



**TOWN OF AMHERSTBURG
REGULAR COUNCIL MEETING
MINUTES**

Monday, March 24, 2025

6:00 P.M.

Council Chambers

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

PRESENT

Mayor Michael Prue
Deputy Mayor Gibb
Councillor Molly Allaire
Councillor Linden Crain
Councillor Donald McArthur
Councillor Diane Pouget
Councillor Peter Courtney

STAFF PRESENT

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

1. CALL TO ORDER

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

2. NATIONAL ANTHEM

3. ROLL CALL

4. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

Councillor Courtney declared a conflict on item 13.2 Official Plan Amendment and Zoning By-law Amendment – 300 Victoria Street due to the close proximity to his property.

Councillor Pouget declared a conflict on item 14.1 (C) due to bring an active member of this organization.

5. LAND ACKNOWLEDGEMENT

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

6. REPORT OUT FROM IN-CAMERA SESSION

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

Item A – Legal Advice and Recommendations Regarding Municipal Agreements for Emergency Service Provision

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

Resolution - 20250324 - 001

Moved By Councillor Pouget

Seconded By Councillor Allaire

That the prepared public statement of March 24, 2025, **BE PROVIDED** from the Town of Amherstburg to the Boblo Island Ferry Service.

The Mayor put the Motion.

Motion Carried.

7. MINUTES OF PREVIOUS MEETING

8. DELEGATIONS

8.1 Delegation - Item 12.2 Infrastructure Standards Manual - Drew Coulson

Moved By Councillor McArthur

Seconded By Councillor Crain

That the Delegation **BE RECEIVED**.

The Mayor put the Motion.

Motion Carried.

Moved By Councillor Pouget

Seconded By Councillor McArthur

That item 12.2 Infrastructure Standards Manual **BE BROUGHT** forward.

The Mayor put the Motion.

Motion Carried.

12.2 Infrastructure Standards Manual

Moved By Councillor Pouget

Seconded By Councillor McArthur

That item 12.2 Infrastructure Standards Manual **BE DEFERRED** to April 29, 2025.

The Mayor put the Motion.

Motion Carried.

8.2 Delegation - Item 14.3 Business Licencing By-law - Jen DeLuca

8.3 Delegation - Item 14.3 Business Licensing By-Law - Sarah Brush

Moved By Councillor McArthur

Seconded By Councillor Allaire

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

The Mayor put the Motion.

Motion Carried.

Items 14.3 & 17.3 were brought forward.

14.3 Business Licensing By-law and Licensing Committee

Moved By Councillor Courtney

Seconded By Councillor Allaire

That the business licensing by-law **BE REFERRED** back to Administration to consult with business community to see if there is a compromise that can be met.

The Mayor put the Motion.

Motion Failed.

Moved By Councillor Allaire

Seconded By Councillor Courtney

That the business licensing by-law **BE AMENDED** to include provisions for an initial fee and a requirement for all businesses to provide confirmation of business continuity to maintain their license in subsequent years.

The Mayor put the Motion.

Motion Failed.

Resolution - 20250324 - 002

Moved By Councillor Crain

Seconded By Deputy Mayor Gibb

That:

1. The Town of Amherstburg **REINSTATE** the 2009 Business Licensing By-law;
2. The Town of Amherstburg **ESTABLISH** a Business Registry;

3. Administration **BE DIRECTED** to bring back an amended By-law for consideration; and
 4. Any business which was previously enrolled would have all fees **WAIVED**.
- The Mayor put the Motion.

Motion Carried.

9. PRESENTATIONS

10. REPORTS – CORPORATE SERVICES

10.1 Annual Treasurer’s Report – 2024 Council and Appointee Statement on Remuneration and Expenses

Moved By Councillor Crain

Seconded By Deputy Mayor Gibb

That:

1. The report from the Treasurer dated February 26, 2025, regarding Annual Treasurer’s Report – 2024 Council and Appointee Statement on Remuneration and Expenses **BE RECEIVED for information.**

The Mayor put the Motion.

Motion Carried.

11. REPORTS - PARKS, RECREATION AND FACILITIES

There are no reports.

12. REPORTS - INFRASTRUCTURE SERVICES

12.1 Amherstburg Water Treatment Plant Reservoir Upgrade and Redundancy Protection Project – Noise By-law Exemption

Resolution - 20250324 - 003

Moved By Councillor Crain

Seconded By Deputy Mayor Gibb

That:

1. A Noise Exemption for Amico Design Build Inc. **BE APPROVED** from Noise By-law 2001-43, table 3-1, section 13 with respect to the operation of any equipment in connection with construction between the hours of 8:00pm and 6:00am until October 31, 2026.

The Mayor put the Motion.

Motion Carried.

12.2 Infrastructure Standards Manual

Discussed Above.

13. REPORTS - PLANNING AND DEVELOPMENT SERVICES

13.1 Zoning By-law Amendment for 1267 Front Road North, Riverview Subdivision and Endorsement of Redline Draft Plan

Resolution - 20250324 - 004

Moved By Councillor Crain

Seconded By Councillor McArthur

That:

1. **By-law 2025-015** being a by-law to amend Zoning By-law No. 1999- 52, to amend the zoning for the subject lands located at 1267 Front Road North being River Subdivision, be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.
2. Administration **BE DIRECTED** to **NOTIFY** the County of Essex that the Town of Amherstburg supports the minor change to the revised draft plan approval for Riverview Subdivision.

The Mayor put the Motion.

Motion Carried.

13.2 Official Plan Amendment and Zoning By-law Amendment – 300 Victoria Street

Resolution - 20250324 - 005

Moved By Deputy Mayor Gibb
Seconded By Councillor McArthur

That:

1. Official Plan Amendment #26 **BE ADOPTED**; AND
2. By-law 2025-024 being a by-law to adopt Official Plan Amendment #26, to amend the Official Plan for the subject lands located at 300 Victoria Street, be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same; AND
3. Official Plan Amendment #26 **BE FORWARDED** to the County of Essex for approval; AND
4. By-law 2025-025 being a by-law to amend Zoning By-law No. 1999-52, to amend the zoning for the subject lands located at 300 Victoria 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.

14. REPORTS - CAO's OFFICE

14.1 2025 Special Events Approval Part 2

Resolution - 20250324 - 006

Moved By Councillor Crain
Seconded By Deputy Mayor Gibb

That:

1. The following events **BE APPROVED**:
 - a. Woofa Roo
 - b. Music Off the Backporch
 - c. Amherstburg Family Road Rally
 - d. Fishing Derby
 - e. Amherstburg's Gone Car Crazy

2. An exemption from table number 3-1(2) of the 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. Woofa Roo
 - b. Music Off the Backporch
 - c. Amherstburg Family Road Rally
 - d. Amherstburg's Gone Car Crazy
3. The fee waiver requests **BE RECEIVED and FILED**:
4. The Special Events Resource Team **BE DIRECTED** to confirm that the requirements identified by the Team are met prior to the event.

The Mayor put the Motion.

Motion Carried.

14.1 2025 Special Events Approval Part 2

Resolution - 20250324 - 007

Moved By Deputy Mayor Gibb

Seconded By Councillor Crain

That:

1. The following events **BE APPROVED**:
 - a. Good Friday Procession - Way of the Cross
2. The fee waiver requests **BE RECEIVED and FILED**:
 - a. Good Friday Procession - Way of the Cross
3. The Special Events Resource Team **BE DIRECTED** to confirm that the requirements identified by the Team are met prior to the event.

The Mayor put the Motion.

Motion Carried.

14.2 Short Term Rental Follow Up

Resolution - 20250324 - 008

Moved By Deputy Mayor Gibb

Seconded By Councillor Allaire

That:

1. The report dated February 13, 2025 regarding Short Term Rentals **BE RECEIVED** for information; and
2. That Council **PASS** the by-law amendment to the *Town's Short-Term Rental By-Law 2023-059* (A By-Law regulating Short Term Rentals) as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same and **DIRECT** Administration to update the User Fees.

The Mayor put the Motion.

Motion Carried.

14.3 Business Licensing By-law and Licensing Committee

Discussed Above.

15. INFORMATION REPORTS

15.1 WPS Amherstburg Detachment Policing Activities Report - February 2025

Moved By Councillor Allaire

Seconded By Deputy Mayor Gibb

That:

1. The WPS Amherstburg Detachment Policing Activities Report for February 2025 **BE RECEIVED for information.**

The Mayor put the Motion.

Motion Carried.

15.2 2024 Year End Building Activity Report

Moved By Deputy Mayor Gibb

Seconded By Councillor Allaire

That:

1. The report from the Chief Building Official dated February 14, 2025 regarding 2024 Year End Building Activity for the construction year from January to the end of December 2024 **BE RECEIVED for information.**

The Mayor put the Motion.

Motion Carried.

16. CONSENT CORRESPONDENCE

There is no consent correspondence.

17. CORRESPONDENCE

17.1 20th Annual ACOG Business Excellence Awards - Sponsorship Opportunities

Resolution - 20250324 - 009

Moved By Councillor Crain

Seconded By Councillor Pouget

That Council **SUPPORT** the Amherstburg Chamber of Commerce 2025 Business Excellence Awards in the amount of \$500 with HST to go towards Employer of the Year Award.

The Mayor put the Motion.

Motion Carried.

17.2 Proclamation and Flag Raising - World Autism Day 2025

Resolution - 20250324 - 011

Moved By Councillor Allaire

Seconded By Councillor McArthur

That:

1. April 2, 2025 **BE PROCLAIMED** as World Autism Day in the Town of Amherstburg;
2. The Autism Ontario Flag **BE RAISED** on April 2, 2025 at Town all at 11:30am to raise awareness about autism.

The Mayor put the Motion.

Motion Carried.

17.3 Correspondence Received from WECHU on Business Licensing re: Item 14.3

17.4 Correspondence - Golf Carts Pilot Project Request - Bois Blanc Community Association

Resolution - 20250324 - 010

Moved By Councillor Crain

Seconded By Councillor McArthur

That:

1. An application **BE SUBMITTED** by The Town of Amherstburg to request Lake Erie Country Club and Bois Blanc Island areas of the Town to participate in the Provincial Golf Carts Pilot Project;
2. The Bois Blanc Community Association **BE NOTIFIED** of this submission.

The Mayor put the Motion.

Motion Carried.

18. CONSENT OTHER MINUTES

Moved By Councillor Pouget

Seconded By Councillor Allaire

That a presentation by Audit and Finance Advisory Committee **BE PROVIDED** to Council regarding the 2026 Budget.

The Mayor put the Motion.

Motion Failed.

Moved By Councillor Allaire

Seconded By Deputy Mayor Gibb

That the following minutes **BE RECEIVED**:

18.1 Parks and Recreation Advisory Committee Special Meeting Minutes - January 22, 2025

18.2 Amherstburg Accessibility Advisory Committee Meeting Minutes - January 23, 2025

18.3 Audit and Finance Advisory Committee Meeting - February 3, 2025

18.4 Committee of Adjustment Meeting Minutes - February 5, 2025

18.5 Amherstburg Environmental Advisory Committee Meeting Minutes - February 6, 2025

18.6 Committee of Adjustment Meeting Minutes - March 5, 2025

The Mayor put the Motion.

Motion Carried.

19. OTHER MINUTES

19.1 Drainage Board Meeting Minutes - February 25, 2025

Resolution - 20250324 - 012

Moved By Councillor Allaire

Seconded By Deputy Mayor Gibb

That:

1. The Drainage Board Meeting Minutes of February 25, 2025 **BE RECEIVED**;

2. The engineer's report, prepared by Rood Engineering Inc. dated January 16, 2025 for the improvements to the Sam Paquette Drain for Northside Recycle **BE RECEIVED**; and Council **PROVISIONALLY ADOPT By-law 2025-018** which appends the engineer's report for the improvements to the Branch Drain and Subsequent Connection to the Sam Paquette Drain for Northside Recycle Inc. by giving first and second reading and the Mayor and Clerk **BE AUTHORIZED** to sign same; as recommended by the Drainage Board;
3. The Town of Essex Notice to the Tribunal Information package to update the assessment schedule for the McLean Drain under Section 76(1) **BE RECEIVED**, and Council **SUPPORT** the Town of Essex's request under Section 76(1) of the Drainage Act to appoint Peralta Engineering for the variation of assessment on the McLean Drain, as recommended by the Drainage Board;
4. Council **ACCEPT** the request from the Road Authority(s) on the requirement for drainage on Concession 3 N under Section 4 of the Drainage Act; and, Council **APPOINT** Josh Warner, P.Eng., of R. Dobbin Engineering Inc. under Section 4 of the Drainage Act for the examination and report on the Concession 3 N drainage scheme, as recommended by the Drainage Board; and
5. Council **APPROVE** the drainage apportionments as listed in the minutes.

The Mayor put the Motion.

Motion Carried.

20. UNFINISHED BUSINESS

20.1 Unfinished Business List - March 2025

21. NEW BUSINESS

Moved By Councillor Allaire

Seconded By Councillor Courtney

Resolution - 20250324 - 013

That:

1. When trees are identified to be removed adjacent to a residential property that notice **BE PROVIDED** to these residents regarding the removal so they understand that the Town replaces its right of way trees on a 2-1 basis.

The Mayor put the Motion.

Motion Carried.

Resolution - 20250324 - 013

Moved By Councillor McArthur

Seconded By Councillor Crain

That permission **BE GRANTED** to WEBC to go into the trails to do vegetative maintenance.

The Mayor put the Motion.

Motion Carried.

Resolution - 20250324 - 014

Moved By Mayor Prue

Seconded By Councillor Allaire

That the 2025 Council Calendar **BE AMENDED** to reschedule the Regular Council Meeting of April 28th from that date to April 29th, 2025, to accommodate the Federal Election

The Mayor put the Motion.

Motion Carried.

22. NOTICE OF MOTION

22.1 Notice of Motion of March 25, 2025 - Amherstburg Branch of the Essex County Library – Councillor Allaire

To be deliberated April 14, 2025

That:

1. 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,
2. 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.

23. BY-LAWS

23.1 2025-023 Housekeeping By-law

Resolution - 20250324 - 015

Moved By Councillor Crain

Seconded By Deputy Mayor Gibb

By-law 2025-008 being a by-law to amend By-law 2023-061 regulating Encroachments on Public Lands, be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

The Mayor put the Motion.

Motion Carried.

23.2 By-law 2025-003 - 4th Concession Road Drain - Third and Final Reading

Resolution - 20250324 - 016

Moved By Deputy Mayor Gibb

Seconded By Councillor Courtney

That: By-law 2025-003, as amended, being a by-law to provide for the 4th Concession Road Drain be read a third and final time and the Mayor and Clerk **BE AUTHORIZED** to sign same.

The Mayor put the Motion.

Motion Carried.

23.3 2025-022 Confirmatory By-law

Resolution - 20250324 - 017

Moved By Deputy Mayor Gibb

Seconded By Councillor Pouget

By-law 2025-022 being a by-law to Confirm all Resolutions of the Municipal Council Meetings held on the March 24, 2025 be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

The Mayor put the Motion.

Motion Carried.

23.4 By-law to Amend Zoning By-law No 1999-052 - 6754 County Road 50

Resolution - 20250324 - 018

Moved By Deputy Mayor Gibb

Seconded By Councillor Allaire

By-law 2025-052 being a by-law to amend By-law 1999-052 - 6754 County Road 50, Amherstburg be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

The Mayor put the Motion.

Motion Carried.

24. ADJOURNMENT

Moved By Councillor Courtney

Seconded By Councillor Allaire

That Council rise and adjourn at 9:03 p.m.

The Mayor put the Motion.

Motion Carried.

MAYOR - MICHAEL PRUE

KEVIN FOX - CLERK