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TOWN OF AMHERSTBURG COUNCIL MEETING

Monday, March 23, 2015

6:00 PM

Council Chambers, 271 Sandwich Street South, Amherstburg

A G E N D A

1. CALL TO ORDER

2. PRAYER

The Clerk will say prayer.

3. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

4. MINUTES OF PREVIOUS MEETING

Approval of Minutes

RECOMMENDATION

That the minutes be adopted by Council 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:

1. Regular Council Meeting Minutes - February 23, 2015 (as amended)
2. Special Council Meeting Minutes - March 5, 2015
3. Special In-Camera Meeting Minutes - March 9, 2015
4. Regular Council Meeting Minutes - March 9, 2015

For inquiries regarding this agenda, or to make arrangements for accessible accommodations for anyone attending a Council meeting, please contact: Tammy Fowkes, Deputy Clerk at 519-736-0012 x. 216 or TTY 519-736-9860, or by email at tfowkes@amherstburg.ca (please note that advance notice is required)

5. REPORTS – POLICE SERVICES

No reports at this time.

6. REPORTS – CORPORATE AND COMMUNITY SERVICES

No reports at this time.

7. REPORTS – FINANCIAL SERVICES

7.1 March 2, 2015- March 16, 2015 Accounts Payable

RECOMMENDATION

It is recommended that:

1. The report from the Director of Financial Services dated March 2, 2015, regarding March 2, 2015 – March 16, 2015 Accounts Payable, **BE APPROVED**; and,
2. The Director of Financial Services **BE AUTHORIZED** to release funds for the approved payables.

7.2 2015 Water and Waste Water Budget

RECOMMENDATION

It is recommended that:

1. The report from the Manager, Financial Services, dated March 17, 2015, **BE RECEIVED**;
2. Council **APPROVE** the 2015 Water operating budget of \$4,480,000 in revenues and \$4,186,974 in expenses;
3. Council **APPROVE** the 2015 Water capital budget of \$595,000;
4. Council **APPROVE** the 2015 Wastewater operating budget of \$6,097,695 in revenues and \$5,901,094 in expenses; and,
5. Council **APPROVE** the 2015 Wastewater capital budget of \$3,768,000.

8. REPORTS – ENGINEERING AND PUBLIC WORKS

8.1 2015 Water and Wastewater Rates

RECOMMENDATION

It is recommended that:

1. The report from the Manager of Engineering and Operations, dated March 12, 2015, regarding the 2015 Water and Wastewater Rates **BE RECEIVED**;
2. A water and wastewater rate increase **BE IMPLEMENTED**, effective June 1, 2015, pursuant to the 2015 Water and Wastewater Rate Study;
3. That Administration **BE DIRECTED** to review the options available to the Town to operate the Water and Waste Water facilities for 2016 going forward; and,
4. By-law 2015-29 being a by-law for fixing rates for the supply of water and for fixing rates for the collection and treatment of wastewater be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

9. REPORTS – ECONOMIC AND COMMUNITY DEVELOPMENT

9.1 Amherstburg Farmers Market (AMF) Update

RECOMMENDATION

It is recommended that:

1. The report from the Manager of Tourism and Culture, dated March 3, 2015, regarding the Amherstburg Farmers Market (AFM) Update, **BE RECEIVED**; and,
2. The Amherstburg Farmers Market Association's continued operations at two locations, the Malden Community Center parking lot at 7860 County Road 20 every Saturday from 8:30 am to 1:30 pm and at the south end of Toddy Jones Park every Tuesday, from 1 pm to 6 pm beginning on May 16, 2015, to October 10, 2015 **BE APPROVED**.

9.2 Development Agreement for 105 Richmond Street

RECOMMENDATION

It is recommended that:

1. The report from the Manager of Planning Services dated February 23, 2015, regarding a Development Agreement for 105 Richmond Street **BE RECEIVED**;
2. The site plan and development agreement for the redevelopment of the site to a quick lube and car wash **BE APPROVED**; and,
3. By-law 2015-17 being a By-law to authorize the signing of a development agreement be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

9.3 Construction of Paved Shoulder along County Road 5 (AMH-13) & County Road 20 (AMH-14) in the County Wide Active Trail System (CWATS)

RECOMMENDATION

It is recommended that:

1. The report from the Director of Economic and Community Development dated March 14, 2015, regarding the Construction of Paved Shoulder along County Road 5 (AMH-13) & County Road 20 (AMH-14) as in the County Wide Active Trail System (CWATS) **BE RECEIVED**;
2. Council **PRE-COMMIT** \$39, 000.00 in the 2015 Capital Budget to fund the Town of Amherstburg 60% portion of the total estimated costs of County Road 20 (AMH-14);
3. Council **PRE-COMMIT** \$163, 800.00 for County Road 5 (AMH-13) in the 2016 Capital Budget to fund the Town of Amherstburg 60% portion of the total estimated costs of the project; and,
4. Administration **NOTIFY** the CWATS Committee, by a resolution of Council, no later than March 25th, 2015.

10. REPORTS - CAO's OFFICE

No reports at this time.

11. COMMUNICATION REPORTS

RECOMMENDATION

That the communication reports **BE RECEIVED**:

- a) 2014 Annual Audit Planning Report
- b) 2014 Amherstburg Drinking Water System Annual Inspection
- c) Update Regional Intensity Duration Frequency Curve Analysis and Climate Change Variability Study
- d) Tax Sale Registration and Tax Sale

12. CONSENT CORRESPONDENCE

RECOMMENDATION

That the consent correspondence **BE RECEIVED**:

- a) Royal Canadian Legion, Branch 157 - 85th Anniversary Invitation
- b) Essex Region Conservation Authority (ERCA) - Thank you letter

13. CONSENT OTHER MINUTES

RECOMMENDATION

That the following minutes **BE RECEIVED**:

- a) Amherstburg Police Service Meeting Minutes - February 17, 2015
- b) Co-An Park Committee Meeting Minutes - February 17, 2015

14. CORRESPONDENCE

14.1 Ontario Student Nutrition Program (OSNP)

RECOMMENDATION

It is recommended that:

1. Administration **BE DIRECTED** to sign the "Say YES to Good Food in Schools" pledge.

15. OTHER MINUTES

15.1 Traffic Committee Meeting - February 5th, 2015

RECOMMENDATION

It is recommended that:

1. Council **CONCUR** with the Traffic Committee recommendation that four 'Horse and Rider' Warning Signs be placed along Concession 8 at Middle Side Road, Texas Road and Alma Street.

16. UNFINISHED BUSINESS

Unfinished Business items as of Monday, March 23, 2015

17. NEW BUSINESS

18. NOTICES OF MOTION

18.1 Deputy Mayor DiPasquale - Election by Ward System
(As introduced at the March 9, 2015 meeting)

19. BY-LAWS

19.1 By-law 2015-27 - OMAFRA Contribution Agreement

RECOMMENDATION

That By-law 2015-27 being a by-law to Enter into a Contribution Agreement with Her Majesty the Queen in Right of Ontario as Represented by the Minister of Agriculture, Foods and Rural Affairs for the Ontario Community Infrastructure Fund - Application Based Component be taken as having been read 3 times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

19.2 Confirmatory By-law

RECOMMENDATION

That By-law 2015-30 being a by-law to confirm all resolutions of the Municipal Council Meeting held on March 23rd, 2015 be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

20. ADJOURNMENT

RECOMMENDATION

That Council rise and adjourn at p.m.



**TOWN OF AMHERSTBURG
COUNCIL MEETING
Monday, February 23, 2015
7:00 PM**

Council Chambers, 271 Sandwich Street South, Amherstburg

MINUTES

PRESENT

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

Giovanni (John), Chief Administrative Officer
Paula Parker, Clerk

CALL TO ORDER

The Mayor called the meeting to order at 7:24 p.m.

DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF
(In-Camera Council Meeting agenda items)

There were no disclosures of pecuniary interest noted.

SPECIAL IN-CAMERA MEETING

Councillor Lavigne moved, Councillor Meloche seconded:

That Council move into an In-Camera Meeting of Council at 6:03 pm., pursuant to Section 239 of the Municipal Act, 2001, as amended, for the following reasons:

ITEM A – Discussion of Committee Applications - Section 239 (2)(b) - Personal matters about an identifiable individual, including municipal of local board employees.

The Mayor put the Motion.

Motion Carried

ADJOURNMENT OF IN-CAMERA MEETING

RESUMPTION OF REGULAR COUNCIL MEETING – 7:24 P.M.

PRAYER

The Clerk said prayer.

DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF *(Public Council Meeting agenda items)*

There were no disclosures of pecuniary interest noted.

MINUTES OF PREVIOUS MEETING

Approval of Minutes

Councillor Meloche moved, Deputy Mayor DiPasquale seconded:

That the minutes be adopted by Council 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:

1. Special In-Camera Council Meeting Minutes - February 9, 2015

2. **Special Council Meeting Minutes Planning - February 9, 2015**
3. **Regular Council Meeting Minutes - February 9, 2015**

The Mayor put the Motion.

Motion Carried

DELEGATIONS

Noise Issue at Residential Property – Gene Zakal

Mr. Zakal addressed Council regarding the noise issue at his residential address. Garnett Wright also spoke to Council regarding Mr. Zakal's concerns.

Deputy Mayor DiPasquale moved, Councillor Pouget seconded:

That:

1. **The delegation BE RECEIVED; and,**
2. **Council direct Administration to get a cost estimate for a sound engineer for Mr. Zakal's noise and vibration concerns.**

The Mayor put the Motion.

Motion Carried

Nuisance Mosquito Program – Brenda Kokko

Ms. Kokko addressed Council regarding the Nuisance Mosquito Program Proposal Review and Recommendation.

Councillor Fryer moved, Councillor Pouget seconded:

That item # 12.6 be brought forward to accommodate the above delegate.

The Mayor put the Motion.

Motion Carried

12.6 Nuisance Mosquito Program Proposal Review and Recommendation

Councillor Fryer moved the motion with an amendment regarding the award of the tender.

Councillor Fryer moved, Councillor Lavigne seconded:
That:

- 1. The report from the Manager of Engineering and Operations dated February 5, 2015, regarding the Nuisance Mosquito Program Proposal Review and Recommendation BE RECEIVED; and,**
- 2. Council concur with the lowest tender being Pestalto Environmental Health Services to provide a biological control program for nuisance mosquitos in the “Fraserville” area in the amount of \$49,972.00.**

The Mayor put the Motion.

Motion Carried

REPORTS – POLICE SERVICES

9.1 Hiring 3 Town Crossing Guards

Councillor Fryer moved the motion with an amendment regarding the movement of the Crossing Guard budget to Clerk’s department.

Deputy Mayor DiPasquale moved, Councillor Courtney seconded:

That:

- 1. The report from Constable Steve Owen, dated February 16, 2015, regarding the Hiring of 3 Town Crossing Guards BE RECEIVED; and,**
- 2. The hiring of 3 Crossing Guards BE APPROVED.**
- 3. Administration reallocate the Crossing Guards to the Clerk’s Department Budget starting in 2015 and training will still be provided by the Amherstburg Police Services.**

The Mayor put the Motion.

Motion Carried

REPORTS – CORPORATE AND COMMUNITY SERVICES

There were no reports at the time.

REPORTS – FINANCIAL SERVICES

11.1 February 2, 2015- February 16, 2015 Accounts Payable

Councillor Pouget moved, Councillor Meloche seconded:

That:

- 1. The report from the Director of Financial Services dated February 16, 2015, regarding February 2, 2015 - February 23, 2015 Accounts Payable, BE APPROVED; and,**
- 2. The Director of Financial Services BE AUTHORIZED to release funds for the approved payables.**

The Mayor put the Motion.

Motion Carried

11.2 Tangible Capital Assets Policy

Deputy Mayor DiPasquale moved, Councillor Pouget seconded:

That:

- 1. The report from the Director of Financial Services dated February 10, 2015, regarding Tangible Capital Assets Policy BE RECEIVED for information; and,**
- 2. The Town of Amherstburg Tangible Capital Assets Policy BE TABLED for Council's consideration at a future Special Policy Review Meeting of Council.**

The Mayor put the Motion.

Motion Carried

Councillor Pouget moved, Councillor Courtney seconded:

That Council meet on alternate Monday evenings to deal with the important policies that Administration deems necessary.

The Mayor put the Motion.

Motion Carried

REPORTS – ENGINEERING AND PUBLIC WORKS

12.1 Final Acceptance on Infrastructure – Kingsbridge Phase 4A

Councillor Fryer moved, Councillor Pouget seconded:

That:

1. **The report from the Manager of Engineering and Operations dated January 26, 2015 regarding the Final Acceptance on Infrastructure – Kingsbridge Phase 4A BE RECEIVED; and,**
2. **Council CONCUR with the recommendation of R.C. Spencer, Consulting Engineer, and ACCEPT and ASSUME Kingsbridge Phase 4A.**

The Mayor put the Motion.

Motion Carried

Councillor Pouget moved, Councillor Fryer seconded:

That Council break for a 5 minutes recess.

The Mayor put the Motion.

Motion Carried

Councillor Fryer moved, Councillor Lavigne seconded:

That Council reconvene at 8:57pm.

The Mayor put the Motion.

Motion Carried

12.2 Final Acceptance on Infrastructure – Kingsbridge Phase 4B

Councillor Lavigne moved, Councillor Fryer seconded:

That:

1. **The report from the Manager of Engineering and Operations dated January 26, 2015 regarding the Final Acceptance on Infrastructure – Kingsbridge Phase 4B BE RECEIVED; and,**

2. Council CONCUR with the recommendation of the R.C. Spencer, Consulting Engineer, and ACCEPT and ASSUME Kingsbridge Phase 4B.

The Mayor put the Motion.

Motion Carried

12.3 Final Acceptance on Infrastructure – Kingsbridge Phase 4C

Councillor Fryer moved, Councillor Meloche seconded:

That:

1. The report from the Manager of Engineering and Operations dated January 26, 2015 regarding the Final Acceptance on Infrastructure – Kingsbridge Phase 4C BE RECEIVED; and,
2. Council CONCUR with the recommendation of the R.C. Spencer, Consulting Engineer, and ACCEPT and ASSUME Kingsbridge Phase 4C.

The Mayor put the Motion.

Motion Carried

12.4 Final Acceptance on Infrastructure – Kingsbridge Phase 6A

Councillor Lavigne moved, Councillor Meloche seconded:

That:

1. The report from the Manager of Engineering and Operations dated January 26, 2015 regarding the Final Acceptance on Infrastructure – Kingsbridge Phase 6A BE RECEIVED; and,
2. Council CONCUR with the recommendation of the R.C. Spencer Consulting Engineer, and ACCEPT and ASSUME Kingsbridge Phase 6A.

The Mayor put the Motion.

Motion Carried

12.5 Final Acceptance on Infrastructure – Kingsbridge Phase 6B

Councillor Meloche moved, Councillor Lavigne seconded:

That:

1. **The report from the Manager of Engineering and Operations dated January 26, 2015 regarding the Final Acceptance on Infrastructure – Kingsbridge Phase 6B BE RECEIVED; and,**
2. **Council CONCUR with the recommendation of R.C. Spencer, Consulting Engineer and ACCEPT and ASSUME Kingsbridge Phase 6B.**

The Mayor put the Motion.

Motion Carried

12.6 Nuisance Mosquito Program Proposal Review and Recommendation (as dealt with above)

REPORTS – ECONOMIC AND COMMUNITY DEVELOPMENT

13.1 Dog Control Services – Request for Proposal Results

Councillor Fryer moved the motion with an amendment regarding the award of a 1 year term only.

Councillor Fryer moved, Councillor Pouget seconded:

That:

1. **The report from the Manager of Licensing and Enforcement dated February 6, 2015 regarding Dog Control Services – Request for Proposal Results BE RECEIVED;**
2. **Council AWARD the contract to 21st Century K9 Inc., to supply dog control services to the Town for a three-year term effective March 9, 2015 to March 8, 2018;**
3. **Council AUTHORIZE Administration to include the contract amount as follows:**
 - a. **Year 1: \$24,000 plus H.S.T.**

The Mayor put the Motion.

Motion Carried

13.2 Ontario Community Infrastructure Fund (OCIF) - Texas Road

This report will be brought to a future Council Meeting once more information is provided regarding the funding opportunity.

REPORTS - CAO's OFFICE

14.1 Committee Appointments – 2014 - 2018 Term

Councillor Fryer moved, Councillor Meloche seconded:

That:

- 1. The report from the Deputy Clerk dated February 17, 2015, regarding Committee Appointments – 2014 - 2018 Term BE RECEIVED;**
- 2. Marie Allen and Justine Silvaggio BE APPOINTED to the Accessibility Advisory Committee;**
- 3. Merv Richards BE APPOINTED to the Fence Viewers Committee;**
- 4. John MacDonald BE APPOINTED to the Co-An Park Committee;**
- 5. John Purdy, Todd Langlois, Robert Auger, and Terry Hall BE APPOINTED to the Audit and Finance Advisory Committee; and,**
- 6. Joe Varacalli, Marc Pillon, Robert Rozankovic, and John MacDonald BE APPOINTED to the Economic Development Advisory Committee.**

The Mayor put the Motion.

Motion Carried

14.2 2014-2018 Council Committee Appointments

Councillor Lavigne moved, Councillor Meloche seconded:

That:

1. **The report from the Municipal Clerk dated February 17, 2015, regarding 2014-2018 Council Committee Appointments BE RECEIVED;**
2. **Deputy Mayor DiPasquale and Councillor Meloche BE APPOINTED to the Audit and Finance Advisory Committee;**
3. **Deputy Mayor DiPasquale and Councillor Meloche BE APPOINTED to the Economic Development Advisory Committee;**
4. **Councillor Pouget BE APPOINTED to the Communities in Bloom Committee; and,**
1. **The Terms of Reference for the Communities in Bloom Committee BE APPROVED as presented.**

The Mayor put the Motion.

Motion Carried

14.3 Former CAO Recourse - Unfinished Business Item: CAO #6

Councillor Meloche moved, Councillor Courtney seconded:

That:

1. **The report from the Chief Administrative Officer regarding UFB 6- CAO BE RECEIVED for information.**

The Mayor put the Motion.

Motion Carried

14.4 Council Compensation Review for the 2014-2018 Term of Office

Councillor Fryer moved, Councillor Lavigne seconded:

That the Council Compensation report be deferred until the author can be present at the March 9th, 2015 Regular Meeting of Council.

The Mayor put the Motion.

	Yes/Concur	No/Not Concur
Councillor Courtney	X	
Mayor DiCarlo		X
Deputy Mayor DiPasquale		X
Councillor Fryer	X	
Councillor Lavigne	X	
Councillor Meloche		X
Councillor Pouget	X	

Motion Carried

14.5 PARC Process - Offer of Services from Leardi Law Firm

Councillor Meloche moved, Councillor Lavigne seconded:

That:

- 1. The report from the Chief Administrative Officer dated February 18, 2015 BE RECEIVED for information and direction.**

The Mayor put the Motion.

Motion Carried

Councillor Fryer moved, Councillor Lavigne seconded:

That Council entertain the services of Leardi Law Firm and pre-commit the upset limit of \$12,000.00 to the 2015 Budget and waive the rules of the procurement policy for the unsolicited bid.

The Mayor put the Motion.

	Yes/Concur	No/Not Concur
Councillor Courtney	X	
Mayor DiCarlo		X
Deputy Mayor DiPasquale	X	
Councillor Fryer	X	
Councillor Lavigne	X	
Councillor Meloche	X	
Councillor Pouget	X	

Motion Carried

Councillor Fryer moved, Councillor Lavigne seconded:

That Council extend the meeting past 10:00pm until 10:30pm.

The Mayor put the Motion.

Motion Carried

14.6 **Boblo Developments Update**

Councillor Lavigne moved, Councillor Pouget seconded:

That the Boblo Developments Update be deferred to a Special in-Camera Council meeting on February 26, 2015.

The Mayor put the Motion.

Motion Carried

COMMUNICATION REPORTS

Councillor Pouget moved, Councillor Courtney seconded:

That the communication reports BE RECEIVED.

a) Annual MFIPPA Reporting

The Mayor put the Motion.

Motion Carried

CONSENT CORRESPONDENCE

Councillor Pouget moved, Councillor Lavigne seconded:

That the consent correspondence BE RECEIVED.

a) Resolution of Council - Township of Ewanturel

b) Resolution of Council - Town of Tecumseh

The Mayor put the Motion.

Motion Carried

Councillor Pouget requested that Administration send correspondence in support of the Town of Tecumseh's resolution to keep the obstetrics services open at Leamington District Memorial Hospital.

CORRESPONDENCE

17.1 World Autism Awareness Day - April 2, 2015

Councillor Fryer moved, Councillor Pouget seconded:

That:

- 1. The correspondence regarding Autism Ontario's "Raise the Flag" campaign BE RECEIVED; and,**
- 2. Council PROCLAIM April 2, 2015 as World Autism Awareness Day in the Town of Amherstburg.**

The Mayor put the Motion.

Motion Carried

OTHER MINUTES

18.1 Traffic Committee Minutes - October 22, 2014

Deputy Mayor DiPasquale moved, Councillor Fryer seconded:

That:

- 1. The Traffic Committee Minutes of October 22, 2014 BE RECEIVED;**
- 2. Council CONCUR with the recommendation that Crownridge Boulevard be signed alternate monthly parking from Fryer Street to Sandwich Street and that additional enforcement for speeding be performed;**
- 3. Council CONCUR with the recommendation that Briar Ridge be signed alternate monthly parking from Fryer Street to Crownridge Boulevard;**
- 4. Council CONCUR with the recommendation that No Parking Signs be erected on Beneteau Street from 591 to the east of driveway 627. And further that parking be permitted on the north side of Beneteau from 297 to 614; and,**

5. Council **CONCUR** with the recommendation that a **Community Safety Zone sign** be erected at **Pat Thrasher Park** and further that **50kmp signs** be posted on **Knobb Hill Drive**.

The Mayor put the Motion.

Motion Carried

UNFINISHED BUSINESS

1. Councillor Courtney requested an update regarding the Legal Services RFP. The Chief Administrative Officer stated that the RFP is currently being developed and will be brought to Council for review as requested.

NEW BUSINESS

1. Councillor Meloche provided an overview of the Federation of Canadian Municipalities, Sustainable Communities Conference that he and Councillor Lavigne attended on February 12-14, 2015.
2. Councillor Fryer stated that there are parking issues on Whelan Court where there are some people parking wherever and as a result, garbage collection and snow removal is not being done. He requested that the Traffic Committee and Amherstburg Police Service look into the parking issue.
3. Councillor Fryer moved, Councillor Pouget seconded:

That Administration cease any further outside training sessions, meetings, seminars or conventions, for our employees, including travel, hotel or food expenses, unless approved by Council.

The Mayor put the Motion.

	Yes/Concur	No/Not Concur
Councillor Courtney	X	
Mayor DiCarlo		X

Deputy Mayor DiPasquale		X
Councillor Fryer	X	
Councillor Lavigne	X	
Councillor Meloche		X
Councillor Pouget	X	

Motion Carried

4. Councillor Courtney moved, Councillor Pouget seconded:

That Council direct administration to provide Council with a detailed report of all employees and their qualifications pertaining to the restructuring performed by the former CAO Mike Phipps. This report must include all employees who were hired, promoted, changed working status positions and were elevated from part-time to full-time positions. This report must also include a copy of proof of all certificates and/or degrees/diplomas and experience, that are relevant to their positions. This report must be provided to Council within two weeks only if this information can be provided upon the advice of legal counsel.

The Mayor put the Motion.

	Yes/Concur	No/Not Concur
Councillor Courtney	X	
Mayor DiCarlo		X
Deputy Mayor DiPasquale		X
Councillor Fryer	X	
Councillor Lavigne	X	
Councillor Meloche		X
Councillor Pouget	X	

Motion Carried

The Mayor stated the day to day hiring of employees is under the direction of the Chief Administrative Officer as it was clarified by legal counsel at an In-Camera meeting. The Mayor cautioned Council that this request could likely put the Town at risk for potential legal action by those employees.

REPORT FROM IN-CAMERA SESSION

The In-Camera Report Out from February 23, 2015 will be brought to the next Regular Council meeting due to time restrictions.

NOTICES OF MOTION

There were no Notices of Motion.

BY-LAWS

23.1 Confirmatory By-law

Councillor Lavigne moved, Councillor Meloche seconded:

That By-law 2015-19 being a by-law to confirm all resolutions of the Municipal Council Meeting held on February 23rd, 2015 be taken as having been read three times and finally passed and the Mayor and Clerk be authorized to sign same.

The Mayor put the Motion.

Motion Carried

ADJOURNMENT

Councillor Fryer moved, Councillor Courtney seconded:

That Council rise and adjourn at 10:38 p.m.

The Mayor put the Motion.

Motion Carried

MAYOR – ALDO DICARLO

CLERK – PAULA PARKER



**TOWN OF AMHERSTBURG
SPECIAL COUNCIL MEETING
Thursday, March 5, 2015
5:00 PM**

Council Chambers, 271 Sandwich Street South, Amherstburg

MINUTES

PRESENT

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

Giovanni (John), Chief Administrative Officer
Paula Parker, Clerk

ABSENT WITH NOTICE Councillor Joan Courtney

CALL TO ORDER

The Mayor called the meeting to order at 5:10 p.m.

DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

There were no disclosures of pecuniary interest noted.

PRESENTATIONS

Ministry of Municipal Affairs and Housing – Council Orientation

The Mayor welcomed Tim Ryall, Municipal Advisor and Roger Moyer, Manager of Local Government to the Special Council Meeting.

Mr. Ryall and Mr. Moyer took Council through a PowerPoint presentation and provided Council with an orientation package regarding the roles and responsibilities of Council and Administration.

ADJOURNMENT

Councillor Meloche moved, Councillor Lavigne seconded:

That Council rise and adjourn at 7:17p.m.

The Mayor put the Motion.

Motion Carried

MAYOR – ALDO DICARLO

CLERK – PAULA PARKER



**TOWN OF AMHERSTBURG
COUNCIL MEETING
Monday, March 09, 2015
6:00 PM**

Council Chambers, 271 Sandwich Street South, Amherstburg

MINUTES

PRESENT

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

Giovanni (John), Chief Administrative Officer
Paula Parker, Clerk

CALL TO ORDER

The Mayor called the meeting to order at 6:25 p.m.

DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF
(In-Camera agenda items)

There were no disclosures of pecuniary interest noted.

SPECIAL IN-CAMERA MEETING

Councillor Meloche moved, Deputy Mayor DiPasquale seconded:

That Council move into an In-Camera Meeting of Council at 3:27 p.m., pursuant to Section 239 of the Municipal Act, 2001, as amended, for the following reasons:

ITEM A - PARC Direction - Section 239 (2)(c) - A proposed or pending acquisition or disposition of land by the municipality or local board.

ITEM B – Employee Qualifications – 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.

ITEM C – Boblo Update – Section 239 (2)(f) - Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

ITEM D – 440-448 Simcoe – Section 239 (2)(f) - Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

The Mayor put the Motion.

Motion Carried

ADJOURNMENT OF IN-CAMERA MEETING

RESUMPTION OF REGULAR COUNCIL MEETING - 6:25 P.M.

PRAYER

The Clerk said prayer.

DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF *(Public Council Meeting agenda items)*

Councillor Pouget declared pecuniary interest with respect to agenda item # 15.2. She indicated that her children own property in Lake Erie Country Club.

MINUTES OF PREVIOUS MEETING

Approval of Minutes

Councillor Fryer moved the motion with the elimination of item # 2 – Regular Council Meeting Minutes – February 23, 2015.

Councillor Fryer moved, Councillor Lavigne seconded:

That the minutes BE ADOPTED by Council 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:

1. **Special In-Camera Meeting Minutes - February 23, 2015**
2. **Regular Council Meeting Minutes - February 23, 2015**
3. **Special In-Camera Meeting Minutes - February 26, 2015**
4. **Special Council Meeting Minutes - February 26, 2015**

The Mayor put the Motion.

Motion Carried

Councillor Pouget noted a discrepancy in the Regular Council Meeting Minutes for February 23rd, 2015, with respect to item # 14.5. The Municipal Clerk stated amendments would be made and the minutes will be brought back for consideration at the Regular Council Meeting on March 23rd, 2015.

Councillor Fryer moved, Councillor Lavigne seconded:

That presentation item # 10.1 be brought forward to accommodate the representative present from the Essex Region Conservation Authority (ERCA).

The Mayor put the Motion.

Motion Carried

10.1 **2014 Annual Report & 2015 Draft Budget - Richard Wyma, General Manager/Secretary-Treasurer, Essex Region Conservation Authority (ERCA)**

Mr. Wyma took Council through a Power Point presentation and provided them with handouts of the 2014 Annual Report and the 2015 Draft Budget.

Councillor Fryer moved, Councillor Lavigne seconded:

That the presentation BE RECEIVED.

The Mayor put the Motion.

Motion Carried

The Mayor asked for Council's consideration to bring forth a recognition that wasn't listed on the agenda.

The Manager of Tourism, along with the Tourism Coordinator and the Manager of Parks and Facilities informed Council that the Town of Amherstburg was recognized as "Municipality of the Year" by Festival and Events Ontario. The Manager of Tourism thanked Council, Administration and residents and presented the award to Mayor DiCarlo.

DELEGATIONS

9.1 Housing for the Amherstburg Food Bank - Lucille Thrasher, President of Amherstburg Food Bank

Ms. Thrasher addressed Council with respect to the relocation of the Amherstburg Food Bank.

The Chief Administrative Officer stated that he will look into available municipal resources.

Councillor Fryer moved, Councillor Meloche seconded:

That the delegation BE RECEIVED.

The Mayor put the Motion.

Motion Carried

9.2 Petition to keep Amherstburg Police Service Local - Darlene Meloche

Ms. Meloche addressed Council with respect to a petition to keep Amherstburg Police Service.

Deputy Mayor DiPasquale moved, Councillor Courtney seconded:

That the delegation BE RECEIVED.

The Mayor put the Motion.

Motion Carried

9.3 Staffing Presentation - Jim Broderick

Mr. Broderick withdrew as a delegation in light of recent discussions regarding employee qualifications.

Councillor Meloche moved, Deputy Mayor DiPasquale seconded:

That the presentation BE RECEIVED.

The Mayor put the Motion.

Motion Carried

9.4 PARC Request – Peggy Thompson
(As dealt with below)

PRESENTATIONS

10.1 2014 Annual Report & 2015 Draft Budget - Richard Wyma, General Manager/Secretary-Treasurer, Essex Region Conservation Authority (ERCA)
(As dealt with above)

REPORTS – POLICE SERVICES

No reports at this time.

REPORTS – CORPORATE AND COMMUNITY SERVICES

12.1 Naming Rights Agreement Amendment – Libro Credit Union (formerly United Communities Credit Union)

Deputy Mayor DiPasquale moved, Councillor Pouget seconded:

That:

- 1. The report from the Manager of Business Development and Programs dated February 19, 2015 regarding Naming Rights**

Agreement Amendment – Libro Credit Union (formerly United Communities Credit Union) BE RECEIVED;

- 2. The addendum to the signed naming rights agreement, changing the name from United Communities Credit Union to Libro Credit Union BE APPROVED; and,**
- 3. The Mayor and Clerk BE AUTHORIZED to sign the addendum on behalf of the Town of Amherstburg.**

The Mayor put the Motion.

Motion Carried

12.2 Staff Attendance at Gordon Food Service Trade Show

Councillor Pouget moved, Councillor Courtney seconded:

Councillor Pouget moved the motion with an amendment to receive the report only.

That:

- 1. The report from the Manager of Business Development and Programs dated March 3, 2015 regarding staff attendance at the Gordon Food Service Trade Show BE RECEIVED.**

The Mayor put the Motion.

Motion Carried

The Mayor asked for Council's consideration to address supplementary item # 9.4 to accommodate the delegate in the gallery.

9.4 PARC Request – Peggy Thompson

Ms. Thompson addressed Council regarding the PARC process requesting an invitation from the Premier, the Minister of Education and Minister of Rural Affairs or their delegates to visit the Amherstburg area and examine first-hand the impact the school closures would have on our community.

That the delegation BE RECEIVED.

The Mayor put the Motion.

Motion Carried

Councillor Pouget moved, Councillor Fryer seconded:

That Administration formally invite the Premier, the Minister of Education and Minister of Rural Affairs or their delegates to visit the Amherstburg area and examine first-hand the impact the school closures would have on our community.

The Mayor put the Motion.

Motion Carried

REPORTS – FINANCIAL SERVICES

13.1 February 16, 2015- March 2, 2015 Accounts Payable

Deputy Mayor DiPasquale moved, Councillor Meloche seconded:

That:

- 1. The report from the Director of Financial Services dated March 2, 2015 regarding February 16, 2015 – March 2, 2015 Accounts Payable, BE APPROVED; and,**
- 2. The Director of Financial Services BE AUTHORIZED to release funds for the approved payables.**

The Mayor put the Motion.

Motion Carried

13.2 Drainage Line of Credit

Deputy Mayor DiPasquale moved, Councillor Pouget seconded:

That:

- 1. The report from the Director of Financial Services dated March 2, 2015 regarding Drainage Line of Credit, BE RECEIVED;**
- 2. The Canadian Imperial Bank of Commerce BE AUTHORIZED to amend the current banking agreement dated June 3, 2014 to reduce Credit Facility A to \$7,000,000.00 from \$8,000,000.00;**
- 3. The Canadian Imperial Bank of Commerce BE AUTHORIZED to amend the current banking agreement dated June 3, 2014 to create a**

new Credit Facility for a Drainage Line of Credit of \$1,000,000.00 with a Rate of Prime Less .25%;

- 4. The Director of Financial Services BE AUTHORIZED to perform the necessary transfers to fund IN CASH the Equity Reserves of the Town of Amherstburg as outlined in the financial matters section of this report; and,**
- 5. By-law 2015-23 being a by-law to provide for temporary borrowing until Drainage Work Repayments are collected and other revenues are received, be taken as having been read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same.**

The Mayor put the Motion.

Motion Carried

REPORTS – ENGINEERING AND PUBLIC WORKS

14.1 2015 Nuisance Mosquito Program Agreement

Councillor Fryer moved, Councillor Lavigne seconded:

That:

- 1. The report from the Manager of Engineering and Operations dated February 25, 2015, regarding the 2015 Nuisance Mosquito Program Agreement BE RECEIVED; and,**
- 2. By-law 2015-22 being a by-law to enter into an agreement with Pestalto Environmental Health Services Inc. to provide the required services to complete the 2015 Nuisance Mosquito Program for the ‘Fraserville Area’ be taken as having been read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same.**

The Mayor put the Motion.

Motion Carried

REPORTS – ECONOMIC AND COMMUNITY DEVELOPMENT

15.1 Downtown Parking Review

Councillor Meloche moved, Councillor Lavigne moved:

That:

- 1. The report from the Director of Economic and Community Development dated February 20, 2015 regarding the Downtown Parking Review BE RECEIVED;**
- 2. Council APPROVE the appropriate signage for Town owned parking lots, street parking signage, enhanced line painting, consistent enforcement and communication to encourage improved downtown parking practices; and,**
- 3. Council DIRECT Administration to continue to monitor downtown parking and report to Council the impacts of the changes, and future downtown parking opportunities.**

The Mayor put the Motion.

Motion Carried

The Mayor asked for Council's consideration to move the Report Out from the In-Camera Session forward to hear from the Town's Solicitor, Nancy Jammu-Taylor.

COUNCIL IN CAMERA SESSION – REPORTING OUT February 23, 2015 MEETING

Council met at 6:03pm on February 23, 2015 for a Special In-Camera meeting and discussed one (1) item as provided for under Section 239 of the Municipal Act:

ITEM A – Discussion of Committee Applications heard under Section 239(2)(b) of the Act. There is nothing further to report at this time.

COUNCIL IN CAMERA SESSION – REPORTING OUT February 26, 2015 MEETING

Council met at 5:06 pm on February 26, 2015 for a Special In-Camera meeting and discussed one (1) items as provided for under Section 239 of the Municipal Act:

ITEM A – Boblo Update heard under Section 239(2) (f) of the Act. There is nothing further to report at this time.

COUNCIL IN CAMERA SESSION – REPORTING OUT March 9, 2015 MEETING

Council met at 3:12 pm on March 9, 2015 for a Special In-Camera meeting and discussed four (4) items as provided for under Section 239 of the Municipal Act:

ITEM A - PARC Direction heard under Section 239 (2)(c) of the Act. There is nothing further to report at this time.

ITEM B – Employee Qualifications heard under Section 239 (2)(b) and (f) of the Act. As a result of that discussion, Nancy Jammu-Taylor, legal counsel from McTague Law Firm had the following statement:

Although Council is legally entitled to ask for such information, it is not advisable to do so. Administration, and specifically, the CAO is responsible for the general supervision and oversight of all departments and has full control and direction of all Town of Amherstburg employees as per By-law 2014-94. Council is the primary policy-making body of the Town and ought to interfere with operational and administrative issues. Doing so only serves to blur the lines between Council and Administration and limit Council's ability to hold the CAO accountable for the Town's operations. Accordingly, decisions regarding labour and employment matters ought to be left to the CAO to handle subject to Council approval as required.

ITEM C – Boblo Update heard under Section 239 (2)(f) of the Act. There is nothing further to report at this time.

ITEM D – 440-448 Simcoe heard under Section 239 (2)(f) of the Act. There is nothing further to report at this time.

15.2 Disposal of Surplus Real Property

Councillor Pouget left Council Chambers at 7:58 p.m. and removed herself from discussion and voting on the matter of attachment C with respect to the pecuniary interest declared earlier in the evening.

Councillor Meloche moved, Councillor Lavigne seconded:

That:

- 1. The report from the Director of Economic and Community Development dated March 2, 2015 regarding the Disposal of Surplus Real Property BE RECEIVED;**

2. **Council DECLARE the properties contained in attachments C of this report surplus to the needs of the Town of Amherstburg; and,**
3. **Administration BE AUTHORIZED and DIRECTED to sell the subject lands at fair market value in accordance with the Sale of Surplus Property Policy.**

The Mayor put the Motion.

Motion Carried

Councillor Pouget re-entered Council Chambers at 8:04 p.m.

Councillor Fryer moved, Councillor Pouget seconded:

That:

1. **The report from the Director of Economic and Community Development dated March 2, 2015 regarding the Disposal of Surplus Real Property BE RECEIVED and DEFERRED until further property information can be provided to Council.**

The Mayor put the Motion.

Motion Failed

Councillor Meloche moved the motion with a slight amendment pertaining to Council's final approval.

Councillor Meloche moved, Deputy Mayor DiPasquale seconded:

That:

1. **The report from the Director of Economic and Community Development dated March 2, 2015 regarding the Disposal of Surplus Real Property BE RECEIVED;**
2. **Council DECLARE the properties contained in attachments A, B, D and Table 1 of this report surplus to the needs of the Town of Amherstburg; and,**
3. **Administration BE AUTHORIZED and DIRECTED to sell the subject lands at fair market value in accordance with the Sale of Surplus Property Policy and bring back proposals for Council's final approval.**

The Mayor put the Motion.

Motion Carried

15.3 **Ontario Community Infrastructure Fund (OCIF) – Texas Road**
(As dealt with below)

REPORTS - CAO's OFFICE

16.1 **Newspaper Advertising – Renewal of Contract with River Town Times**

Deputy Mayor DiPasquale moved, Councillor Meloche seconded:

That:

1. **The report from the Manager of Special Projects dated February 23, 2015 regarding Newspaper Advertising – Extension of Contract BE RECEIVED;**
2. **Council APPROVE a one-year extension of the current contract for newspaper advertising with the River Town Times; and,**
3. **By-law 2015-21 being a by-law to enter into a contract with the River Town Times to provide weekly newspaper advertising 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.**

The Mayor put the Motion.

Motion Carried

The Mayor asked for Council's consideration to address supplementary item # 15.3.

15.3 **Ontario Community Infrastructure Fund (OCIF) – Texas Road**

The Clerk noted that the motion of previous Council dated October 7, 2013, needed to be rescinded in order to consider the new motion before Council.

Councillor Fryer moved, Councillor Lavigne seconded:

That the previous motion from October 7, 2013, BE RESCINDED.

The Mayor put the Motion.

Motion Carried

Councillor Fryer moved, Councillor Lavigne seconded:

That:

- 1. The report from the Director of Economic and Community Development dated February 19, 2015 regarding the Ontario Community Infrastructure Fund (OCIF) - Texas Road Reconstruction BE RECEIVED;**
- 2. Council review the financial information in the report associated with Option 2 and Option 3 for the Texas Road reconstruction;**
- 3. The Town of Amherstburg ENTER into a Contribution Agreement with the Ministry of Agriculture, Food and Rural Affairs (OMAFRA) and FURTHER that the Mayor and Clerk BE AUTHORIZED to sign the agreement; and,**
- 4. Council DIRECT administration to prepare a Tender document with revised road cross section, technical detail, project timeline and projected costs associated with Option 2 for the Texas Road reconstruction.**

The Mayor put the Motion.

Motion Carried

16.2 Council Compensation Review for the 2014-2018 Term of Office

Councillor Meloche moved a new motion with respect to this item.

Councillor Meloche moved, Deputy Mayor DiPasquale seconded:

That:

- 1. Each Council member, including the Mayor, accept a \$2000.00 reduction in salary; and,**
- 2. Each Council member, including the Mayor, also accept a \$1000.00 reduction in either their per diem salary or their public reception allocation (the choice to be theirs).**

The Mayor put the Motion.

	Yes/Concur	No/Not Concur
Councillor Courtney		X
Mayor DiCarlo	X	
Deputy Mayor DiPasquale	X	
Councillor Fryer		X
Councillor Lavigne		X
Councillor Meloche	X	
Councillor Pouget		X

Motion Failed

Councillor Lavigne moved, Councillor Fryer seconded:

That:

- 1. The report from the Manager of Licensing and Enforcement dated February 10, 2015 regarding Council Compensation Review for the 2014-2018 Term of Office BE RECEIVED;**
- 2. Council APPROVE the Council Compensation Committee's recommendation of a zero percent increase to the salary structure for the 2014-2018 term of Council; and,**
- 3. Council APPROVE the Council Compensation Committee's recommendation that if a member of Council elects to pay for his/her own registration to a conference, no expenses or per diems will be reimbursed or paid to the member of Council.**

The Mayor put the Motion.

	Yes/Concur	No/Not Concur
Councillor Courtney	X	
Mayor DiCarlo		X
Deputy Mayor DiPasquale		X
Councillor Fryer	X	
Councillor Lavigne	X	
Councillor Meloche		X
Councillor Pouget	X	

Motion Carried

COMMUNICATION REPORTS

Councillor Meloche moved, Deputy Mayor DiPasquale seconded:

That the communication reports BE RECEIVED:

- a) Request for a Streetlight at Willow Beach Road and Concession 3 South
- b) Amherstburg Land Holdings Remediation Update
- c) Town of Amherstburg Official Plan Review
- d) 2015 Tree Inventory and Evaluation for King's Navy Yard Park, Bill Wigle Park and Austin 'Toddy' Jones Park
- e) 2014 Annual Treasurers Report
- f) 2014 Year end Reserve Funds and Restricted Cash Update
- g) 2014 Annual Report on Development Charge Reserve Funds
- h) Amherstburg Chamber of Commerce Mardi Gras Event – July 24-25, 2015

The Mayor put the Motion.

Motion Carried

Councillor Pouget addressed item # 17(h) requesting attendees of the Public Events Committee meeting on January 6, 2015. The Manager of Licensing and Enforcement advised that the names of those who attended the meeting would be emailed to Council.

Deputy Mayor DiPasquale moved, Councillor Fryer seconded:

That Council waive the rules of order to allow a member of the Amherstburg Chamber of Commerce to speak and answer questions regarding the Mardi Gras event.

The Mayor put the Motion.

Motion Carried

Scott Deslippe, Amherstburg Chamber of Commerce member, informed Council that the Chamber held a meeting for business owners in the area surrounding the Mardi Gras event. The business owners were informed of the event and many were in support of the event.

CONSENT CORRESPONDENCE

Deputy Mayor DiPasquale moved, Councillor Pouget seconded:

That the consent correspondence BE RECEIVED.

- a) **Ontario Association of Fire Chiefs - Municipal Official's Seminar**
- b) **Annual Warden's Luncheon - Windsor-Essex Regional Chamber of Commerce**
- c) **Town of Aurora Resolution - Bill 52, The Protection of Public Participation Act**
- d) **County Council Delegation - Essex Spitfire Committee**

The Mayor put the Motion.

Motion Carried

CONSENT OTHER MINUTES

Councillor Lavigne moved, Councillor Meloche moved:

That the following minutes BE RECEIVED:

- a) **Amherstburg Police Services Board Minutes - January 20, 2015.**

The Mayor put the Motion.

Motion Carried

CORRESPONDENCE

20.1 Purple Day - March 26, 2015

Councillor Meloche moved, Councillor Lavigne seconded:

That:

1. **The correspondence regarding Purple Day BE RECEIVED; and,**
2. **Council PROCLAIM March 26, 2015 as Purple Day in the Town of Amherstburg.**

The Mayor put the Motion.

Motion Carried

UNFINISHED BUSINESS

1. Councillor Pouget inquired when Council's Health and Safety training would be scheduled. The Clerk stated that the training will be scheduled once an agreeable date could be set.

Councillor Fryer moved, Councillor Meloche seconded:

That Council waive the rules within Procedural By-law 2014-91 with respect to Monday meetings, Sections 3.3 and 5.6 and that additional meetings do not begin before 6pm.

The Mayor put the Motion.

Motion Carried

NEW BUSINESS

There was no new business.

REPORT FROM IN-CAMERA SESSION

(As reported out above)

NOTICES OF MOTION

Deputy Mayor DiPasquale introduced a Notice of Motion regarding election by ward system. This motion will be before Council for consideration and voting at the March 23, 2015, Regular Council Meeting.

BY-LAWS

25.1 Agreement with 21st Century K9 Inc. - 1 year of Dog Control Services

Councillor Meloche moved, Deputy Mayor DiPasquale seconded:

That By-law 2015-18 being a by-law to enter into a contract with 21st Century K9 Inc. to provide dog control services be taken as having been read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same.

The Mayor put the Motion.

Motion Carried

25.2 Fence Viewers Appointment By-law

Councillor Fryer moved, Councillor Meloche seconded:

That By-law 2015-20 being a by-law to Appoint Fence Viewers 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.

The Mayor put the Motion.

Motion Carried

25.3 Confirmatory By-law

Deputy Mayor DiPasquale moved, Councillor Lavigne seconded:

That By-law 2015-24 being a by-law to confirm all resolutions of the Municipal Council Meeting held on February 26th, March 5th and 9th, 2015 be taken as having been read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same.

The Mayor put the Motion.

Motion Carried

ADJOURNMENT

Councillor Pouget moved, Deputy Mayor DiPasquale seconded:

That Council rise and adjourn at 9:32 p.m.

The Mayor put the Motion.

Motion Carried

MAYOR – ALDO DICARLO

CLERK – PAULA PARKER



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF FINANCIAL SERVICES

MISSION STATEMENT:

Author's Name: Justin Rousseau	Report Date: March 16, 2015
Author's Phone: 519 736-0012 ext. 259	Date to Council: March 23, 2015
Author's E-mail: jrousseau@amherstburg.ca	Classification #:

To: Mayor and Members of Town Council

Subject: March 2, 2015 - March 16, 2015 Accounts Payable

1. RECOMMENDATION:

It is recommended that:

1. The report from the Director of Financial Services dated March 2, 2015 regarding March 2, 2015 – March 16, 2015 Accounts Payable, **BE APPROVED**; and
2. The Director of Financial Services **BE AUTHORIZED** to release funds for the approved payables.

EXECUTIVE SUMMARY:

N/A

2. BACKGROUND:

On December 15, 2014, Council adopted the following motion:

“To direct Administration to provide Council with an opportunity each month to view, question and approve accounts payable prior to payment with the exception of mandatory payments such as hydro, negotiated wages, the Solicitor General, benefits, insurance and OMERS payments.”

Subsequently on January 12, 2015, Council adopted an amendment to the previously adopted resolution as follows:

“To direct Administration to provide Council with an opportunity Bi-Weekly to view, question and approve accounts payable prior to payment with the exception of mandatory payments such as hydro, negotiated wages, the Solicitor General, benefits, insurance and OMERS payments.”

3. DISCUSSION:

The listing of Accounts Payables is attached, all cheques have been signed by approved signing authorities of the Town of Amherstburg, and all non-mandatory cheques are awaiting approval of Council prior to release.

4. RISK ANALYSIS:

It should be noted that the Town of Amherstburg, is a complex entity, with many different payment terms, and contracts. The timing of Council meetings may cause slower than normal payment of accounts which may result in interest charges or vendor complaints. However it should be noted that although this risk with the current system is minimal, the possibility still remains.

5. FINANCIAL MATTERS:

The impact of interest charges are unknown at this time and vary from vendor to vendor. The payments of the attached Accounts Payable listing will be released upon approval of this report.

6. CONSULTATIONS:

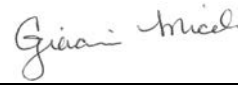
N/A

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7. CONCLUSION:

Approval of accounts payable in a timely manner will prevent vendor complaints and interest penalties.


Justin Rousseau
Director of Financial Services


Giovanni (John) Miceli
Chief Administrative Officer

JR

APPENDICES:
Appendix A- Listing of Account Payable
Private and Confidential Memo - pertaining to legal invoices and insurance claim payouts.

DEPARTMENTS/OTHERS CONSULTED:
Name: None
Phone #:

NOTIFICATION :				
Name	Address	Email Address	Telephone	FAX



Vendor : ONE06 To ZUL01

Batch : All

Department : All

Cheque Print Date : 04-Mar-2015 To 16-Mar-2015

Bank : 1 To 99

Class : All

Vendor Invoice	Vendor Name Description	Batch	Invc Date	Invc Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 0000000	GENERAL				
AMH11	A'BURG PROF. FIREFIGHTERS ASSOCIATION				
FEBRUARY 20	FEBRUARY UNION DUES	191	27-Feb-2015	27-Feb-2015	
10-2-0000000-1156	A/P - PAYROLL DED. - FIRE				204.00
AMH22	AMHERSTBURG POLICE ASSOCIATION				
FEBRUARY 20	FEBRUARY DUES	191	27-Feb-2015	27-Feb-2015	
10-2-0000000-1146	A/P - PAYROLL DED. - POLI				4,573.99
BEL37	BELFOR PROPERTY RESTORATION				
R#181118	RETURN OF INDEMNITY FEE - 264 ST. ARNAUD	166	23-Feb-2015	23-Feb-2015	
10-2-0000000-2140	INDEMNITY FEES				1,000.00
CIO01	CIONCA MIHAI				
R#159645	RETURN OF INDEMNITY FEE - 8541 NORTH SIDEROAD	200	06-Mar-2015	06-Mar-2015	
10-2-0000000-2140	INDEMNITY FEES				1,000.00
DES13	DESJARDINS HOUSE MOVERS LTD				
R#149524	RETURN OF INDEMNITY FEE - 381 LAKEWOOD	166	25-Feb-2015	25-Feb-2015	
10-2-0000000-2140	INDEMNITY FEES				1,000.00
ESS27	ESSEX POWERLINES CORPORATION				
JC5624	JANUARY WATER BILLING & COLLECTING	171	31-Jan-2015	31-Jan-2015	
80-5-0000000-0504	COLLECTION EXPENSE				16,272.97
JC5634	FEBRUARY WATER BILLING & COLLECTING	207	28-Feb-2015	28-Feb-2015	
80-5-0000000-0504	COLLECTION EXPENSE				16,272.97
ESS53	ESSEX REGION CONSERVATION AUTHORITY				
IN000006389	RISK MGMT. SERVICES	207	25-Feb-2015	25-Feb-2015	
80-2-0000000-2160	SOURCE PROTECTION MUNICIPAL FUND				15,933.00
GRE02	GREAT LAKES SAFETY PRODUCTS				
257880	GLOVES	171	30-Jan-2015	30-Jan-2015	
80-5-0000000-0420	EQUIPMENT MAINTENANCE				267.72
GRO04	GRONDIN DWAYNE				
379570	REIMBURSEMENT FOR MEMBERSHIP DUES	171	27-Feb-2015	27-Feb-2015	
80-5-0000000-0350	MEMBERSHIPS				237.07
HAC02	HACHEY GREGOR & DIANE				
MARCH 10, 20	REFUND ON TAX ACCOUNT	200	10-Mar-2015	10-Mar-2015	
10-1-0000000-2138	A/R PROP TAX REFUND OWING				296.11
HEA01	HEATON SANITATION				
19006	VACTOR FLUSHER TO DAYLIGHT HOLE TO REPAIR WATER SERVICE	171	26-Jan-2015	26-Jan-2015	
80-5-0000000-0755	WATER SERVICE MAINTENANCE				678.00
19154	VACTOR FLUSHER TO DAYLIGHT HOLE TO REPAIR SERVICE LEAK	171	09-Feb-2015	09-Feb-2015	
80-5-0000000-0755	WATER SERVICE MAINTENANCE				1,130.00
19235	VACTOR FLUSHER TO DAYLIGHT HOLE TO REPAIR WATER SHUT-OFF	171	19-Feb-2015	19-Feb-2015	
80-5-0000000-0755	WATER SERVICE MAINTENANCE				678.00
19237	VACTOR FLUSHER TO DAYLIGHT HOLES FOR WATER INSTALLATION	171	19-Feb-2015	19-Feb-2015	
80-5-0000000-0755	WATER SERVICE MAINTENANCE				1,356.00
19329	VALVE REPAIR	207	28-Feb-2015	30-Mar-2015	
80-5-0000000-0840	VALVE MAINTENANCE				2,847.60
HET01	HETEK SOLUTIONS INC				
INV0013992	AIR SNIFFER CALIBRATION	171	24-Feb-2015	24-Feb-2015	
80-5-0000000-0420	EQUIPMENT MAINTENANCE				271.20
INV0014055	LOCATOR CALIBRATIONS	171	03-Feb-2015	03-Feb-2015	
80-5-0000000-0420	EQUIPMENT MAINTENANCE				226.00



Vendor : ONE06 To ZUL01

Batch : All

Department : All

Cheque Print Date : 04-Mar-2015 To 16-Mar-2015

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Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 0000000	GENERAL				
IBE01 IBEW - LOCAL 636					
FEBRUARY 20 FEBRUARY DUES		191	27-Feb-2015	27-Feb-2015	
10-2-0000000-1145	A/P - PAYROLL DED. - UNIO				2,710.18
LAN22 LANGLOIS SANDRA					
FEB. 18, 2015 INSTALLATION OF NEW WATER SERVICE - REFUND		171	18-Feb-2015	18-Feb-2015	
80-1-0000000-4502	INVENTORY - PARTS				-309.50
80-2-0000000-2150	WATER DEPOSITS				1,500.00
80-4-0000000-1660	WATER - LABOUR REVENUE				-425.88
80-4-0000000-1665	WATER - EQUIPMENT USAGE				-619.20
80-5-0000000-0755	WATER SERVICE MAINTENANCE				-21.90
LAW05 LAWSON PRODUCTS INC					
9303044188 SCREWS		171	30-Jan-2015	30-Jan-2015	
80-5-0000000-0755	WATER SERVICE MAINTENANCE				133.90
MAL01 MALDEN AUTOMOTIVE					
5294-109602 BATTERY UNIT WM-06		171	12-Feb-2015	12-Feb-2015	
80-5-0000000-0402	VEHICLE & EQUIPMENT MTCE.				133.13
5294-109619 WARRANTY CREDIT FOR BATTERY #UM-06		207	13-Feb-2015	13-Feb-2015	
80-5-0000000-0402	VEHICLE & EQUIPMENT MTCE.				-12.43
5294-110213 JACK HAMMER RENTAL		207	02-Mar-2015	02-Mar-2015	
80-5-0000000-0755	WATER SERVICE MAINTENANCE				101.70
MCA08 MCALLISTER WINSTON & PATRICIA					
R#176981 RETURN OF INDEMNITY FEE - 330 KING ST.		200	06-Mar-2015	06-Mar-2015	
10-2-0000000-2140	INDEMNITY FEES				1,000.00
MEA01 THE MEARIE GROUP					
16105 MARCH BENEFIT		171	21-Feb-2015	01-Mar-2015	
80-5-0000000-0211	BENEFITS - ESSEX POWER - WATER DEPARTMEN				1,195.36
NOR03 NOR BUILT CONSTRUCTION					
R#167106 RETURN OF INDEMNITY FEE - 525,527,529,531 GOLFOVIEW		166	25-Feb-2015	25-Feb-2015	
10-2-0000000-2140	INDEMNITY FEES				1,000.00
OME01 OMERS					
FEBRUARY 20 FEBRUARY REMITTANCE		191	26-Feb-2015	26-Feb-2015	
10-2-0000000-1144	OMERS PAYABLE				142,734.80
SAN15 SANTERRA STONECRAFT					
242633 MASONRY SAND		171	26-Jan-2015	26-Jan-2015	
80-5-0000000-0755	WATER SERVICE MAINTENANCE				271.20
242790 MASONRY SAND		171	10-Feb-2015	10-Feb-2015	
80-5-0000000-0755	WATER SERVICE MAINTENANCE				271.20
242842 MASONRY SAND		171	18-Feb-2015	18-Feb-2015	
80-5-0000000-0755	WATER SERVICE MAINTENANCE				271.20
SOU27 SOULLIERE TYLER					
R#180466 RETURN OF INDEMNITY FEE - 744 FRONT RD. N.		166	25-Feb-2015	25-Feb-2015	
10-2-0000000-2140	INDEMNITY FEES				1,000.00
TAR01 TARGET BUILDING MATERIALS LTD					
15885 CURING BLANKET FOR METER PIT		171	12-Feb-2015	12-Feb-2015	
80-5-0000000-0755	WATER SERVICE MAINTENANCE				48.41
TRI22 TRICKEY ET AL TAX TEAM INC.					
6851 TAX REG COSTS - EXAG14-007-TT		200	01-Mar-2015	01-Mar-2015	
10-1-0000000-1503	TAX REG. - REGISTRATION				152.55



Vendor : ONE06 To ZUL01

Batch : All

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Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 0000000	GENERAL				
6852	TAX REG COSTS - EXAG14-010-TT	200	01-Mar-2015	01-Mar-2015	
10-1-0000000-1503	TAX REG. - REGISTRATION C				361.60
6864	TAX REG COSTS - EXAG15-004-TT	200	04-Mar-2015	04-Mar-2015	
10-1-0000000-1503	TAX REG. - REGISTRATION C				203.40
6865	TAX REG COSTS - EXAG15-005-TT	200	04-Mar-2015	04-Mar-2015	
10-1-0000000-1503	TAX REG. - REGISTRATION C				293.80
UND01	UNDERGROUND SPECIALTIES				
487274	SERVICE MATERIALS	171	29-Jan-2015	29-Jan-2015	
80-5-0000000-0755	WATER SERVICE MAINTENANCE				1,659.55
487518	SERVICE SADDLE	171	13-Feb-2015	13-Feb-2015	
80-5-0000000-0755	WATER SERVICE MAINTENANCE				262.52
487521	REPAIR SADDLES	171	13-Feb-2015	13-Feb-2015	
80-5-0000000-0810	WATER - MAIN MAINTENANCE				1,600.69
487522	MISC. MATERIAL	171	13-Feb-2015	13-Feb-2015	
80-5-0000000-0755	WATER SERVICE MAINTENANCE				79.90
VEH01	VEHICLE VENTURE				
165700	BEACON SWITCH FOR WM-06	171	17-Feb-2015	17-Feb-2015	
80-5-0000000-0402	VEHICLE & EQUIPMENT MTCE.				41.75
WAL16	WALKER AGGREGATES INC.				
254213	STONE	171	21-Feb-2015	21-Feb-2015	
80-5-0000000-0755	WATER SERVICE MAINTENANCE				35.89
WIG01	WIGLE HOME HARDWARE BUILDING CENTRE				
82437	SNOW SHOVEL	171	06-Feb-2015	06-Feb-2015	
80-5-0000000-0420	EQUIPMENT MAINTENANCE				24.83
82449	METER BOX EXTENSIONS	171	06-Feb-2015	06-Feb-2015	
80-5-0000000-0755	WATER SERVICE MAINTENANCE				34.00
82721	KEY, PICK HANDLE	171	19-Feb-2015	19-Feb-2015	
80-5-0000000-0420	EQUIPMENT MAINTENANCE				43.95
82729	PIPE WRAP	171	20-Feb-2015	20-Feb-2015	
80-5-0000000-0755	WATER SERVICE MAINTENANCE				129.39
82801	PROPANE,LIGHTERS	171	23-Feb-2015	23-Feb-2015	
80-5-0000000-0755	WATER SERVICE MAINTENANCE				14.66
WIN08	WINDSOR DISPOSAL SERVICES LTD				
719368	FEB. GARBAGE COLLECTION	178	01-Feb-2015	01-Feb-2015	
10-1-0000000-2066	A/R - CLEARING				293.30
WOR010	WORK AUTHORITY				
245729	WORK BOOTS	178	08-Feb-2015	08-Feb-2015	
80-5-0000000-0161	CLOTHING				894.07
248028	WORK BOOTS	178	22-Feb-2015	22-Feb-2015	
80-5-0000000-0161	CLOTHING				745.77
WOR03	WORKPLACE SAFETY & INSURANCE BOARD				
FEB 2015	FEBRUARY 2015 REMITTANCE	191	28-Feb-2015	31-Mar-2015	
10-2-0000000-1153	A/P - PAYROLL DED. - WSIB				19,872.08
XCG01	XCG TRAINING & OPERATIONS				
2275	PROFESSIONAL SERVICES	171	26-Feb-2015	26-Feb-2015	
80-5-0000000-0249	TRAINING				757.10

Department Totals : 242,727.60



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Batch : All

Department : All

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Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 1001010 COUNCIL					
TOW06 TOWN OF TECUMSEH					
1567	COUNCIL ORIENTATIONS	210	20-Feb-2015	20-Feb-2015	
10-5-1001010-0351	COUNCIL - GENERAL TRAINING				165.81
Department Totals :					165.81
<hr/>					
DEPARTMENT 1001017 COUNCIL - COUNCILLOR 4					
MEL42 MELOCHE LEO					
FEB. 12-14, 20	MEALS, MILEAGE & TRANSPORTATION	210	12-Feb-2015	12-Feb-2015	
10-5-1001017-0352	MELOCHE - TRAVEL & MILEAGE				311.12
Department Totals :					311.12
<hr/>					
DEPARTMENT 1001020 ADMINISTRATION					
ABE01 ABELL PEST CONTROL INC.					
02042710	FEBRUARY PEST CONTROL	178	28-Feb-2015	28-Feb-2015	
10-5-1001020-0317	BUILDING MAINTENANCE				33.90
10-5-1001020-0317	BUILDING MAINTENANCE				33.90
10-5-1001020-0317	BUILDING MAINTENANCE				62.15
AMH67 AMHERSTBURG RIVER TOWN TIMES					
62324	WEEKLY ADVERTISING	168	18-Feb-2015	18-Feb-2015	
10-5-1001020-0307	ADVERTISING				410.19
62389	WEEKLY ADVERTISING	168	25-Feb-2015	25-Feb-2015	
10-5-1001020-0307	ADVERTISING				291.54
62618	LISTING IN PHONE BOOK	200	03-Mar-2015	03-Mar-2015	
10-5-1001020-0307	ADVERTISING				452.00
DAT01 DATA GROUP LTD					
D1347825	PURPLE CHEQUE - WASTEWATER	166	25-Feb-2015	25-Feb-2015	
10-5-1001020-0301	OFFICE SUPPLIES				1,129.32
DPO01 DPOC - NEOPOST CANADA LTD.					
232920150131	EXTRA POSTAGE - (MOSQUITO ISSUE)	166	02-Jan-2015	02-Jan-2015	
10-5-1001020-0304	POSTAGE & COURIER				5,650.00
ESS35 ESSEX LINEN SUPPLY LTD					
JAN. 31/15	INTEREST CHARGES	166	31-Jan-2015	31-Jan-2015	
10-5-1001020-0504	LATE CHARGES				2.50
HIC01 HICKS ELECTRIC					
8108	CHANGE BALLAST IN CAO OFFICE	200	02-Mar-2015	02-Mar-2015	
10-5-1001020-0317	BUILDING MAINTENANCE				105.15
JOE02 JOE MELOCHE FORD SALES LTD					
IC013115	INTEREST CHARGES	168	31-Jan-2015	31-Jan-2015	
10-5-1001020-0504	LATE CHARGES				7.21
MAR22 MARJAN'S JANITORIAL (2009) LIMITED					
686	FEBRUARY JANITORIAL & BURNISHINGS OF FLOORS	210	28-Feb-2015	28-Feb-2015	
10-5-1001020-0317	BUILDING MAINTENANCE				2,034.00
688	FEBRUARY JANITORIAL	210	28-Feb-2015	28-Feb-2015	
10-5-1001020-0317	BUILDING MAINTENANCE				1,921.00
MCT01 MCTAGUE LAW FIRM					
129817	LEGAL FEES	191	17-Feb-2015	17-Feb-2015	
10-5-1001020-0325	LEGAL FEES				11,817.16
MON01 MONARCH OFFICE SUPPLY LTD					



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Vendor Invoice	Vendor Name Description				Batch Invc Date	Invc Due Date	Amount
G.L. Account	CC1	CC2	CC3	GL Account Name			
DEPARTMENT 1001020 ADMINISTRATION							
381432	BOARD TRAY, ARTICULATING ARM, WORKSTATION				166 20-Feb-2015	20-Feb-2015	
10-5-1001020-0301	OFFICE SUPPLIES						3,079.87
382524/M	FEBRUARY PURCHASES OF OFFICE SUPPLIES				210 26-Feb-2015	26-Feb-2015	
10-5-1001020-0301	OFFICE SUPPLIES						713.26
10-5-1001020-0301	OFFICE SUPPLIES						567.87
PUR01 PUROLATOR COURIER LTD							
426732519	COURIER CHARGES				166 13-Feb-2015	15-Mar-2015	
10-5-1001020-0304	POSTAGE & COURIER						8.70
PUR11 PUREWATER BRAND DIVISION OF 523492 ONTARIO LTD							
998119	COOLER RENTAL & WATER SUPPLY				166 28-Feb-2015	15-Mar-2015	
10-5-1001020-0301	OFFICE SUPPLIES						79.28
STA21 STAPLES ADVANTAGE (MIS C/O T04446C)							
37867228	POCKET FILES, RULED PADS, CLIP BINDER				210 20-Feb-2015	20-Feb-2015	
10-5-1001020-0301	OFFICE SUPPLIES						46.56
37971111	BINDING COMBS				200 05-Mar-2015	05-Mar-2015	
10-5-1001020-0301	OFFICE SUPPLIES						24.39
WIG01 WIGLE HOME HARDWARE BUILDING CENTRE							
83060	KEY CUT				200 05-Mar-2015	05-Mar-2015	
10-5-1001020-0301	OFFICE SUPPLIES						2.81
INT-27/02/15	INTEREST CHARGES ON LATE PAYMENTS				200 27-Feb-2015	27-Feb-2015	
10-5-1001020-0504	LATE CHARGES						2.96
WIN10 WINDSOR STAR							
3978832WIN	AD FOR LEGAL SERVICES				191 28-Feb-2015	28-Feb-2015	
10-5-1001020-0307	ADVERTISING						405.58
Department Totals :							28,881.30

DEPARTMENT 1001021 TREASURY							
LEB02 LEBLANC ELKE							
JAN. 22/15	MILEAGE FOR TAX COLLECTORS MTG.				166 22-Jan-2015	22-Jan-2015	
10-5-1001021-0352	TRAVEL & MILEAGE						30.00
Department Totals :							30.00

DEPARTMENT 1001023 C.A.O.							
SOB01 SOBEYS AMHERSTBURG							
JANUARY 201!	JANUARY PURCHASES - GROCERIES FOR CONCESSION STAND & COOKING CLAS				166 31-Jan-2015	31-Jan-2015	
10-5-1001023-0342	MEETING EXPENSES - C.A.O.						76.35
Department Totals :							76.35



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Vendor Invoice	Vendor Name Description				GL Account Name	Batch Invc Date	Invc Due Date	Amount
G.L. Account	CC1	CC2	CC3					

DEPARTMENT 1001025 INFORMATION TECHNOLOGY

DIL05 DILIGENT COMMUNICATIONS INC.

7527 SOUND SYSTEM SERVICE CALL 191 20-Feb-2015 20-Feb-2015
 10-5-1001025-0310 COMPUTER MAINTENANCE 745.80

DIR05 DIRECTDIAL.COM

IN465879 SERVICE WARRANTY RENEWAL 971 05-Nov-2014 05-Nov-2014
 10-5-1001025-0310 COMPUTER MAINTENANCE 255.38

IN467984 COMPUTER PRIVACY SCREENS 178 25-Nov-2014 25-Nov-2014
 10-5-1001025-0310 COMPUTER MAINTENANCE 753.71

IN468448 IT ANALYST LAPTOP REPLACEMENT 178 08-Dec-2014 08-Dec-2014
 40-7-1001025-0002 COMPUTER HARDWARE 1,851.28

IN476364 COUNCIL CHAMBERS RECONFIGURATION CABLES 166 17-Feb-2015 17-Feb-2015
 10-5-1001025-0310 COMPUTER MAINTENANCE 779.70

IN476539 PHONE HANDSFREE HEAD SET 178 18-Feb-2015 18-Feb-2015
 10-5-1001025-0310 COMPUTER MAINTENANCE 31.64

IN476961 USB JUMP DRIVE 178 23-Feb-2015 23-Feb-2015
 10-5-1001025-0310 COMPUTER MAINTENANCE 138.99

IN477196 HARD DRIVE - BACK STORAGE EXPANSION 166 24-Feb-2015 16-Mar-2015
 10-5-1001025-0310 COMPUTER MAINTENANCE 810.78

EDC01 EDCOM MULTIMEDIA PRODUCTS

111698 AUDIO BUZZ REDUCER FOR LIBRO SOUND SYSTEM 166 02-Feb-2015 02-Feb-2015
 10-5-1001025-0310 COMPUTER MAINTENANCE 316.40

KEL01 KEL COMMUNICATION LTD

491739-OW SMART HUB, PORTABLE INTERNET ACCESS POINT 178 05-Dec-2014 05-Dec-2014
 10-5-1001025-0310 COMPUTER MAINTENANCE 113.00

KEL15 KELCOM.NET O/A WINDSOR COPIER INC

X8948297 COPY CHARGES 166 25-Feb-2015 27-Mar-2015
 10-5-1001025-0308 PHOTOCOPIES 35.44

X8948298 COPY CHARGES 166 25-Feb-2015 27-Mar-2015
 10-5-1001025-0308 PHOTOCOPIES 98.89

X8948299 COPY CHARGES 166 25-Feb-2015 27-Mar-2015
 10-5-1001025-0308 PHOTOCOPIES 96.21

X8948300 COPY CHARGES 166 25-Feb-2015 27-Mar-2015
 10-5-1001025-0308 PHOTOCOPIES 632.98

X8948301 COPY CHARGES 166 25-Feb-2015 25-Feb-2015
 10-5-1001025-0308 PHOTOCOPIES 207.69

X8948302 COPY CHARGES 166 25-Feb-2015 27-Mar-2015
 10-5-1001025-0308 PHOTOCOPIES 65.47

X8948560 COPY CHARGES 178 28-Feb-2015 28-Feb-2015
 10-5-1001025-0308 PHOTOCOPIES 158.65

MCB01 MC BUSINESS SOLUTIONS LTD.

118040 COPY CHARGES 166 13-Feb-2015 13-Feb-2015
 10-5-1001025-0308 PHOTOCOPIES 158.65

118041 COPY CHARGES 166 13-Feb-2015 13-Feb-2015
 10-5-1001025-0308 PHOTOCOPIES 453.36

118042 COPY CHARGES 166 13-Feb-2015 13-Feb-2015
 10-5-1001025-0308 PHOTOCOPIES 285.73

MIC22 MICROSOFT CORPORATION

E03000U7F4 EMAIL ACCOUNT 200 01-Mar-2015 01-Mar-2015
 10-5-1001025-0310 COMPUTER MAINTENANCE 370.47



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Vendor Invoice	Vendor Name Description	Batch	Invc Date	Invc Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 1001025 INFORMATION TECHNOLOGY					
MON01 MONARCH OFFICE SUPPLY LTD					
381798	DESIGN	166	23-Feb-2015	23-Feb-2015	
10-5-1001025-0317	BUILDING MAINTENANCE				1,017.00
TEN02 TENET COMPUTER GROUP					
177570	EMAIL ARCHIVING & SPAM MONTHLY FEE	178	26-Feb-2015	26-Feb-2015	
10-5-1001025-0310	COMPUTER MAINTENANCE				769.53
THI05 THINK! WIRELESS SOLUTIONS INC.					
4918	MARCH GPS CHARGES	200	02-Mar-2015	02-Mar-2015	
10-5-1001025-0406	GPS				732.52
Department Totals :					10,879.27

DEPARTMENT 1008030 UNFINANCED DRAINS					
BAR04 BART DIGIOVANNI CONSTRUCTION					
2015-03	MUNICIPAL DRAIN MTCE.	191	06-Feb-2015	06-Feb-2015	
10-1-1008030-8245	DROUILLARD DRAIN				8,463.70
2015-04	MUNICIPAL DRAIN MTCE	191	06-Feb-2015	06-Feb-2015	
10-1-1008030-8610	MAYVILLE-JUBINVILLE DRAIN UPPER PORTION				19,181.75
2015-05	MUNICIPAL DRAIN MTCE.	191	06-Feb-2015	06-Feb-2015	
10-1-1008030-8600	MAYVILLE DRAIN				12,753.18
CRO11 CROZIER BAIRD ENGINEERS					
15-036-01	DRAINAGE APORINMENTS	200	02-Mar-2015	02-Mar-2015	
10-1-1008030-9800	ENGINEER'S APPORTIONMENTS - DRAINS				1,130.00
DIL03 DILLON CONSULTING					
135139	IMPROVEMENTS UNDER REPORT	178	23-Feb-2015	23-Feb-2015	
10-1-1008030-9011	DUFOUR DRAIN IMPROVEMENTS				1,311.93
ROO02 ROOD ENGINEERING INC.					
REI-2015015	ENG COST - REPORT	166	23-Dec-2014	23-Dec-2014	
10-1-1008030-9002	MAJOR DRAIN IMPROVEMENTS				1,968.46
Department Totals :					44,809.02

DEPARTMENT 2010000 FIRE DEPARTMENT					
ABE01 ABELL PEST CONTROL INC.					
02042710	FEBRUARY PEST CONTROL	178	28-Feb-2015	28-Feb-2015	
10-5-2010000-0317	BUILDING MAINTENANCE				33.90
10-5-2010000-0317	BUILDING MAINTENANCE				33.90
ACC06 ACCURATE CREATIONS - EMBROIDERY SCREEN					
613	APPLY FIRE RESCUE TO CUSTOMER PROVIDED COVERALLS	166	10-Feb-2015	10-Feb-2015	
10-5-2010000-0252	UNIFORMS				235.04
ACK01 ACKLANDS-GRAINGER INC					
323 0268928	EMERGENCY BLANKET	166	19-Feb-2015	19-Feb-2015	
10-5-2010000-0420	EQUIPMENT				159.33
DON02 DONE-RIGHT SERVICES					
10225	MTO ANNUAL INSPECTION CERT. H5799153	178	24-Feb-2015	24-Feb-2015	
10-5-2010000-0402	VEHICLE & EQUIPMENT MTCE.				1,840.10
10226	MTO ANNUAL INSPECTION CERTIFICATE #H5799154	178	24-Feb-2015	24-Feb-2015	
10-5-2010000-0402	VEHICLE & EQUIPMENT MTCE.				993.13
10235	SERVICE CALL	178	24-Feb-2015	24-Feb-2015	
10-5-2010000-0402	VEHICLE & EQUIPMENT MTCE.				135.60



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Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 2010000 FIRE DEPARTMENT					
FIS02 FISHER'S REGALIA & UNIFORM ACCOUTREMENTS CO.					
27370	GOLD ENGRAVE BUCKLE, NAME PLATES ENGRAVE, ETC.	166	03-Dec-2014	03-Dec-2014	
10-5-2010000-0252	UNIFORMS				560.48
GUA01 GUARDIAN FIRE PROTECTION					
8924	HYDROSTATIC TESTING, EQUIPMENT	168	18-Feb-2015	18-Feb-2015	
10-5-2010000-0420	EQUIPMENT				515.96
HIC01 HICKS ELECTRIC					
8104	LIGHTING REPAIRS	200	02-Mar-2015	02-Mar-2015	
10-5-2010000-0317	BUILDING MAINTENANCE				2,572.61
KEL01 KEL COMMUNICATION LTD					
495330-RS	PAGER AIRTIME & MTCE., CANCELLED TELUS	178	19-Jan-2015	19-Jan-2015	
10-5-2010000-0319	RADIO MAINTENANCE				-111.77
KEL14 KEL COM -RADIO & PUBLIC SAFETY DIVISION					
80003404	MARCH RADIO AIRTIME & PAGING	166	18-Feb-2015	28-Feb-2015	
10-5-2010000-0324	DISPATCHING				5,186.70
LAS04 LASER ART INC.					
27885	CABLE KNIT TOGUE, EMBROIDERED LOGO	178	05-Jan-2015	05-Jan-2015	
10-5-2010000-0252	UNIFORMS				313.58
MON01 MONARCH OFFICE SUPPLY LTD					
382524/M	FEBRUARY PURCHASES OF OFFICE SUPPLIES	210	26-Feb-2015	26-Feb-2015	
10-5-2010000-0301	OFFICE SUPPLIES				69.15
MOR01 MORENCY CONSTRUCTION O/A 1266021 ONTARIO LTD.					
MARCH 3/15	EXT. DOOR REPAIRS	200	03-Mar-2015	03-Mar-2015	
10-5-2010000-0317	BUILDING MAINTENANCE				307.36
TRI05 TRI GRAPHICS					
4743	RETIREMENT & AWARDS TICKETS	166	17-Feb-2015	17-Feb-2015	
10-5-2010000-0340	PUBLIC RECEPTIONS, ETC...				77.40
WIG01 WIGLE HOME HARDWARE BUILDING CENTRE					
82790	SPRUCE, PLYWOOD, SCREWS, ETC.	166	23-Feb-2015	23-Feb-2015	
10-5-2010000-0254	FIRE FIGHTER TRAINING				196.78
WOR03 WORKPLACE SAFETY & INSURANCE BOARD					
FEB 2015	FEBRUARY 2015 REMITTANCE	191	28-Feb-2015	31-Mar-2015	
10-5-2010000-0208	BENEFITS - WORKER'S COMP.				1,267.79
Department Totals :					14,387.04

DEPARTMENT 2020000 POLICE DEPARTMENT

ABE01 ABELL PEST CONTROL INC.					
02042710	FEBRUARY PEST CONTROL	178	28-Feb-2015	28-Feb-2015	
10-5-2020000-0317	BUILDING MAINTENANCE				33.90
10-5-2020000-0317	BUILDING MAINTENANCE				45.20
AGR02 AGRIS CO-OPERATIVE LTD					
600018836	GASOLINE	168	22-Dec-2014	20-Jan-2015	
10-5-2020000-0401	GASOLINE				764.80
600018918	GASOLINE	168	30-Dec-2014	20-Jan-2015	
10-5-2020000-0401	GASOLINE				1,406.17
600019883	GASOLINE	168	17-Feb-2015	20-Mar-2015	
10-5-2020000-0401	GASOLINE				1,094.61
600019968	GASOLINE	168	26-Feb-2015	20-Mar-2015	



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G.L. Account	CC1	CC2	CC3	GL Account Name			
DEPARTMENT 2020000				POLICE DEPARTMENT			
10-5-2020000-0401				GASOLINE			1,087.90
AMH67	AMHERSTBURG RIVER TOWN TIMES						
62347	ADVERTISING FOR POLICE CONSTABLE				168 25-Feb-2015	25-Feb-2015	
10-5-2020000-0307				ADVERTISING			107.35
CAR02	CARRIER CENTERS						
E-250590004	OIL FILTERS FOR POLICE CRUISER				178 28-Feb-2015	28-Feb-2015	
10-5-2020000-0402				VEHICLE & EQUIPMENT MTCE.			19.30
CHI02	CHIKAZ GENE						
MARCH 8, 201	GUARD DUTY				200 08-Mar-2015	08-Mar-2015	
10-5-2020000-0371				PRISONER EXPENSES			60.00
EAG02	EAGLE OFFICE SOLUTIONS INC						
47020	NO TONGUE FLOOR MAT				168 24-Feb-2015	24-Feb-2015	
10-5-2020000-0301				OFFICE SUPPLIES			66.67
EXP02	407 EXPRESS TOLL ROUTE						
21 FEB 15	TOLL CHARGES				168 21-Feb-2015	21-Feb-2015	
10-5-2020000-0334				INVESTIGATION EXPENSE			29.23
GLA01	THE GLASS MASTER INC.						
326	GLUE FOR MIRROR BUTTON				200 04-Mar-2015	04-Mar-2015	
10-5-2020000-0402				VEHICLE & EQUIPMENT MTCE.			33.90
GRE12	GREENHAM ART						
30	20% WINDOW TINT				200 06-Mar-2015	06-Mar-2015	
10-5-2020000-0402				VEHICLE & EQUIPMENT MTCE.			180.80
HIC01	HICKS ELECTRIC						
8097	LIGHTING REPAIR				178 25-Feb-2015	25-Feb-2015	
10-5-2020000-0317				BUILDING MAINTENANCE			236.40
JOE02	JOE MELOCHE FORD SALES LTD						
504711	FEB CAR WASHES				168 27-Feb-2015	27-Feb-2015	
10-5-2020000-0402				VEHICLE & EQUIPMENT MTCE.			77.00
612418	WINDOW TINT				168 24-Feb-2015	24-Feb-2015	
10-5-2020000-0402				VEHICLE & EQUIPMENT MTCE.			293.80
KEL08	KELCOM ANTENNA SERVICES LTD.						
RC00003117	AMHERSTBURG-CALDWELL NORTH SITE				200 01-Mar-2015	01-Mar-2015	
10-5-2020000-0319				RADIO MAINTENANCE			409.98
MAL01	MALDEN AUTOMOTIVE						
5294-110285	FRONT BRAKES FOR UNIT 305				200 04-Mar-2015	04-Mar-2015	
10-5-2020000-0402				VEHICLE & EQUIPMENT MTCE.			377.25
5294-110305	BRAKE ROTORS FOR UNIT 305				200 04-Mar-2015	04-Mar-2015	
10-5-2020000-0402				VEHICLE & EQUIPMENT MTCE.			148.82
5294-110310	RET'D. BRAKE COROT UNIT 305				200 04-Mar-2015	04-Mar-2015	
10-5-2020000-0402				VEHICLE & EQUIPMENT MTCE.			-148.82
5294-110311	RET'D. PART FOR UNIT 305				200 04-Mar-2015	04-Mar-2015	
10-5-2020000-0402				VEHICLE & EQUIPMENT MTCE.			-261.53
5294-110326	FRONT BRAKE ROTORS - UNIT 305				200 05-Mar-2015	05-Mar-2015	
10-5-2020000-0402				VEHICLE & EQUIPMENT MTCE.			293.78
MAR22	MARJAN'S JANITORIAL (2009) LIMITED						
683	FEBRUARY JANITORIAL				168 28-Feb-2015	28-Feb-2015	
10-5-2020000-0318				JANITORIAL			2,287.12
MAT09	MATHEWS DINSDALE & CLARK LLP						



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DEPARTMENT 2020000 POLICE DEPARTMENT					
320485	LEGAL FEES	168	13-Feb-2015	13-Feb-2015	
10-5-2020000-0325	LEGAL FEES				467.82
MDC01 M.D.CHARLTON CO. LTD					
1263	MODUBOX, MASTER KEY	168	24-Dec-2014	24-Dec-2014	
10-5-2020000-0252	UNIFORMS				730.33
2579	FREIGHT ON JACKET	168	20-Jan-2015	20-Jan-2015	
10-5-2020000-0252	UNIFORMS				38.92
4465	HOLSTER POUCHES	168	23-Feb-2015	23-Feb-2015	
10-5-2020000-0252	UNIFORMS				372.57
MON01 MONARCH OFFICE SUPPLY LTD					
382524/M	FEBRUARY PURCHASES OF OFFICE SUPPLIES	210	26-Feb-2015	26-Feb-2015	
10-5-2020000-0260	BOARD EXPENSES				166.18
PUR01 PUROLATOR COURIER LTD					
426844717	COURIER CHARGES	168	27-Feb-2015	29-Mar-2015	
10-5-2020000-0306	COURIER & EXPRESS				70.41
REC06 RECEIVER GENERAL-INDUSTRY CANADA					
5038383	LICENCE RENEWAL	168	07-Feb-2015	07-Feb-2015	
10-5-2020000-0319	RADIO MAINTENANCE				2,135.00
REL01 RELIGHTING					
FEB. 11/15	LIGHT BULBS	166	11-Feb-2015	11-Feb-2015	
10-5-2020000-0317	BUILDING MAINTENANCE				101.70
THI05 THINK! WIRELESS SOLUTIONS INC.					
4917	MARCH GPS CHARGES	200	02-Mar-2015	02-Mar-2015	
10-5-2020000-0406	GPS COMMUNICATION				135.60
TRI05 TRI GRAPHICS					
4752	BUSINESS CARDS	200	08-Mar-2015	08-Mar-2015	
10-5-2020000-0301	OFFICE SUPPLIES				110.74
UNI02 UNIFORM UNIFORMS					
42684	CONSTABLE CAP	168	22-Feb-2015	22-Feb-2015	
10-5-2020000-0252	UNIFORMS				51.98
42697	CRESTING, TUNIC, INSIGNIA, TROUSERS, SHIRTS, ETC.	168	26-Feb-2015	26-Feb-2015	
10-5-2020000-0252	UNIFORMS				1,843.88
WOR03 WORKPLACE SAFETY & INSURANCE BOARD					
FEB 2015	FEBRUARY 2015 REMITTANCE	191	28-Feb-2015	31-Mar-2015	
10-5-2020000-0208	BENEFITS - WORKER'S COMP.				204.48
Department Totals :					15,073.24

DEPARTMENT 2022012 POLICE CAPITAL					
JOE02 JOE MELOCHE FORD SALES LTD					
02/24/2015	NEW POLICE VEHICLE	206	24-Feb-2015	24-Feb-2015	
40-7-2022012-0001	VEHICLE REPLACEMENT				15,000.00
Department Totals :					15,000.00

DEPARTMENT 2043010 BUILDING DEPARTMENT					
ATT02 ATTWOOD DAVE					
TOFA2015-01	JAN & FEB 2015 INSPECTIOIN & PLAN REVIEW SERVICES	166	28-Feb-2015	28-Feb-2015	
10-5-2043010-0327	PROFESSIONAL FEES				1,870.80



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G.L. Account	CC1	CC2	CC3						
DEPARTMENT 2043010		BUILDING DEPARTMENT							
							Department Totals :	1,870.80	
DEPARTMENT 2043015		LICENSING AND ENFORCEMENT							
RUB01	RUBLI NICOLE								
FEB. 23-26/15	MEALS & GAS - PROPERTY STANDARDS TRAINING					166	23-Feb-2015	23-Feb-2015	
10-5-2043015-0351	TRAINING AND CONFERENCES								250.00
10-5-2043015-0351	TRAINING AND CONFERENCES								90.00
							Department Totals :	340.00	
DEPARTMENT 3010000		PUBLIC WORKS							
ABE01	ABELL PEST CONTROL INC.								
02042710	FEBRUARY PEST CONTROL					178	28-Feb-2015	28-Feb-2015	
10-5-3010000-0317	BUILDING MAINTENANCE								33.90
10-5-3010000-0317	BUILDING MAINTENANCE								67.80
CAR02	CARRIER CENTERS								
E-250510041	HYDRAULIC FILTERS FOR UNIT 220					166	20-Feb-2015	20-Feb-2015	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.								81.68
E-250580006	OIL PAN UNIT 206					178	27-Feb-2015	27-Feb-2015	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.								983.61
ESH01	E.S. HUBBELL & SONS LTD.								
1624	SNOWPLOW PARTS					178	23-Feb-2015	23-Feb-2015	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.								1,197.64
GAT02	GATA INDUSTRIAL SERVICES INC.								
224-10479	EQUIPMENT INSPECTION ANNUAL					191	25-Feb-2015	25-Feb-2015	
10-5-3010000-0420	EQUIPMENT								2,031.07
HIC01	HICKS ELECTRIC								
8093	REPAIR OUTSIDE LIGHTS					178	25-Feb-2015	25-Feb-2015	
10-5-3010000-0331	GENERAL MAINTENANCE								533.59
KEL14	KEL COM -RADIO & PUBLIC SAFETY DIVISION								
80003410	MARCH RADIO AIRTIME					166	18-Feb-2015	28-Feb-2015	
10-5-3010000-0404	VEHICLE & RADIO LICENCES								4,034.10
KEN04	KEN LAPAIN & SONS LTD								
IN00088403	SNOW PLOW REPAIRS					166	20-Feb-2015	20-Feb-2015	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.								1,778.81
KUC03	KUCERA CONSTRUCTION EQUIPMENT								
CW15498	PIN & BUSHING FOR SW-220					178	24-Feb-2015	24-Feb-2015	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.								164.52
LAW05	LAWSON PRODUCTS INC								
9303091772	WASHERS FOR SW-220					178	23-Feb-2015	23-Feb-2015	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.								22.29
9303094943	NUTS & BOLTS					178	24-Feb-2015	24-Feb-2015	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.								151.58
9303108298	NUTS & BOLTS & MISC. HARDWARE					200	02-Mar-2015	02-Mar-2015	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.								280.18
LIN04	LINDE CANADA LTD T4070								
51517033	GAS CYLINDERS					178	20-Feb-2015	20-Feb-2015	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.								318.64
MAL01	MALDEN AUTOMOTIVE								



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DEPARTMENT 3010000	PUBLIC WORKS				
5294-109843	BATTERY UNIT 111	166	20-Feb-2015	20-Feb-2015	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				133.13
5294-109853	WARRANTY CREDIT	166	20-Feb-2015	20-Feb-2015	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				-133.13
5294-109892	SPINNER BEARINGS UNIT 306	166	21-Feb-2015	21-Feb-2015	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				33.36
5294-109976	GREASE LINE HOSES UNIT 206	166	24-Feb-2015	24-Feb-2015	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				25.38
5294-110026	INJECTOR DRIVER MODULE - UNIT 115	178	25-Feb-2015	25-Feb-2015	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				304.29
5294-110073	BULBS FOR REAR FLASHING LIGHTS ON UNIT 305	178	25-Feb-2015	25-Feb-2015	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				22.62
5294-110076	GREASE HOSES FOR UNIT 305	178	26-Feb-2015	26-Feb-2015	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				25.38
5294-110236	EGR VALVE FOR M-2	200	03-Mar-2015	03-Mar-2015	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				57.20
5294-110241	HALOGEN BEAM - UNIT 306	200	03-Mar-2015	03-Mar-2015	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				24.93
5294-110284	FRONT BRAKES ON M-2	200	04-Mar-2015	04-Mar-2015	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				290.26
5294-110294	FRONT BRAKE CALIPERS UNIT M-2	200	04-Mar-2015	04-Mar-2015	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				335.45
5294-110309	RET'D. CALIPERS FOR M-2	200	04-Mar-2015	04-Mar-2015	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				-122.04
5294-110351	GREASE HOSE COUPLERS UNIT 306	200	05-Mar-2015	05-Mar-2015	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				3.82
MAR22	MARJAN'S JANITORIAL (2009) LIMITED				
686	FEBRUARY JANITORIAL & BURNISHINGS OF FLOORS	210	28-Feb-2015	28-Feb-2015	
10-5-3010000-0317	BUILDING MAINTENANCE				2,203.50
MER01	MERCHANTS PAPER CO				
25032	T.T., M.F. TOWELS, KLEENEX, ETC.	166	18-Feb-2015	18-Feb-2015	
10-5-3010000-0318	JANITORIAL				310.24
RAC01	RACICOT CHRYSLER				
CCCS218375	EMISSIONS TEST #610	191	27-Feb-2015	27-Feb-2015	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				33.90
REL01	RELIGHTING				
FEB. 11/15	LIGHT BULBS	166	11-Feb-2015	11-Feb-2015	
10-5-3010000-0331	GENERAL MAINTENANCE				101.70
STA21	STAPLES ADVANTAGE (MIS C/O T04446C				
37915750	FILE FOLDERS, RULED PADS, HIGHLIGHTERS, ENVELOPES	178	26-Feb-2015	26-Feb-2015	
10-5-3010000-0301	OFFICE SUPPLIES				17.38
THR01	THRASHER SALES & LEASING LTD				
204230	EMISSIONS TEST FOR UNIT 111	178	26-Feb-2015	26-Feb-2015	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				19.78
TRA03	TRACTION/UAP INC. #963				
396108989	BEACON -UNIT 208; RIGHT REAR BRAKE CHAMBER UNIT 305	200	05-Mar-2015	05-Mar-2015	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				88.13
396205418	SERVICED THE AIR DRYER #306	191	02-Jan-2015	02-Jan-2015	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				122.94



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DEPARTMENT 3010000 PUBLIC WORKS					
396208320	MUD FLAPS UNIT 206	166	23-Feb-2015	23-Feb-2015	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				81.36
396208584	WHEEL NUTS & STUDS FOR UNIT 305	178	26-Feb-2015	26-Feb-2015	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				17.40
396208591	ENGINE COOLANT FOR UNIT 305	178	26-Feb-2015	26-Feb-2015	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				47.28
396208642	REAR LIGHT BAR FOR 305 & 206	178	27-Feb-2015	27-Feb-2015	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				83.24
396208773	BACK UP ALARM FOR UNIT 305	200	02-Mar-2015	02-Mar-2015	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				51.37
963S96303520	SVC	191	28-Feb-2015	28-Feb-2015	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				3.98
TRI15 TRILLIUM MUNICIPAL SUPPLY INC.					
4261	WIPER SHAKER DUAL KIT UNIT 206	166	23-Feb-2015	23-Feb-2015	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				230.75
WIG01 WIGLE HOME HARDWARE BUILDING CENTRE					
82859	WRENCH	178	26-Feb-2015	26-Feb-2015	
10-5-3010000-0420	EQUIPMENT				18.07
WOR010 WORK AUTHORITY					
245729	WORK BOOTS	178	08-Feb-2015	08-Feb-2015	
10-5-3010000-0161	CLOTHING				1,141.51
246505	WORK BOOTS	178	08-Feb-2015	08-Feb-2015	
10-5-3010000-0161	CLOTHING				250.00
248028	WORK BOOTS	178	22-Feb-2015	22-Feb-2015	
10-5-3010000-0161	CLOTHING				418.08
Department Totals :					17,920.67

DEPARTMENT 3022013 PUBLIC WORK CAPITAL - ROADS					
RCS01 RC SPENCER ASSOC. INC.					
13-316-02A	JANUARY CONTRACT ADM & INSPECTION SERVICES	178	30-Jan-2015	30-Jan-2015	
40-7-3022013-0001	SANDWICH ST ASPHALT RESURFACE				1,019.83
Department Totals :					1,019.83

DEPARTMENT 3030000 WINTER CONTROL					
BLU03 BLUELINE RENTAL INC.					
130668-0005	BACKHOE RENTAL	178	23-Feb-2015	23-Feb-2015	
10-5-3030000-0710	WINTER CONTROL				2,373.00
FAS07 FASAN RANDY					
FEB. 25, 2014	MAILBOX REPLACEMENT	166	25-Feb-2015	25-Feb-2015	
10-5-3030000-0710	WINTER CONTROL				75.00
JEF01 JEFF SHEPLEY EXCAVATING LTD					
9565	DELIVERY OF SALT	191	27-Feb-2015	27-Feb-2015	
10-5-3030000-0710	WINTER CONTROL				1,286.23
K&S01 K&S WINDSOR SALT LTD.					
5300179316	SALT FOR ROADS	191	18-Feb-2015	18-Feb-2015	
10-5-3030000-0710	WINTER CONTROL				10,457.75
5300180287	SALT FOR ROADS	191	20-Feb-2015	20-Feb-2015	
10-5-3030000-0710	WINTER CONTROL				7,722.35



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G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 3030000 WINTER CONTROL					
5300182871	SALT FOR WINTER CONTROL	191	27-Feb-2015	27-Feb-2015	
10-5-3030000-0710	WINTER CONTROL				2,590.71
ONT133 1786715 ONTARIO LTD. O/A FORT MALDEN INDUSTRIAL					
B1739	SALT SHED RENTAL	200	01-Mar-2015	01-Mar-2015	
10-5-3030000-0710	WINTER CONTROL				1,921.00
WAL16 WALKER AGGREGATES INC.					
254191	STONE	166	14-Feb-2015	14-Feb-2015	
10-5-3030000-0710	WINTER CONTROL				647.64
ZAC03 ZACCAGNINI JOE					
FEB. 25/15	REIMBURSEMENT FOR MAILBOX DAMAGE	166	25-Feb-2015	25-Feb-2015	
10-5-3030000-0710	WINTER CONTROL				75.00
Department Totals :					27,148.68

DEPARTMENT 3050000 STREET LIGHTING					
HIC01 HICKS ELECTRIC					
8091	REPAIR STREET LIGHT DAMAGED BY PLOW	178	25-Feb-2015	25-Feb-2015	
10-5-3050000-0331	GENERAL MAINTENANCE				383.07
LAN20 LANGLEY UTILITIES CONTRACTING LTD.					
AM1054	STREET LIGHT REPAIRS	191	28-Feb-2015	28-Feb-2015	
10-5-3050000-0331	GENERAL MAINTENANCE				2,592.79
AM1055	REPAIR STREET LIGHT	191	28-Feb-2015	28-Feb-2015	
10-5-3050000-0331	GENERAL MAINTENANCE				131.08
Department Totals :					3,106.94

DEPARTMENT 4012013 WASTEWATER CAPITAL					
MAL01 MALDEN AUTOMOTIVE					
5294-109327	BED MAT FOR WM-06	172	06-Feb-2015	06-Feb-2015	
40-7-4012013-0005	VEHICLE REPLACEMENT				330.23
VEH01 VEHICLE VENTURE					
161986	ACCESSORIES FOR NEW TRUCK	172	10-Feb-2015	10-Feb-2015	
40-7-4012013-0005	VEHICLE REPLACEMENT				624.88
Department Totals :					955.11

DEPARTMENT 4017740 AMHERSTBURG SEWERS					
ABE01 ABELL PEST CONTROL INC.					
02042710	FEBRUARY PEST CONTROL	178	28-Feb-2015	28-Feb-2015	
10-5-4017740-0612	OCWA MAINTENANCE ITEMS				170.63
CJB01 CJ BONDY PLUMBING - ONTARIO LTD. #1015185					
1017	EEL & CAMERA SEWER	172	16-Feb-2015	16-Feb-2015	
10-5-4017740-0758	SERVICE CONNECTION INSPECTION & CAMERA				450.87
ESS09 ESSEX WINDSOR SOLID WASTE AUTH					
222061	SLUDGE TO LANDFILL	172	31-Jan-2015	02-Mar-2015	
10-5-4017740-0602	LANDFILL CHARGES				3,624.37
ESS27 ESSEX POWERLINES CORPORATION					
JC5625	JANUARY SEWER BILLING & COLLECTING	172	31-Jan-2015	31-Jan-2015	
10-5-4017740-0504	COLLECTION EXPENSE				1,159.24
JC5635	SEWER BILLING	208	28-Feb-2015	28-Feb-2015	



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G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 4017740	AMHERSTBURG SEWERS				
10-5-4017740-0504	COLLECTION EXPENSE				1,159.24
FEE01 THE FEED STORE					
1000120586	COPPER SULPHATE ROOT KILLER	172	11-Feb-2015	11-Feb-2015	
10-5-4017740-0331	GENERAL MAINTENANCE				31.53
HEA01 HEATON SANITATION					
19113	VACTOR FLUSHER TO FLUSH OUT MAIN LINE SANITARY	172	09-Feb-2015	09-Feb-2015	
10-5-4017740-0750	SEWER FLUSHING				1,808.00
19153	VACTOR FLUSHER TO FLUSH MAIN SANITARY LINE	172	09-Feb-2015	09-Feb-2015	
10-5-4017740-0750	SEWER FLUSHING				791.00
19155	VACTOR FLUSHER TO FLUSH OUT MAIN SANITARY SEWERS	172	09-Feb-2015	09-Feb-2015	
10-5-4017740-0750	SEWER FLUSHING				1,921.00
19177	VACTOR FLUSHER TO DAYLIGHT HOLE & FLUSH SANITARY SEWERS	172	13-Feb-2015	13-Feb-2015	
10-5-4017740-0750	SEWER FLUSHING				1,921.00
19179	VACTOR FLUSHER TO DAYLIGHT HOLES & FLUSH LINES	172	13-Feb-2015	13-Feb-2015	
10-5-4017740-0750	SEWER FLUSHING				1,695.00
19200	VACTOR FLUSHER TO FLUSH MAIN SEWER LINE & LATERALS	172	13-Feb-2015	13-Feb-2015	
10-5-4017740-0750	SEWER FLUSHING				1,808.00
19234	VACTOR FLUSHER TO FLUSH MAIN SANITARY LINES	172	19-Feb-2015	19-Feb-2015	
10-5-4017740-0750	SEWER FLUSHING				1,243.00
19236	VACTOR FLUSHER TO FINISH FLUSHING SANITARY SEWERS	172	19-Feb-2015	19-Feb-2015	
10-5-4017740-0750	SEWER FLUSHING				565.00
MAR22 MARJAN'S JANITORIAL (2009) LIMITED					
687	FEBRUARY JANITORIAL	172	28-Feb-2015	28-Feb-2015	
10-5-4017740-0613	OCWA UNEXPECTED ITEMS				1,469.00
SEC01 SECURITY ONE ALARM SYSTEM					
478638	ALARM MONITORING	208	01-Jan-2015	01-Jan-2015	
10-5-4017740-0331	GENERAL MAINTENANCE				441.65
UND01 UNDERGROUND SPECIALTIES					
487497	STOCK - BIG 'O'	208	12-Feb-2015	12-Feb-2015	
10-5-4017740-0331	GENERAL MAINTENANCE				93.32
WAL16 WALKER AGGREGATES INC.					
254191	STONE	166	14-Feb-2015	14-Feb-2015	
10-5-4017740-0759	SERVICE CONNECTION REPAIR & MTCE.				169.74
Department Totals :					20,521.59

DEPARTMENT 4017760	BOBLO SEWER				
ABE01 ABELL PEST CONTROL INC.					
02042710	FEBRUARY PEST CONTROL	178	28-Feb-2015	28-Feb-2015	
10-5-4017760-0612	OCWA MAINTENANCE ITEMS				67.80
WIG01 WIGLE HOME HARDWARE BUILDING CENTRE					
80972	BUILD SHELTER	172	09-Dec-2014	09-Dec-2014	
10-5-4017760-0612	OCWA MAINTENANCE ITEMS				53.03
81016	STRAP HINGE, SAFETY HASP - BUILD SHELTER	172	10-Dec-2014	10-Dec-2014	
10-5-4017760-0612	OCWA MAINTENANCE ITEMS				14.88
Department Totals :					135.71

DEPARTMENT 4057710 GARBAGE COLLECTION

WIN08 WINDSOR DISPOSAL SERVICES LTD



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Department : All

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Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				

DEPARTMENT 4057710		GARBAGE COLLECTION			
719368	FEB. GARBAGE COLLECTION	178	01-Feb-2015	01-Feb-2015	
10-5-4057710-0602	GARBAGE COLLECTION				34,987.05
720103	JANUARY GARBAGE COLLECTION	178	31-Jan-2015	31-Jan-2015	
10-5-4057710-0602	GARBAGE COLLECTION				72.32
720105	JANUARY GARBAGE COLLECTION	178	31-Jan-2015	31-Jan-2015	
10-5-4057710-0602	GARBAGE COLLECTION				29.90
720106	JANUARY GARBAGE COLLECTION	178	31-Jan-2015	31-Jan-2015	
10-5-4057710-0602	GARBAGE COLLECTION				29.90
723031	FEB GARBAGE COLLECTION	178	01-Feb-2015	01-Feb-2015	
10-5-4057710-0602	GARBAGE COLLECTION				160.14
723300	FEBRUARY BIN COLLECTION	200	01-Mar-2015	01-Mar-2015	
10-5-4057710-0602	GARBAGE COLLECTION				165.86
Department Totals :					35,445.17

DEPARTMENT 4067715		GARBAGE DISPOSAL			
ESS09 ESSEX WINDSOR SOLID WASTE AUTH					
22093	JANUARY REFUSE CHARGES	178	31-Jan-2015	02-Mar-2015	
10-5-4067715-0602	LANDFILL CHARGES				15,399.58
222100	JANUARY YARD WASTE CHARGES	178	31-Jan-2015	02-Mar-2015	
10-5-4067715-0601	YARDWASTE LANDFILL TIPPING				212.16
IN000007636	JANUARY 2015 ALLOCATION OF FIXED COSTS	178	31-Jan-2015	31-Jan-2015	
10-5-4067715-0602	LANDFILL CHARGES				32,579.00
WIN08 WINDSOR DISPOSAL SERVICES LTD					
719368	FEB. GARBAGE COLLECTION	178	01-Feb-2015	01-Feb-2015	
10-5-4067715-0603	YARD WASTE - HAULING TO LANDFILL				8,727.07
Department Totals :					56,917.81

DEPARTMENT 7010000		PARKS AND RECREATION PROGRAMMING			
AMH67 AMHERSTBURG RIVER TOWN TIMES					
62324	WEEKLY ADVERTIISNG	168	18-Feb-2015	18-Feb-2015	
10-5-7010000-0307	ADVERTISING				237.30
62360	GRAPHIC DESIGN FOR MAGAZINE AD	168	25-Feb-2015	25-Feb-2015	
10-5-7010000-0349	MARKETING				169.50
AMH68 AMHERSTBURG REC & CULTURE PETTY CASH					
FEB. 27, 2015	REPLENISH PETTY CASH - BEER STORE, CONCESSION PRODUCTS, ETC.	191	27-Feb-2015	27-Feb-2015	
10-5-7010000-0420	RECREATION EQUIPMENT				23.54
OPE01 OPEN AIR EVENTS					
MARCH 3, 201	DEPOSIT FOR OUTDOOR MOVIE - AUG. 28/15	200	03-Mar-2015	03-Mar-2015	
10-5-7010000-0420	RECREATION EQUIPMENT				100.00
PAR26 PARKS AND RECREATION ONTARIO					
592	LONG SLEEVE T SHIRTS	166	20-Feb-2015	20-Feb-2015	
10-5-7010000-0420	RECREATION EQUIPMENT				134.67
PUR01 PUROLATOR COURIER LTD					
426732519	COURIER CHARGES	166	13-Feb-2015	15-Mar-2015	
10-5-7010000-0349	MARKETING				18.62
SHA14 SHARP BUS LINES LIMITED					
WIN122889	BUSING FOR MARCH BREAK CAMP FIELD TRIP - MAR. 18/15	200	10-Mar-2015	10-Mar-2015	
10-5-7010000-0420	RECREATION EQUIPMENT				175.15



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DEPARTMENT 7010000 PARKS AND RECREATION PROGRAMMING

SOB01 SOBEYS AMHERSTBURG

FEBRUARY 20 FEBRUARY PURCHASES

10-5-7010000-0420 RECREATION EQUIPMENT 210 28-Feb-2015 28-Feb-2015 281.47

JANUARY 2011 JANUARY PURCHASES - GROCERIES FOR CONCESSION STAND & COOKING CLAS

10-5-7010000-0420 RECREATION EQUIPMENT 166 31-Jan-2015 31-Jan-2015 213.36

TOW09 TOWNE SHOPPE

192 CREST EMBROIDERY

10-5-7010000-0420 RECREATION EQUIPMENT 166 10-Feb-2015 10-Feb-2015 8.87

VIL04 THE VILLAGE SHOPPE

FEB. 6/15 7 CASES OF EASTER FOILED EGGS

10-5-7010000-0420 RECREATION EQUIPMENT 166 06-Feb-2015 06-Feb-2015 699.96

WIN10 WINDSOR STAR

3978571WIN ADVERTISING FOR MARCH BREAK

10-5-7010000-0307 ADVERTISING 210 28-Feb-2015 28-Feb-2015 282.51

WOR010 WORK AUTHORITY

245729 WORK BOOTS

10-5-7010000-0322 GENERAL SUPPLIES - PARKS & REC 178 08-Feb-2015 08-Feb-2015 248.58

Department Totals : 2,593.53

DEPARTMENT 7017000 PARKS MAINTENANCE

ACT01 ACTION SIGNS & DESIGNS INC.

9256 SIGNS FOR BARICADE

10-5-7017000-0322 GENERAL SUPPLIES - PARKS & REC 200 03-Mar-2015 03-Mar-2015 122.04

DEL28 DELTA POWER EQUIPMENT (ESSEX J) LTD.

IJ07277 NEUTRAL SAFETY SWITCH FOR PG-11

10-5-7017000-0402 VEHICLE & EQUIPMENT MAINTENANCE PARKS 178 10-Feb-2015 10-Feb-2015 28.87

IJ07371 SNOWPLOW CUTTING EDGE - PG-11

10-5-7017000-0402 VEHICLE & EQUIPMENT MAINTENANCE PARKS 178 26-Feb-2015 26-Feb-2015 378.19

FLA01 FLAGS UNLIMITED

211610 FLAGS

10-5-7017000-0322 GENERAL SUPPLIES - PARKS & REC 166 19-Feb-2015 19-Feb-2015 4,295.92

HIC01 HICKS ELECTRIC

8092 MAKE EXTENSION CORD

10-5-7017000-0322 GENERAL SUPPLIES - PARKS & REC 178 25-Feb-2015 25-Feb-2015 50.04

HUT07 HUTCHINS LUCIA

OCT. 2014 REPAIR GRADE DEFICIENCY

10-5-7017000-0322 GENERAL SUPPLIES - PARKS & REC 164 12-Oct-2014 12-Oct-2014 508.50

KEL14 KEL COM -RADIO & PUBLIC SAFETY DIVISION

80003409 MARCH RADIO AIRTIME

10-5-7017000-0404 RADIO AIR TIME 210 18-Feb-2015 28-Feb-2015 79.10

KUC03 KUCERA CONSTRUCTION EQUIPMENT

CW15541 BROKEN FUEL LINE ON UNIT 508

10-5-7017000-0402 VEHICLE & EQUIPMENT MAINTENANCE PARKS 200 04-Mar-2015 04-Mar-2015 52.97

MAL01 MALDEN AUTOMOTIVE

5294-109874 OIL FILTER FOR UNIT 208

10-5-7017000-0402 VEHICLE & EQUIPMENT MAINTENANCE PARKS 166 20-Feb-2015 20-Feb-2015 10.18

5294-109894 BELT ON UNIT 208

10-5-7017000-0402 VEHICLE & EQUIPMENT MAINTENANCE PARKS 166 21-Feb-2015 21-Feb-2015 14.38



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Vendor Invoice	Vendor Name Description				Batch Invc Date	Invc Due Date	Amount
G.L. Account	CC1	CC2	CC3	GL Account Name			
DEPARTMENT 7017000 PARKS MAINTENANCE							
SOB01 SOBEYS AMHERSTBURG							
JANUARY 2011 JANUARY PURCHASES - GROCERIES FOR CONCESSION STAND & COOKING CLAS					166 31-Jan-2015	31-Jan-2015	
10-5-7017000-0771				SPECIAL EVENTS			73.05
TRA03 TRACTION/UAP INC. #963							
396108989 BEACON -UNIT 208; RIGHT REAR BRAKE CHAMBER UNIT 305					200 05-Mar-2015	05-Mar-2015	
10-5-7017000-0402				VEHICLE & EQUIPMENT MAINTENANCE PARKS			167.95
396208749 RIGHT TAIL LIGHT PG-11					191 28-Feb-2015	28-Feb-2015	
10-5-7017000-0402				VEHICLE & EQUIPMENT MAINTENANCE PARKS			21.53
WIG01 WIGLE HOME HARDWARE BUILDING CENTRE							
82895 HEATERS					178 27-Feb-2015	27-Feb-2015	
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			62.13
82933 PIECES OF SPRUCE, JIGSAW & PROTRACTOR					200 02-Mar-2015	02-Mar-2015	
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			347.57
82942 GLOVES, PAINT, JIGSAW BLADES					200 02-Mar-2015	02-Mar-2015	
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			108.06
WOR010 WORK AUTHORITY							
246505 WORK BOOTS					178 08-Feb-2015	08-Feb-2015	
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			178.19
Department Totals :							6,498.67
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DEPARTMENT 7017010 KING'S NAVY YARD PARK							
ABE01 ABELL PEST CONTROL INC.							
02042710 FEBRUARY PEST CONTROL					178 28-Feb-2015	28-Feb-2015	
10-5-7017010-0317				BUILDING MAINTENANCE			33.90
Department Totals :							33.90
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DEPARTMENT 7017300 LIBRO							
AAB02 AABCO PROPANE INC							
3031984 LIFT TRUCK CYLINDER FILL					166 18-Feb-2015	18-Feb-2015	
10-5-7017300-0401				GASOLINE / PROPANE			217.19
3037299 LIFT TRUCK CYLINDER FILL, CYLINDER RENTAL					191 25-Feb-2015	25-Feb-2015	
10-5-7017300-0401				GASOLINE / PROPANE			234.77
ABE01 ABELL PEST CONTROL INC.							
02042710 FEBRUARY PEST CONTROL					178 28-Feb-2015	28-Feb-2015	
10-5-7017300-0317				BUILDING MAINTENANCE			50.85
10-5-7017300-0317				BUILDING MAINTENANCE			135.60
AMH68 AMHERSTBURG REC & CULTURE PETTY CASH							
FEB. 27, 2015 REPLENISH PETTY CASH - BEER STORE, CONCESSION PRODUCTS, ETC.					191 27-Feb-2015	27-Feb-2015	
10-5-7017300-0384				CANTEEN PURCHASES			245.00
10-5-7017300-0384				CANTEEN PURCHASES			98.00
10-5-7017300-0384				CANTEEN PURCHASES			196.00
10-5-7017300-0384				CANTEEN PURCHASES			119.72
BRE07 BRENNER PACKERS LTD.							
24040 JUMBO WIENERS					166 13-Feb-2015	13-Feb-2015	
10-5-7017300-0384				CANTEEN PURCHASES			240.00
24720 JUMBO WIENERS					168 27-Feb-2015	27-Feb-2015	
10-5-7017300-0384				CANTEEN PURCHASES			336.00
24894 JUMBO WIENERS					200 06-Mar-2015	06-Mar-2015	



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G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 7017300	LIBRO				
10-5-7017300-0384	CANTEEN PURCHASES				240.00
CIN03 CINTAS CANADA LIMITED					
847176467 MAT LOGOS EXCHANGED		166	17-Feb-2015	21-Mar-2015	
10-5-7017300-0336	CONTRACTED SERVICES				50.09
847177462 LOGO MATS EXCHANGED		200	06-Mar-2015	06-Mar-2015	
10-5-7017300-0336	CONTRACTED SERVICES				50.09
COL21 COLONIAL COFFEE CO. LTD.					
A698175 HOT CHOCOLATE		166	20-Feb-2015	20-Feb-2015	
10-5-7017300-0384	CANTEEN PURCHASES				99.71
A698298 COFFEE, HOT COCOA, VARIETY OF TEAS		166	12-Feb-2015	12-Feb-2015	
10-5-7017300-0384	CANTEEN PURCHASES				106.21
A698699 COFFEE, HOT COCOA		166	26-Feb-2015	26-Feb-2015	
10-5-7017300-0384	CANTEEN PURCHASES				99.71
CUL02 CULLIGAN WATER					
4232800 COOLER RENTALS		210	28-Feb-2015	28-Feb-2015	
10-5-7017300-0336	CONTRACTED SERVICES				81.24
FAH02 FAHRHALL MECHANICAL CONTRACTORS LTD.					
W70838 TROUBLESHOOT KUBES 5 & 4, AND FOUND BLOWN FUSE ON 5 - REPAIRS		210	28-Feb-2015	28-Feb-2015	
10-5-7017300-0317	BUILDING MAINTENANCE				2,396.55
FAL02 FALLS WHOLESALE LIMITED					
24848-R CANDY SUPPLY		166	09-Jan-2015	09-Jan-2015	
10-5-7017300-0384	CANTEEN PURCHASES				17.90
25316 CANDY SUPPLY		166	30-Jan-2015	30-Jan-2015	
10-5-7017300-0384	CANTEEN PURCHASES				576.72
25448 SLUSHIE BASE		166	06-Feb-2015	06-Feb-2015	
10-5-7017300-0384	CANTEEN PURCHASES				143.85
25782 SLUSHIE BASE		166	20-Feb-2015	20-Feb-2015	
10-5-7017300-0384	CANTEEN PURCHASES				980.97
25783 CANDY SUPPLY		166	20-Feb-2015	20-Feb-2015	
10-5-7017300-0384	CANTEEN PURCHASES				477.31
25827 SLUSHIE BASE		166	24-Feb-2015	24-Feb-2015	
10-5-7017300-0384	CANTEEN PURCHASES				431.54
FOR26 FOREST CITY FIRE PROTECTION & SECURITY					
INV063064 DECEMBER 2014 BI-MONTHLY WET & DRY SPRINKLER INSPECTION		210	08-Dec-2014	08-Dec-2014	
10-5-7017300-0336	CONTRACTED SERVICES				157.07
GOR06 GORDON FOOD SERVICE CAN. LTD. - ONTARIO DIVISION					
6904794 CHOC. MILK, MILKETTES, KETCHUP,CUPS, ETC.		166	04-Feb-2015	04-Feb-2015	
10-5-7017300-0384	CANTEEN PURCHASES				821.05
6920343 CHOC. MILK, CHEESE, MILKETTES, ETC.		166	11-Feb-2015	11-Feb-2015	
10-5-7017300-0384	CANTEEN PURCHASES				978.22
6935212 CHOCOLATE MILK, OIL, NAPKINS, ETC.		166	18-Feb-2015	18-Feb-2015	
10-5-7017300-0384	CANTEEN PURCHASES				1,184.12
6951073 CHICKEN BREAST STRIP FAJITA, PANCAKES, CHEESE, ETC.		166	25-Feb-2015	25-Feb-2015	
10-5-7017300-0384	CANTEEN PURCHASES				1,302.52
6966371 CHOCOLATE MILK, CREAMERS, POP, CHIPS, ETC.		200	04-Mar-2015	04-Mar-2015	
10-5-7017300-0384	CANTEEN PURCHASES				858.75
GUA07 GUARDIAN GLASS LTD.					
5357 SIDE DOOR REPAIR		191	19-Feb-2015	19-Feb-2015	
10-5-7017300-0317	BUILDING MAINTENANCE				418.10



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Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 7017300 LIBRO					
HEA01 HEATON SANITATION					
19178	VACTOR FLUSHER TO DAYLIGHT HOLE FOR SIGN	166	13-Feb-2015	13-Feb-2015	
10-5-7017300-0317	BUILDING MAINTENANCE				226.00
HIC01 HICKS ELECTRIC					
8094	INSTALL NEW PLUGS FOR FRONT OFFICE CENTRE	166	25-Feb-2015	25-Feb-2015	
10-5-7017300-0317	BUILDING MAINTENANCE				482.51
8095	REPAIR MENS WASHROOM LIGHT FIXTURE	166	25-Feb-2015	25-Feb-2015	
10-5-7017300-0317	BUILDING MAINTENANCE				271.20
HOL01 HOLLAND CLEANING SOLUTIONS LTD					
357188	PREVENTATIVE MTCE. - SKIRT BLADE KIT	166	23-Feb-2015	23-Feb-2015	
10-5-7017300-0402	VEHICLE & EQUIPMENT MTCE.				479.83
JAN02 JANI SAFE INC.					
154390	TP, PT, GLASS CLEANER ETC	191	25-Feb-2015	29-Mar-2015	
10-5-7017300-0318	JANITORIAL				781.89
154550	TP, PT, BRUSHES, ETC.	200	06-Mar-2015	06-Mar-2015	
10-5-7017300-0318	JANITORIAL				244.28
MCM01 M.C.M. SNACK FOODS					
34389	NACHOS, CHEESE, SOFT PRETZELS, POPCORN, POPCORN BAGS	166	13-Feb-2015	13-Feb-2015	
10-5-7017300-0384	CANTEEN PURCHASES				310.69
34413	NACHOS, CHEESE, TRAYS	168	26-Feb-2015	26-Feb-2015	
10-5-7017300-0384	CANTEEN PURCHASES				216.52
NEL01 NELLA CUTLERY (HAMILTON) INC					
IN2297546	ICE RESURFACING BLADE SHARPENING	191	06-Feb-2015	06-Feb-2015	
10-5-7017300-0402	VEHICLE & EQUIPMENT MTCE.				61.02
IN2298320	ICE RESURFACING BLADE SHARPENING	191	20-Feb-2015	20-Feb-2015	
10-5-7017300-0402	VEHICLE & EQUIPMENT MTCE.				40.68
NUC01 NUCCELLI'S FROZEN YOGURT					
10801	YOGURT CUPS	166	03-Feb-2015	03-Feb-2015	
10-5-7017300-0384	CANTEEN PURCHASES				258.18
10818	YOGURT CUPS	166	15-Feb-2015	15-Feb-2015	
10-5-7017300-0384	CANTEEN PURCHASES				479.48
10838	YOGURT CUPS	200	05-Mar-2015	05-Mar-2015	
10-5-7017300-0384	CANTEEN PURCHASES				479.48
SOB01 SOBEYS AMHERSTBURG					
FEBRUARY 20	FEBRUARY PURCHASES	210	28-Feb-2015	28-Feb-2015	
10-5-7017300-0384	CANTEEN PURCHASES				434.94
JANUARY 2015	JANUARY PURCHASES - GROCERIES FOR CONCESSION STAND & COOKING CLAS	166	31-Jan-2015	31-Jan-2015	
10-5-7017300-0384	CANTEEN PURCHASES				49.83
10-5-7017300-0384	CANTEEN PURCHASES				72.88
10-5-7017300-0384	CANTEEN PURCHASES				64.82
10-5-7017300-0384	CANTEEN PURCHASES				80.55
10-5-7017300-0384	CANTEEN PURCHASES				59.27
Department Totals :					18,438.90

DEPARTMENT 7017301 PARKS STORAGE FACILITY

ABE01 ABELL PEST CONTROL INC.

02042710 FEBRUARY PEST CONTROL

10-5-7017301-0317 BUILDING MAINTENANCE - OLD ARENA

178 28-Feb-2015 28-Feb-2015

84.75



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G.L. Account	CC1	CC2	CC3	GL Account Name			
DEPARTMENT 7017301 PARKS STORAGE FACILITY							
CJB01 CJ BONDY PLUMBING - ONTARIO LTD. #1015185							
1035				PIPE THAWER	166	27-Feb-2015	27-Feb-2015
10-5-7017301-0317				BUILDING MAINTENANCE - OLD ARENA			682.52
1048				REPAIRS TO BURST PIPE	200	06-Mar-2015	06-Mar-2015
10-5-7017301-0317				BUILDING MAINTENANCE - OLD ARENA			281.37
Department Totals :							1,048.64
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DEPARTMENT 7027510 AMHERSTBURG LIBRARY							
ABE01 ABELL PEST CONTROL INC.							
02042710				FEBRUARY PEST CONTROL	178	28-Feb-2015	28-Feb-2015
10-5-7027510-0317				BUILDING MAINTENANCE			39.55
Department Totals :							39.55
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DEPARTMENT 7037140 MALDEN COMMUNITY CENTRE							
MAR22 MARJAN'S JANITORIAL (2009) LIMITED							
686				FEBRUARY JANITORIAL & BURNISHINGS OF FLOORS	210	28-Feb-2015	28-Feb-2015
10-5-7037140-0317				BUILDING MAINTENANCE			113.00
REC09 RECEIVER GENERAL - CANADA REVENUE AGENCY TECHNOLOG							
113453FC				CRA PAYMENT - GOODMAN HIGH EFFICIENT FURNACE	210	27-Feb-2015	27-Feb-2015
10-5-7037140-0317				BUILDING MAINTENANCE			3,672.50
Department Totals :							3,785.50
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DEPARTMENT 7037610 ACS BUILDING							
ABE01 ABELL PEST CONTROL INC.							
02042710				FEBRUARY PEST CONTROL	178	28-Feb-2015	28-Feb-2015
10-5-7037610-0317				BUILDING MAINTENANCE			33.90
Department Totals :							33.90
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DEPARTMENT 7037620 GORDON HOUSE							
ABE01 ABELL PEST CONTROL INC.							
02042710				FEBRUARY PEST CONTROL	178	28-Feb-2015	28-Feb-2015
10-5-7037620-0317				BUILDING MTCE - GORDON HOUSE			45.20
ESS35 ESSEX LINEN SUPPLY LTD							
599930				MATS EXCHANGED	166	12-Feb-2015	12-Feb-2015
10-5-7037620-0317				BUILDING MTCE - GORDON HOUSE			20.51
MAR22 MARJAN'S JANITORIAL (2009) LIMITED							
686				FEBRUARY JANITORIAL & BURNISHINGS OF FLOORS	210	28-Feb-2015	28-Feb-2015
10-5-7037620-0317				BUILDING MTCE - GORDON HOUSE			192.10
Department Totals :							257.81
<hr/>							
DEPARTMENT 8010000 PLANNING							
MCB01 MC BUSINESS SOLUTIONS LTD.							
502832				KEYBOARD TRAYS & PRIVACY DIVIDERS	178	20-Feb-2015	20-Feb-2015
10-5-8010000-0301				OFFICE SUPPLIES			1,346.89
Department Totals :							1,346.89

Council/Board Report By Dept-(Computer)



Vendor : ONE06 To ZUL01
 Batch : All
 Department : All

Cheque Print Date : 04-Mar-2015 To 16-Mar-2015
 Bank : 1 To 99
 Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 8020000 TOURISM VISITOR INFORMATION CENTRE					
WAR06 WARREN MARK					
1812-049	SOFT COVER EDITION OF ANDERDON - SOME FOLKS DOWN THE ROAD	168	23-Jan-2015	23-Jan-2015	
10-5-8020000-0355	PRINTED MATERIAL/PROMOTIONAL PRODUCTS				252.00
Department Totals :					252.00

DEPARTMENT 8020200 ECONOMIC DEVELOPMENT					
ESO01 ESOLUTIONS GROUP LIMITED					
29721	WEBSITE-ECONOMIC DEV. WEBSITE	166	22-Dec-2014	22-Dec-2014	
10-5-8020200-0307	MARKETING & ADVERTISING				1,092.33
30279	ECONOMIC DEV. WEBSITE	166	29-Jan-2015	29-Jan-2015	
10-5-8020200-0307	MARKETING & ADVERTISING				7,079.92
Department Totals :					8,172.25

Computer Paid Total : 580,284.60

TOWN OF AMHERSTBURG

Council/Board Report By Dept-(EFT)



Vendor : ONE06 To ZUL01
 Batch : All
 Department : All

EFT Paid Date : 04-Mar-2015 To 16-Mar-2015
 Bank : 1 To 99
 Class : All

Vendor Code Invoice No.	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 0000000 GENERAL					
REC04 RECEIVER GENERAL					
PP#9(2015)	DEDUCTIONS W/ENDING FEB. 28/15	149	28-Feb-2015	03-Mar-2015	
10-2-0000000-1141	A/P - PAYROLL DED. - INC.				32,742.09
10-2-0000000-1142	A/P - PAYROLL DED. - CPP				14,939.14
10-2-0000000-1143	A/P - PAYROLL DED. - E.I.				6,506.30
PP#9(2015)000	DEDUCTIONS W/ENDING FEB. 28/15	151	28-Feb-2015	03-Mar-2015	
10-2-0000000-1143	A/P - PAYROLL DED. - E.I.				35.30
10-2-0000000-1142	A/P - PAYROLL DED. - CPP				20.70
PP#9(2015)RPC	DEDUCTIONS W/ENDING FEB. 28/15	149	28-Feb-2015	03-Mar-2015	
10-2-0000000-1142	A/P - PAYROLL DED. - CPP				2,112.04
10-2-0000000-1143	A/P - PAYROLL DED. - E.I.				982.00
10-2-0000000-1141	A/P - PAYROLL DED. - INC.				3,834.63
SUN11 SUN LIFE ASSURANCE CO. OF CANADA - BILLING					
FEB 2015	FEBRUARY BENEFIT	89	01-Feb-2015	01-Feb-2015	
10-1-0000000-2011	A/R - WATER DEPARTMENT				1,746.14
JANUARY 2015	JANUARY BENEFIT	79	01-Jan-2015	01-Jan-2015	
10-1-0000000-2011	A/R - WATER DEPARTMENT				2,051.79
MARCH 2015	MARCH BENEFIT	183	23-Feb-2015	01-Mar-2015	
10-1-0000000-2011	A/R - WATER DEPARTMENT				1,726.60
Department Totals :					66,696.73

DEPARTMENT 1001021 TREASURY



Vendor : ONE06 To ZUL01
Batch : All
Department : All

EFT Paid Date : 04-Mar-2015 To 16-Mar-2015
Bank : 1 To 99
Class : All

Vendor Code	Vendor Name				Batch	Inv Date	Inv Due Date	Amount	
Invoice No.	Description	CC1	CC2	CC3	GL Account Name				
G.L. Account				GL Account Name					
DEPARTMENT 1001021 TREASURY									
SUN11 SUN LIFE ASSURANCE CO. OF CANADA - BILLING									
FEB 2015	FEBRUARY BENEFIT					89	01-Feb-2015	01-Feb-2015	
10-5-1001021-0207					BENEFITS - LIFE & DISABILITY			2,008.16	
JANUARY 2015	JANUARY BENEFIT					79	01-Jan-2015	01-Jan-2015	
10-5-1001021-0207					BENEFITS - LIFE & DISABILITY			2,384.70	
MARCH 2015	MARCH BENEFIT					183	23-Feb-2015	01-Mar-2015	
10-5-1001021-0207					BENEFITS - LIFE & DISABILITY			1,996.93	
							Department Totals :		6,389.79

DEPARTMENT 1001022 CLERKS									
SUN11 SUN LIFE ASSURANCE CO. OF CANADA - BILLING									
FEB 2015	FEBRUARY BENEFIT					89	01-Feb-2015	01-Feb-2015	
10-5-1001022-0207					BENEFITS - LIFE & DISABIL - CLERKS			1,125.58	
JANUARY 2015	JANUARY BENEFIT					79	01-Jan-2015	01-Jan-2015	
10-5-1001022-0207					BENEFITS - LIFE & DISABIL - CLERKS			1,307.23	
MARCH 2015	MARCH BENEFIT					183	23-Feb-2015	01-Mar-2015	
10-5-1001022-0207					BENEFITS - LIFE & DISABIL - CLERKS			1,106.02	
							Department Totals :		3,538.83

DEPARTMENT 1001023 C.A.O.									
SUN11 SUN LIFE ASSURANCE CO. OF CANADA - BILLING									
FEB 2015	FEBRUARY BENEFIT					89	01-Feb-2015	01-Feb-2015	
10-5-1001023-0207					BENEFITS - LIFE & DISABIL - C.A.O.			1,142.52	
JANUARY 2015	JANUARY BENEFIT					79	01-Jan-2015	01-Jan-2015	
10-5-1001023-0207					BENEFITS - LIFE & DISABIL - C.A.O.			1,330.56	
MARCH 2015	MARCH BENEFIT					183	23-Feb-2015	01-Mar-2015	
10-5-1001023-0207					BENEFITS - LIFE & DISABIL - C.A.O.			1,125.06	
							Department Totals :		3,598.14

DEPARTMENT 1001024 HUMAN RESOURCES									
SUN11 SUN LIFE ASSURANCE CO. OF CANADA - BILLING									
FEB 2015	FEBRUARY BENEFIT					89	01-Feb-2015	01-Feb-2015	
10-5-1001024-0207					BENEFITS - LIFE & DISABIL - HUMAN RESOUR			574.45	
JANUARY 2015	JANUARY BENEFIT					79	01-Jan-2015	01-Jan-2015	
10-5-1001024-0207					BENEFITS - LIFE & DISABIL - HUMAN RESOUR			657.50	
MARCH 2015	MARCH BENEFIT					183	23-Feb-2015	01-Mar-2015	
10-5-1001024-0207					BENEFITS - LIFE & DISABIL - HUMAN RESOUR			560.02	
							Department Totals :		1,791.97

DEPARTMENT 1001025 INFORMATION TECHNOLOGY									
SUN11 SUN LIFE ASSURANCE CO. OF CANADA - BILLING									
FEB 2015	FEBRUARY BENEFIT					89	01-Feb-2015	01-Feb-2015	
10-5-1001025-0207					BENEFITS - LIFE & DISABILITY			1,084.66	
JANUARY 2015	JANUARY BENEFIT					79	01-Jan-2015	01-Jan-2015	
10-5-1001025-0207					BENEFITS - LIFE & DISABILITY			1,301.39	
MARCH 2015	MARCH BENEFIT					183	23-Feb-2015	01-Mar-2015	
10-5-1001025-0207					BENEFITS - LIFE & DISABILITY			1,084.66	
							Department Totals :		3,470.71



Vendor : ONE06 To ZUL01

Batch : All

Department : All

EFT Paid Date : 04-Mar-2015 To 16-Mar-2015

Bank : 1 To 99

Class : All

Vendor Code	Vendor Name	Description			Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description							
G.L. Account	CC1	CC2	CC3	GL Account Name				
DEPARTMENT 1001025				INFORMATION TECHNOLOGY				
DEPARTMENT 1001028				STRATEGIC ASSET MANAGEMENT				
SUN11				SUN LIFE ASSURANCE CO. OF CANADA - BILLING				
FEB 2015	FEBRUARY BENEFIT				89	01-Feb-2015	01-Feb-2015	
10-5-1001028-0207	BENEFITS - LIFE & DISABILITY							650.79
JANUARY 2015	JANUARY BENEFIT				79	01-Jan-2015	01-Jan-2015	
10-5-1001028-0207	BENEFITS - LIFE & DISABILITY							725.30
MARCH 2015	MARCH BENEFIT				183	23-Feb-2015	01-Mar-2015	
10-5-1001028-0207	BENEFITS - LIFE & DISABILITY							625.54
Department Totals :								2,001.63
DEPARTMENT 2010000				FIRE DEPARTMENT				
SUN11				SUN LIFE ASSURANCE CO. OF CANADA - BILLING				
FEB 2015	FEBRUARY BENEFIT				89	01-Feb-2015	01-Feb-2015	
10-5-2010000-0207	BENEFITS - LIFE & DISABIL							1,867.34
JANUARY 2015	JANUARY BENEFIT				79	01-Jan-2015	01-Jan-2015	
10-5-2010000-0207	BENEFITS - LIFE & DISABIL							2,241.26
MARCH 2015	MARCH BENEFIT				183	23-Feb-2015	01-Mar-2015	
10-5-2010000-0207	BENEFITS - LIFE & DISABIL							1,867.34
Department Totals :								5,975.94
DEPARTMENT 2020000				POLICE DEPARTMENT				
SUN11				SUN LIFE ASSURANCE CO. OF CANADA - BILLING				
FEB 2015	FEBRUARY BENEFIT				89	01-Feb-2015	01-Feb-2015	
10-5-2020000-0207	BENEFITS - LIFE & DISABIL							11,741.41
JANUARY 2015	JANUARY BENEFIT				79	01-Jan-2015	01-Jan-2015	
10-5-2020000-0207	BENEFITS - LIFE & DISABIL							13,182.10
MARCH 2015	MARCH BENEFIT				183	23-Feb-2015	01-Mar-2015	
10-5-2020000-0207	BENEFITS - LIFE & DISABIL							11,082.38
Department Totals :								36,005.89
DEPARTMENT 2043010				BUILDING DEPARTMENT				
SUN11				SUN LIFE ASSURANCE CO. OF CANADA - BILLING				
FEB 2015	FEBRUARY BENEFIT				89	01-Feb-2015	01-Feb-2015	
10-5-2043010-0207	BENEFITS - LIFE & DISABIL							523.84
JANUARY 2015	JANUARY BENEFIT				79	01-Jan-2015	01-Jan-2015	
10-5-2043010-0207	BENEFITS - LIFE & DISABIL							628.51
MARCH 2015	MARCH BENEFIT				183	23-Feb-2015	01-Mar-2015	
10-5-2043010-0207	BENEFITS - LIFE & DISABIL							523.84
Department Totals :								1,676.19
DEPARTMENT 2043015				LICENSING AND ENFORCEMENT				
SUN11				SUN LIFE ASSURANCE CO. OF CANADA - BILLING				
FEB 2015	FEBRUARY BENEFIT				89	01-Feb-2015	01-Feb-2015	
10-5-2043015-0207	BENEFITS - LIFE & DISABILITY							200.82
JANUARY 2015	JANUARY BENEFIT				79	01-Jan-2015	01-Jan-2015	
10-5-2043015-0207	BENEFITS - LIFE & DISABILITY							240.89
MARCH 2015	MARCH BENEFIT				183	23-Feb-2015	01-Mar-2015	
10-5-2043015-0207	BENEFITS - LIFE & DISABILITY							200.82



Vendor : ONE06 To ZUL01
 Batch : All
 Department : All

EFT Paid Date : 04-Mar-2015 To 16-Mar-2015
 Bank : 1 To 99
 Class : All

Vendor Code	Vendor Name				Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description	CC1	CC2	CC3	GL Account Name			
G.L. Account				GL Account Name				

DEPARTMENT 2043015 LICENSING AND ENFORCEMENT

Department Totals : 642.53

DEPARTMENT 3010000 PUBLIC WORKS

SUN11 SUN LIFE ASSURANCE CO. OF CANADA - BILLING

FEB 2015	FEBRUARY BENEFIT					89	01-Feb-2015	01-Feb-2015	
10-5-3010000-0207					BENEFITS - LIFE & DISABIL				2,734.08
JANUARY 2015	JANUARY BENEFIT					79	01-Jan-2015	01-Jan-2015	
10-5-3010000-0207					BENEFITS - LIFE & DISABIL				3,181.56
MARCH 2015	MARCH BENEFIT					183	23-Feb-2015	01-Mar-2015	
10-5-3010000-0207					BENEFITS - LIFE & DISABIL				2,689.30

Department Totals : 8,604.94

DEPARTMENT 7010000 PARKS AND RECREATION PROGRAMMING

SUN11 SUN LIFE ASSURANCE CO. OF CANADA - BILLING

FEB 2015	FEBRUARY BENEFIT					89	01-Feb-2015	01-Feb-2015	
10-5-7010000-0207					BENEFITS - LIFE & DISABILITY				295.28
JANUARY 2015	JANUARY BENEFIT					79	01-Jan-2015	01-Jan-2015	
10-5-7010000-0207					BENEFITS - LIFE & DISABILITY				354.26
MARCH 2015	MARCH BENEFIT					183	23-Feb-2015	01-Mar-2015	
10-5-7010000-0207					BENEFITS - LIFE & DISABILITY				295.28

Department Totals : 944.82

DEPARTMENT 7017000 PARKS MAINTENANCE

SUN11 SUN LIFE ASSURANCE CO. OF CANADA - BILLING

FEB 2015	FEBRUARY BENEFIT					89	01-Feb-2015	01-Feb-2015	
10-5-7017000-0207					BENEFITS - LIFE & DISABIL - PARKS & GRDS				498.69
JANUARY 2015	JANUARY BENEFIT					79	01-Jan-2015	01-Jan-2015	
10-5-7017000-0207					BENEFITS - LIFE & DISABIL - PARKS & GRDS				559.50
MARCH 2015	MARCH BENEFIT					183	23-Feb-2015	01-Mar-2015	
10-5-7017000-0207					BENEFITS - LIFE & DISABIL - PARKS & GRDS				481.06

Department Totals : 1,539.25

DEPARTMENT 7017300 LIBRO

SUN11 SUN LIFE ASSURANCE CO. OF CANADA - BILLING

FEB 2015	FEBRUARY BENEFIT					89	01-Feb-2015	01-Feb-2015	
10-5-7017300-0207					BENEFITS - LIFE & DISABIL				955.04
JANUARY 2015	JANUARY BENEFIT					79	01-Jan-2015	01-Jan-2015	
10-5-7017300-0207					BENEFITS - LIFE & DISABIL				1,053.25
MARCH 2015	MARCH BENEFIT					183	23-Feb-2015	01-Mar-2015	
10-5-7017300-0207					BENEFITS - LIFE & DISABIL				912.96

Department Totals : 2,921.25

DEPARTMENT 8010000 PLANNING

SUN11 SUN LIFE ASSURANCE CO. OF CANADA - BILLING

FEB 2015	FEBRUARY BENEFIT					89	01-Feb-2015	01-Feb-2015	
10-5-8010000-0207					BENEFITS - LIFE & DISABIL				565.48
JANUARY 2015	JANUARY BENEFIT					79	01-Jan-2015	01-Jan-2015	
10-5-8010000-0207					BENEFITS - LIFE & DISABIL				678.47

TOWN OF AMHERSTBURG
 Council/Board Report By Dept-(EFT)



AP5130 Page : 26
 Date : Mar 16, 2015 Time : 2:37pm

Vendor : ONE06 To ZUL01
 Batch : All
 Department : All

EFT Paid Date : 04-Mar-2015 To 16-Mar-2015
 Bank : 1 To 99
 Class : All

Vendor Code	Vendor Name	Description			Batch	Inv Date	Inv Due Date	Amount
Invoice No.		CC1	CC2	CC3	GL Account Name			
G.L. Account								
DEPARTMENT 8010000					PLANNING			
MARCH 2015	MARCH BENEFIT					183	23-Feb-2015	01-Mar-2015
10-5-8010000-0207					BENEFITS - LIFE & DISABIL			565.48
Department Totals :								1,809.43

DEPARTMENT 8020000					TOURISM VISITOR INFORMATION CENTRE			
SUN11	SUN LIFE ASSURANCE CO. OF CANADA - BILLING							
FEB 2015	FEBRUARY BENEFIT					89	01-Feb-2015	01-Feb-2015
10-5-8020000-0207					BENEFITS - LIFE & DISABILITY			495.81
JANUARY 2015	JANUARY BENEFIT					79	01-Jan-2015	01-Jan-2015
10-5-8020000-0207					BENEFITS - LIFE & DISABILITY			594.87
MARCH 2015	MARCH BENEFIT					183	23-Feb-2015	01-Mar-2015
10-5-8020000-0207					BENEFITS - LIFE & DISABILITY			495.81
Department Totals :								1,586.49

EFT Paid Total : 149,194.53

Total Unpaid for Approval :	0.00
Total Manually Paid for Approval :	0.00
Total Computer Paid for Approval :	580,284.60
Total EFT Paid for Approval :	149,194.53
Grand Total ITEMS for Approval :	729,479.13



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF FINANCIAL SERVICES

Author's Name: Wendy Dade	Report Date: March 17, 2015
Author's Phone: 519 736-0012 ext. 232	Date to Council: March 23, 2015
Author's E-mail: wdade@amherstburg.ca	Classification #:

To: Mayor and Members of Town Council

Subject: 2015 Water and Wastewater Budget

1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Manager, Financial Services, dated March 17, 2015, **BE RECEIVED**;
2. Council **APPROVE** the 2015 Water operating budget of \$4,480,000 in revenues and \$4,186,974 in expenses;
3. Council **APPROVE** the 2015 Water capital budget of \$595,000;
4. Council **APPROVE** the 2015 Wastewater operating budget of \$6,097,695 in revenues and \$5,901,094 in expenses; and,
5. Council **APPROVE** the 2015 Wastewater capital budget of \$3,768,000.

EXECUTIVE SUMMARY:

N/A

2. **BACKGROUND:**

The operating and capital budget requirements are established by the Manager of Environmental Services and the Manager of Engineering and Operations. These requirements are just some of the many factors used to establish the water and wastewater rates being proposed in By-law 2015-29. This By-law,

being a by-law for fixing rates for the supply of water and for fixing rates for the collection and treatment of wastewater, is also before Council on March 23, 2015.

3. DISCUSSION:

The operating costs being proposed in the 2015 Water budget are within \$2,000 of the 2014 operating budget. This is excluding consideration for debt payments and contributions towards capital. This same comparison in Wastewater shows that the proposed costs are lower by over 2% from the 2014 budget.

4. RISK ANALYSIS:

The Town is required to provide safe water and wastewater services to residents. The operating and capital budgets being proposed support the continual operation and current capital needs to allow the Town to do so in 2015.

What is not addressed in this 2015 budget is a long term strategy for establishing reserves.

5. FINANCIAL MATTERS:

Both the Water and Wastewater budgets have revenues proposed that cover all operating costs, including principle and interest payments. Also included are some monies for current capital needs. The Water budget includes \$525,000 towards the \$1,220,000 capital spend and the Wastewater budget contributes \$1,000,000 for the \$9,188,000 capital spend. New debt would be \$695,000 and \$7,745,000 respectively, for Water and Wastewater.

It should be noted that all of the new debt in the Wastewater Department is to finance the pump station 2 upgrade and the construction of a new forcemain and pump station to connect Edgewater Lagoon to the Treatment Plant. The Town is currently seeking a grant for this work and if successful it would cover two thirds of the project costs.

6. CONSULTATIONS:

The Manager of Environmental Services, Manager of Engineering and Operations and the Director of Engineering and Public Works provided the detail for the operational and capital budgets.

7. CONCLUSION:

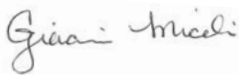
The operating and capital budget requests for 2015 address immediate needs to continue with the safe delivery of water and wastewater services.



Wendy Dade
Manager, Financial Services



Justin Rousseau
Director of Finance



Giovanni (John) Miceli
Chief Administrative Officer

wd

APPENDICES:

- Water Department 2015 Budget
- Water Department 2015 Capital Budget
- Wastewater Department 2015 Budget
- Wastewater Department 2015 Capital Budget

DEPARTMENTS/OTHERS CONSULTED:

- Name: Manager of Environmental Services
Phone #: 519 736-3664 ext. 312
- Name: Manager of Engineering and Operations
Phone #: 519 736-3664 ext. 313
- Name: Director of Engineering and Public Works
Phone #: 519 736-3664 ext. 320

NOTIFICATION :

Name	Address	Email Address	Telephone	FAX

TOWN OF AMHERSTBURG
WATER DEPARTMENT
2015 Budget

		2014 Budget	2014 Actals	2015 Budget
REVENUES:				
80-4-0000000-0210	Locals Watermain	-	-	-
80-4-0000000-1610	Sale of Water	(4,325,000)	(4,120,295)	(4,464,000)
80-4-0000000-1630	Water Station Revenue	(4,174)	(2,739)	(3,000)
80-4-0000000-1660	Water Labour Revenue	(2,500)	(15,028)	-
80-4-0000000-1665	Equipment Usage	(1,000)	(4,237)	-
80-4-0000000-1670	New Service Fees	(500)	-	(12,500)
80-4-0000000-1675	Miscellaneous Revenue	(500)	-	(500)
80-4-0000000-7200	Service Charges	(500)	-	-
80-4-0000000-7220	Inv. Income	(2,000)	(17,244)	-
Total Revenues - Water		(4,336,174)	(4,159,543)	(4,480,000)
EXPENSES:				
Salaries and Wages				
80-5-0000000-0101	Salaries - Full Time	600,585	589,226	616,400
80-5-0000000-0102	Salaries - Overtime	31,500	6,673	31,500
80-5-0000000-0105	Salaries - STD/LTD Credit	(40,000)	(36,786)	(40,000)
80-5-0000000-0109	Salaries - Student Labour	9,769	7,727	9,769
Total Salaries and Wages - Water		601,854	566,840	617,670
Benefits				
80-5-0000000-0201	Benefits - CPP	22,250	18,253	22,313
80-5-0000000-0202	Benefits - EI	10,248	8,481	10,467
80-5-0000000-0203	Benefits - OMERS	57,818	55,973	60,127
80-5-0000000-0204	Benefits - EHT	12,516	11,598	12,825
80-5-0000000-0205	Benefits - Greenshield	48,647	75,758	54,000
80-5-0000000-0206	Benefits - Life and Disability	-	-	-
80-5-0000000-0207	Benefits - Life and Disability	33,533	25,019	29,433
80-5-0000000-0211	Benefits - Essex Power Retirees	16,830	14,225	8,868
80-5-0000000-0208	Benefits - WSIB	8,274	7,015	7,106
80-5-0000000-0209	Benefits - Post Retirement	-	-	-
Total Benefits - Water		210,116	216,322	205,138
General Expenses				
80-5-0000000-0300	Transfer of PW Related Expenses	44,717	44,717	52,530
80-5-0000000-0130	Administrative Transfer from Town	510,788	510,788	510,788
80-5-0000000-0249	Training and Conferences	8,000	10,203	8,000
80-5-0000000-0255	DWQMS Training and Implementation	15,000	300	-
80-5-0000000-0161	Clothing	8,000	7,485	8,000
80-5-0000000-0350	Memberships	1,000	590	1,000
80-5-0000000-0301	Office Supplies	1,000	375	1,000
80-5-0000000-0307	Advertising	750	113	750
80-5-0000000-0327	Professional Fees	-	375	-
80-5-0000000-0328	Engineering Fees	32,000	41,847	32,000
80-5-0000000-0550	ERCA - Clean Water - Work Spaces	63,556	63,556	64,000
Total General Expenses		684,811	680,349	678,068
Building Expenses				
80-5-0000000-0314	General Insurance	30,150	24,054	30,150
80-5-0000000-0316	Utilities	158,620	152,448	160,000
80-5-0000000-0331	General Maintenance	5,000	4,401	5,000

TOWN OF AMHERSTBURG
WATER DEPARTMENT
2015 Budget

		2014 Budget	2014 Actuals	2015 Budget
80-5-0000000-0381	Property Taxes	22,350	24,288	23,500
Total Building Expenses - Water		216,120	205,191	218,650
Equipment and Vehicles				
80-5-0000000-0402	Vehicle and Equipment MTCE	12,000	7,879	12,000
80-5-0000000-0404	Vehicle Radio Licences	11,000	11,917	15,000
80-5-0000000-0405	Vehicle MTCE - Tires	5,000	5,119	5,000
80-5-0000000-0420	Micellaneous Water Equipment	22,000	18,121	22,000
80-5-0000000-0504	Collection and Billing Expense	180,000	175,852	180,000
Total Equipment and Vehicle - Water		230,000	218,888	234,000
Contracted Services				
80-5-0000000-0604	Contract Costs - AWTP	750,000	783,195	765,000
80-5-0000000-0612	General Maintenance - AWTP	75,000	34,590	70,000
Total Contracted Services - Water		825,000	817,785	835,000
Service Maintenance				
80-5-0000000-0755	Service Maintenance	90,000	74,771	90,000
80-5-0000000-0810	Main Maintenance	60,000	39,059	60,000
80-5-0000000-0833	Water Meter Repairs and Maintenance	80,000	59,902	80,000
80-5-0000000-0835	Sample Station Repairs	3,000		3,000
80-5-0000000-0840	Water Valve Repair and Maintenance Program	25,000	11,230	25,000
80-5-0000000-0845	Blowoff Repairs, Upgrades, New Installs	5,000	1,343	5,000
80-5-0000000-0850	Fire Hydrant Repair and Maintenance	15,000	11,833	15,000
80-5-0000000-0815	Backflow Prevention	45,000	11,996	32,000
80-5-0000000-0855	Coing Operates Filling Stations (2)	2,000	264	2,000
Total Service Maintenance - Water		325,000	210,398	312,000
Water Programs				
80-5-0000000-0920	DWQMS Implementation	7,500	5,339	5,000
80-5-0000000-0951	Water Conservation Program	7,500	2,845	4,000
Total Water Programs - Water		15,000	8,184	9,000
Transfer to Reserves				
80-5-0000000-2001	Transfer to Capital	564,000	617,912	525,000
	Transfer to Reserve Fund		105,295	-
Total Transfer to Reserve - Water		564,000	723,207	525,000
Debt Charges - Water				
80-5-0000000-2005	Principle	328,913	275,944	402,471
80-5-0000000-2006	Interest	155,524	136,905	149,977
	New P&I	-		
Total Debt Charges - Water		484,437	412,849	552,448
Total Expenses - Water Department		4,156,338	4,060,013	4,186,974
Surplus/(Deficit) - Water Department		179,836	99,530	293,026

TOWN OF AMHERSTBURG
WASTEWATER DEPARTMENT
2015 Budget

		2014 Budget	2014 Actuals	2015 Budget
REVENUES:				
10-4-4010000-0260	Locals - Sewer	(308,000)	(307,554)	(308,000)
10-4-4010000-0265	Locals - Sewer Front and C.	(1,695)	(1,646)	(1,695)
10-4-4010000-1705	McGregor Lagoon Joint Use Agreement		(6,000)	(24,000)
10-4-4010000-1710	Sewage Surcharge	(5,417,000)	(5,214,763)	(5,764,000)
	Proceeds from Debentures		(37,984)	
10-4-4010000-6540	Sanitary Sewer - Misc		(27,500)	
Total Revenue - Waste Water		(5,726,695)	(5,595,447)	(6,097,695)
EXPENSES:				
<u>Sanitary Sewer Collection System (SSCS)</u>				
Building				
10-5-4010000-0314	General Insurance	25,850	20,623	25,850
10-5-4010000-0381	Property Taxes	23,805	23,566	25,000
10-5-4010000-0404	Vehicle and Radio Licences	10,700	6,737	10,700
Total Building - SSCS		60,355	50,926	61,550
General Expenses				
10-5-4010000-0131	Transfer of PW Related Expenses	443,731	443,731	443,731
10-5-4010000-0130	Administrative Transfer from Town	185,260	185,260	192,735
10-5-4010000-0328	Engineering Fees	20,000	11,060	15,000
10-5-4017740-0307	Advertising	500	31	500
10-5-4017740-0504	Collection and Billing Expense	64,000	12,527	13,000
Total General Expenses - SSCS		713,491	652,609	664,966
Environmental Services				
10-5-4017740-0331	General Maintenance	20,000	6,391	20,000
10-5-4017740-0750	Sewer Flushing	50,000	48,947	50,000
10-5-4017740-0758	Service Connection Inspection and Camera	4,000	1,762	4,000
10-5-4017740-0759	Service Connection Repair and Maintenance	62,000	24,981	62,000
10-5-4017740-0760	Manhole Cleaning and Maintenance	10,000	9,309	10,000
Total Environmental Services - SSCS		146,000	91,390	146,000
Total Expenses - Sanitary Sewage Collection System		919,846	794,925	872,516
<u>Amherstburg Sanitary Sewer Treatment System (ASSTS)</u>				
General				
10-5-4017740-0316	Utilities	210,000	156,191	175,000
10-5-4017740-0328	Engineering and Professional Fees	10,000	-	8,000
10-5-4017740-0381	Property Taxes	6,900	6,428	6,900
Total General - ASSTS		226,900	162,619	189,900
Environmental Services				
10-5-4017740-0602	Sludge - Lanfill Tipping Fees	75,000	52,341	75,000
10-5-4017740-0604	Contract OCWA	703,082	703,082	717,000
10-5-4017740-0612	OCWA Maintenance Items	125,000	70,296	120,000

**TOWN OF AMHERSTBURG
WASTEWATER DEPARTMENT
2015 Budget**

		2014 Budget	2014 Actuals	2015 Budget
10-5-4017740-0613	OCWA After Hour Call In	25,000	31,859	25,000
Total Environmental Services - ASSTS		928,082	857,578	937,000
Total Expenses - Amherstburg Sanitary Sewer Treatment System		1,154,982	1,020,197	1,126,900
<u>McGregor Sewage Lagoon Sytem (MSLS)</u>				
Building				
10-5-4017720-0315	Telephone	2,100	120	
10-5-4017720-0316	Utilities	20,000	8,245	20,000
10-5-4017720-0381	Property Taxes	1,900	1,881	1,900
Total Building Expenses - MSLS		24,000	10,246	21,900
Environmental Services				
10-5-4017720-0331	General Maintenance	-		
10-5-4017720-0604	Contract OCWA	108,082	108,082	110,000
10-5-4017720-0612	OCWA Plant Maintenance Items	40,000	20,502	40,000
10-5-4017720-0613	OCWA After Hour Call In	15,000	9,730	12,000
10-5-4017720-0771	Lucier Estates Pump Station Operations	5,000	-	5,000
Total Environmental Services - MSLS		168,082	138,314	167,000
Total Expenses - McGregor Sewage Lagoon Sytem		192,082	148,560	188,900
<u>Edgewater Sewage Lagoon System (ESLS)</u>				
Building				
10-5-4017730-0316	Utilities	15,000	21,836	15,000
10-5-4017730-0381	Property Taxes	20,230	22,338	20,230
Total Building - ESLS		35,230	44,174	35,230
Environmental Services				
10-5-4017730-0612	OCWA Plant Maintenance Items	45,000	18,543	40,000
10-5-4017730-0613	OCWA After Hour Call In	7,500	5,166	7,500
10-5-4017730-0771	OCWA Meyers Pump Stations	6,000	1,730	6,000
10-5-4017730-0604	Contract OCWA	115,040	115,040	117,000
10-5-4017730-0609	Lagoon Treatment	50,000	54,127	75,000
Total Environmental Services - ESLS		223,540	194,606	245,500
Total Expenses - Edgewater Sewage Lagoon System		258,770	238,780	280,730
<u>Big Creek Sewage Treatment and Collection System (Big Creek)</u>				
Building				
10-5-4017750-0316	Utilities	20,800	26,955	25,000
Total Building - Big Creek		20,800	26,955	25,000
Environmental Services				
10-5-4017750-0602	Landfill Charges	-		
10-5-4017750-0604	Contract OCWA - Big Creek Plant	62,817	62,807	64,000

**TOWN OF AMHERSTBURG
WASTEWATER DEPARTMENT
2015 Budget**

		2014 Budget	2014 Actuals	2015 Budget
10-5-4017750-0612	OCWA Plant Maintenance Items	15,000	12,885	13,500
10-5-4017750-0613	OCWA After Hour Call In	2,500	2,557	2,500
Total Environmental Service - Big Creek		80,317	78,249	80,000
Total Expenses - Big Creek Sewage Treatment and Collection Sys.		101,117	105,204	105,000
<u>McLeod SBR Sewage Treatment and Collection System (McLeod)</u>				
Building				
10-5-4017755-0316	Utilities	30,000	36,823	20,000
10-5-4017755-0381	Property Taxes	18,070	18,330	18,070
Total Building - McLeod		48,070	55,153	38,070
Environmental Services				
10-5-4017755-0604	Contract OCWA - McLeod Plant	137,702	137,702	140,000
10-5-4017755-0612	OCWA Plant Maintenance Items	37,000	18,872	35,000
10-5-4017755-0613	OCWA After Hour Call In	8,400	15,672	8,400
Total Environmental Services - McLeod		183,102	172,246	183,400
Total Expenses - McLeod Sewage Treatment and Collection Sys.		231,172	227,399	221,470
<u>Boblo Island Sewage Treatment System</u>				
Building				
10-5-4017760-0316	Utilities	18,000	12,601	15,000
Total Building - Boblo		18,000	12,601	15,000
Environmental Services				
10-5-4017760-0604	Contract OCWA - Boblo Plant	50,161	50,161	51,000
10-5-4017760-0612	OCWA Plant Maintenance Items	20,000	5,228	18,000
10-5-4017760-0613	OCWA After Hours Call In	1,000	816	1,000
Total Environmental Service - Boblo		71,161	56,205	70,000
Total Expenses - Boblo Island Sewage Treatment System		89,161	68,806	85,000
Capital/Reserve Transfers		280,500	1,903,015	1,010,000
Debt Charges - Waste Water				
	Principle	1,207,081	1,194,370	1,359,112
	Interest	1,099,986	1,187,466	1,087,106
	Less: DC Portion		(1,316,167)	(425,640)
	New P&I	100,000		
Total Debt Charges - Waste Water		2,407,067	1,065,669	2,020,578
Total Expenses - Waste Water Department		5,634,696	5,572,555	5,911,094
Surplus/(Deficit) - Waste Water Department		91,999	22,892	186,601

WATER DEPARTMENT - 2015 CAPITAL BUDGET										
Initiative	Total Capital Requirements	Reasoning	Funding Source	Council Approved in Previous Years (for 2015 spend)	2015	2016	2017	2018	2019	2020-2025
Distribution System - Upgrades & Replacements										
Riviera Place/Riviera Drive Watermain Upgrade and Replacement. Replacement of existing 6 inch ductile iron to class 150 PVC Pipe and loop line to Riviera Drive. Length is approximately 320 metres.	\$ 245,000.00	Required due to lifecycle renewal. Elimination of ductile iron pipe. Engineering completed in 2013.	all new debt in 2015	225,000.00	20,000.00					
Pickering Street Watermain Upgrade from Sandwich to Dalhousie. Replacement of existing 12" ductile iron to class 150.	\$ 270,000.00	Required due to lifecycle renewal. Elimination of ductile iron pipe. Engineering in 2015. Construction in 2016.	operating capital contributions		20,000.00	250,000.00				
Pickering Street Watermain Upgrade from Sandwich to Fryer. Replacement of existing 12" ductile iron to class 150 PVC Pipe.	\$ 325,000.00	Required due to lifecycle renewal. Elimination of ductile iron pipe. Engineering in 2016. Construction in 2017.				25,000.00	300,000.00			
Richmond Street Watermain Replacement from Fryer to Pacific. Upgrade 200mm ductile pipe watermain to class 150.	\$ 330,000.00	Required due to lifecycle renewal. Elimination of ductile iron pipe. Engineering in 2017. Construction in 2018.					30,000.00	300,000.00		
Future Watermain Replacements 2019-2022. Allow \$500,000 per year for replacement of old watermain materials and upgrades.	\$ 3,500,000.00	Funds would provide for future lifecycle renewals and upgrades.							500,000.00	3,000,000.00
County Road 20 Watermain Replacement from Brunner to Thrasher Avenue. Replacement of ductile pipe to PVC	\$ 1,500,000.00	This watermain would be completed concurrently with the new sanitary forcemain along Sandwich Street from Edgewater to the new AWWTP.	\$150 K from reserves in 2015, future years from new debt	150,000.00		1,350,000.00				
TOTALS	\$ 6,170,000.00			375,000.00	40,000.00	1,625,000.00	330,000.00	300,000.00	500,000.00	3,000,000.00

Amherstburg Water Treatment Plant - Upgrades and Replacements										
Upflow Clarifier Cover at Water Treatment Plant.	\$ 450,000.00	Clarifier currently has no overhead clarifier protection. Provides additional protection from elements.	all new debt in 2015	50,000.00	400,000.00					
Control valve replacement program at Water Treatment Plant. \$60,000 previously approved in 2012. \$60,000 every other year beginning in 2012.	\$ 260,000.00	Current valves are beyond life expectancy. Replace control valves each year to newer valves.	operating capital contributions		60,000.00	50,000.00	50,000.00	50,000.00	50,000.00	
Actuator / Pneumatic cylinder replacement program .	\$ 60,000.00		operating capital contributions		15,000.00	15,000.00	15,000.00			15,000.00
Roof Repairs. \$40,000 previously approved in 2012. Replacements/restorations required on 5 roof levels. Some preliminary repairs in 2013. Majority of work scheduled for 2014.	\$ 75,000.00	Areas of roof are currently leaking or in disrepair. Will require remediation as per Tremco specifications.	operating capital contributions	75,000.00						
Water Treatment Plant Facility Plan	\$ 125,000.00	The WTP was constructed in 1971 and some of the process equipment and associated facility systems are nearing the end of their theoretical lifecycle. These systems need to be assessed in order to develop a more comprehensive plan that will set the timing and associated cost of their upgrade and/or replacement.	operating capital contributions	125,000.00						
Low Lift Pump Variable Frequency Drive (VFD) Installation	\$ 60,000.00	Install VFD on all Low Lift Pumps. This will provide energy efficiency and overall cost savings. It will also prolong pump life.				30,000.00	30,000.00			
Low Lift Pump No. 3 Upgrade at Water Treatment Plant. New motor, rebuild pump, replace check valve, new pump controls.	\$ 80,000.00	The current pump is beyond life expectancy. New pumps will provide savings in energy costs and will be more reliable.	operating capital contributions		80,000.00					
High Lift No. 1 Pump Upgrade. New motor, pump rebuild, replace check valve, new pump controls and VFD	\$ 80,000.00	The current pump is beyond life expectancy. New pumps will provide savings in energy costs and will be more reliable.				80,000.00				
Supervisory Control and Data Acquisition (SCADA) Upgrade. New computer system to operate the plant. \$100,000 for engineering in 2016 and \$900,000 for implementation in 2017	\$ 1,000,000.00	Plant is currently not automated. Controls are all manual. Will fully automate plant. SCADA provides improved reporting procedures because of the data that can be acquired more efficiently. (20% growth related). This is to be done before the plant upgrade.				100,000.00	900,000.00			

WATER DEPARTMENT - 2015 CAPITAL BUDGET										
Initiative	Total Capital Requirements	Reasoning	Funding Source	Council Approved in Previous Years (for 2015 spend)	2015	2016	2017	2018	2019	2020-2025
Construction of a new clarifier at the water treatment plant to provide 100% redundancy of the existing clarifier. \$262,000 for engineering in 2017 and \$2,358,000 for construction in 2018	\$ 2,620,000.00	Rundancy is not in place now. Recommended by the Ministry of the Environment.					262,000.00	2,358,000.00		
Window Replacement / Brick repairs / Door replacement / sealant	\$ -	Window seals are failing, screens are broken or missing.Existing bricks								
Provide Line of sight communication to water tower	\$ 10,000.00	This will provide redundancy for the water plant/water tower communications.					10,000.00			
Reservoir Replacement Phase 1. Replacement of existing 14,800 cubic metre reservoir. (Phase 2 of project will be the replacement of 2 - 7,400 cubic metre cells- to be completed after Phase 1.)	\$ 4,560,000.00	Currently no redundant system for reservoir. Preparation for Phase 2 capacity increase during plant upgrades								4,560,000.00
Process Waste Treatment Facility Construction. \$5110,000 requested in 2020 and beyond. Collection, thickening, and dewatering for plant rated flow of 22,400 cubic metres per day. (20% growth related)	\$ 5,110,000.00	Backwash and filter waste currently not treated. This will provide treatment prior to discharge.								5,110,000.00
TOTALS	\$ 14,490,000.00			250,000.00	555,000.00	275,000.00	1,267,000.00	2,408,000.00	50,000.00	9,685,000.00

Amherstburg Water Treatment Plant - Upgrades and Replacements - Growth Related										
Construction of a new clarifier at the water treatment plant to provide 100% redundancy at the upgraded capacity of 22,400 cubic metres per day.	\$ 2,620,000.00	Rundancy of upgraded capacity is not in place now. Recommended by the Ministry of the Environment.								2,620,000.00
New Filter Construction at Water Treatment Plant. Upgrade require to increase capacity for water treatment plant from 18,124 cubic metres to 22,400 cubic metres per day.	\$ 2,310,000.00	18,124 cubic metres per day would not sustain continued growth and would require an additional 4,276 cubic metres per day.								2,310,000.00
Reservoir Replacement at Water Treatment Plant -Phase 2 - Provision of Additional Water Storage in Ground Reservoir. To be completed after Reservoir Replacement Phase 1. Will provide approximately 7,400 cubic metres for plant rated flow of 22,400 cubic metres per day.	\$ 2,030,000.00	Insufficient storage capacity. Additional storage required to accommodate upgraded plant.								2,030,000.00
New Construction of Second Screen at Water Treatment Plant to augment capacity upgrade. Upgrade require to increase capacity for water treatment plant from 18,124 cubic metres to 22,400 cubic metres per day.	\$ 1,450,000.00	18,124 cubic metres per day would not sustain continued growth and would require an additional 4,276 cubic metres per day.								1,450,000.00
New Construction of Additional Low Lift Pump at Water Treatment Plant to augment capacity upgrade. Upgrade require to increase capacity for water treatment plant from 18,124 cubic metres to 22,400 cubic metres per day.	\$ 220,000.00	18,124 cubic metres per day would not sustain continued growth and would require an additional 4,276 cubic metres per day.								220,000.00
New Construction of Chemical Storage Room at Water Treatment Plant to augment capacity upgrade. Upgrade require to increase capacity for water treatment plant from 18,124 cubic metres to 22,400 cubic metres per day.	\$ 200,000.00	18,124 cubic metres per day would not sustain continued growth and would require an additional 4,276 cubic metres per day.								200,000.00
Purchase and installation of additional diesel generator for Water Treatment Plant to augment capacity upgrade. Upgrade require to increase capacity for water treatment plant from 18,124 cubic metres to 22,400 cubic metres per day.	\$ 200,000.00	18,124 cubic metres per day would not sustain continued growth and would require an additional 4,276 cubic metres per day.								200,000.00
New Construction of Chemical Feed Processes at Water Treatment Plant to augment capacity upgrade. Upgrade require to increase capacity for water treatment plant from 18,124 cubic metres to 22,400 cubic metres per day.	\$ 150,000.00	18,124 cubic metres per day would not sustain continued growth and would require an additional 4,276 cubic metres per day.								150,000.00
TOTALS	\$ 9,180,000.00					-	-	-	-	9,180,000.00

Water Distribution - Equipment

WATER DEPARTMENT - 2015 CAPITAL BUDGET										
Initiative	Total Capital Requirements	Reasoning	Funding Source	Council Approved in Previous Years (for 2015 spend)	2015	2016	2017	2018	2019	2020-2025
Vehicle Replacement - Unit 810: 2003 Pick up truck - sewer & water locates. Budget \$40,000 - 60% Water 40% Sewer.	\$ -	Required due to lifecycle renewal.								
Vehicle Replacement - Unit 310: 2006 Meter Reading pick up - Budget \$35,000 - 60% Water 40% Sewer	\$ 21,000.00	Required due to lifecycle renewal.				21,000.00				
Vehicle Replacement - Unit 510: 2006 GMC Truck used for servicing and locates- Budget \$40,000 - 60% Water 40% Sewer	\$ 24,000.00	Required due to lifecycle renewal.					24,000.00			
Vehicle Replacement - Unit 311: 2007 1/2 ton van. Replace with 3/4 ton van - Budget \$45,000 - 60% Water 40% Sewer	\$ 27,000.00	Required due to lifecycle renewal.						27,000.00		
Vehicle Replacement - Unit M3: Superintendent 2010 pick up - Budget \$40,000 - 60% Water 40% Sewer	\$ 24,000.00	Required due to lifecycle renewal.							24,000.00	
Allowance for equipment purchases 2020 to 2025. Budget \$350,000 - 60% Water 40% Sewer	\$ 228,000.00	As per CH2MHill Rate Review								228,000.00
TOTALS	\$ 324,000.00				-	21,000.00	24,000.00	27,000.00	24,000.00	228,000.00
TOTAL 2015 WATER CAPITAL BUDGET	\$ 30,164,000.00			625,000.00	595,000.00	1,921,000.00	1,621,000.00	2,735,000.00	574,000.00	22,093,000.00

Previously approved 625,000.00

Total 2015 spend 1,220,000.00

Funding Sources: New Debt 695,000.00

Operating capital contributions 525,000.00

-

1,220,000.00

WASTEWATER DEPARTMENT - 2015 CAPITAL BUDGET										
Initiative	Total Capital Requirements	Reasoning	Funding Source	Council Approved in Previous Years (for 2015 spend)	2015	2016	2017	2018	2019	2020-2025
Sewage Collection System - Upgrades & Replacements										
Replacement of sanitary connections - Texas Rd	\$ 675,000.00	Required to eliminate inflow and infiltration prior to road replacement	reserves		400,000.00	275,000.00				
Sanitary Sewer renewal - George St. from Simcoe to Gore	\$ 350,000.00	Required due to lifecycle renewal.				350,000.00				
Sanitary Sewer renewal - Gore St. from George to Sandwich (Phase 1)	\$ 500,000.00	Required due to lifecycle renewal.					500,000.00			
Sanitary Sewer renewal - Gore St. from Sandwich to Dalhousie (Phase 2)	\$ 500,000.00	Required due to lifecycle renewal.						500,000.00		
Future Sanitary Sewer renewal	\$ 500,000.00	Required due to lifecycle renewal.							500,000.00	
Future Sanitary Sewer Renewals 2020-2025	\$ 3,000,000.00	Required due to lifecycle renewal.								3,000,000.00
TOTALS	\$ 5,525,000.00				400,000.00	625,000.00	500,000.00	500,000.00	500,000.00	3,000,000.00

Sewage Collection System - Pump Stations										
Upgrade communications to include satellite / cellular communications to all pump stations	\$ 15,000.00	This will eliminate the need for bell phone line monthly bills and any issues with bell service lines	reserves		15,000.00					
Fuel system upgrades / Various facilities and pump stations	\$ 35,000.00	Fuel system upgrades must be completed to address TSSA requirements and address health and safety issues	operating capital contributions		35,000.00					
Standby Generator - Power Supply - Portable Unit. 30Kw 600v 240V. Supply emergency power to all pump stations	\$ 50,000.00	This will replace an undersized existing portable generator	operating capital contributions		50,000.00					
Pump replacement	\$ 54,000.00	Required due to lifecycle renewal.	reserves		18,000.00	18,000.00	18,000.00			
Upgrade electrical control panels to include amp readings, pump reset locations, multitranger relocation , data loggers, external generator plugs. 3 per year until all pump stations are completed	\$ 300,000.00	Ensure panels met ESA code requirements, Health and safety standards and provide additional flow and level information	operating capital contributions		60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	
TOTALS	\$ 454,000.00				178,000.00	78,000.00	78,000.00	60,000.00	60,000.00	-

Environmental - Boblo Wastewater Treatment Plant										
Standby Generator - Power Supply - Portable Unit. Work in Progress. No additional funds required.	\$ 50,000.00	No backup electrical power source. Lifecycle replacement. Portable unit can be relocated upon decommissioning of the Boblo Wastewater Treatment Plant. Can also be used for emergency situations at Boblo plant.	operating capital contributions		50,000.00					
Replace raw sewage pump #2	\$ 8,000.00	Life cycle replacement - Original equipment				8,000.00				
TOTALS	\$ 50,000.00				50,000.00	8,000.00	-	-	-	-

Environmental - Amherstburg Wastewater Treatment Plant										
Pump Station No. 2 Upgrade. This pump is located 627 Sandwich Street South behind the Walmart Plaza. Work in progress (\$2,800,000) and - Wastewater Treatment Plant Effluent Sewer Upgrade from Amherstburg Wastewater Treatment Plant to Pump Station No. 2 - Work in progress. at (\$720,000) for a Combined Project Cost of \$3,520,000.	\$ 5,070,000.00	To accommodate increased capacity of the new treatment plant. Eliminate bypasses.	all new debt in 2015	3,520,000.00	1,550,000.00					

WASTEWATER DEPARTMENT - 2015 CAPITAL BUDGET										
Initiative	Total Capital Requirements	Reasoning	Funding Source	Council Approved in Previous Years (for 2015 spend)	2015	2016	2017	2018	2019	2020-2025
Construction of new forcemain and pump station to connect Edgewater Lagoon System to the new Amherstburg Wastewater Treatment Plant.	\$ 2,675,000.00	Infrastructure required to accommodate treating Edgewater Sewage Area at the new treatment plant. Engineering expenses incurred in 2013. Construction expected for 2014.	all new debt in 2015	1,900,000.00	775,000.00					
Upgrade generator at South gateway to incorporate the storm pump station	\$ 20,000.00	Currently no back-up power system for the stormwater pumping station.	General Tax would be required to pay for a portion of the upgrade based on the Stormwater component			20,000.00				
Inflow and Infiltration study - Engineering	\$ 810,000.00	Address the sewer inflow and infiltration the plagues the AWWTP catchment area. It will greatly reduce basement flooding in the area	operating capital contributions		300,000.00	90,000.00	60,000.00	60,000.00	60,000.00	240,000.00
Inflow and Infiltration - Program	\$ 4,200,000.00	Address the sewer inflow and infiltration the plagues the AWWTP catchment area. It will greatly reduce basement flooding in the area				600,000.00	600,000.00	500,000.00	500,000.00	2,000,000.00
Amherstburg Wastewater Treatment Plant - Digester Complex	\$ 8,535,000.00	To reduce the quantities of sludge being sent to landfill.								8,535,000.00
TOTALS	\$ 21,310,000.00			5,420,000.00	2,625,000.00	710,000.00	660,000.00	560,000.00	560,000.00	10,775,000.00

Environmental - McGregor Wastewater Lagoon System										
Lucier Estates Sanitary Pump Station Reconstruction -	\$ 550,000.00	Costs pending Environmental Assessment. Pump station capacity needs to be increased for current capacity of sewage transported to the lagoons. Engineering in 2014 for implementation in 2015.	\$100,000 approved in 2014 capital budget			550,000.00				
McGregor Lagoon Cleaning of Cell 1, 2 and 3. One completed.	\$ 450,000.00	Removal of built up sediment in the lagoons. Sediment decreases capacity of lagoon and hinders treatment process.				225,000.00	225,000.00			
Inflow and Infiltration study - Engineering	\$ 90,000.00	Address the sewer inflow and infiltration the plagues the McGregor area. It will greatly reduce basement flooding in the area	operating capital contributions	\$90000 pre-committed in the December 15 council meeting.	90,000.00					
Inflow and Infiltration - Program	\$ 400,000.00	Address the sewer inflow and infiltration the plagues the McGregor area. It will greatly reduce basement flooding in the area	operating capital contributions		400,000.00					
Install Fencing along County Road 11 (Walker Road)	\$ 50,000.00	Provide security for the Lagoon facility. Current fencing is inadequate.				50,000.00				
Transfer Switch / Hydro monitoring for PS#1	\$ 25,000.00	Upgrade electrical for PS#1 to address hydro concerns and provide for transfer of power during outages				25,000.00				
Lagoon standby power Generator and transfer switch	\$ 65,000.00	Provide standby power to allow for continuous operation during power outages and provide for transfer of power					65,000.00			
TOTALS	\$ 1,630,000.00				490,000.00	850,000.00	290,000.00			

Environmental - Edgewater Lagoon System										
Pump Station No. 26 - Pump upgrade review.	\$ -	For future development in the Kingsbridge area.	\$25,000 committed in 2014							
Edgewater Lagoon Decommissioning	\$ 700,000.00	To physically decommission lagoons and connect Edgewater sewage area to new treatment plant, providing secondary treatment.					400,000.00	300,000.00		

WASTEWATER DEPARTMENT - 2015 CAPITAL BUDGET										
Initiative	Total Capital Requirements	Reasoning	Funding Source	Council Approved in Previous Years (for 2015 spend)	2015	2016	2017	2018	2019	2020-2025
TOTALS	\$ 700,000.00				-	-	400,000.00	300,000.00	-	-
Environmental - Big Creek Wastewater Treatment Plant										
Installation of enclosure for the relocation of Alum tank	\$ 25,000.00	Current alum tank is located outside and cannot be used in the colder weather. Alkalinity boosting chemical is stored at the water plant due to storage restrictions.	operating capital contributions	\$10,000 approved in 2014 capital budget	25,000.00					
TOTALS	\$ 25,000.00				25,000.00	-	-	-	-	-
Environmental - McLeod Wastewater Treatment Plant										
McLeod PS #2 pump replacement	\$ 30,000.00	Lifecycle replacement and provision for redundancy.				15,000.00	15,000.00			
Willow Beach Stormwater pumps - Exhaust system revisions	\$ 15,000.00	Community complaints regarding exhaust fumes around homes				15,000.00				
Replace grit pump and associated piping at STP	\$ 10,000.00					10,000.00				
TOTALS	\$ 55,000.00				-	40,000.00	15,000.00	-	-	-
Wastewater - Equipment										
Vehicle Replacement - Unit 810: 2003 Pick up truck - sewer & water locates. Budget \$40,000 - 60% Water 40% Sewer	\$ -	Required due to lifecycle replacement.								
Vehicle Replacement - Unit 310: 2006 Meter Reading pick up - Budget \$35,000 - 60% Water 40% Sewer	\$ 14,000.00	Required due to lifecycle replacement.				14,000.00				
Vehicle Replacement - Unit 510: 2006 GMC Truck used for servicing and locates. Budget \$40,000 - 60% Water 40% Sewer	\$ 24,000.00	Required due to lifecycle replacement.					24,000.00			
Vehicle Replacement - Unit 311: 2007 1/2 ton van. Replace with 3/4 ton van - Budget \$45,000 - 60% Water 40% Sewer	\$ 18,000.00	Required due to lifecycle replacement.						18,000.00		
Vehicle Replacement - Unit M3: Superintendent 2010 pick up - Budget \$40,000 - 60% Water 40% Sewer	\$ 24,000.00	Required due to lifecycle replacement.							24,000.00	
Allowance for equipment purchases 2019 to 2022 - Budget \$350,000 - 60% Water 40% Sewer	\$ 150,000.00	As per CH2MHill Rate Review								150,000.00
TOTALS	\$ 230,000.00				-	14,000.00	24,000.00	18,000.00	24,000.00	150,000.00
TOTAL 2015 WASTEWATER CAPITAL BUDGET	\$ 30,025,000.00			5,420,000.00	3,768,000.00	2,325,000.00	1,967,000.00	1,438,000.00	1,144,000.00	13,925,000.00

Previously approved	5,420,000.00
Total 2015 spend	<u>9,188,000.00</u>
Funding Sources: New Debt	7,745,000.00
Operating capital contributions	1,010,000.00
Reserves	<u>433,000.00</u>
	<u><u>9,188,000.00</u></u>



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF ENGINEERING AND PUBLIC WORKS

MISSION STATEMENT:

Author's Name: Todd Hewitt	Report Date: March 12, 2015
Author's Phone: 519 736-3664 ext. 313	Date to Council: March 23, 2015
Author's E-mail: thewitt@amherstburg.ca	Classification #: N/A

To: Mayor and Members of Town Council

Subject: 2015 Water and Wastewater Rates

1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Manager of Engineering and Operations, dated March 12, 2015 regarding the 2015 Water and Wastewater Rates **BE RECEIVED**;
2. A water and wastewater rate increase **BE IMPLEMENTED**, effective June 1, 2015 pursuant to the 2015 Water and Wastewater Rate Study;
3. That Administration **BE DIRECTED** to review the options available to the Town to operate the Water and Waste Water facilities for 2016 going forward; and,
4. By-law 2015-29 being a by-law for fixing rates for the supply of water and for fixing rates for the collection and treatment of wastewater be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

EXECUTIVE SUMMARY:

N/A

2. **BACKGROUND:**

At the October 9, 2007 Council meeting, Council accepted a recommendation to have administration conduct a detailed review of the water and wastewater rates to ensure that all previous studies and projected operational and capital expenditures were current and continue to be acceptable.

The above noted review was undertaken by CH2MHill with assistance from Public Works and Finance and computerized models known as the Water and Wastewater Rates Models were created.

Accordingly, the Water and Wastewater Rates Models were presented to Council on April 6, 2010. A recommendation from this study was for the Town to consider both water and wastewater rates annually and adjust them as required.

COUNCIL DIRECTION IN 2011

At the Council meeting held January 10, 2011, Council directed administration to investigate the following scenario for water and wastewater increases, being a 5% increase for years 2011 to 2015.

	2011	2012	2013	2014	2015
Council Request - Rate Adjustment	5%	5%	5%	5%	5%

On April 13, 2011, Council held a special meeting to review the water and wastewater rates. At this meeting Council was provided with the information below.

Water Rates - Three scenarios were evaluated for rate adjustments:

Water Scenario Consideration	2011	2012	2013	2014	2015
1. Previous recommendation	15%	10%	3%	3%	3%
2. Council Requested review of	5%	5%	5%	5%	5%
3. Intermediate scenario - Recommended	10%	5%	5%	5%	5%

Wastewater Rates - Two scenarios were evaluated for rate adjustments:

Wastewater Scenario Consideration	2011	2012	2013	2014	2015
1. Previous recommendation	15%	15%	3%	3%	3%
2. Council Requested scenario - Recommended	5%	5%	5%	5%	5%

Administration recommended that the above highlighted scenarios (#3 for water and #2 for wastewater) be accepted as a five year plan for the water and wastewater rates. Council concurred with these recommendations. Council adopted the following resolution:

“That Council receive the report dated April 8, 2011 from CH2MHill and concur with the recommendation to implement a water and wastewater increase effective June 1, 2011 pursuant the 2009 Water and Wastewater Rate Study CH2MHill the Public Works Department and Treasury;

“And further that Council considers both the Water and Wastewater rates study annually and adjusts them as such that the reconsidered rates are effective on June 1st each successive year.”

3. **DISCUSSION:**

Administration is recommending that the Town continue to implement the 5% rate increase in both water and wastewater for 2015, effective June 1, 2015 as per the recommended scenarios noted above.

Current Rates

It is important to note that both water and wastewater charges are determined by the metered volume of water consumed, in addition, monthly base charges are based upon the water meter size.

i) A constant consumption rate per cubic meter of water used is charged for both water and wastewater. These current rates are as follows:

- Water \$1.01/m³
- Wastewater \$1.96/m³

ii) Monthly Base Charge – The monthly fixed charge for water and wastewater is based on water meter size:

Meter Size (inches)	5/8 & 3/4	1	1 1/4 & 1 1/2	2	3	4	6	8 & 10
Wastewater	\$29.01	\$38.68	\$48.35	\$72.53	\$100.74	\$181.32	\$483.53	\$725.29
Water	\$19.10	\$25.41	\$31.79	\$47.69	\$62.46	\$119.24	\$380.19	\$476.94

Proposed 2015 Water and Wastewater Rates

i) A constant consumption rate based on water usage.

- Water \$1.06/m³
- Wastewater \$2.06/m³

ii) Monthly Base Charge – The monthly fixed charge for water and wastewater is based on water meter size:

Meter Size (inches)	5/8 & 3/4	1	1 1/4 & 1 1/2	2	3	4	6	8 & 10
Wastewater	\$30.46	\$40.62	\$50.77	\$76.16	\$105.77	\$190.39	\$507.70	\$761.55
Water	\$20.05	\$26.68	\$33.38	\$50.08	\$65.59	\$125.20	\$399.20	\$500.79

This year (2015) is the final year of the 5 year plan that was approved in 2011. The water and wastewater rates being recommended in this report have been derived following a detailed evaluation by administration of the Town's present and future needs, provincial legislation and lifecycle replacement costs of the Town's water and wastewater treatment, distribution and collection systems. Administration is recommending that Council continue to implement the proposed increases in the plan that was adopted by Council on January 10, 2011. This increase will address the short-term needs of the water and wastewater budgets of the Town based on the assumptions used in 2011 to establish the plan. It is important to note that at the time the plan was developed, Administration did not include a long-term strategy to establish a reserve for water and wastewater that would address future capital infrastructure challenges.

Since 2011, many things have changed with respect to the requirements for water and wastewater within the Town. The capital budget changes year by year based on new priorities such as a much needed large scale inflow and infiltration study and the repair program to address the flooding issues of the Town. Administration is recommending this program and will begin such measures in 2015. Also, the Town will be completing a Water Treatment Plant Facility Plan. The Water Treatment Plant was constructed in 1971 and some of the process equipment and associated facility systems are nearing the end of their useful lifecycle. The facility and all systems within the plant need to be assessed in order to develop a comprehensive plan that will establish the replacement requirements of the system. Administration will present Council with its findings upon completion of the assessment. The funding for this assessment was included in the 2014 Water Capital Budget. This review is included in Administration's work plan for 2015. It is important for Council to note that projects that are identified as a result of this review will be included in the development of future rate models moving forward.

4. RISK ANALYSIS:

The Town requires the continual operation of the water and wastewater facilities. The Town also needs to upgrade and renew equipment and infrastructure when required to provide safe water and wastewater services to residents. These rate increases allow for continued services.

5. FINANCIAL MATTERS:

Total costs of operations and lifecycle renewals are recovered through a user pay water and wastewater rate that is based on consumption.

6. CONSULTATIONS:

The Manager of Financial Services, Manager of Environmental Services and the Manager of Water Business Group, CH2MHill Canada concurs with the recommendation.

7. CONCLUSION:

The 5% increase in both water and wastewater represents the 5th year of the 5 year rate plan approved by Council in 2011. This increase will address the short term needs of the water and wastewater budgets but does not include any long term strategy to create a reserve that will fund the future infrastructure needs of the Town in both water and wastewater. It is important to note that the current contract with Ontario Clean Water Agency ends in 2015. As a result of this, Administration is reviewing the options available to the Town to operate the Water and Wastewater facilities which include a new tender, renegotiation of the current contract or the option of the Town running its own facilities. Administration is hopeful that the Town will be able to gain budget efficiencies upon the expiration of the contracts in 2015, which will help fund future reserves in both revenue streams.



Todd Hewitt
Manager of Engineering and Operations



Antonietta Giofu
Director of Engineering and Infrastructure



Justin Rousseau
Director of Financial Services



Giovanni (John) Miceli
Chief Administrative Officer

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APPENDICES:
By-law 2015-29 2015 Water and Wastewater Rates

DEPARTMENTS/OTHERS CONSULTED:
Name: Manager of Financial Services
Phone #: 519 736-0012 ext. 232
Name: Manager of Environmental Services
Phone #: 519 736-3664 ext. 312
Name: Manager of Water Business Group, CH2MHill Canada
Phone #: 519 579-3500 ext. 73295

NOTIFICATION :

Name	Address	Email Address	Telephone	FAX

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2015-29

Being a by-law for fixing rates for the supply of water and for fixing rates for the collection and treatment of wastewater

WHEREAS Section 391 of the *Ontario Municipal Act, 2001*, authorizes a municipality to pass by-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it;

AND WHEREAS the Council deems it appropriate and beneficial to set such water and wastewater rates, and amend those rates from time to time;

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

1. The rates for customers supplied potable water by the Town of Amherstburg for the period June 1st, 2015 up to and including May 30th, 2016 shall be at the usage rate and base monthly charge rate as set out in Schedule "A" attached and forming part of this by-law.
2. The rates for customers supplied collection and treatment of wastewater by the Town of Amherstburg for the period June 1st, 2015 up to and including May 30th, 2016 shall be at the usage rate and base monthly charge rate as set out in Schedule "B" attached and forming part of this by-law.
3. The rates as set out in Schedule "A" and Schedule "B" attached shall continue in affect after June 30th, 2016 until rescinded or amended.
4. The billing periods and due dates shall be as determined by the Town in consultation with their billing agent.
5. By-law No. 2014 - 57 is hereby repealed.

Read a first, second and third time and finally passed this 23rd day of March, 2015.

MAYOR – ALDO DiCARLO

CLERK – PAULA PARKER



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT

MISSION STATEMENT:

Author's Name: Anne Rota	Report Date: March 4, 2015
Author's Phone: 519 730-1309	Date to Council: March 23, 2015
Author's E-mail: arota@amherstburg.ca	Classification #: N/A

To: Mayor and Members of Town Council

Subject: Amherstburg Farmers Market (AFM) Update

1. RECOMMENDATION:

It is recommended that:

1. The report from the Manager of Tourism and Culture, dated March 3, 2015 regarding the Amherstburg Farmers Market (AFM) Update, **BE RECEIVED**; and,
2. The Amherstburg Farmers Market Association's continued operations at two locations, the Malden Community Center parking lot at 7860 County Road 20 every Saturday from 8:30 am to 1:30 pm and at the south end of Toddy Jones Park every Tuesday, from 1 pm to 6 pm beginning on May 16, 2015, to October 10, 2015 **BE APPROVED**.

2. BACKGROUND:

The AFM is a not for profit association. Revenue generated through vendor fees offset costs associated for the seasonal manager, insurance, permit fees, marketing, special events and supplies.

Since 2008, the AFM has been successfully operating outdoors at the Malden Community Center also known as the "little white church". On average, 14 to 16 local vendors/producers who grow or produce their own products have made the AFM a weekly Saturday destination for loyal customers who support the "Buy Local" campaign.

In 2014, a Tuesday afternoon market was established upon Council's approval by the AFM to pilot a downtown location. Toddy Jones Park was identified and the location has been well received by many residents and visitors. The market thrived by the end of the season.

Special events that relate to farm growing, food production and “green” initiatives where consumers “meet the growers” are also a large part of the AFM’s objectives. AFM aims to raise the profile of local food producers and entrepreneurs by giving them a venue in which to sell their goods while educating the public about the rich agricultural and creative diversity that exists in Essex County.

The AFM is a member of the Farmers Market Ontario Association
<http://www.farmersmarketsontario.com/>

The AFM carries its own insurance and has an active website.
www.amherstburgfarmersmarket.com

3. DISCUSSION:

AFM would like to continue its operations at the Malden Community Center parking lot and Toddy Jones Park for the 2015 season. The association recognizes many positive benefits and opportunities for the community in operating at the two locations. The Malden Community Center location serves the needs of many cottagers and residents that live in the rural area of Amherstburg, while the downtown location serves the needs of our urban residents and those who have limited accessibility to the county location on Saturday mornings.

Some of the AMF vendors also participate at the Windsor, Leamington and Riverside markets. They have reported that their best and “better than average sales” are generated in Amherstburg! Residents of Amherstburg and neighboring communities continue to support the Market initiative at both locations with significant increase in attendance at both sites.

4. RISK ANALYSIS:

Amherstburg is the gateway to a rich agricultural industry. Should Council wish not to support our smaller local producers it may be negatively viewed by members of our local food growing industry. Providing access to public venues allows local growers to sell their goods and reinforces the Town of Amherstburg’s support of the farming industry. Providing affordable access to municipally owned venues aligns the Town as a supporter of the strong “Buy Local, buy Fresh” movement.

5. FINANCIAL MATTERS:

The AMF pays \$1,000 annual to the Town of Amherstburg for the use of outdoor space at both locations. The AMF pays \$149.60 annual for the “Flea Market” Town of Amherstburg licensing fee.

6. CONSULTATIONS:

The Director of Economic and Community Development was consulted on this report and concurs with the recommendation.

The Manager of the Amherstburg Farmers Market association was consulted on this report and concurs with the recommendation.

The Manager of Parks and Facilities was consulted on this report and concurs with the recommendation.

7. CONCLUSION:

Residents and visitors alike enjoy and support the Amherstburg Farmers Market at both locations. The association works hard to maintain its true mandate of providing local food straight from the farmers or producers of our immediate catchment. It continues to gain momentum and offers a positive impact to our local economy.



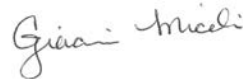
Anne Rota
Manager of Tourism and Culture



Tony DeThomasis
**Director of Economic and
Community Development**



Justin Rousseau
Director of Financial Services



Giovanni (John) Miceli
Chief Administrative Officer

APPENDICES:

Picture Board

DEPARTMENTS/OTHERS CONSULTED:

Name: Tony DeThomasis, Director of Economic and Community Development

Phone #: 519 736-0012 ext. 224

Name: Rita Casagrande, Manager of Amherstburg Farmers Market

Phone #:

Name: Annette Zahaluk, Manager of Parks and Facilities

Phone #: 519 736-5712

NOTIFICATION :

Name	Address	Email Address	Telephone	FAX
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N/A				
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Amherstburg Farmers Market; Malden Center 2014



Consistent average of 200 to 300 customers visit this location every Saturday!



Amherstburg Farmers Market Toddy Jones Downtown Location 2014



Downtown location is very popular with our urban residents and high school students!



Fort Malden often participates; sending out the troops!



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT

MISSION STATEMENT:

Author's Name: Rebecca Belanger	Report Date: February 23, 2015
Author's Phone: 519-736-5408 ext. 4124	Date to Council: March 23, 2015
Author's E-mail: rbelanger@amherstburg.ca	Classification #:

To: Mayor and Members of Town Council

Subject: Development Agreement for 105 Richmond Street

1. RECOMMENDATION:

It is recommended that:

1. The report from the Manager of Planning Services regarding a Development Agreement for 105 Richmond Street **BE RECEIVED**;
2. The site plan and development agreement for the redevelopment of the site to a quick lube and car wash **BE APPROVED**; and,
3. By-law 2015-17 being a By-law to authorize the signing of a development agreement be taken as having been read three times and finally passed and the Mayor and Clerk be authorized to sign same.

2. BACKGROUND:

The Town is in receipt of an application for site plan control in accordance with Section 41 of the Planning Act, from 1912994 Ontario Inc. The site plan provides for the redevelopment of an existing gas station and car wash to a quick lube with two oil change bays and one car wash bay.

3. DISCUSSION:

The property is located at 105 Richmond Street. Administration has reviewed the site plan and offers the following comments regarding its compliance with the Zoning By-law. The subject property is zoned Special Provision Commercial General (CG-3) Zone in accordance with By-law 1999-52, as amended. The Special Provision Commercial

General Zone allows for an automobile service station and any use permitted in a CG Zone.

The building will remain as it exists with proposed modifications to the façade. The new façade of the building will include stucco on the upper portion and stone wainscoting along the lower half intended match the architectural style of the Carnegie Library. There is provision for 4 parking spaces inclusive of a barrier free space, and 10 queuing spaces which both meet the by-law requirements. Three concrete planters which are consistent in style to others in Town are proposed in front of the building to add landscape features to the greatest extent possible. Administration has been informed that the underground fuel tanks were removed from this site last year.

An easement for access has been negotiated by the Economic Development Division to be granted to the subject lands over the western most portion of the Town's library parking lot to permit access around the east side of the oil change establishment. The requested access easement around the east side of the building is informally in existence and it is proposed that a formal easement be executed to legalize this access arrangement. The owner will be required to install one-way signage indicating one-way movement of vehicular traffic over the proposed easement for access.

The development agreement also provides a provision relating to the negotiated Town purchase of a triangular corner of the property which is required to provide legal driveway access to the library parking lot. To date, access to the library's parking lot has been partially over the corner of 105 Richmond. As the site is presently subject to re-development, it offers an opportunity to rectify existing access issues for both the future oil change establishment and the library driveway.

The agreement deals with the normal site servicing issues, required approvals from the various Ministries and Agencies, details relative to the site plan and required financial securities.

The following are highlights of the agreement:

- (i) Sections 1 to 10 set out the Schedules and required approvals from the various Ministries and Agencies.
- (ii) Sections 11 to 18 address the construction of parking areas and walkways, damage to municipal property, snow removal, maintenance of stormwater management facilities, garbage and refuse storage, snow removal and lighting.
- (iii) Sections 19 to 29 address fencing, driveways for emergency access, and Ontario Building Code requirements, requirement to transfer a triangular portion of land to the Town and access easement to the Owner. Also includes a requirement to install one-way signage.
- (iv) Sections 30 to 45 address legal obligations for completion of the work and inspections, financial securities and agreement on title, interpretation and application of the agreement

The proposed development conforms to the Town's planning documents and the development agreement addresses site servicing matters in accordance with the requirements of the Planning Act.

4. RISK ANALYSIS:

The recommendation presents little to no risk to the municipality. The proposed site plan provides redevelopment of the automotive service station use on the site as supported by the policies in the Town's Official Plan. The Site Plan Control process, regulated by Section 41 of the Planning Act serves to protect the municipality's interest as the agreement will be registered on the title of the property. Section 41 of the Planning Act is applicable law to the Ontario Building Code and a permit cannot be issued until the agreement has been registered.

5. FINANCIAL MATTERS:

The cost associated with the applications and planning processes are the responsibility of the developer.

6. CONSULTATIONS:

The Engineering and Public Works, Building and Fire Departments, were provided the complete drawings for comments.

The Engineering and Public Works Department has provided comments during the site plan review process. Public Works has now been satisfied regarding site servicing issues, access, refuse storage and containment and fencings for noise attenuation.

The Essex Region Conservation Authority was circulated the site plan and provided correspondence which stated that the subject lands are not regulated under Section 28 of the Conservation Authorities Act. ERCA had no concerns relating to stormwater management. Further, ERCA noted 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.

The Director of Economic and Community Development has negotiated the purchase of a triangular portion of 105 Richmond and the transfer of an access easement to the Owner over a portion of the Town's property. These transfers will be completed through the preparation of a new reference plan identifying these parts, prior to the registration of the development agreement.

7. CONCLUSION:

Administration is recommending approval of the proposed site plan and development agreement to satisfy the Site Plan Control process.



**Rebecca Belanger
Manager of Planning Services**



**Tony DeThomasis
Director of Economic and Community
Development**



**Justin Rousseau
Director of Financial Services**



**Giovanni (John) Miceli
Chief Administrative Officer**

RLB

APPENDICES:

**Map 1- Aerial view map of subject property
Appendix "A"- By-law 2015-17 being a by-law to authorize the execution of a
Development Agreement together with attached agreement**

DEPARTMENTS/OTHERS CONSULTED:

**Name: Office of Infrastructure and Public Works
Phone #: 519 736-3664 ext. 313
Name: Building Services
Phone #: 519 736-5408 ext. 4136
Name: Fire Services
Phone #: 519 736-6500
Name: Amherstburg Accessibility Advisory Committee
Name: Essex Region Conservation Authority
Phone #: 519 776-5209
Name: Essex Power
Phone #: 519 737-6640**

NOTIFICATION :

Name	Address	Email Address	Telephone	FAX



Town of Amherstburg
105 Richmond St



RICHMOND ST

BATHURST ST

SANDWICH ST S

99

105

232

236

116

114

110

108

245

89

107

**THE CORPORATION OF THE TOWN OF AMHERSTBURG
BY-LAW NO. 2015-17**

**By-law to authorize the execution of a Development Agreement
between 1912994 Ontario Inc. and the Council
of The Corporation of the Town of Amherstburg
105 Richmond Street, Amherstburg**

WHEREAS under Section 8 of the Municipal Act 2001, S.O., 2001, c. 25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

AND WHEREAS under Section 9. (1) (a) and (b) of the Municipal Act 2001, S.O., 2001, c. 25, as amended, Section 8 shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues;

AND WHEREAS the Council of The Corporation of the Town of Amherstburg and owners of said property have agreed to the terms and conditions of a Development Agreement in the form annexed hereto;

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

1. THAT the Mayor and Clerk be hereby authorized to enter into a Development Agreement between 1912994 Ontario Inc. and the Corporation of the Town of Amherstburg for the development of 105 Richmond Street for a quick lube, said agreement affixed hereto;
2. THAT this By-law shall come into force and take effect immediately upon the final passing thereof at which time all by-laws that are inconsistent with the provisions of this by-law and the same are hereby amended insofar as it is necessary to give effect to the provisions of this by-law.

Read a first, second and third time and finally passed this 23rd day of March, 2015.

MAYOR – ALDO DICARLO

CLERK – PAULA PARKER

DEVELOPMENT AGREEMENT

THIS AGREEMENT made in quadruplicate this 23rd day of March, 2015.

BETWEEN: 1912994 ONTARIO INC.

(Hereinafter collectively called "**Owner**")

OF THE FIRST PART;

- and -

THE CORPORATION OF THE TOWN OF AMHERSTBURG

(hereinafter called the "**Corporation**")

OF THE SECOND PART;

Hereinafter collectively referred to as the "**Parties**"

WHEREAS the lands affected by this Agreement are described in Schedule "A" attached hereto, and are hereinafter referred to as the "**Lands**";

AND WHEREAS the Owner warrants it is the registered owner of the Lands;

AND WHEREAS, in this Agreement the "**Owner**" includes an individual, an association, a partnership or corporation and, wherever the singular is used therein, it shall be construed as including the plural;

AND WHEREAS the Official Plan in effect in Amherstburg designated parts of the area covered by the Official Plan, including the Lands, as a Site Plan Control area;

AND WHEREAS the Owner intends to develop the Lands for the purpose of a quick lube with two oil change bays and one car wash bay, in accordance with the Site Plan attached hereto as Schedule "B", and hereinafter referred to as the "Site Plan";

AND WHEREAS the Corporation as a condition of development of the Lands requires the Owner to enter into a Development Agreement;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises, along with the sum of FIVE (\$5.00) DOLLARS of lawful money of Canada, now paid by each of the Parties hereto to each of the other parties hereto, the receipt and sufficiency of which are hereby acknowledged, the Owner hereby covenants and agrees with the Corporation as follows:

1. The following Schedules, which are identified by the signatures of the Parties to this Agreement, and which are attached hereto, are hereby made a part of this Agreement as fully and to all intents and purposes as though recited in full herein:
2. Schedule "A" hereto describes the Lands;

3. Schedule "B" (the "**Site Plan**") hereto shows:
 - (a) The location of the building to be renovated on the subject lands;
 - (b) The location and provision of parking facilities, queuing spaces and access driveways including driveways for emergency vehicles;
 - (c) Walkways and all other means of pedestrian access;
 - (e) Landscaped areas and the provision for the collection and storage of garbage;
 - (f) Site Servicing.
4. Schedule "C" Floor Plans.
5. Schedule "D" Elevations.
6. Schedule "E" Section Thru Pit.
7. Schedule "F" Wall Section.
8. The Owner shall be responsible for consulting with and obtaining any necessary approvals from Essex Power Lines Corporation, Union Gas and Bell Canada regarding any matters that relate to services provided by Essex Power Lines Corporation, Union Gas and Bell Canada.
9. The Owner shall be responsible for consulting with and obtaining any necessary approval from the Ministry of the Environment and the Essex Region Conservation Authority.
10. The Owner shall be responsible for consulting with and obtaining any necessary approvals from TSSA (Technical Safety Standard Association).
11. All walkways on the said lands, where so designated on Schedule "B", shall be constructed of concrete, asphalt or other like material capable of permitting accessibility under all climatic conditions by the Owner to the satisfaction of the Corporation.
12. All of the exterior walls of the building shall be as per elevation drawings as shown on Schedule "D" hereto. All of the exterior walls of the building shall be faced with decorative block, brick, stone, stucco, structural glass, tile, baked enamel on steel or similar finished material.
13. All parking or loading areas and lanes and driveways shall be paved with asphalt or a concrete portland cement or other like material capable of permitting accessibility under all climatic conditions, as shown on Schedule "B" and together with crushed stone, slag, gravel, crushed brick, tile, cinders or like materials, having a combined depth of at least 15.2 cm. and with provisions for drainage facilities.
14. If any curbs, sidewalks, boulevards or highway surfaces of the Corporation are damaged during the development by the Owner, such damage shall be repaired or replaced by the Owner.
15. Snow removal from the parking or loading areas and lanes, driveways and walkways shall be the responsibility of the Owner.
16. The Owner shall install and maintain a system for the disposal of storm and surface water as indicated on Schedule "B" to the satisfaction of the Corporation, so that no such water will flow along the surface from the said lands onto any adjoining lands.

17. Any garbage or refuse that is stored outside shall be stored in a non-combustible container and maintained so that the garbage or refuse does not blow or fall out of the container.
18. Any and all lighting shall be installed and maintained in accordance with the standards set out in the Town's Development Manual, and, so as to not, in the opinion of the Corporation, interfere with the use or enjoyment of adjacent properties or with the safe flow of traffic on abutting or adjacent streets.
19. The Corporation shall convey an easement for access as depicted on Schedule "B" which will be completed by and at the expense of the Owner.
20. The Owner shall convey a triangular piece of property as identified on Schedule "B" to the Corporation to be completed by and at the expense of the Corporation.
21. The Owner shall install signage indicating one-way vehicular movement over the land subject of the easement for access.
22. A solid wood fence, stained or treated and maintained, with a minimum of 1.83 metres high, shall be constructed and maintained along the limits of the property as shown on Schedule "B".
23. The Owner agrees that the site will be inspected on an annual basis and any deficiencies will require immediate correction in accordance with the approved site plan.
24. All driveways for emergency vehicles shall:
 - (1) Be connected with a public thoroughfare;
 - (2) Be designed and constructed to support expected loads imposed by firefighting equipment;
 - (3) Be surfaced with concrete, asphalt or other material capable of permitting accessibility under all climatic conditions;
 - (4) Have a clear width of 3 metres at all times;
 - (5) Be located not less than 3 metres and not more than 15.2 metres measured horizontally and at right angles from the face of the building;
 - (6) Have an overhead clearance not less than 4.5 metres;
 - (7) Have a change in gradient of not more than 1 in 12.5 over a minimum distance of 15.2 metres; and
 - (8) Have approved signs displayed to indicate the emergency route.
25. If the Ontario Building Code requires that an architect or professional engineer or both shall be responsible for the field review of any new building or extension provided for in this Agreement, the Owner shall not occupy or use or permit to be occupied or used any said new building or extension until after an architect or professional engineer has given to the Corporation a letter addressed to the Corporation and signed by him certifying that all services on or in the said lands, required for this development or redevelopment, newly installed by the Owner in connection with this development or redevelopment and not contained within a building, have been installed and completed in a manner satisfactory to the architect or professional engineer.

26. The Corporation through its servants, officers and agents including its building inspector, plumbing inspector, fire chief, public works head and municipal engineer may from time to time and at any time enter on the Lands to inspect:
 - (1) The progress of development;
 - (2) The state of maintenance as provided for in this Agreement.
27. In the event of any servant, officer or agent of the Corporation determining upon inspection that the development is not proceeding in strict accord with the plans and specifications filed with the Corporation, such servant, officer or agent shall forthwith place a notice requiring all work to be stopped upon the Lands, and shall forward a copy by registered mail to the Owner at his last address as shown by the revised assessment rolls, and the Owner shall forthwith correct the deficiency or deviation.
28. In the event of any servant, officer or agent of the Corporation upon inspection being of the opinion that the state of maintenance is not satisfactory, such servant, officer or agent shall forthwith forward notice of such opinion to the Owner by registered mail at his last address as shown from the revised assessment rolls, and the Owner shall forthwith correct the deficiency or appeal to Council of the Corporation as hereinafter provided.
29. In the event that an Owner should disagree with the opinion of the servant, officer or agent of the Corporation as to the progress of the development or as to the state of maintenance, such Owner shall appear before Council of the Corporation, which after hearing the Owner, shall be permitted to express its position as to whether such progress or maintenance is satisfactory, following which Council of the Corporation shall make a decision, by resolution, as to whether to lift or sustain the prior decision of the Corporation's servant, officer or agent, which shall constitute a final determination of the matter.
30. In the event that an Owner should fail to obey a stop work order issued under Section 27 hereof, the Owner recognizes the right of the Corporation to apply to the Courts for a restraining order.
31. In the event that an Owner should fail to correct a deviation or deficiency after notice pursuant to Section 27 or 28 or after notice of an opinion, which Council of the Corporation determines is correct under Section 29, the Council of the Corporation may by law direct or default of the matter or thing being done by the Owner, after two (2) week written notices to it by registered mail at the last shown address of the Owner pursuant to the revised assessment rolls of passage of such by-law, that such matter or thing be done by the Corporation at the expense of the Owner, which expense may be recovered by action or like manner as municipal taxes.
32. In the event of an Owner wishing to change at any time any of the buildings, structures or facilities described in the plans annexed or referred to in Section 3 hereof, it shall make application to Council of the Corporation for approval and shall not proceed with such change until approval is given by such Council, or in default by the Ontario Municipal Board, under the procedure set out in Section 41 of the Planning Act, R.S.O. 1990 herebefore referred to.

33. This Agreement and the provisions thereof do not give to the Owner or any person acquiring any interest in the Lands any rights against the Corporation with respect to the failure of the Owner to perform or fully perform any of its obligations under this Agreement or any negligence of the Owner if its performance of the said obligations.
34. In the event that no construction on the Lands has commenced on or before the expiry of one (1) year from the date of registration of this Agreement, the Corporation may subsequently, at its option, on one month's written notice to the Owner, terminate this Agreement, whereupon the Owner acknowledges that agrees that it will not be able to undertake any development construction on the Lands (or any further development or construction) on the Lands.
35. All facilities and matters required by this Agreement shall be provided and maintained by the Owner at its sole risk and expense to the satisfaction of the Corporation and in accordance with the standards determined by the Corporation and in default thereof and without limiting other remedies available to the Corporation, the provisions of Section 446 of the Municipal Act shall apply.
36. A financial guarantee (being in the form of a certified cheque payable to the Corporation or irrevocable letter of credit address to the Corporation, being self renewing without burden of proof in the case of the latter) for 50% of the value of on-site improvements on the Lands, exclusive of buildings and structures, shall be posted with the Corporation by the Owner, in addition to further financial security, in the same form as described above, in the amount of 100% for all off-site works required as part of this development. With respect to determining values herein, the Owner's engineer is required to provide a certified estimate of the cost of the on-site and off-site work for consideration and approval by the Corporation's Director of Engineering and Public Works. Once the Town has inspected and approved the construction of the on-site and off-site works, the Owner will be required to provide security, again in the form described above, for a one year maintenance period in the amount of 15% of the cost of on-site and off-site improvements.
37. This Agreement shall be registered against the land to which it applies, at the expense of the Owner, and the Corporation shall be entitled, subject to the provisions of the Registry Act and the Land Titles Act, to enforce its provisions against the Owner named herein and any and all subsequent owners of the lands.
38. This Agreement shall enure to the benefit of and be binding upon the Parties hereto and their respective heirs, executors, administrators, successors and permitted assigns.
39. This Agreement shall be governed by, and interpreted according to, the laws of the Province of Ontario and the laws of Canada applicable therein, and shall be treated in all respects as an Ontario Contract.
40. If any provision or part thereof of this Agreement be illegal or unenforceable, it or they shall be considered separate and severable from the Agreement, and the remaining provisions of the Agreement shall remain in force and effect and shall be binding upon the Parties hereto as though the said provision or part thereof had never been including in this Agreement.

- 41. The division of this Agreement into Articles, sections and subsections and the insertion of headings are for convenience of reference only and shall not effect the construction or interpretation hereof.
- 42. This Agreement may be executed in several counterparts, each of which when so executed shall be deemed to be an original, and such counterparts together shall constitute one and the same instrument and shall be effective as of the date set out above.
- 43. Words importing the singular number include the plural and vice versa; words importing the masculine gender include the feminine and neutral genders.
- 44. Schedules and other documents attached or referred to in this Agreement are an integral part of this Agreement, and are hereby incorporated into this Agreement by reference.
- 45. This Agreement constitutes the entire agreement among the Parties and except as herein stated and in the instruments and documents to be executed and delivered pursuant hereto, contains all of the representations and warranties of the respective Parties. There are no oral representations or warranties among the Parties of any kind. This Agreement may not be amended or modified in any respect except by written instrument signed by both Parties.

IN WITNESS WHEREOF the Owner and the Corporation (the latter under the hands and seals of its officers duly authorized in this regard), have executed this Agreement as of the date first above written.

OWNER: 1912994 ONTARIO INC.

Per _____
Ali Mansour

I have authority to bind the Corporation

**THE CORPORATION OF THE
TOWN OF AMHERSTBURG**

Per _____
Aldo DiCarlo, Mayor

Per _____
Paula Parker, Clerk

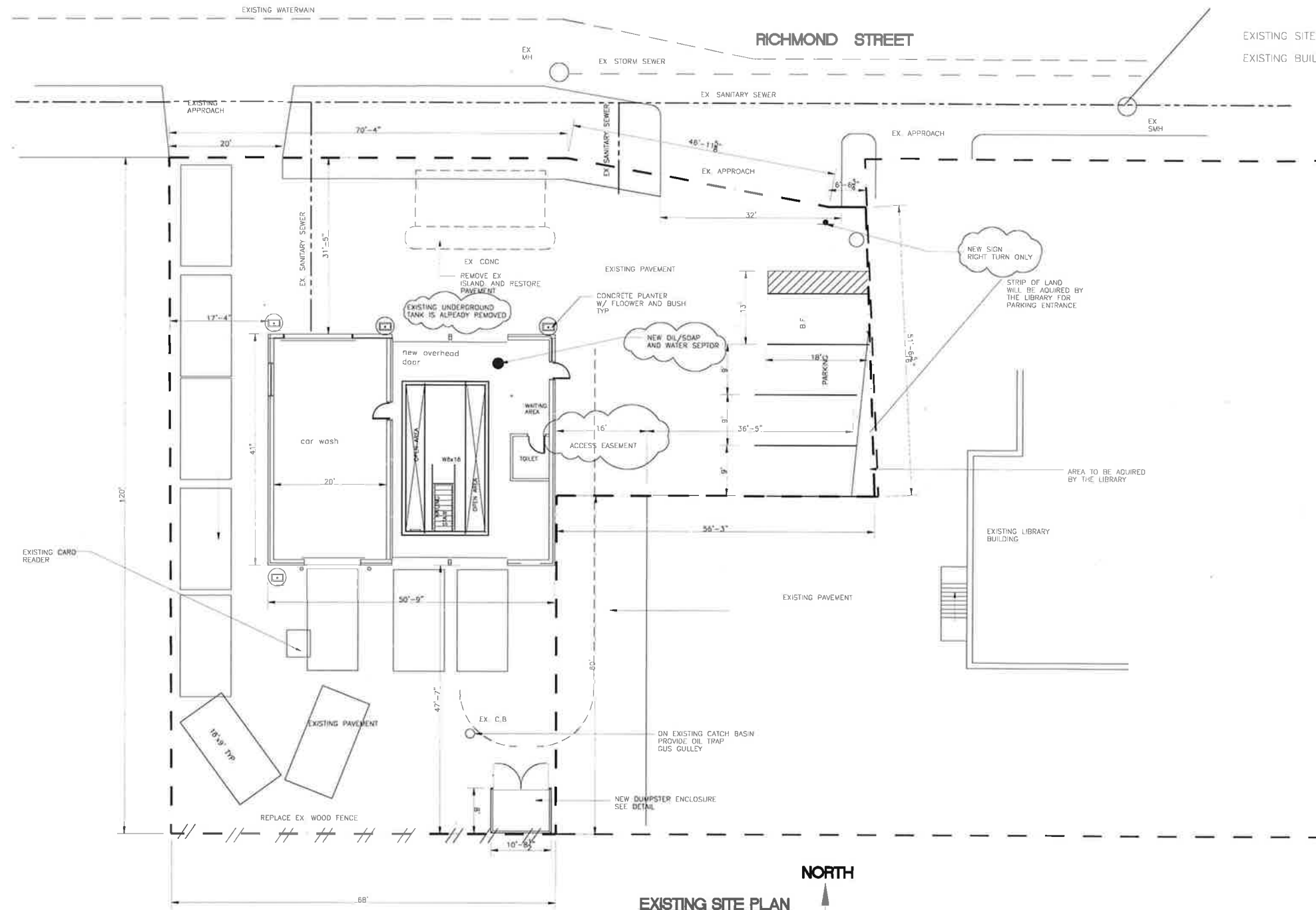
We have authority to bind the Corporation

Authorized and approved by By-law
No. 2015-17 enacted the 23rd day of
March, 2015.

SCHEDULE "A"

DESCRIPTION OF THE LANDS

Part Lots 14, 15 and 16, Plan 1
Town of Amherstburg,
County of Essex
and Province of Ontario
PIN 70555-0189



EXISTING SITE AREA = 11,527 SQ. FT = 0.26 AC
 EXISTING BUILDING = 2046 SQ. FT

ZIAD EL-BABA ENGINEERING
 674 GAUTHIER
 TECUMSEH ONTARIO
 N8N3P8 CANADA
 CELL - 313-938-8767
 MOBILE - 519-796-9882
 FAX - 519-979-3333

DATE	REV. NO.	ISSUED FOR
OCT.28.14		PERMIT
JAN.15.15		PERMIT
FEB.10.15		REVISED PARKING
MAR.4.15		16' ACCESS EASEMENT

Project:
NEW LUBE CENTER
105 RICHMOND
AMHERSTBURG ONTARIO
 OWNER:
ALI MANSOUR
2955 HWY 42
WINDSOR ONTARIO
519-816-8161

SCHEDULE "B" TO BY-LAW 2015-17

1912994 ONTARIO INC.

Ali Mansour

TOWN OF AMHERSTBURG

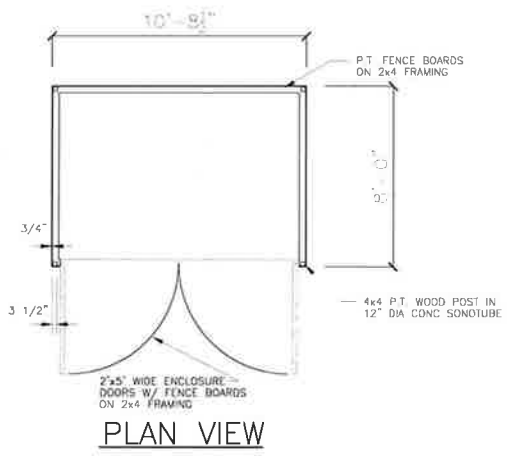
Mayor- Aldo DiCarlo

Clerk- Paula Parker

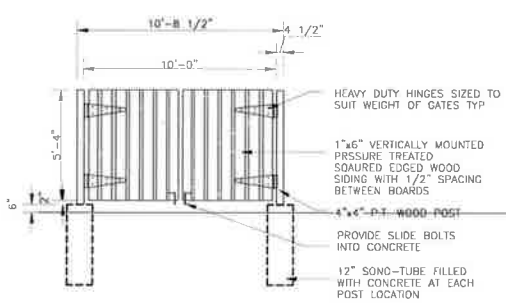
Drawing Title:
EXISTING SITE PLAN

Project Number	
Scale	AS NOTED
Date	
Drawn By	
Checked By	

Drawing No.
SP-1



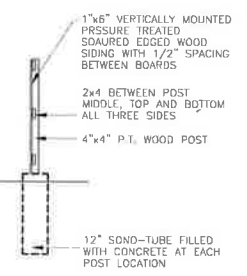
PLAN VIEW



ELEVATION VIEW

WOOD GARBAGE ENCLOSURE

N.T.S.



SECTION VIEW

EXISTING SITE PLAN
 SCALE: 1"=10'-0"

NORTH

SHEETING, SHORING, AND BRACING:

1. TEMPORARY SHEETING, SHORING, BRACING AND REWORKING OF THE WORK AND STRUCTURE DURING ERECTION SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. THE ENGINEER ASSUMES NO RESPONSIBILITY FOR THE ABSENCE, PRESENCE OR ADEQUACY OF ANY TEMPORARY BRACING. ALL EXISTING STRUCTURE THAT MAY BE AFFECTED BY THE NEW CONSTRUCTION SHALL BE BRACED AND PROTECTED AS REQUIRED.

2. THE STRUCTURAL DRAWINGS ARE THE PLACEMENT AND SIZE OF STRUCTURAL COMPONENTS ONLY. COMPLIANCE WITH O.S.H.A. AND SAFETY CODE REQUIREMENTS ARE THE RESPONSIBILITY OF THE CONTRACTOR.

GENERAL (ALL TRADES)

1. THE ONTARIO BUILDING CODE SPECIFICATIONS, LATEST EDITIONS SHALL BE THE BASIS FOR ALL DESIGN AND CONSTRUCTION FOR THIS PROJECT.

2. CONTRACTOR TO FIELD CHECK ALL REQUIRED DIMENSIONS AND REPORT ALL DISCREPANCIES TO ENGINEER AND ALL RELEVANT TRADES. CONTRACTOR TO ENSURE ALL OTHERS TRADES ARE IN PLACE BEFORE COMMENCING POURING CONCRETE, FABRICATING STEEL ETC.

3. ALL APPLICABLE PERMITS TO BE ACQUIRED AND PAID BY GENERAL CONTRACTOR.

4. LOCATIONS OF ALL EXISTING UTILITIES AND STRUCTURE (EXISTING FOOTING, WALL, FTG, STRUCTURAL STEEL, BLOCK WALL ETC.) ARE APPROXIMATE. GENERAL CONTRACTOR TO TAKE ALL PRECAUTIONS WHEN EXCAVATING AND INSTALLING NEW STRUCTURE.

CONCRETE

1. DESIGN, DETAILING AND CONSTRUCTION WORK TO CONFORM TO 318-91, ACI 315, ACI 318R, AND ACI 301 (LATEST REVISIONS).

2. MIN. SOIL PRESSURE IS 2,500 PSF FOR CONTINUOUS FOOTING AND 3,000 PSF FOR SQUARE FOOTING (ISOLATED FOOTING).

3. MIN. CONCRETE STRENGTH IS 3,000 PSI AND 3,500 PSI FOR CONCRETE EXPOSED TO WEATHER TYPE 10 CONCRETE WITH 3" SLUMP. NO WATER OR CHLORIDE FREE SUPERPLASTICIZER TO BE ADDED TO CONCRETE ON SITE WITHOUT THE APPROVAL OF THE ENGINEER. 5 TO 7% AIR ENTRAINMENT.

4. ALL CONCRETE FILL AND MUD MATS TO HAVE MIN. CONCRETE STRENGTH OF 3,000 PSI TYPE 10.

5. ALL REINFORCING STEEL SHALL BE IN ACCORDANCE WITH ASTM A632 AND A632S, AND TO BE OF HARD NEW B LLET STEEL WITH FY = 58 KSI AND MINIMUM YIELD STRENGTH OF 60,000 PSI. LAP REINFORCEMENT TO BE 36 BAR DIAMETER. PROVIDE CORNER BARS AT EXTERIOR CORNERS SPACING TO MATCH HORIZONTAL REINFORCING. I.I.D. ON DRAWINGS. CONCRETE COVER 3" AGAINST EARTH AND FOR SLAB 1 1/2" FROM TOP.

6. ALL CONCRETE FLOOR TO BE MECHANICALLY VIBRATE. FIN CONCRETE TO RECEIVE A 2 LB/SYF TRAFFIC/CEMENT SHAKE FINISH AND MASONRY CURVED CORNER/HARDENING APPLICATION.

7. ALL COLUMN ANCHOR BOLTS TO BE CAST IN CONCRETE. I.I.D. ON DRAWINGS. CRUSH STONE OR SAND SUBBASE OR FILL TO BE COMPACTED TO 100% MODIFIED PROCTOR DENSITY.

8. ALL EXPOSED CONCRETE EDGES TO BE 3/4" CHAMFERED.

9. THIS CONTRACTOR TO COOPERATE WITH AN INDEPENDENT AGENCY FOR CONCRETE SLUMP TEST, SURFACE AND FILL COMPACTION REPORTS. AGENCY TO BE APPOINTED BY GENERAL CONTRACTOR AND REMUNERATED BY OWNER.

10. SUBMIT ONE SET OF THREE BLUEPRINTS COPIES OF SHOP DRAWINGS OF ALL CONCRETE AND REINFORCING STEEL TO ENGINEER FOR REVIEW PRIOR TO FABRICATIONS.

11. COLD WEATHER REQUIREMENTS: CONCRETE TO BE PLACED DURING FREEZING OR NEAR FREEZING SHALL COMPLY WITH THE FOLLOWING:
 a- PROVIDE HEATING EQUIPMENT FOR EQUIPMENT OF CONCRETE DURING FREEZING AND NEAR FREEZING.
 b- CONCRETE MATERIALS AND REINFORCEMENT, FORMS, FILLERS AND GROUTS WITH WHICH CONCRETE IS TO COME IN CONTACT SHALL BE FREE FROM FROST.
 c- FROZEN MATERIALS OR MATERIALS CONTAINING ICE SHALL NOT BE USED.
 d- GROUT SHOULD BE PLACED BELOW # C.

12. HOT WEATHER REQUIREMENTS: DURING HOT WEATHER, PRECAUTIONS SHALL BE TAKEN TO CURING METHOD, CONCRETE TEMPERATURE, WATER EVAPORATION HANDLING OF ANYTHING THAT WOULD REDUCE THE STRENGTH OF CONCRETE.

STRUCTURAL STEEL

1. ALL CHANNELS, ANGLES, BARS AND PLATES SHALL CONFORM TO ASTM A36, STRUCTURAL STEEL PIPE (ASTM A53), STRUCTURAL STEEL TUBE AND WIDE FLANGE (ASTM A500 & AISC LATEST EDITION).

2. ALL SHOP AND FIELD CONNECTIONS TO BE W/ 3/4" A325 BOLTS, WITH THREADS EXCLUDED FROM SHEAR PLANE UNLESS WELD IS CALLED FOR ON DRAWINGS OR REQUIRED BY THE CONNECTION ENGINEER HIPPED BY THE STEEL FABRICATOR. MINIMUM TWO BOLTS PER CONNECTION.

3. ALL WELDING ELECTRODES TO BE E70-XX.

4. PRIOR TO PAINTING OF STRUCTURAL STEEL, CLEAN MEMBERS FROM ALL LOOSE MILL AND FOREIGN OBJECTS BY WIRE BRUSHING. ALL STRUCTURAL STEEL TO RECEIVE ONE COAT OF GRAY METAL PRIMER, DO NOT PAINT SURFACES TO BE CONTACT WITH CONCRETE.

5. AFTER ERECTION OF STRUCTURAL STEEL, TOUCH UP ALL WELDS, BOLTS AND NUTS AND ALL DAMAGED PAINTED AREAS WITH SAME PRIMER.

6. THIS GENERAL CONTRACTOR TO PROVIDE TEMPORARILY SHORING AND BRACING FOR ALL EXISTING AND NEW STRUCTURE AS REQUIRED FOR ALIGNMENT, COLUMN AND BLOCK WALL, TOWER, WIND, DEAD LOAD ETC.

PROVIDE MIN. 1" DROUT UNDER COLUMN BASE PLATE AND WHERE REQUIRED MUD ON DRAWINGS, ON 45° FROM BASE PLATE. DROUT TO BE NON-SHINKING GROUT TO COMPLY WITH ASTM C-827, TYPE D (CS-RED - C821), WITH COMPRESSIVE STRENGTH OF 2,500 PSI IN ONE DAY AND 7,000 PSI IN 28 DAYS BELOW COLUMN BASE PLATES.

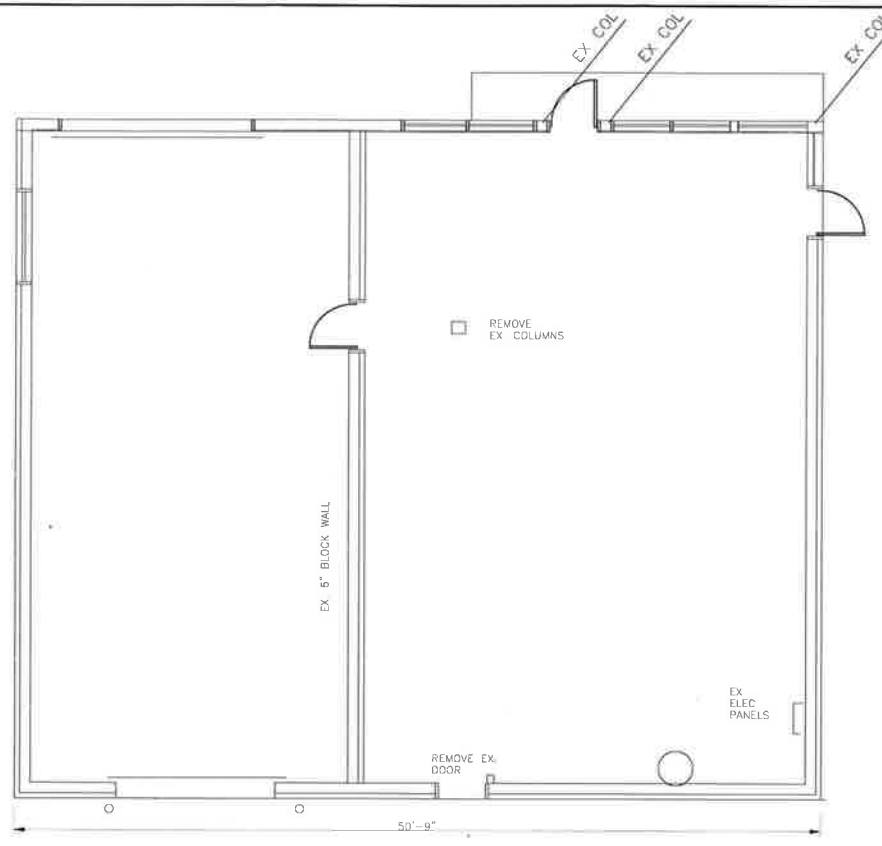
7. THE DESIGN OF ALL STRUCTURAL STEEL CONNECTIONS SHALL BE THE RESPONSIBILITY OF THE STRUCTURAL STEEL FABRICATOR. APPROVAL OF SHOP DRAWINGS BY THE ENGINEER SHALL NOT CONSTITUTE APPROVAL OF THE ADEQUACY OR ERECTION SAFETY OF ANY STRUCTURAL STEEL CONNECTIONS.

8. TEMPORARILY ERECTION SEATS SHALL BE PROVIDED AS RECOMMENDED ON PAGE 3-59 OF THE A.I.S.C. PUBLICATION "ENGINEERING FOR STEEL CONSTRUCTION".

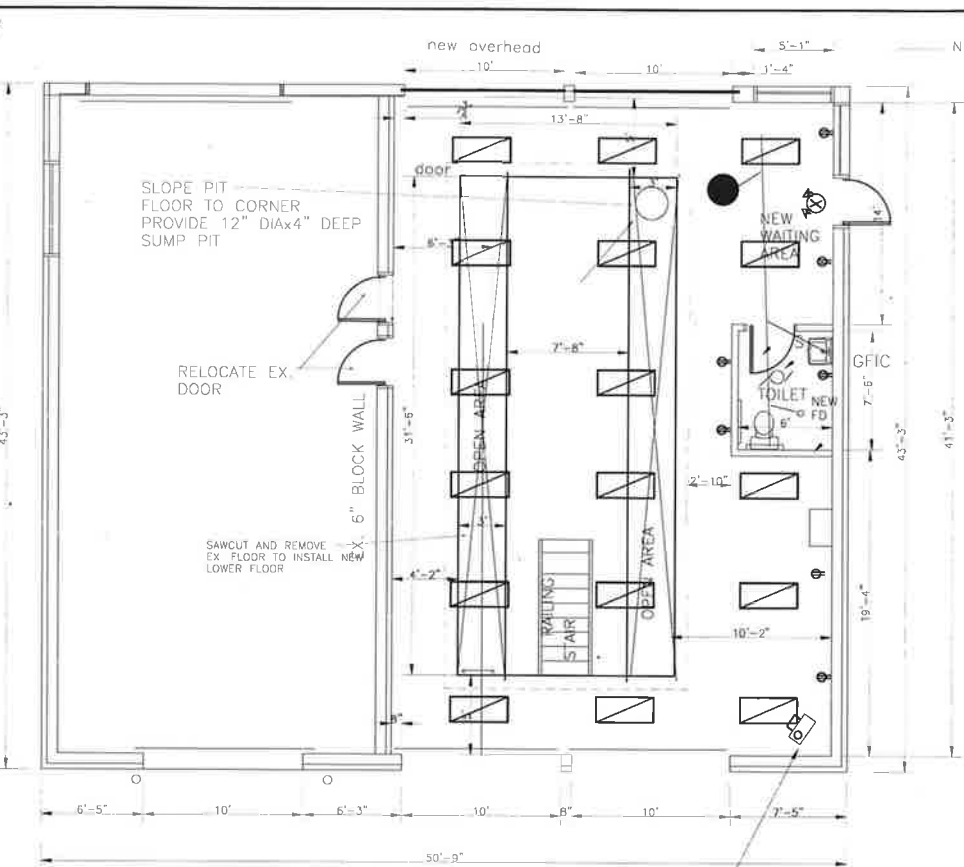
DECK

METAL ROOF DECK TO BE 1 1/2" DEEP W.U.D. ON DRAWINGS. ZINC COATED CONFORMING TO ASTM SPECIFICATIONS A446 GRADE "A", LATEST REVISIONS AND TO COMPLY WITH AISI. ALL DECK SHALL CARRY DESIGN LOADS AS SHOWN ON DRAWINGS. DECK SHEET TO SPAN THREE SPANS W/IN. DECKING TO BE ERECTED TO MANUFACTURER'S SPECIFICATIONS.

METAL DECK TO BE PLUG WELDED TO SUPPORTING STEEL WITH 3/4" PLUS WELD TYPICAL AT 15", 30" AND 54" FLUTES. SIDE HOLE SHALL FASTENED WITH BUTT HOLES PUNCHES AT 24" C/C AND 36" C/C AND ALL SUPPORTING MEMBERS SHALL BURN THROUGH HOLE OCCUR, REPAIR DECK WITH WELDING A HEAVY DUTY W/ASHP TO DECK REPAIR ALL WELD BURNS IN AN APPROVED MANNER.



EXISTING FLOOR PLAN
SCALE: 1/8"=1'-0"



MODIFIED FLOOR PLAN
SCALE: 1/8"=1'-0"

- PROVIDE DROP CEILING 2'x4' TILES 9'-0" HIGH
- NEW SPACE HEATER LIGHT W/ FAN 75 CFM
- NEW 1/2" DW BF ON 2x4 AT 16" C/C

FLOOR LOAD

1 - DL	
CONC FLOOR	60.0 PSF
M.O.	2.0 PSF
FLOOR STEEL	8.0 PSF
V & E	2.0 PSF
	72.0 PSF
2 - LL	
(DP #200 (PER SHELVE LOAD OF VEHICLE)	90 PSF

ROOF LOAD

1 - DL	
ROOF SYSTEM	5.0 PSF
M.O.	3.0 PSF
JOISTS/BEAMS	6.0 PSF
V & E	5.0 PSF
	20.0 PSF
2 - LL	
P.F.U.	25 PSF
3 - WL 3 GUST WIND	20 PSF
90 MPH WIND	

ZIAD EL-BABA ENGINEERING

674 GAUTHIER
TECUMSEH ONTARIO
N8N3P8 CANADA

CELL - 313-938-8767
MOBILE - 519-796-9882
FAX - 519-979-3351

REV. NO.	ISSUED FOR
OCT.28.14	PERMIT
JAN 15.15	PERMIT

Project:
NEW LUBE CENTER
105 RICHMOND
AMHERSTBURG ONTARIO

OWNER
ALI MANSOUR
2955 HWY 42
WINDSOR ONTARIO
519-816-8161

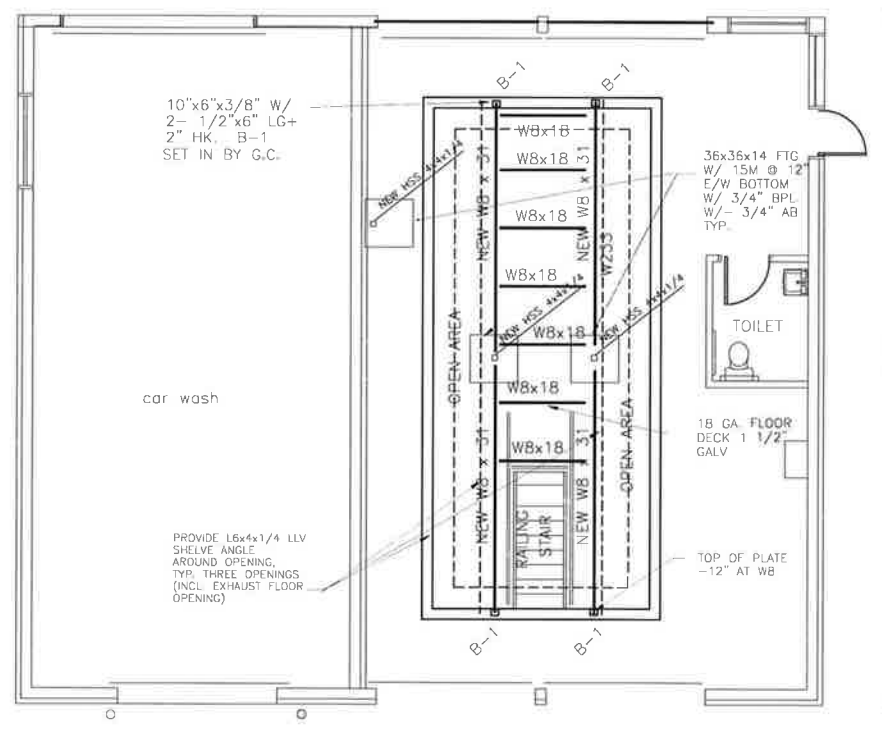
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PLANS & ELEVATIONS

SCHEDULE "C" TO BY-LAW 2015-17
1912994 ONTARIO INC.

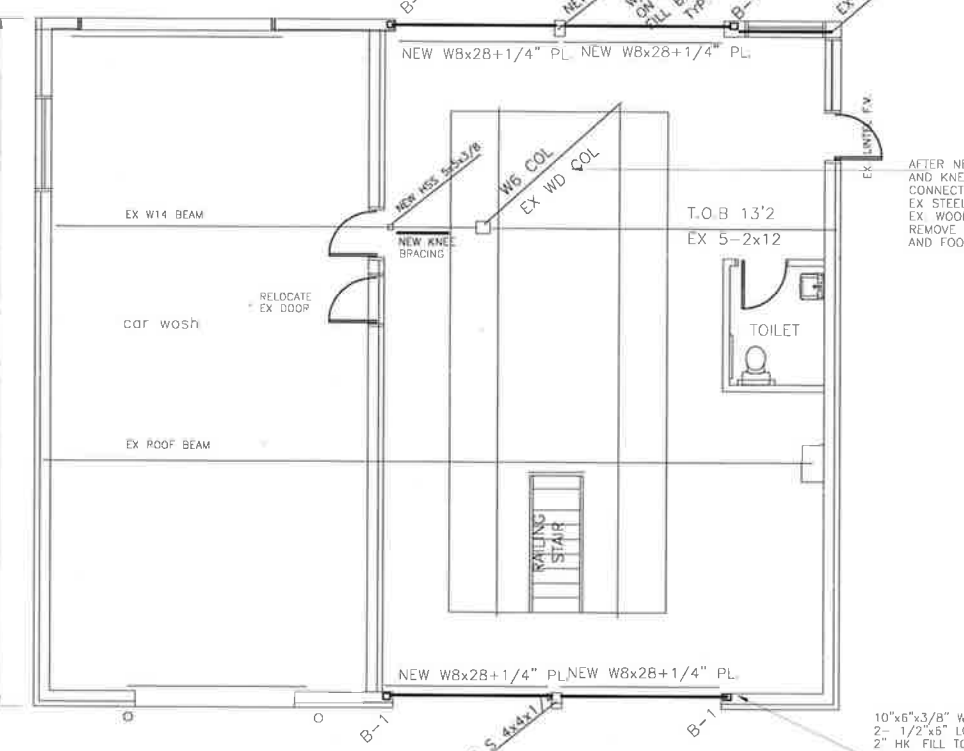
Ali Mansour
TOWN OF AMHERSTBURG

Mayor- Aldo DiCarlo

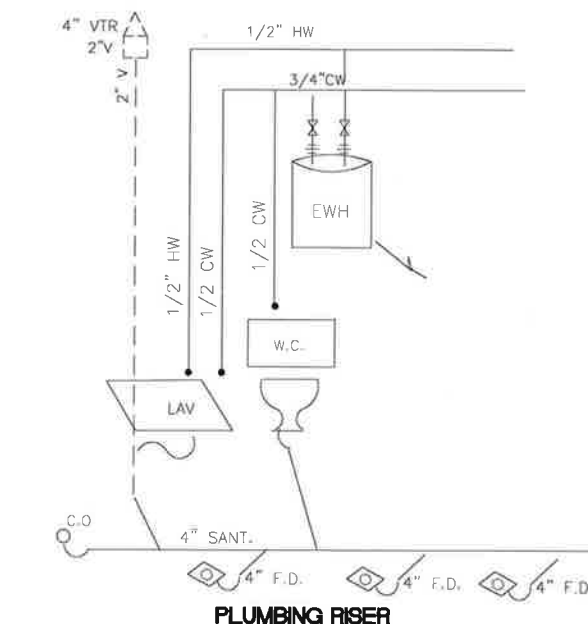
Clerk- Paula Parker



PARTIAL FOUNDATION PLAN
SCALE: 3/16"=1'-0"



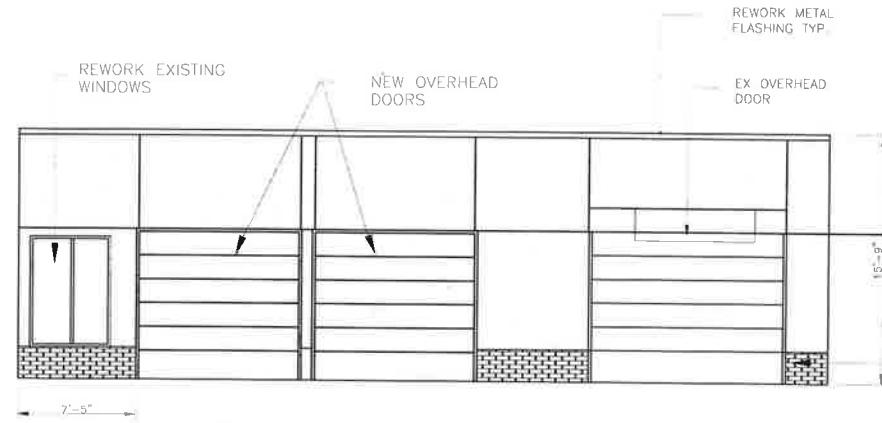
EXISTING ROOF FRAMING PLAN
SCALE: 1/8"=1'-0"



PLUMBING RISER

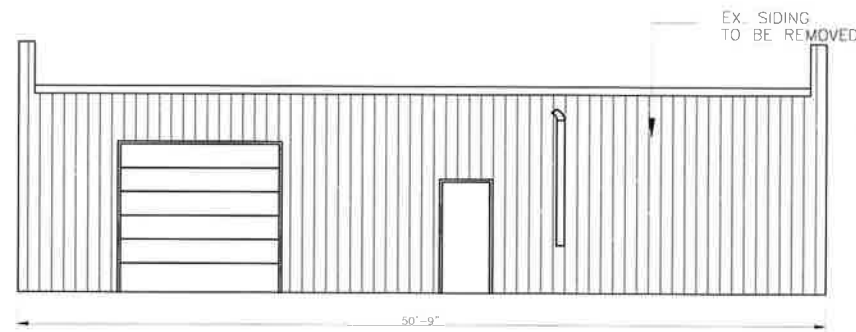


EXISTING NORTH ELEVATION

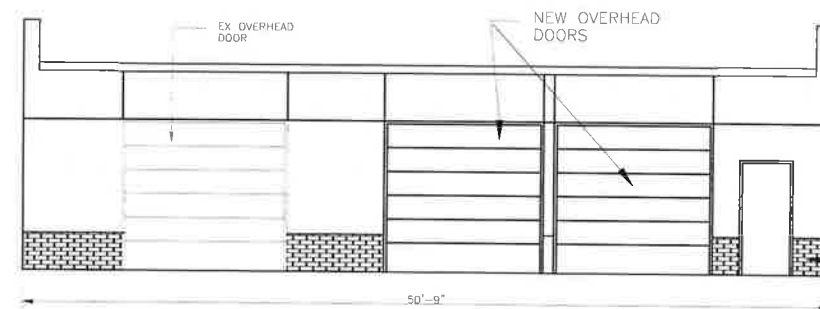


MODIFIED NORTH ELEVATION

NEW STONE TO MATCH AS POSSIBLE LIBRARY STONE



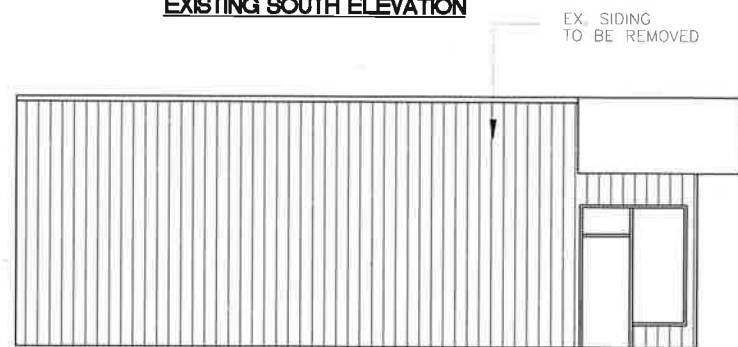
EXISTING SOUTH ELEVATION



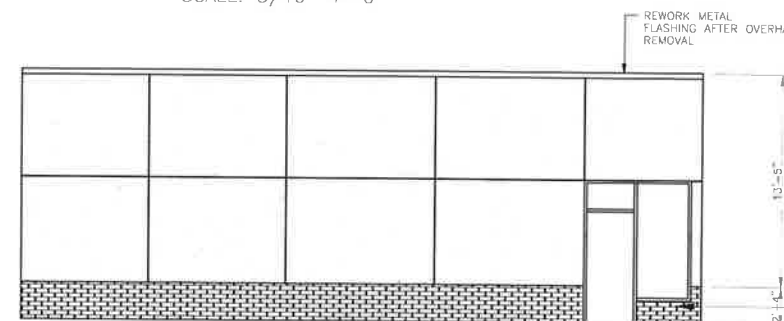
MODIFIED SOUTH ELEVATION

SCALE: 3/16"=1'-0"

NEW STONE TO MATCH AS POSSIBLE LIBRARY STONE

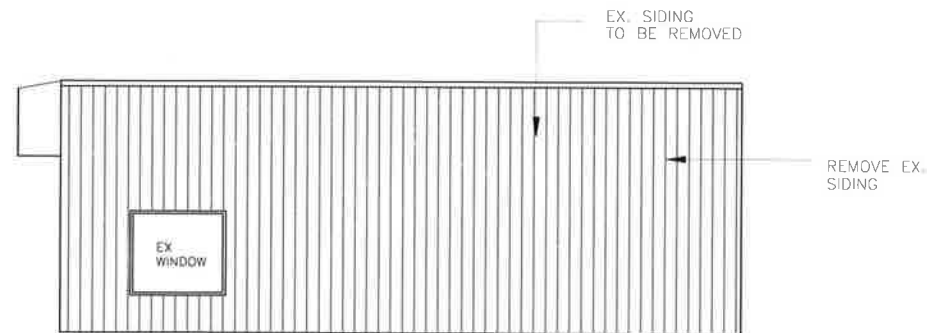


EXISTING EAST ELEVATION

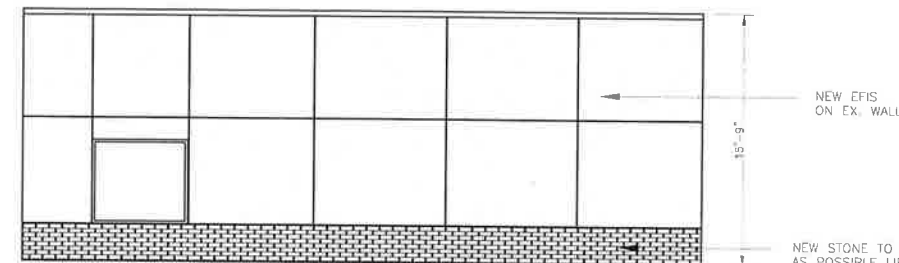


EXISTING EAST ELEVATION

NEW STONE TO MATCH AS POSSIBLE LIBRARY STONE



EXISTING SOUTH ELEVATION



EXISTING SOUTH ELEVATION

NEW STONE TO MATCH AS POSSIBLE LIBRARY STONE

**SCHEDULE "D" TO BY-LAW 2015-17
1912994 ONTARIO INC.**

Ali Mansour

TOWN OF AMHERSTBURG

Mayor- Aldo DiCarlo

Clerk- Paula Parker

**ZIAD EL-BABA
ENGINEERING**

674 GAUTHIER
TECUMSEH ONTARIO
N8N3P8 CANADA
CELL - 313-938-8767
MOBILE - 519-796-9882
FAX - 519-979-3333

DATE	REV. NO.	ISSUED FOR
OCT. 28. 14		PERMIT
JAN 15. 15		PERMIT

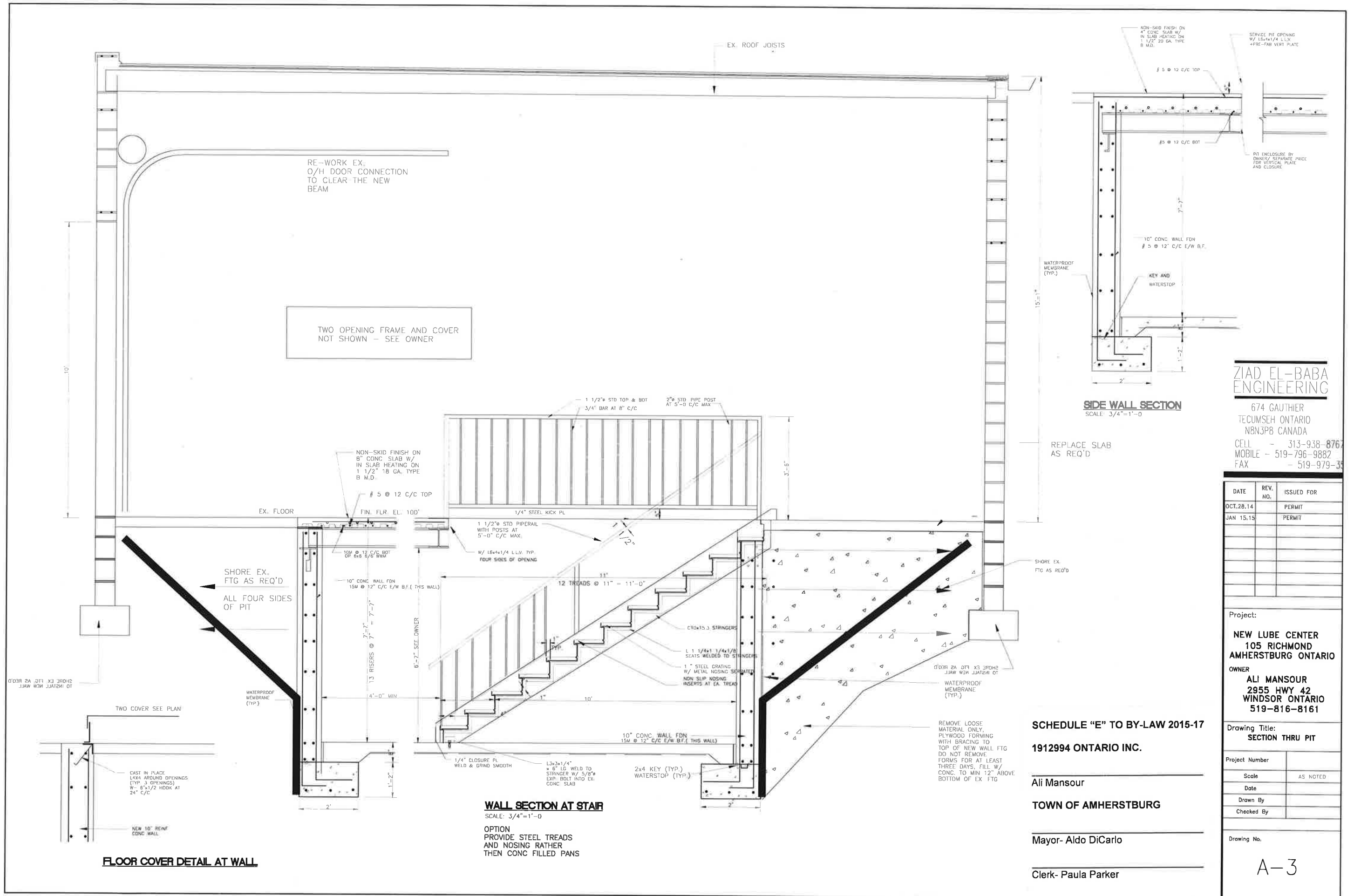
Project:
**NEW LUBE CENTER
105 RICHMOND
AMHERSTBURG ONTARIO**
OWNER
**ALI MANSOUR
2955 HWY 42
WINDSOR ONTARIO
519-816-8161**

Drawing Title:
ELEVATIONS

Project Number	
Scale	AS NOTED
Date	
Drawn By	
Checked By	

Drawing No.:

A-2



ZIAD EL-BABA ENGINEERING
 674 GAUTHIER
 TECUMSEH ONTARIO
 N8N3P8 CANADA
 CELL - 313-938-8767
 MOBILE - 519-796-9882
 FAX - 519-979-3333

DATE	REV. NO.	ISSUED FOR
OCT.28.14		PERMIT
JAN 15.15		PERMIT

Project:
NEW LUBE CENTER
 105 RICHMOND
 AMHERSTBURG ONTARIO
 OWNER
ALI MANSOUR
 2955 HWY 42
 WINDSOR ONTARIO
 519-816-8161

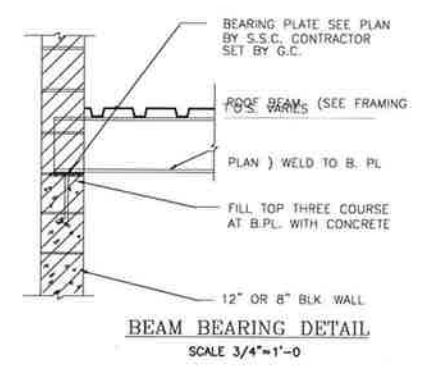
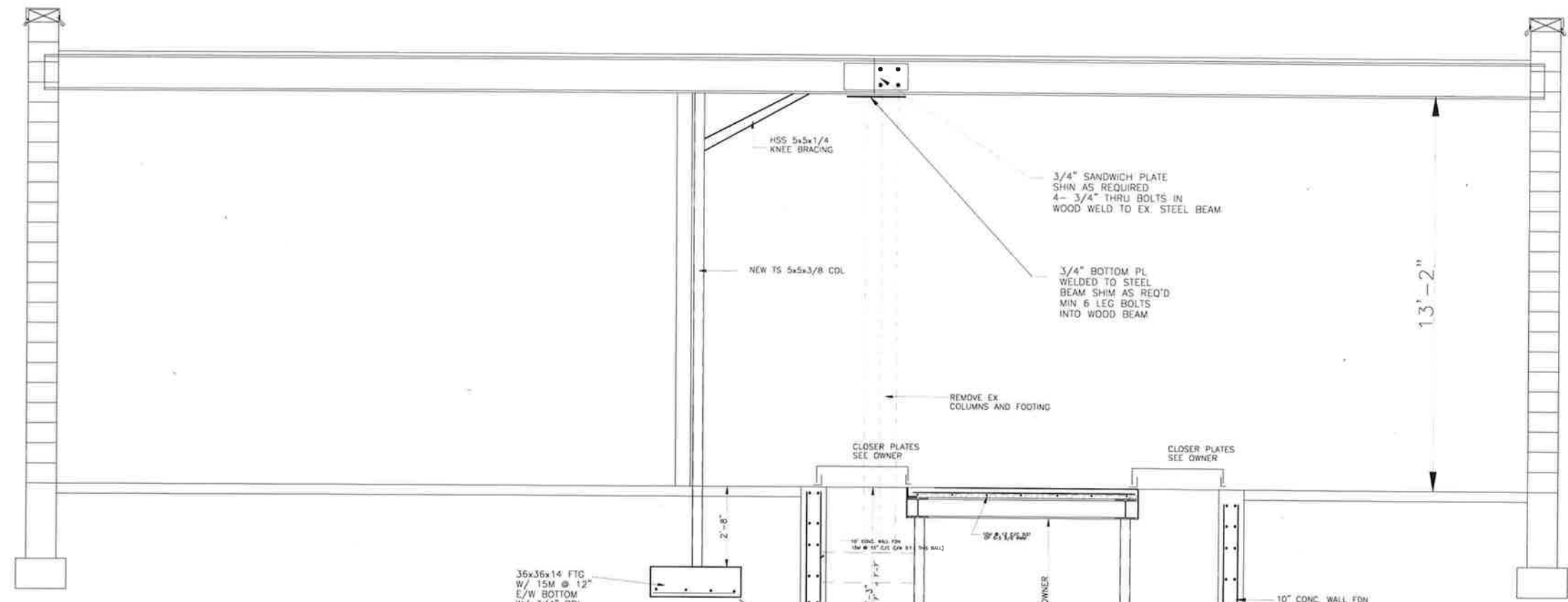
Drawing Title:
SECTION THRU PIT

Project Number

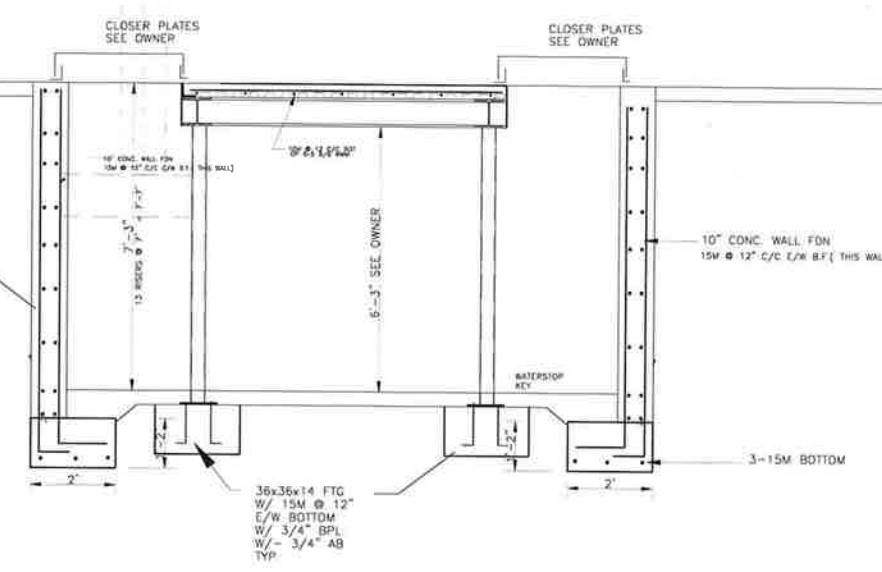
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Date	
Drawn By	
Checked By	

Drawing No.
A-3

SCHEDULE "E" TO BY-LAW 2015-17
1912994 ONTARIO INC.
 Ali Mansour
 TOWN OF AMHERSTBURG
 Mayor- Aldo DiCarlo
 Clerk- Paula Parker



36x36x14 FTG
W/ 15M @ 12"
E/W BOTTOM
W/ 3/4" BPL
W/- 3/4" AB
TYP.



WALL SECTION AT STAIR
SCALE: 3/4"=1'-0"

ZIAD EL-BABA
ENGINEERING
674 GAUTHIER
TECUMSEH ONTARIO
N8N3P8 CANADA
CELL - 313-938-8767
MOBILE - 519-796-9882
FAX - 519-979-3333

DATE	REV. NO.	ISSUED FOR
OCT.28.14		PERMIT
JAN 15.15		PERMIT

Project:
NEW LUBE CENTER
105 RICHMOND
AMHERSTBURG ONTARIO
OWNER:
ALI MANSOUR
2955 HWY 42
WINDSOR ONTARIO
519-816-8161

Drawing Title:
WALL SECTION

Project Number	
Scale	AS NOTED
Date	
Drawn By	
Checked By	

Drawing No.

A-4

SCHEDULE "F" TO BY-LAW 2015-17
1912994 ONTARIO INC.

Ali Mansour
TOWN OF AMHERSTBURG

Mayor- Aldo DiCarlo

Clerk- Paula Parker



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT

MISSION STATEMENT:

Author's Name: Tony DeThomasis	Report Date: March 14 th , 2015
Author's Phone: 519-736-0012 ext. 224	Date to Council: March 23 th , 2015
Author's E-mail: tdethomasis@amherstburg.ca	Classification #:

To: Mayor and Members of Town Council

Subject: Construction of Paved Shoulder along County Road 5 (AMH-13) & County Road 20 (AMH-14) as in the County Wide Active Trail System (CWATS)

1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Director of Economic and Community Development dated March 14, 2015 regarding the Construction of Paved Shoulder along County Road 5 (AMH-13) & County Road 20 (AMH-14) as in the County Wide Active Trail System (CWATS) **BE RECEIVED**;
2. Council **PRE-COMMIT** \$39, 000.00 in the **2015 Capital Budget** to fund the Town of Amherstburg 60% portion of the total estimated costs of County Road 20 (AMH-14);
3. Council **PRE-COMMIT** \$163, 800.00 for County Road 5 (AMH-13) in the **2016 Capital Budget** to fund the Town of Amherstburg 60% portion of the total estimated costs of the project; and,
4. Administration **NOTIFY** the CWATS Committee, by a resolution of Council, no later than March 25th, 2015.

2. **BACKGROUND:**

The County Wide Active Trail Systems (CWATS) Municipal Partnership Program assists local municipalities, Essex County Conservation Authority (ERCA) and the Windsor-Essex County Health Unit in advancing the implementation of active transportation facilities in partnering municipalities. This initiative provides a framework for the County

of Essex (the County) and its local municipalities to create a pedestrian and cycling friendly environment.

The current CWATS Master Plan identifies county-wide projects over a five year phasing scheme. The master plan will be regularly reviewed to ensure it meets the needs of the County and surrounding municipalities. It will undergo a full review every five years.

The Town of Amherstburg has committed to participating in the CWATS program and has worked with the County to identify project initiatives as part of the master plan. Throughout the process opportunities exist to upgrade facility types based on new development, traffic impacts and stakeholder requests. Modifications to the CWATS master plan must be approved by Council then moved to the CWATS committee for review and approval.

At the June 11th 2014 meeting, Council approved upgrading segments AMH-13 and AMH-14 as identified in the CWATS Master plan from signed only to paved shoulder facility. The County of Essex has approved and will provide 40% of the estimated costs associated with the installation and construction of AMH-13 and AMH-14 in the County of Essex 2015 Budget. The Town will be responsible for the remaining 60% of installation and construction costs associated with both segments. Administration is recommending the approval of AMH-14 in the 2015 Capital Budget and deferral of AMH-13 to the 2016 Capital Budget. The Town of Amherstburg will be responsible for \$202, 800.00 (60% of total estimated costs for 2015 and 2016) for completion of both projects. Costs for both these projects identified as “short term”(1-5 years) phasing will be completed over a two year period to allow the construction of Texas Road to be completed and allow pedestrian and cyclists facilities on both segments to flow seamlessly.

3. DISCUSSION:

Administration has developed a five year CWATS implementation plan based on a number of key indicators including related road resurfacing, prioritization in the CWATS master plan, and financial viability. Administration reviews and updates this plan on a yearly basis and recommendations are made to Council for its consideration in capital budget deliberations.

Administration has received several comments and requests from residents in the area of County Road 5 regarding the need for a paved shoulder along County Road 5. This segment of County Road 5, from County Road 10 to Texas Road identified as AMH-13 in the CWATS master plan, was initially identified as a signed only route. Upgrading this AMH-13 to a paved shoulder provided connectivity to existing paved shoulder facility along Thomas Road, proposed pathways along Texas Road and future ERCA/Chrysler Greenway.

As identified in the attached Form B, AMH-13 is construction ready and does not require a Functional Design Study. The County of Essex would manage all design, procurement and supervision of the proposed project. The paved shoulder would utilize the existing gravel shoulder platform with a 1.5 metre wide asphalt pathway installed on the east

and west side of County Road 5. The total estimated cost for the AMH-13 segment is \$273,000.00. The County of Essex share would be 40%, or \$109,200.00, with the Town of Amherstburg assuming the balance of the estimated costs being \$163,800.00. It should be noted that if tenders received for AMH-13 exceed the total estimated costs of \$273,000.00 Council can reconsider the project and elect to defer to the following year.

The segment of County Road 20 identified as AMH-14 “signed route only” in the CWATS master plan is 0.5km in length. This segment begins at Lowes Side Road and extends southerly to Dalhousie Street. Administration has received several written requests for construction of pathways or sidewalks from residents of Seasons Retirement Community. In 2014, an asphalt paved shoulder was installed on the easterly side of County Road 20 from Lowes Side Road to the Seasons Retirement Community. Although the installation of the paved shoulder on the east side of County Road 20 satisfies the requests made by residents of the Seasons Retirement Community it does not conform to criteria identified in the CWATS initiative. Installation of paved shoulders must be provided on both sides of the roads in an effort to promote pedestrian and cyclists to travel in the same direction of vehicular traffic. Further, the installation of a paved shoulder will provide connectivity between existing concrete sidewalks along Dalhousie Street and Lowes Side Road connecting this loop.

Administration recognizes that upgrading this segment to a paved shoulder will provide an accessible and safe means of active transportation for residents and facility users. Recently, the new owners of the Blue Haven Motel were successful in securing funding under the Affordable Housing Initiative. Rehabilitation and construction on the Blue Haven Motel will begin shortly providing state of the art affordable housing with accessible apartments as a priority. The approval of paved shoulder along the westerly portion of County Road 20 will further promote accessibility and walkability of the Town of Amherstburg and promotes and fosters development partnerships.

The total estimated cost for the AMH-14 segment is \$65,000.00. The County of Essex share would be 40% or \$26,000.00. The Town of Amherstburg would assume the balance of the estimated costs of \$39,000.00 or 60% of estimated costs. It should be noted that if tenders received for AMH-14 exceed the total estimated costs of \$65,000.00, Council can reconsider the project and elect to defer to the following year. A Council resolution would be required at that time to defer the project and a request be made to the CWATS Committee to consider the project in the following year with a funding commitment by Council in the 2016 Capital Budget.

The CWATS network is a master plan that identifies the facilities as segments, jurisdiction and proposed facility type. The cost distribution as presented in the master plan is based on a cost sharing between the County and local municipalities and with specific segments identified being the sole costs of the municipality. Administration is prioritizing segments that provide connectivity and looping to existing sidewalk, pathway and paved shoulder infrastructure while leveraging cost sharing agreements between the County of Essex and other agencies. Both segments AMH-13 and AMH-14 are shared facilities types. The County will contribute 40% of the total cost for both of these projects and the Town’s share would be 60%. All CWATS projects would require approval by Town Council, the CWATS committee and County Council for implementation.

4. RISK ANALYSIS:

The Town of Amherstburg is committed to the CWATS master plan as a strategic document that provides a framework to create a pedestrian and cycling friendly environment. The CWATS master plan is not intended to be a static document but rather must be reviewed to ensure it meets the needs of the County of Essex and Town of Amherstburg. Changing needs, trends, active transportation regulations, conditions and community development are contributing factors in the review process.

The ability for Council to consider these changes in environment and regulations to improve pedestrian and cyclist infrastructure is key to compliance of MTO Book 18, mitigating risk and liability. The ability for Council to leverage contributions from the County of Essex and other agencies for the procurement and implementation of pedestrian and cyclist infrastructure is key in managing the infrastructure gap identified in the 2015 Budget.

The installation of these facilities will encourage connectivity to Town owned assets such as Kingsbridge Park, and encourage healthy and active living for residents. Further, the installation of AMH-13 will provide connectivity and encourage the development of the ERCA/Chrysler Greenway. The ability to connect to off road and natural trails will enhance the marketability of existing residential developments. Amenities such as trails, access to nature and active living are key to promoting residential development in our area and promoting active healthy lifestyles.

The ability to complete AMH-14 will ensure compliance, connectivity, accessibility and close the loop between Dalhousie Street and Lowes Side Road. AMH-14 will promote and enhance efforts currently undertaken at the Blue Haven Motel to rehabilitate and repurpose the site for Affordable and accessible housing. The ability to leverage contributions from the County of Essex is key in the affordability of both segments.

Costs associated with pedestrian and cyclist infrastructure is increasing year after year. Initial projected costs per km of paved shoulder have increased by 30% over the last 4 years. The ability to utilize existing gravel shoulder platform and current cost sharing contributions make these projects cost effective at this time. The Town of Amherstburg has been strategic in the construction of new pedestrian walkways and bike lanes in the reconstruction and rehabilitation of existing roads while in keeping with the CWATS Master Plan.

It should be noted that if tenders received for AMH-13 and AMH-14 exceed the total estimated costs, Council can reconsider the project and elect to defer to the following year. A Council resolution would be required at that time to defer the project and request that the CWATS Committee consider the project in the following year with a funding commitment by Council in the 2016 Capital Budget.

5. FINANCIAL MATTERS:

The County of Essex has approved and will provide 40% of the estimated costs associated with the installation and construction of AMH-13 and AMH-14 in the County of Essex 2015 Budget. The Town will be responsible for the remaining 60% of

installation and construction costs associated with the both segments. Administration is prioritizing segments that provide connectivity and looping to existing sidewalk, pathway and paved shoulder infrastructure while leveraging cost sharing agreements between the County of Essex and other agencies. Both segments AMH-13 and AMH-14 are shared facilities types.

The total estimated cost for the AMH-13 segment is \$273,000.00 if completed in 2015. The County of Essex share would be 40% or \$109,200.00. The Town of Amherstburg would assume the balance of the estimated costs of \$164,800.00.

The total estimated cost for the AMH-14 segment is \$65,000.00. The County of Essex share would be 40% or \$26,000.00. The Town of Amherstburg would assume the balance of the estimated costs of \$39,000.00. It should be noted that if tenders received for AMH-13 and AMH-14 exceed the total estimated costs of \$273,000.00 (if completed in 2015 and 2016) and \$65,000.00 respectively, Council can reconsider the project and elect to defer to the following year. The County of Essex will share tender results with Administration prior to awarding any tender or work.

Administration is recommending that Council approve \$39,000.00 for AMH-14 in the 2015 Capital Budget and pre approve \$163,800.00 for AMH-13 and defer to the 2016 Capital Budget. Total approved funds in the 2015 Capital Budget for the two projects would be \$202,800.00.

AMH-13 and AMH-14 have been approved by the CWATS Committee and County of Essex for implementation in 2015. If Council does not approve both AMH-13 and AMH-14 in the 2015 and 2016 Capital Budget, the proposed CWATS projects would require Council resolution to defer the project and request that the CWATS Committee consider the project in the following year with a funding commitment by Council in the 2016 or later Capital Budgets. Administration would need to include an increase of 4% to the Town of Amherstburg 60% estimated costs to include the rate of CPI. The County of Essex and CWATS Committee would need to agree to deferring the project and appropriate funding by the County of Essex to the following year.

6. CONSULTATIONS:

The Director of Engineering and Public Works was consulted and supports the facility upgrade for County Road 20 and County Road 5 and approval of funds in the 2015 Capital Budget.

The Manager of Planning & Development Services was consulted and supported the facility upgrades for County Road 20 and County Road 5.

The Manager of Transportation Planning at the County of Essex was consulted and supports the installation and construction of the paved shoulder along the portion of County Road 20 (AMH-13) and County Road 5 (AMH-14). The County of Essex approved both segments in the 2015 County of Essex 2015 Budget.

7. CONCLUSION:

Administration has developed a five year CWATS implementation plan based on a number of key indicators including related road resurfacing, prioritization in the CWATS master plan, and financial viability. Administration reviews and updates this plan on a yearly basis and recommendations are made to Council for its consideration in capital budget deliberations.

Administration has received several comments and requests from residents regarding the need for a paved shoulder along County Road 5. This segment of County Road 5, identified as AMH-13 in the CWATS master plan, is currently a signed only route. Upgrading this AMH-13 to a paved shoulder will provide connectivity to existing paved shoulder facility along Thomas Road, proposed pathways along Texas Road and future ERCA / Chrysler Greenway.

Administration has received several written requests for construction of pathways or sidewalks from residents of Seasons Retirement Community. In 2014 an asphalt paved shoulder was installed on the easterly side of County Road 20 from Lowes Side Road to the Seasons Retirement Community. Although the installation of the paved shoulder on the east side of County Road 20 satisfies the requests made by residents of the Seasons Retirement Community it does not conform to criteria identified in the CWATS initiative. Installation of paved shoulders must be provided on both sides of the roads in an effort to promote pedestrians and cyclists to travel in same direction of vehicular traffic. Further, the installation of a paved shoulder will provide connectivity between existing concrete sidewalks along Dalhousie Street and Lowes Side Road connecting the loop.

Administration recognizes that upgrading this segment to a paved shoulder will provide an accessible and safe means of active transportation for residents and facility users. Recently the new owners of the Blue Haven Motel were successful in securing funding under the Affordable Housing Initiative. Rehabilitation and construction on this project will begin shortly providing state of the art affordable housing with accessibility as a priority. The approval of the installation of the paved shoulder along the westerly portion of County Road 20 will further promote accessibility and walkability of the Town of Amherstburg.

Administration is recommending that Council approve \$39,000.00 for AMH-14 in the 2015 Capital Budget and pre approve \$163, 800.00 for AMH-13 and defer to the 2016 Capital Budget. The County of Essex commitment would be \$109,000.00 for AMH-13 and \$26,000.00 for AMH-14 representing 40% cost sharing of total estimated costs. The County of Essex will adjust their estimated costs of each project at the rate of CPI each year. With the proposed completion of Amh-13, Amh-14 and Texas Road over the next two years the Town of Amherstburg will have completed three projects identified as short term or to be completed in 1 to 5 years in the CWATS Master Plan.



Tony De Thomasis
Director of Economic and Community
Development



Justin Rousseau
Director of Finance



Antonietta Giofu
Director of Engineering and
Public Works



Giovanni (John) Miceli
Chief Administrative Officer

APPENDICES:

Form B – Application for AMH-13
Form B – Application for AMH-14
Motion by Council to Upgrade AMH-13 and AMH-14 to Paved Shoulder Facilities

DEPARTMENTS/OTHERS CONSULTED:

Name: Engineering and Public Works
Phone #: 519 736 3663 ext. 320
Finance Department
Phone#: 519 736 0012 ext. 259

NOTIFICATION :

Name	Address	Email Address	Telephone	FAX



**COUNTY WIDE ACTIVE TRANSPORTATION SYSTEM (CWATS)
FORM B – INTERIM FACILITY OR FACILITY ENHANCEMENT**

CWATS APPLICATION REFERENCE NO.
CWATS - 15 - -

The County Wide Active Transportation System (CWATS) Partnership Program is intended to assist local municipalities, ERCA and the Go for Health Windsor-Essex / Windsor-Essex County Health Unit in advancing the implementation of active transportation facilities identified in CWATS that are under their jurisdiction as well as outreach initiatives during the first phase (Year 1-5) of the CWATS Master Plan.

Form 'B' should be used for requests for interim facilities or facility enhancements currently identified on the CWATS Network.

Other requests are to be submitted with the following forms:

Form 'A' – Requests for ANY CWATS segment is constructed as identified on the CWATS Network;

Form 'C' - Requests for a new CWATS segment; and

Form 'D' - Requests for 50% matching funds from the Municipal Partnership Program (MPP)

CONTACT INFORMATION	
Municipality	Town of Amherstburg
Contact Person	Tony De Thomas
Department	Economic Development and Strategic Asset Planning
Title	Manager of Economic Development and Strategic Asset Planning
Email	tdethomasis@amherstburg.ca
Phone	519-736-0012 ext. 224

Signature by Designated CWATS Committee Member

June 24, 2014

Date

MANDATORY CRITERIA FOR ALL SUBMISSIONS:

- DECLARATION** – Each submission must be accompanied by a declaration for the project and funding commitment that can be made by a resolution or a letter from Municipal Council. Organizations and/or Agencies will require a letter of support.
 - FUNCTIONAL DESIGN STUDY (FDS) or Project Rational** that identifies and supports the total Project and associated costs is required. If a consultant's services are required to complete the FDS, include the consultant's proposal with this application.
- If applicable:*
- Detailed Project schedule to support full completion of the CWATS Segment for Partial Segments.
 - Map identifying segment and location of project
 - Copies of all applicable permits and approvals



**COUNTY WIDE ACTIVE TRANSPORTATION SYSTEM (CWATS)
FORM B – INTERIM FACILITY OR FACILITY ENHANCEMENT**

CWATS APPLICATION REFERENCE No.
CWATS - 15 - -

Submission Deadline - June 30
Receipt of Qualified Proposals and Various Application Forms proposed to be undertaken in the following year.

FORM B – CWATS SEGMENT (INTERIM FACILITY OR FACILITY ENHANCEMENT)
PROJECT DETAILS

Facility Enhancement		<input type="checkbox"/> Interim	<input checked="" type="checkbox"/> Permanent
Segment I.D.	AMH-13	Road County Road 5	<input checked="" type="checkbox"/> Full Segment <input type="checkbox"/> Partial Segment
Proposed CWATS Phase	<input checked="" type="checkbox"/> Short Term (1-5 years)	<input type="checkbox"/> Mid Term (6-10 years)	<input type="checkbox"/> Long Term (11-20+ years)
Segment Limits	From County Road 10 To Texas Road		
Facility Type (as identified in CWATS)	<input type="checkbox"/> Paved Shoulders <input type="checkbox"/> Bike Lane	<input type="checkbox"/> Multi-Use Trail <input checked="" type="checkbox"/> CWATS Signage	<input type="checkbox"/> Context Sensitive Solution
Cost As Identified In CWATS			\$273,000.00
County Share of Cost as identified in CWATS			\$109,200.00
Proposed Facility Type	<input checked="" type="checkbox"/> Paved Shoulders <input type="checkbox"/> Bike Lane	<input type="checkbox"/> Multi-Use Trail <input type="checkbox"/> CWATS Signage	<input type="checkbox"/> Context Sensitive Solution
Facility Length	2.1 kilometres	Facility Width	1.5 metres
Indicate the year the Project is proposed to be Implemented			2014

PROJECT RATIONALE

County Road 5 will provide connectivity to the proposed pathways on Texas Road and the existing paved shoulders on Thomas Road.

This segment of County Road 5 falls within a very densely populated area with new development proposed for the neighbouring Kingsbridge Subdivision.

This will also provide connectivity to the Verdi Club, which is a cultural centre for many residents in and around the area.

Residents have requested paved shoulders via email, phone messages and formal requests to Council.



**COUNTY WIDE ACTIVE TRANSPORTATION SYSTEM (CWATS)
FORM B – INTERIM FACILITY OR FACILITY ENHANCEMENT**

CWATS APPLICATION REFERENCE No.

CWATS - 15 - -

ADDITIONAL PROJECT INFORMATION

1	Is the project "construction ready"?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
2	Does this Project require a Functional Design Study (FDS)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
3	Has property acquisition been completed (if required)	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	Have all required permits and approvals been obtained?	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	Is additional public consultation required?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

PROPOSED PROJECT FUNDING

County Share of Funding	<input type="checkbox"/> 0%	<input checked="" type="checkbox"/> 40%	<input type="checkbox"/> 100%
Local Share of Funding	<input type="checkbox"/> 0%	<input checked="" type="checkbox"/> 60%	<input type="checkbox"/> 100%
ERCA Share of Funding	<input checked="" type="checkbox"/> 0%	<input type="checkbox"/> 40%	<input type="checkbox"/> 100%
MTO Share of Funding	<input checked="" type="checkbox"/> 0%	<input type="checkbox"/> 40%	<input type="checkbox"/> 100%
Total Project Cost as per CWATS Schedule			\$273,000.00
Cost for a Functional Design Study, if applicable (15% of Total Segment Cost)			\$0.00
Total Amount requested from the County			\$109,200.00

ADDITIONAL CWATS SIGNAGE

Does this Project require additional CWATS Signage?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
County Share of Signage	<input checked="" type="checkbox"/> 0%	<input type="checkbox"/> 40% <input type="checkbox"/> 100%
Total costs for CWATS Signage (URBAN - \$2,000/km; RURAL - \$200/km)		\$0.00
Total amount requested from the County		\$0.00

TOTAL PROJECTS COSTS (These fields are auto-filled)



**COUNTY WIDE ACTIVE TRANSPORTATION SYSTEM (CWATS)
FORM B – INTERIM FACILITY OR FACILITY ENHANCEMENT**

CWATS APPLICATION REFERENCE No.
CWATS - 15 - -

Amount requested from the County under "PROPOSED PROJECT FUNDING"	\$109,200.00
Amount requested from the County under "ADDITIONAL CWATS SIGNAGE"	\$0.00
Total amount requested from the County	\$109,200.00
Total Project Cost (including County funded portion)	\$273,000.00

COMMITMENT TO FUNDING (if Partial Segment, include a construction schedule for the remainder of the CWATS Segment. Attach additional sheets if required)

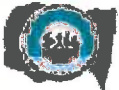
Year	From	To	CWAT Estimate (\$)
2014	County Road 10	260m South of Texas Road	\$273,000.00

CONSTRUCTION COST ESTIMATE (to be completed once actual costs are available)

Year	From	To	Engineering Estimate (\$)

ELIGIBLE PROJECT COSTS

- ✓ **Costs incurred for project prior to Dec. 31 of approved calendar year**
- ✓ **Costs to rehabilitate or improve infrastructure.**
- ✓ **Fees paid to professionals, consultants, contractors specifically engaged for the purpose of the approve project.**
- ✓ **Costs for monitoring and follow-up programs as required by the CWATS Master Plan.**
- ✓ **Other Costs that are considered to be direct and necessary for successful implementation**



**COUNTY WIDE ACTIVE TRANSPORTATION SYSTEM (CWATS)
FORM B – INTERIM FACILITY OR FACILITY ENHANCEMENT**

CWATS APPLICATION REFERENCE NO.

CWATS - 15 - -

of the Project and are approved in advance.

INELIGIBLE PROJECT COSTS

- * **A recipient's overhead costs.**
- * **A recipient's direct or indirect operating or administrative costs.**
- * **Costs related to planning, engineering, architecture, supervision and management normally carried out by the recipient's staff.**
- * **Legal fees**
- * **Property acquisition fees.**

Karen Jacques

From: Paula Parker
Sent: Tuesday, June 24, 2014 2:09 PM
To: Karen Jacques
Cc: Tony DeThomasis
Subject: Copy of motion for CWATS

11.1 County Wide Active Trail System County Road 20 & County Road 5 Facility Type Upgrade

Councillor Sutton moved, Deputy Mayor Sutherland seconded:

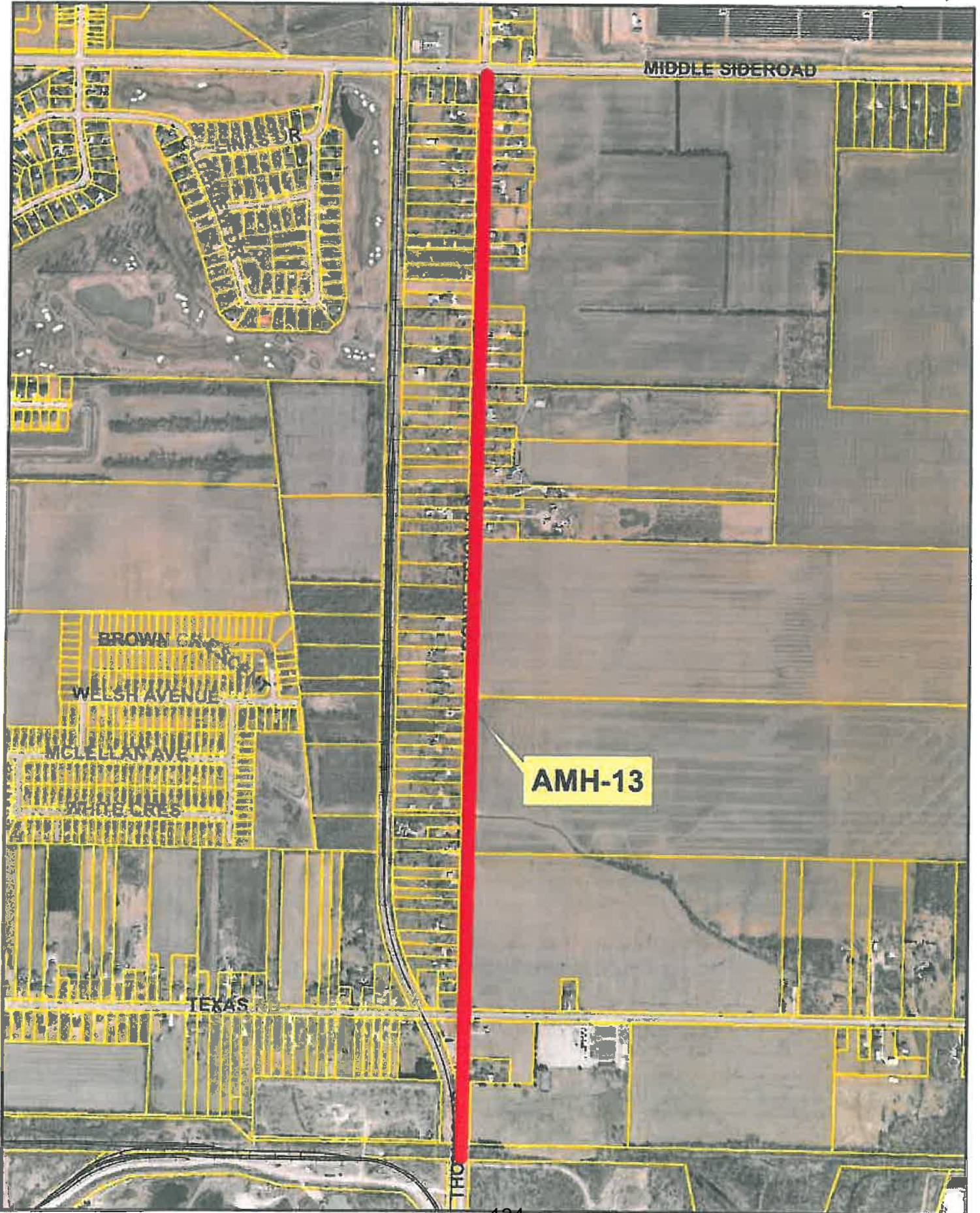
It is recommended that:

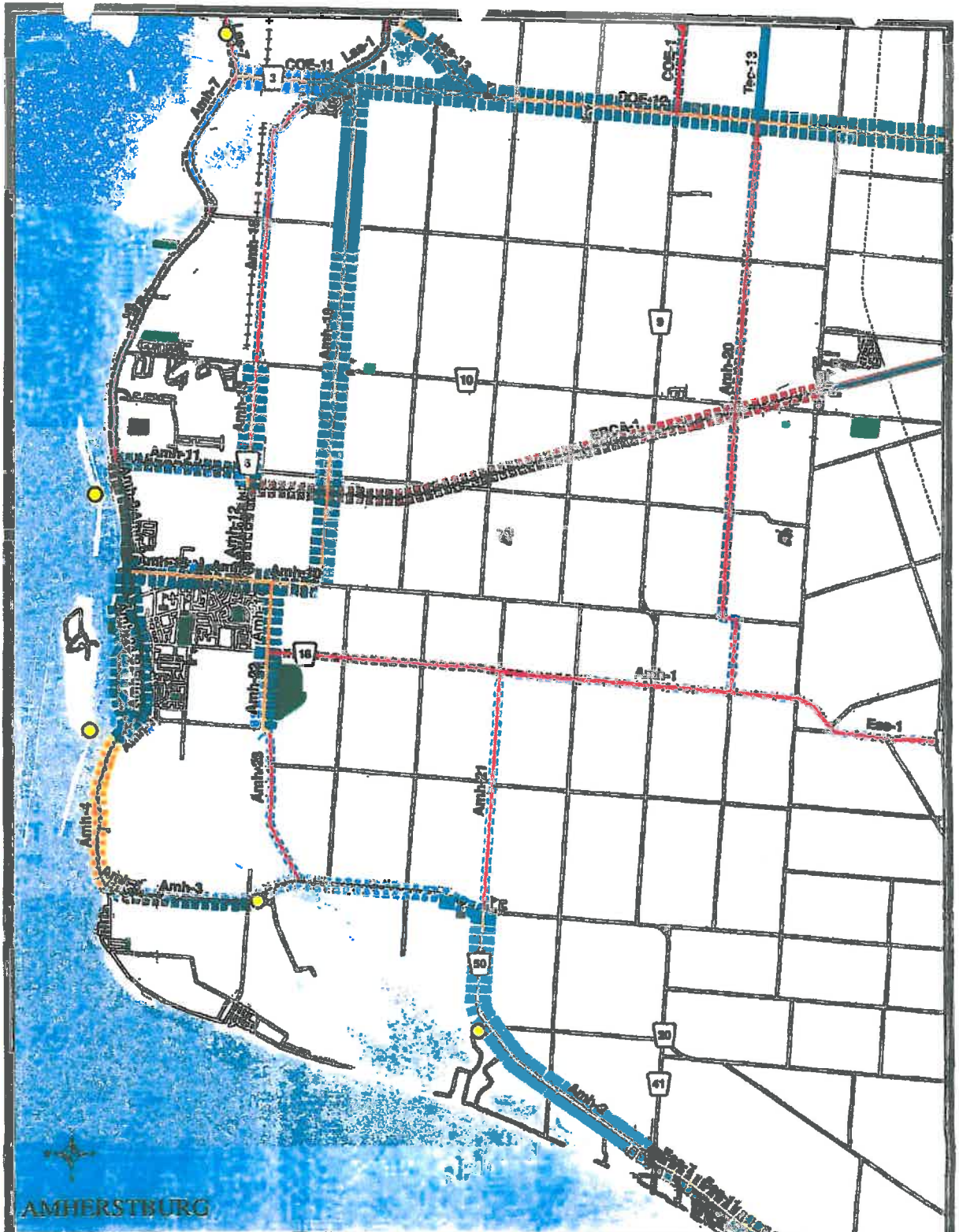
- 1. The report from the Manager of Economic Development and Strategic Asset Planning dated June 11, 2014 regarding the County Wide Active Trail System County Road 20 & County Road 5 Facility Type Upgrade be received, and;**
- 2. Council approve the upgrade of segment AMH-13 and AMH-14 from signed only to paved shoulder facilities in the CWATS master plan.**

The Mayor put the Motion.

Motion Carried Unanimously

Paula Parker
Manager of Council Services and Risk Management/Deputy Clerk
Town of Amherstburg
271 Sandwich St South, Amherstburg, Ontario, N9V 2A5
Tel: 519-736-0012 ext 238 Fax: 519-736-5403





COUNTY WIDE ACTIVE TRANSPORTATION SYSTEM

CWATS Network	Proposed			Existing
	Short-Term	Mid-Term	Long-Term	
Wide Lane				
Signed Route				
Paved Shoulder				
Multi-User Trail				
Multi-User Trail w/ Wide Lane				
Multi-User Trail w/ Signed Route				
Contact Sensitive Solution				

Phasing

Existing

Short Term (0-5 yrs)

Mid Term (6-10 yrs)

Long Term (11-20+ yrs)

- Winery
- School
- Conservation Area
- Chrysler Canada Greenway
- Streets
- Railroad
- Recreation Area
- Municipal Boundary
- County Urban Area

November 2013

Map C-1 Amherstburg



**COUNTY WIDE ACTIVE TRANSPORTATION SYSTEM (CWATS)
FORM B – INTERIM FACILITY OR FACILITY ENHANCEMENT**

CWATS APPLICATION REFERENCE NO.
CWATS - 15 - -

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Form 'B' should be used for requests for Interim facilities or facility enhancements currently identified on the CWATS Network.

Other requests are to be submitted with the following forms:

Form 'A' – Requests for ANY CWATS segment is constructed as identified on the CWATS Network;

Form 'C' - Requests for a new CWATS segment; and

Form 'D' - Requests for 50% matching funds from the Municipal Partnership Program (MPP)

CONTACT INFORMATION	
Municipality	Town of Amherstburg
Contact Person	Tony De Thomas
Department	Economic Development and Strategic Asset Planning
Title	Manager of Economic Development and Strategic Asset Planning
Email	tdethomasis@amherstburg.ca
Phone	519-736-0012 ext. 224

Signature by Designated CWATS Committee Member

June 24, 2014

Date

MANDATORY CRITERIA FOR ALL SUBMISSIONS:

- DECLARATION** – Each submission must be accompanied by a declaration for the project and funding commitment that can be made by a resolution or a letter from Municipal Council. Organizations and/or Agencies will require a letter of support.
- FUNCTIONAL DESIGN STUDY (FDS) or Project Rational** that identifies and supports the total Project and associated costs is required. If a consultant's services are required to complete the FDS, include the consultant's proposal with this application.

If applicable:

- Detailed Project schedule to support full completion of the CWATS Segment for Partial Segments.
- Map identifying segment and location of project
- Copies of all applicable permits and approvals



**COUNTY WIDE ACTIVE TRANSPORTATION SYSTEM (CWATS)
FORM B – INTERIM FACILITY OR FACILITY ENHANCEMENT**

CWATS APPLICATION REFERENCE No.
CWATS - 15 - -

Submission Deadline - June 30

Receipt of Qualified Proposals and Various Application Forms proposed to be undertaken in the following year.

FORM B – CWATS SEGMENT (INTERIM FACILITY OR FACILITY ENHANCEMENT)

PROJECT DETAILS

Facility Enhancement		<input type="checkbox"/> Interim	<input checked="" type="checkbox"/> Permanent
Segment I.D.	AMH-14	Road County Road 20	<input checked="" type="checkbox"/> Full Segment <input type="checkbox"/> Partial Segment
Proposed CWATS Phase	<input checked="" type="checkbox"/> Short Term (1-5 years)	<input type="checkbox"/> Mid Term (6-10 years)	<input type="checkbox"/> Long Term (11-20+ years)
Segment Limits	From Lowes Side Road To Dalhousie Street		
Facility Type (as identified in CWATS)	<input type="checkbox"/> Paved Shoulders <input type="checkbox"/> Bike Lane	<input type="checkbox"/> Multi-Use Trail <input checked="" type="checkbox"/> CWATS Signage	<input type="checkbox"/> Context Sensitive Solution
Cost As Identified in CWATS	\$65,000.00		
County Share of Cost as identified in CWATS	\$26,000.00		
Proposed Facility Type	<input checked="" type="checkbox"/> Paved Shoulders <input type="checkbox"/> Bike Lane	<input type="checkbox"/> Multi-Use Trail <input type="checkbox"/> CWATS Signage	<input type="checkbox"/> Context Sensitive Solution
Facility Length	0.5 kilometres	Facility Width	1.5 metres
Indicate the year the Project is proposed to be Implemented	2014		

PROJECT RATIONALE

Upgrading this segment to a paved shoulder will provide an accessible and safe means of active transportation for residents and facility users.

It will be consistent with existing and proposed paved shoulder facility types along Sandwich Street and Front Road.

It will satisfy several requests for the construction of pathways or sidewalks from residents residing in the nearby Seasons Retirement Community.



**COUNTY WIDE ACTIVE TRANSPORTATION SYSTEM (CWATS)
FORM B – INTERIM FACILITY OR FACILITY ENHANCEMENT**

CWATS APPLICATION REFERENCE No.
CWATS - 15 - -

ADDITIONAL PROJECT INFORMATION

1	Is the project "construction ready"?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
2	Does this Project require a Functional Design Study (FDS)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
3	Has property acquisition been completed (if required)	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	Have all required permits and approvals been obtained?	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	Is additional public consultation required?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

PROPOSED PROJECT FUNDING

County Share of Funding	<input type="checkbox"/> 0%	<input checked="" type="checkbox"/> 40%	<input type="checkbox"/> 100%
Local Share of Funding	<input type="checkbox"/> 0%	<input checked="" type="checkbox"/> 60%	<input type="checkbox"/> 100%
ERCA Share of Funding	<input checked="" type="checkbox"/> 0%	<input type="checkbox"/> 40%	<input type="checkbox"/> 100%
MTO Share of Funding	<input checked="" type="checkbox"/> 0%	<input type="checkbox"/> 40%	<input type="checkbox"/> 100%
Total Project Cost as per CWATS Schedule			\$65,000.00
Cost for a Functional Design Study, if applicable (15% of Total Segment Cost)			\$0.00
Total Amount requested from the County			\$26,000.00

ADDITIONAL CWATS SIGNAGE

Does this Project require additional CWATS Signage?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
County Share of Signage	<input checked="" type="checkbox"/> 0%	<input type="checkbox"/> 40% <input type="checkbox"/> 100%
Total costs for CWATS Signage (URBAN - \$2,000/km; RURAL - \$200/km)		\$0.00
Total amount requested from the County		\$0.00

TOTAL PROJECTS COSTS (These fields are auto-filled)



**COUNTY WIDE ACTIVE TRANSPORTATION SYSTEM (CWATS)
FORM B – INTERIM FACILITY OR FACILITY ENHANCEMENT**

CWATS APPLICATION FISCAL YEAR			
CWATS	-	15	-

Amount requested from the County under "PROPOSED PROJECT FUNDING"	\$26,000.00
Amount requested from the County under "ADDITIONAL CWATS SIGNAGE"	\$0.00
Total amount requested from the County	\$26,000.00
Total Project Cost (Including County funded portion)	\$65,000.00

COMMITMENT TO FUNDING (If Partial Segment, include a construction schedule for the remainder of the CWATS Segment. Attach additional sheets if required)

Year	From	To	CWAT Estimate (\$)
2014	Lowes Side Road	Dalhousie Street	\$65,000

CONSTRUCTION COST ESTIMATE (to be completed once actual costs are available)

Year	From	To	Engineering Estimate (\$)

ELIGIBLE PROJECT COSTS

- ✓ **Costs incurred for project prior to Dec. 31 of approved calendar year**
- ✓ **Costs to rehabilitate or improve infrastructure.**
- ✓ **Fees paid to professionals, consultants, contractors specifically engaged for the purpose of the approve project.**
- ✓ **Costs for monitoring and follow-up programs as required by the CWATS Master Plan.**
- ✓ **Other Costs that are considered to be direct and necessary for successful implementation**



**COUNTY WIDE ACTIVE TRANSPORTATION SYSTEM (CWATS)
FORM B – INTERIM FACILITY OR FACILITY ENHANCEMENT**

CWATS APPLICATION REFERENCE No.

CWATS - 15 - -

of the Project and are approved in advance.

INELIGIBLE PROJECT COSTS

- * **A recipient's overhead costs.**
- * **A recipient's direct or indirect operating or administrative costs.**
- * **Costs related to planning, engineering, architecture, supervision and management normally carried out by the recipient's staff.**
- * **Legal fees**
- * **Property acquisition fees.**

Karen Jacques

From: Paula Parker
Sent: Tuesday, June 24, 2014 2:09 PM
To: Karen Jacques
Cc: Tony DeThomasis
Subject: Copy of motion for CWATS

11.1 County Wide Active Trail System County Road 20 & County Road 5 Facility Type Upgrade

Councillor Sutton moved, Deputy Mayor Sutherland seconded:

It is recommended that:

- 1. The report from the Manager of Economic Development and Strategic Asset Planning dated June 11, 2014 regarding the County Wide Active Trail System County Road 20 & County Road 5 Facility Type Upgrade be received, and;**
- 2. Council approve the upgrade of segment AMH-13 and AMH-14 from signed only to paved shoulder facilities in the CWATS master plan.**

The Mayor put the Motion.

Motion Carried Unanimously

Paula Parker
Manager of Council Services and Risk Management/Deputy Clerk
Town of Amherstburg
271 Sandwich St South, Amherstburg, Ontario, N9V 2A5
Tel: 519-736-0012 ext 238 Fax: 519-736-5403





Map C-1 Amherstburg

COUNTY WIDE ACTIVE TRANSPORTATION SYSTEM

November 2018

--- Chrysler Canada
 --- Greenway
 --- Municipal Boundary
 --- County Urban Area
 ● Conservation Area
 ● Recreation Area
 ● School
 ● Wharve
 --- Streets
 --- Railroad

Phasing	Existing	Existing	Existing	Existing	Existing	Existing	Existing
Short Term (0-5 yrs)	Mid Term (5-10 yrs)	Long Term (11-20+ yrs)	Existing	Existing	Existing	Existing	Existing

CHATS Network	Short-Term (0-5 yrs)	Mid-Term (5-10 yrs)	Long-Term (11-20+ yrs)	Existing	Phasing	CHATS Network	Short-Term (0-5 yrs)	Mid-Term (5-10 yrs)	Long-Term (11-20+ yrs)	Existing	Phasing
Multi-Use Trail w/ Bike Lane	Multi-Use Trail w/ Bike Lane	Multi-Use Trail w/ Bike Lane	Multi-Use Trail w/ Bike Lane	Multi-Use Trail w/ Bike Lane	Multi-Use Trail w/ Bike Lane	Multi-Use Trail w/ Bike Lane	Multi-Use Trail w/ Bike Lane	Multi-Use Trail w/ Bike Lane	Multi-Use Trail w/ Bike Lane	Multi-Use Trail w/ Bike Lane	Multi-Use Trail w/ Bike Lane
Paved Shoulder	Paved Shoulder	Paved Shoulder	Paved Shoulder	Paved Shoulder	Paved Shoulder	Paved Shoulder	Paved Shoulder	Paved Shoulder	Paved Shoulder	Paved Shoulder	Paved Shoulder
Signed Route	Signed Route	Signed Route	Signed Route	Signed Route	Signed Route	Signed Route	Signed Route	Signed Route	Signed Route	Signed Route	Signed Route
Multi-Use Trail w/ Paved Shoulder	Multi-Use Trail w/ Paved Shoulder	Multi-Use Trail w/ Paved Shoulder	Multi-Use Trail w/ Paved Shoulder	Multi-Use Trail w/ Paved Shoulder	Multi-Use Trail w/ Paved Shoulder	Multi-Use Trail w/ Paved Shoulder	Multi-Use Trail w/ Paved Shoulder	Multi-Use Trail w/ Paved Shoulder	Multi-Use Trail w/ Paved Shoulder	Multi-Use Trail w/ Paved Shoulder	Multi-Use Trail w/ Paved Shoulder
Multi-Use Trail w/ Signed Route	Multi-Use Trail w/ Signed Route	Multi-Use Trail w/ Signed Route	Multi-Use Trail w/ Signed Route	Multi-Use Trail w/ Signed Route	Multi-Use Trail w/ Signed Route	Multi-Use Trail w/ Signed Route	Multi-Use Trail w/ Signed Route	Multi-Use Trail w/ Signed Route	Multi-Use Trail w/ Signed Route	Multi-Use Trail w/ Signed Route	Multi-Use Trail w/ Signed Route
Consistent Greenway	Consistent Greenway	Consistent Greenway	Consistent Greenway	Consistent Greenway	Consistent Greenway	Consistent Greenway	Consistent Greenway	Consistent Greenway	Consistent Greenway	Consistent Greenway	Consistent Greenway

CHATS Network

Tony DeThomasis

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To: Karen Jacques
Cc: Tony DeThomasis
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Paula Parker

Manager of Council Services and Risk Management/Deputy Clerk
Town of Amherstburg
271 Sandwich St South, Amherstburg, Ontario, N9V 2A5
Tel: 519-736-0012 ext 238 Fax: 519-736-5403



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF FINANCIAL SERVICES

MISSION STATEMENT:

Author's Name: Justin Rousseau	Report Date: March 16, 2015
Author's Phone: 519 736-0012 ext. 259	Date to Council: March 23, 2015
Author's E-mail: jrousseau@amherstburg.ca	Classification #:

To: Mayor and Members of Town Council

Subject: 2014 Annual Audit Planning Report

1. RECOMMENDATION:

It is recommended that:

1. The report from the Director of Financial Services dated March 16, 2015 regarding 2014 Annual Audit Planning Report **BE RECEIVED for information.**

EXECUTIVE SUMMARY:

N/A

2. BACKGROUND:

On August 11, 2014, the Town of Amherstburg awarded the firm of KPMG LLP the audit services from 2014-2016, as per By-law 2014-90.

Per Section 296 (1) of the Municipal Act, "A municipality shall appoint an auditor...responsible for, (a) annually auditing the accounts and transactions of the municipality..." and Section 296 (3) of the Municipal Act states, "An auditor of a municipality shall not be appointed for a term exceeding five years."

3. DISCUSSION:

The Deloitte report was issued on August 11, 2014, and it was noted that there was a significant delay in the presentation of financial statements to Council going back to 2010. The 2010 financial statements were reported on September 24, 2012. It should be noted that 2011, 2012 & 2013 year ends were all finalized during the period of May 2013 to June 2014.

This delay in providing audited financial statements created a breakdown in information to Council and the public. The process of a financial statement audit and subsequent reporting can take months to complete. One of the most important steps in the process is the pre planning of the Audit process. The attached report outlines the Audit Planning Process for the 2014 Audit of the Town. It should also be noted that audit field work began on March 16th, 2015. It is anticipated that the field work and file review will be complete by KPMG in short order and the audited financial statements will be presented to Council and the public in May - June 2015.

4. RISK ANALYSIS:

Risk exists if Council is not made aware of financial or audit issues, as they become known. This report is to keep Council informed on the audit process.

5. FINANCIAL MATTERS:

N/A

6. CONSULTATIONS:

The external audit team of KPMG LLP prepared the planning report.

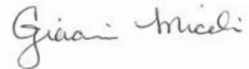
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7. CONCLUSION:

The report is for the purpose of review by the Mayor and Members of Town Council and received for information.



Justin Rousseau
Director of Financial Services



Giovanni (John) Miceli
Chief Administrative Officer

JR

APPENDICES: 2014 Audit Planning Report

DEPARTMENTS/OTHERS CONSULTED:

Name:

Phone #: 519 736-0012

NOTIFICATION :

Name	Address	Email Address	Telephone	FAX



cutting through complexity

AUDIT

The Corporation of the Town of Amherstburg

Audit Planning Report
For the year ending December 31, 2014

KPMG LLP

Licensed Public Accountants

kpmg.ca



The contacts at KPMG in connection with this report are:

Cynthia Swift, Audit
Engagement Partner

Tel: 519-251-3520
caswift@kpmg.ca

Brandon Goddard, Audit
Senior Manager

Tel: 519-251-3515
bgoddard@kpmg.ca

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Audit approach	5
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At KPMG, we are **passionate** about earning your **trust**. We take deep **personal accountability**, individually and as a team, to deliver **exceptional service and value** in all our dealings with you.

At the end of the day, we measure our success from the **only perspective that matters – yours.**

Executive summary

Audit risk

Our audit is risk-focused. In planning our audit we have taken into account key areas of focus for financial reporting. These include:

- fraud risk from revenue recognition,
- fraud risk from management override of controls,
- estimates,
- the Deloitte report.

See pages 4-6

KPMG team

The KPMG team will be led by Cynthia Swift. Subject matter experts will be involved as necessary to ensure our approach is appropriate and robust.

See page 8

Audit Materiality

Materiality has been determined based on revenue. We have determined materiality to be \$486,000 for the year ending December 31, 2014.

See page 7

Effective communication

We are committed to transparent and thorough reporting of issues to Administration and Council.

See page 11 for our audit cycle and time line.

Independence

We are independent and have extensive quality control and conflict checking processes in place. We provide complete transparency on all services and follow appropriate approved protocols.

Risk Assessment

Our planning begins with an assessment of inherent risk of material misstatement in your financial statements. Our assessment is based on a variety of factors that include our knowledge of your business, the market and the susceptibility of the account balance to the risk of material misstatement.

Inherent risk is the susceptibility of a balance or assertion to misstatement which could be material, individually or when aggregated with other misstatements, assuming that there are no related controls.

Our assessment of inherent risk is based on various factors including the size of the balance, its inherent complexity, the level of uncertainty in measurements as well as significant external market factors or those particular to the internal environment of the entity.

Significant financial reporting risks

We have not identified any financial reporting risks during our audit planning that are considered to be significant.

Audit approach

Professional standards presume the risk of fraudulent revenue recognition and the risk of management override of controls exist in all companies.

The risk of fraudulent recognition can be rebutted, but the risk of management override of control cannot because management is typically in a unique position to perpetrate fraud because of its ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively.

CAS requirements	Why	Our audit approach
Fraud risk from revenue recognition	This is a presumed fraud risk. There are generally pressures or incentives on management to commit fraudulent financial reporting through inappropriate revenue recognition when performance is measured in terms of year-over-year revenue growth or profit.	We have rebutted this presumed fraud risk as it is not appropriate when considering the manner in which performance is measured by the Town.
Fraud risk from management override of controls	This is a presumed fraud risk. We have not identified any specific additional risks of management override relating to this audit.	As the risk is not rebuttable, our audit methodology incorporates the required procedures in professional standards to address this risk. These procedures include testing of journal entries and other adjustments, performing a retrospective review of estimates and evaluating the business rationale of significant unusual transactions.

Audit approach (continued)

Other areas of focus include the following:

Other areas of focus	Why	Our audit approach
Estimates	Estimates carry increased risk of fraud and error due to the fact that they require subjective inputs from Administration.	<ul style="list-style-type: none"> • Identify key estimates made by Administration • Assess reasonableness of inputs/assumptions • Assess historical accuracy of estimates
Reserves/reserve fund balances	Findings in the Deloitte report and specific interest by Council.	<ul style="list-style-type: none"> • Understand Administration's approach to establishing and funding reserves/reserve fund balances • Substantively audit transfers to/from reserves/reserve funds (obtain evidence of approvals)
Deloitte report	Due to the nature and volume of findings in the report, the potential for increased control risk exists. Further, we are required to gain an understanding of the financial reporting process, much of which is addressed in the report.	<ul style="list-style-type: none"> • Understand the contents of the report • Assess Administration's progress in addressing the points in the report • Assess which issues identified in the report could have a significant impact on financial reporting (vs. those which are operational in nature), and determine what, if any, impact the findings have on our audit

Materiality

Professional standards require us to re-assess materiality at the completion of our audit based on period-end results or new information in order to confirm whether the amount determined for planning purposes remains appropriate.

Our assessment of misstatements, if any, in amounts or disclosures at the completion of our audit will include the consideration of both quantitative and qualitative factors.

The first step is the determination of the amounts used for planning purposes as follows.

The determination of materiality requires judgment and is based on a combination of quantitative and qualitative assessments including the nature of account balances and financial statement disclosures:

2014 materiality determination	Comments	Amount
Benchmark	Based on preliminary assessment of revenue for the year.	\$32,400,000
% of Benchmark	Auditing standards allow materiality to be assessed as high as 3% of revenue. We have assessed materiality at 1.5% of revenue for the initial audit. Should we encounter no significant issues in the current audit, we will revisit the benchmark for 2015.	1.5%
Materiality	Determined to plan and perform the audit and to evaluate the effects of identified misstatements on the audit and of any uncorrected misstatements on the financial statements.	\$486,000
Performance materiality	Used 75% of materiality, and used primarily to determine the nature, timing and extent of audit procedures.	\$365,000
Audit Misstatement Posting Threshold (AMPT)	Threshold used to accumulate misstatements identified during the audit.	\$24,000
Reclassification AMPT	Threshold used to accumulate reclassification misstatements during the audit	\$48,000

Highly talented team

Team member	Background / experience	Discussion of role
<p>Cynthia Swift Audit Engagement Partner</p> <p>caswift@kpmg.ca 519-251-3520</p>	<p>Cynthia is an audit partner in our office with over 23 years of public sector experience. She is involved in the audits of a number of medium to large clients including areas of local government, hospitals and not-for-profits and works with PSAB accounting principles on a regular basis.</p>	<p>Cynthia will lead our audit for the Town and be responsible for the quality and timeliness of everything we do.</p> <p>She will perform a high level review of the audit file and will always be available and accessible to you.</p>
<p>Brandon Goddard Audit Senior Manager</p> <p>bgoddard@kpmg.ca 519-251-3515</p>	<p>Brandon is an audit senior manager in our office with over 12 years of public accounting experience. Brandon is involved in the audits of a number of small to large clients including private companies, local government, hospitals and not-for-profit organizations.</p>	<p>Brandon will work very closely with Cynthia on all aspects of our audit for the Town. He will be on site periodically, and directly oversee and manage our audit field team and work closely your management team.</p>
<p>Janice Cardinali Indirect Tax Senior Manager</p> <p>jcardinali@kpmg.ca 519-747-8833</p>	<p>Janice is a senior manager in our Indirect Tax practice with over 16 years of experience. Janice has worked with a broad cross section of businesses and public sector organizations working to provide common sense solutions to the challenges inherent in the dynamic field of sales tax.</p>	<p>Janice will be available as needed to address any opportunities that may be identified in the area of indirect tax including, but not limited to, compliance issues, negotiating settlements to audit assessments, recovery of overpaid sales and excise taxes and minimizing the cost of compliance.</p>
<p>Bailey Church Advisory Senior Manager</p> <p>bchurch@kpmg.ca 613-212-3698</p>	<p>Bailey is a key member of our Public Sector practice and Co-Leader of KPMG's national Public Sector Accounting Advisory service line. He has substantial experience in financial and accounting related services within the public sector environment, including significant experience with respect to contaminated sites, currently assisting the cities of Hamilton, Niagara Falls, Waterloo and Windsor.</p>	<p>Bailey will be available as needed to address any opportunities that may be identified in the area accounting advisory including, but not limited to, assistance in the adoption of PSAB Section 3260 – Liability for Contaminated Sites Which is applicable to the Town's December 31, 2015 year end.</p>

Value for fees

The Value of our Audit Services

We recognize that the primary objective of our engagement is the completion of an audit of the financial statements in accordance with professional standards. We also believe that our role as external auditor of the Town and the access to information and people in conjunction with our audit procedures, places us in a position to provide other forms of value. We know that you expect this of us.

We want to ensure we understand your expectations. To facilitate a discussion (either in the upcoming meeting or in separate discussions), we have outlined some of the attributes of our team and our processes that we believe enhance the value of our audit service. We recognize that certain of these items are necessary components of a rigorous audit. We welcome your feedback.

- Extensive industry experience on our audit team – as outlined in our team summary, the senior members of our team have extensive experience in audits of municipal entities. This experience ensures that we are well positioned to identify and discussion observations and insights that are important to you;
- Current development update sessions – we are available to organize and deliver a tailored information session on current developments on financial reporting and other matters that are likely to be significant to the Town;
- Involvement of specialists – Our audit team is supported by KPMG specialists in income and other taxes, information risk management, and other advisory services. Each of these specialists are available to provide insights and observations resulting from their audit support processes;

Value for fees (continued)

In determining the fees for our services, we have considered the nature, extent and timing of our planned audit procedures as described above. Our fee analysis has been reviewed with and agreed upon by management.

Our fees are estimated as follows (consistent with our proposal document submitted on July 21, 2014):

	Current period (budget)
Audit of the annual financial statements	\$29,000 - \$39,000
Amherstburg Community Foundation audit	\$1,500
FIR preparation assistance	\$130/hour

Matters that could impact our fee

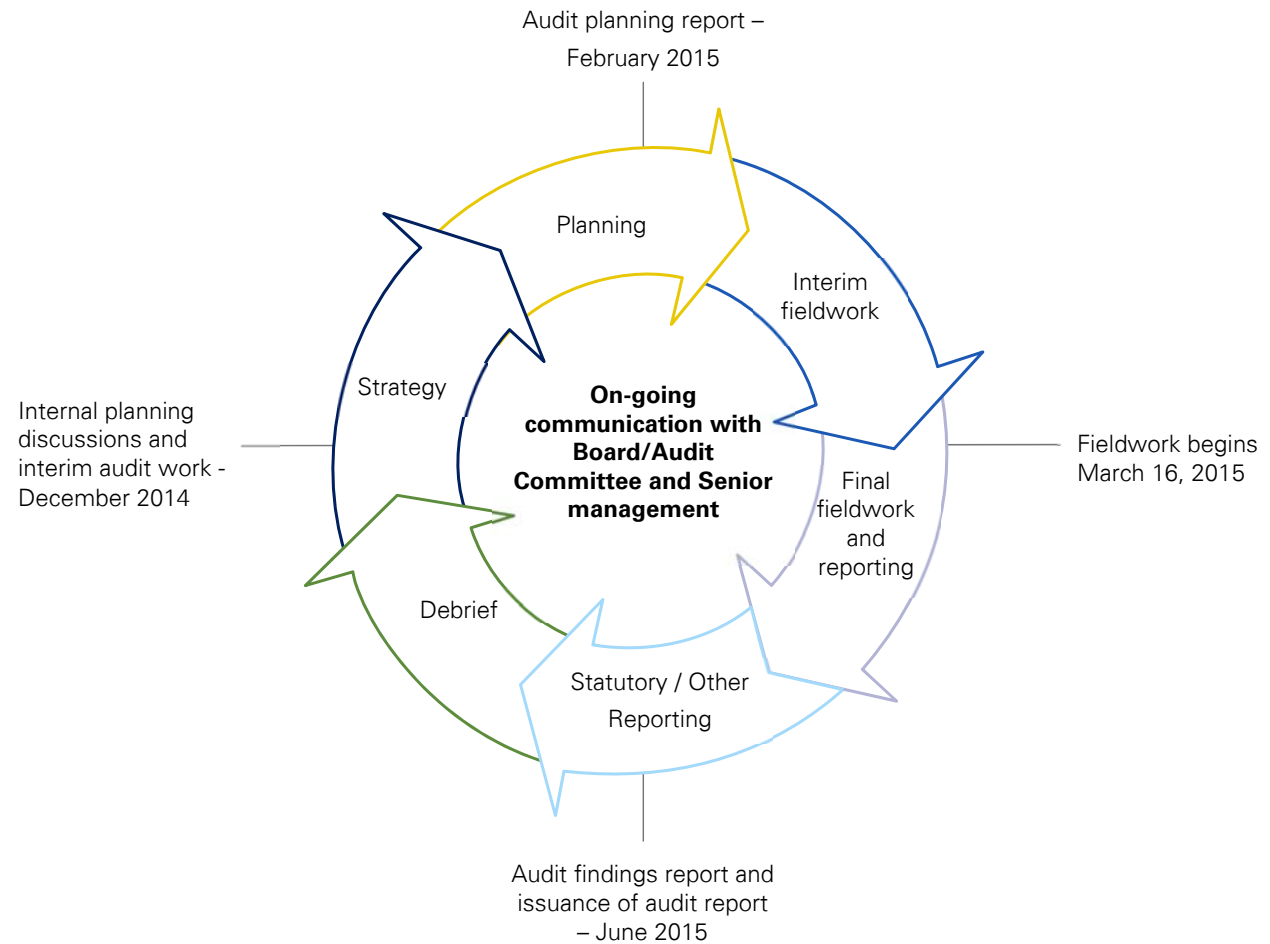
The proposed fees outlined above are based on the assumptions described in the engagement letter. The critical assumptions, and factors that cause a change in our fees, include:

- Significant changes in the nature or size of the operations of the Corporation beyond those contemplated in our planning processes;
- Changes in professional standards or requirements arising as a result of changes in professional standards or the interpretation thereof;
- Changes in the time of our work;

Audit cycle and timetable

Our key activities during the year are designed to achieve our one principal objective:

To provide a robust audit, efficiently delivered by a high quality team focused on key issues.



Appendices

Appendix 1: Audit Quality and Risk Management

Appendix 2: KPMG's audit approach and methodology

Appendix 3: Required communications

Appendix 4: Current developments

Appendix 1: Audit Quality and Risk Management

KPMG maintains a system of quality control designed to reflect our drive and determination to deliver independent, unbiased advice and opinions, and also meet the requirements of Canadian professional standards.

Quality control is fundamental to our business and is the responsibility of every partner and employee. The following diagram summarises the six key elements of our quality control systems.

Visit <http://www.kpmg.com/Ca/en/services/Audit/Pages/Audit-Quality-Resources.aspx> for more information.

- Other controls include:
 - Before the firm issues its audit report, Engagement Quality Control Reviewer reviews the appropriateness of key elements of publicly listed client audits.
 - Technical department and specialist resources provide real-time support to audit teams in the field.
- We conduct regular reviews of engagements and partners. Review teams are independent and the work of every audit partner is reviewed at least once every three years.
- We have policies and guidance to ensure that work performed by engagement personnel meets applicable professional standards, regulatory requirements and the firm's standards of quality.



- All KPMG partners and staff are required to act with integrity and objectivity and comply with applicable laws, regulations and professional standards at all times.
- We do not offer services that would impair our independence.
- The processes we employ to help retain and develop people include:
 - Assignment based on skills and experience;
 - Rotation of partners;
 - Performance evaluation;
 - Development and training; and
 - Appropriate supervision and coaching.
- We have policies and procedures for deciding whether to accept or continue a client relationship or to perform a specific engagement for that client.
- Existing audit relationships are reviewed annually and evaluated to identify instances where we should discontinue our professional association with the client.

Appendix 2: KPMG's audit approach and methodology

Technology-enabled audit work flow (eAudit)

Engagement Setup

- Tailor the eAudit work flow to your circumstances
- Access global knowledge specific to your industry
- Team selection and timetable

Completion

- Tailor the eAudit work flow to your circumstances
- Update risk assessment
- Perform completion procedures and overall evaluation of results and financial statements
- Form and issue audit opinion on financial statements
- Obtain written representation from management
- Required Audit Committee communications
- Debrief audit process



Risk Assessment

- Tailor the eAudit work flow to your circumstances
- Understand your business and financial processes
- Identify significant risks
- Plan involvement of KPMG specialists and others including external experts, internal auditors, service organizations auditors and component auditors
- Determine audit approach
- Evaluate design and implementation of internal controls

Testing

- Tailor the eAudit work flow to your circumstances
- Test operating effectiveness of internal controls (as considered necessary)
- Perform substantive tests

Appendix 3: Required communications

In accordance with professional standards, there are a number of communications that are required during the course of our audit. These include:

- **Engagement letter** – the objectives of the audit, our responsibilities in carrying out our audit, as well as management’s responsibilities, are set out in the engagement letter and any subsequent amendment letters
- **Audit planning report** – as attached
- **Fraud related inquiries** – professional standards required that during the planning of our audit we obtain your views on risk of fraud. We make similar inquiries to management as part of our planning process; responses to these will assist us in planning our overall audit strategy and audit approach accordingly
- **Management representation letter** – we will obtain from management at the completion of the annual audit. In accordance with professional standards, copies of the representation letter will be provided to the Audit Committee
- **Audit findings report** – we will provide this report at the completion of our audit to the Audit Committee
- **Annual independence letter** – we will provide this letter at the completion of our audit to the Audit Committee
- **CPAB multi-firm report** – please refer to http://www.cpab-crc.ca/Documents/Topics/PublicReports/CPAB_2014_PublicReport_EN_FNL.pdf for the CPAB 2014 Public Report

Appendix 4: Current developments

The following is a summary of the current developments that are relevant to the Town.

Standard	Summary and implications
PS 3260, Liability for contaminated sites	This section establishes standards on how to account for and report a liability associated with the remediation of contaminated sites. More specifically, it defines which activities would be included in a liability for remediation; it establishes when to recognize and how to measure a liability for remediation; and it provides guidance on financial statement presentation and disclosure. This section applies to fiscal years beginning on or after April 1, 2014 (Year ended December 31, 2015).
PS 3450, Financial Instruments	This section establishes standards on how to account for and report all types of financial instruments including derivatives. Financial instruments include primary instruments, such as receivables and payables and derivative instruments, such as financial options, futures and interest rate or currency swaps. This section applies to fiscal years beginning on or after April 1, 2016 (Year ended December 31, 2017).
PS 2601, Foreign currency translation	This section establishes standards on how to account for and report transactions that are denominated in a foreign currency in government financial statements. This section applies to fiscal years beginning on or after April 1, 2016 (Year ended December 31, 2017).
Re-exposure Draft: Related party	<p>The main features of this re-exposure draft are as follows:</p> <p>Related party disclosures</p> <ul style="list-style-type: none"> • A related party exists when one party has the ability to exercise control or shared control over the other. Two or more parties are related when they are subject to common control or shared control. Related parties also include individuals that are members of key management personnel or close family members. • Disclosure of key management personnel compensation arrangements, expense allowances and other similar payments routinely paid in exchange for services rendered is not required. • Two entities that have a member of key management personnel in common may be related depending upon that individual's ability to affect the policies of both entities in their mutual dealings. • Disclosure is only required when transactions and events between related parties have or could have a material financial effect on the financial statements. • Determining which related party transactions to disclose is a matter of judgment based on assessment of:

- o The terms and conditions underlying the transactions;
- o The financial materiality of the transactions;
- o The relevance of the information; and
- o The need for the information to enable users' understanding of the financial statements and for making comparisons.

Inter-entity transactions

- Inter-entity transactions involving the transfer of assets or liabilities should be recognized by both a provider and a recipient at carrying amount, exchange amount or fair value depending on the particular circumstances of each case.
- Inter-entity transactions in the normal course of operations or under a policy of cost allocation and recovery should be recognized on a gross basis at the exchange amount
- A recipient may recognize unallocated costs as a revenue and expense at carrying amount, fair value or another amount based on existing policy, depending on the particular circumstances of each case.
- Information about inter-entity transactions would be disclosed in accordance with the new proposed Section on related party disclosures.

The comment period closed on this re-exposure draft on September 15, 2014.

Exposure Draft: Restructuring Transactions

The main features of the exposure draft are as follows:

- A restructuring transactions is defined separately from an acquisition. The key distinction between the two is the absence of an exchange of consideration in a restructuring transaction.
- A restructuring transaction is defined as a transfer of an integrated set of assets and / or liabilities, together with related program or operating responsibilities that does not involve an exchange of consideration.
- Individual assets and liabilities transferred in a restructuring transactions are derecognized by the transferor at their carrying amount and recognized by the recipient at their carrying amount with applicable adjustments.
- The increase in net assets or net liabilities resulting from recognition and derecognition of individual assets and liabilities received from all transferors, and transferred to all recipients in a restructuring transaction, is recognized as revenue or as an expense.
- Restructuring-related costs are recognized as expense when incurred.
- Individual assets and liabilities received in a restructuring transaction are initially classified based on the accounting policies and circumstances of the recipient at the restructuring date.
- The financial position and results of operations prior to restructuring date are not restated.
- Disclosure of information about the transferred assets, liabilities and related operations prior to the restructuring date by the recipient is encouraged but not required.

The comment period for this exposure drafted closed November 28, 2014.

<p>Exposure Draft: Financial Instruments (Transition)</p>	<p>The two main features are proposed:</p> <ul style="list-style-type: none"> • Unless a contractual right or a contractual obligation underlies a receivable or payable, the Section does not apply. By definition, there must be a contract for there to be a financial instrument. • Paragraph PS 3450.003(e)(i) is removed because it is redundant. The clause is redundant because the focus of LEASED TANGIBLE CAPITAL ASSET, PSG-2, is on how a government lessor accounts for a lease liability associated with the lease of a tangible capital asset. A government lessor would not have a receivable under PSG 2. <p>A new paragraph clarifies how a transfer or collateral pursuant to a credit risk management mechanism in a derivative contract is accounted for.</p>
<p>Exposure Draft: Assets, Contingent Assets and Contractual Rights</p>	<p>The main features of this exposure draft are as follows:</p> <p>Assets</p> <ul style="list-style-type: none"> • Additional guidance on the definition of assets is provided to improve users' understanding of assets. This may result in reassessing items that may or may not have met the existing definition. • Disclosure of types of assets that are not recognized is required. <p>Contingent assets</p> <ul style="list-style-type: none"> • Contingent assets are defined to assist users with information about possible assets that may be available to public sector entity in the future. • Disclosure of contingent assets is required when the occurrence of the confirming future event is likely. <p>Contractual rights</p> <ul style="list-style-type: none"> • Contractual rights are defined and are expected to provide users with information above future assets and revenues available to the public sector entity when the terms of those contracts are met. • Disclosure of contractual rights is required. <p>The comment period for this exposure draft closed November 3, 2014.</p>
<p>Statement of Principles ("SOP"): Revenue</p>	<p>The main features of the SOP are as follows:</p> <ul style="list-style-type: none"> • The focus on two main areas of revenue: i) exchange transactions; and ii) unilateral (non-exchange) transactions; • The presence of performance obligations for the public sector entity receiving the revenue is the distinguishing feature of an exchange transaction. • Performance obligations are enforceable promises to provide goods or services. • An exchange transaction is evaluated to identify which goods or services are distinct and accounted for as a separate performance obligation.

	<ul style="list-style-type: none"> • Revenue from an exchange transaction is recognized as the public sector entity satisfies a performance obligation. • Unilateral revenues are recognized when there is the authority and a past event that gives rise to a claim of economic resources. • When applying Canadian public sector accounting standard's general recognition criteria, revenue is not reduced when collectability (associated with credit risk) is uncertain.
<p>Statement of Principles ("SOP"), Retirement Obligations</p>	<p>The main features of the SOP are as follows:</p> <ul style="list-style-type: none"> • Retirement obligations associated with tangible capital assets result from legal, constructive and equitable obligations. • Retirement costs increase the carrying amount of the related tangible capital asset or a component thereof and are expensed in a rational and systematic manner. • Subsequent remeasurement of the liability can result in either a change in the carrying amount of the related tangible capital asset or a component thereof, or an expense, depending on the nature of the remeasurement and whether the asset remains in productive use. • Retirement obligations associated with tangible capital assets include post-retirement operation, maintenance and monitoring. • A present value technique is often the best method with which to estimate the liability. <p>The comment period for this SOP closed November 21, 2014.</p>

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THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF ENGINEERING AND PUBLIC WORKS

MISSION STATEMENT:

Author's Name: Dwayne Grondin	Report Date: March 3, 2015
Author's Phone: 519 736-3664 ext. 314	Date to Council: March 23, 2015
Author's E-mail: dgrondin@amherstburg.ca	Classification #:

To: Mayor and Members of Town Council

Subject: 2014 Amherstburg Drinking Water System Annual Inspection

1. RECOMMENDATION:

It is recommended that:

1. The report from the Manager of Environmental Services dated March 3, 2015 regarding the 2014 Amherstburg Drinking Water System Annual Inspection **BE RECEIVED for information.**

2. EXECUTIVE SUMMARY:

N/A

3. BACKGROUND:

The primary focus of the inspection is to confirm compliance with Ministry of the Environment legislation and authorizing documents such as Orders and Certificates of Approval, as well as evaluating conformance with Ministry drinking water related policies and guidelines during the inspection period.

4. DISCUSSION:

The Ministry is implementing a rigorous and comprehensive approach in the inspection of drinking water systems that keys on the source, treatment and distribution components of the system as well as management practices.

The Town's drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O.Reg.170/03). The inspection is conducted pursuant to Section 81 of the SDWA.

The report is based on a "focused" inspection of the system. Although the inspection involved fewer activities than those normally undertaken by a detailed inspection, it contained most of the elements required to assess key compliance issues.

The MOE inspector visited the Amherstburg Water Treatment Plant on November 25, 2014 and interviewed OCWA's Process and Compliance Technician as well as the Town's Manager of Environmental Services.

For 2014 the Town received a final inspection rating of 100%. However the inspector noted past budgeted items remained outstanding and requested a revised list of capital priorities and timing once the 2015 budget has passed.

5. RISK ANALYSIS:

Failure to maintain the water system to Ministry standards may result in fines, penalties and loss of licencing.

6. FINANCIAL MATTERS:

The 2015 Water Capital Budget will be forwarded to the Ministry once approved by Council to show commitment to maintaining the Town's water system owned by the Town.

7. CONSULTATIONS:

N/A

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8. CONCLUSION:

The system was chosen for a focused inspection during the 2014 inspection cycle because inspection findings over the past three years were such that the number of violations were minimal or non-existent, there were few or no orders issued to the Town that were of significance in the maintenance of water potability and there were no deficiencies as defined in O. Reg. 172/03. For the 2014 inspection the Town received and excellent 100% rating.



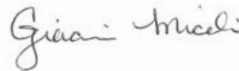
Dwayne Grondin
Manager of Environmental Services



Antonietta Giofu
**Director of Engineering and
Public Works**



Justin Rousseau
Director of Financial Services



Giovanni (John) Miceli
Chief Administrative Officer

DG

APPENDICES:

MOE Amherstburg Drinking Water System Inspection Report, dated Nov. 25, 2014

DEPARTMENTS/OTHERS CONSULTED:

Name: N/A

Phone #:

NOTIFICATION :

Name	Address	Email Address	Telephone	FAX



Ministry of the Environment

**AMHERSTBURG DRINKING WATER SYSTEM
Inspection Report**

Site Number:	210000149
Inspection Number:	1-BD1YV
Date of Inspection:	Nov 25, 2014
Inspected By:	Paul Tersteegen

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OWNER INFORMATION:

Company Name: AMHERSTBURG, THE CORPORATION OF THE TOWN OF
Street Number: 512
Street Name: SANDWICH St S
City: AMHERSTBURG
Province: ON **Postal Code:** N9V 3R3

INSPECTION DETAILS:

Site Name: AMHERSTBURG DRINKING WATER SYSTEM
Site Address: 415 FRONT RD AMHERSTBURG N9V 2V5
County/District: Amherstburg
MOE District/Area Office: Windsor Area Office
Health Unit: WINDSOR-ESSEX COUNTY HEALTH UNIT

Category: Large Municipal Residential
Site Number: 210000149
Inspection Type: Announced
Inspection Number: 1-BD1YV
Date of Inspection: Nov 25, 2014
Date of Previous Inspection: Jan 07, 2014

COMPONENTS DESCRIPTION

Site (Name): Surface Water Supply and Low Lift Pumping Station

Comments:

Amherstburg's drinking water system has several components. First, the water treatment plant draws its supply from an intake crib located approximately 155m into the Detroit River via a 900mm pipe connected to a low lift pumping station. The intake is equipped with a chlorination feed line that can be used for zebra mussel control.

The low lift station is equipped with three vertical turbine pumps, a coarse bar screen, an automatic traveling screen, and two chlorination lines that can be used for pre-chlorination.

Site (Name): Treatment Works, Reservoir and High Lift Pumping Station

Comments:

The water treatment plant, which has a rated capacity of 18,184m³/day, is operated by the Ontario Clean Water Agency. Once the raw water is screened, a coagulant (alum), a coagulant aid (polymer), and powdered activated carbon are fed into the raw water, and sediment removal begins in an up-flow clarifier.

Four rapid sand filters, equipped with a dual media of anthracite and silica sand are used to remove fine particulate from the clarified water. Another polymer is added as a filtration aid, and chlorine is added for primary disinfection.

The treated water is stored in a 14,900m³ underground storage reservoir. One or more of three vertical turbine pumps in the high lift pumping station are used to supply water from the reservoir to the distribution system. The high lift station is equipped with a chlorination line that can be used if additional chlorine is required for secondary disinfection.

Site (Name): Distribution System and Water Tower

Comments:

The Town's distribution system serves a total population of approximately 23,000 people – which includes approximately 1,350 residents in the neighbouring towns of Essex and LaSalle. The Town's Public Works Department operates the entire distribution system as its own. As such, Essex and LaSalle have not registered the portions of the distribution system extending into their municipalities as separate distribution systems.

The Town's distribution system includes over 1,000 hydrants and several automated flushing devices. Further, it includes a 2,273m³ elevated storage tower located on Thomas Road, which is used to maintain pressure in the distribution system.

INSPECTION SUMMARY

INTRODUCTION

- * The primary focus of this inspection is to confirm compliance with Ministry of the Environment legislation and authorizing documents such as Orders and Certificates of Approval, as well as evaluating conformance with Ministry drinking water related policies and guidelines during the inspection period.

The Ministry is implementing a rigorous and comprehensive approach in the inspection of drinking water systems that keys on the source, treatment and distribution components of the system as well as management practices.

This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O.Reg.170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.

This report is based on a "focused" inspection of your system. Although the inspection involved fewer activities than those normally undertaken by a detailed inspection, it contained most of the elements required to assess key compliance issues.

Your system was chosen for a focused inspection during this inspection cycle because inspection findings over the past three years were such that the number of violations were minimal or non-existent, there were few or no orders issued to you that were of significance in the maintenance of water potability and there were no deficiencies as defined in O. Reg. 172/03. The undertaking of a focused inspection at your drinking water system during this year's inspection cycle does not ensure that a similar type of inspection will be conducted at any point in the future.

The Officer met with the Town's Manager of Environmental Services, and the Plant Operator's Process and Compliance Technician, when he conducted an announced inspection on November 25, 2014.

CAPACITY ASSESSMENT

- * **There was sufficient monitoring of flow as required by the Permit and Licence or Approval issued under Part V of the SDWA**

Per Section 31 of the Safe Drinking Water Act, the use and operation of municipal drinking water systems must comply with the applicable Licence and Permit. As noted during previous inspections, magnetic flow meters installed on the low lift and high lift discharge headers satisfy the flow monitoring requirements in the Licence.

(The Plant Operator replaced the raw flow meter on October 16, 2014.)

- * **The owner was in compliance with the conditions associated with maximum flow rate or the rated capacity conditions in the Permit and Licence or Approval issued under Part V of the SDWA.**

Per Section 31 of the Safe Drinking Water Act, the use and operation of municipal drinking water systems must comply with the applicable licence. The Licence limits flows from the treatment system into the distribution system to 18,184m³/day. Flow data reviewed by the Officer was well

CAPACITY ASSESSMENT

within the rated capacity. I.e., the maximum daily flow he noted, which was approximately 64% of the rated capacity, occurred on Sunday, May 25, 2014.

NOTE: To provide a context for a recommendation at the end of his report, the Officer would like to note that unlike the current Permit to Take Water (PTTW), the Licence does not include an "instantaneous limit". Beside a daily limit of 22,900m³/day, the PTTW limits the rate of taking to 15.903m³/min (i.e., 22,900m³/day ÷ 1,440min/day). Although, the daily limit in the PTTW is higher, it appears the instantaneous limit may have been set too low.

As with many other water treatment plants, the Drinking Water Works Permit (DWWP) and Licence for this plant approved the installation and use of multiple pumps that can pump water at much higher rates than the instantaneous equivalent of the water treatment plant's rated capacity. Given the Town encountered a minor exceedance of the PTTW's instantaneous limit in 2013, the Town may wish to consider requesting the Director review the limits in the PTTW relative to the equipment identified in the DWWP, and to the rated capacity identified in the Licence. (As the PTTW does not expire until May 31, 2018, it would be at their discretion whether to pursue this recommendation now, or when they next apply to renew their PTTW.)

TREATMENT PROCESSES

- * **The owner had ensured that all equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit.**

The Ministry expects all of the equipment described in Schedule A of the Town's Permit, as may be amended by alterations identified in Schedule C, to remain installed. The Plant Operator indicated that (with the exception of the fluoridation equipment, which was decommissioned), the treatment equipment identified in the Permit is still installed.

NOTE: During his previous inspections, the Officer noted a number of proposed upgrades (e.g., the installation of a SCADA system, the construction of a clarifier/clarifier cover, etc.). With the emergence of significant financial pressures in 2013 and 2014, the Town's Manager of Environmental Services was unable to identify the status and timing of the proposed upgrades.

The Officer appreciates incoming councils cannot replace their municipality's aging infrastructure within a four year election cycle. However, the Officer hopes the current Council succeeds in identifying and addressing its most immediate and pressing infrastructure needs, along with developing a framework for ensuring sound infrastructure investment in the future.

In the interim, the Officer would ask that following the passage of their budget, the Town identify its current drinking water infrastructure priorities, along with the proposed timing for upgrades addressed in the budget.

- * **The owner/operating authority was in compliance with the requirement to prepare Form 1 documents as required by their Drinking Water Works Permit during the inspection period.**

Per Section 31 of the Safe Drinking Water Act, the establishment or alteration of municipal drinking water systems must comply with the applicable approval or permit, including the completion of a Form 1 in response to the addition or alteration of watermains. The Officer confirmed records were being prepared and retained.

TREATMENT PROCESSES

- * **The owner/operating authority was in compliance with the requirement to prepare Form 2 documents as required by their Drinking Water Works Permit during the inspection period.**

Per Section 31 of the Safe Drinking Water Act, the establishment and alteration of municipal drinking water systems must comply with the applicable approval or permit, including the completion of a Form 2 in response to minor modifications to the drinking water system (e.g., treatment processes; instrumentation or controls; spill containment works; valves; or cathodic corrosion protection). The Officer confirmed records were being prepared and retained.

- * **Records indicated that the treatment equipment was operated in a manner that achieved the design capabilities required under Ontario Regulation 170/03 or a Permit, Licence or Approval issued under Part V of the SDWA at all times that water was being supplied to consumers.**

Section 1-2(2) in Schedule 1 of O. Reg. 170/03 requires owners and operating authorities of raw water supplies to ensure their PRIMARY DISINFECTION equipment operates whenever the system supplies water. In particular, they must ensure all the equipment necessary for the provision of adequate primary disinfection (as determined by their engineer) operates within acceptable tolerances.

Continuous monitoring data reviewed by the Officer indicated that the system generally operated within acceptable tolerances. While the Officer noted disinfectant and turbidity results outside of alarm setpoints, after comparing these “events” with the Plant Operator’s records, the Officer came to the belief that they did not indicate deficient operating conditions. Chlorine residuals drops were recorded during analyser maintenance, and turbidity spikes were recorded during the start of filter runs, i.e., due to the capture of particulate disturbed by the sudden increase in flow.

Outside of these events, which are common to many systems, there was only one noteworthy event. The Plant Operator reported that following maintenance to the alum feed equipment on afternoon of October 6, 2014, the valve on the chemical feed line was not fully opened. The incident had no immediately observable effects on Filters 2 and 4, which were operating at the time. Over the next couple of hours, filter turbidity began to slowly rise.

The turbidity in water discharging from Filter 2 never exceeded the alarm threshold; however, the turbidity in water discharging from Filter 4 eventually triggered an alarm when it exceeded the 0.30NTU alarm setpoint. The turbidity levels peaked at 0.416NTU at 7:33pm before falling below the alarm setpoint at 7:36pm. (Note: During and following the incident, turbidity levels in the plant effluent turbidity never exceeded 0.050NTU.)

In response to the alarm, an operator identified the cause, restored the alum feed, and temporarily increased the alum feed rate until the clarifier and filter turbidity returned to normal levels.

The alarm system is intended to trigger timely responses from operators. While there was a disruption to the coagulant feed, given the alarm prompted corrective action that effectively abated the situation before it became problematic, the Officer will not identify the disruption as an indicator of non-compliance.

TREATMENT PROCESSES

- * **Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was operated so that at all times and all locations in the distribution system the chlorine residual was never less than 0.05 mg/l free or 0.25 mg/l combined.**

Section 1-5 in Schedule 1 of O. Reg. 170/03 requires the Town's treatment facilities/equipment to be capable of providing a free chlorine residual of 0.2mg/L at all locations within the distribution system. Further, Section 1-2 requires the equipment to be operated so that the free chlorine residual is never less than 0.05mg/L.

The Officer did not note any adverse results recorded by either the Town or the Plant Operator.

- * **The Operator-in-Charge had ensured that all equipment used in the processes was monitored, inspected, and evaluated.**

To ensure the treatment process equipment is performing appropriately, Section 26(2) of O. Reg. 128/04 requires operators-in-charge to monitor the equipment, and to document its operating status. Besides using continuous analysers and alarms, the Plant Operator requires operators to perform a number of routine checks at varying intervals.

The Plant Operator ensures these checks are being performed by having operators document their activities in their "Daily Rounds Sheet", "Filter Performance Sheet", logbook, etc. It also makes use of a log to record operational activities. Further, the Plant Operator advised they review the records monthly to ensure operators' entries conform to their standards.

TREATMENT PROCESS MONITORING

- * **Primary disinfection chlorine monitoring was being conducted at a location approved by Permit, Licence or Approval issued under Part V of the SDWA, or at/near a location where the intended CT had just been achieved.**

A continuous chlorine analyser monitors samples drawn from the outlet between the reservoir and the high lift pump well.

- * **Continuous monitoring of each filter effluent line was being performed for turbidity.**

Continuous monitoring is performed on each of the four filter effluent lines. Further, as indicated in their Filter Performance Sheets, operators also perform manual checks every two hours during their rounds.

- * **The secondary disinfectant residual was measured as required for the distribution system.**

Sampling records indicate the Plant Operator tests the disinfectant residual in the distribution system seven times weekly as prescribed in Schedule 7 of O. Reg. 170/03 for large municipal residential systems. (Additional testing is performed by the Town's operators during their flushing activities.)

TREATMENT PROCESS MONITORING

- * **Operators were examining continuous monitoring test results and they were examining the results within 72 hours of the test.**

Section 6-5 in Schedule 6 of O. Reg. 170/03 requires an examination of results captured by continuous monitoring equipment within 72 hours of the tests.

As previously mentioned, operators perform manual checks throughout the day. Further, operators print, review, initial and store charts of the daily chlorine residual and turbidity trends. When operators observe an irregularity, they typically write a brief explanatory notation on the applicable chart.

- * **All continuous monitoring equipment utilized for sampling and testing required by O. Reg. 170/03, or approval or order, were equipped with alarms or shut-off mechanisms that satisfied the standards described in Schedule 6.**

Where continuous monitoring equipment is used to fulfil chlorine or turbidity testing requirements, Subsections 6-5(1) and 6-5(1.1)1 in Schedule 6 of O. Reg. 170/03 requires the use of alarms or interlocks. In the event of a malfunction, loss of power, etc., the intent of these provisions is to enable operators to take prompt and appropriate action to resolve the concern, or to automatically cause the flow of water to consumers to be stopped.

This system includes numerous analysers and alarms. With respect to ensuring adequate primary disinfection, a Hach CL17 chlorine analyser is used to monitor the free chlorine residual in the water exiting the reservoir. A second Hach CL17 chlorine analyser is used to monitor the free chlorine residual in the high lift clear well before the treated water discharges into the distribution system.

Alarms sound audibly at the water treatment plant. Should operators ever fail to acknowledge an alarm, the system is designed to dial out to a security company. In response, the security company would then attempt to phone the duty operator, and if necessary, the overall responsible operator.

- * **Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and recording data with the prescribed format.**

Section 6-5(1) in Schedule 6 of O. Reg. 170/03 prescribes a minimum time interval for testing of chlorine and turbidity by continuous monitoring equipment (e.g., 5 minutes, 15 minutes, 1 hour). Alternatively, where monitoring equipment tests more frequently, the monitoring equipment may record the minimum, maximum, and the mean results for periods equal to the prescribed intervals.

Continuous monitoring equipment at the water treatment plant logs chlorine residual and filter turbidity data at 30-second intervals. (To facilitate review, the Officer aggregated the data in 5-minute intervals.)

(While the Plant Operator provided turbidity readings for the raw, clarified and treated water aggregated in 2-minute intervals, they confirmed that this data is also recorded at 30-second intervals.)

- * **All continuous analysers were calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation.**

Section 6-5(1) in Schedule 6 of O. Reg. 170/03 requires owners to ensure the accuracy of their continuous monitoring equipment (e.g., chlorine residual, turbidity) through checks and, where necessary, calibrations. (Besides the equipment referenced in Schedule 6 as requiring routine calibration, the Ministry recommends owners check and calibrate all continuous monitoring equipment in accordance with the manufacturer's instructions.)

TREATMENT PROCESS MONITORING

The Plant Operator uses computerized maintenance management software to schedule and track maintenance, including annual calibrations by their instrument technician. (Print records regarding the annual calibrations are stored in a binder.) To ensure the continuous analysers are not drifting out of calibration, operators are required to regularly compare the results of the continuous analysers to handheld instruments.

OPERATIONS MANUALS

- * **The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.**

Section 28 of O. Reg. 128/04 requires owners and operating authorities to ensure operators and maintenance personnel have ready access to comprehensive operations and maintenance manuals that contain plans, drawings and process descriptions sufficient for the safe and efficient operation of the system. As such, these documents should encompass all of the subsystems to which they apply, and they should include up-to-date descriptions and plan/drawings.

With respect to the water treatment plant, the Plant Operator indicated that they anticipate keeping pace with the upgrades. They anticipate receiving as-built drawings of the upgraded components; however, each successive upgrade would not trigger them to commission revised as-built drawings of the entire plant.

With respect to their Geographic Information System, the Town indicated they have loaded various details included the location of their valves and hydrants. Further, the Town advised that they planned to add as-built drawings they receive for new construction in the Town.

The Town reported this information is available to their personnel; however, these layers of information are not depicted on the publically accessible version of the System, i.e., <http://maps.amherstburg.ca>.

- * **The operations and maintenance manuals did meet the requirements of the Permit and Licence or Approval issued under Part V of the SDWA.**

Per Section 31 of the Safe Drinking Water Act, the use and operation of municipal drinking water systems must comply with the applicable licence. As a number of the required elements are addressed within other sections of this report, the Officer's scope was limited to ensuring the availability of the Licence and Permit, and the availability of procedures for the operation and maintenance of equipment, monitoring and recording treatment parameters, and dealing with complaints and emergencies.

LOGBOOKS

- * **Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was being done by a certified operator, water quality analyst, or person who suffices the requirements of O. Reg. 170/03 7-5.**

Pursuant to Section 7-5 in Schedule 7 of O. Reg. 170/03, only qualified personnel (e.g., certified operators or water quality analysts) appear to be performing operational tests.

SECURITY

- * **The owner had provided security measures to protect components of the drinking-water system.**

The Ministry recommends owners adopt various measures to secure their supplies, treatment and storage facilities from intruders and potential sources of contamination.

Operators are always present at the water treatment plant. The entrance is always locked, and visitors must ring a doorbell before gaining entry. Perimeter fencing, locked gates and no trespassing signs protect the sides and rear of the property. Security cameras overlook the parking lot, entrance, reservoir, and the clarifier. (The Plant Operator indicated they have scheduled the installation of new cameras at the water treatment plant for 2015.)

Perimeter fencing, a locked gate, and no trespassing signs protect the Town's water tower.

The Town and Plant Operator did not report any events suggesting a need for additional security measures.

CERTIFICATION AND TRAINING

- * **The overall responsible operator had been designated for each subsystem.**

O. Reg. 128/04 prescribes a system for classifying municipal residential systems. The Regulation includes a corresponding system for certifying operators. Further, Section 23(1) requires the appointment of an "overall responsible operator" for each subsystem.

The logbook at the water treatment plant identifies the overall responsible operator(s) (ORO) for each day. Further, the Plant Operator posts notices identifying the overall responsible operator, and their backups, at the operator's station.

For the distribution system, the Town's Daily Work Sheet identify the overall responsible operator. Usually, the ORO is the Manager of Environmental Services; however, two other operators serve as backups.

- * **Operators in charge had been designated for all subsystems which comprised the drinking-water system.**

Section 25(1) of O. Reg. 128/04 requires the appointment of one or more "operator-in-charge" for each subsystem.

A posting at the water treatment plant identifies eligible operators-in-charge. Further, plant operators use logbooks to indicate the operator-in-charge for each shift. Similarly, the Town's operators use Daily Work Sheets to indicate who is serving as operators-in-charge.

- * **Only certified operators made adjustments to the treatment equipment.**

The Plant Operator advised that pursuant to Schedule 1 of O. Reg. 170/03, subsection 1-2(2)5, only individuals who are certified as Drinking-Water System Operators under O. Reg. 128/04, are permitted to make adjustments to the treatment equipment. Further, they advised that certified operators-in-training work under the supervision of the overall responsible operator and/or the operator-in-charge.

WATER QUALITY MONITORING

- * **All microbiological water quality monitoring requirements for distribution samples were being met.**

Reported microbiological results indicate operators have satisfied the distribution system sampling requirements prescribed by Section 10-2 in Schedule 10 of O. Reg. 170/03.

- * **All microbiological water quality monitoring requirements for treated samples were being met.**

Results reported by the Town's laboratory indicate operators have been collecting treated water samples weekly for testing microbiological parameters as required in Section 10-3 of Schedule 10 in O. Reg. 170/03.

- * **All inorganic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

As a Large Municipal Residential System, Section 13-2 in Schedule 13 of O. Reg. 170/03 requires testing of treated water samples, for all of the inorganic parameters prescribed in Schedule 23 of O. Reg. 170/03, at least once every 12 months from surface water. Reported inorganic chemical results indicate operators have satisfied the sampling requirements prescribed by Section 13-2 in Schedule 13 of O. Reg. 170/03.

- * **All organic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

As a Large Municipal Residential System, Section 13-4 in Schedule 13 of O. Reg. 170/03 requires testing of treated water samples, for all of the organic parameters prescribed in Schedule 24 of O. Reg. 170/03, at least once every 12 months from surface water. Reported organic chemical results indicate operators have satisfied the sampling requirements prescribed by Section 13-4 in Schedule 13 of O. Reg. 170/03.

- * **All trihalomethanes water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

Reported total trihalomethanes results indicate operators have been collecting distribution samples as prescribed by Section 13-6 of Schedule 13, and by Section 6-1.1(4) of Schedule 6 in O. Reg. 170/03 (i.e., by sampling every three months with a minimum of 60 days between samples, and a maximum of 120 days between samples).

- * **All nitrate/nitrite water quality monitoring requirements prescribed by legislation were conducted within the required frequency for the DWS.**

Reported nitrate and nitrite results indicate operators have been sampling as prescribed by Section 13-7 of Schedule 13, and by Section 6-1.1(4) of Schedule 6 in O. Reg. 170/03 (i.e., by sampling every three months with a minimum of 60 days between samples, and a maximum of 120 days between samples).

- * **All sodium water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

Annual sodium results demonstrate compliance with the requirements prescribed by Section 13-8 in Schedule 13 of O. Reg. 170/03 (i.e., at least once every 60 months).

WATER QUALITY MONITORING

- * **All fluoride water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

Annual fluoride results demonstrate compliance with the requirements prescribed by Section 13-9 in Schedule 13 of O. Reg. 170/03 (i.e., at least once every 60 months).

- * **All water quality monitoring requirements imposed by the Permit and Licence or Approval issued under Part V of the SDWA were being met.**

In addition to the routine sampling required by O. Reg. 170/03, Schedule C in the Owner's Licence requires annual testing of the treated water for Nitritotriacetic Acid (NTA). The Officer confirmed annual tests have been performed in 2006 to 2014, with the results consistently being below the Method Detection Limit. Per the recommendation in his last inspection report, the application submitted in September for renewing the Town's Licence included a request to remove this parameter.

The Licence also requires monthly testing of the wastewater discharge to the Detroit River for suspended solids and chlorine. Besides collecting samples for testing these two parameters, the Plant Operator also has wastewater samples test for aluminum.

- * **All sampling requirements for lead prescribed by schedule 15.1 of O. Reg. 170/03 were being met.**

The Officer understands that based upon their last sample results, the Town is eligible to collect distribution samples at a reduced frequency. E.g., Schedule 15.1 in O. Reg. 170/03 requires "Standard sampling" per Section 15.1-4 until a system qualifies for "Reduced sampling" per Section 15.1-5. If not more than 10 per cent of the results exceed half the limit for lead, the collection of plumbing samples can be discontinued altogether, although distribution sampling would continue to be required at a reduced frequency and numbers per Sections 15.1-5(9) and (10).

- * **Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained.**

Sampling records indicate operators test the chlorine residual at the same time and location they are collecting microbiological samples, as prescribed by Section 6-3(1) in Schedule 6 of O. Reg. 170/03.

WATER QUALITY ASSESSMENT

- * **The audit samples collected by the inspector met the applicable Ontario Drinking Water Quality Standards and/or the aesthetic objectives or operation guidelines. The results of the audit sampling are summarized as follows:**

The Officer did not submit samples for all of the parameters listed in the Technical Support Document for Ontario Drinking Water Quality Standards, Objectives and Guidelines. However, the microbiological results appended were within the applicable limits.

- * **Records show that all water sample results taken during the review period met the Ontario Drinking Water Quality Standards (O. Reg. 169/03).**

All of the reported results for laboratory tests were within the limits prescribed in the Ontario Drinking Water Quality Standards.

REPORTING & CORRECTIVE ACTIONS

- * **Corrective actions (as per Schedule 17) had been taken to address adverse conditions, including any other steps that were directed by the Medical Officer of Health.**

Schedule 17 of O. Reg. 170/03 prescribes generic corrective actions in response to adverse test results and/or indicators of improper disinfection. The Officer did not note any adverse test results, i.e., results above prescribed limits.

The term "indicators of improper disinfection" refers to situations where water, which has not been disinfected in accordance with the Ministry's Procedure for Disinfection, is directed to consumers. After reviewing the monitoring data, the Officer would suggest that residents did not consume any inadequately disinfected water.

The Procedure states the use a chemical coagulant is required at all times when the treatment plant is in operation. On the afternoon of October 6, 2014, the flow of coagulant was interrupted, and the Plant Operator chose to report the incident despite being able to remedy the situation before they encountered an adverse test result (i.e., filter effluent turbidity above 1.0NTU).

Coagulants are added to cause fine particulate to clump and form larger particles that can be readily removed. When the flow of coagulant is disrupted, the residual coagulant in the raw water is eventually tied up, and the turbidity will rise as fine particulate begins to pass through the filters.

The turbidity alarm set point is 0.3NTU. Turbidity in the most affected filter effluent peaked below 0.420NTU. Turbidity in the other filter remained below the alarm set point. The incident had a negligible impact on turbidity levels in the final effluent. E.g., turbidity had been stable at 0.039NTU during the day. Following the incident, turbidity peaked at 0.049NTU.

- * **All required notifications of adverse water quality incidents were immediately provided as per O. Reg. 170/03 16-6.**

Schedule 16 of O. Reg. 170/03 requires an immediate verbal report of "adverse water quality incidents". As operators did not believe the incident fell under the requirements identified in Section 16-3 and 16-4, operators did not file an immediate report. However, after reviewing the matter, the Operating Authority opted to notify both the Ministry and Health Unit, and discuss the incident.

Equipment is prone to break downs, and people are prone to errors. Despite any potential embarrassment and extra work entailed with reporting incidents, aside from corrective action, reporting is perhaps the single most important action an operator can make to maintain credibility. As such, the Officer commends operators who report incidents regardless of whether they are subject to the reporting requirements in O. Reg. 170/03.

- * **Where required continuous monitoring equipment used for the monitoring of chlorine residual and/or turbidity triggered an alarm or an automatic shut-off, a qualified person responded in a timely manner and took appropriate actions.**

Where continuous chlorine residual or turbidity monitoring equipment malfunctions, loses power, alarms or results in a shutdown, the Ministry requires prompt and appropriate action. However, it is important to note that Schedule 6 of O. Reg. 170/03 includes several considerations including whether the system is continuing to supply consumers. It also speaks to specific alarm levels, e.g., turbidity >1.0 NTU; free chlorine 0.1 mg/L less than the concentration required to achieve primary disinfection. (I.e., to provide a safe margin of error, many alarms trigger well before systems encounter these values.)

During events examined by the Officer, operators appeared to have acted promptly and appropriately.

OTHER INSPECTION FINDINGS

- * **The following instance(s) of non-compliance were also noted during the inspection:**

The "Non-Compliance with Regulatory Requirements and Actions Required" section at the end of this report includes requirements related to concerns outside the scope of the specific questions raised during the inspection.

- * **The following issues were also noted during the inspection:**

The "Summary of Best Practices Issues and Recommendations" section at the end of this report includes recommendations related to concerns outside the scope of the specific questions raised during the inspection.

NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED

This section provides a summary of all non-compliance with regulatory requirements identified during the inspection period, as well as actions required to address these issues. Further details pertaining to these items can be found in the body of the inspection report.

1. The following instance(s) of non-compliance were also noted during the inspection:

Action(s) Required:

This section includes requirements related to concerns outside the scope of the specific questions raised during the inspection, i.e., versus requirements related to non-compliance.

PROPOSED UPGRADES and PRIORITIES

As identified within the Treatment Processes section of this report, the Town's Manager of Environmental Services was unable to identify the status and timing of the previously proposed upgrades. Following the passage of their budget, the Officer would ask that the Town identify its current drinking water infrastructure priorities, along with the proposed timing for upgrades addressed in the budget.

SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES

This section provides a summary of all recommendations and best practice issues identified during the inspection period. Details pertaining to these items can be found in the body of the inspection report. In the interest of continuous improvement in the interim, it is recommended that owners and operators develop an awareness of the following issues and consider measures to address them.

1. The following issues were also noted during the inspection:

Recommendation:

PERMIT TO TAKE WATER (PTTW) – Limits

Given the Town encountered a minor exceedance of the instantaneous flow set in the Permit, the Town may wish to consider requesting the Director review the limits in the PTTW relative to the equipment identified in their Drinking Water Works Permit, and the rated capacity identified in their Licence. (As the PTTW does not expire until May 31, 2018, it would be at their discretion whether to pursue this recommendation now, or when they next apply to renew their PTTW.)

SAMPLE IDENTIFICATION

The Officer noted some samples collected by the Town were reported under their water works number, and others were not. Unless a section of the system is isolated, the Officer would be inclined to identify water samples collected from the distribution system as regulated drinking water samples.

If they should not be considered regulated drinking water samples, the Officer would recommend placing a notation to that effect on the Certificates of Analysis.

SIGNATURES

Inspected By:

Paul Tersteege

Signature: (Provincial Officer):

Reviewed & Approved By:

Gary Johnson

Signature: (Supervisor):

Review & Approval Date:

Note: This inspection does not in any way suggest that there is or has been compliance with applicable legislation and regulations as they apply or may apply to this facility. It is, and remains, the responsibility of the owner and/or operating authority to ensure compliance with all applicable legislative and regulatory requirements.

Appendix 1 - Inspection Rating Report

Ministry of the Environment - Inspection Summary Rating Record (Reporting Year - 2014-2015)

DWS Name: AMHERSTBURG DRINKING WATER SYSTEM
DWS Number: 210000149
DWS Owner: Amherstburg, The Corporation Of The Town Of
Municipal Location: Amherstburg

Regulation: O.REG 170/03
Category: Large Municipal Residential System
Type Of Inspection: Focused
Inspection Date: November 25, 2014
Ministry Office: Windsor Area Office

Maximum Question Rating: 508

Inspection Module	Non-Compliance Rating
Capacity Assessment	0 / 30
Treatment Processes	0 / 85
Operations Manuals	0 / 28
Logbooks	0 / 14
Certification and Training	0 / 28
Water Quality Monitoring	0 / 124
Reporting & Corrective Actions	0 / 66
Other Inspection Findings	0 / 0
Treatment Process Monitoring	0 / 133
TOTAL	0 / 508

Inspection Risk Rating	0.00%
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FINAL INSPECTION RATING:	100.00%
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Ministry of the Environment - Detailed Inspection Rating Record (Reporting Year - 2014-2015)

DWS Name: AMHERSTBURG DRINKING WATER SYSTEM
DWS Number: 210000149
DWS Owner: Amherstburg, The Corporation Of The Town Of
Municipal Location: Amherstburg
Regulation: O.REG 170/03
Category: Large Municipal Residential System
Type Of Inspection: Focused
Inspection Date: November 25, 2014
Ministry Office: Windsor Area Office

Non-compliant Question(s)	Question Rating
Other Inspection Findings	
In the event that an issue of non-compliance outside the scope of this inspection protocol is identified, a "No" response may be used if further actions are deemed necessary (and approved by the DW Supervisor) to facilitate compliance.	0
TOTAL QUESTION RATING	0

Maximum Question Rating: 508

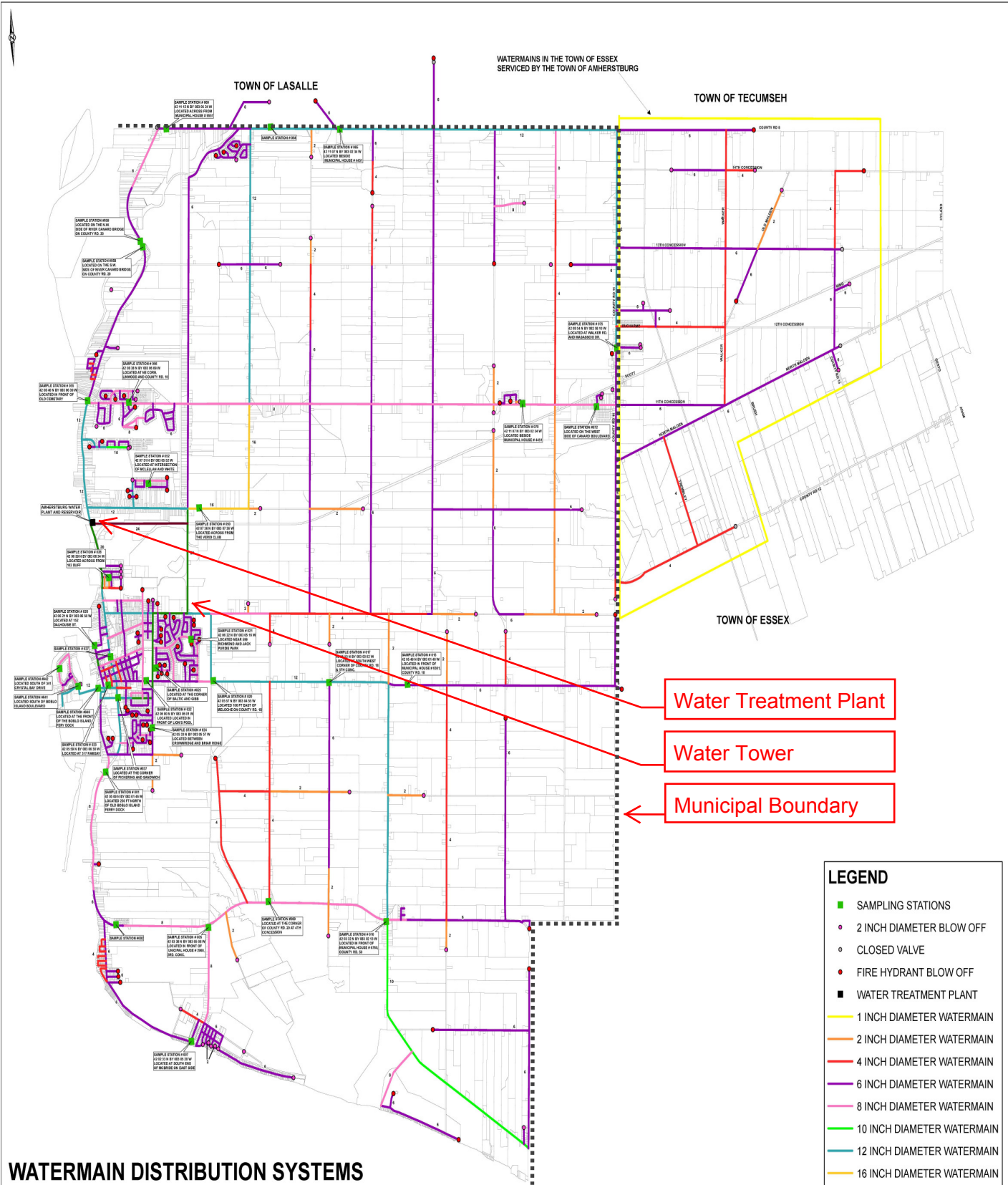
Inspection Risk Rating	0.00%
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FINAL INSPECTION RATING:	100.00%
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Appendix 2 - Photographs and Map

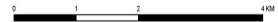




WATERMAIN DISTRIBUTION SYSTEMS

TOWN OF AMHERSTBURG

AMHERSTBURG GIS DEPARTMENT DECEMBER 2007



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Appendix 3 - Drinking Water System Dossier (excerpts)

021 - Drinking Water System Dossier for 210000149

Drinking Water System Profile Information

DWS #	210000149
Registration Date (yyyy/mm/dd)	2002/08/20
DWS Status	Active DWS
MOE Assigned Name	Amherstburg Drinking Water System
Category	LMRS
Regulation Short Name	O.REG 170/03
DWS Type	Water Treatment Plant
Source Type	Surface Water
Address	415 Front Road, Amherstburg, Ontario, N9V 2V5, Canada
Region	Southwestern Region
District	Windsor Area Office
Municipality	Amherstburg
Public Health Unit	Windsor-Essex County Health Unit

DWS OPERATIONAL INFORMATION

Population: 21,556

Rated Daily Capacity (L/S) 210.5

LSN Compliance Status: *Complete LSN*

24/7 Contact Dwayne Grondin, Manager Of Environmental Services
24/7 Contact Info p: (519)7363664, f: - , e: dgrondin@amherstburg.ca, c: - , pg: -

DWS OWNER INFORMATION

Owner Legal Name Amherstburg, The Corporation Of The Town Of
Owner Business Name Amherstburg, The Corporation Of The Town Of
Owner Address 512 Sandwich St,Post Office Box Delivery ,Amherstburg,Ontario,N9V 3R3
Owner Contact Antonietta Giofu, Director Of Engineering And Public Works
Owner Contact Info p: (519)7363664, f: (519)7367080, e: agiofu@amherstburg.ca
Owner Alternate Contact Dwayne Grondin, Manager Of Environmental Services
Owner Alternate Contact Info p: (519)7363664, f: - , e: dgrondin@amherstburg.ca

DWS OPERATING AUTHORITY INFORMATION

Op. Authority Legal Name Ontario Clean Water Agency (Essex West)
Op. Authority Business Name Ontario Clean Water Agency (Essex West)
Op. Authority Address 415 Front Rd ,Amherstberg,Ontario,N9V 2V5
Op. Authority Contact Dan Mitchell, Operations Manger
Op. Authority Contact Info p: (519)7365447 x7027, f: (519)7360333, e: dmitchell@ocwa.com
Op. Authority Alternate Contact Dan Rawlins, Process And Compliance Technician
Op. Authority Alternate Contact Info p: (519)7365447, f: (519)7360333, e: drawlins@ocwa.com

Appendix 4 - Summary of Reported Sample Results

DW System: 210000149, Amherstburg Drinking Water System	Category: LMRS
MOE Area: Southwestern Region, Windsor Area Office	Source: Surface Water
Health Unit: Windsor-Essex County Health Unit	Regulation: O.REG 170/03

Microbiological - Number of Samples Collected Each Month

Location: Distribution:Amherstburg Drinking Water System				
Type: Distributed Drinking Water	Filter: >= Jan 1, 2014			
Month	EC	TC	HPC	HPC/EC
2014 Oct	24	24	12	50%
2014 Sep	40	40	20	50%
2014 Aug	32	32	16	50%
2014 Jul	40	40	20	50%
2014 Jun	32	32	16	50%
2014 May	32	32	16	50%
2014 Apr	32	32	16	50%
2014 Mar	32	32	16	50%
2014 Feb	34	34	16	47%
2014 Jan	32	32	17	53%

Location: Detroit River				
Type: Raw Surface Water	Filter: >= Jan 1, 2014			
Month	EC	TC	HPC	HPC/EC
2014 Oct	3	3	0	0%
2014 Sep	5	5	0	0%
2014 Aug	4	4	0	0%
2014 Jul	5	5	0	0%
2014 Jun	4	4	0	0%
2014 May	4	4	0	0%
2014 Apr	4	4	0	0%
2014 Mar	4	4	0	0%
2014 Feb	4	4	0	0%
2014 Jan	4	4	0	0%

Location: Treated: Amherstburg Water Treatment Plant				
Type: Treated Surface Water	Filter: >= Jan 1, 2014			
Month	EC	TC	HPC	HPC/EC
2014 Oct	3	3	3	100%
2014 Sep	5	5	5	100%
2014 Aug	4	4	4	100%
2014 Jul	5	5	5	100%
2014 Jun	4	4	4	100%
2014 May	4	4	4	100%
2014 Apr	4	4	4	100%
2014 Mar	4	4	4	100%
2014 Feb	4	4	4	100%
2014 Jan	4	4	4	100%

Microbiological - Exceedances

Sampled	EC	TC	HPC	Sample ID
2013-Jul-9	0	16	20	B13-17545-6
2007-May-15	0	1	0	DW DW-002

Schedule 24 Organic Samples

Parameter	Results
1. Alachlor	0.02 UG/L <MDL
2. Aldicarb	0.01 UG/L <MDL
3. Aldrin + Dieldrin	0.01 UG/L <MDL
4. Atrazine + N-Dealkylated Metabolites	0.02 UG/L
5. Azinphos-Methyl	0.02 UG/L <MDL
6. Bendiocarb	0.01 UG/L <MDL
7. Benzene	0.32 UG/L <MDL
8. Benzo(A)Pyrene	0.004 UG/L <MDL
9. Bromoxynil	0.33 UG/L <MDL
10. Carbaryl	0.01 UG/L <MDL
11. Carbofuran	0.01 UG/L <MDL
12. Carbon Tetrachloride	0.16 UG/L <MDL
13. Chlordane (Total)	0.01 UG/L <MDL
14. Chlorpyrifos	0.02 UG/L <MDL
15. Cyanazine	0.03 UG/L <MDL
16. Diazinon	0.02 UG/L <MDL
17. Dicamba	0.2 UG/L <MDL
18. 1,2-Dichlorobenzene	0.41 UG/L <MDL
19. 1,4-Dichlorobenzene	0.36 UG/L <MDL
20. Dichlorodiphenyltrichloroethane (Ddt) + Metabolites	0.01 UG/L <MDL
21. 1,2-Dichloroethane	0.35 UG/L <MDL
22. 1,1-Dichloroethylene (Vinylidene Chloride)	0.33 UG/L <MDL
23. Dichloromethane	0.35 UG/L <MDL
24. 2,4-Dichlorophenol	0.15 UG/L <MDL
25. 2,4-Dichlorophenoxyacetic Acid (2,4-D)	0.19 UG/L <MDL
26. Diclofop-Methyl	0.4 UG/L <MDL
27. Dimethoate	0.03 UG/L <MDL
28. Dinoseb	0.36 UG/L <MDL
29. Diquat	1 UG/L <MDL
30. Diuron	0.03 UG/L <MDL
31. Glyphosate	1 UG/L <MDL
32. Heptachlor + Heptachlor Epoxide	0.01 UG/L <MDL
33. Lindane (Total)	0.01 UG/L <MDL
34. Malathion	0.02 UG/L <MDL
35. Methoxychlor	0.01 UG/L <MDL
36. Metolachlor	0.01 UG/L <MDL
37. Metribuzin	0.02 UG/L <MDL
38. Monochlorobenzene	0.3 UG/L <MDL
39. Paraquat	1 UG/L <MDL
40. Parathion	0.02 UG/L <MDL
41. Pentachlorophenol	0.15 UG/L <MDL
42. Phorate	0.01 UG/L <MDL
43. Picloram	1 UG/L <MDL
44. Polychlorinated Biphenyls (Pcbs)	0.04 UG/L <MDL

45. Prometryne	0.03 UG/L	<MDL
46. Simazine	0.01 UG/L	<MDL
47. Temephos	0.01 UG/L	<MDL
48. Terbufos	0.01 UG/L	<MDL
49. Tetrachloroethylene (Perchloroethylene)	0.35 UG/L	<MDL
50. 2,3,4,6-Tetrachlorophenol	0.14 UG/L	<MDL
51. Triallate	0.01 UG/L	<MDL
52. Trichloroethylene	0.44 UG/L	<MDL
53. 2,4,6-Trichlorophenol	0.25 UG/L	<MDL
54. 2,4,5-Trichlorophenoxyacetic Acid (2,4,5-T)	0.22 UG/L	<MDL
55. Trifluralin	0.02 UG/L	<MDL
56. Vinyl Chloride	0.17 UG/L	<MDL

Schedule 23 Inorganic Samples

Location:	Treated: Amherstburg Water Treatment Plant	
Date:	2014-Jul-7	Filter: >= Jan 1, 2014
Parameter	Results	
1. Antimony	0.06 UG/L	
2. Arsenic	0.4 UG/L	
3. Barium	14.2 UG/L	
4. Boron	16 UG/L	
5. Cadmium	0.008 UG/L	
6. Chromium	0.37 UG/L	
7. Mercury	0.01 UG/L	<MDL
8. Selenium	1 UG/L	<MDL
9. Uranium	0.029 UG/L	

Trihalomethanes Samples

			Filter: >= Jan 1, 2012
Sampled	Sample ID	Days Elapsed	Results
2014-Oct-07	DW DW-DISTRIBUTION STATION #075	84	42.0 UG/L
2014-Jul-15	DW DW-DISTRIBUTION STATION #17	0	28.0 UG/L
2014-Jul-15	DW DW-DISTRIBUTION STATION #52	105	29.0 UG/L
2014-Apr-01	DW DW-DISTRIBUTION STATION #075	78	14.0 UG/L
2014-Jan-13	DW DW-DISTRIBUTION STATION #072	104	13.0 UG/L
2013-Oct-01	DW DW-DISTRIBUTION STATION #072	84	36.0 UG/L
2013-Jul-09	DW DW-DISTRIBUTION STATION #075	91	53.0 UG/L
2013-Apr-09	DW DW-DISTRIBUTION STATION #075	97	15.0 UG/L
2013-Jan-02	DW DW-DISTRIBUTION STATION #075	92	12.0 UG/L
2012-Oct-02	DW DW-DISTRIBUTION STATION #75	84	26.0 UG/L
2012-Jul-10	DW DW-DISTRIBUTION STATION 072	98	45.0 UG/L
2012-Apr-03	DW DW-DISTRIBUTION STATION #010	85	25.0 UG/L
2012-Jan-09	DW DW-DISTRITUION STATION #75		15.0 UG/L

Nitrate / Nitrite Samples

Location:		Treated: Amherstburg Water Treatment Plant			Filter: >=	Jan 1, 2012
Sampled	Sample ID	Nitrates	Nitrites	Nitrates + Nitrites	Elapsed	
2014-Oct-07	TW TW-TREATED WATER	0.31 MG/L	0.00 MG/L <MDL	0.31 MG/L	92	
2014-Jul-07	TW TW-TREATED WATER	0.25 MG/L	0.00 MG/L <MDL	0.25 MG/L	97	
2014-Apr-01	TW TW-TREATED WATER	0.47 MG/L	0.00 MG/L <MDL	0.47 MG/L	78	
2014-Jan-13	TW TW-TREATED WATER	0.73 MG/L	0.00 MG/L <MDL	0.73 MG/L	104	
2013-Oct-01	TW TW-TREATED WATER	0.17 MG/L	0.00 MG/L <MDL	0.17 MG/L	84	
2013-Jul-09	TW TW-TREATED WATER	0.83 MG/L	0.00 MG/L <MDL	0.83 MG/L	91	
2013-Apr-09	TW TW-TREATED WATER	1.61 MG/L	0.00 MG/L <MDL	1.61 MG/L	97	
2013-Jan-02	TW TW-TREATED WATER	0.73 MG/L	0.01 MG/L <MDL	0.73 MG/L	92	
2012-Oct-02	TW TW-TREATED WATER	0.15 MG/L	0.01 MG/L <MDL	0.15 MG/L	84	
2012-Jul-10	TW TW-TREATED WATER	0.19 MG/L	0.01 MG/L <MDL	0.19 MG/L	98	
2012-Apr-03	TW TW-TREATED WATER	1.08 MG/L	0.01 MG/L <MDL	1.08 MG/L	85	
2012-Jan-09	TW TW-TREATED WATER	1.35 MG/L	0.01 MG/L <MDL	1.35 MG/L		

Sodium Samples

Location:		Treated: Amherstburg Water Treatment Plant			Filter: >=	Jan 1, 2012
Sampled	Sample Location	Results				
2014-Jul-07	Treated: Amherstburg Water Treatment Plant	6.48 MG/L				
2013-Jul-09	Treated: Amherstburg Water Treatment Plant	7.48 MG/L				
2012-Jul-17	Treated: Amherstburg Water Treatment Plant	6 MG/L				

Fluoride Samples

Location:		Treated: Amherstburg Water Treatment Plant			Filter: >=	Jan 1, 2012
Sampled	Sample Location	Results				
2014-Jul-07	Treated: Amherstburg Water Treatment Plant	0.12 MG/L				
2013-Jul-09	Treated: Amherstburg Water Treatment Plant	0.08 MG/L				
2012-Jul-17	Treated: Amherstburg Water Treatment Plant	0.08 MG/L				

Lead - Distribution Samples

				Filter: >= <input type="text"/>
Sample Period	Avg	Max	Count	
2014-Jun-15 to 2014-Oct-15	1.64	1.64	1	
2013-Jun-15 to 2013-Oct-15	0.24	0.24	1	
2012-Dec-15 to 2013-Apr-15	0.50	0.88	4	
2012-Jun-15 to 2012-Oct-15	0.85	1.15	10	
2011-Dec-15 to 2012-Apr-15	0.39	0.74	12	
2011-Jun-15 to 2011-Oct-15	0.49	0.49	1	
2010-Jun-15 to 2010-Oct-15	2.06	2.06	1	
2009-Jun-15 to 2009-Oct-15	0.43	1.12	17	
2008-Dec-15 to 2009-Apr-15	0.25	0.42	13	
2008-Jun-15 to 2008-Oct-15	0.54	1.13	18	
2000-Jan-01 to 2007-Dec-14	0.56	1.53	8	
Summary:	0.52	2.06	86	

Lead - Non-Residential Plumbing Samples

				Filter: >= <input type="text"/>
Sample Period	Avg	Max	Count	
2012-Jun-15 to 2012-Oct-15	5.74	16.70	6	
2011-Dec-15 to 2012-Apr-15	0.29	0.48	8	
2009-Jun-15 to 2009-Oct-15	1.30	3.40	12	
2008-Dec-15 to 2009-Apr-15	0.94	3.91	12	
2008-Jun-15 to 2008-Oct-15	0.49	1.03	12	
Summary:	1.39	16.70	50	

Lead - Private Residential Samples

				Filter: >= <input type="text"/>
Sample Period	Avg	Max	Count	
2012-Jun-15 to 2012-Oct-15	0.56	2.23	68	
2011-Dec-15 to 2012-Apr-15	0.91	3.81	60	
2009-Jun-15 to 2009-Oct-15	0.74	10.80	122	
2008-Dec-15 to 2009-Apr-15	0.38	1.95	122	
2008-Jun-15 to 2008-Oct-15	0.58	4.25	114	
Summary:	0.61	10.80	486	

Lead - Exceedances

			Filter: >= <input type="text"/>
Sampled	Sample ID	Results	
2012-Sep-13	TAP-NR UTILITY ROOM ANR2-2	16.7 UG/L	
2012-Sep-13	TAP-NR UTILITY ROOM ANR2-1	13.9 UG/L	
2009-Sep-14	TAP-PR KITCHEN AR57-2	10.8 UG/L	

Laboratories testing Routine Parameters

Laboratory	Parameter Group	Testing Period
Caduceon Environmental Laboratories - Windsor	Microbiological	2008-Dec-18 and 2014-Oct-21

Laboratory	Parameter Group	Testing Period
Enwin Laboratories And Water Research Centre	Microbiological	2006-Jan-04 and 2007-Mar-06

Laboratory	Parameter Group	Testing Period
Sgs Environmental Services - Lakefield	Additional	2006-Jul-04 and 2014-Jul-07
Sgs Environmental Services - Lakefield	Chemical/Physical	2012-Jan-25 and 2014-Oct-07
Sgs Environmental Services - Lakefield	Inorganic Chemical	2006-Jan-03 and 2014-Oct-07
Sgs Environmental Services - Lakefield	Microbiological	2007-Mar-20 and 2009-Apr-20
Sgs Environmental Services - Lakefield	Organic Chemical	2006-Jan-03 and 2014-Oct-07

Laboratories testing Additional or Unknown Parameters

Laboratory	Parameter	Testing Period
Sgs Environmental Services - Lakefield	Nitritotriacetic Acid (N	2006-Jul-04 and 2014-Jul-07

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Appendix 5 - Audit Sample Results

Distribution Sample
(Sample Station #75)

Microbiological Parameter	Result	Units	Qualifier
Total Coliforms	Absent	c/100mL	NDAT
Escherichia coli	Absent	c/100mL	NDAE
Deterioration Indicators	Not Detected	c/100mL	NDDN

Distribution Sample
(Sample Station #72)

Microbiological Parameter	Result	Units	Qualifier
Total Coliforms	Absent	c/100mL	NDAT
Escherichia coli	Absent	c/100mL	NDAE
Deterioration Indicators	Not Detected	c/100mL	NDDN

Explanatory Notes

Qualifier	Explanation
NDAT	No Data: Absent
NDAE	No Data: Absent
NDDN	No Data: Not Detected

Appendix 6 - Contacts

Contacts

Name: Antonietta Giofu, Director of Engineering and Public Work **Role:** Owner / Operating Authority
Company: Town of Amherstburg **Phone:** 519-736-3664
Address: 512 Sandwich Street South **Fax:** 519-736-7080
 Amherstburg, ON N9V 3R2
Email: agiofu@amherstburg.ca

Name: Dwayne Grondin, Manager of Environmental Services **Role:** Owner / Operating Authority
Company: Town of Amherstburg **Phone:** 519-736-3664
Address: 512 Sandwich Street South **Fax:** 519-736-7080
 Amherstburg, ON N9V 3R2
Email: dgrondin@amherstburg.ca

Name: John Miceli, Chief Administrative Officer **Role:** Owner
Company: Town of Amherstburg **Phone:** 519-736-0012
Address: 271 Sandwich Street South **Fax:** 519-736-5403
 Amherstburg, ON N9V 2A5
Email: jmiceli@amherstburg.ca

Name: Dan Mitchell, Operations Manager (Acting) **Role:** Operating Authority
Company: Ontario Clean Water Agency **Phone:** 519-736-5447
Address: 415 Front Road North **Fax:** 519-736-0333
 Amherstburg, ON N9V 2V5
Email: dmitchell@ocwa.com

Name: Dan Rawlins, Process and Compliance Technician (Acting) **Role:** Operating Authority
Company: Ontario Clean Water Agency **Phone:** 519-736-5447
Address: 415 Front Road North **Fax:** 519-736-0333
 Amherstburg, ON N9V 2V5
Email: drawlins@ocwa.com

Name: Dr. Allen Heimann, Medical Officer of Health **Role:** Public Health
Company: Windsor-Essex County Health Unit **Phone:** 519-258-2146
Address: 1005 Ouellette Avenue **Fax:** 519-258-6003
 Windsor, ON N9A 4J8
Email: aheimann@wechealthunit.org

Name: Mike Tudor, Manager, Health Inspection Dept **Role:** Public Health
Company: Windsor-Essex County Health Unit **Phone:** 519-258-2146
Address: 1005 Ouellette Avenue **Fax:** 519-258-6003
 Windsor, ON N9A 4J8
Email: mtudor@wechealthunit.org

Name: Stephanie Pongracz, Manager, Health Inspection Dept **Role:** Public Health
Company: Windsor-Essex County Health Unit **Phone:** 519-258-2146 ext 1482
Address: 1005 Ouellette Avenue **Fax:** 519-258-6003
 Windsor, ON N9A 4J8
Email: spongacz@WECHHealthunit.org

Name: Katie Stammer, Source Water Protection **Role:** Source Protection
Company: Essex Region Conservation Authority **Phone:** 519-776-5209
Address: 360 Fairview Avenue West, Suite 311 **Fax:** 519-776-8688
 Essex, ON N8M 1Y6
Email: kstammer@erca.org

Name: Paul TerSteege, Water Inspector **Role:** Compliance - SDWA
Company: Ministry of the Environment **Phone:** 519-383-3797
Address: 1094 London Road **Fax:** 519-336-4280
 Sarnia, ON N7S 1P1
Email: paul.tersteege@ontario.ca



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT

MISSION STATEMENT:

Author's Name: Rebecca Belanger	Report Date: February 27, 2015
Author's Phone: 519-736-5408 ext. 4124	Date to Council:
Author's E-mail: rbelanger@amherstburg.ca	Classification #: N/A

To: Mayor and Members of Town Council

Subject: Update Regional Intensity Duration Frequency Curve Analysis and Climate Change Variability Study

1. RECOMMENDATION:

It is recommended that:

1. The report from the Manager of Planning Services regarding an update on the Regional Intensity Duration Frequency Curve Analysis and Climate Change Variability Study **BE RECEIVED** for information.

2. BACKGROUND:

The Provincial Policy Statement 2014, Part IV, Vision for Ontario's Land Use Planning System states *"strong, healthy and liveable communities promote and enhance human health and social well-being, are economically and environmentally sound, and are resilient to climate change. The PPS directs development away from areas of natural and human made hazards. This preventative approach supports provincial and municipal financial well-being over the long term, protects public health and safety, and minimizes cost, risk and social disruption."* The most recent review of the PPS was initiated in 2010 and was finalized and released in 2014.

Climate change is currently and will continue to impact the Essex Region. Changes in temperature, precipitation, water temperatures, and water levels will have an impact on stormwater, infrastructure, flooding and erosion, biodiversity, invasive species, bacterial growth and nutrients among other impacts.

As noted in a Council Report on the review of the Official Plan in a previous agenda, the five year review of the Town's Official Plan will be initiated during 2015 with one of the key objectives to address changes in the PPS and other provincial policy updates.

Section 1.1.3.2 of the PPS states that *“land use patterns within settlement areas shall be based on the minimization of negative impacts to air quality and climate change.”*

In July 2014, the Environment Commissioner of Ontario (ECO) released their Annual Report titled, Looking for Leadership, highlighting the impacts of changing climate on flooding, which is the leading cause of insurance claims in Canada. The report speaks to the stormwater infrastructure deficit, which it estimates to be at least \$6.8 billion, and notes that existing infrastructure was never designed to accommodate the severe events we are currently experiencing.

Climate change, intensified development, and long term lagging investment now impair Ontario’s ability to maintain existing levels of flood protection and deal with emerging threats. Traditional urban development practices are compounding the damaging effects of rainfall intensity and diminishing the capacity of watersheds to slow storm runoff and ease flood flows. Investment in new risk management tools and design standards, particularly for new urban development, is required.

Intensity Duration Frequency (IDF) curves are used as a key stormwater management design tool used to produce a design rainfall event of a particular intensity and duration for various return periods, and is essential in designing stormwater infrastructure. ERCA has been working with its partner municipalities to update the region’s IDF curve based on updated future climate change scenarios. This scientific study is used to ensure that the region’s stormwater management design standards are more resilient to these anticipated weather patterns. The IDF Study was initially budgeted at \$80,000 with a proposed contribution of \$10,000 from each of the municipalities.

3. DISCUSSION:

During 2012, ERCA contacted each of the region’s municipalities and requested financial support to undertake a review and update to the region’s Intensity Duration Frequency Curve. The scope of the IDF Curve Analysis has now been expanded to develop a more thorough assessment of regional vulnerabilities and a Climate Change Adaptation Plan in partnership with municipalities, universities, colleges and other partners. Funding obtained from the Great Lakes Integrated Sciences and Assessment Centre (GLISA) has allowed ERCA and partners to broaden the study which is now titled, the Climate Change Adaptation and Variability Study.

At the time when ERCA initiated the IDF curve project, the staff from the Toronto Region Conservation Authority (TRCA) and Ontario Climate Consortium (OCC) were contacted regarding the scope and methodology of the proposed study. Through these discussions it was determined that a significant number of studies had attempted to produce future IDF statistics using climate model output but the researchers have widely varying methodologies both in the derivation of IDF statistics and in the use and analysis of the climate model output. The outcome has been inconsistent results among future IDF datasets. This has made it difficult for municipalities and proponents in Ontario to choose research partners and methods for developing future IDF statistics.

The scope of the study was altered and research began on methodologies for the most appropriate application for climate change IDF derivation. The project methodology was then changed to compare the methodologies available for climate change IDF derivation and the use of climate model output in that process using Windsor/Essex Regional datasets.

In addition to the above, a consistent stormwater management guideline currently does not exist for development within the Essex region, resulting in inconsistent requirements between local municipalities, inconsistent development submissions and the high potential for resubmissions and lengthy review times for development proposals. In an effort to bring its municipal partners together on this issue, ERCA invited local municipal engineering staff to promote the need for a consistent stormwater management guideline for the Essex Region. With this support, ERCA is now moving forward to begin development of this necessary guideline. The Public Works Department has been advised that a maximum budget of \$10,000 from each municipality is requested.

The outcome of the above noted initiatives will enable updates to the following:

1. Town of Amherstburg Official Plan, natural heritage and natural hazard policies, stormwater management policies, land use and constraint area schedules;
2. Town of Amherstburg Development Manual inclusive of updated consistent stormwater management guidelines; urban stormwater management and rural drainage design methodologies;
3. Updates to ERCA's Regulations, inland floodplain and shoreline floodprone areas mapping;
4. Watershed and sub-watershed management guidelines;
5. Flood Contingency and Emergency Response Plans relating to severe weather events.

4. RISK ANALYSIS:

The Provincial government created the Expert Panel on Climate Change in 2007 to address climate change adaptation. The panel highlighted the crucial role municipalities must play in climate change adaptation and noted that increasing the "adaptive capacity of communities is indispensable". (Expert Panel, 2009) All three levels of government are taking steps to plan for climate change adaptation and mitigation. Municipalities have the responsibility locally to undertake a vulnerability and risk assessment to develop long term plans and programs to address on-going changes in the environment.

The finalization of the regional IDF curve and stormwater management guidelines will provide an up-to-date set of criteria for informing stormwater analysis. All municipal services must be carefully designed in accordance with municipal and provincial technical guidelines and standards. In addition, specifications for drainage infrastructure in the Essex Region must conform to the policies and guidelines of Section 28 of the Conservation Authorities Act, Ministry of the Environment's Stormwater Management Planning and Design Manual and the Ontario Water Resources Act.

5. FINANCIAL MATTERS:

The Public Works Department for the Town has already contributed \$10,000 toward the preparation of the regional IDF curve analysis. The Public Works Department has budgeted an additional \$10,000 for the preparation of the regional stormwater management guidelines.

6. CONSULTATIONS:

The Engineering and Public Works Department was consulted and provided background information toward the preparation of this report.

7. CONCLUSION:

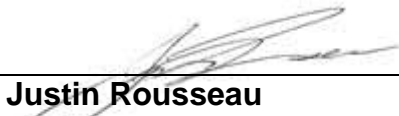
The Town of Amherstburg administration is presently working with other municipalities, the County and ERCA to update guideline documents and policies to respond to the impacts of climate change. The outcomes of these initiatives will be implemented in the appropriate policy documents upon their completion and final peer review.



Rebecca Belanger
Manager of Planning Services



Tony DeThomasis
Director of Economic and Community Development



Justin Rousseau
Director of Financial Services



Giovanni (John) Miceli
Chief Administrative Officer

RB

APPENDICES:
N/A

DEPARTMENTS/OTHERS CONSULTED:

Name: Office of Engineering and Public Works
Phone #: 519-736-3664 ext. 313

NOTIFICATION :				
Name	Address	Email Address	Telephone	FAX
N/A				



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF FINANCIAL SERVICES

MISSION STATEMENT:

Author's Name: Elke Leblanc	Report Date: March 8, 2015
Author's Phone: 519 736-0012 ext. 252	Date to Council: March 23, 2015
Author's E-mail: eleblanc@amherstburg.ca	Classification #:

To: Mayor and Members of Town Council

Subject: Tax Sale Registration and Tax Sale

1. **RECOMMENDATION:**

It is recommended that:

1. The information report from the Supervisor of Revenue dated March 8, 2015 regarding Tax Sale Registration **BE RECEIVED for information.**

EXECUTIVE SUMMARY:

N/A

2. **BACKGROUND:**

This information report will provide an overview of current tax collection practices for the Town of Amherstburg, in addition to regulations dealing with tax sale proceedings. The Town of Amherstburg has a tax collection policy which, when used as a guideline, should ensure consistent, effective and appropriate collection of realty property taxes.

The Town of Amherstburg primarily uses the following methods to collect Tax Arrears:

- Issue arrears statements of taxes, overdue notices and final notices
- Personalized written correspondence in the form of a letter
- Verbal communications
- Reminder notification in River Town Times
- Arranging payment schedules
- Legal action
- Municipal tax sale

To advise property owners that their tax account is not in good standing, the Finance Department sends a reminder notice to each property owner, whose account is over four dollars (\$4.00) in arrears. Overdue Reminder notices are forwarded to the property owner 4 times annually on or before the fifteenth (15th) day of the month, immediately following the last month in which a due date has occurred. For example, in 2014 the interim installments were due on February 28th and April 30th. A reminder notice would have been sent out on or before March 15th and May 15th. In addition to issuing arrears statements of overdue taxes, property owners who are close to registration are mailed three (3) notices in the final year before registration providing information regarding the status of tax accounts and potential tax sale registration.

Annual Review: The municipality reviews its Property Tax Aged Trial Balance annually for property owners whose taxes are at or approaching three years in arrears. Unless payment arrangements have been negotiated with property owners who fall into this category, all properties with taxes which are three or more years in arrears can have the Municipal Tax Sale process enacted.

Payment Arrangements: Finance staff can enter into payment arrangements with ratepayers at any time prior to the registration of a Tax Arrears Certificate. Payment arrangements will include all tax arrears, current taxes, accruing estimates of future taxes, penalties and interest. Penalties and interest will continue to accrue during all such payment arrangements until full payment on the account has been made.

If acceptable payment arrangements are negotiated, the account is monitored for compliance. Follow-up with the taxpayer is done by telephone, email or written and mailed correspondence, as required. Once a payment arrangement has been established, if the agreements are not met, the properties shall be officially registered and be subject to the Municipal Tax Sale Process. If acceptable payment arrangements are not negotiated, then all properties with 3+ years arrears are subject to the municipal tax sale process.

Tax Registration: The property files are sent to The Tax Team, a consulting firm specializing in tax registrations and tax sales. The Tax Team will process and mail any notices required under federal legislation, order a title search, and prepare and register a Tax Arrears Certificate. The process continues with notices being prepared, signed and commissioned. One year after registration, if a property is still in tax arrears, the property is eligible to be advertised for tax sale. The Tax Team provides the municipality with support during the entire tax registration / sale process. Any costs incurred for registration of said properties, are "charged back" to the property tax account.

Extension Agreements: After the registration of the Tax Arrears Certificate and before the expiry of the one-year period following registration date of the Tax Arrears Certificate, The Town of Amherstburg cannot accept partial payment on the accounts. Once these accounts are paid in full, including current taxes, penalty and interest owed to date and all associated registration and administrative costs, the Tax Arrears Certificate can be discharged. The municipality can enter into a Council Approved extension agreement with the owner of the land, the spouse of the owner, a mortgagee or a tenant in occupation of the land, extending the period of time in which the cancellation price is to be paid. If the cancellation price is paid after the registration of the Tax Arrears Certificate, a Cancellation Certificate is registered. If no agreement is reached as to the terms, and or the agreement is denied by Council, the tax sale

proceeds by returning to the point where the stop in the tax sale process was at immediately prior to the extension agreement being requested.

A by-law must be passed by Council authorizing that an extension agreement may be entered into with the property owner prior to the expiration of the one year period from the date of registering the Tax Arrears Certificate. The terms of this agreement are considered on an individual basis. The goal is to recover the greatest amount of taxes in a reasonable amount of time. A copy of the extension agreement is retained by the municipality and the sale process is suspended or placed on hold until all the terms of the agreement have been fulfilled. If there is a breach of the agreement the tax sale process recommences by returning to that step in the tax sale procedure immediately prior to the extension agreement being entered into. When the terms of the agreement have been fulfilled a Cancellation Certificate is registered on the land title, which signifies that the tax sale has been averted, and the process stops.

Steps in Public Tender – Sale of Land Process: The steps involved in the registration and sale process are very precise. Following is a summary of the steps involved in the sale of properties.

1. Statutory Declaration regarding Final Notices is signed and commissioned.
2. Mining Act Form is sent to the Ministry of Northern Development and Mines, if required
3. Minimum Tender Amount is calculated. The minimum tender amount is regulated by the Municipal Act. It includes all taxes, penalties and interest owing right up to current, and all costs associated with the tax registration and tax sale process.
4. Advertisement for Public Sale is submitted to local newspaper.
5. Advertisement for Public Sale is submitted to the Ontario Gazette
6. Tender Packages are made available to the public.
7. After 3:00 p.m. on the day of the Tax Sale, the Tenders are opened.
8. All deposits except the two highest are returned to the Tenderers.
9. Notice to the Highest Tenderer is sent.
10. If the balance owing is paid within 14 days, the Highest Tenderer is declared the successful purchaser and a Tax Deed (Statement of Compliance and Land Transfer Tax Affidavit) is registered, and any payment into court is made.
11. Within 60 days after making a payment into court, the Statement of Facts must be mailed to all parties to whom Notice was previously sent and to the Public Guardian and Trustee.
12. If the balance owing by the Highest Tenderer is not paid within 14 days, the deposit is forfeited to the municipality and Notice to the Second Highest Tenderer is sent.
13. If the balance owing is paid within 14 days, the Second Highest Tenderer is declared the successful purchaser and a Tax Deed (Statement of Compliance and Land Transfer Tax Affidavit) is registered, any payment into court is made.
14. Within 60 days after making a payment into court, the Statement of Facts must be mailed to all parties to whom Notice was previously sent and to the Public Guardian and Trustee.
15. If the balance owing by the Second Highest Tenderer is not paid within 14 days, the deposit is forfeited to the municipality and the treasurer will declare that there is no successful purchaser and may register a notice of vesting in the name of the municipality within two years of the date of the public sale.

Tax Sale History:

Real Tax is the former consulting service the Town of Amherstburg engaged to provide tax sale services on behalf of the municipality. The Town of Amherstburg currently utilizes The Tax Team for this service. Where no year information is noted, no activity took place.

Year 2006: 6 properties were registered.

- 6 closed before the tax sale advertisement stage

Year 2009: 29 properties were registered.

- 20 closed before the tax sale advertisement stage
- 4 closed after advertising, prior to the sale
- 4 properties were sold at tax sale
- 1 property did not sell, was re-advertised, but did not sell again

Year 2011: 36 properties were registered.

- 34 closed before the tax sale advertisement stage
- 2 closed after advertising, prior to the sale

Year 2012: 14 properties were registered.

- 14 closed before the tax sale advertisement stage

Year 2013: 73 final notice letters were mailed to property owners in the position to be registered. 27 properties were registered.

- 15 closed before the tax sale advertisement stage
- 8 are "on hold" and being monitored by finance staff
- 4 are ready to be advertised for tax sale

Year 2014: 76 final notice letters were mailed to property owners in the position to be registered.

- 3 properties have been registered
- 2 properties are pending registration
- 2 files from 2013 are no longer "on hold" and have been reopened

3. DISCUSSION:

Currently the Town of Amherstburg has 84 properties which meet the basic criteria for tax sale registration. The combined 3 year arrears amount of approximately \$790,000 represents properties in 3 years arrears as of December 31, 2014 less any tax sale registered properties cleared by March 1, 2015. (Detailed listing is attached).

- **Item # 1:** 28 properties with total combined arrears of **\$328,000** have signed payment agreements and are being monitored for compliancy by finance staff.
- **Item # 2:** 14 properties with total combined arrears of **\$116,000** are making regular catch-up payments are being monitored for compliancy by finance staff.
- **Item # 3:** 5 properties with total combined arrears of **\$52,500** were registered with Tax Team after February 3, 2015.
- **Item # 4:** 4 properties with total combined arrears of **\$82,800** should have been advertised for tax sale effective March 28, 2014. Property tax staff has had communications with the executor of one of these properties and it was noted that property will be sold shortly.
- **Item # 5:** 1 property with a total arrears amount of **\$83,000** was previously advertised but did not sell. This property requires further review and discussion to determine an action plan for collection. An environmental assessment on this property should be located and reviewed.
- **Item # 6:** 1 property with a total arrears amount of **\$6,800** is owned by Town of Amherstburg and requires further review.
- **Item # 7:** 19 properties with a combined outstanding amount of **\$100,000** will begin receiving reminder letters in March 2015 advising of pending registration. Payment arrangement schedules will be encouraged.
- **Item # 8:** 12 properties with a combined outstanding amount of **20,500** are under investigation for various issues.

4. **RISK ANALYSIS:**

Holding a tax sale satisfies requirements of the Municipal Act 2001, Part XI, Sale of Land for Tax Arrears Subsequent to the sale process, properties that are not successfully sold are vested with the Town.

The combined amount prior to tax sale advertisement as of March 6, 2015 is \$52,053.27. If these properties are not advertised the likelihood of obtaining payment for the arrears will remain extremely low.

The Town may choose to not pursue the collection of taxes in arrears via the tax recovery process. This would have an implication and would further delay the revenue collection associated with delinquent tax arrears. In addition it will affect all future tax collections for arrears of the Town

5. **FINANCIAL MATTERS:**

The above report highlights the status of three year tax arrears for the Town of Amherstburg. The municipality must remain cognizant of the state of its tax arrears at

all times. Properties with arrears in the third year previous to the current year are liable to be registered for tax sale.

On top of funding our own operations the municipality is required by law to levy and collect taxes on behalf of the County of Essex, and the four school boards that operate within Essex County. These levies must be paid to the other entities on a set schedule although the municipality may not have been able to collect the taxes from the property owners. The lower the arrears level the better for the municipality. As with any business, collection of receivables is the key to the ongoing operation of the entity.

6. CONSULTATIONS:

The Tax Team, Real Tax and a Town of Amherstburg Tax Clerk were consulted with regards to this report.

7. CONCLUSION:

It is imperative that the Town of Amherstburg remain cognizant with regard to the status of tax accounts. Tax sale registration should only be used as a final attempt to collect unpaid property taxes due to the municipality. As a reminder, town property tax staff works diligently with property owners in making payment arrangements to bring property tax accounts current and monitors the arrangements attentively to ensure compliance.

Most municipalities rely on and use the service of a consulting firm to prepare and proceed with advertising and processing of actual tax sale. Three properties eligible for tax sale should be advertised immediately using the services of Tax Team. Upon sale of these properties, all outstanding taxes and costs will be paid and the tax arrears certificate will be discharged.

Roll # 3729-130-000-06600	\$ 21,169.08
Roll # 3729-173-000-12300	\$ 17,493.82
<u>Roll # 3729-300-000-04300</u>	<u>\$ 13,390.37</u>
Total	\$ 52,053.27 ***

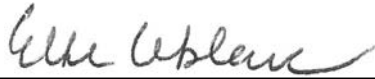
*** **Note:** The amounts are as of March 6, 2015, and will change when advertising costs, further tax sale registration costs, and any other related administrative costs are factored in.

The Town of Amherstburg property tax department will continue to regularly review the tax arrears status of properties and to maintain its close working relationship with the Tax Team.

The properties in arrears with signed payment agreements or properties where owners are making regularly scheduled payments should not be registered or re-registered for tax sale. These properties will continue to be monitored by tax staff for compliancy. All

remaining properties meeting the criteria for tax sale registration will be further reviewed to determine the next course of action.

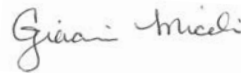
The probability to collect payment for taxes increases when authorized withdrawal from ratepayer bank accounts is applied, rather than relying on cheques or cash payments from ratepayers. Currently, property owners who are in tax arrears do not have the option to enroll in a pre-authorized payment plan. If enrolled, their tax roll accounts would be toggled to read "calculate penalty", and payment amounts would be adjusted semi-annually. Ratepayers in this situation should be given the opportunity to enroll in a preauthorized monthly payment plan. Their tax accounts would continue to accrue interest while payments are automatically withdrawn to pay current levy and reduce arrears.



Elke Leblanc
Supervisor of Revenue



Justin Rousseau
Director of Financial Services



Giovanni (John) Miceli
Chief Administrative Officer

EL

APPENDICES:

Appendix A - Tax Sale Registration Eligible Properties Listing
Appendix B – TC – Tax Collection Policy

DEPARTMENTS/OTHERS CONSULTED:

Name: None
Phone #:

NOTIFICATION :

Name	Address	Email Address	Telephone	FAX

Tax Sale Registration Eligible Properties Listing

	3 Years +	2 Years	1 Year	Total	Registered	Note	Amount
1	1,403.76	3,389.59	3,466.74	8,260.09			
2	1,173.65	1,519.46	1,672.30	4,365.41			
3	1,055.03	2,072.79	2,253.69	5,381.51	with Tax Team		
4	2,506.38	2,831.90	2,961.37	8,299.65			
5	1,322.13	3,374.83	2,213.99	6,910.95	with Tax Team		
6	1,793.49	2,172.89	2,264.96	6,231.34			
7	3,605.66	3,446.31	2,747.87	9,799.84	with Tax Team		
8	4,118.71	2,466.51	2,641.37	9,226.59			
9	670.72	2,390.17	2,497.85	5,558.74			
10	9,261.34	2,263.39	2,343.53	13,868.26			
11	4,897.18	3,022.83	2,998.14	10,918.15	with Tax Team		
12	1,183.56	2,643.08	2,909.73	6,736.37			
13	1,111.93	1,878.62	2,215.30	5,205.85			
14	10,253.12	19,250.38	21,491.89	50,995.39	with Tax Team	ITEM # 1: signed agreements - being monitored by tax staff	328,057.79
15	418.80	1,994.84	2,148.83	4,562.47	with Tax Team		
16	20,739.41	23,635.68	24,364.69	68,739.78			
17	1,829.52	2,699.60	2,848.58	7,377.70	with Tax Team		
18	992.05	3,177.10	3,305.87	7,475.02			
19	758.48	2,821.22	3,091.36	6,671.06			
20	2,979.86	3,592.76	3,596.33	10,168.95			
21	153.69	3,272.42	3,163.93	6,590.04	with Tax Team		
22	4,514.51	5,948.51	6,230.79	16,693.81	with Tax Team		
23	5,431.86	3,454.37	3,696.42	12,582.65	with Tax Team		
24	4,828.79	3,069.26	3,206.10	11,104.15			
25	244.84	2,284.14	2,112.91	4,641.89	with Tax Team		
26	186.88	2,741.62	2,777.80	5,706.30			
27	2,177.78	1,843.65	2,112.37	6,133.80	with Tax Team		
28	2,505.46	2,728.47	2,618.10	7,852.03	with Tax Team		
1	727.63	1,017.85	1,087.84	2,833.32		ITEM # 2: verbal agreements - being monitored by tax staff	116,292.14
2	2,329.21	2,510.59	2,775.88	7,615.68			
3	2,484.29	2,168.47	2,252.29	6,905.05			
4	663.08	2,781.08	2,980.08	6,424.24			
5	6,755.41	4,130.43	4,397.33	15,283.17			
6	2,290.05	7,235.28	6,654.09	16,179.42			
7	315.24	2,483.22	2,513.17	5,311.63			
8	868.77	3,403.72	3,638.40	7,910.89			
9	3,723.46	2,285.19	2,513.15	8,521.80			
10	1,235.00	3,674.23	3,841.57	8,750.80			
11	2,733.83	5,368.41	5,535.67	13,637.91			
12	43.07	2,638.68	2,786.65	5,468.40			
13	2,668.60	1,860.84	1,933.22	6,462.66			
14	88.74	2,424.51	2,473.92	4,987.17			
1	5,906.62	6,558.67	6,205.09	18,670.38	with Tax Team	ITEM # 3: Newly registered with Tax Team	52,574.53
2	663.27	4,395.91	4,119.67	9,178.85	with Tax Team		
3	2,363.98	3,410.06	3,939.29	9,713.33	with Tax Team		
4	2,046.47	3,061.86	3,361.26	8,469.59	with Tax Team		
5	793.30	2,960.60	2,788.48	6,542.38	with Tax Team		
1	15,883.23	3,416.66	1,312.87	20,612.76	with Tax Team	ITEM # 4: Tax Sale Eligible as of March 28, 2014	82,863.03
2	9,113.90	4,431.75	3,164.05	16,709.70	with Tax Team		
3	5,725.92	4,135.14	2,885.33	12,746.39	with Tax Team		
4	24,103.88	4,992.04	3,698.26	32,794.18	with Tax Team		
1	77,450.72	3,122.94	2,488.02	83,061.68		ITEM # 5: Tax Sale Reg 1015135 Ont Ltd - Previously Advertised	83,061.68

Tax Sale Registration Eligible Properties Listing

	3 Years +	2 Years	1 Year	Total	Registered	Note	Amount
1	2,228.75	2,276.23	2,329.88	6,834.86		ITEM # 6: Gibson Gallery	6,834.86
1	1.28	9,625.40	8,664.21	18,290.89		ITEM # 7: Reminder Letters to ratepayers will begin March 2015; Discretion used: 3rd year balance under \$500 - did not proceed with registration.	100,023.57
2	12.17	205.43	213.72	431.32			
3	15.53	3,969.07	4,161.75	8,146.35			
4	16.10	4,683.95	4,861.04	9,561.09			
5	47.87	728.56	752.81	1,529.24			
6	48.57	743.49	768.33	1,560.39			
7	48.84	780.83	807.10	1,636.77			
8	50.02	765.90	791.60	1,607.52			
9	53.89	833.12	861.39	1,748.40			
10	55.90	877.92	907.94	1,841.76			
11	61.30	2,200.00	2,308.59	4,569.89			
12	66.14	1,057.15	1,094.10	2,217.39			
13	69.19	2,686.85	3,089.33	5,845.37			
14	79.09	1,318.52	1,466.41	2,864.02			
15	79.73	2,677.74	3,650.41	6,407.88			
16	157.06	3,768.79	4,072.58	7,998.43			
17	175.54	4,036.60	4,704.18	8,916.32			
18	188.30	3,765.60	3,858.16	7,812.06			
19	244.64	3,384.62	3,409.22	7,038.48			
1	4.10	1.43	1.45	6.98		ITEM # 8: Under Investigation	20,498.89
2	7.14	1.43	1.45	10.02			
3	42.35	26.56	39.84	108.75			
4	42.35	25.82	38.31	106.48			
5	67.24	37.78	37.07	142.09			
6	82.91	14.75	15.32	112.98			
7	229.66	35.59	48.51	313.76			
8	302.72	46.22	42.27	391.21			
9	624.13	634.79	587.31	1,846.23			
10	1,490.99	98.89	91.16	1,681.04			
11	1,753.45	132.03	157.81	2,043.29			
12	12,110.81	800.79	824.46	13,736.06			
	283,554.02	252,696.37	253,956.10	790,206.49			790,206.49

**TOWN OF
AMHERSTBURG**



POLICY NO.: TC – Tax Collections

SOURCE: Treasury Department

SECTION:

DATE ENACTED:

DATE OF AMENDMENT:

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0.0 SUBJECT

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2.0 SCOPE

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- 3.4 Rent Attornment
- 3.5 Tax Registration / Tax Sale

4.0 ADDITIONAL TOOLS

5.0 STEPS AND TIMING OF PROCEDURES

6.0 MINIMUM BALANCE WRITE-OFF

7.0 LATE PAYMENT CHARGE ADJUSTMENTS

0.0 SUBJECT:

Tax Collection Policy.

1.0 INTENT:

The purpose of a Tax Collection Policy is as follows:

To ensure prompt billing of the tax levy in order to meet the budgetary expenditures of the Corporation for the fiscal year;

To ensure prompt, efficient, courteous and consistent service to all taxpayers of the municipality;

To ensure that collection procedures are appropriate within the requirements of the legislation relative to tax collection;

To ensure consistent, effective, and appropriate Collection.

The guidelines contained in this policy should serve to supplement the provincial legislation that govern this area, especially for situations where provincial legislation provides a choice, allowing for Tax Collector discretion, and for issues on which the legislation is silent. Legislation which should be reviewed within the context of this policy is the Municipal Act, 2001, with particular attention to Parts VIII, IX, X, and XI.

2.0 SCOPE:

The Tax Collections policy of the Treasury Department applies to all tax receivables due to the Town. Please view the Town of Amherstburg's Non Tax Accounts Receivable policy for information on non tax receivables.

3.0 COLLECTION – PAYMENT INCENTIVES:

There are five basic incentives set out by legislation to promote timely payment of taxes as follows:

- Late Payment Charges/Penalty/Interest
- Bailiff action
- Collection Agency
- Rent Attornment
- Tax Registration/Tax Sale

3.1 LATE PAYMENT CHARGES:

The rate at which penalty and interest is charged is set by the Municipal By-Law, under the provision of the Municipal Act Section 345. The municipality may review this rate each year, but cannot exceed the maximum percentage established at 1.25% per month.

3.2 BAILIFF ACTION:

Section 349 of the Municipal Act, provides that taxes may be recovered with costs as a debt due to the municipality from the taxpayer originally assessed for them and from any subsequent owner of the assessed land or any part of it.

The municipality may issue a warrant to seize and sell personal property for payment of property taxes if the taxes remain unpaid for a period of fourteen days after the instalment due date.

3.3 COLLECTION AGENCY:

Section 304 of the Municipal Act provides that a municipality may use a registered collection agency under the Collection Agencies Act to recover a debt, including taxes.

3.4 RENT ATTORNMENT:

Under Section 350 of the Municipal Act, the Municipality may seize the rents directly from the tenant of an income producing commercial property upon giving proper notice.

3.5 TAX REGISTRATION / TAX SALE:

Properties that are in arrears for three years are eligible for tax registration under the Municipal Act. There is no provision in the Municipal Act for the registration of properties at any time earlier than three years of arrears. The property owner or interested party has one year from the date of registration in which to redeem the property for all taxes, interest and penalty outstanding, including any associated costs. A contracted tax registration firm or Solicitor may be used to assist in processing the required statutory notices/declarations.

4.0 ADDITIONAL COLLECTION TOOLS:

The following additional tools are to be used by the Town to assist in the collection of realty taxes:

- Reminder notices
- Form or personalized letters
- Telephone follow-up
- Title Searches – Interested Party Notification

5.0 STEPS AND TIMING OF COLLECTION PROCEDURE:

- 5.1** Interim Tax Notices are sent in January and Final Tax Notices subsequent to the passing of the Municipal Budget. Tax arrears owing at the time of the billing are included on each tax notice. According to legislation, notices must be post-marked no later than twenty-one days prior to the first instalment date. The Town makes every effort to post-mark notices no later than twenty-eight days Prior to the first instalment date.
- 5.2** Late payment charges are charged according to the municipal by-laws at a rate of 1.25% per month the day following the due date and the first of each month thereafter.
- 5.3** Reminder notices for all taxes owing are sent after each instalment due date of each billing cycle. Notices are to be mailed no later than the 15th of the month. Reminder notices for \$4.00 or less are not produced. This minimum amount is subject to change based on the discretion of the Tax Collector.
- 5.4** Any notice sent by ordinary mail is considered delivered to and received by the addressee unless the notice is returned by the Post Office or an error in the mailing address is proven. Failure to notify the Tax Office of an address change is not a reason for non-payment. Section 343 of the Municipal Act identifies that tax bills shall be sent to the taxpayer's residence or place of business or to the premises where the taxes are payable for, unless the taxpayer directs the municipality otherwise. The direction for the delivery of tax bills continues until it is revoked in writing by the taxpayer (343(8)).
- 5.5** Priority of tax accounts for collection is:
- (i) Tax Accounts with three or more previous years outstanding
 - (ii) Tax Accounts with two previous years outstanding
 - (iii) Tax Accounts with one previous year outstanding
 - (iv) Tax Accounts with current year only outstanding

- 5.6 For tax accounts which indicate two previous years taxes owing, a collection letter is sent in the first quarter of the current year to the property owner (s) by courier or registered mail, advising of the tax arrears situation and asking for payment in full or satisfactory payment arrangements to be made by a given date. If acceptable payment arrangements are made, the account is monitored for compliance and follow-up is done by telephone or in writing as required. Telephone contact is only used when the taxpayer has provided the municipality with a telephone number.
- 5.7 Satisfactory payment arrangements would be a series of post-dated cheques or a commitment to make payments on prearranged dates via telephone or internet banking or in person.
- 5.8 If no reply is received from item 5.6 above, a second notice is sent in the second quarter of the year stating that failure to reply will result in further action being taken to collect the outstanding taxes, which will result in additional costs to the property owner.
- 5.9 If no reply is received from item 5.8 above, a final notice will be sent by registered mail in the third quarter of the year stating that failure to reply will result in the account being registered under the Tax Sale provisions of the Municipal Act, which will result in additional administrative and legal costs to the property owner.
- 5.10 If there is no reply to the final notice, a sub search of title may be done to obtain information on any mortgage holders or interested parties. The mortgage holder(s) is then notified in writing of the outstanding taxes and payment in full is requested. In most cases, the mortgage holder will pay the taxes or ensure that the property owner does. This action will be used no earlier than the 4th quarter for properties with two previous years' taxes owing.
- 5.11 All costs incurred for collection to obtain information and/or collect tax arrears are payable by the property owner and are added to the tax account (section 349(1)). These costs may include, but are not limited to:
- all title search fees
 - all corporate search fees
 - registered mail or Courier services
 - administrative charges

6.0 MINIMUM BALANCE WRITE-OFF

In some circumstances there remains a balance owing on a taxpayers account after a payment is received, which is often a result of interest being added to the account after a payment amount was agreed upon and mailed in. All accounts with balances of \$4.00 or less are written-off at year end only.

7.0 LATE PAYMENT CHARGE ADJUSTMENTS

Late Payment charges are adjusted only in the following circumstances:

- Taxes are adjusted under Sections 354, 357 or 358 of the Municipal Act
- Taxes are adjusted following an Assessment Review Board Decision;
- Taxes are adjusted in accordance with telephone banking or internet payments made before the due date which did not reach our office until after the due date;
- Taxes are adjusted where interest or penalty was charged as a result of the Town's error or omission, or in the case of undue timing of a Mortgage Company being added or deleted from an account. It shall be at the discretion of the Tax Collector whether or not the interest amount should be adjusted in such cases up to the amount budgeted for write-offs in the annual budget.

END OF DOCUMENT



Fort Malden Branch 157
281 Dalhousie Street
Amherstburg, Ontario
N9V 1X1

February 23rd 2015

Dear Comrade,

This year, Fort Malden Branch 157 Royal Canadian Legion will be celebrating our 85th Anniversary. We are respectfully requesting your presence and additional guest/guests in joining us during our celebration and subsequent activities.

The following events will be taking place on Saturday April 25, 2015, at the Royal Canadian Legion Fort Malden Branch 157, 281 Dalhousie Street Amherstburg, Ontario:

Time: Parade form up at 10:45 AM

Parade Step off at 11:00 AM

Freedom of the City Declaration 11:15 AM – 11:45 AM

Branch Refreshments (Soup & Sandwiches) 12:00 PM – 2:00 PM

Branch Rededication, Pot Luck Dinner and Celebrations 6:00 PM – 11:30 PM

Dress for the Day will be Legion Blues & Greys, DEU 1A or Business Attire.

Respectfully Yours,



David Lauzon

85th Anniversary Chairperson

Fort Malden Branch 157 Royal Canadian Legion

Please RSVP with number of guests before March 31, 2015.

dave.lauzon@sympatico.ca (519) 992-7716

Jeffturner15@sympatico.ca (519) 988-9772



Partner Municipalities

- Town of Amherstburg
- Town of Essex
- Town of Kingsville
- Town of Lakeshore
- Town of LaSalle
- Municipality of Leamington
- Township of Pelee
- Town of Tecumseh
- City of Windsor

March 10, 2015

Mayor and Council
 Town of Amherstburg
 271 Sandwich Street South
 Amherstburg, Ontario N9V 2A5

Dear Mayor and Council:

SUBJECT: DELEGATION PRESENTATION OF MARCH 9, 2015

Thank you for the opportunity to address you and your Council on the evening of Monday, March 9, 2015. We appreciate the time and consideration given to the presentation of the ERCA 2014 Annual Report, 2015 ERCA Budget and projects proposed in your municipality in 2015.

We look forward to continued collaboration on the projects and initiatives that we currently share with the Town of Amherstburg and look forward to shared opportunities that may come in the coming year.

Should you have questions or comments, please contact me directly via phone, 519-776-5209, extension, 353; or email, rwyma@erca.org

Sincerely,

Richard J.H. Wyma
 General Manager/Secretary-Treasurer



**MINUTES OF THE
PUBLIC MEETING OF THE
AMHERSTBURG POLICE SERVICES BOARD HELD
Tuesday, February 17, 2015 at 4:30 o'clock p.m.
Amherstburg Police Service Community Room
532 Sandwich Street South, Amherstburg, Ontario**

PRESENT:	Pauline Gemmell	Chair
	Councillor Jason Lavigne	Vice-Chair
	Mayor Aldo DiCarlo	Member
	Robert Rozankovic	Member
	Patricia Simone	Member

ALSO PRESENT:	Tim Berthiaume	Chief
	Pat Palumbo	Deputy Chief
	Nancy Leavoy	Secretary

CALL TO ORDER

Ms. Gemmell calls the meeting to order at 4:30 o'clock p.m. and the Board considers the agenda, matters being dealt with as follows:

SECTION 1

1.1 Adoption of Agenda

Moved by Ms. Simone, seconded by Councillor Lavigne,
That the agenda for the meeting of the Amherstburg Police Services Board held February 17, 2015 **BE ADOPTED** as amended to include the following:

Item 3.1b APS December 2014 Stats

Item 3.1c v. ViCLAS/Major Case Management Annual Report

Carried.

1.2 Declarations of Conflict of Interest

No declarations of interest are declared.

1.3 Adoption of Minutes

Moved by Mayor DiCarlo, seconded by Councillor Lavigne,
That the minutes of the meeting of the Amherstburg Police Services Board held January 20, 2015 **BE ADOPTED** as presented.
Carried.

1.4 Business Arising from the Minutes of January 20, 2015

No business arising from the minutes

SECTION 2

2.1 Petitions and Delegations

No delegations

SECTION 3

3.1 Chief Berthiaume's Reports

3.1a Dispatching Stats from LaSalle Police Service: January 2015

3.1b APS Monthly Stats December, 2014

Moved by Ms. Simone, seconded by Mayor DiCarlo,
That the reports of the Chief of Police regarding Dispatching Stats from the LaSalle Police Service for the month of January 2015 and the Amherstburg Police Service Stats for the month of December 2014 **BE RECEIVED** as submitted.
Carried.

3.1c Chief Berthiaume – Topics for Discussion:

i. Replacement of One Officer

Moved by Mayor DiCarlo, seconded by Mr. Rozankovic,
That following the resignation of a police officer, the Chief of Police **BE AUTHORIZED** to advertise for a replacement, the timing and scheduling of the replacement to be at the discretion of the Chief.
Carried.

Moved by Ms. Simone, seconded by Mayor DiCarlo,
That the report of the Chief of Police on the following matters **BE RECEIVED** as submitted:

Replacement of PAVIS Vehicle
2014 Use of Force Annual Report
Patricia White and APS – HRTD Decision
ViCLASS Major Case Management Annual Report

Carried.

SECTION 4

- 4.1 **Policy, Agreements and By-laws** - No Reports

SECTION 5

- 5.1 **Financial Reports/Board Account**

- 5.1a **Outstanding Accounts**

Moved by Mayor DiCarlo, seconded by Ms. Simone,
That the Outstanding Accounts Payable for the period of January 10 to
February 9, 2015 **BE ACCEPTED AND PAID** as submitted.
Carried.

SECTION 6

- 6.1 **Personnel Matters/Multi-Cultural/Recruitment** - No Reports

SECTION 7

- 7.1 **Building/Equipment/Physical Resources** - No Reports

SECTION 8

- 8.1 **Reading Information/Misc.** - No Reports

- 8.2 **Ministry of the Solicitor General, Ministry of Community Safety & Correctional Services/Government Matters**

Moved by Councillor Lavigne, seconded by Ms. Simone,
That the Email from MCS&CS re staff complement and funding **BE RECEIVED** for
information.
Carried.

- 8.3 **O.A.P.S.B./C.A.P.G. Communication/Board Matters** – No Reports

8.4 Upcoming Meetings/Conferences

8.4a PAO Labour Conference

Moved by Mayor DiCarlo, seconded by Ms. Simone,
That **APPROVAL BE GIVEN** for Councillor Lavigne to attend the Police Association of Ontario Labour Conference in Mississauga, Ontario on March 2-3, 2015 in accordance with the Board's policy requiring approval to attend conferences.
Carried.

8.4b Board Training

Board Training Session: Tom Gervais, MCS&CS – the date of this meeting is still to be determined.

8.4c Public Meeting

The next public meeting of the Amherstburg Police Services Board is scheduled for **Tuesday, March 17, 2015** at 4:30 o'clock p.m. in the Community Room, Police Services Building, 532 Sandwich Street South.

8.5 New Business - No reports.

8.6 Pending Matters - No reports.

8.7 Adjournment

There being no further business, the following motion is put forward:

Moved by Ms. Simone, seconded by Councillor Lavigne,
That the Board RISE OUT of the public meeting and **MOVE INTO** the in-camera session at 4:47 o'clock p.m.
Carried.

CERTIFIED CORRECT: March 17, 2015

Pauline Gemmell, Chair

Nancy Leavoy, Secretary

COMMITTEE OF COUNCIL – MINUTES

CO-AN PARK

MEETING OF February 17, 2015

The Co-An Park Committee meeting was held at McGregor Library, 6:00 p.m.

ROLL CALL

- Tina McAgy
- Jim Meloche
- Jonathan Little
- Richard Meloche, Deputy Mayor, Town of Essex
- Murray Sellars
- Chris Drew
- Leo Meloche, Councilor, Town of Amherstburg
- Joanne Bissonnette, Secretary Treasurer

WELCOME MEMBERS

Town of Essex and Town of Amherstburg have increased committee members in 2011 to 1 (one) member of Council for each municipality plus 3 (three) lay person from each. Their appointment to this committee of council is for a 4 (four) year term ending in November, 2018.

The Committee is:

For the Town of Essex:

- I. Councilor and Deputy Mayor, Richard Meloche
- II. Christine (Tina) McAgy
- III. Jim Meloche
- IV. Jonathan Little
- V. Kim Verbeek - Alternate

For the Town of Amherstburg:

- I. Councilor, Leo Meloche
- II. Murray Sellars
- III. Christopher Drew
- IV. Open

1. ELECTION:

Joanne Bissonnette/ Co-An Secretary to open meeting and open the floor to call for nominations for the Chairperson seat beginning the 2015 season

The following nominations were received and recorded:

Motion by Chris Drew, seconded by Jim Meloche

CAP-2015-01 Christine McAgy be nominated for chairperson ...carried

Christine McAgy accepted nominationpage 1 of 5

Motion by Murray Sellars, seconded by Chris Drew

CAP-2015-02 Jim Meloche be nominated for chairpersoncarried
Jim Meloche declined

As no further nominations were presented to the floor, nominations were closed; Christine (Tina) accepted the seat for Chairperson where she took over conducting the meeting.

1. The floor opened to call for nominations for the Vice Chairperson seat.

The following nominations were received and recorded:

Motion by Murray Sellars, seconded by Chris Drew

CAP-2015-03 Jim Meloche is nominated for Vice-Chairperson ...carried
Jim Meloche accepted nomination

As no further nominations were presented to the floor, nominations were closed
Vice-Chairperson is Jim Meloche

2. AGENDA:

Adoption of February 17, 2015 Agenda

Motion by Chris Drew, seconded by Murray Sellars

CAP-2015-04 That the Agenda for Feb 17th, 2015 be adopted ...carried

3. MINUTES:

Adoption of October 29, 2014 Minutes

Motion by Richard Meloche, seconded by Murray Sellars

CAP-2015-05 That the Minutes of Oct 29, 2014 be adopted ...carried

4. CONFLICT OF INTEREST

None reported

5. EXPENSE/REVENUE 2014 STATEMENT/ 2015 BUDGET

- Town of Essex/Town of Amherstburg ;
Discussion took place - both town councilors entering budget meetings and will confirm as soon as available; need to confirm operating/capital grants for 2015 from both towns; Past season \$15,000 operating & \$10,000 Capital grants
Points discussed and noted re: costing report and proposed 2015 budget
- Concession stand has always been a service to the community and not necessarily a money maker; it employs local students' summer jobs, a public service to provide food at an affordable family rate and to provide a convenience to patrons.

...page 2 of 5

Leo Meloche noted it is projecting a 7% profit and could swing either way, he felt that various charities could be offered to run concession stand and possibly be more viable for the park. It was noted that charities were contacted and they felt it was too big of a commitment and declined. It was further suggested to monitor pricing verses profit margin throughout summer and adjust prices as needed. Invoices will be forwarded to Leo to analyze cost factors.

The Co-An park's reputation is directly reflected by the Concession stand; the Co-An committee always want to make sure product and service is maintained.

- Jim Meloche stated there is no comparison within the Towns of Essex and Amherstburg as to the accomplishments of Co-An Park verses the funds it has to operate; he also stated as a ball player he notices a lot of parks are getting away from concession stands and feels parents rushing home from work to get their children to the park for games, rely on the convenience and reasonable prices we have to offer and as a committee member likes to offer the service for the community.

6. NEW BUSINESS

- 2015 User Fees - All users \$10 for season per sport... The Co-AN committee would like to see other prices within the towns, to re-visit next meeting.
- 2015 Event Contracts - See changes noted
Summary as below (see attached contracts for review)

2015 RATES

FAMILY EVENTS

\$125 \$25 Non-refundable deposit required due with signed contract
Plus Insurance Balance of payment due 30 days prior to event
rate for no-alcohol

PAL Insurance/LCBO permit required if applicable
\$5M Liability insurance required, naming Co-AN Park, Corp Town of Essex & Corp pf Town of Amherstburg as additional insured
Extra \$75 to rent cooler
Extra \$50 to have pig roasts
Baseball may be scheduled during event
Extra \$100 to rent outdoor heaters incl propane, plus \$100 security deposit
Includes \$25 refundable security deposit if no damage & clean

Motion by Richard Meloche, seconded by Leo Meloche

CAP-2015-06 That the insurance rate supplied by the Town of Essex for non-alcohol family events are added to contracts (\$32.50)CARRIED

JACK N JILLS

\$450 \$25 Non-refundable deposit required due with signed contract
Balance of payment due 30 days prior to event
\$5M PAL Insurance/LCBO permit required,
naming Town of Essex & Town of Amherstburg
as additional insured
Includes Walk in cooler

...page 3 of 5

Baseball may be scheduled during event
Use of pavilion one baseball diamond

Includes \$100 refundable security deposit if no damage & clean
No games with broken glass, no staples, no fire pits, no camping

Motion by Richard Meloche, seconded by Chris Drew

CAP-2015-07 That the rate for Jack n Jills be increased to \$450 with a \$100 refundable security deposit ...carried

BASEBALL TOURNAMENTS

\$125 per day \$100 Non-refundable deposit required due with signed contract
Balance of payment due 30 days prior to event
\$5M PAL Insurance required naming Town of Essex &
Town of Amherstburg as additional insured, /LCBO permit
Co-An park have all food rights
Extra \$10 per diamond to set up, chalk bases /
Extra \$50 use of park bases per day
Extra \$75 use of Walk in Cooler
Extra \$100 to rent outdoor heaters incl propane, plus \$100 security deposit
Includes \$25 refundable security deposit if no damage & clean

School functions & Alhambra - park rental will continue to be no charge

Motion by Leo Meloche, seconded by Jim Meloche

CAP-2015-08 That the Essex Gas & Steam Engine park rental fee be increased to \$125 per day and to note that all equipment trailers must park in parking lot ...carried

Contracts to be approved next meeting

7. OLD BUSINESS

- Park Maintenance position and rate of pay
See Contract attached – Rick Lawrence requesting \$23,000 for the season
Discussion took place noting the contract needs to be reviewed by the legal department and HR depts. from each town. Connie Goslin to be contacted from the Town of Essex, Leo to forward copy to the town of Amherstburg, the word "employee" should be omitted as this contract should read the individual is responsible for his own EI, CPP & taxes. A new format will be drawn up before signing.

Motion by Chris Drew, seconded by Jonathan Little

CAP-2015-09 That Rick Lawrence is hired for the 2015 season at a rate of pay of \$23,000; note the contract will be rephrased to reflect a service contract in accordance with the towns' legal dept. ...carried

...page 4 of 5

- Tractor purchase – discussion took place, prices to be revisited after budgets are set with the towns’ and we are assured of capital funding.
 Vollans Tractor quote - \$13,031.36 Kioti CS2410 & 48” bucket
 John Deere - \$15,534.11 John Deere 1023E Tractor & H120 53” bucket
- Pavilion Curtains purchase
 Moe – Windsor Awnings - \$7500 pulley system – Stainless, laced with grommets – 3 sections with pipe at bottom | /18 gauge vinyl (20 years on vinyl). Window sections not as durable suggests not too many, may crack in winter. Can remain or be removed thru winter, no maintenance, possibly pulley replacements in future....old curtains to be put near canteen area.
 Discussion took place, members encouraged to go look at Canadian Tire in Amherstburg, as they have this system; curtain purchase will be re-visited once the towns’ budgets are set and we are assured of capital funding.
- Ryan Raymond – Fire Pits
 Ryan requests propane fire pits to be put on volleyball court, they would be similar to our outdoor propane heaters – discussion took place, Committee will await fire chiefs input before making a decision.



AZ Patio Heaters

- Jordan Long Tournament – Inquiring about food after the concession stand shuts down...can they have a pig roast or bring food in on Saturday night, they want to have a band. Discussion took place, the pop stand usually remains open until midnight but if they wish to have a pig roast, they could remit \$1 per meal and it would be allowed.

8. ADJOURNMENT

Motion by Leo Meloche, seconded by Jim Meloche

CAP-2015-10 That meeting be adjourned at 9:00 pm and future meetings are scheduled for the second Wednesday of the monthcarried

Christine McAgy

 Christine McAgy – Chairman

J Bissonnette

 J Bissonnette- Secretary Treasurer

Dear Mr. Mayor Aldo DiCarlo,

As you may already know, the Ontario Student Nutrition Program (OSNP) is a provincial initiative whose aim is to provide funding for the provision of healthy snacks and meals to over 2,031,195 million students (2012-2013) on a daily basis across Ontario. Research has shown that proper nutrition plays an important role in learning and healthy child development. VON Canada is the lead agency that administers the provincial grant funding for the program across the Southwest Region of Ontario. We currently flow just under 3 million in annual funding to support 480 school programs that serve more than 110,000 students 8 million meals annually. For the past 9 years we have been working in partnership with health units, school boards and community partners across the region to help strengthen the network of support for these programs.

*VON OSNP recently developed a social marketing campaign entitled **“Say YES to Good Food in Schools”**. The campaign is designed to build awareness and support for OSNP across the region and beyond. As you know, exposure to healthy foods, including fruits and vegetables has been shown to influence lifelong healthy eating habits, promote healthy weights potentially even reduce the incidence and severity of chronic disease. Exposing students to healthy food in the classroom on a daily basis, from JK to grade 12 is powerful investment in the future of Ontario’s children. We hope that you will help us promote this important message by taking/joining our pledge to **“Say YES to Good Food in Schools”**!*

Over the coming year we will be reaching out to thousands of parents, teachers and community champions across the province and asking them to log onto our website at www.osnp.ca to pledge their support for the Ontario Student Nutrition Program.

In advance of our March 2015 media launch we are reaching out to critical champions in public health and across the community with a special request to endorse the campaign by signing the enclosed pledge form. We hope to celebrate the support of Mayors, Chief Medical Officers of Health, various Ministers and other high profile community influencers to kick start the general campaign. Please consider signing the enclosed pledge so that we can profile your support at our media launch and in our communication materials. Unless otherwise stated, profiling your support will be minimal and will only state your title and the region that you are from.

We appreciate your consideration of this important request. Building awareness is critical to the growth and continuing evolution of the Ontario Student Nutrition Program. Together we can help ensure that all children and youth have access to healthy food at school on a regular basis.

Should you have any questions or concerns please contact me at anytime 519-254-4866 ext.6315 or stephanie.segave@von.ca.

With thanks,

Stephanie Segave

Manager, VON OSNP Southwest Region

And the Say Yes to Good Food in Schools Campaign Committee





TAKE THE PLEDGE

www.osnp.ca



PROPER NUTRITION plays an important role in learning and healthy child development.



I endorse the **Say YES to Healthy Foods in Schools Campaign**, with the purpose to:

- ❖ Increase community awareness of the importance of student nutrition programs.
- ❖ And to ensure all students have the nourishment they need to learn and succeed.

Signature: _____ **Date:** _____

Name: _____ **Title:** _____
(Please print)

Organization: _____

Amherstburg Traffic Committee Minutes
Thursday February 5th, 2015 at 2:00 p.m.
Council Chambers

PRESENT

Jason Lavigne, Chair
Mike Cox
Nicole Rubli

Antonio Marra
Eric Chamberlain

ABSENT WITH NOTICE

B.J. Wilder, Brad Amlin

CALL TO ORDER 2:00 P.M.

ADOPTION OF MINUTES

Moved by Antonio Marra
Seconded by Mike Cox

That the minutes of the meeting of the Amherstburg Traffic Committee held on October 22nd, 2014 at 2:00pm be adopted as printed and circulated.

Motion carried

ORDER OF BUSINESS

1. Review of revised Terms of Reference for the Amherstburg Traffic Committee.

Accepted.

2. Appointment of Chair to the Amherstburg Traffic Committee.

That Councillor Jason Lavigne be appointed as Chair to the Traffic Committee.

Moved by Mike Cox
Seconded by Antonio Marra

Motion carried

3. Request from Mike Cox to review the lack of parking restrictions on Laird Avenue in the parking bays adjacent to Fort Malden.

Nicole and Eric to check correspondence for any agreements with Fort Malden.

UNFINISHED BUSINESS

- Mike Cox received further contact from resident regarding Horse Riding on municipal roads. Discussion to reassess the requirement for signs on Concession 8.

Moved by Eric Chamberlain
Seconded by Mike Cox

That the Traffic Committee recommends that four Horse and Rider Warning Signs are placed along Concession 8 at Middle Side Road, Texas Road and Alma Street.

Moved by Eric Chamberlain
Seconded by Mike Cox

Motion carried

NEW BUSINESS

1. Mike Cox advised the Committee that he had received a call from the owner of Domino's complaining that drivers delivering to Domino's were being approached by Police Officers advising them they were illegally parked.

Helen Sweet to review Traffic By-Law to ascertain No Stopping distances on approach to Pedestrian Crossings.

2. Mike Cox advised the Committee that Parking Signs at the corner of Richmond and Bathurst on the TD Canada Trust side were not sufficient and residents were parking too close to the intersection.

Scotia Bank side of the street has a No Parking sign with an arrow pointing towards the intersection. Eric Chamberlain to mimic the sign on the TD Canada Trust side of the street.

NEXT MEETING DATE

The next meeting of the Amherstburg Traffic Committee is March 5th, 2015 at 2:00pm in Council Chambers.

ADJOURNMENT

Moved by Antonio Marra
Seconded by Mike Cox

That there being no further business the meeting adjourned at 2:40pm.

Motion carried


Chair

Engineering and Public Works - Open Council requests

UFB Item	Assigned to	Assigned date	Due date	MOTION	Dept Comments/Status
EPW 2	Antonietta Giofu	12-Jan-15		Directed Administration to bring a report-costing to the 2015 budget deliberations in regards to line painting adjustments to Sandwich Street	
EPW 3	Antonietta Giofu	23-Feb-15		Directed Administration to get a cost estimate for a sound engineer for Mr. Zakal's noise and vibration concerns	



NOTICE OF MOTION

Re: Election by Ward System

I, Deputy Mayor DiPasquale, hereby provide Notice of Motion to Town of Amherstburg Council:

Whereas the governance of a Council in any municipality are exercised on behalf of its residents who elected them,

And, whereas members of Council are chosen either on an at-large election or by a ward election. When Councillors are elected at large, voters choose their favorite candidate from a large list of all those running for Council. In a ward system voters will choose their favorite candidates from a list in each Ward that is created.

And Whereas an election by Ward system is often favored when a municipality such as Amherstburg which has a diverse mix of interests as a result of its distinct urban and rural areas, and election by a ward system can better assure representation by Council in all the districts. The primary purpose for the establishment of wards is to attempt to ensure that the democratic principle of fair public representation is achieved during municipal elections and the subsequent governance of the municipality by Council.

Therefore, I cause to be moved that Council direct administration investigate the forming of a wards system for the Town of Amherstburg and obtain guidance and comments from the Ministry Municipal Affairs regarding this process, that at least three public meetings be held in an effort to obtain public input from all residents and

That a final report with recommendations be brought back to Council, in a timely fashion, for a final decision.

Signed: Deputy Mayor DiPasquale

Dated: March 09, 2015

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2015-27

Being a By-law to Enter into a Contribution Agreement with Her Majesty the Queen in Right of Ontario as Represented by the Minister of Agriculture, Foods and Rural Affairs for the Ontario Community Infrastructure Fund – Application Based Component

WHEREAS under Section 8 of the Municipal Act 2001, S.O., 2001, c. 25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS under Section 9. (1) (a) and (b) of the Municipal Act 2001, S.O., 2001, c. 25, as amended, Section 8 shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues;

AND WHEREAS the Town of Amherstburg is eligible to receive funding under the Application-Based Component of the Ontario Community Infrastructure Fund to undertake the Texas Road Reconstruction Project;

AND WHEREAS the Council of the Town of Amherstburg passed a resolution on March 9, 2015 agreeing to enter into a contribution agreement Her Majesty the Queen in Right of Ontario as Represented by the Minister of Agriculture, Foods and Rural Affairs for the Ontario Community Infrastructure Fund – Application Based Component;

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

1. THAT the Council of the Corporation of the Town of Amherstburg agrees to enter into the said agreement as attached hereto as Schedule “A” to this By-law;
2. THAT the Mayor and Clerk are hereby authorized to sign and seal said agreement on behalf of The Corporation of the Town of Amherstburg;
3. THAT this By-law shall come into force and take effect immediately upon the final passing thereof.

Read a first, second and third time and finally passed this 23th day of March 2015.

MAYOR – ALDO DICARLO

CLERK – PAULA PARKER

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2015 - 30

**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 March 23rd, 2015, meeting 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 meeting referred to in paragraph 1 of this By-law;
3. THAT the Mayor and Clerk are hereby authorized and directed to execute all documents necessary to the action taken by this Council as described in Section 1 of this By-law and to affix the Corporate Seal of the Corporation of the Town of Amherstburg to all documents referred to in said paragraph 1.

Read a first, second and third time and finally passed this 23rd day of March, 2015.

MAYOR – Aldo DiCarlo

CLERK – Paula Parker