



**TOWN OF AMHERSTBURG
REGULAR COUNCIL MEETING
MINUTES**

**Monday, December 16, 2024
6:00 P.M.**

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

PRESENT	Mayor Michael Prue Deputy Mayor Gibb Councillor Donald McArthur Councillor Diane Pouget Councillor Linden Crain Councillor Molly Allaire
ABSENT	Councillor Peter Courtney (<i>Regrets</i>)
STAFF PRESENT	Kevin Fox - Clerk Valerie Critchley - CAO Sarah Sabihuddin - Deputy Clerk

1. CALL TO ORDER

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

2. NATIONAL ANTHEM

3. ROLL CALL

4. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

(Public Council Meeting Agenda Items)

There were no disclosures of pecuniary interest noted.

5. LAND ACKNOWLEDGEMENT

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

6. REPORT OUT FROM IN-CAMERA SESSION

Report Out from In-Camera Session – December 16, 2024

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

Item A – Striking Committee Information

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

Resolution: 20241216 - 001

Moved By Councillor Pouget

Seconded By Councillor Crain

That:

1. Bill Wark **BE APPOINTED** as the Town of Amherstburg's Municipal Lay Member on the Essex Power Corporation Board of Directors for the 2025-2028 term; and,
2. Administration **BE DIRECTED** to place a call for applications for a vacancy on the Amherstburg Environmental Advisory Committee.

The Mayor put the motion.

Motion Carried.

7. MINUTES OF PREVIOUS MEETING

Moved By Councillor Crain

Seconded By Deputy Mayor Gibb

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

7.1 Regular Council Meeting Minutes - October 15, 2024

7.2 Regular Council Meeting Minutes - October 28, 2024

7.3 Special Council Meeting - Budget Tabling - November 18, 2024

The Mayor put the motion.

Motion Carried.

8. RECOGNITIONS

10. PRESENTATIONS

Item 10.1 brought forward

10.1 Overview of Hydro One's Current and Future Community Projects and Services - Town of Amherstburg

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- Item 12.1 Windsor Essex Bike Community - James Braakman

Moved By Councillor McArthur

Seconded By Councillor Allaire

That the delegation be extended by 5 minutes.

The Mayor put the motion.

Motion Carried.

Moved By Councillor Pouget

Seconded By Councillor McArthur

That:

1. The delegation **BE RECEIVED; and,**
2. Item 12.1 **BE BROUGHT** forward.

The Mayor put the motion.

Motion Carried.

12.1 Windsor Essex Bike Community (WEBC) Libro Centre Mountain Bike Trail Proposal Phase 3

Resolution: 20241216 - 002

Moved By Councillor Crain

Seconded By Councillor McArthur

That:

1. Council **AUTHORIZE** the conditional approval to proceed with the planning and design for Phase 3 of the Windsor Essex Bike Community (WEBC) Libro Centre Mountain Bike Trail Project at the Libro Centre, including allowing the group to pursue fund-raising efforts for this phase with construction conditional upon final approval of the Libro Centre Master Plan by Council with an understanding that the proposed concepts presented for Phase 3 may be subject to change based on public engagement regarding the Parks Master Plan process currently

underway; this is to permit WEBC to raise funds needed to proceed with Phase 3 of the project, and;

2. Council **DIRECT** Administration to work with WEBC on the design and planning for Phase 3 of the Libro Centre Mountain Bike Trail Project in partnership with the community and Parks Master plan process, ensuring compliance with relevant regulations, and;
3. Council **DELEGATE** authority to the Chief Administrative Officer and Clerk to negotiate, sign and execute any modifications to the existing Land Stewardship Agreement and/or any such agreement, declarations or approvals required for the implementation of Phase 3 of the Libro Centre Mountain Bike Trail Project, satisfactory in form to the Chief Financial Officer, in technical content to the Director of Parks, Facilities, Recreation and Culture, and in legal content to the Chief Administrative Officer. This is with an understanding that the proposed concept may be subject to change.

The Mayor put the motion.

Motion Carried.

9.2 Delegation - Item 13.5 - 490 Dalhousie Street Driveway Alteration - Richard and Susanne Pillon

Moved By Deputy Mayor Gibb

Seconded By Councillor Pouget

That item 13.5 **BE BROUGHT** forward.

The Mayor put the motion.

Motion Carried.

Moved By Councillor Crain

Seconded By Councillor McArthur

That the delegation **BE RECEIVED**.

The Mayor put the motion.

Motion Carried.

Moved By Councillor Allaire

Seconded By Councillor Pouget

That the Procedural By-Law **BE WAIVED** to allow the delegation to speak again.

The Mayor put the motion.

Motion Carried.

Moved By Councillor Pouget

Seconded By Councillor Allaire

That the Rules of Order **BE WAIVED** to allow Drew Coulson to speak.

The Mayor put the motion.

Motion Carried.

Item 13.5 brought forward

13.5 490 Dalhousie Street – Driveway Alteration

Resolution: 20241216 - 003

Moved By Councillor Crain

Seconded By Deputy Mayor Gibb

That the report from the Engineering Technologist dated December 2, 2024 titled “490 Dalhousie Street Driveway Alteration” **BE RECEIVED** for information.

	Yes/Concur	No/Not Concur
Councillor Allaire	X	
Councillor Courtney		
Councillor Crain	X	
Deputy Mayor Gibb	X	
Councillor	X	
Councillor	X	
Mayor Prue	X	

The Mayor put the motion.

Motion Carried

9.3 Delegation - Item #15.4 - Traffic Engineering Study for School Safety Zone Designation and Policy Report - Donald and Sheila Petrozzi

Moved By Councillor Crain

Seconded By Councillor McArthur

That:

1. Items 15.4 & 23.1 **BE BROUGHT** forward; and,
2. The delegation **BE RECEIVED**.

The Mayor put the motion.

Motion Carried.

Item 23.1 brought forward

23.1 Notice of Motion of November 25, 2024 - Community Safety Zone Boundaries – Councillor McArthur

Resolution: 20241216 - 004

Moved By Councillor McArthur

Seconded By Councillor Pouget

Whereas the County of Essex has established a Community Safety Zone on County Road 8 from County Road 3 to 200 metres east of Concession Road 3, encompassing the frontage of St. Joseph Catholic Elementary School;

Whereas the Council of the Town of Amherstburg has directed staff, by Resolution 20240812-029, to report back on the feasibility of creating a Community Safety Zone spanning the built-up residential area of Concession Road 3 North leading to St. Joseph Catholic Elementary School;

Whereas the intersection of County Road 8 and South Riverview Drive is of a unique design and comprised of a local road and a County road connecting to an historic bridge connecting two County roads and two municipalities;

Whereas the County of Essex intends to install plaques on either side of the landmark bridge celebrating its heritage value that will attract additional tourist traffic, including drivers unfamiliar with the unique design of this intersection and its traffic patterns;

Whereas the intersection is a crucial link on the active transportation networks of the Town of Amherstburg and the County of Essex linking to the Town of LaSalle; and

Whereas the Building and Grounds Committee at St. Joseph Parish in River Canard has asked in its newsletter for parishioners to file online traffic complaints with Windsor

Police Services – Amherstburg Detachment because “traffic in and around St. Joseph Church has changed dramatically” and made it “dangerous” for parishioners to access parking lots for mass and other Church activities;

Be it Resolved that the Town of Amherstburg work with the County of Essex **TO EXTEND** the Community Safety Zone boundaries to include all of the church property, especially the parking lots, and examine the intersection and corridor for safety improvements, including a potential speed limit reduction,

Be it Further Resolved that the Mayor and Deputy Mayor **BE DIRECTED** to go to County Council to advocate for this.

The Mayor put the Motion.

Motion Carried.

Item 15.4 brought forward

15.4 Traffic Engineering Study for School Safety Zone Designation and Policy

Resolution: 20241216 - 005

Moved By Deputy Mayor Gibb

Seconded By Councillor Crain

That:

1. Administration **BE AUTHORIZED** to engage the services of a Traffic Engineer to undertake a Community/School Safety Zone Policy Review; and,
2. Clerk **BE AUTHORIZED** to fund the Community/School Safety Zone Policy Review from the Clerks Professional Fees for an amount up to \$15,000 (excluding HST).

The Mayor put the motion.

Motion Carried.

10. PRESENTATIONS

10.1 Overview of Hydro One's Current and Future Community Projects and Services - Town of Amherstburg

Discussed Above.

11. REPORTS – CORPORATE SERVICES

11.1 Award of Financial Statement Audit and Appointment of Auditor for year ending 2024

Resolution: 20241216 - 006

Moved By Councillor Crain

Seconded By Deputy Mayor Gibb

That:

1. Council **DIRECTS** Administration to award the contract for Auditing Services to MNP LLP, the successful proponent of the Year End Financial Audit Request for Proposal, and **DIRECTS** the Mayor and Clerk to sign a 5-year contract for the 2024 to 2028 fiscal years, for a 5-year Audit Service total of **\$193,415 plus HST**; and,
2. Council **APPOINTS** MNP LLP as the Town of Amherstburg Auditor for the 5 years beginning December 31, 2024.
3. MNP **BE INVITED** to the next Audit and Finance Advisory Committee meeting for introduction purposes.

The Mayor put the motion.

Motion Carried.

12. REPORTS - PARKS, RECREATION, FACILITIES AND CULTURE

12.1 Windsor Essex Bike Community (WEBC) Libro Centre Mountain Bike Trail Proposal Phase 3

Discussed Above.

13. REPORTS - INFRASTRUCTURE SERVICES

13.1 Brittany's Gate Subdivision – Acceptance of Infrastructure and Start of Maintenance Period

Resolution: 20241216 - 007

Moved By Deputy Mayor Gibb

Seconded By Councillor Crain

That:

1. The recommendations of the consulting engineer, Stantec Consulting Ltd. regarding the placement of underground infrastructure, curbs, and base asphalt onto maintenance within Brittany's Gate Subdivision **BE ACCEPTED**; and,
2. The underground infrastructure, curbs, and base asphalt within Brittany's Gate Subdivision **BE PLACED** on a 1-year maintenance period, commencing October 28, 2024.

The Mayor put the motion.

Motion Carried.

13.2 2024 Sidewalk Maintenance Program Over-Expenditure

Resolution: 20241216 - 008

Moved By Councillor Allaire

Seconded By Deputy Mayor Gibb

That an over-expenditure for the 2024 Sidewalk Maintenance Program Contract not to exceed \$20,800 **BE APPROVED** for a total cost not to exceed \$255,925 including net HST and that the over-expenditure **BE FUNDED** from the General Reserve (0400).

The Mayor put the motion.

Motion Carried.

13.3 Drinking Water Source Protection - Risk Management Services

Resolution: 20241216 - 009

Moved By Councillor Allaire

Seconded By Deputy Mayor Gibb

That the Town of Amherstburg **ENTER INTO** an agreement with the Essex Region Conservation Authority for Drinking Water Source Protection Risk Management Services and the Mayor and Clerk **BE AUTHORIZED** to sign same.

The Mayor put the motion.

Motion Carried.

13.4 Essex Boulevard Sanitary Sewer Extension – Acceptance of Services and Start of Maintenance

Resolution: 20241216 - 010

Moved By Councillor Allaire

Seconded By Deputy Mayor Gibb

That:

1. The recommendations of the consulting engineer, Aleo Associates Inc. Consulting Engineers regarding the placement of underground sanitary infrastructure onto maintenance **BE ACCEPTED**; and,
2. The underground sanitary infrastructure on Essex Boulevard **BE PLACED** on a 1-year maintenance period, commencing November 13, 2024.

The Mayor put the motion.

Motion Carried.

13.5 490 Dalhousie Street – Driveway Alteration

Discussed Above.

14. REPORTS - PLANNING AND DEVELOPMENT SERVICES

14.1 Consent Agreement, 550 Simcoe Street, Brendan Renaud and Deanna Crawford

Resolution: 20241216 - 011

Moved By Councillor Allaire

Seconded By Councillor McArthur

That:

1. The execution of a Consent Agreement with Brendan Renaud and Deanna Crawford associated with Consent File numbers B/15-17/24 inclusive **BE APPROVED**; and,
2. **By-law 2024-086** being a By-law to authorize the signing of a Consent Agreement for the development of three residential building lots be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

The Mayor put the motion.

Motion Carried.

14.2 Proposal for Town Hall

Resolution: 20241216 - 012

Moved By Councillor Allaire

Seconded By Councillor McArthur

That:

1. The report on the Proposed Town Hall **BE RECEIVED** for information; and,
2. Council **DIRECT** Administration to proceed with negotiations and at a future date provide Council with an in-camera report including recommendations on negotiation strategies and expectations as well as a financial plan.

The Mayor put the motion.

Motion Carried.

15. REPORTS - CAO's OFFICE

15.1 2024 Special Events Approval Part 8

Resolution: 20241216 - 013

Moved By Councillor Allaire

Seconded By Deputy Mayor Gibb

That:

1. The following events **BE APPROVED**:
 - a. Amherstburg’s Coldest Night of the Year
 - b. Amherstburg’s Ribfest 2025
 - c. TRUE 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 electronic devices incorporating one or more loudspeakers to allow for music **BE GRANTED** for the following events:
 - a. Amherstburg’s Coldest Night of the Year
 - b. Amherstburg’s Ribfest 2025
 - c. TRUE Fest

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

	Yes/Concur	No/Not Concur
Councillor Allaire	X	
Councillor Courtney		
Councillor Crain	X	
Deputy Mayor Gibb	X	
Councillor	X	
Councillor	X	
Mayor Prue	X	

The Mayor put the motion.

Motion Carried.

15.2 Declaration of the Year of the Tree and Associated Activities

Resolution: 20241216 - 014

Moved By Councillor Allaire

Seconded By Deputy Mayor Gibb

That:

1. The Mayor of Amherstburg **BE AUTHORIZED** to Proclaim 2025 as the Year of the Tree in the Town of Amherstburg, as an Environmental Education Campaign which will highlight the importance of:
 - a. Local Carolinian tree species;
 - b. The development and enhancement of the tree canopy; and,
 - c. The benefits of trees for environmental sustainability and in combating climate change.
2. Administration **BE DIRECTED** to circulate the award criteria and nomination requirements for the Environmental Awards associated with the Year of the Tree; and,
3. The Amherstburg Environmental Advisory Committee **BE REQUESTED** to review nominations and provide recommendations to Council on award recipients.

The Mayor put the motion.

Motion Carried.

15.3 Annual Policy Report 2024

Resolution: 20241216 - 015

Moved By Councillor Allaire

Seconded By Deputy Mayor Gibb

That:

1. The following policies **BE AMENDED** in accordance with the November 26, 2024 report titled Annual Policy Report 2024:
 - a. Accountability and Transparency
 - b. Capital Budget Financing
 - c. Capital Project – Interim Financing

- d. Code Adam Alert – Missing Child
 - e. Concussions
 - f. Delegation of Powers and Duties
 - g. Employee Recognition and Expressions of Care
 - h. Employment
 - i. Infectious Disease Prevention
 - j. Local Improvement and Drainage Financing
 - k. Loans and Borrowing
 - l. Media Relations
 - m. Pregnancy and Parental Leave for Members of Council
 - n. Records Retention Program
 - o. Salary Administration
 - p. Street Name Change
 - q. Work at Home in the Event of an Emergency
2. The following policies **BE ADVANCED** into the next review cycle in accordance with the November 26, 2024 report titled Annual Policy Report 2024:
- a. Accounts Payable
 - b. Bank Accounts
 - c. Code of Conduct for Building Officials and Inspectors
 - d. Disposal of Surplus Real Property
 - e. Flag Protocol
 - f. Policy Framework
 - g. Water and Wastewater Billing and Collection
3. The following policies **BE RESCINDED** in accordance with the November 26, 2024 report titled Annual Policy Report 2024:
- a. Banner
 - b. Closed Meeting
 - c. Conflict of Interest

- d. Employee Conflict of Interest Moonlighting
- e. Grievance and Complaints
- f. Municipal Drain Maintenance
- g. Time in Lieu of Overtime
- h. WSIB Reporting

The Mayor put the motion.

Motion Carried.

15.4 Traffic Engineering Study for School Safety Zone Designation and Policy

Discussed Above.

16. INFORMATION REPORTS

16.1 2024 Policing Activities Report

Moved By Deputy Mayor Gibb

Seconded By Councillor Crain

That the 2024 Policing Activities Report **BE RECEIVED** for information.

The Mayor put the motion.

Motion Carried.

16.2 2024 Third Quarter (Q3) Projected Variances as at September 30th, 2024

Moved By Councillor Allaire

Seconded By Councillor Crain

That the report from the Director of Corporate Services/CFO dated December 1, 2024, regarding 2024 Third Quarter Variance **BE RECEIVED** for information.

The Mayor put the motion.

Motion Carried.

16.3 Building Activity Report for Month of July to September 2024

Moved By Councillor Allaire

Seconded By Councillor Pouget

That the report from the Chief Building Official dated November 13, 2024 regarding the building activity for the months of July, August and September 2024, **BE RECEIVED** for information.

The Mayor put the motion.

Motion Carried.

16.4 King's Navy Yard Park Extension Update Fall 2024

Moved By Councillor Allaire

Seconded By Councillor Crain

That the report entitled King's Navy Yard Park Extension Update Fall 2024 **BE RECEIVED** for information.

The Mayor put the motion.

Motion Carried.

16.5 Update K. Walter Ranta Park Studies

Resolution: 20241216 - 016

Moved By Councillor Crain

Seconded By Deputy Mayor Gibb

That:

1. This report **BE RECEIVED** for information; and,
2. Ask Administration to consult with the AMA Sportsman on fundraising opportunities to support a boat ramp at K. Walter Ranta Memorial Park.

The Mayor put the motion.

Motion Carried.

17. CONSENT CORRESPONDENCE

There is no consent correspondence.

18. CORRESPONDENCE

18.1 Correspondence: Additional Residential Unit (ARU) - Minister Paul Calandra, MMAH

Moved By Councillor Crain
Seconded By Deputy Mayor Gibb

That the correspondence **BE RECEIVED** for information.

The Mayor put the motion.

Motion Carried.

19. CONSENT OTHER MINUTES

Moved By Deputy Mayor Gibb
Seconded By Councillor Crain

That the following minutes **BE RECEIVED**:

19.1 Amherstburg Environmental Advisory Committee Meeting Minutes - October 3, 2024

19.2 November 6, 2024 Committee of Adjustment Meeting Minutes

The Mayor put the motion.

Motion Carried.

20. OTHER MINUTES

20.1 Drainage Board Meeting Minutes of December 3, 2024

Resolution: 20241216 - 017

Moved By Deputy Mayor Gibb
Seconded By Councillor Allaire

That:

1. The Drainage Board Meeting Minutes of December 3, 2024 **BE RECEIVED**;
2. Council **ACCEPT** the request from the landowner(s) on the Ouellette Drain West (ODW) under Section 78 of the Drainage Act (Act); and, Council **APPOINT** Gerard Rood, P.Eng., of Rood Engineering Inc. for the examination and report on the ODW, as recommended by the Drainage Board;

3. Council **ACCEPT** the request from the landowner(s) on the Powers Drain under Section 78 of the Drainage Act; and, Council **APPOINT** Josh Warner, P.Eng., of R. Dobbin Engineering Inc. for the examination and report on the Powers Drain, as recommended by the Drainage Board;
4. Council **ACCEPT** the requests from the County of Essex Road Authority and the Town of Amherstburg for a Petition for Drainage under Section 4 of the Drainage Act; and Council **APPOINT** Josh Warner, P.Eng., of R. Dobbin Engineering Inc. for the examination and report on a Municipal Drainage System, as recommended by the Drainage Board.
5. Council **APPROVE** the drainage apportionments as listed in the minutes.

The Mayor put the motion.

Motion Carried.

21. UNFINISHED BUSINESS

21.1 Unfinished Business List - December 2024

22. NEW BUSINESS

Moved By Councillor Crain

Seconded By Deputy Mayor Gibb

That Council **DIRECT** Administration to prepare a report outlining the amount of time Senior Staff spend responding resident inquires as well as an overview of the current policies and procedures addressing community concerns.

The Mayor put the motion.

Motion Failed.

23. NOTICE OF MOTION

23.1 Notice of Motion of November 25, 2024 - Community Safety Zone Boundaries – Councillor McArthur

Discussed Above.

24. BY-LAWS

24.1 By-Law 2024-083 - Confirmatory By-law

Moved By Councillor Crain

Seconded By Deputy Mayor Gibb

By-law 2024-083 being a by-law to Confirm all Resolutions of the Municipal Council Meetings held on the December 3, 9, 10 and 16th 2024 be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

The Mayor put the motion.

Motion Carried.

25. ADJOURNMENT

Moved By Councillor Allaire

Seconded By Councillor Crain

That Council **RISE AND ADJOURN** at 9:11 p.m.

The Mayor put the motion.

Motion Carried.

MAYOR - MICHAEL PRUE

KEVIN FOX - CLERK