



TOWN OF AMHERSTBURG REGULAR COUNCIL MEETING

AGENDA

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Monday, April 13, 2026

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	2025 12 15 - Special In-Camera Council Meeting Minutes - Confidential	
7.2	2025 12 15 - Special In-Camera Council Meeting Minutes - Public	10
7.3	2026 01 19 - Special Council Meeting - Planning Minutes	13
7.4	2026 03 09 - Special Planning Council Meeting Minutes	16
7.5	2026 03 09 - Regular Council Meeting Minutes	19

8. RECOGNITIONS

8.1	Heritage Property Plaque Presentation - Jepson Duke House	32
8.2	Heritage Property Plaque Presentation - Stone Cottage - Chittenden House	33
8.3	2026 Top 3 Under 30 Award Recipient for Windsor-Essex Engineering - Sydnee Botham, CET, RCJI	

9. DELEGATIONS

10. PRESENTATIONS

10.1 Essex Power Council Presentation - Essex Trans Co. Presentation 34

11. REPORTS – CORPORATE SERVICES

11.1 Final Tax Rating By-Law 2026-021 43

It is recommended that:

1. By-law 2026-021 being a by-law to set and levy the rates of taxation for the year 2026, be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

12. REPORTS - PARKS, RECREATION AND FACILITIES

There are no reports.

13. REPORTS - INFRASTRUCTURE SERVICES

13.1 2026 Mill and Pave Program – Tender Results 53

It is recommended that:

1. The Chief Administrative Officer and Clerk, or their designates, **BE AUTHORIZED** to execute an agreement with Steve Smith Construction Corporation in the amount of **\$748,510.00 plus HST**, being funded as outlined in the financial matters section of this report, for services outlined in the tender documents, subject to approval of technical content by the Director of Infrastructure Services and to financial content by the Director of Corporate Services/Chief Financial Officer, or designates.

2. Council **AUTHORIZE** the Chief Administrative Officer, or designate, to amend the agreement with Steve Smith Construction Corporation if required to expand the scope of the work plan, provided such additional services remain within the total approved funding of \$850,000.000

inclusive of HST and subject to approval of content by the Director of Infrastructure Services and to financial content by the Director of Corporate Services/Chief Financial Officer.

3. Council **DIRECT** that any surplus funding realized upon completion of the project (726003/RDS-004-23) be immediately returned to the General Reserve Fund (0400).

14. REPORTS - PLANNING AND DEVELOPMENT SERVICES

14.1 Notice of Intent to Designate – 130 Sandwich Street South

58

It is recommended that:

1. The intention to designate the property known as 130 Sandwich Street South under Part IV, Section 29 of the *Ontario Heritage Act* in accordance with the Statement of Cultural Heritage Value or Interest **BE STATED** and **APPROVED** by Council in accordance with the attached Appendix A; and,
2. The Clerk **BE DIRECTED** to publish a Notice of Intent to Designate for the property known as 130 Sandwich Street South and serve said notice on the property owner and the Ontario Heritage Trust in accordance with the *Ontario Heritage Act*.

15. REPORTS - CAO's OFFICE

15.1 Election Sign By-law

142

It is recommended that:

1. **By-law 2026-020** being a by-law to regulate election signs be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

15.2 2026 Election Compliance Audit Committee

153

It is recommended that:

1. A Joint Election Compliance Audit Committee **BE ESTABLISHED** for the 2026-2030 term of Council;
2. The Joint Election Compliance Audit Committee Terms of Reference **BE ADOPTED**;
3. By-law 2026-018, being a By-law to establish a Joint Election

Compliance Audit Committee be read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

15.3 2026 Special Events Approval Part 2

164

That:

1. The following events **BE APPROVED**; (1) Music off the Back Porch, (2) Carousel of the Nations – Brazilian Village, (3) Is That All You’ve Got – Rick Meloche Memorial Bike Ride, (4) Ribs & Ragtime, (5) The Amherstburg Ribfest, (6) Canada Day, (7) Canada Day 5K, (8) Amherstburg Bike Fest.
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 devices incorporating one or more loudspeakers to allow for music **BE GRANTED** for the following events: (1) Music off the Back Porch, (2) Carousel of the Nations – Brazilian Village, (3) Is That All You’ve Got – Rick Meloche Memorial Bike Ride, (4) Ribs & Ragtime, (5) The Amherstburg Ribfest, (6) Canada Day, (7) Canada Day 5K, (8) Amherstburg Bike Fest
3. The Special Events Resource Team **BE DIRECTED** to confirm that the requirements identified by the Team are met prior to the event.

15.4 Business Licensing By-law

173

It is recommended that:

1. **By-law 2026-019** being a by-law to regulate business licensing be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

16. INFORMATION REPORTS

16.1 Council Report on The Town of Amherstburg’s Public Notification System

191

It is recommended that:

1. The report from the Fire Chief dated February 9, 2026 regarding the Town of Amherstburg’s Public Notification System **BE RECEIVED for information.**

16.2	Trade Impacted Communities Program – Howard Industrial Park	204
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It is recommended that:

This report **BE RECEIVED** for information

17. CONSENT CORRESPONDENCE

That the following consent correspondence **BE RECEIVED**:

17.1	ERCA Briefing Note - Member Municipalities	211
17.2	Proposed Boundaries for Regional Conservation Authorities from the Essex Region Source Protection Committee	215
17.3	Proclamation of World Autism Day - April 2, 2026	219

18. CORRESPONDENCE

18.1	Flag Raising Request - Canadian Association of Retired Persons (CARP) - Windsor/Essex	221
	1. The month of June 2026 BE PROCLAIMED "Seniors Month" in the Town of Amherstburg.	
	2. The Canadian Association of Retired Persons flag BE RAISED in accordance with the request of the Canadian Association of Retired Persons, Windsor/Essex Chapter on June 1, 2026 at 11:00 a.m.	

19. CONSENT OTHER MINUTES

That the following minutes **BE RECEIVED**:

19.1	Amherstburg Accessibility Advisory Committee Meeting Minutes - January 22, 2026	224
19.2	Amherstburg Accessibility Advisory Committee Meeting Minutes - February 26, 2026	229
19.3	March 4, 2026 Committee of Adjustment Meeting Minutes	232

19.4	Heritage Committee Meeting Minutes - March 12, 2026	247
19.5	Amherstburg Environmental Advisory Committee Meeting Minutes - March 19, 2026	251

20. OTHER MINUTES

20.1	Drainage Board Meeting Minutes - February 24, 2026 & March 24, 2026	255
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It is recommended that:

1. The Drainage Board meeting minutes of February 24, 2026 and March 24, 2026 **BE APPROVED**,
2. Council **RECEIVE and ACCEPT** the information provided by Rood Engineering Inc. under S. 8(2) of the Drainage Act regarding the engineering appointment of David Montigny, P.Eng for the Tremblay Drain, as recommended by the Drainage Board,
3. Council **RECEIVE and ACCEPT** the information provided by Dillon Consulting Limited under S. 8(2) of the Drainage Act regarding the engineering appointment of Oliver Moir, P.Eng for the Alvin-Bondy Drain (East Branch), as recommended by the Drainage Board
4. Council **RECEIVE** the engineer's report by R. Dobbin Engineering Inc. dated February 4, 2026 for improvements to the Powers Drain (2026), and **By-law 2026-022** which appends said engineer's report be **PROVISIONALLY ADOPTED** by giving first and second reading and the Mayor and Clerk **BE AUTHORIZED** to sign same, as recommended by the Drainage Board,
5. Council **RECEIVE** the engineer's report by R. Dobbin Engineering Inc. dated February 17, 2026 for improvements to the Benteau, Vollans and Tremblay Drains, and **By-law 2026-023** which appends said engineer's report be **PROVISIONALLY ADOPTED** by giving first and second reading and the Mayor and Clerk **BE AUTHORIZED** to sign same, as recommended by the Drainage Board,
6. Council **RECEIVE** the report from the Drainage Superintendent and Engineering Coordinator dated March 16, 2026 and

APPROVE Amending **By-law 2026-014** by giving three readings to allow for the collection of costs for the improvements to a Municipal Drain project completed by the Town in 2025, and the Mayor and Clerk **BE AUTHORIZED** to sign same, as recommended by the Drainage Board,

7. The report from the Drainage Superintendent and Engineering Coordinator dated March 19, 2026 regarding various Drainage Apportionment(s) **BE RECEIVED**; the drainage apportionments as listed in the Drainage Board Minutes **BE APPROVED**, as recommended by the Drainage Board,
8. Council **RECEIVE** and **ACCEPT** the engineer's report by R. Dobbin Engineering Inc. prepared under Section 65 of the Drainage Act to satisfy the conditions of consent B/26-28/25 of the application for severance, as recommended by the Drainage Board, and;
9. Council **APPOINT** R. Dobbin Engineering Inc. to examine and report the variation of assessments to the repair and improvement to the North Branch and Main Branch of the Willow Beach Drain and Pumping Scheme.

21. UNFINISHED BUSINESS

21.1 Unfinished Business List - April 395

22. NEW BUSINESS

23. NOTICE OF MOTION

24. BY-LAWS

24.1 By-law 2026-024 - Appoint Members to a Licensing Appeal Committee 398

That By-law 2026-024 being a by-law to appoint members to the Licensing Appeal Committee be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

24.2 Confirmatory By-Law 2026-023

That: By-law 2026-023, being a By-law to confirm the proceedings of Council, be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

25. ADJOURNMENT

That Council rise and adjourn at p.m.



**TOWN OF AMHERSTBURG
SPECIAL IN-CAMERA COUNCIL MEETING
PUBLIC MINUTES**

Monday, December 15, 2025

4:00 PM

Council Chambers

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

PRESENT Mayor Michael Prue
Deputy Mayor Gibb
Councillor Molly Allaire
Councillor Linden Crain
Councillor Peter Courtney
Councillor Diane Pouget
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 4:02 p.m.

2. ROLL CALL

3. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

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. SPECIAL IN-CAMERA MEETING

Moved By: Deputy Mayor Gibb

Seconded By: Councillor Crain

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

Item A - Legal Advice and Information regarding a contract for Policing Operational Services provided to the Town of Amherstburg

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

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

Item B - Striking Committee Information

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

Item C - Legal advice and information related to cultural heritage value, land disposition and associated elements provided by way of solicitor-client privilege regarding institutional lands in the Town of Amherstburg

Section 239(2)(a) - the security of the property of the municipality or local board;

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

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

Item D - Legal advice and information related to a government grant that has been supplied in confidence to the Municipality

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

Section 239(2)(h) - information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them.

The Mayor put the Motion.

Motion Carried.

Council went in-camera at 4:04 pm.

6. ADJOURNMENT

Moved By Councillor Allaire

Seconded By Deputy Mayor Gibb

That Council **RISE AND ADJOURN** at 5:56 p.m.

The Mayor put the Motion.

Motion Carried

MAYOR - MICHAEL PRUE

KEVIN FOX - CLERK



**TOWN OF AMHERSTBURG
SPECIAL COUNCIL MEETING - PLANNING
MINUTES**

Monday, January 19, 2026

5:00 PM

Council Chambers

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

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

REGRETS Deputy Mayor Gibb (*Electronic Participation*)

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

1. CALL TO ORDER

The Mayor called the meeting to order at 5:02pm

2. ROLL CALL

3. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

There were no disclosures of pecuniary interest noted.

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. PLANNING REPORTS

5.1 Statutory Public Meeting – ZBA-17-25 – 5801 Concession Road 5 N

The Mayor called on upon Administration to present.

The Mayor called on upon the applicant's planner to speak.

The Mayor invited the public to comment and the following individuals provided comment:

- Jackie Lassaline
- Fin Varindhorn Kasiraksa
- Zunaira Zubair
- Katie Butler
- Ridhdhi Modi
- Emily Phung
- Sameen Haider
- Olivia Sylvestre

Council asked questions regarding landscaping issues and any issues raised by ERCA.

Moved By Councillor Pouget
Seconded By Councillor Crain

That the rules **BE WAIVED** to allow Jackie Lassaline to provide additional comments.

The Mayor put the motion.

Motion Carried.

Moved By Councillor Pouget
Seconded By Councillor Crain

That:

1. Comments from the public with respect to a Zoning By-law Amendment for lands located 5801 Concession 5 N (File ZBA-17-25) **BE RECEIVED**; and,
2. Administration **BE DIRECTED** to bring a report back for consideration at a future Council meeting.

The Mayor put the motion.

Motion Carried.

6. ADJOURNMENT

Moved By Councillor Pouget
Seconded By Councillor Crain

That Council rise and adjourn at 5:38p.m.

The Mayor put the motion.

Motion Carried.

MAYOR - MICHAEL PRUE

KEVIN FOX - CLERK



**TOWN OF AMHERSTBURG
SPECIAL COUNCIL MEETING - PLANNING
MINUTES**

**Monday, March 9, 2026
5:00 PM
Council Chambers
271 Sandwich Street South, Amherstburg, ON, N9V 2A5**

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

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

1. CALL TO ORDER

The Mayor called the meeting to order at 5:06pm

2. ROLL CALL

3. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

There were no disclosures of pecuniary interest noted.

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. PLANNING REPORTS

5.1 Statutory Public Meeting – Official Plan Amendment #28 and Zoning By-law Amendment ZBA-02-25 – River’s Edge Phase III (North of Brunner Avenue)

The Mayor called upon administration to provide an overview.

Bryan Pearce provided a presentation on behalf of the applicant.

The Mayor invited the public to comment and the following individuals spoke:

1. Bob Roberts
2. Debbie Pajot
3. Cathy Thomas
4. Terry Beaudoin
5. Rob Pajot
6. Josh Lapierre
7. Dennis Gauthier
8. Bill Petruniak
9. David Purdie
10. Pat Fox

Moved By Councillor McArthur

Seconded By Councillor Courtney

That Bob Pajot **BE PERMITTED** to speak again.

The Mayor put the Motion.

Motion Carried.

Mr. Rob Piroli, the applicant, spoke.

Written comments from Val and Helen Pelaccia were read into the record.

Moved By Councillor Crain

Seconded By Councillor Allaire

It is recommended that:

1. Comments from the public for Official Plan Amendment #28 and Zoning By-law Amendment ZBA-02-25 **BE RECEIVED**; and,
2. Pending Council consideration of written and oral comments received at this public meeting, Official Plan Amendment #28 and Zoning By-law Amendment ZBA-02-25 **BE CONSIDERED** at a future Council meeting.

The Mayor put the Motion.

Motion Carried.

6. ADJOURNMENT

Moved By Councillor McArthur

Seconded By Councillor Pouget

That Council **RISE AND ADJOURN** at 6:47 p.m.

The Mayor put the Motion.

Motion Carried.

MAYOR - MICHAEL PRUE

KEVIN FOX - CLERK



**TOWN OF AMHERSTBURG
REGULAR COUNCIL MEETING
MINUTES**

Monday, March 9, 2026

6:00 P.M.

Council Chambers

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

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

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

1. CALL TO ORDER

The Mayor called the meeting to order at 6:53pm

2. NATIONAL ANTHEM

3. ROLL CALL

4. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

Deputy Mayor Gibb declared a conflict of interest on a new business item regarding the sign by-law due to a business relationship.

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 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 – Legal Advice and Recommendations Related to a OPA and ZBA for Rivers Edge Phase III

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

... and Council received the matter for information.

Item B – Striking Committee Information

- Sections 239 (2)(b) - Personal matters about identifiable individuals, including municipal or local board employees.

...and the following motion is before Council at this time:

Resolution 20260309-002

Moved By: Deputy Mayor Gibb

Seconded By: Councillor Crain

That:

1. Dr. Shazia Qadri **BE SELECTED** to be appointed to the Licensing Committee for the Town of Amherstburg; and,
2. By-law 2024-018 **BE AMENDED** to include Dr. Shazia Qadri as a Member of the Licensing Committee and brought back for adoption.

The Mayor put the Motion.

Motion Carried.

Item C – Employment Matter Regarding Identifiable Employee

- Sections 239 (2)(b) - Personal matters about identifiable individuals, including municipal or local board employees.

... and Council has not yet heard this item.

Item D – Legal advice and Negotiations regarding Economic Development Matters regarding the former Diageo Plant

- Section 239(2)(f) - advice that is subject to solicitor/client privilege, including communications necessary for that purpose; and,
- Section 239 (2)(k) – a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

...and Administration was directed to proceed on the verbal direction of Council.

Item E – Negotiations Associated with Policing Services in the Town of Amherstburg

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

...and Council received the matter for information.

7. MINUTES OF PREVIOUS MEETING

Moved By Councillor Crain

Seconded By Councillor Pouget

That the minutes **BE ADOPTED** as amended 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 2026 02 23 - Regular Council Meeting Minutes

7.2 2026 01 19 - Regular Council Meeting Minutes

The Mayor put the Motion.

Motion Carried.

8. RECOGNITIONS

8.1 Heritage Property Plaque Presentation - Lewis Arner Homestead

8.2 Heritage Property Plaque Presentation - Melvin Simpson Residence

8.3 Myrtle Donnipad – New Partnership Award, Women’s Enterprise Skills Training of Windsor (WEST)

10.1 MPP Leardi - Recognition Certificate Presentation

10. PRESENTATIONS

10.2 Primary Care Practitioners in Amherstburg/Windsor-Essex County - Windsor-Essex Ontario Health Team and Windsor-Essex County Health Unit

Moved By Councillor Crain

Seconded By Councillor Pouget

That the presentation **BE RECEIVED**.

The Mayor put the Motion.

Motion Carried.

9. DELEGATIONS

9.1 Delegation Request - 15.1 Physician Recruitment Update - Lynn Sinasac

Moved By Councillor Pouget
Seconded By Councillor McArthur

That the rules of order **BE WAIVED** to allow Dr. Crain and Alison Baldwin the opportunity to speak.

The Mayor put the Motion.

Motion Failed.

15.1 Physician Recruitment Update

Resolution 20260309-003

Moved By Councillor Pouget
Seconded By Councillor Courtney

That:

1. Administration **BE DIRECTED** to work collectively with the WEOHT, the AFHT and all Amherstburg physicians and Health Care personnel along with public consultation to improve health care in Amherstburg;
2. Further to that all concerns and suggestions provided at this meeting **BE CONSIDERED** by all parties;
3. An update **BE GIVEN** to Council on the progress at a future date;
4. Administration **BE DIRECTED** to draft a letter to be sent to the Provincial Government and copy all municipalities to achieve this initiative.

Moved By Deputy Mayor Gibb
Seconded By Councillor Crain

That Council **BE RECESSED** for 5 minutes.

The Mayor put the Motion.

Motion Carried.

10. PRESENTATIONS

10.1 MPP Leardi - Recognition Certificate Presentation

Presented Above.

10.2 Primary Care Practitioners in Amherstburg/Windsor-Essex County - Windsor-Essex Ontario Health Team and Windsor-Essex County Health Unit

Discussed Above.

11. REPORTS – CORPORATE SERVICES

11.1 Annual Treasurer’s Report – 2025 Council and Appointee Statement on Remuneration and Expenses

Moved By Councillor Crain
Seconded By Deputy Mayor Gibb

That the report from the Treasurer dated February 23, 2026, regarding Annual Treasurer’s Report – 2025 Council and Appointee Statement on Remuneration and Expenses **BE RECEIVED** for information.

The Mayor put the Motion.

Motion Carried.

12. REPORTS - PARKS, RECREATION AND FACILITIES

12.1 Roof Replacement 320 Richmond (the HUB)

Resolution 20260309-004

Moved By Councillor Crain
Seconded By Deputy Mayor Gibb

That:

1. The roof replacement of the Amherstburg Community Services Sections A, B, C, D, & E capital project #726002 / budget issue paper #FAC-006-23 **BE AWARDED** to 2198433 Ontario Ltd. Accent Roofing and Siding in the amount of \$829,257.51 plus applicable taxes, and;
2. That Council **APPROVE** an over-expenditure in the amount of \$ \$50,000.00 funded from 0400 Reserve General Fund to cover the cost of the tender and;
3. Council **DELEGATE** authority to the Chief Administrative Officer and Clerk to award and issue purchase orders and or sign and execute any agreements and or contract change orders as may be required to complete the work, satisfactory

in form for technical content to the Director of Parks, Facilities and Recreation and in financial content to the Chief Financial Officer or delegate.

The Mayor put the Motion.

Motion Carried.

13. REPORTS - INFRASTRUCTURE SERVICES

13.1 Amendments to the Driveway Alteration or Installation Policy

Resolution 20260309-005

Moved By Councillor Crain

Seconded By Deputy Mayor Gibb

That the Driveway Alteration and Installation Policy **BE AMENDED** in accordance with the February 20, 2026 report.

The Mayor put the Motion.

Motion Carried.

13.2 Municipal Housing Infrastructure Program – Health and Safety Water Stream Fund Grant – Transfer Payment Agreement

Resolution 20260309-006

Moved By Councillor Crain

Seconded By Deputy Mayor Gibb

That:

1. That the Chief Administrative Officer and Mayor **BE AUTHORIZED** to sign and execute the Transfer Payment Agreement (TPA) with the Minister of Infrastructure - **Municipal Housing Infrastructure Program – Health and Safety Water Stream Fund Grant** – Richmond Street Sanitary Sewer Replacement;
2. A capital expenditure not to exceed \$5,215,200 including net HST **BE APPROVED**;
3. The following funding sources **BE APPROVED** to address any eligible cost not funded by the grant;
 1. Reserve Capital Wastewater (0210);
 2. Reserve – General Fund (0400); and,

4. 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 Richmond Street Sanitary Sewer Project satisfactory in legal form to the Chief Administrative Officer, in technical content to Director of Infrastructure and in financial content to the Director of Corporate Services / Treasurer.

The Mayor put the Motion.

Motion Carried.

14. REPORTS - PLANNING AND DEVELOPMENT SERVICES

14.1 Notice of Intent to Designate – 130 Sandwich Street South

Moved By Councillor McArthur

Seconded By Deputy Mayor Gibb

That the delegation **BE RECEIVED**.

The Mayor put the Motion.

Motion Carried.

Moved By Councillor Crain

Seconded By Councillor Pouget

That Item 14.1 **BE DEFERRED** until the April 13, 2026 Regular Council Meeting.

The Mayor put the Motion.

Motion Carried.

14.2 Official Plan Amendment and Zoning By-law Amendment for 250-258 St. Arnaud Street

Resolution 20260309-007

Moved By Councillor Courtney

Seconded By Councillor Crain

That:

1. Official Plan Amendment #29 **BE ADOPTED**;

2. By-law 2026-011 being a by-law to adopt Official Plan Amendment #29, to amend the Official Plan for the subject lands located at 250-258 St. Arnaud Street, be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same;
3. Official Plan Amendment #29 **BE FORWARDED** to the County of Essex for approval; and,
4. By-law 2026-012 being a by-law to amend Zoning By-law No. 1999-52, to amend the zoning for the subject lands located at 250-258 St. Arnaud Street, 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 Physician Recruitment Update

Discussed Above.

15.2 2026 Targeted Accessibility Improvements and Upgrades

Resolution 20260309-008

Moved By Deputy Mayor Gibb

Seconded By Councillor McArthur

That:

1. Administration **BE DIRECTED** to create one Type A, and one Type B accessible parking spaces and associated access aisle, in close proximity to the Pickleball Courts at the Libro Centre;
2. Administration **BE DIRECTED** to bring back revised Traffic By-law with the inclusion of an accessible on-street parking space at Briar Ridge Park, and other requisite changes to on-street parking in that area as noted in the report of March 9, 2026;
3. Administration **BE DIRECTED** to install appropriate signage and create one accessible on-street parking space in close proximity to Briar Ridge park and based on the feedback received during the public consultation; and,
4. A transfer from the Accessibility Compliance Reserve Fund in an amount not to exceed \$21,000 (and applicable HST) **BE APPROVED** to fund the creation of

accessible parking in close proximity to the Pickleball Courts at the Libro Centre, and, the creation of accessible on-street parking in close proximity to Briar Ridge Park.

The Mayor put the Motion.

Motion Carried.

15.3 Community Strategic Plan – Annual Progress Report

Moved By Deputy Mayor Gibb

Seconded By Councillor Crain

That:

1. The report from the CAO dated February 19, 2026 entitled “Community Strategic Plan – Annual Progress Report” **BE RECEIVED** for information; and,
2. The “2025 Annual Progress Report” attached as Appendix A to this report **BE RECEIVED** for information.

The Mayor put the Motion.

Motion Carried.

16. INFORMATION REPORTS

No Reports.

17. CONSENT CORRESPONDENCE

No Correspondence.

18. CORRESPONDENCE

No Correspondence.

19. CONSENT OTHER MINUTES

Moved By Councillor Crain

Seconded By Deputy Mayor Gibb

That the following minutes **BE RECEIVED**:

19.1 Heritage Committee Meeting Minutes - February 12, 2026

19.2 February 9, 2026 Committee of Adjustment Meeting Minutes

20. OTHER MINUTES

21. UNFINISHED BUSINESS

21.1 Unfinished Business List - March 2026

22. NEW BUSINESS

Moved By Councillor Crain

Seconded By Councillor McArthur

That Administration **BE DIRECTED** to prepare a report regarding the potential installation of an off-site sign for Amanda Kerr Fitness, including a review of applicable sign-by-law provisions, potential locations, and any required approvals.

The Mayor put the Motion.

Motion Failed.

Resolution 20260309-009

Moved By Councillor Courtney

Seconded By Councillor McArthur

That Administration **BE DIRECTED** to bring back a report on capital expenses and revenue for 320 Richmond since the time of purchase.

The Mayor put the Motion.

Motion Carried.

Resolution 20260309-010

Moved By Councillor Courtney

Seconded By Councillor McArthur

The Autism Ontario Flag **BE RAISED** on April 2, 2026, at Town Hall to raise awareness about autism.

The Mayor put the Motion.

Motion Carried.

Resolution 20260309-011

Moved By Mayor Prue

Seconded By Councillor Pouget

That:

1. The Town of Amherstburg **SUPPORTS** efforts to improve faster care and access to care for pediatric and neo-natal patients, particularly in areas not provided with pediatric hospitals; and,
2. Correspondence **BE SENT** to the Minister of Health and MPP Anthony Leardi to indicate the Town of Amherstburg support for efforts to provide faster care and access to care for pediatric and neo-natal patients.

The Mayor put the Motion.

Motion Carried.

23. NOTICE OF MOTION

24. BY-LAWS

24.1 By-Law 2025-083 - Ernest Paquette Drain - Third and Final Reading

Moved By Deputy Mayor Gibb

Seconded By Councillor Pouget

That By-Law 2025-083 being a by-law for improvements to the Ernest Paquette Drain (2025) based on the report by Josh Warner, P.Eng of R. Dobbin Engineering Inc., be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

The Mayor put the Motion.

Motion Carried.

24.2 Confirmatory By-Law 2026-017

Moved By Deputy Mayor Gibb

Seconded By Councillor Pouget

That: By-law 2026-017, being a By-law to confirm the proceedings of Council, be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

The Mayor put the Motion.

Motion Carried.

25. ADJOURNMENT

Moved By Councillor Courtney

Seconded By Councillor McArthur

That Council **RISE AND ADJOURN** at 6:51p.m.

The Mayor put the Motion.

Motion Carried.

MAYOR - MICHAEL PRUE

KEVIN FOX - CLERK



The Corporation of The Town of Amherstburg

271 SANDWICH ST. SOUTH
AMHERSTBURG, ONTARIO
N9V 2A5

PLANNING SERVICES DEPARTMENT
BUS (519) 736-5408 ext. 2147
FAX (519) 736-9859
Website: www.amherstburg.ca

ADAM COATES
HERITAGE, URBAN DESIGN, C.I.
Email: acoates@amherstburg.ca

RE: Heritage Plaque Presentation

Address: 61 Rankin Street
Presented to: Barbara Riddell

Description

Built in 1901, the Jepson Duke houses, is a great example of late turn of the century Queen Anne Victorian architecture. The building remains in its original form with the original clapboard siding beneath the present day aluminum siding. Architectural details include a bracketed cornice and shingled roof over the front bay window. The porch and decorative brackets were restored and rebuilt to match the original design.

The Jepson Duke House's cultural heritage value lies in its association with its original owner Jepson Duke who fought for the North in the American Civil War as Captain of his regiment known as "Dukes Devils"





The Corporation of The Town of Amherstburg

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ADAM COATES
HERITAGE, URBAN DESIGN, C.I.
Email: acoates@amherstburg.ca

RE: Heritage Plaque Presentation

Address: 296 Ramsay Street
Presented to: **TBD**

Description

The historic stone cottage at **296 Ramsay Street**, widely known as the **Chittenden House**, stands as a remarkable and rare local example of the **Regency style**, defined by its elegant open arcade and deep, protective overhanging roof. This unique residence, constructed of rough-cut stone with masonry load-bearing walls, was built by **James Menzies** by **1848** and later expanded with a rear addition in 1905 by Walter Kolfage.

Occupying a prominent position with no frontage setback, the property is a vital link to Amherstburg's early settlement history and celebrates the legacy of the **Chittenden family**, who were held as hostages during the War of 1812





Essex Transmission Project

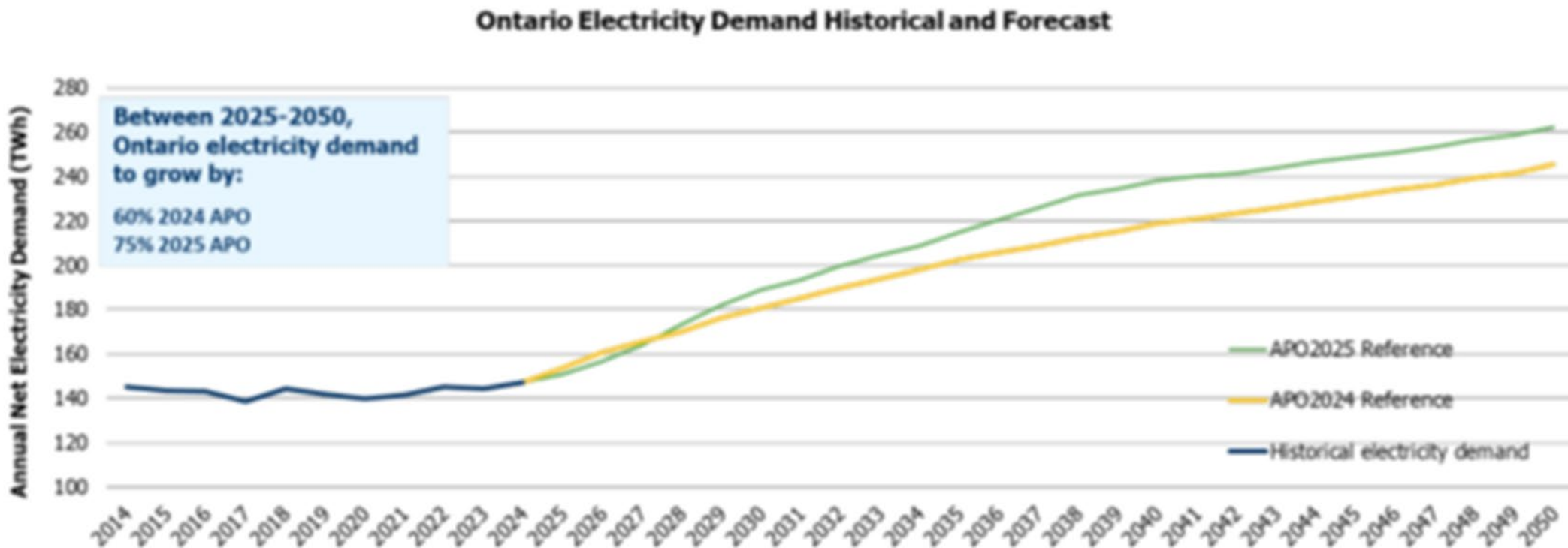
Essex Power Corporation Business Development Update

PRESENTED BY: JOE BARILE, VP OF CORPORATE
AND REGULATORY AFFAIRS

April 13, 2026



Annual Planning Outlook – The Need



Town of Amherstburg – Previous Support



Town of Amherstburg
OFFICE OF THE MAYOR

Michael Prue, Mayor

February 19, 2025

Joe Barile
Vice President of Regulatory and Corporate Affairs
Essex Power Corporation
200-2199 Blackacre Dr.
Oldcastle, ON N0R 1L0

Re: Letter of Support for Essex Power Corporation's Energy Infrastructure Investments

Dear Mr. Barile,

On behalf of the Council for the Town of Amherstburg, I am pleased to extend our support for Essex Power Corporation's efforts in advancing energy infrastructure investments that will foster economic development and growth in the Essex County region.

Reliable and modern energy infrastructure is a critical component of our community's ability to attract and sustain businesses, support residential growth, and enhance overall quality of life. Essex Power Corporation's commitment to investing in energy solutions that align with the evolving needs of our region is commendable, and we recognize the positive impact these initiatives will have on both local and regional economic prosperity.

The Town of Amherstburg appreciates the ongoing collaboration with Essex Power Corporation and values the role that your organization plays in ensuring sustainable and efficient energy distribution. We fully support initiatives that will enhance energy resilience, promote innovation, and drive economic opportunities for our residents and businesses.

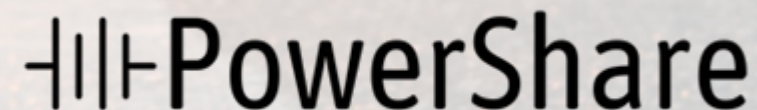
Should you require any further information or assistance, please do not hesitate to reach out.

Sincerely,

A handwritten signature in black ink that reads "Michael Prue".

Michael Prue, Mayor

The Road Already Travelled



ASI SPE 106 Inc.
EE Solar Partners Inc.
Muskoka Solar LP
Rosseau Solar LP

Transmission Opportunities in Ontario – The Power of Partnerships

EPC continues to focus on **disciplined strategic growth**, with **transmission development** serving as a key pillar in strengthening long-term sustainability and shareholder value.

Active Across the Province

- EPC is pursuing strategic transmission development opportunities locally and throughout Ontario
- Partnering with communities and investors
- Supporting grid expansion aligned with Ontario's electrification and growth objectives

Essex Region Expansion (Project Focus)

- Supporting major greenhouse growers in the Essex region
- Developing transmission solutions to meet rapidly increasing electricity demand
- Enabling energy-intensive growth
- Development partnership with Axium Infrastructure and PUC (Sault Ste. Marie)





What benefits does this bring to **Windsor-Essex** Region?

Creates **local employment opportunities** in Windsor-Essex, contributing to the region's economic growth.

- Technical (maintenance) and other positions

Increase municipal-related **revenues** through EPC, strengthening the local tax and revenue base.

- Ongoing annual returns
- Development revenue

Strengthens EPC's **long-term financial sustainability**, helping to protect customers from future cost pressures.

- Assets under management
- Enterprise value

Expands and modernizes Ontario's electrical system to meet future development and growth needs.

Next Steps: Entity Formation

In order to advance development of the project and meet applicable regulatory requirements, including the requirement to obtain a transmission license from the Ontario Energy Board, EPC must establish the necessary project entity.

EPC, a municipal corporation owned by the Towns of LaSalle, Amherstburg, Tecumseh and Municipality of Leamington, is required under its Shareholder Declaration to obtain shareholder approval* before acquiring shares in any corporation other than its existing subsidiary corporations.

Resolution for Approval

CREATION OF **ESSEX TRANSMISSION GP INC.** and any required related entity

WHEREAS, **Essex Power Corporation (“EPC”)** is a municipal corporation owned by the Towns of LaSalle, Amherstburg, Tecumseh and Municipality of Leamington (the “**Shareholders**”), and

WHEREAS, as the shareholders of EPC have established a shareholder declaration that requires, in part, that EPC seek and receive **shareholder approval** with respect to the taking, holding, subscribing for or agreeing to purchase the acquired shares in the capital of any body corporate other than the Subsidiary Corporations by EPC.

WHEREAS, EPC, along with its partners, are proposing to advance the **Essex Transmission Project**, a strategic infrastructure initiative intended to support regional energy reliability, enable economic development, and generate long-term financial returns through new transmission asset;

WHEREAS, the Essex Transmission Project is expected to deliver **direct and indirect benefits** to the Windsor-Essex region by supporting local employment, enhancing EPC’s long-term financial sustainability, and increasing municipal-related revenues that can be reinvested in community services and infrastructure;

NOW, THEREFORE, BE IT RESOLVED that the Town of Amherstburg as a Shareholder of EPC hereby:

Approves EPC acquiring shares in Essex Transmission GP Inc. and any required related entity for the purposes of the Essex Transmission Project





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.

Author's Name: Elke Leblanc	Report Date: March 24, 2026
Author's Phone: 519 736-0012 ext. 2252	Date to Council: April 13, 2026
Author's E-mail: eleblanc@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Final Tax Rating By-Law 2026-021

1. RECOMMENDATION:

It is recommended that:

1. By-law 2026-021 being a by-law to set and levy the rates of taxation for the year 2026, be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

2. BACKGROUND:

Essex County Council sets tax ratios to establish tax policy and to levy property taxes for each year for the Corporation of the County of Essex and its constituent lower tier municipalities.

The Province of Ontario establishes education tax rates. The education rates are confirmed on the Online Property Tax Analysis (OPTA) website.

The Municipality collects property taxes on behalf of the School Boards and County of Essex. These taxes are included on tax bills issued to ratepayers and are remitted to the County and school boards quarterly.

3. DISCUSSION:

Administration used the roll return data from Municipal Property Assessment Corporation (MPAC) as of November 3, 2025. Also, tax ratios as set by the County of Essex to estimate the amounts to be collected for 2026 taxation purposes were applied.

On November 10, 2025, the roll return to be used for General taxation increased slightly. This revision resulted in a small variance to the expected revenue through taxation as compared to the approved Amherstburg 2026 Final Budget. Should this result in a slight surplus at year end, the funds can be directed appropriately at the year end close.

4. RISK ANALYSIS:

The tax rating By-law must be adopted in order to levy final taxes for the year and to meet the Town’s financial obligations.

5. FINANCIAL MATTERS:

The levy to be collected through taxation is the amount of money required to fund the Town’s 2026 operating and capital demands.

Revenue Through Taxation

Municipal Taxes Levied - General Taxation	34,482,954
Special Capital Reserve Levy	732,479
Special Capital Replacement Levy	732,479
	<u>35,947,912</u>

6. ASSET MANAGEMENT IMPACTS:

NA

7. CONSULTATIONS:

MPAC provided the returned roll for 2026 taxation purposes, the County of Essex provided the tax ratios to be used for taxation, and the education rates determined by the Province of Ontario are available on the Online Property Tax Analysis (OPTA) website.

8. CORPORATE STRATEGIC ALIGNMENT:

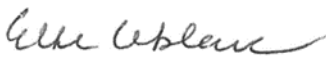
Vision: Preserving our past while forging our future.

<i>Amherstburg Community Strategic Plan 2022 - 2026</i>	
PILLAR 1 Deliver Trusted & Accountable Local Government	PILLAR 3 Encourage Local Economic Prosperity
✓ Improve trust between council and staff, and residents, by strengthening	

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

9. CONCLUSION:

By-law 2026-021 is before Council for adoption to set and levy taxes for the 2026 year



Elke Leblanc
Supervisor of Revenue

Report Approval Details

Document Title:	Final Tax Rating Bylaw 2026-021.docx
Attachments:	- 2026-021 - Final Tax Rating By-law (Package).pdf
Final Approval Date:	Mar 26, 2026

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

No Signature - Task assigned to Tracy Prince was completed by delegate Yufang Du

Tracy Prince



Melissa Osborne



Valerie Critchley



Kevin Fox

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW 2026-021

A By-law to Set and Levy the Rates of Taxation for the Year 2026

WHEREAS the Council of the Corporation of the Town of Amherstburg has, in accordance with the Municipal Act, 2001, c25, x312(2) considered the estimates of the Municipality for the year 2026;

AND WHEREAS it is necessary for the Council of the Corporation of the Town of Amherstburg (the Corporation), pursuant to the Municipal Act, to levy on the whole rateable property, according to the last revised assessment roll for the Corporation, the sums set forth for the various purposes in Schedule "A" hereto attached for the current year;

AND WHEREAS all property assessment rolls on which the 2026 taxes are to be levied have been returned and revised pursuant to the provisions of the Assessment Act, R.S.O. 1990, c.A.31 as amended (hereinafter referred to as the "Assessment Act") subject to appeals at present before the Assessment Review Board, the Ontario Municipal Board and the District Court;

AND WHEREAS Section 312 of The Municipal Act, 2001 as amended, provides the Council of a local municipality shall, after the adoption of the estimates for the year pass a By- Law to levy a separate tax rate on the assessment in each property sub class;

AND WHEREAS Section 312 of The Municipal Act, 2001 as amended, requires tax rates to be established in the same proportion to tax ratio;

And whereas the estimates for 2026 as set forth in Schedule "A" attached to this by-law have been adopted requiring the 2026 levy for general municipal purposes of \$34,482,954 and the 2026 levy for the special capital purposes of \$1,464,958 for a total levy of \$35,947,912.

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

1. For the year 2026, the Corporation of the Town of Amherstburg shall levy upon the whole of the rateable assessment (Schedule "B") the rates of taxation, per current value assessment, (Schedule "C").
2. (a) The final taxes for each property shall be the total of all levies imposed under this By-law reduced by the amount of the interim levy for 2026.

(b) Final taxes for the year 2026 shall be payable in two installments; the first of such installments shall become due and payable on the 31st day of July, and the second installment shall become due on the 30th day of October.

(c) The due dates for Supplementary Tax Levies, resulting from amended assessment values being received from the Municipal Property Assessment Corporation under Sections 32,33, and 34 of the Assessment Act, shall be established by the Treasurer as required.

(d) Non-payment of the amount on the dates stated in accordance with this section shall constitute default.
3. That a penalty charge of one and one quarter percent (1¼ %) on the first day in which default occurs shall be imposed for non-payment of taxes.

4. That a late payment charge of one and one quarter percent (1 ¼ %) on the first day of each calendar month thereafter on the outstanding taxes due (taxes in default) shall be imposed for non-payment.
5. That penalties and interest added on taxes in default shall become due and payable and shall be collected forthwith.
6. Exceptions shall be made to clauses 3 and 4 above for tax accounts, where no penalty has been charged on the account for the previous 3-year period. Said exception to penalty must be requested by the ratepayer in writing and accounts shall be granted a grace period of 15 business days for payment without penalty charges applying as described in section 3 and 4 above.
7. The Treasurer is hereby authorized to accept part payment from time to time on account of any taxes due and to give a receipt for such a part payment provided that acceptance of any such part payment shall not affect the collection of any percentage charge imposed and collectable in respect of non-payment of the taxes or any installment thereof.
8. The Treasurer is hereby authorized to accept twelve (12) monthly payments on the account of taxes due on a pre-authorized payment plan. The first six (6) monthly payments shall be calculated based on the prior year taxes divided over 6 months. The last six (6) payments shall be the actual final levy amount less the previous monthly payments received divided into six equal payments. Each of the monthly payments due is on the last business day of the month. Penalty charges and administrative fees shall be added if payments are in default.
9. The Treasurer will mail or cause the same to be mailed to the address of such person indicated on the last revised assessment roll, every tax notice specifying the amount of taxes payable.
10. Failure to receive notice does not relieve the ratepayer of obligation to pay or exempt the property owner from charges for interest and penalties imposed on taxes in default.
11. If any section, portion or schedule of this bylaw is found by a court of competent jurisdiction to be invalid, it is the intent of the Council of the Corporation of the Town of Amherstburg that all remaining sections, portions and schedules of this by-law continue in force and effect.
12. That this By-law takes effect January 1, 2026.

Read a first, second and third time and finally passed this 13th day of April 2026.

MAYOR – MICHAEL PRUE

CLERK – KEVIN FOX

**Town of Amherstburg
2026 Final Budget Summary**

Description	Total
Municipal Taxes Levied - General Taxation	34,482,954
Special Capital Reserve Levy	732,479
Special Capital Replacement Levy	732,479
Revenue Through Taxation	35,947,912
Operating Revenue	
Clerk's Office	22,000
Council and Committees	-
Financial Services	48,000
Non-Departmental	7,985,573
Drainage	2,463,720
Public Works	1,187,700
Fire	143,000
Facilities (Combined)	1,392,313
Parks	15,500
Recreation Services	203,872
Building	842,000
Licensing and Enforcement	91,100
Planning and Legislative Services	280,173
Economic Development (Combined)	115,300
Police	75,000
Revenue through Taxation	35,947,912
Total Operating Revenue	50,811,163
Operating Expenses	
CAO's Office	914,695
Clerks Office	1,490,691
Council & Committees	332,493
Financial Services	1,758,517
Human Resources	1,160,629
Information Technology	1,520,018
Non-Departmental	10,215,288
Drainage	2,706,770
Public Works	7,516,335
Fire	5,012,187
Facilities (Combined)	4,748,846
Parks	1,604,438

Recreation Services	927,806
Licensing and Enforcement	584,827
Planning & Legislative Services	961,110
Building	842,000
Economic Developmet (Combined)	1,221,389
Police Services	7,293,124
Total Operating Expenses	50,811,163
Surplus (Deficit)	-

General Taxation	Description	RTC	RTQ	Raw Assessment
Residential	Taxable Full; English Public	R	T	1,969,118,825
Residential	Taxable Full; French Public	R	T	7,698,667
Residential	Taxable Full; English Separate	R	T	493,362,288
Residential	Taxable Full; French Separate	R	T	71,354,138
Residential	Taxable Full; Farmland Awaiting Development Phase 1 EP	R	1	463,300
Residential	Taxable Full; Farmland Awaiting Development Phase 1 ES	R	1	20,300
Multi-Residential	Taxable Full; English Public	M	T	20,210,279
Multi-Residential	Taxable Full; French Public	M	T	65,136
Multi-Residential	Taxable Full; English Separate	M	T	2,289,863
Multi-Residential	Taxable Full; French Separate	M	T	364,722
New Multi-Residential	Taxable Full; English Public	N	T	29,051,800
Commercial (Residual)	Taxable Full	C	T	140,984,194
Commercial	Taxable Excess Land	C	U	3,711,300
Commercial	Small Scale On-Farm Business OPAC Convert	C	0	31,800
Commercial	Small Scale On-Farm Business (No Support)	C	7	19,300
Shopping Centre	Taxable Full	S	T	23,867,900
Commercial	Vacant Land	C	X	5,249,600
Parking Lot	Taxable Full	G	T	155,000
Aggregate Extraction	Taxable Full	V	T	8,746,400
Industrial	Taxable Full	I	T	27,842,567
Industrial	Taxable Full Shared PIL	I	H	73,600
Industrial	Taxable Excess Land	I	U	2,547,900
Industrial	Vacant Land	I	X	7,636,800
Industrial	Small Scale On-Farm Business OPAC Convert	I	0	98,400
Industrial	Small Scale On-Farm Business1	I	7	200,000
Pipeline	Taxable Full	P	T	13,512,000
Farm	Taxable Full; English Public	F	T	174,218,011
Farm	Taxable Full; English Separate	F	T	21,221,371
Farm	Taxable Full; French Separate	F	T	2,972,200
Managed Forest	Taxable Full; English Public	T	T	245,994
Managed Forest	Taxable Full; French Public	T	T	1,360
Managed Forest	Taxable Full; English Separate	T	T	156,684
Managed Forest	Taxable Full; French Separate	T	T	7,662
Total Taxable Assessment				3,027,499,361

General Taxation	Description	RTC	RTQ	Raw Assessment	Ratio	Weighted Assessment	Municipal Rate	Capital Reserve	Capital Replace
Residential	Taxable Full; English Public	R	T	1,969,118,825	1.00000000	1,969,118,825	0.01172867	0.00024914	0.00024914
Residential	Taxable Full; French Public	R	T	7,698,667	1.00000000	7,698,667	0.01172867	0.00024914	0.00024914
Residential	Taxable Full; English Separate	R	T	493,362,288	1.00000000	493,362,288	0.01172867	0.00024914	0.00024914
Residential	Taxable Full; French Separate	R	T	71,354,138	1.00000000	71,354,138	0.01172867	0.00024914	0.00024914
Residential	Taxable Full; Farmland Awaiting Development Phase 1 EP	R	1	463,300	0.25000000	115,825	0.00293217	0.00006228	0.00006228
Residential	Taxable Full; Farmland Awaiting Development Phase 1 ES	R	1	20,300	0.25000000	5,075	0.00293217	0.00006228	0.00006228
Multi-Residential	Taxable Full; English Public	M	T	20,210,279	1.10000000	22,231,307	0.01290153	0.00027405	0.00027405
Multi-Residential	Taxable Full; French Public	M	T	65,136	1.10000000	71,650	0.01290153	0.00027405	0.00027405
Multi-Residential	Taxable Full; English Separate	M	T	2,289,863	1.10000000	2,518,849	0.01290153	0.00027405	0.00027405
Multi-Residential	Taxable Full; French Separate	M	T	364,722	1.10000000	401,194	0.01290153	0.00027405	0.00027405
New Multi-Residential	Taxable Full; English Public	N	T	29,051,800	1.10000000	31,956,980	0.01290153	0.00027405	0.00027405
Commercial (Residual)	Taxable Full	C	T	140,984,194	1.08204400	152,551,101	0.01269093	0.00026958	0.00026958
Commercial	Taxable Excess Land	C	U	3,711,300	1.08204400	4,015,790	0.01269093	0.00026958	0.00026958
Commercial	Small Scale On-Farm Business OPAC Convert	C	0	31,800	1.08204400	34,409	0.01269093	0.00026958	0.00026958
Commercial	Small Scale On-Farm Business (No Support)	C	7	19,300	1.08204400	20,883	0.01269093	0.00026958	0.00026958
Shopping Centre	Taxable Full	S	T	23,867,900	1.08204400	25,826,118	0.01269093	0.00026958	0.00026958
Commercial	Vacant Land	C	X	5,249,600	0.58250000	3,057,892	0.00683195	0.00014512	0.00014512
Parking Lot	Taxable Full	G	T	155,000	0.58250000	90,288	0.00683195	0.00014512	0.00014512
Aggregate Extraction	Taxable Full	V	T	8,746,400	1.58062500	13,824,779	0.01853862	0.00039379	0.00039379
Industrial	Taxable Full	I	T	27,842,567	1.94250000	54,084,186	0.02278293	0.00048395	0.00048395
Industrial	Taxable Full Shared PIL	I	H	73,600	1.94250000	142,968	0.02278293	0.00048395	0.00048395
Industrial	Taxable Excess Land	I	U	2,547,900	1.94250000	4,949,296	0.02278293	0.00048395	0.00048395
Industrial	Vacant Land	I	X	7,636,800	1.94250000	14,834,484	0.02278293	0.00048395	0.00048395
Industrial	Small Scale On-Farm Business OPAC Convert	I	0	98,400	1.94250000	191,142	0.02278293	0.00048395	0.00048395
Industrial	Small Scale On-Farm Business1	I	7	200,000	1.94250000	388,500	0.02278293	0.00048395	0.00048395
Pipeline	Taxable Full	P	T	13,512,000	1.30300000	17,606,136	0.01528245	0.00032463	0.00032463
Farm	Taxable Full; English Public	F	T	174,218,011	0.25000000	43,554,503	0.00293217	0.00006228	0.00006228
Farm	Taxable Full; English Separate	F	T	21,221,371	0.25000000	5,305,343	0.00293217	0.00006228	0.00006228
Farm	Taxable Full; French Separate	F	T	2,972,200	0.25000000	743,050	0.00293217	0.00006228	0.00006228
Managed Forest	Taxable Full; English Public	T	T	245,994	0.25000000	61,499	0.00293217	0.00006228	0.00006228
Managed Forest	Taxable Full; French Public	T	T	1,360	0.25000000	340	0.00293217	0.00006228	0.00006228
Managed Forest	Taxable Full; English Separate	T	T	156,684	0.25000000	39,171	0.00293217	0.00006228	0.00006228
Managed Forest	Taxable Full; French Separate	T	T	7,662	0.25000000	1,916	0.00293217	0.00006228	0.00006228



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF ENGINEERING & INFRASTRUCTURE SERVICES

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

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: 2026 Mill and Pave Program – Tender Results

1. RECOMMENDATION:

It is recommended that:

- 1. The Chief Administrative Officer and Clerk, or their designates, BE AUTHORIZED to execute an agreement with Steve Smith Construction Corporation in the amount of \$748,510.00 plus HST, being funded as outlined in the financial matters section of this report, for services outlined in the tender documents, subject to approval of technical content by the Director of Infrastructure Services and to financial content by the Director of Corporate Services/Chief Financial Officer, or designates.
2. Council AUTHORIZE the Chief Administrative Officer, or designate, to amend the agreement with Steve Smith Construction Corporation if required to expand the scope of the work plan, provided such additional services remain within the total approved funding of \$850,000.000 inclusive of HST and subject to approval of content by the Director of Infrastructure Services and to financial content by the Director of Corporate Services/Chief Financial Officer.
3. Council DIRECT that any surplus funding realized upon completion of the project (726003/RDS-004-23) be immediately returned to the General Reserve Fund (0400).

2. BACKGROUND:

Council approved \$850,000.00 in the 2026 Capital Budget for the 2026 Mill and Pave Program. Administration issued a Request for Tender (RFT) through Bids and Tenders as well as the Town’s website.

The primary scope of work under the RFT includes the removal of existing surface asphalt, placement of new surface asphalt, selective curb removal and replacement, and line painting. The roads scheduled for completion under this program are:

Street	From	To
Illinois Street		
Eggleton Court		
Jones Court		
Richmond Street	Simcoe Street	Kentucky Avenue
Bratt Drive		
Hart Street		
Hainer Court		

Allen Court and Brush Crescent were included in the RFT as provisional items in the event costing was favorable on the primary roads listed, providing us an opportunity to efficiently and effectively advance the program for the residents. During the course of the project, should there be evidence of cost savings on the primary roads listed within the scope of work, an assessment will be made to determine if either or both of the provisional (roads) items can also be completed.

3. DISCUSSION:

Tenders closed for this project at 11:00 a.m. on March 19, 2026. The Town received three tender submissions that were processed electronically via the Bids and Tenders system.

The tenders were reviewed electronically to ensure there were no mathematical errors or omissions. The tender results for primary roads and contingency but excluding provisional work and HST are shown below:

Bidder	Tender Amount (excluding HST and Provisionals)
1. Steve Smith Construction Corporation	\$ 748,510.00
2. Mill-Am Corporation	\$ 767,354.75
3. GIP Paving Inc.	\$ 831,348.00

The RFT was prepared by the Infrastructure Services Department and will be administered internally.

4. RISK ANALYSIS:

If not rehabilitated, these roads will continue to deteriorate. The inclusion of the roads in the Mill and Pave program supports the Town’s asset management plan recommendations to apply a single lift mill and pave to roads that have a pavement condition index (PCI) around 60. This is being done to extend the lifecycle for these roads.

5. FINANCIAL MATTERS:

The 2026 Budget includes the 2026 Mill and Pave Program – 2026-003 / 726003 / RDS-004-23 with a budget allocation of \$850,000.00. Based on the recommended award of the tender, the financial impact is estimated as follows:

2026 Mill and Pave Program – 2026-003 / 726003 / RDS-004-23	Budget	Actual (incl. non-recoverable HST)	Variance (over)/under
Cost:			
Construction Tender:			
2026 Mill and Pave Program ⁽¹⁾	\$ 850,000	\$ 761,684	\$88,316
Other Costs ⁽²⁾	\$0	\$ 2,000	(\$2,000)
Total Project Cost	\$ 850,000	\$ 763,684	86,316
Funding:			
0400 – General Reserve Fund	\$ 850,000	\$ 763,684	
Total Project Funding	\$ 850,000	\$ 763,684	

Notes:

1. The construction tender includes a contingency allowance of \$110,000 which may be used to address any unforeseen expenditure(s), subject to the Town’s approval.
2. Other Costs: Estimated cost for geotechnical inspections.

6. ASSET MANAGEMENT IMPACTS:

The execution of the 2026 Mill and Pave program will improve the condition and increase the useful life of the roads scheduled for completion.

7. CONSULTATIONS:

Antonella Little – Procurement Specialist
 Todd Hewitt - Manager of Engineering
 Mel Douglas – Asset Management Coordinator

8. CORPORATE STRATEGIC ALIGNMENT:

Vision: Preserving our past while forging our future.

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

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

9. CONCLUSION:

Administration is recommending that Council authorize an agreement with Steve Smith Construction Corporation for the 2026 Mill and Pave Program.



Sydnee Botham
Development Engineering Coordinator

Report Approval Details

Document Title:	2026 Mill and Pave Program - Tender Results.docx
Attachments:	
Final Approval Date:	Apr 1, 2026

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



Antonietta Giofu



Melissa Osborne

No Signature - Task assigned to Tracy Prince was completed by delegate Yufang Du

Tracy Prince



Valerie Critchley



Kevin Fox



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF DEVELOPMENT SERVICES

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

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: Notice of Intent to Designate – 130 Sandwich Street South

1. RECOMMENDATION:

It is recommended that:

- 1. The intention to designate the property known as 130 Sandwich Street South under Part IV, Section 29 of the Ontario Heritage Act in accordance with the Statement of Cultural Heritage Value or Interest BE STATED and APPROVED by Council in accordance with the attached Appendix A; and,
2. The Clerk BE DIRECTED to publish a Notice of Intent to Designate for the property known as 130 Sandwich Street South and serve said notice on the property owner and the Ontario Heritage Trust in accordance with the Ontario Heritage Act.

2. BACKGROUND:

The Ontario Heritage Act requires that the Municipal Heritage Committee be consult prior to Council with regards to the Notice of Intention to Designate (NOID). At the February 12th 2026 meeting of the Amherstburg Heritage Committee, the Committee endorsed pursuing heritage designation under Part IV of the Ontario Heritage Act. The following recommendations where endorsed.

1. It, BE ENDORSED, that administration take the necessary action to pursue Heritage Designation under Part IV, Section 29 of the Ontario Heritage Act for the property municipally addressed as 130 Sandwich Street South; and,

2. It, BE ENDORSED, that Council direct the Clerk to publish a Notice of Intent to Designate for the property municipally addressed as 130 Sandwich Street South

and serve said notice on the property owner and the Ontario Heritage Trust in accordance with the Ontario Heritage Act.”

Subsequent to the Municipal Heritage Committee proceedings on February 12, 2026, a report recommending the issuance of a Notice of Intention to Designate (NOID) was presented to Town Council. The following motion was carried at the Council Meeting on March 9th 2026.

*“That Item 14.1 **BE DEFERRED** until the April 13, 2026 Regular Council Meeting.”*

Administration will clarify the procedural framework surrounding the NOID. The NOID is **not** a designation, it is a notice to the property owner, the public, and the Ontario Heritage Trust that the Town has declared an intent to designate based on the cultural significance of a property. It is important to note that the Ontario Heritage Act provides that the first time a property owner is notified regarding the designation process is after the Town has declared an intent to designate. Prior to the NOID, the Heritage Committee reviews a properties technical merits, without the intervention of property owner bias, on whether the property raises to the standards of cultural heritage significance.

That being said, the Ontario Heritage Act provides property owners with two distinct statutory avenues to formally challenge the designation process.

1. **Letter of Objection:** Following Council's passage of a NOID, the property owner may submit a formal Letter of Objection to the Town Clerk. Council is statutorily obligated to take any such objection into formal consideration.
2. **Appeal to the OLT:** Should Council subsequently pass a designating by-law, the property owner retains the right to formally appeal the decision to the Ontario Land Tribunal (OLT).

If the owner provides a Letter of Objection to the Town, Council can take it into consideration when determining what to list as Heritage Attributes in the designation by-law before it is passed. Council has the authority to pass designation by-laws and alter or update the contents that comprise the designation.

Be advised, that administration has not engaged in discussion with the property owner regarding modifications to the recommended NOID, but has had further conversations with the owner around how the process works. As a matter of procedure, administration does not possess the authority to alter or negotiate a recommendation that has been formally endorsed by the Municipal Heritage Committee. The Heritage Committee did not make a motion to reconsider their recommendation at the subsequent meeting held on March 13th 2026.

The Heritage Committee operates as a technical advisory body to Town Council, tasked with researching and reviewing the cultural heritage merits of a property. Remanding a report to the committee for reconsideration would improperly exceed this technical mandate. Any alteration to a previously endorsed recommendation would require the introduction of new technical information or material evidence.

Implications of Non Designation on the Conceptual Design

Within the broader context of designating 130 Sandwich Street, it must be noted that the property's **conceptual** design was previously reviewed and endorsed by the Heritage Committee. However, absent formal heritage designation, this endorsement carries no legal weight, and the property owner is under no obligation to execute the endorsed design.

Specifically, the conceptual design acknowledged that three murals on the north elevation of the gymnasium require removal to facilitate access to the broader development. The endorsed concept proposed potentially relocating and integrating these murals elsewhere within the new development. It is critical to understand that even if the property is designated, failing to explicitly list these murals as Heritage Attributes leaves the Town with no mechanism to prevent their permanent removal.

Impact of Legislative Changes to Site Plan Control

Furthermore, recent legislative amendments have significantly restricted the Site Plan Control process. Municipalities can no longer utilize Site Plan Control Agreements to regulate exterior design elements, including materials, fenestration, and architectural details.

Without heritage designation, the exterior of this development could be designed with zero regard for the site's context or the Town's surrounding cultural heritage. A failure to designate eliminates the Town's ability to mandate holistic design standards for the development. While existing zoning dictates spatial parameters such as step-back provisions, the actual construction and architectural character could still fundamentally clash with the Town's vision for this prominent location. In light of the restricted Site Plan Control legislation, heritage designation remains the Town's sole regulatory tool to govern exterior design elements on this site.

The remainder of this report is identical to the version reviewed by Town Council on March 9, 2026.

The *Ontario Heritage Act* (OHA) has undergone significant amendments recently through the More Homes Built Faster Act, 2022 (Bill 23) and the Homeowner Protection Act, 2024 (Bill 200). These changes introduced strict timelines for properties "listed" on the Municipal Heritage Register.

Specifically, municipalities must review "legacy" listed properties (those listed prior to January 1, 2023) and issue a **Notice of Intention to Designate** (NOID) by January 1, 2027, or the property must be removed from the Register. Once removed, a property cannot be re-listed for five years, leaving it vulnerable to demolition or unsympathetic alteration.

The subject property at 130 Sandwich Street South was listed on the Amherstburg Heritage Register on March 14, 2022. To ensure the long-term conservation of this significant resource and to comply with the provincial timelines, administration has evaluated the property and determined there are merits to pursue designation under Part IV of the *Ontario Heritage Act*.

3. DISCUSSION:

Protecting cultural heritage resources is vital to Amherstburg's future planning and distinct character. Through designation under the *Ontario Heritage Act*, the Town provides long-term protection for significant properties, fostering public awareness and responsible conservation. This designation process ensures that as Amherstburg grows, changes to historic properties are carefully managed. It balances the need for evolution with the necessity of preserving the cultural heritage values that make our community unique.

To meet the deadline imposed on municipalities for the designation of properties, the Town of Amherstburg is actively pursuing designations of properties "listed" on the Municipal Heritage Register.

Section 29(2) of the *Ontario Heritage Act* requires that the Municipal Heritage Committee be consulted prior to Council making a decision on whether to issue a Notice of Intent to Designate. Administration has provided the supporting research and property evaluations in the appendices of this report. The supporting information includes:

Appendix A - Statement of Cultural Heritage Value or Interest and Heritage Attributes

Appendix B - Cultural Heritage Evaluation Report

Appendix C - Notice of Intention to Designate Draft

The attached Statement of Cultural Heritage Value or Interest and the list of Heritage Attributes (Appendix A) will be included in the Notices of the Intent to Designate. Also required to be included in the notice are the provisions on how to file a Notice of Objection.

The evaluation under *Ontario Regulation 9/06 Criteria for Determining Cultural Heritage Value or Interest* is part of the Cultural Heritage Evaluation Report (Appendix B) and will be used to construct the designation by-law, but is not a requirement of the Heritage Act for the provision of the Notice of Intent to Designate.

The Cultural Heritage Evaluation Report for the subject property is included to assist the Heritage Committee in determining a recommendation to Council on the Statement of Cultural Heritage Value or Interest and noted Heritage Attributes.

Legislative Framework

The Province of Ontario has made a clear commitment to the conservation of significant cultural heritage resources through its legislation and policies, including the *Ontario Heritage Act (OHA)*, *Planning Act*, and *Provincial Planning Statement (PPS)*.

The PPS and the OHA function together and have the shared principle that cultural heritage resources shall be conserved. The OHA sets out the procedures for evaluating and protecting heritage resources at the provincial and municipal levels. This includes the use of *Ontario Regulation 9/06* as the means for determining if a property has cultural heritage value. In accordance with the OHA, a property must meet at least two criteria of *Ontario Regulation 9/06*. The subject property of this report has been evaluated using these criteria. Administration considers the property to meet at least two or more of these

criteria, and it therefore merits designation. The attached Cultural Heritage Evaluation Report provides more details on the cultural heritage value of the property.

This commitment to heritage conservation continues at the regional and municipal level through supportive objectives and policies outlined in the County of Essex Official Plan and the Town of Amherstburg's Official Plan.

The Town of Amherstburg *Official Plan* strongly supports the conservation of heritage, as outlined in the *Official Plan*, section 6.4.2 (Objectives). Heritage resources, which reflect the history and culture of our community, are always at risk. They are not renewable resources and once they are lost, they are gone forever. Amherstburg understands the importance of protecting its cultural heritage resources and recognizes the contributions that its history and cultural resources add to the economic, social, and cultural richness of the community. The Official Plan policies protect cultural heritage resources through designating individual properties under the Ontario Heritage Act.

The Town of Amherstburg Official Plan supports the designation of heritage properties in Section 6.4.6. Those policies include:

(3) Council will designate and regulate heritage under appropriate legislation, including The Ontario Heritage Act, The Planning Act, and The Municipal Act, whenever deemed feasible.

The Official Plan outlines the criteria for the designation of individual buildings in section 6.4.5. Those criteria are evaluated as part of the Cultural Heritage Evaluation Report (Appendix B).

Process and Procedure for Designation of “listed” properties under Part IV of the OHA

- **Administration** compiles research on a “listed” property included on the Municipal Heritage Register.
- **Administration** evaluates the property under *Ontario Reg. 9/06* to determine if it qualifies as a significant cultural heritage resource for Part IV designation;
- **Heritage Committee** reviews the evaluation and makes a recommendation to Council on whether or not to proceed;
- **Council** receives advice from the Municipal Heritage Committee regarding the property's cultural heritage value;
- **Council** may issue a Notice of Intention to Designate, which must include a statement of cultural heritage value and a description of heritage attributes;
- **Notice** is served to the owner and the Ontario Heritage Trust, and published publicly in the newspaper;
- **The Designation By-law** must be passed within 120 days of the initial notice of intention to designate. The designation by-law must include a statement of Cultural

Heritage Value or Interest and a description of the heritage attributes. The by-law will be served on the property owner as well as the Notice of Passing outlining appeal rights.

- **Notice of Passing** and the designation by-law must be served on the owner of the subject property, The Ontario Heritage Trust, and anyone who raised objection during the objection period. The Notice of Passing is to be published in the newspaper.
- **Come into Effect.** A 30-day appeal period to the Ontario Land Tribunal (OLT) starts once the notice of passing is published in the newspaper. If no appeal is filed, the by-law comes into force and the by-law is registered on title and served to the OHT.

What does it mean to be Designated

Designation signifies to an owner and the broader community that the property contains a significant resource that is important to the community. Designation does not restrict the use of the property or ability to restore, alter or build additions to the property. However, it does require an owner to seek approval for property alterations that are likely to affect the heritage attributes described in the designation by-law.

Statement of Cultural Heritage Value or Interest

Statements of Significance include a description of the cultural heritage significance of the property and a list of heritage attributes that embody this significance. This provides clarity to both the Town and the property owner as to which elements of the property should be conserved. Note, that Part IV designation does not prevent future alterations to a property, but rather provides a guide to determine if the alterations would adversely impact the heritage significance of the property (refer to Appendix 'B').

4. RISK ANALYSIS:

There is a moderate cultural risk if designation is not pursued. Without the issuance of a Notice of Intention to Designate, the property's current "listed" status offers no protection against demolition and will legislatively expire on January 1, 2027. Failure to designate by this deadline mandates the property's removal from the Heritage Register, resulting in a total loss of oversight and prohibiting the Town from re-listing the property for five years.

There is a low to moderate financial risk that the property owner may object to the designation, which could trigger an appeal process.

5. FINANCIAL MATTERS:

There are no direct financial implications of endorsing the recommendations of the report, however, should appeals to oppose the designation be filed, the Town may incur expenses related to defending its assertion of the cultural heritage value or interest of the property. This may include legal fees and professional heritage consultants to defend the position of the Town.

6. CONSULTATIONS:

Chris Aspila, Manager of Planning Services
Municipal Heritage Committee

7. CORPORATE STRATEGIC ALIGNMENT:

Vision: Preserving our past while forging our future.

<i>Amherstburg Community Strategic Plan 2022 - 2026</i>	
<p style="text-align: center;">PILLAR 1 Deliver Trusted & Accountable Local Government</p> <ul style="list-style-type: none"> <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 checked="" type="checkbox"/> Protect the Town’s historic sites and heritage. <input type="checkbox"/> Preserve the Town’s greenspaces, agricultural lands, and natural environment.

8. CONCLUSION:

As Amherstburg continues to evolve, protecting the assets that anchor our community is critical. This report provides the context necessary for Council to make an informed decision regarding heritage designation. The attached evaluation demonstrates how this property enriches our Town's cultural landscape. Pursuing designation is the appropriate path to ensure that as we plan for the future, we continue to respect and celebrate our past.

A handwritten signature in black ink that reads "Adam Coates". The signature is written in a cursive style with a prominent initial "A" and a long horizontal stroke at the end.

Adam Coates

Planning Services

Heritage, Urban Design, Community Improvement

Report Approval Details

Document Title:	Notice of Intent to Designate – 130 Sandwich Street South.docx
Attachments:	- Appendix A - SCHVI-130 Sandwich_RM.pdf - Appendix B - CHER - 130 Sandwich Street South General Amherst_RM.pdf - Appendix C - NOID-130 Sandwich Street S_Draft_RM.pdf
Final Approval Date:	Feb 25, 2026

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

Report Approval Details

Document Title:	Notice of Intent to Designate - 130 Sandwich Street.docx
Attachments:	- Appendix A - SCHVI-130 Sandwich_RM.pdf - Appendix B - CHER - 130 Sandwich Street South General Amherst_RM.pdf - Appendix C - NOID-130 Sandwich Street S_Draft_RM.pdf
Final Approval Date:	Apr 2, 2026

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



Melissa Osborne

No Signature - Task assigned to Tracy Prince was completed by delegate Yufang Du

Tracy Prince



Valerie Critchley



Kevin Fox

Statement of Cultural Heritage Value or Interest

130 Sandwich Street South
Amherstburg, Ontario
PLAN 7 LOT 1 PT LOTS 2 AND 3, RP 12R24659 PARTS 1 AND 2

Description of Property

The property located at 130 Sandwich Street South is the former General Amherst High School. It is a two-storey institutional building located on the west side of Sandwich Street South, directly facing the Bill Wigle Park to the south and Laird Avenue to the West. Constructed between 1921 and 1922, the school served as the primary secondary education facility for Amherstburg and the surrounding townships for a century. Additions were made to the structure in 1929 (later demolished), 1951, 1960, 1964 and 1967.

Statement of Cultural Heritage Value

Design and Physical Value:

The former General Amherst High School has design value as a well-preserved example of period institutional architecture. The 1922 design does not fit exclusively within any distinctive architectural style but exhibits elements of "Interwar Stripped Classicism" and simplified "Collegiate Gothic Revival" style. The 1922, and 1951 addition, have a principal façade facing south and are primarily constructed with red brick cladding. The facades have classical proportions with a symmetrical design, large windows, stone details, stepped pilasters, and intricate brick and coursing patterns.

On the west elevation of the gymnasiums there are nine murals. The murals are a rare construction method made using an application process called "granolux." The murals have a unique styling, utilizing bold colours and simplistic geometry all on a uniquely large scale.

Historical and Associative Value:

The property has historical value as the first dedicated high school building constructed in Amherstburg, replacing earlier "continuation classes." The school is a physical representation of the evolution and maturing of the Town of Amherstburg. It reflects the development of Amherstburg during the early part of the 1900's as the town grew and the needs of the community became more sophisticated as the town modernized. The school has been a Town focal point as a main centre of educational activity since 1922. As the Town's High School, it has been a key centre of learning, sports and extra-curricular activities and a wide variety of community events such as concerts and ceremonies.

The school reflects the work of prominent local architects Harold McEvers (1922 Design) of Windsor and J.C Pennington of Windsor (1951 addition). Architect Harold McEvers identified the school as "an ideal working example of a Vocation Academic high school."

Contextual Value:

The former General Amherst High School possesses contextual value as it is physically, functionally, visually and historically linked to its surroundings. The south façade is linked to the Public Park and community space to the south. The connection to the park and its surroundings was integral in the original design of the school as the southern entrance to the school was centrally aligned with the park. This visually linked the south façade to the community space. Functionally, the park was used as a sports field by the institution. The relationship between the school and the park has been there since the construction of the school.

Further, the property and structure are a landmark in the Town of Amherstburg. As the primary high school for the region for a century, it is a visually and socially prominent landmark in the community. The property has been a landmark since 1922, since which time it has been one of the most substantial buildings in the Town. The building's central location has been recognized by residents and visitors as a long standing historical institutional landmark with the Town of Amherstburg.

Description of Heritage Attributes.

The following heritage attributes are essential to the cultural heritage value of the property:

I. 1922 and 1951 Principal (South) Facades

Massing and Form: The building's primary significance is anchored by its two-storey rectangular massing, which presents a disciplined and formal aesthetic consistent with early 20th-century institutional architecture.

Site Orientation: A defining attribute is the intentional placement and orientation of the south facades, which are set to face directly into Bill Wagle Park, establishing a civic relationship between the educational institution and the public green space.

Masonry and Cladding: The exterior is characterized by red brick cladding featuring a heavy combed finish. This is enhanced by intricate brick accent coursing and traditional masonry detail elements throughout the elevations.

Architectural Articulation: The facades are defined by vertical and horizontal demarcation elements, including:

- Pilasters that provide vertical rhythm.
- A prominent parapet that defines the roofline.
- A continuous brick base with recessed banding, providing a visual foundation for the structure.
- Strategic facade steps and standardized bay spacing that emphasize the building's symmetrical balance.
- A distinct brick arch over the center bay of the parapet, which serves as a focal point for the principal entrance.
- Recessed brick panels at the parapet.

Ornamental Stone Detailing: The use of stone detailing provides contrast to the masonry, including:

- Structural and decorative sills and coping.
- Formal pilaster caps and bases.
- A commemorative name stone and date stone (1922) integrated into the primary elevation.

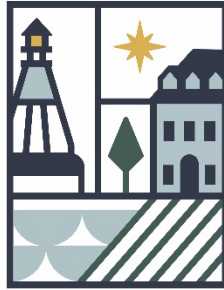
Decorative Paneling: The presence of recessed parged panels adorned with terra cotta tile medallions, adding a layer of fine-grained decorative texture to the exterior bays.

Fenestration Standards: The building maintains a strict fenestration pattern characterized by:

- Regularized spacing and consistent opening sizes.

II. West Elevation: Artistic and Commemorative Elements

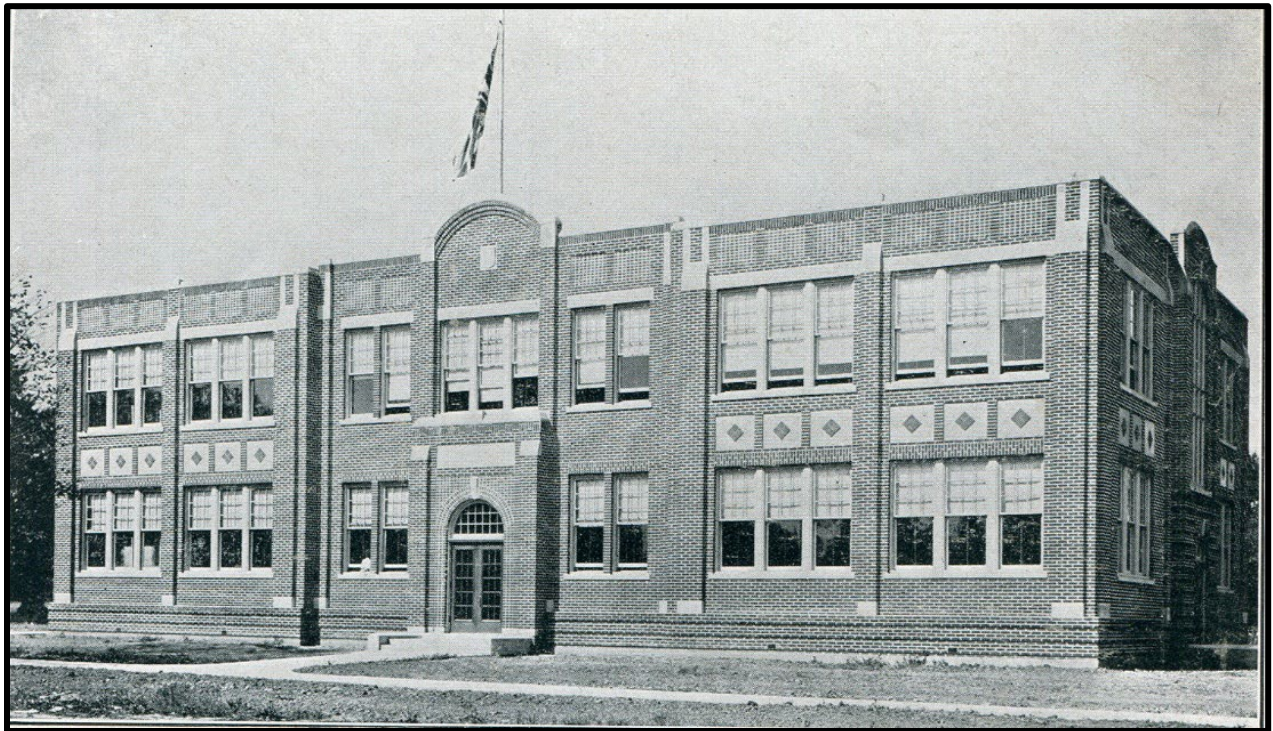
Granulox Murals: The west elevation features nine significant Granulox murals. These artistic installations represent a unique integration of cultural narrative into the building's fabric, serving as permanent heritage markers of the local community's history and values.



AMHERSTBURG
ONTARIO, CANADA
— EST. 1796 —
EVERY DAY HISTORY

CULTURAL HERITAGE EVALUATION REPORT

GENERAL AMHERST HIGH SCHOOL
130 SANDWICH STREET SOUTH



Town of Amherstburg
Planning Staff
271 Sandwich Street South
Amherstburg, ON
November 2025

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Acknowledgements:

This report draws on research and information provided by community members and Amherstburg history advocates, including the Marsh Collection Society and the Heritage Committee. A special note of gratitude is extended to the many dedicated community members for their unwavering dedication to the history of Amherstburg and enduring contributions and hard work.

1. SUBJECT PROPERTY

Address: Former General Amherst High School – 130 Sandwich Street N, Amherstburg

Legal Description: PLAN 7 LOT 1 PT LOTS 2 AND 3, RP 12R24659 PARTS 1 AND 2

Name of Building: General Amherst High School

Original Use: Educational, Institution (Vocational and Academic High School)

Original Date Constructed: 1921–1922 (Ground broken 1921; Opened 1922)

Original Owner: The High School Board of Amherstburg

Architect: Harold McEvers of Windsor, Ontario (1921); J.C. Pennington (1951 addition)

LOCATION AND DESCRIPTION

The property located at 130 Sandwich Street South is situated on the west side of Sandwich Street South, bordered by North Street to the south and Laird Avenue to the west. The property comprises a substantial two-storey brick educational facility known as General Amherst High School, originally constructed in 1922, with significant additions made in 1929 (later demolished), 1951, 1960, 1964 and 1967.

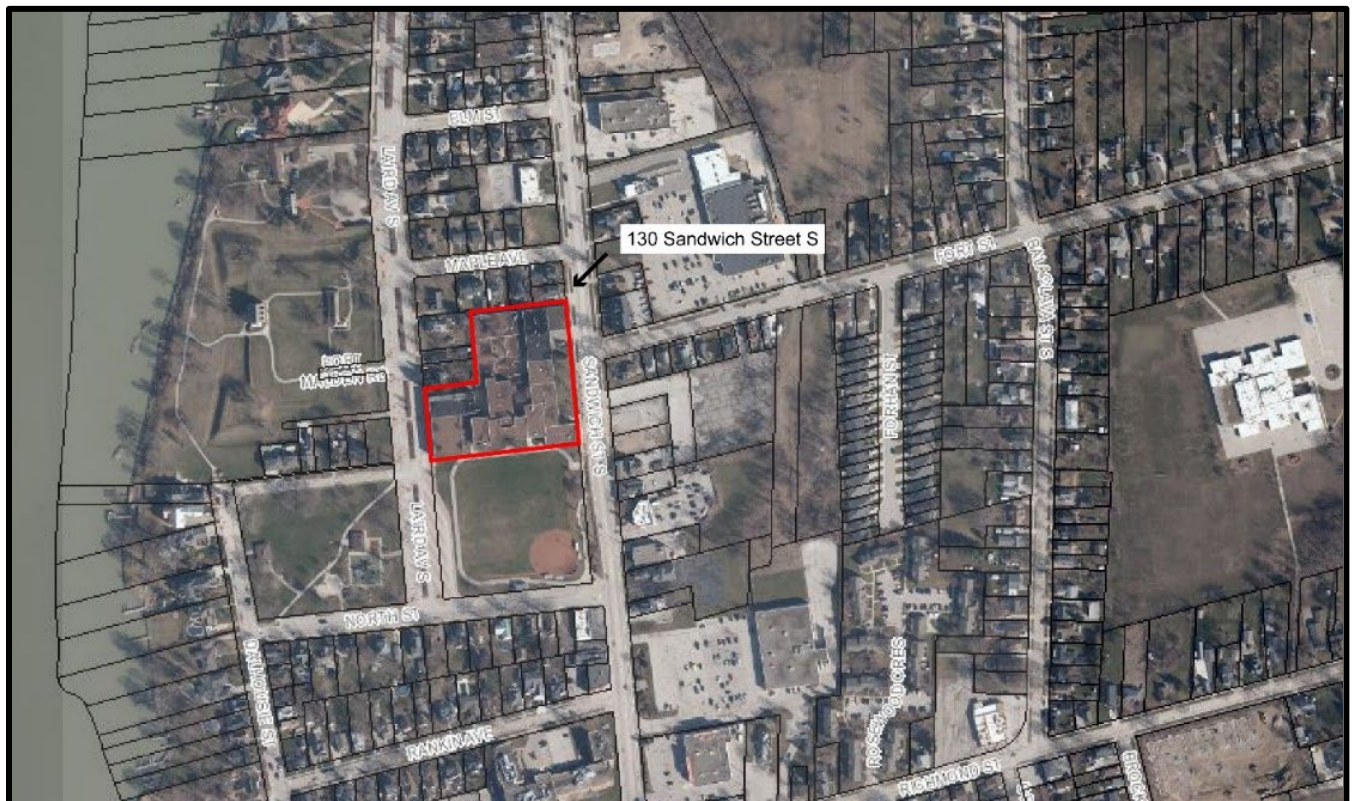


FIGURE 1 - LOCATION MAP. SUBJECT PROPERTY OUTLINED. SOURCE: TOWN OF AMHERSTBURG GIS

The subject property displays characteristics of various architectural styles reflecting the periods in which the original construction and subsequent additions were built. The most prominent and recognizable is the original 1922 architectural style which is depicted in Figure 2. The subsequent additions reflect the timeframe and architectural designs and details of prevailing architectural typology of their time. Not all of the additions or construction meet the merits of being listed as Heritage Attributes. The majority of Heritage Attributes are associated with the original 1922 construction, the 1951 Addition, and the nine murals on the gymnasiums which face Laird Ave. This report discusses those elements in further detail while the later additions are discussed to understand the evolutionary nature of the property.

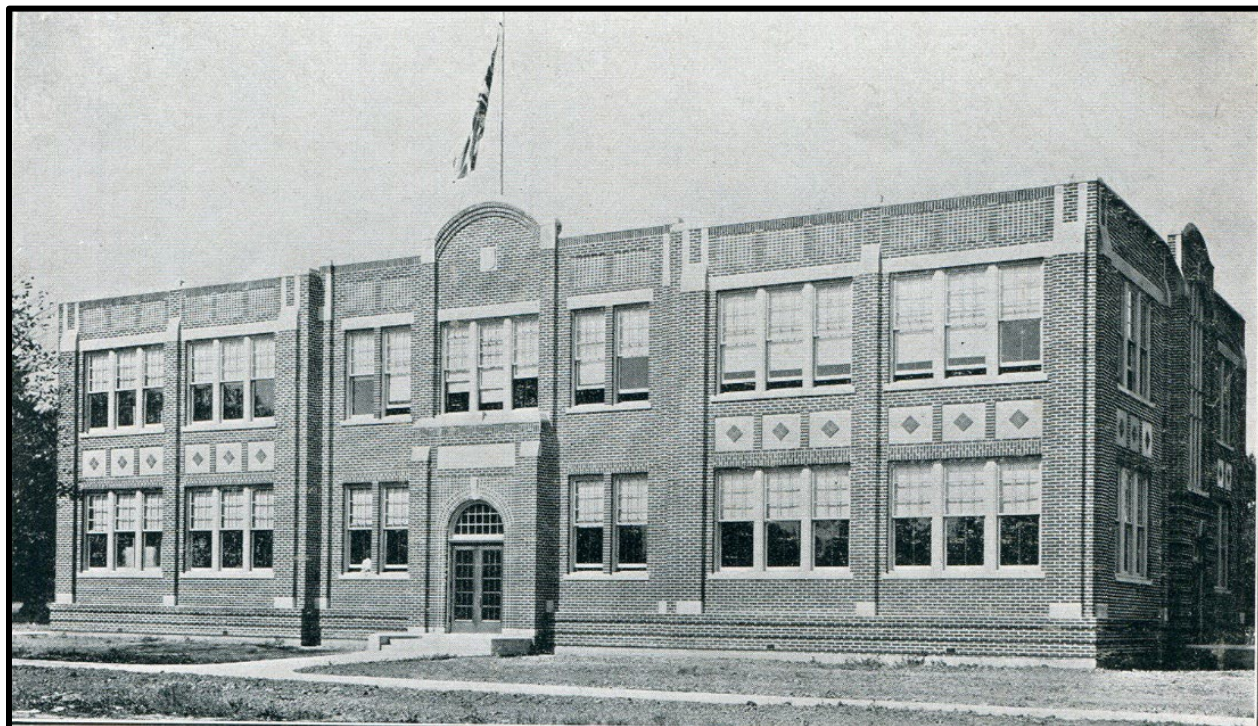


FIGURE 2 - (SOUTH ELEVATION OF 1922 GENERAL AMHERST HIGH SCHOOL.)

1951 Addition

The 1951 addition is constructed to the west of the original structure, this addition utilized and mimicked similar fenestration patterns, materials, detailing and brick patterning/coursing as the original construction. (See Figure 3) – Designed by local architect J.C. Pennington who was, “the acknowledged dean of the local architectural scene in Windsor and Essex County, and who was active for over fifty years.”¹ This addition borrows architectural narrative from the original design, including scale, fenestration patterns, material and detailing.

¹ Biograph Dictionary of Architects in Canada 1800-1850.



FIGURE 3 - 1951-52 ADDITION – SOURCE OFFICIAL OPENING PROGRAM

1960 Addition

The school was expanded east with the addition of a cafeteria and other various classrooms which were designed in the modern architectural style from the 60's, with large windows and simplistic detailing. (See Figure 4) The only portion of this addition still visible from the exterior is the south facing exterior wall, which looks into the park.

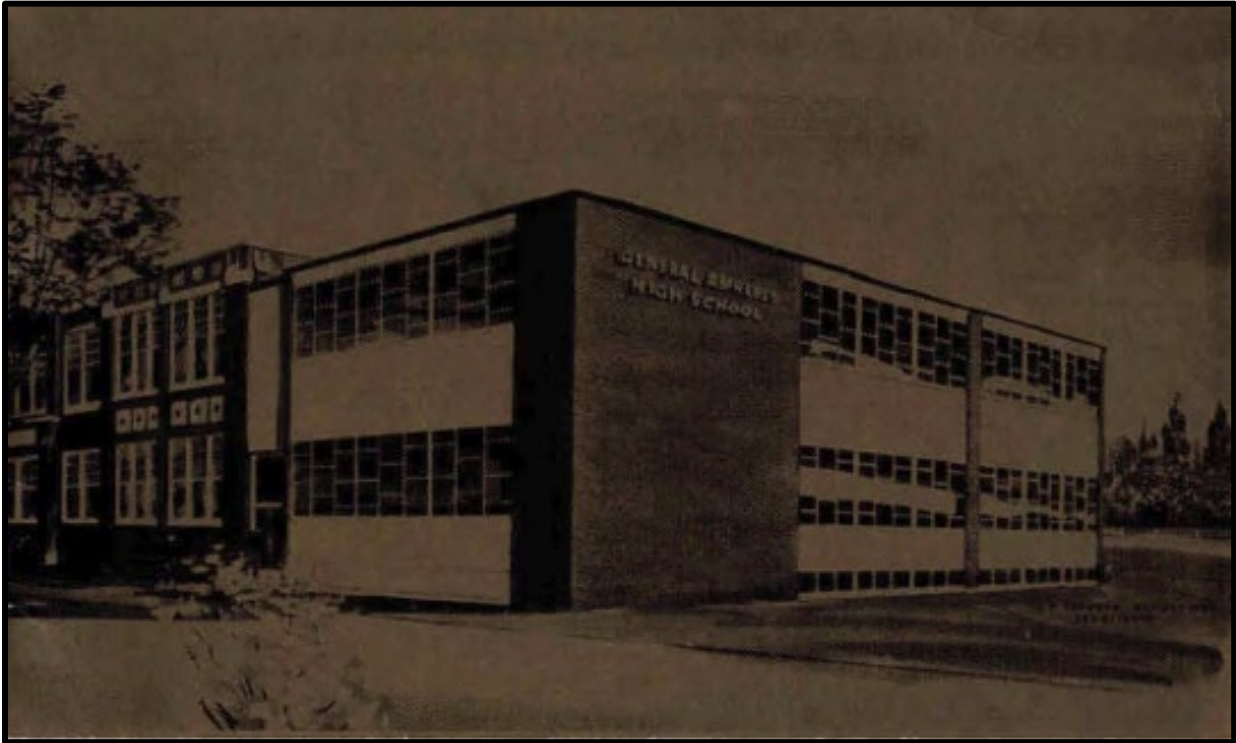


FIGURE 4 - 1960 CAFETERIA ADDITION – VIEW FROM SANDWICH – SOURCE: OFFICIAL OPENING PROGRAM

1964 Addition

This was a major transformation which saw the original gymnasium demolished and replaced with a large new wing running north/south perpendicular to the 1922 building. This addition includes a gymnasium and a vocational wing to the north. (See Figure 5) Importantly, there were six large murals that were added to the west wall of the new gym facing Laird Ave to the west.

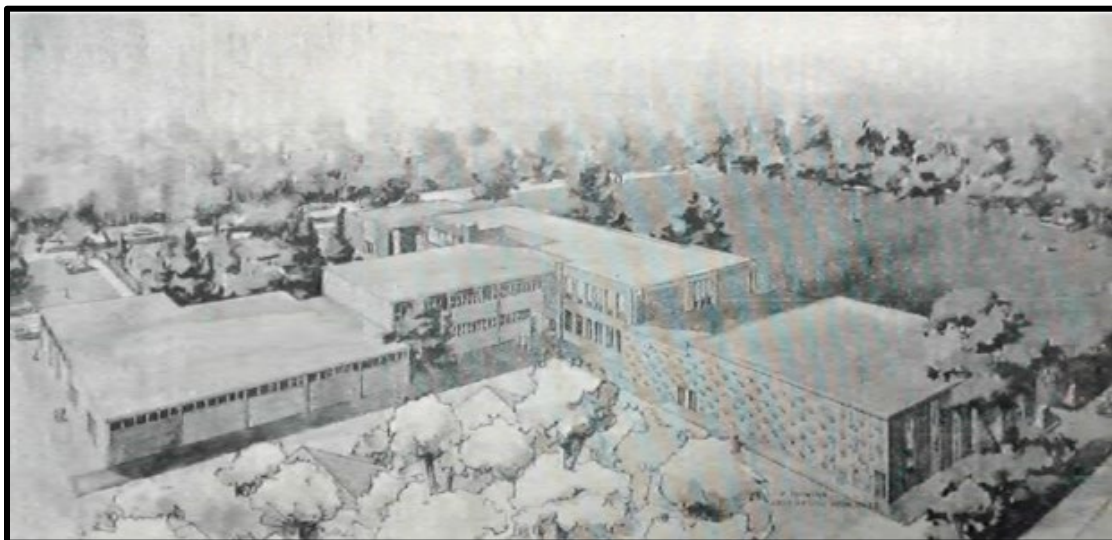


FIGURE 5 - 1964 ADDITION – THE AMHERSTBURG ECHO JANUARY 16, 1964

1967 Addition

In 1967 the last major addition is built, including all parts which front on Sandwich Street and an additional gymnasium on Laird Avenue, along with other facilities in the center. Three additional murals were added facing Laird Ave on the new gym. (See Figure 6)

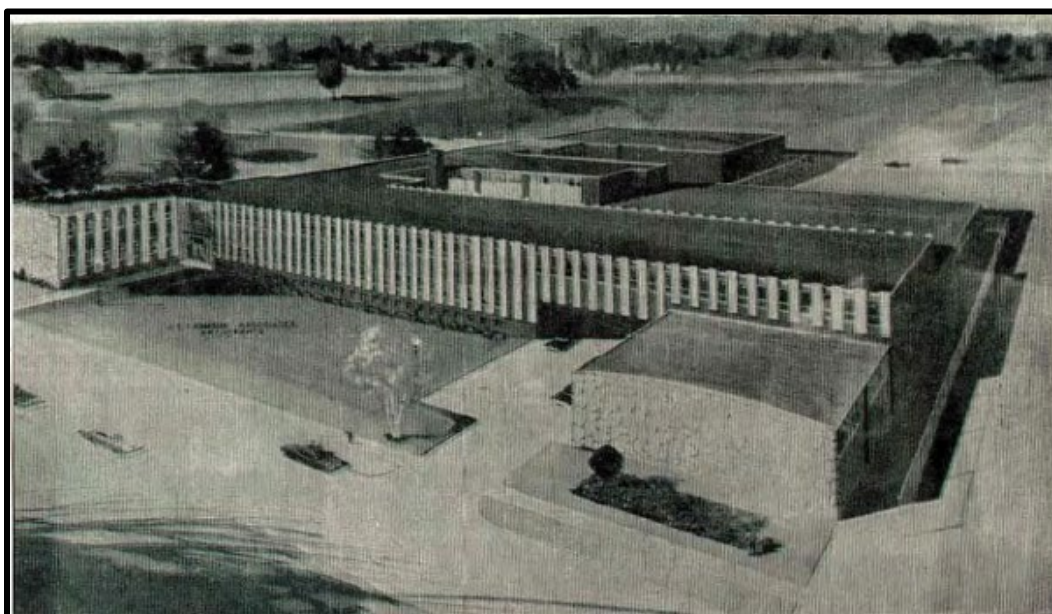


FIGURE 6 - 1967 ADDITION ALONG SANDWICH STREET – SOURCE: OFFICIAL OPENING PROGRAM COVER

This addition was completed in a 1960's Modern architectural typology. The elevation facing east towards Sandwich Street included three distinct rectangular volumes. Including a 2 ½ storey linear wing design with slender vertical precast concrete dividers demarcating the window patterns on the exterior. The spandrels separating the windows between each storey are red brick with no discernible ornamentation. The main linear volume is anchored on both ends with rectangular volumes designed in the same manner with notable curved "cyclopean stone" accent walls that face Sandwich Street. (See Figures 7)



FIGURE 7 - 130 SANDWICH STREET - EAST ELEVATION - SOURCE: TOWN OF AMHERSTBURG

CURRENT CONTEXT

The subject property, historically the educational hub for the communities of Amherstburg, Anderdon, and Malden, occupies a prominent site along Sandwich Street and near Fort Malden Nation Historic Site. The site includes the main school building and associated grounds to the south are a municipal park. The building is currently known as the former General Amherst High School. As of December 2025 the building is not occupied. The Greater Essex County District School Board (GECSB) sold the former high school to a development corporation in 2024.



FIGURE 8 - CURRENT 130 SANDWICH ST - GOOGLE EARTH IMAGE 2025

2. BACKGROUND RESEARCH

DESIGN AND PHYSICAL VALUE

ARCHITECTURAL STYLE AND FORM

The subject property displays characteristics of various architectural styles reflecting the periods in which the original construction and subsequent additions were built. The most notable architectural style is the 1922 construction. This portion of the building exhibits simplified classical architecture with regards to proportions, fenestration, materiality and detailing. Based on the simplified form, this structure can be identified as an example of “Interwar Stripped Classicism” or a simplified “Collegiate Gothic Revival” building.



FIGURE 9 - SOUTH ELEVATION 1922 CONSTRUCTION - SOURCE: TOWN OF AMHERSTBURG

1922 Construction

- **Massing:** This is a 2 1/2 storey flat roof institutional building. The façade is strictly symmetrical, featuring a central entrance bay flanked by slightly projecting end bays. This ordered layout is a hallmark of Classical Revival styles.
- **Exterior:** The exterior is divided into the three distinct bays. The “central” bay (where the entrance is), with identical bays flanking each side of the center bay. The parapet height of the centre bay is higher than the flanking bays. The exterior is demarcated vertically with a base, body, and cap.

The center bay is sub-divided into three distinct vertical elements. In the middle of the center bay is where the original south entrance was, with the first level protruding out and semi-circle arch parapet to signify the importance of the entrance. The building “name stone,” which reads “General Amherst High School,” is still in place above where the original entrance doors were. The entrance is detailed with flanking, one storey, brick pilasters, topped with a sloped coping stone. The entire protruding entrance is capped with sloped coping and a “keystone” in the centre. Above the protruding entrance is a three bay window opening flanked by brick pilasters. The windows have a continuous reinforced concrete lintel that spans between the pilasters. The pilasters have simple stone capitals as well as stone coping. Above this section is a three course brick arch with stone coping which extends above the typical parapet height to signify its importance. In the center is a stone shield with a shield and date “1921.”



FIGURE 10 - SOUTH ENTRANCE - CENTER BAY

The remained of the south elevation has a similar rhythm. The flanking bays are forward from the centre bay and are demarcated on each end with brick pilaster and with a stone base and sloped stone capitals. Above the corner pilasters, in the parapet section, are two narrow vertical stone elements visually extending the pilaster through the parapet. The middle brick pilaster is narrower than the corner pilasters with a similar stone base, and sloped stone capital. This pilaster, at the parapet, continues the brick and is capped with a stone protruding higher than the parapet coping.



FIGURE 11 - FLANKING BAY

The flanking bays are demarcated vertically with a cap (parapet section), a body (windows and spandrels section), and a base. The “cap,” or top section, is a brick parapet divided by the pilasters with rectangle recessed brick detailing. The recessed brick areas are laid in the header orientation and are separated by a stacked stretcher course. Just below the stone parapet

coping is a single soldier course that is only broken by the pilasters.

The “body,” or middle section of the glancing bays include large window bays. The second level windows have a concrete lintel and thinner stone sill. The first level windows have a single soldier course of brick, as the lintel, laid in a vertical running bond pattern with stone sill under the window. The spandrel between the windows on each floor have recessed medallions, similar in size to the brick recesses on in the parapet. The medallions are parged with cement and have a diamond pattern made of four tiles in the center.

The “base” is continuous across the elevation and consist of a running bond brick pattern. The brick is set to create raised horizontal banding. There are three bands of raised running bond, each band is three courses high with a single recessed running bond course to separate the banding.



FIGURE 12 - BASE BRICK BANDING

- **Fenestration:** From the historical photos we can see that the window openings have not changed. The window patterns are the same although the original windows have been replaced. The current window sashes are not the same pattern that was originally on the structure. The original windows were double hung with an upper sash divided with muntins in a 3x3 pattern. The current windows, although the openings are the same proportions as the original opening, consist of 3 panes divided by horizontal mullions. The top pane is currently filled with an opaque panel. (compare Figure 2 and Figure 9)
- **Entrances:** The south entrance door is no longer in place and has been replaced with a window. (Figure 10) The steps and landing have also been removed. The original south entrance can be seen in the adjacent image. (Figure 13)
- **Materiality:** The exterior is predominantly red brick with a heavy vertical rake. There are stone sills, coping, column bases and column capitals. There are miscellaneous stone details, such as the building name stone and date stone.

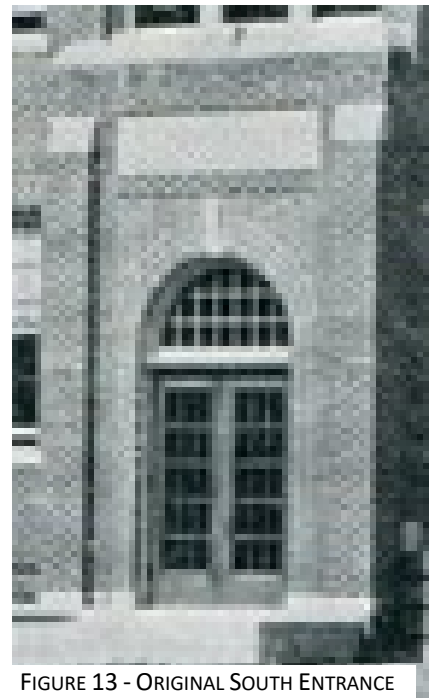


FIGURE 13 - ORIGINAL SOUTH ENTRANCE

CONSTRUCTION AND CRAFTSMANSHIP

The building is constructed with a cast-in-place concrete foundation. The foundation can be seen from the interior and the exterior of the building. The floors consist of wood joists that run perpendicular to the exterior south wall and are bearing on the exterior wall.

The wall construction consists of a single exterior wythe of brick, with 8" terra cotta tile with a ½" of interior plaster finish.² The wall construction was investigated and confirmed. The brick is primarily laid in a running bond pattern. There are various other brick patterns and coursing on the façade. Including: Soldier Courses around the ground floor windows and below the parapet coping stone. Rowlock coursing forming the arched parapet (3 courses of rowlock); stack-bond headers in the parapet creating a recessed rectangle; a parquet hatch pattern of soldier coursing with one running bond below the entrance coping; stack bond creating a separation between the central bay windows.

The overall construction of the south façade visually appears to be in good condition. A visual inspection does not show bowing of the exterior wythe. The brick and mortar appear to be in good condition with minor discolouration near the top of the parapet and along the base of the building. Cracks in the mortar or in the brick near common areas of concern (corners of windows) were not observed. Flashing was added on top of the coping at the parapet.



FIGURE 14 - SOUTH FACADE - WEST FLANKING BAY

² John G. Cooke & Associates Ltd – Façade Report dated: Dec 9, 2024

MURALS ON THIS SIDE OF THE GYMNASIUMS

In 1964 and in 1967, murals 9 murals were created on the West exterior facade of the gymnasiums spanning from the bottom of the facade to below to roof coping. The murals are a significant feature of the schools mid-century additions. The panels depict scenes representing the history that helped shape Amherstburg. They can be described as being simple in appearance, utilizing solid bold colours and stylized figures. John Oliver is the original designer and artist, with work completed by Bruno Vendrasco.³

The murals were created using a technique known as Granolux, which is a trowel-applied wall surfacing technique popular in the mid-20th century. It consists of an aggregate (crushed stone, granite, or marble) suspended in a strong binder, often cementitious or resin-based.

In 2012, prior to the Town's commemoration of the War of 1812 Bicentennial, the murals were revitalized by Jason Dyrdra. The restoration used the same Granolux technique to ensure the original integrity of the artwork was preserved.

1964 Mural Descriptions



FIGURE 16 - 6 MURALS FACING WEST – 1964

From the left to the right;



FIGURE 15 - PLAQUE ON WEST WALL OF NORTH GYM

³ Plaque on the North Gym, 2012 restoration.

The descriptions of the murals and their names are taken from David P. Botsford, and the current plaques descriptions located adjacent to each mural.

Botsford Description ⁴	Current Plaque
Panel 1	
<p>(No Title) “The mural depicts a pioneer amidst freshly-chopped stumps with the forest in the background. The first clearing in the area was at the site of the Bois Blanc Mission below Amherstburg on the Detroit River front about 1742 in the French regime.”</p>	<p>(Agricultural Settlement) “Pioneer agricultural settlement in Upper Canada began following the American Revolution. Early settlers faced a land of Carolinian forest and swamp. Survival meant use of all available resources. A symbolic pioneer is portrayed amidst freshly-chopped stumps with a forested background.”</p>
Panel 2	
<p>(Griffin 1679) “The second mural represents the passage of LaSalle’s ship the Griffon in 1679. An Indian on horseback is viewing from the shore the shipper under sail. A bit of artistic license is here employed for local historians assert that the Detroit River Indians at that time were not yet acquainted with the horse and that is actually the first horse in Detroit River area was one laboriously transported from Quebec for the use of Cadillac sometime after 1701 and named “Colon” (for Columbus) to signify he was the first of his kind in his region.”</p>	<p>(French Exploration and Aboriginal Contact) “This mural represents the first European and First Nations cultural contact in this region. The contact and conflict of the European and First Nations cultures is portrayed strongly in this mural. a relationship which had a strong impact on the course of Canada's history.”</p>
Panel 3	
<p>(U.E Loyalists) “The third mural shows a later period with Fort Malden erected and occupied by the British who had recently evacuated Detroit when that place was given over to the new United States. The flag shown is that of Great Britain before the union with Ireland. In the foreground corn is shown to indicate the growth of agriculture.”</p>	<p>(Fort Malden 1796) "Following the implementation of the Jay's Treaty on June 1st 1796, British military forces evacuated Detroit and relocated in Amherstburg to construct Fort Amherstburg(Malden). Corn is shown to indicate the growth of agriculture. The flag is the Grand Union, the flag of Great Britain before the union with Ireland in 1801."</p>
Panel 4	
<p>(Brock and Tecumseh 1812) The fourth mural has as its subject the historic meeting at the</p>	<p>(Tecumseh and Brock) "This mural represents the meeting of Chief Tecumseh and Major-</p>

⁴ David P. Botsford, Historian; Explains Murals on West Wall General Amherst High Gymnasium and Amherstburg Echo August 27 1965, Marsh Collection Society reference files.

Botsford Description ⁴	Current Plaque
<p>home of Colonel Matthew Elliott, of Major-General Isaac Brock and Tecumseh. This meeting took place at ten o'clock in the night. Brock had just arrived from the Niagara frontier with reinforcement and immediately consulted Tecumseh's counsel for an immediate attack on Detroit, evoking from Tecumseh the ejaculation, "Here is a Man!" Orders were given setting the Militia, Regulars, and Indians in motion and on August 12th Detroit was taken. The home of Colonel Elliott where the two famous warriors met stood until recent years. It had been built in 1874 and was the oldest structure in radius of some two hundred miles.</p>	<p>General Isaac Brock. The First Nations allies under Tecumseh added essential strength for the British regulars and the Canadian militia to capture Detroit three days later without a single casualty."</p>

Panel 5

<p>(No Title) "The fifth mural represents the battle of Lake Erie and shows a careening ship under fire from a cannon. The battle on the lake took place on September 10 1813, and resulted in an American victory. The flagship of the British fleet was the "Detroit" commanded by Commodore Robert Heriot Barclay. The United States fleet was headed by the "Lawrence" and commanded by Commodore Oliver Hazard Perry. The loss of the British fleet compelled Colonel Proctor commanding at Amherstburg to attempt a retreat."</p>	<p>(Battle of Lake Erie) "This mural represents the battle of Lake Erie on September 10th, 1813 which resulted in an American victory. The flagship of the British fleet's six vessels was the H.M.S. Detroit commanded by Commodore Robert Heriot Barclay. The United States' nine-vessel fleet was headed by the Lawrence and commanded by Commodore Oliver Hazard Perry. The strategic need to control the lake for military supply lines was paramount to both sides."</p>
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Panel 6

<p>(American Occupation) "The sixth mural, has for its theme, the consequences resulting from the American victory on the Lake. The fort was burned by the Royal Engineers just before the retreat commenced so as to render it useless to the Americans. The murals shows the structure of the fort destroyed, the American flagship off shore, and flags to show the period of the American occupation. The Fort at Amherstburg was the only British Post in American hands at the date of the signing of the peace treaty ending the War of 1812. The treaty returned the fort to the</p>	<p>(American Occupation) "This mural represents the occupation of Amherstburg by American military forces following the Battle of Lake Erie in September 1813. Fort Malden was the only British fort in American hands at the date of the signing of the Treaty of Ghent on December 24, 1814. Fort Malden was returned to the British on July 1st, 1815."</p>
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Botsford Description ⁴	Current Plaque
British, the Americans evacuating the fort on July 1, 1815.”	

1967 Murals

In 1967, three more murals were added in commemoration of Canada’s Centennial year by the same artist, John Oliver.



FIGURE 17 - 3 MURALS FACING WEST - 1967

From the left to the right;

The descriptions of the murals is taken from the current plaques mounted next to each panel.

Panel 7

(Canada's Centennial Year) "The year 1967 marked Canada's 100th year of nationhood from coast to coast. Canada and Amherstburg's multicultural identity is expressed through the flags in the mural and the design of the official Canadian Centennial Logo."

Panel 8

(North To Freedom) "The roots of the Black presence in Canada dates to the early 17th century. Early Loyalist settlers in this area brought slaves with them. The Anti-Slave Law of 1793 forbade further importation of slaves into Upper Canada. The Abolition of Slavery Act ended slavery in Canada on August 1, 1834."

Panel 9

(New France) "In the late 1670s, French explorers and fur traders were the first Europeans to enter the Lake region of Ontario. Missionary priests, attempted to bring 'civilization' to the frontier. In 1742, a mission house was established on Bois Blanc Island, the first place of Christian worship in Essex County."

HISTORICAL AND ASSOCIATIVE VALUE

HISTORY OF THE SITE AND OWNERS

The land on which the subject property sits is legally described as PLAN 7 LOT 1 PT LOTS 2 AND 3, RP 12R24659 PARTS 1 AND 2.

Prior to the school

The grounds upon which General Amherst High School was built were not a blank slate awaiting development. Long before the first classroom was conceived, the land at 130 Sandwich Street was part of a dynamic and historically significant landscape, imperial treaties and the strategic imperatives of a colonial outpost.

In 1796, the British military relocated to the Canadian side of the Detroit River, establishing a new strategic garrison, initially named Fort Amherstburg and later known as Fort Malden, at the mouth of the Detroit River. The site was chosen by the Royal Engineers for its strategic command of the deep-water shipping channel.⁵

The specific property at 130 Sandwich Street, was part of this military-centric landscape. Its early use reflects the industrial needs of the adjacent fort and Navy Yard. In the early 1800s, the British Navy was anxious to secure a local supply of hemp for naval cordage, a critical military resource.⁶ In 1804, two rope walks—long, narrow buildings or lanes used for twisting hemp into rope—were established on the Military Reserve. One of these ran parallel to Sandwich Street, in the immediate vicinity of the future school site, indicating a direct military-industrial purpose for the land.⁷

Initially, the Crown granted Lot 1, on the west side of Sandwich Street, to William Caldwell. Later that same year, Caldwell transferred the lot to the Anderdon & Malden Agricultural Society.^{8,9}

Education in early Ontario was largely privatized where teachers were paid on a fee basis according to the subjects they taught and in rural areas, it was not uncommon for instructors to “board” in students to compensate for low wages. This selective and inconsistent system of instruction persisted until the intervention of Reverend Egerton Ryerson in the mid-19th century. Ryerson, after studying education systems across Europe and North America, reformed

⁵ Botsford, D. P., *At the end of the trail: A collection of anecdotal histories relating to the district surrounding the Canadian end of the Great Sauk Trail in Anderdon*, (pg 14) Amherstburg and Malden, Essex County, Ontario.

⁶ Botsford, D. P., *At the end of the trail: A collection of anecdotal histories relating to the district surrounding the Canadian end of the Great Sauk Trail in Anderdon*, (pg 67) Amherstburg and Malden, Essex County, Ontario.

⁷ Botsford, D. P., *At the end of the trail: A collection of anecdotal histories relating to the district surrounding the Canadian end of the Great Sauk Trail in Anderdon*, (pg 67) Amherstburg and Malden, Essex County, Ontario.

⁸ Essex County Land Registry Instrument #4511, Marsh Collection Society reference files.

⁹ Essex County Land Registry Instrument #4512, Marsh Collection Society reference files.

education in Canada West (Ontario) by making it free and compulsory. The *Common School Act of 1850*, was a pivotal piece of the education reforms championed by Egerton Ryerson, the Chief Superintendent of Education for Upper Canada for all children.¹⁰

The first result of his system in Amherstburg was the appointment of a School Board which was to be inaugurated on March 1, 1851 and organized on January 24, 1852 with the following met to prepare for the event: Horatio Nelson, Alexander Bartlett, Dr. Dewson, John Turk, Isaac Askew and James Dunbar. Peter Menzies was Secretary and John McLeod was appointed chairman.¹¹ Their work laid the foundation for future educational infrastructure, with early schools in Amherstburg evolving into continuation schools by the early 20th century.

The Community's call for a High School circa 1910-1922

In the early 20th century, local secondary education was a significant challenge for the families of Amherstburg. A "continuation school" was established in 1910, which offered instruction for grades nine and ten. Under the leadership of its first principal, B.P. Overholt, this fledgling institution was itinerant, operating out of a series of borrowed spaces, a clear indication of the pressing need for a dedicated, permanent facility.¹²

The lots of Sandwich Street adjoining the Town Park was used for many years by the Malden and Anderdon Agricultural Society for the staging of their annual fair.¹³ In 1920, the Agricultural Society granted Lot 1 to the earlier High School Board of Amherstburg with plans to erect a High School.¹⁴

Through the persistent efforts of local leaders like Mr. Overholt, the continuation school was eventually upgraded to a full high school. This achievement culminated in the construction of a purpose-built facility at 130 Sandwich Street. Construction began in 1921 and was completed in 1922, giving the community the landmark institution it had long sought.¹⁵ In 1922, the sudden unexpected death of Percy Overholt occurred in May.

“Although his untimely death meant only the partial realization of his life’s ambition, tributes to his worth and the high esteem in which he was held poured in from all sides. In recognition of his high ideas and achievements, the high school board along with students and former students

¹⁰ McGarry, M. G. (2013). To read, write, and cast accounts: Foucault, Governmentality, and Education in Upper Canada/Canada West (Doctoral dissertation, University of Toronto)

https://tspace.library.utoronto.ca/bitstream/1807/35903/5/McGarry_Michael_G_201306_PhD_thesis.pdf

¹¹ Botsford, D. P., At the end of the trail: A collection of anecdotal histories relating to the district surrounding the Canadian end of the Great Sauk Trail in Anderdon, (pg 128) Amherstburg and Malden, Essex County, Ontario.

¹² History | barkingdog, accessed July 2, 2025, <https://amhersthigh.wordpress.com/history/>

¹³ Botsford, D. P., At the end of the trail: A collection of anecdotal histories relating to the district surrounding the Canadian end of the Great Sauk Trail in Anderdon, Amherstburg and Malden, Essex County, Ontario.

¹⁴ Essex County Land Registry Instrument #8142, Marsh Collection Society

¹⁵ History | barkingdog, accessed July 2, 2025, <https://amhersthigh.wordpress.com/history/>

arranged for a memorial tablet to be placed in the school for him. A memorial service was held later, at which Dr. George Christiansen (Class of '13) gave a glowing testimonial to his former teacher and mentor. As a token of his admiration and appreciation, Ivor J. Menzies presented an oil painting B.P. Overholt which occupied a place of honor in the school ever since.”¹⁶

The main facade facing south toward Bill Wigle Park, still stands as the historic core of the larger complex. The construction of this substantial school was more than a practical solution; it was a powerful symbol of Amherstburg's civic maturity and ambition, a declaration that the town was investing in its future and was committed to providing for its own. Architect Harold McEvers identified the design as “an ideal working example of a Vocation Academic high school”¹⁷

Construction History

The physical structure of General Amherst High School grew in lockstep with the demographic and pedagogical trends of the 20th century. The building itself serves as a physical record of the community's changing needs and educational philosophies.

The initial phase began on October 19, 1921, with the local council raising \$75,000 to fund the project.¹⁸ The school was completed and officially opened in 1922, providing a much-needed educational facility to Amherstburg residents who had previously traveled to Essex for secondary schooling. The school was constructed in brick, following the architectural trends of the period, and featured facilities like classrooms, and community spaces.¹⁹

The high school consisted of a Manual Training Room, Forge Shop, Art Room, Domestic Science Room, Gymnasium, Principal’s Room, Lady Teacher’s Room, and Boys’ and Girls’ Toilet. The upper floor consisted of five classrooms, four large and one smaller. One of the large rooms was allotted to commercial work and another to science laboratory work. The construction was carried out from plans and specifications under the supervision of Harold McEvers, an architect from Windsor.²⁰

Over the following decades, the property expanded through various transactions involving adjacent lots, to accommodate for the growing population within the Town of Amherstburg. In 1924, Thomas A. Thortan sold the westerly 45 feet of the southeasterly quarter of Lot 2.²¹ In 1928, Joel Craig and his wife sold 60 feet of the southwesterly quarter of Lot 2.²² The addition for

¹⁶ Amherstburg Bicentennial Book Committee, Amherstburg 1796-1996: The New Town on the Garrison Grounds, (Amherstburg, Ontario: Amherstburg Bicentennial Book Committee, 1997), [p. 65]

¹⁷ Reflections, Marsh Historical Collection, Summer 2018, Volume 11 Issue 4

¹⁸ The Amherstburg Echo October 21, 1921, Marsh Collection Reference Files

¹⁹ The Amherstburg Echo July 21, 1922, Marsh Collection Reference Files

²⁰ Dedication Program, Marsh Collection Reference Files, and The Amherstburg Echo July 21, 1922

²¹ Essex County Land Registry #9455, Marsh Collection Reference Files

²² Essex County Land Registry #10022, Marsh Collection Reference Files

a gymnasium was added to the school²³, located to the north along with shop-work improvements in 1938²⁴ and the opening of the school cafeteria in 1947.²⁵

Further additions occurred in 1951, where an addition of four rooms is put on the west side of the school, including a Home Economics room, a general shop, an agricultural lab, and a classroom. Its official opening was January 25, 1952.²⁶

In 1953 Garnet R. Braun and June Evelyn sold part of Lot 2 to the Amherstburg District High School Board to prepare for another addition²⁷ with six rooms plus a basement cafeteria is added to the east side of the school including four classrooms, a large library-classroom, and a third science room by Architect J. P Thompson Associates. The official opening was May 25, 1960.²⁸

In 1963, the board acquired Lot 3 through grants from Edgar Karrer²⁹, Majorie Radley Hamilton³⁰, and Frank L. Arnett & Ethal M. Larkel.³¹ In the same year, Joseph Thrasher granted Part of Lot 2.³²

Once again to accommodate growth for the local town, a planned addition to include a double gymnasium and vocational wing to the north at the cost of the demolishing the old gymnasium.³³
³⁴ ³⁵ The official opening was on December 3, 1964 at the cost of \$1,800,000.³⁶

At that time, six murals were completed on the west exterior wall of the gymnasium by John Oliver. The artisan in charge of the mural construction was Bruno Vendrasco, a Windsor plasterer, who obtained the subcontract to construct the murals. The murals are valued for their artistic merit and craftsmanship. Designed by John Oliver of Utah and plastered by Bruno Vendrasco of Windsor, the application process used painting techniques called “granolux”³⁷

In 1965, Emile T. Laframboise granted the southeast quarter of Lot 2 to the school board. The current legal description of the property now encompasses Plan 7 Lot 1, Part 2 & 3.³⁸

²³ The Amherstburg Echo February 15, 1929, and April 26, 1929, Marsh Collection Society

²⁴ The Amherstburg Echo August 12, 1938, Marsh Collection Society reference files.

²⁵ The Amherstburg Echo October 9, 1947, Marsh Collection Society reference files.

²⁶ Official Opening Program, Marsh Collection Reference Files, The Amherstburg Echo January 31, 1952.

²⁷ ECLR Instrument #14472, Marsh Collection Reference Files

²⁸ Echo May 25, 1960, Official Opening Program, Marsh Collection Society reference files.

²⁹ ECLR Instrument #291330, Abstract for Lot 3 W.S. Sandwich

³⁰ ECLR Instrument #294072, Abstract for Lot 3 W.S. Sandwich

³¹ ECLR Instrument #294073, Abstract for Lot 3 W.S. Sandwich

³² ECLR Instrument #294360, Abstract for Lot 2 W.S. Sandwich

³³ The Amherstburg Echo January 9, 1964, Marsh Collection Reference Files

³⁴ The Amherstburg Echo January 16, 1964, Marsh Collection Reference Files

³⁵ The Amherstburg Echo February 20, 1964, Marsh Collection Reference Files

³⁶ The Amherstburg Echo August 27th, 1964 and Official Opening Program, MCS Reference Files

³⁷ Paul Hertel, The Amherstburg Echo March 19, 2008, Marsh Collection Society reference files.

³⁸ ECLR Instrument #344877, Abstract for Lot 2 W.S. Sandwich, accessed via onland.ca

The final addition was built including all parts which front on Sandwich Street and a third gymnasium on Laird Avenue, along with other facilities in the center by J. P. Thompson Associates along with three more murals by John Oliver on the west wall of the gymnasium. The official opening was November 17, 1967.³⁹ Within the later years, much of the interior of the school has been renovated and redesigned along with the development of a sports lobby/hall of fame in the front of the school gymnasium in 2000 and restoration work on the nine murals in in 2012.^{40 41}

CHRONOLOGY OF THE SITE.

Year	Description
1896	Grant/ The Crown to William Caldwell/ Lot 1 west side Sandwich Street. ⁴² Deed/ William Caldwell to the Anderdon & Malden Agricultural Society/ Lot 1. ⁴³
1920	Grant/ The Amherstburg, Anderdon and Malden Agricultural Society to The High School Board of the Town of Amherstburg/ Lot 1. ⁴⁴
1921	Specifications and plans for the school were completed. Council to raise \$75,000 for the building. ⁴⁵ Tenders called for the construction of a high school. ⁴⁶ Ground was broken for the new school on October 19th. ⁴⁷
1922	General Amherst High School is opened. The lower floor consisted of a Manual Training Room, Forge Shop, Art Room, Domestic Science Room, Gymnasium, Principal’s Room, Lady Teacher’s Room, and Boys’ and Girls’ toilets. The upper floor consisted of five classrooms, four large and one smaller for advanced form one of the large rooms was allotted to commercial work and another to science laboratory work. -“marks an epoch in the development of this historic settlement” -“strikes a note in educational forethought that will keep it at least until other municipalities awake into a like sense of their responsibilities, a unique example of its kind.”

³⁹ The Amherstburg Echo November 17, 1967, Marsh Collection Society reference files.
⁴⁰ The Amherstburg Echo November 17, 1967, Marsh Collection Society reference files.
⁴¹ The Amherstburg Echo January 12, 2012, Marsh Collection Society reference files.
⁴² ECLR Instrument #4511, Marsh Collection Society reference files.
⁴³ ECLR Instrument #4512, Marsh Collection Society reference files.
⁴⁴ ECLR Instrument #8141, Marsh Collection Society reference files.
⁴⁵ The Amherstburg Echo June 3, 1921, Marsh Collection Society reference files.
⁴⁶ The Amherstburg Echo July 8, 1921, Marsh Collection Society reference files.
⁴⁷ The Amherstburg Echo October 21, 1921, Marsh Collection Society reference files.

Year	Description
	<p>-“the allotment and distribution of accommodation in the building make it an ideal working example of a ‘vocational academic’ high school”</p> <p>-“an attempt has been made to produce an exterior which, in general design, possesses dignity and restraint consistent with the educational functions of the building, and at the same time by being different from the usual run of such buildings.”</p> <p>-designed and carried out from plans and specifications and under the supervision of Harold McEvers, architect, Windsor.⁴⁸</p>
1924	Grant/ Thomas A. Thornton to The High School Board of Amherstburg/ The westerly 45ft of the southeasterly quarter of Lot 2, west side Sandwich St. ⁴⁹
1928	Deed/ Joel Craig & wife to The High School Board of Amherstburg/Easterly 60ft of the southwesterly quarter of Lot 2. ⁵⁰
1929	A gymnasium is added to the school, located immediately north of the general offices. ⁵¹
1938	The basement of the school is fitted out with shop-work rooms. ⁵²
1947	The first school cafeteria is opened. ⁵³
1952	An addition of four rooms is put on the west side of the school, including a Home Economics room, a general shop, an agricultural lab, and a classroom. Official opening was January 25, 1952. ⁵⁴
1953	Deed/ Garnet R. Braun and June Evelyn Braun to The Amherstburg District High School Board/ Pt. of Lot 2 (central). ⁵⁵
1960	An addition of six rooms plus a basement cafeteria is added to the east side of the school. Architect J.P. Thompson Associates. The rooms include four classrooms, a large library-classroom, and a third science room. The school can now accommodate 500. Official opening May 25, 1960. ⁵⁶

⁴⁸ Dedication Program, Marsh Collection Reference Files, and The Amherstburg Echo July 21, 1922

⁴⁹ ECLR Instrument #9455, Marsh Collection Society reference files.

⁵⁰ ECLR Instrument #10022, Marsh Collection Society reference files.

⁵¹ Amherstburg Echo February 15, 1929, and April 26, 1929, Marsh Collection Society reference files.

⁵² Amherstburg Echo August 12, 1938, Marsh Collection Society reference files.

⁵³ Amherstburg Echo October 9, 1947, Marsh Collection Society reference files.

⁵⁴ Official Opening Program, Marsh Collection Reference Files, and The Amherstburg Echo January 31, 1952.

⁵⁵ ECLR Instrument #14472, Marsh Collection Society reference files.

⁵⁶ Echo May 25, 1960, Official Opening Program, Marsh Collection Reference Files

Year	Description
1963	<p>Grant/ (Joseph) Thrasher to The Amherstburg District High School Board/ Pt. Lot 2.⁵⁷</p> <p>Grant/ Edgar Karrer to The Amherstburg District High School Board/ Pt. Lot 3.⁵⁸</p> <p>Grant/ Marjorie Radley Hamilton to The Amherstburg District High School Board/ Pt of west ½ Lot 3.⁵⁹</p> <p>Grant/ Frank L. Arnett & Ethel M. Larke to The Amherstburg District High School Board/ Pt of west ½ of Lot 3.⁶⁰</p>
1964	<p>Collavino Brothers Lowest Tender for the construction of an addition.⁶¹</p> <p>Architect’s Drawing completed for the proposed addition, which includes a double gymnasium and vocational wing to the north.⁶²</p> <p>The old gymnasium is demolished.⁶³</p> <p>Six murals are nearing completion on the West exterior wall of the gymnasium, designed by John Oliver, showing six different historic views. First, a pioneer amidst freshly chopped stumps; second, the passage of LaSalle’s ship Griffon in 1679; third, the establishment of Fort Malden, with corn in the foreground indicating the growth of agriculture; fourth, the meeting of Brock and Tecumseh in 1812; fifth, the Battle of Lake Erie,; and sixth, the subsequent evacuation and burning of Fort Malden by the British Army.⁶⁴</p> <p>Official Opening of New Vocation Wing and Gymnatorium December 3, 1964. Cost was \$1,800,000.⁶⁵</p> <p>High School Now Able to Offer Full Opportunities of Re-Organized Program- “- The children of the Amherstburg district will be able to enjoy the same type of education as offered in large city schools.”⁶⁶</p>
1965	<p>Grant/ Emile T. Laframboise to The Amherstburg District High School Board/ southeast ¼ Lot 2.⁶⁷</p>
1967	<p>Another addition is built, including all parts which front on Sandwich Street and a third gymnasium on Laird Avenue, along with other facilities in the center.</p>

⁵⁷ ECLR Instrument #294360, Abstract for Lot 2 W.S. Sandwich, Accessed via onland.ca

⁵⁸ ECLR Instrument #291330, Abstract for Lot 3 W.S. Sandwich, Accessed via onland.ca

⁵⁹ ECLR Instrument #294072, Abstract for Lot 3 W.S. Sandwich, Accessed via onland.ca

⁶⁰ ECLR Instrument #294073, Abstract for Lot 3 W.S. Sandwich, accessed via onland.ca

⁶¹ Amherstburg Echo January 9, 1964, Marsh Collection Society reference files.

⁶² Amherstburg Echo January 16, 1964. Marsh Collection Society reference files.

⁶³ Amherstburg Echo February 20, 1964, Marsh Collection Society reference files.

⁶⁴ Amherstburg Echo August 27th, 1964, Marsh Collection Society reference files.

⁶⁵ Official Opening Program, Marsh Collection Society reference files.

⁶⁶ Amherstburg Echo December 10, 1964, Marsh Collection Society reference files.

⁶⁷ ECLR Instrument #344877, Abstract for Lot 2 W.S. Sandwich, accessed via onland.ca

Year	Description
	Architect J.P. Thompson Associates. Three more murals are added to the West wall of the school in commemoration of Canada’s Centennial year; first, “One Hundred Years”, showing with a river tugboat bearing 3 flags including British, Italian, and maybe French/Dutch, as well as the centennial logo; secondly, “North to Freedom 1793”, showing a map of North America, slavery chains and ball, and male and female forms; third, a nameless mural with a log cabin, Indigenous forms, coureur de bois, and a priest. These new murals were also designed by John Oliver. ⁶⁸ Official opening November 17, 1967. ⁶⁹
1993	Classrooms redesigned and renovated. ⁷⁰
2000	A sports lobby/Hall of Fame is opened in front of the school gymnasium. ⁷¹
2012	Restoration work begins on the fading murals on the west wall of the school. ⁷²

THEMATIC ASSOCIATION

For a century, General Amherst High School was far more than a building; it was the crucible of community identity for generations of Amherstburg residents. Its culture was defined by its leadership, traditions, and the achievements of its students.

The school's history was guided by a succession of dedicated principals, whose tenures often marked distinct eras in its development. The long service of figures like Walter K. Sidey, who led the school for 34 years through the Great Depression, World War II, and the start of the post-war boom, provided a foundation of stability and growth.⁷³

Principal ⁷⁴	Tenure
Mr. Norman Davies	1922 – 1926
Mr. Walter K. Sidey	1926 – 1960
Mr. A. A. Martin	1960 – 1962
Mr. Reg Cozens	1962 – 1969
Mr. Jack Wilson	1969 – 1987
Mr. Cliff Pattison	1987 – 1989
Mr. Rod Paulin	1989 – 1991

⁶⁸ Amherstburg Echo November 17, 1967, Marsh Collection Society reference files.

⁶⁹ Official Opening Program, Marsh Collection Society reference files.

⁷⁰ The Windsor Star April 7, 1993

⁷¹ Amherstburg Echo November 28, 2000, Marsh Collection Society reference files.

⁷² Amherstburg Echo January 12, 2012, Marsh Collection Society reference files.

⁷³ History | barkingdog, accessed July 2, 2025, <https://amhersthgh.wordpress.com/history/>

⁷⁴ History | barkingdog, accessed July 2, 2025, <https://amhersthgh.wordpress.com/history/>

Principal⁷⁴	Tenure
Mr. Reg Simpson	1991 – 1996
Mr. John Corbett	1996 – 1998
Mr. Tom Halliwill	1998 – 2002
Mr. Patrick Catton	2002 – 2009
Mrs. Mary Edwards	2009 – 2012
Ms. Hazel Keefner	2012 – 2017
Ms. Melissa DeBruyne	2017 – 2022

CONTEXTUAL VALUE

The property has contextual value as the Town’s High School located within its core area of development. It has been a key centre of learning for over a century. Sports, extra-curricular activities, and a wide variety of community events such as concerts and ceremonies have been associated with the school as a community center piece. The property, its location, and its direct associations as an institution is significant to the community.

STREETSCAPE AND SURROUNDINGS

The property contributes to the character of the Sandwich Street and the adjacent public park. It is visually linked to park as the original south entrance faces into the park in a formal alignment. The original south entrance is centered on the 1922 building, which is located to align with the center of the park. This formal relationship creates an implied or intuitive connection to the park. The length of the property along Sandwich Street defines the character and scale along that stretch as the property opens up to the greenspace of the park.

LANDMARK STATUS

The property has been a landmark since 1922, since which time it has been one of the most substantial buildings in the Town. In addition to the building’s scale, its distinctive original design also attracts attention to the buildings. The building’s central location, as well as its location on Sandwich Street – a gateway thoroughfare of the town contributes to its status as a landmark.

The school property is surrounded by low profile commercial and residential land uses.⁷⁵ The school building’s central location visually stands out on its own from its height and generous setback. The Town Park on the south side has remained largely undeveloped and remained as open space to accommodate the students at the School and as a recreational space for the community within the Town of Amherstburg. The school and property are visually distinct from its surrounding neighbourhood as an institution within the core developed area in the Town of Amherstburg.

⁷⁵ *Fire Insurance Plan of Amherstburg, 1917*, Library and Archives Canada.

3. TOWN OF AMHERSTBURG OFFICIAL PLAN

The Official Plan outlines the Criteria for Individual Buildings in section 6.4.5. That section states:

“Council and the Heritage Committee shall consider the following criteria when evaluating individual buildings for designation under The Ontario Heritage Act. The buildings so designated should interpret the Town's heritage through architectural merit and/or historical association.”

O.P. Policy 6.4.5	
Has the building been associated with the life of a historic personage or has it played a role in an important historic event?	Yes (Associated with B.P. Overholt who helped establish the school. W.K. Sidey (long standing principal) played a key role in local WWII efforts and Cadet training).
Does the building embody the distinguishing characteristics of an architectural type recognized for its style or period of construction, or is it a notable example of workmanship by an early master builder, designer, or significant architect? It is not imperative that antiquity alone be the basis for selection, however, it should be an important consideration if other more significant examples have disappeared	Yes (Designed by architects Harold McEvers and J.C. Pennington). Notable example of institutional architecture from the interwar period.
Does the building or building type have special significance in that it forms an integral component of a particular neighbourhood character within the community?	Yes (Integral to the Sandwich Street South streetscape and the history of the surrounding Tri-Community).
The potential for illustrating the heritage value should be such that it will be possible for visitors to gain from the building an appreciation for the architecture or history with which it is associated.	Yes (The building's formal setting, architectural typology, and location in the Town tells the story of the town's growth and commitment to education.
In considering the designation of a building, the extent of the original materials and workmanship remaining should be important to that designation.	Yes (the original building façade facing south is mostly intact with the exception of the original entrance.
Intangible elements such as feeling, association, and aesthetics shall be considered as important as the physical appearance of the building or structure.	Yes (the community has a strong cultural tie to the murals and the siting and

O.P. Policy 6.4.5	
	connection to the adjacent park.
Architectural character should be considered on the basis of style, plan and sequence of spaces, uses of materials and surface treatment and other detail including windows, doors, lights, signs, and other fixtures of such buildings and the relation of such factors to similar features of the buildings in the immediate surroundings	Yes (the architectural character contributes to the designation of the property.)

4. EVALUATION UNDER ONTARIO REGULATION 9/06

The following table evaluates the property against the criteria set out in Ontario Regulation 9/06 of the Ontario Heritage Act. To be designated, a property must meet two or more of the following criteria.

Criteria	Evaluation and Rationale	Met
1. The property has design value or physical value because it:		
i. is a rare, unique, representative or early example of a style, type, expression, material or construction method;	<p>The former General Amherst High School has design value as a well-preserved example of period institutional architecture. The 1922 design does not fit exclusively within any distinctive architectural style but exhibits elements of "Interwar Stripped Classicism" and simplified "Collegiate Gothic Revival" style. The 1922, and 1951 addition, have a principal façade facing south and are primarily constructed with red brick cladding. The facades have classical proportions with a symmetrical design, large windows, stone details, stepped pilasters and intricate brick and coursing patterns.</p> <p>On the west elevation of the gymnasiums there are nine murals. The murals are a rare construction method made using an application process called "granolux." The murals have a unique styling, utilizing bold colours and</p>	Yes
ii. displays a high degree of craftsmanship or artistic merit;	<p>The 1922 building reflects a high degree of masonry craftsmanship. Including the brick and stone detailing.</p> <p>The nine murals dating from 1964 and 1967 are valued for their artistic merit and craftsmanship. The murals by artist John Oliver of Utah depict aspects of Amherstburg's history, are large in scale and illustrate a high degree of artistic merit in their design and execution with the "Granulox" system. The work was executed by plasterer, Bruno Vendrasco of Windsor.</p>	Yes
iii. demonstrates a high degree of technical or scientific achievement	NA	No
2. The property has historical value or associative value because it:		

Criteria	Evaluation and Rationale	Met
i. has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community;	The property has historical value as the first dedicated high school building constructed in Amherstburg, replacing earlier "continuation classes." The school is a physical representation of the evolution and maturing of the Town of Amherstburg. It reflects the development of Amherstburg during the early part of the 1900's as the town grew and the needs of the community become more sophisticated as the town modernized. The school has been a Town focal point as a main centre of educational activity since 1922. As the Town's High School, it has been a key centre of learning, sports and extra-curricular activities and a wide variety of community events such as concerts and ceremonies.	Yes
ii. yields, or has the potential to yield, information that contributes to an understanding of a community or culture;	NA	No
iii. demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community	It reflects the work of prominent local architects Harold McEvers (1922 Design) of Windsor and J.C. Pennington of Windsor (1951 addition).	Yes
3. The property has contextual value because it:		
i. is important in defining, maintaining or supporting the character of an area;		No
ii. is physically, functionally, visually or historically linked to its surroundings;	The former General Amherst High School possesses contextual value as it is physically, functionally, visually and historically linked to its surroundings. The south façade is linked to the public park and community space to the south. The connection to the park and its surroundings was interracial in the original design of the school as the southern entrance to the school was centrally aligned with the park. This visually linked the south façade to the community space. Functionally, the park was used as a sports field by the institution. The relationship between the school and the park has been there since the construction of the school.	Yes

Criteria	Evaluation and Rationale	Met
iii. is a landmark.	As the primary high school for the region for a century, it is a visually and socially prominent landmark in the community. The property has been a landmark since 1922, since which time it has been one of the most substantial buildings in the Town. The building's central location has been recognized by residents and visitors as a long standing historical institutional landmark with the Town of Amherstburg.	Yes

CONCLUSION:

The property does meet the criteria for designation under Part IV of the Ontario Heritage Act.

5. HISTORICAL DOCUMENTATION

J Amh 4592

Dated May 7th 1901.

Wm

Caldwell

—TO—

Anderdon Malden
Agricultural Soc.

↑ 275⁰⁰

Deed of Land
SITUATE

Amherstburg
1. W 5 St. #77
1st 32 per

Newsome & Co., Limited, Law Stationers, Toronto, Ont.

Franklin A. Hough

O. Amh. 8141

Dated March 26th A.D. 1920

The Amherstburg, Anderdon and
Malden Agricultural Society

—TO—

The High School Board of the
Town of Amherstburg.

Deed of Land
SITUATE

TOWN OF AMHERSTBURG.

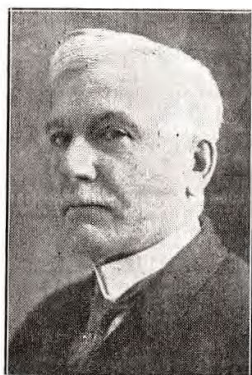
Newsome & Gilbert, Limited, Toronto

1 W 5 Sandwich St
Pl. - 87

FRANKLIN A. HOUGH, B.A.
BARRISTER, ETC.
AMHERSTBURG, ONTARIO

Dedicated
Thursday, July 20th,
1922

by

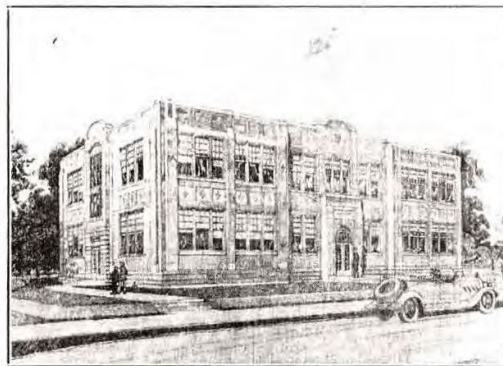


Honourable George P. Graham,

M. P. SOUTH ESSEX

Minister of Militia and Defence for the Dominion of Canada.

A Beautiful
New Educational Centre



“General Amherst” High School
Amherstburg, Ontario.

Compliments of THE AMHERSTBURG ECHO

DESCRIPTION

The recent completion of the General Amherst High School in Amherstburg marks an epoch in the development of this historic settlement, while in the annals of education a new and brighter lease of life is taken and a new era consistent with the importance of this town and its future promise, is entered upon.

The new General Amherst High school strikes a note in educational forethought that will keep it, at least until other municipalities awake into a like sense of their responsibilities, a unique example of its kind. In this building are embodied requirements that have been arrived at after a close and systematic study of the needs of the young people of the municipality of all conditions and predilections. Great credit is due to the Board and those who have helped, for the radical lines of thought and broad vision that marked the undertaking, but particularly to those late colleagues of the Board whose unwearied energy and keen interest aroused the gratitude of all they came in contact with—Dr. Abbott and Mr. Overholt. It is impossible without alluding to them, to either think or make mention of this school, a monument to their efforts.

The allotment and distribution of accommodation in the building make it an ideal working example of a "vocational academic" High school. Roughly speaking the lower floor is devoted to vocational purposes and the upper to academic. The former consists of Manual Training Room, Forge Shop, Art Room, Domestic Science Room, Gymnasium, Principal's Room, Lady Teachers' Room and Boys' and Girls' Toilets. The Forge Shop is placed at the northwest corner of the school with entrance off the boys' vestibule—this enables students soiled from mechanical shop work to avoid passing through the school when leaving. The floor

of this room is lower than that of the ground floor, being at grade level to facilitate entry of heavy moving machines for demonstration and instruction. The upper floor consists of five class-rooms, four large and one smaller for an advanced form. One of the large class rooms is allotted to commercial work and has a typewriter room at one end separated by glazed partition so that it is under direct supervision from the Commercial Class Room. Another of these class-rooms is for Science Laboratory work and has a small apparatus room directly off it. The basement accommodates boiler plant, ventilating unit, coal room and storage space.

The mechanical equipment of the building is of the highest class. Heat is supplied by two "Royal" sectional down-draft steam boilers. They are specially efficient, smoke consuming type of boiler, and are of such size that in normal cold weather one boiler need only be operated while in an extreme spell both boilers will be thrown in. The heating system is fitted with an air line connected to all radiators and ensuring a positive circulation of steam at all times. The fan unit draws its air supply down from the roof through the centre of the building. The location of this fresh air shaft, protected by screen and lowers at the top, insures the cleanest supply of air. The fan, driven by a small electric motor, draws the fresh air down the shaft and over the stacks of radiators where it is warmed to the correct temperature and then whirled through ducts to the various rooms at the rate of 12,500 cubic feet a minute. All rooms discharge their foul air directly up to ventilators in the roof. All this ventilating machinery is situated adjacent to the boiler room where it can be manipulated by the man in charge of the heating plant. The toilets are not

connected to the main system but each has a small disc fan set high up in the wall and drawing the air out and up to the roof. This is in contrast with the rooms where the air is blown in by mechanical means—in the toilets the air is sucked out; this prevents possibility of odors from the toilets permeating into the corridors. This ventilating system insures an unfailing supply of fresh air, correctly tempered to all rooms of the school at a time when it is too cold to open the windows, with the result that the pupils are working under conditions conducive to both good health and mental progress. The plumbing fixtures of the school are of the best class. All basins, bowls and urinals are of imported English solid porcelain. The toilets are equipped with showers in addition.

Careful attention was given to the matter of lighting and the distribution and capacity of the fixtures produce ideal working conditions for both dull weather and evening classes. A signal system is installed throughout the school with gongs in corridors and will be used in both class signals and fire alarm. Buttons operating these are located in all rooms, corridors and boiler room.

An attempt has been made to produce an exterior which, in general design, possesses dignity and restraint consistent with the educational functions of the building, and at the same time by being different from the usual run of such buildings, interests by a sense of individuality. A magnificent site enhances the appearance of the building, which, occupying the north end of the park, fronts the park and has that magnificent sweep of ground

to set it off. Broad and ample corridors run the full length of the school and at either end are connected by metal stairs of pressed steel construction, and large windows at the landings amply light both upper and lower corridors. The corridors have on both sides a recessed portion in which the students' steel lockers will be placed. Fire hydrant piping runs to both corridors.

Some of the figures of material quantities might be of interest. In the excavation 1050 cubic yards were removed. In the foundations, 400 yards of concrete were poured; 61,500 face and 159,000 common brick were used in the structure; 13,000 F.B.M. of maple flooring were laid. The cubical contents of the building is 296,300 cubic foot and cost per cubic foot of all trades is 26.2 cents per cubic foot. The cost of building alone, exclusive of plumbing, heating, ventilation and electric, is 17.8 cents per cubic foot. The cost of the building, including mechanical trades is \$67,674.39.

The first sod was turned on the 17th of October, 1921, and the virtual completion of the building was the 15th of April. Great credit is due to Ernest Clarke, Limited, of Windsor, Ont., for the expeditious manner in which the contract was carried out and the thorough and conscientious spirit in which the plans and specifications were interpreted. The work already done by this new firm in Essex county has established a reputation for uprightness and painstaking work.

The building was designed and carried out from plans and specifications and under the supervision of Harold McEvers, A.R.I.B.A., architect, Victoria Block, Windsor, Ont.

High School Board, 1922.

F. M. FALLS, Chairman
COLIN WIGLE
MACOMB MULLEN
J. H. SUTTON

I. S. BROWN
HILLAND PETTYPIECE
P. A. BARRON
SIMON BERTRAND

THE AMHERSTBURG ECHO.

AMHERSTBURG'S NEW HIGH SCHOOL.

The recent completion of the General Amherst High School in Amherstburg marks an epoch in the development of this historic settlement, while in the annals of education a new and brighter leaf of life is taken and a new era consistent with the importance of this town and its future promise, is entered upon.

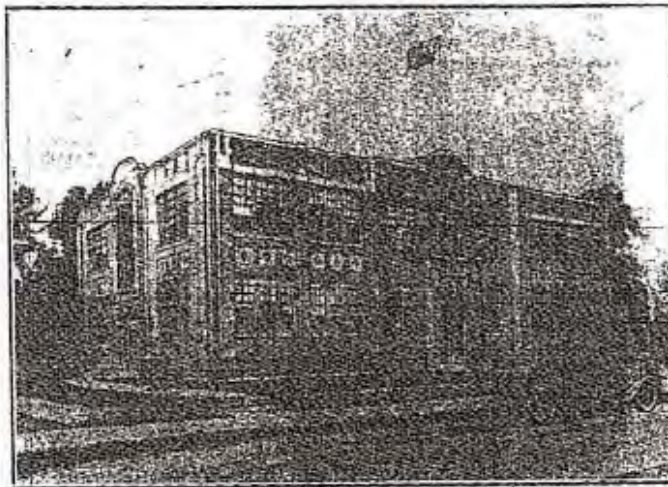
The new General Amherst High school strikes a note in educational forethought that will keep it at least until other municipalities awake into a like sense of their responsibilities, a unique example of its kind. In this building are embodied requirements that have been arrived at after a close and systematic study of the needs of the young people of the municipality of all conditions and predilections. Great credit is due to the Board and those who have helped, for the radical lines of thought and broad vision that marked the undertaking, but particularly to those late colleagues of the Board whose unwearied energy and keen interest aroused the gratitude of all they came in contact with—Dr. Abbott and Mr. Overholt. It is impossible without alluding to them, to either think or make mention of this school, a monument to their efforts.

The allotment and distribution of accommodation in the building make it an ideal working example of a "vocational academic" High school. Roughly speaking the lower floor is devoted to vocational purposes and the upper to academic. The former consists of Manual Training Room,

Forge Shop, Art Room, Domestic Science Room, Gymnasium, Principal's Room, Lady Teachers' Room and Boys' and Girls' Toilets. The Forge Shop is placed at the northwest corner of the school with entrance off the boys' vestibule—this enables students galled from mechanical shop shop work to avoid passing through the school when leaving. The floor of this room is lower than that of the ground floor, being at grade level to facilitate entry of heavy moving machines for demonstration and instruction. The upper floor consists of five class-rooms, four large and one smaller for an advanced form. One of the large class rooms is allotted to commercial work and has a typewriter room at one end separated by glazed partition so that it is under direct supervision from the Commercial Class Room. Another of these class-rooms is for Science Laboratory work and has a small apparatus room directly off it. The basement accommodates boiler plant, ventilating shaft, coal room and storage space.

The mechanical equipment of the building is of the highest class. Heat is supplied by two "Royal" sectional down-draft steam boilers. They are specially efficient, smoke consuming type of boiler, and are of such size that in normal cold weather one boiler need only be operated while in an extreme spell both boilers will be thrown in. The heating system is fitted with an air line connected to all radiators and ensuring a positive

"GENERAL AMHERST"



AMHERSTBURG'S NEW HIGH SCHOOL.

circulation of steam at all times. The fan unit draws its air supply down from the roof through the centre of the building. The location of this fresh air shaft, protected by screen and, lowers at the top. Insures the cleanest supply of air. The fan, driven by a small electric motor, draws the fresh air down the shaft and over the stacks of radiators, where it is

sign, possesses dignity and restraint consistent with the educational functions of the building, and at the same time by being different from the usual run of such buildings, interests by a sense of individuality. A magnificent site enhances the appearance of the building, which, occupying the north end of the park, fronts the park and has that magnificent sweep of ground



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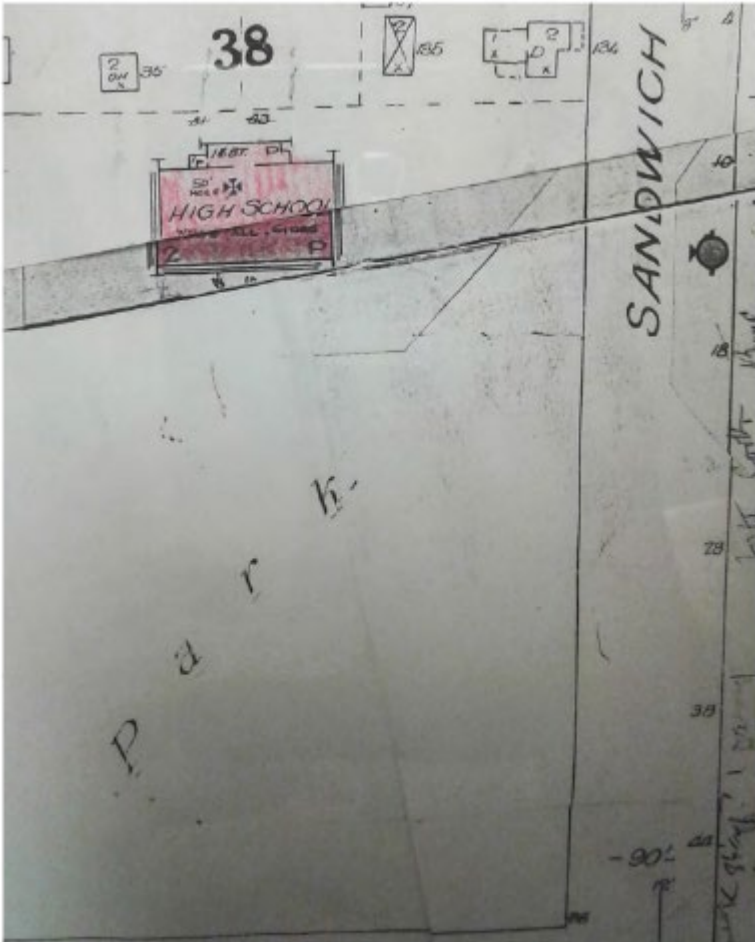
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General Amherst High School, 1922
Marsh Collection Society P1588



Extract from Fire Insurance Plan of Amherstburg dated 1926
Marsh Collection Society

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Dated December 22nd. A. D 1924

THOMAS A. THORNTON

et al

—TO—

THE HIGH SCHOOL BOARD,
Amherstburg, Ont.

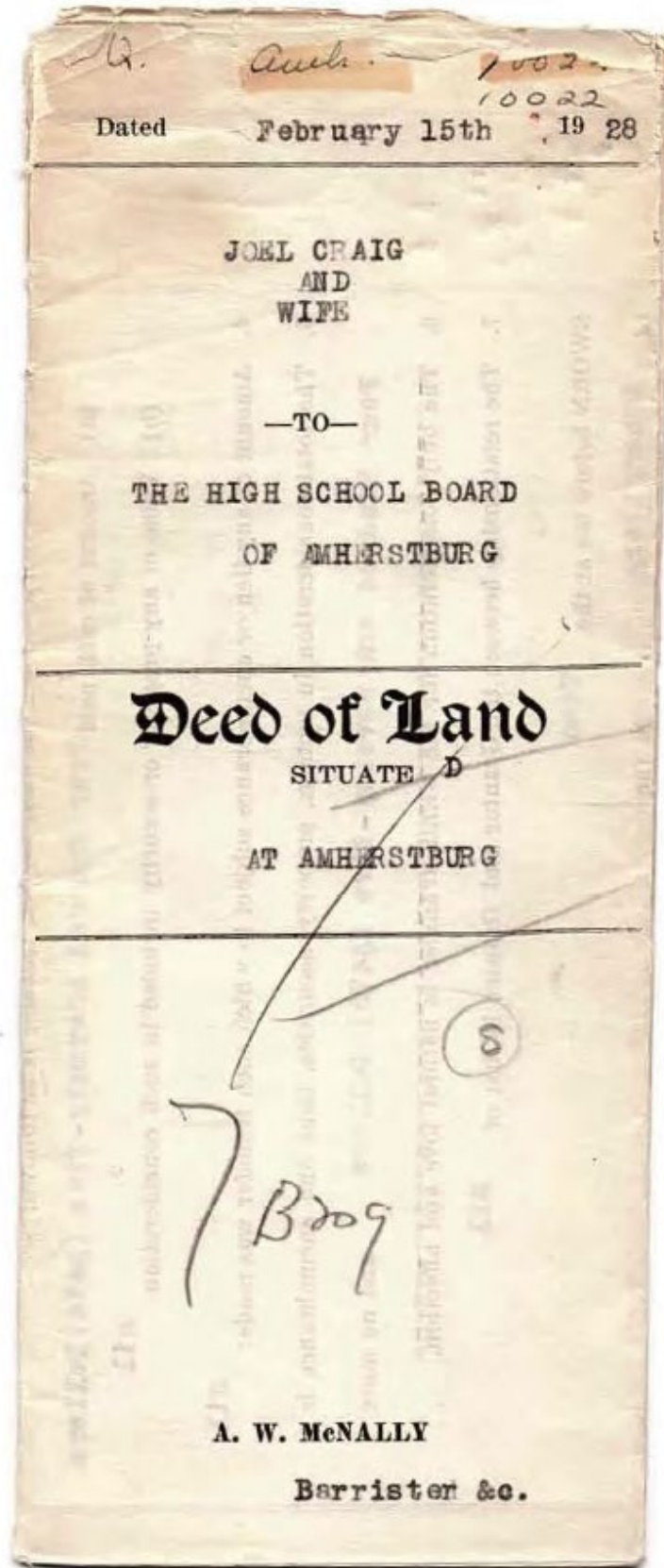
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Newsome & Gilbert, Limited, Toronto

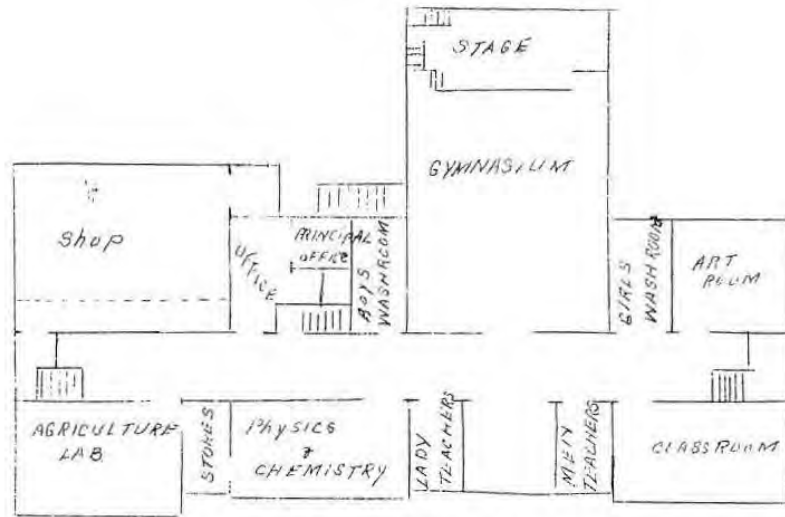
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WILLIAM C. INCH,
Barrister, Etc.,
Amherstburg Ont.

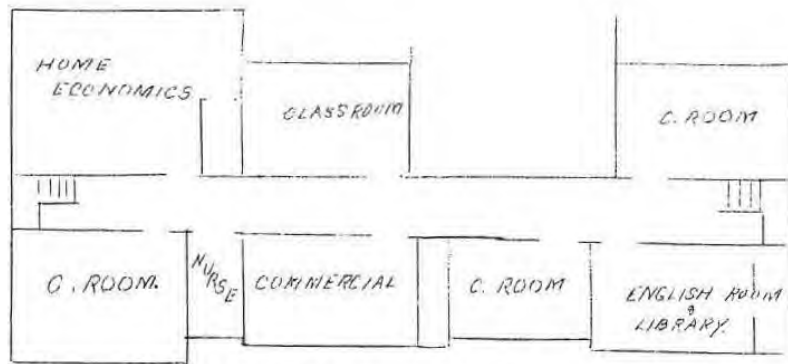


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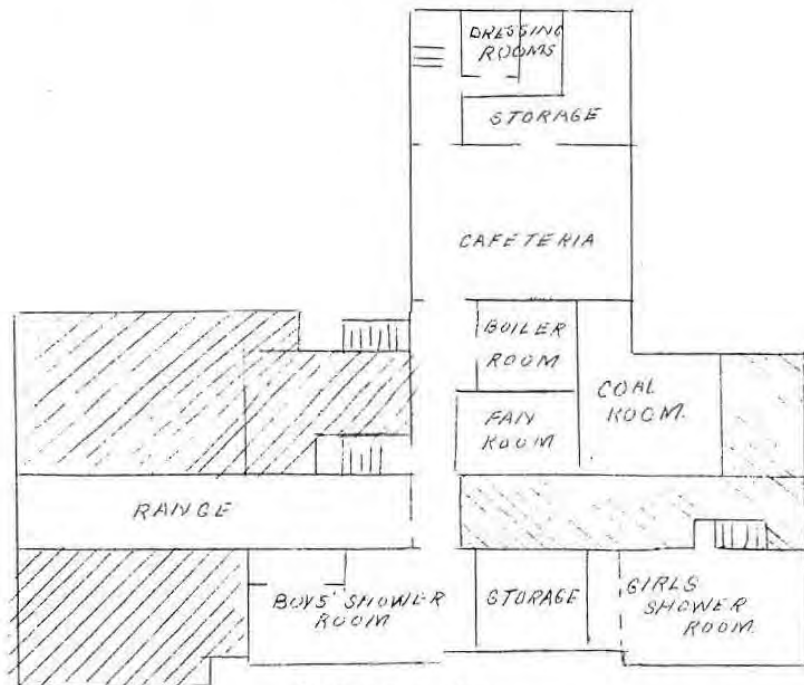
PLAN OF "GENERAL AMHERST"
HIGH SCHOOL



MAIN FLOOR



UPPER FLOOR



BASEMENT

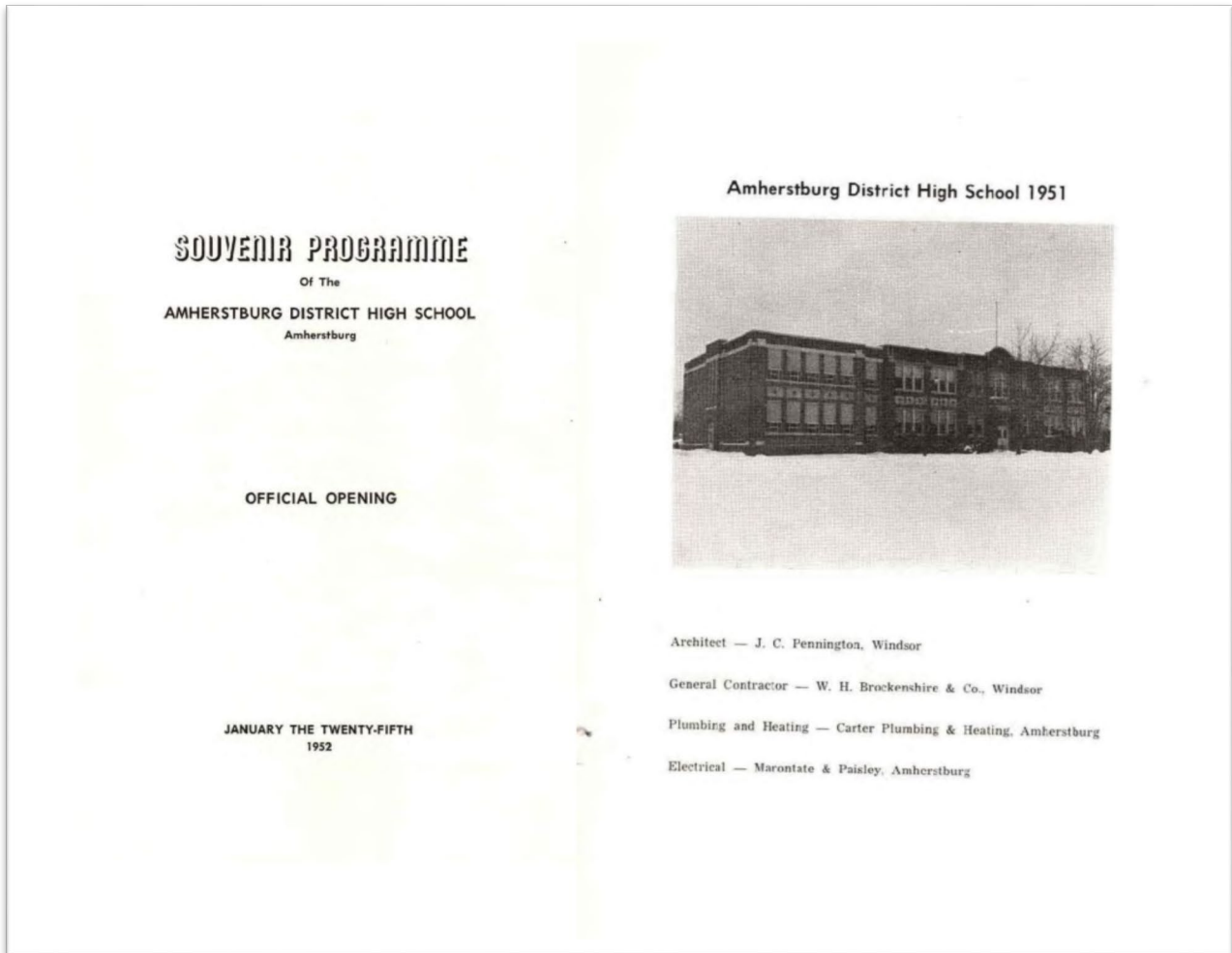


FIGURE 18 - OFFICIAL OPENING PROGRAM, 1952

Dated December 28th 1953

W. Amherstburg 14472

GARNET R. BRAUN and JUNE EVELYN
BRAUN

TO

THE AMHERSTBURG DISTRICT HIGH
SCHOOL BOARD

Amherstburg, Ont.

Deed of Land

SITUATE

Town of Amherstburg, County
of Essex, part of Lot No. 2,
Plan No. 7.

Newsome & Gilbert, Limited, Toronto

amb

DONALDSON & THRASHER,
Barristers & Solicitors,
904 Canada Building,
WINDSOR, Ontario.

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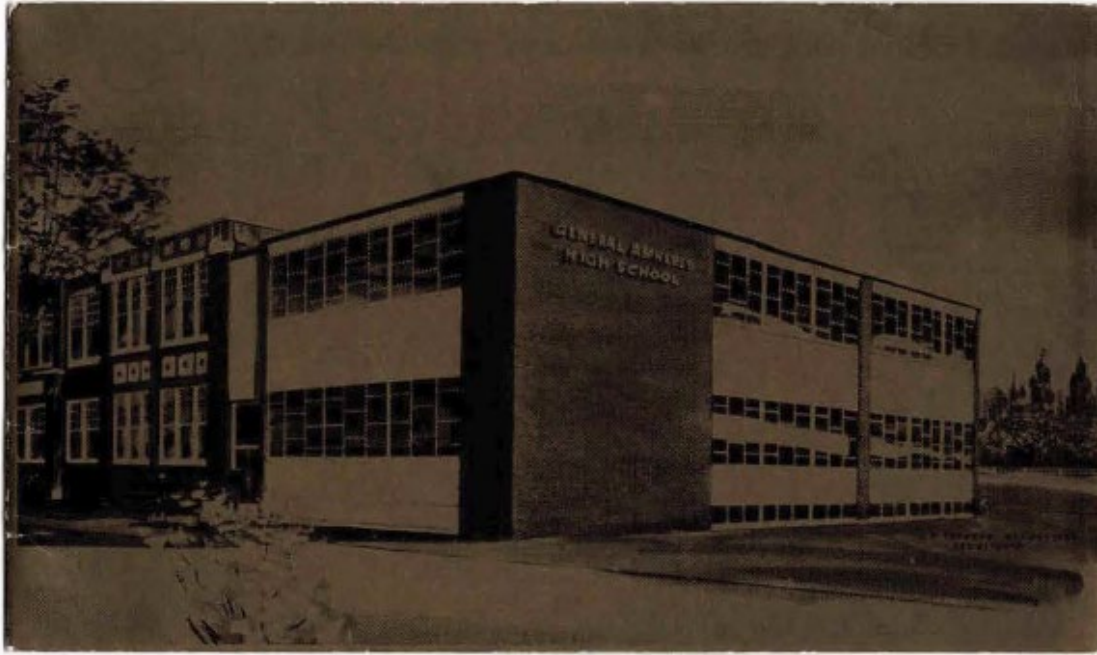


FIGURE 19 - OFFICIAL OPENING PROGRAM, 1960

AMHERSTBURG BICENTENNIAL COMMITTEE

**BICENTENNIAL PROJECT PROPOSAL FOR
GENERAL AMHERST HIGH SCHOOL MURAL RESTORATION**

REPORT # 1 MARCH 19, 2008

SUBMITTED BY PAUL HERTEL

The First Addition Set of Six (1965)



David Botsford is credited with an article printed in the Amherstburg Echo August 27 1965.

David P. Botsford, Historian: Explains Murals On West Wall General Amherst High Gymnasium

The new additions to the General Amherst High School are nearing completion and a feature that is generating considerable interest is the series of six murals now in process of being permanently implanted in the west wall of the new gymnasium.

The artist is John Oliver and he and his assistants have been engaged for several weeks working from scaffolding placing the murals. Originally it was intended that athletic motifs would be shown, but in deference to the Amherstburg area's rich heritage in history the theme of the motifs was changed.

In viewing the murals one should bear in mind the limitations of perspective and regard the bottom of the mural as the foreground and the top as the background.

The Second Addition Set of Three (1967)

No description was found in a 1966-1967 microfilm research of the Amherstburg Echo.



One Hundred Years

North to Freedom 1793

No Title

DAVID BOTSFORD'S HISTORICAL DESCRIPTION OF THE 1965 MURALS

PANEL I

THE LEFT MURAL depicts a pioneer amidst freshly-chopped stumps with the forest in the background. The first clearing in the area was at the site of the Bois Blanc Mission below Amherstburg on the Detroit River front about 1742 in the French regime.



No Title

DAVID BOTSFORD'S HISTORICAL DESCRIPTION OF THE 1965 MURALS

PANEL 2

The second mural represents the passage of LaSalle's ship the Griffon in 1679. An Indian on horseback is viewing from the shore the ship under sail. A bit of artistic license is here employed for local historians assert that the Detroit River Indians at that time were not yet acquainted with the horse and that actually the first horse in the Detroit River area was one labouriously transported from Quebec for the use of Cadillac some time after 1701 and named "Colon" (for Columbus) to signify he was the first of his kind in this region.



Griffin 1679

DAVID BOTSFORD'S HISTORICAL DESCRIPTION OF THE 1965 MURALS

PANEL 3

The third mural shows a later period with Fort Malden erected and occupied by the British who had recently evacuated Detroit when that place was given over to the new United States. The flag shown is that of Great Britain before the union with Ireland. In the foreground corn is shown to indicate the growth of agriculture.



U.E. Loyalists

DAVID BOTSFORD'S HISTORICAL DESCRIPTION OF THE 1965 MURALS

PANEL 4

THE FOURTH MURAL has as its subject the historic meeting at the home of Colonel Mathew Elliott, of Major-General Isaac Brock and Tecumseh.

This meeting took place at ten o'clock in the night. Brock had just arrived from the Niagara frontier with reinforcements and immediately consulted Tecumseh's counsel for an immediate attack on Detroit evoking from Tecumseh the ejaculation, "Here is a man!" Orders were given setting the militia, Regulars and Indians in motion and on August 12th Detroit was taken. The home of Colonel Elliott where the two famous warriors met stood until recent years when it finally collapsed through weight of years. It had been built in 1874 and was the oldest structure in a radius of some two hundred miles.



Brock and Tecumseh 1812

DAVID BOTSFORD'S HISTORICAL DESCRIPTION OF THE 1965 MURALS

PANEL 5

THE FIFTH MURAL represents the battle of Lake Erie and shows a careening ship under fire from a cannon. The battle on the lake took place on September 10th, 1813 and resulted in an American victory. The flagship of the British fleet was the "Detroit" commanded by Commodore Robert Heriot Barclay. The United States fleet was headed by the "Lawrence" and commanded by Commodore Oliver Hazard Perry. The loss of the British fleet compelled Colonel Proctor commanding at Amherstburg to attempt a retreat.



No Title

DAVID BOTSFORD'S HISTORICAL DESCRIPTION OF THE 1965 MURALS

PANEL 6

The sixth mural has for its theme the consequences resulting from the American victory on the Lake. The fort was burned by the Royal Engineers just before the retreat commenced so as to render it useless to the Americans. The mural shows the structure of the fort destroyed, the American flagship off shore and flags to show the period of the American occupation.

The Fort at Amherstburg was the only British Post in American hands at the date of the signing of the Peace ending the War of 1812 and in the treaty it was returned to the British, the Americans evacuating from it on July 1st, 1815. It was destined to be used for a further period of forty-four years before it was disestablished.



American Occupation

THE ARTISAN AND THE ARTIST BEHIND THE MURALS

The artisan in charge of the mural construction was Bruno Vendrasco, a Windsor plasterer, who obtained the subcontract to construct the murals from architectural firm JP Thomson & Associates. Vendrasco did some 50 murals throughout Windsor and Essex County, but has never been recognized for his work.

The 1960s material used for the murals' texture was called "granolux", and was difficult to use and apply. Bruno Vendrasco has indicated a willingness to examine the murals and share further insights on the technical side of the construction, and restoration suggestions.

The design work leading to full scale stencils was done by John Oliver, a recently retired commercial art teacher living in Huntsville Utah.

Further information from John Oliver's files is expected shortly to help describe better the design rationale, content, and context for the selection of subject matter.

Submitted By Paul Hertel
March 19, 2008

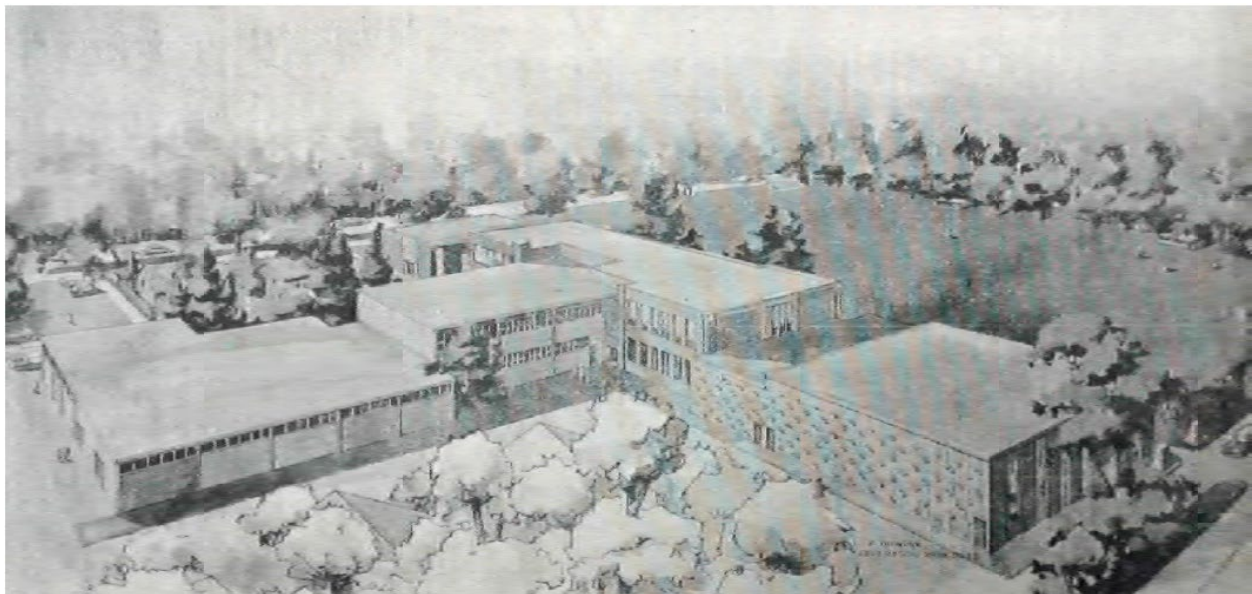


FIGURE 20 - THE AMHERSTBURG ECHO JANUARY 16, 1964



Official Opening

OF THE

New Vocational Wing and Gymnatorium

Built by The Government of Canada
The Province of Ontario
The Amherstburg High School District

for

TECHNICAL AND COMMERCIAL EDUCATION



Amherstburg District Secondary School



FRIDAY, DECEMBER 4th, 1964
8:15 P.M.

Official States At Opening of Wing High School Now Able To Offer Full Opportunities of Re-Organized Program

"Your school is now able to offer the full opportunities of the re-organized program for secondary schools in Ontario", W. T. Laing, Assistant Superintendent of Secondary Education, Western Ontario Division, remarked during his talk at the official opening of the new million dollar addition to the General Amherst High School on Friday evening. He added the children of the Amherstburg district will be able to enjoy the same type of education as offered in large city schools.

Mr. Laing represented the Minister of Education and at the end of his address declared the school officially opened. He was introduced by William Wood, district inspector, who observed, "No man in Western Ontario has done more for secondary education than Mr. Laing".

"The school is designed for 840 pupils and even at this stage it is reaching its limit and it is likely, in the not too distant future, the board will have to consider a further addition", he said.

* *

MR. LAING told the school has the most modern equipment and is designed to develop fully the potential greatness of all pupils. He continued that over one half of the pupils in secondary schools are in the vocational four-year courses that are preparing them for gainful employment when they graduate from Grade 12.

"A school is only as good as its teachers and Amherstburg has been fortunate in this respect", he observed and added, "Your able principal and his staff backed with the support of the board and community have the opportunity of building an even greater excellence in education".

Mr. Laing told that in the last 17 years the number of pupils in Ontario secondary schools has increased three times while the growth of General Amherst has gone from 166 pupils and seven teachers in 1957, to 760 pupils and 38 teachers in 1964.

* *

"Secondary education has gone a long way since its inception in 1904", R. W. Bailey, chairman of the Amherstburg District High School Board, remarked in his address at the official opening of the new million dollar vocational wing and gymnasium on Friday evening.

Mr. Bailey's remarks follow: "This is indeed an important occasion for all of us and on behalf of the High School Board, I welcome you here tonight.

I feel that everyone is primarily interested in seeing the new addition, so I shall make my remarks as brief as possible.

Many hours of planning — a few heartaches — and headaches — along with the modern building materials of today, have all been combined to give us this lovely new addition which we are here to officially open this evening.

I am sure, after you have a chance to look around, you will agree secondary education in this area has come a long way since its inception in 1904. From a few rented rooms in the public library at that time, it steadily progress-

Continued from page 4-B)

December 10, 1964

Official Opening High School Wing

(Continued from page 1-A)

ed until a high school was built in 1922 on this site. Through the years, this original nine room school has been increased to the present 30 rooms, plus this gymnasium. Of course, the expansion ties in with increased enrollment, which has grown from 84 in 1922 to 760 young men and women in our school today.

It was this group of young people with whom, we as a board, were vitally concerned and were anxious to provide them with the best educational facilities possible.

I think we have done just that, along with the aid of our architects, the contractors, the advisory vocational committee and also Mr. Cozens and his staff. But we can not stop here. At this point, we must challenge the students, to add the finishing touches to these cold lifeless walls. They must use these facilities and benefit from them in order for this investment in their future to pay dividends.

It is therefore, our sincere hope that the walls of this beautiful gymnasium will ring with shouts of happiness and bear witness to good sportsmanship both in victory and defeat.

In the academic and technical wing, you will find the necessary tools with which each and every one of our young people may equip himself or herself for a happy and profitable future. We simply ask — be eager to learn and develop your talents to the fullest.

We have been happy to see this project through to its completion, but may I, at this point, stress the fact that all this could not have been possible without the help and cooperation received from both our federal and provincial governments. They together with bear 75% of the cost, with the remainder to be borne by our school area, Amherst, Malden and Amherstburg.

In conclusion, I thank the taxpayers and all those who in any way helped make all this possible.

TAKING PART IN the program were Rev. J. E. Martin, pastor of St. John the Baptist Church, Rev. D. S. Henry, rector of Christ Church and Miss Carol Courtney, who offered piano selections.

L. R. Delmore, vice chairman of the board, introduced the platform guests and R. W. Bailey introduced the members of the board and advisory vocational committee. Mr. Bailey paid tribute to W. K. Sidey, former principal and secretary of the board, for his untiring work during the construction period.

Samuel Thompson, of Collavino Brothers, contractors, turned the key of the new building over to Gerald Simrod of J. P. Thomson Associates, architects, who presented it to R. W. Bailey, chair-

man of the board. Mr. Bailey turned it over to Reg. Cozens, principal.

"The simple act of giving and receiving a key is an awesome challenge charging my colleagues and myself with one of the important phases of young lives. We accept that challenge and promise to do our best", Mr. Cozens remarked.

★ ★
ON BEHALF of the students, Stanley Bezaire, president of the students' council, thanked the department and the board for the enlarged facilities. Miss Sharyn Hall, vice president of the students' council, presented Mrs. Laing and Mrs. Wood with bouquets.

Members of the Amherstburg District High School Board include R. W. Bailey and Dr. E. D. Hutchinson, representing Amherstburg; C. D. Bailey, appointee from the Amherstburg Public School Board; L. J. Fox, representing Amherstburg Separate School Board; W. Hallock, Anderdon representative; Earl A. McGee, Malden appointee and R. B. MacGregor, appointed by the Essex County Council.

Members of the Advisory Vocational Committee are C. D. Bailey, chairman, D. Kirkaldy, Mrs. William Knight, Mrs. R. Lozon, J. Warren, R. W. Bailey, L. R. Delmore and W. Hallock.

An inspection of the school followed the program. Members of the staff and senior students were on duty guiding the visitors about the building.

December 10, 1964

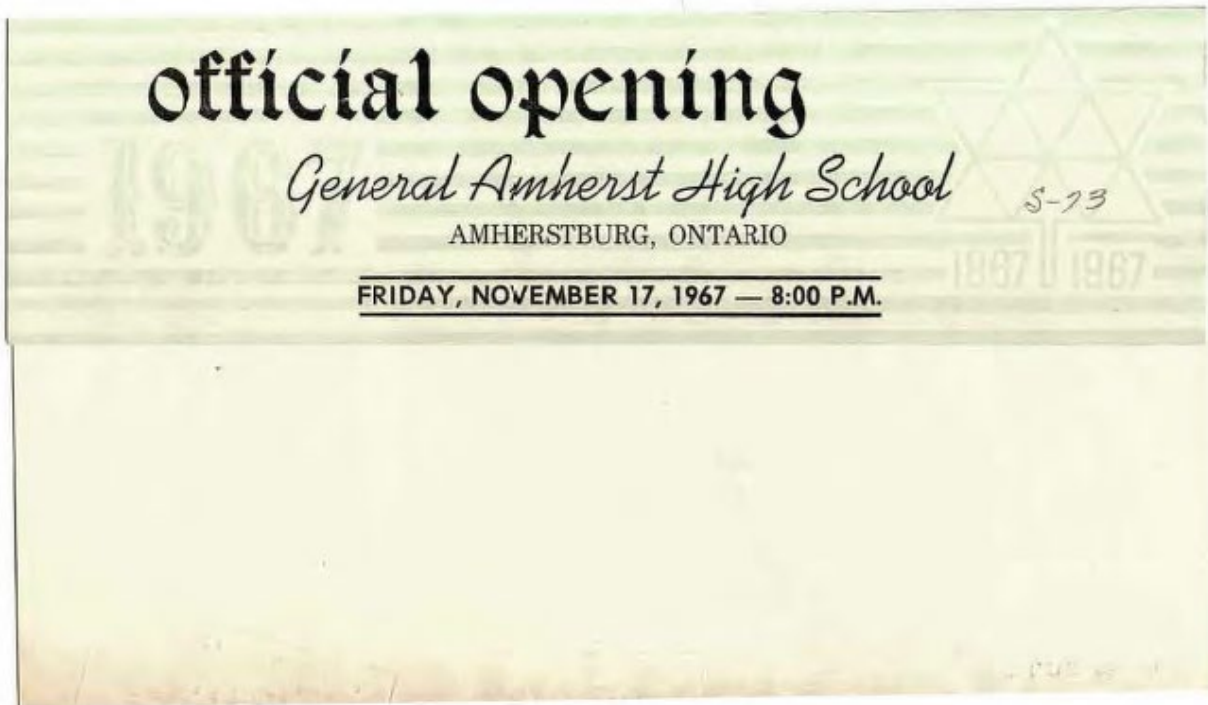
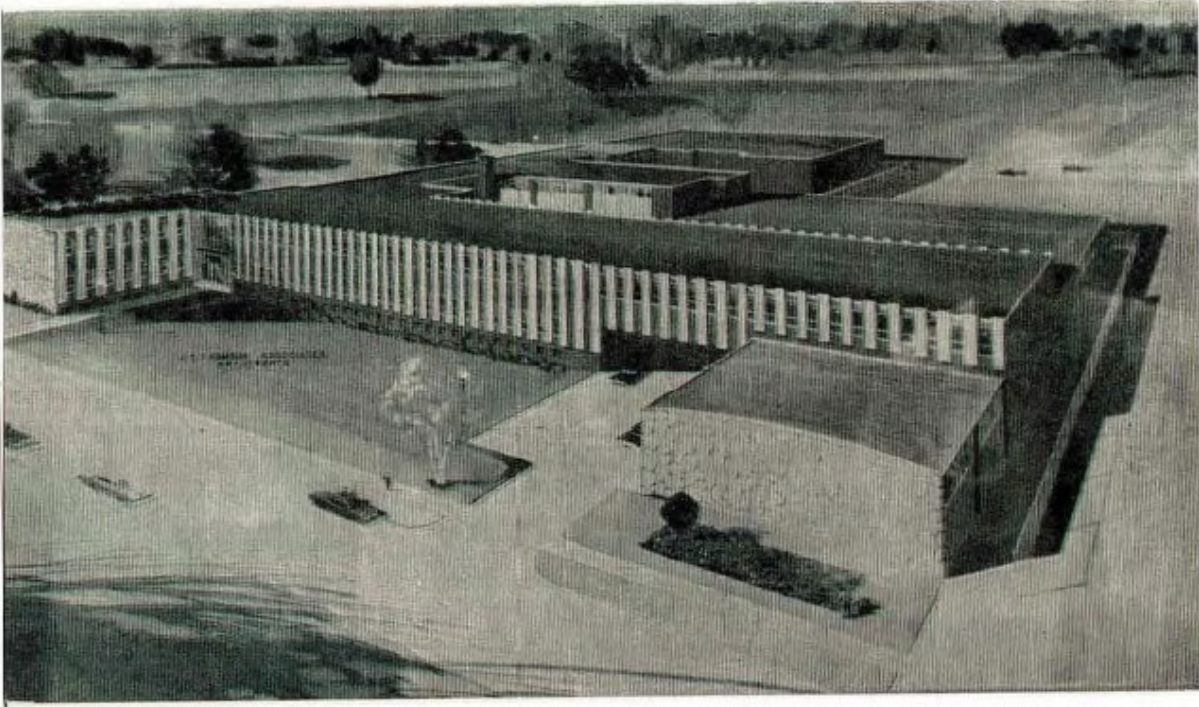


FIGURE 21 - OFFICIAL OPENING PROGRAM, 1967



THE ARCHITECT . . .

J. P. Thomson Associates, Architects have designed over 150 school projects including elementary schools, secondary schools, retarded children's schools and have recently been commissioned by the Canadian Department of External Aid to be the architects on a new vocational school in Guyana, South America.

The firm has been privileged to be the architects for all the additions to General Amherst District High School since 1959 when the school consisted of only 12 teaching areas up to its present size to serve 1800 students in Academic, Commercial and Vocational Courses.

our thanks
The Amherstburg High School Board acknowledges with thanks the generous donation by Mr. H. Murray Smith, of the native Lime stone which so beautifully enhances the front of the high school.



THE CONTRACTOR . . .

Incorporated in 1951, Ellis-Don's first year of operation was limited to small school and church projects to the total value of \$150,000.

The company now builds almost every type of building including schools, hospitals, universities, and industrial plants and has just recently completed the most impressive National Library and Archives Building in Ottawa, and are presently constructing the 1600-unit residence at the University of Guelph.

Ellis-Don is rated among the seven largest construction companies in Canada with one hundred and seventy-five salaried employees completing in excess of \$50,000,000 in contracts per year.



programme

- O CANADA
 INVOCATION Fr. J. E. Martin, C.S.B.
 St. John the Baptist Church
 OPENING REMARKS R. W. Bailey, Chairman
 INTRODUCTION of GUESTS William Hall
 INTRODUCTION of BOARD R. W. Bailey
 PRESENTATION of KEYS Contractor to Architect
 to R. A. Cozens, M.A., Principal
 DEDICATION of BUILDING ... Rev. W. C. Tupling, B.A., B.D., S.T.M.,
 Wesley United Church
 GREETINGS FROM DEPARTMENT of
 EDUCATION W. W. Allen, B.A., Area Supt.
 INTRODUCTION of SPEAKER Harvey Jones, Vice Chairman
 ADDRESS Eugene Whelan, M.P.
 APPRECIATION Grant Golden
 BENEDICTION Elder Murray Jones
 R.L.D.S. Church
 GOD SAVE THE QUEEN —
 PIANIST — Joan Vandelfinder

AMHERSTBURG DISTRICT HIGH SCHOOL BOARD

- R. W. BAILEY — Chairman
 HARVEY JONES — Vice Chairman
 HAROLD BERNACHI
 GRANT GOLDEN
 GEORGE F. McCURDY
 ADMINISTRATOR — WATSON HALLOCK
 R. A. COZENS, M.A. — PRINCIPAL
 CHARLES BAILEY
 WILLIAM HALL
 MARWOOD PARKS

ADVISORY VOCATIONAL COMMITTEE

- MRS. WILLIAM KNIGHT
 DOUGLAS KIRKALDY
 HARVEY JONES
 C. D. BAILEY
 MRS. M. LOZON
 JOHN NEDA
 GRANT GOLDEN
 R. W. BAILEY

official opening

Eugene Whelan, M.P. Speaker —

Two And A Half Million Dollar Addition To General Amherst Opened

The two and a half million dollar addition to the General Amherst High School was officially opened on Friday evening by Eugene Whelan, M.P. Essex South. Mr. Whelan was a former student at the school.

Praise for the members of the school board was voiced by G. Simrod, representing the architects Thomson and Associates. He told of the co-operation of the board members and the many hours they spent in planning the school and during its construction.

Watson Hallock, business administrator, reported that the contract for the construction of the building was \$1,981,787; architect's fees, \$117,440 and furnishings, \$279,446. To this has to be added the cost of the site.

★ ★

THE FEDERAL government through grants paid 38.5 percent of the cost of the school, the provincial government paid a like amount and 23 percent was divided between the municipalities of Amherstburg, Anderdon and Malden. Anderdon pays 37.79 percent; Amherstburg, 34.41 percent and Malden, 27.98 percent. Mr. Hallock stated it was necessary to issue debentures in the amount of \$920,310 to finance the municipalities share of the cost. The debentures are for 20 years.

Three of the five principals of General Amherst were present. These were R. A. Cozens, present principal; W. K. Sidey, who was principal for 34 years and R. W. Martin, who succeeded Mr. Sidey.

W. W. Allen, area superintendent of the Department of Education, told that General Amherst had doubled its enrolment in five years. He said the caliber of planning was very good which reflected the interest and work on the part of the board. He said General Amherst has a fine staff of teachers.

★ ★

TAKING PART in the program were Rev. J. E. Martin, pastor of St. John the Baptist Church; Rev. W. C. Tupling, pastor of Wesley United Church and Elder Murray

Jones of the R.L.D.S. Church. R. W. Bailey, school board chairman, presided. Mr. Whelan was introduced by Harvey Jones and thanked for his address by Grant Golden.

Following the program the seven hundred in attendance toured the school. The visitors were served with a lunch in the cafeteria.

★ ★

EXCERPTS FROM Mr. Whelan's address follow:

"I would like to leave you tonight with a few impressions that I, as your federal member of parliament, have regarding education and the future of Canada, but first of all, I think I should go back over a little personal history that I have been acquainted with in the development of this high school. I remember the first day I came to General Amherst High School like it was yesterday, the excitement of going to that great big school and, believe me, it was big alongside of that old one-room school located on Texas Road called Springhill 3 and 4. It was like a new world, full of freedom that I had never known before, and I can see some faces in the audience tonight smiling who had to control that bronco, and even today, I'll bet they wonder if their efforts were futile when they read the papers. I see two teachers here tonight that I remember quite well — Miss Veronica Coyle and Mr. Philip Gibb, who both seemed to me, at that time, not much older than we were, and we gave them a pretty tough time. I will bet neither ever thought they would live to see the day that that oashful, fun-loving, rough and tumble kid would ever be bringing greetings on behalf of the federal government anywhere, let alone in his own home town in this own old Alma Mater.

I have done some research on technical high schools and have found it very interesting. The first piece of information I found was a royal commission on technical education, which was com-

(Continued on 1-B)

Nov 23 1967

The Amherstburg

Amherstburg, Ontario, Thursday, Nov. 23, 1967

Two And A Half Million Dollar Addition To General Amherst Opened

(Continued From 1-A)

missioned in 1910 and the report made in 1913. However, it was until 1919 that the act was passed and the program originated.

I am a firm believer that our education system across this nation must become as similar from province to province as possible — why some may ask — well, mainly because of the great movement of people from place to place in this great nation, which is tremendous, and will even be more so as our nation develops, and the people must have no handicap as far as relocating in some other part of our nation goes.

We can realize, from what I have said, that I am a strong believer in education — technical and otherwise. I might add here that the federal government has been a long-time participant in this type of program and during the last war the technical high schools were in most cases run 24 hours a day to train armed personnel and personnel for industry, which were called war emergency courses.

* *

I LEFT GENERAL Amherst along with several other 16-year olds to take this course, which was called machine shop practice, which lasted six months. The course consisted of learning the operation of lathes, shapers, milling machines, bench work and drafting and blue-print reading. Though I never followed this training up professionally, I have found it a tremendous help to me as an M.P. and as an owner of a mechanized farm. There is never a day goes by that it is not a help in the way of reading blue-prints or understanding someone's problem.

I am pleased to be here tonight representing the federal government on the occasion of the opening of the General Amherst High School. We are honoured to have been a financial partner in this project, and wish to offer our congratulations and best wishes for the future of these much needed educational facilities.

When this project began, the federal government was working with the province on a cost-sharing basis under the old technical and vocational training assistance act. This institution represents only one of many hundreds which were brought into being under the provisions of this act.

* *

EVERYONE IS concerned with costs these days and on the occasion of the opening of the General Amherst High School it is interesting to note that the federal government has contributed some \$1,440,300 in building and equipment costs for this project.

In addition to the money expended, there has been a great deal of time and effort put into the construction and equipping of these schools. This expenditure will be more than justified, I am sure. In this day and age, as I stated earlier, the need for greater education and training is of paramount importance and institutions such as this are playing a vital role in our economic development.

During the six years between 1961 and 1967 the federal government has provided nearly \$600 million to the provinces for the building of vocational and trade schools and technological institutes. It has also added many millions in shared-cost programs to train teachers, apprentices and the unemployed.

* *

WHILE THIS filled a large gap, it did not adequately cover the over-all educational needs of our country. About two-thirds of the federal contribution went for the training of students who had not left the school system. Relatively little actually went toward the retraining of adults whose skills had become obsolete because of technological change.

So after six years of shared-cost arrangements in the technical and vocational training field, the federal government has decided to withdraw from this program and concentrate on occupational training for adults. The new program which went into effect April 1, 1967, is known as the occupational training for adults program. Under this program, the federal government assumes 100 per cent financial responsibility for adult training, leaving the responsibility of the students to the provinces.

In modern day living, probably the greatest challenge to employability is brought about by rapid scientific and technological change.

* *

SKILLS THAT ARE valuable today can be obsolete tomorrow. Occupations that seem productive often become relatively unproductive and unrewarding.

What is required of people today and will be required even more in the next generation is the ability to adjust to change and to adjust rapidly.

This accelerating pace of change is the fundamental reason for the federal government's new adult training program which is basically

concerned with helping people respond to their new economic and technological environment. Its purpose is to create the opportunities and conditions which allow people to obtain and hold jobs for which they are best suited and which in turn makes them most productive.

* *

CANADA TODAY is on the march, forging ahead with the greatest future of any country in the world. In another thirty years we will be one of the most important nations in the world, more important than Great Britain or France, our population will be more than doubled, our development even more than the mind can imagine. We have just finished our greatest year in our history, our 100th birthday. I think it is possible that what we think of as the centenary of confederation may turn out to be our genuine confederation, a period of spiritual rebirth in response to the central social fact of our time. That man must unite, not divide, because he simply will not survive in a state of radical disunity. Technology of course helps to unite the world; we cannot take off in a jet plane and expect a wholly different way of life in the place where the plane lands. But technology in itself does not distinguish unity from uniformity. This distinction is the great mental achievement that democracy has created for the modern world: the realization that identity cannot be preserved either by cutting oneself off from others or by dissolving oneself in others, but only by the flexibility of a larger group where there are great variations of character, and sharp differences of opinion and emphasis, yet all contained within the sense of a common heritage and a common destiny.

* *

Nov. 23, 1967

CULTURAL HERITAGE EVALUATION REPORT – 130 SANDWICH STREET SOUTH (FORMER GENERAL AMHERST HIGH SCHOOL)

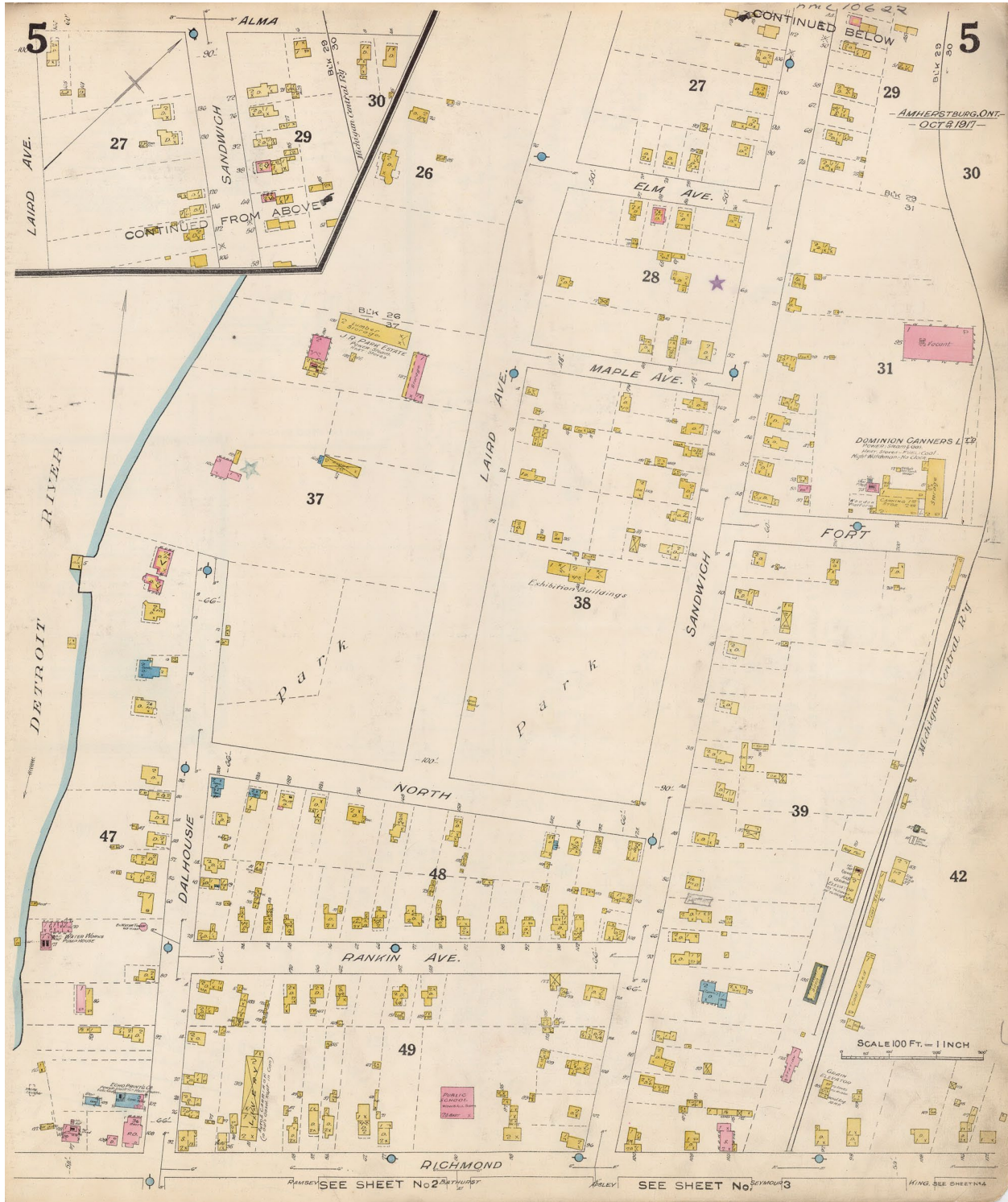


FIGURE 22 - 1917 FIRE INSURANCE MAP



Reflections

Newsletter of the Marsh Historical Collection
Amherstburg, Ontario



Volume 11 Issue 4

Summer 2018

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Above: c.1924 MCS P1588
Below: Present (2018)

Then & Now General Amherst High School



On September 5, 1922 the new General Amherst High School opened with 73 pupils and four teachers. Norman Davies was Principal. Following is a description from The Amherstburg Echo, July 21, 1922.

"The lower floor is devoted to vocational purposes and the upper to academic. The former consists of a Manual Training Room, Forge Shop, Art Room, Domestic Science Room, Gymnasium, Principal's Room, Lady Teachers' Room and Boys and Girls Toilets...

The upper floor consists of five classrooms, four large and one smaller for an advanced form. One of the large class rooms is

allotted to commercial work and has a typewriter room at one end separated by a glazed partition so that is under direct supervision from the Commercial classroom. Another of these classrooms is for Science Laboratory work and has a small apparatus room off it. The basement accommodates boiler plant, ventilating unit, coal room and storage space."

It may be interesting to note that in its first year evening classes were established in Bookkeeping, Shorthand, Typewriting, Sewing, French conversation, Chemistry, Shop Math and Motor Mechanics. The same teachers who taught during the day also ran the evening classes. In one of the

many articles it is noted that the Dominion War Trophies Commission at Ottawa sent a collection of trophies, machine guns, helmets, enemy rifles and much more. These items were to be placed in one room of the new school to be "fitted up as a museum." A large cannon was also forwarded by the Militia Department, which was "mounted on the school ground facing Sandwich Street."

Harold McEvers, Architect, of Windsor, designed and supervised the construction of the building for a total cost of approximately \$68,000. It was said to be "an ideal working example of a Vocational Academic high school."

Continued on Page 3...

Then & Now

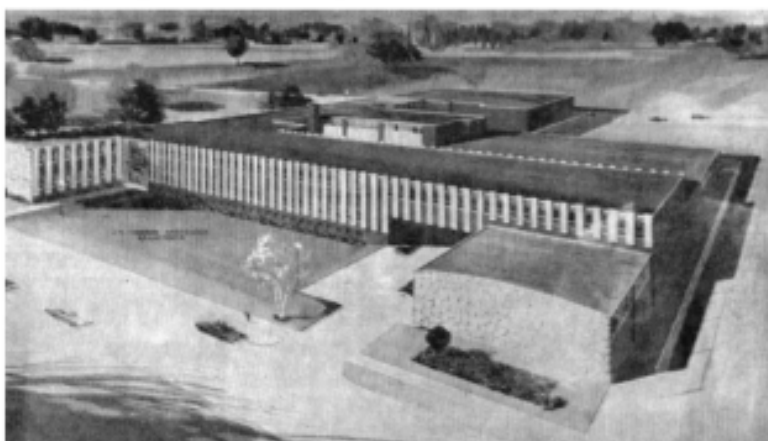
...Continued from page 1

By 1928 enrollment had increased from 65 to 150 students and the gymnasium was too small to be useful. J.C. Pennington Windsor architect, was engaged to prepare specifications and by the fall term General Amherst students had a new 65' x 35' gym. In 1934 the school basement was enlarged, the work being accomplished by about 40 men who were on "welfare." The Marsh Collection files contain so much information about the new school- possibly a good project for a history student?



Opening of new addition May, 25, 1960

If you would like to receive an electronic copy of our quarterly newsletter by email, please contact us at 519-736-9191 or research@marshcollection.org. You can also access the newsletter on our website.



Opening of new addition November 17, 1967

Yearbooks

We have a collection of local high school yearbooks that visitors are welcome to access. The following is a list of available years:

St. Rose High School

1950-53, 1955-57, 1959-66

General Amherst High School

1961-87, 2000

St. Thomas of Villanova High School

1987-94, 2001-03

If you have a yearbook that you are interested in donating to help us fill in the gaps, please contact us at 519-736-9191. Or if you are interested in lending a yearbook for scanning, we will return the original book to you.



6. CONTEMPORARY PHOTOGRAPHS



FIGURE 23 - 130 SANDWICH STREET - SOUTH ELEVATION OF 1922 CONSTRUCTION



FIGURE 24 – 130 SANDWICH STREET – SOUTH ELEVATION OF GYM



FIGURE 25 - 130 SANDWICH SOUTH ELEVATION - 1951 ADDITION AND 1922 CONSTRUCTION





FIGURE 26 - BRICK BASE COURSING AND BANDING



FIGURE 27 - ORIGINAL SIX MURALS ON THE WEST ELEVATION



FIGURE 28 - ADDITIONAL THREE MURALS ON THE WEST ELEVATION



FIGURE 29 - EAST ELEVATION - VIEW LOOKING WEST FROM SANDWICH STREET.



FIGURE 30 - SOUTH ELEVATION - VIEW LOOKING NORTH NEAR SANDWICH STREET

NOTICE OF INTENT TO DESIGNATE

THE CORPORATION OF THE TOWN OF AMHERSTBURG IN THE MATTER OF THE ONTARIO HERITAGE ACT, R.S.O. 1990, C.O.18, AND THE MATTER OF LANDS AND PREMISES AT THE FOLLOWING MUNICIPAL ADDRESS

**130 Sandwich Street South
The Town of Amherstburg
Province of Ontario**

PLAN 7 LOT 1 PT LOTS 2 AND 3, RP 12R24659 PARTS 1 AND 2

TAKE NOTICE that the Council of the Corporation of the Town of Amherstburg intends to designate the property, including the lands and buildings at municipal address 130 Sandwich Street South, as a property of cultural heritage value or interest under Part IV of the Ontario Heritage Act R.S.O. 1990, c.0.18

REASON FOR DESIGNATION:

Description of Property

The property located at 130 Sandwich Street South is the former General Amherst High School. It is a two-storey institutional building located on the west side of Sandwich Street South, directly facing the Bill Wagle Park to the south and Laird Avenue to the West. Constructed between 1921 and 1922, the school served as the primary secondary education facility for Amherstburg and the surrounding townships for a century. Additions were made to the structure in 1929 (later demolished), 1951, 1960, 1964 and 1967.

Statement of Cultural Heritage Value or Interest

Design and Physical Value:

The former General Amherst High School has design value as a well-preserved example of period institutional architecture. The 1922 design does not fit exclusively within any distinctive architectural style but exhibits elements of "Interwar Stripped Classicism" and simplified "Collegiate Gothic Revival" style. The 1922, and 1951 addition, have a principle façade facing south and are primarily constructed with red brick cladding. The facades have classical proportions with a symmetrical design, large windows, stone details, stepped pilasters, and intricate brick and coursing patterns.

On the west elevation of the gymnasiums there are nine murals. The murals are a rare construction method made using an application process called "granolux", and executed by a plasterer. The murals have a unique styling, utilizing bold colours and simplistic geometry all on a uniquely large scale.

Historical and Associative Value:

The property has historical value as the first dedicated high school building constructed in Amherstburg, replacing earlier "continuation classes." The school is a physical representation of the evolution and maturing of the Town of Amherstburg. It reflects the development of

Amherstburg during the early part of the 1900's as the town grew and the needs of the community became more sophisticated as the town modernized. The school has been a Town focal point as a main centre of educational activity since 1922. As the Town's High School, it has been a key centre of learning, sports and extra-curricular activities and a wide variety of community events such as concerts and ceremonies.

The school reflects the work of prominent local architects Harold McEvers (1922 Design) of Windsor and J.C Pennington of Windsor (1951 addition). Architect Harold McEvers identified the school as "an ideal working example of a Vocation Academic high school."

Contextual Value:

The former General Amherst High School possesses contextual value as it is physically, functionally, visually and historically linked to its surroundings. The south façade is linked to the Public Park and community space to the south. The connection to the park and its surroundings was interracial in the original design of the school as the southern entrance to the school was centrally aligned with the park. This visually linked the south façade to the community space. Functionally, the park was used as a sports field by the institution. The relationship between the school and the park has been there since the construction of the school.

Further, the property and structure are a landmark in the Town of Amherstburg. As the primary high school for the region for a century, it is a visually and socially prominent landmark in the community. The property has been a landmark since 1922, since which time it has been one of the most substantial buildings in the Town. The building's central location has been recognized by residents and visitors as a long standing historical institutional landmark with the Town of Amherstburg.

Description of Heritage Attributes

The following heritage attributes are essential to the cultural heritage value of the property:

I. 1922 and 1951 Principal (South) Facades

Massing and Form: The building's primary significance is anchored by its two-storey rectangular massing, which presents a disciplined and formal aesthetic consistent with early 20th-century institutional architecture.

Site Orientation: A defining attribute is the intentional placement and orientation of the south facades, which are set to face directly into Bill Wigle Park, establishing a civic relationship between the educational institution and the public green space.

Masonry and Cladding: The exterior is characterized by red brick cladding featuring a heavy combed finish. This is enhanced by intricate brick accent coursing and traditional masonry detail elements throughout the elevations.

Architectural Articulation: The facades are defined by vertical and horizontal demarcation elements, including:

- Pilasters that provide vertical rhythm.
- A prominent parapet that defines the roofline.
- A continuous brick base with recessed banding, providing a visual foundation for the structure.

- Strategic facade steps and standardized bay spacing that emphasize the building's symmetrical balance.
- A distinct brick arch over the center bay of the parapet, which serves as a focal point for the principal entrance.
- Recessed brick panels at the parapet.

Ornamental Stone Detailing: The use of stone detailing provides contrast to the masonry, including:

- Structural and decorative sills and coping.
- Formal pilaster caps and bases.
- A commemorative name stone and date stone (1922) integrated into the primary elevation.

Decorative Paneling: The presence of recessed parged panels adorned with terra cotta tile medallions, adding a layer of fine-grained decorative texture to the exterior bays.

Fenestration Standards: The building maintains a strict fenestration pattern characterized by:

- Regularized spacing and consistent opening sizes.

West Elevation: Artistic and Commemorative Elements

Granulox Murals: The west elevation features nine significant Granulox murals. These artistic installations represent a unique integration of cultural narrative into the building's fabric, serving as permanent heritage markers of the local community's history and values.

ANY PERSON may, within 30 days after the date of publication of this notice, send by registered mail or deliver to the Clerk of the Town of Amherstburg notice of their objection to the proposed designation together with a statement of the reasons for the objection and all relevant facts. If such a notice of objection is received, The Council of the Corporation of the Town of Amherstburg shall consider the objection and make a decision whether or not to withdraw the notice of intention to designate the property within 90 days after the end of the 30-day period. Further information respecting this notice of intention to designate the property is available from the Town of Amherstburg.

DATED at the Town of Amherstburg this ___th day of _____, 2026

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



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: B.J. Wilder	Report Date: March 23, 2026
Author's Phone: 519 736-0012 ext. 2225	Date to Council: April 13, 2026
Author's E-mail: bwilder@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Election Sign By-law

1. **RECOMMENDATION:**

It is recommended that:

1. **By-law 2026-020** being a by-law to regulate election signs be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

2. **BACKGROUND:**

For the 2022 municipal election Council approved to utilize the 2018 Election Sign By-law that was adopted by a previous Council. Municipalities are encouraged to review their by-law every five years if possible. In February of 2026 a review of the 2018 Election Signs By-law was undertaken resulting in suggested amendments for Council to consider.

3. **DISCUSSION:**

The main goal of an Election Signs By-law is to ensure there are regulations in place that comply with the Canada Elections Act, the Municipal Act 2001 S.O. 2001 c, 25, the Election Act (Ontario) or the Municipal Elections Act, 1996. Additional important goals are to establish guidelines to help promote fair and safe Candidate promotion with signage.

The majority of the content in the 2018 Election Signs By-law remains in the 2026 version being put forth to Council. Some of the minor amendments involve improved wording, improved definitions and the addition of new definitions.

The major amendments in the 2026 proposed version involve;

- a) Reducing the election sign removal fee from \$205.00 per sign to \$25.00 per sign;
- b) Eliminating the daily election sign storage fee completely; and,
- c) Reducing the number of days during an election that signs can be erected. (The election sign use period being proposed has been reduced from 184 days to 71 days. These periods include the 5-days after an election each Candidate has to remove their signs.)

Over the years and during the past five elections the Author has received feedback from the public and the Election Candidates themselves. This feedback was used in designing the rationale listed below for each major amendment being proposed;

- a) Candidates incur a great deal of financial investment in their campaigns and the signs themselves are costly. In the Author's experience no Candidate has ever paid the sign recovery fee because it is too high. Reducing the fee to an amount that is more reasonable may result in some signs being recovered so that they can be used again during the same election or in a future election.
- b) This fee was also a deterrent in the Candidate's desire to recover their sign(s).
- c) The longer the signs are up the more prone they are to weather events that sometimes result in the signs becoming damaged, dislodged and moved by wind. Reducing the period for signs also reduces the period where sign complaints can be lodged and investigated. These investigations into complaints can be time consuming so reducing the period would result in dedicating enforcement resources where they should be. Reducing the period as recommended gives each Candidate the same amount of days to use signs whereas now Candidates filing early in the election can use the signs for much longer than those who wait to file later or on the last day.

In addition to these changes to the By-law, additional resources have been committed to presenting potential candidates and their campaign workers with more information to support the education of where and how signs may be placed to comply with legislative requirements. These tools include dedicated web content which provides detailed information on placement of signs, a mobile friendly web application that allows for GIS location tools to assist in the placement of signage, and, printed cards that can be distributed by candidates to their campaign volunteers so that they can more easily locate the information needed to understand proper placement of signage. Through these tools, it is expected that candidates will have an easier time in positioning their signs appropriately, conserving energy during the campaign period to the other many tasks that are before candidates.

4. RISK ANALYSIS:

There is a degree of increased risk anytime there is an opportunity or event where more signage is erected across Town. There is a greater opportunity for signs to be moved by wind which could potentially result in injuring people, fowling highways or littering property. There is a greater potential for signs to be erected in areas that may compromise safety for pedestrian and vehicular traffic. Administration has taken measures to mitigate these risks. Administration has created a training session that will educate the Candidates

on where they can erect signage. Administration is also providing each Candidate with user friendly visual resources they can access across Town while erecting their signs.

5. FINANCIAL MATTERS:

N/A

6. CONSULTATIONS:

Melissa Osborne, Director, Development Services/Deputy CAO
 Kevin Fox, Clerk
 Valerie Critchley, Chief Administrative Officer
 Tracy Prince, Chief Financial Officer

3. CORPORATE STRATEGIC ALIGNMENT:

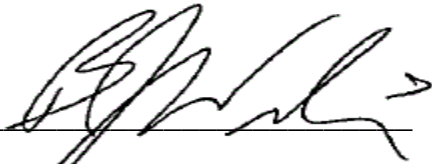
Vision: Preserving our past while forging our future.

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

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

4. CONCLUSION:

It is recommended that Council adopt the new Election Signs By-law and the Mayor and Clerk be authorized to sign same.



B.J. Wilder
Manager of Licensing and Enforcement

BJW

Report Approval Details

Document Title:	Election Signs By-law 2026-020.docx
Attachments:	- 2026-020 Election Signs By-Law RM March 24 2026.pdf
Final Approval Date:	Mar 26, 2026

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

No Signature - Task assigned to Tracy Prince was completed by delegate Yufang Du

Tracy Prince



Melissa Osborne



Valerie Critchley



Kevin Fox

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2026-020

A By-Law to regulate Election Signs within the Town of Amherstburg

WHEREAS Section 5(3) of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS Section 8(1) of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, provides that the powers of a municipality under this Act shall be interpreted broadly so as to confer broad authority of the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 10(2) of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, provides that a municipality may pass by-laws respecting structures, including fences and signs;

AND WHEREAS Section 63(1) of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, provides that a by-law may prohibit or regulate the placing or standing of an object on or near a highway, and may provide for the removal and impounding or restraining and immobilizing of any object placed or standing on or near a highway;

AND WHEREAS Section 425 of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, establishes that any person who contravenes any by-law of the Town of Amherstburg is guilty of an offence;

AND WHEREAS Section 445 of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, provides that a municipality may make an order requiring a person who has contravened a by-law or who caused or permitted the contravention, or the owner or occupier of land on which the contravention occurred to do work to correct the contravention;

AND WHEREAS Section 446 of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, provides that where a municipality has the authority to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense, and that the municipality may recover the costs of doing a matter or thing by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes;

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

1. DEFINITIONS

In this by-law:

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

"Campaign Office" means a building or structure, or part of a building or structure used by a Candidate to conduct an election campaign;

"Candidate" means:

- i. A Candidate within the meaning of the *Canada Election Act*, the *Election Act (Ontario)* or the *Municipal Elections Act, 1996* as amended; and
- ii. Shall be deemed to include a person seeking to influence other persons to vote for or against any question or by-law to the electors under section 8 of the *Municipal Elections Act, 1996* as amended;

“Clerk” means the Town Clerk or a person delegated by them for the purpose of administering this By-Law;

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

“County” means the Corporation of the County of Essex;

“Election Sign” means any sign, including posters, promoting, opposing or taking a position with respect to:

- i. Any Candidate or political party in an election under the *Canada Elections Act*, the *Election Act (Ontario)* or the *Municipal Elections Act, 1996*;
- ii. An issue associated with a person or political party in a n election under the *Canada Elections Act*, the *Election Act (Ontario)* or the *Municipal Elections Act, 1996*; or
- iii. A question, law or by-law submitted to the electors under the *Canada Elections Act*, the *Election Act (Ontario)* or the *Municipal Elections Act, 1996*

“Electoral District” means a geographic area represented by a Member of Municipal Council, Member of School Board, Member or Provincial Parliament in the Legislative Assembly of Ontario, and the Member of Federal Parliament in the House of Commons;

“Highway or Street” means a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, designed and intended for, or used by, the general public for the passage of vehicles and includes the area between the lateral property lines thereof, but for the purposes of this by-law does not include highways under the jurisdiction of the County;

“Illumination” shall mean lighting of the Election Sign, in whole or in part, by artificial means, and when used in reference to:

- i. Internal illumination, means lighting the sign face with a light source located within the sign;
- ii. External illumination, means having a light source exterior to the sign and on, or directed at, the sign; and
- iii. Flashing illumination shall mean illumination that varies and is perceived to vary in intensity or design at periodic intervals;

“Median Strip” means the portion of a Street so constructed as to separate traffic travelling in one direction from traffic travelling in the opposite direction by a physical barrier or a raised or depressed paved or unpaved separation area that is not intended to allow crossing vehicular movement and includes a central island in a roundabout;

“Municipal Law Enforcement Officer” means an individual appointed by the Town for the purpose for enforcing Town by-laws;

“Nomination Day” means the deadline to file a nomination with the Clerk under the *Municipal Election Act, 1996* as amended;

“Notice” means a communication sent to the Candidate, Designates of the Candidate or Registered Third Party by email, courier, registered mail or that is personally served;

“Notice Deemed Served” an email that was responded to by the recipient, delivery confirmation from the courier service or seven (7) days have passed since sent by registered mail. When the Candidate or a person with the Registered Third Party is handed the Notice;

“Owner” means the registered Owner of the property, tenant or lessee on which an Election Sign is Placed; any person described on or whose name, image, address or telephone number appears on the Election Sign; any Person who has Placed or permitted to be Placed the Election Sign; and for the purposes of this By-law there may be more then on Owner of an Election Sign;

“Park” shall mean any land which the Town owns or has the use for that is designated by Council as such, and intended to be used and enjoyed by the public for pleasure and recreation, and shall include any body of water enjoyed or used in connection therewith;

“Person” means any individual, Candidate, Owner, Registered Third Party, occupant, association, firm, partnership, corporation, agent or trustee and the heirs, executors, or other legal representatives of a person to whom the context can apply according to law but does not include Municipal Law Enforcement Officers that may cause unintentional damage while removing or storing a sign;

“Place” means attach, install, erect, build, construct, reconstruct, move, display or affix;

“Premises” includes the parking lot, adjoining fences and road allowance;

“Public Property” means real property or vacant land owned by or under the control of the Town; that may have a Municipal Building or is a Park but, for the purposes of this by-law but does not include a Highway;

“Public Utility Facility” means a pole, transformer box, service container, equipment or other such structure, owned or controlled by an entity which provide a municipal or public utility service;

“Registered Third Party” means any Person or entity, including but not limited to a corporation or trade union whom is not a registered Candidate, political party or constituency association who incurs expenses with respect to:

- i. A question, law or by-law submitted to the electors;
- ii. An issue associated with a person or political participating in an election or;
- iii. A Candidate or political party participating in an election under the *Canada Elections Act*, the *Election Act (Ontario)* or the *Municipal Elections Act, 1996*

“Sidewalk or Trail” means any municipal walkway, or that portion of a Highway between the roadway and adjacent property line, primarily intended for the use of pedestrians;

“Sign Area” shall mean the number of square metres on the surface of a sign including the border and frame, and where there is no border shall include all of the area of the surface lying within the extremities of the sign;

“Sign Height” means the vertical distance measured from the highest point of the sign to grade and includes any support structure;

“Third Party Advertisement” shall mean an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing:

- i. A Candidate; or
- ii. a “yes” or “no” answer to a question referred to in subsection 8(1), (2) or (3), of the *Municipal Elections Act, 1996*;

and will contain the name of the Registered Third Party, the municipality where the third party is registered, telephone number, mailing address and/or e-mail address at which the third party may be contacted;

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

“Trailer” means a Vehicle or device that is intended to at any time be drawn, temporarily drawn, propelled or moved upon a Highway by a motor vehicle and for the purposes of this by-law shall include but not be limited to a wagon, implement of husbandry, trailer designed for the recreational purposes or commercially registered vehicle or trailer;

“Vehicle” includes any means of transportation propelled or driven by any kind of power including muscular power;

“Voting Place” means a place where electors cast their ballots and shall include the entire Premises for both Voting Places on Public and Private Property and:

- i. When a Voting Place is located on Public Property, includes any Highway abutting; or
- ii. When a Voting Place is located on private property, includes any Highway abutting;

“Writ of Election” means the date defined in the *Canada Elections Act* and the *Elections Act (Ontario)*

“Zone” shall mean a designated area of land use as defined in the Town’s Zoning By-Law, as amended from time to time.

2. INTERPRETATION

- 2.1 In this by-law, a work interpreted in the singular number has a corresponding meaning when used in the plural.
- 2.2 Nothing in this by-law shall be interpreted as reducing or eliminating compliance with the provisions of all applicable Federal or Provincial statutes.

3. GENERAL PROHIBITIONS

- 3.1 No Person shall place or permit to be placed an Election Sign except in accordance with this by-law.
- 3.2 No Person shall place or permit an Election Sign that:
 - 3.2.1 Is Illuminated;
 - 3.2.2 Has a Sign Area more than six (6) square metres (64.58 square feet);
 - 3.2.3 Interferes with the safe operation of vehicular traffic or the safety of pedestrians;
 - 3.2.4 Impedes or obstructs the Town’s maintenance operations.
- 3.3 No Person shall place or permit an Election Sign:
 - 3.3.1 On a Public Utility Facility, pole or appurtenance
 - 3.3.2 On any Town official sign or sign structure
 - 3.3.3 On or in a Voting Place
 - 3.3.4 On or within a Vehicle or Trailer parked with fifty (50) metres of a Voting Place
 - 3.3.5 On or within a Vehicle or Trailer parked on Public Property
- 3.4 No Person shall deface or willfully cause damage to a lawfully erected Election Sign.
- 3.5 No Registered Third Party shall place a Third Party Advertisement that does not contain the necessary contact information as defined.
- 3.6 No Person shall place an Election Sign in such a position that such Election Sign would contravene any other applicable legislation.
- 3.7 No Person shall place or permit to be placed an Election Sign outside of the Electoral District where the Candidate is running for office.
- 3.8 No Person shall display on any Election Sign, a logo, trademark, official mark, or crest, in whole or in part, owned by the Town.

4. TIME RESTRICTIONS

- 4.1 No Person shall place or permit to be placed an Election Sign for a federal or provincial election or by-election earlier than the day the Writ of Election or by-election is issued.
- 4.2 No Person shall place or permit to be placed an Election Sign for a municipal election:
 - 4.2.1 Earlier than Nomination Day in the year of a Regular Election; or
 - 4.2.2 Earlier than Nomination Day prior to election day for a by-election.

- 4.3 No Person shall place or permit to be placed an Election Sign for a municipal election on a Campaign Office earlier than the day that Candidate has filed their nomination with the Clerk.
- 4.4 No Person shall fail to remove an Election Sign within five (5) days immediately following 11:59 p.m. of the day of the election.

5. ELECTION SIGNS ON PUBLIC PROPERTY

- 5.1 No Person shall place or permit to be placed an Election Sign on Public Property.
- 5.2 No Person shall place or permit to be placed an Election Sign in a Park.
- 5.3 No Person shall place or permit to be placed an Election Sign:
 - 5.3.1 On a Highway
 - 5.3.2 Within one (1) metres of a Highway
 - 5.3.3 Between a Highway and Sidewalk
 - 5.3.4 That impedes or obstructs the passage of pedestrians on a Sidewalk
 - 5.3.5 In a median strip
 - 5.3.6 Within a Boulevard
 - 5.3.7 Within three (3) metres of a Crosswalk
 - 5.3.8 On a tree, fence or gate located on Public Property

6. ELECTION SIGNS ON PRIVATE PROPERTY

- 6.1 Election Signs may be placed on Private property if:
 - 6.1.1 The Election Signs are no larger than six (6) square metres and the Sign Height is no greater than two (2) metres, save and except Election Signs on Campaign Offices and Election Signs displayed indoors.
 - 6.1.2 The Election Signs do not interfere with the safe operation of vehicular traffic or with the safety of pedestrians.
- 6.2 No Person shall place or permit to be placed an Election Sign on Private Property without consent of the Owner of the property.
- 6.3 No Person shall place or permit to be placed more than two (2) Election Signs per Candidate on any property zoned residential.
- 6.4 No Person shall place or permit to be placed more than three (3) Election Signs per Candidate on any property zoned other than residential.
- 6.5 No Person shall pull down or remove a lawfully erected Election Sign on private property without the consent of the Candidate to the sign or Owner of the property on which the sign is erected.
- 6.6 The use of any otherwise approved sign structure is governed by the Town's Sign By-law as amended.

7. REMOVAL/STORAGE/DISPOSAL OF UNLAWFUL ELECTION SIGNS

- 7.1 A Municipal Law Enforcement Officer may remove any Election Sign in contravention of this by-law without notice.
- 7.2 Where an Election Sign has been removed, notice shall be forwarded to the Candidate or Registered Third Party by email, courier, personnel service or regular post, in which case the notice shall be deemed to have been received on the seventh day following the date the notice was mailed.

7.3 Signs removed pursuant to this Section shall be stored by the Town for a period of not less than thirty (30) days, during which time the Candidate or Registered Third Party may be entitled to redeem, upon payment of \$25.00 per sign.

7.4 Where an Election Sign has been removed by the Town and notice provided in accordance with Section 7.2 and stored for a period of at least thirty (30) days and the Election Sign has not been redeemed, the sign may be forthwith destroyed or otherwise disposed of by the Town.

8. ENFORCEMENT

8.1 A Municipal Law Enforcement Officer shall be permitted to enter onto land at any time for the purpose of enforcing this by-law and any orders or conditions imposed under the authority of this by-law.

8.2 No Person shall hinder or obstruct or attempt to hinder or obstruct the entry or the inspection of any property by a Municipal Law Enforcement Officer or otherwise hinder or obstruct a Municipal Law Enforcement Officer exercising a power or performing a duty under this By-law or Act.

9. OFFENCES AND PENALTIES

9.1 Every Person who contravenes any section of this by-law is, upon conviction, guilty of an offence and shall be liable to a fine as provided for by the *Provincial Offences Act, R.S.O. 1990, c. P. 33*, as amended, and be subjected to any other penalties permitted by-law for each offence.

10. SEVERABILITY

10.1 Should any paragraph, clause or provision of the By-law be declared invalid by a court of competent jurisdiction, the same shall not affect the validity of the By-law as a whole or any part of thereof, other than the part which was declared to be invalid.

10.2 When any requirement of this by-law is at variance with any other by-law in effect in the Town or with any applicable provincial or federal statute or regulation, the more restrictive requirement shall apply unless otherwise stated in such legislation.

11. SHORT TITLE

11.1 THAT this by-law may be referred to as the Election Sign By-law;

11.2 THAT By-law 2018-37 is hereby repealed in its entirety;

11.3 THAT this by-law shall come into force and take effect immediately upon the final passing thereof .

Read three times and finally passed this _____ day of, _____, 2026

MAYOR – MICHAEL PRUE

CLERK – KEVIN FOX



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF THE CAO

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

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: 2026 Election Compliance Audit Committee

1. RECOMMENDATION:

It is recommended that:

- 1. A Joint Election Compliance Audit Committee BE ESTABLISHED for the 2026-2030 term of Council;
2. The Joint Election Compliance Audit Committee Terms of Reference BE ADOPTED;
3. By-law 2026-018, being a By-law to establish a Joint Election Compliance Audit Committee be read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same.

2. BACKGROUND:

The Municipal Elections Act, 1996 (MEA) requires a municipality to establish an Election Compliance Audit Committee prior to October 1st of an election year to deal with matters regarding election campaign finances and contributions.

Section 88.33 of the MEA permits an elector who believes on reasonable grounds that a Candidate or a Registered Third Party has contravened a provision of the MEA relating to election campaign finances to apply for a compliance audit of the Candidate's or Registered Third Party's election campaign finances.

The Committee's mandate is to determine whether a request for a compliance audit should be granted or rejected. If the Committee grants the application, then the Committee is obliged by the MEA to appoint an Auditor to conduct the compliance audit of the Candidate's or Registered Third Party's election campaign finances. The appointed Auditor is obliged to audit the Candidate's or Registered Third Party's campaign finances to determine whether they have complied with the provisions of the MEA relating to campaign finances and provide a report to the Committee stating the Auditor's conclusions.

3. DISCUSSION:

The mandate of the Election Compliance Audit Committee is considered complete at the end of each four-year term of Council at which time a successor Committee must be appointed. It therefore is necessary to appoint a Committee for the 2026-2030 term of Council. The MEA specifies that Election Compliance Audit Committees shall be composed of between three (3) and seven (7) members and shall not include:

- a) Employees of Officers of the municipality or local board;
- b) Members of Council or local board;
- c) Any persons who are Candidates in the election for which the Committee is established; or,
- d) Any persons who are Registered Third Parties in the municipality in the election for which the Committee is established.

An increasingly common practice across municipalities in Ontario is the establishment of a Joint Election Compliance Audit Committee. These Joint Committees are comprised of several municipalities which are geographically located in an upper-tier municipality. For example, the County of Middlesex, County of Elgin, County of Simcoe, Regional Municipality of Halton, Regional Municipality of York, and Regional Municipality of Niagara have each established Joint Committees in past elections and will continue to engage in this practice for the 2026 Municipal Elections.

Establishment of a Joint Committee offers numerous efficiencies while remaining compliant with relevant provisions of the MEA. Particularly, a Joint Committee offers the greatest potential to reach the broadest spectrum of interested and qualified applicants across Essex County in a cost-effective manner. Moreover, requests for compliance audits are typically rare, with no applications received in previous elections. As such, it is mutually beneficial for participating municipalities to share the resources and responsibilities related to Election Compliance Audit Committees.

Administration recommends that Council establish a Joint Election Compliance Audit Committee with the Town of Essex, Town of Kingsville, Municipality of Lakeshore, Town of Lasalle, and Town of Tecumseh for the 2026-2030 term of Council. The Committee will operate pursuant to the Terms of Reference attached as Schedule 'A' to By-law 2026-000. The Committee would be composed of five (5) members and one (1) alternate selected by the Clerks of the participating municipalities. Selection will be based on the following criteria, with a preference given to those persons who have demonstrated experience in public accounting, auditing, legal and the application of campaign finance rules:

- a) Demonstrated knowledge and understanding of municipal election campaign financing rules;
- b) Proven analytical and decision-making skills;
- c) Experience working on a committee, task force, or similar setting;
- d) Availability and willingness to attend meetings; and,
- e) Excellent oral and written communication skills.

Upon approval of the Terms of Reference, recruitment of members for the Election Compliance Audit Committee will commence.

4. RISK ANALYSIS:

Establishing an Election Compliance Audit Committee ensures compliance with the MEA. If Council chooses not to proceed with a Joint Election Compliance Audit Committee, there is a risk that the Town will not secure applications and appointments ahead of the October 1st deadline to remain compliant with the MEA.

5. FINANCIAL MATTERS:

As per Section 88.37(7) of the MEA, it is the responsibility of the municipality to cover all costs in relation to the Committee's operations and activities. Costs may include:

- General costs associated with the Committee's operations (advertising, training, remuneration);
- Cost of the Auditor for any audit that takes place; and,
- Cost of external legal counsel for the Committee, if necessary.

Costs incurred for advertising are included in the 2026 Municipal Elections budget. A mandatory training session for all Committee members will be shared equally among the participating municipalities. No further costs are anticipated unless the Committee is required to convene due to receipt of an application for a compliance audit. Should an application arise, it will be the responsibility of the responding municipality to cover any further costs associated with the Committee's operations and activities.

Administration has surveyed other municipalities and determined that the average compensation is \$150.00 per member, per meeting, plus mileage. There were no meetings held in the last term across the participating municipalities, however, members were compensated for attending a mandatory training session.

6. ASSET MANAGEMENT IMPACTS:

N/A

7. CONSULTATIONS:

Town of Essex
Town of Kingsville

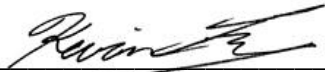
8. CORPORATE STRATEGIC ALIGNMENT:

Vision: Preserving our past while forging our future.

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

9. CONCLUSION:

Establishing a Joint Election Compliance Audit Committee prior to October 1st, 2026 will ensure the Town is compliant with applicable legislation while enhancing efficiencies and strengthening partnerships with local municipalities



Kevin Fox
Municipal Clerk / Risk Manager



Selena Scebba
Policy and Committee Coordinator

Report Approval Details

Document Title:	2026 Election Compliance Audit Committee.docx
Attachments:	- 2026-018 - Establish a Joint Election Compliance Audit Committee RM.pdf - Joint Election Compliance Audit Committee Terms of Reference RM.pdf
Final Approval Date:	Apr 1, 2026

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

No Signature - Task assigned to Tracy Prince was completed by delegate Yufang Du

Tracy Prince



Melissa Osborne



Valerie Critchley



Kevin Fox

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2026-018

By-law to authorize the establishment of a Joint Election Compliance Audit Committee

WHEREAS Section 88.37(1) of the Municipal Elections Act, 1996 as amended (the Act), provides that a Council or local board shall, before October 1 of an election year, establish a compliance audit committee for the purposes of the Act;

AND WHEREAS Section 88.37(6) of the Municipal Elections Act, 1996 as amended, states that the Clerk of the municipality or the secretary of the local board, as the case may be, shall establish administrative practices and procedures for the committee and shall carry out any other duties required under this Act to implement the committee's decisions;

AND WHEREAS the Town of Amherstburg, Town of Essex, Town of Kingsville, Municipality of Lakeshore, Town of Lasalle, and Town of Tecumseh deem it expedient to establish a Joint Election Compliance Audit Committee for the purposes of the Act;

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

1. That a Committee to be known as the Joint Election Compliance Audit Committee, is hereby established to deal with the matters provided for in Sections 88.33, 88.34, 88.35, and 88.36 of the Act for the 2026-2030 term of Council;
2. That the business of the Joint Election Compliance Audit Committee be conducted in accordance with the Terms of Reference set out in Schedule "A" attached hereto and forming a part of this By-law;
3. That the Clerk be delegated the authority to appoint the members to the Joint Election Compliance Audit Committee in accordance with the Terms of Reference; and,
4. That this By-law shall come into force and take effect upon the date of the third and final reading thereof.

Read a first, second, and third time and finally passed this 13th day of April, 2026.

MAYOR – MICHAEL PRUE

CLERK – KEVIN FOX



Terms of Reference

Joint Election Compliance Audit Committee

Name

This “Committee” shall be known as the “Joint Election Compliance Audit Committee”

Definitions

“Act” means the *Municipal Elections Act, 1996*, as amended.

“Applicant” means an elector who makes an Application pursuant to Section 88.33 of the Act.

“Application” means an Application for a compliance audit properly completed and submitted to the Clerk pursuant to Section 88.33(2) of the Act.

“Auditor” means a person appointed by the Joint Election Compliance Audit Committee, licensed under the *Public Accounting Act, 2004*, to conduct a compliance audit of a Candidate or Registered Third Party Advertiser financial statements.

“Candidate” means the candidate whose election campaign finances are the subject of an Application for a compliance audit.

“Clerk” means the Municipal Clerk of a Member Municipality, as appointed under Section 228 of the *Municipal Act, 2001*, or their designate.

“Member Municipality” refers to the participating municipalities which include the Town of Amherstburg, Town of Essex, Town of Kingsville, Municipality of Lakeshore, Town of Lasalle, and Town of Tecumseh.

“Registered Third Party Advertiser” means the individual, corporation, or trade union whose notice of registration has been certified by the Clerk and whose campaign finances are the subject of an Application for a compliance audit.

Mandate

The Committee shall operate in accordance with the powers and functions as outlined under Sections 88.33 to 88.37 of the Act. These functions include:

- a) Considering whether an Application for a compliance audit of a Candidate's election campaign finances or for a compliance audit of a Third Party Advertiser's campaign expenses should be granted or rejected;
- b) Appointing an Auditor if the Application is granted;
- c) Receiving and considering the Auditor's report and directing Administration whether legal proceedings should be commenced against the Candidate;
- d) Receiving and considering any reports from the Clerk identifying contributors to a Candidate and/or Registered Third Party Advertiser who appear to have contravened election contribution limits and directing Administration whether legal proceedings should be commenced against the Contributor; and,
- e) Issuing brief written reasons for all decisions made by the Committee.

Term

The term of office of the Committee is the same as the term of office of the Council elected following the next regular election, in accordance with Section 88.37(5) of the Act. Should an Application extend beyond the term of office of Council, Committee Members shall continue to fulfill the mandate of the Committee until such time that a new Committee has been appointed.

Committee Composition and Member Qualifications

The Committee shall be composed of five (5) members and one (1) alternate member from the public with demonstrated experience in one or more of the following areas:

- a) Accounting and Audit – accountants or auditors with experience in preparing or auditing the financial statements of municipal Candidates;
- b) Legal – lawyers or other legal professionals;
- c) Academia – college or university professors with expertise in political science or local government administration;
- d) Municipal Governance and Elections – individuals with experience in government administration or experience and knowledge of the campaign financing rules of the Act.

Committee members shall not include:

- a) Employees or officers of a Member Municipality or their local boards;
- b) Members of Council or local boards in a Member Municipality;
- c) Any persons who are Candidates in the election for which the Committee is established; or
- d) Any persons who are associated with a Registered Third Party Advertiser in a Member Municipality during the election for which the Committee is established.

All applicants will be required to submit a completed application form outlining their qualifications and experience. The Clerks of the Member Municipalities shall review all applications and appoint members to the Committee. Committee members will be selected based on the following criteria:

- a) Demonstrated knowledge and understanding of municipal election campaign financing rules;
- b) Proven analytical and decision-making skills;
- c) Experience working on a committee, task force, or similar setting;
- d) Availability and willingness to attend meetings; and,
- e) Excellent oral and written communication skills.

Meetings

The Committee will meet as needed, with meetings to be scheduled by the Clerk of the Member Municipality where an Application is received and in accordance with the requirements of the Act. The Clerk of the responding Member Municipality shall act as Recording Secretary to the Committee, with respect to the relevant Application.

The Clerk of the responding Member Municipality shall establish administrative practices and procedures for the Committee and shall carry out any other duties required under the Act to implement the Committee's decisions, in accordance with Section 88.37(7) of the Act. Where the procedure is silent, the meeting shall be conducted in accordance with the Procedural By-Law of the responding Member Municipality.

All meetings of the Committee shall be open to the public, but the Committee may deliberate in private, pursuant to Section 88.36(6.1) of the Act.

Conflict of Interest

Committee members shall comply with the *Municipal Conflict of Interest Act, 1990* and shall disclose the pecuniary interest to the Recording Secretary in advance of any Committee meeting, where possible, or absent themselves from Committee meetings for the duration of the discussion and voting with respect to such matter in which the Committee member has a conflict.

In the event a Committee member discloses a pecuniary interest in the Application in advance of the Committee meeting, the Committee member shall be replaced with the alternate Committee member.

To avoid possible conflicts of interest, all Committee members shall agree in writing that they will not work or volunteer for, or contribute to, any Candidate or Registered Third Party Advertiser in any capacity in an election which the Committee is established. Contravention of this requirement shall result in removal from the Committee.

Expenses

Committee members shall be paid a per diem rate of \$150.00, plus mileage in accordance with the Canadian Revenue Agency's Directive on Travel.

Costs associated with training shall be shared equally among Member Municipalities. The responding Member Municipality shall pay all other costs related to the respective Application, including the retention of an Auditor or external legal counsel, if necessary, in accordance with Section 88.37(7) of the Act.



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: 2026 Special Events Approval Part 2

1. RECOMMENDATION:

It is recommended that:

1. The following events BE APPROVED:

- a. Music off the Back Porch
b. Carousel of the Nations – Brazilian Village
c. Is That All You've Got – Rick Meloche Memorial Bike Ride
d. Ribs & Ragtime
e. The Amherstburg Ribfest
f. Canada Day
g. Canada Day 5K
h. Amherstburg Bike Fest

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 devices incorporating one or more loudspeakers to allow for music BE GRANTED for the following events:

- a. Music off the Back Porch
b. Carousel of the Nations – Brazilian Village
c. Is That All You've Got – Rick Meloche Memorial Bike Ride
d. Ribs & Ragtime
e. The Amherstburg Ribfest
f. Canada Day
g. Canada Day 5K

h. Amherstburg Bike Fest

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

2. **BACKGROUND:**

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

"7.3. Council has the authority and responsibility to:

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

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

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

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

On March 19, 2026, the SERT met and reviewed applications submitted by the Event Organizers for the following events:

- a. Music off the Back Porch
- b. Carousel of the Nations – Brazilian Village
- c. Is That All You've Got – Rick Meloche Memorial Bike Ride
- d. Ribs & Ragtime
- e. The Amherstburg Ribfest
- f. Canada Day
- g. Canada Day 5K
- h. Amherstburg Bike Fest

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

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

Noise Exemption

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

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

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

- a. Music off the Back Porch
- b. Carousel of the Nations – Brazilian Village
- c. Is That All You’ve Got – Rick Meloche Memorial Bike Ride
- d. Ribs & Ragtime
- e. The Amherstburg Ribfest
- f. Canada Day
- g. Canada Day 5K
- h. Amherstburg Bike Fest

Road Closures

At the January 25, 2016 Council meeting, Council passed the following motions:

“That:

- 1. The use of the Downtown Core for Festivals and Events subject to the criteria established in the Town’s Festival and Events Policy BE APPROVED; and,
- 2. Road closures NOT BE PERMITTED prior to 5:00 pm without Council consent.”

- d. Ribs & Ragtime
- e. The Amherstburg Ribfest
- f. Canada Day
- g. Canada Day 5K

3. DISCUSSION:

Event	Music off the Back Porch
Event Organizer	Amherstburg Historic Sites Association
Event Date	April 10, through October 10 every second Friday
Event Time	10:00 AM – 7:00 PM
Event Location	214 Dalhousie - Park House Museum
Event Details	Family friendly event where invited artists will perform music
Noise By-law Exemption	Requested
Road Closure before 5 PM	N/A
Navy Yard Park By-law Exemption	N/A
Permit Fees	\$250 Security Deposit plus \$65 Noise Exemption Fee

Event	Carousel of the Nations – Brazilian Village
Event Organizer	The Pop Yard
Event Date	June 12 through June 14
Event Time	Fri 3pm–10pm, Sat 10am-10pm and Sun 10am-7pm
Event Location	Dalhousie Street within Open Air Footprint
Event Details	Family friendly activities involving Brazilian music, food and dances
Noise By-law Exemption	Requested
Road Closure before 5 PM	N/A already in place due to open air
Navy Yard Park By-law Exemption	N/A
Permit Fees	\$250 Security Deposit plus \$65 Noise Exemption Fee

Event	Is That All You’ve Got – Rick Meloche Memorial Bike Ride
Event Organizer	Rick Meloche Memorial Bike Ride
Event Date	June 13
Event Time	7:00 AM – 4:00 PM
Event Location	Libro Centre – 3295 Meloche Road
Event Details	Annual bike ride that serves as a fundraising event for local health organizations that treat illnesses
Noise By-law Exemption	Requested
Road Closure before 5 PM	N/A
Navy Yard Park By-law Exemption	N/A
Permit Fees	\$250 Security Deposit plus \$65 Noise Exemption Fee

Event	Rib & Ragtime (16th Annual)
Event Organizer	Amherstburg Freedom Museum
Event Date	June 13
Event Time	9:00 AM – 10:00 PM
Event Location	277 King Street
Event Details	All ages event with live jazz music, ribs and chicken
Noise By-law Exemption	Requested
Road Closure before 5 PM	Requested
Navy Yard Park By-law Exemption	N/A
Permit Fees	\$250 Security Deposit plus \$65 Noise Exemption Fee

Event	The Amherstburg Ribfest
Event Organizer	The Dan Gemus Real Estate Team Ltd.
Event Date	June 18 through June 21
Event Time	Thu 9am set up Fri 11am-10pm, Sat 11am-10pm Sun 11am-6pm then tear down til 11pm
Event Location	320 Richmond – Town sidewalks
Event Details	Family friendly – Select Ribbers compete while selling ribs, chicken and other foods to the public, live music performances each day
Noise By-law Exemption	Requested
Road Closure before 5 PM	Requested
Navy Yard Park By-law Exemption	N/A
Permit Fees	\$250 Security Deposit plus \$65 Noise Exemption Fee

Event	Canada Day
Event Organizer	Town of Amherstburg
Event Date	July 1
Event Time	7:00 AM – 11:00 PM
Event Location	Toddy Jones Park and Downtown Amherstburg
Event Details	Celebration with activities for all ages such as mighty machines, crafts, face painting, recreation, food trucks, vendors, various local performers and a night time fireworks finale.
Noise By-law Exemption	Requested
Road Closure before 5 PM	Requested
Navy Yard Park By-law Exemption	N/A
Permit Fees	N/A

Event	Canada Day 5K
Event Organizer	Canada Day 5K
Event Date	July 1
Event Time	6:00 AM – 11:30 AM
Event Location	From 100 Laird head south, west along Fort Malden Drive, south along Dalhousie, west on North Street, south along Dalhousie all the way to where Dalhousie meets Highway 18
Event Details	Family friendly 1K kids dash and a 5K run/walk/wheel event
Noise By-law Exemption	Requested
Road Closure before 5 PM	Requested
Navy Yard Park By-law Exemption	N/A
Permit Fees	\$250 Security Deposit plus \$65 Noise Exemption Fee

Event	Amherstburg Bike Fest
Event Organizer	Windsor Essex Bike Community (WEBC)
Event Date	Aug 14 through 16
Event Time	Fri 3pm-10pm, Sat 10am-10pm, Sun 10am-6pm
Event Location	Downtown within Open Air Footprint
Event Details	Family friendly event focusing on cycling demonstrations, bike safety education, and promoting active living
Noise By-law Exemption	Requested
Road Closure before 5 PM	N/A already in place due to open air
Navy Yard Park By-law Exemption	N/A
Permit Fees	\$250 Security Deposit plus \$65 Noise Exemption Fee

4. **RISK ANALYSIS:**

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

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

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

5. **FINANCIAL MATTERS:**

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

6. CONSULTATIONS:

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

7. CORPORATE STRATEGIC ALIGNMENT:

Vision: Preserving our past while forging our future.

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

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8. CONCLUSION:

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



B.J. Wilder
Manager of Licensing and Enforcement

Report Approval Details

Document Title:	2026 Special Events Approval Part 2.docx
Attachments:	
Final Approval Date:	Apr 1, 2026

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

No Signature - Task assigned to Tracy Prince was completed by delegate Yufang Du

Tracy Prince



Melissa Osborne



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: B.J. Wilder	Report Date: March 20, 2026
Author's Phone: 519 736-0012 ext. 2225	Date to Council: April 13, 2026
Author's E-mail: bwilder@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Business Licensing By-law

1. **RECOMMENDATION:**

It is recommended that:

1. **By-law 2026-019** being a by-law to regulate business licensing be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

2. **BACKGROUND:**

On March 24, 2025, Council passed a resolution that the Town of Amherstburg reinstate the 2009 Business Licensing By-law; the Town of Amherstburg establish a business registry; Administration be directed to bring back an amended By-law for consideration; and any business that was previously enrolled would have all fees waived.

In early February 2026 the Windsor Essex County Health Unit passed a motion at their meeting. The motion was *to contact the municipalities and encourage them to use licensing as a mechanism to ensure the Health Unit is notified of new businesses*. Having this information would assist the Health Unit with their enforcement initiatives designed for the preservation and protection of public health.

3. DISCUSSION:

The main goal of a municipal business licence is to protect the health and safety of the public who use certain consumer services or products. The Town's Business Licensing by-law provides the rules and regulations for each business class to adhere to, in order, to obtain and maintain a licence.

As an added protection and at the request of Windsor Essex County Health Unit the Licensing and Enforcement Department will notify the Windsor Essex County Health Unit of the businesses registered, including new business going forward.

Part IV, Section 151(1) of the Municipal Act, 2001, states that a municipality may provide for a system of licences with respect to a business and may,

- (a) prohibit the carrying on or engaging in the business without a licence;
- (b) refuse to grant a licence or to revoke or suspend a licence;
- (c) impose conditions as a requirement of obtaining, continuing to hold or renewing a licence;
- (d) impose special conditions on a business in a class that have not been imposed on all of the businesses in that class in order to obtain, continue to hold or renew a licence;
- (e) impose conditions, including special conditions, as a requirement of continuing to hold a licence at any time during the term of the licence; and
- (f) license, regulate or govern real and personal property used for the business and the persons carrying it on or engaged in it.

Under this by-law, the one-time Licensing Application fee is for brick and mortar establishments to offset the cost of adding the business to the business registry and the completion of associated administrative work completed by the Licensing Officer tasks. Businesses that are transient or mobile will be subject to an annual license fee and when operating in our parks it is suggested that they will pay a daily fee.

A previous 2023 Business Licensing By-law that was initially passed by Council was not well received by the business community. As a result of the feedback from the business community, it was evident they were seeking a by-law that is; less complex, less over-reaching, was more affordable, did not require what were felt to be unnecessary inspections and one that did not impose regulations already enforced by provincial or federal agencies.

This by-law is designed to be less complex and more affordable based on it primarily being a registry. Businesses that were not previously registered with the Town would pay a one-time licensing fee of \$87.00. This fee amount is what we are currently charging Taxi Cab Drivers for their licenses. The business licensing fee would increase in accordance with the Council approved User Fee By-law. As part of the initial business licensing application, the applicant would identify whether or, not they have met all legislative requirements related to Fire Code, Building Code, Health Unit regulations or the requirements of any other governing agency. In this application they would also be required to identify any outstanding deficiencies or outstanding Orders issued by any

other governing agency. Each subsequent year the registered brick and mortar businesses would complete and submit an annual declaration. The declaration would identify if the business has changed to any degree and would also require the owner to identify any outstanding deficiencies or Orders issued by any governing agencies.

Only taxi operators, taxi drivers, temporary vendor site operators, stationary refreshment vehicles and mobile refreshments vehicles will pay an annual renewal fee. They will submit a new application each year and pay the fee outlined in the User Fee By-law. These businesses will also have to identify at least annually any outstanding deficiencies or Orders issued by any governing agency.

This by-law is less over-reaching because By-law Enforcement is not conducting any inspection(s) unless there are reasonable grounds or evidence to suggest a by-law violation exists. The Licensing Department will no longer be involved in coordinating any required Fire or Building Inspections because that responsibility and task lies with those departments. Even without a business licensing by-law the By-law Officers have and always had the authority to enter a business at a reasonable time to investigate by-law violations or conduct follow up inspections to determine if violations were corrected.

In the event a by-law complaint against a business is received many of them can be addressed without conducting an actual inspection. We regularly resolve these allegations/violations over the phone or during scheduled in-person meetings at Town Hall. If an inspection is necessary, the majority them can be scheduled with the owner and carried out at a time when they are not open for business. It would be very rare and with exigent circumstances where By-law would have to immediately attend and conduct an unscheduled inspection. In the event a complaint is filed regarding fire code, building code or matters regulated by other agencies we would advise the complainant to notify those governing agencies because they are the authority having jurisdiction.

Our approach with this by-law was to create a by-law we feel works best for the dynamics of Amherstburg and still provides us an avenue to address potential violations. For these reasons there was minimal comparison to other municipalities by-laws.

4. RISK ANALYSIS:

In the opinion of the Author our risk has always been minimal because we have had other by-laws in place that gave us the authority to investigate and address a broad range of violations. Having this by-law further reduces our risk because it offers one additional tool to trigger the involvement of other agencies to address issues.

While adopting a Business Licensing By-law does not in itself raise the liability associated to the Town, the implementation around those activities does have risk associated with the conduct associated. These risks are mitigated through extensive training, procedures and protocols which are designed to ensure that staff are supported in executing the operational requirements in accordance with all applicable laws and regulations.

5. FINANCIAL MATTERS:

The proposed Business Licensing By-law allows for the collection of business licence application fees to offset the costs associated with the implementation of the licensing process.

6. CONSULTATIONS:

Dan Monk, Deputy Fire Chief
 Melissa Osborne, Director, Development Services/Deputy CAO
 Angelo Avolio, Chief Building Official
 Valerie Critchley, Chief Administrative Officer
 Tracy Prince, Chief Financial Officer
 Several Business Owners that were previous opposition delegates

7. CORPORATE STRATEGIC ALIGNMENT:

Vision: Preserving our past while forging our future.

<i>Amherstburg Community Strategic Plan 2022 - 2026</i>	
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<p style="text-align: center;">PILLAR 2 Invest in Community Amenities and Infrastructure</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintain safe, reliable and accessible municipal infrastructure and facilities. <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) 	<p style="text-align: center;">PILLAR 4 Shape Growth Aligned with Local Identity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Define and communicate a vision for the Town’s future and identity. <input type="checkbox"/> Promote and plan for green and “climate change ready” development.

<ul style="list-style-type: none"> <input type="checkbox"/> Create public access to water and waterfront <input type="checkbox"/> Prioritize opportunities to reduce environmental impacts of Town operations and increase Town resilience to climate change. 	<ul style="list-style-type: none"> <input type="checkbox"/> Review and implement policies that promote greater access to diverse housing. <input type="checkbox"/> Protect the Town's historic sites and heritage. <input type="checkbox"/> Preserve the Town's greenspaces, agricultural lands, and natural environment.
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8. CONCLUSION:

It is recommended that Council adopt the new Business Licensing By-law and the Mayor and Clerk be authorized to sign same.



B.J. Wilder
Manager of Licensing and Enforcement

BJW

Report Approval Details

Document Title:	Business Licensing By-law 2026-019.docx
Attachments:	- NoFoodTruck_Zone2026.pdf - Business Licensing By-law 2026-019 RM.pdf
Final Approval Date:	Apr 2, 2026

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

No Signature - Task assigned to Tracy Prince was completed by delegate Yufang Du

Tracy Prince



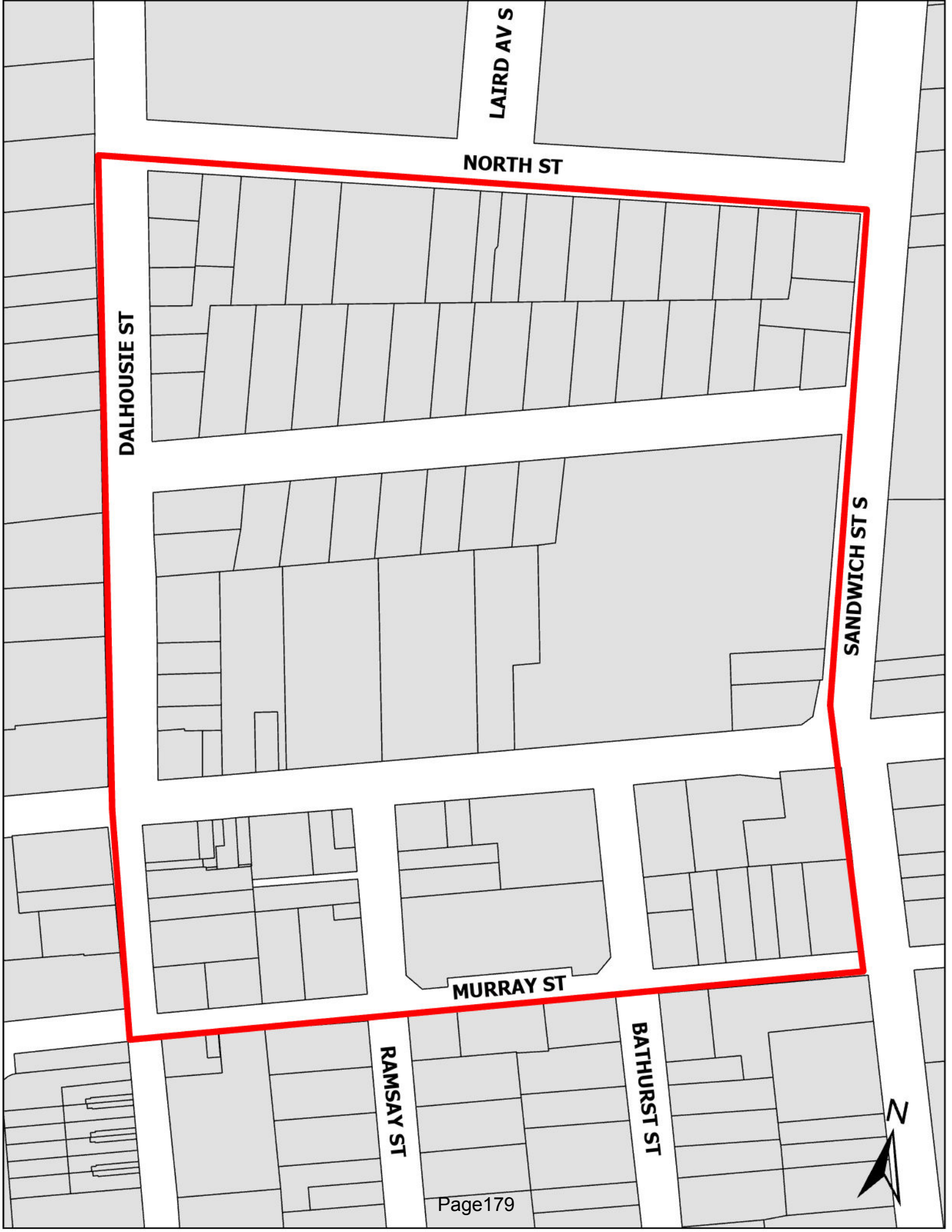
Melissa Osborne



Valerie Critchley



Kevin Fox



LAIRD AV S

NORTH ST

DALHOUSIE ST

SANDWICH ST S

MURRAY ST

RAMSAY ST

BATHURST ST



THE CORPORATION OF THE TOWN OF AMHERSTBURG
BY-LAW NO. 2026 - 019
A BY-LAW TO REGULATE BUSINESS LICENSING IN THE
TOWN OF AMHERSTBURG

WHEREAS subsection 5(3) of the *Municipal Act, 2001* provides that, a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the *Municipal Act, 2001* or any other *Act*;

AND WHEREAS subsection 10(1) of the *Municipal Act, 2001* provides that a municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS subsection 10(2) of the *Municipal Act, 2001* provides that a municipality may pass by-laws respecting: in paragraph 5, Economic, social and environmental well-being of the municipality; in paragraph 6, Health, safety and wellbeing of persons; in paragraph 7, Services and things that the municipality is authorized to provide under subsection (1); in paragraph 8, Protection of persons and property; in paragraph 1 1 Business Licensing;

AND WHEREAS pursuant to the provisions of Part IV of the *Municipal Act, 2001*, as amended, a municipality may pass by-laws for licensing, regulating and governing businesses;

AND WHEREAS subsection 151 (1) of the *Municipal Act, 2001* provides that, without limiting sections 9, 10 and 11 of the *Act*, a municipality may provide for a system of licences with respect to a business and may:

- a) Prohibit the carrying on or engaging in the business without a licence;
- b) Refuse to grant a licence or to revoke or suspend a licence;
- c) Impose conditions as a requirement of obtaining, continuing to hold or renewing a licence;
- d) impose special conditions on a business in a class that have not been imposed on all of the businesses in that class in order to obtain, continue to hold or renew a licence;
- e) Impose conditions, including special conditions, as a requirement of continuing to hold a licence at any time during the term of the licence;
- f) License, regulate or govern real and personal property used for the business and the persons carrying it on or engaged in it; and,

AND WHEREAS the Municipal Council for The Corporation of the Town of Amherstburg considers it necessary and desirable for the public to exercise its licensing powers for

The purposes of:

- a) Health and safety of patrons, including service providers and consumers; and/or
- b) Nuisance control; and/or
- c) Consumer protection; and/or
- d) Suppressing conditions conducive of crime

AND WHEREAS section 23.2 of the *Municipal Act, 2001* permits a municipality to delegate certain legislative and quasi-judicial powers;

AND WHEREAS the Municipal Council for The Corporation of the Town of Amherstburg is of the opinion that the delegation of legislative powers under this by-law to the Manager of Licensing and Enforcement including without limitation the power to issue, revoke, suspend and impose conditions on a licence and prescribe operational standards to be imposed on licensees, including without limitation operational standards such as signage requirements, advertising requirements, hours of operation and records that are to be kept by licensees and the form and content thereof, are powers of a minor nature having regard to the number of people, the size of geographic area and the time period affected by the exercise of the power in accordance with subsection 23.2(4) of the *Municipal Act, 2001*;

AND WHEREAS subsection 391 (1) of the *Municipal Act, 2001* without limiting sections 9,10 and 11 those sections authorize a municipality may impose fees and charges on persons:

- a) For services or activities provided or done by or on behalf of it;
- b) For costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and,
- c) For the use of its property including property under its control.

**SHORT TITLE
BUSINESS LICENSING BY-LAW**

PART 1- DEFINITIONS

1.1 In this By-law:

"Antique" means any object or article which is at least 50 years old, is in limited supply, and is no longer made or manufactured in its existing state;

"Applicant" means a person applying for a licence under this By-law;

"Auctioneer" means a person conducting an auction; and,

(a) "Auction" means a publicly-held sale where goods are sold to the highest bidder;

(b) An Auctioneer's Place of business is an Auction Establishment as defined in the Zoning By-law 1999-52 (as amended);

"Authority Having Jurisdiction" means any department through Municipal, Provincial or Federal government that has authority to regulate and enforce law;

"Body Modification" means a premises, building or part of a building in which persons are engaged or employed in furnishing services and otherwise administering to the individual the personal needs of a person and includes, a tattoo parlour, body piercing establishments, or body scarification establishments;

(a) "Body Piercing" means the practice of inserting ornaments or other items not required for medical purposes into human tissue, not including the ear, with a needle or other implement;

(b) "Scarification" means the practice of cutting or abrading human skin to bring about permanent scarring and includes the placement of implants not required for medical purposes beneath the skin;

(c) "Tattoo" means the practice of permanently depositing pigments not required for medical purposes into human skin by the use of a needle or other implement;

"Business owner" means an individual(s) or entity that is legally responsible for the ownership of a business's assets, liabilities or equity;

"Business Registry" – means list kept and updated by Licensing Department advising of all eligible and licensed businesses within Town limits;

"Charitable Organization" means a registered Charity, as defined in Subsection 248(1) of the *Income Tax Act, R.S.C. 1985, c. 1 (5th Supp.)*, or successor legislation, that has a registration number issued by the Canada Revenue Agency, or successor agency;

"Chief of Police" means the person in charge of the Police Agency servicing the Town as appointed by Municipal Council;

"Clerk" means the Town Clerk for the Town or a person delegated authority in writing by them;

"Company" means a corporation with share capital;

"Confections" means items whose primary ingredient is sugar or chocolate including but not limited to: chocolate bars, fudge, truffles, chocolates, candies, caramels, marshmallows, jellies, nougat, toffee, pop/juice;

"Conspicuous" – located in a manner that is visible to the public and easily accessible upon request by all individuals for enforcement purposes

"*Consumer Protection Act*" – Provincial Law that regulates consumer rights and obligations in Ontario;

"Council or Town Council" means the Municipal Council of The Corporation of the Town of Amherstburg;

"Customer Service Representative" – means a Town employee working the front kiosk at Amherstburg Town Hall;

"Daily Permit" means a permit issued by the Town to a Stationary Refreshment Vehicle to operate for the day within a park or other Town owned parcel of land;

"Declaration Form" – means official document used to provide necessary information about an individual or business which affirms that the information provided is true and accurate to the best of their knowledge;

"Door-to-Door Salesperson" means a person carrying on or engaging in any trade, business or occupation who attends at residential property for the purpose of selling, hiring or offering to sell or hire any goods or services, unless exempt in accordance with the *Putting Consumers First Act* or the *Consumer Protection Act*;

"Federal Law" – means the body of law created by the Federal government of Canada;

"Festivals" means a day or period of organized celebration;

"Flea Market Vendor" means the individual(s) selling goods at a Flea Market;

"Flea Market" means an event that provides space for vendors to sell goods;

"Food Store" means any premises where food or milk is processed, prepared, stored, handled, displayed, sold or offered for sale, but does not include a private residence from which food is sold or offered for sale and excludes the sale of confections and/or non-perishable goods not regulated by Provincial or Federal law. Food Store is also a land use as defined in the Zoning By-law 1999-52 as amended;

"Food" means a substance excluding liquor taken into the body to maintain growth;

"Good standing" refers to the status of an individual, entity or business that is, in compliance with all legal and regulatory requirements;

"Hazard" means any source of potential damage, harm, or adverse health effects on people, property or the environment;

"Host Property" means the parcel of land zoned Residential or Agricultural where a Stationary Refreshment Vehicle caters a single day special occasion event;

"Issuer of Licenses" means Manager of Licensing and Enforcement and designate(s);

"Legislated authorizations" means all laws and requirements under Municipal, Provincial and Federal law;

"License Application" means the paperwork with all required information needing to be obtained to issue requested License(s);

"License revocation" means the formal withdrawal or cancellation of a license by the issuing authority;

"License suspension" means a temporary withdrawal of an individual(s) or businesses right to perform the activities that the license allowed;

"Licensee" means any holder of any licence issued under this by-law;

"Licensing Committee" means a body of individual(s) established and appointed by Council responsible for hearing and ruling on any appeals filed by business owner(s);

"Licensing Officer" means the individual(s) responsible for processing licenses and ensuring compliance with regulations;

"Liquor" means spirits, wine and beer or any combination thereof and includes any alcohol in a form appropriate for human consumption as a beverage, alone or in combination with any other matter;

"Local" generally means within the boundaries of the municipality of The Town of Amherstburg but when in reference to obtaining a police clearance means the municipality in which applicant normally resides;

"Manager of Licensing and Enforcement" – Individual who oversees the Licensing and Enforcement Division within the Town of Amherstburg and designate(s);

"Mobile Refreshment Vehicles" means an individual(s) who sells consumable goods from a vehicle, cart, basket or other container which is not intended to be stationary and may be moved from place to place;

"*Municipal Act*" means *Municipal Act, 2001, S.O. 2001, c.25* and the Regulations enacted there under as amended from time to time or any Act and Regulation enacted in substitution therefore;

"Municipal Fees" means charges levied by a municipality for various services or costs associated with local governance;

"Municipality" means the geographic area known as the Town of Amherstburg;

"Not for profit" means organization or enterprise that does not earn profit for its owners;

"Obstruct" means interfere, prevent, hinder or block;

"Obtain" means to purchase, receive or take in exchange or pledge;

"Officer" means a By-law Enforcement Officer or Municipal Law Enforcement Officer appointed by Council, a police officer with the Police Agency as appointed by Council or an officer, employee or agent of the Town whose responsibilities include the enforcement of this By-law;

"Old Gold" means gold or any other precious metal, including platinum and silver, which is not newly minted, and includes old jewelry or similar articles intended to be smelted, dismantled, sold or exchanged;

"Owner" means:

(a) with respect to a business, the person that carries on the trade, business, or occupation and whose name appears on the licence issued for such trade, business or occupation under this By-law;

(b) with respect to premises, the registered owner of the land on which the premises is situated and includes a trust acting on behalf of the registered owner, the estate of the registered owner and a person with a leasehold interest in the land or premises;

"Park" means any land owned by the Town that is designated by Council as such, and intended to be used and enjoyed by the public for pleasure and recreation;

"Pawnbroker" means a person who exercises the trade of receiving or taking by way of pawn or pledge, any goods for the repayment of money lent thereon as defined in the *Pawnbroker Act* but does not include consignment shops;

"Person" means any individual, company, firm, organization, partnership, body corporate or politic, and the heirs, executors, administrators or other legal representatives of a person to whom the context can apply according to law;

"Pet Shop" means a premise where animals or birds for use as pets are sold, adopted or kept for sale or adoption;

"Place of business" means any place, premises or location, or part thereof, in which a business is carried on, and includes a shop, store or office, an office in a dwelling unit which is accessible to the public and, where there is no such place, premises or locations from which the business is carried on, it includes a vehicle or other equipment used for the purpose of carrying on the business;

"Pop Up Vendor" means an independent business or persons who sell new, used or handmade items for a short period set up under a temporary structure or in a temporary booth during events such as but not limited to flea markets, special events, tradeshow, outdoor markets;

"Premise" means land, including any, and all buildings or other structures thereon and includes any vehicle or conveyance used in the operation of the business;

"Private property" means ownership of property by private parties which can include individual(s) or groups rather than the government;

"Prohibited Downtown Zone" means the area identified by the boundary demarcated by the south side of North Street (from Dalhousie to Sandwich Street South), the west side of Sandwich Street South (from North Street to Murray Street), all of Dalhousie Street (from North Street to Murray Street), and all of Murray Street from Sandwich Street South to Dalhousie;



"Provincial Law(s)" means the laws passed by the legislature of a province and encompasses various elements including statutory rules, common law rules and constitutionally entrenched rules;

"*Provincial Offences Act*" means a procedural code in Ontario that governs the enforcement and adjudication of regulatory offences and by-laws;

"Provincial Offences Officers" means a person authorized under the *Ontario Provincial Offences Act* to enforce specific statutes and regulations;

"Provision" means a condition or requirement in a legal document;

"Public Property" means property owned by the government or its agencies which is accessible to the general public;

"Quorum" means the minimum number of members of a group that must be present at a meeting to make the proceedings valid;

"Registered Charitable Organization" shall mean any charity that is registered or is eligible to be registered with the Federal Government and has a registered charity number that has been issued;

"Request for Appeal" means a written request by an appellant for a hearing to review an action taken or a decision made by an individual(s) or department;

"Restaurant" means a building, structure or part thereof used primarily for the preparation and serving of food and beverage to patrons for immediate consumption therein or within a physically defined open air, sit down eating area located on the same lot therewith including taverns or take-out restaurants. As an accessory use, a restaurant may offer entertainment, exclusive of a dance floor. Restaurant is a land use as defined in the Zoning By-law 1999-52 as amended;

"Retail/Resale or Consignment Shop" means a building or any part thereof used for the purpose of buying, selling or otherwise dealing in used goods of all kinds excluding scrap or salvage material or antiques or works of art. Retail Store is a land use as defined in the Zoning By-law 1999-52 as amended;

"Salvage Yard" means premises or part thereof used for receiving, storing, or dealing in scrap or salvage material. Salvage Yard or Scrap Yard are land uses as defined in Zoning By-law 1999-52 as amended;

"Single day special occasion event" means a special event hosted by the family that resides on the property, where such event does not result in any financial gain for the family, and that occurs on private property zoned Residential or Agricultural for the maximum time of one (1) day or twenty-four (24) hours consecutively;

"Stationary Refreshment Vehicle" means a vehicle from which consumable goods are prepared and served and which is stationary, in a fixed location for an allocated time, for the purpose of serving food and refreshments;

"Take-out Restaurant" means a building, structure or part thereof where food, prepared on or off the premises, is offered for sale to the public, and where the food is ordered for delivery or pick-up with consumption of all food occurring off the premises. Fast Food Restaurants also a land use as defined in the Zoning By-law 1999-52 (as amended);

"Tavern" means a building, structure or part thereof which serves both food and liquor but whose liquor sales monetarily exceed 50% of its gross sales. As an accessory use, a tavern may offer entertainment, exclusive of a dance floor. Tavern is a land use as defined in the Zoning By-law 1999-52 as amended;

"Temporary Vending Site Operator" does not include Pop-up Vendor but shall include the sale of goods such as, but not limited to, flowers and fresh produce for a one to seven day period from one specific location such as, but not limited to, a parking lot, a service station, or a vacant commercial lot where the use is permitted in accordance with the Town's Zoning By-law (as amended);

"Tobacconist" means a person who keeps for sale tobacco in any form;

"Town" means The Corporation of the Town of Amherstburg;

"Unsafe condition" refers to a hazardous physical environment that increases the likelihood of accidents or injuries, often due to poor maintenance, environmental factors or negligence;

"Vehicle" means a motor vehicle, trailer, traction engine, farm tractor, road-building machine, bicycle, cart and any vehicle drawn, propelled or driven by any kind of power, including muscular power, but does not include a motorized snow vehicle or a streetcar;

"Written Notice" means a directive or written order to comply issued under a Town of Amherstburg By-law to a licensee or property owner requiring who contravened this bylaw; or who caused or permitted a contravention of this by-law; or the owner of property on which the contravention occurred to do work to correct the contravention;

PART 2 - BUSINESSES REQUIRING LICENSES

2.1 No person shall carry on, conduct, operate, maintain, keep, or engage in any business set forth in PART 3 of this by-law regardless of whether the business is being carried on wholly or partly within the Town, unless they first obtains the appropriate Town of Amherstburg licence to do so from the Issuer of Licenses. The Licence Application fee identified in the User Fee By-law must be paid in full once the License is approved and available for issue. All licensed businesses shall form part of a Business Registry maintained by the Town.

2.2 Annual licence renewals shall require the business owner to submit a completed Annual Declaration form to the Town indicating whether or not there have been any changes since the original Licence Application that was approved. The Annual Declaration form will also require the business owner to identify if they have any deficiencies or outstanding Orders issued by any Provincial or Federal Agencies related to their business. There is no annual renewal fee unless Section 2.3 of this By-law is applicable or as outlined in 2.4 and 2.5. Annual Declaration forms can be submitted each year after January 1st but no later than February 28th.

2.3 In the event of an ownership change, address change or business name change a new Licence Application must be submitted for review and the license fee will be due prior to the licence being issued.

2.4 Mobile or Stationary Refreshment Vehicles operating in accordance with Section 6.1 and 6.2 of this by-law will be subject to an annual licence fee as outlined in the User Fee By-law.

2.5 Temporary Vending Site Operators will be subject to an annual licence fee as outlined in the applicable User Fee By-law;

2.6 General provisions that shall be complied with are set forth in PART 4 of this by-law.

2.7 Businesses and/or business activities set forth in PART 5 of this by-law are prohibited from operating in the Town unless they satisfy an exemption clause identified in PART 5.

2.8 Mobile Refreshment Vehicles and Stationary Refreshment Vehicles shall be regulated under PART 6 of this by-law.

2.9 Exempted businesses and business activities identified PART 7 of this by-law shall not require a license or be part of the business license registry.

PART 3 - BUSINESS TYPES

Auctioneer	Petting Farm
Bed & Breakfast	Pet Shop
Body Modification	Restaurant / Tavern / Take-out Restaurant
Food Store	Salvage Yard
Mobile and Stationary Refreshment Vehicle	Temporary Vending Site Operator
Old Gold Dealer	Tobacconist
Pawnbroker	Vape Retailer

PART 4- GENERAL REGULATIONS

4.1 All Businesses identified in the By-law, shall:

- a) Not operate without a license issued by the Town;
- b) Maintain good standing with the Business Licensing Registry;
- c) Display the Business License in a conspicuous place in or on the Premises;
- d) Operate in accordance with any governing Federal, Provincial and/or Municipal Statute(s) related to the Business;
- e) Not operate if subject to a license suspension;
- f) Not operate in the event of being subject to a license revocation;
- g) No business shall operate in a manner that creates an unsafe condition or hazard

4.2 No person, corporation, business owner or employee shall:

- a) Obstruct an Officer designated to enforce any Federal, Provincial or Municipal legislation;
- b) Refuse to produce any documentation that is proof of a legal requirement for the Business to operate;
- c) Operate a prohibited business in Town;
- d) Engage in a prohibited business activity in Town;

PART 5 - Prohibited Businesses / Prohibited Business Activities

5.1 The following are prohibited pursuant to this By-law:

- a) Any business that possesses, sells, harbours, provides accommodation or care to animals that are prohibited in the Town;
- b) Door to door sales person(s) unless exempt in accordance with the Consumer Protection Act;
- c) Any business type or activity that is not permitted in accordance with Amherstburg Zoning By-law 1999-52 (as amended);
- d) Properties zoned Residential or Agricultural are prohibited from hosting a Stationary Refreshment Vehicle more than two (2) separate days per calendar year;
- e) Stationary Refreshment Vehicles are prohibited from servicing persons not in attendance at the host property.

PART 6 – Stationary and Mobile Refreshment Vehicle

6.1 Stationary and Mobile Refreshment Vehicles shall:

- a) Obtain an annual licence to operate in Amherstburg;

b) Operate in accordance with any governing Federal, Provincial or Municipal Statute(s) related to the business;

6.2 Stationary and Mobile Refreshment Vehicles shall not:

a) Operate within the Prohibited Downtown Zone unless exempt in accordance with Section 7.1 (a);

b) Operate in any Town park or other Municipally owned parcel without the required daily permit;

c) Operate within One-hundred and fifty (150) meters of a brick and mortar restaurant unless exempted under 7.1 (a) of this by-law;

d) Operate in a manner that creates an unsafe condition or hazard;

PART 7 - EXEMPTIONS

7.1 Circumstances for Exemption:

a) Operating on private property zoned Residential or Agricultural for the purpose of a single day special occasion event;

b) The Town is authorized to allow unlicensed Stationary and Mobile Refreshment Vehicles to operate in the Prohibited Downtown Zone for specific events as they see fit;

c) Pop-up Vendors operating on private property in accordance with the By-law do not require a licence;

d) Pop-up Vendors operating on public property with the authorization of the Town do not require a licence;

e) On premise sales stands on agricultural zoned property selling product(s) in accordance with By-law 1999-52 (as amended) do not require a licence;

f) Not for Profit and/or charitable organization holding an event on private property do not require a licence;

PART 8 - ADMINISTRATION OF BY-LAW

8.1 Duties, Responsibilities and Authority

a) Town Council hereby appoints the Manager of Licensing and Enforcement for the Town to administer this by-law, and to engage such Officers, clerks and staff as may be necessary to carry out the administrative functions of this by-law including the enforcement thereof;

b) The Manager of Licensing and Enforcement shall have the delegated authority to create and amend the procedure for the administration of this by-law with the approval of the CAO or designate;

c) The enforcement of this by-law is assigned to By-law Enforcement Officers, Licensing Officer(s), and members of the Police Service as employed by the Town of Amherstburg including any Provincial Offences Officers appointed by Town Council;

d) All of the regulations contained within this by-law shall apply to all licenses required under the provisions of this by-law;

e) The issuance or renewal of a licence is not intended and shall not be construed as permission or consent by the Town for the holder of the licence to contravene or to fail to observe or comply with any law of Canada or Ontario or any by-law of the Town;

f) The Manager of Licensing and Enforcement may revoke a licence that is voluntarily surrendered by the holder;

g) Every licence, at all times, is owned by and is the property of the Town and is valid only in respect of the person and the premises or of the person named therein and for the nature of business stated in the licence, and no licence may be sold, purchased, leased, mortgaged, charged, encumbered, assigned, pledged, transferred, seized, distrained or otherwise dealt with;

h) The Manager of Licensing and Enforcement has the authority to refuse to issue a license, refuse to renew a license, suspend a license, place conditions on a license, or revoke a license;

i) Written Notice shall be carried out in the event of any refused license, renewal declined, suspension, conditions imposed, or revocation and shall include a Request for Appeal Application and applicable guidelines;

j) Proper service of written notice may be by personal service, courier service, registered mail, or email so long as there is proof that the email was received by the Licensee;

PART 9 – RIGHT TO FILE APPEAL

9.1 Criteria, Process and Rulings

a) A Licensee, who's license is; refused, renewal declined, suspended, conditions imposed or revoked shall have the right to file a Request for Appeal after receiving written notice by the Town;

b) Licensee's Request for Appeal shall be filed in writing using the provided form, addressed to the Manager of Licensing and Enforcement within Fifteen (15) days of receipt of the written notice;

c) A Request for Appeal application shall include the non-refundable payment or proof of payment in the fee amount identified on the application form;

d) Request for Appeal shall be submitted to the Licensing Officer, Manager of Licensing and Enforcement or Clerk by registered mail, courier or personal service;

e) Once a Request for Appeal has been received The Manager of Licensing and Enforcement shall notify the Licensing Committee and convene a hearing within a reasonable amount of time based on the Committee's availability;

f) Unless an Authority Having Jurisdiction deems otherwise the Licensee shall continue to operate until the Licensing Committee states otherwise;

g) A majority of the Licensing Committee members present will serve as a quorum;

h) The decision of the Licensing Committee at appeal shall be final;

PART 10 – PENALTY

10.1 Each person who contravenes any provision of this By-law is guilty of an offence.

a) A person convicted of an offence contrary to a provision of this By-law in a proceeding commenced under Part III of the *Provincial Offences Act, R.S.O. 1990, c. P.33*, is liable to a fine of no more than Ten Thousand Dollars (\$10,000);

b) A person convicted of an offence contrary to a provision of this By-law in a proceeding commenced under Part I of the *Provincial Offences Act, R.S.O. 1990, c. P.33*, is guilty of an offence and on conviction is liable to a fine as provided in the *Provincial Offences Act, R.S.O. 1990, c. P.33*, as amended;

PART 11 - SEVERABILITY

11.1 Where a Court of competent jurisdiction declares any section or part of a section of this By-law invalid, the remainder of this By-law shall continue in force unless the Court makes an Order to the contrary;

PART 12 – REPEAL

12.1 The following by-law is hereby repealed;

- a) 2025-030

PART 13 – ENACTMENT

13.1 Read three times and finally passed this 13th day of April, 2026.

MAYOR – MICHAEL PRUE

CLERK – KEVIN FOX



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF THE CAO

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

Author's Name: Michael Mio	Report Date: February 9, 2026
Author's Phone: 519 519-736-6500 ext. 2241	Date to Council: April 13, 2026
Author's E-mail: mmio@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Council Report on The Town of Amherstburg's Public Notification System

1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Fire Chief dated February 9, 2026 regarding the Town of Amherstburg's Public Notification System **BE RECEIVED for information.**

2. **BACKGROUND:**

The purpose of this report is to respond to Council's request regarding the Town of Amherstburg's Public Notification System. Specifically, this report provides an overview of the current state of Amherstburg Alerts (Everbridge Notification System), explores opportunities to improve resident notification, examines the potential introduction or reintroduction of sirens and/or other notification methods, and evaluates whether the Town is meeting its due diligence in providing residents with timely early warning during a nuclear or other type of emergency.

Historically, Sirens in Amherstburg have been used to notify residents of a potential nuclear incident since the early 1960s. Originally installed under a Privy Council Order (PCO 1959-656), the National Attack Warning Siren (NAWS) System was implemented nationwide, including in the communities of Anderdon, Malden, and Amherstburg, to provide warning in the event of a nuclear attack. By 1992, the NAWS system was abandoned due to a lack of maintenance, outdated equipment, and technology that had reached the end of its useful life. The Federal Government decommissioned the system nationwide in favour of more effective solutions.

In subsequent years, sirens were repurposed or replaced locally, particularly within the Tri-Community areas, to specifically alert residents in the detailed planning zone of a potential nuclear incident at the Fermi 2 Nuclear Power Plant. These sirens remained in place until 2024, when they were removed following a comprehensive review of the public notification system. The decision reflected several factors; however, the primary considerations were replacement costs and the reduced effectiveness of sirens when compared with newer, more reliable notification technologies.

To ensure continuity of public notification, Council supported the adoption and continued use of the “Amherstburg Alerts” mass public notification system. This decision was formally endorsed by Council Resolution 20230710-016, ensuring residents continue to receive timely and effective emergency notifications. Council’s decision also ensured that the Town remained compliant with applicable emergency management regulations and provincial requirements, while prioritizing cost effectiveness and respect for ratepayers.

3. DISCUSSION:

Amherstburg Alerts – Public Notification Platform

Current state of Amherstburg Alerts (Notification System)

The Amherstburg Alerts platform is the Town’s all-hazards public notification system. The platform is designed to deliver timely and reliable emergency messages directly to residents through multiple channels, including SMS text messages (cell phones), phone calls (both wired and/or cellular), email, and mobile app notifications.

As of March 23, 2026, there are **11,446** registered contacts on the Amherstburg Alerts platform. Since June 1, 2024, the Town’s ongoing public education campaigns, including targeted campaigns, have resulted in 483 new system subscribers. To continue this growth, regularly scheduled social media outreach and in-person engagement events will remain a priority, ensuring existing and new residents are encouraged to register for early warning alerts.

Alerts are issued by Town staff as necessary. Information is collected and monitored by the Amherstburg Fire Department’s Fire Management Team (FMT), which actively reviews data from Environment Canada, Federal Emergency Management Agency (FEMA), Emergency Management Ontario (EMO), Provincial Emergency Operations Centre (PEOC), Essex Regional Conservation Authority (ERCA), Windsor Essex County Health Unit (WECHU) and other official sources. When potential risks are identified, the FMT assesses the threat level, probability of impact, and possible consequences for residents. Based on this assessment, a decision is made on whether to issue an alert.

In 2025, we issued a total of nine (9) Amherstburg Alerts, including six (6) severe thunderstorm warnings, one (1) Boil Water Advisory, one (1) notification to rescind, and one (1) Test Message.

The Province of Ontario and the Federal Government rely on the Alert Ready Emergency Alerting System. Alert Ready delivers critical, potentially life-saving alerts to Canadians through television, radio, and LTE-connected and compatible wireless devices. The Alert Ready system was developed with many partners, including federal,

provincial and territorial emergency management officials, Environment and Climate Change Canada, Pelmorex, the broadcasting industry, and wireless service providers.

Together, these partners work to ensure Canadians receive alerts immediately and know when to take action to stay safe. According to the Canadian Radio-Television Telecommunications Commission (CRTC), Long Term Evolution (LTE) cellular phone coverage reaches over 99.5% of Canadians and 97.5% of rural communities. The current approach ensures that the vast majority of the population receives timely and reliable notifications.

While a layered approach that includes multiple alerting methods can enhance redundancy, the combination of Amherstburg Alerts and Alert Ready provides a robust foundation for emergency communications. These systems are more adaptable to various incident types and geographic coverage than traditional sirens, offering the added advantage of message customization and two-way communication capabilities. As such, the current digital alerting framework not only reduces operational costs but also enhances the Town's ability to effectively notify all residents during a wide range of emergency scenarios.

Advantages of a Digital Framework

Having more than one way to alert the public is essential. Amherstburg Alerts and Alert Ready together provide a strong and dependable system. They're more versatile and cost-effective than traditional sirens, with added benefits:

- Reaches people indoors and outdoors (not just those who can hear a siren outside).
- Delivers clear instructions instead of a single tone.
- Targeted by area, so only affected neighbourhoods are notified, no town-wide disruption.
- Multiple channels at once:
 - Amherstburg Alerts (SMS/Text Messages/Email, Mobile Phones/Landlines, or mobile application for iOS, Android devices) for a higher chance of seeing the message.
 - Alert Ready - Radio Stations, Television Stations, Cable Distributors, Satellite Distributors, Wireless/mobile distributors, Social Media Companies, Web-based applications.Accessible for more residents (plain language, links to maps/resources, options to adjust language and format).
- Two-way check-ins and confirmations so officials can see who received/acknowledged alerts.
- Fewer false alarms/confusion—no need to teach residents what different siren tones mean.
- Scales to any event (nuclear, weather, road closures, boil-water advisories, missing persons, evacuation routes, etc.).
- Faster updates as an incident evolves; follow-ups and “all-clear” are simple.
- Audit trails and reporting for after-action reviews and accountability.
- Lower maintenance burden—no towers, rotators, or field hardware to inspect and repair.
- Power and network resilience with carrier/cloud redundancy; no single pole failure point.

Improvement ideas for Notification

As part of annual compliance, the Amherstburg Fire Department's Emergency Management Division conducts mandatory testing of the Public Notification System during Emergency Management Week each May. A focus on the detailed planning zone in 2025 ensured the Bar Pointe and Bois Blanc residents were registered for Amherstburg Alerts, received KI pill distributions, and participated in a public education campaign to prepare for and respond to emergencies such as fires. To continue to strengthen public engagement with Amherstburg Alerts, a series of initiatives will continue to be implemented, including awareness campaigns through launch events, local media, clear slogans, and visible signage; registration drives such as "Sign-Up Week" at community events, partnerships with schools, and Town of Amherstburg bill inserts; demonstrations and practice alerts with live demos and simulated scenarios; training and workshops. The key goal is to make Amherstburg Alerts part of everyday community life, not just something people hear about in a crisis, but something they rely on, trust, and use regularly.

Due Diligence

In 2017, the Province of Ontario updated the Provincial Nuclear Emergency Response Plan (PNERP), reducing the Detailed Planning Zone (DPZ) around the nuclear power plant to 16.1 kilometres (see DPZ Map). As a result, gaps were created in the siren system's coverage, and several sirens were no longer in appropriate locations. This change prompted the administration to evaluate the system's efficacy relative to other solutions.

In December 2021, the Province released the PNERP Fermi 2 Implementing Plan, a tailored plan specific to the Town of Amherstburg and the Fermi 2 Power Plant. This version acknowledged a shift from traditional siren systems to more modern, technology-based alerting mechanisms. Section 6.2.1(d) of the Implementing Plan states:

"The all-hazards municipal alerting system (Amherstburg Alerts) in place in the Town of Amherstburg may be used for a nuclear emergency."

This direction supported the use of broader public notification platforms, such as the National Public Alerting System, the Provincial Alert Ready program, and the local Amherstburg Alerts, which deliver notifications via SMS, voice calls, email and mobile applications, which would not only warn residents of an issue but provide detailed instructions on whether to shelter in place, evacuate, etc. This was debated, and the Council passed the recommendations to remove the Siren Network and to continue supporting the Everbridge platform. In 2024, the Province of Ontario began updating the 2017 Provincial Nuclear Emergency Response Plan. The revised plan was tested in March 2025 during the Cobalt Magnet (CM25) exercise. The Town of Amherstburg, along with representatives from all levels of government, participated in a large-scale, week-long cross-border nuclear emergency preparedness exercise conducted jointly by Canada and the United States. CM25 brought together multiple levels of government from both countries to test and strengthen coordinated response capabilities while validating the proposed 2025 Provincial Nuclear Emergency Response Plan. Amherstburg Alerts and the Alert Ready systems were tested and provided the alert notifications required under the current PNERP and Fermi 2 Implementing Plan.

Council requested a report on the reliability of the Public Alerting System currently utilized by the Town of Amherstburg. From a legislative standpoint, we are meeting our requirements under the 2025 Provincial Nuclear Emergency Response Plan and the Fermi 2 Implementing Plan with our Public Notification System. We have no municipally legislated responsibility to notify residents of impending weather, earthquakes, or flooding; however, we have leveraged our Public Notification System, which we use for Nuclear, to notify the public of potential dangers (e.g., boil water advisories) affecting our residents.

Notification of severe weather in Canada is coordinated through the National Public Alerting System (NPAS), a federally led, collaborative system that delivers critical alerts to the public via multiple platforms. This system is supported by Environment and Climate Change Canada, which provides official weather monitoring, forecasting, and alerting services. Environment and Climate Change Canada issues three primary types of weather alerts:

- Advisories – less severe conditions that may cause inconvenience
- Watches – conditions are favourable for severe weather
- Warnings – severe weather is occurring or imminent and requires immediate action

As of November 26, 2025, Canada introduced a colour-coded alert system to better communicate risk and impacts to the public.

All alerts (Advisories, Watches, and Warnings) are now assigned a colour based on severity:

- Yellow – low to moderate risk; be aware and monitor conditions
- Orange – high risk; significant impacts likely, take precautions
- Red – very high to extreme risk; dangerous or life-threatening conditions, act immediately.

Notifications are disseminated through the National Public Alerting System (Alert Ready) layered approach; the notifications include:

- Wireless Emergency Alerts (cell phones)
- Television and radio interruptions
- Environment Canada websites, apps (WeatherCAN), and social media
- Amherstburg Alerts

Potential introduction or reintroduction of sirens

The usefulness and popularity of using fixed-location sirens as an initial or secondary method of alerting residents during a nuclear emergency have declined over the years as emergency communications have shifted toward more reliable, scalable, cost-effective, and informative technologies. This reflects the broader changing landscape in emergency management, where advancements in wireless and digital platforms have replaced older, less versatile, and more costly methods. The federal and provincial governments have both invested in modern public alerting solutions, complemented by the Alert Ready platform, which provides emergency broadcasts via television, radio, and mobile networks across Canada. According to the CRTC, LTE coverage now reaches over 99.5% of Canadians and 97.5% of rural communities, ensuring that the vast majority of the population can receive timely, direct, and reliable emergency notifications. These systems support a multi-layered approach that includes television, radio, traditional landlines, email, SMS text and mobile applications.

As outlined in prior reports to Council, reintroducing an outdoor siren system in the Town of Amherstburg would be a complex and costly undertaking. Council would first need to determine the intended scope of coverage and purpose of use:

Option A — Nuclear-only, DPZ-limited notification: Install a **minimum of 2 sirens** solely within the DPZ, focused on residents in F1 and F2 for the specific purpose of warning of a nuclear incident that requires protective action (e.g., shelter-in-place or evacuation). Early pricing is estimated at \$38,460 CDN (Tone Only) to \$50,000 CDN (Tone and Voice) per siren, exclusive of infrastructure (poles, hydro, land lease, if needed), engineering, and ongoing maintenance costs. Estimated infrastructure costs are approximately \$25,000 per siren plus annual maintenance. A more detailed costing analysis would be provided should the Council approve this option. (See Emergency Sires Expansion DPZ Cover Map)

Option B — Broader Coverage/All-Hazards notification for the Town of Amherstburg: Install **approx. 30 sirens** to expand beyond F1/F2 and/or use sirens for additional hazards (e.g., nuclear, severe weather, flooding, etc.), which would materially increase capital, operating, and maintenance requirements, as well as public education needs. Early pricing is estimated at \$38,460 CDN (Tone Only) to \$50,000 CDN (Tone and Voice) per siren for equipment only, exclusive of infrastructure (poles, hydro, land lease if needed), engineering, and ongoing maintenance costs. Estimated infrastructure costs are approximately \$25,000 per siren, plus annual maintenance. A more detailed costing analysis would be provided should the Council approve this option. (See Emergency Sires Expansion Town Cover Map)

Option C — Continue to support the current Public Alerting System (Amherstburg Alerts) that satisfies provincial legislation relating to notification of residents in the F1 and F2 areas within the Detailed Planning Zone, and support efforts to ensure that all residents in the Town of Amherstburg are alerted quickly and reliably through multiple redundant channels during any nuclear or municipal emergency.

Any decision to reintroduce sirens in the F1/F2 areas or expand deployment more broadly must consider not just the cost of the siren head and pole (~\$40,000 CDN each), but also the much larger expenses tied to design and engineering, installation, power and backup systems, communications equipment, software, site and lease costs, annual maintenance, and lifecycle replacements.

Expanding siren coverage beyond the DPZ to serve the entire municipality would require an in-depth engineering study (acoustic coverage and sounding map) as well as a significant capital investment (30+/- sirens at an average cost of ~\$ 40,000 CDN plus infrastructure) in addition to substantial ongoing expenses for inspections, maintenance, replacement parts, software updates, utilities, back-up power, communications, and (where applicable) land leases.

4. RISK ANALYSIS:

Legislatively, the current notification system the Town of Amherstburg employs (Amherstburg Alerts), along with Alert Ready, which the Federal and Provincial Governments utilize, meets the notification standards under the Provincial Nuclear Emergency Response Plan and the Fermi 2 Implementing Plan. While there are occasional issues with cellular coverage in the area, Council can install Sirens in the DPZ. Regarding installing a Siren system, no single dedicated staff position is currently assigned to activating the sirens or issuing alerts. Instead, the responsibility falls to members of the FMT, who incorporate this duty into their broader emergency management functions. If the Council recommends implementing sirens, a dedicated alerting position is also recommended. Emergency Management Ontario recommends that municipalities maintain a reliable local alerting system, such as Amherstburg Alerts, to complement the provincial Alert Ready system, which may align with local notifications and or issue alerts based on Provincial or Federal information (i.e. Amber Alert, Earthquake, etc.) in the event of life-threatening or large-scale emergencies. This layered approach ensures residents receive critical warnings through multiple channels, increasing the likelihood of timely response and protective actions.

5. FINANCIAL MATTERS:

Depending on the Council's direction, a more detailed cost estimate will be provided; however, funding for a comprehensive engineering and infrastructure study would be required. Initial pricing of \$38,000 per siren (tone only) to \$50,000 per siren (tone and voice), plus expenses for design and engineering, installation, power and backup systems, communications equipment, software, site and lease costs, annual maintenance, and lifecycle replacements.

6. ASSET MANAGEMENT IMPACTS:

Any assets purchased for a Siren notification system would be adopted into the broader Asset Management Plan for the Town of Amherstburg and future servicing and replacement costs would need to be considered.

7. CONSULTATIONS:

Randy Reid - Director, Nuclear Radiological & Scientific Response Programs,
Emergency Management Ontario

Audrey J. Brown – Senior Nuclear Instructor – Emergency Preparedness DTE
Energy – Fermi 2 NPP

8. CORPORATE STRATEGIC ALIGNMENT:

Vision: Preserving our past while forging our future.

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

9. CONCLUSION:

In summary, while legacy sirens once served a vital purpose in an era of limited technology, the Town's current digital alerting framework (Amherstburg Alerts), alongside the federal and provincial Alert Ready system, meets the requirements of the Provincial Nuclear Emergency Response Plan and the Fermi 2 implementing plan and provides the intended redundancy. Beyond nuclear notifications, this platform enables clear, incident-specific action steps for residents, reduces financial burden, and significantly improves the speed and reach of emergency communications across a wide range of scenarios. Recognizing that pockets of weak cellular coverage remain, we are actively advocating with senior levels of government for additional cell towers and related infrastructure upgrades, working with phone carriers and Innovation, Science and Economic Development Canada (ISED), and offering municipal siting support and streamlined approvals where appropriate.

A handwritten signature in black ink that reads "Michael Mio". The signature is written in a cursive, flowing style.

Michael Mio
Fire Chief/CEMC

Report Approval Details

Document Title:	Council Report on Sirens and Emergency Communications.docx
Attachments:	- DPZ Map.pdf - Emergency Sirens Expansion DPZ Cover Map.pdf - Emergency Sirens Expansion Town Cover Map.pdf
Final Approval Date:	Mar 30, 2026

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

No Signature - Task assigned to Tracy Prince was completed by delegate Yufang Du

Tracy Prince



Melissa Osborne



Valerie Critchley

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

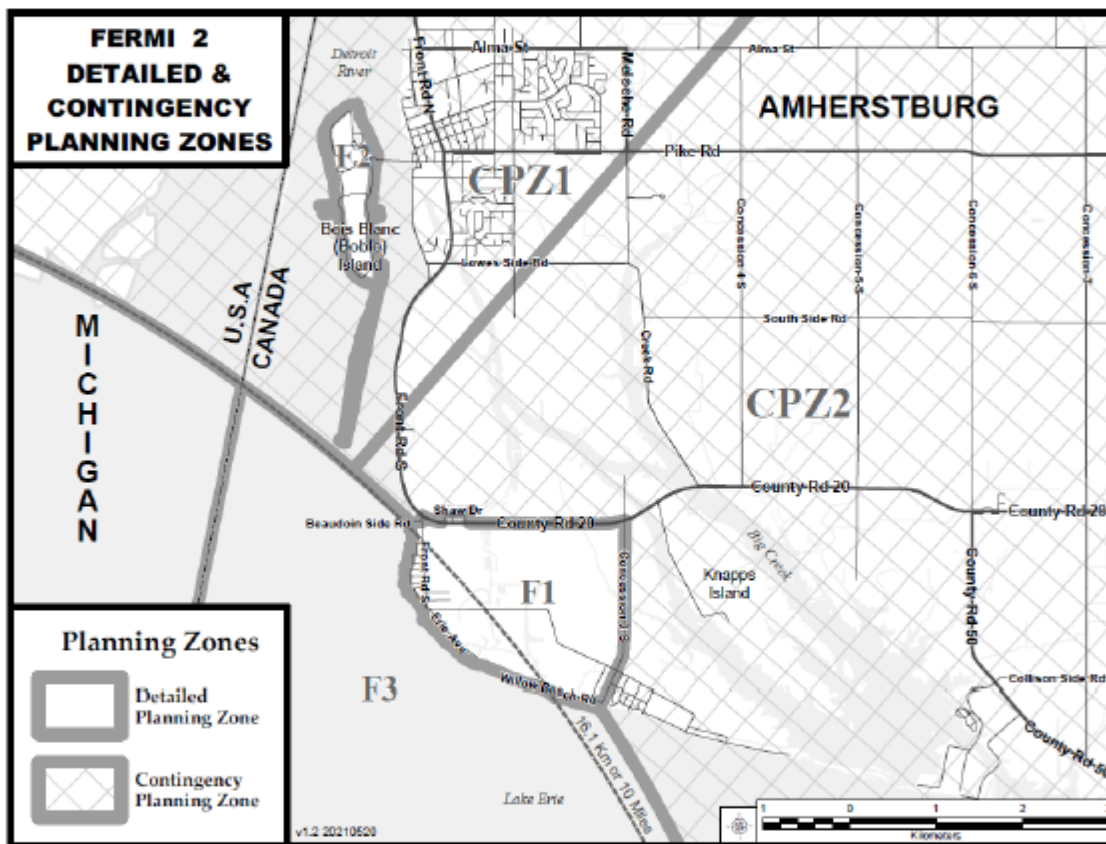
Kevin Fox

Figure 2.1: Detailed and Contingency Planning Zones

The Detailed Planning Zone for Fermi is divided into 3 Response Sectors:

Town of Amherstburg Area	Sector F1
Bois Blanc (Boblo) Island	Sector F2
Lake Sector	Sector F3

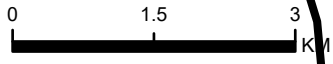
*The boundaries of the Response Sectors are shown below in Figure 2.1





Emergency Siren Locations To Cover DPZ Zones

- DPZ Zones
- New Sirens




Amherstburg Siren Coverage 1.6(1 Mile) Buffers



Legend

Sirens 1.6KM Buffers

 Sirens 1.6KM Buffers

0 1.5 3
KM





THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF DEVELOPMENT SERVICES

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

Author's Name: Melissa Osborne	Report Date: March 20, 2026
Author's Phone: 519 736-0012 ext. 2137	Date to Council: April 13, 2026
Author's E-mail: mosborne@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Trade Impacted Communities Program – Howard Industrial Park

1. RECOMMENDATION:

It is recommended that:

This report **BE RECEIVED** for information

2. BACKGROUND:

In the summer of 2025, the provincial government opened up the Trade Impacted Communities Program (TICP). There are two (2) program streams associated with the program: Community Economic Development and Transformational Programs. The timing of the program aligned with the completion of several activities for the Howard Industrial Park including; Adoption of the Howard Secondary Plan into the Official Plan; Updated Economic Development Community Improvement Program to include the Howard Industrial Park; Expanded study area for McGregor Lagoons to include Howard Industrial Park; design study for road spine in Howard Industrial Park and rezoning of the Howard Industrial Park to align with the Official Plan.

Based on the objectives and eligible projects for TICP, Administration recognized an alignment with the next steps which were being planned for the Howard Industrial Park. This report is to provide the formal update on the grant submission, and awarding, as well as actions completed to date.

3. DISCUSSION:

With the completion of the work supported by Council over the past three (3) years the Howard Industrial Park (HIP) is now positioned to take the next steps in creating attractive lands for industrial investment. Those next steps are defined as:

- Site selection and investment readiness study;
- Servicing and Infrastructure assessment;
- GIS mapping and digital assets;
- Market intelligence and sector prioritization;
- Investment attraction and marketing strategy;
- Economic diversification and growth strategy

The approximate 700 acres of land in the Howard Industrial Park presents the Town with an opportunity to continue forward with thoughtful and purposeful steps to attract investment to the area for job growth and diversification of the tax base. With the current trade impacts and limitations associated with some of the utilities in the area clarity on the type of industries are best suited for sustainability and immediate development is key. It is also necessary to understand what other types of investment and opportunities may be unlocked if the Town elects to consider expansion of services such as water and wastewater, as these investments would be substantial. Clarity on return for these investments is necessary. Information gathering on provincial and federal incentives and partners for such markets will provide additional information for the Town to action or be aware of for potential investors.

The project will define targeted marketing strategies that proactively position and showcase Amherstburg, specifically the Howard Industrial Park lands, as a premier destination for these types of investors, supported by clearly outlined, actionable initiatives for the Town. These activities will be designed to actively attract and secure investment by the conclusion of the project.

The TICP – Community Economic Development Stream, Stream 1, directly aligns with these planned next steps. The program provides for up to 100% of eligible costs ranging from \$250,000 to \$2,000,000 per project, depending on project and community size. Administration put together a complete grant application and submitted the project on August 1, 2025.

The Town received confirmation of being awarded the funding on October 10, 2025, via a phone call from Minister Fedeli. As with all provincial grants, public disclosure of having been awarded the grant is prohibited until such time as the appropriate provincial Minister and/or elected official for the area makes the announcement. In this case the announcement was made by MMP Leardi on March 30, 2026.

Prior to the formal announcement several activities proceeded and are noted below:

1. Several meetings with grant provider to obtain clarity on the grant program and funding amounts and payment schedule, project milestone and deliverables;
2. Finalization of the Transfer Payment Agreement agreeable to both parties;
3. In camera meeting with Council to obtain approval to execute the Transfer Payment Agreement;
4. Execution of the Transfer Payment Agreement;
5. Receipt of initial funding from grant;

6. Completion of job descriptions, posting and securing staff for the 2 temporary positions funded by the grant;
7. Necessary Council approvals to execute all agreements necessary to ensure compliance with the awarded funding.
8. Writing and issuing on bids and tenders the Request for Proposal for consulting services for Phase 1;
9. Commence evaluation of RFP submissions,
10. Preparation of media release and Town coordination for public announcement;
11. Setting up financials for tracking of expenditures against the project in line with TPA.

The Town's submission for this multi-year project included a total project budget of \$1,110,000. We requested grant funding in the amount of \$838,000 with the Town's share of costs being \$272,000. It is important to note the Town's funding is from existing 2026 approved base budget funding, there is no request for additional funding. The various costs over the life of the project are as follows:

Expense Type	Budgeted Expenditure
Salaries and Benefits	\$570,000
Consultants/Contractor Fees	\$300,000
Marketing	\$170,000
Travel Expenses	\$22,000
Audit	\$10,000
Training	\$15,000
Events	\$15,000
Other	\$8,000
Total Budget	\$1,110,000

This grant program also provides for funding based on planned expenditures, rather than the Town having to incur the expense and wait for reimbursement. This is a significant shift from other grants and is key to the viability of the grant for the Town as it will not adversely impact the Town's cash flow. A condition of the agreement is that all grant funds must be retained in a designated account for which interest is earned. Finance has identified the necessary accounting functions to ensure all grant funding received under this program is deposited into an appropriate account and only transferred to the project as required based on incurred expenditures. In addition, all interest earned on these funds will be reported to the grant provider and will be used to reduce the final grant payment under the program, as per the agreement. A separate capital project has been created, to ensure all project tracking is separate and distinct to comply with obligations of the agreement.

This project will leverage existing staff resources from Development Services and Finance. The cost allocation of their time over the life of this project is estimated at \$272,000, which aligns with the Town's financial obligation for the project, and is already funded in the Town's approved operating budget. There are also two (2) additional temporary positions identified for the project, one dedicated for GIS the other Planning related duties on the project, with funding in the amount of \$298,000 from the grant. The temporary positions have been filled with both individuals starting on the project as of

April 6, 2026. This aligns with the obligations in the agreement. A significant portion of this budget, \$470,000, is identified for third party consulting and marketing, all of which is funded by the grant.

Identified stakeholders on this project, in addition to the Ministry of Economic Development and Job Creation (MEDJC) as well as Town Council are: InvestWE, Economic Development Advisory Committee, Senior Management Team and Amherstburg Chamber of Commerce.

4. RISK ANALYSIS:

There is a risk that positions identified for this project work which are in the Town's operating budget are eliminated in future operating budgets prior to completion of the project. Should this occur the project would not be able to be completed and the Town may be lose any remaining grant funding and or be responsible for refunding previously funded activities should the required obligations not longer be possible to achieve.

There is a risk that the cost of the project exceeds amounts identified. Should this occur Administration will review the project budget and expense types for reallocation and discuss with the grant provider any amendments to currently identified cost allocations for their approval. Should additional funding from the Town be required Administration will bring a report forward to Council requesting consideration and approval for the additional funding.

5. FINANCIAL MATTERS:

There is no financial impact related to this report. As previously noted the Town's contribution for the grant is based on existing operational funding for existing positions. All other costs associated with this project are funded by the grant.

6. CONSULTATIONS:

Antonella Little – Procurement Specialist
Jennifer Ibrahim – Manager of Economic Development and Tourism
Myrtle Donnipad – Economic Development Project Coordinator
MECJC Staff
Donna Drouillard – Manager Human Resources

7. CORPORATE STRATEGIC ALIGNMENT:

Vision: Preserving our past while forging our future.

<i>Amherstburg Community Strategic Plan 2022 - 2026</i>	
PILLAR 1	PILLAR 3

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

8. CONCLUSION:

This report is to provide more detailed information to the public regarding the grant.

Melissa Osborne
Deputy CAO / Director of Development Services

(MO)

Report Approval Details

Document Title:	Trade Impacted Communities Program - Howard Industrial Park.docx
Attachments:	
Final Approval Date:	Apr 1, 2026

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

No Signature - Task assigned to Tracy Prince was completed by delegate Yufang Du

Tracy Prince

No Signature - Task assigned to Valerie Critchley was completed by assistant Melissa Osborne

Valerie Critchley

No Signature - Task assigned to Kevin Fox was completed by workflow administrator Valerie Critchley

Kevin Fox



admin@erca.org

Phone 519-776-5209

Fax 519-776-8688

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

Briefing Note

TO: Member Municipalities' Mayors, Councillors & Chief Administrative Officers

FROM: Tim Byrne, CAO, Essex Region Conservation Authority

DATE: March 2026

SUBJECT: **Potential Implications of the Province of Ontario's Proposed Conservation Authority Consolidation**

Purpose

To provide member municipalities with an overview of the Province of Ontario's proposal to consolidate Ontario's 36 Conservation Authorities into 9 regional authorities, and to outline the potential implications of the proposed change that redefines 'participating municipalities' as upper-tier and single-tier municipalities only.

Background

On March 10, 2026, the Province announced its intention to merge ERCA with the Upper Thames River, Lower Thames Valley, and St. Clair Region Conservation Authorities to form the **Western Lake Erie Regional Conservation Authority** by early 2027.

The Province has indicated:

- Legislative amendments will be introduced in the coming months.
- Local programs and services will continue through the transition.
- Conservation areas and assets will continue to be owned and managed by conservation authorities.
- Established local expertise and relationships will be retained.

One significant proposed legislative change is that **only upper-tier and single-tier municipalities will be considered participating municipalities**. Lower-tier municipalities would no longer have formal

governance roles under this model; however, will still be expected to contribute levy funding (taxation without representation).

The Minister has also stated the province has already conducted extensive consultations and that there is a "consensus for the amalgamation and the strengthening of conservation authorities." A simple review of the 14,000 submissions to the ERO confirms that this is not the case.

Key Areas of Concern

These changes will affect how lower-tier municipalities participate in watershed planning, decision-making, and communication processes under the new regional authority.

Potential Implications for Lower-Tier Municipalities

1. Loss of Direct Governance Representation

Lower-tier municipalities, under the proposed model, will no longer have representation on the Conservation Authority Board. This could affect the ability to participate directly in strategic or budget decisions, shape watershed planning and local priorities, retain rural perspectives, and influence policy and program decisions.

2. Reduced Direct Influence Over Local Watershed and Development Issues

Local development, planning and permitting decisions require close coordination with CAs, and ERCA has worked extensively with its member municipalities for decades to provide timely solutions to ensure sustainable development can occur.

Without formal participation status, lower-tier municipalities may be concerned about how local development pressures, flood risks, and stormwater issues will be reflected, and whether priorities of smaller communities will be overshadowed by needs of larger jurisdictions.

3. Uncertainty About Communication Channels

Currently, all member municipalities work directly with ERCA staff for a wide variety of matters including planning, permitting, development, storm water management, flood messaging, project coordination, funding applications and more.

In the future, communication may need to occur via upper-tier municipalities. While the Province proposes creating *Watershed Councils* to maintain local input, no operational details are yet available, and it is likely that these Councils will serve only in an advisory capacity.

4. Service Continuity and Operational Relationships

ERCA's long-standing relationships with all municipal partners' Councils and staff have been identified as critically important, particularly in the areas of development, planning, drainage, and emergency management.

While the Province has stated that programs will continue uninterrupted during the transition and has expressed its intent to retain local expertise and relationships, these details are yet to be defined.

5. Clean Water Act and Source Protection Areas

The 19 Source Protection Areas are defined in the Clean Water Act by existing Conservation Authority boundaries. Dissolving or significantly altering conservation authority boundaries in Ontario as proposed will have a direct impact on the *Clean Water Act*, under which all municipalities have defined responsibilities.

Although not yet detailed in provincial materials, correspondence to Chair Molly Allaire from Maaz Ali, Manager of Caucus and Stakeholder Relations in the Office of the Hon. Todd J. McCarthy, in response to her direct question on this matter, states:

"Drinking water source protection will remain a core responsibility of conservation authorities following consolidation. Source protection plans, local source protection committees, municipal staff, and technical experts would continue to perform the same roles they do today. Consolidation would not change the rules or protections established under the Clean Water Act. Rather, the intent is to ensure this important work continues to be well coordinated across broader regions.

That said, the ministry recognizes that legislative or regulatory updates may be required under the Clean Water Act to align with any changes to conservation authority boundaries and to update conservation authority names where necessary. The ministry is actively considering these matters and welcomes input as this work progresses."

6. Financial Considerations

The above reference correspondence to Chair Allaire also states:

"While the governance structure for conservation authorities is changing under consolidation, the underlying funding model will remain intact. The revenue sources for conservation authorities will not change and will continue to include municipal levies, provincial funding, self-generated revenues, fee-for-service agreements, permit and user fees, and other sources such as donations.

Once consolidated, the intention is that the new participating municipalities would be levied and pay the regional conservation authorities. This will only be a difference for counties and their lower-tiers, as regional municipalities already serve as the participating municipalities for their CAs. As regions currently do, counties will now in turn determine the funding sources they will use to pay this levy (e.g., general or special property taxes collected at the local level, other fees or charges).

The province will be reviewing the regulations related to budgeting and apportionment of conservation authority costs to ensure they align with the new governance structure. Guidance will be developed to support this transition, and input on this process is welcome through the Office of the Chief Conservation Executive and the ministry.

It is also important to note that existing budgeting processes remain in place until consolidation is completed in early 2027. The Minister may issue direction to help manage the 2027 budget process. For example, to provide clarity around timelines for when draft budgets need to be prepared and consulted on with municipalities to ensure budgets and apportionments are in place when the transition to regional conservation authorities occurs in early 2027."

What We Have Been Told Will Not Change

- Local programs and services will continue during the transition.
- Conservation areas and assets remain CA-owned and managed.
- Front-line staff will be retained, and local expertise will remain accessible.
- Emergency and flood management protocols remain intact.

Next Steps

ERCA continues to value the longstanding relationships we have established with all member municipalities over the past 53 years, and we will continue to:

- Provide watershed programs and services, without interruption
- Provide regular updates as provincial legislation is introduced
- Share details on the new governance, funding, and stakeholder engagement structures as they become available
- Participate early in coordination discussions with partner CAs transitioning to the Western Lake Erie Regional Conservation Authority
- Continue to work closely with all municipalities to ensure clarity, service continuity, and support through the transition

As always, I am pleased to attend your Council meeting at your request should you wish and am always available to answer any questions that you may have and continue to be so appreciative of your support.

P. 519.776.5209
360 Fairview Avenue West
Suite 311, Essex, ON N8M 1Y6

March 18, 2026

Sent via email: minister.mecp@ontario.ca

The Honorable Todd McCarthy
Minster of the Environment, Conservation and Parks
College Park 5th Floor
777 Bay Street
Toronto ON, M7A 2J3

Subject: Proposed boundaries for the regional consolidation of Ontario's Conservation Authorities

On March 10, 2026, the Province posted a decision on Environmental Registry of Ontario (ERO No. [025-1257](#)) regarding the "Proposed boundaries for the regional consolidation of Ontario's conservation authorities". The current 35 Conservation Authorities (CAs) will be consolidated into eight Regional CAs (RCAs), by way of statutory amalgamation, to occur in early 2027, or a later date prescribed by the Lieutenant Governor in Council (LGIC). Lakehead Region CA with its current jurisdiction, will be renamed as the Northwestern Ontario Regional Conservation Authority, for a total of 9 regional CAs. This plan will be led by the Ontario Provincial Conservation Agency.

The following comments are provided in response to a Motion passed unanimously by the Essex Region Source Protection Committee (SPC) on March 11, 2026 (Resolution No. SPC 11/26):

THAT the Essex Region Source Protection Committee provide a letter to the Minister of Environment, Conservation and Parks in response to the Province's announcement that 36 Conservation Authorities be amalgamated to nine regional conservation authorities reflecting their concerns that the Clean Water Act has not been adequately considered and further;

THAT the letter be copied to all local MPPs, municipalities, the Source Protection Authority and all other appropriate bodies.

Moved by: Ron Barrette

Seconded by: Bill Dukes. **Carried.**

Delineation of Source Protection Areas

The Essex Region Source Protection Committee (SPC) is tasked with protecting sources of drinking water in the Essex Region through the execution of the *Clean Water Act*, 2006 and its Regulations. Members are appointed to the SPC by the Source Protection Authority under O.Reg 288/07. The Conservation Authority (CA) exercises and performs the powers and duties of a drinking water source protection authority (CWA, s.4(2)) for the Source Protection Area, where that area is defined as the area over which a CA has jurisdiction under the *Conservation Authorities Act* (CWA, s.4(1)).

[Amherstburg](#) / [Essex](#) / [Kingsville](#) / [Lakeshore](#) / [LaSalle](#) / [Leamington](#) / [Pelee Island](#) / [Tecumseh](#) / [Windsor](#)

Source Protection Areas and Regions are described under O.Reg 284/07, where the Essex Region is identified as a stand-alone Source Protection Area. The neighbouring Thames-Sydenham and Region Source Protection Region consists of the Lower Thames Valley, Upper Thames River and St. Clair Region CAs, with Upper Thames identified as the lead Source Protection Authority. Importantly, Source Protection Regions and Areas are defined by watersheds and were established through consultation and negotiation.

A watershed is a hydrologic unit wherein an area of land drains to a single point or outlet to a larger body of water. The Walkerton Inquiry Report states that watershed or sub-watershed scale is appropriate for the delivery of source water protection, using the CA boundaries as they are currently defined. Specifically, in section 4.3.2 Source Protection Plans, Recommendation 1 (p. 95), Justice O'Connor wrote:

"For this recommendation, I suggest that the provincial government accept the watersheds as they are currently defined for the purposes of establishing the jurisdiction of the conservation authorities. These jurisdictions have the advantage of already being in place, and they have worked well in the past. There has been no serious suggestion that watersheds should be reidentified for the purpose of the planning process I am recommending. Below, I recommend that where possible, the conservation authorities coordinate the development of watershed-based source protection plans. It therefore makes sense to adopt the jurisdictional areas within which the conservation authorities now operate for the purposes of source protection planning."

The Essex Region was selected to be a stand-alone region because as a peninsula, it is surrounded by water on three sides with more than 20 hydrologically distinct watersheds draining to Lake St. Clair, the Detroit River or the western basin of Lake Erie. Further, it shares no hydrological connection on the land to the Thames River, our nearest, and only, neighbouring watershed. Our region also faces challenges from flat, low-lying terrain, dense impermeable clay soils, rapid runoff response, aggressive shoreline erosion, and extensive agricultural land use, including a rapidly expanding greenhouse sector. Our drinking water is drawn exclusively from the Great Lakes and connecting channels with unique challenges from international waters. All seven of our intakes are affected to varying degrees by harmful algal blooms which create a toxin identified as a drinking water issue. These are significantly different challenges than those faced by our neighbours, and the Essex Region SPC and its support staff have the expertise and relationships to manage these unique threats to our sources of drinking water.

Should the proposal to amalgamate CAs come into force without simultaneous significant changes to the CWA, as per s.4(1) of the CWA, the Source Protection Area boundaries will presumably match the newly defined Regional Conservation Authority boundaries, with those Boards acting as the Source Protection Authority, thus eliminating the Essex Region Source Protection Authority and its Source Protection Committee. Local input and expertise are essential to success of source water protection – the people responsible for writing policies and assessing progress are from the region, intimately aware of its unique landscape, and consume the very water they strive to protect. They understand their community's needs and how best to balance those needs with the need to protect its sources of drinking water. Barring significant changes to the *Clean Water Act*, which will require extensive consultation, our Committee is deeply concerned about the potential loss of local protection of our sources of drinking water. The Province has stated that the new RCAs would

continue to have a role in source water protection, however, the Province has neither acknowledged that the delivery of source water protection will be drastically affected by this decision, nor has it recognized that this decision backtracks on implementation of one of Justice O'Connors key recommendations from the Walkerton Inquiry Report.

Meaningful Consultation

Despite the integral role that Source Protection Committees and Authorities play in protecting our drinking water, we were not meaningfully consulted at any point regarding the decision to amalgamate Conservation Authorities. In our response to ERO No. 025-1257, we provided a scientifically and legislatively defensible compromise solution that any consolidation of CAs should not result in areas larger than the currently defined Source Protection Areas and Regions. This would ensure the seamless delivery of locally directed source water protection and would result in a minimum of 19 Regional Conservation Authorities, not nine. We do not feel that our concerns have been addressed by the posted decision.

Summary

In closing, the Essex Region SPC is supportive of ideas that will improve efficiency and facilitate collaboration; however, we have great concerns about the current proposal as we have outlined above. We feel strongly that Source Water Protection must remain local, as indicated by Justice O'Connor in his recommendations following the Walkerton Inquiry. This then dictates that the boundaries of any new Regional Conservation Authority should not exceed SPR/A boundaries as they are based on Justice O'Connor's recommendations to prevent another tragedy from occurring.

Therefore, we recommend:

- That the current geographic scale of SPA and SPRs be retained, including local Source Protection Committees
- That the current extent of the Source Protection Regions and Areas be considered the *largest possible geographic extent* for any new Regional Conservation Authorities
- That any new RCA boundaries be watershed based at the appropriate scale for management
- That any change to CA boundaries or amalgamation of CAs occur only after extensive consultation with the affected CAs and their communities

Further, we recommend that the implementation of the posted decision be paused until actual meaningful consultation has taken place with all rightsholders and stakeholders, including Source Protection Committees and Authorities.

Sincerely,



Tim Mousseau, Acting Chair, Essex Region Source Protection Committee

CC: Essex Region Source Protection Authority
Municipality of Lakeshore
Town of Tecumseh
City of Windsor

Town of LaSalle
Town of Amherstburg
Town of Essex
Town of Kingsville
Municipality of Leamington
Township of Pelee
County of Essex
Andrew Dowie, MPP (Windsor-Tecumseh)
Anthony Leardi, MPP (Essex)
Trevor Jones, MPP (Chatham-Kent-Leamington)
Lisa Gretzky, MPP (Windsor West)
Kirsten Service, MECP

A Proclamation of World Autism Day 2026

Whereas:

World Autism Day is recognized on April 2, 2026, in Canada. Autism Ontario is one of the largest collective voices representing the autism community in Ontario. The work we do helps autistic individuals and their families in their communities have access to meaningful support, information, and connections — not only on April 2 but every day throughout the year.

Whereas:

More than 323,000 children and youth in Ontario are autistic, representing about 1 in 50 youth under 18 in Canada. Ontario's built environments and social systems, and how they are developed and maintained, influence not only autistic people but also their families, friends, and communities.

Whereas:

Autistic people experience social and built environments differently, and these experiences can change over time. Assuming these environments are universally accessible is flawed, and recognizing this is the first step toward meaningful, positive change.

Whereas:

Autism Ontario is the leading source of information and referral on autism, and since 1973, has been providing support, information, and opportunities for thousands of autistic individuals and their families across the province.

Whereas:

Autism Ontario is dedicated to promoting autism acceptance, inclusion, and celebrating autistic joy. We encourage everyone to learn how to identify and remove the accessibility barriers autistic people face and help build a more equitable Ontario.

Now Therefore:

BE IT RESOLVED that I, (insert Mayor name or designate), do hereby recognize April 2 as World Autism Day while committing to embrace awareness and acceptance today and every day throughout the year.

Dated at (municipality), Ontario, this 2nd day of April 2026.

Mayor Michael Prue
Amherstburg Town Council
March 25, 2026

Good morning Mr. Prue,

My name is David Rathan, and I am writing to you on behalf of the Canadian Association of Retired Persons (CARP), Windsor/Essex chapter. We promote and protect the interests, rights and quality of life of Canadians as we age.

In Ontario, June is designated as Seniors Month. 'To celebrate the contribution of seniors to their communities'.

With this in mind, I wondered if the Amherstburg Town Council would consider flying the CARP flag at Town Hall from June 1, 2026, at 11:00 a.m., to June 7, 2026.

Thank you in advance.

David Rathan
768 Richmond St, Amherstburg.
416-299-0162

From: noreply@esolutionsgroup.ca <noreply@esolutionsgroup.ca>

Sent: March 21, 2026 11:41 AM

Subject: New Response Completed for Proclamation and Civic Recognition Requests

Hello,

Please note the following response to Proclamation and Civic Recognition Requests has been submitted at Saturday March 21st 2026 11:31 AM with reference number 2026-03-21-001.

- **Organization or Community Group Name**
Canadian Association of Retired Persons
- **First and Last Name**
David rathan
- **Title/Relation**
Co-president/Windsor-Essex Chapter
- **Email**
DRATHAN46@GMAIL.COM
- **Phone Number**
4162990162
- **Alternate Phone Number**
6474712085
- **About your organization/community group**
Promote & Protect the Interests, Rights and Quality of Life of Canadians as we age
- **Address**
768 Richmond Street
- **Purpose of Civic Recognition Request**
Public awareness campaigns
- **Type(s) of Civic Recognition Being Requested (check all that apply)**
Flag Raising Ceremony
- **Start Date of Flag Raising**
6/1/2026

- **End Date of Flag Raising**
6/7/2026
- **Time of Flag Raising**
11:00 AM
- **Location of Flag Raising**
Town Hall
- **Will a flag be provided?**
Yes
- **Is the flag raising open to the Media?**
Yes
- **Identify any Speakers or Invited Guests (include elected officials/dignitaries, etc.)**
Mayor of Amherstburg. Co-President of CARP Windsor-Essex Chapter
- **Expected Number of Attendees**
11-20

[This is an automated email notification -- please do not respond]



TOWN OF AMHERSTBURG
ACCESSIBILITY ADVISORY COMMITTEE MEETING
MINUTES

Thursday, January 22, 2026

5:00 P.M.

Council Chambers

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

PRESENT Shirley Curson-Prue - Chair
 Tony Pietrangelo - Vice Chair
 Councillor Donald McArthur
 Marc Renaud
 Christopher Drew
 Emily Rutherford

STAFF PRESENT Kevin Fox - Staff Liaison, Clerk
 Selena Scebba - Recording Secretary

ABSENT Christine Easterbrook (*Regrets*)

1. CALL TO ORDER

The Clerk called the meeting to order at 5:00 p.m.

2. ROLL CALL

3. CALL FOR NOMINATIONS

3.1 Nomination of Chair

Moved by C. Drew

Seconded by T. Pietrangelo

That Shirley Curson-Prue **BE APPOINTED** Chair of the Amherstburg Accessibility Advisory Committee.

The Clerk put the motion.

Motion Carried

3.2 Nomination of Vice Chair

Moved by S. Curson-Prue

Seconded by M. Renaud

That Tony Pietrangelo **BE APPOINTED** Vice Chair of the Amherstburg Accessibility Advisory Committee.

The Clerk put the motion.

Motion Carried

The Chair assumed control of the meeting.

4. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

There were no disclosures noted.

5. LAND ACKNOWLEDGMENT

The following 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.”

6. MINUTES OF PREVIOUS MEETING

6.1 Special Amherstburg Accessibility Advisory Committee Meeting Minutes - November 13, 2025

Moved by C. Drew

Seconded by M. Renaud

That the Special Amherstburg Accessibility Advisory Committee meeting minutes of November 13, 2025 **BE ADOPTED**.

The Chair put the motion.

Motion Carried

6.2 Amherstburg Accessibility Advisory Committee Meeting Minutes - November 27, 2025

Moved by T. Pietrangelo

Seconded by C. Drew

That the Amherstburg Accessibility Advisory Committee meeting minutes of November 27, 2025 **BE ADOPTED**.

The Chair put the motion.

Motion Carried

7. DELEGATIONS

There were no delegations.

8. ORDER OF BUSINESS

8.1 Proposed 2026 Accessibility Enhancements

Moved by Councillor McArthur

Seconded by C. Drew

That:

1. The Amherstburg Accessibility Advisory Committee **SUPPORT** the Administrative Proposals 2 and 3, namely that, two accessible parking spaces and associated elements be created for use at the Pickleball courts of the Libro Centre, and one on-street accessible parking space be

investigated for inclusion on Briar Ridge, inclusive of any requisite changes to the street parking at that site; and,

2. Proposal 1, being that one accessible parking space and associated elements be created at the Mickle Park parking lot, **BE BROUGHT BACK** as a future project.

The Chair put the motion.

Motion Carried

8.2 2026-2031 Multi-Year Accessibility Plan Timeline

8.3 Amherstburg Accessibility Advisory Committee 2026 Meeting Schedule

Moved by M. Renaud

Seconded by E. Rutherford

That the Amherstburg Accessibility Advisory Committee 2026 meetings **BE HELD** on the following dates:

1. February 26, 2026
2. March 26, 2026
3. April 23, 2026
4. May 28, 2026
5. June 25, 2026
6. July 23, 2026
7. August 27, 2026
8. September 24, 2026
9. October 22, 2026

The Chair put the motion.

Motion Carried

9. UNFINISHED BUSINESS

10. **NEW BUSINESS**

11. **ADJOURNMENT**

Moved by M. Renaud

Seconded by C. Drew

That the Committee **ADJOURN** at 6:12 p.m.

The Chair put the motion.

Motion Carried

Shirley Curson-Prue - Chair

Selena Scebba - Recording Secretary



TOWN OF AMHERSTBURG
ACCESSIBILITY ADVISORY COMMITTEE MEETING
MINUTES

Thursday, February 26, 2026

5:00 P.M.

Council Chambers

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

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

STAFF PRESENT Kevin Fox - Staff Liaison, Clerk

ABSENT Marc Renaud
 Emily Rutherford (*Regrets*)

1. CALL TO ORDER

The Chair called the meeting to order at 5:01 p.m.

2. ROLL CALL

3. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

There were no disclosures noted.

4. LAND ACKNOWLEDGMENT

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

5. MINUTES OF PREVIOUS MEETING

5.1 Amherstburg Accessibility Advisory Committee Meeting Minutes - January 22, 2026

Moved by C. Drew

Seconded by T. Pietrangelo

That the Amherstburg Accessibility Advisory Committee meeting minutes of January 22, 2026 **BE ADOPTED**.

The Chair put the motion.

Motion Carried

6. DELEGATIONS

There were no delegations.

7. ORDER OF BUSINESS

7.1 H. Murray Smith Centennial Park Redevelopment Update

7.2 Accessible On-Street Parking Space

7.3 2026-2030 Multi-Year Accessibility Plan Draft

7.4 Multi-Year Accessibility Plan Survey Results 2026

8. UNFINISHED BUSINESS

9. NEW BUSINESS

Moved by C. Drew

Seconded by T. Pietrangelo

That the Amherstburg Accessibility Advisory Committee **CONTRIBUTE** a ramp to the Co-An Park Board.

The Chair put the motion.

Motion Carried

10. ADJOURNMENT

Moved by T. Pietrangelo

Seconded by C. Drew

That the Committee **ADJOURN** at 6:00 p.m.

The Chair put the motion.

Motion Carried

Shirley Curson-Prue - Chair

Kevin Fox - Clerk



**TOWN OF AMHERSTBURG
COMMITTEE OF ADJUSTMENT MEETING
MINUTES**

**Wednesday, March 4, 2026
8:00 AM**

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

PRESENT Anthony Campigotto - Chair
Terris Buchanan - Vice Chair
Donald Shaw
Josh Mailloux

STAFF PRESENT Janine Mastronardi - Secretary Treasurer
Niloofar Nalaei - Planner
Chris Aspila - Manager, Planning Services
Selena Scebba - Policy and Committee Coordinator

ABSENT Debbie Rollier (*Regrets*)

1. CALL TO ORDER

The Chair called the meeting to order at 8:03 a.m.

2. ROLL CALL

3. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

Anthony Campigotto declared a conflict on items 6.4 and 6.5 as he works for a company related to Loricon Holdings Ltd.

4. LAND ACKNOWLEDGEMENT

The following 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 T. Buchanan

Seconded by D. Shaw

That the following minutes of the Committee of Adjustment **BE ADOPTED**:

5.1 February 4, 2026 Committee of Adjustment Meeting Minutes

The Chair put the motion.

Motion Carried

6. ORDER OF BUSINESS

6.1 B/15/26, Concession 2 North, Marc Conte

The Chair called upon the applicant, Marc Conte, to provide an overview of the application.

The Chair invited the public to comment and were no comments made.

Moved by J. Mailloux

Seconded by T. Buchanan

That application B/15/26 **BE APPROVED** subject to the following conditions:

1. That a Reference Plan of the subject property satisfactory to the municipality be deposited in the Registry Office; a copy to be provided to the municipality.
2. The applicant to submit to the municipality the deed acceptable for registration in order that consent may be attached to the original and a copy be provided to the municipality.
3. That all property taxes be paid in full.
4. Subsection 3 of Section 50 of the Planning Act applies to any subsequent conveyance or transaction of or in relation to the parcels of land being the subject of the consent (severed and retained parcels).

5. That prior to the stamping of deeds the owner is to provide satisfactory evidence that the adjacent parcel is under consolidation relative to the parcels which are the subject of the consent.
6. That a grade design demonstrating that the retained parcel will maintain its own surface water be submitted and implemented to the satisfaction of the municipality.
7. This consent will be deemed to be refused in accordance with the Planning Act if the above noted conditions are not met within two years from the date of this notice.

The Chair put the motion.

Motion Carried

6.2 A/03/26, 1337 Front Rd S, Tommy and Tracey Trombley

The Chair called upon the applicants, Tommy and Tracey Trombley, to provide an overview of the application.

The Chair invited the public to comment and were no comments made.

Moved by D. Shaw
Seconded by J. Mailloux

That application A/03/26 **BE APPROVED**.

The Chair put the motion.

Motion Carried

6.3 B/14/26, 249 Brock Street and 261 Wolfe Street, Jones Realty Inc., c/o Denis Gauthier, Agent

The Chair called upon the agent, Denis Gauthier, to provide an overview of the application, however, the agent was not present.

The Chair invited the public to comment and were no comments made.

Moved by T. Buchanan
Seconded by D. Shaw

That application B/14/26 **BE APPROVED** subject to the following conditions:

1. That a Reference Plan of the subject property, satisfactory to the municipality be deposited in the Registry Office; a copy to be provided to the municipality.
2. The applicant to submit to the municipality the deed together with easement language acceptable for registration in order that consent may be attached to the original and a copy be provided to the municipality.
3. That all property taxes be paid in full.
4. Subsection 3 of Section 50 of the Planning Act applies to any subsequent conveyance or transaction of or in relation to the parcel of land being the subject of the consent.
5. This consent will be deemed to be refused in accordance with the Planning Act if the above noted conditions are not met within two years from the date of this notice.

The Chair put the motion.

Motion Carried

The Vice Chair assumed control of the meeting.

6.4 B/08-09/26, 1423 Front Rd. N, Loricon Holdings Ltd.

The Vice Chair called upon the applicant, Mike Collavino, to provide an overview of the application.

The Chair invited the public to comment and the following individuals spoke:

1. Jim Ingersoll
2. Mike Scofield

Moved by J. Mailloux
Seconded by D. Shaw

That application B/08/26 **BE APPROVED** subject to the following conditions:

1. That a Reference Plan of the subject property satisfactory to the municipality be deposited in the Registry Office; a copy to be provided to the municipality.
2. The applicant to submit to the municipality the deed acceptable for registration in order that consent may be attached to the original and a copy be provided to the municipality.
3. That all property taxes be paid in full.

4. That a parkland fee be paid to the Town of Amherstburg prior to the stamping of the deeds in an amount of \$1070 for the severed lot.
5. That one (1) tree per newly created lot shall be planted within the municipal right-of-way. Cash in lieu shall be provided to satisfy this requirement in the amount of \$600.00 per lot created.
6. That the applicant installs separate water services to the severed lot in accordance with and under the supervision of the municipality at the applicant's expense.
7. The applicant shall obtain an entrance permit from the County of Essex for a new driveway entrance for the severed parcel for on Front Road North (County Road 20).
8. Private Drain Connection (PDC) sheets shall be submitted to the municipality once installation of new services is complete.
9. Applicant shall provide a lot grading plan for the severed parcel to ensure all drainage runoff outlets to the appropriate outlet and the severed parcel retains its own stormwater to the satisfaction of the municipality.
10. The applicant/owners are required to enter into a reapportionment of the drainage assessment for the subject lands in accordance with Section 65 of the Ontario Drainage Act, R.S.O. 1990 as amended and provide the Town of Amherstburg, a signed agreement and that any associated cost of same be borne solely by the applicant. The reapportionment for any affected Municipal Drains be required and are to be assessed against the affected lands in accordance with any past, current or future drainage bylaws, until such time as otherwise determined under the provisions of the Drainage Act. The severance shall not be granted until a Council resolution is passed to execute the reapportionment agreement.
11. The applicant shall enter into an agreement satisfactory to the Corporation of the Town of Amherstburg requiring that the subject property be required to connect to a municipal sanitary sewer system immediately should it become available. The subject agreement to be registered on title.
12. That Council approve the development of the newly created lot on a private individual septic system. This requirement shall be fulfilled prior to the stamping of the deeds.
13. This consent will be deemed to be refused in accordance with the Planning Act if the above noted conditions are not met within two years from the date of this notice.

And, that application B/09/26 **BE APPROVED** subject to the following conditions:

1. That a Reference Plan of the subject property satisfactory to the municipality be deposited in the Registry Office; a copy to be provided to the municipality.
2. The applicant to submit to the municipality the deed acceptable for registration in order that consent may be attached to the original and a copy be provided to the municipality.
3. Subsection 3 of Section 50 of the Planning Act applies to any subsequent conveyance or transaction of or in relation to the retained parcel of land being the remnant parcel resulting from consent B/09/26 and is to be consolidated with 3729 460 000 104000.
4. That prior to the stamping of deeds the owner is to provide satisfactory evidence that the retained parcel is under consolidation relative to 3729 460 000 104000.
5. That all property taxes be paid in full.
6. That a parkland fee be paid to the Town of Amherstburg prior to the stamping of the deeds in an amount of \$1070 for the severed lot.
7. That one (1) tree per newly created lot shall be planted within the municipal right-of-way. Cash in lieu shall be provided to satisfy this requirement in the amount of \$600.00 per lot created.
8. That the applicant installs separate water services to the severed lot in accordance with and under the supervision of the municipality at the applicant's expense.
9. The applicant shall obtain an entrance permit from the County of Essex for a new driveway entrance for the severed parcel for on Front Road North (County Road 20).
10. Private Drain Connection (PDC) sheets shall be submitted to the municipality once installation of new services is complete.
11. Applicant shall provide a lot grading plan for the severed parcel to ensure all drainage runoff outlets to the appropriate outlet and the severed parcel retains its own stormwater to the satisfaction of the municipality.
12. The applicant/owners are required to enter into a reapportionment of the drainage assessment for the subject lands in accordance with Section 65 of the Ontario Drainage Act, R.S.O. 1990 as amended and provide the Town of Amherstburg, a signed agreement and that any associated cost of same be borne solely by the applicant. The reapportionment for any affected Municipal

Drains be required and are to be assessed against the affected lands in accordance with any past, current or future drainage bylaws, until such time as otherwise determined under the provisions of the Drainage Act. The severance shall not be granted until a Council resolution is passed to execute the reapportionment agreement.

13. The applicant shall enter into an agreement satisfactory to the Corporation of the Town of Amherstburg requiring that the subject property be required to connect to a municipal sanitary sewer system immediately should it become available. The subject agreement to be registered on title.
14. That Council approve the development of the newly created lot on a private individual septic system. This requirement shall be fulfilled prior to the stamping of the deeds.
15. This consent will be deemed to be refused in accordance with the Planning Act if the above noted conditions are not met within two years from the date of this notice.

The Vice Chair put the motion.

Motion Carried

6.5 B/10-13/26, E/S Front Road North, 1560803 Ontario Inc.

The Vice Chair called upon the applicant, Mike Collavino, to provide an overview of the application.

The Chair invited the public to comment and were no comments made.

Moved by D. Shaw
Seconded by J. Mailloux

That application B/10/26 **BE APPROVED** subject to the following conditions:

1. That a Reference Plan of the subject property satisfactory to the municipality be deposited in the Registry Office; a copy to be provided to the municipality.
2. The applicant to submit to the municipality the deed acceptable for registration in order that consent may be attached to the original and a copy be provided to the municipality.
3. That all property taxes be paid in full.
4. That a parkland fee be paid to the Town of Amherstburg prior to the stamping of the deeds in an amount of \$1070 for the severed lot.

5. That one (1) tree per newly created lot shall be planted within the municipal right-of-way. Cash in lieu shall be provided to satisfy this requirement in the amount of \$600.00 per lot created.
6. That the applicant installs separate water services to the severed lot in accordance with and under the supervision of the municipality at the applicant's expense.
7. The applicant shall obtain an entrance permit from the County of Essex for a new driveway entrance for the severed parcel on Front Road North (County Road 20).
8. Private Drain Connection (PDC) sheets shall be submitted to the municipality once installation of new services is complete.
9. Applicant shall provide a lot grading plan for the severed parcel to ensure all drainage runoff outlets to the appropriate outlet and the severed parcel retains its own stormwater to the satisfaction of the municipality.
10. The Applicant/Owners are required to complete a Section 78 request for the severed and retained lands in accordance with the Ontario Drainage Act, R.S.O. 1990 as amended. The Council appointed engineer shall report on any improvements necessary for the applicant, and/or any drainage works not required by same and shall provide an assessment schedule for the recovery of costs within that adopted report. The applicant shall be liable for all costs associated with said report and shall be assessed for any recommendations in the report that benefit the lands of the applicant according to the appointed engineer. Before the adoption of the report by the community of affected landowners and Council, any maintenance for any affected Municipal Drains are to be assessed against the affected lands in accordance with any past, current or future drainage bylaws, until such time as otherwise determined under the provisions of the Drainage Act. The Section 78 report will also update the assessment schedule to capture the severed parcels in future maintenance costs on the affected drain. The severance shall not be granted until a Town By-Law is passed that adopts the updated engineer's report.
11. The applicant shall enter into an agreement satisfactory to the Corporation of the Town of Amherstburg requiring that the subject property be required to connect to a municipal sanitary sewer system immediately should it become available. The subject agreement to be registered on title.
12. That Council approve the development of the newly created lot on a private individual septic system. This requirement shall be fulfilled prior to the stamping of the deeds.

13. A Scoped Environmental Impact Statement must be completed and approved by the Town of Amherstburg and the County of Essex. The Environmental Impact Statement must demonstrate that the development and site alteration will have no negative impact and no net loss of significant natural heritage features and related ecological functions. Sections 3.6.2(4) and 3.6.3(5) of the Town of Amherstburg Official Plan require assessment of whether the proposed development will have negative impacts on the PSW. There is potential Fish Habitat in the drain. Possible Significant Wildlife Habitat and potential Significant Habitat of Endangered and Threatened Species within the proposed lots to be severed.
14. A Species at Risk Impact Assessment of the proposed lots to be severed must be completed. If a qualified professional deems that there will be no impact on Species-at-Risk than no consultation with MECP will be required. If the qualified professional states that there will be impacts to Species-at-Risk an Information Gathering Form will need to be submitted to MECP for approval. If the Species Conservation Act 2025 comes into force, the proponent may need to register the activity in the Registry in accordance with the regulations.
15. This consent will be deemed to be refused in accordance with the Planning Act if the above noted conditions are not met within two years from the date of this notice.

That application B/11/26 **BE APPROVED** subject to the following conditions:

1. That a Reference Plan of the subject property satisfactory to the municipality be deposited in the Registry Office; a copy to be provided to the municipality.
2. The applicant to submit to the municipality the deed acceptable for registration in order that consent may be attached to the original and a copy be provided to the municipality.
3. That all property taxes be paid in full.
4. That a parkland fee be paid to the Town of Amherstburg prior to the stamping of the deeds in an amount of \$1070 for the severed lot.
5. That one (1) tree per newly created lot shall be planted within the municipal right-of-way. Cash in lieu shall be provided to satisfy this requirement in the amount of \$600.00 per lot created.
6. That the applicant installs separate water services to the severed lot in accordance with and under the supervision of the municipality at the applicant's expense.
7. The applicant shall obtain an entrance permit from the County of Essex for a new

driveway entrance for the severed parcel on Front Road North (County Road 20).

8. Private Drain Connection (PDC) sheets shall be submitted to the municipality once installation of new services is complete.
9. Applicant shall provide a lot grading plan for the severed parcel to ensure all drainage runoff outlets to the appropriate outlet and the severed parcel retains its own stormwater to the satisfaction of the municipality.
10. The Applicant/Owners are required to complete a Section 78 request for the severed and retained lands in accordance with the Ontario Drainage Act, R.S.O. 1990 as amended. The Council appointed engineer shall report on any improvements necessary for the applicant, and/or any drainage works not required by same and shall provide an assessment schedule for the recovery of costs within that adopted report. The applicant shall be liable for all costs associated with said report and shall be assessed for any recommendations in the report that benefit the lands of the applicant according to the appointed engineer. Before the adoption of the report by the community of affected landowners and Council, any maintenance for any affected Municipal Drains are to be assessed against the affected lands in accordance with any past, current or future drainage bylaws, until such time as otherwise determined under the provisions of the Drainage Act. The Section 78 report will also update the assessment schedule to capture the severed parcels in future maintenance costs on the affected drain. The severance shall not be granted until a Town By-Law is passed that adopts the updated engineer's report.
11. That a minor variance be obtained from the provisions of Bylaw 1999-52, as amended, Section 28(3)(b)(i) which requires a minimum lot frontage of 140 m for agricultural uses in an Agricultural (A) Zone regarding the retained parcel.
12. The applicant shall enter into an agreement satisfactory to the Corporation of the Town of Amherstburg requiring that the subject property be required to connect to a municipal sanitary sewer system immediately should it become available. The subject agreement to be registered on title.
13. That Council approve the development of the newly created lot on a private individual septic system. This requirement shall be fulfilled prior to the stamping of the deeds.
14. A Scoped Environmental Impact Statement must be completed and approved by the Town of Amherstburg and the County of Essex. The Environmental Impact Statement must demonstrate that the development and site alteration will have no negative impact and no net loss of significant natural heritage features and related ecological functions. Sections 3.6.2(4) and 3.6.3(5) of the Town of Amherstburg Official Plan require assessment of whether the proposed development will have negative impacts on the PSW. There is potential Fish

Habitat in the drain. Possible Significant Wildlife Habitat and potential Significant Habitat of Endangered and Threatened Species within the proposed lots to be severed.

15. A Species at Risk Impact Assessment of the proposed lots to be severed must be completed. If a qualified professional deems that there will be no impact on Species-at-Risk than no consultation with MECP will be required. If the qualified professional states that there will be impacts to Species-at-Risk an Information Gathering Form will need to be submitted to MECP for approval. If the Species Conservation Act 2025 comes into force, the proponent may need to register the activity in the Registry in accordance with the regulations.
16. This consent will be deemed to be refused in accordance with the Planning Act if the above noted conditions are not met within two years from the date of this notice.

That application B/12/26 **BE APPROVED** subject to the following conditions:

1. That a Reference Plan of the subject property satisfactory to the municipality be deposited in the Registry Office; a copy to be provided to the municipality.
2. The applicant to submit to the municipality the deed acceptable for registration in order that consent may be attached to the original and a copy be provided to the municipality.
3. That all property taxes be paid in full.
4. That a parkland fee be paid to the Town of Amherstburg prior to the stamping of the deeds in an amount of \$1070 for the severed lot.
5. That one (1) tree per newly created lot shall be planted within the municipal right-of-way. Cash in lieu shall be provided to satisfy this requirement in the amount of \$600.00 per lot created.
6. That the applicant installs separate water services to the severed lot in accordance with and under the supervision of the municipality at the applicant's expense.
7. The applicant shall obtain an entrance permit from the County of Essex for a new driveway entrance for the severed parcel for on Front Road North (County Road 20).
8. Private Drain Connection (PDC) sheets shall be submitted to the municipality once installation of new services is complete.
9. Applicant shall provide a lot grading plan for the severed parcel to ensure all

drainage runoff outlets to the appropriate outlet and the severed parcel retains its own stormwater to the satisfaction of the municipality.

10. The Applicant/Owners are required to complete a Section 78 request for the severed and retained lands in accordance with the Ontario Drainage Act, R.S.O. 1990 as amended. The Council appointed engineer shall report on any improvements necessary for the applicant, and/or any drainage works not required by same and shall provide an assessment schedule for the recovery of costs within that adopted report. The applicant shall be liable for all costs associated with said report and shall be assessed for any recommendations in the report that benefit the lands of the applicant according to the appointed engineer. Before the adoption of the report by the community of affected landowners and Council, any maintenance for any affected Municipal Drains are to be assessed against the affected lands in accordance with any past, current or future drainage bylaws, until such time as otherwise determined under the provisions of the Drainage Act. The Section 78 report will also update the assessment schedule to capture the severed parcels in future maintenance costs on the affected drain. The severance shall not be granted until a Town By-Law is passed that adopts the updated engineer's report.
11. That a minor variance be obtained from the provisions of Bylaw 1999-52, as amended, Section 28(3)(b)(i) which requires a minimum lot frontage of 140 m for agricultural uses in an Agricultural (A) Zone regarding the retained parcel.
12. The applicant shall enter into an agreement satisfactory to the Corporation of the Town of Amherstburg requiring that the subject property be required to connect to a municipal sanitary sewer system immediately should it become available. The subject agreement to be registered on title.
13. That Council approve the development of the newly created lot on a private individual septic system. This requirement shall be fulfilled prior to the stamping of the deeds.
14. A Scoped Environmental Impact Statement must be completed and approved by the Town of Amherstburg and the County of Essex. The Environmental Impact Statement must demonstrate that the development and site alteration will have no negative impact and no net loss of significant natural heritage features and related ecological functions. Sections 3.6.2(4) and 3.6.3(5) of the Town of Amherstburg Official Plan require assessment of whether the proposed development will have negative impacts on the PSW. There is potential Fish Habitat in the drain. Possible Significant Wildlife Habitat and potential Significant Habitat of Endangered and Threatened Species within the proposed lots to be severed.
15. A Species at Risk Impact Assessment of the proposed lots to be severed must be completed. If a qualified professional deems that there will be no impact on Species-at-Risk than no consultation with MECP will be required. If the qualified

professional states that there will be impacts to Species-at-Risk an Information Gathering Form will need to be submitted to MECP for approval. If the Species Conservation Act 2025 comes into force, the proponent may need to register the activity in the Registry in accordance with the regulations.

16. This consent will be deemed to be refused in accordance with the Planning Act if the above noted conditions are not met within two years from the date of this notice.

And, that application B/13/26 **BE APPROVED** subject to the following conditions:

1. That a Reference Plan of the subject property satisfactory to the municipality be deposited in the Registry Office; a copy to be provided to the municipality.
2. The applicant to submit to the municipality the deed acceptable for registration in order that consent may be attached to the original and a copy be provided to the municipality.
3. Subsection 3 of Section 50 of the Planning Act applies to any subsequent conveyance or transaction of or in relation to the retained parcel of land being the remnant parcel resulting from consent B/13/26 and is to be consolidated with the remnant parcel resulting from B/09/26 from roll number 3729 460 000 104000.
4. That prior to the stamping of deeds the owner is to provide satisfactory evidence that the retained parcel is under consolidation relative to the retained parcel resulting from B/09/26 from roll number 3729 460 000 104000.
5. That all property taxes be paid in full.
6. That a parkland fee be paid to the Town of Amherstburg prior to the stamping of the deeds in an amount of \$1070 for the severed lot.
7. That one (1) tree per newly created lot shall be planted within the municipal right-of-way. Cash in lieu shall be provided to satisfy this requirement in the amount of \$600.00 per lot created.
8. That the applicant installs separate water services to the severed lot in accordance with and under the supervision of the municipality at the applicant's expense.
9. The applicant shall obtain an entrance permit from the County of Essex for a new driveway entrance for the severed parcel on Front Road North (County Road 20).
10. Private Drain Connection (PDC) sheets shall be submitted to the municipality once installation of new services is complete.

11. Applicant shall provide a lot grading plan for the severed parcel to ensure all drainage runoff outlets to the appropriate outlet and the severed parcel retains its own stormwater to the satisfaction of the municipality.
12. The Applicant/Owners are required to complete a Section 78 request for the severed and retained lands in accordance with the Ontario Drainage Act, R.S.O. 1990 as amended. The Council appointed engineer shall report on any improvements necessary for the applicant, and/or any drainage works not required by same and shall provide an assessment schedule for the recovery of costs within that adopted report. The applicant shall be liable for all costs associated with said report and shall be assessed for any recommendations in the report that benefit the lands of the applicant according to the appointed engineer. Before the adoption of the report by the community of affected landowners and Council, any maintenance for any affected Municipal Drains are to be assessed against the affected lands in accordance with any past, current or future drainage bylaws, until such time as otherwise determined under the provisions of the Drainage Act. The Section 78 report will also update the assessment schedule to capture the severed parcels in future maintenance costs on the affected drain. The severance shall not be granted until a Town By-Law is passed that adopts the updated engineer's report.
13. That a minor variance be obtained from the provisions of Bylaw 1999-52, as amended, Section 28(3)(b)(i) which requires a minimum lot frontage of 140 m for agricultural uses in an Agricultural (A) Zone regarding the retained parcel.
14. The applicant shall enter into an agreement satisfactory to the Corporation of the Town of Amherstburg requiring that the subject property be required to connect to a municipal sanitary sewer system immediately should it become available. The subject agreement to be registered on title.
15. That Council approve the development of the newly created lot on a private individual septic system. This requirement shall be fulfilled prior to the stamping of the deeds.
16. A Scoped Environmental Impact Statement must be completed and approved by the Town of Amherstburg and the County of Essex. The Environmental Impact Statement must demonstrate that the development and site alteration will have no negative impact and no net loss of significant natural heritage features and related ecological functions. Sections 3.6.2(4) and 3.6.3(5) of the Town of Amherstburg Official Plan require assessment of whether the proposed development will have negative impacts on the PSW. There is potential Fish Habitat in the drain. Possible Significant Wildlife Habitat and potential Significant Habitat of Endangered and Threatened Species within the proposed lots to be severed.

17. A Species at Risk Impact Assessment of the proposed lots to be severed must be completed. If a qualified professional deems that there will be no impact on Species-at-Risk than no consultation with MECP will be required. If the qualified professional states that there will be impacts to Species-at-Risk an Information Gathering Form will need to be submitted to MECP for approval. If the Species Conservation Act 2025 comes into force, the proponent may need to register the activity in the Registry in accordance with the regulations.
18. This consent will be deemed to be refused in accordance with the Planning Act if the above noted conditions are not met within two years from the date of this notice.

The Vice Chair put the motion.

Motion Carried

The Chair assumed control of the meeting.

7. **ADJOURNMENT**

Moved by D. Shaw

Seconded by T. Buchanan

That the Committee of Adjustment **ADJOURN** at 9:05 a.m.

The Chair put the motion.

Motion Carried

Anthony Campigotto - Chair

Janine Mastronardi - Secretary-Treasurer



**TOWN OF AMHERSTBURG
HERITAGE COMMITTEE MEETING
MINUTES**

Thursday, March 12, 2026

5:30 P.M.

Council Chambers

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

PRESENT	Shirley Curson-Prue - Vice Chair Deputy Mayor Chris Gibb Councillor Linden Crain Robert Honor Stephanie Pouget-Papak Stephanie Thomson
STAFF PRESENT	Adam Coates - Staff Liaison, Planner - Heritage, Urban, Design and Community Improvement Selena Scebba - Recording Secretary
ABSENT	Simon Chamely - Chair (<i>Regrets</i>)

1. CALL TO ORDER

The Vice 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 noted.

4. LAND ACKNOWLEDGMENT

The following 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

6. DELEGATIONS

There were no delegations.

7. ORDER OF BUSINESS

7.1 Heritage Alteration Permit - 261 Wolfe Street

Moved by S. Thomson

Seconded by Deputy Mayor Gibb

That:

1. The Heritage Alteration Permit (HAP-02/2026) for the property at 261 Wolfe Street, **BE ENDORSED**, for the erection of a four storey multi-residential building subject to the following conditions:
 - a. That prior to the issuance of a building permit, the applicant shall submit final material specifications, including manufacturer’s "cut sheets" for all exterior cladding for review by the Town Planner. This is to ensure that the final materials maintain the aesthetic

compatibility and "design cues" established in the conceptual design, approved under this permit.

- b. That the drawings submitted for a Building Permit shall remain substantially consistent with the design approved under Heritage Alteration Permit HAP-02/2026. Any significant deviations from the approved design intent shall require a revision to this permit.
 - c. That the Planner Department shall review the final Building Permit application package to verify compliance with the Heritage Alteration Permit.
2. The Heritage Alteration Permit approval **SHALL LAPSE** if the applicant has not completed the work and fulfilled the conditions within two (2) years of the date of approval.

The Vice Chair put the motion.

Motion Carried

7.2 Heritage Alteration Permit - 291 Ramsay Street

Moved by Councillor Crain

Seconded by S. Pouget-Papak

That:

1. The Heritage Alteration Permit (HAP-03/2026) for the property at 291 Ramsay Street, **BE ENDORSED**, for the erection of an accessory structure subject to the following conditions:
 - a. That the drawings submitted for a Building Permit shall remain substantially consistent with the design approved under Heritage Alteration Permit HAP-03/2026. Any significant deviations from the approved design intent shall require a revision to this permit.
 - b. That the Planner Department shall review the final Building Permit application package to verify compliance with the Heritage Alteration Permit.
2. The Heritage Alteration Permit approval **SHALL LAPSE** if the applicant has not completed the work and fulfilled the conditions within two (2) years of the date of approval.

The Vice Chair put the motion.

Motion Carried

8. UNFINISHED BUSINESS

9. NEW BUSINESS

10. ADJOURNMENT

Moved by Deputy Mayor Gibb
Seconded by S. Thomson

That the Committee **ADJOURN** at 6:21 p.m.

The Vice Chair put the motion.

Motion Carried

Shirley Cuson-Prue – Vice Chair

Selena Scebba - Recording Secretary



TOWN OF AMHERSTBURG
ENVIRONMENTAL ADVISORY COMMITTEE MEETING
MINUTES

Thursday, March 19, 2026

5:00 P.M.

Council Chambers

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

PRESENT John McDonald - Chair
 Bille Gardner - Vice Chair (*Electronic Participant*)
 Councillor Molly Allaire
 Councillor Peter Courtney (*Electronic Participant*)
 Barbara Goldman
 Carolyn Davies
 Jennifer Freckelton

STAFF PRESENT Antonietta Giofu - Staff Liaison, Director Infrastructure Services
 Selena Scebba - Recording Secretary

1. CALL TO ORDER

The Recording Secretary called the meeting to order at 5:00 p.m.

2. ROLL CALL

3. CALL FOR NOMINATIONS

3.1 Nomination of Chair

Moved by Councillor Allaire

Seconded by B. Goldman

That John McDonald **BE APPOINTED** Chair of the Amherstburg Environmental Advisory Committee.

The Recording Secretary put the motion.

Motion Carried

3.2 Nomination of Vice Chair

Moved by B. Goldman

Seconded by C. Davies

That Bille Gardner **BE APPOINTED** Vice Chair of the Amherstburg Environmental Advisory Committee.

The Recording Secretary put the motion.

Motion Carried

The Chair assumed control of the meeting.

4. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

There were no disclosures noted.

5. LAND ACKNOWLEDGMENT

The following 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.”

6. MINUTES OF PREVIOUS MEETING

6.1 Amherstburg Environmental Advisory Committee Meeting Minutes - November 19, 2025

Moved by Councillor Allaire

Seconded by B. Goldman

That the Amherstburg Environmental Advisory Committee meeting minutes of November 19, 2025 **BE ADOPTED**.

The Chair put the motion.

Motion Carried

7. ORDER OF BUSINESS

7.1 Earth Day 2026 Update

Moved by Councillor Allaire

Seconded by B. Goldman

That the Amherstburg Environmental Advisory Committee **RECOMMEND** that Administration explore planting trees in parks, in accordance with the Parks Master Plan, for the 2026 Earth Day planting.

The Chair put the motion.

Motion Carried

7.2 Amherstburg Environmental Advisory Committee Meeting Schedule 2026

Moved by Councillor Allaire

Seconded by C. Davies

That the next Amherstburg Environmental Advisory Committee meeting of 2026 **BE HELD** on April 30, 2026, with future meeting dates scheduled as needed.

The Chair put the meeting.

Motion Carried

8. UNFINISHED BUSINESS

9. NEW BUSINESS

10. ADJOURNMENT

Moved by J. Freckelton

Seconded by C. Davies

That the Committee **ADJOURN** at 5:49 p.m.

The Chair put the motion.

Motion Carried

John McDonald - Chair

Selena Scebba - Recording Secretary



**TOWN OF AMHERSTBURG
DRAINAGE BOARD MEETING
MINUTES**

**Tuesday, February 24, 2026
6:00 PM
Council Chambers
271 Sandwich Street South, Amherstburg, ON, N9V 2A5**

PRESENT Anthony Campigotto - Chair
Allan Major - Vice Chair
Brad Laramie
Murray Sellars

STAFF PRESENT Sam Paglia - Drainage Superintendent/Engineering Coordinator
Nicole Humber - Recording Secretary
Selena Scebba - Policy and Committee Coordinator

ABSENT Brian Renaud (*Regrets*)

1. CALL TO ORDER

The Chair called the meeting to order at 6:01 p.m.

2. ROLL CALL

3. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

There were no disclosures noted.

4. LAND ACKNOWLEDGEMENT

The following 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 Drainage Board Meeting Minutes - February 3, 2026

Moved by M. Sellars

Seconded by A. Major

That the Drainage Board meeting minutes of February 3, 2026 **BE ADOPTED.**

The Chair put the motion.

Motion Carried

6. ORDER OF BUSINESS

6.1 Engineering Appointment Appointee - Tremblay Drain

Moved by A. Major

Seconded by B. Laramie

That:

1. The Drainage Board **RECEIVE** the information provided by Rood Engineering Inc. regarding the engineering appointment of David Montingny for the Tremblay Drain; and
2. The Drainage Board **ACCEPT** the information provided herein under S. 8(2) of the Drainage Act.

The Chair put the motion.

Motion Carried

6.2 Engineering Appointment Appointee - Alvin-Bondy Drain (East Branch)

Moved by B. Laramie
Seconded by A. Major

That:

1. The Drainage Board **RECEIVE** the information provided by Dillon Consulting Limited regarding the engineering appointment of Oliver Moir for the Alvin-Bondy Drain (East Branch); and
2. The Drainage Board **ACCEPT** the information provided herein under S. 8(2) of the Drainage Act.

The Chair put the motion.

Motion Carried

6.3 Levying Bylaw

Moved by A. Major
Seconded by M. Sellars

That the levying by-law **BE DEFERRED** to a future meeting.

The Chair put the motion.

Motion Carried

7. **ADJOURNMENT**

Moved by M. Sellars

Seconded by A. Major

That the Drainage Board **ADJOURN** at 6:10 p.m.

The Chair put the motion.

Motion Carried

Anthony Campigotto - Chair

Sam Paglia - Staff Liaison



**TOWN OF AMHERSTBURG
DRAINAGE BOARD MEETING
MINUTES**

Tuesday, March 24, 2026

6:00 PM

Council Chambers

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

PRESENT

Anthony Campigotto - Chair
Allan Major - Vice Chair
Brad Laramie
Brian Renaud
Murray Sellars

STAFF PRESENT

Sam Paglia - Drainage Superintendent/Engineering Coordinator
Nicole Humber - Recording Secretary
Selena Scebba - Policy and Committee Coordinator

1. CALL TO ORDER

The Chair called the meeting to order at 6:04 p.m.

2. ROLL CALL

3. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

Brad Laramie declared a conflict on item 8.1 as he owns land on the drain.

Anthony Campigotto declared a conflict on item 8.5 as he is a property owner on the drainage scheme.

4. LAND ACKNOWLEDGEMENT

The following 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 Drainage Board Meeting Minutes - February 24, 2026

Moved by M. Sellars

Seconded by A. Major

That the Drainage Board Minutes of February 24, 2026 **BE ADOPTED**.

The Chair put the motion.

Motion Carried

6. OPEN COURT OF REVISION

The Court of Revision was opened at 6:07 p.m.

6.1 Appeals - Lakewood Drive Drain No. 3 & Pumping Scheme

Kathryn McNamara commented on the project.

The Board heard an appeal from Robert Smith.

Moved by B. Laramie

Seconded by B. Renaud

That:

1. The appeal submitted verbally to the Court of Revision for improvements to the Lakewood Drive Drain No. 3 & Pumping Scheme **BE RECEIVED**; and
2. The recommended schedule of assessment dated October 30, 2025 from Dillon Consulting Ltd. **BE APPROVED**.

The Chair put the motion.

Motion Carried

6.2 Appeals - Concession Road 3 North Drain (2025)

There were no written or verbal appeals submitted.

Moved by B. Renaud
Seconded by A. Major

That the recommended schedule of assessment dated September 25, 2025 from R. Dobbin Engineering Inc. **BE APPROVED**.

The Chair put the motion.

Motion Carried

7. CLOSE COURT OF REVISION

The Court of Revision was closed at 6:36 p.m.

8. ORDER OF BUSINESS

8.1 Powers Drain - Consideration of Final Drainage Report

Moved by A. Major
Seconded by M. Sellars

That:

1. The engineer's report prepared by R. Dobbin Engineering Inc. dated February 4, 2026 for improvements to the Powers Drain (2026) **BE RECEIVED**;
2. The engineer's report for improvements to the Powers Drain (2026) **BE CONSIDERED**;
3. The **PROVISIONAL ADOPTION** of **By-law 2026-022** which appends the engineer's report for improvements to the Powers Drain (2026) **BE BROUGHT** to the next Regular Council meeting for Council's consideration; and,
4. Administration **BE DIRECTED** to proceed with the scheduling of the Public Meeting of the Court of Revision for improvements to the Powers Drain (2026).

The Chair put the motion.

Motion Carried

8.2 Beneteau, Vollans and Tremblay Drains - Consider Final Drainage Report

Moved by M. Sellars

Seconded by A. Major

That:

1. The engineer's report prepared by R. Dobbin Engineering Inc. dated February 17, 2026 for improvements to the Beneteau, Vollans and Tremblay Drains **BE RECEIVED**;
2. The engineer's report for improvements to the Beneteau, Vollans and Tremblay Drains **BE CONSIDERED**;
3. The **PROVISIONAL ADOPTION** of **By-law 2026-023** which appends the engineer's report for improvements to the Beneteau, Vollans and Tremblay Drains **BE BROUGHT** to the next Regular Council meeting for Council's consideration; and,

4. Administration **BE DIRECTED** to proceed with the scheduling of the Public Meeting of the Court of Revision for improvements to the Beneteau, Vollans and Tremblay Drains.

The Chair put the motion.

Motion Carried

8.3 Levying Bylaw

Moved by B. Renaud

Seconded by M. Sellars

That:

1. The report from the Drainage Superintendent and Engineering Coordinator dated March 16, 2026 regarding the recovery of cost for money spent in 2025 for improvements of a Municipal Drain **BE RECEIVED**;
2. That By-Law 2026-014 **BE READ 3 TIMES** to become the Levying By-Law to allow the collection of cost for which Council has provided to Finance for the improvements to Municipal Drain project herein completed by the Town in 2025.

The Chair put the motion.

Motion Carried

8.4 Drainage Apportionment

Moved by A. Major

Seconded by B. Laramie

That:

1. The report from the Drainage Superintendent and Engineering Coordinator dated March 19, 2026 regarding various drainage apportionments **BE RECEIVED**;
2. The drainage apportionments **BE APPROVED** as listed:
 - Consent **B/18/22** drainage apportionment for a Municipal Drain.

3. Administration **BRING FORWARD** the Drainage Board's recommendation to approve the drainage apportionments at a future Regular Council Meeting.

The Chair put the motion.

Motion Carried

The Vice Chair assumed control of the meeting.

8.5 Engineering Appointment - North Branch and Main Branch of Willow Beach Drainage and Pumping Scheme

Moved by M. Sellars

Seconded by B. Renaud

That:

1. The report from the Drainage Superintendent and Engineering Coordinator dated March 24, 2026 regarding the Recommendation of Josh Warner, P.Eng for the variation of assessment (Section 76) to the North Branch and Main Branch of the Willow Beach Drain and Pumping Scheme. Engineering Appointment **BE RECEIVED**;
2. The Drainage Board recommend that Council **ACCEPT** the request from the Engineers report under Section 65 to satisfy the conditions of consent application B/26-28/25 of the application for Severance; and,
3. The Drainage Board recommend the appointment of Josh Warner, P.Eng, of R. Dobbin Engineering to examination and report the variation of assessments to the repair and improvement to the North Branch and Main Branch of the Willow Beach Drain and Pumping Scheme **BE APPROVED** by Council.

The Vice Chair put the motion.

Motion Carried

The Chair assumed control of the meeting.

9. ADJOURNMENT

Moved by B. Renaud
Seconded by A. Major

That the Drainage Board **ADJOURN** at 6:58 p.m.

The Chair put the motion.

Motion Carried

Anthony Campigotto - Chair

Sam Paglia - Staff Liaison

DRAFT

**Rood
Engineering
Inc.**

Consulting Engineers

February 11th, 2026

The Corporation of the Town of Amherstburg
271 Sandwich Street South
Amherstburg, Ontario
N9V 2A5

Attn: Sam Paglia, P.Eng. Drainage Superintendent / Engineering Coordinator and Members of Council

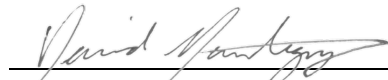
RE: TREMBLAY DRAIN SECTION 78 – ENGINEER APPOINTMENT
Our Project No. REI2026D004
Town of Amherstburg, County of Essex

We would like to thank the Town of Amherstburg for appointing our firm, Rood Engineering Inc., to the above noted project. Please be advised that David Montigny of our firm shall be the individual with charge of the project pursuant to Section 8(2) of the Drainage Act, R.S.O. 1990, Chapter D.17, as amended.

We trust that the above and the enclosed will be found satisfactory for your purposes. Should there be any questions, or any clarifications required with respect to our appointment, our office should be contacted.

Yours truly,

ROOD ENGINEERING INC.



David Montigny, B.A.Sc.

DM/

ROOD ENGINEERING INC.

Consulting Engineers
9 Nelson Street
Leamington, Ontario N8H 1G6

January 29, 2026



Sent Electronically Only

Corporation of the Town of Amherstburg
271 Sandwich Street South
Amherstburg, ON N9V 2A5

Attn: Sam Paglia, P.Eng.
Drainage Superintendent & Engineering Coordinator

10 Fifth Street South
Chatham, Ontario
Canada
N7M 4V4
Telephone
519.354.7802

*Appointment for Engineer of Record
Corporation of the Town of Amherstburg
Section 4 – Petition to Extend the Alvin-Bondy Drain (East Branch) – Engineer Appointment
Dillon Project No. 24-7514*

Dear Sir:

In accordance with the Ontario Drainage Act Section 8(2) R.S.O. 1990, c. D.17, Dillon Consulting Limited is hereby notifying the Town of Amherstburg members of Council that Oliver E. T. Moir, P.Eng. be the engineer of record for the subject drainage project. We anticipate this assignment will be completed in coordination with the ongoing appointment for the Langlois Drain.

Oliver can be reached at 226-542-6802 or via email at omoir@dillon.ca

Yours sincerely,
DILLON CONSULTING LIMITED

A handwritten signature in black ink, appearing to read "Oliver Moir".

Oliver Moir, P.Eng.

OEM:lld

Our Files: 24-7514-2000

February 4, 2026

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

Gentlemen and Mesdames:

Re: Powers Drain (2026)

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

Authorization under the Drainage Act

This is an Engineer's Report that has been prepared under Section 78 of the Drainage Act.

R. Dobbin Engineering Inc. was appointed by council on November 15, 2024.

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

Existing Drainage

The Powers Drain outlets into the Long Marsh Drain on the south side of Middle Sideroad approximately 380m west of Concession Road 4 North. The drain continues in a general easterly direction to the southwest corner of Middle Sideroad and Concession Road 5 North as outlined on the plan included in this report.

The last Engineer's Report on the Powers Drain is dated May 28th, 1982. Under this report the Powers Drain was cleaned along its entire length, erosion protection was added at the lower end of the drain and a culvert was removed.

Drain Classification

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

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

The Long Marsh Drain is classified as a class "C" drain.

Approvals

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

Site Meeting

A site meeting for this drain was held on March 13, 2024. The following were present:

- Josh Warner (R. Dobbin Engineering)
- Sam Paglia (Drainage Superintendent, Town of Amherstburg)
- Mark Fishleigh (County of Essex)
- Marc Beneteau (Landowner)
- Mary Beneteau (Landowner)
- Don Shaw (Landowner)
- Brad Laramie (Landowner)
- Tony Simon (Landowner)
- Jim Shaw (Landowner)
- Felicity Montgomery (Landowner)
- Jack Chamberlain (Landowner)
- John Tartaro (Landowner)
- Tim McLachlin (Landowner)

The following is a brief summary of the meeting:

- General discussion of the Drainage Act and Landowners rights under the Drainage Act.

- Landowners expressed concerns with significant erosion at the lower end of the drain. It was discussed that the channel can likely not be resloped due to the proximity to the road and the utility poles.
- It was discussed that the drain between 4th Concession Road North and 5th Concession Road North was cleaned in 2013.
- It was discussed that the drain requires maintenance between its outlet and the 4th Concession Road North. Previous reports outlined the north side as the working side but there are significant trees on the north side of the drain.
- Landowners requested that the amount of sediment be reviewed at the culvert crossing Middle Sideroad at the top end of the drain.
 - After surveying, it was determined that there is approximately 150mm of sediment at the culvert.
- No concerns were brought forward regarding the soil conditions.

Existing Conditions

Below is a summary of the condition of the existing culverts from its outlet to Concession Road 4 North:

Culvert Number	Location	Existing Culvert	Condition	Recommendation
1	Middle Sideroad	Concrete Box Culvert	Okay to Poor. Rebar exposed at culvert ends and on bottom end of deck.	Specify Size for Future Replacement with Replacement Timeline determined by County.
2	Parcel Number 3 (Chamberlain)	2130x1400mm dia. CSPA and Multiplate	Poor. Foamed Joints and holes in Multiplate section of the Pipe	Replace
3	Concession Road 4 North	1800mm dia. CSP	Okay. Slight Dent in West end of the Culvert	Leave and Specify for Future Replacement
4	Parcel Number 27 (Tri-B Acres Inc.)	900mm dia. CSP	Poor. Rotten and Collapsed in the Middle	Replace
5	Parcel Number 29 (806574 Ontario Inc.)	900mm dia. CSP	Poor. Rotten Bottom	Replace
6	Middle Sideroad	1600x1000mm CSPA	Rust below Spring Line, but Bottom Condition Unknown as Under Water.	Leave and Specify for Future Replacement. Investigate Condition after Cleanout

Draft Report Meeting #1 (September 23, 2025)

A draft report, dated August 25, 2025, was sent to all the affected Landowners and a meeting was held on September 23, 2025 to go over the report and address any questions and concerns related to the draft report. The following were present at the meeting:

- Josh Warner (R. Dobbin Engineering)
- Sam Paglia (Drainage Superintendent, Town of Amherstburg)
- Marc Beneteau (Landowner)
- Jack Chamberlain (Landowner)
- Bill Lywood (Landowner)
- Brad Laramie (Landowner)
- Marc Beneteau (Landowner)
- Mary Beneteau (Landowner)
- Don Shaw (Landowner)
- Tony Simon (Landowner)
- R. & F. Montgomery (Landowner)

The following is a brief summary of the meeting:

- General discussion of the Drainage Act.
- It was discussed that the culvert sizing will be revised slightly as part of the final report.
- The Landowner of the property with Index Number 35 stated that their main is underwater and the drain requires a cleanout. It was discussed whether this should proceed through maintenance or through this report. It was decided that the culverts upstream of Concession Road 4 North would be investigated to determine if they need to get replaced. Based on this, the whole drain would get completed as part of this report or the culverts would just be specified for future maintenance.
 - Upon investigation it was determined that both access culverts upstream of Concession Road 4 North are in poor condition. Therefore, the drain cleaning to the top end has been included in this report.
- No other major concerns were brought forward.

Draft Report Meeting #2 (January 28, 2026)

A second draft report, dated November 10, 2025, was sent to all the affected Landowners and a meeting was held on January 28, 2026 to go over the report and address any questions and concerns related to the draft report. The following were present at the meeting:

- Josh Warner (R. Dobbin Engineering)
- Sam Paglia (Drainage Superintendent, Town of Amherstburg)

- Nicole Humber (Public Works Clerk, Town of Amherstburg)
- Chris Breault (Landowner)
- Tim McLachlin (Landowner)
- Brad Laramie (Landowner)
- Marc Beneteau (Landowner)
- Don Shaw (Landowner)

The following is a brief summary of the meeting:

- Landowners expressed concerns with the watershed outlined in the draft report. Based on these comments, review of the LIDAR (survey) data, and tile mapping seen through the Town's GIS the drainage area was revised within the parcels with Index Numbers 24, 25, 27 and 35.
- A Landowner expressed concerns with having Culvert #5 replaced. It was discussed that with the culvert condition it cannot be left in the place.
- No other major concerns were brought forward.

Design

The proposed access and driveway culverts have been designed to provide outlet for a 1 in 5-year storm event.

The road culverts have been designed to provide outlet for a 1 in 50-year storm event.

Recommendations

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

1. The Powers Drain from Station 0+011 to 0+110 shall be improved with straightening and re-establishment of the channel cross section with excavation, concrete matting and rip rap.
2. The Powers Drain from Station 0+110 to 0+389 shall be improved with a bottom cleanout and resloping and rip rap as required.
3. The Powers Drain from Station 0+402 to 2+317 shall be improved with a bottom cleanout.
4. A 0.5m buffer strip shall be incorporated as part of the drainage works from Station 0+011 to 0+170.
5. A maintenance schedule shall be developed for the open channel portion of the Powers Drain.

6. Culverts #2, #4 and #5 shall be replaced. Future specifications shall be developed for Culverts #1, #3 and #6.

Estimate of Cost

It is recommended that the work be carried out in accordance with the accompanying Specification of Work and Profile that forms part of this Report. There has been prepared an Estimate of Cost in the amount of \$391,900.00, including preparation of the report, attending the Meeting to Consider the Report, attending the Court of Revision and estimates for tendering, construction inspection, permitting and contract administration. Appearances before appeal bodies have not been included in the cost estimate.

Assessment

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

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

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

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

A Schedule of Assessment for the lands and roads affected by the work and therefore liable for the cost thereof will be prepared as per the Drainage Act. Also, assessments may be made against any public utility or road authority, as per Section 26 of the Drainage Act, for any increased cost for the removal or relocation of any of its facilities and plant that may be necessitated by the construction or maintenance of the drainage works. Items outside those identified in this report shall be assessed to the utility or road authority as per Section 26 of the Drainage Act plus a portion of the engineering (20% of the construction cost).

The cost of any fees for permits or approvals or any extra work required by any affected utility or road authority shall be assessed to that organization requiring the permit, approval, or extra work.

Assessments are estimates only. The final assessments will be based on the final project costs, which will include the actual construction and engineering costs.

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

1. The cost of traffic control and the cleanout of the road culverts have been assessed to the road authority as a special benefit assessment as per Section 26 of the Drainage Act. The special benefit assessment to the roads shall be calculated as follows:

Middle Sideroad = (Tendered Amount for Traffic Control + 23/36 x Road Culvert Cleanouts and Trucking) x 1.25 (For Engineering and Taxes)

Concession Road 4 North = (13/36 x Road Culvert Cleanouts and Trucking) x 1.25 (For Engineering and Taxes)

2. The replacement of Culvert #2 has been assessed with 40% of the cost applied as benefit assessment to property, 15% of the cost applied as a benefit assessment to the adjacent road and the remainder of the cost applied as an outlet assessment on upstream lands and roads based on equivalent hectares. The replacement of Culvert #4 and #5 has been assessed with 55% of the cost applied as benefit assessment to property and the remainder of the cost applied as an outlet assessment on upstream lands and roads based on equivalent hectares. The engineering cost for Culvert #1, #3 and #6 has been assessed to the road authority, as per Section 26 of the Drainage Act, as a benefit assessment.
3. The open channel improvements between Station 0+011 and 0+110 has been assessed with 20% of the cost applied to Hydro One, as the owner of the utility poles, as a benefit assessment, 30% applied to Middle Sideroad as a benefit assessment, 10% applied to the abutting farm property as a benefit assessment and the remainder of the cost assessed as an outlet assessment to upstream lands and roads based on equivalent hectares. The cost of trucking excavated material on agricultural lands has been assessed as a special benefit assessment as it will not be eligible for grant.
4. The open channel improvements between Station 0+110 and 2+317 has been assessed with 40% of the cost applied as a benefit assessment to the abutting property(ies) and the remainder of the cost applied as an outlet assessment to upstream lands and roads based on equivalent hectares. The cost of trucking excavated material on agricultural lands has been assessed as a special benefit assessment as it will not be eligible for grant.

All final costs included in the cost estimate of this report, except as identified above, shall be pro-rated based on the Schedule of Assessment. Any additional costs shall be assessed in a manner as determined by the Engineer in accordance with the Drainage Act.

Allowances

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

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

Allowances have been made, where appropriate, as per Section 29 of the Drainage Act for right-of-way and as per Section 30 of the Drainage Act for damages to lands and crops. Allowances for right of way are based on a land value of \$50,000.00 per hectare (approximately \$20,000.00 per acre). Allowances for crop loss are based on \$2,000.00 per hectare for the first year and \$1,000.00 for the second year (\$3,000.00 per hectare total).

Access and Working Area

Construction

Access to the work site for construction under this report shall be from Middle Sideroad and Concession Road 4 North. Access shall be restricted to a width of 6m and shall generally be along the length of the drainage works. The working area between Station 0+011 and 0+170 shall be from both sides of the drain and shall be restricted to a width of 15m from the top of bank on the north side and by the centerline of road on the south side of the drain. The working area between Station 0+170 and 0+389 shall be along the south side of the drain and shall be restricted to a width of 6m from the south top of bank. Where permanent structures exist within this working corridor the working area shall be restricted and access shall extend 4m past the south side of the structure to allow for the equipment to go around them. If the structures do not allow for the proposed work to take place they shall be moved by the Contractor at the expense of the drainage works. The working area between Station 0+402 to 2+317 shall be from the west/south side and shall be restricted to a with of 15m from the top of bank. The working area at each culvert shall extend 10 metres from the bank on both sides and for 10 metres along the channel on either side of the culvert.

Future Maintenance

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

The working side for future maintenance shall be the north side from Station 0+011 to 0+170, the south side from Station 0+170 to 1+660 and the west/south side from Station 1+660 to 2+317. The working area for maintenance on the open channel shall be restricted to 6m within finished lawns and 15m on agricultural properties from the top of bank. Where permanent structures exist within the working corridor the working area shall be restricted and access shall extend 4m past the south side of the structure to allow for the equipment to go around them. If the structures do not allow for the maintenance work to take place they shall be moved by the Contractor at the expense of the property on which they are located.

If, at the discretion of the Drainage Superintendent, there is erosion or work that needs to be completed from the side opposite the working area, access may be gained along the channel and nearest culvert to maintain the bank and channel.

Any damage caused to gain access to the site shall be restored to its pre-construction state at the expense of the Contractor.

Restrictions

No trees and shrubs shall be planted nor shall permanent structures be erected within 10 metres of the proposed drain without prior consultation with the Town Drainage Superintendent and approved by Council.

Attention is also drawn to Sections 80 and 82 of the Drainage Act, which refer to the removal of obstructions in a drain and damage caused to a drain.

Agricultural Grant

If available, it is recommended that application for subsidy be made for eligible agricultural properties. Any assessments against non-agricultural properties are shown separately in the Schedule of Assessment.

Maintenance

The Powers Drain shall be maintained and repaired with the specifications and drawings contained in the applicable Engineer’s Report and in the same relative proportions as contained in the Schedule of Maintenance contained in this Engineer’s Report.

The access culverts shall be maintained and repaired with a culvert length required to have a 6.1m top width and a granular surface. With the culverts shown on the profile, including rip rap end walls for access and driveway culverts, they shall be assessed in the following manner:

Culvert Number	Road Authority	Benefitting Property	Upstream Properties Based on Equivalent Hectares as Contained in SoM
1, 3, 6	100%		
2	15%	40%	45%
4, 5		55%	45%

If any owner requests an additional length of culvert beyond that included in the report or an asphalt or concrete travel surface the extra cost shall be borne by the Landowner making the request including the future maintenance and repair. The location of the 6.1m top width shall be determined by the Drainage Superintendent and shall generally be in the primary access location.

The additional costs as a result of a road or utility shall be assessed to the owner of the road or utility as per Section 26 of the Drainage Act.

A secondary access on a property shall be constructed, maintained and repaired with 100% of the cost assessed to the benefitting property.

Properties that wish to have the excavated material trucked shall be assessed the cost of trucking (including any cost associated with testing and disposal of the material) less the cost of levelling. The cost of levelling will form part of the drain maintenance cost.

Yours truly,

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



Powers Drain
 Town of Amherstburg
 February 4, 2026

ALLOWANCES

Allowances have been made as per Sections 29 & 30 of the Drainage Act for Right of Way and damages to lands and crops.

Conc.	Lot or Part	Parcel Number	Owner	Section 29 (\$)	Section 30 (\$)	Total (\$)
3	S 1/4 Lot 7	24	M. & M. Beneteau	1,300	760	2,060
	Pt. Lot 7	1	R. & F. Montgomery	700	330	1,030
	Pt. Lot 7	2	C. & L. Breault	200	90	290
	Pt. Lot 7	3	J. & L. Chamberlain	300	260	560
	S 1/2 Lot 7	28	D. Shaw	-	2,430	2,430
	NW 1/4 Lot 7	27	Tri - B Acres Inc	-	760	760
	NE 1/4 Lot 7	29	806574 Ontario Inc	-	1,960	1,960
TOTAL ALLOWANCES				\$2,500	\$6,590	\$9,090

Estimate of Cost

<u>Item Description (Supply and Install New)</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Cost (\$)</u>	<u>Total (\$)</u>
Pre-Construction Meeting	1	LS	200	200
Traffic Control	1	LS	5,000	5,000
Brushing and Tree Removal	1	LS	10,000	10,000
Silt Fence	1	LS	500	500
General Site Restoration/Seeding	1	LS	3,500	3,500
Reconnect Tile Outlets	20	each	150	3,000
Excavation and Placement of Rip Rap between Station 0+011 and 0+019	30	tonne	110	3,300
Cleanout Existing Road Culverts and Truck Material (Middle Side Road (23m) and Concession Road 4 North (13m))	36	m	120	4,320
<u>Open Channel Improvements Between Station 0+019 and 0+110</u>				
Reshape Channel to have straightened bottom and minimum side slopes of 1.5:1 to allow for placement of concrete matting	91	m	60	5,460
Supply and Install CC-35 Cable Concrete Mats	920	sq.m	130	119,600
Side Slope and 0.50m Buffer Strip Hydroseeding	200	sq.m	8	1,600
Levelling of Topsoil	91	m	4	364
Trucking of Excess Material	91	m	20	1,820
<u>Open Channel Improvements Between Station 0+110 and 0+389</u>				
Open Channel Excavation (Bottom Cleanout Only)	199	m	12	2,388
Open Channel Excavation (Bottom Cleanout and Resloping)	80	m	30	2,400
Levelling of Topsoil	60	m	4	240
Trucking of Excess Material	279	m	20	5,580
Side Slope and 0.50m Buffer Strip Hydroseeding	270	sq.m	8	2,160

<u>Item Description (Supply and Install New)</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Cost (\$)</u>	<u>Total (\$)</u>
Rip Rap as Required	100	tonne	110	11,000
<u>Open Channel Improvements Between Station 0+402 and 2+317</u>				
Open Channel Excavation (Bottom Cleanout Only)	1915	m	10	19,150
Levelling of Excavated Material	1915	m	5	9,575
Rip Rap as Required	50	tonne	110	5,500
<u>Culvert #2 (Parcel Number 3, J. & L. Chamberlain)</u>				
Sawcut and Remove Existing Concrete and Curb	1.0	LS	1,200	1,200
Removal of existing structure and Unsuitable Material	1.0	LS	2,000	2,000
Supply & install 1800mm dia. CSP c/w Bedding	15.0	m	1,200	18,000
Supply & install Granular "B"	100.0	tonne	40	4,000
Supply & install Granular "A"	25.0	tonne	50	1,250
Supply & install rip rap endwalls	40.0	tonne	110	4,400
<u>Culvert #4 (Parcel Number 27, Tri-B Acres Inc.)</u>				
Removal of existing structure and Unsuitable Material	1.0	LS	1,200	1,200
Supply & install 1200mm dia. Sanitite c/w Bedding	12.0	m	950	11,400
Supply & install Granular "B"	70.0	tonne	40	2,800
Supply & install Granular "A"	25.0	tonne	50	1,250
Supply & install rip rap endwalls	25.0	tonne	110	2,750
<u>Culvert #5 (Parcel Number 29, 806574 Ontario Inc.)</u>				
Removal of existing structure and Unsuitable Material	1.0	LS	1,200	1,200
Supply & install 1200mm dia. Sanitite c/w Bedding	12.0	m	950	11,400
Supply & install Granular "B"	70.0	tonne	40	2,800
Supply & install Granular "A"	25.0	tonne	50	1,250
Supply & install rip rap endwalls	25.0	tonne	110	2,750
Contingency				25,080
				Sub Total
				311,387
				Allowances
				9,090
				Engineering
				34,613
				Schedule of Maintenance
				2,400
				Future Culvert Design
				7,800
				Estimate for Tendering, Inspection
				and Contract Administration
				19,500
				ERCA Fee
				500
				Total Estimate excluding HST
				385,290
				Non-Recoverable HST (1.76%)
				6,610
				Total Estimate
				\$ 391,900

SCHEDULE OF ASSESSMENT

Conc.	Lot or Part	Affected Hecatares	Parcel Number	Owner	Special Benefit (\$)	Benefit (\$)	Outlet (\$)	Total (\$)
Utilities								
	Overhead Utility			Hydro One		34,614	-	34,614
					-	34,614	-	34,614
Public Lands								
	Middle Sideroad	4.52		County of Essex	9,872	64,801	14,090	88,763
	Concession 5 N	1.65		Town of Amherstbur		3,168	6,811	9,979
	Concession 4 N	0.80		Town of Amherstbur	2,047	2,600	1,685	6,332
					11,919	70,569	22,586	105,074
Agricultural Lands								
3	S 1/4 Lot 7	3.60	24	M. & M. Beneteau	1,456	16,826	1,054	19,336
	N 1/4 S 1/2 Lot 7	9.10	25	P. & M. Beneteau		-	1,606	1,606
4	W 1/2 Lot 6	5.48	36	A. & I. Pace		-	3,206	3,206
	E 1/2 Lot 6	24.00	35	Laramie Farms of McGregor		-	19,657	19,657
	S 1/2 Lot 7	40.01	28	D. Shaw		11,074	33,455	44,529
	NW 1/4 Lot 7	20.66 (16.20)	27	Tri - B Acres Inc		17,806	13,070	30,876
	NE 1/4 Lot 7	20.23	29	806574 Ontario Inc		24,161	20,046	44,207
5	Pt Lot 6	10.12	34	Laramie Farms of McGregor		-	11,604	11,604
	Pt Lot 6	3.01	32	D. Renaud		-	3,451	3,451
	Pt Lot 6	3.24	33	D. & E. Renaud		-	3,715	3,715
	W 3/4 Lot 7	13.92	30	A. & Y. Simon		-	15,961	15,961
	E 1/4 Lot 7	7.00	31	L. & M. Nicodemo		-	8,026	8,026
					1,456	69,867	134,851	206,174

() Denotes Surface Water Only Area

Conc.	Lot or Part	Affected Hecatares	Parcel Number	Owner	Special Benefit (\$)	Benefit (\$)	Outlet (\$)	Total (\$)	
Non Agricultural Lands									
3	Pt. Lot 7	0.38	1	R. & F. Montgomery		4,459	353	4,812	
	Pt. Lot 7	0.38	2	C. & L. Breault		2,976	387	3,363	
	Pt. Lot 7	0.50	3	J. & L. Chamberlain		15,978	438	16,416	
	Pt. Lot 7	1.20	4	J. & T. Tartaro		4,973	1,221	6,194	
	Pt. Lot 7	0.19	5	E. & D. Renaud		-	200	200	
	Pt. Lot 7	0.30	6	V. & N. Burkoski		-	316	316	
	Pt. Lot 7	0.22	7	J. Duggan & J. Jones		-	232	232	
	Pt. Lot 7	0.29	26	T. & D. Mclachlin		-	305	305	
4	Pt. Lot 7	0.14	37	D. Pataky & C. Hunt		-	147	147	
	Pt. Lot 7	0.78	8	A. & J. Deslippe		772	843	1,615	
	Pt. Lot 7	0.33	9	K. Lyons & W. Lywood		-	651	651	
	Pt. Lot 7	0.52	10	D. & T. Bertrand		-	1,026	1,026	
	Pt. Lot 7	0.14	11	D. Shearon		-	276	276	
5	Pt. Lot 6	0.59	18	L. & N. Phillips		-	1,218	1,218	
	Pt. Lot 6	0.59	19	R. Tate		-	1,218	1,218	
	Pt. Lot 6	0.59	20	K. & G. Simard		-	1,218	1,218	
	Pt. Lot 6	0.59	21	J. & M. Huver		-	1,218	1,218	
	Pt. Lot 6	0.68	22	C. & R. Guenther		-	1,403	1,403	
	Pt. Lot 6	0.68	23	T. & J. Rivers		-	1,403	1,403	
	Pt. Lot 7	0.25	12	E. MacDonald		-	516	516	
	Pt. Lot 7	0.26	13	G. & M. Goulet		-	537	537	
	Pt. Lot 7	0.19	14	D. Talbot		-	392	392	
	Pt. Lot 7	0.28	15	R. & M. Beaudoin		-	578	578	
	Pt. Lot 7	0.19	16	C. & K. Lucier		-	392	392	
	Pt. Lot 7	0.19	17	A. & C. Kavanagh		-	392	392	
	Total Area	177.79				-	29,158	16,880	46,038
				Total Non Agricultural Lands	46,038				
				Total Agricultural Lands	206,174				
				Total Public Lands	105,074				
				Total Utilites	34,614				
				Total Assessment	\$391,900				

SCHEDULE OF MAINTENANCE
 To Maintain the Open Channel Portion of the Powers Drain

Conc.	Lot or Part	Affected Hectares	Parcel Number	Owner	Benefit (\$)	Outlet (\$)	Total (\$)	Equivalent Hectares
Public Lands								
	Middle Sideroad	42		County of Essex	147	406	553	4.07
	Concession 5 N	15		Town of Amherstburg	431	269	700	1.49
	Concession 4 N	00		Town of Amherstburg	-	13	13	0.72
					578	688	1,266	
Agricultural Lands								
3	S 1/4 Lot 7	3.60	24	M. & M. Beneteau	317	6	323	0.90
	N 1/4 S 1/2 Lot 7	9.10	25	P. & M. Beneteau	-	17	17	2.28
4	W 1/2 Lot 6	5.48	36	A. & I. Pace	-	25	25	1.37
	E 1/2 Lot 6	24.00	35	Laramie Farms of McGregor	-	517	517	6.00
	S 1/2 Lot 7	40.01	28	D. Shaw	1,314	881	2,195	10.00
	NW 1/4 Lot 7	20.66 (16.20)	27	Tri - B Acres Inc	515	397	912	4.61
	NE 1/4 Lot 7	20.23	29	806574 Ontario Inc	1,188	776	1,964	5.06
5	Pt Lot 6	10.12	34	Laramie Farms of McGregor	-	457	457	2.53
	Pt Lot 6	3.01	32	D. Renaud	-	136	136	0.75
	Pt Lot 6	3.24	33	D. & E. Renaud	-	146	146	0.81
	W 3/4 Lot 7	13.92	30	A. & Y. Simon	-	629	629	3.48
	E 1/4 Lot 7	7.00	31	L. & M. Nicodemo	-	316	316	1.75
					3,34	4,303	7,637	
() Denotes Surface Water Only Area								

Conc.	Lot or Part	Affected Hectares	Parcel Number	Owner	Benefit (\$)	Outlet (\$)	Total (\$)	Equivalent Hectares
Non Agricultural Lands								
3	Pt. Lot 7	0.38	1	R. & F. Montgomery	141	3	144	0.17
	Pt. Lot 7	0.38	2	C. & L. Breault	59	3	62	0.17
	Pt. Lot 7	0.50	3	J. & L. Chamberlain	75	2	77	0.23
	Pt. Lot 7	1.20	4	J. & T. Tartaro	200	10	210	0.54
	Pt. Lot 7	0.19	5	E. & D. Renaud	-	2	2	0.09
	Pt. Lot 7	0.30	6	V. & N. Burkoski	-	3	3	0.14
	Pt. Lot 7	0.22	7	J. Duggan & J. Jones	-	2	2	0.10
	Pt. Lot 7	0.29	26	T. & D. Melachlin	-	2	2	0.13
4	Pt. Lot 7	0.14	37	D. Pataky & C. Hunt	-	1	1	0.06
	Pt. Lot 7	0.78	8	A. & J. Deslippe	105	9	114	0.35
	Pt. Lot 7	0.33	9	K. Lyons & W. Lywood	-	23	23	0.15
	Pt. Lot 7	0.52	10	D. & T. Bertrand	-	36	36	0.23
	Pt. Lot 7	0.14	11	D. Shearon	-	10	10	0.06
5	Pt. Lot 6	0.59	18	L. & N. Phillips	-	48	48	0.27
	Pt. Lot 6	0.59	19	R. Tate	-	48	48	0.27
	Pt. Lot 6	0.59	20	K. & G. Simard	-	48	48	0.27
	Pt. Lot 6	0.59	21	J. & M. Huver	-	48	48	0.27
	Pt. Lot 6	0.68	22	C. & R. Guenther	-	55	55	0.31
	Pt. Lot 6	0.68	23	T. & J. Rivers	-	55	55	0.31
	Pt. Lot 7	0.25	12	E. MacDonald	-	20	20	0.11
	Pt. Lot 7	0.26	13	G. & M. Goulet	-	21	21	0.12
	Pt. Lot 7	0.19	14	D. Talbot	-	15	15	0.09
	Pt. Lot 7	0.28	15	R. & M. Beaudoin	-	23	23	0.13
	Pt. Lot 7	0.19	16	C. & K. Lucier	-	15	15	0.09
	Pt. Lot 7	0.19	17	A. & C. Kavanagh	-	15	15	0.09
	Total Area	177.79			580	517	1,097	
				Total Non Agricultural Lands	1,097			
				Total Agricultural Lands	7,637			
				Total Public Lands	1,266			
				Total Assessment	\$10,000			

Estimated Net Assessment
 Net assessment subject to OMAFRA ADIP Policy and actual construction costs.

Conc.	Lot or Part	Affected Hectares	Parcel Number	Owner	Total Assessment (\$)	Estimated Grant (\$)	Allowances (\$)	Estimated Net Assessment (\$)
Utilities								
	Overhead Utility			Hydro One	34,614			34,614
Public Lands								
	Middle Sideroad	4.52		County of Essex	88,763			88,763
	Concession 5 N	1.65		Town of Amherstburg	9,979			9,979
	Concession 4 N	0.80		Town of Amherstburg	6,332			6,332
Agricultural Lands								
3	S 1/4 Lot 7	3.60	24	M. & M. Beneteau	19,336	5,960	2,060	11,316
	N 1/4 S 1/2 Lot 7	9.10	25	P. & M. Beneteau	1,606	535		1,071
4	W 1/2 Lot 6	5.48	36	A. & I. Pace	3,206	1,069		2,137
	E 1/2 Lot 6	24.00	35	Laramie Farms of McGregor	19,657	6,552		13,105
	S 1/2 Lot 7	40.01	28	D. Shaw	44,529	14,843	2,430	27,256
	NW 1/4 Lot 7	20.66 (16.20)	27	Tri - B Acres Inc	30,876	10,292	760	19,824
	NE 1/4 Lot 7	20.23	29	806574 Ontario Inc	44,207	14,736	1,960	27,511
5	Pt Lot 6	10.12	34	Laramie Farms of McGregor	11,604	3,868		7,736
	Pt Lot 6	3.01	32	D. Renaud	3,451	1,150		2,301
	Pt Lot 6	3.24	33	D. & E. Renaud	3,715	1,238		2,477
	W 3/4 Lot 7	13.92	30	A. & Y. Simon	15,961	5,320		10,641
	E 1/4 Lot 7	7.00	31	L. & M. Nicodemo	8,026	2,675		5,351

Conc.	Lot or Part	Affected Hectares	Parcel Number	Owner	Total Assessment (\$)	Estimated Grant (\$)	Allowances (\$)	Estimated Net Assessment (\$)
Non Agricultural Lands								
3	Pt. Lot 7	0.38	1	R. & F. Montgomery	4,812		1,030	3,782
	Pt. Lot 7	0.38	2	C. & L. Breault	3,363		290	3,073
	Pt. Lot 7	0.50	3	J. & L. Chamberlain	16,416		560	15,856
	Pt. Lot 7	1.20	4	J. & T. Tartaro	6,194			6,194
	Pt. Lot 7	0.19	5	E. & D. Renaud	200			200
	Pt. Lot 7	0.30	6	V. & N. Burkoski	316			316
	Pt. Lot 7	0.22	7	J. Duggan & J. Jones	232			232
	Pt. Lot 7	0.29	26	T. & D. Mclachlin	305			305
4	Pt. Lot 7	0.14	37	D. Pataky & C. Hunt	147			147
	Pt. Lot 7	0.78	8	A. & J. Deslippe	1,615			1,615
	Pt. Lot 7	0.33	9	K. Lyons & W. Lywood	651			651
	Pt. Lot 7	0.52	10	D. & T. Bertrand	1,026			1,026
	Pt. Lot 7	0.14	11	D. Shearon	276			276
5	Pt. Lot 6	0.59	18	L. & N. Phillips	1,218			1,218
	Pt. Lot 6	0.59	19	R. Tate	1,218			1,218
	Pt. Lot 6	0.59	20	K. & G. Simard	1,218			1,218
	Pt. Lot 6	0.59	21	J. & M. Huver	1,218			1,218
	Pt. Lot 6	0.68	22	C. & R. Guenther	1,403			1,403
	Pt. Lot 6	0.68	23	T. & J. Rivers	1,403			1,403
	Pt. Lot 7	0.25	12	E. MacDonald	516			516
	Pt. Lot 7	0.26	13	G. & M. Goulet	537			537
	Pt. Lot 7	0.19	14	D. Talbot	392			392
	Pt. Lot 7	0.28	15	R. & M. Beaudoin	578			578
	Pt. Lot 7	0.19	16	C. & K. Lucier	392			392
	Pt. Lot 7	0.19	17	A. & C. Kavanagh	392			392
					391,900	68,238	9,090	314,572

Powers Drain
Town of Amherstburg
February 4, 2026

SPECIFICATION OF WORK

1. Location

The location of the proposed and future work outlined in this specification is in Lot 7, Concession 3 and 4 in the Town of Amherstburg.

2. Scope of Work

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

- Open Channel Improvements including rip rap and cable concrete matting
- Culvert Replacements

3. General

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

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

The Contractor shall provide all labour, equipment, and supervision necessary to complete the work as shown in the Plans and described in these specifications. Any work not described in these specifications shall be completed according to the Ontario Provincial Standard Specifications and Standard Drawings.

Any equivalents shall be approved in writing by the Engineer or Drainage Superintendent prior to ordering.

The Contractor is responsible for ensuring flows are maintained during construction so lands are not negatively impacted by the works.

4. Health and Safety

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

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

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

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

5. MNRF Drain Registration

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

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

1. Town of Amherstburg – Complete Mitigation Documents

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

These documents will be provided to the successful bidder.

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

6. Utilities

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

The Contractor is responsible for coordinating the replacement of additional utilities with the utility company if they interfere with the proposed drain. All costs for the utility to replace their services will be outside of this report and shall be borne by the utility as per Section 26 of the Drainage Act.

All additional costs due to a utility such as construction delays, time to work around the utility and organize replacement of the utilities not included in the estimate shall be tracked separately and the cost plus a portion of the engineering and taxes (25% of the construction cost) shall be borne by that utility.

7. Pre-Construction Meeting

There is a requirement for a pre-construction meeting to be held prior to any construction taking place. The meeting shall be scheduled by the Contractor. The Landowners, Engineer, County of Essex and the Town of Amherstburg shall be notified of the pre-construction meeting at least 48 hours prior.

8. Benchmarks

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

The Contractor is required to complete a benchmark loop prior to construction to verify the benchmarks. If discrepancies exist the Contractor must notify the Drainage Superintendent and Engineer prior to completing any work.

9. Traffic Control

Access and driveways to private properties shall not be obstructed longer than the minimum time necessary for the work and shall be reinstated as soon as possible all to the satisfaction of the Engineer. The Contractor shall schedule any obstruction of existing driveways and accesses with the owners at least two full working days in advance. The Traffic Plan must be approved by the Town and/or County of Essex prior to the commencement of any road closures.

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

10. Access and Working Area

Construction

Access to the work site for construction under this report shall be from Middle Sideroad and Concession Road 4 North. Access shall be restricted to a width of 6m and shall generally be along the length of the drainage works. The working area between Station 0+011 and 0+170 shall be from both sides of the drain and shall be restricted to a width of 15m from the top of bank on the north side and by the centerline of road on the south side of the drain. The working area between Station 0+170 and 0+389 shall be along the south side of the drain and shall be restricted to a width of 6m from the south top of bank. Where permanent structures exist within this working corridor the working area shall be restricted and access shall extend 4m past the south side of the structure to allow for the equipment to go around them. If the structures do not allow for the proposed work to take place they shall be moved by the Contractor at the expense of the drainage works. The working area between Station 0+402 to 2+317 shall be from the west/south side and shall be restricted to a width of 15m from the top of bank. The working area at each culvert shall extend 10 metres from the bank on both sides and for 10 metres along the channel on either side of the culvert.

Future Maintenance

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

The working side for future maintenance shall be the north side from Station 0+011 to 0+170, the south side from Station 0+170 to 1+660 and the west/south side from Station 1+660 to 2+317. The working area for maintenance on the open channel shall be restricted to 6m within finished lawns and 15m on agricultural properties from the top of bank. Where permanent structures exist within the working corridor the working area shall be restricted and access shall extend 4m past the south side of the structure to allow for the equipment to go around them. If the structures do not allow for the maintenance work to take place they shall be moved by the Contractor at the expense of the property on which they are located.

If, at the discretion of the Drainage Superintendent, there is erosion or work that needs to be completed from the side opposite the working area, access may be gained along the channel and nearest culvert to maintain the bank and channel.

Any damage caused to gain access to the site shall be restored to its pre-construction state at the expense of the Contractor.

11. Removals

The existing culverts, where specified, shall be removed in their entirety. The culvert and concrete shall be disposed offsite at the expense of the Contractor. The Contractor shall sawcut the concrete and curb prior to its removal. Suitable backfill shall be stockpiled adjacent to the site for reuse during installation of the proposed culvert. Any broken concrete or rip rap (concrete bags) from the existing structures shall be disposed offsite at the expense of the Contractor.

The Contractor shall work around the existing fences and signs if they are able to. If the existing fences and signs are required to be removed, they shall be removed and re-installed in the same location with the existing materials. All work in connection with fences and signs shall be carried out in a careful manner so they are replaced in as good a condition as the existing materials permit.

12. Brushing and Tree Removal

For construction and future maintenance of the drain, all brush, stumps, trees, vegetation, etc. within the working area, the drain bottom, overhanging the drain, along the bank where the work is taking place and on the opposite side where impeding the flow of the drain, as determined by the Drainage Superintendent or Engineer, shall be removed.

A mechanical grinder attached to an excavator shall be used for the removal of brush and trees. Any brush and trees too large to grind shall be close cut. The Contractor shall stockpile the trees and brush in a single pile on the property in which they were removed or dispose of the trees and brush offsite. The Contractor is responsible for the burning of the trees and brush. The Contractor is responsible for obtaining all necessary permits for any disposal sites. Burning of the trees and brush is subject to local bylaws and guidelines of the Ministry of the Environment Conservation and Parks.

Certain trees may be left in place at the direction of the Drainage Superintendent or Engineer. Trees may be limbed and piled for firewood, instead of burned, at the request of a Landowner.

13. Excavation of Open Channel (including Re-Shaping between Station 0+019 and 0+110)

For construction and future maintenance, the open channel shall be excavated and maintained to the depths and grades as per the profile and drawings as contained in this Engineers Report. The channel shall be excavated to the proper depth using a laser or similar approved device with a labourer onsite to ensure correctness of grade and to confirm location of tile ends. The sediment shall be removed leaving a rounded bottom with the intent not to undercut the existing side slopes.

For construction under this report, excavated topsoil may be spread on the adjacent farmland between Station 0+011 and 0+170 at the discretion of the Engineer. Excavated material, at the direction of the Engineer, may be utilized to fill in the eroded areas of the channel to straighten the channels alignment. These sections shall have rip rap or concrete matting placed over them. All other excavated material downstream of Concession Road 4 North shall be trucked offsite. Upstream of Concession Road 4 North, the excavated material shall be levelled within the working corridor. Excavated material to be levelled shall be cast at least 1.5 metres clear of the bank. Excavated material shall not be placed in low runs or swales out letting surface water to the channel. The excavated material shall be levelled to a maximum depth of 150mm and left in a condition suitable for cultivation. This shall include the removal of any rocks larger than 10cm in diameter and any debris/wood that could damage or plug farm equipment. Leveling shall occur when the material is dry enough to do so as determined by the Drainage Superintendent or Engineer. All high spots above grade shall be removed. All material unfit for placing on farmlands shall be disposed of offsite by the Contractor

For maintenance, the excavated material shall generally be cast on the side it is being excavated from, except across finished lawns (Station 0+170 to 0+389). In these areas the excavated material shall be trucked.

It is R. Dobbin Engineering's opinion that the drainage improvements for this project are exempt from Section 8 of O.Reg 406/19 as per Schedule 2, Item 3.4 of the Regulation.

The bottom width identified in the profile drawings represents the original design bottom width. The intent is to match this at a minimum where possible. If matching this width would cause undermining of the banks or road the drain bottom width shall be reduced at the discretion of the Engineer or Drainage Superintendent.

Where, as determined by the Drainage Superintendent or Engineer, the banks are unstable the banks shall be re-sloped to 2:1.

From Station 0+019 to 0+110 the channel shall be excavated and material shall be placed in order to provide a straightened channel with 1.5:1 side slopes and a 0.90m bottom within the approximate limits of the existing top of banks. The channel shall be excavated in order to provide for the placement of the concrete matting in accordance with the manufacturer's recommendations.

14. Reinforced Concrete Matting

Between Station 0+011 and 0+110 reinforced concrete matting shall be installed from the south top of bank to a point on the north side slope. The matting shall be 2 mats wide across the channel (approximately 9.76m) less two block embedment on both sides and this will dictate the limit of the matting on the north side slope. If the matting on the north side slope does not exceed the elevation of the south side slope additional matting shall be installed at the direction of the Engineer. The matting does not require to be anchored into the ground. The reinforced concrete matting shall be installed as per the drawings, manufacturer's recommendation and at a 1.50:1 side slope.

The reinforced concrete matting shall be CC-35 by International Erosion Control systems c/w steel cable clamps, geotextile, and a 2-block key in as per the manufacturer's recommendations, or an approved equal. Approval of any alternatives must be approved by the Engineer or Drainage Superintendent prior to ordering, manufacturing or installing the approved product. The reinforced concrete matting must be installed in accordance with the manufacturer's recommendations including base materials. General concrete reinforced matting drawings have been included at the end of this report.

15. Installation of Culverts

The Contractor is required to notify the Landowner forty-eight (48) hours prior to the removal of a culvert.

The Contractor shall supply, install, and backfill aluminized corrugated steel pipe (CSP) with a minimum wall thickness of 2.8mm. Culverts under roadways shall have a minimum wall thickness of 3.5mm. All corrugation profiles shall be of helical lock seam manufacture using 68 x 13mm corrugations for 1600mm dia. pipe and smaller and 125 x 25mm corrugations for 1800mm dia. pipe and larger. Pipe with 125 x 25mm corrugations shall be used if 68 x 13mm corrugations are not available.

The high-density polyethylene (HDPE) smooth wall pipe (320 kPa) shall be CSA Approved with bell and spigot joints.

Sanitite Pipe shall be SaniTite HP with 320kPa and bell and spigot joints or approved equivalent. The exposed ends of the SaniTite culverts shall be wrapped in filter cloth to prevent UV damage.

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

The culverts shall be installed generally in the same location or as approved by the Drainage Superintendent or Engineer. The culverts shall be installed with the invert 10% (minimum 150mm) below the original channel bottom elevation unless otherwise shown in order to achieve the minimum cover. It is the Contractors responsibility to ensure that the minimum cover is achieved when backfilling the culverts. The minimum cover for CSP under Highway Loading shall be 1/6 of the span, and shall be no less than 300mm.

Any tile outlets extended as a result of a culvert installation shall be extended at the landowner's expense. The pipes that shall be extended upstream or downstream of the proposed culvert shall be done with non-perforated HDPE agricultural tubing with a manufactured coupling, elbow and rodent grate.

Access Culverts:

The bottom of the excavation shall be excavated to a minimum of 100mm below the proposed invert. When the pipe has been installed to the proper grade and depth, the excavation shall be backfilled with ¾" clear stone and wrapped in filter fabric from the bottom of the excavation to the spring line of the pipe, this is considered the bedding. Care shall be taken to ensure that the backfill on either side of the culvert does not differ by more than 300mm so that the pipe is not displaced. The access culverts shall be backfilled from the spring line to within 150mm of finished grade with Granular "B". Where no vehicular traffic is proposed to cross the culvert, the culvert may be backfilled with select native material. The top 150mm shall be backfilled with compacted 100% crushed granular "A" material to finished grade. In sections where no vehicular traffic is proposed to cross the culvert, the top 150mm shall be topsoil and seeded as per the restoration specification. If asphalt is proposed, the asphalt shall be HL3 and shall match the existing thickness. In these cases, the compacted granular "A" shall occupy 150mm below the proposed asphalt.

Road Culverts:

The bottom of the excavation shall be excavated to a minimum of 100mm below the proposed invert. When the pipe has been installed to the proper grade and depth, the excavation shall be backfilled with ¾" clear stone and wrapped in filter fabric from the bottom of the excavation to the spring line of the pipe, this is considered the bedding. For concrete box culverts the clear stone shall extend from the bottom of the culvert to 200mm below. Care shall be taken to ensure that the backfill on either side of the culvert does not differ by more than 300mm so that the pipe is not displaced. The pipe shall be backfilled above the clear stone with imported Granular "A".

Asphalt Road: The asphalt shall be HL4 and HL3 at depths to match the existing thickness, with a minimum of 50mm of HL4 and 50mm of HL3. Lifts shall not be greater than 75mm.

Gravel Road: The top 200mm shall be OPS Granular "M", produced from 100% crushed dolomite, and shall be mechanically compacted to 100% modified standard proctor density.

All culverts included in the profile have been specified with rip rap end walls. Should the end wall specified change the culvert length shall be altered to accommodate the change.

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

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

fabric (Mirafi P150 or approved equal). It shall extend 500mm upstream or downstream and from top of bank to top of bank at each end wall.

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

It is the Contractors responsibility to ensure that adequate cover is obtained prior to crossing the culvert in accordance with the manufacturer's recommendations.

16. Maintenance

The Contractor shall be responsible for maintenance of the drain, including access culverts for a period of one year after their installation. This will include repairing any settlement areas on the travel surface with Asphalt, Granular "M", Granular "A" and/or topsoil and seed.

17. Subsurface Drainage

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

A suitable length of equivalent sized PE agricultural tubing shall be used to connect the drain to the open channel. Manufactured fittings shall connect the PE tile to the existing drain. The connections shall be carefully backfilled to ensure there is adequate support under the pipe and large clumps of clay do not displace the tile.

Tile outlets larger than 150mm in diameter, or as determined by the Drainage Superintendent or Engineer at the time of construction, require erosion protection and rodent grates. The erosion protection made up of rip rap and filter fabric shall be installed on the embankment slope from 0.3m above the tile obvert to the channel bottom. The erosion protection shall be 1.0m wide. Rip rap shall be made up of 150mm to 300mm quarry stone or approved equal. The area to receive the rip rap shall first be graded to allow the placement of the rip below finished grade. After grading, a layer of filter fabric (Mirafi P270 or approved equal) is to be placed with any joints overlapped a minimum of 600mm. Rip rap shall then be placed with the smaller pieces placed in the gaps and voids to give it a uniform appearance.

18. Rip Rap

Erosion protection shall be installed at the direction of the Drainage Superintendent or Engineer. The Contractor shall ensure that the rip rap is separated from any soil prior to final placement. Rip rap shall be made up of 150mm to 300mm quarry stone or approved equal. Rip rap larger than 300mm will be rejected. The area to receive the rip rap shall first be graded to allow the placement of the rip rap to a depth of 400mm below finished grade. After grading, a layer of filter fabric (Mirafi P150 or approved equal) is to be placed with any joints overlapped a minimum of 600mm. Rip rap shall then be placed with the smaller pieces placed in the gaps and voids to give it a uniform appearance. The rip rap along the toe shall be placed in order to ensure proper support for the side slope and continue to allow proper drainage through the channel. The rip rap shall be keyed into the bottom of the channel a minimum of 400mm.

19. Seeding/Restoration

All areas disturbed by construction shall be restored to their pre-construction state. Accesses, working areas, lawns, boulevards and all others previously grassed shall be restored with 50mm of screened topsoil and hydroseed. A 0.50m buffer strip from Station 0+011 to 0+170 shall be established from the north top of bank with hydroseed. The disturbed side slopes upstream of Station 0+110 and above the concrete matting between Stations 0+011 and 0+110 shall be restored with Bonded Fibre Matrix Hydroseed. Farmers fields shall be left in a state that is suitable to cultivation. Grass seed shall be placed between the concrete blocks where the concrete matting is placed.

20. Environmental Considerations

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

- Operate machinery in a manner that minimizes disturbance to the banks of the watercourse.
- Erosion and sediment control measures must be installed prior to construction to prevent sediment from entering the water body.
- Material shall not be placed in areas regulated by the Conservation Authority or Ministry of Natural Resources.
- All granular and erosion control materials shall be stockpiled a minimum of 3.0m from the top of the bank or excavation. Material shall not be placed in surface water runs or open inlets that enter the channel.
- All activities, including maintenance procedures, shall be controlled to prevent the entry of petroleum products, debris, rubble, concrete, or other deleterious substances into the water. Vehicle and equipment refuelling and maintenance shall be conducted

away from the channel, any surface water runs, or open inlets. All waste materials shall be stockpiled well back from the top of the bank and all surface water runs and open inlets that enter the drain.

- When possible, all construction within the open channel shall be carried out during periods of low flow or in dry conditions.
- The Contractor shall conduct regular inspections and maintain erosion and sediment control measures and structures during the course of construction.
- The Contractor shall repair erosion and sediment control measures and structures if damage occurs.
- The Contractor shall remove non-biodegradable erosion and sediment control materials once site is stabilized.
- Remove all construction materials from site upon project completion.

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

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

Best Management Practices – Culvert Replacements in Municipal Drains

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

Potential Impacts to Fish Habitat

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

Requirements

The following requirements must be met:

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

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

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

Culvert Removal Methodology

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

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



Figure 2. Isolation of Site

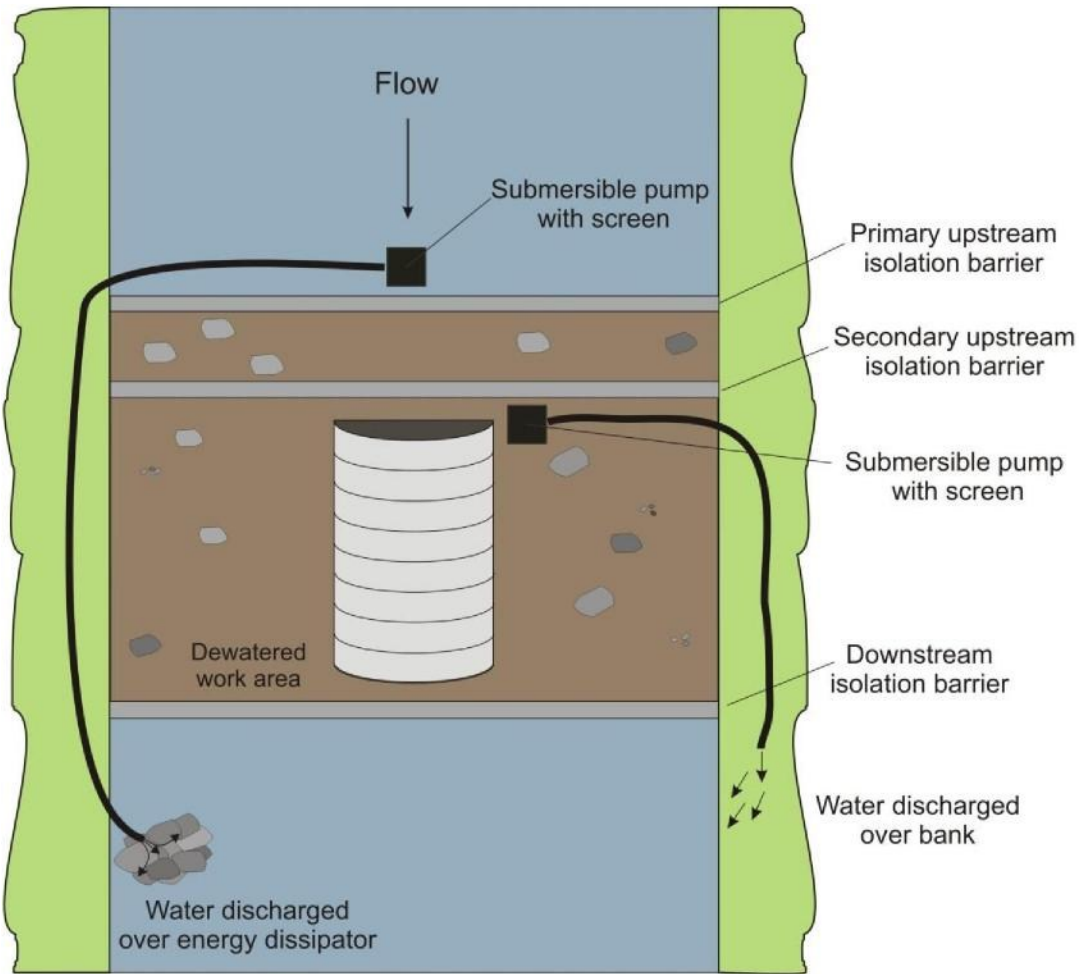


Figure 3. Isolation and Bypass Diversion when Working In-Water

Timing Windows

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



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

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

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

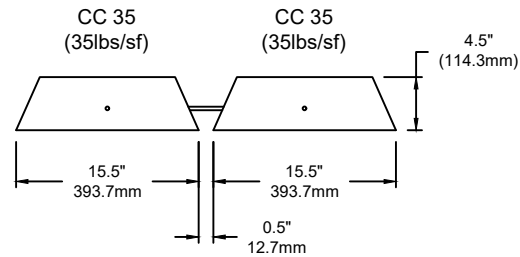
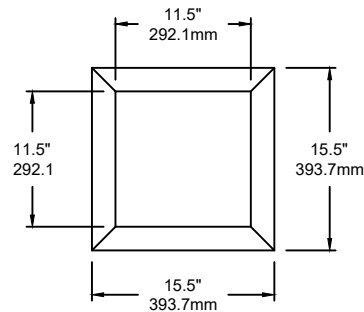
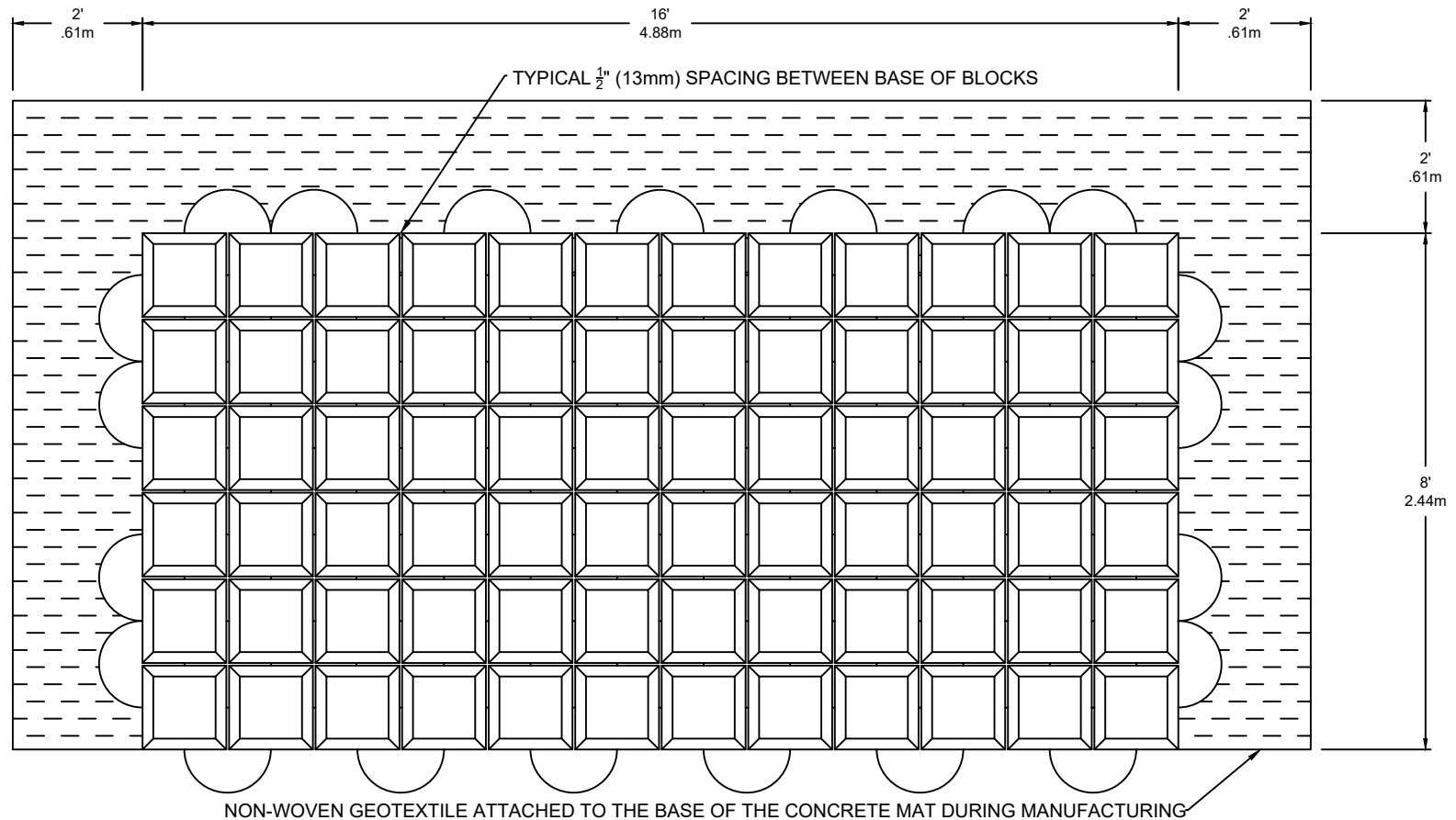
Table 2. Restricted Activity timing windows for the protection of spawning fish and developing eggs and fry in the Southern Region. Dates represent when work should be avoided.

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

Standard Measures to Avoid Causing *Serious Harm to Fish*

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

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



INTERNATIONAL EROSION CONTROL SYSTEMS

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REVISIONS

No.	DATE:
1	
2	
3	



MANUFACTURED BY:

INTERNATIONAL EROSION CONTROL SYSTEMS

TYPICAL UNIT DEPTHS
CC 35
2.44m x 4.88m

DRAWN BY:	CHECKED BY:	DATE:	SCALE:	SHEET:
R. J.	E. G.	01/09/17	N.T.S.	1 OF 1

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Specifications

A. DESCRIPTION

Cable Concrete[®] is an articulated concrete block revetment system, developed by International Erosion Control Systems, to control various types of erosion due to water, wind, or vehicular traffic.

This system is made up of 2.44m x 4.88m long (8'x16') mats placed side by side and clamped together to provide one homogeneous erosion protection system. Smaller mats are available as required.

The mats consist of concrete blocks interlocked by integrally woven stainless steel cables, which are poured within each block. Geotextile fabric is attached to the base of each concrete mat. The blocks typically have 292.10mm (11.5") square top faces and 393.70mm (15.5") square bottoms. Variations between the mat systems are the block heights and weights.

SYSTEM	Minimum BLOCK WEIGHT		Minimum BLOCK HEIGHT		Open Area %
	<i>kg/sm</i>	<i>lbs/sf</i>	<i>mm</i>	<i>inches</i>	
CC 35	180.65-195.30	37-40	114.3-127.0	4 ½ -5	20
CC 45	229.47-253.88	47-52	139.7-152.4	5 ½ -6	20
CC 70	351.53-380.83	72-78	215.9-228.6	8 ½ -9	20

B. CONCRETE

The concrete shall meet the requirements of CSA A23.1/A23.2 for materials, testing, and methods of construction. The concrete mix shall be designed to meet CSA A23.1 Exposed Class C-2 requirements. The minimum required concrete strength shall be 25 MPA @ 28 days with a minimum of 5-8 % air entrainment throughout.

C. CABLES

The cables shall be made of type 302/304 stainless steel aircraft cable, 1x19 construction. Cables shall be integral (poured into) to the concrete block and shall traverse through each block in both longitudinal and lateral directions, providing a flexible interlocked system.

STAINLESS STEEL CABLE				
System	Lengthwise mm inches		Widthwise mm inches	
CC35	4	5/32"	4	5/32"
CC45	4	5/32"	4	5/32"
CC70	4.8	3/16"	4.8	3/16"

D. GEOTEXTILE

The standard geotextile material used is a needle punched non-woven fabric which is attached to the underside of the mats. An overlap shall be incorporated on three sides. The overlap provides area for the adjoining mats to be placed upon and prevent undermining of the erosion control system.

It should be noted that when different geotextile weights are used and or when additional overlap area is added to the mat, additional cost adjustments shall be made.

E. CLAMPS

Sufficient malleable or stainless steel cable clamps may be used to connect adjoining Cable Concrete[®] mats. The standard placement of clamps shall be placed on 1.22m (4') centres connecting adjoining mats together. Clamps are recommended in applications exceeding 3.05m (10') per second.

When placing clamps under existing water, the manufacture will specify a clamp for the condition.

F. ANCHORING

Cable Concrete[®] mats are designed to take certain velocities in certain slope and bedding situations. This information is founded on engineered flume testing. The data shows maximum limits of the mat system, based on unanchored mats.

Anchoring Cable Concrete[®] mats offer additional safety to the erosion protection system. If a situation arises where velocities may exceed maximum limits of a system, or if slopes of 1.5:1 or greater are encountered, then anchoring becomes an item to be specified by the governing project engineer.

G. INSTALLATION

Installation equipment shall have a lifting capacity, capable of completely lifting the concrete mat and the lifting bar during unloading, stockpiling and installing etc.

Prepared areas shall be graded to a smooth plane finish. Any roots, debris and stones must be removed and regarded. Specified geotextile to be placed according to manufacturing

recommendations. There shall not be any dragging, tearing or damaging of the geotextile. The mats shall be laid on the geotextile in such a manner to produce a smooth plane surface.

Intimate contact with the subsurface is critical to the systems performance in the field.

The gap between each mat shall not be greater than 2", preferably 1" or it must be closed using a cement mixture.

It is recommended that after the installation of the mat system, that it be covered with desired backfill. If vegetation is required, the mat system shall be backfilled and seeded.

This will allow moisture to traverse back and forth from sub grade to vegetation.

Vegetation will lend support and an even grade for maintenance vehicles (mowers) to traverse over it. Any surface application should not be placed prior to the inspection of the systems clamping and anchoring.

H. PAYMENT

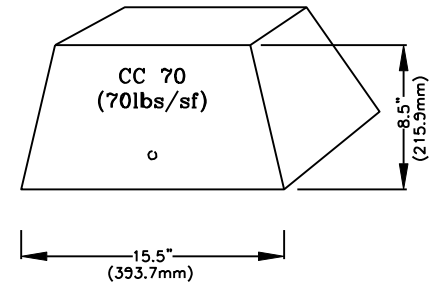
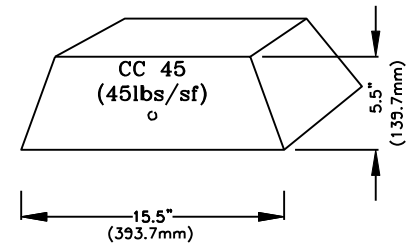
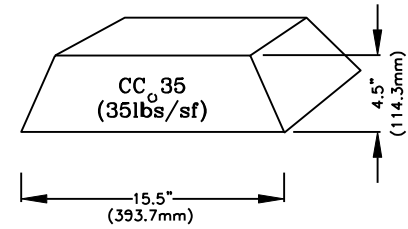
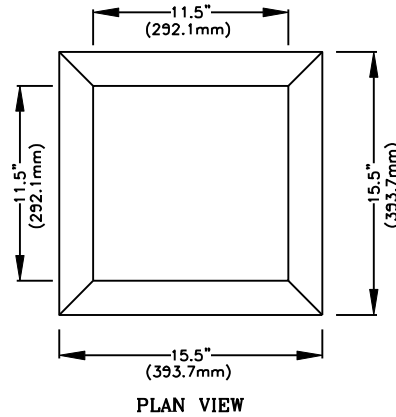
Payment shall be by the square meter and shall include Cable Concrete[®] mats and manufacturer's recommended geotextile.

Stainless Steel cable clamps, anchors, lifting bar rental and delivery are separate cost items.

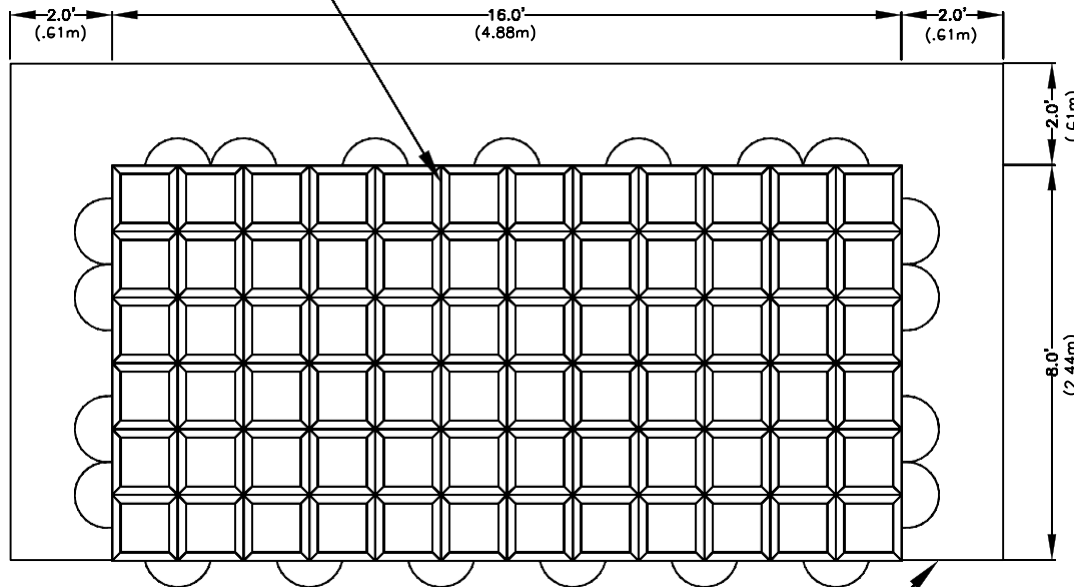
Upgrades or additional items shall be considered additional costs



TYPICAL UNIT DEPTHS



20% OPENING BETWEEN BLOCKS



7oz NON-WOVLEN GEOTEXTILE ATTACHED TO THE BASE OF THE CONCRETE MAT DURING MANUFACTURING



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- Typical Unit Depth

DRAWN BY:

D. J

CHECKED BY:

L.A

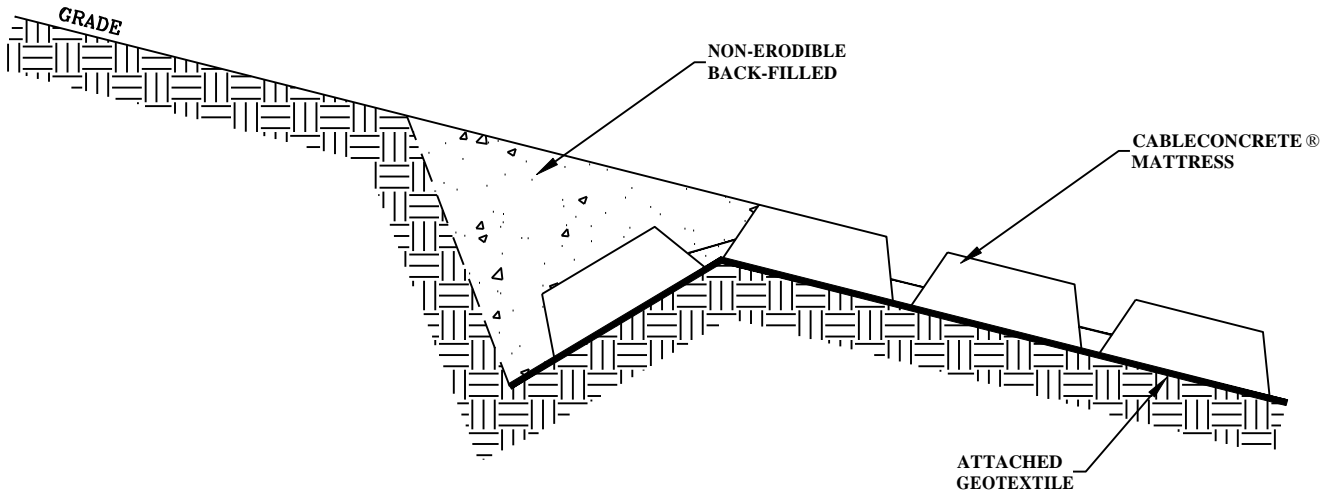
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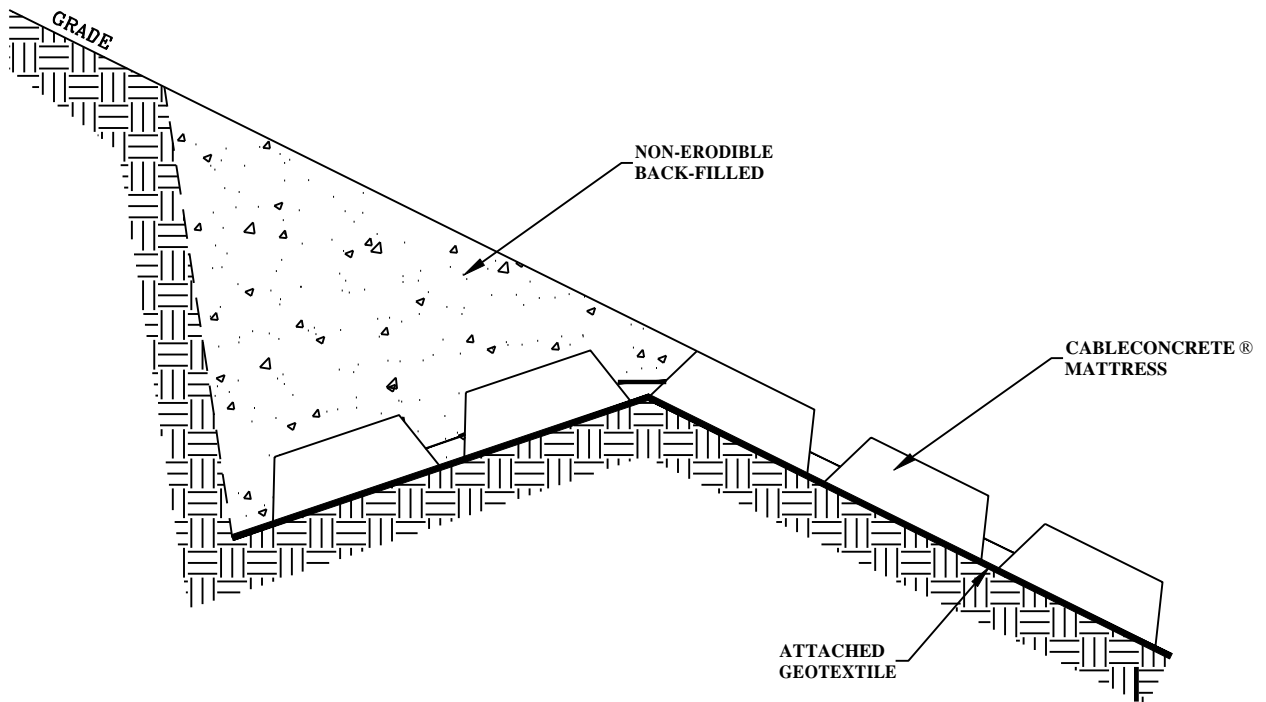
SHEET 1 OF 1

KEY IN DETAIL

TOPOFSLOPE OPTION1



TOPOFSLOPE OPTION2



Drawing N.T.S.



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Page 310

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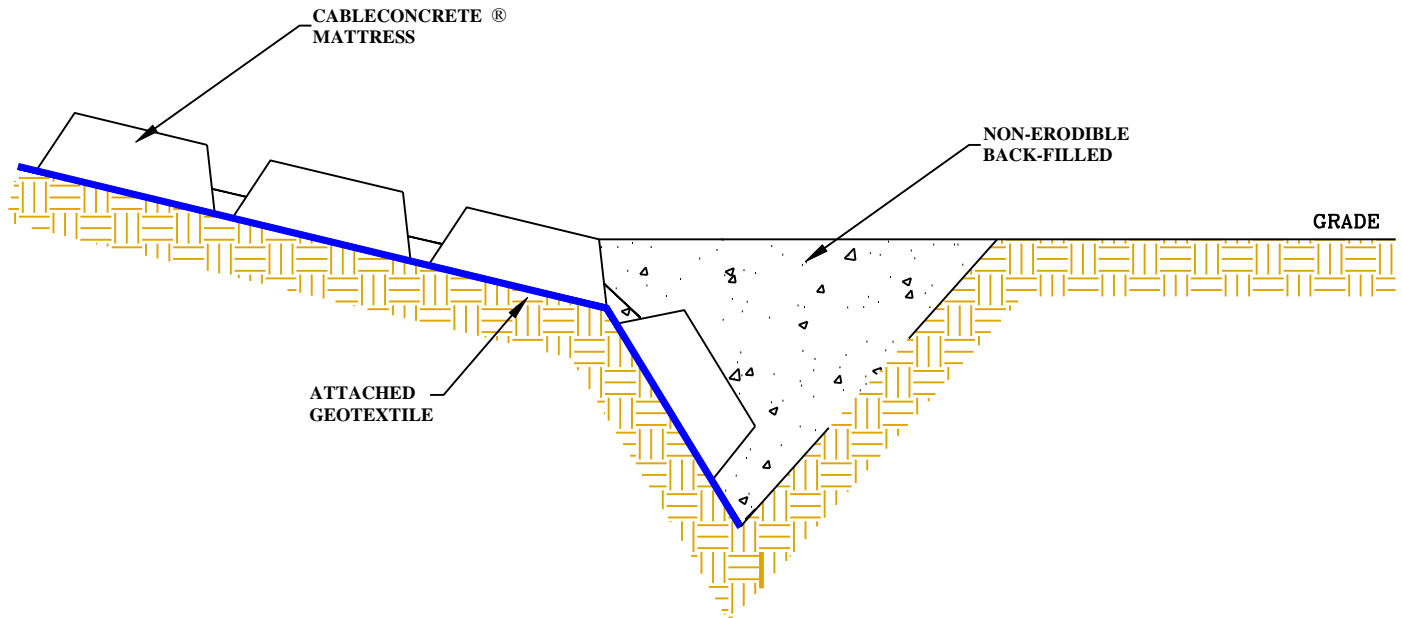
McCoy Drafting and Design, LLC.

Charlie Chase

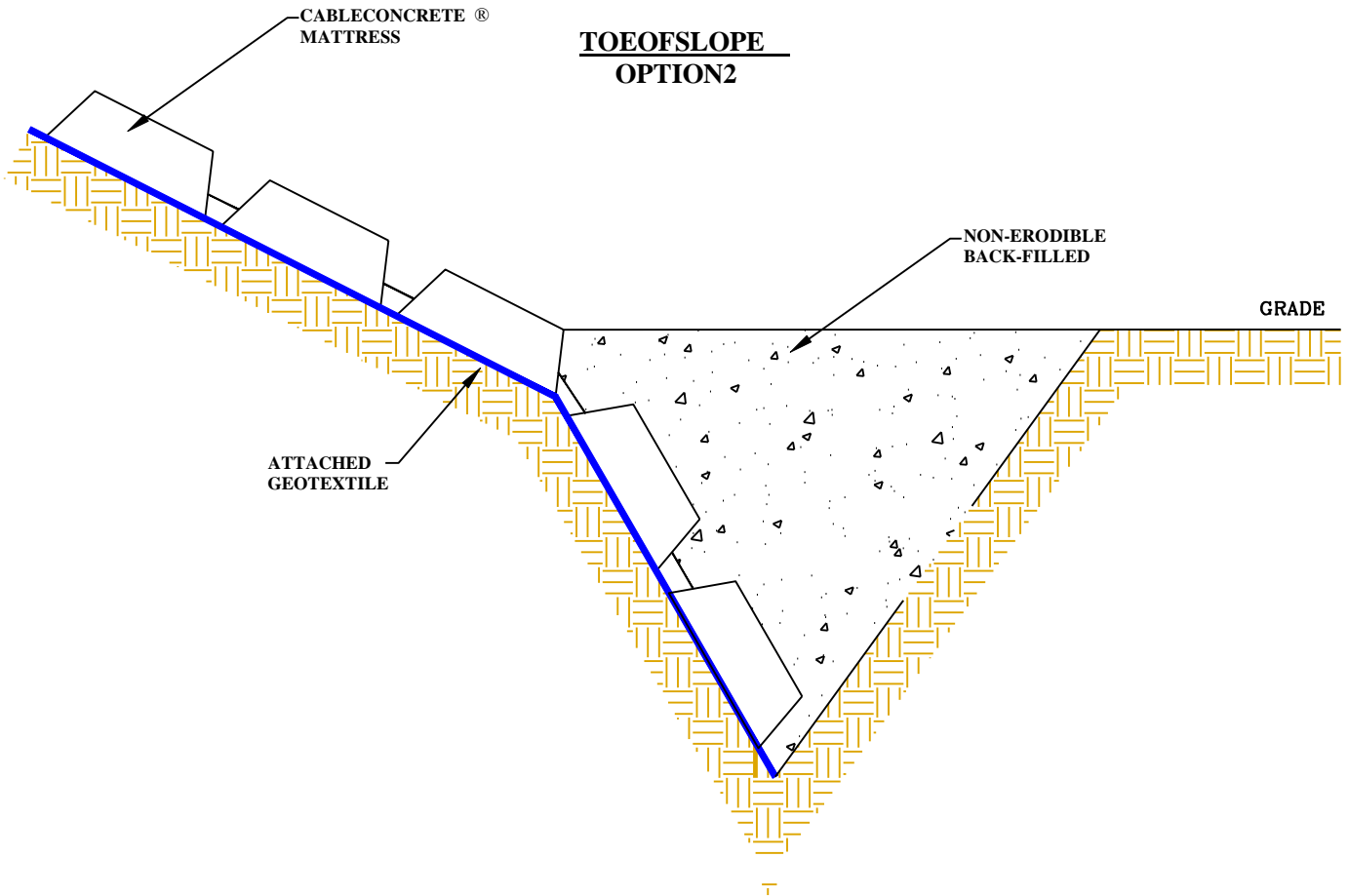
December 9, 2010

TOE IN DETAIL

TOE OF SLOPE OPTION 1



TOE OF SLOPE OPTION 2



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Charlie Chase

December 9, 2010



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Installation Cost Estimate

When estimating the placement of Cable Concrete® in typical applications, here are some guidelines to follow:

On gentle slopes of 3:1 or less, trackhoe with operator and two labourers to place-
11-13 (1.22m x 4.88m) mats, approximately 60 SM/hr or
8-10 (2.44m x 4.88m) mats, approximately 115 SM/hr.

On slopes of 2:1 to 1.5:1, trackhoe with operator and three labourers to place (the 3rd labourer to unhook the mats from the lifting bar at the top of the slope).
10-12 (1.22m x 4.88m) mats, approximately 50 SM/hr or
7-9 (2.33m x 4.88m) mats, approximately 90 SM/hr.

Allow one labourer to clamp and anchor the placed Cable Concrete® mats. Approximately 1 man/10 min. to drive, set and clamp each anchor, 1 man/3min. per clamp to connect adjoining mats together.

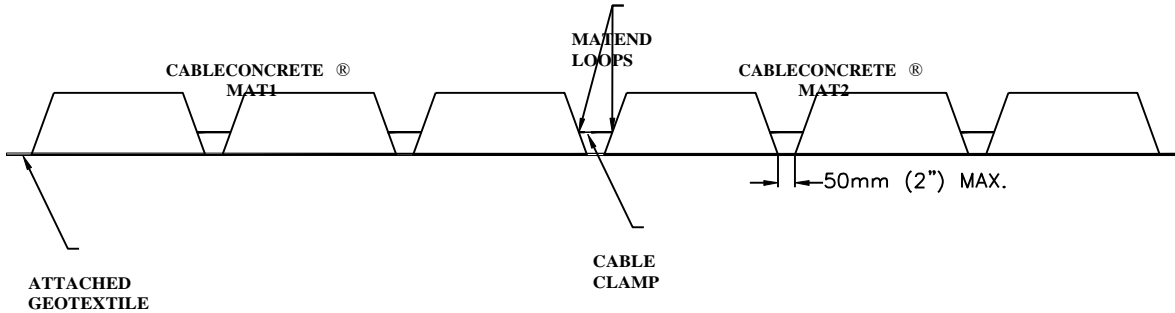
The above estimations are based on placing Cable Concrete® mats on a prepared base.
Use your local machine and labour rates.

Installation equipment shall have a lifting capacity, capable of completely lifting the concrete mats and the lifting bar during unloading, stockpiling, installing etc. Prepared areas shall be graded to a smooth plane finish. Any roots, debris and stones must be removed and re-graded. There shall not be any dragging, tearing or damaging of the geotextile. The mats shall be laid in such a manner to produce a smooth plane surface. Intimate contact with the subsurface is critical to the systems performance in the field. The gaps between each mat shall not be greater than 2", preferably 1", or the gap must be closed using a cement mixture.

It is recommended that after the installation, the mat system be covered with desired backfill. If vegetation is required, the mat system shall be backfilled and seeded. This will allow moisture to traverse back and forth from sub grade to vegetation. Vegetation will lend support and an even grade for maintenance vehicles (mowers) to traverse over it. Any surface application should not be placed prior to the inspection of the systems clamping and anchoring.

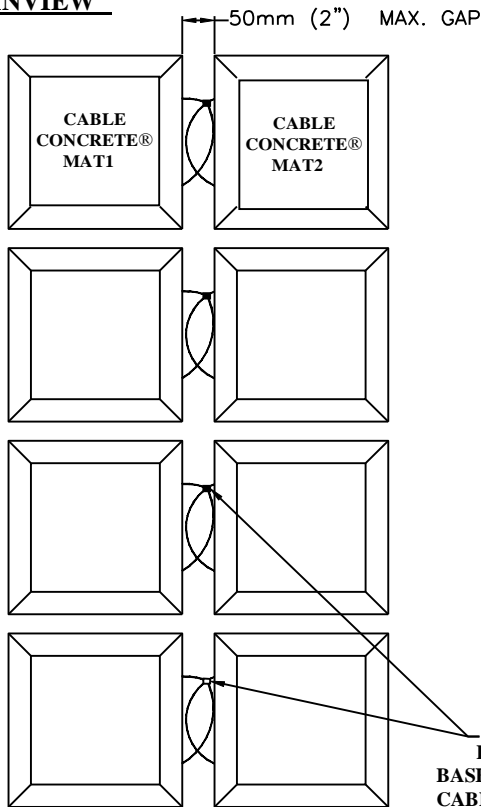
These are recommended guidelines only.

PROFILEVIEW

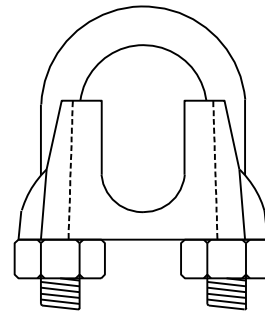


WHEN PLACING THE MATS, THE GAP BETWEEN THE MATS SHOULD NOT BE ANY LARGER THAN A 50mm (2") MAXIMUM. IF THE MATS ARE PLACED WITH A LARGER SPACE THAN 50mm (2"), IT IS RECOMMENDED TO GROUT THESE AREAS BETWEEN THE MATS.

PLANVIEW



CABLECLAMP



NOTE:
CABLE CLAMPS ARE MADE OF A U-BOLT,
A COVERSADDLE, AND TWO NUTS.

POSITION CABLE CLAMP ASS NUG TO THE
BASE OF THE CONCRETE BLOCK BY SLIDING
CABLE CLAMP DOWN TO THE ADJACENT
LOOPS, THEN TIGHTEN CLAMP SECURELY.



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SYSTEM INC.

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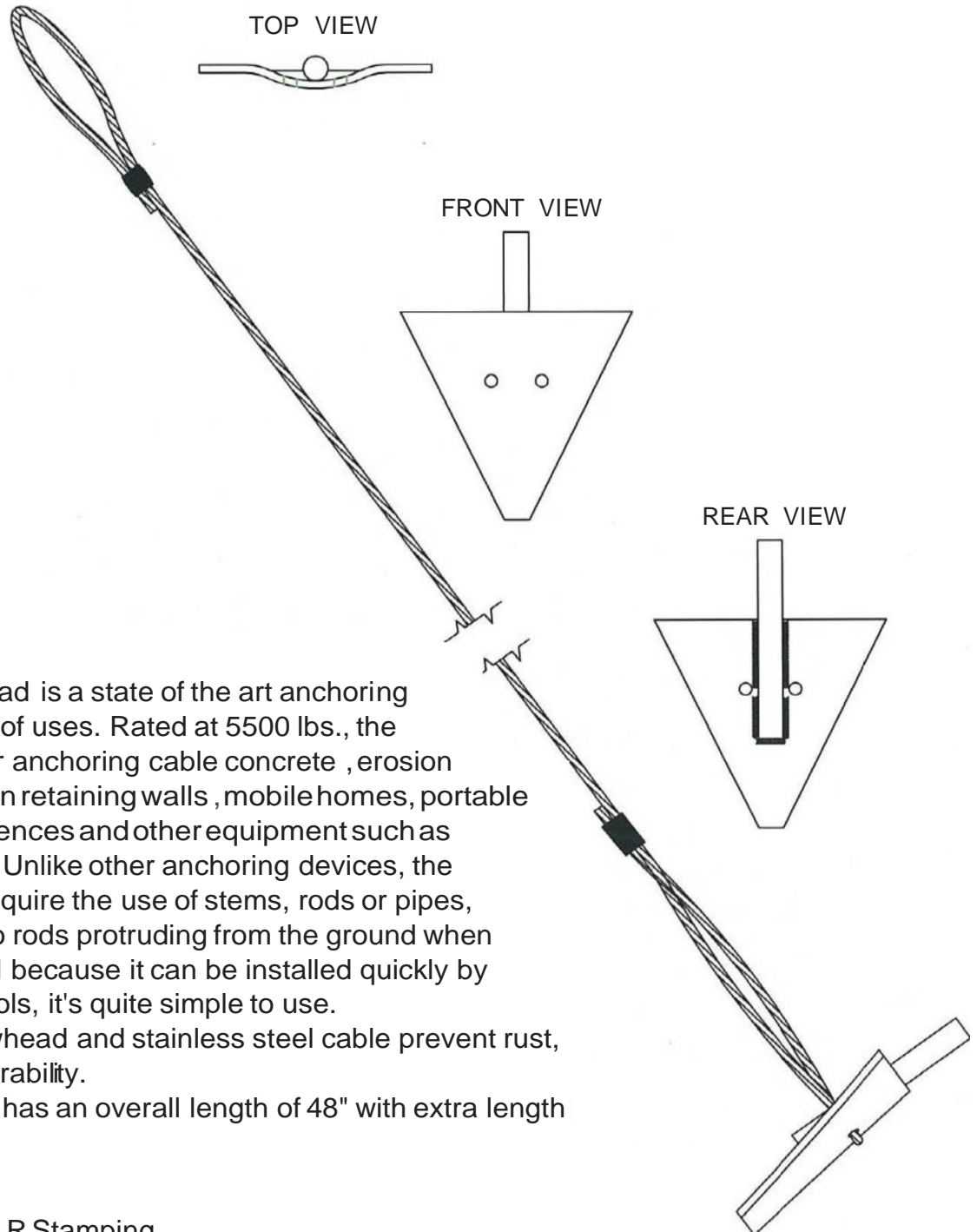
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Page 5 of 13

CABLE CLAMP DETAIL

DRAWN BY: D. JOHNSTON		CHECKED BY: L. ARVAI	
SCALE: N.T.S	DATE: 03/18/13	SHEET 1/1	

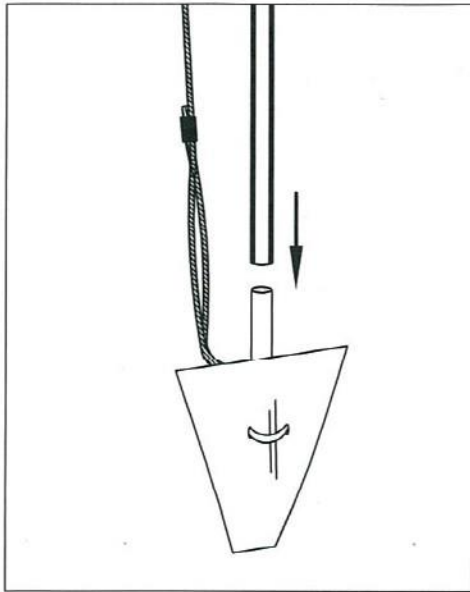
ARROWHEAD EARTH ANCHORS



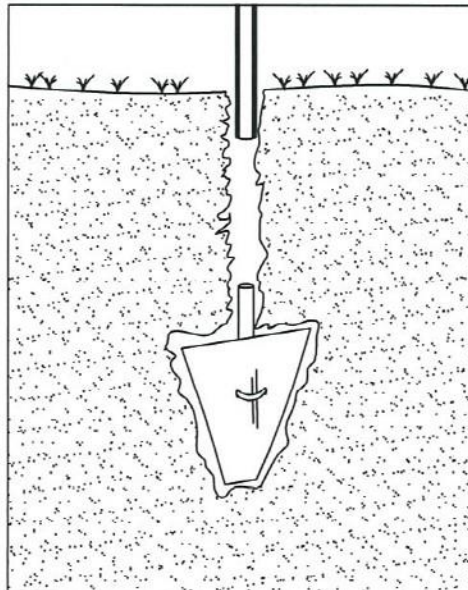
The Chasco Arrowhead is a state of the art anchoring system with a variety of uses. Rated at 5500 lbs., the Arrowhead is ideal for anchoring cable concrete , erosion mats , concrete gabion retaining walls , mobile homes, portable classrooms, sheds ,fences and other equipment such as oil tanks and towers. Unlike other anchoring devices, the Arrowhead doesn't require the use of stems, rods or pipes, therefore there are no rods protruding from the ground when the anchor is set. And because it can be installed quickly by means of common tools, it's quite simple to use. The galvanized Arrowhead and stainless steel cable prevent rust, giving it increased durability. The standard anchor has an overall length of 48" with extra length supplied as required.

Manufactured by B & R Stamping
Oakville , Ontario
905-847-5294

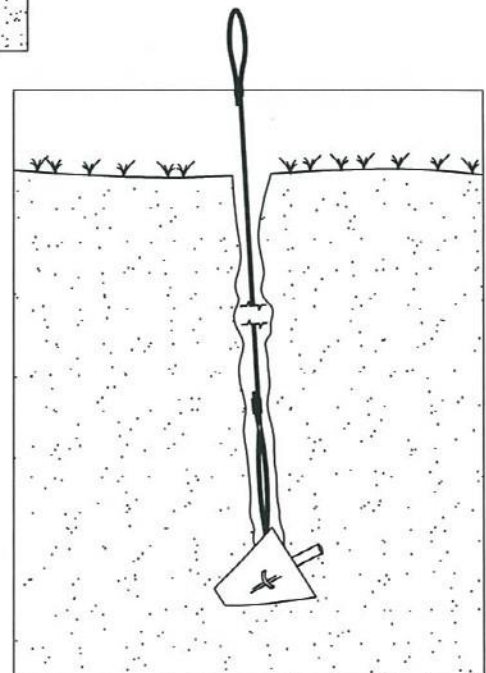
NOT TO SCALE



CABLE IS ATTACHED AND CRIMPED.
 DRIVE ROD IS HALF INCH BLACK
 IRON PIPE - 4 FEET LONG



DRIVE ANCHOR MINIMUM OF 1
 METER INTO UNDISTURBED SOILS
 CAPABLE OF HOLDING SPECIFIED
 ANCHOR STRENGTH



ANCHOR MUST BE PULLED UP INTO
 PLANED / LOCKED POSITION

NOT TO SCALE

CONC 3

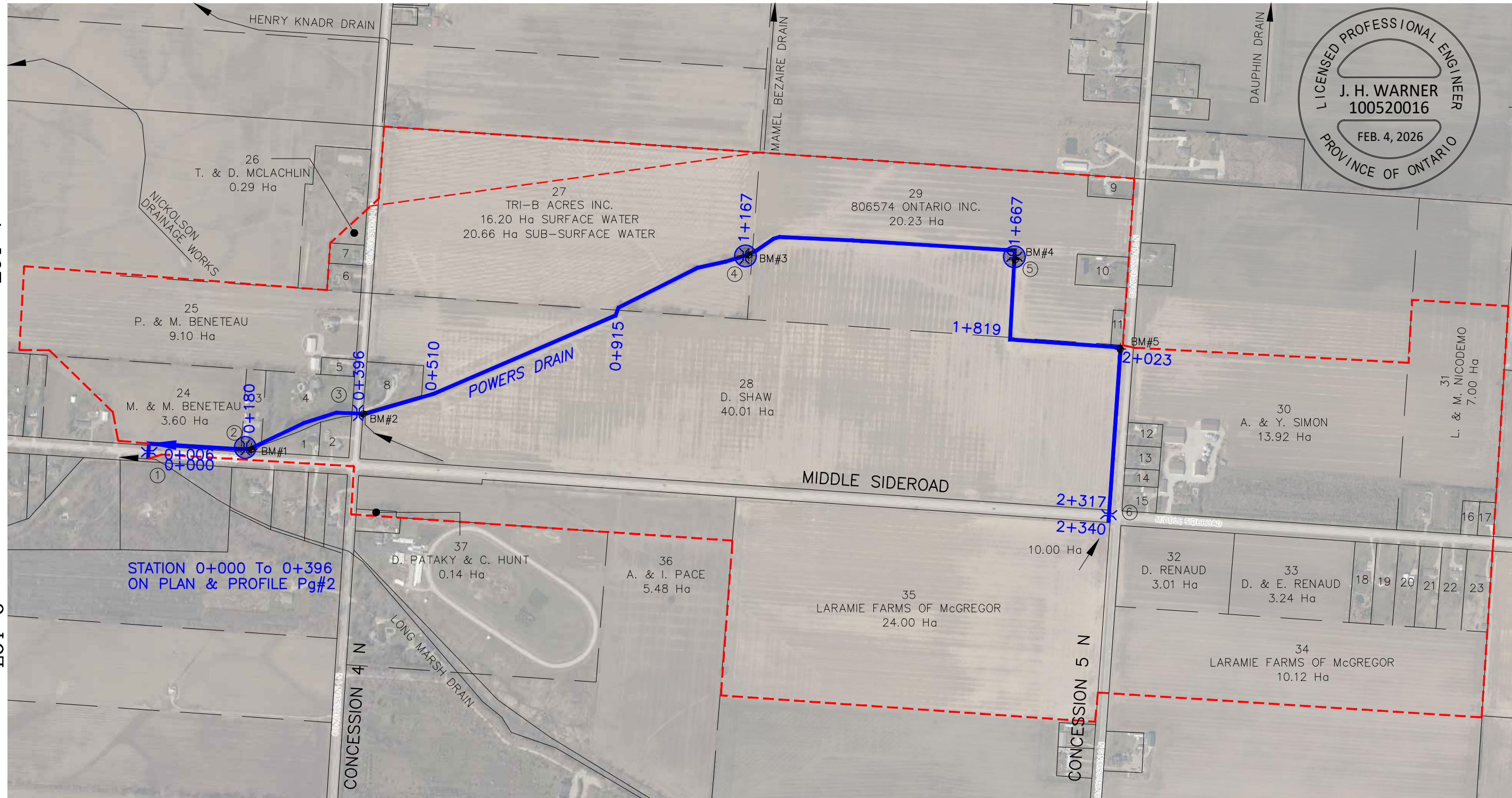
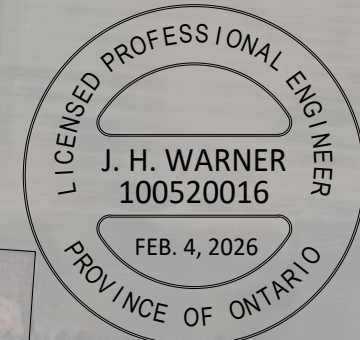
CONC 4

CONC 5

LOT 8

LOT 7

LOT 6



LEGEND

- DRAINAGE AREA
- POWERS DRAIN
- MUNICIPAL DRAIN
- ① CULVERT NUMBER
- EXISTING CULVERT
- EXISTING CULVERT TO BE REPLACED
- 1 OWNER INDEX NUMBER

OWNER INDEX NUMBER

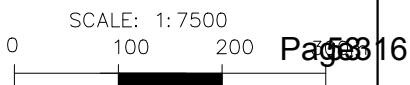
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2. C. & L. BREAUULT	0.38 Ha	11. D. SHEARON	0.14 Ha	20. K. & G. SIMARD	0.59 Ha
3. J. & L. CHAMBERLAIN	0.50 Ha	12. E. MACDONALD	0.25 Ha	21. J. & M. HUVER	0.59 Ha
4. J. & T. TARTARO	1.20 Ha	13. G. & M. GOULET	0.26 Ha	22. C. & R. GUENTHER	0.68 Ha
5. E. & D. RENAUD	0.19 Ha	14. D. TALBOT	0.19 Ha	23. T. & J. RIVERS	0.68 Ha
6. V. & N. BURKOSKI	0.30 Ha	15. R. & M. BEAUDOIN	0.28 Ha		
7. J. DUGGAN & J. JONES	0.22 Ha	16. C. & K. LUCIER	0.19 Ha		
8. A. & J. DESLIPPE	0.78 Ha	17. A. & C. KAVANAGH	0.19 Ha		
9. K. LYONS & W. LYWOOD	0.33 Ha	18. L. & N. PHILLIPS	0.59 Ha		



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

APPROVED	J. WARNER
CHECKED	B. VAN RUITENBURG
DRAWN	C. SAUNDERS

NO.	REVISIONS	DATE	BY
1	FINAL REPORT	FEB. 4, 2026	CS



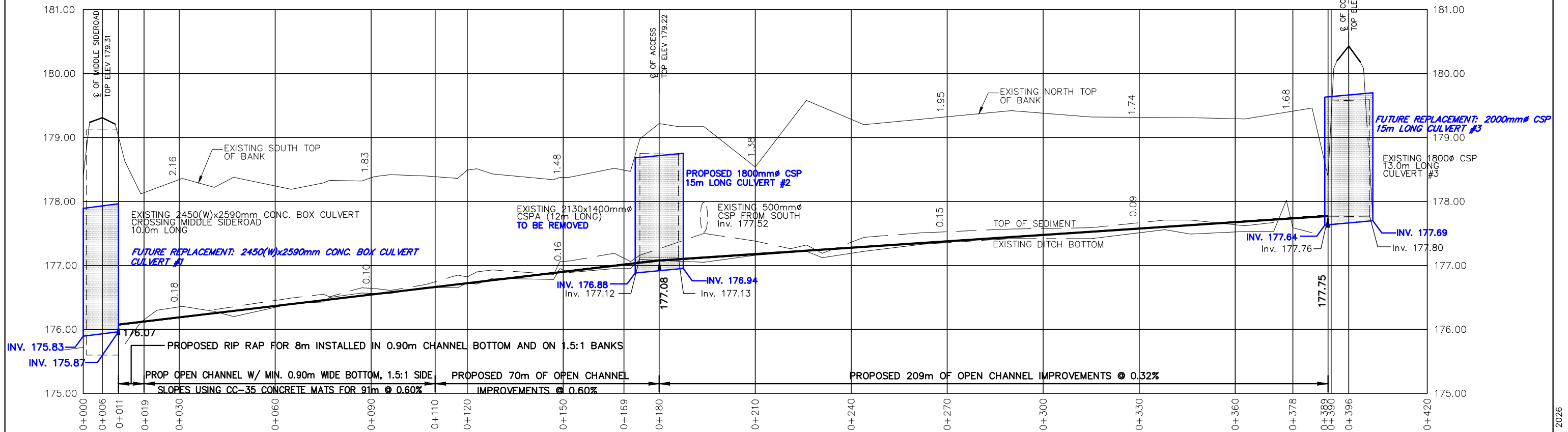
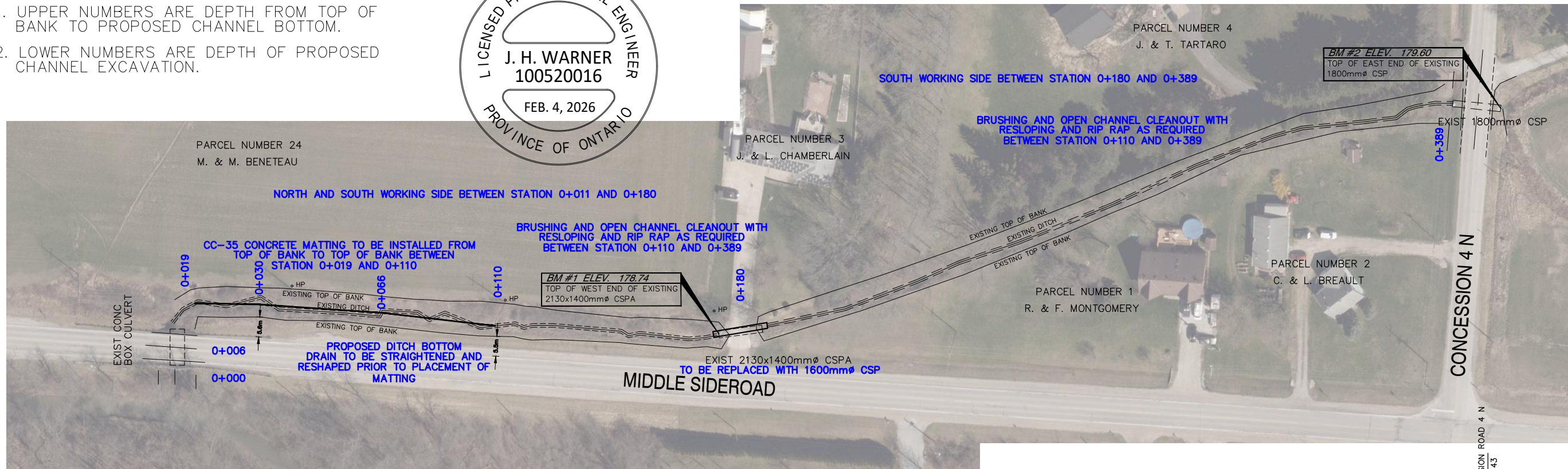
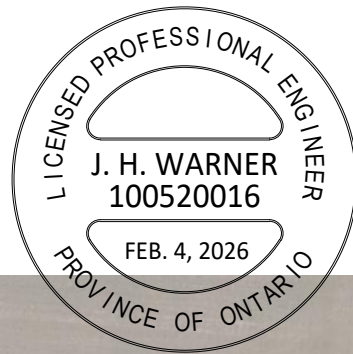
TOWN of AMHERSTBURG
POWERS DRAIN
PLAN

1
OF 7

Last Updated: February 4, 2026

GENERAL NOTES

- UPPER NUMBERS ARE DEPTH FROM TOP OF BANK TO PROPOSED CHANNEL BOTTOM.
- LOWER NUMBERS ARE DEPTH OF PROPOSED CHANNEL EXCAVATION.



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Petrolia Ontario, N0N 1R0
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J. WARNER				
CHECKED	1	FINAL REPORT	FEB. 4, 2026	CS
D. MOORES				
DRAWN	SCALE 1: 1250			
C. SAUNDERS	0 10 20 30 40			

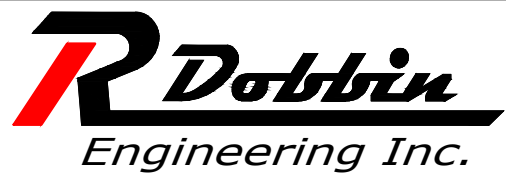
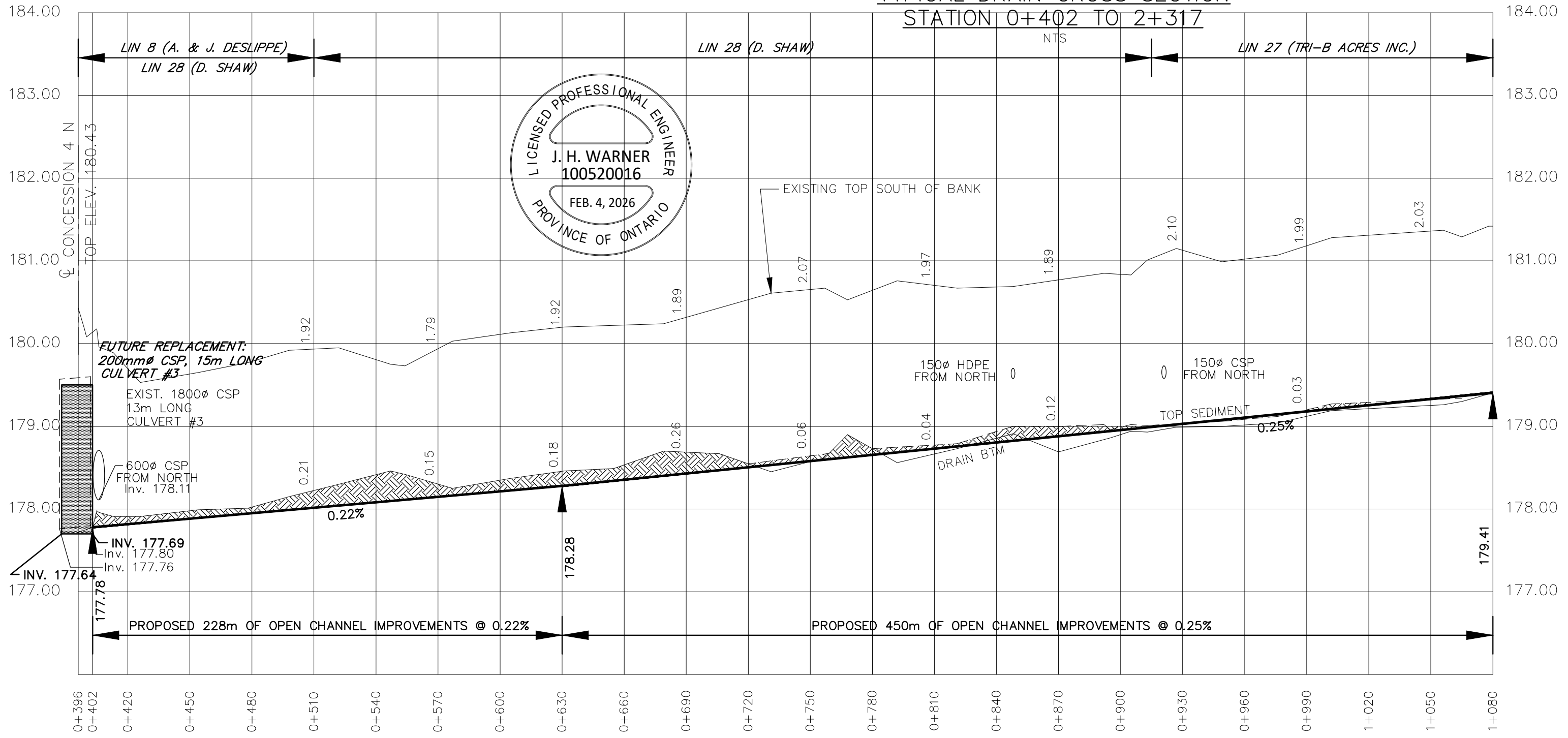
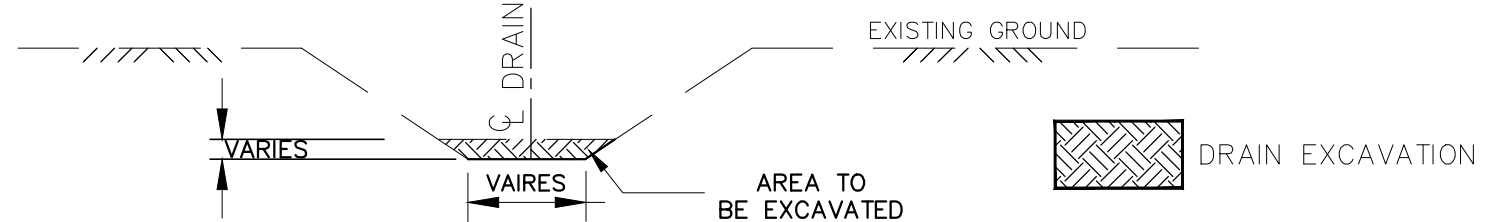
TOWN of AMHERSTBURG
POWERS DRAIN
PLAN & PROFILE

2
OF 7

Last Updated: February 4, 2026

GENERAL NOTES

- BENCHMARK No.2 ELEV. 179.60
TOP OF EAST END OF EXISTING 1800Ø CSP CROSSING CONCESSION 4 N. ST. 0+396
- UPPER NUMBERS ARE DEPTH FROM TOP OF BANK TO PROPOSED CHANNEL BOTTOM.
- LOWER NUMBERS ARE DEPTH FROM EXISTING CHANNEL BOTTOM TO PROPOSED GRADE



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

DRAWING NAME:
Powers Drain Profile 1

PROJECT No.
2024-1695

APPROVED J. WARNER	NO.	REVISIONS	DATE	BY
CHECKED B. VAN RUITENBURG	1	FINAL REPORT	FEB. 4, 2026	CS
DRAWN C. SAUNDERS	SCALE: 1:2,000			

TOWN of AMHERSTBURG
POWERS DRAIN
PROFILE

3
OF 7

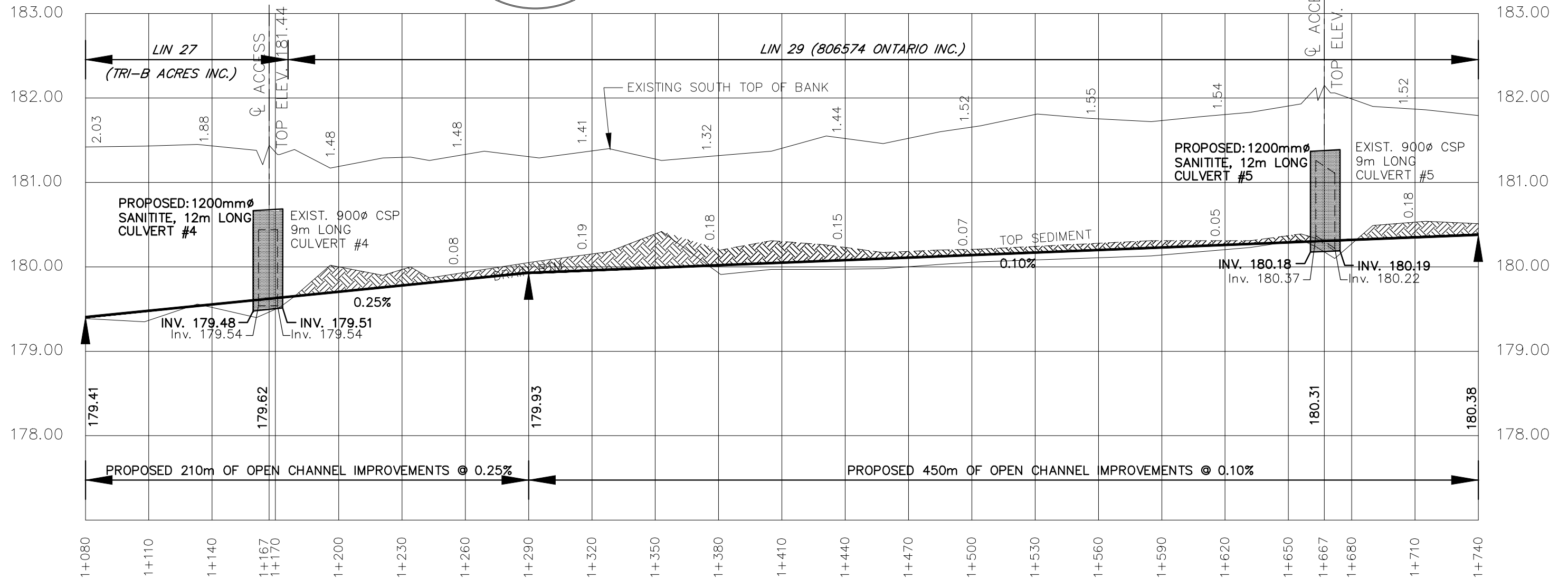
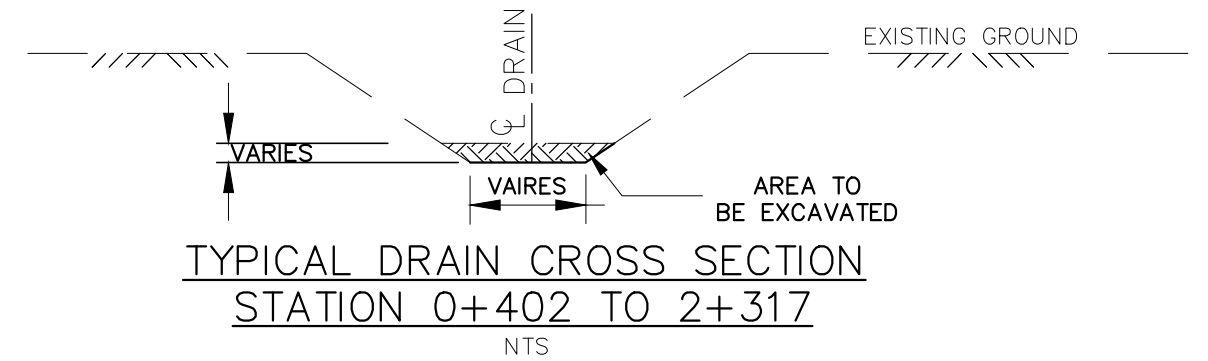
Last Updated: February 4, 2026

GENERAL NOTES

1. BENCHMARK No.3 ELEV. 180.43
TOP OF EAST END OF EXISTING
900Ø CSP AT ACCESS CROSSING FOR
LIN 27. STATION 1+167

2. UPPER NUMBERS ARE DEPTH FROM TOP OF
BANK TO PROPOSED CHANNEL BOTTOM.
3. LOWER NUMBERS ARE DEPTH FROM EXISTING
CHANNEL BOTTOM TO PROPOSED GRADE

BENCHMARK No.4 ELEV. 181.11
TOP OF SOUTH END OF EXISTING
900Ø CSP AT ACCESS CROSSING FOR
LIN 29. STATION 1+667



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

DRAWING NAME:
Powers Drain Profile 2

PROJECT No.
2024-1695

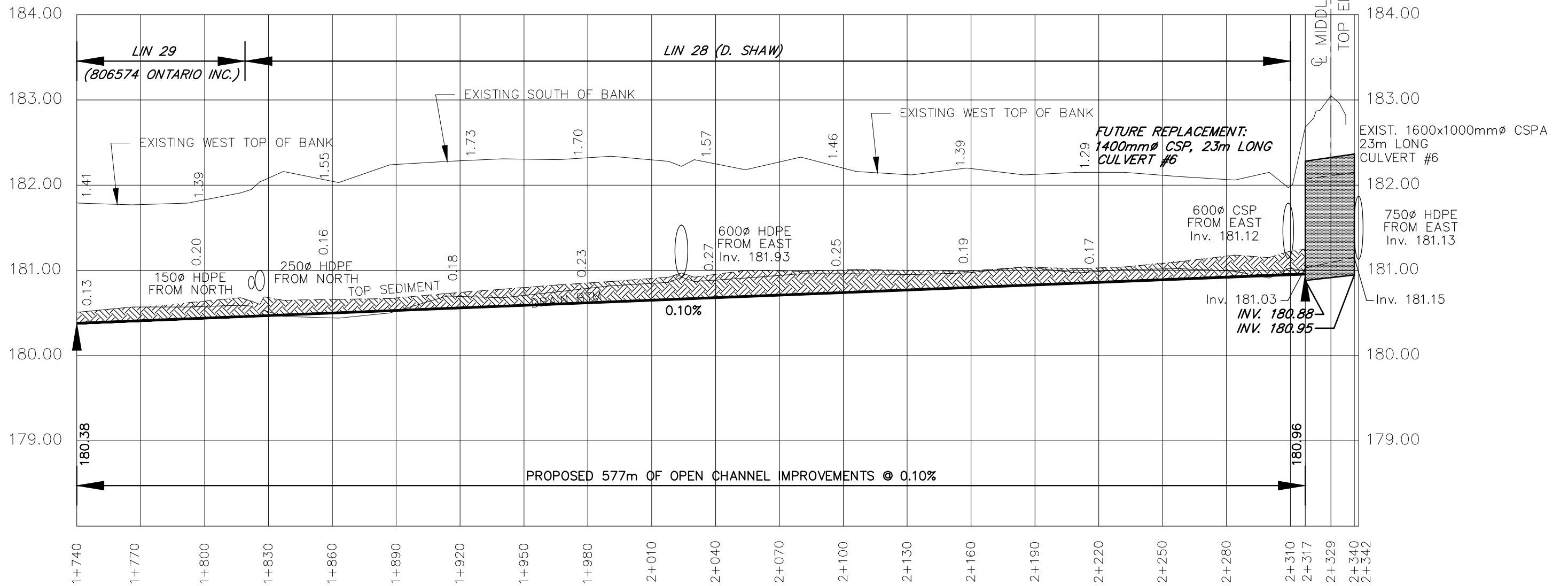
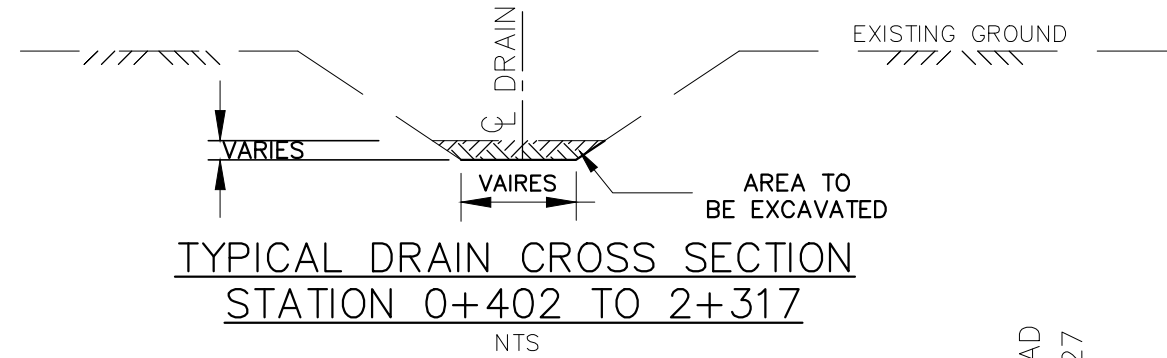
APPROVED J. WARNER	NO.	REVISIONS	DATE	BY
CHECKED B. VAN RUITENBURG	1	FINAL REPORT	FEB. 4, 2026	CS
DRAWN C. SAUNDERS	SCALE: 1:2,000			

TOWN of AMHERSTBURG
POWERS DRAIN
PROFILE

4
OF 7

GENERAL NOTES

- BENCHMARK No.5 ELEV. 181.52
TOP OF WEST END OF EXIST. 600Ø HDPE
CROSSING CONCESSION 5 N. AT STATION 2+024
WHERE DRAIN BENDS TO HEAD SOUTHERLY.
- UPPER NUMBERS ARE DEPTH FROM TOP OF
BANK TO PROPOSED CHANNEL BOTTOM.
- LOWER NUMBERS ARE DEPTH FROM EXISTING
CHANNEL BOTTOM TO PROPOSED GRADE



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

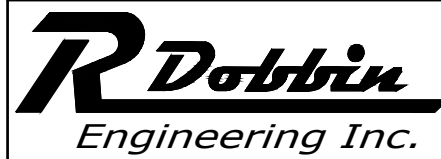
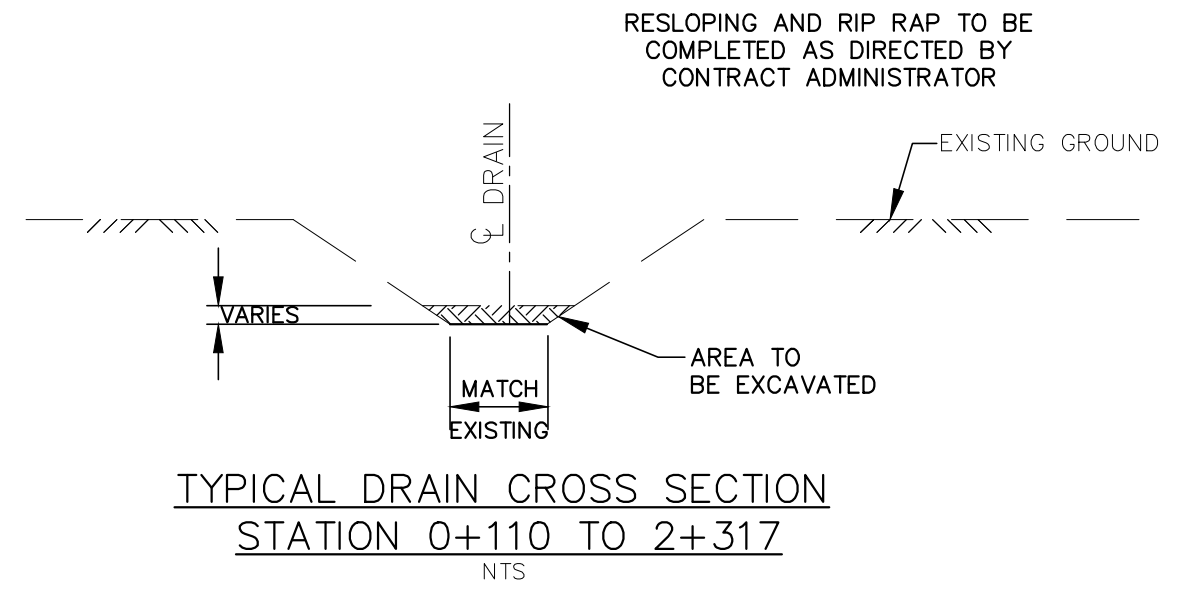
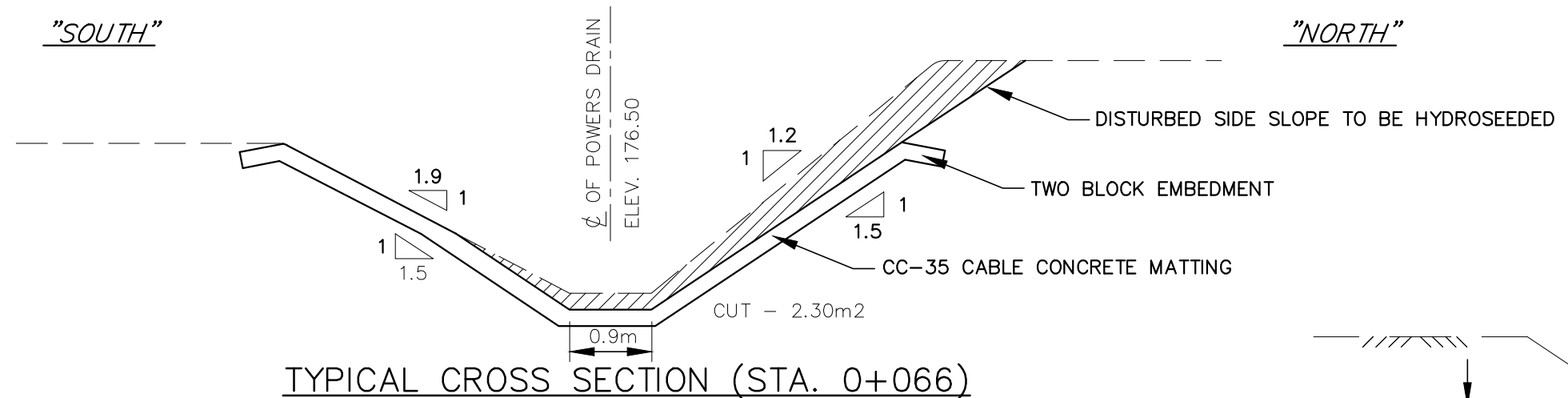
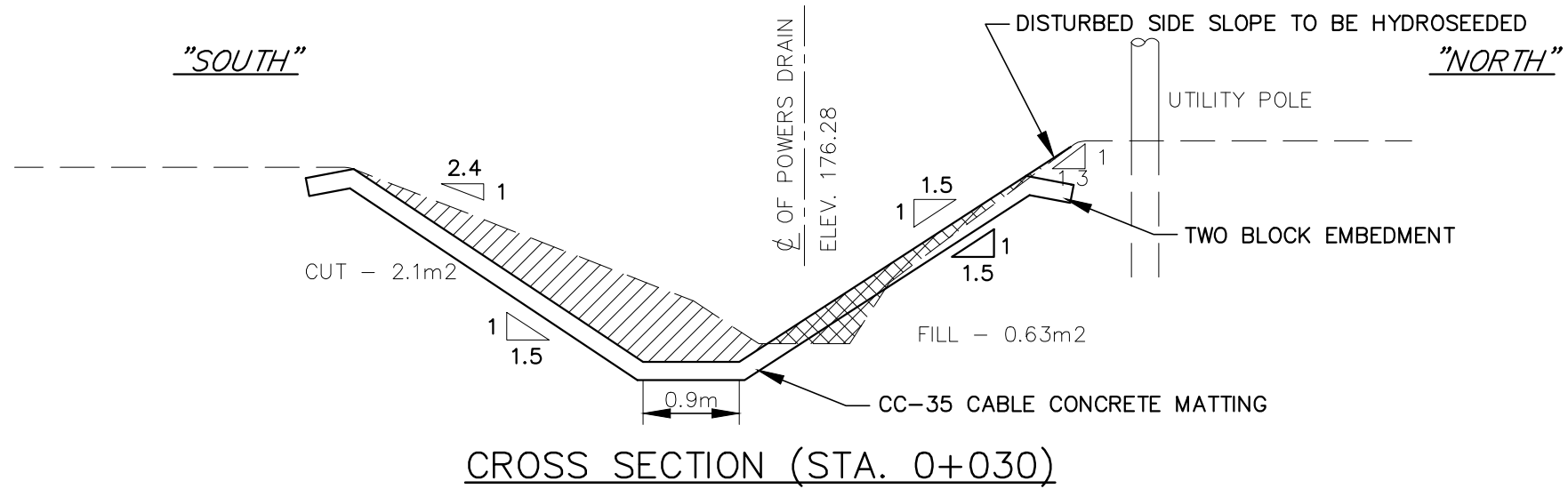
DRAWING NAME:
Powers Drain Profile 3

PROJECT No.
2024-1695

APPROVED J. WARNER	NO.	REVISIONS	DATE	BY
CHECKED B. VAN RUITENBURG	1	FINAL REPORT	FEB. 4, 2026	CS
DRAWN C. SAUNDERS	SCALE: 1:2,000			

TOWN of AMHERSTBURG POWERS DRAIN PROFILE

5
OF 7

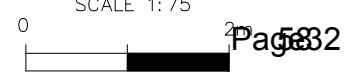


4218 Oil Heritage Road
Petrolia Ontario, N0N 1R0
Phone: (519) 882-0032 Fax: (519) 882-2233

DRAWING NAME:
Powers Drain Typical Sections

PROJECT No.
2024-1695

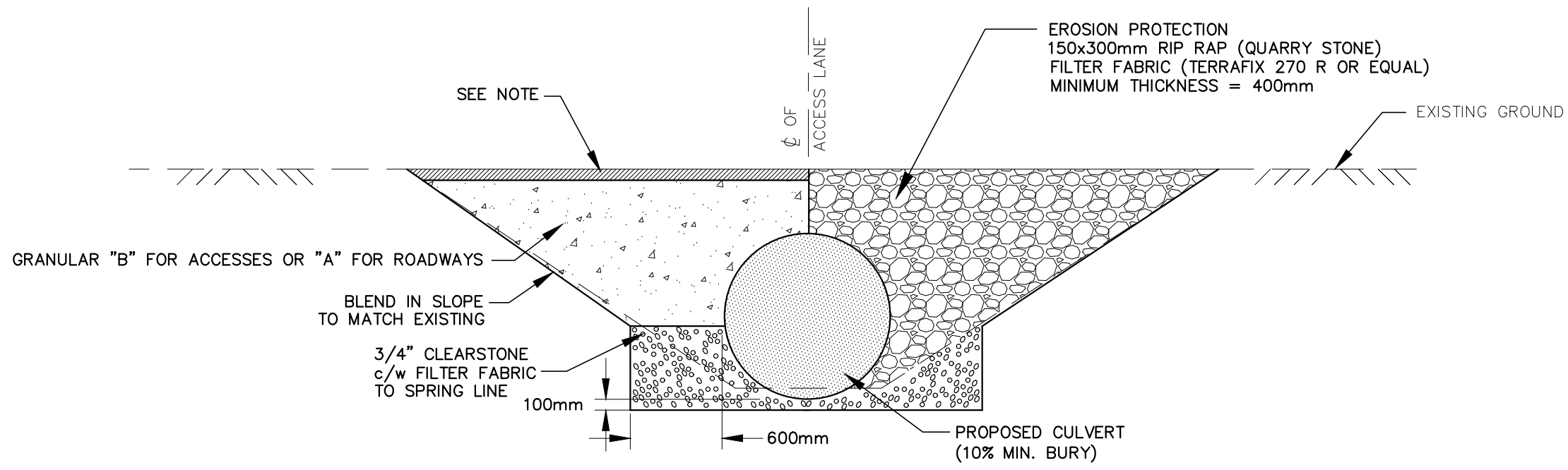
APPROVED J. WARNER	NO.	REVISIONS	DATE	BY
CHECKED B. VAN RUITENBURG	1	FINAL REPORT	FEB. 4, 2026	CS
DRAWN C. SAUNDERS	SCALE 1:75			



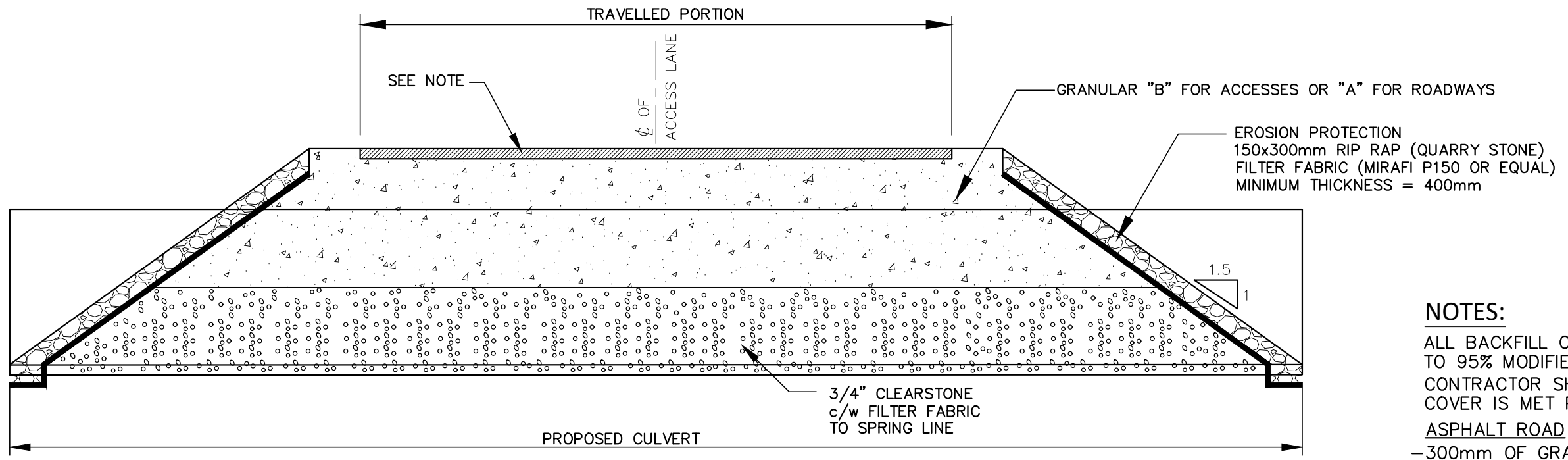
**TOWN of AMHERSTBURG
POWERS DRAIN
TYPICAL CROSS SECTIONS**

**6
OF 7**

Last Updated: February 4, 2026

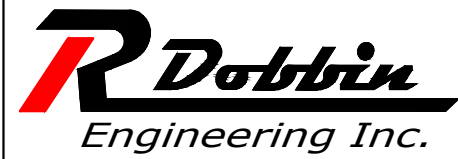


PROPOSED PIPE END SECTION



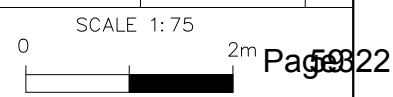
PROPOSED CROSS-SECTION

- NOTES:**
- ALL BACKFILL COMPACTED TO 95% MODIFIED PROCTOR DENSITY
 - CONTRACTOR SHALL ENSURE MINIMUM COVER IS MET PRIOR TO CROSSING
 - ASPHALT ROAD**
 - 300mm OF GRANULAR "A"
 - HL3 AND HL4 TO MATCH EXISTING THICKNESS (MIN 50mm)
 - ACCESS CULVERT**
 - 150mm OF 100% CRUSHED GRANULAR "A"
 - HL3 ASPHALT TO MATCH EXISTING THICKNESS (IF SPECIFIED)



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

APPROVED	NO.	REVISIONS	DATE	BY
J. WARNER				
CHECKED	1	FINAL REPORT	FEB. 4, 2026	CS
B. VAN RUITENBURG				
DRAWN				
C. SAUNDERS				



TOWN of AMHERSTBURG
POWERS DRAIN
TYPICAL CULVERT DETAIL

7
OF 7

DRAWING NAME: Powers Drain Typical Culvert Detail
 PROJECT No. 2024-1695

Last Updated: February 4, 2026

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2026-022

By-law to provide for improvements to the Powers Drain (2026) based on the report of Josh Warner, P.Eng of R. Dobbin Engineering Inc.

WHEREAS a request for improvements to the Powers Drain (2026) was received under section 78 of the Drainage Act;

WHEREAS Council of the Corporation of the Town of Amherstburg has authorized Josh Warner, P.Eng., of R. Dobbin Engineering Inc., to prepare a report and said engineer's report dated February 4, 2026 entitled Powers Drain (2026) can be referenced as Schedule A, as attached hereto;

WHEREAS \$391,900.00 is the estimated cost provided for the new drainage works;

AND WHEREAS the report was considered by the Amherstburg Drainage Board at the meeting held on March 24, 2026.

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

1. AUTHORIZATION

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

2. BORROWING

The Corporation of the Town of Amherstburg may borrow on the credit of the Corporation the amount of \$391,900.00 being the estimated amount necessary for the improvements of the drainage works.

3. DEBENTURE(S)

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

- (a) Grants received under section 85 of the Drainage Act;
- (b) Monies paid as allowances;
- (c) Commuted payments made in respect of lands and roads assessed with the municipality;
- (d) Money paid under subsection 61(3) of the Drainage Act; and
- (e) Money assessed in and payable by another municipality.

4. PAYMENT

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

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

Read a first and second time and provisionally adopted this 13th day of April 2026.

MAYOR – MICHAEL PRUE

CLERK – KEVIN FOX

Read a third time and finally passed this ___ day of _____, 2026.

MAYOR – MICHAEL PRUE

CLERK – KEVIN FOX

February 17, 2026

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

Gentlemen and Mesdames:

Re: Beneteau, Vollans and Tremblay Drains (Previously the Beneteau-Vollans, Beneteau-Vollans Diversion, Tremblay Branch and Tremblay Drains)

In accordance with your instructions, R. Dobbin Engineering has undertaken an examination of the existing Beneteau-Vollans, Beneteau-Vollans Diversion, Tremblay Branch Drain and Tremblay Drains in the Town of Amherstburg.

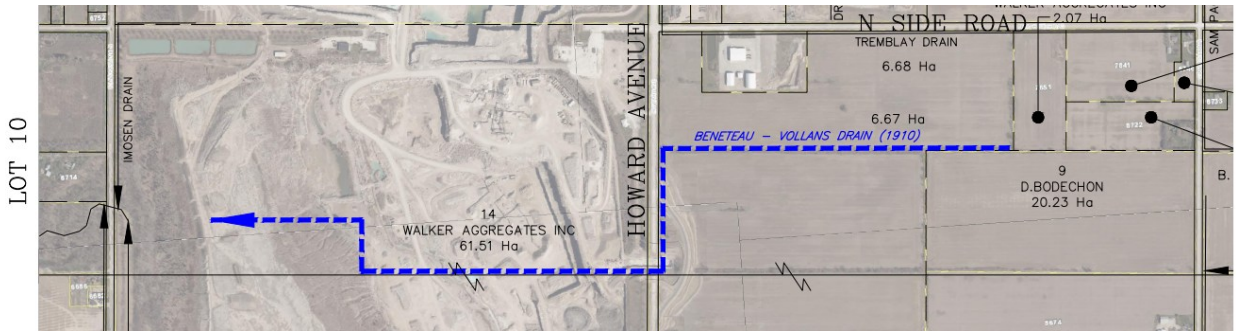
Authorization under the Drainage Act

This Engineers Report that has been prepared under Section 78 of the Drainage Act as per a request from an affected Landowner.

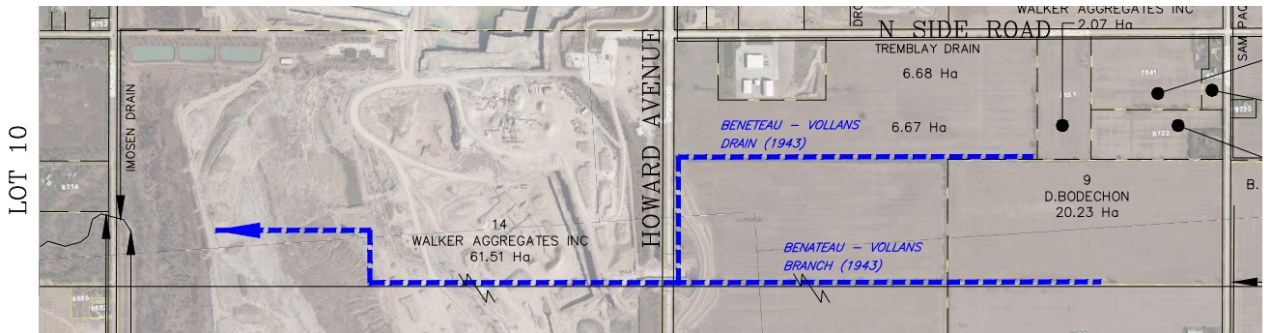
Under Section 78 of the Drainage Act, Council may undertake and complete the maintenance or repair of any drainage works constructed under a bylaw passed under this Act or its predecessor. Section 78 is to be used where it is considered expedient to change the course of the drainage works, or to make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

Background

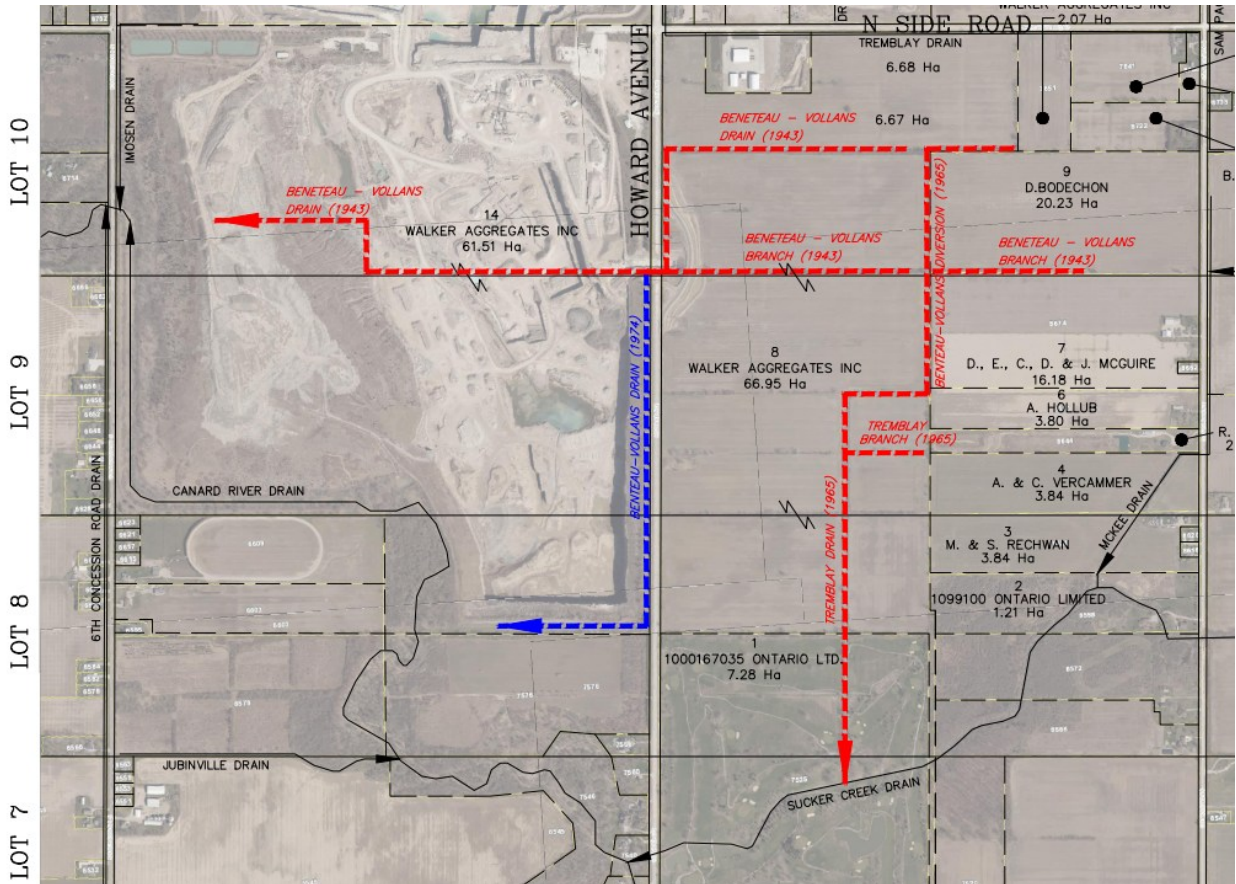
The first report for the Beneteau-Vollans Drain is dated December 2, 1910. Under this report the drain outletted into the Canard River Drain (the Canard River Drain has since been re-routed) in Lot 10, Concession 6 and continued generally easterly to Lot 10, Concession 7 as shown below.



Under an Engineer's Report dated November 13, 1943 the Beneteau-Vollans Drain was improved and the Beneteau-Vollans Branch was constructed.



Under an Engineer's Report dated August 2, 1974 the Beneteau-Vollans Drain was diverted around the land owned by Allied Chemical Canada, Ltd. The drain was re-routed west of Howard Avenue along the west side of Howard Avenue and thence westerly along the south property line to the Canard River Drain as outlined below.



In 2025, the Beneteau-Vollans Drain (1943) west of Howard Avenue and the portion of the Beneteau-Vollans Drain (1943) that is east of Howard and running east-west were abandoned by the Town of Amherstburg under Section 84 of the Drainage Act.

On-Site Meeting

A site meeting was held on March 26th, 2025.

The following were present at the meeting:

- Josh Warner (R. Dobbin Engineering)
- Sam Paglia (Drainage Superintendent, Town of Amherstburg)
- Mark Fishleigh (Field Service Engineer, County of Essex)
- Jesse Carmichael (Landowner)
- Vince Gagnier (Landowner)
- Al McGuire (Landowner)
- Ray Soucie (Landowner)
- Kate Soucie (Landowner)
- Dave McGuire (Landowner)
- Chris McGuire (Landowner)

The following is a brief summary of the meeting:

- General discussion of the Drainage Act and Landowners rights under the Drainage Act.
- The Landowners were informed that the property with Index Number 9 has made a request to re-route the current Tremblay Drain to the southeast corner of their property in order to facilitate their quarry operation.
- It was discussed that the working side would remain on the west side of the drain which would be consistent with past reports and that the working area may be on top of a berm that is to be constructed by the Landowner. It was stated that any additional cost for future maintenance due to the berm would be assessed to the property with Index Number 9.
- It was discussed that the existing reports on the drains are significantly out of date and therefore require updating to all the drainage works in the area.
- It was mentioned that the working area for the Tremblay Drain on North Sideroad would need to be adjusted to reflect that there will be a berm built adjacent the drain.
- It was requested that rock chutes be provided to drain surface water from the properties to the east of the drain.
- No adverse soil conditions were noted at the site meeting.

Drain Classification

The existing drains are currently classified as class “F” drains according to the Department of Fisheries and Oceans (DFO) classification as presented by the Ontario Ministry of Agriculture, Food and Rural Affairs Agricultural Information Atlas.

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

Approvals

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

Discussion

After further discussions with the property with Index Number 9 and a recent purchase of the property with Index Number 10, they requested that the following revisions be considered as part of the report:

- The working side be on the east side of the drain but still be solely on the property with Index Number 9. This will involve a working corridor of 3.5m on the east/south side of the drain.
- The drain be moved onto the property with Index Number 10 as it was recently purchased.

Existing Conditions

Below is a summary of the condition of the existing culverts:

Culvert Number / Station	Location (Parcel Number)	Existing Culvert	Condition	Recommendation
Vollans Drain				
1	1	1100mm dia. CSP	Poor. Bottom has significant holes. Culvert is not centered in the drain.	Replace
2	9	Currently no culvert in this location. Culvert is Proposed.		
Beneteau Drain				
3	Howard Avenue	1050mm dia. Concrete	Good.	Leave and Specify for Future Replacement
4	9	850mm dia. CSP	Under water. Culvert no Longer Required	Remove

Draft Report Meeting (January 28, 2026)

A draft report, dated November 10, 2025, was sent to all the affected Landowners and a meeting was held on January 28, 2026 to go over the report and address any questions and concerns related to the draft report. The following were present at the meeting:

- Josh Warner (R. Dobbin Engineering)
- Sam Paglia (Drainage Superintendent, Town of Amherstburg)
- Nicole Humber (Public Works Clerk, Town of Amherstburg)
- Al McGuire (Landowner)
- Ray Soucie (Landowner)
- Dave McGuire (Landowner)
- Jen McGuire (Landowner)
- Dan McGuire (Landowner)
- Chris McGuire (Landowner)

The following is a brief summary of the meeting:

- General discussion of the Drainage Act.
- It was verified that the future working area will be located on the property with Index Number 9.
- It was discussed that a portion of the properties fronting Concession Road 8 drain to the McKee Drain. R. Dobbin Engineering was to investigate this.
 - Upon review, the report has been revised to reflect that a portion of parcel number 7 and all of parcel number 8 drain to the McKee Drain.
- No other major concerns were brought forward.

Design

The access culverts shall be designed to provide outlet for a 1 in 5-year storm event. The county road culverts shall be designed to provide outlet for a 1 in 50-year storm event.

Recommendations

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

1. All previous reports as part of the Beneteau-Vollans, Beneteau-Vollans Branch, Beneteau-Vollans Diversion, Tremblay and Tremblay Branch Drains in Lots 8 to 10, Concession 6 and 7 (reports dated December 2, 1910, November 13, 1942, October 8, 1965 and August 2, 1974) shall be abandoned and replaced with the drains outlined in this report. The drain names shall be the Vollans Drain, Beneteau Drain and Vollans Branch Drain as outlined on the drawings.

Vollans Drain

2. Culvert #1 shall be replaced and the channel immediately downstream shall be cleaned of rip rap and debris. Culvert #2 shall be installed at the location of the existing monitoring well on the property with Index Number 9.
3. The Vollans Drain shall be re-routed at the southeast corner of the property with Index Number 9 (Station 0+390 to 1+200). The open channel shall be cleaned in order to provide a sufficient outlet (Station 0+300 to 0+390) for the proposed move off, the drain shall be moved off to the west to provide a 3.5m working corridor (Station 1+200 to 1+503) and the drain shall be moved south/east onto the property with Index Number 10 (Station 1+503 to 2+028). Future maintenance specifications shall be developed for the entirety of the drainage works. Swales, rock chutes, and tile extensions, etc. shall be utilized to convey water from the properties to the south/east of the relocated drain and this infrastructure shall form part of the drainage works.

Volans Branch Drain

4. Future maintenance specifications shall be developed for the drainage works.

Beneteau Drain

5. Future maintenance specifications shall be developed for the replacement of Culvert #3. Culvert #4 shall be removed from the drainage works.
6. Future maintenance specifications shall be developed for the open channel portion of the drainage works.

Tremblay Drain along the south side of North Side Road

7. The working area for future maintenance of the Tremblay Drain along the south side of North Side Road shall be changed from the south side of the drain to the north side. The working area shall extend from the centreline of the road to the drain. The excavated material in this section of the drain shall be trucked with any additional cost to truck the excavated material being assessed to the property with Index Number 9.

Estimate of Cost

It is recommended that the work be carried out in accordance with the accompanying Specification of Work and Profile that forms part of this Report. There has been prepared

an Estimate of Cost in the amount of \$346,692.00, including preparation of the report, attending the Meeting to Consider the Report, attending the Court of Revision and estimates for tendering, construction inspection, permitting and contract administration. Appearances before appeal bodies have not been included in the cost estimate.

A plan has been prepared showing the location of the work and the approximate drainage area. A profile is included showing the depths and grades of the proposed work.

Assessment

As per Section 21 of the Drainage Act, the Engineer in their Report shall assess for benefit and outlet for each parcel of land and road liable for assessment. Lands, roads, buildings, utilities, or other structures that are increased in value or are more easily maintained as a result of the construction, improvement, maintenance, or repair of a drainage works may be assessed for benefit. (Section 22)

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

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

A Schedule of Assessment for the lands and roads affected by the work and therefore liable for the cost thereof will be prepared as per the Drainage Act. Also, assessments may be made against any public utility or road authority, as per Section 26 of the Drainage Act, for any increased cost for the removal or relocation of any of its facilities and plant that may be necessitated by the construction or maintenance of the drainage works. Items to be assessed under Section 26 for road crossings and locating and working around utilities shall be tendered separately with the actual cost plus a portion of the engineering (25% of the construction cost) being assessed to the owner of the road or public utility.

The cost of any approvals, permits or any extra work, beyond that specified in this Report that is required by any utility, government ministry or organization (federal or provincial), or road authority shall be assessed to that organization requiring the permit, approval, or extra work.

The estimated cost of the drainage works has been assessed in the following manner:

1. The cost of traffic control has been assessed to the owner of Howard Avenue as a special benefit assessment as per Section 26 of the Drainage Act. The special benefit assessment to the road shall be calculated as follows:

Howard Avenue = Tendered Amount for Traffic Control x 1.25 (For Engineering and Taxes)

2. The replacement of Culvert #1 has been assessed with 40% of the cost applied as benefit assessment to property and the remainder of the cost assessed as an outlet assessment to upstream lands and roads based on equivalent hectares. The installation and engineering for Culvert #2 and #3 has been assessed with 100% of the cost applied as benefit assessment. The removal of Culvert #4 has been assessed with 50% of the cost applied as benefit assessment to the property with Index Number 9 and 50% of the cost applied as a benefit assessment to the owner of Howard Avenue.
3. The open channel relocation/move-offs have been assessed with any cost above a standard cleanout applied to the requesting property as a benefit assessment.
4. The engineering for the Vollans Branch Drain has been assessed with 80% of the cost applied as a benefit assessment to the property with Index Number 10 and 20% of the cost applied as a benefit assessment to the property with Index Number 7.
5. The remainder of the drainage works has been assessed with 40% of the cost applied as a benefit assessment and 60% applied as an outlet assessment to the upstream lands and roads based on equivalent hectares.

All final costs included in the cost estimate of this report, except as identified above, shall be pro-rated based on the Schedule of Assessment. Any additional costs shall be assessed in a manner as determined by the Engineer in accordance with the Drainage Act.

Allowances

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

Under Section 30 of the Drainage Act, the Engineer shall determine the amount to be paid to persons entitled thereto for damage, if any, to ornamental trees, lawns, fences, land and

crops occasioned by the disposal of material removed from a drainage works. This shall be considered an allowance for damages.

Allowances have been made, where appropriate, as per Section 29 for right of way and Section 30 of the Drainage Act for damages to lands and crops. Allowances for right of way are based on a land value of \$50,000.00 per hectare (approximately \$20,000.00 per acre). Allowances for crop loss are based on \$2,000.00 per hectare for the first year and \$1,000.00 for the second year (\$3,000.00 per hectare total).

Access and Working Area

Beneteau Drain

Access to the work site for construction and future maintenance shall be from Howard Avenue and through the property with Index Number 15. Access shall generally be restricted to a width of 6 metres.

The working area for future maintenance of the drain from Station 0+000 to 0+582 shall be from the south side of the drain and for a width of 15m from the top of bank. The working area from Station 0+582 to 1+806 shall be from the road side with the excavated material being trucked. The working area for the construction and future maintenance at each culvert shall extend 10 metres from the bank on both sides and for 10 metres along the channel on either side of the culvert

Vollans Branch Drain

Access to the work site for construction and future maintenance shall be from Concession Road 8 and through the property with Index Number 10. Access shall generally be restricted to a width of 6 metres.

The working area for future maintenance of the drain shall be from the north side of the drain and for a width of 15m from the top of bank.

Vollans Drain

Construction

Access to the work site for construction shall be from Howard Avenue and Concession Road 8 and through the property with Roll Numbers 9 and 10. Access shall generally be restricted to a width of 6 metres in a location determined by the Engineer.

The working area for construction on the drain from Station 0+223 to 0+390 shall be from the west side of the drain and for a width of 6m from the existing top of bank. The working area for construction of the drain from Station 0+390 to 1+503 shall be from southerly/easterly limit of the property with Index Number 9 and shall extend 30m into the property with Index Number 9. The working area for construction of the drain from Station 1+503 to 2+028 shall extend 10m easterly/southerly from the proposed drain location and shall extend 10m westerly/northerly of the current drain location.

Future Maintenance

Access to the work site for construction and future maintenance shall be from Howard Avenue, North Sideroad, Middle Sideroad and Concession Road 8. Access shall be through the parcel with Index Number 9, 10 or 1 and along the length of the drainage works. The location of access shall be determined by the Drainage Superintendent. Access shall generally be restricted to a width of 6 metres. The parcel with Index Number 9 is expected to build a berm on the west/north side of the drain. Therefore, once the berm is constructed the drain shall be maintained from the south/east side of the drain from Station 0+390 to 1+503. The drain shall be accessed for work between Station 0+390 to 1+503 from Middle Side Road, through the property with Index Number 9 and across Culvert #2, or from Howard Avenue and through the property with Index Number 9. Any work to ensure either access is suitable for the Contractor shall be assessed to the property with Index Number 9. The working area from Station 0+390 to 1+503 shall extend from the east/south top of bank to the property line (a distance of 3.5m) on the property with Index Number 9. The working area from Station 1+503 to 2+028 shall extend 3.5m to the north/west of the drain and 10m to the south/east side of the drain.

All excavated material shall be trucked offsite between Station 0+000 and 1+503. The increased cost to truck excavated material shall be assessed to property in which the work is occurring.

Tremblay Drain (Along the south side of North Side Road)

The working area for future maintenance of the Tremblay Drain along the south side of North Side Road shall be changed from the south side of the drain to the north side. The working area shall extend from the centreline of the road to the drain. The excavated material in this section of the drain shall be trucked with any additional cost to truck the excavated material being assessed to the property with Index Number 9.

Restrictions

No trees shrubs shall be planted nor shall permanent structures be erected within the maintenance working corridor of the proposed drain without prior written permission of Council.

Attention is also drawn to Sections 80 and 82 of the Drainage Act, which refer to the removal of obstructions in a drain and damage caused to a drain.

Agricultural Grant

If available, it is recommended that application for subsidy be made for eligible agricultural properties. Any assessments against non-agricultural properties are shown separately in the Schedule of Assessment.

Maintenance

The Vollans, Vollans Branch and Beneteau Drains shall be repaired and maintained as per the applicable Schedule of Maintenance or below provisions, and the specifications and drawings included in this report. Any additional costs as a result of the berm on the property with Index Number 9 shall be assessed to the property. This shall include, but not be limited to, a long reach excavator, trucking of the excavated material, reduced machine size due to the limited working area, work to gain access to the drain or stabilizing the berm. These costs shall be at the discretion of the Drainage Superintendent. All excavated material on the Vollans Drain from Station 0+000 to 1+503 shall be trucked offsite. The increased cost to truck excavated material shall be assessed to property in which the work is occurring. The swales, rock chutes, tiles and all infrastructure between the property line and the channel between Station 0+390 and 1+503 shall be maintained at the expense of the property with Index Number 9.

The Vollans Branch Drain shall be maintained and repaired with 80% assessed to the property with Index Number 10 and 20% assessed to the property with Index Number 7.

All the culverts, as included in the profile with rip rap end walls, shall be maintained and repaired in the following manner:

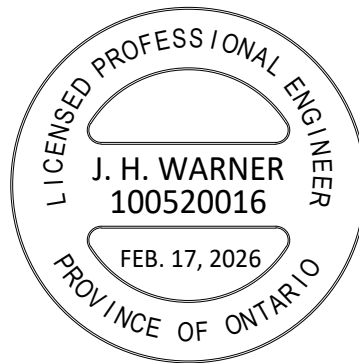
Culvert Number	Benefiting Lands	Road Authority	Upstream Based on Equivalent Hectares as Contained in applicable SofM
1	40%		60%
2	100%		
3		100% to Howard Avenue	

The additional costs as a result of a road or utility shall be assessed to the owner of the road or utility as per Section 26 of the Drainage Act.

In the future, when maintenance occurs on the Vollans Drain, the drainage on the property with Index Number 9 shall be reviewed by the Drainage Superintendent. If the area utilizing the Vollans Drain differs from the assessed area outlined in this report a Section 65 report shall be produced to reflect the revised area.

Yours truly,

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



Beneteau and Vollans Drains
 Town of Amherstburg
 February 17, 2026

ALLOWANCES

Allowances have been made as per Sections 29 & 30 of the Drainage Act for Right of Way and damages to lands and crops.

Conc.	Lot or Part	Parcel Number	Owner	Section 29 (\$)	Section 30 (\$)	Total (\$)
7	Pt. Lot 7 & 8	1	1000167035 Ontario Ltd.	-	990	990
	Pt. Lot 8 & 9	9	Walker Aggregates Inc.	-	5,900	5,900
	SE 1/4 Lot 10	10	Walker Industries Holdings Ltd.	13,130	2,360	15,490
6	SE 1/2 Lot 8	15	627517 Ontario Limited	5,820	-	5,820
TOTAL ALLOWANCES				\$18,950	\$9,250	\$28,200

Estimate of Cost

<u>Item Description (Supply and Install New)</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Cost (\$)</u>	<u>Total (\$)</u>
Pre-Construction Meeting	1	LS	500	500
General Restoration/Seeding	1	LS	1,000	1,000
Hydroseeding between Property Line and Channel from Station 0+390 to 1+503 (Approx. 3900 sq.m)	1	LS	6,000	6,000
Beneteau Drain				
Traffic Control	1	LS	500	500
Silt Fence	1	LS	500	500
Removal of Culvert #4 and Restoration/Seeding of Channel	1	LS	2,000	2,000
Vollans Drain				
Dam Existing Drains	2	each	500	1,000
Silt Fence	1	LS	500	500
Culvert #1 (Parcel Number 1, 1099100 Ontario Limited)				
Removal of existing structure and Unsuitable Material	1.0	LS	1,500	1,500
Supply & install 1600mm dia. CSP c/w Bedding	14.0	m	900	12,600
Supply and install Granular 'B' Type II	120.0	tonne	40	4,800
Supply & install Granular 'A'	25.0	tonne	50	1,250
Supply & install rip rap endwalls	25.0	tonne	110	2,750
Cleanout Channel of Rock and Gravel 10m Downstream of Culvert and Truck Excavated Material	1	LS	1,000	1,000
Open Channel Cleanout (Station 0+300 to 0+390)				
Remove and Reinstall Wire Fence	1	LS	400	400
Brushing and Tree Removal	1	LS	800	800
Open Channel Excavation	90	m	10	900
Trucking of Excavated Material	90	m	12	1,080
Reconnect Existing Tile Outlets	1	each	100	100
Restoration/Seeding	1	LS	1,500	1,500
Open Channel Re-Route (Station 0+390 to 1+200)				
Brushing and Tree Removal	1	LS	600	600
Strip and Stockpile Topsoil for New Channel Alignment	810	m	10	8,100
Excavation of New Open Channel	810	m	30	24,300
Replace and Extend Existing Tiles from Property Line to Drain	5	each	400	2,000

<u>Item Description (Supply and Install New)</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Cost (\$)</u>	<u>Total (\$)</u>
Supply and Install Rip Rap including for Rock Chutes to Property Line	180	tonne	120	21,600
Supply and Install 450mm dia. HDPE (320 kPa) from Property Line to Drain c/w Granular "A" Bedding and Backfill (Station 1+200)	5	m	400	2,000
Side Slope Hydroseeding (Approximately 5,900 sq.m)	1	LS	8,900	8,900
Culvert #2 (Parcel Number 9, Walker Aggregates Inc.)				
Supply & install 1600mm dia. CSP c/w Bedding	15.0	m	900	13,500
Supply and install Granular 'B' Type II	120.0	tonne	40	4,800
Supply & install Granular 'A'	25.0	tonne	50	1,250
Supply & install rip rap endwalls	25.0	tonne	120	3,000
Open Channel Move Off (Station 1+200 to 1+503)				
Brushing and Tree Removal	1	LS	1,500	1,500
Strip and Place/Stockpile Topsoil in Existing Channel and In New Channel Alignment	303	m	16	4,848
Fill in Existing Open Channel	303	m	15	4,545
Excavation of New Open Channel	303	m	30	9,090
Replace and Extend Existing Tiles from Property Line to Drain	5	each	400	2,000
Supply and Install Rip Rap including for Rock Chutes to Property Line	50	tonne	120	6,000
Side Slope Hydroseeding (Approximately 2,100 sq.m)	1	LS	3,200	3,200
Open Channel Move Off (Station 1+503 to 2+028)				
Remove Existing Fence and Leave for Landowner	1	LS	3,000	3,000
Brushing and Tree Removal	1	LS	2,000	2,000
Strip and Stockpile Topsoil in Existing Channel and In New Channel Alignment	525	m	15	7,875
Fill in Existing Open Channel	525	m	15	7,875
Excavation of New Open Channel	525	m	30	15,750
Reconnect Existing Tiles	5	each	400	2,000
Supply and Install Rip Rap including for Rock Chutes	80	tonne	120	9,600
Side Slope Hydroseeding (Approximately 3,300 sq.m)	1	LS	5,000	5,000
Contingency				21,469
				Sub Total 236,482
				Allowances 28,200
				Engineering 58,060
				Estimate for Tendering, 18,000
				Inspection and Contract 450
				ERCA Fee
				Total Estimate excluding HST 341,192
				Non-Recoverable HST (1.76%) 5,500
				Total Estimate \$ 346,692

SCHEDULE OF ASSESSMENT

Conc.	Lot or Part	Affected Hectares	Parcel Number	Owner	Special Benefit (\$)	Benefit (\$)	Outlet (\$)	Total (\$)
Public Lands								
	Howard Avenue	4.50		County of Essex	713	5,704	2,434	8,851
					713	5,704	2,434	8,851
Agricultural Lands								
7	N 1/4 E 1/2 Lot 8	3.84	3	M. & S. Rechwan		95	433	528
	S Pt. E 1/2 Lot 9	3.84	4	A. & C. Vercammer		95	450	545
	Pt. E 1/2 Lot Lot 9	3.80	6	A. Hollub		52	464	516
	N Pt. E 1/2 Lot 9	15.10	7	D., E., C., D. & J. McGuire		590	1,966	2,556
	SE 1/4 Lot 10	20.83	10	Walker Industries Holdings Ltd.		1,799	2,997	4,796
	Pt. NE 1/4 Lot 10	4.05	11	B. & B. Kenshol		-	626	626
6	SE 1/2 Lot 8	1.60	15	627517 Ontario Limited		204	365	569
					-	2,835	7,301	10,136

Conc.	Lot or Part	Affected Hectares	Parcel Number	Owner	Special Benefit (\$)	Benefit (\$)	Outlet (\$)	Total (\$)	
Non Agricultural Lands									
7	Pt. Lot 7 & 8	7.28	1	1000167035 Ontario Ltd.		14,914	564	15,478	
	S 1/2 N 1/2 Lot 8	1.21	2	1099100 Ontario Limited		95	115	210	
	Pt. E 1/2 Lot 9	2.27	5	R. Soucie		43	272	315	
	Pt. E 1/2 Lot 9	0.00	8	S. & A. McGuire		-	-	-	
	Pt. Lot 8 & 9	99.00	9	Walker Aggregates Inc.		284,819	24,809	309,628	
	Pt. NE 1/4 Lot 10	0.23	12	D. Toth		-	43	43	
	Pt. NE 1/4 Lot 10	1.31	13	D. Toth		-	235	235	
	Pt. NE 1/4 Lot 10	2.07	14	Walker Aggregates Inc.		-	483	483	
6	Pt. Lot 8, 9 & 10	1.20	16	Walker Aggregates Inc.		893	420	1,313	
						-	300,764	26,941	327,705
				Total Non Agricultural Lands	327,705				
				Total Agricultural Lands	10,136				
				Total Public Lands	8,851				
				Total Assessment	\$346,692				

Estimated Net Assessment

Net assessment subject to OMAFRA ADIP Policy and actual construction costs.

Conc.	Lot or Part	Affected Hecatares	Parcel Number	Owner	Total Assessment (\$)	Estimated Grant (\$)	Allowances (\$)	Estimated Net Assessment (\$)
Public Lands								
	Howard Avenue	4.50		County of Essex	8,851			8,851
Agricultural Lands								
7	N 1/4 E 1/2 Lot 8	3.84	3	M. & S. Rechwan	528	176		352
	S Pt. E 1/2 Lot 9	3.84	4	A. & C. Vercammer	545	182		363
	Pt. E 1/2 Lot Lot 9	3.80	6	A. Hollub	516	172		344
	N Pt. E 1/2 Lot 9	15.10	7	D., E., C., D. & J. McGuire	2,556	852		1,704
	SE 1/4 Lot 10	20.83	10	Walker Industries Holdings Ltd.	4,796	1,599	15,490	(12,293)
	Pt. NE 1/4 Lot 10	4.05	11	B. & B. Kenshol	626	209		417
6	SE 1/2 Lot 8	1.60	15	627517 Ontario Limited	569	190	5,820	(5,441)
Non Agricultural Lands								
7	Pt. Lot 7 & 8	7.28	1	1000167035 Ontario Ltd.	15,478		990	14,488
	S 1/2 N 1/2 Lot 8	1.21	2	1099100 Ontario Limited	210			210
	Pt. E 1/2 Lot 9	2.27	5	R. Soucie	315			315
	Pt. E 1/2 Lot 9	0.00	8	S. & A. McGuire	-			-
	Pt. Lot 8 & 9	99.00	9	Walker Aggregates Inc.	309,628		5,900	303,728
	Pt. NE 1/4 Lot 10	0.23	12	D. Toth	43			43
	Pt. NE 1/4 Lot 10	1.31	13	D. Toth	235			235
	Pt. NE 1/4 Lot 10	2.07	14	Walker Aggregates Inc.	483			483
6	Pt. Lot 8, 9 & 10	1.20	16	Walker Aggregates Inc.	1,313			1,313
					346,692	3,380	28,200	315,112

SCHEDULE OF MAINTENANCE: BENETEAU DRAIN
 To Maintain the Beneteau Drain Open Channel From Station 0+000 to 1+806

Conc.	Lot or Part	Affected Hecatares	Parcel Number	Owner	Benefit (\$)	Outlet (\$)	Total (\$)	Equivalent Hectares
Public Lands								
	Howard Avenue	4.50		County of Essex	285	137	422	4.05
					285	137	422	
Agricultural Lands								
6	SE 1/2 Lot 8	1.60	15	627517 Ontario Limited	24	7	31	0.48
					24	7	31	
Non Agricultural Lands								
7	Pt. Lot 8 & 9	30.00	9	Walker Aggregates Inc.	41	392	433	13.50
6	Pt. Lot 8, 9 & 10	1.20	16	Walker Aggregates Inc.	105	9	114	0.54
					146	401	547	
				Total Non Agricultural Lands	547			
				Total Agricultural Lands	31			
				Total Public Lands	422			
				Total Assessment	\$1,000			

SCHEDULE OF MAINTENANCE: VOLLANS DRAIN

To Maintain the Vollans Drain Open Channel From Station 0+000 to 2+028.

Conc.	Lot or Part	Affected Hecatares	Parcel Number	Owner	Benefit (\$)	Outlet (\$)	Total (\$)	Equivalent Hectares
Agricultural Lands								
7	N 1/4 E 1/2 Lot 8	3.84	3	M. & S. Rechwan	11	7	18	1.15
	S Pt. E 1/2 Lot 9	3.84	4	A. & C. Vercammer	11	9	20	1.15
	Pt. E 1/2 Lot Lot 9	3.80	6	A. Hollub	6	11	17	1.14
	N Pt. E 1/2 Lot 9	15.10	7	D., E., C., D. & J. McGuire	22	58	80	4.53
	SE 1/4 Lot 10	20.83	10	Walker Industries Holdings Ltd.	23	113	136	6.25
	Pt. NE 1/4 Lot 10	4.05	11	B. & B. Kenshol	-	27	27	1.22
					73	225	298	

Conc.	Lot or Part	Affected Hecatares	Parcel Number	Owner	Benefit (\$)	Outlet (\$)	Total (\$)	Equivalent Hectares
Non Agricultural Lands								
7	Pt. Lot 7 & 8	7.28	1	1000167035 Ontario Ltd.	102	4	106	3.28
	S 1/2 N 1/2 Lot 8	1.21	2	1099100 Ontario Limited	11	2	13	0.30
	Pt. E 1/2 Lot 9	2.27	5	R. Soucie	5	6	11	0.68
	Pt. E 1/2 Lot 9	0.00	8	S. & A. McGuire	-	-	-	0.00
	Pt. Lot 8 & 9	69.00	9	Walker Aggregates Inc.	210	329	539	31.05
	Pt. NE 1/4 Lot 10	0.23	12	D. Toth	-	2	2	0.08
	Pt. NE 1/4 Lot 10	1.31	13	D. Toth	-	10	10	0.46
	Pt. NE 1/4 Lot 10	2.07	14	Walker Aggregates Inc.	-	21	21	0.93
					<hr/>			
					328	374	702	
Total Non Agricultural Lands					702			
Total Agricultural Lands					<hr/>			
					298			
Total Assessment					\$1,000			

SPECIFICATION OF WORK

1. Location

The location of the proposed and future work outlined in this specification is in Lots 8 to 10, Concession 6 and 7 in The Town of Amherstburg.

2. Scope of Work

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

- Proposed Works
 - Vollans Drain
 - Culvert #1 Replacement and Cleanout Immediately Downstream
 - Culvert #2 Installation
 - Channel Re-Routing/Move-off from Station 0+390 to 2+028
 - Channel Cleanout from Station 0+300 to 0+390
 - Beneteau Drain
 - Culvert #4 Removal

- Future Works
 - Open Channel Works
 - Culvert Replacements

3. General

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

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

The Contractor shall provide all labour, equipment, and supervision necessary to complete the work as shown in the Plans and described in these specifications. Any work

not described in these specifications shall be completed according to the Ontario Provincial Standard Specifications and Standard Drawings.

Any equivalents shall be approved in writing by the Engineer or Drainage Superintendent prior to ordering.

Construction for Culvert #1 shall be completed after November 1st.

4. Plans and Specifications

This Specification of Work shall take precedence over all plans and general conditions pertaining to the Contract. The Contractor shall provide all labour, equipment, and supervision necessary to complete the work as shown in the Plans and described in these specifications. Any work not described in these specifications shall be completed according to the Ontario Provincial Standard Specifications and Standard Drawings.

5. Health and Safety

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

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

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

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

6. MNRF Drain Registration

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

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

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

These documents will be provided to the successful bidder.

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

7. Utilities

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

The Contractor is responsible for coordinating the replacement of additional utilities with the utility company if they interfere with the proposed drain. All costs for the utility to replace their services will be outside of this report and shall be borne by the utility as per Section 26 of the Drainage Act.

All additional costs to work around and organize replacement of the utilities not included in the estimate shall be tracked separately and the cost plus a portion of the engineering and taxes (25% of the cost) shall be borne by that utility.

8. Pre-Construction Meeting

There is a requirement for a pre-construction meeting to be held prior to any construction taking place. The meeting shall be scheduled by the Contractor. The Landowners, Engineer, County of Essex and the Town of Amherstburg shall be notified of the pre-construction meeting at least 48 hours prior.

9. Benchmarks

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

The Contractor is required to complete a benchmark loop prior to construction to verify the benchmarks. If discrepancies exist the Contractor must notify the Drainage Superintendent and Engineer prior to completing any work.

10. Traffic Control

Access and driveways to private properties shall not be obstructed longer than the minimum time necessary for the work and shall be reinstated as soon as possible all to the satisfaction of the Engineer. The Contractor shall schedule any obstruction of existing driveways and accesses with the owners at least two full working days in advance. The Traffic Plan must be submitted to the County of Essex prior to the commencement of any road closures.

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

11. Access and Working Area

Beneteau Drain

Access to the work site for construction and future maintenance shall be from Howard Avenue and through the property with Index Number 15. Access shall generally be restricted to a width of 6 metres.

The working area for future maintenance of the drain from Station 0+000 to 0+582 shall be from the south side of the drain and for a width of 15m from the top of bank. The working area from Station 0+582 to 1+806 shall be from the road side with the excavated material being trucked. The working area for the construction and future maintenance at each culvert shall extend 10 metres from the bank on both sides and for 10 metres along the channel on either side of the culvert

Vollans Branch Drain

Access to the work site for construction and future maintenance shall be from Concession Road 8 and through the property with Index Number 10. Access shall generally be restricted to a width of 6 metres.

The working area for future maintenance of the drain shall be from the north side of the drain and for a width of 15m from the top of bank.

Vollans Drain

Construction

Access to the work site for construction shall be from Howard Avenue and Concession Road 8 and through the property with Roll Numbers 9 and 10. Access shall generally be restricted to a width of 6 metres in a location determined by the Engineer.

The working area for construction on the drain from Station 0+223 to 0+390 shall be from the west side of the drain and for a width of 15m from the existing top of bank. The working area for construction of the drain from Station 0+390 to 1+503 shall be from southerly/easterly limit of the property with Index Number 9 and shall extend 30m into the property with Index Number 9. The working area for construction of the drain from Station 1+503 to 2+028 shall extend 10m easterly/southerly from the proposed drain location and shall extend 10m westerly/northerly of the current drain location.

Future Maintenance

Access to the work site for construction and future maintenance shall be from Howard Avenue, North Sideroad, Middle Sideroad and Concession Road 8. Access shall be through the parcel with Index Number 9, 10 or 1 and along the length of the drainage

works. The location of access shall be determined by the Drainage Superintendent. Access shall generally be restricted to a width of 6 metres. The parcel with Index Number 9 is expected to build a berm on the west/north side of the drain. Therefore, once the berm is constructed the drain shall be maintained from the south/east side of the drain from Station 0+390 to 1+503. The drain shall be accessed for work between Station 0+390 to 1+503 from Middle Side Road, through the property with Index Number 9 and across Culvert #2, or from Howard Avenue and through the property with Index Number 9. Any work to ensure either access is suitable for the Contractor shall be assessed to the property with Index Number 9. The working area from Station 0+390 to 1+503 shall extend from the east/south top of bank to the property line (a distance of 3.5m) on the property with Index Number 9. The working area from Station 1+503 to 2+028 shall extend 3.5m to the north/west of the drain and 10m to the south/east side of the drain.

All excavated material shall be trucked offsite between Station 0+000 and 1+503. The increased cost to truck excavated material shall be assessed to property in which the work is occurring.

Tremblay Drain (Along the south side of North Side Road)

The working area for future maintenance of the Tremblay Drain along the south side of North Side Road shall be changed from the south side of the drain to the north side. The working area shall extend from the centreline of the road to the drain. The excavated material in this section of the drain shall be trucked with any additional cost to truck the excavated material being assessed to the property with Index Number 9.

12. Removals

The culverts, asphalt, end walls and any native backfill material, when required, shall be removed in their entirety and disposed offsite at the expense of the Contractor. Any broken concrete or rip rap (concrete bags) from the existing structures shall be disposed offsite at the expense of the Contractor unless determined re-usable by the Drainage Superintendent or Engineer.

Where the culverts are to be removed, the Contractor shall restore the channel in these sections to match the upstream and downstream channel dimensions and shall restore them in accordance with the restoration specification.

The Contractor shall work around the existing fences and signs if they are able to. If the existing fences and signs are required to be removed, they shall be removed and re-installed in the same location with the existing materials. The fence between Station 1+503 and 2+028 shall be removed and left for the Landowner. All work in connection with fences and signs shall be carried out in a careful manner so they are replaced in as good a condition as the existing materials permit.

13. Brushing and Tree Removal

For construction and future maintenance all brush, trees, woody vegetation, stumps etc. shall be removed within the channel cross-section and within the working area in order to facilitate construction as determined by the Drainage Superintendent or Engineer. For construction, the trees and brush within the existing section of drain to be moved from Station 0+390 to 1+200 shall remain in place and shall be removed by the Landowner.

A mechanical grinder attached to an excavator shall be used for the removal of brush and trees. Any brush and trees too large to grind shall be close cut. The Contractor shall stockpile the trees and brush in a single pile on the property in which they were removed or dispose of the trees and brush offsite. The Contractor is responsible for the burning of the trees and brush. The Contractor is responsible for obtaining all necessary permits for any disposal sites. Burning of the trees and brush is subject to local bylaws and guidelines of the Ministry of the Environment Conservation and Parks.

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

14. Strip Topsoil

The topsoil shall be stripped along the proposed and existing channel routes where identified. The topsoil from Station 1+200 to 1+503 shall be placed between the property line and the new drain top of bank. All other stripper topsoil shall be placed at the edge of the working allowance for use by the Landowner.

15. Excavation of Open Channel

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

For construction on the Vollans Drain the excavated and topsoil material shall be distributed as outlined below with the topsoil and all other excavated material placed in separate piles:

Station 0+223 to 0+390: Trucked and stockpiled on the property with Index Number 9

Station 0+390 to 1+503: Stockpiled at the edge of the working area on the west side of the drain.

Station 1+503 to 2+028: Utilized to fill in the existing drain. The drain shall be backfilled in a maximum of 300mm lifts and compacted to the satisfaction of the Engineer. Any excess material shall be stockpiled at the edge of the working area.

On the Vollans Drain the Contractor shall be responsible for blocking off the three existing drain connections with excavated material and installing rip rap to prevent erosion.

For future maintenance, excavated material shall be trucked or levelled. The excavated material shall be trucked between Station 0+000 and 1+503 on the Vollans Drain. The additional cost to truck the material shall be assessed to the owner requesting the material to be trucked. If levelled, it shall be levelled on the side it is being excavated from. Excavated material shall be cast at least 1.5 metres clear of the bank. Excavated material shall not be placed in low runs or swales out letting surface water to the channel. The excavated material shall be levelled to a maximum depth of 150mm outside of the bush and shall be left in a condition suitable for cultivation. This shall include the removal of any rocks larger than 10cm in diameter and any debris/wood that could damage or plug farm equipment. Leveling shall occur when the material is dry enough to do so as determined by the Drainage Superintendent or Engineer. All high spots above grade shall be removed. The sediment shall be removed leaving a rounded bottom with the intent not to undercut the side slopes. All material unfit for placing on farmlands, as determined by the Drainage Superintendent, shall be disposed of offsite by the Contractor.

The proposed moved-off open channel shall not convey the flows from the Vollans Drain until the banks have become established with vegetation at the discretion of the Engineer.

16. Installation of Culverts

The Contractor is required to notify the Landowner forty-eight (48) hours prior to the removal of a culvert.

The Contractor shall supply, install, and backfill aluminized corrugated steel pipe (CSP) with a minimum wall thickness of 2.8mm. Corrugated Steel Pipe Arches and culverts under roadways shall have a minimum wall thickness of 3.5mm. All corrugation profiles shall be of helical lock seam manufacture using 68 x 13mm corrugations for 1600mm dia. pipe and smaller and 125 x 25mm corrugations for 1800mm dia. pipe and larger. Pipe with 125 x 25mm corrugations shall be used if 68 x 13mm corrugations are not available. Concrete pipe material shall be as per CSA-A257.2, 65-D.

The high-density polyethylene (HDPE) smooth wall pipe (320 kPa) shall be CSA Approved with bell and spigot joints.

The culverts designated to be replaced in the future under this report shall be examined after any cleanout of the open channel as to its condition. If it is found to be in disrepair

(i.e. there are holes corroded in the bottom or sides) it shall be replaced as per these specifications.

The culverts shall be installed generally in the same location or as approved by the Drainage Superintendent or Engineer. The culverts shall be installed with the invert 10% (minimum 150mm) below the original channel bottom elevation unless otherwise shown in order to achieve the minimum cover. It is the Contractors responsibility to ensure that the minimum cover is achieved when backfilling the culverts. The minimum cover for CSP under Highway Loading shall be 1/6 of the span, and shall be no less than 300mm.

Any tile outlets extended as a result of a culvert shall be extended at the landowner's expense. The pipes that shall be extended upstream or downstream of the proposed culvert shall be done with non-perforated HDPE agricultural tubing with a manufactured coupling, elbow and rodent grate.

Access Culverts:

The bottom of the excavation shall be excavated to a minimum of 100mm below the proposed invert. When the pipe has been installed to the proper grade and depth, the excavation shall be backfilled with ¾" clear stone and wrapped in filter fabric from the bottom of the excavation to the spring line of the pipe, this shall be considered the bedding. Care shall be taken to ensure that the backfill on either side of the culvert does not differ by more than 300mm so that the pipe is not displaced. The access culverts shall be backfilled from the spring line or bottom to within 150mm of finished grade with granular "B" Type II. The top 150mm shall be backfilled with OPS granular "A" material to finished grade. If asphalt is proposed, the asphalt shall be HL4 and shall match the existing thickness. In these cases, the granular "A" shall occupy 150mm below the proposed asphalt. Excavated material may be utilized to build up the adjacent access laneways to blend with the required cover height. Granular "A" shall be utilized, at the discretion of the Engineer or Drainage Superintendent, in the vicinity of the proposed culverts in order to provide a suitable finished surface.

Road Culverts:

Where there is asphalt, the asphalt shall be sawcut and milled for a thickness of 45mm and 0.30m past the joint. The milled surface shall be tack coated as per OPSS.

The bottom of the excavation shall be excavated to a minimum of 100mm below the proposed invert. When the pipe has been installed to the proper grade and depth, the excavation shall be backfilled with ¾" clear stone and wrapped in filter fabric from the bottom of the excavation to the spring line of the pipe, this shall be considered the bedding. Care shall be taken to ensure that the backfill on either side of the culvert does not differ by more than 300mm so that the pipe is not displaced. The pipe shall be backfilled above the clear stone with OPS Granular "A".

Asphalt Road: The asphalt shall be HL4 and HL3 at depths to match the existing thickness with a minimum thickness of 50mm for each.

Gravel Road: The top 200mm shall be OPS Granular "M", produced from 100% crushed dolomite, and shall be mechanically compacted to 100% modified standard proctor density.

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

17. Maintenance

The Contractor shall be responsible for maintenance of the drain, including access culverts for a period of one year after their installation. This will include repairing any settlement areas on the travel surface with Asphalt, Granular "A" and/or topsoil and seed.

18. Rip Rap

Erosion protection shall be installed at the discretion of the Engineer or Drainage Superintendent. The rip rap shall be made up of 150mm to 300mm quarry stone or approved equal. The area to receive the rip rap shall first be graded to allow the placement of the rip rap to a depth of 400mm below finished grade. After grading, a layer of filter fabric (Mirafi P150 or approved equal) is to be placed with any joints overlapped a minimum of 600mm. Rip rap shall then be placed with the smaller pieces placed in the gaps and voids to give it a uniform appearance.

Rock chutes made of rip rap shall be installed approximately every 100m between Station 0+390 and 2+028 on the east/south side of the Vollans Drain to allow surface water to enter the drain from the properties to the east/south. This rip rap shall extend to the property line and the Contractor shall ensure that equipment is able to cross the rip rap for maintenance purposes.

19. Seeding/Restoration

All areas disturbed by construction shall be restored to their pre-construction state.

All grass areas disturbed by construction, shall be restored with 50mm of screened topsoil and drill seeded. The area between the channel and property line from Station 0+390 to 1+503 and the side slopes of the open channel shall be hydroseeded. The timing of the seeding shall be approved by the Drainage Superintendent or Engineer.

Seed mixture, fertilizer and application rates are as follows:

- Canada Wild Rye (*Elymus Canadensis*), Virginia Wild Rye (*Elymus virginicus*), or Indian grass (*Sorghastrum nutans*)
- Fertilizer (300 kg/ha.) consisting of 8-32-16.
- Hydraulic mulch (2,999 kg/ha.) type “B” and water (52,700 litres/ha.) in accordance with OPSS 572 (hydroseed).

The above seed mixture shall apply unless otherwise approved by the Drainage Superintendent or Engineer.

20. Subsurface Drainage

All existing subsurface drains encountered during construction shall be reconnected and/or extended to the open channel unless otherwise noted on the drawings or as directed by the Drainage Superintendent.

A suitable length of HDPE with 320 kPA stiffness shall be used to connect the existing tile drains from the property line to the open channel. All tile drains shall have rip rap at their outlet and manufactured rodent grates.

The connections shall be carefully backfilled to ensure there is adequate support under the pipe and large clumps of clay do not displace the tile.

21. Environmental Considerations

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

- Operate machinery in a manner that minimizes disturbance to the banks of the watercourse.
- Erosion and sediment control measures must be installed prior to construction to prevent sediment from entering the water body.
- Material shall not be in areas regulated by the Conservation Authority or Ministry of Natural Resources.
- All granular and erosion control materials shall be stockpiled a minimum of 3.0m from the top of the bank or excavation. Material shall not be placed in surface water runs or open inlets that enter the channel.
- All activities, including maintenance procedures, shall be controlled to prevent the entry of petroleum products, debris, rubble, concrete, or other deleterious substances into the water. Vehicle and equipment refuelling and maintenance shall be conducted away from the channel, any surface water runs, or open inlets. All waste materials

shall be stockpiled well back from the top of the bank and all surface water runs and open inlets that enter the drain.

- When possible, all construction within the open channel shall be carried out during periods of low flow or in dry conditions.
- The Contractor shall conduct regular inspections and maintain erosion and sediment control measures and structures during the course of construction.
- The Contractor shall repair erosion and sediment control measures and structures if damage occurs.
- The Contractor shall remove non-biodegradable erosion and sediment control materials once site is stabilized.
- Remove all construction materials from site upon project completion.

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

The light duty silt fencing shall be supplied and installed in accordance with OPSS 577 and OPSD 219.110. The light duty silt fencing shall be removed once construction is complete.

CON 5

CON 6

CON 7

CON 8

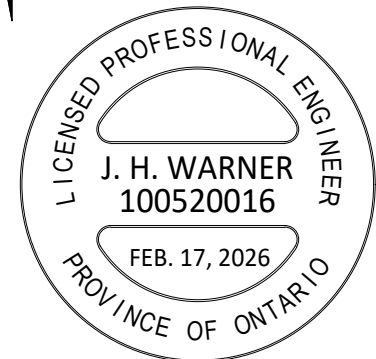
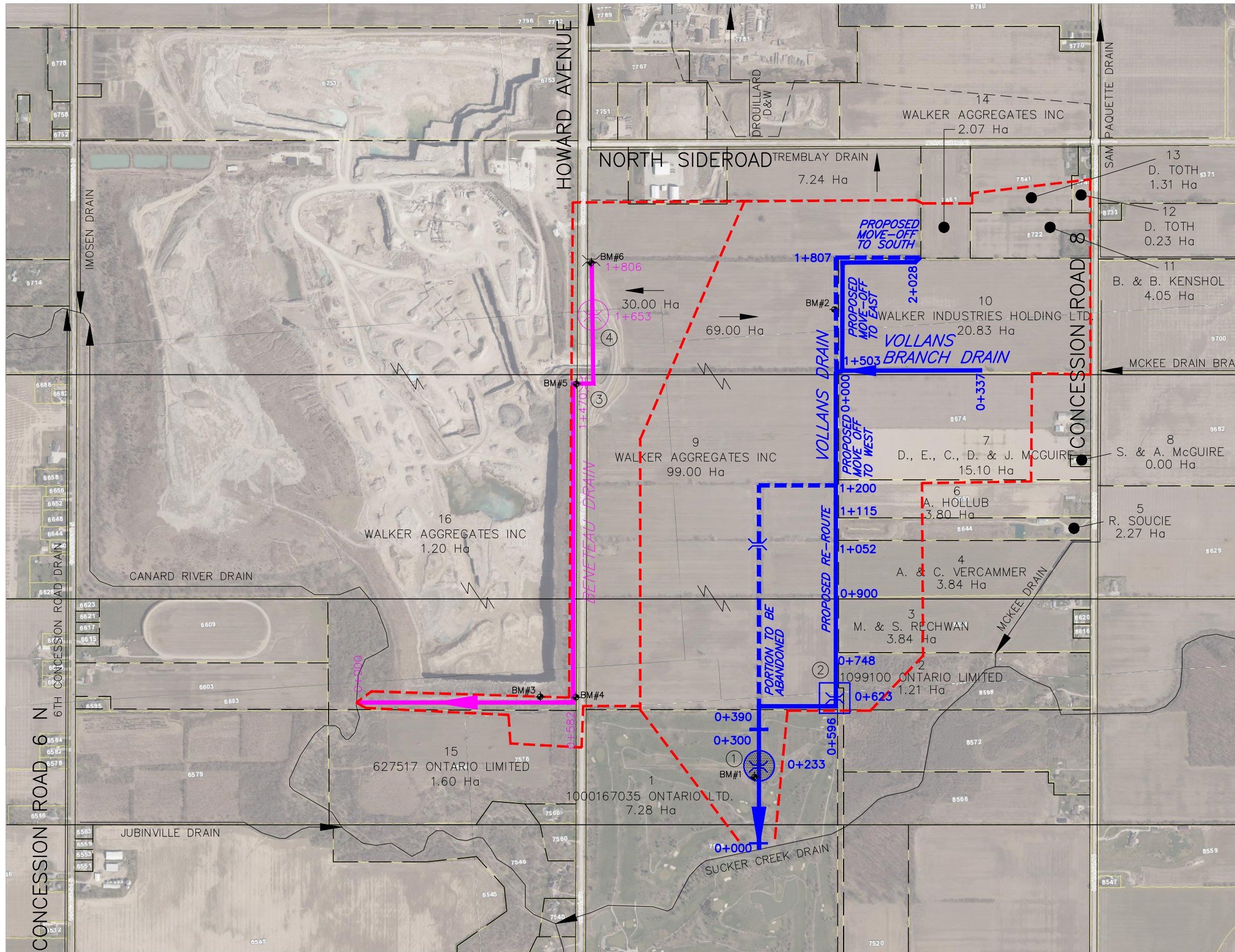
LOT 11

LOT 10

LOT 9

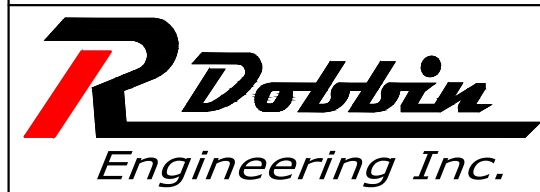
LOT 8

LOT 7



LEGEND

- PEDESTRIAN BRIDGE TO REMAIN PRIVATE
- EXISTING CULVERT
- EXISTING CULVERT
- CULVERT NUMBER
- EXISTING CULVERT TO BE REPLACED
- EXISTING CULVERT TO BE REMOVED
- EXISTING CULVERT TO BE REMOVED
- PROPOSED NEW CULVERT
- DRAINAGE AREA
- PROPOSED VOLLANS DRAIN
- PROPOSED DRAIN ABANDONMENT
- PROPOSED BENETEAU DRAIN
- MUNICIPAL DRAIN



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

APPROVED	NO.	REVISIONS	DATE	BY
J. WARNER				
CHECKED	1	FINAL REPORT	FEB. 17, 2026	CS
B. VAN RUITENBURG				
DRAWN				
C. SAUNDERS				

SCALE: 1:12,000
 0 120 240 360m
 Pa 9360

TOWN of AMHERSTBURG
BENETEAU & VOLLANS DRAINS
PLAN

1
of 12

Last Updated: February 17, 2026

DRAWING NAME:
 Beneteau & Vollans Drain Plan

PROJECT No.
 2024-1709

CON 7



EXISTING DRAIN TO BE DAMMED

RIP RAP EROSION PROTECTION

MATCH LINE 1+217
(LOT LINE BETWEEN LIN 6 & 7)

1+200

PROP 5m OF 450Ø HDPE PIPE TO CONVEY SWALE TO DRAIN
3.5m TYP. LIN 6

A. HOLLUB

1+115

RIP RAP EROSION PROTECTION

TREMBLAY BRANCH
(TO BE ABANDONED)

LIN 5

R. SOUCIE

1+052

EXISTING DRAIN TO BE DAMMED

3.5m TYP. (EAST BANK OF DRAIN TO BE 3.5m WEST OF THE PROPERTY (FENCE) LINE)
LIN 4

A. & C. VERCAMMER

APPROX. 7.5m DRAIN WIDTH TYP.

BERM TO BE ADDED BY LANDOWNER AFTER CONSTRUCTION

LIN 9

WALKER AGGREGATES INC

EXISTING TREMBLAY-BENETEAU - VOLLANS DRAIN (OPEN CHANNEL)

EXCAVATED MATERIAL AND TOPSOIL TO BE WINDROWED ADJACENT TO RE-ROUTED DRAIN IN SEPARATE PILES

0+900

PROPOSED VOLLANS DRAIN RE-ROUTE
(TO BE STRIPPED AND BRUSHED PRIOR TO EXCAVATION)

EXISTING FENCE LINE

LIN 3

M. & S. RECHWAN

ROCK CHUTES TO BE ADDED APPROXIMATELY EVERY 100m ON EAST SLOPE AT LOCATIONS DETERMINED BY ENGINEER

0+748

LIN 2

1099100 ONTARIO LIMITED

EXISTING MONITORING WELL

1600Ø CSP (15m LONG) W/ RIP RAP. MEANDER DRAIN AROUND MONITORING WELL AS NEEDED WITH WELL AT NORTH END OF CULVERT

0+623

EXISTING DRAIN TO BE DAMMED

RIP RAP EROSION PROTECTION INSTALLED AT DRAIN BEND LOCATIONS

0+390

0+596

3.5m TYP. (SOUTH BANK OF DRAIN TO BE 3.5m NORTH OF THE PROPERTY (FENCE) LINE)

NOTE: DIMENSIONS OF THE BERM ARE AN APPROXIMATE FOR INFORMATION PURPOSES ONLY AND IS NOT A REQUIREMENT OF THE DRAINAGE PROJECT



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

DRAWING NAME:
Vollans Drain Detail Plan No.1

PROJECT No.
2024-1606

APPROVED	NO.	REVISIONS	DATE	BY
J. WARNER				
CHECKED	1	FINAL REPORT	FEB. 17, 2026	CS
B. VAN RUITENBURG	SCALE 1:2000			
DRAWN	0 10 20 30 40m			
C. SAUNDERS				

TOWN of AMHERSTBURG
VOLLANS DRAIN
DETAIL PLAN No.1

2
of 12

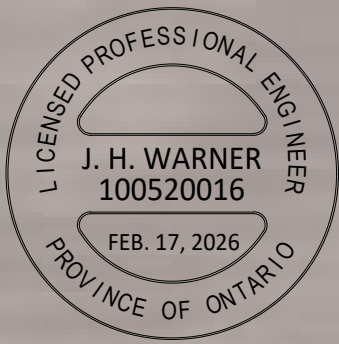
Last Updated: February 17, 2026

NOTE: DIMENSIONS OF THE BERM ARE AN APPROXIMATE FOR INFORMATION PURPOSES ONLY AND IS NOT A REQUIREMENT OF THE DRAINAGE PROJECT

BERM TO BE ADDED BY LANDOWNER AFTER CONSTRUCTION

EXISTING DRAIN TO BE DAMMED

BERM TO BE ADDED BY LANDOWNER AFTER CONSTRUCTION



LIN 9
WALKER AGGREGATES INC

EXISTING DRAIN TO BE STRIPPED, FILLED IN WITH EXCAVATED MATERIAL AND NEW CHANNEL TO BE EXCAVATED WITH WEST BANK 3.5m EAST OF THE PROPERTY LINE (STATION 1+503 TO 1+807)

EXISTING TREMBLAY BENETEAU - VOLLANS DRAIN (OPEN CHANNEL) TO BE ABANDONED

RIP RAP EROSION PROTECTION
EXISTING DRAIN TO BE STRIPPED, FILLED IN WITH EXCAVATED EXCAVATED MATERIAL AND NEW CHANNEL TO BE EXCAVATED WITH NORTH BANK 3.5m SOUTH OF THE PROPERTY LINE (STATION 1+807 TO 2+028)

EXCESS EXCAVATED MATERIAL AND TOPSOIL TO BE WINDROWED ADJACENT TO RE-ROUTED DRAIN IN SEPARATE PILES

EXISTING FENCE LINE TO BE REMOVED AND LEFT FOR PROPERTY OWNER (STATION 1+503 TO 2+028)

LIN 10

WALKER INDUSTRIES HOLDINGS LTD.

EXISTING 400Ø CSP TO BE CUT BACK TO ACCOMMODATE RE-ROUTE LOCATION RIP RAP EROSION PROTECTION TO BE ALONG EAST BANK

3.5m TYP. (WEST BANK OF DRAIN TO BE 3.5m EAST OF THE PROPERTY (FENCE) LINE)

RIP RAP EROSION PROTECTION

RESHAPE VOLLANS BRANCH DRAIN TO ALLOW FOR OUTLET INTO THE VOLLANS DRAIN RE-ROUTE

BERM TO BE ADDED BY LANDOWNER AFTER CONSTRUCTION

1+503

0+000

EXISTING VOLLANS BRANCH DRAIN

8674

0+227

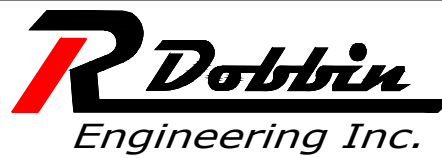
3.5m TYP. (EAST BANK OF DRAIN TO BE 3.5m WEST OF THE PROPERTY (FENCE) LINE)

APPROX. 7.5m DRAIN WIDTH TYP.

LIN 7

D., E., C., D. & J. MCGUIRE

MATCH LINE 1+217
(LOT LINE BETWEEN LIN 6 & 7)



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

DRAWING NAME:
Vollans Drain Detail Plan No.2

PROJECT No.
2024-1606

APPROVED	NO.	REVISIONS	DATE	BY
J. WARNER				
CHECKED	1	FINAL REPORT	FEB. 17, 2026	CS
B. VAN RUITENBURG				
DRAWN				
C. SAUNDERS				

SCALE 1:2000

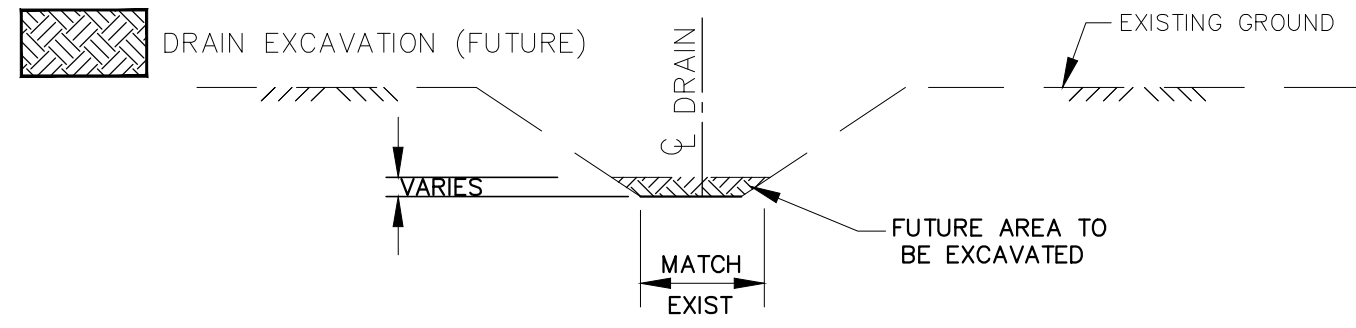
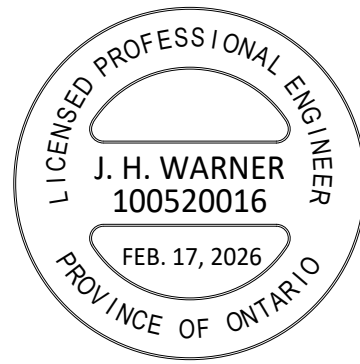
TOWN of AMHERSTBURG
VOLLANS DRAIN
DETAIL PLAN No.2

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of 12

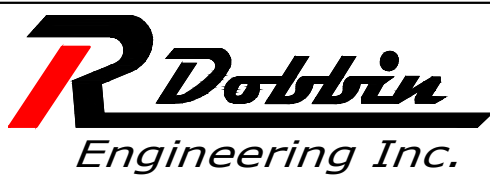
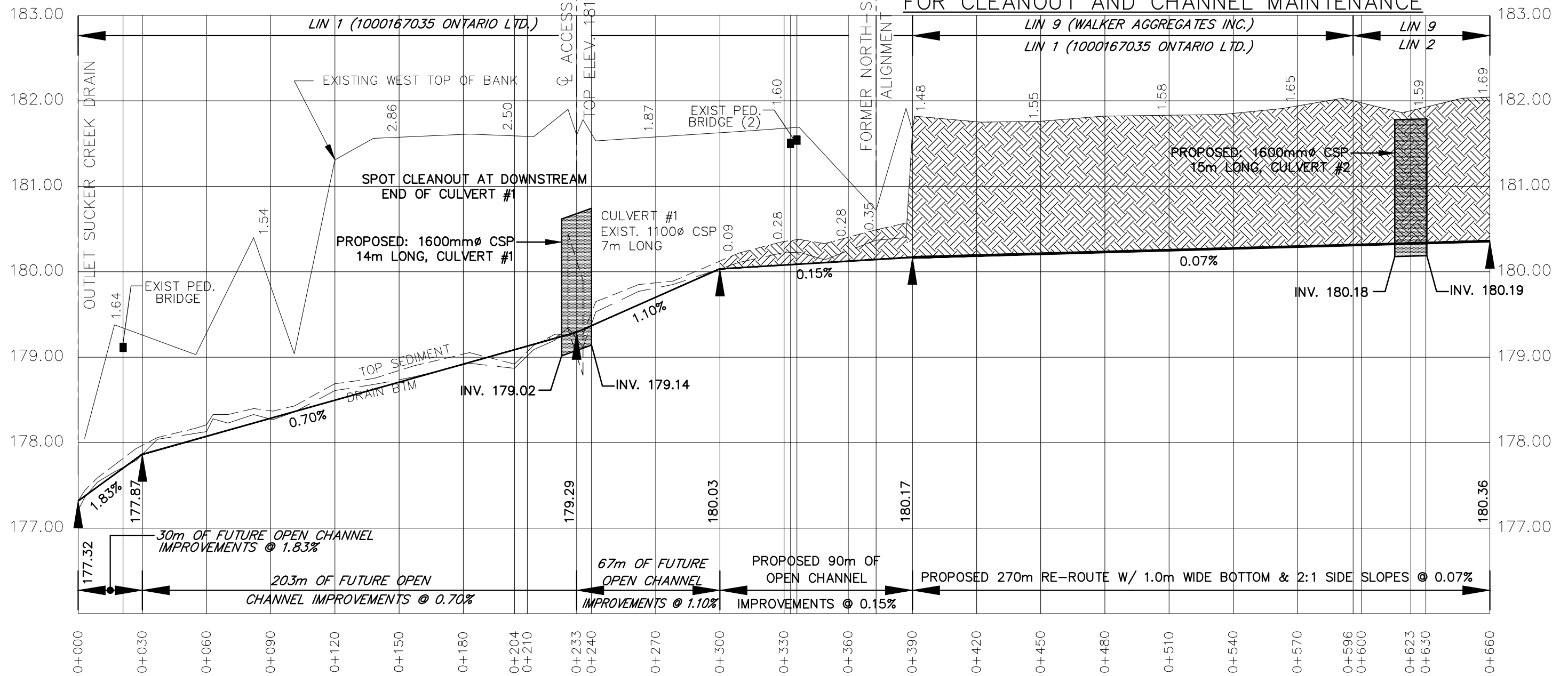
Last Updated: February 17, 2026

GENERAL NOTES

- BENCHMARK No.1 ELEV. 180.44
TOP OF SOUTH END OF EXISTING
1100mm ϕ CSP CROSSING ACCESS AT
STATION 0+233
- UPPER NUMBERS ARE DEPTH FROM TOP OF
BANK TO THE PROPOSED GRADELINE.
- LOWER NUMBERS ARE DEPTH OF EXCAVATION
TO PROPOSED GRADELINE.



TYPICAL DRAIN CROSS SECTION
FOR CLEANOUT AND CHANNEL MAINTENANCE



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

PROJECT No.
2024-1709

APPROVED	NO.	REVISIONS	DATE	BY
J. WARNER				
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DRAWN				
C. SAUNDERS				

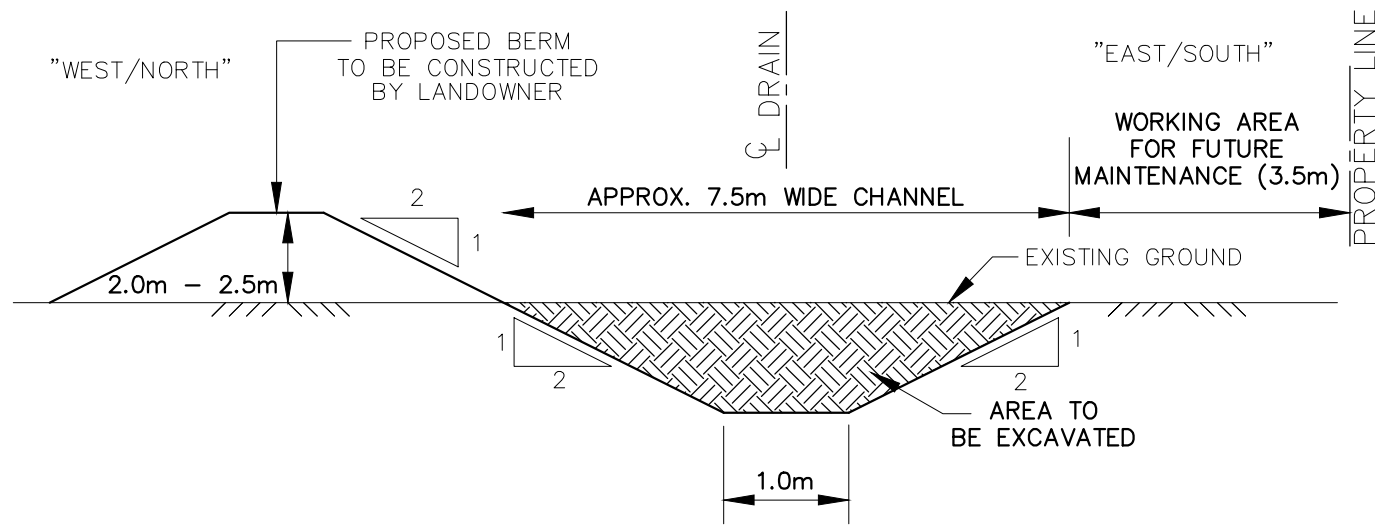
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TOWN of AMHERSTBURG VOLLANS DRAIN PROFILE

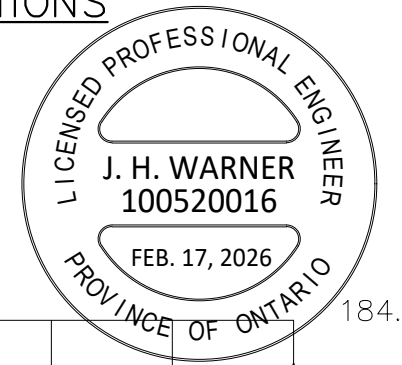
Last Updated: February 17, 2026

GENERAL NOTES

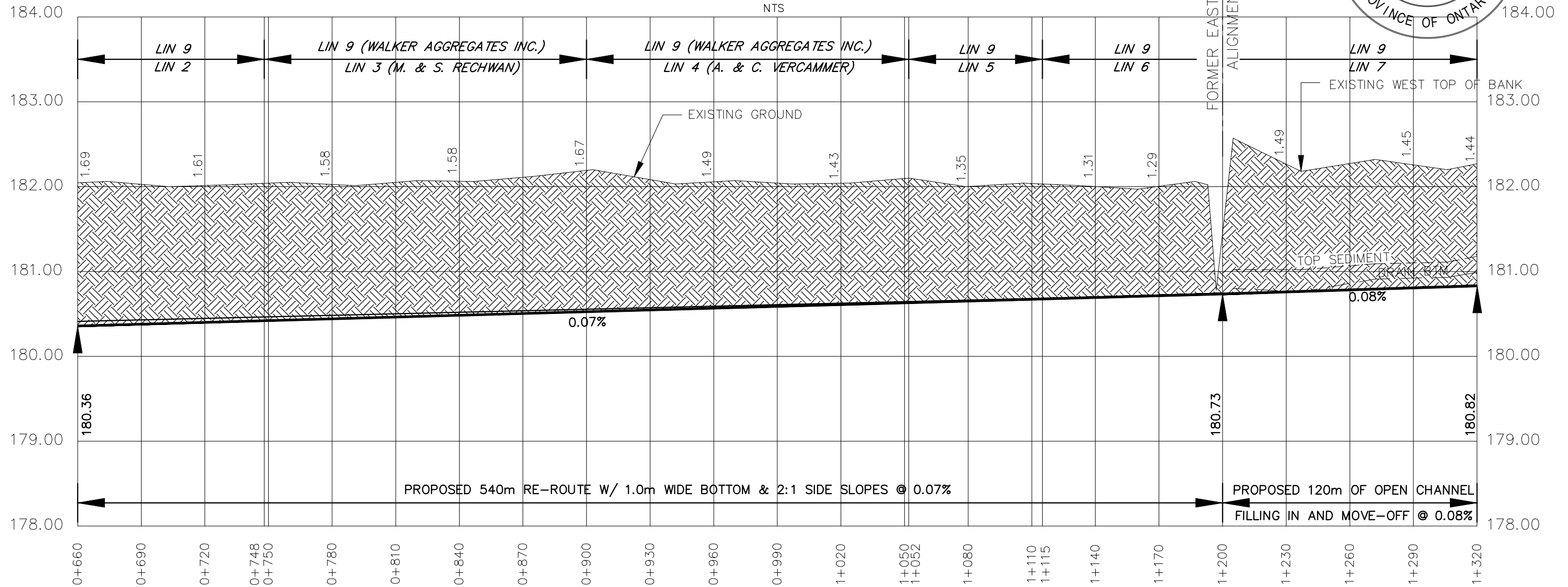
- BENCHMARK No.1 ELEV. 180.44
TOP OF SOUTH END OF EXISTING
1100mmØ CSP CROSSING ACCESS AT
STATION 0+233
- UPPER NUMBERS ARE DEPTH FROM TOP OF
BANK TO THE PROPOSED GRADELINE.
- LOWER NUMBERS ARE DEPTH OF EXCAVATION
TO PROPOSED GRADELINE.



NOTE: SEE SECTION DRAWINGS FOR OTHER CROSS-SECTIONS



TYPICAL DRAIN CROSS SECTION (STATION 0+390 TO 1+200)



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

DRAWING NAME:
Vollans Drain Profile 2

PROJECT No.
2024-1709

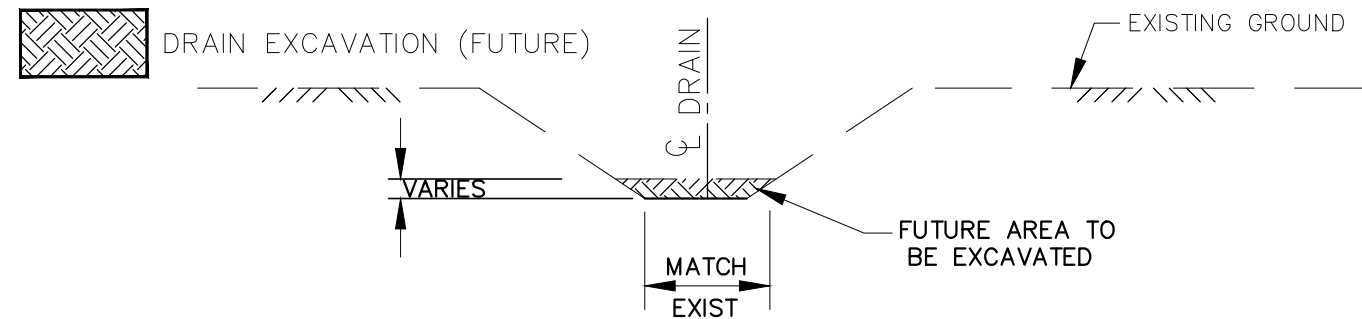
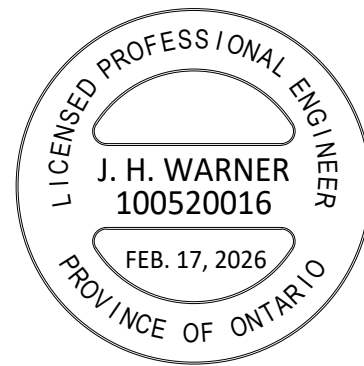
APPROVED J. WARNER	NO.	REVISIONS	DATE	BY
CHECKED B. VAN RUITENBURG	1	FINAL REPORT	FEB. 17, 2026	CS
DRAWN C. SAUNDERS	SCALE: 1:2,000			

TOWN of AMHERSTBURG
VOLLANS DRAIN
PROFILE

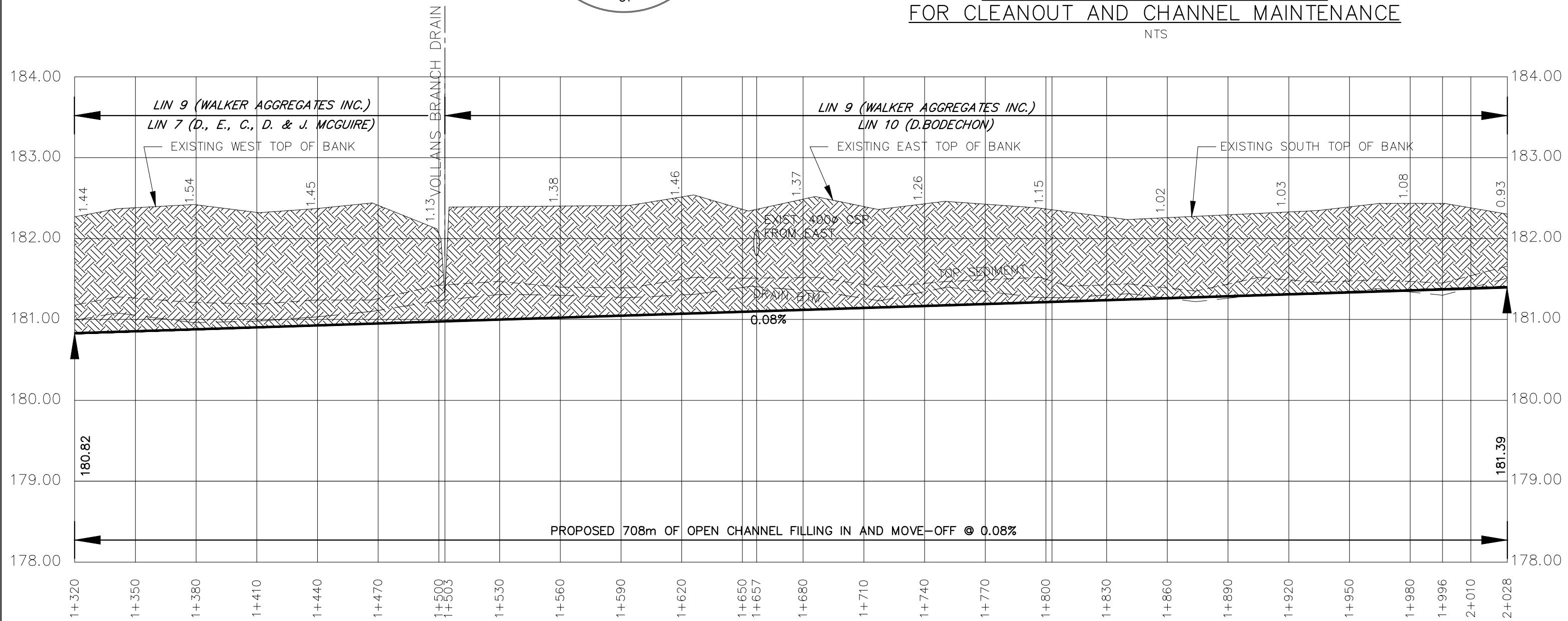
5
of 12

GENERAL NOTES

- BENCHMARK No.2 ELEV. 182.10m
TOP OF EXISTING 400mmØ CSP
FROM THE EAST AT STATION 1+657
- UPPER NUMBERS ARE DEPTH FROM TOP OF BANK TO THE PROPOSED GRADELINE.
- LOWER NUMBERS ARE DEPTH OF EXCAVATION TO PROPOSED GRADELINE.



TYPICAL DRAIN CROSS SECTION FOR CLEANOUT AND CHANNEL MAINTENANCE
NTS



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

DRAWING NAME:
Vollans Drain Profile 3

PROJECT No.
2024-1709

APPROVED	NO.	REVISIONS	DATE	BY
J. WARNER				
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B. VAN RUITENBURG				
DRAWN				
C. SAUNDERS				

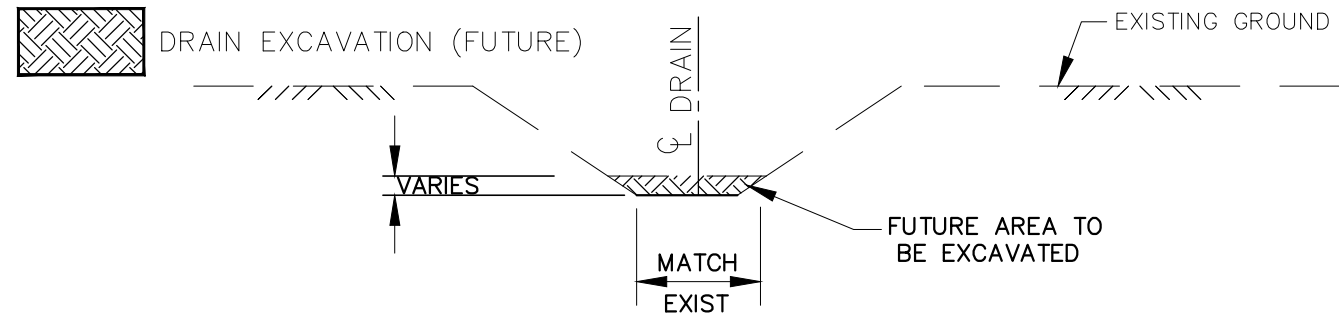
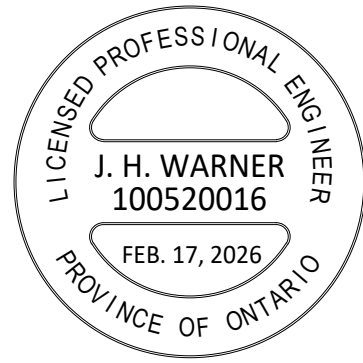
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TOWN of AMHERSTBURG
VOLLANS DRAIN
PROFILE

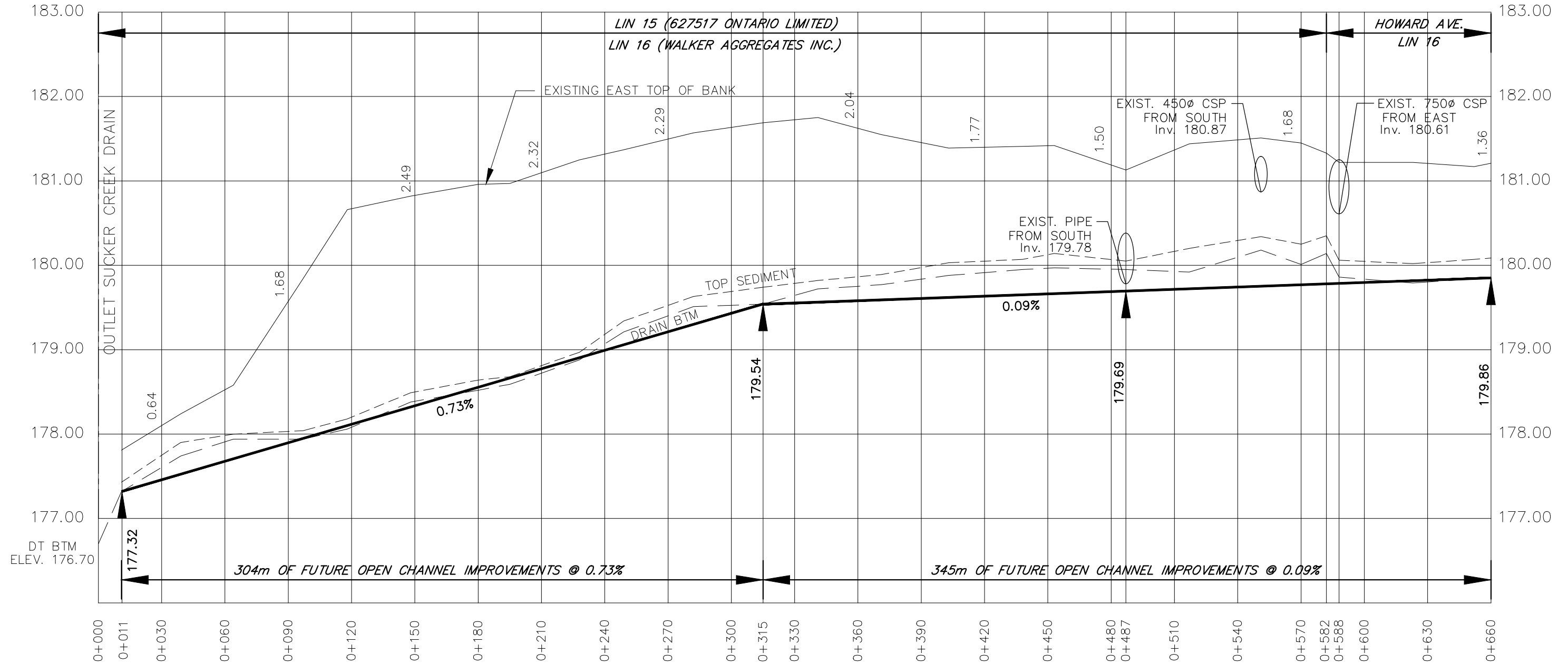
6
of 12

GENERAL NOTES

- BENCHMARK No.3 ELEV. 180.44
TOP OF EXISTING CSP FROM THE SOUTH
AT STATION 0+487
- NUMBERS ARE DEPTH FROM TOP OF
BANK TO THE FUTURE CHANNEL BOTTOM.
- LOWER NUMBERS ARE DEPTH OF EXCAVATION
TO PROPOSED GRADELINE.



TYPICAL DRAIN CROSS SECTION
NTS



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

DRAWING NAME:
Beneteau Drain Profile 1

PROJECT No.
2024-1709

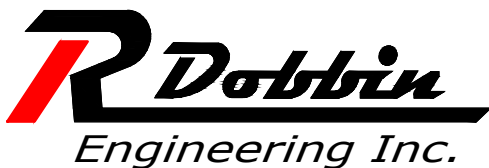
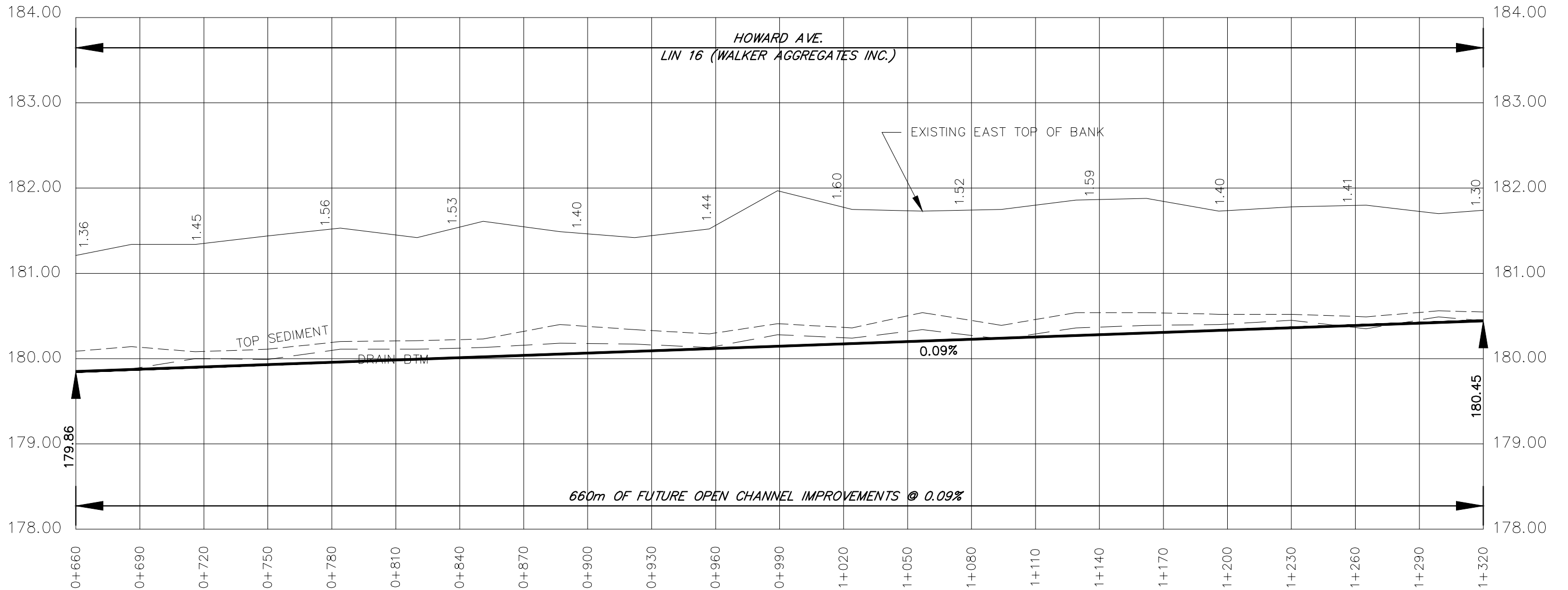
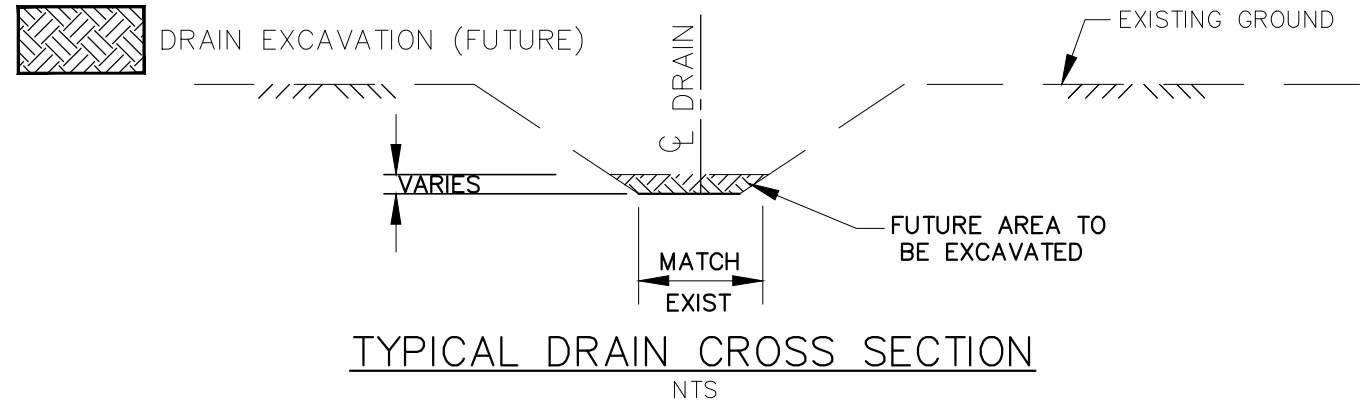
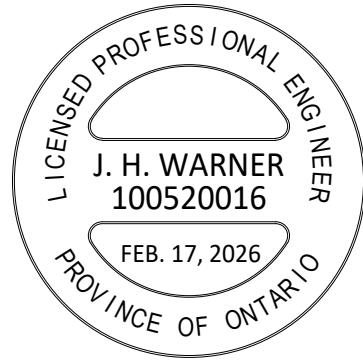
APPROVED	NO.	REVISIONS	DATE	BY
J. WARNER				
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B. VAN RUITENBURG				
DRAWN	SCALE: 1:2,000			
C. SAUNDERS	0 20 40 60			

TOWN of AMHERSTBURG BENETEAU DRAIN PROFILE

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of 12

GENERAL NOTES

1. BENCHMARK No.4 ELEV. 181.25
TOP OF 750Ø CSP FROM THE EAST
AT STATION 0+588
2. NUMBERS ARE DEPTH FROM TOP OF
BANK TO THE FUTURE CHANNEL BOTTOM.
3. LOWER NUMBERS ARE DEPTH OF EXCAVATION
TO PROPOSED GRADELINE.



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

DRAWING NAME:
Beneteau Drain Profile 2

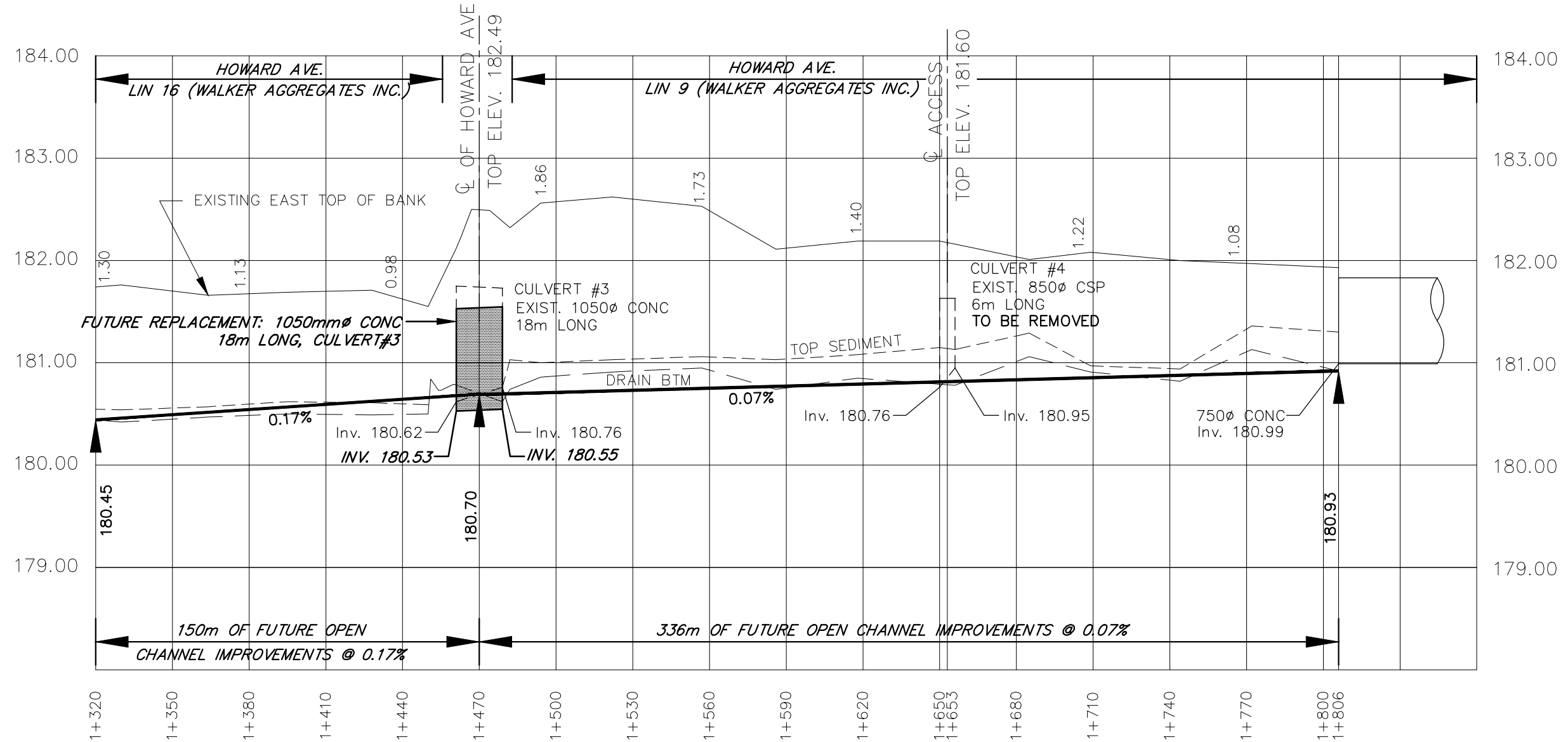
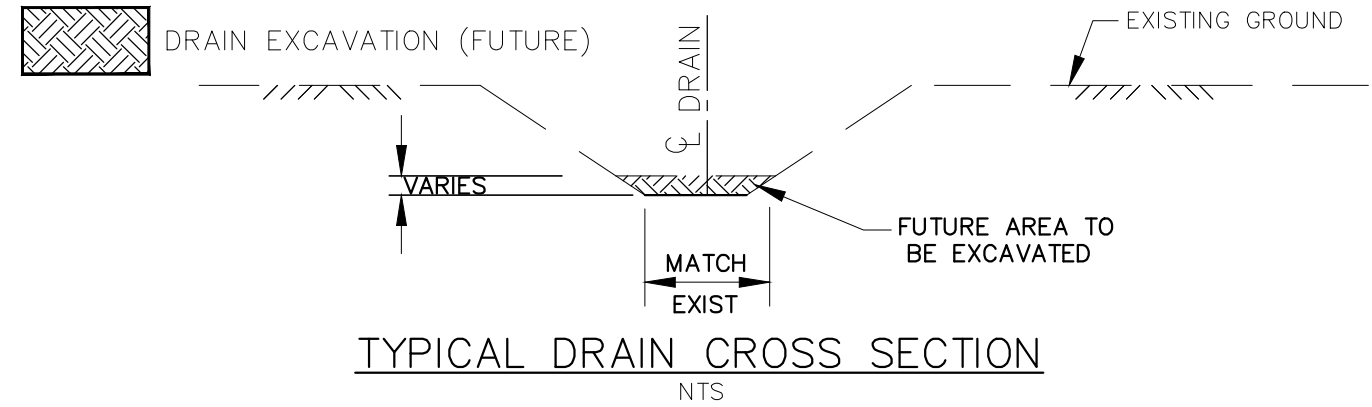
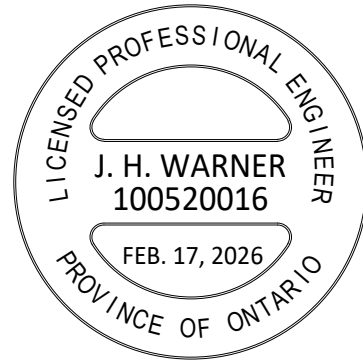
PROJECT No.
2024-1709

APPROVED J. WARNER	NO.	REVISIONS	DATE	BY
CHECKED B. VAN RUITENBURG	1	FINAL REPORT	FEB. 17, 2026	CS
DRAWN C. SAUNDERS	SCALE: 1:2,000			

TOWN of AMHERSTBURG
BENETEAU DRAIN
PROFILE

GENERAL NOTES

- BENCHMARK No.5 ELEV. 181.75
TOP OF WEST END OF 1000Ø CONCRETE
CROSSING HOWARD AVENUE AT STATION 1+470
- BENCHMARK No.6 ELEV. 181.93
TOP OF SOUTH END OF 750Ø CONCRETE
OUTLET PIPE FROM NORTH AT STATION 1+806.
- NUMBERS ARE DEPTH FROM TOP OF
BANK TO THE FUTURE CHANNEL BOTTOM.
- LOWER NUMBERS ARE DEPTH OF EXCAVATION
TO PROPOSED GRADELINE.



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

DRAWING NAME:
Beneteau Drain Profile 3

PROJECT No.
2024-1709

APPROVED	NO.	REVISIONS	DATE	BY
J. WARNER				
CHECKED	1	FINAL REPORT	FEB. 17, 2026	CS
B. VAN RUITENBURG				
DRAWN				
C. SAUNDERS				

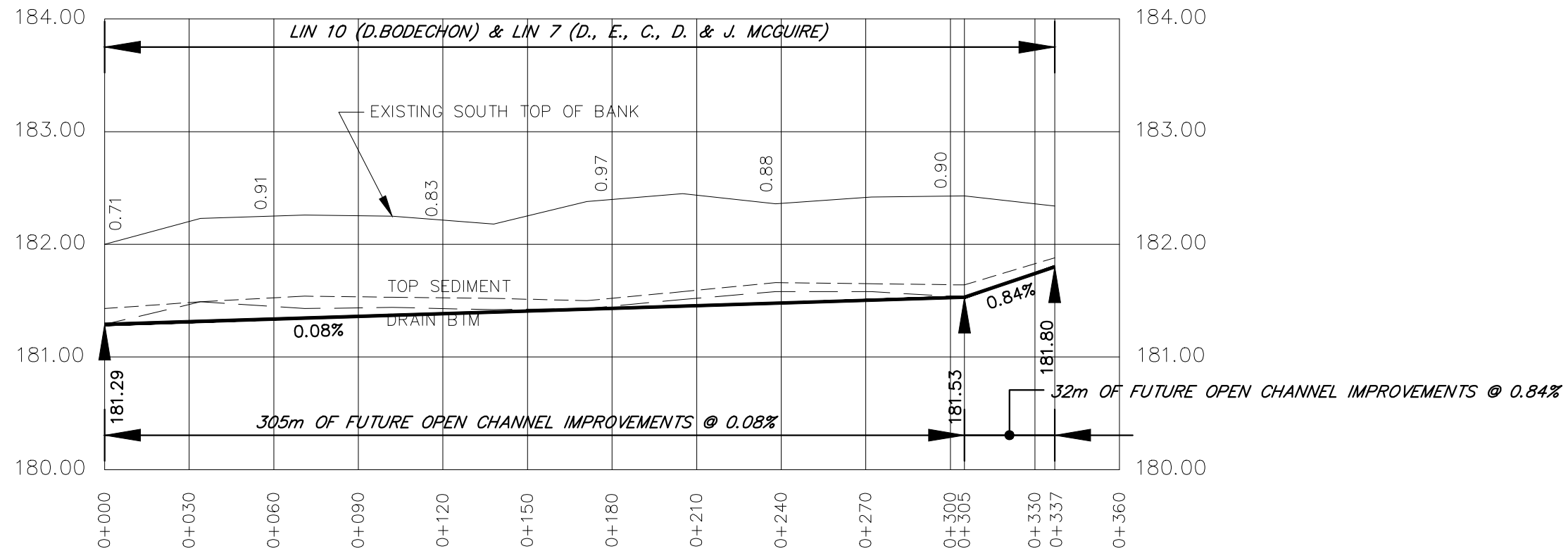
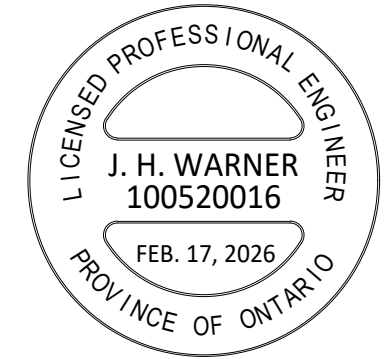
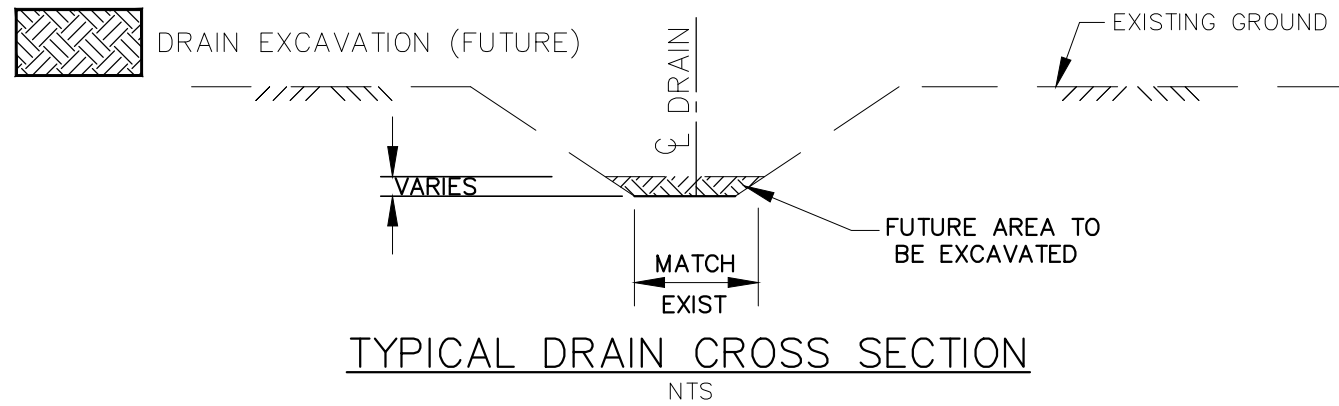
SCALE: 1:2,000
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TOWN of AMHERSTBURG
BENETEAU DRAIN
PROFILE

9
of 12

GENERAL NOTES

- BENCHMARK No.3 ELEV. 182.10m
TOP OF EXISTING 400mm ϕ CSP
FROM THE EAST AT STATION 1+657
ON VOLLANS DRAIN
- NUMBERS ARE DEPTH FROM TOP OF
BANK TO THE FUTURE CHANNEL BOTTOM.

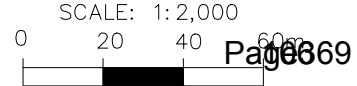


4218 Oil Heritage Road
Petrolia Ontario, N0N 1R0
Phone: (519) 882-0032 Fax: (519) 882-2233

DRAWING NAME:
Vollans Drain Branch Profile

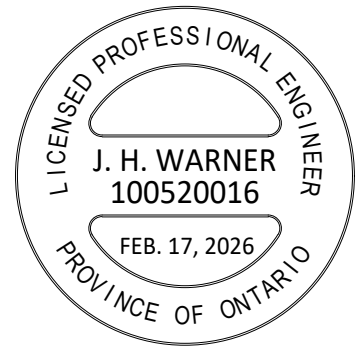
PROJECT No.
2024-1709

APPROVED	NO.	REVISIONS	DATE	BY
J. WARNER				
CHECKED B. VAN RUITENBURG	1	FINAL REPORT	FEB. 17, 2026	CS
DRAWN C. SAUNDERS	SCALE: 1:2,000			



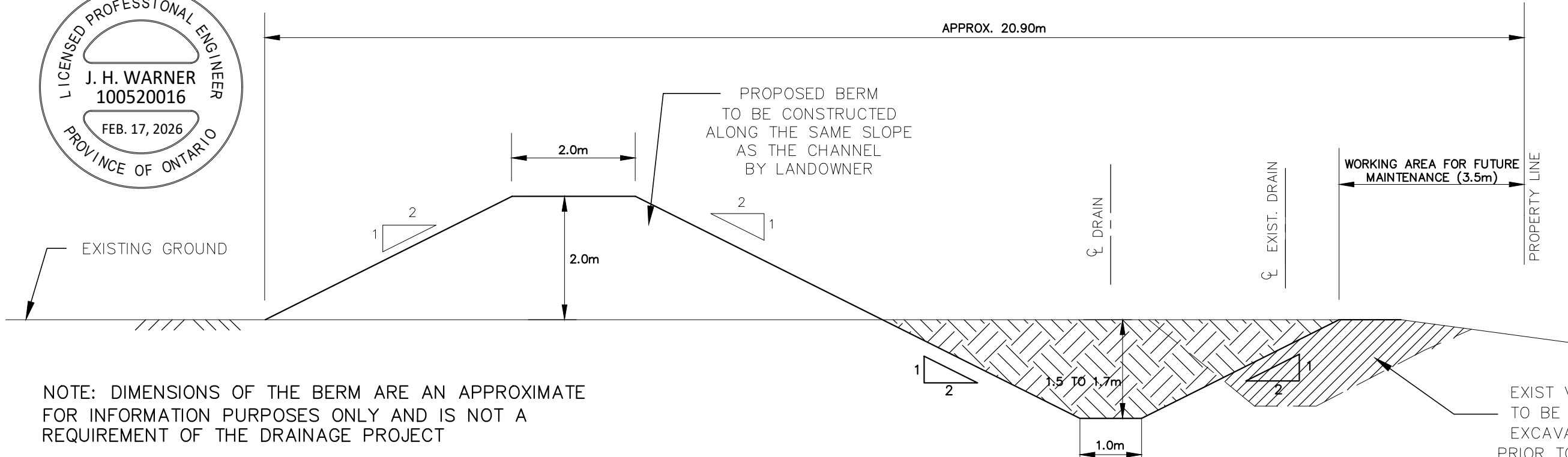
TOWN of AMHERSTBURG VOLLANS DRAIN BRANCH PROFILE

10
of 12



"WEST"

"EAST"

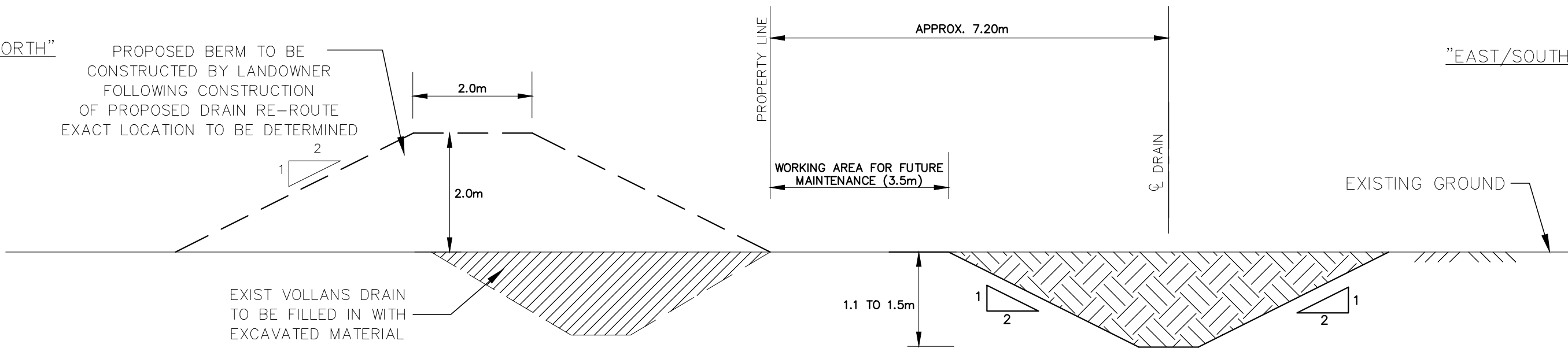


NOTE: DIMENSIONS OF THE BERM ARE AN APPROXIMATE FOR INFORMATION PURPOSES ONLY AND IS NOT A REQUIREMENT OF THE DRAINAGE PROJECT

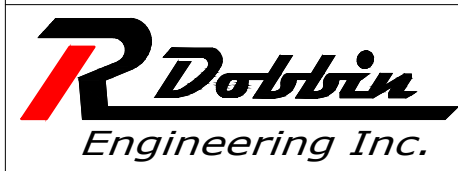
TYPICAL CROSS SECTION ST. 1+200 TO 1+503

"WEST/NORTH"

"EAST/SOUTH"

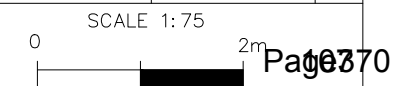


TYPICAL CROSS SECTION ST. 1+503 TO 2+028



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

APPROVED	NO.	REVISIONS	DATE	BY
J. WARNER				
CHECKED	1	FINAL REPORT	FEB. 17, 2026	CS
B. VAN RUITENBURG				
DRAWN				
C. SAUNDERS				



TOWN of AMHERSTBURG

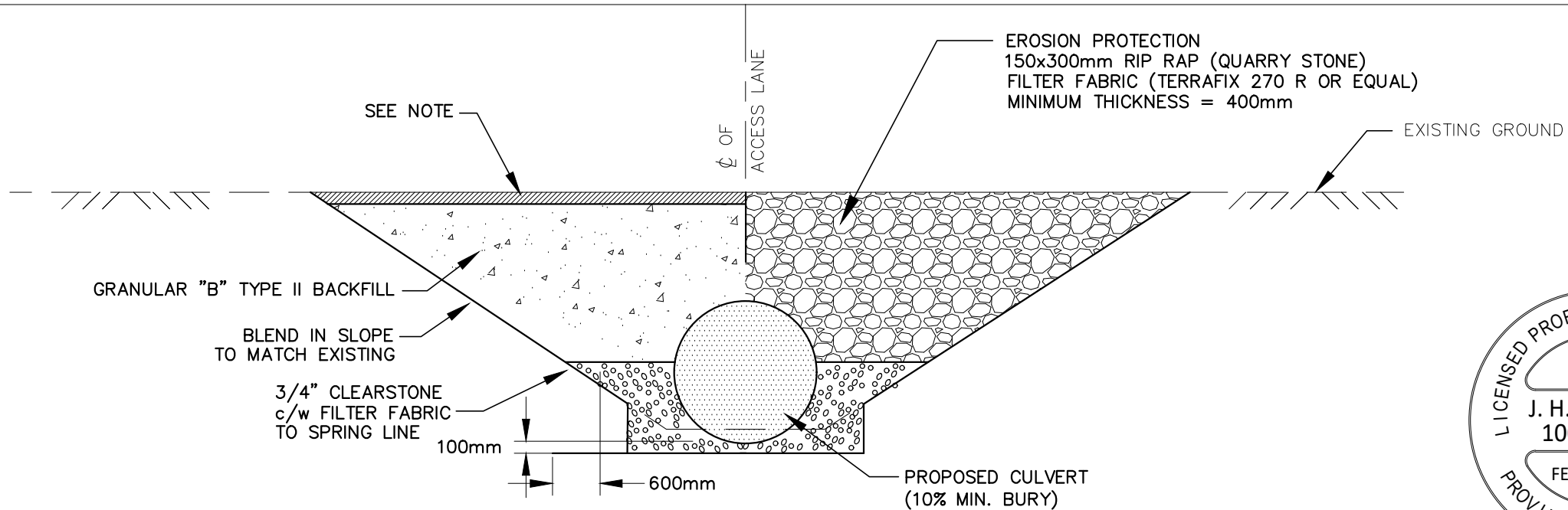
VOLLANS DRAIN
CROSS SECTIONS

11
OF 12

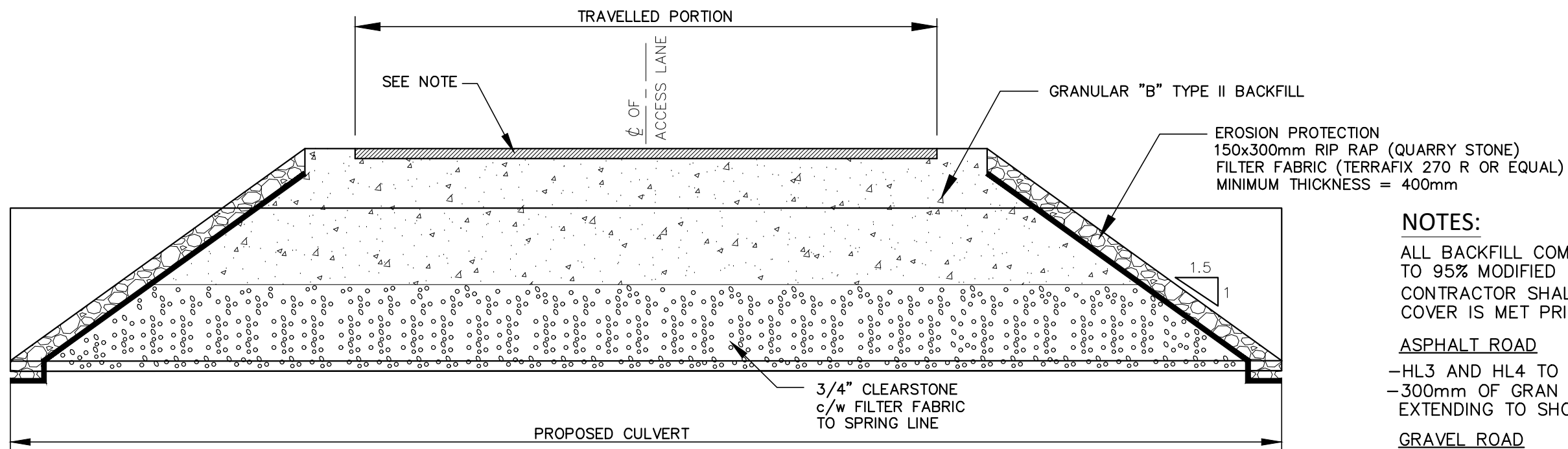
DRAWING NAME:
Vollans Drain Cross Sections

PROJECT No.
2024-1709

Last Updated: February 17, 2026



PROPOSED PIPE END SECTION



PROPOSED CROSS-SECTION

NOTES:

ALL BACKFILL COMPACTED TO 95% MODIFIED PROCTOR DENSITY
 CONTRACTOR SHALL ENSURE MINIMUM COVER IS MET PRIOR TO CROSSING

ASPHALT ROAD

-HL3 AND HL4 TO MATCH EXISTING THICKNESS
 -300mm OF GRAN "A" EXTENDING TO SHOULDER

GRAVEL ROAD

-200mm OF OPS GRANULAR "M" (CRUSHED DOLOMITE SOURCE) TO MATCH EXISTING ROAD WIDTH

ACCESS CULVERT

-150mm OF GRANULAR "A"

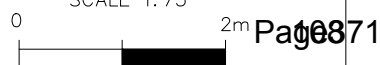


4218 Oil Heritage Road
 Petrolia Ontario, N0N 1R0
 Phone: (519) 882-0032 Fax: (519) 882-2233

DRAWING NAME:
 Beneteau & Vollans Drains Typical Culvert Detail

PROJECT No.
 2024-1709

APPROVED J. WARNER	NO.	REVISIONS	DATE	BY
CHECKED B. VAN RUITENBURG	1	FINAL REPORT	FEB. 17, 2026	CS
DRAWN C. SAUNDERS	SCALE 1:75			



TOWN of AMHERSTBURG
BENETEAU & VOLLANS DRAINS
TYPICAL CULVERT DETAIL

12
OF 12

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2026-023

By-law to provide for improvements to the Beneteau, Vollans and Tremblay Drains based on the report of Josh Warner, P.Eng of R. Dobbin Engineering Inc.

WHEREAS a request for improvements to the Beneteau, Vollans, and Tremblay Drains was received under section 78 of the Drainage Act;

WHEREAS Council of the Corporation of the Town of Amherstburg has authorized Josh Warner, P.Eng., of R. Dobbin Engineering Inc., to prepare a report and said engineer's report dated February 17, 2026 entitled Beneteau, Vollans and Tremblay Drains can be referenced as Schedule A, as attached hereto;

WHEREAS \$346,692.00 is the estimated cost provided for the new drainage works;

AND WHEREAS the report was considered by the Amherstburg Drainage Board at the meeting held on March 24, 2026.

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

1. AUTHORIZATION

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

2. BORROWING

The Corporation of the Town of Amherstburg may borrow on the credit of the Corporation the amount of \$346,692.00 being the estimated amount necessary for the improvements of the drainage works.

3. DEBENTURE(S)

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

- (a) Grants received under section 85 of the Drainage Act;
- (b) Monies paid as allowances;
- (c) Commuted payments made in respect of lands and roads assessed with the municipality;
- (d) Money paid under subsection 61(3) of the Drainage Act; and
- (e) Money assessed in and payable by another municipality.

4. PAYMENT

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

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

Read a first and second time and provisionally adopted this 13th day of April 2026.

MAYOR – MICHAEL PRUE

CLERK – KEVIN FOX

Read a third time and finally passed this ___ day of _____, 2026.

MAYOR – MICHAEL PRUE

CLERK – KEVIN FOX



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF ENGINEERING AND PUBLIC WORKS

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

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

To: Members of the Drainage Board
Subject: Levying By-Law – Drain Improvements

1. RECOMMENDATION:

It is recommended that:

- 1. The report from the Drainage Superintendent and Engineering Coordinator dated March 16, 2026 regarding the recovery of cost for money spent in 2025 for improvements of a Municipal Drain BE RECEIVED;
2. That By-Law 2026-014 BE READ 3 TIMES to become the Levying By-Law to allow the collection of cost for which Council has provided to Finance for the improvements to Municipal Drain project herein completed by the Town in 2025.

2. BACKGROUND:

The Town has the responsibility to perform maintenance/repairs and improvements to all Municipal Drains upon the requirement to do so, or the request to do so by an affected landowner.

Each calendar year, the Drainage Superintendent completes a summary of improvements and prepares an application to the Ministry of Agriculture, Food and Rural Affairs (OMAFRA) for Provincial Grant according to the Agricultural Drainage Infrastructure Program (ADIP) Policy. Grants are awarded to all Agricultural lands that are up to date with the Farm Tax Credit and OMAFRA pays to the Town, 33% of all eligible drainage assessments.

Section 61 of the Drainage Act, requires that the Town of Amherstburg, who is required to raise the necessary funds in whole or any part for drainage works completed under the Act, shall by By-Law impose upon the lands assessed for the drainage works, the assessment with which it is chargeable, and the amount so imposed is payable in such instalments as the council may prescribe.

The Drainage Superintendent has reconciled the general ledger account for the actual costs incurred by the Town to administer the project and has applied the actual amount to the engineers estimated amount for the project in an assessments schedule which will be authorized by the appointed engineer for the amount chargeable to those lands and becomes part of the grant submission to obtain the grant amount for eligible parcels of land. for the amount chargeable to those lands.

3. DISCUSSION:

Unlike maintenance drain projects where the Town adds a line to the tax roll. Capital drain projects are invoiced to lands using the adopted schedule in the engineers' report appended to the bylaw for that drain. The general ledger account is reconciled for the actual improvement costs to recover and is billed to the affected lands assessed in the bylaw. The Town has up to one year after the completion of the improvement to apply for grant.

4. RISK ANALYSIS:

There is risk in not improving Municipal Drains at the requests of landowners.

5. FINANCIAL MATTERS:

By-Law	By-Law estimate	Actual	Agricultural Lands	Grant amount	Town Roads	Town Water Department
2025-003	277,890.00	218,467.37	56,207.21	18,735.74	43,425.66	10,151.81

Bylaw 2025-003 – 4th Concession Road Drain (2024)

- The actual work including interest, incidentals, permits and construction was \$59,423 under the estimated amount required.

The Town is assessed \$43,426.66 for its Road in Bylaw 2005-003 and does not have any assessment in Bylaw 2025-004. The Towns water department is assessed in both for a total of \$ 14,417 for costs incurred by the existence of its utility under Section 24 of the Act.

In 2025, the Town performed other improvement projects and is working toward reconciling and levying those costs.

6. **CONSULTATIONS:** N/A

7. **CONCLUSION:**

Administration is recommending that

1. That By-Law 2026-014 **BE READ 3 TIMES** to become the Levying By-Law to allow the collection of cost for which Council has provided to Finance for the improvements to Municipal Drain projects herein completed by the Town in 2025.



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

Attachment(s): None

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2026-014

**By-law to provide for the Amending of costs spent in 2025
For improvements to a Municipal Drain**

THAT By-Law 2026-014 being a Levying By-Law to provide for the assessment upon the lands and roads liable for their contribution to drainage works that has been acted upon by Council, and for the recovery of costs for the completion of the drainage works for which Council was obligated to raise.

WHEREAS Collection of actual costs related to Improvement of Municipal Drains in 2025, be given first, second and third reading;

WHEREAS \$218,467.37 was the actual costs of improvements under Bylaw 2025-003 to the 4th Concession Road Drain (2024);

AND WHEREAS The Council of the Corporation of the Town of Amherstburg, pursuant to the Drainage Act hereby enacts the following;

1. That the assessment schedules adopted for the purpose of assessing costs to lands and roads on each Municipal Drain herein is applied for the cost recovery of funds necessary for the completion of those works.

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

1. AUTHORIZATION

The assessment upon lands and roads liable for their contribution to the Improvements to Municipal Drains be assessed the actual costs that Council was obligated to raise.

Read a first, second and third time and fully adopted this 13th day of April 2026.

MAYOR – MICHAEL PRUE

CLERK – KEVIN FOX



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF ENGINEERING AND PUBLIC WORKS

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

Author's Name: Sam Paglia	Report Date: March 19, 2026
Author's Phone: 519 736-3664 ext. 2318	Date to Drainage Board: March 24, 2026
Author's E-mail: spaglia@amherstburg.ca	Resolution #: N/A

To: Members of the Drainage Board

Subject: Drainage Apportionment

1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Drainage Superintendent and Engineering Coordinator dated March 19, 2026 regarding various drainage apportionments **BE RECEIVED**;
2. The drainage apportionments **BE APPROVED** as listed:
 - Consent **B/18/22** drainage apportionment for a Municipal Drain.
3. Administration **BRING FORWARD** the Drainage Board's recommendation to approve the drainage apportionments at a future Regular Council Meeting.

2. **BACKGROUND:**

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

This report deals with various drainage apportionments, each of which may be associated with separate, individual conditions of severance.

3. **DISCUSSION:**

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

Agreement on share of assessment

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

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

Subsequent subdivision of land

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

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

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

It is important to note that an apportionment does not set new values. The ratio in the current bylaw for the affected lands is apportioned to the affected lands in the severance accordingly. When several apportionments are completed on one particular drain, the assessment to lands not affected by severance becomes more and more unfair as more apportionments are completed. Therefore, S. 65 apportionments are only valid until such time as an engineer is appointed by council on the respective drains, where the engineer is obligated to assess all lands and roads in the watershed. Any lands affected by apportionment will likely be re-assessed a different value determined by the appointed engineer, and in an unbiased nature within the schedule of assessments in that report which becomes appended to the new bylaw for the drain.

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

- Consent **B/18/22** drainage apportionment for a Municipal Drain.

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

4. RISK ANALYSIS:

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

5. FINANCIAL MATTERS:

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

6. CONSULTATIONS: - N/A

7. CONCLUSION:

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



Sam Paglia, P.Eng.,

Drainage Superintendent and Engineering Coordinator

Attachment(s):

- Consent **B/18/22** drainage apportionment for a Municipal Drain.



The Corporation of The Town of Amherstburg

September 19, 2024

RE: Section 65 Drainage Apportionment – Consent B/18/22

Dear Landowner:

This letter is to advise you of changes to the drainage assessment for your property for the parcel located at [REDACTED] Pointe West Drive legally described as PLAN M139 LOT 29. This is in relation to the Application for Consent B/18/22, which proposes to sever a 0.0901 hectare parcel of land from the existing residential parcel with Roll [REDACTED]. The retained parcel area shall, for the purpose of this severance, be 1.039 hectares and shall be considered residential land for this agreement only.

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

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

1. **Ouellette Drain West** – Report by R.C. Spencer Associates Inc. by-law 2019-094

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

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

Sincerely,

Sam Paglia

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

Website: www.amherstburg.ca
271 SANDWICH ST. SOUTH, AMHERSTBURG, ONTARIO N9V 2A5
Phone: (519) 736-0012 Fax: (519) 736-5403 TTY: (519)736-9860

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

1. Ouellette Drain West

Original assessment in the current By-Law						
Plan.	Lot	Affected Area (HA)	Roll No.	Owner	Outlet Assessment	TOTAL
M139	29	.194	██████████	Raymond Frain Cerkauskas and Weili Xu	\$ 282.00	\$ 282.00

Re-AppORTIONED assessment as per B/19/24						
Conc.	Lot	Affected Area (HA)	Roll No.	Owner	Outlet Assessment	TOTAL
M139	29	0.104	██████████	Mathew Daniel Simone	\$ 153.00	\$ 153.00
M139	29	0.090	██████████	N/A	\$ 129.00	\$ 129.00
						\$282.00

CORPORATION OF THE TOWN OF AMHERSTBURG

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

OUELLETTE DRAIN WEST

Agreement with *Mathew Daniel Simone* for cost apportionment due to severance or sale of land in the Ouellette Drain West drainage watershed or system.

Re-Apportioned assessment as per B/19/24						
Conc.	Lot	Affected Area (HA)	Roll No.	Owner	Outlet Assessment	TOTAL
M139	29	0.104	██████████	Mathew Daniel Simone	\$ 153.00	\$ 153.00
M139	29	0.090	██████████	Mathew Simone	\$ 129.00	\$ 129.00
						\$282.00

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

<u>MATHEW Simone</u> Retained Property Owner (printed)	<u>Dec. 10, 2025</u> Date	<u></u> Retained Property Owner (signature)
<u>MATHEW Simone</u> Severed Property Owner (printed)	<u>Dec. 10, 2025</u> Date	<u></u> Severed Property Owner 1 (signature)

March 6, 2026

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

Re: Request under Section 65 for #507 McLeod Avenue and #3918 McLeod Avenue.

In accordance with your instructions, we have undertaken an examination of the following for #507 McLeod Road:

- 65(1) Subdivision of Land
- 65(3) Subsequent Connection to McBride Road Branch of Willow Beach Drain
- 65(4) Subsequent Disconnection from Willow Beach Drain (North Branch and Main Branch)

In accordance with your instructions, we have undertaken an examination of the following for #3918 McLeod Avenue:

- 65(1) Subdivision of Land.
- 65(3) Subsequent Connection for change in land use

Authorization under the Drainage Act

This Engineers Report has been prepared under Section 65(1), Section 65(3), and 65(4) of the Drainage Act.

Subsequent subdivision of land

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

Subsequent connection to drainage works, etc.

65(3) If an owner of land that is not assessed for a drainage works subsequently connects the land with the drainage works for the purpose of drainage, or if the nature or extent of the use of a drainage works by land assessed for the drainage works is subsequently altered, the clerk

of the local municipality in which the land is situate shall instruct an engineer in writing to inspect the land and assess it for a just proportion of the drainage works, taking into account any compensation paid to the owner of the land in respect of the drainage works. 2010, c. 16, Sched. 1, s. 2 (26).

Subsequent disconnection from drainage works

65(4) If an owner of land that is assessed for a drainage works subsequently disconnects the land from the drainage works, the clerk of the local municipality in which the land is situate shall instruct an engineer in writing to inspect the land and determine the amount by which the assessment of the land should change. 2010, c. 16, Sched. 1, s. 2 (26).

R. Dobbin Engineering was appointed on February 9, 2026.

Existing and Proposed Drainage

The property at #507 McLeod Road (Roll Number 550-04780) is currently assessed with 0.07 Ha into the McBride Road Branch of the Willow Beach Drain and the remainder into the North Branch of the Willow Beach Drain. The parcel is proposed to be developed into 4 separate parcels. It is proposed to outlet all 4 lots, with a total area of 0.42 Ha, into the top end of the McBride Road Branch of the Willow Beach Drain.

The property at #3918 McLeod Avenue (Roll Number 550-09400) is currently assessed with 4.20 Ha into the McBride Road Branch of the Willow Beach Drain, including the location of the proposed 5 lots fronting onto McLeod Avenue.

Review and Investigation

In preparation of our report under Section 65, the following reports were reviewed:

- Willow Beach Drainage System Report dated December 11, 1968 by C.G.R. Armstrong, P.Eng.
 - This report included upgrades to the existing pump station and upgrades to the covered drainage system upstream.
- Willow Beach Shore Wall Report dated November 2, 1973 by C.G.R. Armstrong, P.Eng.
 - This report provided for the construction of a steel break wall in front of the pump station.
- Willow Beach Drainage System Report dated January 13, 1976 by C.G.R. Armstrong, P.Eng.
 - This report included the cleanout of the Main Drain, North-East Branch, North Branch and North-West Branches of the Willow Beach Drainage System.

- Willow Beach Pumping System Report dated November 28, 1983 by W.J. Sterrington, P.Eng.
 - This report included upgrades to the existing pump station.
- Willow Beach Drainage System Report dated January 28, 2000 by E.O. LaFontaine, P.Eng.
 - This report included the installation of a new pump station including a new outlet pipe, relocation of the drain across Lot 65, Registered Plan 1103, the Main Branch and Northwest Branch were improved from Willow Beach Drive to McLeod Road and a covered drain was constructed on McLeod Road to capture the discharge from the proposed Pollution Control Plant.
- Willow Beach Drain and Pump dated November 2, 2005 by E.P. Dries, P.Eng.
 - This report included the incorporation of improvements completed in 2003. These improvements included the installation of a storm sewer from the Main Branch approximately 48m northeast of Willow Beach Road, through an alley and along McBride Road. The McBride Road storm sewer ties into a ditch inlet catch basin on the east side of McBride Road where it intercepts the Northeast Branch of the Willow Beach Drain. Upstream of this the Northeast Branch is a swale to the southerly limit of McLeod Road. As part of this report the Northeast Branch was abandoned west of McBride Road.
- Section 65 Drainage Apportionment – Consent B/26-28/25 for #507 McLeod Avenue dated August 18, 2025.
 - A Section 65 report was prepared by the Town to address a severance application for #507 McLeod Avenue. As the proposed severance was never approved and the application has since changed, this report shall not apply.

Along with review of the above reports, the Functional Servicing Report (FSR) for the properties dated October 31, 2025 was reviewed. We found that the proposal, with the restriction of a portion of the lots to the 2-year pre-development rate as outlined in the FSR, would have little to no effect on the current drainage system for the McBride Branch of the Willow Beach Drain.

Connection / Disconnection

The revised Drainage Area for the McBride Road Branch is shown below. An area of 0.35 Ha will be subsequently added to the McBride Branch of the Willow Beach Drain and 0.35 Ha will be removed from North Branch of the Willow Beach Drain and the

Main Branch of the Willow Beach Drain upstream of the McBride Road Branch for the parcel with Roll Number 550-04780.



The governing report for the assessment of maintenance of the Willow Beach Drain-McBride Road Branch and Pump Station is dated November 2, 2005. The governing report for the assessment of maintenance of the North Branch and Main Branch of Willow Beach Main Drain is dated January 12, 1976. The 1976 report does not currently provide a fair means for assessing out maintenance as there is no separation of sub

watersheds and there has been significant development and changes to the drainage patterns since the 1976 report. Therefore, we suggest that a Section 76 Report be produced to reflect the changes in the area and remove #507 McLeod Road from the maintenance schedule.

Recommendations

We recommend that the Town of Amherstburg accept the revised drainage assessments for maintenance purposes as outlined in Appendix A. The updated assessments were derived by comparing assessments of similar use properties in the vicinity of the subject properties. A Section 76 to address the maintenance of the North Branch and Main Branch shall follow and shall consider the removal of the parcels severed from #507 McLeod.

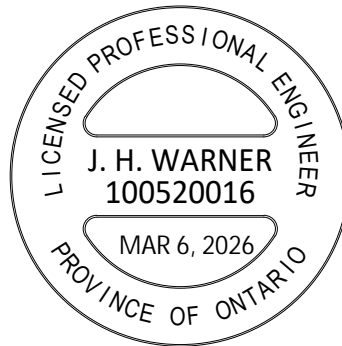
A subsequent connection “buy in” has not been applied to the properties as the 2005 report does not assess out any cost related to the improvements.

The total engineering cost to complete this report is \$2,600.00, excluding HST. This shall be assessed with 70% applied to the parcel with Roll Number 550-04780 and the remainder applied to the parcel with Roll Number 550-09400.

Yours truly,



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



APPENDIX A

Willow Beach Drain and Pump dated November 2, 2005 (Schedule A-2 for Maintenance of the Willow Beach Drain - Pump and Appurtenances) (Section 65(1) and 65(3))

Roll No.	Conc.	Lot or pt. Lot	Hect.	Owner	Benefit	Outlet	Total
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Original Assessment

██████████	1	Pt. Lot 19	9.47	Robert & Bernadette Meloche	\$ -	\$ 700.00	\$ 700.00
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Updated Assessment

TBD	1	Pt. Lot 19 (Proposed Lot 1)	0.12	Bernadette Meloche		\$ 20.00	\$ 20.00
TBD		Pt. Lot 19 (Proposed Lot 2)	0.12	Bernadette Meloche		\$ 20.00	\$ 20.00
TBD		Pt. Lot 19 (Proposed Lot 3)	0.12	Bernadette Meloche		\$ 20.00	\$ 20.00
TBD		Pt. Lot 19 (Proposed Lot 4)	0.12	Bernadette Meloche		\$ 20.00	\$ 20.00
TBD		Pt. Lot 19 (Proposed Lot 5)	0.12	Bernadette Meloche		\$ 20.00	\$ 20.00
██████████		Pt. Lot 19 (Retained Lot)	8.87	Bernadette Meloche		\$ 656.00	\$ 656.00
					\$ -	\$ 756.00	\$ 756.00

Original Assessment

██████████	1	Lots 132 to 141	0.42	Keith and Maty Ellen Ewer	\$ -	\$ 69.00	\$ 69.00
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Updated Assessment

TBD	1	Pt. Lot 19 (Proposed Lot 6)	0.10	Coulson Design-Build Inc.		\$ 16.40	\$ 16.40
TBD		Pt. Lot 19 (Proposed Lot 7)	0.13	Coulson Design-Build Inc.		\$ 21.40	\$ 21.40
TBD		Pt. Lot 19 (Proposed Lot 8)	0.10	Coulson Design-Build Inc.		\$ 16.40	\$ 16.40
TBD		Pt. Lot 19 (Proposed Lot 9)	0.09	Coulson Design-Build Inc.		\$ 14.80	\$ 14.80
			0.42		\$ -	\$ 69.00	\$ 69.00

Original Total Assessment for Maintenance \$ 10,000.00
Updated Total Assessment for Maintenance \$ 10,056.00



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 76 Request for Improvement – North Branch and Main Branch of the Willow Beach Drainage and Pumping Scheme. Engineering Appointment

1. RECOMMENDATION:

It is recommended that:

- 1. The report from the Drainage Superintendent and Engineering Coordinator dated March 24, 2026 regarding the Recommendation of Josh Warner, P.Eng for the variation of assessment (Section 76) to the North Branch and Main Branch of the Willow Beach Drain and Pumping Scheme Engineering Appointment BE RECEIVED;
2. The Drainage Board recommend that Council ACCEPT the request from the Engineers report under Section 65 of the Drainage Act to satisfy the conditions of consent application B/26-28/25 of the application for severance; and,
3. The Drainage Board recommend the appointment of Josh Warner, P.Eng, of R. Dobbin Engineering to examination and report the variation of assessments to the North Branch and Main Branch of the Willow Beach Drain and Pumping Scheme BE APPROVED by Council.

2. BACKGROUND:

The lands at Municipal number 507 McLeod applied for a Section 65(1) Subdivision of land, a Section 65(3) Subsequent connection of land to the McBride Road Branch of the Willow Beach Drain and a Section 65(4) Subsequent Disconnection from the Willow Beach Drain (North Branch and Main Branch).

The Engineers report for the Subsequent Connection/Disconnection recommends that the in order to consider the removal of the parcel severed from 507 McLeod, a Section 76 report is completed in order to vary the assessments on the North Branch and Main Branch.

The Essex Region Conservation Authority (ERCA), the Ontario Species at Risk (SAR), the Ministry of Agriculture, Food and Rural Affairs (OMAFRA) and the Department of Fisheries and Oceans are prescribed persons under the regulation and will receive notification accordingly.

In order to effectively and efficiently provide the community of landowners with the most relevant drainage practitioner, the Town conducts a desk top review of the area requiring drainage. Engineering Consultants are selected not only based on the Town's Roster, but are also selected based on their ability to take on work, and if they have conducted work in the same area and have the relevant watershed information to more efficiently produce the required report effectively for the benefit of the community of landowners involved.

3. DISCUSSION:

R. Dobbin has completed several engineering reports for the Town and is well suited to examine and report on a Section 76 Variation of assessment report.

4. RISK ANALYSIS:

There is more risk for the Town if Council does not accept a request for improvement to a 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 obligated to provide the Finance department with the funds necessary for all works related to drainage under the Act. The Engineer appointed by Council has the requirement under Section 4, to determine the validity of the petition.

If Council chooses not to accept the request, the requesting landowner may file an appeal to the Tribunal.

From a pro-active approach to undrained lands, and to allocate the necessary funds more effectively and efficiently, the examining engineer will examine and report on the entire drainage scheme if necessary to satisfy the requests and provide a new drainage report that provides not only the solution to a Common Law matter, but also provides the mechanism for the Town to recover costs fairly for any recommended improvements as well as future maintenance on the new drain and by all the users of that drain.

5. FINANCIAL MATTERS:

The Town be assessed for its lands or roads 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 adopted bylaws assessment schedule.

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

7. CONCLUSION:

Administration is recommending that the request be accepted under the Act for the benefit of the requesting landowner for the right to access over a Municipal Drain.

Administration is recommending the appointment of Josh Warner, P.Eng. of R. Dobbin Engineering Inc. and that the appointment 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):

- Request for Improvement received.

UNFINISHED BUSINESS LIST

Council Question #	Agenda Item	Assigned To	Description	Meeting Type	Meeting Date	Comments
CQ 23-28	NEW BUSINESS	Karly Kennedy, Antonietta Giofu,	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	Q2 2026 - Confirmation from Circular Materials on the provision of public space recycling containers is pending.
CQ 24-05	NEW BUSINESS	Antonietta Giofu, Karly Kennedy	Resolution: 20240610-011 Moved By Councillor McArthur Seconded By Councillor Crain That Administration BE DIRECTED to bring back a report to Council investigating the potential harmonization of speed limits on Concession Rd. 2.	Regular Council Meeting	6/10/2024	Q2 2026
CQ 24-12	Development Services (Budget)	Karly Kennedy, Heidi Baillargeon, Melissa Osborne	Resolution: 20241209-012 Moved By Councillor Allaire Seconded By Councillor Crain That: FAC 005-23 –Gordon House Improvements BE SUPPORTED. Administration be directed to come back with a report on future potential uses.	Special Council Meeting	12/9/2024	Q2 2027
CQ 24-13	Transportation Master Plan	Melissa Osborne Antonietta Giofu, Karly Kennedy	Resolution: 20240527-005 Moved By Councillor McArthur Seconded By Councillor Crain That Administration BE DIRECTED to consult with all businesses on Murray Street and come back with results.	Regular Council Meeting	5/27/2024	Q4 2026

Blue Shaded Items are completed and will be removed next meeting.

Green Shaded Items are actioned to come before council shortly.

UNFINISHED BUSINESS LIST

CQ25-05	Notice of Motion	Karly Kennedy, Heidi Baillargeon, Valerie Critchley, Kevin Fox, Adam Coates,	<p>Resolution: 20250414- 017 Moved By Councillor Allaire Seconded By Deputy Mayor Gibb</p> <p>That: Administration BE DIRECTED to report back on future opportunities that may exist to relocate the Amherstburg Branch of the Essex County Library from the Carnegie Building; and, Administration BE DIRECTED to send a letter to the Essex County Council and Essex County Library Board to request consideration for monies to be set aside for future funding in relation to fit up costs associated with a new Amherstburg Library Branch.</p>	Regular Council Meeting	4/14/2025	<p>Ongoing - Based on Council's direction in response to the Oct 27, 2025 report on the Valente Development Proposal for New Town Hall with Options, Administration will bring forward further opportunities as they arise.</p>
CQ25-08	Business Licensing By-Law and Licensing Committee	BJ Wilder, Kevin Fox, Karly Kennedy	<p>Resolution - 20250324 - 002 Moved By Councillor Crain Seconded By Deputy Mayor Gibb</p> <p>That: The Town of Amherstburg REINSTATE the 2009 Business Licensing By-law; The Town of Amherstburg ESTABLISH a Business Registry; Administration BE DIRECTED to bring back an amended By-law for consideration; and Any business which was previously enrolled would have all fees WAIVED.</p>	Regular Council Meeting	3/24/2025	Q2 2026
CQ25-12	NEW BUSINESS	Michael Mio, Karly Kennedy, Liberty Fallon	<p>Resolution: 20250714-016 Moved By Councillor Pouget Seconded By Councillor Courtney</p> <p>That the Fire Chief BE DIRECTED to provide a report to Council regarding our notification system and if any changes are recommended</p>	Regular Council Meeting	7/14/2025	Q2 2026

Blue Shaded Items are completed and will be removed next meeting.

Green Shaded Items are actioned to come before council shortly.

UNFINISHED BUSINESS LIST

CQ26-02	NEW BUSINESS	Valerie Critchley, Karly Kennedy	<p>Resolution: 20260223-008 Moved By Councillor Pouget Seconded By Councillor Courtney That: A full report BE BROUGHT back to Council at a future meeting about what transpired at 208 St Arnaud St with regards to the timeline of the development of that site inclusive of the zoning at use and any accessible components; and, Letters BE SENT to residents in the same manner as a Planning Act application regarding the commercial arena use of the site.</p>	Regular Council Meeting	2/23/2026	Q3 2026
CQ26-03	NEW BUSINESS	Heidi Baillargeon, Karly Kennedy, Yufang Du	<p>Resolution 20260309-009 Moved By Councillor Courtney Seconded By Councillor McArthur That Administration BE DIRECTED to bring back a report on capital expenses and revenue for 320 Richmond since the time of purchase.</p>	Regular Council Meeting	3/9/2026	Q3 2026

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO 2026-024

By-law to Appoint Members to a Licensing Appeal Committee

WHEREAS Council of the Corporation of the Town of Amherstburg has duly enacted By-law No. 2023-059 being a By-law to regulate short term rentals in the Town of Amherstburg;

AND WHEREAS Council of the Corporation of the Town of Amherstburg has duly enacted By-law No. 2026-019 being a By-law to regulate business licensing in the Town of Amherstburg;

AND WHEREAS Section 9.1 of By-law 2023-059 requires that Council appoint a Licensing Appeal Committee;

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

1. That a Committee to be known as the Licensing Appeal Committee is hereby established to deal with matters provided for in Sections 8, 9, and 10 of By-law 2023-059 and Part 9 of By-law 2026-019;
2. That the business of the Licensing Appeal Committee be conducted in accordance with the procedures established under the Statutory Powers Procedure Act, 1990, By-law 2023-059, and By-law 2026-019;
3. That the following individuals are hereby appointed as members of the Licensing Appeal Committee for the 2022-2026 term of Council or until their successors are appointed;
 - a) Anne Creery
 - b) Dan Gemus
 - c) David Mazza
 - d) Ryan D'Alimonte
 - e) Dr. Shazia Qadri
4. That the remuneration paid to the Committee members shall be \$75.00 per meeting attended;
5. That By-law 2024-018 be repealed; and,
6. That this By-law shall come into force and take effect immediately upon the final passing thereof.

READ a first, second and third time and finally passed this 13th day of April 2026.

MAYOR – MICHAEL PRUE

CLERK – KEVIN FOX

**THE CORPORATION OF THE TOWN OF AMHERSTBURG
BY-LAW NO. 2026-026**

**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 March 23, 2026 and April 13, 2026 meetings of Council, and 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 13th day of April 2026.

MAYOR – MICHAEL PRUE

CLERK – KEVIN FOX