities and all planting.



- Perimeter fencing to the Town standard located on the public property side of the property line adjacent land uses (such as but limited to arterial roads) as directed by the Town.

E-4.Natural Heritage System (N.H.S.)

N.H.S. is comprised of wetlands, woodlands and grasslands including naturally occurring or naturalized streams, corridors and buffers to N.H.S boundaries within the boundaries of the Town.

Direct developer responsibility as a local service provision including but not limited to the following:

- a. Site suitable, Carolinian plantings and landscaping for both riparian and terrestrial requirements (as required by the Town, Conservation Authority or other authorities having jurisdiction) as a result of creation of, or construction adjacent or within the associated buffers to the N.H.S boundary.
- b. Perimeter fencing of the N.H.S. to the Town standard located on the public property side of the property line adjacent land uses (residential, industrial, commercial) as required by the Town.
- c. All works to be in conformance with the Town's or Region's "Restoration Framework" for riparian corridors, natural buffers and subwatersheds areas as directed by the approved studies and reports related to the Secondary Plan that development occurs in.

E-5. Infrastructure Assets Constructed by Developers

- a. All infrastructure assets constructed by Developers must be designed in accordance with the Town's Development Manual, as revised
- b. All infrastructure assets shall be conveyed in accordance with the Town's Development Manual as revised
- c. Any Parks and Open Space infrastructure assets approved to be built by the developer on behalf of the Town shall be in accordance with the Town's policy.



E-6. Underground Services (Stormwater, Water and Sanitary Sewers)

Underground services (linear infrastructure for stormwater, water, and sanitary services) within the road allowance are not included in the cost of road infrastructure and are treated separately. The responsibility for such services as well as stormwater management ponds and pumping stations, which are undertaken as part of new developments or redevelopments, will be determined by the following principles:

The costs of the following items shall be direct developer responsibilities as a local service:

- a. providing all underground services internal to the development, including storm, water and sanitary services;
- b. providing service connections from existing underground services to the development;
- c. providing new underground services or upgrading existing underground services external to the development if the services are required to service the development, and if the pipe sizes do not exceed 300mm for water, 375 mm for sanitary services and 1800 mm for stormwater services. If external services are required by two or more developments, the developer for the first development will be responsible for the cost of the external services and may enter into front-ending/cost-sharing agreements with other developers independent of the Town;
- d. providing stormwater management ponds and other facilities required by the development including all associated features such as landscaping and fencing;
- e. water booster pumping stations, reservoir pumping stations and/or sanitary pumping stations serving individual developments;
- f. Water treatment, storage facilities, transmission mains, re-chlorination/sampling stations and Wells associated with municipal service areas to be included within the D.C.; and
- g. Wastewater treatment plants and transmission mains associated with municipal service areas shall be included in the D.C.



The costs of the following items shall be paid through development charges:

- a. external underground services involving trunk infrastructure and pipe sizes exceeding 300mm for water, 375mm for sanitary services and 1800mm for stormwater services; and
- b. water, reservoir and/or sanitary pumping stations not required for the individual development.



Appendix F

Asset Management Plan



Appendix F: Asset Management Plan

The recent changes to the Development Charges Act, 1997, as amended (D.C.A.) (new subsection 10 (2) (c.2)) require that the background study must include an asset management plan (A.M.P.) related to new infrastructure. Section 10 (3) of the D.C.A. provides:

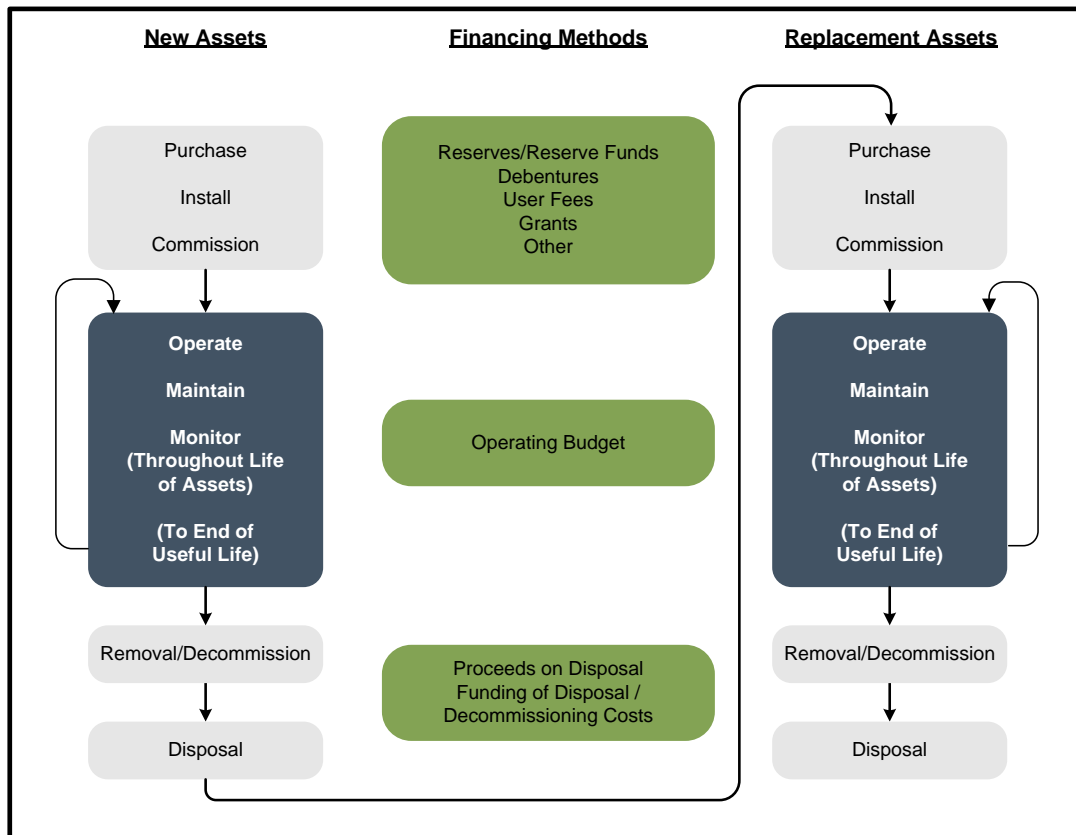
“The asset management plan shall,

- (a) deal with all assets whose capital costs are proposed to be funded under the development charge by-law;
- (b) demonstrate that all the assets mentioned in clause (a) are financially sustainable over their full life cycle;
- (c) contain any other information that is prescribed; and
- (d) be prepared in the prescribed manner.”

In regard to the above, section 8 of the regulations was amended to include subsections (2), (3), and (4) which set out specific detailed requirements for transit (only). For all services except transit, there are no prescribed requirements at this time, thus requiring the municipality to define the approach to include in the background study.

At a broad level, the A.M.P. provides for the long-term investment in an asset over its entire useful life along with the funding. The schematic below identifies the costs for an asset throughout its entire lifecycle. For growth-related works, the majority of capital costs will be funded by the D.C. Non-growth-related expenditures will then be funded from non-D.C. revenues as noted below. During the useful life of the asset, there will be minor maintenance costs to extend the life of the asset along with additional program-related expenditures to provide the full services to the residents. At the end of the life of the asset, it will be replaced by non-D.C. financing sources.

It should be noted that with the recent passing of the *Infrastructure for Jobs and Prosperity Act* (I.J.P.A.) municipalities are now required to complete A.M.P.s, based on certain criteria, which were to be completed by 2022 for core municipal services and 2024 for all other services. The amendments to the D.C.A. do not require municipalities to complete these A.M.P.s (required under I.J.P.A.) for the D.C. background study, rather the D.C.A. requires that the D.C. background study include information to show the assets to be funded by the D.C. are sustainable over their full lifecycle.



In 2012, the Province developed Building Together: Guide for municipal asset management plans which outlines the key elements for an A.M.P., as follows:

State of local infrastructure: asset types, quantities, age, condition, financial accounting valuation and replacement cost valuation.

Desired levels of service: defines levels of service through performance measures and discusses any external trends or issues that may affect expected levels of service or the municipality's ability to meet them (for example, new accessibility standards, climate change impacts).

Asset management strategy: the asset management strategy is the set of planned actions that will seek to generate the desired levels of service in a sustainable way, while managing risk, at the lowest lifecycle cost.

Financing strategy: having a financial plan is critical for putting an A.M.P. into action. By having a strong financial plan, municipalities can also demonstrate that they have



made a concerted effort to integrate the A.M.P. with financial planning and municipal budgeting and are making full use of all available infrastructure financing tools.

Commensurate with the above, the Town prepared an A.M.P. in 2022 for its existing assets; however, it did not take into account future growth-related assets for all services included in the D.C. calculations. As a result, the asset management requirement for the D.C. must be undertaken in the absence of this information.

In recognition of the schematic above, the following table (presented in 2024 \$) has been developed to provide the annualized expenditures and revenues associated with new growth. Note that the D.C.A. does not require an analysis of the non-D.C. capital needs or their associated operating costs so these are omitted from the table below. As well, as all capital costs included in the D.C.-eligible capital costs are not included in the Town's A.M.P., the present infrastructure gap and associated funding plan have not been considered at this time. Hence the following does not represent a fiscal impact assessment (including future tax/rate increases) but provides insight into the potential affordability of the new assets:

1. The non-D.C. recoverable portion of the projects that will require financing from municipal financial resources (i.e., taxation, rates, fees, etc.). This amount has been presented on an annual debt charge amount based on 20-year financing.
2. Lifecycle costs for the 2024 D.C. capital works have been presented based on a sinking fund basis. The assets have been considered over their estimated useful lives.
3. Incremental operating costs for the D.C. services (only) have been included.
4. The resultant total annualized expenditures are approximately \$16.78 million.
5. Consideration was given to the potential new taxation and user fee revenues which will be generated as a result of new growth. These revenues will be available to finance the expenditures above. The new operating revenues are approximately \$17.03 million. This amount, totalled with the existing operating revenues of approximately \$56.53 million, provides annual revenues of approximately \$73.56 million by the end of the period.



6. In consideration of the above, the capital plan is deemed to be financially sustainable.

Town of Amherstburg
Asset Management – Future Expenditures and Associated Revenues
2024\$

Asset Management - Future Expenditures and Associated Revenues	2033 (Total)
Expenditures (Annualized)	
Annual Debt Payment on Non-Growth Related Capital ¹	4,812,769
Annual Debt Payment on Post Period Capital ²	2,012,652
Annual Lifecycle	6,839,471
Incremental Operating Costs (for D.C. Services)	3,118,508
Total Expenditures	\$16,783,400
Revenue (Annualized)	
Total Existing Revenue ³	56,533,569
Incremental Tax and Non-Tax Revenue (User Fees, Fines, Licences, etc.)	17,027,977
Total Revenues	\$73,561,546

¹ Non-Growth Related component of Projects

² Interim Debt Financing for Post Period Benefit

³ As per Sch. 10 of FIR



Appendix G

Proposed D.C. By-law



Appendix G: Proposed D.C. By-law

The Corporation of the TOWN OF AMHERSTBURG

By-Law Number 2024- ____

A BY-LAW FOR THE IMPOSITION OF DEVELOPMENT CHARGES

WHEREAS the Town of Amherstburg will experience growth through development and re-development;

AND WHEREAS development and re-development requires the provision of physical and social services by the Town of Amherstburg;

AND WHEREAS Council desires to ensure that the capital cost of meeting growth-related demands for or burden on municipal services does not place an excessive financial burden on the Town of Amherstburg or its existing taxpayers while at the same time ensuring new taxpayers contribute no more than the net capital cost attributable to providing the current level of municipal services;

AND WHEREAS the *Development Charges Act, 1997* (the “Act”) provides that the council of a municipality may by by-law impose development charges against land to pay for increased capital costs required because of increased needs for services;

AND WHEREAS a development charge background study has been completed in accordance with the Act;

AND WHEREAS the Council of The Corporation of the Town of Amherstburg has given notice of and held a public meeting on the 15th day of October, 2024 in accordance with the Act and the regulations thereto;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF AMHERSTBURG ENACTS AS FOLLOWS:

1. INTERPRETATION

1.1 In this By-law the following items shall have the corresponding meanings:



“Act” means the *Development Charges Act, 1997, S.O. 1997, c.27*, as amended, or any successor thereof;

“affordable residential unit” means a residential unit that meets the criteria set out in subsection 4.1(2) or 4.1(3) of the Act;

“apartment dwelling” means a building containing more than four dwelling units where the units are connected by an interior corridor, including stacked dwellings, but excluding a special care/special dwelling unit;

“apartment dwelling unit” means a dwelling unit within an apartment dwelling;

“attainable residential unit” means a residential unit that meets the criteria set out in subsection 4.1(4) of the Act;

“back-to-back townhouse dwelling” means a building containing four or more dwelling units vertically by a common wall, including a rear common wall, that do not have rear yards.

“back-to-back townhouse dwelling unit” means a dwelling unit within a back-to-back townhouse dwelling.

“bedroom” means a habitable room which can be used as sleeping quarters, but does not include a bathroom, living room, dining room or kitchen;

“board of education” has the same meaning as set out in the *Education Act, R.S.O. 1990, Chap. E.2*, as amended, or any successor thereof;

“bona fide farm uses” means the proposed development that will qualify as a farm business operating with a valid Farm Business Registration Number issued by the Ontario Ministry of Agriculture, Food and Rural Affairs and be assessed in the Farmland Realty Tax Class by the Ontario Property Assessment Corporation, However, “bona fide farm uses” does not include marijuana production facilities and commercial greenhouses;

“building” means any structure or building as defined in the Building Code Act but does not include a vehicle.

“Building Code Act” means the *Building Code Act, S.O. 1992*, as amended, or any successor thereof;



“cannabis” means:

- i. A cannabis plant;
- ii. Any part of a cannabis plant, including the phytocannabinoids produced by, or found in, such a plant, regardless of whether that part has been processed or not;
- iii. Any substance or mixture of substances that contains or has on it any part of such a plant; and
- iv. Any substance that is identical to any phytocannabinoid produced by, or found in, such a plant, regardless of how the substance was obtained.

“cannabis plant” means a plant that belongs to the genus Cannabis.

“cannabis production facilities” means a building, or part thereof, designed, used, or intended to be used for one or more of the following: cultivation, propagation, production, processing, harvesting, testing, alteration, destruction, storage, packaging, shipment or distribution of cannabis or marijuana where a licence, permit or authorization has been issued under applicable federal law but does not include a building or part thereof solely designed, used or intended to be used for retail sales of cannabis or marijuana.

“capital cost” means costs incurred or proposed to be incurred by the municipality or a local board thereof directly or by others on behalf of and as authorized by the municipality or local board,

- a. to acquire land or an interest in land, including a leasehold interest;
- b. to improve land;
- c. to acquire, lease, construct or improve buildings and structures;
- d. to acquire, lease, construct or improve facilities including,
 - i. rolling stock with an estimated useful life of seven years or more,
 - ii. furniture and equipment, other than computer equipment, and



- iii. materials acquired for circulation, reference or information purposes by a library board as defined in the *Public Libraries Act*, R.. O. 1990, c. 57, and
- e. to undertake studies in connection with any of the matters referred to in clauses (a) to (d);
- f. to complete the development charge background study required under section 10 of the Act;
- g. interest on money borrowed to pay for costs in (a) to (d) above that are growth related;

“charitable dwelling” means a residential building, a part of a residential building or the residential portion of a mixed-use building maintained and operated by a corporation approved under the Charitable Institutions Act, R.S.O. 1990, c. C.9, for persons requiring residential, specialized or group care and charitable dwelling includes a children’s residence under the Child and Family Services Act, R.S.O. 1990, c. C.11, a home or a joint home under the Homes for the Aged and Rest Homes Act, R.S.O. 1990, c. H.13, an institution under the Mental Hospitals Act, R.S.O. 1990, c. M.8, a nursing home under the Nursing Homes Act, R.S.O., 1990, c. N.7, and a home for special care under the Homes for Special Care Act, R.S.O. 1990, c, H.12;

“class” means a grouping of services combined to create a single service for the purposes of this By-law and as provided in Section 7 of the Development Charges Act.

“commercial” means any use of land, structures or buildings for the purposes of buying or selling commodities and services, but does not include industrial or bona fide farm uses, but does include commercial greenhouses, hotels, motels, and motor inns;

“commercial greenhouse” means a building used, designed, or intended to be used for the sale, display, storage, and/or growing of plant products, flowers, fruits, vegetables, plants, shrubs, trees and similar vegetation which are not necessarily transplanted outdoors on the same lot containing such greenhouse, but are sold directly from the lot either at wholesale or retail.



“correctional group home” means a residential building or the residential portion of a mixed-use building containing a single housekeeping unit supervised on a 24-hour basis on site by agency staff on a shift rotation basis, and funded wholly or in part by any government or its agency, or by public subscription or donation, or by any combination thereof, and licensed, approved or supervised by the Province of Ontario as a detention or correctional facility under any general or special act and amendments or replacement thereto. A correction group home may contain an office provided that the office is used only for the operation of the correctional group home in which it is located. A correctional group home shall not include any detention facility operated or supervised by the Federal Government nor any correctional institution or secure custody and detention facility operated by the Province of Ontario;

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

“development” means the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that the effect of increasing the size of usability thereof, and includes redevelopment;

“development charge” means a charge imposed with respect to this By-law;

“dwelling unit” means any part of a building or structure used, designed or intended to be used as a domestic establishment in which one or more persons may sleep and are provided with culinary and sanitary facilities for their exclusive use;

“existing” means the number, use and size that existed as of the date this by-law was passed;

“farm building” means that part of a bona fide farming operation encompassing barns, silos and other ancillary development to bona fide farm uses, but excluding a residential use;

“gross floor area” means:

- (a) in the case of a residential building or structure, the total area of all floors above grade of a dwelling unit measured between the outside surfaces of



exterior walls or between the outside surfaces of exterior walls and the centre line of party walls dividing the dwelling unit from any other dwelling unit or other portion of a building; and

- (b) in the case of a non-residential building or structure, or in the case of a mixed-use building or structure in respect of the non-residential portion thereof, the total area of all building floors above or below grade measured between the outside surfaces of the exterior walls, or between the outside surfaces of exterior walls and the centre line of party walls dividing a non-residential use and a residential use, except for:
 - (i) a room or enclosed area within the building or structure above or below that is used exclusively for the accommodation of heating, cooling, ventilating, electrical, mechanical or telecommunications equipment that service the building;
 - (ii) loading facilities above or below grade; and
 - (iii) a part of the building or structure below grade that is used for the parking of motor vehicles or for storage or other accessory use;

“group home” means a residential building or the residential portion of a mixed-use building containing a single housekeeping unit which may or may not be supervised on a 24-hour basis on site by agency staff on a shift rotation basis, and funded wholly or in part by any government or its agency, or by public subscription or donation, or by any combination thereof and licensed, approved or supervised by the Province of Ontario for the accommodation of persons under any general or special act and amendments or replacements thereto. A group home may contain an office provided that the office is used only for the operation of the group home in which it is located;

“hospice” means a building or portion of a mixed-use building designed and intended to provide palliative care and emotional support to the terminally ill in a home or homelike setting so that quality of life is maintained, and family members may be active participants in care;

“industrial” means lands, buildings or structures used or designed or intended for use for manufacturing, processing, fabricating or assembly of raw goods,



warehousing or bulk storage of goods, and includes office uses and the sale of commodities to the general public where such uses are accessory to an industrial use, and includes cannabis production facilities, but does not include the sale of commodities to the general public through a warehouse club;

“institutional” means land, buildings, structures or any part thereof used by any organization, group or association for promotion of charitable, educational or benevolent objectives and not for profit or gain;

“interest rate” means the annual rate of interest as set out in section 26.3 of the Act;

“live/work unit” means a building, or part thereof, which contains, or is intended to contain, both a dwelling unit and non-residential areas and which is intended for both residential use and non-residential use concurrently, and shares a common wall or floor with or without direct access between the residential and non-residential areas;

“local board” means a school board, municipal service board, transportation commission, public library board, board of health, police services board, planning board, or any other board, commission, committee, body or local authority established or exercising any power or authority under any general or special Act with respect to any of the affairs or purposes, including school purposes, of a municipality or of two or more municipalities or parts thereof;

“local services” means those services, facilities or things which are under the jurisdiction of the Town of Amherstburg and are related to a plan of subdivision or within the area to which the plan relates in respect of the lands under Sections 41, 51 or 53 of the *Planning Act*, R.S.O. 1990, Chap. P.13, as amended, or any successor thereof;

“mixed-use development” means a building used, designed or intended for use for both residential and non-residential uses;

“multiple dwellings” means all dwellings other than single-detached, semi-detached, apartment unit dwellings and special care/special dwelling units. Multiple dwellings include, but is not limited to, townhouse dwelling, back-to-back



townhouse dwelling, and the portion of a live/work unit intended to be used exclusively for living accommodations for one or more individuals;

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

“non-profit” means a corporation without share capital that has objects of a charitable nature;

“non-profit housing development” means Development of a building or structure that meets the criteria set out in section 4.2 of the Act;

“non-residential use” means a building or structure of any kind whatsoever used, designed or intended to be used for other than a residential use and includes the non-residential portion of a live/work unit and/or mixed-use development;

“Official Plan” means the Official Plan adopted for the Town, as amended and approved;

“owner” means the owner of land or a person who has made application for an approval for the development of land upon which a development charge is imposed;

“place of worship” means that part of a building or structure that is exempt from taxation as a place of worship under the *Assessment Act*, R.S.O. 1990, Chap. A.31, as amended, or any successor thereof;

“rate” means the interest rate established weekly by the Bank of Canada based on Treasury Bills having a term of 91 days;

“regulation” means any regulation made pursuant to the Act;

“rental housing” means development of a building or structure with four or more residential units all of which are intended for use as rented residential premises;

“residential dwelling” means a building, occupied or capable of being occupied as a home, residence or sleeping place by one or more persons, containing one or more Dwelling Units but not including motels, hotels, tents, truck campers, tourist trailers, mobile camper trailers or boarding, lodging or rooming houses;



“residential use” means the use of a building or structure or portion thereof for one or more Dwelling Units. This also includes a Dwelling Unit on land that is used for an Agricultural Use;

“retirement home or lodge” means a residential building or the residential portion of a mixed-use building which provides accommodation primarily for retired persons or couples where each private bedroom or living accommodation has a separate private bathroom and separate entrance from a common hall but where common facilities for the preparation and consumption of food are provided, and common lounges, recreation rooms and medical care facilities may also be provided;

“row dwelling” means a building containing three or more attached dwelling units in a single row, each of which dwelling units has an independent entrance from the outside and is vertically separated from any abutting dwelling unit;

“semi-detached dwelling” means a dwelling unit in a residential building consisting of two dwelling units having one vertical wall or one horizontal wall, but not other parts, attached or another dwelling unit where the residential unit are not connected by an interior corridor;

“service” means a service designed in Schedule “A” to this By-law, and “services” shall have a corresponding meaning;

“Servicing Area” means an area within the Town of Amherstburg and identified on Schedule C to this by-law where development shall proceed only on the basis of full municipal wastewater and water services;

“servicing agreement” means an agreement between a landowner and the municipality relative to the provision of municipal services to specified land within the municipality;

“single detached dwelling unit” means a residential building consisting of one dwelling unit and not attached to another structure;

“solar farm” means any solar energy system comprised of one or more solar panels and associated control or conversion electronics that converts sunlight into electricity. A solar farm may be connected to the electricity grid in circuits at



a substation to provide electricity off-site for sale to an electrical utility or other intermediary;

“special care/special need dwelling” means a building:

- (i) containing two or more dwelling units which units have a common entrance from street level;
- (ii) where the occupants have the right to use in common with other occupants, halls, stairs, yards, common rooms and accessory buildings;
- (iii) that is designed to accommodate persons with specific needs, including but not limited to, independent permanent living arrangements; and
- (iv) where support services, such as meal preparation, grocery shopping, laundry, housekeeping, nursing, respite care and attendant services are provided at various levels;

and includes, but is not limited to, retirement homes or lodges, charitable dwellings, group homes (including correctional group homes) and hospices;

“stacked townhouse dwelling” means a building containing four or more dwelling units which are horizontally and vertically separated in a split level or stacked manner, where each dwelling unit egresses directly outside to grade (no egress to a common corridor);

“telecommunications tower” means any tower, apparatus, structure or other thing that is used or is capable of being used for telecommunications or for any operation directly connected with telecommunications, and includes a transmission facility as defined in the Telecommunications Act;

“Town” means the area within the geographic limits of the Town of Amherstburg;

“townhouse dwelling” means a building divided vertically into three or more dwelling units, by common walls which prevent internal access between units were each dwelling unit egresses directly outside to grade.



“wind turbine” means any wind energy system, comprising one or more turbines, that converts energy into electricity, with a combined nameplate generating capacity greater than 500 kilowatts and a height greater than 100 metres and consists of a wind turbine, a tower, and associated control or conversion electronics. A wind turbine and energy system may be connected to the electricity grid in circuits at a substation to provide electricity off-site for sale to an electrical utility or other intermediary; and

“Zoning By-Law” means the Zoning By-Law of the Town of Amherstburg or any successor thereof passed pursuant to Section 34 of the Planning Act, S.O. 1998.

2. DESIGNATION OF SERVICES/CLASSES OF SERVICES

2.1 The categories of services/classes of services for which development charges are imposed under this By-law are as follows:

- (a) Services Related to a Highway – Roads and Related;
- (b) Public Works (Facilities and Fleet);
- (c) Fire Protection Services;
- (d) Policing Services;
- (e) Parks and Recreation Services;
- (f) Growth Studies;
- (g) Water Services; and
- (h) Wastewater Services

2.2 The components of the services/classes of services designated in section 2.1 are described in Schedule A.

3. APPLICATION OF BY-LAW RULES

3.1 Development charges shall be payable in the amounts set out in this By-law where:



- (a) the lands are located in the area described in section 3.2; and
- (b) the development of the lands requires any of the approvals set out in subsection 3.4(a).

Area to Which By-law Applies

- 3.2 Subject to section 3.3, this By-law applies to all lands in the Town of Amherstburg whether or not the land or use thereof is exempt from taxation under s.13 or the Assessment Act.
- 3.3. Notwithstanding clause 3.2 above, this by-law shall not apply to lands that are owned by and used for the purposes of:
- (a) the Town of Amherstburg or a local board thereof;
 - (b) the County of Essex or any local board thereof;
 - (c) a board of education; or
 - (d) Land vested in or leased to a university that receives regular and ongoing operating funds from the government for the purposes of post-secondary education is exempt from development charges imposed under the Development Charges Act, 1997 if the development in respect of which development charges would otherwise be payable is intended to be occupied and used by the university.

Approvals for Development

- 3.4 (a) Development charges shall be imposed on all lands, buildings or structures that are developed for residential or non-residential uses if the development requires:
- (i) the passing of a zoning by-law or of an amendment to a zoning by-law under section 34 of the *Planning Act*;
 - (ii) the approval of a minor variance under section 45 of the *Planning Act*;



- (iii) a conveyance of land to which a by-law passed under subsection 50(7) of the *Planning Act* applies;
 - (iv) the approval of a plan of subdivision under section 51 of the *Planning Act*,
 - (v) a consent under section 53 of the *Planning Act*,
 - (vi) the approval of a description under section 50 of the *Condominium Act*, R.S.O. 1990, Chap. C.26, as amended, or any successor thereof; or
 - (vii) the issuing of a permit under the *Building Code Act* in relation to a building or structure.
- (b) No more than one development charge for each service designated in subsection 2.1 shall be imposed upon any lands, buildings or structures to which this By-law applies even though two or more of the actions described in subsection 3.4(a) are required before the lands, buildings or structures can be developed.
- (c) Despite subsection 3.4(b), if two or more of the actions described in subsection 3.4(a) occur at different times, additional development charges shall be imposed if the subsequent action has the effect of increasing the need for services.

Exemptions

- 3.5 Notwithstanding the provisions of this By-law, development charges shall not be imposed with respect to:
- (a) an enlargement to an existing dwelling unit;
 - (b) the creation of additional dwelling units equal to the greater of one or 1% of the existing dwelling units in an existing residential rental building containing four or more dwelling units or prescribed ancillary structure to the existing residential building;



3.6 Notwithstanding the provisions of this By-law, development charges shall not be imposed with respect to the creation of any of the following in existing houses:

- (a) A second residential unit in an existing detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if all buildings and structures ancillary to the existing detached house, semi-detached house or rowhouse cumulatively contain no more than one residential unit.
- (b) A third residential unit in an existing detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if no building or structure ancillary to the existing detached house, semi-detached house or rowhouse contains any residential units.
- (c) One residential unit in a building or structure ancillary to an existing detached house, semi-detached house or rowhouse on a parcel of urban residential land, if the existing detached house, semi-detached house or rowhouse contains no more than two residential units and no other building or structure ancillary to the existing detached house, semi-detached house or rowhouse contains any residential units.

3.7 Notwithstanding the provisions of this By-law, development charges shall not be imposed with respect to the creation of any of the following in new residential buildings:

- (a) A second residential unit in a new detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if all buildings and structures ancillary to the new detached house, semi-detached house or rowhouse cumulatively will contain no more than one residential unit
- (b) A third residential unit in a new detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if no building or structure ancillary to the new detached house, semi-detached house or rowhouse contains any residential units



- (c) One residential unit in a building or structure ancillary to a new detached house, semi-detached house or rowhouse on a parcel of urban residential land, if the new detached house, semi-detached house or rowhouse contains no more than two residential units and no other building or structure ancillary to the new detached house, semi-detached house or rowhouse contains any residential units
- 3.8 Notwithstanding the provisions of this By-law, development charges shall not be imposed with respect to Non-profit Residential Development;
- 3.9 Notwithstanding the provisions of this By-law, development charges shall not be imposed with respect to Affordable Residential Units required pursuant to section 34 and 16(4) of the Planning Act (Inclusionary Zoning);
- 3.10 Notwithstanding subsections 3.2 and 3.4, as of the date on which section 4.1 of the Act is proclaimed into force, the following shall be exempt from Development Charges:
- i. Affordable Residential Units:
 - i. Affordable Residential Owned Units;
 - ii. Affordable Residential Rental Units;
 - ii. Attainable Residential Units.
- 3.11 Rules with Respect to an Industrial Expansion Exemption
- 3.11.1 Notwithstanding any other provision of this by-law, there shall be an exemption from the payment of development charges for one or more enlargements of an existing industrial building on its site, whether attached or separate from the existing industrial building, up to a maximum of fifty percent of the gross floor area before the first enlargement for which an exemption from the payment of development charges was granted pursuant to the Development Charges Act or this subsection. Development charges shall be imposed in accordance with this by-law with respect to the amount of the floor area of an enlargement that results in the gross floor area of the industrial building being increase by greater than fifty percent of the gross floor area of the existing industrial building.
- 3.11.2 If the gross floor area of an existing industrial building is enlarged by greater than 50 percent, the amount of the development charge payable in respect of the



enlargement is the amount of the development charge that would otherwise be payable multiplied by the fraction determined as follows:

1. determine the amount by which the enlargement exceeds 50 percent of the gross floor area before the enlargement;
2. divide the amount determined under subsection 1) by the amount of the enlargement.

3.12 Other Exemptions:

Notwithstanding the provision of this by-law, development charges shall not be imposed with respect to:

- (a) Lands, buildings or structures used or to be used for a place of worship or for the purposes of a churchyard or cemetery exempt from taxation under the *Assessment Act*;
- (b) The development of non-residential farm buildings constructed for bona-fide farm uses, excluding cannabis production facilities and commercial greenhouses; and
- (c) A building or structure used for a community use owned by a non-profit corporation.

3.13 Discounts for Rental Housing (for profit):

The D.C. payable for rental housing developments, where the residential units are intended to be used as a rented residential premises will be reduced based on the number of bedrooms in each unit as follows:

- Three (3) or more bedrooms – 25% reduction;
- Two (2) bedrooms – 20% reduction; and
- Fewer than two (2) bedrooms – 15% reduction.



Amount of Charges

Residential

3.14 The development charges set out in Schedule “B” shall be imposed on residential uses of lands, buildings or structures, including a dwelling unit accessory to a non-residential use and, in the case of a mixed-use building or structure, including the residential portion of a live/work unit, on the residential uses in the mixed-use building or structure, according to the type of residential unit, and calculated with respect to each of the services according to the type of residential use. Refer to subsequent schedules for exceptions.

Non-Residential

3.15 The development charges described in Schedule “B” to this by-law shall be imposed on non-residential uses of lands, buildings or structures, and, in the case of a mixed-use building or structure, including the non-residential portion of a live/work unit, on the non-residential uses in the mixed-use building or structure, and calculated with respect to each of the services according to the total floor area of the non-residential use. Refer to subsequent schedules for exceptions.

Wind Turbines and Telecommunication Towers

3.16 The development charges described in Schedule “B” to this by-law shall be imposed on wind turbines and telecommunication towers with respect to services related to a highway – roads and related, public works (facilities and fleet), police services, fire protection services and growth studies on a per unit basis.

Solar Farms

3.17 The development charges described in Schedule “B” to this by-law shall be imposed on solar farms with respect to services related to a highway – roads and related, police services, fire protection services and growth studies based on a per square foot of the panel surface.



Reduction of Development Charges for Redevelopment

3.18 Despite any other provisions of this By-law, where, as a result of the redevelopment of land, a building or structure existing on the same land within 60 months outside the downtown area and within 36 months inside the downtown area, prior to the date of payment of development charges in regard to such redevelopment was, or is to be demolished, in whole or in part, or converted from one principal use to another principal use on the same land, in order to facilitate the redevelopment, the development charges otherwise payable with respect to such redevelopment shall be reduced by the following amounts:

- (a) in the case of a residential building or structure, or in the case of a mixed-use building or structure, the residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable development charge under subsection 3.14 by the number, according to type, of dwelling units that have been or will be demolished or converted to another principal use; and
- (b) in the case of a non-residential building or structure or, in the case of mixed-use building or structure, the non-residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable development charges under subsection 3.15, by the gross floor area that has been or will be demolished or converted to another principal use;

provided that such amounts shall not exceed, in total, the amount of the development charges otherwise payable with respect to the redevelopment. Refer to Schedule D for the downtown area definition map.

Time of Payment of Development Charges

3.19 Development Charges are payable at the time the first building permit is issued with respect to a development.

3.20 Notwithstanding Section 3.19, development charges for rental housing and institutional developments are due and payable in 6 equal annual payments commencing with the first instalment payable on the date of occupancy, and each subsequent instalment, including interest calculated in accordance with section 26.3 of the Act.



- 3.21 Where the development of land results from the approval of a site plan or zoning by-law amendment application received on or after January 1, 2020, and the approval of the application occurred within the timing set out in the Act, the development charges under Sections 3.14 and 3.15 shall be calculated on the rates set out in Schedule "B" on the date of the planning application, including interest. Where both planning applications apply development charges under Sections 3.15 and 3.16 shall be calculated on the rates, including interest calculated in accordance with section 26.3 of the Act, payable on the anniversary date each year thereafter, set out in Schedule "B" on the date of the later planning application, including interest.
- 3.22 Despite sections 3.19 to 3.21, Council from time to time, and at any time, may enter into agreements providing for all or any part of a development charge to be paid before or after it would otherwise be payable, in accordance with section 27 of the Act.

4. PAYMENT BY SERVICES

- 4.1 Despite the payment required under subsections 3.14 and 3.15, Council may, by agreement, give a credit towards a development charge in exchange for work that relates to a service to which a development charge relates under this By-law.

5. INDEXING

- 5.1 Development charges imposed pursuant to this By-law shall be adjusted annually on January 1, without amendment to this By-law, in accordance with the prescribed index in the Act, based on the twelve-month period ending September 30th.

6. SCHEDULES

- 6.1 The following schedules shall form part of this By-law:

Schedule A - Components of Services/Classes of Services Designated in subsection 2.1

Schedule B - Residential and Non-Residential Schedule of Development Charges



Schedule C - Wastewater Servicing Area Map

Schedule D - Downtown Area Map

7. CONFLICTS

- 7.1 Where the Town and an owner or former owner have entered into an agreement with respect to land within the area to which this By-law applies, and a conflict exists between the provisions of this By-law and such agreement, the provisions of the agreement shall prevail to the extent that there is a conflict.
- 7.2 Notwithstanding section 7.1, where a development which is the subject of an agreement to which section 7.1 applies, is subsequently the subject of one or more of the actions described in subsection 3.4(a), an additional development charge in respect of the development permitted by the action shall be calculated, payable and collected in accordance with the provisions of this By-law if the development has the effect of increasing the need for services, unless such agreement provides otherwise.

8. SEVERABILITY

- 8.1 If, for any reason, any provision of this By-law is held to be invalid, it is hereby declared to be the intention of Council that all the remainder of this By-law shall continue in full force and effect until repealed, re-enacted, amended or modified.

9. HEADINGS FOR REFERENCE ONLY

- 9.1 The headings inserted in this By-law are for convenience of reference only and shall not affect the construction or interpretation of this By-law.

10. BY-LAW REGISTRATION

- 10.1 A certified copy of this By-law may be registered on title to any land to which this By-law applies.

11. DATE BY-LAW IN FORCE

- 11.1 This By-law shall come into effect at 12:01 AM on November 26, 2024.



12. DATE BY-LAW EXPIRES

12.1 This By-law will expire at 12:01 AM on November 26, 2034 unless it is repealed by Council at an earlier date.

PASSED THIS 25th day of November, 2024

Mayor

Town Clerk



SCHEDULE “A” TO BY-LAW 2024- ____

**COMPONENTS OF SERVICES/CLASSES OF SERVICES DESIGNATED IN
SUBSECTION 2.1**

Town-Wide Services/Class of Service

Services Related to a Highway

Roads & Related

Public Works (Facilities and Fleet)

Public Works Facilities

Public Works Vehicles and Equipment

Fire Protection Services

Fire Facilities

Fire Vehicles

Fire Small Equipment and Gear

Police Services

Police Facilities

Police Vehicles

Police Small Equipment and Gear

Parks and Recreation Services

Parkland Development

Parkland Trails

Parkland Amenities

Recreation Facilities



Parks and Recreation Vehicles and Equipment

Water Services

Growth Studies

Area-Specific Services

Wastewater Services

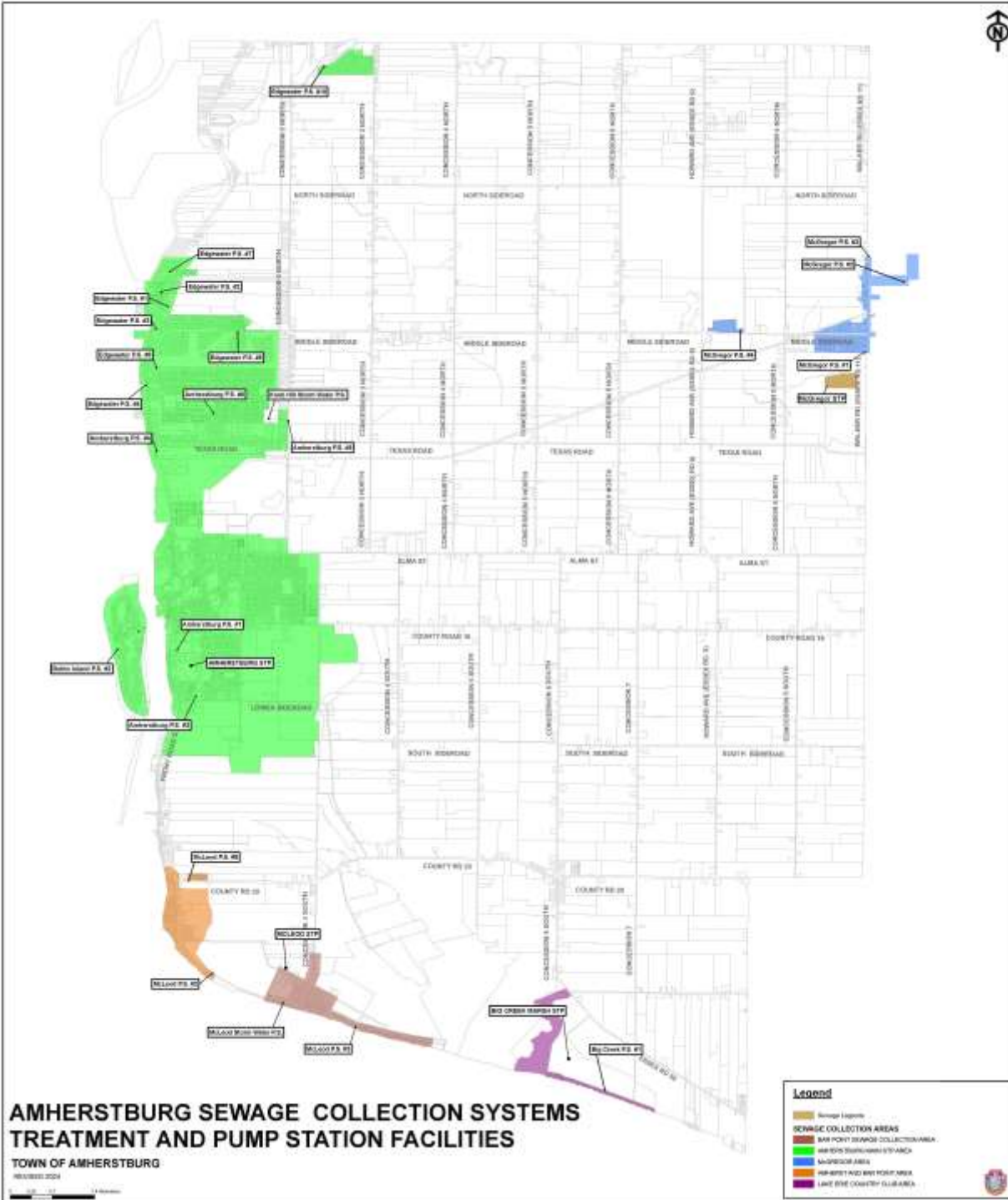


**Schedule “B”
By-Law No. 2024-____
Schedule of Development Charges**

Service/Class of Service	RESIDENTIAL					NON-RESIDENTIAL	Wind Turbines & Telecommunication Towers	Solar Farms (per sq.ft.)
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Studio and 1 Bedroom	Special Care/Special Dwelling Units	(per sq.ft. of Gross Floor Area)		
Town-Wide Services/Class of Service:								
Services Related to a Highway	4,356	3,044	2,945	2,069	1,620	1.16	4,356	1.16
Public Works (Facilities and Fleet)	2,095	1,464	1,416	995	779	0.55	2,095	0.55
Fire Protection Services	2,950	2,061	1,995	1,401	1,097	0.78	2,950	0.78
Policing Services	832	581	563	395	309	0.22	832	0.22
Parks and Recreation Services	5,157	3,604	3,487	2,449	1,918	0.22	-	-
Growth Studies	533	372	360	253	198	0.12	533	0.12
Water Services	6,470	4,521	4,375	3,073	2,406	1.72	-	-
Total Town-Wide Services/Class of Service	22,393	15,647	15,141	10,635	8,327	4.77	10,766	2.83
Wastewater Serviced Area Services:								
Wastewater Services	12,351	8,631	8,351	5,867	4,593	6.52	-	-
Total Wastewater Serviced Area Services	12,351	8,631	8,351	5,867	4,593	6.52	-	-
TOTAL TOWN-WIDE	22,393	15,647	15,141	10,635	8,327	4.77	10,766	2.83
TOTAL WASTEWATER SERVICED AREAS	34,744	24,278	23,492	16,502	12,920	11.29	10,766	2.83



Schedule "C" to By-law No. 2024-____ Wastewater Servicing Map Area





Schedule "D" to By-law No. 2024-____ Downtown Area Map





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 3, 2024
Author's Phone: 519 736 0012 ext. 2251	Date to Council: November 25, 2024
Author's E-mail: btetler@amherstburg.ca	Resolution #: 202106140-203

To: Mayor and Members of Town Council

Subject: Agent of Change/Vacant Building Registry

1. RECOMMENDATION:

It is recommended that:

1. The report dated October 3, 2024 regarding the Use of Agent of Change/Vacant Building Registry **BE RECEIVED and FILED** for information.

2. BACKGROUND:

In June 2021, Council passed a resolution to have Administration draft an Agent of Change by-law.

Agent of Change: The "Agent of Change" concept is an emerging policy framework designed to address the impact of new development on existing properties and neighborhoods. The principle recognizes that property owners and developers who invest in enhancing or redeveloping properties can significantly contribute to community revitalization and economic growth. By incorporating this concept into zoning bylaws, municipalities can provide a supportive environment for responsible development while balancing the needs of existing property owners. The goal is to encourage positive transformation and investment in urban areas, ensuring that new developments align with community goals and zoning objectives.

Vacant Building Registry: The Vacant Building Registry, when implemented for tax purposes, serves as a crucial tool for managing properties that are unoccupied or underutilized. By requiring property owners to register vacant buildings, municipalities can track and assess these properties more effectively. This registry helps identify properties that may be subject to different tax rates or penalties due to their status.

Both the Agent of Change concept and the Vacant Building Registry represent strategic approaches to urban management, focusing on fostering development and ensuring the upkeep of properties to enhance community well-being and growth.

3. DISCUSSION:

The Town's Planning Division is undertaking an update of the Town's Zoning By-law. Dillon Consulting has been retained to conduct the review and will incorporate researching the "agent of change" concept as a potential addition to the town's zoning bylaw. This concept aims to recognize and support property owners and developers who make improvements or undertake redevelopment projects within our community.

The agent of change principle is designed to address and balance the impact of new development on existing properties and neighborhoods. It helps ensure that those who invest in enhancing or transforming properties are encouraged, while also managing the effects on the surrounding area in a fair and transparent manner.

As the Town explores this concept, the Town is considering how it can be integrated into our Zoning By-law to promote responsible and beneficial development. This includes evaluating how it might affect current zoning practices and what adjustments might be necessary to align with the town's goals for growth and preservation.

On February 7th, 2024 the 2024 Tax Policy Recommendations were approved by Essex County Council. Following the Administration's recommendation, the County has approved the immediate removal of several property tax discounts. These include the Commercial Excess Land Discount, Industrial Vacant Land Discount, Industrial Excess Land Discount, and Large Industrial Vacant Land Discount. These discounts, which were previously applied to specific property categories, are no longer available. This change aims to align property tax policies with current fiscal strategies and ensure a more equitable distribution of the tax burden across different property types. Due to the removal of this tax status the Town is no longer able to identify vacant commercial and industrial properties.

4. RISK ANALYSIS:

There is little to no risk to having the Agent of Change concept explored as part of the current OPA and ZBA review.

5. FINANCIAL MATTERS:

There are no financial impacts associated with this report.

6. CONSULTATIONS:

Dr. Chris Aspila, Manager of Planning Services
Melissa Osborne, Director, Development and Building Services/Deputy CAO

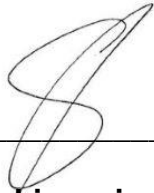
7. CORPORATE STRATEGIC ALIGNMENT:

Vision: Preserving our past while forging our future.

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

8. CONCLUSION:

Dillion Consulting has been retained to complete the review of the Town's Zoning By-law update and has been tasked with incorporating the concept of agent of change into its research. The County of Essex on February 7, 2024 immediately removed the various property tax discounts including the Commercial Excess Land Discount, Industrial Vacant Land Discount, Industrial Excess Land Discount, and Large Industrial Vacant Land discount, previously applied to specific categories, effective immediately. As a result, the Town now has no mechanism to accurately identify these properties.



Bill Tetler
Manager, Licensing & Enforcement

Report Approval Details

Document Title:	Agent of Change - Vacant Building Report.docx
Attachments:	
Final Approval Date:	Oct 17, 2024

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



Tracy Prince



Valerie Critchley



Kevin Fox



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF THE CAO

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

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

To: Mayor and Members of Town Council

Subject: 2024 Long Service Award Recognition

1. RECOMMENDATION:

It is recommended that:

- 1. The report prepared by the Human Resources/Health and Safety Business Partner dated October 16, 2024 regarding Long Service Award Recognition BE RECEIVED for information.

2. BACKGROUND:

The Corporation of the Town of Amherstburg recognizes the valuable contribution of employees at established and designated service intervals.

3. DISCUSSION:

For the 2024 calendar year, the Town of Amherstburg recognizes the following employees for their dedicated service:

Table listing employee names, positions, and years of service.

Nicholas Renaud	Application and Network Analyst	15 years
Todd Hewitt	Manager, Engineering	15 years
John Demitroff	Supervisor, Environmental Services	15 years
Stephen Bernyk	Roads Operator	15 years
Kristen Saunders	Supervisor, Recreation Programming	10 years
Jennifer Ibrahim	Manager, Economic Development & Tourism	10 years
Daniel Monk	Deputy Fire Chief	10 years
Adam Mailloux	Roads Operator	10 years

4. RISK ANALYSIS:

N/A

5. FINANCIAL MATTERS:

The costs associated with long service are included in the 2024 Human Resources budget centre.

6. CONSULTATIONS:

There were no consultations required for this report.

7. CORPORATE STRATEGIC ALIGNMENT:

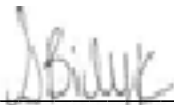
Vision: Preserving our past while forging our future.

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

<p style="text-align: center;">PILLAR 2 Invest in Community Amenities and Infrastructure</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintain safe, reliable and accessible municipal infrastructure and facilities. <input type="checkbox"/> Increase access to recreation opportunities for all ages. <input type="checkbox"/> Finalize and execute plans for town-owned lands (e.g. Duffy’s site, Belle Vue) <input type="checkbox"/> Create public access to water and waterfront <input type="checkbox"/> Prioritize opportunities to reduce environmental impacts of Town operations and increase Town resilience to climate change. 	<p style="text-align: center;">PILLAR 4 Shape Growth Aligned with Local Identity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Define and communicate a vision for the Town’s future and identity. <input type="checkbox"/> Promote and plan for green and “climate change ready” development. <input type="checkbox"/> Review and implement policies that promote greater access to diverse housing. <input type="checkbox"/> Protect the Town’s historic sites and heritage. <input type="checkbox"/> Preserve the Town’s greenspaces, agricultural lands, and natural environment.

8. CONCLUSION:

Recognition is a strong force to retain and engage employees, and fosters a positive workplace culture.



Sabrina Bilyk
Human Resources/Health and Safety Business Partner

Report Approval Details

Document Title:	2024 Long Service Award Recognition.docx
Attachments:	
Final Approval Date:	Oct 21, 2024

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



Tracy Prince



Valerie Critchley



Kevin Fox



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF THE CAO

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

Author's Name: Sabrina Bilyk	Report Date: October 16, 2024
Author's Phone: 519 736-0012 ext. 2226	Date to Council: November 25, 2024
Author's E-mail: sbilyk@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: 2024 Retirement Recognition

1. **RECOMMENDATION:**

It is recommended that:

1. The report prepared by the Human Resources/Health and Safety Business Partner dated October 16, 2024 regarding Retirement Recognition **BE RECEIVED** for information.

2. **BACKGROUND:**

The Corporation of the Town of Amherstburg recognizes the valuable contribution of employees upon their retirement.

3. **DISCUSSION:**

The Town of Amherstburg recognizes the retirements of the following employees, and appreciates their dedicated service:

Norman Beaulieu – 28 years
Wayne Goodchild – 25 years

4. **RISK ANALYSIS:**

N/A

5. FINANCIAL MATTERS:

The costs associated with an employee’s retirement are included in the 2024 Human Resources budget centre.

6. CONSULTATIONS:

There were no consultations required for this report.

7. CORPORATE STRATEGIC ALIGNMENT:

Vision: Preserving our past while forging our future.

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

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

8. CONCLUSION:

The Town of Amherstburg congratulates these employees and wishes them all the best in their retirements.



Sabrina Bilyk

Human Resources/Health and Safety Coordinator

Report Approval Details

Document Title:	2024 Retirement Recognition.docx
Attachments:	
Final Approval Date:	Oct 21, 2024

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



Tracy Prince



Valerie Critchley



Kevin Fox

Mayor Prue,

Very recently I was made aware that there is a Northern Travel Health Grant for residents who must travel a minimum of 100 kilometres one way to access the nearest medical specialist or ministry-funded healthcare facility services that are not available locally.

I was very disheartened to find that a similar grant does not currently exist in Southern Ontario. There are over 5000 visits made to LHSC annually by Windsor-Essex paediatric patients. There are also many local families who must visit SickKids and McMaster for their children to receive emergency and ongoing care.

We must travel more than 100 kilometres one way to access medical specialists and ministry-funded healthcare facility services that are not available locally, for our infants and children. Some of us make these visits once a month, some of us make these visits once a week.

A travel health grant would help to alleviate some of the financial burden incurred due to medical travel, and more importantly, some of the emotional distress and burden would be alleviated as well.

Would the Town of Amherstburg write a letter to the provincial government, supporting the establishment of a health travel grant for local residents?

Help with this matter would be greatly appreciated. This would mean a great deal to all of us who have to leave so that our children can get the medical care they need but that they can't obtain locally.

Thank you for your consideration in this matter,

Kait Lowe

PMDU Visits

Encounter Type=clinic

Age <18 Year

Visits registered to the following Paeds Departments: 14001, 15001, 15003, 16004, 20500, 22982, 22989, 32164

Data Source" CERNER Reg

**2019 to
2023**

Region	Place	Infant	Children	Total
ESSEX COUNTY	AMHERSTBURG	284	835	1119
	ESSEX	200	735	935
	KINGSVILLE	213	966	1179
	LAKESHORE	365	1608	1973
	LASALLE	232	1318	1550
	LEAMINGTON	349	1189	1538
	TECUMSEH	176	561	737
	Essex County Total			
CITY OF WINDSOR	WINDSOR	2436	8674	11110
WINDSOR-ESSEX	Grand Total	4255	15886	20141

PMDU Visits By PMDU Departments

Department	Department Description	Infant	Children	Total
14001	OP Oncology Paediatrics	77	1373	1450
15001	B6-200 Inpatient Paediatrics	8	26	34
15003	B6-100 Inpatient Paediatrics	3	32	35
16004	Rehab Purchased Services		1	1
20500	Paediatric Endoscopy	24	160	184
22982	Children's Minor Surgical Proc	141	400	541
22989	Children's Outpatient	4,000	13,863	17,863
32164	PMDU Sleep & Apnea Assmnt Unit	2	31	33
PMDU Departments	Grand Total	4,255	15,886	20,141

03/07/2023



Ontario through Children's Miracle Network," says Jennifer Baxter, director of community relations, Children's Miracle Network.

She says about 5,000 Windsor families utilize the Children's Hospital in London each year.

"It helps to support programs and services and equipment that we need to make sure that our kids are support mind body and soul at the Children's Hospital."



**FREE
NEWSLETTERS.**

SIGN UP NOW

**FINANCIAL POST
NATIONAL POST**

There were 5,156 visits to the Pediatric Medical Day unit in London from Windsor-Essex patients last year — about nine per cent of total visits.

The London emergency department had 256 visits from Windsor-Essex patients, (about 0.7 per cent of total visits), and the Pediatric Critical Care Unit had 98 visits from Windsor-Essex patients, about 12 per cent of its total.

Another three patients a month on average from Windsor-Essex are treated at SickKids ER in Toronto, while about six children a month are transferred to DMC hospital in Detroit.



**TOWN OF AMHERSTBURG
HERITAGE COMMITTEE MEETING
MINUTES**

Thursday, October 10, 2024

5:30 P.M.

Council Chambers

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

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

1. CALL TO ORDER

The Chair called the meeting to order at 5:30 p.m.

2. ROLL CALL

3. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

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 August 8, 2024

Moved by Deputy Mayor Gibb
Seconded by S. Curson-Prue

That the Heritage Committee meeting minutes of August 8, 2024 **BE ADOPTED.**

The Chair put the motion.

Motion Carried

6. DELEGATIONS

There were no delegations.

7. ORDER OF BUSINESS

7.1 130 Sandwich Street – Opportunity for Heritage Town Hall Development

Moved by F. Di Pasquale
Seconded by Councillor Crain

That the presentation made on September 23rd, 2024 to Town Council regarding the embedded Town Hall proposal as part of the adaptive reuse of the former General Amherst High School, and attached as Appendix “A”, **BE RECEIVED.**

The Chair put the motion.

Motion Carried

Moved by F. Di Pasquale
Seconded by Councillor Crain

It **BE ENDORSED**, that the Heritage Committee provide comments to Town Council, with regards to the heritage aspects of the proposed development, which considers:

1. The overall appropriateness of the proposal to adaptively reuse of the original General Amherst High School façade as a Town Hall;
2. The proposed “jewel case” over the original 1922 brick façade;
3. The murals located on the west elevation of the gyms, six (6) to be retained and three (3) to seek some form conservation when displaced;
4. Other comments, as discussed.

The Chair put the motion.

Motion Carried

Moved by F. Di Pasquale
Seconded by Councillor Crain

That a “Notice of Intent to Designate” be prepared for 130 Sandwich St S under Part IV of the Ontario Heritage Act, R.S.O. 1990., c.0. 18, and be brought back to the Heritage Committee for consideration, **BE PREPARED**.

The Chair put the motion.

Motion Carried

8. CORRESPONDENCE

8.1 Marsh Collection – Reflections Fall 2024

9. UNFINISHED BUSINESS

10. NEW BUSINESS

11. ADJOURNMENT

Moved by Deputy Mayor Gibb

Seconded by F. Di Pasquale

That the Committee **ADJOURN** at 6:49 p.m.

The Chair put the motion.

Motion Carried

Simon Chamely - Chair

Selena Scebba - Recording Secretary



TOWN OF AMHERSTBURG
AUDIT AND FINANCE ADVISORY COMMITTEE MEETING
MINUTES

Tuesday, October 22, 2024

5:00 P.M.

Council Chambers

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

PRESENT	Councillor Linden Crain - Chair Deputy Mayor Chris Gibb John Purdie Gordon Moore Paul McAllister
STAFF PRESENT	Tracy Prince - Staff Liaison, Director of Corporate Services/CFO Valerie Critchley - CAO Melissa Osborne - Deputy CAO/Director of Development Services Kevin Fox - Clerk Selena Scebba – Recording Secretary
ABSENT	Giuseppe (Joey) Corio - Vice Chair (<i>Regrets</i>) Danielle Peladeau (<i>Absent</i>)

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

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 Audit and Finance Advisory Committee Meeting Minutes - May 28, 2024

Moved by J. Purdie

Seconded by Deputy Mayor Gibb

That the Audit and Finance Advisory Committee Meeting Minutes of May 28, 2024 **BE ADOPTED**.

The Chair put the motion.

Motion Carried

6. ORDER OF BUSINESS

6.1 2023 Audit Findings Report

Moved by Deputy Mayor Gibb

Seconded by P. McAllister

That the 2023 Audit Findings Report **BE RECEIVED** for information.

The Chair put the motion.

Motion Carried

Moved by J. Purdie
Seconded by G. Moore

That the Audit and Finance Advisory Committee recommend to Council that a review **BE PERFORMED** into Financial Controls.

The Chair put the motion.

Motion Failed

Moved by J. Purdie
Seconded by G. Moore

That the Audit and Finance Advisory Committee supports KMPG's recommendations and recommends to Council to have Capital Reserve Funds reconciled using the due to, due from accounts.

The Chair put the motion.

Motion Failed

Moved by J. Purdie
Seconded by G. Moore

That the Audit and Finance Advisory Committee recommend to the Treasurer that a municipal debt chart, in reference to note six (6) of the 2023 Consolidated Financial Statements, **BE PROVIDED** to Council, noting applicable interest rates.

Moved by G. Moore
Seconded by Deputy Mayor Gibb

That the question be postponed to Item 6.2, 2023 Consolidated Financial Statements.

The Chair put the motion.

Motion Carried

6.2 2023 Consolidated Financial Statements

Moved by J. Purdie
Seconded by G. Moore

That the 2023 Consolidated Financial Statements **BE RECEIVED** for information.

The Chair put the motion.

Motion Carried

Moved by J. Purdie

Seconded by G. Moore

That the Audit and Finance Advisory Committee recommend to the Treasurer that a municipal debt chart, in reference to note six (6) of the 2023 Consolidated Financial Statements, **BE PROVIDED** to Council, noting applicable interest rates.

The Chair put the motion.

Motion Carried

6.3 2024 Auditing Services Request for Proposal

Moved by Deputy Mayor Gibb

Seconded by J. Purdie

That the 2024 Auditing Services Request for Proposal **BE RECEIVED** for information.

The Chair put the motion.

Motion Carried

7. UNFINISHED BUSINESS

8. NEW BUSINESS

Moved by G. Moore

Seconded by J. Purdie

That the Audit and Finance Advisory Committee **RECOMMEND** that projections for the remainder of 2024 be included in the 2025 Budget Presentation.

The Chair put the motion.

Motion Carried

9. ADJOURNMENT

Moved by Deputy Mayor Gibb

Seconded by P. McAllister

That the Committee meeting **ADJOURN** at 7:14 p.m.

The Chair put the motion.

Motion Carried

Councillor Linden Crain - Chair

Selena Scebba - Recording Secretary



**TOWN OF AMHERSTBURG
DRAINAGE BOARD
MINUTES**

**Tuesday, November 5, 2024
6:00 P.M.**

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

PRESENT

Allan Major
Murray Sellars
Brian Renaud
Anthony Campigotto
Brad Laramie

**STAFF
PRESENT**

Sam Paglia, Drainage Superintendent/Engineering Coordinator
Nicole Humber, Recording Secretary
Selena Scebba, Policy and Committee Coordinator
Kevin Fox, Municipal Clerk

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

There were no disclosures.

4. LAND ACKNOWLEDGEMENT

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

5. MINUTES OF PREVIOUS MEETING

Moved By: Allan Major
Seconded By: Murray Sellars

That the Drainage Board Meeting Minutes of September 10, 2024, **BE ADOPTED.**

The Chair put the Motion.

Motion Carried.

7. OPEN COURT OF REVISION

The Chair opened the Court of Revision at 6:02 p.m.

7.1 Appeals - General Drain (2024)

Appeal # 1 – Jones Realty Inc.

Board Chair Anthony Campigotto asked if there was anyone in the gallery that wished to appeal. There were none. Board Chair Anthony Campigotto invited the appellant to speak. The appellant was not present.

Moved By: Brad Laramie
Seconded By: Brian Renaud

That:

1. The appeal submitted by Jones Realty Inc. to the Court of Revision for the General Drain (2024) **BE RECEIVED**; and,
2. The appeal submitted by Jones Realty Inc. **BE DISMISSED** on the grounds that the Court of Revision concurs with the assessment rational presented by the Engineer.

The Chair put the Motion.

Motion Carried.

7. CLOSE COURT OF REVISION

The Chair closed the Court of Revision at 6:21 p.m.

8. NEW BUSINESS

8.1 Engineering Appointment – Section 4 Petition Drain

Moved By: Allan Major

Seconded By: Murray Sellars

That:

1. The report from the Drainage Superintendent and Engineering Coordinator dated October 8, 2024 regarding the Section 4 Petition Drain – Engineering Appointment **BE RECEIVED**;
2. The Drainage Board recommend that Council **ACCEPT** the request from the County of Essex Road Authority for a Petition for Drainage under Section 4 of the Drainage Act; and,
3. The Drainage Board recommend the appointment of Rood Engineering Inc., under Section 4 of the Drainage Act for the examination and report on a Municipal Drain drainage system to satisfy the request **BE APPROVED** by Council.

The Chair put the Motion.

Motion Carried.

8.2 Dillon Consulting Ltd. – Designation of Engineer

Moved By: Brian Renaud
Seconded By: Allan Major

That:

1. The report from the Drainage Superintendent and Engineering Coordinator dated October 22, 2024 regarding the replacement of the Engineer on file **BE RECEIVED**;
2. The Drainage Board recommend that Council **RECEIVE** the Letter for information from Dillon Consulting Ltd, dated October 17, 2024 for the re-designation of the appointed engineer under Section 8(2) of the Drainage Act (Act).

The Chair put the Motion.

Motion Carried.

9. NEXT MEETING DATE

December 3, 2024 at 6:00 p.m.

10. ADJOURNMENT

Moved By: Brian Renaud
Seconded By: Murray Sellars

That the Drainage Board rise and adjourn at 6:27 p.m.

The Chair put the Motion.

Motion Carried.

Chair – Anthony Campigotto

Recording Secretary – Nicole Humber

Notice of Appeal to Court of Revision
Drainage Act, R.S.O. 1990, c. D.17, subs. 52(1) and 76(4)

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

Re: General Drain
(Designation of drainage works)

Take notice that I/we, an owner or owners of land assessed for the above-mentioned drainage works, appeal to the Drainage Court of Revision under:

- Section 52 (1) for the construction or improvement of a drain; or
- Section 76 (4) for the development of a new assessment schedule for the drain on the grounds that:
 - My/our land has been assessed too high;
 - My/our land has been assessed too low;
 - Other land or road has been assessed too high;
 - Other land or road has been assessed too low;
 - Other land or road that should have been assessed has not been assessed;
 - Due consideration has not been given as to type of use of land.

Include Details of Appeal (attach additional pages if needed):
See attached letter.

Property Owners Appealing to Court of Revision

- 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 appealing to Court of Revision regarding multiple properties, attach additional page with property information.

Property Description

Jones Realty Inc. (Amherstburg Yacht club) 240 Front rd. North, Amherstburg.

Ward or Geographic Township

Parcel Roll Number

If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner(s) of the property may appeal to the Court of Revision.

Corporation

Corporate Ownership

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

Jones, Terry

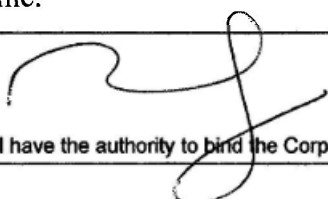
Name of Corporation

Jones Realty Inc.

Position Title

President

Signature



I have the authority to bind the Corporation.

Date (yyyy/mm/dd)

2024/10/28

Enter the mailing address and primary contact information of property owner below:

Last Name Jones		First Name Terry	Middle Initial T
Mailing Address			
Unit Number [REDACTED]	Street/Road Number [REDACTED]	Street/Road Name [REDACTED]	PO Box
City/Town Amherstburg		Province On	Postal Code [REDACTED]
Telephone Number [REDACTED]	Cell Phone Number (Optional) [REDACTED]	Email Address (Optional) [REDACTED]	

To be completed by recipient municipality:

Notice filed this _____ day of _____ 20____

Name of Clerk (Last Name, First Name)	Signature of Clerk
---------------------------------------	--------------------





RECEIVED
OCT 25 2024
Town of Amherstburg

*Saeed
Fahimuddin
Deputy
Clerk.*

October 25, 2024

Re: Notice of Appeal to the Court of Revision (By-law No. 2024-047).

The Amherstburg Yacht Club (AYC) is owned by Terry Jones of Jones Realty Inc. Jones Realty is appealing to the Court of Revision S.52(1) on the grounds that "due consideration has not been given to the use of the AYC property.

The appeal to the Court of Revision is being submitted based on further appeal of technical issues S.48(1) that the drainage works (Engineers Report) should be modified based on potentially negative impact to the marina. Should this appeal be successful, the drainage works design would need to be amended resulting in a change of assessments.

Thank you for considering our appeal.

Terry Jones, President

Jones Realty Inc.



The Corporation of The Town of Amherstburg

NOTICE OF MEETING – FIRST SITTING OF THE COURT OF REVISION

October 16, 2024

FILE NO: E09-2023-013

SUBJECT: **General Drain
First Sitting of the Court of Revision**

Dear Landowner:

Pursuant to Section 46 (1) of the Drainage Act 1990, please find enclosed a copy of **By-law No. 2024-047** exclusive of the Engineer's Report provisionally adopted by the Council of the Town of Amherstburg at a meeting held on October 15, 2024.

A public meeting is scheduled for the First sitting of Court of Revision, which will be held in-person on:

DATE: November 5, 2024
TIME: 6:00 p.m.
PLACE: Amherstburg Council Chambers
(271 Sandwich Street South)

Any owner of land assessed for the drainage works may appeal to the Court of Revision on any of the following grounds:

Any land or road has been assessed an amount that is too high or too low;
Any land or road that should have been assessed has not been assessed: and/or
Due consideration has not been given to the use being made of the land.

All notices of appeal shall be given in writing to Kevin Fox, Municipal Clerk of the Town of Amherstburg at least ten (10) days prior to the sitting of the court and shall state the grounds of appeal. The last day for filing a notice is Friday, October 25, 2024.

In addition to an appeal to the Court of Revision S. 52(1), landowners may appeal to the Referee regarding legal issues or to the Tribunal under section 54(1) of the Drainage Act on the decision of the Court, or regarding technical issues S48(1) within 40 days of the sending of this notice.



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF ENGINEERING AND PUBLIC WORKS

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

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

To: Members of the Drainage Board
Subject: Section 4 Petition Drain – Engineering Appointment

1. RECOMMENDATION:

It is recommended that:

- 1. The report from the Drainage Superintendent and Engineering Coordinator dated October 8, 2024 regarding the Section 4 Petition Drain – Engineering Appointment BE RECEIVED;
2. The Drainage Board recommend that Council ACCEPT the request from the County of Essex Road Authority for a Petition for Drainage under Section 4 of the Drainage Act; and,
3. The Drainage Board recommend the appointment of Rood Engineering Inc., under Section 4 of the Drainage Act for the examination and report on a Municipal Drain drainage system to satisfy the request BE APPROVED by Council.

2. BACKGROUND:

The Town received a petition for drainage by the County of Essex for its roadway on September 9, 2024 in relation to a Requisition drain (the Emma Bondy Drain) established under the Ditches and Watercourses Act (1942).

3. DISCUSSION:

Section 3(18) of the Drainage Act provides that all requisition drains created by the Ditches and Watercourses Act shall be maintained in accordance with the award of the Engineer providing for such maintenance until such ditch is brought under the provisions of the Drainage Act under Section 4.

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 and not just the solution for the petitioner.

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.

The Petition received is on Form 2 and is deemed valid because it is a petition filed by a road authority. 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 provide statute drainage to the road, but also provides the statute drain for all lands using the drain along with 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 improvement 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 Petition received, and has the opportunity to ask 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 petition 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 Rood Engineering Inc. for this Petition Drain and that 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 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 Amherstburg of County of Essex

Re: Road name and road location (provide description of road or section of road that requires drainage)

County Road 20 from Mun. N^o 1993 southernly to Canard River on the east side of County Road 20. This area is currently serviced by the Emma Bondy Drain.

I, Allan Botham, 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

Director, Infrastructure & Planning

Signature



Date (yyyy/mm/dd)

2024/09/16

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.

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

To: Members of the Drainage Board

Subject: Dillon Consulting Ltd. – Designation of Engineer

1. RECOMMENDATION:

It is recommended that:

- 1. The report from the Drainage Superintendent and Engineering Coordinator dated October 22, 2024 regarding the replacement of the Engineer on file BE RECEIVED;
2. The Drainage Board recommend that Council RECEIVE the Letter for information from Dillon Consulting Ltd, dated October 17, 2024 for the re-designation of the appointed engineer under Section 8(2) of the Drainage Act (Act).

2. BACKGROUND:

Section 8(2) requires that where the engineer appointed under the Act is a corporation, the appointee or, corporation shall designate an engineer when the initial engineer cannot remain in charge of a project.

Tim Oliver, P.Eng., formerly of Dillon Consulting Ltd was appointed on the Lakewood Drive Drain Scheme No. 3, the Shuell Drain and the Lakewood Pump No. 1 Drains and Dillon Consulting Ltd has indicated that Oliver Moir, P.Eng., will now be the engineer on record for said projects.

3. DISCUSSION:

None

4. **RISK ANALYSIS:**

It is the Towns responsibility to administer the processes under the Act. This is an important part of that process should any of the projects be appealed.

5. **FINANCIAL MATTERS:**

None

6. **CONSULTATIONS:**

N/A

7. **CONCLUSION:**

Administration is recommending that the designation of Oliver Moir, P.Eng of Dillon Consulting be considered the engineer of record accordingly under Section 8(2)



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

Attachment(s):

- Letter from Dillon Consulting Ltd. Dated October 17, 2024.

October 17, 2024

Sent Electronically Only

Corporation of the Town of Amherstburg
Public Works Department
512 Sandwich Street South
Amherstburg, ON N9V 3R2

Attn: Mr. Sam Paglia
Drainage Superintendent

*Redesignation of Engineer
Multiple Drainage Assignments*

Dear Sir:

In accordance with the Drainage Act Section 8(2), Dillon Consulting Limited is hereby notifying the Town of Amherstburg that Mr. Oliver Moir will be the replacement engineer responsible for the following projects:

- Lakewood Drive Drainage Scheme No. 3 (20-2190)
- Shuell Drain (24-8816)
- Lakewood Pump No. 1 (24-8837)

Should you have any questions related to this engineer redesignation, please do not hesitate to contact our office.

Yours sincerely,

DILLON CONSULTING LIMITED



Oliver Moir, P.Eng.
Drainage Engineer

OEM:lld

Our Files: 20-2193, 24-8816 and 24-8837



10 Fifth Street South
Chatham, Ontario
Canada
N7M 4V4
Telephone
519.354.7802

Dillon Consulting
Limited

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 23-28	NEW BUSINESS	Karly Kennedy, Antonietta Giofu, Eric Chamberlain	Resolution # 20230925-012 Moved By Councillor Allaire Seconded By Councillor Pouget That Administration BE DIRECTED to bring back a report to investigate the feasibility and costing of additions of recycling bins in our downtown core to be brought back before budget.	Regular Council Meeting	9/25/2023	Waiting on direction from EWSWA/pending new regulations

Blue Shaded Items are completed and will be removed next meeting.

Green Shaded Items are actioned to come before council shortly.

UNFINISHED BUSINESS LIST

CQ 24-03	Delegation Item #16.1 K. Walter Ranta Park Proposed Boat Ramp - Rodney Ferriss	Karly Kennedy, Heidi Baillargeon	<p style="text-align: center;">Resolution: 20240222-001 Moved By Councillor Courtney Seconded By Councillor Allaire</p> <p style="text-align: center;">Administration BE DIRECTED to proceed with Option 1 as identified in the report of April 22, 2024, entitled, "Information Report for K. Walter Ranta Park Proposed Boat Ramp";</p> <p style="text-align: center;">Administration continue to INVESTIGATE alternative funding sources and grant opportunities for K. Walter Ranta Memorial Park;</p> <p style="text-align: center;">The remaining amount of \$139,000 set aside for K. Walter Ranta Memorial Park BE USED towards studies, public consultations and other items to move this project forward.</p>	Regular Council Meeting	4/22/2024	In Progress
CQ 24-05	NEW BUSINESS	Antonietta Giofu, Eric Chamberlain, Karly Kennedy	<p style="text-align: center;">Resolution: 20240610-011 Moved By Councillor McArthur Seconded By Councillor Crain</p> <p style="text-align: center;">That Administration BE DIRECTED to bring back a report to Council investigating the potential harmonization of speed limits on Concession Rd. 2.</p>	Regular Council Meeting	6/10/2024	In Progress
CQ 24-06	NEW BUSINESS	Karly Kennedy, Jennifer Ibrahim, Melissa Osborne	<p style="text-align: center;">Resolution: 20240812-028 Moved By Councillor Crain Seconded By Councillor Allaire</p> <p style="text-align: center;">That Administration REPORT BACK to Council on the results from the Open-Air business consultations.</p>	Regular Council Meeting	8/12/2024	In Progress (November)

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 24-07	NEW BUSINESS	Antonietta Giofu, Karly Kennedy	Resolution: 20240812-029 Moved By Councillor McArthur Seconded By Councillor Pouget That Administration BRING BACK a report to Council to look into the possibility and feasibility of a Community Safety Zone at Concession Road 3N by County Road 8 near the school.	Regular Council Meeting	8/12/2024	In Progress
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**THE CORPORATION OF THE TOWN OF AMHERSTBURG
BY-LAW NO. 2024-082**

**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 November 1, 12 & 25, 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 25th day of November, 2024.

MAYOR – MICHAEL PRUE

CLERK – KEVIN FOX