



**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