



**TOWN OF AMHERSTBURG
COUNCIL MEETING
AGENDA**

Monday, January 14, 2019

6:00 PM

Council Chambers

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

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Pages

1. CALL TO ORDER

2. SPECIAL IN-CAMERA COUNCIL MEETING

That Council move into an In-Camera Meeting of Council at 5:30 p.m. pursuant to Section 239 of the Municipal Act, 2001, as amended, for the following reasons:

ITEM A - Section 239(2)(h) - Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them; **Section 239(2)(i)** - A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position, or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization; and, **Section 239(2)(k)** - A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

3. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

(In-Camera Council Meeting Agenda items)

4. ADJOURNMENT OF IN-CAMERA COUNCIL MEETING

5. RESUMPTION OF REGULAR MEETING

That Council resume Regular session at p.m.

6. NATIONAL ANTHEM

7. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

(Public Council Meeting Agenda Items)

8. REPORT OUT FROM IN-CAMERA SESSION

9. 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:

- 9.1 Special In-Camera Council Meeting Minutes - October 23, 2018
- 9.2 Special In-Camera Council Meeting Minutes - November 26, 2018
- 9.3 Special Council Meeting Minutes - December 3, 2018 9
- 9.4 Regular Council Meeting Minutes - December 10, 2018 12
- 9.5 Special In-Camera Council Meeting Minutes - December 10, 2018
- 9.6 Special In-Camera Council Meeting Minutes - December 19, 2018
- 9.7 Special Council Meeting Minutes - December 19, 2018 30

10. DELEGATIONS

- 10.1 Lions Pool at Centennial Park - Tiffany Cote and Yvette Erickson 34
That the delegation **BE RECEIVED**.

11. PRESENTATIONS

- 11.1 Amherstburg Branding Strategy, Logo Design - Bronwyn Mondoux and Andrea Dyer, Cinnamon Toast New Media Inc. 37
That the presentation **BE RECEIVED**.

12. REPORTS – POLICE SERVICES

There are no reports.

13. REPORTS – CORPORATE SERVICES

13.1 2019 Interim Tax Levy By-law 2019-005

61

It is recommended that:

1. The report from the Supervisor of Revenue dated December 12, 2018 regarding 2019 Interim Tax Levy By-law 2019-005 **BE RECEIVED**, and;
2. **By-law 2019-005** being a By-law to provide for an interim tax levy in default be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

13.2 By- law 2019-006 Temporary Borrowing

66

It is recommended that:

1. The report from the Treasurer dated December 12, 2018 regarding By-law 2019-006 Temporary Borrowing **BE RECEIVED**; and,
2. **By-law 2019-006** being a By-law to provide for the temporary borrowing of an upset limit of seven million dollars in funds for the Town of Amherstburg be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

14. REPORTS – PARKS, FACILITIES, RECREATION AND CULTURE

14.1 Amherstburg Branding Strategy – Logo Design

72

It is recommended that:

1. The report from the Manager of Tourism and Culture dated December 6, 2018, regarding the Amherstburg Branding Strategy – Logo Design presentation by Cinnamon Toast New Media Inc. **BE RECEIVED**; and,
2. The new logo design **BE APPROVED** as submitted, as part of the overall Amherstburg Branding Strategy.

15. REPORTS – ENGINEERING AND PUBLIC WORKS

There are no reports.

16. REPORTS – PLANNING, DEVELOPMENT AND LEGISLATIVE SERVICES

There are no reports.

17. REPORTS - CAO's OFFICE

17.1 Amherstburg Emergency Response Plan - Update

108

It is recommended that:

1. The report from the Fire Chief dated December 17, 2018 regarding Town of Amherstburg Emergency Response Plan – Update **BE RECEIVED**;
2. The revised Emergency Response Plan attached (Appendix “C”) and listed Annexes **BE APPROVED**, as presented; and,
3. **By-law 2019-002** being a by-law to adopt an Emergency Response Plan governing the provisions of necessary services during such emergencies be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

18. INFORMATION REPORTS

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

18.1 Monthly Fire Department Activity Report – November 2018

173

19. CONSENT CORRESPONDENCE

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

19.1 2019 OMFPOA Training and Education Symposium

178

19.2 Fire Service Women Ontario Magazine

180

20. **CONSENT OTHER MINUTES**

That the following minutes **BE RECEIVED**:

20.1 **Committee of Adjustment Meeting Minutes - November 27, 2018** 182

21. **OTHER MINUTES**

21.1 **Drainage Board Meeting Minutes - January 7, 2019** 189

It is recommended that:

1. The Drainage Board Meeting Minutes of January 7, 2019, **BE RECEIVED**;
2. **By-law 2019-003** being a By-law to Provide for the New Access Bridge on the 5th Concession Road Drain South based on the Drainage Report by Dillon Consulting Ltd. **BE PROVISIONALLY ADOPTED** by giving first and second reading and the Mayor and Clerk **BE AUTHORIZED** to sign same; and,
3. **By-law 2019-004** being a By-law to Provide for Access Bridge Replacement on the Whelan Drain based on the Drainage Report by Dillon Consulting Ltd. **BE PROVISIONALLY ADOPTED** by giving first and second reading and the Mayor and Clerk **BE AUTHORIZED** to sign same.

22. **UNFINISHED BUSINESS**

22.1 **Unfinished Business List as at January 14, 2019** 234

23. **NEW BUSINESS**

24. **NOTICE OF MOTION**

There are no Notices of Motion.

25. BY-LAWS

25.1 **By-law 2018-102 - Petition for Drainage Works of the Odette Drain - 3rd & Final Reading** 235

It is recommended that:

By-law 2018-102 being a by-law to Provide for the Petition for Drainage Works of the Odette Drain be taken as having been read a 3rd & Final time and the Mayor and Clerk **BE AUTHORIZED** to sign same.

25.2 **By-law 2019-007 - Signing Authorities By-law** 237

(Housekeeping By-law)

It is recommended that:

By-law 2019-007 being a by-law to Appoint Bank Signing Authorities be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

25.3 **By-law 2019-009 - Confirmatory By-law** 240

It is recommended that:

By-law 2019-009 being a by-law to confirm all resolutions of the Municipal Council Meetings held December 19, 2018 and January 14, 2019, be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

26. SPECIAL IN-CAMERA COUNCIL MEETING

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 reasons:

ITEM B - Section 239(2)(c) - A proposed or pending acquisition or disposition of land by the municipality or local board; and, **Section 239(2)(k)** - A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

ITEM C - Section 239(2)(c) - A proposed or pending acquisition or disposition of land by the municipality or local board; **Section 239(2)(i)** - a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position, or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization; and, **Section 239(2)(k)** - A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

27. ADJOURNMENT OF IN-CAMERA COUNCIL MEETING

28. RESUMPTION OF REGULAR COUNCIL MEETING

That Council resume Regular session at p.m.

29. ADJOURNMENT

That Council rise and adjourn at p.m.



**AMHERSTBURG MUNICIPAL COUNCIL
SPECIAL MEETING**



INAUGURAL CEREMONY

**Libro Centre
3295 Meloche Road, Amherstburg**

7:00PM

MONDAY, DECEMBER 3, 2018

MINUTES

PRESENT:

Mayor Aldo DiCarlo
Deputy Mayor Leo Meloche
Councillor Peter Courtney
Councillor Donald McArthur
Councillor Michael Prue
Councillor Marc Renaud
Councillor Patricia Simone

Giovanni (John) Miceli, Chief Administrative Officer
Paula Parker, Municipal Clerk
Tammy Fowkes, Deputy Clerk

Town of Amherstburg Administration

CALL TO ORDER

The Clerk called the meeting to order at 7:00 p.m.

COLOUR MARCH

The Royal Canadian Legion, Amherstburg Branch 157, Colour Party Marched in the Colours.

NATIONAL ANTHEM

Students of General Amherst High School sang the National Anthem.

REMARKS

The Chief Administrative Officer provided opening remarks.

INTRODUCTION OF COUNCIL MEMBERS

The Clerk read a short biography of each Council member.

DECLARATION OF OFFICE

The Clerk administered the Oath of Office for the following:

- Deputy Mayor Leo Meloche
- Councillor Peter Courtney
- Councillor Donald McArthur
- Councillor Michael Prue
- Councillor Marc Renaud
- Councillor Patricia Simone

The CAO introduced the Mayor of the Town of Amherstburg.

- Mayor Aldo DiCarlo

The Clerk administered the Oath of Office for the following:

- Mayor Aldo DiCarlo

RETRIEVAL OF COLOURS

The Royal Canadian Legion Amherstburg Branch 157, Colour Party retrieved the Colours.

ADJOURNMENT

Moved by Deputy Mayor Meloche
Seconded by Councillor Courtney

That there being no further business the meeting adjourn at 8:27 pm.

The Clerk put the Motion.

Motion Carried

MAYOR – ALDO DICARLO

MUNICIPAL CLERK – PAULA PARKER



**TOWN OF AMHERSTBURG
REGULAR COUNCIL MEETING
Monday, December 10, 2018
6:00 PM**

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

MINUTES

PRESENT

Deputy Mayor Leo Meloche
Councillor Peter Courtney
Councillor Donald McArthur
Councillor Michael Prue
Councillor Marc Renaud
Councillor Patricia Simone

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

ABSENT

Mayor Aldo DiCarlo

CALL TO ORDER

The Deputy Mayor called the meeting to order at 6:15 p.m.

NATIONAL ANTHEM

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

There were no disclosures of pecuniary interest noted.

MINUTES OF PREVIOUS MEETING

Resolution # 20181210-388

Moved By Councillor Simone

Seconded By Councillor Renaud

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 Council Meeting Minutes - Planning - November 26, 2018

4.2 Regular Council Meeting Minutes - November 26, 2018

The Deputy Mayor put the Motion.

Motion Carried

DELEGATIONS

There were no delegations.

PRESENTATIONS

6.1 The Co-production of Public Trust in Amherstburg - Suzanne McMurphy, Ph.D., MSS, MLSP, University of Windsor

Ms. McMurphy provided Council with her presentation regarding the Co-production of Public Trust in Amherstburg.

Resolution # 20181210-389

Moved By Councillor Simone

Seconded By Councillor McArthur

That the presentation BE RECEIVED.

The Deputy Mayor put the Motion.

Motion Carried

REPORTS – POLICE SERVICES

There were no reports.

REPORTS – CORPORATE SERVICES

8.1 2018 Tax Write Offs and Rebates

Resolution # 20181210-390

Moved By Councillor Renaud
Seconded By Councillor Courtney

That:

- 1. The report from the Supervisor of Revenue dated November 21, 2018 regarding 2018 Write-offs and Rebates BE RECEIVED; and**
- 2. The property tax adjustments outlined in this report BE AFFIRMED.**

The Deputy Mayor put the Motion.

Motion Carried

8.2 2018 Tax Collector Roll Adjustment under Section 354 of the Municipal Act, 2001

Resolution # 20181210-391

Moved By Councillor Prue
Seconded By Councillor Renaud

That:

- 1. The report from the Treasurer dated November 26, regarding 2018 Tax Collector Roll Adjustment made under Section 354 of the Municipal Act, 2001 - Roll # 3729 610 000 03900 BE RECEIVED;**
- 2. The Treasurer BE AUTHORIZED to remove unpaid balances that have been deemed to be uncollectible, as outlined in the Appendix A, from**

the property tax roll in accordance with Section 354 of the Municipal Act, 2001;

3. The Treasurer BE AUTHORIZED to write off property taxes for tax roll 3729 610 000 03900 under Municipal Act, 2001 (Section 354(4)) on a go-forward basis until such time as the Treasurer deems that the property taxes are collectible; and,
4. By-law 2018-112 being a By-law to strike taxes from the tax roll 3729 610 000 03900 under Municipal Act, 2001 (Section 354(4)) be taken as having been read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same.

The Deputy Mayor put the Motion.

Motion Carried

Resolution # 20181210-392

Moved By Councillor Courtney
Seconded By Councillor Simone

That the Rules of Order BE WAIVED to allow the developers to speak to item # 8.3.

The Deputy Mayor put the Motion.

Motion Carried

The following were heard:

- Norman Bolger, Nor-Built Construction

8.3 Development Charges Deferral Agreements

Resolution # 20181210-393

Moved By Councillor Renaud
Seconded By Councillor Simone

Cheryl Horrobin, Director of Corporate Services, advised Council that the Development Charges Deferral Agreements pertain to residential development.

Councillor Prue requested a friendly amendment to implement an Administrative Fee of \$275 per unit and for each of the additional 4 months for the Deferral of Development Charges Collections.

The Mover and Seconder agreed to the friendly amendment.

That:

- 1. The report from the Director of Corporate Services and the Director of Planning, Development and Legislative Services and the CAO dated October 22, 2018 regarding Development Charges Deferral Agreements BE RECEIVED;**
- 2. The practice of offering Development Charges Deferral Agreements BE CONTINUED;**
- 3. Administration BE AUTHORIZED to proceed with the use of Letters of Direction for the Deferral of Development Charges Collection satisfactory in form and content to the Director of Planning, Development and Legislative Services;**
- 4. Administration BE AUTHORIZED to implement an Administrative Fee of \$275 per unit and for each additional 4 months for the Deferral of Development Charges Collections effective January 1, 2019 and subject to change in accordance with the changes made to the User Fee By-law annually; and,**
- 5. Council DELEGATE the authority to Administration to enter into Development Charge Deferred Collection Agreements effective January 1, 2019.**

The Deputy Mayor put the Motion.

Motion Carried

8.4 Continuing Operations Prior to 2019 Budget Approval

Resolution # 20181210-394

Moved By Councillor Renaud
Seconded By Councillor McArthur

That:

- 1. The report from the Director of Corporate Services dated October 30, 2018 regarding Continuing Operations Prior to 2019 Budget Approval BE RECEIVED;**

2. **The Chief Administrative Officer BE AUTHORIZED to continue the current level of service for operations, including extending the engagements of contract staff for the following positions:**
 - **Assistant Planner - \$14,000**
 - **HR Coordinator - \$16,000**
 - **Policy Coordinator - \$6,000**
 - **Tourism Coordinator - \$24,000; and,**
3. **The extended contract positions BE IDENTIFIED as a pre-commitment in the 2019 Budget, until 2019 Budget deliberations are completed.**

The Deputy Mayor put the Motion.

Motion Carried

REPORTS – PARKS, FACILITIES, RECREATION AND CULTURE

9.1 Roof Repair- Replacement at Town Hall, 271 Sandwich St. S.

Resolution # 20181210-395

Moved By Councillor Prue

Seconded By Councillor Courtney

That:

1. **The report from the CAO dated December 5, 2018 regarding Roof Repair - Replacement at Town Hall, 271 Sandwich Street S. BE RECEIVED; and,**
2. **Administration BE AUTHORIZED to proceed with the Roof Replacement of Area A at Town Hall at an upset limit of \$72,744 as a capital over-expenditure to BE FUNDED from current taxation.**

The Deputy Mayor put the Motion.

Motion Carried

REPORTS – ENGINEERING AND PUBLIC WORKS

There were no reports.

REPORTS – PLANNING, DEVELOPMENT AND LEGISLATIVE SERVICES

11.1 Dog Control Officer and Pound Services

Resolution # 20181210-396

Moved By Councillor Simone

Seconded By Councillor Renaud

That:

1. **The report from the Manager of Licensing and Enforcement dated November 26, 2018, regarding Dog Control Officer and Pound Services BE RECEIVED;**
2. **Administration BE AUTHORIZED to enter into a one (1) year agreement, for the term of January 1, 2019 through December 31, 2019, with the Windsor Essex County Humane Society to provide dog control officer services and pound facility for the Town of Amherstburg at a cost of \$30,000 (HST exempt) and the Mayor and Clerk BE AUTHORIZED to sign same; and,**
3. **By-law 2018-111 being a by-law to Appoint Dog Control Officer and Pound Facility be taken as having been read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same.**

The Deputy Mayor put the Motion.

Motion Carried

11.2 Suitability for Development of Three Proposed Lots, W/S Concession 2 North – on Private Septic Systems

Resolution # 20181012-397

Moved By Councillor Simone

Seconded By Councillor Courtney

That:

1. **The report from the Manager of Planning Services dated November 21, 2018 regarding Suitability for Development of Three Proposed Lots, W/S Concession 2 North, on Private Septic Systems BE RECEIVED; and,**
2. **The development of the three lots on W/S Concession 2 North on private septic systems BE APPROVED.**

The Deputy Mayor put the Motion.

Motion Carried

11.3 Urban Design Guidelines (UDG) – Draft Presented for Council and Public Review

Resolution # 20181210-398

Moved By Councillor Courtney

Seconded By Councillor McArthur

Councillor Prue requested a friendly amendment to the motion to direct Administration to include a cost item to develop a Heritage Conservation District (HCD) in the 2019 Budget for Council's consideration.

The Mover and Seconder agreed to the friendly amendment.

That:

- 1. The report from the Manager of Planning Services dated November 21, 2018 regarding the Urban Design Guidelines - Draft Presented for Council and Public Review BE RECEIVED; and,**
- 2. A further Public Consultation Session BE SCHEDULED to obtain the public's comments on the draft guidelines.**
- 3. Administration BE DIRECTED to include a cost item to develop a Heritage Conservation District (HCD) in the 2019 Budget.**

The Deputy Mayor put the Motion.

Motion Carried

REPORTS - CAO's OFFICE

12.1 2019 Calendar of Council Meetings

Resolution # 20181210-399

Moved By Councillor Renaud

Seconded By Councillor Simone

That:

- 1. The report from the Deputy Clerk dated November 26, 2018, regarding the 2019 Calendar of Council Meetings BE RECEIVED;**

2. **The rules in the Procedural By-law requiring that regular meetings be held the second and fourth Monday of each month BE WAIVED for the months of July, August, and December; and,**
3. **The 2019 Calendar of Council Meetings BE APPROVED, as presented.**

The Deputy Mayor put the Motion.

Motion Carried

12.2 Seniors Advisory Committee and Mayor's Youth Advisory Committee

Resolution # 20181210-400

Moved By Councillor McArthur
Seconded By Councillor Renaud

That:

1. **The report from the Town Clerk and Manager of Recreation Services dated November 13, 2018 regarding the creation of a Seniors Advisory Committee and Mayor's Youth Advisory Committee BE RECEIVED; and,**
2. **The Terms of Reference for both committees BE APPROVED as presented and Local Boards/Committees Terms of Reference BE AMENDED to include them.**

The Deputy Mayor put the Motion.

Motion Carried

12.3 Local Board and Committee Appointments – 2018-2022 Term

Resolution # 20181210-401

Moved By Councillor Simone
Seconded By Councillor Courtney

Councillor Simone amended the motion to include advertising for an Audit and Finance Advisory Committee and an Economic Development Advisory Committee.

That:

1. The report from the Deputy Clerk dated November 26, 2018, regarding Local Board and Committee Appointments – 2018-2022 Term BE RECEIVED; and,
2. Administration BE AUTHORIZED to recruit members for the following Local Boards and Committees in accordance with the Town’s Boards and Committees Appointment Policy:
 - Accessibility Advisory Committee
 - Audit and Finance Advisory Committee
 - Committee of Adjustment
 - Co-An Park Committee
 - Drainage Board
 - Economic Development Advisory Committee
 - Fence Viewers
 - Heritage Committee
 - Livestock Evaluator
 - Parks and Recreation Advisory Committee
 - Property Standards
 - Seniors Advisory Committee
 - Mayor’s Youth Advisory Committee

The Deputy Mayor put the Motion.

Motion Carried

12.4 Council and Lay Member Board Appointments - 2018-2022 Term

Resolution # 20181210-402

Moved By Councillor Simone
Seconded By Councillor Prue

That:

1. The report from the Deputy Clerk dated November 26, 2018, regarding Council and Lay Member Board Appointments – 2018-2022 Term BE RECEIVED;
2. Deputy Mayor Leo Meloche and Ron Sutherland (lay member) BE FORWARDED to the Essex County Striking Committee as the Town’s representatives on the Essex County Library Board;
3. Mayor Aldo DiCarlo BE APPOINTED to the Essex Power Board of Directors; and,

4. **Councillor Courtney BE APPOINTED to the Essex Region Conservation Authority Board and Administration BE DIRECTED to advertise for one (1) lay member position in the local newspaper and on the Town's website in accordance with the Town's Boards and Committees Appointment Policy.**

The Deputy Mayor put the Motion.

Motion Carried

12.5 Amherstburg Police Services Board Appointments and Abolition

Resolution # 20181210-403

Moved By Councillor Renaud
Seconded By Councillor Prue

Councillor Renaud moved the amendment to keep Bob Rozankovic as the Amherstburg Police Services Board lay member until the Board is abolished.

That:

1. **The report from the Municipal Clerk dated December 5th, 2018 regarding Amherstburg Police Services Board Appointments and Abolition BE RECEIVED;**
2. **Mayor Aldo DiCarlo and Deputy Mayor Meloche BE APPOINTED to the Amherstburg Police Services Board until December 31, 2018;**
3. **Bob Rozankovic REMAIN as the lay member on the Amherstburg Police Services Board until the Board is abolished on December 31, 2018.**
4. **The Amherstburg Police Service Board BE ABOLISHED effective December 31, 2018 at 11:59pm.**

The Deputy Mayor put the Motion.

Motion Carried

INFORMATION REPORTS

Resolution # 20181210-404

Moved By Councillor Renaud
Seconded By Councillor Simone

That the following information reports BE RECEIVED:

- 13.1 Fire Department Monthly Activity Report –October 2018**
- 13.2 Monthly Activity Report – APSB Meeting of October 16, 2018**
- 13.3 Monthly Activity Report – APSB Meeting of November 3, 2018**

The Deputy Mayor put the Motion.

Motion Carried

CONSENT CORRESPONDENCE

Resolution # 20181210-405

Moved By Councillor Courtney
Seconded By Councillor McArthur

That the following consent correspondence BE RECEIVED:

- 14.1 Cannabis Retail Model - Board of Health Resolution, Windsor-Essex County Health Unit**
- 14.2 Ontario Good Roads Association (OGRA) Board of Directors - Call for Nominations**
- 14.3 Rural Ontario Municipal Association (ROMA) Board of Directors - Call for Nominations**
- 14.4 The Creation, Maintenance and General Quality of the Municipal Voters' List - Town of Kearney Resolution**

The Deputy Mayor put the Motion.

Motion Carried

CONSENT OTHER MINUTES

Resolution # 20181210-406

Moved By Councillor Prue
Seconded By Councillor McArthur

That the following minutes BE RECEIVED:

- 15.1 Committee of Adjustment Meeting Minutes - October 29, 2018**

The Deputy Mayor put the Motion.

Motion Carried

NEW BUSINESS

1. Resolution # 20181210-407

Moved By Councillor Prue
Seconded By Councillor Courtney

That Administration BE DIRECTED to advertise for an Economic Development Advisory Committee and bring back a report to Council with a Terms of Reference and mandate for the Committee.

The Deputy Mayor put the Motion.

Motion Carried

2. Resolution # 20181210-408

Moved By Councillor Courtney
Seconded By Councillor Simone

That Administration BE DIRECTED to advertise for an Audit and Finance Advisory Committee and bring back a report to Council with a Terms of Reference and mandate for the Committee.

The Deputy Mayor put the Motion.

Motion Carried

3. Resolution # 20181210-409

Moved By Councillor Courtney
Seconded By Councillor Prue

That Administration BE DIRECTED to bring back a report regarding the St. Bernard's property and Centennial Park property.

The Deputy Mayor put the Motion.

Motion Carried

4. Resolution # 20181210-410

Moved By Councillor Courtney
Seconded By Councillor Prue

That Administration BE DIRECTED to bring back a report regarding outstanding receivables for the Amherstburg Festival Corporation.

The Deputy Mayor put the Motion.

Motion Carried

REPORT OUT FROM IN CAMERA SESSION – November 26th, 2018

Council met on November 26th, 2018, for a Special In-Camera Meeting at 4:43pm and discussed (1) item as provided for under Section 239 of the Municipal Act:

Item A – Integrity Complaint – Final Report heard under Section 239 2(b) of the Act. There is nothing further to report on this matter.

NOTICE OF MOTION

There were no Notices of Motion.

BY-LAWS

19.1 By-law 2018-113 - Zoning By-law Amendment at 7380 Collison Sideroad

Resolution # 20181210-411

Moved By Councillor Simone

Seconded By Councillor McArthur

That By-law 2018-113 being a by-law to Amend Zoning By-law 1999-52 be taken as having been read three times and finally passed and the Mayor and Clerks BE AUTHORIZED to sign same.

The Deputy Mayor put the Motion.

Motion Carried

19.2 By-law 2018-114 - Confirmatory By-law

Resolution # 20181210-412

Moved By Councillor Prue
Seconded By Councillor Courtney

That By-law 2018-114 being a by-law to confirm all resolutions of the Municipal Council Meetings held December 3 and 10, 2018, be taken as having been read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same.

The Deputy Mayor put the Motion.

Motion Carried

SPECIAL IN-CAMERA COUNCIL MEETING

Resolution # 20181210-413

Moved By Councillor Renaud
Seconded By Councillor Simone

That Council move into an In-Camera Meeting of Council at 7:42 pm pursuant to Section 239 of the Municipal Act, 2001, as amended, for the following reasons:

Item A - Land Lease, Vehicle Parking, Car Dealerships, Sandwich St. S - Section 239(2)(c) - A proposed or pending acquisition or disposition of land by the municipality or local board.

Item B - Storm Sewer Easement; 1632/1640 Park Avenue - Section 239(2)(c) - A proposed or pending acquisition or disposition of land by the municipality or local board.

The Deputy 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.

ADJOURNMENT OF IN-CAMERA COUNCIL MEETING @ 8:04 P.M.

RESUMPTION OF REGULAR COUNCIL MEETING

Moved By Councillor Prue
Seconded By Councillor Simone

That Council resume Regular session at 8:06 p.m.

The Deputy Mayor put the Motion.

Motion Carried

REPORT OUT FROM IN CAMERA SESSION – December 10th, 2018

Council met on December 10th, 2018, for a Special In-Camera Meeting at 7:42 pm and discussed (2) items as provided for under Section 239 of the Municipal Act:

Item A - Land Lease, Vehicle Parking, Car Dealerships, Sandwich St. S heard under Section 239(2)(c) of the Act. As a result of that discussion, the following is before Council for consideration:

Resolution # 20181210-414

Moved By Councillor Renaud
Seconded By Councillor Prue

That:

- 1. The report from the Director of Planning, Development and Legislative Services dated November 16, 2018, regarding the lease of Town owned rear lands to the two car dealers at 432 and 462 Sandwich Street South for the purpose of vehicle parking BE RECEIVED, and;**
- 2. The Mayor and Clerk BE AUTHORIZED to sign lease agreements prepared in form and content satisfactory in technical content to the Director of Public Works, financial content to the Director of Corporate Services and in form and legal content to the Director of Planning, Development and Legislative Services.**

The Deputy Mayor put the Motion.

Motion Carried

Item B - Storm Sewer Easement; 1632/1640 Park Avenue heard under Section 239(2)(c) of the Act. As a result of that discussion, the following is before Council for consideration:

Resolution # 20181210-415

Moved By Councillor Simone

Seconded By Councillor McArthur

That:

1. **The report from the Director of Planning, Development and Legislative Services and Manager of Planning Services dated November 14, 2018, regarding the obtaining of storm sewer easement rights in favour of The Corporation of the Town of Amherstburg BE RECEIVED; and;**
2. **The Mayor and Town Clerk BE AUTHORIZED to execute a permanent easement document in favour of The Corporation of the Town of Amherstburg for the purposes of maintaining its existing underground storm sewer infrastructure and pumping station along the north limit of 1632 Park Avenue, Amherstburg satisfactory in technical content to the Director of Public Works, financial content to the Director of Corporate Services and in form and legal content to the Director of Planning, Development and Legislative Services.**

The Deputy Mayor put the Motion.

Motion Carried

ADJOURNMENT

Moved By Councillor Courtney
Seconded By Councillor Renaud

That Council rise and adjourn at 8:09 p.m.

The Deputy Mayor put the Motion.

Motion Carried

DEPUTY MAYOR – LEO MELOCHE

MUNICIPAL CLERK – PAULA PARKER



**TOWN OF AMHERSTBURG
SPECIAL COUNCIL MEETING
MINUTES**

Wednesday, December 19, 2018

3:00 PM

Council Chambers

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

PRESENT

Deputy Mayor Leo Meloche
Councillor Peter Courtney
Councillor Donald McArthur
Councillor Michael Prue
Councillor Marc Renaud
Councillor Patricia Simone

Paula Parker, Clerk
Giovanni (John) Miceli, CAO

ABSENT

Mayor Aldo DiCarlo

CALL TO ORDER

The Deputy Mayor called the meeting to order at 3:05pm.

SPECIAL IN-CAMERA COUNCIL MEETING

Resolution # 20181210-416

Moved By Councillor McArthur
Seconded By Councillor Renaud

That Council move into an In-Camera Meeting of Council at 3:05 pm pursuant to Section 239 of the Municipal Act, 2001, as amended, for the following reasons:

Item A - Section 239(2)(b) – Personal matters about an identifiable individual, including municipal or local board employees; Section 239(2)(d) – labour relations or employee negotiations; and Section 239(2)(f) – advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Council raised concerns of the discussing police matters that may be ultra vires. The CAO advised that the information being brought forward did in fact fit within the exemptions listed and were for the consideration of Town Council.

The Deputy Mayor put the Motion.

Motion Failed

The Clerk suggested that if Council was uncomfortable with citing Section 239(2)(d) it could be removed from the motion, and reminded Council that the section 239(2)(b) did not only encompass personal matters about municipal and local board employees, but rather that it involved personal information about any individual.

Resolution # 20181210-417

Moved by Councillor Prue
Seconded by Councillor Courtney

That the previous motion be reconsidered.

The Deputy Mayor put the Motion.

Motion Carried

Resolution # 20181210-418

Moved By Councillor Prue
Seconded By Councillor Courtney

That Council move into an In-Camera Meeting of Council at 3:19 pm pursuant to Section 239 of the Municipal Act, 2001, as amended, for the following reasons:

Item A - Section 239(2)(b) – Personal matters about an identifiable individual, including municipal or local board employees; and Section 239(2)(f) – advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

The Deputy 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.

RESUMPTION OF SPECIAL COUNCIL MEETING

Moved by Councillor Prue
Seconded by Councillor Courtney

That Council resume public session at 5:14pm.

The Deputy Mayor put the Motion.

Motion Carried

REPORT OUT FROM IN-CAMERA SESSION

Council met on December 19th, 2018, for a Special In-Camera Meeting at 3:19pm and discussed (1) item as provided for under Section 239 of the Municipal Act:

Item A heard under Section 239 2(b) and (f) of the Act. There is nothing further to report on this matter.

ADJOURNMENT

Moved By Councillor Renaud

Seconded By Councillor McArthur

That Council adjourn at 5:14 p.m.

The Deputy Mayor put the Motion.

Motion Carried

Deputy Mayor – Leo Meloche

Clerk – Paula Parker



Delegation Request Form

I wish to appear before *

Council

Advisory Committee of Council

Date of Meeting *

1/14/2019



Name of Delegate(s) *

Tiffany Cote, Yvette Erickson

Address *

[REDACTED]

Phone *

[REDACTED]

Email *

[REDACTED]

Capacity in which you will be attending *

Attending as an Individual

Representing a Group / Organization

Name of Group / Organization / Business *

Centennial Park/Lions Pool

Have you contacted Administration regarding this matter? *

Yes

No

Who from Town Administration have you contacted? *

Rick Daly

Reason(s) for Delegation Request (subject matter to be discussed). If the request is in response to an item on the agenda, please specify the item's agenda # *

We are speaking regarding the replacement of Lions pool and other amenities located in Centennial Park. We would like to see the amenities replaced in a central location.

If your request is in response to an agenda item, are you in favour of the recommendation? If not, please provide your reasoning below

We would be in favor of recommendations.

Will a powerpoint presentation be made? *

Yes

No

Note: An electronic copy of the PowerPoint presentation is required to be submitted to delegations@amherstburg.ca no later than 12:00 noon on the Friday before the meeting.

Please upload speaking notes and presentation materials - 4 Attachments Max (10MB Each) (pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif)

Personal information contained on this form is authorized under Section 5 of the Town of Amherstburg's Procedure By-law, for the purpose of contacting individuals and/or organizations requesting an opportunity to appear as a delegation before Council or an Advisory Committee of Council. The Delegation Request Form may be published in its entirety with the public agenda which is also posted on the Town's website. The Procedure By-law is a requirement of Section 238(2) of the Municipal Act, 2001.

Please note that all meetings are open to the public except where permitted to be closed to the public under legislated authority. Questions regarding collection of the information on this form or additional accessibility requirements may be directed to the Municipal Clerk, 271 Sandwich Street South, Amherstburg, ON N9V 2A5, 519.736.0012.

The previous Town Council has done a great disservice to our youth. Selling off Centennial Park which was donated land given to the children of Amherstburg so they had a place to play and call their own without replacing what is lost is detrimental to our children. Such cuts at a time of great concern about child obesity are very short sighted and will cost more in the long run. We are asking this new Town Council to look again at the proposals to replace EVERYTHING lost to this sale INCLUDING the pool and consult widely with the people of Amherstburg on these proposals. Centennial Park has been a hub for sports for our youth. The park is always busy with baseball, swimming, track and field over the summer and football in the fall. The skate park and park equipment are also used year round for local youth in the area. The beauty of this park with all its wonderful amenities is that it is centrally located.

The thought of moving these amenities to the Libro is short sighted, especially considering that there are three acres at St Bernard's and plenty of property at Purdy Park, both of which are far more centrally located and safer to get too when compared to the Libro. In reference to the Libro as a new location, we have heard the diamonds are not up to code, there is no track, the football field is not proper and there are no bleachers to watch the games. We also know that many families do not feel it is safe for their children to walk along Simcoe to get to the Libro.

On the topic of the Lion's Pool. We have been told many times it is up to the people if they want their taxes to go up in order to have a pool. There are a few ways to go about getting funds without raising taxes which include 1. the Parkland dedication fund 2. 5% from new developments- it is our understanding this is to be collected from each developer as they build new subdivisions and that is to be earmarked for parks 3. Amherstburg Community Foundation 4. Solicitation of service groups like the Lions Club. This is the only public pool in our area that allows for our children and adults to get relief from the heat, get exercise and learn how to swim. There are very limited things for our youth to do and the previous council has gotten rid of a major hub. The pool provided families with low cost access to a sport and as it was a public pool those who needed jumpstart funding were able to use it, something a private pool cannot offer. Our children deserve more not less. We live along a river community, therefore our community should focus on water safety and how to swim. The pool is used by many ratepayers and many out of town families. Anything that reduces the ability for residents to have public access to such things as basketball, tennis, volleyball, baseball, swimming and track should not be allowed to happen. We are very disappointed that our pool was taken off the parks plan and replaced with another splash pad. This is not something everyone in town can benefit from. Not having a place for a new pool and the families having a disruption in services is a huge disservice. You are forcing families to go outside to neighboring townships to seek these services. It is also upsetting that you made a comment regarding the new hotel stating it will contain a pool. So why will people who do not live in town and do not pay taxes in our town have access to an amenity that our townspeople will not?

The current pool was built on donated land and the money to build the pool was raised by the community. Therefore, money made from the sale should have been earmarked to relocate ALL amenities lost. We are asking council to consider the land next to St. Bernards or the land at Purdy Park. Both of these areas have the space and the town already owns them. Replacing the pool could bring many people into our community. If a 25m pool is built, provincial swimmers can use their times from swim meets towards provincial meets. It could also be made into a fully accessible pool, one that no other municipality has. Council should respect the efforts of those who donated years ago and its current residents. We don't want to have to go to other municipalities. As ratepayers we will fight to ensure that our rates are used to benefit the whole community and not just a select group of people. We ask you as Town Council to make sure there is a solid place and plan to replace our pool and all of the amenities located in Centennial Park and to make the interest of the ratepayers and their children your #1 priority.

THE TOWN OF AMHERSTBURG

BRANDING PRESENTATION

◀ WHAT IS A BRAND? ▶

A BRAND IS NOT:

A LOGO / A PRODUCT / A SERVICE

◀ WHAT IS A BRAND? ▶

A brand is a person's **emotional connection** to your organization, community, or business.

◀ OUR PROJECT OBJECTIVES ▶

01 Develop a clearly defined brand to celebrate Amherstburg's assets, opportunities, and quality of life benefits

02 Build a competitive tourist and investment industry that attracts consumers and sustainably nurtures the region's growth

03 Generate brand awareness across key markets, increasing the number and length of visits, generating sales, and growing repeat business

◀ VALUES & UNIQUE ATTRIBUTES ▶

During focus group discussions and an online survey, stakeholders listed the following words as Amherstburg's values and unique attributes.

VALUES:

Historic
Scenic
Friendly
Unique

UNIQUE ATTRIBUTES:

Historical roots
Beautiful waterfront
Sense of community

TAGLINE

◀ TAGLINE RATIONALE ▶

In recognizing Amherstburg's rich history, a tagline that parallels that theme has been developed. At once, the concept celebrates Amherstburg's storied past while acknowledging the bright, productive, and significant future ahead.

◀ TAGLINE ▶

Born to make history.

LOGO CONCEPT



+



+



+



WATERWAY

AGRICULTURE

TOURISM

/

HISTORY

◀ LOGO RATIONALE ▶

A mutual nod to Amherstburg's tourism appeal and rich history, this logo concept celebrates all that the town offers – past and present, across water and land. The stylized lighthouse at left is a tribute to the one found on Bois Blanc (Boblo) Island, while at right, the underground railroad signifies the town's roll in some of Canada's most significant events. The rising sun symbolizes the future while the tree represents our scenic landscape and beautiful trails. Lastly, the house built atop is a celebration of the welcoming town we know and love today – held up by a foundation which continues to illuminate our way.



AMHERSTBURG

ONTARIO, CANADA

EST. 1796

BORN TO MAKE HISTORY



AMHERSTBURG

— **EST. 1796** —



◀ LOGO VARIATIONS • VERTICAL / BADGE ▶



AMHERSTBURG

— **EST. 1796** —



AMHERSTBURG

ONTARIO, CANADA

— **EST. 1796** —



AMHERSTBURG

— **EST. 1796** —

BORN TO MAKE HISTORY



AMHERSTBURG

ONTARIO, CANADA

— **EST. 1796** —

BORN TO MAKE HISTORY

◀ LOGO VARIATIONS • HORIZONTAL ▶



AMHERSTBURG

EST. 1796



AMHERSTBURG

ONTARIO, CANADA

EST. 1796



AMHERSTBURG

EST. 1796

BORN TO MAKE HISTORY



AMHERSTBURG

ONTARIO, CANADA

EST. 1796

BORN TO MAKE HISTORY





AMHERSTBURG
EST. 1796



AMHERSTBURG
EST. 1796









◀ LOGO COMPARISON ▶





AMHERSTBURG

EST. 1796

BORN TO MAKE HISTORY

THANK YOU!



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: Elke Leblanc	Report Date: December 12, 2018
Author's Phone: 519 736-0012 ext. 2252	Date to Council: January 14, 2019
Author's E-mail: eleblanc@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: 2019 Interim Tax Levy By-law 2019-05

1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Supervisor of Revenue dated December 12, 2018 regarding 2019 Interim Tax Levy By-law 2019-05 **BE RECEIVED**, and;
2. **By-law 2019-005** being a By-law to provide for an interim tax levy in default be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign the same.

2. **BACKGROUND:**

The Municipal Act, 2001, as amended (the Act) provides for taxes to be annualized where assessment was added to the collector's roll during the year, i.e. supplementary tax levies, and where a new assessment has been added to the current year's roll, the interim tax levy shall apply to the new assessment. As such, the assessed value of the property is based on the current value of the property as of January 1st of the respective year and interim taxes are calculated based upon 50 percent of assessed value.

Any changes to the succeeding year's taxes will be reflected on the final tax notice, which is issued later in the year after the final tax levy is determined, or on supplementary tax notices issued thereafter.

Penalty and interest is added at the first of every month on all amounts in default at a rate of 1.25 percent per month. This is the standard rate used by municipalities across the province as allowed under section 345 of the Municipal Act.

3. DISCUSSION:

The interim tax levy By-law is required in order to provide funds for municipal operating requirements until the tax rates are set and the final tax notices are issued.

To provide for the February 28, 2019 due date interim tax notices will be mailed before February 7, 2019, which allows for the required notice of 21 days.

Consequently, the By-law is being presented for three readings. The due date for the first installment is February 28, 2019 and the due date for the second installment is April 30, 2019. This continues the previous practice of setting the interim tax levy installment due dates on the last business day of February and April.

4. RISK ANALYSIS:

There is no identified risk to imposing an interim tax levy; however, failure to do so would cause undue financial hardship to the Town.

5. FINANCIAL MATTERS:

The interim tax amount to be levied shall not exceed 50% of the total amount of taxes levied on the property in the previous year. The interim levy will provide funds for municipal operations and reduce reliance on short-term borrowings prior to setting tax final rates and issuing the final tax notices for the year.

6. CONSULTATIONS:

None.

7. CONCLUSION:

The Municipal Act, 2001, as amended, allows municipal councils to pass by-laws for the purpose of levying an interim tax levy, prior to the adoption of the estimates for the year.



Elke Leblanc
Supervisor of Revenue



Justin Rousseau
Treasurer

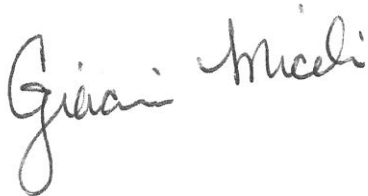
Report Approval Details

Document Title:	2019 Interim Tax By-Law 2019-05.docx
Attachments:	- Interim Tax By-law 2019-05.docx
Final Approval Date:	Jan 8, 2019

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



Mark Galvin - Dec 13, 2018 - 10:38 AM



John Miceli - Dec 13, 2018 - 12:09 PM



Paula Parker - Jan 8, 2019 - 4:03 PM

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW 2019-005

By-law to provide for an interim tax levy

WHEREAS section 317 (1, 2, 3, 4) of The Municipal Act 2001, c 25, provides that the Council of a local municipality may, before the adoption of the estimate for the year, pass a by-law to levy on the whole of the assessment for real property according to the last revised assessment roll, subject to certain restrictions, a sum not to exceed 50 percent of the total 2018 tax levy for municipal and school purposes;

WHEREAS section 345 (1, 2, 3, 4) of The Municipal Act 2001, c 25 provides that the Council of a local municipality may, pass by-laws to impose late payment charges for the non-payment of taxes or installment by the due date;

NOW THEREFORE the Council of the Corporation of the Town of Amherstburg enacts as follows:

1. An interim tax for all property classes be levied at a rate of 50 percent of the total levy of the 2018 year. Any newly assessed property or properties assessed for part of 2018, may be levied a rate equal to 50 percent of the total levy of the 2018 year as if the property had been billable for the full twelve month period in 2018 (annualized).
2. The said interim tax levy shall become due and payable in 2 installments as follows:
 - a. Fifty (50) percent of the interim levy shall become due and payable on the 28th day of February, 2019; and
 - b. The balance of the interim levy shall become due and payable on the 30th day of April, 2019; and
 - c. Non-payment of the amount on the dates stated in accordance with this section shall constitute default.
3. For all taxes levied under the authority of this By-law which are in default on the 1st day following the due date a penalty of 1.25 percent shall be added and thereafter a penalty of 1.25 percent per month will be added on the 1st day of each and every month the default continues.
4. For all other taxes in default on January 1st, 2019 or thereafter, a penalty shall be added at the rate of 1.25 percent per month, and all by-laws and parts of by-laws inconsistent with this policy are hereby rescinded.
5. Penalties and interest added on taxes in default shall become due and payable and shall be collected forthwith.
6. The Treasurer is hereby authorized to accept part payment from time to time on account of any taxes due and to give a receipt for such a part payment provided that acceptance of any such part payment shall not affect the collection of any percentage charge imposed and collectable in respect of non-payment of the taxes or any installment thereof.
7. The Treasurer will mail or cause the same to be mailed to the address of such person indicated on the last revised assessment roll, every tax notice specifying the amount of taxes payable.

8. Failure to receive a tax notice does not relieve the ratepayer of obligation to pay or exempt the property owner from charges for interest and penalties imposed on taxes in default.
9. The Treasurer may have cause and has been delegated authority to change the dates as listed in (1) should any unforeseen delay occur.
10. That this By-law takes effect January 1, 2019.

Read a first, second and third time and finally passed this 14th day of January, 2019.

Mayor – Aldo DiCarlo

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: Justin Rousseau	Report Date: December 12, 2018
Author's Phone: 519 736-0012 ext. 2259	Date to Council: January 14, 2019
Author's E-mail: jrousseau@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: By-law 2019-06 Temporary Borrowing

1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Treasurer dated December 12, 2018 regarding By-law 2019-06 Temporary Borrowing **BE RECEIVED**; and,
2. **By-law 2019-006** being a By-law to provide for the temporary borrowing of an upset limit of seven million dollars in funds for the Town of Amherstburg be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

2. **BACKGROUND:**

The Municipal Act allows for the Temporary borrowing of funds for municipal operations. Section 407 of the Act states the following:

Borrowing for expenses

407. (1) At any time during a fiscal year, a municipality may authorize temporary borrowing, until the taxes are collected and other revenues are received, of the amounts that the municipality considers necessary to meet the expenses of the municipality for the year and of the amounts, whether or not they are expenses for the year, that the municipality requires in the year for,

- (a) reserve, sinking and retirement funds;*
- (b) principal and interest due on any debt of the municipality;*
- (c) school purposes;*
- (d) other purposes the municipality is required by law to provide for; and*

(e) the amount of principal and interest payable by a person or municipality primarily liable for a debt, if the municipality has guaranteed the debt and the debt is in default. 2001, c. 25, s. 407 (1); 2009, c. 18, Sched. 18, s. 6 (1).

On January 22, 2018, Town Council passed a Temporary Borrowing By-law 2018-08 for the municipal operations of 2018.

The adoption of a Temporary Borrowing By-law is standard practice for the Town and is a vehicle which provides the authorization to temporarily borrow funds for municipal operating purposes. A Temporary Borrowing By-law relates to a particular operating year, therefore a By-law is required annually to ensure accountability, transparency and to support the temporary borrowing needs of the Town.

3. DISCUSSION:

To ensure that the Town operates in accordance with the Municipal Act and that sufficient funds are available for municipal operations, Administration has prepared the 2019 Temporary Borrowing By-law for Council's consideration and adoption.

By-law 2019-06 repeals the prior year's By-law 2018-08.

4. RISK ANALYSIS:

Financial Institutions lending monies to municipalities require Temporary Borrowing By-laws to be updated annually to ensure that Administration has the authority to borrow temporary funds. A failure to do so may delay the Town's ability to access funds required for municipal operations and may place the Town in non-compliance of the operating line of credit agreement.

5. FINANCIAL MATTERS:


The Town of Amherstburg currently has an approved borrowing limit of Seven Million dollars from the Windsor Family Credit Union (WFCU), the Town's financial institution of record, for the Town's operating line of credit. It is important to note that this approval does not seek an increase from past year's requirements.

6. CONSULTATIONS:

There were no consultations on this report.

7. **CONCLUSION:**

That Council approve By-law 2019-006 as required to allow for prudent financial administration of the Town as per the Municipal Act.

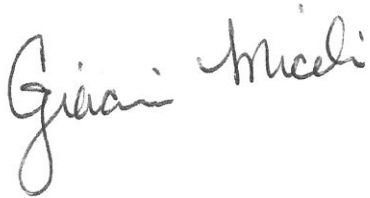


Justin Rousseau
Treasurer

Report Approval Details

Document Title:	By- law 2019-06 Temporary Borrowing.docx
Attachments:	- 2019-06 Temporary Borrowing By-law.doc
Final Approval Date:	Jan 8, 2019

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



John Miceli - Dec 13, 2018 - 11:52 AM



Paula Parker - Jan 8, 2019 - 4:29 PM

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2019-006

By-law to provide for temporary borrowing until the taxes are collected and other revenues are received.

WHEREAS Section 317 (1, 2, 3, 4) of the Municipal Act 2001, Chapter 25, provides that the Council of a local municipality to provide for temporary borrowing, until the taxes are collected and other revenues are received, of the amount council considers necessary to meet the current expenditures of the municipality for one year;

WHEREAS the Council of the Corporation of the Town of Amherstburg deems it necessary to borrow the sum of up to Seven Million Dollars to meet the current expenditures of the Corporation for the year 2019.

NOW THEREFORE the Council of the Corporation of the Town of Amherstburg enacts as follows:

1. The Head of Council and Treasurer are hereby authorized to borrow from the Town's Financial Institution of record from time to time by way of promissory note or bankers' acceptance a sum or sums not exceeding at any one time, Seven Million Dollars to meet the current expenditures of the Corporation for the year 2019.
2. The Head of Council and Treasurer are hereby authorized to sign on behalf of the Corporation and to furnish to the said Bank from time to time promissory notes or bankers' acceptances for the sum or sums so borrowed with interest or any other charges at such rate as the Bank may from time to time determine.
3. The Head of Council and Treasurer are hereby authorized and directed to furnish to the said Bank as it may from time to time request a statement showing the nature and amount of the estimated revenues of the current year not yet collected or of the estimates adopted for the next preceding year and also showing the total of any amounts borrowed in the current year and in any preceding year that have not been repaid.
4. All sums borrowed from the said Bank and any interest thereon and any other charges in connection therewith shall be a charge upon the whole of the revenues of the Corporation for the current year and for any preceding years as and when such revenues are received and that the Head of Council and Treasurer are hereby authorized to sign on behalf of the Corporation and to furnish to the Bank an Agreement or Agreements of the Corporation, in the form annexed hereto charging the said revenues of the Corporation with payment of all sums borrowed from the Bank and any interest thereon and any other charges in connection therewith.
5. The Head of Council and Treasurer are hereby authorized and directed to apply in payment of all sums borrowed from the said Bank and any interest thereon and any other charges in connection therewith, of all of the money's hereafter collected or received on account or realized in respect of the taxes levied for the current year and for any preceding years and of all of the moneys collected or received from any other source.

6. By-law 2018-08 is hereby repealed effective January 1, 2019.

7. This By-law shall come into force and effect on January 1, 2019.

Read a first, second and third time and finally passed this 14th day of January, 2019.

Mayor – Aldo DiCarlo

Clerk – Paula Parker



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: Anne M. Rota	Report Date: December 6, 2018
Author's Phone: 519 519 736-0012 ext. 2218	Date to Council: January 14, 2019
Author's E-mail: arota@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: Amherstburg Branding Strategy – Logo Design

1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Manager of Tourism and Culture dated December 6, 2018, regarding the Amherstburg Branding Strategy – Logo Design presentation by Cinnamon Toast New Media Inc. **BE RECEIVED**; and,
2. The new logo design **BE APPROVED** as submitted, as part of the overall Amherstburg Branding Strategy.

2. **BACKGROUND:**

On December 12th, 2017, Council approved up to \$80,000 for an overall Amherstburg Branding Strategy within the 2018 Capital budget. Cinnamon Toast New Media Inc. was the successful applicant as per the RFP process at a projected cost for the project of \$76,320 including net HST. This report will recognize the **Brand Visual/Image Creation including a new logo** deliverable of the agreement.

3. **DISCUSSION:**

As part of the Council approved Community Based Strategic Plan (CBSP) 2016-2021,, two of the five strategic pillars were identified in correlation to the Amherstburg Branding Strategy. They are Marketing and Promotion and Economic Development which serve as catalysts for achieving the objectives of the CBSP.

Key Project Deliverables for the Amherstburg Branding Strategy are:

- a) Development of a comprehensive research paper including data regarding perceptions of internal and external audiences, the source of those perceptions, suggestions for changing said perceptions through a new brand image and marketing implications.
- b) Brand Visual/Image Creation including the creative development of logo and communications for print and digital for the purpose of incenting visitation and targeting high yield consumer segments.**
- c) Creative development of a new tourism website.
- c) Communications Strategy.
- d) Brand Identity Manual (Visual Identity Standards) and Communications plan.

The current Town Crest which was designed in 1982 will still be accessible for relevant municipal use. It is extremely important to note however that the new logo design is a marketing and promotional tool to attract new visitors, new demographic markets and investors as per the Community Based Strategic Plan.

Metrics to support the process of the logo design were:

- Two public input meetings held at the Libro Credit Union Center
- Interactive, on line surveys and announcements posted on “Talk the Burg” and Amherstburg/Connection
- Print advertisements in the River Town Times
- Earned media picked up by the press through media releases
- Resources and materials from the Town of Amherstburg archives relating to culture and tourism
- Photography and imagery of Amherstburg Historic Sites

4. RISK ANALYSIS:

The Town of Amherstburg has fallen behind in brand recognition to successfully integrate with marketing and promotion that align with current and developing market trends.

The Town of Amherstburg is not a lead in comparison to other municipalities in the region with a robust, rigorous logo that stands apart in a highly competitive market. Currently, the municipal town crest does not serve as a necessary catalyst for achieving the objectives of the Community Strategic Plan for competitive and sustainable market share.

5. FINANCIAL MATTERS:

As noted above, Council approved up to \$80,000 in the 2018 Budget toward a branding strategy. The work under this initiative is projected to be completed within the approved budget.

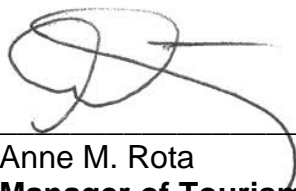
6. CONSULTATIONS:

- The residents and the general public were consulted on this initiative
- Members of Administration from Office of the CAO, Corporate Services (Finance and IT), Legal and Tourism areas were consulted on this initiative

7. CONCLUSION:

The new logo has the original qualities to attract a growing number of technology fluent and creative individuals that will generate social cohesion, innovation and ultimately continued prosperity for the Town of Amherstburg.

Through the new logo and branding strategy, Amherstburg has an opportunity to promote itself with an inviting, captivating and progressive brand for investors and visitors to consider investing their time and money in the Amherstburg community.



Anne M. Rota
Manager of Tourism and Culture

Report Approval Details

Document Title:	Amherstburg Branding Strategy – Logo Design .docx
Attachments:	- Amherstburg_FindingsReport-final (2).pdf - Amherstburg_LogoPresentation_Council.pdf
Final Approval Date:	Jan 8, 2019

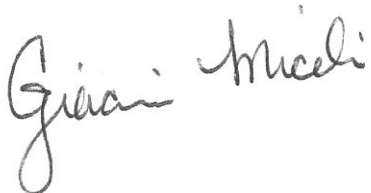
This report and all of its attachments were approved and signed as outlined below:



Mark Galvin - Dec 12, 2018 - 1:45 PM



Cheryl Horrobin - Dec 12, 2018 - 3:43 PM



John Miceli - Dec 13, 2018 - 12:15 PM



Paula Parker - Jan 8, 2019 - 3:51 PM



TOWN OF AMHERSTBURG Report of Findings

BRAND CONSULTATIONS

September 12th, 2018

INTRODUCTION

The Town of Amherstburg is seeking the development of a clearly defined brand to raise awareness surrounding its assets, opportunities, and quality of life benefits. Other essential project objectives include:

- / Building a competitive tourist and investment industry that attracts consumers and sustainably that nurtures the region's growth
- / Building brand awareness across key markets, increasing the number and length of visits, generating sales, and growing repeat business

To begin the process of achieving these objectives, Cinnamon Toast (CT) has engaged staff, residents, and the wider general public in an online survey and a series of in-person consultation discussions. Together, these activities unlocked a better understanding of each groups' goals, interests, and priorities for the brand, the outcome of which is outlined in the following pages of this report.

OUR APPROACH

Online Survey

To gather input from the residents of Amherstburg and surrounding communities, we released an online survey that was open to the public. The survey consisted of 17 questions that were designed to establish key information about Amherstburg and the respondents, including demographic information, general interest in the area, differentiating factors, future objectives, brand personality, logo suggestions, and website feedback. After leaving the survey open from July 17, 2018 to August 31, 2018, we received 383 responses.

In-Person Consultation

To gain a better understanding of Amherstburg's future brand and website, we held two public engagement sessions: one on Wednesday, August 29 at 3 pm, and one on Wednesday, August 29 at 6 pm, to accommodate various schedules.

Participant Profile

383

individuals participated in the Online Survey via Survey Monkey

28

stakeholders attended and participated in our In-Person Consultations

Exercise One

As an introduction and to engage attendees, CT provided a detailed explanation of what a brand is (vs. what it is not) and how a brand serves and enhances a community. We then ran a word association activity with staff and residents to help establish the descriptors they most want associated with the town's future brand. This activity's primary goal was to dig deep into Amherstburg's personality and gain a full understanding of participants' perceptions of not only current-day Amherstburg but how they would like to see their community in the future. We provided them a list of 25 words, broke them off into groups of three to five, and asked them to pick their top five descriptors. Once each group had selected their top descriptors, we had a member from each group present the reason they had chosen each of them. After listening to each group in the session present, all groups had to mutually agree upon five words to describe the town. The full list of words provided (in no particular order) was:

Unique, Friendly, Edgy, Lively, Good-natured, Clever, Vibrant, Laid-back, Reserved, Happy, Genuine, Playful, Peaceful, Bold, Ambitious, Quaint, Conservative, Authentic, Historic, Cheerful, Artsy, Exciting, Scenic, Relaxed, Progressive

Exercise Two

After Exercise One was complete, each person completed a handout that contained a series of questions. The handout questions were designed to understand and establish demographics, personal interests, value systems, challenges, a desired vision for the town, and logo suggestions. To ensure participants understood the questions, CT provided a detailed explanation of the type of information we were seeking.

Exercise Three

The third and final exercise was a visual association activity which aimed to establish the feelings attendees hope to have reflected in Amherstburg's future brand. We placed 31 photographs on the wall and gave each person ten green stickers and ten red stickers. Each participant was instructed to look at all the visuals first, then use the green stickers to indicate images that evoke feelings they would like associated with the new brand, and red stickers to indicate images they don't want associated with the new brand. This activity provides valuable insights to help guide CT in what type of imagery evokes positive feelings and captures the mood of Amherstburg.

Do's

- / Photography of scenery and nature (including gardens, waterways, farmland)
- / Photography of historic sites
- / Photography of diverse audiences (including race, gender, and age)
- / Logos with a modern feel and curved lines
- / Logos enclosed by circles
- / Logos with scenic themes
- / Logos with UPPERCASE font

Don'ts

- / Photography where water is the main focus
- / Photography of animals
- / Logos that are primarily text-based
- / Logos that include animals
- / Logos including old-fashioned/ornate crests

RESULTS AND DISCUSSION

Online Survey Results

- / 57% respondents work full-time
 - / 25% respondents are retired
 - / 76% respondents have children
 - / 80% respondents live in Amherstburg
 - / 13% respondents are tourists/frequent visitors
 - / 49% respondents have lived or worked in Amherstburg for 20 years or more
 - / 25% respondents visited Amherstburg's website 3-5 times in the past year
-

UNIQUE ATTRIBUTES

Respondents described Amherstburg as unique from neighbouring communities because of its deeply-rooted history and heritage (Fort Malden, Kings Navy Yard), scenery (including the waterfront and beautiful parks), variety of events and festivals, and friendly and charming community.

TOWN DESCRIPTORS*

The top six words people said best describe Amherstburg are: historic (65%), scenic (52%), quaint (41%), relaxed (34%), family-oriented (34%), and walkable (33%).

87%

value
Amherstburg's:

**WATERFRONT
CONNECTION
& OUTDOORS**

75%

described
Amherstburg as:
FRIENDLY

PERSONALITY*

The top words people selected to define Amherstburg's personality were: friendly, peaceful, good-natured, unique, laid-back, genuine, and very happy.

WEBSITE FEEDBACK & WISH LIST*

70% of respondents use Amherstburg's current website to find information about attractions and upcoming events. When asked about their top three priorities for the future website, respondents indicated they would like it to prioritize: ease of use (68%), information about the town, events, and services (66%), and mobile friendliness (ability to browse on smartphones and tablets) (53%).

**Please note that for these survey questions, 'choose all that apply' was a response option, hence the skewed percentages*

RESULTS AND DISCUSSION

In-Person Consultation Results

- / 82% respondents live in Amherstburg
- / 57% respondents are age 65 or older
- / 57% respondents are male
- / 82% respondents have lived or worked in Amherstburg for 20 years or more
- / 50% respondents feel that Amherstburg needs to embrace change and become more progressive

VALUES

Attendees stated that they most value Amherstburg's historic, scenic, friendly, and unique qualities.

CHALLENGES

When asked to describe the challenges that are facing Amherstburg, attendees most commonly listed: a lack of infrastructure and new employment opportunities, resistance to change, ambassadorship, and collective thinking amongst residents.

UNIQUE ATTRIBUTES

Attendees primarily described Amherstburg as unique from neighbouring communities due to its strong historical roots, the beautiful waterfront, and sense of community.

IMAGERY

When asked what imagery comes to mind when thinking of Amherstburg, attendees were drawn to scenery that included gardens, water, and farmland. Photographs of historic sites were also favoured. When asked what elements attendees would like to avoid in the future brand, old-fashioned/ornate crests, logos that are primarily text-based, and imagery of animals were mentioned.

75%

feel that deeply-rooted history is what makes Amherstburg unique from surrounding areas

OBSERVATIONS

- / Survey respondents and in-person consultation attendees generally agreed on the town's differentiating factors, unique attributes, values, and challenges as seen by the wealth of overlapping responses.
- / Images featuring historical and natural elements (ie: gardens, water, farmland) were most attractive to consultation attendees, whereas old-fashioned/ornate crests, animals and primarily text-based logos attracted the least amount of interest from attendees.
- / Group discussions revealed the overarching importance of preserving the historic roots of Amherstburg while doing so in a forward-thinking way to encourage growth and new economic opportunities.
- / As the busiest terminal on the Underground Railroad, Amherstburg remains to have an active black community. It is also important to recognize that there is an Aboriginal community within Amherstburg.

CONCLUSION

The online survey and in-person consultations were extremely beneficial in providing different perspectives from Amherstburg's key stakeholder groups. The results collected will provide CT's team with the essential inspiration and direction required to achieve the look and feel of the township's brand and website.

THE TOWN OF AMHERSTBURG

BRANDING PRESENTATION

◀ WHAT IS A BRAND? ▶

A BRAND IS NOT:

A LOGO / A PRODUCT / A SERVICE

◀ WHAT IS A BRAND? ▶

A brand is a person's **emotional connection** to your organization, community, or business.

◀ OUR PROJECT OBJECTIVES ▶

01 Develop a clearly defined brand to celebrate Amherstburg's assets, opportunities, and quality of life benefits

02 Build a competitive tourist and investment industry that attracts consumers and sustainably nurtures the region's growth

03 Generate brand awareness across key markets, increasing the number and length of visits, generating sales, and growing repeat business

◀ VALUES & UNIQUE ATTRIBUTES ▶

During focus group discussions and an online survey, stakeholders listed the following words as Amherstburg's values and unique attributes.

VALUES:

Historic
Scenic
Friendly
Unique

UNIQUE ATTRIBUTES:

Historical roots
Beautiful waterfront
Sense of community

TAGLINE

◀ TAGLINE RATIONALE ▶

In recognizing Amherstburg's rich history, a tagline that parallels that theme has been developed. At once, the concept celebrates Amherstburg's storied past while acknowledging the bright, productive, and significant future ahead.

◀ TAGLINE ▶

Born to make history.

LOGO CONCEPT



+



+



+



WATERWAY

AGRICULTURE

TOURISM

/

HISTORY

◀ LOGO RATIONALE ▶

A mutual nod to Amherstburg's tourism appeal and rich history, this logo concept celebrates all that the town offers – past and present, across water and land. The stylized lighthouse at left is a tribute to the one found on Bois Blanc (Boblo) Island, while at right, the underground railroad signifies the town's roll in some of Canada's most significant events. The rising sun symbolizes the future while the tree represents our scenic landscape and beautiful trails. Lastly, the house built atop is a celebration of the welcoming town we know and love today – held up by a foundation which continues to illuminate our way.



AMHERSTBURG

ONTARIO, CANADA

EST. 1796

BORN TO MAKE HISTORY



AMHERSTBURG

— **EST. 1796** —



◀ LOGO VARIATIONS • VERTICAL / BADGE ▶



AMHERSTBURG

— **EST. 1796** —



AMHERSTBURG

ONTARIO, CANADA

— **EST. 1796** —



AMHERSTBURG

— **EST. 1796** —

BORN TO MAKE HISTORY



AMHERSTBURG

ONTARIO, CANADA

— **EST. 1796** —

BORN TO MAKE HISTORY

◀ LOGO VARIATIONS • HORIZONTAL ▶



AMHERSTBURG

EST. 1796



AMHERSTBURG

ONTARIO, CANADA

EST. 1796



AMHERSTBURG

EST. 1796

BORN TO MAKE HISTORY



AMHERSTBURG

ONTARIO, CANADA

EST. 1796

BORN TO MAKE HISTORY





AMHERSTBURG
EST. 1796



AMHERSTBURG
EST. 1796









◀ LOGO COMPARISON ▶





AMHERSTBURG

EST. 1796

BORN TO MAKE HISTORY

THANK YOU!



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: December 17, 2018
Author's Phone: 519 736-6500 ext. 2241	Date to Council: January 14, 2019
Author's E-mail: bmontone@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: Amherstburg Emergency Response Plan - Update

1. RECOMMENDATION:

It is recommended that:

1. The report from the Fire Chief dated December 17, 2018 regarding Town of Amherstburg Emergency Response Plan – Update **BE RECEIVED**;
2. The revised Emergency Response Plan attached (Appendix "C") and listed Annexes **BE APPROVED**, as presented; and,
3. **By-law 2019-002** being a by-law to adopt an Emergency Response Plan governing the provisions of necessary services during such emergencies 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 of Amherstburg Emergency Response Plan (ERP) was previously revised in September 2017.

To ensure the municipality continues to meet the requirements of the Emergency Management and Civil Protection Act (attached as Appendix "B"), the CEMC is required to report Council's approval of revisions to the Office of the Fire Marshal & Emergency Management Ontario through the Annual Statement of Compliance and provide the Province with an updated copy of the plan.

3. **DISCUSSION:**

To ensure compliance with the requirements of the Emergency Management and Civil Protection Act, the Community Emergency Management Program Committee chaired by the Town Clerk/Risk Manager, conducted a review of the Emergency Response Plan and Program. The CEMC has also collected updated information from all Community Control group members, consistent with legislative requirements. Further to these, the administrative structure of the Town continues to change. Consequently, a number of changes, as well as definitions and inferences are required throughout the plan to reflect and incorporate our new capabilities.

The Plan has twenty-four (24) annexed documents including subordinate plans, contact lists, etc. several of these have also been updated by the organizations, departments and partners responsible (within Appendix A - list of Annexes).

By-law 2017-62 adopted the Amherstburg Emergency Response Plan which should be repealed and replaced. It should also be noted that on May 8, 2017, Council adopted By-law 2017-40 governing the provisions of necessary services during a **nuclear** emergency. The Town's nuclear plan is also annexed to and forms part of the overall Emergency Response Plan.

4. **RISK ANALYSIS:**

Resource Risks: It is believed that there are sufficient personnel resources available to address the requirements of the Emergency Response Plan during unplanned emergencies in or affecting the Town. This is considered unlikely with medium impact.

Timing Risks: It is believed that a reasonable regular annual schedule of updates and training to maintain the ERP currency is in place. This is considered possible with low impact.

Community Impact Risks: A review of emergency plan implementation events and annual exercises over the past three (3) years was conducted. This review revealed that, "Although the updated ERP will provide improved emergency management to assist in resiliency and to prepare for, prevent, respond to, to mitigate and recover from the risks to our community to some degree, it does not totally eliminate them." This is considered likely but with medium impact.

With this updated Emergency Response Plan once the Emergency Operations Centre is updated/modified/tested and considered operational, the potential to improve our functionality during major emergencies will be significantly improved. Mitigation of emergencies and recovery plans not implemented effectively can result in additional damage, loss of life and increased financial impacts to the Corporation, the citizens and businesses who contribute to our community and who may be affected by emergencies that will occur. This is considered unlikely with medium impact.

There is always potential for criticism when implementing change. In the alternative, to not proceed creates the potential criticism that the Town is not addressing the necessary issues. This is considered possible with low impact.

5. FINANCIAL MATTERS:

There are no financial impacts or budgetary considerations with the update of the plan or annexes. Contemplated updates to the Emergency Operations Centre to ensure it is functional and operational may be put forward for council's consideration in future budget deliberations.

6. CONSULTATIONS:

Senior Management Team
Chair, Community Emergency Management Program Committee
Partners and Agencies identified in the plan

7. CONCLUSION:

The updated Emergency Response Plan and new By-law will better serve the citizens of Amherstburg during an emergency and will fulfill the requirements under the Emergency Management and Civil Protection Act.



Bruce Montone
Fire Chief/Community Emergency Management Coordinator (CEMC)

Report Approval Details

Document Title:	Amherstburg Emergency Response Plan - Update.docx
Attachments:	- Appendix A List of Annexes.docx - Appendix B - Emergency Management and Civil Protection Act 2017.doc - Appendix C - 2019 Emergency Response Plan.pdf By-law 2019-002
Final Approval Date:	Jan 8, 2019

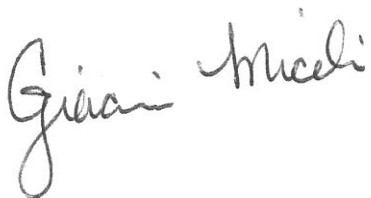
This report and all of its attachments were approved and signed as outlined below:



Mark Galvin - Dec 12, 2018 - 1:55 PM



Cheryl Horrobin - Dec 12, 2018 - 3:16 PM



John Miceli - Dec 13, 2018 - 11:50 AM



Paula Parker - Jan 8, 2019 - 4:17 PM

Appendix “A”

ANNEXES

ANNEX A	NOTIFICATION PROCEDURES – CONTACT LIST
ANNEX B	LOGISTICS a) Location of the Emergency Operations Centre b) Equipment
ANNEX C	Emergency Management and Civil Protection Act R.S.O. 1990, Chapter E. 9
ANNEX D	Town of Amherstburg Evacuation Plan
ANNEX E	Town of Amherstburg/County of Essex Resources and Directory
ANNEX F	Declaration of an Emergency Outline and Form
ANNEX G	Town of Amherstburg Recovery Plan
ANNEX H	Town of Amherstburg Procurement policy By-law 2015-69
ANNEX I	Emergency Site Management System Flow Chart
ANNEX J	Essex County Mutual Aid Plan
ANNEX K	Essex County Emergency Response Plan
ANNEX L	Agriculture and Agri-Food Emergency Plan (Harrow Research Centre)
ANNEX M	Emergency Management Program Committee
ANNEX N	Amherstburg Nuclear Response Plan
ANNEX O	Provincial Emergency Information Plan
ANNEX P	Emergency Medical Services Emergency Response Plan
ANNEX Q	Amherstburg Severe Weather/Snow Emergency plan
ANNEX R	Municipal Fuel Depot Information

ANNEX S	Essex County/ Windsor Humane Society Disaster Manual
ANNEX T	Memorandum of Understanding for Shelters
ANNEX U	Heat Alert & Response Plan
ANNEX V	Traffic Management Plan
ANNEX W	Drinking Water Emergencies
Annex X	Boblo Island Response Plan

Appendix “B”

Emergency Management and Civil Protection Act

R.S.O. 1990, CHAPTER E.9

Consolidation Period: From December 15, 2009 to the [e-Laws currency date](#).

Last amendment: 2009, c. 33, Sched. 9, s. 4.

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Definitions

1. In this Act,

“emergency” means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise; (“situation d’urgence”)

“emergency area” means the area in which an emergency exists; (“zone de crise”)

“emergency management program” means a program developed under section 2.1 or 5.1; (“programme de gestion des situations d’urgence”)

“emergency plan” means a plan formulated under section 3, 6, 8 or 8.1; (“plan de mesures d’urgence”)

“employee of a municipality” means an employee as defined in section 278 of the *Municipal Act, 2001* or a designated employee as defined in section 217 of the *City of Toronto Act, 2006*, as the case may be; (“employé municipal”)

“head of council” includes a chair of the board of an improvement district; (“président du conseil”)

“local board” means a local board as defined in the *Municipal Affairs Act*; (“conseil local”)

“local services board” means a Local Services Board established under the *Local Services Boards Act*; (“régie locale des services publics”)

“member of council” includes a trustee of the board of an improvement district; (“membre du conseil”)

“public servant” means a public servant within the meaning of the *Public Service of Ontario Act, 2006*. (“fonctionnaire”) R.S.O. 1990, c. E.9, s. 1; 1999, c. 12, Sched. P, s. 3; 2002, c. 14, s. 3; 2002, c. 17, Sched. C, s. 10 (1, 2); 2006, c. 13, s. 1 (2); 2006, c. 32, Sched. C, s. 17; 2006, c. 35, Sched. C, s. 32 (1, 2).

Administration of Act

2. The Solicitor General is responsible for the administration of this Act. R.S.O. 1990, c. E.9, s. 2.

Cabinet advisory committee

2.0.1 The Lieutenant Governor in Council may appoint, from among the members of the Executive Council, a committee to advise the Lieutenant Governor in Council on matters relating to emergencies. 2006, c. 13, s. 1 (3).

Municipal emergency management programs

2.1 (1) Every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program. 2002, c. 14, s. 4.

Same

- (2) The emergency management program shall consist of,
- (a) an emergency plan as required by section 3;
 - (b) training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - (c) public education on risks to public safety and on public preparedness for emergencies; and
 - (d) any other element required by the standards for emergency management programs set under section 14. 2002, c. 14, s. 4.

Hazard and risk assessment and infrastructure identification

(3) In developing its emergency management program, every municipality shall identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies. 2002, c. 14, s. 4.

Confidentiality for defence reasons

(4) Subject to subsection (5), a head of an institution, as defined in the *Municipal Freedom of Information and Protection of Privacy Act*, may refuse under that Act to disclose a record if,

- (a) the record contains information required for the identification and assessment activities under subsection (3); and
- (b) its disclosure could reasonably be expected to prejudice the defence of Canada or of any foreign state allied or associated with Canada or be injurious to the detection, prevention or suppression of espionage, sabotage or terrorism. 2002, c. 14, s. 4.

Same

(5) A head of an institution, as defined in the *Municipal Freedom of Information and Protection of Privacy Act*, shall not disclose a record described in subsection (4),

- (a) if the institution is a municipality and the head of the institution is not the council of the municipality, without the prior approval of the council of the municipality;
- (b) if the institution is a board, commission or body of a municipality, without the prior approval of the council of the municipality or, if it is a board, commission or body of two or more municipalities, without the prior approval of the councils of those municipalities. 2002, c. 14, s. 4.

Confidentiality of third party information

(6) A head of an institution, as defined in the *Municipal Freedom of Information and Protection of Privacy Act*, shall not, under that Act, disclose a record that,

- (a) contains information required for the identification and assessment activities under subsection (3); and
- (b) reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly. 2002, c. 14, s. 4.

Meetings closed to public

(7) The council of a municipality shall close to the public a meeting or part of a meeting if the subject matter being considered is the council's approval for the purpose of subsection (5). 2002, c. 14, s. 4.

Application of *Municipal Freedom of Information and Protection of Privacy Act*

(8) Nothing in this section affects a person's right of appeal under section 39 of the *Municipal Freedom of Information and Protection of Privacy Act* with respect to a record described in this section. 2002, c. 14, s. 4.

Municipal emergency plan

3. (1) Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan. 2002, c. 14, s. 5 (1).

- (2) REPEALED: 2002, c. 14, s. 5 (1).

Co-ordination by county

(3) The council of a county may with the consent of the councils of the municipalities situated within the county co-ordinate and assist in the formulation of their emergency plans under subsection (1). R.S.O. 1990, c. E.9, s. 3 (3).

Specific emergencies may be designated

(4) The Lieutenant Governor in Council may designate a municipality to address a specific type of emergency in its emergency plan and, if so required, the municipality shall include the type of emergency specified in its emergency plan. 2002, c. 14, s. 5 (2).

Training and exercises

(5) Every municipality shall conduct training programs and exercises to ensure the readiness of employees of the municipality and other persons to act under the emergency plan. 2002, c. 14, s. 5 (3).

Review of plan

- (6) Every municipality shall review and, if necessary, revise its emergency plan every year. 2002, c. 14, s. 5 (3).

Declaration of emergency

4. (1) The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area. R.S.O. 1990, c. E.9, s. 4 (1).

Declaration as to termination of emergency

(2) The head of council or the council of a municipality may at any time declare that an emergency has terminated. R.S.O. 1990, c. E.9, s. 4 (2).

Solicitor General to be notified

(3) The head of council shall ensure that the Solicitor General is notified forthwith of a declaration made under subsection (1) or (2). R.S.O. 1990, c. E.9, s. 4 (3).

Premier may declare emergency terminated

(4) The Premier of Ontario may at any time declare that an emergency has terminated. R.S.O. 1990, c. E.9, s. 4 (4).

Conformity with upper-tier plan

5. The emergency plan of a lower-tier municipality in an upper-tier municipality, excluding a county, shall conform to the emergency plan of the upper-tier municipality and has no effect to the extent of any inconsistency and, for the purposes of this section, The Corporation of the County of Lambton shall be deemed to be an upper-tier municipality. 2002, c. 17, Sched. C, s. 10 (3).

Emergency management programs of provincial government bodies

5.1 (1) Every minister of the Crown presiding over a ministry of the Government of Ontario and every agency, board, commission and other branch of government designated by the Lieutenant Governor in Council shall develop and implement an emergency management program consisting of,

- (a) an emergency plan as required by section 6;
- (b) training programs and exercises for public servants and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
- (c) public education on risks to public safety and on public preparedness for emergencies; and
- (d) any other element required by the standards for emergency management programs set under section 14. 2002, c. 14, s. 7; 2006, c. 35, Sched. C, s. 32 (3).

Hazard and risk assessment and infrastructure identification

(2) In developing an emergency management program, every minister of the Crown and every designated agency, board, commission and other branch of government shall identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure for which the minister or agency, board, commission or branch is responsible that are at risk of being affected by emergencies. 2002, c. 14, s. 7.

Confidentiality of third party information

(3) A head of an institution, as defined in the *Freedom of Information and Protection of Privacy Act*, shall not, under that Act, disclose a record that,

- (a) contains information required for the identification and assessment activities under subsection (2); and
- (b) reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly. 2002, c. 14, s. 7.

Application of *Freedom of Information and Protection of Privacy Act*

(4) Nothing in this section affects a person's right of appeal under section 50 of the *Freedom of Information and Protection of Privacy Act* with respect to a record described in this section. 2002, c. 14, s. 7.

Emergency plans of provincial government bodies

6. (1) It is the responsibility of,

- (a) each minister of the Crown presiding over a ministry of the Government of Ontario; and
- (b) each agency, board, commission or other branch of government designated by the Lieutenant Governor in Council,

to formulate an emergency plan for the ministry or branch of government, as the case may be, in respect of the type of emergency assigned to it by the Lieutenant Governor in Council, governing the provision of necessary services during an emergency and the procedures under and the manner in which public servants and other persons will respond to the emergency. R.S.O. 1990, c. E.9, s. 6 (1); 2006, c. 35, Sched. C, s. 32 (3).

Training and exercises

(2) Every minister of the Crown described in clause (1) (a) and every agency, board, commission or other branch of government described in clause (1) (b) shall conduct training programs and exercises to ensure the readiness of public servants and other persons to act under their emergency plans. 2002, c. 14, s. 8; 2006, c. 35, Sched. C, s. 32 (3).

Review of plan

(3) Every minister of the Crown described in clause (1) (a) and every agency, board, commission or other branch of government described in clause (1) (b) shall review and, if necessary, revise its emergency plan every year. 2002, c. 14, s. 8.

Chief, Emergency Management Ontario

6.1 The Lieutenant Governor in Council shall appoint a Chief, Emergency Management Ontario who, under the direction of the Solicitor General, shall be responsible for monitoring, co-ordinating and assisting in the development and implementation of emergency management programs under sections 2.1 and 5.1 and for ensuring that those programs are co-ordinated in so far as possible with emergency management programs and emergency plans of the Government of Canada and its agencies. 2002, c. 14, s. 9.

Emergency plans submitted to Chief

6.2 (1) Every municipality, minister of the Crown and designated agency, board, commission and other branch of government shall submit a copy of their emergency plans and of any revisions to their emergency plans to the Chief, Emergency Management Ontario, and shall ensure that the Chief, Emergency Management Ontario has, at any time, the most current version of their emergency plans. 2002, c. 14, s. 10.

Repository for emergency plans

(2) The Chief, Emergency Management Ontario shall keep in a secure place the most current version of every emergency plan submitted to him or her. 2002, c. 14, s. 10.

Definitions

7. In sections 7.0.1 to 7.0.11,

“animal” means a domestic animal or bird or an animal or bird that is wild by nature that is in captivity; (“animal”)

“Commissioner of Emergency Management” means the person appointed from time to time by order in council as the Commissioner of Emergency Management; (“commissaire à la gestion des situations d’urgence”)

“municipality” includes a local board of a municipality, a district social services administration board and, despite subsection 6 (2) of the *Northern Services Boards Act*, a local services board; (“municipalité”)

“necessary goods, services and resources” includes food, water, electricity, fossil fuels, clothing, equipment, transportation and medical services and supplies. (“denrées, services et ressources nécessaires”) 2006, c. 13, s. 1 (4).

Declaration of emergency

7.0.1 (1) Subject to subsection (3), the Lieutenant Governor in Council or the Premier, if in the Premier’s opinion the urgency of the situation requires that an order be made immediately, may by order declare that an emergency exists throughout Ontario or in any part of Ontario. 2006, c. 13, s. 1 (4).

Confirmation of urgent declaration

(2) An order of the Premier that declares an emergency is terminated after 72 hours unless the order is confirmed by order of the Lieutenant Governor in Council before it terminates. 2006, c. 13, s. 1 (4).

Criteria for declaration

(3) An order declaring that an emergency exists throughout Ontario or any part of it may be made under this section if, in the opinion of the Lieutenant Governor in Council or the Premier, as the case may be, the following criteria are satisfied:

1. There is an emergency that requires immediate action to prevent, reduce or mitigate a danger of major proportions that could result in serious harm to persons or substantial damage to property.
2. One of the following circumstances exists:
 - i. The resources normally available to a ministry of the Government of Ontario or an agency, board or commission or other branch of the government, including existing legislation, cannot be relied upon without the risk of serious delay.
 - ii. The resources referred to in subparagraph i may be insufficiently effective to address the emergency.
 - iii. It is not possible, without the risk of serious delay, to ascertain whether the resources referred to in subparagraph i can be relied upon. 2006, c. 13, s. 1 (4).

Emergency powers and orders

Purpose

7.0.2 (1) The purpose of making orders under this section is to promote the public good by protecting the health, safety and welfare of the people of Ontario in times of declared emergencies in a manner that is subject to the *Canadian Charter of Rights and Freedoms*. 2006, c. 13, s. 1 (4).

Criteria for emergency orders

(2) During a declared emergency, the Lieutenant Governor in Council may make orders that the Lieutenant Governor in Council believes are necessary and essential in the circumstances to prevent, reduce or mitigate serious harm to persons or substantial damage to property, if in the opinion of the Lieutenant Governor in Council it is reasonable to believe that,

- (a) the harm or damage will be alleviated by an order; and
- (b) making an order is a reasonable alternative to other measures that might be taken to address the emergency. 2006, c. 13, s. 1 (4).

Limitations on emergency order

- (3) Orders made under this section are subject to the following limitations:
 1. The actions authorized by an order shall be exercised in a manner which, consistent with the objectives of the order, limits their intrusiveness.
 2. An order shall only apply to the areas of the Province where it is necessary.
 3. Subject to section 7.0.8, an order shall be effective only for as long as is necessary. 2006, c. 13, s. 1 (4).

Emergency orders

(4) In accordance with subsection (2) and subject to the limitations in subsection (3), the Lieutenant Governor in Council may make orders in respect of the following:

1. Implementing any emergency plans formulated under section 3, 6, 8 or 8.1.
2. Regulating or prohibiting travel or movement to, from or within any specified area.
3. Evacuating individuals and animals and removing personal property from any specified area and making arrangements for the adequate care and protection of individuals and property.
4. Establishing facilities for the care, welfare, safety and shelter of individuals, including emergency shelters and hospitals.
5. Closing any place, whether public or private, including any business, office, school, hospital or other establishment or institution.
6. To prevent, respond to or alleviate the effects of the emergency, constructing works, restoring necessary facilities and appropriating, using, destroying, removing or disposing of property.
7. Collecting, transporting, storing, processing and disposing of any type of waste.
8. Authorizing facilities, including electrical generating facilities, to operate as is necessary to respond to or alleviate the effects of the emergency.
9. Using any necessary goods, services and resources within any part of Ontario, distributing, and making available necessary goods, services and resources and establishing centres for their distribution.
10. Procuring necessary goods, services and resources.
11. Fixing prices for necessary goods, services and resources and prohibiting charging unconscionable prices in respect of necessary goods, services and resources.
12. Authorizing, but not requiring, any person, or any person of a class of persons, to render services of a type that that person, or a person of that class, is reasonably qualified to provide.
13. Subject to subsection (7), requiring that any person collect, use or disclose information that in the opinion of the Lieutenant Governor in Council may be necessary in order to prevent, respond to or alleviate the effects of the emergency.
14. Consistent with the powers authorized in this subsection, taking such other actions or implementing such other measures as the Lieutenant Governor in Council considers necessary in order to prevent, respond to or alleviate the effects of the emergency. 2006, c. 13, s. 1 (4).

Terms and conditions for services

(5) An order under paragraph 12 of subsection (4) may provide for terms and conditions of service for persons providing and receiving services under that paragraph, including the payment of compensation to the person providing services. 2006, c. 13, s. 1 (4).

Employment protected

(6) The employment of a person providing services under an order made under paragraph 12 of subsection (4) shall not be terminated because the person is providing those services. 2006, c. 13, s. 1 (4).

Disclosure of information

(7) The following rules apply with respect to an order under paragraph 13 of subsection (4):

1. Information that is subject to the order must be used to prevent, respond to or alleviate the effects of the emergency and for no other purpose.
2. Information that is subject to the order that is personal information within the meaning of the *Freedom of Information and Protection of Privacy Act* is subject to any law with respect to the privacy and confidentiality of personal information when the declared emergency is terminated. 2006, c. 13, s. 1 (4).

Exception

(8) Paragraph 2 of subsection (7) does not prohibit the use of data that is collected as a result of an order to disclose information under paragraph 13 of subsection (4) for research purposes if,

- (a) information that could be used to identify a specific individual is removed from the data; or
- (b) the individual to whom the information relates consents to its use. 2006, c. 13, s. 1 (4).

Authorization to render information anonymous

(9) A person who has collected or used information as the result of an order under paragraph 13 of subsection (4) may remove information that could be used to identify a specific individual from the data for the purpose of clause (8) (a). 2006, c. 13, s. 1 (4).

Powers of the Premier

Powers delegated to Premier

7.0.3 (1) If an order is made under section 7.0.1, the Premier may exercise any power or perform any duty conferred upon a minister of the Crown or an employee of the Crown by or under an Act of the Legislature. 2006, c. 13, s. 1 (4); 2006, c. 35, Sched. C, s. 32 (4).

Powers of Premier, municipal powers

(2) If an order is made under section 7.0.1 and the emergency area or any part of it is within the jurisdiction of a municipality, the Premier, where he or she considers it necessary, may by order made under this section,

- (a) direct and control the administration, facilities and equipment of the municipality in the emergency area, and, without restricting the generality of the foregoing, the exercise by the municipality of its powers and duties in the emergency area, whether under an emergency plan or otherwise, is subject to the direction and control of the Premier; and
- (b) require any municipality to provide such assistance as he or she considers necessary to an emergency area or any part of the emergency area that is not within the jurisdiction of the municipality and direct and control the provision of such assistance. 2006, c. 13, s. 1 (4).

By-law not necessary

(3) Despite subsection 5 (3) of the *Municipal Act, 2001*, a municipality is authorized to exercise a municipal power in response to an order of the Premier or his or her delegate made under subsection (2) without a by-law. 2006, c. 13, s. 1 (4).

Delegation of powers

7.0.4 (1) After an order has been made under section 7.0.1, the Lieutenant Governor in Council may delegate to a minister of the Crown or to the Commissioner of Emergency Management any of the powers of the Lieutenant Governor in Council under subsection 7.0.2 (4) and the Premier may delegate to a minister of the Crown or to the Commissioner of Emergency Management any of the Premier's powers under section 7.0.3. 2006, c. 13, s. 1 (4).

Same

(2) A minister to whom powers have been delegated under subsection (1) may delegate any of his or her powers under subsection 7.0.2 (4) and section 7.0.3 to the Commissioner of Emergency Management. 2006, c. 13, s. 1 (4).

Proceedings to restrain contravention of order

7.0.5 Despite any other remedy or any penalty, the contravention by any person of an order made under subsection 7.0.2 (4) may be restrained by order of a judge of the Superior Court of Justice upon application without notice by the Crown in right of Ontario, a member of the Executive Council or the Commissioner of Emergency Management, and the judge may make the order and it may be enforced in the same manner as any other order or judgment of the Superior Court of Justice. 2006, c. 13, s. 1 (4).

Reports during an emergency

7.0.6 During an emergency, the Premier, or a Minister to whom the Premier delegates the responsibility, shall regularly report to the public with respect to the emergency. 2006, c. 13, s. 1 (4).

Termination of emergency

7.0.7 (1) Subject to this section, an emergency declared under section 7.0.1 is terminated at the end of the 14th day following its declaration unless the Lieutenant Governor in Council by order declares it to be terminated at an earlier date. 2006, c. 13, s. 1 (4).

Extension of emergency, L.G. in C.

(2) The Lieutenant Governor in Council may by order extend an emergency before it is terminated for one further period of no more than 14 days. 2006, c. 13, s. 1 (4).

Extension of emergency, Assembly

(3) The Assembly, on the recommendation of the Premier, may by resolution extend the period of an emergency for additional periods of no more than 28 days. 2006, c. 13, s. 1 (4).

Same

(4) If there is a resolution before the Assembly to extend the period of the emergency, the declaration of emergency shall continue until the resolution is voted on. 2006, c. 13, s. 1 (4).

Revocation of orders

7.0.8 (1) Subject to this section, an order made under subsection 7.0.2 (4) is revoked 14 days after it is made unless it is revoked sooner. 2006, c. 13, s. 1 (4).

Commissioner's orders

(2) An order of the Commissioner of Emergency Management made under subsection 7.0.2 (4) is revoked at the end of the second full day following its making unless it is confirmed before that time by order of the Lieutenant Governor in Council, the Premier or the Minister who delegated the power to make the order. 2006, c. 13, s. 1 (4).

Extension of orders, L.G. in C., etc.

(3) During a declared emergency, the Lieutenant Governor in Council or a Minister to whom the power has been delegated may by order, before it is revoked, extend the effective period of an order made under subsection 7.0.2 (4) for periods of no more than 14 days. 2006, c. 13, s. 1 (4).

Extension of order after emergency

(4) Despite the termination or disallowance of the emergency, the Lieutenant Governor in Council may by order extend the effective period of an order made under subsection 7.0.2 (4) for periods of no more than 14 days where the extension of the order is necessary to deal with the effects of the emergency. 2006, c. 13, s. 1 (4).

Disallowance of emergency by Assembly

7.0.9 (1) Despite section 7.0.7, the Assembly may by resolution disallow the declaration of emergency under section 7.0.1 or the extension of an emergency. 2006, c. 13, s. 1 (4).

Same

(2) If the Assembly passes a resolution disallowing the declaration of emergency or the extension of one, any order made under subsection 7.0.2 (4) is revoked as of the day the resolution passes. 2006, c. 13, s. 1 (4).

Report on emergency

7.0.10 (1) The Premier shall table a report in respect of the emergency in the Assembly within 120 days after the termination of an emergency declared under section 7.0.1 and, if the Assembly is not then in session, the Premier shall table the report within seven days of the Assembly reconvening. 2006, c. 13, s. 1 (4).

Content of report

(2) The report of the Premier shall include information,

- (a) in respect of making any orders under subsection 7.0.2 (4) and an explanation of how the order met the criteria for making an order under subsection 7.0.2 (2) and how the order satisfied the limitations set out in subsection 7.0.2 (3); and
- (b) in respect of making any orders under subsection 7.0.3 (2) and an explanation as to why he or she considered it necessary to make the order. 2006, c. 13, s. 1 (4).

Consideration of report

(3) The Assembly shall consider the report within five sitting days after the report is tabled. 2006, c. 13, s. 1 (4).

Commissioner's report

(4) If the Commissioner of Emergency Management makes any orders under subsection 7.0.2 (4) or 7.0.3 (2), he or she shall, within 90 days after the termination of an emergency declared under subsection 7.0.1 (1), make a report to the Premier in respect of the orders and the Premier shall include it in the report required by subsection (1). 2006, c. 13, s. 1 (4).

Offences

7.0.11 (1) Every person who fails to comply with an order under subsection 7.0.2 (4) or who interferes with or obstructs any person in the exercise of a power or the performance of a duty conferred by an order under that subsection is guilty of an offence and is liable on conviction,

- (a) in the case of an individual, subject to clause (b), to a fine of not more than \$100,000 and for a term of imprisonment of not more than one year;
- (b) in the case of an individual who is a director or officer of a corporation, to a fine of not more than \$500,000 and for a term of imprisonment of not more than one year; and
- (c) in the case of a corporation, to a fine of not more than \$10,000,000. 2006, c. 13, s. 1 (4).

Separate offence

(2) A person is guilty of a separate offence on each day that an offence under subsection (1) occurs or continues. 2006, c. 13, s. 1 (4).

Increased penalty

(3) Despite the maximum fines set out in subsection (1), the court that convicts a person of an offence may increase a fine imposed on the person by an amount equal to the financial benefit that was acquired by or that accrued to the person as a result of the commission of the offence. 2006, c. 13, s. 1 (4).

Exception

(4) No person shall be charged with an offence under subsection (1) for failing to comply with or interference or obstruction in respect of an order that is retroactive to a date that is specified in the order, if the failure to comply, interference or obstruction is in respect of conduct that occurred before the order was made but is after the retroactive date specified in the order. 2006, c. 13, s. 1 (4).

Orders in emergency

Purpose

7.1 (1) The purpose of this section is to authorize the Lieutenant Governor in Council to make appropriate orders when, in the opinion of the Lieutenant Governor in Council, victims of an emergency or other persons affected by an emergency need greater services, benefits or compensation than the law of Ontario provides or may be prejudiced by the operation of the law of Ontario. 2006, c. 13, s. 1 (5).

Order

(2) If the conditions set out in subsection (3) are satisfied, the Lieutenant Governor in Council may, by order made on the recommendation of the Attorney General, but only if the Lieutenant Governor in Council is of the opinion described in subsection (1),

- (a) temporarily suspend the operation of a provision of a statute, regulation, rule, by-law or order of the Government of Ontario; and
- (b) if it is appropriate to do so, set out a replacement provision to be in effect during the temporary suspension period only. 2006, c. 13, s. 1 (5).

Conditions

(3) The conditions referred to in subsection (2) are:

- 1. A declaration has been made under section 7.0.1.
- 2. The provision,
 - i. governs services, benefits or compensation, including,
 - A. fixing maximum amounts,
 - B. establishing eligibility requirements,
 - C. requiring that something be proved or supplied before services, benefits or compensation become available,
 - D. restricting how often a service or benefit may be provided or a payment may be made in a given time period,

- E. restricting the duration of services, benefits or compensation or the time period during which they may be provided,
 - ii. establishes a limitation period or a period of time within which a step must be taken in a proceeding, or
 - iii. requires the payment of fees in respect of a proceeding or in connection with anything done in the administration of justice.
3. In the opinion of the Lieutenant Governor in Council, the order would facilitate providing assistance to victims of the emergency or would otherwise help victims or other persons to deal with the emergency and its aftermath. 2006, c. 13, s. 1 (5).

Maximum period, renewals and new orders

- (4) The period of temporary suspension under an order shall not exceed 90 days, but the Lieutenant Governor in Council may,
- (a) before the end of the period of temporary suspension, review the order and, if the conditions set out in subsection (3) continue to apply, make an order renewing the original order for a further period of temporary suspension not exceeding 90 days;
 - (b) at any time, make a new order under subsection (2) for a further period of temporary suspension not exceeding 90 days. 2006, c. 13, s. 1 (5).

Further renewals

- (5) An order that has previously been renewed under clause (4) (a) may be renewed again, and in that case clause (4) (a) applies with necessary modifications. 2006, c. 13, s. 1 (5).

Effect of temporary suspension: time period

- (6) If a provision establishing a limitation period or a period of time within which a step must be taken in a proceeding is temporarily suspended by the order and the order does not provide for a replacement limitation period or period of time, the limitation period or period of time resumes running on the date on which the temporary suspension ends and the temporary suspension period shall not be counted. 2006, c. 13, s. 1 (5).

Effect of temporary suspension: fee

- (7) If a provision requiring the payment of a fee is temporarily suspended by the order and the order does not provide for a replacement fee, no fee is payable at any time with respect to things done during the temporary suspension period. 2006, c. 13, s. 1 (5).

Restriction

- (8) This section does not authorize,
- (a) making any reduction in respect of services, benefits or compensation;
 - (b) shortening a limitation period or a period of time within which a step must be taken in a proceeding; or
 - (c) increasing the amount of a fee. 2006, c. 13, s. 1 (5).

Orders, general

Commencement

- 7.2** (1) An order made under subsection 7.0.2 (4) or 7.1 (2),
- (a) takes effect immediately upon its making; or
 - (b) if it so provides, may be retroactive to a date specified in the order. 2006, c. 13, s. 1 (5).

Notice

- (2) Subsection 23 (2) of the *Legislation Act, 2006* does not apply to an order made under subsection 7.0.2 (4) or 7.1 (2), but the Lieutenant Governor in Council shall take steps to publish the order in order to bring it to the attention of affected persons pending publication under the *Legislation Act, 2006*. 2006, c. 13, s. 2 (3).

General or specific

- (3) An order made under subsection 7.0.2 (4) or 7.1 (2) may be general or specific in its application. 2006, c. 13, s. 1 (5).

Conflict

(4) In the event of conflict between an order made under subsection 7.0.2 (4) or 7.1 (2) and any statute, regulation, rule, by-law, other order or instrument of a legislative nature, including a licence or approval, made or issued under a statute or regulation, the order made under subsection 7.0.2 (4) or 7.1 (2) prevails unless the statute, regulation, rule, by-law, other order or instrument of a legislative nature specifically provides that it is to apply despite this Act. 2006, c. 13, s. 1 (5).

Chief Medical Officer of Health

(5) Except to the extent that there is a conflict with an order made under subsection 7.0.2 (4), nothing in this Act shall be construed as abrogating or derogating from any of the powers of the Chief Medical Officer of Health as defined in subsection 1 (1) of the *Health Protection and Promotion Act*. 2006, c. 13, s. 1 (5).

Limitation

(6) Nothing in this Act shall be construed or applied so as to confer any power to make orders altering the provisions of this Act. 2006, c. 13, s. 1 (5).

Same

(7) Nothing in this Act affects the rights of a person to bring an application for the judicial review of any act or failure to act under this Act. 2006, c. 13, s. 1 (5).

Occupational Health and Safety Act

(8) Despite subsection (4), in the event of a conflict between this Act or an order made under subsection 7.0.2 (4) and the *Occupational Health and Safety Act* or a regulation made under it, the *Occupational Health and Safety Act* or the regulation made under it prevails. 2006, c. 13, s. 1 (5).

Lieutenant Governor in Council to formulate plan

8. The Lieutenant Governor in Council shall formulate an emergency plan respecting emergencies arising in connection with nuclear facilities, and any provisions of an emergency plan of a municipality respecting such an emergency shall conform to the plan formulated by the Lieutenant Governor in Council and are subject to the approval of the Solicitor General and the Solicitor General may make such alterations as he or she considers necessary for the purpose of co-ordinating the plan with the plan formulated by the Lieutenant Governor in Council. R.S.O. 1990, c. E.9, s. 8; 1999, c. 12, Sched. P, s. 6.

Other emergency plans

8.1 The Solicitor General may, if he or she thinks it is necessary or desirable in the interests of emergency management and public safety, formulate emergency plans respecting types of emergencies other than those arising in connection with nuclear facilities. 2002, c. 14, s. 12.

What plan may provide

- 9.** An emergency plan formulated under section 3, 6 or 8 shall,
- (a) in the case of a municipality, authorize employees of the municipality or, in the case of a plan formulated under section 6 or 8, authorize public servants to take action under the emergency plan where an emergency exists but has not yet been declared to exist;
 - (b) specify procedures to be taken for the safety or evacuation of persons in an emergency area;
 - (c) in the case of a municipality, designate one or more members of council who may exercise the powers and perform the duties of the head of council under this Act or the emergency plan during the absence of the head of council or during his or her inability to act;
 - (d) establish committees and designate employees to be responsible for reviewing the emergency plan, training employees in their functions and implementing the emergency plan during an emergency;
 - (e) provide for obtaining and distributing materials, equipment and supplies during an emergency;
 - (e.1) provide for any other matter required by the standards for emergency plans set under section 14; and
 - (f) provide for such other matters as are considered necessary or advisable for the implementation of the emergency plan during an emergency. R.S.O. 1990, c. E.9, s. 9; 2002, c. 14, s. 13; 2006, c. 35, Sched. C, s. 32 (5).

Public access to plans

10. Except for plans respecting continuity of operations or services, an emergency plan formulated under section 3, 6 or 8 shall be made available to the public for inspection and copying during ordinary business hours at an office of the municipality, ministry or branch of government, as the case may be. R.S.O. 1990, c. E.9, s. 10; 2009, c. 33, Sched. 9, s. 4.

Protection from action

11. (1) No action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a public servant or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or for neglect or default in the good faith exercise or performance of such a power or duty. 2006, c. 13, s. 1 (6); 2006, c. 35, Sched. C, s. 32 (6).

Crown not relieved of liability

(2) Despite subsections 5 (2) and (4) of the *Proceedings Against the Crown Act*, subsection (1) does not relieve the Crown of liability for the acts or omissions of a minister of the Crown or a public servant referred to in subsection (1) and the Crown is liable under that Act as if subsection (1) had not been enacted. 2006, c. 13, s. 1 (6); 2006, c. 35, Sched. C, s. 32 (7).

Municipality not relieved of liability

(3) Subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipality referred to in subsection (1), and the municipality is liable as if subsection (1) had not been enacted and, in the case of a member of council, as if the member were an employee of the municipality. 2006, c. 13, s. 1 (6).

Application of subs. (1)

(4) In the case of an order that is made retroactive to a date specified in the order, subsection (1) applies to an individual referred to in that subsection in respect of any act or any neglect or default that occurs before the order is made but on or after the date specified in the order. 2006, c. 13, s. 1 (6).

Definitions

(5) In this section,

“member of council” includes a member of a local board, a local services board or a district social service administration board; (“membre du conseil”)

“municipality” includes a local board of a municipality. (“municipalité”) 2006, c. 13, s. 1 (6).

Right of action

12. Where money is expended or cost is incurred by a municipality or the Crown in the implementation of an emergency plan or in connection with an emergency, the municipality or the Crown, as the case may be, has a right of action against any person who caused the emergency for the recovery of such money or cost, and for the purposes of this section, “municipality” includes a local board of a municipality and a local services board. R.S.O. 1990, c. E.9, s. 12; 1999, c. 12, Sched. P, s. 8.

Agreements

13. (1) The Solicitor General, with the approval of the Lieutenant Governor in Council, may make agreements with the Crown in right of Canada in respect of the payment by Canada to Ontario of any part of the cost to Ontario and to municipalities of the development and implementation of emergency management programs and the formulation and implementation of emergency plans. R.S.O. 1990, c. E.9, s. 13 (1); 2002, c. 14, s. 15.

Idem

(2) The Solicitor General, with the approval of the Lieutenant Governor in Council, may make agreements with the Crown in right of Canada and with the Crown in right of any other province for the provision of any personnel, service, equipment or material during an emergency. R.S.O. 1990, c. E.9, s. 13 (2).

Idem

(3) The council of a municipality may make an agreement with the council of any other municipality or with any person for the provision of any personnel, service, equipment or material during an emergency. R.S.O. 1990, c. E.9, s. 13 (3); 1999, c. 12, Sched. P, s. 9.

Action not an expropriation

13.1 (1) Nothing done under this Act or under an order made under subsection 7.0.2 (4) constitutes an expropriation or injurious affection for the purposes of the *Expropriations Act* or otherwise at law and there is no compensation for the loss, including a taking, of any real or personal property except in accordance with subsection (3). 2006, c. 13, s. 1 (7).

Payment of cost of assistance

(2) The Lieutenant Governor in Council may by order authorize the payment of the cost of providing any assistance that arises under this Act or as the result of an emergency out of funds appropriated by the Assembly. 2006, c. 13, s. 1 (7).

Compensation for loss of property

(3) If, as the result of making an order under subsection 7.0.2 (4), a person suffers the loss, including a taking, of any real or personal property, the Lieutenant Governor in Council may by order authorize the reasonable compensation of the person for the loss in accordance with such guidelines as may be approved by the Lieutenant Governor in Council. 2006, c. 13, s. 1 (7).

Compensation for municipalities

(4) Without limiting the generality of subsection (2), the Lieutenant Governor in Council may by order authorize the payment of the costs incurred by a municipality in respect of an order made under this Act out of funds appropriated by the Assembly. 2006, c. 13, s. 1 (7).

Standards for emergency management programs and emergency plans

14. (1) The Solicitor General may make regulations setting standards for the development and implementation of emergency management programs under sections 2.1 and 5.1 and for the formulation and implementation of emergency plans under sections 3 and 6. 2002, c. 14, s. 16.

General or particular

(2) A regulation made under subsection (1) may be general or particular in its application. 2002, c. 14, s. 16.

Conformity to standards required

(3) Every municipality, minister of the Crown and designated agency, board, commission and other branch of government shall ensure that their emergency management programs and emergency plans conform to the standards set under this section. 2002, c. 14, s. 16.

Crown bound

15. This Act binds the Crown. 2006, c. 13, s. 1 (8).



By-law 2019-02 as amended

Town of Amherstburg

EMERGENCY RESPONSE PLAN

January 14, 2019

(Approved by Council January 14, 2019)

Town of Amherstburg EMERGENCY RESPONSE PLAN

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- Telecommunications Coordinator or Alternate
- 10. Director of Planning, Development and Legislative Services or Alternate
- 11. Municipal Clerk/Emergency Information Officer or Alternate
- 12. Electrical/Water Utility Representatives (Essex Power/Hydro One) or Alternates
- 13. Director of Corporate Services or Alternate
- 14. Community Emergency Management Coordinator (CEMC) or Alternate

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- 2. Manager of Facilities
- 3. Manager of Building Services & CBO or Alternate
- 4. Treasurer or Alternate
- 5. Manager of Human Resources or Alternate
- 6. Citizen Inquiry Supervisor 211 or Alternate
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TOWN OF AMHERSTBURG EMERGENCY RESPONSE PLAN

PART A: INTRODUCTION

Emergencies are defined as a situation, or an impending situation, that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise. They affect public safety; meaning the health, welfare and property, as well as the environment and economic health of the Town of Amherstburg.

The population of the Town of Amherstburg is approx. 22,000 residents.

In order to protect residents, businesses and visitors, the Town of Amherstburg requires a coordinated emergency response by a number of agencies under the direction of the Community Control Group. These are distinct arrangement and procedures which may vary from the normal, day-to-day operations carried out by emergency services.

Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared to provide key officials, agencies and departments of the Town of Amherstburg important emergency response information related to:

- Arrangements, services and equipment; and,
- Roles and responsibilities during an emergency.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Town of Amherstburg Emergency Response Plan may be viewed at:

- Town Hall;
- The Essex County Library;
- The Town of Amherstburg Website

For more information, please contact:

Community Emergency Management Coordinator (CEMC)
Fire Chief Bruce Montone
Town of Amherstburg
(519) 736-6500

PART B: AIM

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors of the Town of Amherstburg when faced with an emergency.

It enables a centralized controlled and coordinated response to emergencies in or impacting the Town of Amherstburg, and meets the legislated requirements of the *Emergency Management and Civil Protection Act*. R.S.O.2000.

For further details, please contact the CEMC.

PART C: AUTHORITY

The *Emergency Management and Civil Protection Act* R.S.O. 2000, CHAPTER E.9 is the legal authority for this emergency response plan in Ontario.

The *Emergency Management and Civil Protection Act* states that:

“Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan.” [Section 3 (1)]

“The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.” [Section 4 (1)]

As enabled by the *Emergency Management and Civil Protection Act*, this emergency response plan and its' elements have been:

- Issued under the authority of Town of Amherstburg *By-law #2019-02*, as amended; and
- Filed with the Office of the Fire Marshal & Emergency Management (OFMEM), Ministry of Community Safety and Correctional Services, Ontario.

a) Definition of an Emergency

The *Emergency Management and Civil Protection Act* define an emergency as:

“A situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.”

The Emergency Operations Centre (EOC) can be activated for any emergency for the purposes of managing an emergency, or for maintaining services to the community and/or supporting the emergency site, a “Declaration” is not mandatory

b) Action Prior to Declaration

When an emergency exists but has not yet been declared to exist, employees of the Town, its Agencies, Boards and Commissions may take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of the Town of Amherstburg.

PART D: EMERGENCY NOTIFICATION PROCEDURES

The executive authority for the management and mitigation of a potential or declared emergency lies with the Community Control Group (CCG) as defined in this Emergency Response Plan and lead by the Mayor or designate.

Upon receipt of a warning of a real or potential emergency, the responding department will immediately contact the City of Windsor Fire Dispatch Centre, to request that the notification system be activated.

Upon receipt of the warning, the City of Windsor Fire Dispatch Centre will notify the Fire Chief/CEMC, or Deputy Fire Chief/Alternate CEMC.

The above personnel will make the determination to consult with the Chief Administrative Officer (CAO), and to activate the system. The Fire Chief/CEMC or designate will notify City of Windsor Fire Dispatch to start the notification procedure.

Upon being notified, it is the responsibility of all CCG officials to implement their own internal notification procedures to notify their required support staff and volunteer organizations. Where a threat of an impending emergency exists, the CCG will be notified and placed on standby.

Note* The Emergency Telecommunications Coordinator will be notified anytime the CCG is notified to ensure the Emergency Corporate Radio**

System (CRS) Information Technology and telecommunications plan is implemented.***

Town of Amherstburg Subordinate Plans annexed to this plan may be implemented anytime in whole or in part as required.

Contacts of CCG members and Alternates are contained within **Annex “A”**

a) Requests for Assistance

Assistance may be requested from the County of Essex at any time by contacting the County Warden through the Essex County Community Emergency Management Coordinator, or neighboring Municipality, and contacting the Mayor of the said Municipality. The request shall not be deemed to be a request that the County or Municipality assume authority and control of the emergency.

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. Requests for provincial assistance should be made through OFMEM through the Provincial Emergency Operations Centre (PEOC).

The Emergency notification contact list, including contact numbers for requesting assistance, is attached as **Annex A**.

b) A Declared Community Emergency

The Mayor or Acting Mayor of the Town of Amherstburg as the Head of Council is responsible for declaring an emergency. This decision is usually made in consultation with other members of the CCG & guided by information and considerations contained in **Annex F**.

Upon declaring an emergency, the Mayor will notify:

- OFMEM, Ministry of Community Safety and Correctional Services, Ontario;
- Town Council;
- County Warden, as appropriate;
- Public;
- Neighboring community officials, as required (both Canadian and US);
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

A community emergency may be terminated at any time by:

- Mayor or Acting Mayor; or
- Town Council; or
- Premier of Ontario.

When terminating an emergency, the Mayor will notify:

- OFMEM , Ministry of Community Safety and Correctional Services Ontario;
- Town Council;
- County Warden, as appropriate;
- Public;
- Neighboring community officials, as required (both Canadian and US);
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

PART E: COMMUNITY CONTROL GROUP

a) Emergency Operations Centre (EOC)

The CCG will report to the Municipal Emergency Operations Centre located at 3400 Middle Side Road (County Rd. 10). In the event this Operation Centre cannot be used, then the alternate location will be the Lasalle Municipal Building, 5950 Malden Road, Lasalle, Ontario. In the event of an incident requiring a more distant out-of-Town alternate EOC this will be the County of Essex Civic Centre, 360 Fairview Road, Essex, Ontario.

b) Community Control Group (CCG)

The EOC will be directed and controlled by the Community Control Group (CCG) - a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community.

The CCG consists of the following officials:

- Mayor or Acting Mayor
- CAO or Alternate
- Community Emergency Management Coordinator (CEMC) or Alternate
- Police Chief or Alternate
- Fire Chief or Alternate
- Director of Engineering & Public Works or Alternate
- Director of Planning, Development and Legislative Services or Alternate
- Director of Corporate Services or Alternate
- Municipal Clerk/Emergency Information Officer or Alternate

- Manager of Information Technology/Corporate Telecommunications Coordinator or Alternate
- Medical Officer of Health or Alternate
- Social Services Manager Housing Support Services or Alternate
- Emergency Medical Services (EMS) Representative or Alternate
- Electrical/Water Utility Representatives (Essex Power/Hydro One) or Alternates

Additional personnel called or added to the CCG, at any time, may include:

- The Emergency Telecommunications Coordinator
- Tourism Coordinator
- CEMC Administrative Assistant
- Town of Amherstburg Departments & units required
- OFMEM Ontario Representative;
- Ontario Provincial Police Representative;
- Liaison staff from provincial ministries;
- Any other officials, experts or representatives from the public or private sector as deemed necessary by the CCG.

The CCG may function with only a limited number of persons depending upon the emergency. While the CCG may not require the presence of all the people listed as members of the control group, all members of the CCG must be notified of the EOC activation.

c) *Operating Cycle*

Members of the CCG will gather at regular intervals during the emergency to inform each other of actions taken and problems encountered. The Community Emergency Management Coordinator (CEMC) will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible and may be by electronic conferencing when appropriate and available thus allowing members to carry out their individual responsibilities. The CEMC Administrative Assistant will maintain a WebEOC status board and maps which will be prominently displayed and kept up to date at the EOC and within the WebEOC Management tool.

d) *Community Control Group Responsibilities*

The members of the Community Control Group (CCG) are likely to be responsible for the following actions or decisions:

- Calling out and mobilizing their service, agency, personnel and equipment;

- Ensuring their alternates and staff are properly trained for involvement;
- Coordinating and directing their service and provide any actions necessary for the mitigation of the effects of the emergency, provided they are not contrary to law;
- Determining if the location and composition of the CCG are appropriate;
- Advising the Mayor as to whether the declaration of an emergency is recommended;
- Advising the Mayor on the need to designate all or part of the Town as an emergency area;
- Ensure an Incident Commander is appointed;
- Provide support to the Emergency site(s) by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation or sheltering of inhabitants considered to be in danger;
- Discontinuing utilities or services provided by public or private enterprise, i.e. hydro, water, gas, closing down a shopping plaza/mall;
- Arranging for services and equipment from local agencies not under community control i.e. private contractors, industry, volunteer agencies, service clubs;
- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer and 211 manager, for dissemination to the media and public;
- Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery;
- Authorizing expenditure of money required for dealing with the emergency;
- Notifying the service, agency or group under their direction, of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;
- Participating in the debriefing following the emergency.
- Consider applications for ODRAP and taking actions as required.

e) *Relationship between CCG and Emergency Site Incident Commander (IC):*

- Depending on the nature of the emergency, and once the IC has been assigned, the CCG relationship with the IC is to offer support with equipment, staff and other resources as required, and to approve the incident action plan.
- The CCG will also ensure that the rest of the community maintains municipal services.

f) *Relationship between IC, and command and control structures of emergency responders*

- The senior representative for each emergency responder (police, fire, EMS, public works) at the site will consult with the IC, so as to offer a coordinated or “Unified and effective response”. Regular briefings will be held at the site and chaired by the IC, so as to establish the manner and process by which response to the emergency will be provided.
- The IC will communicate the Incident Action plan to the CCG
- In Accordance with IMS protocols and processes, maintain a log (s) of decisions and actions utilizing WebEoc and appropriate forms

PART F: EMERGENCY RESPONSE SYSTEM

The individual responsibilities of the Community Control Group:

1. Mayor or Acting Mayor

The Mayor or Acting Mayor is responsible for:

- Provide overall leadership for the CCG;
- Declare an emergency within the designated area;
- Declare that the emergency has terminated (Note: Council may also terminate the emergency);
- Notify the OFMEM Ontario, Ministry of Community Safety and Correctional Services of the declaration of the emergency, and termination of the emergency;
- Ensure the members of council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation.
- Notify the local Member of the Provincial Parliament and Local Member of Parliament.

2. Chief Administrative Officer or Alternate

The Chief Administrative Officer for the Town of Amherstburg is responsible for:

- Activate the emergency notification system, in consultation with the Fire Chief/CEMC, through City of Windsor Fire Dispatch Centre and ensuring all members of the CCG are notified;
- Chair the CCG management cycles;
- Advise the Mayor on policies and procedures, as appropriate;
- Approve, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Officer and 211 briefing notes made in consultation with the CCG;
- Coordinate in conjunction with the Social Services Representative for the use of Town Recreational Centres/other buildings for Reception centres/ Evacuations and visitors.
- Ensure a secure, voice and data wireless or fibre optic communication link is established for the CCG by Manager of Information Technology.
- Call out additional Town staff to provide assistance, as required.
- Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;
- Participate in the debriefing following the emergency.

3. Community Emergency Management Coordinator or Alternate

The Community Emergency Management Coordinator (CEMC) is responsible for:

- Consultation with the CAO regarding the need to activate the EOC and Notify the CCG
- Activate the emergency notification system through the City of Windsor Fire Dispatch Centre Dispatch Centre ;
- Activate and arrange the Municipal Emergency Operations Centre;
- Ensure suitable back-up facilities are available & designated should the primary EOC not be available or suitable to be activated.
- Ensure that security is in place for the EOC and registration of CCG members;
- Provide all members of the CCG with the necessary plans, resources, supplies, maps, radios and equipment;
- Provide advice and clarifications about the implementation details of the Emergency Response Plan;
- Supervise the Emergency Telecommunications Coordinator;
- Provide liaison with community support agencies

- Ensure that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference;
- Address any action items that may result from the activation of the Emergency Response Plan and keeping CCG informed of implementation needs;
- Maintain the records and logs for the purpose of debriefings and post-emergency reporting that will be prepared.
- Provide the CCG with the appropriate clerical staff from all Town of Amherstburg Departments.

4. Police Chief or Alternate

The Police Chief is responsible for:

- Activate the emergency notification system, in consultation with the Fire Chief/CEMC, through City of Windsor Fire Dispatch Centre and ensuring all members of the CCG are notified;
- Ensure the protection of life and property and the provision of law and order;
- Notifying necessary emergency and community services, as required;
- Establish a site command post with redundant and secure, voice and data wireless or fibre optic communications to the EOC;
- Depend on the nature of a police emergency, assign an incident commander and site command post and inform the CCG;
- Establish an ongoing redundant and secure, voice and data wireless communications link with the senior police official at the scene of the emergency;
- Establish the inner perimeter within the emergency area;
- Establish the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel;
- Provide traffic control staff to facilitate the movement of emergency vehicles;
- Alert persons endangered by the emergency and coordinating evacuation procedures;
- Open evacuation centres in collaboration with the Social Services Representative;
- Provide liaison with the Social Services Representative regarding the establishment and operation of evacuation and reception centres;
- Provide police service in EOC, evacuation centres, morgues, and other facilities, as required;
- Notify the coroner of fatalities;
- Provide liaison with other community, provincial and federal police agencies, as required;
- Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management**

Coordinator (CEMC) within two (2) weeks of the termination of the emergency, as required;

- Participate in the debriefing following the emergency.

5. Fire Chief or Alternate

The Fire Chief is responsible for:

- Activate the emergency notification system, in consultation with the CAO or other CCG member through the Dispatch Centre City of Windsor Fire Dispatch Centre ;
- Provide the CCG with information and advice on firefighting, rescues and hazardous materials or other public safety matters;
- Establish a site command post with redundant and secure, voice and data wireless communications to the EOC;
- Depending on the nature of the emergency, assigning the Incident Commander and a command post and informing the CCG;
- Establish an ongoing communications link with the senior fire official at the scene of the emergency;
- Inform the Mutual Aid Fire Coordinator and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed;
- Determine if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing;
- Provide assistance to other community departments and agencies and being prepared to take charge of or contribute to non-firefighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation;
- Provide an Emergency Site Manager, if required.
- Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;
- Participate in the debriefing following the emergency.

6. Director of Engineering & Public Works or Alternate

(Areas of Responsibility: Environmental Protection, Roads & Fleet Services, Public Works Operations, Engineering)

The Director of Engineering & Public Works is responsible for:

- Activate the emergency notification system, in consultation with the Fire Chief, through Windsor Fire Dispatch Centre and ensuring all members of the CCG are notified;

- Provide the CCG with information and advice on engineering and public works matters;
- Depending on the nature of the emergency, assigning the incident commander and informing the CCG;
- Establish an ongoing redundant and secure, voice wireless communications link with the senior public works official at the scene of the emergency;
- Provide liaison with the public works representative from the neighbouring community(s) to ensure a coordinated response;
- Provide traffic emergency routes and ensure signalization is maintained in consultation with Police, Fire, and EMS
- Coordinate the acquisition, distribution and scheduling of various modes of transport (i.e. public transit, school buses, trains, boats, trucks and airplanes) for the purpose of transporting persons and/or supplies, as required, by members of the CCG and the support and advisory staff;
- Procure staff to assist, as required;
- Ensure that records are maintained of drivers and operators involved.
- Provide provision of engineering assistance;
- Provide construction, maintenance and repair of roads;
- Provide maintenance of sanitary sewage
- Provide equipment for emergency pumping operations.
- Discontinue any public works service to any resident, as required, and restoring these services when appropriate;
- Ensure liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- Provide public works vehicles and equipment as required by any other emergency services;
- Ensure liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action.
- Coordinate with the Parks & Facilities Representative for the use of tools, machinery, or vehicles that may be required.
- Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;
- Participate in the debriefing following the emergency.

7. Director of Planning, Development and Legislative Services or Alternate

(Areas of responsibility: Town Solicitor, Licensing and Enforcement, Building Services, Planning Services,)

The Director of Planning, Development and Legislative Services is responsible for:

- Activate the emergency notification system, in consultation with the Fire Chief/CEMC, through the City of Windsor Fire Dispatch Centre.
- Provide liaison, communication and support between the CEMC, CAO, Mayor and the Managers of services reporting to him/her.
- Provide legal counsel as required.
- Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;
- Participating in the debriefing following the emergency.

8. Director of Corporate Services or Alternate

(Areas of responsibility: Finance, Information Technology, and Human Resources)

The Director of Corporate Services/Treasurer is responsible for:

- Activate the emergency notification system, in consultation with the Fire Chief/CEMC, through the City of Windsor Fire Dispatch Centre.
- Provide liaison, communication and support between the CEMC, CAO, Mayor and the Managers of services reporting to him/her.
- Provide information and advice on financial, technology and human resource matters as they relate to the emergency;
- Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required.
- Participating in the debriefing following the emergency.

9. Emergency Information Officer (Municipal Clerk/Risk Manager) or Alternate

The Emergency Information Officer (Municipal Clerk/Risk Manager) is responsible for:

- Activate the emergency notification system, in consultation with the Fire Chief/CEMC, through the City of Windsor Fire Dispatch Centre ;
- Ensure that the Town of Amherstburg Tourism Coordinator will act as the Emergency Information Officer's Spokesperson during an emergency. The Emergency Information Officer is responsible for the creation and dissemination of news and information to the public and the media under the supervision of the C.A.O. A detailed Emergency Information Plan is included in Part O.
- Ensure a media centre is established in a designated location.
- Conduct Media Briefings and liaise with other Communications coordinating groups and agencies including 211.
- Provide the CCG with considerations of risk management relative to the Corporation.
- Ensure that all Town human resource activities are coordinated through the Manager of Human Resources;
- Upon direction by the Mayor, Town Clerk's/council services will ensure that all councillors are advised of the declaration and termination of declaration of the emergency;
- Upon direction by the Mayor, Town Clerk's/council services will arrange special meetings of Council, as required, and advising members of Council of the time, date, and location of the meetings;
- Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;
- Participate in the debriefing following the emergency;

10. Manager of Information Technology/Corporate Telecommunications Coordinator or Alternate

The Information Technology Manager is responsible for:

- Activate the emergency notification system, in consultation with the Fire Chief/CEMC, through the City of Windsor Fire Dispatch Centre
- Establish and maintaining redundant and secure, voice and data wireless communications links, using the Corporate Technology Infrastructure (CTI) within the EOC and all CCG members requiring such service;
- Fulfill the role of Corporate Telecommunications Coordinator or alternate, provide training and advice on any radio and other telecommunications matters;
- Participate in Developing and updating the Emergency CRS and

Telecommunications Plan

- Liaise with and provide direction to the Amateur Radio Emergency Radio (ARES) Telecommunications Coordinator;
- Assist the community control group by providing access to the corporate applications required for use during the emergency including but not limited to:
 - Email
 - Internet
 - GIS
 - Facility and equipment data
 - Projection capability for any required information.
- Liaison and cooperation with the Emergency Telecommunications Coordinator;
- Coordinate telephone and data communications that may be required;
- Assist with acquiring any mapping that may be used by the community control group;
- Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;
- Participating in the debriefing following the emergency;

11. Medical Officer of Health or Alternate

The Medical Officer of Health is responsible for:

- Activate the emergency notification system, in consultation with the Fire Chief/CEMC, through the Dispatch Centre City of Windsor Fire Dispatch Centre ;
- Act as a coordinating link for all emergency health services at the CCG;
- Provide liaison with the Ontario Ministry of Health and Long Term Care, Public Health Branch;
- Provide liaison with area hospital administrators if required;
- Depending on the nature of the emergency, assigning the Incident Commander and informing the CCG;
- Establish an ongoing redundant and secure, voice wireless communications link with the senior health official at the scene of the emergency;
- Provide liaison with the ambulance service representatives;
- Provide advice on any matters, which may adversely affect public health;
- Provide authoritative instructions on health and safety matters to the public through the Emergency Information Officer;
- Coordinate the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health and Long Term Care policies;
- Assist in the provision of coordination of care of bed-ridden citizens and invalids at home and in evacuation centers during an emergency;

- Provide liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources;
- Provide coordination of all efforts to prevent and control the spread of disease during an emergency;
- Notify the Water Division Representative regarding the need for potable water supplies and sanitation facilities;
- Provide liaison with Social Services Representative on areas of mutual concern regarding health services in evacuation centres.
- Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;
- Participate in the debriefing following the emergency.

12. Social Services Manager of Housing Support Services or Alternate

(Areas of Responsibility: Social Development, Ontario Works, Housing & Children's Services, Health and Long Term Care Facilities)

The Senior Social Services Representative is responsible for:

- Activate the emergency notification system, in consultation with the Fire Chief/CEMC, through the Dispatch Centre City of Windsor Fire Dispatch Centre
- Ensure the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services;
- Supervise the opening and operation of temporary and/or long-term Reception/Evacuation centres, and ensuring they are adequately staffed;
- Will liaise with other CCG members as necessary, to create a plan to assist with selection, preparation, establishment and operation of reception/evacuation centre(s), which can be opened on short notice;
- Establish an ongoing redundant and secure, voice wireless communications link with the official at the scene of the emergency;
- Liaise with the Medical Officer of Health on areas of mutual concern regarding operations in reception/evacuation centres;
- When a facility has been selected to serve as an evacuation center that has previously been designated as a shelter site, will ensure that one or more representative of that facility have been contacted and are prepared to meet Town/City of Windsor Community Development and Health Services Staff (CDHS), and Community partner staff at site. Those representatives will be available to provide assistance with respect to maintenance, use and operation of facility throughout duration of emergency.

- Liaison with Red Cross in making arrangements for meals for evacuees, CDHS staff/Community Partners at the reception/evacuation centre(s) as required
- Provide liaison with Homes for the Aged and Nursing Homes as required;
- Make arrangements for meals for the staff/volunteers at the evacuation centres as required
- Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;
- Participate in the debriefing following the emergency.

13. **Emergency Medical Services (EMS) Representative or Alternate**

The Emergency Medical Services Representative is responsible for:

- Activate the emergency notification system, in consultation with the Fire Chief/CEMC, through the Dispatch Centre City of Windsor Fire Dispatch Centre
- Provide emergency medical services at the emergency site(s);
- Depending on the nature of the emergency, assigning the Site Manager and informing the CCG;
- Establish an ongoing redundant and secure, voice wireless communications link with the senior EMS official at the scene of the emergency;
- Obtain EMS from other municipalities for support, if required;
- Provide triage at the site;
- Advise the CCG if other means of transportation is required for large scale response;
- Liaise with the Ministry of Health and Long Term Care Central Ambulance Communications Centre to ensure balanced emergency coverage is available at all times throughout the community;
- Provide liaison with the receiving hospitals;
- Provide liaison with the Medical Officer of Health, as required;
- Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;
- Participate in the debriefing following the emergency.

14. (a) **Utility Representative – Electricity/ Water**

Essex Power/Hydro One Representative is responsible for:

- Activate the emergency notification system, in consultation with the Fire Chief/CEMC, through the City of Windsor Fire Dispatch Centre
- Monitor the status of power outages and customers without services
- Provide updates on power outages, as required;

- Provide liaison with the public works representative;
- Establish an ongoing redundant and secure, voice wireless communications link with the senior official at the scene of the emergency;
- May provide assistance with accessing generators for essential services, or other temporary power measures;
- Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;
- Participate in the debriefing following the emergency.

14. (b) Essex Power/Manager of Environmental Services (Water Services) is responsible for:

- Provide maintenance of water systems;
- Provide liaison with the fire chief concerning emergency water supplies for firefighting purposes;
- Provide emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
- Provide liaison with the public works representative;
- Discontinue any water services to any building, as required, and restoring the services when appropriate;
- Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;
- Participate in the debriefing following the emergency.

B) Additional Support and Advisory Staff required to assist and fulfill alternate roles;

The following staff may be required to provide support, logistics, relief and advice to the CCG:

1. Executive Assistant to the CAO

The Executive Assistant to the CAO or Alternate will be responsible for:

- Coordination in assisting CAO
- Assist the CAO with liaison and coordination with the Emergency Information Coordinator and the Citizen Inquiry Supervisor.
- Upon direction of Mayor and CAO, provide advice and contact support staff to assist in duties consistent with decisions of the Community Control Group
- Perform Scribe duties including; Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two**

(2) weeks of the termination of the emergency, as required.

2. Chief Building Official

The Chief Building Official will be responsible for:

- Coordinating building inspection personnel to advise emergency services and the Community Control Group on the structural safety of buildings;
- Issuing any required building/demolition permits to property owners during or following the emergency;
- Providing any other technical expertise to the Community Control Group regarding construction of buildings as required;
- Providing any required staff and equipment for assisting emergency responders at the emergency site or anywhere else in the municipality

3. Treasurer or Alternate

(Areas of Responsibility: Finance, Purchasing, Asset Management)

The Treasurer is responsible for:

- Providing oversight for the service areas reporting to him/her;
- Providing information and advice on financial, purchasing and asset management matters as they relate to the emergency;
- Provide liaison, if necessary, with the Treasurers/Directors of Finance of neighboring communities;
- Ensure a process and policy is implemented for Emergency Procurement;
- Ensure that records of expenses are maintained for future claim purposes;
- Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency;
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;

4. **Manager of Human Resources or Alternate**

The Manager of Human Resources Technology or Alternate is responsible for:

- Coordinating and processing requests for human resources;
- Coordinating offers of, and appeals for, volunteers with the support of the CCG;
- Selecting the most appropriate site(s) for the registration of human resources;
- Ensuring records of human resources and administrative detail, that may involve financial liability, are completed;
- Ensuring that a Volunteer Registration Form is completed, when volunteers are involved and a copy of the form is retained for Town records;
- Ensuring identification cards are issued to volunteers and temporary employees, where practical;
- Arranging for transportation of human resources to and from site(s);
- Obtaining assistance, if necessary, from Human Resources Development Canada, as well as other government departments, public and private agencies and volunteer groups.
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;

5. **211 Manager or Alternate**

The 211 Manager is responsible for:

- The dissemination of information to the public under the supervision of the C.A.O and in consultation with the emergency information officer;
- Ensuring timely and accurate information is available to the public in the interest of public safety;
- Will be notified to provide this support function at the CCG at the onset of the emergency.
- Adhere to the Emergency Information Plan included in Part O

6. **GIS Coordinator or Alternate**

- Ensuring Geomatics services are available in the EOC for the CCG
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;

7. Manager of Roads and Fleet

The Manager of Roads and Fleet is responsible for:

- Providing the CCG with information and advice on public works matters;
- Establishing an ongoing redundant and secure, voice wireless communications link with the senior public works official at the scene of the emergency;
- Provide liaison with the public works representative from the neighbouring community(s) to ensure a coordinated response;
- Provide traffic emergency routes and signalization is maintained in consultation with Police, Fire, and EMS
- Provide construction, maintenance and repair of Town roads;
- ;
- Discontinuing any public works service to any resident, as required, and restoring these services when appropriate;
- Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action.
- Providing public works vehicles and equipment as required by any other emergency services;
- Coordinating the acquisition, distribution and scheduling of various modes of transport (i.e. public transit, school buses, trains, boats, trucks and airplanes) for the purpose of transporting persons and/or supplies, as required, by members of the CCG and the support and advisory staff

8. Manager of Parks and Naturalized Areas

- Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- Coordinate with the Facilities Representative for the use of tools, machinery, or vehicles that may be required.

9. Manager of Environmental Services

- Providing the CCG with information and advice on Environmental Services matters;
- Establishing an ongoing redundant and secure, voice wireless communications link with the Director of Engineering and Public Works and officials at the scene of the emergency;
- Provide liaison with the Utilities representative (Essex power, OCWA etc) and from the neighboring community(s) to ensure a coordinated response;
- Provide maintenance of sanitary sewage;
- Providing equipment for emergency pumping operations.
- Ensuring liaison with the conservation authority regarding flood control,

conservation and environmental matters and being prepared to take preventative action.

- Coordinate with Medical Officer of Health regarding Drinking Water issues in accordance with the Drinking Water Emergencies Plan Annex W;
- Providing equipment for emergency Potable Water operations.

10. Manager of Municipal Facilities

- Coordinate with the recreation and social services Representatives to facilitate reception/evacuation centres.
- Provide advice to CCG and CEMC on suitable facilities and uses required by the management of the emergency

11. Essex County Community Emergency Management Coordinator or Alternate

The Essex County Community Emergency Management Coordinator will assist the CCG with the coordination of any County resources that may be required and to keep neighboring communities informed of essential information that may be relevant for their own preparedness and safety.

12. City of Detroit Homeland Security Director or Alternate

The Homeland Security Director will assist the CCG with the coordination of any Detroit/Michigan resources that may be required and to keep the U.S. communities informed of essential information that may be relevant for their own preparedness and safety.

13. Greater Essex County District School Board, Windsor Essex Catholic District School Board,

The school boards, local community centres, and other facilities that have been identified are responsible for:

- Providing any school (as appropriate and available) for use as an evacuation or reception centre and a representative(s) to co-ordinate the maintenance, use and operation of the facilities being utilized as evacuation or reception centres;
- Provide liaison with the municipality as to protective actions to the schools (i.e., implementing school stay in place procedure and implementing the school evacuation procedure);

14. Hospital Administrators throughout the County and City of Windsor

The Hospital Administrators are responsible for:

- Implementing the hospital emergency plan;
- Ensuring that all hospitals provide adequate site security;

- Provide liaison with the Medical Officer of Health and local ambulance representatives with respect to hospital and medical matters, as required;
- Evaluating requests for the provision of medical site teams/medical triage teams;
- Provide liaison with the Ministry of Health, Long Term Care, and Community Care Access Centre as appropriate.

15. (a) Long-Term Care Administrators or Alternate: Will be required to assist with long-term care facilities.

15. (b) Community Care Access Centre as required for community contacts, rest homes, etc. and hospital discharge resources.

16. Other Agencies

In an emergency, many agencies may be required to work with the CCG. Others might include Ontario Provincial Police, the Office of the Fire Marshal and Emergency Management (OFMEM), industry, volunteer groups, conservation authorities, and provincial ministries.

PART G: EMERGENCY CORPORATE RADIO SYSTEM (CRS) AND TELECOMMUNICATONS PLAN

1.0 INTRODUCTION

Upon implementation of the Emergency Response Plan, it will be important to ensure that communications are established between the emergency site(s) and the EOC. Also, communications may be required at various locations including evacuation centres, hospitals, and other key responding agencies.

Past disasters in Canada and the US have demonstrated that cellular networks and other public systems and even the normal fixed telephone system, become rapidly overloaded and cannot be relied upon for critical communications between emergency management personnel. In addition, the public telephone network can be disrupted by the emergency itself.

In any major emergency the ability to effectively communicate between various emergency services and their Command Centers, relief organizations and evacuation facilities and with the Emergency Operations Center (EOC) becomes crucial. The most disaster resistant communications tool available to the Town is a Radio System which is designed to Public Safety standards.

In a major emergency, in addition to the normal users of the Corporate Radio System, a number of other entities will be using the radio system, either as a prime communications tool or as a backup in the event of a failure of the public telephone system or of email. In addition, it can be expected that the traffic of the Radio system from its normal users (such as, but not limited to, Police, Fire and ambulance) will increase significantly, as will the use of 9-1-1 and 211.

2.0 AIM

The aim of this *Radio and Telecommunications Emergency Response Plan* is to provide both operational staff and administrative staff with a tool to help maximize the efficiency of communications in a major emergency.

3.1 EMERGENCY RADIO AND TELECOMMUNICATIONS MEASURES TO BE IN PLACE AT ALL TIMES

In order to be able to meet the communications needs of a major emergency the following equipment in the quantities stated should be set aside by the Emergency Telecommunications Coordinator and the Town Service Provider (Kelcom) and dedicated solely to major emergency use:

- Non mission critical radios for EOC participants 10
- Additional Fire mission critical radios 10
- Additional non mission critical radios for other Corporation of Amherstburg departments 10

- Headsets 10
- Additional radio batteries 30
- Additional radio battery chargers 20

All of the above Corporate radio system equipment shall be checked for full Serviceability by the Emergency Telecommunications Coordinator and The service provider on at least a monthly basis, including checking that the appropriate current channels and talk groups are programmed. The amateur emergency radio station should be similarly checked by the Amateur Radio Emergency Radio (ARES) Telecommunications Coordinator.

Plans are to be made for the rapid distribution of all emergency radio equipment. This plan should include brief operating instructions and the emergency radio channels to be used by each group and shall also include plans for the rapid deployment of all mobile repeaters by Fire and Police.

Plans are to be made for the rapid cooperation on radio matters with adjacent jurisdictions including Detroit and Michigan and with the RCMP and OPP and The City of Windsor. This plan should include brief operating instructions and the emergency radio channels to be used by each group.

The Emergency Telecommunications Coordinator shall inform all users and potential users on a quarterly basis of the availability of this dedicated emergency radio equipment. Concurrently, the radio distribution plan should be circulated. Emergency communications training exercises and major event participants may use this equipment. Any weakness or discrepancies in the emergency radio equipment thus identified will then be corrected.

4.0 EMERGENCY RADIO AND TELECOMMUNICATIONS MEASURES TO BE TAKEN WHEN AN EMERGENCY EXISTS BUT HAS NOT YET BEEN DECLARED

The Emergency Telecommunications Coordinator shall inform the service provider and all users and potential users that an Emergency could be declared in the immediate future and will circulate the distribution plan and user instructions by e-mail. All emergency radio equipment will be put on charge. All accessories shall be checked.

5.1 EMERGENCY PLAN FOR THE CORPORATE RADIO SYSTEM AND FOR TELECOMMUNICATIONS

Upon implementation of the Emergency Response Plan, it will be important to ensure that communications are established between the emergency site(s) and the EOC. Also, communications may be required at various locations including evacuation centres, hospitals, and other key responding agencies. The radio communications responsibilities of the Community Control Group are given below.

Members of the CCG will gather at regular intervals during the emergency to inform each other of actions taken and problems encountered. Meetings will be kept as brief as possible and may be by electronic conferencing when appropriate.

5.2 The Emergency Telecommunications Coordinator

The Emergency and Telecommunications Coordinator has the prime responsibility for emergency radio telecommunications during a declared emergency, with the assistance of the Manager of Information Technology/Corporate Telecommunications Coordinator and the Amateur Radio & Emergency Radio Telecommunications Coordinator.

Other specific responsibilities are:

- Establish and maintain appropriate voice communications links, using the Corporate Radio System (CRS) infrastructure with the EOC and all CCG members requiring such service;
- Issue and maintain CRS radios to all CCG members requiring them
- Establish appropriate radio interoperability with all relevant adjacent municipalities and with other Emergency services, making use of the interoperability plan;
- Ensure that the radios issued have the appropriate talk groups;
- In conjunction with the Manager of Information Technology or alternate, providing training and advice on any radio and other telecommunications matters;
- Update the Emergency CRS and Telecommunications Plan;
- Liaise with and direction to the Amateur Radio Emergency Radio (ARES) Telecommunications Coordinator.

The Emergency Telecommunications Coordinator is part of the initial Emergency Notification Procedure who in turn will call upon his contacts for further communications support, as required.

The Emergency Telecommunications Office is located in the room adjacent to the EOC. It should be equipped with portable hand radios, battery back-up, two-way radio with the necessary channels to communicate with Police, Fire, EMS and the Ontario Fire Marshal.

Communications between the EOC and the other responding agencies, if necessary will be with the assistance of the EOC support staff.

5.3 The individual Communications responsibilities of the Other Members of the Community Control Group:

CHIEF ADMINISTRATIVE OFFICER OR ALTERNATE

The Chief Administrative Officer for the Town of Amherstburg is responsible for:

- Ensuring that voice (and where appropriate data) wireless communication links are established between the CCG, the Emergency Telecommunications Coordinator and the Manager of Information Technology/Corporate Telecommunications Coordinator consistent with the resources and policies established by the Emergency Telecommunications Coordinator.

POLICE CHIEF OR ALTERNATE

The Police Chief is responsible for:

- Activating the emergency notification system, in consultation with the Fire Chief, through the Windsor Fire Dispatch Centre.
- Establishing a site command post with voice (and where appropriate data) wireless communications to the EOC;
- Establishing an ongoing voice (and where appropriate data) wireless communications link with the senior police official at the scene of the emergency consistent with the resources and policies established by the Emergency Telecommunications Coordinator.

FIRE CHIEF OR ALTERNATE

The Fire Chief is responsible for:

- Activating the emergency notification system through the Windsor Fire Dispatch Centre ;
- Establishing a site command post with appropriate ongoing voice,(and data if required) wireless communications with the EOC emergency using the plan developed and distributed by the Emergency Telecommunications Coordinator
- Establishing an ongoing voice (and where appropriate data) wireless

mobile communications link with the senior officials command vehicles consistent with the resources and policies established by the Emergency Telecommunications Coordinator

COMMUNITY EMERGENCY MANAGEMENT COORDINATOR OR ALTERNATE

- The Community Emergency Management Coordinator (CEMC) is responsible for:
- Ensuring that all members of the CCG have necessary plans, resources, supplies, maps, radios and equipment;
- Supervising the Emergency Telecommunications Coordinator or alternate;
- Establishing an ongoing voice (and where appropriate data) wireless communications link with the senior police official at the scene of the emergency, consistent with the resources and policies established by the Emergency Telecommunications Coordinator.

EMERGENCY MEDICAL SERVICES REPRESENTATIVE OR ALTERNATE

The Emergency Medical Services (EMS) Representative is responsible for:

- Establishing an ongoing appropriate voice wireless communications link, with the senior EMS official at the scene of the emergency consistent with the resources and policies established by the Emergency Telecommunications Coordinator;
- Liaising with the Ministry of Health and Long Term Care Central Ambulance Communications Centre to ensure balanced emergency coverage is available at all times throughout the community.

COMMON COMMUNICATIONS RESPONSIBILITIES OF THE REMAINING MEMBERS OF THE COMMUNITY CONTROL GROUP:

- All of the following members of the Community Control Group: are responsible for establishing an ongoing appropriate voice wireless communications link, consistent with the resources and policies established by the Emergency Telecommunications Coordinator, with the senior official of their own organization at the scene of the emergency.

**Director of Engineering and Public Works or Alternate
Medical Officer of Health or Alternate**

Community Development & Health Commissioner (Social Services) or Alternate

Director of Planning, Development and Legislated Services or Alternate

Utility Representative – Essex Power/ Hydro One
Police Chief or Alternate
Fire Chief or Alternate
Emergency Medical Services Representative or Alternate
Community Emergency Management Coordinator or Alternate
Manager of Roads and Fleet or Alternate

5.4 The individual Communications responsibilities of Members of the Support and Advisory Staff

MANAGER OF INFORMATION TECHNOLOGY/CORPORATE COMMUNICATIONS COORDINATOR OR ALTERNATE

- Assisting the Community Control Group by providing access to the corporate IT applications required for use during the emergency including but not necessarily limited to:
 - Email
 - Internet
 - GIS
 - Facility and equipment
 - Mass Notification system
- Projection capability for any required information;
- Liaison and cooperation with the Emergency Telecommunications Coordinator;
- Initiating all necessary actions to ensure the telephone system at the EOC or alternate EOC (if in use) functions as effectively as the event permits;
- Coordinating all telephone and data communications that may be required.

AMATEUR RADIO EMERGENCY RADIO (ARES) TELECOMMUNICATIONS COORDINATOR

- Activating the emergency notification system of the local amateur radio operators group;
- Ensuring that the ARES emergency communications facilities are properly equipped and staffed and that any problems, which may arise, are corrected;
- Liaison and cooperation with the Emergency Telecommunications Coordinator;
- Maintaining an inventory of community and private sector ARES communications equipment and facilities within the community, which could, in an emergency, be used to augment existing communications systems;
- Making arrangements to acquire additional ARES communications

- resources during an emergency;
- Establishing an ongoing voice (and where appropriate data) wireless communications link with the senior official at the scene of the emergency, consistent with the resources and policies established by the Emergency Telecommunications Coordinator;
 - All messages are to be written on the Amateur Radio Message Forms and logged.

EMERGENCY INFORMATION OFFICER

- Establishing a communication link with the Community Spokesperson, the Citizen Inquiry Supervisor and any other media coordinator(s) (i.e. provincial, federal, private industry, etc.) involved in the incident, ensuring that all information released to the media and public is timely, full and accurate.

COMMUNITY SPOKESPERSONS

- Establishing a communication link and regular liaison with the Emergency Information Officer at the EOC, consistent with the resources and policies established by the Emergency Telecommunications Coordinator.

CITIZEN INQUIRY SUPERVISOR (211 Manager)

The Citizen Inquiry Supervisor is responsible for:

- Establishing the 211 Call Centre as the Citizen Inquiry Service, including the appointment of additional personnel as required;
- Informing the Emergency Information Officer of the establishment of the Citizen Inquiry Service at the 211 Call Centre;
- Informing the affected emergency services, the CCG and Town of Amherstburg switchboards of the establishment of the Citizen Inquiry Service at the 211 Call Centre;
- Ensuring liaison with the Emergency Information Officer to obtain current information on the emergency.

PART H: EMERGENCY INFORMATION PLAN

Upon implementation of this Emergency Response Plan, it will be important to co-ordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency.

In order to fulfill these functions during an emergency, the following positions will be established:

- Emergency Information Officer
- Community Spokesperson
- Citizen Inquiry Supervisor

During the first 12 hours of an emergency, the following positions may also be required:

- Emergency Information Coordinator
- Media Centre Coordinator
- Writer
- Public Mass Notification Officer

The local Emergency Information Centre (EIC) will be located at the Municipal Emergency Operations Centre with a media briefing facility to be located at Libro Credit Union Centre, 3295 Meloche Road, Amherstburg, ON. Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site, as decided by the Community Control Group. This area, if established, will be staffed as determined by the community spokesperson.

The Citizen Inquiry Section is to be located at the 211 Call Centre if possible and practical under the supervision of the Citizen Inquiry Supervisor.

Note: 211 provides non-emergency community, social, health and federal, provincial and municipal government service information for residents in Southwest Ontario including Windsor-Essex, Sarnia-Lambton, Chatham-Kent, London-Middlesex, Elgin County, Oxford County.

1. Emergency Information Officer

The Emergency Information Officer reports to the CAO and is responsible for:

- Establishing a communication link with the Community Spokesperson, the Citizen Inquiry Supervisor and any other media coordinator(s) (i.e. provincial, federal, private industry, etc.) involved in the incident, ensuring that all information released to the media and public is timely, full and accurate;
- Ensuring that the EIC is set up and staffed and a site EIC, if required;
- Ensuring liaison with the CCG to obtain up-to-date information for media releases, co-ordinate individual interviews and organize press conferences;
- Ensuring that the following are advised of the telephone numbers of the media centre and the Citizen Inquiry Service:
 - Media;
 - Community Control Group;
 - Switchboard (Town Hall);

- Community Spokesperson;
- Police/Fire Public Information Officers;
- Neighbouring Communities;
- Citizen Inquiry Supervisor;
- Media contact at the Evacuation Centres;
- Any other appropriate persons, agencies or businesses.
- Providing direction and regular updates to the Citizen Inquiry Supervisor to ensure that the most accurate and up-to-date information is disseminated to the public;
- Ensuring that the media releases are approved by the Chief Administrative Officer (in consultation with the Mayor) prior to dissemination, and distributing hard copies of the media release to the EIC, the CCG, Citizen Inquiry Supervisor and other key persons handling inquires from the media;
- Maintaining copies of media releases and newspaper articles pertaining to the emergency in cooperation with the E.O.C. logistical staff.

2. Community Spokespersons

The community spokespersons will be appointed by the Community Control Group and is responsible for:

- Giving interviews on behalf of the Town of Amherstburg with the assistance of the EIO.
- Establishing a communication link and regular liaison with the Emergency Information Officer at the EOC;
- Redirecting all inquires about decisions made by the CCG and about the emergency as a whole;
- Coordinating media photograph sessions at the scene when necessary and appropriate;
- Coordinating on-scene interviews between the emergency services personnel and the media if practical and appropriate.

3. Citizen Inquiry Supervisor

The Citizen Inquiry Supervisor reports to the C.A.O. and is responsible for:

- Establishing the 211 Call Centre as the Citizen Inquiry Service, including the appointment of additional personnel as required;
- Informing the Emergency Information Officer of the establishment of the Citizen Inquiry Service at the 211 Call Centre and designated telephone number(s);
- Informing the affected emergency services, the CCG and Town of Amherstburg switchboard of the establishment of the Citizen Inquiry Service at the 211 Call Centre;
- Ensuring liaison with the Emergency Information Officer to obtain current information on the emergency;

- Responding to, and re-directing inquires and reports from the public based upon information from the Emergency Information Officer. (Such information may be related to school closings, access routes or the location of evacuation centers.);
- Responding to and redirecting inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service;
- Responding to and redirecting inquiries pertaining to persons who may be located in evacuation and reception centers to the registration and inquiry telephone number(s);
- Procuring Town staff to assist, as required;
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required.

Part I Community Emergency Management Program Committee (CEMPC)

Standard

11. (1) *Every community shall have an emergency management program committee. O. Reg. 380/04, s. 11 (1).*
- (2) *The committee shall be composed of,*
- (a) the municipality's emergency management program co-ordinator;*
 - (b) a senior municipal official appointed by the council;*
 - (c) such members of the council, as may be appointed by the council;*
 - (d) such municipal employees who are responsible for emergency management functions, as may be appointed by the council; and*
 - (e) such other persons as may be appointed by the council. O. Reg. 380/04, s. 11 (2).*
- (3) *The persons appointed under clause (2) (e) may only be,*
- (a) officials or employees of any level of government who are involved in emergency management;*
 - (b) Representatives of organizations outside government who are involved in emergency management; or persons representing industries that may be involved in emergency management. O. Reg. 380/04, s. 11 (3).*
- (4) *The council shall appoint one of the members of the committee to be the chair of the committee. O. Reg. 380/04, s. 11 (4).*
- (5) *The committee shall advise the council on the development and implementation of the municipality's emergency management program. O. Reg. 380/04, s. 11 (5).*
- (6) *The committee shall conduct an annual review of the municipality's emergency management program and shall make recommendations to the council for its revision if necessary. O. Reg. 380/04, s. 11 (6).*

Context

Every municipality must form a committee responsible for overseeing the development and implementation of its emergency management program. The committee's membership is somewhat defined within the EMCPA; however, in addition to the individuals required to be part of the committee under the legislation, the municipality is free to include whomever else it wishes. It is not required that all committee members be municipal employees.

Committee Membership

The Town of Amherstburg municipal emergency management program committee is a key organizational step toward making the emergency management process more effective. To reach its full potential, the committee represents the various organizations that have, or should have, a role in implementing and maintaining the municipal emergency management Plan and Program.

Roles and Responsibilities

The municipal emergency management program committee's main

responsibility is to oversee the development, implementation, and maintenance of the municipal emergency management program, including the municipal emergency response plan, public education program, training, and exercises. The committee is also accountable for the annual review of the municipality's emergency management program.

To achieve consistency with recommended practice, the committee also reviews and evaluates municipal activities, such as exercises, actual emergencies, and provides support and resources to the CEMC, based on the current goals and objectives of the emergency management program. Annually the committee conducts a review of the whole program, including goals and objectives, and make revisions as necessary for the upcoming year. If it is determined that changes are indeed required, then the committee is responsible for making recommendations for program changes or enhancements to Municipal council.

During an Emergency

Although in general the municipal emergency management program committee does not play a formal role during emergencies, some of the program committee members are also members of the Community Control Group (CCG). Therefore, these members play a more official role in the municipality during an emergency, while other members of the program committee may be called upon for support if needed.

The CEMPC is comprised of:

** Chairperson- Municipal Clerk/Risk Manager

Medical Officer of Health

Chief of Police

Fire Chief

Treasurer

Manager of Facilities

Essex-Windsor EMS Chief

Chief Building Official

Electrical/Water Utility Representatives

(Essex Power/Hydro One) or Alternates

Manager of Tourism and Culture

Ontario Provincial Police Representative

Manager of Human Resources

Manager of Recreation

Manager of Licensing and Enforcement

Information Technology Manager or Alternate

Manager of Parks

Manager of Roads and Fleet

Community Emergency Management Coordinator

Manager of Environmental Services

Manager of Planning

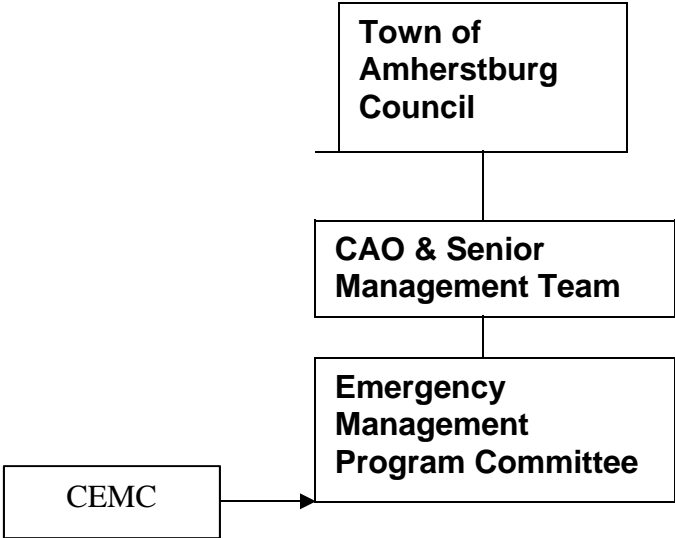
Manager of Engineering

Social Services- Manager of Housing Support

Services

211 Project Manager

Below is the flow chart for reporting to the municipal council for The Town of Amherstburg. Recommendations made by the Emergency Management Program Committee are reviewed by the Senior Management Team.



PART J: DISTRIBUTION LIST

Copy Number	Location	Issued dd/mm/yy

PART K: UPDATES AND AMENDMENTS

Updated dd/mm/yy	Comments	Updated By:
17/12/18	Changes received by the CCG	Dan Monk

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2019-02

A By-law to adopt an Emergency Response Plan governing the provisions of necessary services during such emergencies

WHEREAS Section 3(1) of The Emergency Management Act and Civil Protection Act, R.S.O. 1990 c. E9, provides that the Council of a municipality may pass a by-law formulating or providing for the formulation of an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to an emergency.

NOW THEREFORE the Council of the Corporation of the Town of Amherstburg hereby enacts as follows;

1. That the Amherstburg Emergency Response Plan dated January 2019, attached hereto as Schedule "A" and forming part of this By-law is hereby adopted as the emergency plan governing the provision of necessary services during an emergency of the municipality and other persons who will respond to the emergency.
3. That By-law 2017-62 is hereby repealed in its entirety.
4. This By-law shall come into force and take effect on the day of the final passing thereof.

Read a first, second and third time and finally passed this 14th day of January, 2019.

MAYOR – ALDO DICARLO

CLERK – PAULA PARKER



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.

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: Monthly Fire Department Activity Report – November 2018

1. RECOMMENDATION:

It is recommended that:

- 1. The report from the Fire Chief dated December 7, 2018 regarding Monthly Fire Department Activity Report – November 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 November 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 - November 2018.docx
Attachments:	- Monthly Dashboard Report November 18.pdf
Final Approval Date:	Jan 8, 2019

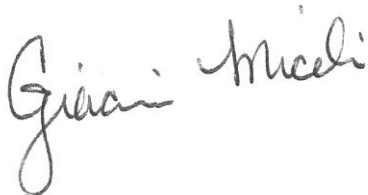
This report and all of its attachments were approved and signed as outlined below:



Mark Galvin - Dec 12, 2018 - 11:58 AM



Cheryl Horrobin - Dec 12, 2018 - 2:38 PM



John Miceli - Dec 13, 2018 - 10:59 AM



Paula Parker - Jan 8, 2019 - 3:26 PM



FIRE SERVICES DASHBOARD

1 - SERVICE LEVEL DELIVERY		2017	YTD 2018	Nov-17	Nov-18
INCIDENTS		522	427	41	26
Incident Types	OFM codes				
Fire	01 - 29	70	53	7	4
False Fire Alarms	31 - 39	103	101	8	6
Public Hazard	41 - 59	46	43	1	6
Rescues	601 - 69	68	64	3	4
Medical	701 - 899	137	71	10	3
Others	91 - 99	98	95	12	3

Number of calls by station		2017	YTD 2018	Nov-17	Nov-18
Station # 1		189	147	15	11
Station # 2		98	87	5	5
Station # 3		59	41	2	4
Duty Officer		176	152	19	6

2 - AVERAGE RESPONSE Targets		2017	YTD 2018	NOV-18 AVG	Nov-18
Alarm Transfer Time	95th Percentile	Not Currently Available			
Alarm Answering Time	95th Percentile	Not Currently Available			
Alarm Processing Time	90th Percentile	n/a	0:02:41	0:01:36	0:02:17
Alarm Handling Time	90th Percentile	Not Currently Available			
Turn out time	90th Percentile	n/a	0:07:13	0:03:29	0:06:53
Travel Time	90th Percentile	n/a	0:08:52	0:04:42	0:07:51
Intervention Time	90th Percentile	Not Currently Available			
Total Response Time	90th Percentile	Not Currently Available			

3 - OTHER STATISTICS		2017	YTD 2018	Nov-17	Nov-18
Total Training Session		196	164	21	21
Total Training Session (Station 1)		46	44	5	5
Total Training Session (Station 2)		46	44	5	4
Total Training Session (Station 3)		48	48	4	4
Total Training Session (Extra)		56	28	7	8
Total Routine Station Maintenance & Inspection		148	134	15	13
Fire Prevention Inspections		65	44	2	4
Business Licenses Inspections		N/A	19	0	1
Fire Prevention Program Activities (i.e. Lockbox, Tapp-C)		N/A	97	N/A	7
Fire Safety Plan Reviews		5	48	N/A	13
Vulnerable Occupancy Annual Inspections		12	10	0	3
Fire Permits Issued		N/A	345	N/A	
Fire Permit Inspections		N/A	565	N/A	2

4 - COMMUNITY IMPACT		2017	YTD 2018	Nov-17	Nov-18
Total \$ Loss (2017 \$ Loss - an estimate)		1,097,500	196,950	222,000	0
Total \$ Saved (2017 \$ Saved - an estimate)		1,467,750	1,120,000	313,000	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 Department Participated in the NEMCC provincial advisory committee to further our Nuclear Preparedness issues. Our Annual Emergency Exercise was conducted on November 14/18 and illustrated our current level of preparedness. Fire fighters are learning the operations of the new vehicles in preparation for putting them into service in December. Many staff are preparing for the NFPA 1001 Fire Fighter Level I certification tests by the Province in early December.

30-Nov-18

ONTARIO MUNICIPAL FIRE PREVENTION OFFICERS ASSOCIATION



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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



CLARINGTON



UXBRIDGE



OSHAWA



WHITBY

ONTARIO MUNICIPAL FIRE PREVENTION OFFICERS ASSOCIATION



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Fire fighting in Canada has come a long way since the mid-1980s. More women are training to become firefighters, which is now a multi-faceted career. Along with their male counterparts, women are not only courageously fighting fires, but they also provide emergency medical care, respond to traffic accidents and educate the public on fire prevention and safety. In support and recognition of the brave women who serve their communities in significant positions within the fire service and in the challenging role of firefighter, Fire Service Women Ontario (FSWO) was established in 2009. Its mission is to encourage, promote and advance women in the fire service profession.

Fire Service Women Ontario (FSWO) Publication is produced annually and includes articles related to the engagement of new female recruits; the challenges and success stories of women in the fire service; their contributions in securing safer communities; and their increasing leadership roles as mentors and advocates for their profession. Important topics pertaining to overall fire safety and prevention are also featured.

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Fire Service Women Ontario's coat of arms heralds "Encourage, Educate, Empower." Its message is to inspire positive change and to encourage the professional development of a diverse workforce in the fire services based on these core values.

With your advertising support, together, we will create more opportunities for women in career and volunteer fire departments across the province. We pay tribute to the female firefighter trailblazers; acknowledge the heroism of those who proudly serve in fire service today; and we salute all of the valiant women who will serve with distinction in the future.

Thank you for your much appreciated support.

on behalf of the
FSWO Board of Directors



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AMHERSTBURG COMMITTEE OF ADJUSTMENT

Minutes of a meeting of the Amherstburg Committee of Adjustment held Tuesday, November 27, 2018, at 7:30 a.m. in the Council Chambers.

Present: D. Cozens, S. Ducedre, D. Shaw, J. Mailloux

Absent: 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 S. Ducedre
Seconded J. Mailloux

That the Committee move approval of the minutes held October 29, 2018.

-carried-

APPLICATIONS

(1) **A/23/18** 1352120 Ontario Limited c/o Jason Lafromboise
149 & 151 Meadowview Ave
3729-170-000-01321

Public in Attendance: Jason Lafromboise and Norbert Bolger

The applicant is requesting relief from Zoning By-law 1999-52, as amended, to permit the construction of a semi-detached dwelling with a rear yard of 4.2 m (13.77 ft). Relief is being requested from Section 8(3)(f) which requires a minimum rear yard depth of 7.5 m (24.6 ft) in the Residential Second Density (R2) Zone. The applicant is requesting relief of 3.3 m (10.83 ft) to permit a rear yard setback of 4.2 m (13.77 ft).

The subject property is designated Low Density Residential in the Town's Official Plan and zoned Residential Second Density (R2) Zone/ Special Provision Residential Second Density (R2-5) Zone in By-law 1999-52, as amended.

The following correspondence was received from the various agencies and residents circulated:

- (i) Letter dated November 19, 2018 from the Essex Region Conservation indicating no objections to the Minor Variance.
- (ii) Email dated November 8, 2018 from the Fire Department indicating no objections.
- (iii) Email dated November 8, 2018 from the Building Department indicating no comments.
- (iv) Planning Report dated November 19, 2018 from Rebecca Belanger.

Committee Discussion:

The applicants presented the concept of the application. The reduction in rear yard is from 24.6 ft to 13.77 ft on one side of the structure and from 24.6 ft to 18.17 ft on the other side of the structure. Mr. Lafromboise stated that they have measured all the other lots within the subdivision and have determined that no other lots will require minor variances in order to fit the pre-designed semi-detached units. The Committee members questions if the house could be built wider so that the rear yard could be extended. The applicants stated that this would require a complete redesign of the house and that they want to keep conformity throughout the subdivision. If they made the house wider it would change the roof lines and look different from the other house in the subdivision. The Committee members were satisfied that no other minor variances will come forward from the developers of the Meadowview subdivision.

The following resolution was put forth:

Moved by S. Ducedre
Seconded by J. Mailloux

That application A/23/18 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. The applicant has identified that no other lots within the Meadowview Subdivision will require Minor Variances. The Minor Variance will permit the semi-detached unit on the property to be in conformity with the other semi-detached units located in the subdivision.

(2) A/24/18

Gary B. Fox
2172 Front Road North
3729-500-000-38200

Public in Attendance: Gary Fox

The applicant is requesting relief from Zoning By-law 1999-52, as amended, to permit a legal non-conforming use to be increased. Section 1.2(c) states that uses that lawfully existed as of January 1, 2000, shall be allowed to be continued to be used for that purpose. The property is zoned Residential Type 1A and an accessory structure is not a permitted use without a main use on the property in the Zoning By-law. The accessory structure without a main use on the property is considered a legal non-conforming use and a minor variance must be acquired to expand the use, when it is minor in nature. Therefore the relief requested is to grant permission for the construction of an accessory structure addition to increase the building footprint from 1323 sq ft to 2080 sq ft.

The subject property is designated Low Density Residential, Provincially Significant Wetland and Natural Environment in the Town's Official Plan and zoned Residential Type 1A (R1A) Zone and Wetland (W) Zone By-law 1999-52, as amended.

The following correspondence was received from the various agencies and residents circulated:

- (i) Letter dated November 20, 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 Regulation under the Conservation Authorities Act, (Ontario Regulation No. 158/06). The parcel falls within the regulated area of the Detroit River. 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. ERCA has no objection to this application from a regulatory perspective.

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

The subject property is within, and/or is adjacent to (within 120 metres of), a natural heritage feature that is identified as a significant wetland (Detroit River Marshes (ER 3)) under the Provincial Policy Statement (PPS, 2014).

Section 2.1.4 of the PPS 2014 states – “Development and site alteration shall not be permitted in “significant wetlands ...” and “significant coastal wetlands.”

Section 2.1.8 of the PPS 2014 states – “Development and site alteration shall not be permitted on adjacent lands to the natural heritage features and areas identified in policies 2.1.4, 2.1.5 and 2.1.6 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.” The required demonstration of no negative impact, in accordance with the relevant PPS policies outlined above, is most effectively accomplished through the completion of an Environmental Impact Assessment (EIA).

Our office has no objection to the application for minor variance with respect to natural heritage policies. The location of the proposed accessory building expansion is sufficiently set back from the extent of the Provincially Significant Wetland and the intervening land use of the subject property does not warrant a demonstration of no negative impact or EIA study. In addition, the ERCA permit requirements for the building addition will be implemented in consideration of the potential impacts to the natural heritage feature.

Our office has no objection to this application for minor variance.

- (ii) Email dated November 8, 2018 from the Fire Department indicating no objections.
- (iii) Email dated November 8, 2018 from the Building Department indicating no comments.
- (iv) Planning Report dated November 16, 2018 from Rebecca Belanger.

Committee Discussion:

Mr. Fox presented the concept of the application. The barn on the property is 100 years old and Mr. Fox would like to make it bigger and higher than it currently is. It will be used for personal storage. The height of the barn will comply with the zoning maximum height of 5.5 m measured to the peak. The legal non-conforming status of the barn was questioned. There was originally a house on the property however it had been removed some time ago. Mr. Fox stated he is expanding the barn, not doing a complete tear down. He stated that his intent for the property is to build a dwelling in the future. He is currently staying with his 90 year old parents to help them until they pass.

The following resolution was put forth:

Moved by J. Mailloux
Seconded by D. Shaw

That application A/24/18 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. The applicant has identified intent to build a dwelling on the property in the future. Once the dwelling is built, the accessory use will no longer be a non-conforming use.

(3) B/29/18

Estate of Jean Overholt c/o Jeffrey A. Baker
4 Shangrila Ave
3729-460-000-22700

Public in Attendance: Jeffrey Baker, Lisa Stiles-Lawlor (3 Shangrila Ave)

The applicant is proposing to sever a parcel of land with 12.24 m (40.24 ft) width by 13.9 m (45.5 ft) depth and an area of 169.66 sq m (1826.2 sq ft) for the purpose of a lot addition to merge with 8 Shangrila Street to provide additional residential rear yard and canal space. The proposed retained parcel being approximately 29.27 m (96.03 ft) frontage by 41.33 m (135.6 ft) depth with an area of approximately 1029 sq m (11,076.1 sq ft).

The subject property is designated Low Density Residential in the Town's Official Plan and zoned Residential Type 1A (R1A) Zone and Environmental Protection (EP) Zone in By-law 1999-52, as amended.

The following correspondence was received from the various agencies and residents circulated:

- i) Letter dated October 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 Regulation under the Conservation Authorities Act, (Ontario Regulation No. 158/06). The parcel falls within the regulated area of the Detroit River. 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 no regulatory concern associated with this application for lot addition.
Our office has reviewed the proposal and has no concerns relating to stormwater management for the application for lot addition.
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 lot addition. We request to receive a copy of the Notice of Decision on this application.
- ii) Email dated November 8, 2018 from the Fire Department indicating no objections.
- iii) Email dated November 8, 2018 from the Building Department indicating no comments.
- iv) Letter from Lisa Stiles-Lawlor dated November 22, 2018 stating:

*I, Lisa Stiles-Lawler, disagree with the parcel fabric as laid out in the information for the Committee of Adjustments 4 Shangrila and 8 Shangrila.
Lisa Nash Estate of Marion E Nash*
- v) Planning Report dated November 16, 2018 from Rebecca Belanger.

Committee Discussion:

Mr. Baker presented the concept of the application. Mr. Baker stated that in the

Edgewater area there are canals between the streets and typically owners of the lots own the corresponding half of the canal at the rear of their lot. Mr. Baker stated that lot 32 and 33 are joined lots but only own the canal portion of lot 33. The Overholts originally owned lot 33 and were able to sell the front portion of the lot (part 1) of it to the new owners of lot 32 without a severance. They did not wish to pursue a severance at the time and therefore kept part 2 of lot 33 in their estate. They now wish to pursue the severance to make both lots rectangles rather than irregular shapes. Lisa Stiles-Lawlor spoke from the audience to state that the parcel fabric shown in the original map that was circulated with the notice of public meeting was incorrect. The parcel fabric from MPAC was not correct and the map was corrected prior to the Committee of Adjustment meeting. The Committee members had a corrected map in their agenda. Ms. Stiles-Lawlor questioned Mr. Baker has to his certainty that the property had never been severed in the past. Mr. Baker stated that he was sure it had not been severed. Ms. Stiles-Lawlor had some assessment maps from 1916 with her which showed different lot lines than what are shown on modern surveys. The centre line of properties appears to move with the movement of the canal. The Committee stated that they are only dealing with the one lot addition, not the lot lines of the entire subdivision. Rebecca Belanger read the conditions to Mr. Baker. Mr. Baker acknowledged understanding of the conditions.

The following resolution was put forth:

Moved by J. Mailloux
Seconded by D. Shaw

That application B/29/18 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 to submit to the municipality the deed, in triplicate, acceptable for registration in order that consent may be attached to the original and duplicate and a copy be provided to the municipality.
3. That all property taxes be paid in full.
4. 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.
5. 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.
6. 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. The lot addition was proposed for legal reasons to correct lot lines to remain consistent with historical uses on the property. The lot addition will provide the owners of 8 Shangrila Ave with increased canal access.

(4) B/28/18

Roytrust Holdings Ltd, c/o Loris Collavino
2075 Concession 2 N
3729-500-000-25700 & 3729-500-000-01404

Public in Attendance: Loris Collavino, Tony Simon (5070 Middle Sideroad)

The applicant is proposing to sever a parcel of land being 269 ft (82 m) ± frontage by

3740 ft (1140 m) ± depth with an area of 45.78 acres (18.53 ha) ± which is vacant agricultural land for the purpose of a lot addition to merge with the adjacent farm to the north, Roll No. 3729-500-000-25400. The proposed retained parcel being 490 ft (149 m) ± frontage by 880 ft (268 m) ± depth with an area of 8.6 acres ± includes a single detached dwelling, three (3) accessory structures and the Provincially Significant Wetland associated with floodplain of the Long Marsh Drain.

The subject property is designated Agricultural and Provincially Significant Wetland in the Town's Official Plan and zoned Agricultural (A) and Wetland (W) Zone in By-law 1999-52, as amended.

The following correspondence was received from the various agencies and residents circulated:

- i) Letter dated October 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 Regulation under the Conservations Authorities Act, (Ontario Regulation No. 158/06). As the purpose of this consent application is for a lot addition, our office does not have any regulatory concerns. As the application is for the purpose of a lot addition, our office has no concerns relating to stormwater management. The provincially significant wetland on the retained lot is already zoned Wetland in the Town of Amherstburg zoning by-law. Our office has no natural heritage concerns with this application. Our office supports this application for consent.
- ii) Email dated November 13, 2018 from the Public Works Department:
 - *Drainage apportionments will be required for the Dolphis Meloche Drain, the Shipman Drain, and the Long Marsh Drain)*
- iii) Email dated November 9, 2018 from the Fire Department indicating no objections.
- iv) Planning Report dated November 19, 2018 from Rebecca Belanger.

Committee Discussion:

Mr. Collavino presented the concept of the application. His brother originally owned the 55 acres of property. The property has been historically farmed by Tony Simon who is currently interested in purchasing 46 acres of farmland to add to his neighbouring farm parcel. The Committee members questioned a neighbouring small parcel that is forested. Mr. Collavino states that the property in question is not in his ownership. Committee member J. Mailloux questioned Rebecca Belanger about potential minor variances for the property. Ms. Belanger stated that the farm parcel is getting larger as a result of the lot addition and therefore benefiting the farming community because larger farm parcels provide variety for farmers in Essex County. The lot that the parcel is joining is currently 90 acres. Ms. Belanger was questioned if we are re-zoning the property to A-36 to restrict a house being built on the property. Ms. Belanger stated that no rezoning is necessary because no new lots are being created. The Committee questioned the applicant on whether there were any services on the severed property. Mr. Collavino stated that the services are all located on the retained property. Ms. Belanger read the conditions of the severance to Mr. Collavino and the Committee members. Mr. Collavino acknowledged understanding of the conditions.

The following resolution was put forth:

Moved by D. Shaw

Seconded by S. Ducedre

That application B/28/18 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.
2. The applicant to submit to the municipality the deed, in triplicate, acceptable for registration in order that consent may be attached to the original and duplicate and a 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 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.
6. 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.
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. The lot addition will increase the size of the abutting agricultural parcel to the north of the subject lands from 90.21 acres to 136 acres. Approval of this lot addition increases the variety of agricultural lot sizes available in the County of Essex and meets and objective of the Agricultural Lot Size Study.

NEXT MEETING

The next meeting is scheduled for Tuesday, December 11, 2018 at 7:30 a.m.

ADJOURNMENT

The meeting adjourned at 8:00 am



Chairman- Dave Cozens



Secretary- Rebecca Belanger



**TOWN OF AMHERSTBURG
DRAINAGE BOARD
Monday, January 7, 2019
6:00 PM**

Council Chambers, 271 Sandwich Street South, Amherstburg

MINUTES

PRESENT

Ron Sutherland, Chair
Allan Major, Vice-Chair
Brad Laramie
Shane McVitty, Drainage Superintendent &
Engineering Coordinator
Nicole Humber, Recording Secretary

ABSENT

Bob Bezaire

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 Pillon seconded:

That the minutes of the previous meeting BE ADOPTED:

1. Drainage Board Meeting Minutes – November 6, 2018

The Chair put the Motion.

Motion Carried

4. COURT OF REVISION

Open the Court of Revision

The Chair explained that the Court of Revision is required to have 3 or 5 member participation. Due to the absence of board member Bob Bezaire, one member of the Drainage Board is required to abstain from participating in the Court of Revision. Board member Bob Pillon excused himself from participating in the Court of Revision.

The Court of Revision was opened by The Chair.

4.1 Appeals – Odette Drain

Gerard Rood, P.Eng of Rood Engineering Inc. provided the Board with an overview of the questions regarding the Francescutti property (Roll # 460-02100) that were brought up at the November 6, 2018 consideration meeting. Mr. Rood explained that as requested, he investigated the drainage details of the Francescutti property further, and has confirmed the property is tiled per OMAFRA records. Mr. Rood contacted Mr. Francescutti regarding the tile drainage system and Mr. Francescutti advised that he does not have any records of the tile system as his land was tiled prior to his purchase of the property. Mr. Rood explained that his firm also completed an additional topographic survey of the Francescutti property. This survey confirmed that there is 4.06 acres of affected lands from the Francescutti property that drains to the Odette Drain. Mr. Rood advised that based on his review, there are no revisions required to his assessment schedule that was originally placed in the report.

The Chair invited the members of the Public to speak.

There were none.

The Chair invited the members of the Board to speak.

There were none.

Brad Laramie moved; Al Major seconded;

That:

1. The appeals submitted written or verbally to the Court of Revision for the petition for drainage works of the Odette Drain **BE RECEIVED**; and,
2. The schedule of assessment as presented by Rood Engineering Inc. **BE APPROVED** for the petition for drainage works of the Odette Drain.

The Chair put the Motion.

Motion Carried

5. CLOSE COURT OF REVISION

The chair closed the Court at 6:10 p.m.

6. ORDER OF BUSINESS

CONSIDERATION OF FINAL DRAINAGE REPORT

6.1 5th Concession Road Drain South

Tim Oliver, P.Eng of Dillon Consulting Ltd provided the board with an overview of the project. The initial request was submitted by George Vandenbrink to provide a new access bridge to his farm. The current access is over a roadside ditch along County Road 20 and through a neighbouring property. The new bridge would be along Concession 5 South and would provide a more suitable access to his property that would eliminate the need to cross the neighbouring lands. The new culvert proposed under the engineering report would be a 762

mm (30”) diameter, high density poly pipe with a top width of 12.0 m (40’) as per Mr. Vandenbrink’s request. The estimated cost for the project is \$20,150.00 with the full cost being assessed to the owner Mr. Vandenbrink.

The Chair invited the members of the Public to speak.

There were none.

The Chair invited the members of the Board to speak.

There were none.

Bob Pillon moved; Al Major seconded;

That:

1. The engineer’s report, prepared by Dillon Consulting Limited on December 10, 2018, for the 5th Concession Road Drain South **BE RECEIVED**;
2. The engineer’s report for the new access bridge on the 5th Concession Road Drain South **BE CONSIDERED**;
3. The **PROVISIONAL ADOPTION** of By-law 2019-03 of the engineer’s report for the new access bridge on the 5th Concession Road Drain South **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 new access bridge on the 5th Concession Road Drain South.

The Chair put the Motion.

Motion Carried

6.2 Whelan Drain

Tim Oliver, P.Eng of Dillon Consulting Ltd provided the board with an overview of the request for a bridge replacement from landowner Brian Hutchins over the Whelan Drain. Mr. Oliver explained that the Whelan Drain was recently cleaned by the Municipality under maintenance. He added that there are deficiencies with the existing C.S.P. culvert pipe that requires replacement of the entire bridge. He added that the landowner has indicated that the bridge is too narrow for his farm

equipment to cross. Mr. Oliver noted that the existing culvert is a 1200 mm (48") corrugated steel pipe. The new culvert will remain 1200 mm (48") and will be a corrugated aluminized steel pipe. The access will have a minimum of 7.3 m (24') top width. Mr. Oliver stated that the landowner was satisfied with these specifications. The estimated cost of the project is \$18,150.00, and the costs will be assessed 50% to Mr. Hutchins, and 50% to upstream landowners. Mr. Oliver recommended that the sharing of any costs for future maintenance remain the same.

The Chair invited the members of the Public to speak.

The Board hear from:

- **Dave Mailloux – 500 Alma Street**

Mr. Mailloux asked why aluminized steel was being recommended on Mr. Hutchins bridge replacement, while plastic pipe was being recommended for Mr. Vandenbrink's bridge.

Mr. Oliver explained that although corrugated plastic pipe has a higher life expectancy than steel pipe, it is generally only available for sizes that are 36" in diameter or less. When the pipe is larger than 36" plastic alternatives are very expensive, which makes the aluminized steel a more economical option.

Mr. Mailloux asked the Board if the 1/3 agriculture grant is still available. Mr. McVitty replied that the grant is still available from OMAFRA.

Mr. Mailloux expressed his concerns with the engineering costs associated with bridge installations in general.

Mr. Pillon commented that the Town could be liable for deficient bridges if they were not engineered correctly.

Mr. McVitty stated that engineering costs are often questioned by landowners, but he has found rates and the price of engineering to be fairly consistent.

The Chair invited the members of the Board to speak.

Mr. Laramie asked why Mr. Vandenbrink is assessed 100% of the costs of his new bridge, while Mr. Hutchins is only assessed 50% of his bridge.

Mr. McVitty explained that costs for a brand new access bridge is borne by the owner, but in the future if maintenance is required costs would be shared by upstream landowners.

Al Major moved; Brad Laramie seconded;

That:

1. The engineer's report, prepared by Dillon Consulting Limited on December 10, 2018, for the Whelan Drain **BE RECEIVED**;
2. The engineer's report for the access bridge replacement on the Whelan Drain **BE CONSIDERED**;
3. The **PROVISIONAL ADOPTION** of By-law 2019-04 of the engineer's report for the access bridge replacement on the Whelan 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 access bridge replacement on the Whelan Drain.

The Chair put the Motion.

Motion Carried

7. 2019 Drainage Board Meeting Schedule

Bob Pillon moved; Brad Laramie seconded;

That:

1. The Board **APPROVE** the 2019 Drainage Board Meetings to be held on the 1st Tuesday of every month at 6:00 p.m..

8. NEXT MEETING DATE

Tuesday, February 5, 2019 @ 6:00 p.m.

9. ADJOURNMENT

The meeting adjourned at 6:25 p.m.

Chair – Ron Sutherland

Staff Liaison – Shane McVitty

DRAFT

**DRAINAGE REPORT
FOR**

**NEW FARM BRIDGE ON
PT. LOT 51, CONCESSION 5
OVER THE
5TH CONCESSION ROAD
DRAIN SOUTH
(VANDENBRINK BRIDGE)**

**TOWN OF AMHERSTBURG
COUNTY OF ESSEX**



10 DECEMBER 2018
TIM R. OLIVER, P.ENG
FILE No. 18-8348

File No. 18-8348

Drainage Board
The Corporation of the Town of Amherstburg
271 Sandwich St. South
Amherstburg, Ontario
N9V 2A5

**Drainage Report for
New Farm Bridge on
Pt. Lot 51, Concession 5
Over the
5TH CONCESSION ROAD DRAIN SOUTH
(VANDENBRINK BRIDGE)
Town of Amherstburg
County of Essex**

Drainage Board:

Instructions

The Municipality received a request for a new farm access bridge to serve Pt. Lot 51, Concession 5 (Roll No. 580-003-00) over the 5th Concession Road Drain South that was filed at the Municipal Office on the 17th day of July 2018. Council accepted the request under Section 78 of the Drainage Act and on the 5th day of September 2018 appointed Dillon Consulting Limited to prepare a report.

Watershed Description

The 5th Concession Road Drain South is an open drain commencing near the western edge of Lot 50 within the Concession 5 Road South boundary, within the Town of Amherstburg. The drain is divided into two sections separated by a dam; a northern section which drains to the Ong Drain, and a southern section which drains into the Woods Drain. The proposed bridge is to be located on the southern section and will therefore be the section under consideration. The southern section of the drain continues southerly along the east side of Concession 5 South, crossing County Road 20 and then outlets into the Woods Drain near the northwest corner of Lot 52, Concession 5.

Drain History

The recent history of Engineers' reports for the 5th Concession Road Drain South is as follows:

- **16 January 1984 by Nick J. Peralta, P.Eng.:** The recommended work included a revised watershed area and maintenance schedule.
- **18 October 1960 by C. G. R. Armstrong, P.Eng.:** The recommended work included the entire 5th Concession Road Drain South be brushed, excavated and cleaned. Additionally, a new access bridge was installed.

On-Site Meeting

We conducted an on-site meeting on September 25, 2018. A record of the meeting is provided in Schedule 'A', which is appended hereto.



10 Fifth Street South
Chatham, Ontario
Canada
N7M 4V4
Telephone
519.354.7802
Fax
519.354.2050

Survey

Our survey and examination of the 5th Concession Road Drain South was carried out on the 16th day of October 2018. We surveyed the drain both upstream and downstream of the proposed site for the new access culvert.

Design Considerations

The new access culvert is designed for an upstream drainage area of approximately 51.06 hectares (126.17 acres). The hydraulic capacity of the structure must meet the current Design Standards recommended by the Ministry of Agriculture, Food, and Rural Affairs. The Design and Construction Guidelines suggest that a farm culvert must be designed to freely pass the runoff generated from a 2-year return period storm event. We have applied that criterion. The size of the new access culvert required is 750 mm diameter and the length designed to be 21 m to accommodate a minimum 12 m (40 feet) top width, as requested by the landowner, and sloping stone end treatment. The culvert depth is designed to provide a minimum 10% embedment of the pipe invert below the drain bottom.

Allowances

In accordance with Sections 29 and 30 of the Drainage Act, we do not anticipate any agricultural lands being damaged or taken as a result of the proposed drainage works. There is an existing farm laneway present that leads to the bridge for access purposes. Any damage to the laneway or existing grassed areas shall be restored to original conditions as part of the work. Therefore, 'Schedule B' for Allowances has not been included in this report.

Recommendations and Cost Estimate

Based on our review of the history, the information obtained during the site meeting and our examination and analysis of the survey data, we recommend that the 5th Concession Road Drain South be repaired and improved as described below:

Item	Description	Amount
1.	Supply and place a new 21.0 m long, 750 mm diameter corrugated high density polyethylene (HDPE) Boss 2000 culvert, 320 kPA including couplers (see Specifications).	\$3,800.00
2.	Supply and placement of clear stone bedding materials, minimum 150 mm thickness (approximately 15 tonnes).	\$700.00
3.	Supply and placement of Granular 'B' bedding and backfill materials from the pipe invert up to the Granular 'A' driveway material (approximately 240 tonnes).	\$4,200.00
4.	Supply and placement of imported clean native backfill material on the culvert ends to construct the 0.50 m wide native buffer strips (approximately 20 m ³).	\$300.00
5.	Supply and install Granular 'A' (crushed limestone) compacted driveway surface, minimum 200 mm thickness (approximately 60 tonnes).	\$2,000.00
6.	Supply and placement of stone rip-rap minimum 300 mm thickness c/w filter cloth underlay for sloping end walls (approximately 45 m ²).	\$2,750.00

Item	Description	Amount
7.	Temporary sediment and erosion control measures.	\$250.00
	SUB-TOTAL	\$14,000.00
8.	Survey, report, assessment, contract admin and part time construction observation.	\$5,500.00
9.	Expenses and incidentals.	\$500.00
10.	ERCA review fee and permit.	\$150.00
	TOTAL ESTIMATE	\$20,150.00

The estimate provided in this report was prepared according to current materials and installation prices as of the date of this report. In the event of delays from the time of filing of the report by the Engineer to the time of tendering the work, it is understood that the estimate of cost is subject to inflation. The rate of inflation shall be calculated using the Consumer Price Index applied to the cost of construction from the date of the report to the date of tendering.

Assessment of Costs

The individual assessments are comprised of three (3) assessment components:

- i. Benefit (*advantages relating to the betterment of lands, roads, buildings, or other structures resulting from the improvement to the drain*).
- ii. Outlet Liability (*part of cost required to provide outlet for lands and roads*).
- iii. Special Benefit (*additional work or feature that may not affect function of the drain*).

We have assessed the estimated costs against the affected lands and roads as listed in Schedule 'C' under "Value of Special Benefit," "Value of Benefit" and "Value of Outlet." Since there is only one Special Benefit assessment, a separate schedule for details of Special Benefit (Schedule 'D') is not required or included herein.

Assessment Rationale

There is no access to the Vandenbrink farm across the 5th Concession Road Drain South. The present access for the Vandenbrink farm is across the roadside ditch on the north side of County Road 20. However, in the near future this access will be transferred to an existing residential property that is adjacent to this access and plans are to expand the size of the said lot by acquiring some of the Vandenbrink farm property.

Special Benefit assessment shown in Schedule 'C' was therefore derived as follows:

1. For first time access bridge across the 5th Concession Road Drain South, costs have been assessed 100% to adjoining property Roll No. 580-003-00 as listed under "Value of Special Benefit."

Utilities

It may become necessary to temporarily or permanently relocate utilities that may conflict with the construction recommended under this report. In accordance with Section 26 of the Drainage Act, we assess any relocation cost against the public utility having jurisdiction. Under Section 69 of the Drainage Act, the public utility is at liberty to do the work with its own forces, but if it should not exercise this option within a reasonable time, the Municipality will arrange to have this work completed and the costs will be charged to the appropriate public utility.

Future Maintenance

We recommend that future work of repair and maintenance on the new access bridge be carried out by the Municipality and assessed in the same relative proportions as to the amounts listed in Schedule 'E' which represents an Assessment Schedule for Future Maintenance. The standard access width required for the farm by design would be a minimum 9 m (30'), however the landowner specifically requested a wider 12 m (40') top width. Given the wider access over the drain that is being provided for the Vandenberg farm, we recommend that 60% of the future costs of this primary access to the Vandenberg farm over the 5th Concession Road Drain South be assessed as a Special Benefit against property Roll No. 580-004-00 and the remaining 40% as an Outlet liability assessment against the upstream properties. The assessment is based on an arbitrary \$10,000 in future maintenance costs. These provisions for maintenance are subject, of course, to any variations that may be made under the authority of the Drainage Act.

Drawings and Specifications

Attached to this report is "Schedule F" which contains specifications setting out the details of the recommended works, and "Schedule G", which represents the following drawings that are also attached to this report:

Page 1 of 2: Overall Plan

Page 2 of 2: Bridge Details

Approvals

The construction and/or improvement to a drainage works, including repair and maintenance activities, and all operations connected therewith are subject to the approval, inspection, by-laws and regulations of all Municipal, Provincial, Federal and other authorities having jurisdiction in respect to any matters embraced by the proposed works. Prior to any construction or maintenance works, the Municipality or proponent designated on the Municipality's behalf shall obtain all required approvals/permits and confirm any construction limitations including timing windows, mitigation/off-setting measures, standard practices or any other limitations related to in-stream works.

In terms of a review of the proposed works by the Department of Fisheries and Oceans (DFO), we have undertaken a self-assessment and have determined that an application requesting review is not required. The 5th Concession Road Drain South has been classified as a "Type F" drain by DFO and the impact zone representing 1 km downstream of the proposed works is also classified as a "Type F" drain. Type F drains experience intermittent water flow only and provide minimal habitat for fish. As part of the work, the following mitigation measures shall be implemented to avoid any adverse effects to the waterway.

- Work will not be conducted at times when flows are elevated due to local rain events, storms or seasonal floods. Work will be done in the dry.
- All disturbed soils on both banks and within the channel, including spoil must be stabilized immediately upon completion of work. The restoration of the site must be completed to a like or better condition to what existed prior to the works.
- To prevent sediment entry into the drain, in the event of an unexpected rainfall, silt barriers and/or traps must be placed in the channel during the works and until the site has been stabilized. All sediment and erosion control measures

are to be in accordance with related Ontario Provincial Standards. It is incumbent on the proponent and his/her contractors to ensure that sediment and erosion control measures are functioning properly and are maintained/upgraded as required.

- All activities should be controlled to prevent the entry of petroleum products, debris, rubble, concrete or other deleterious substances into the water. Vehicular refueling and maintenance should be conducted away from the water.

In terms of endangered species, the critical habitat distribution mapping does not identify any critical habitat found for extirpated, endangered, threatened or special concern species within the area of the proposed drainage works. The Town of Amherstburg has developed a mitigation plan document recommending mitigation measures to minimize adverse effects on species at risk including monitoring and reporting requirements should an endangered, threatened or special concern species (fishes, reptiles, amphibians, molluscs, birds, plants, trees) be encountered. The document will be made available to contractors during the tendering process and construction period.

In terms of review by the Essex Region Conservation Authority (ERCA), the proposed works contained herein were previously reviewed and accepted by ERCA. An application for permit shall be submitted by the Municipality and accompanied by payment for the permit review fee of \$150.00 before construction of the new access bridge proceeds.

Grants

In accordance with the provisions of Sections 85, 86 and 87 of the Drainage Act, a grant in the amount of 33–1/3 percent of the assessment eligible for a grant may be made in respect to the assessment made under this report upon privately owned lands used for agricultural purposes. The assessments levied against privately owned agricultural land must also satisfy all other eligibility criteria set out in the Agricultural Drainage Infrastructure Program policies. Most of the privately owned lands are used for agricultural purposes and are eligible under the A.D.I.P. policies. We are not aware of any lateral drains involved in this work that would not be eligible for a grant. We recommend that application be made to the Ontario Ministry of Agriculture and Food in accordance with Section 88 of the Drainage Act, for this grant, as well as for all other grants for which this work may be eligible.

Respectfully submitted,

DILLON CONSULTING LIMITED



Tim R. Oliver, P.Eng.
TRO:oem:ges



Oliver E. Moir, E.I.T.



SCHEDULE 'A'
SUMMARY OF ON-SITE MEETING
5th Concession Road Drain South
5651 Concession 5 South, Amherstburg, Ontario
September 25, 2018 – 10:00 a.m.

Attendees

Gary Laramie	Landowner
Edward Wright	Landowner
Shane McVitty	Town of Amherstburg
Tim Oliver	Dillon Consulting Limited
Oliver Moir	Dillon Consulting Limited

Introduction

An on-site meeting was held regarding improvements to the 5th Concession Road Drain South, as per the requirements under Section 78 under the Drainage Act. A summary of the meeting is outlined below:

- Tim: Explained Drainage Act, relevant drainage history.
- Tim: Since the new Vandenbrink access bridge would be next to the road, there is a minimum top width of 30 feet required to accommodate the larger farm equipment.
- Gary: Asked if he would need an engineer's report for widening his bridge that is located upstream of the proposed new bridge for Vandenbrink.
- Tim: Explained costs would be the owner's responsibility and may be at the discretion of the Municipality as to whether a new engineer's report is required. Should a larger size culvert be required, an engineer's report would need to be prepared for a new access.
- Gary: Mentioned the culvert he is referring to is in good condition.
- Tim: Explained the existing bridge should be part of the municipal drain.
- Gary: Understands and recognizes who benefits is required to pay.
- Tim: New bridges are generally assessed all to the landowner, and future maintenance costs are shared with upstream owners on the drain.
- Tim: Survey work estimated within 2 weeks and the bridge may be installed by late spring 2019 dependent on agency approvals.
- Shane: Location of tile will influence culvert size.
- Gary: Only concern was how the bridge would be assessed.
- Edward: Only concern was regarding the tile that outlets into the drain (that it is not damaged/blocked).
- Gary: Land is not assessed to the Woods Drain, but realistically should be split between the Woods Drain and the 5th Concession (some surface water goes to Woods Drain).
- Edward: Asked how much of his surface water was assessed to the 5th Concession Drain South.
- Tim: Referring to old report, answered 10 Acres.
- Landowner George Vandenbrink for the new bridge did not attend the on-site meeting.
Note: He was subsequently updated and had requested the access be made wider at 40 feet (12 m) instead of 30 feet.

This meeting summary was prepared by Oliver Moir who should be notified of any errors and/or omissions.

"SCHEDULE C"
SCHEDULE OF ASSESSMENT
5TH CONCESSION ROAD DRAIN SOUTH
VANDENBRINK BRIDGE CONSTRUCTION
TOWN OF AMHERSTBURG

PRIVATELY-OWNED - AGRICULTURAL LANDS

Roll No.	Con.	Description	Area Affected		Owner	Special Benefit	Benefit	Outlet	Total Assessment
			(Acres)	(Ha.)					
580-003-00	5	Pt. Lot 51	5.00	2.02	George & Ruth Vandenbrink	\$20,150.00	\$0.00	\$0.00	\$20,150.00
Total on Privately-Owned - Agricultural Lands.....						\$20,150.00	\$0.00	\$0.00	\$20,150.00
TOTAL ASSESSMENT						\$20,150.00	\$0.00	\$0.00	\$20,150.00
			(Acres)	(Ha.)					
Total Area:			5.00	2.02					

"SCHEDULE E"
SCHEDULE OF ASSESSMENT
5TH CONCESSION ROAD DRAIN SOUTH
VANDENBRINK BRIDGE FUTURE MAINTENANCE
TOWN OF AMHERSTBURG

MUNICIPAL LANDS:

Description	Area Affected		Owner	Special Benefit	Benefit	Outlet	Total Assessment
	(Acres)	(Ha.)					
Concession 5 South	4.16	1.68	Town of Amherstburg	\$0.00	\$0.00	\$677.00	\$677.00
Total on Municipal Lands.....				\$0.00	\$0.00	\$677.00	\$677.00

PRIVATELY-OWNED - NON-AGRICULTURAL LANDS:

Roll No.	Con.	Description	Area Affected		Owner	Special Benefit	Benefit	Outlet	Total Assessment
			(Acres)	(Ha.)					
580-024-50	5	Pt. Lot 50	1.38	0.56	Jonathon K. Hills	\$0.00	\$0.00	\$73.00	\$73.00
Total on Privately-Owned - Non-Agricultural Lands.....						\$0.00	\$0.00	\$73.00	\$73.00

PRIVATELY-OWNED - AGRICULTURAL LANDS

Roll No.	Con.	Description	Area Affected		Owner	Special Benefit	Benefit	Outlet	Total Assessment
			(Acres)	(Ha.)					
580-003-00	5	Pt. Lot 51	5.00	2.02	George & Ruth Vandenbrink	\$6,000.00	\$0.00	\$82.00	\$6,082.00
580-004-00	4	Pt. Lot 36	8.00	3.24	George H. & Ruth A. Vandenbrink	\$0.00	\$0.00	\$131.00	\$131.00
580-020-00	4	Pt. Lot 37	7.00	2.83	Michael J. & Sandra M. Beneteau	\$0.00	\$0.00	\$229.00	\$229.00
580-021-00	4	Pt. Lot 37	7.00	2.83	Sandra M. Beneteau	\$0.00	\$0.00	\$229.00	\$229.00
580-022-00	4	Pt. Lot 36	10.00	4.05	Bradely J. & Dorothy A. Meloche	\$0.00	\$0.00	\$327.00	\$327.00
580-023-00	4	Pt. Lot 36	10.00	4.05	Edward L. Wright	\$0.00	\$0.00	\$327.00	\$327.00
580-024-00	5	Pt. Lot 50	73.63	29.80	Gary M. & Rose A. Laramie	\$0.00	\$0.00	\$1,925.00	\$1,925.00
Total on Privately-Owned - Agricultural Lands.....						\$6,000.00	\$0.00	\$3,250.00	\$9,250.00

TOTAL ASSESSMENT						\$6,000.00	\$0.00	\$4,000.00	\$10,000.00
			(Acres)	(Ha.)					
Total Area:			126.17	51.06					

“SCHEDULE F”

NEW FARM BRIDGE ON PT. LOT 51, CONCESSION 5 5TH CONCESSION ROAD DRAIN SOUTH Town of Amherstburg County of Essex

SPECIAL PROVISIONS

1.0 GENERAL SPECIFICATIONS

The General Specifications attached hereto is part of “Schedule F.” It also forms part of this specification and is to be read with it, but where there is a difference between the requirements of the General Specifications and those of the Special Provisions which follow, the Special Provisions will take precedence.

2.0 DESCRIPTION OF WORK

The work to be carried out under this Contract includes, but is not limited to, the supply of all **labour and materials** to complete the following items:

- Supply and place a new 21.0 m long, 750 mm diameter corrugated high density polyethylene (HDPE) Boss 2000 culvert, 320 kPA including couplers (see Specifications).
- Supply and placement of clear stone bedding materials, minimum 150 mm thickness (approximately 15 tonnes).
- Supply and placement of Granular 'B' bedding and backfill materials from the pipe invert up to the Granular 'A' driveway material (approximately 240 tonnes).
- Supply and placement of imported clean native backfill material on the culvert ends to construct the 0.50 m wide native buffer strips (approximately 20 m³).
- Supply and install Granular 'A' (crushed limestone) compacted driveway surface, minimum 200 mm thickness (approximately 60 tonnes).
- Supply and placement of stone rip-rap minimum 300 mm thickness c/w filter cloth underlay for sloping end walls (approximately 45 m²).
- Temporary sediment and erosion control measures.

3.0 ACCESS TO THE WORK

Access to the drain shall be directly from County Road 20, at the intersection with Concession 5 South and continuing along the existing working corridor along the 5th Concession Road Drain South. Through traffic must be maintained at all times along municipal roads with the required traffic control as per Section 13.0 in the General Specifications. All construction materials for the bridge are to be placed on the field side of the road side drains. Any damage resulting from the Contractor's access to the bridge site shall be rectified to pre-existing conditions at his expense.

4.0 WORKING AREA

The working area at the bridge site shall be restricted to the 9 m (30 feet) wide working corridor along the east side of the drain and including the road allowance for the Concession 5 South provided through traffic is maintained as per Section 13.0 in the General Specifications.

Any damages to lands and/or roads from the Contractor's work within the working areas for the bridge sites shall be rectified to pre-existing conditions at his/her expense.

5.0 BRIDGE CONSTRUCTION

5.1 Location of New Access Bridge

The new bridge structure shall be installed as shown on the drawing attached hereto.

5.2 Materials for New Bridge

Materials shall be as follows:

<i>Culvert Pipe</i>	<i>New 750 mm (30") diameter solid (non-perforated) corrugated High Density Polyethylene (H.D.P.E.) smooth wall interior (Armtec Boss 2000 or approved equivalent) unless otherwise specified conforming to the following specifications: ASTM @ 3350, CSA B182.8-02 and OPSS 1840. The pipe is to provide a minimum pipe stiffness of 320 kPa. Joined using (soil tight) "split" coupler joining system (Split couplers manufactured by Armtec Limited or approved equal), supplied by the pipe manufacturer and conforming to ASTM D3350, CSA 182.8-02 and OPSS 1840. Joints wrapped in "Non-Woven" geotextile filter fabric with a minimum strength equal to or greater than Terrafix 270R, Amoco 446, Mirafi 140NC or approved equivalent.</i>
<i>Pipe Bedding Below Pipe</i>	<i>20-25 mm clear stone conforming to OPSS Division 10.</i>
<i>Backfill of Pipe Culvert from Invert up to Underside of Granular 'A' Driveway Surface</i>	<i>Granular 'B' conforming to OPSS Division 10. Alternatively, Granular 'A' conforming to OPSS Division 10</i>
<i>Driveway Surface</i>	<i>Granular 'A' made from crushed limestone conforming to OPSS Division 10. Minimum 200 mm thickness.</i>
<i>Erosion Stone</i>	<i>All stone to be used for erosion protection shall be 125 - 250 mm clear quarried rock or OPSS 1004, minimum 300 mm thickness.</i>
<i>Buffer Strips</i>	<i>Dry native material free of topsoil, organic matter, broken concrete, steel, wood and deleterious substances.</i>
<i>Filter Fabric</i>	<i>"Non-Woven" geotextile filter fabric with a minimum strength equal to or greater than Terrafix 270R, Amoco 4546, Mirafi 140NC or approved equivalent.</i>

5.3 Culvert Installation

Suitable dykes shall be constructed in the drain so that the installation of the pipe can be accomplished in the dry. The drain bottom shall be cleaned, prepared, shaped and compacted to suit the new culvert configuration, as shown on the drawings. Granular materials shall be compacted to 100% of their maximum dry density; imported clean native materials shall be supplied, placed and compacted to 95% of their maximum dry density.

5.4 Sloping Stone End Walls

End walls shall be constructed of quarry stone rip-rap, as specified herein. Each end wall shall extend from the invert of the new culvert to the top of the proposed lane. The end walls shall be sloped 1 vertical to 1.5 horizontal with a filter fabric underlay surrounding the pipe and spanning across the entire width of the drain and wrapping around the drain banks to align with the ends of the new pipe culvert. The minimum thickness requirement of the erosion stone layer is 300 mm with no portion of the filter fabric to be exposed to sunlight.

5.5 Granular 'A' Driveway

The Contractor shall construct the driveway with a maximum 3% cross-fall grade consisting of a minimum 200 mm thickness of compacted Granular 'A' (crushed limestone) surface. The minimum top width of the driveway shall be as shown on the drawings.

5.6 Native Materials

Native materials suitable for use as backfill, as defined under Section 5.2, shall be imported as required to complete the work as shown on the drawings, (**Native Backfill Zone only**). Alternatively, the Contractor may elect to use Granular 'A' or 'B' at his/her own expense.

5.7 Lateral Tile Drains

Should the Contractor encounter any lateral tiles within the proposed culvert limits not shown on attached drawings, the Contractor shall re-route the outlet tile drain(s) in consultation with the Drainage Superintendent, as required, to accommodate the new culvert. **Tile drain outlets through the wall of the new culvert pipe will not be permitted.** All costs associated with re-routing lateral tile drains (if any) shall be at the Contractor's expense.

GENERAL SPECIFICATIONS

1.0 AGREEMENT AND GENERAL CONDITIONS

The part of the Specifications headed "Special Provisions" which is attached hereto forms part of this Specification and is to be read with it. Where there is any difference between the requirements of this General Specification and those of the Special Provisions, the Special Provisions shall govern.

Where the word "Drainage Superintendent" is used in this specification, it shall mean the person or persons appointed by the Council of the Municipality having jurisdiction to superintend the work.

Tenders will be received and contracts awarded only in the form of a lump sum contract for the completion of the whole work or of specified sections thereof. The Tenderer agrees to enter into a formal contract with the Municipality upon acceptance of the tender. The General Conditions of the contract and Form of Agreement shall be those of the Stipulated Price Contract CCDC2-Engineers, 1994 or the most recent revision of this document.

2.0 EXAMINATION OF SITE, PLANS AND SPECIFICATIONS

Each tenderer must visit the site and review the plans and specifications before submitting his/her tender and must satisfy himself/herself as to the extent of the work and local conditions to be met during the construction. Claims made at any time after submission of his/her tender that there was any misunderstanding of the terms and conditions of the contract relating to site conditions, will not be allowed. The Contractor will be at liberty, before bidding to examine any data in the possession of the Municipality or of the Engineer.

The quantities shown or indicated on the drawings or in the report are estimates only and are for the sole purpose of indicating to the tenderers the general magnitude of the work. The tenderer is responsible for checking the quantities for accuracy prior to submitting his/her tender.

3.0 MAINTENANCE PERIOD

The successful Tenderer shall guarantee the work for a period of one (1) year from the date of acceptance thereof from deficiencies that, in the opinion of the Engineer, were caused by faulty workmanship or materials. The successful Tenderer shall, at his/her own expense, make good and repair deficiencies and every part thereof, all to the satisfaction of the Engineer. Should the successful Tenderer for any cause, fail to do so, then the Municipality may do so and employ such other person or persons as the Engineer may deem proper to make such repairs or do such work, and the whole costs, charges and expense so incurred may be deducted from any amount due to the Tenderer or may be collected otherwise by the Municipality from the Tenderer.

4.0 GENERAL CO-ORDINATION

The Contractor shall be responsible for the coordination between the working forces of other organizations and utility companies in connection with this work. The Contractor shall have no cause of action against the Municipality or the Engineer for delays based on the allegation that the site of the work was not made available to him by the Municipality or the Engineer by reason of the acts, omissions, misfeasance or non-feasance of other organizations or utility companies engaged in other work.

5.0 RESPONSIBILITY FOR DAMAGES TO UTILITIES

The Contractor shall note that overhead and underground utilities such as hydro, gas, telephone and water are not necessarily shown on the drawings. It is the Contractor's responsibility to contact utility companies for information regarding utilities, to exercise the necessary care in construction operations and to take other precautions to safeguard the utilities from damage. All work on or

adjacent to any utility, pipeline, railway, etc., is to be carried out in accordance with the requirements of the utility, pipeline, railway, or other, as the case may be, and its specifications for such work are to be followed as if they were part of this specification. The Contractor will be liable for any damage to utilities.

6.0 CONTRACTOR'S LIABILITY

The Contractor, his/her agents and all workmen or persons under his/her control including sub-contractors, shall use due care that no person or property is injured and that no rights are infringed in the prosecution of the work. The Contractor shall be solely responsible for all damages, by whomsoever claimable, in respect to any injury to persons or property of whatever description and in respect of any infringement of any right, privilege or easement whatever, occasioned in the carrying on of the work, or by any neglect on the Contractor's part.

The Contractor, shall indemnify and hold harmless the Municipality and the Engineer, their agents and employees from and against claims, demands, losses, costs, damages, actions, suits, or proceedings arising out of or attributable to the Contractor's performance of the contract.

7.0 PROPERTY BARS AND SURVEY MONUMENTS

The Contractor shall be responsible for marking and protecting all property bars and survey monuments during construction. All missing, disturbed or damaged property bars and survey monuments shall be replaced at the Contractor's expense, by an Ontario Land Surveyor.

8.0 MAINTENANCE OF FLOW

The Contractor shall, at his/her own cost and expense, permanently provide for and maintain the flow of all drains, ditches and water courses that may be encountered during the progress of the work.

9.0 ONTARIO PROVINCIAL STANDARDS

Ontario Provincial Standard Specifications (OPSS) and Ontario Provincial Standard Drawings (OPSD) shall apply and govern at all times unless otherwise amended or extended in these Specifications or on the Drawing. Access to the electronic version of the Ontario Provincial Standards is available online through the MTO website, free of charge to all users. To access the electronic standards on the Web go to <http://www.mto.gov.on.ca/english/transrd/>. Under the title Technical Manuals is a link to the Ontario Provincial Standards. Users require Adobe Acrobat to view all pdf files.

10.0 APPROVALS, PERMITS AND NOTICES

The construction of the works and all operations connected therewith are subject to the approval, inspection, by-laws and regulations of all Municipal, Provincial, Federal and other authorities having jurisdiction in respect to any matters embraced in this Contract. The Contractor shall obtain all approvals and permits and notify the affected authorities when carrying out work in the vicinity of any public utility, power, underground cables, railways, etc.

11.0 SUBLETTING

The Contractor shall keep the work under his/her personal control, and shall not assign, transfer, or sublet any portion without first obtaining the written consent of the Municipality.

12.0 TIME OF COMPLETION

The Contractor shall complete all work on or before the date fixed at the time of tendering. The Contractor will be held liable for any damages or expenses occasioned by his/her failure to complete the work on time and for any expenses of inspection, superintending, re-tendering or re-surveying, due to their neglect or failure to carry out the work in a timely manner.

13.0 TRAFFIC CONTROL

The Contractor will be required to control vehicular and pedestrian traffic along roads at all times and shall, at his/her own expense, provide for placing and maintaining such barricades, signs, flags, lights and flag persons as may be required to ensure public safety. The Contractor will be solely responsible for controlling traffic and shall appoint a representative to maintain the signs and warning lights at night, on weekends and holidays and at all other times that work is not in progress.

All traffic control during construction shall be strictly in accordance with the **Occupational Health and Safety Act** and the current version of the **Ontario Traffic Manuals**. Access to the electronic version of the **Ontario Traffic Manual** is available online through the MTO website, free of charge to all users. To access the electronic standards on the Web go to <http://www.mto.gov.on.ca/english/transrd/>, click on "Library Catalogue," under the "Title," enter "Ontario Traffic Manual" as the search. Open the applicable "Manual(s)" by choosing the "Access Key," once open look for the "Attachment," click the pdf file. Users require Adobe Acrobat to view all pdf files.

Contractors are reminded of the requirements of the Occupational Health and Safety Act pertaining to Traffic Protection Plans for workers and Traffic Control Plan for Public Safety.

14.0 SITE CLEANUP AND RESTORATION

As part of the work and upon completion, the Contractor shall remove and dispose of, off-site any loose timber, logs, stumps, large stones, rubber tires, cinder blocks or other debris from the drain bottom and from the side slopes. Where the construction works cross a lawn, the Contractor shall take extreme care to avoid damaging the lawn, shrubs and trees encountered. Upon completion of the work, the Contractor shall completely restore the area by the placement and fine grading of topsoil and seeding or sodding the area as specified by the Engineer or Drainage Superintendent.

15.0 UTILITY RELOCATION WORKS

In accordance with Section 26 of the Drainage Act, if utilities are encountered during the installation of the drainage works that conflict with the placement of the new culvert, the operating utility company shall relocate the utility at their own costs. The Contractor however will be responsible to co-ordinate these required relocations (if any) and their co-ordination work shall be considered incidental to the drainage works.

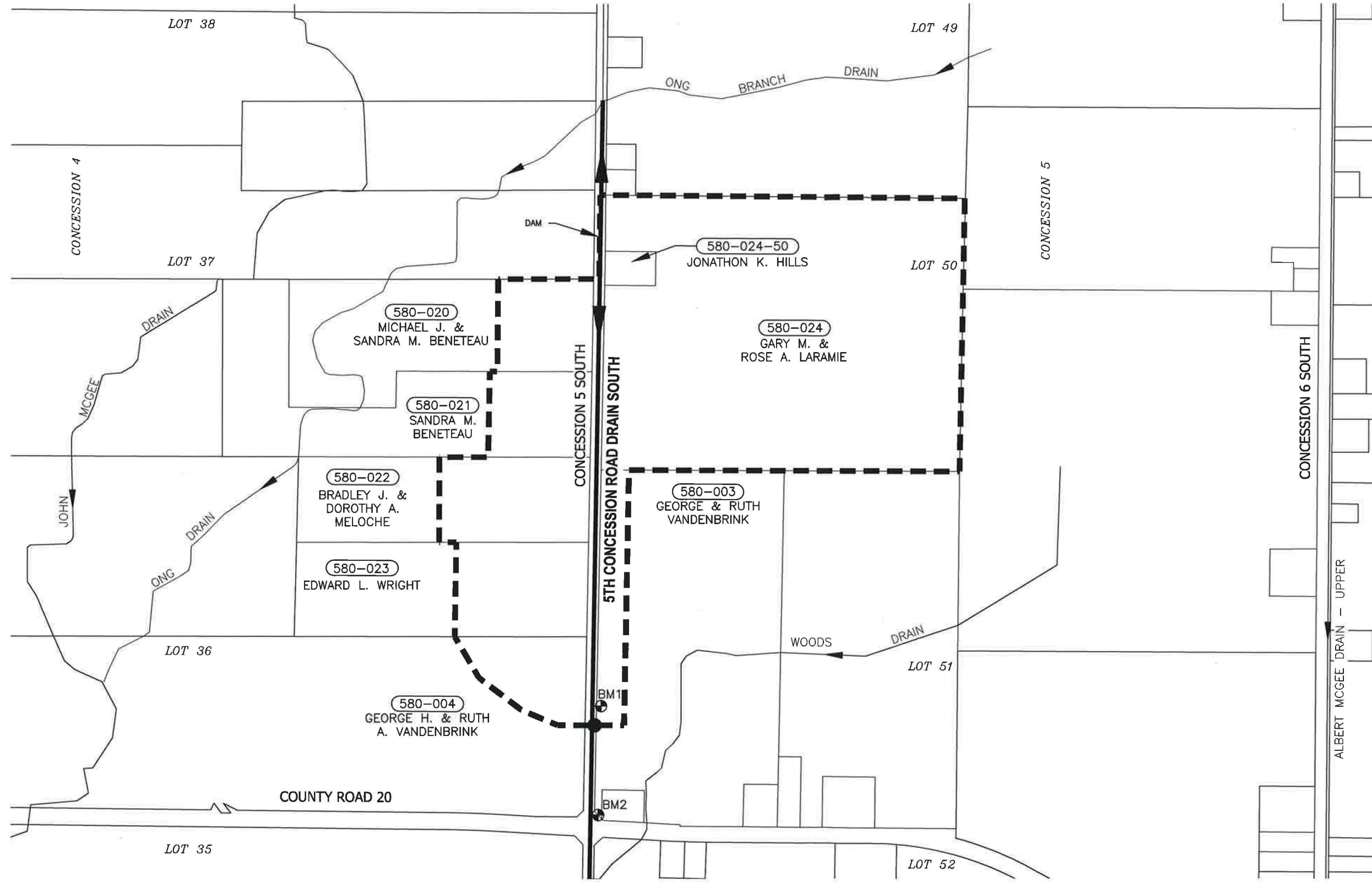
16.0 FINAL INSPECTION

All work shall be carried out to the satisfaction of the Drainage Superintendent for the Municipality, in compliance with the specifications, drawings and the Drainage Act. Upon completion of the project, the work will be inspected by the Engineer and the Drainage Superintendent. Any deficiencies noted during the final inspection shall be immediately rectified by the Contractor.

Final inspection will be made by the Engineer within 20 days after the Drainage Superintendent has received notice in writing from the Contractor that the work is completed, or as soon thereafter as weather conditions permit.

17.0 FISHERIES CONCERNS

Standard practices to be followed to minimize disruption to fish habitat include embedment of the culvert a minimum 10% below grade, constructing the work 'in the dry' and cutting only trees necessary to do the work (no clear-cutting). No in-water work is to occur during the timing window unless otherwise approved by the appropriate authorities.



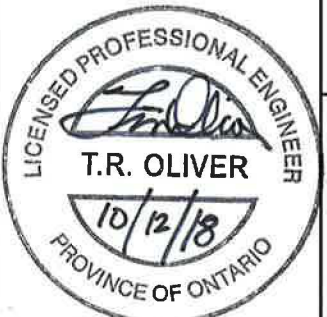
LEGEND

- 5TH CONCESSION ROAD DRAIN SOUTH DRAINAGE AREA
- 5TH CONCESSION ROAD DRAIN SOUTH
- OTHER DRAINS
- NEW BRIDGE
- LOCAL BENCHMARKS

OVERALL PLAN
SCALE=1:7,500

'SCHEDULE G'

Drainage Report for the 5TH CONCESSION ROAD DRAIN SOUTH (VANDENBRINK BRIDGE) Town of Amherstburg County of Essex	
SHEET TITLE OVERALL PLAN	
PAGE NO. 1 of 2	



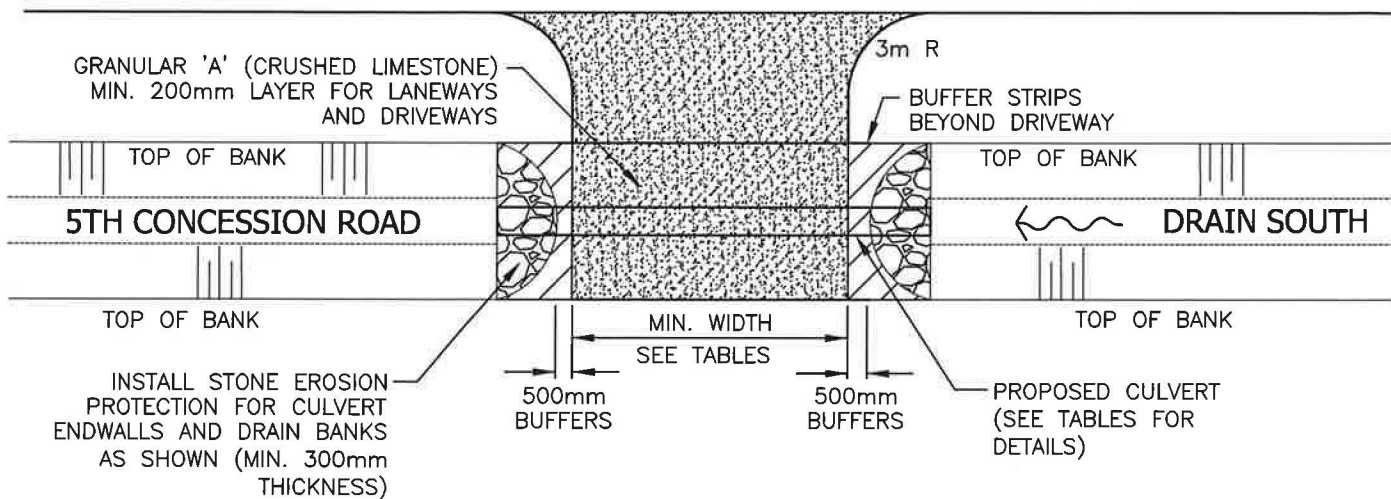
Conditions of Use
Verify elevations and/or dimensions on drawing prior to use. Report any discrepancies to Dillon Consulting Limited.
Do not scale dimensions from drawing.
Do not modify drawing, re-use it, or use it for purposes other than those intended at the time of its preparation without prior written permission from Dillon Consulting Limited.

No.	ISSUED FOR	DATE	BY
2	FINAL SUBMISSION	10 DEC 18	TRO
1	CLIENT REVIEW	20 NOV 18	TRO

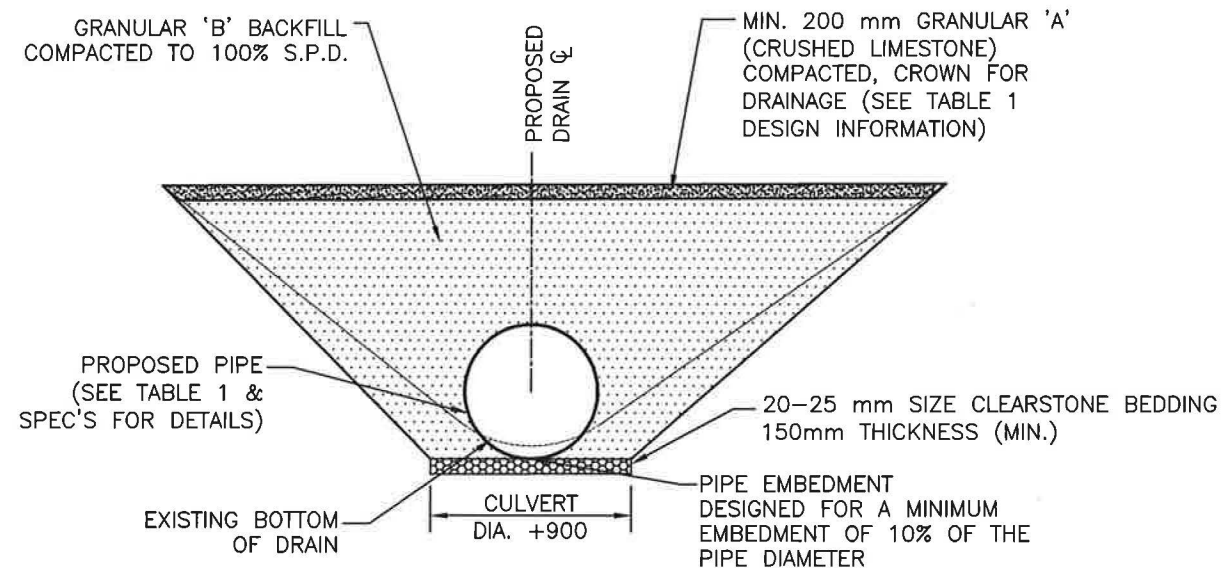
DESIGN	TRO	REVIEWED BY	JJT
DRAWN	OEM	CHECKED BY	EPS
DATE	December 10, 2018		
SCALE	AS SHOWN		

PROJECT NO. **18-8348**
DRAWING SCALES BASED ON A 11" X 17" SHEET

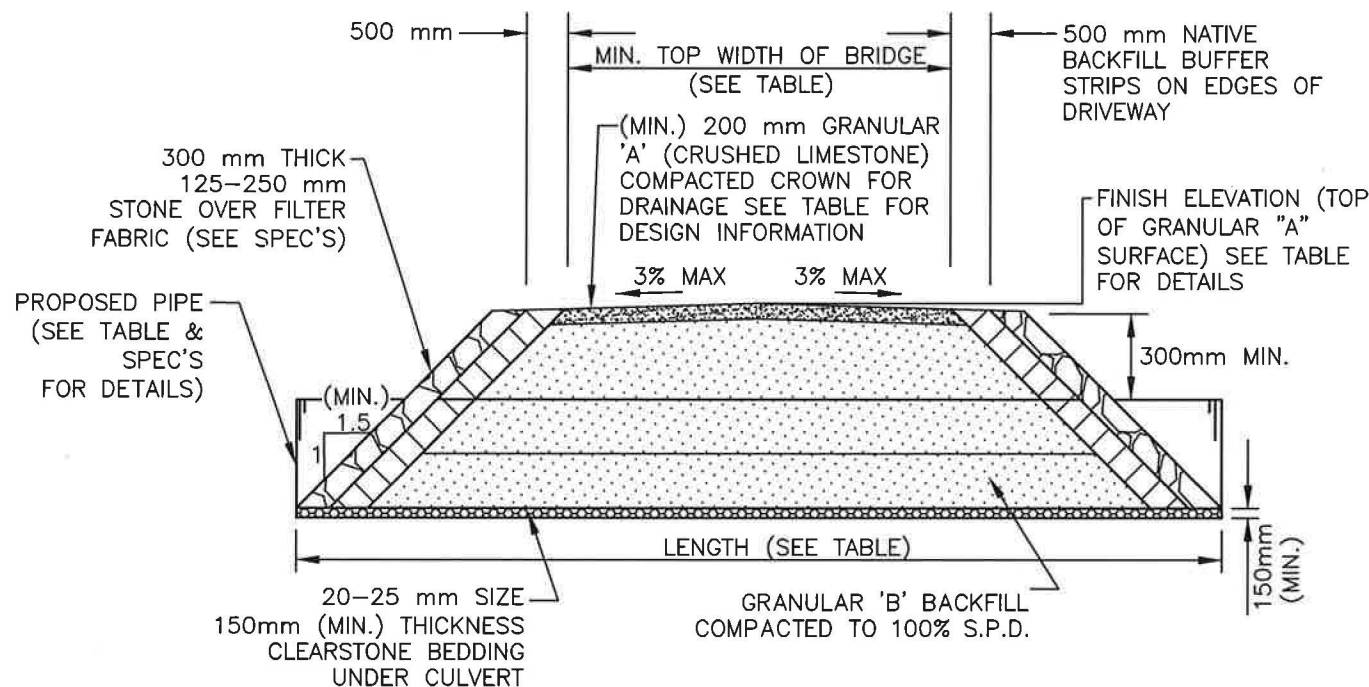
CONCESSION 5 SOUTH



BRIDGE PLAN
N.T.S.



CROSS SECTION
N.T.S.

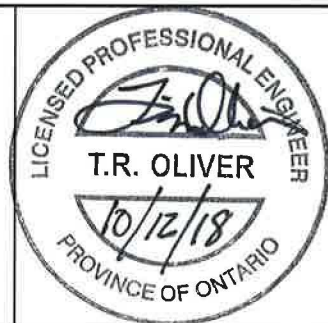


LONGITUDINAL SECTION
N.T.S.

TABLE 1 - ACCESS BRIDGE DESIGN INFORMATION	
DESCRIPTION	BRIDGE DETAILS
PIPE INVERT ELEV. U/S SIDE(m)	176.91
PIPE INVERT ELEV. D/S SIDE(m)	176.81
TOP OF ϕ DRIVEWAY SURFACE ELEV. (m)	179.11
DRAIN BOTTOM (m) (DESIGN) (AT CENTRELINE OF CULVERT)	176.94
MIN. TOP WIDTH OF DRIVEWAY (m)	12.0
MIN. CULVERT GRADE (%)	0.48
CULVERT TYPE	H.D.P.E.
CULVERT MATERIAL	BOSS 2000
CULVERT LENGTH (m)	21.0
PIPE SIZE (mm)	750
CULVERT ENDWALL TYPE	SLOPING STONE

SITE BENCHMARKS	
BM1- TOP OF NAIL ON THE WEST FACE OF HYDRO POLE LOCATED 8m NORTH OF ϕ FOR PROPOSED BRIDGE.	ELEVATION=179.82m
BM2- NORTH WEST CORNER OF THE TOP SURFACE OF CONCRETE BOX CULVERT LOCATED 175m SOUTH OF ϕ OF PROPOSED BRIDGE.	ELEVATION=177.63m

NOTE: CONTRACTOR TO VERIFY BENCHMARKS PRIOR TO CONSTRUCTION.



Conditions of Use
Verify elevations and/or dimensions on drawing prior to use. Report any discrepancies to Dillon Consulting Limited.
Do not scale dimensions from drawing.
Do not modify drawing, re-use it, or use it for purposes other than those intended at the time of its preparation without prior written permission from Dillon Consulting Limited.

No.	ISSUED FOR	DATE	BY
2	FINAL SUBMISSION	10 DEC 18	TRO
1	CLIENT REVIEW	20 NOV 18	TRO

DESIGN	REVIEWED BY
TRO	JJT
DRAWN	CHECKED BY
OEM	EPS
DATE	December 10, 2018
SCALE	AS SHOWN

DILLON CONSULTING
PROJECT NO. 18-8348
DRAWING SCALES BASED ON A 11" X 17" SHEET

'SCHEDULE G'
Drainage Report for the
5TH CONCESSION ROAD DRAIN SOUTH
(VANDENBRINK BRIDGE)
Town of Amherstburg
County of Essex
SHEET TITLE **BRIDGE DETAILS**
PAGE NO. **2 of 2**

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2019 - 03

By-law to provide for the New Farm Bridge on Pt. Lot 51, Concession 5, over the 5th Concession Road Drain South (Vandenbrink Bridge) based on the Drainage Report by Dillon Consulting Limited.

WHEREAS as request for repair and improvement of the 5th Concession Road Drain South was received under section 78 of the Drainage Act;

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 the repair and improvement under section 78 of the Drainage Act;

WHEREAS Council of the Corporation of the Town of Amherstburg has authorized Tim Oliver, P. Eng., Dillon Consulting Ltd., to prepare a report and said engineer's report dated December 10, 2018, can be referenced as Schedule A, located in the Clerk's Department agreement file # 2019-03.

WHEREAS \$20,150.00 is the amount to be contributed by the Town of Amherstburg for the drainage works;

AND WHEREAS the report was considered by the Amherstburg Drainage Board at the meeting held on Monday, January 7th, 2019.

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 drainage works is authorized and shall be completed as specified in the report

2. BORROWING

The Corporation of the Town of Amherstburg may borrow on the credit of the Corporation the amount of \$20,150.00 being the amount necessary for the improvements of the drainage works.

This project being the Culvert Replacement on the 5th Concession Road Drain South.

3. DEBENTURE(S)

The Corporation may issue debenture(s) for the amount borrowed less the total amount of:

- (a) Grants received under section 85 of the Drainage Act;
- (b) Monies paid as allowances;
- (c) Commuted payments made in respect of lands and roads assessed with the municipality;
- (d) Money paid under subsection 61(3) of the Drainage Act; and
- (e) Money assessed in and payable by another municipality.

4. PAYMENT

Such debenture(s) shall be made payable within 5 years from the date of the debenture(s) shall bear interest at a rate not higher than 1% more than the municipal lending rates as posted by The Town of Amherstburg's Bank's Prime Lending Rate on the date of sale of such debenture(s).

- (1) A special equal annual rate sufficient to redeem the principal and interest on

the debenture(s) shall be levied upon the lands and roads as shown in the schedule and shall be collected in the same manner and at the same as other taxes are collected in each year for 5 years after the passing of this by-law.

(2) For paying the amount \$0.00 being the amount assessed upon the lands and roads belonging to or controlled by the municipality a special rate sufficient to pay the amount assessed plus interest thereon shall be levied upon the whole rateable property in the Town of Amherstburg in each year for 5 years after the passing of this by-law to be collected in the same manner and at the same time as other taxes collected.

(3) All assessments of \$1000.00 or less are payable in the first year in which the assessments are imposed.

5. SCHEDULE OF ASSESSMENTS OF LANDS AND ROADS

Property Description				Estimated Assessment as per Report	Estimated Grants 33 1/3%	Equal Bi-Annual Rate to be Imposed
Lot or Part Lot No.	Concession	Geographic Township	Parcel Roll No.			
Pt. Lot 51	5	Malden	580-00300	\$20,150.00	\$6,716.67	\$3,013.25
Total				\$20,150.00	\$6,716.67	\$3,013.25

Read a first and second time and provisionally adopted this 14th day of January, 2019.

MAYOR – ALDO DICARLO

CLERK – PAULA PARKER

Read a third time and finally passed this ___ day of _____, 2019.

MAYOR – ALDO DICARLO

CLERK – PAULA PARKER

**DRAINAGE REPORT
FOR**

**FARM BRIDGE REPLACEMENT ON
PT. LOT 28, CONCESSION 3
OVER THE
WHELAN DRAIN
(HUTCHINS BRIDGE)**

**TOWN OF AMHERSTBURG
COUNTY OF ESSEX**



10 DECEMBER 2018
TIM R. OLIVER, P.ENG
FILE No. 18-8347

File No. 18-8347

Drainage Board
The Corporation of the Town of Amherstburg
271 Sandwich St. South
Amherstburg, Ontario
N9V 2A5

**Drainage Report for
Farm Bridge Replacement on
Pt. Lot 28, Concession 3
Over the
WHELAN DRAIN
(HUTCHINS BRIDGE)
Town of Amherstburg
County of Essex**

Drainage Board:

Instructions

The Municipality received a request for a farm access bridge replacement serving Pt. Lot 28, Concession 3 (Roll No. 640-028-00) over the Whelan Drain that was filed at the Municipal Office on the 31st day of July 2018. Council accepted the request under Section 78 of the Drainage Act and on the 5th day of September 2018 appointed Dillon Consulting Limited to prepare a report.

Watershed Description

The Whelan Drain is an open drain commencing within the southwest corner of Lot 40, Concession 4. The Whelan Drain continues as an open drain flowing downstream, westerly to Lot 28, Concession 3 where it then continues southwesterly to its outlet into Big Creek Drain in Lot 29, Concession 3.

Drain History

The recent history of Engineers' reports for the Whelan Drain is as follows:

- **3 May 1985 by Nick J. Peralta, P.Eng.:** The recommended work included a revised watershed area and maintenance schedule.
- **January 1983 by D. A. Averill, P. Eng.:** The recommended work included abandoning the first 157 m of the upstream section of the drain. It also prescribed cleaning, brushing, and deepening in sections.
- **6 August 1953 by C.G.R. Armstrong, P. Eng.:** The recommended work included brushing, grubbing, and excavating accumulated sediments from the drain.



10 Fifth Street South
Chatham, Ontario
Canada
N7M 4V4
Telephone
519.354.7802
Fax
519.354.2050

On-Site Meeting

We conducted an on-site meeting on September 25, 2018. A record of the meeting is provided in Schedule 'A', which is appended hereto.

Survey

Our survey and examination of the Whelan Drain was carried out on the 16th day of October 2018. We surveyed the drain both upstream and downstream of the proposed site for the new access culvert. The existing culvert for the Hutchins farm access consists of a 5.7 m long, 1200 mm diameter corrugated steel pipe that has deteriorated beyond repair and is perched approximately 150 mm above the design drain bottom. The said farm access currently provides only 4 metres in top width which is considered narrow and unsafe for today's modern farm equipment.

Design Considerations

The new access culvert is designed for an upstream drainage area of approximately 87.71 hectares (216.73 acres). The hydraulic capacity of the structure must meet the current Design Standards recommended by the Ministry of Agriculture, Food, and Rural Affairs. The Design and Construction Guidelines suggest that a farm culvert must be designed to freely pass the runoff generated from a 2-year return period storm event. We have applied that criterion. The size of the new access culvert required is 1200 mm diameter and the length designed to be 14.5 m to accommodate a minimum 7.3 m (24 feet) top width and sloping stone end treatment. The culvert depth is designed to provide a minimum 10% embedment of the pipe invert below the drain bottom.

Allowances

In accordance with Sections 29 and 30 of the Drainage Act, we do not anticipate any agricultural lands being damaged or taken as a result of the proposed drainage works. There is an existing farm laneway present that leads to the bridge for access purposes. Any damage to the laneway or existing grassed areas shall be restored to original conditions as part of the work. Therefore, 'Schedule B' for Allowances has not been included in this report.

Recommendations and Cost Estimate

Based on our review of the history, the information obtained during the site meeting and our examination and analysis of the survey data, we recommend that the Whelan Drain be repaired and improved as described below:

Item	Description	Amount
1.	Remove and dispose of existing trees and stumps off-site (2-150 mm diameter trees, 1-400 mm diameter stump only).	\$350.00
2.	Remove and dispose of existing 5.7 m long, 1200 mm diameter corrugated steel pipe (CSP) culvert off-site. Stone end wall materials may be salvaged for the use on new culvert end treatment.	\$1,500.00
3.	Supply and place a new 14.5 m long, 1200 mm diameter aluminized corrugated steel pipe (CSP) culvert with 125 mm x 25 mm corrugations and 2.8 mm thickness including coupler and hardware (see Specifications).	\$4,150.00

Item	Description	Amount
4.	Supply and placement of clear stone bedding materials, minimum 150 mm thickness (approximately 15 tonnes).	\$700.00
5.	Supply and placement of Granular 'B' bedding and backfill materials from the pipe invert up to the Granular 'A' driveway material (approximately 80 tonnes).	\$1,500.00
6.	Supply and placement of imported clean native backfill material on the culvert ends to construct the 0.50 m wide native buffer strips (approximately 10 m ³).	\$150.00
7.	Supply and install Granular 'A' (crushed limestone) compacted driveway surface, minimum 200 mm thickness (approximately 30 tonnes).	\$1,000.00
8.	Supply and placement of stone rip-rap minimum 300 mm thickness c/w filter cloth underlay for sloping end walls (approximately 30 m ²).	\$2,000.00
9.	Relocation of existing 100 mm diameter tile end on downstream side of culvert and east drain bank.	\$400.00
10.	Temporary sediment and erosion control measures.	\$250.00
	SUB-TOTAL	\$12,000.00
11.	Survey, report, assessment, contract admin and part time construction observation.	\$5,500.00
12.	Expenses and incidentals.	\$500.00
13.	ERCA review fee and permit.	\$150.00
	TOTAL ESTIMATE	\$18,150.00

The estimate provided in this report was prepared according to current materials and installation prices as of the date of this report. In the event of delays from the time of filing of the report by the Engineer to the time of tendering the work, it is understood that the estimate of cost is subject to inflation. The rate of inflation shall be calculated using the Consumer Price Index applied to the cost of construction from the date of the report to the date of tendering.

Assessment of Costs

The individual assessments are comprised of three (3) assessment components:

- i. Benefit (*advantages relating to the betterment of lands, roads, buildings, or other structures resulting from the improvement to the drain*).
- ii. Outlet Liability (*part of cost required to provide outlet for lands and roads*).
- iii. Special Benefit (*additional work or feature that may not affect function of the drain*).

We have assessed the estimated costs against the affected lands and roads as listed in Schedule 'C' under "Value of Special Benefit," "Value of Benefit" and "Value of Outlet." Since there is only one Special Benefit assessment, a separate schedule for details of Special Benefit (Schedule 'D') is not required or included herein.

Assessment Rationale

Special Benefit assessment shown in Schedule 'C' was derived as follows:

1. Bridge replacement costs for the new access culvert has been assessed 50% to adjoining property Roll No. 640-028-00 as listed under "Value of Special Benefit."
2. The remaining 50% is assessed to upstream lands and roads within the Whelan Drain watershed as Outlet Liability assessment.
3. Lands containing woodlots were reduced in assessment to reflect that only surface water from the woodlots enter the drain.

Utilities

It may become necessary to temporarily or permanently relocate utilities that may conflict with the construction recommended under this report. In accordance with Section 26 of the Drainage Act, we assess any relocation cost against the public utility having jurisdiction. Under Section 69 of the Drainage Act, the public utility is at liberty to do the work with its own forces, but if it should not exercise this option within a reasonable time, the Municipality will arrange to have this work completed and the costs will be charged to the appropriate public utility.

Future Maintenance

We recommend that future work of repair and maintenance on the new access bridge be carried out by the Municipality and assessed in the same relative proportions as the amounts listed in Schedule 'C.'

These provisions for maintenance are subject, of course, to any variations that may be made under the authority of the Drainage Act. Schedule 'E,' which represents an Assessment Schedule for Future Maintenance, will not be included in this report for any future assessments shall be levied in the same relative proportions as Schedule 'C' and as described above.

Drawings and Specifications

Attached to this report is "Schedule F," which contain specifications setting out the details of the recommended works, and "Schedule G," which represents the following drawings that are also attached to this report:

Page 1 of 2: Overall Plan

Page 2 of 2: Bridge Details

Approvals

The construction and/or improvement to a drainage works, including repair and maintenance activities, and all operations connected therewith are subject to the approval, inspection, by-laws and regulations of all Municipal, Provincial, Federal and other authorities having jurisdiction in respect to any matters embraced by the proposed works. Prior to any construction or maintenance works, the Municipality or proponent designated on the Municipality's behalf shall obtain all required approvals/permits and confirm any construction limitations including timing windows, mitigation/off-setting measures, standard practices or any other limitations related to in-stream works.

In terms of a review of the proposed works by the Department of Fisheries and Oceans (DFO), we have undertaken a self-assessment and have determined that an application requesting review is not required. The Whelan Drain has been classified as a "Type F" drain by DFO and the impact zone representing 1 km downstream of the proposed

works is also classified as a “Type F” drain. Type F drains experience intermittent water flow only and provide minimal habitat for fish.

As part of the work, the following mitigation measures shall be implemented to avoid any adverse effects to the waterway.

- Work will not be conducted at times when flows are elevated due to local rain events, storms or seasonal floods. Work will be done in the dry.
- All disturbed soils on both banks and within the channel, including spoil must be stabilized immediately upon completion of work. The restoration of the site must be completed to a like or better condition to what existed prior to the works.
- To prevent sediment entry into the Drain, in the event of an unexpected rainfall, silt barriers and/or traps must be placed in the channel during the works and until the site has been stabilized. All sediment and erosion control measures are to be in accordance with related Ontario Provincial Standards. It is incumbent on the proponent and his/her contractors to ensure that sediment and erosion control measures are functioning properly and are maintained/upgraded as required.
- All activities should be controlled to prevent the entry of petroleum products, debris, rubble, concrete or other deleterious substances into the water. Vehicular refueling and maintenance should be conducted away from the water.

In terms of endangered species, the critical habitat distribution mapping does not identify any critical habitat found for extirpated, endangered, threatened or special concern species within the area of the proposed drainage works. The Town of Amherstburg has developed a mitigation plan document recommending mitigation measures to minimize adverse effects on species at risk including monitoring and reporting requirements should an endangered, threatened or special concern species (fishes, reptiles, amphibians, molluscs, birds, plants, trees) be encountered. The document will be made available to contractors during the tendering process and construction period.

In terms of review by the Essex Region Conservation Authority (ERCA), the proposed works contained herein were previously reviewed and accepted by ERCA. An application for permit shall be submitted by the Municipality and accompanied by payment for the permit review fee of \$150.00 before construction of the new access bridge proceeds.

Grants

In accordance with the provisions of Sections 85, 86 and 87 of the Drainage Act, a grant in the amount of 33–1/3 percent of the assessment eligible for a grant may be made in respect to the assessment made under this report upon privately owned lands used for agricultural purposes. The assessments levied against privately owned agricultural land must also satisfy all other eligibility criteria set out in the Agricultural Drainage Infrastructure Program policies. Most of the privately owned lands are used for agricultural purposes and are eligible under the A.D.I.P. policies. We are not aware of any lateral drains involved in this work that would not be eligible for a grant.

We recommend that application be made to the Ontario Ministry of Agriculture and Food in accordance with Section 88 of the Drainage Act, for this grant, as well as for all other grants for which this work may be eligible.

Respectfully submitted,

DILLON CONSULTING LIMITED



Tim R. Oliver, P.Eng.
TRO:oem:ges



Oliver E. Moir, E.I.T.



SCHEDULE 'A'
SUMMARY OF ON-SITE MEETING
Whelan Drain
4430 Concession 4 South, Amherstburg, Ontario
September 25, 2018 – 9:00 a.m.

Attendees

Brian Hutchins	Landowner
Randy Pillon	Landowner
Shane McVitty	Town of Amherstburg
Tim Oliver	Dillon Consulting Limited
Oliver Moir	Dillon Consulting Limited

Introduction

An on-site meeting was held regarding improvements to the Whelan Drain, as per the requirements under Section 78 of the Drainage Act. A summary of the meeting is outlined below:

- Tim: Explained Drainage Act, relevant drainage history.
- Brian: Asked “who owns the bridge?”
- Shane: Answered the drain owns it.
- Tim: Explained every land is entitled to one crossing, if required.
- Tim: 50% will be assessed to benefiting landowner and remaining 50% assessed to upstream properties.
- Tim: Recommended aluminized CSP.
- Tim: Explained a minimum top width of 24 feet will be used unless landowner desires more. Additional width would be at the landowners cost.
- Randy: Asked “what the ends of the pipe look like?”
- Tim: Answered sloping gabion stone end treatment.
- Brian: Mentioned an overflow pipe from his pond exists, and that it can be moved if needed.
- Tim: Bridge could also be moved to avoid this pipe, if possible.
- Brian: Does not want drilling for new pipe.
- Brian: An existing pile of concrete can be moved by the landowner.
- Randy: Mentioned there may be enough room with where the existing rock chute is currently.
- Tim: “How old is the pipe?”
- Brian: Was not certain, perhaps greater than 15 years old.
- Tim: Survey may occur within 2-3 weeks and the report may be finished by November, where council meetings (through drainage board) would occur.
- Shane: Warned that between the Drainage Board being at the end of its 2 year cycle (where new members may be appointed) and the municipal election, there will likely be a delay in having council meetings until February. Should the bridge be completed by late spring 2019, bills from the municipality would arrive in June 2019.
- Randy: Asked about the cost of this culvert.
- Tim: Cost depends on a variety of factors, and would follow up with an estimate.

This meeting summary was prepared by Oliver Moir who should be notified of any errors and/or omissions.

"SCHEDULE C"
SCHEDULE OF ASSESSMENT
WHELAN DRAIN (HUTCHINS BRIDGE)
TOWN OF AMHERSTBURG

MUNICIPAL LANDS:

Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
Concession 4 South	2.65	1.07	Town of Amherstburg	\$0.00	\$0.00	\$520.00	\$520.00
Total on Municipal Lands.....				\$0.00	\$0.00	\$520.00	\$520.00

PRIVATELY-OWNED - NON-AGRICULTURAL LANDS:

Roll No.	Con.	Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
630-006-50	4	Pt. Lot 39	0.98	0.40	Timothy W. Vincent	\$0.00	\$0.00	\$77.00	\$77.00
630-008-00	4	Pt. Lot 40	0.61	0.25	Jamie A. Lauzon & Kimberley E. Pillon	\$0.00	\$0.00	\$67.00	\$67.00
630-008-05	4	Pt. Lot 40	0.60	0.24	Randal A. & Beverly E. Pillon	\$0.00	\$0.00	\$65.00	\$65.00
630-008-15	4	Pt. Lot 40	1.42	0.57	Joel L. & Anita M. Ouellette	\$0.00	\$0.00	\$88.00	\$88.00
630-008-90	4	Pt. Lot 40	1.42	0.57	Christopher J. & Tamara L. Meyer	\$0.00	\$0.00	\$88.00	\$88.00
630-009-00	4	Pt. Lot 40	2.14	0.87	Shawn M. Broderick	\$0.00	\$0.00	\$102.00	\$102.00
630-018-00	4	Pt. Lot 40	5.00	2.02 *	Rosalee P. & Jill S. Wright	\$0.00	\$0.00	\$98.00	\$98.00
640-027-50	3	Pt. Lot 28	1.26	0.51	Paul A. Wentzloff	\$0.00	\$0.00	\$86.00	\$86.00
640-027-90	3	Pt. Lot 28	1.15	0.47	Rudolf M. & Kristi L. Rivas	\$0.00	\$0.00	\$84.00	\$84.00
Total on Privately-Owned - Non-Agricultural Lands.....				\$0.00	\$0.00	\$755.00	\$755.00		

PRIVATELY-OWNED - AGRICULTURAL LANDS

Roll No.	Con.	Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
630-007-00	4	Pt. Lot 39	49.02	19.84	Randal A. Pillon	\$0.00	\$0.00	\$1,902.00	\$1,902.00
630-008-10	4	Pt. Lot 40	98.79	39.98	Randal A. & Beverly E. Pillon	\$0.00	\$0.00	\$3,872.00	\$3,872.00
630-019-00	4	Pt. Lot 40	25.00	10.12	Richard L. & Carolyn M. Paquette	\$0.00	\$0.00	\$980.00	\$980.00
640-027-00	3	Pt. Lot 28	10.55	4.27	David T. & Carol A. Mailloux	\$0.00	\$0.00	\$414.00	\$414.00
640-028-00	3	Pt. Lot 28	16.14	6.53	Brian F. & Pamela J. Hutchins	\$9,075.00	\$0.00	\$632.00	\$9,707.00
Total on Privately-Owned - Agricultural Lands.....				\$9,075.00	\$0.00	\$7,800.00	\$16,875.00		

TOTAL ASSESSMENT **\$9,075.00** **\$0.00** **\$9,075.00** **\$18,150.00**

	(Acres)	(Ha.)
Total Area:	216.73	87.71

* DENOTES LANDS WITH REDUCED ASSESSMENT FOR EXISTING WOODLOT

“SCHEDULE F”

FARM BRIDGE REPLACEMENT ON PT. LOT 28, CONCESSION 3

WHELAN DRAIN Town of Amherstburg County of Essex

SPECIAL PROVISIONS

1.0 GENERAL SPECIFICATIONS

The General Specifications attached hereto is part of “Schedule F.” It also forms part of this specification and is to be read with it, but where there is a difference between the requirements of the General Specifications and those of the Special Provisions which follow, the Special Provisions will take precedence.

2.0 DESCRIPTION OF WORK

The work to be carried out under this Contract includes, but is not limited to, the supply of all **labour and materials** to complete the following items:

- Remove and dispose of existing trees and stumps off-site (2-150 mm diameter trees, 1-400 mm diameter stump only).
- Remove and dispose of existing 5.7 m long, 1200 mm diameter corrugated steel pipe (CSP) culvert off-site. Stone end wall materials may be salvaged for the use on new culvert end treatment.
- Supply and place a new 14.5 m long, 1200 mm diameter aluminized corrugated steel pipe (CSP) culvert with 125 mm x 25 mm corrugations and 2.8 mm thickness including coupler and hardware (see Specifications).
- Supply and placement of clear stone bedding materials, minimum 150 mm thickness (approximately 15 tonnes).
- Supply and placement of Granular 'B' bedding and backfill materials from the pipe invert up to the Granular 'A' driveway material (approximately 80 tonnes).
- Supply and placement of imported clean native backfill material on the culvert ends to construct the 0.50 m wide native buffer strips (approximately 10 m³).
- Supply and install Granular 'A' (crushed limestone) compacted driveway surface, minimum 200 mm thickness (approximately 30 tonnes).
- Supply and placement of stone rip-rap minimum 300 mm thickness c/w filter cloth underlay for sloping end walls (approximately 30 m²).
- Relocation of existing 100 mm diameter tile end on downstream side of culvert and east drain bank.
- Temporary sediment and erosion control measures.

3.0 ACCESS TO THE WORK

Access to the drain shall be from the private driveway of Roll Number 640-028-00 being Municipal No. 4430, Concession 4 South. Through traffic must be maintained at all times along municipal roads with the required traffic control as per Section 13.0 in the General Specifications.

Any damage resulting from the Contractor's access to the bridge site shall be rectified to pre-existing conditions at his expense.

4.0 WORKING AREA

The working area at the bridge site shall be restricted to a radius of 20.0 m from the proposed centre of the new culvert.

Any damages to lands and/or roads from the Contractor's work within the working areas for the bridge sites shall be rectified to pre-existing conditions at his/her expense.

5.0 BRIDGE CONSTRUCTION

5.1 Location of New Access Bridge

The new bridge structure shall be installed as shown on the drawing attached hereto.

5.2 Materials for New Bridge

Materials shall be as follows:

<i>Culvert Pipe</i>	<i>New 14.5 m long, 1200 mm diameter aluminized Type II corrugated steel pipe (CSP) wall thickness of 2.8 mm and 125 mm x 25 mm corrugations with rerolled ends. New culvert shall be joined with annular aluminized corrugated wide bolt and angle couplers (minimum of 8 corrugation overlap and 2.8 mm wall thickness) and no single pipe less than 6.0 m in length. All pipes connected with couplers shall abut to each other with no more than a 25 mm gap between pipes prior to installation of the coupler and wrapped with filter fabric.</i>
<i>Pipe Bedding Below Pipe</i>	<i>20-25 mm clear stone conforming to OPSS Division 10.</i>
<i>Backfill of Pipe Culvert from Invert up to Underside of Granular 'A' Driveway Surface</i>	<i>Granular 'B' conforming to OPSS Division 10. Alternatively, Granular 'A' conforming to OPSS Division 10</i>
<i>Driveway Surface</i>	<i>Granular 'A' made from crushed limestone conforming to OPSS Division 10. Minimum 200 mm thickness.</i>
<i>Erosion Stone</i>	<i>All stone to be used for erosion protection shall be 125 - 250 mm clear quarried rock or OPSS 1004, minimum 300 mm thickness.</i>
<i>Buffer Strips</i>	<i>Dry native material free of topsoil, organic matter, broken concrete, steel, wood and deleterious substances.</i>
<i>Filter Fabric</i>	<i>"Non-Woven" geotextile filter fabric with a minimum strength equal to or greater than Terrafix 270R, Amoco 4546, Mirafi 140NC or approved equivalent.</i>

5.3 Culvert Installation

Suitable dykes shall be constructed in the drain so that the installation of the pipe can be accomplished in the dry. The drain bottom shall be cleaned, prepared, shaped and compacted to suit the new culvert configuration, as shown on the drawings. Granular materials shall be compacted to 100% of their maximum dry density; imported clean native materials shall be supplied, placed and compacted to 95% of their maximum dry density.

5.4 Sloping Stone End Walls

End walls shall be constructed of quarry stone rip-rap, as specified herein. Each end wall shall extend from the invert of the new culvert to the top of the proposed lane. The end walls shall be sloped 1 vertical to 1.5 horizontal with a filter fabric underlay surrounding the pipe and spanning across the entire width of the drain and wrapping around the drain banks to align with the ends of the new pipe culvert. The minimum thickness requirement of the erosion stone layer is 300 mm with no portion of the filter fabric to be exposed to sunlight.

5.5 Granular 'A' Driveway

The Contractor shall construct the driveway with a maximum 3% cross-fall grade consisting of a minimum 200 mm thickness of compacted Granular 'A' (crushed limestone) surface. The minimum top width of the driveway shall be as shown on the drawings.

5.6 Native Materials

Native materials suitable for use as backfill, as defined under Section 5.2, shall be salvaged from the existing bridge site, as required to complete the work as shown on the drawings, (**Native Backfill Zone only**). Where there is an insufficient amount of native fill materials for backfilling the culvert, the Contractor may elect to import additional dry native materials or alternatively use Granular 'B' at his/her own expense.

5.7 Lateral Tile Drains

Should the Contractor encounter any lateral tiles within the proposed culvert limits not shown on the attached drawings, the Contractor shall re-route the outlet tile drain(s) in consultation with the Drainage Superintendent, as required, to accommodate the new culvert. **Tile drain outlets through the wall of the new culvert pipe will not be permitted.** All costs associated with re-routing lateral tile drains (if any) shall be at the Contractor's expense.

GENERAL SPECIFICATIONS

1.0 AGREEMENT AND GENERAL CONDITIONS

The part of the Specifications headed "Special Provisions" which is attached hereto forms part of this Specification and is to be read with it. Where there is any difference between the requirements of this General Specification and those of the Special Provisions, the Special Provisions shall govern.

Where the word "Drainage Superintendent" is used in this specification, it shall mean the person or persons appointed by the Council of the Municipality having jurisdiction to superintend the work.

Tenders will be received and contracts awarded only in the form of a lump sum contract for the completion of the whole work or of specified sections thereof. The Tenderer agrees to enter into a formal contract with the Municipality upon acceptance of the tender. The General Conditions of the contract and Form of Agreement shall be those of the Stipulated Price Contract CCDC2-Engineers, 1994 or the most recent revision of this document.

2.0 EXAMINATION OF SITE, PLANS AND SPECIFICATIONS

Each tenderer must visit the site and review the plans and specifications before submitting his/her tender and must satisfy himself/herself as to the extent of the work and local conditions to be met during the construction. Claims made at any time after submission of his/her tender that there was any misunderstanding of the terms and conditions of the contract relating to site conditions, will not be allowed. The Contractor will be at liberty, before bidding to examine any data in the possession of the Municipality or of the Engineer.

The quantities shown or indicated on the drawings or in the report are estimates only and are for the sole purpose of indicating to the tenderers the general magnitude of the work. The tenderer is responsible for checking the quantities for accuracy prior to submitting his/her tender.

3.0 MAINTENANCE PERIOD

The successful Tenderer shall guarantee the work for a period of one (1) year from the date of acceptance thereof from deficiencies that, in the opinion of the Engineer, were caused by faulty workmanship or materials. The successful Tenderer shall, at his/her own expense, make good and repair deficiencies and every part thereof, all to the satisfaction of the Engineer. Should the successful Tenderer for any cause, fail to do so, then the Municipality may do so and employ such other person or persons as the Engineer may deem proper to make such repairs or do such work, and the whole costs, charges and expense so incurred may be deducted from any amount due to the Tenderer or may be collected otherwise by the Municipality from the Tenderer.

4.0 GENERAL CO-ORDINATION

The Contractor shall be responsible for the coordination between the working forces of other organizations and utility companies in connection with this work. The Contractor shall have no cause of action against the Municipality or the Engineer for delays based on the allegation that the site of the work was not made available to him by the Municipality or the Engineer by reason of the acts, omissions, misfeasance or non-feasance of other organizations or utility companies engaged in other work.

5.0 RESPONSIBILITY FOR DAMAGES TO UTILITIES

The Contractor shall note that overhead and underground utilities such as hydro, gas, telephone and water are not necessarily shown on the drawings. It is the Contractor's responsibility to contact utility companies for information regarding utilities, to exercise the necessary care in construction operations and to take other precautions to safeguard the utilities from damage. All work on or

adjacent to any utility, pipeline, railway, etc., is to be carried out in accordance with the requirements of the utility, pipeline, railway, or other, as the case may be, and its specifications for such work are to be followed as if they were part of this specification. The Contractor will be liable for any damage to utilities.

6.0 CONTRACTOR'S LIABILITY

The Contractor, his/her agents and all workmen or persons under his/her control including sub-contractors, shall use due care that no person or property is injured and that no rights are infringed in the prosecution of the work. The Contractor shall be solely responsible for all damages, by whomsoever claimable, in respect to any injury to persons or property of whatever description and in respect of any infringement of any right, privilege or easement whatever, occasioned in the carrying on of the work, or by any neglect on the Contractor's part.

The Contractor, shall indemnify and hold harmless the Municipality and the Engineer, their agents and employees from and against claims, demands, losses, costs, damages, actions, suits, or proceedings arising out of or attributable to the Contractor's performance of the contract.

7.0 PROPERTY BARS AND SURVEY MONUMENTS

The Contractor shall be responsible for marking and protecting all property bars and survey monuments during construction. All missing, disturbed or damaged property bars and survey monuments shall be replaced at the Contractor's expense, by an Ontario Land Surveyor.

8.0 MAINTENANCE OF FLOW

The Contractor shall, at his/her own cost and expense, permanently provide for and maintain the flow of all drains, ditches and water courses that may be encountered during the progress of the work.

9.0 ONTARIO PROVINCIAL STANDARDS

Ontario Provincial Standard Specifications (OPSS) and Ontario Provincial Standard Drawings (OPSD) shall apply and govern at all times unless otherwise amended or extended in these Specifications or on the Drawing. Access to the electronic version of the Ontario Provincial Standards is available online through the MTO website, free of charge to all users. To access the electronic standards on the Web go to <http://www.mto.gov.on.ca/english/transrd/>. Under the title Technical Manuals is a link to the Ontario Provincial Standards. Users require Adobe Acrobat to view all pdf files.

10.0 APPROVALS, PERMITS AND NOTICES

The construction of the works and all operations connected therewith are subject to the approval, inspection, by-laws and regulations of all Municipal, Provincial, Federal and other authorities having jurisdiction in respect to any matters embraced in this Contract. The Contractor shall obtain all approvals and permits and notify the affected authorities when carrying out work in the vicinity of any public utility, power, underground cables, railways, etc.

11.0 SUBLETTING

The Contractor shall keep the work under his/her personal control, and shall not assign, transfer, or sublet any portion without first obtaining the written consent of the Municipality.

12.0 TIME OF COMPLETION

The Contractor shall complete all work on or before the date fixed at the time of tendering. The Contractor will be held liable for any damages or expenses occasioned by his/her failure to complete the work on time and for any expenses of inspection, superintending, re-tendering or re-surveying, due to their neglect or failure to carry out the work in a timely manner.

13.0 TRAFFIC CONTROL

The Contractor will be required to control vehicular and pedestrian traffic along roads at all times and shall, at his/her own expense, provide for placing and maintaining such barricades, signs, flags, lights and flag persons as may be required to ensure public safety. The Contractor will be solely responsible for controlling traffic and shall appoint a representative to maintain the signs and warning lights at night, on weekends and holidays and at all other times that work is not in progress.

All traffic control during construction shall be strictly in accordance with the **Occupational Health and Safety Act** and the current version of the **Ontario Traffic Manuals**. Access to the electronic version of the **Ontario Traffic Manual** is available online through the MTO website, free of charge to all users. To access the electronic standards on the Web go to <http://www.mto.gov.on.ca/english/transrd/>, click on "Library Catalogue," under the "Title," enter "Ontario Traffic Manual" as the search. Open the applicable "Manual(s)" by choosing the "Access Key," once open look for the "Attachment," click the pdf file. Users require Adobe Acrobat to view all pdf files.

Contractors are reminded of the requirements of the Occupational Health and Safety Act pertaining to Traffic Protection Plans for workers and Traffic Control Plan for Public Safety.

14.0 SITE CLEANUP AND RESTORATION

As part of the work and upon completion, the Contractor shall remove and dispose of, off-site any loose timber, logs, stumps, large stones, rubber tires, cinder blocks or other debris from the drain bottom and from the side slopes. Where the construction works cross a lawn, the Contractor shall take extreme care to avoid damaging the lawn, shrubs and trees encountered. Upon completion of the work, the Contractor shall completely restore the area by the placement and fine grading of topsoil and seeding or sodding the area as specified by the Engineer or Drainage Superintendent.

15.0 UTILITY RELOCATION WORKS

In accordance with Section 26 of the Drainage Act, if utilities are encountered during the installation of the drainage works that conflict with the placement of the new culvert, the operating utility company shall relocate the utility at their own costs. The Contractor however will be responsible to co-ordinate these required relocations (if any) and their co-ordination work shall be considered incidental to the drainage works.

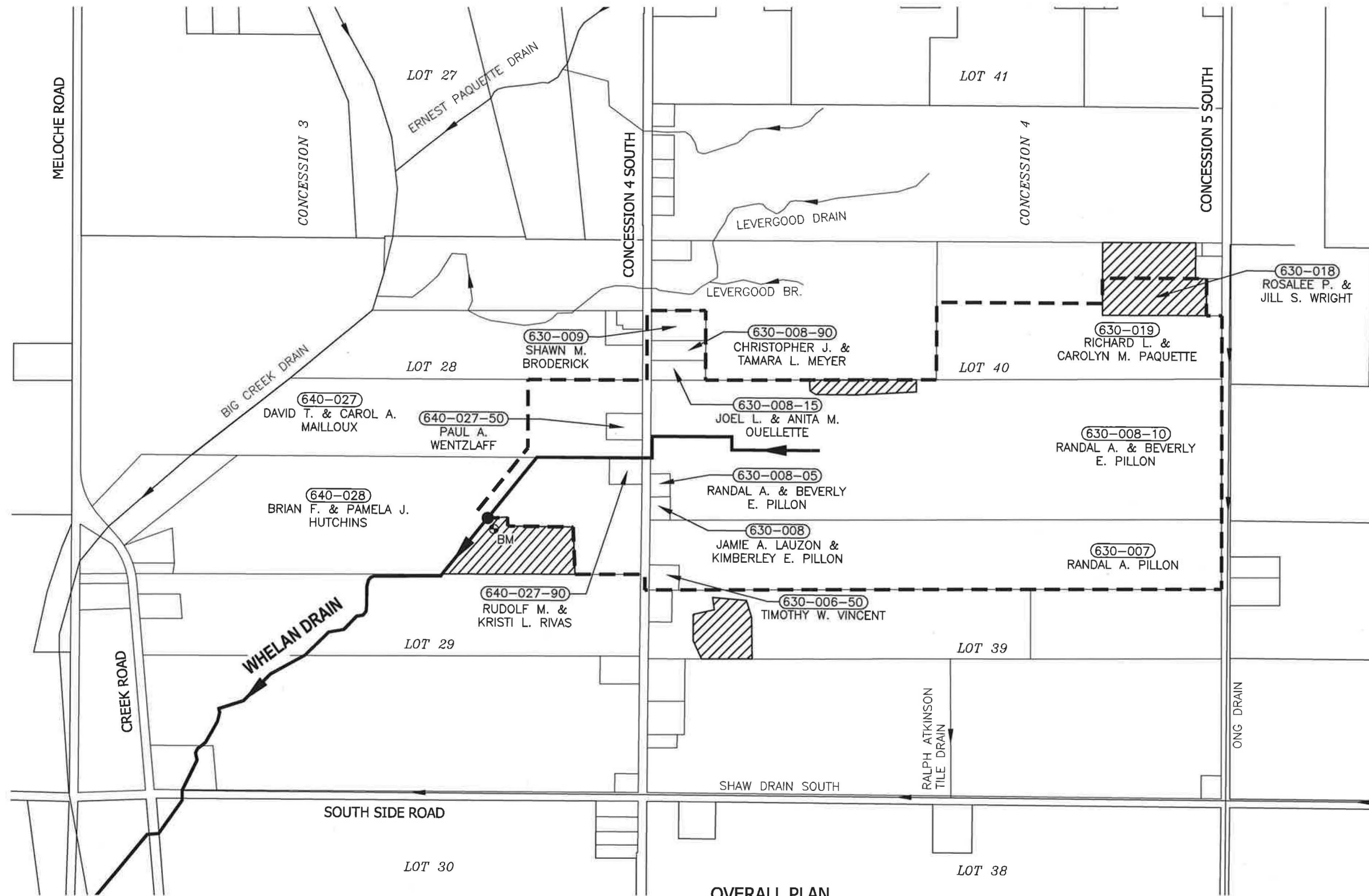
16.0 FINAL INSPECTION

All work shall be carried out to the satisfaction of the Drainage Superintendent for the Municipality, in compliance with the specifications, drawings and the Drainage Act. Upon completion of the project, the work will be inspected by the Engineer and the Drainage Superintendent. Any deficiencies noted during the final inspection shall be immediately rectified by the Contractor.

Final inspection will be made by the Engineer within 20 days after the Drainage Superintendent has received notice in writing from the Contractor that the work is completed, or as soon thereafter as weather conditions permit.

17.0 FISHERIES CONCERNS

Standard practices to be followed to minimize disruption to fish habitat include embedment of the culvert a minimum 10% below grade, constructing the work 'in the dry' and cutting only trees necessary to do the work (no clear-cutting). No in-water work is to occur during the timing window unless otherwise approved by the appropriate authorities.



OVERALL PLAN
SCALE=1:10,000

LEGEND

- WHELAN DRAIN DRAINAGE AREA
- WHELAN DRAIN
- OTHER DRAINS
- BRIDGE REPLACEMENT
- LOCAL BENCHMARK
- EXISTING WOODLOT

'SCHEDULE G'

Drainage Report for the
WHELAN DRAIN
(HUTCHINS BRIDGE)
Town of Amherstburg
County of Essex



PROJECT NO. 18-8347

DRAWING SCALES BASED ON A 11" X 17" SHEET

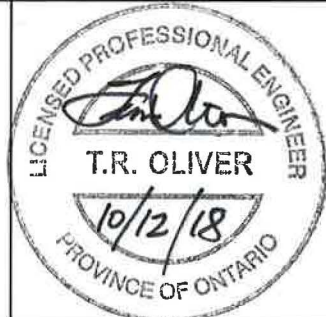
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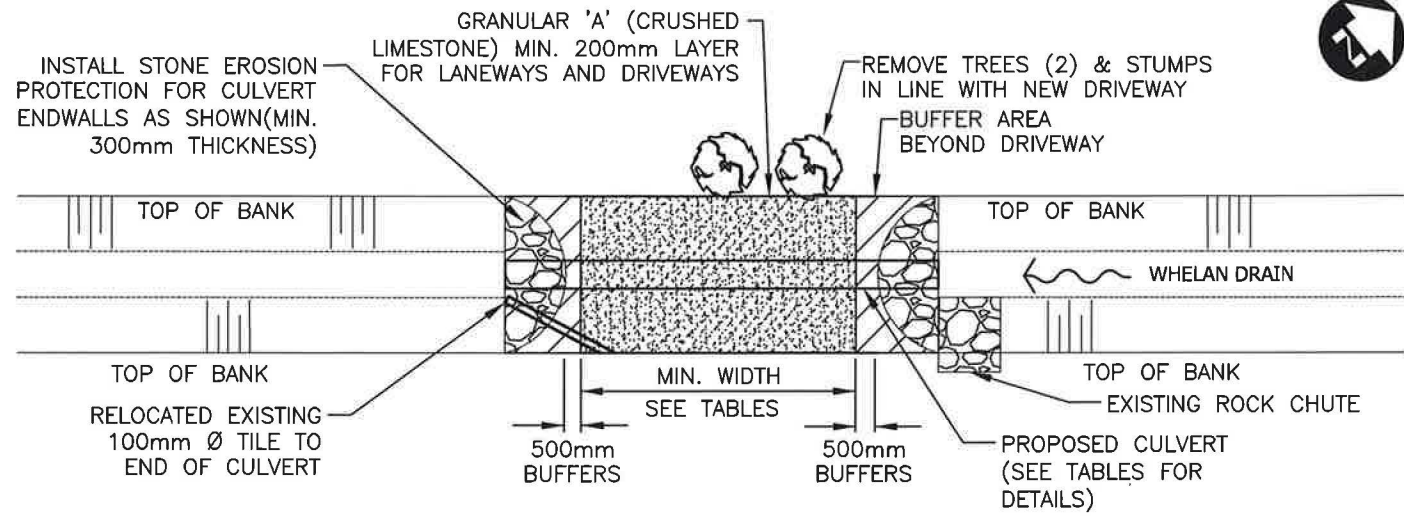
PAGE NO. 1 of 2

Conditions of Use
Verify elevations and/or dimensions on drawing prior to use. Report any discrepancies to Dillon Consulting Limited.
Do not scale dimensions from drawing.
Do not modify drawing, re-use it, or use it for purposes other than those intended at the time of its preparation without prior written permission from Dillon Consulting Limited.

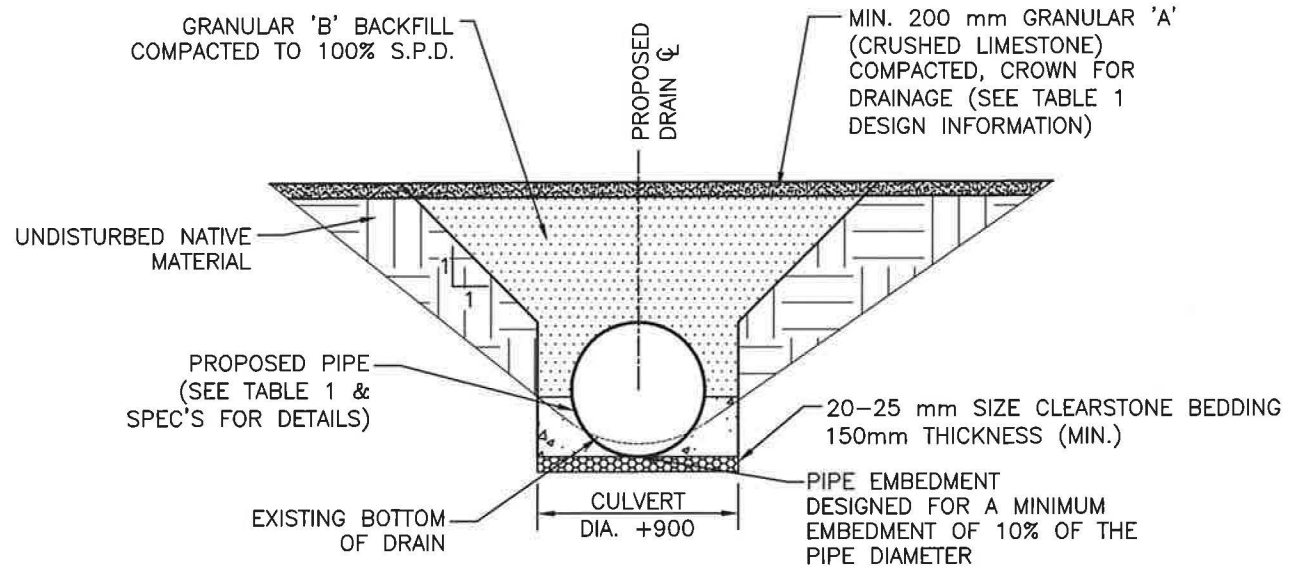
No.	ISSUED	DATE	BY
2	FINAL SUBMISSION	10 DEC 18	TRO
1	CLIENT REVIEW	20 NOV 18	TRO

DESIGN	REVIEWED BY
TRO	JJT
DRAWN	CHECKED BY
OEM	EPS
DATE	December 10, 2018
SCALE	AS SHOWN

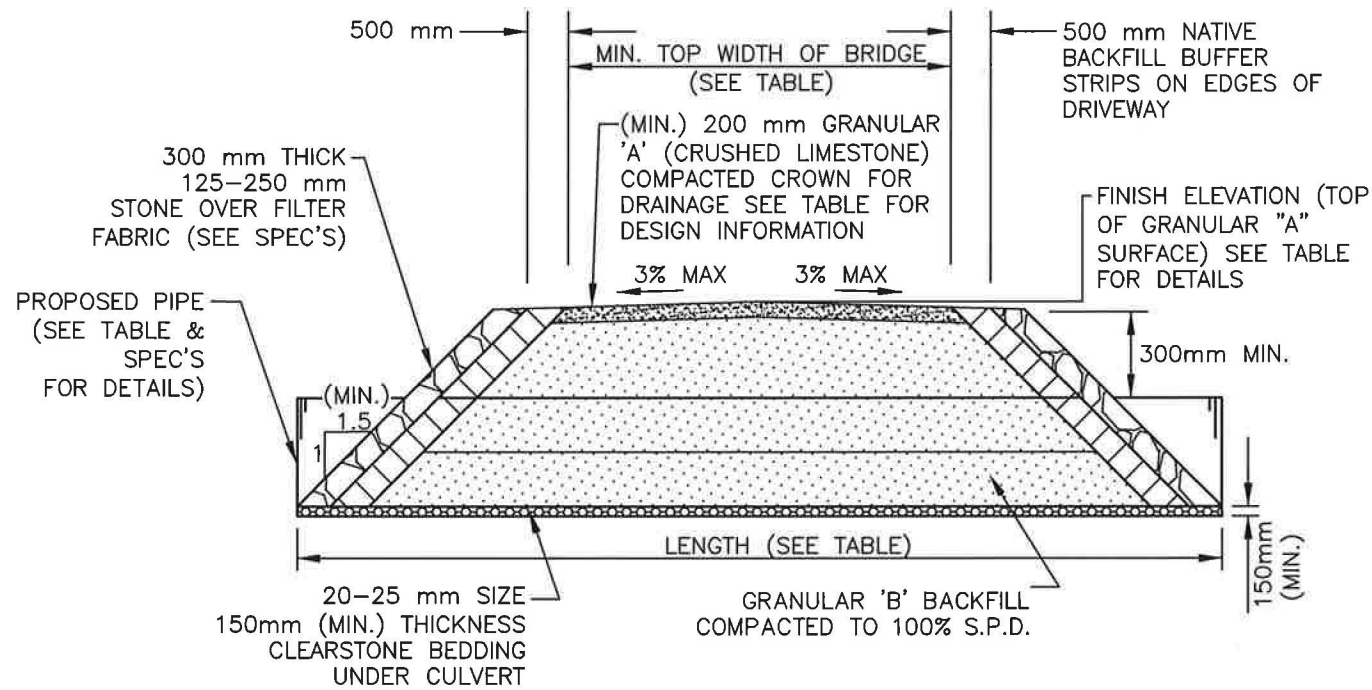




BRIDGE PLAN
N.T.S.



CROSS SECTION
N.T.S.

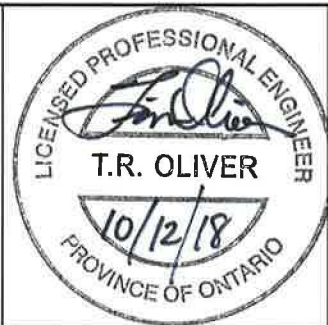


LONGITUDINAL SECTION
N.T.S.

TABLE 1 - ACCESS BRIDGE DESIGN INFORMATION	
DESCRIPTION	BRIDGE DETAILS
PIPE INVERT ELEV. U/S SIDE(m)	176.63
PIPE INVERT ELEV. D/S SIDE(m)	176.61
TOP OF Ø DRIVEWAY SURFACE ELEV. (m)	178.22
DRAIN BOTTOM (m) (DESIGN) (AT CENTRELINE OF CULVERT)	176.74
MIN. TOP WIDTH OF DRIVEWAY (m)	7.3
MIN. CULVERT GRADE (%)	0.10
CULVERT TYPE	C.S.P.
CULVERT MATERIAL	ALUM.
CULVERT LENGTH (m)	14.5
CULVERT THICKNESS (mm)	2.8
CULVERT CORRUGATIONS (mm)	125x25
PIPE SIZE (mm)	1200
CULVERT ENDWALL TYPE	SLOPING STONE

SITE BENCHMARK
BM-MARKED 'X' ON THE NORTH WEST CONCRETE FOOTING OF LANDOWNER'S HUNTING TREESTAND LOCATED 18m SOUTH EAST OF THE PROPOSED BRIDGE.
ELEVATION=178.18m

NOTE: CONTRACTOR TO VERIFY BENCHMARK PRIOR TO CONSTRUCTION.



Conditions of Use
Verify elevations and/or dimensions on drawing prior to use. Report any discrepancies to Dillon Consulting Limited.
Do not scale dimensions from drawing.
Do not modify drawing, re-use it, or use it for purposes other than those intended at the time of its preparation without prior written permission from Dillon Consulting Limited.

No.	ISSUED FOR	DATE	BY
2	FINAL SUBMISSION	10 DEC 18	TRO
1	CLIENT REVIEW	20 NOV 18	TRO

DESIGN	REVIEWED BY
TRO	JJT
DRAWN	CHECKED BY
OEM	EPS
DATE	December 10, 2018
SCALE	AS SHOWN

PROJECT NO. 18-8347
DRAWING SCALES BASED ON A 11" X 17" SHEET

'SCHEDULE G'	
Drainage Report for the WHELAN DRAIN (HUTCHINS BRIDGE) Town of Amherstburg County of Essex	
SHEET TITLE	BRIDGE DETAILS
PAGE NO.	2 of 2

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2019 - 04

By-law to provide for the Farm Bridge Replacement on Pt. Lot 28, Concession 3, over the Whelan Drain (Hutchins Bridge) based on the Drainage Report by Dillon Consulting Ltd.

WHEREAS as request for repair and improvement of the Whelan Drain was received under section 78 of the Drainage Act;

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 the repair and improvement under section 78 of the Drainage Act;

WHEREAS Council of the Corporation of the Town of Amherstburg has authorized Tim Oliver, P. Eng., Dillon Consulting Ltd., to prepare a report and said engineer's report dated December 10, 2018, can be referenced as Schedule A, located in the Clerk's Department agreement file # 2018-84.

WHEREAS \$18,150.00 is the amount to be contributed by the Town of Amherstburg for the drainage works;

AND WHEREAS the report was considered by the Amherstburg Drainage Board at the meeting held on Monday, January 7th, 2019.

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 drainage works is authorized and shall be completed as specified in the report

2. BORROWING

The Corporation of the Town of Amherstburg may borrow on the credit of the Corporation the amount of \$18,150.00 being the amount necessary for the improvements of the drainage works.

This project being the Farm Bridge Replacement on the Whelan Drain.

3. DEBENTURE(S)

The Corporation may issue debenture(s) for the amount borrowed less the total amount of:

- (a) Grants received under section 85 of the Drainage Act;
- (b) Monies paid as allowances;
- (c) Commuted payments made in respect of lands and roads assessed with the municipality;
- (d) Money paid under subsection 61(3) of the Drainage Act; and
- (e) Money assessed in and payable by another municipality.

4. PAYMENT

Such debenture(s) shall be made payable within 5 years from the date of the debenture(s) shall bear interest at a rate not higher than 1% more than the municipal lending rates as posted by The Town of Amherstburg's Bank's Prime Lending Rate on the date of sale of such debenture(s).

- (1) A special equal annual rate sufficient to redeem the principal and interest on the debenture(s) shall be levied upon the lands and roads as shown in the

schedule and shall be collected in the same manner and at the same as other taxes are collected in each year for 5 years after the passing of this by-law.

(2) For paying the amount \$520.00 being the amount assessed upon the lands and roads belonging to or controlled by the municipality a special rate sufficient to pay the amount assessed plus interest thereon shall be levied upon the whole rateable property in the Town of Amherstburg in each year for 5 years after the passing of this by-law to be collected in the same manner and at the same time as other taxes collected.

(3) All assessments of \$1000.00 or less are payable in the first year in which the assessments are imposed.

5. SCHEDULE OF ASSESSMENTS OF LANDS AND ROADS

Property Description				Estimated Assessment as per Report	Estimated Grants 33 1/3%	Equal Bi-Annual Rate to be Imposed
Lot or Part Lot No.	Concession	Geographic Township	Parcel Roll No.			
Pt. Lot 39	4	Malden	630-00700	\$1,902.00	\$634.00	\$284.43
Pt. Lot 40	4	Malden	630-00810	\$3,872.00	\$1,290.67	\$579.02
Pt. Lot 28	3	Malden	640-02800	\$9,707.00	\$3,235.67	\$1,451.59
Total				\$15,481.00	\$5,160.34	\$2,315.04

Read a first and second time and provisionally adopted this 14th day of January, 2019.

MAYOR – ALDO DICARLO

CLERK – PAULA PARKER

Read a third time and finally passed this ___ day of _____, 2018.

MAYOR – ALDO DICARLO

CLERK – PAULA PARKER

Unfinished Business List - eScribe as at January 14, 2019

Assigned To	Status	Description
Paula Parker	Report to Council January 28, 2019	<p style="text-align: center;">Resolution # 20181210-407 Prue/Courtney</p> <p>Administration BE DIRECTED to advertise for a Economic Development Advisory Committee and to bring back a report regarding a Terms of Reference and Mandate for the committee.</p>
Paula Parker	Report to Council February 11, 2019	<p style="text-align: center;">Resolution # 20181210-408 Courtney/Simone</p> <p>Administration BE DIRECTED to advertise for an Audit Advisory Committee and to bring back a report regarding a Terms of Reference and Mandate for the committee.</p>
John Miceli	Report to Council January 28, 2019	<p style="text-align: center;">Resolution # 20181210-410 Courtney/Prue</p> <p>Administration BE DIRECTED to bring a report back regarding outstanding receivables for the Amherstburg Festival Corporation.</p>

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2018 - 102

By-law to provide for the Petition for Drainage Works of the Odette Drain based on the Drainage Report by Rood Engineering Inc.

WHEREAS a petition for drainage works was received under section 4 of the Drainage Act;

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 the creation of a new drainage works under section 4 of the Drainage Act;

WHEREAS Council of the Corporation of the Town of Amherstburg has authorized Gerard Rood, P. Eng., Rood Engineering Inc., to prepare a report and said engineer's report dated October 10, 2018, can be referenced as Schedule A, located in the Clerk's Department agreement file # 2018-102.

WHEREAS \$3,726.00 is the amount to be contributed by the Town of Amherstburg of the total \$91,500.00 for the drainage works;

AND WHEREAS the report was considered by the Amherstburg Drainage Board at the meeting held on Tuesday, November 6th, 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 drainage works is authorized and shall be completed as specified in the report

2. BORROWING

The Corporation of the Town of Amherstburg may borrow on the credit of the Corporation the amount of \$91,500.00 being the amount necessary for the improvements of the drainage works.

This project being the Odette Drain.

3. DEBENTURE(S)

The Corporation may issue debenture(s) for the amount borrowed less the total amount of:

- (a) Grants received under section 85 of the Drainage Act;
- (b) Monies paid as allowances;
- (c) Commuted payments made in respect of lands and roads assessed with the municipality;
- (d) Money paid under subsection 61(3) of the Drainage Act; and
- (e) Money assessed in and payable by another municipality.

4. PAYMENT

Such debenture(s) shall be made payable within 5 years from the date of the debenture(s) shall bear interest at a rate not higher than 1% more than the municipal lending rates as posted by The Town of Amherstburg's Bank's Prime Lending Rate on the date of sale of such debenture(s).

- (1) A special equal annual rate sufficient to redeem the principal and interest on the debenture(s) shall be levied upon the lands and roads as shown in the schedule and shall be collected in the same manner and at the same as


other taxes are collected in each year for 5 years after the passing of this by-law.

- (2) For paying the amount \$3,726.00 being the amount assessed upon the lands and roads belonging to or controlled by the municipality a special rate sufficient to pay the amount assessed plus interest thereon shall be levied upon the whole rateable property in the Town of Amherstburg in each year for 5 years after the passing of this by-law to be collected in the same manner and at the same time as other taxes collected.
- (3) All assessments of \$1,000.00 or less are payable in the first year in which the assessments are imposed.

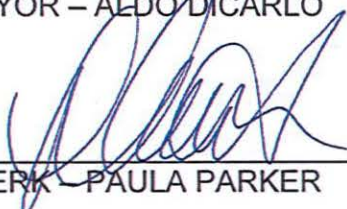
5. SCHEDULE OF ASSESSMENTS OF LANDS AND ROADS

Property Description				Estimated Assessment as per Report	Estimated Grants 33 1/3%	Equal Bi-Annual Rate to be Imposed
Lot or Part Lot No.	Concession	Geographic Township	Parcel Roll No.			
Pt. Lot 9	3	Anderdon	450-02900	\$1,092.00	\$0.00	\$243.57
Pt. Lot 9	2	Anderdon	460-02600	\$72,721.00	\$24,240.33	\$10,813.70
Pt. Lot 10	2	Anderdon	460-02700	\$6,692.00	\$2,230.67	\$995.11
Total				\$80,505.00	\$26,471.00	\$12,052.38

Read a first and second time and provisionally adopted this 26th day of November, 2018.



 MAYOR – ALDO DICARLO



 CLERK – PAULA PARKER

Read a third time and finally passed this ___ day of _____, 2018.

 MAYOR – ALDO DICARLO

 CLERK – PAULA PARKER

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW 2019-07

By-law to Appoint Bank Signing Authorities

WHEREAS Section 11(2) of the Municipal Act, S.O., 2001, c. 25, as amended, provides a municipality with the authority to pass By-laws regarding the financial management of the municipality;

AND WHEREAS Section 23.1 of the Municipal Act, S.O. 2001 authorizes the municipality to delegate its powers and duties under the Municipal Act, 2001, subject to certain requirements;

AND WHEREAS Section 286 of the Municipal Act, S.O. 2001 authorizes the municipality to appoint a treasurer who is responsible for handling the financial affairs of the municipality, and to appoint deputy treasurers;

AND WHEREAS Section 287 of the Municipal Act, S.O. 2001 authorizes the municipality to provide that the signatures may be mechanically or electronically reproduced;

AND WHEREAS The Corporation of the Town of Amherstburg (the "Corporation") makes use of several methods of paying all the debts of the municipality and other expenditures authorized by the municipality including paper cheques, electronic funds transfers and wire transfers;

NOW THEREFORE the Council of the Corporation hereby enacts as follows:

1. Cheques:

(i) THAT all cheques of the Corporation shall be drawn in the name of the Corporation and signed on its behalf by the Mayor, or Deputy Mayor as designate, and countersigned by an authorized party listed in Schedule A.

(ii) THAT the signature of the Mayor and the Treasurer may be written, engraved, lithographed, printed or otherwise mechanically reproduced on Town cheques.

(iii) THAT cheques issued by the Corporation shall be signed as follows:

- a. Amounts up to \$1,000 shall have two signatures, of which one is the Mayor and one is an authorized party listed in Schedule A;
- b. Amounts over \$1,000 up to \$50,000 shall have two signatures, of which one is the Mayor, where the second signature must be manually signed by one authorized party listed in Schedule A;
- c. Amounts in excess of \$50,000, shall have two manual signatures, of which one is the Mayor, or Deputy Mayor as designate, and one is an authorized party listed in Schedule A.

2. Electronic Payments shall be processed in accordance with the Electronic Funds Transfer Policy, as amended from time to time.

3. That the By-law 2014-128 be repealed

4. This by-law shall come into force and take effect January 1, 2019.

Read a first, second and third time and finally passed this 14th day of January, 2019.

Mayor – Aldo DiCarlo

Clerk – Paula Parker

By-law 2019-07 - Bank Signing Authorities

Schedule A

The following are authorized parties of the Corporation for the purposes of this By-law:

- (i) Chief Administrative Officer
- (ii) Director of Corporate Services
- (iii) Treasurer

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2019-009

**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 December 19th, 2018 and January 14th, 2019, 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 14th day of January, 2019.

MAYOR – Aldo DiCarlo

CLERK – Paula Parker