



# 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.

<b>Author's Name:</b> Melissa Osborne	<b>Report Date:</b> March 20, 2026
<b>Author's Phone:</b> 519 736-0012 ext. 2137	<b>Date to Council:</b> April 13, 2026
<b>Author's E-mail:</b> <a href="mailto:mosborne@amherstburg.ca">mosborne@amherstburg.ca</a>	<b>Resolution #:</b>

**To:** Mayor and Members of Town Council

**Subject:** Trade Impacted Communities Program – Howard Industrial Park

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### 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:

<b>Expense Type</b>	<b>Budgeted Expenditure</b>
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
<b>Total Budget</b>	<b>\$1,110,000</b>

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>	
<b>PILLAR 1</b>	<b>PILLAR 3</b>

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

**8. CONCLUSION:**

This report is to provide more detailed information to the public regarding the grant.

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Melissa Osborne  
**Deputy CAO / Director of Development Services**

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## 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