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**TOWN OF AMHERSTBURG
COUNCIL MEETING
Monday, April 13, 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. Special In-Camera Council Meeting - March 23, 2015
2. Regular Council Meeting Minutes - March 23, 2015
3. Special In-Camera Council Meeting - March 30, 2015
4. Special Council Meeting Minutes - March 30, 2015
5. Special Council Meeting Minutes - March 31, 2015
6. Special Council Meeting Minutes - April 7, 2015

5. DELEGATIONS

5.1 Ontario Heritage Conference - Simon Chamely

RECOMMENDATION

That the delegation BE RECEIVED.

6. REPORTS – POLICE SERVICES

No reports at this time.

7. REPORTS – CORPORATE AND COMMUNITY SERVICES

7.1 False Fire Alarm By-law

RECOMMENDATION

It is recommended that:

1. The report from the Fire Chief of Amherstburg dated March 6, 2015, regarding the Fire False Alarm By-law **BE RECEIVED**; and,
2. By-law 2015-26 being a by-law to authorize the imposing of fees for false fire alarms be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

8. REPORTS – FINANCIAL SERVICES

8.1 Tax Adjustments under the Municipal Act, 2001

RECOMMENDATION

It is recommended that:

1. The report from the Supervisor of Revenue dated April 7, 2015, regarding Tax Adjustments under the Municipal Act, 2001, **BE RECEIVED**;
2. Council **APPROVE** the write-offs and assessment changes as presented; and,
3. By-law 2015-39, being a by-law to strike taxes from the tax roll and to adjust assessment values on properties be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign the same.

8.2 April 1, 2015- April 7, 2015 Accounts Payable

RECOMMENDATION

It is recommended that:

1. The report from the Director of Financial Services dated April 2, 2015 regarding April 1, 2015 – April 7, 2015 Accounts Payable, **BE APPROVED**; and,
2. The Director of Financial Services **BE AUTHORIZED** to release funds for the approved payables.

9. REPORTS – ENGINEERING AND PUBLIC WORKS

9.1 Amherstburg Water Treatment Plant Clarifier Cover Engineering Recommendation

RECOMMENDATION

It is recommended that:

1. The report from the Manager of Engineering and Operations dated March 19, 2015, regarding the Amherstburg Water Treatment Plant Clarifier Cover Engineering Recommendation **BE RECEIVED**;
2. An agreement with CIMA Canada Inc. to provide the engineering services required to complete the Amherstburg Water Treatment Plant Clarifier Cover at a cost of \$68,166 (excluding H.S.T.). **BE AUTHORIZED**;
3. The Director of Financial Services **BE DIRECTED** to fund the engineering services of CIMA Canada Inc from a pre-commitment of \$18,166 in the 2015 Water budget in addition to the \$50,000 approved in the 2014 Water budget; and,
4. By-law 2015-33 being a by-law to enter into an agreement with CIMA Canada Inc. to provide engineering services required to complete the Amherstburg Water Treatment Plant Clarifier Cover be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

10. REPORTS – ECONOMIC AND COMMUNITY DEVELOPMENT

10.1 Proposed Addition to St. John the Baptist Church – 225 Brock Street

RECOMMENDATION

It is recommended that:

1. The report from the Chief Building Official dated March 30, 2015, regarding the Proposed Addition to St. John the Baptist Church – 225 Brock Street, **BE RECEIVED**; and,
2. Consent **BE GRANTED** to the applicant under the Authority of Section 33 of the Ontario Heritage Act.

11. REPORTS - CAO's OFFICE

11.1 Ontario Municipal Administrators Association (OMAA) - Spring Workshop

RECOMMENDATION

It is recommended that:

1. The Report from the Chief Administrative Officer dated April 2, 2015, regarding Ontario Municipal Administrators Association (OMAA) - Spring Workshop **BE RECEIVED**; and,
2. The Chief Administrative Officer **BE AUTHORIZED** to attend the OMAA Spring Workshop at an estimated cost of \$1,248.24 to BE FUNDED from the 2015 operating budget of the CAO Department.

12. COMMUNICATION REPORTS

RECOMMENDATION

That the communication reports **BE RECEIVED**:

- a) Reconciliation of Wastewater Reserves and Operations Bank Account
- b) Noise Inspection Services
- c) Ombudsman Investigation - Closed meetings on December 10, 2014

13. CONSENT CORRESPONDENCE

RECOMMENDATION

That the consent correspondence **BE RECEIVED**:

- a) Memorial Veterans Wall - Delegation at County Council from Essex Spitfire Committee
- b) Essex County Steam & Gas Engine Museum Inc. - 2015 Show Book
- c) 2015 Lincoln M. Alexander Award
- d) Proposal from Mr. Zarko S. Vucinic
- e) Housing Services Corporation Accountability Act - Resolution from Ernie Hardeman, MPP Oxford

14. CONSENT OTHER MINUTES

RECOMMENDATION

That the following minutes **BE RECEIVED**:

- a) December 16, 2014 Committee of Adjustment Meeting Minutes
- b) February 24, 2015 Committee of Adjustment Meeting Minutes

15. CORRESPONDENCE

15.1 Senior's Month - June 1 -30, 2015

RECOMMENDATION

It is recommended that:

- 1. The correspondence regarding Senior's Month **BE RECEIVED**; and,
- 2. Council **PROCLAIM** the month of June as Senior's Month in the Town of Amherstburg.

16. UNFINISHED BUSINESS

Unfinished Business items as of Monday, April 13, 2015

17. NEW BUSINESS

18. REPORT FROM IN-CAMERA SESSION

Report from In Camera Meetings held on Monday, March 23rd and Monday, March 30th, 2015 and Monday, April 13, 2015.

19. NOTICES OF MOTION

20. BY-LAWS

20.1 By-law 2015-31 - Amend Zoning By-law No. 1999-52

RECOMMENDATION

It is recommended that;

1. By-law 2015-31 being a by-law to amend Zoning By-law No. 1999-52, as amended, be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

20.2 Confirmatory By-law

RECOMMENDATION

That By-law 2015-49 being a by-law to confirm all resolutions of the Municipal Council Meeting held on March 30 and 31, April 7 and 13, 2015 be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

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

22. SPECIAL IN-CAMERA MEETING

RECOMMENDATION

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

ITEM A – Fire Negotiations Update - Section 239 (2)(d) – Labour relations or employee relations.

ITEM B – Property Standards Committee Applications – Section 239 (2)(b) - Personal matters about an identifiable individual, including municipal or local board employees.

ITEM C – Employee Qualifications – Section 239 (2)(b) - Personal matters about an identifiable individual, including municipal or local board employees.

ITEM D – Management Pay Grid Analysis – Section 239 (2)(d) - Labour relations or employee relations.

ITEM E – Audit & Finance Advisory and Economic Development Advisory Committee Appointees - Section 239 (2)(b) - Personal matters about an identifiable individual, including municipal or local board employees.

23. ADJOURNMENT OF IN-CAMERA MEETING

24. RESUMPTION OF REGULAR COUNCIL MEETING

25. ADJOURNMENT

RECOMMENDATION

That Council rise and adjourn at p.m.



**TOWN OF AMHERSTBURG
COUNCIL MEETING
Monday, March 23, 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 6:01p.m.

PRAYER

The Clerk said prayer.

DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

There were no disclosures of pecuniary interest noted.

MINUTES OF PREVIOUS MEETING

Approval of Minutes

Deputy Mayor DiPasquale moved, Councillor Fryer 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. Regular Council Meeting Minutes - February 23, 2015
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

The Mayor put the Motion.

Motion Carried

REPORTS – POLICE SERVICES

No reports at this time.

REPORTS – CORPORATE AND COMMUNITY SERVICES

No reports at this time.

REPORTS – FINANCIAL SERVICES

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

Councillor Fryer requested an amendment to the motion to have Administration look into the fee that was charged for the joint Council training in the Town of Tecumseh.

Councillor Meloche moved, Councillor Lavigne seconded:

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.**
3. **Council DIRECT Administration to report back to Council the reason why a fee was applied for the joint Council training in the Town of Tecumseh.**

The Mayor put the Motion.

Motion Carried

7.2 **2015 Water and Waste Water Budget**

Councillor Fryer moved, Councillor Pouget seconded:

That the report from the Manager of Financial Services, dated March 17, 2015, BE RECEIVED.

The Mayor put the Motion.

Motion Carried

Councillor Fryer moved, Councillor Pouget seconded:

That the 2015 Water and Waste Water Budget and the 2015 Water and Waste Water Rates be deferred to the March 31, 2015 Budget deliberation.

The Mayor put the Motion.

Motion Carried

REPORTS – ENGINEERING AND PUBLIC WORKS

8.1 **2015 Water and Wastewater Rates** *(As dealt with and deferred above)*

REPORTS – ECONOMIC AND COMMUNITY DEVELOPMENT

9.1 Amherstburg Farmers Market (AMF) Update

Councillor Pouget moved, Councillor Courtney seconded:

That:

1. **The report from the Manager of Tourism and Culture, dated March 3, 2015, regarding the Amherstburg Farmers Market (AMF) 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.**

The Mayor put the Motion.

Motion Carried

9.2 Development Agreement for 105 Richmond Street

Deputy Mayor DiPasquale moved, Councillor Pouget seconded:

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.**

The Mayor put the Motion.

Motion Carried

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)

Councillor Fryer moved, Deputy Mayor DiPasquale seconded:

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.**

The Mayor put the Motion.

Motion Carried

REPORTS - CAO's OFFICE

No reports at this time.

COMMUNICATION REPORTS

Councillor Meloche moved, Councillor Lavigne seconded:

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**

The Mayor put the Motion.

Motion Carried

CONSENT CORRESPONDENCE

Councillor Fryer moved, Councillor Lavigne seconded:

That the consent correspondence BE RECEIVED:

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

The Mayor put the Motion,

Motion Carried

CONSENT OTHER MINUTES

Councillor Meloche moved, Councillor Lavigne seconded:

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**

The Mayor put the Motion.

Motion Carried

CORRESPONDENCE

14.1 Ontario Student Nutrition Program (OSNP)

Councillor Fryer moved, Councillor Pouget seconded:

That:

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

The Mayor put the Motion.

Motion Carried

OTHER MINUTES

15.1 Traffic Committee Meeting - February 5th, 2015

Councillor Pouget moved, Councillor Lavigne seconded:

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.**

The Mayor put the Motion.

Motion Carried

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

1. Councillor Meloche noted some concerns with respect to the temporary construction closure on Walker Road. He stated that the closure, which detours traffic onto Concession 8, will be in effect until sometime in June. He advised that residents have concerns with the 2 mile detour for emergency services. He also stated that Concession 8 residents are concerns with the speed in which vehicles are travelling and that more enforcement is needed on that Concession. They are also concerned about truck traffic being detoured down the Concession and the bridge at Sucker Creek should be looked at to ensure it can bear truck weight.

Councillor Meloche asked if the pedestrian bridge on Walker Road was going to be repaired due to its poor condition. The Director of Engineering and Public Works acknowledged that the bridge is in need of repair and it is included in the 2015 Budget.

NOTICES OF MOTION

18.1 Deputy Mayor DiPasquale - Election by Ward System

Deputy Mayor DiPasquale withdrew his Notice of Motion after some discussion with Council and moved the following motion in its place.

Deputy Mayor DiPasquale moved, Councillor Meloche seconded:

That Council defer the Election by Ward System motion and revisit it at a later date.

The Mayor put the Motion.

Motion Carried

- 18.2 Councillor Fryer introduced a Notice of Motion with respect to phasing out the Director of Economic and Community Development position. This motion will be before Council for consideration and voting at the March 30, 2015, Special Council Meeting.

BY-LAWS

19.1 By-law 2015-27 - OMAFRA Contribution Agreement

Councillor Meloche moved, Councillor Fryer seconded:

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.

The Mayor put the Motion.

Motion Carried

19.2 **Confirmatory By-law**

Councillor Fryer moved, Councillor Meloche seconded:

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.

The Mayor put the Motion.

Motion Carried

Councillor Meloche moved, Deputy Mayor DiPasquale seconded:

That Council break for a 5 minutes recess.

The Mayor put the Motion.

Motion Carried

Councillor Lavigne moved, Councillor Pouget seconded:

That Council reconvene at 8:29 p.m.

The Mayor put the Motion.

Motion Carried

Councillor Fryer moved, Councillor Courtney seconded:

That Council move into an In-Camera Meeting of Council at 8:29 p.m., pursuant to Section 239 of the Municipal Act, 2001, as amended, for the following reasons:

ITEM A – Audit & Finance Advisory and Economic Development Advisory Committee Appointees - Section 239 (2)(b) - personal matters about an identifiable individual, including municipal or local board employees

The Mayor put the Motion.

Motion Carried

Councillor Meloche moved, Councillor Courtney seconded:

That Council reconvene to public session at 9:11 pm.

The Mayor put the Motion.

Motion Carried

ADJOURNMENT

Councillor Meloche moved, Councillor Courtney seconded:

That Council rise and adjourn at 9:12 p.m.

The Mayor put the Motion.

Motion Carried

MAYOR – ALDO DICARLO

CLERK – PAULA PARKER



**TOWN OF AMHERSTBURG
SPECIAL COUNCIL MEETING**

Monday, March 30, 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 6:15 p.m.

PRAYER

The Clerk said prayer.

DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

Councillor Pouget declared a pecuniary interest with respect to agenda item # 6.2. She stated that she lives too close to the Blue Haven property.

Councillor Fryer withdrew his Notice of Motion from the March 23, 2015, Regular Council meeting to phase out the Director of Economic and Community Development position. Any delegation that was scheduled to speak to Councillor Fryer's Notice of Motion was also withdrawn.

PRESENTATIONS

3.1 Drainage Orientation

The Manager of Public Works took Council through a PowerPoint presentation with respect to the Drainage Act.

Councillor Pouget moved, Councillor Meloche seconded:

That the presentation BE RECEIVED.

The Mayor put the Motion.

Motion Carried

Consideration of the Engineer's Report for the Ouellette Drain East

Don Joudrey, P. Eng., Crozier Baird Engineers, took Council through the report regarding the Ouellette Drain East.

The Mayor invited residents to speak with respect to the Ouellette Drain East. The following were heard:

- Ron Tan
- Tony Simon
- Aldo Pacitti
- John DiBiase

Councillor Pouget moved, Deputy Mayor DiPasquale seconded:

That:

Council direct Administration to prepare a report containing past plans to go west, look into concerns regarding the Long Marsh Drains and estimate of costs and investigate multi-year debentures.

The Mayor put the Motion.

Motion Carried

The Mayor brought delegates forward to address 2015 Grants to Community Groups and Organizations.

DELEGATIONS

Community Grants

The following delegates addressed Council with respect to 2015 Grants to Community Groups and Organizations:

- Stephanie Pouget-Papak, Park House Museum
- Kathy DiBartolomeo, Amherstburg Community Services
- Holly Kirk McLean, House of Shalom Youth Center

Councillor Fryer moved, Councillor Lavigne seconded:

That the delegations BE RECEIVED.

The Mayor put the Motion.

Motion Carried

The Mayor brought forward agenda item # 7.1.

Deputy Mayor DiPasquale declared pecuniary interest with respect to the Amherstburg Food and Fellowship Mission.

7.1 2015 Grants to Community Groups and Organizations

Councillor Lavigne moved, Deputy Mayor DiPasquale seconded:

That:

- 1. The report from the Municipal Clerk dated March 19, 2015, regarding 2015 Grants to Community Groups and Organizations BE RECEIVED; and,**
- 2. Requested funding for Grants to Community Groups and Organizations BE APPROVED to BE FUNDED through budget reallocations in the 2015 Operating Budget.**

The Mayor put the Motion.

Motion Carried

REPORTS – FINANCIAL SERVICES

4.1 2014 Audit Adjustment Storm Sewers

The Director of Financial Services provided Council with information with respect to the 2014 Audit Adjustment Storm Sewers report.

Councillor Lavigne moved, Councillor Fyer seconded:

That:

- 1. The report from the Director of Financial Services dated March 19, 2015, regarding the 2014 Audit Adjustment Storm Sewers, BE RECEIVED; and,**
- 2. The Director of Financial Services BE AUTHORIZED to make the necessary adjustments upward to the Town's Tangible Capital Assets (Storm Sewers) in the amount of \$15,712,054.**

The Mayor put the Motion.

Motion Carried Unanimously

REPORTS – ENGINEERING AND PUBLIC WORKS

5.1 2015 Participation in the Essex Region Children's Water Festival

Councillor Fyer moved, Councillor Courtney seconded:

That:

- 1. The report from the Manager of Environmental Services dated March 2, 2015, regarding the 2015 Participation in the Essex Region Children's Water Festival BE RECEIVED; and,**
- 2. Council SPONSOR the 2015 Essex Region Children's Water Festival as part of the 2015 Amherstburg Conservation Program in the amount of \$1,500.00.**

The Mayor put the Motion.

Motion Carried

5.2 T.J. Mahony Road School - Maintenance Section

Councillor Meloche moved, Deputy Mayor DiPasquale seconded:

That:

1. **The report from the Manager of Public Works dated March 12, 2015, regarding the T.J. Mahony Road School BE APPROVED;**
2. **The Manager of Public Works BE APPROVED to attend the T.J. Mahony Road School from May 5-7, 2015.**

The Mayor put the Motion.

Motion Carried

REPORTS – ECONOMIC AND COMMUNITY DEVELOPMENT

6.1 Staff Attendance at the 2015 Municipal Licensing & Law Enforcement Forum

Councillor Meloche moved, Deputy Mayor DiPasquale seconded:

That:

1. **The report from the Manager of Licensing and Enforcement dated March 9, 2015, regarding Staff Attendance at the 2015 Municipal Licensing & Law Enforcement Forum BE RECEIVED;**
2. **The Manager of Licensing and Enforcement BE DIRECTED to provide staff with an opportunity to attend the 2015 Municipal Licensing & Law Enforcement Forum.**

The Mayor put in Motion.

Motion Failed

Councillor Fryer moved, Councillor Courtney seconded:

That the report from the Manager of Licensing and Enforcement dated March 9, 2015, regarding Staff Attendance at the 2015 Municipal Licensing & Law Enforcement Forum BE RECEIVED.

The Mayor put the Motion.

Motion Carried

6.2 2015 Rental Housing Component, Extension of the Investment in Affordable Housing Program

Councillor Pouget left Council Chambers at 9:12 p.m. and removed herself from discussion and voting with respect to the pecuniary interest declared earlier in the evening. Councillor Pouget re-entered Council Chambers at 9:19 p.m.

The Clerk stated that Council is not being asked to pass the by-law at this time. It was noted that there is a concern with a portion of the by-law and it will be revisited and brought back as a housekeeping matter.

Councillor Fryer moved, Councillor Meloche seconded:

That:

- 1. The report from the Director of Economic and Community Development dated March 10, 2015, regarding the 2015 Rental Housing Component, Extension of the Investment in Affordable Housing Program BE RECEIVED;**
- 2. Council DIRECT Administration to set the property tax rate for units funded under the Rental Housing capital component at a rate equivalent to the single residential tax rate.**

The Mayor put the Motion.

Motion Carried

REPORTS – CAO’s OFFICE

7.1 2015 Grants to Community Groups and Organizations
(As dealt with above)

7.2 Freedom of the City Declaration – Royal Canadian Legion Branch 157

Councillor Fryer moved, Councillor Meloche seconded:

That:

- 1. The report from the Municipal Clerk dated March 23, 2015, regarding Freedom of the City Declaration – Royal Canadian Legion Branch 157 BE RECEIVED; and,**

2. **The Freedom of the City Declaration requested by the Legion for April 25, 2015 BE AUTHORIZED.**

The Mayor put the Motion.

Motion Carried

ADJOURNMENT

Deputy Mayor DiPasquale moved, Councillor Meloche seconded:

That Council rise and adjourn at 9:22 p.m.

The Mayor put the Motion.

Motion Carried

MAYOR – ALDO DICARLO

CLERK – PAULA PARKER



**TOWN OF AMHERSTBURG
SPECIAL COUNCIL MEETING
Tuesday, March 31, 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 6:09 p.m.

PRAYER

The Clerk said prayer.

DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

There were no disclosures of pecuniary interest noted.

DELEGATIONS

2015 Budget – Scott Deslippe, Amherstburg Chamber of Commerce

Councillor Meloche moved, Deputy Mayor DiPasquale seconded:

That the delegation BE RECEIVED.

The Mayor put the Motion.

Motion Carried

John McDonald was scheduled as a delegate representing ACRG with respect to the 2015 Budget but withdrew his delegation. The Clerk explained that as a committee member, Mr. McDonald is considered an employee of the Town and is bound by the employee code of conduct as well as covered by the Town's liability policy while acting on behalf of the Town.

3.1 Recreation Facilities Rental Fees - Rick Meloche

Councillor Fryer moved, Deputy Mayor DiPasquale seconded:

That the delegation BE RECEIVED.

The Mayor put the Motion.

Motion Carried

The Mayor brought forward agenda item # 6.1.

6.1 Increase in Rental Rates for Recreation Facilities

Councillor Fryer moved, Councillor Lavigne seconded:

That:

- 1. The report from the Manager of Business Development and Programs and Manager of Operations dated March 12, 2015 regarding Increase in Rental Rates for Recreation Facilities BE RECEIVED; and,**

2. That an increase of all rental fees and rental ice rates by 1.5% at Libro Credit Union Centre BE APPROVED.

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 Meloche moved, Councillor Pouget seconded:

That:

1. The report from the Manager of Business Development and Programs and Manager of Operations dated March 12, 2015 regarding Increase in Rental Rates for Recreation Facilities BE RECEIVED; and,
2. That an increase of all rental fees and rental ice rates by 2.4% at Libro Credit Union Centre BE APPROVED.

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

PRESENTATIONS

4.1 2015 Budget

The Chief Administrative Officer and Director of Financial Services took Council through a PowerPoint presentation with respect to the 2015 Budget.

Councillor Fryer moved, Councillor Pouget seconded:

That:

- 1. The presentation BE RECEIVED; and,**
- 2. Council direct Administration to set up a date for the Operational Budget, the Capital Budget and the Water and Wastewater Budget over three separate days to go through each budget line by line so that all questions of Council can be answered.**

The Mayor put the Motion.

Motion Carried

- 4.4 **2015 Water and Wastewater Budget**
(As deferred above)

REPORTS – POLICE SERVICES

No reports at this time.

REPORTS – CORPORATE AND COMMUNITY SERVICES

- 6.1 **Increase in Rental Rates for Recreation Facilities**
(As dealt with above)

REPORTS – FINANCIAL SERVICES

No reports at this time.

REPORTS – ENGINEERING AND PUBLIC WORKS

- 8.1 **2015 Water and Wastewater Rates**
(As deferred above)

REPORTS – ECONOMIC AND COMMUNITY DEVELOPMENT

No reports at this time.

REPORTS – CAOs OFFICE

- 10.1 **RFP for Legal Services**

The Chief Administrative Officer stated that he will bring either a verbal update or a report forward regarding the RFP for Legal Services with the budget date once it is set.

ADJOURNMENT

Councillor Lavigne moved, Councillor Fryer seconded:

That Council rise and adjourn at 8:45 p.m.

The Mayor put the Motion.

Motion Carried

MAYOR – ALDO DICARLO

CLERK – PAULA PARKER



**TOWN OF AMHERSTBURG
SPECIAL COUNCIL MEETING**

Tuesday, April 7, 2015

6:00 PM

Council Chambers, 271 Sandwich Street South, Amherstburg

MINUTES

PRESENT

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

ABSENT

Mayor Aldo DiCarlo

CALL TO ORDER

The Deputy Mayor called the meeting to order at 5:58 p.m.

PRAYER

The Clerk said prayer.

DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

There were no disclosures of pecuniary interest noted.

POLICY REVIEW

The Chief Administrative Officer, the Clerk, and the Director of Financial Services answered Council's questions with respect to the following policies:

- Provision of Notice to the Public
- Tangible Capital Assets

Councillor Lavigne moved, Councillor Fryer seconded:

That Council adopt the Provision of Notice to the Public policy.

The Deputy Mayor put the Motion.

Motion Carried Unanimously

Councillor Lavigne moved, Councillor Meloche seconded:

That Council adopt the Tangible Capital Assets policy.

The Deputy Mayor put the Motion.

Motion Carried

REPORTS – FINANCIAL SERVICES

March 17, 2015 – March 31, 2015 Accounts Payable

Councillor Fryer moved, Councillor Pouget seconded:

That:

- 1. The report from the Director of Financial Services dated April 2, 2015, regarding March 17, 2015 – March 31, 2015 Accounts Payable, BE APPROVED;**
- 2. The Director of Financial Services BE AUTHORIZED to release funds for the approved payables; and,**
- 3. The Director of Financial Services BE AUTHORIZED to release funds to the Town of Tecumseh for Council orientation.**

The Deputy Mayor put the Motion.

Motion Carried

The Mayor arrived at 6:30 p.m.

ADJOURNMENT

Councillor Fryer moved, Mayor DiCarlo seconded:

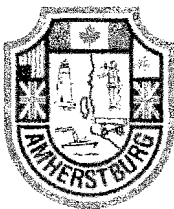
That Council rise and adjourn at 6:31 p.m.

The Deputy Mayor put the Motion.

Motion Carried

DEPUTY MAYOR – BART DIPASQUALE

CLERK – PAULA PARKER



TOWN OF AMHERSTBURG

DELEGATION REGISTRATION FORM

NAME: SIMON CHAMELY AMHERSTBURG HERITAGE COMMITTEE

The date you wish to appear: 13th April 2015

(This form must be returned to the Clerk's office no later than 12:00 p.m. on the Wednesday prior to the meeting indicated above. If this Wednesday falls on an observed holiday, the deadline is no later than 12:00 pm on the Tuesday (day before).

The subject you wish to discuss with Council:

(Please be advised all delegations are limited to 5 minutes. This time limit is strictly enforced as per Procedural By-law #2014-91).

BUDGET FOR AMHERSTBURG HERITAGE COMMITTEE.
RE: UPCOMING ONTARIO HERITAGE CONFERENCE AT NIAGARA-OW-THE-LAKE ON APRIL 30th MAY 3rd 2015


Details on the Subject (please explain below or attach a report). Please ensure that you include what you exactly you are requesting from Council (to receive the information, etc.)

IT IS VERY IMPORTANT TO THE HERITAGE COMMITTEE TO KEEP INFORMED & UP TO DATE WITH RESPECT TO HERITAGE MATTERS. I would THINK IT WOULD BE IN THE INTEREST OF THIS COUNCIL TO HELP US PROMOTE HERITAGE IN THIS COMMUNITY AS IT MARKETS IT SELF IN THIS MANNER. PLEASE CONSIDER THIS REQUEST AND HELP US TO MAKE AMHERSTBURG MORE HERITAGE MINDED. - FULL CONFERENCE 3 DAYS \$295.00 ACCOMODATIONS APPROX \$150/NIGHT \$450.00 - TRAVEL 400KM each way. 800KM 800 x 0.50¢/KM (\$400.00) TOTAL \$1,145.00

Please ensure that both the front and back of this request form are completed


I, SIMON CHAMELY, have been advised that all public meetings of the Council of the Town of Amherstburg are recorded by an electronic audio recorder.


Date: 30th March 2015


Signature: 

Required

Contact Information:

Address 

Phone Number 

E-mail 

Staff Use Only

- 'Guide for Delegations' has been provided to delegate**
- On agenda for _____**
- Brochure/Report is attached to be provided to Council as a supplement to this delegation**
- Forwarded to staff for review/report before appearing at Council**

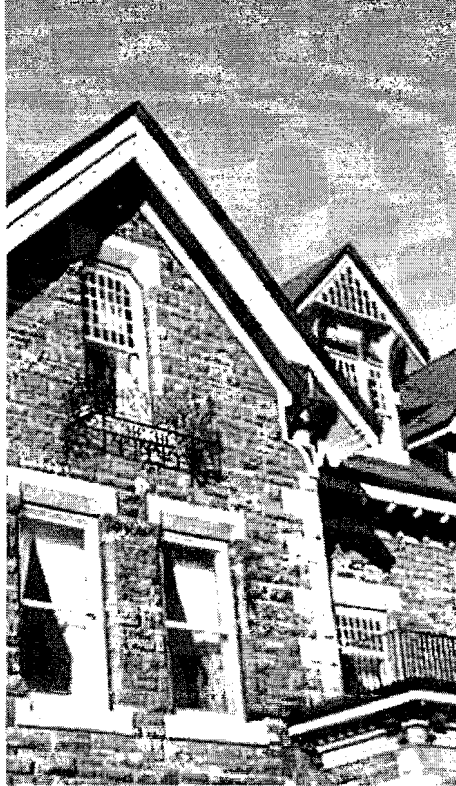
Personal information, as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected under the authority of the Municipal Act, 2001, and in accordance with MFIPPA and all other relevant legislation. Personal information may form part of meeting agendas and minutes, and therefore may be made available to members of the public at the meetings, through requests, and through the website of the Corporation of the Town of Amherstburg. Questions regarding the collection, use, and disclosure of this personal information may be directed to Town of Amherstburg, Clerk's Department.

ONTARIO HERITAGE CONFERENCE 2015:



Ontario
Heritage
Conference
Niagara 2015

For more information, please contact:
VAL O'DONNELL: telephone (905) 468-2058
e-mail: vodonnell32@gmail.com



APRIL 30 – MAY 3

NIAGARA-ON-THE-LAKE SELECTED TO HOST ONTARIO HERITAGE CONFERENCE 2015

NIAGARA-ON-THE-LAKE – The historic town of Niagara-on-the-Lake has been chosen to be the host site for the 2015 Ontario Heritage Conference. This annual Three-Day Province-Wide Annual Event consists of lectures, seminars Workshops Historic Tours, Dinners, etc. Each year The Ontario Heritage Conference is held in a different area of the Province to promote the history and heritage of the host area. The Ontario Heritage Conference will feature a range of Expert Speakers who will focus on Historic and Heritage Issues of Local and Provincial Interest with the underlying theme of the role of Heritage in Economic Development.

The Niagara Heritage Alliance was formed in 2010 as an umbrella organization to support heritage groups across the Region of Niagara. The group of volunteers quickly realized that in order to be effective in preserving Niagara's heritage they would need the experience and advice of experts in the field of heritage preservation. For this reason the N.H.A. became a branch of the Architectural Conservancy of Ontario.

When the Niagara Heritage Alliance became a branch of the Architectural Conservancy of Ontario, the Region of Niagara was asked to host the Ontario Heritage Conference of 2015.

Enrichment is one of the key issues facing the management, preservation and restoration of Niagara's built, natural and cultural heritage. Delegates can join the River Road Heritage Tour and appreciate what Sir Winston Churchill described as "the prettiest Sunday drive in the world" as well as Niagara Parks Commission sites not normally accessible to the public.

They will witness firsthand the good, the bad and the ugly of urban planning – from devastation to regeneration in Niagara. Included will be a tour of the late 1830s mansion and grounds of southern Ontario's premier school of restoration arts, Willowbank, in the Village of Queenston.

The creative adaptive reuse of Niagara's built and natural heritage not only enriches but impacts our quality of life – now and in the future.

Niagara is constantly up against the pressures of the modern world, from the impact of decay-by-apathy to the incursions of irresponsible development. In 2015, Niagara will be proud to showcase its victories and share what it's learned from its (near) losses.

The theme of "enrichment" will be used to explore well-being, education, development, identity, within the context of built, natural and cultural heritage.

Because the Region of Niagara is one of the oldest and most historic areas in Ontario, and because of its central location, about 300 members are expected to attend the 2015 Ontario Heritage Conference.



THE CORPORATION OF THE TOWN OF AMHERSTBURG
OFFICE OF CORPORATE AND COMMUNITY SERVICES

Author's Name: R.W. Sinasac	Report Date: March 6th, 2015
Author's Phone: 519 736-6500 ext. 241	Date to Council: April 13th, 2015
Author's E-mail: rsinasac@amherstburg.ca	Classification #: N/A

To: Mayor and Members of Town Council

Subject: By-law # 2015-26 –False Fire Alarm By-law

1. RECOMMENDATION:

It is recommended that:

1. The report from the Fire Chief of Amherstburg dated March 6, 2015 regarding the Fire False Alarm By-law **BE RECEIVED**; and,
2. By-law 2015-26 being a by-law to authorize the imposing of fees for false fire alarms be taken as having been read three times and finally passed and the Mayor and Clerk be authorized to sign same.

2. BACKGROUND:

The Municipal Act provides the legislative authority for municipalities to pass by-laws imposing fees or charges on any class of persons for service or activities provided or done by, or on behalf of, the municipality and for the use of municipality's property, including property under its control.

By-law 1998-87 established and regulated a town wide composite Amherstburg Fire Department (AFD) which responds to all fire related emergency calls, among many other types of emergency calls in the Municipality of Amherstburg.

The purpose of this by-law is to promote compliance and ensure properly maintained fire alarm systems. It will provide the basis for charging the fees for false alarms set maliciously or unintentionally due to malfunctioning alarms.

Within the County of Essex and the Province of Ontario as a whole many municipalities have implemented similar fire false alarm by-laws and have been very successful in their application.

3. DISCUSSION:

In the past five (5) years, the AFD has responded to 291 false fire alarm calls, whether they be system malfunctions, accidental activations or as a result of improper alarm use. In 2014 alone, the AFD responded to 65 false fire alarm calls, many of which were re-occurring calls at the same address.

Though most false fire alarms are accidental, or due to system malfunctions, which are impossible for property owners and occupants to foresee and prevent, there has been a growing number of re-occurring calls to the same address due to the malfunctions that are known and not being fixed. These re-occurring calls are preventable if those responsible for the alarms would properly maintain their systems as prescribed by the Fire Code. The AFD has seen as many as ten (10) false fire alarm calls at the same address in a single twelve (12) month period. By-law 2015-26 provides property owners with an exemption of 3 false alarm calls prior to fees being assessed for extraordinary costs incurred by the municipality.

These false fire alarms are costly to the municipality as there is no way to determine they are false without sending Fire personnel to the scene. As many as twenty (20) firefighters may arrive on scene or at the fire hall before it is identified as a false alarm by the fire department. The cost is incurred because each of these firefighters will be paid alongside the operating costs of operating AFD equipment and apparatus'. The call cost to the town can easily exceed the proposed fee in By-law 2015-26.

4. RISK ANALYSIS:

Responding to malfunctioning and malicious false fire alarms impacts emergency operations and could adversely affect AFD's ability to respond to emergencies and creates a risk to responding personnel and the public. Financially these calls continue to cost the municipality at unnecessary levels.

If this by-law is not passed, false fire alarms will continue to impact services rendered by the AFD, as well as have a large impact on the municipal budget.

The application of this by-law will allow for the increased safety of residents that live within homes or buildings that are monitored by such Fire Alarm Systems, by ensuring that the alarm system is always serviced and maintained as according to the Fire Code. It will reduce false fire alarms through prevention and may be considered as a proactive approach to addressing those property owners who neglect their fire monitoring systems.

5. FINANCIAL MATTERS:

The implementation of By-law 2015-26 will increase revenue to the Fire Department and will mitigate the costs associated with sending out firefighters to false alarms.

6. CONSULTATIONS:

The Manager of Licensing and By-law Enforcement and the Municipal Clerk were consulted on this report.

7. CONCLUSION:

The implementation of By-law 2015-26 will assist the AFD in reducing the cost of false fire alarms as a direct result of either negligence or misuse of alarms systems by property owners or property occupants. It will increase safety for all residents who are protected by such systems as well as the elimination of unnecessary calls which prevent the AFD from performing its duties in the most effective way possible.



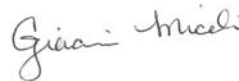
R.W. Sinasac
Fire Chief



Dave Carpenter
Director of Corporate and Community Services



Justin Rousseau
Director of Financial Services



Giovanni (John) Miceli
Chief Administrative Officer

DM

APPENDICES:

N/A

DEPARTMENTS/OTHERS CONSULTED:

Name: Nicole Rubli
Phone #: 519 736-0012 ext. 251

NOTIFICATION :

Name	Address	Email Address	Telephone	FAX

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW 2015 - 26

A By-law to Impose Fees for False Fire Alarms

WHEREAS pursuant to Section 391 of the Municipal Act, 2001, c. 25 as amended, (the “Act”), provides that a municipality and a local board may pass by-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of the municipality and for the use of municipality’s property, including property under its control;

AND WHEREAS false alarms occur which necessitate response by the Fire Department;

AND WHEREAS these false alarm responses are costly to the Fire Department and the Town of Amherstburg;

NOW THEREFORE the Council of the Town of Amherstburg **ENACTS AS FOLLOWS:**

1. DEFINITIONS

In this By-Law:

“**Council**” means the Council of the Corporation of the Town of Amherstburg;

“**False Alarm**” shall mean the activation of a Fire Alarm System or emergency system through a mechanical failure, equipment malfunction, improper use/improper installation of the system, internal or external atmosphere conditions, or failure to maintain the system as prescribed by the Fire Code being O. Reg. 388/97, under the Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4, as amended;

“**Fire Alarm System**” shall mean a combination of devices designed to warn building occupants of an emergency condition.

“**Fire Chief**” shall mean the Fire Chief appointed under subsection 6(1), (2) or (4) of the Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4, as amended or, his/her designate;

“**Fire Department**” shall mean the Town of Amherstburg Fire Department as provided for in section 2 of the Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4, as amended;

“**Occupant**” shall include:

- i) the person who is in physical possession of a building or land; or
- ii) the person who has responsibility for and control over the condition of a building or the activities carried on therein or control over persons allowed to enter the building;

“**Owner**” shall include any person who is an owner of land either jointly or in common with any other person or persons and shall include any or all of such persons;

“**Person**” means an individual, business, firm, corporation, association, partnership, or any combination thereof;

“**Property**” means a building or structure or part of a building or structure and includes the lands and premises appurtenant thereto and all mobile structures, outbuildings, fences and erections thereon, whether heretofore or hereafter erected;

“**Town**” means The Municipality of the Town of Amherstburg;

2. APPLICATION

2.1 This By-law shall apply to all Property within the jurisdiction of the Town of Amherstburg.

3. ADMINISTRATION

3.1 The Fire Chief is responsible for the administration of this By-law on behalf of the Town.

4. RESPONSIBILITIES OF OWNERS AND OCCUPANTS

4.1 Every Owner and Occupant of Property shall be responsible for the proper use, installation, maintenance and operation of any Fire Alarm System installed on or in the Property in order to ensure the prevention of False Alarms.

5. FALSE ALARM

5.1 The Fire Department will respond to three (3) False Alarms as defined herein, to any Property during a 12 month period without charge to the Property Owner/Occupant.

5.2 The Property Owner/Occupant will be required to pay the Town the prescribed fee, in accordance with Schedule “A” and User Fee By-law 2014-75 as amended, for any False Alarm responded to by the Fire Department that occurs in excess to Section 5.1.

6. FEE

6.1 The Town will deliver the invoice personally, or by regular mail to the Property address or, in the case of the Owner, to the Owner’s address as recorded on the Town’s assessment role.

6.2 If any amount payable under this By-law remains unpaid after thirty (30) days of receipt of the invoice, the Town may add such amount to the tax roll for any Property in the municipality for which all the Owners are responsible and may collect the amount in the same manner as municipal taxes or through the use of other legal means as deemed appropriate.

7. SEVERABILITY

7.1 Should any paragraph, clause or provision of the By-law be declared invalid by a court of competent jurisdiction, the same shall not affect the validity of the By-law as a whole or any part of thereof, other than the part which was declared to be invalid.

8. SHORT TITLE

8.1 This By-law may be cited as the Fire False Alarm By-law.

Read a first, second and third time and finally passed this 13th day of April, 2015.

MAYOR- ALDO DICARLO

CLERK- PAULA PARKER

SCHEDULE "A"

Cost Recovery for False Fire Alarm Responses

False Fire Alarm Fee Structure

Equipment	Staffing	Fee	Maximum Time
Pumpers	4	410.00	1 Hour
Tankers	2	410.00	1 Hour
Aerials	4	410.00	1 Hour
Rescues	4	410.00	1 Hour
Additional Personnel	1	50.00	1 Hour

Rates based on already established fees in the contractually obligated Automatic and Mutual Aid Agreement for Essex County.



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF FINANCIAL SERVICES

MISSION STATEMENT:

Author's Name: Elke Leblanc	Report Date: April 7, 2015
Author's Phone: 519 736-0012 ext. 252	Date to Council: April 13, 2015
Author's E-mail: eleblanc@amherstburg.ca	Classification #:

To: Mayor and Members of Town Council

Subject: Tax Adjustments under the Municipal Act, 2001

1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Supervisor of Revenue dated April 7, 2015, regarding Tax Adjustments under the Municipal Act, 2001, **BE RECEIVED**;
2. Council **APPROVE** the write-offs and assessment changes as presented; and,
3. By-law 2015-39, being a by-law to strike taxes from the tax roll and to adjust assessment values on properties **BE TAKEN** as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign the same.

EXECUTIVE SUMMARY:

N/A

2. **BACKGROUND:**

Tax write-offs and changes in assessment are the result of one or more of the following:

1. Application under sections 442 and 443 of the Municipal Act, R.S.O. 1990 c.45 and sections 110(17), 354(1, 2) 357, 361, 362, 364, 365, 365(1), 365(2), or 358 of the Municipal Act, R.S.O. 2001, c25.
2. Assessment Review Board decisions or Minutes of Settlement.

3. Uncollectible pursuant to s. 357, s. 100(17).

The reasons for rebate or write off are listed above; however, a more detailed description will provide greater understanding.

Request for Reconsideration (RFR): is the process used by property owners who disagree with the assessment of their property to ask for a review of their assessment. MPAC will conduct the review and provide minutes of settlement outlining the result of the review.

Amended Property Assessment Notice (APAN): corrects factual information regarding a property which results in a change to the assessment and/or classification.

Assessment Review Board (ARB): is an independent adjudicative board which hears appeals about property assessment and classification. At the hearing, all parties have the opportunity to present evidence and make arguments. The ARB hears these appeals and makes decisions based on the applicable law and the evidence presented at the hearing.

Section 357 of the Municipal Act entitles ratepayers to a property tax adjustment for the *current year and one year prior* for the following reasons:

- Property became exempt.
- Property is deemed damaged and substantially unusable due to fire, demolition or otherwise.
- Repairs or renovations prevented normal use (minimum 3 months).
- Tax classification change / change in use.
- Property became vacant or excess land.
- Mobile unit was removed.
- Gross or manifest error occurred in the preparation of the assessment roll.

Section 358 of the Municipal Act entitles ratepayers to a property tax adjustment for *two years prior* resulting from an overcharge caused by a gross manifest error in the preparation of the assessment roll that is clerical or factual in nature.

Farm Property Class Tax Rate Program (FARM): Under the Assessment Act eligible farmlands can be classed in the Farm Property Class and be taxed at 25 per cent of the municipal residential rate. The property must be assessed and valued as farmland by MPAC. The Ministry of Agriculture, Food and Rural Affairs administers the application process and is responsible for reviewing all eligibility criteria before a property can be placed in the Farm Property Class by MPAC.

Conservation Land Tax Incentive Program (CLTIP): CLTIP exempts eligible lands from the payment of property tax. This voluntary program provides an incentive for landowners to protect conservation lands by offering 100% property tax exemption on *eligible portions* of their properties for their long term commitment to the responsible planning and management of resources of privately owned conservation lands.

3. DISCUSSION:

Minutes of Settlement have been received by the Town of Amherstburg outlining changes to assessment and/or classifications resulting in reductions to property taxes. The tax reduction summary below reflects the attached listing.

Tax Adjustments – March 2015

County	35,573.54
Municipal	68,872.91
Education	34,275.00
Total	138,721.45

4. RISK ANALYSIS:

N/A

5. FINANCIAL MATTERS:

The municipal portion of the tax adjustment is \$68,872.91 and is within 2015 budget limit of \$150,000.00. The municipality includes a provision in the annual operating budget for tax adjustments.

6. CONSULTATIONS:

The Municipal Property Assessment Corporation is the governing body for property assessment in Ontario. In the event of a successful assessment appeal, they provide the municipality with the revised current value assessment to be used in the calculation of property taxes.

The Tax Clerk was involved in the processing of tax adjustments.

7. CONCLUSION:

The write-off of taxes is permitted under the Municipal Act. Property Tax Staff spends a considerable amount of time and effort ensuring each write-off is being done for legitimate reasons. The write-off of property taxes gives the Town a more accurate position of the status of the overall tax accounts of the municipality.

Elke Leblanc

Elke Leblanc
Supervisor of Revenue

Justin Rousseau

Justin Rousseau
Director of Financial Services

Giovanni Miceli

Giovanni (John) Miceli
Chief Administrative Officer

EL

APPENDICES:

Appendix A – By-Law 2015-39 and Listing of Properties Affected

DEPARTMENTS/OTHERS CONSULTED:

Name: None

Phone #:

NOTIFICATION :

Name	Address	Email Address	Telephone	FAX

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2015-39

By-law to strike taxes from the tax roll and to adjust assessment values on properties.

WHEREAS the Treasurer of the Corporation of the Town of Amherstburg has recommended to the Municipal Council that taxes on the properties set forth in Schedule 'A' attached hereto be struck from the Tax Roll and/or that the properties have assessment adjustments due to one or more of the following;

1. Application under sections 442 and 443 of the Municipal Act, R.S.O. 1990 c.45, and sections 110(17), 354(1, 2), 357, 361, 362, 365, 365(1), 365(2), or 358 of the Municipal Act, R.S.O. 2001, c.25.
2. Assessment Review Board decisions or Minutes of Settlement.
3. Uncollectible pursuant to section 357 and section 100(17).

AND WHEREAS the Council of the Corporation of the Town of Amherstburg has recommended that the said taxes be struck from the Tax Roll and/or the property assessment be adjusted.

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

1. THAT the Treasurer is hereby authorized and instructed to strike taxes from the Tax Roll and/or adjust property assessments on those properties set forth in Schedule 'A' attached hereto and declared to be a part of this By-law;
2. THAT this By-law shall come into force and take effect upon the final passing thereof.

Read a first, second and third time and finally passed this 13th day of April, 2015.

Mayor – Aldo DiCarlo

Clerk – Paula Parker

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2015-39

Appendix 'A'

Tax Reductions / Rebates Issued March 24, 2015					
Roll No.	County	Municipal	School Boards	Total	Reason
050-02200	(4,219.28)	(8,321.19)	(979.47)	(13,519.94)	RFR - Assessment Change
290-03800	(55.70)	(109.56)	(25.38)	(190.64)	RFR - Assessment Change
320-00400	(26,007.84)	(50,008.66)	(30,837.85)	(106,854.35)	ARB - Assessment and Class Change
390-05100	(4.07)	(8.02)	(1.84)	(13.93)	Section 357 - Demolition
400-02403	(81.70)	(161.13)	(37.09)	(279.92)	APAN - Assessment Change
420-11800	(250.44)	(493.90)	(113.68)	(858.02)	RFR - Assessment Change
420-17100	(125.22)	(246.95)	(56.84)	(429.01)	RFR - Assessment Change
420-72408	(45.54)	(89.81)	(20.67)	(156.02)	RFR - Assessment Change
430-05550	(131.92)	(260.18)	(59.89)	(451.99)	RFR - Assessment Change
430-10200	(711.88)	(1,403.96)	(353.59)	(2,469.43)	APAN - Classification Change
450-02700	(598.33)	(1,180.01)	(271.60)	(2,049.94)	Section 357 - Demolition
460-11600	(152.05)	(299.87)	(69.02)	(520.94)	RFR - Assessment Change
500-03300	(300.59)	(592.83)	(136.45)	(1,029.87)	Section 357 - Demolition
520-01790	(28.32)	(55.86)	(12.86)	(97.04)	FARM - Classification Change
540-00100	(1,914.29)	(3,775.33)	(868.95)	(6,558.57)	CLTIP - Classification Change
540-00180	(8.31)	(16.39)	(3.77)	(28.47)	CLTIP - Classification Change
540-00230	(20.13)	(39.68)	(9.14)	(68.95)	CLTIP - Classification Change
600-12300	(42.74)	(84.31)	(19.40)	(146.45)	Section 357 - Demolition
620-03000	(16.07)	(30.94)	(7.52)	(54.53)	Section 358 - Factual Error Correction
640-02300	(859.12)	(1,694.33)	(389.99)	(2,943.44)	FARM - Classification Change
Total	(35,573.54)	(68,872.91)	(34,275.00)	(138,721.45)	



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF FINANCIAL SERVICES

MISSION STATEMENT:

Author's Name: Justin Rousseau	Report Date: April 2, 2015
Author's Phone: 519 736-0012 ext. 259	Date to Council: April 13, 2015
Author's E-mail: jrousseau@amherstburg.ca	Classification #:

To: Mayor and Members of Town Council

Subject: April 1, 2015- April 7, 2015 Accounts Payable

1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Director of Financial Services dated April 2, 2015 regarding April 1, 2015 – April 7, 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:

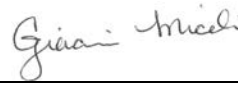
N/A

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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 : 01-Apr-2015 To 07-Apr-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 000000 WATER DEPARTMENT EXPENDITURES							
CH2MHI CH2M HILL CANADA LIMITED							
3283500				ENG SERVICES TO FEB. 27/15	279 19-Mar-2015	19-Mar-2015	
80-5-0000000-0328				ENGINEERING FEES			1,079.83
80-5-0000000-0328				ENGINEERING FEES			470.54
Department Totals :							1,550.37

DEPARTMENT 1001010 COUNCIL							
VER01 VERDI CLUB							
MARCH 26, 20 HALL RENTAL, POP, COFFEE/TEA - PUBLIC BUDGET MTG.					274 26-Mar-2015	26-Mar-2015	
10-5-1001010-0340				PUBLIC RECEPTIONS, ETC... - COUNCIL			239.00
Department Totals :							239.00

DEPARTMENT 1001020 ADMINISTRATION							
GRA18 GRAND & TOY							
H258420				COPY PAPER	274 18-Mar-2015	17-Apr-2015	
10-5-1001020-0301				OFFICE SUPPLIES			41.92
PUR01 PUROLATOR COURIER LTD							
427021936				COURIER CHARGES	274 13-Mar-2015	27-Mar-2015	
10-5-1001020-0304				POSTAGE & COURIER			4.35
STA21 STAPLES ADVANTAGE (MIS C/O T04446C							
338131820				CERTIFICATE HOLDER, FASTENERS	274 25-Mar-2015	25-Mar-2015	
10-5-1001020-0301				OFFICE SUPPLIES			46.61
Department Totals :							92.88

DEPARTMENT 1001022 CLERKS							
ZEE01 ZEE MEDICAL SERVICE COMPANY							
502-89556				REPLENISH FIRST AID KIT	274 29-Mar-2015	29-Mar-2015	
10-5-1001022-0301				OFFICE SUPPLIES			64.32
Department Totals :							64.32

DEPARTMENT 1001024 HUMAN RESOURCES							
SAF05 SAFETYCARE INC.							
59984				HEALTH & SAFETY TRAINING	274 18-Mar-2015	18-Mar-2015	
10-5-1001024-0250				HEALTH AND SAFETY - HUMAN RESOURCES			666.70
WOR07 WORKLINK SOLUTIONS							
101548				TOWN HALL ERGONOMICS	274 30-Mar-2015	30-Mar-2015	
10-5-1001024-0250				HEALTH AND SAFETY - HUMAN RESOURCES			2,521.03
Department Totals :							3,187.73

DEPARTMENT 1001025 INFORMATION TECHNOLOGY							
COG02 COGECO PAYMENT CENTRE							
MAR. 23/15				MARCH/APRIL/MAY INTERNET	274 23-Feb-2015	13-Mar-2015	
10-5-1001025-0332				INTERNET ACCESS			216.73
Department Totals :							216.73

DEPARTMENT 1008030 UNFINANCED DRAINS							
DIL03 DILLON CONSULTING							

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



AP5130 Page : 2
 Date : Apr 08, 2015 Time : 9:24 am

Vendor : ONE06 To ZUL01
 Batch : All
 Department : All

Cheque Print Date : 01-Apr-2015 To 07-Apr-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 1008030	UNFINANCED DRAINS				
136414	DRAINAGE IMPROVEMENTS		274 19-Mar-2015	19-Mar-2015	
10-1-1008030-9011	DUFOUR DRAIN IMPROVEMENTS				921.40
Department Totals :					921.40

DEPARTMENT 2010000	FIRE DEPARTMENT				
BLO05	BLONDIE CLEANERS LTD.				
2101	DRYCLEANING		274 20-Feb-2015	20-Feb-2015	
10-5-2010000-0252	UNIFORMS				9.04
GCD01	G.C. DUKE EQUIPMENT LTD				
P-88460	MOTOR REPAIR KIT		274 19-Mar-2015	19-Mar-2015	
10-5-2010000-0420	EQUIPMENT				243.04
KEL01	KEL COMMUNICATION LTD				
490526-RS	LOCAL AIRTIME, MTCE. PLUS PLAN		274 21-Nov-2014	21-Nov-2014	
10-5-2010000-0324	DISPATCHING				149.02
KEL14	KEL COM -RADIO & PUBLIC SAFETY DIVISION				
80003576	APRIL RADIO AIRTIME & PAGING EPSN		274 16-Mar-2015	26-Mar-2015	
10-5-2010000-0324	DISPATCHING				5,186.70
KEL15	KELCOM.NET O/A WINDSOR COPIER INC				
X8948795	COPY CHARGES		274 05-Mar-2015	04-Apr-2015	
10-5-2010000-0301	OFFICE SUPPLIES				54.24
M&L01	M&L SUPPLY FIRE & SAFETY - 3635112 CANADA				
137769	QUICK FIST CLAMPS		274 18-Mar-2015	18-Mar-2015	
10-5-2010000-0420	EQUIPMENT				301.31
Department Totals :					5,943.35

DEPARTMENT 2020000	POLICE DEPARTMENT				
AGR02	AGRIS CO-OPERATIVE LTD				
600020431	GASOLINE		274 25-Mar-2015	20-Apr-2015	
10-5-2020000-0401	GASOLINE				979.22
AMH41	A'BURG POLICE PETTY CASH				
MARCH 24, 20	REPLENISH PETTY CASH - MEALS, LICENCE RENWALS, MISC.		274 24-Mar-2015	24-Mar-2015	
10-5-2020000-0260	BOARD EXPENSES				38.30
10-5-2020000-0254	POLICE TRAINING				53.47
10-5-2020000-0360	MISCELLANEOUS EXPENSES				33.18
10-5-2020000-0360	MISCELLANEOUS EXPENSES				6.22
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				58.00
HER03	HERITAGE TIRE				
41254	SUMMER CHANGE OVER		274 27-Mar-2015	27-Mar-2015	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				107.35
INT27	INTEGRYS LIMITED				
SALE1015006	WARRANTY EXTENSION		274 30-Mar-2015	30-Mar-2015	
10-5-2020000-0252	UNIFORMS				2,101.80
MAR22	MARJAN'S JANITORIAL (2009) LIMITED				
690	MARCH JANITORIAL		274 31-Mar-2015	31-Mar-2015	
10-5-2020000-0318	JANITORIAL				2,287.12
MSJ01	MSJ AUTOMOTIVE SERVICE LTD				
80410	LIGHTING SYSTEM RESOLVED		274 24-Mar-2015	24-Mar-2015	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				60.41



Vendor : ONE06 To ZUL01

Batch : All

Department : All

Cheque Print Date : 01-Apr-2015 To 07-Apr-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 2020000 POLICE DEPARTMENT							
ONT03 ONT ASSOC OF CHIEFS OF POLICE							
APRIL 2015	REG. FOR T. BERTHIAUME TO TRAFFIC SEMINAR IN APRIL				274 27-Mar-2015	27-Mar-2015	
10-5-2020000-0254				POLICE TRAINING			141.25
PUR01 PUROLATOR COURIER LTD							
426988204	COURIER CHARGES				274 13-Mar-2015	12-Apr-2015	
10-5-2020000-0306				COURIER & EXPRESS			4.35
427055246	COURIER CHARGES				274 20-Mar-2015	19-Apr-2015	
10-5-2020000-0306				COURIER & EXPRESS			31.37
RAC01 RACICOT CHRYSLER							
CCCS218801	ENGINE MAKING A KNOCKING NOISE - FIXED - UNIT 306				274 24-Mar-2015	24-Mar-2015	
10-5-2020000-0402				VEHICLE & EQUIPMENT MTCE.			24.85
ZEE01 ZEE MEDICAL SERVICE COMPANY							
502-89555	REPLENISH FIRST AID KIT				274 26-Mar-2015	26-Mar-2015	
10-5-2020000-0317				BUILDING MAINTENANCE			181.01
Department Totals :							6,107.90

DEPARTMENT 2043010 BUILDING DEPARTMENT							
LAV04 LAVIN-CHITTLE MICHELLE							
MAR. 30, 2015	MILEAGE FOR MOVING FILES TO LIBRO				274 30-Mar-2015	30-Mar-2015	
10-5-2043010-0352				TRAVEL & MILEAGE			87.50
Department Totals :							87.50

DEPARTMENT 2043015 LICENSING AND ENFORCEMENT							
KEL14 KEL COM -RADIO & PUBLIC SAFETY DIVISION							
80003408	MARCH RADIO AIRTIME				274 28-Feb-2015	28-Feb-2015	
10-5-2043015-0402				VEHICLE & EQUIPMENT MAINTENANCE			237.30
80003582	ARRIL RADIO AIRTIME				274 16-Mar-2015	26-Mar-2015	
10-5-2043015-0402				VEHICLE & EQUIPMENT MAINTENANCE			237.30
Department Totals :							474.60

DEPARTMENT 3010000 PUBLIC WORKS							
ESS35 ESSEX LINEN SUPPLY LTD							
304245	TOWELS & MATS EXCHANGED				274 19-Mar-2015	19-Mar-2015	
10-5-3010000-0318				JANITORIAL			63.68
GUA01 GUARDIAN FIRE PROTECTION							
8949	FIRE ALARM REPAIRS				274 04-Mar-2015	04-Mar-2015	
10-5-3010000-0317				BUILDING MAINTENANCE			221.97
HEA01 HEATON SANITATION							
19482	PUMPING SEPTIC TANK				274 12-Mar-2015	12-Mar-2015	
10-5-3010000-0331				GENERAL MAINTENANCE			276.85
HEW02 HEWITT TODD							
MARCH 24,25/	MEALS DURING SYMPOSIUM				274 25-Mar-2015	25-Mar-2015	
10-5-3010000-0249				TRAINING			100.00
MAL01 MALDEN AUTOMOTIVE							
5294-111180	BLOWER RESISTOR UNIT 111				274 26-Mar-2015	26-Mar-2015	
10-5-3010000-0402				VEHICLE & EQUIPMENT MTCE			35.91
SHR01 SHRED-IT INTERNATIONAL ULC							



Vendor : ONE06 To ZUL01

Batch : All

Department : All

Cheque Print Date : 01-Apr-2015 To 07-Apr-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 3010000 PUBLIC WORKS					
9001287054	SHREDDING SERVICE	274	12-Mar-2015	12-Mar-2015	
10-5-3010000-0301	OFFICE SUPPLIES				50.85
STE15 STERLING FUELS					
23865	GASOLINE	274	11-Mar-2015	11-Mar-2015	
10-5-3010000-0401	GASOLINE				2,174.15
23870	CLEAR DIESEL	274	11-Mar-2015	11-Mar-2015	
10-5-3010000-0401	GASOLINE				807.45
23872	CLEAR DIESEL	274	11-Mar-2015	11-Mar-2015	
10-5-3010000-0401	GASOLINE				1,146.95
23874	MARKED DIESEL	274	11-Mar-2015	11-Mar-2015	
10-5-3010000-0401	GASOLINE				752.84
23875	CLEAR DIESEL	274	11-Mar-2015	11-Mar-2015	
10-5-3010000-0401	GASOLINE				1,024.23
TRA03 TRACTION/UAP INC. #963					
396209562	BRAKE SHOE CORE CREDIT	274	13-Mar-2015	13-Mar-2015	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				-63.28
396210000	GREASE FOR SS-1	274	20-Mar-2015	20-Mar-2015	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				229.18
396210004	REFLECTORS FOR 306	274	20-Mar-2015	20-Mar-2015	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				28.98
UNI13 UNITED ROTARY BRUSH CORPORATION OF CANADA					
C131890	REPLACEMENT BROOMS	274	19-Mar-2015	19-Mar-2015	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				763.52
Department Totals :					7,613.28
<hr/>					
DEPARTMENT 3020000 ROADS					
RCH01 R. CHITTLE WOOD PRODUCTS & SERVICES					
471	WOOD WEDGES/STAKES	274	23-Mar-2015	23-Mar-2015	
10-5-3020000-0740	TRAFFIC SIGNS				260.25
SOU03 SOUTHWESTERN SALES CORP					
IN158562	PREMIUM COLD PATCH	274	16-Mar-2015	15-Apr-2015	
10-5-3020000-0725	STREET REPAIRS & MAINT.				866.62
UND01 UNDERGROUND SPECIALTIES					
488289	CATCH BASIN COVERS	274	19-Mar-2015	19-Mar-2015	
10-5-3020000-0757	STORM SEWER CLEANING & FLUSHING				1,095.20
WAL16 WALKER AGGREGATES INC.					
254318	STONE	274	14-Mar-2015	14-Mar-2015	
10-5-3020000-0715	STONE				347.08
Department Totals :					2,569.15
<hr/>					
DEPARTMENT 3030000 WINTER CONTROL					
JEF01 JEFF SHEPLEY EXCAVATING LTD					
9569	DELIVERY OF SALT	274	16-Mar-2015	16-Mar-2015	
10-5-3030000-0710	WINTER CONTROL				354.82
K&S01 K&S WINDSOR SALT LTD.					
5300183305	BULK SAFE-T-SALT	274	02-Mar-2015	02-Mar-2015	
10-5-3030000-0710	WINTER CONTROL				7,952.02



Vendor : ONE06 To ZUL01

Batch : All

Department : All

Cheque Print Date : 01-Apr-2015 To 07-Apr-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 3030000	WINTER CONTROL						
Department Totals :							8,306.84

DEPARTMENT 4010000	SANITARY SEWERS						
CH2MHI	CH2M HILL CANADA LIMITED						
3283500	ENG SERVICES TO FEB. 27/15				279 19-Mar-2015	19-Mar-2015	
10-5-4010000-0328				ENGINEERING FEES			470.54
10-5-4010000-0328				ENGINEERING FEES			6,273.86
10-5-4010000-0328				ENGINEERING FEES			5,582.98
10-5-4010000-0328				ENGINEERING FEES			470.54
Department Totals :							12,797.92

DEPARTMENT 4012006	SANITARY SEWER CAPITAL - 2006						
CH2MHI	CH2M HILL CANADA LIMITED						
3283499	ENG SERVICES TO FEB. 27/15				279 19-Mar-2015	19-Mar-2015	
40-7-4012006-0056				AWWTP - ABURG WASTEWATER PLANT & ENV. AS			25,414.04
Department Totals :							25,414.04

DEPARTMENT 4012009	WASTEWATER CAPITAL - 2009						
ONT13	ONTARIO CLEAN WATER AGENCY						
INV000075235	PUMP SUPPLY				279 25-Feb-2015	25-Feb-2015	
40-7-4012009-0016				REPLACE SEWAGE PUMPS PS4			10,282.90
Department Totals :							10,282.90

DEPARTMENT 4012011	WASTEWATER CAPITAL - 2011						
CH2MHI	CH2M HILL CANADA LIMITED						
3283499	ENG SERVICES TO FEB. 27/15				279 19-Mar-2015	19-Mar-2015	
40-7-4012011-0003				AMHERST. PCP PS NO.2 UPGRADE			950.89
Department Totals :							950.89

DEPARTMENT 4012013	WASTEWATER CAPITAL						
CH2MHI	CH2M HILL CANADA LIMITED						
3283500	ENG SERVICES TO FEB. 27/15				279 19-Mar-2015	19-Mar-2015	
40-7-4012013-0003				NEW FORCEMAIN & PUMP STATION			2,117.43
40-7-4012013-0006				MCGREGOR INFLOW & INFILTRATION			4,313.29
Department Totals :							6,430.72

DEPARTMENT 4017720	MCGREGOR SEWERS						
ONT13	ONTARIO CLEAN WATER AGENCY						
INV000075222	CAPTURE MUSKRATS				279 25-Feb-2015	25-Feb-2015	
10-5-4017720-0612				MAINTENANCE ITEMS - OCWA			456.39
INV000075308	BACKFLOW TESTING				279 27-Feb-2015	27-Feb-2015	
10-5-4017720-0612				MAINTENANCE ITEMS - OCWA			128.73
Department Totals :							585.12

DEPARTMENT 4017730	EDGEWATER SEWERS						
ONT13	ONTARIO CLEAN WATER AGENCY						
INV000075047	FEBRUARY CALL-INS				279 25-Feb-2015	25-Feb-2015	



Vendor : ONE06 To ZUL01

Batch : All

Department : All

Cheque Print Date : 01-Apr-2015 To 07-Apr-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	4017730	EDGEWATER SEWERS			
10-5-4017730-0613		OCWA UNEXPECTED ITEMS			85.50
INV000075233		PUMP STATION REPAIRS	279	25-Feb-2015	25-Feb-2015
10-5-4017730-0755		SEWER CLNG. & MAINT.			2,259.58
INV000075234		BACKFLOW TESTING	279	25-Feb-2015	25-Feb-2015
10-5-4017730-0612		OCWA MAINTENANCE ITEMS			128.73
Department Totals :					2,473.81

DEPARTMENT	4017740	AMHERSTBURG SEWERS			
MAR22		MARJAN'S JANITORIAL (2009) LIMITED			
694		MARCH JANITORIAL	279	31-Mar-2015	31-Mar-2015
10-5-4017740-0613		OCWA UNEXPECTED ITEMS			1,469.00
ONT13		ONTARIO CLEAN WATER AGENCY			
INV000075049		FEBRUARY CALL-INS	279	25-Feb-2015	25-Feb-2015
10-5-4017740-0613		OCWA UNEXPECTED ITEMS			1,670.00
INV000075237		MAIN GATE REPAIRS	279	25-Feb-2015	25-Feb-2015
10-5-4017740-0612		OCWA MAINTENANCE ITEMS			698.64
INV000075238		BIOREACTOR DO ANALYZER	279	25-Feb-2015	25-Feb-2015
10-5-4017740-0612		OCWA MAINTENANCE ITEMS			970.82
INV000075239		BACKFLOW TESTING	279	25-Feb-2015	25-Feb-2015
10-5-4017740-0612		OCWA MAINTENANCE ITEMS			1,685.14
INV000075240		STORM WATER SAMPLING	279	25-Feb-2015	25-Feb-2015
10-5-4017740-0612		OCWA MAINTENANCE ITEMS			98.30
INV000075262		GAS MONITOR CALIBRATION	279	25-Feb-2015	25-Feb-2015
10-5-4017740-0612		OCWA MAINTENANCE ITEMS			1,703.77
Department Totals :					8,295.67

DEPARTMENT	4017750	BIG CREEK RBC SEWER			
ONT13		ONTARIO CLEAN WATER AGENCY			
INV000075044		FEBRUARY CALL-INS	279	25-Feb-2015	25-Feb-2015
10-5-4017750-0613		OCWA UNEXPECTED ITEMS			422.50
INV000075227		BACKFLOW TESTING	279	25-Feb-2015	25-Feb-2015
10-5-4017750-0612		OCWA MAINTENANCE ITEMS			128.73
INV000075228		PURCHASE BULBS	279	25-Feb-2015	25-Feb-2015
10-5-4017750-0612		OCWA MAINTENANCE ITEMS			1,011.97
INV000075260		GAS MONITOR CALIBRATION	279	25-Feb-2015	25-Feb-2015
10-5-4017750-0612		OCWA MAINTENANCE ITEMS			53.72
Department Totals :					1,616.92

DEPARTMENT	4017755	MCLEOD SBR SEWER			
HEA01		HEATON SANITATION			
19322		PUMP OUT LOADS OF SEWAGE	279	27-Feb-2015	27-Feb-2015
10-5-4017755-0612		OCWA MAINTENANCE ITEMS			2,305.20
ONT13		ONTARIO CLEAN WATER AGENCY			
INV000075225		BACKFLOW TESTING	279	25-Feb-2015	25-Feb-2015
10-5-4017755-0612		OCWA MAINTENANCE ITEMS			514.90
INV000075226		PURCHASE UV BULBS	279	25-Feb-2015	25-Feb-2015
10-5-4017755-0612		OCWA MAINTENANCE ITEMS			3,651.57
INV000075259		GAS MONITOR CALIBRATION	279	25-Feb-2015	25-Feb-2015



Vendor : ONE06 To ZUL01

Batch : All

Department : All

Cheque Print Date : 01-Apr-2015 To 07-Apr-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 4017755	MCLEOD SBR SEWER				
10-5-4017755-0612	OCWA MAINTENANCE ITEMS				53.72
Department Totals :					6,525.39

DEPARTMENT 4017760	BOBLO SEWER				
ONT13	ONTARIO CLEAN WATER AGENCY				
INV000075045	FEBRUARY CALL-INS	279	25-Feb-2015	25-Feb-2015	
10-5-4017760-0613	OCWA UNEXPECTED ITEMS				417.50
INV000075229	BACKFLOW TESTING	279	25-Feb-2015	25-Feb-2015	
10-5-4017760-0612	OCWA MAINTENANCE ITEMS				128.73
INV000075230	PURCHASE BULBS	279	25-Feb-2015	25-Feb-2015	
10-5-4017760-0612	OCWA MAINTENANCE ITEMS				1,636.88
INV000075261	GAS MONITOR CALIBRATION	279	25-Feb-2015	25-Feb-2015	
10-5-4017760-0612	OCWA MAINTENANCE ITEMS				53.72
Department Totals :					2,236.83

DEPARTMENT 7017000	PARKS MAINTENANCE				
GRE02	GREAT LAKES SAFETY PRODUCTS				
260299	HYDROGEN PEROXIDE, EAR PLUGS, TAPE BARRICADE, ETC.	274	24-Mar-2015	24-Mar-2015	
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				535.03
KEL14	KEL COM -RADIO & PUBLIC SAFETY DIVISION				
80003577	APRIL RADIO AIRTIME	274	16-Mar-2015	26-Mar-2015	
10-5-7017000-0404	RADIO AIR TIME				632.80
80003581	APRIL RADIO AIRTIME	274	16-Mar-2015	26-Mar-2015	
10-5-7017000-0404	RADIO AIR TIME				79.10
MAL01	MALDEN AUTOMOTIVE				
5294-111049	FUEL FILTER FOR PG-2	274	23-Mar-2015	23-Mar-2015	
10-5-7017000-0402	VEHICLE & EQUIPMENT MAINTENANCE PARKS				6.71
5294-111065	OIL FILTER FOR PG-2	274	24-Mar-2015	24-Mar-2015	
10-5-7017000-0402	VEHICLE & EQUIPMENT MAINTENANCE PARKS				12.55
5294-111067	SPARK PLUGS	274	24-Mar-2015	24-Mar-2015	
10-5-7017000-0402	VEHICLE & EQUIPMENT MAINTENANCE PARKS				36.16
5294-111089	SPARK PLUG FOR PG-2	274	24-Mar-2015	24-Mar-2015	
10-5-7017000-0402	VEHICLE & EQUIPMENT MAINTENANCE PARKS				6.37
5294-111131	FUEL FILTER FOR PARKS EQUIPMENT	274	25-Mar-2015	25-Mar-2015	
10-5-7017000-0402	VEHICLE & EQUIPMENT MAINTENANCE PARKS				13.42
5294-111211	OIL FILTERS FOR PG-33	274	26-Mar-2015	26-Mar-2015	
10-5-7017000-0402	VEHICLE & EQUIPMENT MAINTENANCE PARKS				21.27
VEH01	VEHICLE VENTURE				
166803	REPAIR PARTS FOR PG-2	274	25-Mar-2015	25-Mar-2015	
10-5-7017000-0402	VEHICLE & EQUIPMENT MAINTENANCE PARKS				480.53
Department Totals :					1,823.94

DEPARTMENT 7017300	LIBRO				
ZAM01	ZAMBONI COMPANY LTD				
084330	EDGER REPAIRS	274	17-Mar-2015	17-Mar-2015	
10-5-7017300-0402	VEHICLE & EQUIPMENT MTCE.				136.68
ZEE01	ZEE MEDICAL SERVICE COMPANY				
502-89548	REPLENISH FIRST AID KITS	274	24-Mar-2015	24-Mar-2015	

Council/Board Report By Dept-(Computer)



Vendor : ONE06 To ZUL01

Batch : All

Department : All

Cheque Print Date : 01-Apr-2015 To 07-Apr-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 7017300	LIBRO				
10-5-7017300-0250	HEALTH AND SAFETY				531.15
Department Totals :					667.83

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 7027510	AMHERSTBURG LIBRARY				
SAV06 SAVARIA SIS					
IN0000000130 HALOGEN BULB REPLACED		274	19-Mar-2015	19-Mar-2015	
10-5-7027510-0317	BUILDING MAINTENANCE				25.99
WIG01 WIGLE HOME HARDWARE BUILDING CENTRE					
83579 SUBMERSIBLE PUMP		274	27-Mar-2015	27-Mar-2015	
10-5-7027510-0317	BUILDING MAINTENANCE				180.79
Department Totals :					206.78

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				
ONT165 2107695 ONTARIO INC O/A A SIGN 4 SUCCESS					
1093 RACK CARD		274	16-Mar-2015	20-Mar-2015	
10-5-8020000-0307	ADVERTISING				226.00
TOU04 TOURISM WINDSOR ESSEX PEELEE ISLAND					
1932 ONE QUARTER PAGE IN TWEPI VISITOR GUIDE		274	03-Mar-2015	03-Mar-2015	
10-5-8020000-0307	ADVERTISING				1,802.35
Department Totals :					2,028.35

Computer Paid Total : 119,712.16

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



Vendor : ONE06 To ZUL01

Batch : All

Department : All

EFT Paid Date : 01-Apr-2015 To 07-Apr-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#13(2015) DEDUCTIONS - FULL TIME W/ENDING MAR. 21/15		232	21-Mar-2015	21-Mar-2015	
10-2-0000000-1141	A/P - PAYROLL DED. - INC.				31,160.87
10-2-0000000-1142	A/P - PAYROLL DED. - CPP				14,432.64
10-2-0000000-1143	A/P - PAYROLL DED. - E.I.				6,289.75
PP#13(2015)RF DEDUCTIONS - PART TIME W/ENDING MAR. 21/15		232	21-Mar-2015	21-Mar-2015	
10-2-0000000-1143	A/P - PAYROLL DED. - E.I.				866.83
10-2-0000000-1142	A/P - PAYROLL DED. - CPP				1,934.38
10-2-0000000-1141	A/P - PAYROLL DED. - INC.				3,376.92
Department Totals :					58,061.39

EFT Paid Total : 58,061.39

Total Unpaid for Approval :	0.00
Total Manually Paid for Approval :	0.00
Total Computer Paid for Approval :	119,712.16
Total EFT Paid for Approval :	58,061.39
Grand Total ITEMS for Approval :	<u>177,773.55</u>



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF ENGINEERING AND PUBLIC WORKS

MISSION STATEMENT:

Author's Name: Todd Hewitt	Report Date: March 19, 2015
Author's Phone: 519 736-3664 ext. 313	Date to Council: April 13, 2015
Author's E-mail: thewitt@amherstburg.ca	Classification #: N/A

To: Mayor and Members of Town Council

Subject: Amherstburg Water Treatment Plant Clarifier Cover Engineering Recommendation

1. RECOMMENDATION:

It is recommended that:

1. The report from the Manager of Engineering and Operations dated March 19, 2015, regarding the Amherstburg Water Treatment Plant Clarifier Cover Engineering Recommendation **BE RECEIVED**;
2. An agreement with CIMA Canada Inc. to provide the engineering services required to complete the Amherstburg Water Treatment Plant Clarifier Cover at a cost of \$68,166 (excluding H.S.T.). **BE AUTHORIZED**;
3. The Director of Financial Services **BE DIRECTED** to fund the engineering services of CIMA Canada Inc from a pre-commitment of \$18,166 in the 2015 Water budget in addition to the \$50,000 approved in the 2014 Water budget; and,
4. By-law 2015-33 being a by-law to enter into an agreement with CIMA Canada Inc. to provide engineering services required to complete the Amherstburg Water Treatment Plant Clarifier Cover 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:**

The Amherstburg Water Treatment Plant has an open air clarifier that is an essential part of the process for producing potable water. The 2011 Ministry of Environment (MOE) inspection indicated the following in the inspection summary:

“The upflow solids contact clarifier is subject to excessive floe carryover during adverse wind, and to the deposit of airborne contaminants.”

The 2011 MOE inspection included the following recommendation:

“It is recommended that the owner contract the services of a qualified engineer to review the concerns above and develop a long-term strategy in conjunction with the owner to: Eliminate the potential impact of airborne contaminants and adverse weather conditions on the upflow clarifier.”

The 2014 MOE inspection included the following finding in the inspection summary:

“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.”

This resulted in the Town’s only non-compliance in the 2014 MOE report:

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.”

3. **DISCUSSION:**

On February 7, 2015 the Town advertised on MERX and the Town website for proposals to provide engineering services for the Amherstburg Water Treatment Plant Clarifier Cover. The Proposals closed on March 3, 2015 with the Town receiving 4 proposals. Two of the proposals were rejected due to fact they did not meet the minimum submission requirements. This left 2 proposals to be evaluated by the committee.

The evaluation committee consisted of the Manager of Engineering and Operations, the Manager of Environmental Services, the Manager of Municipal Governance and the

Manager of Special Projects. Each individual ranked the proposals separately then the committee met to discuss the proposals and determine the successful proponent. After review it was agreed by all 4 members of the committee that CIMA Canada Inc. provided the best proposal that incorporated all the key components based on the evaluation criteria.

The proponents were ranked as shown below:

<u>Proponent</u>	<u>Ranking</u>
CIMA Canada Inc.	Highest
SBM (Strik Baldinelli Moniz)	Second highest
OCWA	Did not comply with minimum requirements
CH2MHill	Did not comply with minimum requirements

4. RISK ANALYSIS:

MOE inspections have recommended that the Town ‘eliminate the potential impact of airborne contaminants and adverse weather conditions on the upflow clarifier’. The installation of the clarifier cover will address this recommendation. The approval of funding for the engineering and subsequent approval of funding for the installation of the clarifier cover will start to address the MOE non-compliance with respect to the inclusion of the installation of the clarifier cover and other projects in subsequent budgets.

5. FINANCIAL MATTERS:

The proposed fee CIMA Canada Inc. has provided is \$68,166 (excluding H.S.T.). The capital portion of the 2014 Water budget included \$50,000 to cover a portion of the Engineering component of the project. The 2015 Water budget includes \$400,000 to cover the remainder of the engineering cost and the cost to construct the clarifier cover. As the 2015 Water budget has not been approved at this time administration is requesting that Council pre-commit \$18,166 to ensure the engineering component of the project is completed. As this project progresses additional reports will be taken to Council for approval.


6. CONSULTATIONS:

N/A


This section left blank intentionally

7. CONCLUSION:

The CIMA proposal will provide for the engineering services required to complete the installation of the clarifier cover. The completion of the clarifier cover installation will allow the Town to address an outstanding recommendation from the MOE.



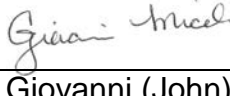
Todd Hewitt
Manager of Engineering and Operations



Antonietta Giofu
Director of Engineering and Infrastructure



Justin Rousseau
Director of Financial Services



Giovanni (John) Miceli
Chief Administrative Officer

TH

APPENDICES:
By-law 2015-033
Agreement – Engineering Services for Clarifier Cover at the Amherstburg Water Treatment Plant

DEPARTMENTS/OTHERS CONSULTED:
Name: N/A
Phone #:

NOTIFICATION :				
Name	Address	Email Address	Telephone	FAX

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2015-033

By-law to enter into a contract with CIMA for the Engineering Services for the Amherstburg Water Treatment Plant Clarifier Cover

WHEREAS under Section 9 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 8(1) of the Municipal Act 2001, S.O., 2001, c. 25, as amended, 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 deems it expedient to enter into a contract with CIMA for the Engineering Services for the Amherstburg Water Treatment Plant Clarifier Cover

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 contract with CIMA Canada Inc in the amount of Sixty Eight Thousand, one hundred and sixty six dollars (\$ 68,166) excluding H.S.T. 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 Town of Amherstburg.
3. 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 13th day of April, 2015.

MAYOR – ALDO DICARLO

MUNICIPAL CLERK – PAULA PARKER

THIS AGREEMENT made in triplicate this 13 day of April, 2015

BETWEEN THE CORPORATION OF THE TOWN OF AMHERSTBURG

(hereinafter called the Corporation) of the first part.

AND

CIMA CANADA INC.

(hereinafter called the Contractor) of the second part.

WHEREAS the Corporation is desirous that certain works should be designed for the implementation of:

ENGINEERING SERVICES FOR CLARIFIER COVER AT THE AMHERSTBURG WATER TREATMENT PLANT

In the Town of Amherstburg and has accepted a Proposal by the Proponent for this purpose.

NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

The Proponent hereby covenants and agrees to provide and supply at his expense, all and every kind of labour and materials for, and to undertake and complete in strict accordance with his Proposal dated the:

2nd day of March, 2015

And the Proponent Documents (consisting of the contents and requirements for this Proposal, including all modifications thereof and incorporated in the said documents before their execution) prepared by the Town of Amherstburg and all of which said documents are annexed hereto and form part of this Agreement to the same extent as fully embodied herein, the construction of the above noted works for the sum of:

Sixty Eight Thousand, one hundred and sixty six dollars (\$ 6 8 , 1 6 6) excluding H.S.T.

The Proponent further covenants and agrees to undertake and complete the said work in a proper workmanlike manner under the supervision and direction and to the entire satisfaction of the Town of Amherstburg Engineering and Public Works Department, within the specified time in his Quotation.

The Proponent further covenants and agrees that he will at all times, indemnify and save harmless, the Corporation of the Town of Amherstburg along with their respective officers, servants and agents, from and against all loss and damages whatsoever which may be made or brought against the above listed by reason or in consequence of the non-execution of negligent execution thereof by the Proponent, its servants, agents or employees.

The Corporation hereby covenants and agrees that if the said Work is duly and properly executed and materials are provided as aforesaid, and if the said Proponent carries out, performs and observes all of the requirements and conditions of this Agreement, the Corporation will pay to the Proponent the price set forth in his Quotation, such payment or payments to be made in accordance with the provisions of the General Conditions of the Contract to above.

This Agreement and everything herein contained shall endure to the benefit of and be binding upon the parties hereto, their heirs, executors, administrators, successors and assigns, respectively.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their Corporate Seals, if any, duly attested by the signature of their proper officers in that behalf, respectively.

WITNESS AS TO SIGNATURE OF
PROPONENT

Proponent's Signature and Seal

Proponent's Name

Proponent's address

CORPORATION OF THE TOWN OF AMHERSTBURG

WITNESS AS TO SIGNATURE OF
CORPORATION

Aldo DiCarlo, Mayor

Paula Parker, Clerk

APPENDICES:
CIMA Canada Proposal

Town of Amherstburg

**ENGINEERING SERVICES FOR
CLARIFIER COVER AT THE
AMHERSTBURG WATER TREATMENT PLANT
PWD-WM-12-014**



Partners in excellence

**236 Victoria Street North, Suite 301
Kitchener, Ontario
N2H 5C8**

Canada

Phone: (519) 772-2299

Fax: (519) 772-2298

www.cima.ca

March 3, 2015

TP15008

March 02, 2015

Town of Amherstburg – Town Hall (Upper Level)
271 Sandwich Street South
Amherstburg, Ontario
N9V 2A5

Attention : Karen Jacques, Manager of Special Projects

Dear Ms. Jacques :

**RE: ENGINEERING SERVICES FOR CLARIFIER COVER
AT THE AMHERSTBURG WATER TREATMENT PLANT
PWD-WM-12-014**

We are pleased to submit three (3) copies of our technical proposal to the Town of Amherstburg to provide Engineering Services for the Clarifier Cover at the Amherstburg Water Treatment Plant. Also attached, please find one (1) copy each of the completed Forms P1, P2, P3 and P4 as requested in the Terms of Reference.

CIMA has assembled a fully qualified and experienced team to undertake this project. The CIMA team is currently providing engineering services for similar projects for a number of other municipalities and this has enabled us to establish deep understanding of the requirements of the Project.


CIMA has carefully reviewed the scope of the project as outlined in the Terms of Reference and confirms that CIMA has no real or perceived conflict of interest which would impact the performance of our duties.

We are confident that our team can provide the wide range of expertise required to ensure that this project is undertaken, managed and completed to ensure that the objectives of the project are achieved to the benefit of the Town.

Our team would welcome the opportunity to provide the Town of Amherstburg with exceptional services on this project and we look forward to a favourable response to our proposal.

Sincerely,

CIMA Canada Inc.


Tom Montgomery, P. Eng.
Partner, Vice President, Infrastructure
tom.montgomery@cima.ca

SW:vd
Encl.

TP15008-P70-150302-L-Cover Letter.docx

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List of Appendices

Appendix 1 – Corporate Profile

Appendix 2 – Resumes of Key Staff



1. Introduction

1.1 Background

The Town of Amherstburg is located in southwestern Ontario, approximately 30 km southwest of Windsor. The Amherstburg Water Treatment Plant (WTP) services the urban distribution system and has an existing outdoor clarifier. The Town is seeking to procure Engineering Services to design and develop Contract Documents for the supply and installation of a new cover for the clarifier. CIMA Canada Inc. is pleased to submit this proposal in response to the Town's Request for Proposal (PWD-WM-12-014).

1.2 Objectives

The primary objective of this project is to provide engineering services for the design, tendering and contract administration for a new cover on the existing outdoor clarifier at the Amherstburg WTP. Key components of the work scope include:

1. Complete an evaluation of alternative cover designs and materials to select the preferred cover.
2. Complete the necessary design drawings and specifications to allow performance-based tendering for the supply and installation of the new cover.
3. Provide tender period assistance, tender analysis and recommendations for award of a contract to the preferred contractor.
4. Provide contract administration and part time site inspection services, along with discipline lead specialty inspections as well as shop drawing review, contractor correspondence (CO, RFQ, RFI, etc.), and monthly payment certificates.
5. Provide post-construction services including record drawings and warranty period assistance.

2. Project Team and Experience

CIMA Canada Inc. proposes to be responsible to the Town of Amherstburg for project management, preliminary and detailed design, construction and commissioning services.

CIMA is a multidisciplinary, employee-owned Canadian engineering firm that was incorporated in 1990. The firm has more than 2,000 staff with 33 offices across Canada and internationally, and offers a full range of services in the areas of water and wastewater engineering, environment, energy and transportation. All of CIMA's offices are ISO 9001 certified. **Appendix 1** provides CIMA's corporate profile information. Additional corporate information on CIMA can be found at www.cima.ca.

CIMA ranks among North American leaders in all of its service areas as a result of providing a high level of service, and due to achievements in delivering conventional and leading-edge solutions. Over the years, CIMA's innovation, quality and service have been recognized through numerous engineering awards. The company has also been recognized as a Platinum Member as one of Canada's 50 Best Managed Private Companies and the 4th Best Employer in Canada in 2013.

CIMA is a privately owned Canadian company, and has developed a business plan to grow significantly across Canada, and particularly, in Ontario, with a goal to be more than 700 employees across all discipline lines by 2021. To fulfill this commitment, CIMA has grown to be more than 100 in Ontario in the last 5 years. We have an established municipal water, wastewater and infrastructure business line, and provide these services from our offices in Kitchener, Toronto, Burlington, Bowmanville and Ottawa. Our Ontario water business group provides full capability in detailed design and construction services. That group is led by industry recognized water and wastewater experts, all of whom have worked on many projects across Ontario over the last 15+ years, including projects in the towns of Amherstburg, Tecumseh, and Essex.

CIMA's major clients in Ontario include the Regions of York, Halton, Niagara, Peel and Waterloo, City of Hamilton, as well as Powerstream, Ministry of Transportation and Hydro One. This project will be led from our Kitchener office, which is CIMA's hub for servicing south-western Ontario. CIMA is currently working for the Town of Amherstburg's solicitors to provide expert opinion statements related to claims resulting from two significant storm/sewage basement flooding events.



2.1 Project Team

Figure 1 shows the key personnel of our proposed project team to deliver this important project. Detailed resumes of our project team members are presented in **Appendix 2**.

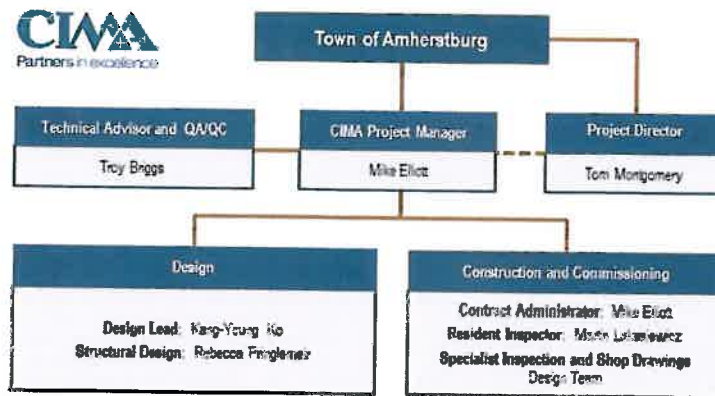


Figure 1 Project Team

2.1.1 Project Management Team

Project Manager – Mike Elliott, P.Eng.: will be the Town's primary liaison on this project, responsible for the day-to-day management of the project including all aspects of delivery, schedule and budget tracking. In addition, Mike will be the overall manager, leading discipline coordination and will continue to administer the contract during the construction phase of the project. Mike is well qualified for this role with **16 years' experience** and having successfully managed dozens of water supply and treatment projects. Some recent examples of projects that involved performance based contract work at water facilities include the Alton and Mono Mills Standpipe repairs (Peel), Chatham Elevated Tank rehabilitation (Chatham-Kent), West Park Heights Tank Upgrade (York), Midland Bolted Steel tank (Midland), Cainsville Elevated Tank (Brant) and many others. These projects involved the development, administration and QC of performance-driven design drawings and specifications similar to that envisioned for this project and all were successfully completed, tested, disinfected and brought into service. Mike is particularly good at preparing contract documents and designs that are well thought-out and constructable, resulting in minimal extra costs to the client.

Mike has also received PMBOK training for PMP, and is fully aware that schedule, budget and scope are intertwined, and if not properly addressed, impact the success of a project. He is also acutely aware of how important communication is to all individuals or groups involved in a project including outside stakeholders and is fully prepared to complete the necessary tasks to ensure proper and open communication.

As Vice President of CIMA's Water and Wastewater group, and very familiar to the Town, **Tom Montgomery, P.Eng.**, will act as **Project Director**. Tom brings **over 30 years** of experience in the water and wastewater industry. In this role, he will monitor the progress of the project through regular reviews with Mike, and also contact the Town's project manager on a regular basis to ensure

that you are satisfied, and that the services CIMA is providing meet or exceed the Town's expectations for quality, performance and delivery throughout the project.

Technical Advisor and Quality Control (QC) Manager – Troy Briggs: Troy will be technical advisor and QA/QC manager, responsible for final technical review of all deliverables, coordinating QC review from each engineering discipline, and maintaining QC records as required to meet CIMA's ISO 9001 standard. With **over 20 years** of design experience including full discipline coordination, Troy is well qualified for this role. Troy also brings extensive experience relating to tank covers as can be seen by the long project list on his resume. While most recent applications are for odour control at wastewater facilities (including circular and rectangular tanks), all of the same design considerations apply to the new clarifier cover at Amherstburg WTP including material selection for long-term durability and providing a water-tight design. Troy is currently the Project Manager for the Preston WWTP Odour Control Upgrades, which included development of a performance-driven specification for the procurement of four (4) 15.3 m diameter circular primary clarifier covers.

2.1.2 Key Leads

Cover Design Lead – Kang-Young Ko, M.Eng., P.Eng.: Young will lead the assessment of cover options and the development of detailed design drawings, specifications and tender documents. With **over 20 years** of design experience including full discipline coordination, Young is well qualified for this role. He recently completed the detailed design and contract documents for procurement of new circular clarifier covers at the Preston WWTP and numerous retrofits to existing facilities across Ontario, including the design and construction of \$110 million dollar Waterloo WWTP upgrade, Kitchener WWTP Tertiary Treatment Upgrades (\$30M), G.E. Booth WWTP aeration tank expansion, and the Preston WWTP anaerobic digester upgrades. These projects required significant attention to detail to ensure that existing conditions are properly reflected in the contract documents and specifications. The lessons-learned from these projects has been used to develop our comprehensive approach described in Section 3 of this proposal.

Lead Structural Engineer – Rebecca Pringlemeir, P.Eng.: Rebecca will lead the structural modifications required for this project. She will work with Young to develop the performance-driven specifications to ensure that all Ontario specific design criteria is included, such as wind loads, snow loads, seismic considerations, etc. She will also verify that all attachment anchors allow for adequate movement of the cover structure under design conditions without damaging the existing concrete walls of the clarifier (i.e., thermal expansion, snow compression loads, etc.). With more than **16 years** of experience, she has developed a specialized expertise in large civil structural engineering projects, pre-cast concrete, reinforced concrete design, liquid retaining structures and chemically resistant coating systems. Her experience includes being lead structural designer on over 25 treatment facilities, reservoirs and pumping stations throughout Ontario. Most recently, Rebecca was the structural lead for the new circular primary clarifier covers at the Preston WWTP.



Inspector – Martin Lukasiewicz, EIT: Martin will be responsible for the part time inspection of the site and liaison with the contractor and Town staff. Martin has **over 7 years** of experience in site inspection and contract administration assistance. Recent work includes the Chatham Elevated Tank rehabilitation, construction of the North Bolton Elevated Tank, construction and commissioning of the Ailsa Craig WWTP expansion, and construction of pumping stations and forcemains in Huron Park and Crediton. Martin’s primary role will be to inspect all work to ensure it meets quality expectations and contract specifications, and to work closely with Town operations staff and the contractor to fully plan for and coordinate points of interface. He will monitor progress and investigate any claims of changed conditions to assist in review of any potential contractor claims, and will monitor contractor record drawing mark-ups for accuracy.

2.2 Relevant Project Experience

Table 1 presents relevant project experience for CIMA’s team proposed for this project. Additional project details can be found after **P-3 and P-4** forms. Although the projects listed in Table 1 are for WWTP clarifiers, the design and contract document preparation is similar – with the noted exception that a wastewater clarifier cover is in a more aggressive environment. Therefore our team knows how to design and performance specify requirements and details that produce superior life cycle results.

Table 1 Relevant Project Experience

Project and Client	Description	Capacity (ML/d)	CIMA Staff Involved	Value (\$million)	Year
Preston WWTP Odour Control Upgrades, Region of Waterloo	Four (4) new 15.3 m diameter clarifier covers, complete with ducting and new odour control system.	16.8	T. Briggs, Kang-Young Ko, R. Pringlemeir	\$3M	2014
Georgetown WWTP Upgrades, Region of Halton	Engineered removable grit tank covers and new 2,000 m ³ /h GAC unit for grit tanks	20	T. Briggs, M. Khinich-Kreynin, R. Pringlemeir,	\$2.5M	2014
Ailsa Craig WWTP, Municipality of North Middlesex	New biosolids storage tank c/w aluminum geodesic dome cover and new extended aeration WWTP	1.2	T. Briggs, K. Ko, B. Sudic, M. McBride	\$8M	2007
Kitchener WWTP Tertiary Upgrades, Region of Waterloo	New tertiary treatment facility including removable structurally supported covers	122	T Briggs, K. Ko, R. Pringlemeir	\$25	2014
Chatham Elevated Tank Rehabilitation, Chatham PUC	Rehabilitation of the existing Chatham Elevated tank including new coatings, and miscellaneous health and safety upgrades.	4.5 ML	Mike Elliott, Martin Lukasiewicz	\$1.8	2014
Alton and Mono Mills standpipe rehabilitation	Rehabilitation of Alton and Mono Mills standpipes including reinforcement of the roof for an antenna support structure, and health and safety upgrades.	2.2 and 2.7 ML	Mike Elliott	\$2.1	2013/14



2.3 Client References

CIMA team members, led by our project manager Mike Elliott and technical advisor Troy Briggs, have demonstrated their commitment to meeting the expectations of all our clients in terms of work product quality, budget and schedule on recent CIMA projects. We encourage the Town to contact our additional references regarding our team performance:

- + Mr. Moorthy Darmalingum, Senior Project Manager for Preston WWTP Upgrades, (519) 575-4757 x3561, mdarmalingum@regionofwaterloo.ca
- + Mr. Matt Holliday, Project Manager for the Georgetown WWTP Odour Control Upgrades, Halton Region, (905) 825-6000 ext. 7322, matt.holliday@halton.ca
- + Mr. Andrew Galloway, Project Manager for the Chatham Elevated Tank Rehabilitation and Improvements project, Chatham-Kent Public Utilities Commission, (519) 436-0119 x313, andrewg@chatham-kent.ca
- + Jaime Acosta, Project Manager for the Alton and Mono Mills Rehabilitation project, Region of Peel, (905) 791-7800 x7922, Jaime.Acosta@peelregion.ca



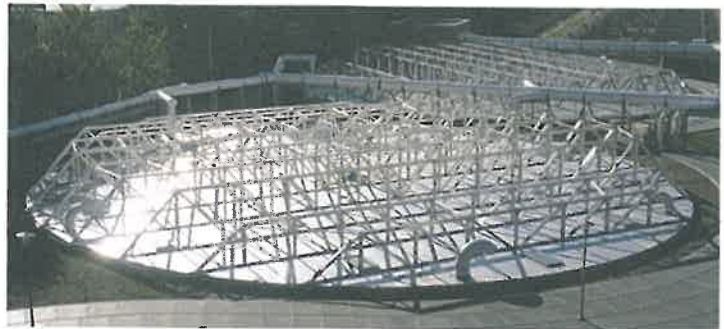
3. Project Approach and Methodology

3.1 Key Considerations

3.1.1 Review of Alternative Covers

Based on the diameter of the clarifier (20 m), OBC design loadings, and the need to provide clear-span supports (to avoid interference with clarifier mechanism), we anticipate that there are two (2) different cover designs that can be considered for the Amherstburg WTP clarifier:

- **External truss supported.** An exterior aluminum truss structure rests on the concrete walls to support individual small cover sections with sealing strips that are bolted to truss. This style of cover allows for easy removal of individual sections for maintenance access and can be customized for field specific conditions (out-of round walls, structures integral to walls, etc.). The picture to the right is a much larger 30 m (100 ft) diameter with multiple truss sections to allow for smaller panels that can be removed by hand.



- **Geodesic dome.** Consists of a number of triangular shaped structures bolted together to form a larger circular sealed dome. These units are generally assembled on-site, craned into position over the clarifier, with final flashings installed for watertightness. Bridge access walkways can be designed integral to the structure (shown in picture to the right), as well as strategically positioned hatches. Since the strength of this cover is achieved through the circular shape, there is minimal ability to customize for field specific conditions such as localized walls with reduced thickness due to attached structures.



The selection of either is based on economics, aesthetics, site-specific constraints and limitations. CIMA will prepare an early technical memorandum on both options in light of the site specific conditions at Amherstburg to facilitate feedback from Town staff. The memorandum will also discuss material selection for cost-effectiveness and long-term durability, and suitability for a potable water environment. If there are no specific preferences lending to one technology over another, the performance-based specifications can be developed to allow competitive side-by-side bidding of either technology.

3.1.2 Existing Condition Survey

To minimize risk during field implementation, it is imperative to include within the contract specifications a requirement for the cover vendor to field survey all existing conditions prior to preparation of shop drawings. This survey will allow vendors to identify an “out-of-round” walls and locations where an access hatch may be preferred for sampling or visual inspection. With fore-knowledge, either cover technology can make minor adjustments to the design to accommodate field conditions (i.e., cover diameter adjusted slightly to accommodate “out-of-round” conditions). CIMA recently included these requirements for new 15.3 m diameter clarifier covers at the Preston WWTP, which had reduced wall thickness in some areas due to attached structures. In addition, the survey identified the exact placement of hatches for scum hopper maintenance access.

3.1.3 Value Added Condition Inspection

While the clarifier is out-of-service and prior to installation of the cover, the Town has a unique opportunity to inspect all clarifier internals, concrete walls and launders for corrosion and coatings failure. This will allow for any minor repairs to be completed prior to placement of the cover, which will make future access more difficult and costly.

CIMA’s structural engineers, and specifically Rebecca Pringlemeir, specialize in these condition assessments and will be available to enter the clarifier under the assistance of the contractor’s confined space entry team (which will be stipulated in construction tender). Rebecca will document areas of concern and target repairs. CIMA proposes to carry provisional allowances in the tender documents (i.e., coating repair, crack injection, etc.) to cover these repairs. This ensures that the contractor competitively prices any potential repairs at bid time and avoids more costly field change orders. CIMA developed a similar approach for the digester refurbishments in Preston WWTP and Georgetown WWTP, as well as for the primary clarifier cover installation at Preston WWTP, and our approach and documents produced reliable results.

3.2 Project Work Plan

A summary of our work plan is shown Table 1, including tasks, activities, deliverables and key meetings, with specifics expanded upon in the sections that follow.



Table 1 Overview of Activities, Deliverables and Key Meetings

Task	Activities	Deliverables	Key Meetings
Detailed Design	Review alternative cover technologies and materials	TM No. 1: Alternative Cover Technologies	Workshop No. 1
	Develop performance based specifications and design drawings	90% tender drawings and specifications	Workshop No. 2
	Detailed construction cost estimates and anticipated construction schedule	Final tender documents	
Tendering	Attendance at site meeting, response to inquiries, review of tenders and preparation of recommendations letter	Addendum Tender Recommendation Letter	Site Bidders Meeting
Construction and Commissioning	Pre-Construction Meeting	Monthly progress reports	Monthly construction meetings
	Monthly construction meetings	Meeting minutes	
	Respond to RFI	Tracking logs, Change orders	
	Part-time resident inspection and contract administration Payment certificates, shop drawing reviews, RFQ/CO, etc.	Payment certificates	
Post—Construction	Respond to Warranty Issues	As-Recorded Drawings	
	Prepare Record Drawings		

3.2.1 Detailed Design

Early in the design phase, we will complete a Technical Memorandum to review alternative cover designs with consideration of the site specific conditions of the Amherstburg WTP. This will allow selection of the preferred technology and the subsequent development of performance-based, vendor specific design specification documents. Note that as mentioned earlier, if a preferred technology is not identified, CIMA will prepare the contract documents to include competitive submissions of alternate technologies.

The primary objective of detailed design is to develop a complete set of drawings and specifications with adequate details to allow competitive tendering of a general contract. Due to the limited scope of this project and to allow fast-paced delivery, CIMA proposes to develop a complete set of documents that will be reviewed with Town staff in a workshop format to facilitate feedback and allow finalization for tendering. With performance based specifications, there is a balance between the details provided by CIMA to protect the design intent and long term interests of the Town without being overly restrictive. This will allow the transfer of specific design elements to suit a multiple suppliers', to permit the most cost effective solution while accommodating each supplier's unique manufacturing processes. Based on our extensive experience with clarifier covers, our team knows this balance.

3.2.2 Tendering

CIMA will prepare all responses during the tender period to address all technical inquiries for contractors and vendors during the tender period. We propose to issue addenda as required to provide the contractors with early and timely responses to their questions, thereby reducing the risk that the tender period may require extension.



Following tender close, we will check all submitted tenders for mandatory requirements (bid bond, addenda acknowledgement, agreement to bond, etc.), as well as mathematical errors. We will summarize our analysis and recommendation for award within one week of the tender close.

3.2.3 Services During Construction

The primary objective of this task is to administer the requirements of the contract throughout all phases of construction to ensure work scope, quality, schedule and budget adherence. Key components to our approach include:

- Develop and maintain construction logs (shop drawings, RFI, CO) for review at every construction progress meeting. This will provide timely response to all enquires, so that there is minimal impact to the construction schedule and cost. Our target turn-around is 5 working days for shop drawings and RFI.
- Comprehensive on-going review of the contractor's critical path schedule to identify problem areas that may increase the completion schedule.
- Part-time inspection to monitor progress and to ensure all key coordination issues are addressed in a timely manner.
- Inspection by specialist discipline leads at key times to identify deficiencies as soon as possible, so that these can be addressed.
- Detailed review of all contemplated change notices against the tender documents to ensure they are fair and just.
- Liaise with Town staff and the General Contractor to coordinate clarifier isolation and shut-down timing to minimize overall duration and impacts to plant operation.

3.2.4 Post-Construction

The primary objective of this task is to prepare and track warranty requests to the Contractor to ensure timely correction of all deficiencies. We will work closely with Town staff during the warranty period to identify and have the contractor correct any deficiencies in a timely manner. During this period, CIMA will prepare record drawings which will incorporate key features of the vendor shop drawings and any required field modifications.



4. Project Management and Schedule

4.1 Project Management Approach

The dedication to quality, safety and project planning and controls are the keys to success for any project. CIMA has detailed health and safety, quality and project controls based on ISO 9001 standards that will be specifically applied to this project.

As an ISO 9001 certified firm, CIMA has developed a Project Management tool on our Intranet, which assists our project managers to closely follow progress of tasks, budgets, and schedules. CIMA also has a standard filing system of electronic documents, databases, and other resources. Key components of our Project Management Plan include:

- Biweekly project updates to the Town's project manager so that you can closely follow work progress
- Development of a detailed work breakdown structure (WBS) to accurately detail the project scope, deliverables and resource requirements
- Proactive management of scope by identifying out-of-scope work early and reviewing with Town.
- Regular review and update of the project schedule and budget, to ensure that the project is delivered on-time and on-budget
- Regular meetings with Town staff to keep you apprised of progress. In addition to minutes, tracking logs will be completed to document the project progression, decisions and status, updated at each meeting. We propose to maintain the following logs: action items, decisions, issues, technical submissions and a risk register
- Monthly progress reports with updated logs, schedules and earned value analysis. This report will include any recommended resource allocation changes to address any schedule, budget, and/or deliverable issues.

Schedule Management

A detailed critical path schedule will be developed for the design and construction phases of the project with realistic effort, internal QA/QC and Town review time built into each deliverable. The schedule will be reviewed with the Town shortly after project commencement to finalize the timelines. Once finalized, our project manager will routinely monitor the schedule to identify any areas at risk of schedule "creep" and will identify mitigation measures to bring the schedule back on track.

Cost Management

We will work closely with the Town to manage both engineering and capital costs. Engineering costs will be tracked against our resource loaded WBS by completing a monthly earned value analysis based on a percent complete assessment towards every deliverable. In addition, CIMA's accounting system automatically sends weekly budget updates to our project managers, allowing us to identify and correct potential cost overruns before they become a concern.

We will establish a capital cost budget for the project early in the detailed design and update the cost estimate at every design review meeting. In addition, if any scope change is required, we will clearly identify the capital cost, engineering cost and schedule risk associated with the change.

Resource Management

CIMA will allocate resources as required to meet all project deliverables and achieve the project schedule. The schedule and WBS will be used to quantify specific resource requirements and their approximate scheduling needs to ensure resources are available for all design deliverables and QA/QC. CIMA is committed to provide the resources identified in this proposal and will mobilize additional staff, if required, to meet critical path requirements.

4.2 QA/QC

CIMA is ISO 9001 certified. All CIMA employees diligently follow the Quality Control and Quality Assurance Program that we have developed and our ISO 9001 certification proves that we follow it.

For quality assurance (QA), throughout the various stages of this study, CIMA's project manager will provide the necessary support to the technical and production teams with respect to scope management, project control, and supervision.

CIMA's Quality Control Manager is independent from our design team, and will report directly to the project manager. The Quality Control Manager, will coordinate the independent review team of qualified senior staff to complete a quality review of each deliverable.

Our quality management approach includes the following:

- Project Management as detailed above with respect to cost management, schedule management and resource allocation.
- Project Team Organization: The QC manager will review drawings, calculations, specifications and all other deliverables.
- Quality Review Procedure: A procedure for the QC review documentation process will be developed. The procedure will track review comments and document how each comment was addressed in the deliverable prior to submission to the Town.

Our team will hold internal team chartering sessions at the start of design and start of construction to review the project objectives, schedule, budget, expectations, roles and responsibilities. In addition, during the course of the project, our project manager will call for "Design Review" meetings as required to mitigate schedule and budget risk. Every effort will be made to ensure that quality control and any required correction of quality defects will not compromise the project schedule.



4.3 Project Schedule

Figure 2 presents a detailed project Gantt chart of the project design and tendering phase. The design will be completed in 3 months inclusive of two workshops with Town staff to review the cover options and the 90% tender documents.

Based on recent similar projects, we anticipate a construction schedule as follows:

- Total of 8 weeks for shop drawing submittal including 2 weeks to coordinate site-specific survey, 4 weeks for drawing preparation and 2 weeks shop drawing review
- 12-16 weeks for delivery
- 6 weeks for on-site fabrication and installation.

5. Proposed Fee

Our proposed fee to complete these works is **\$68,166** inclusive of disbursements but excluding HST. This fee includes all project management, detailed design, tendering, contract administration and post-construction costs as detailed in the detailed time-task matrix attached. We have used our experience on recent similar projects to estimate contract administration and site inspection effort as follows:

- Contractor will be on-site for a total of two months with a maximum of three construction progress meetings (pre-construction, monthly progress and substantial walkthrough)
- We will provide part-time inspection for 16 hours per week for a total of 8 weeks.
- We have included for a specialist structural inspection to verify internal clarifier condition and minor repairs to concrete or coatings prior to cover placement.



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT

MISSION STATEMENT:

Author’s Name: Stephen Brown	Report Date: March 30, 2015
Author’s Phone: 519 736-5408 ext.4136	Date to Council: April 13, 2015
Author’s E-mail: sbrown@amherstburg.ca	Classification #: N/A

To: Mayor and Members of Town Council

Subject: Proposed Addition to St. John the Baptist Church – 225 Brock Street

1. RECOMMENDATION:

It is recommended that:

1. The report from the Chief Building Official dated March 30, 2015, regarding the Proposed Addition to St. John the Baptist Church – 225 Brock Street, **BE RECEIVED**; and,
2. **CONSENT BE GRANTED** to the applicant under the Authority of Section 33 of the Ontario Heritage Act.

EXECUTIVE SUMMARY:

N/A

2. BACKGROUND:

St. John the Baptist Church was designated under the Ontario Heritage Act under By-law 1511 in 1978. The access to the sanctuary of the church is currently provided by an exterior ramp and porch that does not meet present standards for accessibility. The porch is not original to the building and was constructed in 1844. The Church has proposed that the ramp and porch on the North side be removed and replaced with an addition that will house an accessible lift and accessible washroom, both complying with the current 2015 amendments to the Ontario Building Code.

The new addition will be constructed using stone veneer salvaged from the existing porch and wall in a shape sympathetic to the design of the existing church building. Clearances are such that the existing cemetery immediately to the north of the building

will not be affected. Further, existing heritage stained glass windows will not be disturbed or affected during the construction.

3. DISCUSSION:

Under Section 33 of the Ontario Heritage Act, when a building designated under Part IV of the Ontario Heritage Act is altered, it is mandatory that Council seek advisement from its Heritage Committee if one exists.

A delegation from the church appeared before the Heritage Committee on March 27, 2015. The proposal was presented to the Committee by Dr. Norm Becker, the designer.

At that meeting the following motion was unanimously carried:

P Hertel and S. Chamely

That the presentation by Dr. Norman Becker, P.Eng., and Bill Carr, Chair of the St. John the Baptist Building Committee, regarding the proposed porch wheel chair lift and accessible washroom for St. John Baptist Church, be received;

And further, that the Heritage Committee advise Council of the Committee's support of same. Carried

4. RISK ANALYSIS:

All construction associated with the addition to the Church is regulated under the Ontario Building Code. There is no risk to the Town of Amherstburg associated with the addition to the Church. There are no negative impacts to surrounding properties including the abutting Heritage Cemetery.

5. FINANCIAL MATTERS:

Building permit fees will be collected at the time of building permit issuance. The building permit fees vary based on size and scope of the project.

6. CONSULTATIONS:

The Amherstburg Heritage Committee was consulted and supports the design of the addition.

7. CONCLUSION:

The proposed construction will enhance the Church by providing safer accessibility to the Church interior.



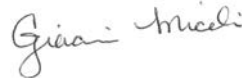
Stephen Brown
Chief Building Official



Tony DeThomasis
Director of Economic and Community
Development



Justin Rousseau
Director of Financial Services



Giovanni (John) Miceli
Chief Administrative Officer

/sb

APPENDICES:
Appendix "A"- Bylaw 1511
Appendix "B"- Drawings as prepared by N.K. Becker Inc

DEPARTMENTS/OTHERS CONSULTED:
Name:
Phone #: ext.

NOTIFICATION :				
Name	Address	Email Address	Telephone	FAX

CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 1511

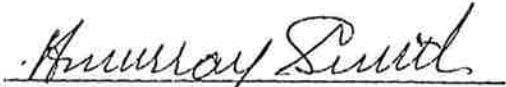
A By-law to designate property located within the Town of Amherstburg as being of historical and architectural value to the heritage of the Town of Amherstburg.

WHEREAS certain lands and buildings located thereon, within the Town of Amherstburg and hereinafter described are deemed to be of historic and architectural significance;


AND WHEREAS in the opinion of the Council of the Corporation of the Town of Amherstburg, it is expedient and desirable to designate the said property to be of historic and architectural significance;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF AMHERSTBURG ENACTS AS FOLLOWS:

1. That for the reasons aforesaid, the property including buildings, and lands within the Town of Amherstburg as described in Schedule "A" attached hereto, which is hereby proclaimed to be designated in accordance with the provisions of Section 4, Bill 176 of the Ontario Heritage Act and Amendments thereto.
2. This By-law shall come into force and take effect on the day following the final passing thereof by the Council of the Town of Amherstburg.



Mayor


Clerk

1st Reading: March 28, 1978
2nd Reading: March 28, 1978
3rd Reading: March 28, 1978

This is to certify that this is a true copy of By-law No. 1511 passed in open Council on the 28th day of March, 1978.

Clerk

BY-LAW No. 1511

SCHEDULE "A"

- CHRIST CHURCH - ANGLICAN, located at 317 Ramsay Street in the Town of Amherstburg, was built under the direction of Rev. Richard Pollard in 1805. Built by army engineers, the ceiling is constructed with native rough hewn timbers which are bound together with oaken pins and roughly formed iron bands. The nails were hand made by former slaves living a mile south at Col. Elliotts.
- ST. JOHN THE BAPTIST CHURCH - ROMAN CATHOLIC, located at 225 Brock Street in the Town of Amherstburg, was constructed in 1844 under the direction of Father Boue. This was the only Roman Catholic Church along the Detroit River between Sandwich and Lake Erie.
- WALLACE SMITH RESIDENCE, 259 Richmond Street, was constructed in 1850 and was used as a convent in association with the Roman Catholic Church. The original siding of clapboard has been covered over with stucco.
- H. MURRAY SMITH RESIDENCE, 449 Dalhousie Street, formerly the Capt. Francis Bondhead Hackett Residence. He was one of the seven sons of the Bois Blanc Lighthouse Keeper. The large two storey house was built in about 1870 along Colonial lines, is presently covered in aluminum siding.
- R. ROBERTSON RESIDENCE, 455 Dalhousie Street. This house was at one time the Capt. John T. Hutton Residence. The large two storey brick house was built about 1870 and has a Georgian appearance.
- GARNET FOX RESIDENCE, 459 Dalhousie Street, formerly the Wm. Horseman Residence. This is a large two storey frame house in fine condition. It is late Victorian, probably built in about 1875 and has at various times been occupied by the James Flynn and A. H. Stevenson families.
- OLD BLACKSMITH SHOP, 197 Gore Street. This building may be as early as 1840. It is the last of the early blacksmith shops in Amherstburg and was operated as such till 1977. This is a long gable roofed building which had vertical batten board siding, more recently covered with aluminum siding.
- ST. ANDREW'S PRESBYTERIAN CHURCH was founded in 1828. The sanctuary which continues to be used for public worship was opened in 1846 and is located on the corner of Simcoe and Bathurst Streets. Built by public subscription, and through material and labour contributed by members of the congregation, the Church is frame in construction with oak timbers known to have come from the Botsford Farm in Malden Township.
- ROBERT E. BONDY RESIDENCE, 207 Gore Street. This early house was owned by James Caldwell. It was probably built between 1835 and 1840. The first part was a log building which since has been added to and coated with stucco. A fine example of a very old house serving as a modern dwelling.
- LLOYD BROWN RESIDENCE, 109 Gore Street, formerly the Dr. Joseph Hackett Residence, another son of the Bois Blanc Lighthouse Keeper, James Hackett. This large two storey frame house was probably built about 1865. It has a gable roof without dormers and has an overall Georgian appearance. One of the best kept homes in Amherstburg, it is at present covered with aluminum siding.

157.7 feet, more or less, to a point in a board fence running Northerly, said point being distant 144.35 feet measured Southerly along the said board fence from the place of commencement; Thence Northerly in a straight line along said board fence 144.35 feet to the place of commencement.

(4) as to the property referred to in Schedule "A" of the By-law as "H. MURRAY SMITH RESIDENCE". The local description is All and Singular those certain parcels or tracts of land and premises situate, lying and being in the Town of Amherstburg, in the County of Essex and Province of Ontario, being composed of part of Lot 3, Concession 1, formerly in the Township of Malden, but now in the Town of Amherstburg, and the Water Lot in front thereof, which parcels or tracts may be more particularly described as follows:

FIRSTLY: Commencing at a stake planted in the Easterly limit of the River Front Road, (now known as Dalhousie Street) at a distance of Three Hundred and seventy-four and Eight-tenths feet (374.8') measured Northerly in that limit from the line between Lots 3 and 4;

THENCE South Eighty-seven degrees Forty-eight minutes East follow a wire fence and its easterly production, Three Hundred and Sixty-three feet (363') to a stake;

THENCE South Two degrees Twelve minutes West, Forty-eight feet (48) to a stake;

THENCE South Eighty-seven degrees Forty-eight minutes East One Hundred and Thirty-one feet (131') to a stake;

THENCE South Two degrees Twelve Minutes West Seven feet (7') to a stake;

THENCE South Eighty-seven degrees Three minutes East two Hundred and twenty-nine feet (229') ~~more or less~~ to a stake;

THENCE North Four degrees Twenty-two minutes East One hundred and Twenty-four feet (124') to a stake;

THENCE North Eighty-six degrees Fifty-one minutes West, Two Hundred and sixty-two feet (262') ~~more or less~~, to a stake planted in the Easterly end of a wire fence;

THENCE North Eighty-seven degrees Twenty-nine minutes West follow the said wire fence, Four Hundred and sixty-five feet (465') more or less, to a stake planted in the said Easterly limit of the River Front Road;

THENCE South one degree forty-seven minutes West following the last mentioned limit Seventy-three feet (73') more or less, to the place of beginning;

ALSO that part of said Lot No. 3, lying West of the said River Front Road, between the Westerly production of the Northern and Southern boundaries of the lands herein described, and extending Westerly to the high water mark of the Detroit River;

TOGETHER with the Water Lot in front thereof.

BEING the lands described in Instrument 11900 a deed dated June 1st. 1943.

SECONDLY: COMMENCING at a stake planted in the westerly limit of the River Front Road, now Dalhousie Street, which stake may be located as follows:-

STARTING in the intersection of the southerly limit of said Lot Three (3) WITH THE Easterly limit of the River Front Road, now Dalhousie Street;

THENCE North one degree forty-seven minutes East (N. 1° 47' E.) and following the last mentioned limit Three Hundred and Seventy-four and Eight-tenths feet (374.8');

THENCE North Eighty-seven degrees Forty-eight minutes West (N. 87° 48' W.) Forty feet (40') to a stake planted in the said westerly limit of Dalhousie Street, said stake being the point of commencement;

THENCE South One degree Forty-seven minutes West (S. 1° 47' W.) and following the last mentioned limit Fifty-seven feet Six inches (57' 6") to a stake;

THENCE North Eighty-seven degrees Five minutes West (N. 87° 5' W. Forty feet (40') more or less to the high water mark of the Detroit River;

THENCE Northerly and following the said high water mark of the Detroit River Fifty-seven feet (57') more or less to a point in a line drawn on a course of North Eighty-seven degrees Forty-eight minutes West (N. 87° 48' W.) from the point of commencement; THENCE South Eighty-seven degrees Forty-eight minutes East (S. 87° 48' E.) Forty-four feet (44') more or less to the place of beginning.

TOGETHER WITH the water lot in front thereof.

BEING the lands described in Instrument 14548, a deed dated May 10 1954.

- (5) as to property referred to in Schedule "A" of the By-law as "R. ROBERTSON RESIDENCE". The local description is All and Singul that certain parcel or tract of land and premises, situate, lying being in the Town of Amherstburg, in the County of Essex and Province of Ontario, and being composed of part of Lot Three (3), Concession One (1), formerly in the Township of Malden, but now in the said Town of Amherstburg, and which said parcel or tract of land may be more particularly described as follows: COMMENCING at a stake planted in the Easterly limit of the River Front Road, now Dalhousie Street, at a distance of Three Hundred and Seventy-four and eight tenths feet (374.8') measured Northerly in that limit from the line between Lots Three (3) and Four (4); THENCE South eighty-seven degrees forty-eight minutes east (S. 87° 48' E.) following a wire fence and its Easterly production Three hundred and sixty-three feet (363') to a stake; THENCE south two degrees twelve minutes West (S. 2° 12' W.) forty-eight feet (48') to a stake; THENCE South eighty-seven degrees Forty-eight minutes east (S. 87° 48' E.) One hundred and thirty-one feet (131') to a stake; THENCE South two degrees twelve minutes West (S. 2° 12' W.) Seven feet (7') to a stake; THENCE South eighty-seven degrees three minutes east (S. 87° 3' E.) thirty-two feet (32'); THENCE South Two degrees twelve minutes West (S. 2° 12' W.) sixty-six feet (66') ~~more or less~~; THENCE North eighty-seven degrees forty-eight minute West (N. 87° 48' W.) to and along a fence a distance of One Hundre and sixty-three feet (163'); THENCE North Two (2) degrees twelve minutes East (2° 12' E) sixty feet (60') ~~more or less~~, to a wire fence; THENCE Westerly along the last mentioned fence Three Hundre and sixty-three feet (363') more or less, to the East limit of Dalhousie Street; THENCE Northerly therealong Sixty feet (60') more or less, to the place of beginning.
- (6) as to property referred to in Schedule "A" of the By-law as "GARNET FOX RESIDENCE". The local description is Ahat Part of Lot in Concession 1, formerly in the Township of Malden, now in the To of Amherstburg, in the County of Essex and the water lot in front thereof designated as Parts 1, 2 and 3 on a Plan of Survey of reco in the Land Registry at Windsor as 12R-513.
- (7) as to property referred to in Schedule "A" of the By-law as "OLD BLACKSMITH SHOP". The local description is situate lying and being in the Town of Amherstburg, in the County of Essex and Province of Ontario and being composed of the Easterly sixty-two (62') feet in perpendicular width throughout from front to rear of Lot No. 10, on the East side of King Street, according to Regis ed Plan No. 1.
- (8) as to property referred to in Schedule "A" of the By-law as "ST. ANDREW'S PRESBYTERIAN CHURCH". The local description is situate, lying and being in the Town of Amherstburg, in the County of Essex and Province of Ontario and being composed of :
- (a) All of Lot 9 on the south side of Simcoe Street, according to Registered Plan No. 4
- (b) Part of Lot No. 10, on the south side of Simcoe Street, accord to Registered Plan No. 4, more particularly described as follows: COMMENCING at the North West angle of said Lot 10; THENCE Easterly along the North limit thereof, being also the South limit of Simco Street, 40.5 feet; THENCE Southerly and parallel with the West lim

PROVINCE OF ONTARIO)

COUNTY OF ESSEX)

TO WIT:)

IN THE MATTER OF Section 23 of The Registry Act

I, JOHN HAMILTON BROCKENSHIRE, of the City of Windsor, in the County of Essex, Solicitor, DO DOLEMNLY DECLARE AS FOLLOWS:

1. I am Solicitor for the Corporation of the Town of Amherstburg.
2. By-law 1511 of The Corporation of the Town of Amherstburg, passed the 28th. day of March, 1978, a certified copy of which is annexed hereto, and which by virtue of Section 1 (c) and 18 (3) of The Registry Act is an instrument which effects land but which does not contain sufficient local description of the lands affected.
3. The lands affected are as follows:
 - (1) as to the property referred to in Schedule "A" of the By-law as "CHRIST CHURCH - ANGLICAN", the local description is
 - (a) Lot No. 1, on the East side of Ramsay Street, according to Registered Plan No. 4, and
 - (b) Lot No. 2, on the East side of Ramsay Street, according to Registered Plan No. 4, and
 - (c) Part of Lot No. 1 on the East side of Ramsay Street, according to Registered Plan No. 1, more particularly described as COMMENCING at the South West corner of the said lot; Thence Northerly along Eastern limit of Ramsay Street 30 feet to a point; Thence Easterly parallel with the Southern boundary of the said lot 56 feet 6 inches Thence Southerly 30 feet more or less to a point in the Southern boundary of the said lot distant 49 feet 6 inches measured Easterly in that limit from the point of commencement; Thence Westerly 49 feet 6 inches to the point of commencement.
 - (d) A further part of Lot No. 1, on the East side of Ramsay Street according to Registered Plan No. 1, more particularly described as follows: COMMENCING at a point on the Southern boundary of said Lot distant 49 feet 6 inches, more or less, measured Easterly therealong from the Western boundary thereof; Thence continuing Easterly along the said Southern boundary of the lot 78 feet 5 inches, more or less to the South East angle thereof; Thence Northerly along the Eastern boundary of the said lot 46 feet to a point; Thence South 76° 39' West 68.05 feet to a point; Thence Southerly 30 feet, more or less to the point of commencement, all of which four parts are within the Town of Amherstburg, in the County of Essex and Province of Ontario
 - (2) as to the property referred to in Schedule "A" of the By-law as "ST. JOHN THE BAPTIST CHURCH - ROMAN CATHOLIC". The local description is All of Lots 4, 5, 6 and 7, on the East side of Brock Street, all of Lots 14, 15, 16 and 17 on the West side of Kempt Street, all according to Registered Plan No. 1, of the Town of Amherstburg, in the County of Essex and Province of Ontario.
 - (3) as to property referred to in Schedule "A" of the By-law as "WALLACE SMITH RESIDENCE". The local description is All and Sing that certain parcel or tract of land and premises situate, lying being in the Town of Amherstburg, in the County of Essex and Province of Ontario and being composed of Part of Lot No. 8, on the West side of Wolfe Street, and part of Lots 5 and 6, on the East of Kempt Street, as shown on Plan No. 1, more particularly described as follows: COMMENCING at a point in the Northern limit of said Lot distant 29.94 feet measured Westerly along the said Northern limit from the North East corner of Lot 6, said point being in a board running Southerly; Thence Easterly along the Northern limit of said Lot 6, 29.94 feet to an iron bar planted in the North East corner said Lot 6; Thence Southerly along the Eastern limit of Lot 6, 12 feet to an iron bar planted in the south east corner of said Lot 6; Thence Easterly along the Northern limit of said Lot 8, 130 feet to an iron bar planted at the North East corner of said Lot 8; Thence Southerly along the Eastern limit of said Lot 8, 17.2 feet to a point said point being in the Easterly production of a board fence; Thence Westerly in a straight line to and along the said board fence

of Lot 10, 107 feet to the south limit of the said lot; THENCE Westerly along the last mentioned limit 40.5 feet to the South West angle of the said lot; THENCE Northerly along the West limit there 107 feet, more or less, to the place of beginning.

(9) as to property referred to in Schedule "A" of the By-law as "ROBERT E. BONDY RESIDENCE". The local description is All and Singular that certain parcel or tract of land and premises situate lying and being in the Town of Amherstburg, in the County of Essex and Province of Ontario and being composed of the East half of Lot No. 31, on the West side of George Street, and the North East one-quarter of Lot No. 32, on the West side of said George Street, but according to Registered Plan No. 1, which North East quarter of Lot No. 32 is more particularly described as: COMMENCING at the North East angle of said Lot No. 32,; THENCE Southerly along the Eastern boundary of the said Lot 30 feet; THENCE Westerly parallel with the Northern boundary of the said lot 63 feet; THENCE Northerly parallel with the Eastern boundary aforesaid 30 feet, more or less to the Northern boundary aforesaid; THENCE East along the Northern boundary 63 feet, more or less, to the place of beginning.

(10) AS TO PROPERTY REFERRED TO IN Schedule "A" of the By-law as "LLOYD BROWN RESIDENCE". The local description is All and Singular that certain parcel or tract of land and premises situate, lying and being in the Town of Amherstburg, in the County of Essex and Province of Ontario and being composed of those parts of Lots Twenty-five (25) and Twenty-six (26), on the West side of Bathurst Street, according to Registered Plan No. 1, particularly described as follows: COMMENCING at the North East angle of said Lot Twenty-five (25) at the point of intersection of the West limit of Bathurst Street with the South limit of Gore Street; Thence Southerly along the said West limit of Bathurst Street a distance of one hundred and twenty-seven feet (127') to a point; Thence Westerly and parallel with the North limit of said Lot 25 a distance of seventy-nine feet six inches (79' 6") ~~more or less~~ to the fence marking the Easterly limit of the lands of the Incorporated Synod of the Diocese of Huron; Thence Northerly along the said fence and the production thereof a distance of one hundred and twenty-seven feet (127') more or less to the South limit of Gore Street; Thence Easterly therealong eighty-three feet (83') to the place of beginning.

Handwritten initials

4. This declaration is given for the purpose of stating that the ann By-law 1511 affects lands within the Registry Division of the Cou of Essex and to give the local description of such lands.

AND I make this solemn declaration conscientiously believing it t true and knowing that it is of the same force and effect as if made u oath.

DECLARED before me at the Town 0
: of Amherstburg, in the County)
: of Essex, this 25th day of)
: May, 1979.)
0

Richard D. Thibault
A Commissioner, etc.

St. John the Baptist Catholic Church

1844

Amherstburg

Ontario

New Northeast Porch Wheel Chair Lift & Accessible Wash Room

BECKER

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DRAWING INDEX

DWG No	SHT No	
1	1	SITE KEY and ROOF PLANS
2	2	DEMOLITION - PLAN and ELEVATIONS
3	3	FLOOR PLAN
4	4	NORTH ELEVATION
5	5	EAST and WEST ELEVATIONS
6	6	LONGITUDINAL CROSS SECTION A - A
7	7	CROSS SECTION B - B
8	8	CROSS SECTION C-C and D-D
9	9	ROOF MEMBRANE FLASHING DETAILS
10	10	LIFT and STAIR DETAILS
11	11	ROOM and DOOR SCHEDULES
12	12	INTERIOR ELEV. AND CANOPY DETAILS
13	1 of 4	SAVARIA LIFT - General Arrangement
	2 of 4	SAVARIA LIFT - Data Sheet
	2 of 4	SAVARIA LIFT - Elevation Views
	4 of 4	SAVARIA LIFT - Elevation Views
C1	14	FOUNDATION PLAN
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F1	16	ROOF and FLOOR FRAMING PLANS
M1	17	PLUMBING PLAN
M2	18	SANITARY and STORM DRAINAGE PLAN
M3	19	HYDRONIC HEATING PIPING PLAN
EL1	20	ELECTRICAL LIGHTING PLAN
EL2	21	ELECTRICAL POWER PLAN

Dated: 31 March 2015

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No	Description	Date
1	Approval	31 Mar 2015

Detail Legend	A	B	C
	DETAIL NO.	SHEET WHERE DETAIL REQ'D	SHEET DETAIL DRAWN ON
	DETAIL NUMBERS	01	TO 05

Scale	Scale

Scale	Scale

Scale	Scale

St. John the Baptist Catholic Church
1844
Amherstburg Ontario

Wheel Chair Lift & Accessible Washroom

Northeast Porch
GENERAL NOTES
SITE and KEY PLAN

scale	as noted	approved by	date
drawn by	JEN	project no.	
designed by	NKB	drawing no.	1
checked by		sheet no.	1 of 21

all dimensions are in IMPERIAL

General Notes

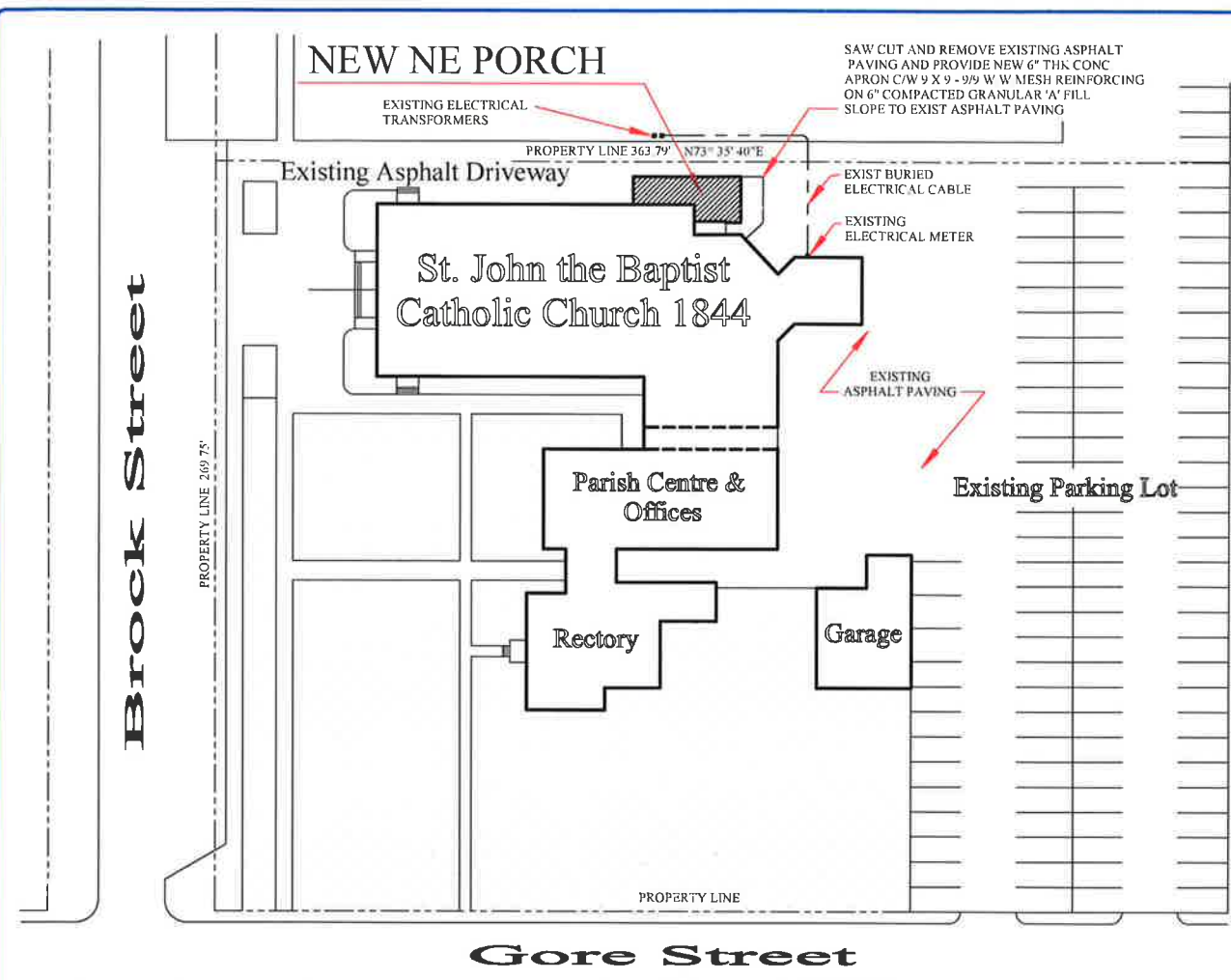
- REFER TO THE DRAWINGS AND SPECIFICATIONS FOR ALL DIMENSIONS, NOTES, AND DETAILS. ANY DISCREPANCIES FOUND BETWEEN THE DRAWINGS AND SPECIFICATIONS SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER FOR CLARIFICATION/ INSTRUCTION AND/OR DIRECTION.
- THE ONTARIO BUILDING CODE LATEST ADDITION AND THE RECOMMENDATIONS OF C.S.A. A23.3-04 (R10) AND S16-01 (R07) SHALL BE THE BASIS OF THE DESIGN AND CONSTRUCTION OF ALL THE WORK ON THIS PROJECT.
- THE CONCRETE FOR THIS PROJECT SHALL BE BATCHED WITHOUT ANY SUPPLEMENTARY CEMENTITIOUS MATERIALS AND SUPPLIED, PLACED, FINISHED AND CURBED IN ACCORDANCE WITH THE APPLICABLE REQUIREMENTS OF C.S.A. STANDARD A23 AND THE FOLLOWING SPECIFICATIONS:

FOUNDATIONS	
EXPOSURE CLASS	F - 2
MIN. 28 DAY COMPRESSIVE STRENGTH	25 MPA
AIR ENTRAINMENT	5 - 7 %
MAX. AGGREGATE	3/4 INCH
SLUMP	3 - 5 INCHES
MAX. W/C RATIO	0.40
WATER REDUCING ADMIXTURES AND SUPERPLASTICIZER	PERMITTED
- FOUNDATION DESIGN BASED ON THE SOIL HAVING A MINIMUM ALLOWABLE LOAD BEARING CAPACITY 2500 PSF. THE CONTRACTOR SHALL CONFIRM THE SOIL BEARING CAPACITY PRIOR TO CONSTRUCTION AND NOTIFY THE ENGINEER IN WRITING OF ANY DISCREPANCIES.

FOUNDATIONS	
EXPOSURE CLASS	N
MIN. 28 DAY COMPRESSIVE STRENGTH	30 MPA
AIR ENTRAINMENT	5 - 7 %
MAX. AGGREGATE	3/4 INCH
SLUMP	3 INCHES MAX
MAX. W/C RATIO	0.40
WATER REDUCING ADMIXTURES AND SUPERPLASTICIZER	PERMITTED
- THE CONTRACTOR SHALL SUBMIT A CONCRETE MIX DESIGN FROM THE SUPPLIER FOR THE APPROVAL OF THE ENGINEER PRIOR TO COMMENCEMENT OF THE WORK.
- THE CONTRACTOR SHALL SUBMIT A CONCRETE POUR PLAN TO THE ENGINEER FOR REVIEW.
- PORTLAND CEMENT SHALL BE TYPE 10 NORMAL CEMENT.
- CONCRETE COVER FOR REINFORCING STEEL SHALL BE AS FOLLOWS EXCEPT AS NOTED ON THE DRAWINGS:

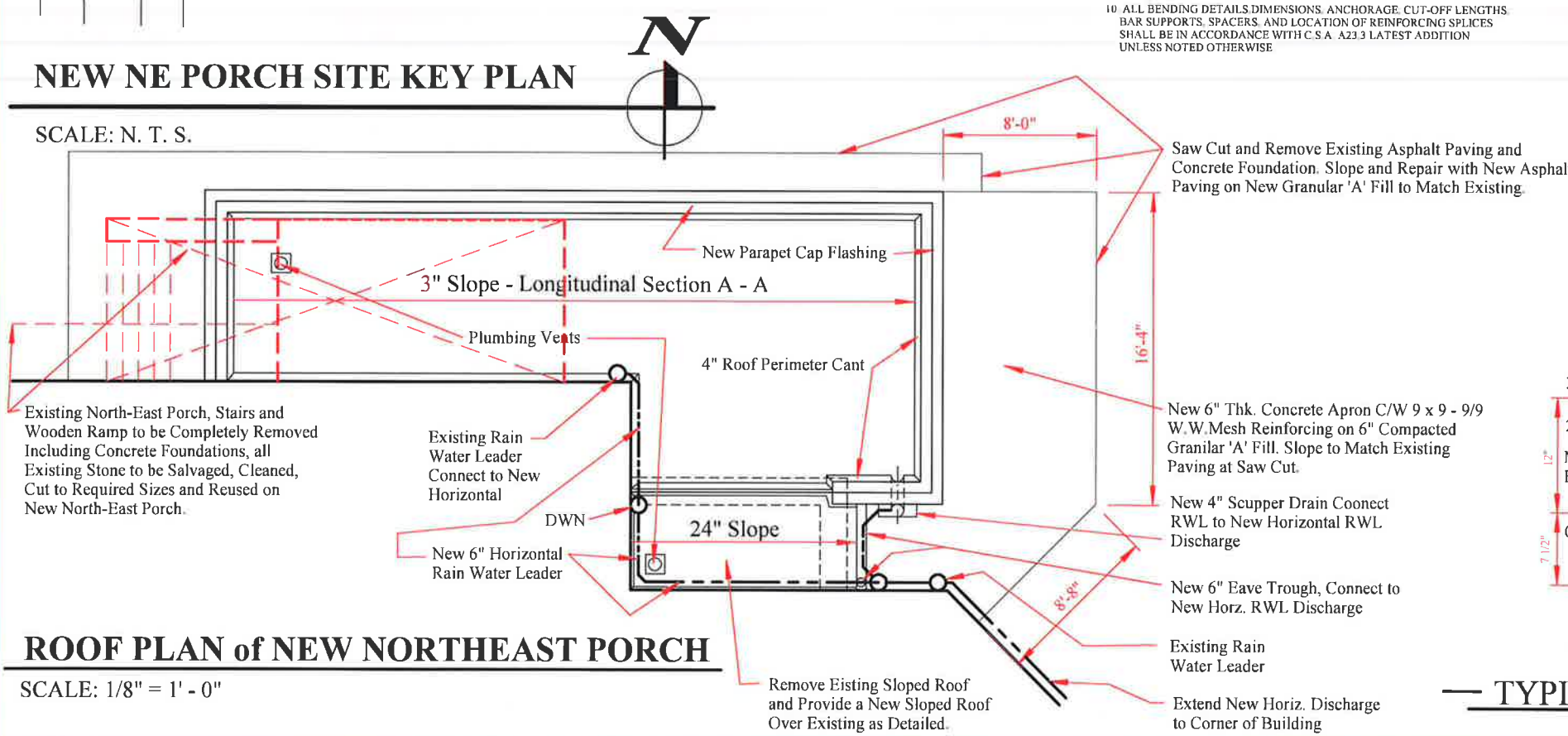
(A) CONCRETE DEPOSITED AGAINST SOIL	3" (75MM)
(B) CONCRETE EXPOSED TO WEATHER WATER OR SOIL AFTER REMOVAL OF THE FORMS	2" (50MM)
- ALL REINFORCING BAR SHALL BE HIGH BOND DEFORMED BARS CONFORMING TO C.S.A. C30.18, WITH A MINIMUM YIELD STRESS OF 58,000 PSI (400 MPA).
- ALL BENDING DETAILS, DIMENSIONS, ANCHORAGE, CUT-OFF LENGTHS, BAR SUPPORTS, SPACERS, AND LOCATION OF REINFORCING SPLICES SHALL BE IN ACCORDANCE WITH C.S.A. A23.3 LATEST ADDITION UNLESS NOTED OTHERWISE.

- ALL REINFORCING SPLICES SHALL BE LOCATED AT POINTS OF MINIMUM STRESS, UNLESS OTHERWISE NOTED.
 - PROVIDE CORNER BARS TO MATCH HORIZONTAL REINFORCING ON THE OUTSIDE FACE OF ALL EXTERIOR CORNERS.
 - CHAMFER ALL EXPOSED EDGES ONE (1") INCH (25MM) UNLESS OTHERWISE NOTED.
 - ALL KEYWAYS SHALL BE 2 X 4 (38MM X 89MM) EXCEPT WHERE OTHERWISE NOTED.
 - NON-SHRINK GROUT PREMIXED COMPOUND CONSISTING OF NON-FERROUS AGGREGATE CEMENT, WATER REDUCING AND PLASTICIZING AGENTS, CAPABLE OF DEVELOPING A MINIMUM COMPRESSIVE STRENGTH OF 2400 PSI (16.5 MPA) AT 2 DAYS AND 7000 PSI (48 MPA) AT 48 DAYS SHALL BE USED FOR ALL PATCHING AND REPAIRS OF DEFECTS, WHERE REQUIRED.
 - BONDING AGENT POLYMER RESIN EMULSION, FOR MIXING WITH CEMENT AND WATER AS MANUFACTURED BY GRACE "DARAWELD C", STERNSON "SURFACRETE" OR APPROVED EQUAL.
 - STEEL TROWEL ALL SLABS TO BE LEFT EXPOSED OR TO RECEIVE FLOOR FINISHES.
- STEEL
- THE CANADIAN STANDARDS ASSOCIATION FOR SPECIFICATIONS S-16 AND S-3 SHALL BE THE BASIS FOR DESIGN, FABRICATION, AND ERECTION OF ALL STRUCTURAL STEEL AND MISCELLANEOUS METAL WORK ON THIS PROJECT.
 - STRUCTURAL STEEL SHALL CONFORM TO CAN/CSA - C40.201 / C40.21-04
 - W AND WWF SECTIONS, FABRICATED SECTIONS - GRADE 350W
 - PLATES, ANGLES, CHANNELS - GRADE 300W
 - HOLLOW STRUCTURAL SECTIONS - GRADE 350W CLASS C
 - WELDING SHALL CONFORM TO C.S.A. W59 LATEST ADDITION AND BE PERFORMED BY A CERTIFIED WELDER. USE E70XX ELECTRODES OR APPROVED EQUIVALENT ACCORDING TO CMAA.
 - ALL SHOP CONNECTIONS SHALL BE WELDED. FIELD CONNECTIONS SHALL BE WELDED AND/OR BOLTED WITH MINIMUM 3/4 INCH DIAMETER BOLTS TO ASTM A325 COMPLETE WITH NUTS AND WASHERS AS NOTED ON THE DRAWINGS.
 - ANCHOR BOLTS SHALL BE SET BY A TEMPLATE. THEY SHALL BE HOOKED, MINIMUM 5/8 INCH DIAMETER AND 4 INCH PROJECTION TO SIZE AND LENGTH AS SHOWN ON THE DRAWINGS TO ASTM A307 UNLESS NOTED OTHERWISE.
 - STEEL LINTELS REQUIRED FOR BRICK MASONRY OPENINGS SHALL CONFORM TO TABLE 9.20.5.2.8 OF THE ONTARIO BUILDING CODE.
 - THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY APPLICABLE DISCREPANCIES OR DEVIATIONS PRIOR TO COMMENCING WITH THE FABRICATION WORK FOR FURTHER INSTRUCTION.
- WOOD FRAMING
- THE LATEST ADDITION OF THE ONTARIO BUILDING CODE AND ALL APPLICABLE CSA STANDARDS SHALL BE THE BASIS FOR THE DESIGN AND FABRICATION OF ALL COMPONENTS OF THIS PROJECT.
 - ALL WOOD FRAMING MEMBERS SHALL BE SPF #2 OR BETTER.
 - ALL LUMBER TO BE KILN DRIED WITH A MOISTURE OF 12% MAXIMUM AT THE TIME OF INSTALLATION.
 - ALL ROOF SHEATHING SHALL BE 3/4 INCH T&G EXTERIOR GRADE UNLESS NOTED OTHERWISE.
 - ALL WALL SHEATHING SHALL BE 1/2 INCH EXTERIOR GRADE PLYWOOD ON THE EXTERIOR SIDE UNLESS NOTED OTHERWISE.
 - ALL WOOD FRAMING OVER OPENINGS IN LOAD BEARING WALLS SHALL CONFORM TO 9.23.12.2 AND TABLE A12 TO A16 OF THE ONTARIO BUILDING CODE.



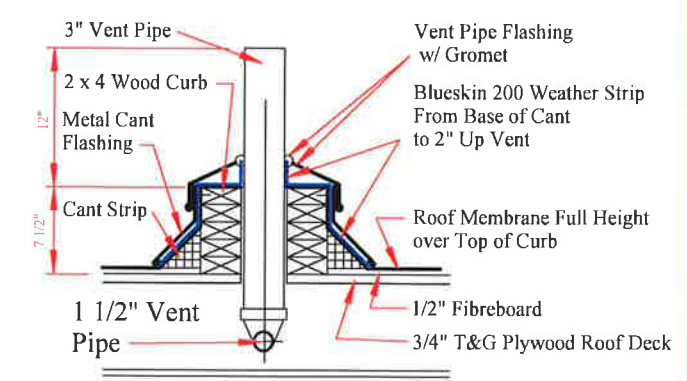
NEW NE PORCH SITE KEY PLAN

SCALE: N. T. S.



ROOF PLAN of NEW NORTHEAST PORCH

SCALE: 1/8" = 1' - 0"



TYPICAL ROOF VENT DETAIL

SCALE: 3/4" = 1' - 0"

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No.	Approval	Date
1		31 Mar 2015
	Description	

Detail Legend

A	DETAIL NO.
B	SHEET WHERE DETAIL REQ'D
C	SHEET DETAIL DRAWN ON

DETAIL NUMBERS 11 TO 15

scale	scale
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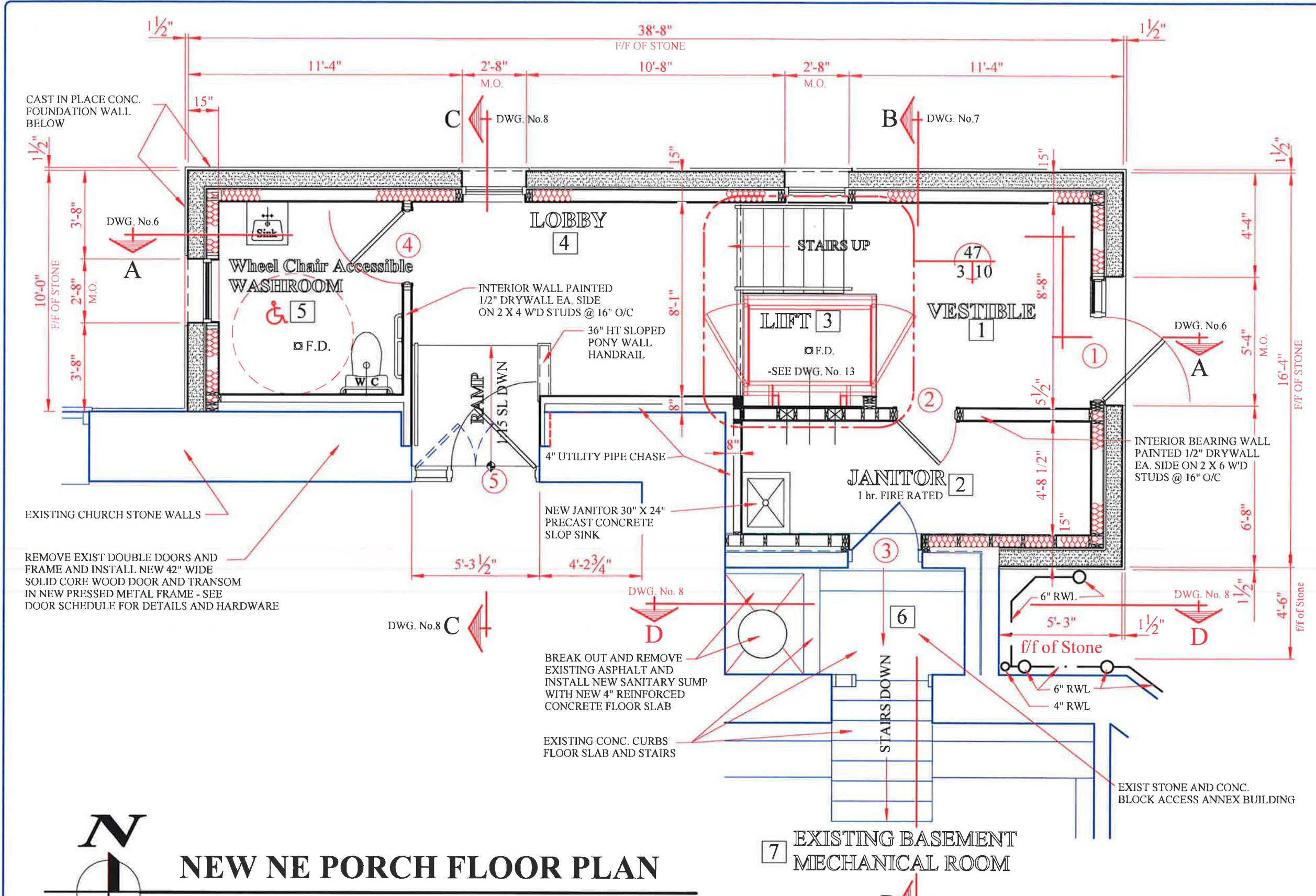
client	St. John the Baptist Catholic Church 1844 Amherstburg Ontario
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project	Wheel Chair Lift & Accessible Washroom
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drawing title	Northeast Porch FLOOR PLAN
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scale	as noted	approved by	
drawn by	JEN	project no.	
designed by	NKB	drawing no.	3
checked by		sheet no.	3 of 21

all dimensions are in IMPERIAL



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No.	Approval Description	Date
1	Approval	31 Mar 2015

DETAIL NO	SHEET WHERE DETAIL REQ'D	SHEET DETAIL DRAWN ON
A	6	10
B		
C		

client:	St. John the Baptist Catholic Church 1844 Amherstburg Ontario
---------	---------------------------------------------------------------------

project:	Wheel Chair Lift & Accessible Washroom
----------	----------------------------------------

drawing title:	Existing Northeast Porch DEMOLITION PLAN and ELEVATIONS
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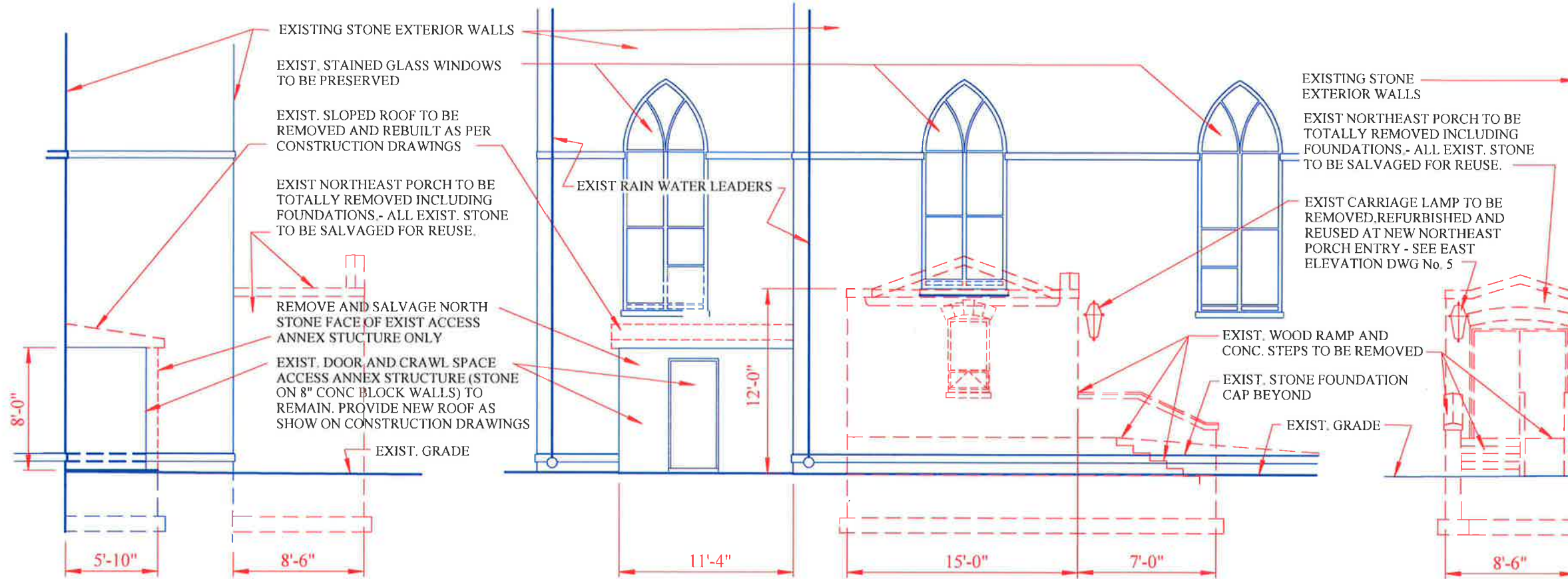
scale:	as noted	approved by:	
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drawn by:	JEN	project no.:	
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designed by:	NKB	drawing no.:	2
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checked by:		sheet no.:	2 of 21
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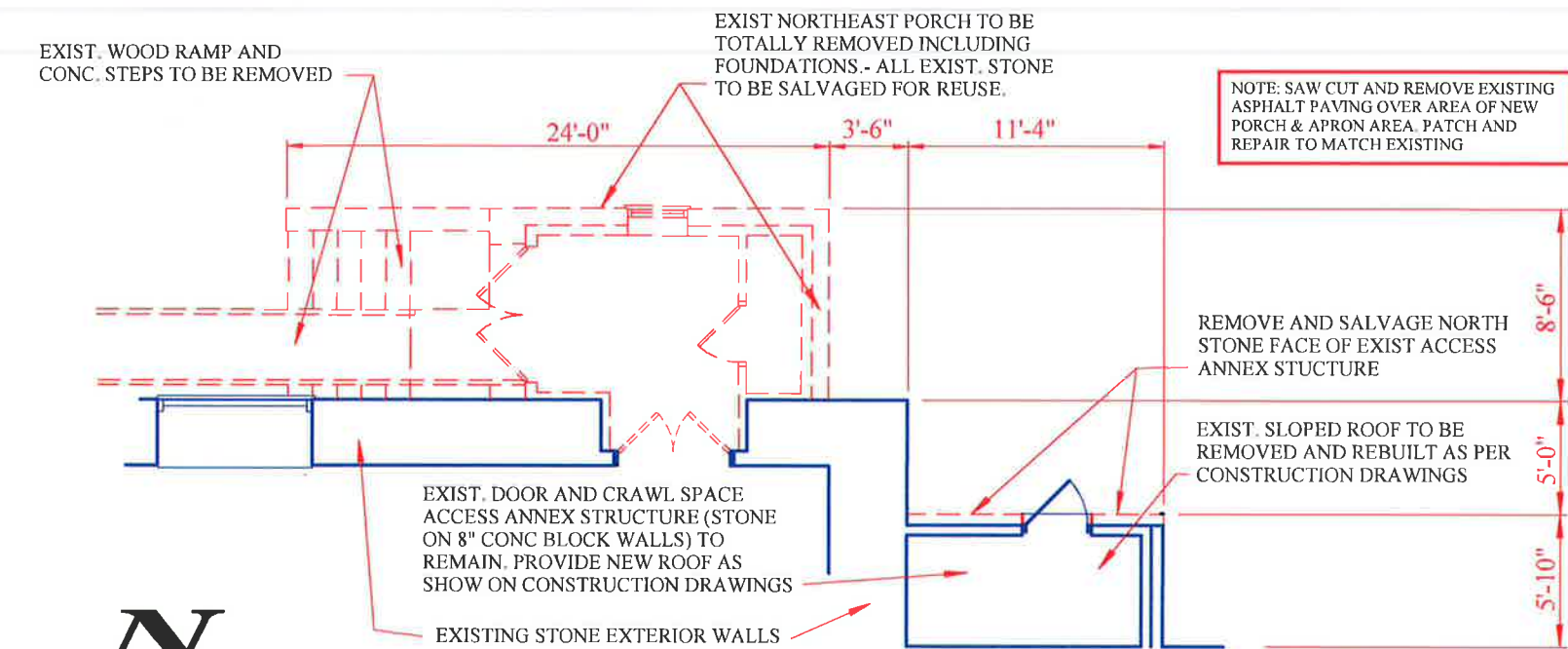
all dimensions are in IMPERIAL



EXIST. EAST ELEVATION
 SCALE: 1/8" = 1' - 0"

EXISTING NORTH ELEVATION
 SCALE: 1/8" = 1' - 0"

EXIST. WEST ELEVATION
 SCALE: 1/8" = 1' - 0"



DEMOLITION - Exist Northeast Porch Plan
 Scale: 1/8" = 1' - 0"

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No.	Approval	Date
1		31 Mar 2015
	Description	

Actual Report	A	DETAIL NO.
	B	SHEET WHERE DETAIL REQ'D
	C	SHEET DETAIL DRAWN ON

DETAIL NUMBERS 16 TO 20

Scale	Scale

Client
St. John the Baptist Catholic Church 1844

Project
Wheel Chair Lift & Accessible Washroom

Location
Amherstburg Ontario

Project
Wheel Chair Lift & Accessible Washroom

Drawing Title
Northeast Porch NORTH ELEVATION

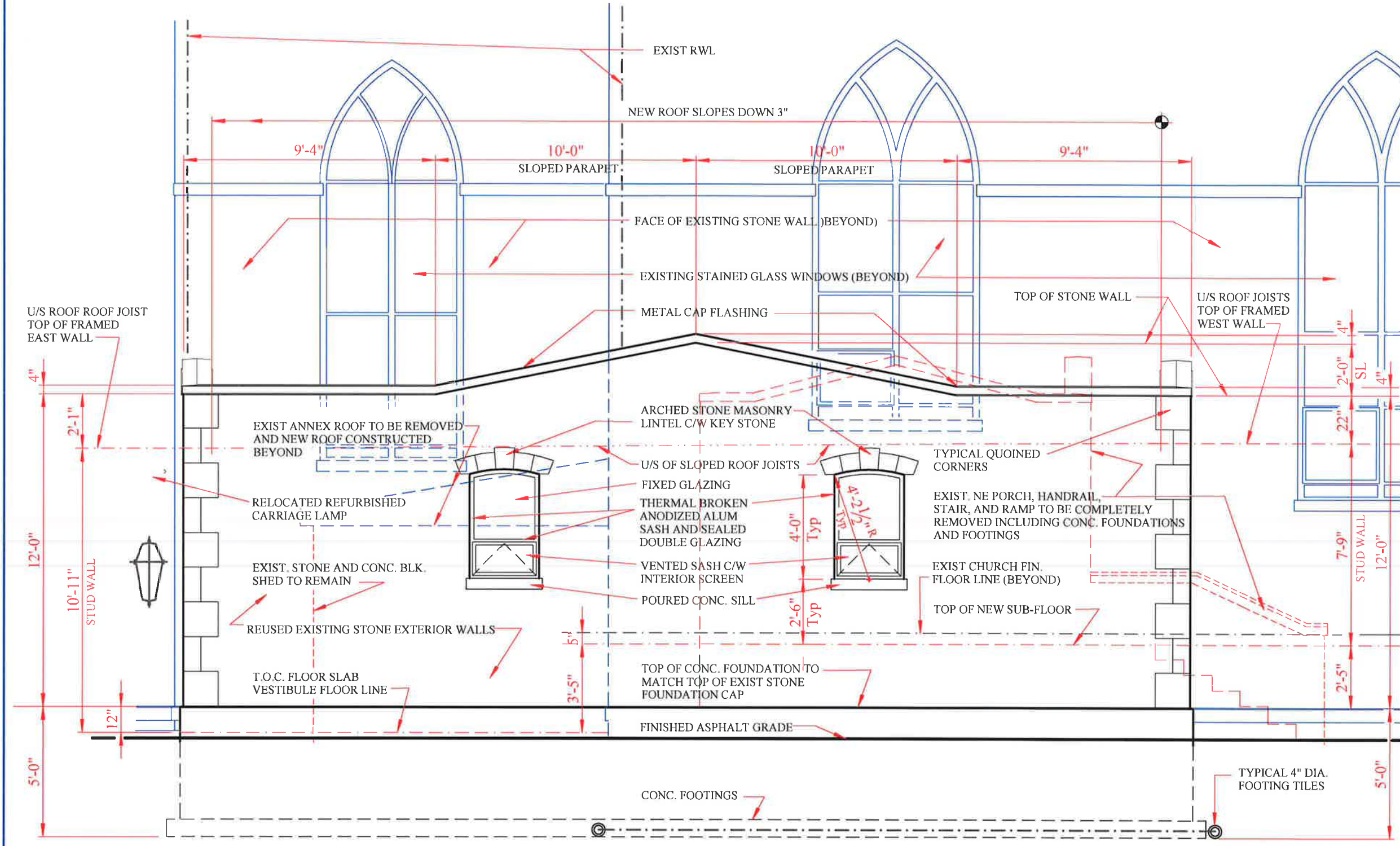
Scale	As noted	Approved by

Drawn by	JEN	Project No.

Designed by	NKB	Sheet No.
		4

Checked by		Sheet No.
		4 of 21

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NORTH ELEVATION

SCALE: 1/4" = 1' - 0"

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No	Approval Description	Date
1	Approval	31 Mar 2015

Detail Legend	DETAIL NO.
A	DETAIL NO.
B	SHEET WHERE DETAIL REQ'D
C	SHEET DETAIL DRAWN ON
DETAIL NUMBERS 21 TO 25	

Scale	Notes

Notes

Comments

Sheet
St. John the Baptist Catholic Church 1844 Amherstburg Ontario

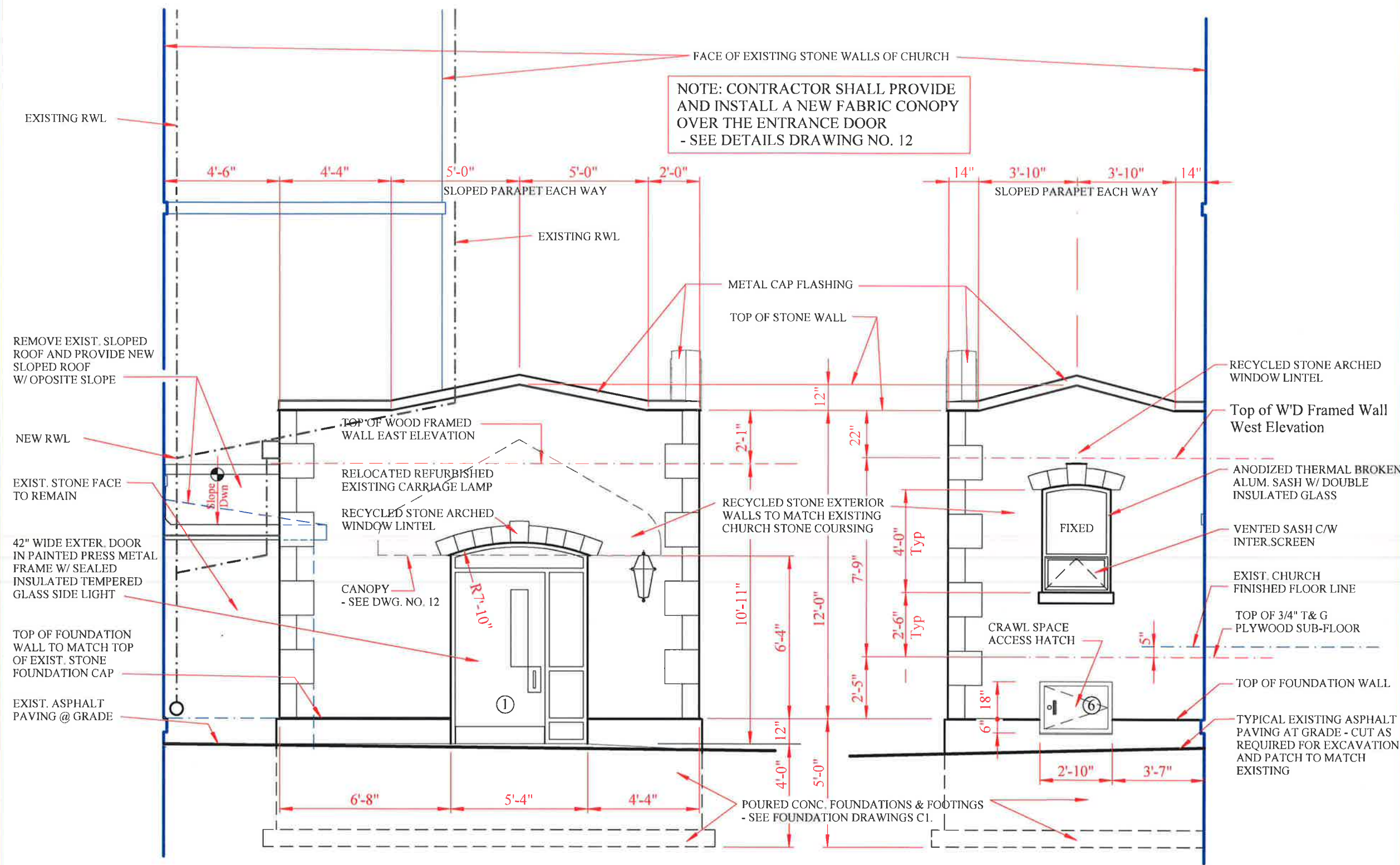
Project
Wheel Chair Lift & Accessible Washroom

Drawing Title
Northeast Porch EAST & WEST ELEVATIONS

scale: as noted	approved by: [Signature]
drawn by: JEN	project no: [Number]
designed by: NKB	drawing no: 5
checked by: [Signature]	sheet no: 5 of 21

all dimensions are in IMPERIAL.

NOTE: CONTRACTOR SHALL PROVIDE AND INSTALL A NEW FABRIC CONOPY OVER THE ENTRANCE DOOR - SEE DETAILS DRAWING NO. 12



EAST ELEVATION

SCALE: 1/4" = 1' - 0"

WEST ELEVATION

SCALE: 1/4" = 1' - 0"

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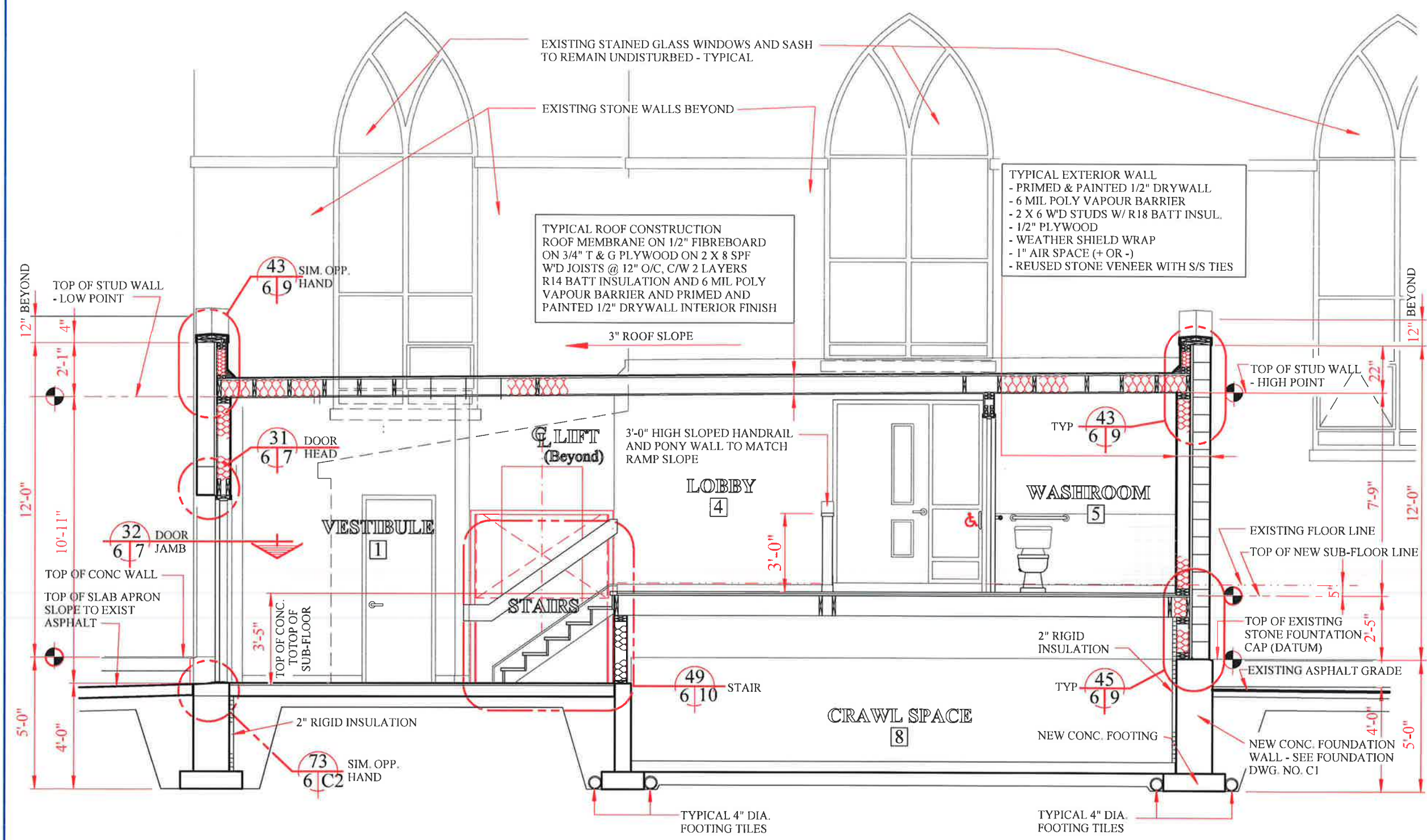
THE CONTRACTOR SHALL CHECK AND VERIFY ALL DIMENSIONS AND MATERIALS SHOWN ON THE DRAWINGS AND WHERE DISCREPANCIES OCCUR WITH THE SITE, REPORT TO THE ENGINEER FOR CLARIFICATION BEFORE PROCEEDING WITH ANY PORTION OF THE WORK IN THE CONTRACT.

No.	Approval Description	Date
1	Approval	31 Mar 2015

Detail Legend

A	DETAIL NO.
B	SHEET WHERE DETAIL REQ'D
C	SHEET DETAIL DRAWN ON

DETAIL NUMBERS 26 TO 30



LONGITUDINAL BUILDING SECTION A - A
 SCALE : 1/4" = 1' - 0"

scale	scale
-------	-------

permit	
--------	--

contract	
----------	--

Client: **St. John the Baptist Catholic Church**
 1844
 Amherstburg Ontario

Project: **Wheel Chair Lift & Accessible Washroom**

Drawing title: **Northeast Porch LONGITUDINAL SECTION A - A**

as noted	approved by
drawn by: JEN	project no.
designed by: NKB	drawing no. 6
checked by:	sheet no. 6 of 21

all dimensions are in IMPERIAL

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No.	Approval Description	Date
1	Approval	31 Mar 2015

Detail Legend	Detail No.	Sheet Where Detail Req'd	Sheet Detail Drawn On
A	A	B	C

DETAIL NUMBERS 31 TO 35

Scale	Scale

Scale	Scale

Scale	Scale

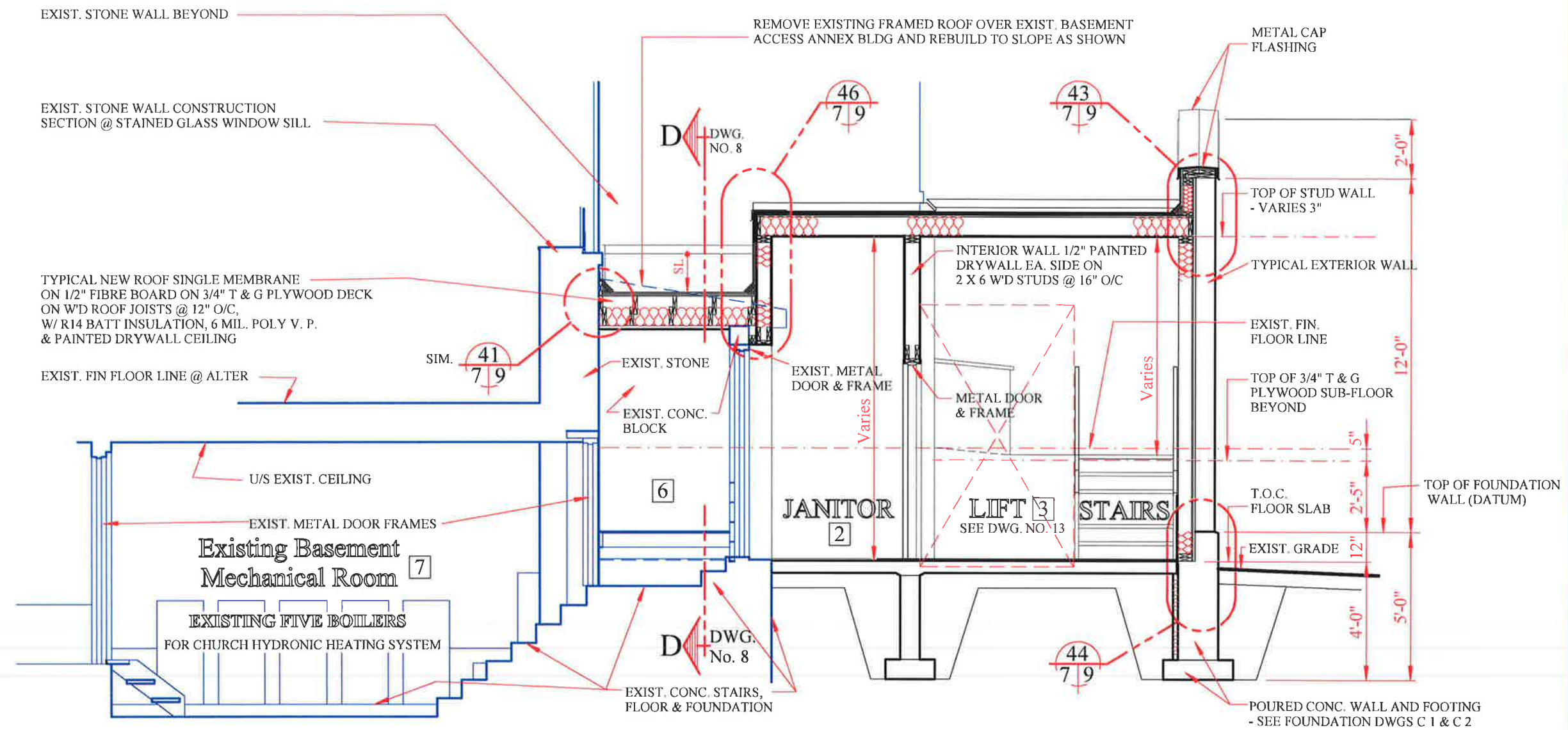
Client: **St. John the Baptist Catholic Church**
 1844
 Amherstburg Ontario

Project: **Wheel Chair Lift & Accessible Washroom**

Drawing Title: **Northeast Porch CROSS SECTION B - B**

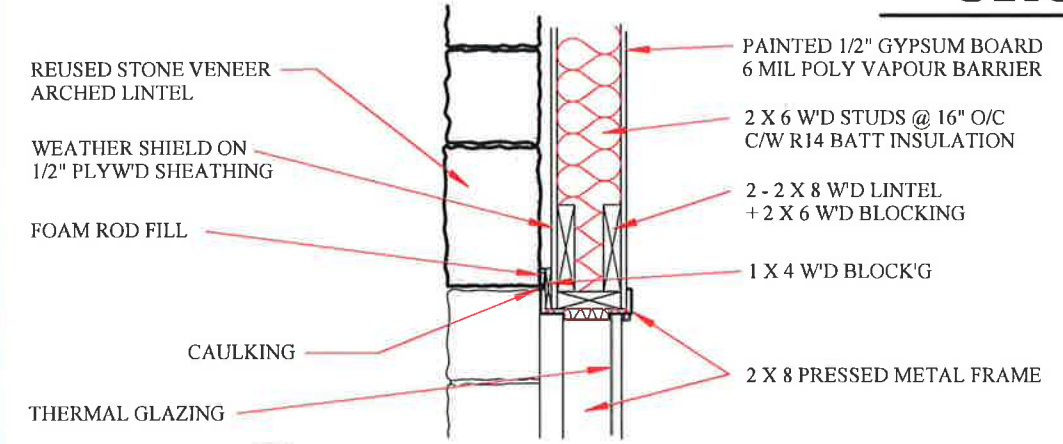
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Drawn by: JEN	Project no: [Blank]
Designed by: NKB	Revision no: 7
Checked by: [Blank]	Sheet no: 7 of 21

all dimensions are in IMPERIAL.

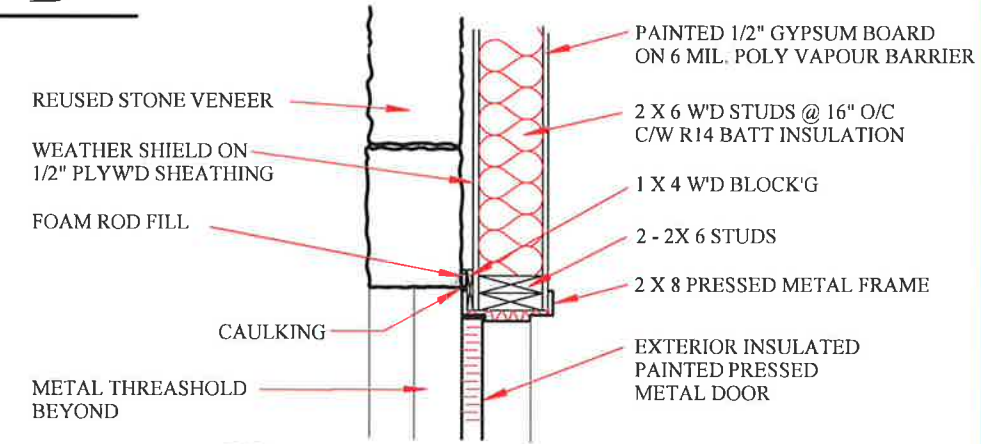


CROSS SECTION B - B

SCALE : 1/4" = 1' - 0"



31 Exterior Door Head Detail
 SCALE : 3/4" = 1' - 0"



32 Exterior Door Jamb Detail
 SCALE : 3/4" = 1' - 0"



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF THE CAO

MISSION STATEMENT:

Author's Name: Giovanni (John) Miceli	Report Date: April 2, 2015
Author's Phone: 519 736-0012 ext. 228	Date to Council: April 13, 2015
Author's E-mail: jmiceli@amherstburg.ca	Classification #:

To: Mayor and Members of Town Council

Subject: Ontario Municipal Administrators Association (OMAA) - Spring Workshop

1. RECOMMENDATION:

It is recommended that:

1. The Report from the Chief Administrative Officer dated April 2, 2015, regarding Ontario Municipal Administrators Association (OMAA) - Spring Workshop **BE RECEIVED**; and,
2. The Chief Administrative Officer **BE AUTHORIZED** to attend the OMAA Spring Workshop at an estimated cost of \$1,248.24 to **BE FUNDED** from the 2015 operating budget of the CAO Department.

EXECUTIVE SUMMARY:

N/A

2. BACKGROUND:

On February 23, 2015 Council adopted the following motion:

“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. “

In light of the adopted motion the Chief Administrative Officer is submitting for Council's consideration the approval to attend the OMAA spring workshop this May. OMAA is the only organization that is dedicated entirely to the interests and challenges of Ontario municipal administrators. The association promotes the sharing, participation and

improvement of local government. The association supports administrators in the ever-changing environment of an Ontario municipality.

3. DISCUSSION:

OMAA is holding a spring workshop from May 20th to May 22nd, 2015. A draft copy of the workshop is attached for Council's review. The associated costs for attending the workshop are as follows:

Works Shop Enrollment Cost	\$515.00
Accommodations	\$393.24
Mileage (680 km @ \$0.50)	\$340.00
Estimated Total Cost	\$1,248.24

It should be noted that breakfast, lunch and dinner are provided with the cost of the workshop.

4. RISK ANALYSIS:

N/A

5. FINANCIAL MATTERS:

The estimated costs of \$1,248.24 associated with attending the workshop are provided within the body of the report. The 2015 operating budget submitted by the CAO department includes a provision of \$10,000 for Training and Conferences for Council's consideration. Should Council approve the budget sufficient funds are available to fund this expenditure.

6. CONSULTATIONS:

N/A

This space left blank intentionally.

7. **CONCLUSION:**

To Council for information and direction.



Justin Rousseau
Director of Financial Services



Giovanni (John) Miceli
Chief Administrative Officer

GJM

APPENDICES:

DEPARTMENTS/OTHERS CONSULTED:

Name:

Phone #: 519 ext.

NOTIFICATION :

Name	Address	Email Address	Telephone	FAX



THE CORPORATION OF THE TOWN OF AMHERSTBURG
OFFICE OF FINANCIAL SERVICES

MISSION STATEMENT:

Author's Name: Justin Rousseau	Report Date: April 1, 2015
Author's Phone: 519 736-0012 ext. 259	Date to Council: April 13, 2015
Author's E-mail: jrousseau@amherstburg.ca	Classification #:

To: Mayor and Members of Town Council

Subject: Reconciliation of Wastewater Reserves and Operations Bank Account

1. RECOMMENDATION:

It is recommended that:

1. The report from the Director of Financial Services dated April 1, 2015, regarding the Reconciliation of Wastewater Reserve and Operation Bank Account **BE RECEIVED for information.**

EXECUTIVE SUMMARY:

N/A

2. BACKGROUND:

The Deloitte Financial Practices review made it clear that there were disconnects between management and Council with regards to reserves and reserve funds.

As noted in 3.1.1 of the Report

“Based on discussions and review of documentation it was identified that the general practice by prior finance management was to book a journal entry to reserves and the corresponding entry to a capital budget line item or expenditure. Segregated bank accounts were not set-up for the reserves prior to 2013.”

The above noted was also the case for the operations of the Wastewater funds. These funds were also not segregated into a separate bank account. All revenue was collected and expenses paid from Town of Amherstburg's general operating bank account.

3. DISCUSSION:

The Financial Services Department has implemented measures that have significantly improved the transparency of the Cash flow management of the Town. This task has been done through corrective measures undertaken in the Development Charge Account, the establishment of accounts for Gas Tax, Watermain reserve, Ranta Memorial Park, Employee Benefits and Life Cycle Replacement Account. In addition, the Town will be establishing an account for Equity Reserves as approved by Council in March 2015.

The last remaining issue to rectify by Administration is the Wastewater operating and reserve account. Administration established the bank account for Wastewater in January 2015. This was completed so that all 2015 income and expenses would flow through this bank account going forward therefore improving transparency. The plan of the Financial Services Department was to then finalize the 2014 figures, complete a full reconciliation and then allocate the proper amount of funds to the Wastewater account therefore matching the accounting records to the cash on hand in Wastewater.

This endeavour was completed on March 17th, 2015. The Reconciliation was done as follows:

Step 1- Determine the amount that should be in cash at December 31, 2014:

Opening Reserves Balance prior to year end closing	\$ 750,748.45	
Plus: 2014 Reserve Transfer	1,900,000.00	
Plus: 2014 Surplus from Operations	22,892.00	
Total	\$2,673,640.45	A

Step 2- Determine the amount of cash that should be surplus to operations in 2015 up to March 17th, 2015:

Cash Balance at March 17, 2015	\$ 790,987.74	
Less: Cheques paid by general account	(256,328.45)	
Less: IO Loan paid by general account	(183,961.54)	
Less: IO Loan paid by general account	(227,418.50)	
Less: CIBC Loan paid by general account	(31,633.39)	
Total	\$ 91,645.86	B

Step 3- Determine the Total and make the Appropriate Transfer to the wastewater account:

Total of A plus B	\$2,765,286.31
Total in Bank on March 17,2015 (appendix A)	\$2,765,286.31

Result: As of March 17th, 2015, the Town of Amherstburg Water Operating and Reserve account is fully reconciled and properly funded. Going forward, this will be the practise of the Town.

4. RISK ANALYSIS:

Risk exists that if further planning is not done in 2015 and going forward to increase these Cash Reserve Funds and Restricted Cash Accounts, the Town of Amherstburg will continue to fall behind our neighbouring municipalities. We will continue to fall behind when it comes to cash reserves and restricted funds to help guard against increasing debt levels and lack of funding for infrastructure.

5. FINANCIAL MATTERS:

The following information is a report on the actual cash held the Town of Amherstburg Wastewater operating and reserve account.

6. CONSULTATIONS:

N/A

7. CONCLUSION:

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


Justin Rousseau
Director of Financial Services


Giovanni (John) Miceli
Chief Administrative Officer

JR

APPENDICES: Bank Statement

DEPARTMENTS/OTHERS CONSULTED:
Name: None



Statement of Account Activity Report

User Group:

02-Apr-2015
09:58:12 AM

Page 1 of 1

Account Number

WASTE WATER

Value Date: 17-Mar-2015

Currency: CAD

Description	Ledger Date	Amount	Bank Reference	Customer Reference
Opening Ledger		790,987.74		
Closing Ledger		2,765,286.31		



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF ENGINEERING AND PUBLIC WORKS

MISSION STATEMENT:

Author's Name: Antonietta Giofu	Report Date: March 31, 2015
Author's Phone: 519 736-3664 ext. 320	Date to Council: April 13, 2015
Author's E-mail: agiofu@amherstburg.ca	Classification #:

To: Mayor and Members of Town Council

Subject: Noise Inspection Services

1. RECOMMENDATION:

It is recommended that:

1. The report from the Director of Engineering and Public Works dated March 31, 2015, regarding Noise Inspection Services **BE RECEIVED for information.**

2. EXECUTIVE SUMMARY:

N/A

3. BACKGROUND:

At the February 23, 2015 Council meeting Mr. Gene Zakal appeared as a delegation and addressed Council regarding a noise issue at his residential address. Council passed the following motion:

"The delegation be received and Council direct Administration to get a cost estimate for a sound engineer for Mr. Zakal's noise and vibration concerns."

4. DISCUSSION:

Based on the motion that was passed at the meeting on February 23, 2015, the Engineering and Public Works Department requested a costing from Akoustik Engineering Ltd, a local noise and vibration engineering firm.

The costing received by Akoustik Engineering to conduct an on-site visit and to perform a preliminary noise investigation is \$900 plus HST. This cost covers a 3 hour on-site investigation and a report out to the Town including a summary letter of findings.

5. RISK ANALYSIS:

A political risk exists if Administration and Council do not deal with a concern of this nature by a resident of the Town.

6. FINANCIAL MATTERS:

The estimated cost for a preliminary noise investigation is \$900 plus HST. The proposed 2015 Public Works Operating Budget includes funding for Professional and Engineering Fees.

7. CONSULTATIONS:

N/A

8. CONCLUSION:

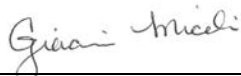
To Council for information and direction.



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



Justin Rousseau
Director of Financial Services



Giovanni (John) Miceli
Chief Administrative Officer

AG

APPENDICES:

DEPARTMENTS/OTHERS CONSULTED:

Name: N/A

Phone #:

NOTIFICATION :

Name	Address	Email Address	Telephone	FAX
Mr. Gene Zakal				



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF THE CAO

MISSION STATEMENT:

Author's Name: Giovanni (John) Miceli	Report Date: April 2, 2015
Author's Phone: 519 736-0012 ext. 228	Date to Council: April 13, 2015
Author's E-mail: jmiceli@amherstburg.ca	Classification #:

To: Mayor and Members of Town Council

Subject: Ombudsman Investigation - Closed meetings on December 10, 2014

1. RECOMMENDATION:

It is recommended that:

1. The report from the Chief Administrative Officer dated April 2, 2015, regarding the Ombudsman Investigation into illegal closed meetings held on December 10th, 2014, **BE RECEIVED for information.**

EXECUTIVE SUMMARY:

N/A

2. BACKGROUND:

On January 13th, 2015, the office of the Ontario Ombudsman received a complaint about closed sessions held by Council for the Town of Amherstburg at the council meetings on December 10th, 2014. According to the complainant, Council proceeded in camera to discuss a by-law regarding bank signing authorities, without prior notice that the item would be considered. The complainant alleged that this closed session discussion violated the provisions of the Municipal Act, 2001.

3. DISCUSSION:

For the 2014-2018 Council term, the Ontario Ombudsman has conducted its 1st investigation. Section 239(1) of the Municipal Act requires all meetings to be open to the public. Section 239 (2) provides the following exceptions:

A meeting or part of a meeting may be closed to the public if the subject matter being considered is,

- (a) the security of the property of the municipality or local board;*
- (b) personal matters about an identifiable individual, including municipal or local board employees;*
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;*
- (d) labour relations or employee negotiations;*
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;*
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;*
- (g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act. 2001, c. 25, s. 239 (2).*

As of January 1, 2008, Section 239.1 of the Municipal Act provides citizens the following rights:

A person may request that an investigation of whether a municipality or local board has complied with section 239 or a procedure by-law under subsection 238 (2) in respect of a meeting or part of a meeting that was closed to the public be undertaken,

- (a) by an investigator referred to in subsection 239.2 (1); or*
- (b) by the Ombudsman appointed under the Ombudsman Act, if the municipality has not appointed an investigator referred to in subsection 239.2 (1). 2006, c. 32, Sched. A, s. 104.*

The Ontario Ombudsman is the closed meeting investigator for the Town of Amherstburg. It should be noted that when the Ombudsman investigates closed meeting complaints they consider whether the open meeting requirements of the Act and the Town's Procedural By-law 2008-28 have been observed. It should be noted that Council adopted new Procedural By-law 2014-91 on January 21st, 2015.

On March 30th, 2015, the Town received the Ontario Ombudsman report and the Ombudsman's findings for the closed meeting on December 10th, 2015. The Ombudsman's report concludes with the following opinion:

"Council for the Town of Amherstburg was permitted under "personal matters" exception in the Municipal Act, to meet in closed session on December 10 to discuss the appointment of a specific individual to the position of treasurer. Council was not permitted to discuss bank signing authorities in closed session at this same meeting, and in doing so violated the Act.

Council also passed a resolution to proceed in camera that did not meet the requirements of s.239(4) of the Act"

Included in the Ombudsman's report are three recommendations for Council's consideration and can be viewed on page 7 of the attached report.

The Ombudsman Report dated March 2015 is attached as an appendix to this report.

4. RISK ANALYSIS:

In the last term of Council there were a significant number of closed meeting investigations conducted. This has had a negative effect on the reputation of the Town Amherstburg and the trust amongst the residents, Council and Administration. The community has demanded accountability and transparency. This was a common discussion throughout the 2014 election. Municipal resources have been expended to deal with these investigations. It is necessary going forward that Council and Administration work to minimize the number of closed meetings and to debate the issues in public sessions while maintaining the confidentiality permitted under the Municipal Act. A failure to address the issues will result in continued closed meeting investigations and further tarnish the Town's reputation and undoubtedly have political and resource implications going forward.

5. FINANCIAL MATTERS:

N/A

6. CONSULTATIONS:

N/A

This space left blank intentionally.

7. CONCLUSION:

The investigation into whether Council for the Town of Amherstburg held illegal closed meetings on December 10th, 2015, by the Ontario Ombudsman has concluded that the meeting was permitted under personal matters however was not permitted to discuss bank signing authorities. Three recommendations were provided by the Ombudsman to assist the Town going forward.



Giovanni (John) Miceli
Chief Administrative Officer

APPENDICES:
Ontario Ombudsman Report dated November 2014

DEPARTMENTS/OTHERS CONSULTED:
Name:
Phone #: 519 ext.

NOTIFICATION :				
Name	Address	Email Address	Telephone	FAX
Office of the Ombudsman of Ontario	Bell Trinity Square 483 Bay Street, 10th Floor, South Tower Toronto, ON M5G 2C9	info@ombudsman.on.ca	1-800-263- 1830	416-586- 3485



Ombudsman Report

**Investigation into whether
Council for the Town of Amherstburg
held an illegal closed meeting on
December 10, 2014**

**André Marin
Ombudsman of Ontario
March 2015**

Complaint

- 1 On January 13, 2015, my Office received a complaint about a closed session held by council for the Town of Amherstburg at its meeting on December 10, 2014.
- 2 According to the complaint, council proceeded in camera to discuss a by-law regarding bank signing authorities, without prior notice that the item would be considered. The complainant alleged that this closed session discussion violated the provisions of the *Municipal Act, 2001* (the Act).

Ombudsman jurisdiction

- 3 Under the Act, all meetings of council, local boards, and committees of council must be open to the public, unless they fall within prescribed exceptions.
- 4 As of January 1, 2008, the Act gives citizens the right to request an investigation into whether a municipality has complied with the Act in closing a meeting to the public. Municipalities may appoint their own investigator or use the services of the Ontario Ombudsman. The Act designates the Ombudsman as the default investigator for municipalities that have not appointed their own.
- 5 The Ombudsman is the closed meeting investigator for the Town of Amherstburg.
- 6 In investigating closed meeting complaints, we consider whether the open meeting requirements of the Act and the municipal procedure by-law have been observed.

Investigative process

- 7 My Office's Open Meeting Law Enforcement Team (OMLET) reviewed relevant portions of the municipality's procedure by-law and the Act, as well as the meeting materials for the meetings in question. They also spoke with the Mayor, municipal staff, and the council member who moved the motion to proceed in camera for the second closed session on December 10.
- 8 My Office received full co-operation in this matter.

The December 10, 2014 meeting

- 9 The December 10 meeting was a special meeting that began at 9:00 a.m. Notice of the meeting was provided to the public through the posting of the agenda, in accordance with the municipality's procedure by-law. According to the agenda, a

closed session was to be held to consider the appointment of a treasurer under the “personal matters” exception (s. 239 (2) (b) of the Act).

- 10** Included on the agenda under item 6 (By-laws) were two recommendations regarding the appointment of the treasurer, and the appointment of bank signing authorities. Copies of the draft by-laws were attached to the publicly available agenda. By-law 2014-116 appointed a named individual as treasurer commencing December 1, 2014, and By-law 2014-117 authorized the Mayor or Deputy Mayor, together with one of three named members of staff, as authorized bank signing officers.
- 11** According to the open session minutes, council proceeded in camera at 9:07 a.m. for the reasons outlined on the agenda. Present in camera were all of council, the Chief Administrative Officer and the acting Clerk.
- 12** While in camera, council first discussed the former treasurer and the circumstances surrounding the end of his employment. Council then considered staff’s recommendation regarding hiring an identified individual as treasurer. Some council members expressed opinions regarding the individual’s qualifications for the position, and staff provided information about his credentials.
- 13** Council directed staff to provide council with a draft contract and further information about the individual’s qualifications for council’s review.
- 14** The open session resumed at 10:15 a.m. In open session, council voted to defer both the motion to appoint a treasurer and the motion to appoint bank signing authorities.
- 15** Staff told my Office that the matter of bank signing authorities was supposed to be dealt with at the December 1 meeting, but council had deferred it. After it was deferred again at the December 10 meeting, staff decided to speak with the Mayor about the need for council to choose who could act as bank signing authorities. Over the lunch break on December 10, municipal staff met with the Mayor to advise that it was urgent that this issue be dealt with in order for the municipality to continue with its day-to-day business.
- 16** After the lunch break, council again resolved to proceed in camera, at 1:42 p.m. The resolution captured in the open session minutes did not refer to a specific exception in the Act to authorize the discussion, nor did it provide any information about the subject matter to be discussed. Staff told us the failure to provide this information was an oversight. The resolution captured in the closed session minutes stated that council was proceeding in camera under the “personal matters” exception.

- 17** While in camera, council members said they preferred to have only the Mayor and Deputy Mayor as bank signing authorities, rather than have any members of staff assigned in this role. There were no discussions about any particular staff member, or their suitability to act as a bank signing authority.
- 18** The open session resumed at 1:51 p.m. In open session, council voted that By-law 2014-117 regarding bank signing authorities should not be approved, and that By-law 2014-027, which identified the Mayor and Deputy Mayor as the only bank signing authorities for the town, should be passed instead.
- 19** At council's next meeting, on December 15, it was reported in open session council had proceeded in camera under the "personal matters" exception on December 10 to consider the appointment of the treasurer, and that there was nothing further to report. There was no public reporting on the discussion of bank signing authorities on December 15. Staff told us this was because the matter was dealt with through the motion passed in open session on December 10.

Analysis

The discussion of the appointment of a treasurer

- 20** During the first closed session on December 10, council discussed the qualifications of a candidate for the treasurer position, under the "personal matters" exception.
- 21** In reviewing the scope of this exception, my Office often considers decisions of the Office of the Information and Privacy Commissioner (the IPC). Although not binding on my Office, these cases can be instructive.
- 22** The IPC has noted that in order to qualify as "personal information" for the purpose of the open meeting requirements, the information usually must be about an individual in their personal capacity, rather than their professional, official or business capacity¹. However, information about an individual in a professional capacity may still qualify as personal information, if it reveals something of a personal nature².

¹ Order MO-2204, Aylmer (Town) (Re), 2007 CanLII 30462 (ON IPC)

² Order MO-2368, Clarington (Municipality) (Re), 2008 CanLII 68856 (ON IPC)

- 23** Information about a person in their professional capacity can take on a more personal nature if it relates to scrutiny of that individual's conduct,³ or if the discussion involves expressions of opinion about an individual.⁴
- 24** On December 10, council discussed the qualifications of an identifiable individual, who was a current employee of the municipality and a candidate for another position. As noted in IPC Order MO-1909,⁵ information relating to education and employment history falls within the definition of "personal information" in the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).
- 25** Some council members also expressed opinions about this individual's suitability for the position. These discussions were personal in nature and fit within the cited exception.

The discussion of bank signing authorities

- 26** During the second closed session, council discussed its preference to have only the mayor and deputy mayor act as bank signing authorities for the town, rather than members of staff.
- 27** Although three specific staff members were named in the draft By-law regarding bank signing authorities, simply mentioning the names of employees in their professional capacity is not sufficient to bring a discussion within the personal matters exception. The information provided to my Office indicated that there was no discussion of the qualifications of these particular individuals to fulfill this role, or any other personal information regarding these employees discussed during the closed session.
- 28** Accordingly, the subject matter did not fit within the personal matters exception, or any exception to the open meeting requirements, and should not have been discussed in camera.
- 29** When OMLET staff spoke to the Mayor and some members of staff regarding these findings, they expressed disagreement that the discussion of bank signing authorities did not fit within the cited exception. They mentioned that the general "tone" of the meeting was one of distrust of municipal staff, and accordingly it was felt that this rendered the discussion personal in nature. This general tone or concern is not sufficient to bring the discussion within the personal matters exception.

³ Order MO-2519, Madawaska Valley (Township) (Re), 2010 CanLII 24619 (ON IPC)

⁴ Supra, Note 1

⁵ Order MO-1909, Temiskaming Shores (City) (Re), 2005 CanLII 56561 (ON IPC)

- 30** The information my Office received during interviews and through a review of the meeting documents indicated that no personal information about any identified member of staff was discussed during the second closed session on December 10.
- 31** Although after conducting interviews I am not satisfied that it would have made a difference in this case, if council feels that its meeting records are not reflective of the specific in camera discussions that took place during a meeting, council should move to audio or video record closed sessions. This ensures that the most accurate record of the closed meeting is captured for my Office’s review during a closed meeting investigation.

Procedural matters

Resolution to proceed in camera

- 32** Section 239(4) of the Act requires that, prior to proceeding into closed session, council must state by resolution the fact of holding the meeting, and the general nature of the subject matter to be considered. As noted by the Ontario Court of Appeal in *Farber v. Kingston City*,⁶ “the resolution to go into closed session should provide a general description of the issue to be discussed in a way that maximizes the information available to the public while not undermining the reason for excluding the public.”
- 33** The resolution for the second closed session did not contain any information about the subject matter to be discussed. Our Office was advised that this was an oversight.

Record of meetings

- 34** As noted in my 2011-2012 Annual Report on open meetings, I strongly encourage municipalities to make audio or video recordings of council proceedings. This provides the most clear, accessible record for closed meeting investigators to review, and assists in ensuring that officials do not stray from the legal requirements during closed meetings.
- 35** More and more municipalities are opting to digitally record closed sessions for the sake of accuracy. These include: the Townships of Tiny, Madawaska Valley and McMurrich/Monteith, the Town of Midland, The Municipality of Lambton Shores, and the Cities of Oshawa and Welland.

⁶ 2007 ONCA 173 (CanLII)

Opinion

- 36** Council for the Town of Amherstburg was permitted, under the “personal matters” exception in the *Municipal Act*, to meet in closed session on December 10 to discuss the appointment of a specific individual to the position of treasurer. Council was not permitted to discuss bank signing authorities in closed session at this same meeting, and in doing so violated the Act.
- 37** Council also passed a resolution to proceed in camera that did not meet the requirements of s. 239(4) of the Act.
- 38** I am making the following recommendations to assist the Town in fulfilling its obligations under the Act, and in enhancing the transparency of its meetings.

Recommendations

Recommendation 1

The Town of Amherstburg should ensure that no subject is discussed in closed session unless it comes within one of the exceptions to the open meeting requirements of the *Municipal Act, 2001*.

Recommendation 2

The Town of Amherstburg should ensure that all resolutions to proceed in camera provide a general description of the subject matter to be discussed in closed session.

Recommendation 3

The Town of Amherstburg should implement a practice of audio or video recording its closed sessions.

Report

- 39** OMLET staff spoke with the Mayor, the clerk, the deputy clerk, and the chief administrative officer on March 23 to provide an overview of these findings, and to give the municipality an opportunity to comment. Any comments received were taken into account in preparing this report.
- 40** My report should be shared with council for the Town of Amherstburg and made available to the public as soon as possible, and no later than the next council meeting.



André Marin
Ombudsman of Ontario

From: Mary Brennan [<mailto:MBrennan@countyofessex.on.ca>]

Sent: Thursday, February 26, 2015 2:44 PM

To: Brenda Andreatta - Town of LaSalle (bandreat@town.lasalle.on.ca); Brian Sweet - Municipality of Leamington (bsweet@leamington.ca); Kim Siddall - Municipality of Leamington

(ksiddall@leamington.ca); Laura Moy - Town of Tecumseh (lmoy@tecumseh.ca); Linda Jean - Town of LaSalle (ljean@town.lasalle.on.ca); Mary Masse - Town of Lakeshore (mmasse@lakeshore.ca); Nicole Rubli; Paula Parker; Ruth Orton-Pert - Town of Kingsville (rorton-pert@kingsville.ca); Sandra Kitchen - Town of Kingsville (skitchen@kingsville.ca); Cheryl Bondy (cbondy@essex.ca)

Cc: Dan DiGiovanni - Town of Kingsville (DDigiovanni@kingsville.ca); Giovanni (John) Miceli; Kevin Miller - Town of LaSalle (kmiller@town.lasalle.on.ca); Peter Neufeld - The Corporation of the Municipality of Leamington (pneufeld@leamington.ca); Russell Phillips - Town of Essex (rphillips@essex.ca); Tom Touralias; Tony Haddad - Town of Tecumseh (thaddad@tecumseh.ca); Brian Gregg

Subject: Delegation Made at County Council

Good Afternoon:

At the February 18th meeting of County Council, there was a delegation from representatives of the Essex Spitfire Committee regarding the Memorial Veterans Wall they are funding-raising for. The purpose of their delegation was to request that the Mayors and Deputy Mayors take their request for each municipality to contribute \$1000, back to their respective Councils for consideration. The following is an excerpt from the February 18th County Council minutes to provide you with some additional information on their request:

“Mr. Voakes stated he, Mr. Beale and Ms. Allison were present to speak about the “Memorial Veterans Wall” to be located at the site of the Spitfire plane in the Town of Essex. Mr. Voakes noted that the group had initially raised \$175,000 in order to locate the Spitfire plane in the Town of Essex. They would now like to erect an honour wall with the names of the Royal Canadian Air Force veterans engraved on the wall at the Spitfire site. To date, they have raised approximately half of the \$40,000 required to erect the wall.

Mr. Voakes requested that each municipality in the County along with the City of Windsor contribute \$1,000 towards the construction of the Memorial Veterans Wall in the Town of Essex at the site of the Spitfire.

Mr. Beale, past co-chair of the Essex Spitfire Committee, advised that they planned on having a dedication of the wall on Sunday, May 24, 2015 at 2 pm. Residents and municipalities can make donations towards the Veterans Wall by calling Cheryl Bondy at the Town of Essex. Veterans wishing to have their name on the wall should contact Ms. Allison at 519-566-8124 or email her at

suzanne.allison1@yahoo.ca. Ms. Allison also advised that the deadline for submitting names for the wall was April 30, 2015.”

This is being provided for your information, in case your Mayors and Deputy Mayors have not yet passed along this request.

Regards,

Mary

Mary Brennan, B.A., CMO

Director of Council Services/Clerk

County of Essex

360 Fairview Avenue West

Essex, ON

N8M 1Y6

Phone: 519-776-6441 ext. 1335

TTY: 1-877-624-4832

Fax: 519-776-4455

Email: mbrennan@countyofessex.on.ca

Website: www.countyofessex.on.ca



This years feature
Cockshutt
Tractors and Machinery

**Time to start selling ads for your 2015 Show Book.
The prices remain the same as last year.
This is one of our main fund raising activities.
Please sell a few ads and help support you museum.**

This is our 31th year. The Essex County Steam & Gas Engine Museum Inc. would like to invite you to advertise in our 2015 Show Book.

Each year we publish 5000 copies for distribution around Essex and Kent Counties. Show book advertisements are Black and White or Full Colour ads are also available the prices are reasonable so move up to colour. Ads can be purchased from any member of the Essex County Steam & Gas Engine Museum Inc.. Please provide a recent business card or a copy of the advertisement you would like used. Changes to a previous ad can also be made, please provide the information needed for those changes.

Advertising information and any changes you may need can be E-mailed to our 2015 Show Book Editor at gerry.crisford@gmail.com or mailed to the address shown below.

Payment for your ad can be given to any member or mailed to the Essex County Steam and Gas Museum Inc. Co-An Park 11081 Con. 11, P.O. Box 1176, McGregor,

Deadline for this year's ads will be April 30th 2015,

Any later, we cannot guarantee your ad will get into our 2015 Show Book.

**Essex County Steam & Gas Engine Museum Inc.
Co-An Park 11081 Con. 11, P.O. Box 1176
McGregor, Ontario, N0R 1J0
esagec@primus.ca
www.essexsteamandgasengine.com**

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Business Card	\$ 45.00	\$ 55.00
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Ministry of Citizenship,
Immigration and International
Trade

Minister

6th Floor
400 University Avenue
Toronto ON M7A 2R9
Tel.: (416) 325-6200
Fax: (416) 325-6195

Ministère des Affaires civiles,
de l'Immigration et du Commerce
International

Ministre

6^e étage
400, avenue University
Toronto ON M7A 2R9
Tél.: (416) 325-6200
Télééc.: (416) 325-6195



April 2015

LINCOLN M. ALEXANDER AWARD 2015

Dear Friends,

Every year since 1993, the Government of Ontario has presented the Lincoln M. Alexander Award to honour young Ontarians who have demonstrated exemplary leadership in contributing to the elimination of racial discrimination.

I am pleased to ask you to support this program by nominating an outstanding young person whom you believe to be deserving of recognition. As the Minister of Citizenship, Immigration and International Trade, I will join the Lieutenant Governor in officially recognizing the award recipients at a special ceremony at Queen's Park on January 21, 2016, to mark Lincoln Alexander Day in Canada.

Nomination forms and information outlining details of the program are available on my ministry's website at www.ontario.ca/honoursandawards

Please take this opportunity to acknowledge a young person from your school or community who has made an important contribution to eliminating racial discrimination in Ontario.

For further information, please contact the Ontario Honours and Awards Secretariat:
416 314-7526, toll free 1 877 832-8622 or TTY 416 327-2391.

The deadline for nominations is May 31, 2015.

Thank you for taking the time to consider a deserving young Ontarian for the Lincoln M. Alexander Award.

Yours truly,

A handwritten signature in black ink, appearing to read "Michael Chan".

Michael Chan
Minister

January 27, 1994

Amherstburg Town Council
Sandwich Street
Amherstburg, Ontario

His Honour Mayor Gibb,
Ladies and Gentlemen of
the Amherstburg Town Council.

Dear Elected Officials:

As a resident and businessman in the Town of Amherstburg for the last thirty-five years, I would like to make the following proposal to the Council.

According to the distinguished Town Historian the late David P. Botsford C.M., in his article "AT THE END OF THE TRAIL," page 181, Subtitle 59, "Street Names of Amherstburg" reads as follows:

"Amherstburg was projected in 1796 and the first three streets back from the river were known simply as FIRST, SECOND and THIRD. These three streets lay on the river bank immediately south of the Military Reserve and the north boundary of the town was marked by present-day RICHMOND Street.

By 1820 the town was greatly extended to the rear of the first streets almost to its present limits and the names of FIRST SECOND AND THIRD had given way to the present names they bear, DALHOUSIE RAMSAY AND BATHURST. However, from old documents other names were carried by these same streets. For instance, the MAITLAND was applied to DALHOUSIE Street and QUEEN to BATHURST Street. Now as to the origin of these various names-MAITLAND was named for Sir Peregrine Maitland, Lieutenant-Governor in Upper Canada in 1818 and again from 1820 to 1827. We will find that nearly all the streets in the old part of Amherstburg, that is Wards One and Two, paid tribute to the Governors. Thus when MAITLAND became DALHOUSIE it was named for George, ninth Earl of Dalhousie, who was Governor-General of Upper and Lower Canada from 1820 to 1828. Like most of the early governors his career had been in the British Army and he was the Commander-in-Chief of the British forces in North America. Ramsay, the former SECOND Street, was also named for him as it was the family name of the Earl of Dalhousie, though his younger brother, William Ramsay, Lord Panmure, had assumed the family name of his grandmother which was Maule."

As I have illustrated the finding in this article, the naming of the streets of Amherstburg had very little significance to the local history of our area. These streets could have just as easily been named after the names of local prominent residents of this small town or continue to be named in numerical sequence.

Bearing this in mind, one particular natural heritage that this Town has is its extraordinary location along the Detroit River.

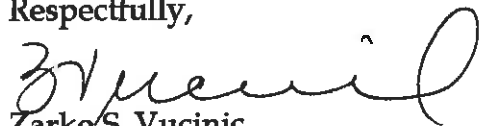
Not long ago the Town renamed their streets to honour local sons who participated in the World War II Fryer, Fox, Thomas, and Meloche. Town Parks were named after local Politicians like Smith, Jones, and Wigle. Continuing the Town's owned PUC Building was named after the late Leonard Duby for his dedication to utility causes. Now these examples of naming streets and locations after local citizens are examples of preserving noteworthy peoples and their contributions. These renamings have always received my support and the Town Councils should be congratulated. I believe that these heritage preservations have promoted goodwill, (UNLIKE THE FIASCO OF FORCED HERITAGE DESIGNATIONS).

In keeping the theme of Heritage, I brought up the phrase of Natural Heritage. When traveling around, in almost every city or town I notice that each one has taken advantage of its most important natural heritage, their waterfront. For example, there is Lakeshore Drive in Chicago, Lakeshore Boulevard in Cleveland, St. Clair Shores in Detroit, Lakeshore Boulevard in Toronto and River Road in Niagara Falls. In naming these few examples we can see that even Windsor followed suit by renaming its original Sandwich street to Riverside Drive. These renamings were done to emphasize this natural heritage theme of their locations on the Water.

This brings me to my point. Why not focus on our natural heritage and use it to capitalize our location. As you all know my business is well known throughout our area and in the state of Michigan particularly. When we are called upon to give directions to our customers the inevitable question arises of "what is the name of that street again? How do you spell it? Oh then just follow the river.!"

In conclusion, I would like to propose that we rename our local street, that glides around and along our beautiful river, from Dalhousie Street, (a name that historically bears no real significance) to Riverside Drive. It is time that we let everyone know that the Town of Amherstburg is located on its first, main and most natural resource and thus its natural Heritage.

Respectfully,



Zarko S. Vucinic

President

Duffy's Tavern & Motor Inn
Amherstburg, Ontario

ERNIE HARDEMAN, M.P.P.
Oxford

Mayor Aldo DiCarlo
Town of Amherstburg
271 Sandwich St. S
Amherstburg, ON N9V 2A5

Queen's Park Office:
Room 413, Legislative Bldg.
Toronto, Ontario
M7A 1A8

Tel. (416) 325-1239
Fax (416) 325-1259

Constituency Office:
17 Perry Street
Woodstock, Ontario
N4S 3C2

Tel. (519) 537-5222
Fax (519) 537-3577

Dear Mayor DiCarlo,

I understand the fiscal challenges that municipalities are facing and that your tax dollars have to be used effectively. That's one of the reasons I was so disappointed to learn that some social housing providers are being forced to pay more than they should for services.

As you know, provincial legislation makes it mandatory for affordable housing providers to purchase gas and insurance through the Housing Services Corporation (HSC). A number of municipalities have found that they are paying more for gas than if they were to purchase it through other sources. As well, many providers are paying HSC an opt out fee (2.5% of the premium) in order to be allowed to purchase less expensive insurance that provides equal or better coverage.

I believe that affordable housing providers should be allowed to purchase these items at the best possible price – whether it is directly, jointly with the municipality, through Local Authority Services, or through HSC. I also have concerns about recent spending at the HSC, including frequent international travel and money transferred to subsidiaries and other for-profit companies.

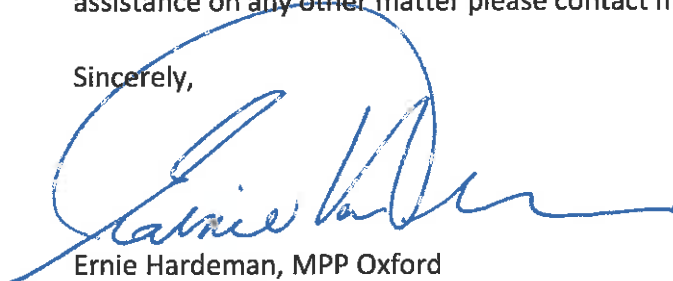
To save municipalities money and ensure affordable housing dollars are used effectively I recently introduced the *Housing Services Corporation Accountability Act*. If passed, this Act will:

- Save affordable housing providers money on natural gas and insurance by removing the mandatory requirement to purchase them through the Housing Service Corporation;
- Restore accountability by requiring HSC to report salaries over \$100,000 as municipalities and government agencies do; and
- Give the Provincial Auditor the authority to audit the HSC without requiring a Minister's request.

I ask for your support for this bill to ensure that affordable housing dollars can provide the maximum benefit to help those who need it most. In case it is helpful I have enclosed a sample resolution of support.

If you have any questions regarding the *Housing Services Corporation Accountability Act*, or if I can be of assistance on any other matter please contact me at ernie.hardeman@pc.ola.org or 416-325-1239.

Sincerely,



Ernie Hardeman, MPP Oxford
PC Critic for Municipal Affairs and Housing

Housing Services Corporation Accountability Act, 2015

EXPLANATORY NOTE

The Bill amends the *Housing Services Act, 2011* in the following ways:

1. Section 150 is amended to permit the Auditor General to audit the accounts of the Housing Services Corporation and of each of its subsidiaries.
2. Section 151 is amended so that members of the Housing Services Corporation such as service managers and local housing corporations are not required to participate in any of the Corporation's programs or activities.

The Bill also amends the *Public Sector Salary Disclosure Act, 1996* to specify that the Housing Services Corporation and each of its subsidiaries are employers for the purposes of the Act.

An Act to amend the Housing Services Act, 2011 and the Public Sector Salary Disclosure Act, 1996

Her Majesty, by and with the advice and consent of the Legislative Assembly of the Province of Ontario, enacts as follows:

HOUSING SERVICES ACT, 2011

1. (1) Section 150 of the *Housing Services Act, 2011* is amended by adding the following subsections:

Auditor General

(2) The Auditor General appointed under the *Auditor General Act* may audit the accounts of the Corporation and of each of its subsidiaries.

Access to records and information

(3) When the Auditor General conducts an audit under subsection (2), the Corporation and its subsidiaries shall give the Auditor General and employees of the Auditor General access to all records and other information required to conduct the audit.

Sample resolution for Municipal Council

WHEREAS social housing providers in Ontario are currently required to purchase natural gas and insurance through the Housing Services Corporation (HSC) or pay a fee to purchase elsewhere; and

WHEREAS social housing providers should have the right to obtain natural gas and insurance at the lowest cost to provide value to those in need of affordable housing and all taxpayers; and

WHEREAS the HSC should be subject the same level of accountability and oversight as government agencies;

THEREFORE BE IT resolved that the Council of (name of municipality) supports the *Housing Services Corporation Accountability Act* introduced by Oxford MPP Ernie Hardeman which would remove the mandatory requirement for social housing providers to purchase gas and insurance through the HSC, require HSC to report salaries over \$100,000, and give the Provincial Auditor General the authority to audit HSC.

AMHERSTBURG COMMITTEE OF ADJUSTMENT

Minutes of a meeting of the Amherstburg Committee of Adjustment held Tuesday, December 16, 2014 at 7:30 a.m. in the Council Chambers.

Present: Chairman D. Cozens, Members S. Ducedre, D. Shaw, A. Smith

Absent with Notice: Member J. Mailloux

Also Present: R. Belanger, Secretary/Planner

DISCLOSURE OF INTEREST

There were no disclosures of interest.

ADOPTION OF MINUTES

Moved by A. Smith
Seconded by D. Shaw

That the minutes of a meeting of the Committee of Adjustment held November 25, 2014 be adopted as printed and circulated.

-carried-

APPLICATIONS

- (1) **A/23/14** Albert & Maryann Bastien
N/S Lakewood Drive
Plan 1191, Lots 122 & 124
Deferring Application

Moved by S. Ducedre
Seconded by D. Shaw

That Application A/23/14 be deferred. The owners have requested the deferral of the application until there is an opportunity to address comments of the Essex Region Conservation Authority.

- (2) **A/24/14** 1903241 Ontario Ltd
c/o Tyler Soulliere
744 Front Road North
Concession 1, Part Lot 14

Public in Attendance: Tyler Soulliere and Ashley Georgiou

The applicant is proposing the construction of a single detached dwelling with a 3549.5 sq ft footprint. The applicant is requesting relief from Zoning By-law 1999-52, as amended, Section 6(3)(g) which permits a maximum lot coverage of 30%. The proposed new dwelling will have a lot coverage of 33% with an additional 2% requested to permit the future construction of an accessory structure. Therefore the amount of relief requested is 5% to permit a total lot coverage of 35%.

Note: This property has already received relief from the Committee of Adjustment through a minor variance for a county road setback of 18.3 m from the centerline of the ROW.

The following correspondence was received from the various agencies circulated:

- (i) Letter dated December 8, 2014 from the Essex Region Conservation Authority – The above noted lands are subject to our Development, Interference with Wetland and Alteration to Shorelines and Watercourses Regulations under the Conservation Authorities Act. The subject parcel falls within the regulated area of the following watercourses/waterbodies: Detroit River, West Ouellette Drain. Prior to any construction or site alteration, or other activities affected by the regulations, the property owner will be required to obtain a Permit and/or Clearance. No objections to the application.
- (ii) Email dated December 3, 2014 from Manager of Engineering and Operations – no comments.
- (iii) Planning Report dated December 5, 2014 from Rebecca Belanger.

Tyler Soulliere addressed the Committee summarizing the purpose of the application for minor variance. Mr. Soulliere advised that he intends to adhere to other regulations of the Zoning By-law however, due to the size and style of his proposed home, a minor variance is required specifically for lot coverage. Member Smith questioned whether the old garage on the property has been removed. Mr. Soulliere advised that the garage would be removed in the near future. Chairman Cozens noted that based on his review of the site plan the proposed increased lot coverage would not impact the view of the river.

After discussion the following resolution was put forth:

Moved by A. Smith
Seconded by D. Shaw

That Application A/24/14 be approved.

-carried-

Reasons of Committee

The variance is minor in nature, will not impact the character of the adjacent properties and is keeping with the intent of the Official Plan and Zoning Bylaw.

- (3) **B/27/14** Timothy & Sandra Langlois
2070 Front Road North
Concession 1, Part of Lots 35 & 36, 12R-9462, Parts 1 & 4

Public in Attendance: Sandra and Todd Langlois

Application B/27/14 is proposing to sever a parcel of land being 100 ft frontage by 250 ft depth with an area of 25,000 sq ft ± for purposes of creating a new building lot. The remaining parcel being 157.33 ft ± frontage by an irregular depth with an area of 2.3 acres ± includes one (1) single detached dwelling and one (1) accessory structure.

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

The following correspondence was received from the various agencies circulated:

- (i) Letter dated December 9, 2014 from the Essex Region Conservation Authority – The above noted lands are subject to our Development, Interference with

Wetland and Alteration to Shorelines and Watercourses Regulations under the Conservation Authorities Act. The subject parcel falls within the regulated area of the following watercourses/waterbodies: Detroit River. Prior to any construction or site alteration, or other activities affected by the regulations, the property owner will be required to obtain a Permit and/or Clearance. No objections to the application. The subject land is adjacent to (within 120m of) a natural heritage feature that is identified as significant under the PPS. The PPS states that development and site alteration shall not be permitted on adjacent lands to natural heritage features unless their ecological function has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions. Our office has completed a scoped EIA for this proposed development. The lot lines of the proposed lot do not extend into the PSW or related buffer area. Stormwater run-off issues can be adequately dealt with through the ERCA permitting process. Therefore this application will be consistent with the natural heritage policies in the PPS 2014.

- (ii) Email dated December 3, 2014 from Manager of Engineering and Operations – no comments.
- (iii) Planning Report dated December 8, 2014 from Rebecca Belanger.

Sandra Langlois addressed the Committee summarizing the purpose of the application for consent. Mrs. Langlois stated that they were selling their house and hoping to sever a lot from their land holdings.

After a discussion the following resolution was put forth:

Moved by D. Shaw
Seconded by A. Smith

That Application B/27/14 be approved subject to the following conditions:

1. That a Reference Plan of the subject property satisfactory to the municipality be deposited in the Registry Office; a copy to be provided to the municipality.
2. The applicant to submit to the municipality the deed, in triplicate, acceptable for registration in order that consent may be attached to the original and duplicate and a copy be provided to the municipality.
3. That all property taxes be paid in full.
4. That the retained parcel be serviced with municipal water in accordance with and under the supervision of the municipality at the applicant's expense, prior to the stamping of deeds.
5. That the applicant obtain a report from a certified designer/installer that the existing private septic system serving the existing dwelling does not cross the property lines, that the system is in working order and that its operation will not be affected by the severance. Further the Chief Building Official or his designate is to be onsite for inspection purposes when the field investigation is conducted by the designer/installer.
6. This consent will be deemed to be refused in accordance with the Planning Act if the above noted conditions are not met within one year from the date of this notice.

-carried-

Reasons of Committee

The request is in conformity with Section 6.1.2 of Amherstburg's Official Plan and is consistent with the Provincial Policy Statement.

NEXT MEETING

The next meeting is scheduled for Tuesday, January 27, 2015 at 7:30 a.m.

ADJOURNMENT

The meeting adjourned at 7:45 a.m.


Chairman D. Cozens


Secretary- Rebecca Belanger

AMHERSTBURG COMMITTEE OF ADJUSTMENT

Minutes of a meeting of the Amherstburg Committee of Adjustment held Tuesday, February 24, 2015 at 7:30 a.m. in the Council Chambers.

Present: D. Cozens, S. Ducedre, M. Prue, D. Shaw, A. Smith

Also Present: R. Belanger, Secretary/Planner

COMMITTEE ORIENTATION SESSION

Tammy Fowkes provided an orientation package to the Committee members which included an employee code of conduct and accessibility guidelines. Ms. Fowkes asked the Committee members to sign the back of the Code of Conduct and return this to the Secretary-Treasurer of the Committee of Adjustment after they have an opportunity to review the document.

SELECTION OF CHAIR

That Dave Cozens be selected as Chairman of the Committee of Adjustment.

Moved by S. Ducedre
Seconded by A. Smith

DISCLOSURE OF INTEREST

There were no disclosures of interest.

ADOPTION OF MINUTES

Moved by A. Smith
Seconded by D. Shaw

That the minutes of a meeting of the Committee of Adjustment held December 16, 2014 be adopted as printed and circulated.

-carried-

APPLICATIONS

(1) **B/13/14** Luigi DeMarco Estate, c/o Mario DeMarco, Agent
513 Texas Road
3729-420-000-01400
Deferred from June 24, 2014 meeting

Public in Attendance: Mario DeMarco

Application B/13/14 is proposing to sever a parcel of land being 11 ft frontage by a 382 ft depth with an area of 4202 sq ft for purposes of a lot addition to be merged with 519 Texas Road. The remaining parcel being 100 ft frontage by a 382 ft depth with an area of 38,200 sq ft includes one (1) single detached dwelling and two (2) accessory structures.

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

The following correspondence was received from the various agencies circulated:

- (i) Letter dated February 17, 2015 from the Essex Region Conservation Authority – The above noted lands are not subject to our Development, Interference with Wetland and Alteration to Shorelines and Watercourses Regulations under the Conservation Authorities Act. Therefore we have no objections.
- (ii) Email dated February 17, 2015 from Manager of Engineering and Operations – no comments.
- (iii) Planning Report dated February 10, 2015 from Rebecca Belanger.

Mario DeMarco addressed the Committee summarizing the purpose of the application for consent. Mr. DeMarco stated that he needs to finalize matters relating to his father's estate and the approval of this lot addition would assist him in doing that.

After a discussion the following resolution was put forth:

Moved by A. Smith
Seconded by D. Shaw

That Application B/13/14 be approved subject to the following conditions:

1. That a Reference Plan of the subject property satisfactory to the municipality be deposited in the Registry Office; a copy to be provided to the municipality.
2. The applicant to submit to the municipality the deed, in triplicate, acceptable for registration in order that consent may be attached to the original and duplicate and a copy be provided to the municipality.
3. That all property taxes be paid in full.
4. Subsection 3 of Section 50 of the Planning Act applies to any subsequent conveyance or transaction of or in relation to the parcel of land being the subject of the consent.
5. That prior to the stamping of deeds the owner is to provide satisfactory evidence that the adjacent parcel is under common ownership relative to the parcel which is the subject of the consent.
6. This consent will be deemed to be refused in accordance with the Planning Act if the above noted conditions are not met within one year from the date of this notice.

-carried-

Reasons of Committee

The request is in conformity with Section 6.1.2 of Amherstburg's Official Plan and is consistent with the Provincial Policy Statement.

(2) A/2/15 Stephen Paquette
348 Mcleod Avenue
3729-550-000-08900

Public in Attendance: Stephen Paquette

The applicant is proposing the renovation of a single detached dwelling adding an attached garage and a second storey with a balcony to have an interior side yard setback of 2.36 m (7.75 ft) on the north side and a front porch to have an interior side yard setback of 3.93 m (12.92 ft) on the south side. The applicant is requesting relief from Zoning By-law 1999-52, as amended, Section 26(3)(j)(ii) which requires a minimum interior side yard of 4 m (13.12 ft). Therefore the amount of relief requested is 1.64 m (5.4 ft) on the north side of the property and 0.07 m (0.23 ft) on the south side of

the property.

The following correspondence was received from the various agencies circulated:

- (i) Letter dated February 17, 2015 from the Essex Region Conservation Authority – The above noted lands are subject to our Development, Interference with Wetland and Alteration to Shorelines and Watercourses Regulations under the Conservation Authorities Act. Prior to any construction or site alteration, or other activities affected by the regulations, the property owner will be required to obtain a Permit and/or Clearance. No objections to the application.
- (ii) Email dated February 17, 2015 from Manager of Engineering and Operations – no comments.
- (iii) Planning Report dated February 13, 2015 from Rebecca Belanger.

Stephen Paquette addressed the Committee summarizing the purpose of the application for minor variance. Mr. Paquette advised that he is seeking the minor variance so that he can build a larger garage and meet requirements of the Ontario Building Code. Upon the Town's review of the drawings for the addition, it was noted that the exterior door cannot be permitted to open outward over a set of stairs and that the Code would require a landing area for the outward swinging door.

Member Prue questioned whether the Town had received any comments or concerns from neighbours, the Planner identified that no comments had been received at this time by the Town. Chairman Cozens stated that it appears that the minor variance would not have any negative impact on neighbours as there is nothing in the area.

After discussion the following resolution was put forth:

Moved by S. Ducredre
Seconded by D. Shaw

That Application A/2/15 be approved.

-carried-

Reasons of Committee

The variance is minor in nature, will not impact the character of the adjacent properties and is keeping with the intent of the Official Plan and Zoning Bylaw.

- (3) **B/16, 17, 18, 19/14** Joseph DiCecco, c/o Dillon Consulting, Agent
W/S Creek Road
590-02800

Public in Attendance: Joseph DiCecco, Melanie Muir, Lory and Gary Bratt, Brian and Pam Hutchins, Robert and Sharon Dent, Winona Dent, Dan Paquette, Tim Byrne (ERCA),

Application B/27/14 is proposing to sever four parcels of land for the purpose of creating four new residential building lots being;

- Lot 1: Frontage = 87.19 m, Depth = irregular, Area = 0.55 ha
- Lot 2: Frontage = 82.26 m, Depth = irregular, Area = 0.55 ha
- Lot 3: Frontage = 82.30 m, Depth = irregular, Area = 0.64 ha
- Lot 4: Frontage = 82.22 m, Depth = irregular, Area = 0.82 ha

The remaining parcel (Lot 5) being 82.22 m frontage by an irregular depth with an area of 3.0 ha is vacant land purposed to contain one single detached dwelling. The area

along the western boundary which contains the Provincially Significant Wetland and buffer area will be required to be conveyed to the Town prior to the stamping of the deeds.

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

The following correspondence was received from the various agencies circulated:

- (i) Letter dated February 17, 2015 and Environmental Impact Assessment (EIA) Review dated February 18, 2015 from the Essex Region Conservation Authority- The above noted lands are subject to our Development, Interference with Wetland and Alteration to Shorelines and Watercourses Regulations under the Conservation Authorities Act. The subject parcel falls within the regulated area of Big Creek. Prior to any construction or site alteration, or other activities affected by the regulations, the property owner will be required to obtain a Permit and/or Clearance. The subject land is adjacent to (within 120m of) a natural heritage feature that is identified as significant under the PPS. The PPS states that development and site alteration shall not be permitted on adjacent lands to natural heritage features unless their ecological function has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions. Our office has completed a review of the Environmental Impact Assessment as well as addendums, and it is noted that the lot lines of the proposed lot do not extend into the PSW or related buffer area. We recommend approval subject to the full implementation of EIA requirements in conjunction with securement and drainage arrangements being finalized with the Town of Amherstburg. A number of conditions are recommended for inclusion in the Development Agreement.
- (ii) Email dated February 17 and February 19, 2015, from Manager of Engineering and Operations – All comments still remain as previously discussed as part of this application and development agreement. These include:
 - The installation of a 150mm watermain from the bridge over Big Creek to the South Sideroad
 - The Drainage Act process will be completed for both the drainage along the north end of the property as well as the drainage along the buffer and PSW.
 - Tertiary septic systems are required as per Council directive.
 - That in the event that sanitary sewer is extended/provided to this area, the homes would be expected to connect to the sewer, regardless of age or operation of their current septic system.
 - Stormwater be addressed as per the approved SWM Plan.
 - All driveway entrances must be approved through Public Works.
- (iii) Email dated February 10, 2015 from Chief Building Official – no issues.
- (iv) Planning Report dated February 20, 2015 from Rebecca Belanger.

Melanie Muir addressed the Committee summarizing the purpose of the application for consent. Ms. Muir stated that her client would like to sever four lots and retain one. Ms. Muir stated that in 2001, Mr. DiCecco applied to sever two lots and the matter was appealed to the Ontario Municipal Board.

Mrs. Bratt, a neighbor to the south addressed the Committee. She advised that the property has consistently had construction waste and debris dumped on it for many years and is requesting a condition if the Committee approves the application, that the waste all be removed from the site.

Mr. Hutchins, owner of 443 4th Concession addressed the Committee. He stated that there is a 6" drain that has been there a long time, when it rains heavily the tile will take

the water away from his property. He questioned whether a person can impact other people's drainage. The Consultant responded to Mr. Hutchins comments regarding re-routing and managing drainage.

Mr. Dan Paquette, 4440 4th Concession addressed the Committee and asked who would own the wetland and buffer area.

Mr. and Mrs. Dent addressed the Committee and stated that they had a drain installed across the road which now outlets onto the corner of their property and impacts them.

They stated that the Town did this several years ago prior to amalgamation without any notification.

Tim Byrne addressed the Committee. Mr. Byrne advised that when you live in rural areas upstream, the people that live downstream do not have to accept flows from other people. Mr. Byrne advised that the determination will need to be made through the Drainage Act process for assessment to each of the owners with costs. Prior handshake agreements may not matter today legally. The Courts would need to award a legal agreement. If there was however, a legal watercourse defined they would not be allowed to fill it in.

Member Shaw asked a question regarding MDS calculations from a beef feed lot down the road. Member Shaw asked for a condition to be included that there may be odour and nuisance from an animal farm in proximity to the new lots and this notice be on the titles of the severed and retained properties. The Planner suggested that the condition should include the requirement for discussion with the OMAFRA and that these matters be appropriately resolved to their satisfaction.

Member Smith identified a concern regarding the location of new lots in proximity to the active quarry. He suggested that a condition be placed on the title of the lots to be severed and retained that there is an active quarry operating which may create noise and vibration. Member Smith also asked for a condition to be included that be addressed appropriately through the development agreement or titles of the lots that no further severances of these lands will be permitted.

After a discussion the following resolution was put forth:

Moved by M. Prue
Seconded by D. Shaw

That Applications B/16,17,18,19/14 be deferred until more significant resolution of the drainage situation.

Resolution passed.

NEXT MEETING

The next meeting is scheduled for Tuesday, March 31, 2015 at 7:30 a.m.

ADJOURNMENT

The meeting adjourned at - a.m.


Chairman D. Cozens


Secretary- Rebecca Belanger

**Minister
Responsible for
Seniors Affairs**

6th Floor
400 University Avenue
Toronto ON M7A 2R9
Tel.: (416) 314-9710
Fax: (416) 325-4787

**Ministre délégué
aux Affaires des
personnes âgées**

6^e étage
400, avenue University
Toronto ON M7A 2R9
Tél.: (416) 314-9710
Télééc.: (416) 325-4787



March 17, 2015

Dear Mayor or Reeve,

In advance of Seniors' Month I am writing to encourage you to proclaim June as Seniors' Month in your community.

June marks the 31st anniversary of Seniors' Month in Ontario. To recognize the important achievements we have made together, and the important role seniors play in our communities, this year's Seniors' Month theme is "Vibrant Seniors, Vibrant Communities." We will be sending you promotional materials for Seniors' Month soon and have attached a sample proclamation for your consideration.

I would also like to encourage you to work with your MPP(s) to host Seniors' Month events in your community.

Please contact us at infoseniors@ontario.ca if you would like to post any events you are planning on the Ontario Seniors' Secretariat website (Ontario.ca/seniors).

Seniors' Month presents a great opportunity to promote the Senior of the Year Award, which is awarded each year by the Government of Ontario through municipalities. I hope to visit a number of participating municipalities over the course of Seniors' Month to recognize the achievements of local seniors.

We also recently celebrated the second anniversary of Ontario's Action Plan for Seniors, a plan that focuses on active aging and improved safety and security for seniors. We've made many strides including expanding the "Finding Your Way Program," in partnership with the Alzheimer Society of Ontario to better reach Ontario's diverse and growing seniors population. The program will offer "safety kits", in four new languages: Arabic, Tagalog, Tamil and Urdu. This builds on the current languages available: English, French, Cantonese, Mandarin and Punjabi, Italian, Spanish and Portuguese. The safety kits are available for download at Findingyourwayontario.ca

For more information on these programs and other supports for seniors, you can visit Ontario.ca/seniors.

Thank you,

A handwritten signature in black ink that reads "Mario Sergio". The signature is written in a cursive, flowing style.

Mario Sergio
Minister

Enclosure

Seniors' Month Proclamation

**Seniors' Month
June 1 – 30, 2015**

WHEREAS *Seniors' Month* is an annual province-wide celebration;

WHEREAS seniors have contributed and continue to contribute immensely to the life and vibrancy of this community;

WHEREAS seniors continue to serve as leaders, mentors, volunteers and important and active members of this community;

WHEREAS their contributions past and present warrant appreciation and recognition and their stories deserve to be told;

WHEREAS the health and well-being of seniors is in the interest of all and further adds to the health and well-being of the community;

WHEREAS the knowledge and experience seniors pass on to us continues to benefit all;

I, Mayor _____, do hereby proclaim June 1-30, 2015 **Seniors' Month** in _____ and encourage all citizens to recognize and celebrate the accomplishments of our seniors.

Dated in the Mayor's Office on this _____ day of _____, 2015.

Mayor

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 4	Antonietta Giofu	30-Mar-15		Council direct Administration to prepare a report containing past plans to go west (on the Ouellette drain) and look into concerns of Long Marsh drains	

**CORPORATION OF THE TOWN OF AMHERSTBURG
BY-LAW NO. 2015-31**

**By-law to amend Zoning By-law No. 1999-52
V/L Fryer Street, Amherstburg**

WHEREAS By-law 1999-52, as amended, is a land use control by-law regulating the use of lands and the character, location and use of buildings and structures within the Town of Amherstburg;

AND WHEREAS the Council of the Town of Amherstburg deems it appropriate and in the best interest of proper planning to amend By-law 1999-52, as herein provided;

AND WHEREAS this By-law conforms to the Official Plan for the Town of Amherstburg;

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

1. Schedule "A", Map 39 of By-law 1999-52, as amended, is hereby amended by changing the zone symbol on those lands shown as "Zone Change from R1 to R3" on Schedule "A" attached hereto and forming part of this By-law from "Residential First Density (R1) Zone" to "Residential Third Density (R3) Zone".
2. THIS By-law shall take effect from the date of passage by Council and shall come into force in accordance with Sections 34 and 36 of the Planning Act, R.S.O. 1990, c.P. 13.

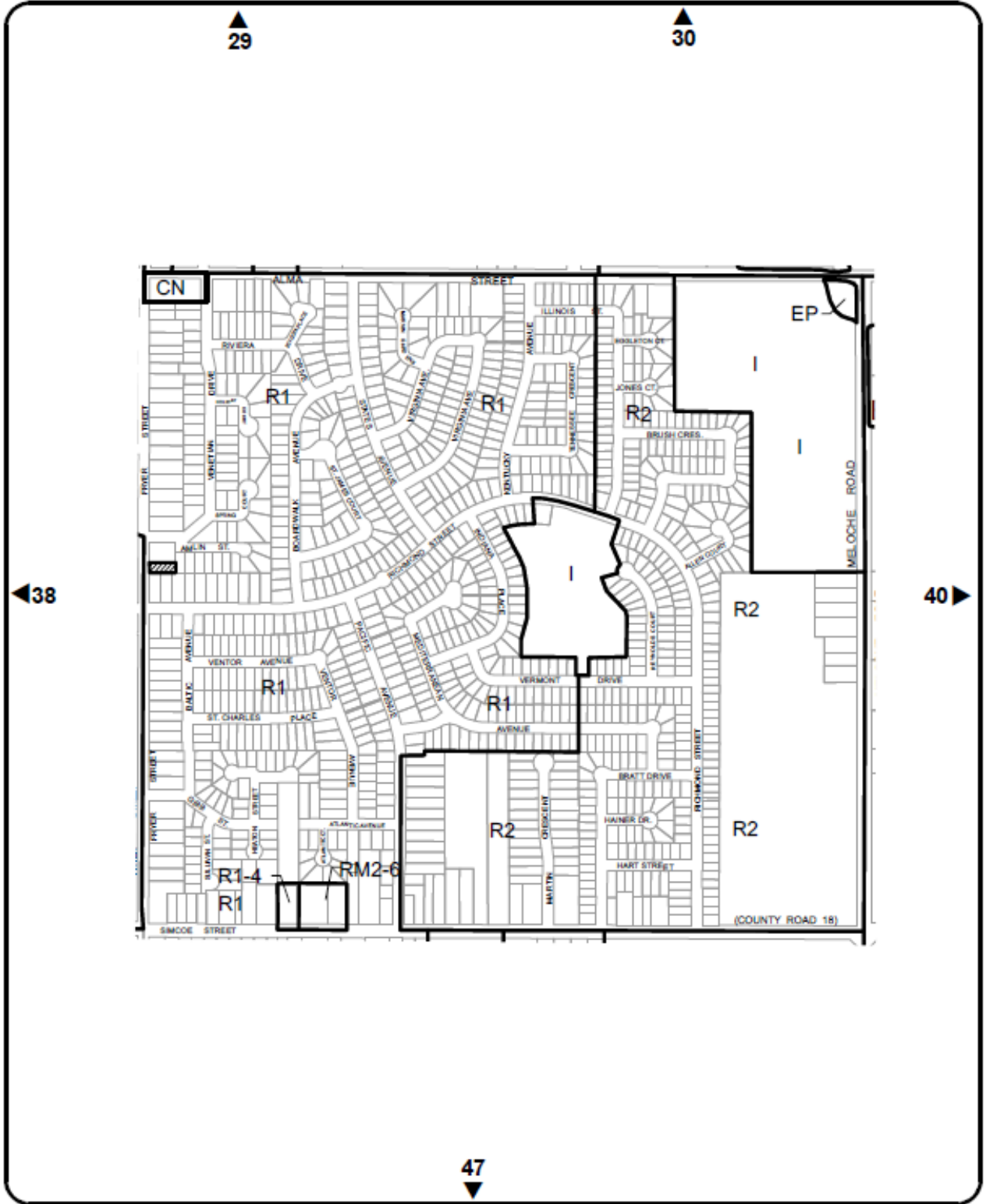
Read a first, second and third time and finally passed this 13th day of April, 2015.

MAYOR- ALDO DICARLO

CLERK- PAULA PARKER

TOWN OF AMHERSTBURG


SCHEDULE "A" TO BY-LAW No. 2015-31
 A BY-LAW TO AMEND BY-LAW No. 1999-52



SCHEDULE 'A'

MAP 39

ZONING BY-LAW NO. 1999-52

 R1 to R3

MAYOR- ALDO DICARLO

CLERK- PAULA PARKER

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2015 - 49

**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 30th and 31st, April 7th and 13th, 2015, meetings of Council, are hereby adopted and confirmed, as if the same were expressly contained in this By-law;
2. THAT the Mayor and proper officials of the Corporation of the Town of Amherstburg are hereby authorized and directed to do all things necessary to give effect to the action(s) of the Council of the Corporation of the Town of Amherstburg during the said 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 13th day of April, 2015.

MAYOR – Aldo DiCarlo

CLERK – Paula Parker