



**TOWN OF AMHERSTBURG
COUNCIL MEETING
AGENDA**

Monday, July 23, 2018

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. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF**

4. 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:

4.1	Special In-Camera Meeting Minutes - June 25, 2018	
4.2	Special Council Meeting Minutes - Planning - June 25, 2018	11
4.3	Regular Council Meeting Minutes - June 25, 2018	15
4.4	Special Council Meeting Minutes - July 11, 2018	29

5. DELEGATIONS

There are no Delegations.

6. REPORTS – POLICE SERVICES

There are no reports.

7. REPORTS – CORPORATE SERVICES

7.1	Workplace Wellness Program Policy	32
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It is recommended that:

1. The report from the Manager of Human Resources dated July 9, 2018 regarding Workplace Wellness Program Policy **BE RECEIVED**; and,
2. The Workplace Wellness Program Policy **BE APPROVED**.

7.2 Purchase of iCity Payroll Time Entry and Human Resources Software Modules from Apteon Software

39

It is recommended that:

1. The report from the Treasurer dated July 5, 2018, regarding Purchase of iCity Payroll Time Entry and Human Resources Software Modules from Apteon Software **BE RECEIVED**;
2. Purchase of iCity Payroll Time Entry and Human Resources Software Modules from Apteon Software **BE APPROVED** for an amount not to exceed \$18,500 plus applicable taxes and execution of any related agreements **BE AUTHORIZED**; and,
3. Over-expenditure not to exceed \$20,000 **BE APPROVED** in the Information Technology budget centre – computer maintenance expense account for the purchase of this software and a Transfer from Reserve – Working Capital **BE APPROVED** to fully fund the over-expenditure.

8. REPORTS – PARKS, FACILITIES, RECREATION AND CULTURE

8.1 Libro Centre Pro Shop – New Tenant

44

It is recommended that:

1. The report from the Manager of Recreation Services dated July 4, 2018, regarding Libro Centre Pro Shop – New Tenant **BE RECEIVED**;
2. The Expression of Interest from Nantais Athletic Inc, for rental of the Libro Centre Pro Shop **BE ACCEPTED**;
3. Administration **BE DIRECTED** to prepare a lease agreement between Nantais Athletic Inc. and the Town of Amherstburg for rental of the Libro Centre Pro Shop; and,
4. The Mayor and Clerk **BE AUTHORIZED** to execute the lease agreement satisfactory in technical content to the Manager of Recreation Services, financial content to the Director of Corporate Services and in legal content to the Director of Planning, Development and Legislative Services for the Pro Shop space at the Libro Centre.

9. REPORTS – ENGINEERING AND PUBLIC WORKS

9.1 Placement of Underground Infrastructure, Curbs and Base Asphalt on Maintenance – Kingsbridge Subdivision Phase 8A

49

It is recommended that:

1. The report from the Manager of Engineering dated July 5, 2018, regarding the Placement of Underground Infrastructure, Curbs and Base Asphalt on Maintenance – Kingsbridge Subdivision Phase 8A **BE RECEIVED**;
2. The recommendations of the consulting engineer, BairdAE, **BE ACCEPTED**; and,
3. The underground infrastructure, base asphalt and curbs **BE PLACED** on a 1 year maintenance period, commencing July 2, 2018.

10. REPORTS – PLANNING, DEVELOPMENT AND LEGISLATIVE SERVICES

10.1 Condominium Conversion for 130 Pickering Drive

56

It is recommended that:

1. The report from the Manager of Planning Services dated July 9, 2018, regarding the Proposed Draft Plan of Condominium (conversion) for 130 Pickering Drive File No. 37-CD-18002 **BE RECEIVED**;
2. The Draft Plan of Condominium, File No. 37-CD-18002, from Pickering Tower Apartments Limited, as shown on the attached Schedule A **BE CONSIDERED**; and,
3. Administration **BE DIRECTED** to advise the approval authority (County of Essex) that Council **SUPPORTS / DOES NOT SUPPORT** the Draft Plan of Condominium (conversion) for 130 Pickering Drive.

10.2 Condominium Conversion for 421 Dalhousie Street

112

It is recommended that:

1. The report from the Manager of Planning Services dated July 9, 2018, regarding the Proposed Draft Plan of Condominium (conversion) for 421 Dalhousie Street File No. 37-CD-18003 **BE RECEIVED**;
2. The Draft Plan of Condominium, File No. 37-CD-18003, from 421 Dalhousie Apartments Limited, as shown on the attached Schedule A **BE CONSIDERED**; and,
3. Administration **BE DIRECTED** to advise the approval authority (County of Essex) that Council **SUPPORTS / DOES NOT SUPPORT** the Draft Plan of Condominium (conversion) for 421 Dalhousie Street.

10.3 Zoning By-law Amendment for 8035 Gardiner Crescent

170

It is recommended that:

1. The report from the Manager of Planning Services dated July 3, 2018, regarding the proposed Zoning By-law Amendment for 8035 Gardiner Crescent, **BE RECEIVED**; and,
2. **By-law 2018-65** being a by-law to amend Zoning By-law No. 1999-52, be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

10.4 Amending Development Agreement for 140 Simcoe Street

183

It is recommended that:

1. The report from the Manager of Planning Services dated July 5, 2018, regarding the Amending Development Agreement for 140 Simcoe Street - By-law 2018-21, **BE RECEIVED**;
2. The amendments to the site plan for 140 Simcoe Street **BE APPROVED**; and,
3. **By-law 2018-21** being a by-law to Authorize the Signing of an Amending Development Agreement be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

10.5 Road Dedication of Block 12, 12M183, Reserve on Amlin Street

193

It is recommended that:

1. The report from the Manager of Planning Services dated July 4, 2018 regarding the Road Dedication of Block 12, 12M183, Reserve on Amlin Street as a Public Highway **BE RECEIVED**;
2. The dedication of Block 12, 12M183 as a Public Highway **BE APPROVED**; and,
3. **By-law 2018-78** being a by-law to Dedicate Block 12, 12M183 as a Public Highway be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

10.6 Extension of Legal Services Retainer Agreements

199

It is recommended that:

1. The report from the Director of Planning, Development and Legislative Services dated July 11, 2018, regarding the Extension of Legal Services Retainer Agreements **BE RECEIVED**; and,
2. The Mayor and Clerk **BE AUTHORIZED** to execute extension of Legal Services Retainer Agreements between the Town and McTague Law Firm LLP, Mousseau Deluca McPherson Prince LLP, and Shibley Righton LLP for a period of eight (8) months ending March 21, 2019, satisfactory in technical and legal content to the Director of Planning, Development and Legislative Services.

11. REPORTS - CAO's OFFICE

11.1 Committee Member Appointment – Committee of Adjustment 203

It is recommended that:

1. The report from the Deputy Clerk dated June 22, 2018, regarding Committee Member Appointment – Committee of Adjustment **BE RECEIVED**; and,
2. Josh Mailloux **BE APPOINTED** as the new member on the Committee of Adjustment for the remainder of the 2014-2018 Term of Committees ending on November 30, 2018.

11.2 Ombudsman Investigations – Closed Council and JPAC Meetings in 2017 and 2018 206

It is recommended that:

1. The report from the Municipal Clerk dated July 3, 2018 regarding Ombudsman Investigations – Closed Council and JPAC Meetings in 2017 and 2018 **BE RECEIVED**; and,
2. Procedural By-law 2014-91 **BE AMENDED AT A FUTURE DATE** to include the recent amendments to the Municipal Act and to reflect the open meeting requirements adopted by Council in the more recent Local Boards/Committee-Terms of Reference.

12. INFORMATION REPORTS

That the following information reports **BE RECEIVED**:

12.1	Annual Committee Report – 2017 Parks & Recreation Committee	226
12.2	Building Department Activity Report - April, May and June 2018	230
12.3	Monthly Fire Department Activity Report - June 2018	234
12.4	Development Charges Deferral Agreements	239
12.5	2018 First Quarter Operating Variance as at March 31, 2018	245
12.6	Accounts Payable for the Month of June 2018	252

13. CONSENT CORRESPONDENCE

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

13.1	2018 No Hot Pets Campaign - Ontario SPCA	297
13.2	2019 Council Award - The College of Physicians and Surgeons of Ontario	298
13.3	Policy Update - AMO Stands with Canada and Ontario on NAFTA	303
13.4	2019 Training and Education Symposium - Ontario Municipal Fire Prevention Officers Association (OMFPOA)	305

14. CONSENT OTHER MINUTES

That the following minutes **BE RECEIVED**:

14.1	Committee of Adjustment Meeting Minutes - April 24, 2018	307
14.2	Committee of Adjustment Meeting Minutes - May 8, 2018	319
14.3	Committee of Adjustment Meeting Minutes - May 29, 2018	321
14.4	Co-An Park Committee Meeting Minutes - June 13, 2018	332

15. OTHER MINUTES

15.1 Drainage Board Meeting Minutes - July 9, 2018

339

It is recommended that:

1. The Drainage Board Meeting Minutes of July 9, 2018, **BE RECEIVED**; and,
2. **By-law 2018-79** being a by-law to provide for the New Maintenance Schedule for the Shuell Creek Drain based on the Drainage Report by Baird AE **BE PROVISIONALLY ADOPTED** by giving **first and second reading** and the Mayor and Clerk **BE AUTHORIZED** to sign same.

16. UNFINISHED BUSINESS

16.1 Unfinished Business Lists as at July 23, 2018

365

17. NEW BUSINESS

18. REPORT OUT FROM IN CAMERA SESSION - JUNE 25, 2018

19. NOTICE OF MOTION

There are no Notices of Motion.

20. BY-LAWS

20.1 By-law 2018-80 - Confirmatory By-law

370

It is recommended that:

By-law 2018-80 being a by-law to confirm all resolutions of the Municipal Council Meetings held July 11th and 23rd, 2018, be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

21. ADJOURNMENT

That Council rise and adjourn at p.m.



TOWN OF AMHERSTBURG
SPECIAL COUNCIL MEETING - PLANNING

Monday, June 25, 2018
5:00 PM

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

MINUTES

PRESENT

Mayor Aldo DiCarlo
Deputy Mayor Bart DiPasquale
Councillor Joan Courtney
Councillor Rick Fryer
Councillor Jason Lavigne
Councillor Leo Meloche
Councillor Diane Pouget

Giovanni (John) Miceli, CAO
Paula Parker, Municipal Clerk
Tammy Fowkes, Deputy Clerk

CALL TO ORDER

The Mayor called the meeting to order at 5:49 p.m.

DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

There were no disclosures of pecuniary interest noted.

SPECIAL PLANNING REPORTS

3.1 Statutory Public Meeting for a Zoning By-law Amendment at 8035 Gardiner Crescent

The Manager of Planning Services provided Council with an overview of the Zoning By-law Amendment at 8035 Gardiner Crescent.

The Mayor invited the public to comment. No comments were heard.

Resolution # 20180625-217

Moved By Councillor Fryer
Seconded By Councillor Lavigne

That:

- 1. The report from the Manager of Planning Services dated June 4, 2018, regarding the Zoning By-law Amendment at 8035 Gardiner Crescent BE RECEIVED; and,**
- 2. Pending Council consideration of written and oral comments received at this public meeting, By-law 2018-65 to amend Zoning By-law 1999-52 BE CONSIDERED at a future Regular Council Meeting.**

The Mayor put the Motion.

Motion Carried

3.2 Proposed Draft Plan of Condominium Conversion for 130 Pickering Drive

Emily Elliott, Planner, MHBC Plan Ltd, provided Council with an overview of the Proposed Draft Plan of Condominium Conversion for both 130 Pickering Drive and 421 Dalhousie Street.

Ms. Elliott and David Petrina, Realstar Management Partnership, answered Council questions.

The Mayor invited the public to comment. The following were heard:

- Terry Hall – 421 Dalhousie Street

Resolution # 20180625-218

Moved By Councillor Fryer
Seconded By Councillor Meloche

That:

- 1. The report from the Manager of Planning Services dated June 6, 2018, regarding the Proposed Draft Plan of Condominium (conversion) for 130 Pickering Drive File No. 37-CD-18002 BE RECEIVED;**
- 2. The Draft Plan of Condominium, File No. 37-CD-18002, from Pickering Tower Apartments Limited, as shown on the attached Schedule A, BE CONSIDERED; and,**
- 3. Pending Council consideration of written and oral comments received at this meeting, that administration BE DIRECTED to advise the approval authority (County of Essex) that Council SUPPORT / NOT SUPPORT the Draft Plan of Condominium for 130 Pickering Drive.**

The Mayor put the Motion.

Motion Carried

3.3 Proposed Draft Plan of Condominium Conversion for 421 Dalhousie Street

Overview provided to Council with item # 3.2.

Resolution # 20180625-219

Moved By Councillor Fryer
Seconded By Councillor Meloche

That:

- 1. The report from the Manager of Planning Services dated June 6, 2018, regarding the Proposed Draft Plan of Condominium (conversion) for 421 Dalhousie Street File No. 37-CD-18003 BE RECEIVED;**
- 2. The Draft Plan of Condominium, File No. 37-CD-18003, from 421 Dalhousie Apartments Limited, as shown on the attached Schedule A, BE CONSIDERED; and,**
- 3. Pending Council consideration of written and oral comments received at this meeting, that administration BE DIRECTED to advise the approval authority (County of Essex) that Council SUPPORT / NOT SUPPORT the Draft Plan of Condominium (conversion) for 421 Dalhousie Street.**

The Mayor put the Motion.

Motion Carried

ADJOURNMENT

Moved By Councillor Fryer
Seconded By Councillor Lavigne

That Council rise and adjourn at 6:19 p.m.

The Mayor put the Motion.

Motion Carried

MAYOR – ALDO DICARLO

MUNICIPAL CLERK – PAULA PARKER



**TOWN OF AMHERSTBURG
REGULAR COUNCIL MEETING**

**Monday, June 25, 2018
6:00 PM**

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

MINUTES

PRESENT

Mayor Aldo DiCarlo
Deputy Mayor Bart DiPasquale
Councillor Joan Courtney
Councillor Rick Fryer
Councillor Jason Lavigne
Councillor Leo Meloche
Councillor Diane Pouget

Giovanni (John) Miceli, CAO
Paula Parker, Municipal Clerk
Tammy Fowkes, Deputy Clerk

CALL TO ORDER

The Mayor called the meeting to order at 3:39 p.m.

SPECIAL IN-CAMERA COUNCIL MEETING

Resolution # 20180625-215

Moved By Councillor Lavigne
Seconded By Councillor Fryer

That Council move into an In-Camera Meeting of Council at 3:40 p.m. pursuant to Section 239 of the Municipal Act, 2001, as amended, for the following reasons:

Item A - Update on Ontario Municipal Board Hearing - Boblo Developments - Section 239(2)(e) - Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and, Section 239(2)(f) - Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Item B - Confidentiality - Section 239(3.1) - Education or Training Session.

The Mayor put the Motion.

Motion Carried

DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF *(In-Camera Council Meeting Agenda Items)*

There were no disclosures of pecuniary interest noted for items A & B on the Special In-Camera Council Meeting agenda.

RISE OF IN-CAMERA COUNCIL MEETING @ 5:38 P.M.

RESUMPTION OF REGULAR COUNCIL MEETING

Moved By Councillor Meloche
Seconded By Councillor Fryer

That Council resume Regular session at 6:44 p.m.

The Mayor put the Motion.

Motion Carried

NATIONAL ANTHEM

DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF (Public Council Meeting Agenda Items)

Councillor Pouget declared a conflict of pecuniary interest with respect to the following items on the Special In-Camera Council Meeting agenda:

- Item C – Belle Vue Fundraising - Residence is in close proximity to Belle Vue. After consideration of the Belle Vue Fundraising In-Camera report, Councillor Pouget withdrew her conflict (declaration) on item C.
- Item D – Police Contract Negotiations - Son-in-law is employed with the Windsor Police Service

Deputy Mayor DiPasquale declared a conflict of pecuniary interest with respect to item D – Police Contract Negotiations - several members of his family being employed with the Windsor Police Service including his daughter.

Councillor Meloche thanked everyone for their kindness and support during the recent loss of his wife.

MINUTES OF PREVIOUS MEETING

Resolution # 20180625-220

Moved By Councillor Fryer
Seconded By Councillor Meloche

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:

- 8.1 **Special Council Meeting Minutes - Planning - June 11, 2018**
- 8.2 **Regular Council Meeting Minutes - June 11, 2018**
- 8.3 **Special Council Meeting Minutes - June 14, 2018**

The Mayor put the Motion.

Motion Carried

Item # 14.1 was moved forward to accommodate representatives in the gallery.

REPORTS – PLANNING, DEVELOPMENT AND LEGISLATIVE SERVICES

14.1 Encroachment Request – 238 Dalhousie Street

Resolution # 20180625-221

Moved By Councillor Lavigne
Seconded By Councillor Meloche

That:

- 1. The report from the Manager of Licensing and Enforcement dated June 7, 2018 regarding Encroachment Request - 238 Dalhousie Street BE RECEIVED; and,**
- 2. Administration BE DIRECTED to enter into an Encroachment Agreement with the Owner of 238 Dalhousie Street to allow for a patio extension.**

The Mayor put the Motion.

Motion Carried

DELEGATIONS

There were no Delegations.

REPORTS – POLICE SERVICES

There were no reports.

REPORTS – CORPORATE SERVICES

11.1 2018 Water and Wastewater Budget Approval

Resolution # 20180625-222

Moved By Councillor Meloche
Seconded By Councillor Courtney

That:

1. **The report from the Treasurer dated June 11, 2018, regarding 2018 Water and Wastewater Budget Approval BE RECEIVED;**
2. **The 2018 Water Budget (operating and capital) BE ADOPTED;**
3. **The 2018 Wastewater Budget (operating and capital) BE ADOPTED;**
4. **A Water user rate increase of 5% BE IMPLEMENTED effective August 1, 2018;**
5. **A Wastewater user rate increase of 1.3% BE IMPLEMENTED effective August 1, 2018; and,**
6. **By-law 2018-72 being a By-law for Fixing Rates for the Supply of Water and for Fixing Rates for the Collection and Treatment of Wastewater 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

REPORTS – PARKS, FACILITIES, RECREATION AND CULTURE

12.1 Parks Canada 2018 Agreement – Canada Day

Resolution # 20180625-223

Moved By Councillor Lavigne

Seconded By Councillor Meloche

That:

1. **The report from the Manager of Tourism and Culture dated June 11, 2018, regarding the Parks Canada 2018 Agreement – Canada Day BE RECEIVED;**
2. **The Mayor and Clerk BE AUTHORIZED to sign the License of Occupation Agreement for the 2018 Canada Day event; and,**
3. **By-law 2018 – 71 being a by-law to enter into an agreement between Fort Malden National Historic Site and the Corporation of the Town of Amherstburg be read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same.**

The Mayor put the Motion.

REPORTS – ENGINEERING AND PUBLIC WORKS

13.1 Pickering Drive Phase 2 Watermain Replacement and Road Improvements (King St. to Fryer St.) - Tender Results

Resolution # 20180625-224

Moved By Councillor Fryer

Seconded By Deputy Mayor DiPasquale

That:

- 1. The report from the Manager of Engineering dated June 4, 2018, regarding the Pickering Drive Phase 2 Watermain Replacement and Road Improvements (King St. to Fryer St.) - Tender Results BE RECEIVED;**
- 2. The tender BE AWARDED to SLR Contracting Group Inc. to complete the Pickering Drive Phase 2 Watermain Replacement and Road Improvements (King St. to Fryer St.) in an amount not to exceed \$893,218.00 plus H.S.T. and the Mayor and Clerk BE AUTHORIZED to execute an agreement for that purpose; and,**
- 3. An over-expenditure not to exceed \$9,500 BE APPROVED for the Pickering Drive Phase 2 Road Improvements (King St. to Fryer St.) to be funded from taxation.**

The Mayor put the Motion.

13.2 2018 Road Repairs Program Tender Results

Resolution # 20180625-225

Moved By Councillor Fryer

Seconded By Councillor Meloche

That:

- 1. The report from the Manager of Roads and Fleet dated June 12, 2018, regarding the 2018 Road Repairs Program Tender Results BE RECEIVED;**

2. **The 2018 Road Repairs Program Tender BE AWARDED to Nasci Construction Services Limited in the amount of \$140,270.00 plus H.S.T.; and,**
3. **The Mayor and Clerk BE AUTHORIZED to execute an agreement with Nasci Construction Services Limited for completion of the 2018 Road Repairs Program.**

The Mayor put the Motion.

Motion Carried

13.3 LED Streetlight Conversion Additional Fixtures

Resolution # 20180625-226

Moved By Councillor Meloche
Seconded By Councillor Fryer

That:

1. **The report from the Manager of Engineering dated June 8, 2018, regarding the LED Streetlight Conversion – Additional Fixtures BE RECEIVED;**
2. **Administration BE AUTHORIZED to extend the contract with Anchor Hydro (1903292 Ontario Inc.) in an amount not to exceed \$145,800 plus HST for supply and installation of 210 additional fixtures required to complete the LED Streetlight Conversion project, for a total contract value not to exceed \$1,332,556 plus HST;**
3. **A transfer of \$50,000 from the Working Capital reserve BE APPROVED toward funding the LED Streetlight Conversion project;**
4. **A transfer not to exceed \$1,256,009 from the Development Charge Reserve Fund BE APPROVED as a loan to internally finance the project; and,**
5. **The loan from the Development Charges Reserve Fund BE REPAYED through future budget transfers.**

The Mayor put the Motion.

Motion Carried

- 13.4 Edgewater Sewage Diversion – PS-22 Upgrades and Forcemain - Tender Results**
(Removed from the agenda)

REPORTS – PLANNING, DEVELOPMENT AND LEGISLATIVE SERVICES

- 14.1 Encroachment Request – 238 Dalhousie Street**
(As dealt with above)

- 14.2 Temporary Extension for Liquor Sales for the ‘Amherstburg Uncommon’ Event**

Resolution # 20180625-227

Moved By Councillor Fryer
Seconded By Councillor Meloche

That:

- 1. The report from the Manager of Licensing and Enforcement dated June 7, 2018, regarding a Temporary Extension Application for Liquor Sales for the ‘Amherstburg Uncommon’ Event BE RECEIVED; and,**
- 2. That Administration BE DIRECTED to advise the Alcohol and Gaming Commission of Ontario (AGCO) that Council has no objection to the proposed temporary extension of the licensed area for the following businesses;**
 - a. The Beacon Alehouse, 239 Dalhousie St, Amherstburg**
 - b. Artisan Grill, 269 Dalhousie St, Amherstburg**

The Mayor put the Motion.

Motion Carried

- 14.3 Zoning By-law Amendment for 433 Sandwich St S**

Resolution # 20180625-228

Moved By Councillor Meloche
Seconded By Councillor Fryer

That:

1. **The report from the Manager of Planning Services dated June 12, 2018, regarding the proposed Zoning By-law Amendment for 433 Sandwich St S, BE RECEIVED; and,**
2. **By-law 2018-62 being a by-law to amend Zoning By-law No. 1999-52, 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

14.4 Amending Subdivision Agreement for Meadow View Estates

Resolution # 20180625-229

Moved By Councillor Meloche
Seconded By Councillor Courtney

That:

1. **The report from the Manager of Planning Services dated June 11, 2018 regarding Amending Subdivision Agreement for Meadow View Estates BE RECEIVED;**
2. **The amending Subdivision Agreement between the Town and 1352120 Ontario Limited (Developer) for Meadow View Estates addressing model home permits, oversizing repayment and cash in lieu of parkland dedication BE APPROVED; and,**
3. **By-law 2018-35 being a by-law to Authorize the Signing of an Amending Subdivision Agreement be taken as having been read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign the same.**

The Mayor put the Motion.

Motion Carried

14.5 Sign Variance Request – Brad Bondy-103 Sandwich Street

Resolution # 20180625-230

Moved By Councillor Fryer
Seconded By Councillor Meloche

That:

1. **The report from the Manager of Licensing and Enforcement dated June 21, 2018 regarding Sign Variance Request - Brad Bondy - 103 Sandwich Street BE RECEIVED; and,**
2. **Exemptions to sections 4.1(b) and 9.5(4) of Sign By-law 2006-26 BE APPROVED to allow for a pylon sign at 103 Sandwich Street South.**

The Mayor put the Motion.

Motion Carried

REPORTS - CAO's OFFICE

15.1 Appointment of Proxy Holder for Essex Power Corporation's Annual Shareholder's Meeting

Resolution # 20180625-231

Moved By Councillor Fryer
Seconded By Councillor Meloche

That:

1. **The report from the Deputy Clerk dated June 15, 2018, regarding Appointment of Proxy Holder for Essex Power Corporation's Annual Shareholder's Meeting BE RECEIVED;**
2. **Mayor Aldo DiCarlo BE APPOINTED proxy holder for the Town of Amherstburg for Essex Power Corporation's Annual Shareholder's Meeting;**
3. **Bill Wark BE APPOINTED as the alternate proxy holder for the Town of Amherstburg for Essex Power Corporation's Annual Shareholder's Meeting; and,**
4. **The Clerk BE AUTHORIZED to sign all necessary proxy forms to implement this resolution and forward them to Essex Power Corporation as required.**

The Mayor put the Motion.

Motion Carried

INFORMATION REPORTS

Resolution # 20180625-232

Moved By Councillor Fryer
Seconded By Councillor Meloche

That the following information reports BE RECEIVED:

16.1 Monthly Fire Department Activity Report – May 2018

The Mayor put the Motion.

Motion Carried

CONSENT CORRESPONDENCE

Resolution # 20180625-233

Moved By Councillor Lavigne
Seconded By Councillor Fryer

That the following consent correspondence BE RECEIVED:

17.1 Cross-Country Consultations on Air Passenger Rights and the Aviation Ecosystem - National Airlines Council of Canada

The Mayor put the Motion.

Motion Carried

CONSENT OTHER MINUTES

Resolution # 20180625-234

Moved By Councillor Courtney
Seconded By Councillor Lavigne

That the following minutes BE RECEIVED:

18.1 Co-An Park Meeting Minutes - May 10, 2018

The Mayor put the Motion.

Motion Carried

UNFINISHED BUSINESS

1. Councillor Pouget asked when a report would be before Council regarding the 3" calibre trees.

The Director of Planning & Legislative Services advised Council that there are complicated factors to consider and that he is currently working on the appropriate contract language.

NEW BUSINESS

1. Councillor Fryer advised Council that residents would like to fish along the entire Kings Navy Yard Park shore during specific times of the year.
2. Councillor Fryer advised Council that residents are thanking the Town for the removing the interlocking brick sidewalks and replacing them with concrete.

REPORT OUT FROM IN CAMERA SESSION

There was nothing to report out.

NOTICE OF MOTION

There were no Notices of Motion.

BY-LAWS

23.1 By-law 2018-73 - Confirmatory By-law

Resolution # 20180625-235

Moved By Councillor Fryer

Seconded By Councillor Lavigne

That By-law 2018-73 being a by-law to confirm all resolutions of the Municipal Council Meetings held June 14th and 25th, 2018, 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

SPECIAL IN-CAMERA COUNCIL MEETING

Resolution # 20180625-236

Moved By Councillor Meloche

Seconded By Councillor Lavigne

That Council move into an In-Camera Meeting of Council at 7:11 p.m. pursuant to Section 239 of the Municipal Act, 2001, as amended, for the following reasons:

Item C - Belle Vue Fundraising - Section 239(2)(b) - Personal matters about an identifiable individual, including municipal or local board employees; and, Section 239(2)(j) - A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value.

Item D - Police Contract Negotiations - 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 E - Update - Council Report 20180423-C - Section 239(2)(c) - A proposed or pending acquisition or disposition of land by the municipality or local board.

The Mayor put the Motion.

Motion Carried

ADJOURNMENT

Moved By Councillor Lavigne
Seconded By Councillor Meloche

That Council rise and adjourn at 9:05 p.m.

The Mayor put the Motion.

Motion Carried

MAYOR – ALDO DICARLO

MUNICIPAL CLERK – PAULA PARKER



**TOWN OF AMHERSTBURG
SPECIAL COUNCIL MEETING**

**Wednesday, July 11 2018
4:30 PM**

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

MINUTES

PRESENT

Mayor Aldo DiCarlo
Councillor Rick Fryer
Councillor Jason Lavigne
Councillor Leo Meloche
Councillor Diane Pouget

Giovanni (John) Miceli, CAO
Paula Parker, Municipal Clerk

ABSENT

Deputy Mayor Bart DiPasquale
Councillor Joan Courtney

CALL TO ORDER

The Mayor called the meeting to order at 4:33 p.m.

DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

There were no disclosures of pecuniary interest noted.

REPORT - ENGINEERING AND PUBLIC WORKS

3.1 Edgewater Sewage Diversion – Pump Station 22 Upgrades and Forcemain - Tender Results

Resolution # 20180711-237

Moved By Councillor Fryer
Seconded By Councillor Meloche

That:

1. The report from the Manager of Engineering dated June 22, 2018, regarding Edgewater Sewage Diversion – Pumpstation 22 Upgrades and Forcemain - Tender Results BE RECEIVED;
2. The tender BE AWARDED to J & J Lepera Infrastructures Inc. to complete the Edgewater Sewage Diversion – Pumpstation 22 Upgrades and Forcemain at a cost not to exceed \$6,708,720 plus HST plus provisional works for completion of the Pumpstation 28 upgrades at a cost not to exceed \$682,730 plus HST, to be paid by 1078217 Ontario Limited under agreement, for a total amount not to exceed \$7,391,000 plus H.S.T. and execution of an agreement for that purpose BE APPROVED;
3. The Mayor and Town Clerk BE AUTHORIZED to sign a Payment Agreement with 1078217 Ontario Limited, satisfactory in technical content to the Director of Engineering and Public Works, in financial content to the Director of Corporate Services and in legal content to the Director of Planning, Development and Legislative Services; and,
4. Additional debt issuance not to exceed \$594,000 BE AUTHORIZED for total debt funding not to exceed \$1,477,000 for the Edgewater Sewage Diversion – Pumpstation-22 Upgrades and Forcemain project.

The Mayor put the Motion.

Motion Carried

ADJOURNMENT

Moved By Councillor Fryer

Seconded By Councillor Lavigne

That Council rise and adjourn at 4:44 p.m.

The Mayor put the Motion.

Motion Carried

MAYOR – ALDO DICARLO

MUNICIPAL CLERK – PAULA PARKER



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF CORPORATE SERVICES

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: Michelle Rose	Report Date: July 9, 2018
Author's Phone: 519 736-0012 ext. 2240	Date to Council: July 23, 2018
Author's E-mail: mrose@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: Workplace Wellness Program Policy

1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Manager of Human Resources dated July 9, 2018 regarding Workplace Wellness Program Policy **BE RECEIVED**; and,
2. The Workplace Wellness Program Policy **BE APPROVED**.

2. **BACKGROUND:**

Over the past few years, Administration has developed workplace wellness initiatives to promote healthy living choices and provide wellness information on a variety of topics to engage the Town's employees. The Town has participated in the Gord Smith Healthy Workplace Awards program in past years, achieving a Bronze level award, but this year the focus is turned to providing a workplace wellness program to all employees that encourages, supports, and offers health-related programs to assist in achieving ownership of their physical, mental, and emotional wellbeing.

The vision of the workplace wellness program is to improve the health and wellbeing of all employees of the Corporation. This year a Workplace Wellness Committee was formed with members of staff from across the corporation with a goal of continuously improving workplace wellness through a focused program; which will benefit employees and possibly result in recognition for the Town as an employer of choice through further awards.

3. DISCUSSION:

The Workplace Wellness Program benefits the Town of Amherstburg as an employer because it helps to motivate employees, improve job performance, increase productivity, increase morale, reduce absenteeism, decrease staff turnover, and experience fewer injuries. Not only does the Town provide health benefits and Employee Assistance programs, it is also committing to the personal well-being of its employees through positive initiatives.

The purpose of the Gord Smith Healthy Workplace Award program is to recognize local workplaces that provide comprehensive workplace wellness programming. The program is available to all workplaces in Windsor and Essex County, regardless of the company size or how established the workplace wellness program may be. Award recipients must demonstrate a strong commitment towards improving health by promoting and supporting a comprehensive approach to wellness programming for employees, and ideally, for family members and retirees.

Under the program an award will be given to workplaces that meet the criteria in one of the following categories: Bronze, Silver, Gold, Platinum, and Diamond. Workplaces that earn for awards will receive:

- An awards plaque that can be displayed at their workplace
- A custom e-signature for their e-mails
- Community recognition at the awards breakfast banquet during Canada's Healthy Workplace Month®.

The recommended Workplace Wellness Program policy will benefit the Town and its employees. Administration intends to apply for award under the Gord Smith Healthy Workplace Award program for 2018 and having this policy in place would support the goal of achieving a Gold level award for 2018.

4. RISK ANALYSIS:

The recommendation of this report does not pose any risk to the corporation.

5. FINANCIAL MATTERS:

The 2018 Budget includes \$500 for wellness initiatives and incentives within the Health and Safety expense account under the Human Resources budget centre. The 2018 wellness initiatives will be administered within the approved budget.

6. CONSULTATIONS:

The Clerk's division, Policy Coordinator, was consulted in the drafting of the recommended policy.

7. **CONCLUSION:**

Establishing a Workplace Wellness Program Policy further shows administration's commitment to the wellness of our employees.

Michelle Rose

Michelle Rose
Manager, Human Resources

<p>DEPARTMENTS/OTHERS CONSULTED: Name: Theresa Kravolensky, Policy Coordinator Phone #: 519 736-0012 ext. 2272</p>

Report Approval Details

Document Title:	Workplace Wellness Program Policy.docx
Attachments:	- Workplace Wellness Policy V4.docx
Final Approval Date:	Jul 11, 2018

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



Cheryl Horrobin - Jul 10, 2018 - 3:08 PM – ACTING CAO



Mark Galvin - Jul 10, 2018 - 3:44 PM



Paula Parker - Jul 11, 2018 - 3:43 PM

POLICY

	Policy:	Workplace Wellness Program		
	Department:	Corporate Services	By-Law No.:	
	Division:	Human Resources	Approval Date:	Draft
	Prepared by:	Manager of Human Resources		
	Replaces:	N/A		
	Attachment(s):			

1. POLICY STATEMENT

The Corporation of the Town of Amherstburg is committed to providing a workplace wellness program to all employees that encourages, supports, and offers health-related programs to assist them in achieving ownership of their physical, mental, and emotional wellbeing. The vision of the workplace wellness program is to improve the health and wellbeing of all employees of the Corporation.

2. PURPOSE

- 2.1. This policy outlines the importance of establishing a workplace wellness program that promotes a healthy environment and improves the overall general wellbeing of staff.
- 2.2. This policy defines the partnership between the Town and its employees to improve the health and wellbeing of all.
- 2.3. This policy ensures that the Corporation promotes strategies to encourage healthy practices in the workplace and explore opportunities to support wellness in a fiscally sustainable manner.

3. SCOPE

- 3.1. This policy applies to all employees. Employees are encouraged to participate in any or all programs that are made available to them. Participation in any corporate wellness activity is voluntary.
- 3.2. This policy shall be reviewed every 5 (five) years from the date it becomes effective, and/or sooner at the discretion of the Chief Administrative Officer or designate.

4. DEFINITIONS

Common definitions, acronyms, and terms are available in the Glossary located on the Town's Policies webpage or the Town (T:) drive.

5. INTERPRETATIONS

Any reference in this policy to any statute or any section of a statute shall, unless expressly stated, be deemed to be reference to the statute as amended, restated or re-enacted from time to time. Any references to a By-law or Town policy shall be deemed to be a reference to the most recent passed policy or By-law and any replacements thereto.

6. GENERAL CONDITIONS:

6.1. Benefits of a Workplace Wellness Program:

- 6.1.1. A healthy workplace culture can build and sustain a high morale among employees.
- 6.1.2. Maintaining a positive work environment can increase work productivity and feelings of accomplishment.
- 6.1.3. Healthy workplace habits can aid in managing stress and improved work-life balance.
- 6.1.4. An educational focus on wellness can increase awareness of health issues and influence personal choices.
- 6.1.5. Engaging staff in healthy group activities can build community and create a sense of belonging.
- 6.1.6. Increased healthy habits on the job and at home can lead to lower health risks.
- 6.1.7. An effective wellness program can decrease absenteeism over time.
- 6.1.8. A well-established wellness program can influence employee recruitment and retention.
- 6.1.9. Healthy day to day practices can lead to an increase in creativity, problem solving skills and competency.
- 6.1.10. A Workplace Wellness program lets employees know that they are valued and appreciated.

6.2. Roles and Responsibilities

The Workplace Wellness Committee consists of a group of staff volunteers who are interested in and committed to enhancing the health and wellbeing of employees. The committee is coordinated through Corporate Services, Human Resources division and includes management and staff members from various departments/divisions.

- 6.2.1. Wellness Committee Responsibilities:
 - 6.2.1.1. Assess overall employee wellness needs by actively seeking input from employees and management;
 - 6.2.1.2. Develop and implement wellness initiatives to address the needs of employees;
 - 6.2.1.3. Provide information about the wellness initiatives to encourage employee participation;
 - 6.2.1.4. Evaluate the success of the wellness program by surveying employees;
 - 6.2.1.5. Promote and/or participate in wellness initiatives.
- 6.2.2. Management Responsibilities:
 - 6.2.2.1. Keep employees up-to-date on wellness activities and programs through regular communication;
 - 6.2.2.2. Support and encourage employee involvement in wellness programs;
 - 6.2.2.3. Support training to employees involved in the development of wellness initiatives or programs;
 - 6.2.2.4. Contribute ideas, opinions and expertise to the work of the wellness committee;

- 6.2.2.5. Participate in the programs and activities provided through the wellness program and provide healthy food options at meetings, training sessions and other events associated with the Town of Amherstburg;
- 6.2.2.6. Be alert and aware of changes in behaviour or performance that may indicate a health issue.

- 6.2.3. Human Resources Responsibilities:
 - 6.2.3.1. Review and revise human resources policies that impact employee health and wellbeing to ensure they are consistent with the corporate wellness policies.
 - 6.2.3.2. Administer the Workplace Wellness Program
 - 6.2.3.3. Oversee the Workplace Wellness Committee

- 6.2.4. Employees:
 - 6.2.4.1. Support the goals and objectives of the Workplace Wellness Program.
 - 6.2.4.2. Participate in wellness activities on a volunteer basis.
 - 6.2.4.3. Tell a supervisor when experiencing a workplace wellness related crisis or concern.

7. REFERENCES AND RELATED DOCUMENTS

- 7.1. [Health Promotion Canada](#)
- 7.2. [Ontario Programs for Health Promotion and Disease Prevention](#)
- 7.3. [Windsor-Essex County Health Unit](#)
- 7.4. [Workplace Violence, Harassment and Discrimination Prevention Program Policy](#)
- 7.5. [Meet Smart Healthy Meetings Policy](#)



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF CORPORATE SERVICES

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: Justin Rousseau	Report Date: July 5, 2018
Author's Phone: 519 736-0012 ext. 2259	Date to Council: July 23, 2018
Author's E-mail: jrousseau@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: Purchase of iCity Payroll Time Entry and Human Resources Software Modules from Aptean Software

1. RECOMMENDATION:

It is recommended that:

1. The report from the Treasurer dated July 5, 2018, regarding Purchase of iCity Payroll Time Entry and Human Resources Software Modules from Aptean Software **BE RECEIVED**;
2. Purchase of iCity Payroll Time Entry and Human Resources Software Modules from Aptean Software **BE APPROVED** for an amount not to exceed \$18,500 plus applicable taxes and execution of any related agreements **BE AUTHORIZED**; and,
3. Over-expenditure not to exceed \$20,000 **BE APPROVED** in the Information Technology budget centre – computer maintenance expense account for the purchase of this software and a Transfer from Reserve – Working Capital **BE APPROVED** to fully fund the over-expenditure.

2. BACKGROUND:

On March 21, 2016 Council received a report on the results of a Financial Management software Request for Proposal (RFP), and approved the following:

1. The report from the Director of Corporate Services/Treasurer dated March 3, 2016, regarding Financial Management RFP **BE RECEIVED**;

2. The Mayor and Clerk **BE AUTHORIZED** to enter into an agreement with CityWide Solutions to purchase software and provide an Asset Management Plan;
3. Ceridian **BE APPROVED** for Payroll and Human Resource Management Software; and,
4. The Treasurer **BE DIRECTED** to transfer the balance of funds (estimated \$215,758.75) to Capital Replacement Reserve and further that those funds **BE ENCUMBERED** for future financial system upgrades.

3. DISCUSSION:

Subsequent to the March 21, 2016 report, Administration identified limitations in item 3, including challenges with software interoperability and heavy operational demands to implement and operate the software. As a result Administration did not move forward with implementing the Ceridian Payroll and Human Resource (HR) Management software.

Administration resumed evaluation of options for Payroll and HR Management software. Upon further review of the payroll requirements, Administration learned that the current financial software system, iCity, has been updated over the past two years and now has the option to add an integrated Payroll Time Entry module.

The iCity Online Payroll Time Entry module, provided by Aptean Software, would enable employees to enter their timesheets from any location with a computer and an internet connection and the online service would also enable employees to view their profile at any time. As the module is interfaced with the current iCity Payroll module, management could also approve time entry from any location using their secure logins.

Implementation of the module would streamline payroll processing by eliminating manual data entry from paper timesheets and providing more accurate data for timely payroll processing. Streamlining the payroll process would allow for increased efficiency and allow administration to assign resources to other tasks and areas of need. The module also interfaces with the current financial software that the town uses and could provide a cost effective solution to the issues identified in the payroll process.

A second iCity module for HR would provide additional process and internal control improvements for payroll. The HR module would also assist HR in managing time and attendance, a process which is time consuming and is currently undertaken without the aid of an integrated software solution. The HR module would also facilitate separation duties where HR would initialize employee profiles and their assigned pay within the integrated HR module, which would then feed into the payroll module for payroll processing.

Administration recommends proceeding with the purchase of the iCity Online Payroll Time Entry and HR software modules to address the time capture needs for payroll and HR and to enhance internal controls over employee pay.

It is important to note that while the recommended software modules address some requirements, as outlined above, these modules do not satisfy the entire scope of requirements for HR Management software including Health & Safety related, performance management related, etc. Administration is still reviewing options to address these needs and a further report will be forthcoming with recommendations on a software solution(s) to meet the broader HR needs for the Town.

4. RISK ANALYSIS:

Lack of technology in the areas of payroll and human resources can lead to ineffective operations and additional time spent on tasks. Investments in resources such as this help reduce the risk of errors, which could affect corporate costs and employee pay, and to optimize use of staff time.

5. FINANCIAL MATTERS:

Purchase of the recommended iCity Online Payroll Time Entry and HR modules would have the following financial impact:

IT Budget Centre – Computer Maintenance expense	Budget	Actual (incl. net HST)	Variance (over)/ under
Expense:			
Payroll Time Entry:			
Purchase Software – One Time		\$ 3,305	
Setup Software - One Time		2,630	
Software Maintenance & Support (ongoing annual)		660	
Subtotal - Payroll Time Entry	\$ -	\$ 6,595	(\$ 6,595)
Human Resources:			
Purchase Software – One Time		8,955	
Setup Software - One Time		1,750	
Software Maintenance & Support (ongoing annual)		1,790	
Subtotal - Human Resources	-	12,495	(12,495)
Total Expense	\$ -	\$ 19,090	(\$ 19,090)
Funding:			
Transfer from Reserve - Working Capital	\$ -	\$ 19,090	(\$ 19,090)
Total Funding	\$ -	\$ 19,090	(\$ 19,090)

The software provider has notified the Town of a significant increase in cost for the recommended software for orders after July 1, 2018; whereby the software would be sold as a service with a higher ongoing annual fee. Further to a request from

Administration, the software provider has agreed to extend the current pricing for the Town to allow for Council's consideration of this matter at their meeting of July 23, 2018.

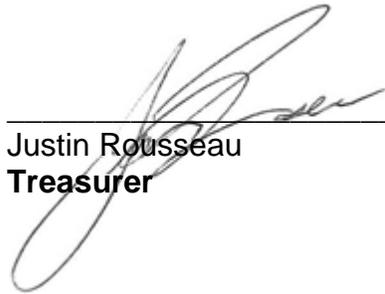
The recommended purchases include a total one-time cost of \$16,640 plus ongoing annual costs of \$2,450 (2018 dollars).

6. CONSULTATIONS:

The Supervisor of Revenue and Supervisor of Accounting as well as the Manager of Human Resources were consulted on this report.

7. CONCLUSION:

The purchase and implementation of the recommended software furthers the optimization of the Town's business processes through the use of technology.



Justin Rousseau
Treasurer

Report Approval Details

Document Title:	Online Payroll Time Entry.docx
Attachments:	N/A
Final Approval Date:	Jul 16, 2018

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



Cheryl Horrobin - Jul 11, 2018 - 11:46 AM – ACTING CAO



Mark Galvin - Jul 12, 2018 - 2:02 PM



Paula Parker - Jul 16, 2018 - 2:01 PM



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF PARKS, FACILITIES, RECREATION & CULTURE

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: Rick Daly	Report Date: July 4, 2018
Author's Phone: 519 736-5712 ext. 2122	Date to Council: July 23, 2018
Author's E-mail: rdaly@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: Libro Centre Pro Shop – New Tenant

1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Manager of Recreation Services dated July 4, 2018, regarding Libro Centre Pro Shop – New Tenant **BE RECEIVED**;
2. The Expression of Interest from Nantais Athletic Inc, for rental of the Libro Centre Pro Shop **BE ACCEPTED**;
3. Administration **BE DIRECTED** to prepare a lease agreement between Nantais Athletic Inc. and the Town of Amherstburg for rental of the Libro Centre Pro Shop; and,
4. The Mayor and Clerk **BE AUTHORIZED** to execute the lease agreement satisfactory in technical content to the Manager of Recreation Services, financial content to the Director of Corporate Services and in legal content to the Director of Planning, Development and Legislative Services for the Pro Shop space at the Libro Centre.

2. **BACKGROUND:**

On February 16, 2018 Administration received a letter from the local Canadian Tire store owner indicating that they would be terminating the month to month lease arrangement at the Libro Centre for the Pro Shop space located at the front lobby. The letter indicated a termination date of April 30, 2018, with the Pro Shop closing its doors on March 29, 2018. This was to allow the owner time to remove any equipment and chattels prior to the termination date.

As a result of this, four businesses submitted unsolicited offers to take over the space and continue to operate it as a Skate Sharpening Centre and Pro Shop. To provide a more transparent selection process, Administration advised the parties that the Town would be advertising a Request for Expressions of Interest ('REOI') to operate a Sporting Goods Store and Skate Sharpening Centre. The REOI was posted on the Town's website and in the local newspaper the week of May 15, 2018 and the deadline for submissions was set at Friday April 6, 2018.

3. DISCUSSION:

With the concern voiced by residents and user groups that the space should continue to be utilized as a pro shop, Administration called for a REOI from potential respondents wishing to operate a Sporting Goods Store and Skate Sharpening Centre at the Libro Centre.

As this was an REOI, and not a proposal call, the level of detail required to be provided in a submission was to demonstrate that the potential tenant was experienced and capable of providing the required services and was interested in establishing a full time, year-round business at the Libro Centre. Administration outlined that a five year term, subject to renewals, was being sought.

From the REOI process, Administration received four (4) submissions. Administration contacted all four firms to request a more detailed supplementary submission to include items relating to the proponent's experience and products, service, image, intended hours of operation and business approach, as outlined in the EOI document. One proponent requested in writing to be removed from the process.

Submissions from the three (3) remaining firms were evaluated by a committee consisting of the Director of Planning, Development and Legislative Services, Manager of Recreation Services, Financial Planning Administrator and an outside consultant. The evaluation criteria was equally weighted on: Experience, Hours of Operation, Level of Service (multi-sport & community involvement), and Overall Business Plan. Based on the evaluation, the committee applied the following ranking:

1. Nantais Athletic Inc.
2. Amherstburg Admirals
3. Sports Zone Lasalle

In addition to sporting goods and skate sharpening services, Nantais Athletic Inc.'s owners have been highly involved on the developmental side in many sports played in Amherstburg, including hockey, football and baseball.

4. RISK ANALYSIS:

Several residents and user groups contacted the Town, when Canadian Tire's decision to vacate the Libro Centre Pro Shop was made public, identifying their desire for a new sporting goods/skate sharpening tenant to be located at the Libro Centre.

Not providing this amenity and service level would negatively impact the residents and user groups who relied on the previous pro shop for equipment, team uniforms and skate sharpening services. Approval to move forward with drafting a lease agreement with Nantais Athletic Inc. will fill a void left by the termination of services by the previous tenant.

5. FINANCIAL MATTERS:

The Libro Centre Pro Shop space is 695 square feet in size. The previous tenant was charged \$11.53 per square foot, plus HST annually, or about \$8,000 plus tax. An examination of prevailing fair market lease rates for this space resulted in a lease rate set at \$13.50 per square foot plus tax. This rate includes property taxes and all utilities with the exception of phone/internet, which would be the responsibility of the tenant. Further, the tenant would be responsible for the cost of all leasehold improvements.

If recommendations in this report are approved, Administration will draft a lease agreement with a lease rate set at \$13.50 per square foot plus tax, for the first two years of the five year term. Subsequent to the first two years, the lease rate will be increased by the prevailing Consumer Price Index (CPI).

Libro Budget Centre	2018 Budget	2018 Actual (excl. HST)	Variance (over)/under
Revenue:			
Rental - Pro/Skate Shop Rental	\$8,000		
Lease - Canadian Tire (Jan-Apr)		\$2,667	
Lease - Nantais Athletic Inc. (Aug-Dec)*		\$3,909	
Total Revenue	\$8,000	\$6,576	\$1,424

* Estimated dates, subject to Council approval and agreement.

The estimated revenue shortfall of \$1,424 for 2018 results from a three-month vacancy for the leased space. Entering into a rental agreement with a new tenant will mitigate any further revenue shortfall.

6. CONSULTATIONS:

The Treasurer and the Financial Planning Administrator were consulted on this report.

7. CONCLUSION:

The following benefits are expected to result from a rental agreement with Nantais Athletic Inc. to fill the vacancy at the Libro Centre Pro Shop:

- Provide the residents and user groups with an all season sporting goods store;
- Continue to provide a service that residents and user groups have enjoyed in the past, including a skate sharpening service; and
- Continue to provide the Town with rental revenue.

Based on the process outlined above, Administration recommends that Nantais Athletic Inc. be selected to enter into a lease with the Town for rental of the Libro Centre Pro Shop space to provide sporting goods and skate sharpening services.



Rick Daly
Manager, Recreation Services

DEPARTMENTS/OTHERS CONSULTED:

Name: Bobbi Reive, Financial Planning Administrator
Phone#: 519 736-0012 ext. 2229

Report Approval Details

Document Title:	Libro Centre Pro Shop - New Tenant.docx
Attachments:	N/A
Final Approval Date:	Jul 17, 2018

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



Mark Galvin - Jul 12, 2018 - 2:09 PM



Cheryl Horrobin - Jul 17, 2018 - 8:45 AM – ACTING CAO



Paula Parker - Jul 17, 2018 - 10:19 AM



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: Todd Hewitt	Report Date: July 5, 2018
Author's Phone: 519 736-3664 ext. 2313	Date to Council: July 23, 2018
Author's E-mail: thewitt@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: Placement of Underground Infrastructure, Curbs and Base Asphalt on Maintenance – Kingsbridge Subdivision Phase 8A

1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Manager of Engineering dated July 5, 2018, regarding the Placement of Underground Infrastructure, Curbs and Base Asphalt on Maintenance – Kingsbridge Subdivision Phase 8A **BE RECEIVED**;
2. The recommendations of the consulting engineer, BairdAE, **BE ACCEPTED**; and,
3. The underground infrastructure, base asphalt and curbs **BE PLACED** on a 1 year maintenance period, commencing July 2, 2018.

2. **BACKGROUND:**

Kingsbridge Phase 8A is the section of Lavers Crescent from Brown Crescent northerly. It also includes Mullen Crescent, Patten Crescent and a section of Davis Street.

3. DISCUSSION:

In the spring of 2018, the developer commenced the installation of municipal services for Kingsbridge subdivision Phase 8A. This phase includes 74 single family lots. Sanitary sewer, storm sewer and watermain infrastructure was installed, along with the placement of curbs and base asphalt.

The Town attended a walkthrough with the consulting engineer BairdAE, the developer and the contractor on July 2, 2018, where the work was inspected. Only minor deficiencies were identified. Administration concurs with the recommendation of BairdAE to place the underground infrastructure, base asphalt and curbs on maintenance.

It should be noted that the remainder of the utilities (Union Gas, Hydro One, Bell Etc.) have not been placed yet. This report only includes infrastructure that will be assumed by the municipality at a later date.

4. RISK ANALYSIS:

There is no risk associated with this report.

5. FINANCIAL MATTERS:

The Town currently has a self-renewing letter of credit of \$1,010,679.63 for this phase. This is equivalent to 50% of the value of the current work. This provides the Town with financial security to ensure future maintenance is performed or the Town can exercise the letter of credit.

Once the infrastructure has been placed on maintenance by the Town the letter of credit can be reduced to 25% of the value of the work on maintenance plus 100% of the work remaining (i.e. surface asphalt). After completion of the 1 year maintenance, the Town will capitalize the value of the asset infrastructure as part of the tangible capital asset (TCA) inventory and add the infrastructure into the asset management program (AMP) for future infrastructure replacement.

6. CONSULTATIONS:

N/A

7. **CONCLUSION:**

It is recommended that the underground infrastructure, curbs and base asphalt for Kingsbridge Phase 8A be placed on 1 year maintenance.



Todd Hewitt
Manager of Engineering

Report Approval Details

Document Title:	Kingsbridge Phase 8A Placement of Infrastructure on Maintenance.docx
Attachments:	- BairdAE Letter of Conformance Kingsbridge Phase 8A July 5 2018.pdf - Phase 8A - Kingsbridge Master Plan Phasing.pdf - Kingsbridge 8A Legal Plan.pdf
Final Approval Date:	Jul 11, 2018

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



Antonietta Giofu - Jul 9, 2018 - 8:10 AM



Mark Galvin - Jul 9, 2018 - 10:58 AM



Cheryl Horrobin - Jul 9, 2018 - 5:50 PM – ACTING CAO



Paula Parker - Jul 11, 2018 - 1:54 PM

Date: July 5, 2018

Town of Amherstburg
512 Sandwich Street South
Amherstburg, ON,
N9V3R2

ATTENTION: Todd Hewitt, Manager, Engineering Operations

Re: Kingsbridge Phase 8A

During the course of construction at the above project, personnel from our office carried out site reviews and final inspection of the sewers, curbs, water main and base asphalt. These reviews were conducted following the procedures described in the Professional Engineers Ontario Guideline for Professional Engineers Providing General Review of Construction.

Baird AE is not aware of any outstanding deficiencies in the construction. Our firm is of the opinion that the work is in general conformity with the drawings and specifications prepared.

Additionally, Baird AE has reviewed the sewer videos and found no deficiencies.

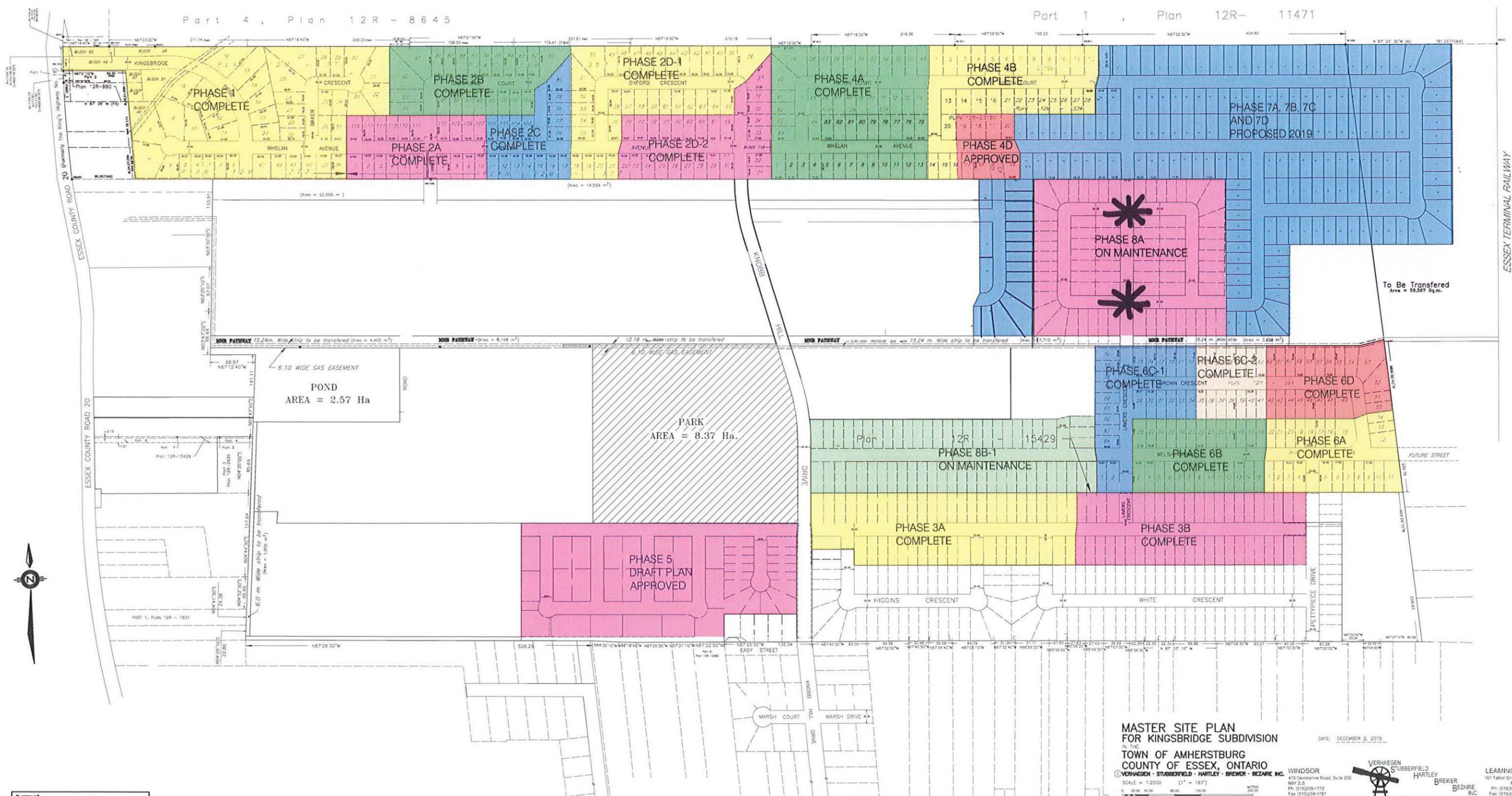
Baird requests that Phase 8A be placed on one year maintenance.

Trusting you will find the above satisfactory; however, if you have any questions please contact the undersigned, I remain.

All of which is respectively submitted,



Matthew J. Baird, P.Eng., PMP, SCPM
President
Baird AE



METRIC DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVING BY 0.3048

MASTER SITE PLAN FOR KINGSBRIDGE SUBDIVISION
 IN THE TOWN OF AMHERSTBURG
 COUNTY OF ESSEX, ONTARIO
 © VERHAEGEN • STUBBERFIELD • HARTLEY • BREWER • BEZARE INC.

DATE: DECEMBER 2, 2015

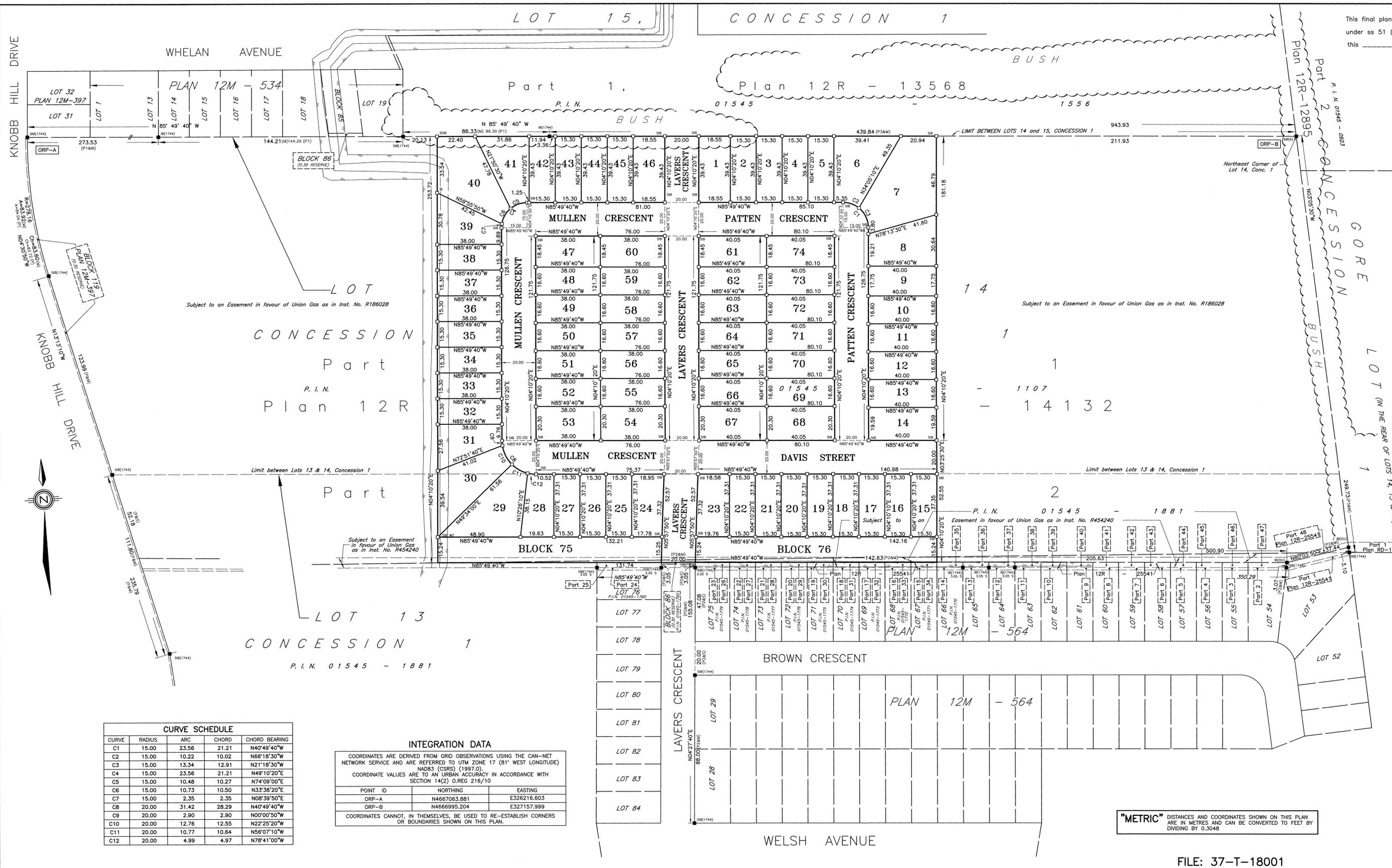
WINDSOR 475 Devonshire Road, Suite 200 N4Y 2L5 Ph: (519) 268-1772 Fax: (519) 268-1791

VERHAEGEN • STUBBERFIELD • HARTLEY • BREWER • BEZARE INC.

LEAMINGTON 187 Taylor Street East N8H 1L8 Ph: (519) 322-2375 Fax: (519) 322-2875

ONTARIO LAND SURVEYORS www.ols.gov.on.ca

Drawn by: NMD/EG/JC CAD Date: July 5, 2018 9:34:02 AM
 Checked by: A.S.M. CAD File: Kingsbridge Master Plan sheeting (3).dwg
 WORK ORDER: 4-25774 FILE NO.: S-156(WND) PLAN FILE NO.: 73R-1MASTER



This final plan of subdivision is approved under ss 51 (58) of the Planning Act on this _____ day of _____, 2018.

PLAN 12M-
 I CERTIFY THAT THIS PLAN IS REGISTERED IN THE LAND REGISTRY OFFICE FOR THE LAND TITLES DIVISION OF ESSEX (12) AT _____ O'CLOCK ON THE _____ DAY OF _____ 2018 AND ENTERED IN THE PARCEL REGISTER FOR PROPERTY IDENTIFIERS P.I.N.'S 01545-1107 and 01545-1881 AND REQUIRED CONSENTS ARE REGISTERED AS PLAN DOCUMENT No. _____
 REPRESENTATIVE FOR LAND REGISTRAR

WILLIAM KING, MCIP, RPP
 Manager, Planning Services
 County of Essex

PLAN OF SUBDIVISION
 OF
PART OF LOTS 13 & 14,
CONCESSION 1
 GEOGRAPHIC TOWNSHIP OF ANDERDON
 NOW IN THE
TOWN OF AMHERSTBURG
 COUNTY OF ESSEX, ONTARIO
 VERHAEGEN • STUBBERFIELD • HARTLEY • BREWER • BEZAIRE INC.

SCALE = 1:1000

LEGEND AND NOTES
 BEARINGS ARE UTM GRID DERIVED FROM OBSERVED REFERENCE POINTS "A" AND "B" BY REAL TIME NETWORK OBSERVATIONS.

DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99994655

ALL MONUMENTS SHOWN THUSLY □ ARE IRON BARS (IB) UNLESS OTHERWISE NOTED.
 SIB DENOTES 25mm X 25mm X 1.22m STANDARD IRON BAR
 SSB DENOTES 25mm X 25mm X 0.61m SHORT STANDARD IRON BAR
 IB DENOTES 19mm X 16mm X 0.61m IRON BAR
 B DENOTES 15mm diameter X 0.61m ROUND IRON BAR
 CC DENOTES CUT-CROSS
 SP DENOTES 5mm X 50mm STEEL PIN
 DENOTES SURVEY MONUMENT FOUND
 □ DENOTES SURVEY MONUMENT SET AND MARKED 1744
 WIT DENOTES WITNESS
 (S) DENOTES SET (M) DENOTES MEASURED (D) DENOTES DEED
 ORP DENOTES OBSERVED REFERENCE POINT
 SSB'S SHOWN ON THIS PLAN HAVE BEEN SET IN LIEU OF SIB'S WHERE THE POSSIBILITY THAT UNDERGROUND UTILITIES EXIST.
 (S/P) DENOTES SET PROPORTIONALLY (O/U) DENOTES ORIGIN UNKNOWN
 (P) DENOTES PLAN 12M-397 (P1) DENOTES PLAN 12M-534
 (P2) DENOTES PLAN 12M-564 (P3) DENOTES PLAN 12R-14132
 (1744) DENOTES VERHAEGEN STUBBERFIELD HARTLEY BREWER BEZAIRE INC., O.L.S.
 (A) DENOTES C.G.R. ARMSTRONG, O.L.S.

OWNERS CERTIFICATE
 THIS IS TO CERTIFY THAT:
 1. LOTS 1 to 74 (inclusive), BLOCK 75 & 76 AND THE STREETS NAMED DAVIS STREET, LAYERS CRESCENT, MULLEN CRESCENT AND PATTEN CRESCENT HAVE BEEN LAID OUT IN ACCORDANCE WITH OUR INSTRUCTIONS.
 2. THE STREETS ARE HEREBY DEDICATED AS PUBLIC HIGHWAYS TO THE CORPORATION OF THE TOWN OF AMHERSTBURG.
 DATED THE 6th DAY OF MARCH, 2018.

1078217 ONTARIO LIMITED
 MICHAEL R. DUNN
 I HAVE THE AUTHORITY TO BIND THE CORPORATION"

SURVEYOR'S CERTIFICATE
 I CERTIFY THAT:
 1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
 2. THIS SURVEY WAS COMPLETED ON THE 16th DAY OF FEBRUARY, 2018.

DATE JUNE 15, 2018

 ANDREW S. MANTHA
 ONTARIO LAND SURVEYOR
 for VERHAEGEN • STUBBERFIELD • HARTLEY • BREWER • BEZAIRE INC.

WINDSOR 944 Ottawa Street N8B 2E1 Ph: (519)258-1772 Fax: (519)258-1791
 LEAMINGTON 187 Talbot Street East N8H 1L8 Ph: (519)322-2375 Fax: (519)322-2675
 VERHAEGEN STUBBERFIELD HARTLEY BREWER BEZAIRE INC.
 ONTARIO LAND SURVEYORS www.vshbbsurveys.com

DRAWN BY: D.J. CAD Date: July 5, 2018 2:53 PM
 CHECKED BY: A.S.M. CAD File: 42778401.dwg
 WORK ORDER: 4-27784-X01 FILE NO.: E-AND.-1-13 PLAN FILE NO.: J-724'B"

CURVE SCHEDULE

CURVE	RADIUS	ARC	CHORD	CHORD BEARING
C1	15.00	23.56	21.21	N40°49'40"W
C2	15.00	10.22	10.02	N66°18'30"W
C3	15.00	13.34	12.91	N21°18'30"W
C4	15.00	23.56	21.21	N49°10'20"E
C5	15.00	10.48	10.27	N74°09'00"E
C6	15.00	10.73	10.50	N33°38'20"E
C7	15.00	2.35	2.35	N08°39'50"E
C8	20.00	31.42	28.29	N40°49'40"W
C9	20.00	2.90	2.90	N00°00'50"W
C10	20.00	12.76	12.55	N22°25'20"W
C11	20.00	10.77	10.64	N56°07'10"W
C12	20.00	4.99	4.97	N78°41'00"W

INTEGRATION DATA

COORDINATES ARE DERIVED FROM GRID OBSERVATIONS USING THE CAN-NET NETWORK SERVICE AND ARE REFERRED TO UTM ZONE 17 (81° WEST LONGITUDE) NAD83 (CSRS) (1997.0).
 COORDINATE VALUES ARE TO AN URBAN ACCURACY IN ACCORDANCE WITH SECTION 14(2) O.REG 216/10

POINT ID	NORTHING	EASTING
ORP-A	N4667063.881	E326216.603
ORP-B	N4666995.204	E327157.999

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

"METRIC" DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF PLANNING, DEVELOPMENT & LEGISLATIVE SERVICES

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 Council, Author's E-mail, Resolution #.

To: Mayor and Members of Town Council

Subject: Condominium Conversion for 130 Pickering Drive

1. RECOMMENDATION:

It is recommended that:

- 1. The report from the Manager of Planning Services dated July 9, 2018, regarding the Proposed Draft Plan of Condominium (conversion) for 130 Pickering Drive File No. 37-CD-18002 BE RECEIVED;
2. The Draft Plan of Condominium, File No. 37-CD-18002, from Pickering Tower Apartments Limited, as shown on the attached Schedule A BE CONSIDERED; and,
3. Administration BE DIRECTED to advise the approval authority (County of Essex) that Council SUPPORTS / DOES NOT SUPPORT the Draft Plan of Condominium (conversion) for 130 Pickering Drive.

2. BACKGROUND:

The Statutory Public Meeting was held at 5:00 p.m., June 25, 2018, to hear public comments on an application for a condominium conversion for the apartment building located at 130 Pickering Drive. Pickering Tower Apartments Limited ("the Applicant") has filed an application with the County of Essex for approval of a Draft Plan of Condominium for the conversion of 74 apartment units to condominium status (County of Essex File No. 37-T-18002). The County of Essex is the approval authority for the condominium conversion and will impose conditions, which will be drafted with the Town's input and then ultimately implemented through a Condominium Agreement.

3. DISCUSSION:

The subject lands are described as Part of Lot 3, Malden Concession 1, 12R-4371, Parts 1 and 2, municipally described as 130 Pickering Drive. The property has approximately 221.5 ft frontage with an irregular depth and an area of 1.45 acres.

This application seeks approval of a Draft Plan of Condominium to allow for a change in tenure of the existing 74 apartment units (73 one-bedroom, and 1 two-bedroom), located within the existing building at 130 Pickering Drive, Amherstburg, from rental to condominium.

The proposed Draft Plan of Condominium (conversion) will create individual apartment units, parking spaces (total of 106 spaces; 54 underground and 52 surface level), and exclusive use areas, while the remainder of the building (including hallways, laundry rooms, lobby and storage rooms) and the remainder of the site (including landscaped areas, access areas, and amenity space), would form the common use areas. A Plan of Condominium establishes ownership of a property including specific units, as well as the elements to be owned commonly including but not limited to parking areas, corridors within a building, elevators, and operational systems within the building. A plan of condominium allows for individual ownership of units and the establishment of a corporation to pay for the maintenance of the common elements of the property.

Given the ownership of the subject lands and management structure, all units in the existing apartment building will be maintained as rental units by the property owner. The reason for the condominium conversion request is for administrative, legal and financial reasons. Notwithstanding the proposed condominium conversion application, it is the intention of the Applicant to maintain the existing apartment units as rental. In addition, in the case of the subject condominium conversion application the Applicant will, if necessary, further guarantee that the existing building units be maintained as rental through an agreement registered on title. This agreement would guarantee that the apartment building units would be required to remain as rental properties for ten-year period. This rental guarantee for the ten-year period was offered with the intention to satisfy the concerns raised by administration.

Provincial Policy Statement (2014)

The PPS provides policy direction on matters of Provincial interest related to land use planning and development. It is to be considered in all planning decisions. One of the key considerations of the PPS is that planning decisions must be "consistent with" the PPS.

Policy 1.1.1 of the PPS states that healthy, liveable and safe communities are sustained by promoting efficient land use and development patterns; accommodating an appropriate range and mix of land uses to meet long-term needs; avoiding development and land use patterns which may cause environmental or public health and safety concerns; and promoting cost-effective development patterns and standards to minimize land consumption and servicing costs, among others.

The proposed application for Draft Plan of Condominium is consistent with the PPS as the subject lands presently contain high density residential development and are on full

municipal services. The change in ownership of these apartment units will not impact the range and mix of housing within the Town as no new development is planned and no loss of units will occur as a result of the proposed conversion due to the owner keeping the units as rentals. Further, there are no policies in the PPS related to tenancy of housing.

County of Essex Official Plan

The subject lands are designated Primary Settlement Area in Schedule A1 of the County of Essex Official Plan. Primary Settlement Areas are defined in the Official Plan as *"focal areas of public investment as well as a concentration of commercial, recreational, cultural and entertainment uses that accommodate a significant share of population and employment growth"*. Furthermore, Section 3.2.7 of the Official Plan states that: *"The County also specifically encourages residential intensification and redevelopment within Primary Settlement Areas in order to increase their vitality, offer a range of housing choices, efficiently use land and optimize the use of infrastructure and public service facilities"*.

Section 4.6.2 of the County of Essex Official Plan contains policies related to applications for condominium conversion and states:

"The County of Essex discourages the conversion of rental units to condominium tenure in order to protect the existing stock of rental and affordable housing. The County will consider condominium conversions only where the applicant has demonstrated to the County's and local municipality's satisfaction that the supply of rental housing has not been reduced. In assessing applications for condominium conversion, the County shall consider the number of new rental units being constructed, as well as the existing supply of affordable housing. The County of Essex shall prepare a procedural manual outlining the process that it will follow for the processing of applications for condominium conversion."

The CMHC Rental Market Report provides information on rental structures with at least three rental units, of which at least one is not ground oriented. The 2017 Rental Market Report considered 293 private rental market apartment units in the Town of Amherstburg. The proposed conversion of the 74 units at 130 Pickering Drive represents 25.3% of the total existing apartment rental units in the Town. Despite the foregoing, it is the Applicant's intention to maintain the subject property as rental. Accordingly, there will be no impact on the overall supply of apartment rental housing in the Town as a result of the proposed conversion.

The County Official Plan discourages the conversion of rental units to condominium tenure in order to protect the existing stock of rental and affordable housing.

According to the County Official Plan, affordable housing is defined as:

- a) *"in the case of ownership housing, the least expensive of:*
 - i. *housing for which the purchase price results in annual accommodation costs which do not exceed 30 percent of gross annual household income for low and moderate income households; or*
 - ii. *housing for which the purchase price is at least 10 percent below the average purchase price of a resale unit in the regional market area.*
- b) *in the case of rental housing, the least expensive of:*
 - i. *a unit for which the rent does not exceed 30 percent of gross annual household income for low and moderate income households; or*

ii. a unit for which the rent is at or below the average market rent of a unit in the regional market area"

An affordable apartment in Amherstburg was calculated to be any apartment with rent that is less than \$1,960 per month. It is noted that, based on the definition in the Official Plan, the rental affordability threshold does not vary based on unit type. This means the affordability threshold of \$1,960 must be applied uniformly to all unit types. As a result, the affordability threshold does not take into account the affordability of a 1-bedroom unit over a 3-bedroom unit. According to this definition, all 74 units in the 130 Pickering Drive apartment building are considered affordable. Due to the retaining of the units as rental units, the conversion will not affect the supply of affordable rental housing in the Town.

An affordable house was calculated to be any house that costs less than \$391,772. If the units were sold to individual owners, they would be priced from \$96,500 to \$152,700 and would therefore be considered affordable ownership housing.

It is noted that the County's definition of 'affordable' does not require that condominium fees be taken into account. Condominium fees can vary significantly between buildings but typically range from \$0.40 to \$1.00 per square foot per month. In the City of Windsor, condominium fees average roughly \$0.48 per square foot per month. Condominium fees for the proposed conversions have not been estimated at this time as they are not required if the building is maintained as rental.

Town of Amherstburg Official Plan

The subject lands are designated High Density Residential in the Official Plan. Uses which are permitted in the High Density Residential areas include: horizontal multiples, apartments, limited home occupation uses, and public uses. For all uses, the maximum density must not exceed 150 dwelling units per gross hectare. The existing building conforms to the policies of the High Density Residential policies of the Town of Amherstburg Official Plan.

The Town of Amherstburg Official Plan contains several policies relating to condominium conversion.

Section 4.2.3(9) states:

"The conversion of existing residential accommodation to condominium tenure presents a different, as well as a somewhat more difficult, situation than does new construction. In some cases existing residential developments were constructed under standards and conditions that were different and in some cases lower than those that prevail at the time of the conversion. As a result, problems may be encountered in attempting to upgrade existing developments in accordance with present policies, standards and criteria. Problems may also be encountered in a situation where rental housing vacancy rates are low and, although tenants in existing projects cannot be legally displaced, condominium improvements may result in rent increases that result in current tenants being faced with finding suitable alternate accommodation in a housing market that provides little choice and opportunity."

"In evaluating a proposed conversion, regard is to be had to the following:

a) any or all of the matters contained in Section 51 of the Planning Act, as amended from time to time;

- b) the overall mix of residential housing types in the Town;*
- c) the most current vacancy rate for rental accommodation in the Town;*
- d) the suitability of the development for conversion in terms of the policies, standards and criteria adopted by the Town from time to time; and*
- e) the effect on the provision of affordable housing and the provision of information on the effect on vacancy rates.”*

The proposed condominium conversion will not impact the overall mix of residential housing types in the Town as no construction or demolition is proposed and there will be no loss of units as a result of the proposed conversion.

Section 6.6.3(d) of the Official Plan provides that the Town shall encourage and assist in the production of an adequate supply and mix of affordable housing by, among other things, promoting a 3% vacancy rate for rental housing and discourage demolitions or conversions when the vacancy rate is 3% or less.

At this time, the vacancy rate for the Town of Amherstburg is 1.6%, based on the 2017 CMHC Rental Market Report. However from 2011-2014, the vacancy rates for rental units in the Town of Amherstburg have ranged from 4.4% to 5.9%. The vacancy rate decreased to 2.5% in 2015 and then rose to 3.8% in 2016. The proposed condominium conversion will not immediately impact the rental housing supply in the Town of Amherstburg as it is the intention of the Applicant to maintain the building as rental for at least 10 years. Further, the Applicant agrees to register an agreement on title requiring the building to be maintained as rental for a minimum ten-year period.

Zoning By-law

The subject lands are zoned Residential Multiple Second Density (RM2). The RM2 Zone permits a range of residential building types, including multiple dwelling types, which is the current use on the subject land. The lands at 130 Pickering have been subject to minor variance application A/12/12. Minor variance application A/12/12, approved on July 17", 2012 was to grant relief from Section 11(3)(t) of the Zoning By-law requiring a minimum lot frontage of 30 m in an RM2 Zone. In 1978, the Essex County Land Division Committee granted a consent to convey the property but did not require a minor variance permitting the creation of a new lot without frontage onto a public road as a condition of the consent. As a result, Parcel B does not have frontage along a public road, thus access is provided as a result of easements granted over Parts 4 and 5, Plan 12R-3716. The following variance was granted: 0 metre lot frontage onto a public road, whereas 30 m was required.

Based on the foregoing, the property complies with the requirements of the Town of Amherstburg Zoning By-law 1999-52.

4. RISK ANALYSIS:

The recommendation presents little risk to the municipality. The appropriate draft conditions will be implemented by the Town and County administration to manage the conversion. A Condominium Agreement will be registered against the land including provisions contained in the draft conditions. Should the applicant decide to sell the units within the apartment building at 130 Pickering Drive, the number of rental units within

the Town of Amherstburg will be further reduced by 74 units. The Town is already limited in the number of rental units available to the public and currently has a very low vacancy rate. However, the applicant has agreed to register an agreement on title which guarantees that the units will not be sold within the next ten years. Additionally, the residents of 130 Pickering Drive are protected by the Residential Tenancy Act.

5. FINANCIAL MATTERS:

The costs associated with the applications and planning processes are the responsibility of the applicant.

Property taxes for the property as condominium units may be reduced from those for the current apartment building. The Residential Tenancies Act requires where there is a reduction in taxes, residents may receive a rent reduction. The applicant estimates that the potential monthly rent reduction is anticipated to range from \$10-\$15 per unit per month or \$740-\$1,110 per month for the building. The estimated financial impact to the Municipality would be between \$8,900 and \$13,300 per year (2018 dollars), as a result of the proposed approval.

6. CONSULTATIONS:

One member of the public spoke at the Statutory Public meeting and submitted a letter to the Planning Department. Additionally, one member of the public submitted a written comment prior to the meeting, but was unable to attend the meeting. Both of these members of the public were residents of 421 Dalhousie Street. No residents from 130 Pickering Drive spoke at the meeting or submitted anything in writing to the Planning Department.

The County of Essex circulated the Draft Plan of Condominium to the required agencies.

The Essex Region Conservation Authority (ERCA) provided correspondence which stated that the lands are not located within a regulated area that is under the jurisdiction of the ERCA (Section 28 of the Conservation Authorities Act). As a result a permit is not required for issues related to Section 28 of the *Conservation Authorities Act*, Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulations under the *Conservations Authorities Act*, (Ontario Regulation No. 158/06). ERCA has no concerns relating to stormwater management. The subject property is not within or adjacent to any natural heritage feature that may meet the criteria for significance under the Provincial Policy Statement (PPS, 2014). ERCA has no objection to the application with respect to natural heritage policies. ERCA has no conditions to add to the Draft Plan approval.

Union Gas Limited provided correspondence which stated that it is Union Gas Limited's ("Union") request that as a condition of final approval that the owner/developer provide to Union the necessary easements and/or agreements required by Union for the provision of gas services for this project, in a form satisfactory to Union.

7. **CONCLUSION:**

Administration recommends that Council support or recommend denial for the condominium conversion and that the recommendation be sent to the County of Essex as required in regard to draft plan of condominium 37-CD-18002.

A handwritten signature in black ink, appearing to read 'Rebecca Belanger', is written over a horizontal line.

Rebecca Belanger
Manager of Planning Services

ss

Report Approval Details

Document Title:	Condominium Conversion for 130 Pickering Drive.docx
Attachments:	- Report to Council- July 23- 130 Pickering Drive Condo Conversion ATTACHMENTS.pdf
Final Approval Date:	Jul 11, 2018

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



Mark Galvin - Jul 10, 2018 - 12:33 PM



Cheryl Horrobin - Jul 10, 2018 - 2:15 PM – ACTING CAO



Paula Parker - Jul 11, 2018 - 1:56 PM

Town of Amherstburg
130 Pickering Drive



EP

Town of Amherstburg
130 Pickering Drive

RH



CG

RH

340

348

349

87

93

101

109

113

115

117-119

127

131-133

137

141

356

355

359

130

364

365

361

CH-12

380

EP

369

RM2

100

120

RM2-1

140

CH-8/RM2-4

CH-8

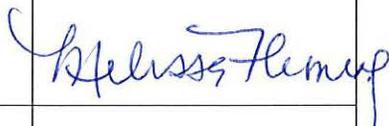
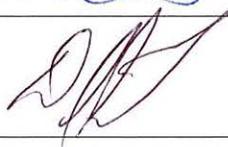
Legend

-  Low Density Residential
-  High Density Residential
-  Heritage Residential
-  General Commercial

PUBLIC MEETING ATTENDANCE RECORD

Date: Monday, June 25 at 5:00 p.m.

**Statutory Public Meeting – Zoning By-law Amendment at 8035 Gardiner Crescent,
Proposed Draft Plan of Condominium at 421 Dalhousie and 130 Pickering**

NAME (please print clearly)	ADDRESS and PHONE # (please print clearly)	SIGNATURE
Olga + Duncan Ackelmann	[REDACTED]	
Jody & Melissa Fleming	[REDACTED]	
Emily Elliott, MHBC	[REDACTED]	
DAVID PETRINA REALSTAR	[REDACTED]	

Personal information on this form is collected under the authority of the Municipal Act, 2011. The information will be used to send you minutes of this meeting, and/or agendas for future meetings/events. Questions about this collection can be directed to Brenda Percy, Director, Legislative Services/Clerk at 271 Sandwich Street South, Amherstburg, Ontario N9V 2A5, telephone 519-736-0012.

**CORPORATION OF THE TOWN OF AMHERSTBURG
NOTICE OF PUBLIC MEETING
FOR A PROPOSED DRAFT PLAN OF CONDOMINIUM**

TAKE NOTICE that the Council of the Corporation of the Town of Amherstburg will hold a public meeting **Monday, June 25, 2018 at 5:00 p.m.** in the Town of Amherstburg Council Chambers, 271 Sandwich Street South to consider a proposed Plan of Condominium pursuant to Section 51(20) of the Planning Act, R.S.O. 1990.

The County of Essex (the approval authority) has received File No. 37-CD-18002 for approval of a Draft Plan of Condominium on Part of Lot 3, Concession 1, designated as Parts 1 & 2 on Plan 12R-4371, municipally known as **130 Pickering Drive** from Pickering Tower Apartments Limited. The property has a frontage of 221.51 ft and an irregular depth with a total area of 1.45 acres.

The applicant is proposing the conversion of the 8 storey, 74 unit existing apartment to a condominium. See Key Map on back of page for the location. The lands are designated High Density Residential which allows for horizontal multiples and apartments to a maximum density not exceeding 150 dwelling units per gross hectare in the Town's Official Plan. The County of Essex on May 11, 2018 requested as per Section 51(20) of the Planning Act, that the Town of Amherstburg give notice and hold a public meeting to advise the public that the application for draft Plan of Condominium is being processed.

ANY PERSON may attend the public meeting and/or make written or verbal representation either in support of or in opposition to the proposed Plan of Condominium. Comments and opinions submitted on these matters, including your name may become part of the public record and may be viewed by the general public and may be published in a planning report or reproduced in a Town of Amherstburg Council agenda and/or minutes. A Planning Report prepared by staff will be presented to Council at the public meeting. Written or verbal submissions from the public at this meeting will become part of the file to be forwarded to the County of Essex, the approval authority for plans of condominium.

IF A PERSON OR PUBLIC BODY does not make oral submissions at the public meeting, if one is held, or make written submissions to the County of Essex in respect of the proposed plan of condominium before the approval authority gives or refuses to give approval to the draft plan of condominium, the person or public body is not entitled to appeal the decision of the County of Essex to the Local Planning Appeal Tribunal.

IF A PERSON OR PUBLIC BODY does not make oral submissions at the public meeting, if one is held, or make written submissions to the County of Essex in respect of the proposed plan of condominium before the approval authority gives or refuses to give approval to the draft plan of condominium, the person or public body may not be added as a part to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

ADDITIONAL INFORMATION relating to the proposed Plan of Condominium is available for inspection at the Town of Amherstburg Municipal Offices at 3295 Meloche Road, during normal office hours, 8:30 a.m. to 4:30 p.m.

If you wish to be notified of the decision of the County of Essex in respect of this proposed plan of condominium, you must make a written request to the County of Essex, 360 Fairview Avenue West, Essex, ON N8M 1Y6, indicating the County of Essex file number 37-CD-18002.

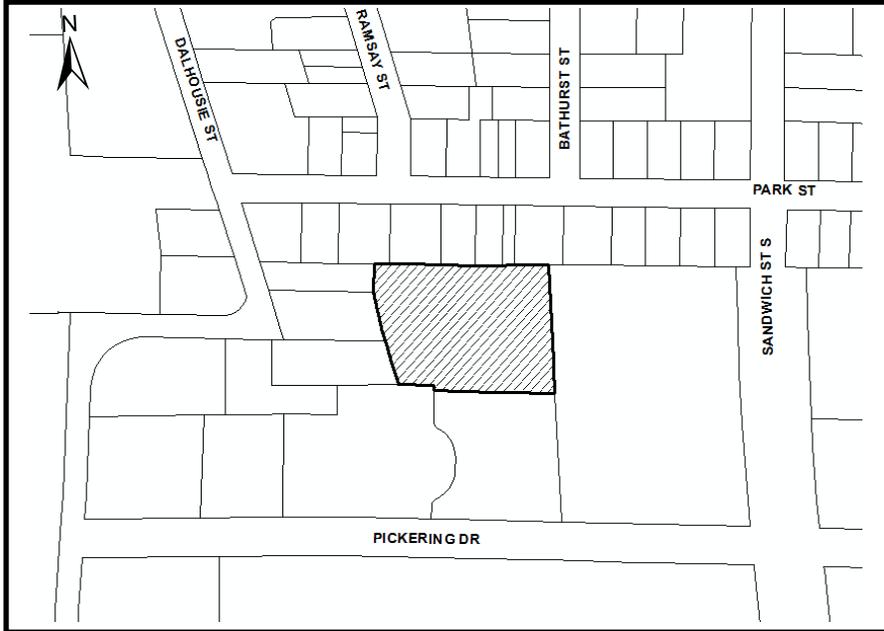
Written submissions in respect to the proposed plan of condominium are to be made to the attention of Ms. Rebecca Belanger, Manager of Planning Services, Town of Amherstburg, at the address listed below.

Rebecca Belanger, MCIP, RPP, Manager of Planning Services
Town of Amherstburg, Libro Centre
3295 Meloche Road, Amherstburg, Ontario N9V 2Y8
Telephone: (519) 736-5408; Fax No. (519) 736-9859
Website: www.amherstburg.ca

ADDITIONAL INFORMATION relating to the proposed draft plan of condominium (File No. 37-CD-18002) is available for inspection at the Town of Amherstburg Planning Offices at the Libro Centre, 3295 Meloche Road, during normal office hours, 8:30 a.m. to 4:30 p.m. or at the Town website www.amherstburg.ca.

Dated at the Town of Amherstburg this 6th day of June, 2018.

KEY MAP



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.



KITCHENER
WOODBRIIDGE
LONDON
KINGSTON
BARRIE
BURLINGTON

February 14, 2018

Rebecca Belanger
Planning Services
Town of Amherstburg
3295 Meloche Road
Amherstburg, ON, N9V 2Y8

Dear Ms. Belanger,

**RE: Condominium Conversion Applications
421 Dalhousie Street and 130 Pickering Drive, Amherstburg
OUR FILE 10139R & 10139S**

On behalf of our clients, 421 Dalhousie Apartments Limited and Pickering Tower Apartments Limited, we are pleased to submit this request for a Pre-Consultation Meeting for Condominium Conversion applications for the lands municipally known as 421 Dalhousie Street and 130 Pickering Drive in the Town of Amherstburg.

The property municipally known as 421 Dalhousie Street is developed with one eight storey rental apartment building containing 45 units. It is located to the east of Dalhousie Street and south of Pickering Drive and has an area of 4,650m². The property municipally known as 130 Pickering Drive is developed with one eight-storey apartment building containing 74 units. It is located north of Pickering Drive between Dalhousie Street and Sandwich Street South and has an area 5,902m². Both properties feature underground and surface parking.

Both properties are designated High Density Residential by the Town of Amherstburg Official Plan and both properties are zoned Multiple Second Density (RM2). No construction or demolition is proposed as part of these applications. There will be no modifications to the subject lands as they presently exist. Accordingly, the proposed development will continue to conform to the applicable designation and zoning following the proposed condominium conversion.

The proposed applications relate only to the conversion of the apartment buildings from rental to condominium tenure. A pre-consultation meeting was held to discuss the applications and comments were received on July 20, 2017. A revised Planning Justification Report has been provided in support of this Pre-Consultation Meeting request for discussion purposes. This report analyzes the applications in the context of the applicable policies of the County of Essex and Town of Amherstburg Official Plans and demonstrates that the proposed conversions

conform to both plans. The intent is to maintain the units on a rental basis following the proposed conversion

In support of these applications, we are pleased to enclose the following:

1. Five (5) full size copies of the draft plan of condominium for 421 Dalhousie Street;
2. Five (5) full size copies of the draft plan of condominium for 130 Pickering Drive;
3. Fifteen (15) copies of the Town of Amherstburg Application for 421 Dalhousie Street;
4. Fifteen (15) copies of the Town of Amherstburg Application for 130 Pickering Drive;
5. One (1) CD with the digital plans;
6. Two (2) cheques in the amount of \$2,000.00 for the Town of Amherstburg.

We look forward to hearing from you regarding these conversion applications. If you have any questions, please do not hesitate to contact the undersigned.

Yours truly,

MHBC

A handwritten signature in black ink, appearing to read 'DAA', followed by a long horizontal line extending to the right.

Dave Aston, MSc, MCIP, RPP
Vice-President

cc. *Brandon Francis*

Application No. _____

**APPLICATION FOR SUBDIVISION/CONDOMINIUM AGREEMENT
TOWN OF AMHERSTBURG**

1. Name of approval authority Corporation of the Town of Amherstburg
2. Date application received by municipality _____
3. Date application deemed complete by municipality _____
4. Name of registered owner Pickering Tower Apartments Limited
Telephone number [REDACTED]
Address [REDACTED]
Name of registered owner's solicitor
or authorized agent (if any) MHBC Planning c/o Dave Aston & Emily Elliott
Telephone number [REDACTED]
Address [REDACTED]
Please specify to whom all communications should be sent:
 registered owner solicitor agent
5. Location and description of subject land:
Concession No. Malden 1 Lot(s) No. Part of Lot 3
Registered Plan No. _____ Lot(s) No. _____
Reference Plan No. 12R-4371 Part(s) No. Part 1 and 2
Street Address 130 Pickering Drive Assessment Roll No. 3729 100 00004100.0000
6. Size of subject land:
Frontage 82.1 Depth 51.4m Area 5902.6m²
7. Are there any easements or restrictive covenants affecting the subject land?
 yes no
If yes, please provide a description of each easement or covenant and its effect
Subject to Easement on parts 2 and 4, 12R-16301 as in LT246669. Subject to Easement on parts 6 & 8 on 12R-06301 as in LT246668. Subject to Easement on part 7, 12R-16301 as in LT257655.
8. Has the parcel ever been the subject of an application for approval of a plan of subdivision under Section 51 or for a consent under Section 53 of the Act, as amended, or its predecessors?
 yes no
If yes, please indicate the file number and the decision:
Unknown
9. Current Official Plan Land Use designation of subject land High Density Residential

10. Please provide the following information pertaining to the draft plan of subdivision:

	No. of units or dwellings	No. of lots or blocks	Area in hectares	Units per hectare	Parking spaces
Residential					
detached					
semi-detached					
multiple attached					
apartment					
seasonal					
mobile home					
other residential	74	1	0.5902	125	106 (54 underground)
Sub-total					
Non-residential					
commercial					
industrial					
institutional					
roads					
other use					
Sub-total					
TOTAL	74	1	0.5902	125	106 (54 underground)

11. If one of the proposed uses referred to in item 9 above is identified as other residential, institutional or other use, please describe the use below:

other residential Condominium

institutional _____

other use _____

12. Access to subject parcel:

Municipal Road County Road Provincial Highway
 Private Water

If access to the subject land is by water only, state the parking and docking facilities used or to be used and the approximate distance between these facilities and the nearest public road.

13. Type of water supply:

municipally owned and operated piped water supply
 well
 Other (specify) _____

14. Type of sanitary sewage disposal:

municipally owned and operated sanitary sewers
 septic system
 Other (specify) _____

15. Type of storm drainage:

sewers
 ditches
 swales
 Other (specify) _____

16. Please indicate whether the property is the subject of any other application for one of the following:

- official plan or official plan amendment approval
- zoning by-law amendment
- Minister's zoning order amendment
- minor variance
- consent
- site plan

If known, indicate the file number and status of the foregoing application(s):

A/12/12

Plan of Condominium Approval

17. Has a site plan for the proposed condominium been approved and a site plan agreement been entered into?

yes no Not Applicable

18. Has a building permit for the proposed condominium been issued?

yes no Not Applicable

19. Is the proposed condominium:

under construction? yes no

completed? yes no

20. If the proposed condominium has been completed what was the date of completion?

Date 1979

21. Is the proposed condominium a conversion of a building containing residential rental units?

yes no

Number of units to be converted 74

Dated at the City of Kitchener this 31st day of March 2017.

(signature of applicant, solicitor or authorized agent)

I, Emily Elliott of the City of Kitchener in the County/District/Regional Municipality of Waterloo solemnly declare that all the statements contained in this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Declared before me at the City of Kitchener in the Region of Waterloo this 31st day of March, 2017.

EE Elliott
Applicant, Solicitor or Authorized Agent

[Signature]
A Commissioner, etc.

David William Aston, a Commissioner, etc.,
Province of Ontario, for MacNaughton
Hemsen Britton Clarkson Planning Limited.
Expires October 11, 2019.

AUTHORIZATION

(Please see note below)

To: Clerk
Town of Amherstburg

Description and Location of Subject Lands:

The subject lands are land locked off of Pickering Drive, between Dalhousie Street and Sandwich St., and are accessed via a private right of way. The lands contain a 74 unit apartment building with 106 parking spaces (54 underground). The lands are located within close proximity to the waterfront and shopping.

I/We, the undersigned, being the registered owner(s) of the above lands hereby authorize

MHBC Planning (c/o David Aston) of the _____

of _____ to:

- (1) make an application on my/our behalf to the Council for the Town of Amherstburg;
- (2) appear on my behalf at any hearing(s) of the application; and
- (3) provide any information or material required by Town Council relevant to the application.

Dated at the City of Toronto in the Province of Ontario, this day of March, 20 17.

Pickering Tower Apartment Limited
Per. [Signature]

Signature of Witness

Signature of Owner *B. Wong Sgubh*
President

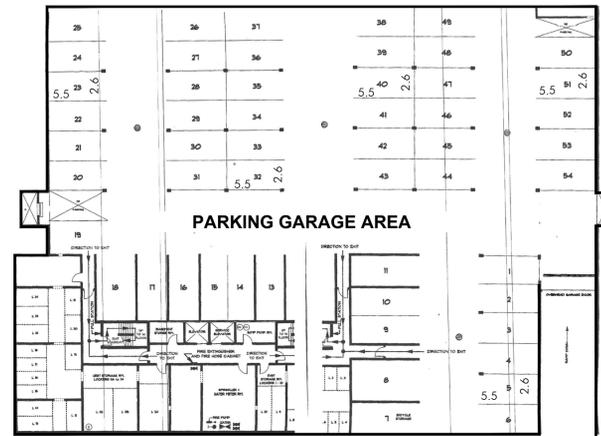
Signature of Witness

Signature of Owner

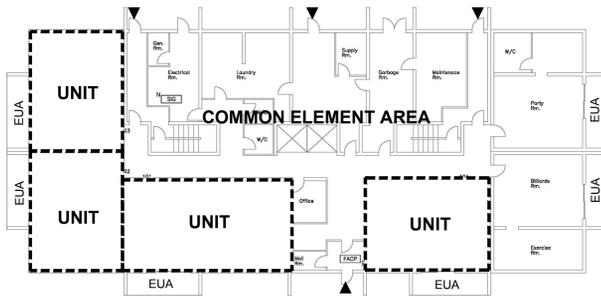
Signature of Witness

Signature of Owner

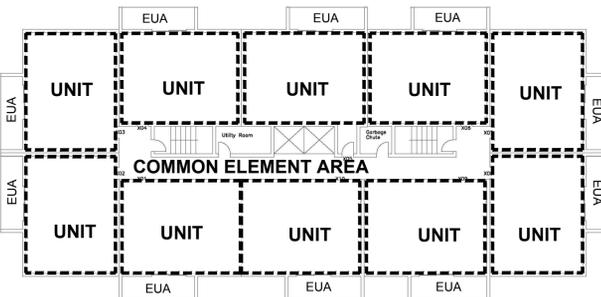
* Note: This form is only to be used for applications which are to be signed by someone other than the owner.



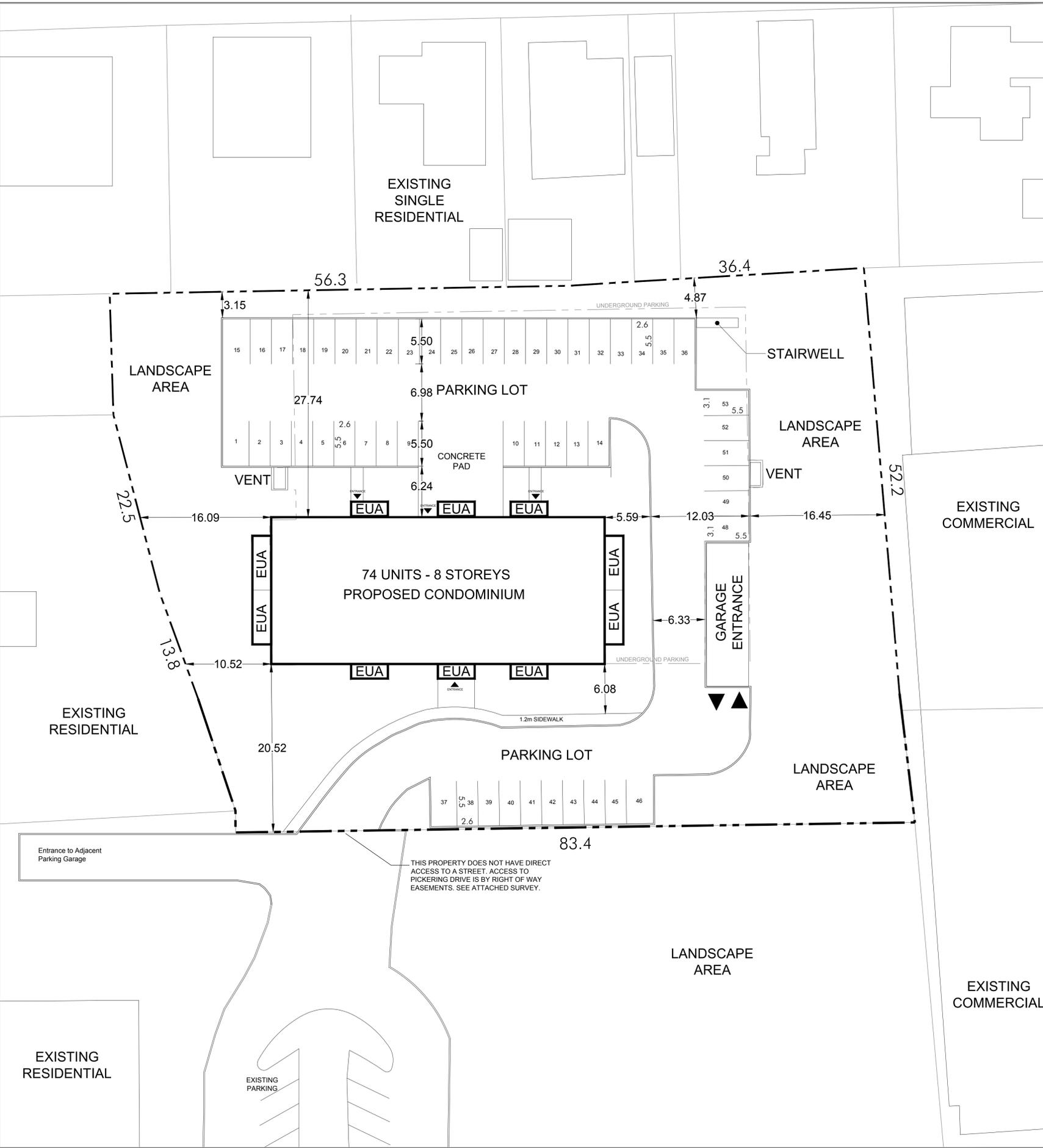
BASEMENT LEVEL AND PARKING GARAGE - FLOOR PLAN - N.T.S



LEVEL 1 - FLOOR PLAN - N.T.S



LEVELS 2 - 8 - FLOOR PLAN - N.T.S



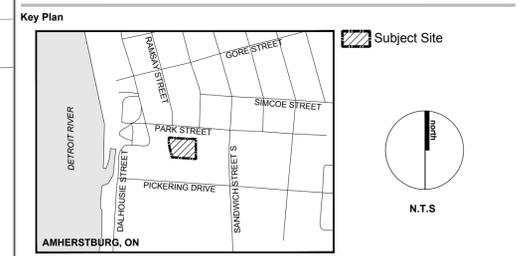
THIS PROPERTY DOES NOT HAVE DIRECT ACCESS TO A STREET. ACCESS TO PICKERING DRIVE IS BY RIGHT OF WAY EASEMENTS. SEE ATTACHED SURVEY.

DRAFT PLAN OF CONDOMINIUM

Part of Lot 2
Concession 1
P1 3-8 Sec Amherstburg 1; P1 Farm L3 Con 1; P1 5, 6 124482 55 P1 6 124482 In Favour Of P1 1, 2, 3, 4 124482 As In L41737 Twp P1
Farm L3 Con 1 Over P1 4 124482 As In L41736; an Easement In Gross Over P1 2 1222975 As In C641033 Amherstburg

Owner's Certificate
I HEREBY AUTHORIZE MACNAUGHTON HERMSEN BRITTON CLARKSON PLANNING LIMITED TO SUBMIT THIS PLAN FOR APPROVAL.
DATE: March 23, 2017
Wayne Squibb

Surveyor's Certificate
I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LAND TO BE SUBDIVIDED ON THIS PLAN AND THEIR RELATIONSHIP TO THE ADJACENT LANDS ARE ACCURATELY AND CORRECTLY SHOWN.
DATE:



3.	March 23, 2017	Revision	GC
2.	January 13, 2017	Issued for review	NZ
1.			

Notes
- EUA: Exclusive Use Area
- Property is land-locked. Access to Pickering Dr. is by Right of Way and Easements over Essex Condominium Plan No. 88 and over PIN 70566-0041

ALL DIMENSIONS ARE IN METRES UNLESS OTHERWISE EXISTING RESIDENTIAL PARCEL FABRIC APPROXIMATE.

Additional Information Required Under Section 51(17) of the Planning Act R.S.O. 1990, c.P.13 as Amended

A. As Shown	B. As Shown	C. As Shown
D. Residential	F. As Shown	H. Municipal Water Supply
E. As Shown	G. As Shown	J. All Services As Required
I. Loam	L. As Shown	

Area Schedule

Description	Lots/Blocks	Units	Area
Residential	1	74	0.458ha
Parking Count: 106 (54 Underground)			
Total	1	74	0.458ha

PLANNING URBAN DESIGN & LANDSCAPE ARCHITECTURE
MHBC
200-540 BRUCEMANS CENTRE DR. KITCHENER, ON. N2B 3X9 | P: 519.576.3650 | F: 519.574.0121 | WWW.MHBCPLAN.COM

Approval Stamp

Date	March 23, 2017
File No.	10139S
Plan Scale	1:200 (Arch D)
Drawn By	N.Z
Checked By	D.A
Other	

Project
PICKERING TOWER
130 PICKERING DRIVE
AMHERSTBURG, ONTARIO

File Name DRAFT PLAN OF CONDOMINIUM **Dwg No.** 1 of 1



K:\10139S\Condominium Conversion Draft Plan\130 pickering_March23_2017.dwg



KITCHENER
WOODBRIDGE
LONDON
KINGSTON
BARRIE
BURLINGTON

PLANNING JUSTIFICATION REPORT

CONDOMINIUM CONVERSION

421 Dalhousie Street and 130 Pickering Drive
Town of Amherstburg

Date:

November 2017

Prepared for:

Realstar Property Management

Prepared by:

MacNaughton Hermsen Britton Clarkson Planning Limited (MHBC)

540 Bingemans Centre Drive, Suite 200

Kitchener, Ontario

T: 519.576.3650

F: 519.576.0121

Our File 10139R

EXECUTIVE SUMMARY

MacNaughton Hermsen Britton Clarkson Planning Limited (hereinafter "MHBC") has been retained by Realstar Property Management in the submission of the required applications to facilitate the conversion of the residential apartment buildings, presently existing on the lands known as 421 Dalhousie Street and 130 Pickering Drive (hereinafter referred to as the "subject lands"), from rental to condominium tenure

The subject lands are comprised of two separate properties, containing two apartment buildings and a total of 119 dwelling units. Parcel A is municipally addressed as 421 Dalhousie Street. It is located to the east of Dalhousie Street and south of Pickering Drive and has 45 units. Parcel B is municipally addressed as 130 Pickering Drive. It is located north of Pickering Drive between Dalhousie Street and Sandwich Street South and has 74 units.

It is noted that these applications for condominium conversion are considered to be technical as it is the intention of Realstar to maintain all units as rental.

Realstar Property Management ("Realstar") was established in 1974. It is a privately owned real-estate investment and management company focused largely on rental residential. Realstar manages approximately 25,000 rental suites across Canada and 54 buildings. The subject lands are owned by Pickering Tower Apartments Limited and 421 Dalhousie Apartments Limited which are a group of institutional pension funds. The subject lands were acquired by the Owner in 2011 (130 Pickering Drive) and 2012 (421 Dalhousie) and have since been maintained and managed by Realstar.

Given the ownership and management structure of the subject lands, the existing apartment buildings are mandated be maintained as rental. Realstar has completed approximately eleven condominium conversion projects over the past 15 years. During this time, no units in any of the converted buildings have been sold.

The proposed conversion is requested for financial, administrative and legal reasons. The benefits to a condominium conversion include the following:

- Financial benefits
 - Condominium conversions often result in significant realty tax savings.
 - It is anticipated that the conversions would create a new form of liquidity for the owners as previously, conversions have resulted in increase to the market value of the complexes. Condominium conversions are a routine financial strategy to leverage funds through traditional financial institutions.
- Capital investments in the property – The realty tax savings may also result in the freeing up in funds which would allow for capital investments to the buildings on the subject lands. As a condition of draft approval, a Building Condition Audit ("BCA") will be required. The BCA will identify any upgrades to the building necessary to bring the lands to current municipal standards.
- Rent reductions – As a result of the proposed conversions, property tax for the apartment complexes may be reduced. The Residential Tenancies Act requires where there is a reduction in taxes residents will receive a rent reduction. The amount of the potential rent reduction cannot be determined until any tax savings are known and is subject to the formula set out in the Act.

- Reduced turnover – Realstar anticipates reduced tenant turnover as a result of potential rent reductions.

In addition, tenant security is also provided through the Residential Tenancies Act which does not permit a current lease from being terminated as a result of a condominium conversion. Further, if a landlord receives an offer to purchase a condominium unit, existing tenants are offered first right of refusal to purchase the unit at the price and subject to the terms and conditions of the offer. (Conversion for the purpose of sale is not the intent in this case).

The applications have been assessed in the context to the Provincial Policy Statement, County of Essex Official Plan and Town of Amherstburg Official Plan. They are considered to be consistent with the PPS and conform to the County and Town Official Plans for the following reasons:

- There will be no impact on the supply of rental housing as all units within the existing buildings will be maintained as rental.
- Tenant security is guaranteed by the Residential Tenancies Act.
- The Owner's agrees to register an agreement on title requiring the apartment buildings to remain as rental property for a minimum ten-year period.
- The proposed conversions will not alter the current mix of housing types in the Town of Amherstburg as no demolition or construction is proposed.
- The proposed conversions will not impact the supply of affordable housing. Currently all units are considered to be affordable rental. Further, the Residential Tenancies Act requires where there is a reduction in taxes residents may receive a rent reduction. The potential monthly rent reductions are anticipated to range between \$10-\$15/per unit for 130 Pickering Drive and \$50-\$75/unit for 421 Dalhousie Street. This is estimated to result in one to two additional affordable rental units. This estimate cannot be confirmed until realty tax rates are known.
- The current vacancy rate in Amherstburg is 1.6%; however all of the units are to be maintained as rental.
- A Building Condition Assessment will be provided as a condition of approval with the completion of all identified improvements/upgrades occurring prior to registration.

Given the technical nature of the proposed condominium conversion applications it is concluded that they will not impact rental housing in Amherstburg or the security of existing tenants in the buildings.

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FIGURES

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- Figure 1** Context Map
- Figure 2** Draft Plan of Condominium – 421 Dalhousie Street
- Figure 3** Draft Plan of Condominium – 130 Pickering Drive
- Figure 4** County of Essex Official Plan – Land Use Map
- Figure 5** Town of Amherstburg Official Plan – Land Use Map

APPENDICIES

- Appendix A** List of recent Realstar Condo Conversions
- Appendix B** Tenant Notices regarding Condo Conversions
- Appendix C** Senior’s Focused Strategy
- Appendix D** Schedule of Easements

1.0 INTRODUCTION

MacNaughton Hermsen Britton Clarkson Planning Limited (hereinafter “MHBC”) has been retained by Realstar Property Management (“Realstar”) in the submission of the required applications to facilitate the conversion of the residential apartment buildings, presently existing on the lands known as 421 Dalhousie Street and 130 Pickering Drive (hereinafter referred to as the “subject lands”), from rental to condominium tenure.

The subject lands are comprised of two separate properties, containing two apartment buildings and a total of 119 dwelling units. Parcel A is municipally addressed as 421 Dalhousie Street. It is located to the east of Dalhousie Street and south of Pickering Drive and has 45 units. Parcel B is municipally addressed as 130 Pickering Drive. It is located north of Pickering Drive between Dalhousie Street and Sandwich Street South and has 74 units. Each of the properties is professional managed by Realstar.

Realstar Property Management (“Realstar”) was established in 1974. It is a privately owned real-estate investment and management company with over \$6 billion of assets focused largely on rental residential. Realstar manages approximately 25,000 rental suites across Canada, including 54 buildings. The subject lands are owned by Pickering Tower Apartments Limited and 421 Dalhousie Apartments Limited which are a group of institutional pension funds. The subject lands were acquired by the Owner in 2011 (130 Pickering Drive) and 2012 (421 Dalhousie) and have since been maintained and managed by Realstar.

Given the ownership and management structure of the subject lands, the existing buildings are intended to remain as rental. Realstar has completed approximately ten condominium conversion projects over the past 15 years. During this time, no units in any of the converted buildings have been sold.

Given that it is the intention of Realstar to maintain all units as rental, the applications for condominium conversion are considered to be technical. The reasons for these condominium requests are administrative, legal and financial. The conversions will result in a significant savings in realty tax. These tax savings would have numerous benefits to the existing and future residents of the building including:

- Financial benefits
 - Condominium conversions often result in significant realty tax savings.
 - It is anticipated that the conversions would create a new form of liquidity for the owners as previously conversions have resulted in increased in the market value of the complexes. Condominium conversions are a routine financial strategy to leverage funds through traditional financial institutions.
- Capital investments in the property – The realty tax savings may also result in the freeing up in funds which would allow for capital investments to the buildings on the subject lands. As a condition of draft approval, a Building Condition Audit (“BCA”) will be required. The BCA will identify any upgrades to the building necessary to bring the lands to current municipal standards.
- Rent reductions – As a result of the proposed conversions, property tax for the apartment complexes may be reduced. The Residential Tenancies Act requires where there is a

reduction in taxes residents receive a rent reduction. The amount of the potential rent reduction cannot be determined until tax savings are known and is subject to the formula set out in the Act.

- Reduced turnover – Realstar anticipates reduced tenant turnover as a result of potential rent reductions.

Tenant security for existing tenants is provided through the Residential Tenancies Act. The Act does not permit a current lease from being terminated as a result of a condominium conversion. In addition, if a landlord received an offer to purchase a condominium unit, existing tenants are offered first right of refusal to purchase the unit at the price and subject to the terms and conditions of the offer. (Conversion for the purpose of sale is not the intent in this case)

Existing residents within the buildings have been advised of the proposed condominium conversions and it has been confirmed that approval of the applications will not impact their current leases, apart from potential rent reductions. These notices are included as **Appendix A**. Following submission of the applications an informal information session in each of the buildings is planned.

This report supports the two required Plan of Condominium applications. This report provides:

- A description of the subject lands and surrounding neighbourhood;
- A detailed description of the proposed plans of condominium;
- An overview of applicable Provincial and municipal planning controls; and
- Justification as to how the applications conform to these planning controls.

Information obtained from Altus Group Economic Consulting (“Altus”) assisted in the preparation of this report.

1.1 Pre-consultation

The required pre-consultation meeting for the subject applications occurred on November 1, 2017. Town and County staff were in attendance. The purpose of this meeting was to discuss the subject applications. It was confirmed at this meeting that this Planning Justification and Draft Plan of Condominium is required to form a complete application.

2.0 DESCRIPTION OF SUBJECT LANDS

The following section provides a detailed description of the properties including their local context and existing conditions.

2.1 Local Context

The subject lands are located in the west part of Amherstburg, between Sandwich Street South and the Detroit River, as illustrated in **Figure 1**.

The properties are located in an area comprised of high-rise residential developments and commercial and low density residential uses. The commercial uses are found immediately southeast of the properties and the low density residential uses are found to the north and south. To the west of the subject lands is Detroit River, which feeds into Lake Erie. The closest major intersection to the subject properties is Pickering Drive and Sandwich Street South, where a large commercial plaza can be found. Further north of the subject properties is the Amherstburg town centre, where a broad range of uses can be found including restaurants, banks, and grocery stores. To the south is a range of low and medium-density residential development. To the north is a low rise residential neighbourhood containing a large number of the homes which date back to the 1850's.

2.2 Subject Lands & Existing Conditions

The subject lands are comprised of two separate properties, subject to individual applications. The existing development on each of the properties is described as follows:

Parcel A (421 Dalhousie Street)

- Constructed circa 1972
- Area of 4,650 m²
- Eight-storey apartment building with a total of 45 dwelling units, comprised of:
 - 16 one-bedroom
 - 24 two-bedroom
 - 5 three-bedroom
- 63 parking spaces, consisting of:
 - 46 underground standard parking spaces
 - 17 surface level standard parking spaces, including 2 barrier free spaces
- Accessed by two entrances from Dalhousie Street. The northern entrance is shared with the building to the north.

Parcel B (130 Pickering Drive)

- Area of 5,902 m²
- Constructed circa 1979

- Eight-storey apartment building containing a total of 74 dwelling units, comprised of:
 - 73 one-bedroom
 - 1 two-bedroom
- 106 parking spaces, consisting of:
 - 54 underground standard parking spaces
 - 52 surface level standard parking spaces
- Accessed by an entrance on the south of the property line on Pickering Drive. Access to 130 Pickering Drive is subject to right-of-way easements over Parts 4 and 5, Plan 12R-3716.

2.2.1 *Tenant Structure*

The existing buildings on Parcel A and Parcel B are primarily rented by senior citizens. Realstar offers a range of programming in the buildings which cater to the demographics of the residents. A copy of the senior's focused strategy for each of these buildings is included as **Appendix B**. No changes to this strategy will occur as a result of the proposed condominium conversions.



**Figure 1:
Context Map**

LEGEND

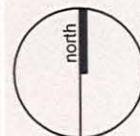
 Subject Lands

DATE: June 26, 2017

SCALE: NTS

FILE: 10139R/S

DRAWN: GC



K:\10139R\RP1\CONTEXTMAP.DWG

Parcel A - 421 Dalhousie Street
Parcel B - 130 Pickering Drive,
Amherstburg, Ontario

Source: Google Satellite Imagery 2016



**PLANNING
URBAN DESIGN
& LANDSCAPE
ARCHITECTURE**

MHBC
200-540 BINCEMAN'S CENTRE DR. KITCHENER, ON. N2B 3X9
P: 519.576.3650 F: 519.576.0121 | WWW.MHBCPLAN.COM

3.0 DESCRIPTION OF PROPOSAL

3.1 Draft Plan of Condominium

The Plan of Condominium applications propose the conversion of the existing rental apartment units to condominium tenure. No construction or demolition is proposed as part of these applications. Notwithstanding the proposed condominium conversion applications, it is the intention of the Owner to maintain the existing apartment units as rental.

The proposed plans of condominium are to be standard condominiums consisting of both units and common elements. The units are identified on the draft plans of condominium. All parking spaces are to be unitized with the exception of the barrier-free parking spaces which are to be part of the common elements.

The common elements will include all landscaped open space, internal laneways and walkways, barrier free parking spaces and any elements internal to the buildings that are not within the units.

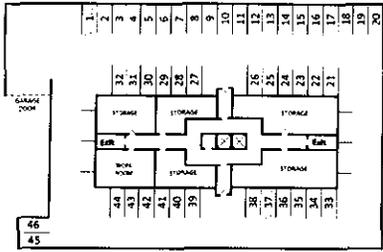
The proposed Draft Plans of Condominium are included as **Figures 2 and 3.**

Given the ownership of the subject lands and management structure, all units in the existing apartment buildings will be maintained as rental. The reason for the condominium conversion requests is for administrative, legal and financial reasons.

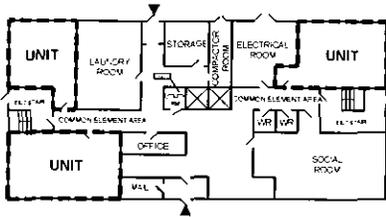
- Financial benefits
 - Condominium conversions often result in significant realty tax savings.
 - It is anticipated that the conversions would create a new form of liquidity for the owners. Previously conversions have resulted in increased in the market value of the complexes. Condominium conversions are a routine financial strategy to leverage funds through traditional financial institutions.
- Capital investments in the property – The realty tax savings may also result in the freeing up in funds which would allow for capital investments to the buildings on the subject lands. As a condition of draft approval, a Building Condition Audit (“BCA”) will be required. The BCA will identify any upgrades to the building necessary to bring the lands to current municipal standards.
- Rent reductions – As a result of the proposed conversions, property tax for the apartment complexes may be reduced. The Residential Tenancies Act requires where there is a reduction in taxes residents may receive a rent reduction. The amount of the potential rent reduction cannot be determined until any tax savings are known and is subject to the formula set out in the Act.
- Reduced turnover – Realstar anticipates reduced tenant turnover as a result of potential rent reductions.

Tenant security for existing tenants is provided through the Residential Tenancies Act. The Act does not permit a current lease from being terminated as a result of a condominium conversion. In addition, if a landlord received an offer to purchase a condominium unit, existing tenants are offered first right of refusal to purchase the unit at the price and subject to the terms and conditions of the offer. (Conversion for the purpose of sale is not the intent in this case). In addition, in the case of the subject condominium conversion applications Realstar will, if necessary, further guarantee that the existing buildings be maintained as rental through an agreement registered on title. This agreement would guarantee that the apartment buildings would be required to remain as rental properties for ten-year period.

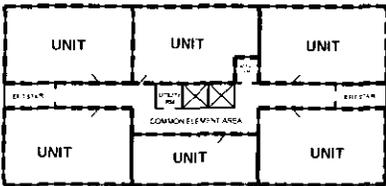
Figure 3



BASEMENT LEVEL AND PARKING GARAGE FLOOR PLAN - N.T.S



LEVEL 1 FLOOR PLAN - N.T.S

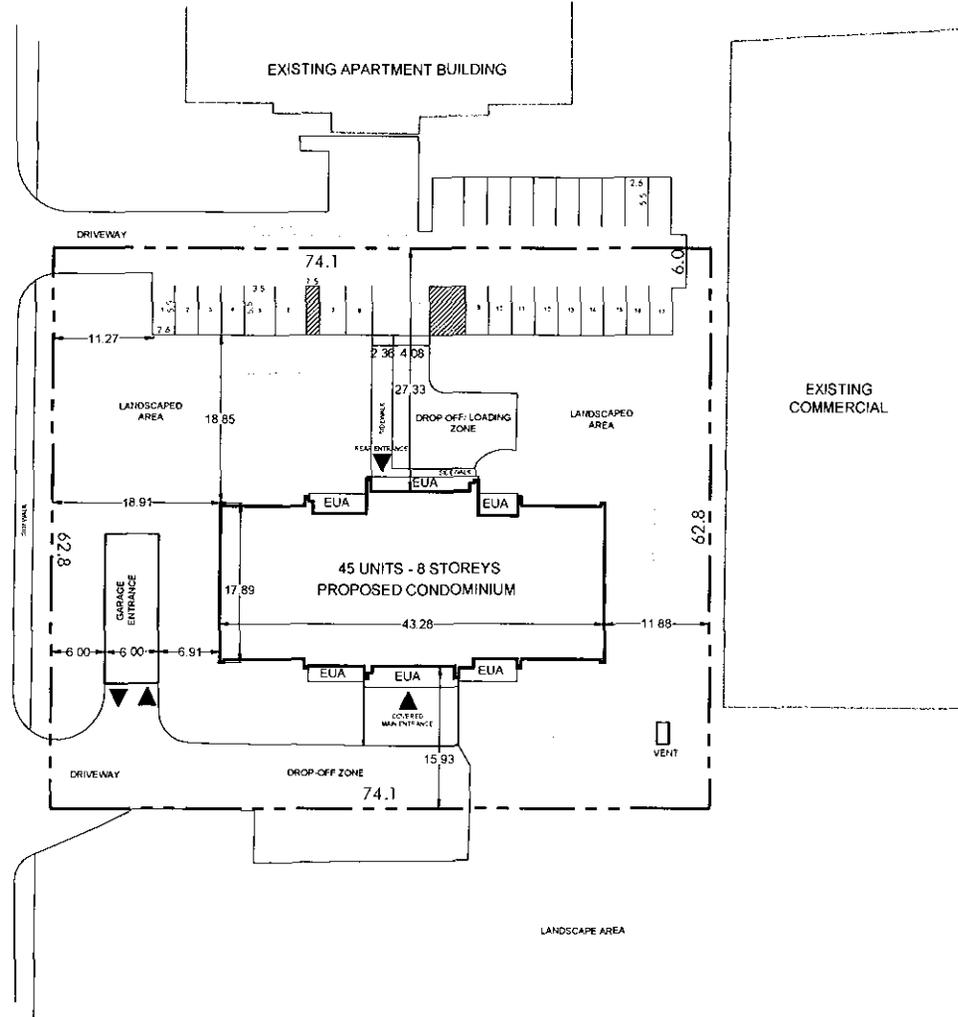


LEVELS 2-8 FLOOR PLAN - N.T.S

Page 87

CANADIAN COAST GUARD

DALHOUSIE STREET SOUTH



DRAFT PLAN OF CONDOMINIUM

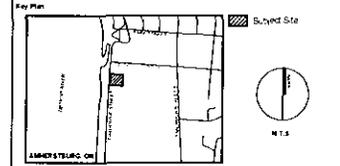
Part of Lot 2
 Condominium 1
 421 Dalhousie Street
 Amherstburg, Ontario
 N1S 1K5

Owner's Certificate
 I, THE REBY ALTHOUGH, MCKNAUGHTON HERGEN BRITTON CLARSON PLANNING LIMITED
 DO HEREBY CERTIFY THAT THE BOUNDARIES OF THE LAND TO BE SUBMITTED ON THIS PLAN
 AND THEIR RELATIONSHIP TO THE ADJACENT LANDS ARE ACCURATE AND CORRECTLY
 SHOWN.

DATE: March 22, 2017

Surveyor's Certificate
 I, THE REBY ALTHOUGH, MCKNAUGHTON HERGEN BRITTON CLARSON PLANNING LIMITED
 DO HEREBY CERTIFY THAT THE BOUNDARIES OF THE LAND TO BE SUBMITTED ON THIS PLAN
 AND THEIR RELATIONSHIP TO THE ADJACENT LANDS ARE ACCURATE AND CORRECTLY
 SHOWN.

DATE:



1	March 22, 2017	Revision	GC
2	January 13, 2017	Issued for review	NZ
3		Issued for review	BY

Notes
 1. EUA: Each unit's area
 2. SF: Designated Street Free Parking
 3. The Site Plan for a complete set of drawings

ALL DIMENSIONS ARE IN METERS UNLESS OTHERWISE SPECIFIED
 EXISTING RESIDENTIAL PARCEL: PARCEL APPROXIMATE

Additional information required for the Section 117.5 of the Planning Act R.S.O. 1990 c.P.13 as amended:
 A. All Shown
 B. As Shown
 C. All Shown
 D. As Shown
 E. All Shown
 F. As Shown
 G. All Shown
 H. All Shown
 I. All Shown
 J. All Shown
 K. All Shown
 L. All Shown

Area Schedule
 Description: Lot Area, L-75, Area, Area
 Measurement: 1, 45, 0.4594

Parking: 45 Total, all underground.

MHBC PLANNING URBAN DESIGN & LANDSCAPE ARCHITECTURE

Approval Stamp

Date	March, 2017
File No.	00339
Plan Scale	1:250 (Arch D)
Drawn By	N.Z.
Checked By	D.A.
Other	

Project
 DALHOUSIE PLACE APARTMENTS
 421 DALHOUSIE STREET
 AMHERSTBURG, ONTARIO

File Name: DRAFT PLAN OF CONDOMINIUM
 Draw No: 1 of 1



4.0 PLANNING ANALYSIS & JUSTIFICATION

This section demonstrates that the proposed Draft Plans of Condominium are consistent with and conform to the applicable Provincial, Regional, and Municipal planning policy regulatory framework.

4.1 Planning Act, R.S.O. 1990, c. P.13

Section 51(24) of the Planning Act relates to approval of plans of condominium. The applications have been reviewed with regard to Section 51(24) and it is concluded that the applications adhere to the requirements of the Planning Act. The Planning Act allows for the approval authority to impose appropriate conditions of approval. As such, the County of Essex and the Town of Amherstburg may impose conditions of approval to be satisfied prior to final condominium plan registration.

4.2 Provincial Policy Statement (2014)

Effective April 30, 2014, the Province of Ontario issued, in accordance with Section 3 of the *Planning Act*, a new Provincial Policy Statement (PPS). The PPS provides policy direction on matters of Provincial interest related to land use planning and development. It is to be considered in all planning decisions. One of the key considerations of the PPS is that planning decisions must be “consistent with” the PPS.

The PPS provides a vision for land use planning in Ontario that encourages an efficient use of land, resources and public investment in infrastructure. A range and mix of land uses is encouraged to provide choice and diversity. A variety of transportation modes are promoted to facilitate pedestrian movement and less reliance on the automobile, and public transit is encouraged as a means of creating more sustainable, livable and healthy communities. The PPS strongly encourages development that will provide long term prosperity, environmental health and social well-being.

Policy 1.1.1 of the PPS states that healthy, liveable and safe communities are sustained by promoting efficient land use and development patterns; accommodating an appropriate range and mix of land uses to meet long-term needs; avoiding development and land use patterns which may cause environmental or public health and safety concerns; and promoting cost-effective development patterns and standards to minimize land consumption and servicing costs, among others. The 2014 PPS specifically requires the provision of a “range and mix” of residential development.

Based on the CMHC Rental Market Report, as of 2017, there were 293 private rental apartment units in the Town. This does not include units in publicly owned rental apartment buildings, private rental townhouse units, condominium units that are rented out, secondary suites, or other types of rental accommodation that may exist. According to the 2011 National Household Survey, there were 8,155 private households in the Town, of which 1,160 of those

households rented their housing unit. Based on this data, it is clear the CMHC Rental Market Report captures only a portion of the entire rental housing stock within the Town of Amherstburg.

The proposed conversions will not alter the current mix of housing types; only tenure is affected. As a result, the current range of housing and supply of housing will be unaffected. Generally, in condominium conversion applications, security of tenure is provided for existing tenants through the Residential Tenancies Act. In this case, the Owner intends to maintain all existing units as rental following the proposed conversion. The proposed conversion is being requested for administrative, legal and financial reasons as detailed in Section 1.0 and 2.0 of this report. As a result, no residential units will be lost through the proposed conversions.

The proposed applications for Draft Plan of Condominium are consistent with the PPS as the subject lands presently contain high density residential development and are on full-municipal services. The change in ownership of these apartment units will not impact the range and mix of housing within the Town as no new development is planned and no loss of units will occur as a result of the proposed conversion. Further, there are no policies in the PPS related to tenancy of housing.

4.3 County of Essex Official Plan

The County of Essex Official Plan was adopted in February 2014 and approved by the Ministry of Municipal Affairs and Housing in April 2014. The County of Essex Official Plan establishes a policy framework for managing growth, protecting resources and providing direction on land use decisions to 2031. The County is the approval authority for any applications of plan of condominium/condominium conversion in the Town of Amherstburg, thus the relevant policies in the County Official Plan will be addressed in this Planning Report to justify the condominium conversion applications.

4.3.1 Settlement Area Designation

The subject lands are designated Primary Settlement Area by Schedule A1 of the County of Essex Official Plan (**Figure 2**). Primary Settlement Areas are defined in the Official Plan as *“focal areas of public investment as well as a concentration of commercial, recreational, cultural and entertainment uses that accommodate a significant share of population and employment growth”*. Furthermore, Section 3.2.7 of the Official Plan states that: *“The County also specifically encourages residential intensification and redevelopment within Primary Settlement Areas in order to increase their vitality, offer a range of housing choices, efficiently use land and optimize the use of infrastructure and public service facilities”*.

The existing development conforms to these policies of the County of Essex Official Plan. The subject lands are located within a Primary Settlement area and no construction site alteration is proposed.

4.3.2 Condominium Conversion Policies

Section 4.6.2 of the County of Essex Official Plan contains policies related to applications for condominium conversion and states:

“The County of Essex discourages the conversion of rental units to condominium tenure in order to protect the existing stock of rental and affordable housing. The County will consider condominium conversions only where the applicant has

demonstrated to the County's and local municipality's satisfaction that the supply of rental housing has not been reduced. In assessing applications for condominium conversion, the County shall consider the number of new rental units being constructed, as well as the existing supply of affordable housing. The County of Essex shall prepare a procedural manual outlining the process that it will follow for the processing of applications for condominium conversion."

The following sections provide an analysis of the proposed development in the context of the criteria established by Section 4.6.2 of the County Official Plan.

4.3.2.1 IMPACT ON THE SUPPLY OF RENTAL HOUSING

The CMHC Rental Market Report provides information on rental structures with at least three rental units, of which at least one is not ground oriented. The 2017 Rental Market Report considered 293 private rental market apartment units in the Town of Amherstburg. By contrast, the 2011 National Household Survey identified that there were 1,160 households in the Town of Amherstburg that rented their housing unit, indicating that of the 8,155 private households in the Town, 14.2% were of rental tenure. Accordingly, the CMHC Rental Market Report only records approximately one quarter of the rental housing in the Town. It is noted however, the Rental Market Report generally refers to apartment rental units. As the proposed applications relate to this form of housing, the Rental Market Report has been relied on for the purpose of this report.

Combined, the subject properties have 119 rental units, representing 41% of the total existing apartment rental units in the Town, based on the CMHC data. However, the subject properties represent approximately 10.25% of all the total rental units in the Town of Amherstburg, based on the National Household Survey data.

Despite the foregoing, it is Owner's intention to maintain the subject properties as rental. Accordingly, there will be no impact on the overall supply of apartment rental housing in the Town as a result of the proposed conversions.

Table 1, below, provide a summary of the unit types within the subject properties.

Table 1 – Unit Summary			
	421 Dalhousie Street	130 Pickering Drive	Total
1 Bedroom	16	73	89
2 Bedrooms	24	1	25
3 Bedrooms	5	-	5
Total	45	74	119

4.3.2.2 AFFORDABLE HOUSING

The County Official Plan discourages the conversion of rental units to condominium tenure in order to protect the existing stock of rental and affordable housing. The previous sections demonstrated that there will be no impact with to the rental housing supply. With respect to affordable housing, the following demonstrates there will be no impact to affordable housing in the Town of Amherstburg as a result of the proposed conversions.

According to the County Official Plan, *affordable housing* is defined as:

- a) *in the case of ownership housing, the least expensive of:*

- i. housing for which the purchase price results in annual accommodation costs which do not exceed 30 percent of gross annual household income for low and moderate income households; or
 - ii. housing for which the purchase price is at least 10 percent below the average purchase price of a resale unit in the regional market area.
- b) in the case of rental housing, the least expensive of:
- i. a unit for which the rent does not exceed 30 percent of gross annual household income for low and moderate income households; or
 - ii. a unit for which the rent is at or below the average market rent of a unit in the regional market area"

The Town of Amherstburg Official Plan has a slightly different definition of affordable. For the purpose of this analysis, the County's definition has been used as it is more current.

In order to determine the affordable housing threshold, Altus Group undertook a detailed analysis and determined the affordable housing threshold for both rental and ownership housing.

Rental Housing Affordability

Based on the definition, affordable rental equates to a monthly rent does not exceed 30 percent of gross annual household income for low and moderate income households or housing for which the purchase price is at least 10 percent below the average market rent for a unit . Data on rental household incomes for Amherstburg was unavailable so renter household incomes for the Windsor CMA have been used as a proxy. Altus Group determined that affordable rental housing is anything less than \$1,960 per month.

It is noted that, based on the definition in the Official Plan, the rental affordability threshold does not vary based on unit type. This means the affordability threshold of \$1,960 must be applied uniformly to all unit types. As a result, the affordability threshold does not take into account the affordability of a 1-bedroom unit over a 3-bedroom unit

Altus Group reviewed the rent rolls for the subject lands to determine the number of affordable rental units in the subject properties. Table 2 provides an estimate of the affordability of the various units in the subject buildings, based on the calculated affordable rental threshold in the Town of \$1,960:

Table 2 – Affordability Summary			
	<i>Affordable</i>	<i>Mid-range to High-end</i>	<i>Total</i>
421 Dalhousie	41	4	45
130 Pickering	74	0	74
Total	115	4	119

Based on the foregoing, all units at 130 Pickering and 41 of the 45 units at 421 Dalhousie are considered to be affordable. Nonetheless, the proposed conversion to condominium ownership will not result in the removal of affordable rental units from the rental stock as the Owner intends to maintain the units as rental housing. Therefore the conversion will not affect the supply of affordable rental housing in the Town.

Further, by converting the apartment units in both buildings to condominium, there may be a property tax reduction. As required by the Residential Tenancies Act, any savings as a result of a tax reduction must be passed onto the tenants in the form of a rent reduction as determined

in accordance with the formula set out in the Act. The estimated potential rent reductions for the buildings are as follows:

- 421 Dalhousie - \$50-\$75 per unit, per month
- 130 Pickering - \$10-\$15 per unit, per month

It is noted that rent reductions cannot be confirmed until adjusted tax rates are known.

Based on potential rent reductions Altus Group calculated that between one and two additional units would meet the definition of affordable rental housing, depending on the amount of the rent reduction. Accordingly, as a result of the conversion, between 115 and 117 units may be considered to be affordable rental.

Ownership Housing Affordability

Altus Group calculated the threshold for affordable home ownership using the 2016 census data for the Town of Amherstburg Household Income Ranges per the definition in the County's Official Plan. The County's definition of affordable housing ownership is the lesser of a unit for which the purchase price results in an accommodation cost that does not exceed 30 percent of gross annual household income for low and moderate income households or housing for which the purchase price is at least 10 percent below the average purchase price of a resale unit.

Altus Group determined the affordable homeownership threshold of \$391,772. Any unit sold for less than this amount would be considered to be affordable.

In the event that the units in the building were to be sold to individuals the prices would range from \$141,300 to \$223,950 in the 421 Dalhousie building, and from \$96,500 to \$152,700 in the 130 Pickering building. Thus, if the units were sold to individual owners, based on the values of the units in the two buildings, all 119 units would be considered affordable ownership housing. Accordingly, the same of units in the buildings would result in the creation of new affordable ownership housing opportunities.

Despite the foregoing, all units will be maintained as rental. Therefore affordable home ownership opportunities will not occur as a result of the condominium conversion applications. The analysis of the impact of the proposed conversion on affordable home ownership has been included for information purposes only.

It is noted that the County's definition of 'affordable' does not require that condominium fees be taken into account. Condominium fees can vary significantly between buildings but typically range from \$0.40 to \$1.00 per square foot per month. In the City of Windsor, condominium fees average roughly \$0.48 per square foot per month. Condominium fees for the proposed conversions have not been estimated at this time as they are not required if the building is maintained as rental.

4.3.3 County Official Plan Summary

Based on the above analysis, the proposed condominium conversions should not be discouraged as the approval will not affect the existing stock of rental housing or the supply of affordable housing. In fact, additional affordable rental housing opportunities may be created as a result of the pass-through tax savings required by the Residential Tenancies Act for condominium conversions. Although the units are planned to be maintained as rental, in the event that they were sold as condominium units, all would be considered affordable ownership based on the County's definition.



**Figure 5:
County of Essex
Official Plan-
Schedule A1**

LEGEND

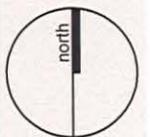
-  Subject Lands
-  Settlement Areas
-  Natural Environment

DATE: June 26, 2017

SCALE: NTS

FILE: 10139R/S

DRAWN: GC



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Parcel A - 421 Dalhousie Street
Parcel B - 130 Pickering Drive,
Amherstburg, Ontario

Source: County of Essex Official Plan, Schedule A1

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URBAN DESIGN
& LANDSCAPE
ARCHITECTURE
200-540 BINGEMANS CENTRE DR. KITCHENER, ON. N2B 3X9
P: 519.576.3650 F: 519.576.0121 | WWW.MHBCPLAN.COM

4.4 Town of Amherstburg Official Plan

The Town of Amherstburg Official Plan was adopted in 2010. The Plan provides direction for future planning activities aimed at improving the existing physical environment. The Official Plan is a comprehensive document which contains goals, objectives, policies and schedules.

4.4.1 *High Density Residential Designation*

The subject lands are designated High Density Residential by the Town of Amherstburg Official Plan, Schedule B2 (**Figure 3**). Uses which are permitted in the High Density Residential areas include: horizontal multiples, apartments, limited home occupation uses, and public uses. For all uses, the maximum density must not exceed 150 dwelling units per gross hectare. The existing buildings conform to the policies of the High Density Residential policies of the Town of Amherstburg Official Plan.

4.4.2 *Condominium Conversion Policies*

The Town of Amherstburg Official Plan contains several policies relating to condominium conversion. **Section 4.2.3 (9)** states that *“the conversion of existing residential accommodation to condominium tenure presents a different, as well as a somewhat more difficult, situation than does new construction”*, as existing buildings may have been constructed to different standards that are lower than current standards. According to the Town Official Plan, problems may be encountered in attempting to upgrade existing developments in accordance with present policies, standards and criteria.

Another concern of the Town is relates to vacancy rates and states:

“problems may also be encountered in a situation where rental housing vacancy rates are low and, although tenants in existing projects cannot be legally displaced, condominium improvements may result in rent increases that result in current tenants being faced with finding suitable alternate accommodation in a housing market that provides little choice and opportunity”.

For these reason, the Town will only approve condominium conversion applications when it can be shown that such conversion will not significantly impact the rental housing market and prevent current tenants from continuing to live in their homes.

The proposed conversions will have no impact on the supply of rental housing and will not result in tenants vacating their homes. The proposed conversions are being requested for legal, administrative and financial reasons and are considered to be technical in nature. The Owner does not intend to sell any of the units and, if necessary, an agreement could on title restrict the sale of any unit for a ten-year time period in order to further secure the long-term use of the subject lands as rental.

Further, the Residential Tenancies Act guarantees lifetime security of tenure and the right of first refusal to purchase rental unit in the event they are sold as condominium units (which is not the case in this scenario) in cases of condominium conversions.

With respect to the condition of the buildings, it is understood that a Building Condition Assessment (“BCA”) would be provided as part of a condition of approval for the condominium conversion with the completion of identified improvement/upgrades occurring

prior to registration. An additional benefit the condominium conversion could be that additional funds may become available through the tax reduction and property assessment increase which could be invested back into the building.

4.4.2.1 Criteria for Conversion

Section 4.2.3(9) of the Official Plan outlines the criteria to be evaluated in applications for condominium conversion. The following provides an assessment of the proposed conversions against these criteria:

- a) any or all of the matters contained in Section 51 of the Planning Act, as amended from time to time;*

Section 4.1 of this report provides an assessment of the proposed development against the relevant policies of the Planning Act.

- b) the overall mix of residential housing types in the Town;*

Section 4.3.2 of this report provides information regarding the overall mix of residential housing types in the Town.

The proposed condominium conversions will not impact the overall mix of residential housing types in the Town as no construction or demolition is proposed and there will be no loss of units as a result of the proposed conversion.

- c) the most current vacancy rate for rental accommodation in the Town;*

Section 6.6.3(d) of the Official Plan provides that the Town shall encourage and assist in the production of an adequate supply and mix of affordable housing by, among other things, promoting a 3% vacancy rate for rental housing and discourage demolitions or conversions when the vacancy rate is 3% or less.

At this time, the vacancy rate for the Town of Amherstburg is 1.6%, based on the 2017 CMHC Rental Market Report. However from 2011-2014, the vacancy rates for rental units in the Town of Amherstburg have ranged from 4.4% to 5.9%. The vacancy rate decreased to 2.5% in 2015 and then rose 2016 to 3.8% in 2016. Historic vacancy rates in the Town were considered to be healthy.

Despite the foregoing, the proposed condominium conversion will not impact the rental housing supply in the Town of Amherstburg as it is the intention of the Owner's to maintain the buildings as rental. Further, the Owner's agree to register an agreement on title requiring the buildings to be maintained as rental for a minimum ten-year period.

Realstar has completed eleven condominium conversions over the past ten years and have not sold a single unit in any of the buildings converted to condominium.

- d) the suitability of the development for conversion in terms of the policies, standards and criteria adopted by the Town from time to time; and*

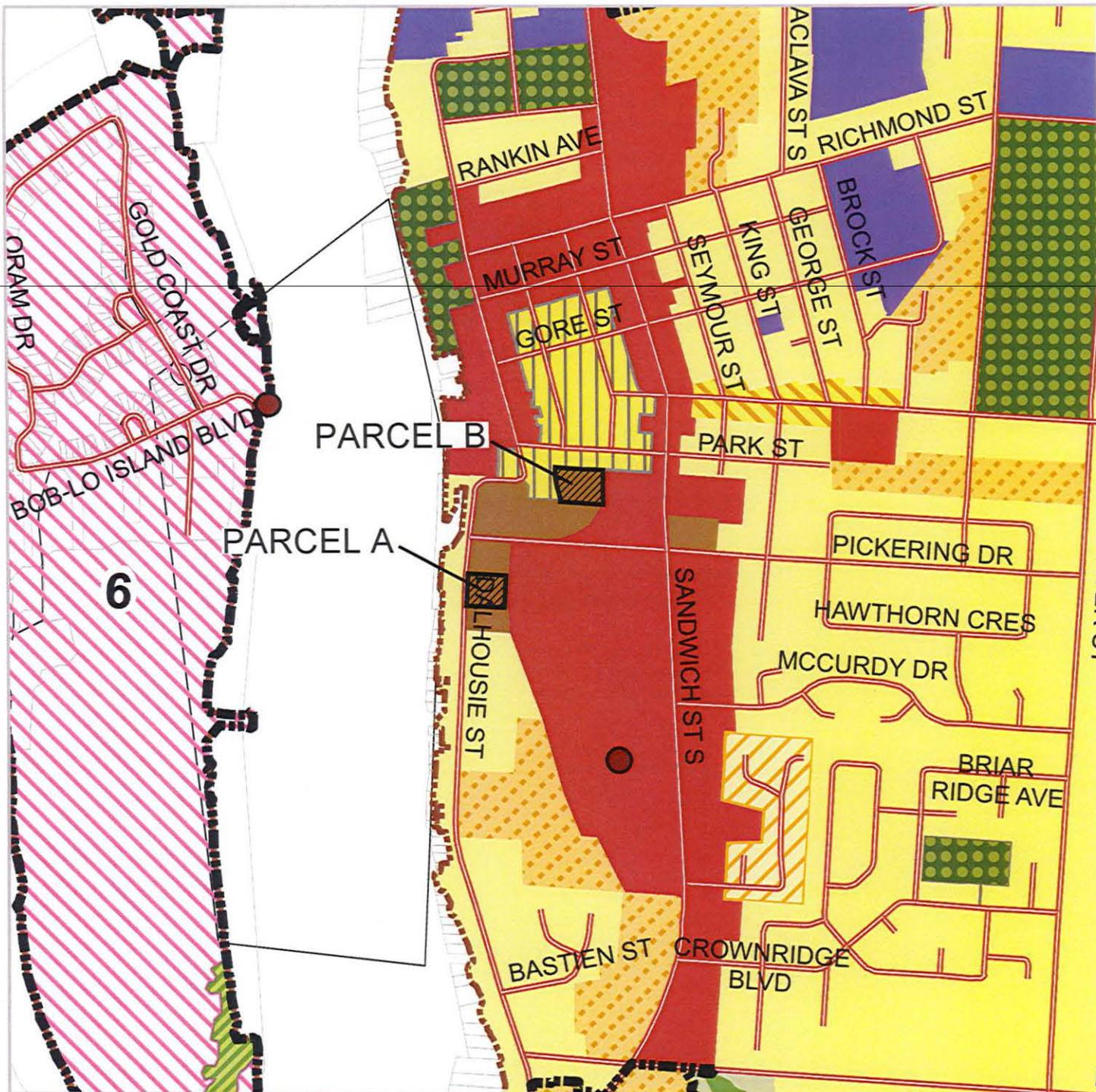
The only policies related to condominium conversions are those found in the County and Town Official Plans. This report demonstrates that the proposed conversions conform to these policies.

- e) the effect on the provision of affordable housing and the provision of information on the effect on vacancy rates.*

As previously mentioned in this report, 115 of the 119 units constitute affordable rental housing. However the owner intends to maintain these units as rental, despite the application for condominium conversion. Thus, the proposed conversion to condominium ownership will not result in the removal of affordable rental units from the rental stock and therefore will have no effect on the supply of affordable housing. In fact, as set out at Section 4.3.2.2 some additional affordable rental opportunities may be created as a result of pass-through tax savings and all units would be considered affordable ownership in the event that they were sold.

4.4.3 *Town Official Plan Summary*

Based on the foregoing, the proposed condominium conversion conforms to the Town of Amherstburg Official Plan. The proposed condominium conversions will result in upgrades to the existing buildings and will not negatively impact the Town's supply of affordable housing or rental housing. Further, the Residential Tenancies Act secures tenancy and rent for existing tenants.



**Figure 5:
Town of
Amherstburg
Official Plan-
Schedule B2**

Parcel A - 421 Dalhousie Street
Parcel B - 130 Pickering Drive,
Amherstburg, Ontario

LEGEND

Subject Lands	Heritage Residential
Agricultural	Modular Home Residential
Settlement Area Boundary	Neighbourhood Commercial
Provincially Significant Wetlands	General Commercial
Natural Environment	Special Industrial
Woodlots	Light Industrial
Low Density Residential	Heavy Industrial
High Density Residential	Extractive Industrial
Medium Density Residential	Institutional
Office Residential	Closed Landfill Site
Recreational Development	Open Landfill Site
Open Space	Sewage Treatment Facility
Special Policy	

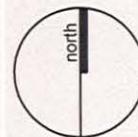
Source: Town of Amherstburg Official Plan, Schedule B2

DATE: June 26, 2017

SCALE: NTS

FILE: 10139R/S

DRAWN: GC



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& LANDSCAPE
ARCHITECTURE
200-540 BINGEMANS CENTRE DR. KITCHENER, ON, N2B 3X9
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4.5 Town of Amherstburg Zoning By-law 1999-52

The subject lands are zoned Residential Multiple Second Density by the Town of Amherstburg Zoning By-law 1999-52 ("the Zoning By-law"). The RM2 zone permits a range of residential building types, including multiple dwelling types, the current use on the subject lands.

Parcel A

- Zoned Residential Multiple Second Density (RM2)

Parcel B

- Zoned Residential Multiple Second Density (RM2)
- The lands at 130 Pickering have been subject to minor variance application A/12/12.
 - Minor variance application A/12/12, approved on July 17th, 2012 is to grant relief from Section 11(3)(t) of the Zoning By-law requiring a minimum lot frontage of 30 m in an RM2 Zone.

In 1978, the Essex County Land Division Committee granted a consent to convey the property but did not require a minor variance permitting the creation of a new lot without frontage onto a public road as a condition of the consent. As a result, Parcel B does not have frontage along a public road, thus access is provided as a result of easements granted over Parts 4 and 5, Plan 12R-3716. The following variance was granted: 0 metre lot frontage onto a public road, whereas 30 m was required.

Based on the foregoing, both properties comply with the requirements of the Town of Amherstburg Zoning By-law 1999-52.

5.0 SUMMARY & CONCLUSIONS

It is our opinion, as outlined in this report, that the proposed Draft Plans of Condominium should be considered for recommendation by staff and approved by Council for the following reasons:

1. The proposed condominium conversions are consistent with the Provincial Policy Statement, 2014;
2. The proposed condominium conversions are conform to the policies of the County of Essex Official Plan and satisfy the criteria for consideration of a conversion;
3. The proposed condominium conversions are conform to the policies the Town of Amherstburg Official Plan and satisfy the criteria for consideration of a conversion;
4. The proposed condominium conversions are conform to the performance standards of the Town of Amherstburg Zoning By-law;
5. The proposed condominium conversions will not impact the supply of rental housing as the units are to be maintained as rental;
6. The proposed condominium conversions will not impact the supply of affordable rental as no rent increases will occur and any tax savings resulting from the condominium conversions will result in a rent reduction, as required by the Residential Tenancies Act.

We request that this report and all supporting material related to the applications be deemed complete and that the applications be processed.

Respectfully submitted,



David W. Aston, MSc, MCIP, RPP
Vice President & Partner
MHBC Planning



Emily Elliott, BES, MCIP, RPP
Associate
MHBC Planning

APPENDIX A

Tenant Notices regarding Condo Conversion

December 4th, 2017
Residents of
Dalhousie Place
421 Dalhousie St,
Amherstburg, ON

Dear Resident(s):

This letter is an update that our application made to the City of Amherstburg that will be going in front of city council in the coming months.

As a reminder, the application is to change the legal structure of the apartment building to a condominium. The current landlord will remain the owner of the condominium. Normally in a condominium, the individual apartments are sold off. In the case of Dalhousie Place, the owner has no intention to sell any apartment units to residents or third parties. We have completed 11 such conversions for these owners over the past decade, and they have yet to sell a single unit.

The landlord requested we make it clear that this change is being done strictly for administrative, legal and financial reasons. The landlord will continue to operate the building as a rental apartment providing the same high level of customer service with the hopes of retaining all residents for the long-term.

The benefit to all current residents is that we anticipate there will be a property tax reduction as a result of the conversion. Under the Ontario Residential Tenancies Act (RTA) you will be entitled to receive a rent reduction equal to the landlords per suite property tax reduction. While there can be no guarantee, our previous experience in condominium conversions in Ontario is that they generate tax reductions ranging from a low of \$10 per suite per month to a high of \$35 per suite per month.

As an added benefit, after the condominium conversion, your residency continues to be governed by the Ontario RTA in the same way as before. The RTA declares that you have the right to residency in the building; this means the owner cannot by law terminate your residency to sell your suite to someone else. In fact, if the landlord ever decides to sell your suite, you have a first right to buy the unit. Regardless of this, you will still have a lifetime right to remain as a resident in your apartment unit under the terms of your current lease.

Should you have any other questions about the process, you can always call me at 416-966-8096, and I would be more than happy to discuss them with you. Alternatively, you can provide your contact information to the site staff, and I will call you. Furthermore, we will update residents as our application proceeds.

In summary, let me assure you that the changes we are proposing will not have any negative impact on your residency. In fact, you will notice no change to the building at all after the conversion is complete other than as noted above, you will receive a monthly rent reduction equal to the property tax reduction.

Yours truly,



Brandon Francis
Asset Management

April 3rd, 2017
Residents of
Dalhousie Place
421 Dalhousie St,
Amherstburg, ON

Dear Resident(s):

This letter is to inform you of an application we recently made to the City of Amherstburg.

The application is to change the legal structure of the apartment building to a condominium. The current landlord will remain the owner of the condominium. Normally in a condominium, the individual apartments are sold off. In the case of Dalhousie Place, the owner has no intention to sell any apartment units to residents or third parties. We have completed 11 such conversions for these owners over the past decade, and they have yet to sell a single unit.

The landlord requested we make it clear that this change is being done strictly for administrative, legal and financial reasons. The landlord will continue to operate the building as a rental apartment providing the same high level of customer service with the hopes of retaining all residents for the long-term.

The benefit to all current residents is that we anticipate there will be a property tax reduction as a result of the conversion. Under the Ontario Residential Tenancies Act (RTA) you will be entitled to receive a rent reduction equal to the landlords per suite property tax reduction. While there can be no guarantee, our previous experience in condominium conversions in Ontario is that they generate tax reductions ranging from a low of \$10 per suite per month to a high of \$35 per suite per month.

As an added benefit, after the condominium conversion, your residency continues to be governed by the Ontario RTA in the same way as before. The RTA declares that you have the right to residency in the building; this means the owner cannot by law terminate your residency to sell your suite to someone else. In fact, if the landlord ever decides to sell your suite, you have a first right to buy the unit. Regardless of this, you will still have a lifetime right to remain as a resident in your apartment unit under the terms of your current lease.

Should you have any other questions about the process, you can always call me at 416-966-8096, and I would be more than happy to discuss them with you. Alternatively, you can provide your contact information to the site staff, and I will call you. Furthermore, we will update residents as our application proceeds.

In summary, let me assure you that the changes we are proposing will not have any negative impact on your residency. In fact, you will notice no change to the building at all after the conversion is complete other than as noted above, you will receive a monthly rent reduction equal to the property tax reduction.

Yours truly,

A handwritten signature in black ink, appearing to be 'Brandon Francis', written over a horizontal line.

Brandon Francis
Asset Management

APPENDIX B

Senior's Focussed Strategy

WELCOME TO DALHOUSIE PLACE

Dalhousie Place: Dalhousie Street and Pickering Drive

Join the lively community at Realstar's Dalhousie Place apartments in Amherstburg. This neighbourhood prides itself on having beautiful parks, access to the waterfront and the splendor of the Detroit River and Lake Erie; where boating and fishing are favourite pastimes for **active adult residents**.

Our suites

Each clean and spacious suite features a private balcony with great views of the waterfront or green space. Choose from one, two or three-bedroom apartments that is always freshly painted before you move in. With utilities included, monthly budgeting is easy.

Our perks

The Dalhousie Place community offers an on-site laundry and storage facility. There's a social room that's perfect for entertaining large parties or joining the many resident events hosted by the on-site management team. You can feel safe and secure in your new rental apartment with underground parking, power-assist entry doors, controlled access and a CCTV system in the lobby. On-site professional staff is available 24/7 to ensure your needs are met and that the property is well-maintained.

WELCOME TO PICKERING TOWER APARTMENTS

Pickering Tower Apartments: Dalhousie Street and Pickering Drive

Realstar's Pickering Tower is a charming high-rise apartment community in central Amherstburg offering carefree living for mature adults. It has beautiful views of the Detroit River and Boblo Island. Live just a short walk to local shops, restaurants and the waterfront.

Our suites

These apartments for rent in Amherstburg feature newly renovated suites that allow plenty of natural light into your home. Choose from spacious layouts of our one-bedroom suites with large, private balconies offering beautiful views of the surrounding parkland and waterfront. All suites have extra storage and utilities are included for your convenience.

Our perks

Pickering Tower boasts a variety of features that make it a landmark in this community. Residents have access to a fitness facility, a recreation room with billiards table and a social room where many resident events are held. For your convenience, there is an on-site laundry facility and secure underground parking for all residents. Friendly on-site management staff host numerous events and social gatherings throughout the year, making this **adult living community** truly feel like home.

APPENDIX C

Schedules of Easements

LEGAL DESCRIPTION AND EASEMENTS
PIN 70566 -0057 (LT)
421 Dalhousie Street South, Amherstburg
Parcel A

Part of Lot 3, Concession 1, Plan 12R-4482, being Part 6, Reference Plan 12R-4482, and Parts 41 and 42, Reference Plan 12R-7753.

SUBJECT to a right of way over Part 6, Plan 12R-4482 as in R41757.

TOGETHER with an easement over Part 4, Plan 12R-4482 as in R41756.

SUBJECT to an easement over Part 2, Plan 12R-22796 as in CE341033.

Being all of PIN 70566 -0057 (LT).

DRAFT

LEGAL DESCRIPTION AND EASEMENTS

PIN 70566-0040 (LT)

130 Pickering Drive, Amherstburg

Parcel B

Part of Lot 3, Concession 1, Plan 12R-4371, being Parts 1 and 2, Reference Plan 12R-4371.

TOGETHER with a right of way for ingress and egress to Pickering Drive over Parts 4 and 5, Plan 12R-3716 as in LT30424.

SUBJECT to easement over Parts 2 and 4, Plan 12R-16301 as in LT246669.

SUBJECT to easement on PARTS 6 and 8, Plan 12R-16301 as in LT257655.

TOGETHER with a right of way for ingress and egress over Part 2, Plan 12R-4371 as in LT37273.

Being all of PIN 70566 -0040 (LT).

DRAFT



regs@erca.org
P.519.776.5209
F.519.776.8688

360 Fairview Avenue West
Suite 311, Essex, ON N8M 1Y6

May 31, 2018

Mr. William J. King, Manager of Planning Services
Corporation of the County of Essex
360 Fairview Avenue West, Suite 302
Essex, Ontario N8M 1Y6

Dear Mr. King:

RE: Application for Draft Plan of Condominium 37-CD-18002
130 Pickering Drive
ARN 372910000004100; PIN: 705660040
Applicant: Pickering Tower Apartments Limited

The following has been reviewed based on our mandate and existing board-approved policies and procedures of the Essex Region Conservation Authority (ERCA) with regard to Draft Plan of Condominium 37-CD-18002. It is our understanding that the purpose of this Draft Plan of Condominium is for the "conversion of an existing rental building" only, where no additional development is being proposed.

NATURAL HAZARD POLICIES OF THE PPS, 2014

We have reviewed our floodline mapping for this area and it has been determined this site is **not** located within a regulated area that is under the jurisdiction of the ERCA (Section 28 of the *Conservation Authorities Act*). As a result, a permit is not required from ERCA for issues related to Section 28 of the *Conservation Authorities Act*, Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulations under the *Conservations Authorities Act*, (Ontario Regulation No. 158/06).

WATER RESOURCES MANAGEMENT

Our office has reviewed the proposal and has no concerns relating to stormwater management.

NATURAL HERITAGE POLICIES OF THE PPS 2014

The subject property is not within or adjacent to any natural heritage feature that may meet the criteria for significance under the Provincial Policy Statement (PPS 2014). Based on our review, we have no objection to the application with respect to natural heritage policies.

FINAL RECOMMENDATION

Based on our review, we have no conditions to add to the Draft Plan approval.

Mr. King
May 31, 2018

If you have any questions or require any additional information, please contact the undersigned.

Sincerely,



Corinne Chiasson
Resource Planner
/cor



Janine Mastronardi

From: ONTUGLLandsINQ <ONTUGLLandsINQ@uniongas.com>
Sent: Thursday, June 07, 2018 2:37 PM
To: Janine Mastronardi
Subject: RE: Notice of Public Meeting- Condo Conversions- 130 Pickering & 421 Dalhousie, Amherstburg

Thank you for your correspondence with regards to draft plan of approval for the above noted project.

It is Union Gas Limited's ("Union") request that as a condition of final approval that the owner/developer provide to Union the necessary easements and/or agreements required by Union for the provision of gas services for this project, in a form satisfactory to Union.

Should you require any further information, please contact the undersigned.

Mary Jane Patrick

Analyst, Land Services
Union Gas Limited | An Enbridge Company
50 Keil Drive North | Chatham, ON N7M 5M1
Tel: 519.436.4600 ext 5004578
email: mpatrick@uniongas.com
uniongas.com | [Canada's Top 100 Employer](#) | [Facebook](#) | [Twitter](#) | [LinkedIn](#) | [YouTube](#)

From: Janine Mastronardi [<mailto:jmastronardi@amherstburg.ca>]
Sent: June-06-18 3:54 PM
To: Giovanni (John) Miceli; Antonietta Giofu; Todd Hewitt; Ron Meloche; Paula Parker; Angelo Avolio; Rob Unis; Michelle Lavin-Faucher; Paula Parker; ONTUGLLandsINQ; 'Executivevp.lawanddevelopment@opg.com'; planning@erca.org; Denise Kimmerly (denise_kimmerly@wecdsb.on.ca)
Subject: [External] Notice of Public Meeting- Condo Conversions- 130 Pickering & 421 Dalhousie, Amherstburg

Good afternoon,

As per Planning Act regulations please find attached the circulation of two Notices of Public Meeting and Planning Justification Report for the proposed Plan of Condominium (condominium conversion) at 130 Pickering and 421 Dalhousie in the Town of Amherstburg, for your information and comments.

Please provide the Town with any comments by as soon as possible.

Regards,
Janine

Janine Mastronardi

Planning Office Clerk
Town of Amherstburg - Libro Centre
3295 Meloche Rd., Amherstburg, Ontario, N9V 2Y8
Tel: 519-736-5408 ext 2134 Fax: 519-736-9859 TTY: 519-736-9860



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF PLANNING, DEVELOPMENT & LEGISLATIVE SERVICES

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 Council, Author's E-mail, Resolution #.

To: Mayor and Members of Town Council

Subject: Condominium Conversion for 421 Dalhousie Street

1. RECOMMENDATION:

It is recommended that:

- 1. The report from the Manager of Planning Services dated July 9, 2018, regarding the Proposed Draft Plan of Condominium (conversion) for 421 Dalhousie Street File No. 37-CD-18003 BE RECEIVED;
2. The Draft Plan of Condominium, File No. 37-CD-18003, from 421 Dalhousie Apartments Limited, as shown on the attached Schedule A BE CONSIDERED; and,
3. Administration BE DIRECTED to advise the approval authority (County of Essex) that Council SUPPORTS / DOES NOT SUPPORT the Draft Plan of Condominium (conversion) for 421 Dalhousie Street.

2. BACKGROUND:

The Statutory Public Meeting was held at 5:00 p.m., June 25, 2018, to hear public comments on an application for a condominium conversion for the apartment building located at 421 Dalhousie Street. 421 Dalhousie Apartments Limited ("the Applicant") has filed an application with the County of Essex for approval of a Draft Plan of Condominium for the conversion of 45 apartment units to condominium status (County of Essex File No. 37-T-18003). The County of Essex is the approval authority for the condominium conversion and will impose conditions, which will be drafted with the Town's input, and implemented into a Condominium Agreement.

3. DISCUSSION:

The subject lands are described as Part of Lot 3, Concession 1, 12R-4482, Parts 5 and 6, municipally described as 421 Dalhousie Street. The property has approximately 206 ft frontage with a 243 ft depth and an area of 1.15 acres.

This application seeks approval of a Draft Plan of Condominium to allow for a change in tenure of the existing 45 apartment units (16 one-bedroom, 24 two-bedroom, and 5 three-bedroom), located within the existing building at 421 Dalhousie Street, Amherstburg, from rental to condominium.

The proposed Draft Plan of Condominium (conversion) will create individual apartment units, unit parking spaces (total of 61 spaces; 46 underground and 15 surface level), and exclusive use areas, while the remainder of the building (including hallways, laundry rooms, lobby and storage rooms) and the remainder of the site (including landscaped areas, access areas, amenity space, and 2 barrier-free parking spaces), would form the common use areas. A Plan of Condominium establishes ownership of a property including specific units, as well as the elements to be owned commonly including but not limited to parking areas, corridors within a building, elevators, and operational systems within the building. A plan of condominium allows for individual ownership of units and the establishments of a corporation to pay for the maintenance of the common elements of the property.

Given the ownership of the subject lands and management structure, all units in the existing apartment buildings will be maintained as rental units. The reason for the condominium conversion request is for administrative, legal and financial reasons. Notwithstanding the proposed condominium conversion application, it is the intention of the Applicant to maintain the existing apartment units as rental. In addition, in the case of the subject condominium conversion applications the Applicant will, if necessary, further guarantee that the condominium units be maintained as rental through an agreement registered on title. This agreement would guarantee that the condominium units would be required to remain as rental properties for ten-year period.

Provincial Policy Statement (PPS) (2014)

The PPS provides policy direction on matters of Provincial interest related to land use planning and development. It is to be considered in all planning decisions. One of the key considerations of the PPS is that planning decisions must be "consistent with" the PPS.

Policy 1.1.1 of the PPS states that healthy, liveable and safe communities are sustained by promoting efficient land use and development patterns; accommodating an appropriate range and mix of land uses to meet long-term needs; avoiding development and land use patterns which may cause environmental or public health and safety concerns; and promoting cost-effective development patterns and standards to minimize land consumption and servicing costs, among others.

The proposed application for Draft Plan of Condominium is consistent with the PPS as the subject lands presently contain high density residential development and are on full municipal services. The change in ownership of these apartment units will not impact the range and mix of housing within the Town as no new development is planned and

no loss of units will occur as a result of the proposed conversion due to the owner keeping the units as rentals. Further, there are no policies in the PPS related to tenancy of housing.

County of Essex Official Plan

The subject lands are designated Primary Settlement Area in Schedule A1 of the County of Essex Official Plan. Primary Settlement Areas are defined in the Official Plan as *"focal areas of public investment as well as a concentration of commercial, recreational, cultural and entertainment uses that accommodate a significant share of population and employment growth"*. Furthermore, Section 3.2.7 of the Official Plan states that: *"The County also specifically encourages residential intensification and redevelopment within Primary Settlement Areas in order to increase their vitality, offer a range of housing choices, efficiently use land and optimize the use of infrastructure and public service facilities"*.

Section 4.6.2 of the County of Essex Official Plan contains policies related to applications for condominium conversion and states:

"The County of Essex discourages the conversion of rental units to condominium tenure in order to protect the existing stock of rental and affordable housing. The County will consider condominium conversions only where the applicant has demonstrated to the County's and local municipality's satisfaction that the supply of rental housing has not been reduced. In assessing applications for condominium conversion, the County shall consider the number of new rental units being constructed, as well as the existing supply of affordable housing. The County of Essex shall prepare a procedural manual outlining the process that it will follow for the processing of applications for condominium conversion."

The CMHC Rental Market Report provides information on rental structures with at least three rental units, of which at least one is not ground oriented. The 2017 Rental Market Report considered 293 private rental market apartment units in the Town of Amherstburg. The proposed conversion of the 45 units at 421 Dalhousie Street represents 15.4% of the total existing apartment rental units in the Town. Despite the foregoing, it is the Applicant's intention to maintain the subject property as rental. Accordingly, there will be no impact on the overall supply of apartment rental housing in the Town as a result of the proposed conversion.

The County Official Plan discourages the conversion of rental units to condominium tenure in order to protect the existing stock of rental and affordable housing.

According to the County Official Plan, affordable housing is defined as:

- a) *"in the case of ownership housing, the least expensive of:
 - i. housing for which the purchase price results in annual accommodation costs which do not exceed 30 percent of gross annual household income for low and moderate income households; or
 - ii. housing for which the purchase price is at least 10 percent below the average purchase price of a resale unit in the regional market area.*
- b) *in the case of rental housing, the least expensive of:*
- c) *i. a unit for which the rent does not exceed 30 percent of gross annual household income for low and moderate income households; or*
- d) *ii. a unit for which the rent is at or below the average market rent of a unit in the regional market area"*

An affordable apartment in Amherstburg was calculated to be any apartment with rent that is less than \$1,960 per month. It is noted that, based on the definition in the Official Plan, the rental affordability threshold does not vary based on unit type. This means the affordability threshold of \$1,960 must be applied uniformly to all unit types. As a result, the affordability threshold does not take into account the affordability of a 1-bedroom unit over a 3-bedroom unit. According to this definition, 41 of the 45 units in the 421 Dalhousie Street apartment building are considered affordable. Due to the retaining of the units as rental units, the conversion will not affect the supply of affordable rental housing in the Town.

An affordable house was calculated to be any house that costs less than \$391,772. If the units were sold to individual owners, they would be priced from \$141,300 to \$223,950 and would therefore be considered affordable ownership housing.

It is noted that the County's definition of 'affordable' does not require that condominium fees be taken into account. Condominium fees can vary significantly between buildings but typically range from \$0.40 to \$1.00 per square foot per month. In the City of Windsor, condominium fees average roughly \$0.48 per square foot per month. Condominium fees for the proposed conversions have not been estimated at this time as they are not required if the building is maintained as rental.

Town of Amherstburg Official Plan

The subject lands are designated High Density Residential in the Official Plan. Uses which are permitted in the High Density Residential areas include: horizontal multiples, apartments, limited home occupation uses, and public uses. For all uses, the maximum density must not exceed 150 dwelling units per gross hectare. The existing building conforms to the policies of the High Density Residential policies of the Town of Amherstburg Official Plan.

The Town of Amherstburg Official Plan contains several policies relating to condominium conversion.

Section 4.2.3(9) states:

“The conversion of existing residential accommodation to condominium tenure presents a different, as well as a somewhat more difficult, situation than does new construction. In some cases existing residential developments were constructed under standards and conditions that were different and in some cases lower than those that prevail at the time of the conversion. As a result, problems may be encountered in attempting to upgrade existing developments in accordance with present policies, standards and criteria. Problems may also be encountered in a situation where rental housing vacancy rates are low and, although tenants in existing projects cannot be legally displaced, condominium improvements may result in rent increases that result in current tenants being faced with finding suitable alternate accommodation in a housing market that provides little choice and opportunity.”

*“In evaluating a proposed conversion, regard is to be had to the following:
a) any or all of the matters contained in Section 51 of the Planning Act, as amended from time to time;
b) the overall mix of residential housing types in the Town;
c) the most current vacancy rate for rental accommodation in the Town;
d) the suitability of the development for conversion in terms of the policies, standards and criteria adopted by the Town from time to time; and
e) the effect on the provision of affordable housing and the provision of information on the effect on vacancy rates.”*

The proposed condominium conversion will not impact the overall mix of residential housing types in the Town as no construction or demolition is proposed and there will be no loss of units as a result of the proposed conversion.

Section 6.6.3(d) of the Official Plan provides that the Town shall encourage and assist in the production of an adequate supply and mix of affordable housing by, among other things, promoting a 3% vacancy rate for rental housing and discourage demolitions or conversions when the vacancy rate is 3% or less.

At this time, the vacancy rate for the Town of Amherstburg is 1.6%, based on the 2017 CMHC Rental Market Report. However from 2011-2014, the vacancy rates for rental units in the Town of Amherstburg have ranged from 4.4% to 5.9%. The vacancy rate decreased to 2.5% in 2015 and then rose to 3.8% in 2016. The proposed condominium conversion will not immediately impact the rental housing supply in the Town of Amherstburg as it is the intention of the Applicant to maintain the buildings as rental for at least ten years. Further, the Applicant agrees to register an agreement on title requiring the building to be maintained as rental for a minimum ten-year period.

Zoning By-law

The subject lands are zoned Residential Multiple Second Density (RM2). The RM2 Zone permits a range of residential building types, including multiple dwelling types, which is the current use on the subject land.

Based on the foregoing, the property complies with the requirements of the Town of Amherstburg Zoning By-law 1999-52.

4. RISK ANALYSIS:

The recommendation presents little risk to the municipality. The appropriate draft conditions will be implemented by the Town and County administration to manage the conversion. A Condominium Agreement will be registered against the land including provisions contained in the draft conditions. Should the applicant decide to sell the units within the apartment building at 421 Dalhousie Street, the number of rental units within the Town of Amherstburg will be further reduced by 45 units. The Town is already limited in the number of rental units available to the public and currently has a very low vacancy rate. However, the applicant has agreed to register an agreement on title which guarantees that the units will not be sold within the next ten years. Additionally, the residents of 421 Dalhousie Street are protected by the Residential Tenancy Act.

5. FINANCIAL MATTERS:

The costs associated with the applications and planning processes are the responsibility of the applicant.

Property taxes for the condominium units may be reduced in relation to the current apartment complex. The Residential Tenancies Act requires where there is a reduction in taxes residents may receive a rent reduction. The applicant estimates that the potential monthly rent reduction is anticipated to range from \$50-\$75 per unit per month (\$2,250-\$3,375 per month for the building). The estimated financial impacts to the Municipality would be between \$27,000 and \$40,500 per year, as a result of the proposed condominium conversion application.

6. CONSULTATIONS:

One member of the public spoke at the Statutory Public meeting and submitted a letter to the Planning Department. Additionally, one member of the public submitted a written comment prior to the meeting, but was unable to attend the meeting. Mr. Terry Hall, a resident of 421 Dalhousie Street, spoke at the meeting and inquired about potential rent increases due to improvements that will be required within the building. Mr. Hall suggested that a condition be placed in the Draft Plan of Condominium that states that no rental increases will occur as a direct result of condominium conversion.

Mr. Terry Hall also submitted a letter to the Planning Department. The letter states the following:

I am resident and tenant in apartment 802 of the Applicant Realstar's building 421 Dalhousie Apartments Limited, which is the subject of the file Application.

The Planning Act, RSO 1990, c. P13, s. 51(24) permits the County and Town to impose conditions for approval. I request that the following conditions be required for any approval of the Application in regard to the above building. Page references are to the Planning Justification Report ("PJR").

- 1. All units remain as "rental units" of the Applicant (PJR 2, 4, 8, 9, 14, 15).*
- 2. An agreement of the Applicant and County and Town be registered on title to maintain the building as rental (PJR 2, 15, 16(c)).*
- 3. All "identified improvements and upgrades" be completed and their costs borne by the Applicant and not passed to the tenants (PJR 17) using the tax savings. Examples are:*

-upgrade to old original elevators,

-improvements to stop water leakage in parking garage and on roof.

- 4. The cost of future improvements and upgrades will be governed by the Residential Tenancies Act and not the Condominium Act.*

5. No rents will increase as a direct result of the conversion.

6. The Applicant will remain responsible for the maintenance of the building and units therein.

I request that the County of Essex forward to me a copy of its decision.

Another resident of 421 Dalhousie Street submitted a letter to the Planning Department. This resident wishes to remain unnamed. The letter is as follows:

Following up on our phone conversation this morning, I have a question about the Proposed Plan of Condominium for 421 Dalhousie St., Amherstburg, ON N9V 3L2.

If the building is converted to a condominium will government rent guidelines still apply? In other words, since the building will no longer be considered a rental property, but rather a condominium property, will government rent controls continue to apply? Since we will be out of the country on June 25, 2018 we will be unable to attend the public meeting.

Thank you for considering this question.

And, as we discussed, please remove my name, and email, from the public record.

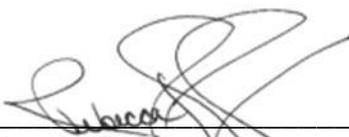
The County of Essex circulated the Draft Plan of Condominium to the required agencies.

The Essex Region Conservation Authority (ERCA) provided correspondence which stated that the lands are not located within a regulated area that is under the jurisdiction of the ERCA (Section 28 of the Conservation Authorities Act). As a result a permit is not required for issues related to Section 28 of the *Conservation Authorities Act*, Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulations under the *Conservations Authorities Act*, (Ontario Regulation No. 158/06). ERCA has no concerns relating to stormwater management. The subject property is not within or adjacent to any natural heritage feature that may meet the criteria for significance under the Provincial Policy Statement (PPS, 2014). ERCA has no objection to the application with respect to natural heritage policies. ERCA has no conditions to add to the Draft Plan of condominium approval.

Union Gas Limited provided correspondence which stated that it is Union Gas Limited's ("Union") request that as a condition of final approval that the owner/developer provide to Union the necessary easements and/or agreements required by Union for the provision of gas services for this project, in a form satisfactory to Union.

7. CONCLUSION:

Administration recommends that Council support or recommend denial for the condominium conversion and that the recommendation be sent to the County of Essex as required in regard to draft plan of condominium 37-CD-18003.



Rebecca Belanger
Manager of Planning Services

ss

Report Approval Details

Document Title:	Condominium Conversion for 421 Dalhousie Street.docx
Attachments:	- Report to Council- July 23- 421 Dalhousie Condo Conversion ATTACHMENTS.pdf
Final Approval Date:	Jul 11, 2018

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



Mark Galvin - Jul 10, 2018 - 12:35 PM



Cheryl Horrobin - Jul 10, 2018 - 2:35 PM – ACTING CAO



Paula Parker - Jul 11, 2018 - 1:57 PM

Town of Amherstburg
421 Dalhousie Street

PICKERING DR



370

401

421

400

DALHOUSIE ST

422

433-437

422

433-437

430

443

Town of Amherstburg
421 Dalhousie Street

RM2-1
N



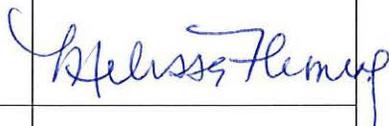
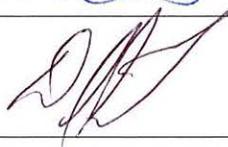
Legend

- Low Density Residential
- High Density Residential
- General Commercial

PUBLIC MEETING ATTENDANCE RECORD

Date: Monday, June 25 at 5:00 p.m.

**Statutory Public Meeting – Zoning By-law Amendment at 8035 Gardiner Crescent,
Proposed Draft Plan of Condominium at 421 Dalhousie and 130 Pickering**

NAME (please print clearly)	ADDRESS and PHONE # (please print clearly)	SIGNATURE
Olga + Duncan Ackelmann	[REDACTED]	
Jody & Melissa Fleming	[REDACTED]	
Emily Elliott, MHBC	[REDACTED]	
DAVID PETRINA REALSTAR	[REDACTED]	

Personal information on this form is collected under the authority of the Municipal Act, 2011. The information will be used to send you minutes of this meeting, and/or agendas for future meetings/events. Questions about this collection can be directed to Brenda Percy, Director, Legislative Services/Clerk at 271 Sandwich Street South, Amherstburg, Ontario N9V 2A5, telephone 519-736-0012.

**CORPORATION OF THE TOWN OF AMHERSTBURG
NOTICE OF PUBLIC MEETING
FOR A PROPOSED DRAFT PLAN OF CONDOMINIUM**

TAKE NOTICE that the Council of the Corporation of the Town of Amherstburg will hold a public meeting **Monday, June 25, 2018 at 5:00 p.m.** in the Town of Amherstburg Council Chambers, 271 Sandwich Street South to consider a proposed Plan of Condominium pursuant to Section 51(20) of the Planning Act, R.S.O. 1990.

The County of Essex (the approval authority) has received File No. 37-CD-18003 for approval of a Draft Plan of Condominium on Part of Lot 3, Concession 1, designated as Parts 5 & 6 on Plan 12R-4482, municipally known as **421 Dalhousie Street** from 421 Dalhousie Apartments Limited. The property has a frontage of 255.87 ft and a depth of 243 ft with a total area of 1.15 acres.

The applicant is proposing the conversion of the 8 storey, 45 unit existing apartment to a condominium. See Key Map on back of page for the location. The lands are designated High Density Residential which allows for horizontal multiples and apartments to a maximum density not exceeding 150 dwelling units per gross hectare in the Town's Official Plan. The County of Essex on May 11, 2018 requested as per Section 51(20) of the Planning Act, that the Town of Amherstburg give notice and hold a public meeting to advise the public that the application for draft Plan of Condominium is being processed.

ANY PERSON may attend the public meeting and/or make written or verbal representation either in support of or in opposition to the proposed Plan of Condominium. Comments and opinions submitted on these matters, including your name may become part of the public record and may be viewed by the general public and may be published in a planning report or reproduced in a Town of Amherstburg Council agenda and/or minutes. A Planning Report prepared by staff will be presented to Council at the public meeting. Written or verbal submissions from the public at this meeting will become part of the file to be forwarded to the County of Essex, the approval authority for plans of condominium.

IF A PERSON OR PUBLIC BODY does not make oral submissions at the public meeting, if one is held, or make written submissions to the County of Essex in respect of the proposed plan of condominium before the approval authority gives or refuses to give approval to the draft plan of condominium, the person or public body is not entitled to appeal the decision of the County of Essex to the Local Planning Appeal Tribunal.

IF A PERSON OR PUBLIC BODY does not make oral submissions at the public meeting, if one is held, or make written submissions to the County of Essex in respect of the proposed plan of condominium before the approval authority gives or refuses to give approval to the draft plan of condominium, the person or public body may not be added as a part to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

ADDITIONAL INFORMATION relating to the proposed Plan of Condominium is available for inspection at the Town of Amherstburg Municipal Offices at 3295 Meloche Road, during normal office hours, 8:30 a.m. to 4:30 p.m.

If you wish to be notified of the decision of the County of Essex in respect of this proposed plan of condominium, you must make a written request to the County of Essex, 360 Fairview Avenue West, Essex, ON N8M 1Y6, indicating the County of Essex file number 37-CD-18003.

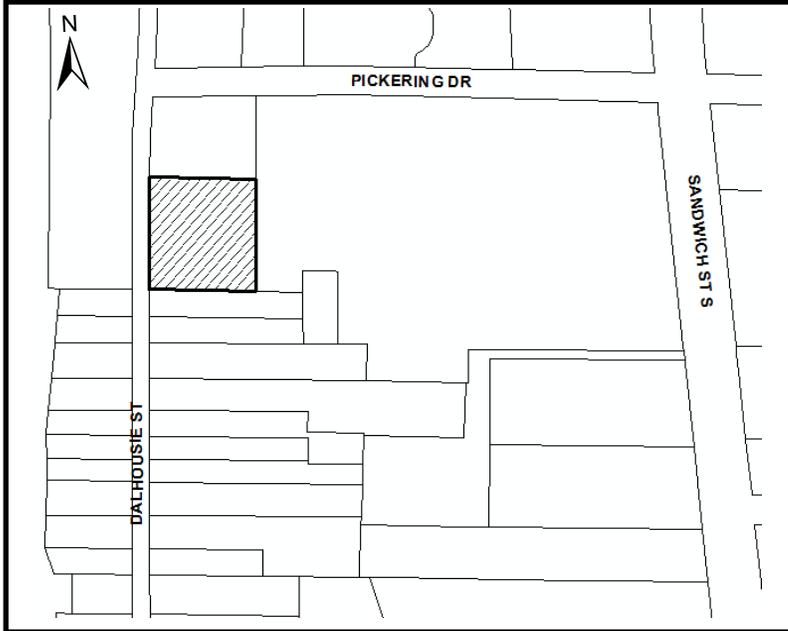
Written submissions in respect to the proposed plan of condominium are to be made to the attention of Ms. Rebecca Belanger, Manager of Planning Services, Town of Amherstburg, at the address listed below.

Rebecca Belanger, MCIP, RPP, Manager of Planning Services
Town of Amherstburg, Libro Centre
3295 Meloche Road, Amherstburg, Ontario N9V 2Y8
Telephone: (519) 736-5408; Fax No. (519) 736-9859
Website: www.amherstburg.ca

ADDITIONAL INFORMATION relating to the proposed draft plan of condominium (File No. 37-CD-18003) is available for inspection at the Town of Amherstburg Planning Offices at the Libro Centre, 3295 Meloche Road, during normal office hours, 8:30 a.m. to 4:30 p.m. or at the Town website www.amherstburg.ca.

Dated at the Town of Amherstburg this 6th day of June, 2018.

KEY MAP



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.



KITCHENER
WOODBIDGE
LONDON
KINGSTON
BARRIE
BURLINGTON

February 14, 2018

Rebecca Belanger
Planning Services
Town of Amherstburg
3295 Meloche Road
Amherstburg, ON, N9V 2Y8

Dear Ms. Belanger,

**RE: Condominium Conversion Applications
421 Dalhousie Street and 130 Pickering Drive, Amherstburg
OUR FILE 10139R & 10139S**

On behalf of our clients, 421 Dalhousie Apartments Limited and Pickering Tower Apartments Limited, we are pleased to submit this request for a Pre-Consultation Meeting for Condominium Conversion applications for the lands municipally known as 421 Dalhousie Street and 130 Pickering Drive in the Town of Amherstburg.

The property municipally known as 421 Dalhousie Street is developed with one eight storey rental apartment building containing 45 units. It is located to the east of Dalhousie Street and south of Pickering Drive and has an area of 4,650m². The property municipally known as 130 Pickering Drive is developed with one eight-storey apartment building containing 74 units. It is located north of Pickering Drive between Dalhousie Street and Sandwich Street South and has an area 5,902m². Both properties feature underground and surface parking.

Both properties are designated High Density Residential by the Town of Amherstburg Official Plan and both properties are zoned Multiple Second Density (RM2). No construction or demolition is proposed as part of these applications. There will be no modifications to the subject lands as they presently exist. Accordingly, the proposed development will continue to conform to the applicable designation and zoning following the proposed condominium conversion.

The proposed applications relate only to the conversion of the apartment buildings from rental to condominium tenure. A pre-consultation meeting was held to discuss the applications and comments were received on July 20, 2017. A revised Planning Justification Report has been provided in support of this Pre-Consultation Meeting request for discussion purposes. This report analyzes the applications in the context of the applicable policies of the County of Essex and Town of Amherstburg Official Plans and demonstrates that the proposed conversions

conform to both plans. The intent is to maintain the units on a rental basis following the proposed conversion

In support of these applications, we are pleased to enclose the following:

1. Five (5) full size copies of the draft plan of condominium for 421 Dalhousie Street;
2. Five (5) full size copies of the draft plan of condominium for 130 Pickering Drive;
3. Fifteen (15) copies of the Town of Amherstburg Application for 421 Dalhousie Street;
4. Fifteen (15) copies of the Town of Amherstburg Application for 130 Pickering Drive;
5. One (1) CD with the digital plans;
6. Two (2) cheques in the amount of \$2,000.00 for the Town of Amherstburg.

We look forward to hearing from you regarding these conversion applications. If you have any questions, please do not hesitate to contact the undersigned.

Yours truly,

MHBC

A handwritten signature in black ink, appearing to read 'DAA', followed by a long horizontal line extending to the right.

Dave Aston, MSc, MCIP, RPP
Vice-President

cc. *Brandon Francis*

Application No. _____

**APPLICATION FOR SUBDIVISION/CONDOMINIUM AGREEMENT
TOWN OF AMHERSTBURG**

1. Name of approval authority Corporation of the Town of Amherstburg

2. Date application received by municipality _____

3. Date application deemed complete by municipality _____

4. Name of registered owner 421 Dalhousie Apartments Limited

Telephone number [REDACTED]

Address [REDACTED]

Name of registered owner's solicitor or authorized agent (if any) MHBC Planning c/o Dave Aston & Emily Elliott

Telephone number [REDACTED]

Address [REDACTED]

Please specify to whom all communications should be sent:

registered owner solicitor agent

5. Location and description of subject land:

Concession No. 1 Lot(s) No. Pt Lt 3

Registered Plan No. _____ Lot(s) No. _____

Reference Plan No. _____ Part(s) No. _____

Street Address 421 Dalhousie Street South Assessment Roll No. 3729 050 00002100.0000
Part 6, Plan 12R-4482 & Part 41 & 42, Plan 12R-7753

6. Size of subject land:

Frontage 74.1m Depth 62.79m Area 4,650 m2/ 0.465 ha

7. Are there any easements or restrictive covenants affecting the subject land?

yes no

If yes, please provide a description of each easement or covenant and its effect

Part 6 Easement: portion of the right-of-way from Riverfront Road between the Caldwell North building and Caldwell South building. Parties agree to equally share the costs of maintenance. Part 4 Easement: for use by agents, contractors and workmen of Caldwell to enter, construct, maintain, inspect, alter and repair a storm sewer, including all appurtenances thereto on and under the lands described as Part 4 Easement.

8. Has the parcel ever been the subject of an application for approval of a plan of subdivision under Section 51 or for a consent under Section 53 of the Act, as amended, or its predecessors?

yes no

If yes, please indicate the file number and the decision:

9. Current Official Plan Land Use designation of subject land High Rise Residential

10. Please provide the following information pertaining to the draft plan of subdivision:

	No. of units or dwellings	No. of lots or blocks	Area in hectares	Units per hectare	Parking spaces
Residential					
detached					
semi-detached					
multiple attached					
apartment					
seasonal					
mobile home					
other residential	45	1	0.465	96.8	63 (46 underground)
Sub-total					
Non-residential					
commercial					
industrial					
institutional					
roads					
other use					
Sub-total	45	1	0.465	96.8	63 (46 underground)
TOTAL					

11. If one of the proposed uses referred to in item 9 above is identified as other residential, institutional or other use, please describe the use below:

other residential condominium

institutional _____

other use _____

12. Access to subject parcel:

Municipal Road County Road Provincial Highway
 Private Water

If access to the subject land is by water only, state the parking and docking facilities used or to be used and the approximate distance between these facilities and the nearest public road.

13. Type of water supply:

municipally owned and operated piped water supply
 well
 Other (specify) _____

14. Type of sanitary sewage disposal:

municipally owned and operated sanitary sewers
 septic system
 Other (specify) _____

15. Type of storm drainage:

sewers
 ditches
 swales
 Other (specify) _____

16. Please indicate whether the property is the subject of any other application for one of the following:

- official plan or official plan amendment approval
- zoning by-law amendment
- Minister's zoning order amendment
- minor variance
- consent
- site plan

If known, indicate the file number and status of the foregoing application(s):

Plan of Condominium Approval

17. Has a site plan for the proposed condominium been approved and a site plan agreement been entered into?

- yes no N/A

18. Has a building permit for the proposed condominium been issued?

- yes no N/A

19. Is the proposed condominium:

- under construction? yes no
 completed? yes no

20. If the proposed condominium has been completed what was the date of completion?

Date 1972

21. Is the proposed condominium a conversion of a building containing residential rental units?

- yes no

Number of units to be converted 45

Dated at the City of Kitchener this 14th day of February 2018.

EE Elliott

 (signature of applicant, solicitor or authorized agent)

I, Emily Elliott of the City of Kitchener in the County/District/Regional Municipality of Waterloo solemnly declare that all the statements contained in this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Declared before me at the City of Kitchener in the Regon of Waterloo this 14th day of February, 2018.

EE Elliott

 Applicant, Solicitor or Authorized Agent

David William Aston

 David William Aston, a Commissioner, etc.,
 Province of Ontario, for MacNaughton
 Hermisen Britton Clarkson Planning Limited.
 Expires October 11, 2019.

AUTHORIZATION

(Please see note below)

To: Clerk
Town of Amherstburg

Description and Location of Subject Lands:
421 Dalhousie Street South

I/We, the undersigned, being the registered owner(s) of the above lands hereby
authorize

MHBC Planning of the City

of Kitchener to:

- (1) make an application on my/our behalf to the Council for the Town of Amherstburg;
- (2) appear on my behalf at any hearing(s) of the application; and
- (3) provide any information or material required by Town Council relevant to the application.

Dated at the City of Toronto in the
Province of Ontario, this day of March, 2017.

421 Dalhousie Apartments Limited
Per. [Signature]
Signature of Owner B. Wayne Squibb
President

Signature of Witness

Signature of Owner

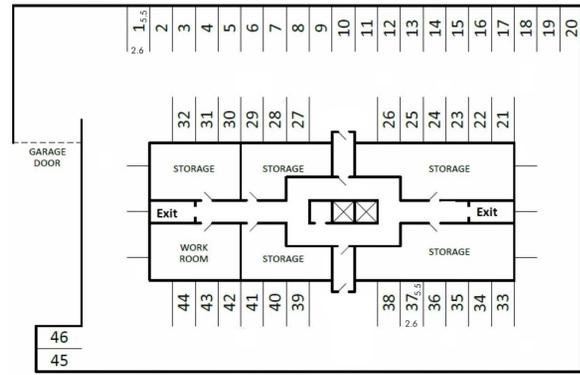
Signature of Witness

Signature of Owner

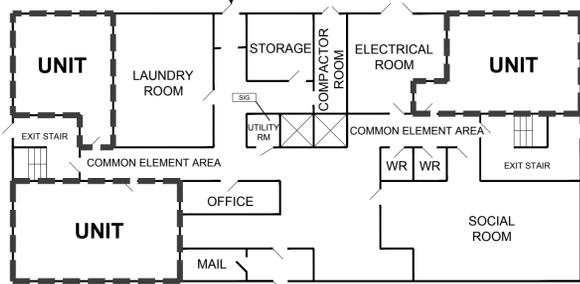
Signature of Witness

Signature of Owner

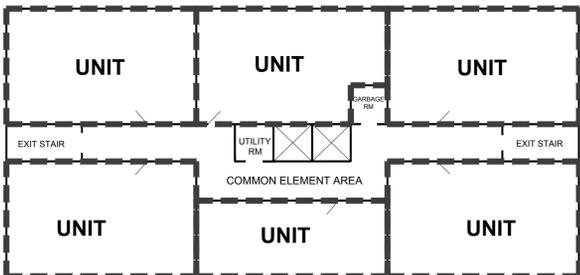
* Note: This form is only to be used for applications which are to be signed by someone other than the owner.



BASEMENT LEVEL AND PARKING GARAGE FLOOR PLAN - N.T.S



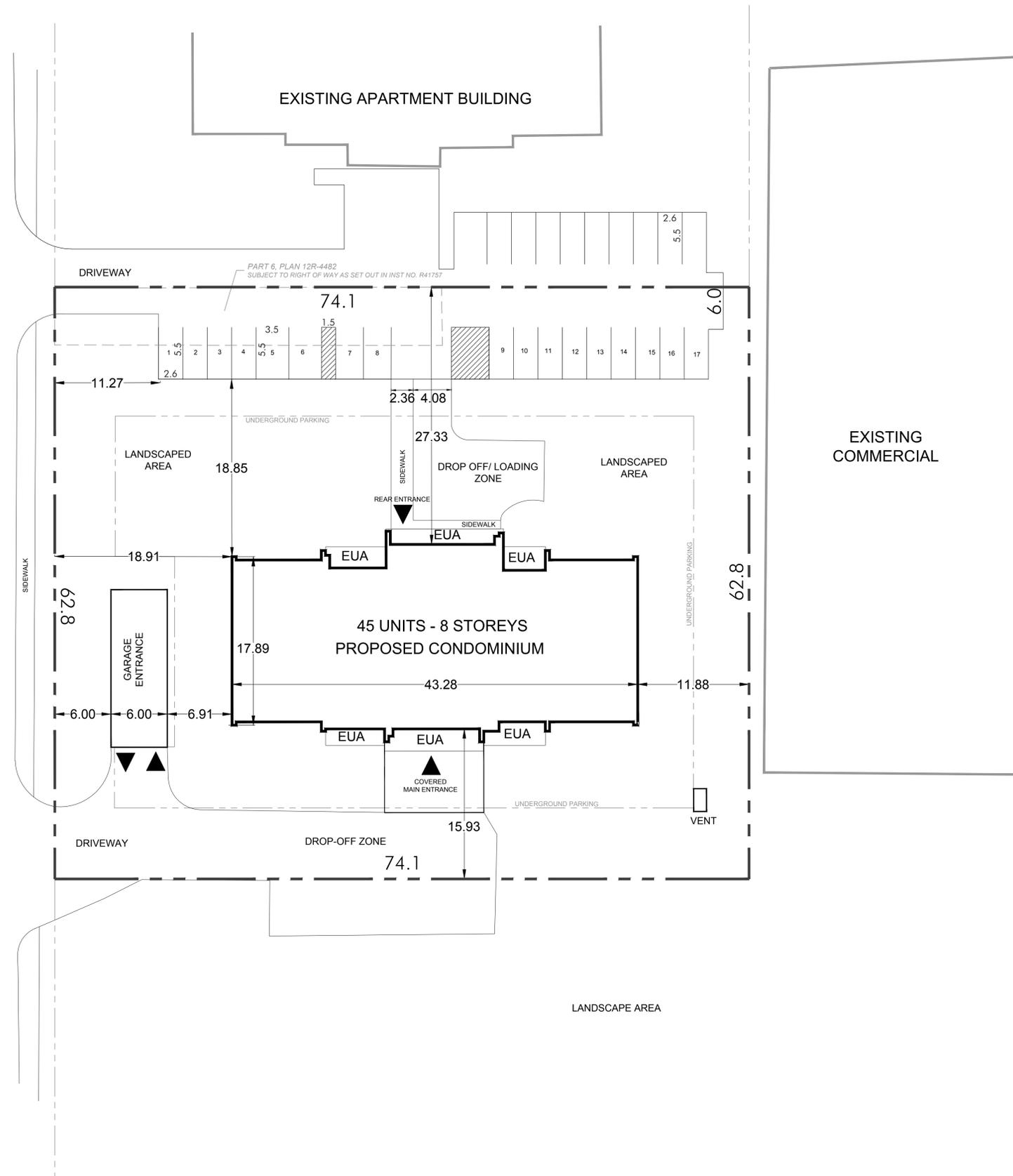
LEVEL 1 FLOOR PLAN - N.T.S



LEVELS 2-8 FLOOR PLAN - N.T.S

CANADIAN COAST GUARD

DALHOUSIE STREET SOUTH

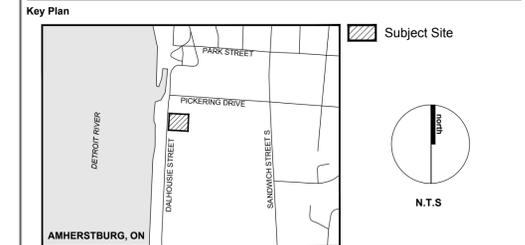


DRAFT PLAN OF CONDOMINIUM

Part of Lot 2 Concession 1
 P1 3-8 Sec Amherburg 1; P1 Farm L3 Con 1 P1 5; 6 124482 55 P1 6 124482 In Favour Of P1 1, 2, 3, 4 124482 As In L41797 Twp P1
 Farm L3 Con 1 Over P1 4 124482 As In L41796; as Eas In Gross Over P1 2 1222975 As In C641033 Amherburg

Owner's Certificate
 I HEREBY AUTHORIZE MACNAUGHTON HERMSEN BRITTON CLARKSON PLANNING LIMITED TO SUBMIT THIS PLAN FOR APPROVAL.
 DATE: March 23, 2017
 Wayne Squibb

Surveyor's Certificate
 I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LAND TO BE SUBDIVIDED ON THIS PLAN AND THEIR RELATIONSHIP TO THE ADJACENT LANDS ARE ACCURATELY AND CORRECTLY SHOWN.
 DATE:



Revision No.	Date	Issued / Revision	By
3.	March 23, 2017	Revision	GC
2.	January 13, 2017	Issued for review	NZ

Notes
 - EUA: Exclusive Use Area
 - BF: Denotes Barrier Free Parking
 - See Survey Plan for a complete list of easements

ALL DIMENSIONS ARE IN METRES UNLESS OTHERWISE EXISTING RESIDENTIAL PARCEL FABRIC APPROXIMATE.

Additional Information Required Under Section 51(17) of the Planning Act R.S.O. 1990, c.P.13 as Amended

A. As Shown	B. As Shown	C. As Shown
D. Residential	F. As Shown	I. Loan
E. As Shown	H. Municipal Water Supply	L. As Shown
G. As Shown	J. All Services As Required	
J. As Shown		

Area Schedule

Description	Lots/Blocks	Units	Area
Residential	1	45	0.465ha
Parking Count: 63 Total (46 Underground)			

Total	1	45	0.465ha
-------	---	----	---------

MHBC PLANNING URBAN DESIGN & LANDSCAPE ARCHITECTURE
 200-540 BRUCEMANS CENTRE DR. KITCHENER, ON, N2B 3X9 | P: 519.576.3650 | F: 519.576.0121 | WWW.MHBCPLAN.COM

Approval Stamp	Date
	March, 2017
File No.	10139R
Plan Scale	1:250 (Arch D)
Drawn By	N.Z
Checked By	D.A
Other	

Project
 DALHOUSIE PLACE APARTMENTS
 421 DALHOUSIE STREET
 AMHERSTBURG, ONTARIO

File Name	DRAFT PLAN OF CONDOMINIUM	Dwg No.	1 of 1
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K10139R:Condominium Conversion Draft Plan/10139R - Condominium Conversion Plan - March 23 2017.dwg



KITCHENER
WOODBRIDGE
LONDON
KINGSTON
BARRIE
BURLINGTON

PLANNING JUSTIFICATION REPORT

CONDOMINIUM CONVERSION

421 Dalhousie Street and 130 Pickering Drive
Town of Amherstburg

Date:

November 2017

Prepared for:

Realstar Property Management

Prepared by:

MacNaughton Hermsen Britton Clarkson Planning Limited (MHBC)

540 Bingemans Centre Drive, Suite 200

Kitchener, Ontario

T: 519.576.3650

F: 519.576.0121

Our File 10139R

EXECUTIVE SUMMARY

MacNaughton Hermsen Britton Clarkson Planning Limited (hereinafter "MHBC") has been retained by Realstar Property Management in the submission of the required applications to facilitate the conversion of the residential apartment buildings, presently existing on the lands known as 421 Dalhousie Street and 130 Pickering Drive (hereinafter referred to as the "subject lands"), from rental to condominium tenure

The subject lands are comprised of two separate properties, containing two apartment buildings and a total of 119 dwelling units. Parcel A is municipally addressed as 421 Dalhousie Street. It is located to the east of Dalhousie Street and south of Pickering Drive and has 45 units. Parcel B is municipally addressed as 130 Pickering Drive. It is located north of Pickering Drive between Dalhousie Street and Sandwich Street South and has 74 units.

It is noted that these applications for condominium conversion are considered to be technical as it is the intention of Realstar to maintain all units as rental.

Realstar Property Management ("Realstar") was established in 1974. It is a privately owned real-estate investment and management company focused largely on rental residential. Realstar manages approximately 25,000 rental suites across Canada and 54 buildings. The subject lands are owned by Pickering Tower Apartments Limited and 421 Dalhousie Apartments Limited which are a group of institutional pension funds. The subject lands were acquired by the Owner in 2011 (130 Pickering Drive) and 2012 (421 Dalhousie) and have since been maintained and managed by Realstar.

Given the ownership and management structure of the subject lands, the existing apartment buildings are mandated be maintained as rental. Realstar has completed approximately eleven condominium conversion projects over the past 15 years. During this time, no units in any of the converted buildings have been sold.

The proposed conversion is requested for financial, administrative and legal reasons. The benefits to a condominium conversion include the following:

- Financial benefits
 - Condominium conversions often result in significant realty tax savings.
 - It is anticipated that the conversions would create a new form of liquidity for the owners as previously, conversions have resulted in increase to the market value of the complexes. Condominium conversions are a routine financial strategy to leverage funds through traditional financial institutions.
- Capital investments in the property – The realty tax savings may also result in the freeing up in funds which would allow for capital investments to the buildings on the subject lands. As a condition of draft approval, a Building Condition Audit ("BCA") will be required. The BCA will identify any upgrades to the building necessary to bring the lands to current municipal standards.
- Rent reductions – As a result of the proposed conversions, property tax for the apartment complexes may be reduced. The Residential Tenancies Act requires where there is a reduction in taxes residents will receive a rent reduction. The amount of the potential rent reduction cannot be determined until any tax savings are known and is subject to the formula set out in the Act.

- Reduced turnover – Realstar anticipates reduced tenant turnover as a result of potential rent reductions.

In addition, tenant security is also provided through the Residential Tenancies Act which does not permit a current lease from being terminated as a result of a condominium conversion. Further, if a landlord receives an offer to purchase a condominium unit, existing tenants are offered first right of refusal to purchase the unit at the price and subject to the terms and conditions of the offer. (Conversion for the purpose of sale is not the intent in this case).

The applications have been assessed in the context to the Provincial Policy Statement, County of Essex Official Plan and Town of Amherstburg Official Plan. They are considered to be consistent with the PPS and conform to the County and Town Official Plans for the following reasons:

- There will be no impact on the supply of rental housing as all units within the existing buildings will be maintained as rental.
- Tenant security is guaranteed by the Residential Tenancies Act.
- The Owner's agrees to register an agreement on title requiring the apartment buildings to remain as rental property for a minimum ten-year period.
- The proposed conversions will not alter the current mix of housing types in the Town of Amherstburg as no demolition or construction is proposed.
- The proposed conversions will not impact the supply of affordable housing. Currently all units are considered to be affordable rental. Further, the Residential Tenancies Act requires where there is a reduction in taxes residents may receive a rent reduction. The potential monthly rent reductions are anticipated to range between \$10-\$15/per unit for 130 Pickering Drive and \$50-\$75/unit for 421 Dalhousie Street. This is estimated to result in one to two additional affordable rental units. This estimate cannot be confirmed until realty tax rates are known.
- The current vacancy rate in Amherstburg is 1.6%; however all of the units are to be maintained as rental.
- A Building Condition Assessment will be provided as a condition of approval with the completion of all identified improvements/upgrades occurring prior to registration.

Given the technical nature of the proposed condominium conversion applications it is concluded that they will not impact rental housing in Amherstburg or the security of existing tenants in the buildings.

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FIGURES

After page

- Figure 1** Context Map
- Figure 2** Draft Plan of Condominium – 421 Dalhousie Street
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- Figure 4** County of Essex Official Plan – Land Use Map
- Figure 5** Town of Amherstburg Official Plan – Land Use Map

APPENDICIES

- Appendix A** List of recent Realstar Condo Conversions
- Appendix B** Tenant Notices regarding Condo Conversions
- Appendix C** Senior’s Focused Strategy
- Appendix D** Schedule of Easements

1.0 INTRODUCTION

MacNaughton Hermsen Britton Clarkson Planning Limited (hereinafter "MHBC") has been retained by Realstar Property Management ("Realstar") in the submission of the required applications to facilitate the conversion of the residential apartment buildings, presently existing on the lands known as 421 Dalhousie Street and 130 Pickering Drive (hereinafter referred to as the "subject lands"), from rental to condominium tenure.

The subject lands are comprised of two separate properties, containing two apartment buildings and a total of 119 dwelling units. Parcel A is municipally addressed as 421 Dalhousie Street. It is located to the east of Dalhousie Street and south of Pickering Drive and has 45 units. Parcel B is municipally addressed as 130 Pickering Drive. It is located north of Pickering Drive between Dalhousie Street and Sandwich Street South and has 74 units. Each of the properties is professional managed by Realstar.

Realstar Property Management ("Realstar") was established in 1974. It is a privately owned real-estate investment and management company with over \$6 billion of assets focused largely on rental residential. Realstar manages approximately 25,000 rental suites across Canada, including 54 buildings. The subject lands are owned by Pickering Tower Apartments Limited and 421 Dalhousie Apartments Limited which are a group of institutional pension funds. The subject lands were acquired by the Owner in 2011 (130 Pickering Drive) and 2012 (421 Dalhousie) and have since been maintained and managed by Realstar.

Given the ownership and management structure of the subject lands, the existing buildings are intended to remain as rental. Realstar has completed approximately ten condominium conversion projects over the past 15 years. During this time, no units in any of the converted buildings have been sold.

Given that it is the intention of Realstar to maintain all units as rental, the applications for condominium conversion are considered to be technical. The reasons for these condominium requests are administrative, legal and financial. The conversions will result in a significant savings in realty tax. These tax savings would have numerous benefits to the existing and future residents of the building including:

- Financial benefits
 - Condominium conversions often result in significant realty tax savings.
 - It is anticipated that the conversions would create a new form of liquidity for the owners as previously conversions have resulted in increased in the market value of the complexes. Condominium conversions are a routine financial strategy to leverage funds through traditional financial institutions.
- Capital investments in the property – The realty tax savings may also result in the freeing up in funds which would allow for capital investments to the buildings on the subject lands. As a condition of draft approval, a Building Condition Audit ("BCA") will be required. The BCA will identify any upgrades to the building necessary to bring the lands to current municipal standards.
- Rent reductions – As a result of the proposed conversions, property tax for the apartment complexes may be reduced. The Residential Tenancies Act requires where there is a

reduction in taxes residents receive a rent reduction. The amount of the potential rent reduction cannot be determined until tax savings are known and is subject to the formula set out in the Act.

- Reduced turnover – Realstar anticipates reduced tenant turnover as a result of potential rent reductions.

Tenant security for existing tenants is provided through the Residential Tenancies Act. The Act does not permit a current lease from being terminated as a result of a condominium conversion. In addition, if a landlord received an offer to purchase a condominium unit, existing tenants are offered first right of refusal to purchase the unit at the price and subject to the terms and conditions of the offer. (Conversion for the purpose of sale is not the intent in this case)

Existing residents within the buildings have been advised of the proposed condominium conversions and it has been confirmed that approval of the applications will not impact their current leases, apart from potential rent reductions. These notices are included as **Appendix A**. Following submission of the applications an informal information session in each of the buildings is planned.

This report supports the two required Plan of Condominium applications. This report provides:

- A description of the subject lands and surrounding neighbourhood;
- A detailed description of the proposed plans of condominium;
- An overview of applicable Provincial and municipal planning controls; and
- Justification as to how the applications conform to these planning controls.

Information obtained from Altus Group Economic Consulting (“Altus”) assisted in the preparation of this report.

1.1 Pre-consultation

The required pre-consultation meeting for the subject applications occurred on November 1, 2017. Town and County staff were in attendance. The purpose of this meeting was to discuss the subject applications. It was confirmed at this meeting that this Planning Justification and Draft Plan of Condominium is required to form a complete application.

2.0 DESCRIPTION OF SUBJECT LANDS

The following section provides a detailed description of the properties including their local context and existing conditions.

2.1 Local Context

The subject lands are located in the west part of Amherstburg, between Sandwich Street South and the Detroit River, as illustrated in **Figure 1**.

The properties are located in an area comprised of high-rise residential developments and commercial and low density residential uses. The commercial uses are found immediately southeast of the properties and the low density residential uses are found to the north and south. To the west of the subject lands is Detroit River, which feeds into Lake Erie. The closest major intersection to the subject properties is Pickering Drive and Sandwich Street South, where a large commercial plaza can be found. Further north of the subject properties is the Amherstburg town centre, where a broad range of uses can be found including restaurants, banks, and grocery stores. To the south is a range of low and medium-density residential development. To the north is a low rise residential neighbourhood containing a large number of the homes which date back to the 1850's.

2.2 Subject Lands & Existing Conditions

The subject lands are comprised of two separate properties, subject to individual applications. The existing development on each of the properties is described as follows:

Parcel A (421 Dalhousie Street)

- Constructed circa 1972
- Area of 4,650 m²
- Eight-storey apartment building with a total of 45 dwelling units, comprised of:
 - 16 one-bedroom
 - 24 two-bedroom
 - 5 three-bedroom
- 63 parking spaces, consisting of:
 - 46 underground standard parking spaces
 - 17 surface level standard parking spaces, including 2 barrier free spaces
- Accessed by two entrances from Dalhousie Street. The northern entrance is shared with the building to the north.

Parcel B (130 Pickering Drive)

- Area of 5,902 m²
- Constructed circa 1979

- Eight-storey apartment building containing a total of 74 dwelling units, comprised of:
 - 73 one-bedroom
 - 1 two-bedroom
- 106 parking spaces, consisting of:
 - 54 underground standard parking spaces
 - 52 surface level standard parking spaces
- Accessed by an entrance on the south of the property line on Pickering Drive. Access to 130 Pickering Drive is subject to right-of-way easements over Parts 4 and 5, Plan 12R-3716.

2.2.1 *Tenant Structure*

The existing buildings on Parcel A and Parcel B are primarily rented by senior citizens. Realstar offers a range of programming in the buildings which cater to the demographics of the residents. A copy of the senior's focused strategy for each of these buildings is included as **Appendix B**. No changes to this strategy will occur as a result of the proposed condominium conversions.



**Figure 1:
Context Map**

LEGEND

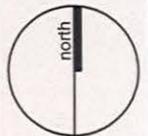
 Subject Lands

DATE: June 26, 2017

SCALE: NTS

FILE: 10139R/S

DRAWN: GC



K:10139R/S/PP/CONTEXTMAP.DWG

Parcel A - 421 Dalhousie Street
Parcel B - 130 Pickering Drive,
Amherstburg, Ontario

Source: Google Satellite Imagery 2016



**PLANNING
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& LANDSCAPE
ARCHITECTURE**

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3.0 DESCRIPTION OF PROPOSAL

3.1 Draft Plan of Condominium

The Plan of Condominium applications propose the conversion of the existing rental apartment units to condominium tenure. No construction or demolition is proposed as part of these applications. Notwithstanding the proposed condominium conversion applications, it is the intention of the Owner to maintain the existing apartment units as rental.

The proposed plans of condominium are to be standard condominiums consisting of both units and common elements. The units are identified on the draft plans of condominium. All parking spaces are to be unitized with the exception of the barrier-free parking spaces which are to be part of the common elements.

The common elements will include all landscaped open space, internal laneways and walkways, barrier free parking spaces and any elements internal to the buildings that are not within the units.

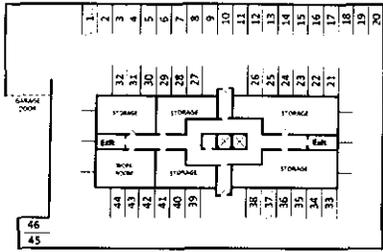
The proposed Draft Plans of Condominium are included as **Figures 2 and 3**.

Given the ownership of the subject lands and management structure, all units in the existing apartment buildings will be maintained as rental. The reason for the condominium conversion requests is for administrative, legal and financial reasons.

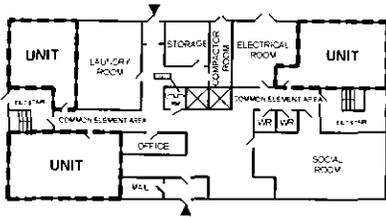
- Financial benefits
 - Condominium conversions often result in significant realty tax savings.
 - It is anticipated that the conversions would create a new form of liquidity for the owners. Previously conversions have resulted in increased in the market value of the complexes. Condominium conversions are a routine financial strategy to leverage funds through traditional financial institutions.
- Capital investments in the property – The realty tax savings may also result in the freeing up in funds which would allow for capital investments to the buildings on the subject lands. As a condition of draft approval, a Building Condition Audit (“BCA”) will be required. The BCA will identify any upgrades to the building necessary to bring the lands to current municipal standards.
- Rent reductions – As a result of the proposed conversions, property tax for the apartment complexes may be reduced. The Residential Tenancies Act requires where there is a reduction in taxes residents may receive a rent reduction. The amount of the potential rent reduction cannot be determined until any tax savings are known and is subject to the formula set out in the Act.
- Reduced turnover – Realstar anticipates reduced tenant turnover as a result of potential rent reductions.

Tenant security for existing tenants is provided through the Residential Tenancies Act. The Act does not permit a current lease from being terminated as a result of a condominium conversion. In addition, if a landlord received an offer to purchase a condominium unit, existing tenants are offered first right of refusal to purchase the unit at the price and subject to the terms and conditions of the offer. (Conversion for the purpose of sale is not the intent in this case). In addition, in the case of the subject condominium conversion applications Realstar will, if necessary, further guarantee that the existing buildings be maintained as rental through an agreement registered on title. This agreement would guarantee that the apartment buildings would be required to remain as rental properties for ten-year period.

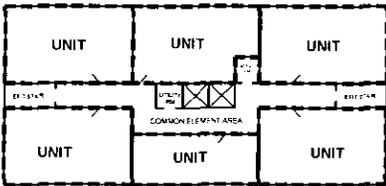
Figure 3



BASEMENT LEVEL AND PARKING GARAGE FLOOR PLAN - N.T.S



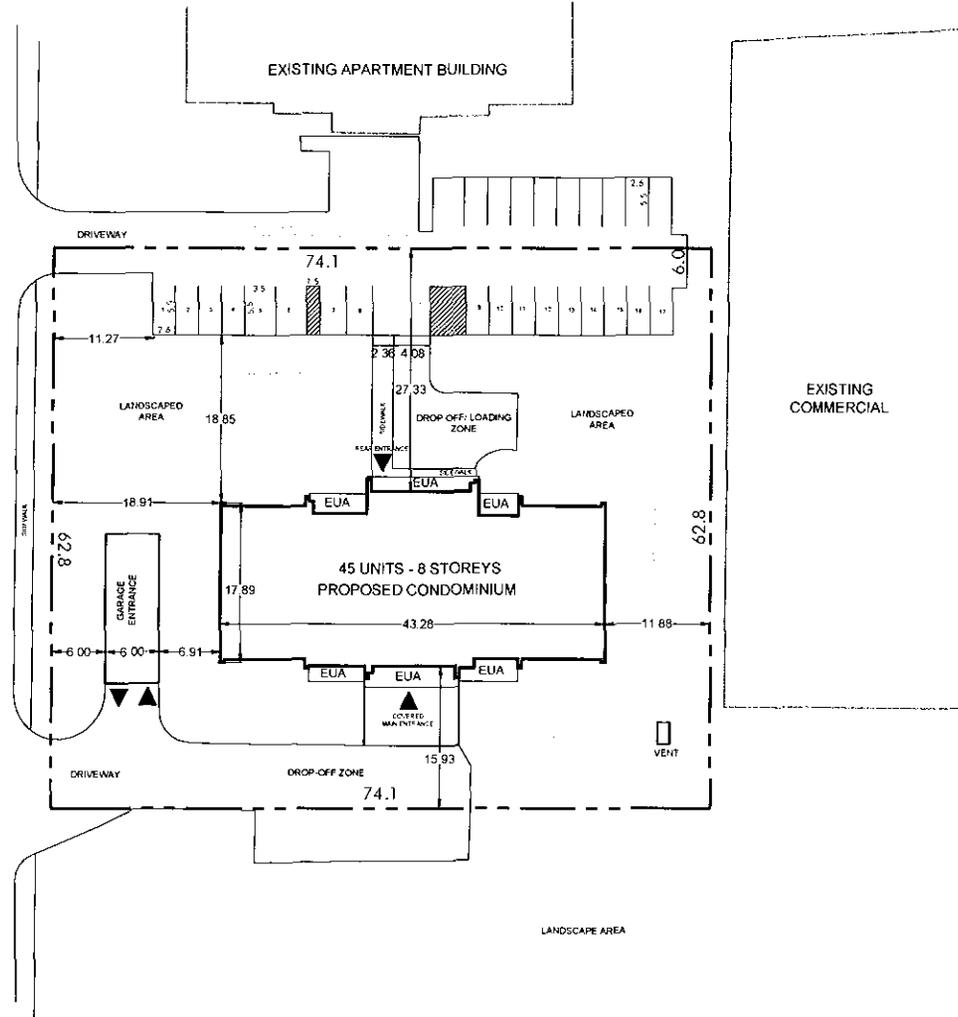
LEVEL 1 FLOOR PLAN - N.T.S



LEVELS 2-8 FLOOR PLAN - N.T.S

CANADIAN COAST GUARD

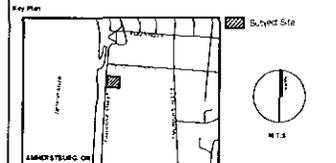
DALHOUSIE STREET SOUTH



DRAFT PLAN OF CONDOMINIUM

Part of Lot 2
 CONDOMINIUM
 THE REGISTRY OF DEEDS AND MORTGAGES ACT, R.S.O. 1990, CHAPTER M53
 Owner's Certificate
 I HEREBY AUTHORISE MICHALUCHTEN HEUSSEN BRITTON CLARSON PLANNING LIMITED TO SUBMIT THIS PLAN FOR APPROVAL.
 DATE: March 23, 2017
 Wayne Sobush

Surveyor's Certificate
 I HEREBY CERTIFY THAT I HAVE REVIEWED THE LAND TO BE SUBMITTED ON THIS PLAN AND THEIR RELATIONSHIP TO THE ADJACENT LANDS ARE ACCURATELY AND CORRECTLY SHOWN.
 DATE:



1	March 23, 2017	Revision	GC
2	January 13, 2017	Issued for review	NZ
3		Issued / Revision	BY

- Notes
- EUA: Each unit has area
 - SP: Standard Barrier Free parking
 - The Survey Plan for a separate lot of reference
- ALL DIMENSIONS ARE IN METRES UNLESS OTHERWISE SPECIFIED
 EXISTING RESIDENTIAL PARCEL: F.A.R.C.D APPROXIMATE
- Additional information required for the Section 11.15 of the Planning Act R.S.O. 1990: 1.P.13 as Amended
- | | | |
|--------------|--------------|--------------|
| A. All Shown | B. All Shown | C. All Shown |
| D. All Shown | E. All Shown | F. All Shown |
| G. All Shown | H. All Shown | I. All Shown |
| J. All Shown | K. All Shown | L. All Shown |
- Area Schedule
- | | | | |
|--------------------------------------|-------------|-------|--------|
| Description | Lot's Block | Lot's | Area |
| Residential | 1 | 45 | 0.8184 |
| Parking/Over 45' high or underground | | | |

Approval Stamp

Date	March, 2017
File No.	161338
Plan Scale	1:250 (Arch D)
Drawn By	N.Z.
Checked By	O.A.
Other	

Project

DALHOUSIE PLACE APARTMENTS
 421 DALHOUSIE STREET
 AMHERSTBURG, ONTARIO

File Name: DRAFT PLAN OF CONDOMINIUM
 Draw No: 1 of 1

Scale Bar: 0m 15m 30m

4.0 PLANNING ANALYSIS & JUSTIFICATION

This section demonstrates that the proposed Draft Plans of Condominium are consistent with and conform to the applicable Provincial, Regional, and Municipal planning policy regulatory framework.

4.1 Planning Act, R.S.O. 1990, c. P.13

Section 51(24) of the Planning Act relates to approval of plans of condominium. The applications have been reviewed with regard to Section 51(24) and it is concluded that the applications adhere to the requirements of the Planning Act. The Planning Act allows for the approval authority to impose appropriate conditions of approval. As such, the County of Essex and the Town of Amherstburg may impose conditions of approval to be satisfied prior to final condominium plan registration.

4.2 Provincial Policy Statement (2014)

Effective April 30, 2014, the Province of Ontario issued, in accordance with Section 3 of the *Planning Act*, a new Provincial Policy Statement (PPS). The PPS provides policy direction on matters of Provincial interest related to land use planning and development. It is to be considered in all planning decisions. One of the key considerations of the PPS is that planning decisions must be “consistent with” the PPS.

The PPS provides a vision for land use planning in Ontario that encourages an efficient use of land, resources and public investment in infrastructure. A range and mix of land uses is encouraged to provide choice and diversity. A variety of transportation modes are promoted to facilitate pedestrian movement and less reliance on the automobile, and public transit is encouraged as a means of creating more sustainable, livable and healthy communities. The PPS strongly encourages development that will provide long term prosperity, environmental health and social well-being.

Policy 1.1.1 of the PPS states that healthy, liveable and safe communities are sustained by promoting efficient land use and development patterns; accommodating an appropriate range and mix of land uses to meet long-term needs; avoiding development and land use patterns which may cause environmental or public health and safety concerns; and promoting cost-effective development patterns and standards to minimize land consumption and servicing costs, among others. The 2014 PPS specifically requires the provision of a “range and mix” of residential development.

Based on the CMHC Rental Market Report, as of 2017, there were 293 private rental apartment units in the Town. This does not include units in publicly owned rental apartment buildings, private rental townhouse units, condominium units that are rented out, secondary suites, or other types of rental accommodation that may exist. According to the 2011 National Household Survey, there were 8,155 private households in the Town, of which 1,160 of those

households rented their housing unit. Based on this data, it is clear the CMHC Rental Market Report captures only a portion of the entire rental housing stock within the Town of Amherstburg.

The proposed conversions will not alter the current mix of housing types; only tenure is affected. As a result, the current range of housing and supply of housing will be unaffected. Generally, in condominium conversion applications, security of tenure is provided for existing tenants through the Residential Tenancies Act. In this case, the Owner intends to maintain all existing units as rental following the proposed conversion. The proposed conversion is being requested for administrative, legal and financial reasons as detailed in Section 1.0 and 2.0 of this report. As a result, no residential units will be lost through the proposed conversions.

The proposed applications for Draft Plan of Condominium are consistent with the PPS as the subject lands presently contain high density residential development and are on full-municipal services. The change in ownership of these apartment units will not impact the range and mix of housing within the Town as no new development is planned and no loss of units will occur as a result of the proposed conversion. Further, there are no policies in the PPS related to tenancy of housing.

4.3 County of Essex Official Plan

The County of Essex Official Plan was adopted in February 2014 and approved by the Ministry of Municipal Affairs and Housing in April 2014. The County of Essex Official Plan establishes a policy framework for managing growth, protecting resources and providing direction on land use decisions to 2031. The County is the approval authority for any applications of plan of condominium/condominium conversion in the Town of Amherstburg, thus the relevant policies in the County Official Plan will be addressed in this Planning Report to justify the condominium conversion applications.

4.3.1 Settlement Area Designation

The subject lands are designated Primary Settlement Area by Schedule A1 of the County of Essex Official Plan (**Figure 2**). Primary Settlement Areas are defined in the Official Plan as *“focal areas of public investment as well as a concentration of commercial, recreational, cultural and entertainment uses that accommodate a significant share of population and employment growth”*. Furthermore, Section 3.2.7 of the Official Plan states that: *“The County also specifically encourages residential intensification and redevelopment within Primary Settlement Areas in order to increase their vitality, offer a range of housing choices, efficiently use land and optimize the use of infrastructure and public service facilities”*.

The existing development conforms to these policies of the County of Essex Official Plan. The subject lands are located within a Primary Settlement area and no construction site alteration is proposed.

4.3.2 Condominium Conversion Policies

Section 4.6.2 of the County of Essex Official Plan contains policies related to applications for condominium conversion and states:

“The County of Essex discourages the conversion of rental units to condominium tenure in order to protect the existing stock of rental and affordable housing. The County will consider condominium conversions only where the applicant has

demonstrated to the County's and local municipality's satisfaction that the supply of rental housing has not been reduced. In assessing applications for condominium conversion, the County shall consider the number of new rental units being constructed, as well as the existing supply of affordable housing. The County of Essex shall prepare a procedural manual outlining the process that it will follow for the processing of applications for condominium conversion."

The following sections provide an analysis of the proposed development in the context of the criteria established by Section 4.6.2 of the County Official Plan.

4.3.2.1 IMPACT ON THE SUPPLY OF RENTAL HOUSING

The CMHC Rental Market Report provides information on rental structures with at least three rental units, of which at least one is not ground oriented. The 2017 Rental Market Report considered 293 private rental market apartment units in the Town of Amherstburg. By contrast, the 2011 National Household Survey identified that there were 1,160 households in the Town of Amherstburg that rented their housing unit, indicating that of the 8,155 private households in the Town, 14.2% were of rental tenure. Accordingly, the CMHC Rental Market Report only records approximately one quarter of the rental housing in the Town. It is noted however, the Rental Market Report generally refers to apartment rental units. As the proposed applications relate to this form of housing, the Rental Market Report has been relied on for the purpose of this report.

Combined, the subject properties have 119 rental units, representing 41% of the total existing apartment rental units in the Town, based on the CMHC data. However, the subject properties represent approximately 10.25% of all the total rental units in the Town of Amherstburg, based on the National Household Survey data.

Despite the foregoing, it is Owner's intention to maintain the subject properties as rental. Accordingly, there will be no impact on the overall supply of apartment rental housing in the Town as a result of the proposed conversions.

Table 1, below, provide a summary of the unit types within the subject properties.

Table 1 – Unit Summary			
	421 Dalhousie Street	130 Pickering Drive	Total
1 Bedroom	16	73	89
2 Bedrooms	24	1	25
3 Bedrooms	5	-	5
Total	45	74	119

4.3.2.2 AFFORDABLE HOUSING

The County Official Plan discourages the conversion of rental units to condominium tenure in order to protect the existing stock of rental and affordable housing. The previous sections demonstrated that there will be no impact with to the rental housing supply. With respect to affordable housing, the following demonstrates there will be no impact to affordable housing in the Town of Amherstburg as a result of the proposed conversions.

According to the County Official Plan, *affordable housing* is defined as:

- a) *in the case of ownership housing, the least expensive of:*

- i. housing for which the purchase price results in annual accommodation costs which do not exceed 30 percent of gross annual household income for low and moderate income households; or
 - ii. housing for which the purchase price is at least 10 percent below the average purchase price of a resale unit in the regional market area.
- b) in the case of rental housing, the least expensive of:
- i. a unit for which the rent does not exceed 30 percent of gross annual household income for low and moderate income households; or
 - ii. a unit for which the rent is at or below the average market rent of a unit in the regional market area"

The Town of Amherstburg Official Plan has a slightly different definition of affordable. For the purpose of this analysis, the County's definition has been used as it is more current.

In order to determine the affordable housing threshold, Altus Group undertook a detailed analysis and determined the affordable housing threshold for both rental and ownership housing.

Rental Housing Affordability

Based on the definition, affordable rental equates to a monthly rent does not exceed 30 percent of gross annual household income for low and moderate income households or housing for which the purchase price is at least 10 percent below the average market rent for a unit . Data on rental household incomes for Amherstburg was unavailable so renter household incomes for the Windsor CMA have been used as a proxy. Altus Group determined that affordable rental housing is anything less than \$1,960 per month.

It is noted that, based on the definition in the Official Plan, the rental affordability threshold does not vary based on unit type. This means the affordability threshold of \$1,960 must be applied uniformly to all unit types. As a result, the affordability threshold does not take into account the affordability of a 1-bedroom unit over a 3-bedroom unit

Altus Group reviewed the rent rolls for the subject lands to determine the number of affordable rental units in the subject properties. Table 2 provides an estimate of the affordability of the various units in the subject buildings, based on the calculated affordable rental threshold in the Town of \$1,960:

Table 2 – Affordability Summary			
	<i>Affordable</i>	<i>Mid-range to High-end</i>	<i>Total</i>
421 Dalhousie	41	4	45
130 Pickering	74	0	74
Total	115	4	119

Based on the foregoing, all units at 130 Pickering and 41 of the 45 units at 421 Dalhousie are considered to be affordable. Nonetheless, the proposed conversion to condominium ownership will not result in the removal of affordable rental units from the rental stock as the Owner intends to maintain the units as rental housing. Therefore the conversion will not affect the supply of affordable rental housing in the Town.

Further, by converting the apartment units in both buildings to condominium, there may be a property tax reduction. As required by the Residential Tenancies Act, any savings as a result of a tax reduction must be passed onto the tenants in the form of a rent reduction as determined

in accordance with the formula set out in the Act. The estimated potential rent reductions for the buildings are as follows:

- 421 Dalhousie - \$50-\$75 per unit, per month
- 130 Pickering - \$10-\$15 per unit, per month

It is noted that rent reductions cannot be confirmed until adjusted tax rates are known.

Based on potential rent reductions Altus Group calculated that between one and two additional units would meet the definition of affordable rental housing, depending on the amount of the rent reduction. Accordingly, as a result of the conversion, between 115 and 117 units may be considered to be affordable rental.

Ownership Housing Affordability

Altus Group calculated the threshold for affordable home ownership using the 2016 census data for the Town of Amherstburg Household Income Ranges per the definition in the County's Official Plan. The County's definition of affordable housing ownership is the lesser of a unit for which the purchase price results in an accommodation cost that does not exceed 30 percent of gross annual household income for low and moderate income households or housing for which the purchase price is at least 10 percent below the average purchase price of a resale unit.

Altus Group determined the affordable homeownership threshold of \$391,772. Any unit sold for less than this amount would be considered to be affordable.

In the event that the units in the building were to be sold to individuals the prices would range from \$141,300 to \$223,950 in the 421 Dalhousie building, and from \$96,500 to \$152,700 in the 130 Pickering building. Thus, if the units were sold to individual owners, based on the values of the units in the two buildings, all 119 units would be considered affordable ownership housing. Accordingly, the same of units in the buildings would result in the creation of new affordable ownership housing opportunities.

Despite the foregoing, all units will be maintained as rental. Therefore affordable home ownership opportunities will not occur as a result of the condominium conversion applications. The analysis of the impact of the proposed conversion on affordable home ownership has been included for information purposes only.

It is noted that the County's definition of 'affordable' does not require that condominium fees be taken into account. Condominium fees can vary significantly between buildings but typically range from \$0.40 to \$1.00 per square foot per month. In the City of Windsor, condominium fees average roughly \$0.48 per square foot per month. Condominium fees for the proposed conversions have not been estimated at this time as they are not required if the building is maintained as rental.

4.3.3 County Official Plan Summary

Based on the above analysis, the proposed condominium conversions should not be discouraged as the approval will not affect the existing stock of rental housing or the supply of affordable housing. In fact, additional affordable rental housing opportunities may be created as a result of the pass-through tax savings required by the Residential Tenancies Act for condominium conversions. Although the units are planned to be maintained as rental, in the event that they were sold as condominium units, all would be considered affordable ownership based on the County's definition.



**Figure 5:
County of Essex
Official Plan-
Schedule A1**

LEGEND

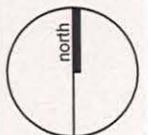
-  Subject Lands
-  Settlement Areas
-  Natural Environment

DATE: June 26, 2017

SCALE: NTS

FILE: 10139R/S

DRAWN: GC



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Parcel A - 421 Dalhousie Street
Parcel B - 130 Pickering Drive,
Amherstburg, Ontario

Source: County of Essex Official Plan, Schedule A1

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4.4 Town of Amherstburg Official Plan

The Town of Amherstburg Official Plan was adopted in 2010. The Plan provides direction for future planning activities aimed at improving the existing physical environment. The Official Plan is a comprehensive document which contains goals, objectives, policies and schedules.

4.4.1 *High Density Residential Designation*

The subject lands are designated High Density Residential by the Town of Amherstburg Official Plan, Schedule B2 (**Figure 3**). Uses which are permitted in the High Density Residential areas include: horizontal multiples, apartments, limited home occupation uses, and public uses. For all uses, the maximum density must not exceed 150 dwelling units per gross hectare. The existing buildings conform to the policies of the High Density Residential policies of the Town of Amherstburg Official Plan.

4.4.2 *Condominium Conversion Policies*

The Town of Amherstburg Official Plan contains several policies relating to condominium conversion. **Section 4.2.3 (9)** states that *"the conversion of existing residential accommodation to condominium tenure presents a different, as well as a somewhat more difficult, situation than does new construction"*, as existing buildings may have been constructed to different standards that are lower than current standards. According to the Town Official Plan, problems may be encountered in attempting to upgrade existing developments in accordance with present policies, standards and criteria.

Another concern of the Town is relates to vacancy rates and states:

"problems may also be encountered in a situation where rental housing vacancy rates are low and, although tenants in existing projects cannot be legally displaced, condominium improvements may result in rent increases that result in current tenants being faced with finding suitable alternate accommodation in a housing market that provides little choice and opportunity".

For these reason, the Town will only approve condominium conversion applications when it can be shown that such conversion will not significantly impact the rental housing market and prevent current tenants from continuing to live in their homes.

The proposed conversions will have no impact on the supply of rental housing and will not result in tenants vacating their homes. The proposed conversions are being requested for legal, administrative and financial reasons and are considered to be technical in nature. The Owner does not intend to sell any of the units and, if necessary, an agreement could on title restrict the sale of any unit for a ten-year time period in order to further secure the long-term use of the subject lands as rental.

Further, the Residential Tenancies Act guarantees lifetime security of tenure and the right of first refusal to purchase rental unit in the event they are sold as condominium units (which is not the case in this scenario) in cases of condominium conversions.

With respect to the condition of the buildings, it is understood that a Building Condition Assessment ("BCA") would be provided as part of a condition of approval for the condominium conversion with the completion of identified improvement/upgrades occurring

prior to registration. An additional benefit the condominium conversion could be that additional funds may become available through the tax reduction and property assessment increase which could be invested back into the building.

4.4.2.1 Criteria for Conversion

Section 4.2.3(9) of the Official Plan outlines the criteria to be evaluated in applications for condominium conversion. The following provides an assessment of the proposed conversions against these criteria:

- a) any or all of the matters contained in Section 51 of the Planning Act, as amended from time to time;*

Section 4.1 of this report provides an assessment of the proposed development against the relevant policies of the Planning Act.

- b) the overall mix of residential housing types in the Town;*

Section 4.3.2 of this report provides information regarding the overall mix of residential housing types in the Town.

The proposed condominium conversions will not impact the overall mix of residential housing types in the Town as no construction or demolition is proposed and there will be no loss of units as a result of the proposed conversion.

- c) the most current vacancy rate for rental accommodation in the Town;*

Section 6.6.3(d) of the Official Plan provides that the Town shall encourage and assist in the production of an adequate supply and mix of affordable housing by, among other things, promoting a 3% vacancy rate for rental housing and discourage demolitions or conversions when the vacancy rate is 3% or less.

At this time, the vacancy rate for the Town of Amherstburg is 1.6%, based on the 2017 CMHC Rental Market Report. However from 2011-2014, the vacancy rates for rental units in the Town of Amherstburg have ranged from 4.4% to 5.9%. The vacancy rate decreased to 2.5% in 2015 and then rose 2016 to 3.8% in 2016. Historic vacancy rates in the Town were considered to be healthy.

Despite the foregoing, the proposed condominium conversion will not impact the rental housing supply in the Town of Amherstburg as it is the intention of the Owner's to maintain the buildings as rental. Further, the Owner's agree to register an agreement on title requiring the buildings to be maintained as rental for a minimum ten-year period.

Realstar has completed eleven condominium conversions over the past ten years and have not sold a single unit in any of the buildings converted to condominium.

- d) the suitability of the development for conversion in terms of the policies, standards and criteria adopted by the Town from time to time; and*

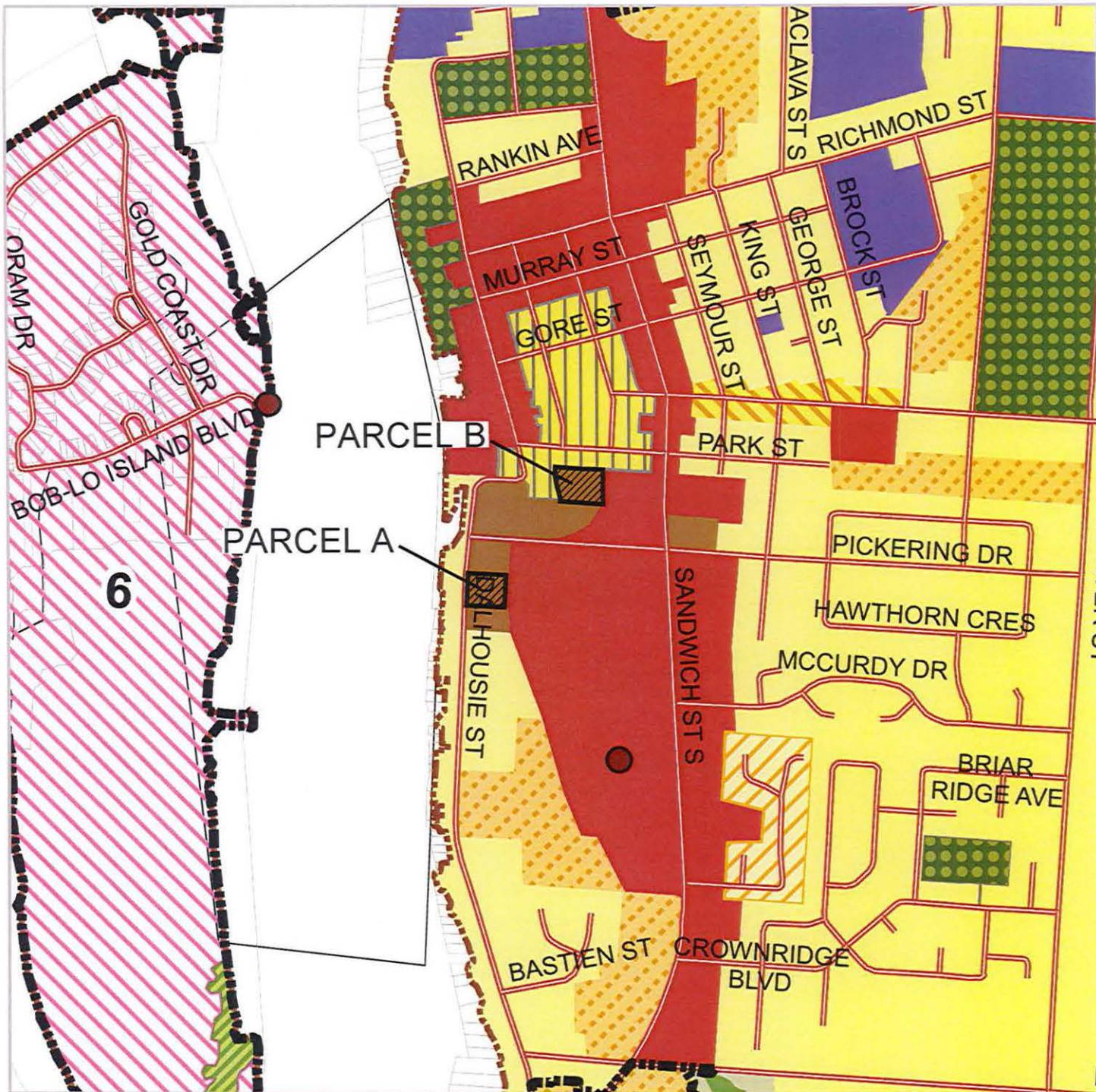
The only policies related to condominium conversions are those found in the County and Town Official Plans. This report demonstrates that the proposed conversions conform to these policies.

- e) the effect on the provision of affordable housing and the provision of information on the effect on vacancy rates.*

As previously mentioned in this report, 115 of the 119 units constitute affordable rental housing. However the owner intends to maintain these units as rental, despite the application for condominium conversion. Thus, the proposed conversion to condominium ownership will not result in the removal of affordable rental units from the rental stock and therefore will have no effect on the supply of affordable housing. In fact, as set out at Section 4.3.2.2 some additional affordable rental opportunities may be created as a result of pass-through tax savings and all units would be considered affordable ownership in the event that they were sold.

4.4.3 *Town Official Plan Summary*

Based on the foregoing, the proposed condominium conversion conforms to the Town of Amherstburg Official Plan. The proposed condominium conversions will result in upgrades to the existing buildings and will not negatively impact the Town's supply of affordable housing or rental housing. Further, the Residential Tenancies Act secures tenancy and rent for existing tenants.



**Figure 5:
Town of
Amherstburg
Official Plan-
Schedule B2**

Parcel A - 421 Dalhousie Street
Parcel B - 130 Pickering Drive,
Amherstburg, Ontario

LEGEND

Subject Lands	Heritage Residential
Agricultural	Modular Home Residential
Settlement Area Boundary	Neighbourhood Commercial
Provincially Significant Wetlands	General Commercial
Natural Environment	Special Industrial
Woodlots	Light Industrial
Low Density Residential	Heavy Industrial
High Density Residential	Extractive Industrial
Medium Density Residential	Institutional
Office Residential	Closed Landfill Site
Recreational Development	Open Landfill Site
Open Space	Sewage Treatment Facility
Special Policy	

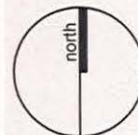
Source: Town of Amherstburg Official Plan, Schedule B2

DATE: June 26, 2017

SCALE: NTS

FILE: 10139R/S

DRAWN: GC



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4.5 Town of Amherstburg Zoning By-law 1999-52

The subject lands are zoned Residential Multiple Second Density by the Town of Amherstburg Zoning By-law 1999-52 ("the Zoning By-law"). The RM2 zone permits a range of residential building types, including multiple dwelling types, the current use on the subject lands.

Parcel A

- Zoned Residential Multiple Second Density (RM2)

Parcel B

- Zoned Residential Multiple Second Density (RM2)
- The lands at 130 Pickering have been subject to minor variance application A/12/12.
 - Minor variance application A/12/12, approved on July 17th, 2012 is to grant relief from Section 11(3)(t) of the Zoning By-law requiring a minimum lot frontage of 30 m in an RM2 Zone.

In 1978, the Essex County Land Division Committee granted a consent to convey the property but did not require a minor variance permitting the creation of a new lot without frontage onto a public road as a condition of the consent. As a result, Parcel B does not have frontage along a public road, thus access is provided as a result of easements granted over Parts 4 and 5, Plan 12R-3716. The following variance was granted: 0 metre lot frontage onto a public road, whereas 30 m was required.

Based on the foregoing, both properties comply with the requirements of the Town of Amherstburg Zoning By-law 1999-52.

5.0 SUMMARY & CONCLUSIONS

It is our opinion, as outlined in this report, that the proposed Draft Plans of Condominium should be considered for recommendation by staff and approved by Council for the following reasons:

1. The proposed condominium conversions are consistent with the Provincial Policy Statement, 2014;
2. The proposed condominium conversions are conform to the policies of the County of Essex Official Plan and satisfy the criteria for consideration of a conversion;
3. The proposed condominium conversions are conform to the policies the Town of Amherstburg Official Plan and satisfy the criteria for consideration of a conversion;
4. The proposed condominium conversions are conform to the performance standards of the Town of Amherstburg Zoning By-law;
5. The proposed condominium conversions will not impact the supply of rental housing as the units are to be maintained as rental;
6. The proposed condominium conversions will not impact the supply of affordable rental as no rent increases will occur and any tax savings resulting from the condominium conversions will result in a rent reduction, as required by the Residential Tenancies Act.

We request that this report and all supporting material related to the applications be deemed complete and that the applications be processed.

Respectfully submitted,



David W. Aston, MSc, MCIP, RPP
Vice President & Partner
MHBC Planning



Emily Elliott, BES, MCIP, RPP
Associate
MHBC Planning

APPENDIX A

Tenant Notices regarding Condo Conversion

December 4th, 2017
Residents of
Dalhousie Place
421 Dalhousie St,
Amherstburg, ON

Dear Resident(s):

This letter is an update that our application made to the City of Amherstburg that will be going in front of city council in the coming months.

As a reminder, the application is to change the legal structure of the apartment building to a condominium. The current landlord will remain the owner of the condominium. Normally in a condominium, the individual apartments are sold off. In the case of Dalhousie Place, the owner has no intention to sell any apartment units to residents or third parties. We have completed 11 such conversions for these owners over the past decade, and they have yet to sell a single unit.

The landlord requested we make it clear that this change is being done strictly for administrative, legal and financial reasons. The landlord will continue to operate the building as a rental apartment providing the same high level of customer service with the hopes of retaining all residents for the long-term.

The benefit to all current residents is that we anticipate there will be a property tax reduction as a result of the conversion. Under the Ontario Residential Tenancies Act (RTA) you will be entitled to receive a rent reduction equal to the landlords per suite property tax reduction. While there can be no guarantee, our previous experience in condominium conversions in Ontario is that they generate tax reductions ranging from a low of \$10 per suite per month to a high of \$35 per suite per month.

As an added benefit, after the condominium conversion, your residency continues to be governed by the Ontario RTA in the same way as before. The RTA declares that you have the right to residency in the building; this means the owner cannot by law terminate your residency to sell your suite to someone else. In fact, if the landlord ever decides to sell your suite, you have a first right to buy the unit. Regardless of this, you will still have a lifetime right to remain as a resident in your apartment unit under the terms of your current lease.

Should you have any other questions about the process, you can always call me at 416-966-8096, and I would be more than happy to discuss them with you. Alternatively, you can provide your contact information to the site staff, and I will call you. Furthermore, we will update residents as our application proceeds.

In summary, let me assure you that the changes we are proposing will not have any negative impact on your residency. In fact, you will notice no change to the building at all after the conversion is complete other than as noted above, you will receive a monthly rent reduction equal to the property tax reduction.

Yours truly,



Brandon Francis
Asset Management

April 3rd, 2017
Residents of
Dalhousie Place
421 Dalhousie St,
Amherstburg, ON

Dear Resident(s):

This letter is to inform you of an application we recently made to the City of Amherstburg.

The application is to change the legal structure of the apartment building to a condominium. The current landlord will remain the owner of the condominium. Normally in a condominium, the individual apartments are sold off. In the case of Dalhousie Place, the owner has no intention to sell any apartment units to residents or third parties. We have completed 11 such conversions for these owners over the past decade, and they have yet to sell a single unit.

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Yours truly,



Brandon Francis
Asset Management

APPENDIX B

Senior's Focussed Strategy

WELCOME TO DALHOUSIE PLACE

Dalhousie Place: Dalhousie Street and Pickering Drive

Join the lively community at Realstar's Dalhousie Place apartments in Amherstburg. This neighbourhood prides itself on having beautiful parks, access to the waterfront and the splendor of the Detroit River and Lake Erie; where boating and fishing are favourite pastimes for **active adult residents**.

Our suites

Each clean and spacious suite features a private balcony with great views of the waterfront or green space. Choose from one, two or three-bedroom apartments that is always freshly painted before you move in. With utilities included, monthly budgeting is easy.

Our perks

The Dalhousie Place community offers an on-site laundry and storage facility. There's a social room that's perfect for entertaining large parties or joining the many resident events hosted by the on-site management team. You can feel safe and secure in your new rental apartment with underground parking, power-assist entry doors, controlled access and a CCTV system in the lobby. On-site professional staff is available 24/7 to ensure your needs are met and that the property is well-maintained.

WELCOME TO PICKERING TOWER APARTMENTS

Pickering Tower Apartments: Dalhousie Street and Pickering Drive

Realstar's Pickering Tower is a charming high-rise apartment community in central Amherstburg offering carefree living for mature adults. It has beautiful views of the Detroit River and Boblo Island. Live just a short walk to local shops, restaurants and the waterfront.

Our suites

These apartments for rent in Amherstburg feature newly renovated suites that allow plenty of natural light into your home. Choose from spacious layouts of our one-bedroom suites with large, private balconies offering beautiful views of the surrounding parkland and waterfront. All suites have extra storage and utilities are included for your convenience.

Our perks

Pickering Tower boasts a variety of features that make it a landmark in this community. Residents have access to a fitness facility, a recreation room with billiards table and a social room where many resident events are held. For your convenience, there is an on-site laundry facility and secure underground parking for all residents. Friendly on-site management staff host numerous events and social gatherings throughout the year, making this **adult living community** truly feel like home.

APPENDIX C

Schedules of Easements

LEGAL DESCRIPTION AND EASEMENTS

PIN 70566 -0057 (LT)

421 Dalhousie Street South, Amherstburg

Parcel A

Part of Lot 3, Concession 1, Plan 12R-4482, being Part 6, Reference Plan 12R-4482, and Parts 41 and 42, Reference Plan 12R-7753.

SUBJECT to a right of way over Part 6, Plan 12R-4482 as in R41757.

TOGETHER with an easement over Part 4, Plan 12R-4482 as in R41756.

SUBJECT to an easement over Part 2, Plan 12R-22796 as in CE341033.

Being all of PIN 70566 -0057 (LT).

DRAFT

LEGAL DESCRIPTION AND EASEMENTS

PIN 70566-0040 (LT)

130 Pickering Drive, Amherstburg

Parcel B

Part of Lot 3, Concession 1, Plan 12R-4371, being Parts 1 and 2, Reference Plan 12R-4371.

TOGETHER with a right of way for ingress and egress to Pickering Drive over Parts 4 and 5, Plan 12R-3716 as in LT30424.

SUBJECT to easement over Parts 2 and 4, Plan 12R-16301 as in LT246669.

SUBJECT to easement on PARTS 6 and 8, Plan 12R-16301 as in LT257655.

TOGETHER with a right of way for ingress and egress over Part 2, Plan 12R-4371 as in LT37273.

Being all of PIN 70566 -0040 (LT).

DRAFT



regs@erca.org
P.519.776.5209
F.519.776.8688

360 Fairview Avenue West
Suite 311, Essex, ON N8M 1Y6

May 31, 2018

Mr. William J. King, Manager of Planning Services
Corporation of the County of Essex
360 Fairview Avenue West, Suite 302
Essex, Ontario N8M 1Y6

Dear Mr. King:

RE: Application for Draft Plan of Condominium 37-CD-18003
421 DALHOUSIE ST
ARN 372905000002100; PIN: 705660057
Applicant: 421 DALHOUSIE APARTMENTS LIMITED

The following has been reviewed based on our mandate and existing board-approved policies and procedures of the Essex Region Conservation Authority (ERCA) with regard to Draft Plan of Condominium 37-CD-18003. It is our understanding that the purpose of this Draft Plan of Condominium is for the "conversion of an existing rental building" only, where no additional development is being proposed.

NATURAL HAZARD POLICIES OF THE PPS, 2014

We have reviewed our floodline mapping for this area and it has been determined this site is **not** located within a regulated area that is under the jurisdiction of the ERCA (Section 28 of the *Conservation Authorities Act*). As a result, a permit is not required from ERCA for issues related to Section 28 of the *Conservation Authorities Act*, Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulations under the *Conservations Authorities Act*, (Ontario Regulation No. 158/06).

WATER RESOURCES MANAGEMENT

Our office has reviewed the proposal and has no concerns relating to stormwater management.

NATURAL HERITAGE POLICIES OF THE PPS 2014

The subject property is not within or adjacent to any natural heritage feature that may meet the criteria for significance under the Provincial Policy Statement (PPS 2014). Based on our review, we have no objection to the application with respect to natural heritage policies.

FINAL RECOMMENDATION

Based on our review, we have no conditions to add to the Draft Plan approval.

Mr. King
May 31, 2018

If you have any questions or require any additional information, please contact the undersigned.

Sincerely,



Corinne Chiasson
Resource Planner
/cor



Janine Mastronardi

From: ONTUGLLandsINQ <ONTUGLLandsINQ@uniongas.com>
Sent: Thursday, June 07, 2018 2:37 PM
To: Janine Mastronardi
Subject: RE: Notice of Public Meeting- Condo Conversions- 130 Pickering & 421 Dalhousie, Amherstburg

Thank you for your correspondence with regards to draft plan of approval for the above noted project.

It is Union Gas Limited's ("Union") request that as a condition of final approval that the owner/developer provide to Union the necessary easements and/or agreements required by Union for the provision of gas services for this project, in a form satisfactory to Union.

Should you require any further information, please contact the undersigned.

Mary Jane Patrick

Analyst, Land Services
Union Gas Limited | An Enbridge Company
50 Keil Drive North | Chatham, ON N7M 5M1
Tel: 519.436.4600 ext 5004578
email: mpatrick@uniongas.com
uniongas.com | [Canada's Top 100 Employer](#) | [Facebook](#) | [Twitter](#) | [LinkedIn](#) | [YouTube](#)

From: Janine Mastronardi [<mailto:jmastronardi@amherstburg.ca>]
Sent: June-06-18 3:54 PM
To: Giovanni (John) Miceli; Antonietta Giofu; Todd Hewitt; Ron Meloche; Paula Parker; Angelo Avolio; Rob Unis; Michelle Lavin-Faucher; Paula Parker; ONTUGLLandsINQ; 'Executivevp.lawanddevelopment@opg.com'; planning@erca.org; Denise Kimmerly (denise_kimmerly@wecdsb.on.ca)
Subject: [External] Notice of Public Meeting- Condo Conversions- 130 Pickering & 421 Dalhousie, Amherstburg

Good afternoon,

As per Planning Act regulations please find attached the circulation of two Notices of Public Meeting and Planning Justification Report for the proposed Plan of Condominium (condominium conversion) at 130 Pickering and 421 Dalhousie in the Town of Amherstburg, for your information and comments.

Please provide the Town with any comments by as soon as possible.

Regards,
Janine

Janine Mastronardi

Planning Office Clerk
Town of Amherstburg - Libro Centre
3295 Meloche Rd., Amherstburg, Ontario, N9V 2Y8
Tel: 519-736-5408 ext 2134 Fax: 519-736-9859 TTY: 519-736-9860

RECEIVED

JUN 22 2018

Town of Amherstburg

██████████-421 Dalhousie St.
Amherstburg ON N9V 3L2

T: ██████████

C: ██████████

E: ██████████

June 22, 2018.

Ms. Rebecca Belanger, MCIP, RPP
Manager of Planning Services
Libro Centre, Town of Amherstburg
3295 Meloche Road
Amherstburg ON N9V 2Y8.

County of Essex
360 Fairview Ave. West
Essex ON N8M 1Y6

RE: File # 37-CD-18003

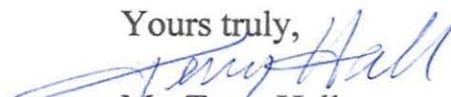
I am resident and tenant in apartment ██████████ of the Applicant Realstar's building 421 Dalhousie Apartments Limited, which is the subject of the file Application.

The Planning Act, RSO 1990, c. P13, s. 51(24) permits the County and Town to impose conditions for approval. I request that the following conditions be required for any approval of the Application in regard to the above building. Page references are to the Planning Justification Report ("PJR").

1. All units remain as "rental units" of the Applicant (PJR 2, 4, 8, 9, 14, 15).
2. An agreement of the Applicant and County and Town be registered on title to maintain the building as rental (PJR 2, 15, 16(c)).
3. All "identified improvements and upgrades" be completed and their costs borne by the Applicant and not passed to the tenants (PJR 17) using the tax savings. Examples are:
 - upgrade to old original elevators,
 - improvements to stop water leakage in parking garage and on roof.
4. The cost of future improvements and upgrades will be governed by the Residential Tenancies Act and not the Condominium Act.
5. No rents will increase as a direct result of the conversion.
6. The Applicant will remain responsible for the maintenance of the building and units therein.

I request that the County of Essex forward to me a copy of its decision.

Yours truly,



Mr. Terry Hall

From: [REDACTED]
To: [Sarah Sinasac](#)
Subject: 421 Dalhousie St. - Plan of Condominium - CONFIDENTIAL
Date: June-14-18 11:13:57 AM

Hello Sarah:

Following up on our phone conversation this morning, I have a question about the Proposed Plan of Condominium for 421 Dalhousie St., Amherstburg, ON N9V 3L2.

If the building is converted to a condominium will government rent guidelines still apply? In other words, since the building will no longer be considered a rental property, but rather a condominium property, will government rent controls continue to apply?

Since we will be out of the country on June 25, 2018 we will be unable to attend the public meeting.

Thank you for considering this question.

And, as we discussed, please remove my name, and email, from the public record.

Sincerely,

[REDACTED]



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF PLANNING, DEVELOPMENT & LEGISLATIVE SERVICES

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: Rebecca Belanger	Report Date: July 3, 2018
Author's Phone: 519 736-5408 ext. 2124	Date to Council: July 23, 2018
Author's E-mail: rbelanger@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: Zoning By-law Amendment for 8035 Gardiner Crescent

1. RECOMMENDATION:

It is recommended that:

1. The report from the Manager of Planning Services dated July 3, 2018, regarding the proposed Zoning By-law Amendment for 8035 Gardiner Crescent, **BE RECEIVED**; and,
2. **By-law 2018-65** being a by-law to amend Zoning By-law No. 1999-52, be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

2. BACKGROUND:

The Statutory Public Meeting was held at 5:00 p.m., June 25, 2018, to hear public comments on an application for a Zoning By-law Amendment for 8035 Gardiner Crescent. The Zoning By-law Amendment will change the zoning for the subject lands from the "Residential First Density (R1) Zone" to "Special Provision Residential First Density (R1-13) Zone" to permit the construction of a residential accessory structure in a required exterior side yard. The parcel is designated Low Density Residential in the Town's Official Plan. The rezoning conforms to the applicable Official Plan policies.

3. DISCUSSION:

The subject lands affected by the proposed amendment are described as Part of Lots 13 & 14, Plan 12M-285, designated as Parts 1 & 7, 12R-15146, municipally known as

8035 Gardiner Crescent. The property has approximately 98.43 ft of frontage and an irregular depth with an area of 8287 sq ft.

The effect of the Zoning By-law Amendment will be to permit the proposed accessory structure in the exterior side yard and will also allow for a reduced exterior side yard minimum of 1.5 m from the currently required 7.5 m setback. The site specific zoning will also allow for an increase in total accessory structure lot coverage of 11.6% from the currently permitted 10%. The By-law Amendment will result specifically in an increased accessory structure lot coverage of 133 sq ft. The property owner has committed to accessing the proposed accessory structure from the rear yard, and that a door of any kind will not be located on the north or west walls.

The subject property is located within the Town of Amherstburg's Secondary Settlement Area. Section 1.1.3.1 of the Provincial Policy Statement (PPS) states that "Settlement Areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted". The proposed Zoning By-law Amendment would appear to be in conformity with the PPS.

The proposed Zoning By-law Amendment also appears to be in conformity with the County of Essex's Official Plan. The proposed development on the subject site is in conformity with Section 3.2.2(i) which is Settlement Area Goal i) which states "promote residential intensification within Primary Settlement Area, and to a lesser extent, within full serviced Secondary Settlement Areas".

The location of the proposed accessory building is adjacent to a cul-de-sac with limited vehicular traffic. It is anticipated that the location of the proposed building will not have impact on traffic movement in the neighbourhood.

4. RISK ANALYSIS:

The recommendation presents little to no risk to the municipality.

5. FINANCIAL MATTERS:

All costs associated with the application are the responsibility of the applicant. Support of residential operations promotes stability in residential assessment base.

6. CONSULTATIONS:

No members of the public spoke at the Statutory Public Meeting and no comments were provided by the public in regard to the application for the Zoning By-law Amendment for 8035 Gardiner Crescent.

The proposed Zoning By-law Amendment was published and circulated to the required agencies, property owners and municipal departments in accordance with the requirements of the Planning Act, R.S.O. 1990, c.P. 13 and associated regulations.

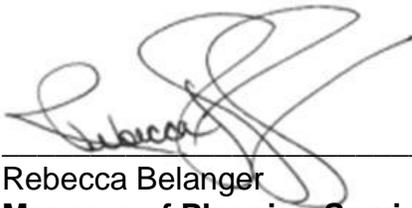
The Essex Region Conservation Authority (ERCA) has stated that the lands are not located within a regulated area that is under their jurisdiction. ERCA has no objection to this application.

The Engineering and Public Works Department identified no objection to the application.

The Fire Department identified no objection to the application.

7. CONCLUSION:

Administration recommends that Zoning By-law 2018-65 be approved by Council, given three readings and finally passed and the Mayor and Clerk be authorized to sign same.



Rebecca Belanger
Manager of Planning Services

jm

DEPARTMENTS/OTHERS CONSULTED:

Name: Office of Engineering and Public Works
Phone #: 519 736-3664 ext. 2313

Name: Building Services
Phone #: 519-736-5408 ext. 2136

Name: Fire Services
Phone #: 519-736-6500

Name: Union Gas
Email: ONTUGLandsINQ@uniongas.com

Name: Ontario Power Generation
Email: Executivevp.lawanddevelopment@opg.com

Name: Essex Region Conservation Authority
Phone #: 519-776-5209

Name: Windsor Essex Catholic District School Board
Phone #: 519 253-2481

Name: Greater Essex County District School Board
Phone #: 519 255-3200

Report Approval Details

Document Title:	Zoning By-law Amendment for 8035 Gardiner Crescent.docx
Attachments:	- Report to Council- July 23- Zoning By-law Amendment for 8035 Gardiner Crescent- ATTACHMENTS.pdf
Final Approval Date:	Jul 11, 2018

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



Mark Galvin - Jul 9, 2018 - 11:17 AM



Cheryl Horrobin - Jul 9, 2018 - 5:37 PM – ACTING CAO



Paula Parker - Jul 11, 2018 - 1:52 PM



Town of Amherstburg
ZBA/10/18- 8035 Gardiner Crescent

GARDINER



8035

8037

8039

MCGREGOR CRT

8105

CORPORATION OF THE TOWN OF AMHERSTBURG
NOTICE OF PUBLIC MEETING

TAKE NOTICE that the Council of the Corporation of the Town of Amherstburg will hold a public meeting on **Monday, June 25, 2018 commencing at 5:00 p.m.** in the Town of Amherstburg Council Chambers, 271 Sandwich Street South, Amherstburg, Ontario, to consider a proposed amendment to the Town of Amherstburg Zoning By-law 1999-52 under Section 34 of the Planning Act, RSO 1990 cP.13.

THE SUBJECT LAND affected by the proposed amendment is described as a portion of Part of Lots 13 & 14, Plan 12M-285, designated as Parts 1 & 7, 12R-15146, municipally known as 8035 Gardiner Crescent. The property has 98.43 ft of frontage and an irregular depth with a total area of 8287 sq ft (see key map below).

THE PURPOSE OF THE AMENDMENT is to change the zoning of the subject lands noted above from the “**Residential First Density (R1) Zone**” to “**Special Provision Residential First Density (R1-13) Zone**” to permit the construction of a residential accessory structure in a required exterior side yard and to permit an increased accessory structure lot coverage. The parcel is designated Low Density Residential in the Town’s Official Plan.

THE EFFECT OF THE ZONING BY-LAW AMENDMENT will be to allow for the full range of residential uses on the subject property. The zone change will permit the purposed accessory structure in the exterior side yard, will allow for a reduced exterior side yard minimum of 1.5 m from the currently required 7.5 m setback, and will allow for a total accessory structure lot coverage of 11.6%.

ANY PERSON may attend the public meeting and/or make written or verbal representation in support of or in opposition to the proposed Zoning By-law Amendment.

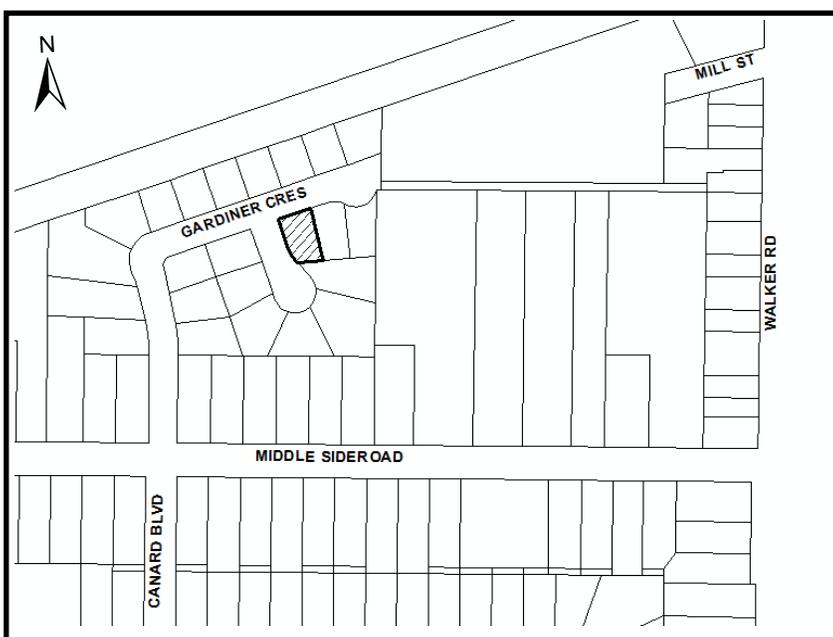
IF A PERSON OR PUBLIC BODY would otherwise have an ability to appeal the decision of the Council for the Corporation of the Town of Amherstburg to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Corporation of the Town of Amherstburg before the by-law is passed, the person or public body is not entitled to appeal the decision.

IF A PERSON OR PUBLIC BODY does not make oral submissions at a public meeting, or make written submissions to the Corporation of the Town of Amherstburg before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there is reasonable grounds to do so.

ADDITIONAL INFORMATION relating to the proposed Zoning By-law Amendment (File No. ZBA/10/18) is available for inspection at the Town of Amherstburg Planning Offices at the Libro Centre, 3295 Meloche Road, during normal office hours, 8:30 a.m. to 4:30 p.m. or at the Town website www.amherstburg.ca. If you wish to be notified of the passage of the proposed by-law you must make a written request to the Town at the address below.

DATED at the Town of Amherstburg this 4th day of June, 2018.

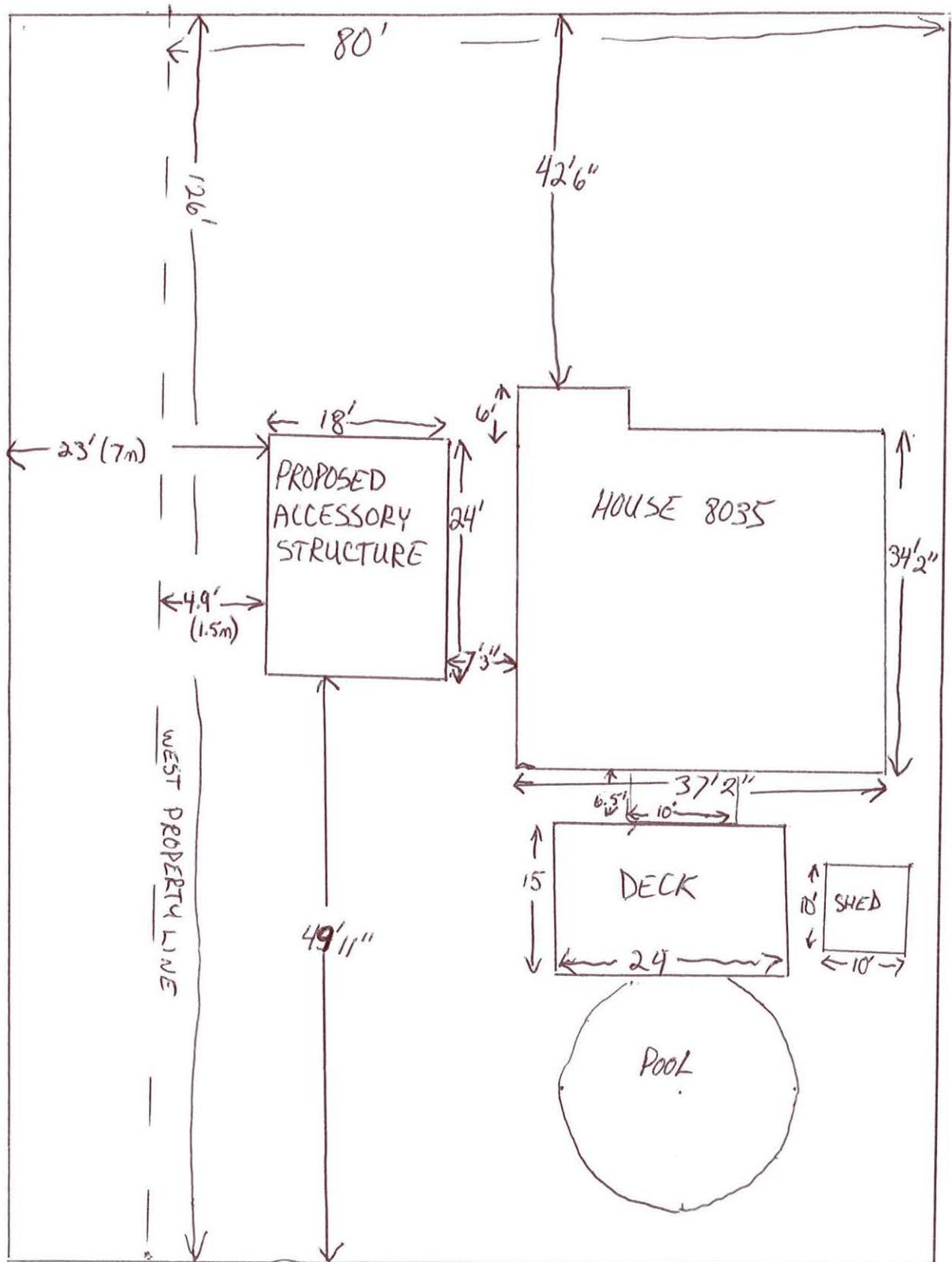
KEY MAP



Rebecca Belanger, MCIP, RPP
Manager of Planning Services
Town of Amherstburg
Libro Centre
3295 Meloche Road
Amherstburg, Ontario N9V 2Y8
Telephone: (519) 736-5408
Fax No. (519) 736-9859
Website: www.amherstburg.ca

GARDINER CRESCENT

MCGREGOR COURT



1cm = 6ft.

**CORPORATION OF THE TOWN OF AMHERSTBURG
BY-LAW NO. 2018-65**

**By-law to amend Zoning By-law No. 1999-52
8035 Gardiner Crescent, Amherstburg**

WHEREAS By-law 1999-52, as amended, is a land use control by-law regulating the use of lands and the character, location and use of buildings and structures within the Town of Amherstburg;

AND WHEREAS the Council of the Town of Amherstburg deems it appropriate and in the best interest of proper planning to amend By-law 1999-52, as herein provided;

AND WHEREAS this By-law conforms to the Official Plan for the Town of Amherstburg;

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

1. Schedule "A", Map 18 of By-law 1999-52, as amended, is hereby amended by changing the zone symbol on those lands shown as "Zone Change from R1 to R1-13" on Schedule "A" attached hereto and forming part of this By-law from "Residential First Density (R1) Zone" to "Special Provision Residential First Density (R1-13) Zone".
2. THAT Section 3(1)(b) of By-law 1999-52, as amended, not apply to the subject property.
3. THAT the last sentence in Section 3(1)(d)(i) of By-law 1999-52, as amended, stating "An accessory structure is not permitted in an exterior side yard." not apply to the subject property.
4. THAT Section 3(29) of By-law 1999-52, as amended, not apply to accessory structures built on the subject property.
5. THAT Section 5(4) of By-law 1999-52, as amended, is hereby amended by adding a new subsection (l) as follows;

“(l) R1-13 (8035 Gardiner Crescent)

Notwithstanding any other provisions of this By-law to the contrary including Sections 3(1)(d)(i) and 3(29), within any area zoned R1-13 on Schedule "A" hereto, the zone requirements of Section 5 of the By-law shall apply with the exception of the following:

- | | | |
|------|------------------------------------------------------------------|--------|
| (i) | Exterior Side Yard Width for an
Accessory Structure (Minimum) | 1.5 m |
| (ii) | Maximum Lot Coverage for Accessory Structures | 11.6%” |

6. THAT all other appropriate regulations for the use of land and the character, location and use of buildings and structures conforms to the regulations of the Commercial General Zone, as applicable and all other general provisions or regulations of By-law 1999-52, as amended from time to time.

THIS By-law shall take effect from the date of passage by Council and shall come into force in accordance with Section 34 of the Planning Act, R.S.O. 1990.

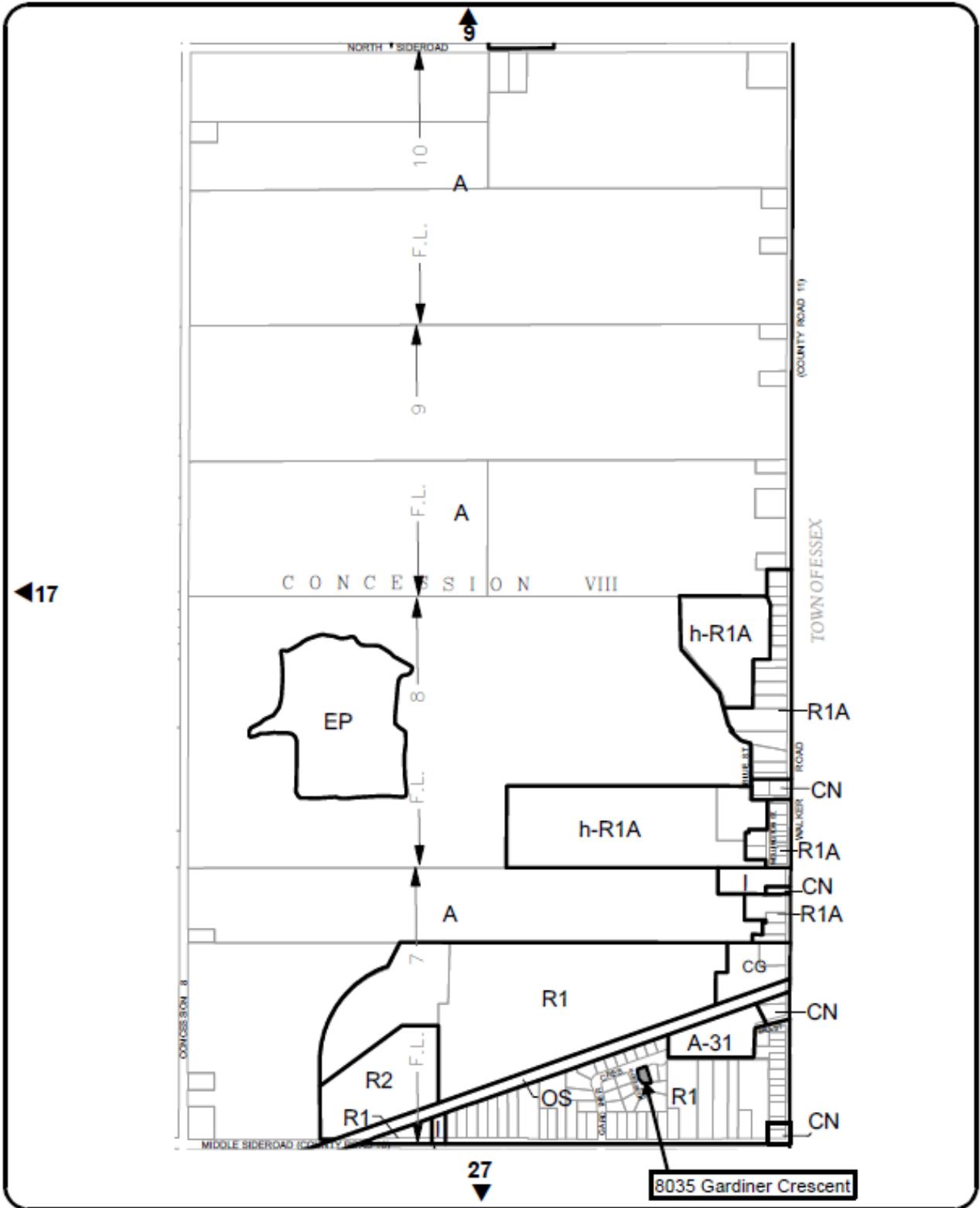
Read a first, second and third time and finally passed this 23rd day of July, 2018.

MAYOR- ALDO DICARLO

CLERK- PAULA PARKER

TOWN OF AMHERSTBURG

SCHEDULE "A" TO BY-LAW No. 2018-65
 A BY-LAW TO AMEND BY-LAW No. 1999-52



SCHEDULE 'A'
MAP 18

ZONING BY-LAW NO. 1999-52

R1 to R1-13

MAYOR- ALDO DICARLO

CLERK- PAULA PARKER

Janine Mastronardi

From: Ron Meloche
Sent: Tuesday, June 05, 2018 12:41 PM
To: Janine Mastronardi; Giovanni (John) Miceli; Antonietta Giofu; Todd Hewitt; Paul Acton; Angelo Avolio; Rob Unis; Michelle Lavin-Faucher; Paula Parker; Antonio Marra; 'ONTUGLLandsINQ@uniongas.com'; 'Executivevp.lawanddevelopment@opg.com'; planning@erca.org; Denise Kimmerly (denise_kimmerly@wecdsb.on.ca)
Subject: RE: Notice of Public Meeting- ZBA- 8035 Gardiner Cres, Amherstburg

Good afternoon Janine, Fire has no objection to application ZBA 10-18.
Ron

Ron Meloche

Assistant Deputy Chief / Fire Prevention & Inspection Officer

271 Sandwich St. South, Amherstburg, ON, N9V 2A5
Tel: 519-736-6500 Fax: 519-736-3683 TTY: 519-736-9860



The information in this e-mail is confidential, privileged and is subject to copyright and authorized solely for the addressee(s) named. The Town of Amherstburg is not responsible for any loss or damage arising from the use of this email or attachments.

From: Janine Mastronardi
Sent: June-05-18 12:01 PM
To: Giovanni (John) Miceli; Antonietta Giofu; Todd Hewitt; Ron Meloche; Paul Acton; Angelo Avolio; Rob Unis; Michelle Lavin-Faucher; Paula Parker; Antonio Marra; 'ONTUGLLandsINQ@uniongas.com'; 'Executivevp.lawanddevelopment@opg.com'; planning@erca.org; Denise Kimmerly (denise_kimmerly@wecdsb.on.ca)
Subject: Notice of Public Meeting- ZBA- 8035 Gardiner Cres, Amherstburg

Good afternoon,

As per Planning Act regulations please find attached the circulation of a Notice of Public Meeting and application for proposed Zoning By-law Amendment in the Town of Amherstburg, for your information and comments.

Please provide the Town with any comments by June 8th, 2018.

Regards,
Janine

Janine Mastronardi

From: Todd Hewitt
Sent: Tuesday, June 05, 2018 12:52 PM
To: Janine Mastronardi
Subject: RE: Notice of Public Meeting- ZBA- 8035 Gardiner Cres, Amherstburg

Janine,

Just a couple comments,

This accessory structure will increase the site coverage and increase run-off, all rainwater must be splashed to ground. There is a town tree adjacent to the new structure that must be protected. There is no indication if the new structure will have a driveway for access. If so a ROW permit will be required.

Todd

Todd Hewitt

Manager of Engineering and Operations
Town of Amherstburg
512 Sandwich St South, Amherstburg, ON, N9V 3R2
Tel: 519-736-3664 ext 2313 Fax: 519-736-7080 TTY: 519-736-9860



The information in this e-mail is confidential, privileged and is subject to copyright and authorized solely for the addressee(s) named. The Town of Amherstburg is not responsible for any loss or damage arising from the use of this email or attachments.

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Janine Mastronardi

From: Angelo Avolio
Sent: Wednesday, June 06, 2018 12:26 PM
To: Janine Mastronardi
Subject: RE: Notice of Public Meeting- ZBA- 8035 Gardiner Cres, Amherstburg

No objections

Angelo Avolio

Chief Building Official

Town of Amherstburg - Libro Centre

3295 Meloche Rd., Amherstburg, ON, N9V 2Y8

Tel: 519-736-5408 Fax: 519-736-9859 TTY: 519-736-9860



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Regards,
Janine

Janine Mastronardi

Planning Office Clerk

Town of Amherstburg - Libro Centre



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF PLANNING, DEVELOPMENT & LEGISLATIVE SERVICES

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: Rebecca Belanger	Report Date: July 5, 2018
Author's Phone: 519 736-5408 ext. 2124	Date to Council: July 23, 2018
Author's E-mail: relanger@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: Amending Development Agreement for 140 Simcoe Street - By-law 2018-21

1. RECOMMENDATION:

It is recommended that:

1. The report from the Manager of Planning Services dated July 5, 2018, regarding the Amending Development Agreement for 140 Simcoe Street - By-law 2018-21, **BE RECEIVED**;
2. The amendments to the site plan for 140 Simcoe Street **BE APPROVED**; and,
3. **By-law 2018-21** being a by-law to Authorize the Signing of an Amending Development Agreement be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

2. BACKGROUND:

The Town is in receipt of an application for site plan control in accordance with Section 41 of the *Planning Act* from Ralph Meo of Meo and Associates Inc. on behalf of Luigi DiPierdomenico. The applicant is seeking approval of an amending site plan for 140 Simcoe Street. The original development agreement was approved by Council on October 26th, 2015 and an amending development agreement was approved by Council on September 25th, 2017.

3. DISCUSSION:

Administration has reviewed the amending site plan and offers the following comments regarding compliance with the Zoning By-law. The property is designated General Commercial in the Official Plan and zoned Commercial General (CG) Zone in By-law 1999-52, as amended. The proposed site plan identifies the removal of one parking space and the addition of a pet wash module. The changes to the site plan comply with the provisions of the Zoning By-law.

The proposed amendment also includes the addition of two clauses regarding compliance with the Ministry of the Environment and Climate Change guidelines for noise and compliance with Town by-laws, provincial and federal legislation.

All other provisions in the Development Agreement dated October 26th, 2015, will otherwise be in force and effect pertaining to the subject lands.

4. RISK ANALYSIS:

The recommendation presents little to no risk to the municipality.

5. FINANCIAL MATTERS:

The cost associated with the application and planning processes are the responsibility of the developer. Support of commercial land uses promotes stability in commercial assessment base.

6. CONSULTATIONS:

The Building and By-law Enforcement Departments were consulted throughout the application process and all provided comments were taken into consideration in the proposed site plan.

This space left blank intentionally.

7. **CONCLUSION:**

Administration recommends approval of the proposed site plan and amending development agreement to satisfy the Site Plan Control process.



Rebecca Belanger
Manager of Planning Services

jm

DEPARTMENTS/OTHERS CONSULTED:

Name: Building Department
Phone #: 519-736-5408 ext. 2121

Name: By-law Enforcement Department
Phone #: 519-736-0012 ext. 2225

Report Approval Details

Document Title:	Amending Development Agreement for 140 Simcoe Street-2018.docx
Attachments:	- Report to Council- July 23- Amending Development Agreement for 140 Simcoe Street- 2018- ATTACHMENTS.pdf
Final Approval Date:	Jul 11, 2018

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



Mark Galvin - Jul 9, 2018 - 4:30 PM



Cheryl Horrobin - Jul 9, 2018 - 5:52 PM – ACTING CAO



Paula Parker - Jul 11, 2018 - 2:07 PM



Town of Amherstburg
140 Simcoe Street



THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2018-21

**By-law to authorize the execution of an Amending Development Agreement
between Lumed Management Inc. and
the Corporation of the Town of Amherstburg
140 Simcoe Street, Amherstburg**

WHEREAS under Section 8 of the Municipal Act 2001, S.O., 2001, c. 25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

AND WHEREAS under Section 9. (1) (a) and (b) of the Municipal Act 2001, S.O., 2001, c. 25, as amended, Section 8 shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues;

AND WHEREAS the Corporation of the Town of Amherstburg and the Owner have agreed to an amending site plan in the Development Agreement;

AND WHEREAS the Corporation passed By-law 2015-117 on October 26, 2015 providing for the execution of a Development Agreement for a car wash on the subject property;

AND WHEREAS the Corporation passed By-law 2017-59 on September 25, 2017 providing for the execution of an Amending Development Agreement for the removal of a bypass lane, the addition of six parking spaces and additional site plan and elevation details.

AND WHEREAS the Corporation of the Town of Amherstburg and owners of said property have agreed to the terms and conditions of an Amending Development Agreement in the form annexed hereto;

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

1. THAT the Mayor and Clerk be hereby authorized to enter into an Amending Development Agreement between Lumed Management Inc. and the Corporation of the Town of Amherstburg for the redevelopment of 140 Simcoe Street for the removal of one parking space and the addition of a pet wash module on the site plan, said agreement affixed hereto;
2. THAT By-law 2017-59 is hereby amended in accordance with the attached agreement;
3. THAT all other provisions and regulations of By-law 2015-117 and 2017-59 will apply;
4. THAT this By-law shall come into force and take effect immediately upon the final passing thereof at which time all by-laws that are inconsistent with the provisions of this by-law and the same are hereby amended insofar as it is necessary to give effect to the provisions of this by-law.

Read a first, second and third time and finally passed this 23rd day of July, 2018.

MAYOR – ALDO DICARLO

CLERK – PAULA PARKER

AMENDING DEVELOPMENT AGREEMENT

THIS AGREEMENT made in quadruplicate this 23rd day of July, 2018.

BETWEEN: LUMED MANAGEMENT INC.
A Corporation incorporated pursuant to and subsisting under the laws of the Province of Ontario

(Hereinafter collectively called "**Owner**")

OF THE FIRST PART;

- and -

THE CORPORATION OF THE TOWN OF AMHERSTBURG

(hereinafter called the "**Corporation**")

OF THE SECOND PART;

Hereinafter collectively referred to as the "**Parties**"

WHEREAS the lands affected by this Agreement are described in Schedule "A" attached hereto, and are hereinafter referred to as the "**Development Lands**";

AND WHEREAS Lumed Management Inc. warrants they are the registered owner of the Lands outlined in Schedule "A";

AND WHEREAS, in this Agreement the "**Owner**" includes an individual, an association, a partnership or corporation and, wherever the singular is used therein, it shall be construed as including the plural;

AND WHEREAS the Official Plan in effect in Amherstburg designated parts of the area covered by the Official Plan, including the Lands, as a Site Plan Control area;

AND WHEREAS the Owner intends to develop the said lands with the removal of one parking space and the addition of a pet wash module on the Site Plan attached hereto as Schedule "B", and hereinafter referred to as the "Site Plan";

AND WHEREAS the Corporation as a condition of development or redevelopment of the said lands requires the Owner to enter into a Development Agreement;

NOW THEREFORE the Parties Hereto Agree to Further Amend the Agreement dated September 25, 2017, as Follows:

1. Section 1 is hereby amended by replacing the following schedules:
Schedule "B"- Site Plan (C1)
2. The Amending Development Agreement dated September 25, 2017 is further amended by removing and replacing Schedule "B", Site Plan.
3. Section 39 is hereby added as follows:
"Noise related to the development and subsequent business being conducted on the lands must comply with the Ministry of the Environment and Climate Change (MOECC) guideline of 55dBA as specified in the noise pollution control document NPC-300 for industrial and commercial stationary sources of noise."

4. Section 40 is hereby added as follows:

“The development shall comply in all aspects with the provisions of all by-laws of the Town, provincial and federal legislation.”

5. In all other respects the said Development Agreement dated October 26, 2015 and amending agreement dated September 25, 2017, shall remain in full force and effect.

6. This Agreement shall inure to the benefit of, and be binding upon the parties hereto, and their respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF the Owner and the Corporation (the latter under the hands and seals of its officers duly authorized in this regard), have executed this Agreement as of the date first above written.

OWNER: LUMED MANAGEMENT INC.

Per _____
Luigi DiPierdomenico

I have authority to bind the Corporation

**THE CORPORATION OF THE
TOWN OF AMHERSTBURG**

Per _____
Aldo DiCarlo, Mayor

Per _____
Paula Parker, Clerk

We have authority to bind the Corporation

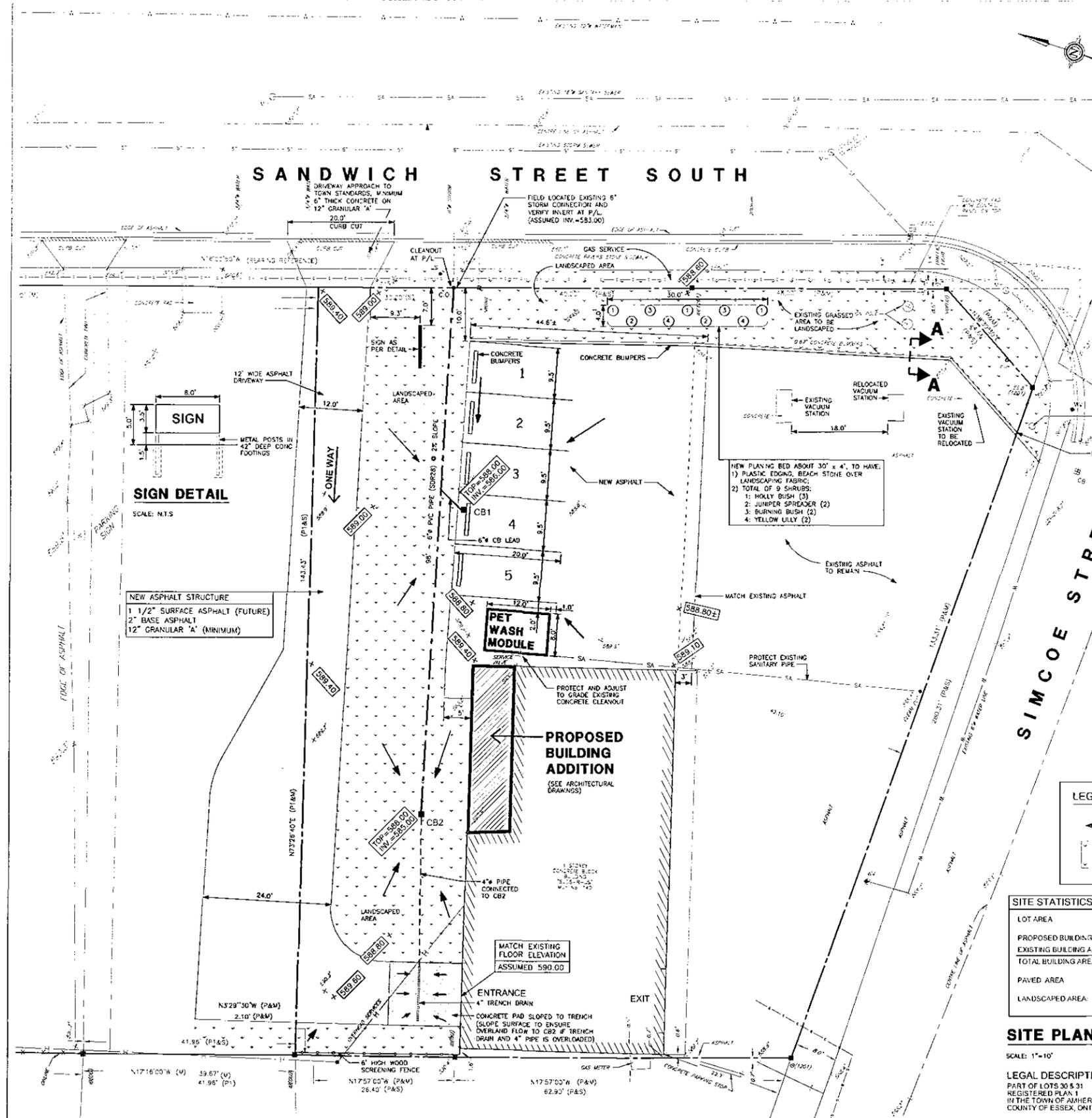
Authorized and approved by By-law No. 2018-21
enacted the 23rd day of July, 2018

SCHEDULE "A"
LEGAL DESCRIPTION

The following is a description of the land to which this instrument applies.

Lot 31 and Part of Lot 30, Plan 1,
Town of Amherstburg,
County of Essex
and Province of Ontario

PINs 70555-0146, 70555-0145, 70555-0144



SCHEDULE "B" TO BY-LAW 2018-21

LUMED MANAGEMENT INC.

Luigi DiPierdomenico

TOWN OF AMHERSTBURG

Mayor- Aldo DiCarlo

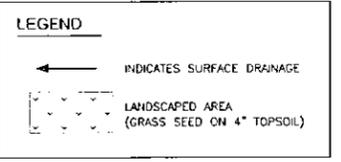
Clerk- Paula Parker

GENERAL NOTES:

- TOPOGRAPHICAL FEATURES AND EXISTING UTILITIES LOCATIONS ARE APPROXIMATE ONLY. CONTRACTOR TO VERIFY SITE CONDITIONS.
- EXAMINE SITE AND BECOME FAMILIAR WITH ALL EXISTING CONDITIONS AFFECTING WORK.
- PROVIDE ADEQUATE PROTECTION FOR ADJACENT PROPERTY, STREET, UTILITIES, ETC. AND MAKE GOOD WITHOUT EXPENSE TO THE OWNER AND TO THE SATISFACTION OF THE AUTHORITY HAVING JURISDICTION, ANY DAMAGE RESULTING FROM EXECUTION OF THE WORK.
- KEEP SITE FREE OF DIRT AND DEBRIS CAUSED BY CONSTRUCTION ACTIVITY.
- CHECK LOCATIONS OF ALL EXISTING UNDERGROUND SERVICES PRIOR TO EXCAVATING AND DO NOT DAMAGE.
- CONTRACTOR TO CARRY OUT ALL REMOVALS NECESSARY TO COMPLETE THE WORK. REMOVE ALL DELETERIOUS AND EXCESS MATERIALS FROM THE SITE. WHERE REQUIRED, ARRANGE AND PAY FOR MUNICIPALITY OR UTILITY TO DO WORK.
- CARRY OUT ALL WORK IN ACCORDANCE WITH MUNICIPALITIES STANDARDS, PUBLIC UTILITIES COMMISSION SPECIFICATIONS, ONTARIO PLUMBING CODE, ONTARIO BUILDING CODE AND ONTARIO PROVINCIAL STANDARD SPECIFICATIONS AND DRAWINGS.
- ALL WORK TO BE PERFORMED IN COMPLIANCE WITH THE OCCUPATIONAL HEALTH AND SAFETY ACT, LATEST REVISION AND OWNER'S GUIDELINES AND POLICIES.
- ALL PERMITS BY CONTRACTOR.
- ALL BOULEVARD AND LANDSCAPED AREAS, SHALL HAVE SPECIFIED GRADES AND/OR POSITIVE DRAINAGE. REGRADE DISTURBED AREAS AND PLACE 4" (100mm) TOPSOIL AND SEED AS A MINIMUM.
- COORDINATE ALL WORK WITH OWNER.
- REFER TO LANDSCAPING PLANS AND ARCHITECTURAL DRAWINGS FOR FULL COORDINATION.
- LANDSCAPED AREAS DESIGN TO BE DONE AS SEPARATE DRAWING AND BE TO SATISFACTION OF MUNICIPALITY.
- DRIVEWAYS TO BE SURFACED WITH ASPHALT AND DRAINED WITH CATCH BASIN CONNECTED TO STORM SEWER.
- CONFIRM AND COORDINATE WITH OWNER FOR PARKING CONTROL SYSTEM AND SIGNAGE.
- LEGAL DESCRIPTION: LOT 31 AND PART LOT 30 REGISTERED PLAN 1 (306 Sandwich Street South and 140 Simcoe Street) in the TOWN OF AMHERSTBURG, COUNTY OF ESSEX, ONTARIO
- ILLUMINATION DESIGN BY OTHERS. PROVIDE POLE BASES AND DUCTS UNDER THIS CONTRACT AS PER ELECTRICAL DESIGN.
- EXISTING ELEVATION (APPROXIMATE) PROPOSED ELEVATION ON FINAL ASPHALT SURFACE
- ALL EXISTING TREES TO REMAIN MUST BE PROTECTED DURING CONSTRUCTION. FENCE OFF AT DRIP LINE AND DO NOT PLACE ANY MATERIAL INSIDE FENCE.
- FIELD VERIFY ALL EXISTING ELEVATIONS AND CONDITIONS AND REPORT ANY DISCREPANCIES TO ENGINEER PRIOR TO START OF CONSTRUCTION.
- SEWER NOTES:**
 - ALL CATCH BASIN LEADS TO BE 150mm PVC PIPE SDR 28. PROVIDE CLEANOUTS AS PER BUILDING DEPARTMENT REQUIREMENTS. INSTALL AT MINIMUM 2% SLOPE, UNLESS OTHERWISE NOTED. (TYPICAL FOR STORM SERVICE CONNECTIONS).
 - INSTALL 2 - 1.5m LONG 100mm PERFORATED SUBDRAINS AT EACH CATCH BASIN. LOCATED BELOW SUBGRADE LEVEL. BACKFILL WITH CLEAR STONE.
 - ALL MANHOLES AND CATCH BASINS SHALL CONFORM TO ONTARIO STANDARD SPECIFICATIONS 407 & 516. SINGLE CATCH BASINS TO BE AS PER O.P.S.D. 705.010
 - INSTALLATION OF ALL SEWERS SHALL BE IN ACCORDANCE WITH O.P.S.S. 410 & 514. WHERE SEWER STUBS ARE INSTALLED, THE CONTRACTOR MUST CONFORM TO THE DESIGN ALIGNMENT AND GRADE.
 - USE CLASS 'B' BEDDING ON ALL PIPES; BACK-FILL ALL TRENCHES BENEATH PRESENT OR FUTURE PAVEMENT, SIDEWALK OR BUILDINGS WITH FULL DEPTH WITH GRANULAR 'A', COMPACTED TO 100% S.P.M.D.D.
- DRIVEWAYS AND PARKING LOT NOTES:**
 - ALL ELEVATIONS ARE FINAL SURFACE ASPHALT ELEVATIONS.
 - PAVEMENT STRUCTURE TO CONSIST OF 90mm OF ASPHALT ON 300mm OF GRANULAR 'A'. PLACE 50mm ASPHALT BASE UNDER THIS CONTRACT. 40mm SURFACE ASPHALT N.I.C. INSTALL CATCH BASINS FLUSH WITH BASE ASPHALT.
 - ALL SLEEVES TO BE 100mm PVC SDR18 PLACED BELOW SUBGRADE LEVEL, UNLESS OTHERWISE NOTED.
 - CONTRACTOR TO MAKE FINAL FIELD ADJUSTMENTS TO ELEVATIONS TO ENSURE POSITIVE DRAINAGE EVERYWHERE.
 - CONTRACTOR TO RETAIN GEO-TECHNICAL ENGINEER TO INSPECT AND APPROVE IN WRITING ALL SUB-GRADE AREAS BELOW GRANULAR 'A' BASE AND ASPHALT FOR PARKING LOT. ALSO VERIFY ALL COMPACTIONS.
 - ADJUST ALL EXISTING AND NEW MANHOLES, VALVES, ETC. TO MATCH FINISHED ELEVATIONS.
 - CONCRETE CURB SHALL CONFORM TO ONTARIO PROVINCIAL STANDARD SPECIFICATIONS 600.11 AND O.P.S.S. 353.

**SECTION A-A
TYPICAL CONCRETE CURB
AT EXISTING ASPHALT**

SCALE: 1"=1'-0"



SITE STATISTICS

LOT AREA	= 18,025 sq. ft. (1,674 m ²)
PROPOSED BUILDING ADDITION	= 257 sq. ft. (24 m ²)
EXISTING BUILDING AREA	= 2,455 sq. ft. (227 m ²)
TOTAL BUILDING AREA	= 2,712 sq. ft. (252 m ²)
PAVED AREA	= 11,114 sq. ft. (1,032 m ²)
LANDSCAPED AREA	= 4,168 sq. ft. (387 m ²) (23.1%)

SITE PLAN

SCALE: 1"=10'

LEGAL DESCRIPTION
PART OF LOTS 30 & 31
REGISTERED PLAN 1
IN THE TOWN OF AMHERSTBURG
COUNTY OF ESSEX, ONTARIO

DESIGNED BY:	R.M.		
CHECKED BY:			
DRAWN BY:	L.A.Z.		
NO.	ISSUED FOR	DATE	APPROVED
1	EXISTING STORM PVC OVERLAPPED AS SHOWN	22 AUG 2016	
2	ASPHALT PAVING ADDED, LANE REVISED	01 MAY 2017	
3	SIGN LANDSCAPING ADDED	28 JUL 2017	
4	PET WASH MODULE ADDED	2 FEB 2018	

MEO & ASSOCIATES INC.
Architectural & Engineering Consultants

7200 Disputed Road, Suite 200, Windsor, Ontario, N9A 6Z5, Canada
TEL: (519) 250-8088 FAX: (519) 250-8070
WEB SITE: www.meoassociates.com
EMAIL: info@mecoassociates.com

CAR WASH ADDITION
140 SIMCOE STREET, AMHERSTBURG, ONTARIO

SITE SERVICES AND PAVEMENT PLAN

PROJECT NO: **4682**

SHEET NO: **C1**

DATE: **APRIL 8, 2016**



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF PLANNING, DEVELOPMENT & LEGISLATIVE SERVICES

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: Rebecca Belanger	Report Date: July 4, 2018
Author's Phone: 519 736-5408 ext. 2124	Date to Council: July 23, 2018
Author's E-mail: rbelanger@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: Road Dedication of Block 12, 12M183, Reserve on Amlin Street

1. RECOMMENDATION:

It is recommended that:

1. The report from the Manager of Planning Services dated July 4, 2018 regarding the Road Dedication of Block 12, 12M183, Reserve on Amlin Street as a Public Highway **BE RECEIVED**;
2. The dedication of Block 12, 12M183 as a Public Highway **BE APPROVED**; and,
3. **By-law 2018-78** being a by-law to dedicate Block 12, 12M183 as a public highway be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

2. BACKGROUND:

A By-law dedicating Block 12, 12M183 as a public highway is being presented for Council's consideration. The Municipal Act, R.S.O. 2001, c.25 Sections 24-68 authorizes the Council of every municipality to pass a By-law for establishing, laying out, acquiring, assuming, or naming a highway.

3. DISCUSSION:

As a result of an upcoming property conveyance at 443 Amlin Street, it was determined that Block 12, Plan 12M183, being Amlin Street, has not yet been dedicated as a public highway. It is now appropriate to dedicate this parcel as a public highway as this matter is an oversight which occurred many years ago. This will allow access from Venetian Drive onto Amlin Street. Reserves are commonly taken by municipalities (0.3 metres/

one foot wide) that separate properties from a street or road allowance. They are owned or controlled by the municipality and are used to control access to land. Often 0.3 metre reserves are put in place during various phases of subdivision development. Also, 0.3 metre reserves are used as a mechanism for lots that abut a street from the side or rear to manage the number of accesses for vehicular safety. In this case it is proposed that only the portion of the 0.3m reserve that intersects two streets be dedicated as a public highway (Block 12).

4. RISK ANALYSIS:

This recommendation represents a typical level of risk associated with municipal liability for public services. Maintenance and repair of municipal infrastructure will continue to be the responsibility of the Town of Amherstburg.

5. FINANCIAL MATTERS:

Administration will ensure that the Town's tangible capital asset (TCA) inventory reflects the subject property as part of the road infrastructure under both the TCA inventory and Asset Management Plan.

6. CONSULTATIONS:

The Engineering and Public Works Department was consulted and confirmed no concerns with the road dedication. The Engineering Division confirmed that it is appropriate to dedicate this portion of the right-of-way as a public highway in keeping with abutting parcels.

7. CONCLUSION:

The Municipal Act, R.S.O. 2001, c 25 Sections 24-68 provides specific municipal powers regarding highways. It is appropriate to dedicate this Part as a public highway at this time.



Rebecca Belanger
Manager of Planning Services

DEPARTMENTS/OTHERS CONSULTED:

Name: Town of Amherstburg Engineering and Public Works Department
Phone #: 519 736-3664 ext. 2313

Report Approval Details

Document Title:	Road Dedication of Block 12, 12M183, Reserve on Amlin Street.docx
Attachments:	- Report to Council- July 23- Road Dedication of Block 12, 12M183, Reserve on Amlin Street- ATTACHMENTS.pdf
Final Approval Date:	Jul 12, 2018

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



Mark Galvin - Jul 9, 2018 - 10:53 AM



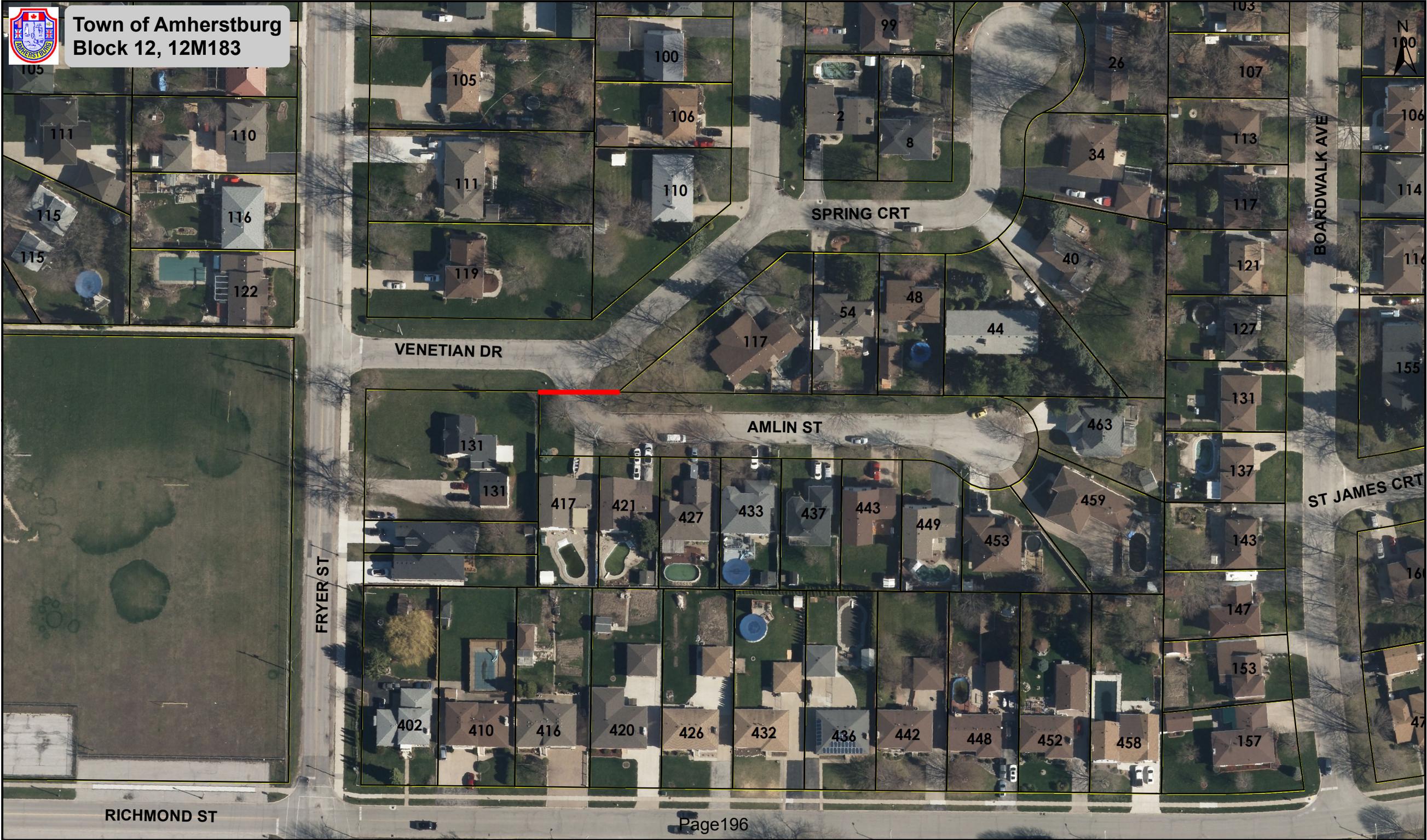
Cheryl Horrobin - Jul 11, 2018 - 2:04 PM – ACTING CAO



Paula Parker - Jul 12, 2018 - 10:56 AM



Town of Amherstburg
Block 12, 12M183



RICHMOND ST

VENETIAN DRIVE
PUBLIC HIGHWAY BY
BY LAW 1767 INST.
Nº 525138.

PART 1 INST. Nº 784876 PART 3 INST. Nº 785763 PART 5 INST. Nº 705429

P L A N

12

R

N 87° 23' 00" W

173.727

PART 2

PART 4

PART 6

FD IB (691) 0.223 West 0.165 North

FD SIB (1194) 0.076

FD WIT SIB (691)

FD WIT SIB (12R-6470)

BLOCK 12

Southerly Limit of Plan 12R-457

BLOCK II

A M L I N

S T R E E T

N 87° 23' 00" W 106.957

N 87° 23' 00" W 187.632

PLAN 12 R-5209

N2°26'35"E 54.745

16.911

16.800

16.800

16.800

16.800

16.800

6.046

1

2

3

4

5

6

7

P A R T

P L A N

12 R - 6 4 7 0

16.800

16.800

16.800

16.800

16.800

16.800

16.800

N 87° 23' 50" W PLAN 12 R-1082

173.757

FD IB (12R-5209) (1194) SET SIB

Northerly Limit of Plan M-46

FD SIB (PLAN M-46)

117

118

115

114

113

112

111

110

P

L

A

N

M

-

ROAD ALLOWANCE BETWEEN CONCESSIONS 1 & 2

Act

Remainder of INST Nº 579623

PART I

N2°26'35"E 54.745

N 2° 37' 00" E 36.740

N 2° 37' 00" E 36.736

N 2° 37' 00" E 36.732

N 2° 37' 00" E 36.728

N 2° 37' 00" E 36.724

N 2° 37' 00" E 36.720

N 2° 37' 00" E 31.475

N 89° 48' 13" E 15.000

N 2° 32' E 21.500

10.479

P.R.C.

1.833



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF PLANNING, DEVELOPMENT & LEGISLATIVE SERVICES

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: Mark Galvin	Report Date: July 11, 2018
Author's Phone: 519 736-0012 ext. 2137	Date to Council: July 23, 2018
Author's E-mail: mgalvin@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: Extension of Legal Services Retainer Agreements

1. RECOMMENDATION:

It is recommended that:

1. The report from the Director of Planning, Development and Legislative Services dated July 11, 2018, regarding the Extension of Legal Services Retainer Agreements **BE RECEIVED**; and,
2. The Mayor and Clerk **BE AUTHORIZED** to execute extension of Legal Services Retainer Agreements between the Town and McTague Law Firm LLP, Mousseau Deluca McPherson Prince LLP, and Shibley Righton LLP for a period of eight (8) months ending March 21, 2019, satisfactory in technical and legal content to the Director of Planning, Development and Legislative Services.

2. BACKGROUND:

In March 2015, the Town advertised a Request for Proposal (RFP) for Legal Services. The three selected respondents were:

- McTague Law Firm LLP
- Mousseau Deluca McPherson Prince LLP
- Shibley Righton LLP

Council subsequently authorized the Mayor and Clerk to enter into a legal services retainer agreement with each of the above mentioned firms.

The agreements are set to expire on July 21, 2018. While it is common for agreements of this nature to have holdover or extension clauses, these agreements do not contain said clauses.

3. DISCUSSION:

Given the timing of the upcoming election, the potential for Council to be in a 'lame duck' status and with a new Council in 2019, Administration recommends an extension of the current legal services retainer agreements for an eight (8) month period (until March 21, 2019) which will allow Administration to conduct a new RFP for legal services and bring resulting recommendations to the new Council.

4. RISK ANALYSIS:

Extending the legal services retainer agreements poses little risk to the Municipality. The proposed timeline allows for a thorough RFP process, with a recommendation being brought to the new Council. If Council does not extend the current agreements, additional cost may result, with individual approvals being requested for any new items that require purchase of services from external legal counsel. Each of the firms has been notified and has agreed to the extensions of their agreements, pending the approval of Council.

5. FINANCIAL MATTERS:

Corporate legal expenses are generally posted to the Planning and Legislative Services budget centre. If the retainer agreements are not extended, additional costs may result, on a case-by-case basis.

6. CONSULTATIONS:

McTague Law Firm LLP
Mousseau Deluca McPherson Prince LLP
Shibley Righton LLP
Director of Corporate Services

7. CONCLUSION:

Administration recommends the extension of legal retainers as outlined in this report, which will allow Administration to conduct a thorough RFP process with a recommendation being brought to the new Council in early 2019.



Mark Galvin

Director of Planning, Development and Legislative Services

Report Approval Details

Document Title:	Extension of Legal Services Retainers .docx
Attachments:	N/A
Final Approval Date:	Jul 12, 2018

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



Cheryl Horrobin - Jul 11, 2018 - 2:25 PM – ACTING CAO



Paula Parker - Jul 12, 2018 - 10:54 AM



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF THE CAO

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: Tammy Fowkes	Report Date: June 22, 2018
Author's Phone: 519 736-0012 ext. 2216	Date to Council: July 23, 2018
Author's E-mail: tfowkes@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: Committee Member Appointment – Committee of Adjustment

1. RECOMMENDATION:

It is recommended that:

1. The report from the Deputy Clerk dated June 22, 2018, regarding Committee Member Appointment – Committee of Adjustment **BE RECEIVED**; and,
2. Josh Mailloux **BE APPOINTED** as the new member on the Committee of Adjustment for the remainder of the 2014-2018 Term of Committees ending on November 30, 2018.

2. BACKGROUND:

Mr. Alex Smith resigned from the Committee of Adjustment on May 24th, 2018 changing the composition of the committee from 5 voting lay members to 4 voting lay members and one non-voting staff liaison.

The Manager of Planning Services, also the Committee of Adjustment Staff Liaison, recommends filling the vacancy immediately to assist with securing quorum for the remainder of the 2014-2018 Term of Committees ending on November 30th, 2018.

3. DISCUSSION:

In accordance with the Terms of Reference for Local Boards/Committees, the Clerk is responsible for carrying out the direction of Council with respect to the recruitment of board/committee members and the filling of vacancies.

In accordance with section 8.3 of the Boards and Committees Appointment Policy which indicates, *“Whenever possible, vacancies will be filled from the Short Listed Applicants for particular Boards and Committees.”*

From the applications received, the Clerk and the Manager of Planning Services/Committee of Adjustment Staff Liaison identified a suitable candidate for Council consideration and appointment. From the Short Listed Applicants, Josh Mailloux is recommended to Council for appointment to fill the vacancy of one voting lay member on the Committee of Adjustment.

After discussion with Mr. Mailloux and confirmation with the Fire Chief, Mr. Mailloux is no longer a paid member of the Volunteer Fire Service. He is now an auxiliary member and no longer meets the definition of employee and therefore can be appointed to the Committee of Adjustment.

The term of the new member will be from July 24th, 2018 until November 30th, 2018.

4. RISK ANALYSIS:

The Committee of Adjustment is responsible for holding hearings under the Planning Act with respect to minor variances from the Town’s Zoning By-law and applications for consents to sever which result in the creation of new lots or lot additions.

Filling the vacancy ensures appropriate representation on the committee as set out in the Terms of Reference for Local Boards/Committees.

5. FINANCIAL MATTERS:

There are no financial implications with respect to appointing Mr. Mailloux as the new member on the Committee of Adjustment.

6. CONSULTATIONS:

The Committee Staff Liaison and the Municipal Clerk were consulted and concur with the recommendations in the report.

7. CONCLUSION:

The purpose of this report is to notify Council of the resignation of one voting lay member on the Committee of Adjustment and to fill the vacancy.

Administration recommends appointing Josh Mailloux as the new member on the Committee of Adjustment.



Tammy Fowkes
Deputy Clerk

Report Approval Details

Document Title:	Committee Member Appointment - Committee of Adjustment.docx
Attachments:	N/A
Final Approval Date:	Jul 11, 2018

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



Mark Galvin - Jul 9, 2018 - 1:45 PM



Cheryl Horrobin - Jul 9, 2018 - 5:41 PM – ACTING CAO



Paula Parker - Jul 11, 2018 - 2:16 PM



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF THE CAO

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: Paula Parker	Report Date: July 3, 2018
Author's Phone: 519 736-0012 ext. 2238	Date to Council: July 23, 2018
Author's E-mail: pparker@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: Ombudsman Investigations – Closed Council and JPAC Meetings in 2017 and 2018

1. RECOMMENDATION:

It is recommended that:

1. The report from the Municipal Clerk dated July 3, 2018 regarding Ombudsman Investigations – Closed Council and JPAC Meetings in 2017 and 2018 **BE RECEIVED**; and,
2. Procedural By-law 2014-91 **BE AMENDED AT A FUTURE DATE** to include the recent amendments to the Municipal Act and to reflect the open meeting requirements adopted by Council in the more recent Local Boards/Committee-Terms of Reference

2. BACKGROUND:

On January 12, 2018, the office of the Ontario Ombudsman contacted Administration regarding a complaint received in their office concerning the July 10, 2017 closed meeting of Council. According to the complainant, Council proceeded in-camera to discuss a matter that did not fit within the exceptions to the open meeting rules in the Municipal Act, 2001.

On the same date, the office of the Ontario Ombudsman contacted Administration regarding a complaint received in their office concerning 4 closed meetings; June 1, 2017, June 22, 2017, July 6, 2017 and December 7, 2017 of the JPAC. According to the complainant, the Committee proceeded in-camera to discuss a matter that did not fit within the exceptions to the open meeting rules in the Municipal Act, 2001.

Shortly after Council's in-camera meeting on January 22, 2018, Administration was once again advised that the office of the Ontario Ombudsman received a complaint in their office concerning the January 22, 2018 closed meeting of Council. According to the complainant, Council proceeded in-camera to discuss a matter that did not fit within the exceptions to the open meeting rules in the Municipal Act, 2001.

The Clerk's Office worked diligently to provide all investigation material to the Ombudsman's Office with respect to all closed meetings in question. All those contacted by the Ombudsman's Office for information, participated in telephone interviews with the Open Meeting Law Enforcement Team (OMLET).

3. DISCUSSION:

For the 2014-2018 Council term, the Ontario Ombudsman has conducted its 4th investigation. Section 239(1) of the Municipal Act requires all meetings to be open to the public. Section 239 (2) provides the following exceptions:

A meeting or part of a meeting may be closed to the public if the subject matter being considered is,

- (a) the security of the property of the municipality or local board;*
- (b) personal matters about an identifiable individual, including municipal or local board employees;*
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;*
- (d) labour relations or employee negotiations;*
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;*
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;*
- (g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act. 2001, c. 25, s. 239 (2).*

As of January 1, 2008, Section 239.1 of the Municipal Act provides citizens the following rights:

A person may request that an investigation of whether a municipality or local board has complied with section 239 or a procedure by-law under subsection 238 (2) in respect of a meeting or part of a meeting that was closed to the public be undertaken,

- (a) by an investigator referred to in subsection 239.2 (1); or*
- (b) by the Ombudsman appointed under the Ombudsman Act, if the municipality has not appointed an investigator referred to in subsection 239.2 (1). 2006, c. 32, Sched. A, s. 104.*

The Ontario Ombudsman is the closed meeting investigator for the Town of Amherstburg. It should be noted that when the Ombudsman investigates closed meeting complaints they consider whether the open meeting requirements of the Act and the Town's Procedural By-law have been observed. The Ontario Ombudsman does not currently investigate whether the procedural merits of closed meetings have been

followed, rather only whether the meeting was held in accordance with one of the exceptions stated above.

On June 29, 2018, the Town received the Ontario Ombudsman final report with the Ombudsman's findings for the closed meetings under investigation. The Ombudsman's report concludes with the following opinion:

68 I acknowledge that council and the JPAC operated in good faith in closing these meetings to the public and understand their concerns about public discussion of sensitive policing information. However, at the time of these meetings, there was no exception that would have allowed council or the JPAC to hold these discussions in closed session.

69 The JPAC violated the town's Local Boards/Committees – Terms of Reference when it discussed the police costing RFP in closed session on June 1, June 22, July 6 and December 7, 2017. Failing to comply with these terms of reference was wrong under s. 21(1)(d) of the Ombudsman Act. The discussion about the request for proposals did not fit within the "security of the property" exception or any of the exceptions provided in the Local Boards/Committees – Terms of Reference.

70 Council for the Town of Amherstburg contravened the Municipal Act when it discussed the police costing RFP in closed session on July 10, 2017. The discussion about the request for proposals did not fit within the exceptions to the open meeting requirements of the Act.

71 Council for the Town of Amherstburg did not contravene the Municipal Act when it discussed the JPAC composition in closed session on January 22, 2018. The discussion on that date fit within the Act's "personal matters about an identifiable individual" exception.

Included in the Ombudsman's report are four recommendations for Council's consideration and can be viewed on page 14, of the attached Appendix A.

Council and Administration take great care in maintaining accountability and transparency within the Town of Amherstburg. The Clerk references printed material from Local Authority Services (LAS), a part of the AMO family, when considering an item for closed session. This reference material indicates the following with respect to s. 239(2)(a) – security of the property - *"This first exception to the open meetings rule covers more than the locks on the doors and municipal facilities....."*

When considering the discussions of Council and the JPAC at the meetings under investigation, Administration remains firm in its belief that sharing information such as, minimum manpower and manpower deployment regarding Amherstburg Police Services would provide an opportunity for any individual to exploit the information and endanger the lives of civilians and police officers and attack the security of the municipality.

It is the opinion of the Clerk that the Ombudsman's review of Procedural By-law 2014-91 compared to the Local Boards/Committee-Terms of Reference is accurate. The Local Boards/Committee- Terms of Reference went beyond the legislated requirement of the

open meeting provisions in an attempt to demonstrate improved accountability and transparency. The JPAC composition was not more than 50% Council members and would not normally be required to follow the open meeting provisions. However, due to Council's adoption of the Terms of Reference in 2015, the Ombudsman found that the JPAC was in violation of the Boards/Committee's Terms of Reference and not the Municipal Act or Procedural By-law.

Procedural By-law 2014-91 did not reflect these changes and as recommended, will be repealed and a new by-law considered in the near future to include the recent amendments to the Municipal Act and to reflect the open meeting requirements adopted by Council in the more recent Local Boards/Committee-Terms of Reference.

The Ombudsman Report dated June 2018 is attached as Appendix A to this report.

4. RISK ANALYSIS:

While Council appreciates the input provided in recommendations 1 through 4 of the Ombudsman's Report, it is of the opinion that the Town is already vigilant in adhering to the open meeting provisions of the Municipal Act. The decision to move into closed session on any matter, including the meetings that were under investigation is, and was, not made frivolously.

5. FINANCIAL MATTERS:

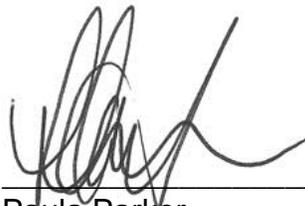
There are no financial implications with respect to this report.

6. CONSULTATIONS:

Council and the Director of Planning, Development and Legislative Services.

7. CONCLUSION:

Council and Administration respectfully disagree with the Ombudsman's interpretation of "security of the property" of the municipality exemption, with respect to the unique facts surrounding the decision of Amherstburg Council and the JPAC to convene in closed session.



Paula Parker
Municipal Clerk

Report Approval Details

Document Title:	Ombudsman Investigations - Closed Council and JPAC Meetings in 2017 and 2018.docx
Attachments:	- Ontario Ombudsman Final Report - Town of Amherstburg - June 2018.pdf
Final Approval Date:	Jul 11, 2018

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



Mark Galvin - Jul 10, 2018 - 4:18 PM



Cheryl Horrobin - Jul 11, 2018 - 1:04 PM – ACTING CAO



Paula Parker - Jul 11, 2018 - 3:37 PM



Ombudsman Report

**Investigation into complaints about meetings of council
and the Joint Police Advisory Committee
for the Town of Amherstburg in 2017 and 2018**

**Paul Dubé
Ombudsman of Ontario
June 2018**

Complaints

- 1 In November and December 2017, my Office received three complaints that several closed meetings held by council for the Town of Amherstburg and the Joint Police Advisory Committee (JPAC) did not comply with the open meeting rules in the *Municipal Act, 2001* (the “Act”).
- 2 The complaints alleged that the following meetings were improperly closed because they did not fit within any of the exceptions set out in the Act:
 - a. a closed session discussion of council on July 10, 2017, about a draft request for proposals (RFP) for policing services;
 - b. four closed session meetings of the JPAC to discuss the draft RFP for policing services held on June 1, June 22, July 6 and December 7, 2017; and
 - c. a closed session discussion of council on January 22, 2018, to discuss the composition of the JPAC.

Ombudsman jurisdiction

Closed meeting complaints

- 3 Under the Act, all meetings of council, local boards and committees of each of them must be open to the public unless they fall within prescribed exceptions.
- 4 As of January 1, 2008, the *Municipal Act, 2001* gives citizens the right to request an investigation into whether a municipality has complied with the Act in closing a meeting to the public. Municipalities may appoint their own investigator. The Act designates the Ombudsman as the default investigator for municipalities that have not appointed their own.
- 5 The Ombudsman is the closed meeting investigator for the Town of Amherstburg.
- 6 In investigating closed meeting complaints, my Office considers whether there has been compliance with the open meeting requirements in the Act and the municipality’s procedure by-law.¹

¹ *Ombudsman Act*, RSO 1990, c O6, s 14(3)(a).

General complaints about municipalities

- 7 In addition, my Office has the authority to investigate complaints about the administrative conduct of municipalities more generally. This includes investigating complaints that committees not subject to the Act's closed meeting requirements have not complied with relevant terms of reference, policies, and procedures.²

Investigative process

- 8 On January 12 and January 24, 2018, we advised the municipality of our intent to investigate the complaints.
- 9 My Office reviewed the relevant portions of the Act, the town's procedure by-law, and the Joint Police Advisory Committee's terms of reference. We also reviewed the written and audio records from the open and closed portions of the meetings in question, as well as supporting documentation. We commend the town for audio recording its council and committee meetings, as these recordings provided our Office with the most complete and accurate record possible. We interviewed the town's Mayor, Clerk, and Chief Administrative Officer (CAO).
- 10 My Office received full co-operation in this matter.

The facts

Joint Police Advisory Committee (JPAC)

- 11 In December 2014, council for the Town of Amherstburg resolved to go through a costing process to determine how much the Ontario Provincial Police (OPP) would charge the municipality for providing policing services. It also decided to draft an RFP and contact surrounding municipalities to see if there was interest in shared policing services.
- 12 In deciding how to carry out the costing process, the town referred to the Guidebook for the Review of Policing Options from the Ontario Association of Chiefs of Police. The guidebook recommends establishing a steering/advisory committee to ensure an open and transparent process for the review of policing options.

² *Ombudsman Act*, s 14(1) and s 13(2).

- 13 The Joint Police Advisory Committee (JPAC) was created for this purpose in April 2016 and was tasked with developing and managing the RFP process of policing options for the Town of Amherstburg.
- 14 The JPAC is governed by its own terms of reference, which state that it is an advisory committee to council and does not have any delegated authority.³ The terms of reference were adopted by council by resolution on April 25, 2017.
- 15 The JPAC consists of seven individuals appointed by council, including two councillors, the CAO, the Amherstburg Police Service chief, two members of the Amherstburg Police Services Board (non-council members) and one member of the Amherstburg Police Association. Pursuant to the terms of reference, the CAO chaired the committee and the town Clerk was the recording secretary.
- 16 The committee's terms of reference provide that its meetings must be held in accordance with the town's procedure by-law and the Local Boards/Committees – Terms of Reference.⁴
- 17 The town's procedure by-law⁵ sets out the rules of procedure for meetings of council. The by-law requires that council meetings comply with the open meeting rules in the *Municipal Act*. The procedure by-law states that the town's committees are not bound by, but will have regard for, the rules of procedure to assist in the conduct of the meeting and to the extent necessary to comply with provincial statutes.
- 18 The Local Boards/Committees – Terms of Reference state that all board and committee meetings must be open to the public unless an exception to the *Municipal Act* applies.
- 19 The terms of reference for the JPAC state that meetings of the committee shall be held in accordance with the procedure by-law and the Local Boards/Committees – Terms of Reference. The procedure by-law states that committees are not bound by the rules in the *Municipal Act* but the Local Boards/Committees – Terms of Reference require committees to follow the Act's open meeting requirements.

³ Town of Amherstburg, "Council Meeting Supplementary Agenda" (April 25, 2016) at page 5, online: <<http://weblink8.countyofessex.on.ca/WebLink/11/edoc/6703/2016%2004%2025%20-%20Supplementary%20Agenda%20Packet.pdf>>.

⁴ Town of Amherstburg, "Local Boards/Committees – Terms of Reference", (2015) online: <<https://www.amherstburg.ca/en/town-hall/resources/2015-10-05---2014-2016---Committee-Terms-of-Reference.pdf>>.

⁵ Town of Amherstburg, BY-LAW NO. 2014-91, online: <<https://www.amherstburg.ca/en/town-hall/resources/2014-91---Procedural-By-law-signed-copy.pdf>>.

- 20 Having committees refer to two documents (i.e. procedure by-law and terms of reference) with different directions about open meeting requirements can potentially lead to confusion and inconsistency. To improve the accountability and transparency of its open meeting practices, the town should ensure that the procedure by-law and Local Boards/Committees – Terms of Reference establish consistent standards for committees’ meeting practices.
- 21 One of the complaints to my Office raised concerns that the JPAC improperly met in closed session on June 1, June 22, July 6 and December 7, 2017.

June 1, June 22 and July 6, 2017 JPAC meetings

- 22 At its meetings on June 1, June 22 and July 6, 2017, the JPAC proceeded in camera to discuss the draft RFP for policing services. Each meeting was closed to the public under section 239(2)(a) of the *Municipal Act*, which allows discussions related to the “security of the property of the municipality or local board” to occur in private.
- 23 During each closed session, the committee reviewed the draft RFP and made edits to reflect its discussions. An external consultant was present and guided committee members through the clause-by-clause review.

December 7, 2017 JPAC meeting

- 24 Following the July 6, 2017 JPAC meeting, the RFP was finalized and made available for potential bidders. The proposal deadline was October 2017 and only one proposal was received. The committee met again on December 7, 2017, to discuss the proposal, relying on the “security of the property” closed meeting exception.
- 25 According to the audio recording, the committee discussed the proposal from the Windsor Police Service to determine if it was a viable option for policing in Amherstburg.
- 26 Following this discussion, the committee returned to open session and passed the following motion:

That the Chair of the Joint Police Advisory Committee BE DIRECTED to PREPARE a report to Amherstburg Town Council identifying that the submission of Windsor Police Services is viable and meets the requirements of the RFP and Joint Police Advisory Committee; and

That the Joint Police Advisory Committee recommends the process move forward with public consultation.

Council meeting on July 10, 2017

- 27** On July 10, 2017, at 6 p.m., council met in council chambers for a regular meeting. At 7:45 p.m., council passed the following resolution to move in camera:

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

ITEM B – DRAFT Policing Request for Proposal – Section 239(2)(a) – the security of the property of the municipality or local board

- 28** Once in camera, council was provided with the draft policing RFP and a report from the JPAC regarding next steps in the policing RFP process. The audio recording indicates that council members had an opportunity to ask questions and the CAO provided clarifications on behalf of the committee.

- 29** Council returned to open session at 8:08 p.m. and resolved that:

Administration BE AUTHORIZED to proceed with the issuance of PP-PS-17-15 Request for Proposal Police Services inviting the Town of LaSalle, City of Windsor and the Ontario Provincial Police (OPP) to participate.

- 30** The meeting adjourned at 8:12 p.m.

Council meeting on January 22, 2018

- 31** On January 22, 2018, at 5 p.m., council met for a special meeting in council chambers. After convening in open session, council passed the following resolution at 5:01 p.m. to proceed in camera:

That Council move into an In-Camera Meeting of Council at 5:00 p.m. pursuant to Section 239 of the Municipal Act, 2001, as amended, for the following reasons ...

ITEM E – Joint Police Advisory Committee Composition (JPAC) – Section 239(2)(b) - Personal matters about an identifiable individual, including municipal or local board employees.

32 The audio recording of the meeting indicated that, once in closed session, council discussed an incident relating to members of the committee. The CAO explained the incident to council and discussed concerns about certain individuals. These individuals were identified by name.

33 Council discussed and asked questions about the incident identified as well as the individuals. The discussion involved council providing opinions and speaking about the alleged conduct of the named individuals. Those interviewed told my Office the discussion focused on the conduct of those individuals, including allegations and opinions about that conduct. This was confirmed by the audio recording of the meeting.

34 The closed session adjourned at 6:38 p.m.

Analysis

35 This investigation involves two distinct types of meetings: meetings of the JPAC and meetings of council. The analysis begins with an explanation of the source of my Office's investigative authority regarding the two types of meetings.

36 Following this, the report analyzes the closed meeting exceptions cited by the JPAC and council to justify their in camera discussions, including:

- security of the property – s. 239(2)(a); and
- personal matters – s. 239(2)(b).

The report also analyzes other exceptions that were brought up during interviews with my Office, including:

- permissible under another Act – s. 239(2)(g); and
- information supplied in confidence – s. 239(2)(h).

JPAC meetings investigated under s. 14(1) of the *Ombudsman Act*

37 For the reasons that follow, the investigation into the four JPAC meetings was conducted under my Office's broad mandate to investigate public sector bodies set out in s. 14(1) of the *Ombudsman Act* and not under the open meeting provisions.

38 Section 14.1(3)(a) of the *Ombudsman Act* gives my Office the authority to investigate whether a municipality has complied with s. 239 of the *Municipal Act* and the procedure by-law adopted pursuant to s. 238(2) of that Act.

- 39** Section 239 of the *Municipal Act* requires that municipal councils, as well as their committees and local boards, hold open meetings subject to listed exceptions. Section 238 of the *Municipal Act* defines “committee” as any advisory or other committee, sub-committee or similar entity of which at least 50 percent of the members are also members of one or more councils or local boards.
- 40** As only two of seven members of the JPAC are councillors, it is not a “committee” as defined in the *Municipal Act*.⁶ It is therefore not required to hold open meetings under s. 239 of the Act, nor is the JPAC required to hold open meetings under the town’s procedure by-law. However, the JPAC’s terms of reference require its meetings be open to the public unless an exception under the *Municipal Act* applies.
- 41** Accordingly, my Office has considered whether the JPAC closed its meetings in violation of its terms of reference, pursuant to s. 14(1) of the *Ombudsman Act*.

Council meetings investigated under s. 14.1(3)(a)

- 42** Section 14.1(3)(a) of the *Ombudsman Act* gives my Office the authority to investigate whether a municipality has complied with s. 239 of the *Municipal Act* and the procedure by-law adopted pursuant to s. 238(2) of that Act. Council’s closed session meetings on July 10, 2017 and January 22, 2018 were investigated pursuant to this mandate.

Closed meeting exception: Security of the property

- 43** Section 239(2)(a) of the *Municipal Act* allows a municipality to proceed in camera to discuss matters regarding “the security of the property of the municipality or local board.” The Act does not define “security” for the purposes of this section, but previous investigations conducted by my Office have found that “security of the property of the municipality” should be given its plain meaning. Accordingly, the phrase applies to protecting property from physical loss or damage (like vandalism or theft), and the protection of public safety in relation to that property.⁷
- 44** My Office, like the Information and Privacy Commissioner (IPC), has found that when there is no threat to a municipality’s property, either corporeal or incorporeal,

⁶ The JPAC has members from the Amherstburg Police Services Board that serve on the committee but police services boards are not considered local boards for the purposes of the open meeting rules in the Act.

⁷ *Port Colborne (City of)*, 2015 ONOMBUD 32 (CanLII), <<http://canlii.ca/t/gtp7c>>.

the security of the property exception does not apply.⁸ Although we are not bound by decisions of the IPC, its decisions can be informative.

- 45** In my Office's October 2017 investigation into closed meetings in the Town of Deep River,⁹ we considered whether discussions related to police costing requests came within the "security of the property of the municipality" closed meeting exception. In that case, the town was going through the costing process with the OPP in order to decide whether to contract with them for its policing services. During closed meetings of council, the town discussed a consultation plan to get public feedback on the future of Deep River's policing services. Council members told my Office that the security of the property exception applied because the discussion involved police services and staffing, which in their view implicated safety and security throughout the town, including of municipal property. Council also felt the exception applied because the discussion implicated potential uses of the current police headquarters, which are located in a building owned by the town.
- 46** My Office found that these discussions did not deal with potential threats, loss or damage to municipal property and were not appropriately closed under the "security of the property of the municipality" exception, or any exception, to the *Municipal Act's* closed meeting requirements.

Committee meetings on June 1, June 22, July 6, and December 7, 2017

- 47** In this case, the audio recordings of the JPAC meetings indicate the discussion at the June 1, June 22 and July 6, 2017 meetings involved reviewing the RFP – ultimately, a public document – clause by clause. The committee discussed the service levels provided by the Amherstburg Police Service and its expectations and requirements for proponents.
- 48** Those interviewed told my Office that in discussing the town's current police services, information was revealed about staffing levels, roles of officers, and other details of the police model. My Office was told that this information would pose a safety risk if released to the public.
- 49** Regarding the December 7, 2017 meeting, the audio recording indicates that the committee discussed the results of the RFP process and the proposal from the Windsor Police Service. Those interviewed told my Office that the proposal

⁸ *Grimsby (Town of) (Re)*, 2016 ONOMBUD 19 (CanLII) <<http://canlii.ca/t/h2st7>>and Order MO-2683-I (30 December 2011).

⁹ *Deep River (Town of) (Re)*, 2017 ONOMBUD 17 (CanLII) <<http://canlii.ca/t/hqspf>>.

contained information about the Windsor Police Service that was confidential and sensitive in nature and would pose a threat to public safety if released.

- 50** The “security of the property” exception is narrowly construed and applies only to discussions about protecting the municipality’s property from physical loss or damage, and public safety related to that property.¹⁰ A review of the audio recording, as well as our interviews, did not identify any potential threats, loss or damage to municipal property in the committee’s closed session discussions.
- 51** While those interviewed indicated that sensitive information about the Amherstburg and Windsor police services was discussed during the committee meetings, my Office has previously found that discussions of sensitive information do not fall within the “security of the property” exception.¹¹ Accordingly, the committee’s discussions about the police costing RFP on June 1, June 22, July 6, and December 7, 2017 did not fit within the “security of the property” closed meeting exception.

Council meeting on July 10, 2017

- 52** Similarly, council cited the “security of the property” closed meeting exception to discuss the RFP in closed session on July 10, 2017.
- 53** As discussed above, my Office has found that when there is no threat to a municipality’s property, either corporeal or incorporeal, the “security of the property” exception does not apply.¹²
- 54** During interviews, those we spoke with said that the “security of the property” exception was relied on because sensitive and confidential intellectual property and financial records of the police services were discussed. For instance, council discussed information about police service levels that are key to carrying out policing duties. Those we spoke with said they were concerned that the information discussed could pose a threat to the public if released.
- 55** However, the “security of the property” exception only applies when council is discussing the narrow issue of a threat to the municipality’s corporeal or incorporeal property. In this case, council was instead discussing next steps involved with publicly issuing a particular RFP for policing services in the municipality. As there was no discussion about a threat to the municipality’s

¹⁰ Order MO 2468-F (27 October 2009) <<https://decisions.ipc.on.ca/ipc-cipvp/orders/en/133522/1/document.do>>.

¹¹ *Grimsby (Town of) (Re)*, 2016 ONOMBUD 19 (CanLII) <<http://canlii.ca/t/h2st7>>.

¹² *Grimsby (Town of) (Re)*, 2016 ONOMBUD 19 (CanLII) <<http://canlii.ca/t/h2st7>>.

property, the discussion did not fit within the s. 239(2)(a) exception for “security of the property of the municipality.”

Closed meeting exception: Permissible under another Act

56 During her interview with my Office, the town Clerk also indicated that s. 239(2)(g) of the *Municipal Act* would have allowed the committee to discuss the RFP in closed session. Section 239(2)(g) allows a municipality to discuss “a matter in respect of which a council, board, committee, or other body may hold a closed meeting under another Act” in closed session. While the committee never relied on this exception, the Clerk said the exception might have applied because the town’s police services board would have been entitled to discuss the RFP in private at a police services board meeting under s. 35(4) of the *Police Services Act*.

57 Section 35(4) of the *Police Services Act* provides that meetings and hearings of a police services board shall be open to the public except in the following circumstances:

(4) The board may exclude the public from all or part of a meeting or hearing if it is of the opinion that,

- (a) matters involving public security may be disclosed and, having regard to the circumstances, the desirability of avoiding their disclosure in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public; or
- (b) intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public. [emphasis added]¹³

Committee meetings on June 1, June 22, July 6, and December 7, 2017

58 There is no indication in the meeting documents or meeting recording that the committee considered whether this section would apply to its discussion and my Office has not been provided with any evidence to suggest that the police services board discussed the RFP in closed session under s. 35(4) of the *Police Services Act*. Accordingly, I am not satisfied that the committee was entitled to discuss the RFP in closed session under the “permissible under another Act” exception.

¹³ *Police Services Act*, RSO 1990, c. P.15, s. 35.

Council meeting on July 10, 2017

- 59 As with the meetings of the JPAC, the Clerk also told my Office that the “permissible under another Act” closed meeting exception in s. 239(2)(g) of the *Municipal Act* would have allowed council to discuss the draft RFP in closed session. She said that if the same discussion had occurred at a meeting of the Police Services Board, it could have been conducted in camera under s. 35(4) of the *Police Services Act*.
- 60 As discussed above, the *Police Services Act* lists two exceptions allowing for closed meetings of the police services board, each requiring that the desirability of avoiding disclosure outweigh the desirability of holding open meetings.
- 61 Like with the committee’s meetings, there is no indication in the meeting documents or meeting recording that council considered whether this section would apply to its discussion. In addition, my Office has not been provided with any evidence to suggest that the police services board discussed the RFP in closed session under s. 35(4) of the *Police Services Act*. Accordingly, I am not satisfied that council was entitled to discuss the RFP in closed session under the “permissible under another Act” exception.

Closed meeting exception: Information supplied in confidence

- 62 During her interview, the Clerk also told my Office about a confidentiality clause that was included in the proposal from the Windsor Police Service.
- 63 The Clerk said that due to this confidentiality clause, the December 7, 2017 meeting had to be held in closed session. The Clerk further indicated that similar confidential information about the Amherstburg Police Service was discussed at previous committee meetings.
- 64 While I appreciate the municipality’s concerns about complying with this confidentiality clause, at the time of the committee’s meetings, there was no closed meeting exception that generally allowed a municipality to proceed in camera to protect the confidential information of a third party. However, new exceptions to the *Municipal Act*’s closed meeting requirements came into force on January 1, 2018, including exceptions related to information supplied in confidence. It is possible this matter may have fallen under one of the new exceptions, but they were not yet in force when the committee met.

Closed meeting exception: Personal matters

- 65** Council cited s. 239(2)(b) of the *Municipal Act* to discuss issues related to the composition of the JPAC in closed session during the January 22, 2018 meeting. Section 239(2)(b) provides that a municipality can discuss “personal matters about an identifiable individual” in closed session.
- 66** Generally, information that pertains to an individual in their professional capacity will not fit within the personal matters exception.¹⁴ However, in some cases information about a person in their professional capacity may still fit within the exception if it reveals something personal¹⁵ or relates to scrutiny of an individual’s conduct. My Office has also found that discussions about the conduct of private citizens fit within the personal matters exception.¹⁶
- 67** In this case, council discussed its opinion of the conduct of various identified individuals, as well as allegations that these individuals acted improperly. This discussion fit within the exception in s. 239(2)(b) for personal matters about an identifiable individual.

Opinion

- 68** I acknowledge that council and the JPAC operated in good faith in closing these meetings to the public and understand their concerns about public discussion of sensitive policing information. However, at the time of these meetings, there was no exception that would have allowed council or the JPAC to hold these discussions in closed session.
- 69** The JPAC violated the town’s Local Boards/Committees – Terms of Reference when it discussed the police costing RFP in closed session on June 1, June 22, July 6 and December 7, 2017. Failing to comply with these terms of reference was wrong under s. 21(1)(d) of the *Ombudsman Act*. The discussion about the request for proposals did not fit within the “security of the property” exception or any of the exceptions provided in the Local Boards/Committees – Terms of Reference.
- 70** Council for the Town of Amherstburg contravened the *Municipal Act* when it discussed the police costing RFP in closed session on July 10, 2017. The

¹⁴ IPC Order MO-2204 and Township of Russell, 2014:

<<https://www.ombudsman.on.ca/Files/sitemedia/Documents/Russell-Twp-Closing-Letter-FINAL-EN.pdf>>

¹⁵ Ombudsman of Ontario, *Complaint regarding the October 25, 2014 council meeting* (2014) online: <<https://www.ombudsman.on.ca/Files/sitemedia/Documents/Elliot-Lake-Sept-8-2014.pdf>>.

¹⁶ *South Huron (Municipality of) (Re)*, 2015 ONOMBUD 6 (CanLII), <<http://canlii.ca/t/gtp80>>.

discussion about the request for proposals did not fit within the exceptions to the open meeting requirements of the Act.

- 71 Council for the Town of Amherstburg did not contravene the *Municipal Act* when it discussed the JPAC composition in closed session on January 22, 2018. The discussion on that date fit within the Act's "personal matters about an identifiable individual" exception.

Recommendations

- 72 I make the following recommendations to assist the Town of Amherstburg in fulfilling its obligations under the Act and enhancing the transparency of its meetings.

Recommendation 1

All members of council for the Town of Amherstburg should be vigilant in adhering to their individual and collective obligation to ensure that council complies with its responsibilities under the *Municipal Act, 2001* and its own procedure by-law.

Recommendation 2

Committee members for the Town of Amherstburg should be vigilant in complying with the Local Boards/Committees – Terms of Reference.

Recommendation 3

The Town of Amherstburg should ensure that no subject is discussed in closed session unless it clearly comes within one of the statutory exceptions to the open meeting requirements.

Recommendation 4

The Town of Amherstburg should clearly set out the rules for committees around holding closed meetings. The procedure by-law should be consistent with the committee's terms of reference in setting out open meeting rules.

Report

- 73 The town was given the opportunity to review a preliminary version of this report and provide comments to our Office. Comments received were considered in the preparation of this final report.
- 74 In its response, the town committed to revising its procedure by-law to reflect the recent amendments to the *Municipal Act's* closed meeting requirements. In

response to my recommendations, it also indicated that the revised by-law would create consistent closed meeting requirements for bodies governed by the Local Boards/Committee – Terms of Reference.

- 75 Regarding the “security of the property” closed meeting exception, the town stated that council referred to reference material from Local Authority Services (LAS) – which provides closed meeting investigation services to more than 150 of Ontario’s municipalities – in deciding to use this exception. Specifically, the town referenced a document from LAS that explains that the “security of the property” closed meeting exception “covers more than the locks on the doors and municipal facilities.” The town said that the information discussed regarding staffing levels, roles of officers, and other details of the police model raised “incorporeal threats” to the municipality’s property and required closed session consideration.
- 76 As noted above, my Office, consistent with the Information and Privacy Commissioner, has determined that the “security of the property” closed meeting exception is not limited to threats against a municipality’s facilities. However, there must be a potential threat to the municipality’s corporeal or incorporeal property discussed by council. My review of the meeting recordings indicates that there was no such threat discussed.
- 77 My report should be shared with council for the Town of Amherstburg and should be made available to the public as soon as possible, and no later than the next council meeting. In accordance with s. 239.2(12) of the *Municipal Act, 2001*, council should pass a resolution stating how it intends to address this report.



Paul Dubé
Ombudsman of Ontario



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF PARKS, FACILITIES, RECREATION & CULTURE

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: Rick Daly	Report Date: June 5, 2018
Author's Phone: 519 736-5712 ext. 2122	Date to Council: June 25, 2018
Author's E-mail: rdaly@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: Annual Committee Report – 2017 Parks & Recreation Committee

1. RECOMMENDATION:

It is recommended that:

1. The report from the Manager of Recreation Services and Manager of Parks and Naturalized Areas dated June 5, 2018, regarding the Annual Committee Report – 2017 Parks and Recreation Committee **BE RECEIVED for information.**

2. BACKGROUND:

Pursuant to the requirements outlined in the Local Boards/Committees – Terms of Reference document adopted by Council on October 5, 2015, this report describes the accomplishments of the Parks and Recreation Committee over the course of 2017.

3. DISCUSSION:

At the commencement of 2017, the Parks Advisory Committee and Recreation and Culture Advisory Committee were autonomous of each other with separate mandates. In July 2017, Council approved Resolution # 20170710-803 amalgamating both committees to form the current Parks and Recreation Advisory Committee.

This committee is allowed under Ontario Regulation 797 Recreation Programs (1990) under the *Ministry of Tourism and Recreation Act*. The first meeting of the newly formed committee was held on August 9, 2017, with an election of the Chair and Vice Chair for the remainder of the year, in accordance with the Committee's Terms of Reference.

The Committee, at that time, set its schedule of meetings. The Terms of Reference allows for the Committee to meet on a quarterly basis; however the Committee chose to meet every two months instead.

As a result of the committees' amalgamation, the following are the accomplishments of the Parks Committee, the Recreation and Culture Committee and the Parks and Recreation Committee:

Parks Committee

- Assisted the Communities in Bloom Committee in obtaining recognition for Amherstburg as a 2017 National 5 Bloom Communities in Bloom award winner.
- Continued the Committee's Card Program recognizing 10 residents in 2017; 116 homes since 2012.
- Provided a motion of support for the development of a public pier at the waterfront development site.
- Recommended to Council to repair/develop the Bob-Lo Dock.

Recreation and Culture Committee

- Supported implementation of the first phase of the new recreation software – Fusion. Staff commenced using the software in December 2017.
- Presented the Recreation Leadership Award to twelve Grade 8 students attending elementary schools in Amherstburg.
- Provided a motion of support for the new Smoking By-Law prohibiting the use of tobacco products in parks and sports fields.

Parks and Recreation Committee

- Supported amalgamation of the Parks Committee and Recreation and Culture Committee.
- Provided direct input to the Monteith Brown Planning Consultants on the development of the Parks Master Plan.

4. RISK ANALYSIS:

N/A

5. FINANCIAL MATTERS:

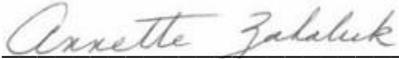
All costs associated with the 2017 Recreation Leadership Awards were funded in the 2017 Council & Committees budget line specific to the Recreation and Culture Committee.

6. **CONSULTATIONS:**

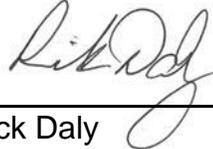
N/A

7. **CONCLUSION:**

The 2017 Annual Committee Report for the Parks & Recreation Committee is provided for Council's information.



Annette Zahaluk
Manager, Parks & Naturalized Spaces



Rick Daly
Manager, Recreation Services

Report Approval Details

Document Title:	Annual Committee Report - 2017 Parks and Recreation Committee.docx
Attachments:	N/A
Final Approval Date:	Jul 11, 2018

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



Mark Galvin - Jul 9, 2018 - 10:36 AM



Cheryl Horrobin - Jul 9, 2018 - 4:01 PM – ACTING CAO



Paula Parker - Jul 11, 2018 - 3:08 PM



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF PLANNING, DEVELOPMENT & LEGISLATIVE SERVICES

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 Council, Author's E-mail, Resolution #.

To: Mayor and Members of Town Council

Subject: Building Department Activity Report - April, May and June 2018

1. RECOMMENDATION:

It is recommended that:

- 1. The report from the Chief Building Official dated June 29, 2018, regarding Building Department Activity Report - April, May and June 2018 BE RECEIVED for information.

2. BACKGROUND:

At the regular Council meeting of April 11, 2016 council passed the following resolution (Resolution # 20160411-145):

“That Administration BE DIRECTED to provide monthly activity reports from the Building Department, Fire Department and Police Services.”

3. DISCUSSION:

The building activity and statistics in this report are for the months of April, May and June 2018. There has been a steady amount of activity within the existing subdivisions of Kingsbridge, Meadowview and the completion the Golfview Subdivision. There has been an increase in institutional and industrial permits in June. A total of 62 residential units have been issued which consist of 6 town house units, 18 semi-detached units and 38 single family residential dwellings totalling approximately \$15,465,000 in construction value. The approximate total construction value for all three months is over \$20,400,000.

Monthly Building Activity for April 2018

Types of Permits	Number of Permits	Value of Construction
Single Family Dwelling Unit	11	\$ 3,175,000.00
Semi Detached Unit	8	\$ 1,674,000.00
Townhome Units	3	\$ 450,000.00
Apartment	0	\$ -
Accessory Buildings/ Decks/ Patio Roof	10	\$ 146,000.00
Renovations/Additions to Residential	1	\$ 85,000.00
Industrial/Commercial/Institutional	0	\$ -
Swimming Pool	2	\$ 70,000.00
Signs	0	\$ -
Roof Mounted Solar Panels	0	\$ -
On Site Sewage System	3	\$ 30,000.00
Plumbing	2	\$ 1,165.00
Demolition	1	\$ 400,000.00
Tents	0	\$ -
	41	\$ 6,031,165.00

Monthly Building Activity for May 2018

Types of Permits	Number of Permits	Value of Construction
Single Family Dwelling Unit	10	\$ 3,041,000.00
Semi Detached Unit	2	\$ 386,000.00
Townhome Units	0	\$ -
Apartment	0	\$ -
Accessory Buildings/ Decks/ Patio Roof	11	\$ 195,500.00
Renovations/Additions to Residential	4	\$ 213,000.00
Industrial/Commercial/Institutional	3	\$ 836,459.00
Swimming Pool	3	\$ 73,000.00
Signs		
Roof Mounted Solar Panels		
On Site Sewage System	2	\$ 40,000.00
Plumbing	3	\$ 4,977.50
Demolition	1	\$ 11,000.00
Tents	1	\$ 600.00
	40	\$ 4,801,536.50

Monthly Building Activity for June 2018

Types of Permits	Number of Permits	Value of Construction
Single Family Dwelling Unit	17	\$ 4,367,000.00
Semi Detached Unit	8	\$ 1,564,000.00
Townhome Units	3	\$ 808,000.00
Apartment	0	\$ -
Accessory Buildings/ Decks/ Patio Roof	12	\$ 563,000.00
Renovations/Additions to Residential	5	\$ 142,500.00
Industrial/Commercial/Institutional	5	\$ 1,829,000.00
Swimming Pool	10	\$ 82,860.00
Signs	2	\$ 6,000.00
Roof Mounted Solar Panels	0	\$ -
On Site Sewage System	5	\$ 185,000.00
Plumbing	4	\$ 5,300.00
Demolition	3	\$ 18,500.00
Tents	1	\$ 1,000.00
	75	\$ 9,572,160.00

4. RISK ANALYSIS:

N/A

5. FINANCIAL MATTERS:

The approximate construction cost for the three month period is over \$20,400,000 and fees collected for permits issued total over \$167,000.

7. CONCLUSION:

The residential construction will remain strong throughout the summer months. There will be an increase of approximately 74 new building lots in our inventory with the new extension of Lavers in the Kingsbridge Subdivision which will be ready in the next few weeks.



Angelo Avolio
Chief Building Official

Report Approval Details

Document Title:	BUILDING ACTIVITY REPORT-APRIL, MAY, JUNE.docx
Attachments:	N/A
Final Approval Date:	Jul 11, 2018

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



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Paula Parker - Jul 11, 2018 - 1:51 PM



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF THE CAO

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: Bruce Montone	Report Date: July 6, 2018
Author's Phone: 519 736-6500 ext. 2241	Date to Council: July 23, 2018
Author's E-mail: bmontone@amherstburg.ca	Resolution #: 20160411-145

To: Mayor and Members of Town Council

Subject: Monthly Fire Department Activity Report - June 2018

1. RECOMMENDATION:

It is recommended that:

1. The report from the Fire Chief dated July 6, 2018 regarding Monthly Fire Department Activity Report - June 2018 **BE RECEIVED for information.**

2. BACKGROUND:

On April 11, 2016, Council adopted the following:

"That Administration BE DIRECTED to provide monthly activity reports within the Building department, Fire department, and Police Services."

3. DISCUSSION:

The goal of the Amherstburg Fire Department is to provide fire protection services through a range of programs designed to protect the lives and property of the inhabitants from the adverse effects of fire, sudden medical emergencies or exposure to dangerous conditions created by man or nature.

To achieve this goal the Amherstburg Fire Department utilizes fire suppression and rescue activities, fire inspections, fire investigation, public fire safety education and other fire protection programs as defined by the Fire Protection and Prevention Act, R.S.O.1997, and the Town of Amherstburg, Establishing and Regulating

By-Law # 2017 – 67. The attached, represents activities and program information for the month of June 2018.

4. **RISK ANALYSIS:**

N/A

5. **FINANCIAL MATTERS:**

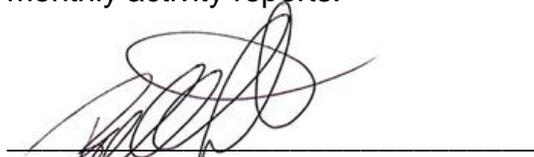
N/A

6. **CONSULTATIONS:**

N/A

7. **CONCLUSION:**

As directed by Council, the Amherstburg Fire Department will continue to provide monthly activity reports.



Bruce Montone
Fire Chief

Report Approval Details

Document Title:	Fire Department Monthly Activity Report-June 2018.docx
Attachments:	- Monthly Dashboard Report June 18.pdf
Final Approval Date:	Jul 11, 2018

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



Mark Galvin - Jul 9, 2018 - 10:38 AM



Cheryl Horrobin - Jul 9, 2018 - 4:18 PM – ACTING CAO



Paula Parker - Jul 11, 2018 - 2:08 PM



FIRE SERVICES

DASHBOARD

1 - SERVICE LEVEL DELIVERY		2017	YTD 2018	Jun-17	Jun-18
INCIDENTS		522	246	44	29
Incident Types	OFM codes				
Fire	01 - 29	70	27	2	8
False Fire Alarms	31 - 39	103	55	13	8
Public Hazard	41 - 59	46	22	2	3
Rescues	601 - 69	68	34	9	4
Medical	701 - 899	137	55	7	1
Others	91 - 99	98	53	11	5

Number of calls by station		2017	YTD 2018	Jun-17	Jun-18
Station # 1		189	92	17	7
Station # 2		98	43	9	3
Station # 3		59	27	4	2
Duty Officer		176	84	14	17

2 - AVERAGE RESPONSE Targets		2017	YTD 2018	Jun-18 AVG	Jun-18
Alarm Transfer Time	95th Percentile	Not Currently Available			
Alarm Answering Time	95th Percentile	Not Currently Available			
Alarm Processing Time	90th Percentile	n/a	0:02:27	0:01:43	0:02:41
Alarm Handling Time	90th Percentile	Not Currently Available			
Turn out time	90th Percentile	n/a	0:07:23	0:04:15	0:06:05
Travel Time	90th Percentile	n/a	0:07:00	0:04:55	0:08:59
Intervention Time	90th Percentile	Not Currently Available			
Total Response Time	90th Percentile	Not Currently Available			

3 - OTHER STATISTICS		2017	YTD 2018	Jun-17	Jun-18
Total Training Session		196	87	14	12
Total Training Session (Station 1)		46	26	5	4
Total Training Session (Station 2)		46	26	4	4
Total Training Session (Station 3)		48	26	4	4
Total Training Session (Extra)		56	9	1	0
Total Routine Station Maintenance & Inspection		148	73	12	12
Fire Prevention Inspections		65	28	5	4
Business Licenses Inspections		N/A	10	1	3
Fire Prevention Program Activities (i.e. Lockbox, Tapp-C)		N/A	52	N/A	3
Fire Safety Plan Reviews		5	16	N/A	4
Vulnerable Occupancy Annual Inspections		12	0	0	0
Fire Permits Issued		N/A	203	N/A	59
Fire Permit Inspections		N/A	431	N/A	126

4 - COMMUNITY IMPACT		2017	YTD 2018	Jun-17	Jun-18
Total \$ Loss (2017 \$ Loss - an estimate)		1,097,500	191,800	0	0
Total \$ Saved (2017 \$ Saved - an estimate)		1,467,750	1,120,000	0	0
Residential Fire Related Injuries (Entire)		3	0	0	0
Fire Fighter		0	0	0	0
Public		3	0	0	0
Residential Fire Related Fatalities (Entire)		0	0	0	0



FIRE SERVICES

DASHBOARD

5 - CHIEF'S COMMENTS

The Month of June was very busy and active, Preparation and Hosting of the "Women on Fire" Outreach initiative at the Libro Centre resulted in 160 Women having the opportunity to hear about recruitment processes in Fire, Police, Emergency Medical and Border Services. All participants had opportunity to experience a variety of agility testing events, utilized by the four services. Staff from all agencies from throughout Essex County and Chatham-Kent participated and interacted with the participants. This was the first of its kind in Southwestern Ontario and Amherstburg was happy and proud to be the inaugural community and Host. The three vehicles purchased to replace the aging Rescue Trucks were received mid- Month. Fit-up work continues to put all three vehicles into service in early July. Preparation for 2019 Budget deliberations have begun and involves all senior staff.

30-Jun-18



THE CORPORATION OF THE TOWN OF AMHERSTBURG

**OFFICE OF CORPORATE SERVICES AND OFFICE OF PLANNING,
DEVELOPMENT & LEGISLATIVE SERVICES**

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: Cheryl Horrobin Mark Galvin	Report Date: July 11, 2018
Author's Phone: 519 736-5408 ext. 2137 or 519 736-0012 ext. 2254	Date to Council: July 23, 2018
Author's E-mail: chorrobin@amherstburg.ca mgalvin@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: Development Charges Deferral Agreements

1. RECOMMENDATION:

It is recommended that:

1. The report from the Director of Corporate Services and the Director of Planning, Development and Legislative Services dated July 11, 2018 regarding Development Charges Deferral Agreements **BE RECEIVED for information.**

2. BACKGROUND:

Under the Town's DC By-law 2014-101, Development Charges for all services shall be calculated and be payable on the date the first building permit is issued.

In 2007, Council held a working session where it was acknowledged that there had been a downward turn in residential building starts in the Town. Further to that session, on July 23, 2007, Council directed that a Development Charges (DCs) deferral for residential development be implemented effective August 1, 2007 for 12 months, ending July 31, 2008, and authorized preparation of related agreements. Council opted to continue the deferrals through annual extensions, with the current extension ending August 21, 2018.

The DCs deferral applied to all forms of residential developments only. The Town granted credit to the applicant by providing an interest-free deferral of the payment due date for DC charges from the date of building permit issuance to the earlier of the closing date of the purchase of the property or 18 months.

The DCs deferral process included:

- 1) The receipt of an application with the full payment for the cost of DCs.
- 2) Preparation of a report to Council.
- 3) Preparation of the DCs Deferral Agreement.
- 4) Council reviewed and approved requests for deferral of DCs on a case by case basis and authorized Administration to finalize the required Agreement.
- 5) Once the Agreement was registered on the title of the subject property, at the owner's expense, the Town refunded the DC payment remitted with the application under step 1.

3. DISCUSSION:

The Development Charges Act (Section 27) permits, *“on such terms as Council may require, an applicant to pay the applicable development charge at a date later than it would otherwise be payable, upon and in accordance with the terms of an agreement entered into by the applicant and the municipality”*. The Town's Development Charges Background Study and By-law 2014-101, provides the same allowance.

Council relied on these provisions to deviate from the standard under the Town's DC By-law and to initiate DC deferrals at a time of economic downturn being experienced in the region, around 2007. Since that time, the development climate has changed and the Town has invested, and continues to invest, in infrastructure to support new development in the Town while incurring expense for financing charges for those infrastructure projects.

The province of Ontario has provided the legislated framework – the Development Charges Act (DCA), 1997: *“to pay for increased capital costs required because of increased needs for services arising from development of the area to which the by-law applies”*

Under the Town's Strategic Financial Plan (2014-2025), the cost of that growth-related infrastructure should be paid for by growth through collection of DCs. Deferring the collection of DCs delays the collection of funding sources toward those costs and imposes a cash-flow burden on the Town, which in some cases has increased costs for the Town due to increased reliance on long-term debt to finance growth related capital investments. These costs put upward pressure on tax and user rates, and possibly on future DC charge rates to cover the growth-related share of debt service.

With consideration to the improved economic climate, the Town's financial constraints and the need to fund investment in growth-related infrastructure to support development, Administration does not recommend continuation of DC deferrals beyond its current term, expiring August 21, 2018.

4. RISK ANALYSIS:

The deferral of DCs does carry risk for the Town as outlined below, along with the financial risks to the Town, which are further outlined in the Financial Matters section of this report.

The continuation of DC deferrals since 2007 may provide developers with a sense of entitlement to deferral of DC charges, and there is a risk that there may be frustration expressed by developers that DC charges are due at the time of building permit issuance in accordance with the DC By-law. It is uncertain whether there would be an impact to a developer's decision to build in the Town based on DC charges not being deferred; though there is certainty that lack of infrastructure to facilitate growth delays development within the Town. Council is ultimately tasked with balancing the desire for development with the increased investment required to facilitate growth.

With a deferral the applicants receive their building permit and initiate construction without paying Development Charges; which would otherwise have been paid in full at the time of building permit issuance and prior to construction. If the applicant files for bankruptcy or cannot complete the project during the deferral period, it would be difficult for the Town to recoup the deferred DCs as the municipal claim for charges is not fully secured.

In addition, there is risk associated with late or non-payment. The applicant to whom the deferral was granted may not be able to pay the sum in accordance with the repayment schedule established in the deferral agreement. The Town does not have many measures available to ensure payment is received, other than legal action.

Although unpaid DCs can be added to the tax roll to be collected like taxes; however, the collection of DCs like municipal taxes does not have priority lien status. As such, there is no certainty of recovering the funds owed.

5. FINANCIAL MATTERS:

The Town has made progress toward the strategic goal of financial sustainability in the past few years, but there are still significant opportunities to improve on that progress, including the building of reserves and reserve funds.

There are several financial impacts to deferral of DCs that may negatively impact the Town:

- The Town would normally receive DC payment at the time of building permit issuance before development starts. There is risk associated with nonpayment by the applicant due to financial constraints or bankruptcy.

- DCs collected are normally placed in a reserve fund and collect interest until they are needed to fund growth-related capital projects. The deferral of DC collections means that no interest will accumulate in the reserve funds until the funds are collected.
- DCs are planned for in the Town's financial strategy as a funding source for growth-related capital projects. Where the capital project is required to move forward but the DCs are deferred, the funds are not available for use and the Town must identify another funding source. This is already an issue because collection of DCs is not keeping pace with existing demands for growth-related debt service, as disclosed to Council in the 2018 Wastewater Budget. The funding shortfalls would be worsened by continued DC deferrals. At the time of writing, the Town was carrying a non-interest bearing account receivable of approximately \$805,000 for deferred DC charges.
- The Town incurs administrative costs associated with DC deferrals. The Finance, Planning, Legal, and Building divisions are all required to devote resources to the development, setup, monitoring and collection of deferred DCs and the related Agreements, with ongoing monitoring of amounts due, collections, and additions to the tax roll where required. Legal costs may be incurred where payments are not made in accordance with the Agreements.

The financial risks for the Town could be partially mitigated, should Council wish to continue offering DC deferrals, by including the following in the related Agreements:

1. 100% Letter of Credit provided by the applicant
2. Interest charged at the Bank of Canada business interest rate
3. Application processing fee to recover 100% of the Town's administrative costs.

6. **CONSULTATIONS:**

The Treasurer and the Manager of Planning Services were consulted on this report.

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7. CONCLUSION:

The deferral of DCs provides some flexibility to developers in managing their cash-flow but also puts the municipality at risk, as outlined in this report.

While DC deferrals may have been intended as an incentive for economic development, it is uncertain whether they provide the intended benefits. Other factors (i.e. land supply, serviced land, and the economy) may have a greater effect on the lack development in the Town than DCs.

In order to support development through investment in infrastructure, to avoid upward pressure on tax and user rates, and to further progress toward the Town's financial sustainability, Administration recommends that DC deferrals be discontinued effective August 21, 2018.



Cheryl Horrobin
**Director of Corporate Services/
ACTING CAO**



Mark Galvin
**Director of Planning, Development and
Legislative Services**

Report Approval Details

Document Title:	Development Charges Deferral Agreements.docx
Attachments:	N/A
Final Approval Date:	Jul 17, 2018

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



Paula Parker - Jul 17, 2018 - 10:24 AM



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF CORPORATE SERVICES

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: Justin Rousseau & Bobbi Reive	Report Date: July 9, 2018
Author's Phone: 519 736-0012 ext. 2259	Date to Council: July 23, 2018
Author's E-mail: jrousseau@amherstburg.ca & breive@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: 2018 First Quarter Operating Variance as at March 31, 2018

1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Treasurer and Financial Planning Administrator dated July 9, 2018 regarding the 2018 First Quarter Operating Variance as at March 31, 2018 **BE RECEIVED for information.**

2. **BACKGROUND:**

The Town's budget is established by Council each year for operating and capital purposes as required under the Municipal Act. Council approves both i) a cash based budget, used for determination of the annual tax levy requirement and user rate impacts and ii) an accrual based budget required under Public Sector Accounting Board ('PSAB') standards for reporting in the annual financial statements. The cash based budget estimates are formed from Council direction, economic trends and the best estimates and information available at the time.

The actual expenditures and revenues in the various budget centres are monitored by Administration in relation to the approved budget on an ongoing basis. The year to date and projected results to the end of the year are reported to Council quarterly.

3. DISCUSSION:

This report is provided to advise Council of the operating results for the first quarter of the 2018 fiscal year, in relation to the cash based budget. Due to resource constraints, capital results, projections and variances are not included in this report; however they will be included in the next quarterly report.

The following is a breakdown of the major operating variances by department:

Taxation Funded:

At March 31, 2018, an operating deficit of approximately \$379,300 is projected for budget centres funded from taxation, as outlined in the comments below.

Office of the CAO

The Office of the CAO includes the following budget centres: CAO's office, Clerk's Office, Council, Grants & Waivers. This department is projecting an overall surplus of \$89,157.

The main elements of the projected surplus include:

The Clerk's Office budget centre shows an estimated surplus of \$71,880 resulting from a surplus in insurance premiums, premiums are also allocated to Police, Water and Wastewater budget centres; surplus in Training and Conferences due to timing restrictions related to the 2018 Election, increased revenue from insurance recoveries due to MTO rate increases and surplus in crossing guard expenses due to 2 vacant crossing guard positions that administration has been unable to fill for the 2018 year.

The Council & Committees budget centre shows a projected surplus of \$18,690 mainly related to projected underspending for Council attendance at training and conferences.

Fire

A deficit of \$70,438 is projected in the Fire budget centre, mainly resulting from overages expected in salary and benefits expenses. The estimated overages are based on transition costs for the Deputy Chief position and omissions from the salary budget for cost obligations related to vacation pay for volunteer firefighters and incremental pay for fulltime firefighters that also do incident response and training as volunteer firefighters.

Corporate Services

The Corporate Services Department includes Financial Services, Non-Departmental, Information Technology and Human Resources budget centres. This department is projecting an overall surplus of \$116,083.

The main elements of the projected surplus include:

A \$57,000 surplus is trending in Financial Services, mainly related to a salaries and benefits expense surplus related to backfill of a maternity leave and timing of filling a vacant position.

A surplus of \$59,074 is projected in the Non-Departmental budget centre. The main components are higher grant revenues for drainage superintending and Ontario Municipal Partnership Fund (OMPF). Those surpluses are offset by projected lower grant revenues for students and higher expenses for advertising, interest charges and conservation authority levy.

The Human Resources budget centre is projecting a surplus of \$9,649, related to a maternity leave. This is fully offset by a projected deficit of \$9,640 in the Information Technology budget centre, mainly related to unbudgeted software licencing and increased contracted technical support services offset by surpluses in staff costs, telephone and GPS costs.

Planning, Development & Legislative Services

The Planning, Development & Legislative Services Department includes Licencing & Enforcement, Planning & Legislative Services and Building budget centres. This department is projecting an overall deficit of \$9,319.

The projected deficit mainly results from the Planning & Legislative Services budget centre where a projected shortfall in planning fee revenues based on lower application trends is offset by surplus forecast for professional fees expense related to planning studies, based on an estimated September start to a Seniors Master Plan, for completion in 2019.

The Building budget centre shows a break-even position based on the estimated transfer to the Building reserve fund equal to the projected operating surplus of \$98,775, primarily due to a new subdivision opening in the summer, in accordance with the Ontario Building Code Act.

Parks, Facilities, Recreation and Culture

The Parks, Facilities, Recreation and Culture Department includes the Libro Centre, Facilities, Parks, Recreation Services and Tourism budget centres. This department is projecting an overall deficit of \$112,494.

The main elements of the projected deficit include:

A projected surplus of \$17,648 in the Facilities budget centre largely results from underspending salary and benefits related to a staff vacancy offset by overspending for building maintenance, including roof repairs at the library, utility costs and an estimated revenue shortfall for facility rentals.

The Libro Centre budget centre is projecting a deficit of \$99,622 that mainly results from expense overages on refrigeration maintenance and utilities and a shortfall in rental revenue from ice and indoor turf facilities. These overages are offset in 2018 by

underspending in salary and benefits expenses, mainly related to the vacant Director position.

The Recreation Services budget centre is projecting a deficit of \$35,020, mainly for staff costs related to opening the Town pool for the 2018 season, which was not anticipated in the 2018 budget.

The Tourism budget centre anticipates a surplus of \$4,500 mainly from an expected surplus in event revenue.

Engineering & Public Works

The Engineering & Public Works Department includes the Public Works and Environmental Services budget centres. This department is projecting an overall deficit of \$145,130.

The projected deficit includes estimated overspending of \$70,185 in the Environmental Services budget centre related to solid waste collection, based on current WDS contract costs.

It also includes a projected deficit of \$74,945 in the Public Works budget centre. This projection is based on overspending of salary and benefits expense for a Roads Supervisor position approved in year and estimated overspending for fuel based on current cost and usage. These are offset by a revenue surplus of \$26,000 primarily related to an agreement with Pelee Island for provision of drainage superintending services.

Police

A deficit of \$247,162 is projected for the Police budget centre.

The deficit is mainly due to estimated overspending for staff related costs should the transition to contract policing move forward and overspending computer maintenance expense to replace the video system at the police facility.

Capital

Projected taxation funded capital spending and funding estimates will be analyzed and included in the next quarterly financial report.

User Rate Funded:

Water

There is no projected variance for the Water budget centre.

Wastewater

There is no projected variance for the Wastewater budget centre.

4. RISK ANALYSIS:

In considering this report it is important to note that not all revenues and expenditures occur evenly throughout the year. As a result, the forecast may be significantly different than the actual to date extrapolated for the balance of the year. Projections will be refined as the year progresses and update reports will be provided quarterly.

5. FINANCIAL MATTERS:

The following table provides a summary of the 2018 projected variances described above:

	2018 Budget	Qtr 1 2018 Actuals	Projected 2018 YE Actuals	Projected 2018 Surplus/ (Deficit)
<u>Department</u>				
Office of the CAO	2,356,539	609,082	2,267,383	89,157
Fire	1,880,074	380,824	1,950,512	(70,438)
Corporate Services	1,910,897	518,721	1,794,813	116,083
Planning, Development & Legislative Services	921,134	202,136	930,453	(9,319)
Parks, Facilities, Recreation and Culture	3,296,590	843,199	3,409,084	(112,494)
Engineering & Public Works	3,454,051	839,101	3,599,181	(145,130)
Transfers to Capital	1,720,000	-	1,720,000	-
Supplementary Taxes	(220,000)	-	(220,000)	-
Local Improvements	(46,938)	-	(46,938)	-
Police	5,471,217	1,486,224	5,718,379	(247,162)
	20,743,564	4,879,287	21,122,867	(379,303)
Water	-	336,635	-	-
Wastewater	-	597,079	-	-
	-	933,714	-	-

6. **CONSULTATIONS:**

The Senior Management Team and budget centre managers were consulted with regard to the projections for the budget centres.

7. **CONCLUSION:**

The projections at March 31, 2018 are based on preliminary estimates and may change significantly at year end. Administration will work to mitigate negative variances during the year and estimates will be refined as the year progresses.

Administration will monitor funding requirements for actual results and recommendations to fund year end results, which may include transfers from reserves, will be brought forward with the yearend report.



Bobbi Reive
Financial Planning Administrator



Justin Rousseau
Treasurer

Report Approval Details

Document Title:	2018 First Quarter Operating Variance as at March 31, 2018.docx
Attachments:	N/A
Final Approval Date:	Jul 18, 2018

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



Cheryl Horrobin - Jul 18, 2018 - 10:28 AM – ACTING CAO



Mark Galvin - Jul 18, 2018 - 12:44 PM



Paula Parker - Jul 18, 2018 - 12:58 PM



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF CORPORATE SERVICES

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: Justin Rousseau	Report Date: July 5, 2018
Author's Phone: 519 736-0012 ext. 2259	Date to Council: 7/23/2018
Author's E-mail: jrousseau@amherstburg.ca	Resolution #: NA

To: Mayor and Members of Town Council

Subject: Accounts Payable for the Month of June 2018

1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Treasurer dated July 5, 2018, regarding Accounts Payable for the Month of June 2018 **BE RECEIVED for information.**

2. **BACKGROUND:**

On July 11, 2016, Council adopted the following motion:

"The Treasurer BE AUTHORIZED to release funds for payables as per the Treasurer's duties, set out in Section 286(1)(c) of the Municipal Act, 2001."

On March 19th, 2018 a report outlining a new monthly process for accounts payable was presented to Council for Information.

Based on the motion and report dated March 19th, 2018, the Accounts Payable Reports will be provided to Council at their first meeting of the month to transmit the cheque listing for the previous month. This adjustment in timing of the report will allow for the proper administrative review on the report, the attachment to the report and the related Private and Confidential Memo. This will allow the Town to continue with open and transparent government operations.

3. DISCUSSION:

The Accounts Payable list for the month of June 2018 is attached. All cheques have been signed by approved signing authorities as per the Council approved policies.

4. RISK ANALYSIS:

The Town of Amherstburg is a complex entity with many different payment terms and contracts. While the possibility of late payment and interest charges exists, this is mitigated by allowing the Treasurer the ability to rectify the issues as they present themselves.

5. FINANCIAL MATTERS:

The funds in the amount of Appendix A have been paid during the applicable period.

6. CONSULTATIONS:

N/A

7. CONCLUSION:

The following is presented to the Mayor and Council for information.



Justin Rousseau
Treasurer

Report Approval Details

Document Title:	Accounts Payable for the Month of June 2018.docx
Attachments:	- Accounts paid June 1 2018 - June 30 2018.pdf
Final Approval Date:	Jul 10, 2018

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



Cheryl Horrobin - Jul 9, 2018 - 3:45 PM – ACTING CAO



Mark Galvin - Jul 9, 2018 - 3:52 PM



Paula Parker - Jul 10, 2018 - 2:03 PM



Vendor : 001 To ZUL180
 Batch : All
 Department : All

Cheque Print Date : 01-Jun-2018 To 30-Jun-2018
 Bank : 1 To 99
 Class : All

Vendor Invoice	Vendor Name Description				Batch Invc Date	Invc Due Date	Amount
G.L. Account	CC1	CC2	CC3	GL Account Name			
DEPARTMENT 0000000	DEPARTMENT EXPENDITURES						
ACC334	ACCURATE CREATIONS SPORTS & PROMO GEAR						
1055	HATS				729 04-Jun-2018	04-Jun-2018	
80-5-0000000-0161			CLOTHING				345.78
AMH001	AMHERSTBURG PROFESSIONAL FIREFIGHTERS ASSOC						
MAY 2018	MAY 2018 MONTHLY DUES				699 01-Jun-2018	01-Jun-2018	
10-2-0000000-1156			A/P - PAYROLL DED. - FIRE				511.00
AMH22	AMHERSTBURG POLICE ASSOCIATION						
MAY 2018	MAY 2018 MONTHLY DUES				699 01-Jun-2018	01-Jun-2018	
10-2-0000000-1146			A/P - PAYROLL DED. - POLI				6,857.36
BAR804	BARICHELLO CONRAD						
MAY 30, 2018	RETURN OF INDEMNITY DEPOSIT FROM ROW PERMIT				698 30-May-2018	30-May-2018	
10-2-0000000-2135			INDEMNITY FEE - RIGHT OF WAY				1,000.00
BAU159	BAUER MARGARET						
213807	RETURN OF INDEMNITY DEPOSIT 159 GRANT AVENUE 2017-227				738 12-Jun-2018	12-Jun-2018	
10-2-0000000-2140			INDEMNITY FEES				1,000.00
BRO222	BROUSSEAU DANY						
JUNE 14, 2018	RETURN OF INDEMNITY DEPOSIT FROM ROW PERMIT - 307 LINWOOD DRIVE				738 14-Jun-2018	14-Jun-2018	
10-2-0000000-2135			INDEMNITY FEE - RIGHT OF WAY				1,000.00
CAN380	CANADIAN TIRE STORE #281						
APRIL 2018	APRIL 2018 PURCHASES				728 30-Apr-2018	30-Apr-2018	
80-5-0000000-0810			WATER - MAIN MAINTENANCE				68.31
80-5-0000000-0420			EQUIPMENT MAINTENANCE				33.89
CAR645	CARRIER CENTERS						
04P439702	REPAIRED THROTTLE ON # WT-6				763 11-Jun-2018	11-Jun-2018	
80-5-0000000-0402			VEHICLE & EQUIPMENT MTCE.				12.60
CH2154	CH2M HILL CANADA LIMITED						
3297219	ENGINEERING				728 10-May-2018	10-May-2018	
10-1-0000000-2062			A/R - OTHER				86,361.61
3297571	ENGINEERING				738 12-Jun-2018	12-Jun-2018	
10-1-0000000-2062			A/R - OTHER				21,644.59
CHA098	CHARLEBOIS RICHARD						
MAY 30, 2018	RETURN OF INDEMNITY DEPOSIT FROM ROW PERMIT				698 30-May-2018	30-May-2018	
10-2-0000000-2135			INDEMNITY FEE - RIGHT OF WAY				1,000.00
CJB060	CJ BONDY PLUMBING - ONTARIO LTD. #1015185						
30721	BACKFLOW PREVENTION				741 12-Feb-2018	12-Feb-2018	
80-5-0000000-0815			BACKFLOW - PREVENTION				169.50
30726	BACKFLOW PREVENTION				741 14-Feb-2018	14-Feb-2018	
80-5-0000000-0815			BACKFLOW - PREVENTION				169.50
30731	BACKFLOW PREVENTION				741 14-Feb-2018	14-Feb-2018	
80-5-0000000-0815			BACKFLOW - PREVENTION				841.85
COM046	COM PETERS INC						
4099	LOCATES				763 11-Jun-2018	11-Jun-2018	
80-5-0000000-0810			WATER - MAIN MAINTENANCE				395.50
DAL401	DALEY JONATHON						
JUNE 14, 2018	RETURN OF INDEMNITY DEPOSIT FROM ROW PERMIT - 4011 COUNTY ROAD 20				738 14-Jun-2018	14-Jun-2018	
10-2-0000000-2135			INDEMNITY FEE - RIGHT OF WAY				1,000.00
DIA110	DIAGEO CANADA INC.						
372935000001	REFUND ISSUED FOR THE 2017 VACANCY REBATE				667 30-May-2018	30-May-2018	
10-1-0000000-2138			A/R PROP TAX REFUND OWING				13,750.57
DID205	DIDOMENICO DANIEL						
MAY 30, 2018	RETURN OF INDEMNITY DEPOSIT FROM ROW PERMIT				698 30-May-2018	30-May-2018	
10-2-0000000-2135			INDEMNITY FEE - RIGHT OF WAY				1,000.00



Vendor : 001 To ZUL180
 Batch : All
 Department : All

Cheque Print Date : 01-Jun-2018 To 30-Jun-2018
 Bank : 1 To 99
 Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 0000000 DEPARTMENT EXPENDITURES					
ESS273 ESSEX POWERLINES CORPORATION					
JC7360	WATER BILLING	732	31-May-2018	31-May-2018	
80-5-0000000-0504	COLLECTION EXPENSE				16,272.97
EVE782 EVERJONGE HOMES					
JUNE 6, 2018	RETURN OF IDEMNITY DEPOIST 331 WELSH	729	06-Jun-2018	06-Jun-2018	
10-2-0000000-2135	INDEMNITY FEE - RIGHT OF WAY				1,000.00
MAY 28, 2018	RETURN OF INDEMNITY & RIGHT OF WAY FEES 331, 339, 379 WELSH	731	28-May-2018	28-May-2018	
10-2-0000000-2135	INDEMNITY FEE - RIGHT OF WAY				2,000.00
FAS387 FASAN GROUP INC					
372911000003	REFUND ISSUED FOR 2017 VACCANCY REBATE	667	30-May-2018	30-May-2018	
10-1-0000000-2138	A/R PROP TAX REFUND OWING				479.43
FEE256 THE FEED STORE					
1000183874	GRASS SEED	703	30-May-2018	30-May-2018	
80-5-0000000-0755	WATER SERVICE MAINTENANCE				140.12
FIR418 FIRST ELEMENTS INC.					
AMH-002 A	LOCKOUT/TAGOUT TRAINING	728	13-Apr-2018	13-Apr-2018	
80-5-0000000-0249	TRAINING				988.75
GAT290 GATA INDUSTRIAL SERVICES INC.					
0430-11702	REPAIR & CERTIFICATION FOR MAN RETRIEVAL HOIST	741	30-Apr-2018	30-Apr-2018	
80-5-0000000-0402	VEHICLE & EQUIPMENT MTCE.				644.17
GRE05 GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD					
MAY 2018	MAY 2018 PUB SCHOOL BOARD DEVELOPMENT CHARGE	698	31-May-2018	31-May-2018	
10-2-0000000-0112	A/P - PUB SCH BRD. DEV CHARGE				7,015.00
GRE330 GREAT LAKES SAFETY PRODUCTS					
00307031	GLOVES	668	16-May-2018	16-May-2018	
80-5-0000000-0161	CLOTHING				22.91
00307583	CLOTHING	732	30-May-2018	30-May-2018	
80-5-0000000-0161	CLOTHING				36.51
00307727	GLOVES	732	04-Jun-2018	04-Jun-2018	
80-5-0000000-0161	CLOTHING				159.82
00307730	RESPERATORS	732	04-Jun-2018	04-Jun-2018	
80-5-0000000-0161	CLOTHING				17.48
GYO693 GYORI FARMS INC.					
3865	TOPSOIL	732	04-Jun-2018	04-Jun-2018	
80-5-0000000-0755	WATER SERVICE MAINTENANCE				113.00
3867	TOPSOIL	763	06-Jun-2018	06-Jun-2018	
80-5-0000000-0810	WATER - MAIN MAINTENANCE				113.00
HAN003 HANDSOR DAVID					
JUNE 14, 2018	RETURN OF INDEMNITY DEPOSIT FROM ROW PERMIT - 3 HEATON ST	738	14-Jun-2018	14-Jun-2018	
10-2-0000000-2135	INDEMNITY FEE - RIGHT OF WAY				1,000.00
HEA693 HEATON SANITATION					
34050	STOP & ROD REPAIR	703	24-May-2018	24-May-2018	
80-5-0000000-0755	WATER SERVICE MAINTENANCE				1,695.00
IBE01 IBEW - LOCAL 636					
MAY 2018	MAY 2018 MONTHLY DUES	699	01-Jun-2018	01-Jun-2018	
10-2-0000000-1145	A/P - PAYROLL DED. - UNIO				4,380.23
INT355 INTERNATIONAL SAFETY SYSTEMS INC.					
177971	NEW HYDRANT	668	17-May-2018	17-May-2018	
80-5-0000000-0810	WATER - MAIN MAINTENANCE				3,915.45
JOE055 JOE MELOCHE FORD SALES LTD					
RJ11520	REPAIRED POWER SHEERING & ENGINE MISFIRE # WM-01	732	10-May-2018	10-May-2018	
80-5-0000000-0402	VEHICLE & EQUIPMENT MTCE.				1,636.51



Vendor : 001 To ZUL180
 Batch : All
 Department : All

Cheque Print Date : 01-Jun-2018 To 30-Jun-2018
 Bank : 1 To 99
 Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 0000000 DEPARTMENT EXPENDITURES					
KEL117 KELCOM TELEMESSAGING					
W78745-0618	ANSWERING SERVICES AFTER HOURS	758	01-Jun-2018	01-Jun-2018	
80-5-0000000-0316	UTILITIES				29.48
KEL198 KELCOM RADIO DIVISION					
80009105	RADIO AIRTIME	654	17-May-2018	17-May-2018	
80-5-0000000-0404	VEHICLE & RADIO LICENCES				1,700.08
KRE141 KRETSCHMANN HOLGER					
MAY 30, 2018	RETURN OF INDEMNITY DEPOSIT FROM ROW PERMIT - 141 GOLFWOOD	698	30-May-2018	30-May-2018	
10-2-0000000-2135	INDEMNITY FEE - RIGHT OF WAY				1,000.00
LAC090 LACEY JIM					
JUNE 14, 2018	RETURN OF INDEMNITY DEPOSIT FROM ROW PERMIT - 90 BRATT DRIVE	738	15-Jun-2018	15-Jun-2018	
10-2-0000000-2135	INDEMNITY FEE - RIGHT OF WAY				1,000.00
LAI130 LAING'S LAWN CARE & PEST CONTROL					
3028	2 HART STREET CUT & TRIM LAWN, REMOVE GRASS CLIPPINGS REMOVE SCRAPE MOWERES & DEPRIS	758	31-May-2018	31-May-2018	
10-1-0000000-2066	A/R - CLEARING				520.37
3029	479 DALHOUSIE ST CUT & TRIM YARD	758	31-May-2018	31-May-2018	
10-1-0000000-2066	A/R - CLEARING				113.00
MAL256 MALDEN AUTOMOTIVE					
5294-170931	REPLACED THE DRIVE BELT ON # SW-01	763	12-Jun-2018	12-Jun-2018	
80-5-0000000-0402	VEHICLE & EQUIPMENT MTCE.				45.87
5294-171001	REAR DOOR CYCLINDER & PARTS FOR # SW-01	763	13-Jun-2018	13-Jun-2018	
80-5-0000000-0402	VEHICLE & EQUIPMENT MTCE.				89.29
MEA01 THE MEARIE GROUP					
28,171	MARCH 2018 BENEFITS	698	31-Mar-2018	31-Mar-2018	
80-5-0000000-0211	BENEFITS - ESSEX POWER - WATER DEPARTMEN				1,108.33
28,293	APRIL 2018 BENEFITS	698	30-Apr-2018	30-Apr-2018	
80-5-0000000-0211	BENEFITS - ESSEX POWER - WATER DEPARTMEN				-129.08
28,417	MAY 2018 BENEFITS	698	30-May-2018	30-May-2018	
80-5-0000000-0211	BENEFITS - ESSEX POWER - WATER DEPARTMEN				695.86
MOR26 MORNEAU SHEPELL LTD.					
JUNE 2018	789361,789362, 789363, 789364 JUNE 2018	758	01-Jun-2018	01-Jun-2018	
80-5-0000000-0207	BENEFITS - LIFE & DISABILITY				74.88
MOU001 MOUSSEAU DELUCA McPHERSON PRINCE					
57369	LEGAL FEES	668	30-Apr-2018	30-Apr-2018	
80-5-0000000-0328	ENGINEERING FEES				245.25
MUS401 MUSSON HAROLD					
MAY 25, 2018	RETURN OF INDEMNITY DEPOSIT FROM ROW PERMIT - 401 GREENWAY CT	698	25-May-2018	25-May-2018	
10-2-0000000-2135	INDEMNITY FEE - RIGHT OF WAY				1,000.00
ONT001 ONTARIO CLEAN WATER AGENCY					
INV000103553	EYE WASH STATION	703	16-May-2018	16-May-2018	
80-5-0000000-0612	GENERAL MAINTENANCE - AWWTP				273.56
INV000103844	OPERATIONS AND MAINTENANCE FOR JUNE 2018	764	01-Jun-2018	01-Jun-2018	
80-5-0000000-0604	CONTRACT COSTS - AWWTP				909.70
80-5-0000000-0604	CONTRACT COSTS - AWWTP				51,945.93
ONT004 2116298 ONTARIO LTD.					
372947000004	REFUND ISSUED FOR 2017 VACANCY REBATE	667	30-May-2018	30-May-2018	
10-1-0000000-2138	A/R PROP TAX REFUND OWING				4,089.43
ONT104 ONTARIO ONE CALL LTD					
201889601	LOCATES	732	31-May-2018	31-May-2018	
80-5-0000000-0810	WATER - MAIN MAINTENANCE				271.08
ONT1249 2002081 ONTARIO INC					



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Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 0000000	DEPARTMENT EXPENDITURES				
3729600000071	REFUND ISSUED FOR 2017 VACANCY REBATE	667	30-May-2018	30-May-2018	
10-1-0000000-2138	A/R PROP TAX REFUND OWING				479.47
ONT3235 2017549 ONTARIO LTD C/O TODAY MANAGEMENT					
3729060000000	REFUND ISSUED FOR 2017 VACANCY REBATE	667	30-May-2018	30-May-2018	
10-1-0000000-2138	A/R PROP TAX REFUND OWING				1,706.72
ONT790 403095 ONTARIO LTD					
3729240000001	REFUND ISSUED FOR 2017 VACANCY REBATE	667	30-May-2018	30-May-2018	
10-1-0000000-2138	A/R PROP TAX REFUND OWING				669.89
PAR372 PARRLINE ELECTRICAL WHOLESALE					
75717	GROUND CLAMP	703	03-May-2018	03-May-2018	
80-5-0000000-0755	WATER SERVICE MAINTENANCE				42.09
PAS19 PASCOE JEFF					
JUNE 2018	RETURN OF INDEMNITY DEPOSIT FROM ROW PERMIT	758	21-Jun-2018	21-Jun-2018	
10-2-0000000-2135	INDEMNITY FEE - RIGHT OF WAY				1,000.00
PEL10 PELACCIA VAL					
JUNE 2018	RETURN OF INDEMNITY DEPOSIT FROM ROW PERMIT	758	21-Jun-2018	21-Jun-2018	
10-2-0000000-2135	INDEMNITY FEE - RIGHT OF WAY				1,000.00
PRE148 PREVIEW INSPECTIONS AND CONSULTING					
0518	BACKFLOW PROGRAM	763	07-Jun-2018	07-Jun-2018	
80-5-0000000-0815	BACKFLOW - PREVENTION				2,147.00
ROC224 ROCHELEAU DAVE					
JUNE 14, 2018	RETURN OF INDEMNITY DEPOSIT FROM ROW PERMIT - 224 PICKERING DRIVE	738	15-Jun-2018	15-Jun-2018	
10-2-0000000-2135	INDEMNITY FEE - RIGHT OF WAY				1,000.00
STP610 ST PETER ACHS C/O PETER THYRRING					
MAY 30, 2018	MONIES TAKEN IN FOR ST. PETER'S A.C.H.S. BALL HOCKEY REGISTRATIONS	667	30-May-2018	30-May-2018	
10-2-0000000-2109	ARENA REFUND CLEARING				2,745.00
TAY126 TAYLOR MIKE					
MAY 28, 2018	RETURN OF INDEMNITY DEPOSIT FROM ROW PERMIT - 126 ANGSTROM	698	28-May-2018	28-May-2018	
10-2-0000000-2135	INDEMNITY FEE - RIGHT OF WAY				1,000.00
TIM460 TIMOTHY RONALD					
75500	RETURN OF INDEMNITY FEE FOR 2016-325 & 2007-224	667	30-May-2018	30-May-2018	
10-2-0000000-2140	INDEMNITY FEES				1,000.00
TRI132 TRICKEY ET AL TAX TEAM INC.					
11695	MAIL FIRST NOTICES	654	18-May-2018	18-May-2018	
10-1-0000000-1503	TAX REG. - REGISTRATION C				226.00
11714	MAIL FIRST NOTICES	654	18-May-2018	18-May-2018	
10-1-0000000-1503	TAX REG. - REGISTRATION C				310.75
11716	MAIL FIRST NOTICES	654	18-May-2018	18-May-2018	
10-1-0000000-1503	TAX REG. - REGISTRATION C				141.25
11717	MAIL FIRST NOTICES	654	22-May-2018	22-May-2018	
10-1-0000000-1503	TAX REG. - REGISTRATION C				339.00
11718	MAIL FIRST NOTICES	654	22-May-2018	22-May-2018	
10-1-0000000-1503	TAX REG. - REGISTRATION C				197.75
11719	MAIL FIRST NOTICES	654	22-May-2018	22-May-2018	
10-1-0000000-1503	TAX REG. - REGISTRATION C				1,491.60
11720	MAIL FIRST NOTICES	654	22-May-2018	22-May-2018	
10-1-0000000-1503	TAX REG. - REGISTRATION C				367.25
11721	MAIL FIRST NOTICES	654	22-May-2018	22-May-2018	
10-1-0000000-1503	TAX REG. - REGISTRATION C				395.50
11722	MAIL FIRST NOTICES	654	22-May-2018	22-May-2018	
10-1-0000000-1503	TAX REG. - REGISTRATION C				226.00
11723	MAIL FIRST NOTICES	654	22-May-2018	22-May-2018	



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Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 0000000	DEPARTMENT EXPENDITURES				
10-1-0000000-1503	TAX REG. - REGISTRATION C				226.00
TRI396 TRIFILIO VENTURES LTD					
372927000003: REFUND ISSUED FOR 2017 VACANCY REBATE		667	30-May-2018	30-May-2018	
10-1-0000000-2138	A/R PROP TAX REFUND OWING				335.66
WIG035 WIGLE HOME HARDWARE BUILDING CENTRE					
118690 PAINT & SUPPLIES		668	22-May-2018	22-May-2018	
80-5-0000000-0850	HYDRANT MAINTENANCE				142.26
118691 GLOVES		668	22-May-2018	22-May-2018	
80-5-0000000-0850	HYDRANT MAINTENANCE				14.09
119006 CEMENT		732	30-May-2018	30-May-2018	
80-5-0000000-0835	SAMPLE STATION - REPAIRS, UPGRADES ETC.				23.70
119073 PAINT		732	31-May-2018	31-May-2018	
80-5-0000000-0850	HYDRANT MAINTENANCE				42.86
WIN210 WINDSOR FACTORY SUPPLY LTD					
477499 GLOVES		668	22-May-2018	22-May-2018	
80-5-0000000-0161	CLOTHING				267.22
WIN270 WINDSOR DISPOSAL SERVICES LTD					
0000895237 JUNE 2018 GARBAGE COLLECTION		654	01-Jun-2010	01-Jun-2010	
10-1-0000000-2066	A/R - CLEARING				378.02
WOL533 WOLSELEY CANADA INC					
6698690 NEW TOOL KITS		668	18-May-2018	18-May-2018	
80-5-0000000-0420	EQUIPMENT MAINTENANCE				1,805.74
6729340 STOCK		732	18-May-2018	18-May-2018	
80-5-0000000-0755	WATER SERVICE MAINTENANCE				3,009.01
6729341 STOCK		732	18-May-2018	18-May-2018	
80-5-0000000-0810	WATER - MAIN MAINTENANCE				560.57
6757101 STOCKING INVENTORY		741	18-May-2018	18-May-2018	
80-5-0000000-0755	WATER SERVICE MAINTENANCE				350.92
6763209 FUEL REPAIR		741	18-May-2018	18-May-2018	
80-5-0000000-0420	EQUIPMENT MAINTENANCE				902.87
Department Totals :					268,319.63

DEPARTMENT 1001020	ADMINISTRATION				
AIG153 AIG INSURANCE COMPANY OF CANADA					
509-032387 DE LEGAL FEES		654	24-May-2018	24-May-2018	
10-5-1001020-0506	INSURANCE DEDUCTIBLE - ADMINISTRATION				25,000.00
CLA508 CLAIMSPRO INC.					
33620-621739 LEGAL FEES		654	21-Jan-2018	21-Jan-2018	
10-5-1001020-0506	INSURANCE DEDUCTIBLE - ADMINISTRATION				2,282.30
33620-623627 LEGAL FEES		699	05-Jun-2018	05-Jun-2018	
10-5-1001020-0506	INSURANCE DEDUCTIBLE - ADMINISTRATION				1,150.00
36610-016384 LEGAL FEES		654	29-May-2018	29-May-2018	
10-5-1001020-0506	INSURANCE DEDUCTIBLE - ADMINISTRATION				442.65
MON183 MONARCH OFFICE SUPPLY LTD					
MAY 2018 PURCHASES FOR MAY 2018		731	30-May-2018	30-May-2018	
10-5-1001020-0301	OFFICE SUPPLIES				107.63
PUR700 PUROLATOR INC.					
438091112 COURIER		654	18-May-2018	18-May-2018	
10-5-1001020-0304	POSTAGE & COURIER				4.43



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Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 1001020 ADMINISTRATION					
438091113	PUROLATOR	654	18-May-2018	18-May-2018	
10-5-1001020-0304	POSTAGE & COURIER				4.67
438157333	COURIER	654	25-May-2018	25-May-2018	
10-5-1001020-0304	POSTAGE & COURIER				13.29
438157334	COURIER	654	25-May-2018	25-May-2018	
10-5-1001020-0304	POSTAGE & COURIER				23.24
438222643	COURIER	699	01-Jun-2018	01-Jun-2018	
10-5-1001020-0304	POSTAGE & COURIER				15.92
438222644	COURIER	729	01-Jun-2018	01-Jun-2018	
10-5-1001020-0304	POSTAGE & COURIER				54.10
438286650	COURIER	758	08-Jun-2018	08-Jun-2018	
10-5-1001020-0304	POSTAGE & COURIER				4.43
RTT067 RIVER TOWN TIMES					
00095248	ADVERTISING	758	09-Mar-2018	09-Mar-2018	
10-5-1001020-0307	ADVERTISING				1,576.35
00095796	ADVERTISING	698	18-May-2018	18-May-2018	
10-5-1001020-0307	ADVERTISING				174.51
10-5-1001020-0307	ADVERTISING				87.26
10-5-1001020-0307	ADVERTISING				87.26
10-5-1001020-0307	ADVERTISING				170.86
00095869	ADVERTISING	667	18-May-2018	18-May-2018	
10-5-1001020-0307	ADVERTISING				174.52
10-5-1001020-0307	ADVERTISING				87.26
00095953	ADVERTISING	698	30-May-2018	30-May-2018	
10-5-1001020-0307	ADVERTISING				174.53
10-5-1001020-0307	ADVERTISING				87.26
10-5-1001020-0307	ADVERTISING				87.26
10-5-1001020-0307	ADVERTISING				141.02
10-5-1001020-0307	ADVERTISING				141.02
10-5-1001020-0307	ADVERTISING				253.12
00096008	ADVERTISING	729	06-Jun-2018	06-Jun-2018	
10-5-1001020-0307	ADVERTISING				174.52
10-5-1001020-0307	ADVERTISING				141.02
00096146	ADVERTISING	738	13-Jun-2018	13-Jun-2018	
10-5-1001020-0307	ADVERTISING				174.53
10-5-1001020-0307	ADVERTISING				87.26
10-5-1001020-0307	ADVERTISING				276.17
10-5-1001020-0307	ADVERTISING				276.17
10-5-1001020-0307	ADVERTISING				145.54
10-5-1001020-0307	ADVERTISING				141.02
SHI251 SHIBLEY RIGHTON LLP					
180678	AUDIT LETTER	728	29-May-2018	29-May-2018	
10-5-1001020-0325	LEGAL FEES				283.34
TAR324 TARGET BUILDING MATERIALS LTD					
30675	TALL HALL RENOVATION MATERIALS	729	01-Jun-2018	01-Jun-2018	
40-7-1001020-0001	TOWN HALL RENOVATIONS				156.21
K30617	TOWN HALL RENOVATION SUPPLIES	731	30-May-2018	30-May-2018	
40-7-1001020-0001	TOWN HALL RENOVATIONS				452.46
TRE515 TREMBLAR BUILDING SUPPLIES LTD.					
57135	BUILDING RENOVATION MATERIALS	728	25-May-2018	25-May-2018	
40-7-1001020-0001	TOWN HALL RENOVATIONS				2,102.93
VER944 VERHAEGEN STUBBERFIELD HARTLEY					
00000222	SURPLUS PROPERTY EXPENSES	654	19-Apr-2018	19-Apr-2018	
40-7-1001020-0003	CAPITAL - ADMINISTRATION				1,070.64

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G.L. Account	CC1	CC2	CC3	GL Account Name			
DEPARTMENT 1001020				ADMINISTRATION			
00000245	CENTENNIAL PARK				654 26-Apr-2018	26-Apr-2018	
40-7-1001020-0003				CAPITAL - ADMINISTRATION			1,428.24
WIG035	WIGLE HOME HARDWARE BUILDING CENTRE						
118550	TOWN HALL MAINTENANCE RENOVATION SUPPLIES				758 17-May-2018	17-May-2018	
40-7-1001020-0001				TOWN HALL RENOVATIONS			20.31
118694	TOWN HALL RENOVATION SUPPLIES				739 22-May-2018	22-May-2018	
40-7-1001020-0001				TOWN HALL RENOVATIONS			105.06
118767	TOWN HALL RENOVATION SUPPLIES				739 24-May-2018	24-May-2018	
40-7-1001020-0001				TOWN HALL RENOVATIONS			154.86
118838	TOWN HALL RENOVATION SUPPLIES				738 25-May-2018	25-May-2018	
40-7-1001020-0001				TOWN HALL RENOVATIONS			23.73
118934	TOWN HALL RENOVATION SUPPLIES				738 28-May-2018	28-May-2018	
40-7-1001020-0001				TOWN HALL RENOVATIONS			7.31
118950	TOWN HALL RENOVATIONS SUPPLIES				758 29-May-2018	29-May-2018	
40-7-1001020-0001				TOWN HALL RENOVATIONS			33.37
119009	BASEMENT CEILING				731 30-May-2018	30-May-2018	
40-7-1001020-0001				TOWN HALL RENOVATIONS			9.03
119197	CEILING MAINTENANCE				729 04-Jun-2018	04-Jun-2018	
40-7-1001020-0001				TOWN HALL RENOVATIONS			15.32
119308	TOWN HALL RENOVATION SUPPLIES				758 06-Jun-2018	06-Jun-2018	
40-7-1001020-0001				TOWN HALL RENOVATIONS			55.31
119314	TOWN HALL RENOVATION SUPPLIES				738 06-Jun-2018	06-Jun-2018	
40-7-1001020-0001				TOWN HALL RENOVATIONS			20.40
119439	TOWN HALL RENOVATION SUPPLIES				758 11-Jun-2018	11-Jun-2018	
40-7-1001020-0001				TOWN HALL RENOVATIONS			61.51
119451	TOWN HALL RENOVATION SUPPLIES				758 11-Jun-2018	11-Jun-2018	
40-7-1001020-0001				TOWN HALL RENOVATIONS			16.70
119476	TOWN HALL RENOVATION SUPPLIES				738 12-Jun-2018	12-Jun-2018	
40-7-1001020-0001				TOWN HALL RENOVATIONS			16.37
119500	TOWN HALL RENOVATION SUPPLIES				758 12-Jun-2018	12-Jun-2018	
40-7-1001020-0001				TOWN HALL RENOVATIONS			133.17
119579	TOWN HALL RENOVATION SUPPLIES				738 14-Jun-2018	14-Jun-2018	
40-7-1001020-0001				TOWN HALL RENOVATIONS			9.67
WIN137	WINDSOR-ESSEX COUNTY HUMANE SOCIETY						
18168439	STRAY CAT PROGRAM				758 07-Mar-2018	07-Mar-2018	
10-5-1001020-0353				GRANTS TO ORGANIZATIONS			25.00
18572145	FELINE SPAY				758 23-May-2018	23-May-2018	
10-5-1001020-0353				GRANTS TO ORGANIZATIONS			50.00
A38469722	STRAY CAT PROGRAM				738 15-May-2018	15-May-2018	
10-5-1001020-0353				GRANTS TO ORGANIZATIONS			25.00
A38491510	STRAY CAT PROGRAM				738 15-May-2018	15-May-2018	
10-5-1001020-0353				GRANTS TO ORGANIZATIONS			25.00
A38512207	STRAY CAT PROGRAM				738 15-May-2018	15-May-2018	
10-5-1001020-0353				GRANTS TO ORGANIZATIONS			25.00
A38512209	STRAY CAT PROGRAM				738 13-May-2018	13-May-2018	
10-5-1001020-0353				GRANTS TO ORGANIZATIONS			25.00
A38512210	STRAY CAT PROGRAM				738 15-May-2018	15-May-2018	
10-5-1001020-0353				GRANTS TO ORGANIZATIONS			25.00
A38512212	STRAY CAT PROGRAM				738 15-May-2018	15-May-2018	
10-5-1001020-0353				GRANTS TO ORGANIZATIONS			25.00
A38532716	STRAY CAT PROGRAM				738 17-May-2018	17-May-2018	
10-5-1001020-0353				GRANTS TO ORGANIZATIONS			25.00
A38532718	STRAY CAT PROGRAM				738 15-May-2018	15-May-2018	

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Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 1001020 ADMINISTRATION					
10-5-1001020-0353	GRANTS TO ORGANIZATIONS				25.00
A38569802	STRAY CAT PROGRAM	738	17-May-2018	17-May-2018	
10-5-1001020-0353	GRANTS TO ORGANIZATIONS				25.00
A38569805	STRAY CAT PROGRAM	738	17-May-2018	17-May-2018	
10-5-1001020-0353	GRANTS TO ORGANIZATIONS				25.00
A38696596	STRAY CAT PROGRAM	738	30-May-2018	30-May-2018	
10-5-1001020-0353	GRANTS TO ORGANIZATIONS				25.00
WIN365 WINDSOR STAR					
4019520WIN	JOB ADS	728	31-May-2018	31-May-2018	
10-5-1001020-0307	ADVERTISING				1,175.84
Department Totals :					49,022.90
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DEPARTMENT 1001021 TREASURY					
FIR350 FIRST STOP SERVICES					
3318	SHRED IT	699	01-Jun-2018	01-Jun-2018	
10-5-1001021-0301	OFFICE SUPPLIES				29.50
MOR26 MORNEAU SHEPELL LTD.					
JUNE 2018	789361,789362, 789363, 789364 JUNE 2018	758	01-Jun-2018	01-Jun-2018	
10-5-1001021-0207	BENEFITS - LIFE & DISABILITY				74.89
MTE120 MTE PARALEGAL PROFESSIONAL CORPORATION					
1-820071	ASSESSMENT AUDIT SUPPORT	758	27-Apr-2018	27-Apr-2018	
10-5-1001021-0327	PROFESSIONAL FEES				716.42
PUR663 PURE WATER BRAND					
MAY 2018	MAY 2018 INVOICES, 000271180, 000272387, 000274135	698	31-May-2018	31-May-2018	
10-5-1001021-0301	OFFICE SUPPLIES				27.02
Department Totals :					847.83
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DEPARTMENT 1001022 CLERKS					
ELM111 ELMAN BRUCE P.					
11-07-2017	INTEGRITY COMPLAINT	654	29-May-2018	29-May-2018	
10-5-1001022-0327	PROFESSIONAL FEES - CLERKS				1,800.00
27-07-2017	INTEGRITY COMPLAINT	654	14-Feb-2018	14-Feb-2018	
10-5-1001022-0327	PROFESSIONAL FEES - CLERKS				1,560.00
FIR350 FIRST STOP SERVICES					
3318	SHRED IT	699	01-Jun-2018	01-Jun-2018	
10-5-1001022-0301	OFFICE SUPPLIES				29.50
LAS188 LASALLE POLICE SERVICE					
MAY 28, 2018	MUA REPORT	654	28-May-2018	28-May-2018	
10-5-1001022-0507	CLAIMS COSTS - CLERKS				45.00
MON183 MONARCH OFFICE SUPPLY LTD					
MAY 2018	PURCHASES FOR MAY 2018	731	30-May-2018	30-May-2018	
10-5-1001022-0301	OFFICE SUPPLIES				150.14
MOR26 MORNEAU SHEPELL LTD.					
JUNE 2018	789361,789362, 789363, 789364 JUNE 2018	758	01-Jun-2018	01-Jun-2018	
10-5-1001022-0207	BENEFITS - LIFE & DISABIL - CLERKS				16.64
PUR663 PURE WATER BRAND					
MAY 2018	MAY 2018 INVOICES, 000271180, 000272387, 000274135	698	31-May-2018	31-May-2018	
10-5-1001022-0301	OFFICE SUPPLIES				27.02
RTT067 RIVER TOWN TIMES					
00096146	ADVERTISING	738	13-Jun-2018	13-Jun-2018	
10-5-1001022-2002	TRANSFER TO RESERVE				141.02



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G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 1001022 CLERKS					
Department Totals :					3,769.32

DEPARTMENT 1001023 C.A.O.					
FIR350 FIRST STOP SERVICES					
3318	SHRED IT	699	01-Jun-2018	01-Jun-2018	
10-5-1001023-0301	OFFICE SUPPLIES				29.50
MON183 MONARCH OFFICE SUPPLY LTD					
MAY 2018	PURCHASES FOR MAY 2018	731	30-May-2018	30-May-2018	
10-5-1001023-0301	OFFICE SUPPLIES				33.02
MOR26 MORNEAU SHEPELL LTD.					
JUNE 2018	789361,789362, 789363, 789364 JUNE 2018	758	01-Jun-2018	01-Jun-2018	
10-5-1001023-0207	BENEFITS - LIFE & DISABIL - C.A.O.				24.96
PUR663 PURE WATER BRAND					
MAY 2018	MAY 2018 INVOICES, 000271180, 000272387, 000274135	698	31-May-2018	31-May-2018	
10-5-1001023-0301	OFFICE SUPPLIES				27.02
Department Totals :					114.50

DEPARTMENT 1001024 HUMAN RESOURCES					
CIT350 CITY OF WINDSOR					
0000172397	COURSE	698	25-May-2018	25-May-2018	
10-5-1001024-0351	TRAINING & CONFERENCES - HUMAN RESOURCES				664.44
MAR006 MARIANNE LOVE CONSULTING INC.					
67.18	JOB EVALUATION	729	05-Jun-2018	05-Jun-2018	
10-5-1001024-0327	PROFESSIONAL FEES				2,019.88
MOR26 MORNEAU SHEPELL LTD.					
JUNE 2018	789361,789362, 789363, 789364 JUNE 2018	758	01-Jun-2018	01-Jun-2018	
10-5-1001024-0207	BENEFITS - LIFE & DISABIL - HUMAN RESOUR				16.64
Department Totals :					2,700.96

DEPARTMENT 1001025 INFORMATION TECHNOLOGY					
APP302 APPLIED COMPUTER SOLUTIONS INC					
41303	SUPPORT - NETWORK OUTAGE AFTER HOURS AT FIRE STATION 2	698	18-May-2018	18-May-2018	
10-5-1001025-0310	COMPUTER MAINTENANCE				550.88
41306	SUPPORT WITH OFF SITE BACKUPS AND NETWORK CONGESTION	698	18-May-2018	18-May-2018	
10-5-1001025-0310	CONSUL COMPUTER MAINTENANCE				2,118.75
DIR572 DIRECTDIAL.COM					
IN624521	VIDEO CABLING AND ADAPTERS FOR LIBRO CENTRE	698	31-May-2018	31-May-2018	
10-5-1001025-0310	COMPUTER MAINTENANCE				98.31
KEL117 KELCOM TELEMESSAGING					
W78745-0618	ANSWERING SERVICES AFTER HOURS	758	01-Jun-2018	01-Jun-2018	
10-5-1001025-0315	TELEPHONE				49.13
MIK315 MIKE'S COMPUTER SHOP					
WIN-206072	UPS REPLACEMENTS	699	01-Jun-2018	01-Jun-2018	
10-5-1001025-0310	COMPUTER MAINTENANCE				178.54
WIN-206073	UPS REPLACEMENT	699	01-Jun-2018	01-Jun-2018	
10-5-1001025-0310	COMPUTER MAINTENANCE				198.70
MOR26 MORNEAU SHEPELL LTD.					
JUNE 2018	789361,789362, 789363, 789364 JUNE 2018	758	01-Jun-2018	01-Jun-2018	
10-5-1001025-0207	BENEFITS - LIFE & DISABILITY				33.28
THI07 THINKDOX INC.					
00000021551	LASERFICHE ANNUAL LICENSE	728	31-May-2018	31-May-2018	

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DEPARTMENT 1001025 INFORMATION TECHNOLOGY

10-5-1001025-0310	SOFTW/	COMPUTER MAINTENANCE			8,364.19
THI235 THINK! WIRELESS SOLUTIONS INC.					
0000011370	GPS - PUBLIC WORKS		699 01-Jun-2018	01-Jun-2018	
10-5-1001025-0406		GPS			976.00
Department Totals :					12,567.78

DEPARTMENT 1001029 RECORDS RETENTION

BOO022 BOOKSHELF BINDERY LTD					
43678	BOOK BINDING - BY-LAWS COUNCIL MINUTES		654 28-May-2018	28-May-2018	
10-5-1001029-0317	BUILDING MAINTENANCE - RECORDS RETENTION				183.06
Department Totals :					183.06

DEPARTMENT 1002000 COMMITTEES

LAS110 LASER ART INC.					
33767	LEADERSHIP AWARDS		758 20-Jun-2018	20-Jun-2018	
10-5-1002000-0562	PARKS ADVISORY COMMITTEE				581.05
Department Totals :					581.05

DEPARTMENT 1008030 UNFINANCED DRAINS

BAI027 BAIRD AE					
17-120-09	ENGINEERING FEES		758 05-Jun-2018	05-Jun-2018	
10-1-1008030-9589		SHUELL CREEK DRAIN			873.21
CAN160 CANADIAN BEARINGS LTD					
20148223-00	PUMP REPAIR COUPLER		698 14-May-2018	14-May-2018	
10-1-1008030-8120		BAILEY'S BEACH DRAIN & PUMP			57.25
CAN380 CANADIAN TIRE STORE #281					
APRIL 2018	APRIL 2018 PURCHASES		728 30-Apr-2018	30-Apr-2018	
10-1-1008030-8510		LAKWOOD PUMP #1			33.87
D&D100 D & D EXCAVATING & DRAINAGE					
344	PIPE REPAIR		758 31-May-2018	31-May-2018	
10-1-1008030-8560		LEVERGOOD DRAIN			663.88
RIV260 RIVARD EXCAVATING LTD					
1561	NEW BRIDGE FOR NEW HOUSE		654 29-Mar-2018	29-Mar-2018	
10-1-1008030-8290		FAUCHER DRAIN UPPER PORTION			13,579.21
1562	LAKWOOD PUMP # 1 PUMP REPAIR		654 29-Mar-2018	29-Mar-2018	
10-1-1008030-8510		LAKWOOD PUMP #1			4,771.42
RTT067 RIVER TOWN TIMES					
00096146	ADVERTISING		738 13-Jun-2018	13-Jun-2018	
10-1-1008030-9030		REMI X BENETEAU DRAIN			87.26
WOL533 WOLSELEY CANADA INC					
6757102	CULVERT DELIVERY CHARGE		738 18-May-2018	18-May-2018	
10-1-1008030-9030		REMI X BENETEAU DRAIN			476.51
Department Totals :					20,542.61

DEPARTMENT 2010000 FIRE DEPARTMENT

ACK297 ACKLANDS-GRAINGER INC					
9815252185	CLEANING SUPPLIES		729 11-Jun-2018	11-Jun-2018	
10-5-2010000-0318		JANITORIAL			55.16
AJS141 A.J. STONE CO LTD					
0000139716	FIRE HOSE		698 25-May-2018	25-May-2018	
10-5-2010000-0420		EQUIPMENT			3,130.11

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G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 2010000	FIRE DEPARTMENT				
0000139752	BUNKER GEAR	698	29-May-2018	29-May-2018	
10-5-2010000-0423	PERSONAL PROTECTIVE EQUIPMENT				932.25
0000139755	BUNKER GEAR	698	29-May-2018	29-May-2018	
10-5-2010000-0423	PERSONAL PROTECTIVE EQUIPMENT				2,435.15
COD026	CODE 4 FIRE & RESCUE INC				
205068	ANNUAL MAINTENANCE ON ALL AUTO EXTRICATION EQUIPMENT	698	29-May-2018	29-May-2018	
10-5-2010000-0402	VEHICLE & EQUIPMENT MTCE.				4,469.94
COL286	COLBRO EQUIPMENT RENTAL				
106220-0	STILH SAW MAINTENANCE	729	07-Jun-2018	07-Jun-2018	
10-5-2010000-0402	VEHICLE & EQUIPMENT MTCE.				83.53
DEL091	DELISLE SIGNS				
001	NO IDLING/BREATHING AIR INTAKE SIGNS FOR STATION 1 & 2	698	24-May-2018	24-May-2018	
10-5-2010000-0322	GENERAL SUPPLIES				135.60
FIR100	FIRE MARSHALL'S PUBLIC FIRE SAFETY COUNCIL				
IN151359	TRAINING MANUALS	654	23-May-2018	23-May-2018	
10-5-2010000-0254	FIRE FIGHTER TRAINING				186.17
FRO400	FRONTLINE OUTFITTERS				
0000036766	STATION WEAR	654	28-May-2018	28-May-2018	
10-5-2010000-0252	UNIFORMS				274.56
JAC351	JACK SMITH FUELS LTD				
IN322483	HEPTANE	728	14-May-2018	14-May-2018	
10-5-2010000-0254	FIRE FIGHTER TRAINING				655.34
KEL198	KELCOM RADIO DIVISION				
102016717-1	RADIO TOWER GROUNDING REPAIR	758	12-Jun-2018	12-Jun-2018	
10-5-2010000-0319	COMMUNICATION EQUIP MAINTENANCE				1,500.64
80009101	RADIO AIR TIME	667	17-May-2018	17-May-2018	
10-5-2010000-0319	COMMUNICATION EQUIP MAINTENANCE				6,152.85
MLS149	M&L SUPPLY FIRE & SAFETY - 3635112				
0000150307	FIREFIGHTING EQUIP	654	17-May-2018	17-May-2018	
10-5-2010000-0420	EQUIPMENT				504.44
0000150397	HI RISE RR EQUIPMENT	698	28-May-2018	28-May-2018	
10-5-2010000-0420	EQUIPMENT				3,840.36
0000150459	HELMETS	729	04-Jun-2018	04-Jun-2018	
10-5-2010000-0423	PERSONAL PROTECTIVE EQUIPMENT				4,850.64
MON183	MONARCH OFFICE SUPPLY LTD				
MAY 2018	PURCHASES FOR MAY 2018	731	30-May-2018	30-May-2018	
10-5-2010000-0301	OFFICE SUPPLIES				43.51
MOR26	MORNEAU SHEPELL LTD.				
JUNE 2018	789361,789362, 789363, 789364 JUNE 2018	758	01-Jun-2018	01-Jun-2018	
10-5-2010000-0207	BENEFITS - LIFE & DISABIL				507.53
PHI254	PHILLIPS FIRE SUPPRESSION				
1312	SCBA MAINTENANCE	758	12-Jun-2018	12-Jun-2018	
10-5-2010000-0402	VEHICLE & EQUIPMENT MTCE.				1,953.01
SAN107	SANIGEAR				
12640	PPE ANNUALS FOR 5 SETS	654	24-May-2018	24-May-2018	
10-5-2010000-0423	PERSONAL PROTECTIVE EQUIPMENT				353.69
12687	PPE CLEANING	699	01-Jun-2018	01-Jun-2018	
10-5-2010000-0423	PERSONAL PROTECTIVE EQUIPMENT				870.21
12735	PPE MAINTENANCE	729	11-Jun-2018	11-Jun-2018	
10-5-2010000-0423	PERSONAL PROTECTIVE EQUIPMENT				197.07
SPA256	SPARTAN SLING MANUFACTURING INC.				
1805316	ANNUAL INSPECTION ON SLINGS CHAINS ETC	698	29-May-2018	29-May-2018	

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G.L. Account	CC1	CC2	CC3	GL Account Name			
DEPARTMENT 2010000 FIRE DEPARTMENT							
10-5-2010000-0402				VEHICLE & EQUIPMENT MTCE.			792.58
SUN293 SUNSET ENTERPRIZE & WELDING							
318141				VARIOUS EQIPMENT FABRICATION AND REPAIR	728 31-May-2018	31-May-2018	
10-5-2010000-0420				EQUIPMENT			446.35
318142				LADDER HLDER FABRICATION FOR 35" LADDER	729 01-Jun-2018	01-Jun-2018	
10-5-2010000-0420				EQUIPMENT			696.85
TRA689 TRACTION WINDSOR							
396286701				BRAKE STROKE INDICATORS TO BE INSTALLED ON FIRE TRUCKS	728 06-May-2018	06-May-2018	
10-5-2010000-0402				VEHICLE & EQUIPMENT MTCE.			419.12
TRI249 TRI GRAPHICS							
5247				BUISNESS CARDS	654 22-May-2018	22-May-2018	
10-5-2010000-0301				OFFICE SUPPLIES			88.14
UTI080 UTIL-EQUIP MANUFACTURING INC							
8541				ANNUAL LADDER INSPECTION FOR ALL APPARATUS	728 06-May-2018	06-May-2018	
10-5-2010000-0402				VEHICLE & EQUIPMENT MTCE.			2,647.03
VAL104 VALLEN CANADA INC							
29065750-00				STATION 1 AIR COMPRESSOR MAINTENANCE	698 23-May-2018	23-May-2018	
10-5-2010000-0402				VEHICLE & EQUIPMENT MTCE.			1,188.29
WIN210 WINDSOR FACTORY SUPPLY LTD							
4782758				REPLACE THE EXPIRED BURK PACK	698 29-May-2018	29-May-2018	
10-5-2010000-0402				VEHICLE & EQUIPMENT MTCE.			310.74
Department Totals :							39,720.86

DEPARTMENT 2012018 CAPITAL							
SAL660 SALUS MARINE WEAR INC.							
00020068				10 WATER/ICE SAR 770 TECH VESTS	698 28-May-2018	28-May-2018	
40-7-2012018-0003				WATER RESCUE EQUIPMENT			2,748.35
Department Totals :							2,748.35

DEPARTMENT 2020000 POLICE DEPARTMENT							
AGR835 AGRIS CO-OPERATIVE LTD							
600049474				GASOLINE	654 22-May-2018	22-May-2018	
10-5-2020000-0401				GASOLINE			1,503.23
600049704				GASOLINE	698 29-May-2018	29-May-2018	
10-5-2020000-0401				GASOLINE			1,536.40
600050105				GASOLINE	729 05-Jun-2018	05-Jun-2018	
10-5-2020000-0401				GASOLINE			2,234.95
600050330				GASOLINE	758 12-Jun-2018	12-Jun-2018	
10-5-2020000-0401				GASOLINE			1,716.90
CAR645 CARRIER CENTERS							
04P439501				OIL FILTERS FOR CRUISERS	738 06-Jun-2018	06-Jun-2018	
10-5-2020000-0402				VEHICLE & EQUIPMENT MTCE.			34.98
COU132 COUNTY TOWING INC.							
62909				301 TOWED	758 11-Jun-2018	11-Jun-2018	
10-5-2020000-0402				VEHICLE & EQUIPMENT MTCE.			141.25
EMC530 EMCO CORPORATION							
37563185-00				CELL WASHROOM	728 25-May-2018	25-May-2018	
10-5-2020000-0317				BUILDING MAINTENANCE			889.30
EXP407 407 EXPRESS TOLL ROUTE							
MAY 21, 20108				RENTAL FOR THE TRANSPONDER	698 21-May-2018	21-May-2018	
10-5-2020000-0360				MISCELLANEOUS EXPENSES			16.46

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G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 2020000 POLICE DEPARTMENT					
GOO198 GOODYEAR CANADA INC					
0061873232	REPLACEMENT TIRES	728	31-May-2018	31-May-2018	
10-5-2020000-0405	VEHICLE MTCE. - TIRES				643.20
0087459986 A	CREDIT FOR AN INVOICE PAID TWICE FROM DEC 12, 2017.	728	31-May-2018	31-May-2018	
10-5-2020000-0405	VEHICLE MTCE. - TIRES				-289.40
HER247 HERITAGE TIRE SALES INC.					
116779	303 TIRE INSTALL	667	29-May-2018	29-May-2018	
10-5-2020000-0405	VEHICLE MTCE. - TIRES				180.80
116815	BALANCE & INSTALL TIRES 301	698	30-May-2018	30-May-2018	
10-5-2020000-0405	VEHICLE MTCE. - TIRES				180.80
117046	TIRE REPAIR	758	14-Jun-2018	14-Jun-2018	
10-5-2020000-0405	VEHICLE MTCE. - TIRES				45.20
KEL363 KEL COMMUNICATIONS LTD					
RC00004172	RADIO MAINTENANCE	667	01-Jun-2018	01-Jun-2018	
10-5-2020000-0319	RADIO MAINTENANCE				435.10
LUC289 LUCAS WORKS! (WINDSOR) INC.					
115284	BOARD SECRETARY	698	30-May-2018	30-May-2018	
10-5-2020000-0327	PROFESSIONAL FEES				703.84
115308	BOARD SECRETARY	729	06-Jun-2018	06-Jun-2018	
10-5-2020000-0327	PROFESSIONAL FEES				97.25
LUM131 LUMED MANAGEMENT					
3882	MAY CAR WASH	728	31-May-2018	31-May-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				242.14
MAL256 MALDEN AUTOMOTIVE					
5294-170060	SPARK PLUGS FOR #303 -	739	30-May-2018	30-May-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				80.46
5294-170093	SPARK PLUGS FOR # 303	739	30-May-2018	30-May-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				176.46
5294-170096	CREDIT FOR RETURNED PARTS #303	738	30-May-2018	30-May-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				-80.46
5294-170502	REPLACED ONE OXYGEN SENSOR # 304	738	06-Jun-2018	06-Jun-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				95.32
5294-170520	OIL FILTER FOR #301 RETURNED FOR CREDIT	738	06-Jun-2018	06-Jun-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				8.67
5294-170525	CREDIT FOR WRONGLY BILLED FILTER & CHARGED FOR CORRECT FILTERS	738	06-Jun-2018	06-Jun-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				-3.81
MAS108 MASTER CLEANERS					
7711	DRY CLEANING	728	31-May-2018	31-May-2018	
10-5-2020000-0253	CLEANING				66.12
MCT455 MCTAGUE LAW FIRM					
144851	LEGAL FEES	698	22-Jan-2018	22-Jan-2018	
10-5-2020000-0325	LEGAL FEES				4,099.19
MET052 METRO KING PEST CONTROL INC.					
2137	MONTHLY SERVICE AT VARIOUS LOCATIONS	728	31-Mar-2018	31-Mar-2018	
10-5-2020000-0317	BUILDING MAINTENANCE				33.90
2138	MONTHLY SERVICE AT VARIOUS LOCATIONS	728	30-Apr-2018	30-Apr-2018	
10-5-2020000-0317	BUILDING MAINTENANCE				33.90
2139	MONTHLY SERVICE AT VARIOUS LOCATIONS	728	31-May-2018	31-May-2018	
10-5-2020000-0317	BUILDING MAINTENANCE				33.90
MIC117 MICHELIN NORTH AMERICA (CANADA) INC c/o					
DA0006563384	FORD FUSION CID	728	16-May-2018	16-May-2018	
10-5-2020000-0405	VEHICLE MTCE. - TIRES				1,259.04



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G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 2020000 POLICE DEPARTMENT					
MIN107 MINISTER OF FINANCE ONTARIO POLICE COLLEGE					
083000	TRAINING	698	17-May-2018	17-May-2018	
10-5-2020000-0254	POLICE TRAINING				520.00
083011	TRAINING	698	17-May-2018	17-May-2018	
10-5-2020000-0254	POLICE TRAINING				260.00
083020	TRAINING	698	17-May-2018	17-May-2018	
10-5-2020000-0254	POLICE TRAINING				780.00
083026	TRAINING	698	18-May-2018	18-May-2018	
10-5-2020000-0254	POLICE TRAINING				3,340.00
083043	TRAINING	698	18-May-2018	18-May-2018	
10-5-2020000-0254	POLICE TRAINING				1,460.00
083077	TRAINING	698	18-May-2018	18-May-2018	
10-5-2020000-0254	POLICE TRAINING				580.00
MOR26 MORNEAU SHEPELL LTD.					
JUNE 2018	789361,789362, 789363, 789364 JUNE 2018	758	01-Jun-2018	01-Jun-2018	
10-5-2020000-0207	BENEFITS - LIFE & DISABIL				274.57
MOU001 MOUSSEAU DELUCA McPHERSON PRINCE					
57340	LEGAL	654	30-Apr-2018	30-Apr-2018	
10-5-2020000-0325	LEGAL FEES				237.30
57341	LEGAL	654	30-Apr-2018	30-Apr-2018	
10-5-2020000-0325	LEGAL FEES				293.80
57582	LEGAL FEES	758	11-Jun-2018	11-Jun-2018	
10-5-2020000-0325	LEGAL FEES				113.00
MSJ355 MSJ AUTOMOTIVE SERVICE LTD					
102560	301 REPAIRS	667	29-May-2018	29-May-2018	
10-5-2020000-0319	RADIO MAINTENANCE				129.55
NIA181 THE REGIONAL MUNICIPALITY OF NIAGARA					
1000636739	OPVTA MEMBERSHIPS	699	30-May-2018	30-May-2018	
10-5-2020000-0254	POLICE TRAINING				791.00
ONT040 ONTARIO ASSOCIATION OF CHIEFS OF POLICE					
M7834	OACP MEMBERSHIPS DEPUTY & CHIEF	698	31-May-2018	31-May-2018	
10-5-2020000-0350	PROFESSIONAL MEMBERSHIPS				1,375.46
PAC124 PACIFIC SAFETY PRODUCTS INC					
IN070739	OUTER CARRIER	698	27-Apr-2018	27-Apr-2018	
10-5-2020000-0252	UNIFORMS				137.33
PUR700 PUROLATOR INC.					
437998871	COURIER	654	11-May-2018	11-May-2018	
10-5-2020000-0306	COURIER & EXPRESS				4.43
438063094	COURIER	654	16-May-2018	16-May-2018	
10-5-2020000-0306	COURIER & EXPRESS				4.43
438127040	COURIER	654	25-May-2018	25-May-2018	
10-5-2020000-0306	COURIER & EXPRESS				4.43
QUA248 QUANTITATIVE RESEARCH DATE + ANALYTICS					
18016	JOINT POLICE ADVISORY COMMITTEE	698	03-May-2018	03-May-2018	
10-5-2020000-0570	JOINT POLICE ADVISORY COMMITTEE				8,644.50
ROY120 ROYAL CANADIAN MOUNTED PO					
1800000386	CIVILLIAN FINGERPRINTS	667	17-May-2018	17-May-2018	
10-5-2020000-0360	MISCELLANEOUS EXPENSES				75.00
STA444 STAPLES ADVANTAGE (MIS C/O T04446C					
47425374	BATTERIES PAPER ENVELOPES	667	08-May-2018	08-May-2018	
10-5-2020000-0301	OFFICE SUPPLIES				178.07
47558468	POSTAGE	654	24-May-2018	24-May-2018	

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G.L. Account	CC1	CC2	CC3	GL Account Name			
DEPARTMENT 2020000 POLICE DEPARTMENT							
10-5-2020000-0304				POSTAGE			192.10
47671943	OFFICE SUPPLIES				729 06-Jun-2018	06-Jun-2018	
10-5-2020000-0301				OFFICE SUPPLIES			132.79
TUR070 TURRIS SITES DEVELOPMENT CORP.							
447224	MCGREGOR TOWERS				699 01-Jun-2018	01-Jun-2018	
10-5-2020000-0319				RADIO MAINTENANCE			606.26
UPT465 UPTOWN BODY REPAIR O/A 444653 ONTARIO LTD.							
4860	CHARGER - INSURANCE DEDUCTABLE				729 12-Jun-2018	12-Jun-2018	
10-5-2020000-0506				INSURANCE DEDUCTIBLE			5,000.00
WOR415 WORK AUTHORITY							
460640	WORK BOOTS				699 03-Jun-2018	03-Jun-2018	
10-5-2020000-0252				UNIFORMS			170.00
Department Totals :							41,419.11

DEPARTMENT 2043010 BUILDING DEPARTMENT							
FIR350 FIRST STOP SERVICES							
3318	SHRED IT				699 01-Jun-2018	01-Jun-2018	
10-5-2043010-0301				OFFICE SUPPLIES			29.50
MOR26 MORNEAU SHEPELL LTD.							
JUNE 2018	789361,789362, 789363, 789364	JUNE 2018			758 01-Jun-2018	01-Jun-2018	
10-5-2043010-0207				BENEFITS - LIFE & DISABIL			24.96
TRI249 TRI GRAPHICS							
5248	BUSSINESS CARDS				667 22-May-2018	22-May-2018	
10-5-2043010-0301				OFFICE SUPPLIES			88.14
Department Totals :							142.60

DEPARTMENT 2043015 LICENSING AND ENFORCEMENT							
AMH220 AMHERSTBURG ANIMAL CLINIC							
247704	ANIMAL CONTROL				667 24-May-2018	24-May-2018	
10-5-2043015-0904				ANIMAL CONTROL - OTHER			50.00
248219	CAT SPAY				729 04-Jun-2018	04-Jun-2018	
10-5-2043015-0904				ANIMAL CONTROL - OTHER			50.00
LAS139 LASALLE ANIMAL HOSPITAL							
2018-09, 2018-	ANIMAL SPAY,				729 02-Jun-2018	02-Jun-2018	
10-5-2043015-0904				ANIMAL CONTROL - OTHER			100.00
2018-47	CAT SPAY				729 05-Jun-2018	05-Jun-2018	
10-5-2043015-0904				ANIMAL CONTROL - OTHER			50.00
MDC153 M.D.CHARLTON CO. LTD							
82808	UNIFORMS				699 24-Apr-2018	24-Apr-2018	
10-5-2043015-0252				UNIFORMS - BYLAW ENFORCEMENT			399.56
MOR26 MORNEAU SHEPELL LTD.							
JUNE 2018	789361,789362, 789363, 789364	JUNE 2018			758 01-Jun-2018	01-Jun-2018	
10-5-2043015-0207				BENEFITS - LIFE & DISABILITY			33.28
MOU001 MOUSSEAU DELUCA McPHERSON PRINCE							
57536	LEGAL FEES				758 31-May-2018	31-May-2018	
10-4-2043015-2157				ENCROACHMENT FEES			530.04
WIN137 WINDSOR-ESSEX COUNTY HUMANE SOCIETY							
18493596	FELINE NEUTER				758 08-May-2018	08-May-2018	
10-5-2043015-0904				ANIMAL CONTROL - OTHER			50.00
18501916	FELINE NEUTER & FELINE SPAY				758 09-May-2018	09-May-2018	
10-5-2043015-0904				ANIMAL CONTROL - OTHER			100.00

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G.L. Account	CC1 CC2 CC3 GL Account Name				

DEPARTMENT	2043015	LICENSING AND ENFORCEMENT			
18542812	FELINE SPAY		758 17-May-2018	17-May-2018	
10-5-2043015-0904		ANIMAL CONTROL - OTHER			50.00
18575590	FELINE NEUTER		758 24-May-2018	24-May-2018	
10-5-2043015-0904		ANIMAL CONTROL - OTHER			50.00
18608365	FELINE SPAY		758 31-May-2018	31-May-2018	
10-5-2043015-0904		ANIMAL CONTROL - OTHER			50.00
18608911	FELINE SPAY		758 31-May-2018	31-May-2018	
10-5-2043015-0904		ANIMAL CONTROL - OTHER			50.00
JUNE 2018	ANIMAL CONTROL FOR THE MONTH OF JUNE 2018		698 29-May-2018	29-May-2018	
10-5-2043015-0903		ANIMAL CONTROL - CONTRACT			3,333.33
Department Totals :					4,896.21

DEPARTMENT	3010000	PUBLIC WORKS			
ACC334	ACCURATE CREATIONS SPORTS & PROMO GEAR				
1055	HATS		729 04-Jun-2018	04-Jun-2018	
10-5-3010000-0161		CLOTHING			345.78
ARA105	ARAMARK REFRESHMENT				
656174	COFFEE SUPPLIES		729 04-Jun-2018	04-Jun-2018	
10-5-3010000-0301		OFFICE SUPPLIES			29.18
CAN380	CANADIAN TIRE STORE #281				
APRIL 2018	APRIL 2018 PURCHASES		728 30-Apr-2018	30-Apr-2018	
10-5-3010000-0420		EQUIPMENT			56.44
10-5-3010000-0420		EQUIPMENT			45.18
10-5-3010000-0420		EQUIPMENT			219.92
10-5-3010000-0420		EQUIPMENT			31.35
10-5-3010000-0301		OFFICE SUPPLIES			9.02
10-5-3010000-0402		VEHICLE & EQUIPMENT MTCE.			18.74
CAR645	CARRIER CENTERS				
04P437287	REPLACED THE BRAKE FOOT VALVE #205		667 19-Apr-2018	19-Apr-2018	
10-5-3010000-0402		VEHICLE & EQUIPMENT MTCE.			282.10
04P438600	FILTERS FOR # 401		698 25-May-2018	25-May-2018	
10-5-3010000-0402		VEHICLE & EQUIPMENT MTCE.			37.08
04P439429	FILTERS FOR SHOP SUPPLY		728 06-May-2018	06-May-2018	
10-5-3010000-0402		VEHICLE & EQUIPMENT MTCE.			61.38
04P439572	HYDRAULIC FITTINGS FOR # 607		738 08-Jun-2018	08-Jun-2018	
10-5-3010000-0402		VEHICLE & EQUIPMENT MTCE.			40.61
CIT350	CITY OF WINDSOR				
0000172397	COURSE		698 25-May-2018	25-May-2018	
10-5-3010000-0351		CONVENTIONS & SEMINARS			664.44
DEL545	DELTA POWER EQUIPMENT				
P21586	BLADES & BOLDS FOR # DM-1		728 30-May-2018	30-May-2018	
10-5-3010000-0402		VEHICLE & EQUIPMENT MTCE.			360.19
P26742	BELT TENSIONER FOR # 607		738 08-Jun-2018	08-Jun-2018	
10-5-3010000-0402		VEHICLE & EQUIPMENT MTCE.			203.02
EVE782	EVERJONGE HOMES				
MAY 28, 2018	RETURN OF INDEMNITY & RIGHT OF WAY FEES 331, 339, 379 WELSH		731 28-May-2018	28-May-2018	
10-4-3010000-1035		PW - RIGHT-OF-WAY PERMIT FEES			600.00
FIR350	FIRST STOP SERVICES				
33318	SHRED IT		699 01-Jun-2018	01-Jun-2018	
10-5-3010000-0301		OFFICE SUPPLIES			29.50
FIR418	FIRST ELEMENTS INC.				
AMH-002 A	LOCKOUT/TAGOUT TRAINING		728 13-Apr-2018	13-Apr-2018	
10-5-3010000-0351		CONVENTIONS & SEMINARS			872.50

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G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 3010000	PUBLIC WORKS				
FLU1650 FLUID BASICS INC					
41894	GPS INSTALL	698	09-May-2018	09-May-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				1,892.05
GRE330 GREAT LAKES SAFETY PRODUCTS					
00305706	LOCK OUT	668	17-Apr-2018	17-Apr-2018	
10-5-3010000-0250	HEALTH AND SAFETY				266.00
00307372	HEATING & SAFETY EQUIPMENT	698	25-May-2018	25-May-2018	
10-5-3010000-0420	EQUIPMENT				530.15
HIC441 HICKS ELECTRIC					
9428	ERIE MARSH PUMP REVIEW	728	06-Apr-2018	06-Apr-2018	
10-5-3010000-0765	MUNICIPAL DRAIN EXPENSE				132.21
KEL198 KELCOM RADIO DIVISION					
80009105	RADIO AIRTIME	654	17-May-2018	17-May-2018	
10-5-3010000-0404	VEHICLE & RADIO LICENCES				1,700.09
KEN211 KEN LAPAIN & SONS LTD					
IN00106352	HAD SPRING PINS & BUSHING REPLACED ON # 205	667	16-May-2018	16-May-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				929.70
MAL256 MALDEN AUTOMOTIVE					
5294-169319	FRONT BRAKE HOSES FOR #M-2	667	18-May-2018	18-May-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				86.50
5294-169330	PARKING BRAKE LEVERS FOR #M2	667	18-May-2018	18-May-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				49.71
5294-169472	CREDIT FOR RETURNED PART # M-2	739	22-May-2018	22-May-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				-78.30
5294-169484	TRAILER CORD PLUGS FOR # 401	667	22-May-2018	22-May-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				12.86
5294-169515	REPLACED THE BRAKES ON # 401	667	23-May-2018	23-May-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				827.39
5294-169520	BULBS FOR # 401	667	23-May-2018	23-May-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				2.34
5294-169524	WHEEL SEALS FOR # 401	667	23-May-2018	23-May-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				12.43
5294-169531	CREDIT FOR RETURNED TR-2	739	23-May-2018	23-May-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				-662.32
5294-169568	SEALANT FOR #M-2	667	23-May-2018	23-May-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				11.77
5294-169573	CREDIT FOR RETURNED PARTS # 401 & M-2	738	23-May-2018	23-May-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				-6.21
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				-123.58
5294-169873	ENGINE OIL FOR # PW-01	739	28-May-2018	28-May-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				49.82
5294-170012	METAL PARTS CLEANER FOR SHOP SUPPLY	739	30-May-2018	30-May-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				116.48
5294-170022	CREDIT FOR RETURNED PARTS FOR # 401	739	30-May-2018	30-May-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				-6.22
5294-170118	TRAILER FOR # TR-6	739	31-May-2018	31-May-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				346.49
5294-170124	TEFLON TAPE FOR SHOP SUPPLY	739	31-May-2018	31-May-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				2.18
5294-170182	HOSE CLAMPS FOR SHOP SUPPLY	739	31-May-2018	31-May-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				11.53
5294-170401	POLISHING COMPOUND FOR SHOP USE	738	05-Jun-2018	05-Jun-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				60.66



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Vendor Invoice	Vendor Name Description				GL Account Name	Batch Invc Date	Invc Due Date	Amount
G.L. Account	CC1	CC2	CC3					
DEPARTMENT 3010000					PUBLIC WORKS			
5294-170407					TRAILER HITCH MOUNTING PINS FOR SHOP SUPPLY	739 06-May-2018	06-May-2018	
10-5-3010000-0402					VEHICLE & EQUIPMENT MTCE.			13.06
5294-170476					SMALL ENGINE SPARK PLUGS FOR SHOP SUPPLY	738 05-Jun-2018	05-Jun-2018	
10-5-3010000-0402					VEHICLE & EQUIPMENT MTCE.			9.58
5294-170480					SMALL ENGINE SPARK PLUGS FOR SHOP SUPPLY	738 05-Jun-2018	05-Jun-2018	
10-5-3010000-0402					VEHICLE & EQUIPMENT MTCE.			7.25
5294-170914					AIR PRESSURE GAUGES FOR SHOP SUPPLY	738 12-Jun-2018	12-Jun-2018	
10-5-3010000-0402					VEHICLE & EQUIPMENT MTCE.			56.61
MIC117	MICHELIN NORTH AMERICA (CANADA) INC c/o							
DA0006547678					2 NEW REAR TIRES FOR # 306	667 08-May-2018	08-May-2018	
10-5-3010000-0402					VEHICLE & EQUIPMENT MTCE.			818.01
MKR140	M.K. RITTENHOUSE & SONS LIMITED							
IN0311825					SPRAYER UNIT FOR WEED SPRAYING PROGRAM	758 21-May-2018	21-May-2018	
10-5-3010000-0735					WEEDCUTTING AND SPRAYING			4,669.08
MON183	MONARCH OFFICE SUPPLY LTD							
MAY 2018					PURCHASES FOR MAY 2018	731 30-May-2018	30-May-2018	
10-5-3010000-0301					OFFICE SUPPLIES			413.89
MOR26	MORNEAU SHEPELL LTD.							
JUNE 2018					789361,789362, 789363, 789364 JUNE 2018	758 01-Jun-2018	01-Jun-2018	
10-5-3010000-0207					BENEFITS - LIFE & DISABIL			108.16
PAR24	PARTSMASTER							
50068113					SKID SHOES WEAR PLATES TO WORK LIGHTFOR # DM-1	739 31-May-2018	31-May-2018	
10-5-3010000-0402					VEHICLE & EQUIPMENT MTCE.			673.69
POW372	POWER DISTRIBUTION SUPPLY							
1801					GAS TRACKING SYSTEM INSTALL	654 08-May-2018	08-May-2018	
10-5-3010000-0401					GASOLINE			186.99
PUR700	PUROLATOR INC.							
43809115					COURIER - SHIPPING FOR GPS PARTS # 305	728 18-May-2018	18-May-2018	
10-5-3010000-0402					VEHICLE & EQUIPMENT MTCE.			17.52
438222646					COURIER	738 01-Jun-2018	01-Jun-2018	
10-5-3010000-0402					VEHICLE & EQUIPMENT MTCE.			12.00
RAC462	RACICOT CHRYSLER							
55840					NEW PARKING BRAKES FOR # M-2	667 23-May-2018	23-May-2018	
10-5-3010000-0402					VEHICLE & EQUIPMENT MTCE.			541.78
RTT067	RIVER TOWN TIMES							
00095869					ADVERTISING	667 18-May-2018	18-May-2018	
10-5-3010000-0738					NUISANCE MOSQUITO PROGRAM			141.02
STE366	STERLING FUELS							
00064168					FUEL FOR TRUCKS	654 10-May-2018	10-May-2018	
10-5-3010000-0401					GASOLINE			203.85
0064158					FUEL FOR VECHILES	654 10-May-2018	10-May-2018	
10-5-3010000-0401					GASOLINE			3,835.65
0064165					FUEL FOR TRUCKS	654 10-May-2018	10-May-2018	
10-5-3010000-0401					GASOLINE			603.83
0064166					FUEL FOR TRUCKS	654 10-May-2018	10-May-2018	
10-5-3010000-0401					GASOLINE			444.21
0064167					FUEL FOR EQUIPMENT	654 10-May-2018	10-May-2018	
10-5-3010000-0401					GASOLINE			436.67
0064169					FUEL FOR TRUCKS	654 10-May-2018	10-May-2018	
10-5-3010000-0401					GASOLINE			1,356.14
0064213					FUEL FOR EQUIPMENT	654 11-May-2018	11-May-2018	
10-5-3010000-0401					GASOLINE			828.15



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G.L. Account	CC1 CC2 CC3 GL Account Name				

DEPARTMENT 3010000 PUBLIC WORKS

0064596	FUEL FOR EQUIPMENT		698 23-May-2018	23-May-2018	
10-5-3010000-0401		GASOLINE			647.34
0064598	FUEL FOR TRUCKS		698 23-May-2018	23-May-2018	
10-5-3010000-0401		GASOLINE			901.32
0064599	FUEL FOR EQUIPMENT		698 23-May-2018	23-May-2018	
10-5-3010000-0401		GASOLINE			913.19
0064626	FUEL FOR VECHILES		698 23-May-2018	23-May-2018	
10-5-3010000-0401		GASOLINE			3,639.17
SUN449	SUN PARLOUR TRAILERS				
41902	WHEEH SEALS & WASHERS		667 23-May-2018	23-May-2018	
10-5-3010000-0402		VEHICLE & EQUIPMENT MTCE.			24.39
TOW033	TOWN OF ESSEX				
847	ESSEX DRAINS ASSEMENT		729 01-Jun-2018	01-Jun-2018	
10-5-3010000-0765		MUNICIPAL DRAIN EXPENSE			5.23
847 A	ESSEX DRAINAGE ASSESMENT		729 01-Jun-2018	01-Jun-2018	
10-5-3010000-0765		MUNICIPAL DRAIN EXPENSE			354.19
847 B	ESSEX DRAINAGE ASSESSMENT		729 01-Jun-2018	01-Jun-2018	
10-5-3010000-0765		MUNICIPAL DRAIN EXPENSE			13.94
TRA689	TRACTION WINDSOR				
396286122	DOEVMENTS HOLDERS FOR # TR-6		698 28-May-2018	28-May-2018	
10-5-3010000-0402		VEHICLE & EQUIPMENT MTCE.			45.90
396286235	OIL ABSORBENT FOR SHOP USE		698 29-May-2018	29-May-2018	
10-5-3010000-0402		VEHICLE & EQUIPMENT MTCE.			95.64
WIG035	WIGLE HOME HARDWARE BUILDING CENTRE				
118578	KEY CUTS		654 18-May-2018	18-May-2018	
10-5-3010000-0301		OFFICE SUPPLIES			6.76
118921	SUMMER EQUIPMENT		738 28-May-2018	28-May-2018	
10-5-3010000-0420		EQUIPMENT			155.88
119089	SUMMER EQUIPMENT		738 31-May-2018	31-May-2018	
10-5-3010000-0420		EQUIPMENT			68.91
Department Totals :					32,319.16

DEPARTMENT 3015010 MECHANIC

CAN380	CANADIAN TIRE STORE #281				
APRIL 2018	APRIL 2018 PURCHASES		728 30-Apr-2018	30-Apr-2018	
10-5-3015010-0420		MECHANIC EQUIPMENT			33.89
Department Totals :					33.89

DEPARTMENT 3020000 ROADS

ESS068	ESSEX READY MIX INC				
36789	FILL IN SINK HOLE		654 08-May-2018	08-May-2018	
10-5-3020000-0725		STREET REPAIRS & MAINT.			600.03
ESS160	ESSEX TERMINAL RAILWAY CO				
0019094-IN	RAILWAY CROSSING		654 01-May-2018	01-May-2018	
10-5-3020000-0720		RAILWAY CROSSINGS			304.30
0019178-IN	RAILWAY MAINTENANCE		758 01-Jun-2018	01-Jun-2018	
10-5-3020000-0720		RAILWAY CROSSINGS			304.30
HEA693	HEATON SANITATION				
34049	FLUSH & CLEAN CATCH BASIN		698 23-May-2018	23-May-2018	
10-5-3020000-0757		STORM SEWER CLEANING & FLUSHING			1,921.00
RIV260	RIVARD EXCAVATING LTD				
1564	REPAIR CATCH BASIN		654 02-Apr-2018	02-Apr-2018	

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G.L. Account	CC1	CC2	CC3	GL Account Name			
DEPARTMENT 3020000 ROADS							
10-5-3020000-0757				STORM SEWER CLEANING & FLUSHING			3,599.05
SHE592 SHERWIN WILLIAMS CO.							
7927-2				PAINT FOR STOP BARS AND CROSS WALKS	758 07-Jun-2018	07-Jun-2018	
10-5-3020000-0726				STRIPING & LINE PAINTING			626.87
SOU100 SOUTHWESTERN SALES CORP							
IN202202				COLD PATCH	654 14-May-2018	14-May-2018	
10-5-3020000-0725				STREET REPAIRS & MAINT.			1,977.50
SYL261 SYLVESTER CONSTRUCTION							
1407				REPAIR GUIDE RAILS	654 14-May-2018	14-May-2018	
10-5-3020000-0725				STREET REPAIRS & MAINT.			4,520.00
WAL100 WALKER AGGREGATES INC. C/O PROPERTY							
276449				STONE FOR ROADS	698 12-May-2018	12-May-2018	
10-5-3020000-0715				STONE			151.71
276628				STONE FOR ROADS	698 19-May-2018	19-May-2018	
10-5-3020000-0715				STONE			329.54
Department Totals :							14,334.30

DEPARTMENT 3022017 ROADS CAPITAL							
ANC200 ANCHOR HYDRO							
101200				SUPPLY & INSTALL	698 23-May-2018	23-May-2018	
40-7-3022017-0008				LED STREET LIGHTING UPGRADE PRG			404,656.53
FRO740 FRONT CONSTRUCTION INDUSTRIES INC.							
1801-1				LONG MARSH DRAIN BRIDGE REPLACEMENT	729 08-Jun-2018	08-Jun-2018	
40-7-3022017-0009				BRIDGE 3008, RIVER CANARD AT CONC 2			36,896.76
Department Totals :							441,553.29

DEPARTMENT 3022018 ROADS CAPITAL							
GOL452 GOLDER ASSOCIATES LTD							
936457				LONG MARSH BRIDGE	698 11-May-2018	11-May-2018	
40-7-3022018-0001				2018 PRE-ENGINEERING			4,401.35
PUR700 PUROLATOR INC.							
43809115				COURIER - SHIPPING FOR GPS PARTS # 305	728 18-May-2018	18-May-2018	
40-7-3022018-0007				BI-ANNUAL BRIDGE INSPECTION			4.43
438222646				COURIER	738 01-Jun-2018	01-Jun-2018	
40-7-3022018-0007				BI-ANNUAL BRIDGE INSPECTION			11.49
Department Totals :							4,417.27

DEPARTMENT 3030000 WINTER CONTROL							
BLU409 BLUELINE RENTAL INC.							
0003				WINTER CONTROL	698 30-May-2018	30-May-2018	
10-5-3030000-0710				WINTER CONTROL			979.85
GYO693 GYORI FARMS INC.							
3851				RESTORATION	654 22-May-2018	22-May-2018	
10-5-3030000-0710				WINTER CONTROL			45.20
Department Totals :							1,025.05

DEPARTMENT 3050000 STREET LIGHTING							
HIC441 HICKS ELECTRIC							
9425				STREET LIGHT MAINTENANCE	729 02-Jun-2018	02-Jun-2018	
10-5-3050000-0331				GENERAL MAINTENANCE			537.18
9440				STREET LIGHT REPAIR	758 13-Jun-2018	13-Jun-2018	



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G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 3050000	STREET LIGHTING				
10-5-3050000-0331	GENERAL MAINTENANCE				174.02
Department Totals :					711.20

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 3250000	TRAFFIC CONTROL				
ACK297 ACKLANDS-GRAINGER INC					
9803230052	BOLTS FOR SIGNS	728	30-May-2018	30-May-2018	
10-5-3250000-0741	TRAFFIC SIGNS & DEVICES				22.24
9809149546	HARDWARE FOR SIGNS	738	05-Jun-2018	05-Jun-2018	
10-5-3250000-0741	TRAFFIC SIGNS & DEVICES				79.67
CAN236 CANADIAN FENCE CONTRACTORS - 1954812					
198	DECORATIVE SIGH POST	758	31-May-2018	31-May-2018	
10-5-3250000-0741	TRAFFIC SIGNS & DEVICES				2,825.00
CED150 CEDAR SIGNS					
50654	SIGN FOR REPAIR	654	10-May-2018	10-May-2018	
10-5-3250000-0741	TRAFFIC SIGNS & DEVICES				1,783.82
50831	SIGNS AND HARDWARE	728	23-May-2018	23-May-2018	
10-5-3250000-0741	TRAFFIC SIGNS & DEVICES				3,730.91
Department Totals :					8,441.64

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 4010000	SANITARY SEWERS				
ATL117 ATLAS COPCO COMPRESSORS CANADA					
62044	BLOWER RENTAL (NOV 13, 2017)	702	30-May-2018	30-May-2018	
10-5-4010000-0680	LIFE CYCLE EXPENSES				14,528.41
622043	BLOWER RENTAL (NOV 13, 2017)	702	30-May-2018	30-May-2018	
10-5-4010000-0680	LIFE CYCLE EXPENSES				14,528.41
622045	BLOWER RENTAL (NOV 13, 2017)	702	30-May-2018	30-May-2018	
10-5-4010000-0680	LIFE CYCLE EXPENSES				14,528.41
622046	BLOWER RENTAL (NOV 11, 2017)	702	30-May-2018	30-May-2018	
10-5-4010000-0680	LIFE CYCLE EXPENSES				17,829.14
ONT001 ONTARIO CLEAN WATER AGENCY					
INV000101361	PLC REPLACEMENT	669	30-Jan-2018	30-Jan-2018	
10-5-4010000-0680	LIFE CYCLE EXPENSES				27,120.00
INV000103539	MULTI RANGER & TRANSDUCER REPLACE	700	16-May-2018	16-May-2018	
10-5-4010000-0680	LIFE CYCLE EXPENSES				2,725.41
INV000103546	UV MODULES	701	16-May-2018	16-May-2018	
10-5-4010000-0680	LIFE CYCLE EXPENSES				16,937.34
INV000103547	EXPLOSION PROOF FIXTURE	700	16-May-2018	16-May-2018	
10-5-4010000-0680	LIFE CYCLE EXPENSES				2,696.64
INV000103549	UPGRADE	701	16-May-2018	16-May-2018	
10-5-4010000-0680	LIFE CYCLE EXPENSES				6,571.39
INV000103554	PUMPS	701	16-May-2018	16-May-2018	
10-5-4010000-0680	LIFE CYCLE EXPENSES				4,915.01
Department Totals :					122,380.16

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 4012006	SANITARY SEWER CAPITAL				
CH2154 CH2M HILL CANADA LIMITED					
3297218	ENGINEERING	698	10-May-2018	10-May-2018	
40-7-4012006-0056	AWWTP - ABURG WASTEWATER PLANT & ENV. AS				20,198.75
Department Totals :					20,198.75

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 4012013	WASTEWATER CAPITAL				
GOL452 GOLDER ASSOCIATES LTD					

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Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 4012013	WASTEWATER CAPITAL				
935864	GEOTECHNICAL		728 09-May-2018	09-May-2018	
40-7-4012013-0003	NEW FORCEMAIN & PUMP STATION				6,958.14
Department Totals :					6,958.14

DEPARTMENT 4012017	WASTEWATER CAPITAL				
DAM297	D'AMORE RAY				
MAY 13, 2018	REFUND BACK WATER VALVE		729 13-Jun-2018	13-Jun-2018	
40-7-4012017-0004	I&I PRG SANITARY SEWER RENEW & REPAIR				1,000.00
HUT306	HUTCHINS MAURICE				
JUNE 13, 2018	SUBSIDY REFUND FOR 306 CROWN RIDGE BLVD		729 13-Jun-2018	13-Jun-2018	
40-7-4012017-0004	I&I PRG SANITARY SEWER RENEW & REPAIR				1,000.00
ROB07	ROBINSON CHARLES & SANDRA				
JUNE 14, 2018	SUBSIDY RETURNED FOR BACKWATER VALVE - 300 VALVE		738 15-Jun-2018	15-Jun-2018	
40-7-4012017-0004	I&I PRG SANITARY SEWER RENEW & REPAIR				1,000.00
SLA100	SLATER NEIL				
JUNE 13, 2018	INFLOW SUBSIDY 100 VENETIAN DRIVE		729 13-Jun-2018	13-Jun-2018	
40-7-4012017-0004	I&I PRG SANITARY SEWER RENEW & REPAIR				1,300.00
WAR05	WARNOCK SCOTT				
JUNE 13, 2018	SUBSIDY RETURN 8451 COUNTY ROAD		729 13-Jun-2018	13-Jun-2018	
40-7-4012017-0004	I&I PRG SANITARY SEWER RENEW & REPAIR				300.00
Department Totals :					4,600.00

DEPARTMENT 4012018	WASTEWATER CAPITAL				
STA310	STANTEC CONSULTING LTD				
1270784	ENGINEERING		698 20-Apr-2018	20-Apr-2018	
40-7-4012018-0001	SE QUADRANT CLASS EA				13,018.66
Department Totals :					13,018.66

DEPARTMENT 4017720	MCGREGOR SEWERS				
ONT001	ONTARIO CLEAN WATER AGENCY				
INV000103540	REBUILD KIT		700 16-May-2018	16-May-2018	
10-5-4017720-0612	MAINTENANCE ITEMS - OCWA				1,587.25
INV000103542	PARTS KIT		700 16-May-2018	16-May-2018	
10-5-4017720-0612	MAINTENANCE ITEMS - OCWA				337.25
INV000103672	AFTER HOUR CALLS		700 16-May-2018	16-May-2018	
10-5-4017720-0613	OCWA UNEXPECTED ITEMS				1,875.00
INV000103844	OPERATIONS AND MAINTENANCE FOR JUNE 2018		764 01-Jun-2018	01-Jun-2018	
10-5-4017720-0604	CONTRACT O.C.W.A.				13,453.60
Department Totals :					17,253.10

DEPARTMENT 4017730	EDGEWATER SEWERS				
ONT001	ONTARIO CLEAN WATER AGENCY				
INV000103675	AFTER HOUR CALLS		701 16-May-2018	16-May-2018	
10-5-4017730-0613	OCWA UNEXPECTED ITEMS				2,044.00
INV000103844	OPERATIONS AND MAINTENANCE FOR JUNE 2018		764 01-Jun-2018	01-Jun-2018	
10-5-4017730-0604	CONTRACT O.C.W.A.				13,939.25
Department Totals :					15,983.25

DEPARTMENT 4017740	AMHERSTBURG SEWERS				
EMC530	EMCO CORPORATION				
37565004-00	SUPPLIES		669 09-May-2018	09-May-2018	



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G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 4017740 AMHERSTBURG SEWERS					
10-5-4017740-0331	GENERAL MAINTENANCE				138.32
ESS273 ESSEX POWERLINES CORPORATION					
JC7359	SEWER CHARGES	733	31-May-2018	31-May-2018	
10-5-4017740-0504	COLLECTION EXPENSE				1,159.24
HEA693 HEATON SANITATION					
32656	SANITARY REPAIR	733	30-May-2018	30-May-2018	
10-5-4017740-0331	GENERAL MAINTENANCE				1,921.00
34041	SEWER FLUSHING	669	15-May-2018	15-May-2018	
10-5-4017740-0750	SEWER FLUSHING				1,921.00
34043	SEWER FLUSHING	669	16-May-2018	16-May-2018	
10-5-4017740-0750	SEWER FLUSHING				2,034.00
34045	SEWER FLUSHING	669	17-May-2018	17-May-2018	
10-5-4017740-0750	SEWER FLUSHING				2,034.00
KEL117 KELCOM TELEMESSAGING					
W78745-0618	ANSWERING SERVICES AFTER HOURS	758	01-Jun-2018	01-Jun-2018	
10-5-4017740-0316	UTILITIES - SEWERS				19.64
ONT001 ONTARIO CLEAN WATER AGENCY					
INV000102099	ALARM PANEL WORK	669	16-Mar-2018	16-Mar-2018	
10-5-4017740-0612	OCWA MAINTENANCE ITEMS				317.95
INV000102100	FUSES	669	16-Mar-2018	16-Mar-2018	
10-5-4017740-0612	OCWA MAINTENANCE ITEMS				213.04
INV000103555	H&C INSPECTION	702	16-May-2018	16-May-2018	
10-5-4017740-0612	OCWA MAINTENANCE ITEMS				340.90
INV000103556	UV REPAIR	702	16-May-2018	16-May-2018	
10-5-4017740-0612	OCWA MAINTENANCE ITEMS				1,474.25
INV000103558	LABRATORY EQUIPMENT	702	16-May-2018	16-May-2018	
10-5-4017740-0612	OCWA MAINTENANCE ITEMS				423.21
INV000103559	GATE REPAIR	701	16-May-2018	16-May-2018	
10-5-4017740-0612	OCWA MAINTENANCE ITEMS				200.47
INV000103560	FILTER REPAIR	701	16-May-2018	16-May-2018	
10-5-4017740-0612	OCWA MAINTENANCE ITEMS				173.79
INV000103676	AFTER HOUR CALLS	700	16-May-2018	16-May-2018	
10-5-4017740-0613	OCWA UNEXPECTED ITEMS				3,120.15
INV000103844	OPERATIONS AND MAINTENANCE FOR JUNE 2018	764	01-Jun-2018	01-Jun-2018	
10-5-4017740-0604	CONTRACT O.C.W.A.				28,250.85
WIG035 WIGLE HOME HARDWARE BUILDING CENTRE					
119390	SERVICE CONNECTION	764	08-Jun-2018	08-Jun-2018	
10-5-4017740-0759	SERVICE CONNECTION REPAIR & MTCE.				15.12
WOL533 WOLSELEY CANADA INC					
1149	DEFECTIVE PUMP RETURNED	668	18-May-2018	18-May-2018	
10-5-4017740-0331	GENERAL MAINTENANCE				-353.10
6698691	LOCATES PAINT	669	18-May-2018	18-May-2018	
10-5-4017740-0331	GENERAL MAINTENANCE				226.59
6757100	MANHOLE SEALER	740	18-May-2018	18-May-2018	
10-5-4017740-0331	GENERAL MAINTENANCE				1,546.58
Department Totals :					45,177.00

DEPARTMENT 4017750 BIG CREEK RBC SEWER

ONT001 ONTARIO CLEAN WATER AGENCY

INV000103548	RBC REBUILD KIT	701	16-May-2018	16-May-2018	
10-5-4017750-0612	OCWA MAINTENANCE ITEMS				305.87
INV000103844	OPERATIONS AND MAINTENANCE FOR JUNE 2018	764	01-Jun-2018	01-Jun-2018	



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G.L. Account	CC1	CC2	CC3	GL Account Name			
DEPARTMENT 4017750				BIG CREEK RBC SEWER			
10-5-4017750-0604				CONTRACT O.C.W.A.			9,684.07
Department Totals :							9,989.94
DEPARTMENT 4017755				MCLEOD SBR SEWER			
ONT001	ONTARIO CLEAN WATER AGENCY						
INV000103543				PHASOR REPAIRS	700 16-May-2018	16-May-2018	
10-5-4017755-0612				OCWA MAINTENANCE ITEMS			4,917.04
INV000103544				PARTS KIT	700 16-May-2018	16-May-2018	
10-5-4017755-0612				OCWA MAINTENANCE ITEMS			683.59
INV000103545				GRADING	700 16-May-2018	16-May-2018	
10-5-4017755-0612				OCWA MAINTENANCE ITEMS			269.87
INV000103673				AFTER HOUR CALLS	700 16-May-2018	16-May-2018	
10-5-4017755-0613				OCWA UNEXPECTED ITEMS			1,561.50
INV000103844				OPERATIONS AND MAINTENANCE FOR JUNE 2018	764 01-Jun-2018	01-Jun-2018	
10-5-4017755-0604				CONTRACT OCWA			15,165.36
Department Totals :							22,597.36
DEPARTMENT 4017760				BOBLO SEWER			
ONT001	ONTARIO CLEAN WATER AGENCY						
INV000103550				MULTI RANGER & TRANSDUCER	701 16-May-2018	16-May-2018	
10-5-4017760-0612				OCWA MAINTENANCE ITEMS			2,997.95
INV000103674				AFTER HOUR CALLS	701 16-May-2018	16-May-2018	
10-5-4017760-0613				OCWA UNEXPECTED ITEMS			135.00
INV000103844				OPERATIONS AND MAINTENANCE FOR JUNE 2018	764 01-Jun-2018	01-Jun-2018	
10-5-4017760-0604				CONTRACT OCWA - BOBLO			7,708.28
INV000104022				SUMP PUMP	701 25-May-2018	25-May-2018	
10-5-4017760-0612				OCWA MAINTENANCE ITEMS			293.74
Department Totals :							11,134.97
DEPARTMENT 4057710				GARBAGE COLLECTION			
WIN270	WINDSOR DISPOSAL SERVICES LTD						
0000895237				JUNE 2018 GARBAGE COLLECTION	654 01-Jun-2010	01-Jun-2010	
10-5-4057710-0602				GARBAGE COLLECTION			44,437.73
0000895246				GARBAGE COLLECTION	654 01-Jun-2018	01-Jun-2018	
10-5-4057710-0602				GARBAGE COLLECTION			1.02
0000895249				GARBAGE COLLECTION	654 01-Jun-2018	01-Jun-2018	
10-5-4057710-0602				GARBAGE COLLECTION			61.40
Department Totals :							44,500.15
DEPARTMENT 4067715				GARBAGE DISPOSAL			
WIN270	WINDSOR DISPOSAL SERVICES LTD						
0000895237				JUNE 2018 GARBAGE COLLECTION	654 01-Jun-2018	01-Jun-2018	
10-5-4067715-0603				YARD WASTE - HAULING TO LANDFILL			8,767.66
0000895357				YARD WASTE CLEAN UP	654 12-May-2018	12-May-2018	
10-5-4067715-0607				PWD YARD CLEAN UP EXPENSES			372.90
Department Totals :							9,140.56
DEPARTMENT 7010000				PARKS AND RECREATION PROGRAMMING			
APC145	PARE ASHLEY						
MAY 28, 2018				MUNICIPAL GUIDE SUMMER/FALL 2018	758 28-May-2018	28-May-2018	
10-5-7010000-0307				ADVERTISING			350.00



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G.L. Account	CC1	CC2	CC3	GL Account Name			
DEPARTMENT 7010000 PARKS AND RECREATION PROGRAMMING							
CAN380 CANADIAN TIRE STORE #281							
APRIL 2018					728 30-Apr-2018	30-Apr-2018	
10-5-7010000-0778				SAFE CYCLING ED. PRG EXPENSES			485.88
COL128 COLONIAL COFFEE CO. LTD.							
758105					758 07-Jun-2018	07-Jun-2018	
10-5-7010000-0384				CONCESSION PRODUCT			69.30
ELE400 ELECTRICAL SAFETY AUTHORITY							
97391034					758 05-Jun-2018	05-Jun-2018	
10-5-7010000-0422				CONCESSION EQUIP MAINTENANCE			645.07
FAL686 FALLS WHOLESALE LIMITED							
056268					698 05-Apr-2018	05-Apr-2018	
10-5-7010000-0384				CONCESSION PRODUCT			383.16
GOR299 GORDON FOOD SERVICE CAN. LTD. - ONTARIO DIVISION							
2632332					758 23-May-2018	23-May-2018	
10-5-7010000-0384				CONCESSION PRODUCT			559.30
2669598					758 06-Jun-2018	06-Jun-2018	
10-5-7010000-0384				CONCESSION PRODUCT			1,471.09
MOR26 MORNEAU SHEPELL LTD.							
JUNE 2018	789361,789362, 789363, 789364			JUNE 2018	758 01-Jun-2018	01-Jun-2018	
10-5-7010000-0207				BENEFITS - LIFE & DISABILITY			58.24
NAP110 NAPLES PIZZA							
235					758 13-Jun-2018	13-Jun-2018	
10-5-7010000-0420				RECREATION EXPENSES			35.90
236					758 27-May-2018	27-May-2018	
10-5-7010000-0420				RECREATION EXPENSES			41.00
245					758 09-Jun-2018	09-Jun-2018	
10-5-7010000-0420				RECREATION EXPENSES			59.00
246					758 23-Jun-2018	23-Jun-2018	
10-5-7010000-0420				RECREATION EXPENSES			41.00
RTT067 RIVER TOWN TIMES							
00095796					698 18-May-2018	18-May-2018	
10-5-7010000-0307				ADVERTISING			284.40
00095953					698 30-May-2018	30-May-2018	
10-5-7010000-0307				ADVERTISING			141.02
00096008					729 06-Jun-2018	06-Jun-2018	
10-5-7010000-0307				ADVERTISING			174.52
10-5-7010000-0307				ADVERTISING			284.40
00096146					738 13-Jun-2018	13-Jun-2018	
10-5-7010000-0307				ADVERTISING			142.20
10-5-7010000-0307				ADVERTISING			284.40
STA444 STAPLES ADVANTAGE (MIS C/O T04446C)							
47522279					758 18-May-2018	18-May-2018	
10-5-7010000-0301				OFFICE SUPPLIES			211.36
47583726					758 28-May-2018	28-May-2018	
10-5-7010000-0301				OFFICE SUPPLIES			240.52
Department Totals :							5,961.76

DEPARTMENT 7010160 LION'S POOL PROGRAMMING

WIG035 WIGLE HOME HARDWARE BUILDING CENTRE

119277 KEYS FOR LION'S POOL 758 05-Jun-2018 05-Jun-2018
 10-5-7010160-0317 LION'S POOL - BUILDING MAINTENANCE 13.51

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G.L. Account	CC1	CC2	CC3	GL Account Name			
DEPARTMENT 7010160 LION'S POOL PROGRAMMING							
						Department Totals :	13.51

DEPARTMENT 7012015 CAPITAL							
MON610 MONTEITH BROWN PLANNING CONSULTANTS							
13444	PARKS MASTER PLAN				667 15-May-2018	15-May-2018	
40-7-7012015-0001				PARKS MASTER PLAN			5,617.14
						Department Totals :	5,617.14

DEPARTMENT 7012017 CAPITAL							
ONT184 1845040 ONTARIO INC							
1300	ANNUAL MAINTENANCE				699 21-May-2018	21-May-2018	
40-7-7012017-0003				TENNIS COURT - RESURFACING			5,085.00
						Department Totals :	5,085.00

DEPARTMENT 7012018 CAPITAL							
ONT184 1845040 ONTARIO INC							
1301	WINDSREENS				698 21-May-2018	21-May-2018	
40-7-7012018-0001				WIND SCREENS FOR TENNIS COURT			11,300.00
						Department Totals :	11,300.00

DEPARTMENT 7017000 PARKS MAINTENANCE							
AGR835 AGRIS CO-OPERATIVE LTD							
130025919	FERTILIZER				728 04-May-2018	04-May-2018	
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			652.57
130025920	SPREADER RENTAL				728 04-May-2018	04-May-2018	
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			658.42
130025921	SPREADER RENTAL				728 04-May-2018	04-May-2018	
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			658.42
130026245	GREEN RAPID OVERSEED MIX				728 15-May-2018	15-May-2018	
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			1,083.40
130026246	GREEN RAPID OVERSEED MIX				728 15-May-2018	15-May-2018	
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			1,083.40
130026247	GREEN RAPID OVERSEED MIX				728 15-May-2018	15-May-2018	
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			1,083.40
ALL796 ALLTREAT FARMS							
24001378 RI	GENERAL MULCH				738 23-Apr-2018	23-Apr-2018	
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			4,032.41
ATS374 ATS UNDERGROUND SPRINKLERS							
54336	CONTRACTED SERVICES				738 29-May-2018	29-May-2018	
10-5-7017000-0336				CONTRACTED SERVICES			3,669.22
54337	CONTRACTED SERVICES				738 12-Jun-2018	12-Jun-2018	
10-5-7017000-0336				CONTRACTED SERVICES			84.75
CAN236 CANADIAN FENCE CONTRACTORS - 1954812							
192	FENCE REPAIRS				698 17-May-2018	17-May-2018	
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			1,120.91
CAN380 CANADIAN TIRE STORE #281							
APRIL 2018	APRIL 2018 PURCHASES				728 30-Apr-2018	30-Apr-2018	
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			29.37
10-5-7017000-0420				PARKS MAINTENANCE EQUIPMENT			112.95
CAR645 CARRIER CENTERS							
04P438796	BLOWER BELTS FOR # PG-43				667 23-May-2018	23-May-2018	



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G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 7017000	PARKS MAINTENANCE				
10-5-7017000-0402	VEHICLE & EQUIPMENT MAINTENANCE PARKS				81.65
04P439254	REPLACED THE PTO CLUTCH ASSEMBLY # PG-40	729	04-Jun-2018	04-Jun-2018	
10-5-7017000-0402	VEHICLE & EQUIPMENT MAINTENANCE PARKS				847.06
04P439502	REPLACED A BENT CASTER WHEEL FORK # PG-43	738	06-Jun-2018	06-Jun-2018	
10-5-7017000-0402	VEHICLE & EQUIPMENT MAINTENANCE PARKS				162.34
CHE230	CHECKER INDUSTRIAL LTD				
90411933	EXHAUST PIPING	728	01-Feb-2018	01-Feb-2018	
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				367.77
FES459	FESTIVAL TENT & PARTY RENTALS INC.				
108622	PORTA JOHNS	738	30-May-2018	30-May-2018	
10-5-7017000-0336	CONTRACTED SERVICES				2,004.34
FIR418	FIRST ELEMENTS INC.				
AMH-002	TRAINING	698	13-Apr-2018	13-Apr-2018	
10-5-7017000-0351	TRAINING & CONFERENCES				988.75
GCD118	G.C. DUKE EQUIPMENT LTD				
01-81973	DECK LATCH FOR # PG-32	667	17-May-2018	17-May-2018	
10-5-7017000-0402	VEHICLE & EQUIPMENT MAINTENANCE PARKS				171.52
01-82563	PARTS FOR # PG-32	698	25-May-2018	25-May-2018	
10-5-7017000-0402	VEHICLE & EQUIPMENT MAINTENANCE PARKS				284.92
GRE330	GREAT LAKES SAFETY PRODUCTS				
00307280	HEALTH & SAFETY GENERAL	654	23-May-2018	23-May-2018	
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				124.21
GRE679	GREG BAILEY LTD				
0000050621	PARKS FLOWER WATERING UNITS	698	30-May-2018	30-May-2018	
10-5-7017000-0402	VEHICLE & EQUIPMENT MAINTENANCE PARKS				269.41
0000050625	PARTS FOR REMOTE FERTILIZER FILL FOR FLOWER WATERING UNITS FW# 3& 4	728	31-May-2018	31-May-2018	
10-5-7017000-0402	VEHICLE & EQUIPMENT MAINTENANCE PARKS				72.75
GYO693	GYORI FARMS INC.				
3870	BLACK MULCH	729	08-Jun-2018	08-Jun-2018	
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				94.92
HEN068	HENDERSON RECREATION EQUIP LTD				
123872	PARTS	728	16-May-2018	16-May-2018	
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				2,802.17
HIC441	HICKS ELECTRIC				
9436	CONTRACTED SERVICES	729	07-Jun-2018	07-Jun-2018	
10-5-7017000-0336	CONTRACTED SERVICES				282.50
KEL198	KELCOM RADIO DIVISION				
80009102	RADIO AIRTIME	654	17-May-2018	17-May-2018	
10-5-7017000-0404	RADIO AIR TIME				600.03
LAI130	LAING'S LAWN CARE & PEST CONTROL				
3030	WEED CONTROL	758	31-May-2018	31-May-2018	
10-5-7017000-0336	CONTRACTED SERVICES				678.00
3033	WEED CONTROL	758	31-May-2018	31-May-2018	
10-5-7017000-0336	CONTRACTED SERVICES				408.80
LUC170	LUCIER GLOVE & SAFETY PRODUCTS				
27157	UNIFORMS	738	27-Feb-2018	27-Feb-2018	
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				564.92
27552	UNIFORMS	738	26-Mar-2018	26-Mar-2018	
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				1,369.56
MAL256	MALDEN AUTOMOTIVE				
5294-169519	BLOWER BELT FOR # PG-43	667	23-May-2018	23-May-2018	
10-5-7017000-0402	VEHICLE & EQUIPMENT MAINTENANCE PARKS				11.19

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Vendor Invoice	Vendor Name Description				Batch Invc Date	Invc Due Date	Amount
G.L. Account	CC1	CC2	CC3	GL Account Name			
DEPARTMENT 7017000				PARKS MAINTENANCE			
5294-169578				PARKING BRAKE ACTUATORS FOR # PG-1	667 23-May-2018	23-May-2018	
10-5-7017000-0402				VEHICLE & EQUIPMENT MAINTENANCE PARKS			49.71
5294-170352				FUEL LINE PARTS TO REPAIR LEAK ON #710	738 04-Jun-2018	04-Jun-2018	
10-5-7017000-0402				VEHICLE & EQUIPMENT MAINTENANCE PARKS			45.86
5294-170417				REPLACED FAN BELT ON # PG-40	738 05-Jun-2018	05-Jun-2018	
10-5-7017000-0402				VEHICLE & EQUIPMENT MAINTENANCE PARKS			14.19
5294-170481				CORE RETURN CREDIT FOR # 710	738 05-Jun-2018	05-Jun-2018	
10-5-7017000-0402				VEHICLE & EQUIPMENT MAINTENANCE PARKS			-123.17
5294-170834				REPLACED THE PARKING BRAKES # PG-1	738 11-Jun-2018	11-Jun-2018	
10-5-7017000-0402				VEHICLE & EQUIPMENT MAINTENANCE PARKS			75.11
5294-170900				ELECTRICAL RELAY FOR # PG-32	738 12-Jun-2018	12-Jun-2018	
10-5-7017000-0402				VEHICLE & EQUIPMENT MAINTENANCE PARKS			126.11
6294-169456				REPLACED THE DRIVERS SIDE MIRROR #RS-1	667 22-May-2018	22-May-2018	
10-5-7017000-0402				VEHICLE & EQUIPMENT MAINTENANCE PARKS			81.31
MER975	MERCHANTS PAPER CO						
128039				GARBAGE BAGS	738 06-Jun-2018	06-Jun-2018	
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			311.88
MOR26	MORNEAU SHEPELL LTD.						
JUNE 2018				789361,789362, 789363, 789364 JUNE 2018	758 01-Jun-2018	01-Jun-2018	
10-5-7017000-0207				BENEFITS - LIFE & DISABIL - PARKS & GRDS			74.88
PLA033	PLANTPRODUCTS						
188025				GENERAL SUPPLIES	728 02-May-2018	02-May-2018	
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			4,175.69
ROC02	ROCHELEAU ROGER						
660261				GENERAL SUPPLIES	729 08-Jun-2018	08-Jun-2018	
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			4,407.00
660262				GENERAL SUPPLIES	729 08-Jun-2018	08-Jun-2018	
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			885.92
660263				GENERAL SUPPLIES	729 08-Jun-2018	08-Jun-2018	
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			3,091.68
660264				GENERAL SUPPLIES	729 08-Jun-2018	08-Jun-2018	
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			2,322.19
660265				HANGING BASKETS	729 08-Jun-2018	08-Jun-2018	
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			11,452.55
660266				GENERAL SUPPLIES	729 08-Jun-2018	08-Jun-2018	
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			3,627.30
660268 & 6602				GENERAL SUPPLIES	729 08-Jun-2018	08-Jun-2018	
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			9,014.20
TRA689	TRACTION WINDSOR						
396286808				HYDRAULIC FITTINGS FOR # PG-32	729 06-Jun-2018	06-Jun-2018	
10-5-7017000-0402				VEHICLE & EQUIPMENT MAINTENANCE PARKS			134.72
396286809				HYDRAULICE FITTINGS FOR #PG-32	729 06-Jun-2018	06-Jun-2018	
10-5-7017000-0402				VEHICLE & EQUIPMENT MAINTENANCE PARKS			204.64
TUR200	TURF CARE PRODUCTS CANADA LIMITED LES PRODUITS TUR						
620680-01				BLADES FOR # PG-52	667 17-May-2018	17-May-2018	
10-5-7017000-0402				VEHICLE & EQUIPMENT MAINTENANCE PARKS			86.29
624677-00				CASTER WHEEL PARTS FOR # PG-52	738 05-Jun-2018	05-Jun-2018	
10-5-7017000-0402				VEHICLE & EQUIPMENT MAINTENANCE PARKS			117.42
626151-00				FILTERS FOR # PG-52 & 53	738 06-Jun-2018	06-Jun-2018	
10-5-7017000-0402				VEHICLE & EQUIPMENT MAINTENANCE PARKS			378.71
WIG035	WIGLE HOME HARDWARE BUILDING CENTRE						
118826				GENERAL SUPPLIES	654 25-May-2018	25-May-2018	
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			7.90



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Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 7017000 PARKS MAINTENANCE					
118849	GENERAL SUPPLIES	654	25-May-2018	25-May-2018	
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				40.21
119192	GENERAL SUPPLIES	699	04-Jun-2018	04-Jun-2018	
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				32.75
119386	SUPPLIES KNYP	758	08-Jun-2018	08-Jun-2018	
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				15.80
119603	GENERAL SUPPLIES	758	14-Jun-2018	14-Jun-2018	
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				8.97
119625	GENERAL SUPPLIES	738	15-Jun-2018	15-Jun-2018	
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				17.39
119704	GENERAL SUPPLIES	738	18-Jun-2018	18-Jun-2018	
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				1.91
WIN210 WINDSOR FACTORY SUPPLY LTD					
4784715	GRINDING WHEELS FOR MOWER BLADE SHARPENER	728	31-May-2018	31-May-2018	
10-5-7017000-0402	VEHICLE & EQUIPMENT MAINTENANCE PARKS				179.42
Department Totals :					67,314.57

DEPARTMENT 7017002 FACILITIES					
ABC190 ABC ROOFING LTD					
9253	REPLACE ALL BLOWN OFF SHINGLES ON ROOF AT NORTH YARD FRT BUILDING FRONT BUILDING AND SHED 6746 CON 6	739	29-May-2018	29-May-2018	
10-5-7017002-0317	PWD FACILITIES - BUILDING MAINTENANCE				904.00
BET358 BETTER LOCKSMITHS INC					
20521A	KEYS FOR 99 THOMAS ROAD	654	11-May-2018	11-May-2018	
10-5-7017002-0317	99THOM FACILITIES - BUILDING MAINTENANCE				127.69
CAN380 CANADIAN TIRE STORE #281					
APRIL 2018	APRIL 2018 PURCHASES	728	30-Apr-2018	30-Apr-2018	
10-5-7017002-0316	PWD FACILITIES - UTILITIES				8.50
10-5-7017002-0318	JANITORIAL - GLOBAL				79.67
10-5-7017002-0318	JANITORIAL - GLOBAL				15.03
10-5-7017002-0318	JANITORIAL - GLOBAL				12.29
10-5-7017002-0318	JANITORIAL - GLOBAL				136.10
10-5-7017002-0317	CARNEC FACILITIES - BUILDING MAINTENANCE				22.59
10-5-7017002-0317	CARNEC FACILITIES - BUILDING MAINTENANCE				5.64
10-5-7017002-0317	GORDOI FACILITIES - BUILDING MAINTENANCE				112.99
10-5-7017002-0317	TOWN FACILITIES - BUILDING MAINTENANCE				25.97
EMC530 EMCO CORPORATION					
37563889-00	BUILDING MAINTENANCE	731	02-May-2018	02-May-2018	
10-5-7017002-0317	PWD FACILITIES - BUILDING MAINTENANCE				187.23
37564298	BUILDING MAINTENANCE	731	30-Apr-2018	30-Apr-2018	
10-5-7017002-0317	PARKBL FACILITIES - BUILDING MAINTENANCE				162.36
JAN268 JANI SAFE INC.					
182220-1	JANITORIAL SUPPLIES	654	14-May-2018	14-May-2018	
10-5-7017002-0318	JANITORIAL - GLOBAL				184.37
182527	JANITORIAL SUPPLES	654	17-May-2018	17-May-2018	
10-5-7017002-0318	JANITORIAL - GLOBAL				1,688.99
182527-1	JANITORIAL SUPPLIES	731	28-May-2018	28-May-2018	
10-5-7017002-0318	JANITORIAL - GLOBAL				73.60
MET052 METRO KING PEST CONTROL INC.					
2137	MONTHLY SERVICE AT VARIOUS LOCATIONS	728	31-Mar-2018	31-Mar-2018	
10-5-7017002-0317	FIRE FACILITIES - BUILDING MAINTENANCE				28.25
10-5-7017002-0317	TOWN FACILITIES - BUILDING MAINTENANCE				39.55
10-5-7017002-0317	PWD FACILITIES - BUILDING MAINTENANCE				39.55
10-5-7017002-0317	GORDOI FACILITIES - BUILDING MAINTENANCE				28.25



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G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 7017002	FACILITIES				
10-5-7017002-0317	ACS FACILITIES - BUILDING MAINTENANCE				33.90
10-5-7017002-0317	PARKBL FACILITIES - BUILDING MAINTENANCE				28.25
10-5-7017002-0317	FIRE FACILITIES - BUILDING MAINTENANCE				33.90
10-5-7017002-0317	FIRE FACILITIES - BUILDING MAINTENANCE				28.25
10-5-7017002-0317	PARKBL FACILITIES - BUILDING MAINTENANCE				28.25
10-5-7017002-0317	PWD FACILITIES - BUILDING MAINTENANCE				28.25
10-5-7017002-0317	PWD FACILITIES - BUILDING MAINTENANCE				28.25
10-5-7017002-0317	MALCOM FACILITIES - BUILDING MAINTENANCE				33.90
2138	MONTHLY SERVICE AT VARIOUS LOCATIONS	728	30-Apr-2018	30-Apr-2018	
10-5-7017002-0317	TOWN FACILITIES - BUILDING MAINTENANCE				39.55
10-5-7017002-0317	PWD FACILITIES - BUILDING MAINTENANCE				39.55
10-5-7017002-0317	GORDOI FACILITIES - BUILDING MAINTENANCE				28.25
10-5-7017002-0317	ACS FACILITIES - BUILDING MAINTENANCE				33.90
10-5-7017002-0317	PARKBL FACILITIES - BUILDING MAINTENANCE				28.25
10-5-7017002-0317	FIRE FACILITIES - BUILDING MAINTENANCE				33.90
10-5-7017002-0317	FIRE FACILITIES - BUILDING MAINTENANCE				28.25
10-5-7017002-0317	PARKBL FACILITIES - BUILDING MAINTENANCE				28.25
10-5-7017002-0317	PWD FACILITIES - BUILDING MAINTENANCE				28.25
10-5-7017002-0317	PWD FACILITIES - BUILDING MAINTENANCE				28.25
10-5-7017002-0317	MALCOM FACILITIES - BUILDING MAINTENANCE				33.90
10-5-7017002-0317	FIRE FACILITIES - BUILDING MAINTENANCE				28.25
2139	MONTHLY SERVICE AT VARIOUS LOCATIONS	728	31-May-2018	31-May-2018	
10-5-7017002-0317	TOWN FACILITIES - BUILDING MAINTENANCE				39.55
10-5-7017002-0317	PWD FACILITIES - BUILDING MAINTENANCE				39.55
10-5-7017002-0317	GORDOI FACILITIES - BUILDING MAINTENANCE				28.25
10-5-7017002-0317	ACS FACILITIES - BUILDING MAINTENANCE				33.90
10-5-7017002-0317	PARKBL FACILITIES - BUILDING MAINTENANCE				28.25
10-5-7017002-0317	FIRE FACILITIES - BUILDING MAINTENANCE				33.90
10-5-7017002-0317	FIRE FACILITIES - BUILDING MAINTENANCE				28.25
10-5-7017002-0317	PARKBL FACILITIES - BUILDING MAINTENANCE				28.25
10-5-7017002-0317	PWD FACILITIES - BUILDING MAINTENANCE				28.25
10-5-7017002-0317	PWD FACILITIES - BUILDING MAINTENANCE				28.25
10-5-7017002-0317	MALCOM FACILITIES - BUILDING MAINTENANCE				33.90
10-5-7017002-0317	FIRE FACILITIES - BUILDING MAINTENANCE				28.25
PAR372	PARRLINE ELECTRICAL WHOLESALE				
74010	ELETRICAL SUPPLIES	758	17-Jan-2018	17-Jan-2018	
10-5-7017002-0317	FIRE FACILITIES - BUILDING MAINTENANCE				137.65
REC09	RECEIVER GENERAL - CANADA REVENUE AGENCY TECHNOLOG				
14327	EMERGENCY REPAIRS/REPLACEMENT	654	18-May-2018	18-May-2018	
10-5-7017002-0317	GORDOI FACILITIES - BUILDING MAINTENANCE				7,898.97
TOW033	TOWN OF ESSEX				
SALES0000000	MCGREGOR COMMUNITY CENTRE OPERATING COST	729	01-Jun-2018	01-Jun-2018	
10-5-7017002-0317	MCGREI FACILITIES - BUILDING MAINTENANCE				10,427.03
WIG035	WIGLE HOME HARDWARE BUILDING CENTRE				
118900	SPRAY GUN & CLEANER	731	28-May-2018	28-May-2018	
10-5-7017002-0317	PWD FACILITIES - BUILDING MAINTENANCE				20.81
119029	KEYCHAIN, TAG AND SINGLE KEY CUT	731	30-May-2018	30-May-2018	
10-5-7017002-0318	JANITORIAL - GLOBAL				18.54
119076	2 TUBES CAULKING	758	31-May-2018	31-May-2018	
10-5-7017002-0317	TOWN FACILITIES - BUILDING MAINTENANCE				44.48
119539	FENCE REPAIR BETWEEN GORDON HOUSE AND NEXT DOOR PROPERTY	758	13-Jun-2018	13-Jun-2018	
10-5-7017002-0317	GORDOI FACILITIES - BUILDING MAINTENANCE				22.10
119540	IMPACT SCREW BITS	758	13-Jun-2018	13-Jun-2018	
10-5-7017002-0317	GORDOI FACILITIES - BUILDING MAINTENANCE				11.29
Department Totals :					23,463.54

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Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 7017300	LIBRO				
AFF062	AFFLECK SHEET METAL INC.				
17197	BUILDING MAINTENANCE	698	20-Apr-2018	20-Apr-2018	
10-5-7017300-0250	HEALTH AND SAFETY				1,107.40
BAY320	BAYMAR SUPPLY LTD				
3016024	HEALTH & SAFETY	731	13-Apr-2018	13-Apr-2018	
10-5-7017300-0250	HEALTH AND SAFETY				1,100.25
CAN380	CANADIAN TIRE STORE #281				
APRIL 2018	APRIL 2018 PURCHASES	728	30-Apr-2018	30-Apr-2018	
10-5-7017300-0317	BUILDING MAINTENANCE				15.16
10-5-7017300-0250	HEALTH AND SAFETY				81.29
10-5-7017300-0402	VEHICLE & EQUIPMENT MTCE.				38.39
10-5-7017300-0960	OUTDOOR SOCCER (NAT TURF)				162.49
10-5-7017300-0960	OUTDOOR SOCCER (NAT TURF)				38.14
CIN177	CINTAS CANADA LIMITED				
847338827	MAT EXCHANGE	654	25-May-2018	25-May-2018	
10-5-7017300-0336	CONTRACTED SERVICES				91.84
847339792	MAT EXCHANGE	729	01-Jun-2018	01-Jun-2018	
10-5-7017300-0336	CONTRACTED SERVICES				91.84
847340774	MAT EXCHANGE	729	08-Jun-2018	08-Jun-2018	
10-5-7017300-0336	CONTRACTED SERVICES				91.84
847341754	MAT EXCHANGE	758	15-Jun-2018	15-Jun-2018	
10-5-7017300-0336	CONTRACTED SERVICES				91.84
CUL391	CULLIGAN WATER				
2046926	RENTAL WATER COOLER	728	31-May-2018	31-May-2018	
10-5-7017300-0336	CONTRACTED SERVICES				81.24
DOW547	DOWLER KARN				
3863415	PROPANE	654	27-Apr-2018	27-Apr-2018	
10-5-7017300-0401	GASOLINE / PROPANE				28.25
3883374	PROPANE	728	30-May-2018	30-May-2018	
10-5-7017300-0401	GASOLINE / PROPANE				28.25
ESS360	ESSEX WINDSOR SOLID WASTE AUTH				
JUNE 1, 2018	DISPOSAL OF LIGHT TUBES	729	01-Jun-2018	01-Jun-2018	
10-5-7017300-0317	BUILDING MAINTENANCE				225.60
FIR350	FIRST STOP SERVICES				
33318	SHRED IT	699	01-Jun-2018	01-Jun-2018	
10-5-7017300-0301	OFFICE SUPPLIES				29.50
GRE330	GREAT LAKES SAFETY PRODUCTS				
00306717	SAFETY SUPPLIES	654	10-May-2018	10-May-2018	
10-5-7017300-0250	HEALTH AND SAFETY				999.96
HOL459	HOLLAND CLEANING SOLUTIONS LTD				
451088	JANITORIAL MAINTENANCE	728	31-May-2018	31-May-2018	
10-5-7017300-0318	JANITORIAL				1,885.69
JAC351	JACK SMITH FUELS LTD				
CN009694	GYCOL	728	05-Jan-2018	05-Jan-2018	
10-5-7017300-0331	REFRIGERATION MAINTENANCE				-33.90
CN009718	GYCOL	728	19-Jan-2018	19-Jan-2018	
10-5-7017300-0331	REFRIGERATION MAINTENANCE				-101.70
CN009742	GYCOL	728	25-Jan-2018	25-Jan-2018	
10-5-7017300-0331	REFRIGERATION MAINTENANCE				-339.00
CN009851	GYCOL	728	20-Mar-2018	20-Mar-2018	
10-5-7017300-0331	REFRIGERATION MAINTENANCE				-101.70
CN009873	GYCOL	728	02-Apr-2018	02-Apr-2018	
10-5-7017300-0331	REFRIGERATION MAINTENANCE				-67.80

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Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 7017300	LIBRO				
IN321668	REFRIDGERATION MATERIALS	728	01-May-2018	01-May-2018	
10-5-7017300-0331	REFRIGERATION MAINTENANCE				1,593.30
IN322980	RERIDGERATION MATERIALS	728	22-May-2018	22-May-2018	
10-5-7017300-0331	REFRIGERATION MAINTENANCE				1,320.41
JAN268	JANI SAFE INC.				
182927	JANITORIAL	729	04-Jun-2018	04-Jun-2018	
10-5-7017300-0318	JANITORIAL				214.70
LUC170	LUCIER GLOVE & SAFETY PRODUCTS				
25057	HEALTH & SAFETY ITEMS (OCT 23, 2017)	728	31-May-2018	31-May-2018	
10-5-7017300-0250	HEALTH AND SAFETY				109.58
25559	CLOTHING (NOV 17, 2017)	731	30-May-2018	30-May-2018	
10-5-7017300-0161	CLOTHING				1,406.65
26057	HEALTH & SAFETY ITEMS (DEC 12, 2017)	728	31-May-2018	31-May-2018	
10-5-7017300-0250	HEALTH AND SAFETY				155.91
26107	CLOTHING (DEC 15, 2017)	728	31-May-2018	31-May-2018	
10-5-7017300-0161	CLOTHING				955.82
26469	CLOTHING	728	09-Jan-2018	09-Jan-2018	
10-5-7017300-0161	CLOTHING				113.00
26663	HEALTH & SAFETY ITEMS	728	14-Jun-2018	14-Jun-2018	
10-5-7017300-0250	HEALTH AND SAFETY				160.81
26840	CLOTHING	728	02-Jan-2018	02-Jan-2018	
10-5-7017300-0161	CLOTHING				620.57
26841	HEALTH & SAFETY ITEMS	728	02-Jan-2018	02-Jan-2018	
10-5-7017300-0250	HEALTH AND SAFETY				89.00
26947	HEALTH & SAFETY ITEMS	728	12-Feb-2018	12-Feb-2018	
10-5-7017300-0250	HEALTH AND SAFETY				225.97
27556	CLOTHING	728	26-Mar-2018	26-Mar-2018	
10-5-7017300-0161	CLOTHING				254.08
28563	CLOTHING	728	19-May-2018	19-May-2018	
10-5-7017300-0161	CLOTHING				474.54
MAR003	MAR-CO CLAY PRODUCTS INC				
75892	BASEBALL DIAMOND SUPPLIES	731	09-May-2018	09-May-2018	
10-5-7017300-0962	PREMIER BASEBALL FIELD				1,172.60
MET052	METRO KING PEST CONTROL INC.				
2137	MONTHLY SERVICE AT VARIOUS LOCATIONS	728	31-Mar-2018	31-Mar-2018	
10-5-7017300-0317	BUILDING MAINTENANCE				45.20
10-5-7017300-0317	BUILDING MAINTENANCE				28.25
2138	MONTHLY SERVICE AT VARIOUS LOCATIONS	728	30-Apr-2018	30-Apr-2018	
10-5-7017300-0317	BUILDING MAINTENANCE				45.20
10-5-7017300-0317	BUILDING MAINTENANCE				28.25
2139	MONTHLY SERVICE AT VARIOUS LOCATIONS	728	31-May-2018	31-May-2018	
10-5-7017300-0317	BUILDING MAINTENANCE				45.20
10-5-7017300-0317	BUILDING MAINTENANCE				28.25
MOR26	MORNEAU SHEPELL LTD.				
JUNE 2018	789361,789362, 789363, 789364 JUNE 2018	758	01-Jun-2018	01-Jun-2018	
10-5-7017300-0207	BENEFITS - LIFE & DISABIL				183.05
PAR372	PARRLINE ELECTRICAL WHOLESALE				
74191	ELETRICAL SUPPLIES	758	06-Feb-2018	06-Feb-2018	
10-5-7017300-0317	BUILDING MAINTENANCE				687.80
SIM535	SIMPLISTIC LINES INC.				
1732060618	REFIL OF HOLDING TANK WITH WHITE PROFESSIONAL READY TO USE FIELD MARKING PAINT	758	06-Jun-2018	06-Jun-2018	
10-5-7017300-0960	OUTDOOR SOCCER (NAT TURF)				1,819.30



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Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 7017300 LIBRO					
TRE515 TREMBLAR BUILDING SUPPLIES LTD.					
57020	KEYS	654	02-May-2018	02-May-2018	
10-5-7017300-0317	BUILDING MAINTENANCE				367.25
UNI677 UNIQUE COMMUNICATIONS INC					
14187	SECURITY SERVICES	728	22-May-2018	22-May-2018	
10-5-7017300-0336	CONTRACTED SERVICES				271.20
WIG035 WIGLE HOME HARDWARE BUILDING CENTRE					
119287	MAINTENANCE SUPPLIES	758	06-Jun-2018	06-Jun-2018	
10-5-7017300-0317	BUILDING MAINTENANCE				43.63
119300	MAINTENANCE SUPPLIES	758	06-Jun-2018	06-Jun-2018	
10-5-7017300-0317	BUILDING MAINTENANCE				3.59
119378	MAINTENANCE MATERIALS	729	08-Jun-2018	08-Jun-2018	
10-5-7017300-0402	VEHICLE & EQUIPMENT MTCE.				24.85
119541	MAINTENANCE SUPPLIES	758	13-Jun-2018	13-Jun-2018	
10-5-7017300-0317	BUILDING MAINTENANCE				16.94
WIN210 WINDSOR FACTORY SUPPLY LTD					
4770682	ROPE FOR OUT DOOR TURF	731	10-May-2018	10-May-2018	
10-5-7017300-0962	PREMIER BASEBALL FIELD				63.95
4770687	ORANGE REEL FIBERGLASS TAPES	731	10-May-2018	10-May-2018	
10-5-7017300-0962	PREMIER BASEBALL FIELD				22.15
4781186	BUILDING MATERIALS	728	25-May-2018	25-May-2018	
10-5-7017300-0317	BUILDING MAINTENANCE				83.50
4789729	BUILDING MATERIALS	729	06-Jun-2018	06-Jun-2018	
10-5-7017300-0317	BUILDING MAINTENANCE				94.38
WIN270 WINDSOR DISPOSAL SERVICES LTD					
0000874210	CARDBOARD PICKUP	731	01-Jan-2018	01-Jan-2018	
10-5-7017300-0331	REFRIGERATION MAINTENANCE				67.90
ZAM038 ZAMBONI COMPANY LTD					
096378	REPAIRED THE FAN RELAY	728	28-May-2018	28-May-2018	
10-5-7017300-0402	VEHICLE & EQUIPMENT MTCE.				45.20
Department Totals :					18,426.85
<hr/>					
DEPARTMENT 7037140 MALDEN COMMUNITY CENTRE					
EMC530 EMCO CORPORATION					
37559064-00	REPAIRS MALDEN COMMUNITY CENTRE	654	28-Feb-2018	28-Feb-2018	
10-5-7037140-0317	BUILDING MAIN. - MALDEN COMM CENTRE P&F				400.27
Department Totals :					400.27
<hr/>					
DEPARTMENT 8010000 PLANNING & LEGISLATIVE SERVICES					
MON183 MONARCH OFFICE SUPPLY LTD					
MAY 2018	PURCHASES FOR MAY 2018	731	30-May-2018	30-May-2018	
10-5-8010000-0301	OFFICE SUPPLIES				183.08
MON610 MONTEITH BROWN PLANNING CONSULTANTS					
13319	PROFESSIONAL FEES	698	09-Mar-2018	09-Mar-2018	
10-5-8010000-0327	PROFESSIONAL FEES				2,792.51
MOR26 MORNEAU SHEPELL LTD.					
JUNE 2018	789361,789362, 789363, 789364 JUNE 2018	758	01-Jun-2018	01-Jun-2018	
10-5-8010000-0207	BENEFITS - LIFE & DISABIL				16.64
MOU001 MOUSSEAU DELUCA McPHERSON PRINCE					
57139 B	LEGAL FEES	728	31-Mar-2018	31-Mar-2018	
10-5-8010000-0325	LEGAL FEES				700.64



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Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 8010000 PLANNING & LEGISLATIVE SERVICES					
57139 C	LEGAL FEES	728	31-Mar-2018	31-Mar-2018	
10-5-8010000-0325	LEGAL FEES				353.73
57276	LEGAL FEES	667	30-Apr-2018	30-Apr-2018	
10-5-8010000-0325	LEGAL FEES				197.45
57277	LEGAL FEES	667	30-Apr-2018	30-Apr-2018	
10-5-8010000-0325	LEGAL FEES				1,150.98
57278	LEGAL FEES	667	30-Apr-2018	30-Apr-2018	
10-5-8010000-0325	LEGAL FEES				200.95
57309	LEGAL FEES	667	30-Apr-2018	30-Apr-2018	
10-5-8010000-0325	LEGAL FEES				3,499.30
57319	LEGAL FEES	667	30-Apr-2018	30-Apr-2018	
10-5-8010000-0325	LEGAL FEES				960.50
57337	LEGAL FEES	667	30-Apr-2018	30-Apr-2018	
10-5-8010000-0325	LEGAL FEES				576.30
57338	LEGAL FEES	667	30-Apr-2018	30-Apr-2018	
10-5-8010000-0325	LEGAL FEES				779.70
57339	LEGAL FEES	667	30-Apr-2018	30-Apr-2018	
10-5-8010000-0325	LEGAL FEES				135.60
57370	LEGAL FEES	667	30-Apr-2018	30-Apr-2018	
10-5-8010000-0325	LEGAL FEES				501.12
57371	LEGAL FEES	667	30-Apr-2018	30-Apr-2018	
10-5-8010000-0325	LEGAL FEES				560.13
57457	LEGAL FEES	758	16-May-2018	16-May-2018	
10-5-8010000-0325	LEGAL FEES				946.08
57514	LEGAL FEES	758	31-May-2018	31-May-2018	
10-5-8010000-0325	LEGAL FEES				527.28
57515	LEGAL FEES	758	31-May-2018	31-May-2018	
10-5-8010000-0325	LEGAL FEES				497.58
57516	LEGAL FEES	758	31-May-2018	31-May-2018	
10-5-8010000-0325	LEGAL FEES				499.08
57517	LEGAL FEES	758	28-May-2018	28-May-2018	
10-5-8010000-0325	LEGAL FEES				500.08
PUR663	PURE WATER BRAND				
MAY 2018	MAY 2018 INVOICES, 000271180, 000272387, 000274135	698	31-May-2018	31-May-2018	
10-5-8010000-0301	OFFICE SUPPLIES				27.02
SHI251	SHIBLEY RIGHTON LLP				
180956	LEGAL FEES	729	04-Jun-2018	04-Jun-2018	
10-5-8010000-0325	LEGAL FEES				1,056.84
THO199	THOMSON REUTERS CANADA				
8581497	OFFICE SUPPLIES	739	22-May-2018	22-May-2018	
10-5-8010000-0301	OFFICE SUPPLIES				323.17
Department Totals :					16,985.76

DEPARTMENT 8020000 TOURISM VISITOR INFORMATION CENTRE					
ALL180	ALLEGRA MARKETING PRINT MAIL				
109652	GENERAL	654	22-May-2018	22-May-2018	
10-5-8020000-0355	PRINTED MATERIAL\PROMOTIONAL PRODUCTS				220.35
AMH277	AMHERSTBURG FREEDOM MUSEUM				
MAY 23, 2018	ADVERTISEMENT IN 2018 EMANCIPATION DAY PROGRAM	654	23-May-2018	23-May-2018	
10-5-8020000-0307	GENER/ ADVERTISING				150.00
AMH29	AMHERSTBURG FIREMAN'S ASSOCIATION				
2018-06	CANADA DAY OPEN STAGE RENTAL	699	14-May-2018	14-May-2018	



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G.L. Account	CC1	CC2	CC3	GL Account Name			
DEPARTMENT 8020000				TOURISM VISITOR INFORMATION CENTRE			
10-5-8020000-0340		CDADAY		COMMUNITY EVENTS			500.00
CAN260	CANADIAN HISTORICAL AIRCRAFT ASSOCIATION						
JUNE 4, 2018				HONORARIUM, AMHERSTBURG UNCOMMON	729 04-Jun-2018	04-Jun-2018	
10-5-8020000-0340		UNCOMI		COMMUNITY EVENTS			1,500.00
CON183	CONCEIVE-IT						
10267				AMHERSTBURG UNCOMMON	758 21-Jun-2018	21-Jun-2018	
10-5-8020000-0340		UNCOMI		COMMUNITY EVENTS			2,118.75
DRV006	DR VON HOULIGAN						
166				BIG TOP	654 14-May-2018	14-May-2018	
10-5-8020000-0340		UNCOMI		COMMUNITY EVENTS			7,000.00
GSP636	G&S EQUIPMENT RENTALS						
997				GARDEN TOUR PARTY	728 25-May-2018	25-May-2018	
10-5-8020000-0340		GARDEN		COMMUNITY EVENTS			395.50
IPR571	IPROMOTEU CANADA INC						
116153ZAY				AMHERSTBURG UNCOMMON	729 03-Jun-2018	03-Jun-2018	
10-5-8020000-0355				PRINTED MATERIAL\PROMOTIONAL PRODUCTS			2,002.95
KNE725	KNELSEN AGATHA						
247				AMHERSTBURG UNCOMMON	729 04-Jun-2018	04-Jun-2018	
10-5-8020000-0340		UNCOMI		COMMUNITY EVENTS			750.00
LAS111	LASALLE POST						
00038355				AMHERSTBURG UNCOMMON	729 01-Jun-2018	01-Jun-2018	
10-5-8020000-0307		UNCOMI		ADVERTISING			339.00
MER975	MERCHANTS PAPER CO						
129223				CANADA DAY	738 20-Jun-2018	20-Jun-2018	
10-5-8020000-0340		CDADAY		COMMUNITY EVENTS			128.07
MIC001	MICKLE REBECCA						
4				CANADA DAY PERFORMANCE	738 06-Jun-2018	06-Jun-2018	
10-5-8020000-0340		CDADAY		COMMUNITY EVENTS			300.00
MON183	MONARCH OFFICE SUPPLY LTD						
MAY 2018				PURCHASES FOR MAY 2018	731 30-May-2018	30-May-2018	
10-5-8020000-0301				OFFICE SUPPLIES			216.06
MOR26	MORNEAU SHEPELL LTD.						
JUNE 2018				789361,789362, 789363, 789364 JUNE 2018	758 01-Jun-2018	01-Jun-2018	
10-5-8020000-0207				BENEFITS - LIFE & DISABILITY			16.64
RTT067	RIVER TOWN TIMES						
00095869				ADVERTISING	667 18-May-2018	18-May-2018	
10-5-8020000-0307		GENER/		ADVERTISING			87.26
00095953				ADVERTISING	698 30-May-2018	30-May-2018	
10-5-8020000-0307		WALKTC		ADVERTISING			141.02
00096146				ADVERTISING	738 13-Jun-2018	13-Jun-2018	
10-5-8020000-0307		CDADAY		ADVERTISING			142.20
UPS490	UPS CANADA						
1077322732				AMHERSTBURG UNCOMMON	654 24-Apr-2018	24-Apr-2018	
10-5-8020000-0340		UNCOMI		COMMUNITY EVENTS			47.27
URB420	URBAN FIT						
201-2018				ONE ZUMBA WITH JOEL SESSION (ONE HOUR) JULY 1 SATURDAY @ 7PM	758 23-May-2018	23-May-2018	
10-5-8020000-0340		CDADAY		COMMUNITY EVENTS			300.00
Department Totals :							16,355.07

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Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 8020100 SPECIAL EVENTS & FESTIVALS					
JUNE 21, 2018 REFUND FOR ANNUAL FISHING DERBY		758	21-Jun-2018	21-Jun-2018	
10-4-8020100-1306	EVENT REVENUE				250.00
ESS500 ESSEX REGION CONSERVATION FOUNDATION					
JUNE 21, 2018 REFUND OF SECURITY DEPOSIT FOR SOUTH COAST ADVENTURE RACE		758	21-Jun-2018	21-Jun-2018	
10-4-8020100-1306	EVENT REVENUE				250.00
FOR001 FORT MALDEN HORTICULTURAL SOCIETY					
JUNE 15, 2018 RETURN OF SECURITY DEPOSIT FOR ANNUAL GARDEN TOUR		738	15-Jun-2018	15-Jun-2018	
10-4-8020100-1306	EVENT REVENUE				250.00
ROY281 ROYAL CANADIAN LEGION BRANCH 157					
MAY 29, 2018 SECURITY DEPOSIT (\$250.00) PLUS BARRIER FEES (\$27.12)		654	29-May-2018	29-May-2018	
10-4-8020100-1306	EVENT REVENUE				222.88
Department Totals :					972.88

Computer Paid Total : 1,465,240.96

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Vendor Code Invoice No.	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 0000000 GENERAL					
AMH19 AMHERSTBURG PAYROLL-TOWN OF					
PP#23-2018	PP#23-2018 PAYROLL TRANSFER	705	07-Jun-2018	07-Jun-2018	
10-1-0000000-0302	WFCU-PAYROLL 6429187				142,495.29
PP#24-2018	PP#24-2018 PAYROLL TRANSFER	734	14-Jun-2018	14-Jun-2018	
10-1-0000000-0302	WFCU-PAYROLL 6429187				293,813.29
PP#25-2018	PP#25-2018 PAYROLL TRANSFER	759	21-Jun-2018	21-Jun-2018	
10-1-0000000-0302	WFCU-PAYROLL 6429187				143,854.20
PP#26-2018	PP#26-2018 PAYROLL TRANSFER	784	28-Jun-2018	28-Jun-2018	
10-1-0000000-0302	WFCU-PAYROLL 6429187				165,732.76
ESS46 ESSEX POWERLINES CORPORATION					
MAY 2018	ELECTRICITY, WATER & SEWAGE MAY 2018	674	31-May-2018	31-May-2018	
80-5-0000000-0316	UTILITIES				254.26
GRE03 GREEN SHIELD CANADA					
JUN 2018	JUNE 2018 BENEFITS	639	01-Jun-2018	01-Jun-2018	
10-1-0000000-2068	A/R - EMPLOYEE BENEFITS REGULAR				414.22
10-1-0000000-2064	A/R - EMPLOYEE BENEFITS				1,401.02
80-5-0000000-0206	BENEFITS - GREENSHIELD RE - WATER DEPART				1,983.30
80-5-0000000-0205	BENEFITS - GREENSHIELD				5,057.80
MIN24 MINISTRY OF FINANCE-PAYMENT					
MAY 2018	EHT FOR THE MONTH OF MAY 2018	690	31-May-2018	31-May-2018	
10-2-0000000-1152	A/P - PAYROLL DED. - EHT				21,721.92
OME001 OMERS					
MAY 2018	OMERS CONTRIBUTION FOR MAY 2018	692	31-May-2018	31-May-2018	
10-2-0000000-1144	OMERS PAYABLE				208,787.46
REC04 RECEIVER GENERAL					
PP#2018 PART	PP#2018-25 PART TIME PAYROLL TAXES	760	21-Jun-2018	21-Jun-2018	



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Vendor Code	Vendor Name	Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description				
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 0000000 GENERAL					
10-2-0000000-1141	A/P - PAYROLL DED. - INC.				5,226.82
10-2-0000000-1143	A/P - PAYROLL DED. - E.I.				1,502.06
10-2-0000000-1142	A/P - PAYROLL DED. - CPP				3,098.50
PP#2018-23 FU PP#2018-23 FULL TIME PAYROLL TAXES		704	07-Jun-2018	07-Jun-2018	
10-2-0000000-1142	A/P - PAYROLL DED. - CPP				14,158.34
10-2-0000000-1143	A/P - PAYROLL DED. - E.I.				5,652.08
10-2-0000000-1141	A/P - PAYROLL DED. - INC.				36,090.03
PP#2018-23 PA PP#2018-23 PART TIME PAYROLL TAXES		704	07-Jun-2018	07-Jun-2018	
10-2-0000000-1141	A/P - PAYROLL DED. - INC.				5,798.79
10-2-0000000-1143	A/P - PAYROLL DED. - E.I.				1,552.54
10-2-0000000-1142	A/P - PAYROLL DED. - CPP				3,200.26
PP#2018-24 FU PP#2018-24 FULL TIME EMPLOYEE PAYROLL TAXES		735	14-Jun-2018	14-Jun-2018	
10-2-0000000-1143	A/P - PAYROLL DED. - E.I.				5,045.87
10-2-0000000-1142	A/P - PAYROLL DED. - CPP				13,411.08
10-2-0000000-1141	A/P - PAYROLL DED. - INC.				36,780.43
PP#2018-24 PA PP#2018-24 PART TIME EMPLOYEE PAYROLL TAXES		735	14-Jun-2018	14-Jun-2018	
10-2-0000000-1141	A/P - PAYROLL DED. - INC.				69,541.58
10-2-0000000-1142	A/P - PAYROLL DED. - CPP				3,023.12
10-2-0000000-1143	A/P - PAYROLL DED. - E.I.				1,474.26
PP#2018-25 FU PP#2018-25 FULL TIME AYROLL TAXES		760	21-Jun-2018	21-Jun-2018	
10-2-0000000-1143	A/P - PAYROLL DED. - E.I.				4,423.62
10-2-0000000-1142	A/P - PAYROLL DED. - CPP				11,847.74
10-2-0000000-1141	A/P - PAYROLL DED. - INC.				36,371.80
PP#2018-26 FU PP#2018-26 FULL TIME PAYROLL TAXES		785	28-Jun-2018	28-Jun-2018	
10-2-0000000-1141	A/P - PAYROLL DED. - INC.				40,813.27
10-2-0000000-1143	A/P - PAYROLL DED. - E.I.				4,041.34
10-2-0000000-1142	A/P - PAYROLL DED. - CPP				11,217.46
PP#2018-26 PA PP#2018-26 PART TIME PAYROLL TAXES		785	28-Jun-2018	28-Jun-2018	
10-2-0000000-1142	A/P - PAYROLL DED. - CPP				3,827.76
10-2-0000000-1143	A/P - PAYROLL DED. - E.I.				1,739.86
10-2-0000000-1141	A/P - PAYROLL DED. - INC.				8,295.95
SUN11 SUN LIFE ASSURANCE CO. OF CANADA - BILLING					
JUNE 2018 JUNE 2018 BENEFITS		642	01-Jun-2018	01-Jun-2018	
180-5-0000000-0207	BENEFITS - LIFE & DISABILITY				2,653.61
WOR03 WORKPLACE SAFETY & INSURANCE BOARD					
MAY 2018 MAY 2018 WSIB PREMIUMS		691	31-May-2018	31-May-2018	
10-2-0000000-1153	A/P - PAYROLL DED. - WSIB				34,084.48
Department Totals :					1,350,388.17

DEPARTMENT 1001020 ADMINISTRATION					
GRE03 GREEN SHIELD CANADA					
JUN 2018 JUNE 2018 BENEFITS		639	01-Jun-2018	01-Jun-2018	
10-5-1001020-0206	BENEFITS - GREENSHIELD RE				5,906.72
Department Totals :					5,906.72

DEPARTMENT 1001021 TREASURY					
GRE03 GREEN SHIELD CANADA					
JUN 2018 JUNE 2018 BENEFITS		639	01-Jun-2018	01-Jun-2018	
10-5-1001021-0205	BENEFITS - GREENSHIELD				4,461.15
SUN11 SUN LIFE ASSURANCE CO. OF CANADA - BILLING					
JUNE 2018 JUNE 2018 BENEFITS		642	01-Jun-2018	01-Jun-2018	
10-5-1001021-0207	BENEFITS - LIFE & DISABILITY				3,261.74
Department Totals :					7,722.89



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Vendor Code	Vendor Name	Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description				
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 1001022 CLERKS					
GRE03 GREEN SHIELD CANADA					
JUN 2018	JUNE 2018 BENEFITS	639	01-Jun-2018	01-Jun-2018	
10-5-1001022-0205	BENEFITS - GREENSHIELD - CLERKS				974.68
10-5-1001022-0205	BENEFITS - GREENSHIELD - CLERKS				524.13
SUN11 SUN LIFE ASSURANCE CO. OF CANADA - BILLING					
JUN 2018	JUNE 2018 BENEFITS	642	01-Jun-2018	01-Jun-2018	
10-5-1001022-0207	BENEFITS - LIFE & DISABIL - CLERKS				987.93
Department Totals :					2,486.74
DEPARTMENT 1001023 C.A.O.					
GRE03 GREEN SHIELD CANADA					
JUN 2018	JUNE 2018 BENEFITS	639	01-Jun-2018	01-Jun-2018	
10-5-1001023-0205	BENEFITS - GREENSHIELD - C.A.O.				1,462.02
SUN11 SUN LIFE ASSURANCE CO. OF CANADA - BILLING					
JUN 2018	JUNE 2018 BENEFITS	642	01-Jun-2018	01-Jun-2018	
10-5-1001023-0207	BENEFITS - LIFE & DISABIL - C.A.O.				886.30
Department Totals :					2,348.32
DEPARTMENT 1001024 HUMAN RESOURCES					
GRE03 GREEN SHIELD CANADA					
JUN 2018	JUNE 2018 BENEFITS	639	01-Jun-2018	01-Jun-2018	
10-5-1001024-0205	BENEFITS - GREENSHIELD - HUMAN RESOURCES				974.68
SUN11 SUN LIFE ASSURANCE CO. OF CANADA - BILLING					
JUN 2018	JUNE 2018 BENEFITS	642	01-Jun-2018	01-Jun-2018	
10-5-1001024-0207	BENEFITS - LIFE & DISABIL - HUMAN RESOUR				784.08
Department Totals :					1,758.76
DEPARTMENT 1001025 INFORMATION TECHNOLOGY					
BEL01 BELL CANADA					
JUN 2018	JUNE 2018 MONTHLY CHARGES	720	18-Jun-2018	18-Jun-2018	
10-5-1001025-0315	TELEPHONE				1,170.09
MAY 2018	MAY 2018 MONTHLY CHARGES	641	18-May-2018	18-May-2018	
10-5-1001025-0315	TELEPHONE				31.60
10-5-1001025-0315	TELEPHONE				57.88
BEL12 BELL CANADA					
JUN 2018	JUNE 2018 SERVICES	722	01-Jun-2018	01-Jun-2018	
10-5-1001025-0315	TELEPHONE				158.20
GRE03 GREEN SHIELD CANADA					
JUN 2018	JUNE 2018 BENEFITS	639	01-Jun-2018	01-Jun-2018	
10-5-1001025-0205	BENEFITS - GREENSHIELD				1,670.18
SUN11 SUN LIFE ASSURANCE CO. OF CANADA - BILLING					
JUN 2018	JUNE 2018 BENEFITS	642	01-Jun-2018	01-Jun-2018	
10-5-1001025-0207	BENEFITS - LIFE & DISABILITY				988.42
Department Totals :					4,076.37
DEPARTMENT 2010000 FIRE DEPARTMENT					
BEL900 BELL CANADA					
JUN 2018	JUNE 2018 EMERGENCY PREPAREDNESS COMMITTEE	721	01-Jun-2018	01-Jun-2018	
10-5-2010000-0800	EMERGENCY OPERATIONS CENTRE EXPENSES				217.80
GRE03 GREEN SHIELD CANADA					
JUN 2018	JUNE 2018 BENEFITS	639	01-Jun-2018	01-Jun-2018	
10-5-2010000-0206	BENEFITS - GREENSHIELD RE				2,678.60



Vendor : 001 To ZUL180

Batch : All

Department : All

EFT Paid Date : 01-Jun-2018 To 30-Jun-2018

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Class : All

Vendor Code	Vendor Name	Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description				
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 2010000	FIRE DEPARTMENT				
10-5-2010000-0205	BENEFITS - GREENSHIELD - FIRE				4,279.62
HYD02	HYDRO ONE NETWORKS				
MAY 2018 EMEI2N CONC LOT 10, SIRENS		638	17-May-2018	17-May-2018	
10-5-2010000-0800	EMERGENCY OPERATIONS CENTRE EXPENSES				39.85
SHA253	SHAW DIRECT				
JUNE 2018 JUNE 3-JUL 2, 2018 SATELLITE		640	04-Jun-2018	04-Jun-2018	
10-5-2010000-0800	EMERGENCY OPERATIONS CENTRE EXPENSES				79.10
SUN11	SUN LIFE ASSURANCE CO. OF CANADA - BILLING				
JUNE 2018 JUNE 2018 BENEFITS		642	01-Jun-2018	01-Jun-2018	
10-5-2010000-0207	BENEFITS - LIFE & DISABIL				2,509.50
WOR03	WORKPLACE SAFETY & INSURANCE BOARD				
MAY 2018 MAY 2018 WSIB PREMIUMS		691	31-May-2018	31-May-2018	
10-5-2010000-0208	BENEFITS - WORKER'S COMP.				1,565.20
Department Totals :					11,369.67

DEPARTMENT 2020000	POLICE DEPARTMENT				
BEL01	BELL CANADA				
JUN 2018 JUNE 2018 MONTHLY CHARGES		720	18-Jun-2018	18-Jun-2018	
10-5-2020000-0315	TELEPHONE				502.40
ESS46	ESSEX POWERLINES CORPORATION				
MAY 2018 ELECTRICITY, WATER & SEWAGE MAY 2018		674	31-May-2018	31-May-2018	
10-5-2020000-0316	UTILITIES - POLICE DEPT				1,521.82
GRE03	GREEN SHIELD CANADA				
JUN 2018 JUNE 2018 BENEFITS		639	01-Jun-2018	01-Jun-2018	
10-5-2020000-0206	BENEFITS - GREENSHIELD RE				11,185.19
10-5-2020000-0205	BENEFITS - GREENSHIELD				17,781.08
SUN11	SUN LIFE ASSURANCE CO. OF CANADA - BILLING				
JUNE 2018 JUNE 2018 BENEFITS		642	01-Jun-2018	01-Jun-2018	
10-5-2020000-0207	BENEFITS - LIFE & DISABIL				14,903.60
UNI01	UNION GAS LTD				
MAY 2018 MAY 2018 MONTHLY CHARGES		680	31-May-2018	31-May-2018	
10-5-2020000-0316	UTILITIES - POLICE DEPT				139.43
WOR03	WORKPLACE SAFETY & INSURANCE BOARD				
MAY 2018 MAY 2018 WSIB PREMIUMS		691	31-May-2018	31-May-2018	
10-5-2020000-0208	BENEFITS - WORKER'S COMP.				240.80
Department Totals :					46,274.32

DEPARTMENT 2043010	BUILDING DEPARTMENT				
GRE03	GREEN SHIELD CANADA				
JUN 2018 JUNE 2018 BENEFITS		639	01-Jun-2018	01-Jun-2018	
10-5-2043010-0205	BENEFITS - GREENSHIELD				1,247.27
10-5-2043010-0206	BENEFITS - GREENSHIELD RE				2,544.75
SUN11	SUN LIFE ASSURANCE CO. OF CANADA - BILLING				
JUNE 2018 JUNE 2018 BENEFITS		642	01-Jun-2018	01-Jun-2018	
10-5-2043010-0207	BENEFITS - LIFE & DISABIL				1,427.32
Department Totals :					5,219.34

DEPARTMENT 2043015	LICENSING AND ENFORCEMENT				
GRE03	GREEN SHIELD CANADA				
JUN 2018 JUNE 2018 BENEFITS		639	01-Jun-2018	01-Jun-2018	
10-5-2043015-0205	BENEFITS - GREENSHIELD				2,510.28
SUN11	SUN LIFE ASSURANCE CO. OF CANADA - BILLING				



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Vendor Code	Vendor Name				Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description							
G.L. Account	CC1	CC2	CC3	GL Account Name				
DEPARTMENT 2043015	LICENSING AND ENFORCEMENT							
JUNE 2018	JUNE 2018 BENEFITS				642	01-Jun-2018	01-Jun-2018	
10-5-2043015-0207				BENEFITS - LIFE & DISABILITY				841.54
Department Totals :								3,351.82
DEPARTMENT 3010000	PUBLIC WORKS							
GRE03	GREEN SHIELD CANADA							
JUN 2018	JUNE 2018 BENEFITS				639	01-Jun-2018	01-Jun-2018	
10-5-3010000-0206				BENEFITS - GREENSHIELD RE				9,501.63
10-5-3010000-0205				BENEFITS - GREENSHIELD				6,142.40
SUN11	SUN LIFE ASSURANCE CO. OF CANADA - BILLING							
JUNE 2018	JUNE 2018 BENEFITS				642	01-Jun-2018	01-Jun-2018	
10-5-3010000-0207				BENEFITS - LIFE & DISABIL				3,645.54
Department Totals :								19,289.57
DEPARTMENT 3050000	STREET LIGHTING							
ESS46	ESSEX POWERLINES CORPORATION							
MAY 2018	ELECTRICITY, WATER & SEWAGE MAY 2018				674	31-May-2018	31-May-2018	
10-5-3050000-0316				UTILITIES				13,252.87
Department Totals :								13,252.87
DEPARTMENT 3250000	TRAFFIC CONTROL							
ESS46	ESSEX POWERLINES CORPORATION							
MAY 2018	ELECTRICITY, WATER & SEWAGE MAY 2018				674	31-May-2018	31-May-2018	
10-5-3250000-0316				UTILITIES - TRAFFIC LIGHTS				1,141.36
Department Totals :								1,141.36
DEPARTMENT 4017730	EDGEWATER SEWERS							
ESS46	ESSEX POWERLINES CORPORATION							
MAY 2018	ELECTRICITY, WATER & SEWAGE MAY 2018				674	31-May-2018	31-May-2018	
10-5-4017730-0316				UTILITIES				315.64
Department Totals :								315.64
DEPARTMENT 4017740	AMHERSTBURG SEWERS							
ESS46	ESSEX POWERLINES CORPORATION							
MAY 2018	ELECTRICITY, WATER & SEWAGE MAY 2018				674	31-May-2018	31-May-2018	
10-5-4017740-0316				UTILITIES - SEWERS				18,884.83
UNI01	UNION GAS LTD							
MAY 2018	MAY 2018 MONTHLY CHARGES				680	31-May-2018	31-May-2018	
10-5-4017740-0316				UTILITIES - SEWERS				999.42
Department Totals :								19,884.25
DEPARTMENT 4017755	MCLEOD SBR SEWER							
UNI01	UNION GAS LTD							
MAY 2018	MAY 2018 MONTHLY CHARGES				680	31-May-2018	31-May-2018	
10-5-4017755-0316				UTILITIES				101.06
Department Totals :								101.06
DEPARTMENT 7010000	PARKS AND RECREATION PROGRAMMING							
GRE03	GREEN SHIELD CANADA							
JUN 2018	JUNE 2018 BENEFITS				639	01-Jun-2018	01-Jun-2018	
10-5-7010000-0205				BENEFITS - GREENSHIELD				487.34



Vendor : 001 To ZUL180
 Batch : All
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Vendor Code	Vendor Name	Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description				
G.L. Account	CC1 CC2 CC3 GL Account Name				

DEPARTMENT 7010000		PARKS AND RECREATION PROGRAMMING			
SUN11	SUN LIFE ASSURANCE CO. OF CANADA - BILLING				
JUNE 2018	JUNE 2018 BENEFITS	642	01-Jun-2018	01-Jun-2018	
10-5-7010000-0207	BENEFITS - LIFE & DISABILITY				367.61
Department Totals :					854.95

DEPARTMENT 7010160		LION'S POOL PROGRAMMING			
ESS46	ESSEX POWERLINES CORPORATION				
MAY 2018	ELECTRICITY, WATER & SEWAGE MAY 2018	674	31-May-2018	31-May-2018	
10-5-7010160-0316	UTILITIES - LIONS POOL				189.35
Department Totals :					189.35

DEPARTMENT 7017000		PARKS MAINTENANCE			
GRE03	GREEN SHIELD CANADA				
JUN 2018	JUNE 2018 BENEFITS	639	01-Jun-2018	01-Jun-2018	
10-5-7017000-0205	BENEFITS - GREENSHIELD - PARKS & GROUNDS				3,412.30
SUN11	SUN LIFE ASSURANCE CO. OF CANADA - BILLING				
JUNE 2018	JUNE 2018 BENEFITS	642	01-Jun-2018	01-Jun-2018	
10-5-7017000-0207	BENEFITS - LIFE & DISABIL - PARKS & GRDS				1,793.09
Department Totals :					5,205.39

DEPARTMENT 7017002		FACILITIES			
ESS46	ESSEX POWERLINES CORPORATION				
MAY 2018	ELECTRICITY, WATER & SEWAGE MAY 2018	674	31-May-2018	31-May-2018	
10-5-7017002-0316	SCOUT FACILITIES - UTILITIES				240.86
10-5-7017002-0316	CENTWES FACILITIES - UTILITIES				304.90
10-5-7017002-0316	ACS FACILITIES - UTILITIES				777.13
10-5-7017002-0316	PWD FACILITIES - UTILITIES				1,156.28
10-5-7017002-0316	TODDY FACILITIES - UTILITIES				621.38
10-5-7017002-0316	CARNEC FACILITIES - UTILITIES				54.37
10-5-7017002-0316	99THOM FACILITIES - UTILITIES				71.40
10-5-7017002-0316	BELLEV FACILITIES - UTILITIES				51.21
10-5-7017002-0316	TOWN FACILITIES - UTILITIES				1,668.02
10-5-7017002-0316	KNYP FACILITIES - UTILITIES				707.38
10-5-7017002-0316	GORDON FACILITIES - UTILITIES				205.36
10-5-7017002-0316	WIGLE FACILITIES - UTILITIES				172.73
10-5-7017002-0316	NORTHG FACILITIES - UTILITIES				114.96

REL002	RELIANCE HOME COMFORT				
MAY 2018	MAY 2018 RENTAL CHARGES	662	30-May-2018	30-May-2018	
10-5-7017002-0316	FIRE FACILITIES - UTILITIES				27.12
10-5-7017002-0316	PARKST FACILITIES - UTILITIES				76.35

UNI01	UNION GAS LTD				
MAY 2018	MAY 2018 MONTHLY CHARGES	680	31-May-2018	31-May-2018	
10-5-7017002-0316	PWD FACILITIES - UTILITIES				81.88
10-5-7017002-0316	TOWN FACILITIES - UTILITIES				38.56
10-5-7017002-0316	FIRE FACILITIES - UTILITIES				38.56
10-5-7017002-0316	320RIC FACILITIES - UTILITIES				42.94
10-5-7017002-0316	KNYP FACILITIES - UTILITIES				54.55
10-5-7017002-0316	PWD FACILITIES - UTILITIES				553.37
10-5-7017002-0316	PWD FACILITIES - UTILITIES				93.61
10-5-7017002-0316	FIRE FACILITIES - UTILITIES				110.01
10-5-7017002-0316	MALCOM FACILITIES - UTILITIES				27.33
10-5-7017002-0316	CENTWES FACILITIES - UTILITIES				34.21
10-5-7017002-0316	ACS FACILITIES - UTILITIES				67.95
10-5-7017002-0316	GORDON FACILITIES - UTILITIES				128.82
10-5-7017002-0316	SCOUT FACILITIES - UTILITIES				52.45
10-5-7017002-0316	TOWN FACILITIES - UTILITIES				97.80



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Vendor Code	Vendor Name				Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description							
G.L. Account	CC1	CC2	CC3	GL Account Name				
DEPARTMENT 7017002 FACILITIES								
10-5-7017002-0316	TOWN			FACILITIES - UTILITIES				260.35
10-5-7017002-0316	FIRE			FACILITIES - UTILITIES				260.35
Department Totals :								8,192.19

DEPARTMENT 7017300 LIBRO								
ESS46 ESSEX POWERLINES CORPORATION								
MAY 2018	ELECTRICITY, WATER & SEWAGE MAY 2018				674	31-May-2018	31-May-2018	
10-5-7017300-0316				UTILITIES				1,267.20
GRE03 GREEN SHIELD CANADA								
JUN 2018	JUNE 2018 BENEFITS				639	01-Jun-2018	01-Jun-2018	
10-5-7017300-0205				BENEFITS - GREENSHIELD				3,351.90
10-5-7017300-0206				BENEFITS - GREENSHIELD RE				2,278.74
SUN11 SUN LIFE ASSURANCE CO. OF CANADA - BILLING								
JUNE 2018	JUNE 2018 BENEFITS				642	01-Jun-2018	01-Jun-2018	
10-5-7017300-0207				BENEFITS - LIFE & DISABIL				1,185.49
UNI01 UNION GAS LTD								
MAY 2018	MAY 2018 MONTHLY CHARGES				680	31-May-2018	31-May-2018	
10-5-7017300-0316				UTILITIES				4,635.25
Department Totals :								12,718.58

DEPARTMENT 8010000 PLANNING & LEGISLATIVE SERVICES								
GRE03 GREEN SHIELD CANADA								
JUN 2018	JUNE 2018 BENEFITS				639	01-Jun-2018	01-Jun-2018	
10-5-8010000-0205				BENEFITS - GREENSHIELD				1,498.81
10-5-8010000-0206				BENEFITS - GREENSHIELD RETIREES				1,171.56
SUN11 SUN LIFE ASSURANCE CO. OF CANADA - BILLING								
JUNE 2018	JUNE 2018 BENEFITS				642	01-Jun-2018	01-Jun-2018	
10-5-8010000-0207				BENEFITS - LIFE & DISABIL				1,242.08
Department Totals :								3,912.45

DEPARTMENT 8020000 TOURISM VISITOR INFORMATION CENTRE								
GRE03 GREEN SHIELD CANADA								
JUN 2018	JUNE 2018 BENEFITS				639	01-Jun-2018	01-Jun-2018	
10-5-8020000-0205				BENEFITS - GREENSHIELD - TOURISM				974.68
JAC142 JACOBSON HAT CO.INC								
JUNE 8, 2018	AMHERSTBURG UNCOMMON				754	08-Jun-2018	08-Jun-2018	
10-5-8020000-0355				PRINTED MATERIAL\PROMOTIONAL PRODUCTS				757.75
SUN11 SUN LIFE ASSURANCE CO. OF CANADA - BILLING								
JUNE 2018	JUNE 2018 BENEFITS				642	01-Jun-2018	01-Jun-2018	
10-5-8020000-0207				BENEFITS - LIFE & DISABILITY				620.16
Department Totals :								2,352.59

EFT Paid Total :								1,528,313.37

Total Unpaid for Approval : 0.00								
Total Manually Paid for Approval : 0.00								
Total Computer Paid for Approval : 1,465,240.96								
Total EFT Paid for Approval : 1,528,313.37								
Grand Total ITEMS for Approval : 2,993,554.33								

16586 Woodbine Avenue
Stouffville, ON L4A 2W3



INVESTIGATIONS

Phone: 905-898-7122
Report Cruelty: 310-SPCA
Fax: 905-853-8643
Email: cruelty@ospca.on.ca
Website: ontariospca.ca

Charitable Registration # 88969 1044 RR0002

June 18, 2018

To Municipal Clerk,

The Ontario SPCA is launching the **2018 No Hot Pets campaign on June 21st** with the goal to educate the public on the dangers of leaving pets unattended in vehicles during the summer months and we are requesting your municipality's support.

"I left the window down for **him"** **"I was**n't going to be **gone** long" We've heard it all! The issue of owners leaving their pets in their vehicles during the hot summer months, putting animals' safety at risk and even causing death, is a serious and ongoing problem across Ontario. There is **NO** excuse for leaving a pet unattended in a vehicle!

The Ontario SPCA has less than 75 officers on the road, to patrol the whole province. Due to our limited resources, we simply cannot respond to every single call and rely heavily on police and animal control to help respond to the 1000+ calls we receive every summer about dogs in cars. When we don't have an officer nearby or the call comes in after hours, it is dispatched to the local police in that area. If municipalities have an Animals in Vehicles by-law in place, their animal control officers can step in when the Ontario SPCA or police are not available to educate or lay charges under the by-law and potentially save a life.

Below is an excellent example of a by-law we are respectfully asking you to bring forth to your City Council to have passed. This would make a HUGE difference in the lives of pets in your community.

Animals in Vehicles

- 1.(1) No person shall leave an animal unattended in a motor vehicle unless: (230-14)
 - a) The animal is restrained in a manner that prevents contact between the animal and any member of the public; and
 - b) The animal has suitable ventilation.
- 2) Notwithstanding subsection 1.(1) of this By-law, no person shall leave an animal unattended in a motor vehicle if the weather conditions are not suitable for the animal to remain free from distress or injury.
- 3) Notwithstanding subsection 1.(1) of this By-law, no person shall transport an animal outside the passenger compartment of any motor vehicle unless the animal is contained in a kennel or similar device that provides adequate ventilation, adequate space, protects the animal from the elements and is securely fastened in such a manner to prevent distress or injury to the animal.

For more information on the No Ho Pets campaign, visit nohotpets.ca.

Please let us know if you can count on your municipality's involvement by emailing **nohotpets@ospca.on.ca**.

Thank you for your support.

Sincerely,


Connie Mallory
Chief Inspector
Ontario SPCA

July 2018

RECEIVED
JUL 12 2018
Town of Amherstburg



THE
COLLEGE
OF
PHYSICIANS
AND
SURGEONS
OF
ONTARIO

TO: MAYOR, CITY CLERK AND COUNCILLORS:

Nominate an Outstanding Ontario Physician in Your Community The College of Physicians and Surgeons of Ontario Council Award

The College of Physicians and Surgeons (CPSO) is now accepting nominations for the **2019 Council Award**. The Council Award honours outstanding Ontario physicians who have demonstrated excellence and embody a vision of the “ideal physician”.

The criteria for selecting a physician for the Council Award are outlined in the enclosed brochure and nomination form. The criteria are based upon eight “physician roles” that reflect society’s expectations of what is needed to practise modern medicine.

Through the award, the College honours Ontario physicians whose performance in each of these roles is outstanding, recognizing that individual physicians will demonstrate more extensive expertise in some roles than in others.

If you know of a physician who meets the selection criteria, please nominate him or her for the Council Award.

The deadline for receipt of nominations is October 1, 2018 at 5:00 p.m.

For further information, please contact the Council Awards Program at 416-967-2600 or 1-800-268-7096 extension 611 or CPSOaward@cpso.on.ca.

Council Award

HONOURING OUTSTANDING PHYSICIANS



Council Award

Each year the Council honours outstanding physicians in Ontario

SELECTION CRITERIA

The criteria for selecting a physician for the Council Award are based on the eight “physician roles” identified by Educating Future Physicians of Ontario in 1993. These roles reflect the many needs and expectations of our society, and outline an archetype of the “ideal physician”. Those roles are:

1 **Medical Expert/Clinical Decision Maker**

The physician is well-informed about the science and technology of medicine and health care. The physician’s knowledge and skill is used to collect and interpret data, make appropriate clinical decisions and carry out diagnostic and therapeutic procedures.

2 **Communicator**

The physician has effective, humane relationships with patients and colleagues. The physician understands and responds to patients’ needs, fears, beliefs and expectations and effectively counsels and educates on health care needs and public health care issues.

3 **Collaborator**

The physician works in partnership with other health care professionals and sees the patient and family members as partners in health care decision-making. The physician appropriately uses community and health care resources.

4 **Gatekeeper/Resource Manager**

The physician recognizes the many determinants of health and the implications of those determinants for the practice of medicine. The physician participates at a number of organizational levels to address issues such as quality of care and quality assurance mechanisms.

5 **Health Advocate**

With an understanding of the many determinants of health, the physician advocates for more effective public health interventions and policies.

6 **Learner**

The physician recognizes that the abilities to change and to continue to learn are essential to the practice of good medicine. The physician is a self-directed learner and keeps abreast of current treatments and philosophies.

7 **Scientist/Scholar**

The physician understands the scientific method and applies it to patient encounters, community health issues and to the critical assessment of literature related to the biological, psychological and sociological basis of illness. The physician may be engaged in scientific research.

8 **Person & Professional**

The physician has developed strategies for coping with professional demands to provide maximum opportunity for effective relationships with patients and colleagues while at the same time providing excellent medical care. The physician is committed to the highest standards of clinical care and ethical conduct.

ELIGIBILITY FOR NOMINATION

Anyone may nominate an eligible physician for the Council Award. To be eligible for nomination, a physician must be licensed in Ontario and be in good standing with the College. Former recipients of the Council Award or the Excellence in Quality Management of Medical Care Award are not eligible for nomination. Members of the Council, and staff of the College and members of their immediate families are also not eligible for nomination for the Council Award. The completed nomination form (on back) and required documentation must be submitted by October 1, 2018, for consideration by the Council Award Selection Committee.*

** Previous nominees who were unsuccessful are eligible*

NOMINATION INSTRUCTIONS

1. Complete the nomination form, providing as much information as possible about the physician nominee. Type or print clearly in the space provided. If additional space is required, attach additional pages.
2. Provide a detailed nominator's statement. In this statement, please describe how the physician nominee has demonstrated overall excellence using the eight physician roles outlined on the previous page. It is recognized that individual physicians will demonstrate more extensive expertise in some roles than in others. The nominator may include concisely presented pertinent supporting materials (letters, reports, testimonials, press clippings, etc.).
3. Find a seconder for the nomination. The seconder should provide a seconder's statement, their own written testimonial about the nominee and his or her accomplishments, again using the eight physician roles.
4. The completed Council Award nomination form (including nominator's statement, supporting material and seconder's statement) can be emailed or mailed to:

**The Council Award,
c/o Communications Department
College of Physicians and Surgeons of Ontario
80 College Street, Toronto, Ontario, M5G 2E2**

Tel: (416) 967-2600 or 1-800-268-7096, extension 402

Email: cpsoaward@cpso.on.ca

CHECKLIST:

- Nomination form complete
- including:
- Nominator's statement.....
- Secunder's statement
- Supporting documents (optional)
- Nominee's CV (optional).....

**Note: The deadline for nominations is
Monday, October 1, 2018 at 5 p.m.**

Any questions concerning the nomination instructions should be directed to The Communications Department. Additional nomination forms are available at: www.cpso.on.ca/council-award.

Nomination Form

If more space is required, please include additional pages.

NOMINEE

Name of nominee: _____

Address: _____

Telephone number: _____

work _____

mobile _____

E-mail address: _____

Date and place of birth: _____

Degrees earned _____

(Degree, School, Year): _____

Specialty, if any: _____

Type of practice: _____

Faculty appointments, if any: _____

Previous honours and awards: _____

NOMINATOR

Name: _____

Address: _____

Telephone number: _____

E-mail address: _____

Please indicate your relationship
to the Nominee: _____

SECONDER (must be provided)

Name: _____

Address: _____

Telephone number: _____

E-mail address: _____

Deadline for nomination submission is **October 1, 2018 at 5 p.m.**

June 25, 2018

AMO Stands with Canada and Ontario on NAFTA

At its June 21st meeting AMO's Board of Directors passed a resolution in support of the Governments of Canada and Ontario successfully resolving the North American Free Trade Agreement (NAFTA) renegotiation. The Board calls on member municipalities to consider the resolution (below) to express local support.

Fair trade with the United States of America and Mexico has been the cornerstone of Canada's and Ontario's economy for many years. Since the Canada-US Free Trade Agreement (FTA) came into force in 1989 and NAFTA in 1993, Ontario's economy has become more integrated with the US and Mexico to the mutual benefit of residents and businesses. These relationships reinforce our prosperity and openness.

Changes to NAFTA could have major repercussions on the prosperity of Canada's local, regional and national economies. In passing this resolution AMO, and municipal governments across Ontario, are sending a strong message that municipal leaders stand with and support our provincial and federal governments in ensuring fairness and prosperity for Canadians.

Municipal Councils are encouraged to consider and pass this resolution copying Prime Minister Trudeau, Premier Designate Doug Ford, AMO and the Federation of Canadian Municipalities.

AMO Contact:

Craig Reid, Senior Policy Advisor, creid@amo.on.ca, 416-971-9856 ext. 334.

NAFTA RESOLUTION

That the AMO board approve the proposed NAFTA resolution to be shared with members, the Federal Government, the Provincial Government, and Federation of Canadian Municipalities (FCM).

WHEREAS, the North American Free Trade Agreement (NAFTA) governs nearly every aspect of Canada and the United States economic relationship including manufacturing, agriculture, resources industries, and services;

WHEREAS, about 80% of all of Ontario's exports go to the United States and Ontario is the top trading partner of half of all American States;

WHEREAS, even minor changes to the established trade relationship between Canada and the United States could have significant consequences for workers, consumers, and governments on both sides of the border;

WHEREAS, Canada's and Ontario's economic future and the continued well-being of communities and their local economies depend on free and fair trading relationships based in current future trade agreements;

Therefore, be it:

resolved that Ontario municipal governments, represented by the Association of Municipalities of Ontario (AMO), stand together with the Federal and Ontario governments in their efforts to protect Canadian jobs and local economies;

RESOLVED that AMO will work with the Province of Ontario to support the interests of municipalities and communities affected by trade disputes and during ongoing trade agreement negotiations;

RESOLVED that AMO will work with the Federation of Canadian Municipalities to ensure that Canada understands the municipal impacts affected by trade disputes and during ongoing trade agreement negotiations; and be it further

ONTARIO MUNICIPAL FIRE PREVENTION OFFICERS ASSOCIATION



OMFPOA PUBLICATIONS
6-470 KING ST. W. Box 133
OSHAWA , ONTARIO L1J 2K9
1-866-511-0911 or 647-963-0911
EMAIL: nick@omfpoapublications.ca



OMFPOA DURHAM CHAPTER PROUD TO HOST THE 2019 OMFPOA CONFERENCE



AJAX



PICKERING

On behalf of the Ontario Municipal Fire Prevention Officers Association, we want to thank you for your consideration and support for the 2019 OMFPOA Training and Education Symposium.

The 2019 Symposium is being hosted by the Durham Chapter of the Ontario Municipal Fire Prevention Officers Association with the support of Ajax, Brock, Clarington, Oshawa, Pickering, Scugog, Uxbridge and Whitby fire prevention divisions. This symposium brings in Fire Prevention staff from across the province as well as neighbouring provinces and First Nation Communities.

The Fire Prevention Officers are on the front lines working to prevent fire tragedies and fire-related deaths before they happen through Public Education and Enforcement of the Ontario Fire Code.

They also go into school classrooms with Public Education programs for children and into senior homes to ensure Fire Safety Standards are being maintained to the Ontario Fire Code requirements.

As well, Fire Prevention Officers go into the communities conducting door to door Smoke and Carbon Monoxide Alarm checks. In some cases, providing and installing new alarms for residents who require them.

The cost of your advertising goes towards helping to fund programs, provide education and new technology for the Fire Prevention Officers and members of the Ontario Municipal Fire Prevention Officers Association.

We appreciate your consideration and support for the 2019 OMFPOA Training and Education Symposium.

Thank you,

Wayne Ward
Deputy Fire Chief, Brock Township Fire Department
On behalf of the Durham Region Chapter organizing committee.



BROCK



SCUGOG

The cost of your advertising goes towards helping to fund programs, provide education and new technology for the Fire Prevention Officers and members of the Ontario Municipal Fire Prevention Officers Association.

We appreciate your consideration and support for the 2019 OMFPOA Training and Education Symposium.

Thank you,

Wayne Ward
Deputy Fire Chief, Brock Township Fire Department
On behalf of the Durham Region Chapter organizing committee.



CLARINGTON



UXBRIDGE



OSHAWA



WHITBY

ONTARIO MUNICIPAL FIRE PREVENTION OFFICERS ASSOCIATION



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AMHERSTBURG COMMITTEE OF ADJUSTMENT

Minutes of a meeting of the Amherstburg Committee of Adjustment held Tuesday, April 24, 2018 at 7:30 a.m. in the Council Chambers.

Present: D. Cozens, S. Ducedre, D. Shaw, M. Prue, A. Smith

Also Present: R. Belanger, Secretary/Planner, S. Sinasac, Assistant Planner

Introductions of the Committee members and administration.

DISCLOSURE OF INTEREST

Don Shaw disclosed his interest in applications B/7/18 and A/4/18.

ADOPTION OF MINUTES

Moved by D. Shaw
Seconded S. Ducedre

That the Committee move approval of the minutes, as amended from the meeting held November 28, 2017.

-carried-

Moved by S. Ducedre
Seconded by D. Shaw

That the Committee move approval of the minutes held March 20, 2018.

-carried-

APPLICATIONS

(1) **B/6/18** Wismer Brothers Ltd. & Darfarms Inc.
V/L Alma Street
3729-360-000-02001

Public in Attendance: Gerry Wismer

The applicant is proposing to sever a parcel of land being 318.49 ft frontage by 754 ft depth with an area of 5.51 acres for the purpose of creating a new industrial lot, together with an easement in favour of the severed parcel over the retained lands, being approximately 191 ft wide by 20 ft depth at the North limit of the proposed retained lands, for drainage purposes. The proposed retained parcel being 191 ft frontage by 754 ft. depth with an area of approximately 3.31 acres will remain vacant agricultural land. The subject property is designated Light Industrial in the Town's Official Plan and zoned Special Industrial (SI) Zone in By-law 1999-52, as amended.

The following correspondence was received from the various agencies circulated:

- (i) Letter dated April 18, 2018 from the Essex Region Conservation Authority – *The above noted lands are **not** subject to our Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulations under the Conservation Authorities Act, (Ontario Regulation No. 158/06). However, if a drainage outlet is required for stormwater management purposes from these lots into the regulated Darrah Drain and/or Faucher Drain, the property owner would be required to obtain a Permit and/or Clearance from the Essex*

Region Conservation Authority prior to any construction or site alteration or other activities affected by the regulations.

We acknowledge that the subject application is for the purpose of a severance only, in which we would have no objections. It is our understanding that these industrial sites would be subject to the site plan control process, and therefore we would prefer to comment on the site specific nature of the proposed development through that process when circulated. Due to the location and scale of the proposed development, we may request the opportunity to review any associated stormwater management report, and include conditions in the Site Plan Control Agreement.

The subject property is not within or adjacent to any natural heritage feature that may meet the criteria for significance under the Provincial Policy Statement (PPS 2014). Based on our review, we have no objection to the application with respect to natural heritage policies.

We have no objections to this consent application.

- (i) Email dated April 12, 2018 from the Public Works Department-
 - *No Sanitary sewers, septic field required for retained parcel Driveway access required to severed parcel from municipal roadway (Alma Street)*
 - *Per recent meetings with Rebecca and Gerry Wismer, the discharge of Storm Water has to be addressed. The final point of outlet for all severed and retained lots must be established. Following this determination, review and approval of the storm water conveyance system will be required by Public Works. Given that the final, receiving watercourse for the severed lots has not yet been established by the proponent, Public Works cannot provide any more comment other than to say that a review will be necessary.*
 - *Storm Water Management Plan may be required to address run-off from the developed lot.*
 - *Water service connection required for new lot*

- (ii) Planning Report dated April 12, 2018 from Rebecca Belanger.

Committee Discussion:

Mr. Wismer presented the concept of the application. He stated that he has a buyer for 318.5 ft wide lot (Loris Collavino and his son). Mr. Wismer stated that this lot will be the last to be severed from the original 50 acre property. It was stated that the condition to provide an access bridge on the property has changed slightly, and now a bridge will be required before the issuance of a building permit. Normally an access bridge would be required before the stamping of the deeds. It was also stated that the drainage apportionment condition would be discussed further with Public Works and the property owners in order to determine how to correctly charge the drainage apportionment for the multiple lots.

The following resolution was put forth:

Moved by M. Prue
Seconded by A. Smith

That application B/6/18 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 submit to the municipality the deed, in triplicate, acceptable for registration in order that consent may be attached to the original and duplicate and copy be provided to the municipality.

3. That all property taxes be paid in full.
4. That an assessment apportionment for any and all drains affected by the severance be completed in accordance with the provisions of the Drainage Act and that all costs associated with said apportionment be paid by the applicant.
5. That an access bridge must be constructed to the subject property where one does not exist prior to the issuance of a building permit. If the access is constructed over a municipal drain, it will be completed in accordance with the provisions of the Drainage Act, and if the access is constructed over a roadside drain it will be completed under the supervision of the Town's Manager of Engineering and Operations.
6. That the subject lot be serviced with an appropriate storm drainage system to be developed under the supervision and to the satisfaction of the Town Drainage Superintendent.
7. This consent will be deemed to be refused in accordance with the Planning Act if the above noted conditions are not met within one year from the date of this notice.

- carried-

Reasons of Committee - The request is in conformity with Section 6.1.2 of Amherstburg's Official Plan and is consistent with the Provincial Policy Statement.

(2) B/4/18 1681351 Ontario Inc., c/o Loris Collavino
191 Concession 3 N
3729-360-000-02000

Public in Attendance: Aaron Marcotte (Bartlett Richards), Michael Collavino

The applicant is proposing to sever a parcel of land with an irregular width by 2333 ft depth and an area of approximately 11 acres for the purpose of a lot addition to the lands to the south, for drainage purposes. The proposed retained parcel being 2243.3 ft frontage by 2970 ft depth with an area of approximately 141.33 acres will remain a solar farm.

The subject property is designated Heavy Industrial in the Town's Official Plan and zoned Special Provision Heavy Industrial (HI-2) Zone in By-law 1999-52, as amended.

The following correspondence was received from the various agencies and residents circulated:

- (i) Letter dated April 18, 2018 from the Essex Region Conservation Authority – *The above noted lands are subject to our Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulations under the Conservation Authorities Act, (Ontario Regulation No. 158/06). The subject parcel falls within the regulated area of the following watercourses/waterbodies: Darrah Drain. Please note that portions of the proposed industrial lot will fall within a drainage maintenance corridor and a hazard setback area for the Darrah drain, where no development would be permitted. Development on this lot therefore may be restricted to areas only outside of the setback distance. The property owner will be required to obtain a Permit and/or Clearance from the Essex Region Conservation Authority prior to any construction or site alteration or other activities affected by the regulations.*

We acknowledge that these applications are for the purposes of one lot creation, and one lot addition only, in which we would have no objections. It is our understanding that both these parcels would be subject to the site plan control process for any future works, therefore we would prefer to comment on the site specific nature of any proposed developments through that process when circulated. Due to the location and scale of the proposed development, we may request the opportunity to review the stormwater management report, and include conditions in the Site Plan Control Agreement.

The subject property is not within or adjacent to any natural heritage feature that may meet the criteria for significance under the Provincial Policy Statement (PPS 2014). Based on our review, we have no objection to the application with respect to natural heritage policies.

We have no objections to these applications for Consent.

- (i) Email dated April 12, 2018 from the Public Works Department-
- *It is our understanding that the severed portion under this application will be added to the retained parcel under B/5/18. It is also our understanding that the merged lands from 191 Concession 3N will then likely be further severed and added to the lands along Alma so that these lands will be provided direct access to the Darragh Drain.*
 - *The lands being proposed for severance have direct drainage access to the Darragh Drain. Any future additions or severances involving this parcel will require review and approval of a storm water conveyance system by Public Works.*
 - *Access to the proposed lot addition should be via Alma, using the required driveway access noted under B/6/18.*
 - *No Sanitary sewers; septic field should be provided according to the conditions noted under B/6/18.*
- (ii) Planning Report dated April 12, 2018 from Rebecca Belanger.

Committee Discussion:

Mr. Marcotte presented the concept of the application. He requested an overview of the conditions provided in the Planning Report. Condition #5 requires that the developer rezone the property to Special Industrial. It was requested that the severed lot not be rezoned to Special Industrial due to the extensive time required for the rezoning. Ms. Belanger explained the rationale for the rezoning and stated that the planning process can be done fairly quickly if applied for immediately. Mr. Marcotte also questioned Condition #6, which requires the confirmation that the solar farm does not require the land. The land is presently subject to a development agreement and a letter or email from the solar farm owner would suffice to fulfill this condition. Condition #7 was clarified to Mr. Marcotte by stating that an amendment to the development agreement would be required to change the legal description and take the lands out of the development agreement. Condition #8, which states that the existing water quality monitoring wells on the property must be decommissioned, was also questioned. It was believed by Mr. Wismer that there are no wells on the property, only three boring holes. The wording of Condition #8 was changed to "any existing water quality monitoring wells".

After a discussion the following resolution was put forth:

Moved by M. Prue
Seconded by D. Shaw

That application B/4/18 be approved as amended 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 submit to the municipality the deed, in triplicate, acceptable for registration in order that consent may be attached to the original and duplicate and copy be provided to the municipality.
3. That all property taxes be paid in full.
4. That an assessment apportionment for any and all drains affected by the severance be completed in accordance with the provisions of the Drainage Act and that all costs associated with said apportionment be paid by the applicant.
5. That the developer be required to rezone the severed property to SI Zone in accordance with Zoning By-law 1999-52, as amended.
6. That confirmation is received by the Town that the current solar farm operator does not require the subject lands as part of the required solar farm prior to the preparation of the consent certificate.
7. That the applicant undertakes to amend the current Development Agreement for the subject solar farm lands to remove the part from the legal description.
8. If there are any existing water quality monitoring wells, that they are either decommissioned to the satisfaction of the Town of Amherstburg and relevant Provincial Ministry or a letter from the appropriate Ministry MOECC/MNRF stating that the decommissioning of the wells is not appropriate and required at this time.
9. 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.
10. That prior to the stamping of deeds the owner is to provide satisfactory evidence that the adjacent parcel is under common ownership relative to the parcel which is the subject of the consent.
11. This consent will be deemed to be refused in accordance with the Planning Act if the above noted conditions are not met within one year from the date of this notice.

- carried-

Reasons of Committee - The request is in conformity with Section 6.1.2 of Amherstburg's Official Plan and is consistent with the Provincial Policy Statement.

(3) **B/5/18** 1681351 Ontario Inc. c/o Loris Collavino
191 Concession 3 N
3729-360-000-02000

Public in Attendance: Aaron Marcotte (Bartlett Richards), Michael Collavino

The applicant is proposing to sever a parcel of land being 334 ft frontage by an irregular depth with an area of 5.5 acres for the purpose of creating a new industrial lot. The proposed retained parcel being 1909.3 ft frontage by 2970 ft depth with an area of approximately 135.83 acres will remain a solar farm.

The subject property is designated Heavy Industrial in the Town's Official Plan and zoned Special Provision Heavy Industrial (HI-2) Zone in By-law 1999-52, as amended.

The following correspondence was received from the various agencies and residents circulated:

- (i) Letter dated April 18, 2018 from the Essex Region Conservation Authority – *The above noted lands are subject to our Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulations under the Conservation Authorities Act, (Ontario Regulation No. 158/06). The subject parcel falls within the regulated area of the following watercourses/waterbodies: Darrah Drain. Please note that portions of the proposed industrial lot will fall within a drainage maintenance corridor and a hazard setback area for the Darrah drain, where no development would be permitted. Development on this lot therefore may be restricted to areas only outside of the setback distance. The property owner will be required to obtain a Permit and/or Clearance from the Essex Region Conservation Authority prior to any construction or site alteration or other activities affected by the regulations.*

We acknowledge that these applications are for the purposes of one lot creation, and one lot addition only, in which we would have no objections. It is our understanding that both these parcels would be subject to the site plan control process for any future works, therefore we would prefer to comment on the site specific nature of any proposed developments through that process when circulated. Due to the location and scale of the proposed development, we may request the opportunity to review the stormwater management report, and include conditions in the Site Plan Control Agreement.

The subject property is not within or adjacent to any natural heritage feature that may meet the criteria for significance under the Provincial Policy Statement (PPS 2014). Based on our review, we have no objection to the application with respect to natural heritage policies.

We have no objections to these applications for Consent.

- (ii) Email dated April 12, 2018 from the Public Works Department-
- *No Sanitary sewers, septic field required for retained parcel*
 - *The SWM plan for the solar farm lot must be revised to address this severance. The revisions should include, among other things, the removal of the severed parcel from the SWM, identification of revised overland flow routes, identification of discharge locations into the Darragh Drain, identification of all other modifications to the existing SWM plan. This must be completed to the full satisfaction of the Town and ERCA.*
- (iii) Planning Report dated April 13, 2018 from Rebecca Belanger.

Committee Discussion:

Mr. Marcotte presented the concept of the application. It was stated that the stormwater management plan must be revised. Mr. Collavino is to put a drainage pipe through the lot which will direct runoff to the Darrah Drain and a swale that will be built. Presently the Stormwater Management Report for the solar farm utilizes the land north of the Darrah Drain as there are currently four stormwater outlet pipes underneath the proposed severed lot. Therefore, the stormwater management report will have to alter overland flow for the solar farm. The amended development agreement will have to reference the updated stormwater management report. The severance conditions will require a preliminary analysis of how stormwater will be dealt with for the proposed severed 5.5 acres. A full stormwater management report will be required during the Site Plan Control stage of the development process. The rezoning of the property was questioned again. It was recommended that contiguous zoning for the property is required. Mr. Prue clarified that rezoning is a function of Council, not the Committee of Adjustment.

After a discussion the following resolution was put forth:

Moved by A. Smith
Seconded by M. Prue

That application B/5/18 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 submit to the municipality the deed, in triplicate, acceptable for registration in order that consent may be attached to the original and duplicate and copy be provided to the municipality.
3. That all property taxes be paid in full.
4. That an assessment apportionment for any and all drains affected by the severance be completed in accordance with the provisions of the Drainage Act and that all costs associated with said apportionment be paid by the applicant.
5. That the stormwater management plan for the retained solar farm be revised to address this severance under the supervision and to the satisfaction of the Town Drainage Superintendent and the Essex Region Conservation Authority including the following considerations: the revisions should include, among other things, the removal of the severed parcel from the SWM, identification of revised overland flow routes, identification of discharge locations into the Darrah Drain, identification of all other modifications to the existing SWM plan. This must be completed to the full satisfaction of the Town and ERCA.
6. Confirmation to be received by the Town prior to the issuance of a Consent Certificate that the subject lands are not required as part of the solar farm by the solar farm operator (Helios/Enridge).
7. That the subject lands be rezoned to an HI Zone by the applicant, prior to the issuance of the Consent Certificate.
8. That the Development Agreement for the solar farm be amended to include the revised stormwater management report along with the modification in legal description.
9. That the subject lot be serviced with an appropriate storm drainage system to be developed under the supervision and to the satisfaction of the Town Drainage Superintendent and the Essex Region Conservation Authority.
10. This consent will be deemed to be refused in accordance with the Planning Act if the above noted conditions are not met within one year from the date of this notice.

- carried-

Reasons of Committee - The request is in conformity with Section 6.1.2 of Amherstburg's Official Plan and is consistent with the Provincial Policy Statement.

(4) **A/5/18** Denise DiGiovanni
 826 Concession 2 N
 3729-420-000-34000

Public in Attendance: Don Parsons

The applicant is proposing the construction of a 48 ft x 56 ft pole barn with an area of 2688 sq ft and with a building height of 28 feet on the subject property to provide parking for a boat and boat trailer. There are two additional accessory buildings on the subject property being 1169 sq ft. The total lot coverage for accessory structures will be 3857 sq ft. The proposed development with existing accessory buildings will have accessory structure lot coverage of 10.37%.

The applicant is requesting relief from Section 3(1)(b) of Zoning By-law 1999-52, as amended, which permits a total lot coverage of all accessory buildings or structures on a lot shall not exceed 10 percent of the lot area of the said lot in the Residential Type 1A (R1A) Zone. The total lot coverage for accessory structures will be 3857 sq ft. The lot area is 37,182.6 sq ft permitting 3718 sq ft in accessory structure lot coverage. Therefore the amount of relief requested is 0.37% (139 sq ft).

The applicant is also requesting relief from Section 3(1)(c) of Zoning By-law 1999-52, as amended, which permits a maximum accessory structure building height of 5.5 metres (18 ft) to the peak of the roof in residential zones. The proposed accessory structure building height to the peak of the roof is 8.53 metres (28 ft). Therefore the amount of relief requested is 3.03 metres (10 ft).

The subject property is designated Low Density Residential in the Town's Official Plan and zoned Residential Type 1A (R1A) Zone in By-law 1999-52, as amended.

The following correspondence was received from the various agencies and residents circulated:

- (i) Letter dated April 18, 2018 from the Essex Region Conservation Authority – *We have reviewed our floodline mapping for this area and it has been determined this site is not located within a regulated area that is under the jurisdiction of the ERCA (Section 28 of the Conservation Authorities Act). As a result, a permit is not required from ERCA for issues related to Section 28 of the Conservation Authorities Act, Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulations under the Conservations Authorities Act, (Ontario Regulation No. 158/06).*

Our office has reviewed the proposal and has no concerns relating to stormwater management.

The subject property is not within or adjacent to any natural heritage feature that may meet the criteria for significance under the Provincial Policy Statement (PPS 2014). Based on our review, we have no objection to the application with respect to natural heritage policies.

We have no objections to these applications.

- (ii) Letter dated April 24, 2018 from the County of Essex - *Please be advised that the County has reviewed the aforementioned application and the comments provided are engineering related only. This application has not been reviewed from a planning perspective. The subject lands have frontage on County Road No. 5. The Applicant will be required to comply with the following County Road regulations:
County By-Law Number 248L - A By-Law to Provide for the Protection of Highways and to Provide for the Installation of Entrance Ways.
County By-Law Number 2480 - A By-Law of the Corporation of the County of Essex to Regulate the Location of Buildings and Structures on Land Adjacent to County Roads.
The minimum setback for any proposed structures on this property must be 85 feet from the center of the original ROW of County Road 5. Permits are necessary for any changes to existing entrances and structures, or the construction of new entrances or structures.
We are requesting a copy of the Decision of the aforementioned application.*

Thank you for your assistance and cooperation in this matter.

- (iii) Email dated April 12, 2018 from the Public Works Department- no comments.
- (iv) Planning Report dated April 12, 2018 from Rebecca Belanger.

Committee Discussion:

Mr. Parsons presented the concept of the application. Mr. Parsons currently owns two properties, 826 and 832 Concession 2 N. He currently owns a large recreational boat and trailer that he pays to store elsewhere. He originally applied in 2014 to the Committee of Adjustment for a minor variance to permit the construction of a large accessory structure on 832 Concession 2 N. He later decided that he would prefer to have the accessory structure on his own property at 826 Concession 2 N. The proposed structure is 48 ft by 56 ft but Mr. Parsons stated that the structure can be downsized to 48 ft by 48 ft which would mean that he would no longer need relief from lot coverage. Ms. Ducedre wished to clarify the zoning requirements for an accessory structure. Accessory structures are normally limited to a maximum area of 1076 sq ft, however the by-law was amended to allow a larger accessory structure in the R1A zone, as long as it covers less than 10% of the lot area and is smaller than the house on the property. It was confirmed that the house on the property is larger than the proposed accessory structure. The proposed height of the accessory structure was discussed. Mr. Parsons stated that the height can be lowered depending on what the Committee decides upon. He stated that the height he proposed was for a boat he wishes to buy, not the boat he currently has. The minor variance on the neighbouring property that was approved in 2014 was discussed. Minor variances do not expire, meaning that Mr. Parsons would be able to build a large structure on the property at any time. It was recommended that a condition of approval for the new minor variance be that the old minor variance is no longer valid in order to remove the risk of two large accessory structures being built in close proximity to each other. Due to the many various building options presented to the Committee by Mr. Parsons, it was requested that Mr. Parsons return to the Committee with a drawing of exactly what he proposes, as the requested height and size of the building proposed originally are not considered minor. Mr. Parsons requested deferral to permit him time to create a new site plan.

After a discussion the following resolution was put forth:

Moved by M. Prue

Seconded by S. Ducedre

That application A/5/18 be deferred.

- carried-

Reasons of Committee – The Committee identified concerns with the height and massing of the proposed accessory structure. The Committee of Adjustment is requesting that the applicant have further consultation with the Planning Services Department and his builder in order to resolve the concerns identified in the meeting.

(5) **B/7/18**

806574 Ontario Ltd.
4365 Concession 4 N
3729-400-000-02000

Public in Attendance: Jim Shaw

The applicant is proposing to sever a parcel of land being 288.27 ft frontage by an irregular depth with an area of 1.488 acres ± which includes a single detached dwelling which is surplus to the needs of the farming operation. The remaining parcel being 475.6 ft frontage by an irregular depth with an area of 56.7 acres ± is vacant agricultural land.

The subject property is designated Agricultural in the Town's Official Plan and zoned Agricultural (A) Zone in By-law 1999-52, as amended.

The following correspondence was received from the various agencies and residents circulated:

- (i) Letter dated April 18, 2018 from the Essex Region Conservation Authority – *The eastern portion of the proposed retained lands are subject to our Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulations under the Conservation Authorities Act, (Ontario Regulation No. 158/06). This portion of the subject lands falls within the regulated area of the Long Marsh Drain. The property owner will be required to obtain a Permit and/or Clearance from the Essex Region Conservation Authority prior to any construction or site alteration or other activities affected by the regulations.*

Our office has reviewed the proposal and has no concerns relating to stormwater management.

The location of the proposed severed parcel is not within or adjacent to any natural heritage feature that may meet the criteria for significance under the Provincial Policy Statement (PPS 2014). Based on our review, we have no objection to the application with respect to natural heritage policies.

We have no objections to these applications for Consent and Minor Variance.

- (ii) Email dated April 12, 2018 from the Public Works Department –
 - *No Sanitary sewers, septic field required for retained parcel*
 - *Drainage Apportionments required for the Long Marsh Drain*
- (iii) Planning Report dated April 12, 2018 from Rebecca Belanger.

Committee Discussion:

The subject property belongs to Committee member Don Shaw. Don Shaw declared his disclosure of interest in the property and left the Council Chambers for the discussion. His son, Jim Shaw, represented the application. Jim Shaw presented the concept of the application. The Shaws recently acquired the farm when the old owner passed away, and do not require the farm house for their current farming practice. They wish to sever the farm house from the property and sell it. It was stated that there is a building on the farm property that will only be 12 feet from the lot line of the house property, however this building will be removed. Jim Shaw was asked if he understood and was in agreement with the rezoning of the farm property to A-36, which will prohibit the building of a dwelling on the property. Jim Shaw accepted this condition.

After a discussion the following resolution was put forth:

Moved by M. Prue
Seconded by S. Ducedre

That application B/7/18 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; an electronic and paper copy to be provided to the municipality.

- (i) Letter dated April 18, 2018 from the Essex Region Conservation Authority – *The eastern portion of the proposed retained lands are subject to our Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulations under the Conservation Authorities Act, (Ontario Regulation No. 158/06). This portion of the subject lands falls within the regulated area of the Long Marsh Drain. The property owner will be required to obtain a Permit and/or Clearance from the Essex Region Conservation Authority prior to any construction or site alteration or other activities affected by the regulations.*

Our office has reviewed the proposal and has no concerns relating to stormwater management.

The location of the proposed severed parcel is not within or adjacent to any natural heritage feature that may meet the criteria for significance under the Provincial Policy Statement (PPS 2014). Based on our review, we have no objection to the application with respect to natural heritage policies.

We have no objections to these applications for Consent and Minor Variance.

- (ii) Email dated April 12, 2018 from the Public Works Department – *no comments.*
- (iii) Planning Report dated April 12, 2018 from Rebecca Belanger.

Committee Discussion:

Jim Shaw presented the concept of the application. He also stated that the milk house that is located 12 feet from the property line will be removed.

After a discussion the following resolution was put forth:

Moved by S. Ducedre
Seconded by M. Prue

That application A/4/18 be approved.

- carried-

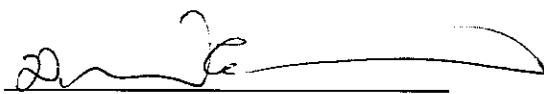
Reasons of Committee - The Committee, having considered the evidence presented, and having reviewed the plans and correspondence on file, is satisfied that the variance request is minor in nature, will not impact the character of the neighbourhood, and is keeping with the intent of the Official Plan and Zoning By-law.

NEXT MEETING

The next meeting is scheduled for Tuesday, May 8, 2018 at 8:00 a.m.

ADJOURNMENT

The meeting adjourned at 8:37 am


Chairman- Dave Cozens


Secretary- Rebecca Belanger

AMHERSTBURG COMMITTEE OF ADJUSTMENT

Minutes of a meeting of the Amherstburg Committee of Adjustment held Tuesday, May 8, 2018 at 8:00 a.m. in the Council Chambers.

Present: D. Cozens, M. Prue, D. Shaw, A. Smith

Also Present: R. Belanger, Secretary/Planner

Introductions of the Committee members and administration.

DISCLOSURE OF INTEREST

There were no disclosures of interest.

APPLICATIONS

(1) A/6/18 Mariane Salim
8378 Aalbers Crescent
3729-380-000-08978

Public in Attendance: Mariane Salim

The applicant is requesting relief from Zoning By-law 1999-52, as amended, to permit the construction of a single detached dwelling, attached garage and covered porch with a 3704 sq ft footprint and to permit the construction of a future small shed. Relief is being requested from Section 6(3)(g) which permits a maximum lot coverage of 30%. The proposed total new development will have a lot coverage of 36%. The applicant is requesting relief of 6% to permit a total lot coverage of 36%.

The subject property is designated Low Density Residential in the Town's Official Plan and zoned Residential First Density Type 1A (R1A) Zone in By-law 1999-52, as amended.

The following correspondence was received from the various agencies circulated:

- (i) Letter dated April 27, 2018 from the Essex Region Conservation Authority – We have reviewed our floodline mapping for this area and it has been determined this site is not located within a regulated area that is under the jurisdiction of the ERCA (Section 28 of the Conservation Authorities Act). As a result, a permit is not required from ERCA for issues related to Section 28 of the Conservation Authorities Act, Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulations under the Conservations Authorities Act, (Ontario Regulation No. 158/06).

Our office has reviewed the proposal and has no concerns relating to stormwater management.

The subject property is not within or adjacent to any natural heritage feature that may meet the criteria for significance under the Provincial Policy Statement (PPS 2014). Based on our review, we have no objection to the application with respect to natural heritage policies.

Our office has no objection to this application for minor variance.

- (ii) Email dated April 27, 2018 from the Public Works Department- No comments
- (iii) Planning Report dated May 1, 2018 from Rebecca Belanger.

Committee Discussion:

The applicant presented the concept of the application. The applicant stated that the additional coverage requested would be to permit a 3 car garage, covered porch and a small shed. The need for a 3 car garage was questioned. The applicant stated that they currently use a 3 car garage at their residence and require it at the new house as well. It was confirmed that the applicant is going to live in the new house. When compared to other houses in the location, it was determined that 36% of coverage would be the largest amount of coverage granted in the area. Therefore, it was decided that only the coverage required for the house would be permitted, and an accessory structure would not be permitted.

The following resolution was put forth:

Moved by A. Smith
Seconded by M. Prue

That application A/6/18 be approved as amended with the following condition:

1. An accessory structure will not be permitted as the lot coverage is maxed out at 35.29% (3704 sq ft) for the dwelling unit.

- carried-

Reasons of Committee - The Committee, having considered the evidence presented, and having reviewed the plans and correspondence on file, is satisfied that the variance request is minor in nature, will not impact the character of the neighbourhood, and is keeping with the intent of the Official Plan and Zoning By-law.

NEXT MEETING

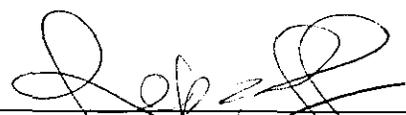
The next meeting is scheduled for Tuesday, May 29, 2018 at 7:30 a.m.

ADJOURNMENT

The meeting adjourned at 8:30 am



Deputy Chairman- Don Shaw



Secretary- Rebecca Belanger

AMHERSTBURG COMMITTEE OF ADJUSTMENT

Minutes of a meeting of the Amherstburg Committee of Adjustment held Tuesday, May 29, 2018 at 7:30 a.m. in the Council Chambers.

Present: D. Cozens, S. Ducedre, D. Shaw, M. Prue

Also Present: R. Belanger, Secretary/Planner, S. Sinasac, Assistant Planner

Introductions of the Committee members and administration.

DISCLOSURE OF INTEREST

There were no disclosures of interest.

ADOPTION OF MINUTES

Moved by M. Prue
Seconded S. Ducedre

That the Committee move approval of the minutes held April 24, 2017.

-carried-

Moved by D. Shaw
Seconded by M. Prue

That the Committee move approval of the minutes held May 8, 2018.

-carried-

APPLICATIONS

(1) **A/5/18** Denise DiGiovanni
826 Concession 2 N
3729-420-000-03400

Public in Attendance: Don Parsons

The applicant is proposing the construction of a 48 ft x 52 ft pole barn with an area of 2496 sq ft and with a building height of 25 feet on the subject property to provide parking for a boat and boat trailer. There are two additional accessory buildings on the subject property being 1169 sq ft. The total lot coverage for accessory structures will be 3665 sq ft. The proposed development with existing accessory buildings will have an accessory structure lot coverage of 9.86%.

The applicant is requesting relief from Section 3(1)(c) of Zoning By-law 1999-52, as amended, which permits a maximum accessory structure building height of 5.5 metres (18 ft) to the peak of the roof in residential zones. The proposed accessory structure building height to the peak of the roof is 7.62 metres (25 ft). Therefore the amount of relief requested is 2.12 metres (7 ft).

The subject property is designated Low Density Residential in the Town's Official Plan and zoned Residential Type 1A (R1A) in By-law 1999-52, as amended.

The following correspondence was received from the various agencies circulated:

- (i) Letter dated April 18, 2018 from the Essex Region Conservation Authority – *We have reviewed our floodline mapping for this area and it has been*

determined this site is not located within a regulated area that is under the jurisdiction of the ERCA (Section 28 of the Conservation Authorities Act). As a result, a permit is not required from ERCA for issues related to Section 28 of the Conservation Authorities Act, Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulations under the Conservations Authorities Act, (Ontario Regulation No. 158/06).

Our office has reviewed the proposal and has no concerns relating to stormwater management.

The subject property is not within or adjacent to any natural heritage feature that may meet the criteria for significance under the Provincial Policy Statement (PPS 2014). Based on our review, we have no objection to the application with respect to natural heritage policies.

We have no objections to these applications.

- (ii) Letter dated April 24, 2018 from the County of Essex - *Please be advised that the County has reviewed the aforementioned application and the comments provided are engineering related only. This application has not been reviewed from a planning perspective. The subject lands have frontage on County Road No. 5. The Applicant will be required to comply with the following County Road regulations:
County By-Law Number 248L - A By-Law to Provide for the Protection of Highways and to Provide for the Installation of Entrance Ways.
County By-Law Number 2480 - A By-Law of the Corporation of the County of Essex to Regulate the Location of Buildings and Structures on Land Adjacent to County Roads.
The minimum setback for any proposed structures on this property must be 85 feet from the center of the original ROW of County Road 5. Permits are necessary for any changes to existing entrances and structures, or the construction of new entrances or structures.
We are requesting a copy of the Decision of the aforementioned application.
Thank you for your assistance and cooperation in this matter.*
- (iii) Email dated May 22, 2018 from the Public Works Department- no comments.
- (iv) Planning Report dated May 18, 2018 from Rebecca Belanger.

Committee Discussion:

Mr. Parsons presented the concept of the application. He had resubmitted edited drawings to the Planning Department with truss drawings included. The height and the square footage of the building had been reduced as much as possible to accommodate the proposed use and the height of the door. The Committee asked him if he was prepared to withdraw his minor variance that was granted in 2014 for the neighbouring property (832 Concession 2 N). Mr. Parsons stated that he would be willing to withdraw the minor variance and the Committee gave him a 90 day time period to request in writing to the Planning Department that the minor variance be withdrawn.

The following resolution was put forth:

Moved by S. Ducedre
Seconded by D. Shaw

That application A/5/18 be approved subject to the following condition:

1. That the applicant request with the Planning Department to remove the minor variance granted in 2014 (File A/7/14) at 832 Concession 2 N, which permitted the construction of a 48 ft x 52 ft accessory structure with an area of 2496 sq ft and a height of 24 ft, which was requested for exactly the same purpose. The

applicant has a period of 90 days to request the removal of this minor variance through correspondence to be sent to the Planning Department.

- carried-

Reasons of Committee - The Committee, having considered the evidence presented, and having reviewed the plans and correspondence on file, is satisfied that the variance request is minor in nature, will not impact the character of the neighbourhood, and is keeping with the intent of the Official Plan and Zoning By-law. The applicant originally had their application deferred and returned to the Committee of Adjustment with an amended application requesting a smaller structure with a reduced height. The applicant also expressed a willingness to have the minor variance which was granted for the same purpose removed from the northern neighbouring lands that they own. The Committee felt that the applicant had reduced the request sufficiently in order for the request to be considered minor.

(2) B/8/18 1425288 Ontario Inc.
832 Alma Street
3729-360-000-012250

Public in Attendance: N/A

The applicant is proposing to sever a parcel of land being 155 ft frontage by 768.66 ft depth with an area of 10.35 acres ± for the purpose of creating a new industrial lot. The proposed retained parcel being 195 ft frontage by 365 ft depth with an area of 1.63 acres ± contains one industrial building.

The subject property is designated Light Industrial in the Town's Official Plan and zoned Light Industrial (LI) Zone in By-law 1999-52, as amended.

The following correspondence was received from the various agencies and residents circulated:

- (i) Letter dated May 18 18, 2018 from the Essex Region Conservation Authority ***The following comments reflect our role representing the provincial interest in natural hazards management under the Provincial Policy Statement of the Planning Act, as well as our regulatory role in permitting under Section 28 of the Conservation Authorities Act.***

The above noted lands are subject to our Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulations under the Conservation Authorities Act, (Ontario Regulation No. 158/06). The subject parcel falls within the regulated area of the following watercourses/waterbodies: Darrah Drain and Faucher Drain. The property owner will be required to obtain a Permit from the Essex Region Conservation Authority prior to any construction or site alteration or other activities affected by the regulations.

The following comments are provided in our capacity as a public commenting body on matters related to watershed management.

We have concerns regarding the potential impact of the quality and quantity of runoff in the downstream watercourse due to potential development at this site. It is our understanding that the entire property would be subject to the Site Plan Control review process. We will reserve further comments on stormwater management concerns until specific details of a site plan control application are presented.

The following comments are provided from our perspective as a service provider to the Town of Amherstburg on matters related to natural heritage and natural heritage systems policy. The comments in this

section are advisory in nature for the consideration of the Town of Amherstburg as the planning authority.

The subject property contains portions of a natural heritage feature that is identified as a significant wetland (Upper Big Creek Wetland [ER31]), significant valleyland, and significant wildlife habitat under the Provincial Policy Statement (PPS, 2014). Our information also indicates that the subject property may support habitat of endangered species and threatened species. The feature was inventoried as a component of the Big Creek Watershed Plan supporting studies. The applicable sections of the PPS regarding natural heritage are as follows: Section 2.1.4 – “Development and site alteration shall not be permitted in “significant wetlands ...” Section 2.1.5 - Development and site alterations shall not be permitted in significant wildlife habitat...unless it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions. Section 2.1.8 – “Development and site alteration shall not be permitted on adjacent lands to the natural heritage features and areas identified in policies 2.1.4, and 2.1.5 unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions.” Section 2.1.7 – “Development and site alteration shall not be permitted in habitat of endangered species and threatened species, except in accordance with provincial and federal requirements.” We note that it is the proponent’s responsibility to exercise due diligence in ensuring that all issues related to the provincial Endangered Species Act and its regulations have been addressed. Please find attached a Technical Memorandum that outlines the process for contacting the Ministry of Natural Resources and Forestry regarding the Endangered Species Act.

The Town of Amherstburg Official Plan notes that "Development proposed adjacent to lands designated as Provincially Significant Wetlands, Woodlots or Natural Environment will be subject to Environmental Impact Assessments which may also result in the provision of a buffer to ensure no negative impacts on the natural features and their ecological functions." Additionally, Section 3.6 (1) further states: "Development and site alterations as defined in the Provincial Policy Statement shall be prohibited within any “Provincially Significant Wetlands” designation as depicted on Schedules “A” and “B” of this Plan”, and "(5) Development and site alteration shall not be permitted on any adjacent lands within 120 metres of an identified provincially significant wetland feature or area unless the natural features and ecological functions of the adjacent lands have been evaluated through an Environmental Impact Assessment in accordance with the County of Essex Official Plan Guidelines for Environmental Impact Assessments contained in Appendix I to this Plan which effectively demonstrates that there will be no negative impacts on the wetland or its ecological functions."

Therefore, to be consistent with the PPS and the Town of Amherstburg Official Plan policies, it is the recommendation of the ERCA to the Municipality that the application be deferred until such time as an Environmental Impact Assessment has been completed. We strongly recommended that the applicant consult with the Town of Amherstburg in consultation with our office to discuss the Terms Of Reference for the Environmental Impact Assessment and that the owner contacts the Ministry of Natural Resources and Forestry and complete an Species at Risk Screening.

We request to receive a copy of the Notice of Decision on this application.

- (i) Email dated May 22, 2018 from the Public Works Department-
 - Individual water service connection required
 - No Sanitary sewers, septic fields required
 - New access culverts required in Municipal Drain (Faucher Drain), engineering report required under provisions of the Drainage Act.
 - Drainage apportionments required for the Faucher Drain

- (ii) Planning Report dated May 22, 2018 from Rebecca Belanger.

Committee Discussion:

The applicant was not present at the meeting.

After a discussion the following resolution was put forth:

Moved by M. Prue

Seconded by S. Ducedre

That application B/4/18 be moved to the end of the agenda in order to allow the applicant time to make an appearance at the meeting.

- carried-

- (3) **B/9/18** Anitar Inc. c/o Scott Hodgins, Agent
428 Simcoe Street
3729-160-000-01900

Public in Attendance: Doug Hunt (416 Simcoe Street), Gerry Bronstein (410 Simcoe Street), John Fleming (270 Heaton Street), Allan Simpson and Mary Casetta (233 Gibb), Ron and Leanne Faucher (227 Gibb Street), Teresa Lee Handscomb (264 Heaton Street)

The applicant is proposing to sever a parcel of land being 15 m frontage by 134.84 m depth with an area of 4190.45 sq m (1.04 acres) for the purpose of creating a new residential lot. The proposed retained parcel being 23.71 m frontage by 42.76 m depth with an area of 1017.35 sq m (0.25 acres) contains one commercial building with a commercial unit on the main floor and three residential dwelling units on the second floor.

The subject property is designated Low Density Residential in the Town's Official Plan and zoned Residential First Density (R1) and Special Provision Residential First Density (R1-4) Zone in By-law 1999-52, as amended.

The following correspondence was received from the various agencies and residents circulated:

- (i) Letter dated May 17, 2018 from the Essex Region Conservation Authority *We have reviewed our floodline mapping for this area and it has been determined this site is not located within a regulated area that is under the jurisdiction of the ERCA (Section 28 of the Conservation Authorities Act). As a result, a permit is not required from ERCA for issues related to Section 28 of the Conservation Authorities Act, Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulations under the Conservations Authorities Act, (Ontario Regulation No. 158/06).*

Our office has reviewed the proposal and has no concerns relating to stormwater management.

The subject property is not within or adjacent to any natural heritage feature that may meet the criteria for significance under the Provincial Policy Statement (PPS 2014). Based on our review, we have no objection to the application with respect to natural heritage policies.

We have no objections to this Consent application.

by the regulations.

We acknowledge that the subject application is requesting relief from the minimum side yard setback distance only, in which we would have no objections. It is our understanding that an application for condominium or site plan control will be forthcoming, and therefore we would prefer to comment on the site specific nature of the proposed development through that process when circulated. Due to the location and scale of the proposed development, we may request the opportunity to review the stormwater management report at the condominium application or site plan control stage. It is also our understanding that this overall area has experienced drainage and flooding issues, therefore we advise the Municipality to ensure that these issues are taken into account for future developments. The Municipality should ensure that the release rate for this development is controlled to the capacity available in the existing storm sewers/drains. In addition, stormwater quality and stormwater quantity measure will need to be addressed up to and including the 1:100 year storm event and be in accordance with the guidance provided by the Stormwater Management Planning and Guidance Manual, prepared by the Ministry of the Environment (MOE, March 2003) and any other Municipal requirements (e.g., Development Standards Manual).

The subject property is not within or adjacent to any natural heritage feature that may meet the criteria for significance under the Provincial Policy Statement (PPS 2014). Based on our review, we have no objection to the application with respect to natural heritage policies.

We have no objections to this Minor Variance application.

- (ii) Email dated May 22, 2018 from the Public Works Department-
 - *EPW has no major concerns with the application. However, the developer should be made aware of a number of large Town trees that exist within the parkland adjacent to the proposed porch, planter boxes, and pergola. As these trees continue to mature, they will create a visual obstruction for residents that may wish to view the park and pond from the condominium porch. Also, the roots of these trees may spread and create uplifting of concrete sidewalks or other structures if they are to be located within 0.9m of the property line as proposed by the applicant. The developer should be made aware of the Town tree by-law that limits the removal of trees within public right-of-way and parks unless identified as requiring removal by an arborist. In short, the trees will not be removed unless deemed necessary by an arborist.*
- (iii) Letter from residents on Ridgeview Place S, Crownridge Boulevard, and Riverfront Park –
 - *We, the undersigned, do hereby strongly protest the construction of condominiums at 621 Sandwich Street and the application for a minor variance. We feel this is not a minor variance at all but a major one involving 4 storeys at 16 feet each. We feel that granting this variance will allow an encroachment upon our municipal pond that will make it seem more of a pond for condo residents only. Also, the size of the proposed structure is an over-development of this property. Many residents did not receive notice of this 'minor' variance application. We deeply feel that our quality of life will be adversely affected by this proposal.*
 - *I retired last year and decided to move from Windsor to A'burg. I've always thought Amherstburg to be a pretty town and have heard that it promotes itself as a good place to retire to. I chose the house I did because it's just on the verge of leaving town and especially because of its proximity to the lovely, little, landscaped pond on Sandwich Street. I make this pond part of my daily walk. I enjoy its relative solitude and peacefulness. I sincerely believe that*

granting this variance – and to me, there's nothing 'minor' about it – would be to the detriment of all those who come to enjoy this pond, all those who live in the vicinity, and to the beauty of this little part of Amherstburg. I don't think that any building should be allowed so close to the pond. I plead with you not to grant this variance. Katherine Faucher 504 Ridgeview Street.

- *Signed by: Dave Gaunt (517 Ridgeview), Allan and Maureen Smith (521 Ridgeview), Nelson Fraser and April Bates (525 Ridgeview), Brian and Mandy Cumutte (223 Crownridge), Clifford and Mary Charbonneau (139 Riverfront Park), Ruth Airriess (135 Riverfront Park), Gerry and Mary Anne Lucier (129 Riverfront Park), Patricia Negri (127 Riverfront Park), Clifford and Julie Morrison (125 Riverfront Park), Nancy Renaud (132 Riverfront Park), Terry Hedd (134 Riverfront Park), Cheryl Boisvert (136 Riverfront Park), Evelyn Rigney (138 Riverfront Park), Doreen Jones (142 Riverfront Park), Mary Paling (146 Riverfront Park), Alan Bratt and Katherine Faucher (504 Ridgeview), Courtney and Josh Chordash (500 Ridgeview), Jody and Rudy James Dufour (211 Crownridge), Laura and Derek Pajot (508 Ridgeview), Liane and Owen Wally (516 Ridgeview), Emile and Marlene Hebert (520 Ridgeview), Tim Duby and Kathy Meloche-Duby (524 Ridgeview), Ken and Robin Thrasher (501 Ridgeview), Kevan Carroll (513 Ridgeview), David and Donna Maitre (505 Ridgeview)*

- (iv) Planning Report dated May 18, 2018 from Rebecca Belanger.

Committee Discussion:

At the beginning of the Committee meeting, Alan Bratt (504 Ridgeview) was invited to speak, as he needed to leave the meeting early due to a family emergency. Mr. Bratt stated that he moved onto Ridgeview Place S only recently, and had bought the house partially due to its close proximity to the Town pond. One week after moving in he found out about the condominium development and the proposed encroachment. He stated that the proposed encroachment will negatively impact the pond atmosphere and will only benefit the condominium owners. He put together a letter and had neighbours on Ridgeview, Crownridge and Riverfront Park sign it to indicate that they agree that the encroachment will negatively impact the pond. Mr. Bratt had to leave the meeting after his presentation.

Mr. Gillis and Mr. Savoni presented the concept of the application. They wish to design the condominium and the patio to utilize the stormwater pond. The patio/porch is two feet off the ground and has a pergola covering the barbeque area. The porch is designed to be an amenity for the people who live in the building and will provide them with access to the pond. The applicants came to the Committee in March to request a minor variance for the side yards, including the south privacy yard. The Committee approved a reduced south privacy yard from 7 m to 6.1 m. The Committee stated that they would prefer to look at all minor variances required at once, rather than having an applicant come back multiple times with different requests. The Chair questioned a few of the applicant's answers on the application. Item 12 questions why the variance is necessary. The answer to the item was to 'take advantage of the pond'. The pond is a public use and the porch was questioned as to whether it would be public as well. The applicants answered that the porch would only be for the use of the condominium residents. Item 15 questions the number of structures, and was answered as "N/A", however the pergola is considered a structure. The height of the pergola was identified as 8 ft above the porch, which sits 1.9 ft above grade. Item 24 questions whether the property has ever been subject to a minor variance before. The question was answered 'no' but should have been 'yes' due to application A/3/18. The sidewalks on the Town property shown on the drawing were questioned. The applicants indicated that the sidewalks are not necessary and will not be put in unless they have permission from the Town. The units in the building were identified as condominiums by the applicants, however in application A/3/18, the units were identified as apartment rentals. The applicants confirmed that the units would be condominiums but would be offered for lease and not for sale. The Committee requested clarification on some of the building aspects of the porch. The patio wall would require a foundation and the pergola would

require footings. There are two doors that exit onto the porch, one regular exit and one fire exit.

Members from the community were invited to speak.

Rudy Dufour (211 Crownridge): Mr. Dufour indicated that he had received paperwork in the past showing a one building concept, and questioned why the concept now has two buildings. The original one building concept was circulated when the applicants applied for a Zoning By-law Amendment (ZBA/5/16) in 2016. The concept has changed since the Zoning By-law Amendment was passed. The building is still one building, but being built in two phases. The foundation for both phases would be poured at the same time. Mr. Dufour was concerned with the amount of obstruction that would be seen out of his back window from his home on Crownridge. He stated that there will be great shadow impact on the properties behind the building and that the shadow impact study only discusses the shadow impact of the first building. It was stated that the applicants can build within the Zoning By-law restrictions, including the height of the building and the placement of the building.

John Oltrop (512 Ridgeview): Mr. Oltrop was concerned about the nearby properties dropping in value due to their proximity to the new condominium. He wanted to clarify whether the building would be rental or condominium status. He believed that rental units would bring the value of the area down due to multiple people moving in and out of the building and the more transient nature of rentals. He stated that the building is too dense for the property and that more parking should be provided for visitors and overflow parking was likely to occur on Crownridge and Ridgeview. The applicants stated that due to most of the future residents being seniors, they likely would not have cars. Mr. Oltrop stated that the applicants cannot limit the rentals to only seniors.

The Committee continued the discussion with the applicants. Many residents had an issue with the porch and believed that the variance should not be granted. The applicants stated that a patio would be allowed without a variance as long as it was at grade and not covered. The concept for the porch could be changed so that it would not require the minor variance. The size and layout of the building was questioned due to the shadow impact on the neighbours to the rear. The applicants stated that they are trying to build something to benefit the Town and have the new residents take advantage of the pond. Grass maintenance and construction of the porch for the encroachment were both questioned as the porch would be built very close to the property line which would not allow much room for maintenance. It was also stated that the Fire Department had not given their comments on the development yet due to a lack of information. The stormwater management of the building was also questioned as the pond does fill up with stormwater and cannot accommodate an increased amount of stormwater from all the hardscape proposed for the property. Additionally, the wall of the patio would be built very close to the park which has mature trees located close to the lot line. The porch could damage the trees or the roots of the trees could cause the heaving of the porch. The porch would appear to be part of the park because of its close proximity to the lot line, however it would be private space, which may cause visitors to think the entire park is private space. The park contains three parking spots for Town vehicles and the Committee was worried that overflow from the building parking lot would park in the spots and the Town would not be able to maintain the park due to a lack of parking. The Committee members believed that the proposed building was an overdevelopment of the lot.

After a discussion the following resolution was put forth:

Moved by M. Prue

Seconded by D. Shaw

That application A/7/18 be denied.

- carried-

Reasons of Committee – The Committee, having considered the evidence presented, and having reviewed the plans and correspondence on file, are convinced that the

variance request is not minor in nature, and will negatively impact the character of the neighbourhood. The Committee members felt that the request for the reduced setback from Town property was too large and would negatively impact the integrity of the stormwater management facility and municipal park located immediately adjacent to the proposed covered porch. Indicated below are the additional reasons for the decision made by the Committee:

- The Committee felt that the construction and maintenance of the covered porch would be difficult without encroaching on the Town's property to the south.
- The Committee expressed a concern that the ability to fight fires on the south side of the building would be impeded.
- The Committee expressed a concern that the Town's ability to service and maintain their stormwater pond and pump station may be impeded.
- The Committee expressed a concern that in light of the increased frequency of 1:100 year storm events, the construction of additional hardscape in close proximity to the stormwater pond would increase runoff and potentially cause flooding of the pond. This concern was also expressed by the Essex Region Conservation Authority.
- The wall of the proposed porch would be located very close to the property line and the trees located on the Town's property may be impacted. In addition, the trees will continue to grow and the roots may cause damage to the proposed porch. The Town's Tree By-law prohibits the damaging of Town owned trees.
- The Committee felt that enough relief from the Zoning By-law had been approved for this development through minor variance application A/3/18.

(5) **B/8/18** 1425288 Ontario Inc.
832 Alma Street
3729-360-000-012250

Public in Attendance: N/A

The applicant is proposing to sever a parcel of land being 155 ft frontage by 768.66 ft depth with an area of 10.35 acres ± for the purpose of creating a new industrial lot. The proposed retained parcel being 195 ft frontage by 365 ft depth with an area of 1.63 acres ± contains one industrial building.

The subject property is designated Light Industrial in the Town's Official Plan and zoned Light Industrial (LI) Zone in By-law 1999-52, as amended.

Committee Discussion:

The application was revisited at the end of the meeting to give the applicant time to appear. However, the applicant was not present.

After a discussion the following resolution was put forth:

Moved by M. Prue
Seconded by S. Ducedre

That application B/8/18 be deferred.

- carried-

Reasons of Committee – The applicant was not in attendance at the Committee of Adjustment meeting, and therefore, the application was not considered. The Committee members requested that the applicant contact the Planning Department and ensure that the Planner is satisfied that the applicant has completed all required studies prior to the consideration of the application.

OTHER BUSINESS

Rebecca Belanger presented the letter of resignation received Thursday, May 24th, 2018 from Committee member Alex Smith. No reasons for resignation were stated in the letter. The letter was passed onto the Clerk and COA. The Committee had a discussion about electing another member. It was decided that the Town Clerk would be questioned about the process and the position could either be advertised in the paper or a member can be chosen from those who applied when the Committee members were elected. Due to the short amount of time remaining in the term, it would make the most sense to choose a member from the existing list of applicants. Council would make the final decision on the new member of the Committee.

NEXT MEETING

The next meeting is scheduled for Tuesday, June 26, 2018 at 7:30 a.m.

ADJOURNMENT

The meeting adjourned at 8:45 am



Chairman- Dave Cozens



Secretary- Rebecca Belanger

COMMITTEE OF COUNCIL

Regular Co-An Park Committee – MINUTES

MEETING OF June 13, 2018

The regular meeting for the Co-An Park Committee was held Wednesday, June 13, 2018 at 5:00

PM at the Co-An Park office at 11071 11th Concession Rd., McGregor, Ontario. The Vice-Chairman Jim Meloche called the meeting to order and welcome members and guests.

1. **Roll Call**

Jim Meloche, Town of Essex, Vice Chairman

Jonathan Little, Town of Essex

Richard Meloche, Deputy Mayor, Town of Essex

Chris Drew, Town of Amherstburg

Murray Sellars, Town of Amherstburg

Joanne Bissonnette, Recording Secretary and Treasurer

Regrets

Tina McAgy, Town of Essex, Chairman

Leo Meloche, Councilor, Town of Amherstburg

Delegates

Gary Rocheleau

2. **Meeting Called to Order**

Jim Meloche, Vice-Chairman of the Co-An Park Committee called the meeting to order

3. **Declarations of Conflict of Interest**

No conflict of Interest was declared

4. **Adoption of Published Agenda**

a) June 13,, 2018 Regular Co-An Park Committee Meeting Agenda

Moved by Chris Drew

Seconded by Jonathan Little

(CAP-2018-06-35) That the published agenda for June 13, 2018 Regular Co-An Park Committee

meeting be adopted as presented. Carried

5. Minutes

a) May 10, 2018 Co-An Park Committee Regular Meeting Minutes

Moved by Jonathan Little

Seconded by Richard Meloche

(CAP-2018-06-36) That the minutes of the Regular Meeting for the Co-An Park held May 10, 2018

be adopted as presented. Carried

6. Costing Report

i) Review Costing report at June 9, 2018 – Committee noted receipt of report – defer till next

meeting.

7. Delegate

Committee noted park is looking awesome and asked Gary if he had any concerns; Gary noted

that the little lawn tractor has been leaking oil and the engine is having a hard time to start, it will

need replacing shortly.

8. Old Business

Co-An 40th Celebration (July 28)

i) Jim Bullard and Ken Holden have agreed to barbecue meal

ii) K of C #2844 Columbian Club will cook balance of meal \$5.50 pp includes:

Baked potatoes, baked beans, coleslaw, butter, rolls, sour cream, cook mushrooms (we supply)

Additional fee – Chicken parmesan \$2.85 / 5oz pc (\$5.70pp)

iii) Tree dedication 1) Murray Sellars / Robert Anderson

Various tree nurseries were priced; Provincial Nursery has given the best quotes at \$99 a tree plus \$60 delivery and install

v) Children Events – Bouncy Castle – Red Line Inflatables quoted Chris Drew \$299 including set

Up, delivery, liability insurance and taxes; need volunteers to run games, Chris will ask his family

members.

vi) Door Prizes – Mountain Bike; committee has decided that any child attending on July 28 can

fill a ballot and winner will be drawn same day.

vii) Komedy Show – wrist bands to identify sold tickets

Recap Day's Event:

1. Co-Ed tournament \$560 per team (\$40 x 14 players) includes:

Guaranteed 3 games of baseball, Steak/Chicken dinner, Komedy show ticket

2. Cash Bar 11am – 11 pm; Chris Drew will run bar

3. DJ Noon all day 8pm

4. Children Games (1-3 pm)

5. Tug of War between towns 4pm (Rick Daly – Amherstburg looking for teams)

6. Tree Dedications - 5 pm Murray Sellars & Robert Anderson

7. Meal 5:45 pm- 7:30pm

8. Door Prizes 8:00 pm

9. Komedy Show 8:30 pm ; Ball players' included/ show only \$15 / Meal & Show \$30

9. New Business

i) Entrance fence; some one backed into fence, posts and fence damaged

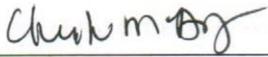
Moved by Jonathan Little

Seconded by Richard Meloche

(CAP-2018-06-37) That estimates be sought for the entrance fence and be replaced.
Carried

10. Adjournment

Meeting adjourned



Christine McAgy – Chairman



Joanne Bissonnette - Secretary Treasurer

CO-AN Park - Costing Report June 11, 2018

REVENUE	2018 Actual	Proposed 2018	Variance
Operating Line			
4030 Town of Amherstburg	\$ 17,500	17,500	-
4020 Town of Essex	\$ 17,500	17,500	-
	\$ -	-	-
2654 Town of Amherstburg - Capital	\$ -	-	-
2654 Town of Essex - Capital	\$ -	-	-
	\$ 35,000	35,000	-
		-	-
1060 RBC Balance @ Year End 12/31/17	\$ 11,007	1,642	11,007

User Fees & Services

	\$ -	-	-
4425 Banner Advertising	\$ -	-	-
Food Rights Sold	\$ -	925	925
4450 Donations	\$ 1,000	-	(1,000)
4040 User fees / Baseball	\$ 1,177	7,500	6,323
4205 Events -Family Reunions/Organizations	\$ 950	3,000	2,050
4200 Events - Jack n Jills	\$ 3,300	3,200	(100)
4430 Insurance - Town of Essex Rider	\$ 465	550	85
4201 Events - Heater	\$ -	-	-
4240 Rubber Base Revenue	\$ 150	850	700
4230 Set Up Fees	\$ 150	2,500	2,350
4040 User Fees / Soccer	\$ -	2,250	2,250
4040 User Fees / Tennis	\$ -	-	-
4420 Appreciation Day/Komedy Korner	\$ -	8,500	8,500
4210 Events - Baseball Tournaments	\$ 1,775	2,375	600
	\$ 8,967	31,650	22,683

Concession Stand

4220 Pop stand	\$ -	-	-
	\$ -	-	-

Total Revenue - Operating Funds	\$ 54,974	68,292	33,690
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EXPENDITURES

Contracted Services

	2018 Actual	Proposed 2018 Budget	Variance
5720 Park Maintenance Wage	\$ 7,347	25,000	17,653
5784 Office Wage	\$ 6,900	13,600	6,700
	\$ 14,247	38,600	24,353

Concession Stand -Supplies & wages

5755 Pop Stand - repairs, maintenance	\$ 1,530	750	(780)
	\$ 1,530	750	(780)

Materials, Supplies & Services	Proposed		
	2018 Actual	2018 Budget	Variance
5615 Advertising	\$ 115	-	(115)
5620 Bank fees	\$ 78	155	77
5630 Baseball Diamonds - supplies	\$ 304	1,000	696
5625 Building Maintenance - supplies/repairs	\$ 795	1,700	905
5626 Building Maintenance - due to vandalism	\$ 215	-	(215)
5645 Co-An Appreciation Day/Komedy Korner	\$ 263	6,000	5,738
5730 Equipment Vehicle - Fuel & repair	\$ 1,466	1,200	(266)
	\$ -	-	-
5890 Waste Collection fees	\$ 120	1,175	1,055
5680 Grounds, parking lot, landscape	\$ -	500	500
5685 Insurance - Town of Essex Rider	\$ 436	575	139
5695 Janitorial supplies	\$ 458	1,500	1,042
5755 Pop Stand Repairs	\$ 1,529	-	(1,529)
5700 Office supplies	\$ 697	1,600	903
5781 Sanitation	\$ -	-	-
4200 Security deposits reimbursed	\$ 150	1,500	1,350
5630 Soccer field - supplies	\$ -	750	750
5790 Utilites	\$ 4,659	10,000	5,341
5900 Capital Asset Expenditures	\$ 8,634	0	(8,634)
	\$ 19,919	27,655	7,736

Total Operating Expenses	\$ 35,696	67,005	31,309
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Net Total - Revenue less Expenses	\$ 19,278	1,287	2,381
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Break Down of RBC Account

Capital held @RBC for Enclosure	
Fundraising/ held @ RBC	\$ 1,003
Rubber Base held @ RBC	\$ 2,930
Operating Funds balance - Held @ RBC Dec 31, 2017	\$ 15,345
Total held at RBC @ June 11, 2018	\$ 19,278

Investments & Other Income

Capital Grants

	Revenue
Town of Amherstburg - 2018 Reserve	15,000
Town of Essex - 2018 Reserve	15,000
Town of Amherstburg - 2017 Reserve	1,761
Town of Essex - 2017 Reserve	1,761
Total Reserve Funds	33,522

**Co-An Park
5 Year Forecast**

Category	Description of Requirements	Estimated Expense	Projected Capital Monetary Requirements					Beyond 2023
			2018	2019	2020	2021	2022	
Buildings								
Roofs - All Bldgs	Roof surface needs paint	\$ 33,000		\$ 16,500	\$ 16,500			\$ 33,000
Office	Flooring							\$ -
Pavilion	Tarp System	\$ 12,000	\$12,000					\$ 12,000
Washrooms	Update walls, ceiling							\$ -
Equipment								
Concession Equipment	Picnic tables	\$ 12,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 12,500
Concession Equipment	Indoor fridges	\$ 5,000		\$ 2,500	\$ 2,500			\$ 5,000
Concession Upgrade	Facility upgrade - flooring, windows, doors, cabinets	\$ 30,000			\$ 10,000	\$ 10,000	\$ 10,000	\$ 30,000
Ground Maintenance Equipment	Wagon	\$ 1,000	\$ 1,000					\$ 1,000
Office Equipment	Cabinets, chairs, tables	\$ 2,500			\$ 2,500			\$ 2,500
Pavilion	New Walk in cooler	\$ 5,000			\$ 1,250	\$ 1,250	\$ 1,250	\$ 5,000
Pavilion Area	Security System/Cameras	\$ 6,000		\$ 6,000				\$ 6,000
Lawn Tractor	Replace current lawn tractor	\$ 4,000		\$ 4,000				\$ 4,000
Top Dresser	Replace teeth on top dresser	\$ 1,755	\$ 936					\$ 936
Air Compressor	Air compressor	\$ 1,000	\$ 350					\$ 350
Parking Lot, Fencing, Lighting								
Lighting in Parking Lot/pavilion	Improved lighting to LED	\$ 10,000		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 6,000
Parking Lot(s)	Additional stone	\$ 1,125	\$ 1,125					\$ 1,125
Sidewalks, Walkways	Pathway - needs rubberized surface	\$ 7,500	\$ 2,500		\$ 2,500		\$ 2,500	\$ 7,500
Gas Tank	New Diesel tank & Pump	\$ 625	\$ 593					\$ 593
Perimeter Fencing	Replace Western perimeter fence and entrance fence	\$ 50,000		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
Property (Grounds)								
Baseball Diamonds	New Bleachers - 3 diamonds left	\$ 9,115	\$ 6,011	\$ 3,100				\$ 9,111
Baseball Diamonds	Lights on Diamond #1	\$ 100,000				\$100,000		\$ 100,000
Baseball Diamonds	Replace lights/towers on Dia#3	\$ 30,000		\$ 30,000				\$ 30,000
Baseball Diamonds	Top Dressing for diamonds (Red Clay) Annually	\$ 25,000	\$ 5,793	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,793
Baseball Diamonds	Dug Outs (6 Diamonds)	\$ 55,000		\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 55,000
Recreational Equipment	Basket ball court/Floor Hockey court	\$ 50,000		\$ 50,000				\$ 50,000
Tennis Courts	Upgrade court surface	\$ 25,000				\$ 25,000		\$ 25,000
Maintenance Enclosure	Additional changes		\$ 712					\$ 712
Parking Lot(s)	Pave Parking Lot, painted lines	\$ 440,000					\$440,000	\$ 440,000
New Land for Soccer	Land purchase, site preparation	\$ 300,000		\$150,000	\$ 150,000			\$ 300,000
Soccer field	New fields, washrooms, parking	\$ 150,000				\$ 50,000	\$ 50,000	\$ 150,000
Splash Pad/Change Rooms	Splash Pad/Change Rooms	\$ 350,000		\$150,000	\$ 150,000	\$ 50,000		\$ 350,000
Pylon Sign	New Road sign	\$ 30,000		\$ 30,000				\$ 30,000
New Playground Structure	Playground /Senior activity area	\$ 200,000				\$ 25,000	\$175,000	\$ 200,000
Total Forecasted Capital Requirement		\$ 1,947,120	\$33,520	\$ 467,600	\$ 356,250	\$143,250	\$243,250	\$703,250
		Spent Thus Far		\$ 8,634				
		Balance		\$24,886				
Capital allotted for projects in 2018								
Balance Capital Funding previous years - Town of Amherstburg		\$ 1,760						
Balance Capital Funding previous years - Town of Essex		\$ 1,760						
2018 Capital funding Town of Essex		\$ 15,000						
2018 Capital funding -Town of Amherstburg		\$ 15,000						
Capital Available for 2018 Projects		\$ 33,520						



**TOWN OF AMHERSTBURG
DRAINAGE BOARD
Monday, July 9, 2018
6:00 PM**

Council Chambers, 271 Sandwich Street South, Amherstburg

MINUTES

PRESENT

Ron Sutherland, Chair
Allan Major, Vice-Chair
Bob Bezaire
Brad Laramie
Bob Pillon
Shane McVitty, Drainage Superintendent &
Engineering Coordinator
Nicole Humber, Recording Secretary

CALL TO ORDER

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

DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

There were none.

3. MINUTES OF PREVIOUS MEETING

Al Major moved, Bob Bezaire seconded:

That the minutes of the previous meeting BE ADOPTED:

1. Drainage Board Meeting Minutes – June 5, 2018

The Chair put the Motion.

Motion Carried

4. CONSIDERATION OF ENGINEER'S REPORT

4.1 Shuell Creek Drain

Halliday Pearson, P.Eng. of Baird AE provided a brief overview of her report for the new maintenance schedule for the Shuell Creek Drain. Ms. Pearson discussed bridges, Provincially Significant Wetlands, and the cost of the report. Ms. Pearson noted that it has been brought to her attention that there may be discrepancies with the Sucker Creek Drain assessment schedule currently being revised for the Town of Essex under an engineering report. Any revisions that are needed to the new Shuell Creek Drain schedule of assessment will be provided prior to the Court of Revision.

The Chair invited the members in the gallery to speak.

The Board heard from:

Pat Lucier – 7836 Howard Avenue

Mrs. Lucier requested clarification on the report and if any maintenance was being recommended.

Ms. Pearson clarified that a request for maintenance was received but the existing schedule of assessment was out of date. A new maintenance schedule was therefore required for future maintenance assessments only.

Shane McVitty explained that a maintenance request was received from a resident regarding bank erosion issues. Mr. McVitty noted that maintenance will be completed to address the erosion problem. He added that further

maintenance on the rest of the drain will likely take place within the next few years.

Dale Bakker – 14065 Walker Road

Mr. Bakker asked the Board how the new report would affect residents, and how the residents pay for the assessments.

Ms. Pearson explained that the residents would only be affected when work is being done on the drain, and that all drain users pay for work on the drain. The drainage assessments are separate from property taxes.

Karen Spencer – 6897 Concession 6 N

Ms. Spencer directed the Board Members to page 3 of the report. She had concerns that her bridge was listed as residential, despite it's agricultural use. Ms. Spencer also mentioned that a neighbour's property has a collapsed culvert and wondered if the Town was aware of it.

Ms. Pearson indicated that there is no cost difference whether the bridge is residential or agricultural. She also indicated that Ms. Spencer's property is listed in the proper section of the assessment schedule.

Mr. McVitty advised the Town was not aware of the collapsed culvert.

Ms. Spencer questioned her assessment in the Shuell Creek Drain as she is also assessed into the Drouillard Drain. Ms. Spencer requested the 1968 and 1982 drainage reports for the Shuell Creek Drain to cross reference.

Mr. McVitty advised that Ms. Spencer's assessments would be reviewed and that he would provide her with copies of the two requested reports.

Drainage Board member Brad Laramie asked if there was a big change in the assessments from the 1982 report to this report.

Ms. Pearson advised there were a number of changes due to land use adjustments and severances within the Shuell Creek watershed.

Drainage Board member Bob Pillon asked if the report should be referred back to the engineer for verification before sending it to the Court of Revision. He indicated that he does not want to add to the costs, but would like the report to reflect the issues addressed.

Mr. McVitty advised that the assessment discrepancies that have been noted by Ms. Pearson and any others that may arise as a result of her review of Karen Spencer's property can be done at the Court of Revision.

Drainage Board member Al Major asked if the Town will be inspecting the collapsed culvert Ms. Spencer has mentioned.

Mr. McVitty indicated that the Town would look into the culvert.

Bob Pillon moved; Al Major seconded;

That:

1. The engineer's report, prepared by Baird AE on May 22, 2018, for the Shuell Creek Drain **BE RECEIVED**;
2. The engineer's report for the Maintenance Schedule of Assessment for the Shuell Creek Drain **BE CONSIDERED**;
3. The **PROVISIONAL ADOPTION** of By-law 2018-79 of the engineer's report for Maintenance Schedule of Assessment for the Shuell Creek Drain **BE BROUGHT** to the next Regular Council meeting for Council's consideration; and,
4. Administration **BE DIRECTED** to schedule the Court of Revision for the Maintenance Schedule of Assessment for the Shuell Creek Drain.

Motion Carried

6. NEXT MEETING DATE

Tuesday, August 7, 2018 @ 6:00 p.m.

7. ADJOURNMENT

The meeting adjourned at 6:23 p.m.

Chair – Ron Sutherland

Staff Liaison – Shane McVitty

DRAFT

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2018 - 79

**By-law to provide for the New Maintenance Schedule
for the Shuell Creek Drain based on
the Drainage Report by Baird AE.**

WHEREAS a new maintenance schedule for the Shuell Creek Drain was recommended by the Drainage Superintendent and Engineering Coordinator as a result of development changes within the watershed of the drain;

WHEREAS Council of the Corporation of the Town of Amherstburg felt it necessary to appoint an engineer for the purpose of preparation of an engineer's report for a new maintenance schedule under section 76 of the Drainage Act;

WHEREAS Council of the Corporation of the Town of Amherstburg has authorized Halliday Pearson, P. Eng., Baird AE. to prepare a report and said report dated May 22, 2018, can be referenced as Schedule A, located in the Clerk's Department agreement file # 2018-79;

AND WHEREAS the report was considered by the Amherstburg Drainage Board at the meeting held on Monday, July 9th, 2018;

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

1. AUTHORIZATION

The attached report is adopted and the new maintenance schedule be authorized as specified in the engineer's report.

Read a first and second time and provisionally adopted this 23rd day of July, 2018.

MAYOR – ALDO DICARLO

CLERK – PAULA PARKER

Read a third time and finally passed this ___ day of _____, 2018.

MAYOR – ALDO DICARLO

CLERK – PAULA PARKER



Shuell Creek Drain Maintenance Schedule of Assessment

Town of Amherstburg

May 22, 2018

Project No. 17-120

May 22, 2018

27 Princess St.
Unit 102
Leamington, ON
N8H 2X8
519.326.6161
1.844.842.9188

The Town of Amherstburg
271 Sandwich St. South
Amherstburg, Ontario
N9V 2A5

bairdAE.ca

Drainage Board Members

Subject: Shuell Creek Drain
Maintenance Schedule of Assessment
In the Town of Amherstburg
Our File Reference 17-120
E09-2017-014

1.0 Authorization

Pursuant to Section 76 of The Drainage Act, 1990 (the Act), Chapter D.17, as amended 2010, the Town of Amherstburg appointed the firm of Baird AE to vary the original assessments for maintenance of the Shuell Creek Drain.

2.0 Drainage History and Current Report

The Shuell Creek Drain is an open municipal drain which provides drainage to an area of approximately 1,345 ha in the Town of Amherstburg and the Town of Essex. The watershed limits extend from the eastern part of Lot 13, Concession 5 in the Town of Amherstburg to Lot 10, Concession 13 in the Town of Essex. The drain flows westerly from its origin at the west limit of County Road 11 (Walker Road) to its outlet in Merrick Creek. The watershed area is comprised mostly of agricultural lands with some industrial and residential lands throughout.

The last major work of repair on the Shuell Creek Drain was completed under an Engineer's Report prepared by A.A. Boscarior, P.Eng. dated January 8, 1982. The 1982 report shall be used for future maintenance of the Shuell Creek Drain.

Under the 1982 report, the drain was found to be out of repair with a considerable growth of brush along the side slopes, virtually vertical side slopes that showed sign of being undercut and certain culverts required repair.

We have determined that there are currently eight (8) culverts in the Shuell Creek Drain. These culverts have been identified on the attached plan and are described as follows:

Roadway Crossing No. 1 – roadway crossing under Concession 6N

Culvert No. 2 – Diana Giorgi (Roll No. 480-04700) – this culvert provides access to agricultural lands on Concession 6, Part Lot 13.

Culvert No. 3 – Karen Ann Spencer (Roll No. 480-04600) – this culvert provides access to

residential lands on Concession 6, Part Lot 13.

Culvert No. 4 – Roger Bresolin (Roll No. 480-07300) – this culvert provides access to agricultural lands on Concession 6, Part Lot 12.

Roadway Crossing No. 5 – roadway crossing under County Road 9 (Howard Avenue)

Roadway Crossing No. 6 – roadway crossing under Concession 8

Culvert No. 7 – Jerome Drouillard (Roll No. 470-04450) – this culvert provides access to agricultural lands on Concession 8, Part Lot 12.

Culvert No. 8 –Antionietta Associati and Nello Associati (Roll No. 470-06400) – this culvert provides access to agricultural lands on Concession 8, Part Lot 12 and 13.

There are three (3) footbridges over the Shuell Creek Drain observed when reviewing aerial photographs. These footbridges do not form part of the Shuell Creek Drain.

The 1982 Boscariol report does not contain provisions for maintenance of access culverts or roadways. However, it is noted that an existing wooden bridge is out of repair, shall be maintained by the owner and does not form part of the report.

Culverts No. 1 and 2 were installed under an engineer's report dated September 22, 2011, prepared by Bruce D. Crozier, P.Eng. Future maintenance provisions are included in this report; the costs of maintenance are to be shared between the owner and the upstream lands and roads as specified.

3.0 Site Meeting

The Engineer requested that an onsite meeting be scheduled with affected landowners on Monday, August 28, 2017. The following people attended the onsite meeting:

Attendees	Address
Tom Dorbich	13106 Walker Sideroad, Essex
Mike Stankovich	15511 County Road 8, Oldcastle
Norm Nussio	Town of Essex
J. Drouillard	9834 Walker Road, Amherstburg
Richard Drouillard	9836 Walker Road, Amherstburg
Quinto Paniccia	2794 Langlois Crt., Windsor
Attilio Longo	2792 Lionel Drive, Windsor
Patricia Lucier	7836 & 7842 Howard Ave, Amherstburg
D. Giorgi	6909 Concession 6, Amherstburg
Ross Drouillard	9810 Walker Road, Amherstburg
Mary Edwards	6954 Conccsion 6 N, Amherstburg
Barb McGuire	345 Forest Hill Crescent, Amherstburg
Larry Bergeron	8733 Concession 8, Amherstburg
Tom Renaud	9718 Walker Road, Amherstburg
Lee Dupuis	7872 Howard Ave, Amherstburg
Charles Tofflemire	14387 RR2, Essex
Leo Beaudoin	7084 Smith Industrial Drive, Amherstburg
Karen Spencer	6897 Concession 6
Ernie Drouillard	9798 Walker Road
Ed & Therese Drouillard	9794 Walker Road

At the onsite meeting Mr. McVitty explained that a request for maintenance on a certain portion of the drain was received by the Town. Upon review of the current schedule of assessment, he determined that it no longer accurately represented the watershed and was insufficient for assessing the cost of the maintenance work. Mr. McVitty explained that this is not a full drain cleaning but rather maintenance is required to address bank slope failures at one particular location. Those present at the meeting were invited to express any other concerns with the drain so that they may be included in the proposed works. No other concerns were noted.

Questions were raised regarding cost sharing of maintenance works requested by one landowner. The Drainage Superintendent explained that anyone who is part of the drain's watershed may request that work be undertaken on the drain. The Drainage Superintendent will then review the validity of the request. Should maintenance be required, the Drainage Superintendent will coordinate the work and the upstream lands and roads would then share the cost of the works as per the current maintenance schedule of assessment.

Ms. Pearson explained that her scope of work relates only to establishment of a new maintenance schedule. No work will be proposed within the report. Ms. Pearson requested that the landowners present inform her of any changes to their properties that may affect their inclusion in the Shuell Creek Drain watershed.

4.0 Provincially Significant Wetlands

Twelve parcels within the watershed of the Town of Amherstburg contain areas that are designated as Provincially Significant Wetlands (PSW). The Ministry of Natural Resources and Forestry has determined that certain portions of these parcels are provincially important natural areas. Of those twelve, four are eligible under the Conservation Land Tax Incentive Program (CLTIP) for a property tax exemption for the area designated as a PSW.

A drainage assessment is not a property tax but a charge for a specific municipal undertaking. Section 61(6) of the Act considers who is responsible for the paying of assessments when lands are exempt from taxation. Typically, unless 100% of the parcel is tax exempt under the CLTIP, the owner of the lands is responsible for payment of the drainage assessment. The Town of Amherstburg's tax roll indicates that none of the four eligible parcels are 100% exempt. We would recommend that any drainage assessment levied against these lands be paid by the owner.

5.0 Drawings

Attached to this report is drawing Sheets 1, 2 and 3, which consist of plans showing the drainage area of the Shuell Creek Drain both in the Town of Amherstburg and Town of Essex. This plan describes the approximate limit of the drainage area along with the roll numbers and property owner names, drain alignment and areas designated as Provincially Significant Wetlands.

6.0 Recommendations

In order to properly assess future maintenance works to the Shuell Creek Drain, it is necessary to vary the assessments found within the current Schedule of Assessment included in the 1982 Boscariol report. We have determined that approximately 610 ha of land within the Town of Essex outlet into this drain. We would recommend the inclusion of these lands within the new Maintenance Schedule of Assessment.

In order to establish the new Schedule of Assessment for the Shuell Creek Drain, an arbitrary value of \$20,000.00 has been used for the future maintenance cost sharing. This report does not authorize works to be completed on the drain but allows for establishment of a new schedule that

will accurately and fairly distribute the relative cost of future maintenance works.

As future maintenance provisions were not provided in the governing report, this report will serve as a mechanism through which the Town can maintain existing access culverts. Future maintenance costs shall be assessed between the benefitting landowner and the upstream lands and roads. We recommend continuing with this assessment methodology as similar recommendations were made in the 2011 Crozier report.

The cost to maintain any municipal road crossings on the drain shall be borne by the governing road authority. The cost to maintain any road crossings transecting municipal roads shall be assessed to the Town of Amherstburg; any road crossings on County roads shall be assessed entirely to the County of Essex.

We would further recommend that all costs associated with preparation and consideration of this report be assessed to affected landowners in the same proportions set out in the attached schedule of assessment.

7.0 Assessment of Actual Maintenance Costs

Assessments to lands are provided in the attached Maintenance Schedule of Assessment in two separate columns being Benefit and Outlet. Section 1 of the Drainage Act provides the following definitions:

“Benefit” means *the advantages to any lands, roads, buildings or other structures from the construction, improvement, repair or maintenance of a drainage works such as will result in a high market value or increased crop production or improved appearance or better control of surface or subsurface water, or any other advantages relating to the betterment of lands, roads, buildings or other structures.*

“Outlet Liability” means *the part of the cost of the construction, improvement or maintenance of a drainage works that is required to provide such outlet or improved outlet.*

Based on a review of drainage reports for surrounding drains as well as additional investigations, we have determined the extent of the Shuell Creek Drain watershed area, as shown on drawing Sheets 1 and 2.

As mentioned above, the assessments listed in the new Maintenance Schedule of Assessment have been developed based on an assumed maintenance cost of \$20,000.00. This amount is arbitrary and does not represent the actual costs to be assessed. Actual costs for future maintenance works, including all engineering and incidental costs, shall be assessed against the affected lands and roads in the same proportions as those shown in the attached Maintenance Schedule of Assessment. Maintenance charges should not be made until such time that maintenance works have been conducted and expended.

As discussed in Section 4.0, a number of parcels within the watershed have areas which are designated as Provincially Significant Wetlands. Although this designation does not exempt the eligible parcel from drainage assessments, it does allow the engineer to assess the PSW areas at a lesser rate to reflect the reduced rate of flow generated by these areas.

When considering the Benefit assessment to Provincially Significant Wetlands, we have found that these areas continue to benefit from the drain’s presence although at a moderately reduced rate. We have assessed the PSW areas at 66.66% of the adjacent Benefit rate. When considering the Outlet Liability assessment in this report, the area of the parcel designated as a Provincially

Significant Wetland has been assessed at 50% of that for abutting agricultural lands. The remaining portion of the parcel shall be assessed at 100% of the rate for agricultural lands.

8.0 Future Maintenance

We would recommend that all costs associated with future maintenance of the drain be assessed to the upstream affected lands and roads in the proportions listed in the attached Maintenance Schedule of Assessment. The extent of the works undertaken shall be governed by the By-Law derived from the 1982 Boscarol report.

The 1982 Boscarol report does not identify culverts or provide maintenance provisions for culverts. Should existing access culverts require maintenance or replacement, we would recommend that the cost to replace the culvert be assessed 50% to the benefitting landowner and with the remaining 50% being assessed as outlet to the upstream lands and roads.

Table 1: Cost Sharing for Future Maintenance or Replacement of Access Culverts over the Shuell Creek Drain

Culvert No.	Roll No.	Owner	% To Owner	% To Upstream Lands
1	---	Town of Amherstburg (Concession 6N)	100	0
2	480-04700	Diana Giorgi	50	50
3	480-04600	Karen Ann Spencer	50	50
4	480-07300	Roger Bresolin	50	50
5	---	County of Essex (County Road 9/ Howard Avenue)	100	0
6	---	Town of Amherstburg (Concession 8N)	100	0
7	470-04450	Jerome Drouillard	50	50
8	470-06400	Antonietta Associati and Nello Associati	50	50

9.0 Grants

A Provincial financial grant is not available for the costs incurred in the preparation of a report under Section 76 in accordance with Section 85 of the Act.

In accordance with the provisions of Sections 85, 86 and 87 of the Act, a grant in the amount of 33 -1/3% of the assessment may be available for privately owned lands identified as assessed under in this report, having Farm Tax Class Rate and used for agricultural purposes. Parcels expected to qualify for this grant are listed in the attached maintenance schedule under the heading "Privately Owned Agricultural Lands (Grantable)". We would further recommend that the Town, upon completion of the project, make an application to the Ministry of Agriculture and Food in accordance with Section 88 of the Act for this grant.

Parcels having a combination of Farm Property Tax Class Rate and CLTIP designations are eligible for the provincial grant as per Section 2.2 of the Agriculture Drainage Infrastructure Program (ADIP) policies.

We have determined that the following agricultural lands currently being used for agricultural purposes are not currently eligible for grants. These parcels do not qualify because they do not have a Farm Tax classification.

Roll No.	Owner	Municipality
590-03500	J. Kerekes & D. Dzuro	Town of Essex

The lands described above are listed in the attached maintenance schedule under the heading "Privately Owned Agricultural Lands (Non-Grantable). Research indicates that to be eligible for the 1/3 OMAFRA grant, the owner of the parcel would be required to meet the following criteria:

- Make a minimum gross income of \$7,000.00;
- Have a valid Farm Business Registration number;
- Be a Canadian citizen, permanent resident or a corporation that has more than 50% of the voting shares owned by individuals who are either Canadian citizens or permanent residents of Canada.

The potential grant monies have not been applied to the assessments shown in the attached Maintenance Schedule of Assessment. If applicable, those grants will be applied to eligible parcels by the Town at the time of invoicing.

All of which is respectfully submitted,

BAIRD AE
102-27 PRINCESS STREET
LEAMINGTON, ONTARIO
N8H 2X8


 Halliday P. Pearson, P.Eng.



**MAINTENANCE SCHEDULE OF ASSESSMENT
SHUELL CREEK DRAIN
IN THE
TOWN OF AMHERSTBURG AND THE TOWN OF ESSEX
PROJECT REFERENCE 17-120**

May 22, 2018

TOWN OF AMHERSTBURG

MUNICIPAL LANDS:

Description	Con.	Description	Area Owned		Area Affected		Owner	Benefit	Outlet	Total Assessment
			(Acres)	(Ha.)	(Acres)	(Ha.)				
Concession 6 N			---	---	2.49	1.01	Town of Amherstburg	---	\$ 23.00	\$ 23.00
County Road 9			---	---	6.45	2.61	County of Essex	---	\$ 67.00	\$ 67.00
Concession 8 N			---	---	13.78	5.58	Town of Amherstburg	---	\$ 155.00	\$ 155.00
County Road 11			---	---	7.14	2.89	County of Essex	---	\$ 94.00	\$ 94.00
Smith Industrial Drive			---	---	3.54	1.43	Town of Amherstburg	---	\$ 34.00	\$ 34.00
North Sideroad			---	---	13.39	5.42	Town of Amherstburg	---	\$ 129.00	\$ 129.00
470-06900	8	Pt Lt 12	0.88	0.36	0.88	0.36	Town of Amherstburg	\$ 9.00	\$ 6.00	\$ 15.00
430-03302	7	Pt Lt 10	10.00	4.05	10.00	4.05	Essex County	---	\$ 51.00	\$ 51.00
Total on Municipal Lands								-----	-----	-----
								\$ 9.00	\$ 559.00	\$ 568.00

PRIVATELY OWNED NON-AGRICULTURAL LANDS:

Roll No.	Con.	Description	Area Owned		Area Affected		Owner	Benefit	Outlet	Total Assessment
			(Acres)	(Ha.)	(Acres)	(Ha.)				
480-02700	5	Pt Lt 13	23.09	9.34	2.52	1.02	Casdin & Lindsay Parr	\$ 26.00	\$ 10.00	\$ 36.00
480-02400	5	Pt Lt 13	3.16	1.28	2.64	1.07	Heaton Sanitation Ltd.	\$ 13.00	\$ 12.00	\$ 25.00
480-02500	5	Pt Lt 13	0.66	0.27	0.66	0.27	Daniel Pouet & Bonnie Bondy	---	\$ 2.00	\$ 2.00
480-02600	5	Pt Lt 13	0.65	0.26	0.65	0.26	Emilio & Mario Dalessandro	---	\$ 2.00	\$ 2.00
480-02650	5	Pt Lt 13	1.22	0.49	1.22	0.49	Andrew Pratt & Mark Pratt	---	\$ 5.00	\$ 5.00
480-02800	5	Pt Lt 13	24.00	9.71	4.60	1.86	Catherine Glen	---	\$ 11.00	\$ 11.00
480-02900	5	Pt Lt 13	1.00	0.40	1.00	0.40	Jacob Brousseau	---	\$ 4.00	\$ 4.00
480-04800	6	Pt Lt 13	2.02	0.82	2.02	0.82	John & Donna Weinz	---	\$ 8.00	\$ 8.00
480-06900	6	Pt Lt 13	8.98	3.63	4.39	1.78	Leandro & Gelmina Apolloni	---	\$ 16.00	\$ 16.00

PRIVATELY OWNED NON-AGRICULTURAL LANDS:

Roll No.	Con.	Description	Area Owned		Area Affected		Owner	Benefit	Outlet	Total Assessment
			(Acres)	(Ha.)	(Acres)	(Ha.)				
480-04550	6	Pt Lt 13	0.53	0.21	0.53	0.21	Timothy Spencer	---	\$ 2.00	\$ 2.00
480-04500	6	Pt Lt 13	1.50	0.61	1.50	0.61	Michael Monforton & Jennifer Pukay	---	\$ 6.00	\$ 6.00
480-04400	6	Pt Lt 13	0.89	0.36	0.89	0.36	Arcadie & Linda Karpenko	---	\$ 4.00	\$ 4.00
480-07000	6	Pt Lt 12	1.21	0.49	1.21	0.49	Raymond & Beverly Agla	---	\$ 5.00	\$ 5.00
480-07200	6	Pt Lt 12	0.47	0.19	0.47	0.19	Judith Beach	---	\$ 2.00	\$ 2.00
480-07600	6	Pt Lt 12	5.00	2.02	5.00	2.02	Attilio Longo & Quinto Paniccia	---	\$ 4.00	\$ 4.00
480-07700	6	Pt Lt 12	4.60	1.86	4.60	1.86	Greg Baxter	\$ 3.00	\$ 3.00	\$ 6.00
480-07800	6	Pt Lt 12	14.28	5.78	14.28	5.78	Robbie Brant & Amanda Ellis	\$ 26.00	\$ 30.00	\$ 56.00
480-07400	6	Pt Lt 12	4.14	1.68	4.14	1.68	Patricia Lucier	\$ 43.00	\$ 21.00	\$ 64.00
480-07500	6	Pt Lt 12	3.40	1.38	3.40	1.37	Lawrence & Patricia Lucier	---	\$ 17.00	\$ 17.00
480-07840	6	Pt Lt 12	0.64	0.26	0.64	0.26	Debra Kulke	---	\$ 3.00	\$ 3.00
		ROW						---	---	---
480-07850	6	Pt Lt 12	0.46	0.19	0.46	0.19	Deborah Kulke	---	\$ 2.00	\$ 2.00
480-08000	6	Pt Lt 11	0.82	0.33	0.82	0.33	Walker Aggregates Inc.	---	\$ 4.00	\$ 4.00
480-00100	6	Pt Lt 11	99.45	40.25	45.00	18.21	Walker Aggregates Inc.	---	\$ 219.00	\$ 219.00
470-01500	7	Pt Lt 12, 13	12.12	4.90	12.12	4.90	Santerra Stonecraft Inc.	---	\$ 62.00	\$ 62.00
470-01408	7	Pt Lt 12	2.15	0.87	2.15	0.87	BFC Construction Corporation	---	\$ 11.00	\$ 11.00
470-01400	7	Pt Lt 12	1.41	0.57	1.41	0.57	D'Alimonte Investments	---	\$ 7.00	\$ 7.00
470-01302	7	Pt Lt 12	1.24	0.50	1.24	0.50	D'Alimonte Investments	---	\$ 6.00	\$ 6.00
470-01303	7	Pt Lt 12	1.24	0.50	1.24	0.50	Lawrence & Patricia Lucier	---	\$ 6.00	\$ 6.00
470-01304	7	Pt Lt 12	1.24	0.50	1.24	0.50	Lawrence & Patricia Lucier	---	\$ 6.00	\$ 6.00
470-01305	7	Pt Lt 12	1.24	0.50	1.24	0.50	BFC Construction Corporation	---	\$ 6.00	\$ 6.00
470-01310	7	Pt Lt 12	1.24	0.50	1.24	0.50	Santerra Stonecraft Inc.	---	\$ 6.00	\$ 6.00
470-01311	7	Pt Lt 12	1.24	0.50	1.24	0.50	Ernest Ofner	---	\$ 6.00	\$ 6.00
140-01312	7	Pt Lt 12	1.24	0.50	1.24	0.50	1741163 Ontario Ltd.	---	\$ 6.00	\$ 6.00
470-01313	7	Pt Lt 12	1.24	0.50	1.24	0.50	Santerra Stonecraft Inc.	---	\$ 6.00	\$ 6.00
470-01332	7	Pt Lt 12	1.11	0.45	1.11	0.45	CDL Recyclers Inc.	---	\$ 6.00	\$ 6.00
470-01314	7	Pt Lt 12	1.72	0.70	1.72	0.70	CDL Recyclers Inc.	---	\$ 9.00	\$ 9.00
470-01315	7	Pt Lt 12	1.71	0.69	1.71	0.69	Peltcanada Holdings Ltd.	---	\$ 9.00	\$ 9.00

PRIVATELY OWNED NON-AGRICULTURAL LANDS:

Roll No.	Con.	Description	Area Owned		Area Affected		Owner	Benefit	Outlet	Total Assessment
			(Acres)	(Ha.)	(Acres)	(Ha.)				
470-01316	7	Pt Lt 12	1.60	0.65	1.60	0.65	Windsor Machine & Stamping	---	\$ 8.00	\$ 8.00
470-01317	7	Pt Lt 12	1.85	0.75	1.85	0.75	Peltcanada Holdings Ltd.	---	\$ 9.00	\$ 9.00
470-01318	7	Pt Lt 12	1.86	0.75	1.86	0.75	Windsor Machine & Stamping	---	\$ 10.00	\$ 10.00
470-01319	7	Pt Lt 12	1.60	0.65	1.60	0.65	Amex Properties Inc.	---	\$ 8.00	\$ 8.00
470-01320	7	Pt Lt 12	1.33	0.54	1.33	0.54	Amex Properties Inc.	---	\$ 7.00	\$ 7.00
470-01321	7	Pt Lt 12	1.53	0.62	1.53	0.62	Amex Properties Inc.	---	\$ 8.00	\$ 8.00
470-01322	7	Pt Lt 12	1.76	0.71	1.76	0.71	Amex Properties Inc.	---	\$ 9.00	\$ 9.00
470-01325	7	Pt Lt 12	4.52	1.83	4.52	1.83	2440166 Ontario Inc.	---	\$ 23.00	\$ 23.00
470-01326	7	Pt Lt 12	1.98	0.80	1.98	0.80	508555 Ontario Ltd.	---	\$ 10.00	\$ 10.00
470-01327	7	Pt Lt 12	1.21	0.49	1.21	0.49	Camilson Investments Inc.	---	\$ 6.00	\$ 6.00
470-01328	7	Pt Lt 12	1.15	0.47	1.15	0.47	Allan & Sue Dixon	---	\$ 6.00	\$ 6.00
470-01329	7	Pt Lt 12	0.81	0.33	0.81	0.33	Allan & Sue Dixon	---	\$ 4.00	\$ 4.00
470-01330	7	Pt Lt 12	0.18	0.07	0.18	0.07	Union Gas Limited	---	\$ 1.00	\$ 1.00
470-01201	7	Pt Lt 12	0.76	0.31	0.76	0.31	Dennis & Carrie Ducharme	\$ 8.00	\$ 4.00	\$ 12.00
470-01200	7	Pt Lt 12	1.36	0.55	1.36	0.55	Patrick & Brenda Gourdreau	\$ 14.00	\$ 7.00	\$ 21.00
470-00800	7	Pt Lt 11	18.46	7.47	18.46	7.47	1185721 Ontario Ltd.	---	\$ 95.00	\$ 95.00
470-00900	7	Pt Lt 11	0.76	0.31	0.76	0.31	Walker Aggregates Inc.	---	\$ 4.00	\$ 4.00
470-00700	7	Pt Lt 11	1.23	0.50	1.23	0.50	Walker Aggregates Inc.	---	\$ 6.00	\$ 6.00
470-00600	7	Pt Lt 11	32.47	13.14	32.47	13.14	Timberwolf Trading Inc.	---	\$ 172.00	\$ 172.00
470-00500	7	Pt Lt 11	6.03	2.44	6.03	2.44	Walker Aggregates Inc.	---	\$ 31.00	\$ 31.00
430-03500	7	N Pt Lt 10	10.00	4.05	4.99	2.02	Walker Aggregates Inc.	---	\$ 26.00	\$ 26.00
430-03600	7	N Pt Lt 10	12.34	4.99	10.50	4.25	Diane Toth	---	\$ 54.00	\$ 54.00
470-04320	7	Pt Lt 11	0.45	0.18	0.45	0.18	James & Kelly Prieur	---	\$ 3.00	\$ 3.00
470-04300	7	Pt Lt 12	0.46	0.19	0.46	0.19	David Jubenville	---	\$ 3.00	\$ 3.00
470-04200	7	Pt Lt 12	0.46	0.19	0.46	0.19	Denis & Valerie Drouillard	---	\$ 3.00	\$ 3.00
470-04000	7	Pt Lt 12	1.68	0.68	0.88	0.36	Steven & Michelle Taylor	---	\$ 5.00	\$ 5.00
470-03900	7	Pt Lt 12	16.13	6.53	2.03	0.82	Milka Chuk	---	\$ 12.00	\$ 12.00
470-01501	7	Pt Lt 12	45.35	18.35	3.12	1.26	Santerra Stonecraft Inc.	---	\$ 19.00	\$ 19.00
470-03700	7	Pt Lt 13	1.49	0.60	1.49	0.60	Fadi Bazzi	---	\$ 9.00	\$ 9.00
470-03600	7	Pt Lt 13	0.34	0.14	0.34	0.14	Robert Demarais	---	\$ 2.00	\$ 2.00
470-03500	7	Pt Lt 13	1.29	0.52	0.31	0.13	Dorothy Tiller	---	\$ 2.00	\$ 2.00

PRIVATELY OWNED NON-AGRICULTURAL LANDS:

Roll No.	Con.	Description	Area Owned		Area Affected		Owner	Benefit	Outlet	Total Assessment
			(Acres)	(Ha.)	(Acres)	(Ha.)				
470-03400	7	Pt Lt 13	0.34	0.14	0.34	0.14	Michael Deschamps & Janice Rinkuns	---	\$ 2.00	\$ 2.00
470-03300	7	Pt Lt 13	17.43	5.84	1.53	0.62	Christopher Heaton & Kelly Glen	---	\$ 9.00	\$ 9.00
470-04800	8	Pt Lt 14	12.50	5.06	12.50	5.06	Tomas & Lisa Prieur	---	\$ 76.00	\$ 76.00
470-06200	8	Pt Lt 13	0.41	0.17	0.41	0.17	Terry Rivers & Jenny Letink-Rivers	---	\$ 3.00	\$ 3.00
470-06450	8	Pt Lt 13	1.83	0.74	1.83	0.74	Gerald Rupert	---	\$ 13.00	\$ 13.00
470-06500	8	Pt Lt 13	1.00	0.40	1.00	0.40	Leah Azzopardi & Boismier	---	\$ 7.00	\$ 7.00
470-06600	8	Pt Lt 13	1.00	0.40	1.00	0.40	Paul & Angele Sylvester	---	\$ 7.00	\$ 7.00
470-06700	8	Pt Lt 13	1.84	0.74	1.84	0.74	Leanne Smith & John Shuel Estate	\$ 19.00	\$ 13.00	\$ 32.00
470-06800	8	Pt Lt 12 & 13	7.62	3.08	7.62	3.08	Maria Haraszta	\$ 79.00	\$ 54.00	\$ 133.00
470-04600	8	Pt Lt 12	0.85	0.34	0.85	0.34	Mary Knapp	---	\$ 5.00	\$ 5.00
470-04500	8	Pt Lt 12	1.72	0.70	1.72	0.70	Margaret & William Knapp	---	\$ 11.00	\$ 11.00
470-07150	8	Pt Lt 12	0.95	0.38	0.95	0.38	Marcel & Elizabeth Coles-Ouellette	---	\$ 7.00	\$ 7.00
470-07190	8	Pt Lt 12	0.52	0.21	0.52	0.21	Patrick & Bridget Delaney	---	\$ 4.00	\$ 4.00
470-07200	8	Pt Lt 12	0.58	0.23	0.58	0.23	Patrick & Bridget Delaney	---	\$ 4.00	\$ 4.00
470-07400	8	Pt Lt 12	0.47	0.19	0.47	0.19	Robert & Deborah Drouillard	---	\$ 3.00	\$ 3.00
470-07500	8	Pt Lt 12	0.47	0.19	0.47	0.19	Robert & Deborah Drouillard	---	\$ 3.00	\$ 3.00
470-07600	8	Pt Lt 12	0.49	0.20	0.49	0.20	Jerome & Rebecca Drouillard	---	\$ 3.00	\$ 3.00
470-04400	8	Pt Lt 12	0.46	0.19	0.46	0.19	Roger & Priscilla Lefrancois	---	\$ 3.00	\$ 3.00
470-07700	8	Pt Lt 12	0.94	0.38	0.94	0.38	Patricia & Robert Donison	---	\$ 7.00	\$ 7.00
470-08100	8	Pt Lt 11	2.48	1.00	2.48	1.00	Racy Towes, John & Janet Toews	---	\$ 17.00	\$ 17.00
470-08200	8	Pt Lt 11	2.46	1.00	2.46	1.00	Willard & Elizabeth Holden	---	\$ 17.00	\$ 17.00
430-05300	8	N Pt Lt 10	0.69	0.28	0.69	0.28	Lawrence Bergeron	---	\$ 4.00	\$ 4.00
430-05500	8	N Pt Lt 10	1.00	0.40	1.00	0.40	Kevin Spague & Heather Digou	---	\$ 7.00	\$ 7.00
430-05550	8	Pt Lt 10	0.88	0.36	0.88	0.36	Mark & Eleanor Gillis	---	\$ 6.00	\$ 6.00
430-05600	8	Pt Lt 10	1.80	0.73	1.80	0.73	Marie Yoworksi	---	\$ 13.00	\$ 13.00
430-05700	8	S Pt Lt 10	0.64	0.26	0.64	0.26	Thomas & Charlotte Renaud	---	\$ 5.00	\$ 5.00
430-05750	8	Pt Lt 10	0.50	0.20	0.50	0.20	Thomas & Charlotte Renaud	---	\$ 4.00	\$ 4.00
Total on Privately Owned Non-Agricultural Lands								=====	=====	=====
								\$ 231.00	\$ 1,417.00	\$ 1,648.00
								=====	=====	=====

PRIVATELY OWNED AGRICULTURAL LANDS (GRANTABLE):

Roll No.	Con.	Description	Area Owned		Area Affected		Owner	Benefit	Outlet	Total Assessment
			(Acres)	(Ha)	(Acres)	(Ha)				
480-02300	5	Pt Lt 13	20.25	8.19	0.89	0.36	Mary Edwards & Neil McGuire	\$ 1.00	\$ 1.00	\$ 2.00
480-03000	5	Pt Lt 13	25.00	10.12	2.52	1.02	Joseph Harper & Helfrich Sod Farms Ltd.	---	\$ 6.00	\$ 6.00
480-04900	6	Pt Lt 13	48.00	19.42	8.01	3.24	Ronald & Abby Osborne	---	\$ 20.00	\$ 20.00
480-04700	6	Pt Lt 13	50.00	20.23	15.02	6.08	Diana Giorgi	\$ 155.00	\$ 37.00	\$ 192.00
480-04600	6	Pt Lt 13	38.47	15.57	36.47	14.76	Karen Ann Spencer	\$ 85.00	\$ 84.00	\$ 169.00
480-04300	6	Pt Lt 12	25.00	10.12	23.90	9.67	Mark McGuire	\$ 61.00	\$ 63.00	\$ 124.00
480-07300	6	Pt Lt 12	20.00	8.09	20.00	8.09	Roger Bresolin	\$ 43.00	\$ 46.00	\$ 89.00
480-07100	6	Pt Lt 12	23.68	9.58	23.67	9.58	Lee & Geraldine Dupuis	\$ 61.00	\$ 67.00	\$ 128.00
480-04200	6	Pt Lt 12	30.00	12.14	26.00	10.52	Giuseppe & Angela Desantis	\$ 66.00	\$ 70.00	\$ 136.00
480-04000	6	Pt Lt 12	25.19	10.19	7.77	3.14	Beatrice J. Kulke Trustee	---	\$ 33.00	\$ 33.00
480-04100	6	Pt Lt 12	24.00	9.71	19.99	8.09	Paul McGuire	---	\$ 52.00	\$ 52.00
480-03900	6	Pt Lt 11	49.21	19.91	44.00	17.81	Joseph Vsetula	---	\$ 115.00	\$ 115.00
480-07900	6	Pt Lt 11	24.01	9.72	24.01	9.72	Brian Taylor	---	\$ 77.00	\$ 77.00
470-01300	7	Pt Lt 12	72.24	29.23	72.24	29.23	CHUM Limited	\$ 745.00	\$ 255.00	\$ 1,000.00
470-01100	7	Pt Lt 12	50.00	20.23	50.00	20.23	Denis & Rose Girard	\$ 516.00	\$ 175.00	\$ 691.00
470-01000	7	Pt Lt 12	18.46	7.47	18.46	7.47	Terry & Lisa Jones	---	\$ 62.00	\$ 62.00
470-04305	7	Pt Lt 11	51.07	20.67	51.07	20.67	Ida Costa	\$ 527.00	\$ 185.00	\$ 712.00
470-00400	7	Pt Lt 11	25.00	10.12	25.00	10.12	2402592 Ontario Inc.	---	\$ 84.00	\$ 84.00
470-00300	7	Pt Lt 11	47.58	19.25	47.58	19.25	Teresa Costa	---	\$ 179.00	\$ 179.00
470-03300	7	Pt Lt 7 - 10	263.25	106.53	32.02	12.96	Walker Aggregates Inc.	---	\$ 103.00	\$ 103.00
470-04380	7	Pt Lt 11	0.63	0.25	0.63	0.25	Teresa Costa	---	\$ 2.00	\$ 2.00
470-05000	8	Pt Lt 14	37.43	15.15	37.43	15.15	John & Catherine Lafferty	---	\$ 121.00	\$ 121.00
470-05100	8	Pt Lt 14	51.04	20.66	51.04	20.66	John & Nancy Lafferty	---	\$ 195.00	\$ 195.00
470-05200	8	Pt Lt 14	25.00	10.12	25.00	10.12	Patrick & Vivian Brannagan	---	\$ 96.00	\$ 96.00
470-05300	8	Pt Lt 14	42.55	17.22	42.55	17.22	Gertrude White & Meredith White	---	\$ 175.00	\$ 175.00
470-04750	8	Pt Lt 13	50.55	20.46	50.55	20.46	Nicola Liburdi & Catherine Liburdi	---	\$ 193.00	\$ 193.00
470-06300	8	Pt Lt 13	49.30	19.95	49.30	19.95	Frances Sturm	---	\$ 203.00	\$ 203.00
470-04650	8	Pt Lt 12 & 13	50.51	20.44	50.51	20.44	Nevio & Saunie Barbarossa	---	\$ 193.00	\$ 193.00
470-06400	8	Pt Lt 12 & 13	85.20	34.48	85.20	34.48	Antonietta Associati & Nello Associati	\$ 879.00	\$ 370.00	\$ 1,249.00
470-04550	8	Pt Lt 12	48.47	19.62	48.47	19.62	Nevio & Saunie Barbarossa	---	\$ 185.00	\$ 185.00
470-04450	8	Pt Lt 12	47.45	19.20	47.45	19.20	Jerome Drouillard	\$ 489.00	\$ 194.00	\$ 683.00
470-07300	8	Pt Lt 12	0.50	0.20	0.50	0.20	Jerome Drouillard	---	\$ 2.00	\$ 2.00
470-07610	8	Pt Lt 12	0.48	0.19	0.48	0.19	Cory Drouillard	---	\$ 2.00	\$ 2.00
470-07750	8	Pt Lt 12	48.56	19.65	48.56	19.65	Ross & Lauren Drouillard	\$ 501.00	\$ 197.00	\$ 698.00

PRIVATELY OWNED AGRICULTURAL LANDS (GRANTABLE):

Roll No.	Con.	Description	Area Owned		Area Affected		Owner	Benefit	Outlet	Total Assessment
			(Acres)	(Ha)	(Acres)	(Ha)				
470-00200	8	Pt Lt 11	50.00	20.23	50.00	20.23	Karen Cedar & Mary Cedar	\$ 516.00	\$ 191.00	\$ 707.00
470-00100	8	Pt Lt 11	50.00	20.23	50.00	20.23	Mark Polewski	\$ 516.00	\$ 201.00	\$ 717.00
480-07860	6	Pt Lt 11	43.21	17.49	43.21	17.49	Beatrice J. Kulke Trustee	---	\$ 222.00	\$ 222.00
470-07900	8	Pt Lt 11	41.94	16.97	41.94	16.97	Drouillard Farms Ltd.	---	\$ 185.00	\$ 185.00
470-07901	8	Pt Lt 11	51.99	21.04	51.99	21.04	Marguerite Drouillard	---	\$ 229.00	\$ 229.00
430-05400	8	N Pt Lt 10	25.00	10.12	25.00	10.12	Walter & Gisela Tendick	---	\$ 94.00	\$ 94.00
430-05200	8	N Pt Lt 10	24.31	9.84	24.31	9.84	Scott Bergeron, Brad & Sheri Bergeron	---	\$ 91.00	\$ 91.00
430-05800	8	S Pt Lt 10	98.90	40.02	49.99	20.23	Thomas & Charlotte Renaud	---	\$ 188.00	\$ 188.00
430-05605	8	Pt Lt 10	47.03	19.03	47.03	19.03	Mihai Cionca	---	\$ 207.00	\$ 207.00
Total on Privately Owned Agricultural Lands (Grantable)								=====	=====	=====
								\$ 5,161.00	\$ 5,450.00	\$ 10,611.00
								=====	=====	=====
TOTAL ASSESSMENT - TOWN OF AMHERSTBURG								-----	-----	-----
								\$ 5,401.00	\$ 7,426.00	\$ 12,827.00



TOWN OF ESSEX ASSESSMENTS

MUNICIPAL LANDS:

Description	Area Owned		Area Affected		Owner	Benefit	Outlet	Total Assessment
	(Acres)	(Ha.)	(Acres)	(Ha.)				
14th Concession Road	---	---	33.29	13.47	Town of Essex	---	\$ 440.00	\$ 440.00
Walker Sideroad			6.92	2.80	Town of Essex	---	\$ 92.00	\$ 92.00
County Road 11	---	---	3.22	1.31	County of Essex	---	\$ 43.00	\$ 43.00
County Road 15			4.40	1.78	County of Essex	---	\$ 58.00	\$ 58.00
Total on Municipal Lands						-----	-----	-----
						---	\$ 633.00	\$ 633.00

PRIVATELY OWNED NON-AGRICULTURAL LANDS:

Roll No.	Con.	Description	Area Owned		Area Affected		Owner	Benefit	Outlet	Total Assessment
			(Acres)	(Ha.)	(Acres)	(Ha.)				
600-01400	1553	L 1	0.24	0.10	0.24	0.10	Christopher Guenther	---	\$ 2.00	\$ 2.00
600-01500	1553	L 2	0.24	0.10	0.24	0.10	William & Debora Cassidy	---	\$ 2.00	\$ 2.00
600-01600	1553	L 3	0.24	0.10	0.24	0.10	Allen & Carol Curley	---	\$ 2.00	\$ 2.00
600-01700	1553	L 5	0.26	0.10	0.26	0.10	Lawrence & Gaynor Donais	---	\$ 2.00	\$ 2.00
600-01800	1553	L 6	0.26	0.10	0.26	0.10	S. Beaudoin & J. Maurice	---	\$ 2.00	\$ 2.00
600-01900	1553	L 7	0.26	0.10	0.26	0.10	Patrick & Sharleen Robinette	---	\$ 2.00	\$ 2.00
600-02000	1553	L 8	0.19	0.08	0.19	0.08	Rachel Krizan	---	\$ 1.00	\$ 1.00
600-02100	1553	L 10	0.24	0.10	0.24	0.10	Harold & Jo-Ann Thomas	---	\$ 2.00	\$ 2.00
600-02200	1553	L 11	0.19	0.08	0.19	0.08	Christopher & Madonna Hill	---	\$ 1.00	\$ 1.00
600-02300	1553	L 12	0.19	0.08	0.19	0.08	James Garrod	---	\$ 1.00	\$ 1.00
600-02400	1553	L 13	0.19	0.08	0.19	0.08	John Gardiner	---	\$ 1.00	\$ 1.00
600-02500	1553	L 14	0.19	0.08	0.19	0.08	Joshua Meloche	---	\$ 1.00	\$ 1.00
600-02600	1553	L 15	0.19	0.08	0.19	0.08	Michael Martin	---	\$ 1.00	\$ 1.00
600-02700	1553	L 16	0.19	0.08	0.19	0.08	Adam Robinson	---	\$ 1.00	\$ 1.00
600-02800	1553	L 17	0.19	0.08	0.19	0.08	Carol Montello	---	\$ 1.00	\$ 1.00
600-02900	1553	L 18	0.19	0.08	0.19	0.08	Lonnie & Carol Maedel	---	\$ 1.00	\$ 1.00
600-03000	1553	L 19	0.19	0.08	0.19	0.08	Katharine Gagnon	---	\$ 1.00	\$ 1.00
600-03100	1553	L 20	0.19	0.08	0.19	0.08	Kurt Mendler	---	\$ 1.00	\$ 1.00
600-03200	1553	L 21	0.19	0.08	0.19	0.08	Sarah Maheux	---	\$ 1.00	\$ 1.00
600-03300	1553	L 22	0.19	0.08	0.19	0.08	Wesley & Adam Laramie	---	\$ 1.00	\$ 1.00
600-03400	1553	L 23	0.19	0.08	0.19	0.08	Darren Bernard	---	\$ 1.00	\$ 1.00
600-03500	1553	L 24	0.19	0.08	0.19	0.08	Rick Laramie	---	\$ 1.00	\$ 1.00
600-03600	1553	L 25	0.19	0.08	0.19	0.08	James & Noella Gauthier	---	\$ 1.00	\$ 1.00

PRIVATELY OWNED NON-AGRICULTURAL LANDS:

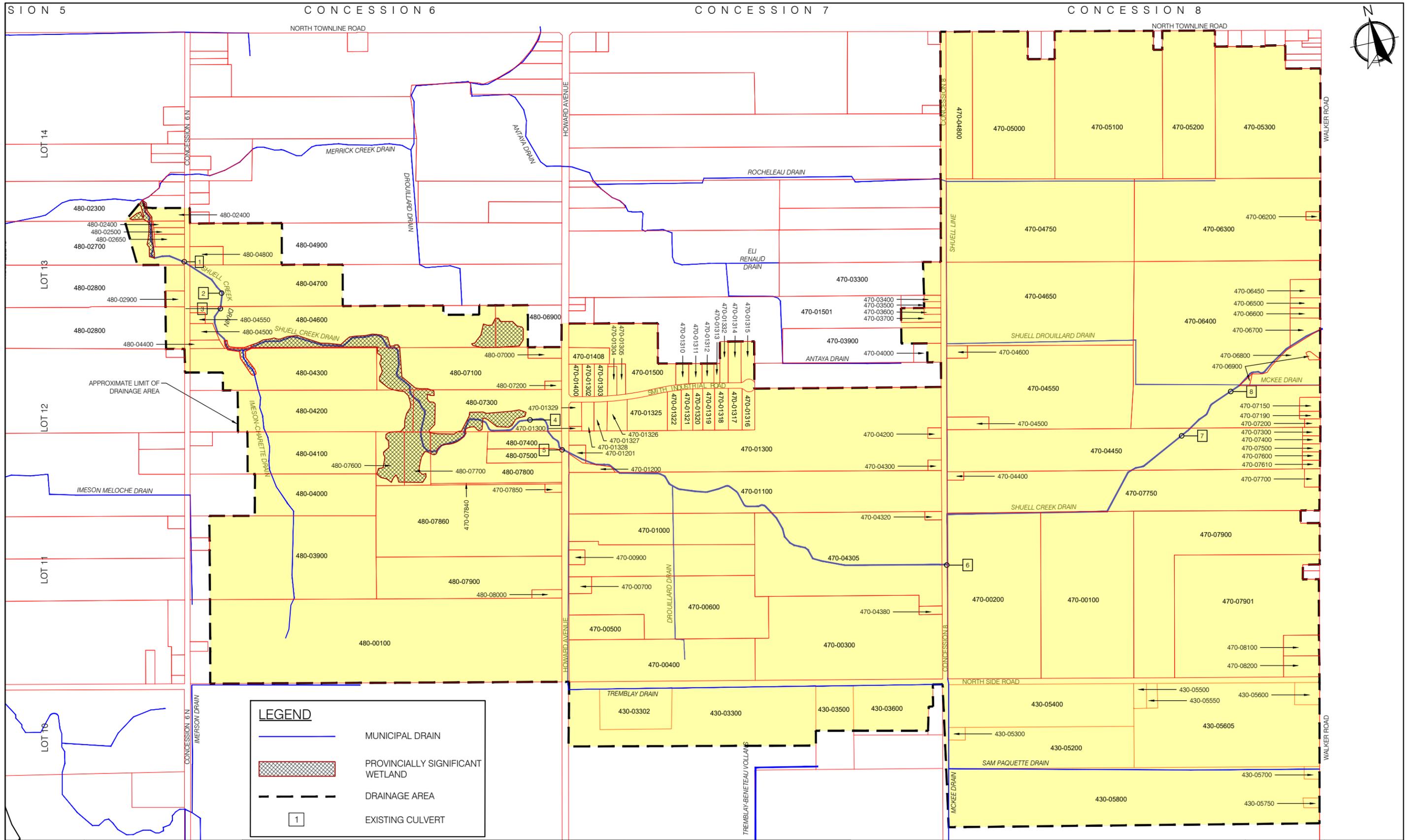
Roll No.	Con.	Description	Area Owned		Area Affected		Owner	Benefit	Outlet	Total	
			(Acres)	(Ha.)	(Acres)	(Ha.)				Assessment	
600-03700	1553	L 26	0.19	0.08	0.19	0.08	Matthew Lussier	---	\$ 1.00	\$	1.00
600-03800	1553	L 27	0.19	0.08	0.19	0.08	Dale & Tammy Bakker	---	\$ 1.00	\$	1.00
600-03900	1553	L 28	0.19	0.08	0.19	0.08	Kevin Bakker	---	\$ 1.00	\$	1.00
600-04000	1553	L 29	0.29	0.12	0.29	0.12	Catherine Colombe	---	\$ 2.00	\$	2.00
600-04100	1553	L 31	0.29	0.12	0.29	0.12	Kenneth & Patricia King	---	\$ 2.00	\$	2.00
600-04600	14	PT LT 1	2.00	0.81	2.00	0.81	J. & H. Toth	---	\$ 14.00	\$	14.00
600-05250	14	PT LT 3	0.99	0.40	0.99	0.40	Kristopher Tehan	---	\$ 7.00	\$	7.00
600-05300	14	PT LT 3	0.40	0.16	0.40	0.16	Joseph & Diane Meloche	---	\$ 3.00	\$	3.00
600-05400	14	E PT LT 3	0.32	0.13	0.32	0.13	Michael Reaume	---	\$ 2.00	\$	2.00
600-05601	14	PT LT 4	0.86	0.35	0.50	0.21	Barry & Dianne Kemp	---	\$ 4.00	\$	4.00
590-01200	14	W PT LT 5	1.11	0.45	1.11	0.45	Edward & Marcelline O'Neil	---	\$ 8.00	\$	8.00
590-02450	14	PT LT 8	0.99	0.40	0.99	0.40	Nicolas Markey	---	\$ 7.00	\$	7.00
590-02420	14	PT LT 8	1.00	0.41	1.00	0.41	Brian & Michelle Market	---	\$ 7.00	\$	7.00
590-02500	14	W PT LT 5	0.95	0.38	0.95	0.38	Marilyn Levasseur	---	\$ 7.00	\$	7.00
580-02006	13	PT LT 10	1.43	0.58	1.43	0.58	David & Judy Santo	---	\$ 10.00	\$	10.00
590-03400	13	N PT LT 8	0.96	0.39	0.96	0.39	Johanna Kerekes	---	\$ 7.00	\$	7.00
600-06700	13	PT LT 4	1.00	0.41	1.00	0.41	Robert Stratton	---	\$ 7.00	\$	7.00
600-06800	13	N PT LT 4	1.00	0.41	1.00	0.41	Michael & Barbara Rogers	---	\$ 7.00	\$	7.00
600-06900	13	N PT LT 4	1.00	0.41	1.00	0.41	Maurice Ewing	---	\$ 7.00	\$	7.00
600-07000	13	N PT LT 4	1.00	0.41	1.00	0.41	Michael & Catherin Prekupec	---	\$ 7.00	\$	7.00
600-07100	13	N PT LT 4	1.00	0.41	1.00	0.41	K. & M. Higgenbottom	---	\$ 7.00	\$	7.00
600-07200	13	N PT LT 4	1.00	0.41	1.00	0.41	Gerard & Lorraine Beaulieu	---	\$ 7.00	\$	7.00
600-07300	13	N PT LT 4	1.00	0.41	1.00	0.41	Wayne Martin	---	\$ 7.00	\$	7.00
600-07400	13	N PT LT 4	1.00	0.41	1.00	0.41	Lynn & Pat Richardson	---	\$ 7.00	\$	7.00
600-07500	13	N PT LT 4	0.50	0.20	0.50	0.20	Emilie Desrosiers	---	\$ 4.00	\$	4.00
600-07600	13	N PT LT 4	0.50	0.20	0.50	0.20	Nello & Peggy Quaglia	---	\$ 4.00	\$	4.00
600-07700	13	N PT LT 4	0.20	0.20	0.20	0.20	Kenneth Tagliabracchi	---	\$ 4.00	\$	4.00
600-07800	13	N PT LT 4	1.00	0.41	1.00	0.41	D. & C. Belanger	---	\$ 7.00	\$	7.00
600-07900	13	N PT LT 4	0.50	0.20	0.50	0.20	Jennifer Thompson	---	\$ 4.00	\$	4.00
600-06650	13	PT LT 4	1.07	0.43	1.07	0.43	B. Brady & J. Deguire	---	\$ 8.00	\$	8.00
600-06570	13	PT LT 4	1.05	0.42	1.05	0.42	James & Jennifer Morgan	---	\$ 7.00	\$	7.00
600-06500	13	N PT LT 4	2.00	0.81	2.00	0.81	Rutgers Investment Management Inc.	---	\$ 14.00	\$	14.00
600-06202	13	PT LT 3	1.89	0.76	1.89	0.76	Timothy & Diane Dugdale	---	\$ 13.00	\$	13.00
600-06201	13	PT LT 3	1.00	0.41	1.00	0.41	Dan & Diane Smith	---	\$ 7.00	\$	7.00
600-06000	13	N PT LT 3	10.10	4.09	10.10	4.09	Gregory & Denise Toldo	---	\$ 45.00	\$	45.00
600-01200	13	N PT LT 1	0.47	0.19	0.47	0.19	Darryl Drouillard	---	\$ 3.00	\$	3.00

PRIVATELY OWNED NON-AGRICULTURAL LANDS:

Roll No.	Con.	Description	Area Owned		Area Affected		Owner	Benefit	Outlet	Total Assessment
			(Acres)	(Ha.)	(Acres)	(Ha.)				
600-01150	13	N PT LT 1	0.96	0.39	0.96	0.39	Jeffrey & Linda King	---	\$ 7.00	\$ 7.00
600-00902	13	PT LT 1	0.90	0.36	0.90	0.36	Melanie & Matthew Faubert	---	\$ 6.00	\$ 6.00
600-00901	13	PT LT 1	0.53	0.22	0.53	0.22	Jeffrey Stevenson	---	\$ 4.00	\$ 4.00
600-00900	13	S PT LT 1	0.44	0.18	0.44	0.18	Diana Spratt	---	\$ 3.00	\$ 3.00
600-00010	14	PT LT 1	5.42	2.20	5.42	2.20	Essex Region Conservation Authority	---	\$ 38.00	\$ 38.00
600-00020	13	PT LT 1	5.97	2.42	5.97	2.42	Essex Region Conservation Authority	---	\$ 42.00	\$ 42.00
Total on Privately Owned Non-Agricultural Lands								-----	-----	-----
								---	\$ 389.00	\$ 389.00

PRIVATELY OWNED AGRICULTURAL LANDS (GRANTABLE):

Roll No.	Con.	Description	Area Owned		Area Affected		Owner	Benefit	Outlet	Total Assessment
			(Acres)	(Ha)	(Acres)	(Ha)				
600-00400	13	PT LT 3	50.54	20.45	31.57	12.78	Ovide Joseph Bastien	---	\$ 139.00	\$ 139.00
600-00500	13	S PT LT 3	26.43	10.69	16.44	6.65	Randy Marvin Beaudoin	---	\$ 72.00	\$ 72.00
600-01300	13	W PT LT 1	36.81	14.90	31.25	12.65	Richard Drouillard	---	\$ 138.00	\$ 138.00
600-04200	14	PT LT 1	71.52	28.94	28.00	11.34	Norman & Rose Jobin	---	\$ 124.00	\$ 124.00
600-04700	14	PT LT 1	13.62	5.51	5.51	14.00	Clayton and Kelly Kelly	---	\$ 153.00	\$ 153.00
600-05000	14	PT LT 2	49.32	19.96	49.32	19.94	C. & R. Meloche	---	\$ 217.00	\$ 217.00
600-05200	14	W PT LT 3	48.96	19.81	48.96	19.81	C. & R. Meloche	---	\$ 216.00	\$ 216.00
600-05500	14	E PT LT 3	50.50	20.43	49.30	19.95	Bernard & Justine Meloche	---	\$ 217.00	\$ 217.00
600-05600	14	PT LT 4	50.92	20.61	50.92	20.61	Louis & Dobrilla Stankovic	---	\$ 224.00	\$ 224.00
600-05620	14	PT LT 4	50.93	20.61	50.93	20.61	Milan & Ljuba Stankovic	---	\$ 225.00	\$ 225.00
600-05700	14	PT LT 2	47.17	19.09	46.00	18.62	Robert Drouillard	---	\$ 203.00	\$ 203.00
600-05800	13	N PT LT 2	96.03	38.86	96.03	38.86	C. & M. Toffemire	---	\$ 423.00	\$ 423.00
600-06100	13	N PT LT 3	10.10	4.09	10.10	4.09	Dan & Joanne Reaume	---	\$ 45.00	\$ 45.00
600-06400	13	N PT LT 4	48.45	19.61	48.45	19.61	Edward & Laurie Flood	---	\$ 214.00	\$ 214.00
590-01600	14	W PT LT 5	20.16	8.16	20.16	8.16	Audrey O'Neil	---	\$ 89.00	\$ 89.00
590-02495	14	PT LT 5	23.94	9.69	23.94	9.69	N. & M. Lerasseur	---	\$ 106.00	\$ 106.00
590-02090	14	PT LT 5	49.46	20.02	48.50	19.64	Joslyne Jobin	---	\$ 214.00	\$ 214.00
590-02200	14	PT LT 6	56.10	22.70	50.03	20.25	Norman Jobin & John Lafferty	---	\$ 221.00	\$ 221.00
590-02250	14	PT LT 6	46.50	18.82	46.51	18.82	Parrline Supply Limited	---	\$ 205.00	\$ 205.00
590-02300	14	PT LT 7	49.80	20.15	49.80	20.15	Bernard Renaud Enterprises Ltd	---	\$ 220.00	\$ 220.00
590-02305	14	PT LT 7	51.05	20.66	51.05	20.66	David Fantinato	---	\$ 225.00	\$ 225.00
590-02400	14	PT LT 8	51.76	20.94	51.76	20.94	Brian and Michelle Market	---	\$ 228.00	\$ 228.00
590-02410	14	PT LT 8	49.54	20.05	49.54	20.05	Brian and Michelle Market	---	\$ 218.00	\$ 218.00



DATE: MAY 22, 2018

H.P. Pearson
 HALLIDAY P. PEARSON, P. ENG

LEGEND

- MUNICIPAL DRAIN
- ▨ PROVINCIALLY SIGNIFICANT WETLAND
- - - DRAINAGE AREA
- 1 EXISTING CULVERT



PROJECT TITLE:
SHUELL CREEK DRAIN
 MAINTENANCE SCHEDULE OF ASSESSMENT

SHEET TITLE:
TOWN OF AMHERSTBURG

DATE:
 MAY 22, 2018

SCALE:
 N.T.S.

DRAWN BY:
 D.B.

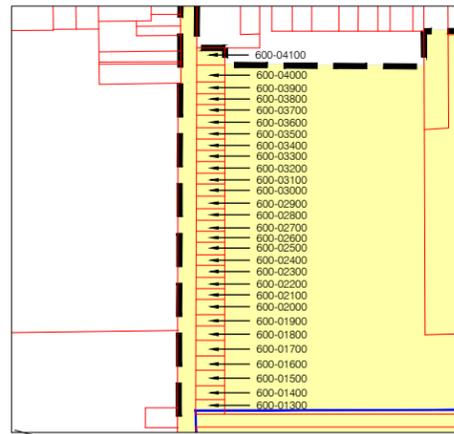
CHECKED BY:
 H.P.P.

PROJECT NO:
17-120

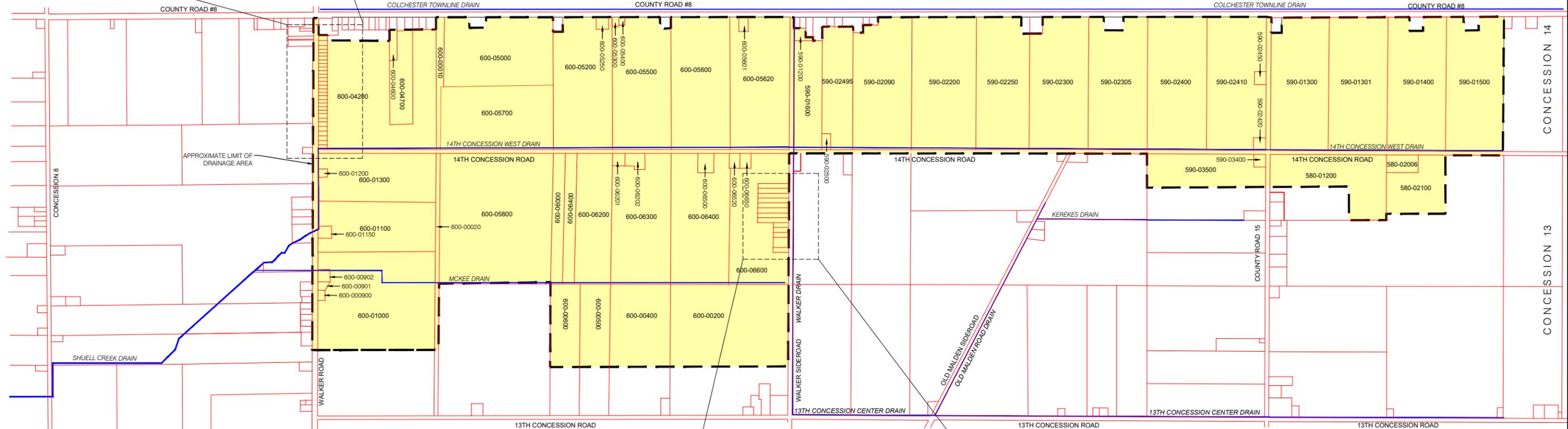
SHEET NO:
1



TOWN OF TECUMSEH

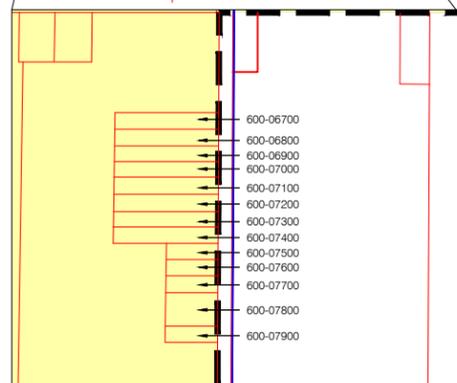


LOT 1 LOT 2 LOT 3 LOT 4 LOT 5 LOT 6 LOT 7 LOT 8 LOT 9 LOT 10



APPROXIMATE LIMIT OF DRAINAGE AREA

TOWN OF AMHERSTBURG TOWN OF ESSEX



LEGEND

— — — — — MUNICIPAL DRAIN

- - - - - DRAINAGE AREA



DATE: MAY 22, 2018

H.P. Pearson
H. P. PEARSON, P. ENG



1000 - 267 PEULISER STREET, WINDSOR, ONTARIO N9A 4K4

PROJECT TITLE: SHUELL CREEK DRAIN
MAINTENANCE SCHEDULE OF ASSESSMENT

SHEET TITLE: TOWN OF ESSEX

DATE: MAY 22, 2018

SCALE: N.T.S.

DRAWN BY: D.B.

CHECKED BY: H.P.P.

PROJECT NO: 17-120

SHEET NO: 2



TOWN OF AMHERSTBURG

ROLL	NAME	ROLL	NAME
Concession 6 N	Town of Amherstburg	470-03600	Robert Demarais
County Road 9	County of Essex	470-03500	Dorothy Tiller
Concession 8 N	Town of Amherstburg	470-03400	Michael Deschamps & Janice Rinkuns
County Road 11	County of Essex	470-03300	Christopher Heaton & Kelly Glen
Smith Industrial Drive	Town of Amherstburg	470-04800	Tomas & Lisa Prieur
North Sideroad	Town of Amherstburg	470-06200	Terry Rivers & Jenny Letink-Rivers
470-06900	Town of Amherstburg	470-06450	Gerald Rupert
430-03302	Essex County	470-06500	Leah Azzopardi & Boismier
480-02700	Casdin & Lindsay Parr	470-06600	Paul & Angele Sylvester
480-02400	Heaton Sanitation Ltd.	470-06700	Leanne Smith & John Shuel Estate
480-02500	Daniel Pouet & Bonnie Bondy	470-06800	Maria Haraszta
480-02600	Emilio & Mario Dalessandro	470-04600	Mary Knapp
480-02650	Andrew Pratt & Mark Pratt	470-04500	Margaret & William Knapp
480-02800	Catherine Glen	470-07150	Marcel & Elizabeth Coles-Ouellette
480-02900	Jacob Brousseau	470-07190	Patrick & Bridget Delaney
480-04800	John & Donna Weinz	470-07200	Patrick & Bridget Delaney
480-06900	Leandro & Gelmina Apolloni	470-07400	Robert & Deborah Drouillard
480-04550	Timothy Spencer	470-07500	Robert & Deborah Drouillard
480-04500	Michael Monforton & Jennifer Pukay	470-07600	Jerome & Rebecca Drouillard
480-04400	Arcade & Linda Karpenko	470-04400	Roger & Priscilla Lefrancois
480-07000	Raymond & Beverly Agla	470-07700	Patricia & Robert Donison
480-07200	Judith Beach	470-08100	Racy Towes, John & Janet Toews
480-07600	Attilio Longo & Quinto Paniccia	470-08200	Willard & Elizabeth Holden
480-07700	Greg Baxter	430-05300	Lawrence Bergeron
480-07800	Robbie Brant & Amanda Ellis	430-05500	Kevin Spague & Heather Digou
480-07400	Patricia Lucier	430-05550	Mark & Eleanor Gillis
480-07500	Lawrence & Patricia Lucier	430-05600	Marie Yoworksi
480-07840	Debra Kulke	430-05700	Thomas & Charlotte Renaud
480-07850	Deborah Kulke	430-05750	Thomas & Charlotte Renaud
480-08000	Walker Aggregates Inc.	480-02300	Mary Edwards & Neil McGuire
480-00100	Walker Aggregates Inc.	480-03000	Joseph Harper & Helfrich Sod Farms Ltd.
470-01500	Santerra Stonecraft Inc.	480-04900	Ronald & Abby Osborne
470-01408	BFC Construction Corporation	480-04700	Diana Giorgi
470-01400	D'Alimonte Investments	480-04600	Karen Ann Spencer
470-01302	D'Alimonte Investments	480-04300	Mark McGuire
470-01303	Lawrence & Patricia Lucier	480-07300	Roger Bresolin
470-01304	Lawrence & Patricia Lucier	480-07100	Lee & Geraldine Dupuis
470-01305	BFC Construction Corporation	480-04200	Giuseppe & Angela Desantis
470-01310	Santerra Stonecraft Inc.	480-04000	Beatrice J. Kulke Trustee
470-01311	Ernest Oher	480-04100	Paul McGuire
140-01312	1741163 Ontario Ltd.	480-03900	Joseph Vsetula
470-01313	Santerra Stonecraft Inc.	480-07900	Brian Taylor
470-01332	CDL Recyclers Inc.	470-01300	CHUM Limited
470-01314	CDL Recyclers Inc.	470-01100	Denis & Rose Girard
470-01315	Peltcanada Holdings Ltd.	470-01000	Terry & Lisa Jones
470-01316	Windsor Machine & Stamping	470-04305	Ida Costa
470-01317	Peltcanada Holdings Ltd.	470-00400	2402592 Ontario Inc.
470-01318	Windsor Machine & Stamping	470-00300	Teresa Costa
470-01319	Amex Properties Inc.	470-03300	Walker Aggregates Inc.
470-01320	Amex Properties Inc.	470-04380	Teresa Costa
470-01321	Amex Properties Inc.	470-05000	John & Catherine Lafferty
470-01322	Amex Properties Inc.	470-05100	John & Nancy Lafferty
470-01325	2440166 Ontario Inc.	470-05200	Patrick & Vivian Brannagan
470-01326	508555 Ontario Ltd.	470-05300	Gertrude White & Meredith White
470-01327	Camison Investments Inc.	470-04750	Nicola Liburdi & Catherine Liburdi
470-01328	Allan & Sue Dixon	470-06300	Frances Sturm
470-01329	Allan & Sue Dixon	470-04650	Nevo & Saunie Barbarossa
470-01330	Union Gas Limited	470-06400	Antonietta Associati & Nello Associati
470-01201	Dennis & Carrie Ducharme	470-04550	Nevo & Saunie Barbarossa
470-01200	Patrick & Brenda Gourdreau	470-04450	Jerome Drouillard
470-00800	1185721 Ontario Ltd.	470-07300	Jerome Drouillard
470-00900	Walker Aggregates Inc.	470-07610	Cory Drouillard
470-00700	Walker Aggregates Inc.	470-07750	Ross & Lauren Drouillard
470-00600	Timberwolf Trading Inc.	470-00200	Karen Cedar & Mary Cedar
470-00500	Walker Aggregates Inc.	470-00100	Mark Polewski
430-03500	Walker Aggregates Inc.	480-07860	Beatrice J. Kulke Trustee
430-03600	Diane Toth	470-07900	Drouillard Farms Ltd.
470-04320	James & Kelly Prieur	470-07901	Marguerite Drouillard
470-04300	David Jubenville	430-05400	Walter & Gisela Tendick
470-04200	Denis & Valerie Drouillard	430-05200	Scott Bergeron, Brad & Sheri Bergeron
470-04000	Steven & Michelle Taylor	430-05800	Thomas & Charlotte Renaud
470-03900	Milka Chuk	430-05605	Mihai Cionca
470-01501	Santerra Stonecraft Inc.		
470-03700	Fadi Bazzi		

TOWN OF ESSEX

ROLL	NAME	ROLL	NAME
14th Concession Road	Town of Essex	600-07800	D. & C. Belanger
Walker Sideroad	Town of Essex	600-07900	Jennifer Thompson
County Road 11	County of Essex	600-06650	B. Brady & J. Deguire
County Road 15	County of Essex	600-06570	James & Jennifer Morgan
600-01400	Christopher Guenther	600-06500	Rutgers Investment Management Inc.
600-01500	William & Debora Cassidy	600-06202	Timothy & Diane Dugdale
600-01600	Allen & Carol Curley	600-06201	Dan & Diane Smith
600-01700	Lawrence & Gaynor Donais	600-06000	Gregory & Denise Toldo
600-01800	S. Beaudoin & J. Maurice	600-01200	Darryl Drouillard
600-01900	Patrick & Sharleen Robinette	600-01150	Jeffrey & Linda King
600-02000	Rachel Krizan	600-00902	Melanie & Matthew Faubert
600-02100	Harold & Jo-Ann Thomas	600-00901	Jeffrey Stevenson
600-02200	Christopher & Madonna Hill	600-00900	Diana Spratt
600-02300	James Garrod	600-00010	Essex Region Conservation Authority
600-02400	John Gardner	600-00020	Essex Region Conservation Authority
600-02500	Joshua Meloche	600-00400	Ovide Joseph Bastien
600-02600	Michael Martin	600-00500	Randy Marvin Beaudoin
600-02700	Adam Robinson	600-01300	Richard Drouillard
600-02800	Carol Montello	600-04200	Norman & Rose Jobin
600-02900	Lonnie & Carol Maedel	600-04700	Clayton and Kelly Kelly
600-03000	Katharine Gagnon	600-05000	C. & R. Meloche
600-03100	Kurt Mendler	600-05200	C. & R. Meloche
600-03200	Sarah Maheux	600-05500	Bernard & Justine Meloche
600-03300	Wesley & Adam Laramie	600-05600	Louis & Dobrila Stankovic
600-03400	Darren Bernard	600-05620	Milan & Ljuba Stankovic
600-03500	Rick Laramie	600-05700	Robert Drouillard
600-03600	James & Noella Gauthier	600-05800	C. & M. Tofflemire
600-03700	Matthew Lussier	600-06100	Dan & Joanne Reaume
600-03800	Dale & Tammy Bakker	600-06400	Edward & Laurie Flood
600-03900	Kevin Bakker	590-01600	Audrey O'Neil
600-04000	Catherine Colombe	590-02495	N. & M. Lerasseur
600-04100	Kenneth & Patricia King	590-02090	Joslyne Jobin
600-04600	J. & H. Toth	590-02200	Norman Jobin & John Lafferty
600-05250	Kristopher Tehan	590-02250	Parrline Supply Limited
600-05300	Joseph & Diane Meloche	590-02300	Bernard Renaud Enterprises Ltd
600-05400	Michael Reaume	590-02305	David Fantinato
600-05601	Barry & Dianne Kemp	590-02400	Brian and Michelle Market
590-01200	Edward & Marcelline O'Neil	590-02410	Brian and Michelle Market
590-02450	Nicolas Markey	580-01300	Brian Market
590-02420	Brian & Michelle Market	580-01301	Brian and Michelle Market
590-02500	Manlyn Lefasseur	580-01400	Harvey Lafferty
580-02006	David & Judy Santo	580-01500	Harvey Lafferty
590-03400	Johanna Kerekes	600-01100	R. & D. Drouillard
600-06700	Robert Stratton	600-01000	Frank Lafferty
600-06800	Michael & Barbara Rogers	600-00600	Andre Meloche
600-06900	Maurice Ewing	600-00200	Jeffrey Robert Siefker
600-07000	Michael & Catherin Prekupec	600-06200	Kenneth Drouillard
600-07100	K. & M. Higgenbottom	600-06300	Stephen & Violet Harris
600-07200	Gerard & Lorraine Beaulieu	600-06600	Milan & Ljuba Stankovic
600-07300	Wayne Martin	580-01200	Gerald & Michelle Santo
600-07400	Lynn & Pat Richardson	580-02100	D. Santo & J. Santo (In Trust)
600-07500	Emilie Desrosiers		
600-07600	Nello & Peggy Quaglia		
600-07700	Kenneth Tagliabracchi		



DATE: MAY 22, 2018

H.P. Pearson
HALLIDAY P. PEARSON, P.ENG



PROJECT TITLE:
SHUELL CREEK DRAIN
MAINTENANCE SCHEDULE OF ASSESSMENT

SHEET TITLE:
PARCEL INFORMATION

DATE: MAY 22, 2018
SCALE: N.T.S.
DRAWN BY: D.B.
CHECKED BY: H.P.P.

PROJECT NO:
17-120

SHEET NO:
3

Parks, Facilities, Recreation and Culture - Open Council Motions

UFB Item	Assigned to	Assigned date	Due date	Councillors	MOTION	Dept Comments/Status
20160425-178	Rebecca Belanger & Annette Zahaluk	25-Apr-16		Fryer/Pouget	That Administration BE DIRECTED to provide clarification and information to residents regarding the number of trees ERCA is going to provide to residential homeowners for the 50 Million Trees program, and further to look into the possibility of adding present day green spaces.	Administration compiling information for report - Awaiting completion of the Parks Master Plan
20160509-212	Anne Rota	09-May-16		Pouget/Fryer	That the Town fund and erect a plaque in the honour of the late Senator Eugene Whelan and his wife, Mrs. Elizabeth Whelan for their role in entertaining the former Soviet Ambassador Aleksander Yakovlev and Mikhail Gorbachev while visiting our historic Town, marking the location of the "Walk that Changed the World" for consideration and voting at the May 9th, 2016, Regular Council Meeting.	Administration compiling information for report - Update report went to Council September 12, 2016.

Planning, Development and Legislative Services - Open Council Motions

UFB Item	Assigned to	Assigned date	Due date	Councillors	MOTION	Dept Comments/Status
ECDEV 2	Tony DeThomasis	10-Dec-14			That Council direct Administration to bring a report on the discrepancy between Marsh Drive and Marsh Court, and the process to change the street name.	Policy under development.
20160425-178	Rebecca Belanger & Annette Zahaluk	25-Apr-16		Fryer/Pouget	That Administration BE DIRECTED to provide clarification and information to residents regarding the number of trees ERCA is going to provide to residential homeowners for the 50 Million Trees program, and further to look into the possibly of adding present day green spaces.	In progress - Awaiting completion of the Parks Master Plan

Unfinished Business Lists - eScribe as at July 23, 2018

Assigned To	Description
Rebecca Belanger, Dawn Morencie, Mark Galvin	Resolution # 20170508-692 Meloche/Fryer That Administration BE DIRECTED to bring back a report on the feasibility of amendments to the Zoning By-law by the end of the summer.
Dawn Morencie	Resolution # 20170523-719 Pouget/Lavigne That the delegation BE RECEIVED and Administration BE DIRECTED to bring back a report regarding the request from Roxanne Ouellette and further lobby the Federal Government to form a partnership to purchase the land with permission from the Whelan family.
Annette Zahaluk, Dawn Morencie	Resolution # 20170612-760 Pouget/Fryer Administration BE DIRECTED to plant a tree in honour of the Highway for Heroes.
Nicole Rubli, Annette Zahaluk, Dawn Morencie	Resolution # 20170710-793 Fryer/Pouget That the delegation BE RECEIVED and the request for exemption to By-law 2004-89 4(b) for accessible space outside the designated fishing area at King's Navy Yard Park BE APPROVED for August 22, 2017 with a rain date of August 23, 2017; and, That Administration BE DIRECTED to designate 3 accessible spaces for fishing within King's Navy Yard Park until other accessible fishing locations are offered by the Town.

Unfinished Business Lists - eScribe as at July 23, 2018

Assigned To	Description
Dawn Morencie	<p style="text-align: center;">Resolution # 20170911-875 Pouget/DiPasquale</p> <p>That Administration BE DIRECTED to investigate the feasibility of a public transportation system that would benefit our residents, especially our seniors and our post secondary students, to travel to and from Windsor.</p>
Dawn Morencie	<p style="text-align: center;">Resolution # 20171010-919 Fryer/Pouget</p> <p>That Administration BE DIRECTED to bring a report back to Council with options to secure and preserve the Big Creek area north of Alma Street in collaboration with other willing agencies and boards.</p>
Mark Galvin, Rebecca Belanger, Dawn Morencie	<p style="text-align: center;">Resolution # 20171010-920 Pouget/Fryer</p> <p>That Administration BE DIRECTED to bring back a report to Council to set forth requirements to charge any new homeowner or developer a fee for the Town to plant a tree of 3 in caliper in front of any new home on Town property that is not part of a subdivision agreement.</p>

Unfinished Business Lists - eScribe as at July 23, 2018

Assigned To	Description
Rebecca Belanger, Dawn Morencie, Mark Galvin	Resolution # 20180122-14 Meloche/Fryer Declared 7860 County Road 20 as surplus property to be severed into 2 parcels; and, directed Administration to enter into negotiations with the Malden Fire Association for the sale or lease of the former Malden Fire Hall and to develop an RFP for the disposition of the remaining parcel of property. *** Send information to the Heritage Committee.
Justin Rousseau, Cheryl Horrobin, Dawn Morencie	Resolution # 20180514-167 Fryer/Pouget That Administration BE DIRECTED to review funding possibilities for South Riverview Road.
Eric Chamberlain, Antonietta Giofu, Dawn Morencie, Todd Hewitt	Resolution # 20180528-177 Fryer/Lavigne That Administration BE DIRECTED to investigate the matter on Angstrom Crescent with respect to the road condition and the Roads Needs Study and prepare a report to be brought back to Council.
Antonietta Giofu, Dawn Morencie	Resolution # 20180528-188 Fryer/Pouget That the Town of Amherstburg participate in OGRA's Autonomous Vehicle Initiative and that this matter be referred to staff to develop a list of preferred routes with the municipality.

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2018-80

**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 July 11th and 23rd, 2018, meetings of Council, 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 23rd day of July, 2018.

MAYOR – Aldo DiCarlo

CLERK – Paula Parker