



## TOWN OF AMHERSTBURG REGULAR COUNCIL MEETING

### AGENDA

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Monday, February 14, 2022

6:00 PM

Council Chambers

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

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Pages

1. CALL TO ORDER
2. ROLL CALL

### **3. SPECIAL IN-CAMERA COUNCIL MEETING**

That Council move into an In-Camera Meeting of Council at 4:30 p.m. pursuant to Section 239 of the Municipal Act, 2001, as amended for the following reasons:

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

**Item B - Section 239 (2)(c)** - A proposed or pending acquisition or disposition of land by the Municipality or Local Board.

**Item C - Section 239 (2)(c)** – A proposed or pending acquisition or disposition of land by the municipality or Local Board.

### **4. ADJOURNMENT OF SPECIAL IN-CAMERA COUNCIL MEETING**

### **5. RESUMPTION OF REGULAR COUNCIL MEETING**

That Council resume Regular session at p.m.

### **6. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF**

### **7. LAND ACKNOWLEDGEMENT**

We will begin by acknowledging that the land on which we gather is the traditional territory of the Three Fires Confederacy of First Nations (comprising the Ojibway, the Odawa, and the Potawatomie Peoples), and of the Huron-Wendat and Wyandot Peoples. We recognize the land as an expression of gratitude to those whose traditional territory we reside on, and a way of honouring the Indigenous people who have been living and thriving on the land since time immemorial. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island.

### **8. REPORT OUT FROM IN-CAMERA SESSION - February 14, 2022**

**9. MINUTES OF PREVIOUS MEETING**

That the minutes **BE ADOPTED** and that those confidential minutes of the closed sessions of Council remain confidential and restricted from public disclosure in accordance with exemptions provided in the Municipal Freedom of Information and Protection of Privacy Act:

- 9.1. Regular Council Meeting Minutes - January 24, 2022 15
- 9.2. Special Council Meeting Minutes - 2022 Operating Budget - January 26, 2022 26

**10. DELEGATIONS**

- 10.1. John Parks Drain No.1 Improvements - Frank and Gina Storino, Landowners 38

That the delegation **BE RECEIVED**.

- 10.2. Stillbrook Accessible Retirement Residences - Dr. Nord 41

That the delegation **BE RECEIVED**.

**11. REPORTS – CORPORATE SERVICES**

- 11.1. 2022 Final Approved Operating Budget 52

It is recommended that:

1. The 2022 Operating Budget **BE ADOPTED** and the 2022 total own purposes tax levy of \$26,828,975 including \$25,492,486 general levy and \$1,336,489 special capital levy, **BE APPROVED**; and,
2. Administration **REPORT BACK** with a Final Levy By-law for adoption of the 2022 tax rates, based on the approved 2022 own purposes tax levy.

## 11.2. 2022 Capital Budget

99

It is recommended that:

1. The 2022 Capital Budget **BE TABLED** and that Council review the proposed projects at a Special Meeting on Tuesday, February 22, 2022.

## 12. REPORTS - COMMUNITY AND PROTECTIVE SERVICES

### 12.1. Centennial Park and Jack Purdie Park Update

108

It is recommended that:

1. Council **APPROVE** funds for the re-development of H. Murray Smith/ Centennial Park and Jack Purdie Park in the amount of \$100,000 each as recommended in the proposed 2022 Capital Budget; and,
2. The Director of Parks, Recreation, Facilities & Culture (“PFRC”) **BE DIRECTED** to continue with the park re-development public consultation process for H. Murray Smith/ Centennial Park and Jack Purdie Park based on public feedback received to date.

### 12.2. Former ACS Building Contents Disposal

185

It is recommended that:

1. Council **DIRECT** Administration to proceed with disposal through sale or auction of fixtures and items inside of the former ACS Building and **DIRECT** the proceeds to the Facilities operational budget centre.

### 12.3. Playground Equipment

189

It is recommended that:

1. Council **APPROVE** the removal of non-compliant playground equipment identified in this report; and,
2. Council **DEFER** discussion on funding of the playground replacement for Briar Ridge Park and Jack Purdie Park pending finalization of 2021 year-end surplus and also the sale of surplus lands.

## 13. REPORTS - INFRASTRUCTURE SERVICES

### 13.1. Amendments to Traffic By-Law 2011-69 194

It is recommended that:

1. **By-law 2022-006** being a By-law to Amend By-law 2011-69 be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

### 13.2. Gore Street and Ramsay Street Traffic Concern 256

It is recommended that:

1. An unbudgeted expenditure for the preparation of engineering, design, plans and tender documents for the Improvements to the Intersection of Gore Street and Ramsay Street not to exceed \$10,000 **BE APPROVED** and the over-expenditure **BE FUNDED** from the Public Works Operations – Professional Fees; and,
2. Administration **BE DIRECTED** to report back on construction estimates for the Improvements to the Intersection of Gore Street and Ramsay Street in the 2023 Capital Budget for Council's consideration.

### 13.3. John Parks Drain No.1 – Request for Debenture Extension and Financial Assistance 275

It is recommended that:

1. Correspondence from Frank and Gina Storino dated February 2, 2022 requesting an extension to the maximum debenture term and financial assistance relating to their drainage assessments for Improvements to the John Parks Drain No.1 **BE RECEIVED**;
2. The request from Frank and Gina Storino regarding financial assistance relating to their drainage assessments for Improvements to the John Parks Drain No.1 **BE CONSIDERED**; and,
3. The request from Frank and Gina Storino regarding an extension to the maximum debenture term to 10 (ten) years relating to their drainage assessments for Improvements to the John Parks Drain No.1 **BE APPROVED / NOT APPROVED**.

**13.4. 2021 Fleet Vehicle Purchase Update**

283

It is recommended that:

1. An over-expenditure for the purchase of a mid-size extended cab pick up truck not to exceed \$1,491 **BE APPROVED** for a total cost not to exceed \$35,306 including net HST and that the over-expenditure **BE FUNDED** from the Fleet Reserve; and,
2. An over-expenditure for the purchase of a ¾ ton crew cab pick up truck not to exceed \$5,556 **BE APPROVED** for a total cost not to exceed \$51,338 including net HST and that the over-expenditure **BE FUNDED** from the Fleet Reserve.

**14. REPORTS - PLANNING AND DEVELOPMENT SERVICES**

*There are no reports.*

**15. REPORTS - CAO's OFFICE**

**15.1. 2022 Municipal Election – Voting Method**

288

It is recommended that:

1. The Clerk **BE DIRECTED** to notify the Minister of Municipal Affairs & Housing as well as the public, of its intention to consider and pass, on February 28, 2022, a By-law to place the following question on the 2022 municipal election ballot: Are you in favour of a Ward Election System?; and,
2. The Clerk **BE DIRECTED** to bring a By-law to place a question on the 2022 municipal election ballot to the February 28, 2022 meeting of Council for Council's final consideration and approval.

**15.2. New Yard Maintenance By-Law**

324

It is recommended that:

1. The report from the Manager of Licensing and Enforcement dated January 17, 2022 regarding a new Yard Maintenance By-Law **BE RECEIVED**;
2. **By-law 2022-007** being a Yard Maintenance By-Law be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same; and,
3. By-law 2005-60 & 2005-26 **BE REPEALED**.

**15.3. Amendments to the Salary Administration Policy and the Drugs and Alcohol Policy**

342

It is recommended that:

1. The following policies **BE AMENDED** as recommended in the report from the Acting Manager of Human Resources dated January 24, 2022:
  1. Salary Administration Policy
  2. Drugs and Alcohol Policy

**15.4. Portable Sign Exemption from Moratorium/Waiving of Fees**

358

It is recommended that:

1. The report from the Manager of Licensing and Enforcement dated January 27, 2022 regarding Portable Signs **BE RECEIVED**; and,
2. Council **LIFT** the current moratorium on portable signs for the rest of the calendar year of 2022; and,
3. Council **WAIVE** the portable sign fees for 2022.

**15.5. Proposed Seniors/Assisted Living Development Proposal from Stillbrook Retirement Residences Inc.**

362

It is recommended that:

1. In keeping with the Disposal of Surplus Real Property Policy, Section 6.15 the following property **BE DECLARED SURPLUS** to the needs of the Town: Lots 192-198 inclusive, R.P. 1066 and Parts 1 & 2 on 12-R 2882; (the “Property”);
2. The CAO **BE DIRECTED** to enter into an Agreement of Purchase and Sale to allow for the sale of the Property under the terms and conditions directed by Council.
3. The Mayor and Clerk **BE AUTHORIZED** to sign any documents required to complete the transaction prepared in form and content satisfactory to the Town’s solicitor; and
4. The request of Stillbrook to be exempted from Development Charges and Building Permit fees in conjunction with its development of an assisted living complex on the Property **BE CONSIDERED**, subject to Administration being satisfied that the request meets the criteria set out in the *Development Charges By-law*.

**16. INFORMATION REPORTS**

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

16.1.	2021 Year End Building Activity Report	369
16.2.	By-Law Enforcement Request for Service Timelines	378
16.3.	2021 Census of Population – Town of Amherstburg	382



## **17. CONSENT CORRESPONDENCE**

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

<b>17.1.</b>	<b>Integrated Management Plan for Plastics - Essex County Support for City of Windsor Resolution</b>	<b>385</b>
<b>17.2.</b>	<b>Addressing and Closing the Revolving Door of Justice - City of Brantford Resolution</b>	<b>389</b>
<b>17.3.</b>	<b>Regional Food and Organics and Biosolids Waste Management Project - Essex-Windsor Solid Waster Authority Board</b>	<b>394</b>
<b>17.4.</b>	<b>Bridge and Culvert Replacements in Rural Municipalities, Funding Request - Township of Adjala-Tosorontio Resolution</b>	<b>396</b>
<b>17.5.</b>	<b>FCM Voice - Federation of Canadian Municipalities</b>	<b>397</b>
<b>17.6.</b>	<b>Intake 3 Municipal Modernization Program, Government Funding - Ministry of Municipal Affairs and Housing</b>	<b>401</b>
<b>17.7.</b>	<b>Judicial Resources in the Provincial Offence Courts - Town of Mono Correspondence</b>	<b>403</b>
<b>17.8.</b>	<b>Ontario Wildlife Damage Compensation Program - Federal and Provincial Ministers of Agriculture</b>	<b>405</b>
<b>17.9.</b>	<b>Province-wide Assessment Update for the 2022 and 2023 Taxation Years - Municipality of Shuniah Resolution</b>	<b>407</b>

## 18. CORRESPONDENCE

### 18.1. Housing Affordability Task Force Report and Call to Re-examine Hospital Capital Funding - AMO Policy Update

408

It is recommended that:

1. The correspondence dated February 8, 2022 regarding Housing Affordability Task Force Report and Call to Re-examine Hospital Capital Funding - AMO Policy Update **BE RECEIVED**; and,
2. The position of AMO with respect to the Housing Affordability Task Force report recommendations **BE SUPPORTED**.

## 19. OTHER MINUTES

### 19.1. Drainage Board Meeting Minutes - February 1, 2022

410

It is recommended that:

1. The Drainage Board Meeting Minutes of February 1, 2022 **BE RECEIVED**;
2. An over-expenditure not to exceed \$89,157 for the Repair and Improvement to the John Parks Drain No.1 project, for a total cost not to exceed \$234,417 including net HST **BE APPROVED** and **BE FUNDED** by recoveries from benefitting property owners, as recommended by the Drainage Board;
3. The tender for the John Parks Drain No.1 **BE AWARDED** to J.C.S. Construction Inc. for an amount not to exceed \$171,574.60 plus H.S.T.; as recommended by the Drainage Board;
4. The Mayor and Clerk **BE AUTHORIZED** to execute an agreement with J.C.S. Construction Inc. for completion of the John Parks Drain No. 1 Improvements, as recommended by the Drainage Board;
5. An over-expenditure not to exceed \$101,200 for the Repair and Improvement to the John Parks Drain No.2 project, for a total cost not to exceed \$296,382 including net HST **BE APPROVED** and **BE FUNDED** by recoveries from benefitting property owners, as recommended by the Drainage Board;
6. The tender for the John Parks Drain No.2 Council **BE AWARDED** by Council to South Shore Contracting of Essex County Inc. for an amount not to exceed \$244,900 plus H.S.T., as recommended by the Drainage Board;
7. The Mayor and Clerk **BE AUTHORIZED** to execute an agreement with South Shore Contracting of Essex County Inc. for completion of the John Parks Drain No. 2 Improvements, as recommended by the Drainage Board.
8. The engineer's report for the McBride Road Branch of the Willow Beach Drain Conveyance Improvements **BE CONSIDERED**; and,
9. **By-law 2022-002** being a by-law to provide for the McBride

Road Branch of the Willow Beach Drain Conveyance Improvements based on the Drainage Report by N.J. Peralta Engineering Inc. **BE PROVISIONALLY ADOPTED** by giving first and second reading and the Mayor and Clerk **BE AUTHORIZED** to sign same.

**20. UNFINISHED BUSINESS**

**20.1. Unfinished Business List as at February 14, 2022**

516

**21. NEW BUSINESS**

**22. NOTICE OF MOTION**

*There are no Notices of Motion.*

## 23. BY-LAWS

### 23.1. **By-Law 2022-010 - To Appoint Provincial Offenses Officers** 523

That **By-law 2022-010** being a by-law to Appoint Provincial Offenses Officers be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

### 23.2. **By-Law 2022-011 - To Appoint By-Law Enforcement Officers Weed Inspectors** 524

That **By-law 2022-011** being a by-law to Appoint By-law Enforcement Officer Weed Inspectors be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

### 23.3. **By-law 2021-073 - Tremblay Drain - Replacement Bridge For MN 7823 - 3rd & Final Reading** 525

That **By-law 2021-073** being a by-law to provide for the Tremblay Drain - Replacement Bridge for MN 7823 be taken as having been read a 3rd & Final time and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

### 23.4. **By-law 2021-074 - 3rd Concession Drain North - Bridge For Blais - 3rd & Final Reading** 527

That **By-law 2021-074** being a by-law to provide for the 3rd Concession Drain North - Bridge For Blais be taken as having been read a 3rd & Final time and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

### 23.5. **By-law 2022-019 - To Appoint a Clerk and Deputy Clerks** 529

That **By-law 2022-019** being a by-law to Appoint a Clerk and Deputy Clerks for the Town of Amherstburg be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

### 23.6. **By-law 2022-020 - To Appoint a Treasurer and Deputy Treasurer** 530

That **By-law 2022-020** being a by-law to Appoint a Treasurer and Deputy Treasurer for the Town of Amherstburg be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

**23.7. By-law 2022-021 - Confirmatory By-law**

531

That **By-law 2022-021** being a by-law to Confirm all Resolutions of the Municipal Council Meetings held on January 24th and February 14th, 2022, be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

**24. ADJOURNMENT**

That Council rise and adjourn at     p.m.



**TOWN OF AMHERSTBURG  
REGULAR COUNCIL MEETING**

**Monday, January 24, 2022  
6:00 PM**

**MINUTES**

**PRESENT**

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

Tony Haddad, Interim CAO  
Valerie Critchley, Interim Director, Legislative Services/Clerk  
Tammy Fowkes, Deputy Clerk

Electronic Meeting with Public Participation via livestream.

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**1. CALL TO ORDER**

The Mayor called the meeting to order at 6:01 p.m.

**2. ROLL CALL**

**3. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF**

*(Public Council Meeting Agenda Items)*

There were no disclosures of pecuniary interest noted.

Deputy Mayor Meloche advised, that while he has no disclosures of pecuniary interest, he does own property across from 72 Murray Street.

**4. LAND ACKNOWLEDGEMENT**

We will begin by acknowledging that the land on which we gather is the traditional territory of the Three Fires Confederacy of First Nations (comprising the Ojibway, the Odawa, and the Potawatomie Peoples), and of the Huron-Wendat and Wyandot Peoples. We recognize the land as an expression of gratitude to those whose traditional territory we reside on, and a way of honouring the Indigenous people who have been living and thriving on the land since time immemorial. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island.

**5. MINUTES OF PREVIOUS MEETING**

Resolution # 20220124-01

**Moved By** Councillor Simone

**Seconded By** Councillor McArthur

**That the minutes BE ADOPTED and that those confidential minutes of the closed sessions of Council remain confidential and restricted from public disclosure in accordance with exemptions provided in the Municipal Freedom of Information and Protection of Privacy Act:**

**5.1 Regular Council Meeting Minutes - November 22, 2021**

**5.2 Regular Council Meeting Minutes - December 13, 2021**

**5.3 Regular Council Meeting Minutes - January 10, 2022**

**5.4 Special Council Meeting Minutes of January 18, 2022**

The Mayor put the Motion.

**Motion Carried**



## DELEGATIONS

### 6.1 247 Brock Street, St. Anthony School - Vince Rosati, Tony Rosati and Jackie Lasalline

Agenda item # 10.5 was brought forward.

Resolution # 20220124-02

**Moved By** Councillor Simone

**Seconded By** Councillor Renaud

**That:**

1. **That the delegation BE RECEIVED;**
2. *(Item #10.5)* - **Option 1 of the proposed interventions BE APPROVED;**  
**and,**
3. *(Item # 10.5)* - **Administration BE DIRECTED to issue the Notices required to repeal By-law 2021-079, which designates St. Anthony School, and to issue the Notices to concurrently re-designate the property to include a new legal description, making the designation registered upon only the portion of the property containing the heritage building, and to update which attributes of the building are regulated.**

The Mayor put the Motion.

**Motion Carried**

## REPORTS – CORPORATE SERVICES

*There were no reports.*

## REPORTS - COMMUNITY AND PROTECTIVE SERVICES

*There were no reports.*

## REPORTS - INFRASTRUCTURE SERVICES

### 9.1 Decision of the Drainage Tribunal – Charles Shepley Drain

Resolution # 20220124-03

**Moved By** Deputy Mayor Meloche  
**Seconded By** Councillor McArthur

**That:**

1. **By-law 2021-016 being a by-law to adopt the revised engineer’s report for the Improvements to the Charles Shepley Drain be given a THIRD AND FINAL reading and the Mayor and Clerk BE AUTHORIZED to sign same; and,**
2. **Administration BE DIRECTED to prepare tenders for the improvements to the Charles Shepley Drain and Branch Drain.**

The Mayor put the Motion.

**Motion Carried**

## REPORTS - PLANNING AND DEVELOPMENT SERVICES

### 10.1 Heritage Designation of 65-67 Richmond Street

Resolution # 20220124-04

**Moved By** Councillor Renaud  
**Seconded By** Councillor McArthur

**That Council DESIGNATE the “Thomas Drug Store” at 65-67 Richmond Street by municipal by-law under Part IV the *Ontario Heritage Act*.**

The Mayor put the Motion.

**Motion Carried**

### 10.2 Municipal Street Name Inventory Update

Mayor DiCarlo advised that Ironside Avenue is already in use and has been removed from the list.

Resolution # 20220124-05

**Moved By** Councillor Prue  
**Seconded By** Councillor Simone

**That the additions to the Street Name Inventory BE APPROVED as noted in the report of the Heritage Planner dated January 24, 2022.**

The Mayor put the Motion.

**Motion Carried**

### **10.3 2022 Special Events Approval - Part I**

Resolution # 20220124-06

**Moved By** Deputy Mayor Meloche  
**Seconded By** Councillor Courtney

The Mayor advised that the House Youth Centre requested that the \$250 event fee be waived.

**That:**

**1. The following events BE APPROVED:**

- **The House Youth Centre-Coldest Night of the Year Walk-February 26, 2022**
- **The IG Wealth Management Walk for Alzheimer's-May 29, 2022**
- **The General Amherst High School 100 year Anniversary Celebration - May 14, 2022**

**2. An exemption from table number 3-1(2) of Noise By-law #2001-43 with respect to the operation of any electronic device or group of connected electronic devices incorporating one or more loudspeakers to allow for music BE GRANTED for the following events:**

- **The House Youth Centre-Coldest Night of the Year Walk-February 26, 2022**
- **The General Amherst High School 100 year Anniversary Celebration - May 14, 2022**

**3. The following events BE EXEMPT and PERMITTED for road closures to begin prior to 5pm:**

- **The General Amherst High School 100 year Anniversary Celebration - May 14, 2022**
4. **The fee waiver requests BE APPROVED as follows:**
    - **The IG Wealth Management Walk for Alzheimer's: \$419.64**
    - **The General Amherst High School 100 year Anniversary Celebration: \$1,871.00**
  5. **The Public Events Committee BE DIRECTED to confirm that the requirements identified by the Committee are met prior to the event; and,**
  6. **The \$250 event fee BE WAIVED for the House Youth Centre - Coldest Night of the Year Walk.**

The Mayor put the Motion.

**Motion Carried**

#### **10.4 Site Plan and Development Agreement - 72 Murray Street**

Settimo Vilardi, Archon Architects Inc., was present for discussion.

Resolution # 20220124-07

**Moved By** Councillor Renaud  
**Seconded By** Councillor Simone

**That:**

1. **The Site Plan and Development Agreement with 2787763 Ontario Limited for 72 Murray Street BE APPROVED subject to being satisfactory in technical content to the Director of Engineering and Public Works, financial content to the Director of Corporate Services and in form and legal content to the Town's legal counsel; and,**
2. **By-law 2022-004 being a by-law to authorize the signing of the Development Agreement be taken as having been read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign the same.**

The Mayor put the Motion.

**Motion Carried**

**10.5 St. Anthony School – Alterations; and Repeal and Replace Bylaw 2021-079**

*As dealt with above in Agenda items # 6.1*

**REPORTS - CAO's OFFICE**

**11.1 Adoption of the Public Petition Policy**

Mayor DiCarlo noted that # 6.1.2 and # 6.1.5 are redundant and offered an amendment to strike one.

Resolution # 20220124-08

**Moved By** Deputy Mayor Meloche  
**Seconded By** Councillor Renaud

**That the Public Petition Policy BE ADOPTED in accordance with the Administrative report of January 13, 2022, as amended.**

The Mayor put the Motion.

**Motion Carried**

**11.2 Changes to the Conservation Authorities Act and Municipal Representation**

Tim Bryne, CAO/Secretary-Treasurer, ERCA, was present for discussion.

Resolution # 20220124-09

**Moved By** Deputy Mayor Meloche  
**Seconded By** Councillor Simone

**That:**

- 1. The resignation of the ERCA Board lay member appointee BE ACCEPTED; and,**
- 2. Councillor Michael Prue BE APPOINTED to the Essex Region Conservation Authority Board of Directors.**

The Mayor put the Motion.

**Motion Carried**

## INFORMATION REPORTS

Resolution # 20220124-10

**Moved By** Councillor Simone

**Seconded By** Councillor Renaud

### 12.1 4th Quarter Fire Department Activity Report - October, November and December 2021

The Mayor put the Motion.

**Motion Carried**

## CONSENT CORRESPONDENCE

Resolution # 20220124-11

**Moved By** Deputy Mayor Meloche

**Seconded By** Councillor Courtney

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

### 13.1 Municipal Energy Symposium - Association of Municipalities of Ontario (AMO)

### 13.2 Letter of Support for Kitchener Resolution re. Fire Safety Measures - Town of Plympton-Wyoming

### 13.3 Letter re. Motion Against Quebec's Bill 21 - Town of Bradford West Gwillimbury

The Mayor put the Motion.

**Motion Carried**

Resolution # 20210124-12

**Moved By** Councillor Prue

**Seconded By** Councillor Courtney

**(Item # 13.2) – That Administration BE DIRECTED to send correspondence in support of the City of Kitchener’s resolution regarding Fire Safety Measures.**

The Mayor put the Motion.

## **CONSENT OTHER MINUTES**

Resolution # 20210124-13

**Moved By** Councillor Simone

**Seconded By** Deputy Mayor Meloche

**That the following minutes BE RECEIVED:**

- 14.1 Committee of Adjustment Meeting Minutes of July 27, 2021**
- 14.2 Committee of Adjustment Meeting Minutes of August 31, 2021**
- 14.3 Committee of Adjustment Meeting Minutes of September 28, 2021**
- 14.4 Committee of Adjustment Meeting Minutes of October 26, 2021**
- 14.5 Committee of Adjustment Meeting Minutes of November 9, 2021**
- 14.6 Committee of Adjustment Meeting Minutes of November 30, 2021**

The Mayor put the Motion.

**Motion Carried**

## **OTHER MINUTES**

*There are no other minutes.*

## **UNFINISHED BUSINESS**

1. Councillor Prue advised that Council Question 21-018 (General Amherst High School, 100 Year Celebration fee waiver) has been dealt with.

The Mayor advised that the above item will be removed from the Unfinished Business List.

## **NEW BUSINESS**

1. Councillor McArthur asked for an update with respect to grant funding for electric vehicle charging stations.

The CAO advised that Administration is looking at the current funding opportunity for electric vehicle charging stations.

The Director of Infrastructure Services advised that the Town was successful in receiving prior grants; however, with the change in the provincial governments those grants were pulled. The Director further advised that a report will be coming forward to Council with respect to electric vehicle charging stations including recommendations for Council to consider.

2. Councillor Simone advised that she has received calls regarding the lights being off at the hill at Centennial Park.

The Director of Community and Protection Services advised that a pole had been removed this past summer by Essex Power and when it was replaced, the light hadn't been replaced with it. The Director advised that she will follow up and work on getting the light reinstalled.

3. Councillor Prue advised of a resident concern with respect to excessive speed and density of traffic on Front Road South. He further advised that resident is asking for a reduced speed limit in the area.

The Mayor advised that Essex County Council has addressed issues such as these, both formally and informally. Further, the Director of Infrastructure Services has already contacted the County of Essex to advise of this specific area and the issues that have been raised and Council will be updated once a response has been received.

4. Councillor Courtney asked when Council will be receiving the budget survey results.

The CAO advised that the document had been finalized today and will be with Council tomorrow.

## **NOTICE OF MOTION**

*There were no Notices of Motion.*

## **BY-LAWS**

### **19.1 By-law 2022-009 - Confirmatory By-law**

Resolution # 20220124-14

**Moved By** Deputy Mayor Meloche  
**Seconded By** Councillor McArthur



**That By-law 2022-009 being a by-law to Confirm all Resolutions of the Municipal Council Meeting held on January 24, 2022, be taken as having been read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same.**

The Mayor put the Motion.

**Motion Carried**

**ADJOURNMENT**

**Moved By** Councillor Courtney  
**Seconded By** Councillor Renaud

**That Council rise and adjourn at 7:36 p.m.**

The Mayor put the Motion.

**Motion Carried**

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MAYOR – ALDO DICARLO

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CLERK – VALERIE CRITCHLEY



**TOWN OF AMHERSTBURG**  
**SPECIAL COUNCIL MEETING – 2022 Operating Budget**  
**Monday, January 26, 2022**  
**6:00 PM**

**MINUTES**

**PRESENT**

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

Tony Haddad, Interim CAO  
Valerie Critchley, Interim Director, Legislative Services/Clerk  
Tammy Fowkes, Deputy Clerk

Electronic Meeting with Public Participation via livestream.

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**CALL TO ORDER**

The Mayor called the meeting to order at 6:11 p.m.

**ROLL CALL**

## **DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF**

There were no disclosures of pecuniary interest noted.

## **LAND ACKNOWLEDGEMENT**

We will begin by acknowledging that the land on which we gather is the traditional territory of the Three Fires Confederacy of First Nations (comprising the Ojibway, the Odawa, and the Potawatomie Peoples), and of the Huron-Wendat and Wyandot Peoples. We recognize the land as an expression of gratitude to those whose traditional territory we reside on, and a way of honouring the Indigenous people who have been living and thriving on the land since time immemorial. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island.

## **PUBLIC ENGAGEMENT SURVEY – RESULTS**

Resolution # B20220126-01

**Moved By** Councillor McArthur

**Seconded By** Councillor Simone

**That the Public Engagement Survey results BE RECEIVED.**

The Mayor put the Motion.

**Motion Carried**

## **2022 OPERATING BUDGET**

Resolution # B20220126-02

**Moved By** Deputy Mayor Meloche

**Seconded By** Councillor Simone

**That the post budget submission changes BE RECEIVED.**

The Mayor put the Motion.

**Motion Carried**

**CONSENT OTHER MINUTES**

Resolution # B20220126-03

**Moved By** Councillor Courtney

**Seconded By** Councillor Prue

**That the following minutes BE RECEIVED:**

**7.1 Audit and Finance Advisory Committee Meeting Minutes of January 17, 2022**

The Mayor put the Motion.

**Motion Carried**

The CAO introduced the 2022 Operating Budget.

Resolution # B20220126-04

**Moved By** Deputy Mayor Meloche

**Seconded By** Councillor Simone

**That the Council & Committees budget BE APPROVED in principle with an amendment to freeze the 2% CIP increase for Council.**

The Mayor put the Motion.

**Motion Carried**

Resolution # B20220126-05

**Moved By** Councillor McArthur

**Seconded By** Deputy Mayor Meloche

**That the CAO's budget BE APPROVED in principle.**

The Mayor put the Motion.

**Motion Carried**

Resolution # B20220126-06

**Moved By** Deputy Mayor Meloche

**Seconded By** Councillor McArthur

**That the Police Services budget BE APPROVED in principle.**

The Mayor put the Motion.

**Motion Carried**

Resolution # B20220126-07

**Moved By** Councillor Courtney

**Seconded By** Councillor Renaud

**That the Clerk's budget BE APPROVED in principle.**

The Mayor put the Motion.

**Motion Carried**

Resolution # B20220126-08

**Moved By** Councillor Prue

**Seconded By** Councillor Renaud

**That the Licencing & Enforcement budget BE APPROVED in principle with the budget impact reduced to \$3000.**

The Mayor put the Motion.

**Motion Carried**

Resolution # B20220126-09

**Moved By** Deputy Mayor Meloche

**Seconded By** Councillor Courtney

**That the Financial Services budget BE APPROVED in principle.**

The Mayor put the Motion.

**Motion Carried**

Resolution # B20220126-10

**Moved By** Councillor Prue  
**Seconded By** Councillor Simone

**That the Human Resources budget BE APPROVED in principle, with the amendment that Budget Issues Papers 001 & 003 BE FUNDED one time only and not be included in the base budget.**

The Mayor put the Motion.

**Motion Carried**

Resolution # B20220126-11

**Moved By** Councillor Courtney  
**Seconded By** Councillor Simone

**That the Information Technology budget BE APPROVED in principle.**

The Mayor put the Motion.

**Motion Carried**

Resolution # B20220126-12

**Moved By** Deputy Mayor Meloche  
**Seconded By** Councillor McArthur

**That the Fire Services budget BE APPROVED in principle.**

The Mayor put the Motion.

**Motion Carried**

Resolution # B20220126-13

**Moved By** Councillor Courtney

**Seconded By** Councillor Renaud

**That the Facilities budget BE APPROVED in principle.**

The Mayor put the Motion.

**Motion Carried**

**Moved By** Councillor Renaud

**Seconded By** Deputy Mayor Meloche

**That Council recess for a break at 7:58 p.m.**

The Mayor put the Motion.

**Motion Carried**

**Moved By** Deputy Mayor Meloche

**Seconded By** Councillor Simone

**That Council resume Special session at 8:11 p.m.**

The Mayor put the Motion.

**Motion Carried**

Resolution # B20220126-14

**Moved By** Councillor Simone

**Seconded By** Councillor Prue

**That the Libro Centre budget BE APPROVED in principle.**

The Mayor put the Motion.

**Motion Carried**

Resolution # B20220126-15

**Moved By** Councillor Courtney

**Seconded By** Deputy Mayor Meloche

**That:**

- 1. The clothing line item BE CHANGED to a one time cost rather than base budget; and,**
- 2. The Parks budget BE APPROVED in principal.**

The Mayor put the Motion

Resolution # B20220126-16

**Moved By** Deputy Mayor Meloche

**Seconded By** Councillor Simone

**That the Recreation budget BE APPROVED in principle.**

The Mayor put the Motion.

**Motion Carried**

## **RECESS**

**Moved By** Deputy Mayor Meloche

**Seconded By** Councillor Renaud

**That Council recess the January 26, 2022 budget deliberations at 8:59 p.m.**

The Mayor put the Motion.

**Motion Carried**

## **RESUME**

**Moved By** Deputy Mayor Meloche

**Seconded By** Councillor Renaud

**That Council resume budget deliberations on January 27, 2022 at 1:42 p.m.**

The Mayor put the Motion.

**Motion Carried**



Resolution # B20220126-17

**Moved By** Deputy Mayor Meloche

**Seconded By** Councillor McArthur

**That the Tourism & Culture budget BE APPROVED in principle.**

The Mayor put the Motion.

**Motion Carried**

Resolution # B20220126-18

**Moved By** Deputy Mayor Meloche

**Seconded By** Councillor Renaud

**That the Building Services budget BE APPROVED in principle, with the amendment that Budget Issue Paper 002 & 003 BE FUNDED one time only and no be included in the base budget.**

The Mayor put the Motion.

**Motion Carried**

Resolution # B20220126-19

**Moved By** Deputy Mayor Meloche

**Seconded By** Councillor Simone

**That the Recreation Services budget BE APPROVED in principle.**

The Mayor put the Motion.

**Motion Carried**

**Moved By** Councillor McArthur

**Seconded By** Councillor Prue

**That Council recess for a break at 2:44 p.m.**

The Mayor put the Motion.

**Motion Carried**

**Moved By** Councillor McArthur  
**Seconded By** Deputy Mayor Meloche

**That Council resume Special session at 3:02 p.m.**

The Mayor put the Motion.

**Motion Carried**

Resolution # B20220126-20

**Moved By** Councillor McArthur  
**Seconded By** Councillor Prue

**That:**

- 1. The request for base budget funding of \$125,000 for work towards a Climate Action Plan BE REMOVED; and,**
- 2. The initiative BE FUNDED by a transfer of \$125,000 from the General Reserves.**

The Mayor put the Motion.

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Councillor Courtney		X
Councillor McArthur	X	
Deputy Mayor Meloche		X
Councillor Prue	X	
Councillor Renaud	X	
Councillor Simone	X	
Mayor DiCarlo		X

**Motion Carried**

Resolution # B20220126-21

**Moved By** Councillor Courtney  
**Seconded By** Councillor Simone

**That the Economic Development budget BE APPROVED in principle.**

The Mayor put the Motion.

**Motion Carried**

Resolution # B20220126-22

**Moved By** Deputy Mayor Meloche  
**Seconded By** Councillor Courtney

**That the Drainage budget BE APPROVED in principle.**

The Mayor put the Motion.

**Motion Carried**

Resolution # B20220126-23

**Moved By** Councillor Prue  
**Seconded By** Councillor Renaud

**That the Public Works budget BE APPROVED in principle, including the post budget adjustment regarding the Transit Pilot Project.**

The Mayor put the Motion.

**Motion Carried**

**Moved By** Deputy Mayor Meloche  
**Seconded By** Councillor McArthur

**That Council recess for a break at 4:21 p.m. and the meeting BE EXTENDED to 5:30 p.m.**

The Mayor put the Motion.

**Motion Carried**

**Moved By** Councillor Courtney  
**Seconded By** Deputy Mayor Meloche

**That Council resume Special session at 4:42 p.m.**

The Mayor put the Motion.

**Motion Carried**

Resolution # B20220126-24

**Moved By** Councillor Prue  
**Seconded By** Councillor Simone

**That an increase of 5% to the Water Rate BE APPROVED pending completion of the Water Rate Study with the provision that if a further increase is required it will be considered and annualized once the report is complete.**

The Mayor put the Motion.

**Motion Carried**

Resolution # B20220126-25

**Moved By** Deputy Mayor Meloche  
**Seconded By** Councillor Prue

**That the Water budget BE APPROVED in principle.**

The Mayor put the Motion.

**Motion Carried**

Resolution # B20220126-26

**Moved By** Councillor Prue  
**Seconded By** Councillor Simone

**That an increase of 5% to the Waste Water Rate BE APPROVED in principle, pending completion of the Waste Water Rate Study with the provision that if a further increase is required it will be considered and annualized once the report is complete.**

The Mayor put the Motion.

**Motion Carried**

Resolution # B20220126-27

**Moved By** Deputy Mayor Meloche

**Seconded By** Councillor Renaud

**That the Non-Departmental budget BE APPROVED in principle.**

The Mayor put the Motion.

**Motion Carried**

## **ADJOURNMENT**

**Moved By** Councillor Courtney

**Seconded By** Councillor Renaud

**That Council rise and adjourn from Special session at 6:06 p.m.**

The Mayor put the Motion.

**Motion Carried**

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MAYOR – ALDO DICARLO

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CLERK – VALERIE CRITCHLEY



# Town of Amherstburg Delegation Request Form

I wish to appear before:

Council

Advisory Committee of Council Specify: \_\_\_\_\_

Date of Meeting: February 14, 2022

Name of Delegate(s): Gina and Frank Storino

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Attending as an Individual

Representing a Group/Organization \_\_\_\_\_  
(Name of Group/Organization/Business)

Have you contacted Administration regarding this matter?   Yes  No

If yes, who? Shane McVitty

Reason(s) for Delegation Request (subject matter to be discussed):

If the request is in response to an item on the agenda, please specify the item by agenda item #.

John Parks Drain No. 1 Improvements

Landowners: \_\_\_\_\_

(see attached letter)

(Use a separate page if more space is required or attach additional documentation.)

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

The John Parks Drain No.1 is failing and needs urgent repairs, however, financial aid is necessary to help alleviate the excessive costs during this unprecedented inflationary period caused by a pandemic.

**\*\*Speaking notes and presentation materials must accompany this request.**

Additional documentation attached?  Yes  No

Will a PowerPoint presentation be made?  Yes  No

**Note:** An electronic copy of the PowerPoint presentation is required to be submitted to the Town Clerk no later than 12:00 noon on the Friday before the meeting.

The completed Delegation Request Form is to be submitted to the Clerk, Town of Amherstburg, 271 Sandwich Street South, Amherstburg, ON N9V 2A5  
Phone: 519.736.0012 Fax: 519.736.5403 or email: [clerk@amherstburg.ca](mailto:clerk@amherstburg.ca).

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**For office use only:**

Date request received: Feb. 7/22 Request Received by (initials): [Signature]

Request relates to: John Parks Drain No.1 Improvement

Staff Report: N/A Staff Name: N/A

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

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

Amherstburg Town Council Delegation Request  
Re: John Parks Drain No. 1 Improvements  
Landowners: Gina and Frank Storino

I am here today to request Amherstburg Council to consider a ten year debenture for our portion of the improvements to the John Parks Drain No.1.

I am also requesting that Council consider picking up a greater portion of the cost to repair the John Parks Drain No.1.

Our portion of the cost to repair the drain is approximately \$110,000.00, which represents 45.6% of the total cost of the project. This is 80% greater than the estimated costs calculated in the engineers report of October 2019.

During this period there have been delays caused by the pandemic which resulted in lockdowns. Presently our inflation rate has gone extremely high and the cost of materials has increased considerably and the cost of this project has become unbearable. It is excessive to assign this cost for the drainage works to one landowner. We are asking Council for financial consideration during these unprecedented times.

The portion of the John Parks Drain No.1 that needs repair was covered by a previous landowner but now it has become the burden of the new property owners.

This drainage flowing through our property imposes a burden that is disproportionate.

I am appealing to Council to find a way to help resolve this enormous expense to repair this failing drain.

The problems with the John Parks No.1 Drain have existed for over four decades and the water levels have fluctuated from high to low. There have been a number of engineers reports that pointed out that extremely high water levels were causing the problems. Nothing was ever resolved. The effects of the drainage injury to our property and to fix it should not be such a huge burden on one landowner.

We have been dealing with this issue for over three years now. This community drain has imposed an enormous emotional toll and has disrupted our lives for the duration of that time. Our property continues to deteriorate with an enormous hole on our front lawn and a sink hole in our driveway. There is no end to the burden and disruption that this community drain continues to exert on us alone while the upstream landowners enjoy the benefits we provide. I am pleading with Council to find a resolution to help ease this financial burden.

Thank you,  
Gina and Frank Storino  
Landowners



# STILLBROOK

## Accessible Retirement Residences

A CRA-registered charitable organization providing a solution to the most significant social justice issue facing Ontario...safe, affordable supported seniors housing.

As a charitable organization Stillbrook can leverage advantages that translate into sustainable affordability at scale.

# STILLBROOK Affordable Retirement Residences

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AFFORDABLE	CONNECTED	COMPREHENSIVE
<ul style="list-style-type: none"><li>• Alternative model of housing for adults that is <b>safe, dignified and affordable</b></li><li>• <b>Infection control designed into each residence</b></li></ul>	<ul style="list-style-type: none"><li>• Serves patients waiting in hospitals and <b>seniors living precariously in their homes</b> who are unable to afford traditional for-profit retirement home offerings</li></ul>	<ul style="list-style-type: none"><li>• Access to LHIN-funded <b>personal support workers</b> 24/7; nutritional meals; active living services; medication support and respite care</li></ul>

CONFIDENTIAL

= a dignified retirement

# CRA Charitable Status

Charitable Status is a key aspect of success



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# A Sustainable Dignified Retirement...

## Stillbrook's *Aging In Place* commitment:

- As a Non-Profit, PSW care can be provided by Home & Community staff; as health needs increase allows for planned/predictable transfer to LTCH.
- Leverage technology to create a safe, healthful environment
- Well-designed space-efficient suites create value; modular construction and repeatable platform reduce costs
- IPAC “Covid-proofing” throughout design process
- A key solution to “Hallway Healthcare”
- End of life care can be offered without displacing residents
- Couples can live together without being separated
- Respite Care for Caregiver Support
- One Bariatric suite per residence



CONFIDENTIAL

CONFIDENTIAL

# Proprietary Design and Scale Driving Cost Efficiency



01

**Passive House** design concepts to reduce cost of operations + **Modular construction**

02

**Repeatable** 4 or 7-storey residences for low to mid socio-economic status seniors

03

Each building provides **177 units**, mix of suites for singles and couples + respite care

04

Care, nutritional meals, laundry services, **medical clinic**, & social activities on site

05

Can be stand-alone or built as part of a “**campus of care**”

06

**Central management** of common functions results in cost and quality control



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# Statistics: Amherstburg

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- 18.1% of Amherstburg's population is over the age of 65 as of 2019 (Statistics Canada).
- This number is projected to be over 25% by 2024, representing a 39% growth in this demographic over a 5 year period (Statistics Canada).
- As of January 2019, there were 76 seniors (comprise of individuals and couples) waiting for a one bedroom unit (Central Housing Registry Waitlist Data for Windsor/Essex Count).

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# Meeting a Growing Demand

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30,000 patients designated ALC in hospital waiting for assisted living per year<sup>(1)</sup>



Demographic and economic pressures increasing demand for affordable retirement living

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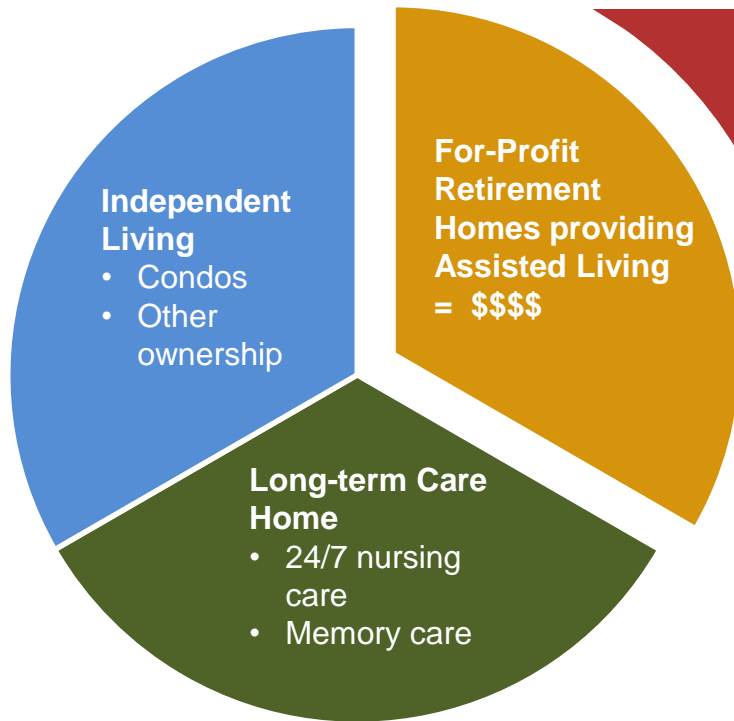
Many Ontarians in Long-term care facilities do not require 24/7 nursing care



Currently many for profit retirement home residents paying \$5,500/mo<sup>(2)</sup> for assisted living services

# “Market Disruptor” in Seniors Housing with Supports

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## Stillbrook focus

- ✓ Monthly rent including all meals and services at \$3,200 per person
- ✓ Federal payments to seniors (CPP + OAS + GIS) = approx \$2,400

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“Market Disruptor”



# We need your help to advance access to affordable retirement living across Ontario...

- STILLBROOK Amherstburg will be the first of many sites across Ontario and be a showpiece of accessible seniors housing + care.
- Ministries of Seniors & Accessibility, Health, Long Term Care, Treasury, Municipal Affairs & Housing and Infrastructure Ontario all supportive.
- Project Partners include: HDGH, Amico, Sub-Region H&CC, Cerieco Canada, Aramark, Telus, Cushman Wakefield, Welltower REIT.

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# We need your help to advance access to affordable retirement living across Ontario...

- Agreement to sale of land at previously appraised value (each \$1m of cost results in \$100 increase in residents' monthly rent over the 50 year lifespan)
- Waiver of Development Charges and Building Fees (Stillbrook is a NFP Charitable organization)
- Variance for 4m height increase (to create affordable monthly rents)

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Thank you for your kind consideration.



## THE CORPORATION OF THE TOWN OF AMHERSTBURG

### OFFICE OF CORPORATE SERVICES

*MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.*

Author's Name: Tiffany Hong	Report Date: February 3, 2022
Author's Phone: 519 736-0012 ext. 2253	Date to Council: February 14, 2022
Author's E-mail: <a href="mailto:tiffany.hong@amherstburg.ca">tiffany.hong@amherstburg.ca</a>	Resolution #:

To: Mayor and Members of Town Council

Subject: 2022 Final Approved Operating Budget

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#### 1. RECOMMENDATION:

It is recommended that:

1. The 2022 Operating Budget **BE ADOPTED** and the 2022 total own purposes tax levy of \$26,828,975 including \$25,492,486 general levy and \$1,336,489 special capital levy, **BE APPROVED**; and,
2. Administration **REPORT BACK** with a Final Levy By-law for adoption of the 2022 tax rates, based on the approved 2022 own purposes tax levy.

#### EXECUTIVE SUMMARY:

N/A

#### 2. BACKGROUND:

Council, at its meetings of January 26 and 27, 2022, undertook deliberation of and resolved through various motions that the 2022 Budget, as amended, be approved in principle.

#### 3. DISCUSSION:

The 2022 Draft Budget recommended a total 2022 own purposes levy increase of \$1,466,819. Further to Council's deliberations the following adjustments were made to the recommended budget levy:

Budget Centre	Budget Issue Paper	Account	Budget Deficit Increase/ (Decrease)
Council & Committees	-	Environmental Advisory Committee addition	\$ 500
	-	Salaries removal	(3,953)
Licensing & Enforcement	-	Fuel removal	(5,000)
	LIC-001	Uniforms reduction	(10,700)
Non-Departmental	NONDEPT-001	OMPF Revenue removal	26,200
	NONDEPT-001	Transfer to Reserve-Provincial Grants removal	(26,200)
	NONDEPT-003	Dividends on Investment remove duplication	17,800
	NONDEPT-005	Grants to Organizations reinstate	11,779
	NONDEPT-006	Heritage Tax Rebate reduction	(3,900)
Libro Centre	-	Revenue loss	94,000
	-	Transfer from Reserve	(94,000)
Recreation	-	Revenue loss	21,000
	-	Transfer from Reserve	(21,000)
Planning	PLAN-003	Transfer from Reserve to fund Climate Adaptation Plan	(100,000)
Public Works	EPW-015	Transit Expense	80,000
	EPW-015	Transfer from Reserve to fund Transit Expense	(50,000)
<b>Total Budget Decrease</b>			<b>(63,474)</b>
Proposed 2022 Budget Levy Increase			1,530,293
<b>Adjusted 2022 Budget Levy Increase</b>			<b>\$ 1,466,819</b>

The following additional adjustments, that have no impact to the budget levy, were also made:

Budget Centre	Account	Approved Changes
HR-001	Training & Prof Development	From Base to One Time budget
PARKS-003	Clothing	From Base to One Time budget
BLDG-002	Part Time Clerical	From Base to One Time budget
BLDG-004	Contracted Services	From Base to One Time budget
WATER-001	Sale of Water	From 10.3% to 5% increase
WW-001	Sewage Surcharge	From 9.6% to 5% increase

#### 4. RISK ANALYSIS:

Approval of the 2022 Budget is recommended to ensure that municipal operations continue at the service levels supported by that budget. The 2022 Budget has inherent risk in that it is based on estimates made using the best information available at this time; actual results will vary based on actual revenue realized and costs incurred during

the 2022 fiscal year. This risk is enhanced by the ongoing pandemic emergency and the operational uncertainty it brings for the Town in 2022.

The 2022 Budget, as amended, includes funding consistent with the recommendations in the Town's Asset Management Plan (AMP) for **taxation** funded assets. However, the dedication of funds for water and wastewater rate funded assets continues to fall short of the AMP recommendations. Failure to fund the AMP poses a risk to future user rate stability due to impacts of funding demands for capital maintenance and renewals and the Town's obligation to comply with legislation requiring a fully funded AMP.

**5. FINANCIAL MATTERS:**

The total own purposes tax levy is \$26,828,975, including \$25,492,486 general levy and \$1,336,489 special capital levy. The municipal tax rate impact from the levy change is an increase of 3.11%.

The 2022 tax rates will be included in a further report to Council recommending approval of a Final Levy By-law.

**6. CONSULTATIONS:**

CAO

**7. CONCLUSION:**

The 2022 Operating Budget is recommended for adoption.



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Tiffany Hong  
**Deputy Treasurer-Acting**



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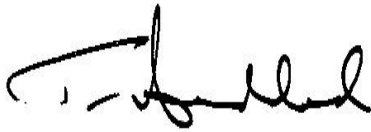
Tracy Prince  
**Director of Corporate Services & CFO**

TH

## Report Approval Details

Document Title:	2022 Final Approved Operating Budget.docx
Attachments:	- 2022 Operating Budget- FINAL 01.27.22.pdf
Final Approval Date:	Feb 7, 2022

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



Tony Haddad



Valerie Critchley



View Toward Sustainability

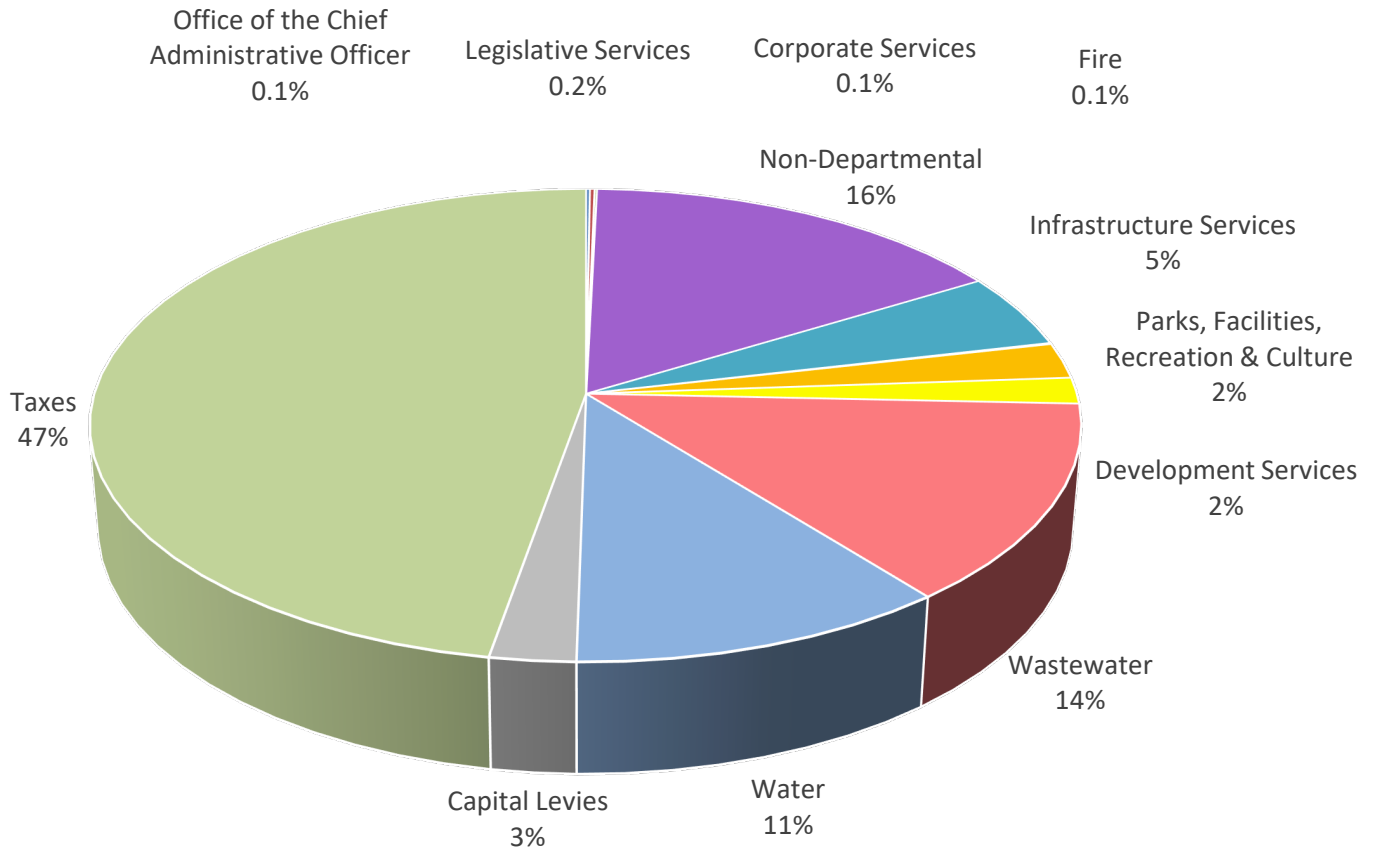
# 2022 OPERATING BUDGET





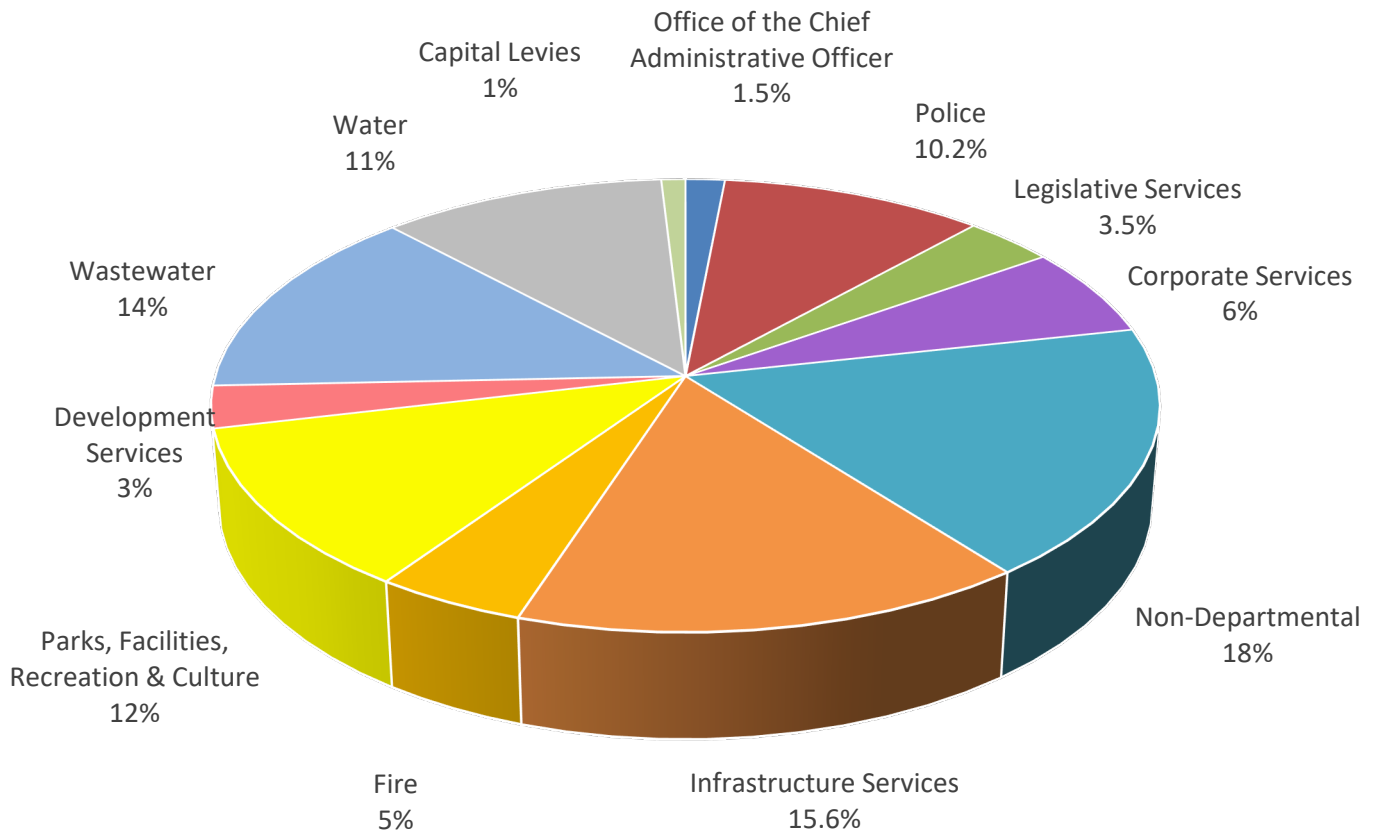
## 2022 Operational Revenues

Following is a breakdown of the \$53,950,691 total operating revenue in the Budget for taxation, water rate and wastewater rate funded budget centres in 2022:



## 2022 Operational Expenses

Following is a breakdown of the \$53,950,691 total operating expenses in the Budget for taxation, water rate and wastewater rate funded budget centres in 2022:



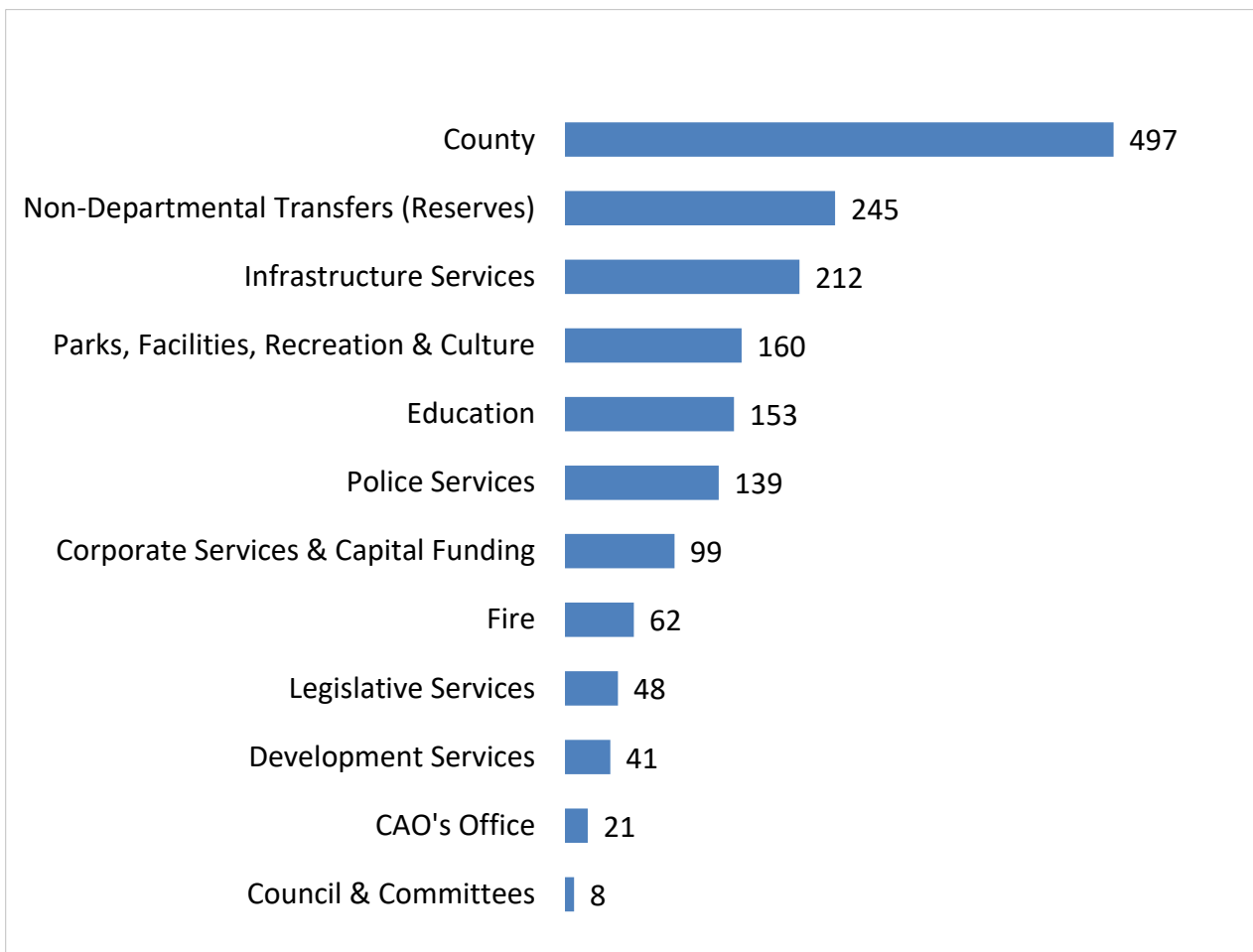
## 2022 Property Taxes

Following is a breakdown of the services funded by property taxes in 2022:

### How Amherstburg Tax Dollars Work for You in 2022

Based on Residential Dwelling per \$100,000 of assessed value

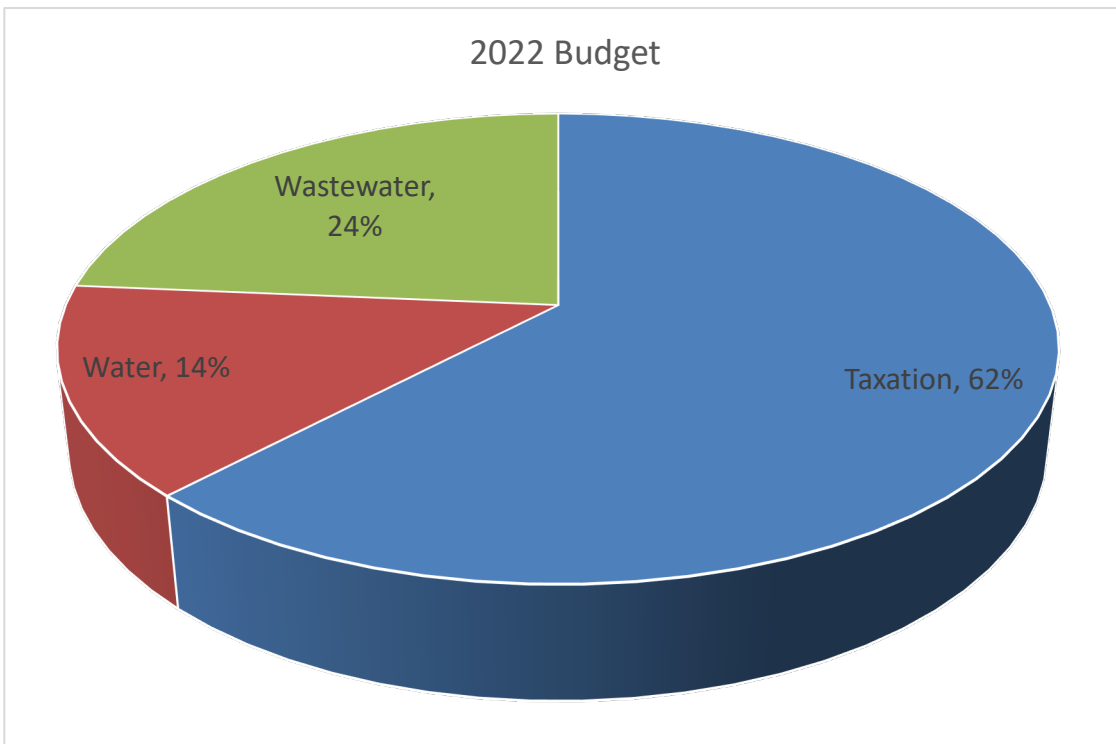
Amherstburg Levy	\$ 1,036
County Levy	497
Education Levy	153
Total Tax Bill	<u>\$ 1,686</u>



## 2022 Summary of Impact - Tax, Water and Wastewater

Following is a breakdown of property tax and user fees for 2022:

Taxation	\$	2,590
Water		598
Wastewater		986
	\$	<u>4,174</u>



### Assumptions:

Based on Residential Dwelling Valued at \$250,000

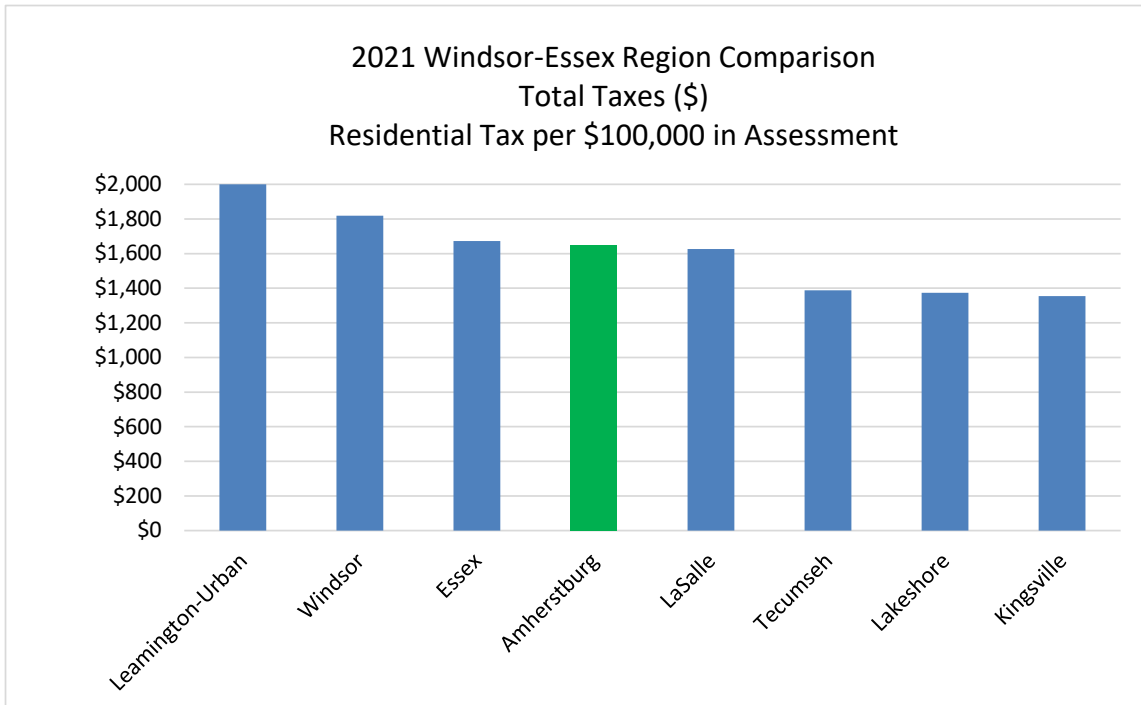
Water rate increase of 5% over 2021

Wastewater rate increase of 5% over 2021

Water usage of 20m<sup>3</sup>/mo

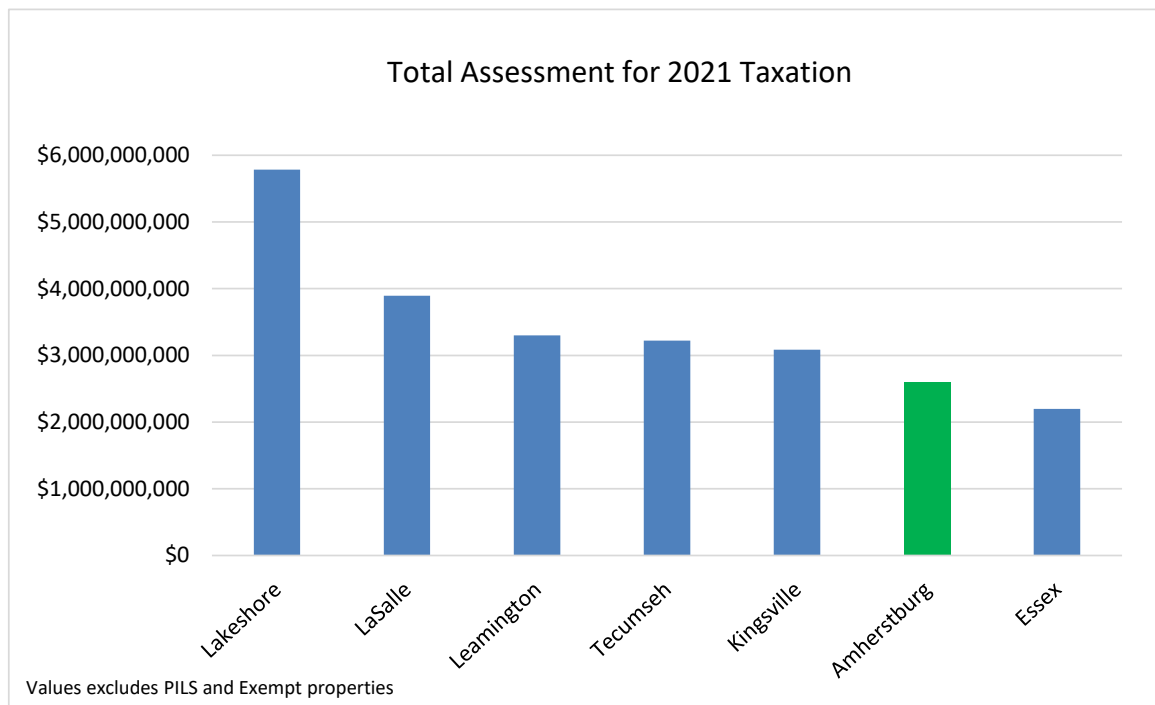
## 2021 Property Taxes

Following is a comparison of property taxes charged by various municipalities in the Windsor Essex region:



## 2021 Total Assessment

Assessment from 2021 Assessment Totals Report



Town of Amherstburg  
 Summary of Revenues  
 2022 Budget  
 Year ending December 31, 2022

	2020 Budget	2021 Budget	2021 Nov YTD Actuals	2022 Budget	2021 vs 2022 Budget Variance Fav/(Unfav)
<b>Department</b>					
Budget Centre					
<b>Office of the Chief Administrative Officer</b>					
Police	70,000	-	53,700	75,000	75,000
<b>Legislative Services</b>					
Clerk's Office	14,000	17,000	17,000	22,000	5,000
Licensing & Enforcement	76,100	68,100	68,100	71,600	3,500
<b>Corporate Services</b>					
Financial Services	47,000	41,000	41,000	48,000	7,000
<b>Non-Departmental</b>	6,159,100	5,177,887	5,177,887	8,584,153	3,406,266
<b>Fire</b>	46,000	46,000	46,000	45,000	(1,000)
<b>Parks, Facilities, Recreation &amp; Culture</b>					
Facilities	384,763	359,763	359,763	342,779	(16,984)
Libro Centre	757,950	501,021	501,021	673,621	172,600
Parks	6,500	-	-	5,500	5,500
Recreation Services	372,000	200,700	200,700	181,000	(19,700)
Tourism & Culture	90,000	75,000	75,000	105,000	30,000
<b>Development Services</b>					
Building	520,090	538,360	896,546	857,400	319,040
Planning	79,725	79,725	79,725	107,560	27,835
<b>Infrastructure Services</b>					
Drainage	1,268,240	1,468,720	1,468,720	1,961,720	493,000
Public Works	703,900	672,200	672,200	774,000	101,800
<b>Total Non-Taxation Revenues</b>	<b>10,595,368</b>	<b>9,245,476</b>	<b>9,657,362</b>	<b>13,854,333</b>	<b>4,608,857</b>
<b>Capital Special Levy</b>	1,302,664	1,302,664	1,303,150	1,336,489	33,825
<b>TAXES LEVIED</b>	22,985,489	24,059,492	24,060,482	25,492,485	1,432,994
<b>TOTAL TAX LEVY</b>	<b>24,288,153</b>	<b>25,362,156</b>	<b>25,363,631</b>	<b>26,828,975</b>	<b>1,466,819</b>
<b>TOTAL TAX REVENUE</b>	<b>34,883,520</b>	<b>34,607,631</b>	<b>35,020,993</b>	<b>40,683,307</b>	<b>6,075,676</b>
<b>TOTAL WATER REVENUE</b>	4,951,293	5,236,633	5,225,137	5,913,137	676,504
<b>TOTAL WASTEWATER REVENUE</b>	6,485,959	6,682,347	6,554,420	7,354,247	671,900
<b>TOTAL TOWN REVENUE</b>	<b>46,320,772</b>	<b>46,526,611</b>	<b>46,800,550</b>	<b>53,950,691</b>	<b>7,424,080</b>

Town of Amherstburg  
 Summary of Expenses  
 2022 Budget  
 Year ending December 31, 2022

	2020 Budget	2021 Budget	2021 Nov YTD Actuals	2022 Budget	2021 vs 2022 Budget Variance Fav/(Unfav)
<b>Department:</b>					
<b>Budget Centre:</b>					
<b>Council &amp; Committees</b>	329,812	326,184	214,151	326,976	(792)
<b>Office of the Chief Administrative Officer</b>					
CAO's Office	534,180	840,517	702,126	811,942	28,575
Police	5,365,253	5,411,932	4,943,188	5,472,437	(60,505)
<b>Legislative Services</b>					
Clerk's Office	1,238,236	1,289,134	1,270,765	1,428,519	(139,385)
Licensing & Enforcement	450,163	461,413	392,610	455,462	5,951
<b>Corporate Services</b>					
Financial Services	1,374,513	1,530,387	1,331,112	1,559,654	(29,267)
Human Resources	735,017	772,193	616,373	757,685	14,508
Information Technology	1,064,918	1,174,162	912,563	1,077,051	97,111
<b>Non-Departmental</b>	6,808,904	5,433,147	4,704,815	9,614,707	(4,181,560)
<b>Fire</b>	2,117,867	2,336,059	1,803,949	2,446,165	(110,106)
<b>Parks, Facilities, Recreation &amp; Culture</b>					
Facilities	824,382	871,672	753,364	959,974	(88,302)
Libro Centre	2,582,885	2,738,419	1,825,571	2,756,472	(18,053)
Parks	1,156,108	1,327,060	1,017,080	1,369,647	(42,588)
Recreation Services	783,968	568,007	259,569	616,085	(48,078)
Tourism & Culture	577,680	516,871	494,838	578,917	(62,046)
<b>Development Services</b>					
Building	520,090	538,360	465,107	857,400	(319,040)
Planning	818,978	565,875	369,525	579,586	(13,711)
Economic Development	-	-	-	174,304	(174,304)
<b>Infrastructure Services</b>					
Drainage	1,365,214	1,557,804	579,044	2,053,110	(495,306)
Public Works	5,446,893	5,851,479	4,925,193	6,287,215	(435,736)
<b>TOTAL OPERATING EXPENSES</b>	<b>34,095,062</b>	<b>34,110,674</b>	<b>27,580,941</b>	<b>40,183,308</b>	<b>(6,072,634)</b>
<b>TAXATION FUNDED CAPITAL EXPENDITURES</b>	788,458	496,958	496,958	500,000	(3,042)
<b>TOTAL TAXATION FUNDED EXPENDITURES</b>	<b>34,883,520</b>	<b>34,607,631</b>	<b>28,077,899</b>	<b>40,683,307</b>	<b>(6,075,676)</b>
<b>TOTAL WATER EXPENSES</b>	<b>4,951,293</b>	<b>5,236,633</b>	<b>5,395,788</b>	<b>5,913,137</b>	<b>(676,504)</b>
<b>TOTAL WASTEWATER EXPENSES</b>	<b>6,485,959</b>	<b>6,682,347</b>	<b>5,874,495</b>	<b>7,354,247</b>	<b>(671,900)</b>
<b>TOTAL EXPENSES</b>	<b>46,320,772</b>	<b>46,526,611</b>	<b>39,348,182</b>	<b>53,950,691</b>	<b>(7,424,080)</b>

Town of Amherstburg  
Summary of Expenses By Type  
2022 Budget  
Year ending December 31, 2022

	2020 Budget	2021 Budget	2021 Nov YTD Actuals	2022 Budget	2021 vs 2022 Budget Variance Fav/(Unfav)
<b>Department:</b>					
<b>Budget Centre:</b>					
Salaries	8,558,210	8,981,101	7,247,323	9,524,640	(543,539)
Benefits	2,394,387	2,631,055	2,158,724	2,893,244	(262,189)
<b>Subtotals</b>	<b>10,952,597</b>	<b>11,612,156</b>	<b>9,406,048</b>	<b>12,417,884</b>	<b>(805,728)</b>
General Expenses	3,612,670	3,833,549	2,806,039	3,838,979	(5,430)
Contracted Services	5,013,902	5,118,581	4,692,033	5,254,086	(135,505)
Equipment and Vehicles	572,550	624,550	600,215	713,680	(89,130)
Maintenance	872,300	900,800	717,312	1,137,075	(236,275)
Utilities	1,019,800	1,099,600	563,786	1,142,800	(43,200)
Road Maintenance	1,018,750	1,431,750	953,056	1,166,750	265,000
Solid Waste	1,363,900	1,466,700	1,235,790	1,509,700	(43,000)
Other Expenses	1,462,250	1,748,250	593,618	2,152,000	(403,750)
Debt Payments	989,847	979,719	980,872	778,567	201,152
Committees	35,575	29,800	(1,046)	34,300	(4,500)
Crossing Guards	81,873	23,832	(29)	24,934	(1,102)
Grants and Waivers	176,779	161,967	66,897	166,179	(4,212)
Retiree Benefits	371,570	349,570	297,877	349,570	-
Transfers to Reserves	6,550,698	4,729,849	4,668,474	9,496,803	(4,766,954)
<b>Subtotals</b>	<b>23,142,465</b>	<b>22,498,517</b>	<b>18,174,894</b>	<b>27,765,423</b>	<b>(5,266,906)</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>34,095,062</b>	<b>34,110,673</b>	<b>27,580,942</b>	<b>40,183,307</b>	<b>(6,072,634)</b>
<b>TAXATION FUNDED CAPITAL EXPENDITURES</b>	788,458	496,958	496,958	500,000	(3,042)
<b>TOTAL TAX EXPENSES</b>	<b>34,883,520</b>	<b>34,607,631</b>	<b>28,077,900</b>	<b>40,683,307</b>	<b>(6,075,676)</b>
<b>WATER EXPENSES</b>					
Salaries	820,338	865,586	775,892	902,147	(36,561)
Benefits	301,549	325,163	283,359	344,061	(18,898)
	1,121,887	1,190,749	1,059,251	1,246,208	(55,459)
General Expenses	788,050	811,250	757,991	914,450	(103,200)
Equipment and Vehicles	226,400	232,000	169,473	301,400	(69,400)
Contracted Services	680,000	692,600	694,548	850,900	(158,300)
Maintenance	606,000	536,500	486,166	502,900	33,600
Utilities	210,000	210,000	166,914	210,000	-
Other Expenses	6,500	6,500	-	6,500	-
Debt Payment	354,377	354,379	354,379	354,379	-
Transfer to Reserves & Capital	958,079	1,202,656	1,707,065	1,526,401	(323,745)
<b>Subtotal Water Operating Expenses</b>	<b>4,951,293</b>	<b>5,236,633</b>	<b>5,395,788</b>	<b>5,913,137</b>	<b>(676,505)</b>
<b>WASTEWATER EXPENSES</b>					
General Expenses	789,200	800,000	751,519	899,800	(99,800)
Environmental Services	1,922,700	1,944,280	1,420,600	2,184,100	(239,820)
Building and Utilities	753,500	834,800	585,984	860,950	(26,150)
Debt Payment	2,344,133	2,312,896	2,312,896	2,312,679	217
Transfer to Reserves & Capital	676,426	790,371	803,496	1,096,718	(306,347)
<b>Subtotal Wastewater Operating Expenses</b>	<b>6,485,959</b>	<b>6,682,347</b>	<b>5,874,495</b>	<b>7,354,247</b>	<b>(671,900)</b>
<b>TOTAL EXPENSES</b>	<b>46,320,772</b>	<b>46,526,611</b>	<b>39,348,182</b>	<b>53,950,691</b>	<b>(7,424,080)</b>



**TOWN OF AMHERSTBURG  
TAX LEVY CALCULATION  
2022 Budget**

	Final 2021 Budget	2022 Budget	Increase
<b>Total Collectable Tax Levy General</b>	\$ 24,059,492	\$ 25,492,485	\$ 1,432,994 5.96%
<b>Total Collectable Tax Levies Special Purpose</b>			
Funds Raised By Capital Replacement Levy	\$ 651,332	\$ 668,245	
Funds Raised By Capital Reserve Levy	\$ 651,332	\$ 668,245	
	<u>\$ 1,302,664</u>	<u>\$ 1,336,489</u>	
<b>Total Collectable Tax Levies</b>	\$ 25,362,156	\$ 26,828,975	\$ 1,466,819 5.78%
<b>Tax Rate Calculation Data:</b>			
Taxable Assessment as provided by MPAC	2,600,000,250	2,673,191,650	
Weighted Assessment (calculated using tax ratios provided by the County of Essex)	2,524,482,655	2,590,033,942	2.60% Net Growth
<b>Average Tax Rate Calculation</b>	0.00953046	0.00984253	3.27%
Total Collectable (through tax rates)/ Weighted Assessment			
<b>Capital Replacement Rate</b>	0.00025801	0.00025801	0.00%
<b>Capital Reserve Rate</b>	0.00025801	0.00025801	0.00%
<b>Total Tax and Capital Rate</b>	<u>0.01004648</u>	<u>0.01035854</u>	<u>3.11%</u>
<b>Amount Per \$100,000 in Assessment</b>			
Total General Levy Taxes on \$100,000 in assessed value	\$ 953.05	\$ 984.25	
Total Capital Replacement Levy on \$100,000 in assessed value	\$ 25.80	\$ 25.80	
Total Capital Reserve Levy on \$100,000 in assessed value	\$ 25.80	\$ 25.80	
Total Municipal Tax Bill on \$100,000 in assessed value	<u>\$ 1,004.65</u>	<u>\$ 1,035.85</u>	<u>\$ 31.21</u>

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

Council & Committees  
 Council & Committees

	2021 Approved		2022 Requested					2022 Recommended			2022 Approved			
	2021 Approved Budget	2021 Nov YTD Actuals	2022 Base Budget	Request - Base Budget	Request - One Time	Request - Enhancement	2022 Total Budget	Issue Paper Ref. No.	Adjustments	2022 Total Budget	Budget Increase/ (Decrease)	Base Adjustment	One Time Adjustment	2022 Total Budget
<b>Expenses:</b>														
<b>Salaries and Wages:</b>														
Total Salaries and Wages	204,697	181,922	204,697	3,953	-	-	208,650		-	208,650	3,953	-	(3,953)	204,697
<b>Benefits:</b>														
Total Benefits	31,087	25,484	31,087	1,092	-	-	32,179		-	32,179	1,092	-	-	32,179
<b>General Expenses:</b>														
Public Receptions	6,000	1,882	6,000	-	-	-	6,000		-	6,000	-	-	-	6,000
Office Supplies	500	762	500	-	-	-	500		-	500	-	-	-	500
Mobile Devices	1,600	1,277	800	-	800	-	1,600		-	1,600	-	-	-	1,600
Training	5,000	-	5,000	-	-	2,800	7,800	(2,800)	5,000	-	-	-	-	5,000
Conventions and Seminars	14,000	611	14,000	-	-	-	14,000		-	14,000	-	-	-	14,000
Travel and Mileage	4,000	(988)	4,000	-	-	-	4,000		-	4,000	-	-	-	4,000
Communications	10,500	-	10,500	-	-	-	10,500		(4,800)	5,700	(4,800)	-	-	5,700
<b>Total General Expenses</b>	<b>41,600</b>	<b>3,542</b>	<b>40,800</b>	<b>-</b>	<b>800</b>	<b>2,800</b>	<b>44,400</b>		<b>(7,600)</b>	<b>36,800</b>	<b>(4,800)</b>	<b>-</b>	<b>-</b>	<b>36,800</b>
<b>Other Expenses:</b>														
Legal Fees - Council	15,000	-	15,000	-	-	-	15,000		-	15,000	-	-	-	15,000
Meeting Expenses	2,000	3,221	2,000	-	-	-	2,000		-	2,000	-	-	-	2,000
Donations	2,000	1,028	2,000	-	-	-	2,000		-	2,000	-	-	-	2,000
<b>Total Other Expenses</b>	<b>19,000</b>	<b>4,249</b>	<b>19,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>19,000</b>		<b>-</b>	<b>19,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>19,000</b>
<b>Committees:</b>														
Per Diems - Drainage	4,500	-	4,500	-	-	-	4,500		-	4,500	-	-	-	4,500
Per Diems - Committee of Adjustment	4,500	-	4,500	-	-	-	4,500		-	4,500	-	-	-	4,500
Per Diems - Accessibility Advisory	3,700	-	4,200	-	-	-	4,200		-	4,200	500	-	-	4,200
Accessibility Committee - Expenses	1,500	383	1,500	500	-	-	2,000		-	2,000	500	-	-	2,000
Committee Meetings - Sundries	1,500	36	1,500	-	-	-	1,500		-	1,500	-	-	-	1,500
Drainage Committee Expenses	2,100	(1,465)	2,100	-	-	-	2,100		-	2,100	-	-	-	2,100
Heritage Committee - Expenses	3,000	-	3,000	1,500	-	-	4,500		-	4,500	1,500	-	-	4,500
Parks & Rec Advisory Committee- Exp	2,500	-	2,500	-	-	-	2,500		-	2,500	-	-	-	2,500
Economic Dev Advisory Comm Expenses	1,000	-	1,500	-	-	-	1,500		-	1,500	500	-	-	1,500
Audit-Finance Advisory Committee - Expens	1,000	-	1,500	-	-	-	1,500		-	1,500	500	-	-	1,500
Seniors Advisory Committee Expenses	1,000	-	1,500	-	-	-	1,500		-	1,500	500	-	-	1,500
Mayor's Youth Advisory - Expenses	1,000	-	1,500	-	-	-	1,500	(500)	1,000	-	-	-	-	1,000
Environmental Advisory Committee	1,000	-	1,000	-	-	-	1,000		-	1,000	-	500	-	1,500
Committee Office Supplies	1,500	-	1,500	-	-	-	1,500		-	1,500	-	-	-	1,500
<b>Total Expenses - Committees</b>	<b>29,800</b>	<b>(1,046)</b>	<b>32,300</b>	<b>2,000</b>	<b>-</b>	<b>-</b>	<b>34,300</b>		<b>(500)</b>	<b>33,800</b>	<b>4,000</b>	<b>500</b>	<b>-</b>	<b>34,300</b>
<b>Total Expenses</b>	<b>326,184</b>	<b>214,151</b>	<b>327,884</b>	<b>7,045</b>	<b>800</b>	<b>2,800</b>	<b>338,529</b>		<b>(8,100)</b>	<b>330,429</b>	<b>4,245</b>	<b>500</b>	<b>(3,953)</b>	<b>326,976</b>
<b>Transfer to (from) Reserves</b>														
Total Reserve Transfers	-	-	-	-	-	-	-		-	-	-	-	-	-
<b>Total Operating Expenses and Transfers</b>	<b>326,184</b>	<b>214,151</b>	<b>327,884</b>	<b>7,045</b>	<b>800</b>	<b>2,800</b>	<b>338,529</b>		<b>(8,100)</b>	<b>330,429</b>	<b>4,245</b>	<b>500</b>	<b>(3,953)</b>	<b>326,976</b>
<b>Net Operating Budget</b>	<b>326,184</b>	<b>214,151</b>	<b>327,884</b>	<b>7,045</b>	<b>800</b>	<b>2,800</b>	<b>338,529</b>		<b>(8,100)</b>	<b>330,429</b>	<b>4,245</b>	<b>500</b>	<b>(3,953)</b>	<b>326,976</b>
Incr/(Decr) from 2021							3.8%			1.3%				

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

Office of the Chief Administrative Officer  
 CAO's Office

	2021 Approved		2022 Requested					2022 Recommended			2022 Approved		
	2021 Approved Budget	2021 Nov YTD Actuals	2022 Base Budget	Request - Base Budget	Request - One Time	Request-Enhancement	2022 Total Budget	Issue Paper Ref. No.	Adjustments	2022 Total Budget	Budget Increase/ (Decrease)	Adjustments	2022 Total Budget
<b>Expenses:</b>													
<b>Salaries and Wages:</b>													
Salaries - Full Time	363,273	308,365	428,403	(19,665)	-	65,356	474,094	CAO-001	(94,678)	379,416	16,143	-	379,416
Salaries - Part Time/Temporary	42,176	16,741	42,176	(277)	-	-	41,899			41,899	(277)	-	41,899
<b>Total Salaries and Wages</b>	<b>405,449</b>	<b>325,106</b>	<b>470,579</b>	<b>(19,942)</b>	<b>-</b>	<b>65,356</b>	<b>515,993</b>		<b>(94,678)</b>	<b>421,315</b>	<b>15,866</b>	<b>-</b>	<b>421,315</b>
<b>Benefits:</b>													
<b>Total Benefits</b>	<b>130,168</b>	<b>90,233</b>	<b>150,109</b>	<b>(440)</b>	<b>-</b>	<b>25,216</b>	<b>174,885</b>	CAO-001	<b>(12,608)</b>	<b>162,277</b>	<b>32,109</b>	<b>-</b>	<b>162,277</b>
<b>General Expenses:</b>													
Subscriptions and Publications	750	68	750	-	-	-	750			750	-	-	750
Office Supplies	1,850	2,072	1,850	-	-	-	1,850			1,850	-	-	1,850
Professional Fees	190,000	74,277	65,000	-	-	-	65,000	CAO-002	30,000	95,000	(95,000)	-	95,000
Legal Fees	130,000	203,045	130,000	-	-	-	130,000			130,000	-	-	130,000
Meeting Expenses	3,000	1,046	3,000	-	-	-	3,000			3,000	-	-	3,000
Mobile Devices	3,800	719	3,250	-	-	-	3,250			3,250	(550)	-	3,250
Memberships	10,500	8,836	10,500	(500)	-	-	10,000			10,000	(500)	-	10,000
Training and Prof. Developmt	14,000	1,481	14,000	(500)	-	-	13,500			13,500	(500)	-	13,500
Travel and Mileage	1,000	-	1,000	-	-	-	1,000			1,000	-	-	1,000
<b>Total General Expenses</b>	<b>354,900</b>	<b>291,545</b>	<b>229,350</b>	<b>(1,000)</b>	<b>-</b>	<b>-</b>	<b>228,350</b>		<b>30,000</b>	<b>258,350</b>	<b>(96,550)</b>	<b>-</b>	<b>258,350</b>
<b>Total Expenses</b>	<b>890,517</b>	<b>706,883</b>	<b>850,038</b>	<b>(21,382)</b>	<b>-</b>	<b>90,572</b>	<b>919,228</b>		<b>(77,286)</b>	<b>841,942</b>	<b>(48,575)</b>	<b>-</b>	<b>841,942</b>
<b>Transfer to (from) Reserves</b>													
Transfer from Reserve	(50,000)	(4,757)	-	-	-	-	-	CAO-002	(30,000)	(30,000)	20,000	-	(30,000)
Transfer to Reserve	-	-	-	-	-	-	-			-	-	-	-
<b>Total Reserve Transfers</b>	<b>(50,000)</b>	<b>(4,757)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>(30,000)</b>	<b>(30,000)</b>	<b>20,000</b>	<b>-</b>	<b>(30,000)</b>
<b>Net Operating Budget</b>	<b>840,517</b>	<b>702,126</b>	<b>850,038</b>	<b>(21,382)</b>	<b>-</b>	<b>90,572</b>	<b>919,228</b>		<b>(107,286)</b>	<b>811,942</b>	<b>(28,575)</b>	<b>-</b>	<b>811,942</b>
Incr/(Decr) from 2021							9.4%			-3.4%			

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

Office of the Chief Administrative Officer  
 Police

	2021 Approved		2022 Requested					2022 Recommended			2022 Approved		
	2021 Approved Budget	2021 Nov YTD Actuals	2022 Base Budget	Request - Base Budget	Request - One Time	Request- Enhancement	2022 Total Budget	Issue Paper Ref. No.	Adjustments	2022 Total Budget	Budget Increase/ (Decrease)	Adjustments	2022 Total Budget
<b>Revenue:</b>													
<b>Total Revenues</b>	-	53,700	-	75,000	-	-	75,000	POLICE-001	-	75,000	75,000	-	75,000
<b>Expenses:</b>													
<b>General Expenses</b>													
Service Contract	5,118,581	4,692,033	5,118,581	135,505			5,254,086		5,254,086	135,505		5,254,086	
Uniforms	-	-	-	-			-		-	-		-	
Police Training	-	-	-	-			-		-	-		-	
Photocopier Supplies	-	-	-	-			-		-	-		-	
Forensic Identification Expense	-	-	-	-			-		-	-		-	
Internet Access	-	-	-	-			-		-	-		-	
Transitional Cost	-	-	-	-			-		-	-		-	
Credit Card Charges	-	-	-	-			-		-	-		-	
Legal Fees	25,000	21,360	25,000				25,000		25,000	-		25,000	
<b>Total General Expenses</b>	<b>5,143,581</b>	<b>4,713,393</b>	<b>5,143,581</b>	<b>135,505</b>	-	-	<b>5,279,086</b>		<b>-</b>	<b>5,279,086</b>	<b>135,505</b>	<b>-</b>	<b>5,279,086</b>
<b>Building</b>													
General Insurance	-	-	-	-			-		-	-		-	
Telephone	6,000	5,388	6,000				6,000		6,000	-		6,000	
Utilities	28,000	14,225	28,000				28,000		28,000	-		28,000	
Building Maintenance	15,000	5,183	15,000				15,000		15,000	-		15,000	
Janitorial	-	-	-	25,000			25,000	FAC-002	25,000	25,000		25,000	
Miscellaneous expense	-	-	-	-			-		-	-		-	
<b>Total Building</b>	<b>49,000</b>	<b>24,796</b>	<b>49,000</b>	<b>25,000</b>	-	-	<b>74,000</b>		<b>-</b>	<b>74,000</b>	<b>25,000</b>	<b>-</b>	<b>74,000</b>
<b>Other Expenses:</b>													
Dispatching	77,000	71,500	77,000	-	-	-	77,000		77,000	-		77,000	
<b>Total Other Expenses</b>	<b>77,000</b>	<b>71,500</b>	<b>77,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>77,000</b>		<b>-</b>	<b>77,000</b>	<b>-</b>	<b>-</b>	<b>77,000</b>
<b>Equipment and Vehicle</b>													
Radio Maintenance	31,000	22,148	31,000				31,000		31,000	-		31,000	
Vehicle and Equipment Maintenance	-	-	-				-		-	-		-	
<b>Total Equipment and Vehicle</b>	<b>31,000</b>	<b>22,148</b>	<b>31,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>31,000</b>		<b>-</b>	<b>31,000</b>	<b>-</b>	<b>-</b>	<b>31,000</b>
<b>Debt Charges</b>													
<b>Total Debt Charges</b>	<b>11,351</b>	<b>11,351</b>	<b>11,351</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,351</b>		<b>-</b>	<b>11,351</b>	<b>-</b>	<b>-</b>	<b>11,351</b>
<b>Reserve Transfers</b>													
<b>Total Reserve Transfers</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100,000</b>		<b>(100,000)</b>	<b>-</b>	<b>(100,000)</b>	<b>-</b>	<b>-</b>
<b>Total Operating Expenses and Transfers</b>	<b>5,411,932</b>	<b>4,943,188</b>	<b>5,411,932</b>	<b>160,505</b>	<b>-</b>	<b>-</b>	<b>5,572,437</b>		<b>(100,000)</b>	<b>5,472,437</b>	<b>60,505</b>	<b>-</b>	<b>5,472,437</b>
<b>Net Operating Budget</b>	<b>5,411,932</b>	<b>4,889,488</b>	<b>5,411,932</b>	<b>85,505</b>	<b>-</b>	<b>-</b>	<b>5,497,437</b>		<b>(100,000)</b>	<b>5,397,437</b>	<b>(14,495)</b>	<b>-</b>	<b>5,397,437</b>
Incr/(Decr) from 2021							1.6%			-0.3%			

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

**Legislative Services  
 Clerk's Services**

	2021 Approved		2022 Requested					2022 Recommended			2022 Approved		
	2021 Approved Budget	2021 Nov YTD Actuals	2022 Base Budget	Request - Base Budget	Request - One Time	Request - Enhancement	2022 Total Budget	Issue Paper Ref. No.	Adjustments	2022 Total Budget	Budget Increase/ (Decrease)	Adjustments	2022 Total Budget
<b>Revenue:</b>													
Fee Revenue	17,000	29,271	17,000	-	-	-	17,000	CLERKS-004	5,000	22,000	5,000	-	22,000
<b>Total Revenue</b>	<b>17,000</b>	<b>29,271</b>	<b>17,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>17,000</b>		<b>5,000</b>	<b>22,000</b>	<b>5,000</b>	<b>-</b>	<b>22,000</b>
<b>Expenses:</b>													
<b>Salaries and Wages</b>													
Salaries - Full Time	315,685	254,960	315,685	9,374	-	-	325,059		-	325,059	9,374	-	325,059
Salaries - Overtime	2,500	12,675	2,500	-	-	-	2,500	CLERKS-001	10,000	12,500	10,000	-	12,500
Salaries - Part Time/Temporary	-	11,112	-	-	17,250	-	17,250	CLERKS-002	-	17,250	17,250	-	17,250
<b>Total Salaries and Wages</b>	<b>318,185</b>	<b>278,746</b>	<b>318,185</b>	<b>9,374</b>	<b>17,250</b>	<b>-</b>	<b>344,809</b>		<b>10,000</b>	<b>354,809</b>	<b>36,624</b>	<b>-</b>	<b>354,809</b>
<b>Benefits:</b>													
<b>Total Benefits</b>	<b>109,467</b>	<b>99,272</b>	<b>109,467</b>	<b>7,709</b>	<b>-</b>	<b>-</b>	<b>117,176</b>		<b>-</b>	<b>117,176</b>	<b>7,709</b>	<b>-</b>	<b>117,176</b>
<b>General Expenses:</b>													
Subscriptions & Publications	500	477	500	-	-	-	500		-	500	-	-	500
Office Supplies	7,500	866	7,500	-	-	-	7,500		-	7,500	-	-	8,000
Professional Fees	30,500	26,183	30,500	-	-	-	30,500		-	30,500	-	-	30,500
Meeting Expenses	500	-	500	-	-	-	500		-	500	-	-	500
Mobile Devices	2,150	1,093	1,600	-	-	-	1,600		-	1,600	(550)	-	1,600
Memberships	2,000	708	2,000	-	-	-	2,000		2,000	4,000	2,000	-	4,000
Training and Prof. Development	10,000	5,753	10,000	-	-	-	10,000		-	10,000	-	-	10,000
Travel and Mileage	500	-	500	-	-	-	500		-	500	-	-	500
Vehicle and Equipment Maintenance	-	-	-	-	-	-	-		-	-	-	-	-
Insurance Expense	704,000	765,183	704,000	107,950	-	-	811,950	CLERKS-003	-	811,950	107,950	-	811,950
<b>Total General Expenses</b>	<b>757,650</b>	<b>800,262</b>	<b>757,100</b>	<b>107,950</b>	<b>-</b>	<b>-</b>	<b>865,050</b>		<b>2,000</b>	<b>867,050</b>	<b>109,400</b>	<b>-</b>	<b>867,050</b>
<b>Election:</b>													
Election Expenses	1,400	2,162	1,400	800	117,750	-	119,950	CLERKS-002	-	119,950	118,550	-	119,950
<b>Elections Salaries and Benefits</b>													
<b>Total Salaries and Wages - Election</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Crossing Guards:</b>													
Salaries - Crossing Guards	20,923	16	20,923	947	-	-	21,870		-	21,870	947	-	21,870
Benefits - Crossing Guards	1,909	(45)	1,909	155	-	-	2,064		-	2,064	155	-	2,064
Uniforms	1,000	-	1,000	-	-	-	1,000		-	1,000	-	-	1,000
Advertising	-	-	-	-	-	-	-		-	-	-	-	-
<b>Total Expenses - Crossing Guards</b>	<b>23,832</b>	<b>(29)</b>	<b>23,832</b>	<b>1,102</b>	<b>-</b>	<b>-</b>	<b>24,934</b>		<b>-</b>	<b>24,934</b>	<b>1,102</b>	<b>-</b>	<b>24,934</b>
<b>Total Expenses</b>	<b>1,210,534</b>	<b>1,180,415</b>	<b>1,209,984</b>	<b>126,935</b>	<b>135,000</b>	<b>-</b>	<b>1,471,919</b>		<b>12,000</b>	<b>1,483,919</b>	<b>273,385</b>	<b>-</b>	<b>1,483,919</b>

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

**Legislative Services  
 Clerk's Services**

	2021 Approved		2022 Requested					2022 Recommended			2022 Approved		
	2021 Approved Budget	2021 Nov YTD Actuals	2022 Base Budget	Request - Base Budget	Request - One Time	Request - Enhancement	2022 Total Budget	Issue Paper Ref. No.	Adjustments	2022 Total Budget	Budget Increase/ (Decrease)	Adjustments	2022 Total Budget
<b>Transfer to (from) Reserves</b>													
Transfer to Reserve - Election	33,600	90,350	33,600	1,000	-	-	34,600		34,600	1,000		34,600	
Transfer from Reserve - Insurance	(10,000)	-	(10,000)	-	-	-	(10,000)		(10,000)	-		(10,000)	
Transfer to Reserve - Risk Mgmt	-	-	-	-	-	-	-		-	-		-	
Transfer to Reserve - AODA Compliance	50,000	-	50,000	-	-	-	50,000		50,000	-		50,000	
Transfer to Reserve - Insurance	5,000	-	5,000	-	-	-	5,000		5,000	-		5,000	
Transfer from Election Reserve	-	-	-	-	(135,000)	-	(135,000)	CLERKS-002	(135,000)	(135,000)		(135,000)	
<b>Total Reserve Transfers</b>	<b>78,600</b>	<b>90,350</b>	<b>78,600</b>	<b>1,000</b>	<b>(135,000)</b>	<b>-</b>	<b>(55,400)</b>		<b>-</b>	<b>(55,400)</b>	<b>(134,000)</b>	<b>-</b>	<b>(55,400)</b>
<b>Total Operating Expenses and Transfers</b>	<b>1,289,134</b>	<b>1,270,765</b>	<b>1,288,584</b>	<b>127,935</b>	<b>-</b>	<b>-</b>	<b>1,416,519</b>		<b>12,000</b>	<b>1,428,519</b>	<b>139,385</b>	<b>-</b>	<b>1,428,519</b>
<b>Net Operating Budget</b>	<b>1,272,134</b>	<b>1,241,493</b>	<b>1,271,584</b>	<b>127,935</b>	<b>-</b>	<b>-</b>	<b>1,399,519</b>		<b>7,000</b>	<b>1,406,519</b>	<b>134,385</b>	<b>-</b>	<b>1,406,519</b>
Incr/(Decr) from 2021							10.0%			10.6%			

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

Legislative Services  
 Licencing and Enforcement

	2021 Approved		2022 Requested					2022 Recommended			2022 Approved			
	2021 Approved Budget	2021 Nov YTD Actuals	2022 Base Budget	Request - Base Budget	Request - One Time	Request- Enhancement	2022 Total Budget	Issue Paper Ref. No.	Adjustments	2022 Total Budget	Budget Increase/ (Decrease)	Base Adjustment	One Time Adjustment	2022 Total Budget
<b>Revenue:</b>														
Lottery Licences	18,500	9,041	22,000				22,000		22,000	3,500				22,000
Liquor Licences	100	-	100				100		100	-				100
Business Licences	4,000	5,722	4,000				4,000		4,000	-				4,000
Marriage Licences	13,000	6,399	13,000				13,000		13,000	-				13,000
Animal Control - Dog Tags and Fine	17,000	10,467	17,000				17,000		17,000	-				17,000
Pool Permits	-	-	-				-		-	-				-
Sign Permits	2,000	814	2,000				2,000		2,000	-				2,000
Encroachment Fees	2,000	831	2,000				2,000		2,000	-				2,000
Parking Tickets	7,000	4,459	7,000				7,000		7,000	-				7,000
Fees waived	-	-	-				-		-	-				-
Other Revenues	4,500	4,825	4,500				4,500		4,500	-				4,500
<b>Total Revenue</b>	<b>68,100</b>	<b>42,558</b>	<b>71,600</b>	-	-	-	<b>71,600</b>		<b>71,600</b>	<b>3,500</b>				<b>71,600</b>
<b>Expenses:</b>														
<b>Salaries and Wages:</b>														
Salaries - Full Time	292,769	247,222	292,769	(10,354)	-	-	282,415							
Salaries - Overtime	1,000	1,634	1,000				1,000		1,000	-				1,000
Salaries - Part Time/Temporary	-	-	-				-		-	-				-
<b>Total Salaries and Wages</b>	<b>293,769</b>	<b>248,856</b>	<b>293,769</b>	<b>(10,354)</b>	-	-	<b>283,415</b>		<b>283,415</b>	<b>(10,354)</b>				<b>283,415</b>
<b>Benefits:</b>														
<b>Total Benefits</b>	<b>101,894</b>	<b>95,759</b>	<b>101,894</b>	<b>2,253</b>	-	-	<b>104,147</b>		<b>104,147</b>	<b>2,253</b>				<b>104,147</b>
<b>General Expenses:</b>														
Uniforms	2,700	929	2,700	-	9,100	1,500	13,300	LIC-001	13,300	10,600	(1,500)	(6,100)		5,700
Office Supplies	1,500	870	1,500				1,500		1,500	-				1,500
Mobile Devices	3,750	1,494	3,200				3,200		3,200	(550)				3,200
Professional Fees	1,500	1,189	1,500				1,500		1,500	-				1,500
Meeting Expenses	-	-	-				-		-	-				-
Memberships	1,150	673	1,150				1,150		1,150	-				1,150
Training and Professional Developpr	8,550	4,685	8,550				8,550		(4,550)	4,000	(4,550)			4,000
Travel & Mileage	500	129	500				500		500	-				500
Vehicle and Equipment Maintenance	1,800	1,700	1,800				1,800		1,800	-				1,800
Service Agreement - Radios	1,300	1,067	1,300	(1,300)			-		-	(1,300)				-
Legal Fees	10,000	-	-				-		-	(10,000)				-
Animal Control - Tags	600	-	600				600		600	-				600
Animal Control - Contract	32,000	26,576	32,000	1,000			33,000		33,000	1,000				33,000
Animal Control - Other	7,750	3,882	7,750				7,750		7,750	-				7,750
Marriage Licences	2,400	4,800	7,200				7,200		7,200	4,800				7,200
<b>Total General Expenses</b>	<b>75,500</b>	<b>47,995</b>	<b>69,750</b>	<b>(300)</b>	<b>9,100</b>	<b>1,500</b>	<b>80,050</b>		<b>(4,550)</b>	<b>75,500</b>	-	<b>(1,500)</b>	<b>(6,100)</b>	<b>67,900</b>
<b>Other Expenses:</b>														
Fuel	-	-	-	5,000			5,000		5,000	5,000	(5,000)			-
Livestock Compensation Expense	250	-	250				250		(250)	(250)				-
<b>Total Other Expenses</b>	<b>250</b>	<b>-</b>	<b>250</b>	<b>5,000</b>	-	-	<b>5,250</b>		<b>(250)</b>	<b>4,750</b>		<b>(5,000)</b>	-	<b>-</b>
<b>Total Expenses</b>	<b>471,413</b>	<b>392,610</b>	<b>465,663</b>	<b>(3,401)</b>	<b>9,100</b>	<b>1,500</b>	<b>472,862</b>		<b>(4,800)</b>	<b>468,062</b>	<b>(3,351)</b>	<b>(6,500)</b>	<b>(6,100)</b>	<b>455,462</b>
<b>Transfer to (from) Reserves</b>														
Transfer from Reserves	(10,000)	-	-				-		-	10,000				-
Transfer to Reserves	-	-	-				-	LIC-001	3,100	3,100	3,100	(3,100)		-
<b>Total Reserve Transfers</b>	<b>(10,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>3,100</b>	<b>3,100</b>	<b>13,100</b>	<b>-</b>	<b>(3,100)</b>	<b>-</b>
<b>Total Operating Expenses and Transf</b>	<b>461,413</b>	<b>392,610</b>	<b>465,663</b>	<b>(3,401)</b>	<b>9,100</b>	<b>1,500</b>	<b>472,862</b>		<b>(1,700)</b>	<b>471,162</b>	<b>9,749</b>	<b>(6,500)</b>	<b>(9,200)</b>	<b>455,462</b>
<b>Net Operating Budget</b>	<b>393,313</b>	<b>350,051</b>	<b>394,063</b>	<b>(3,401)</b>	<b>9,100</b>	<b>1,500</b>	<b>401,262</b>		<b>(1,700)</b>	<b>399,562</b>	<b>6,249</b>	<b>(6,500)</b>	<b>(9,200)</b>	<b>383,862</b>

Incr/(Decr) from 2021

2.0%

1.6%

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

**Corporate Services  
 Financial Services**

	2021 Approved		2022 Requested					Issue Paper Ref. No.	2022 Recommended			2022 Approved	
	2021 Approved Budget	2021 Nov YTD Actuals	2022 Base Budget	Request - Base Budget	Request - One Time	Request-Enhancement	2022 Total Budget		Adjustments	2022 Total Budget	Budget Increase/ (Decrease)	Adjustments	2022 Total Budget
<b>Revenue:</b>													
Fees - Tax Certificates	27,000	33,164	27,000	6,000			33,000	FIN-001		33,000	6,000		33,000
Fees - Administrative Charges	14,000	11,972	14,000	1,000			15,000		15,000	1,000			15,000
<b>Total Revenue</b>	<b>41,000</b>	<b>45,136</b>	<b>41,000</b>	<b>7,000</b>	-	-	<b>48,000</b>		<b>-</b>	<b>48,000</b>	<b>7,000</b>	<b>-</b>	<b>48,000</b>
<b>Expenses:</b>													
<b>Salaries and Wages:</b>													
Salaries - Full Time	1,037,842	865,068	1,064,951	11,715	-	-	1,076,666		-	1,076,666	38,824	-	1,076,666
Salaries - Overtime	7,000	15,918	7,000				7,000		7,000	-			7,000
<b>Total Salaries and Wages</b>	<b>1,044,842</b>	<b>880,985</b>	<b>1,071,951</b>	<b>11,715</b>	-	-	<b>1,083,666</b>		<b>-</b>	<b>1,083,666</b>	<b>38,824</b>	<b>-</b>	<b>1,083,666</b>
<b>Benefits:</b>													
<b>Total Benefits</b>	<b>346,845</b>	<b>296,544</b>	<b>355,544</b>	<b>18,844</b>	-	-	<b>374,388</b>		<b>-</b>	<b>374,388</b>	<b>27,543</b>	<b>-</b>	<b>374,388</b>
<b>General Expenses:</b>													
Office Supplies	7,500	4,543	7,500				7,500		7,500	-			7,500
Audit Fees	38,000	35,820	32,000	5,000			37,000	FIN-002	37,000	(1,000)			37,000
Professional Fees	90,000	122,917	10,000		55,000		65,000	FIN-003	65,000	(25,000)			65,000
Contracted Services - Brinks	19,000	13,288	19,000				19,000		19,000	-			19,000
Meeting Expenses	750	149	750				750		750	-			750
Mobile Devices	2,900	1,233	1,800				1,800		1,800	(1,100)			1,800
Memberships	7,800	4,268	7,800				7,800		7,800	-			7,800
Training and Prof. Developmt	17,000	8,934	17,000				17,000		17,000	-			17,000
Travel and Mileage	750	69	750				750		750	-			750
<b>Total General Expenses</b>	<b>183,700</b>	<b>191,221</b>	<b>96,600</b>	<b>5,000</b>	<b>55,000</b>	-	<b>156,600</b>		<b>-</b>	<b>156,600</b>	<b>(27,100)</b>	<b>-</b>	<b>156,600</b>
<b>Total Expenses</b>	<b>1,575,387</b>	<b>1,368,750</b>	<b>1,524,095</b>	<b>35,559</b>	<b>55,000</b>	-	<b>1,614,654</b>		<b>-</b>	<b>1,614,654</b>	<b>39,267</b>	<b>-</b>	<b>1,614,654</b>
<b>Transfer to (from) Reserves</b>													
Transfer from Reserves	(45,000)	(37,638)	-		(55,000)		(55,000)	FIN-003	(55,000)	(10,000)			(55,000)
Transfer to Reserves	-	-	-				-		-	-			-
<b>Total Reserve Transfers</b>	<b>(45,000)</b>	<b>(37,638)</b>	<b>-</b>	<b>-</b>	<b>(55,000)</b>	-	<b>(55,000)</b>		<b>-</b>	<b>(55,000)</b>	<b>(10,000)</b>	<b>-</b>	<b>(55,000)</b>
<b>Total Operating Expenses and Transfe</b>	<b>1,530,387</b>	<b>1,331,112</b>	<b>1,524,095</b>	<b>35,559</b>	<b>-</b>	<b>-</b>	<b>1,559,654</b>		<b>-</b>	<b>1,559,654</b>	<b>29,267</b>	<b>-</b>	<b>1,559,654</b>
<b>Net Operating Budget</b>	<b>1,489,387</b>	<b>1,285,976</b>	<b>1,483,095</b>	<b>28,559</b>	<b>-</b>	<b>-</b>	<b>1,511,654</b>		<b>-</b>	<b>1,511,654</b>	<b>22,267</b>	<b>-</b>	<b>1,511,654</b>
Incr/(Decr) from 2021							1.5%			1.5%			



Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

Corporate Services  
 Human Resources

	2021 Approved		2022 Requested					2022 Recommended			2022 Approved			
	2021 Approved Budget	2021 Nov YTD Actuals	2022 Base Budget	Request - Base Budget	Request - One Time	Request- Enhancement	2022 Total Budget	Issue Paper Ref. No.	Adjustments	2022 Total Budget	Budget Increase/ (Decrease)	Base Adjustment	One Time Adjustment	2022 Total Budget
<b>Expenses:</b>														
<b>Salaries and Wages:</b>														
Salaries - Full Time	210,024	193,242	210,024	(8,425)		101,060	302,659	HR-002	(101,060)	201,599	(8,425)			201,599
Salaries - Overtime	-	1,054	-	4,000			4,000			4,000	4,000			4,000
Salaries - Part Time/Temporary	-	-	-	-			-	HR-002	20,000	20,000	20,000			20,000
<b>Total Salaries and Wages</b>	<b>210,024</b>	<b>194,296</b>	<b>210,024</b>	<b>(4,425)</b>	<b>-</b>	<b>101,060</b>	<b>306,659</b>		<b>(81,060)</b>	<b>225,599</b>	<b>15,575</b>	<b>-</b>	<b>-</b>	<b>225,599</b>
<b>Benefits:</b>														
<b>Total Benefits</b>	<b>72,124</b>	<b>69,262</b>	<b>72,124</b>	<b>1,542</b>	<b>-</b>	<b>-</b>	<b>73,666</b>		<b>-</b>	<b>73,666</b>	<b>1,542</b>	<b>-</b>	<b>-</b>	<b>73,666</b>
<b>General Expenses:</b>														
Employee Recognition	11,275	3,212	10,000	1,000			11,000			11,000	(275)			11,000
Corporate Training	12,000	-	12,000				12,000			12,000	-			12,000
Health and Safety	17,500	14,245	17,500				17,500			17,500	-			17,500
Office Supplies	1,000	664	1,000				1,000			1,000	-			1,000
Professional Fees	68,500	8,580	22,000				22,000			22,000	(46,500)			22,000
Meeting Expenses	1,000	46	1,000				1,000			1,000	-			1,000
Mobile Devices	800	252	800				800			800	-			800
Memberships	2,300	1,450	2,950	(500)			2,450			2,450	150			2,450
Training and Prof. Developmt	5,500	347	5,500				5,500	HR-001	10,000	15,500	10,000	(10,000)	10,000	15,500
Travel and Mileage	1,000	-	1,000				1,000			1,000	-			1,000
Recruitment Expenses	19,600	26,141	19,600		5,000		24,600	HR-003		24,600	5,000			24,600
<b>Total General Expenses</b>	<b>140,475</b>	<b>54,937</b>	<b>93,350</b>	<b>500</b>	<b>5,000</b>	<b>-</b>	<b>98,850</b>		<b>10,000</b>	<b>108,850</b>	<b>(31,625)</b>	<b>(10,000)</b>	<b>10,000</b>	<b>108,850</b>
<b>Retiree Benefits</b>														
Benefits - Administrative Retirees	67,000	61,488	67,000				67,000			67,000	-			67,000
Benefits - Fire Retiree Benefits	28,150	17,970	28,150				28,150			28,150	-			28,150
Benefits - Police Retiree Benefits	112,100	95,105	112,100				112,100			112,100	-			112,100
Benefits - Development Services Re	12,320	11,409	12,320				12,320			12,320	-			12,320
Benefits - Public Works Retirees	101,100	79,907	101,100				101,100			101,100	-			101,100
Benefits - Arena Retirees	28,900	31,998	28,900				28,900			28,900	-			28,900
<b>Total Expenses - Retiree Benefits</b>	<b>349,570</b>	<b>297,877</b>	<b>349,570</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>349,570</b>		<b>-</b>	<b>349,570</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>349,570</b>
<b>Total Expenses</b>	<b>772,193</b>	<b>616,373</b>	<b>725,068</b>	<b>(2,383)</b>	<b>5,000</b>	<b>101,060</b>	<b>828,745</b>		<b>(71,060)</b>	<b>757,685</b>	<b>(14,508)</b>	<b>(10,000)</b>	<b>10,000</b>	<b>757,685</b>
<b>Transfer to (from) Reserves</b>														
<b>Total Reserve Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Operating Budget</b>	<b>772,193</b>	<b>616,373</b>	<b>725,068</b>	<b>(2,383)</b>	<b>5,000</b>	<b>101,060</b>	<b>828,745</b>		<b>(71,060)</b>	<b>757,685</b>	<b>(14,508)</b>	<b>(10,000)</b>	<b>10,000</b>	<b>757,685</b>
Incr/(Decr) from 2021							7.3%				-1.9%			



Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

Corporate Services  
 Non-Departmental

	2021 Approved		2022 Requested					2022 Recommended			2022 Approved		
	2021 Approved Budget	2021 Nov YTD Actuals	2022 Base Budget	Request - Base Budget	Request - One Time	Request- Enhancement	2022 Total Budget	Issue Paper Ref. No.	Adjustments	2022 Total Budget	Budget Increase/ (Decrease)	Adjustments	2022 Total Budget
<b>Revenue:</b>													
<b>Administrative Income</b>													
Recoveries - Water Overhead	613,800	613,800	613,800	78,700			692,500			692,500	78,700		692,500
Recoveries-Building	81,887	81,887	81,887	52,887			134,774			134,774	52,887		134,774
Recoveries - Wastewater Overhead	210,600	210,600	210,600	31,000			241,600			241,600	31,000		241,600
<b>Total Administrative Income - Non Department</b>	<b>906,287</b>	<b>906,287</b>	<b>906,287</b>	<b>162,587</b>	-	-	<b>1,068,874</b>		-	<b>1,068,874</b>	<b>162,587</b>	-	<b>1,068,874</b>
<b>Taxation Revenue</b>													
Supplementary Taxes	510,000	800,671	510,000	200,000			710,000	NONDEPT-002		710,000	200,000		710,000
Payment in Lieu of Taxes	278,500	114,565	278,500	(35,000)			243,500		-	243,500	(35,000)	-	243,500
<b>Total Taxation Revenue</b>	<b>788,500</b>	<b>915,237</b>	<b>788,500</b>	<b>165,000</b>	-	-	<b>953,500</b>		-	<b>953,500</b>	<b>165,000</b>	-	<b>953,500</b>
<b>Grants</b>													
Other Federal Grants	-	19,471	-	-			-	PLAN-003	75,000	75,000	75,000		75,000
Provincial Grant	240,000	289,734	-				-			-	(240,000)		-
Federal Gas Tax Funding	1,110,000	2,183,205	1,110,000	22,000			1,132,000	NONDEPT-001		1,132,000	22,000		1,132,000
OCIF Formula Based Funding	-	1,443,684	-		1,732,420		1,732,420	NONDEPT-001	1,462,459	3,194,879	3,194,879		3,194,879
Ontario Municipal Partnership Fund	1,325,800	1,325,800	1,325,800	26,200			1,352,000	NONDEPT-001		1,352,000	26,200	(26,200)	1,325,800
<b>Total Other Grants</b>	<b>2,675,800</b>	<b>5,261,894</b>	<b>2,435,800</b>	<b>48,200</b>	<b>1,732,420</b>	-	<b>4,216,420</b>		<b>1,537,459</b>	<b>5,753,879</b>	<b>3,078,079</b>	<b>(26,200)</b>	<b>5,727,679</b>
<b>Investment Income</b>													
Dividends on Investment	248,000	265,866	248,000				248,000	NONDEPT-002	17,800	265,800	17,800	(17,800)	248,000
Interest on Bank Accounts	30,000	115,986	30,000	25,000			55,000	NONDEPT-003		55,000	25,000		55,000
<b>Total Investment Income</b>	<b>278,000</b>	<b>381,852</b>	<b>278,000</b>	<b>25,000</b>	-	-	<b>303,000</b>		<b>17,800</b>	<b>320,800</b>	<b>42,800</b>	<b>(17,800)</b>	<b>303,000</b>
<b>Other Income</b>													
Ontario Aggregate Fees	235,000	231,685	75,000		165,000		240,000	NONDEPT-001		240,000	5,000		240,000
Donations-Global	-	-	-				-			-	-		-
Penalties and Interest on Taxes	285,000	248,437	285,000	15,000			300,000	NONDEPT-002	(15,000)	285,000	-		285,000
Miscellaneous Revenue	5,000	275,478	5,000				5,000			-	-		-
<b>Total Other Income</b>	<b>525,000</b>	<b>755,600</b>	<b>365,000</b>	<b>15,000</b>	<b>165,000</b>	-	<b>545,000</b>		<b>(15,000)</b>	<b>530,000</b>	<b>5,000</b>	-	<b>530,000</b>
<b>Local Improvement Recoveries</b>													
Watermains on Taxes	4,300	4,337	4,300	(3,200)			1,100	NONDEPT-002		1,100	(3,200)		1,100
<b>Total Local Improvements</b>	<b>4,300</b>	<b>4,337</b>	<b>4,300</b>	<b>(3,200)</b>	-	-	<b>1,100</b>		-	<b>1,100</b>	<b>(3,200)</b>	-	<b>1,100</b>
<b>Total Revenue</b>	<b>5,177,887</b>	<b>8,225,206</b>	<b>4,777,887</b>	<b>412,587</b>	<b>1,897,420</b>	-	<b>7,087,894</b>		<b>1,540,259</b>	<b>8,628,153</b>	<b>3,450,266</b>	<b>(44,000)</b>	<b>8,584,153</b>
<b>Expenses:</b>													
<b>General Expenses:</b>													
Postage	46,000	35,299	46,000	3,000			49,000			49,000	3,000		49,000
Advertising	18,000	14,408	18,000				18,000			18,000	-		18,000
Cash Short/ Over	-	44	-				-			-	-		-
Municipal Tax Write Offs	235,000	190,196	235,000				235,000			235,000	-		235,000
Interest Expense	15,000	1,000	15,000	(5,000)			10,000	NONDEPT-003	(9,000)	1,000	(14,000)		1,000
Charity Rebate	-	3,085	-				-			-	-		-
Heritage Tax Rebates	-	-	-	6,000			6,000	NONDEPT-006		6,000	6,000	(3,900)	2,100
Conservation Authority Levy	144,000	110,859	144,000	4,300			148,300			148,300	4,300		148,300
Miscellaneous expense	-	-	-				-			-	-		-
<b>Total General Expenses</b>	<b>458,000</b>	<b>354,890</b>	<b>458,000</b>	<b>8,300</b>	-	-	<b>466,300</b>		<b>(9,000)</b>	<b>457,300</b>	<b>(700)</b>	<b>(3,900)</b>	<b>453,400</b>
<b>Expenses - Grants &amp; Waivers</b>													
Grants to Organizations	39,188	36,203	43,400				43,400	NONDEPT-005	(11,779)	31,621	(7,567)	11,779	43,400
Grants for Community Rentals	122,779	30,695	122,779				122,779			122,779	-		122,779
Waiver of Fees	-	-	-				-			-	-		-
<b>Total Expenses - Grants &amp; Waivers</b>	<b>161,967</b>	<b>66,897</b>	<b>166,179</b>	-	-	-	<b>166,179</b>		<b>(11,779)</b>	<b>154,400</b>	<b>(7,567)</b>	<b>11,779</b>	<b>166,179</b>

Town of Amherstburg

Department:

Budget Centre:

2022 Budget

Year ending December 31, 2022

Corporate Services

Non-Departmental

	2021 Approved		2022 Requested					2022 Recommended			2022 Approved		
	2021 Approved Budget	2021 Nov YTD Actuals	2022 Base Budget	Request - Base Budget	Request - One Time	Request-Enhancement	2022 Total Budget	Issue Paper Ref. No.	Adjustments	2022 Total Budget	Budget Increase/(Decrease)	Adjustments	2022 Total Budget
<b>Debt Charges</b>													
Principal Payments - Admin Debt	200,000	200,000	200,000	(200,000)				NONDEPT-004		-	(200,000)		-
Interest Payments - Admin Debt	-	-	-							-	-		-
<b>Total Debt Charges</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>(200,000)</b>	-	-	-		-	-	<b>(200,000)</b>	-	-
<b>Total Expenses</b>	<b>819,967</b>	<b>621,788</b>	<b>824,179</b>	<b>(191,700)</b>	-	-	<b>632,479</b>		<b>(20,779)</b>	<b>611,700</b>	<b>(208,267)</b>	<b>7,879</b>	<b>619,579</b>
<b>Transfer to (from) Reserves</b>													
Transfer from Reserves	-	(240,000)	-							-			-
Transfer to Reserve Fund - Federal Gas Tax	1,110,000	-	1,110,000	22,000			1,132,000	NONDEPT-001		1,132,000	22,000		1,132,000
Transfer to Reserve Fund - Provincial Grants	-	487,108	(12,600)	26,200	1,732,420		1,746,020	NONDEPT-001	1,462,459	3,208,479	3,208,479	(26,200)	3,182,279
Transfer to Reserve - Contingency	118,600	118,600	118,600				118,600			118,600	-		118,600
Transfer to Reserve Fund - General (Life Cycle)	2,724,580	2,724,580	2,724,580	1,483,089			4,207,669	NONDEPT-004	(470,420)	3,737,249	1,012,669		3,737,249
Transfer to Reserve Fund		332,739											
Transfer to Reserve Funds - Capital New	500,000	500,000	500,000				500,000			500,000	-		500,000
Transfer from Operations to CAP YE	-	-	-							-	-		-
Transfer to Reserve - Tax Rate Stabilization	160,000	160,000	160,000		165,000		325,000	NONDEPT-001		325,000	165,000		325,000
<b>Total Reserve Transfers</b>	<b>4,613,180</b>	<b>4,083,027</b>	<b>4,600,580</b>	<b>1,531,289</b>	<b>1,897,420</b>	-	<b>8,029,289</b>		<b>992,039</b>	<b>9,021,328</b>	<b>4,408,148</b>	<b>(26,200)</b>	<b>8,995,128</b>
<b>Total Expenses and Transfers</b>	<b>5,433,147</b>	<b>4,704,815</b>	<b>5,424,759</b>	<b>1,339,589</b>	<b>1,897,420</b>	-	<b>8,661,768</b>		<b>971,260</b>	<b>9,633,028</b>	<b>4,199,881</b>	<b>(18,321)</b>	<b>9,614,707</b>
<b>Total Operating Expenses and Transfers</b>	<b>5,433,147</b>	<b>4,704,815</b>	<b>5,424,759</b>	<b>1,339,589</b>	<b>1,897,420</b>	-	<b>8,661,768</b>		<b>971,260</b>	<b>9,633,028</b>	<b>4,199,881</b>	<b>(18,321)</b>	<b>9,614,707</b>
<b>Net Operating Budget</b>	<b>255,260</b>	<b>(3,520,392)</b>	<b>646,872</b>	<b>927,002</b>	-	-	<b>1,573,874</b>		<b>(568,999)</b>	<b>1,004,875</b>	<b>749,615</b>	<b>25,679</b>	<b>1,030,554</b>
Incr/(Decr) from 2021							516.6%			293.7%			

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

Fire  
 Fire

	2021 Approved		2022 Requested						2022 Recommended			2022 Approved	
	2021 Approved Budget	2021 Nov YTD Actuals	2022 Base Budget	Request - Base Budget	Request - One Time	Request- Enhancement	2022 Total Budget	Issue Paper Ref. No.	Adjustments	2022 Total Budget	Budget Increase/ (Decrease)	Adjustments	2022 Total Budget
<b>Revenue:</b>													
Grant Revenue	3,000	3,000	3,000				3,000			3,000	-		3,000
Fee Revenue - Fire Reports	1,000	642	1,000				1,000			1,000	-		1,000
Fee Revenue - Open Burn Permits	-	24,370	-				-			-	-		-
Fee Revenue - Inspn Reports, Serv C	17,000	67,415	17,000				17,000			17,000	-		17,000
Fee Revenue	21,000	95,427	21,000	-	-	-	21,000		-	21,000	-	-	21,000
Sale of Equipment/Vehicles	-	-	-				-		-	-	-	-	-
Miscellaneous Revenue	25,000	-	25,000	(1,000)			24,000			24,000	(1,000)		24,000
<b>Total Revenues</b>	<b>46,000</b>	<b>95,427</b>	<b>46,000</b>	<b>(1,000)</b>	<b>-</b>	<b>-</b>	<b>45,000</b>		<b>-</b>	<b>45,000</b>	<b>(1,000)</b>	<b>-</b>	<b>45,000</b>
<b>Expenses:</b>													
<b>Salaries and Wages:</b>													
Salaries - Full Time	892,485	748,789	882,397	26,611	-	111,418	1,020,426	FIRE-001	-	1,020,426	127,941	-	1,020,426
Salaries - Overtime	109,525	122,994	109,525			(60,525)	49,000	FIRE-001		49,000	(60,525)		49,000
Salaries - Volunteer Training	303,170	56,020	303,170	(7,000)			296,170			296,170	(7,000)		296,170
Salaries - Volunteer Response	241,384	123,978	241,384	25,000			266,384			266,384	25,000		266,384
Salaries - Part Time/Temporary	18,495	39,451	18,495	2,077			20,572			20,572	2,077		20,572
<b>Total Salaries and Wages</b>	<b>1,565,059</b>	<b>1,091,231</b>	<b>1,554,971</b>	<b>46,689</b>	<b>-</b>	<b>50,893</b>	<b>1,652,552</b>		<b>-</b>	<b>1,652,552</b>	<b>87,493</b>	<b>-</b>	<b>1,652,552</b>
<b>Benefits:</b>													
<b>Total Benefits</b>	<b>295,865</b>	<b>246,454</b>	<b>285,920</b>	<b>7,969</b>	<b>-</b>	<b>36,488</b>	<b>330,377</b>		<b>-</b>	<b>330,377</b>	<b>34,513</b>	<b>-</b>	<b>330,377</b>
<b>General Expenses:</b>													
Fire Prevention	12,000	7,246	12,000				12,000			12,000	-		12,000
Uniforms	19,950	18,679	19,750	1,200			20,950	FIRE-001		20,950	1,000		20,950
Training Supplies	7,000	7,729	7,000				7,000			7,000	-		7,000
Office Supplies	1,500	2,108	1,500	1,000			2,500			2,500	1,000		2,500
Operating Supplies	6,000	3,376	6,000				6,000			6,000	-		6,000
Advertising	6,000	4,505	6,000				6,000			6,000	-		6,000
Service Contract - Dispatching	41,185	20,291	41,185	2,000			43,185			43,185	2,000		43,185
Employee Recognition	5,000	761	5,000				5,000			5,000	-		5,000
Mobile Devices	9,000	7,539	9,000				9,000			9,000	-		9,000
Memberships	2,000	846	2,000				2,000			2,000	-		2,000
Training and Prof. Developmt	36,800	41,330	26,800	(16,000)			10,800	FIRE-002		10,800	(26,000)		10,800
Travel and Mileage	3,000	1,057	3,000				3,000			3,000	-		3,000
OFM investigation	-	77	-				-			-	-		-
Investigation expense	700	-	700				700			700	-		700
EOC Spending	40,000	35,669	40,000				40,000			40,000	-		40,000
Professional Fees	1,500	992	1,500				1,500			1,500	-		1,500
Bank Charges-Paypal Fees	-	270	-				-			-	-		-
Open Burn Permit Fee Expenses	-	-	-				-			-	-		-
<b>Total General Expenses</b>	<b>191,635</b>	<b>152,474</b>	<b>181,435</b>	<b>(11,800)</b>	<b>-</b>	<b>-</b>	<b>169,635</b>		<b>-</b>	<b>169,635</b>	<b>(22,000)</b>	<b>-</b>	<b>169,635</b>
<b>Equipment and Vehicles:</b>													
Service Agrmnt - Radios and Pagers	40,500	35,136	40,500	6,100			46,600	FIRE-003		46,600	6,100		46,600
Vehicle and Equipment Maintenance	80,000	68,091	80,000				80,000			80,000	-		80,000
Firefighting Equipment	70,000	57,268	70,000				70,000			70,000	-		70,000
Personal Protective Equipment	50,000	51,485	50,000		4,000		54,000	FIRE-001		54,000	4,000		54,000
Communication Equipment Mntce	15,000	2,040	15,000				15,000			15,000	-		15,000
Training Simulator	-	-	-				-			-	-		-
Water Rescue Equip/Program	-	-	-				-			-	-		-
<b>Total Equipment and Vehicles</b>	<b>255,500</b>	<b>214,019</b>	<b>255,500</b>	<b>6,100</b>	<b>4,000</b>	<b>-</b>	<b>265,600</b>		<b>-</b>	<b>265,600</b>	<b>10,100</b>	<b>-</b>	<b>265,600</b>

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Fire  
 Fire

	2021 Approved		2022 Requested					2022 Recommended			2022 Approved		
	2021 Approved Budget	2021 Nov YTD Actuals	2022 Base Budget	Request - Base Budget	Request - One Time	Request- Enhancement	2022 Total Budget	Issue Paper Ref. No.	Adjustments	2022 Total Budget	Budget Increase/ (Decrease)	Adjustments	2022 Total Budget
<b>Total Expenses</b>	<b>2,308,059</b>	<b>1,704,179</b>	<b>2,277,826</b>	<b>48,959</b>	<b>4,000</b>	<b>87,381</b>	<b>2,418,165</b>		-	<b>2,418,165</b>	<b>110,106</b>	-	<b>2,418,165</b>
<b>Debt Charges</b>													
<b>Total Debt Charges</b>	-	-	-	-	-	-	-		-	-	-	-	-
<b>Transfer to (from) Reserves</b>													
Transfer to Capital - Fire	-	62,191	-				-						-
Transfer to Reserve - Fire	53,000	53,000	53,000				53,000		53,000	-			53,000
	-	-	-				-		-	-			-
Transfer to Reserve	25,000	-	25,000				25,000		25,000	-			25,000
	-	-	-				-		-	-			-
Transfer from Reserves	(50,000)	(15,421)	(50,000)				(50,000)		(50,000)	-			(50,000)
<b>Total Reserve Transfers</b>	<b>28,000</b>	<b>99,770</b>	<b>28,000</b>	-	-	-	<b>28,000</b>		-	<b>28,000</b>	-	-	<b>28,000</b>
<b>Total Operating Expenses and Transfers</b>	<b>2,336,059</b>	<b>1,803,949</b>	<b>2,305,826</b>	<b>48,959</b>	<b>4,000</b>	<b>87,381</b>	<b>2,446,165</b>		-	<b>2,446,165</b>	<b>110,106</b>	-	<b>2,446,165</b>
<b>Net Operating Budget</b>	<b>2,290,059</b>	<b>1,708,522</b>	<b>2,259,826</b>	<b>49,959</b>	<b>4,000</b>	<b>87,381</b>	<b>2,401,165</b>		-	<b>2,401,165</b>	<b>111,106</b>	-	<b>2,401,165</b>
Incr/(Decr) from 2021							4.9%			4.9%			

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**Parks, Facilities, Recreation & Culture  
 Facilities**

	2021 Approved		2022 Requested					2022 Recommended			2022 Approved		
	2021 Approved Budget	2021 Nov YTD Actuals	2022 Base Budget	Request - Base Budget	Request - One Time	Request- Enhancement	2022 Total Budget	Issue Paper Ref. No.	Adjustments	2022 Total Budget	Budget Increase/ (Decrease)	Adjustments	2022 Total Budget
<b>Revenue:</b>													
Facility Rentals	-	7,144	-	-	-	-	-	-	-	-	-	-	-
Rent - Gordon House	-	-	-	-	-	-	-	-	-	-	-	-	-
Rent- Grants in Lieu	122,779	30,695	122,779	-	-	-	122,779	-	122,779	-	-	-	122,779
Recovery from Water	-	-	-	-	-	-	-	-	-	-	-	-	-
Rent - Municipal Bldg. & Property	236,984	165,176	236,984	(41,984)	-	-	195,000	FAC-001	195,000	(41,984)	-	-	195,000
Recovery from Police	-	-	-	25,000	-	-	25,000	FAC-002	25,000	25,000	-	-	25,000
<b>Total Revenue</b>	<b>359,763</b>	<b>203,015</b>	<b>359,763</b>	<b>(16,984)</b>	<b>-</b>	<b>-</b>	<b>342,779</b>		<b>342,779</b>	<b>(16,984)</b>	<b>-</b>	<b>-</b>	<b>342,779</b>
<b>Expenses:</b>													
<b>Salaries and Wages:</b>													
Salaries - Full Time	140,275	127,003	140,275	2,787	-	-	143,062	-	143,062	2,787	-	-	143,062
Salaries-Temp	-	-	-	-	-	-	-	-	-	-	-	-	-
Salaries - Overtime	4,500	3,236	4,500	-	-	-	4,500	-	4,500	-	-	-	4,500
<b>Total Salaries and Wage</b>	<b>144,775</b>	<b>130,239</b>	<b>144,775</b>	<b>2,787</b>	<b>-</b>	<b>-</b>	<b>147,562</b>		<b>147,562</b>	<b>2,787</b>	<b>-</b>	<b>-</b>	<b>147,562</b>
<b>Benefits:</b>													
<b>Total Benefits</b>	<b>52,497</b>	<b>53,688</b>	<b>52,497</b>	<b>1,115</b>	<b>-</b>	<b>-</b>	<b>53,612</b>		<b>53,612</b>	<b>1,115</b>	<b>-</b>	<b>-</b>	<b>53,612</b>
<b>General Expenses:</b>													
Mobile Devices	1,300	495	1,300	-	-	-	1,300	-	1,300	-	-	-	1,300
Uniforms	3,000	3,087	3,000	1,300	-	-	4,300	-	4,300	1,300	-	-	4,300
Training and Professional Development	1,000	-	1,000	-	-	-	1,000	-	1,000	-	-	-	1,000
Professional fees	150,000	-	-	-	-	-	-	-	-	(150,000)	-	-	-
Memberships	1,000	81	1,000	-	-	-	1,000	-	1,000	-	-	-	1,000
	<b>156,300</b>	<b>3,663</b>	<b>6,300</b>	<b>1,300</b>	<b>-</b>	<b>-</b>	<b>7,600</b>		<b>7,600</b>	<b>(148,700)</b>	<b>-</b>	<b>-</b>	<b>7,600</b>
<b>Facility Maintenance:</b>													
Town Hall	54,000	50,081	35,000	49,200	156,100	-	240,300	FAC-005	(106,100)	134,200	80,200	-	134,200
Public Works	32,000	37,112	32,000	-	-	-	32,000	-	32,000	-	-	-	32,000
Fire Halls	40,000	49,118	40,000	-	-	-	40,000	-	40,000	-	-	-	40,000
Police	-	1,415	-	-	-	-	-	-	-	-	-	-	-
KNY Park	-	-	-	-	-	-	-	-	-	-	-	-	-
Scout Hall	1,000	637	1,000	(1,000)	-	-	-	-	-	(1,000)	-	-	-
Parks Buildings	13,000	11,785	13,000	-	-	-	13,000	-	13,000	-	-	-	13,000
Massen Property	-	691	-	-	-	-	-	-	-	-	-	-	-
99 Thomas	2,000	2,451	2,000	-	-	-	2,000	-	2,000	-	-	-	2,000
Carnegie Library	4,000	4,409	4,000	-	-	-	4,000	-	4,000	-	-	-	4,000
Malden Community Centre	-	-	-	-	-	-	-	-	-	-	-	-	-
ACS Building	1,000	1	1,000	(1,000)	-	-	-	-	-	(1,000)	-	-	-
Bellevue House	-	-	-	-	-	-	-	-	-	-	-	-	-
Gordon House	6,000	7,040	6,000	-	-	-	6,000	-	6,000	-	-	-	6,000
McGregor Community Ctr/Library	30,000	9,993	30,000	-	-	-	30,000	-	30,000	-	-	-	30,000
North Gate Visitor Centre	1,500	778	1,500	-	-	-	1,500	-	1,500	-	-	-	1,500
320 Richmond	17,500	25,924	17,500	2,000	-	-	19,500	-	19,500	2,000	-	-	19,500
Cultural Kiosks	5,000	4,177	-	-	-	-	-	-	-	(5,000)	-	-	-
Gibson Gallery	2,500	-	2,500	-	-	-	2,500	-	2,500	-	-	-	2,500
Janitorial Supplies	55,000	49,350	55,000	17,500	-	-	72,500	FAC-004	72,500	17,500	-	-	72,500
Operating Supplies	2,000	1,649	2,000	-	-	-	2,000	-	2,000	-	-	-	2,000
<b>Total Facility Maintenance</b>	<b>266,500</b>	<b>256,613</b>	<b>242,500</b>	<b>66,700</b>	<b>156,100</b>	<b>-</b>	<b>465,300</b>		<b>(106,100)</b>	<b>359,200</b>	<b>92,700</b>	<b>-</b>	<b>359,200</b>
<b>Utilities:</b>													
Town Hall	44,000	35,737	44,000	-	-	-	44,000	-	44,000	-	-	-	44,000
Public Works	45,000	35,912	45,000	-	-	-	45,000	-	45,000	-	-	-	45,000

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**Parks, Facilities, Recreation & Culture  
 Facilities**

	2021 Approved		2022 Requested					2022 Recommended			2022 Approved		
	2021 Approved Budget	2021 Nov YTD Actuals	2022 Base Budget	Request - Base Budget	Request - One Time	Request- Enhancement	2022 Total Budget	Issue Paper Ref. No.	Adjustments	2022 Total Budget	Budget Increase/ (Decrease)	Adjustments	2022 Total Budget
Fire Hall	10,000	8,436	10,000				10,000			10,000	-		10,000
KNY Park Washrooms	15,000	10,691	15,000				15,000			15,000	-		15,000
Toddy Jones	42,000	49,409	42,000	10,000			52,000	FAC-003		52,000	10,000		52,000
Scout Hall	4,000	3,036	4,000	(4,000)			-	FAC-003		-	(4,000)		-
Massen Property		223											
Anderdon Tennis Ct	600	544	600	150			750	FAC-003		750	150		750
Wigle Park Washrooms	3,000	1,783	3,000				3,000			3,000	-		3,000
Centennial Park		11,334											
Malden Park Washrooms	1,000	226	1,000				1,000			1,000	-		1,000
Parks Storage	1,000	619	1,000				1,000			1,000	-		1,000
Malden Community Centre	3,500	1,167	3,500				3,500			3,500	-		3,500
ACS Building	6,000	1,769	6,000				6,000			6,000	-		6,000
Gordon House	5,500	4,233	5,500				5,500			5,500	-		5,500
99 Thomas (former Nexen Building)	7,000	7,729	7,000	1,500			8,500	FAC-003		8,500	1,500		8,500
North Gate Visitor Centre	6,000	3,413	6,000				6,000			6,000	-		6,000
Bellevue House	1,000	562	1,000				1,000			1,000	-		1,000
Carnegie Library Fountain	1,200	923	1,200				1,200			1,200	-		1,200
Waterfront Property (former Duffy's)													
Gateway signs	800	774	800	100			900	FAC-003		900	100		900
320 Richmond	45,000	36,459	45,000	150			45,150	FAC-003		45,150	150		45,150
<b>Total Utilities</b>	<b>241,600</b>	<b>214,980</b>	<b>241,600</b>	<b>7,900</b>	<b>-</b>	<b>-</b>	<b>249,500</b>		<b>-</b>	<b>249,500</b>	<b>7,900</b>	<b>-</b>	<b>249,500</b>
<b>Lions' Pool:</b>													
<b>Total Lions' Pool - Libro Centre</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenses</b>	<b>861,672</b>	<b>659,182</b>	<b>687,672</b>	<b>79,802</b>	<b>156,100</b>	<b>-</b>	<b>923,574</b>		<b>(106,100)</b>	<b>817,474</b>	<b>(44,198)</b>	<b>-</b>	<b>817,474</b>
<b>Transfer to (from) Reserves</b>													
Transfer from Reserves	(150,000)	-	-				-	FAC-004	(17,500)	(17,500)	132,500		(17,500)
Transfer to Capital		75,086					-			-	-		-
Transfer to Reserves	160,000	19,096	160,000				160,000			160,000	-		160,000
<b>Total Reserve Transfers</b>	<b>10,000</b>	<b>94,181</b>	<b>160,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>160,000</b>		<b>(17,500)</b>	<b>142,500</b>	<b>132,500</b>	<b>-</b>	<b>142,500</b>
<b>Total Operating Expenses and Transfers</b>	<b>871,672</b>	<b>753,364</b>	<b>847,672</b>	<b>79,802</b>	<b>156,100</b>	<b>-</b>	<b>1,083,574</b>		<b>(123,600)</b>	<b>959,974</b>	<b>88,302</b>	<b>-</b>	<b>959,974</b>
<b>Net Operating Budget</b>	<b>511,909</b>	<b>550,349</b>	<b>487,909</b>	<b>96,786</b>	<b>156,100</b>	<b>-</b>	<b>740,795</b>		<b>(123,600)</b>	<b>617,195</b>	<b>105,286</b>	<b>-</b>	<b>617,195</b>
Incr/(Decr) from 2021							44.7%			20.6%			



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Parks, Facilities, Recreation & Culture  
 Libro Centre

	2021 Approved		2022 Requested					2022 Recommended			2022 Approved			
	2021 Approved Budget	2021 Nov YTD Actuals	2022 Base Budget	Request - Base Budget	Request - One Time	Request- Enhancement	2022 Total Budget	Issue Paper Ref. No.	Adjustments	2022 Total Budget	Budget Increase/ (Decrease)	Base Adjustment	One Time Adjustment	2022 Total Budget
<b>Revenue:</b>														
Ice Rentals	328,000	131,746	549,000				549,000		549,000	221,000			(82,000)	467,000
Capital Surcharge	31,000	8,347	50,000				50,000		50,000	19,000			(7,000)	43,000
Lease Revenue	37,471	-	37,471	(5,400)			32,071	LIBRO-001	32,071	(5,400)				32,071
Room Rentals	27,500	(491)	29,500				29,500		29,500	2,000			(3,000)	26,500
Diamond Rental	7,250	17	7,250				7,250		7,250	-				7,250
Libro - Miscellaneous	4,000	-	4,000				4,000		4,000	-				4,000
Outdoor Turf Rental	8,800	7,031	8,800				8,800		8,800	-				8,800
Indoor Turf Rental	30,000	(243)	60,000				60,000		60,000	30,000			(2,000)	58,000
Solar Panel Rental Revenue	9,888	7,170	9,888				9,888		9,888	-				9,888
Solar Panel Special Share Dividend	17,112	-	17,112				17,112		17,112	-				17,112
<b>Total Revenue</b>	<b>501,021</b>	<b>153,577</b>	<b>773,021</b>	<b>(5,400)</b>	<b>-</b>	<b>-</b>	<b>767,621</b>		<b>-</b>	<b>767,621</b>	<b>266,600</b>	<b>-</b>	<b>(94,000)</b>	<b>673,621</b>
<b>Expenses:</b>														
<b>Salaries and Wages:</b>														
Salaries - Full Time	455,088	427,750	449,665	282	-	103,968	553,915		(103,968)	449,947	(5,141)	-	-	449,947
Salaries - Overtime	10,000	12,351	10,000				10,000		10,000	-				10,000
Salaries - Part Time/Temporary	595,506	331,555	595,506				595,506		595,506	-				595,506
<b>Total Salaries and Wages</b>	<b>1,060,594</b>	<b>771,657</b>	<b>1,055,171</b>	<b>282</b>	<b>-</b>	<b>103,968</b>	<b>1,159,421</b>		<b>(103,968)</b>	<b>1,055,453</b>	<b>(5,141)</b>	<b>-</b>	<b>-</b>	<b>1,055,453</b>
<b>Benefits:</b>														
<b>Total Benefits</b>	<b>283,460</b>	<b>162,492</b>	<b>283,460</b>	<b>(3,546)</b>	<b>-</b>	<b>-</b>	<b>279,914</b>		<b>-</b>	<b>279,914</b>	<b>(3,546)</b>	<b>-</b>	<b>-</b>	<b>279,914</b>
<b>General Expenses:</b>														
Clothing	10,000	8,417	10,000	5,100			15,100		15,100	5,100				15,100
Health and Safety	5,000	2,434	5,000				5,000		5,000	-				5,000
Radio Maintenance		-	-	12,300			12,300	LIBRO-003	12,300	12,300				12,300
Office Supplies	-	-	-				-		-	-				-
Refrigeration Maintenance	50,000	56,461	50,000	1,500			51,500		51,500	1,500				51,500
Contracted Services	40,000	33,986	40,000	(40,000)			-	LIBRO-005	-	(40,000)				-
Mobile Devices	1,700	664	1,700	2,340			4,040		4,040	2,340				4,040
Memberships	1,700	2,379	1,700	1,700			3,400		3,400	1,700				3,400
Professional Fees	-	4,310	-				-		-	-				-
Training and Professional Development	6,000	13	6,000				6,000		6,000	-				6,000
Travel and Mileage	1,000	-	1,000	1,000			2,000		2,000	1,000				2,000
Credit Card Charges	5,000	2,077	5,000				5,000		5,000	-				5,000
<b>Total General Expenses</b>	<b>120,400</b>	<b>110,742</b>	<b>120,400</b>	<b>(16,060)</b>	<b>-</b>	<b>-</b>	<b>104,340</b>		<b>-</b>	<b>104,340</b>	<b>(16,060)</b>	<b>-</b>	<b>-</b>	<b>104,340</b>
<b>Facility Maintenance:</b>														
Utilities	705,000	248,881	705,000	35,300			740,300	LIBRO-004	740,300	35,300				740,300
Building Maintenance	110,000	83,229	110,000	56,200			166,200	LIBRO-005	166,200	56,200				166,200
Parking Lot Maintenance	11,000	2,493	11,000	14,000			25,000	LIBRO-006	25,000	14,000				25,000
Janitorial Supplies	-	2,187	-				-		-	-				-
Outdoor Soccer (Nat Turf)	5,000	5,671	5,000	7,100			12,100	LIBRO-007	12,100	7,100				12,100
Outdoor/Football Field Turf	700	540	700				700		700	-				700
Premier Baseball Field	8,000	4,700	8,000			20,000	28,000	LIBRO-008	(20,000)	8,000				8,000
<b>Total Facility Maintenance</b>	<b>839,700</b>	<b>347,701</b>	<b>839,700</b>	<b>112,600</b>	<b>-</b>	<b>20,000</b>	<b>972,300</b>		<b>(20,000)</b>	<b>952,300</b>	<b>112,600</b>	<b>-</b>	<b>-</b>	<b>952,300</b>
<b>Equipment and Vehicles:</b>														
Propane	7,000	2,868	7,000	200			7,200		7,200	200				7,200
Vehicle and Equipment Maintenance	10,000	12,845	10,000	10,000			20,000	LIBRO-009	(5,000)	15,000	5,000			15,000
<b>Total Equipment and Vehicles</b>	<b>17,000</b>	<b>15,714</b>	<b>17,000</b>	<b>10,200</b>	<b>-</b>	<b>-</b>	<b>27,200</b>		<b>(5,000)</b>	<b>22,200</b>	<b>5,200</b>	<b>-</b>	<b>-</b>	<b>22,200</b>
<b>Total Expenses</b>	<b>2,321,154</b>	<b>1,408,306</b>	<b>2,315,730</b>	<b>103,476</b>	<b>-</b>	<b>123,968</b>	<b>2,543,175</b>		<b>(128,968)</b>	<b>2,414,207</b>	<b>93,053</b>	<b>-</b>	<b>-</b>	<b>2,414,207</b>

Town of Amherstburg  
 Department:  
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**Parks, Facilities, Recreation & Culture**  
**Libro Centre**

	2021 Approved		2022 Requested					2022 Recommended			2022 Approved			
	2021 Approved Budget	2021 Nov YTD Actuals	2022 Base Budget	Request - Base Budget	Request - One Time	Request- Enhancement	2022 Total Budget	Issue Paper Ref. No.	Adjustments	2022 Total Budget	Budget Increase/ (Decrease)	Base Adjustment	One Time Adjustment	2022 Total Budget
<b>Debt Charges</b>														
<b>Total Debt Charges</b>	<b>386,265</b>	<b>386,265</b>	<b>386,265</b>	-	-	-	<b>386,265</b>		-	<b>386,265</b>	-	-	-	<b>386,265</b>
<b>Transfer to (from) Reserves</b>														
Transfer from Reserves	-	-	-				-		-	-		-	(94,000)	(94,000)
Transfer to Capital Libro	-	-	-				-		-	-		-	-	-
Transfer to Reserves	31,000	31,000	50,000				50,000		50,000	19,000				50,000
<b>Total Reserve Transfers</b>	<b>31,000</b>	<b>31,000</b>	<b>50,000</b>	-	-	-	<b>50,000</b>		-	<b>50,000</b>	<b>19,000</b>	-	<b>(94,000)</b>	<b>(44,000)</b>
<b>Total Operating Expenses and Transfers</b>	<b>2,738,419</b>	<b>1,825,571</b>	<b>2,751,996</b>	<b>103,476</b>	-	<b>123,968</b>	<b>2,979,440</b>		<b>(128,968)</b>	<b>2,850,472</b>	<b>112,053</b>	-	<b>(94,000)</b>	<b>2,756,472</b>
<b>Net Operating Budget</b>	<b>2,237,398</b>	<b>1,671,994</b>	<b>1,978,975</b>	<b>108,876</b>	-	<b>123,968</b>	<b>2,211,819</b>		<b>(128,968)</b>	<b>2,082,851</b>	<b>(154,547)</b>	-	-	<b>2,082,851</b>
Incr/(Decr) from 2021							-1.14%			-6.91%				

Town of Amherstburg  
 Department:  
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 Year ending December 31, 2022

**Parks, Facilities, Recreation & Culture  
 Parks**

	2021 Approved		2022 Requested					2022 Recommended			2022 Approved			
	2021 Approved Budget	2021 Nov YTD Actuals	2022 Base Budget	Request - Base Budget	Request - One Time	Request- Enhancement	2022 Total Budget	Issue Paper Ref. No.	Adjustments	2022 Total Budget	Budget Increase/ (Decrease)	Base Adjustment	One Time Adjustment	2022 Total Budget
<b>Revenue:</b>														
<b>Total Revenue</b>	-	4,512	-	5,500	-	-	5,500	PARKS-001	-	5,500	5,500	-	-	5,500
<b>Expenses:</b>														
<b>Salaries and Wages:</b>														
Salaries - Full Time	491,936	438,657	491,936	3,259	-	-	495,195		-	495,195	3,259	-	-	495,195
Salaries - Overtime	15,000	9,378	15,000	-	-	-	15,000		-	15,000	-	-	-	15,000
Salaries - Part Time/Temporary	224,001	148,460	179,716	23,717	-	9,953	213,386	PARKS-002		213,386	(10,615)	-	-	213,386
<b>Total Salaries and Wages</b>	<b>730,937</b>	<b>596,495</b>	<b>686,651</b>	<b>26,977</b>	<b>-</b>	<b>9,953</b>	<b>723,581</b>		<b>-</b>	<b>723,581</b>	<b>(7,356)</b>	<b>-</b>	<b>-</b>	<b>723,581</b>
<b>Benefits:</b>														
<b>Total Benefits</b>	<b>229,123</b>	<b>181,896</b>	<b>223,554</b>	<b>12,755</b>	<b>-</b>	<b>1,282</b>	<b>237,591</b>	PARKS-002	<b>-</b>	<b>237,591</b>	<b>8,468</b>	<b>-</b>	<b>-</b>	<b>237,591</b>
<b>General Expenses:</b>														
Clothing	4,300	7,818	4,300	7,200	-	-	11,500	PARKS-003		11,500	7,200	(7,200)	7,200	11,500
Office Supplies	2,000	1,111	2,000	-	-	-	2,000			2,000	-	-	-	2,000
Contracted Services	67,500	42,177	67,500	-	-	-	67,500			67,500	-	-	-	67,500
Mobile Devices	900	339	900	-	-	-	900			900	-	-	-	900
Training and Professional Development	6,700	1,396	6,700	2,000	-	-	8,700			8,700	2,000	-	-	8,700
Service Agreement - Radios	3,500	-	3,500	-	-	-	3,500			3,500	-	-	-	3,500
Special Events	3,500	(5)	3,500	-	-	-	3,500			3,500	-	-	-	3,500
<b>Total General Expenses</b>	<b>88,400</b>	<b>52,836</b>	<b>88,400</b>	<b>9,200</b>	<b>-</b>	<b>-</b>	<b>97,600</b>		<b>-</b>	<b>97,600</b>	<b>9,200</b>	<b>(7,200)</b>	<b>7,200</b>	<b>97,600</b>
<b>Other Expenses:</b>														
Co-An Park	20,000	20,000	20,000	1,000	-	-	21,000			21,000	1,000	-	-	21,000
Joint Use Agreements	25,000	5,000	5,000	-	-	-	5,000			5,000	(20,000)	-	-	5,000
<b>Total Other Expenses</b>	<b>45,000</b>	<b>25,000</b>	<b>25,000</b>	<b>1,000</b>	<b>-</b>	<b>-</b>	<b>26,000</b>		<b>-</b>	<b>26,000</b>	<b>(19,000)</b>	<b>-</b>	<b>-</b>	<b>26,000</b>
<b>Maintenance:</b>														
Radio Air Time	-	2,743	-	-	-	-	-			-	-	-	-	-
General Supplies	125,100	74,038	125,100	31,275	-	-	156,375	PARKS-004		156,375	31,275	-	-	156,375
Vehicle and Equip. Maint.	50,000	36,593	50,000	-	-	-	50,000			50,000	-	-	-	50,000
Equipment Financing	-	-	-	-	-	-	-			-	-	-	-	-
Parks Tools and Equip.	9,000	4,011	9,000	-	-	-	9,000			9,000	-	-	-	9,000
Tree Maintenance	54,500	28,467	54,500	-	-	-	54,500			54,500	-	-	-	54,500
<b>Total Maintenance</b>	<b>238,600</b>	<b>145,853</b>	<b>238,600</b>	<b>31,275</b>	<b>-</b>	<b>-</b>	<b>269,875</b>		<b>-</b>	<b>269,875</b>	<b>31,275</b>	<b>-</b>	<b>-</b>	<b>269,875</b>
<b>Debt Charges</b>														
<b>Total Debt Charges</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenses</b>	<b>1,332,060</b>	<b>1,002,080</b>	<b>1,262,205</b>	<b>81,207</b>	<b>-</b>	<b>11,235</b>	<b>1,354,647</b>		<b>-</b>	<b>1,354,647</b>	<b>22,588</b>	<b>(7,200)</b>	<b>7,200</b>	<b>1,354,647</b>
<b>Transfer to (from) Reserves</b>														
Transfer from Reserves	(20,000)	-	-	-	-	-	-			-	20,000	-	-	-
Transfer to Capital-Parks	-	-	-	-	-	-	-			-	-	-	-	-
Transfer to Reserves	15,000	15,000	15,000	-	-	-	15,000			15,000	-	-	-	15,000
<b>Total Reserve Transfers</b>	<b>(5,000)</b>	<b>15,000</b>	<b>15,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,000</b>		<b>-</b>	<b>15,000</b>	<b>20,000</b>	<b>-</b>	<b>-</b>	<b>15,000</b>
<b>Total Operating Expenses and Transfers</b>	<b>1,327,060</b>	<b>1,017,080</b>	<b>1,277,205</b>	<b>81,207</b>	<b>-</b>	<b>11,235</b>	<b>1,369,647</b>		<b>-</b>	<b>1,369,647</b>	<b>42,588</b>	<b>(7,200)</b>	<b>7,200</b>	<b>1,369,647</b>
<b>Net Operating Budget</b>	<b>1,327,060</b>	<b>1,012,568</b>	<b>1,277,205</b>	<b>75,707</b>	<b>-</b>	<b>11,235</b>	<b>1,364,147</b>		<b>-</b>	<b>1,364,147</b>	<b>37,088</b>	<b>(7,200)</b>	<b>7,200</b>	<b>1,364,147</b>
Incr/(Decr) from 2021										2.8%				

Town of Amherstburg  
 Department:  
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**Parks, Facilities, Recreation & Culture  
 Recreation Services**

	2021 Approved		2022 Requested						2022 Recommended			2022 Approved		
	2021 Approved Budget	2021 Nov YTD Actuals	2022 Base Budget	Request - Base Budget	Request - One Time	Request- Enhancement	2022 Total Budget	Issue Paper Ref. No.	Adjustments	2022 Total Budget	Budget Increase/ (Decrease)	Base Adjustment	One Time Adjustment	2022 Total Budget
<b>Revenue:</b>														
Birthday Party (UCCU)	8,700	-	10,000				10,000			1,300				10,000
Public Skating Program	5,000	-	10,000				10,000			5,000		(2,000)		8,000
Lions' Pool Registration	-	-	-				-			-				-
Preschool Programming	11,600	-	13,000				13,000			1,400		(2,000)		11,000
Youth Programming	32,100	-	27,500				27,500			(4,600)		(3,000)		24,500
Adult Programming	21,900	-	21,000				21,000			(900)				21,000
Activity Guide Revenue	4,000	-	4,000				4,000			-				4,000
Miscellaneous	-	1,583	-				-			-				-
Drop In Programming	11,900	-	11,000				11,000			(900)		(2,000)		9,000
Day Camp	35,000	-	35,000				35,000			-				35,000
Special Events	12,000	-	12,000				12,000			-				12,000
Ancillary Complex Income	25,000	6,189	25,000				25,000			-		(12,000)		13,000
Canteen Sales (Indoor)	-	-	160,000			(160,000)	-	REC-001		-				-
Vending Machine Sales	8,000	73	8,000				8,000			-				8,000
Income from Memorials (Benches)	-	-	-				-			-				-
Essex Power Youth in Comm Fund Grant	10,000	-	10,000				10,000			-				10,000
Per Player Registration Fees	12,000	-	12,000				12,000			-				12,000
Pavilion Rentals	3,000	-	3,000				3,000			-				3,000
Tennis Court Rentals	500	-	500				500			-				500
Provincial Grants	-	-	-				-			-				-
<b>Total Revenue</b>	<b>200,700</b>	<b>7,845</b>	<b>362,000</b>	<b>-</b>	<b>-</b>	<b>(160,000)</b>	<b>202,000</b>		<b>-</b>	<b>202,000</b>	<b>1,300</b>	<b>-</b>	<b>(21,000)</b>	<b>181,000</b>
<b>Expenses:</b>														
<b>Salaries and Wages:</b>														
Salaries - Full Time	159,631	144,119	159,631	70,541			230,172			70,541				230,172
Salaries - Overtime	2,500	350	2,500				2,500			-				2,500
Salaries - Students	6,373	353	6,373	335			6,708			335				6,708
Salaries - Part Time	183,638	34,916	183,638	(31,108)			152,530			(31,108)				152,530
Salaries - Food & Beverage Services	0	895	98,989			(98,989)	-	REC-001		-				-
Salaries - Part Time/Temporary	190,011	36,164	289,000	(30,772)		(98,989)	159,238			(30,772)				159,238
<b>Total Salaries and Wages</b>	<b>352,141</b>	<b>180,633</b>	<b>451,130</b>	<b>39,769</b>	<b>-</b>	<b>(98,989)</b>	<b>391,910</b>		<b>-</b>	<b>391,910</b>	<b>39,769</b>	<b>-</b>	<b>-</b>	<b>391,910</b>
<b>Benefits:</b>														
<b>Total Benefits</b>	<b>99,265</b>	<b>57,910</b>	<b>111,724</b>	<b>23,625</b>	<b>-</b>	<b>(16,224)</b>	<b>119,125</b>	REC-001	<b>-</b>	<b>119,125</b>	<b>19,860</b>	<b>-</b>	<b>-</b>	<b>119,125</b>
<b>General Expenses:</b>														
Uniforms	1,500	-	1,500				1,500			-				1,500
Office Supplies	6,500	3,571	6,500				6,500			-				6,500
Advertising	17,500	-	17,500				17,500			-				17,500
Mobile Devices	1,350	1,133	800				800			(550)				800
Marketing	20,000	5,165	20,000				20,000			-				20,000
Memberships	3,000	1,820	3,000				3,000			-				3,000
Training and Conferences	6,500	1,057	6,500				6,500			-				6,500
Travel and Mileage	500	142	500				500			-				500
Recreation Equipment & Supplies	30,750	3,940	29,750				29,750			(1,000)				29,750
Concession Product	-	-	95,000			(95,000)	-	REC-001		-				-
Concession Equipment	4,000	-	4,000			(4,000)	-	REC-001		(4,000)				-
Concession Equipment Maintenance	5,000	-	5,000			(5,000)	-	REC-001		(5,000)				-
Signage Maintenance	2,000	4,198	2,000				2,000			-				2,000
Special Events	8,000	-	8,000				8,000			-				8,000

Town of Amherstburg  
 Department:  
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**Parks, Facilities, Recreation & Culture  
 Recreation Services**

	2021 Approved		2022 Requested					2022 Recommended			2022 Approved			
	2021 Approved Budget	2021 Nov YTD Actuals	2022 Base Budget	Request - Base Budget	Request - One Time	Request- Enhancement	2022 Total Budget	Issue Paper Ref. No.	Adjustments	2022 Total Budget	Budget Increase/ (Decrease)	Base Adjustment	One Time Adjustment	2022 Total Budget
Swim Program	-	-	20,000				20,000		20,000	20,000				20,000
Essex Power Youth in Comm Fund Exp	10,000	-	10,000				10,000		10,000	-				10,000
<b>Total General Expenses</b>	<b>116,600</b>	<b>21,026</b>	<b>230,050</b>	<b>-</b>	<b>-</b>	<b>(104,000)</b>	<b>126,050</b>		<b>-</b>	<b>126,050</b>	<b>9,450</b>	<b>-</b>	<b>-</b>	<b>126,050</b>
<b>Total Expenses</b>	<b>568,007</b>	<b>259,569</b>	<b>792,904</b>	<b>63,394</b>	<b>-</b>	<b>(219,213)</b>	<b>637,085</b>		<b>-</b>	<b>637,085</b>	<b>69,079</b>	<b>-</b>	<b>-</b>	<b>637,085</b>
<b>Transfer to (from) Reserves</b>														
Transfer from Reserves	-	-	-				-		-	-		-	(21,000)	(21,000)
Transfer to Reserves	-	-	-				-		-	-		-	(21,000)	(21,000)
<b>Total Reserve Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(21,000)</b>	<b>(21,000)</b>
<b>Total Operating Expenses and Transfers</b>	<b>568,007</b>	<b>259,569</b>	<b>792,904</b>	<b>63,394</b>	<b>-</b>	<b>(219,213)</b>	<b>637,085</b>		<b>-</b>	<b>637,085</b>	<b>69,079</b>	<b>-</b>	<b>(21,000)</b>	<b>616,085</b>
<b>Net Operating Budget</b>	<b>367,307</b>	<b>251,724</b>	<b>430,904</b>	<b>63,394</b>	<b>-</b>	<b>(59,213)</b>	<b>435,085</b>		<b>-</b>	<b>435,085</b>	<b>67,779</b>	<b>-</b>	<b>-</b>	<b>435,085</b>
Incr/(Decr) from 2021							18.5%			18.5%				

Town of Amherstburg  
 Department:  
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 Year ending December 31, 2022

**Parks, Facilities, Recreation & Culture  
 Tourism and Culture**

	2021 Approved		2022 Requested					2022 Recommended			2022 Approved		
	2021 Approved Budget	2021 Nov YTD Actuals	2022 Base Budget	Request - Base Budget	Request - One Time	Request- Enhancement	2022 Total Budget	Issue Paper Ref. No.	Adjustments	2022 Total Budget	Budget Increase/ (Decrease)	Adjustments	2022 Total Budget
<b>Revenue:</b>													
Retail Sales - Tourism Info. Centre	5,000	378	10,000				10,000			10,000	5,000		10,000
Event Revenue	10,000	11,654	35,000				35,000			35,000	25,000		35,000
Tourism-Grants		89,094	-	45,000	15,000		60,000	TOUR-001		60,000	60,000		60,000
Provincial Grants & Donation	60,000	-	45,000	(45,000)			-			-	(60,000)		-
<b>Total Revenue</b>	<b>75,000</b>	<b>101,125</b>	<b>90,000</b>	<b>-</b>	<b>15,000</b>	<b>-</b>	<b>105,000</b>		<b>-</b>	<b>105,000</b>	<b>30,000</b>	<b>-</b>	<b>105,000</b>
<b>Expenses:</b>													
<b>Salaries and Wages:</b>													
Salaries - Full Time	282,366	254,790	282,366	11,703	-	-	294,069	CA0-001	(32,678)	261,391	(20,975)	-	261,391
Salaries - Overtime	-	37,643	-				-			-	-		-
Salaries - Part Time/Temporary	(0)	-	19,143	763	-	29,858	49,764	TOUR-002	-	49,764	49,764	-	49,764
<b>Total Salaries and Wages</b>	<b>282,366</b>	<b>292,433</b>	<b>301,509</b>	<b>12,466</b>	<b>-</b>	<b>29,858</b>	<b>343,833</b>		<b>(32,678)</b>	<b>311,155</b>	<b>28,789</b>	<b>-</b>	<b>311,155</b>
<b>Benefits:</b>													
<b>Total Benefits</b>	<b>99,444</b>	<b>96,996</b>	<b>101,657</b>	<b>9,140</b>	<b>-</b>	<b>3,512</b>	<b>114,309</b>		<b>(12,608)</b>	<b>101,701</b>	<b>2,257</b>	<b>-</b>	<b>101,701</b>
<b>General Expenses</b>													
Clothing	1,000	-	1,000				1,000			1,000	-		1,000
Office Supplies	2,000	1,444	2,000				2,000			2,000	-		2,000
Advertising	30,000	6,989	30,000				30,000			30,000	-		30,000
Community Events	80,000	85,713	110,000				110,000			110,000	30,000		110,000
Mobile Devices	3,200	2,185	3,200				3,200			3,200	-		3,200
Memberships	1,000	616	1,000				1,000			1,000	-		1,000
Training and Conferences	2,000	657	3,000				3,000			3,000	1,000		3,000
Travel and Mileage	1,000	-	1,000				1,000			1,000	-		1,000
Promotions	10,000	3,252	10,000				10,000			10,000	-		10,000
Bank Charges - Special Events	500	192	500				500			500	-		500
<b>Total General Expenses</b>	<b>130,700</b>	<b>101,048</b>	<b>161,700</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>161,700</b>		<b>-</b>	<b>161,700</b>	<b>31,000</b>	<b>-</b>	<b>161,700</b>
<b>Debt Charges</b>													
<b>Total Debt Charges</b>	<b>4,361</b>	<b>4,361</b>	<b>4,361</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,361</b>		<b>-</b>	<b>4,361</b>	<b>-</b>	<b>-</b>	<b>4,361</b>
<b>Transfer to (from) Reserves</b>													
<b>Total Reserve Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Operating Expenses and Transfers</b>	<b>516,871</b>	<b>494,838</b>	<b>569,227</b>	<b>21,606</b>	<b>-</b>	<b>33,370</b>	<b>624,203</b>		<b>(45,286)</b>	<b>578,917</b>	<b>62,046</b>	<b>-</b>	<b>578,917</b>
<b>Net Operating Budget</b>	<b>441,871</b>	<b>393,713</b>	<b>479,227</b>	<b>21,606</b>	<b>(15,000)</b>	<b>33,370</b>	<b>519,203</b>		<b>(45,286)</b>	<b>473,917</b>	<b>32,046</b>	<b>-</b>	<b>473,917</b>
Incr/(Decr) from 2021							17.5%			7.3%			

Town of Amherstburg  
 Department:  
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Development Services  
 Building Services

	2021 Approved		2022 Requested					2022 Recommended			2022 Approved			
	2021 Approved Budget	2021 Nov YTD Actuals	2022 Base Budget	Request - Base Budget	Request - One Time	Request- Enhancement	2022 Total Budget	Issue Paper Ref. No.	Adjustments	2022 Total Budget	Budget Increase/ (Decrease)	Base Adjustment	One Time Adjustment	2022 Total Budget
<b>Revenue:</b>														
Administrative Charges	-	300	-				-		-	-				-
Indemnity Deposit Admin. Fees	11,760	23,176	11,760	9,040			20,800	BLDG-001	20,800	9,040				20,800
Build Dept-Permits	523,700	870,434	523,700	310,000	-	-	833,700	BLDG-001	-	310,000				833,700
Build Dept - Building Letters	2,900	2,635	2,900				2,900		-	-				2,900
<b>Total Revenue</b>	<b>538,360</b>	<b>896,546</b>	<b>538,360</b>	<b>319,040</b>	<b>-</b>	<b>-</b>	<b>857,400</b>		<b>-</b>	<b>319,040</b>				<b>857,400</b>
<b>Expenses:</b>														
<b>Salaries and Wages:</b>														
Salaries - Full Time	290,846	262,376	290,846	85,805	-	-	376,651	BLDG-005	-	85,805				376,651
Salaries - Overtime	-	283	-	1,000			1,000		1,000	1,000				1,000
Salaries - Part Time/Temporary	-	-	-	-			14,602	BLDG-002	14,602	14,602	(14,602)	14,602		14,602
<b>Total Salaries and Wages</b>	<b>290,846</b>	<b>262,659</b>	<b>290,846</b>	<b>86,805</b>	<b>-</b>	<b>14,602</b>	<b>392,252</b>		<b>-</b>	<b>101,407</b>		<b>14,602</b>	<b>14,602</b>	<b>392,252</b>
<b>Benefits:</b>														
<b>Total Benefits</b>	<b>119,721</b>	<b>104,384</b>	<b>119,721</b>	<b>34,012</b>	<b>-</b>	<b>1,911</b>	<b>155,644</b>	BLDG-002	<b>-</b>	<b>35,922</b>		<b>1,911</b>	<b>1,911</b>	<b>155,644</b>
<b>General Expenses:</b>														
Uniforms	2,000	130	2,000	1,000			3,000		3,000	1,000				3,000
Office Supplies	4,000	2,485	4,000				4,000		4,000	-				4,000
Mobile Devices	1,500	1,969	1,500	720			2,220		2,220	720				2,220
Memberships	1,400	695	1,400	630			2,030		2,030	630				2,030
Training and Professional Developmer	6,450	2,520	6,450	1,000			7,450		7,450	1,000				7,450
Travel and Mileage	500	-	500				500		500	-				500
Professional Fees	4,000	7,566	4,000		6,000		10,000	BLDG-003	(6,000)	4,000				4,000
Contracted Services	10,000	-	-	10,250			10,250	BLDG-004	(5,125)	(4,875)	(10,250)	10,250		5,125
Cost Allocation - Overhead	81,874	81,887	81,874	52,900			134,774		134,774	52,900				134,774
Equipment	-	-	-	-			-		-	-				-
<b>Total General Expenses</b>	<b>111,724</b>	<b>97,251</b>	<b>101,724</b>	<b>66,500</b>	<b>6,000</b>	<b>-</b>	<b>174,224</b>		<b>(11,125)</b>	<b>51,375</b>		<b>10,250</b>	<b>10,250</b>	<b>163,099</b>
<b>Equipment and Vehicle:</b>														
Gasoline	-	646	-	3,830			3,830		3,830	3,830				3,830
Vehicle & Equipment Maintenance	1,000	166	1,000				1,000		1,000	-				1,000
<b>Total Equipment and Vehicle</b>	<b>1,000</b>	<b>813</b>	<b>1,000</b>	<b>3,830</b>	<b>-</b>	<b>-</b>	<b>4,830</b>		<b>-</b>	<b>3,830</b>				<b>4,830</b>
<b>Total Expenses</b>	<b>523,291</b>	<b>465,107</b>	<b>513,291</b>	<b>191,147</b>	<b>6,000</b>	<b>16,512</b>	<b>726,950</b>		<b>(11,125)</b>	<b>192,534</b>		<b>26,762</b>	<b>26,762</b>	<b>715,825</b>
<b>Transfers to/(from) Reserves &amp; Funds:</b>														
Building Services Reserve Fund	15,069	-	25,069	105,381			130,450		11,125	126,506				141,575
Building Services Capital Reserve Fun	-	-	-	-			-		-	-				-
<b>Total Reserve Transfers</b>	<b>15,069</b>	<b>-</b>	<b>25,069</b>	<b>105,381</b>	<b>-</b>	<b>-</b>	<b>130,450</b>		<b>11,125</b>	<b>126,506</b>				<b>141,575</b>
<b>Total Operating Expenses and Transfer</b>	<b>538,360</b>	<b>465,107</b>	<b>538,360</b>	<b>296,528</b>	<b>6,000</b>	<b>16,512</b>	<b>857,400</b>		<b>-</b>	<b>319,040</b>		<b>26,762</b>	<b>26,762</b>	<b>857,400</b>
<b>Net Operating Budget</b>	<b>(0)</b>	<b>(431,439)</b>	<b>(0)</b>	<b>(22,512)</b>	<b>6,000</b>	<b>16,512</b>	<b>(0)</b>		<b>-</b>	<b>0</b>		<b>26,762</b>	<b>26,762</b>	<b>(0)</b>
Incr/(Decr) from 2021							0.0%			0.0%				

Town of Amherstburg  
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Development Services  
 Planning

	2021 Approved		2022 Requested					2022 Recommended			2022 Approved			
	2021 Approved Budget	2021 Nov YTD Actuals	2022 Base Budget	Request - Base Budget	Request - One Time	Request- Enhancement	2022 Total Budget	Issue Paper Ref. No.	Adjustments	2022 Total Budget	Budget Increase/ (Decrease)	Base Adjustment	One Time Adjustment	2022 Total Budget
<b>Revenue:</b>														
Planning -Consent and Minor Variances Fees	26,725	78,685	26,725	27,835			54,560	PLAN-001		54,560	27,835			54,560
Planning - Flat Fees	53,000	26,020	53,000				53,000		53,000	-				53,000
Planning - ERCA Plan Review Fees	-	-	-				-		-	-				-
Planning-Legal Fees Recovery	-	-	-				-		-	-				-
<b>Total Revenue</b>	<b>79,725</b>	<b>104,705</b>	<b>79,725</b>	<b>27,835</b>	<b>-</b>	<b>-</b>	<b>107,560</b>		<b>-</b>	<b>107,560</b>	<b>27,835</b>	<b>-</b>	<b>-</b>	<b>107,560</b>
<b>Expenses:</b>														
<b>Salaries and Wages:</b>														
Salaries - Full Time	386,264	307,974	458,964	(115,853)		71,327	414,438	PLAN-002	(71,327)	343,111	(43,153)			343,111
Salaries Overtime	-	3,367	-	1,000			1,000			1,000	1,000			1,000
Salaries - CR.Re:S.T.D.	-	(9,701)	-				-			-	-			-
Salaries - Part Time/Temporary	-	-	-				14,602	BLDG-002	-	14,602	14,602	(14,602)	14,602	14,602
<b>Total Salaries and Wages</b>	<b>386,264</b>	<b>301,639</b>	<b>458,964</b>	<b>(114,853)</b>	<b>-</b>	<b>85,929</b>	<b>430,040</b>		<b>(71,327)</b>	<b>358,713</b>	<b>(27,551)</b>	<b>(14,602)</b>	<b>14,602</b>	<b>358,713</b>
<b>Benefits:</b>														
<b>Total Benefits</b>	<b>127,897</b>	<b>100,888</b>	<b>151,661</b>	<b>(30,839)</b>	<b>-</b>	<b>1,911</b>	<b>122,733</b>	BLDG-002	<b>-</b>	<b>122,733</b>	<b>(5,164)</b>	<b>(1,911)</b>	<b>1,911</b>	<b>122,733</b>
<b>General Expenses:</b>														
Office Supplies	3,000	1,694	3,000	(500)			2,500			2,500	(500)			2,500
Mobile Devices	3,100	1,197	2,000	(264)			1,736			1,736	(1,364)			1,736
Memberships	2,615	1,177	2,615	890			3,505			3,505	890			3,505
Training and Professional Development	5,500	-	5,500	(2,000)			3,500			3,500	(2,000)			3,500
Travel and Mileage	1,500	107	1,500	(500)			1,000			1,000	(500)			1,000
Meeting Expenses	1,000	372	1,000	(100)			900			900	(100)			900
Miscellaneous	-	15,500	-				-			-	-			-
Legal Fees	-	6,765	-				-			-	-			-
Professional Fees	135,000	40,185	35,000		197,500		232,500	PLAN-003	(47,500)	185,000	50,000			185,000
<b>Total General Expenses</b>	<b>151,715</b>	<b>66,997</b>	<b>50,615</b>	<b>(2,474)</b>	<b>197,500</b>	<b>-</b>	<b>245,641</b>		<b>(47,500)</b>	<b>198,141</b>	<b>46,426</b>	<b>-</b>	<b>-</b>	<b>198,141</b>
<b>Other Expenses:</b>														
LPAT Expenses	-	-	-				-			-	-			-
ERCA Fee Remittance	-	-	-				-			-	-			-
CIP Incentive Program	100,000	-	100,000				100,000		(100,000)	-	(100,000)			-
<b>Total Other Expenses</b>	<b>100,000</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100,000</b>		<b>(100,000)</b>	<b>-</b>	<b>(100,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenses</b>	<b>765,875</b>	<b>469,525</b>	<b>761,240</b>	<b>(148,166)</b>	<b>197,500</b>	<b>87,839</b>	<b>898,413</b>		<b>(218,827)</b>	<b>679,586</b>	<b>(86,289)</b>	<b>(16,512)</b>	<b>16,512</b>	<b>679,586</b>
<b>Transfer to (from) Reserves</b>														
Transfer from Reserve	(100,000)	(100,000)	-				-	PLAN-003	(25,000)	(25,000)	75,000		(100,000)	(125,000)
Transfer to Reserves	-	-	-				-		-	-	-			-
Transfer to Reserve - CIP	-	-	100,000				100,000		(100,000)	-	-			-
Transfer from Reserve - CIP	(100,000)	-	(100,000)				(100,000)		100,000	-	100,000			-
Transfer to Reserve	-	-	25,000				25,000			25,000	25,000			25,000
<b>Total Reserve Transfers</b>	<b>(200,000)</b>	<b>(100,000)</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,000</b>		<b>(25,000)</b>	<b>-</b>	<b>200,000</b>	<b>-</b>	<b>(100,000)</b>	<b>(100,000)</b>
<b>Total Operating Expenses and Transfers</b>	<b>565,875</b>	<b>369,525</b>	<b>786,240</b>	<b>(148,166)</b>	<b>197,500</b>	<b>87,839</b>	<b>923,413</b>		<b>(243,827)</b>	<b>679,586</b>	<b>113,711</b>	<b>(16,512)</b>	<b>(83,488)</b>	<b>579,586</b>
<b>Net Operating Budget</b>	<b>486,150</b>	<b>264,820</b>	<b>706,515</b>	<b>(176,001)</b>	<b>197,500</b>	<b>87,839</b>	<b>815,853</b>		<b>(243,827)</b>	<b>572,026</b>	<b>85,876</b>	<b>(16,512)</b>	<b>(83,488)</b>	<b>472,026</b>
Incr/(Decr) from 2021							67.8%			17.7%				



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Development Services  
 Economic Development

	2021 Approved		2022 Requested					2022 Recommended			2022 Approved		
	2021 Approved Budget	2021 Nov YTD Actuals	2022 Base Budget	Request - Base Budget	Request - One Time	Request- Enhancement	2022 Total Budget	Issue Paper Ref. No.	Adjustments	2022 Total Budget	Budget Increase/ (Decrease)	Adjustments	2022 Total Budget
<b>Revenue:</b>													
<b>Total Revenue</b>	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Expenses:</b>													
<b>Salaries and Wages:</b>													
Salaries - Full Time	-	-	-	127,704		75,960	203,664	ECDEV-001	(75,960)	127,704	127,704	-	127,704
Salaries Overtime	-	-	-	-		-	-		-	-	-	-	-
Salaries - CR.Re:S.T.D.	-	-	-	-		-	-		-	-	-	-	-
Salaries - Part Time/Temporary	-	-	-	-		-	-		-	-	-	-	-
<b>Total Salaries and Wages</b>	-	-	-	<b>127,704</b>	-	<b>75,960</b>	<b>203,664</b>		<b>(75,960)</b>	<b>127,704</b>	<b>127,704</b>	-	<b>127,704</b>
<b>Benefits:</b>													
<b>Total Benefits</b>	-	-	-	<b>40,736</b>	-	<b>28,812</b>	<b>69,548</b>	ECDEV-001	<b>(28,812)</b>	<b>40,736</b>	<b>40,736</b>	-	<b>40,736</b>
<b>General Expenses:</b>													
Office Supplies	-	-	-	500	2,000	500	3,000	ECDEV-001	(2,500)	500	500	-	500
Mobile Devices	-	-	-	264		480	744	ECDEV-001	(480)	264	264	-	264
Memberships	-	-	-	2,500		1,500	4,000	ECDEV-001	(1,500)	2,500	2,500	-	2,500
Training and Professional Development	-	-	-	2,000		750	2,750	ECDEV-001	(750)	2,000	2,000	-	2,000
Travel and Mileage	-	-	-	500			500			500	500	-	500
Meeting Expenses	-	-	-	100			100			100	100	-	100
Miscellaneous	-	-	-	-		-	-		-	-	-	-	-
Legal Fees	-	-	-	-		-	-		-	-	-	-	-
Professional Fees	-	-	-	-		-	-		-	-	-	-	-
<b>Total General Expenses</b>	-	-	-	<b>5,864</b>	<b>2,000</b>	<b>3,230</b>	<b>11,094</b>		<b>(5,230)</b>	<b>5,864</b>	<b>5,864</b>	-	<b>5,864</b>
<b>Other Expenses:</b>													
<b>Total Other Expenses</b>	-	-	-	-	-	-	-		-	-	-	-	-
<b>Total Expenses</b>	-	-	-	<b>174,304</b>	<b>2,000</b>	<b>108,002</b>	<b>284,306</b>		<b>(110,002)</b>	<b>174,304</b>	<b>174,304</b>	-	<b>174,304</b>
<b>Transfer to (from) Reserves</b>													
<b>Total Reserve Transfers</b>	-	-	-	-	-	-	-		-	-	-	-	-
<b>Total Operating Expenses and Transfers</b>	-	-	-	<b>174,304</b>	<b>2,000</b>	<b>108,002</b>	<b>284,306</b>		<b>(110,002)</b>	<b>174,304</b>	<b>174,304</b>	-	<b>174,304</b>
<b>Net Operating Budget</b>	-	-	-	<b>174,304</b>	<b>2,000</b>	<b>108,002</b>	<b>284,306</b>		<b>(110,002)</b>	<b>174,304</b>	<b>174,304</b>	-	<b>174,304</b>
Incr/(Decr) from 2021							100.0%			100.0%			

Town of Amherstburg  
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Infrastructure Services  
 Drainage

	2021 Approved		2022 Requested					2022 Recommended			2022 Approved		
	2021 Approved Budget	2021 Nov YTD Actuals	2022 Base Budget	Request - Base Budget	Request - One Time	Request- Enhancement	2022 Total Budget	Issue Paper Ref. No.	Adjustments	2022 Total Budget	Budget Increase/ (Decrease)	Adjustments	2022 Total Budget
<b>Revenue:</b>													
Recoveries - Landowners	1,265,000	426,049	1,265,000	480,000			1,745,000	DRAIN-001		1,745,000	480,000		1,745,000
<b>Grants</b>													
Provincial Grant - Drainage Superintending	58,000	-	58,000	(5,000)			53,000	DRAIN-001		53,000	(5,000)		53,000
Provincial Grant - Drain Maintenance	37,000	-	37,000	(7,000)			30,000	DRAIN-001		30,000	(7,000)		30,000
Provincial Grant -Drainage Construction	100,000	21,410	100,000	20,000			120,000	DRAIN-001		120,000	20,000		120,000
<b>Recoveries</b>													
Recoveries - Debenture Repayment	1,152	-	1,152				1,152			1,152	-		1,152
Tile Loans on Taxes	5,068	5,068	5,068				5,068			5,068	-		5,068
<b>Other</b>													
Inspection Fees - Tile Loans	-	-	-				-			-	-		-
Permit Fee-Drainage Entrance permit	-	3,500	-	2,500			2,500			2,500	2,500		2,500
Drainage Apportionments	2,500	-	2,500	2,500			5,000			5,000	2,500		5,000
<b>Total Revenue</b>	<b>1,468,720</b>	<b>456,026</b>	<b>1,468,720</b>	<b>493,000</b>	<b>-</b>	<b>-</b>	<b>1,961,720</b>		<b>-</b>	<b>1,961,720</b>	<b>493,000</b>	<b>-</b>	<b>1,961,720</b>
<b>Expenses:</b>													
<b>Salaries and Wages:</b>													
Salaries - Full Time	98,278	88,813	98,278	1,799			100,077			100,077	1,799		100,077
Salaries - Overtime	6,500	3,591	6,500				6,500			6,500	-		6,500
<b>Total Salaries and Wages</b>	<b>104,778</b>	<b>92,404</b>	<b>104,778</b>	<b>1,799</b>	<b>-</b>	<b>-</b>	<b>106,577</b>		<b>-</b>	<b>106,577</b>	<b>1,799</b>	<b>-</b>	<b>106,577</b>
<b>Benefits:</b>													
<b>Total Benefits</b>	<b>32,431</b>	<b>30,780</b>	<b>32,431</b>	<b>1,909</b>	<b>-</b>	<b>-</b>	<b>34,340</b>		<b>-</b>	<b>34,340</b>	<b>1,909</b>	<b>-</b>	<b>34,340</b>
<b>General Expenses:</b>													
Clothing	500	163	500				500			500	-		500
Professional and Engineering Fees	-	-	-				-			-	-		-
Mobile Devices	800	229	800	(300)			500			500	(300)		500
Memberships	425	185	425	50			475			475	50		475
Training and Professional Development	1,500	127	1,500				1,500			1,500	-		1,500
Write-offs	5,000	-	5,000				5,000			5,000	-		5,000
<b>Total General Expenses</b>	<b>8,225</b>	<b>704</b>	<b>8,225</b>	<b>(250)</b>	<b>-</b>	<b>-</b>	<b>7,975</b>		<b>-</b>	<b>7,975</b>	<b>(250)</b>	<b>-</b>	<b>7,975</b>
<b>Equipment and Vehicles:</b>													
Gasoline	2,000	158	2,000				2,000			2,000	-		2,000
Vehicle and Equipment Maintenance	1,000	77	1,000				1,000			1,000	-		1,000
Small Equipment	1,000	91	1,000				1,000			1,000	-		1,000
Vehicle Licences	150	-	150				150			150	-		150
<b>Total Equipment and Vehicles</b>	<b>4,150</b>	<b>326</b>	<b>4,150</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,150</b>		<b>-</b>	<b>4,150</b>	<b>-</b>	<b>-</b>	<b>4,150</b>
<b>Other Expenses</b>													
Drain Construction	1,153,000	312,341	1,153,000	562,000			1,715,000	DRAIN-002		1,715,000	562,000		1,715,000
Drain Maintenance	249,000	135,118	249,000	(69,000)			180,000	DRAIN-002		180,000	(69,000)		180,000
	<b>1,402,000</b>	<b>447,458</b>	<b>1,402,000</b>	<b>493,000</b>	<b>-</b>	<b>-</b>	<b>1,895,000</b>		<b>-</b>	<b>1,895,000</b>	<b>493,000</b>	<b>-</b>	<b>1,895,000</b>
<b>Debt Repayment</b>													
Drainage Debt - Principal	1,130	1,130	1,130	(1,130)			-			-	(1,130)		-
Drainage Debt - Interest	22	22	22	(22)			-			-	(22)		-
Tile Drainage Debt - Principal	4,510	5,640	4,510	271			4,781			4,781	271		4,781
Tile Drainage Debt - Interest	557	580	557	(271)			287			287	(271)		287
<b>Total Debt Charges</b>	<b>6,220</b>	<b>7,372</b>	<b>6,220</b>	<b>(1,152)</b>	<b>-</b>	<b>-</b>	<b>5,068</b>		<b>-</b>	<b>5,068</b>	<b>(1,152)</b>	<b>-</b>	<b>5,068</b>
<b>Total Expenses</b>	<b>1,557,804</b>	<b>579,044</b>	<b>1,557,804</b>	<b>495,306</b>	<b>-</b>	<b>-</b>	<b>2,053,110</b>		<b>-</b>	<b>2,053,110</b>	<b>495,306</b>	<b>-</b>	<b>2,053,110</b>

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**Infrastructure Services  
 Drainage**

	2021 Approved		2022 Requested					2022 Recommended			2022 Approved		
	2021 Approved Budget	2021 Nov YTD Actuals	2022 Base Budget	Request - Base Budget	Request - One Time	Request- Enhancement	2022 Total Budget	Issue Paper Ref. No.	Adjustments	2022 Total Budget	Budget Increase/ (Decrease)	Adjustments	2022 Total Budget
Transfer to (from) Reserves	-	-	-	-	-	-	-		-	-	-	-	-
Total Reserve Transfers	-	-	-	-	-	-	-		-	-	-	-	-
<b>Total Operating Expenses and Transfers</b>	<b>1,557,804</b>	<b>579,044</b>	<b>1,557,804</b>	<b>495,306</b>	<b>-</b>	<b>-</b>	<b>2,053,110</b>		<b>-</b>	<b>2,053,110</b>	<b>495,306</b>	<b>-</b>	<b>2,053,110</b>
<b>Net Operating Budget</b>	<b>89,084</b>	<b>123,017</b>	<b>89,084</b>	<b>2,306</b>	<b>-</b>	<b>-</b>	<b>91,390</b>		<b>-</b>	<b>91,390</b>	<b>2,306</b>	<b>-</b>	<b>91,390</b>
Incr/(Decr) from 2021							2.6%			2.6%			

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**Infrastructure Services**  
**Public Works**

	2021 Approved		2022 Requested					2022 Recommended			2022 Approved			
	2021 Approved Budget	2021 Nov YTD Actuals	2022 Base Budget	Request - Base Budget	Request - One Time	Request- Enhancement	2022 Total Budget	Issue Paper Ref. No.	Adjustments	2022 Total Budget	Budget Increase/ (Decrease)	Base Adjustment	One Time Adjustment	2022 Total Budget
<b>Revenue:</b>														
Recoveries - Wastewater expenses	516,400	516,400	516,400	83,800			600,200	NONDEPT-002		600,200	83,800			600,200
Recoveries - Water expenses	80,300	80,300	80,300	13,000			93,300	NONDEPT-002		93,300	13,000			93,300
Recoveries - Pelee Drainage Superint	35,000	18,560	35,000				35,000			35,000	-			35,000
Fee Revenue	35,500	57,467	35,500	5,000	-	-	40,500	EPW-001		40,500	5,000			40,500
Service Charges	5,000	16,292	5,000				5,000			5,000	-			5,000
Proceeds on Sale of Assets	-	10,108	-				-			-	-			-
Proceeds on Sale of Materials	-	-	-				-			-	-			-
<b>Total Revenue</b>	<b>672,200</b>	<b>699,126</b>	<b>672,200</b>	<b>101,800</b>	<b>-</b>	<b>-</b>	<b>774,000</b>		<b>-</b>	<b>774,000</b>	<b>101,800</b>	<b>-</b>	<b>-</b>	<b>774,000</b>
<b>Expenses:</b>														
<b>Salaries and Wages:</b>														
Salaries - Full Time	1,098,813	989,918	1,098,813	25,972	-	134,971	1,259,756	EPW-002 & 014	(74,589)	1,185,167	86,354			1,185,167
Salaries - Overtime	50,000	47,529	50,000	-	-	-	50,000			50,000	-			50,000
Salaries - Part Time/Temporary	75,431	60,068	75,431	4,207	-	-	79,638			79,638	4,207			79,638
<b>Total Salaries and Wages</b>	<b>1,224,244</b>	<b>1,097,515</b>	<b>1,224,244</b>	<b>30,179</b>	<b>-</b>	<b>134,971</b>	<b>1,389,394</b>		<b>(74,589)</b>	<b>1,314,805</b>	<b>90,561</b>	<b>-</b>	<b>-</b>	<b>1,314,805</b>
<b>Benefits:</b>														
<b>Total Benefits</b>	<b>382,163</b>	<b>346,249</b>	<b>382,163</b>	<b>21,881</b>	<b>-</b>	<b>51,362</b>	<b>455,406</b>		<b>(27,568)</b>	<b>427,838</b>	<b>45,675</b>	<b>-</b>	<b>-</b>	<b>427,838</b>
<b>General Expenses:</b>														
Uniforms	7,500	6,855	7,500	1,000			8,500	EPW-002 & 014	(500)	8,000	500			8,000
Health and Safety	-	-	-				-			-	-			-
Office Supplies	5,000	3,789	5,000				5,000			5,000	-			5,000
Mobile Devices	5,200	2,570	5,200			120	5,320	EPW-002 & 014	(120)	5,200	-			5,200
Memberships	3,000	3,374	3,000				3,000			3,000	-			3,000
Training and Conferences	20,500	1,045	20,500	2,000			22,500	EPW-002 & 014	(1,000)	21,500	1,000			21,500
Professional Fees	103,000	56,626	22,000			250,000	272,000	EPW-003	(125,000)	147,000	44,000			147,000
Property Taxes	4,000	-	4,000				4,000			4,000	-			4,000
<b>Total General Expenses</b>	<b>148,200</b>	<b>74,259</b>	<b>67,200</b>	<b>3,000</b>	<b>-</b>	<b>250,120</b>	<b>320,320</b>		<b>(126,620)</b>	<b>193,700</b>	<b>45,500</b>	<b>-</b>	<b>-</b>	<b>193,700</b>
<b>Equipment and Vehicles:</b>														
Radio Maintenance		8,751	-	9,400			9,400			9,400	9,400			9,400
Vehicle and Equipment - Fuel	130,000	147,719	130,000	65,000			195,000	EPW-004		195,000	65,000			195,000
Vehicle and Equipment - Maintenance	140,000	179,171	140,000				140,000			140,000	-			140,000
Vehicle Licences	15,000	-	15,000	5,000			20,000	EPW-005		20,000	5,000			20,000
Service Agreement - Radios	9,400	-	9,400	(9,400)			-			-	(9,400)			-
Small Equipment	16,500	11,329	16,500		-	6,500	23,000	EPW-014	(6,500)	16,500	-			16,500
Equipment Rental	5,000	226	5,000				5,000			5,000	-			5,000
<b>Total Equipment and Vehicles</b>	<b>315,900</b>	<b>347,195</b>	<b>315,900</b>	<b>70,000</b>	<b>-</b>	<b>6,500</b>	<b>392,400</b>		<b>(6,500)</b>	<b>385,900</b>	<b>70,000</b>	<b>-</b>	<b>-</b>	<b>385,900</b>
<b>Road Maintenance:</b>														
West Nile Virus Prevention	7,000	-	7,000				7,000			7,000	-			7,000
Municipal Drain Expense	400,000	384,187	165,000		25,000		190,000	EPW-006		190,000	(210,000)			190,000
Road Maintenance	836,050	437,752	751,050	5,000	-	-	756,050	EPW-007		756,050	(80,000)			756,050
Railway Crossings	3,700	3,095	3,700				3,700			3,700	-			3,700
Culverts and Bridges	25,000	2,015	25,000				25,000			25,000	-			25,000
Storm and Sewer Drains	100,000	54,156	100,000	7,500	2,500		110,000	EPW-008		110,000	10,000			110,000
Sidewalk Maintenance and Repairs	60,000	71,851	60,000	15,000			75,000	EPW-009		75,000	15,000			75,000
<b>Total Road Maintenance</b>	<b>1,431,750</b>	<b>953,056</b>	<b>1,111,750</b>	<b>27,500</b>	<b>27,500</b>	<b>-</b>	<b>1,166,750</b>		<b>-</b>	<b>1,166,750</b>	<b>(265,000)</b>	<b>-</b>	<b>-</b>	<b>1,166,750</b>
<b>Traffic Signal Maintenance:</b>														
Traffic Signal Maintenance	15,000	393	15,000	5,000			20,000	EPW-010		20,000	5,000			20,000
Traffic Signs and Devices	40,000	49,054	40,000	15,000			55,000	EPW-010		55,000	15,000			55,000
Utilities for Traffic Control	15,000	10,145	15,000				15,000			15,000	-			15,000
<b>Total Traffic Signal Maintenance - Pul</b>	<b>70,000</b>	<b>59,591</b>	<b>70,000</b>	<b>20,000</b>	<b>-</b>	<b>-</b>	<b>90,000</b>		<b>-</b>	<b>90,000</b>	<b>20,000</b>	<b>-</b>	<b>-</b>	<b>90,000</b>
<b>Traffic Street Light Maintenance:</b>														

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**Infrastructure Services**  
**Public Works**

	2021 Approved		2022 Requested					2022 Recommended			2022 Approved			
	2021 Approved Budget	2021 Nov YTD Actuals	2022 Base Budget	Request - Base Budget	Request - One Time	Request- Enhancement	2022 Total Budget	Issue Paper Ref. No.	Adjustments	2022 Total Budget	Budget Increase/ (Decrease)	Base Adjustment	One Time Adjustment	2022 Total Budget
Streetlights - Utilities	110,000	89,781	110,000				110,000		110,000	-			110,000	
General Maintenance	50,000	31,187	50,000	(10,000)			40,000	EPW-011	40,000	(10,000)			40,000	
Streetlights - Rural Intersection	-	-	-				-		-	-			-	
<b>Total Street Light Maintenance</b>	<b>160,000</b>	<b>120,968</b>	<b>160,000</b>	<b>(10,000)</b>	<b>-</b>	<b>-</b>	<b>150,000</b>		<b>-</b>	<b>150,000</b>	<b>(10,000)</b>	<b>-</b>	<b>-</b>	<b>150,000</b>
<b>Tree Maintenance</b>														
<b>Total Tree Maintenance</b>	<b>135,000</b>	<b>110,597</b>	<b>135,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>135,000</b>		<b>-</b>	<b>135,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>135,000</b>
<b>Other Expenses</b>														
Mosquito Control Program	55,000	45,410	55,000				55,000		55,000	-			55,000	
Transit expense	50,000	-	-				-	EPW-015	-	(50,000)		80,000	80,000	
<b>Total Other Expenses</b>	<b>105,000</b>	<b>45,410</b>	<b>55,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>55,000</b>		<b>-</b>	<b>55,000</b>	<b>(50,000)</b>	<b>-</b>	<b>80,000</b>	<b>135,000</b>
<b>Solid Waste</b>														
<b>Total Solid Waste</b>	<b>1,466,700</b>	<b>1,235,790</b>	<b>1,466,700</b>	<b>43,000</b>	<b>-</b>	<b>-</b>	<b>1,509,700</b>	EPW-012	<b>-</b>	<b>1,509,700</b>	<b>43,000</b>	<b>-</b>	<b>-</b>	<b>1,509,700</b>
<b>Total Expenses</b>	<b>5,438,957</b>	<b>4,390,630</b>	<b>4,987,957</b>	<b>205,560</b>	<b>27,500</b>	<b>442,953</b>	<b>5,663,970</b>		<b>(235,277)</b>	<b>5,428,693</b>	<b>(10,264)</b>	<b>-</b>	<b>80,000</b>	<b>5,508,693</b>
<b>Debt Charges</b>														
Principal Payments	226,956	226,956	226,956				226,956		226,956	-			226,956	
Interest Payments	144,566	144,566	144,566				144,566		144,566	-			144,566	
<b>Total Debt Charges</b>	<b>371,522</b>	<b>371,522</b>	<b>371,522</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>371,522</b>		<b>-</b>	<b>371,522</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>371,522</b>
<b>Transfer to (from) Reserves</b>														
Transfer from Reserves	(235,000)	-	-		(25,000)		(25,000)	EPW-006 & 003	(125,000)	(150,000)	85,000		(50,000)	(200,000)
TRANSFERS FROM DEFERRED REVENUE														
Transfer from DC Reserve	(50,000)	(176,178)	-				-		-	50,000			-	
Transfer to Reserve - Plans and Studi	(36,000)	-	45,000				45,000		45,000	81,000			45,000	
Transfer to Reserve Fund - DCs	-	-	-				-		-	-			-	
Transfer to Reserve - Streetlights - New	12,000	-	12,000				12,000		12,000	-			12,000	
Capital Expenditures		(17,478)	-				-		-	-			-	
Transfer to Reserve - Fleet	300,000	356,697	300,000	250,000			550,000	EPW-013	550,000	250,000			550,000	
Transfer to Reserves	50,000	-	-				-		-	(50,000)			-	
<b>Total Reserve Transfers</b>	<b>41,000</b>	<b>163,041</b>	<b>357,000</b>	<b>250,000</b>	<b>(25,000)</b>	<b>-</b>	<b>582,000</b>		<b>(125,000)</b>	<b>457,000</b>	<b>416,000</b>	<b>-</b>	<b>(50,000)</b>	<b>407,000</b>
<b>Total Operating Expenses and Transfers</b>	<b>5,851,479</b>	<b>4,925,194</b>	<b>5,716,479</b>	<b>455,560</b>	<b>2,500</b>	<b>442,953</b>	<b>6,617,492</b>		<b>(360,277)</b>	<b>6,257,215</b>	<b>405,736</b>	<b>-</b>	<b>30,000</b>	<b>6,287,215</b>
<b>Net Operating Budget</b>	<b>5,179,279</b>	<b>4,226,067</b>	<b>5,044,279</b>	<b>353,760</b>	<b>2,500</b>	<b>442,953</b>	<b>5,843,492</b>		<b>(360,277)</b>	<b>5,483,215</b>	<b>303,936</b>	<b>-</b>	<b>30,000</b>	<b>5,513,215</b>
Incr/(Decr) from 2021							12.8%			5.9%				

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Infrastructure Services  
 Water

	2021 Approved		2022 Requested					2022 Recommended			2022 Approved		
	2021 Approved Budget	2021 Nov YTD Actuals	2022 Base Budget	Request - Base Budget	Request - One Time	Request-Enhancement	2022 Total Budget	Issue Paper Ref. No.	Adjustments	2022 Total Budget	Budget Increase/ (Decrease)	Adjustments	2022 Total Budget
<b>REVENUES:</b>													
Sale of Water	5,124,000	5,034,462	5,124,000	897,967			6,021,967	WATER-001		6,021,967	897,967	(289,360)	5,732,607
Filling Station Revenue	4,000	5,542	4,000				4,000		4,000	-			4,000
New Service Fees	80,000	125,820	70,000	77,897			147,897	WATER-001	147,897	67,897			147,897
Miscellaneous Revenue	-	17,603	-				-		-	-			-
Water Tower Licence Agreement Leases	18,633	22,500	18,633				18,633		18,633	-			18,633
Investment Income	10,000	19,211	10,000				10,000		10,000	-			10,000
<b>Total Revenues</b>	<b>5,236,633</b>	<b>5,225,137</b>	<b>5,226,633</b>	<b>975,864</b>	-	-	<b>6,202,497</b>		-	<b>6,202,497</b>	<b>965,864</b>	<b>(289,360)</b>	<b>5,913,137</b>
<b>EXPENSES:</b>													
<b>Salaries and Wages</b>													
Salaries - Full Time	828,067	725,244	828,067	25,546	-	-	853,613		853,613	25,546			853,613
Salaries - Overtime	27,500	44,308	27,500				27,500		27,500	-			27,500
Salaries - Part Time/Temporary	10,019	6,341	10,019	498		10,517	21,034	WATER-002	21,034	11,015			21,034
<b>Total Salaries and Wages</b>	<b>865,586</b>	<b>775,892</b>	<b>865,586</b>	<b>26,044</b>	-	<b>10,517</b>	<b>902,147</b>		-	<b>902,147</b>	<b>36,561</b>	-	<b>902,147</b>
<b>Benefits</b>													
<b>Total Benefits</b>	<b>325,163</b>	<b>283,359</b>	<b>325,163</b>	<b>17,542</b>	-	<b>1,356</b>	<b>344,061</b>	WATER-002	-	<b>344,061</b>	<b>18,898</b>	-	<b>344,061</b>
<b>General Expenses</b>													
Clothing	8,500	8,229	8,500	300		500	9,300	WATER-002	9,300	800			9,300
Training and Conferences	14,000	3,998	14,000				14,000		14,000	-			14,000
Cost Allocation - Operating Expenses	80,300	80,300	80,300	13,000			93,300		93,300	13,000			93,300
Cost Allocation - Overhead	613,800	613,800	613,800	78,700			692,500		692,500	78,700			692,500
Office Supplies	1,000	752	1,000				1,000		1,000	-			1,000
Advertising	750	157	750				750		750	-			750
Professional Fees	25,000	3,066	25,000	-	15,000	-	40,000	WATER-006	40,000	15,000			40,000
Mobile Devices	2,600	2,329	2,600				2,600		2,600	-			2,600
Memberships	1,000	2,028	1,000				1,000		1,000	-			1,000
Conservation Authority Levy	64,300	43,332	64,300	(4,300)			60,000		60,000	(4,300)			60,000
<b>Total General Expenses</b>	<b>811,250</b>	<b>757,991</b>	<b>811,250</b>	<b>87,700</b>	<b>15,000</b>	<b>500</b>	<b>914,450</b>		-	<b>914,450</b>	<b>103,200</b>	-	<b>914,450</b>
<b>Building Expenses</b>													
General Insurance	149,500	139,013	149,500	2,400			151,900	CLERKS-003	151,900	2,400			151,900
Utilities	210,000	166,914	210,000				210,000		210,000	-			210,000
General Maintenance	7,000	7,223	7,000				7,000		7,000	-			7,000
Property Taxes	28,000	-	28,000				28,000		28,000	-			28,000
<b>Total Building Expenses</b>	<b>394,500</b>	<b>313,150</b>	<b>394,500</b>	<b>2,400</b>	-	-	<b>396,900</b>		-	<b>396,900</b>	<b>2,400</b>	-	<b>396,900</b>
<b>Equipment and Vehicles</b>													
Radio Maintenance	-	8,638	-	9,400			9,400		9,400	9,400			9,400
Vehicle MTCE - Tires	5,000	-	5,000				5,000		5,000	-			5,000
Vehicle and Equipment Maintenance	12,000	14,391	12,000				12,000		12,000	-			12,000
Vehicle and Equipment Maintenance	17,000	14,391	17,000				17,000		17,000	-			17,000
Service Agreement - Radios	9,400	-	9,400	(9,400)			-		-	(9,400)			-
Fuel and Chemicals	-	-	-	75,000			75,000	WATER-003	75,000	75,000			75,000
Miscellaneous Water Equipment	25,600	16,318	20,000				20,000		20,000	(5,600)			20,000
Collection and Billing Expense	180,000	130,126	180,000				180,000		180,000	-			180,000
<b>Total Equipment and Vehicles</b>	<b>232,000</b>	<b>169,473</b>	<b>226,400</b>	<b>75,000</b>	-	-	<b>301,400</b>		-	<b>301,400</b>	<b>69,400</b>	-	<b>301,400</b>
<b>Contracted Services</b>													
Contract OCWA	642,600	559,552	642,600	158,300			800,900	WATER-004	800,900	158,300			800,900
OCWA Maintenance Items	50,000	134,997	50,000				50,000		50,000	-			50,000
<b>Total Contracted Services</b>	<b>692,600</b>	<b>694,548</b>	<b>692,600</b>	<b>158,300</b>	-	-	<b>850,900</b>		-	<b>850,900</b>	<b>158,300</b>	-	<b>850,900</b>
<b>Service Maintenance</b>													

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	2021 Approved Budget	2021 Nov YTD Actuals	2022 Base Budget	Request - Base Budget	Request - One Time	Request- Enhancement	2022 Total Budget	Issue Paper Ref. No.	Adjustments	2022 Total Budget	Budget Increase/ (Decrease)	Adjustments	2022 Total Budget
Service Maintenance	103,000	99,794	103,000				103,000						103,000
Main Maintenance	60,000	69,091	60,000				60,000						60,000
Backflow Prevention	27,000	19,104	27,000				27,000						27,000
Water Meter Repairs and Maintenance	115,000	134,303	85,000				85,000			(30,000)			85,000
Sample Station Repairs and Maintenance	8,000	8,896	2,000				2,000			(6,000)			2,000
Water Valve Repair and Maintenance	19,000	2,046	19,000				19,000			-			19,000
Blowoff Repairs and Maintenance	3,000	74	3,000				3,000			-			3,000
Fire Hydrant Repair and Maintenance	14,000	4,283	10,000	4,000			14,000			-			14,000
Coin Operated Filling Stations (2)	3,000	2,339	3,000				3,000			-			3,000
<b>Total Service Maintenance</b>	<b>352,000</b>	<b>339,930</b>	<b>312,000</b>	<b>4,000</b>	<b>-</b>	<b>-</b>	<b>316,000</b>		<b>-</b>	<b>316,000</b>	<b>(36,000)</b>	<b>-</b>	<b>316,000</b>
<b>Water Programs</b>													
DWQMS Audit expenses	5,000	-	5,000				5,000			-			5,000
Water Conservation Program	1,500	-	1,500				1,500			-			1,500
<b>Total Water Programs</b>	<b>6,500</b>	<b>-</b>	<b>6,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,500</b>		<b>-</b>	<b>6,500</b>	<b>-</b>	<b>-</b>	<b>6,500</b>
<b>Total Expenses before Reserves and Debt Cha</b>	<b>3,679,599</b>	<b>3,334,344</b>	<b>3,633,999</b>	<b>370,986</b>	<b>15,000</b>	<b>12,373</b>	<b>4,032,358</b>		<b>-</b>	<b>4,032,358</b>	<b>352,759</b>	<b>-</b>	<b>4,032,358</b>
<b>Transfer to/(from) Reserves</b>													
Transfer to Reserves	(437,504)	-	-				-			437,504			-
Transfer to Capital - Water	-	16,905	-				-			-			-
Transfer to Reserves	-	250,000	-	25,000			25,000	WATER-005	25,000	25,000			25,000
Transfer to Reserve Fund - Water	200,000	-	200,000				200,000		200,000	-			200,000
Transfer from Reserve Fund - Water	-	-	-				-		-	-			-
Transfer from Reserves	-	-	(437,504)	(316,475)			(753,979)		(753,979)	(753,979)		(289,360)	(1,043,339)
<b>Total Transfer to Reserve - Water</b>	<b>(237,504)</b>	<b>266,905</b>	<b>(237,504)</b>	<b>(291,475)</b>	<b>-</b>	<b>-</b>	<b>(528,979)</b>		<b>-</b>	<b>(528,979)</b>	<b>(291,475)</b>	<b>(289,360)</b>	<b>(818,339)</b>
<b>Debt Charges - Water</b>													
Principle	225,413	225,412	225,413				225,413		225,413	-			225,413
Interest	128,966	128,966	128,966				128,966		128,966	-			128,966
<b>Total Debt Charges - Water</b>	<b>354,379</b>	<b>354,379</b>	<b>354,379</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>354,379</b>		<b>-</b>	<b>354,379</b>	<b>-</b>	<b>-</b>	<b>354,379</b>
<b>Total Operating Expenses and Transfers</b>	<b>3,796,473</b>	<b>3,955,628</b>	<b>3,750,873</b>	<b>79,511</b>	<b>15,000</b>	<b>12,373</b>	<b>3,857,758</b>		<b>-</b>	<b>3,857,758</b>	<b>61,284</b>	<b>(289,360)</b>	<b>3,568,398</b>
<b>Net Operating Budget (Surplus)</b>	<b>(1,440,160)</b>	<b>(1,269,510)</b>	<b>(1,475,760)</b>	<b>(896,353)</b>	<b>15,000</b>	<b>12,373</b>	<b>(2,344,740)</b>		<b>-</b>	<b>(2,344,740)</b>	<b>(904,580)</b>	<b>0</b>	<b>(2,344,739)</b>
<b>Surplus Transfer to Water Reserve</b>	<b>1,440,160</b>						<b>2,344,740</b>		<b>-</b>	<b>2,344,740</b>	<b>904,580</b>	<b>-</b>	<b>2,344,740</b>
<b>Net Total</b>	<b>0</b>						<b>(0)</b>		<b>-</b>	<b>(0)</b>	<b>(0)</b>	<b>0</b>	<b>0</b>

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<b>REVENUES:</b>													
Locals - Sewer	306,701	306,070	306,701				306,701			306,701	-		306,701
Locals - Sewer Front and C.	1,646	1,646	1,646				1,646			1,646	-		1,646
McGregor Lagoon Joint Use Agreement	24,000	24,000	24,000				24,000			24,000	-		24,000
Sewage Surcharge	6,235,000	6,163,600	6,235,000	435,612			6,670,612	WW-001	6,670,612	435,612	236,288	6,906,900	
Sanitary Sewer - Misc	105,000	45,239	105,000				105,000		105,000	-		105,000	
Interest Income - Bank Account	10,000	13,864	10,000				10,000		10,000	-		10,000	
<b>Total Revenue</b>	<b>6,682,347</b>	<b>6,554,420</b>	<b>6,682,347</b>	<b>435,612</b>	<b>-</b>	<b>-</b>	<b>7,117,959</b>		<b>-</b>	<b>7,117,959</b>	<b>435,612</b>	<b>236,288</b>	<b>7,354,247</b>
<b>EXPENSES:</b>													
<b>Sanitary Sewer Collection System (SSCS)</b>													
<b>Building</b>													
General Insurance	180,000	184,447	180,000	26,150			206,150	CLERKS-003	206,150	26,150		206,150	
Property Taxes	85,000	-	85,000				85,000		85,000	-		85,000	
<b>Total Building</b>	<b>265,000</b>	<b>184,447</b>	<b>265,000</b>	<b>26,150</b>	<b>-</b>	<b>-</b>	<b>291,150</b>		<b>-</b>	<b>291,150</b>	<b>26,150</b>	<b>-</b>	<b>291,150</b>
<b>General Expenses</b>													
Cost allocation -Overhead	210,600	210,600	210,600	31,000			241,600		241,600	31,000		241,600	
Cost allocation - operating expenses	516,400	516,400	516,400	83,800			600,200		600,200	83,800		600,200	
Professional Fees	60,000	14,724	30,000	-	15,000	-	45,000	WATER-007	45,000	(15,000)		45,000	
Collection and Billing Expense	13,000	9,794	13,000				13,000		13,000	-		13,000	
<b>Total General Expenses - SCS</b>	<b>800,000</b>	<b>751,519</b>	<b>770,000</b>	<b>114,800</b>	<b>15,000</b>	<b>-</b>	<b>899,800</b>		<b>-</b>	<b>899,800</b>	<b>99,800</b>	<b>-</b>	<b>899,800</b>
<b>Environmental Services</b>													
General Maintenance	15,000	2,001	15,000				15,000		15,000	-		15,000	
Sewer Flushing	35,000	48,907	35,000	5,000			40,000	WW-002	40,000	5,000		40,000	
Service Connection Inspection and Camera	2,000	3,053	2,000				2,000		2,000	-		2,000	
Service Connection Repair and Maintenance	35,000	125,870	35,000				35,000		35,000	-		35,000	
Fuel and Chemicals	-		-	202,500			202,500	WW-003	202,500	202,500		202,500	
Maintenance - Inflow and Infiltration	360,000	146,473	360,000				360,000		360,000	-		360,000	
Manhole Cleaning and Maintenance	10,000	5,038	10,000				10,000		10,000	-		10,000	
<b>Total Environmental Services - SCS</b>	<b>457,000</b>	<b>331,342</b>	<b>457,000</b>	<b>207,500</b>	<b>-</b>	<b>-</b>	<b>664,500</b>		<b>-</b>	<b>664,500</b>	<b>207,500</b>	<b>-</b>	<b>664,500</b>
<b>Total Expenses - Sanitary Sewage Collection System</b>	<b>1,522,000</b>	<b>1,267,307</b>	<b>1,492,000</b>	<b>348,450</b>	<b>15,000</b>	<b>-</b>	<b>1,855,450</b>		<b>-</b>	<b>1,855,450</b>	<b>333,450</b>	<b>-</b>	<b>1,855,450</b>
<b>Amherstburg Sanitary Sewer Treatment System (ASSTS)</b>													
<b>General</b>													
Utilities	335,000	288,427	335,000				335,000		335,000	-		335,000	
Property Taxes	8,000	-	8,000				8,000		8,000	-		8,000	
<b>Total General - ASSTS</b>	<b>343,000</b>	<b>288,427</b>	<b>343,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>343,000</b>		<b>-</b>	<b>343,000</b>	<b>-</b>	<b>-</b>	<b>343,000</b>
<b>Environmental Services</b>													
Sludge - Landfill Tipping Fees	70,000	60,154	70,000				70,000		70,000	-		70,000	
Contract OCWA - A'burg Plant	351,900	137,357	351,900	131,200			483,100	WW-004	483,100	131,200		483,100	
OCWA Maintenance Items	110,000	115,174	110,000				110,000		110,000	-		110,000	
OCWA After Hour Call In	25,000	21,979	25,000				25,000		25,000	-		25,000	
<b>Total Environmental Services - ASSTS</b>	<b>556,900</b>	<b>334,664</b>	<b>556,900</b>	<b>131,200</b>	<b>-</b>	<b>-</b>	<b>688,100</b>		<b>-</b>	<b>688,100</b>	<b>131,200</b>	<b>-</b>	<b>688,100</b>
<b>Total Expenses - Amherstburg Sanitary Sewer Treatment System</b>	<b>899,900</b>	<b>623,090</b>	<b>899,900</b>	<b>131,200</b>	<b>-</b>	<b>-</b>	<b>1,031,100</b>		<b>-</b>	<b>1,031,100</b>	<b>131,200</b>	<b>-</b>	<b>1,031,100</b>
<b>McGregor Sewage Lagoon System (MSLS)</b>													
<b>Building</b>													
Utilities	22,000	17,308	22,000				22,000		22,000	-		22,000	
Property Taxes	2,500	-	2,500				2,500		2,500	-		2,500	
<b>Total Building Expenses - MSLS</b>	<b>24,500</b>	<b>17,308</b>	<b>24,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>24,500</b>		<b>-</b>	<b>24,500</b>	<b>-</b>	<b>-</b>	<b>24,500</b>



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<b>Environmental Services</b>													
Contract OCWA - McGregor	167,280	120,244	167,280	(47,980)			119,300	WW-004		119,300	(47,980)		119,300
OCWA Plant Maintenance Items	35,000	32,188	35,000				35,000			35,000	-		35,000
OCWA After Hour Call In	10,000	2,488	10,000				10,000			10,000	-		10,000
<b>Total Environmental Services - MSLS</b>	<b>212,280</b>	<b>154,920</b>	<b>212,280</b>	<b>(47,980)</b>	<b>-</b>	<b>-</b>	<b>164,300</b>		<b>-</b>	<b>164,300</b>	<b>(47,980)</b>	<b>-</b>	<b>164,300</b>
<b>Total Expenses - McGregor Sewage Lagoon Sys</b>	<b>236,780</b>	<b>172,228</b>	<b>236,780</b>	<b>(47,980)</b>	<b>-</b>	<b>-</b>	<b>188,800</b>		<b>-</b>	<b>188,800</b>	<b>(47,980)</b>	<b>-</b>	<b>188,800</b>
<b>Edgewater Sewage Lagoon System (ESLS)</b>													
<b>Building</b>													
Utilities	27,000	20,906	27,000				27,000			27,000	-		27,000
Property Taxes	35,000	-	35,000				35,000			35,000	-		35,000
<b>Total Building - ESLS</b>	<b>62,000</b>	<b>20,906</b>	<b>62,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>62,000</b>		<b>-</b>	<b>62,000</b>	<b>-</b>	<b>-</b>	<b>62,000</b>
<b>Environmental Services</b>													
Contract OCWA - Edgewater Lagoon Treatment	173,400	115,922	173,400	(55,200)			118,200	WW-004		118,200	(55,200)		118,200
OCWA Plant Maintenance Items	45,000	49,207	45,000				45,000			45,000	-		45,000
OCWA After Hour Call In	5,000	8,526	5,000				5,000			5,000	-		5,000
OCWA Meyers Pump Stations	10,000	7,377	10,000				10,000			10,000	-		10,000
<b>Total Environmental Services - ESLS</b>	<b>233,400</b>	<b>181,031</b>	<b>233,400</b>	<b>(55,200)</b>	<b>-</b>	<b>-</b>	<b>178,200</b>		<b>-</b>	<b>178,200</b>	<b>(55,200)</b>	<b>-</b>	<b>178,200</b>
<b>Total Expenses - Edgewater Sewage Lagoon Sys</b>	<b>295,400</b>	<b>201,937</b>	<b>295,400</b>	<b>(55,200)</b>	<b>-</b>	<b>-</b>	<b>240,200</b>		<b>-</b>	<b>240,200</b>	<b>(55,200)</b>	<b>-</b>	<b>240,200</b>
<b>Big Creek Sewage Treatment and Collection System (BIGCR)</b>													
<b>Building</b>													
Utilities	24,000	2,066	24,000				24,000			24,000	-		24,000
<b>Total Building - Big Creek</b>	<b>24,000</b>	<b>2,066</b>	<b>24,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>24,000</b>		<b>-</b>	<b>24,000</b>	<b>-</b>	<b>-</b>	<b>24,000</b>
<b>Environmental Services</b>													
Contract OCWA - Big Creek Plant	122,400	89,931	122,400	12,600			135,000	WW-004		135,000	12,600		135,000
OCWA Plant Maintenance Items	12,500	18,442	12,500				12,500			12,500	-		12,500
OCWA After Hour Call In	5,000	1,959	5,000				5,000			5,000	-		5,000
<b>Total Environmental Service - Big Creek</b>	<b>139,900</b>	<b>110,332</b>	<b>139,900</b>	<b>12,600</b>	<b>-</b>	<b>-</b>	<b>152,500</b>		<b>-</b>	<b>152,500</b>	<b>12,600</b>	<b>-</b>	<b>152,500</b>
<b>Total Expenses - Big Creek Sewage Treatment a</b>	<b>163,900</b>	<b>112,398</b>	<b>163,900</b>	<b>12,600</b>	<b>-</b>	<b>-</b>	<b>176,500</b>		<b>-</b>	<b>176,500</b>	<b>12,600</b>	<b>-</b>	<b>176,500</b>
<b>McLeod SBR Sewage Treatment and Collection System (McLeod)</b>													
<b>Building</b>													
Utilities	73,300	72,831	73,300				73,300			73,300	-		73,300
Property Taxes	21,000	-	21,000				21,000			21,000	-		21,000
<b>Total Building - McLeod</b>	<b>94,300</b>	<b>72,831</b>	<b>94,300</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>94,300</b>		<b>-</b>	<b>94,300</b>	<b>-</b>	<b>-</b>	<b>94,300</b>
<b>Environmental Services</b>													
Contract OCWA - McLeod Plant	188,700	138,206	188,700	(34,900)			153,800	WW-004		153,800	(34,900)		153,800
OCWA Plant Maintenance Items	30,000	65,703	30,000				30,000			30,000	-		30,000
OCWA After Hour Call In	12,000	11,044	12,000				12,000			12,000	-		12,000
<b>Total Environmental Services - McLeod</b>	<b>230,700</b>	<b>214,954</b>	<b>230,700</b>	<b>(34,900)</b>	<b>-</b>	<b>-</b>	<b>195,800</b>		<b>-</b>	<b>195,800</b>	<b>(34,900)</b>	<b>-</b>	<b>195,800</b>
<b>Total Expenses - McLeod Sewage Treatment an</b>	<b>325,000</b>	<b>287,785</b>	<b>325,000</b>	<b>(34,900)</b>	<b>-</b>	<b>-</b>	<b>290,100</b>		<b>-</b>	<b>290,100</b>	<b>(34,900)</b>	<b>-</b>	<b>290,100</b>
<b>Boblo Island Sewage Treatment System</b>													
<b>Building</b>													
Utilities	22,000	-	22,000				22,000			22,000	-		22,000
<b>Total Building - Boblo</b>	<b>22,000</b>	<b>-</b>	<b>22,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>22,000</b>		<b>-</b>	<b>22,000</b>	<b>-</b>	<b>-</b>	<b>22,000</b>

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<b>Environmental Services</b>													
Contract OCWA - Boblo Plant	96,900	71,261	96,900	26,600			123,500	WW-004		123,500	26,600		123,500
OCWA Plant Maintenance Items	15,000	21,164	15,000				15,000			15,000	-		15,000
OCWA After Hours Call In	2,200	933	2,200				2,200			2,200	-		2,200
<b>Total Environmental Service - Boblo</b>	<b>114,100</b>	<b>93,357</b>	<b>114,100</b>	<b>26,600</b>	<b>-</b>	<b>-</b>	<b>140,700</b>		<b>-</b>	<b>140,700</b>	<b>26,600</b>	<b>-</b>	<b>140,700</b>
<b>Total Expenses - Boblo Island Sewage Treatment</b>	<b>136,100</b>	<b>93,357</b>	<b>136,100</b>	<b>26,600</b>	<b>-</b>	<b>-</b>	<b>162,700</b>		<b>-</b>	<b>162,700</b>	<b>26,600</b>	<b>-</b>	<b>162,700</b>
<b>Total Expenses before Reserves and Debt Charges</b>	<b>3,579,080</b>	<b>2,758,103</b>	<b>3,549,080</b>	<b>380,770</b>	<b>15,000</b>	<b>-</b>	<b>3,944,850</b>		<b>-</b>	<b>3,944,850</b>	<b>365,770</b>	<b>-</b>	<b>3,944,850</b>
<b>Capital/Reserve Transfers</b>													
Transfer to Reserves	279,531	250,000	279,531				279,531			279,531	-	236,288	515,819
Transfer to Reserves				25,000			25,000	WW-005		25,000	25,000		25,000
Transfer to Reserve -Life Cycle	250,000	292,656	250,000				250,000			250,000	-		250,000
Transfer from Reserve - Life Cycle	-	-	-				-			-	-		-
Transfer from Reserve - Life Cycle	-	-	-				-			-	-		-
Transfer from Reserve -Working Capital	-	-	-	(1,451,197)			(1,451,197)			(1,451,197)	(1,451,197)		(1,451,197)
Transfer from Reserve Funds - DCs	-	-	-				-			-	-		-
	<b>529,531</b>	<b>542,656</b>	<b>529,531</b>	<b>(1,426,197)</b>	<b>-</b>	<b>-</b>	<b>(896,666)</b>		<b>-</b>	<b>(896,666)</b>	<b>(1,426,197)</b>	<b>236,288</b>	<b>(660,378)</b>
<b>Debt Charges - Wastewater</b>													
Principle	1,547,881	1,547,881	1,547,881	67,707			1,615,588			1,615,588	67,707		1,615,588
Interest	765,015	765,014	765,015	(67,924)			697,091			697,091	(67,924)		697,091
<b>Total Debt Charges - Wastewater</b>	<b>2,312,896</b>	<b>2,312,896</b>	<b>2,312,896</b>	<b>(217)</b>	<b>-</b>	<b>-</b>	<b>2,312,679</b>		<b>-</b>	<b>2,312,679</b>	<b>(217)</b>	<b>-</b>	<b>2,312,679</b>
<b>Total Expenses - Wastewater Department</b>	<b>6,421,507</b>	<b>5,613,655</b>	<b>6,391,507</b>	<b>(1,045,644)</b>	<b>15,000</b>	<b>-</b>	<b>5,360,863</b>		<b>-</b>	<b>5,360,863</b>	<b>(1,060,644)</b>	<b>236,288</b>	<b>5,597,151</b>
<b>Net Operating Budget (Surplus)</b>	<b>(260,840)</b>	<b>(940,764)</b>	<b>(290,840)</b>	<b>(1,481,256)</b>	<b>15,000</b>	<b>-</b>	<b>(1,757,096)</b>		<b>-</b>	<b>(1,757,096)</b>	<b>(1,496,256)</b>	<b>(0)</b>	<b>(1,757,096)</b>
<b>Surplus Transfer to Wastewater Reserve</b>	<b>260,840</b>						<b>1,757,096</b>		<b>1,757,096</b>	<b>1,496,256</b>		<b>-</b>	<b>1,757,096</b>
<b>Net Total</b>	<b>-</b>						<b>0</b>		<b>0</b>	<b>0</b>		<b>(0)</b>	<b>-</b>



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF CORPORATE SERVICES

MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.

Table with 2 columns: Author's Name, Report Date, Author's Phone, Date to Council, Author's E-mail, Resolution #.

To: Mayor and Members of Town Council

Subject: 2022 Capital Budget

1. RECOMMENDATION:

It is recommended that:

The 2022 Capital Budget BE TABLED and that Council review the proposed projects at a Special Meeting on Tuesday, February 22, 2022.

EXECUTIVE SUMMARY:

N/A

2. BACKGROUND:

The 2022 Capital Budget has been developed for consideration and approval by Town Council. Typically, the capital budget would accompany the operating budget presented to Council, however, extraordinary circumstances prevented the completion of the capital budget.

3. DISCUSSION:

Notwithstanding, the operating budget recently approved in principle by Council on January 27, 2022 includes contributions to reserves and reserve funds which will provide the funding for the proposed 2022 capital budget projects. Council can now focus on the proposed capital projects presented in the 2022 capital budget.

4. RISK ANALYSIS:

The proposed projects in the 2022 capital budget will address needed investment in the Town's infrastructure to ensure assets are in a state of good repair to support the

services and programs delivered to the Amherstburg community. Not proceeding with annual investment in asset renewal creates a risk to the municipality and its residents.

**5. FINANCIAL MATTERS:**

The 2022 Capital Budget proposes projects supported by a levy from taxation, water and wastewater rates with a gross value of \$20.5M. The chart below provides a comparative trend of capital investment by the Town over the last five years. The average investment in capital projects from 2017-2021 was \$11.4M. The proposed 2022 capital budget of \$20.5M represents a significant increase (79.8%) in much needed capital investment and asset renewal in Amherstburg. A long-term capital forecast will be developed in 2022.

<b>Capital Budgets Approved 2017 - 2021</b>	
<b>Year</b>	<b>Amount</b>
2017	\$ 11,507,990
2018	\$ 8,469,830
2019	\$ 14,498,700
2020	\$ 11,721,050
2021	\$ 10,567,739
<b>5-year average</b>	<b>\$11,353,062</b>

Continuing to contribute to reserves will provide Amherstburg Council today and in future years the financial resources and ability to maintain an asset renewal program consistent with the Town’s Asset Management Plan (being updated in 2022). In addition, it is an integral component of the Town’s long-term financial plan (being developed in 2022) to provide a framework for future investment in asset renewal and new capital projects Council decides to invest in. This will support Council’s strategic priorities together with the growth and development being experienced in Amherstburg.

**6. CONSULTATIONS:**

All municipal departments were invited to submit capital projects according to the current Asset Management Plan in addition to any new proposals to support Council priorities and the delivery of programs and services provided by their respective departments.

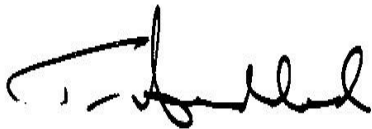
7. **CONCLUSION:**

The 2022 capital budget be tabled at this meeting and a Special Meeting of Council be scheduled for Tuesday, February 22, 2022 for review, consideration and approval of the 2022 capital budget.



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Tiffany Hong  
**Acting Manager Financial Services & Deputy CFO**



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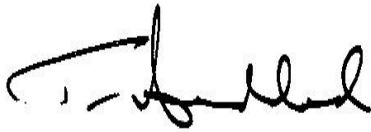
Tony Haddad  
**Interim Chief Administrative Officer**

th/TH

## Report Approval Details

Document Title:	2022 Capital Budget.docx
Attachments:	- 2022 Proposed Capital Budget.pdf
Final Approval Date:	Feb 7, 2022

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



Tony Haddad



Valerie Critchley

Town of Amherstburg	CPI	1.083	1.083	1.083	1.083	2022 Funding Sources									
2022 Capital Budget Requests															
Budget Centre	2022 Proposed	2023 Forecast	2024 Forecast	2025 Forecast	2026 Forecast	Taxation/ User Rates	Gas Tax	Grants	Capital Grants	Reserves	Life Cycle Reserve	DC	Debt	Other	Total Funding
<b>Taxation Funded</b>															
<b>Roads</b>															
	4,983,000	5,870,550	996,956	1,079,703	1,169,318	58,000	2,143,400	1,936,600	-	-	845,000	-	-	-	4,983,000
<b>Sidewalks, Pathways and Streetlights</b>															
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Culverts and Bridges</b>															
	4,100,000	450,000	450,000	-	-	-	-	-	3,354,000	-	746,000	-	-	-	4,100,000
<b>Fleet and Equipment</b>															
	1,143,000	-	-	-	-	104,500	-	-	-	845,000	-	193,500	-	-	1,143,000
<b>Parks</b>															
	1,015,000	2,000,000	2,000,000	2,000,000	2,000,000	-	-	-	263,621	751,379	-	-	-	-	1,015,000
<b>Libro</b>															
	334,800	450,000	450,000	200,000	200,000	60,500	-	-	-	-	274,300	-	-	-	334,800
<b>Facilities</b>															
	453,000	400,000	460,000	225,000	-	207,300	-	-	-	230,400	-	-	-	15,300	453,000
<b>IT</b>															
	300,750	-	-	-	-	9,100	-	-	-	291,650	-	-	-	-	300,750
<b>Fire</b>															
	250,000	2,000,000	2,250,000	-	-	35,000	-	-	-	-	-	215,000	-	-	250,000
<b>Taxation Total</b>	<b>12,579,550</b>	<b>11,170,550</b>	<b>6,606,956</b>	<b>3,504,703</b>	<b>3,369,318</b>	<b>474,400</b>	<b>2,143,400</b>	<b>1,936,600</b>	<b>3,617,621</b>	<b>2,118,429</b>	<b>1,865,300</b>	<b>408,500</b>	<b>-</b>	<b>15,300</b>	<b>12,579,550</b>
<b>Wastewater Rate Funded</b>															
<b>Southeast Quadrant Servicing</b>															
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Sewage Collection System - Pump Stations</b>															
	3,302,800	2,137,500	-	-	-	1,757,096	-	-	83,000	150,000	-	1,312,704	-	-	3,302,800
<b>Environmental - Edgewater Lagoon System</b>															
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Wastewater - Equipment</b>															
	56,000	-	-	-	-	20,000	-	-	-	36,000	-	-	-	-	56,000
<b>Wastewater Total</b>	<b>3,358,800</b>	<b>2,137,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,777,096</b>	<b>-</b>	<b>-</b>	<b>83,000</b>	<b>186,000</b>	<b>-</b>	<b>1,312,704</b>	<b>-</b>	<b>-</b>	<b>3,358,800</b>
<b>Water Rate Funded</b>															
<b>Water</b>															
	754,000	575,000	575,000	-	-	380,000	-	-	-	374,000	-	-	-	-	754,000
<b>Southeast Quadrant Servicing</b>															
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Amherstburg Water Treatment Plant - Upgrades and Replacements</b>															
	3,832,500	5,033,750	4,283,750	-	-	1,994,740	-	-	537,760	1,300,000	-	-	-	-	3,832,500
<b>Water Total</b>	<b>4,586,500</b>	<b>5,608,750</b>	<b>4,858,750</b>	<b>-</b>	<b>-</b>	<b>2,374,740</b>	<b>-</b>	<b>-</b>	<b>537,760</b>	<b>1,674,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,586,500</b>
<b>Total Capital</b>	<b>20,524,850</b>	<b>18,916,800</b>	<b>11,465,706</b>	<b>3,504,703</b>	<b>3,369,318</b>	<b>4,626,236</b>	<b>2,143,400</b>	<b>1,936,600</b>	<b>4,238,381</b>	<b>3,978,429</b>	<b>1,865,300</b>	<b>1,721,204</b>	<b>-</b>	<b>15,300</b>	<b>20,524,850</b>

Town of Amherstburg 2022 Capital Budget Requests				CPI	1.083	1.083	1.083	1.083	2022 Funding Sources									
Budget Centre	Issue Paper	Project	Description	2022 Proposed	2023 Forecast	2024 Forecast	2025 Forecast	2026 Forecast	Taxation/ User Rates	Gas Tax	Grants	Capital Grants	Reserves	Life Cycle Reserve	DC	Debt	Other	Total Funding
<b>Taxation Funded</b>																		
<b>Roads</b>																		
PW	PW-001	Tar & Chip Program	2022-Collison Sideroad	250,000	270,750	293,222	317,560	343,917	-	250,000								250,000
PW	PW-002	2nd Conc North	2022-Engineering Phase. (County Road 10 to South Riverview)	125,000	3,100,000				-					125,000				125,000
PW	PW-003	Mill & Pave Program	2022-Wilkinson Crt, Hamilton Dr., Victoria St (Simcoe to Pickering)	600,000	649,800	703,733	762,143	825,401	-	600,000				-				600,000
PW	PW-004	Alma Street Connecting Link	Fryer to Sandwich, Town's portion of this connecting link Mill & Pave	35,000						35,000				-				35,000
PW	PW-005	Angstrom Drive Reconstruction	2022-Engineering Phase. This road ranked high on the Roads Needs Study	100,000	700,000				-					100,000				100,000
PW	PW-006	Fryer Street Reconstruction	2022-Construction Phase-2: Simcoe to Richmond.	1,500,000					-		1,500,000			-				1,500,000
PW	PW-007	George Street Rehabilitation	2022-Engineering Phase.	20,000	450,000				-	20,000				-				20,000
PW	PW-008	McLeod Avenue Reconstruction	3rd Conc to Lakeview. Construction Phase. Engineered 3yrs ago.	1,235,000					-	1,235,000				-				1,235,000
PW	PW-009	Seymour St. Rehabilitation	2022-Engineering Phase. Richmond to Simcoe.	20,000	700,000				-	3,400	16,600			-				20,000
PW	PW-010	South Riverview Reconstruction	2022-Construction Phase. Beneteau to 2nd Conc. Engineered in 2019	840,000					-		420,000			420,000				840,000
PW	PW-011	Fraserville Storm Sewer Outfall	Brick Sewer Lining Project	200,000					-					200,000				200,000
PW	PW-012	Simcoe Street Pedestrian Crossover (PXO) Project	2021 budget approved \$75k. Additional cost per Dec 2021 tender; funds required before project can start	40,000					40,000					-				40,000
PW	PW-013	Bus Stops for Transit Pilot Project	Concrete pad and signage for 12 bus stops	18,000					18,000					-				18,000
		<b>Total</b>		<b>4,983,000</b>	<b>5,870,550</b>	<b>996,956</b>	<b>1,079,703</b>	<b>1,169,318</b>	<b>58,000</b>	<b>2,143,400</b>	<b>1,936,600</b>	<b>-</b>	<b>-</b>	<b>845,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,983,000</b>
<b>Sidewalks, Pathways and Streetlights</b>																		
		<b>Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Culverts and Bridges</b>																		
PW	PW-014	Bridge No. 3012	2022-Construction Phase. River Canard at 5th Concession North - Bridge No. 3012. Complete Replacement Grant has been approved.	3,800,000					-			3,154,000		646,000				3,800,000
PW	PW-015	Culvert No. 45	2022 Engineering Phase-6th Conc. N. over Sinasac Drain - Culvert No. 45	50,000	450,000				-					50,000				50,000
PW	PW-016	Culvert No. 77	2022 Engineering Phase - North Sideroad over River Canard - Bridge Bypass - Culvert No. 77 - Replacement	50,000		450,000			-					50,000				50,000
PW	PW-017	Alma St. Shoreline Protection	CR#20211012-308 OCIP Grant Funded	200,000					-			200,000						200,000
		<b>Total</b>		<b>4,100,000</b>	<b>450,000</b>	<b>450,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,354,000</b>	<b>-</b>	<b>746,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,100,000</b>
<b>Fleet and Equipment</b>																		
Fleet and Equipment	FLEET-001	ROADS - Pick-up	To replace Unit M-2. 2007 PW truck. Complete unit replacement. PW truck.	45,000					-				45,000	-				45,000
Fleet and Equipment	FLEET-002	ROADS - Dump Truck & Winter Equip Pkg	New Single Axle Dump Truck with Winter Equipment. DC funded	225,000					31,500				-	-	193,500			225,000
Fleet and Equipment	FLEET-003	ROADS - Mower	To replace Unit SC-407. Deck mower for PW	20,000					-				20,000					20,000
Facilities	FLEET-004	FACILITIES - Pick-up	To replace Unit FM-5. 2011 Facilities pu truck sold in 2021	65,000					-				65,000					65,000
Facilities	FLEET-005	FACILITIES - Pick-up	To replace Unit FM-4. 2006 Facilities pu truck	50,000					-				50,000					50,000
Parks	FLEET-006	PARKS - Kubota Tractor	To replace Unit 107. 2005 Kubota tractor with a cab	45,000					-				45,000					45,000
Parks	FLEET-007	PARKS - Mower	To replace Unit PG-21. 2008 lawn mower	20,000					-				20,000					20,000



Town of Amherstburg 2022 Capital Budget Requests				CPI	1.083	1.083	1.083	1.083	2022 Funding Sources									
Budget Centre	Issue Paper	Project	Description	2022 Proposed	2023 Forecast	2024 Forecast	2025 Forecast	2026 Forecast	Taxation/ User Rates	Gas Tax	Grants	Capital Grants	Reserves	Life Cycle Reserve	DC	Debt	Other	Total Funding
Fire	FIRE-001	FIRE-Portable Radios	13 Radios and chargers	13,000					13,000				-					13,000
Fire	FIRE-002	Pager Equipment Replacement	Council approved 3yrs ago. This is final capital contribution	20,000					-				20,000					20,000
Fire	FIRE-003	FIRE-Command Pick-up	Replace Emergency Response Command Vehicle 2011 Dodge Ram p/u Truck	70,000					-				70,000					70,000
Fire	FIRE-004	FIRE-Tanker	Replace Tanker #3 - 2000 International Pumper/Tanker). 2021 surplus contributed to fleet reserve for this project.	560,000					60,000				500,000					560,000
Fire	FIRE-005	Hose Testing Equipment		10,000					-				10,000					10,000
		<b>Total</b>		<b>1,143,000</b>	-	-	-	-	<b>104,500</b>	-	-	-	<b>845,000</b>	-	<b>193,500</b>	-	-	<b>1,143,000</b>
<b>Parks</b>																		
Parks	PARKS-001	Playground Resurfacing Program	AODA Compliant requirement. Council resolution authorizes use of reserve parks	75,000					-				75,000					75,000
Parks	PARKS-002	KNYP Lighting Upgrades	KNYP & South expansion. Includes a proper photometric plan, light poles & installation costs	150,000					-				150,000					150,000
Parks	PARKS-003	Libro Centre Trail Network	Trail with AODA compliant rest stations and km markers & signage	424,000					-			263,621	160,379					424,000
Parks	PARKS-004	Centennial Park Upgrades	2022 Phase 1-Consultation. Estimated \$4M for park redevelopment.	100,000	1,000,000	1,000,000	1,000,000	1,000,000	-				100,000					100,000
Parks	PARKS-005	Jack Purdie Park Upgrades	2022 Phase 1-Consultation. Estimated \$4M for park redevelopment.	100,000	1,000,000	1,000,000	1,000,000	1,000,000	-				100,000					100,000
Parks	PARKS-006	Dog Park	Design & Construction of new dog park	166,000					-				166,000					166,000
		<b>Total</b>		<b>1,015,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	-	-	-	<b>263,621</b>	<b>751,379</b>	-	-	-	-	<b>1,015,000</b>
<b>Libro</b>																		
Libro	LIBRO-001	Floor Scrubber	New Battery Operated, Walk-Behind Floor Scrubber	5,000					5,000									5,000
Libro	LIBRO-002	Laser Field Line Sprayer	Replacement. Laser Field Line Sprayer for Outdoor Soccer Turf	4,400					4,400									4,400
Libro	LIBRO-003	Four wheel Drive Tractor	New Unit	51,100					51,100									51,100
Libro	LIBRO-004	Libro Parking Lot	2022-Engineering Phase. Years 2023-26 estimates	33,500	200,000	200,000	200,000	200,000	-					33,500				33,500
Libro	LIBRO-005	Repipe Kube System	Refrigeration Unit Repiping required to replace PVC that is causing several leaks	170,000					-					170,000				170,000
Libro	LIBRO-006	Light Standards	2023/24 to relocate lights, estimate. Replace Padding Around Light Standards plus Engineering costs to relocate light standards at premier artificial turf football field	52,000	250,000	250,000			-					52,000				52,000
Libro	LIBRO-007	Replace Lexon Panels	Replace the clear Lexon panels in the dasher board for viewing improvement	18,800					-					18,800				18,800
		<b>Total</b>		<b>334,800</b>	<b>450,000</b>	<b>450,000</b>	<b>200,000</b>	<b>200,000</b>	<b>60,500</b>	-	-	-	-	<b>274,300</b>	-	-	-	<b>334,800</b>
<b>Facilities</b>																		
Facilities	FAC-001	Station 1-Flooring	Health & Safety-Replace Meeting Room Carpet at Fire Station 1.	9,000					-				9,000					9,000
Facilities	FAC-002	AC Unit-Server Room	Server Room AC Unit at 320 Richmond. Cost to be recovered from tenants	15,300					-								15,300	15,300
Facilities	FAC-003	As-Built Drawings	Develop As-Built's for the 320 Richmond Verdi Club space	45,000					45,000									45,000
Facilities	FAC-004	Roof Replacement	2022 Engineering Phase. 320 Richmond	12,300		460,000	225,000		12,300									12,300
Facilities	FAC-005	Skate Park	Design & Build New Concrete Skate Park	175,000	400,000				100,000				75,000					175,000
Facilities	FAC-006	Malden Park Upgrades	Health & Safety-Malden Park - Replace all Columns Main Pavilion; Canteen and N Pavilion Demo, DSS & Eng	146,400					-				146,400					146,400
Facilities	FAC-007	Libro Office Space	Office build-outs to accommodate staffing levels at Libro.	50,000					50,000									50,000
		<b>Total</b>		<b>453,000</b>	<b>400,000</b>	<b>460,000</b>	<b>225,000</b>	<b>-</b>	<b>207,300</b>	-	-	-	<b>230,400</b>	-	-	-	<b>15,300</b>	<b>453,000</b>

Town of Amherstburg				CPI	1.083	1.083	1.083	1.083	2022 Funding Sources									
2022 Capital Budget Requests																		
Budget Centre	Issue Paper	Project	Description	2022 Proposed	2023 Forecast	2024 Forecast	2025 Forecast	2026 Forecast	Taxation/ User Rates	Gas Tax	Grants	Capital Grants	Reserves	Life Cycle Reserve	DC	Debt	Other	Total Funding
<b>IT</b>																		
IT	IT-001	IT Lifecycle Hardware Replacements		\$ 98,150					-				98,150					98,150
IT	IT-002	IT Datacenter Hardware Replacement		\$ 150,000					-		-		150,000					150,000
IT	IT-003	IT Lifecycle Payment Terminal Replacements		\$ 8,500					-				8,500					8,500
IT	IT-004	IT Council Chambers Audio System		\$ 35,000					-				35,000					35,000
IT	IT-005	IT Field Mobile Tablets for Cityworks		\$ 9,100					9,100									9,100
		<b>Total</b>		<b>300,750</b>					<b>9,100</b>				<b>291,650</b>					<b>300,750</b>
<b>Fire</b>																		
Fire	FIRE-006	New Fire Station	Design and Project Plan. 2022 Phase 1-Consulting-Design and Use options; Full Design and proj mgmt for new facility at Libro site.	\$ 250,000	\$ 2,000,000	\$ 2,250,000			35,000						215,000			250,000
		<b>Total</b>		<b>250,000</b>	<b>2,000,000</b>	<b>2,250,000</b>			<b>35,000</b>						<b>215,000</b>			<b>250,000</b>
<b>Taxation Total</b>																		
				12,579,550	11,170,550	6,606,956	3,504,703	3,369,318	474,400	2,143,400	1,936,600	3,617,621	2,118,429	1,865,300	408,500	-	15,300	12,579,550

Town of Amherstburg				CPI	1.083	1.083	1.083	1.083	2022 Funding Sources									
2022 Capital Budget Requests																		
Budget Centre	Issue Paper	Project	Description	2022 Proposed	2023 Forecast	2024 Forecast	2025 Forecast	2026 Forecast	Taxation/ User Rates	Gas Tax	Grants	Capital Grants	Reserves	Life Cycle Reserve	DC	Debt	Other	Total Funding
<b>Wastewater Rate Funded</b>																		
<b>Southeast Quadrant Servicing</b>																		
<b>Total</b>				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Sewage Collection System - Pump Stations</b>																		
Wastewater	WW-001	Boblo Island Forcemain and Pumping Station		3,052,800					1,740,096						1,312,704			3,052,800
Wastewater	WW-002	George & Seymour Street Replacement	2022-Engineering Phase	100,000	2,137,500				17,000			83,000						100,000
Wastewater	WW-003	Alma - Sandwich Sewer Separation	2022-Construction Phase	150,000					-				150,000					150,000
<b>Total</b>				-	3,302,800	2,137,500	-	-	-	1,757,096	-	83,000	150,000	-	1,312,704	-	-	3,302,800
<b>Environmental - Edgewater Lagoon System</b>																		
<b>Total</b>				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Wastewater - Equipment</b>																		
Wastewater	WW-004	Water/WW-Pick-up Replacement	Replaces 2003 Chev Silverado Pickup - Unit WM-06. Cost split between WW & Water.	20,000					-				20,000					20,000
Wastewater	WW-005	Water/WW-Cargo Van Replacement	Replaces 2007 Chevrolet Express Cargo Van- Unit WM-03. Cost split between WW & Water.	16,000					-				16,000					16,000
Wastewater	WW-006	Water/WW-New Pick-up	New Unit - Cost split between WW and Water	20,000					20,000									20,000
<b>Total</b>				56,000	-	-	-	-	20,000	-	-	-	36,000	-	-	-	-	56,000
<b>Wastewater Total</b>				3,358,800	2,137,500	-	-	-	1,777,096	-	-	83,000	186,000	-	1,312,704	-	-	3,358,800
<b>Water Rate Funded</b>																		
<b>Water</b>																		
Water	WATER-001	Fryer Street Watermain Installation		350,000					350,000									350,000
Water	WATER-002	McCurdy Ave Area Watermain Replacement	2022-Engineering Phase	120,000	575,000	575,000			-				120,000					120,000
Water	WATER-003	Water/WW-Pick-up Replacement	Replaces 2007 Chevrolet Express Cargo Van- Unit WM-03. Cost split between WW & Water.	24,000					-				24,000					24,000
Water	WATER-004	Water-Dump Truck Replacement	Replaces 2008 Vehicle - GMC C5500 Dump Truck - Unit WM - 08	200,000					-				200,000					200,000
Water	WATER-005	Water/WW-Pick-up Replacement	Replaces 2003 Chev Silverado Pickup - Unit WM-06. Cost split between WW & Water.	30,000					-				30,000					30,000
Water	WATER-006	Water/WW-New Pick-up	New Unit - Cost split between WW and Water	30,000					30,000									30,000
<b>Total</b>				754,000	575,000	575,000	-	-	380,000	-	-	-	374,000	-	-	-	-	754,000
<b>Southeast Quadrant Servicing</b>																		
<b>Total</b>				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Amherstburg Water Treatment Plant - Upgrades and Replacements</b>																		
Water	WATER-007	SCADA Installation - AWTP	Engineering completed. 2022-Construction Phase.	1,400,000					1,400,000									1,400,000
Water	WATER-008	AWTP Reservoir	2022-Engineering Phase. Provincial Funding approved. Awaiting Federal approval.	1,032,500	4,283,750	4,283,750			494,740			537,760						1,032,500
Water	WATER-009	Secondary Discharge Pipe - AWTP	Engineering Phase in 2022. Construction Phase in 2023. New computer system to operate the plant. Upgrades to MCC electrical, panels, cabling and conduit to be done at the plant as well	100,000	750,000				100,000									100,000
Water	WATER-010	Electrical Upgrades - AWTP	Engineering completed. Construction Phase.	1,300,000					-				1,300,000					1,300,000
<b>Total</b>				3,832,500	5,033,750	4,283,750	-	-	1,994,740	-	-	537,760	1,300,000	-	-	-	-	3,832,500
<b>Water Total</b>				4,586,500	5,608,750	4,858,750	-	-	2,374,740	-	-	537,760	1,674,000	-	-	-	-	4,586,500
<b>Total Capital</b>				20,524,850	18,916,800	11,465,706	3,504,703	3,369,318	4,626,236	2,143,400	1,936,600	4,238,381	3,978,429	1,865,300	1,721,204	-	15,300	20,524,850



**THE CORPORATION OF THE TOWN OF AMHERSTBURG**

**OFFICE OF COMMUNITY AND PROTECTIVE SERVICES**

*MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.*

<b>Author's Name: Heidi Baillargeon</b>	<b>Report Date: January 31, 2022</b>
<b>Author's Phone: 519 736-0012 ext. 2128</b>	<b>Date to Council: February 14, 2022</b>
<b>Author's E-mail: hbaillargeon@amherstburg.ca</b>	<b>Resolution #:</b>

**To: Mayor and Members of Town Council**

**Subject: Centennial Park and Jack Purdie Park Update**

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**1. RECOMMENDATION:**

It is recommended that:

1. That Council **APPROVE** funds for the re-development of H. Murray Smith/ Centennial Park and Jack Purdie Park in the amount of \$100,000 each as recommended in the proposed 2022 Capital Budget and further;
2. The Director of Parks, Recreation, Facilities & Culture ("PFRC") **BE DIRECTED** to continue with the park re-development public consultation process for H. Murray Smith/ Centennial Park and Jack Purdie Park based on public feedback received to date.

**EXECUTIVE SUMMARY:**

N/A

**2. BACKGROUND:**

On August 21, 2016, the CAO presented Council with an in-camera update on discussions with the Greater Essex County District School Board (GECDSB) and a new site for General Amherst High School.

On April 30, 2018 the land sale transaction for the southern parcel of Centennial Park closed with the GECDSB and the net proceeds of the sale were transferred to the Parkland Reserve Account.

On January 14, 2019 the CAO brought forward a confidential report to Council regarding 320 Richmond Street and Centennial Park Report #20190114-C.

On May 13, 2019 the CAO brought forward a confidential report to Council regarding an update on 320 Richmond St. (former St. Bernard School) and Centennial Park Properties Report #20190513-A.

On February 22, 2021 Administration brought forward a report on Jack Purdie Park and H. Murray Smith/ Centennial Park regarding Land Use Options. As a result of the report Council Adopted the following Motions:

*Resolution#20210222-057*

*That Administration BE DIRECTED to proceed with public consultation for rezoning of a portion of Jack Purdie Park in accordance with the highest and best use for the subject lands in accordance with the Town's Official Plan regarding Housing First Policy.*

*Resolution#20210222-058*

*That Administration BE DIRECTED to proceed with public consultation for the rezoning of H. Murray Smith/Centennial Park in accordance with the highest and best use for the subject lands in accordance with the Town's Official Plan for Housing First Policy.*

On Wednesday, July 7, 2021 the Town in collaboration with Bezair Partners hosted a live virtual public meeting to discuss potential re-development options for both Jack Purdie Park and H. Murray Smith/Centennial Park. A total of nine (9) conceptual drawings were presented with the following design options:

**H. Murray Smith/Centennial Park**

- Concept 1 – Park with Housing estimated value \$3,442,604
- Concept 2 – All Park Concept estimated value \$4,486,372
- Concept 3 – All Park Concept estimated value \$4,778,259
- Concept 4 – Park with Housing estimated value \$4,643,082
- Concept 5 – Park with Housing estimated value \$4,643,082

**Jack Purdie Park**

- Concept 1 – All Park Concept estimated value \$4,167,981
- Concept 2 – All Park Concept estimated value \$4,264,231
- Concept 3 – Park with Housing estimated value \$4,108,906
- Concept 4 – Park with Housing estimated value \$3,928,135

The total estimated value of each of the conceptual plans presented ranged from \$3.4M to \$4.8M as noted above. In addition to the live public consultation /presentation, Administration launched a public survey on 'Talk The Burg' which ran from July 7<sup>th</sup> to August 1<sup>st</sup> 2021. Administration followed the public consultation process and prepared a letter to residents within 0.8km distance of the park to notify them of the public consultation process for both parks. The letter to residents outlined steps for the park re-development process as follows:

**Step 1. Community Consultation - Public Information Consultation (PIC) July 7 2021**

**Step 2. Information Gathering –** The Town will collect information from surveys, comments, phone calls and written correspondence regarding proposed park plans for 1 month. All information will be collected and taken into consideration. The designs will be modified if needed to reflect the community response regarding park re-development.

**Step 3. Second Community PIC- Fall 2021 –** A date will be selected this fall for second public consultation. Park re-development plans will be presented based on comments and feedback from the first public consultation session. All results will be posted online.

**Step 4. Report to Council –** A report to Council will be prepared with recommendations for both parks moving forward based on community feedback for Councils consideration and direction.

**Step 5. Implementation of the Plans-** Park improvements will move forward based on Councils direction, capital funding and availability of resources.

During this time residents were encouraged to provide feedback on all the designs presented. The results for the public survey are attached under APPENDIX A - Centennial Park and Jack Purdie Park Survey Results 2021.

Due to some unresolved issues with H. Murray Smith/Centennial Park the projects were placed on hold. A confidential in-camera report went to Council on November 25, 2021 regarding these issues.

### **3. DISCUSSION:**

The issues discussed in the in-camera report on November 25, 2021 are now being tabled in an open forum for Councils consideration and direction at the February 14, 2022 Council meeting. Town Administration can now move forward with the park re-development process and a second public consultation pending Council's approval. The second public consultation with a date yet to be determined will discuss the revised park concepts under APPENDIX B – Centennial Park and Jack Purdie Park Concept Plans.

At the Council meeting held November 25, 2021 Council directed Administration to further investigate opportunities for a track with the GECDsB despite a report that went to Council on November 23, 2020. The report indicated the CAO met with the Director of Education for the GECDsB to discuss Council Resolution 20200824-252. At that meeting, the Director advised the CAO that the budget approved by the Ministry of Education did not have funding to include a track at the new high school, it was not a Ministry requirement and not a priority of the school board.

As per Council's direction, the CAO and the Director of PFRC met on December 1, 2021 to further discuss potential opportunities for a track at H. Murray/Smith Centennial Park. Once again, the GECDsB indicated that they do not currently have funding for a track nor do they have any intention of building a track at the new North Star High School.

Further, at the request of Council on November 25, 2021 Administration has prepared design concepts that include a track, however, it should be noted that Recommendation 63 of the Council approved Parks Master Plan indicates that “replacement of the Centennial Park outdoor running track is **not recommended.**”

It should also be noted that if the track was removed from any of the conceptual designs as Administration would propose open passive recreational space in its place with an informal 3M wide asphalt multi-use trail circuit that would connect park amenities and provide users with same recreational opportunities associated with park trails.

A total of four concept designs, three for H. Murray Smith/Centennial and one for Jack Purdie Park, have been prepared for Council review and consideration (APPENDIX B)

The design concepts presented herein were prepared based on Council’s direction and the survey responses collected from the public engagement to date. The Park concepts attached under Appendix B also satisfy a number of recommendations noted in the Council Adopted Parks Master Plan as follows:

**Parks Master Plan recommendations:**

*Recommendation #12. Provide an appropriate balance of active and passive spaces within the parks system that can support recreation and sports, casual use, special events and cultural activities. Flexible park designs should be encouraged.*

*Recommendation #14. Engage stakeholders and the public when designing new and redeveloped parks and trails.*

*Recommendation#19. As part of the new secondary school development at the former Centennial Park, coordinate with the Greater Essex County District School Board to ensure that existing municipal park facilities are maximized, relevant gaps are addressed, joint use agreements are explored, and resources are not duplicated.*

*Recommendation# 45. Replace the four (4) tennis courts in Urban Amherstburg. Options for locating them on the remaining portion of Centennial Park should be explored.*

*Recommendation# 46. Add pickleball lines to existing/and or new tennis courts as required.*

*Recommendation#49. Replace the loss of basketball courts at Centennial park with a new court to serve Urban Amherstburg, potentially at the Libro Credit Union Centre.*

*Recommendation#63. Replacement of the Centennial Park outdoor running track is not recommended.*

*Recommendation #66. Examine options for the remaining portion of Centennial Park, including community consultation.*

*Recommendation #73. Relocate many major outdoor recreation amenities currently housed at Centennial Park to the Libro Credit Union Centre. This may include: skateboard park, ball diamonds (4), tennis courts, and basketball courts. Future considerations for the Libro Centre Credit Union Centre (in addition to the re-location of*

*Centennial Park amenities) include development of a second splash pad and installation of interpretive signage and features to promote appropriate access to Big Creek. A concept plan should be developed to guide investment.*

The concept plans not only satisfy a number of recommendations from the Parks Master Plan, but also provide a well-balanced approach in providing park amenities that cater to the demographics of the area, site location and land use space associated with each park.

### **H. Murray Smith/Centennial Park**

The remaining portion of Centennial park abuts the new North Star High School with higher density residential housing to the west, the community HUB to the North and single family dwellings on the east. The conceptual designs for H. Murray/Smith/Centennial Park cater to an older demographic of users with the proposal of sport related courts, tennis/pickleball courts, walking paths, lighting, outdoor fitness stations, resurfacing of the existing track and retention of the tobogganing hill, trees, site furnishings and open passive park space that can be used for football, soccer or a number of other recreational sports.

### **Jack Purdie Park**

Jack Purdie park is located within a 0.8km distance of Centennial park and is surrounded by housing on all sides. The park was named after the Purdie family and was always intended to be a 'family oriented' park equipped with playground equipment, open space and a place for families to gather. The survey results made it clear that the community wishes to keep this park in its entirety and amenities found within should cater to family oriented recreational experience. The design intent of the concept plan for Jack Purdie Park attached under APPENDIX B was developed with this in mind. The plan proposes a larger playground, splash pad with public washrooms/change rooms, a shelter with a paved common gathering space, sports court, multi use pathways, exercise workout stations, trees and a large open passive recreational space that can be used for a number of recreational needs.

In order to create a robust park system that offers quality recreational experiences for the entire community, it's important to look at the park system in its entirety while keeping in mind the role each park plays within the Town. The amenities found within each park should not only take into account the needs identified from public comment, but should also be designed to balance the unique design characteristics of the park such as access to water, topography, location, size, demographics, natural heritage features etc. To be fiscally responsible and in keeping with the recommendations of the Parks Master Plan and best practices, duplication of larger recreational park amenities such as skateparks, splashpads, baseball diamonds etc. should be avoided when possible unless they serve a need within the parks system as a whole and are balanced with an approved service level the town can afford to maintain long term.

This report is being brought forward as an interim update to Council due to a rather lengthy public consultation process. Administration is recommending Council approve funding for both Jack Purdie and Centennial Park in order to proceed with the public consultation process and finish the planning and design initiatives that were started for both Jack Purdie Park and H. Murray Smith/Centennial Park.



#### **4. RISK ANALYSIS:**

Repeated changes in direction regarding the concept plans for both H. Murray Smith/Centennial and Jack Purdie park is costly. Should Council direct Administration to proceed with the second public consultation, approval of funds is required. Should Council not approve the required funds needed to continue with the design process, there is a high risk of negative political backlash for not moving forward with initiatives that have been in the works for a number of years.

#### **5. FINANCIAL MATTERS:**

The design concepts prepared to date were paid for out of the operational design consulting budget of the CAO. Identified funding was never approved for the re-development process currently underway. Administration is recommending Council approve funding in the amount of \$100,000 for Jack Purdie Park and \$100,000 for H. Murray Smith/Centennial Park in order to cover the first phase of the park re-development process which includes planning and design work. Funding identified for each park that is not spent in the initial planning and design phase will be transferred back to the Park Reserve Fund or will be used to fund the second phase of each project which includes execution and construction of park amenities as per the proposed and finally approved Park Concept plans should Council wish to proceed.

High level cost estimates for each of the design concepts in Appendix B are as indicated below:

##### **H. Murray Smith/Centennial Park**

Concept Plan A - \$3,889,717

Concept Plan B - \$3,777,781

Concept Plan C - \$3,795,131

##### **Jack Purdie Park**

Concept Plan - \$3,419,180

Council should be aware that these are high level cost estimates only and prices could go up or down pending actual tendering of the project.

It should also be noted that these projects are not eligible for DC funding. As a result, funding for completion of these projects will be a combination of taxation, transfer from parks reserve (currently insufficient to support these projects), from sale of surplus lands, and/or new debt. Council must consider a 10yr long term capital needs and establish priorities, particularly for projects of this magnitude.

#### **6. CONSULTATIONS:**

Town Treasurer

Town Clerk

CAO Office

**7. CONCLUSION:**

In conclusion, Administration is requesting the approval of funding from Council in the amount of \$100,000 for the re-development of H. Murray/Smith Centennial Park and \$100,000 for the re-development of Jack Purdie Park in order to move these projects forward. A second public consultation session is required for both parks before a final report and conceptual design can come before Council for final approval.

Council may wish to consider a Special Meeting to address the various options in the concept design, following the second public consultation session. Should Council not approve funding for the redevelopment of these projects, no further work will occur.



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Heidi Baillargeon  
**Director of Park, Facilities, Recreation and Culture**

hb

<b>DEPARTMENTS/OTHERS CONSULTED:</b> Name: Phone #: 519                      ext.
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<b>NOTIFICATION :</b>				
Name	Address	Email Address	Telephone	FAX

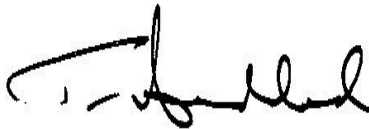
## Report Approval Details

Document Title:	Centennial Park and Jack Purdie Park Update .docx
Attachments:	- APPENDIX A CENTENNIAL PARK AND JACK PURDIE PARK SURVEY RESULTS 2021.pdf - APPENDIX B CENTENNIAL PARK AND JACK PURDIE PARK CONCEPT PLANS 2022.pdf
Final Approval Date:	Feb 9, 2022

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



Tiffany Hong



Tony Haddad



Valerie Critchley

# H. Murray Smith Centennial Park Survey 2021

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## **SURVEY RESPONSE REPORT**

08 July 2021 - 02 August 2021

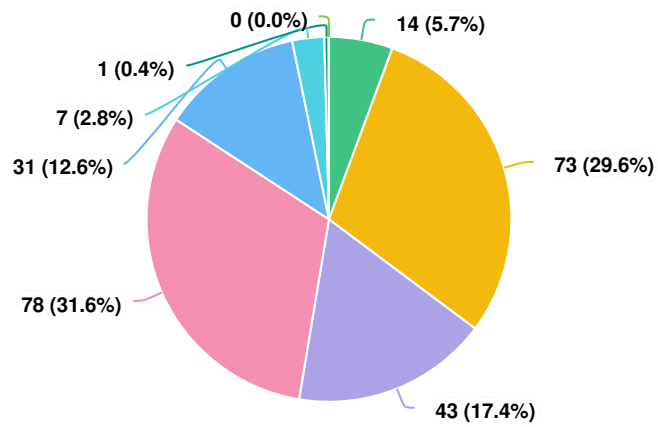
### **PROJECT NAME:**

H. Murray Smith Centennial Park Project



SURVEY QUESTIONS

**Q1** How many people live in your household?



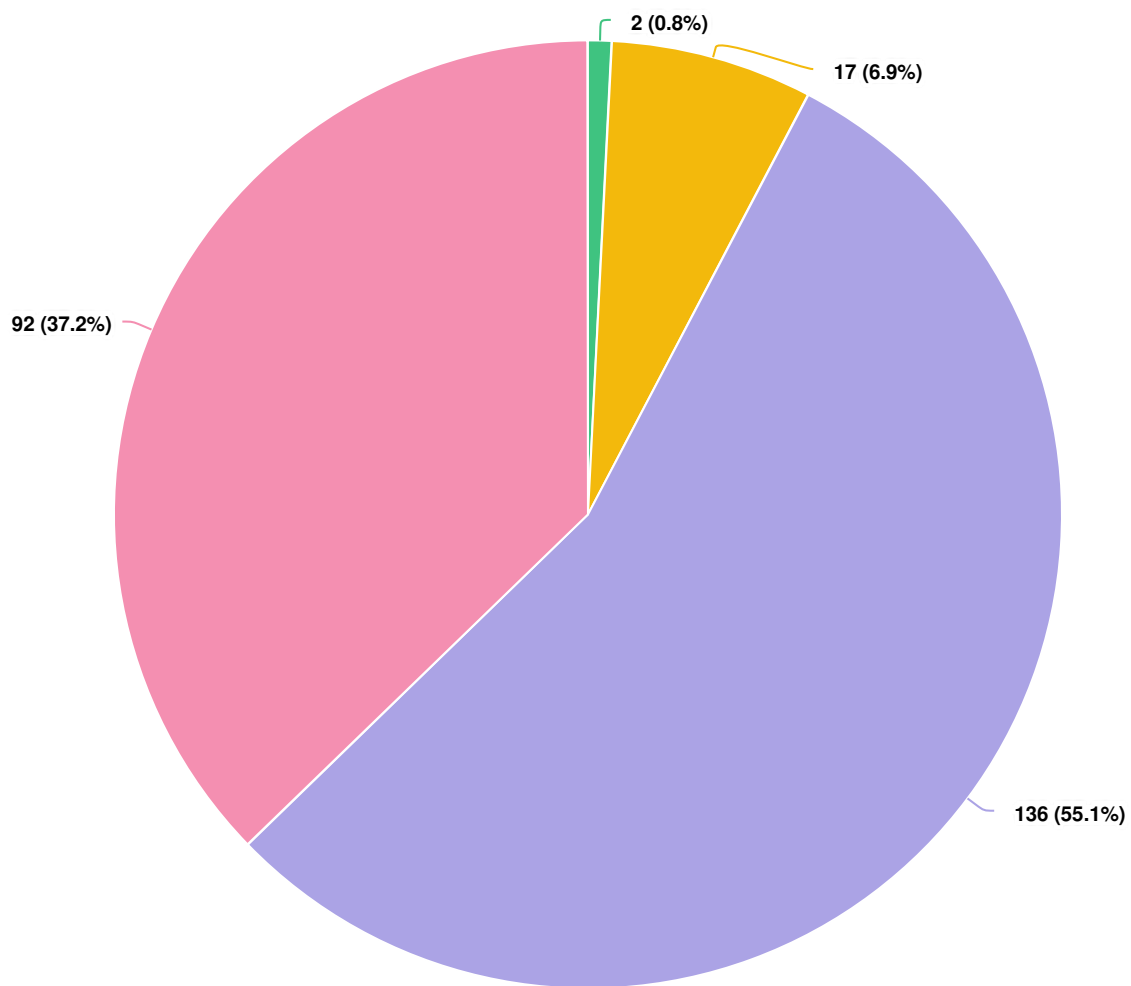
**Question options**

- 1
- 2
- 3
- 4
- 5
- 6
- 8+
- 7

Mandatory Question (246 response(s))

Question type: Radio Button Question

**Q2** What is your age?

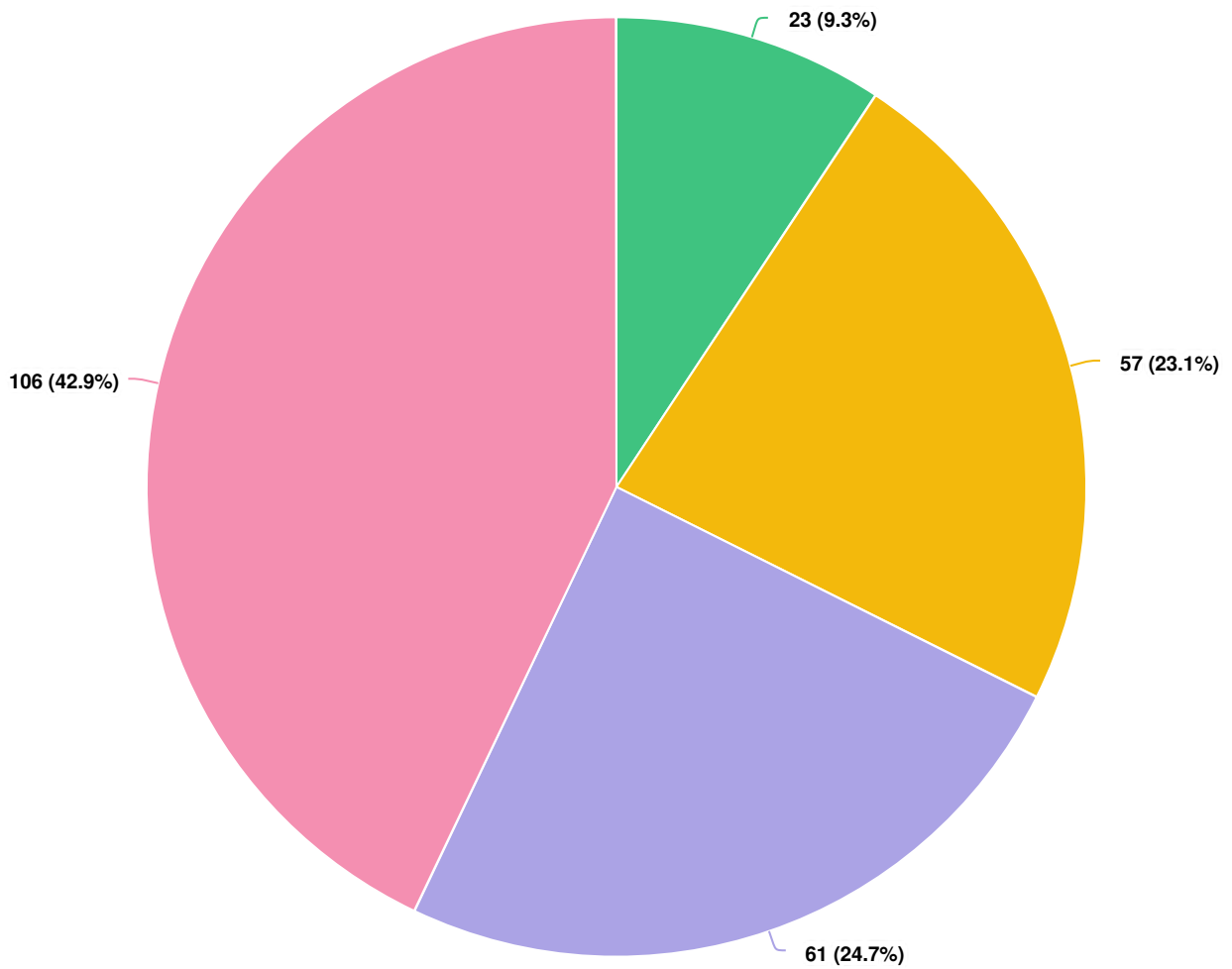


**Question options**

- Under 18 years old
- 18 - 29 years old
- 30 to 50 years old
- 51 + years old

*Mandatory Question (246 response(s))  
Question type: Radio Button Question*

**Q3** How often do you visit H. Murray Smith Centennial Park?



**Question options**

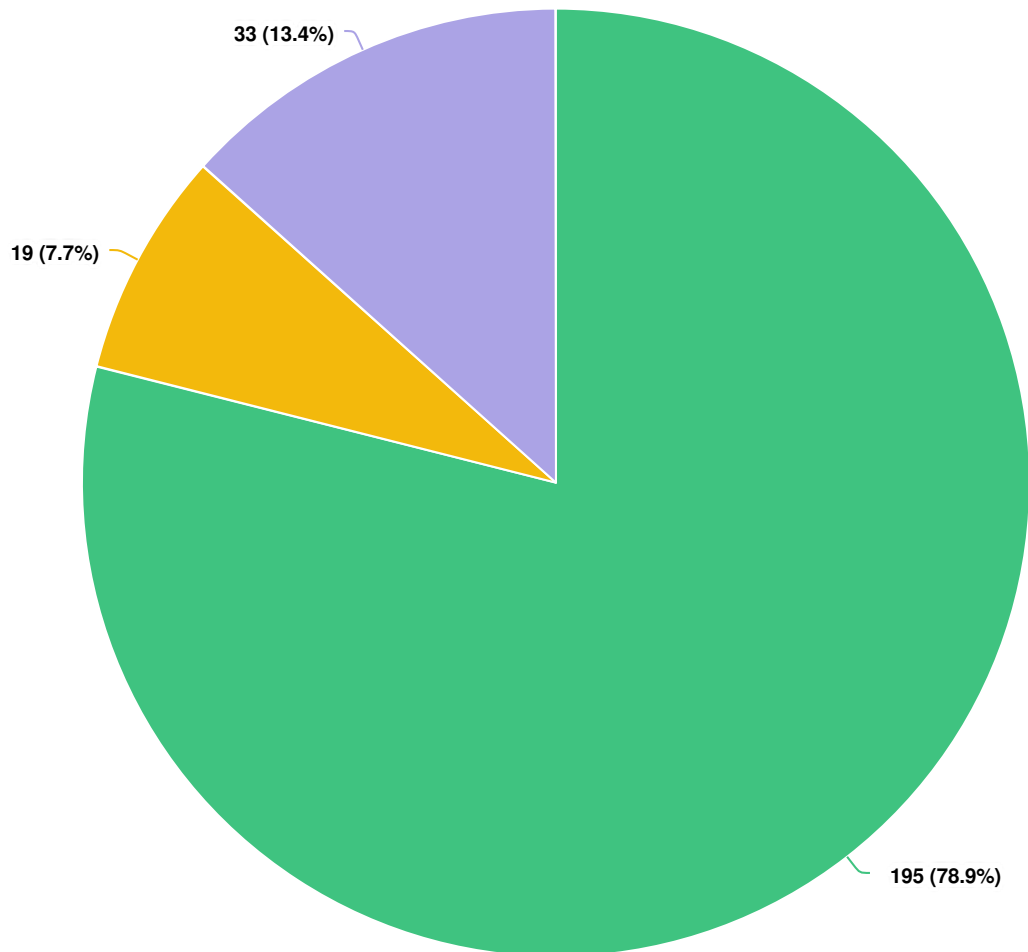
- Daily
- Weekly
- Monthly
- Rarely

Mandatory Question (246 response(s))

Question type: Radio Button Question



**Q4** | Do you think you would spend more time at H. Murray Smith Centennial Park, if it were improved?

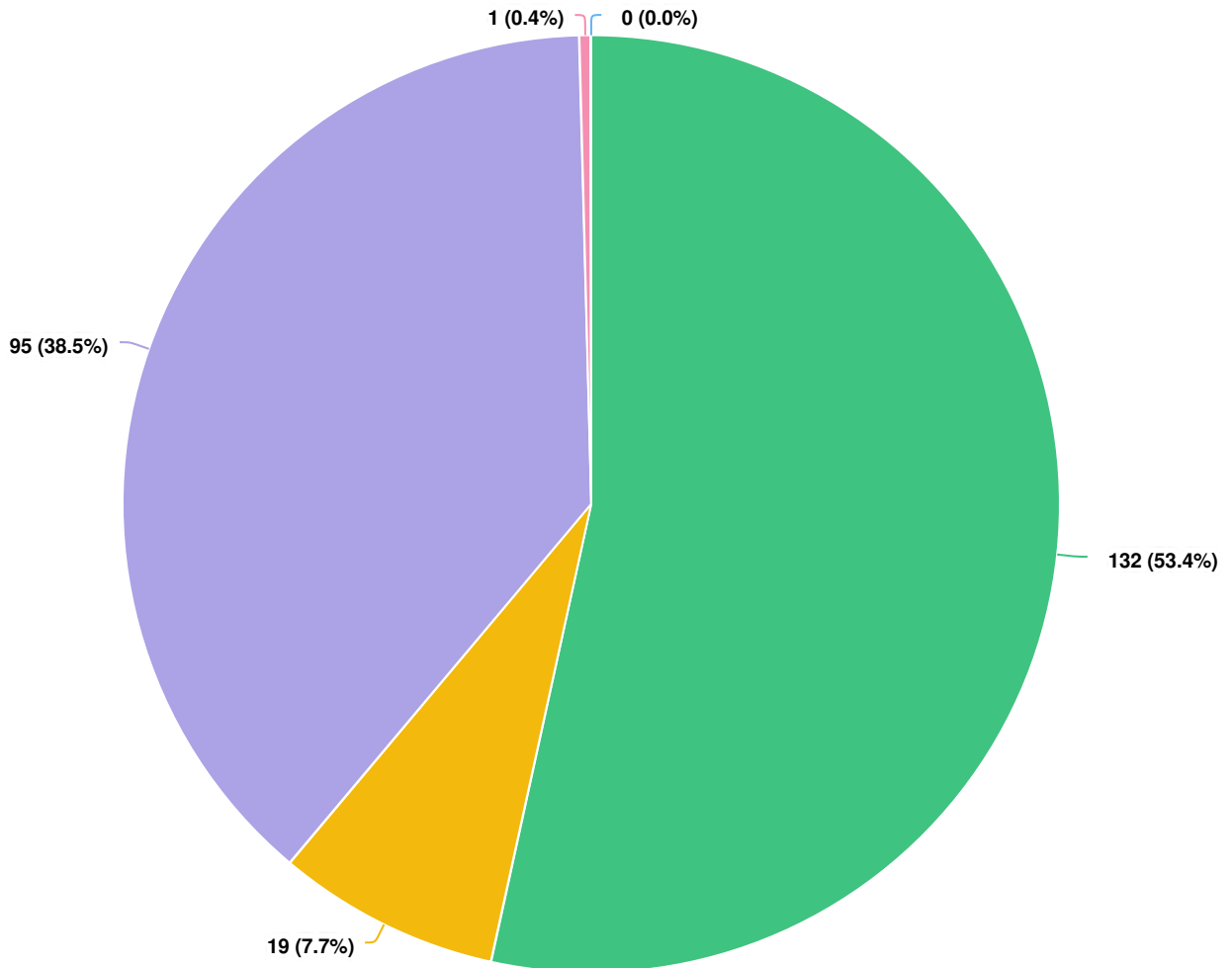


**Question options**

- Yes
- No
- Maybe

Mandatory Question (246 response(s))  
Question type: Radio Button Question

**Q5** What is your mode of transportation to get to H. Murray Smith Centennial Park, the majority of the time?



**Question options**

- Walk
- Bike
- Car
- Skateboard
- Rollerblade

Mandatory Question (246 response(s))  
Question type: Radio Button Question

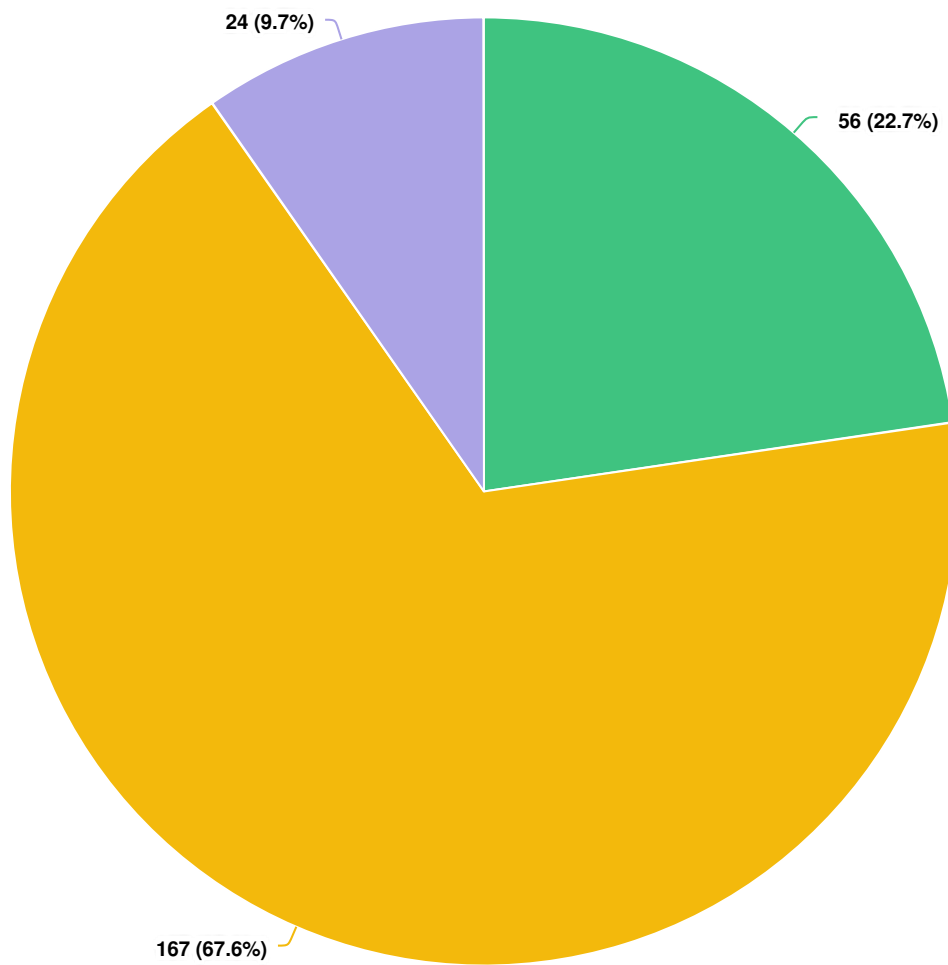
**Q6** Do you like the preliminary concept drawings for H. Murry Centennial Park? Please rank them in order of most preferred to least with 1 being the most preferred option. Note: concept drawings can also be viewed in the Documents section of this proj...

OPTIONS	AVG. RANK
Concept 1 ALL Park	2.18
Concept 2 ALL Park	2.28
Concept 3 Park with Housing	2.89
Concept 4 Park with Housing	3.24
Concept 5 Park with Housing	4.40

*Mandatory Question (247 response(s))*

*Question type: Ranking Question*

**Q7** | Are you in favour of affordable housing within a park setting?



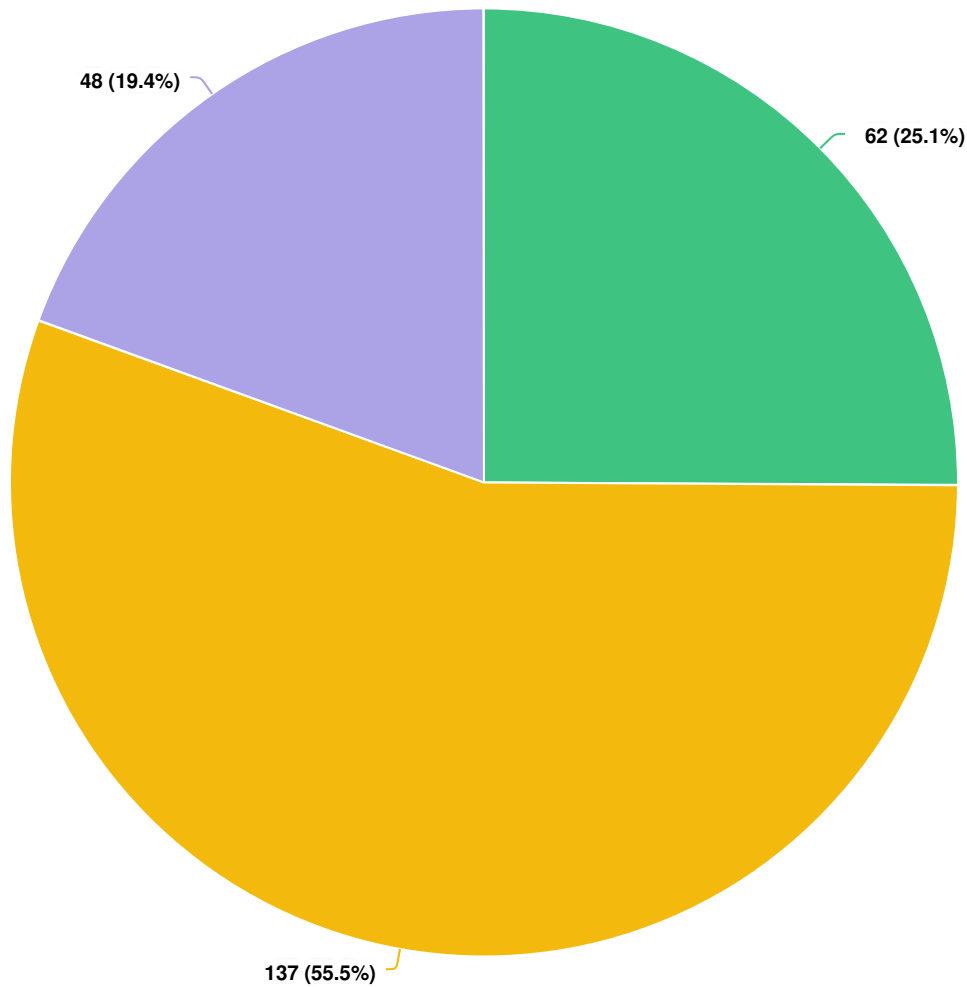
**Question options**

- I like it.
- I don't like it.
- I have no opinion.

*Mandatory Question (247 response(s))*

*Question type: Radio Button Question*

**Q8** Are you in support of moving park amenities once found in this Park to another Park?



**Question options**

- Yes
- No
- IF YES, which Park? (specify below)

Mandatory Question (247 response(s))

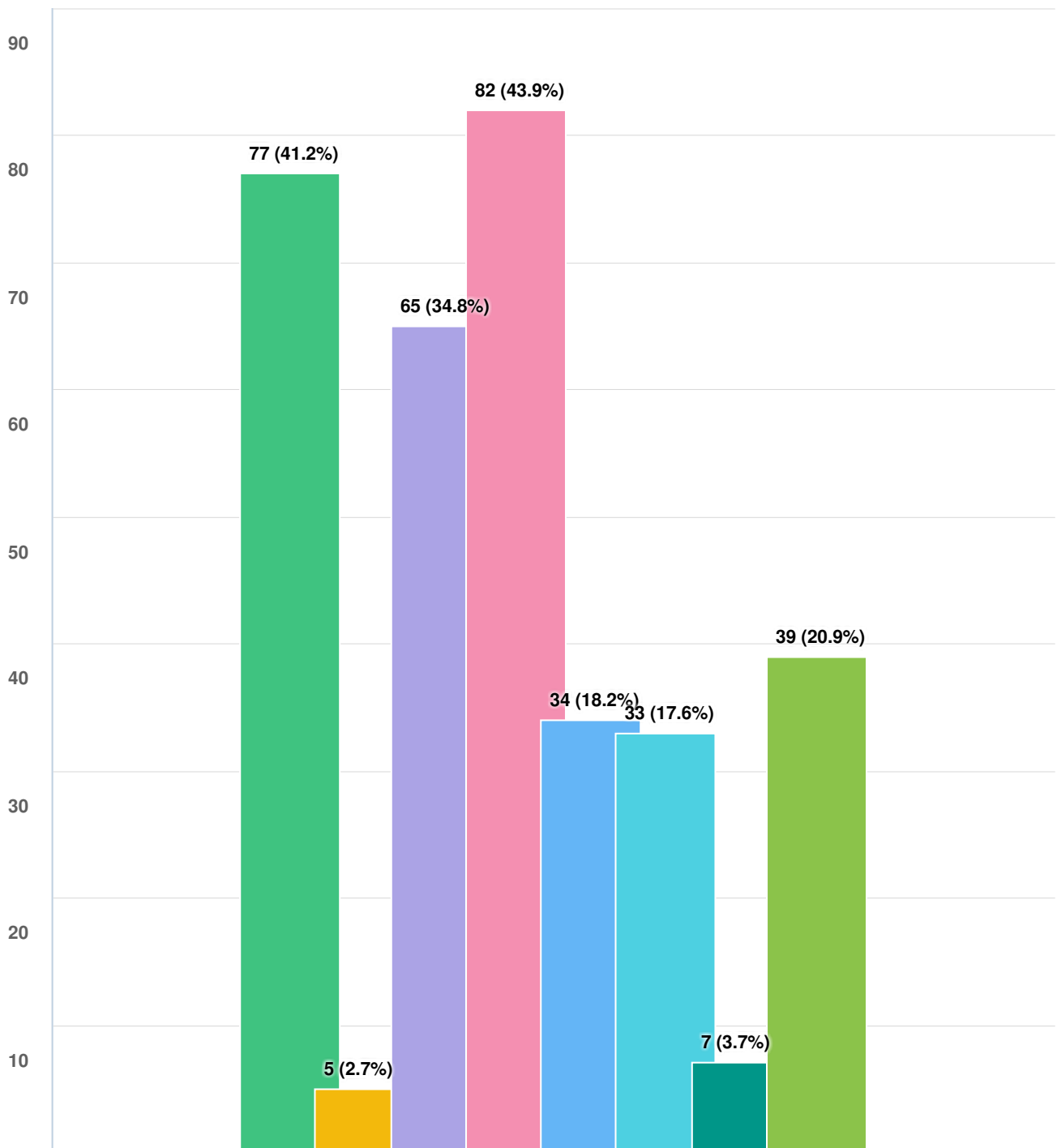
Question type: Radio Button Question

**Q9** Which of the following amenities would you like to see in Centennial Park? Check all that apply, by ranking them in order from highest priority with the number 1, through to the lowest priority with the number 20.

OPTIONS	AVG. RANK
Trees	5.67
Playground Pieces	6.15
Walking Paths / Multi Use Trails	7.37
Sledding Hill	7.52
Washrooms	8.13
Shade	8.43
Benches	9.08
Grass Sports Field/ Open	9.23
Picnic Area	10.42
Lighting	10.44
Splash Pad	10.49
Recycling and Trash Receptacles	10.85
Pavilion	12.32
Basketball Court	12.55
Outdoor Fitness Stations	12.57
Community Gardens	13.09
Bike Racks	13.58
Baseball	13.67
Pickleball Courts	13.98
Soccer	14.44

*Mandatory Question (247 response(s))*  
*Question type: Ranking Question*

**Q10** Are there any amenities you would like to see at Centennial Park, which have not been mentioned? (check all that apply)



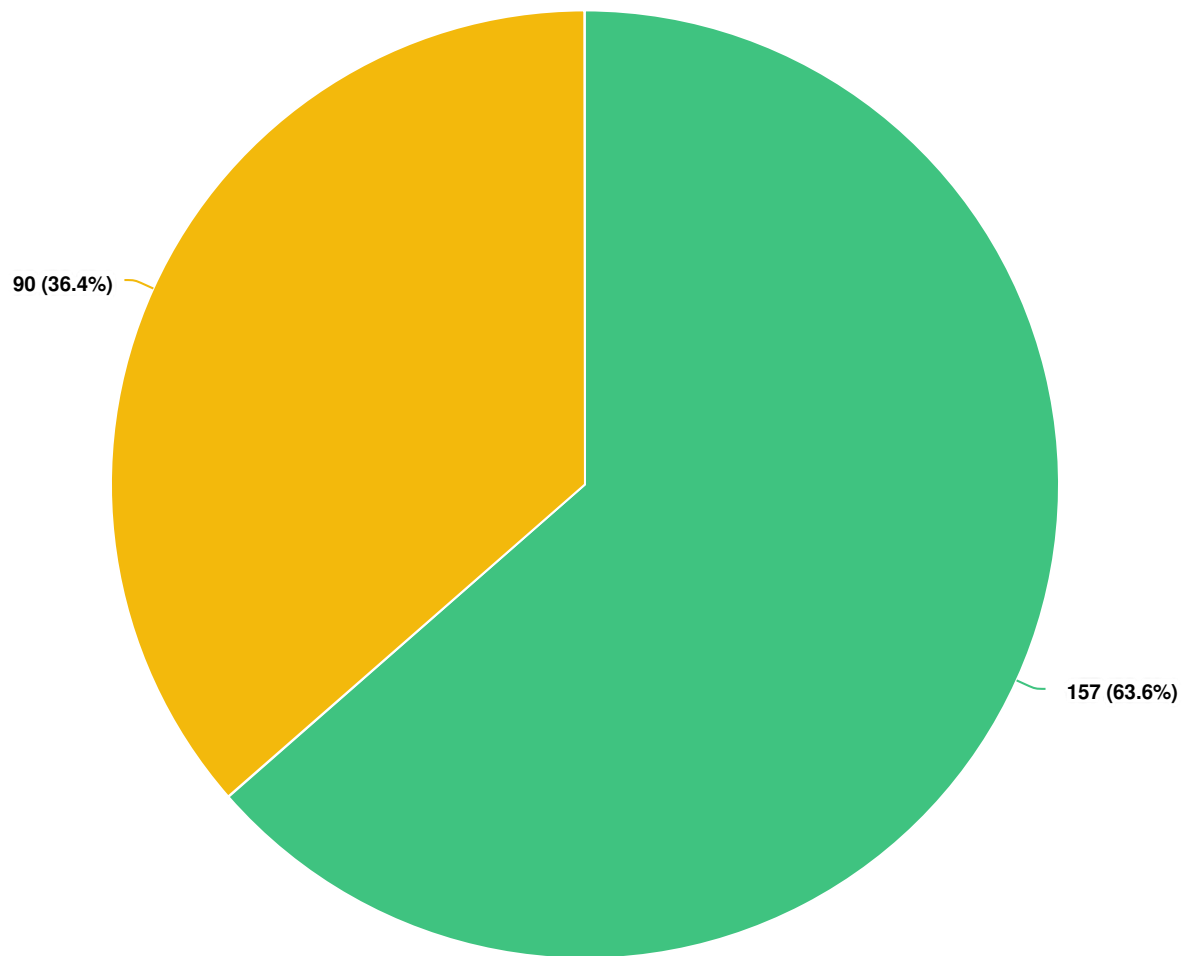
**Question options**

- Skate Park
- Rugby Field
- Formal Track
- Tennis Courts
- Disc Golf
- Football Field
- Cricket
- Other. Please specific below.

Optional question (187 response(s), 60 skipped)  
 Question type: Checkbox Question



**Q11 | Are you willing to pay more taxes to maintain our Town Parks?**



**Question options**

- Yes
- No

*Mandatory Question (247 response(s))  
Question type: Radio Button Question*

**Q12 | If you could make one improvement to the current park, what would it be?**

7/08/2021 12:15 AM Fencing around a properly surfaced track, playing field and stand so events could utilize the space with limited entrances.

7/08/2021 07:58 AM Skate park and tennis courts

7/08/2021 08:29 AM No HOUSES! Neighbourhood is filled with kids and as we shift more and more to technology, kids need somewhere to remain able to be kids!

7/08/2021 08:39 AM We really need updated play ground equipment

7/08/2021 08:40 AM Amenities for seniors

7/08/2021 08:41 AM Shade

7/08/2021 08:45 AM If Amherst doesn't build a track for public use, Track with playing field in middle. Otherwise hard surface, multi purpose fenced in courts for Basket Ball, ball hockey etc..

7/08/2021 08:47 AM Water stations to fill reusable bottles.

7/08/2021 08:58 AM No more housing being built, please!

7/08/2021 09:07 AM To have more things located in town, for the kids to use, instead of trying to push everything out to the arena, which isn't accessible for most kids who walk to these parks, and bring back the baseball diamonds.

7/08/2021 09:40 AM I feel most every resident simply desires what has been lost to be replaced at the lowest cost vs function return

7/08/2021 09:41 AM You've already destroyed the park. There's nothing there so it needs a full overhaul.

7/08/2021 09:49 AM More multi-purpose sports fields and courts (soccer, basketball, tennis, pickleball). Keeping the sledding hill. Walking trails.

7/08/2021 09:53 AM Trees, trails, nature. Please keep our parks parks. Do not remove parkland for affordable housing.

7/08/2021 09:55 AM Dog Park. Please for the love of god a Dog Park in this town.

7/08/2021 10:06 AM Garbages and playground equipment

7/08/2021 10:14 AM Nice big playground. Small parking at Victoria Street; the townhouses seem to need overflow parking. Trees. Keep hill. Not sure what the benefits of affordable housing is--keep it minimal/low density or none at all. Need skatepark somewhere.

7/08/2021 10:21 AM WIDE WALKING, BICYCLING, ROLLERBLADE TRAILS

7/08/2021 10:41 AM I would improve the current park by replacing the baseball diamonds that were removed to make room for the new school.

7/08/2021 11:16 AM It needs the baseball diamonds back. SPORTS SPORTS SPORTS, and adequate parking for games

7/08/2021 11:29 AM Washroom

7/08/2021 11:37 AM Replace the track, concrete skate park.

7/08/2021 11:40 AM Centennial park is currently un-usable. Any improvement would be an improvement.

This.

7/08/2021 11:47 AM

Can't really use the present park due to the track being compromised. A safe track would be a good improvement.

7/08/2021 11:57 AM

Anything's better than nothing right now

7/08/2021 11:58 AM

Updated equipment

7/08/2021 12:26 PM

Put the housing at Centennial and create a destination park at Jack Purdie

7/08/2021 12:32 PM

Skate park

7/08/2021 12:37 PM

New playground structure

7/08/2021 12:55 PM

Another splash pad would be great and tennis courts

7/08/2021 01:09 PM

Fix the track

7/08/2021 01:33 PM

Make the open space as usable for as many residents as possible as it pertains to health, fitness, and leisure.

7/08/2021 02:14 PM

Bigger skate park

7/08/2021 02:14 PM

More trees

7/08/2021 03:19 PM

Fenced in dog park

7/08/2021 03:29 PM

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7/08/2021 03:32 PM

When we moved here in 2016, the park was clearly neglected and unkept. I'd like to see the new park being taken care of.

7/08/2021 03:34 PM

Outdoor fitness equipment

7/08/2021 03:53 PM

Restrooms

7/08/2021 04:41 PM

Fix the track and football field. The football field at Libro is not useable as unsafe. Having the track. And football close to high school makes most sense. Many people use the track. Even in its disrepair. Unfortunate town let it go.

7/08/2021 05:42 PM

at murray the playground without a doubt, kids basically have a hill to play at, the play equipment is completely out of date

7/08/2021 05:52 PM

More trees and plants

7/08/2021 06:08 PM

Geared to recreational NOT HOUSING

7/08/2021 06:43 PM

Pavilions, shade, washrooms

7/08/2021 07:38 PM

dog park/fenced areas

7/08/2021 07:54 PM

Rebuilding playground area, more green space

7/08/2021 08:08 PM

No housing. Keep our greenspaces green. More trees.

7/08/2021 09:11 PM

Add more amenities to make the park more inviting

7/08/2021 09:24 PM	concession stand
7/08/2021 10:27 PM	More amenities
7/09/2021 12:15 AM	More seating, better equipment and shade
7/09/2021 06:44 AM	Please keep it a big park. It was brutal enough loosing half of it to the high school. Please keep the remainder a park, and add some trash cans please.
7/09/2021 07:45 AM	Lighting
7/09/2021 10:24 AM	Leave Russell Renaud Hill in it's present size and location
7/09/2021 11:10 AM	More trees
7/09/2021 12:46 PM	I don't think we need walking trails and a track. We have other trails for walking and biking. No need for duplication of amenities. The same with baseball and soccer put those amenities at one park. The same with splash pad, there is already one in town.
7/09/2021 06:48 PM	Keep it green space. I think the addition of a second splash pad and play area in town is a great idea.
7/09/2021 07:53 PM	Anything is better than a delapidated track, a gravel lot from old arena, an unkempt community centre and a construction site
7/10/2021 08:42 AM	Dog park
7/10/2021 10:11 AM	To add a dog park

7/10/2021 12:38 PM	Add more features
7/10/2021 01:56 PM	Nothing they did a great job on park plan 1
7/10/2021 02:34 PM	Usable green space
7/10/2021 06:19 PM	Affordable housing
7/10/2021 07:24 PM	Concession stand
7/10/2021 08:50 PM	The erodding of the hill- building the dirt back up for continued future sledding/play use
7/11/2021 12:45 AM	Remove old building structure, improve current parking. Improve lighting and paths. Me and my family prefer to keep Russel Reneaud Hill as it is currently, we enjoy it in all seasons but especially in the winter for tobogganing.
7/11/2021 08:48 AM	Make it feel more welcoming
7/11/2021 10:33 AM	Nothing
7/11/2021 12:39 PM	Affordable housing
7/11/2021 12:42 PM	More affordable housing
7/12/2021 10:52 AM	If you are going to tear down the acs building then turn the whole corner into parkland,
7/12/2021 12:00 PM	Shaded walk area. I used to walk my dog daily at centennial park in the summer nice shade no that's gone

7/12/2021 03:18 PM Really, I do not think that our tax paying dollars need to be spent on this. Leave the parks as they are

7/12/2021 03:27 PM Bring back the swimming pool.

7/12/2021 03:54 PM Install a swimming pool.

7/12/2021 05:02 PM Leave the parks alone! Parks are green space not housing! Stop!

7/12/2021 05:07 PM Leave our parks as parks. You're presentation is so misleading counting the school property as parkland. Also Bellvue and co-nan parks should not be counted. Your numbers are misleading as usual. Put your residents first before tourists for a change

7/12/2021 05:10 PM If Amherstburg is in need of affordable housing, the housing should go in centennial park it is closer to shopping and across from the community centre. I'm open to housing but still like the idea of keeping both parks as green space.

7/12/2021 06:29 PM I would ask that current and future town councils not abandon the upkeep and maintenance of this park as they have in the past. This park was a shining jewel and the ignorance of previous councils turned this park into a lump of coal.

7/12/2021 08:13 PM Outdoor adult exercise, bocce ball, connection to bike/walking paths

7/12/2021 09:25 PM Pursue track with School Board

7/12/2021 10:50 PM an attainable plan that can be properly physically and fiscally maintained by our town

Make it for the kids in our community, play equipment etc.



7/12/2021 11:24 PM

(re)Build a track

7/12/2021 11:42 PM

Skate park

7/13/2021 08:35 AM

There isn't a park right now.

7/13/2021 01:59 PM

Swimming Pool or Pond

7/13/2021 05:53 PM

More trees and flower gardens

7/13/2021 06:44 PM

More Grass Field and Flower Gardens

7/13/2021 07:00 PM

More trees and a place to put sunflowers.

7/13/2021 07:00 PM

Pool

7/13/2021 08:51 PM

taller sledding hill

7/14/2021 09:45 AM

More trees and trails

7/14/2021 12:19 PM

Walking track

7/14/2021 01:31 PM

Anything done to the park in its present state would be an improvement. Incorporating affordable senior housing is imperative for this town to be able to care for its aging population.

7/14/2021 01:34 PM

Walking fitness trails

7/14/2021 05:49 PM

More trees, walking trails

7/14/2021 06:03 PM

It's not even a park right now. It's just a piece of land with gravel.  
It's not useable. It needs to be useable.

7/15/2021 01:27 PM

pool

7/15/2021 04:53 PM

Walking Trails

7/15/2021 09:14 PM

Trees..

7/15/2021 09:30 PM

Baseball field to accompany future football field and track. Aburg  
highschool will have to compete with Villanova

7/16/2021 12:24 AM

Accessibility to all

7/16/2021 02:02 PM

Question 11 is not worded fairly. I am not willing to pay more taxes  
for MAINTENANCE but I am willing to pay more taxes for new  
development/amenities.

7/16/2021 02:55 PM

trees

7/16/2021 07:40 PM

I feel that the teenage group, ages 13-18, currently have limited  
recreational options. I watched this age group use the basketball  
courts as well as the sand volley ball courts, until they became in  
such bad condition, they could no longer be used.

7/17/2021 11:21 AM

Housing

7/18/2021 11:06 AM

More trees and paths

7/19/2021 11:49 AM

Housing for students.

7/20/2021 04:10 PM

More Flowers

7/20/2021 08:45 PM

Don't add the senior living building

7/21/2021 11:17 AM

Get it back to the way it was 30 years ago

7/21/2021 05:50 PM

Do NOT build living spaces! Park area ONLY!!

7/21/2021 07:06 PM

Develop on other vacant properties and leave the parks alone. Use the parking lot from the former highschool for housing.

7/21/2021 07:21 PM

Redo walking track

7/21/2021 07:41 PM

Something for the kids

7/21/2021 07:41 PM

Year round washrooms (i.e. when sledding with kids)

7/21/2021 07:53 PM

Go back in time, don't sell it. Don't use those funds to renovate St. BERNARDS. Keep St. JOHNS property for public use. So many mistakes have been made, I don't know if they can be fixed. Our children have lost everything this town had to offer.

7/21/2021 08:25 PM

More trees and dog park

7/21/2021 09:14 PM

No housing, more green space.

7/21/2021 09:48 PM

7/21/2021 11:15 PM more shade

7/22/2021 12:57 AM To make sure there is enough parking and area for a walking path

7/22/2021 06:38 AM Keep the sledding hill

7/22/2021 07:22 AM Save the hill.

7/22/2021 08:22 AM Like I said fix the tack!!!!!!! Says pick the one you like so I pick does not let me send. We do not want any public housing that would ruin our value on Richmond St with undesirable housing around !!

7/22/2021 09:17 AM Remove all proposed housing on the property and leave it solely to park and recreational use.

7/22/2021 05:03 PM Keep it as green space. Enough already with all the development and adding housing. There are lots of other places for housing and this isn't one of them.

7/22/2021 11:44 PM The current park no longer exist with the school structure. But keeping baseball, pool and playground structures. The location is a place that can be SAFELY walked to. Libro centre is not a safe walking route

7/23/2021 11:39 AM Any senior housing Should give first preference to current Amherstburg residents

7/23/2021 09:36 PM Basketball courts

7/24/2021 08:31 PM Trees

Adding a walking track or trail.

7/25/2021 03:55 PM

The whole park is currently an eyesore.

7/28/2021 08:03 AM

Seating with walking path

7/28/2021 12:33 PM

More activities NO housing

7/28/2021 04:02 PM

Put the skate park there as a permanent location.

7/28/2021 05:15 P

7/28/2021 05:22 PM

No housing!!!!

7/28/2021 09:31 PM

Play equipment

7/29/2021 07:31 AM

Add more trees, gardens benches, walking paths, playground 4 kids. Need to keep our youth active with sports and skate options as well. The toboggan hill needs to stay. We have nothing fun to do the the kids in the winter. Everyday there are kids there

7/29/2021 09:10 AM

The park is bare right now, and has been neglected for years. The park needs to have tennis courts and basketball curts at minimum for the people in the community to use. Pickleball is also a booming sport for older people. Amherstburg is behind the times

7/29/2021 01:06 PM

Plant many trees, park benches, keep the hill as is, no changes in size. Keep it green. Basketball court would be nice for youth and skate park, so they have something to do. Absolutely NO housing of any kind.

7/30/2021 02:01 PM

More trees/shade

7/31/2021 10:09 AM

Considering that the current park is under construction, does not have a full track and an unpaved parking lot, anything would make

an improvement to it.

Dirt bike trail

7/31/2021 11:24 AM

what is there you would hardly call a park. It's a neglected track in one area with an old children's play area in another. I couldn't begin to decide where to start. n't

7/31/2021 03:58 PM

Put a functioning park there.

7/31/2021 04:02 PM

More community activities and get togethers

7/31/2021 04:25 PM

Public bathrooms

7/31/2021 05:59 PM

Replace /repair the track so it can be used for schools for track meets. Replace the tennis courts and the play equipment. The school which is currently being built the green space should not be included with the towns current green space .

7/31/2021 09:29 PM

Bring back skate park and basket ball court

7/31/2021 10:15 PM

Walking trails

7/31/2021 10:58 PM

Shade

8/01/2021 07:48 AM

Add proper walking trails .

8/01/2021 10:32 AM

Walking trails

8/01/2021 10:45 AM

Swimming pool!!!

8/01/2021 11:13 AM

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Picnic tables

8/01/2021 11:32 AM

8/01/2021 11:33 AM

It would be nice for this park to keep its character, with the sledding hill, but with more trees and community gathering spaces. While I think that affordable housing makes more sense here than Purdie, I can't help but wonder if there is a better space.

8/01/2021 02:00 PM

leave it as is and landscape Duffys. Finish one project before beginning another

8/01/2021 02:10 PM

Replace former amenities and keep it parkland. No housing in parklands. Upgrade washrooms.

8/01/2021 07:03 PM

Make sure there is space left for the high school students to use. Add pickleball/tennis courts.

8/01/2021 07:16 PM

Trees and shade

8/01/2021 09:23 PM

Playground and keep the sledding hill. Does not make sense to tear something down just to build it again.

8/01/2021 10:45 PM

Equipment/ baseball field / tennis and basketball court

8/02/2021 09:21 AM

benches

8/02/2021 01:06 PM

Put back what has been removed where possible. This survey does not allow for input.

8/02/2021 02:39 PM

Anything that is put there will be an improvement. My high taxes should be well enough afford some kind of improvement.

8/02/2021 06:57 PM

More regular police patrol ... on foot.

8/02/2021 09:07 PM

I would like to see it all park area. I think the senior's home should be across the street. I don't think there should be anymore low income house in this area. There is already enough in one area. I think there are other places for low income housing.

community gardens

8/02/2021 09:31 PM

**Optional question** (170 response(s), 77 skipped)

**Question type:** Single Line Question



# Jack Purdie Park Survey Responses 2021

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## **SURVEY RESPONSE REPORT**

08 July 2021 - 02 August 2021

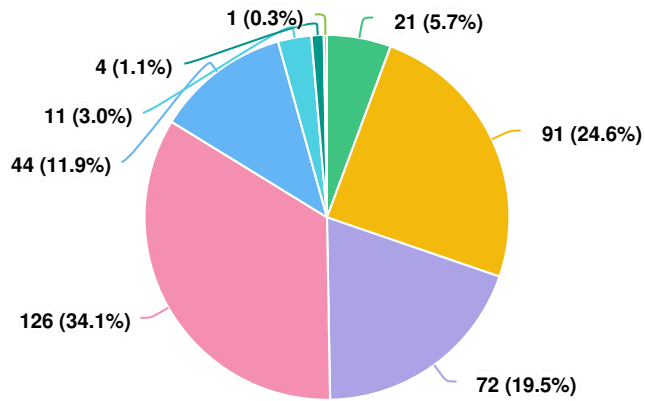
### **PROJECT NAME:**

Jack Purdie Park Project



SURVEY QUESTIONS

**Q1** How many people live in your household?



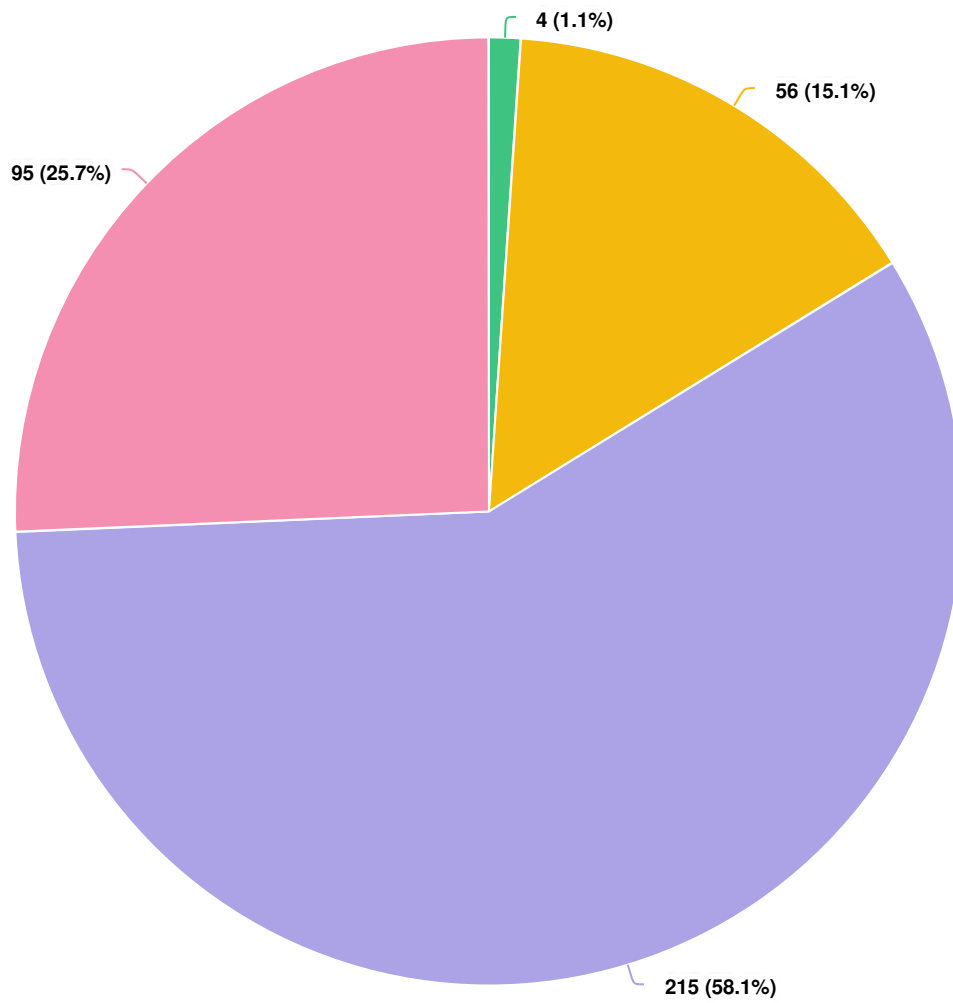
**Question options**

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8+

Mandatory Question (369 response(s))

Question type: Radio Button Question

**Q2** What is your age?

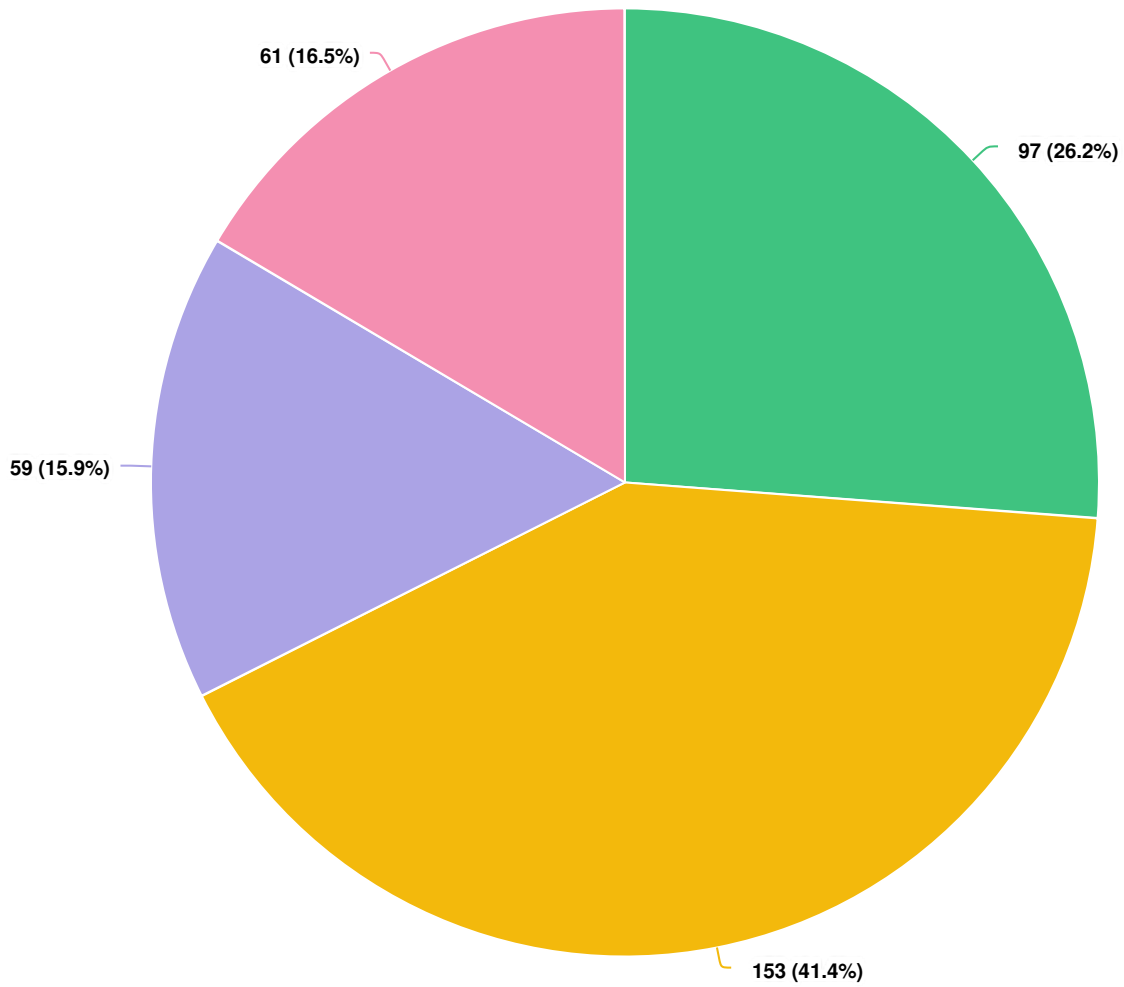


**Question options**

- Under 18 years old
- 19 to 29 years old
- 30 to 50 years old
- 51+ years old

Mandatory Question (369 response(s))  
Question type: Dropdown Question

**Q3** How often do you visit Jack Purdie Park?

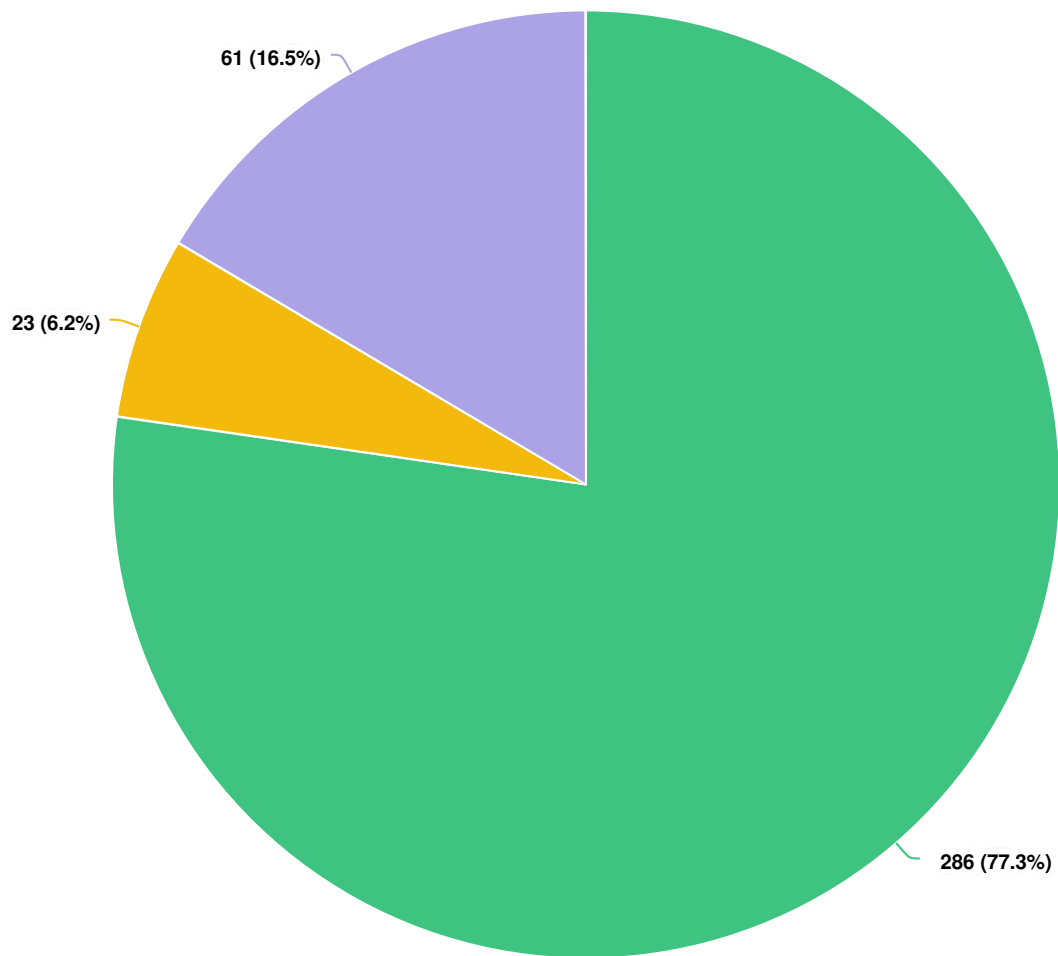


**Question options**

- Daily
- Weekly
- Monthly
- Rarely

Mandatory Question (369 response(s))  
Question type: Dropdown Question

**Q4** Do you think you would spend more time at Jack Purdie Park, if it were improved?

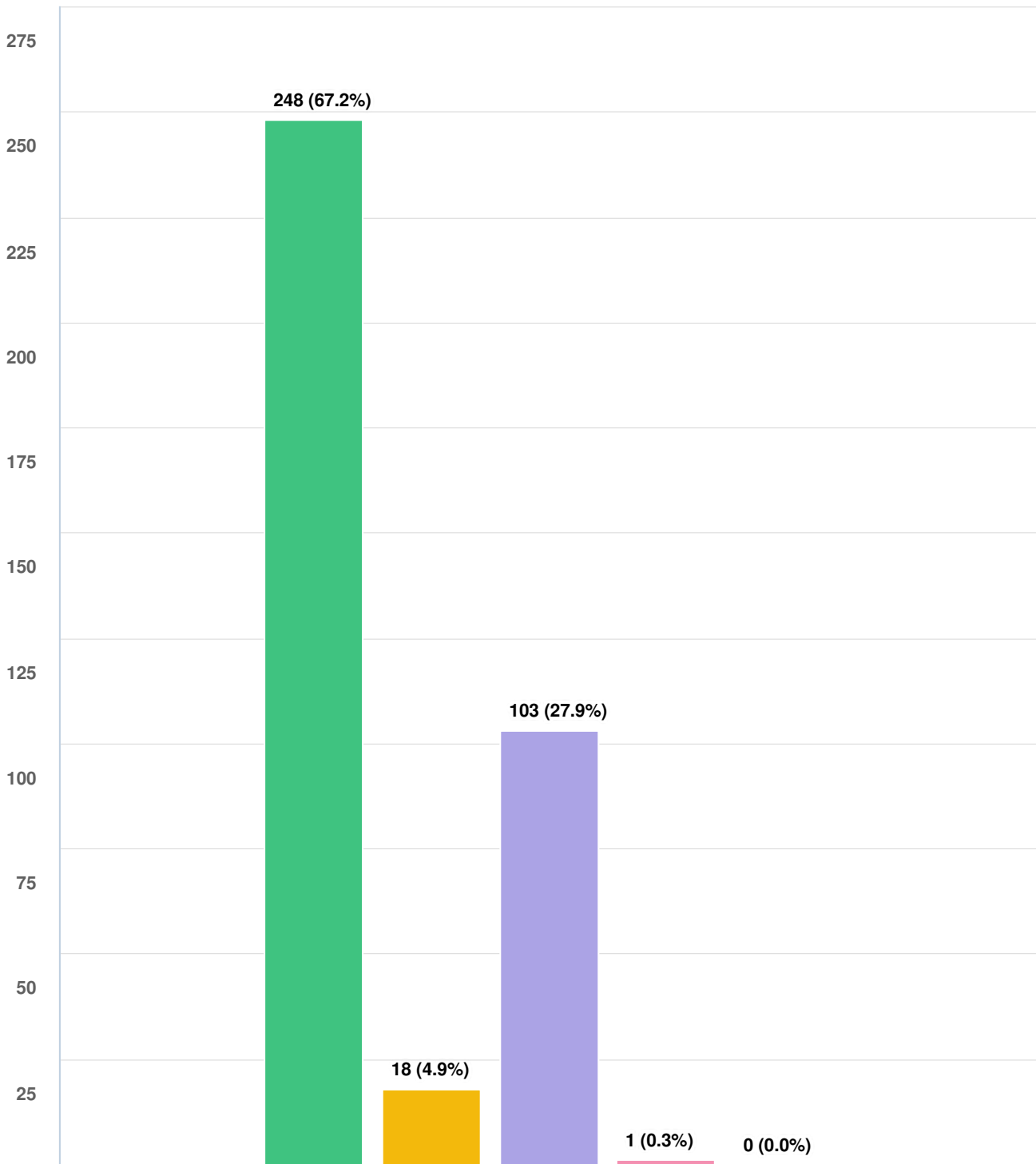


**Question options**

- Yes
- No
- Maybe

Mandatory Question (369 response(s))  
Question type: Radio Button Question

**Q5** What is your mode of transportation to get to Jack Purdie Park, the majority of the time?



**Question options**

- Walk
- Bike
- Car
- Rollerblade
- Skateboard

Mandatory Question (369 response(s))

Question type: Checkbox Question

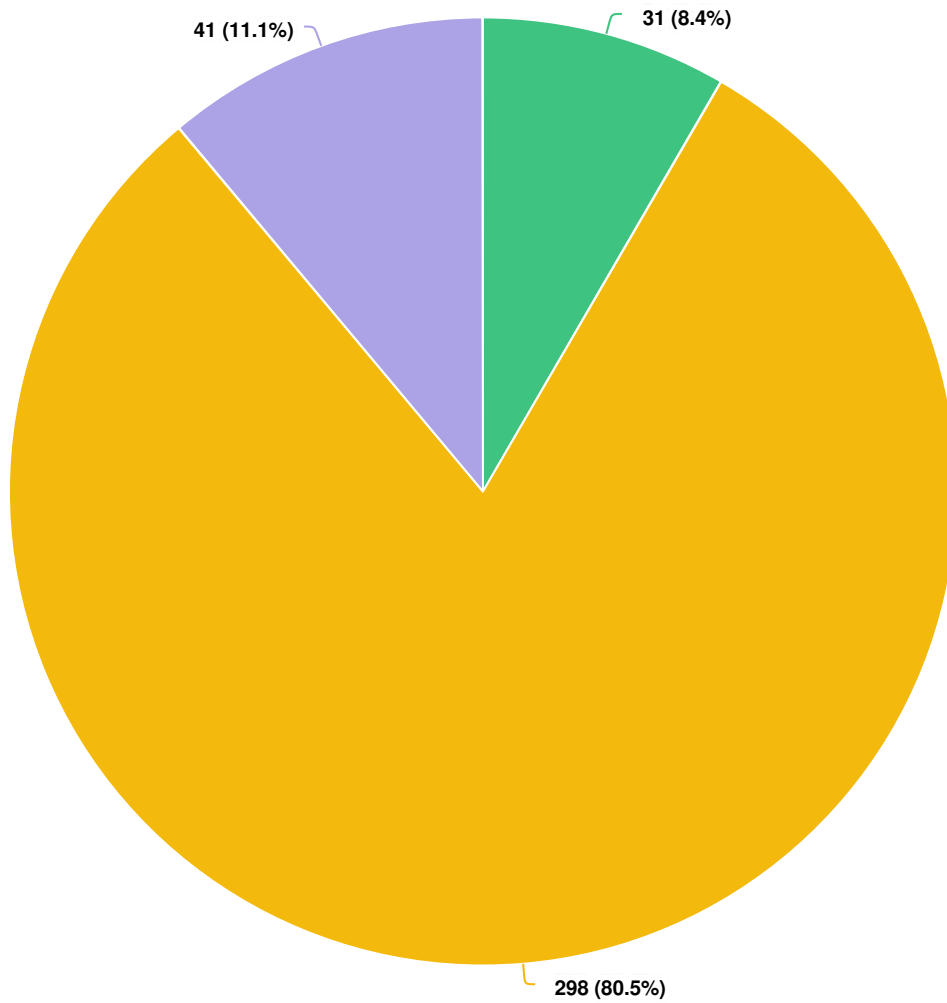
**Q6** | Do you like the preliminary concept drawings for Jack Purdie Park? Please rank them in order of most preferred (1) to least preferred (4). Note: concept drawings can also be viewed in the Documents section of this project.

OPTIONS	AVG. RANK
Concept 1 ALL Park	1.49
Concept 2 ALL Park	1.82
Concept 3 Park with Housing	3.12
Concept 4 Park with Housing	3.56

*Mandatory Question (370 response(s))  
Question type: Ranking Question*



**Q7** Are you in favour of affordable housing within a park setting?

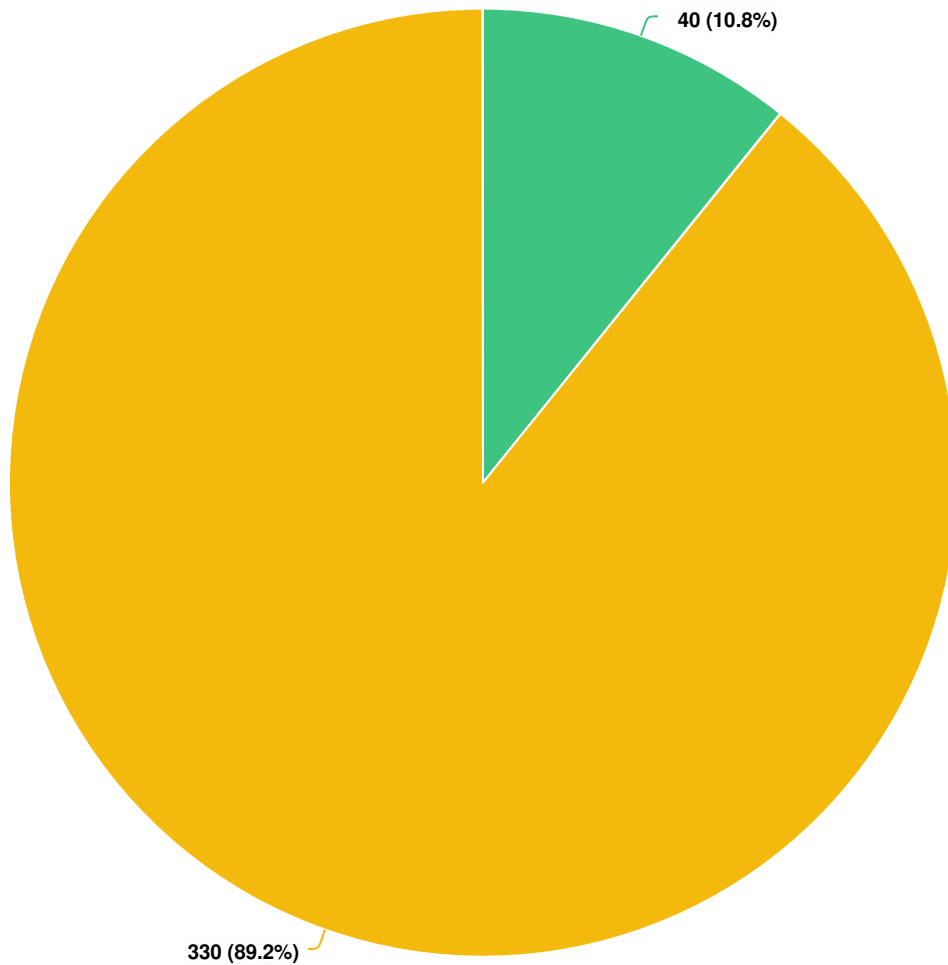


**Question options**

- Yes
- No
- Maybe

Mandatory Question (370 response(s))  
Question type: Radio Button Question

**Q8 | A sale of the portion of the park may provide funding for Council to implement Concepts 3 and 4. Are you in full support of this?**



**Question options**

- Yes
- No

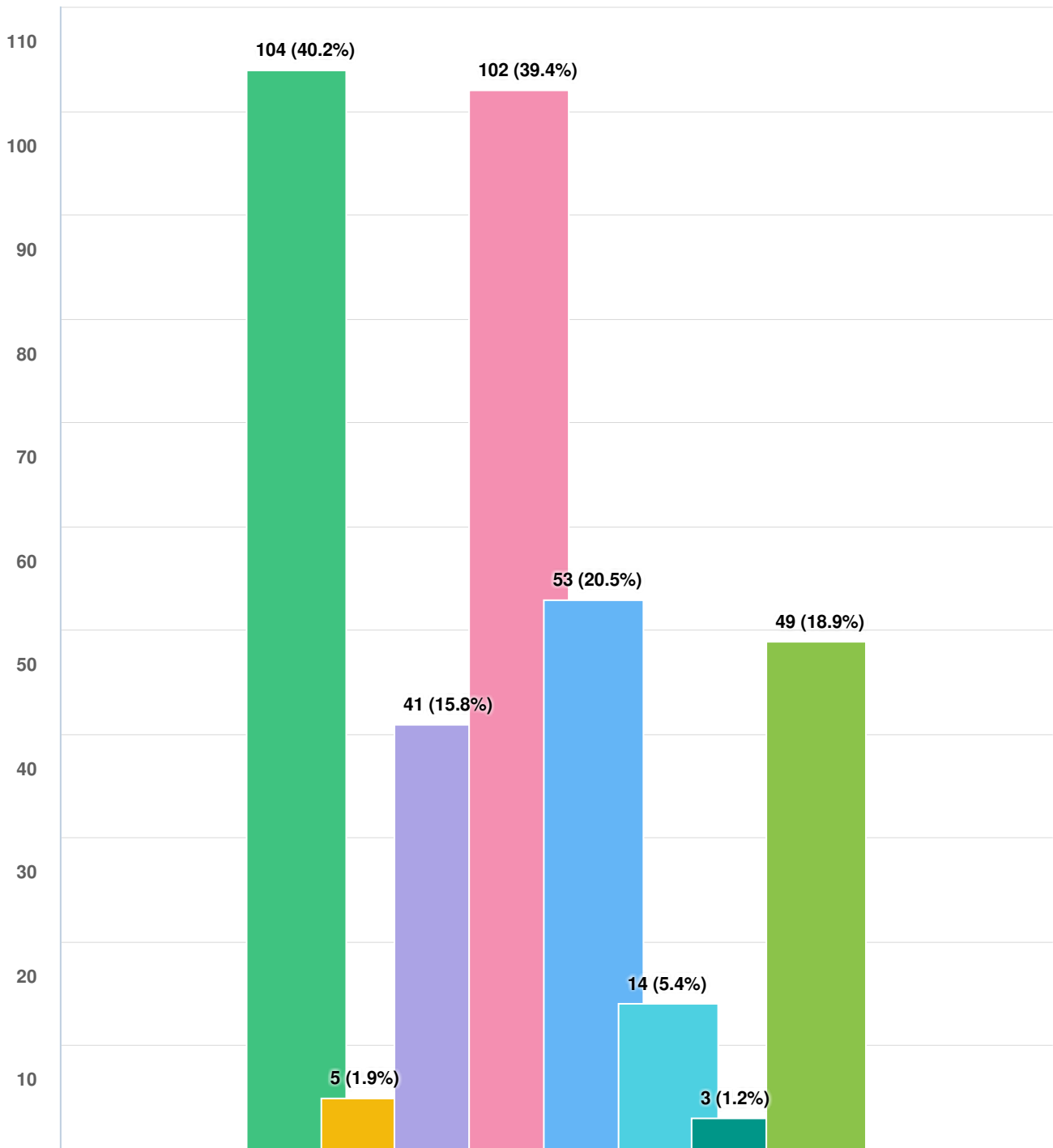
*Mandatory Question (370 response(s))  
Question type: Radio Button Question*

**Q9** Which of the following amenities would you like to see in Jack Purdie Park? Check all that apply, by ranking them in order from highest priority with the number 1, through to the lowest priority with the number 20.

<b>OPTIONS</b>	<b>AVG. RANK</b>
Playground Pieces	4.41
Trees	5.90
Walking Paths / Multi Use Trails	7.71
Grass Sports Field/ Open	7.74
Splash Pad	7.85
Benches	8.32
Washrooms	8.75
Shade	8.92
Picnic Area	9.94
Recycling and Trash Receptacles	10.78
Sledding Hill	11.03
Lighting	11.24
Pavilion	11.49
Basketball Court	12.82
Outdoor Fitness Stations	12.96
Community Gardens	13.31
Bike Racks	13.54
Soccer	13.81
Baseball	14.74
Pickleball Courts	14.76

*Mandatory Question (370 response(s))  
Question type: Ranking Question*

**Q10** Are there any amenities you would like to see at Jack Purdie Park, which have not been mentioned? (check all that apply)

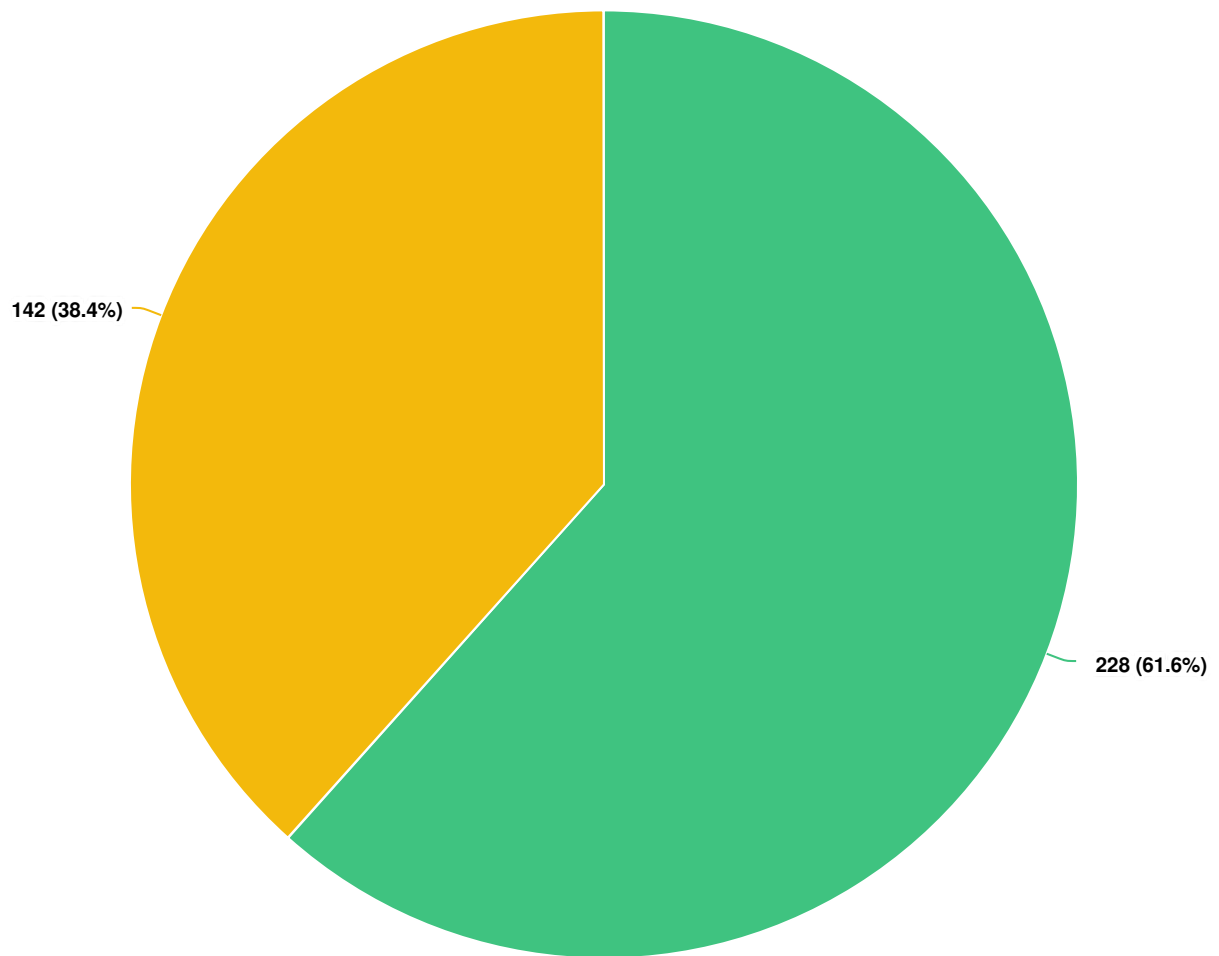


**Question options**

- Skate Park
- Rugby Field
- Formal Track
- Tennis Courts
- Disc Golf
- Football Field
- Cricket
- Other, please specify below.

Optional question (259 response(s), 111 skipped)  
Question type: Checkbox Question

**Q11 | Are you willing to pay more taxes to maintain our Town Parks?**



**Question options**

- Yes
- No

*Mandatory Question (370 response(s))  
Question type: Radio Button Question*

**Q12** | **If you could make one improvement to the current Park, what would it be?**

- 7/08/2021 12:16 AM Updated play equipment
- 7/08/2021 12:21 AM Playground Equipment
- 7/08/2021 01:17 AM Better equipment and splash pad.
- 7/08/2021 03:20 AM Flat grass space. I once wanted to try running on that space, but there were too many bumps and holes, I could trip and hurt myself. I absolutely love the open grass space, I just wish it could be used more. Concept 1 and 2 are great for the park.
- 7/08/2021 05:45 AM Fix sidewalks. Add more shading trees.
- 7/08/2021 06:19 AM More trees, walking paths.
- 7/08/2021 07:27 AM To not put housing there. Reason we moved here was because we had a park in our backyard. NOT HOUSING
- 7/08/2021 07:34 AM The grass is uneven, if you try to run on it there are craters and holes you can roll an ankle in very easily. What an opportunity to make a beautiful park to rival Jackson park in Windsor or the miracle park.
- 7/08/2021 07:45 AM Updated equipment
- 7/08/2021 08:06 AM Add a pavillion
- 7/08/2021 08:30 AM better playground

7/08/2021 08:33 AM

More lighting and supervision. I live on Reynolds Court and my home backs onto Jack Purdie Park. There is a lot of kids hanging out there during the day but they get into trouble due to lack of things to do. There is also a lot of unnecessary cars in

7/08/2021 08:34 AM

Absolutely no houses!

7/08/2021 08:41 AM

A splash pad and more benches & garbage cans near play area.

7/08/2021 08:48 AM

Shade

7/08/2021 08:48 AM

Splash Pad

7/08/2021 08:50 AM

Please do not add housing to one of our few green spaces left! Amherstburg is building up overly fast already and losing it's small-town vibe.

7/08/2021 08:51 AM

New/modern play equipment

7/08/2021 08:55 AM

add

7/08/2021 08:55 AM

add trees

7/08/2021 09:06 AM

Add Trees

7/08/2021 09:07 AM

Pool

7/08/2021 09:28 AM

Keep the entire Park! Pathway shaded with trees around the entire park measuring 1K or 800M. Must have room for an ultimate frisbee field. If you want a theme what about Monopoly? Please save our Greenspace!



Dog Park. Dog Park. Dog Park.

7/08/2021 09:50 AM

No housing, children need green space. The town is taking up all the green space and limiting our play areas. Kids must have a place to be kids and teenagers must also have a place to hang out.

7/08/2021 09:53 AM

Work out stations

7/08/2021 09:55 AM

I would bring a football field because I know a lot of young children that play around here and it's probably the most popular sport in this area.

7/08/2021 09:57 AM

Better equipment, more garbages, more sports fields, trees for shades

7/08/2021 09:58 AM

Trees, trails, nature. Do not remove or sell parkland to add affordable housing. We can never get this land back.

7/08/2021 09:58 AM

Adding and or improving to the existing park is vital to our community. Our children need it, the families need it and it may bring other people into our town. This is an opportunity to do something great, let's make it happen.

7/08/2021 10:05 AM

I would add more trees, a splash pad for kids, benches, a sand box, a tennis court

7/08/2021 10:08 AM

Adding Benches along walkways and at playground

7/08/2021 10:09 AM

New playground Equipment

7/08/2021 10:35 AM

WASHROOMS

7/08/2021 10:35 AM

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7/08/2021 10:52 AM Better playground equipment

7/08/2021 10:57 AM Plant more trees for shade over the new walking paths.

7/08/2021 11:04 AM Upgrade the playground structures

7/08/2021 11:10 AM Updated/ accessible playground with shade (covered)

7/08/2021 11:22 AM Take advantage of the space for our kids to play. Basketball, more equipment, a track since the old one is gone, washrooms and shade

7/08/2021 11:23 AM Washroom

7/08/2021 11:36 AM Make more baseball diamonds so the kids in Amherstburg can resume playing ball. And leave the rest of Centennial as it is with the sledding hill!is

7/08/2021 11:55 AM Redesign concept 1 and 2 and remove the soccer field and use the space more effectively to suit the other needs.

7/08/2021 12:11 PM More seating and up to date park

7/08/2021 12:14 PM NOTHING!!!!!! LEAVE IT ALONE!!!!

7/08/2021 12:22 PM Updating all of the old equipment

7/08/2021 12:23 PM Splash pad

7/08/2021 12:29 PM Better equipment and seating for parents

7/08/2021 01:01 PM Don't put houses in our green space

7/08/2021 01:02 PM Washrooms

7/08/2021 01:07 PM Leave a spot if land. Splash park would be nice, picnic area too

7/08/2021 01:11 PM The stop sign or cross walk Richmond and Illinois. Been asking for years still nothing

7/08/2021 01:27 PM Add a basketball court

7/08/2021 01:39 PM Upgraded playground

7/08/2021 01:48 PM Concept one. No houses.

7/08/2021 01:57 PM Basic updates to current equipment.

7/08/2021 02:19 PM Shade

7/08/2021 02:19 PM There is zero shade currently, so a space to seek refuge on a hot day would be great.

7/08/2021 02:32 PM Splash pad

7/08/2021 02:47 PM Allow it to remain a park. Short term profits are not worth the long-term health and wellbeing of our community.

7/08/2021 03:25 PM Dog park

7/08/2021 03:28 PM Lighting. Very dark at night.

7/08/2021 03:31 PM More trees and sports feilds and better play equipment for kids

7/08/2021 03:51 PM Washrooms

7/08/2021 04:32 PM Depends what if anything will be done to Centennial Park. It is not a lone decision

7/08/2021 05:46 PM benches

7/08/2021 06:06 PM Washrooms, lighting, and the amenities included in the original park plans which the residents of the subdivision originally paid for.

7/08/2021 06:36 PM Geared to recreation Not HOUSING!!

7/08/2021 06:46 PM Shaded dog park area.

7/08/2021 07:12 PM KEEP GEARED TO INCOME HOUSING OUT OF THAT PARK!!! It is disgusting that you would even think of destroying that part of the community by building even MORE Unneeded houses in an area that's already primed for a housing crash. Council needs to do better.

7/08/2021 07:28 PM add dog park/ fenced areas

7/08/2021 07:43 PM Updated playground equipment and better use of green space for leisure and exercise purposes

7/08/2021 08:08 PM The aforementioned dog runs.

7/08/2021 08:16 PM No housing in our parks. Keep our limited greenspaces green.  
Plant more trees in this town.

7/08/2021 09:18 PM Add more amenities to make them more inviting to residents

7/08/2021 09:26 PM concession stand

7/08/2021 09:40 PM Add more amenities to add variety tp tr

7/08/2021 09:54 PM New playground equipment.

7/08/2021 10:20 PM No "affordable housing"

7/08/2021 10:20 PM It hate the rocks that coat the ground. Thankful that the park is going to be updated because half the equipment is missing. The bike paths are very tough and need to be smoothed out. This park is so important to my family and countless others. Do right!

7/09/2021 07:38 AM Add more trees

7/09/2021 08:13 AM More sports friendly absolutely no basketball or tennis courts

7/09/2021 08:58 AM More enforcement of park curfew hours

7/09/2021 09:11 AM More shade

7/09/2021 09:44 AM tennis court

---

7/09/2021 12:53 PM

Again don't duplicate amenities. For example walking track at one park, baseball, soccer at one location etc, etc...

7/09/2021 01:50 PM

Fully accessible play equipment.

7/09/2021 02:24 PM

Baseball diamonds and basketball courts.

7/09/2021 06:43 PM

Please do not add housing to our park. We purchased our home specifically for raising our family across from a park and your proposal changes our dreams for our future. I would have no concerns in paying additional taxes to enhance our spaces though.

7/09/2021 07:52 PM

More sport activity areas for kids and a splash pad/park

7/09/2021 08:27 PM

Lighting

7/10/2021 09:21 AM

7/10/2021 10:18 AM

New play equipment

7/10/2021 11:54 AM

Dog Park

7/10/2021 01:29 PM

Update the current equipment. Leave the rest as is.

7/10/2021 02:08 PM

More trees

7/10/2021 02:26 PM

Walking paths are a must

Updated playground

Benches to sit along the current paths or facing the playgrounds

7/10/2021 04:11 PM

Affordable housing

7/10/2021 06:25 PM

7/11/2021 12:50 AM

I like the idea of adding affordable housing to this community, where housing already exists. Having some additional housing as well as a smaller parkland would be great in this location.

7/11/2021 08:42 AM

More play equipment and things to do

7/11/2021 10:52 AM

I would put a splash pad in, some walking / bike trails, and more trees - but leave the rest alone. Too many people enjoy the park daily as it is now and we don't have enough green space already. I wouldn't take that away.

7/11/2021 11:29 AM

Leave it as a park. NO AFFORDABLE HOUSING!!!

7/11/2021 03:38 PM

Leave it as a park. No affordable housing

7/11/2021 03:43 PM

New play equipment and keep green space

7/11/2021 06:59 PM

DOG PARK fenced with trees sitting area and water

7/11/2021 07:33 PM

More playground equipment

7/11/2021 08:41 PM

splash pad

7/12/2021 09:00 AM

More trees and flower gardens

7/12/2021 02:53 PM

More things for kids to do

7/12/2021 03:25 PM

The park is fine as it is. It could use some baseball fields and areas for kids to play in, but that's it. Please leave the park as it is.

7/12/2021 03:34 PM

No housing—all park

7/12/2021 03:39 PM

The playground pieces could really use updating.

7/12/2021 04:50 PM

Keep this park as full green space but make improvements. This park is further away from downtown and grocery shopping it makes more sense to improve the green space area in this park and include housing in Centennial park.

7/12/2021 04:57 PM

LEAVE THE PARK ALL GREEN SPACE! STOP SPENDING MONEY YOU DON'T HAVE!

7/12/2021 04:58 PM

Splash pad

7/12/2021 05:16 PM

Leave the park as a park! Stop the spending and hiring and give the residents the amenities that they deserve. This is not about tourism and impressing people with showy overpriced equipment. Its about the residents and their tax dollars

7/12/2021 05:35 PM

Dog park?

7/12/2021 06:00 PM

The park is quite nice as it is. It is mostly an open space where visitors have the flexibility to make their own activities on the grass field.

7/12/2021 06:43 PM

More shaded area or trees to sit under on hot days.

7/12/2021 08:19 PM

Dog park



7/12/2021 09:19 PM Multi use concept, wildflower or naturalized area

7/12/2021 10:37 PM New and improved equipment, with picnic tables and more garbage cans.

7/12/2021 11:21 PM Updated playground equipment, splashpad

7/13/2021 02:43 AM Please for once don't do what every town does and sell for housing just to make a buck.

7/13/2021 09:39 AM We need a place for our children and teenagers to hang out. With banning fishing in places and getting rid of parks you're leaving little to no outlets for teenagers which will ultimately lead to them getting in trouble.

7/13/2021 09:56 AM More equipment

7/13/2021 01:48 PM More trees and a natural feel. Affordable housing is incredibly important right now but even the options being considered seem out of reach for a young adult who has grown up in this town. Thank you for your hard work.

7/13/2021 02:06 PM A lot of open space there currently that could be utilized

7/13/2021 05:39 PM Swimming Pool

7/13/2021 09:00 PM Benches

7/14/2021 09:01 AM better lighting, more selective for everyone. if you throw housing in there you run the risk of "karens" thinking that park is for "residents only" its going to stir up problems

more picnic tables

7/14/2021 09:41 AM

fix bumpy, heaving walkways

7/14/2021 11:17 AM

trees

7/14/2021 11:40 AM

7/14/2021 03:09 PM

I would replace soon as possible the playground area before a child get an accident in the broken one. (That is a shame on our city)

7/14/2021 04:10 PM

fix all th brocked things!

7/14/2021 04:23 PM

improved side walks and proper garbage containers

7/14/2021 04:39 PM

More shade

7/14/2021 05:43 PM

Make the playground equipment safer. Crazy activities go on there including children from the ages 2 to 22+

7/14/2021 06:12 PM

Trails, more trees - there's a lot of space and I don't think it's well utilized, very empty

7/14/2021 10:09 PM

Keep it a Park. Stop wasting tax dollars every year... Your trying to sell land to fix councils problems of not being able to run a town. Half projects completed. If you finished Duffy's outdoor food truck plan during covid19, aburg would have MADE MONEY.

7/15/2021 09:34 AM

Shade

7/15/2021 11:35 AM

Add more activity, low maintenance. We need green space. Put the houses somewhere else.

The only type of affordable housing that I think should be in Purdie

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7/15/2021 01:36 PM

Park would be maybe a couple of Habitat for Humanity houses. The subdivision is already developed and finished. I think adding dense affordable housing would create a traffic problem.

Splash pad water bottle refill station

7/15/2021 01:40 PM

I would make sure there is proper lighting, benches and keep dogs out!!

7/15/2021 04:47 PM

Skate park or splash pad, they seem to get the most use.

7/15/2021 05:12 PM

Leave it as it is and do not put housing. Its perfect as is for our families and we are not wanting to pay more tax.

7/15/2021 05:46 PM

More garbage cans

7/15/2021 05:46 PM

Park is big enough for large skatepark., benches and trees. We families have been paying for this long enough... let's finally get what OUR families want and have been paying for for past years!

7/15/2021 07:53 PM

Trees

7/15/2021 09:19 PM

Affordable HOusing

7/15/2021 09:33 PM

Sledding

7/15/2021 10:20 PM

Update the playground equipment

7/16/2021 12:29 AM

More trees

7/16/2021 09:25 AM

Save it, keep it green. A sledding hill for the kids would be nice.

7/16/2021 10:33 AM

The town is built up enough.

Washrooms

7/16/2021 10:37 AM

Washrooms

7/16/2021 10:38 AM

Accessibility for wheelchairs and elderly walkers

7/16/2021 01:51 PM

New updated playground equipment.

7/16/2021 02:02 PM

This park is critical to the subdivision. We need a safe playground, trees and benches and that it is. The designs are ridiculously complicated which is driving up the price.

7/16/2021 03:07 PM

Basketball court

7/16/2021 07:35 PM

trees

7/16/2021 07:47 PM

Upgrade the play centre. The current play yard for the youngest children has had many poorly completed and unsafe patches to the surface.

7/16/2021 08:46 PM

More trees

7/17/2021 10:43 AM

Pavillion and picnic area

7/17/2021 03:11 PM

Flowers

7/17/2021 03:57 PM

more benches and walking paths

7/17/2021 04:13 PM

7/18/2021 10:58 AM	Add more Trees
7/18/2021 02:27 PM	Trees/Shade and some things to draw the walkable neighbours so that there is a sense of community and the ability to get to know the neighbours of Jack Purdy Park.
7/18/2021 05:17 PM	More trees and a pond
7/18/2021 05:19 PM	Make it more child friendly
7/18/2021 06:32 PM	Updated play equipment
7/19/2021 11:33 AM	Walking paths and more trees
7/19/2021 01:16 PM	New play areas for the kids.
7/19/2021 06:54 PM	A splash pad. Kids and parents love to go to these parks with them and I feel it would bring young families back to this subdivision.
7/20/2021 08:54 AM	No new housing in the monopoly area. How about you put it where the cancelled hotel was going to be.
7/20/2021 10:54 AM	Fenced road hockey courts
7/20/2021 04:04 PM	Pick Nick area.
7/20/2021 04:49 PM	Affordable homes for my nephews to be able to buy and own
7/20/2021 07:33 PM	More trees and flower gardens

More Gardens

7/20/2021 07:43 PM

More trees

7/20/2021 08:33 PM

To settle on the originally agreed planning when we first purchased our house that is right next to the park, a portion of our purchase price was told to us, to be going towards, a finished park that never happened! Just follow though this time!!

7/21/2021 05:53 PM

This would be another great spot for a dedicated skate park

7/21/2021 06:00 PM

Not putting anything loud right behind my house considering I just bought it last year and feel that this will take the value away from my home. It's a great park the way it is.

7/21/2021 06:56 PM

Picnic benches & shade.

7/21/2021 07:12 PM

Leave the green space. No new housing. Make more trails through our the park.

7/21/2021 07:27 PM

Upgraded park equipment

7/21/2021 07:46 PM

We need a wooden play structure for older kids/pre-teens. Higher taxes shouldn't be needed. Stop giving us empty promises and finish something, PLEASE!

7/21/2021 08:37 PM

No housing, improved play area for children.

7/21/2021 09:58 PM

Leave the sledding hill at Centennial park

7/22/2021 06:44 AM

Splash Pad

7/22/2021 07:13 AM

7/22/2021 07:31 AM	No housing.
7/22/2021 08:56 AM	Add lighting
7/22/2021 10:33 AM	Picnic tables and replacing the broken glider and other rusted portions. My toddler loves Purdue park and we would not have boughten our home on Brush (with a vary small backyard) if it weren't for the green space around the corner.
7/22/2021 10:52 AM	More trash cans
7/22/2021 10:55 AM	updated playground equipment
7/22/2021 11:38 AM	More areas for kids to be kids. Allow a place for them to get out of the house and enjoy it!
7/22/2021 12:09 PM	Updated equipment
7/22/2021 12:17 PM	A few more Trees for shade, definitely
7/22/2021 12:50 PM	Do not add housing! We need more green space, trees, pathways, safe and fun structures, and a splash pad for our families! We do not have any other parks walking
7/22/2021 03:19 PM	Update playground equipment
7/22/2021 05:18 PM	updated equipment and new trees
7/22/2021 05:38 PM	Jack Purdie is enjoyed by community as a quiet, family-oriented park, where little kids play safely, teens and adults enjoy moderate exercise and interpersonal interactions. It would be wonderful to

keep it same way without making drastic changes.

More trees,

7/22/2021 09:32 PM

Playground equipment upgrade. There is paint and obscene pictures painted on the equipment. I want to take my children there to play on safe equipment

7/23/2021 12:00 AM

Newer equipment more options

7/23/2021 02:04 AM

Basketball court. Our teens have no where in town to play.

7/23/2021 05:46 AM

Any housing Any housing projects should give first priority to current Amherstburg residents

7/23/2021 11:56 AM

It is 90% green space that is used by a handful of people. Update and make the park family friendly while providing housing for new families to enjoy.

7/23/2021 03:18 PM

More parking

7/23/2021 10:39 PM

Play equipment

7/24/2021 08:41 PM

The green space in the current park is PRICELESS. Any paving or housing will be sad and disheartening. Threatening raised taxes does not promise anything in this town-historically allotted park money disappeared-be transparent!!

7/24/2021 08:56 PM

Repair/paint current playground equipment.

7/25/2021 03:28 PM

Trees were supposed to be planted years ago.

7/25/2021 05:02 PM



7/26/2021 02:00 PM Addition of park lighting

7/26/2021 02:30 PM update equipment

7/27/2021 07:44 AM pavilion for family gatherings

7/27/2021 11:56 AM Clean it up

7/27/2021 02:34 PM We love our beautiful park just the way it is. Adding a few street lamps along the walkway would be great as it is really dark at night in the park.

7/27/2021 09:03 PM more active use of open spaces, like pickleball or tennis courts

7/28/2021 12:26 AM Anything but housing, their are enough other areas of town currently being developed for housing.

7/28/2021 01:54 AM Rebuild the park - have more play area for young kids.

7/28/2021 09:59 AM Pavilion

7/28/2021 10:00 AM Picnic area with shade

7/28/2021 01:25 PM xxxxx

7/28/2021 03:02 PM To make sure it is being used by the locals

7/28/2021 03:58 PM More activities, NO housing

7/28/2021 05:08 PM	I think the park could use more playground equipment.
7/28/2021 05:38 PM	Do not put any housing, washrooms, more shade
7/28/2021 07:09 PM	Benches
7/29/2021 09:20 AM	current playstructures
7/29/2021 05:43 PM	Have more things to do there, especially for the kids.
7/30/2021 12:40 AM	No development! It's simply unconscionable that the town would consider selling off any green space to development. Once the green space is gone, it's gone forever! Find other ways to pay for items or scale back your expectations. Keep our parks green!
7/30/2021 09:10 AM	Better use of the expansive open spaces, replacement of out of date playground equipment with something more modern and challenging
7/30/2021 02:07 PM	Shade
7/30/2021 11:15 PM	Washrooms
7/31/2021 06:48 AM	New all inclusive play equipment, that doubles as outdoor fitness.
7/31/2021 10:21 AM	A new play structure would be wonderful for the kids of the neighbourhood. There are so many children in the area, they deserve a play structure that isn't patch up with metal pieces.
7/31/2021 04:25 PM	add proper walking tracks

7/31/2021 04:30 PM	More fun things to do for teenagers and kids
7/31/2021 06:44 PM	More equipment/ courts for activity for all ages
7/31/2021 06:51 PM	New play equipment that doubles as outdoor fitness that is handicap accessible.
7/31/2021 09:49 PM	More walking trails
7/31/2021 10:41 PM	More shade
7/31/2021 10:45 PM	Pavillion
8/01/2021 05:42 AM	do not put housing in park
8/01/2021 09:10 AM	Washroom facilities
8/01/2021 10:39 AM	Trees
8/01/2021 11:33 AM	I do not believe this park needs to be a destination park, nor do I think that more housing makes sense here (more sense in Centennial, but not perfect either). I would like to see more community gathering space and naturalized areas.
8/01/2021 11:42 AM	Upgrade the play equipment
8/01/2021 01:11 PM	New playground equipment
8/01/2021 01:11 PM	Update play area

- 8/01/2021 01:44 PM  
improve the playground equipment.
- 8/01/2021 02:18 PM  
Keep housing out of our parks.
- 8/01/2021 06:29 PM  
Trees for shade and better weed control along fence line
- 8/01/2021 06:43 PM  
Add a baseball diamond, sledding hill, pickleball/tennis courts or a basketball court, to address all age groups. No need for splashpad, community gardens or housing. Keep the space for the park and recreation! Needs to be more shade for playground, park.
- 8/01/2021 09:34 PM  
Update play equipment. We need more green space, housing should go elsewhere.
- 8/01/2021 10:35 PM  
Updated equipment, basketball and tennis courts
- 8/02/2021 02:19 PM  
Washroom
- 8/02/2021 02:19 PM  
More sporting equipments.
- 8/02/2021 02:19 PM  
na
- 8/02/2021 09:54 PM  
I would like there to be more paths and tree shade in order to make walking through a more enjoyable experience, and that would encourage myself and others to go there often to meet up and spend time and hang out.

**Optional question** (264 response(s), 106 skipped)

**Question type:** Single Line Question

SEAL:

ISSUED:

REVISIONS:

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PROJECT:  
**MURRAY SMITH COMMONS**  
AMHERSTBURG ONTARIO

DRAWING TITLE:

**CONCEPT PLAN 'A'**

SCALE:  
As Noted

DRAWN BY:  
GDB

CHECKED BY:  
PLB

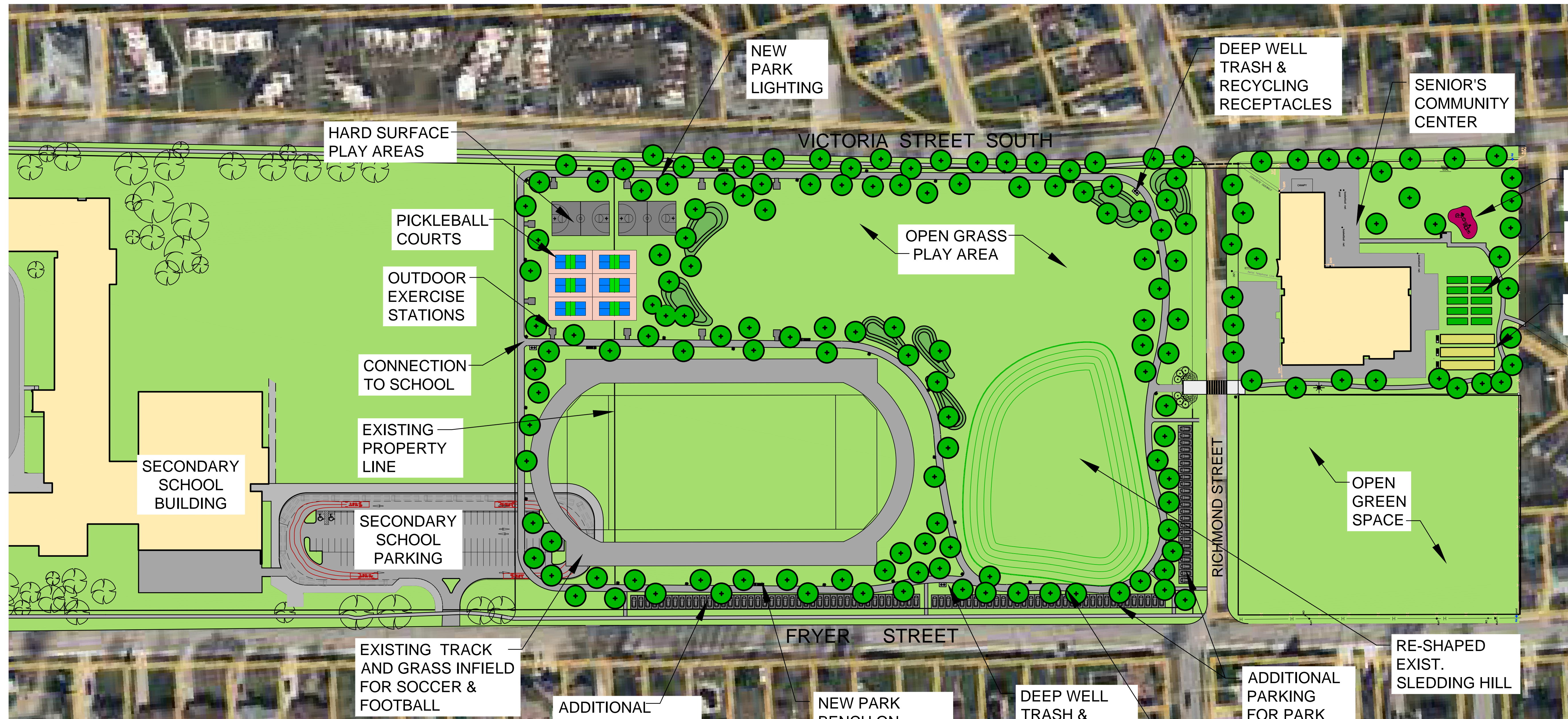
APPROVED BY:

DATE: OCT. 2021

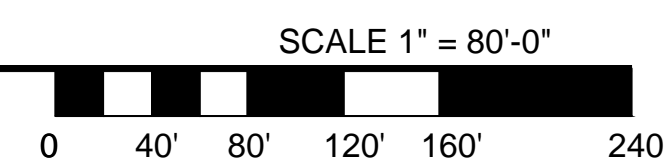
DRAWING NO:

**LA-1**

CAD file: 1363 Concept 2021 R10



**PARK CONCEPT**



SEAL:

ISSUED:

REVISIONS:

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PROJECT:

**MURRAY SMITH  
COMMONS**  
AMHERSTBURG ONTARIO

DRAWING TITLE:

**CONCEPT  
PLAN 'B'**

SCALE:

As Noted

DRAWN BY:

GDB

CHECKED BY:

PLB

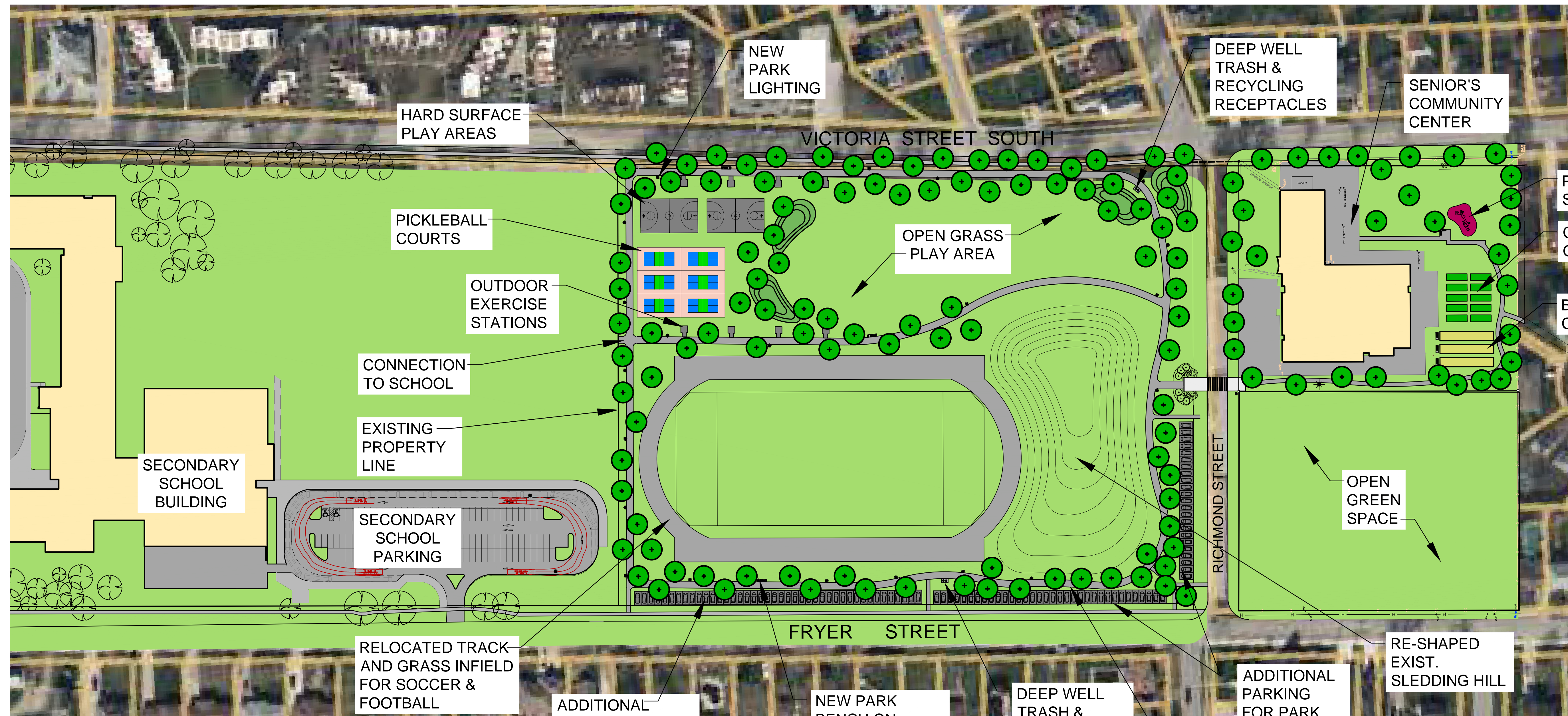
APPROVED BY:

DATE: OCT. 2021

DRAWING NO.:

**LA-2**

CAD file: 1363 Concept 2021 R10



**PARK CONCEPT**

SCALE 1" = 80'-0"

0 40' 80' 120' 160' 240'



SEAL:

ISSUED:

REVISIONS:

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PROJECT:

**MURRAY SMITH  
COMMONS**  
AMHERSTBURG ONTARIO

DRAWING TITLE:

**CONCEPT  
PLAN 'C'**

SCALE:

As Noted

DRAWN BY:

GDB

CHECKED BY:

PLB

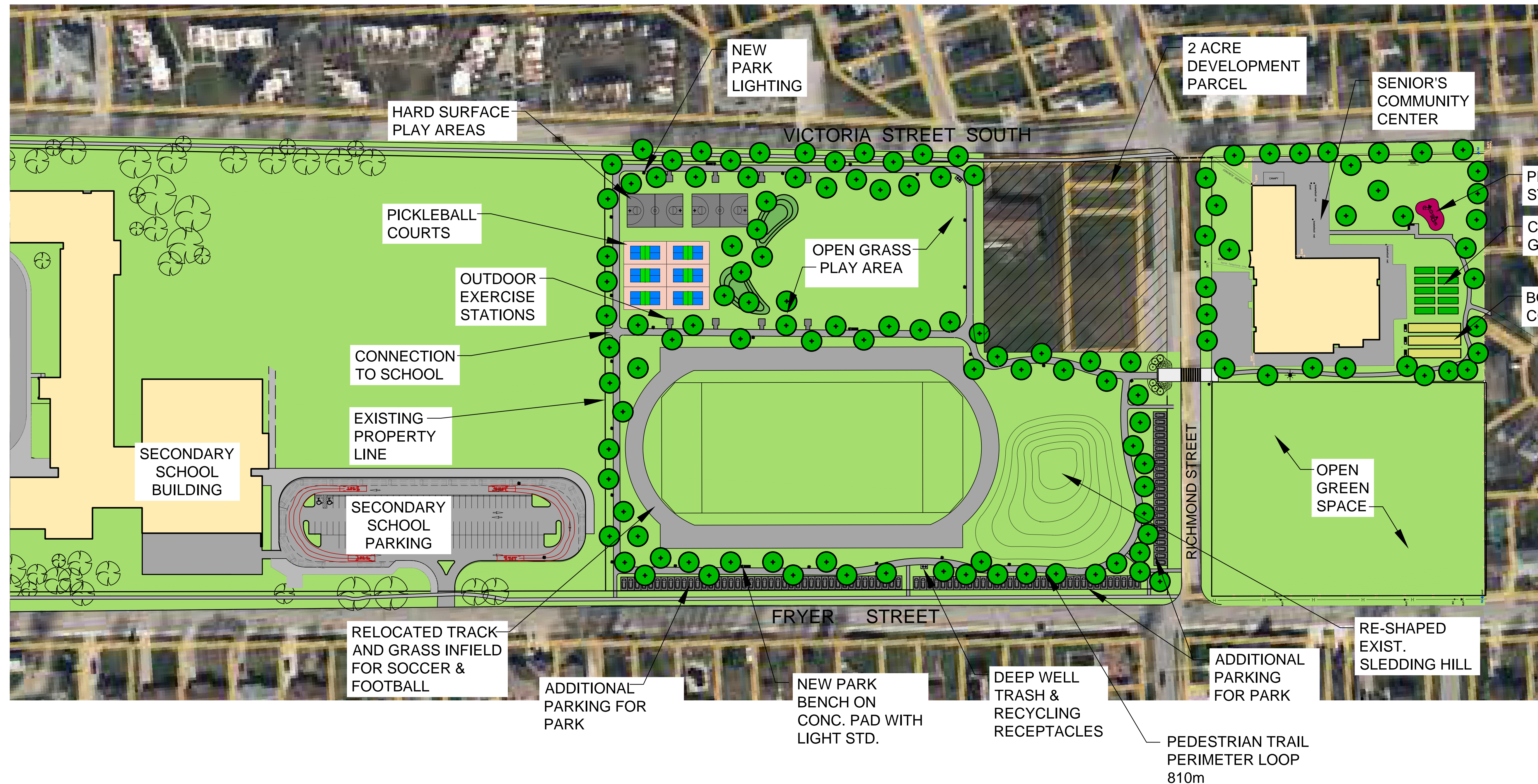
APPROVED BY:

DATE: OCT. 2021

DRAWING NO:

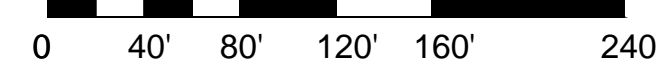
**LA-3**

CAD file: 1363 Concept 2021 R10



**PARK CONCEPT**

SCALE 1" = 80'-0"



**BP**

**Bezaire Partners**

Planners, Landscape Architects,  
Mediation, Public Consultation  
Project Management

302-180 Eugenie St. West  
Windsor, ON N8X 2X6  
p: 519 966 6844

gbezaire@bezaire.ca

SEAL:

ISSUED:

REVISIONS:

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PROJECT:  
**JACK PURDIE PARK**  
AMHERSTBURG ONTARIO

DRAWING TITLE:  
**PARK CONCEPT**

SCALE:  
As Noted

DRAWN BY:  
GDB

CHECKED BY:  
PLB

APPROVED BY:

DATE: Date

DRAWING NO:

**LA-1**

CAD file: 1467 concept r4



CENTRAL FEATURE AREA WITH PLAY STRUCTURE, SPLASH PAD, PAVILION AND WASHROOMS

750m PERIMETER PEDESTRIAN TRAIL

HARD SURFACE PLAY AREA

CONNECTION TO SUBDIVISION

PROPOSED SHADE TREES

METAL BENCH ON CONCRETE PAD

OUTDOOR EXERCISE STATIONS

NEW PARK LIGHTING

OPEN PLAY AREA

EXISTING PARKING

TREED PICNIC AREA

CONNECTION TO SUBDIVISION

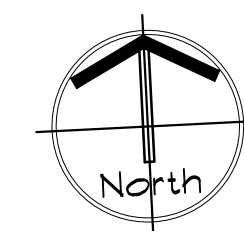
SLEDDING HILL

DEEP WELL TRASH & RECYCLE RECEPTACLES

EXISTING PARKING

**ALL PARK CONCEPT**

SCALE 1" = 80'-0"







## THE CORPORATION OF THE TOWN OF AMHERSTBURG

### OFFICE OF COMMUNITY AND PROTECTIVE SERVICES

*MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.*

Author's Name: Heidi Baillargeon	Report Date: January 7, 2022
Author's Phone: 519 736-5712 ext. 2128	Date to Council: February 14, 2022
Author's E-mail: hbailargeon@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Former ACS Building Contents Disposal

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#### 1. RECOMMENDATION:

It is recommended that:

Council **DIRECT** Administration to proceed with disposal through sale or auction of fixtures and items inside of the former ACS Building and **DIRECT** the proceeds to the Facilities operational budget centre.

#### EXECUTIVE SUMMARY:

N/A

#### 2. BACKGROUND:

At the December 13, 2021 In Camera Council Meeting, the CAO was **DIRECTED** to enter into an Agreement of Purchase and Sale to allow for the sale of an approximately 2-acre parcel located at the north west corner of Centennial Park described legally as Lots 192-198 inclusive, R.P. 1066 and Parts 1 & 2 on 12-R 28826 under the terms and conditions outlined in this report.

This property contains the former Amherstburg Community Service (ACS) building which was vacated when ACS moved into 320 Richmond St. – the HUB. When the ACS vacated the building, they left a number of office items in the building they no longer required.

These items along with surplus miscellaneous facility inventory currently reside in the ACS building. Administration proposes that these items be sold at an auction to generate revenue for the Town to replenish broken or worn out facility equipment.

**3. DISCUSSION:**

A variety of building contents such as old office furniture, filing cabinets, book shelves, chairs and kitchen cabinets and miscellaneous facility equipment remain in the building. These items have been reviewed and are of no benefit or value to the Town.

Once the sale of the property is finalized, the building will be demolished by the new owners. There is some value to the old furniture and office items remaining in the building. Administration proposes these items be auctioned or sold to create revenue for the Town and requests the auction of furniture and office items proceed immediately.

**4. RISK ANALYSIS:**

There is no risk to the Town for disposing the building contents all items will be sold as is. The auction or sale of items will be managed by Town staff in a public offering to be fair and transparent.

**5. FINANCIAL MATTERS:**

The sale of the contents of the former ACS building provides an opportunity for the Town of Amherstburg to obtain additional revenue.

The anticipated revenue from the sale or auction of the building contents is estimated to be in the range of \$2,500. All proceeds from the sale or auction shall be placed in the Facility Operations Budget and can be used towards the purchase of new equipment and or building supplies.

**6. CONSULTATIONS:**

Interim Facilities Supervisor  
Communications Officer  
CAO

**7. CONCLUSION:**

Administration requests Council direct the Director Parks, Recreation, Facilities & Culture to coordinate the disposal of the contents of the former ACS building through public auction or sale to help offset operational costs for facility building maintenance materials and supplies.



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Heidi Baillargeon  
Director Parks, Recreation, Facilities & Culture

(Insert Typist Initials)

<b>DEPARTMENTS/OTHERS CONSULTED:</b> Name: Phone #: 519                      ext.
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<b>NOTIFICATION :</b>				
Name	Address	Email Address	Telephone	FAX

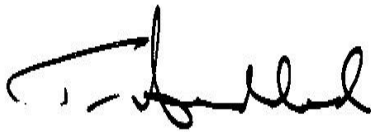
## Report Approval Details

Document Title:	Former ACS Building Contents Disposal.docx
Attachments:	
Final Approval Date:	Feb 8, 2022

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



Tiffany Hong



Tony Haddad



Valerie Critchley



## THE CORPORATION OF THE TOWN OF AMHERSTBURG

### OFFICE OF COMMUNITY AND PROTECTIVE SERVICES

*MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.*

<b>Author's Name: Heidi Baillargeon</b>	<b>Report Date: January 6, 2022</b>
<b>Author's Phone: 519 519-736-5712 ext. 2128</b>	<b>Date to Council: February 14, 2022</b>
<b>Author's E-mail: hbailargeon@amherstburg.ca</b>	<b>Resolution #:</b>

**To: Mayor and Members of Town Council**

**Subject: Removal of Playground Equipment**

---

#### 1. **RECOMMENDATION:**

It is recommended that:

1. Council **APPROVE** the removal of non-compliant playground equipment identified in this report.
2. Council **DEFER** discussion on funding of the playground replacement for Briar Ridge Park and Jack Purdie Park pending finalization of 2021 year-end surplus and also the sale of surplus lands.

#### **EXECUTIVE SUMMARY:**

N/A

#### 2. **BACKGROUND:**

Playground units carry an inherent source of risk and liability from unintentional injury for municipalities which has led to significant industry standard changes, oversight, regulation, inspection and replacement. While qualified Parks staff provide weekly and monthly inspections, a third party is contracted on a two to three-year cycle to make formal inspections and recommendations on all the units within the Town's parks system.

A third-party inspection was completed in September/October 2020 by Playchek Services Inc. The inspections and subsequent reports are designed and intended as a pro-active, risk-management tool to promote well designed, constructed and maintained play equipment, protective surfaces and playgrounds.

Playchek Services Inc., is a fully independent corporation that is not affiliated with any manufacturer, distributor, or service company involved in the supply, retrofit or repair, design, or servicing of playground equipment and/or protective surfacing. Playchek Services Inc. provides a comprehensive playground inspection with regards to the published version of the CSA/Z614 Standard at the date of inspection.

As a general summary, Playchek Services Inc. is recommending that consideration be given to the complete removal and/or replacement in a timely manner of play units within four (4) parks. Also noted in the general summary, that removal of any play structure, regardless of condition, should be considered as a last resort. All options for reconditioning, repairs, upgrade, and maintenance must be included within this decision.

Over the years, Parks staff have made repairs or reconditioned components to keep the play structures certified for use, but there is only so much that can be done, as parts are hard to source if at all possible on some of older pieces of equipment. Removal of sections where repairs could not be made is done on an as needed basis considering potential degree of hazards.

Four sites are now recommended for complete removal of playground equipment:

- Briar Ridge Park - 461 Briar Ridge
- Warren Mickle Park – 164 McLeod
- Malden Centre – 5460 County Road 20
- Jack Purdie Park - 609 Richmond Street

The Parks Master Plan Recommendation #41, identified as a HIGH priority, adopted by Council in 2018 states “Continue to replace traditional equipment with creative and challenging play structures. Short-term playground renewal efforts should focus on: Anderdon Park, Beaudoin Park, Briar Ridge Park, Golfview Park, Jack Purdie Park, Scodeller Park, and Warren Mickle Park.”

At the November 9, 2020 Council meeting Administration noted the aforementioned playground units listed above, required removal. Administration stated the equipment removals would not be undertaken until Council has been informed and pending public consultation sessions undertaken.

At the February 8, 2021 Council meeting, Administration informed Council Briar Ridge park playground equipment required removal as soon as possible. Council passed Resolution #20210208-031 “*That Administration **BE DIRECTED** to immediately begin public consultation on Briar Ridge and Jack Purdie parks for playground equipment to be funded from the Reserves Fund General.*”

### 3. **DISCUSSION:**

Administration is recommending approval to remove the following playground structures over the winter which are not in compliance:

- **Briar Ridge** playground structure will be removed. The swings will remain in place in the park until funding is approved and public consultation is finalized.

- **Malden Centre** playground equipment to be removed. Equipment does not meet safety guidelines and the location of the equipment is in the direct line of use for the baseball field. This unit is not recommended to be replaced at this location.
- **Purdie Park North and South** playground equipment to be removed. The swings will remain until funding is approved, public consultation is finalized and new equipment is installed.
- **Mickle Park** playground equipment to be removed. The swings will remain until funding is approved, public consultation is finalized and new equipment is installed.

Swings within the above noted parks have new chains and seats, with a pea stone base which is not compliant with accessibility guidelines. The conversion of the surfacing from pea stone to an AODA compliant engineered wood fibre will occur over the next few years as funding is available.

Winter is an optimal time to remove the playground equipment in order to minimize damage to the park and generally playgrounds are not in high demand at this time. The parks staff are able to undertake the removal of the equipment to minimize cost.

#### **4. RISK ANALYSIS:**

Failure to remove equipment past its useful life expectancy opens the Town up to considerable risk and liability, therefore administration is recommending removal of equipment as identified in this report that has surpassed its serviceable life.

While numerous efforts have been undertaken over the years to extend the useful life expectancy, the third-party evaluation has consistently recommended removal.

Administration is seeking approval to remove the identified structures this winter in order to minimize risk to the Town. There is a high risk that these playgrounds will continue to fail thus resulting in potential injury for users.

#### **5. FINANCIAL MATTERS:**

The removal of the playground equipment can be completed in-house using Town staff and equipment within the approved budget for park maintenance operations.

Administration is requesting funding from the Parks Reserve Fund in the amount of \$550,000 in order to replace the playground at Briar Ridge Park and Jack Purdie Park as per Council Resolution 20210208-031. It should be noted that the Parks Reserve Fund has insufficient funding to replace all playground units listed within this report.

Replacement of the remaining playground units and associated rubberized bases at each site can cost upwards of \$250,000 to \$300,000 per unit. Factors such as park classification, needs of the community and site location will all influence the overall cost. New playground installation costs include, playground equipment, site preparation with granular 'A' base, rubber surfacing, four benches, four trees, bike rack, accessible pathway and associated signage. All new playground units must meet current AODA accessible guidelines and public consultation is necessary for all playground replacements prior to purchase and installation of equipment.

Future Budget Requests:

- Warren Mickle Park \$250,000 Install accessible playground equipment, AODA compliant rubber play surface, accessible connecting pathways to the playground, benches, bike rack and shade component.

**6. CONSULTATIONS:**

Annette Zahaluk - Manager, Parks and Natural Areas  
Amherstburg Parks Division staff that are certified playground inspectors  
Jim Sanders - Playchek Services Inc.

**7. CONCLUSION:**

The playground units listed in this report have surpassed their serviceable life and need to be removed from service. Administration is requesting to defer discussion on the funding of the playground replacement for Briar Ridge Park and Jack Purdie Park pending finalization of the 2021 year-end surplus and/or sale of surplus lands.



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Heidi Baillargeon  
**Director Parks, Recreation, Facilities and Culture**

hb

<b>DEPARTMENTS/OTHERS CONSULTED:</b> Name: Phone #: 519                      ext.
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<b>NOTIFICATION :</b>				
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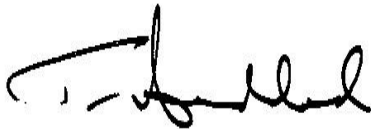
## Report Approval Details

Document Title:	Removal of Playground Equipment .docx
Attachments:	
Final Approval Date:	Feb 9, 2022

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



Tiffany Hong



Tony Haddad



Valerie Critchley



## THE CORPORATION OF THE TOWN OF AMHERSTBURG

### OFFICE OF INFRASTRUCTURE SERVICES

*MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.*

<b>Author's Name: Eric Chamberlain</b>	<b>Report Date: January 13, 2022</b>
<b>Author's Phone: 519 736-3664 ext. 2312</b>	<b>Date to Council: February 14, 2022</b>
<b>Author's E-mail: echamberlain@amherstburg.ca</b>	<b>Resolution #:</b>

**To: Mayor and Members of Town Council**

**Subject: Amendments to Traffic By-Law 2011-69**

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#### 1. **RECOMMENDATION:**

It is recommended that:

1. **By-law 2022-006** being a By-law to Amend By-law 2011-69 be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

#### 2. **BACKGROUND:**

On August 9, 2011, Amherstburg Council passed the Traffic By-law 2011-69 to regulate the traffic in the Town of Amherstburg. The last amendment to the Traffic By-law was completed on December 12, 2016.

It is important that this By-law be kept up to date in order to properly enforce parking infractions, ensure safety of motorists and pedestrians, to keep a current log of all signage and new road development and to ensure parking infractions can be legally laid and upheld. This process is an arduous task that reviewed, monitored and logged by the Roads Department and the Licensing and By-law Enforcement staff. It is imperative that the process identifies and communicates the changes that are approved by Council. The plan moving forward is to bring the Traffic Bylaw to Council annually to capture changes to the Traffic Bylaw.

#### 3. **DISCUSSION:**

The purpose of the report is to amend the current Traffic By-law to reflect the recommendations adopted by Council at previous Council meetings, as well as the number of additional streets built in new developments since 2016. By-law 2011-69, as amended, is attached to this report, as well as the amended schedules, with changes identified for Council's review.

The following is the notable inclusions to the Traffic Bylaw:

- Definitions for Snow Event, Special Events and Stop or Stopping
- Parking Regulations for
  - Parking During Emergencies which including snow events
  - Parking During Special Events
- Inclusion of 3 accessible parking spaces in the downtown core
- General housekeeping and revisions.

Administration conducted an audit and review of all schedules to the By-law to ensure that the By-law reflects the most current and up to date information. Further, administration reviewed the By-law referencing *The Highway Traffic Act, R.S.O 1990* to ensure that the provisions meet the current standards and legislation.

#### **4. RISK ANALYSIS:**

The Traffic By-law must be kept up to date so that any charges laid are consistent with the By-law and Highway Traffic Act. The ability to enforce and secure fines and penalties for violations must be in keeping with the By-laws of the Town of Amherstburg. By-laws that do not properly reflect the new or changing traffic regulations pose credibility risks to Enforcement Officers, the By-law Department and Police Services.

#### **5. FINANCIAL MATTERS:**

There are no financial implications associated with this report. The consistent review and updating of the By-law will ensure that potential fines are current and enforceable.

#### **6. CONSULTATIONS:**

The Manager of Licensing and Enforcement, By-law Enforcement Officers and Licensing Officer were consulted on this report and concur with the amendments to By-law 2011-69.

**7. CONCLUSION:**

The Traffic By-law requires continuous amendments to ensure it reflects changing traffic regulations within the Town of Amherstburg and The Highway Traffic Act. The amendments presented are consistent with previous Council decisions and current provincial legislation.



---

Eric Chamberlain  
**Manager of Roads and Fleet**

EC

<b>DEPARTMENTS/OTHERS CONSULTED:</b> <b>Name:</b> <b>Phone #: 519                      ext.</b>
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<b>NOTIFICATION :</b>				
Name	Address	Email Address	Telephone	FAX

## Report Approval Details

Document Title:	Amendments to the Traffic Bylaw 2011-69.docx
Attachments:	- Council Report Attachments-2022-006-Traffic Schedules-w markup.pdf
Final Approval Date:	Feb 7, 2022

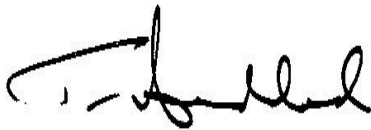
This report and all of its attachments were approved and signed as outlined below:



Antonietta Giofu



Tiffany Hong



Tony Haddad



Valerie Critchley

**THE CORPORATION  
OF THE  
TOWN OF AMHERSTBURG**

**BY-LAW NO. 2011-69**

**By-law to Regulate Traffic  
in the Town of Amherstburg**

# THE CORPORATION OF THE TOWN OF AMHERSTBURG

## BY-LAW NO. 2011-69

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**THE CORPORATION OF THE TOWN OF AMHERSTBURG**

**BY-LAW NO. 2011-69**

**By-law to regulate traffic within the Town of Amherstburg**

**WHEREAS** Section 11 of the Municipal Act, S.O.2001, c.25, authorizes municipalities to enact by-laws respecting matters within the sphere of jurisdiction of highways, including parking and traffic on highways, in conjunction with the provisions of the Highway Traffic Act, R.S.O.1990, c.H.8.;

**AND WHEREAS** Section 100 of the Municipal Act, S.O.2001, c.25, authorizes a municipality to pass by-laws to regulate or prohibit the parking or leaving of motor vehicles on private land used as a parking lot with or without consent of the owner;

**AND WHEREAS** Section 100.1 of the Municipal Act, S.O.2001, c.25 authorizes a municipality to regulate or prohibit parking or leaving of motor vehicles on private property without the consent of the owner of the land;

**AND WHEREAS** Section 102 of the Municipal Act, S.O.2001, c.25 provides that a municipality may require owners and operators of public parking lots or facilities to provide designated parking spaces for vehicles displaying a disabled parking permit;

**AND WHEREAS** pursuant to Section 214.1 of the Highway Traffic Act, R.S.O. 1990,c.H.8. as amended by Bill 26, Chapter 6, Statutes of Ontario 1998 provides the Council of a municipality to designate community safety zones on parts of highways under its jurisdiction;

**AND WHEREAS** pursuant to Section 128(2.1) of the Highway Traffic Act, R.S.O. 1990,c.H.8. as amended by Bill 26, Chapter 6, Statutes of Ontario 1998 provides the Council of a municipality to designate an area in a municipality and prescribe a rate of speed, which must be less than 50 km/hr, that applies to all highways within the designated area.

**AND WHEREAS** Section 432 of the Municipal Act, S.O.2001, c.25 may provide for a procedure for the voluntary payment of penalties out of court where it is alleged that a by-law related to the parking, standing and stopping of vehicles has been contravened;

**AND WHEREAS** Section 7 of the Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4 authorizes municipal councils to pass by-laws designating private roads as fire routes along which no parking of vehicles shall be permitted;

**AND WHEREAS** the Council of the Corporation of the Town of Amherstburg deems it expedient to up-date and amend the provisions of the by-law regulating traffic;

**AND WHEREAS**, pursuant to the Municipal Act, S.O. 2001, c. 25, section 102, a local municipality may require the owners or operators of parking lots or other parking facilities to which the public has access, whether on payment of a fee or otherwise, to provide designated parking spaces for vehicles displaying a disabled parking permit;

**AND WHEREAS** it is deemed expedient by Council to exercise such authority to authorize the creation and designation of parking spaces on highways and/or municipal or private property for the exclusive use of vehicles which are displaying a permit in accordance with the requirements of the Highway Traffic Act, R.S.O. 1990, c. H.8, and the regulations made thereunder and this by-law;

**AND WHEREAS** Council deems it expedient to create special parking exemptions for the drivers and the operators of vehicles which are displaying a permit in accordance with the requirements of the Highway Traffic Act, R.S.O. 1990, c. H.8, and the regulations made thereunder and this by-law;

**NOW THEREFORE** the Council of the Corporation of the Town of Amherstburg hereby enacts:



# 1 DEFINITIONS

1.1 In this by-law:

“**Accessible Parking Permit**” is a permit issued by the Ministry of Transportation under the Highway Traffic Act R.S.O.1990, c. H.8, as amended, and is currently valid, or permit or other marker or device which is issued by another jurisdiction, is currently valid;

“**Bicycle**” means any device which has two wheels and is propelled by human power upon which any person may ride and includes a tricycle having a wheel or wheels with a diameter of 60.0 centimetres or more, but does not include a motor-assisted bicycle or E-bike;

“**Boulevard**” means the portion of every road allowance within the limits of the Town which is not used as a sidewalk, driveway, travelled roadway, or shoulder;

“**By-law Enforcement Officer**” means an employee of the Town appointed by Council to enforce or carry out the provisions of this by-law or any part or parts thereof;

“**Bridge**” means a public bridge forming part of a highway or on, over or across which a highway passes;

“**Chief of Police**” means the Chief of Police of the Town of Amherstburg, or the Commissioner of the Ontario Provincial Police or his/her designate, in accordance with the provisions for policing in the Town at any given time;

“**Commercial Motor Vehicle**” means a motor vehicle having permanently attached thereto a truck or delivery body and includes ambulances, hearses, casket wagons, fire apparatuses, buses and tractors used for hauling purposes on highways;

“**Community Safety Zone**” means a highway or part of a highway where public safety is of special concern, fines have been increased for certain traffic violations and that is identified by “community safety zone” official signs as prescribed in regulations under the Highway Traffic Act;

“**Corner**” means the point of intersection of curbs or edges of the portion of the highway used for vehicular traffic;

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

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

“**Crosswalk**” means that part of a highway at an intersection or elsewhere, distinctly indicated for pedestrian crossing by appropriate pavement markings and/or signs, or that part of a highway at an intersection that is included within the connections of the lateral lines of the sidewalks on opposite sides of the highway measured from the curb or, in the absence of curbs, from the edges of the roadway;

“**Cul-de-Sac**” means a circular turnaround at the end of a dead-end street; (added B/L 2016-118, Dec. 12/16)

“**Curb**” shall include the edge of the travelled portion of the highway;

“**Designated Fire Route**” means a fire route designated by the Chief of the Fire Department of the Town;

“**Designated Parking Space**” means a parking space marked by an approved sign indicating such space to be used for the sole use of vehicles operated by or used for conveying disabled persons;

“**Director, Engineering & Infrastructure**” means the Director, Engineering & Infrastructure of the Town of Amherstburg or his or her designate;

**“Double Parking”** as applied to a vehicle means to allow the same to remain stationary on the same side of the highway alongside of and parallel with, or nearly parallel to another vehicle already parked or standing at the curb of such highway, except in obedience to traffic regulations, signs or signals;

**“Driveway”** means the part of the highway that is improved, designed and used to provide vehicular access between the roadway and land contiguous to the highway, but does not include any part of the roadway;

**“E-bike (power assisted bicycle/electric bicycles)”**, means a vehicle that:

- has steering handlebars and is equipped with pedals,
- is designed to travel on not more than three wheels in contact with the ground,
- is capable of being propelled by muscular power,
- has one or more electric motors that have, singly or in combination, the following characteristics:
  - it has a total continuous power output rating, measured at the shaft of each motor, of 500 W or less,
  - if it is engaged by the use of muscular power, power immediately ceases when the muscular power ceases,
  - if it is engaged by the use of an accelerator controller, power assistance immediately ceases when the brakes are applied, and
  - it is incapable of providing further assistance when the bicycle attains a speed of 32 km/h on level ground,
- bears a label that is permanently affixed by the manufacturer and appears in a conspicuous location stating, in both official languages, that the vehicle is a power-assisted bicycle as defined in this subsection, and
- has one of the following safety features,
  - an enabling mechanism to turn the electric motor on and off that is separate from the accelerator controller and fitted in such a manner that it is operable by the driver, or
  - a mechanism that prevents the motor from being engaged before the bicycle attains 3 km/hr.

**“Emergency Vehicle”** means,

- a vehicle of any fire department;
- a vehicle of any police service;
- Ministry of Public Safety & Security (Correctional Services) vehicle;
- an ambulance;
- an armoured car carrying cash or negotiable securities;
- a Ministry of Transportation of Ontario maintenance vehicle; or
- a clearly marked public utility vehicle, owned by a company (other than a municipal or local board of a municipality) incorporated for the purpose of supplying a public utility, as defined in the Public Utilities Act, R.S.O. 1990, c. P. 52, as amended from time to time, or any successor thereof.

**“Fire Route”** means any private access, route, road, way, lane, ramp, or other means of vehicular access to or egress from a building and it may include part of a parking lot set aside for use by emergency vehicles;

**“Gross Weight”** means the combined weight of vehicle and load;

**“Heavy Vehicle”** means a vehicle having a gross weight, including the vehicle, object or contrivance and load, in excess of 5000 kilograms, but does not include a fire apparatus, vehicles actually engaged in works undertaken for or on behalf of the Town or public utility emergency vehicles;

**“Highway”** means a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, designed and intended for, or used by, the general public for the passage of vehicles and includes the area between the lateral property lines thereof;

**“The Highway Traffic Act” or “HTA”** means The Highway Traffic Act, R.S.O. 1980, c. 198, as amended;

**“Intersection”** means the area embraced within the prolongation or connection of the lateral curb lines or, if none, then of the lateral boundary lines of two or more highways that join one another at an angle whether or not one highway crosses the other;

**“Loading Zone”** means an area or place on a highway established by authority of this by-law for accommodation of commercial vehicles and the loading and unloading of goods, wares or merchandise or passengers;

**“Motor Vehicle”** includes an automobile, motorcycle, motor-assisted bicycle unless otherwise indicated in this by-law, and any other vehicle propelled or driven otherwise than by muscular power, but does not include the cars of electric or steam railways, or other motor vehicles running only upon rails, or a motorized snow vehicle traction engine, farm tractor, self-propelled implement of husbandry or road-building machine and does not include an E-bike;

**“Motorized Snow Vehicle”** means a self-propelled vehicle designed to be driven exclusively on snow or ice or both;

**“Municipal/Park Parking Lot”** means a parking lot owned by the Town and operated by or on behalf of the Town;

**“Obstruct Traffic”** means any highway, driveway, crosswalk, or municipal property access road that is blocked or partially blocked by a vehicle or restricted vehicle creating a potentially unsafe condition for traffic;

**“Official Sign”** means a sign any highway sign used to regulate traffic which is prescribed by regulation made under the Highway Traffic Act, or is approved by Council;

**“One-Way Street”** means a street upon which vehicular traffic is limited to movement in one direction;

**“Operator”** means any person who operates and who is in charge of a vehicle upon a highway;

**“Park” or “Parking”** or any other word or expression of similar connotation, when prohibited, means the standing of a vehicle whether occupied or not, except when standing temporarily for the purpose of and while actually engaged in loading or unloading merchandise or passengers;

**“Police Officer”** means an employee of the Municipal Police Service who is appointed as a peace officer pursuant to the Police Services Act; (amended B/L 2022-006 Feb. XX/22)

**“Pedestrian”** means a person on foot or an invalid, child or other person in a wheeled chair or baby carriage;

**“Permit”** means a permit issued to the owner of a motor vehicle with respect to such motor vehicle which he or she is the owner;

**“Person”** means every natural person, firm, partnership, association, corporation or organization of any kind;

**“Personal Mobility Device”** means a device designed for and operated by a person with a disability for the purpose of mobility and which is propelled by muscular power or any kind of power and includes motorized and un-motorized wheelchairs and scooters;

**“Public Parking Area”** means any open area or portion of a structure other than a street or highway, intended for the temporary parking of vehicles and on which there are designated parking spaces, whether their use involves the payment of a fee or otherwise but does not include parking areas in lands used for residential purposes;

**“Recreational Vehicle”** means a vehicle which provides sleeping and other facilities for short periods of time while travelling or vacationing, designed to be towed behind a motor vehicle or self-propelled and includes such vehicles commonly known as travel trailers, camper trailers, pick-up coaches, motorized campers, motorized homes or other similar vehicles;

**“Restricted Vehicle”** means any motor vehicle lacking current valid license plate(s), motor vehicles that are in a derelict state of condition where it would not be considered fit for safe/lawful travel on a highway, trailers that are not attached to a propelling operable motor vehicle, boats, recreational watercraft vessel, tent trailers, campers, motor homes but does not include mobile homes. Trailers that are parked on a highway for the purpose of providing a temporary business service, actively loading/unloading items to a property or trailers associated with a construction development project are exempt and not considered restricted;

**“Roadway”** means the part of the highway that is improved, designed or ordinarily used for vehicular traffic, but does not include the shoulder, and, where a highway includes two or more separate roadways, the term “roadway” refers to any one roadway separately and not all of the roadways collectively;

**“School Bus”** means a bus used for the transportation of children to and from school which meets the provisions of the Highway Traffic Act;

**“School Crossing”** means any portion of a roadway, at an intersection or elsewhere, distinctly indicated for school children crossing by signs on the highway and lines on the surface of the roadway;

**“School Zone”** means a portion of a highway that adjoins the entrance to or the exit from a school and that is within a distance of 150 metres along the highway in either direction beyond the limits of the land used for the purposes of the school;

**“Shoulder”** means the part of the highway immediately adjacent to the roadway and having a surface which has been improved with asphalt, concrete or gravel for the use of vehicles but which extends no more than 3.6 metres in width from the limit of the roadway;

**“Sidewalk”** means that portion of a highway between the curb lines, or the lateral lines of a roadway and the adjacent property lines, intended for the use of pedestrians;

**“Snow Event”** means a period of time during which the Director, Engineering and Public Works or delegate, declares that they anticipate a snow fall or accumulation which is likely to require extensive snow ploughing, snow clearing or snow removal operations. A snow event shall end 24 hours later unless cancelled or extended by the Director, Engineering and Public Works in accordance with the provisions of this By-law; (added B/L 2022-006 Feb. XX/22)

**“Special Event”** means an event designated as a Public Event for the period of time and within the geographic area identified by the Town; (added B/L 2022-006 Feb. XX/22)

**“Stand” or “Standing”**, when prohibited, means the halting of a vehicle, whether occupied or not, except for the purpose of and while actually engaged in receiving or discharging passengers;

**“Stop” or “Stopping”** when prohibited means the halting of a vehicle, even momentarily, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or of an official sign or signal, as amended in the Highway Traffic Act; (added B/L 2022-006 Feb. XX/22)

**“Through Highway”** means a highway or part of a highway designated as such by the Minister or by by-law of a municipality, and every such highway shall be marked by a stop sign or yield right of way sign in compliance with the regulations of the Ministry;

**“Through Traffic”** means any highway or part of a highway designated as such by by-law of the Municipality and marked by a stop sign or yield sign in compliance with the regulations of the Ministry of Transportation;

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

**“Traffic”** includes pedestrians, ridden or herded animals, vehicles, street cars and other conveyances either singly or together using any street for the purpose of travel;

**“Traffic Control Devices”** means any sign, or roadway, curb or sidewalk marking or other device erected or placed under the authority of the Council for the purpose of guiding or directing traffic;

**“Traffic Signal”** means any device manually, electrically or mechanically operated for the regulation of traffic;

**“Trailer”** means any vehicle that is at any time drawn upon a highway by a motor vehicle, except an implement of husbandry, a mobile home, another motor vehicle or any device or apparatus not designated to transport persons or property, temporarily drawn, propelled or moved upon such highway, except a side car attached to a motorcycle, and shall be considered a separate vehicle and not part of the motor vehicle by which it is drawn;

## 2 GENERAL INTERPRETATION

2.1 In this by-law:

- a) words importing the singular number or the masculine gender only, include more persons, parties or things of the same kind than one and females as well as males and the converse;
- b) a word interpreted in the singular number has a corresponding meaning when used in the plural;
- c) "may" shall be construed as permissive; and
- d) "shall" shall be construed as imperative.

2.2 In the schedules to this by-law, the following abbreviations, definitions and symbols stand for the words respectively set forth opposite thereto as follows:

Ave – Avenue	Bldv – Boulevard	Cir – Circle
Cres – Crescent	Ct – Court	Dr. - Drive
Gdns – Gardens	Pl – Place	Rd – Road
St – Street	cm – centimetre	km –kilometre
km/h - kilometre per hour	m – metre	N. - North
E. - East	S. – South	W. – West
a.m. - Ante Meridian	p.m. - Post Meridian	

2.3 Where any expression of time occurs or where any hour or other period of time is stated the time referred to shall be Eastern Standard Time except during the periods when Daylight Saving Time is in effect in the Town during which period the time referred to shall be one hour in advance of Standard Time.

2.4 ADMINISTRATION AND ENFORCEMENT:

This by-law may be enforced by Police Officers and By-law Enforcement Officers.

### 3 OBEDIENCE TO TRAFFIC REGULATIONS

3.1 Every person shall promptly obey all signals or directions given either by a Police Officer or by a Traffic Control Device, including Traffic Signals and Official Signs.

3.2 In the event of highway construction, repairs or maintenance, erection of Traffic Control Devices, or in the event of fire or other emergency, snow event, special event or during a parade or other concourse of traffic, traffic may be directed by any Police Officer or by signs erected or placed at the direction of the Chief of Police as conditions require, and it shall be a violation of this by-law for any person to disobey or refuse to comply with the orders, signals or direction of such Police Officer or such sign.

(amended B/L 2022-006 Feb. XX/22)

3.3 When official or authorized signs have been erected or notice has otherwise been given under Subsection (2) hereof, every person shall obey the instructions or directions on any sign so erected and the sign is deemed to have been erected pursuant to the section that normally regulates or prohibits the matter, and the appropriate Schedule is deemed to have been amended to implement the regulation, and those provisions apply to any act or failure to act contrary to the special regulations made pursuant to this Section.

### 4 TRAFFIC CONTROL DEVICES

4.1 The Director, Engineering & Infrastructure is hereby authorized and responsible for the placement or erection and maintenance of such signs and traffic control devices, as may be necessary to give effect to the provisions of this by-law, or as are required to warn or guide traffic for the safety and convenience of the public.

4.2 The Director, Engineering & Infrastructure may erect temporary signs indicating "No Parking" or "No Stopping" at any location where, in his or her opinion, the sign is required;

a) to facilitate the removal of snow, ice or debris from highways or from other public property under the Town's jurisdiction;

b) to facilitate the construction or repair of curbs, gutters, sewers, water main or other public utilities; and/or

c) to alleviate temporarily a dangerous or difficult traffic condition; and

4.3 The Director, Engineering & Infrastructure shall, wherever possible, erect such signs at least one hour prior to the commencement of the works, if any, and remove the sign one hour after the completion of the said works. A temporary sign shall not be installed for longer than one month.

4.4 Notwithstanding the provisions of Subsection 4.1 above, the Chief of Police may erect temporary "No Parking" or "No Stopping" signs in the form prescribed by this by-law in the event of fires, emergencies, parades, or large assemblies provided that wherever possible, such signs shall be erected at least one hour prior to when the event is scheduled to take place, and shall be removed within one hour of the conclusion of the event.

4.5 The Director, Engineering & Infrastructure may remove authorized signs indicating "No Parking" and "No Stopping" where it is deemed appropriate in order to accommodate the parking of motor vehicles for temporary periods due to the maintenance of parking lots and garages or as a result of the granting of a parking consideration.

4.6 No Person shall place, maintain or display upon or in view of any highway any sign, signal, marking or device which purports to be or is an imitation of or

resembles any traffic control device or which conceals from view or interferes with the effectiveness of any traffic control device.

- 4.7 No Person shall willingly or deliberately move, alter, deface, or otherwise interfere with any traffic control device erected or placed pursuant to the provisions of this by-law.
- 4.8 No unauthorized Person shall give any signal or direction attempting or purporting to direct traffic unless in an emergency to direct traffic around the scene of an accident or obstacle, excavation, debris, glass or other hazard.
- 4.9 No operator of a motor vehicle approaching a green signal light at an intersection shall enter the intersection unless traffic in front of him is moving in the manner that could reasonably lead him to believe he can clear the intersection before the signal light turns red. Exception is given to the operator of a vehicle who enters an intersection for the purpose of turning to the right or left onto an intersecting highway and signals his intention to make such a turn prior to entering the intersection.
- 4.10 No operator of a motor vehicle shall fail to clear a non-signalized intersection where an authorized sign is posted directing motorists not to block an intersection.
- 4.11 The intersection of highways set out in Column 1 and Column 2 of Schedule "A" to this by-law are designated as intersections where Traffic Signal lights are permitted.

## **5 DRIVING REGULATIONS**

- 5.1 No operator of a vehicle shall permit such vehicle to remain upon or be driven upon or along any highway so as to block or obstruct traffic.
- 5.2 No operator of a motor vehicle shall permit such vehicle to be so overloaded that its ordinary motive power shall be unable to move it at a reasonable speed.
- 5.3 Whenever a motor vehicle becomes stalled or for any reason cannot be moved by its ordinary motive power, and in consequence thereof a street is obstructed, the owner or operator of such vehicle shall cause the prompt removal thereof by towing or otherwise.
- 5.4 No Person shall reverse or back a motor vehicle unless such person has first made observation that such movement may be safely made.
- 5.5 No person shall reverse or back a commercial vehicle without first having given an unmistakable warning signal to pedestrians and approaching vehicles.
- 5.6 In no case shall a Person reverse or back a motor vehicle around a corner at an intersection unless preceded by an operator's helper to observe that such movement may be made safely.
- 5.7 No operator of a motor vehicle shall drive such vehicle on, over, or across any fire hose laid on any street unless directed to do so by the Person in charge of such a hose, or by a Police Officer.
- 5.8 Unless otherwise directed by a Police Officer, no Person shall drive a motor vehicle on a street which is barricaded or otherwise indicated to be closed to traffic for the time being.
- 5.9 No Person shall drive a motor vehicle upon a curb, sidewalk, pathway, footpath, footbridge, or boulevard of a highway except for the purpose of directly crossing the sidewalk or footpath where such crossing is permitted, or where permission has been obtained from a Police Officer.

- 5.10 Every Person driving a motor vehicle across a sidewalk or footpath for the purpose of directly crossing it shall yield the right-of-way to pedestrians using the sidewalk or footpath.
- 5.11 No Person shall drive a motor vehicle over a raised curb except at a place where there is a ramp.
- 5.12 No Person shall drive a motor vehicle so that it intersects a funeral or other authorized procession in motion except under the direction of a Police Officer.
- 5.13 All Persons driving motor vehicles in a funeral or other procession shall drive such vehicles as near to the right hand edge of the roadway as is practicable and safe.
- 5.14 Whenever a "Keep Right" sign or a "Do Not Enter" sign is erected or placed upon a highway, no Person shall drive a vehicle on a roadway in contravention of the direction of any such sign.

## **6 GENERAL REGULATIONS**

- 6.1 No Person shall ride or drive any horse or horses upon a sidewalk within the Town.
- 6.2 No Person shall drive any cattle, sheep, pigs or other animals on any highway or sidewalk within the Town.
- 6.3 No Person shall permit any animal or fowl to run at large on any highway, however, that this section shall not apply to dogs or cats.
- 6.4 No Person shall obstruct, encumber, injure or foul any highway or portion thereof.
- 6.5 No Person shall erect or maintain any fence on any highway and no firewood or other thing calculated to obstruct any highway, or to obstruct or interfere with public travel thereon shall be placed or deposited thereon.
- 6.6 No Person shall ride in or on or operate, and no person shall permit any person to ride in or on any motor vehicle while standing or sitting on the running boards thereof, or on any portion of the vehicle not designed for the carrying of passengers or merchandise.
- 6.7 No Person shall coast or slide by the use of any hand sleigh or any toboggan on any street.
- 6.8 No parade or other procession shall be permitted on any highway within the Town, until such parties in charge thereof have first obtained the required municipal approvals.
- 6.9 No Person shall offer for distribution or for sale, or sell goods, wares, merchandise, services or produce from a vehicle on a highway in the Town unless he/she has first obtained the required municipal approvals.

## **7 PEDESTRIAN DUTIES**

- 7.1 Except where traffic control signals are in operation, or at a pedestrian crossover, or where traffic is being controlled or regulated by a Police Officer, every pedestrian crossing a highway shall yield the right-of-way to all vehicles upon the roadway, but nothing in this section shall relieve the driver of a vehicle from the obligation of taking all due care to avoid an accident.
- 7.2 All pedestrians shall cross a highway by the shortest route except when crossing an intersection by the shortest route.



- 7.3 No pedestrian shall proceed over or under a barrier temporarily or permanently installed on a highway.
- 7.4 Where there is a sidewalk that is reasonably passable on either or both sides of a highway, a pedestrian shall not walk on a roadway.
- 7.5 No Person upon in-line skates or riding in or by means of any coaster, toy vehicle or similar device shall go upon a highway except for the purpose of crossing the roadway and when so crossing such person shall have all rights of and be subject to the obligations of a pedestrian.
- 7.6 No person shall play or take part in any game or sport upon a highway.
- 7.7 No person shall use any toy, wagon, coaster, tricycle, skateboard, or in-line skates upon a highway other than a sidewalk, or on a footpath otherwise reserved for pedestrians.
- 7.8 No person shall walk, stand or engage in any other activities on a roadway together with one or more other persons in such a manner as to impede pedestrians or vehicles.

## **8 REGULATIONS FOR BICYCLES**

- 8.1 No Person shall drive a bicycle on a sidewalk.
- 8.2 Notwithstanding Subsection 8.1, the operation of personal mobility devices (motorized wheelchairs and medical scooters) shall be permitted on sidewalks.
- 8.3 A person operating a Bicycle or E-bike upon a roadway shall ride as near the right hand side of the roadway as practicable and shall exercise due care when passing a standing vehicle or one proceeding in the same direction.
- 8.4 All persons operating a Bicycle or E-bike upon a roadway shall ride in single file.
- 8.5 No person shall park a Bicycle or E-bike on a roadway except in an area designated for such parking.
- 8.6 No person under the age of 16 shall operate an E-bike.
- 8.7 No person shall operate an E-bike without an approved Canadian Standards Association bicycle helmet and the chin strap of the helmet securely fastened under the chin.

## **9 REGULATIONS FOR SKATEBOARDS**

- 9.1 No person shall use a skateboard on any highway, roadway, boulevard, sidewalk, footpath or any other Town owned or leased property except those areas set out specifically for skateboard use.

## **10 REGULATIONS FOR IN-LINE SKATES**

- 10.1 A person in-line skating upon a roadway shall ride as near the right hand side of the roadway as practicable and shall exercise due care when passing a standing vehicle or one proceeding in the same direction.
- 10.2 No person while in-line skating shall indulge in any tricks.
- 10.3 All persons travelling on in-line skates upon a roadway shall skate in single file.

- 10.4 Any person travelling on in-line skates shall adhere to the pedestrian regulations as outlined in Section 7.

## **11 REGULATIONS FOR PERSONAL MOBILITY DEVICES**

- 11.1 No person shall operate a Personal Mobility Device on a roadway in the Town where sidewalks are available and accessible.
- 11.2 Notwithstanding subsection 11.1, where a sidewalk cannot be used by a Personal Mobility Device due to weather conditions or physical conditions of the sidewalk, the operator is authorized to use the travelled portion of the roadway.
- 11.3 Every person operating a Personal Mobility Device upon a roadway shall in all cases travel with the flow of traffic and as near to the right-hand side of the roadway as practicable.
- 11.4 All persons operating Personal Mobility Devices upon a roadway shall travel in single file.
- 11.5 Every person operating a Personal Mobility Device shall obey all traffic regulations.
- 11.6 Every person while operating a Personal Mobility Device on the roadway between sunset and sunrise shall have mounted:
- a) on the rear of their device an illuminated red tail light at a minimum distance of 60 centimetres from ground level with dimensions of 5 centimetres by 7.5 centimetres; and
  - b) on the front of their device a white illuminated light.
- 11.7 Every person while operating a Personal Mobility Device on a sidewalk shall yield the right of way to pedestrians.

## **12 REGULATIONS FOR MOTORIZED SNOW VEHICLES**

- 12.1 No person shall drive or haul a Motorized Snow Vehicle along or upon any sidewalk, boulevard, pathway or footpath used by or set apart for the use of pedestrians and forming part of any highway or bridge, boulevard or other means of public communication, or being in or upon any highway, boulevard, park, park-lot, garden or other place set apart for ornament or embellishment or for public recreation within the Town.
- 12.2 No person shall drive or haul a Motorized Snow Vehicle along or upon any Town cemetery.
- 12.3 No person shall use or operate a Motorized Snow Vehicle within the Town between the hours of 11:00 p.m. and 7:00 a.m. on each and every day of the week.

## PARKING REGULATIONS

### 13 GENERAL PARKING REGULATIONS

- 13.1 No person shall park a motor vehicle more than 30 centimetres from the edge of the roadway adjacent to which such vehicle is parked. (amended B/L 2021-XX Feb. XX/21)
- 13.2 No person shall park or leave any motor vehicle on any municipal property where by means of one or more signs, it is indicated that such parking is prohibited.
- 13.3 No person shall on any highway park any motor vehicle:
- a) on any street in a manner which obstructs traffic;
  - b) on or over a sidewalk, crosswalk or footpath;
  - c) on any ramp or manoeuvring area established as part of a parking arrangement;
  - d) within an intersection;
  - e) opposite, in front of or within 0.5 metres of a driveway or laneway so as to obstruct vehicles in the use of a driveway or laneway;
  - f) within 2 metres of a point on the curb or edge of the roadway adjacent to any fire hydrant;
  - g) within 10 metres of an intersection;
  - h) within 15 metres of any intersection controlled by traffic signals;
  - i) within 15 metres of any level crossing of a railway;
  - j) alongside the tracks of any railway;
  - k) on any roadway having an overall width of less than 6 metres;
  - l) in front of an entrance to or exit from any building or enclosed space in which persons may be expected to congregate in large numbers;
  - m) upon any boulevard, except where the same are built up with gravel, stone, or other road material, or paved with the permission of and to the satisfaction of the Roads Superintendent; no person shall change the surface of the boulevard without written permission of the Roads Superintendent;
  - n) on any park access road, or any parklands, garden, or other place set aside for public ornament or recreation;
  - o) for the express purpose of advertising or promotion;
  - p) for the purpose of displaying the motor vehicle for sale. Notwithstanding the foregoing, this provision shall not apply to a person who is not in the business of selling motor vehicles;
  - q) for the purpose of washing, greasing or repairing the motor vehicle;
  - r) for the purpose of unloading or transferring of materials of any kind from one motor vehicle to another, except in cases of emergency;

- s) in such position as will prevent the removal of any other motor vehicle previously parked;
- t) Where parking spaces are designated by lines painted on a highway or on a municipal parking lot, no person shall park any motor vehicle except entirely within an area designated as a parking space.
- u) Any motor vehicle standing or parked on any street shall be moved away by the owner or operator thereof at the request of a Police Officer or By-Law Enforcement Officer when, in the opinion of such Officer, traffic congestion, fire or any other condition renders the removal of such motor vehicle necessary. (amended B/L 2021-XX Feb. XX/21)
- v) Nothing in this section shall be deemed to permit parking at any location where or at any time when parking is otherwise prohibited.
- w) No person shall park or leave a restricted vehicle on any highway or municipal property.
- x) No person shall park within any cul-de-sac. (added B/L 2016-118 Dec. 12/16)

## **14 PARKING PROHIBITED WHERE AUTHORIZED SIGNS ARE ON DISPLAY**

14.1 Where signs, in accordance with the regulations under the *Highway Traffic Act*, are erected and on display, no person shall park any motor vehicle:

- a) on any highway or portion of a highway at the side and between the limits set out respectively in Column 1, 2, 3 and 4 of Schedule "B" to this by-law during the prohibited times or days set out in Column 5 of the said Schedule;
- b) on any highway or portion of a highway at the side and between the limits set out respectively in Columns 1, 2, 3 and 4 of Schedule "C" to this by-law during the prohibited times or days set out in Column 5 of the said Schedule for a longer period than that set out in Column 6 of the said Schedule.
- c) in any designated loading or unloading zone, except as permitted by this by-law;
- d) within 30 metres of the approach side of the nearest rail of any level crossing of a railway;
- e) within 15 metres of the leaving side of the nearest rail of any level crossing of a railway;
- f) within 15 metres of an intersection;
- g) within 30 metres of an intersection controlled by traffic signals;
- h) on any highway in front of an entrance to or exit from any public building, including a hospital or enclosed space in which persons may be likely to congregate in large numbers;
- i) from a point of location of a sign indicating "No Parking Anytime" to the intersection, or from the sign to the next designated parking zone;
- j) any time on one or both sides of a highway or portion of a highway which is immediately adjacent to a park or playground;

- k) on curves or ~~cul-de-sacs~~ where there may be limitations on sight distance or on the maneuverability of emergency vehicles; (amended B/L 2016-118 Dec. 12/16)
  - l) in any zone other than a Commercial or Industrial Zone, as defined in the Zoning By-law 1999-52 of the Town,
- 14.2 No person shall park any Commercial Motor Vehicle or Recreation Vehicle on the street in front of any lot, where parking is permitted, unless:
- a) the vehicle weight of said commercial motor vehicle is not greater than 3400 kilograms; and (amended B/L 2015-102 Sept. 14/15)
  - b) the commercial motor vehicle is operated by the owner or occupant of a dwelling unit on the lot; or (amended B/L 2015-102 Sept. 14/15)
  - ~~c) the said vehicle is a recreation vehicle, being a vehicle that is mobile, either by itself or when attached to another vehicle, designed to provide temporary accommodation for its inhabitants; (deleted B/L 2015-102 Sept 14/15)~~
- 14.3 No person shall park a motor vehicle in the parking lots listed in Schedule "D" hereto, owned or occupied by the Town of Amherstburg or a local board thereof, without the consent of the Town or local board, as the case may be. In addition to, or instead of issuing a Parking Infraction Notice for breach of this section, the vehicle may be removed or impounded as provided in Schedule "D".
- 14.4 No person shall park a motor vehicle on any highway along the curb adjacent to school premises between the hours of 8:00 a.m. and 5:00 p.m. except Saturdays, Sundays, or other school holidays.

## 15 PARKING ON PRIVATE PROPERTY

- 15.1 No person shall park or leave any motor vehicle on private property without the consent of the owner or occupant of such property.
- 15.2 Any motor vehicle which is parked or left in contravention of this section may be removed or impounded by the owner of the property so long as a Police Officer or By-law Enforcement Officer is present and all costs and charges for removing or impounding the vehicle shall be paid by the owner thereof.
- 15.3 The driver or owner of a motor vehicle parked or left on private property is not liable to any penalty or to have the motor vehicle removed from such property or impounded under this by-law except upon written complaint of the owner or occupant of the property given to a Police Officer or By-law Enforcement Officer.
- 15.4 Where the owner or occupant of property affected by this section has posted signs stating conditions on which a motor vehicle may be parked or left on the property or prohibiting the parking or leaving of a motor vehicle on the property, a motor vehicle parked or left on the property contrary to such posted conditions or prohibition shall be deemed to have been parked or left on the property without the owners or occupants consent.

## 16 PARALLEL PARKING

- 16.1 Where parallel parking is permitted, no person shall park any motor vehicle on any highway or portion thereof except upon the right-hand side of the street, having regard for the direction in which the motor vehicle is required to proceed, with the right front and right rear wheels of the motor vehicle parallel to and distant not more than 30 centimetres from the right-hand edge of the street; provided this subsection shall not apply where angle parking is authorized by this bylaw, or upon one-way streets as authorized by this by-law.

## 17 ANGLE PARKING

- 17.1 Where authorized signs to that effect are displayed, angle parking in accordance with the provisions of clause (b) of this subsection is permitted on highways at the sides and between the limits set out respectively in Columns 1, 2 and 3 of Schedule "E" to this by-law.
- 17.2 Where angle parking is permitted, no person shall park a motor vehicle except within the limits defined by pavement markings; if no pavement markings are visible no person shall park a motor vehicle except at an angle not exceeding sixty (60) degrees with the permitted direction of travel and in all cases so that the front end of the motor vehicle is nearest to the curb or the edge of the street, and no person shall park a motor vehicle at an angle if:
- a) the load being carried extends beyond the rear of the motor vehicle; or
  - b) the motor vehicle has attached to it a trailer as defined by the *Highway Traffic Act*; or
  - c) such motor vehicle obstructs or interferes with traffic in any way while so parked.

## 18 ONE-WAY STREET PARKING

- 18.1 No person shall park on a one-way street except, having regard for the direction in which the motor vehicle is required to proceed, with the right front and rear wheels of the motor vehicle parallel to and distant not more than 30 centimetres from the right-hand edge of the street, or with the left front and rear wheels of the motor vehicle parallel to and distant not more than 30 centimetres from the left-hand edge of the street.

## 19 DOUBLE PARKING

- 19.1 No person shall stop a motor vehicle in a manner known as "double parking" or in any traffic lane other than the curb lane.

## 20 PARKING DURING EMERGENCIES& SPECIAL EVENTS

- 20.1 For the purposes of this section, "emergency" includes a snow event or other act of God which hinders, restricts, or prohibits the normal movement of vehicles or pedestrians on a highway. (added B/L 2022-006 Feb. XX/22)
- 20.2 The declaration of an emergency and/or snow event and the parking restriction or prohibition shall be deemed in effect after a systematic broadcast on local radio channels, social media accounts, and email alert features serving the Town and such broadcast shall be deemed to be sufficient notification of the restriction or prohibition then in effect. (added B/L 2022-006 Feb. XX/22)

20.3 Notwithstanding any provision of this by-law to the contrary, in case of fire, a parade, an assembly of persons, a congestion of traffic, a construction project, emergency, or a Special Event, parking may be restricted or prohibited by the Director, Engineering and Public Works or the Chief of Police, and no person shall park a vehicle or permit a vehicle to remain parked in contravention of such restriction or prohibition. (added B/L 2022-06 Feb. XX/22)

## 21 DESIGNATED PARKING SPACES

- 21.1 Every person who is an owner of public parking area shall provide designated parking spaces for persons with disabilities in accordance with the Town of Amherstburg Zoning By-law, as amended.
- 21.2 Every owner or operator of a public parking area may voluntarily provide a number of designated parking spaces above and beyond the requirements of this by-law if they so wish.
- 21.3 Every person who is an owner of public parking area shall mark such designated parking spaces with a sign in accordance with the provisions of the *Highway Traffic Act*.
- 21.4 Designated parking spaces for persons with disabilities located upon municipal properties are described in Schedule "T" attached hereto.
- 21.5 No person shall park, stop or leave a motor vehicle in a designated parking space unless a permit has been issued to that person or to a passenger being picked up or transported in the motor vehicle and such permit is displayed on or in the motor vehicle in accordance with the requirements of the *Highway Traffic Act*, and the regulations made there under and this by-law.
- 21.6 No person shall charge a fee for the use of a designated parking space in excess of that fee charged other members of the general public in respect of other parking spaces.
- 21.7 Each and every designated parking space shall be distinctly indicated by a sign which is in a form and content as prescribed by the *Highway Traffic Act* and regulations made thereunder as illustrated in Schedule "U" to this by-law.
- 21.8 Each and every designated parking space shall have the sign prescribed in section 20.7 of this by-law mounted at the following height. No less than 1.5 m (59.055 inches) from the finished grade to the bottom of the sign and no more than 2.5 m (98.425 inches) from the finished grade to the top of the sign.
- 21.9 The view of the sign shall not be obstructed in any way.
- 21.10 The signs prescribed in Section 20.8 shall be installed in a permanent manner at the centre of the designated parking space.
- 21.11 Every designated parking space shall have a minimum perpendicular width of not less than 4.6 metres.
- 21.12 Every designated parking space shall have a minimum length of 5.2 metres.
- 21.13 Subsections 20.11 and 20.12 do not apply to an owner or operator of a public parking area if compliance with these sections will cause the public parking area to be in noncompliance with the provisions of the Planning Act, R.S.O. 1990, c. P.13, as amended.
- 21.14 Every designated parking space shall be placed with sufficient clearance around the motor vehicle in terms of other motor vehicles or obstacles such as light standards or waste receptacles.

- 21.15 Every designated parking space shall be kept clear of all accumulations of ice, snow or other material which could render the parking space unusable.
- 21.16 No person shall park, stand or leave an unauthorized motor vehicle in a designated parking space.

## **22 STOPPING REGULATIONS - GENERAL**

22.1 No person shall on any highway stop any vehicle:

- a) on or over a sidewalk or footpath;
- b) within an intersection or crosswalk or designated pedestrian crossover;
- c) within 9 metres of a crosswalk or designated pedestrian crossover;
- d) on the roadway alongside of any stopped or parked vehicle;
- e) upon any bridge or within any tunnel or underpass or within 30 metres of either end of any such structure except that this prohibition shall not apply to locations where parking within such limits as are marked and designated is hereby expressly permitted;
- f) alongside or across the highway from any excavation or obstruction in the roadway where the free flow of traffic would thereby be impeded;
- g) on any centre boulevard or centre strip separating two roadways or adjacent to either side or ends of such middle boulevard or centre strip;
- h) between a safety zone and the adjacent side of the roadway or within 15 metres of the point of such side opposite the ends of the safety zone;

22.2 Nothing in this section shall be deemed to permit stopping at any location where or at any time when stopping is otherwise prohibited.

## **23 STOPPING PROHIBITED WHERE AUTHORIZED SIGNS ARE ON DISPLAY**

23.1 Where signs in accordance with the regulations under the *Highway Traffic Act* are erected and on display, no person shall stop any motor vehicle:

- a) on any highway or part of a highway at the side and between the limits set out respectively in Columns 1, 2, 3 and 4 of Schedule "F" to this by-law during the prohibited times or days set out in Column 5 of the said Schedule; provided, however, that this regulation shall not apply to the operators of commercial vehicles engaged in the transportation of school children, when said vehicle is stopped to discharge and/or pick up passengers in a recessed bus bay;
- b) within 45 metres of the approach side of any pedestrian crossover or school crossing;
- c) within 15 metres of the leaving side of any pedestrian crossover or school crossing;
- d) between the hours of 8:00 a.m. and 6:00 p.m., Monday to Friday inclusive, other than a school purpose vehicle in a school bus loading zone;
- e) between the hours of 8:00 a.m. and 6:00 p.m., Monday to Friday inclusive, on one or both sides of a highway or portion of a highway that is immediately adjacent to a school.



## **24 DELIVERY VEHICLES**

24.1 The driver of a vehicle used for the purpose of delivering goods, wares or merchandise, milk or bread, or any other commodity, shall, when stopping to make a delivery, stop his vehicle only at the curb of a street and no driver shall, in making a delivery leave his vehicle in the street, except at the curb or side of the street.

## **25 COMMUNITY SAFETY ZONES**

25.1 The highways set out in Columns 1 and limits as defined in Columns 2 and 3 of Schedule "V" shall be designated as Community Safety Zones during the prohibited times or days as set out in Column 4 to the said Schedule "V".

25.2 This shall become effective when signs are erected, in accordance with the *Highway Traffic Act* and the regulations, on the designated part of the highway.

25.3 The rate of speed shall be 50 kilometres per hour in a Community Safety Zone, unless otherwise posted with an authorized sign. (added B/L 2015-102 Sept 14/15)

## **26 THROUGH HIGHWAYS**

26.1 The highways set out in Column 1 of Schedule "G" to this by-law between the limit set out in Column 2 and 3 of the said Schedule are, except as provided in Subsection (2) of this section, hereby designated as through highways for the purposes of the *Highway Traffic Act*.

26.2 The designation in Subsection (1) of this section of a highway or portion of a highway as a through highway shall not include any intersection thereon where the road intersected is a King's Highway or where traffic control signals are installed.

## **27 ONE-WAY STREETS**

27.1 Where appropriate signs in accordance with the regulations under the *Highway Traffic Act* have been erected and are on display, the highways set out in Column 1 of Schedule "H" to this by-law between the limits set out in Column 2 and 3 of the said Schedule are hereby designated for one-way traffic only in the directions set out in Column 4 of the said Schedule.

27.2 No person shall drive any motor vehicles on a one-way street as set out in Columns 1, 2 and 3 of Schedule "H", in a direction other than that set out in Column 4 of the said Schedule.

## **28 PROHIBITED TURNS**

28.1 Where authorized signs to that effect are displayed, no motor vehicle in any intersection or portion of highway set out in Column 1 of Schedule "I" to this by-law proceeding in the direction or merging from a property set out in Column 2 of the said Schedule shall be turned in the direction set out in Column 3 of the said Schedule, during the times or days set out in Column 4 of the said Schedule.

28.2 Where authorized signs to that effect are displayed, no person operating a vehicle shall at any time make a U-turn at the locations set out in Column 1 of Schedule "I" to this by-law while travelling in the direction set out in Column 2 of the said Schedule during the times or days set out in Column 4 of the said Schedule.

## 29 STOP SIGNS

29.1 The intersections on highways set out in Column 1 of Schedule “J” to this by-law are designated as intersections where stop signs shall be erected facing traffic as set out in Column 2 of the said Schedule.

## 30 YIELD SIGNS

30.1 The intersections on highways set out in Column 1 of Schedule “K” to this by-law are designated as intersections where yield signs shall be erected facing traffic as set out in Column 2 of the said Schedule.

## 31 SPEED LIMITS

31.1 The rate of speed shall be 80 kilometres per hour on a highway not within a built-up area, unless otherwise posted with an authorized sign.

31.2 The rate of speed shall be 50 kilometres per hour on a highway within a built-up area, unless otherwise posted with an authorized sign.

31.3 Where any highway or portion of a highway set out in Column 1 of Schedule “L” of this by-law between the limits set out in Column 2 of the said Schedule, is marked in compliance with the regulations under the *Highway Traffic Act*, the maximum rate of speed thereon shall be the rate of speed prescribed in Column 3 of said Schedule.

31.4 Notwithstanding Subsection (3), pursuant to the powers granted by the Council by Subsection 5(b) of Section 128 of the *Highway Traffic Act, R.S.O. 1990, c. H.8*, as amended, the prescribed rate of speed on the street or portions of streets being within school zones, set out in Column 1 of Schedule “M” of this by-law on the side and between the limits set out in Column 2, 3 and 4 of said schedule, on regular school days between the hours of 7:00 a.m. and 5:00 p.m., is forty (40) kilometres per hour, where school zone signs have been erected and are on display and which indicate the effective time or times.

31.5 The speed limits prescribed under this by-law do not apply to motor vehicles of a municipal fire department when responding to a call, or Police Officers and ambulance attendants while on duty.

## 32 SCHOOL BUS LOADING ZONES

32.1 The highways set out in Column 1 of Schedule “N” to this by-law on the side and between the limits set out in Columns 2 and 3 and as further described in Column 4 of the said Schedule where authorized signs are displayed are designated as school bus loading zones.

32.2 Where authorized signs to that effect are on display, no person shall stand or park any vehicle, other than a school bus, in any area designated as a School Bus Loading Zone as described or named on Schedule “N”.

32.3 School Bus Loading Zone designations shall apply between the hours of 8:00 a.m. and 6:00 p.m. Monday to Friday inclusive subject to Subsection (2). The School Bus Loading Zone designation shall be considered an overlay designation imposed in addition to other parking restrictions contained herein. At all other times and days, parking in such designated School Bus Loading Zones shall be in compliance with the provisions of this by-law.

### **33 COMMERCIAL LOADING ZONES**

- 33.1 Where authorized signs are on display on the highway between the limits set out respectively in Column 1, 2 and 3 of Schedule "O" of this by-law, no person shall stop, stand or park a motor vehicle or permit a motor vehicle to remain stopped, standing or parked in a loading zone for any purpose other than the expeditious loading and unloading, delivery and receipt of goods, wares or merchandise for commercial purposes, or a licensed taxi dropping off and picking up passengers, or a vehicle dropping off or picking up any passengers in possession of a Disabled Person Parking Permit during the days or times set out in Column 4 of the said Schedule.
- 33.2 No person shall stop, stand or park an authorized motor vehicle under Subsection (1) above, for a continuous period greater than 20 minutes.
- 33.3 This Section of the by-law shall not become effective until appropriate signs have been erected and are on display.

### **34 BUS AND TAXICAB STANDS**

- 34.1 The driver of a bus or taxicab shall not stand or park upon any street in any business district at any place other than at a bus stop or taxicab stand respectively, except that this provision shall not prevent the driver of any such motor vehicle from temporarily stopping in accordance with other stopping or parking regulations at any place for the purpose of and while actually engaged in the loading or unloading of passengers.
- 34.2 No person shall stop, stand or park a motor vehicle other than a bus in a bus stop, or a taxicab in a taxicab stand, which has been officially designated and appropriately signed, except that the driver of a passenger vehicle may temporarily stop therein for the purpose of and while actually engaging in loading or unloading of passengers when such stopping does not interfere with any bus or taxicab waiting to enter or about to enter such zone.

### **35 HEAVY VEHICLE REGULATIONS**

- 35.1 In this Section, "Prohibited Highway" means any highway or part thereof within the Town of Amherstburg not set forth in Schedule "P" attached hereto and forming part of this by-law.
- 35.2 When authorized signs are on display, no person shall operate a heavy vehicle on a prohibited highway.
- 35.3 Subsection (2) of this section does not apply to the operator of a heavy truck, being necessarily operated in the usual conduct of business.
- 35.4 Subsection (2) of this section does not apply to operators of garbage trucks, snow ploughs, municipally owned vehicles, ambulances, police or fire department vehicles, or to the operator of a privately owned vehicle, without the trailer portion, being driven to or from the owner's residence.
- 35.5 No person shall park on any highway or portion thereof, a heavy vehicle in excess of 5000 kilograms vehicle weight.

### **36 LOADS ON BRIDGES**

- 36.1 When authorized signs are on display, no person shall leave, move or operate a vehicle over any bridge set out in Column 1 of Schedule "Q" to this by-law when the vehicle exceeds the gross weight prescribed for such vehicle as set out in Column 2 of said Schedule.

## **37 REDUCED LOAD PERIOD**

- 37.1 For the protection of the highways within the Town of Amherstburg, the highways or parts of highways listed in Schedule "R" to this by-law are designated as Reduced Load Highways under the provisions of Sections 110 and 118 of the Highway Traffic Act, R.S.O. 1990.
- 37.2 The Reduced Load provisions apply to vehicles with a load in excess of 5000 kilograms (5 tonnes) per axle on any highways or parts of highways listed in Schedule "R" for the Reduced Load Period from the 1st day of March to the 30th day of April, in each and every year.
- 37.3 The penalties provided in the Highway Traffic Act shall apply to offences against this section of the by-law.
- 37.4 This Section of the by-law shall not become effective until appropriate signs have been erected and are on display.

## **38 FIRE ROUTES**

- 38.1 No person shall stop or park a vehicle at any time on designated fire route where stopping or parking is prohibited by an authorized sign.
- 38.2 No person shall interfere with, deface or remove an authorized fire route sign.

## **39 CLASS B ROADS** (added B/L 2015-102, Sept. 14/2015)

- 39.1 For the protection of the highways within the Town of Amherstburg, the highways or parts of highways listed in Schedule "W" to this by-law are designated as Class B Roads.
- 39.2 Class B Roads are restricted to a maximum of 8, 200kg per axel. If the centres of any two axes are closer than 2.4 metres, each of the two axles is limited to 5,500kg.
- 39.3 Subsection 2 of this section does not apply to farm tractors, self-propelled implement of husbandry (SPIH) that was manufactured, designed, redesigned, converted or reconstructed for a specific use in farming and towed or mounted implements.
- 39.4 The penalties provided in the Highway Traffic Act shall apply to offences against this section of the by-law.
- 39.5 This Section of the by-law shall not become effective until appropriate signs have been erected and are on display.

## **40 SCHEDULES**

- 40.1 The schedules referred to in this by-law shall form part of this by-law and each entry in a Column of such a schedule shall be read in conjunction with the entry or entries horizontally across therefrom and not otherwise.

## **41 PENALTIES**

- 41.1 Every person who contravenes any provision of this by-law is guilty of an offence pursuant to the provisions of the Provincial Offences Act, R.S.O. 1990, Chapter P. 33, as amended, and upon conviction, a person is liable to a fine of not more than \$5,000, exclusive of costs.

- 41.2 Any person may voluntarily pay out of court in a manner indicated on the back of the Parking Infraction Notice (PIN), , the amount indicated opposite the parking infraction within fifteen (15) days, inclusive of Saturdays, Sundays and Holidays, from the date of issue of the said Parking Infraction Notice, the early voluntary payment and upon payment being made, no further proceedings shall be taken under this by-law in respect of the offence alleged in the Parking Infraction Notice and if payment is not made in accordance with the procedures set out in this subsection the fine provided for in subsection 45.1 shall be recoverable under the provisions of the Provincial Offences Act, R.S.O. 1990, Chapter P. 33, as amended. (amended B/L 2015-102 Sept. 14/15) (amended B/L 2021-XX Feb. XX/21)
- 41.3 Notwithstanding the foregoing provisions, authorizing proceedings under Part II of the Provincial Offences Act, R.S.O. 1990, c.33, a Police Officer or By-law Enforcement Officer may, in his or her discretion, proceed by laying an information, as set out in Part III of the said Provincial Offences Act, in relation to any parking infraction.
- 41.4 The owner of a motor vehicle may be charged with an offence for contravention of any provision of this by-law for which the driver of the vehicle is subject to be charged and on conviction, the owner is liable to the penalty described for the offence unless at the time of the offence, the vehicle was in the possession of some person other than the owner without the owner's consent.

## **42 VEHICLE TOWING**

- 42.1 In addition to any other penalties provided for in this by-law, a member of the Municipal Police Services or a By-law Enforcement Officer may, where a vehicle is parked or stopped in contravention of sections 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 19A, 20, 21, 40, or 41 of this by-law, cause that vehicle to be removed, taken away and stored in a suitable place. (amended B/L 2022-006 Feb. XX/22)
- 42.2 All costs and charges incurred for removing, caring for and storing a vehicle shall be a lien upon the vehicle, which lien may be enforced in the manner provided for by the Repair and Storage Liens Act, R.S.O. 1990, Chapter R. 25, as amended.

## **43 APPLICATION**

- 43.1 This by-law applies to all highways under the jurisdiction of the Town of Amherstburg.
- 43.2 If compliance would be impracticable, Sections 7(1), 8(4), 15, 16, 18, 19, 23, 24, 25, 26, 27, and 28 of this by-law shall not apply to:
- a) Emergency Vehicles;
  - b) Vehicles while engaged in works undertaken for or on behalf of any municipal corporation;
  - c) Vehicles engaged in activities identified by a Special Events Permit issued under authority of a by-law of the Town;
- 43.3 If compliance would be impracticable, Sections 7(1), 8(4), 15(1) and (2), and 16(1) and (2) of this by-law shall not apply to vehicles actually forming part of a funeral procession for as long as may reasonably require for the purpose of such funeral.

## 44 VALIDITY

- 44.1 It is declared that if any section, subsection or part or parts thereof be declared by any Court of Law to be bad, illegal or ultra vires, such section, subsection or part or parts shall be deemed to be severable and all parts hereof are declared to be separate and independent and enacted as such.
- 44.2 This by-law shall come into force and take effect upon receipt by the Town of:
- d) approval and three readings of this by-law by the Council of the Corporation of the Town of Amherstburg; and
  - e) A Set Fine Order by the Chief Judge of the Ontario Court Justice or his or her designate made for the purpose of preceding under Part I and Part II of the Provincial Offences Act.
- 44.3 By-laws 2005-55, 2005-22 and 2005-20 shall be deemed to be repealed upon this by-law coming into force and effect pursuant to subsection 2.

## 45 SHORT TITLE

This by-law may be referred to as the "Traffic By-law".

READ a first, second and third time and finally passed this \_\_\_\_\_ day of, 2\_\_\_\_\_.

\_\_\_\_\_  
MAYOR – Aldo DiCarlo

(signed) \_\_\_\_\_  
CLERK – Valerie Critchley

**Last Update:** *By-Law 2022-006 passed \_\_\_\_\_, 2022*  
*By-Law 2016-118 passed December 12, 2016*  
*By-Law 2015-102 passed September 14, 2015*

THE CORPORATION OF THE TOWN OF AMHERSTBURG  
 BY-LAW NO. 2011-69  
 SCHEDULE "B"  
**NO PARKING**

Column 1 HIGHWAY	Column 2 SIDE	Column 3 FROM	Column 4 TO	Column 5 PROHIBITED TIMES
Adams Ave	Both	Shaw Drive	South End or Cul De Sac	Anytime
Alma St	Both	Sandwich St	Laird Ave	Anytime
Alma St	Cul-de-sac	Westerly limit near Detroit River		Anytime
Alma St	North	Sandwich St	Renaud St	Anytime
Alma St	South	Sandwich St	Venetian Dr.	Anytime
Balaclava St S.	East	121 Balaclava St S	127 Balaclava St S	Anytime
Balaclava St S.	East	Richmond St	South of 127 Balaclava St S	February, April, June, August, October, December
Balaclava St S.	East	Alma St	North of 121 Balaclava St S	February, April, June, August, October, December
Balaclava St S.	West	Richmond St	Alma St	January, March, May, July, September, November
Bathhurst St	East	Park St	Gore St	February, April, June, August, October, December
Bathhurst St	West	Park St	Gore St	January, March, May, July, September, November
Beneteau Dr.	North	Concession 3 North	South Riverview Dr.	February, April, June, August, October, December
Beneteau Dr.	South	591 Beneteau Dr	East of 627 Beneteau Dr	Anytime
Beneteau Dr.	South	South Riverview Dr	West of 591 Beneteau Dr	January, March, May, July, September, November
Beneteau Dr.	South	Concession 3 North	627 Beneteau Dr	January, March, May, July, September, November
Bertrand Ave	East	Alma St	St. Arnaud St	Anytime
Boardwalk Ave	East	Richmond St	States Ave	February, April, June, August, October, December
Boardwalk Ave	West	Richmond St	States Ave	January, March, May, July, September, November
Briar Ridge Ave	South	Crownridge Blvd	Fryer St	January, March, May, July, September, November
Briar Ridge Ave	North	Crownridge Blvd	Fryer St	February, April, June, August, October, December
Brock St	West	Richmond St	Murray St	Anytime
Cherrylawn Cres	East	Driveway of 235 Cherrylawn	Across from driveway of 230 Cherrylawn	Anytime
Cherrylawn Cres	East	Pickering Dr	Across from driveway of 230 Cherrylawn	February, April, June, August, October, December
Cherrylawn Cres	West	Driveway of 230 Cherrylawn	Pickering Dr	January, March, May, July, September, November
Cherrylawn Cres	South/West	235 Cherrylawn	Pickering Dr	February, April, June, August, October, December
Cherrylawn Cres	East/North	Pickering Dr	240 Cherrylawn Cres	January, March, May, July, September, November
Concession 4 N	East	Grass verge on the approach to North Townline from the south		Anytime
Coopers Marina, 1226 Front Rd N		Adjacent to Sanitary Pump Station		Anytime
Crown Ridge Blvd.	North	Fryer St	Sandwich St	February, April, June, August, October, December
Crown Ridge Blvd.	South	Fryer St	Sandwich St	January, March, May, July, September, November
Dalhousie St	West	30 m South of Gore Street	County Rd 20	Anytime
Dalhousie St	East	Corner of Dalhousie St and Richmond St adjacent to CIBC		Anytime
Dalhousie St	East	Essex County Road 20	Lowe's Side Rd	Anytime
Dalhousie St	East	South limit of 421 Dalhousie St	Pickering Dr.	Anytime
Dalhousie St	East	Richmond St	Essex County Road 20	Anytime
Dalhousie St	Both	152 Dalhousie St	156 Dalhousie St	Anytime
Elms St	North	Laird Ave	Sandwich St	February, April, June, August, October, December
Elms St	South	Laird Ave	Sandwich St	January, March, May, July, September, November
Erie Ave	Both	1835 Erie Ave	1760 Erie Ave	Anytime

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2011-69

SCHEDULE "B"

**NO PARKING**

Column 1	Column 2	Column 3	Column 4	Column 5
HIGHWAY	SIDE	FROM	TO	PROHIBITED TIMES
Forhan St	East	Easterly limit	Fort St	February, April, June, August, October, December
Forhan St	West	Westerly limit	Fort St	January, March, May, July, September, November
Fort Malden Dr.	South	Dalhousie St	Laird Ave.	Anytime
Fort St	South	15m either side of school walkway		Anytime
Fort St	North	Sandwich St	Fryer St	February, April, June, August, October, December
Fort St	South	Sandwich St	15m west of school walkway	January, March, May, July, September, November
Fort St	South	Fryer St	15m east of school walkway	January, March, May, July, September, November
Front Rd S	Both	Essex County Road 20	McLeod Ave	Anytime
Fryer St	Both	Richmond St	McCurdy Ave	Anytime
George St	East	Simcoe St	Richmond St	February, April, June, August, October, December
George St	West	Simcoe St	Richmond St	January, March, May, July, September, November
Gibb St	North	Baltic St	Fryer St	Anytime
Girard St	West	William St	North limit of school	Anytime
Golfview Dr.	North	Essex County Road 10	Easterly limit	February, April, June, August, October, December
Golfview Dr.	South	Essex County Road 10	Easterly limit	January, March, May, July, September, November
Gore St	South	Sandwich St	10 metres on Gore St	Anytime
Gore St	North	112 metres east of Brock St	180 metres east of Brock St	Anytime
Gore St	South	75 metres east of Brock St	180 metres east of Brock St	Anytime
Gore St	South	56.5 metres east of Dalhousie St		Anytime
Hawthorn Cres	North	Westerly limit	Easterly limit	February, April, June, August, October, December
Hawthorn Cres	South	Westerly limit	Easterly limit	January, March, May, July, September, November
Indiana Pl	North	Mediterranean Ave	Richmond St	February, April, June, August, October, December
Indiana Pl	South	Mediterranean Ave	Richmond St	January, March, May, July, September, November
Kingsbridge Dr	South	160 metres from Whelan Dr.	Front Rd N	Anytime
Kingsbridge Dr	North	Front Rd. N	Whelan Dr	Anytime
Kingsbridge Dr	South	County Road 20 (Front Road)	190 metres east from County Road 20	Anytime
Kingsbridge Dr	South	Front Rd. N	Whelan Dr	January, March, May, July, September, November
Laird Ave N	East	North of Alma St		February, April, June, August, October, December
Laird Ave N	West	North of Alma St		January, March, May, July, September, November
Laird Ave	West	North limit of school	Fort Malden Dr.	Anytime
Lakeside Dr.	North	across from 595 Lakeside Dr.		Anytime



THE CORPORATION OF THE TOWN OF AMHERSTBURG  
 BY-LAW NO. 2011-69  
 SCHEDULE "B"  
 NO PARKING

Column 1 HIGHWAY	Column 2 SIDE	Column 3 FROM	Column 4 TO	Column 5 PROHIBITED TIMES
McCurdy Dr.	North	Sandwich St	Fryer St	February, April, June, August, October, December
McCurdy Dr.	South	Sandwich St	Fryer St	January, March, May, July, September, November
McLellan Ave.	North	Knobb Hill Dr	Pettypiece Dr	Anytime
McLellan Ave.	South	Knobb Hill Dr	Pettypiece Dr	January, March, May, July, September, November
Main St	East/West	Military St	Southerly limit	2:00am-8:00am Everyday
Maple Ave	North	Laird Ave	Sandwich St S	February, April, June, August, October, December
Maple Ave	South	Laird Ave	Sandwich St S	January, March, May, July, September, November
Meloche Rd	Both	Simcoe St	Lowes Side Rd	Anytime
Murray St	North	Victoria St	Wolfe St	February, April, June, August, October, December
Murray St	South	Victoria St	Wolfe St	January, March, May, July, September, November
Murray St	North	Bathurst St	Brock St	Anytime
Murray St	South	Dahousie St	Seymour St	Anytime
Park St	North	Ramsay St	Bathurst St	Anytime
Park St	North	Sandwich St	King St	Anytime
Park St	South	Dalhousie St	Sandwich St	Anytime
Pickering Dr.	Both	Dalhousie St	Sandwich St	Anytime
Pickering Dr.	North	Sandwich St	Fryer St	February, April, June, August, October, December
Pickering Dr.	South	Sandwich St	Fryer St	January, March, May, July, September, November
Rankin Ave	North	West of driveway at 100 Rankin St		Anytime
Rankin Ave	North	Dalhousie St	96 Rankin St	February, April, June, August, October, December
Rankin Ave	South	Dalhousie St	Sandwich St S	January, March, May, July, September, November
Richmond St	Both	Sandwich St	Bathurst St	Anytime
Richmond St	Both	Seymour St	Victoria St.	Anytime
Richmond St	North	Fryer St	Simcoe St	February, April, June, August, October, December
Richmond St	South	Fryer St	Simcoe St	January, March, May, July, September, November
Sandwich St	Both	Brunner Ave	Lowes Side Rd	Anytime
Seymour St	East	Richmond St	Park St	February, April, June, August, October, December
Seymour St	West	Richmond St	Park St	January, March, May, July, September, November
Simcoe St	Both	Sandwich St	50 metres east	Anytime
Simcoe St	North	20m east of Seymour St		Anytime
Simcoe St	North	20m east of King St		Anytime
Simcoe St	North	20m west of King St		Anytime
Simcoe St	North	20m west of George St		Anytime
South Riverview Dr.	South	Essex County Road 8	Beneteau Dr.	Anytime
St Arnaud St	North	Balaclava St	30 metres east	6:00am -5:00pm Monday to Friday
St Arnaud St	North	Balaclava St	Sandwich St	Anytime
St Arnaud St	South	Victoria St	Sandwich St	Anytime
St James Crt	East	Northerly limit	Southerly limit	February, April, June, August, October, December
St James Crt	West	Northerly limit	Southerly limit	January, March, May, July, September, November
Strba	Both	Meloche Rd	Easterly limit	Anytime
Thrasher Dr	North	County Rd 20	Easterly limit	February, April, June, August, October, December

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2011-69

SCHEDULE "B"

**NO PARKING**

Column 1	Column 2	Column 3	Column 4	Column 5
HIGHWAY	SIDE	FROM	TO	PROHIBITED TIMES
Thrasher Dr	South	County Rd 20	Easterly limit	January, March, May, July, September, November
Tofflemire Crt	East	Alma St	North Limit	February, April, June, August, October, December
Tofflemire Crt	West	Alma St	North limit	January, March, May, July, September, November
Vermont Dr	North	Richmond St	Indiana Pl	February, April, June, August, October, December
Vermont Dr	South	Richmond St	Indiana Pl	January, March, May, July, September, November
Victoria St	Both	St Arnaud St	Pickering Dr.	Anytime
Victoria St	Both	Murray St	Pickering Dr.	Anytime
Victoria St	East	Alma St	St. Arnaud St	Anytime
Walnut Dr	East	McCurdy Dr	Hawthorn Cres	February, April, June, August, October, December
Walnut Dr	West	McCurdy Dr	Hawthorn Cres	January, March, May, July, September, November
Whelan Dr	North	Kingsbridge Dr	Benson Crt	Anytime

THE CORPORATION OF THE TOWN OF AMHERSTBURG  
 BY-LAW NO. 2011-69  
 SCHEDULE "C"

**PARKING FOR RESTRICTED PERIODS**

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
HIGHWAY OR MUNICIPAL PARKING LOT	SIDE	FROM	TO	TIMES/ DAYS	MAXIMUM PERIOD PERMITTED
Bathurst St	Both	Richmond St	Murray St	9:00am - 6:00pm Monday to Saturday	Two (2) hours
Cherrylawn Cres	West	230 Cherrylawn Cres	240 Cherrylawn Cres	6:00am - 6:00pm Anytime	15 minutes
Dalhousie St	East	Rankin Ave	Richmond St	9:00am-6:00pm Monday to Saturday	Two (2) hours
Dalhousie St	West (angled)	Rankin Ave	Richmond St	At all times	Two (2) hours
Dalhousie St	West	Richmond St	Murray St	9:00am - 6:00pm Monday to Friday	Two (2) hours
Dalhousie St	West	Murray	Southerly limit of 286 Dalhousie St.	Monday to Saturday	Two (2) hours
Fort Malden Dr	North	Dalhousie St	Laird Ave	8:00am - 5:00pm Monday to Friday	Two (2) hours
King's Navy Yard Park (M-3)				9:00am - 6:00pm Monday to Friday	Two (2) hours
Laird Ave	West	North St	Fort Malden Dr	Anytime	Two (2) hours
Laird Ave	East	North limit of school	Maple Ave	No Parking at all times	
Laird Ave	West	Elm Ave	North limit of school	8:00am - 5:00pm Monday to Friday	Two (2) hours
Murray St	North	Ramsay St	Bathurst St	9:00am - 6:00pm Monday to Saturday	Two (2) hours
Murray St	North	Dalhousie St	Ramsay St	9:00am - 6:00pm Monday to Friday	Two (2) hours
Murray St	North/South	East limit of 61-Murray St	Bathurst St	Anytime	Two (2) hours
Ramsay St	Both	Richmond St	Murray St	9:00am - 6:00pm Monday to Saturday	Two (2) hours
Richmond St	Both	Seymour St	Dalhousie St	9:00am - 6:00pm Monday to Saturday	Two (2) hours
Richmond St – East Heritage Square Part Lot 6, RP 6	Both	North St	Front entrance of school	9:00am – 6:00pm Monday to Friday	One (1) hour

THE CORPORATION OF THE TOWN OF AMHERSTBURG  
 BY-LAW NO. 2011-69  
 SCHEDULE "D"

**TOWN AND BOARD OWNED PARKING LOTS**

**1.** Any motor vehicle parked or left on any of the parking lots listed below, where a sign indicating authorized parking only is on display, may be removed or impounded by the Chief of Police of the Town of Amherstburg, and/or those acting under his authority and direction, and all costs and charges for removing or impounding such vehicle shall be paid by the owner thereof and shall be a lien upon the vehicle.

**2.** Notwithstanding Section 1 of this schedule, No Parking Infraction Notice shall be issued in relation to, and no steps shall be taken to remove or impound any vehicle parked or left on any of the parking lots listed below, except in the written complaint of a person claiming to be authorized by the owner or occupant, certifying that the vehicle has been parked or left without consent.

**3.** Numbered Municipal Lots (M -Lots)

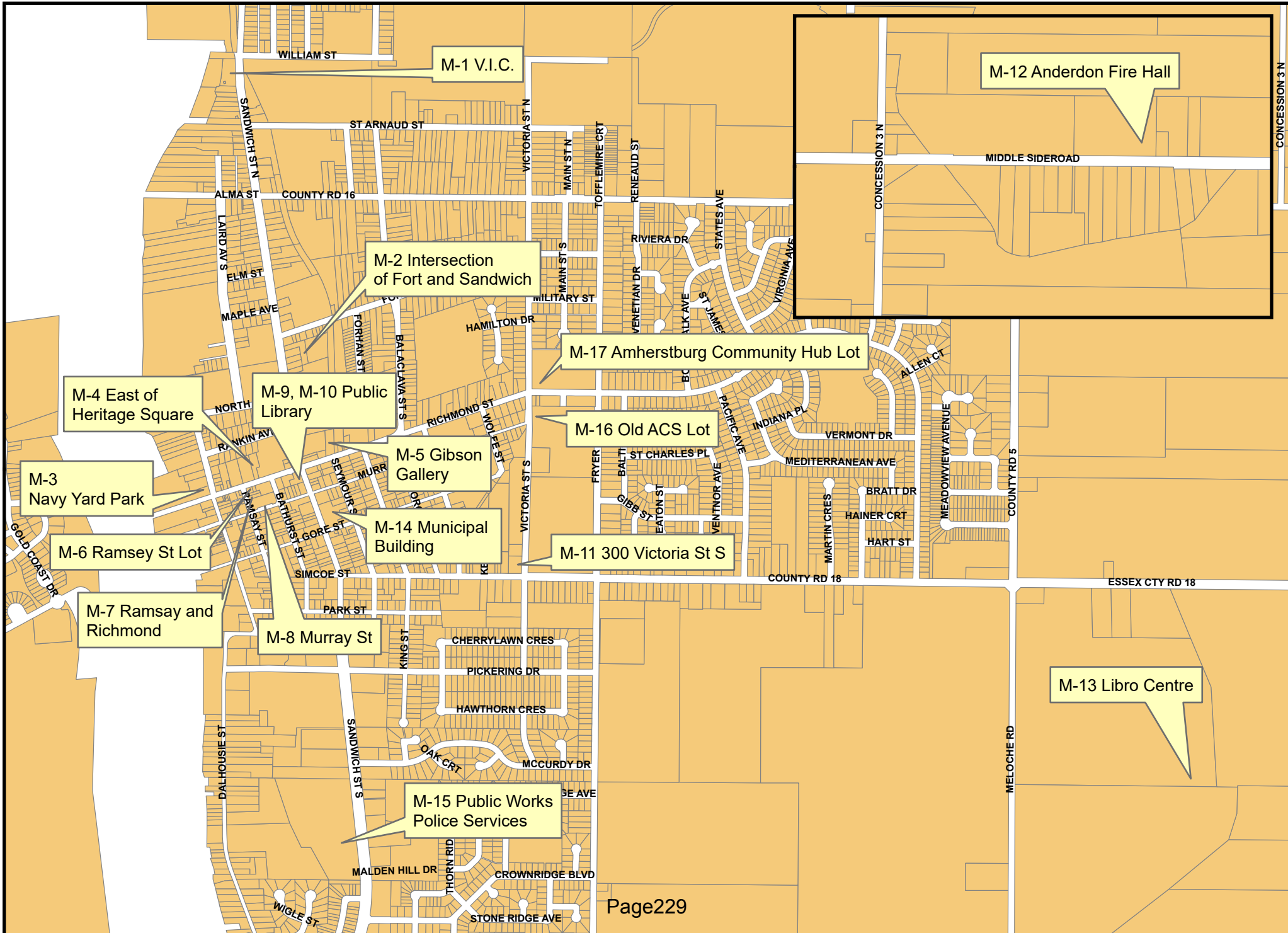
Column 1	Column 2
<b>OWNER</b>	<b>PROPERTY</b>
Corporation of the Town of Amherstburg	Visitor Information Center - V.I.C.-116 Sandwich St N (M-1)
Corporation of the Town of Amherstburg	Intersection of Fort St and Sandwich St (M-2)
Corporation of the Town of Amherstburg	King's Navy Yard Park Parking Lot (M-3)
Corporation of the Town of Amherstburg	Richmond St - East of Heritage Square (M-4)
Corporation of the Town of Amherstburg	Gibson Gallery (M-5)
Corporation of the Town of Amherstburg	Ramsay St Parking Lot (M-6)
Corporation of the Town of Amherstburg	Intersection of Richmond St and Ramsay St (M-7)
Corporation of the Town of Amherstburg	Murray St Lot (M-8)
Corporation of the Town of Amherstburg	Amherstburg Public Library (M-9 & M-10)
Corporation of the Town of Amherstburg	300 Victoria St S (M-11)
Corporation of the Town of Amherstburg	Anderdon Fire Hall (M-12)
Corporation of the Town of Amherstburg	Libro Centre, 3295 Meloche Road (M-13)
Corporation of the Town of Amherstburg	Municipal Building (M-14)
Corporation of the Town of Amherstburg	Public Works Building/Police Services (M-15)
Corporation of the Town of Amherstburg	320 Victoria St (M-16)
Corporation of the Town of Amherstburg	320 Richmond St (M-17)

**4.** Numbered Park Lots (P-Lots)

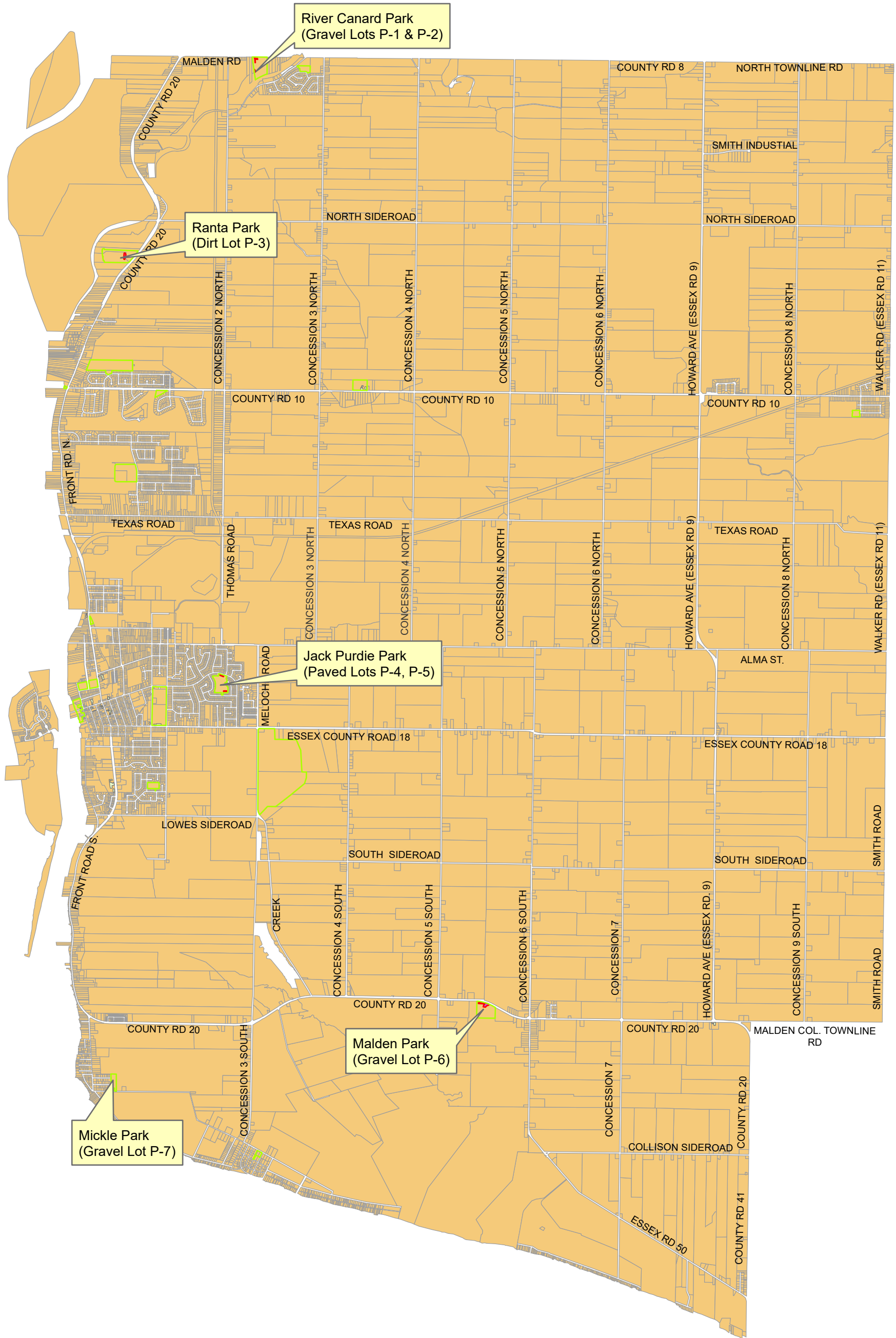
Corporation of the Town of Amherstburg	River Canard Park (P-1 & P-2)
Corporation of the Town of Amherstburg	Ranta Park (P-3)
Corporation of the Town of Amherstburg	Jack Purdie Park (P-4 & P-5)
Corporation of the Town of Amherstburg	H. Murray Smith Centennial Park (P-6 & P-7)
Corporation of the Town of Amherstburg	Larry Bauer Sports complex (P-8, P-9, P-10, & P-11)
Corporation of the Town of Amherstburg	Malden Centre Park (P-6)
Corporation of the Town of Amherstburg	Warren Mickle Park (P-7)

# Schedule "D"

# Town of Amherstburg Municipal Lots



# Schedule "D"



# Town of Amherstburg Municipal Park Lots



THE CORPORATION OF THE TOWN OF AMHERSTBURG  
 BY-LAW NO. 2011-69  
 SCHEDULE "F"  
**NO STOPPING**

Column 1	Column 2	Column 3	Column 4	Column 5
HIGHWAY	SIDE	FROM	TO	PROHIBITED TIMES OF DAY
Fryer St	Both	Alma St	Richmond St	Anytime
Hamilton Dr.	Both	Wilkinson Ct	Entrance of school lot	Monday to Friday, 8:00am -5:00pm
Richmond St	North	Victoria St	Fryer St	Monday to Friday, 8:00am -5:00pm
Sandwich St	East	137 Sandwich St	Fort St	Anytime
Sandwich St	West	Maple Ave	North St	Anytime
Sandwich St	East	Front of 241 Sandwich St S.		Anytime
Victoria St	Both	Murray St	North limit of school	Monday to Friday, 8:00am -5:00pm
William St	North	Fraser St	Girard St	Monday to Friday, 7:00am - 9:00am, 3:00pm - 5:00pm
William St	South	Fraser St	Girard St	Anytime

THE CORPORATION OF THE TOWN OF AMHERSTBURG  
 BY-LAW NO. 2011-69  
 SCHEDULE "G"

**THROUGH HIGHWAYS**

Column 1	Column 2	Column 3
HIGHWAY	FROM	TO
AALBERS CR	Canard Blvd	Annie Ave
ADAMS AVE	Shaw Dr	South Limit
ALLEN CRT	Richmond St	Easterly Limit
ALTA B CRES	Hyde Park Rd	Easterly Limit
AMLIN ST	Spring Ct	Easterly Limit
ANGSTROM CRES	Point West Dr	Point West Dr
ANNIE AVE	Canard Blvd	Aalbers Cres
ATLANTIC AVE	Westerly Limit	Pacific Ave.
ATLANTIC CRT	Atlantic Ave	Southerly Limit
AUTUMN RIDGE AVE	StoneRidge Ave	Easterly Limit
BAKER CRES	Whelan Dr	Northerly Limit
BALACLAVA ST N	St Arnaud St	Northern Limit of Alma
BALACLAVA ST S	Southern Limit of Alma	Richmond St
BALTIC AVE	Richmond St	Heaton St
BARLETT RD	Kingsbridge Dr	Whelan Ave
BASTIEN ST	Dalhousie St	Easterly Limit
BATHURST ST	Richmond St	Park St
BEAUDOIN SIDEROAD	Front Rd S	Westerly Limit
BENETEAU DR	S Riverview Dr	Concession Rd 3
BENSON CRT	Whelan Ave	Whelan Ave
BERTRAND AVE	Alma St	St Arnaud St
BINGHAM RD (PRIVATE ROAD)	Front Rd S	Easterly Limit
BIRDIE ST	Eagle Cres	Southerly Limit
BLUE ST	Walker Rd	Westerly Limit
BOARDWALK AVE	Richmond St	States Ave
BOB-LO ISLAND BLVD	Easterly Limit	Crystal Bay Dr
BONNETT RD	Kingsbridge Dr	Noble Crt
BOYLE ST	Lundy St	Lambert St
BRATT DR	Simcoe St	Richmond St
BRIAR RIDGE AVE	Fryer St	Crownridge Blvd
BROCK ST	Richmond St	Simcoe St
BROWN CRES	Lavers Cres	Welsh Ave
BRUNNER AVE	Sandwich St N	Girard St
BRUSH CRES	Illinois St	Richmond St
CALDWELL CRT	Pearson St	Northerly Limit
CAMBRIDGE CRT	Whelan Dr	Whelan Dr
CANAL ST	County Rd 20	Union St
CANARD BLVD	County Rd 10	Aalbers Cres

THE CORPORATION OF THE TOWN OF AMHERSTBURG



BY-LAW NO. 2011-69  
**SCHEDULE "G"**  
**THROUGH HIGHWAYS**

Column 1	Column 2	Column 3
HIGHWAY	FROM	TO
CASTLE RIDGE CRT	StoneRidge Ave	Northerly Limit
CEDAR RIDGE AVE	Thornridge Cres	Easterly Limit
CENTRE ST (PRIVATE ROAD)	Shangri Lane St	Westerly Limit
CHERRYLAWN CRES	Pickering Dr	Pickering Dr
CLAREMONT LANE	Mcleod Ave	Tilford Ln
CLARKE ST	Lundy St	Lambert St
CLUBVIEW DR	Ironwood Dr	County Rd 10
COLLISON SIDEROAD	Meadows Rd	County Rd 50
COLONY COURT	Old Colony Trail	Northerly Limit
COOPER LANE	Easterly Limit	Lake Beach Rd
COWAN CRT	Davis St	Whelan Ave
CRANBROOK CRT	Park Ln Cir	Northerly Limit
CREEK RD	Meloche Rd	County Rd 20
CROWNRIIDGE BLVD	Fryer St	Sandwich St
CRYSTAL BAY DR	Boblo Island Blvd	Gold Coast Dr
DALHOUSIE ST	Fort Malden Dr	County Rd 20
DAVID CRES	Beneteau Dr	Northerly Limit
DAVIS ST	Lavers Cres	Whelan Ave
DEER RIDGE CRT	Crownridge Blvd	Northerly Limit
DOT AVE (PRIVATE ROAD)	Southerly Limit	Shangri Lane St
DRIVER LN	Eagle Cres	Westerly Limit
DUFF AVE	Sandwich St N	Girard St
DURANGO AVE	St Theresa Ave	Easterly Limit
EAGLE CRES	County Rd 10	County Rd 10
EASY ST	Knobb Hill Dr	Westerly Limit
EGGLETON CRT	Illinois St	Easterly Limit
ELM AVE	Sandwich St S	Laird Ave S
ELMSTEAD LANE	Lakewood Dr	Easterly Limit
EMERALD LANE	County Rd 20	Westerly Limit
ERIE AVE	Mcleod Ave	South Easterly Limit
ERIE ISLE CRT	McLellan Ave	Southerly Limits
ESSEX BLVD	Mcleod Ave	Tilford Ln
FAIRWAY CRES (PRIVATE ROAD)	Golfwood Dr	Golfwood Dr
FERN RIDGE CRT	Briar Ridge Ave	Southerly Limit
FESCUE LANE	Clubview Dr	Clubview Dr
FOREST HILL CRES	Linwood Dr	Golfview Dr
FOREST HILL CRT	Forest Hill Cres	Northerly Limit
FORHAN ST	Fort St	Southerly Limit

THE CORPORATION OF THE TOWN OF AMHERSTBURG  
 BY-LAW NO. 2011-69  
 SCHEDULE "G"

**THROUGH HIGHWAYS**

Column 1	Column 2	Column 3
HIGHWAY	FROM	TO
FORT MALDEN DR	Laird Ave S	Dalhousie St
FORT MALDEN RD	Laird Ave S	Westerly Limit
FORT ST	Sandwich St S	Fryer St
FRASER AVE	William St	Brunner Ave
GARDINER CRES	County Rd 10	Easterly Limit
GEORGE ST	Simcoe St	Richmond St
GIBB ST	Fryer St	Heaton St
GIRARD ST	William St	Brunner Ave
GOLD COAST DR	Boblo Island Blvd	Crystal Bay Dr
GOLFVIEW DR	County Rd 10	County Rd 10
GOLFWOOD DR	County Rd 10	Fairway Cres
GOODCHILD BEACH	County Rd 50	Erie Blue Beach Ln
GOODVIEW AVE	Front Rd S	Cooper Ln
GORE ST	Dalhousie St	Brock St
GRANT AVE	Sandwich St N	Girard St
GREENWAY COURT	Old Colony Trail	Northerly Limit
HAINER CRT	Bratt Dr	Easterly Limit
HAMILTON DR	Victoria St S	Westerly Limit
HART ST	Bratt Dr	Richmond St
HAWTHORN CRES	Pickering Dr	Pickering Dr
HEATON ST	Southerly Limit	Northerly Limit
HICKORY VIEW CRT	Whitewood Ridge Blvd	Northerly Limit
HIGGINS CRES	MacLellan Ave	MacLellan Ave
HILTON CRT	Whelan Ave	Whelan Ave
HOLIDAY BEACH CONSERVATION RD	Private Road	
HOLIDAY CRT	Venetian Dr	Easterly Limit
HORSESHOE BAY	McLellan Ave	Westerly Limit
HOWARD AVE - County Road	No Walker Road	
HUNTER AVE	Front Rd S	Easterly Limit
HYDE PARK RD	Beneteau Dr	Beneteau Dr
ILLINOS ST	Richmond St	Kentucky Ave
INDIANA PL	Richmond St	Mediterranean Ave
IRONSIDE ST	Meadowview Ave	Meloche Rd
IRONWOOD DR	County Rd 10	Clubview Dr
JONES CRT	Illinois St	Easterly Limit
KELLY ST	McLellan Ave	Livingstone St
KEMPT ST	Simcoe St	Brock St
KENTUCKY AVE	Alma St	Richmond St

THE CORPORATION OF THE TOWN OF AMHERSTBURG  
 BY-LAW NO. 2011-69  
 SCHEDULE "G"

**THROUGH HIGHWAYS**

Column 1	Column 2	Column 3
HIGHWAY	FROM	TO
KING ST	Richmond St	Southerly Limit
KINGSBRIDGE DR	County Rd 20	Knobb Hill Dr
KNAPPS ISLAND RD	County Rd 20	Southerly Limit
KNOBB HILL DR	Texas Rd	Whelan Dr
LAIRD AV N	Northerly Limit	North Limit of Alma St
LAIRD AV S	South Limit of Alma St	North St
LAKE ERIE COUNTRY CLUB RD (PRIVATE ROAD)	Regional 50 Rd W	Southerly Limit
LAKE ERIE DR	Mcleod Ave	Woodland Ln
LAKEBEACH RD	Front Rd S	Cooper Ln
LAKESIDE DR	Lake Erie Country Club Dr	Easterly Limit
LAKESIDE DR	Claremont Ln	Easterly Limit
LAMBERT ST	Whelan Ave	Lundy St
LAMP RD	Beneteau Dr	Southerly Limit
LANDOR DR	Knobb Hill Dr	Easterly Limit
LAVERS CRESCENT	McLennan Ave	Whelan Ave
LEVERGOOD LANE	Westerly Limit	Easterly Limit
LILAC CRT	McCurdy Dr	Westerly Limit
LINDEN CRT	McCurdy Dr	Northerly Limit
LINKS DR	Clubview Dr	Clubview Dr
LINWOOD DR	County Rd 10	Northerly Limit
LIVINGSTONE ST	McLellan Ave	McLellan Ave
LOWES SIDEROAD	Dalhousie St	Meloche Rd
LUNDY ST	Knobb Hill Dr	Lambert St
LYDIA CR	Beneteau Dr	Westerly Limit
MAIN ST N	Northerly Limit	North Limit of Alma St
MAIN ST S	South Limit of Alma St	Southerly Limit
MALDEN HILL DR (PRIVATE ROAD)	Sandwich St S	Northerly Limit
MAPLE AVE	Sandwich St S	Laird Ave S
MARSH CRT	Knobb Hill Dr	Westerly Limit
MARTIN CRES	Simcoe St	Northerly Limit
MARVIN GARDENS	Virginia Ave	Northerly Limit
MCBRIDE RD	Mcleod Ave	Willow Beach Rd
MCCURDY DR	Sandwich St S	Fryer St
MCDONALD AVE	Front Rd S	Easterly Limit
MCGREGOR CRT	Gardiner Cres	Southerly Limit
MCLELLAN AVE	Livingstone St	Pettypiece Dr
MCLEOD AVE	Erie Ave	Lakewood Dr

THE CORPORATION OF THE TOWN OF AMHERSTBURG  
 BY-LAW NO. 2011-69  
 SCHEDULE "G"

**THROUGH HIGHWAYS**

Column 1	Column 2	Column 3
HIGHWAY	FROM	TO
MEADOWS LANE	County Rd 50	Northerly Limit
MEADOWVIEW AVE	Meloche Rd	Northerly Limit
MEADOWVIEW AVE	Meadowview Ave	Richmond St
MEDITERRANIAN AVE	Bratt Dr	Northerly Limit
MELOCHE RD	Lowes Side Rd	Alma St
MICKLE DR	Front Rd S	Scott Dr
MILITARY ST	Fryer St	Victoria St S
MILL ST	Walker Rd	Westerly Limit
MORIN RD	Kingsbridge Dr	Noble Crt
MULLEN CRESCENT	Lavers Cres.	Lavers Cres.
MURRAY ST	Brock St	Dalhousie St
MURRAY ST	Wolfe St	Victoria St S
NOBLE CRT	Westerly Limit	Kingsbridge Dr
NORTH ST	Sandwich St S	Dalhousie St
OAK CRT	McCurdy Dr	Easterly Limit
OLD COLONY TRAIL	Golfview Dr	Golfview Dr
OXFORD CRES	Whelan Dr	Whelan Dr
PACIFIC AVE	Simcoe St	Richmond St
PARK AVE	Front Rd S	Front Rd S
PARK LANE CIRCLE	Golfview Dr	Park Lane Ct
PARK LANE COURT	Golfview Dr	Southerly Limit
PARK ST	Easterly Limit	Dalhousie St
PATTEN CRES	Davis St	Lavers Cres
PEARSON ST	Meadowview Ave	Ironside St
PETTYPIECE DR	Southerly Limit	Welsh Dr
POINT BLVD	Mcleod Ave	Lakewood Dr
POINTE WEST DR	County Rd 10	County Rd 10
POPLAR CRT	McCurdy Dr	Northerly Limit
QUEEN ST	William St	Duff St
RAMSAY ST	Park St	Richmond St
RANKIN AVE	Sandwich St S	Dalhousie St
RED OAK CRES	Boblo Island Blvd	Boblo Island Blvd
RENEAUD ST	Alma St	Northerly Limit
REYNOLDS CRT	Vermont Dr	Northerly Limit
RIDGEVIEW PL N	Crownridge Blvd	Thornridge Cres
RIDGEVIEW PL S	South Limit of Crownridge B	Southerly Limit
RIDGEWOOD LANE	Lakewood Dr	Mcleod Dr
RIVER WALK CRES	Gold Coast Dr	Gold Coast Dr

THE CORPORATION OF THE TOWN OF AMHERSTBURG  
 BY-LAW NO. 2011-69  
 SCHEDULE "G"

**THROUGH HIGHWAYS**

Column 1	Column 2	Column 3
HIGHWAY	FROM	TO
RIVERFRONT PARK CRES	Sandwich St S	Sandwich St S
RIVIERA DR	Venetian Dr	Boardwalk Ave
RIVIERA PL	Riviera Dr	Northerly Limit
ROSEWOOD CRES (PRIVATE ROAD)	Richmond St	Northerly Limit
ROYAL RIDGE CRT	Crownridge Blvd	Easterly Limit
RYAN ST	Beneteau Dr	Beneteau Dr
SARI LANE	N Side Rd	Northerly Limit
SCOTT DR	Front Rd S	Mickle Dr
SEA CREST DR	Front Rd N	Union St
SEYMOUR ST	Simcoe St	Richmond St
SHANGRILA ST (PRIVATE ROAD)	Canal St	Westerly Limit
SHAW DR	County Rd 20	County Rd 20
SILVER SAND ST	Front Rd N	Union St
SMITH INDUSTRIAL DR	Howard Ave	Easterly Limit
SOUTH RIVERVIEW ST	Concession Rd 2	Concession Rd 3
SOUTH SIDEROAD	Creek Rd	E Malden Rd
SPRING CRT	Venetian Dr	Westerly Limit
ST ARNAUD ST	Sandwich St S	Victoria St N
ST CHARLES PL	Baltic Ave	Ventnor Ave
ST JAMES CRT	Boardwalk Ave	Boardwalk Ave
ST THERESE AVE	County Rd 20	Northerly Limit
STATES AVE	Alma St	Richmond St
STONE RIDGE AVE	Crownridge Blvd	Crownridge Blvd
SULLIVAN ST	Gibb St	Southerly Limit
SUMMER RIDGE CRT	StoneRidge Ave	Easterly Limit
TENNESSEE CRES	Kentucky Ave	Kentucky Ave
TEXAS RD	Sandwich St N	Easterly Limit
THOMAS RD	Alma St	Texas Rd
THOMPSON AVE	Noble Crt	McLellan Ave
THORN RIDGE CRES	Crownridge Blvd	Crownridge Blvd
THRASHER DR	Front Rd N	Easterly Limit
TILFORD LANE	Concession Rd 3 S	Ridgewood Ln
TOFFLEMIRE CRT	Alma St	Northerly Limit
TURNER CRES	Golfwood Dr	Easterly Limit
UNION ST	Front Rd N	Canal St
VENETIAN DR	Fryer St	Alma St
VENTNOR AVE	Baltic Ave	Atlantic Ave
VERMONT DR	Indiana Pl	Richmond St

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2011-69  
**SCHEDULE "G"**  
**THROUGH HIGHWAYS**

Column 1	Column 2	Column 3
HIGHWAY	FROM	TO
VICTORIA LANE	Lakewood Dr	Easterly Limit
VICTORIA ST N	North Limit of Alma St	Northerly Limit
VICTORIA ST S	South Limit of Alma St	Pickering Dr
VIRGINIA AVE	States Ave	States Ave
WALNUT DR	Hawthorn Cres	McCurdy Dr
WATER FOAM DR	Front Rd N	Union St
WELLINGTON ST	Walker Rd	Walker Rd
WELSH AVE	Knobb Hill Drive	Easterly Limit
WESTCOTT ST	McLellan Ave	Livingstone St
WHELAN AVE	Westerly Limit	Benson/Cowan Crt
WHELAN DR (delete)	Westerly Limit	Easterly Limit
WHITE CRES	McLellan Ave	Pettypiece Dr
WIGLE ST	Bastien St	Northerly Limit
WILKINSON CRT	Northerly Limit	Southerly Limit
WILLIAM ST	Sandwich St N	Girard St
WILLOW BEACH RD	Concession Rd 3 S	Westerly Limit
WILSON CRT	Whelan Ave	Hilton Crt
WINDEMERE PL	Northerly Limit	Southerly Limit
WOLFE ST	Richmond St	Brock St
WOODBIDGE DR	Front RD S	Westerly Limit
WOODLAND LANE	Lakewood Dr	Southerly Limit
WOODSIDE AVE	St Theresa Ave	Easterly Limit
WRIGHT AVE	County Rd 10	Turner Cres
WYANDOTTE ST	Point West Dr	Southerly Limit

THE CORPORATION OF THE TOWN OF AMHERSTBURG  
 BY-LAW NO. 2011-69  
 SCHEDULE "J"  
**STOP SIGNS**

Column 1	Column 2
INTERSECTION	FACING TRAFFIC
Adams Ave & Shaw Dr.	Northbound on Adams
Allen Ct & Richmond St	Westbound on Allen
Alma St & Laird Ave	Eastbound & Westbound on Alma
Alta B Cres & Hyde Park Dr	Westbound on Alta B
Amlin St & Venetian Dr.	Northbound on Amlin
Angstrom Cres & Point West Dr.	Southbound on Angstrom (south exit)
Angstrom Cres & Point West Dr.	Westbound on Angstrom (north exit)
Annie Ave & Canard Blvd	Westbound on Annie Ave
Atlantic Ave & Pacific Ave	Eastbound on Atlantic
Atlantic Ct & Atlantic Ave	Northbound on Atlantic
Autumn Ridge Ave & Crownridge Blvd	Northbound on Autumn Ridge
Baker Cres & Whelan Dr.	Southbound on Baker
Balaclava St & Alma St	Northbound & Southbound on Balaclava
Balaclava St & Fort St	Northbound & Southbound on Balaclava
Balaclava St & Richmond St	Southbound on Balaclava
Balaclava St & St. Arnaud St	Northbound on Balaclava
Baltic Ave & Gibb St	Southbound on Baltic
Baltic Ave & Richmond St	Northbound on Baltic
<b>Bartlett Rd &amp; Kingsbridge Dr</b>	<b>Southbound on Bartlett Rd</b>
<b>Bartlett Rd &amp; Whelan Dr.</b>	<b>Northbound on Bartlett Rd</b>
Bastien St & Dalhousie St	Westbound on Bastien
Bathurst St & Gore St	Northbound & Southbound on Bathurst
Bathurst St & Murray St	Northbound & Southbound on Bathurst
Bathurst St & Park St	Southbound on Bathurst
Bathurst St & Richmond St	Northbound on Bathurst
Beneteau Dr. & Concession 3 North	Eastbound on Beneteau
Beneteau Dr. & South Riverview Dr.	Northbound on Beneteau
<b>Benson Ct &amp; Whelan Ave</b>	<b>Southbound on Benson Ct</b>
Bertrand Ave & Alma St	Southbound on Bertrand
Bertrand Ave & St. Arnaud St	Northbound on Bertrand
Birdie St & Eagle Cres	Northbound on Birdie
Boardwalk Ave & Richmond St	Southbound on Boardwalk
Boardwalk Ave & States Ave	Eastbound on Boardwalk
<b>Bonnett Rd and Noble Ct</b>	<b>Northbound on Bonnett Rd</b>
<b>Bonnett Rd &amp; Kingsbridge Dr</b>	<b>Southbound on Bonnett Rd</b>
<b>Boyle St &amp; Lundy St</b>	<b>Northbound on Boyle St</b>
<b>Boyle St &amp; Lambert St</b>	<b>Southbound on Boyle St</b>
Bratt Dr. & Richmond St	Eastbound on Bratt
Bratt Dr. & Simcoe St	Southbound on Bratt
Briar Ridge Ave & Crownridge Blvd	Southbound on Briar Ridge
Briar Ridge Ave & Fryer St	Eastbound on Briar Ridge

THE CORPORATION OF THE TOWN OF AMHERSTBURG  
 BY-LAW NO. 2011-69  
 SCHEDULE "J"  
**STOP SIGNS**

Column 1	Column 2
<b>INTERSECTION</b>	<b>FACING TRAFFIC</b>
Brock St & Richmond St	Northbound on Brock
Brock St & Simcoe St	Southbound on Brock
<b>Brown Ct &amp; Lavers</b>	<b>Westbound on Brown</b>
Brown Ct & Welsh Ave	Southbound on Brown
Brunner Ave & Sandwich St	Westbound on Brunner
Brush Cres & Illinois St	Westbound on Brush
Brush Cres & Richmond St	Southbound on Brush
Caldwell Cr. & Pearson St.	Southbound on Caldwell Cr.
Cambridge Ct & Whelan Dr.	Southbound on Cambridge (east exit)
Cambridge Ct & Whelan Dr.	Southbound on Cambridge (west exit)
Castle Ridge Ct & Stone Ridge Ave	Southbound on Castle Ridge
Cedar Ridge Ave & Briar Ridge Ave	Eastbound & Westbound on Cedar Ridge
Cedar Ridge Ave & Thorn Ridge Cres	Westbound on Cedar Ridge
Cherrylawn Cres & Pickering Dr.	Southbound on Cherrylawn (east exit)
Cherrylawn Cres & Pickering Dr.	Southbound on Cherrylawn (west exit)
Cherrylawn Cres & Victoria St	Eastbound & Westbound on Cherrylawn
Claremont Lane & Essex Blvd	Eastbound & Westbound on Claremont
Claremont Lane & McLeod Ave	Northbound on Claremont
Claremont Lane & Ridgewood Lane	Eastbound on Claremont
<b>Clarke St &amp; Lundy St</b>	<b>Northbound on Clarke St</b>
<b>Clarke St &amp; Lambert St</b>	<b>Southbound on Clarke St</b>
Clubview Dr. & Ironwood Dr.	Westbound on Clubview
Collision Sideroad & Concession 7	Eastbound & Westbound on Collision
Concession 2 South & Lowes Sideroad	Northbound on Concession 2
Concession 3 North & Alma St	Southbound on Concession 3
Concession 3 South & McLeod Ave	Northbound & Southbound on Concession 3
Concession 4 North & Alma St	Southbound on Concession 4
Concession 4 South & Alma St	Northbound on Concession 4
Concession 5 North & Alma St	Southbound on Concession 5
Concession 5 South & Alma St	Northbound on Concession 5
Concession 6 North & Alma St	Southbound on Concession 6
Concession 6 South & Alma St	Northbound on Concession 6
Concession 7 & Alma St	Northbound on Concession 7
Concession 8 & Alma St	Southbound on Concession 8
Concession 9 & Alma St	Northbound on Concession 9
Concession 9 & Malden-Colchester South Townline	Southbound on Concession 9
Cooper Lane & Front Rd S.	Eastbound on Cooper
<b>Cowan Ct &amp; Davis St</b>	<b>Westbound on Cowan Ct</b>
Cranbrook Ct & Park Lane Cir	Southbound on Cranbrook
Crownridge Blvd & Fryer St	Eastbound on Crownridge
Crownridge Blvd & Sandwich St	Westbound on Crownridge



THE CORPORATION OF THE TOWN OF AMHERSTBURG  
 BY-LAW NO. 2011-69  
 SCHEDULE "J"  
**STOP SIGNS**

Column 1	Column 2
<b>INTERSECTION</b>	<b>FACING TRAFFIC</b>
Dalhousie St. & Murray St.	Northbound and Southbound on Dalhousie
Dalhousie St. & Richmond St.	Northbound & Southbound on Dalhousie
Dalhousie St. & North St.	Northbound & Southbound on Dalhousie
David Cres & Beneteau Dr.	Southbound on David
<b>Davis St &amp; Whelan Dr</b>	<b>Northbound on Davis</b>
<b>Davis St &amp; Lavers Cres</b>	<b>Westbound on Davis St</b>
Deer Ridge Blvd & Crownridge Blvd	Southbound on Dear Ridge
Driver Lane & Eagle Cres	Eastbound on Driver
Duff Ave & Fraser St	Eastbound & Westbound on Duff
Duff Ave & Girard St	Eastbound on Duff
Duff Ave & Sandwich St	Westbound on Duff
Durango Ave & St. Therese Ave	Westbound on Durango
Easy St & Knobb Hill Dr.	Eastbound on Easy
Eggleton Ct & Illinois St	Westbound on Eggleton
Elm Ave & Dalhousie St	Westbound on Elm
Elm Ave & Sandwich St	Eastbound on Elm
Elmstead Lane & Claremont Lane	Southbound on Elmstead
Erie Ave & McLeod Ave	Northbound on Erie
<b>Erie Isle Ct &amp; McLellan Ave</b>	<b>Northbound on Erie Isle Ct</b>
Essex Blvd & Claremont Lane	Northbound & Southbound on Essex
Essex Blvd & McLeod Ave	Northbound on Essex
Essex County Road 20 cut-off & Malden-Colchester South Townline	Northbound on cut-off
Essex County Road 9 cut-off & Alma St	Northbound on cut-off (east side of County Rd)
Essex County Road 9 cut-off & Alma St	Southbound on cut-off (west side of County Rd)
Fairway Cres & Golfwood Dr.	Westbound on Fairway
Fern Ridge & Briar Ridge Ave	Northbound on Fern Ridge
Fescue Lane & Clubview Dr.	Eastbound on Fescue (east exit)
Fescue Lane & Clubview Dr.	Westbound on Fescue (west exit)
Forhan St & Fort St	Northbound on Forhan
Forest Hill Cres & Golfview Dr.	Northbound on Forest Hill
Forest Hill Cres & Linwood Dr.	Eastbound on Forest Hill
Forest Hill Ct & Forest Hill Cres	Southbound on Forest Hill Ct
<del>Fort Malden Dr &amp; Laird Ave</del>	<del>Eastbound on Fort Malden Dr</del>
Fort Malden Rd & Laird Ave	Eastbound on Fort Malden Rd
Fort St & Balaclava St	Eastbound & Westbound on Fort
Fort St & Fryer St	Eastbound on Fort
Fort St & Sandwich St	Westbound on Fort
Fort St & Victoria St	Eastbound & Westbound on Fort
Fraser St & Brunner Ave	Northbound on Fraser
Fraser St & William St	Southbound on Fraser

THE CORPORATION OF THE TOWN OF AMHERSTBURG  
 BY-LAW NO. 2011-69  
 SCHEDULE "J"  
**STOP SIGNS**

Column 1	Column 2
<b>INTERSECTION</b>	<b>FACING TRAFFIC</b>
Fryer St & Alma St	Northbound on Fryer
Fryer St & Lowes Sideroad	Southbound on Fryer
Fryer St. & Pickering Dr.	Northbound & Southbound on Fryer
Fryer St & Richmond St	Northbound & Southbound on Fryer
George St & Gore St	Northbound & Southbound on George
George St & Murray St	Northbound & Southbound on George
George St & Richmond St	Northbound on George
George St & Simcoe St	Southbound on George
Gibb St & Fryer St	Westbound on Gibb
Girard St & Brunner Ave.	Northbound on Girard
Girard St & William St	Southbound on Girard
Gold Coast Dr. & Bob-lo Island Blvd	Southbound on Gold Coast
Golfwood Dr. & Turner Cres	Northbound & Southbound on Golfwood
<b>Golfview Dr. and Park Lane Circle</b>	<b>Eastbound and Westbound on Golfview</b>
Goodchild Beach & Erie Blue Beach Lane	Eastbound on Goodchild
Goodview Ave & Front Rd S.	Eastbound on Goodview
Gore St & Brock St	<b>Eastbound &amp; Westbound on Wolfe</b>
<b>Gore St &amp; Sandwich St</b>	<b>Eastbound &amp; Westbound on Gore</b>
Gore St & Seymour St	Eastbound & Westbound on Gore
Grant St & Fraser St	Eastbound & Westbound on Grant
Grant St & Girard St	Eastbound on Grant
Grant St & Sandwich St	Westbound on Grant
Hainer Ct & Bratt Dr.	Westbound on Hainer
Hamilton Dr. & Victoria St	Eastbound on Hamilton
<b>Harris Rd &amp; Kingsbridge Dr.</b>	<b>Southbound on Harris Rd</b>
<b>Harris Rd &amp; Noble Ct</b>	<b>Northbound on Harris Rd</b>
Hart St & Bratt Dr.	Westbound on Hart
Hart St & Richmond St	Eastbound on Hart
Hawthorn Cres & Pickering Dr.	Northbound on Hawthorn (east exit)
Hawthorn Cres & Pickering Dr.	Northbound on Hawthorn (west exit)
Heaton St & Gibb St	Northbound & Southbound on Heaton
Higgins Cres & McLellan Ave	Northbound on Higgins (east exit)
Higgins Cres & McLellan Ave	Northbound on Higgins (west exit)
Hilton Ct & Whelan Dr.	<b>Southbound on Hilton (east &amp; west exit)</b>
Holiday Ct & Venetian Dr.	Westbound on Holiday
<b>Horseshoe Bay &amp; McLellan Ave</b>	<b>Southbound on Horseshoe Bay</b>
<b>Horseshoe Bay &amp; Thompson Ave</b>	<b>Westbound and Eastbound on Horseshoe Bay</b>
Hunter Ave & Front Rd S.	Westbound on Hunter
Hyde Park Rd & Beneteau Dr	Eastbound on Hyde Park (north exit)
Hyde Park Rd & Beneteau Dr	Eastbound on Hyde Park (south exit)
Illinois St & Kentucky Ave	Westbound on Illinois

THE CORPORATION OF THE TOWN OF AMHERSTBURG  
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 SCHEDULE "J"  
**STOP SIGNS**

Column 1	Column 2
<b>INTERSECTION</b>	<b>FACING TRAFFIC</b>
Illinois St & Richmond St	Southbound on Illinois
Indiana Pl & Mediterranean Ave	Westbound on Indiana
Indiana Pl & Richmond St	Northbound on Indiana
<b>Ironside St &amp; Meloche Rd</b>	<b>Eastbound on Ironside St</b>
<b>Ironside St &amp; Meadowview Ave</b>	<b>Westbound on Ironside St</b>
Ironwood Dr. & Ironwood Dr.	Eastbound on Ironwood
Jones Ct & Illinois St	Westbound on Jones
<b>Kelly Rd &amp; McLellan Ave</b>	<b>Northbound on Kelly Rd</b>
<b>Kelly Rd &amp; Livingstone Cres</b>	<b>Southbound on Kelly Rd</b>
Kempt St & Brock St	Westbound on Kempt
Kempt St & Simcoe St	Southbound on Kempt
Kentucky Ave & Alma St	Northbound on Kentucky
Kentucky Ave & Richmond St	Southbound on Kentucky
King St & Gore St	Northbound & Southbound on King
King St & Murray St	Northbound & Southbound on King
King St & Pickering Dr.	Northbound & Southbound on King
King St & Richmond St	Northbound on King
King St & Simcoe St	Northbound & Southbound on King
Kingsbridge Dr. & Whelan Dr.	Northbound and Southbound on Kingsbridge
Knobb Hill Dr. & Marsh Dr.	Northbound & Southbound on Knobb Hill
Knobb Hill Dr. & Texas Rd	Southbound on Knobb Hill
Knobb Hill Dr. & Whelan	Northbound on Knobb Hill
<b>Knobb Hill Dr. &amp; McLellan Dr.</b>	<b>Northbound &amp; Southbound on Knob Hill</b>
Laird Ave & Alma St	<b>Northbound &amp; Southbound on Laird</b>
Laird Ave & North St	Southbound on Laird
Lake Erie Dr & McLeod Ave	Northbound on Lake Erie
Lakebeach Rd & Front Rd S.	Eastbound on Lakebeach
Lakewood Dr. & McLeod Ave	Eastbound & Westbound on Lakewood
Lakewood Dr. & Ridgewood Lane	<b>Westbound on Lakewood</b>
<b>Lambert St &amp; Whelan Dr</b>	<b>Northbound on Lambert St</b>
<b>Lambert St &amp; Lundy St</b>	<b>Northbound on Lambert St</b>
Lamp Rd & Beneteau Dr.	Northbound on Lamp
Lavers Cres & McLellan Dr.	Southbound on Lavers
Lavers Cres & Whelan Dr.	Northbound on Lavers
Lilac Ct & McCurdy Dr.	Northbound on Lilac
Linden Ct & McCurdy Dr.	Southbound on Linden
Links Dr. & Clubview Dr.	Eastbound on Links (east exit)
Links Dr. & Clubview Dr.	Westbound on Links (west exit)
Linwood Dr. & Golfview Dr.	Northbound on Linwood
<b>Livingstone Cres &amp; McLellan Ave.</b>	<b>Northbound on Livingstone (East &amp; West Exit)</b>

THE CORPORATION OF THE TOWN OF AMHERSTBURG  
 BY-LAW NO. 2011-69  
 SCHEDULE "J"  
**STOP SIGNS**

Column 1	Column 2
<b>INTERSECTION</b>	<b>FACING TRAFFIC</b>
Lowes Sideroad & Dalhousie St	Westbound on Lowes
Lowes Sideroad & Meloche Rd	Eastbound on Lowes
Lowes Sideroad & Sandwich St	Eastbound & Westbound on Lowes
<b>Lundy St &amp; Knobb Hill Dr</b>	<b>Westbound on Lundy St</b>
<b>Lundy St &amp; Lambert St</b>	<b>Eastbound on Lambert St</b>
Lydia Cres & Beneteau Dr.	Eastbound on Lydia
Main St & Alma St	Northbound & Southbound on Main
Main St & Fort St	Northbound & Southbound on Main
Main St & Military St	Northbound & Southbound on Main
Malden Hill Dr & Sandwich St	Westbound on Malden Hill Dr.
Malden-Colchester South Townline & Smith Rd	Eastbound on Malden-Colchester South Townline
Maple Ave & Laird Ave	Westbound on Maple
Maple Ave & Sandwich St	Eastbound on Maple
Marsh Ct & Knobb Hill Dr.	Eastbound on Marsh
<b>Landor Dr. &amp; Knobb Hill Dr.</b>	<b>Westbound on Landor</b>
Martin Cres & Simcoe St	Southbound on Martin
Marvin Gdns & Virginia Ave	Southbound on Marvin Gdns
McBride Rd & McLeod Ave	Northbound on McBride
McBride Rd & Willow Beach Rd	Southbound on McBride Rd.
McCurdy Dr. & Fryer St	Eastbound on McCurdy
McCurdy Dr. & Sandwich St	Westbound on McCurdy
McDonald Ave & Front Rd S.	Westbound on McDonald
McGregor Ct & Gardiner Cres	Northbound on McGregor
McLellan Ave & Knobb Hill Dr.	<b>Eastbound &amp; Westbound on McLellan</b>
McLellan Ave & Pettypiece Dr.	Eastbound on McLellan
McLeod Ave & Concession 3 South	Eastbound & Westbound on McLeod
McLeod Ave & Front Rd S.	Westbound on McLeod
McLeod Ave & Lakewood Dr.	Southbound on McLeod
<b>Meadowview Ave &amp; Richmond St</b>	<b>Westbound on Meadowview Ave</b>
<b>Meadowview Ave &amp; Meadowview Ave</b>	<b>Eastbound on Meadowview Ave</b>
<b>Meadowview Ave and Meloche Rd</b>	<b>Eastbound on Meadowview Ave</b>
Mediterranean Ave & Bratt Dr.	Southbound on Mediterranean
Mediterranean Ave & Mediterranean Ave	Eastbound on Mediterranean Ave
Mediterranean Ave & Pacific Ave	Westbound on Mediterranean
Meloche Rd & Alma St	Northbound on Meloche
Meloche Rd & Lowes Sideroad	Southbound on Meloche
Meloche Rd & Simcoe St	Northbound & Southbound on Meloche
Mickle Dr & Front Rd S.	Eastbound on Mickle
Military St & Fryer St	Eastbound on Military
Military St & Victoria St	Westbound on Military
<b>Morin Rd &amp; Kingsbridge Dr</b>	<b>Southbound on Morin Rd</b>

THE CORPORATION OF THE TOWN OF AMHERSTBURG  
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 SCHEDULE "J"  
**STOP SIGNS**

Column 1	Column 2
<b>INTERSECTION</b>	<b>FACING TRAFFIC</b>
<b>Morin Rd &amp; Noble Ct</b>	<b>Northbound on Morin Rd</b>
<b>Mullen Cres &amp; Lavers Cres</b>	<b>Eastbound on Mullen (North and South Exit)</b>
Murray St & Bathurst St	Westbound on Murray
Murray St & Brock St	Eastbound on Murray
Murray St. & Dalhousie St.	Westbound on Murray
Murray St. & Ramsay St.	Westbound on Murray
Murray St. & Sandwich St	Westbound on Murray
Murray St & Seymour St	Eastbound & Westbound on Murray
Murray St & Victoria St	Eastbound on Murray
Murray St & Wolfe St	Westbound on Murray
North Sideroad & Concession 2 North	Eastbound & Westbound on North Sideroad
North Sideroad & Concession 3 North	Eastbound & Westbound on North Sideroad
North Sideroad & Concession 4 North	Eastbound & Westbound on North Sideroad
North Sideroad & Concession 5 North	Eastbound & Westbound on North Sideroad
North Sideroad & Concession 6 North	Eastbound on North Sideroad
North Sideroad & Concession 8	Eastbound & Westbound on North Sideroad
North St & Dalhousie St	Westbound on North
North St & Sandwich St	Eastbound on North
Oak Ct & McCurdy Dr.	Northbound on Oak
Old Colony Trail & Golfview Dr.	Northbound on Old Colony (East & West Exit)
Oxford Cres & Whelan Dr.	Southbound on Oxford (east exit)
Oxford Cres & Whelan Dr.	Southbound on Oxford (west exit)
Pacific Ave & Richmond St	Northbound on Pacific
Pacific Ave & Simcoe St	Southbound on Pacific
Park Ave & Front Rd S.	Eastbound on Park (north exit)
Park Ave & Front Rd S.	Eastbound on Park (south exit)
Park Lane Cir & Golfview Dr.	Eastbound on Park Lane (north exit)
Park Lane Cir & Golfview Dr.	Eastbound on Park Lane (south exit)
Park Lane Ct & Golfview Dr.	Westbound on Park Lane
Park St & Dalhousie St	Westbound on Park
Park St & King St	Eastbound & Westbound on Park
Park St & Sandwich St	Eastbound & Westbound on Park
<b>Pearson St &amp; Meadowview Ave</b>	<b>Westbound on Pearson St</b>
<b>Pearson St &amp; Ironside St</b>	<b>Southbound on Pearson St</b>
Pettypiece Dr. & Welsh Ave	Northbound on Pettypiece
Pickering Dr. & Dalhousie St	Westbound on Pickering
Pickering Dr. & Fryer St	Eastbound on Pickering
Pine Ridge Ave & Crownridge Blvd	Northbound on Pine Ridge
Point Blvd & Lakewood Dr.	Southbound on Point Blvd
Point Blvd & McLeod Ave	Westbound on Point Blvd
Poplar Ct & McCurdy Dr.	Southbound on Poplar
Queen St & Duff St	Northbound on Queen

THE CORPORATION OF THE TOWN OF AMHERSTBURG  
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 SCHEDULE "J"  
**STOP SIGNS**

Column 1	Column 2
INTERSECTION	FACING TRAFFIC
Queen St & William St	Southbound on Queen
Ramsay St & Gore St	Northbound & Southbound on Ramsay
Ramsay St & Murray St	Northbound & Southbound on Ramsay
Ramsay St & Park St	Southbound on Ramsay
Ramsay St & Richmond St	Northbound on Ramsay
Rankin Ave & Dalhousie St	Westbound on Rankin
Rankin Ave & Sandwich St	Eastbound on Rankin
Red Oak Cres & Bob-lo Island Blvd	Southbound on Red Oak (east exit)
Red Oak Cres & Bob-lo Island Blvd	Southbound on Red Oak (west exit)
Renaud St & Alma St	Southbound on Alma
Reynolds Ct & Vermont Dr.	Southbound on Reynolds
Richmond St & Dalhousie St	Westbound on Richmond
Richmond St & Fryer St	Eastbound & Westbound on Richmond
Richmond St & Simcoe St	Southbound on Richmond
Richmond St & Victoria St	Eastbound & Westbound on Richmond
Ridgeview Pl & Crownridge Blvd	Northbound & Southbound on Ridgeview
Ridgeview Pl & Thorne Ridge Ave	Eastbound on Ridgeview
Ridgewood Lane & McLeod Ave	Northbound on Ridgewood
Riverfront Park Ct and Sandwich St	Eastbound on Riverfront Park Ct (north exit)
Riverfront Park Ct and Sandwich St	Eastbound on Riverfront Park Ct (south exit)
Riviera Dr. & Boardwalk Ave .	Southbound on Riviera Dr
Riviera Dr. & Venetian Dr.	Westbound on Riviera Dr.
Riviera Pl & Riviera Dr.	Southbound on Riviera Pl
Rosewood Cres & Richmond St	Southbound on Rosewood
Royal Ridge Ct & Crownridge Blvd	Northbound on Royal Ridge
Ryan St & Beneteau Dr.	Northbound on Ryan
Ryan St & Ryan St	Eastbound on Ryan
Sari Lane & North Sideroad	Southbound on Sari
Scott Dr. & Front Rd S.	Eastbound on Scott
Seymour St & Park St	Northbound & Southbound on Seymour
Seymour St & Richmond St	Northbound on Seymour
Seymour St & Simcoe St	Northbound & Southbound on Seymour
Simcoe St & Bathurst St	Westbound on Simcoe
South Side Road & Concession 4 South	Eastbound & Westbound on South Side Road
South Side Road & Concession 5 South	Eastbound & Westbound on South Side Road
South Side Road & Concession 6 South	Eastbound & Westbound on South Side Road
South Side Road & Concession 7	Eastbound & Westbound on South Side Road
South Side Road & Concession 9	Eastbound & Westbound on South Side Road
South Side Road & Creek Rd	Eastbound & Westbound on South Side Road
South Side Road & Smith Rd	Eastbound on South Side Road
Spring Ct & Venetian Dr.	Westbound on Spring

THE CORPORATION OF THE TOWN OF AMHERSTBURG  
 BY-LAW NO. 2011-69  
 SCHEDULE "J"  
**STOP SIGNS**

Column 1	Column 2
<b>INTERSECTION</b>	<b>FACING TRAFFIC</b>
St. Arnaud St & Sandwich St	Westbound on St. Arnaud
St. Arnaud St & Victoria St	Eastbound on St. Arnaud
St. Charles Pl & Baltic Ave	Westbound on St. Charles
St. Charles Pl & Ventnor Ave	Eastbound on St. Charles
St. James Ct & Boardwalk Ave	Westbound on St. James (north exit)
St. James Ct & Boardwalk Ave	Westbound on St. James (south exit)
States Ave & Alma St	Northbound on States
States Ave & Richmond St	Southbound on States
Stone Ridge Ave & Crownridge Blvd	Westbound on Stone Ridge
Strba Dr. & Meloche	Westbound on Strba Dr.
Sullivan St & Gibb St	Northbound on Sullivan
Summer Ridge Ct & Autumn Ridge Ave	Westbound on Summer Ridge
Tennessee Cres & Kentucky Ave	Westbound on Tennessee (north exit)
Tennessee Cres & Kentucky Ave	Westbound on Tennessee (south exit)
Texas Rd & Concession 2 North	Eastbound & Westbound on Texas
Texas Rd & Concession 3 North	Eastbound & Westbound on Texas
Texas Rd & Concession 4 North	Eastbound & Westbound on Texas
Texas Rd & Concession 5 North	Eastbound & Westbound on Texas
Texas Rd & Concession 6 North	Eastbound & Westbound on Texas
Texas Rd & Concession 8	Eastbound & Westbound on Texas
Thomas Rd & Alma St	Southbound on Thomas
<b>Thompson Ave &amp; McLellan Ave</b>	<b>Southbound on Thompson Ave</b>
<b>Thompson Ave &amp; Kingsbridge Dr</b>	<b>Northbound &amp; Southbound on Thompson</b>
<b>Thompson Ave &amp; Noble Ct</b>	<b>Northbound on Thompson Ave</b>
Thorn Ridge Cres & Crownridge Blvd	Southbound on Thorn Ridge
Thorn Ridge Cres & Thorn Ridge Cres	Westbound on Thorn Ridge
Tilford Lane & Claremont Lane	Eastbound & Westbound on Tilford
Tilford Lane & Concession 3 South	Westbound on Tilford
Tilford Lane & Essex Blvd	Eastbound & Westbound on Tilford
Tilford Lane & Lake Erie Dr	Eastbound & Westbound on Tilford
Tilford Lane & Ridgewood Lane	Eastbound on Tilford
Tofflemire St & Alma St	Southbound on Tofflemire
Turner Cres & Golfwood Dr.	Westbound on Turner
Union St & Canal St	Northbound on Union
Venetian Dr. & Alma St	Northbound on Venetian
Venetian Dr. & Fryer St	Westbound on Venetian
Venetian Dr. & Spring Ct	Southbound on Venetian
Ventnor Ave & Atlantic Ave	Southbound on Ventnor
Ventnor Ave & Baltic Ave	Westbound on Ventnor
Vermont Dr. & Indiana Pl	Northbound on Vermont
Vermont Dr. & Richmond St	Eastbound on Vermont

THE CORPORATION OF THE TOWN OF AMHERSTBURG

THE CORPORATION OF THE TOWN OF AMHERSTBURG  
BY-LAW NO. 2011-69  
SCHEDULE "L"

**INCREASED AND DECREASED SPEED LIMITS**

Column 1	Column 2	Column 3
HIGHWAY	BETWEEN	SPEED
Alma St	50 metres east of Meloche Rd to Essex County Road 11	80 km/h
Boblo Island Blvd.	Crystal Bay Dr. to Easterly Limit	40 km/h
Brock St	Richmond to Gore	40 km/h
Concession 2 North	Middle Side Road and Texas Road	60 km/h
Concession 2 North	South side of bridge on Concession 2 Part lot 12 (ravanello's Bridge) to South Riverview Dr.	50 km/h
Concession 2 North	Essex County Road 10 to south side of bridge on Concession 2 Part Lot 12 (Ravenello's Bridge)	70 km/h
Concession 3 North	Essex County Road 8 tp 915 metres south of Essex County Road 8	50 km/h
Concession 3 South	254.508 metres north of McLeod Ave to Lake Erie	50 km/h
Concession 3 South	Essex County Road 20 to 254.508 metres north of McLeod Ave	60 km/h
Concession 6 North	1 km South of County Rd 8 to County Rd 8	60 km/h
Concession 6 South	Essex County Road 20 to 500 metres north of Essex County Road 20	50 km/h
Creek Rd	County Rd 20 to Lowes Side Road	60 km/h
Crystal Bay Drive	Gold Coast Dr. to Boblo Island Blvd	40 km/h
Dalhousie St		50 km/h
Fort Malden Drive	Laird Ave to Dalhousie Street	40 km/h
Fort St	Balaclava to 50 metres west of Victoria St	40 km/h
Fryer St	Military St. to McCurdy Drive	40 km/h
Girard Street	William St. to Duff St.	40 km/h
Gold Coast Dr.	Boblo Island Blvd. to Crystal Bay Dr.	40 km/h
Golfview Dr.	one at each entrance	50 km/h
Hickory View Crt.	Gold Coast Dr. to Whitewood Ridge Blvd.	40 km/h
Laird Ave	Maple Ave to North St.	40 km/h
Lowes Sideroad	Meloche to Dalhousie	50 km/h
McLeod Ave	396.24 metres east of Front Rd.S. to Concession 3 South	60 km/h
Meloche Rd	Lowes sideroad to Simcoe	50 km/h
Meloche Rd	Simcoe to Alma	60 km/h
North St	Sandwich to Dalhousie	40 km/h
Road Oak Cres.		40 km/h
Richmond St	Fryer to Balaclava St. S.	40 km/h
River Walk Cres.		40 km/h
Sandwich St	Maple Ave to North St.	40 km/h
Simcoe St	Victoria St to Pacific Ave	40 km/h
South Riverview Dr.	Concession 2 North to Essex County Road 8	50 km/h
Texas Rd	Essex County Road 20 to Concession 3 North	50 km/h
Thomas Rd.	Alma St. to Texas Rd.	60 km/h
Victoria Street	Simcoe St. to Military St.	40 km/h
Whitewood Ridge Blvd.	Crystal Bay Dr. to Gold Coast Dr.	40 km/h
William St	Fraser to Girard	40 km/h



Wolfe St	Gore to Richmond	40 km/h
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THE CORPORATION OF THE TOWN OF AMHERSTBURG  
 BY-LAW NO. 2011-69  
 SCHEDULE "N"  
**SCHOOL BUS LOADING ZONES**

Column 1	Column 2	Column 3	Column 4
HIGHWAY	SIDE	BETWEEN	DESCRIPTION
Laird Ave	East	North St to northerly school limits	General Amherst High School
Richmond St	North	East limit of parking lot to west limit of parking lot	St. Bernard's School
William St	North	Girard St	West limit of the school

THE CORPORATION OF THE TOWN OF AMHERSTBURG  
 BY-LAW NO. 2011-69  
 SCHEDULE "P"

**HEAVY VEHICLE ROUTES**

Heavy Vehicles are permitted on only the following highways set out in Column 1 between the limits of Column 2 and 3.

Column 1	Column 2	Column 3
HIGHWAY	FROM	TO
Sandwich St	Northerly limit	Southerly limit
Alma St	Sandwich St	Meloche Rd
Simcoe St	Sandwich St	Easterly limit
Meloche Rd	Simcoe St	Alma St
Park St	Sandwich St S	Dalhousie St
Victoria St N	Alma St	Northerly limit

THE CORPORATION OF THE TOWN OF AMHERSTBURG  
 BY-LAW NO. 2011-69  
 (as amended by bylaw 2008-18)

**SCHEDULE "T"**

Designated Accessible Parking Spaces		
Column 1	Column 2	Column 3
NAME OF LOCATION	ADDRESS	NO. OF SPACES
Corner of Dalhousie St & Rankin Ave	in front of 219 Dalhousie St	1
St. John the Baptist Church	225 Brock Street	4 in front & 2 in rear
<b>King's Navy Yard Parking Lot (M-3)</b>	Dalhousie St	
<del>Vardi Club</del>	<del>689 Texas Road</del>	4
Park House.	214 Dalhousie St	1 & 1 angled
<del>Duffy's</del>	<del>306 Dalhousie St</del>	3
CIBC	48 Richmond St	1
TD Canada Trust	89 Richmond St	1
Police Station/ Public Works <b>M-15</b>	532 Sandwich St S	1
Public Library <b>M-9 &amp; M-10</b>	232 Sandwich St S	2
Town Hall	271 Sandwich St S	2
Municipal Lot <b>M-7</b>	209 Victoria St S	4
Municipal Lot <b>M-6</b>	179 Victoria St S	5
Toddy Jones Park	50 North St	2
Bill Wigle Park	84 North St	2
<b>Libro Complex M-13</b>	3295 Meloche Rd	28
Municipal Lot <b>M-2</b>	Intersection of Fort and Sandwich	2
Salmoni Building	Richmond and Dalhousie	1
Visitor Information Center <b>M-1</b>	116 Sandwich St N	1
<b>Richmond and Ramsay</b>	Southwest Corner of Ramsay at Richmond st	1
<b>Murray and Ramsay</b>	Southwest Corner of Ramsay at Murray St.	1
<b>Dalhousie and Murray</b>	West side in front of 274 Dalhousie	1

THE CORPORATION OF THE TOWN OF AMHERSTBURG  
BY-LAW NO. 2011-69

SCHEDULE "U"

**Designated Disabled Accessible Parking Sign**



THE CORPORATION OF THE TOWN ON AMHERSTBURG  
BY-LAW NO. 2011-69

SCHEDULE "V"

**Community Safety Zones**

Column 1	Column 2	Column 3	Column 4
STREET	FROM	TO	IN EFFECT
Dalhousie St.	North St.	Fort Malden Dr.	Anytime
Fort Malden Dr.	Dalhousie St.	Laird Ave. S.	Anytime
Fort Street	Balaclava St.	50 metres West of Victoria St.	Anytime
Fryer Street	100 Metres South of Richmond Street	McCurdy Drive	Anytime
Girard St.	William St.	Duff Ave.	Anytime
Golfview Dr.	Park Lane Cir.(South exit)	Forest Hill Cres.	Anytime
Laird Ave. S.	North St.	Maple Ave.	Anytime
North St.	Sandwich St. S	Dalhousie St.	Anytime
Richmond St.	Brock St.	Fryer Street	Anytime
Richmond St.	Brush Cres.	Indiana Pl.	Anytime
Sandwich St. S.	North St.	Maple St.	Anytime
<del>Simcoe St.</del>	<del>Fryer St.</del>	<del>Victoria St.</del>	<del>Anytime</del>
Simcoe St.	Victoria St	Pacific Ave	Anytime
Victoria St.	Richmond St	Simcoe St.	Anytime
William St.	Fraser St.	Girard St.	Anytime

THE CORPORATION OF THE TOWN OF AMHERSTBURG  
 BY-LAW NO. 2011-69  
 SCHEDULE "W"  
**CLASS B ROADS**

Column 1	Column 2	Column 3
HIGHWAY	FROM	TO
Alma St	Sandwich St N	Howard Ave
Collison Sideroad	County Road 50	County Road 41
Concession 2 North	County Road 10	South River View
Concession 3 South	County Road 20	McLeod Road
Concession 3 North	Alma Street	County Road 8
Concession 4 South	County Road 20	Alma Street
Concession 4 North	Alma Street	County Road 8
Concession 5 South	County Road 20	Alma Street
Concession 5 North	Alma Street	County Road 8
Concession 6 South	County Road 20	Alma Street
Concession 6 North	Alma Street	County Road 8
Concession 7 South	County Road 20	Alma Street
Concession 8 North	Alma Street	County Road 8
Creek Road	County Road 20	Lowes Sideroad
North Sideroad	County Road 20	Concession 3 North
South River View	Concession 2 North	County Road 8
South Sideroad	Concession 7 South	Creek Road



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF INFRASTRUCTURE SERVICES

*MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.*

Author's Name: Eric Chamberlain	Report Date: January 28, 2022
Author's Phone: 519 736-3664 ext. 2312	Date to Council: February 14, 2022
Author's E-mail: echamberlain@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Gore Street and Ramsay Street Traffic Concern

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1. **RECOMMENDATION:**

It is recommended that:

1. An unbudgeted expenditure for the preparation of engineering, design, plans and tender documents for the Improvements to the Intersection of Gore Street and Ramsay Street not to exceed \$10,000 **BE APPROVED** and the over-expenditure **BE FUNDED** from the Public Works Operations – Professional Fees; and,
2. Administration **BE DIRECTED** to report back on construction estimates for the Improvements to the Intersection of Gore Street and Ramsay Street in the 2023 Capital Budget for Council's consideration.

2. **BACKGROUND:**

On March 8, 2021, Council adopted the following resolution:

*That Administration **BE DIRECTED** to look into the feasibility of a 3-way stop at Ramsay Street and Gore Street due to possible sight line concerns.*



### 3. DISCUSSION:

On November 2, 2021, administration directed R.C. Spencer and Associates Inc. to complete a Traffic Control and Safety Review. The consultant reviewed the warrants under Ontario Traffic Manual (OTM) - Book 5 and sight lines under the TAC Geometric Design for Canadian Roads.

The consultant conducted intersection turning movement counts on November 22, 2021 for eight hours of traffic data. Based on the data collected, the following was observed:

<b>All-Way Stop Control Warrants</b>	<b>Observations on November 22</b>	<b>Warrant Results</b>
Total vehicle volume on all intersection approaches exceed 350 for the highest hour recorded	Traffic volumes of 130 vehicles were observed over the mid-day peak hour, which began at 11:30 am	First condition is not met.
Volume split does not exceed 75/25 for three-way control	During the mid-day peak, the north/south volumes was 70 and east/west volumes was 60. The volume split is 54/46	Second condition is met.

Under the OTM-Book 5, both warrants must be met to be considered for all-way stop control.

Under OTM-Book 5, there is also an All-way Stop Collision Warrant. The warrant is a high accident frequency where there has been an average of four collisions per year over a three-year period. Only those accidents susceptible to relief through multi-way stop control must be considered (i.e. right angle and turning type collisions). Through the process of preparing the traffic report, administration contacted Amherstburg Detachment – Windsor Police Service to request collision data for the intersection of Gore Street and Ramsay Street. On November 29, 2021, Staff Sergeant Cheney advised that there were no accidents listed for the intersection of Gore Street and Ramsay Street in the Windsor Police Services data base.

Therefore, the warrants under the Ontario Traffic Manual – Book 5 are not met to implement an all-way stop control at the intersection of Gore Street and Ramsay Street.

Administration also requested the consultant to review the intersection for sight line concerns. The consultant utilized the Transportation Association of Canada (TAC) Geometric Design for Canadian Roads in review of the sight line concerns. The review found that even if the motorists obey the stop controls on Ramsay Street, the obstructions on private property will require motorist on Gore Street to proceed with caution. This together with the on-street parking issues, the consultant has recommended that an all-way stop control should be considered in conjunction with improvements to the intersection in the form of curb extensions. The curb extension will reduce the crossing distance for pedestrians, make pedestrians more visible, restrict on-street parking at the intersection and provide space for installing signage.

**4. RISK ANALYSIS:**

The Town has received a report from a consulting firm on the concerns for the intersection of Gore Street and Ramsay Street. This report identifies a sight line concern that could be improved by the installation of a curb extension and signage including all-way stop control. The lack of further movement on the improvements could increase liability to the Town if there was an incident that occurred as a result.

**5. FINANCIAL MATTERS:**

The recommendation is to complete the engineering design, plans and tender documents in 2022 with construction being included in the 2023 Capital Budget for Council consideration.

The estimated cost of engineering and construction is:

- Engineering – Design, drawings and tender documents      \$10,000
- Construction – Cost to complete works      \$50,000
- Total      \$60,000

Therefore, the amount of \$10,000 should be provided for the design, plans and tender documents for the improvement for the Gore Street and Ramsay Street Intersection. This amount would be funded through Public Works Operations – Professional Fees. This may result in a variance increase to not exceed \$10,000 in the Professional Fees.

**6. CONSULTATIONS:**

R.C. Spencer and Associates Inc. was hired to provide a Traffic Control and Safety Review for Gore Street and Ramsay Street Intersection. The Traffic Report prepared by R.C. Spencer is attached for further information.

**7. CONCLUSION:**

The consultant firm identified concerns with reaction times and sight lines that recommends improvements to the intersection in the form of curb extension and signage including the installation of all-way stop controls.



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Eric Chamberlain  
**Manager of Roads and Fleet**

EC

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

Name	Address	Email Address	Telephone	FAX

## Report Approval Details

Document Title:	Gore and Ramsay Traffic Concern.docx
Attachments:	- 21-1217 (REV20220106) Covering Memo Gore Street at Ramsay Street Sight Line Analysis and Visibility - Stamped.pdf
Final Approval Date:	Feb 7, 2022

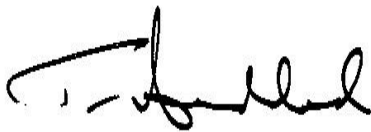
This report and all of its attachments were approved and signed as outlined below:



Antonietta Giofu



Tiffany Hong



Tony Haddad



Valerie Critchley

**Town of Amherstburg  
512 Sandwich Street South  
Amherstburg, ON N9V 3R2**

**Attention: Eric Chamberlain  
Manager, Roads and Fleet**

**Re: Gore Street at Ramsay Street  
Traffic Control and Safety Review**

Eric Chamberlain:

The Town of Amherstburg has requested that our office undertake a traffic control and safety review at the intersection of Gore Street at Ramsay Street. This intersection is currently stop-controlled on the northbound / southbound Ramsay Street approaches; Gore Street, which is one-way eastbound, with parking on the south side, currently operates under a “free” condition.

Intersection turning movement counts were collected on 22 November 2021 by RC Spencer Associates Inc. According to Ontario Traffic Manual (OTM) Book 5, eight hours of traffic data are required to evaluate the all-way stop control warrant. This data is provided in Appendix A. Per OTM Book 5, page 20, there are two conditions that must be met to warrant an all-way stop control at the intersection of minor roads:

The first condition states that the “total vehicle volume on all intersection approaches exceeds 350 for the highest hour recorded.” Traffic volumes of 130 vehicles were observed over the mid-day peak hour, which began at 11:30 a.m.; this was the highest recorded hourly volume for the day. The observed peak hour volume did not exceed 350 vehicles per hour; therefore, the first condition is not met.

The second condition states that the “volume split does not exceed 75 / 25 for three-way control.” In this case, traffic volumes are defined as “vehicles only”. During the mid-day peak hour, the north / south volumes were a total of 70, and east / west volumes were a total of 60. The volume split, therefore, is approximately 54 / 46. These peak hour volumes indicate a relatively even split between north / south and east / west volumes. During the eight-hour count, north / south volumes were a total of 272, and the east / west volumes were a total of 219. The volume split, therefore, is approximately 55 / 45; the second condition is met.

Since all required conditions are not met for this intersection, it is not a candidate for implementation of an all-way stop control; however, in the foreword of OTM Book 5, it is clearly stated that, “*The traffic practitioner’s fundamental responsibility is to exercise engineering judgement and experience on technical matters in the best interests of the public and workers. Guidelines are provided in the OTM to assist in making those judgements, but they should not be used as a substitute for judgement.*”

**Leamington:** 18 Talbot St. W. – Leamington, ON N8H 1M4

**Windsor:** 800 University Ave. W. – Windsor, ON N9A 5R9

**Chatham-Kent:** 49 Raleigh St. – Chatham, ON N7M 2M6

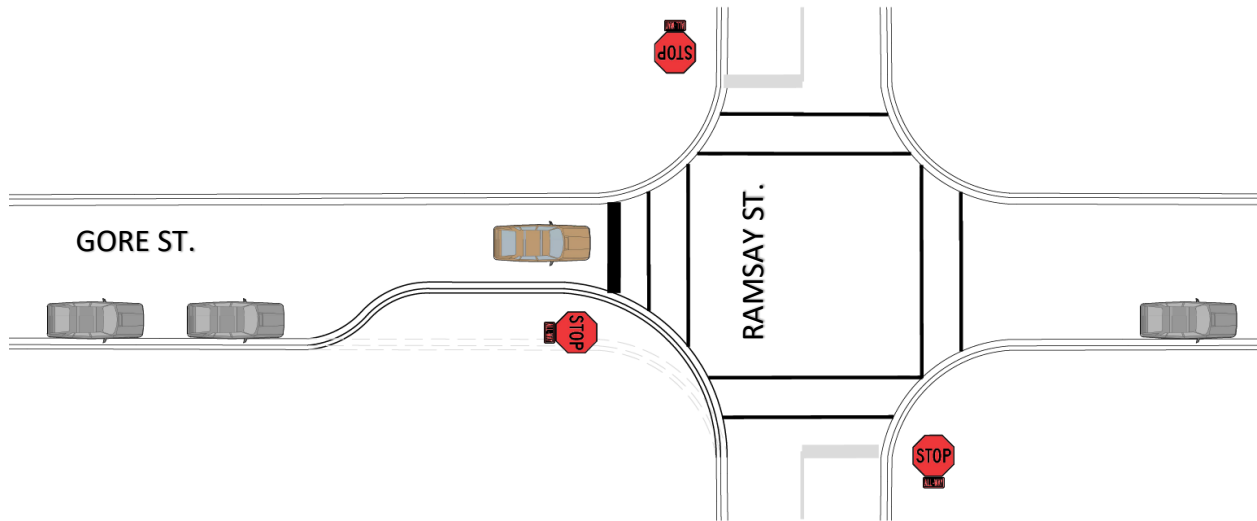
To evaluate existing sight line constraints, intersection stopping distance analyses were completed in accordance with the TAC Geometric Design Guide for Canadian Roads (2017). The WB-20 combination truck was selected as the preferred design vehicle because the percentage of heavy vehicles approaching this intersection is approximately 2%. Since the posted speed on Gore Street is assumed to be 50 km/h, the design speed was assumed to be 60 km/h. The calculations are provided in Appendix B.

For a WB-20 combination truck, assuming a 60 km/h design speed, minimum intersection sight distance is determined to be 192m for the “worst-case” left turn egress; intersection sight distance for right turn egress is determined to be 175m. Sight lines were taken at 4.4m from the edge of pavement, as recommended by the TAC Geometric Design Guide for Canadian Roads (10<sup>th</sup> Edition). Upon review of the sight distances illustrated in Figures 1A and 1B, it is the engineers’ opinion that, even if northbound / southbound motorists obey the stop condition, obstructions on private property will require eastbound traffic to proceed with caution. It was also noted that the Town does not restrict on-street parking within the defined sight lines; allowing on-street parking only exacerbates the observed line of sight constraints. Therefore, it is the engineers’ recommendation that the Town of Amherstburg begin with the restriction of on-street parking located to the west of the subject intersection; furthermore, as budgets and financing allow, the Town should consider removal of any objects within the defined sight lines.

Corner cut-offs were also evaluated for all the subject intersection; the analyses were completed in accordance with the Ontario Geometric Design Guide, which represents the “industry best practice” for this criterion. As illustrated in Appendix C, corner cut-offs are determined based on the assumption that a vehicle on the “minor street” does not obey the stop control; in this case, the vehicle on the “main street” must have enough sight distance to observe the errant driver and engage his / her brakes. For a two-lane roadway, assuming a design speed of 60 km/h on the major roadway, the approach distance is expected to be 50m; the vertex of the sight triangle on the minor street is always taken at 25m from the centreline of the conflicting vehicle’s path. The results are illustrated on Figure 2.

The Ontario Traffic Manual also recommends a thorough statistical review of the subject intersection’s collision history. In keeping with the guidelines provided in OTM Book 5, pg. 20, the “All-Way Stop Collision Warrant” suggests that “... a high accident frequency is an average of four collisions per year over a three-year period. Only those accidents susceptible to relief through multi-way stop control must be considered (i.e., right angle and turning type collisions).” However, Windsor Police, which manages the Town of Amherstburg’s police services, reported that there are no accidents listed for the subject intersection. Therefore, it is difficult to justify implementation of an all-way stop based on the OTM’s warrant threshold.

Although the OTM strongly recommends sight line improvements, street lighting, parking prohibitions, enforcement, geometric revisions, etc., as the preferred solution in addressing unsafe intersections, because of the existing sight line obstructions, it is the engineers’ opinion that an all-way stop control is an appropriate means of improving safety at the subject intersection. However, implementation of an all-way stop control at this location should also be accompanied by advance signage and corresponding intersection-enhancing geometric improvements; curb extensions are recommended, as functionally illustrated below:



Pending approval of the all-way stop implementation, the Town of Amherstburg should engage a professional engineer to undertake the detailed design of the pertinent infrastructure improvements, supplementary delineation, and signage associated with implementation of an all-way stop control at the intersection of Gore Street at Ramsay Street.

All of which is respectfully submitted,

**RC Spencer Associates Inc.**



*[Handwritten Signature]*  
**John D. Tofflemire, M.A.Sc., P.Eng.**  
 Manager, Leamington Office



*[Handwritten Signature]*  
**Aaron D. Blata, M.Eng., P.Eng., PTOE**  
 Associate / Traffic Operations Engineer

## **Appendix A**

# **TRAFFIC DATA COLLECTION**

**Gore Street at Ramsay Street**



Date: 22 November 2021  
 Counted By: Emily B., Esther B.  
 Weather Conditions: Clear  
 Ramsey Street at Gore Street



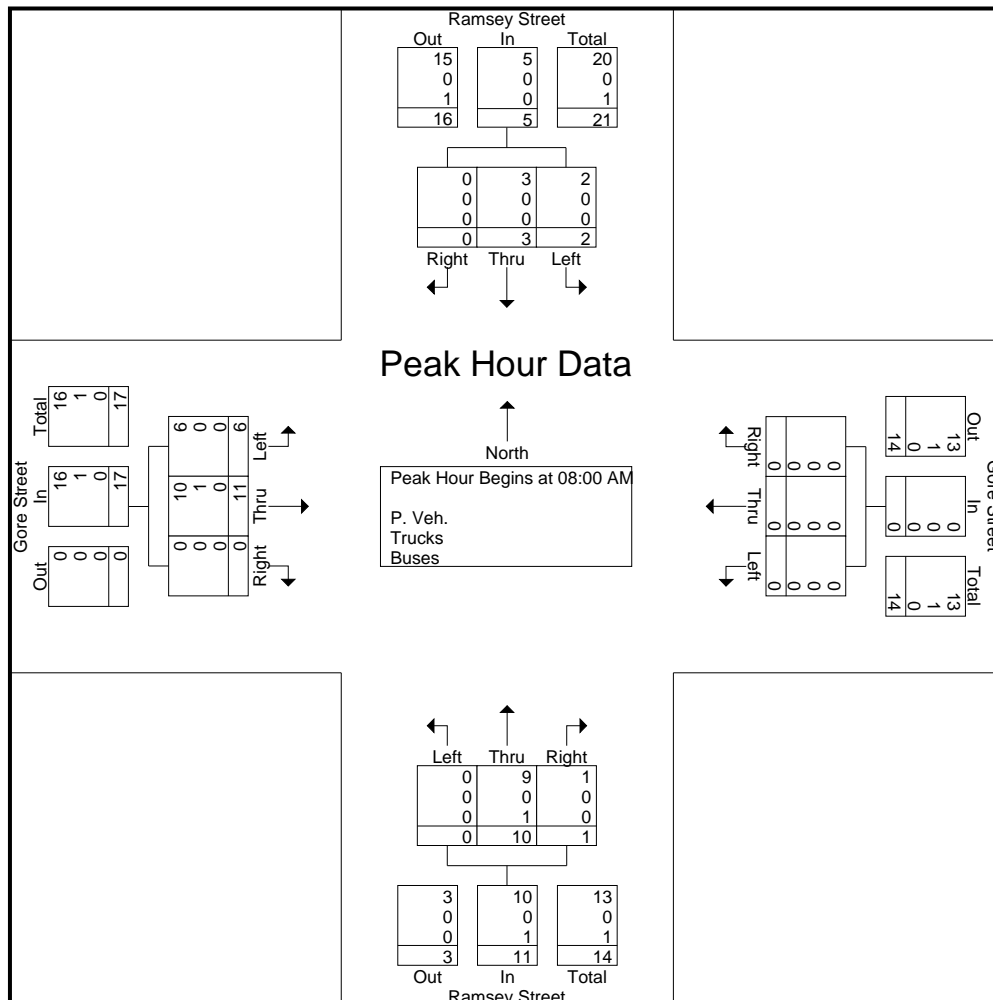
**Groups Printed- P. Veh. - Trucks - Buses**

Start Time	Gore Street E/B					Gore Street W/B					Ramsey Street N/B					Ramsey Street S/B					Exclu. Total	Inclu. Total	Int. Total
	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total			
07:00 AM	0	0	1	(0)	1	0	0	0	(1)	0	0	0	0	(0)	0	0	2	2	(0)	4	1	5	6
07:15 AM	0	2	1	(0)	3	0	0	0	(0)	0	0	0	0	(0)	0	0	0	0	(0)	0	0	3	3
07:30 AM	0	2	1	(0)	3	0	0	0	(0)	0	0	1	0	(0)	1	0	0	2	(0)	2	0	6	6
07:45 AM	0	1	1	(3)	2	0	0	0	(0)	0	1	2	0	(0)	3	0	0	1	(1)	1	4	6	10
Total	0	5	4	(3)	9	0	0	0	(1)	0	1	3	0	(0)	4	0	2	5	(1)	7	5	20	25
08:00 AM	0	2	1	(0)	3	0	0	0	(0)	0	0	2	0	(0)	2	0	0	1	(0)	1	0	6	6
08:15 AM	0	3	2	(1)	5	0	0	0	(0)	0	1	4	0	(0)	5	0	2	1	(1)	3	2	13	15
08:30 AM	0	5	2	(0)	7	0	0	0	(1)	0	0	0	0	(0)	0	0	0	0	(0)	0	1	7	8
08:45 AM	0	1	1	(0)	2	0	0	0	(0)	0	0	4	0	(0)	4	0	1	0	(0)	1	0	7	7
Total	0	11	6	(1)	17	0	0	0	(1)	0	1	10	0	(0)	11	0	3	2	(1)	5	3	33	36
*** BREAK ***																							
11:00 AM	0	3	0	(0)	3	0	0	0	(0)	0	1	3	0	(0)	4	0	1	0	(0)	1	0	8	8
11:15 AM	0	3	4	(0)	7	0	0	0	(0)	0	2	1	0	(0)	3	0	3	4	(0)	7	0	17	17
11:30 AM	0	4	7	(0)	11	0	0	0	(1)	0	1	4	0	(0)	5	0	4	4	(0)	8	1	24	25
11:45 AM	0	8	11	(0)	19	0	0	0	(0)	0	0	1	0	(0)	1	0	11	10	(0)	21	0	41	41
Total	0	18	22	(0)	40	0	0	0	(1)	0	4	9	0	(0)	13	0	19	18	(0)	37	1	90	91
12:00 PM	1	7	9	(0)	17	0	0	0	(1)	0	1	3	0	(0)	4	0	12	3	(1)	15	2	36	38
12:15 PM	0	4	9	(1)	13	0	0	0	(0)	0	1	5	0	(0)	6	0	6	4	(0)	10	1	29	30
12:30 PM	0	5	6	(0)	11	0	0	0	(0)	0	1	5	0	(0)	6	0	0	6	(0)	6	0	23	23
12:45 PM	0	9	8	(0)	17	0	0	0	(0)	0	0	2	0	(0)	2	0	2	1	(0)	3	0	22	22
Total	1	25	32	(1)	58	0	0	0	(1)	0	3	15	0	(0)	18	0	20	14	(1)	34	3	110	113
01:00 PM	0	8	15	(0)	23	0	0	0	(0)	0	0	5	0	(0)	5	0	5	0	(0)	5	0	33	33
01:15 PM	0	1	0	(0)	1	0	0	0	(0)	0	1	4	0	(0)	5	0	1	4	(0)	5	0	11	11
01:30 PM	1	0	0	(0)	1	0	0	0	(2)	0	3	4	0	(0)	7	0	2	1	(1)	3	3	11	14
01:45 PM	0	0	1	(0)	1	0	0	0	(2)	0	3	4	0	(1)	7	0	1	2	(0)	3	3	11	14
Total	1	9	16	(0)	26	0	0	0	(4)	0	7	17	0	(1)	24	0	9	7	(1)	16	6	66	72
02:00 PM	0	0	1	(0)	1	0	0	0	(1)	0	1	7	0	(1)	8	0	6	4	(2)	10	4	19	23
02:15 PM	0	1	0	(2)	1	0	0	0	(0)	0	0	4	0	(0)	4	0	6	1	(1)	7	3	12	15
02:30 PM	0	2	5	(0)	7	0	0	0	(0)	0	0	2	0	(1)	2	0	5	2	(0)	7	1	16	17
02:45 PM	0	5	3	(0)	8	0	0	0	(0)	0	0	2	0	(0)	2	0	3	3	(0)	6	0	16	16
Total	0	8	9	(2)	17	0	0	0	(1)	0	1	15	0	(2)	16	0	20	10	(3)	30	8	63	71
03:00 PM	2	4	0	(0)	6	0	0	0	(0)	0	2	1	0	(1)	3	0	2	0	(0)	2	1	11	12
03:15 PM	0	1	0	(0)	1	0	0	0	(0)	0	0	1	0	(2)	1	0	2	3	(0)	5	2	7	9
03:30 PM	0	4	3	(0)	7	0	0	0	(0)	0	0	1	0	(0)	1	0	5	3	(0)	8	0	16	16
03:45 PM	2	8	2	(0)	12	0	0	0	(0)	0	1	1	0	(2)	2	0	3	3	(0)	6	2	20	22
Total	4	17	5	(0)	26	0	0	0	(0)	0	3	4	0	(5)	7	0	12	9	(0)	21	5	54	59
04:00 PM	0	2	2	(0)	4	0	0	0	(0)	0	1	2	0	(0)	3	0	2	2	(0)	4	0	11	11
04:15 PM	1	5	3	(0)	9	0	0	0	(0)	0	0	1	0	(0)	1	0	3	3	(0)	6	0	16	16
04:30 PM	0	3	2	(3)	5	0	0	0	(1)	0	1	1	0	(0)	2	0	3	4	(1)	7	5	14	19
04:45 PM	0	5	3	(0)	8	0	0	0	(0)	0	0	2	0	(0)	2	0	2	2	(1)	4	1	14	15
Total	1	15	10	(3)	26	0	0	0	(1)	0	2	6	0	(0)	8	0	10	11	(2)	21	6	55	61
Grand Total	7	108	104	(10)	219	0	0	0	(10)	0	22	79	0	(8)	101	0	95	76	(9)	171	37	491	528
Apprch %	3.2	49.3	47.5			0	0	0			21.8	78.2	0			0	55.6	44.4					
Total %	1.4	22	21.2		44.6	0	0	0		0	4.5	16.1	0		20.6	0	19.3	15.5		34.8	7	93	
P. Veh.	7	106	103		226	0	0	0		10	20	78	0		106	0	92	75		176	0	0	518
% P. Veh.	100	98.1	99	100	98.7	0	0	0	100	100	90.9	98.7	0	100	97.2	0	96.8	98.7	100	97.8	0	0	98.1
Trucks	0	2	1		3	0	0	0		0	2	0	0		2	0	3	1		4	0	0	9
% Trucks	0	1.9	1	0	1.3	0	0	0	0	0	9.1	0	0	0	1.8	0	3.2	1.3	0	2.2	0	0	1.7

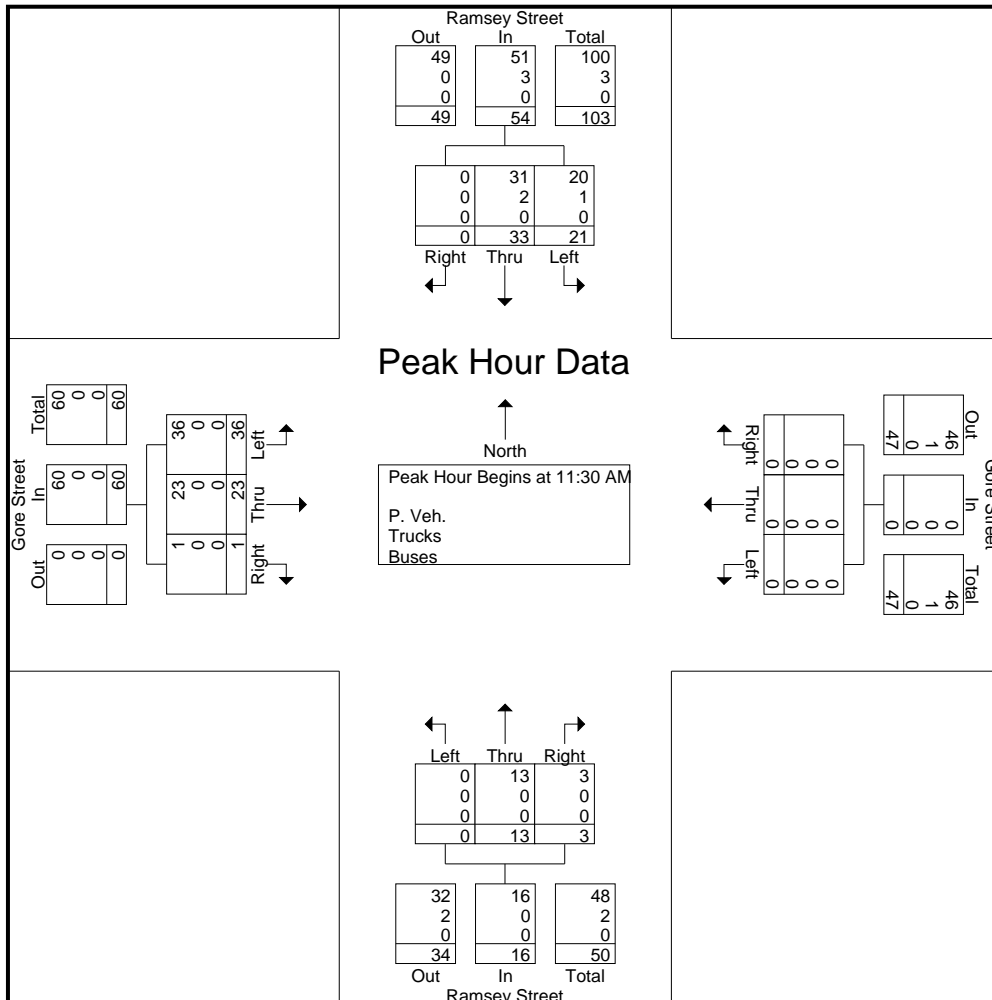
**Groups Printed- P. Veh. - Trucks - Buses**

	<b>Gore Street E/B</b>					<b>Gore Street W/B</b>					<b>Ramsey Street N/B</b>					<b>Ramsey Street S/B</b>					Exclu. Total	Inclu. Total	Int. Total			
	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total						
Buses	0	0	0		0	0	0	0		0	0	1	0		1	0	0	0		0	0	0	1	0	0	1
% Buses	0	0	0	0	0	0	0	0	0	0	0	1.3	0	0	0.9	0	0	0	0	0	0	0	0	0	0	0.2

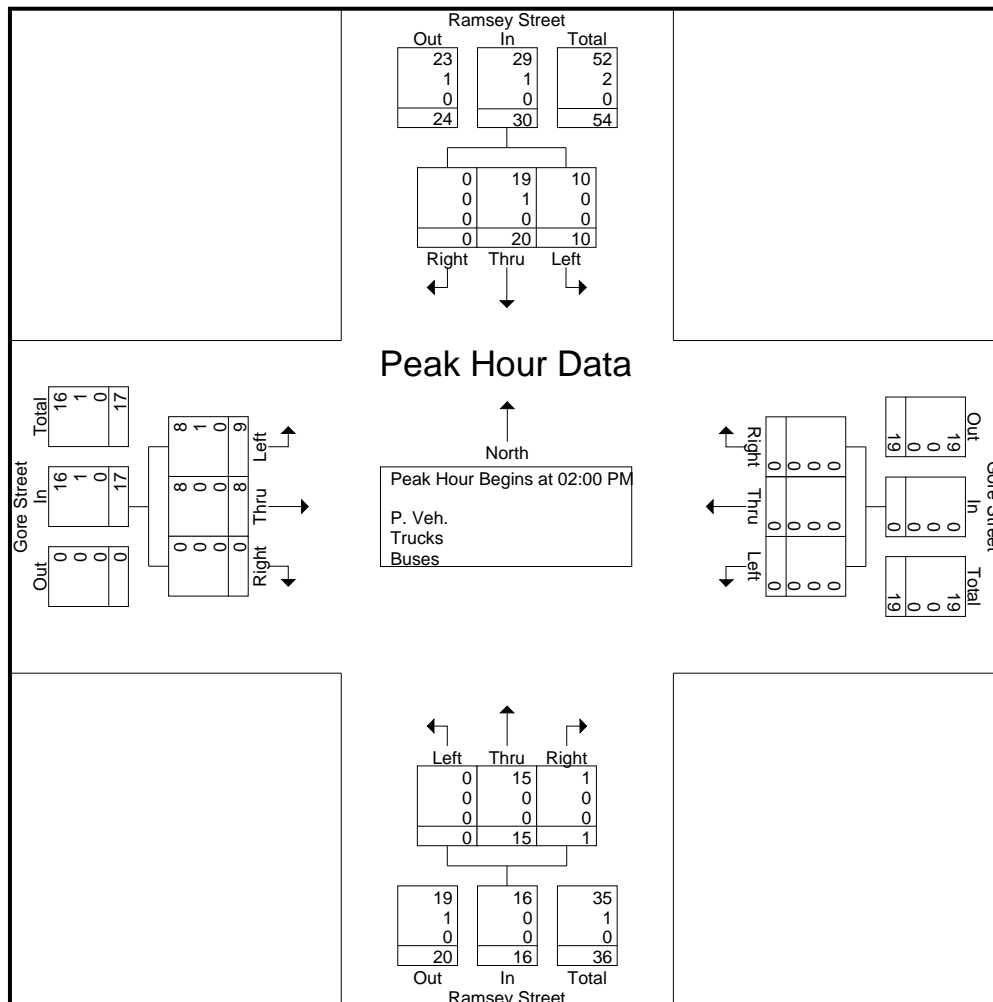
Start Time	Gore Street E/B				Gore Street W/B				Ramsey Street N/B				Ramsey Street S/B				Int. Total
	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	
Peak Hour Analysis From 07:00 AM to 09:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 08:00 AM																	
08:00 AM	0	2	1	3	0	0	0	0	0	2	0	2	0	0	1	1	6
08:15 AM	0	3	2	5	0	0	0	0	1	4	0	5	0	2	1	3	13
08:30 AM	0	5	2	7	0	0	0	0	0	0	0	0	0	0	0	0	7
08:45 AM	0	1	1	2	0	0	0	0	0	4	0	4	0	1	0	1	7
Total Volume	0	11	6	17	0	0	0	0	1	10	0	11	0	3	2	5	33
% App. Total	0	64.7	35.3		0	0	0		9.1	90.9	0		0	60	40		
PHF	.000	.550	.750	.607	.000	.000	.000	.000	.250	.625	.000	.550	.000	.375	.500	.417	.635
P. Veh.	0	10	6	16	0	0	0	0	1	9	0	10	0	3	2	5	31
% P. Veh.	0	90.9	100	94.1	0	0	0	0	100	90.0	0	90.9	0	100	100	100	93.9
Trucks	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
% Trucks	0	9.1	0	5.9	0	0	0	0	0	0	0	0	0	0	0	0	3.0
Buses	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	1
% Buses	0	0	0	0	0	0	0	0	0	10.0	0	9.1	0	0	0	0	3.0



Start Time	Gore Street E/B				Gore Street W/B				Ramsey Street N/B				Ramsey Street S/B				Int. Total
	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	
Peak Hour Analysis From 10:00 AM to 01:45 PM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 11:30 AM																	
11:30 AM	0	4	7	11	0	0	0	0	1	4	0	5	0	4	4	8	24
11:45 AM	0	8	11	19	0	0	0	0	0	1	0	1	0	11	10	21	41
12:00 PM	1	7	9	17	0	0	0	0	1	3	0	4	0	12	3	15	36
12:15 PM	0	4	9	13	0	0	0	0	1	5	0	6	0	6	4	10	29
Total Volume	1	23	36	60	0	0	0	0	3	13	0	16	0	33	21	54	130
% App. Total	1.7	38.3	60		0	0	0		18.8	81.2	0		0	61.1	38.9		
PHF	.250	.719	.818	.789	.000	.000	.000	.000	.750	.650	.000	.667	.000	.688	.525	.643	.793
P. Veh.	1	23	36	60	0	0	0	0	3	13	0	16	0	31	20	51	127
% P. Veh.	100	100	100	100	0	0	0	0	100	100	0	100	0	93.9	95.2	94.4	97.7
Trucks	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1	3	3
% Trucks	0	0	0	0	0	0	0	0	0	0	0	0	0	6.1	4.8	5.6	2.3
Buses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% Buses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



Start Time	Gore Street E/B				Gore Street W/B				Ramsey Street N/B				Ramsey Street S/B				Int. Total
	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	
Peak Hour Analysis From 02:00 PM to 04:45 PM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 02:00 PM																	
02:00 PM	0	0	1	1	0	0	0	0	1	7	0	8	0	6	4	10	
02:15 PM	0	1	0	1	0	0	0	0	0	4	0	4	0	6	1	7	
02:30 PM	0	2	5	7	0	0	0	0	0	2	0	2	0	5	2	7	
02:45 PM	0	5	3	8	0	0	0	0	0	2	0	2	0	3	3	6	
Total Volume	0	8	9	17	0	0	0	0	1	15	0	16	0	20	10	30	
% App. Total	0	47.1	52.9		0	0	0		6.2	93.8	0		0	66.7	33.3		
PHF	.000	.400	.450	.531	.000	.000	.000	.000	.250	.536	.000	.500	.000	.833	.625	.750	
P. Veh.	0	8	8	16	0	0	0	0	1	15	0	16	0	19	10	29	
% P. Veh.	0	100	88.9	94.1	0	0	0	0	100	100	0	100	0	95.0	100	96.7	
Trucks	0	0	1	1	0	0	0	0	0	0	0	0	0	1	0	1	
% Trucks	0	0	11.1	5.9	0	0	0	0	0	0	0	0	0	5.0	0	3.3	
Buses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
% Buses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	



## **Appendix B**

# **SIGHT LINE CALCULATIONS**

**Gore Street at Ramsay Street**

**21-1217: Gore Street at Ramsay Street, Ontario TIS - Sight Line Analysis**

**Design Intersection Sight Distance (TAC Geometric Design Guide for Canadian Roads)**

**Design Speed: 60km/h (Posted Speed Limit = 50 km/h)**

**Table 9.9.3: Time Gap for Case B1, Left Turn from Stop**

Design Vehicle	Time Gap ( $t_g$ )(s) at Design Speed of Major Road
Passenger car	7.5
Single-unit truck	9.5
Combination truck (WB 19 and WB 20 )	11.5
Longer truck	To be established by road authority

Intersection Stopping Distance (**ISD**) =  $0.278 V_{\text{major}} t_g$

Where:

- ISD = intersection sight distance (m)  
(length of the leg of sight triangle along the major road)
- $V_{\text{major}}$  = design speed of the major road (km/h)
- $t_g$  = time gap for minor road vehicle to enter the major road (s)

ISD combination truck (left turn from stop) =  $0.278 \times 60 \times 11.5 = 192 \text{ m}$

**Table 9.9.5: Time Gap for Case B2—Right Turn from Stop and Case B3—Crossing Maneuver**

Design Vehicle	Time Gap ( $t_g$ )(s) at Design Speed of Major Road
Passenger car	6.5
Single-unit truck	8.5
Combination truck (WB 19 and WB 20 )	10.5

ISD combination truck (right turn from stop) =  $0.278 \times 60 \times 10.5 = 175 \text{ m}$

## **Appendix C**

# **CORNER CUT-OFF CALCULATIONS**

**Ontario Geometric Design Guide**



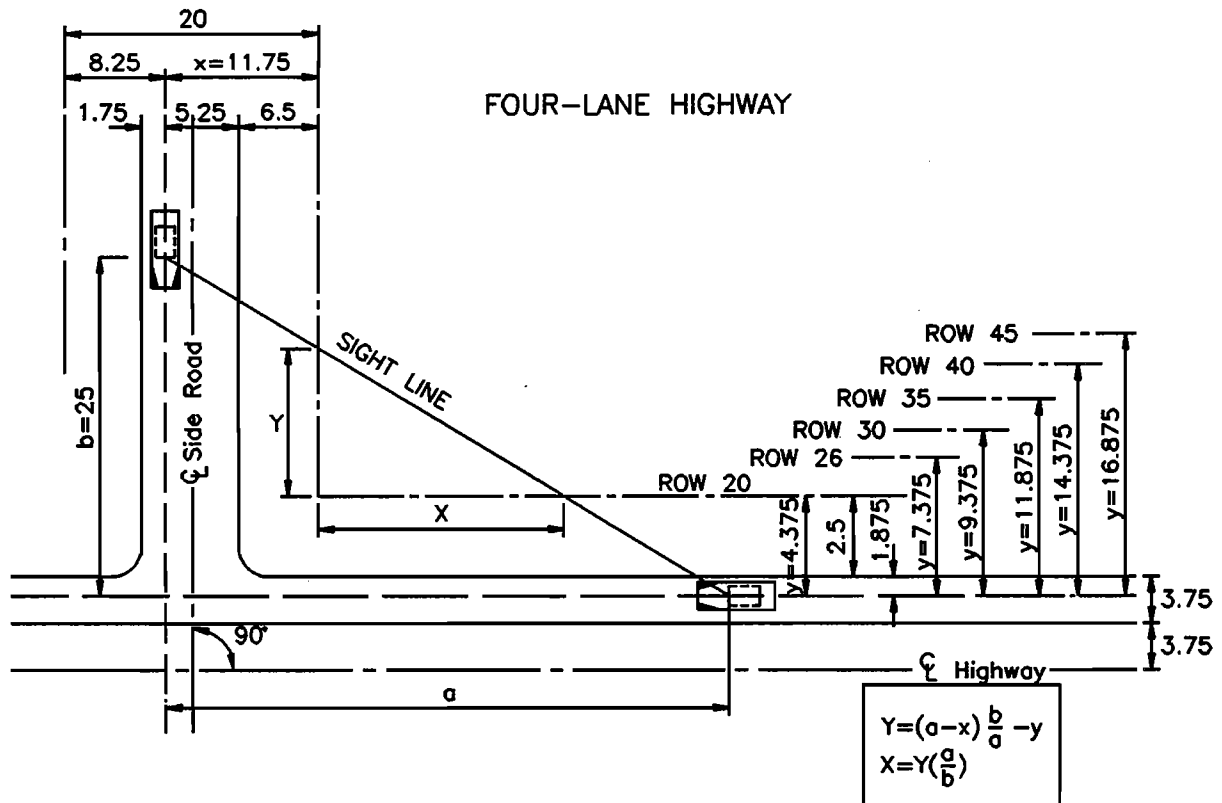
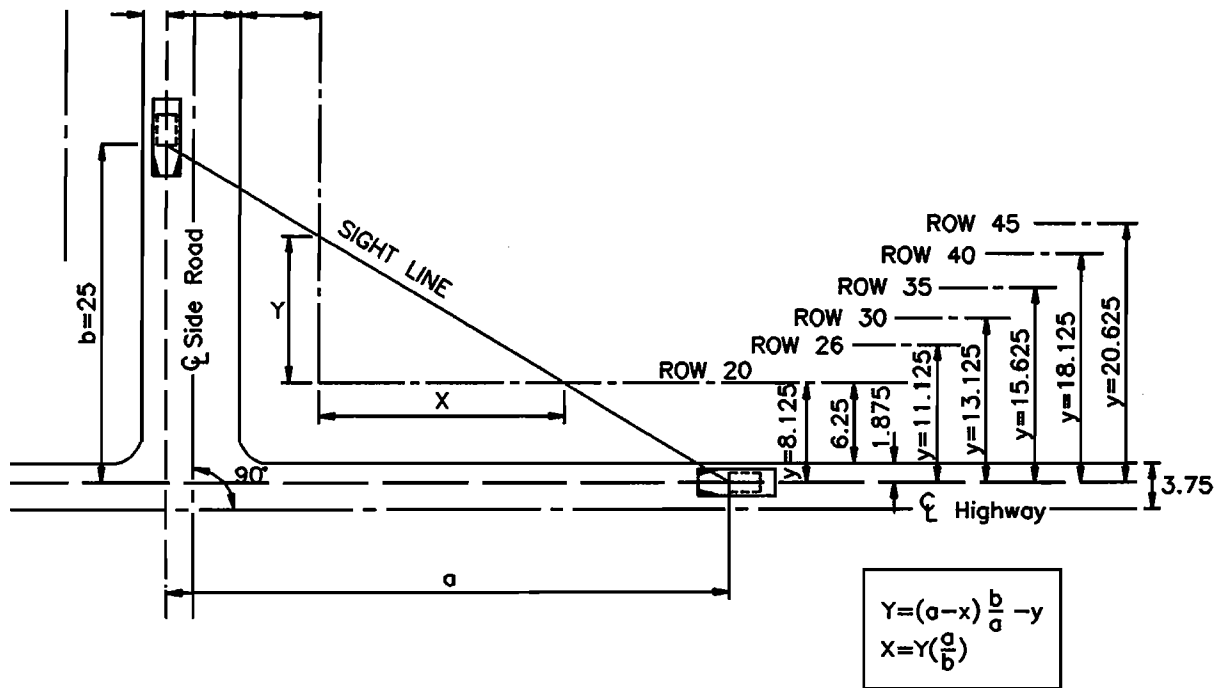


Figure E3-3  
Sight Distance and Visibility Triangle at 90° Intersections  
for Approaches with Stop Control

Two-lane Highway

Design speed on Highway	Approach Distance 'a' based on 3 s	Visibility Triangle: X & Y											
		Highway Right of Way (m)											
		20		26		30		35		40		45	
km/h	m	X	Y	X	Y	X	Y	X	Y	X	Y	X	Y
40	30	8	7	5	4	2	2	-	-	-	-	-	-
50	40	15	10	10	7	7	5	3	2	-	-	-	-
60	50	22	11	16	8	12	6	7	4	2	1	-	-
70	60	29	12	22	9	17	7	11	5	5	2	-	-
80	65	32	12	24	9	19	7	13	5	6	2	-	-
90	75	39	14	30	10	24	8	17	6	9	3	2	1
100	85	46	14	36	10	29	8	20	6	12	3	3	1
110	95	53	14	41	11	34	9	24	6	15	4	5	1

Four-lane Highway

Design speed on Highway	Approach Distance 'a' based on 3 s	Visibility Triangle: X & Y											
		Highway Right of Way (m)											
		20		26		30		35		40		45	
km/h	m	X	Y	X	Y	X	Y	X	Y	X	Y	X	Y
40	30	13	11	9	8	7	6	4	3	1	1	-	-
50	40	21	13	16	10	13	8	9	6	5	3	1	1
60	50	29	15	23	12	19	10	14	7	9	5	4	2
70	60	38	16	30	13	26	11	20	8	14	6	8	3
80	65	42	16	34	13	29	11	22	9	16	6	9	4
90	75	50	17	41	14	35	12	27	9	20	7	12	4
100	85	58	17	48	14	41	12	33	10	24	7	16	5
110	95	66	17	55	14	47	12	38	10	28	7	19	5

Table E3-3

Minimum Property Requirements at 90° Intersections for Approaches with Stop Control



## THE CORPORATION OF THE TOWN OF AMHERSTBURG

### OFFICE OF INFRASTRUCTURE SERVICES

*MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.*

Author's Name: Shane McVitty	Report Date: February 3, 2022
Author's Phone: 519 736-3664 ext. 2318	Date to Council: February 14, 2022
Author's E-mail: smcvitty@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: John Parks Drain No.1 – Request for Debenture Extension and Financial Assistance

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#### 1. RECOMMENDATION:

It is recommended that:

1. Correspondence from Frank and Gina Storino dated February 2, 2022 requesting an extension to the maximum debenture term and financial assistance relating to their drainage assessments for Improvements to the John Parks Drain No.1 **BE RECEIVED**;
2. The request from Frank and Gina Storino regarding financial assistance relating to their drainage assessments for Improvements to the John Parks Drain No.1 **BE CONSIDERED**; and,
3. The request from Frank and Gina Storino regarding an extension to the maximum debenture term to 10 (ten) years relating to their drainage assessments for Improvements to the John Parks Drain No.1 **BE APPROVED / NOT APPROVED**;

#### 2. BACKGROUND:

On February 2, 2022, Administration received an email from Frank and Gina Storino requesting an extension of the maximum debenture term from five (5) years to ten (10) years. This is in relation to their estimated assessments for their share of the total project costs for the Improvements to the John Parks Drain No.1. In the email the Storino's have also requested financial assistance from Council to help pay their assessments. The

Storino's own two (2) parcels that are collectively assessed for \$110,000 of the project costs.

### **3. DISCUSSION:**

The following provides a chronology and brief overview of events for the John Parks Drain No.1 Improvements:

- |                               |   |
|-------------------------------|---|
| May 15, 2018                  | R. Dobbin Engineering was appointed by Council to prepare a drainage report pursuant to Section 78 of the Drainage Act for improvements to the John Parks Drain No. 1.  |
| October 21, 2019              | The report for the Improvements to the John Parks Drain No. 1 was submitted by M.Gerrits, P.Eng.  |
| November 5, 2019              | The report for the Improvements to the John Parks Drain No. 1 was considered by the Drainage Board.   |
| December 2, 2019              | Appeals were heard at the Court of Revision. The Court considered and dismissed appeals from Frank and Gina Storino.  |
| December 2, 2019              | Appeals submitted to the Tribunal by Frank and Gina Storino under Sections 48 and 54 of the Drainage Act.   |
| April 28, 2020                | Original date of scheduled Tribunal Hearing by the Agriculture, Food and Rural Affairs Appeal Tribunal (AFRAAT), later adjourned to a date to be determined due to pandemic related challenges.   |
| April 7, 2021                 | Re-scheduled Tribunal Hearing by AFRAAT, held electronically.   |
| April 30, 2021                | Decision of the Tribunal, dismissing both appeals from Frank and Gina Storino.  |
| May 10, 2021                  | By-law 2019-095 authorizing the work under the engineering report was passed by Council.  |
| June 30, 2021                 | Tenders closed for construction; the lowest bid was approximately 124% higher than the Engineer's 2019 construction estimate.   |
| August 3, 2021                | Public Drainage Board meeting to consider the tender price where it was decided to reject all bids and re-tender the project in late 2021.  |
| December 1, 2021              | The project was re-tendered with modifications to the first tender with the expectation that there would be more interest from bidders and lower bid submissions. When tenders closed for construction, the lowest bid was approximately 80% higher than the Engineer's 2019 construction estimate. |
| <sup>1</sup> February 1, 2022 | Public Drainage Board meeting to consider the tender price where it was decided by the Board to recommend that Council award the  |

contract to the low bidder, J.C.S. Construction Inc. It is estimated that the tender price will result in an 67% increase in the assessments to landowners.

February 2, 2022 The Town received an email from residents Frank and Gina Storino requesting an extension of the maximum debenture term from five (5) years to ten (10) years. In addition, the Storino's have requested financial assistance from Council to help pay their assessments. The email is attached to this report.

## NOTES

1. Further details of the most recent Drainage Board meeting where the tender prices were considered are provided in the February 1, 2022 Drainage Board meeting minutes. These minutes, along with tender award recommendations and a report from the Drainage Superintendent and Engineering Coordinator, will be brought forward to Council at the February 14, 2021 Council meeting.

Frank and Gina Storino presently own two (2) properties that are affected by the John Parks Drain No.1 Improvements project. Under the engineering report by Mike Gerrits, P.Eng., their share of the project costs was estimated at \$50,156 for the first property, and \$16,050 for the second, totalling \$66,206. Based on the lowest tender submission by J.C.S. Construction Inc., these assessments would increase to approximately \$83,912 and \$26,851, for a total of \$110,763. To lessen the financial burden of these assessments, the Storino's are requesting that their debenture term be increased from five (5) years to ten (10) years and that Council provide financial assistance.

## **INTERIM FINANCING OF MUNICIPAL DRAINAGE WORKS**

The details regarding the interim financing for Municipal Drainage works are outlined within the Town's Local Improvement and Drainage Financing Policy. Section 6.0 of the Policy states:

### **6. GENERAL CONDITIONS**

#### **6.2. Qualifying Projects**

- 6.1.1. Projects must be of the following nature to qualify for use of this policy:
  - 6.1.1.1. A Local Improvement under O.Reg 586/06 of the Local Improvement charge and priority lien status.
  - 6.1.1.2. Municipal Drainage Works under Section 4 or 78 of the Drainage Act
- 6.1.2. Municipal Drainage maintenance work under Section 74 of the Drainage Act and described in the following nature are to be excluded from the policy:
  - 6.1.2.1. Weed cutting
  - 6.1.2.2. Weed Spraying
  - 6.1.2.3. Ditching and Brushing

## **6.2. Interim Financing Cost**

- 6.2.1. **Local Improvements**: All local Improvements shall be financed in one of two manners:
  - 6.2.1.1. **Construction bridge loan**: Local Improvements in excess of \$500,000 shall be financed by Construction Bridge Loans
  - 6.2.1.2. **Operating funds**: Local Improvements below \$500,000 shall be financed by using the operating funds for the interim period
- 6.2.2. **Drainage Works**: All Drainage Works shall be financed by using the Drainage Line of Credit.

## **6.3. Maximum debenture term**

- 6.3.1. The maximum debenture term available to residents shall not exceed 5 years.
- 6.3.2. Council may by resolution extend longer financing options if deemed appropriate.

## **6.4. Qualifying cost expenditures to residents**

- 6.4.1. The minimum debt or accounts receivable balance to a resident must exceed \$1,000 to qualify for 5 year repayment term.

## **6.5. Financing cost to residents**

- 6.5.1. Interest cost shall be the Town of Amherstburg base borrowing rate plus 1%.

## **6.6. Long term financing options**

- 6.6.1. Upon completion of the works, final financing will be obtained by the Town of Amherstburg for the amounts debentured to the residents.
- 6.6.2. The following will increase the long term debt of the municipality and will be billed back to the residents affected over the same 5 year period.

Under the terms of the Local Improvement and Drainage Financing Policy, the estimated assessment to the Storino's qualify them to take advantage of the interim financing option. According to provisions 6.3.2 of the Policy, Council may elect to extend the term of the debenture at its discretion.

## **FINANCIAL ASSISTANCE FOR MUNICIPAL DRAIN ASSESSMENTS**

Through their February 2, 2022 email, the Storino's have requested that Council consider helping with the cost to repair the John Parks Drain No.1. As the John Parks Drain No.1 is a municipal drain, and it's improvements have been adopted by Council under bylaw, all associated costs shall be recovered according to the assessment schedule provided in the engineering report. There are sixty-three (63) private landowners assessed under this project, four (4) utility companies, the County of Essex, and the Town of Amherstburg. It should be noted that the Town of Amherstburg does not own property within the watershed of the drain, but is assessed for the added cost of construction resulting from an adjacent Town watermain. The Town is not responsible for any other costs on this project other than those associated with the watermain. It has not been the past practice of the Town to provide financial assistance to landowners assessed for drainage works.

### **4. RISK ANALYSIS:**

Administration has not budgeted for any additional costs relating to this project beyond the Town's assessment of \$1,668. Absorbing any more costs related to this project in exceedance of this amount would result in an unanticipated budgetary strain to the Municipal Drain Expense budget item. Should Council elect to provide financial assistance to the Storino's, or any other landowners assessed for the John Parks Drain No.1, a precedent would be set that would be difficult to maintain in the event that other assessed landowners come forward with similar requests. Additionally, extension of a longer financing option may set a precedence with future applicants to seek the same resolution out of fairness which may result in an increase of financial risk. This is further discussed under Financial Matters.

### **5. FINANCIAL MATTERS:**

The Local Improvement and Drainage Financing Policy establishes controls and procedures for Drainage Financing options to our residents. More specifically, the policy includes:

- The maximum debenture term available to residents shall not exceed 5 years.
- Interest cost shall be the Town of Amherstburg borrowing base rate plus 1%.

These controls were established to minimize the financial risk to the Town by reducing the burden on the Town to cover the upfront cash. By providing a maximum debenture term of 5 years, it reduces the collection period and strengthens cash management strategies.

Other Financial Risk Associated with longer term exposure for projects that benefits an individual property owner:

- Uncertainty is lessened or more predictable in the short term. The greater the financial uncertainty, the greater the risk that would be imposed upon the Town. An example of an uncertainty is the dramatic change in CPI which is a well-known economic indicator. The December 2021 CPI rate was 4.8% versus the December 2020 CPI rate which was only 0.7%.

- Borrowing rates can be just as volatile given the state of the economy and the negative impact of the pandemic. Should the borrowing rates increase, the Town will incur the financial incremental interest cost since an applicant would have been provided a lower fixed borrowing cost.
- Extension of a longer financial option may set a precedence with future applicants to seek the same resolution out of fairness which again, may result in an increase of financial risk.
- Impact on the Town's reserve balances, cash flow and future borrowing to meet capital expenditures.

**6. CONSULTATIONS:**

The Manager of Engineering and the Supervisor of Accounting were consulted on this report.

**7. CONCLUSION:**

The request for extending the debenture term from 5 years to 10 years is recommended to allow repayment to be more manageable for the owners.

The request for financial assistance for the owners share of the improvements is not recommended.

Administration is recommending that Council render a decision regarding the requests from Frank and Gina Storino in their email dated February 2, 2022 and the recommendations of Administration.




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Shane McVitty  
**Drainage Superintendent and Engineering Coordinator**

sm

<b>DEPARTMENTS/OTHERS CONSULTED:</b>				
<b>Name:</b>				
<b>Phone #: 519</b>		<b>ext.</b>		

<b>NOTIFICATION :</b>				
Name	Address	Email Address	Telephone	FAX



## Report Approval Details

Document Title:	John Parks Drain No.1 - Request for Debenture Extension and Financial Assistance.docx
Attachments:	- 220202 - Email - Request for Debenture Extension and Financial Assistance.pdf
Final Approval Date:	Feb 8, 2022

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



Antonietta Giofu



Tiffany Hong



Tony Haddad



Valerie Critchley

**From:** [Gina Storino](#)  
**To:** [Shane McVitty](#)  
**Subject:** John Parks Drain No.1 Improvements 1215 and 1217 Front Rd. South, Amherstburg, Ontario  
**Date:** February 2, 2022 3:59:01 PM

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**[EXTERNAL EMAIL]** DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Dear Mr. McVitty:

As we discussed on Tuesday evening February 1,2022. We would like to request the Amherstburg Council to consider a ten year debenture for our portion of the improvement of the John Parks Drain No.1. (Our total cost for the project will be approximately \$110,000.00.)

We are also requesting that council consider helping with the cost to repair the John Parks Drain No.1. The repair cost has gone up 80% from the initial engineer's report. The delays were caused by the lockdowns during the pandemic.

Now we are facing enormous costs for materials caused by inflation. We would like to ask the Amherstburg council for help during these unprecedented times. This project has become a huge burden on the residents and landowners that drain into the the John Parks Drain No. 1.

Sincerely,  
Frank and Gina Storino



## THE CORPORATION OF THE TOWN OF AMHERSTBURG

### OFFICE OF INFRASTRUCTURE SERVICES

*MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.*

Author's Name: Eric Chamberlain	Report Date: February 9, 2022
Author's Phone: 519 736-3664 ext. 2312	Date to Council: February 14, 2022
Author's E-mail: echamberlain@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: 2021 Fleet Vehicle Purchase Update

---

#### 1. RECOMMENDATION:

It is recommended that:

1. An over-expenditure for the purchase of a mid-size extended cab pick up truck not to exceed \$1,491 **BE APPROVED** for a total cost not to exceed \$35,306 including net HST and that the over-expenditure **BE FUNDED** from the Fleet Reserve.
2. An over-expenditure for the purchase of a ¾ ton crew cab pick up truck not to exceed \$5,556 **BE APPROVED** for a total cost not to exceed \$51,338 including net HST and that the over-expenditure **BE FUNDED** from the Fleet Reserve.

#### 2. BACKGROUND:

On May 10, 2021, Council approved the purchase of four pick up trucks from Amherstburg Chevrolet Buick GMC (2016) Limited.

#### 3. DISCUSSION:

In January 2022, Amherstburg GM advised that two of the four trucks ordered in 2021 had finally been delivered after an extended delay due to part shortages experienced during the pandemic. Furthermore, the sales representative advised that there was a potential that there would be an increase in cost due to the vehicle being delivered in 2022 and a reduction in the government rebate pricing. The sales representative advised

that Amherstburg GM was meeting with corporate to review this issue with the 2021 and 2022 government rebate pricing.

On February 7, 2022, the sales representative advised that, after their meeting with corporate, the 2022 reduced government rebate would need to be applied to the vehicle purchase. Therefore, the 2021 Fleet Vehicle purchase would see an increase cost. It should be noted that this is not an issue on model year but the year in which the vehicles were delivered to the dealership. The shortage of computer chips have delayed the delivery until 2022.

The following is the increased cost to two of the four 2021 Fleet Vehicle Purchases. These two vehicles are currently at the dealership and ready for delivery to the Town:

Vehicle Ordered	Awarded Price May, 2021 including net HST	Current Pricing – February 2022 including Net HST	Difference
Mid-Size Pick Up Truck Extended Cab	\$33,815	\$35,306	\$1,491
3/4 Ton Pick Up Truck Crew Cab	\$45,782	\$51,338	\$5,556

There are two additional vehicles that the Town is still awaiting delivery on which may result in further adjustments needed to the approved funding. Administration will bring a further report to Council if additional funds are required once this information is known.

**4. RISK ANALYSIS:**

The purchase of replacement vehicles recommended in the report will help the Town to mitigate the risk by improving reliability of equipment and consistency of service level.

The computer chip shortage could lend to problems in the procurement of vehicles and other equipment in the foreseeable future. As a result, the acquisition of replacement vehicles may be delayed which could result in potential increased vehicle maintenance costs. Administration will advise Council of the issues regarding fleet replacement as they evolve during quarterly variance reports.

**5. FINANCIAL MATTERS:**

In May 2021, Council approved an increase of \$14,475 in additional funding from the Fleet Reserve for the four of the 2021 Capital Fleet purchase. Due to the storage of computer chips, which delayed the delivery of the 2021 Fleet vehicle purchases, the Government rebates have further changed the overall cost of the fleet purchases.

The following table outlines the financial impact of the recommended purchases of two of the four vehicles noted above:

	A	B	C	B - C
Item	2021 Budget	May-2021 Council approved budget adjustment (net HST)	February-2022 current pricing (net HST)	Variance (over)/under budget
<b>Capital Expense:</b>				
New Mid-Size Extended Cab Pick Up Truck (Parks)	\$35,000	\$33,815	\$35,306	(\$1,491)
New 2021 ¾ ton Crew Cab Pick-up Truck (Parks)	\$40,000	\$45,782	\$51,338	(\$5,556)
<b>Total Capital Expense:</b>	<b>\$75,000</b>	<b>\$79,597</b>	<b>\$86,644</b>	<b>(\$7,047)</b>
<b>Capital Funding:</b>				
Transfer from Fleet Reserve Fund	\$75,000	\$79,597	\$86,644	(\$7,047)
<b>Total Capital Funding:</b>	<b>\$75,000</b>	<b>\$79,597</b>	<b>\$86,644</b>	<b>(\$7,047)</b>

The Town will sell the existing pick up trucks on Gov. Deals after the Town obtains the new replacement vehicles from the dealerships. Gov. Deals is an online government auction site. The proceeds raised by the auction will be credited to the Fleet Reserve Fund. This will help cover the cost of future replacements and replenish the reserve for over-expenditures experienced in this report.

**6. CONSULTATIONS:**

Purchasing Coordinator

**7. CONCLUSION:**

The shortage of computer chips has created delays in the production and delivery of vehicles which has resulted in a further increase in the 2021 Fleet Vehicle Purchase. Administration is requesting approval of the additional \$7,047 in funding from the Fleet Reserve to accommodate delivery of the two vehicles.




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Eric Chamberlain  
**Manager of Roads and Fleet**

EC/

<b>DEPARTMENTS/OTHERS CONSULTED:</b> Name: Phone #: 519                      ext.
---

<b>NOTIFICATION :</b>				
Name	Address	Email Address	Telephone	FAX

## Report Approval Details

Document Title:	2021 Fleet Vehicle Purchase.docx
Attachments:	
Final Approval Date:	Feb 9, 2022

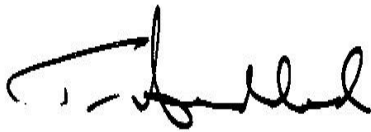
This report and all of its attachments were approved and signed as outlined below:



Antonietta Giofu



Tiffany Hong



Tony Haddad



Valerie Critchley



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF THE CAO

MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.

Table with 2 columns: Author's Name, Report Date, Author's Phone, Date to Council, Author's E-mail, Resolution #.

To: Mayor and Members of Town Council

Subject: 2022 Municipal Election – Voting Method

1. RECOMMENDATION:

It is recommended that:

- 1. The Clerk BE DIRECTED to notify the Minister of Municipal Affairs & Housing as well as the public, of its intention to consider and pass, on February 28, 2022, a By-law to place the following question on the 2022 municipal election ballot:

Are you in favour of a Ward Election System?; and

- 2. The Clerk BE DIRECTED to bring a By-law to place a question on the 2022 municipal election ballot to the February 28, 2022 meeting of Council for Council's final consideration and approval.

EXECUTIVE SUMMARY:

N/A

2. BACKGROUND:

On August 12th, 2019, Council passed the following motion (Resolution # 20190812-420):

That Administration BE DIRECTED to re-evaluate the Town's election system and a report be brought back with options including at-large, ward or a hybrid approach to the 2022 Election for Council's consideration.

On June 22, 2020, Council considered a report that provided 2 options for election systems in the Town of Amherstburg. The preferred recommendation of Administration



was to maintain the status quo and continue with an At-large Election System. The other option was to adopt a Mixed Election System, wherein the Mayor and Deputy Mayor would continue to be elected at-large and the municipality be divided into 5 wards with one Councillor elected from each. At the June 22, 2020 Council meeting the following motion was passed (Resolution #20200622-182):

*That:*

- 1. The Clerk BE DIRECTED to bring an additional option forward to Council with respect to an At-large vs. Ward System Election; and,*
- 2. The type of election system BE PLACED as a question on the ballot for the 2022 Election.*

Finally, on May 25, 2021, Administration brought forward a further report which outlined a second 3 ward option for Council based on the former boundaries of Anderdon, Malden and Amherstburg prior to amalgamation. It was the recommendation of Administration that this system would not be preferred as the number of electors within each ward under those boundaries would not meet the best practice of having no more and no less than 25% of the average population within each ward.

At that time, Council directed as follows (Resolution #20210525-174):

*That:*

- 1. The ballot question for the 2022 Election BE SUPPORTED as written, “Are you in favour of a Ward Election System? As clear, concise, neutral and as may be answered with an affirmative or negative (with a Yes or No) as required by the Municipal Elections Act;*
- 2. The Clerk BE DIRECTED to bring forward options for both a three (3) and five (5) ward election system, to at least one public consultation session as required by the Municipal Elections Act; and*
- 3. The Clerk BE DIRECTED to bring back a by-law to add “Are you in favour of a Ward Election System?” to the 2022 election ballot once all Act requirements are met.*

### **3. DISCUSSION:**

As Council is aware, prior to adding a question to the ballot for the 2022 Election, Council must pass a by-law by March 1, 2022. Prior to the passing of the by-law the following must also occur:

- At least one public meeting must be held to consider the matter; and
- At least 10 days notice of Council’s intent to pass the by-law must be provided to the public and the Minister of Municipal Affairs and Housing (Minister)

On January 31, 2022, a public consultation meeting was held (virtually) in order to provide information regarding both a 3 and 5 Ward Election System and to answer any questions raised by members of the Public. As part of the meeting, the presentation attached to this report as Appendix “A”, was given and there was a robust Question &

Answer period at the conclusion of the presentation. Some of the questions asked were as follows:

1. How do you reconcile the different interests of Rural and Urban areas in a Ward Election System?
2. Is a Ward System more costly to the Tax Payer?
3. Who determines the boundaries of the Wards and how are they determined?
4. Is there any data on whether a Council is more effective when elected “At Large” vs. in a Ward Election System?
5. If we adopted a Ward Election System, would I be limited to only contacting my Ward Councillor with respect to local issues?

Now that the public consultation meeting has been held as required by the *Municipal Elections Act*, the next step in the process is to provide both the public and the Minister at least 10 days notice of Council’s intent to pass the required by-law to place the question on the ballot. As a result, Administration is recommending that Council direct the Clerk to provide the required notice and to bring back the required by-law for Council’s consideration and passing on February 28, 2022.

Should Council proceed to pass the required by-law on February 28, 2022, the following are the next steps in the process:

- Within 15 days the Clerk shall give notice to the public and the Minister of the passing of the by-law;
- Within 20 days after the Clerk gives notice, the Minister or any other person or entity may file a notice of appeal to the Chief Electoral Officer;
- Within 15 days after the last day for filing a notice of appeal, the Clerk shall forward any notices of appeal to the Chief Electoral Officer; and
- Within 60 days of receiving notices of appeal, the Chief Electoral Officer shall hold a hearing regarding the appeal of the by-law.

Once the 2022 Election results are in, if the question on the ballot is determined to be valid, meaning that over 50% of the electorate vote on election day and over 50% of those that voted vote in favour of the question (“Yes”), Council can then, as is within their power to do so as per the *Municipal Act*, consider whether a 3 ward or 5 ward system works best for the electorate. Council may at that time, also wish to consider further consultation from its electorate on both 3 and 5 ward systems by conducting a survey, in-person gatherings (if permitted), through social media platforms or virtual open houses to consider what the electorate favours of the options proposed.

#### **4. RISK ANALYSIS:**

Council’s decision to change or maintain election systems comes with political risk, as it may not be a popular decision whatever option is chosen. However, choosing to add a question to the ballot to allow the majority of the electorate to have a voice in whether the election system remains at-large or changes to a ward system may mitigate that risk. By adding “Are you in favour of a Ward Election System?” to the 2022 Election ballot it allows the electorate to provide an affirmative or negative answer which will provide clear direction to Council to either change the current election system or leave it as it is.

5. **FINANCIAL MATTERS:**

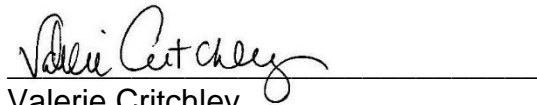
There are no financial impacts to adding a question to the Municipal Election Ballot.

6. **CONSULTATIONS:**

N/A

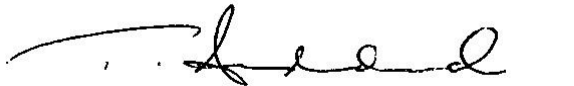
7. **CONCLUSION:**

As Council directed, the public consultation meeting regarding placing a question on the 2022 Municipal Election Ballot was held on January 31, 2022. The next step in the process is to provide both the public and the Minister at least 10 days notice of Council's intention to consider and pass a by-law to place a question on the ballot.



Valerie Critchley

**Interim Director of Legislative Services & Clerk**



Tony Haddad

**Interim CAO**

## Report Approval Details

Document Title:	2022 Municipal Election - Voting Method.docx
Attachments:	- Public Meeting Presentation.pptx
Final Approval Date:	Feb 8, 2022

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



Tiffany Hong



Tony Haddad



Valerie Critchley

# APPENDIX A



Public Meeting - 2022  
Election – Ballot  
Question  
January 31, 2022



# Topics for Tonight's Meeting

1. How Did We Get Here?
2. What is a Ballot Question?
3. What are We Being Asked to Decide
4. What is a Ward System?
5. What are the Choices for Amherstburg?
6. What Happens After Election Day?

# HOW DID WE GET HERE?

August 12, 2019

- Council asked Administration to re-evaluate the Town's electoral system and report with options on an At-Large System, Ward System, or mixed approach



# HOW DID WE GET HERE? (cont.)

June 22, 2020

- Report to Council brought to Council as requested with various options
  - ❖ At Large System (Status Quo)
  - ❖ Mixed System (5 wards)
  - ❖ Pure Ward System (3)
  
- Council directed that:
  - ❖ Administration provide another report with a further 3 Ward option based on the old boundaries of Malden, Anderdon and Amherstburg
  - ❖ A question will be placed on the 2022 Municipal Ballot regarding the form of electoral system in Amherstburg

# HOW DID WE GET HERE (cont.)

## May 25, 2021

- Administration brought a further report to Council as requested
- Council directed that:
  - ❖ The following question be placed on the ballot in the 2022 Municipal Election:

***“Are you in favour of a Ward Election System”***

- ❖ To hold at least one (1) public meeting on the subject as required by the *Municipal Elections Act* and to present options at that meeting for both a 3 and 5 Ward Electoral System for Amherstburg
- ❖ To bring a by-law to Council for its’ consideration which would authorize placing the question on the ballot

# WHAT IS A BALLOT QUESTION?

- A mechanism provided by the *Municipal Elections Act* which allows a Council of a municipality to ask a “question” of its electors on the Municipal Election Ballot
- Generally done in conjunction with an important local issue of interest to all Electors

# RULES PERTAINING TO BALLOT QUESTIONS

- The Question must be with respect to a matter that the Municipality has authority for and that the Municipality has the authority to enact
- The Question cannot be with respect to a matter of Provincial interest
- The wording of the question must be clear, concise and neutral
- The Question must be worded in such a way that the only possible answers are YES or NO
- Questions CANNOT be multiple choice or multi-part questions

# RULES (cont.)

- Prior to adding a Question to the ballot, a Municipality must hold at least one public meeting
- Prior to passing the By-law authorizing placing the Question on the ballot, 10 days notice must be provided to the public and the Minister of Municipal Affairs

# TYPES OF ELECTION SYSTEMS

Three Systems:

1. At Large
2. Ward System (with Mayor elected At Large)
3. Mixed System

# AT LARGE SYSTEM

- All electors vote for all offices and are not limited to voting for candidates that are running in a specified area
- Amherstburg currently uses an at large system
- Example:

Town A has a Mayor and 10 Councillors. Every elector would cast 1 vote for one candidate for the office of Mayor and 1 vote for up to 10 candidates for the office of Councillor

# ADVANTAGES – AT LARGE SYSTEM

- Electors have greater choice
- Electors can vote for the Candidates they think will do the best job rather the Candidates that happen to run in their Ward
- Promotes the concept of a “Town wide focus” with Councillors being elected by the Town as a whole
- Reduces focus on “parochial” interests



# DISADVANTAGES OF AT LARGE SYSTEM

- Candidates must campaign across the entire municipality which can make the cost of the campaign prohibitive (especially for first time candidates)
- There are no “designated” representatives for particular communities or areas within the municipality
- Candidates who appeal to voters in areas where voter turnout is highest tend to be elected disproportionately
- Large numbers of candidates on the ballot can be confusing for voters

# WARD SYSTEM

- Electors are grouped into geographical areas called Wards
- Each Ward has a set number of Councillors
- Each elector is restricted to voting only for the Mayor and the set number of Councillors for only their Ward to represent his/her interests
- Example – Town B is divided into 5 geographical Wards has a total of 6 positions on its Council – the Mayor and 5 Councillors (1 Councillor per Ward). Each Elector casts only two votes – one for the Office of Mayor and 1 for the Councillor in his or her Ward

# HOW ARE WARD BOUNDARIES DETERMINED?

- Criteria that are considered:
  - Particular communities or diversity of interests
  - Means of communication and accessibility
  - Population
  - Recognition of settlement patterns

# BOUNDARY SELECTION CRITERIA (cont.)

- Special geographic considerations, including particular sparsity, density or relative growth or loss of population
- As far as is practicable, wards should be compact and contiguous and unnecessary irregularities should be avoided

## BOUNDARY CRITERIA SELECTION (cont.)

- As far as is practicable, there should be equal representation for equal population
- As far as is practicable, the total population in each ward should not be greater or less than 25% of the average population per ward (Avg Population = Total Population of Municipality divided by total number of Councillors elected by wards)

# ADVANTAGES OF A WARD SYSTEM

- Councillors are more likely to be truly local representatives, easily accessible to residents and aware of local issues
- Significant communities of interest are more likely to be represented
- Less likely to have one particular area or point of view dominating Council
- Can streamline communications regarding Citizen enquiries
- Simplifies the Election Process for Electors

# DISADVANTAGES OF A WARD SYSTEM

- Councillors may be elected on narrow parochial issues and lack perspective regarding what is best for the municipality as a whole
- Electors may have a restricted choice of candidates
- Ward boundaries are some difficult to set
- Ward boundaries may be susceptible to frequent change caused by demographic shifts
- Population changes can lead unequal workloads for Councillors until such time as ward boundaries can be reviewed
- New candidates may be discouraged from running from office in Wards with popular incumbent Councillors
- May limit a voter's access to the members of Council outside of their Ward

# MIXED SYSTEM

- Electors are grouped into geographical areas called Wards
- Each Ward has a set number of Councillors
- However, in addition to the Mayor, there is also an “at large election for the Office of Deputy Mayor
- The Mayor and the Deputy are elected “at large” while Councillors are elected only by the electors in their individual wards
- Example – Town B is divided into 5 geographical Wards has a total of 7 positions on its Council – the Mayor, Deputy Mayor and 5 Councillors (1 Councillor per Ward). Each Elector casts three votes – one for the Office of Mayor, one for the Office of Deputy Mayor and 1 for the Councillor in his or her Ward



# POSSIBLE SYSTEMS FOR AMHERSTBURG

- **Status Quo**
  - At Large
  - All Electors Vote for
    - Office of Mayor
    - Office of Deputy Mayor
    - 5 Councillors
- **3 Ward System**
  - All Electors Vote for the Office of Mayor
  - Amherstburg would be divided into 3 geographical areas
- **5 Ward System**
  - All Electors Vote for the Office of Mayor AND Deputy Mayor
  - Amherstburg would be divided into 5 geographical areas

# STATUS QUO

- All electors would vote for:
  - Mayor
  - Deputy Mayor
  - 5 members of Council
- Mayor & Deputy Mayor would represent Amherstburg on County Council

# 3 WARD SYSTEM

- Amherstburg would be divided into 3 geographical wards
- The Mayor would be elected at large
- Each Ward would have 2 Councillors
- Electors would vote for the Mayor and their two Ward Councillors
- Deputy Mayor would then be selected by vote of the Council from amongst all Councillors and with the Mayor would sit on County Council
- Ward boundaries would be drawn having consideration for the criteria mentioned earlier – and most importantly – the concept that electors should be equally represented by having wards with reasonably equal electorate totals per the number of elected officials

# 3 WARD SYSTEM (cont.)

- The estimated number of electors for Amherstburg in 2022 is 22,375
- $22375/3$  Wards = 7458 average population per ward
- $7458/2$  Councillors = 3729 average population per ward Councillor
- Number of electors in each Ward should not deviate more than 25% higher or lower than the average population per ward which means:
  - No more than 9323 electors in a ward (25% more than 7458)
  - No less than 5,594 electors in a ward (25% less than 7458)

# 3 WARD SYSTEM

- While boundaries have NOT been determined by Council at this stage, Administration would recommend Wards boundaries that meet, as far as is practicable, these population requirements
- Based on this, the concept of setting the Ward boundaries in keeping with the former areas of Anderdon, Malden and Amherstburg would NOT be recommended by Administration as these boundaries do not meet the population criteria as:
  - Ward 1 (Anderdon) would have 4235 electors (less than the minimum of 5594)
  - Ward 2 (Malden) would have 8348 (within range)
  - Ward 3 (old Amherstburg) would have 9795 (more than the maximum of 9323)

# 5 WARD SYSTEM

- Mayor would be elected At Large
- Deputy Mayor would also be elected At Large
- Amherstburg would be divided into 5 Wards with 1 Councillor each
- Boundaries would be drawn having consideration for the criteria discussed
- Population Consideration –  $22375 \text{ total electors} / 5 \text{ wards} = 4475$
- Each Ward Should have no more than 5594 electors (25% more than 4475) and no less than 3356 electors (25% less than 4475)

# WHAT QUESTION WILL BE ON THE BALLOT?

- Council has directed that following question be placed on the Ballot:

**Are you in favour of a Ward Election System? Yes or No**

- **Important to note that electors will NOT be choosing between a 3 or 5 Ward system**
- **Important to note that electors will NOT be choosing specific Ward Boundaries**

# WHAT CAN COUNCIL DO WITH THE RESULTS?

- For the results of the Ballot Question to be BINDING (ie. It MUST be implemented by Council) the following criteria MUST be met as set in the *Municipal Elections Act*
  - At least 50% of the Electorate must vote in the Municipal Election
  - Over 50% of those that vote, vote in favour of the Ward System
- If voter turnout is less than 50%, the results of the Ballot Question will not be BINDING on Council but Council may consider the results in taking next steps with respect to this issue



# Next Steps

- Report to Council indicating the Public Meeting has taken place as per the *Municipal Elections Act*
- Council will then consider passing a By-law to place the question on the ballot
- The public and the Minister of Municipal Affairs will receive at least 10 days notice of the intent to pass the By-law
- The By-law MUST be passed prior to March 1, 2022 (therefore notice must be given no later than February 19, 2022)

# QUESTIONS?



Thank you.





THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF THE CAO

MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.

Table with 2 columns: Author's Name, Report Date, Author's Phone, Date to Council, Author's E-mail, Resolution #.

To: Mayor and Members of Town Council

Subject: New Yard Maintenance By-Law

1. RECOMMENDATION:

It is recommended that:

- 1. The report from the Manager of Licensing and Enforcement dated January 17, 2022 regarding a new Yard Maintenance By-Law BE RECEIVED; and
2. By-law 2022-007 being a Yard Maintenance By-Law be taken as having been read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same; and
3. By-law 2005-60 & 2005-26 be repealed

2. BACKGROUND:

In 2005, Amherstburg Council passed the Yard Maintenance By-law 2005-60 to establish standards for the maintenance of lands in a clean and clear condition.

It is important that the Town update their By-laws regularly to ensure they are up to date with the most recent changes to the Municipal Act and/or case law. There have not been any updates since 2005 to the proposed By-law.

3. DISCUSSION:

The Licensing & Enforcement Department is responsible for enforcing the Town's Yard Maintenance By-law. The purpose of this report is to replace By-law 2005-60 & 2005-26 to reflect changes needed to keep up with today's time. This By-law will set standard

timelines for dealing with complaints associated with Yard Maintenance as well as enhance our enforcement abilities when receiving complaints.

**4. RISK ANALYSIS:**

There are no associated risks with this report.

**5. FINANCIAL MATTERS:**

There are no financial impacts associated with this report.

**6. CONSULTATIONS:**

Town of Amherstburg By-Law Enforcement Officers

**7. CONCLUSION:**

With a new Yard Maintenance By-law in place the By-Law Enforcement Officers will be better able to enforce these complaints in a more effective manner. The By-law Enforcement Unit is committed to ensuring compliance with this new By-law and will continue to work diligently to investigate and complete all complaints in a timely manner.

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

---

Bill Tetler  
**Manager of Licensing and Enforcement**

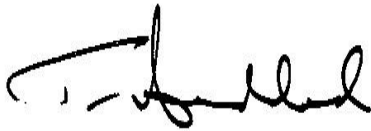
## Report Approval Details

Document Title:	New Yard Maintenance By-Law.docx
Attachments:	- Yard Maintenance Bylaw AMENDMENT.docx
Final Approval Date:	Feb 7, 2022

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



Tiffany Hong



Tony Haddad



Valerie Critchley

# The Corporation of the Town of Amherstburg

## By-law Number 2022-007

A By-law Respecting Yard Maintenance and Storage on Property being a by-law to regulate yard maintenance, storage and waste on property

**WHEREAS** Sections 8, 9 and 10 of the Municipal Act, 2001 authorize the Town of Amherstburg to pass bylaws necessary or desirable for municipal purposes, and in particular paragraphs 5, 6 and 8 of subsection 10(2) authorize by-laws respecting the economic, social and environmental well-being of the municipality; the health, safety and well-being of persons; and the protection of persons and property;

**AND WHEREAS** section 127 of the Municipal Act, 2001 authorizes the Town of Amherstburg to require the owner or occupant of land to clean and clear the land, not including buildings, and to clear refuse or debris from the land, not including buildings;

**AND WHEREAS** section 128 of the Municipal Act, 2001 authorizes the Town of Amherstburg to prohibit and regulate with respect to public nuisances, including matters that, in the opinion of the Council of the Town of Amherstburg, are or could become or cause public nuisances;

**AND WHEREAS** section 131 of the Municipal Act, 2001 authorizes the Town of Amherstburg to prohibit and regulate the use of any land for the storage of used motor vehicles for the purpose of wrecking or dismantling them or salvaging parts from them for sale or other disposition;

**AND WHEREAS** section 425 of the Municipal Act, 2001 authorizes the Town of Amherstburg to pass by-laws providing that a person who contravenes a by-law of the Town of Amherstburg passed under that Act is guilty of an offence;

**AND WHEREAS** section 426 of the Municipal Act, 2001, S.O.2001 c.25 as amended, states no person shall hinder or obstruct, or attempt to hinder or obstruct, any person how is exercising a power or performing a duty under this act or under a by-law passed under this act 2006, c. 32, Sched A, s. 184

**AND WHEREAS** subsection 434.1(1) of the Municipal Act, provides for a municipality to require a person, subject to such conditions as the municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with a by-law of the municipality passed under the Act;

**AND WHEREAS** section 444 of the Municipal Act, 2001 authorizes the Town of Amherstburg to make an order requiring the person who contravened the by-law or who caused or permitted the contravention or the owner or occupier of the land on which the

contravention occurred to discontinue the contravening activity. 2006, c. 32, Sched. A, s. 184.

**AND WHEREAS** section 445 of the Municipal Act, 2001 authorizes the Town of Amherstburg to make an order requiring the person who contravened the by-law or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred to do work to correct the contravention. 2006, c. 32, Sched. A, s. 184; 2009, c. 33, Sched. 21, s. 6 (38).

**AND WHEREAS** section 446 of the Municipal Act, 2001 authorizes the Town of Amherstburg to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense. 2006, c. 32, Sched. A, s. 184.

**AND WHEREAS** the Council of the Town of Amherstburg deems standing water, loose rubbish and debris on lands and unkempt yards a nuisance that could create a health and safety hazard for the public;

**AND WHEREAS** the Municipal Act, 2001 further authorizes the Town of Amherstburg, among other things, to delegate its authority, to impose fees or charges on persons for services or activities provided or done by or on behalf of it, to provide for inspections and inspection orders, and to make orders to discontinue activity or to do work;

**AND WHEREAS** the Police Services Act, R.S.O. 1990, Section 15 authorizes the municipality to appoint persons to enforce the by-laws of a municipality and that Municipal Law Enforcement Officers are Peace Officers for the purpose of enforcing municipal by-laws.

**THEREFORE**, the Council of the Town of Amherstburg enacts as follows:

**Short Title**

This By-law may be referred to as the "**Yard Maintenance By-law**".

**Definitions**

In this By-law,

**"acceptable"** means accepted by the By-law Enforcement Officer with respect to the standards set out in this by-law.

**"agent"** means a person(s) or company who has been legally empowered to act on behalf of the Town of Amherstburg.

**"boat"** shall mean any water vessel propelled by oars, sail, an engine or paddles;



**“building”** means any structure used or occupied or intended for supporting or sheltering any use or occupancy;

**“commercial waste”** including but not limited to the following; waste generated as a result of carrying out a business and includes garbage and rubbish produced by customers of the business;

**“council”** means The Council of the Corporation of the Town of Amherstburg

**“debris”** means the same as “refuse”.

**“deposit”** means to throw, dump, place or set down;

**“domestic waste”** means any article, thing, matter or any effluent belonging to or associated with a house or household or concerning or relating to the home or family that appears to be waste material, including but not limited to the following classes of material:

- a) accumulations, deposits, leavings, remains;
- b) ashes;
- c) large appliances or any part thereof;
- d) furnaces, furnace parts, pipes, fittings to pipes, water or fuel tanks, plumbing fixtures;
- e) inoperative motor vehicles, trailers and vehicle parts and accessories;
- f) paper, cartons, fabrics or carpets;
- g) furniture;
- h) crockery;
- i) sewage;

**“excavation”** means an area where soil has been removed thereby leaving a depression or hole within the surrounding land, and includes, without limiting the generality of the foregoing, uncovered wells and cisterns;

**“farm”** means an agricultural operation as defined in the Farming and Food Production Protection Act, 1998 and includes such an operation that is not carried on with the expectation of gain but otherwise meets the definition in that Act;

**“Grass”** means any plant characterized by rounded and hollow jointed stems, narrow sheathing leaves, flowers borne in spikes and hard grain like seeds.

**“Ground Cover”** means plants or shrubs characteristically forming an extensive dense growth close to earth.

**“highway”** includes a common and public highway, street, avenue, parkway, driveway access, square, place, bridge, viaduct or trestle designed and intended for or used by the general public for the passage of vehicles and includes the grassed areas,

boulevards, ditches, curbs, gutters and sidewalks and all other areas between the lateral property lines thereof;

**“industrial and Commercial Waste”** means any article, thing, matter or effluent belonging to or associated with industry or commerce or concerning or relating to manufacture or concerning or relating to any trade, business, calling or occupation that appears to be waste material, including but not limited to the following classes of material:

- a) articles, things, matter, effluent which in whole or in part or fragments are derived from or are constituted from or consist of agricultural, animal, vegetable, paper, lumber, wood, mineral, metal or chemical products, whether or not the products are manufactured or otherwise produced;
- b) automotive parts, inoperative motor vehicles, trailers, vehicle parts, mechanical equipment, mechanical parts, accessories or adjuncts to the vehicles and mechanical equipment;
- c) piping, tubing, conduits, cable and fittings or other accessories or adjuncts to the piping, tubing, conduits or cable;
- d) containers or pallets or any size, type or composition;
- e) material resulting from or as part of construction or demolition projects;
- f) bones, feathers, hides;
- g) sewage.

**"inoperative machinery"** includes but is not limited to machinery that is unable to be operated as a result of being dismantled, broken or incomplete, decayed or dilapidated;

**"inoperative vehicle"** includes but is not limited to a motor vehicle that is unable to be operated as a result of being dismantled, broken or incomplete, decayed or dilapidated, in particular with missing wheels, tires, body components or windows;

**“land”** includes land covered by water;

**“large appliance”** means appliances such as, but not limited to, refrigerators, stoves, freezers, washers and dryers.

**“maintained”** means to carry out any repairs, reconstruction, refinishing, or replacement of any part or parts of a structure or building or appurtenances including mechanical equipment required so they may properly perform the intended function.

**“materials”** means the elements, substances, or parts thereof of which something is made or can be made

**“motor vehicle”** means an automobile, truck, boat, motorcycle, snowmobile, trailer, recreational vehicle and any other vehicle propelled or driven by other than muscular power, but does not include the cars of electric or steam railways, or other motor

vehicles running solely upon rails, or a traction engine, farm tractor, self-propelled implement of husbandry or road building machine within the meaning of the Highway Traffic Act, R.S.O. 1990, c.H8, as amended.

**“motorcycle”** means a self-propelled vehicle having a seat or saddle for the use of the driver and designed to travel on not more than three wheels in contact with the ground, and includes a motor scooter;

**“naturalized area”** means a portion of a lot where a lawn or perennial garden previously maintained by the owner which has been allowed to re-establish a reproducing population of native species, through a combination of natural regeneration and deliberate plantings of species or other species to emulate a natural area;

**“notice”** means an order to comply pursuant to this By-Law

**"noxious weed"** means a noxious weed designated under the Weed Control Act including any weed designated as a local or noxious weed under a by-law of the Town passed under that Act;

**"officer"** means a person appointed by the Town of Amherstburg as a By-Law Enforcement Officer or Provincial Offences Officer;

**“owner”** means the registered owner, owner in trust, a mortgagee in possession, a person who is managing or receiving the rent of the property, a lessee or a person who is in control of the property and includes a person, firm, partnership, corporation, company, association, or organization of any kind and its principal(s);

**“person”** means an individual, firm, proprietorship, partnership, association, syndicate, trust, corporation, department, bureau or agency.

**“private drain”** means a drain or sewer or part of a drain or sewer that is situated on private property

**"property"** means any grounds, yard, vacant lot or watercourse, meaning any natural route or alterations to such route, including rivers, lakes, streams, creeks and channels in which the flow of storm water, groundwater, runoff or precipitation flow is either intermittent or continuous

**“private property”** means property that is privately owned by a person and is not Town property, School Board property, property of the Crown in Right of Ontario or of any of its agencies or property of the Crown in Right of Canada or any of its agencies

**“public property”** means property that is owned by the Town or any of its Boards and agencies, School Boards, the Crown in Right of Ontario or any of its agencies or property of the Crown in Right of Canada or any of its agencies

**“recreational vehicle”** means a portable vehicular unit designed for travel, camping or recreational use which may be towed behind a motor vehicle, or self-propelled, and includes such vehicles commonly known as travel trailers, camper trailers, tent trailer, boat, boat trailer, pick-up campers, motorized campers, motorized homes, ATVs, snowmobiles, personal watercraft or other similar vehicles;

**“refuse”** means any article, thing, matter, substance or effluent that is or appears to be;

- a) cast aside, discharged or abandoned;
- b) discarded from its usual and intended use;
- c) used up in whole or in part or is expended or worn out in whole or in part;
- d) domestic or industrial and commercial waste, whether it is commercially saleable or recyclable or not;

**“residential property”** means property that is occupied by at least one person as his or her residence;

**“residential Zone”** shall mean any residential zone as set out in the Zoning By-law;

**“small commercial vehicle”** shall mean a motor vehicle not exceeding 6,000 kilograms in Gross Vehicle Weight Rating (GVWR) not including pickup trucks;

**“snow vehicle”** shall mean snowmobile, motor sled, motor sledge, skimobile, snow scooter, or snow machine, is a motorized vehicle designed for winter travel and recreation on snow

**“standing water”** means any water, other than a natural body of water that exists on a permanent basis or contained within a municipally owned storm water management facility, that is found either on the ground or in debris as defined in this by-law, but shall not include any of the following maintained in good repair and working condition: swimming pool, hot tub, wading pool or artificial pond.

**“street”** means any public road, avenue, parkway, lane, alley or highway as defined in the Municipal Act, 2001, S.O. 2001, c.25, as amended.

**“town”** means The Corporation of the Town of Amherstburg or the geographic area of the Town of Amherstburg;

**“unsafe container”** means any container having a volume of greater than 0.5 m<sup>3</sup> which has a closing or locking mechanism such that something or someone inside could be trapped and unable to be released without external assistance;

**“untraveled portion of highway”** means the portion of highway adjacent to the roadway/ shoulder including the ditch, grassy boulevard, and the sidewalk.

**“unlicensed”** shall mean the lack of a currently validated permit for the motor vehicle within the meaning of the Highway Traffic Act, displayed on the motor vehicle.

**“unsafe condition”** means any condition that could cause undue hazard to the health or safety of any person, authorized or unauthorized on or about a property.

**“utility trailer”** shall mean a trailer that is intended to be drawn by another vehicle and is used for the purpose of transporting goods or materials of any kind;

**“waste”** including but not limited to; garbage, refuse, debris, litter, yard waste or any materials or substances that appear to be discarded or abandoned and for greater certainty, includes, whether of value or not:

- accumulations of litter, remains, rubbish, trash, domestic waste;
- weighty or bulky items such as: appliances, furnaces, furnace parts, pipes, pipe-fittings, water or fuel tanks, placed in a condition or location where they cannot be used for their intended purposes;
- paper, cartons;
- dilapidated furniture or any indoor furniture;
- crockery, dishes, pots, pans, glass, cans, containers;
- garden refuse and trimmings;
- material from or for construction and demolition projects;
- commercial waste;
- industrial waste;
- dead or dying trees, branches or shrubs, tree cuttings or twigs, branches and brush cut or otherwise severed from any shrub or tree;
- waste lumber, excepting cut and stacked firewood for use on the property;
- inoperative motor vehicles or machinery including motor vehicle or machinery parts;
- mechanical equipment or equipment parts placed in a condition or location where they cannot be used for their intended purposes;
- earth or rock fill, rubble, inert fill;
- clothing or other household linens lying in an unprotected condition;
- objects or conditions that may create a health, fire or accident hazard; and
- animal waste products, animal feces, hides, parts or carcasses other than those arising from industrial or agricultural businesses legally operated on the land;

**“watercourse”** means an identifiable depression in the ground in which a natural flow of water occasionally, regularly or continuously occurs, but does not include a swale shaped or graded in earth materials and stabilized with site suitable vegetation for the conveyance of storm water runoff;

**“weed”** means any weed designated under the Weed Control Act.

**“yard”** shall mean land that is not a highway, including vacant lots or any part of a lot, which is not beneath a building and for the purpose of this by-law includes unenclosed

decks, unenclosed porches, balconies, patios, unenclosed carports and unenclosed garages accessory to a residential use, and<sup>1</sup> shall also include front, side and rear yard.

- (i) "FRONT YARD" means a yard extending across the full width of a lot between the front lot line of such lot and the nearest part of any building, structure or excavation on such lot.
- (ii) "SIDE YARD" means a yard extending from the front yard to the rear yard of a lot and from the side lot line of such lot to the nearest part of any building, structure or excavation on such lot.
- (iii) "REAR YARD" means a yard extending across the full width of a lot between the rear lot line of such lot, or, where there is no rear lot line, the junction point of the side lot lines, and the nearest part of any building, structure or excavation on such lot.

### **Authority**

The Manager of Licensing and Enforcement shall administer this by-law.

The Manager of Licensing and Enforcement and appointed Officers are responsible for enforcing this By-law.

### **Part 1 - Grass and Weeds**

- 1.1 Every owner of property shall ensure the grass, weeds and ground cover on their property is trimmed or cut to a height of 20 centimeters (8 inches) or less.
- 1.2 Every owner property shall destroy and remove noxious weeds.

### **Naturalized Areas**

- 1.3 Provisions relating to the trimming of grass and ground cover as in section 1.1 above do not apply to naturalized areas
- 1.4 There must be a buffer strip, minimum of 0.6 metres (2 feet) in width, containing grass or ground cover trimmed or cut to a height of 20 centimetres (8 inches) or less between any naturalized area and an abutting property not owned or occupied by the person keeping the naturalized area.

### **Part 2 - Hedges / Shrubs / Trees**

- 2.1 Every owner of property shall ensure hedges, shrubs, trees and other landscaping planted or growing shall not:

- a) interfere with or adversely affect the safety of the public;
  - b) interfere with or adversely affect the safety of vehicular or pedestrian traffic on adjoining streets, sidewalks or walkways;
  - c) constitute an obstruction of view for vehicular traffic;
  - d) wholly or partially conceal any fire hydrant or water valve;
  - e) interfere in whole or in part with the use of any fire hydrant or water valve; or
  - f) overhang or encroach upon any pavement, sidewalk or travelled portion of any street or highway.
- 2.2 Every owner of property shall ensure all dead, diseased, decayed, or damaged hedges, shrubs or trees be trimmed or removed or returned to a healthy condition.
- 2.3 Every owner of property shall ensure that the yard is kept free of dead, decayed or damaged trees or other natural growth, and the branches or limbs thereof which create an unsafe or unsightly condition.

**Part 3 - Maintenance of Abutting Untraveled Portions of Highways**

- 3.1 Every owner of property shall ensure that the untraveled portion of highway abutting their residential home on their property be kept free of refuse and shall ensure that grass and ground cover is trimmed or cut to a height of 20 centimeters (8 inches) or less and shall ensure that noxious weeds are removed or destroyed.
- 3.2 A person does not breach s. 3.1 merely by placing items out for collection by the Town in accordance with any Town's by-law pertaining to the collection of waste, recyclable material or yard waste.

**Part 4 – Waste/Littering**

- 4.1 No person shall deposit any waste on Public Property.
- 4.2 No person shall deposit any waste on Private Property.
- 4.3 Every owner of property shall keep their yard free and clear of refuse.
- 4.4 No waste receptacles or containers shall be permitted to be stored in any front yard.
- 4.5 Every owner or occupant of property shall maintain the property free from rodents, vermin or other pests and free from conditions that may attract such.

## **Part 5 - Standing Water**

- 5.1 No person shall keep a swimming pool, hot tub, wading pool or artificial pond unless it is maintained in good repair and working condition.
- 5.2 No person shall permit any yard to contain standing water for a period in excess of three (3) days.
- 5.3 Every property owner shall take all necessary steps to remove standing water located on the property when required to do so by an Officer. Water should be disposed of in an approved outlet. Such steps may include, but are not limited to:
- a) draining or filling of excavations and depressions,
  - b) repairing or replacing circulation pumps, or
  - c) the treatment of the property or any part thereof with a larvicide to prevent the breeding of mosquitoes
- 5.4 No surface water shall be discharged onto adjoining properties at any time.

## **Part 6 - Storing of Inoperative Vehicles and Machinery**

- 6.1 No person shall keep inoperative motor vehicles or parts thereof in a yard. Vehicles lacking license plates with current valid stickers shall be parked or stored only within an enclosed private garage or other buildings on the property that is properly zoned or licensed by the municipality to permit that use.
- 6.2 All properties including vacant lots and every yard shall be kept clean and free from unusable, wrecked, dismantled, discarded or partially dismantled or abandoned appliances, machinery, boats, vehicles, trailers or parts thereof.
- 6.3 Section 6.2 does not prohibit the keeping of inoperative agricultural machinery and inoperative agricultural vehicles on a farm provided that the inoperative agricultural machinery or inoperative agricultural vehicles are neatly placed or arranged so as not to create a safety or health hazard to persons on the property and is acceptable to the Officer.

## **Part 7 - Residential Storage**

- 7.1 Every owner shall ensure that there is no storage of any materials in the front yard of their residential property.



## **Part 8 - Markings, Stains Graffiti and Defacements**

- 8.1** Every owner or occupant of land in the Town of Amherstburg shall ensure that markings, stains, graffiti, painted slogans, or other defacements on the exterior walls and surfaces of fences, buildings or structures be removed or covered. These surfaces shall be refinished, restored or covered in a manner acceptable to the Officer.

## **Part 9 - Private Drains**

- 9.1** Every owner shall keep any private drain located on his or her private property operational and in a good state or repair.

## **Part 10 - Administration and Enforcement**

- 10.** The Manager of Licensing and Enforcement and appointed Officers are responsible for enforcing this By-law.
- 10.1** The Manager or an Officer may, by a notice delivered by personal service to the owner or property, or by a notice sent by prepaid mail to the owner of property, or by a notice posted on the property, or by a notice published once in a local newspaper of general circulation, or by any combination of the above as the Manager or Officer deems necessary, require the owner or occupant, as the case may be, within seven (7) days of the notice being served
- a) to keep a private drain in repair;
  - b) to alter or relay a private drain;
  - c) to provide for the sanitary disposal of sewage and drainage from the property;
  - d) to clean, clear or remove from the property or yard any refuse;
  - e) to cease using the property for the dumping or disposing of refuse;
  - f) to cover, screen, shield or enclose any refuse, in the manner specified in the Notice;
  - g) to remove any standing water from the property;
  - h) to remove any inoperative motor vehicles from the property;
  - i) to remove, trim or cut grass or ground cover to a height of less than 20 centimetres (8 inches);
  - j) to remove weeds;
  - k) to take any action the Manager or Officer deems necessary to bring the property into compliance with this By-law;
  - l) to remove weeds, ashes, paper, building material, rubbish or other refuse from an alley or lane;
  - m) to remove graffiti, stains, painted slogans and other defacements.

### **Where No Notice is Required**

**10.1.1** Where the condition of the Yard is such that it constitutes a hazard to members of the public, the Manager or Designated is authorized to follow the provisions of Section 10.3 of the By-law, without having first issued the Notice.

### **Receipt of Notice**

**10.1.2** Where the Notice to Comply is sent by prepaid mail in accordance with Section 10.2 of the By-law, it is deemed to have been served on the fifth day after mailing.

### **Administrative Fees**

**10.2** Administrative Fees in accordance with Town of Amherstburg's User Fee By-law, as amended will apply for the enforcement of a notice.

### **Property Identification**

**10.2.1** Every notice delivered, sent, posted or published shall identify the property by street number and name, and/or legal description.

### **Source of Mailing Address**

**10.2.2** Every notice to an owner that is sent shall be sent to the address shown on the last revised assessment roll and may also be sent to the last address known to the Town of the owner if it differs from that on the roll.

### **Inclusion**

**10.2.3** Every notice delivered, sent, posted or published shall specify that if the owner defaults in doing the thing(s) required to be done under this by-law by the timeline specified in the notice, the Manager/Officer may take action to cause the Town to do the thing(s) required to be done as specified in the and that the Town may recover the costs of doing the thing(s) required to be done from the owner and that the Town may recover the costs by action or by adding the costs to the tax roll and collect them in the same manner as taxes.

### **Non-Compliance with Notice**

**10.3** If an owner or occupant, as the case may be, fails to comply with a notice issued under section 10.1, the Manager/Officer may take action to do the thing(s) required to be done as specified in the notice.

### **Recovery of Expense**

**10.4** If the Town takes action to do the thing(s) required to be done as specified in the notice, the costs of such action may be added to the tax roll and collected in the same manner as taxes.

### **Entry onto Property**

**10.5.1** For purposes of entering onto property to determine if a violation exist with the terms of this by-law, the Manager or an Officer may enter onto any public or private property for the purpose of an administrative inspection.

### **Entry to Inspect**

**10.5.1** For the purposes of inspecting a property to determine compliance with the terms of this by-law, the Manager or an Officer may enter onto any public or private property.

### **Entry to Remedy**

**10.5.2** Where the Town proceeds with action under s.10.3 of this by-law, the Manager or an Officer or an agent appointed by the Town may enter onto the property accompanied by any person(s) under his or her direction and with the appropriate equipment as required to bring the property into compliance with this by-law.

### **Non-Obstruction of Town Employee or Agent**

**10.5.3** Non-Obstruction of Town Employee or Agent No person shall hinder or obstruct an Officer/Manager employed to enforce this by-law from carrying out an inspection of lands nor shall any person obstruct any employee or agent authorized by the Town to carry out any work under authority of this by-law.

## **Part 11 - Penalties**

**11.1** Each person who contravenes any provision of this By-law is guilty of an offence.

**11.2** A person convicted of an offence contrary to a provision of this By-law in a proceeding commenced under Part III of the Provincial Offences Act, R.S.O. 1990, c. P.33, is liable to a fine of no less than Five Hundred Dollars (\$500) and no more than Ten Thousand Dollars (\$10,000) for each day or part of a day on which the offence occurs or continues provided that the total of all daily fines for the continuing offence shall not exceed One Hundred Thousand Dollars (\$100,000).

**11.3** A person convicted of an offence contrary to a provision of this By-law in a proceeding commenced under Part I of the Provincial Offences Act, R.S.O. 1990, c. P.33, is guilty of an offence and on conviction is liable to a fine as provided in the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended.

## **Part 12 - Severability**

**12.1** Where a Court of competent jurisdiction declares any section or part of a section of this By-law invalid, the remainder of this By-law shall continue in force unless the Court makes an Order to the contrary.

## **Part 13 – Repeal & Enactment**

### **13.1 Repeal of Previous By-Laws**

Except as provided by Section 13.2 hereof, the following by-laws are hereby repealed;

a) 2005-60 & 2005-26

### **13.2 Transition**

Notwithstanding Section 11.1 hereof, the provisions of the by-laws contained in Section 11.1 shall continue to apply to any properties or persons in respect of which enforcement action has commenced under those by-laws until such action has been concluded.

### **13.3 Effective Date**

This by-law shall come into force and take effect on the day of the final passing thereof.

ALDO DICARLO, MAYOR

VALERIE CRITCHLEY, CLERK

First Reading –

Second Reading –

Third Reading -



## THE CORPORATION OF THE TOWN OF AMHERSTBURG

### OFFICE OF THE CAO

*MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.*

<b>Author's Name: Sabrina Bilyk</b>	<b>Report Date: January 24, 2022</b>
<b>Author's Phone: 519 736 0012 ext. 2226</b>	<b>Date to Council: February 14, 2022</b>
<b>Author's E-mail: sbilyk@amherstburg.ca</b>	<b>Resolution #:</b>

**To: Mayor and Members of Town Council**

**Subject: Amendments to the Salary Administration Policy and the Drugs and Alcohol Policy**

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#### **1. RECOMMENDATION:**

It is recommended that:

1. The following policies **BE AMENDED** as recommended in the report from the Acting Manager of Human Resources dated January 24, 2022:
  - a. Salary Administration Policy
  - b. Drugs and Alcohol Policy

#### **2. BACKGROUND:**

The Town adopted the current Salary Administration policy on June 28, 2021. With the adoption of this policy, a Council motion was passed to remove the employee recognition pay in the policy, and some administrative practices have changed for which the policy requires update. The Town adopted the current Drugs and Alcohol policy on October 23, 2006. Since the adoption of this policy, a new policy template has been implemented and some administrative practices have changed for which the policy requires update.

#### **3. DISCUSSION:**

**Salary Administration Policy:** The recommended changes to reflect Council Resolution # 20210628-214 and some changes to administrative practices are indicated in the updated draft policy attached to this report.

The significant changes are as follows:

- Employee recognition pay was removed.

- Employee retention pay was removed.
- Non-union staff who are entitled to overtime are paid overtime pay for hours worked over 37.5 rather than 40 as staff in this category regularly work at 37.5 hour workweek.

**Drugs and Alcohol Policy:** The Drugs and Alcohol policy was renamed the Fit for Duty Policy and has been transferred into the new policy template. The recommended changes are indicated in the policy draft attached to this report.

The significant changes are as follows:

- Duties and expectations of employees are clearly defined.
- Accommodation requirements have been outlined.
- The Employer's right to test when reasonable has been added.
- Duties and responsibilities of Directors, Managers and Supervisors are clearly defined.

#### **4. RISK ANALYSIS:**

Approval of the policy amendments recommended in this report reduces risk by facilitating improved understanding of the Town's policies and ensuring that the authority, roles and responsibilities under those policies are clearly defined.

#### **5. FINANCIAL MATTERS:**

The Salary Administration Policy currently indicates that an employee can be paid up to 110% of the job's salary band as retention or recognition pay. Going forward an employee's salary will reach a maximum of 100% of the job's salary band. The Salary Administration Policy also currently states that certain non union staff are eligible for overtime for hours worked over 40. Going forward, these non union staff would be eligible for overtime pay for hours worked over 37.5, which is their normal workweek.

#### **6. CONSULTATIONS:**

Valerie Critchley, Director, Legislative Services and Clerk  
Nancy Jammu-Taylor, McTague Law Firm LLP

#### **7. CONCLUSION:**

The policy amendments outlined in this report are consistent with existing practices, consistent with policy/practices in other local municipalities and recommended for approval.



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Sabrina Bilyk  
**Acting Manager, Human Resources**

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<b>DEPARTMENTS/OTHERS CONSULTED:</b> <b>Name:</b> <b>Phone #: 519                      ext.</b>
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<b>NOTIFICATION :</b>				
Name	Address	Email Address	Telephone	FAX



## Report Approval Details

Document Title:	Policy Amendments - Salary Administration Policy and Drugs and Alcohol Policy.docx
Attachments:	- Salary Administration Policy - FINAL.pdf - Fit for Duty Policy - FINAL.pdf
Final Approval Date:	Feb 7, 2022

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



Tiffany Hong




Tony Haddad



Valerie Critchley

# POLICY

	Policy:	<b>Salary Administration</b>		
	Department:	Corporate Services		
	Division:	Human Resources	By-Law No.:	
	Administered By:	Manager of Human Resources	Approval Date:	
	Replaces:	<i>Salary Administration Policy - June 28, 2021</i>		
	Attachment(s):	N/A		

## 1. POLICY STATEMENT

- 1.1. The Corporation of the Town of Amherstburg is committed to providing a work environment where all individuals are treated in a fair and consistent manner as it relates to the administration of pay amongst other items.
- 1.2. The Town will maintain a pay policy that is internally equitable, externally competitive and pay equity compliant.

## 2. PURPOSE

- 2.1. The purpose of the policy is to provide the framework for an ongoing and renewable salary administration program.
- 2.2. This policy is intended to support and acknowledge the dignity and worth of each individual working with and for the Town and to support recruitment and retention of employees through a competitive compensation program.

## 3. SCOPE

- 3.1. This policy applies to all permanent full-time non-union and management employees.
- 3.2. This policy does not apply to contract and bargaining unit employees. Contract employees will receive compensation in accordance with the terms of their contract. Compensation and wage administration for bargaining unit employees will be governed by the Collective Agreement.
- 3.3. This policy shall be reviewed every five (5) years from the date it becomes effective or sooner at the discretion of the CAO or designate.

## 4. DEFINITIONS

- 4.1. **Acting Pay** is the remuneration for the period of time that an employee actually performs the essential core duties of a more responsible position as authorized within this policy.
- 4.2. **Job Rate** is defined as Step 5 on the salary grid. The salary grid is comprised of five (5) steps for each salary band, with five percent (5%) step intervals.

- 4.3. **Performance** is the action or process of carrying out or accomplishing an action, task or function.
- 4.4. **Red-Circle** occurs when an incumbent is in a position where the Job Rate of the Salary range is less than the current pay of the incumbent. As a result, the current pay of the incumbent will be “red-circled”, or held at the current rate until such time as that rate is within the pay band for the position.
- 4.5. Common definitions, acronyms, and terms are available in the Glossary located on the Town’s Policies webpage.

## 5. **INTERPRETATIONS**

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

## 6. **GENERAL CONDITIONS**

### 6.1. **Salary Structure and Salary Bands**

- 6.1.1. Employee salaries will be determined with regard to a grading system that defines a minimum and a maximum amount for each salary band. Each salary band is comprised of a job rate and a salary range from 80% to 100% of that job rate. Subject to Council approval, these bands shall be adjusted for inflation annually.
- 6.1.2. Employees are only eligible for a step increase after they have completed their probationary period.

### 6.2. **Hours of Work**

- 6.2.1. All non-union salary bands are established on the basis of a 37.5 hour work week. All non-union employees are expected to work a 37.5 hour work week as a minimum. The actual work schedules shall be subject to CAO approval.

### 6.3. **Lieu Time**

- 6.3.1. Management employees are not eligible for overtime pay. The Town recognizes that managers are typically required to attend Council meetings, attend to Town business via the use of remote technology after hours, and generally work more than 37.5 hours per week on average. In recognition of such additional time, all management employees are entitled to (1) week of paid leave.
- 6.3.2. This lieu week must be used in the year that it is granted and has no cash value. Employees who begin work or accept a management position with the Town part way through a calendar year shall be awarded a proration of the (1) week lieu time.

6.3.3. Additionally, at the sole discretion of the CAO, employees who have been asked to work an inordinate amount of extra time for specific projects or other operational reasons may be awarded additional lieu time under the same terms and conditions noted above.

#### 6.4. **Overtime**

6.4.1. Other non-union employees, who are not managers, are eligible for overtime pay. Overtime pay is paid for all work in excess of 37.5 hours in a week. All overtime work must be preauthorized by the employee's supervisor. All overtime will be paid at a rate of time and one half (1 ½ x) the employee's normal hourly rate. The employee shall have the option of converting the overtime pay to paid time off (lieu time). Any unused lieu balances will be paid out with the last pay of the calendar year.

#### 6.5. **Management/Non-Union Compensation Administration**

6.5.1. Management shall actively participate in the administration of employee compensation during the course of an employee's career – recruiting the employee into their new role, establishing an appropriate level of compensation that reflects their responsibility, skills and competencies, reinforcing learning to support career growth and managing market and organizational pressures.

6.5.2. The Senior Management Team shall provide advice and recommendations ensuring compensation decisions are in keeping with the Town's compensation philosophy and guiding principles and overall internal equity is maintained. They will help facilitate initial compensation recommendation discussions and provide final recommendations for approval by the CAO.

#### 6.6. **Assigning Compensation**

6.6.1. When determining the appropriate level of compensation for an employee, their overall performance will be considered, as well as the extent to which an employee's skills and capabilities have developed to perform their expected job accountabilities. The appropriate salary range positioning for an employee, will be reflective of their contribution and determined in accordance with this Policy.

#### 6.7. **Salary Ranges**

6.7.1. Salaries fall between 80% (minimum) and 100% of the job rate, and are reflective of:

- 6.7.1.1. Employees still developing the required skills for the position (i.e., employees without sufficient time in a role to measure sustained satisfactory performance);
- 6.7.1.2. Employees with sustained, less than satisfactory performance; and
- 6.7.1.3. Entry-level hires.

#### 6.7.2. Job Rate

6.7.2.1. The Job Rate (100%) is reserved to reflect the level of "full competence" in the job. This represents the maximum base salary achievable for all employees and should only be awarded when the employee has demonstrated the on-going skill, ability and motivation to fully and satisfactorily perform all aspects of their job.

## 6.8. **Annual Increases**

6.8.1. Annual overall increases to the salary grid (i.e. inflationary increase) shall be effective on January 1 of the year.

## 6.9. **How Contribution is Assessed in a Salary Range**

6.9.1. In a salary range, an employee's performance is the measure of contribution and performance and is an important component of determining base salary as the employee moves through the salary range. Any increase awarded should be primarily driven by an employee's performance demonstrated over a period of time. The size of the adjustment is impacted by the following factors:

6.9.1.1. The employee's current placement within the salary range; and

6.9.1.2. The employee's current and sustained level of performance.

6.9.2. When determining the appropriate level of award for an employee, it is important to consider their overall performance rating resulting from the performance evaluation process, as well as the extent to which an employee has demonstrated the required skills and capabilities to perform the expected job accountabilities.

## 6.10. **New Employees**

6.10.1. When hiring a new employee, the initial step in the salary determination process is to identify the pay level within which the vacancy or new job falls. Once this has been confirmed, the salary range associated with the pay level establishes the parameters within which an appropriate salary for the new employee may be established.

6.10.2. Starting a new employee at a lower step in the salary range provides some latitude to provide annual increases that reflect the employee's performance toward 'full competence and performance' and also ensures some internal equity of salaries relative to other longer-term employees currently in a same functional group. Some flexibility is required, however, to accommodate those situations where the new employee has significant prior experience in a similar position or brings special skills that reduce the on-the-job learning period. In any event, a longer term salary management plan that reconciles the expected learning curve of the employee with a progression toward the job rate must be established. Human Resources and the Director for the department can be expected to provide assistance in this regard.

## 6.11. **Promotions**

6.11.1. Promoting an employee from one job level to a higher job level generally involves the filling of a vacant, pre-approved and/or internally posted position or a situation where an employee's job has evolved to reflect significantly changed accountabilities and has been approved at the higher level through the job evaluation process. Promotional increases must ensure the employee's new salary is at least at the minimum of the new salary range and in any event no less than 3% of the employee's current rate. Again, when determining appropriate compensation, careful consideration of providing compensation that is truly reflective of the job/position expectations, the employee's capability, the expected timeframe to 'full competence' and how the employee's salary is viewed relative to other employee salaries and performance is required.

## 6.12. Reconsideration of Positions

6.12.1. In the event that the duties and responsibilities of a position are altered from the original ratings assigned to the position, a request may be submitted that the position be re-rated using the following process:

6.12.1.1. The request for the position to be re-rated is submitted to the appropriate manager on the "Request for Re-Evaluation" form with an updated job description and any other supporting documentation. The Manager is to consult with the Human Resources Manager with regard to the merit of the request within the Job Evaluation System and the completeness of the documentation.

6.12.1.2. The Manager shall submit the request to the Director for consideration. The Director shall then submit the request to the CAO. A request approved by the Director will be forwarded to the Job Evaluation Committee. In the event that the Director's position is to be re-evaluated, the request is to be approved by the CAO.

6.12.1.3. The Job Evaluation Committee shall review requests received for re-rating on a semi-annual basis utilizing the existing salary administration program.

## 6.13. Demotions

6.13.1. If an employee is demoted or is moved involuntarily to a position in a lower salary grade for non-disciplinary or performance reasons, the present salary level should be continued, unless there is a compelling reason for not doing so. The salary is considered to be "red-circled" when it exceeds the job rate of the range. This means that the base salary is frozen until such a time when it is once again aligned with the job rate in the salary range of the new lower level position (recall that the job rates generally experience regular increases over time as the market dictates). This approach ensures that the employee is earning a base salary that is commensurate with the level of work accountabilities and responsibilities associated with their assigned role level. When an employee is demoted for disciplinary or performance related reasons, their salary should be adjusted to the job rate of the new position.

## 6.14. Temporary Transfers or Acting Positions

6.14.1. An employee transferred to a new job/position on a short-term or temporary assignment shall be paid as follows:

6.14.1.1. If the transfer is for **more than fifteen (15) consecutive working days** and is to a position in a higher salary grade:

6.14.1.1.1. The employee's pay rate shall be Acting Pay and shall commence at the greater of Step 1 of the salary grid transferred to or an increase of 5% of the employee's salary in their incumbent job; however, the Acting Pay shall not exceed the job rate for the new job/position.

6.14.1.1.2. If the employee remains in the temporary/acting position past the date they would otherwise be eligible to move to a higher step on the salary grid in their incumbent position, the employee may be eligible for a further pay

adjustment under the Salary Administration Program, subject to performance.

- 6.14.1.2. If the transfer is for a period of less than or equal to fifteen (15) consecutive work days or is to a position at an equivalent or lower salary grade than the employee's incumbent position, no Acting Pay will be provided and the employee will continue to be paid within the salary grade for their incumbent position in accordance with the Salary Administration Policy

## 6.15. Lateral Transfers

- 6.15.1. For the purposes of career development and growth, an employee may be provided the opportunity to move into a job which is part of a different job description, but where the salary range of the new pay level is the same as the salary range for the employee's previous pay level. In this case, the employee's salary will continue to be administered at the current level. However, the compensation will need to be monitored carefully as the employee is new to the job even though the salary range has not changed. Therefore, the employee's salary should be viewed relative to other employee salaries in the same job description level based on the job/position expectations, and the employee's capability and potential for performance in the new job.

## 7. RESPONSIBILITIES

- 7.1. **Council** has the authority and responsibility to:

- 7.1.1. Approve the *Salary Administration Policy*; and,
- 7.1.2. Determine the inflationary increase to be applied to the salary grid having regard to market competitiveness, the pay philosophy, compression issues and ability to pay.

- 7.2. The **CAO** has the authority and responsibility to:

- 7.2.1. Ensure compliance with the *Salary Administration Policy*; and,
- 7.2.2. Authorize step increases in accordance with the *Salary Administration Policy*.

- 7.3. **Directors** have the authority and responsibility to:

- 7.3.1. Ensure staff performance reviews are completed at least annually.

- 7.4. **Managers** have the authority and responsibility to:

- 7.4.1. Complete staff performance reviews at least annually.

- 7.5. **Manager of Human Resources** has the authority and responsibility to:

- 7.5.1. Administer and recommend changes to the *Salary Administration Policy*.


- 7.6. **Staff** have the responsibility to:

- 7.6.1. Abide by and adhere to the *Salary Administration Policy*.

## 8. REFERENCES AND RELATED DOCUMENTS

- 8.1. Town of Amherstburg Performance Management Program
- 8.2. Town of Amherstburg Pay Equity Plan
- 8.3. Town of Amherstburg Job Evaluation Maintenance Program

# POLICY

	Policy:	<b>Fit for Duty Policy</b>		
	Department:	Corporate Services	By-Law No.:	N/A
	Division:	Human Resources	Approval Date:	DRAFT
	Administered By:	Manager of Human Resources		
	Replaces:	H00 - Drugs and Alcohol Oct. 23, 2006		
	Attachment(s):	N/A		

## 1. POLICY STATEMENT

The Corporation of the Town of Amherstburg has designed a fitness for duty policy in order to strengthen its commitment to safe and efficient operations. The Town is committed to creating and maintaining a safe working environment for its employees. The Town recognizes that an employee's fitness for work may be affected for a variety of reasons including the adverse effects of fatigue, stress, Alcohol or Drugs. These factors can lead to major deficiencies in an employee's work performance and are contributing factors in workplace injuries.

## 2. PURPOSE

- 2.1. Communicate the Town's expectations of employees to report to work Fit for Duty. Adopting this policy is a reasonable precaution that the Town is required to take to protect the health and safety of workers under Section 25(2)(h) of the Ontario *Occupational Health and Safety Act*;
- 2.2. Communicate the Town's expectations of its supervisory and management staff in regards to the administration and enforcement of this Policy;
- 2.3. Reiterate the Town's commitment to assist and accommodate employees with disabilities, including those suffering from substance abuse. The Town has a duty to accommodate under Part I, 2(1) of the *Ontario Human Rights Code*; and
- 2.4. To support the goal of maintaining a healthy and safe work environment for staff and the public.

## 3. SCOPE

- 3.1. This policy applies to all Town staff.
- 3.2. This policy shall be reviewed every five (5) years from the date it becomes effective, and/or sooner at the discretion of the CAO or designate.

## 4. DEFINITIONS

- 4.1. **Alcohol** means beverage alcohol or ethyl alcohol, such as beer, wine, distilled spirits and any mixture thereof.



- 4.2. **Drug** means any substance, including narcotics, legal or illegal drugs, and medications, including prescription and over-the-counter medications, in which the use has the potential to change or adversely affect a person's physiological and/or psychological state causing impairment and rendering an employee unfit for duty.
- 4.3. **Fit for Duty** means that an employee is in a state (physical, mental and emotional) which enables that employee to perform assigned duties and responsibilities competently, unimpaired and in a manner which does not compromise or threaten the safety or health of themselves or others.

Final determination of "Fit for Duty" is based on the opinion of the employer, manager or supervisor and where appropriate, in conjunction with other assessment procedures.

- 4.4. **Prescribed Medication** means a drug legally obtained through a treating medical practitioner's prescription or authorization, including medicinal cannabis.
- 4.5. **Safety-sensitive position** means a position in which impairment/intoxication could result in a direct and significant safety risk to the employee, others (including members of the public) or the environment, and includes the following positions:
- a. A job requiring an employee to operate motorized vehicles, trucks, heavy equipment, or machinery,
  - b. Any other jobs as identified from time to time by the Town.

Other common definitions, acronyms, and terms are available in the Glossary located on the Town's Policies webpage.

## 5. **INTERPRETATIONS**

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

## 6. **GENERAL CONDITIONS**

### 6.1. **Expectations of Employees**

- 6.1.1. Employees have a duty to take reasonable care so as not to expose themselves or others to unnecessary health or safety risks. Employees have a responsibility to ensure that they report for work Fit for Duty, and remain so throughout their workday.
- 6.1.2. Employees not Fit for Duty shall immediately advise their Supervisor/Manager and shall not perform work.

- 6.1.3. Employees shall not use, consume, possess, distribute, sell or transfer illegal Drugs or Alcohol while on duty (including breaks, on or off the Town's property), or on the Town's property including the Town's owned, leased and rented premises, or in/or on the Town's vehicles/equipment.
- 6.1.4. Employees shall not distribute, sell or transfer legal Drugs or medication and/or prescription medication while on duty (including breaks, on or off the Town's property), or on the Town's property including the Town's owned, leased and rented premises, or in/or on the Town's vehicles/equipment.
- 6.1.5. Employees who are taking Medications and/or Prescribed Medications (including medical cannabis) are required to use their Medications/Prescribed Medications responsibly. The possession in the workplace (including the Town's vehicles) of Prescribed Medications (including medical cannabis) without a legally obtained prescription/authorization is prohibited. Furthermore, consumption of medical cannabis in any area of the Town's enclosed workplace (including vehicles) is prohibited and its consumption - and place of consumption - during the work day, including on breaks, must first be the subject of an express, prior written accommodation plan with the Town.
- 6.1.6. Employees must report to their Supervisor/Manager any person reasonably suspected of not being Fit for Duty while performing work for the Town.

## 6.2. **Accommodations for Employees**

- 6.2.1. Employees who suffer from substance abuse must report this to the Town before job safety or performance is compromised and before violating any term of this Policy.
- 6.2.2. The Town is prepared to provide any employee, suffering from a disability, including substance abuse, with reasonable work accommodations at the request of the employee upon the provision of supporting medical documentation.
- 6.2.3. At all times, employees have access to the Town's Employee and Family Assistance Program for confidential, personal assistance.
- 6.2.4. An employee who seeks any accommodations from the Town on account of a disability, including substance abuse, prior to any job safety incident or performance issues arising and/or violation of this Policy, will not be subject to discipline or any other adverse employment consequences in the first instance. Subsequent issues will be accommodated to the point of undue hardship.

## 6.3. **Testing**

- 6.3.1. In an effort to maintain a safe and healthy workplace, the Town reserves the right to require an employee to submit to Drug and Alcohol testing in the following circumstances:

### 6.3.2. **Reasonable Cause**

- 6.3.2.1. The Town may require an employee to undergo testing where a Supervisor/Manager has reason to believe that there is reasonable cause to suspect violation of this Policy.
- 6.3.2.2. The decision to test will be made by a Supervisor/Manager in conjunction with a second person (i.e. the Director) wherever practicable. The decision to test will be based on specific, personal observations such as, but not limited to:
  - a. Observed use or evidence of a substance (odour, flushed face, glassy eyes, unsteadiness, etc.),
  - b. Erratic or atypical behaviour,
  - c. Changes in the physical appearance or in the behaviour of the employee,
  - d. Changes in speech patterns.

### 6.3.3. **Post-Accident/Incident**

- 6.3.3.1. The Town may require an employee to undergo testing where a Supervisor/Manager has reason to believe, acting reasonably, that the cause of a significant accident, incident or near miss is unexplained and may involve or is likely to involve a Policy violation. A significant accident, incident or near miss generally involves incidents resulting in injury, death, damage to property and incidents that could have resulted in same.

### 6.3.4. **Return to Work**

- 6.3.4.1. The Town reserves the right to place employees with substance abuse issues on administrative leave and enter into Last Chance Agreements offering them the opportunity to return to work if they successfully complete the terms of their treatment and rehabilitation program, pass drug and alcohol tests and meet other conditions of reinstatement.

### 6.3.5. **Confidentiality**

- 6.3.5.1. Information provided to the Town by employees seeking accommodations will be kept confidential and private and will only be used by the Town for the purposes of accommodations and disclosed on an "as needed basis".
- 6.3.5.2. Individuals who report, to their Supervisor/Manager, their suspicions of another person being not Fit for Duty may do so in confidence, and the reporting individual's information and identity will be kept confidential to the extent possible, but subject to any disclosure requirements imposed by law.

### 6.3.6. **Violation**

6.3.6.1. Violations of this Policy may result in corrective action, up to and including dismissal. Refusal to complete a testing process set out in this Policy is considered a Policy violation.

## 7. **RESPONSIBILITIES**

7.1. **Council** has the authority and responsibility to:

7.1.1. Approve the *Fit for Duty Policy*.

7.2. The **Chief Administrative Officer** has the authority and responsibility to:

7.2.1. Ensure compliance with the *Fit for Duty Policy*.

7.3. The **Manager of Human Resources** has the authority and responsibility to:

7.3.1. Receive and respond to accommodation requests in accordance with legislated responsibilities and adopted Town policies and procedures; and,

7.3.2. Provide assistance to Directors, Managers and Supervisors addressing matters arising from *the Fit for Duty Policy*.

7.4. **Directors, Managers and Supervisors** are responsible to:

7.4.1. Communicate this Policy to their employees and address their employees' questions and concerns;

7.4.2. Assess an employee reporting to work to determine whether the employee appears Fit for Duty and can safely perform his or her regular duties and if not, taking appropriate action, including sending the employee home (with appropriate transportation precautions);

7.4.3. Observe and monitor their employees for signs of impairment, and if impairment is observed, determine the cause of the observation, with the employee, privately, and take appropriate action if the employee's work performance has deteriorated to an unacceptable level or their actions or condition can jeopardize their safety or that of others;

7.4.4. Receive and address any reports from other employees or others suspecting an employee to be impaired, and take appropriate action to safeguard the safety of the employee, co-workers and the public;

7.4.5. Coordinate accommodation requests with Human Resources for any employee suffering from a disability who, because of that disability cannot perform the essential duties of his or her employment; and,

7.4.6. Coordinate with Human Resources any appropriate disciplinary response for violations of this Policy.

7.5. **Staff** have the responsibility to:

7.5.1. Abide by and adhere to the *Fit for Duty Policy*.

## **8. REFERENCES AND RELATED DOCUMENTS**

- 8.1. *Ontario Human Rights Code (OHRC), R.S.O. 1990*
- 8.2. Canadian Centre on Substance Abuse and Addiction
- 8.3. Canadian Centre for Occupational Health and Safety – Impairment at Work
- 8.4. *Discipline Policy*
- 8.5. Workplace Wellness Program
- 8.6. *Occupational Health and Safety Act (OHSA), R.S.O 1990*



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF THE CAO

*MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.*

Author's Name: Bill Tetler	Report Date: February 1, 2022
Author's Phone: 519 736-0012 ext. 2251	Date to Council: February 14, 2022
Author's E-mail: btetler@amherstburg.ca	Resolution #: 20180528-184/20201013-325

To: Mayor and Members of Town Council

Subject: Portable Sign exemption from moratorium/Waiving of Fees

1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Manager of Licensing and Enforcement dated January 27, 2022 regarding Portable Signs **BE RECEIVED for consideration; and**
2. That Council **LIFT** the current moratorium on portable signs for the rest of the calendar year of 2022; and
3. That Council **WAIVE** the portable sign fees for 2022.

**EXECUTIVE SUMMARY:**

N/A

2. **BACKGROUND:**

Council will recall that at its meeting held May 28th, 2018, the following resolution was passed:

Resolution # 20180528-184  
Moved by Councillor Pouget  
Seconded by Deputy Mayor DiPasquale

That:

1. The report from the Manager of Planning Services and the Chief Administrative Officer dated May 15, 2018 regarding Signage Requests in the Context of Urban Design Guidelines **BE RECEIVED**; and,
2. A MORATORIUM BE PLACED on all signage requests (including portable signs) for the areas bound by Texas Road to Lowes Side Road and from Meloche Road to the Water's Edge until the Urban Design Guidelines for Signage have been approved.

Further, Council at its meeting held October 13th, 2020 passed the following resolution;

Resolution # 20201013-325  
Moved by Councillor Prue  
Seconded by Councillor Simone

“That Administration BE DIRECTED to waive the portable signage fees for the remainder of the year for businesses within the community who request it and should the pandemic go into 2021, the waiving of fees for portable signs should be considered again.”

3. **DISCUSSION:**

With Canada being in the fifth wave of the pandemic, many businesses are facing financial hardships. Administration recognizes that a further current impediment for business operations, particularly advertising, is the sign moratorium which prevents both the erection of new permanent signs, and the use of new portable signs.

The Urban Design Guidelines report is nearing completion and will be presented to Council with the Community Improvement Plan in the near future. However, as those reports are not expected to be before Council until at least the third quarter of 2022, Administration recommends that Council consider a partial lifting of the sign moratorium to allow the use of new portable signs only, provided that such use will not be grandfathered should it conflict with the Urban Design Guidelines once passed by Council.

With respect to portable sign fees, Council may again wish to consider waiving these fees for the 2022 year. Currently there are approximately 20 portable signs erected in the Town. The annual portable sign permit fee for 2022 is \$109.00 per sign. Should Council decide to waive the 2022 portable sign fees, the Licensing & Enforcement Division, is requesting that, in order to keep accurate records, applications continue to be completed with the fee waived.

4. **RISK ANALYSIS:**

There is no risk analysis with this report.

## **5. FINANCIAL MATTERS:**

The cost of waiving the portable sign permit fees for 2022 is approximately \$2,180. This cost was not accounted for in the 2022 Budget and while the Department will make all efforts to adsorb this shortfall in revenue. Council should be aware that the fee waiver may result in a negative budget variance for the Licensing & Enforcement Division in 2022.

## **6. CONSULTATIONS:**

Frank Garardo – Manager of Planning

Tony Haddad – Chief Administrative Officer

Valerie Critchley – Director of Legislative Services/Town Clerk

## **7. CONCLUSION:**

In an effort to ensure businesses can thrive during this difficult time, the Licensing and Enforcement Division is recommending that new portable signs be allowed for businesses to advertise during this challenging time, provided that, should a sign be in conflict with the Urban Design Guidelines once passed, the use of the sign will not be grandfathered. Administration recommends lifting the moratorium for all portable signs and waiving the portable sign permit fee for the 2022 calendar year. The By-law Enforcement Unit will continue to investigate complaints on mobile signs within the Town in accordance with By-law 2006-26 and businesses must continue to adhere to regulations as set out in the Town's Sign By-law 2006-26.



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Bill Tetler

**Manager, Licensing and Enforcement**



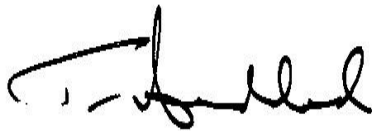
## Report Approval Details

Document Title:	Portable Sign exemption from moratorium-Waiving of Fees.docx
Attachments:	
Final Approval Date:	Feb 7, 2022

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



Tiffany Hong



Tony Haddad



Valerie Critchley



## THE CORPORATION OF THE TOWN OF AMHERSTBURG

### OFFICE OF THE CAO

**MISSION STATEMENT:** Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.

Author's Name: Valerie Critchley	Report Date: February 1, 2022
Author's Phone: 519 736-0012 ext. 2238	Date to Council: February 14, 2022
Author's E-mail: vcritchley@amherstburg.ca	Resolution #:

**To:** Mayor and Members of Town Council

**Subject:** Proposed Seniors/Assisted Living Development Proposal from Stillbrook Retirement Residences Inc.

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#### 1. RECOMMENDATION:

It is recommended that:

1. In keeping with the Disposal of Surplus Real Property Policy, Section 6.15 the following property **BE DECLARED SURPLUS** to the needs of the Town:  
  
Lots 192-198 inclusive, R.P. 1066 and Parts 1 & 2 on 12-R 2882; (the "Property");
2. CAO **BE DIRECTED** to enter into an Agreement of Purchase and Sale to allow for the sale of the Property under the terms and conditions directed by Council.
3. That the Mayor and Clerk **BE AUTHORIZED** to sign any documents required to complete the transaction prepared in form and content satisfactory to the Town's solicitor; and
4. That the request of Stillbrook to be exempted from Development Charges and Building Permit fees in conjunction with its development of an assisted living complex on the Property **BE CONSIDERED**, subject to Administration being satisfied that the request meets the criteria set out in the *Development Charges By-law*.

#### EXECUTIVE SUMMARY:

N/A

## **2. BACKGROUND:**

As Council is aware, the Town has been approached by Dr. Peter Nord, President of STILLBROOK Accessible Retirement Living (“Stillbrook”). Stillbrook is a not-for-profit (“NFP”) assisted living housing provider with a mandate to provide retirement living that includes an array of services at an affordable cost. Stillbrook currently has 12 sites under development in Ontario and wishes to develop their concept on Town-owned property in Amherstburg. Stillbrook requires 2 acres of property and wishes to purchase lands in the north-west quadrant of Centennial Park legally described as described legally as Lots 192-198 inclusive, R.P. 1066 and Parts 1 & 2 on 12-R 2882, (the “Property”).

On December 13, 2021, Administration received direction from Council on this matter and is now providing a further report to Council.

## **3. DISCUSSION:**

The purpose of this report is to provide Council with an update on the possible sale of the Property, provide additional information about the project and determine Council direction for next steps. It is important to note that this report will not outline alternate uses or designs for Centennial Park as there is a companion report on this topic from the Director of Parks, Recreation, Culture & Facilities that is before Council for consideration.

### **a) The Stillbrook Proposal**

Stillbrook is proposing to build a 4 story affordable, & accessible retirement residence serving up to 191 seniors in 177 suites. The intent is not to construct a multi-family structure but rather to build and operate a NFP senior’s retirement residence which is affordable and would also provide supports to daily living. Such supports would include meals, recreational programming, and personal care amenities such as hair dressing.

This complex will not be a Long Term Care home, however, as Council is aware, the property immediately to the east of the Community Hub was recently sold to an entity that plans to construct a Long Term Care facility. That proposed facility, together with the services available in the Community Hub, would make the proposed location for the Stillbrook development ideal as residents could access the services offered at the Hub and, once in need of further care, could transition to a Long Term Care facility in their own neighbourhood.

Stillbrook estimates that its total investment in the project will be \$30M-\$40M and will result in the creation of 20.4 full time equivalent jobs in the facility and 50-60 full time equivalent spin-off jobs in the community.

**b) Community Considerations & Linkages to the Strategic Pillars of Council's Community Strategic Plan**

From a description of the Stillbrook proposal, it is evident that many of its elements provide benefits to the community and are also in alignment with the four strategic pillars contained in Council's Community Strategic Plan which are as follows:

1. Marketing & Promotion
2. Economic Development
3. Investment in Infrastructure
4. Fiscal sustainability

*i) Linkage to Marketing & Promotion*

The development in Amherstburg of the type of affordable senior's living units being proposed by Stillbrook will be unique within the County of Essex. Further, development of this facility, together with other amenities such as the Community Hub and the proposed Long Term Care facility will aid in the promotion of Amherstburg as an "age friendly" community.

*ii) Linkage to Economic Development & Investment in Infrastructure*

This proposed development would support the Town's long term strategic vision of providing more affordable senior's housing units and to provide alternative housing options to the Town's residents. It will also result in the injection of \$30M-\$40M in development dollars into the Town and will provide job growth as noted above.

*iii) Linkage to Fiscal Sustainability*

Currently, as Council is aware, this Property does not generate any taxation revenue for the Town. This development, if approved, would provide new assessment and ongoing property taxation. Based on comparable, 4 unit structures, a preliminary estimate of the annual taxation generated by this development is approximately \$189,000.

*iv) Further Community Benefits*

In addition to the benefits listed above, there are various training opportunities that could be developed both for local high school students (aided by the vicinity of the development of the new North Star High School) as well as local university and college students. The development of such "multi-generational" training programs could also lead to further promotion of Amherstburg as an "age-friendly" community.

**c) Sale of the Property**

The decision before Council is whether to sell this 2 acre portion of Centennial Park for the proposed Stillbrook development, retaining the remainder as parkland, or to

retain this 2 acre portion of land as parkland together with the remainder of Centennial Park.

Of note is that, situated on this 2 acre parcel, is the former Amherstburg Community Services building which would be demolished if the Stillbrook development proceeds. Therefore, the proposed development is on a portion of Centennial Park which has historically been used for an institutional use and not solely as parkland.

Should Council wish to proceed with this development, it is important to note that Stillbrook is asking for the following considerations:

*i) Purchase Price*

As Council is aware, the value of real estate has been rising in Windsor/Essex County and in fact, has risen substantially since Stillbrook first became interested in developing this project in the Town of Amherstburg

Stillbrook has advised that, as a NFP entity, its aim is to keep the units being built affordable for the tenants. As a result, Stillbrook has further advised that its business model dictates that the amount it can pay for the Property and is under the current appraised value.

While the ultimate negotiated purchase price for the Property may be lower than appraised value, it should be noted that the property has not been placed on the open market and that the consideration of its sale was always in the context of being sold for the development of an affordable seniors living facility. To attain the full appraised value, the Property would have to be placed on the open market and be open to offers from all potential developers. The Property would then be subject to any type of development that fits within the current institutional zoning or any potentially successful re-zoning of the Property.

*ii) Exemption from Development Charges and Building Permit Fees*

Stillbrook is also requesting an exemption from the Development Charges and Building Permit fees that would be associated with the project.

Waiving or reducing Development Charges is considered 'bonusing', which is a prohibited practice pursuant to the *Municipal Act, 2001, as amended*. However, such a waiver or exemption would be allowable if either of two circumstances exist:

- a) The Town has an active Community Improvement Plan (CIP) which stipulates this type of incentive. Currently, the Town does not have a CIP; or
- b) The project qualifies for the following exemption for projects described as follows in the Town's *Development Charges By-law*:

*A building or structure used for a community use owned by a non-profit corporation. A non-profit group is defined as - "non-profit" means a corporation without share capital that has objects of a charitable nature.*

Administration is currently researching whether this project would qualify for the exemption under item (b) above and, should Council wish to grant the exemption, it could do so on condition that the project does in fact qualify. However, Council should be aware that the application of such an exemption could set a precedent with other NFP entities wishing to develop similar projects

#### **4. RISK ANALYSIS:**

The sale of 179 Victoria to Stillbrook Retirement Residences Inc. provides an opportunity for the Town to facilitate affordable assisted living accommodations for seniors.

There is no financial risk to proceeding with the sale as the alternative to selling the property is to keep it as parkland which will not generate sale proceeds or ongoing assessment. With respect to granting an exemption from development charges and building permit fees, there is a risk that a precedent will be set with other NFP entities seeking to develop similar projects.

Finally, while the proposed sale/development may present some political risk, the benefits of the development provide the Town with the opportunity to address highly needed affordable accessible assisted-living residence while also benefitting from financial compensation through the sale. Sale proceeds would be credited to the Parks Development Reserve for use toward future enhancement of existing parks facilities.

#### **5. FINANCIAL MATTERS:**

The final purchase price for the Property will be negotiated as directed by Council and will be reported once negotiations are complete. Any sale proceeds would be deposited into the Parks Development Reserve for use towards future projects.

As the Property is currently a portion of a Town owned Park, the Town previously collected no property taxes as it is held under an "Exempt" tax class. Upon completion of the sale of the subject property, the Town would begin to collect property taxes from the private owner. These taxes will increase substantially following completion of the affordable assisted living complex and are anticipated to be in the range of \$189,000 annually.

Stillbrook has also requested an exemption from Development Charges and Building Permit fees for the Project.

#### **6. CONSULTATIONS:**

Mr. Ray Bower: Ray Bower Appraisal Services Inc.  
Mr. Michael Stamp: Consultant, M.G.S. Real Estate Consulting Inc.  
Mr. Roy Simone: Verhaegen et al Surveyors  
Mr. Todd Hewitt: Manager of Engineering Operations  
Interim Town Clerk  
Interim Chief Administrative Officer

**7. CONCLUSION:**

Ultimately, it is Council's decision if it wishes to keep the Property as parkland, which will generate no sale proceeds and no further taxation revenue (although it has historically been used for an institutional use), or if it wishes to sell this 2 acre parcel of the park, benefitting from the sale proceeds, ongoing taxation revenue and furthering the strategic goals of its' Strategic Plan by promoting economic development and expanding the footprint of affordable seniors housing in Amherstburg.

However, given the overall financial and social benefits to the community, it is Administration's recommendation that the Property be sold to Stillbrook and that the requested fee exemptions be considered on a conditional basis, pending Administration's final confirmation that they meet the criteria set out in *Development Charges By-law*.



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Valerie Critchley

**Interim Director of Legislative Services & Clerk**

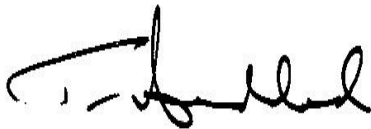
## Report Approval Details

Document Title:	Proposed Seniors Assisted Living Development Proposal from Stillbrook Retirement Residences Inc.docx
Attachments:	
Final Approval Date:	Feb 8, 2022

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



Tiffany Hong



Tony Haddad



Valerie Critchley





THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF PLANNING AND DEVELOPMENT SERVICES

MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.

Table with 2 columns: Author's Name, Report Date, Author's Phone, Date to Council, Author's E-mail, Resolution #.

To: Mayor and Members of Town Council

Subject: 2021 Year End Building Activity Report

1. RECOMMENDATION:

It is recommended that:

The report from the Chief Building Official dated January 20, 2022 regarding 2021 Year End Building Activity for the construction year January to December 2021 BE RECEIVED for information.

2. BACKGROUND:

At regular Council meeting, Council rescinded resolution #20160411-145 and revised to Administration BE DIRECTED to provide future Building Activity Reports, Fire Activity Reports and Police Activity Reports on a quarterly basis.

3. DISCUSSION:

Building activity and statistics are from January to December of 2021 and are indicated with the tables attached.

The Building Department issued 611 permits with an approximate construction value of over \$135 Million. The permits issued consist of single family dwellings, semi-detached units, townhouse units, secondary units, building additions, garages, commercial, industrial, institutional, swimming pool enclosures and decks. A total of 298 residential units have been created which includes 200 single detached dwelling units, 22 semi detached units, 3-three unit townhouses units, 44-four unit townhouses units and 17-residential accessory secondary units.

A total of 50 legal requests for property information and title searches were processed. Approximately 3,490 inspections were conducted throughout the year.

In comparison to 2020 building activity which was a record year, 2021 construction value increased from last year by \$10 Million and increase in permits issued by 161. The majority of permits were increased by the residential development and a significant amount in renovations to the existing schools and industrial buildings.

A staff of three throughout the year has completed the majority of the work in 2021. A new building inspector/plan examiner has been hired in the late part of the year and has assisted in issuing permits. Training continues with the new hire and is expected to continue with plan examinations, however training for inspections will start mid-year.

The new building permitting software City View has been implemented along with the new portal portion of the program, however some logistics with the program has posed some challenges with internal and external processes which we continue to work through.

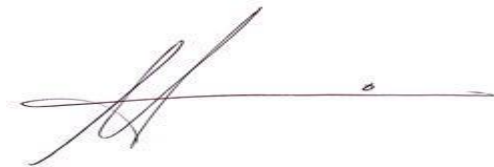
**4. FINANCIAL MATTERS:**

The unaudited revenues collected to the end of December 31, 2021 for building permits is approximately \$1.0 Million.

The amounts listed above are permits that have been issued and payments received. Several permits have been issued in 2021 however have not been obtained and payments have not yet been received. Once payment is received, revenues will be recorded in 2022.

**5. CONCLUSION:**

Residential and commercial developments are anticipated to be very strong in 2022. The Kingsbridge subdivision has opened phase 10 in late fall 2021, which has 184 single units and 104 semi-detached units. Phase 10B will be opening in early spring 2022, which includes 111 townhouses. New commercial and a large residential development is currently in the planning stages and is expected to be issued later in 2022.



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Angelo Avolio CBCO  
**Chief Building Official**

**AA**

**DEPARTMENTS/OTHERS CONSULTED:**

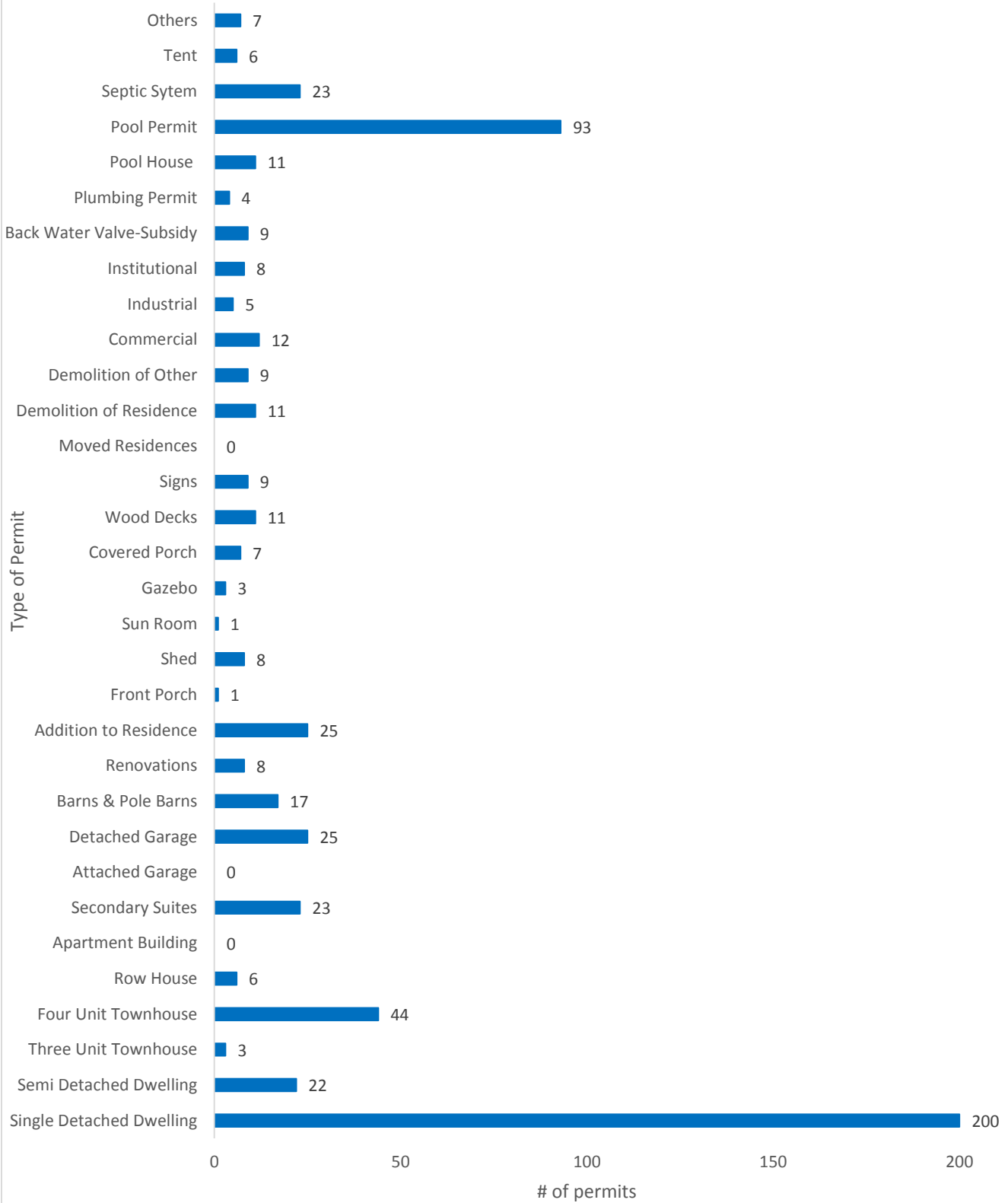
**Name:**

**Phone #: 519**

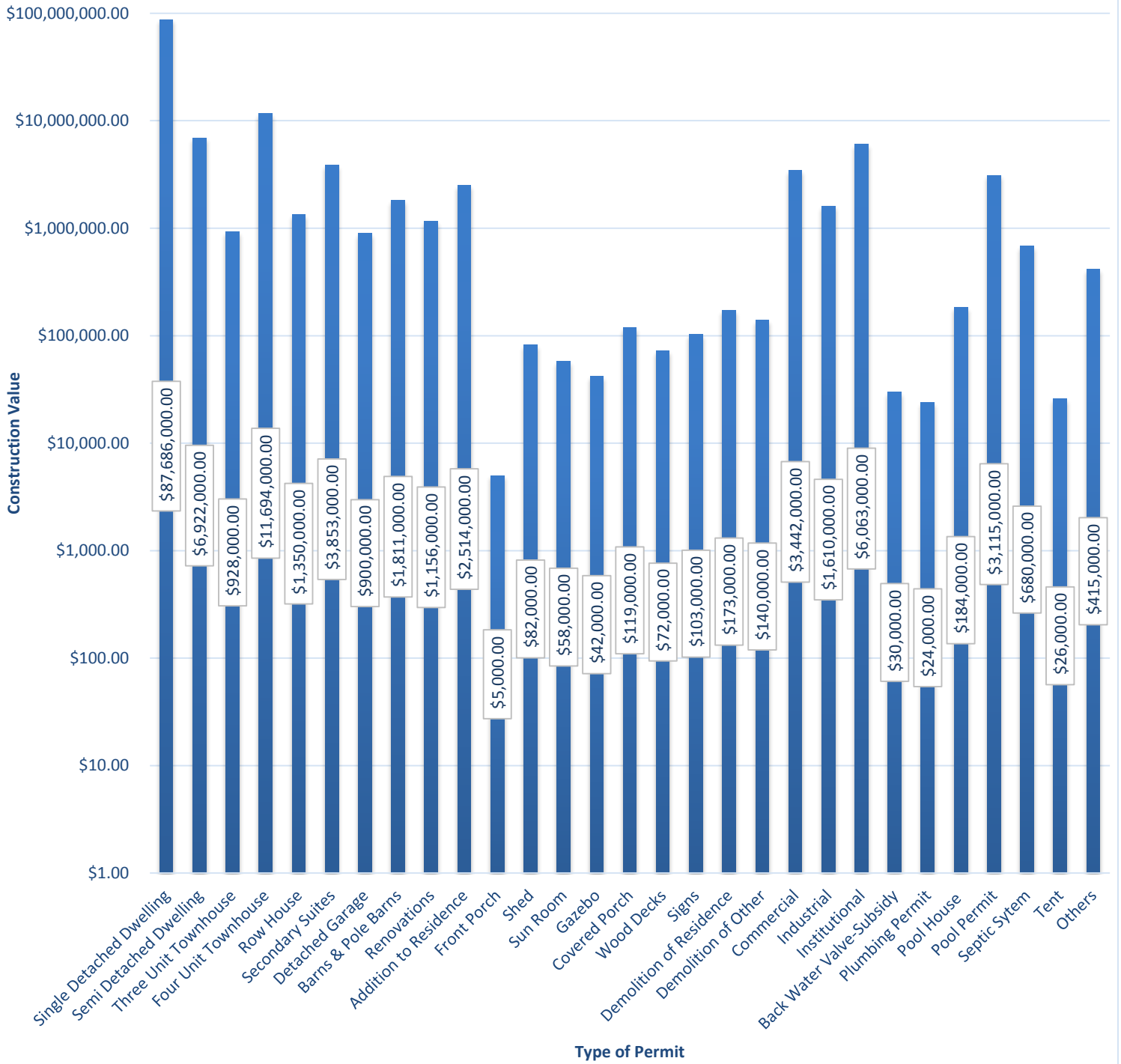
**ext.**

<b>NOTIFICATION :</b>				
Name	Address	Email Address	Telephone	FAX

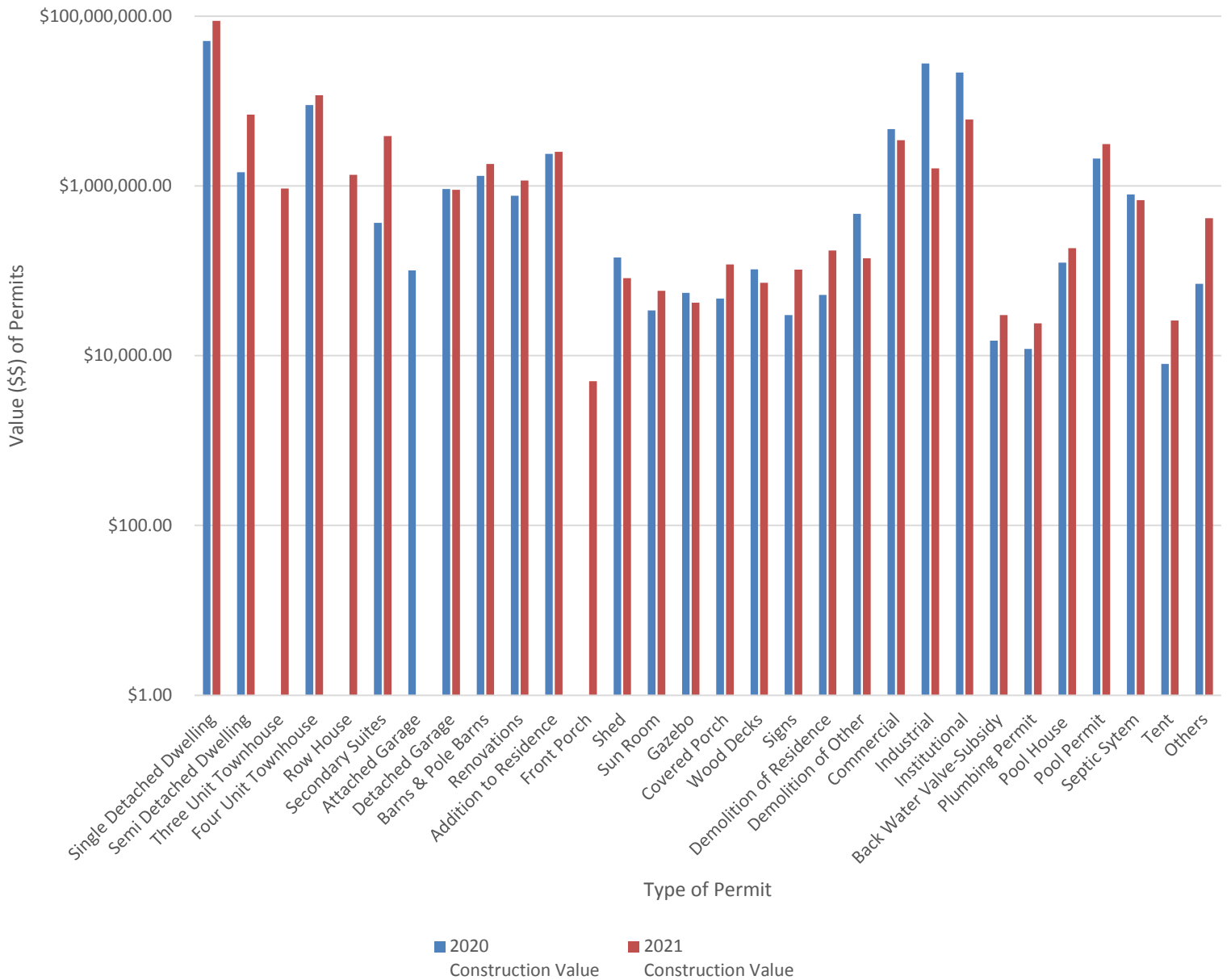
## NUMBER OF PERMITS ISSUED FOR 2021



## VALUE OF CONSTRUCTION - 2021 PERMITS



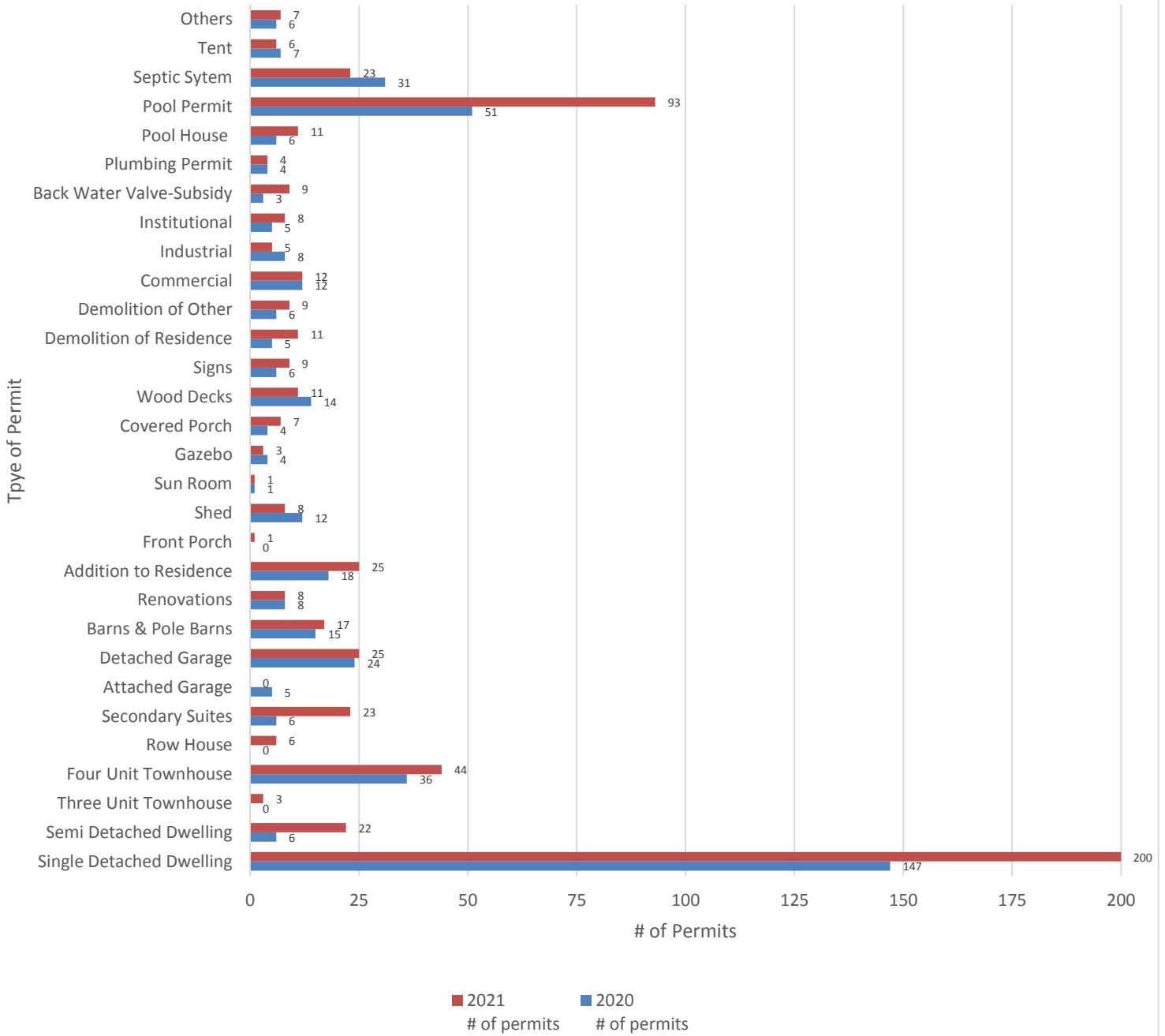
## Building Construction Value Comparison 2020-2021



## Comparison Building Activity 2020-2021

Type of Permit	# of permits-2020	# of permits-2021
Single Detached Dwelling	147	200
Semi Detached Dwelling	6	22
Three Unit Townhouse	0	3
Four Unit Townhouse	36	44
Row House		6
Apartment Building	0	0
Secondary Suites	6	23
Attached Garage	5	0
Detached Garage	24	25
Barns & Pole Barns	15	17
Renovations	8	8
Addition to Residence	18	25
Front Porch	0	1
Shed	12	8
Sun Room	1	1
Gazebo	4	3
Covered Porch	4	7
Wood Decks	14	11
Signs	6	9
Moved Residences	0	0
Demolition of Residence	5	11
Demolition of Other	6	9
Commercial	12	12
Industrial	8	5
Institutional	5	8
Back Water Valve-Subsidy	3	9
Plumbing Permit	4	4
Heating Permit	0	0
Pool House	6	11
Pool Permit	51	93
Septic Sytem	31	23
Solar Panels	0	0
Tent	7	6
Others	6	7
<b>Totals</b>	<b>450</b>	<b>611</b>

## Number of Permits Comparison-2020-2021





## Report Approval Details

Document Title:	2021 Year End Building Activity Report.docx
Attachments:	
Final Approval Date:	Feb 8, 2022

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



Tiffany Hong



Tony Haddad



Valerie Critchley



## THE CORPORATION OF THE TOWN OF AMHERSTBURG

### OFFICE OF THE CAO

*MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.*

<b>Author's Name: Bill Tetler</b>	<b>Report Date: January 21, 2022</b>
<b>Author's Phone: 519 736-0012 ext. 2251</b>	<b>Date to Council: February 14, 2022</b>
<b>Author's E-mail: btetler@amherstburg.ca</b>	<b>Resolution #:</b>

**To: Mayor and Members of Town Council**

**Subject: By-Law Enforcement Request for Service Timelines**

---

#### 1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Manager of Licensing and Enforcement dated January 21, 2022 regarding By-Law Enforcement Request for Service Timelines By-Law **BE RECEIVED for information.**

#### **EXECUTIVE SUMMARY:**

N/A

#### 2. **BACKGROUND:**

The Town of Amherstburg has not had any Request for Service standards put in place. This report outlines a timeline for complaints to be resolved through By-Law Enforcement. While each case is different the report provides an estimate of resolution timelines for complaints lodged with the Town's By-Law Enforcement Unit.

#### 3. **DISCUSSION:**

The Town of Amherstburg's By-Law Enforcement Unit has two (2) dedicated Officers and one (1) Manager. The By-law Enforcement Unit strives to attend every complaint within 24 hours of receiving the complaint (holidays and weekends excluded). By providing Council with By-Law Enforcement's timelines for compliance, this will also educate the public on timeframes associated with their respective complaints. These timelines for resolution are for guidance only and every complaint will be reviewed on a

case by case basis. Attached as schedule "A" is a list of current By-Laws Enforced and the targeted timeline to have a resolution to a complaint.

**4. RISK ANALYSIS:**

There are no associated risks with this report.

**5. FINANCIAL MATTERS:**

There are no financial impacts associated with this report.

**6. CONSULTATIONS:**

Town of Amherstburg's By-Law Enforcement Officers

**7. CONCLUSION:**

By-Law Enforcement is committed to addressing complaints in a timely manner. The By-Law Enforcement Unit will continue to inspect properties and enforce compliance under the provisions of the Licensing and Regulatory By-laws with a focus on keeping a clean and attractive Town.



---

Bill Tetler  
**Manager, Licensing and Enforcement**

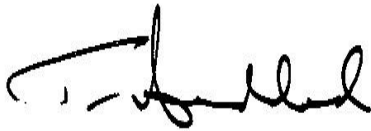
## Report Approval Details

Document Title:	By-Law Enforcement Request for Service Timelines.docx
Attachments:	- Compliance Timelines.xlsx
Final Approval Date:	Feb 7, 2022

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



Tiffany Hong



Tony Haddad



Valerie Critchley

Schedule "A"

BY-LAW	BY-LAW NUMBER	RESOLUTION TIMEFRAME
ANIMAL ABANDONMENT	2011-77	1 Day
BUSINESS LICENCE	2009-44	3 DAYS
CANNABIS	2019-069	7 Days
DANGEROUS DOG	2009-57	14 DAYS
DOG BITE/DOLA	2015-123	21 DAYS
DOGS	2015-123	14 Days
ELECTION SIGNS	2018-37	1 Day
EXOTIC ANIMALS	2005-24	14 DAYS
FENCE	2002-84	30 DAYS
FIREARMS DISCHARGE	2006-47	1 Day
FIREWORKS	2017-92	3 Days
FORTIFICATION OF LAND	2003-18	14 DAYS
LITTERING	2005-26	3 Days
LOITERING	2005-27	1 Day/Police
NOISE	2001-43	14 Days
NUISANCE SMOKE / EMISSION	2014-109	3 Days
OPEN AIR BURNING	*2018-01	Enforced by AFD
OUTDOOR SPACES / SMOKING	2016-113	1 Day
PARKS	2002-72	1 Day
PROPERTY STANDARDS	1999-28	90 DAYS
PUBLIC TREE	2016-94	14 DAYS
SANITARY SEWER	*2016-07	1 Day
SIGNS	2006-26	14 Days
SNOW	*2005-04	MORATORIUM IN EFFECT
SWIMMING POOL	2005-21	1 Day
TAXI	2012-114	1 Day
TRAFFIC	2011-69	Immediate
WASTE DISPOSAL	2005-29	7 DAYS
WATER SUPPLY	*2014-08	7 Days
YARD MAINTENANCE	2005-60	21 DAYS
ZONING	1999-52 as amended	45 Days
Mask (COVID19)	2020-046	1 Day



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF THE CAO

MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.

Table with 2 columns: Author's Name, Report Date, Author's Phone, Date to Council, Author's E-mail, Resolution #.

To: Mayor and Members of Town Council

Subject: 2021 Census of Population – Town of Amherstburg

1. RECOMMENDATION:

It is recommended that:

- 1. That the report titled 2021 Census of Population – Town of Amherstburg BE RECEIVED for information.

2. BACKGROUND:

The Canadian Census takes place every five years to update population numbers and relevant population-based statistics. In 2021 a census was completed and is being released in phases in 2022.

The first set of data, Population and dwelling counts, was released today, February 9, 2022.

3. DISCUSSION:

The Town of Amherstburg census indicates a growth of 7.2% over the last 5 years. Population has risen to 23,524 people in the municipality from our former population of 21,936.

Essex County saw a 6.0% increase over the same 5-year period with an increase of 23,907 bringing the region to a population of 422,860.

The Table below outlines the changes in population and related statistics for Amherstburg from 2016-2021:

<b>Populations and dwellings – Town of Amherstburg</b>	
Population, 2021	23,524
Population, 2016	21,936
Population change, 2016-2021	7.2%
Total private dwellings	9,548
Private dwellings occupied by usual residents	9,193
Population density per square kilometre	128.0
Land area in square kilometres	183.76

Statistics Canada. 2022. (table). Census Profile. 2021 Census. Statistics Canada Catalogue no. 98-316-X2021001. Ottawa. Released February 9, 2022.  
<https://www12.statcan.gc.ca/census-recensement/2021/dp-pd/prof/index.cfm?Lang=E>

**4. RISK ANALYSIS:**

N/A

**5. FINANCIAL MATTERS:**

N/A

**6. CONSULTATIONS:**

Statistics Canada

**7. CONCLUSION:**

Amherstburg grew at a steady rate over the five-year period and all signs indicate that there will be continued growth in the years to come.

---

Tony Haddad  
**Chief Administrative Officer (Interim)**

TH/dm

<b>DEPARTMENTS/OTHERS CONSULTED:</b>
<b>Name:</b>
<b>Phone #: 519                      ext.</b>

<b>NOTIFICATION :</b>				
Name	Address	Email Address	Telephone	FAX

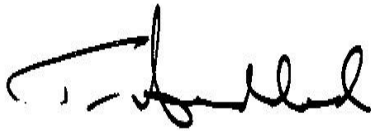
## Report Approval Details

Document Title:	2021 Census of Population - Amherstburg.docx
Attachments:	
Final Approval Date:	Feb 9, 2022

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



Tiffany Hong



Tony Haddad



Valerie Critchley



January 26, 2022

The Honourable Steven Guilbeault  
Minister of Environment and Climate Change  
Fontaine Building 12th floor  
200 Sacré-Coeur Blvd  
Gatineau QC K1A 0H3

**VIA EMAIL** – [ministre-minister@ec.gc.ca](mailto:ministre-minister@ec.gc.ca)

Dear Minister,

**Re: County of Essex Support for City of Windsor Resolution RE Integrated Management Plan for Plastics**

---

Essex County Council, at its Wednesday, December 15, 2021 meeting, unanimously adopted the following resolution:

**263-2021**

**Moved By** Richard Meloche

**Seconded By** Aldo DiCarlo

That Essex County Council support the City of Windsor Resolution regarding WECEC recommendations pertaining to single use plastics.

**Carried**

Attached you will find City of Windsor Resolution CR501/2021 ETPS 847 for reference. Should you require any further information, please don't hesitate to contact me.

Sincerely yours,



Mary Birch  
Director of Council and Community Services/Clerk  
Encl.

# County of Essex Support for City of Windsor Resolution RE Integrated Management Plan for Plastics

January 26, 2022

---

CC:

Jennifer Nantais, WECEC Coordinator [jnantais@citywindsor.ca](mailto:jnantais@citywindsor.ca)

Karina Richters, Supervisor Environmental Sustainability and Climate Change  
[krichters@citywindsor.ca](mailto:krichters@citywindsor.ca)

Michelle Bishop, General Manager, Essex-Windsor Solid Waste Authority

Rebecca Belanger, Manager of Planning, County of Essex

Essex County Municipalities

 519-776-6441 ext. 1335  
TTY 1-877-624-4832

 360 Fairview Ave. W.  
Suite # 202 Essex, ON N8M 1Y6

 [countyofessex.ca](http://countyofessex.ca)

**CITY HALL  
WINDSOR, ONTARIO  
N9A 6S1**

Phone: (519)255-6211

Fax: (519)255-6868

E-mail: [clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)

WEBSITE: [www.citywindsor.ca](http://www.citywindsor.ca)

---

**City Council  
Decision  
Monday, November 1, 2021**

Moved by: Councillor Sleiman  
Seconded by: Councillor Gignac

Decision Number: CR501/2021 ETPS 847

That Report No. 111 of the Windsor Essex County Environment Committee (WECEC) of its meeting held June 24, 2021 indicating:

WHEREAS plastic pollution is recognized by the Government of Canada, as well as governments and scientists around the world, as damaging to the environment; and

WHEREAS Canada lacks a comprehensive and coordinated approach to addressing the growing problem of plastic pollution; and

WHEREAS global annual production of plastic products is expected to double in the next decade, to 800 million tonnes in 2030; and

WHEREAS some 40 per cent of plastic production generates “single-use” items that are used once and thrown away, which runs counter to the principles of a circular economy; and

WHEREAS the majority of plastics produced are not currently suitable for reuse or recycling and some 8,000 tonnes of Canadian plastic waste end up in landfills, incinerators or the natural environment every day; and

WHEREAS municipalities are in the position of managing the end of life of products that are not adequately managed by the producers that put them on the market; and

WHEREAS investing in the circular economy creates jobs;

THEREFORE BE IT RESOLVED that the City of Windsor:

1. Endorse the integrated management plan for plastics proposed by the federal government, which includes:

Phone: (519)255-6211

**CITY HALL  
WINDSOR, ONTARIO  
N9A 6S1**

Fax: (519)255-6868

E-mail: [clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)

WEBSITE: [www.citywindsor.ca](http://www.citywindsor.ca)

---

- a. Adding plastic manufactured items as a toxic substance to Schedule 1 of the *Canadian Environmental Protection Act (CEPA)*
  - b. Banning six single-use items: checkout bags, stir sticks, six-pack rings, cutlery, certain takeout containers and straws
  - c. Establishing a minimum requirement for recycled plastic content in new plastic products.
2. Ask the federal government to implement this important management plan as soon as possible and, in any case, no later than the end of the year.
  3. Urge the federal government to establish a registry that publicly reports on:
    - a. Descriptions of the plastic manufactured items put on the market each year in Canada
    - b. A list of chemicals found in each product
    - c. The amount of plastic that enters the waste stream in Canada each year, broken down by how and where the waste is processed (e.g. landfill, incineration/waste-to-energy, recycling, domestic vs. export)
  4. Further urge the government to establish a framework for the adoption of Extended Producer Responsibility regulation across the country to ensure producers are responsible for the full lifecycle of the products they put on the market in Canada;
  5. Further urge the federal government to set a national recycling target for plastic products;
  6. Further urge the federal government to work with municipalities to explore, with a view to investing in, reuse systems to replace single-use plastic products; and,
  7. That the County of Essex BE REQUESTED to consider adopting the resolution as outlined above.

**BE APPROVED.**

Carried.

Report Number: SCM 302/2021, SCM 268/2021, & AI 15/2021

Clerk's File: MB2021 8.17

*Anna Ciacelli*

Deputy City Clerk  
November 12, 2021



January 28, 2022

Association of Municipalities of Ontario (AMO)

Sent via email: [policy@amo.on.ca](mailto:policy@amo.on.ca)

To whom it may concern:

Please be advised that the Council of the Corporation of the City of Brantford adopted the following resolution at its City Council meeting held on January 25, 2022:

**12.5.2 Addressing the Revolving Door of Justice – Accountability for Sureties and Swift Justice – Resolution**

WHEREAS the City of Brantford has experienced a substantial increase in criminal activity leaving residents fearful for their personal safety and losing confidence in the criminal justice system; and

WHEREAS the City of Brantford strives to create vibrant, safe, livable neighbourhoods in its community; and

WHEREAS concerns continue to be raised by businesses, the post-secondary institutions in the downtown area and their student bodies, neighbourhood associations, citizens and others; and

WHEREAS bringing matters related to criminal charges more expeditiously through the court system will create a greater deterrence to such behaviour, and therefore improve the safety and security of citizens in this community; and

WHEREAS each year a significant sum of surety money is forfeited further to breaches of the conditions of judicial interim release orders (“bail”); however, the necessary steps are not taken to collect this forfeited money, thus leaving a substantial financial resource unavailable;

NOW THEREFORE BE IT RESOLVED:

- A. THAT Kevin Davis, Mayor of the City of Brantford, on behalf of the Council of The Corporation of the City of Brantford, correspond with the Honourable Prabmeet Sarkaria, President of the Treasury Board and the Honourable Doug Downie, Attorney General of Ontario, insisting that steps be taken immediately by the government to:

- i. provide additional judicial resources dedicated to Brantford to allow for matters to move as expeditiously through the court system as possible; and
  - ii. provide such additional space and/or technological resources for the local court to ensure there is adequate space and technological resources to most efficiently address the significant local caseload and consequently decrease the time a matter takes to be fully resolved; and
  - iii. dedicate the required resources to collect the forfeited surety monies and reinvest that money back into the provincial judicial system; and
- B. THAT the City Clerk BE DIRECTED to forward a copy of this resolution to the Association of Municipalities of Ontario (AMO), the Federation of Canadian Municipalities (FCM), Ontario Big City Mayors (OBCM) and the list of other Ontario Municipalities with a request that those municipalities pass similar resolutions; and
- C. THAT the City Solicitor BE DIRECTED to send the letter referenced in Clause A to Brant County, the Six Nations of the Grand River and the Mississaugas of the Credit First Nation to determine if they are willing to be signatories to the letter.

I trust this information is of assistance.

Yours truly,



Tanya Daniels  
City Clerk  
[tdaniels@brantford.ca](mailto:tdaniels@brantford.ca)

cc All Ontario municipalities  
Ontario Big City Mayors (OBCM)  
Federation of Canadian Municipalities (FCM)



January 28, 2022

Larry Brock, MP Brant  
108 St. George Street, Suite #3  
Brantford, ON N3R 1V6

Sent via email: [larry.brock@parl.gc.ca](mailto:larry.brock@parl.gc.ca)

Will Bouma, MPP  
96 Nelson Street  
Suite 101  
Brantford, ON N3T 2X1

Sent via email: [will.bouma@pc.ola.org](mailto:will.bouma@pc.ola.org)

To whom it may concern:

Please be advised that the Council of the Corporation of the City of Brantford adopted the following resolution at its City Council meeting held on January 25, 2022:

#### **12.5.1 Closing the Revolving Door of Justice – Resolution**

WHEREAS the City of Brantford has experienced a substantial increase in criminal activity leaving residents fearful for their personal safety and losing confidence in the criminal justice system; and

WHEREAS the increase in criminal activity is due in part to the failure of the justice system to hold in pre-trial custody many of the likely-to-reoffend individuals, including those who are in serious breach of prior bail conditions, a situation commonly referred to as the “revolving door of justice”; and

WHEREAS those involved in the justice system, from Justices of the Peace to those who have been arrested, acknowledge the “catch and release” bail system contributes to the increase in crime. One individual in particular, who plead guilty to several break and enter charges, together with breaches of probation and release order charges, advised the court during sentencing that he had been arrested 8 times in the previous year and felt that the system bore responsibility for failing to keep him in custody; and that being released repeatedly without the appropriate supports made it all but impossible for him to discontinue the criminal activity he engaged in; and

WHEREAS concerns continue to be raised by businesses, post-secondary institutions in the downtown area and their student bodies, neighbourhood associations, and citizens regarding the increased criminal activity; and

WHEREAS there is a pressing need for common sense bail reform that gives priority to the dignity and safety of victims over the wellbeing of criminals;

NOW THEREFORE BE IT RESOLVED:

- A. THAT Kevin Davis, Mayor of the City of Brantford, on behalf of the Council of The Corporation of the City of Brantford, correspond with the Honourable David Lametti, Minister of Justice and Attorney General of Canada, insisting that steps be taken immediately by his government to strengthen the bail system, including:
  - i. imposing more demanding and stringent surety and supervision requirements; and
  - ii. imposing more substantive and effective consequences for continued breaches of a judicial interim release order (as known as "bail") resulting in pre-trial incarceration, which changes are required to safeguard law abiding citizens and to restore the citizens faith in the criminal justice system; and
- B. THAT the City Clerk BE DIRECTED to forward a copy of this resolution to Brant/Brantford MP Larry Brock and MPP Will Bouma; and
- C. THAT the City Clerk BE DIRECTED to forward a copy of this resolution to the Brantford Police Services Board, Association of Municipalities of Ontario (AMO), the Federation of Canadian Municipalities (FCM) and the Ontario Big City Mayors (OBCM); and
- D. THAT the City Clerk BE DIRECTED to forward a copy of this resolution to the heads of all Ontario Municipalities with a request that those municipalities consider adopting a similar resolution; and
- E. THAT the City Solicitor BE DIRECTED to send the letter to be sent to the Honourable David Lametti to Brant County, the Six Nations of the Grand River and the Mississaugas of the Credit First Nation to determine if they are willing to be signatories to the letter.

I trust this information is of assistance.



Yours truly,

A handwritten signature in black ink, appearing to read 'Tanya Daniels', with a large, stylized flourish at the end.

Tanya Daniels  
City Clerk  
[tdaniels@brantford.ca](mailto:tdaniels@brantford.ca)

cc Brantford Police Services Board  
Association of Municipalities of Ontario (AMO)  
Federation of Canadian Municipalities (FCM)  
Ontario Big City Mayors (OBCM)  
Heads of all Ontario Municipalities



# Essex-Windsor Solid Waste Authority

360 Fairview Ave. West, Suite 211 Essex, ON N8M 3G4  
ph: 519-776-6441 f: 519-776-6370  
tf: 1-800-563-3377 / tty: 1-877-624-4832  
email: ask@ewswa.org / web: www.ewswa.org

January 19, 2022

Town of Amherstburg  
271 Sandwich Street South  
Amherstburg, Ontario N9V 2A5

Attn: Mr. Tony Haddad  
Chief Administrative Officer  
[thaddad@amherstburg.ca](mailto:thaddad@amherstburg.ca)

Ms. Valerie Critchley  
Director of Legislative Services & Clerk  
[vcritchley@amherstburg.ca](mailto:vcritchley@amherstburg.ca)

**RE: Resolution of the Essex-Windsor Solid Waste Authority Board -  
Regional Food and Organics and Biosolids Waste Management Project**

---

Further to the following resolution adopted by County of Essex Council on October 20, 2021:

**THAT** the Essex County Council consider a Regional approach to the Food and Organics Waste Management Project as it relates to participation from municipalities and report its decision back to the Essex-Windsor Solid Waste Authority no later than December 31, 2021.

The Essex-Windsor Solid Waste Authority Board, at its Wednesday, January 12, 2022 meeting, adopted the following resolution:

Resolution 7-2022  
Moved by Kieran McKenzie  
Seconded by Jim Morrison

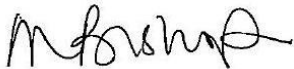
1. That the Food and Organic Waste Management Oversight Committee **BE DIRECTED** to continue to work through the various steps outlined in the Roadmap, and report back with progress updates, and;
2. That the Food and Organic Waste Management Oversight Committee **BE DIRECTED** to proceed with a short-term organic waste processing contract(s) RFP that meets the following minimum criteria:
  - a. That the RFP **BE REQUIRED** to accept, at a minimum, source separated organics from Windsor and any other of the municipalities choosing to participate at the onset, and allows for changes to quantities of source separated organics, and;
  - b. That industry standards **BE EXCEEDED** regarding odour control measures implemented at the facility and the end product, and;
  - c. That the RFP **BE REQUIRED** to provide service for a 5-year term with options for extensions.

3. That the EWSWA send correspondence to the County of Essex and all **municipalities** in the region who have yet to respond to indicate whether or not their members or those municipalities will participate in the EWSWA led organics program and to indicate that response is required by March 31, 2022.

Ms. Mary Birch, Director of Council and Community Services/Clerk for the County of Essex, has requested that responses from municipalities be received no later than March 7, 2022 in order for the correspondence to be placed on the March 16, 2022 County Council meeting agenda.

Essex County Council will provide a response to the EWSWA by March 31, 2022.

Please contact me if you require further information at 519-776-6441 ext. 1225 or email at [mbishop@ewswa.org](mailto:mbishop@ewswa.org).



Michelle Bishop, General Manager

cc: Mary Birch - Director of Council and Community Services/Clerk, County of Essex

January 25, 2022

The Honourable Doug Ford  
Premier of Ontario  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

sent via email: [premier@ontario.ca](mailto:premier@ontario.ca)

**Re: Funding Support for Infrastructure Projects – Bridge/Culvert Replacements in Rural Municipalities**

Dear Premier:

At the last regular Council meeting held January 12<sup>th</sup>, 2022, the following resolution was passed:

***“RESOLVED*** that the Council of the Corporation of the Township of Adjala-Tosorontio supports the requests from the Township of Adelaide-Metcalfe, the Township of Lake of Bays, the Township of Amaranth and Northumberland County for the Federal and Provincial Government to provide more funding to rural municipalities to support infrastructure projects related to major bridge and culvert replacements.

***AND FURTHER THAT*** this resolution be forwarded to the Premier of Ontario, Provincial Minister of Finance, Federal Finance Minister, AMO, and all Ontario municipalities.”

Sincerely,

*Dianne Gould-Brown*

Dianne Gould-Brown, CMO  
Municipal Clerk

cc:

Hon. Peter Bethenfalvy, Ontario Minister of Finance  
Hon. Chrystia Freeland, Federal Minister of Finance  
AMO  
All Ontario Municipalities

[minister.fin@ontario.ca](mailto:minister.fin@ontario.ca)  
[chrystia.freeland@fin.gc.ca](mailto:chrystia.freeland@fin.gc.ca)  
[amo@amo.on.ca](mailto:amo@amo.on.ca)



**From:** FCM Communiqué [<mailto:communique@fcm.ca>]

**Sent:** February 7, 2022 12:57 PM

**To:** Tony Haddad <[thaddad@amherstburg.ca](mailto:thaddad@amherstburg.ca)>

**Subject:** FCM Voice: FCM Board taking action to shape Budget 2022 | CanWILL announces grant recipients | FCM celebrates 35 years of international impact | more

Canada's voice of local government

[View email in browser](#)

**NEWS | February 7, 2022**

## FCM Board taking action to shape Budget 2022

While local governments of all sizes are still facing real pandemic challenges, we're also key to driving tomorrow's strong recovery. With federal Budget 2022 on the way, now is the time for the voices of Canada's municipalities to be front and centre. Although the Budget date is still unknown, FCM's Board is mobilizing this month meeting with Members of Parliament from all parties to emphasize critical municipal priorities from *Partners for Canada's Recovery* including housing, infrastructure, transit and RCMP costs. Budget Days 2022 is just one piece of our pre-budget advocacy this year, along with targeted elected- and staff-level political meetings to advance member priorities.

[» FOLLOW ALONG ON TWITTER](#)

**NEWS**

### CanWILL announces grant recipients

Our Canadian Women in Local Leadership (CanWILL) program is thrilled to announce the names of the nine communities selected for Inclusive Community Initiative grants. With this funding, we are supporting municipalities and regions that are working in collaboration with local partners to help women (with a particular focus on Indigenous, Black, racialized, youth and members of the LGBTQ2S+ community) run for office or remain in leadership positions in local government.

[» READ ABOUT THE SELECTED PROJECTS](#)

---

**FCM celebrates 35 years of international impact**

Welcome to Canada's International Development Week! This year, FCM is marking 35 years of international programming. Our unique peer-to-peer approach has enabled dozens of elected officials, staff and technical experts from Canadian municipalities to forge professional relationships with counterparts in Africa, Asia, Latin America, Eastern Europe and the Middle East. Working together, they developed solutions to local challenges and helped to build local governments' capacity to address issues such as inclusive governance, economic development, financial management, climate change, disaster preparedness and mitigation.

[» LEARN ABOUT OUR CURRENT PROJECTS](#)

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**Being an FCM member makes your community stronger**

Did you know that—in addition to the landmark progress that FCM is securing for communities of all sizes—FCM members also get access to exclusive benefits? From informative tools, tips and analysis from our policy, government relations and communications experts to valuable networking opportunities to the support of thousands of your municipal colleagues. One thing is clear: being an FCM member makes your community stronger.

[» LEARN MORE ABOUT THE BENEFITS OF FCM MEMBERSHIP](#)

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**EVENTS**

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**Register for GMF's energy modelling e-learning course**

GMF's Energy Modelling Course is now available online. Designed for all municipal staff, this self-paced course focuses on foundational information and emphasizes the importance of energy modelling within municipal infrastructure projects. At the end of the course, you will be able to state the business case for energy modelling, understand key steps to create an energy model and know how to implement energy modelling into building and project design. This course is open to all municipal staff and those interested in energy modelling.

[» SIGN UP FOR THE ONLINE COURSE](#)

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## FCM IN THE NEWS

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### Net-zero energy affordable housing project in Alberta

Everyone in deserves a safe, affordable, and sustainable place to call home. That is why we are investing in communities to provide sustainable and affordable housing for residents. With funding from FCM's Sustainable Affordable Housing initiative, the municipal corporation Heartland Housing Foundation will build 83 affordable housing units in Fort Saskatchewan, Alberta. The project will be the first Net-Zero Energy building in its portfolio. Postmedia has a story on the project.

» [READ THE STORY](#)

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## FCM TWEETS

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**Feb 2:** Ending chronic homelessness and tacking housing affordability for all Canadians is a key goal for municipalities from coast to coast. FCM has some concrete proposals for how we can ensure that everyone has a place to call home:

<http://fcm.ca/recovery>  
[#CDNmuni](#)

**Feb 4:** We are happy to announce the 9 projects selected for the 1st round of CanWILL's Inclusive Community Initiatives. These collaborations between local governments and community partners will support women who want to run for office. See project descriptions: <https://bit.ly/3JaHCP2>

**Feb 1:** This month is [#BlackHistoryMonth](#) and we will be featuring key moments in Canadian municipal history impacting Black people and people of African descent. We continue to be committed to fighting anti-Black racism, both within our organization and in communities across Canada.

» [MORE](#)

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Ottawa, Ontario K1N 5P3

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[fcm.ca](http://fcm.ca)

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**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M7A 2J3  
Tél. : 416 585-7000



234-2021-5311

January 25, 2022

Your Worship  
Mayor Aldo DiCarlo  
Town of Amherstburg

Dear Mayor DiCarlo:

Thank you for your application to the third intake of **the Municipal Modernization Program** and for your commitment to delivering modern, efficient services that are financially sustainable.

Under the third-party review stream, I am pleased to inform you that the Ford government will provide funding of up to:

- \$127,200 towards: Town of Amherstburg Staff Utilization and Organizational Review.

All funding is for the cost of an independent third-party reviewer to deliver a final report with specific and actionable recommendations for cost-savings and efficiencies by January 31, 2023.

Under the implementation project stream, I am pleased to inform you that the Ford government will provide funding of up to:

- \$36,379 towards: Town of Amherstburg Electronic Plans Modernization.

The provincial funding is for up to 65% of total eligible costs to implement the project and complete a final report that forecasts annual savings and other efficiency outcomes by February 28, 2023.

In 2019, the Ford government launched the MMP to help small and rural municipalities modernize service delivery and identify new ways to be more efficient and effective. The impacts of the COVID-19 outbreak have made this work more important than ever. The projects approved for funding under the third intake of the Municipal Modernization Program will support municipalities' efforts to conduct service delivery reviews to find efficiencies or implement a range of projects, including developing online systems to improve the local process for approving residential and industrial developments to bring housing and employment-related development on stream faster, or setting up new shared services with neighbouring municipalities.

I understand how important this work will be to your community. To help you get started, an interim payment will be issued following execution of a transfer payment agreement. Ministry staff will forward instructions and a transfer payment agreement for each approved project in the coming days and will work with you to have it finalized. If you have questions, please contact your municipal advisor, or email [municipal.programs@ontario.ca](mailto:municipal.programs@ontario.ca).

I would like to offer my congratulations on this funding approval and extend my best wishes as you work to improve service delivery and administrative efficiency in your municipality.

Sincerely,



Steve Clark  
Minister

c. Tony Haddad, CAO (Acting)  
Mark Spizzirri, Manager of Financial Services/Deputy Treasurer

January 7, 2022

The Honourable Doug Downey, Attorney General  
Ministry of the Attorney General  
11th Floor, 720 Bay St.  
Toronto, ON M7 A 2S9

Dear Minister,

We, the Mayors of the Town of Caledon and the Town of Mono, respectfully submit this joint letter to provide you with our municipal perspectives, outline our unique challenges and frustrations, and also to propose solutions that would mitigate the serious issues facing our provincial offence courts in Dufferin and Caledon.

Municipal resources are being exhausted and pushed beyond capacity and the implications are profound. The information we share below clearly indicates that the Caledon/Dufferin POA Courts are in a crisis. We are not alone in the Province nor are the problems described here solely attributable to COVID 19.

The critical challenges are:

*Last minute cancellations due to a lack of judicial resources*

This is resulting in a negative and compounding administrative impact to case management. As example, between September 10th and December 15th there were 3,038 docket lines cancelled and rescheduled. This one example equates to 26 closed court days.

A related frustration is that early resolution dockets are often cancelled, with the next available return date being in June pushing some matter 12 months before they are able to have an early resolution. Matters requesting trials are being scheduled up to 24+ months out.

Another troubling result of this issue is the capital and operating costs to run a court are essentially wasted when we are forced to reschedule due to lack of, or cancellation of, judicial resources. We have provided the courtroom and technology, the court clerks and prosecutors, and notified all the defendants, only to repeatedly cancel.

*Reduction of Judicial availability for administrative functions such as swearing of informations, issuing of summons and review of applications*

This is creating an enormous backlog and, in some cases, has resulted in the swearing of informations occurring *after* an appearance date causing inconvenience to defendants and the need to re-issue summonses with attendant multiple, unproductive court attendances

Attached is a joint letter from the Mayor of the Town of Caledon and the Mayor of the Town of Mono to the Attorney General, regarding the unacceptable delays being experienced with Provincial Offences Act cases. The letter offers a series of recommendations on addressing these delays.

**Fred Simpson**

*Clerk*

*Town of Mono*

519.941.3599, 234



This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify [fred.simpson@townofmono.com](mailto:fred.simpson@townofmono.com).

# Canada



January 25, 2022

Tony Haddad  
CAO (Acting)  
Town of Amherstburg  
thaddad@amherstburg.ca

Dear Mr. Haddad:

Strengthening the agriculture and agri-food sector is critical to Canada's economic growth. In partnership, the Governments of Canada and Ontario are working to deliver the greatest benefits for farmers, food processors and Canadian families.

As part of these ongoing efforts, we would like to share with you that today we are boosting the per claim administration payment amount provided to municipalities through the Ontario Wildlife Damage Compensation Program (OWDCP).

We understand the important role OWDCP plays in supporting farmers by providing compensation when their livestock and/or poultry has been injured or killed by wildlife, and to beekeepers whose beehives, bee colonies and related equipment are damaged by wildlife.

Municipalities are valued partners in delivering the OWDCP, and we appreciate your commitment to administering this program. In recognition of the crucial role municipalities play, the payment amount provided to municipalities will increase to \$50 per application, from the previous \$30, for any application with an injury/kill date of February 1, 2022 onwards. This increase recognizes that municipalities' incremental costs of program delivery have increased because of changes made over the past few years to strengthen the program.

To ensure a smooth transition date, February 1, 2022, municipalities will be able to begin accessing the increased payment amount through OWDCP. This coming into force date will also ensure a smooth transition, as well as minimize any potential errors in payments or financial reporting.

This timely investment will help to sustain one of the business risk management supports that our livestock farmers count on to do the invaluable work that they do in supplying safe, high-quality food for the people of the province.

.../2

This initiative builds on other supports extended to the province's agricultural sector to protect its progress as we move forward during the COVID-19 pandemic.

We would like to recognize Mayor Kevin Holland, of the Township of Conmee, who has advocated for these improvements during meetings of the Association of Municipalities of Ontario (AMO).

Updated program guidelines are available at [www.ontario.ca/predation](http://www.ontario.ca/predation). Should you have any questions, please contact [wildlife.damage@ontario.ca](mailto:wildlife.damage@ontario.ca).

Sincerely,



Marie-Claude Bibeau  
Federal Minister of Agriculture  
and Agri-Food



Lisa M. Thompson  
Ontario Minister of Agriculture,  
Food and Rural Affairs



## COUNCIL RESOLUTION

Resolution No.: 13-22

Date: Jan 11, 2022

Moved By: DON SMITH

Seconded By: RON GIARDETTI

THAT Council hereby supports the resolution from Tay Valley regarding the recently announced postponement of the province-wide assessment update for the 2022 and 2023 taxation years and their request of the government of Ontario to reconsider its decision and to direct MPAC to proceed with a province-wide assessment update; and

BE IT RESOLVED that a copy of this resolution be forwarded to the Premier of Ontario Honourable Doug Ford, local MP's and MPP's, Municipal Property Assessment Corporation (MPAC), the Association of Municipalities of Ontario (AMO), and all other Ontario municipalities.

Carried

Defeated

Amended

Deferred

Signature

Municipality of Shuniah, 420 Leslie Avenue, Thunder Bay, Ontario, P7A 1X8

February 8, 2022

## **AMO Policy Update – Housing Affordability Task Force Report and Call to Re-examine Hospital Capital Funding**

### **Housing Affordability Task Force Report Released**

The province has now released the Housing Affordability Task Force [report](#). It contains the Task Force’s recommendations to increase the supply of market housing to address the housing crisis.

The Task Force report’s recommendations include five main areas to quickly increase the supply of market housing, to meet a goal of adding 1.5 million homes over the next 10 years. These areas include:

- making changes to planning policies and zoning to allow for greater density and increase the variety of housing;
- reduce and streamline urban design rules to lower costs of development;
- depoliticize the approvals process to address NIMBYism and cut red tape to speed up housing;
- prevent abuse of the appeal process and address the backlog at the Ontario Land Tribunal by prioritizing cases that increase housing; and
- align efforts between all levels of government to incentivize more housing.

Additionally, the Task Force report makes other recommendations to increase housing supply over the long-term, including to digitize and modernize the approvals and planning process, grow the skilled labour workforce, and encourage new pathways to home ownership.

The province will be consulting further with municipal governments, the public, and the housing industry. In the next 10 days, AMO will be submitting our consolidated housing affordability recommendations, as approved by the AMO Board of Directors, to Minister Clark and the province for their consideration on their next steps on housing affordability.



## Call to Re-examine Hospital Capital Funding

AMO's [2022 Pre-Budget Submission](#) included a number of municipal priorities for the upcoming provincial budget including re-examining the local funding of provincial hospitals. The submission highlights the impact of the "local share" capital donations in funding provincial hospital construction and expansion. The "local share" requirements have fiscal implications for municipal governments pressured to fill funding gaps to get hospital projects off the ground. AMO's submission calls on the provincial government to re-evaluate this approach.

If your municipal council would like to add its support, please see the [resolution](#) for your council's consideration.

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\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



**TOWN OF AMHERSTBURG  
DRAINAGE BOARD  
Tuesday, February 1, 2022  
6:00 PM  
ELECTRONIC PARTICIPATION**

**MINUTES**

---

**PRESENT**

Bob Bezaire, Chair  
Allan Major, Vice-Chair  
Anthony Campigotto  
Bob Pillon  
Brad Laramie  
Shane McVitty, Drainage Superintendent &  
Engineering Coordinator  
Nicole Humber, Recording Secretary  
Kevin Fox, Policy and Committee Coordinator

**ABSENT**

**CALL TO ORDER**

The Chair called the meeting to order at 6:00 p.m.

**ROLL CALL**

**DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF**

Board Chair Bob Bezaire declared a conflict with items 6.1 – John Parks Drain No. 1 Tender Results and 6.2 – John Parks Drain No. 2 Tender Results.

4. The Chair read the following land acknowledgement:

“We will begin by acknowledging that the land on which we gather is the traditional territory of the Three Fires Confederacy of First Nations (comprising the Ojibway, the Odawa, and the Potawatomie Peoples), and of the Huron- Wendat and Wyandot Peoples. We recognize the land as an expression of gratitude to those whose traditional territory we reside on, and a way of honouring the Indigenous people who have been living and thriving on the land since time immemorial. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island.”

5. **MINUTES OF PREVIOUS MEETING**

Anthony Campigotto moved, Bob Pillon seconded;

**That:**

**The minutes of the previous meeting BE ADOPTED:**

**1. Drainage Board Meeting Minutes – January 4, 2022**

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Bob Pillon	X	
Allan Major – Vice Chair	X	
Brad Laramie	X	
Anthony Campigotto	X	
Bob Bezaire - Chair	X	

**Motion Carried**

## 6. NEW BUSINESS

Due to Board Chair Bob Bezaire declaring a conflict of interest, Vice Chair Allan Major temporarily took over the role of Board Chair.

### 6.1 John Parks Drain No. 1 – Tender Results

Mike Gerrits, P.Eng, from R. Dobbin Engineering Inc. provided an overview of the tender results for the John Parks Drain No. 1. Mr. Gerrits noted that this was the second time that the project had been tendered due to high costs. Mr. Gerrits explained that changes were made to the latest tender to try to bring the costs down from the previous tender. These changes included:

- Project scope clarification, removal and merging of selected tender items.
- Removed the bonding requirements.
- Closed the tender in December (after the busy construction season) so Contractors would have time to bid the project.
- Adjusted the completion date to the fall of 2022 to provide flexibility to schedule construction work.
- Remove the headwall item at the outlet to the Detroit River (an estimated value of \$8,740).

Mr. Gerrits noted the new tender did result in four new Contractors bidding the project and resulted in a \$41,501.40 decrease from the lowest bid on the first closed tender. Mr. Gerrits stated that the lowest tender price received (including contingency and without H.S.T.) was from J.C.S. Contracting Inc. in the amount of \$171,574.60.

Mr. Gerrits advised that although the tender costs came in approximately 80% higher than the engineer's estimate, there were many factors that lead to the increase in pricing such as higher labour and material costs since the COVID pandemic. Mr. Gerrits further advised that re-tendering the project again would likely result in an increased cost.

Mr. Gerrits added that there may be the possibility of working with the Contractor once the project is awarded to see if any cost savings could be realized. Mr. Gerrits suggested that alternate concrete structures may be possible, but won't know for sure until the contract is awarded.

Mr. Gerrits informed the Board members that he recommends awarding the tender to J.C.S. Construction Inc.

Acting Board Chair Allan Major asked if any of the landowners had any questions.

The Board heard from:

- Del Oxford – 1131 Front Road South

Mr. Oxford inquired how high the tender costs had risen due to the project delays from the time the project was first brought forward to the present. Mr. Oxford stated that there was an appeal from a landowner to the Tribunal, and that perhaps the landowner who appealed to the Tribunal should pick up the additional costs from the price increases so that the other landowners do not have pay since they did not appeal.

Mr. Gerrits explained that various situations have made the project delayed such as the appeal to the Tribunal, and the pandemic. He emphasized that every landowner has a right to appeal. Mr. Gerrits stated that the Storino's are paying a large proportion of the project and they have every right to appeal, just like any other assessed landowner.

Shane McVitty, Drainage Superintendent and Engineering Coordinator advised that Mr. Oxford had valid points. Mr. McVitty explained that there is no ability to remove appeals to the Tribunal, as every landowner has a right to appeal under the Drainage Act. He added however that the Tribunal was in agreement with Mr. Gerrits' report. Mr. McVitty stated that the engineer's report was completed prior to Covid, and that there were significant delays at the onset of the pandemic. During the early stages of the pandemic, all public meetings were simply cancelled and there was very little electronic or remote meeting options available. Mr. McVitty further stated that there were changes in the tender to try to get lower costs.

- Gina and Frank Storino – 1215 & 1217 Front Road South

Mrs. Storino explained that she and her husband are assessed 45.6% of the total project cost, and are now having to pay additional costs as well because of the rising prices. Mrs. Storino expressed concern for the large cost and asked if there was any way the price could be reduced by only repairing the current damaged area of the pipe or if the Board would consider retendering the project.

Mr. Gerrits explained that the enclosure was installed as a special benefit in an old engineer's report and that the pipe is located around the Storino's property. Mr. Gerrits added that the current enclosure started

with a small cave in, and since the request for improvement was submitted to the Town, the failure to the pipe has grown significantly and is now across the front of the Storino's property. Mr. Gerrits further added that the current pipe that is failing is 44 years old, and that the rest of the enclosure would likely be in a similar condition as it is the same age. Mr. Gerrits expressed that he is reluctant to only make a partial repair because he does not want to tie a new pipe into an old and potentially broken pipe. Mr. Gerrits add that if a partial repair was completed, the rest of the enclosure in the drain may need replacing within a short period of time which in the end could result in higher costs to the landowners.

Mrs. Storino asked if the Town would help the landowners with the costs due to the ongoing pandemic. Mr. & Mrs. Storino both asked what would happen if the costs were to go up during the construction.

Mr. Gerrits agreed that the assessments to the Storino's are large. Mr. Gerrits informed Mr. & Mrs. Storino that the contract includes a contingency to address any unknowns discovered during construction. Mr. McVitty explained that if there is money left in the contingency when the project is over, the landowners would see a reduction in costs. Mr. Gerrits added that if that were the case, Mr. & Mrs. Storino would be credited a larger amount than other landowners as they have a larger assessment percentage.

Mr. McVitty stated that the Town only pays when they are assessed. In many cases, this is due to having Town lands within the watershed of a drain. In this particular case, the Town does not own any land within the watershed and does not contribute any stormwater run-off into the drain. The Town is only assessed a small amount to account for additional labour required to work adjacent to a Town watermain, which is located in close proximity to the drain.

Mr. McVitty added that retendering the project is not a good idea because the prices may go up, and only completing a partial repair is a band aid solution until the rest of the enclosure needs to be replaced.

Mr. McVitty stated that the Town may be able to help landowners by extending the debenture period, and that the Storino's could contact Council requesting such extension.

Mr. McVitty explained that the hole in the front of the Storino's property has grown substantially. He added that this has become a health and safety concern and potential liability should someone be injured by the

pipe failure and ground sinkholes. Mr. McVitty also pointed out that upstream lands could also flood to the failed pipe should it become blocked up.

Mr. Storino mentioned that she had asked for the drain to be relocated, and that option was not entertained.

Mr. Gerrits advised that the area was surveyed, and he reviewed options to relocate the drain during his examinations. However, Mr. Gerrits indicated that it was not technically feasible and was cost prohibitive to relocate the drain. He added that all of this was discussed during the Consideration Meeting and at the Tribunal Hearing.

Acting Board Chair Allan Major asked if any of the Board members had any questions.

Board Member Brad Laramie asked for clarification on the material of the current pipe. Mr. Laramie also advised the Storino's to look into the option of a longer debenture period. Mr. Laramie added that he agrees that it is costly to replace the entire pipe, however if the work had to be done in stages multiple times, it would cost more in the long run. Mr. Laramie further added the project is going to add value to the Storino's property.

Board Member Anthony Campigotto questioned the impact on the Municipality if the Board chose to go against the Tribunal order and delay the project further due to costs.

Mr. McVitty stated that the Town would likely see the costs continue to increase, and there would be liability from injury or flood due to the collapsed pipe. Mr. McVitty strongly cautioned against deviation from the Tribunal Order and Town bylaw for this project, which has previously been passed by Council.

Board Member Bob Pillon commented that he understood the significant costs to the landowners, however it doesn't make sense to go back now for further engineering work or retendering as it would incur additional costs to the project.

Mr. McVitty stated that there was a landowner that was unable to attend the meeting, however the landowner had submitted comments regarding the project to the Town. Mr. McVitty read Ross Scott's email aloud.

Anthony Campigotto moved, Brad Laramie seconded;

**That:**

- 1. The report from the Drainage Superintendent and Engineering Coordinator dated January 11, 2022, regarding the John Parks Drain No.1 – Tender BE RECEIVED;**
- 2. The Drainage Board recommend that an over-expenditure not to exceed \$89,157 for the Repair and Improvement to the John Parks Drain No.1 project, for a total cost not to exceed \$234,417 including net HST BE APPROVED by Council to be funded by recoveries from benefitting property owners;**
- 3. The Drainage Board recommend that the tender for the John Parks Drain No.1 BE AWARDED by Council to J.C.S. Construction Inc. for an amount not to exceed \$171,574.60 plus H.S.T.; and,**
- 4. The Drainage Board recommend that the Mayor and Clerk BE AUTHORIZED to execute an agreement with J.C.S. Construction Inc. for completion of the John Parks Drain No. 1 Improvements.**

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Bob Pillon	X	
Allan Major – Vice Chair	X	
Brad Laramie	X	
Anthony Campigotto	X	
Bob Bezaire - Chair	Conflict	

**Motion Carried**



## 6.2 John Parks Drain No. 2 – Tender Results

Josh Warner, P.Eng. of R. Dobbin Engineering Inc. provided an overview of the tender results for the John Parks Drain No. 2. Mr. Warner noted that, similarly to the John Parks Drain No.1 project, this was the second time that the project had been tendered due to high costs. Both projects were tendered twice at the same time. Mr. Warner explained that the latest tender had some changes to try to bring the costs down from the previous tender which included:

- Project scope clarification, removal and merging of selected tender items.
- Removed the bonding requirements.
- Closed the tender in December (after the busy summer construction season) so Contractors would have time to bid the project.
- Adjusted the completion date to the fall of 2022 to provide flexibility to schedule construction work.
- Changed the end wall type at Station 0+067 from concrete block to rip-rap erosion protection (an estimated savings of \$9,000).

Mr. Warner advised that the new tender resulted in four bids and the lowest price tendered was from South Shore Contracting of Essex County Inc. in the amount of \$244,900.00 (including contingency and without HST).

Mr. Warner stated that this tender price is approximately 68% higher than the Engineer's estimate of \$145,450.00 with contingency and without HST, and is \$27,440.00 higher than the lowest bid on the first tender.

Mr. Warner explained that the rising material and labour costs since the pandemic are the primary reasons for the high tender results. Mr. Warner indicated that there may be a possibility to lower the project cost by working with the Contractor once the project is awarded. He indicated that, to this end, the Town has already begun to negotiate with the backflow preventer manufacturer.

Acting Chair Allan Major asked if the Board Members had any comments.

Mr. McVitty stated that there was a landowner that was unable to attend the meeting, however the landowner had submitted comments regarding the project to the Town. Mr. McVitty further stated that the landowner's home is

located on the east side of Front Road South, and is on the north side of the drain.

Mr. McVitty read John Whyte's email aloud.

Board Member Bob Pillon indicated that if the Board were to recommend a re-tender, the likelihood is that the costs would come in higher. Mr. Pillon noted that unfortunately the pandemic has been hitting everyone with rising costs over the last couple of years.

Both Acting Board Chair Allan Major and Board Member Anthony Campigotto indicated that retendering would not be a good option and that moving forward with the project is in the best interest for the landowners. Mr. Campigotto noted that the Town should make more landowners aware of the Drainage Act and how it can affect them as individuals.

Mr. McVitty explained that since the pandemic, the Town has not been receiving as many requests for drain maintenance or improvement. He opined that this could be due to landowner awareness of higher costs across most industries. Mr. McVitty agreed that it is a learning curve for landowners regarding drainage properties and dealing with the Drainage Act, but the Municipality makes a constant effort to educate and help landowners understand the complexities of the Drainage Act.

Acting Chair Allan Major asked if any landowners had any comments.

There were none.

Bob Pillon moved, Anthony Campigotto seconded;

**That:**

- 1. The report from the Drainage Superintendent and Engineering Coordinator dated January 11, 2022, regarding the John Parks Drain No.2 – Tender BE RECEIVED;**
- 2. The Drainage Board recommend that an over-expenditure not to exceed \$101,200 for the Repair and Improvement to the John Parks Drain No.2 project, for a total cost not to exceed \$296,382 including net HST BE APPROVED by Council, to be funded by recoveries from benefitting property owners;**
- 3. The Drainage Board recommend that the tender for the John Parks Drain No.2 Council BE AWARDED by Council to South Shore Contracting of Essex County Inc. for an amount not to exceed \$244,900 plus H.S.T.; and,**
- 4. The Drainage Board recommend that the Mayor and Clerk BE AUTHORIZED to execute an agreement with South Shore Contracting of Essex County Inc. for completion of the John Parks Drain No. 2 Improvements.**

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Bob Pillon	X	
Allan Major – Vice Chair	X	
Brad Laramie	X	
Anthony Campigotto	X	
Bob Bezaire - Chair	Conflict	

**Motion Carried**

Board Chair Bob Bezaire resumed the Chair position at 7:15 p.m.

## **7. CONSIDERATION OF FINAL DRAINAGE REPORT**

### **7.1 McBride Road Branch of the Willow Beach Drain**

Tony Peralta, P.Eng provided an overview of the McBride Road Branch of the Willow Beach Drain report. Mr. Peralta explained that the report provides for drain conveyance improvements for the upper end of the McBride Road Branch of the Willow Beach Drain, to facilitate the development of residential building lots. Future maintenance is included in the report.

Mr. Peralta indicated that the McBride Road Branch of the Willow Beach Drain was incorporated as a Municipal Drain through the “Willow Beach Drain and Pumping Scheme” Engineer’s report prepared by E.P. Dries, P.Eng, dated November 2<sup>nd</sup>, 2005.

Mr. Peralta advised that all necessary environmental agencies, including the Essex Region Conservation Authority, have been consulted with regard to the project.

Mr. Peralta stated that due to the project being development driven, the costs have been entirely assessed to the benefitting landowner. The Engineer’s estimate for the project is \$133,804.00.

Board Chair Bob Bezaire asked if there were any questions from the landowners.

Developer Drew Coulson of Coulson Design Build Inc. advised that he was satisfied with the report and was eager to get moving on the project as his severances have conditions to be met within a certain timeline, and this project is a condition of severance.

Board Chair Bob Bezaire asked if the Board Members had any questions.

Board Member Anthony Campigotto asked what impact the development would have on the Willow Beach Pump System, and if there was any reason for the development to go back to the Town’s Committee of Adjustment.

Mr. Peralta advised that the widening of the drain on the Coulson lands will act as additional storm water management for the entire Willow Beach drainage system. He added that the drain improvements were designed in such a way

so as to compensate for the loss of storm water storage that would result from the additional land severances.

Mr. McVitty explained that Mr. Peralta was also working on another drainage project for the Willow Beach Pump and will make recommendations for necessary improvements and enhancements to the pumping system under a separate drainage report.

Mr. Coulson stated that there should be no need to go before the Committee of Adjustment again for this development.

Allan Major moved, Anthony Campigotto seconded;

**That:**

- 1. The engineer's report, prepared by N.J. Peralta Engineering Ltd. on December 20, 2021 for the McBride Road Branch of the Willow Beach Drain Conveyance Improvements BE RECEIVED;**
- 2. The engineer's report for the McBride Road Branch of the Willow Beach Drain Conveyance Improvements BE CONSIDERED; and,**
- 3. The PROVISIONAL ADOPTION of By-law 2022-002 of the engineer's report for the McBride Road Branch of the Willow Beach Drain Conveyance Improvements BE BROUGHT to the next Regular Council meeting for Council's consideration.**

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Bob Pillon	X	
Allan Major – Vice Chair	X	
Brad Laramie	X	
Anthony Campigotto	X	
Bob Bezaire - Chair	X	

**Motion Carried**

**8. NEXT MEETING DATE**

Tuesday, March 1, 2022 @ 6:00 p.m.

**9. ADJOURNMENT**

Bob Pillon moved, Allan Major seconded;

**That:**

**The Board rise and adjourn at 7:38 p.m.**

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Bob Pillon	X	
Allan Major – Vice Chair	X	
Brad Laramie	X	
Anthony Campigotto	X	
Bob Bezaire - Chair	X	

**Motion Carried**

\_\_\_\_\_  
Chair – Bob Bezaire

\_\_\_\_\_  
Staff Liaison – Shane McVitty



THE CORPORATION OF THE TOWN OF AMHERSTBURG  
OFFICE OF ENGINEERING AND INFRASTRUCTURE SERVICES

*MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.*

Author's Name: Shane McVitty	Report Date: January 11, 2022
Author's Phone: 519 736-3664 ext. 2318	Date to Drainage Board: February 1, 2022
Author's E-mail: smcvitty@amherstburg.ca	Resolution #: N/A

To: Members of the Drainage Board

Subject: John Parks Drain No.1 - Tender Results

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1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Drainage Superintendent and Engineering Coordinator dated January 11, 2022, regarding the John Parks Drain No.1 – Tender **BE RECEIVED**;
2. The Drainage Board recommend that an over-expenditure not to exceed \$89,157 for the Repair and Improvement to the John Parks Drain No.1 project, for a total cost not to exceed \$234,417 including net HST **BE APPROVED** by Council to be funded by recoveries from benefitting property owners;
3. The Drainage Board recommend that the tender for the John Parks Drain No.1 **BE AWARDED** by Council to J.C.S. Construction Inc. for an amount not to exceed \$171,574.60 plus H.S.T.; and,
4. The Drainage Board recommend that the Mayor and Clerk **BE AUTHORIZED** to execute an agreement with J.C.S. Construction Inc. for completion of the John Parks Drain No. 1 Improvements.

## **2. BACKGROUND:**

The Town advertised a Request for Tender (RFT) for improvements to the John Parks Drain No.1 on June 10, 2021 online via Bids and Tenders and on the Town's website. The RFT included the removal of existing CSP drain pipe and storm sewer structures, the installation of approximately 68m of new, smooth wall plastic drain pipe and structures, and the replacement of an existing drainage headwall at the outlet to the Detroit River. The tendered works was to be completed according to the October 18, 2019 engineering report completed by R. Dobbin Engineering Inc. (the Consulting Engineer). The By-law authorizing the work under said report was passed by Council on May 10, 2021. Tenders closed for this project on Wednesday, June 30, 2021. Three (3) tender submissions were received electronically via the Bids and Tenders system. The lowest bid submitted came from South Shore Contracting of Essex County Inc. in the amount of \$ 213,076.00. This price was approximately 124% higher than the Engineer's 2019 construction estimate of \$95,073.00. On August 3, 2021, at the meeting to consider the tender price, the Drainage Board recommended to Council that Administration be directed to re-tender the project with numerous changes to the tender with hopes that lower prices would be received. Council approved this directive at its September 13<sup>th</sup> meeting.

## **3. DISCUSSION:**

The Town advertised a second Request for Tender (RFT) for the improvements to the John Parks Drain No.1 on November 9, 2021 online via Bids and Tenders and on the Town's website. The RFT generally comprised much of the same scope of work as was included in the first Tender Request in June, however modifications were made to the June Tender as discussed at the August 3, 2021 Drainage Board meeting. These included:

- Tender call in late Fall 2021, after the summer construction season had slowed to allow Contractors a better opportunity to bid.
- Adjustment to the tender completion date to the Fall of 2022 to provide ample time for contractors to schedule and complete the project.
- Removal of bonding requirements within the limits set by the Town's Procurement Policy.
- Adjustments to certain tender items to better streamline the Form of Tender.
- Removal of the tender item for the replacement of the new headwall at the Detroit River, which can be monitored by Town Staff and replaced when necessary according to the provisions of the Engineering Report.
- Additional clarification within the tender documents to remove ambiguities that were identified by some Contractors through conversations that followed the June tender call.

Tenders closed for this project at 11:00 a.m. on Wednesday December 1, 2021. Though there were fifteen (15) plan takers (picked up the RFT), the Town only received five (5) tender submissions that were processed electronically via the Bids and Tenders system.



The tenders were reviewed electronically to ensure that there were no mathematical errors or omissions. The tender results are:

<u>Bidder</u>	<u>Tender Amount (excluding HST)</u>
1. J.C.S. Construction Inc.	\$ 171,574.60
2. South Shore Contracting of Essex County Inc.	\$ 171,976.00
3. Sterling Ridge Infrastructure Inc.	\$ 184,660.00
4. Shepley Excavating & Road Maintenance Ltd.	\$ 185,530.00
5. Barrette Excavating Inc.	\$ 290,326.00

The consulting engineer has completed the review of the submissions and has recommended that the tender be awarded to the lowest bidder, J.C.S. Construction Inc. Administration concurs with this recommendation.

The lowest tender price submitted by J.C.S. Construction Inc. is approximately 80% higher than the Engineer's adjusted construction estimate of \$94,833.00. Adjustments to the engineer's original estimate were required in order to make an accurate comparison against the tender, whose items were modified following the first tender call in June. The changes that were made to the original tender resulted in a \$41,501.40 decrease from the lowest bid from the June tender. Both the tender and the engineering estimate included a \$15,000.00 contingency.

Section 59 of the Drainage Act provides a Municipality with instruction regarding projects whose tendered prices have exceeded the Engineer's estimate. Specifically, the procedures that are to be followed by Council when construction prices exceed 33% of the estimate are outlined below:

**Meeting to consider contract price**

*59. (1) Where the contract price exceeds 133 per cent of the engineer's estimate of the contract price, the council of the initiating municipality shall call a meeting in the manner prescribed by section 41, and sections 42 and 43 apply with necessary modifications. R.S.O. 1990, c. D.17, s. 59 (1).*

The tender results exceed the adjusted engineering estimate provided under the Drainage Report by R. Dobbin Engineering Inc. In comparison with the engineering estimate, the bid submitted by J.C.S. Construction Inc. is well above the 33% overage threshold stipulated under Section 59 of the Drainage Act that has compelled the Municipality to hold a public meeting to discuss the tender price. It should be noted that the Act does not provide an overage threshold by which a construction tender shall be rejected by Council.

It should be noted that due to Tribunal appeals, the final passing of the By-law and subsequent tendering of this project in June was delayed by eighteen months. Pandemic related challenges pushed the Tribunal hearing from its original scheduled date in early April 2020 to April 2021. Following a thorough review of the tender items, which included conversations with suppliers and contractors, Administration believes that delays in tendering beyond the control of the Municipality have led to an increase in material and labour pricing.

There has been a noticeable trend in the increasing costs of materials and material delivery due to COVID-19 pandemic related supply challenges. Labour costs have also increased and have been made worse by staffing challenges experienced by the construction industry. The tendered material prices received under this project, both in June and December of 2021, provide further evidence that supports this trend of increasing prices.

At the time the engineering report and estimate were completed in October 2019, there was no way of forecasting the pandemic or the impacts that it would have on construction costs or the timing of any appeals hearings. Had there been no Tribunal appeals, tendering would have occurred in late 2019 to early 2020 and prior to the onset of these COVID-19 pandemic related cost increases. The effects of these delays, and price increases since 2019 are further discussed in the attached Tender Review letter from Mike Gerrits, P.Eng. Of note, the engineer has identified the following issues that may have impacted the tender prices:

- Timing of the Tender and Tender Completion Date – The original engineering estimate was included in a drainage report dated October 18, 2019. Due to COVID and tribunal related delays, the project wasn't tendered until June, 2021, then retendered in December 2021.
- Material, Labour and Fuel Cost Increases – Since 2019, supply prices for pre-cast concrete have increased by more than 24%, the price of HDPE piping has doubled, and fuel has increased by 45%. Attracting workers has also been challenging, resulting in increased labour costs. All pricing issues are further exacerbated by the ongoing pandemic related uncertainties.
- Project Specific Challenges – Tighter working corridors, proximity to residential structures, and space constraints, makes a project such as this undesirable to many contractors. Evidence of this is the low number of bid submissions for both tender calls.

As noted herein, Administration recommends that the tender be awarded to the lowest bidder, J.C.S. Construction Inc. Based on current industry trends and our discussions with contractors and suppliers, it seems unlikely that re-tendering this project again would garner lower prices. It also would be impossible to modify the project any further without compromising the scope, objective, and the effectiveness of the drainage improvements recommended by the engineering report and adopted by Council.

#### **4. RISK ANALYSIS:**

Administration is aware that acceptance of the lowest tender submission would result in a significant increase in the assessments of the affected landowners that are responsible for paying the cost of this project according to the engineering report. Administration, in consultation with the drainage engineer, believes that that rejection of these submitted tenders followed by another re-tender would very likely result in prices that exceed the engineering estimate again and possibly the prices received in the June and December tenders.

The primary focus of this drainage project is to repair the deteriorating enclosure pipe near the outlet of the John Parks Drain No.1. In 2019, when the engineering report was first submitted for consideration, the enclosure had an isolated collapse in an area near its downstream end. Over the last two and a half years, the existing CSP enclosure has significantly deteriorated. The original area of collapse has increased, and the pipe has failed along much of its length where it is aligned adjacent to Front Road. A sink hole has also developed beneath the residential driveway where the pipe crosses. Delaying construction on this project would very likely result in further collapse of the pipe and yard, putting the adjoining properties at risk. The works proposed under the engineering report and subsequent tender will address this risk and will safeguard against further property damage and loss.

Should construction be delayed, appeal rights are afforded to affected landowners under Section 58(5) of the Drainage Act which states:

**Appeal to Tribunal**

58 (5) Where the council does not proceed with reasonable dispatch with the construction of the work after passage of the by-law, a petitioner may appeal to the Tribunal or, where lands used for agricultural purposes are included in the area to be drained, the Minister may refer the matter to the Tribunal, and the Tribunal may direct the council to take such action as the council is authorized to take under this Act and as the Tribunal considers proper. R.S.O. 1990, c. D.17, s. 58 (5); 2006, c. 19, Sched. A, s. 6 (1); 2010, c. 16, Sched. 1, s. 2 (24).

The intention of this section of the Act is to ensure that a landowner's right to sufficient drainage as recommended by the engineer is protected. This section of the Act also helps to mitigate further damage suffered from a lack of drainage.

Under the Drainage Act, the municipality can be held responsible for damages if the improvements are not completed. In consideration of these risks, along with the appeal rights afforded to affected landowners as outlined herein, the recommendation is to proceed with award of the tender

**5. FINANCIAL MATTERS:**

As this is a drainage project being conducted under the provisions Section 78 of the Drainage Act, final project costs will be assessed to affected landowners according to the Drainage Report prepared by R. Dobbin Engineering Inc., dated October 18, 2019, and subsequent amendments made by the Court of Revision.

Should the Town elect to award the tender to the low bidder from J.C.S. Construction Inc., the total project cost for improvements to the John Parks Drain No.1 is estimated as follows:

Drainage Project: John Parks Drain No. 1	Budget <sup>(1)</sup>	Actual (incl. net HST)	Variance (over)/under
<b>Cost:</b>			
Engineering & Project Management		\$ 46,374	
Cost of ERCA Permit		800	
Tribunal Costs		11,309	
Allowances (per Engineer's Report) <sup>(2)</sup>		1,340	
Construction – Tender Pricing <sup>(3)</sup>		174,594	
<b>Total Project Cost</b>	<b>\$ 145,260</b>	<b>\$ 234,417</b>	<b>(\$ 89,157)</b>
<b>Funding:</b>			
Taxation (Municipal Share)	\$ 1,668	\$ 1,069	\$ 599
Assessment to the County of Essex	21,487	35,948	( 14,461)
Assessment to Public Utilities	6,672	4,276	2,396
Landowner Assessments	115,433	193,124	( 77,691)
<b>Total Project Funding</b>	<b>\$ 145,260</b>	<b>\$ 234,417</b>	<b>(\$ 88,088)</b>

Notes:

1. The 2021 and proposed 2022 Budget includes an allowance of \$145,260 in the Drainage budget centre under Drain Construction expense for completion of these works, to be funded by recoveries from benefitting property owners. The estimated Town share of the cost is funded from taxation and is allowed for under the Infrastructure Services budget centre as Municipal Drain Expense.
2. Allowances to be paid to lands specified under the Drainage Report, cost of which makes up part of the total project cost, collected through assessment.
3. The tender pricing is represented by the low bid submitted by J.C.S. Construction Inc. and includes a contingency allowance of \$15,264 including net HST (\$15,000 plus HST), which would be used for unforeseen expenditures should they arise during construction. The tender also includes provisional items, totalling \$8,650 including net HST (\$8,500 plus HST). If these provisional items and contingency are not needed, assessments will be lower than shown and the savings will be pro-rated according to the Schedule of Assessment.

**6. CONSULTATIONS:**

The Consulting Engineer reviewed the tender submissions. They are recommending awarding the contract to J.C.S. Construction Inc.

The Manager of Engineering and the Director of Infrastructure Services were consulted on this report.

**7. CONCLUSION:**

Administration is recommending that Council award the John Parks Drain No.1 to J.C.S. Construction Inc.



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Shane McVitty

**Drainage Superintendent and Engineering Coordinator**

**sm**

**Attachment(s):**

- LETTER – R. Dobbin - John Parks Drain No. 1 Tender 2 Summary Letter (Jan 10 2022)

January 10, 2022

The Mayor and Council  
Town of Amherstburg  
271 Sandwich Street South  
Amherstburg, Ontario  
N9V 2A5

Attention: Shane McVitty, Drainage Superintendent and Engineering Coordinator

**Re: John Parks Drain No. 1 Tender Results**

Following a recommendation from R. Dobbin Engineering Inc. and direction from the Drainage Board and Council to re-tender the John Parks Drain No. 1, five (5) electronic tenders for the John Parks Drain No. 1 were received and opened by the Town of Amherstburg on December 1, 2021.

Following the tender opening, the schedule of tender prices from each bid were reviewed by R. Dobbin Engineering Inc. The following are the confirmed, corrected, tender prices submitted (including contingency and without HST):

- |  |               |
|--|---------------|
| • J.C.S Construction Inc.                      | \$ 171,574.60 |
| • South Shore Contracting of Essex County Inc. | \$ 171,976.00 |
| • Sterling Ridge Infrastructure Inc.           | \$ 184,660.00 |
| • Shepley Excavating & Road Maintenance Ltd.   | \$ 185,530.00 |
| • Barrette Excavating Inc.                     | \$ 290,326.00 |

The current tenders reflect the removal of the headwall replacement, rip rap installation and turbidity curtain items at the Detroit River from the original works. The 2019 engineering report estimated the value of these items to be \$8,740.00. The 2021 tender included provisional drain connections for any unknown drains that are encountered during construction. The adjusted Engineer's estimate including provisional drain connections is \$94,833. This represents a more accurate value upon which the tender prices should be compared.

Based on this review, the bid from J.C.S Construction Inc. in the amount of \$171,574.60 (including contingency, provisional items and without HST) is the lowest price tendered. This tender price is approximately 80% higher than the adjusted Engineer's Estimate of \$94,833 (including contingency, provisional items and without HST) for this portion of work. As this amount is greater than 33% of the construction estimate, a meeting shall be held with ratepayers on the drain in accordance with Section 59 of the Drainage Act. At this meeting, the direction moving forward is decided.

As discussed at the first meeting to consider the contract price held on August 3, 2021, R. Dobbin Engineering and the Town of Amherstburg adjusted the second tender to try and attract more

bidders and obtain lower tendered prices. The following modifications were made prior to issuing the second tender:

- Project scope clarification, removal and merging of selected tender items.
- Removed the bonding requirements.
- Closed the tender in December (after the busy summer construction season) so Contractors would have time to bid the project.
- Adjusted the completion date to the fall of 2022 to provide flexibility to schedule construction work.
- Remove the headwall item at the outlet to the Detroit River (an estimated value of \$8,740).

The changes to the tender did result in four (4) new Contractors bidding the project and resulted in a \$41,501.40 decrease from the lowest bid on the first closed tender.

In R. Dobbin Engineering's opinion, there are several reasons why the costs for this project exceeded the estimated total:

1. The report was dated October 18, 2019, the Meeting to Consider the Report was held on November 5, 2019, the Court of Revision was held on December 2, 2019 and the expected tender closing date would have been January 8, 2020 if not for an appeal to the Tribunal and subsequent COVID 19 delays. Supply and labour prices have gone up significantly since the start of COVID-19. Precast concrete has gone up more than 24% and HDPE pipe has doubled in price since 2019. The John Parks Drain No. 1 requires three (3) large junction boxes. J.C.S. Construction Inc. carried \$63,000 for these junction boxes which is significantly more than the drain report estimate of \$8,100. By comparison, in a 2020 drain tender for a separate project, R. Dobbin Engineering received a tender price of \$5,000 for an agricultural grade 1200mmX1800mm junction box with more depth than what has been specified in the John Parks Drain No.1 tender.
2. R. Dobbin Engineering also believes that the uncertainty of future supply prices plays a major role in the bids. Many suppliers are warning of further cost increases in 2022 and Contractors are taking this into consideration with bids. In addition, fuel has increased 45% since late 2019, and labour costs have continued to increase. Since the original estimate, Contractors are struggling to get workers and have had to increase wages considerably to attract candidates. This results in increased charge out rates and increased costs to projects.
3. There appears to be an abundance of work, and Contractors can be more selective when bidding Municipal Drain projects. Residential drain projects with work being completed close to homes, within road allowances, within tight working corridors, with limited area to stockpile materials, limited area to store equipment, and increased contact with landowners (more landowners are working from home) etc. seem to have the largest increase in price.

## Options

There are two (2) options moving forward:

1. Accept the increased tendered price.
2. Re-tender the project with modifications.

### **Analysis and Recommendation**

Accepting the increased tendered price would result in a significant increase to landowner assessments. An updated Schedule of assessment based on the J.C.S Construction Inc. tender versus the 2019 engineers estimate is included in Appendix A.

R. Dobbin Engineer believes that all the possible changes to the tender, to receive more bids and obtain the lowest possible price, have been implemented. It is R. Dobbin Engineering's opinion that re-tendering the project will result in increased costs to the Landowners, and will further delay the required improvements to a collapsed section of the drain. Contract pricing continues to increase, and R. Dobbin Engineering believes that this will likely continue for the foreseeable future.

R. Dobbin Engineering believes there are some items in the Contract that we can discuss with the Contractor to try and reduce costs, however, the Contractor will be under no obligation to make any adjustments to their prices without reasonable clause to do so. Such items would include, but are not limited to, the concrete structures. These items are significantly higher than estimated and R. Dobbin Engineering will look to understand these differences, and possibly suggest alternatives, if the project is awarded.

R. Dobbin Engineering does not believe re-tendering the project will result in a decreased tender price and therefore recommends awarding the contract to J.C.S. Construction Inc. R. Dobbin Engineering would then work with the Contractor to determine if there can be any cost savings with alternate concrete structures. For the purpose of this report, one should assume there will not be a significant costs savings as a result of any structure modifications.

Should you have any questions feel free to contact the under signed at 519-845-0969.

Yours truly,



Michael Gerrits, P. Eng  
R. Dobbin Engineering Inc.



# APPENDIX A

John Parks Drain No. 1  
 Town of Amherstburg  
 January 10, 2021

**REVISED ASSESSMENTS REFLECTING 2021 TENDERD COSTS FOR CONSTRUCTION**

*Reccomended for Consideration at the Court of Revision*

Conc.	Lot or Part	Affected Hect.	Roll No.	Owner	Original Assessment	Adjusted Assessment	Percent Change
<b>3. Municipal Lands</b>							
	County Road 20 (Front Street)	0.14		County of Essex	21,487	35,948	167%
	Watermian			Town of Amherstburg	1,668	1,069	64%
					23,155	37,017	
<b>4. Privately-Owned Non-Agricultural Lands</b>							
1	Pt. Lot 12	0.01		E. & P. Reaume	7	12	167%
	Pt. Lot 12	0.02		2627884 Ontario Inc.	15	25	167%
	Pt. Lots 11 & 12	0.18		2627884 Ontario Inc.	134	224	167%
	Pt. Lot 11	-		2627884 Ontario Inc.	-	-	
	Pt. Lot 11	0.14		2627884 Ontario Inc.	3,694	6,181	167%
	Pt. Lot 11	0.14		F. & G. Storino	50,156	83,912	167%
	Pt. Lot 11	0.73		F. & G. Storino	16,050	26,851	167%
	Pt. Lot 11	0.62		T. & G. Gillen	654	1,094	167%
	Pt. Lot 11	0.16		R. & C. Scott	230	385	167%
	Pt. Lot 11	0.24		M. Soullier	345	577	167%
	Pt. Lot 11	0.12		E. & E. Mooney	172	289	167%
	Pt. Lot 11	0.14		J. Neufeld	201	337	167%
	Pt. Lot 11	0.05		G. Michael & J. McLam	72	120	167%
	Pt. Lot 11	0.03		R. Leblanc	43	72	167%
	Pt. Lot 11	1.19		B. & S. Sutts	1,274	2,131	167%
	Pt. Lot 10	0.11		B. Wilder & J. Kotsis-Wilder	164	274	167%

Conc.	Lot or Part	Affected Hect.	Roll No.	Owner	Original Assessment	Adjusted Assessment	Percent Change
	Pt. Lot 10	0.15		G. & A. Esposito	223	374	167%
	Pt. Lot 10	0.10		R. & S. Metcalfe	149	249	167%
	Pt. Lot 10	0.16		W. & S. Gibb	238	399	167%
	Pt. Lot 10	0.36		S. Bernyk	517	866	167%
	Pt. Lot 10	0.20		J. Brown	287	481	167%
	Pt. Lot 10	0.15		R. & C. Pouget	223	374	167%
	Pt. Lot 10	0.05		W. Pare	74	125	167%
	Pt. Lot 10	0.04		J. & M. Crump	60	100	167%
	Pt. Lot 10	0.13		N. Gyorgy	194	324	167%
	Pt. Lot 10	0.22		R. Giegerich	328	548	167%
	Pt. Lot 10	0.23		D. & R. Delbert	343	573	167%
	Pt. Lot 10	0.54		H. & R. Brough	776	1,298	167%
	Pt. Lot 10	0.47		M. & D. Gobbato & T. Berlasty	676	1,130	167%
	Pt. Lot 10	0.80		R. Levack & L. Bastien	1,150	1,924	167%
	Pt. Lot 9	0.18		Coulson Design-Build Inc.	274	458	167%
	Pt. Lot 9	0.76		J. & L Neufeld	1,280	2,142	167%
	Pt. Lot 9	0.13		J. & L Neufeld	198	331	167%
	Pt. Lot 9	0.15		C. Billingsley	228	382	167%
	Pt. Lot 9	0.10		S. & T. Waters	152	254	167%
	Pt. Lot 9	0.12		L. Dipierdomenico	183	305	167%
	Pt. Lot 9	0.13		R. Pare	198	331	167%
	Pt. Lot 9	0.10		J. Rice and C. Armstrong-Rice	152	254	167%
	Pt. Lot 9	0.21		S. & A. Colasanti	319	534	167%
	Pt. Lot 8	0.11		R. & D. Rivard	178	298	167%
	Pt. Lot 8	0.16		G. & A Balogh	259	434	167%
	Pt. Lot 8	0.25		J. Lovell	405	678	167%
	Pt. Lot 8	0.12		H. & M. Walschots	194	325	167%
	Pt. Lot 8	0.24		L. & N. Bieszk	389	650	167%
	Pt. Lot 8	0.23		A. & G. Pizzuto	373	623	167%
	Pt. Lot 8	0.21		R. & K. Spry	340	569	167%
	Pt. Lot 8	0.17		S. & A. Bazinski	275	461	167%
	Pt. Lot 8	0.17		M. Gobbato	275	461	167%
	Pt. Lot 8	0.19		J. Hodges & L. Lawrence	308	515	167%
	Pt. Lot 8	0.19		R. & C. Ball	308	515	167%

Conc.	Lot or Part	Affected Hect.	Roll No.	Owner	Original Assessment	Adjusted Assessment	Percent Change
	Pt. Lot 7	0.10		D. & D. McWhinnie	162	271	167%
	Pt. Lot 7	0.07		G. & M. Mailloux	105	176	167%
	Pt. Lot 7	0.14		M. Mailloux	227	379	167%
	Pt. Lot 7	0.12		J. Hunt	194	325	167%
	Pt. Lot 7	0.14		J. & R. Thrasher	227	379	167%
	Pt. Lot 7	0.20		J. & L. Goodchild	162	271	167%
	Pt. Lot 7	0.18		M. & M. Pillon	292	488	167%
					86,107	144,059	
<b>5. Privately-Owned Agricultural Lands</b>							
1	Pt. Lot 11	3.8		G. & R. Vandenbrink	3,422	5,725	167%
	Pt. Lots 10 & 11	3.3		S. & R. Gyori	3,122	5,222	167%
	Pt. Lot 10	2.8		S. Gyori & T. Rex	2,835	4,744	167%
	Pt. Lot 9	6.4		S. Gyori & T. Rex	5,517	9,230	167%
	Pt. Lot 8	7.4		S. Gyori & T. Rex	6,571	10,994	167%
	Pt. Lot 7	9.4		T.(Jr.) & T.(Sr.) Grace/M. Buchanan	7,860	13,149	167%
					29,327	49,065	

Conc.	Lot or Part	Affected Hect.	Roll No.	Owner	Original Assessment	Adjusted Assessment	Percent Change
<u>6. Special Non-Prorateable Assesements</u>							
	Gas			Union Gas	1,668	1,069	64%
	Telephone			Bell Telephone	1,668	1,069	64%
	Fiber Optic Cable			Cogeco	1,668	1,069	64%
	Hydro			Hydro One	1,668	1,069	64%
					6,672	4,276	
				Total Assessment	145,260	234,417	

January 24, 2022.

Shane McVitty;  
Engineering Coordinator & Drainage Superintendent  
Public Works Department  
512 Sandwich St. S.  
Amherstburg, Ont.

Dear Mr. McVitty;

Re: John Parks Drain No. 1 Improvements – Meeting to discuss tender results  
Landowners: [REDACTED] Front Rd. South, Amherstburg, Ontario

We are extremely concerned with the cost to repair the John Parks Drain. The tender price of 80% greater than the engineer's estimate is not affordable.

Since we are the landowners that are being asked to absorb the bulk of the cost of this project (45.6% of the total cost) we would like you to look at other options. We are in favour of any modifications that would bring our cost down.

Consideration should be given to re-tendering to local contractors.

We would be in favour of partial repairs at this time. The costs of materials are too high and the inflation rate is making it difficult for this repair to be completed at enormous costs to the landowners.

We also feel that the town of Amherstburg should pick up more of the cost to repair the John Parks Drain. The residences and landowners along the John Parks Drain pay a substantial amount of Taxes with very little services in return.

Also the payment schedule should be accommodated to those landowners that would have a large debt load as a result of this project.

Sincerely,

Frank and Gina Storino  
Landowners



**THE CORPORATION OF THE TOWN OF AMHERSTBURG**  
**OFFICE OF ENGINEERING AND INFRASTRUCTURE SERVICES**

*MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.*

<b>Author's Name: Shane McVitty</b>	<b>Report Date: January 11, 2022</b>
<b>Author's Phone: 519 736-3664 ext. 2318</b>	<b>Date to Drainage Board : February 1, 2022</b>
<b>Author's E-mail: smcvitty@amherstburg.ca</b>	<b>Resolution #: N/A</b>

**To: Members of the Drainage Board**

**Subject: John Parks Drain No.2 - Tender Results**

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**1. RECOMMENDATION:**

It is recommended that:

1. The report from the Drainage Superintendent and Engineering Coordinator dated January 11, 2022, regarding the John Parks Drain No.2 – Tender **BE RECEIVED**;
2. The Drainage Board recommend that an over-expenditure not to exceed \$101,200 for the Repair and Improvement to the John Parks Drain No.2 project, for a total cost not to exceed \$296,382 including net HST **BE APPROVED** by Council, to be funded by recoveries from benefitting property owners;
3. The Drainage Board recommend that the tender for the John Parks Drain No.2 Council **BE AWARDED** by Council to South Shore Contracting of Essex County Inc. for an amount not to exceed \$244,900 plus H.S.T.; and,
4. The Drainage Board recommend that the Mayor and Clerk **BE AUTHORIZED** to execute an agreement with South Shore Contracting of Essex County Inc. for completion of the John Parks Drain No. 2 Improvements.

## **2. BACKGROUND:**

The Town advertised a Request for Tender (RFT) for improvements to the John Parks Drain No.2 on June 10, 2021 online via Bids and Tenders and on the Town's website. The RFT included the removal of existing CSP drain pipe and storm sewer structures, the installation of new CSP, concrete and plastic drain pipe and structures, open channel repair, and the replacement of an existing drainage headwall at the outlet to the Detroit River, complete with a new backwater preventer. The tendered works was to be completed according to the September 30, 2020 engineering report by R. Dobbin Engineering Inc. (the Consulting Engineer). The By-law authorizing the work under said report was passed by Council on May 10, 2021. Tenders closed for this project on Wednesday, June 30, 2021. Three (3) tender submissions were received electronically via the Bids and Tenders system. The lowest bid submitted came from Nevan Construction Inc. in the amount of \$ 217,460. This price was approximately 50% higher than the Engineer's construction estimate of \$145,450. On August 3, 2021, at the meeting to consider the tender price, the Drainage Board recommended to Council that Administration be directed to re-tender the project with numerous changes to the tender with hopes that lower prices would be received. Council approved this directive at its September 13<sup>th</sup> meeting.

## **3. DISCUSSION:**

The Town advertised a second Request for Tender (RFT) for the improvements to the John Parks Drain No.2 on November 9, 2021 online via Bids and Tenders and on the Town's website. The RFT generally comprised much of the same scope of work as was included in the first Tender Request in June, however modifications were made to the June Tender as discussed at the August 3, 2021 Drainage Board meeting. These included:

- Tender call in late Fall 2021, after the summer construction season had slowed to allow Contractors a better opportunity to bid.
- Adjustment to the tender completion date to the Fall of 2022 to provide ample time for contractors to schedule and complete the project.
- Removal of bonding requirements within the limits set by the Town's Procurement Policy.
- Adjustments to certain tender items to better streamline the Form of Tender.
- Replacement of the tender item for the concrete block wall near the inlet to the new drain enclosure with sloped stone erosion protection.
- Additional clarification within the tender documents to remove ambiguities that were identified by some Contractors through conversations that followed the June tender call.

Tenders closed for this project at 11:00 a.m. on Wednesday December 1, 2021. Though there were fifteen (15) plan takers (picked up the RFT), the Town only received four (4) tender submissions that were processed electronically via the Bids and Tenders system.



The tenders were reviewed electronically to ensure that there were no mathematical errors or omissions. The tender results are:

<u>Bidder</u>	<u>Tender Amount (excluding HST)</u>
1. South Shore Contracting of Essex County Inc.	\$ 244,900.00
2. Sterling Ridge Infrastructure Inc.	\$ 275,500.00
3. Shepley Excavating & Road Maintenance Ltd.	\$ 311,288.00
4. J.C.S. Construction Inc.	\$ 315,940.00

The consulting engineer has completed the review of the submissions and has recommended that the tender be awarded to the lowest bidder, South Shore Contracting of Essex County Inc. Administration concurs with this recommendation.

The lowest tender price submitted by South Shore Contracting of Essex County Inc. is approximately 68% higher than the Engineer's construction estimate of \$145,450.00. Both the tender and the engineering estimate included a \$16,500.00 contingency.

Section 59 of the Drainage Act provides a Municipality with instruction regarding projects whose tendered prices have exceeded the Engineer's estimate. Specifically, the procedures that are to be followed by Council when construction prices exceed 33% of the estimate are outlined below:

**Meeting to consider contract price**

*59. (1) Where the contract price exceeds 133 per cent of the engineer's estimate of the contract price, the council of the initiating municipality shall call a meeting in the manner prescribed by section 41, and sections 42 and 43 apply with necessary modifications. R.S.O. 1990, c. D.17, s. 59 (1).*

The tender results exceed the engineering estimate provided under the Drainage Report by R. Dobbin Engineering Inc. In comparison with the engineering estimate, the bid submitted by South Shore Contracting of Essex County Inc. is well above the 33% overage threshold stipulated under Section 59 of the Drainage Act that has compelled the Municipality to hold a public meeting to discuss the tender price. It should be noted that the Act does not provide an overage threshold by which a construction tender shall be rejected by Council.

Following a thorough review of the tender items, which included conversations with suppliers and contractors, Administration believes that delays in tendering beyond the control of the Municipality have led to an increase in material and labour pricing. It should be noted that due to an additional sitting of the Court of Revision and an appeal to the Tribunal, the final passing of the By-law and subsequent tendering of this project was delayed by four months. Delays to tendering caused by these events contributed to the increased prices which have continued to increase since the onset of the pandemic.

There has been a noticeable trend in the increasing costs of materials and material delivery due to COVID-19 pandemic related supply challenges. Labour costs have also increased and have been made worse by staffing challenges experienced by the construction industry. The tendered material prices received under this project, both in

June and December of 2021, provide further evidence that supports this trend of increasing prices.

At the time the engineering report and estimate were completed in September 2020, during the early stages of the pandemic, there was no way of forecasting the impacts that the pandemic would have on construction costs or the timing of any appeals hearings. Had there been no Tribunal appeals, tendering would have occurred in late 2020 and prior to the onset of these COVID-19 pandemic related cost increases. The effects of these delays and price increases since 2020 are further discussed in the attached Tender Review letter from Josh Warner, P.Eng. Of note, the engineer has identified the following issues that may have impacted the tender prices:

- Timing of the Tender and Tender Completion Date – The original engineering estimate was included in a drainage report dated September 30, 2020. Due to COVID, Court of Revision, and tribunal related delays, the project wasn't tendered until June, 2021, then retendered in December 2021.
- Material, Labour and Fuel Cost Increases – Since 2020, supply prices for pre-cast concrete have increased by more than 12%, the price of HDPE piping has doubled, and fuel has increased by 45%. Attracting workers has also been challenging, resulting in increased labour costs. All pricing issues are further exacerbated by the ongoing pandemic related uncertainties.
- The price of the specified backflow preventer has increased from the original estimate of \$40,000 to \$60,000, which represents a significant overall cost increase to the project.
- Project Specific Challenges – Tighter working corridors, proximity to residential structures, and space constraints, makes a project such as this undesirable to many contractors. Evidence of this is the low number of bid submissions for both tender calls.

As noted herein, Administration recommends that the tender be awarded to the lowest bidder, South Shore Contracting of Essex County Inc. Based on current industry trends and our discussions with contractors and suppliers, it seems unlikely that re-tendering this project would garner lower prices. It also would be impossible to modify the project any further without compromising the scope, objective, and the effectiveness of the drainage improvements recommended by the engineering report and adopted by Council.

#### **4. RISK ANALYSIS:**

Administration is aware that acceptance of the lowest tender submission would result in a significant increase in the assessments of the affected landowners that are responsible for paying the cost of this project according to the engineering report. Administration, in consultation with the drainage engineer, believes that that rejection of the submitted tenders followed by another re-tender would very likely result in prices that exceed the engineering estimate again and possibly the prices received in the June and December tenders.

The primary focus of this drainage project is to repair the deteriorating enclosure pipe near the outlet of the John Parks Drain No.2. In 2020, when the engineering report was first submitted for consideration, the enclosure had an isolated collapse in an area near its downstream end, immediately downstream of the termination of the open portion of the drain. Over the last two years, the existing CSP enclosure has continued to deteriorate. The original area of collapse has increased, and the pipe has failed along much of its length up to the existing manhole structure near Front Road. This situation has exacerbated poor drainage and flow conditions, and has created hardship for the adjacent property owners. Delaying construction on this project would very likely result in further collapse of the pipe and yard, putting the adjoining properties at risk. The works proposed under the engineering report and subsequent tender will address this risk and will safeguard against further property damage and loss.

Should construction be delayed, appeal rights are afforded to affected landowners under Section 58(5) of the Drainage Act which states:

**Appeal to Tribunal**

58 (5) Where the council does not proceed with reasonable dispatch with the construction of the work after passage of the by-law, a petitioner may appeal to the Tribunal or, where lands used for agricultural purposes are included in the area to be drained, the Minister may refer the matter to the Tribunal, and the Tribunal may direct the council to take such action as the council is authorized to take under this Act and as the Tribunal considers proper. R.S.O. 1990, c. D.17, s. 58 (5); 2006, c. 19, Sched. A, s. 6 (1); 2010, c. 16, Sched. 1, s. 2 (24).

The intention of this section of the Act is to ensure that a landowner's right to sufficient drainage as recommended by the engineer is protected. This section of the Act also helps to mitigate further damage suffered from a lack of drainage.

Under the Drainage Act, the municipality can be held responsible for damages if the improvements are not completed. In consideration of these risks, along with the appeal rights afforded to affected landowners as outlined herein, the recommendation is to proceed with award of the tender

**5. FINANCIAL MATTERS:**

As this is a drainage project being conducted under the provisions Section 78 of the Drainage Act, final project costs will be assessed to affected landowners according to the Drainage Report prepared by R. Dobbin Engineering Inc., dated September 20, 2020, and subsequent amendments made by the Court of Revision.

Should the Town elect to award the tender to the low bidder from South Shore Contracting of Essex County Inc., the total project cost for improvements to the John Parks Drain No.2 is estimated as follows:

Drainage Project: John Parks Drain No. 2	Budget <sup>(1)</sup>	Actual (incl. net HST)	Variance (over)/under
<b>Cost:</b>			
Engineering & Project Management		\$ 44,952	
Cost of ERCA Permit		800	
Allowances (per Engineer's Report) <sup>(2)</sup>		1,420	
Construction – Tender Pricing <sup>(3)</sup>		249,210	
<b>Total Project Cost</b>	<b>\$ 195,182</b>	<b>\$ 296,382</b>	<b>(\$ 101,200)</b>
<b>Funding:</b>			
Taxation (Municipal Share)	\$ 1,410	\$ 2,128	(\$ 718)
Assessment to the County of Essex	20,671	31,217	( 10,546)
Assessment to Public Utilities	8,697	14,893	( 6,196)
Landowner Assessments	164,404	248,144	( 83,740)
<b>Total Project Funding</b>	<b>\$ 195,182</b>	<b>\$ 296,382</b>	<b>(\$ 101,200)</b>

Notes:

1. The 2021 and proposed 2022 Budget includes an allowance of \$195,182 in the Drainage budget centre under Drain Construction expense for completion of these works, to be funded by recoveries from benefitting property owners. The estimated Town share of the cost is funded from taxation and is allowed for under the Infrastructure Services budget centre as Municipal Drain Expense.
2. Allowances to be paid to lands specified under the Drainage Report, cost of which makes up part of the total project cost, collected through assessment.
3. The tender pricing is represented by the low bid submitted by South Shore Contracting of Essex County Inc. and includes a contingency allowance of \$16,790 including net HST (\$16,500 plus HST), which would be used for unforeseen expenditures should they arise during construction. The tender also includes provisional items, totalling \$5,902 including net HST (\$5,800 plus HST). If these provisional items and contingency are not needed, assessments will be lower than shown and the savings will be pro-rated according to the Schedule of Assessment. Additionally, the Town has been in negotiation with the supplier of the specified backflow preventer valve and expects to find a savings of approximately \$5000 by sourcing the valve directly from the supplier.

**6. CONSULTATIONS:**

The Consulting Engineer reviewed the tender submissions. They are recommending awarding the contract to South Shore Contracting of Essex County Inc.

The Manager of Engineering and the Director of Infrastructure Services were consulted on this report.

**7. CONCLUSION:**

Administration is recommending that Council award the John Parks Drain No.2 to South Shore Contracting of Essex County Inc.



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Shane McVitty  
**Drainage Superintendent and Engineering Coordinator**  
sm

**Attachment(s):**

- LETTER – R. Dobbin - John Parks Drain No.2 Tender Summary Letter (Jan 13 2022)

January 13, 2022

The Mayor and Council  
Town of Amherstburg  
271 Sandwich Street South  
Amherstburg, Ontario  
N9V 2A5

Attention: Shane McVitty, Drainage Superintendent and Engineering Co-Ordinator

**Re: John Parks Drain No. 2 Tender Results**

Following a recommendation from R. Dobbin Engineering Inc. and direction from the Drainage Board and Council to re-tender the John Parks Drain No. 2, four (4) electronic tenders for the John Parks Drain No. 2 were received and opened by the Town of Amherstburg on December 1, 2021.

Following the tender opening, the schedule of tender prices from each bid was reviewed by R. Dobbin Engineering Inc. The following are the confirmed, corrected, tender prices submitted (including contingency and without HST):

- |  |               |
|--|---------------|
| • South Shore Contracting of Essex County Inc. | \$ 244,900.00 |
| • Sterling Ridge Infrastructure Inc.           | \$ 275,500.00 |
| • Shepley Excavating and Road Maintenance Ltd. | \$ 311,288.00 |
| • J.C.S. Construction Inc.                     | \$ 315,940.00 |

Based on this review, the bid from South Shore Construction of Essex County Inc. in the amount of \$244,900.00 (including contingency and without HST) is the lowest price tendered. This tender price is approximately 68% higher than the Engineer's Estimate (\$145,450.00 with contingency and without HST) and is \$27,440 higher than the lowest bid on the first tender, which closed on June 30, 2021. As this amount is greater than 33% of the construction estimate, a meeting shall be held with ratepayers on the drain in accordance with Section 59 of the Drainage Act. At this meeting, the direction moving forward is decided.

As discussed at the first meeting to consider to the contract price held on August 3, 2021, R. Dobbin Engineering and the Town of Amherstburg adjusted the second tender to try and attract more bidders and obtain lower tendered prices. The following modifications were made prior to issuing the second tender:

- Project scope clarification, removal and merging of selected tender items.
- Removed the bonding requirements.
- Closed the tender in December (after the busy summer construction season) so Contractors would have time to bid the project.
- Adjusted the completion date to the fall of 2022 to provide flexibility to schedule construction work.
- Changed the end wall type at Station 0+067 from concrete block to rip-rap erosion protection (an estimated savings of \$9,000).

The changes to the tender did result in three (3) new Contractors bidding the project. Unfortunately, there was still a \$27,440 increase from the lowest bid on the first tender.

In R. Dobbin Engineering's opinion, there are several reasons why the costs for this project exceeded the estimated total:

1. Supply and labour prices have gone up significantly since the start of COVID-19. Since the drainage report for the John Parks Drain No. 2 was submitted in September of 2020, the cost of precast concrete has gone up 12% and HDPE sanitite pipe has nearly doubled in price. When this report was prepared the backflow preventor was quoted at less than \$40,000. This was consistent, if not higher, than the tendered prices from the June 30, 2021 tender. None of the submission from the second, December 1, 2021, tender priced the backflow preventor less than \$60,000. In fact, the low contractor increased their price by \$26,000 on this item alone. The low contractor also increased their price for the concrete headwall at the outlet by \$7,000.
2. R. Dobbin Engineering also believes that the uncertainty of future supply prices plays a major role in the bids. Many suppliers are warning of further cost increases in 2022 and Contractors are taking this into consideration with their bids. In addition to these items, fuel (45% increase in the last year) and labour costs have continued to increase since the original estimate. Many Contractors are struggling to get workers and have had to increase wages considerably to attract candidates. This results in increased charge out rates and increased costs to projects.
3. There is an abundance of work and drainage projects in residential settings, such as this, see big price increases when compared to drainage projects in farmer's fields. We take this into account in our estimate, however, it is often difficult to quantify. For example, for a channel excavation similar to this in an agricultural field, we would typically see prices of about \$5/m. For this project, we estimated \$15/m as a premium for working in a residential setting. The lowest tenders' price for this item was \$100/m. Due to the abundance of work, R. Dobbin Engineering has seen Contractors increase their prices even further for these types of jobs to compensate for the reduced working corridors, increased community involvement and headaches that come with working at the Detroit River and near busy roads such as Front Road South.

## **Options**

There are two (2) options moving forward:

1. Accept the increased tendered price.
2. Re-tender the project with modifications.

## **Analysis and Recommendation**

Accepting the increased tendered price would result in approximately a 51% increase (with contingency) in most Landowners assessment as compared to the September 30, 2020 drainage report (as shown in Appendix A). If the contingency is not utilized this will result in an approximate 42% increase in most Landowners assessments compared to the drainage report.

R. Dobbin Engineering believes that all the possible changes to the tender, to receive more bids and obtain the lowest possible price, have been implemented. It is R. Dobbin Engineering's opinion that re-tendering the project will result in increased costs to the Landowners. As seen from this tender close, prices continue to increase and R. Dobbin Engineering believes this will likely continue for the foreseeable future.

R. Dobbin Engineering believes that there are some items in the contract that we can work with the Contractor to try and reduce the price. In conversations with the low Contractor, R. Dobbin Engineering believes there will be a cost savings in changing Junction Box #1 (\$20,000) to a manhole and potentially a \$5,000 cost savings if the Town purchases the backflow preventor themselves.

R. Dobbin Engineering does not believe re-tendering the project will result in a decreased tender price and therefore recommends awarding the contract to South Shore Contracting of Essex County Inc.. R. Dobbin Engineering would then work with the Contractor to reduce the cost as much as possible.

Should you have any questions feel free to contact the under signed at 519-882-0032, ext.204.

Yours truly,

Josh Warner, P. Eng  
R. Dobbin Engineering Inc.



# APPENDIX A

**REVISED ASSESSMENTS REFLECTING TENDERED COST FOR CONSIDERATION**

Total Estimated Cost of Project \$ 195,182  
 Total Cost of Project Reflecting Tendered Price \$ 296,382

Conc.	Lot or Part	Affected Hectares		Roll No.	Owner	Total Original Assessment (\$)	Tender Adjusted Assessment (\$)	Percent Increase
<b>3. Municipal Lands</b>								
	County Road 20 (Front Road S)	1.24	0.50		County of Essex	\$ 20,681	\$ 31,217	51%
<b>4. Privately Owned Non-Agricultural Lands</b>								
1	Pt. Lot 12	1.04	0.42	26	P. & E. Reaume	\$ 768	\$ 1,159	51%
	Pt. Lot 12	0.20	0.08	25	2002081 Ontario Inc.	\$ 219	\$ 331	51%
	Pt. Lot 12	0.32	0.13	24	D. & P. Coates	\$ 238	\$ 359	51%
	Pt. Lot 12	1.48	0.60	21	D. & P. Coates	\$ 1,097	\$ 1,656	51%
	Pt. Lot 12	0.99	0.40	19	M. Donaghue & P. Meloche	\$ 731	\$ 1,103	51%
	Pt. Lot 12	1.19	0.48	18	J. & M. Herceg	\$ 878	\$ 1,325	51%
	Pt. Lot 12	0.40	0.16	17	D. & P. Coates	\$ 293	\$ 442	51%
	Pt. Lot 12	1.41	0.57	16	C. Sawatzky	\$ 1,390	\$ 2,098	51%
	Cntr Pt. Lot 12	0.69	0.28	23	E., J. & J. Reaume	\$ 512	\$ 773	51%
	Pt. Lot 13	0.59	0.24	14	S. Lang	\$ 658	\$ 993	51%
	Pt. Lot 13	0.99	0.40	13	L. & N. Bieszk	\$ 1,097	\$ 1,656	51%
	Pt. Lot 13	1.14	0.46	12	M. & V. Danese	\$ 1,262	\$ 1,905	51%
	Pt. Lot 13	0.94	0.38	11	I. MacDonald	\$ 1,042	\$ 1,573	51%
	Pt. Lot 13	0.74	0.30	10	C. Hadrian & R. Gambling	\$ 823	\$ 1,242	51%
	Pt. Lot 13	1.11	0.45	9	E. Beneteau	\$ 1,234	\$ 1,863	51%
	Pt. Lot 13	0.89	0.36	8	W. McFarlane	\$ 987	\$ 1,490	51%
	Pt. Lot 13	0.59	0.24	7	W. Ladell	\$ 658	\$ 993	51%
	Pt. Lot 13	1.53	0.62	6	L. & L. Thomas	\$ 1,700	\$ 2,566	51%
	Pt. Lot 13 & 14	0.84	0.34	5	J. & N. Whyte	\$ 13,198	\$ 19,922	51%
	Pt. Lot 14	0.30	0.12	3	D. McKim	\$ 329	\$ 497	51%
	Pt. Lot 14	0.12	0.05	2	J. Maxwell	\$ 23,969	\$ 36,180	51%
	Pt. Lot 14			1	D. Richard	\$ -	\$ -	0%

Conc.	Lot or Part	Affected Hecatares		Roll No.	Owner	Total Original Assessment (\$)	Tender Adjusted Assessment (\$)	Percent Increase
5. Privately Owned Agricultural Lands (Eligible for Available Grants)								
1	Lot 9	12.73	5.15	30	S. Gyori & T. Rex	\$ 9,416	\$ 14,213	51%
	N 1/2 Lot 10	10.13	4.10	29	S. Gyori & T. Rex	\$ 7,496	\$ 11,315	51%
	S 1/2 Lot 10 & Pt. Lot 11	16.85	6.82	28	S. & R. Gyori	\$ 12,469	\$ 18,821	51%
	Pt. W 1/2 Lot 11	30.62	12.39	27	G. & R. Vandenbrink	\$ 22,653	\$ 34,193	51%
	Pt. W 1/2 Lot 12	28.12	11.38	22	D. & P. Coates	\$ 20,807	\$ 31,407	51%
	Pt. Lot 12	0.47	0.19	20	D. & P. Coates	\$ 347	\$ 524	51%
	Lot 13	30.00	12.14	15	G. & R. Vandenbrink	\$ 22,196	\$ 33,504	51%
	N 1/2 Lot 14	8.01	3.24	4	P. Crump	\$ 15,927	\$ 24,041	51%
6. Special Non-Proratable Assessments (Non-Agricultural)								
	CATV (Bell)				Bell	\$ 1,410	\$ 2,128	51%
	CATV (Cogeco)				Cogeco	\$ 1,410	\$ 2,128	51%
	Watermain				Town of Amherstburg	\$ 1,410	\$ 2,128	51%
	Gas Line				Enbridge Gas	\$ 5,615	\$ 9,637	72%
	Overhead Hydro				Hydro One	\$ 262	\$ 1,000	282%
					Totals	\$ 195,182	\$ 296,382	

**DRAINAGE REPORT**

**MCBRIDE ROAD BRANCH OF THE WILLOW BEACH DRAIN  
CONVEYANCE IMPROVEMENTS**

(Geographic Township of Malden)

**TOWN OF AMHERSTBURG**

***N. J. Peralta Engineering Ltd.***

Consulting Engineers

45 Division St. N., Kingsville, Ontario N9Y1E1  
Tel. (519) 733-6587

*Project No. D-19-054*

*December 20th, 2021*

# ***N. J. Peralta Engineering Ltd.***

Consulting Engineers

## **MCBRIDE ROAD BRANCH OF THE WILLOW BEACH DRAIN CONVEYANCE IMPROVEMENTS**

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### **APPENDICES**

APPENDIX "A" - E.R.C.A Correspondence

APPENDIX "B" - Design Drawings

# ***N. J. Peralta Engineering Ltd.***

Consulting Engineers

December 20th, 2021

Mayor and Municipal Council  
Corporation of the Town of Amherstburg  
512 Sandwich Street South  
Amherstburg, Ontario  
N9V 3R2

Mayor DiCarlo and Members of Council:

PROJECT: **MCBRIDE ROAD BRANCH OF THE WILLOW BEACH DRAIN  
CONVEYANCE IMPROVEMENTS  
(Geographic Township of Malden)  
Town of Amherstburg, County of Essex  
Project No. D-19-054**

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## **I. INTRODUCTION**

In accordance with the instructions received by letter of January 14th, 2021, from the Drainage Superintendent and Engineering Coordinator, Mr. Shane McVitty, P.Eng., we have completed the necessary survey, examinations, and investigations, etc. and have prepared the following report that provides for drain conveyance improvements for the upper end the McBride Road Branch of the Willow Beach Drain, to facilitate the development of residential building lots. These investigations were initiated by a resolution passed by Council for our firm to undertake the preparation of an Engineer's Report for the works within this drain, in accordance with the Drainage Act. A plan showing the alignment of the McBride Road Branch of the Willow Beach Drain, and the general details of the existing and proposed works, is included herein as part of this report.

The initial request to provide an Engineer's Report was initiated for the improvements to the McBride Road Branch of the Willow Beach Drain related to the potential enclosure of the remaining open portion of the Municipal Drain. The initial request was submitted by the original owners of the subject property, Matt and Shelley Kelly, for Lots 120 of 131 of Registered Plan 1103, Part of Caldwell Grant. The initial request was submitted on behalf of the Developer, and future property owner, Coulson Design-Build Inc. Through the progression of the project, ownership of the subject property was transferred to Coulson Design-Build Inc., where our office was instructed to continue with the drain improvements to facilitate the development. For the sake of clarity, the Owner and Developer of the subject property shall be identified herein as Coulson Design-Build Inc. (Coulson).

**Report** - McBride Road Branch of the Willow Beach Drain  
Conveyance Improvements  
Town of Amherstburg - D-19-054

Our appointment and the works related to the improvements to the McBride Road Branch of the Willow Beach Drain, proposed under this report, is in accordance with Section 78 of the "Drainage Act, R.S.O. 1990, Chapter D.17, as amended in 2021". We have performed all of the necessary surveys, investigations, etc., for the McBride Road Branch of the Willow Beach Drain, and we report thereon as follows.

## **II. BACKGROUND AND WATERSHED CHARACTERISTICS**

At present, Coulson is in the process of developing their lands to create additional residential lots within the subject property identified within Lots 120 to 131 of Registered Plan (R.P.) 1103, Part of Caldwell Grant. Currently, Coulson is working towards final approvals for this proposed residential development. In order to facilitate the layout for this development, together with fulfilling the Planning and Engineering requirements, it was established that drainage improvements would be required to the McBride Road Branch of the Willow Beach Drain to determine the general constraints and layout of the proposed development. With the McBride Road Branch of the Willow Beach Drain having Municipal Drain status, the required works shall be conducted through the provisions of the Drainage Act. The initial intent of the project, initiated by the Owner/Developer, was to enclose and re-align the open drain portion of the Municipal Drain to best facilitate the ideal lot severance layout provided by the Owner/Developer.

The McBride Road Branch of the Willow Beach Drain is an existing Municipal Drain that services a relatively small watershed. This Municipal Drain provides a sufficient outlet for runoff originating primarily from residential lands alongside McBride Road, McLeod Avenue and Concession 3 South. The watershed also includes agricultural lands located north of McLeod Avenue and along Concession 3 South. The Municipal Drain extends from its upper end as an open drain on the south side of McLeod Avenue and through the subject property to the east right-of-way limit of the McBride Road, where the open drain portion outlets into a ditch inlet catch basin. The Municipal Drain further extends southerly as a covered drainage system located on the east side of the McBride Road, for approximately 288.00 metres. At this point, the Municipal Drain continues downstream in a westerly direction through an easement and outlets into the Main Branch of the Willow Beach Drain.

The McBride Road Branch of the Willow Beach Drain, within the subject property, is predominantly located within the Brookston Clay soil types. These soils are categorized as Hydrological Soil Group 'D' and are described as having a very low infiltration rate when thoroughly wetted and consists chiefly of clay soils with a claypan or clay layer at or near the surface and shallow soils over nearly impervious material. As a result, these soils require effective artificial drainage to be productive.

**Report** - McBride Road Branch of the Willow Beach Drain  
 Conveyance Improvements  
 Town of Amherstburg - D-19-054

### **III. DRAINAGE HISTORY**

A review of the Town of Amherstburg's drainage records indicates that the Willow Beach Drain and its Branches are existing Municipal Drains that have been repaired and improved on a number of previous occasions through the auspicious of the Drainage Act. However, for the purposes of this project, we have focussed our research on the McBride Road Branch of the Willow Beach Drain as it directly affects the subject property.

From our review, we have found that the McBride Road Branch of the Willow Beach Drain was incorporated as a Municipal Drain through the "Willow Beach Drain and Pumping Scheme" Engineer's Report prepared by E.P. Dries, P.Eng., dated November 2nd, 2005 and was carried out under Amherstburg Drainage By-Law. Under this report, the newly constructed McBride Road essentially cut off the existing open drain portion of the Main Branch, south of McLeod Avenue. This report was prepared to incorporate this improved drainage system and identified as the McBride Road Branch of the Willow Beach Drain.

From our detailed research of the above Engineer's Report we have determined that generally speaking, the 2005 Report serves as the current governing By-Law for the entire length of the McBride Road Branch of the Willow Beach Drain. Therefore, the design parameters identified within the 2005 report were in part utilized as minimum parameters in our determination of the design for the new drain conveyance improvements under this project.

### **IV. PRELIMINARY INVESTIGATIONS AND INITIAL ON-SITE MEETING**

After reviewing all the available drainage information and documentation provided by the Municipal Drainage Superintendent, we arranged to schedule an On-Site Meeting for March 5th, 2021. Due to the novel coronavirus (Covid-19) pandemic, in-person meetings were not permitted. As such, this meeting was scheduled through video conferencing technology. The following people virtually attended said meeting:

Drew Coulson	Coulson Design-Build Inc.
Crystal Eckmier	Landowner
Chris Charlebois	Landowner
Deborah Hills	Landowner
Jack Hills	Landowner
Terry Wynn	Landowner
Maureen Wynn	Landowner
Shane McVitty, P.Eng.	Amherstburg's Drainage Superintendent
Kory Snelgrove, P.Eng.	N.J. Peralta Engineering Ltd.
Tony Peralta, P.Eng.	N.J. Peralta Engineering Ltd.



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At the onset of the meeting and upon introductions, Mr. McVitty generally advised that a written notice had been submitted by the landowners at 519 McLeod Avenue, for the re-alignment of the existing Municipal Drain through their lands. This realignment is being requested to facilitate the development of the property and to sever additional residential building lots. Mr. Coulson, who represented the Owner and development, further advised that they would prefer that the existing drain be enclosed and realigned around the parcel's perimeter and along the road right-of-way limits. Moving the Municipal Drain around the perimeter of the site would assist in maximizing the development of the subject property.

We proceeded to review the history of the McBride Road Branch of the Willow Beach Drain and the general drainage patterns of the area in question. This Municipal Drain serves as an outlet for the residential and agricultural lands directly adjacent to Concession 3 North, McLeod Avenue, and McBride Road. Mr. Peralta further explained that a Municipal Drain is a communally accepted drain and that all landowners within the watershed are considered stakeholders. Mr. Peralta further explained the purpose of this "On-Site Meeting" is to provide a general introduction to the project and to establish a general scope of work based on the submitted request and subsequent discussions of this meeting.

Prior to the scheduled meeting, Mr. Coulson provided Mr. Peralta with a Draft Site Plan Zoning By-Law Compliance diagram which illustrated the desired lot configuration for the proposed development. This plan included the retention of the existing home on the subject property, together with four (4) additional severances. Based on the lot configuration and intended scope presented by Mr. Coulson, Mr. Peralta provided conceptual illustrations of a potential alignment of the new covered drain system around the perimeter of the parcel within McLeod Avenue and McBride Road allowances. With the drainage improvements requested/required to accommodate the development of a single property, all costs associated with this project will likely be assessed entirely to the subject property.

Mr. Peralta advised that as part of this project, consultation with all of the affected environmental government agencies will be required to ensure compliance with all applicable legislation. These agencies include the Department of Fisheries and Oceans (D.F.O.), Ministry of Natural Resources and Forestry (M.N.R.F.), the Ministry of Environment, Conservation and Parks (M.E.C.P.), and the Essex Region Conservation Authority (E.R.C.A.). Through the consultation with these agencies, additional measures may need to be included as part of this project to satisfy their requirements. As a result, the approvals of these agencies would be considered an integral part of the advancement of this project.

In addition to the environmental requirements, the proposed improvements shall conform to regional design requirements related to development and Municipal Drains. As such, Mr. Peralta further identified that the drainage improvements will ensure that the minimum requirements for minor and major flow conveyance are

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maintained through the system. Based on the desired drainage configuration, Mr. Peralta identified that any covered drainage system (minor) will likely be sized to convey a minimum of 1 in 5-year storm event and the overland conveyance (major) will likely be required to convey the 1 in a 100-year storm event. Mr. Peralta further emphasized that any drainage improvements to the Municipal Drain, to facilitate this development, shall not create any adverse impacts to the neighbouring lands, the subject property, nor the upstream and downstream lands within the drain's watershed. Furthermore, as part of this project, existing drainage patterns for the neighbouring properties directly utilizing the existing open drain section will need to be addressed.

Mr. Peralta opened up discussions with the landowner and requested that they provide their comments and concerns related to the associated drainage improvements. They are as follows:

1. Mr. Charlebois, who lives adjacent to the subject property, advised that he did not believe that their property had any direct tile drainage into the existing open drain portion.
2. Mr. and Mrs. Wynn questioned whether there were any specific issues with the existing drainage system and requested clarification on the purpose of the meeting related to their property. Mr. Peralta advised that he was unaware of any current issues with this portion of the drainage system and that the request for improvements was solely to facilitate the development of the property. This meeting is considered a formality to ensure that all stakeholders that could be affected by the proposed works are aware of the project and that their input related to drainage would be welcomed and considered. Mr. Wynn also confirmed that they did not think their property had any direct connections into this open drain.
3. There was no representation from the adjacent property at 529 Concession 3 South. However, Mr. Coulson provided input on the drainage from this property. Mr. Coulson advised us that he has walked the open drain portion alongside this property and can confirm that there is tile drainage directly connected to the existing drain. Mr. Peralta further advised that based on available online mapping and Google Streetview, there appears to be an existing berm alongside the east bank of the drain.

Mr. Peralta informed everyone present that this information was very informative and confirmed that any existing drainage connections will be verified as part of the site investigations and provisions will be made to ensure that all existing drainage features (surface and sub-surface) will be accommodated as part of the proposed drainage improvements, if needed.

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The overall drainage report and future maintenance processes, and general timelines were reviewed with the landowners present. They were also advised that it would be likely that the works in this drain were not to be undertaken between March 15th and June 30th, of any given year, unless otherwise permitted by the D.F.O., E.R.C.A., M.N.R.F., and the M.E.C.P.

At the conclusion of the meeting, Mr. Peralta advised that some landowners may be contacted if additional information is required. Otherwise, Mr. Peralta will work in close consultation with Mr. Coulson, the Town of Amherstburg and the affected environmental agencies towards the completion of this project.

On this note, the On-Site Meeting had concluded.

## **V. FIELD SURVEY AND INVESTIGATIONS**

Following our On-Site Meeting, we arranged for our Survey Crew to attend the site to perform a topographic survey, including taking all necessary levels and details of the existing drainage system through the subject property. Our investigations also included a topographic survey of the proposed alignment alongside the McLeod Avenue and McBride Road allowances, to gather sufficient information to allow for our design work to be carried out.

Benchmarks were looped from previous work carried out on the drain and were utilized in establishing a relative site Benchmark at each end of the project site. We also surveyed the drain for a considerable distance both upstream and downstream of the project site to verify existing parameters and establish a new design grade profile. We also took cross-sections of the existing drain alignment, noting and measuring all surface water inlet locations, and identifying all of the necessary details along the existing drain and proposed alignments.

The Ministry of Environment, Conservation and Parks (M.E.C.P.) currently regulates the Endangered Species Act, 2007. New regulation provisions under Ontario Regulation 242/08, Section 23.9 allows the Municipality to conduct repairs, maintenance, and improvements, within existing Municipal Drains, under the Drainage Act and these works are exempt from Section 9 and 10 of the Endangered Species Act, so long as the rules in the regulation are followed. If eligible, the regulatory provision allows Municipalities to give notice to the Ministry by registering their drainage activities through an online registry system.

Prior to our appointment to this project, we understand that the Town of Amherstburg had provided the Essex Region Conservation Authority (E.R.C.A.) with a notice advising of the proposed drainage works, as required under Section 78(2) of the Drainage Act. Based on this submission, E.R.C.A. had provided general comments related to the request for improvements within the Municipal Drain.

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For the purpose of establishing the watershed area, we investigated and reviewed the past Engineer's Reports on the McBride Road Branch of the Willow Beach Drain. Specifically, we utilized the governing "Willow Beach Drain and Pumping Scheme" Report prepared by E.P. Dries, P.Eng., dated November 2nd, 2005, to establish the watershed contributing to the overall drainage system. We also carried out verification of the watershed limits utilizing the most recent reports of the various drains in the vicinity of the McBride Road Branch of the Willow Beach Drain. In addition, we utilized current LiDAR information to verify the watershed limits upstream of the existing drain being improved herein.

## **VI. DESIGN CONSIDERATIONS**

Based on the discussions with the Developer and the information gathered at the On-Site Meeting, we established that the initial scope of work shall focus on the enclosure and re-alignment of the McBride Road Branch of the Willow Beach Drain to facilitate the development of the residential properties.

"A Guide for Engineers Working Under the Drainage Act in Ontario" - O.M.A.F.R.A. Publication 852 (2018), is the current reference documentation used by Engineer's carrying out work on Municipal Drains through provisions of the Drainage Act. Based on this document, the 2-year return period (50% chance of occurring each year) storm design is the recommended design standard applied to Municipal Drains within rural Ontario specific to open drain channels and low hazard agricultural access crossings. The exception is for residential, industrial and commercial properties where flooding could create significant damage to the surrounding properties. Therefore, a higher 5 to 10-year return period storm design could be utilized.

The Town of Amherstburg has created a Development Manual with the intent to streamline the process for "new" development works within their jurisdiction. This Development Manual is intended to work in conjunction with the requirements of Ontario Provincial Standard Specifications and Standard Drawings. This manual identifies that storm sewers in the Municipality shall be designed to a minimum 5-year return period for minor systems and a 100-year return period for major systems. Although this document is helpful when establishing design requirements for new drainage infrastructure, it does not specifically identify circumstances for addressing or retrofitting existing developments and drainage infrastructure.

In 2018, the development of the Windsor/Essex Region Stormwater Management Standards Manual (W.E.R.S.M.S.M.) was prepared to outline the general requirements for works proposed for "new" development within the Windsor/Essex Region. Based on the guidelines established within this document, the standard for a new municipal storm sewer (minor) system design is a 5-year return period (20% chance of occurring each year). As part of new development, the major drainage system (or floodproofing measures) shall consider a minimum design of a 100-year return period (1%

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chance of occurring each year) that also accounts for surface ponding and floodproofing elevations. This document also refers to the minimum design requirements when drainage systems have outfall conditions affected by lake levels. Although this document is helpful when establishing design requirements for drainage infrastructure, it does not specifically identify circumstances for addressing or retrofitting existing developments and drainage infrastructure.

Based on the regional design standards, the comments and details outlined at the On-Site Meeting, and upon gathering the necessary field information, we proceeded with the general analysis and investigations towards addressing the desired configuration established by the Developer. A conceptual design was prepared that encompassed a covered drainage system that extended from the south end of the existing road crossing culvert across McLeod Avenue and extending westerly to the southeast corner of the intersection of McLeod Avenue and McBride Road. The covered drainage system then extended southerly along the east side of McBride Road to the junction where the open drain outlets into the existing storm sewer near the southern limit of the subject property. Based on this configuration, the analysis identified that the minor flows (1:5-year return period) can be satisfactorily conveyed through the proposed covered drainage system. However, based on the considerable amount of fill required to raise the proposed building lots to the appropriate floodproofing elevation, the anticipated major flows (1:100-year return period) could not be safely conveyed without adverse effects to the adjacent lands.

## **VII. DEVELOPMENT REQUIREMENTS AND E.R.C.A. CONSULTATION**

In May of 2021, we had contacted Shane McVitty, Drainage Superintendent and Engineering Coordinator, to discuss our preliminary findings and to verify the Town's requirements for development and how they coincide with the proposed drainage improvements. Mr. McVitty advised that the requirements of development are heavily influenced by the existence and requirements of the Municipal Drain. He further identified that due to the small nature of the development and the site parameters, it would be most practical that our proposed drainage improvements include the effects created by the increase in impermeable conditions that would typically be captured within stormwater management provision for the development.

The initial E.R.C.A. comments specifically related to the McBride Road Branch of the Willow Beach Drain identified that the affected Municipal Drain is located within the 1:100-year floodplain area associated with Lake Erie. The E.R.C.A. further identified that our proposal was not expected to adequately address any flooding concerns with respect to the 1:100-year flooding event of Lake Erie. The initial comments also identified that they do not expect any extraneous comments or concerns with respect to this project. However, they could not be more specific without an actual proposal to review.

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Based on the initial comments outlined by the E.C.R.A. and the findings of our original analysis, we had reached out to Ashley Gyori, of the E.R.C.A., to obtain clarification on their initial comments and to seek additional information related to floodproofing elevations and stormwater management requirements for the development. Ms. Gyori provided the minimum required floodproofing elevations for the lowest opening into any proposed structure of 176.200 metres, resulting from the raw 1:100-year flood elevation of 175.900 metres plus a 0.300-metre freeboard. Ms. Gyori also provided clarification on the E.R.C.A.'s expectations related to addressing the low-lying lands within the project site and how the infilling of the development cannot cut-off overland surface water runoff. Furthermore, the drainage improvements shall not negatively impact the adjacent parcels and how they utilize the existing drainage system. In addition to E.R.C.A.'s Municipal Drain comments, the W.E.R.S.M.S.M. document (previously identified) outlined further requirements related to the implications of stormwater management for development within the region.

Based on the requirements outlined by the Town and the clarification provided by the E.R.C.A., we recognized that infilling of the proposed building lots would essentially cut off the natural conveyance of surface water during major storm events and potentially impact the adjacent properties. As such, we found that the preliminary design and concept to provide a covered system around the perimeter of the development would likely not be feasibly achieved.

#### **VIII. HYDRAULIC ANALYSIS AND DESIGN OPTIONS**

In light of the provisions outlined by the Town and the E.R.C.A., it became apparent that detailed analysis would be required through a Hydraulic Model to quantify the theoretical runoff and conveyance through the existing system relative to the proposed development. As such, the Hydraulic Model was conducted using PCSWMM modelling software and was prepared to evaluate the theoretical flood elevations of this Municipal Drain, relative to the 1:100 year storm event flows. Based on past general discussions and review with E.R.C.A. Staff, any hydraulic analysis must demonstrate minimal to no change in the 1:100-year storm event water surface elevation relative to the pre-development versus the post-development, per the input requirements set out within the W.E.R.S.M.S.M. guidelines. The results of this evaluation shall confirm that the proposed development and associated drainage improvements shall not create negative impacts on the overall system.

As noted within the E.R.C.A. comments, the subject lands are located within the 1:100-year lake-driven floodplain area associated with Lake Erie. The analysis of the pre-development conditions confirmed that the adjacent lands within the watershed are influenced by the 1:100-year surface elevation at approximately 175.150 metres, with approximately 1200 cubic metres of runoff being stored in the floodplain within the subject

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property. At this elevation, the pre-development analysis also confirmed that certain adjacent lands are susceptible to flooding.

Once the pre-development conditions were established, we applied the post-development parameters of the development that included the preferred lot layout configuration, which included four (4) lot severances all set to the minimum floodproofing elevation, while accounting for the post-development runoff coefficients. Taking into consideration the pre-development conditions (flows, storage, and 1:100 year water surface evaluation), together with the post-development parameters, the desired enclosure to be installed around the perimeter of the site would encompass a minimum 1.8-metre high x 10.0-metres span box culvert enclosure. This solution would be impractical to install in the available space and would further be cost-prohibitive.

With the intention to facilitate the overall development and maximize the number of buildable lot severances, various alternative options were analyzed and considered. Based on this analysis, the following options proved to be the most viable and cost-effective solutions that would not create any negative impacts to any of the lands within the watershed:

**Option 1 - Minimal Improvements:** With minor site grading and drainage improvements, two (2) lot severance could be created from the original property creating a total of three (3) lots including the existing home. The results would provide sufficient building lot areas that meet the minimum zoning by-law requirements.

**Option 2 - Reconfiguration of the Open Channel:** By re-aligning, widening, and deepening the open channel to accommodate the minimum storage requirements, three (3) lot severances could be created from the original property creating a total of four (4) lots including the existing home. The results would provide sufficient building lot areas that meet the minimum zoning by-law requirements.

**Option 3 - Reconfigure the Open Channel with Auxilliary Outlet Pipe:** This option would be similar to Option 2, with the addition of an auxiliary outlet pipe around the perimeter of the subject property to provide additional conveyance. The auxiliary pipe will not result in any additional lots. However, it does provide additional building envelope width for the proposed lots adjacent to the open channel. The results would further enhance the lot configuration that meets the minimum zoning by-law requirements.

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**IX. CONSULTATION WITH THE TOWN AND DEVELOPER**

Upon conducting the necessary analysis and deriving various options for consideration, a virtual meeting was scheduled on August 9th, 2021 with the affected Stakeholder to review and discuss the available design options for this project. The following people were in attendance:

Drew Coulson	Coulson Design-Build Inc.
Shane McVitty, P.Eng.	Amherstburg's Drainage Superintendent
Frank Garardo	Amherstburg's Manager of Planning Services
Emma Teskey, E.I.T.	N.J. Peralta Engineering Ltd.
Kory Snelgrove, P.Eng.	N.J. Peralta Engineering Ltd.
Tony Peralta, P.Eng.	N.J. Peralta Engineering Ltd.

Upon introductions, Mr. Peralta provided an overview of the project progression and advised the purpose of the meeting was to review the findings of our analysis and provide potential recommendations for the proposed drainage improvements related to the development of the subject property. Emphasis was made regarding the importance of not creating adverse effects to the adjacent, upstream, and downstream lands within the watershed, especially considering that the watershed is susceptible to flooding.

Based on the original lot configuration and intended drainage improvements, the analysis identified that the required drainage improvements to facilitate the desired lot configuration would not be practical, nor cost-effective. As such, Mr. Peralta had reviewed alternative lot configurations and drainage solutions that would allow the development of these lands without adversely impacting the watershed. As such, Mr. Peralta presented the three (3) alternative options as outlined above.

Following Mr. Peralta's presentation, he opened up discussions and requested that they provide their comments and concerns related to the options provided. They are as follows:

1. Mr. Garardo asked whether the lot configuration is flexible relative to the two proposed severances adjacent to the open channel. Mr. Peralta advised that the two (2) potential severances adjacent to the open channel are flexible as they surpass the minimum requirements relative to the zoning by-law. Therefore, if the Town would like to modify the configuration of these potential severances, there should be ample room to do so.
2. Mr. Garardo further identified whether consideration has been given for future maintenance provisions of the open channel. Mr. Peralta advised that all future access and maintenance corridors for the proposed improvements were considered and shall further be established within the Engineer's Report.



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3. Mr. Coulson asked the Town Representatives whether they would accept an open channel relative to the desired covered drainage system. Mr. McVitty confirmed that initially, the Town was amenable to a covered drainage system around the perimeter of the subject property. However, in light of the information presented and the need to protect the watershed, they recognize that it would not be feasible to proceed in that manner. Mr. McVitty further emphasized the importance to safeguard the lands within the watershed and that the potential solution to facilitate the development of this property appears reasonable.

At the conclusion of this meeting, Mr. Peralta advised that the information presented will be issued to all parties for further review and comments. Additional details on lot dimensions and setback distances from the proposed open channel will be included with the submission. Mr. Perlta advised that he welcomed any questions, clarifications, or recommendations for adjustments towards obtaining general acceptance of the proposals. Upon addressing any questions or comments, he would request confirmation of general acceptance for the Engineering Department, Planning Department and the Developer prior to proceeding with final design details.

Upon review of the submitted information, the Town's Engineering Department identified that they have no concerns with the proposed design options and that they would be comfortable with either of the options presented. The Town's Planning Department identified that, so long as the proposed lot configurations meet the minimum lot size requirements that have no concerns with either of the options presented.

Upon review of the Town's comments, we further reviewed and discussed the various options with Mr. Coulson. Through these discussions, Mr. Coulson confirmed that he preferred to proceed with Option 2. Based on this direction, it was established that we had enough information and direction to proceed with the final analysis and design for the overall project.

#### **X. FINDINGS AND RECOMMENDATIONS**

Based on our topographic survey, detailed investigations, discussions, and review with affected landowners, Town Staff, information derived from the On-Site Meeting, together with the review and correspondence with the E.R.C.A. and other environmental government agencies; we have proceeded to establish the required details to adequately address the specified improvements within McBride Road Branch of the Willow Beach Drain. Our findings and recommendations are outlined within the following subheadings.

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**E.R.C.A., D.F.O. and M.E.C.P. Considerations**

During the course of our investigations, this drainage project was discussed and reviewed in detail with Ms. Ashley Gyori, of the E.R.C.A., to deal with any E.R.C.A. issues and comments related to this Municipal Drain and the overall development. The McBride Road Branch of the Willow Beach Drain is located within the regulated area and is under the jurisdiction of the E.R.C.A., and therefore an E.R.C.A. Permit is required for the improvements to the McBride Road Branch of the Willow Beach Drain and its Outlets. Upon their request, design proposals were submitted to the E.R.C.A. for their review and consideration. Upon their review of the design proposal, the E.R.C.A. provided us with their general acceptance and comments through email correspondence, and said email is included herein as **Appendix "A"**.

With respect to the Department of Fisheries and Oceans (D.F.O.) concerns related to the Fisheries Act, the proposed works within the Municipal Drains were "self-assessed" by the Engineer, through the D.F.O. website and the documentation prepared by D.F.O. on the "Guidance for Maintaining and Repairing Municipal Drains in Ontario". These references help to determine whether this project shall be reviewed by the D.F.O. The McBride Road Branch of the Willow Beach Drain, within the project site, resides at the top end of the overall system and is the only remaining portion of open channel. Based on the D.F.O. Self Assessment website, this section of Municipal Drain is currently rated as a Class 'D' Drain by the D.F.O. as it used to be directly connected to the Willow Beach Drain open channel. However, since this time, the entire drainage system downstream of the open drain consists of 420.0 metres of storm sewer that is directly connected to a pump station, with no gravity outlet. Based on the D.F.O. Self-Assessment website and reference documentation, we have determined that the project activities would not require a D.F.O. review for the works proposed under this project, so long as standard measures for fish habitat and migration are implemented. This evaluation was based on the fact that the system is disconnected from a waterbody and the nature of the improvements is intended to enhance the open drain portion and promote aquatic habitat that currently does not exist.

The Ministry of Natural Resources and Forestry (M.N.R.F.) has transitioned responsibilities of the Species at Risk Provincial Legislation to the Ministry of the Environment, Conservation and Parks (M.E.C.P.). Section 23.9 of the Endangered Species Act, 2007, allows the Municipality to conduct the eligible repair, maintenance, and improvement work under the Drainage Act that exempts these works from Sections 9 and 10 of this Act, so long as they follow the rules within Ontario Regulation 242/08.

In recognition of the impact that these species may experience as a result of the subject works, the Town of Amherstburg has comprehensive mitigation measures as well as species identification guides for reference. These references shall be provided to the successful Tenderer and shall be available for viewing at the Municipal Office for those interested.

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Through correspondence with the E.R.C.A., the D.F.O. Self-Assessment, and the requirements through the Endangered Species Act, we have provided for all of the E.R.C.A., D.F.O., and M.E.C.P. concerns and issues in our design and recommend that these drainage works be constructed in total compliance with all of the above.

### **McBride Road Branch of the Willow Beach Drain Improvements**

Prior to the completion of our Engineer's Report on this project, we had discussed the details of this project with the affected Owner and the Town of Amherstburg to review the particulars of the drain improvements of the McBride Road Branch of the Willow Beach Drain, in great length and detail.

From our investigations, examinations, calculations, discussions, and determinations with the affected parties, the following findings were noted and recommendations regarding same are provided as follows:

- 1) Coulson Design-Build Inc., the current Owners of the subject property, is in the process of obtaining planning consent to create severances from the existing residential property. The subject severances shall require drainage improvements within the McBride Road Branch of the Willow Beach Drain to facilitate the overall development.
- 2) The overall development has a significant impact on the Municipal Drain and the approval of the overall development is contingent on the approval of the drainage improvements through provisions of the Drainage Act.
- 3) The existing low-lying lands and open drain of the subject property currently provide stormwater management storage and flow attenuation for the overall drainage system. Based on the current configuration of the open portion of this Municipal Drain, the full development of the subject property is limited without creating any adverse effects to the overall drainage system.
- 4) In order to ensure that no adverse effects are created by the development of the subject property, a Hydraulic Model using PCSWMM modelling software was prepared for this project to analyze the pre-development conditions relative to the post-development conditions. Through this analysis, the proposed lot configuration has been established to maximize the development while creating a "like or better" level of service that the drainage system currently provides. The results of the drainage improvements shall not create any adverse impacts on the overall drainage system and shall comply with the Drainage Act and regional guidelines.
- 5) At the onset of the project, the original intent was to maximize the development by creating four (4) severances from the original property for a total of five (5) residential properties, together with a covered drainage system around the perimeter of the property. Through our investigations

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and analysis, it was determined that a covered drainage system around the perimeter of the site would not sufficiently provide adequate storage and flow attenuation required for the development of these lands. As such, it was determined that only three (3) lot severances with drainage improvements to the open channel would sufficiently address the requirements of development. As a result, a total of four (4) parcels shall form part of the development and each shall be identified as follows:

- i. Retained Lot
  - ii. Severance #1
  - iii. Severance #2
  - iv. Severance #3
- 6) In order to best facilitate the development, we recommend that the existing open channel be re-aligned, widened, and deepened to create a two-stage conveyance channel between Station 0+419.9 and Station 0+539.4, including all appurtenances, excavation and grading as shown and detailed within the accompanying drawings and further detailed within the specifications.
- 7) The improved open channel is intended to provide sufficient conveyance of drainage flows from upstream while maintaining and improving the necessary runoff storage volume of the pre-development and post-development runoff. The new conveyance channel has been sized to convey and store flows from storm events up to the 1:100-year storm event. The alignment shall be constructed so that it maintains a top width between 17.00 metres to 26.50 metres, having drain side slopes no steeper than three (3) horizontal to one (1) vertical. The high-flow shelf/terrace width of the open channel shall be between 9.00 metres to 14.65 metres graded at 2.00 percent. The low-flow channel shall be constructed with a 1.00-metre bottom width and 0.15-metre depth while maintaining a minimum of three (3) horizontal to one (1) vertical side slope, as shown and detailed within the plans.
- 8) Through consultation with the E.R.C.A., the subject property is located within the 1:100-year floodplain area associated with Lake Erie. As such, each new lot shall maintain a minimum required floodproofing elevation for the lowest opening into any proposed structure of 176.200 metres. This elevation was derived from the raw 1:100-year flood elevation of 175.900 metres plus a 0.300-metre freeboard.
- 9) As part of the widening and deepening of the improved open channel, together with raising the adjacent lands to the floodproofing elevation, the top of the new channel banks elevation will exceed the existing grades of the adjacent lands. As such, the new drain banks shall be built-up and constructed with berms having a minimum top width of 2.00 metres with three (3) horizontal to one (1) vertical side slopes until a time when the building lot elevation has been achieved. With the widening of the open channel, there shall

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be ample native fill material to construct the new berms. The creation of the proposed lots will require a considerable amount of fill material beyond the limits of the proposed open channel and berm. It shall be noted that the acquisition of the remaining fill material to bring the proposed lots to the floodproofing elevation shall be the responsibility of the Owner/Developer.

- 10) In order to facilitate the open channel conveyance improvements, we recommend the removal of the existing 600mm square Ditch Inlet Catch Basin (D.I.C.B.) and replacing it with a new outlet structure that includes a new 600mm x 1200mm D.I.C.B. (identified as DICB-1) and a new 1200mm diameter Precast Concrete Maintenance Hole (identified as MH-2) as shown and detailed within the plans.
- 11) We recommend that the new working corridors for future maintenance, between Station 0+419.9 and Station 0+540.9, shall be established within the high-flow shelf/terrace width of the improved channel alignment ranging from 9.00 metres to 11.00 metres wide, for its entire length. This working corridor shall be a free unencumbered and uninterrupted easement in perpetuity on, in, over, under, across, alongside and through the lands described herein, for the purpose of installing, maintaining, replacing, altering, cleaning, repairing, providing and operating the open channel. We further recommend that this area shall remain free and clear of any new buildings, structures, fences, concrete or asphalt paving, or other structures or obstructions of any kind. In the event, any such item is placed on any of the lands referred to herein, the Owner or Owners of the said lands at the time shall be liable for the cost incurred by the transferee, its servants, agents and assigns, in the removal of such items.
- 12) In the event that the prospective property owner wishes to maximize the frontage of the building envelope for Severance #2 or Severance #3, provisions have been included herein to allow for a retaining wall to be installed outside of the 1:100-year water surface elevation. Details of which have been included and detailed within the accompanying plans. It shall be noted that the installation of any structures permitted within the drain, and outside of the 1:100-year water surface elevation, shall not form part of the Municipal Drain and shall be the full responsibility of the affected landowner for initial construction and future maintenance. Under no circumstances shall the future retaining wall (or any other structure) extend beyond the limits shown within "Detail A-A" on Sheet 4 of the accompanying plans.

**Report** - McBride Road Branch of the Willow Beach Drain  
 Conveyance Improvements  
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- 13) We further recommend that all ancillary work required to complete the proper functionality of the improved open conveyance channel also be conducted and performed as part of this project and that all of the work associated with this project be provided to the full satisfaction of both the Municipality's Drainage Superintendent and the Consulting Engineer.

In summary, we would recommend that the existing open drain portion of the McBride Road Branch of the Willow Beach Drain, through the subject property, be re-aligned, widened, deepened and further improved, together with the necessary appurtenances to facilitate the development of three (3) new residential lot severances. We further recommend that all works be completed in accordance with this Report, the attached Specifications, and the accompanying Drawings and that all of the works associated with same be carried out in accordance with Section 78 of the "Drainage Act, R.S.O. 1990, Chapter D.17, as amended 2021".

## **XI. ALLOWANCES AND COMPENSATION**

### **Allowances For Land Taken**

The improved open conveyance channel for the McBride Road Branch of the Willow Beach Drain shall be constructed within the subject property and partially within the McBride Road and McLeod Avenue right-of-ways. These lands have already been compensated for the land taken under previous Engineer's Reports and by-laws. Therefore, further compensation for the use of these lands to construct the improved open drain shall not be required and that only a nominal value of \$1.00 per property be paid to re-establish the legal right for the improved Municipal Drain through these lands and to establish the right to access along the drain for future maintenance.

We find that the following Owners are entitled to and should receive the following amounts as compensation for the Value of Land Taken, in order to construct the McBride Road Branch of the Willow Beach Drain:

1) Coulson Design-Build Inc. Owner,	Lots 120 to 131, R.P. 1103	\$ 1.00
2) Town of Amherstburg for McBride Road		\$ 1.00
3) Town of Amherstburg for McLeod Avenue		\$ 1.00
<b>TOTAL FOR LAND TAKEN</b>		<b>\$ 3.00</b>

**Report** - McBride Road Brach of the Willow Beach Drain  
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This compensation shall allow for the use of the land necessary to re-align, widen, deepen, and improve the two-stage conveyance channel through the subject property, together with facilitating any future maintenance. We have used nominal values for compensation to the lands owned by Coulson Design-Build Inc., in consideration of the fact that the existing drain is located primarily within the subject property and the impact on these lands is required to facilitate the development of their lands.

We have provided for this land taken compensation in our estimate, as is provided for under Section 29 of the "Drainage Act, R.S.O. 1990, Chapter D.17, as amended 2021".

### **Compensation For Damages**

All areas disturbed by this work are specified for full restoration. Therefore, the works will not have any direct or indirect damages to the affected lands. Accordingly, no allowances or compensation for damages will be provided under Section 30 of the "Drainage Act, R.S.O. 1990, Chapter D.17, as amended 2021".

### **XII. ESTIMATE OF COST**

Our estimate of the total cost of this work, including all incidental expenses, is the sum of **ONE HUNDRED THIRTY-THREE THOUSAND EIGHT HUNDRED FOUR DOLLARS (\$133,804.00)** made up as follows:

#### **CONSTRUCTION**

- Item 1) **Traffic Control;**  
 Supply, install and maintain traffic control measures, including signs, flashers, flaggers, and other traffic control devices to Ontario Traffic Manuals and M.T.O. Roadside Safety Manual requirements. Remove all components at completion of the project. Lump-Sum \$ 1,500.00
- Item 2) **Water, Sediment, and Erosion Control Plan Fish Salvage and Fish Exclusion;**  
 Provide a Water, Sediment, and Erosion Control Plan required to obtain the necessary permits and approval; Provide all labour, equipment and materials to implement the Water, Sediment, and Erosion Control Plan, together with the Fish Salvage and Fish Exclusion Measures as outlined within the specifications, complete. Lump-Sum \$ 3,000.00

**Report** - McBride Road Brach of the Willow Beach Drain  
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- Item 3) **Brushing, Grubbing, and Tree Removal;**  
 Provide all labour, equipment, and materials to remove all vegetation within the existing drain bottom, bank slopes, and top of banks (**excluding east drain bank**) for approximately 119.5 lineal metres including all flailing, cutting, piling, chipping or burning, loading, hauling and disposal, complete at \$25.10 per lineal metre. \$ 3,000.00
- Item 4) **Station 0+419.9 to Station 0+539.4;**  
 Provide all labour, equipment, and material to excavate all drain bottom sediment and deleterious material, scavenging topsoil and windrowing along the existing drain outside of the new drain limits, provide all excavation to re-align, widen, deepen, and improve 119.5 lineal metres of the existing open drain (approximately 1065 cu.m.) in accordance with the accompanying plans and specifications, including grading, backfill, cleanup and restoration, complete, at approximately \$427.62 per lineal metre. \$51,100.00
- Item 5) **Ditch Inlet Catch Basin (DICB-1);**  
 Supply and install a 600mm x 1200mm (Type A) precast concrete catch basin at a 3:1 grade with galvanized honeycomb grate, approximately 1.0-metre deep including excavation, bedding, connection of the proposed pipe, 450mm sump, backfill, compaction and restoration, complete, approximately 1.0 unit at \$4,600.00 each. \$ 4,600.00
- Item 6) **Precast Concrete Maintenance Hole (MH-2);**  
 Remove and dispose of existing 600mm square DICB, supply and install 1200mm diameter concrete maintenance hole and base slab 2.5 metres deep with flat cap, cast iron frame and lid, including adjustment units, excavation, disposal, bedding, connection of the proposed drain pipes, 450mm sump, backfill, compaction and restoration, complete, approximately 1.0 unit at \$5,400.00 each. \$ 5,400.00



**Report** - McBride Road Branch of the Willow Beach Drain  
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Item 7)	<b><u>DICB-1 to MH-2;</u></b> Remove and dispose of a portion of the existing outlet pipe; supply and install approximately 4.5 lineal metres of 525mm diameter PVC DR35 pipe including bell & gasket coupler joining system, connections, excavation, granular bedding, backfill, compaction and restoration, complete at <u>\$550.56</u> per lineal metre.	\$ 2,500.00
Item 8)	<b><u>Quarried Limestone End Protection;</u></b> Supply and install 300mm thick quarried limestone erosion protection on non-woven geotextile at DICB-1 to the proposed top of bank, including excavation, placement, grading, complete:  a) Approximately <u>25.0</u> tonnes of 100mm to 250mm graded quarried limestone at <u>\$100.00</u> per tonne.  b) Approximately <u>30.0</u> square meters of non-woven filter cloth at <u>\$6.67</u> per square metre.	\$ 2,500.00     \$ 200.00
Item 9)	<b><u>Topsoil, Seeding and Mulching;</u></b> Spread 50mm thick of scavenged topsoil and carry out seeding and mulching on all newly excavated drain side slopes including the top of berm, (approx. 2300 sq.m.) complete.	Lump-Sum \$ 8,000.00
Item 10)	<b><u>Final cleanup and Restoration;</u></b> Provide all labour, and materials to cleanup the project site on completion of the work, complete.	Lump-Sum \$ 2,500.00
<b>TOTAL FOR CONSTRUCTION</b>		<b>\$ 84,300.00</b>
<b>Net H.S.T. on above Items (1.76%)</b>		<b>\$ 1,484.00</b>
<b>TOTAL FOR CONSTRUCTION (including Net H.S.T.)</b>		<b>\$ 85,784.00</b>

**Report** - McBride Road Branch of the Willow Beach Drain  
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**INCIDENTALS**

1) Report, Estimate, and Specifications	\$ 9,700.00
2) Survey, Assistants, Expenses, and Drawings	\$ 13,000.00
3) Conduct Hydraulic Analysis and Modelling	\$ 9,700.00
4) Duplication Costs of Drawings and Report	\$ 600.00
5) Estimated Cost of preparing Tender Documents for use by the Municipality for Letting of the Contract on an invitation basis	\$ 1,400.00
1) Estimated Cost for Full-Time On-Site Inspections, and Periodic Supervision and Project Management during Construction (based on 2-week duration)	\$ 12,000.00
6) Net H.S.T. on above items (1.76%)	\$ 817.00
7) Estimated Cost for E.R.C.A. Permit	\$ 800.00
	<hr/>
<b>TOTAL FOR INCIDENTALS</b>	<b>\$ 48,017.00</b>
<b>TOTAL FOR LAND TAKEN (brought forward)</b>	<b>\$ 3.00</b>
<b>TOTAL FOR CONSTRUCTION (brought forward)</b>	<b>\$ 85,784.00</b>
	<hr/>
<b>TOTAL ESTIMATE</b>	<b>\$133,804.00</b>
	<hr/>

**XIII. DRAWINGS AND SPECIFICATIONS**

As part of this report, we have attached design drawings for the McBride Road Branch of the Willow Beach Drain Conveyance Improvements, consisting of Sheet 1 through Sheet 4. The design drawings illustrate the existing and proposed alignments of the Municipal Drain, together with the affected landowner, and the details relative to the various improvements.

Furthermore, Benchmarks were established therein for the works required for this project. The drawings attached within **Appendix "B"** have been reduced in size and the scale therefore varies. However, full-scale drawings can be viewed at the Town of Amherstburg Municipal Office, if required.

Also attached, we have prepared Specifications that set out the required construction details for the various aspects of the works to be conducted under this report.

**Report** - McBride Road Branch of the Willow Beach Drain  
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#### **XIV. CONSTRUCTION SCHEDULE OF ASSESSMENT**

We would recommend that all of the costs associated with the improvements to the McBride Road Branch of the Willow Beach Drain Conveyance Improvements, as identified and detailed herein, be assessed in accordance with the attached **Construction Schedule of Assessment**.

All construction works, together with the associated incidental and engineering costs under this project, are required to facilitate the proposed residential developments and shall be assessed to the subject property owned by Coulson Design-Build Inc., within Lots 120 to 131 of Registered Plan 1103, Part of Caldwell Grant, in the Geographic Township of Malden.

It shall be noted that the attached Construction Schedule of Assessment is to be utilized for the distribution of costs related to the construction works being provided for under this report and this Construction Schedule of Assessment shall not be utilized for the sharing of any future maintenance works conducted to same.

#### **XV. FUTURE MAINTENANCE**

##### **Open Portion of the McBride Road Branch of the Willow Beach Drain**

After the completion of all of the works associated with this Engineer's Report, we recommend that the McBride Road Branch of the Willow Beach Drain be kept up and maintained in the future by the Town of Amherstburg. When future maintenance is performed on the improved open drain channel of the Municipal Drain, between Station 0+419.9 to Station 0+539.4, the works shall include the improved open drain channel, together with its outlet into DICB-1 and its connection to MH-2, including all quarried limestone erosion protection.

##### **Future Maintenance Costs**

When future maintenance is performed on the improved portion of the open drain, as outlined above, we recommend that all future maintenance costs shall be assessed in the same proportions as the governing Schedule of Assessment identified as "Schedule A-1" Schedule of Assessment Willow Beach Drain - McBride Road Branch within the Engineer's Report prepared by E.P. Dries, P.Eng., dated November 2nd, 2005, or per subsequent amendments made thereto under the Drainage Act.

As part of the development, the subject property is currently identified as Parcel 550-04400 and will be subdivided into four (4) new parcels. With the development, the assessments to the subject property, identified within the governing report shall be adjusted to reflect the proposed lot configuration and change in use of the original parcel. As such, the following changes shall be made to the Schedule of Assessment outlined above when performing future maintenance works on the McBride Road Branch of the Willow Beach Drain:

**Report** - McBride Road Brach of the Willow Beach Drain  
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<u>Parcel</u>	<u>Affected Area (Ac.)</u>	<u>Benefit</u>	<u>Special Benefit</u>	<u>Outlet</u>	<u>Total Assessment</u>
<b><u>Original Parcel</u></b>					
550-04400	1.33	\$198.00	\$0.00	\$25.00	\$223.00
<b><u>New Parcels</u></b>					
Retained	0.39	\$ 93.00	\$0.00	\$10.00	\$103.00
Severance #1	0.20	\$ 31.00	\$0.00	\$ 5.00	\$ 36.00
Severance #2	0.37	\$ 87.00	\$0.00	\$10.00	\$ 97.00
Severance #3	0.37	\$ 87.00	\$0.00	\$10.00	\$ 97.00
<b>Total</b>	<b>1.33</b>	<b>\$298.00</b>	<b>\$0.00</b>	<b>\$35.00</b>	<b>\$333.00</b>

The original property was assessed based on the use of the lands at the time when the Schedule of Assessment was initially prepared. With the development of these lands, the new lots will result in an increase in covered area and total impermeable surfaces. Therefore, the change in assessment (Benefit, Outlet and Total) outlined above is reflective of the new change in use of the affected parcels. The adjusted assessment coincides with the assessments of the adjacent properties already established within the governing Schedule of Assessment. With the adjustments established for the affected parcels, the total allocated costs for the Governing Schedule of Assessment "Schedule A-1" shall increase from \$4,000.00 to \$4,110.00.

#### **Working Corridors for Future Maintenance**

Once all construction has been completed for this project, the Contractor shall be expected to keep all future equipment and forces within the following working corridors for any future maintenance performed on the improved open channel of the McBride Road Branch of the Willow Beach Drain:

From Station 0+419.9 to Station 0+539.4: The Contractor shall be permitted to access the open drain from both McLeod Avenue and McBride Road. Once access is obtained, the Contractor shall work from within the drain and have access to the high-flow shelf/terrace width portion of the new widened channel alignment along its entire length that ranges from 9.00 metres to 11.00 metres wide.

**Report** - McBride Road Brach of the Willow Beach Drain  
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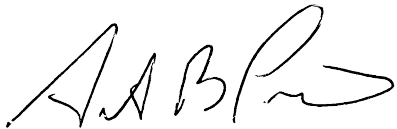
**Future Retaining Walls and Special Features**

It shall be noted that provisions have been included within this report to allow for future retaining walls to be installed within the improved conveyance channel. These retaining walls shall be installed outside the 1:100-year water surface elevations as shown and detailed within the accompanying plans. By design, these retaining walls shall not hinder or alter the flows within the McBride Road Branch of the Willow Beach Drain. As such, these structures shall be considered private structures and shall not form part of this Municipal Drain. Therefore, the maintenance and upkeep of these structures shall be the sole responsibility of the adjacent Owner/Occupant. However, in the event that these structures extend beyond the limits shown or become an obstruction to the flows within the drain, or cause damage to the Municipal Drain, these obstructions must be addressed and/or removed through Sections 80(1) and 80(2) of the "Drainage Act, R.S.O. 1990, Chapter D.17, as amended 2021".

All of the above provisions for future maintenance under this report shall remain as aforesaid until otherwise determined under the provisions of the "Drainage Act, R.S.O. 1990, Chapter, D.17, as amended 2021".

All of which is respectfully submitted.

**N. J. PERALTA ENGINEERING LTD.**



Antonio B. Peralta, P.Eng.

ABP/amm



**N. J. PERALTA ENGINEERING LTD.**

Consulting Engineers  
 45 Division Street North  
 Kingsville, Ontario  
 N9Y1E1

**CONSTRUCTION SCHEDULE OF ASSESSMENT**

**McBRIDE ROAD BRANCH OF THE WILLOW BEACH DRAIN CONVEYANCE IMPROVEMENTS**

**Lots 120 to 131 of Registered Plan 1103, Part of Caldwell Grant**

**(Geographic Township of Malden)**

**TOWN OF AMHERSTBURG**

**5. PRIVATELY OWNED - AGRICULTURAL LANDS (non-grantable):**

<u>Con. or Plan Number</u>	<u>Lot or Part of Lot</u>	<u>Acres Affected</u>	<u>Hectares Affected</u>	<u>Owner's Name</u>	<u>Value of Benefit</u>	<u>Value of Outlet</u>	<u>Value of Special Benefit</u>	<u>TOTAL VALUE</u>
1103	120 to 131	1.33	0.538	Coulson Design-Build Inc.	\$ 133,804.00	\$ -	\$ -	\$ 133,804.00
<b>Total on Privately Owned - Agricultural Lands (non-grantable).....</b>					<b>\$ 133,804.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 133,804.00</b>
<b>TOTAL ASSESSMENT</b>		1.33	0.538		<b>\$ 133,804.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 133,804.00</b>

1 Hectare = 2.471 Acres  
 Project No. D-19-054  
 December 20th, 2021

**FOR DISTRIBUTION**

This copy of the Drainage Report complies with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

# **SPECIFICATIONS**

# ***N. J. Peralta Engineering Ltd.***

Consulting Engineers

## **MCBRIDE ROAD BRANCH OF THE WILLOW BEACH DRAIN CONVEYANCE IMPROVEMENTS**

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# ***N. J. Peralta Engineering Ltd.***

Consulting Engineers

## **SPECIFICATIONS**

### **MCBRIDE ROAD BRANCH OF THE WILLOW BEACH DRAIN CONVEYANCE IMPROVEMENTS**

**(Geographic Township of Malden)**

#### **TOWN OF AMHERSTBURG**

##### **I. GENERAL SCOPE OF WORK**

The Contractor is advised that the work proposed under this project consists of improving the open drain conveyance channel through the private lands of Coulson Design-Build Inc., within Lots 120 to 131 of Registered Plan (R.P.) 1103, Part of Caldwell Grant. This project includes brushing and grubbing, all excavation, grading, installation of general erosion protection, installation of a precast concrete ditch inlet catch basin and maintenance hole, new drain pipe, topsoil, seeding and mulching, restoration, and other ancillary work to provide a complete and satisfactory job. The open drain conveyance improvements shall be of the size, type, depth, etc. as shown on the accompanying drawings, as determined from the Benchmarks and as may be further laid out at the site at the time of construction.

The Contractor shall be required, as part of this project, to ensure that proper Water, Sediment, and Erosion Control Plans are submitted and approved prior to construction. It is imperative that these provisions remain in place for the duration of the project and until a good grass catch has been established to minimize soil erosion and sedimentation deposited downstream of the project site. Once the Contractor has implemented the approved Water, Sediment, and Erosion Control Plan, the construction works may commence.

All work shall be carried out in accordance with these Specifications that serve to supplement and/or amend the current Ontario Provincial Standard Specifications and Standard Drawings, adopted by the Ontario Municipal Engineers Association. The Contractor shall review the information outlined within **Appendix "A"**. The works shall be further carried out in accordance with these Specifications and shall comply in all regards with the accompanying drawings. The works shall be of the size, type, depth, etc., as shown in the accompanying drawings, as determined from the Benchmark, and may be further laid out at the site at the time of construction. All work carried out under this project shall be completed to the full satisfaction of the Town Drainage Superintendent and/or the Consulting Engineer.

**Specifications** - McBride Road Branch of the Willow Beach Drain  
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## **II. E.R.C.A. AND D.F.O. CONSIDERATIONS**

The Contractor will be required to implement stringent erosion and sedimentation controls during the course of the work to minimize the amount of silt and sediment being carried downstream into the Willow Beach Drain. It is intended that work on this project be carried out during relatively dry weather to ensure the proper site and drain conditions and to avoid conflicts with sediment being deposited into the Willow Beach Drain. All disturbed areas shall be restored as quickly as possible with grass seeding and mulching installed to ensure a protective cover and to minimize any erosion from the work sites subsequent to construction. The Contractor may be required to provide temporary silt fencing and straw bales as outlined further in these specifications. All of the work shall be carried out in accordance with any permits or authorizations issued by the Essex Region Conservation Authority (E.R.C.A.) or the Department of Fisheries and Oceans (D.F.O.), copies of which will be provided, if available.

All of the work shall be carried out in accordance with any permits or authorizations issued by the Essex Region Conservation Authority (E.R.C.A.) or the Department of Fisheries and Oceans (D.F.O.), copies of which will be provided, if available. The Contractor is advised that no work shall be carried out in the existing drain from March 15th to July 15th, of any given year because the drain is directly connected to the Puce River that is classified as sensitive to impacts on aquatic life and habitat by the E.R.C.A, D.F.O. and M.N.R.F.

As part of its work, the Contractor will implement the following measures that will ensure that any potential adverse effects on fish and fish habitat will be mitigated:

- a) As per standard requirements, work will not be conducted at times when flows in the drain are elevated due to local rain events, storms, or seasonal floods. Work will be done in the dry.
- b) All disturbed soils on the banks and within the channel, including spoil, must be stabilized immediately upon completion of work. The restoration of the site must be completed to a like or better condition than what existed prior to the works. The spoil material must be hauled away and disposed of at a suitable site or spread an appropriate distance from the top of the drain banks to ensure that it does not wash back into the drain.
- c) To prevent sediment entry into the drain, in the event of an unexpected rainfall, silt barriers and/or traps must be placed in the channel during the works and until the site has been stabilized. All sediment and erosion control measures are to be in accordance with related Ontario Provincial Standards. It is incumbent on the proponent and their Contractors to ensure that sediment and erosion control measures are functioning properly and are maintained and upgraded as required.

**Specifications** - McBride Road Branch of the Willow Beach Drain Conveyance Improvements  
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- d) Silt or sand accumulated in the barrier traps must be removed and stabilized on land once the site is stabilized.
- e) All activities including maintenance procedures should be controlled to prevent the entry of petroleum products, debris, rubble, concrete, or other deleterious substances into the water. Vehicular refuelling and maintenance should be conducted away from the water.

Not only shall the Contractor comply with all of the above, it shall also be required to further comply with notes included within the email from the E.R.C.A which is included within **Appendix "A"**.

### **III. M.E.C.P. CONSIDERATIONS**

Under the Species at Risk Provincial Legislation, set in place with the Ministry of Environment, Conservation and Parks (M.E.C.P.), Section 23.9 of the Endangered Species Act, 2007, allows the Town to conduct the eligible repair, maintenance, and improvement work under the Drainage Act that exempts these works from Sections 9 and 10 of this Act, so long as they follow the rules within Ontario Regulation 242/08.

Prior to commencing work, the Town of Amherstburg will complete an "Endangered Species Act Review" for the McBride Road Branch of the Willow Beach Drain and will provide the Contractor with the results of said review, including Town documents for the purpose of identification of known species at risk within the project area and mitigation measures for species and habitat protection. It is the responsibility of the Contractor to make certain that necessary provisions are undertaken to ensure the protection of all species at risk and their habitats throughout the course of construction.

The Contractor will be responsible for providing the necessary equipment and materials required by the mitigation plans and shall contact the Town of Amherstburg Drainage Superintendent immediately if any endangered species are encountered during construction.

### **IV. ADDITIONAL ENVIRONMENTAL MITIGATION PROVISIONS**

**Prior to any works conducted on the project, the Contractor shall submit a suitable Water, Sediment and Erosion Control Plan. All of these plans shall be submitted for review and approval from all applicable environmental approval agencies.** Furthermore, the Contractor shall provide all labour and equipment to conduct a fish salvage operation to ensure that no fish, mussels, or turtles are harmed by the proposed works. Any species found within the project site shall be removed and relocated downstream of the project site. The fish salvage operations shall be completed to the full satisfaction of the Town Drainage Superintendent, E.R.C.A., D.F.O., M.E.C.P. and/or the M.N.R.F.

**Specifications** - McBride Road Branch of the Willow Beach Drain  
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In addition to the fish salvage operations, the Contractor shall be responsible to provide Fish Exclusion Measures within the length of the existing open drain where work is being performed. The Fish Exclusion Measures shall be initiated prior to the start of the drain filling process by use of a standard fish seine net. This seine net shall be installed in the water and shall be dragged through the water along the entire length of the Lebo Creek Drain to be filled and abandoned. The fish seine net shall not be a permanent fixture during the course of the construction works and shall be removed once passed through the water.

The above-noted works shall be completed by the Contractor, at its own expense, and such labour, equipment and materials, and the cost for same shall form part of the Schedule of Items and Prices. Furthermore, all of the above shall be completed to the full satisfaction and compliance of the Town Drainage Superintendent, E.R.C.A., D.F.O. and/or the M.N.R.F.

**V. ACCESS TO WORK, WORKING CORRIDORS, AND TRAFFIC CONTROL**

**ACCESS TO WORK**

The Contractor is advised that the majority of the work to be carried out on this project extends alongside the McLeod Avenue and McBride Road right-of-ways and within private lands. The Contractor shall have access to the full width of the roadways abutting the proposed drainage works. The Contractor may utilize the entire McLeod Avenue and McBride Road right-of-ways necessary to permit the completion of the work required to be carried out for the initial construction and future maintenance.

**WORKING CORRIDORS**

**Initial Construction**

Once access is obtained onto private lands, the Contractor shall be expected to keep the construction equipment and forces for the construction as follows:

- 1) From Station 0+410.1 to Station 0+419.9: The Contractor may utilize the full right-of-way of McBride Road.
- 2) From Station 0+419.9 to Station 0+484.9: Once access is obtained onto the private lands, the Contractor shall be expected to keep their equipment and forces solely within the subject property. The Contractor shall limit the use of these lands to remain within the north limit of Severance #2 and to the south limit of Severance #3.
- 3) From Station 0+484.9 to Station 0+540.9: Once access is obtained onto the private lands, the Contractor shall be expected to keep their equipment and forces solely within the subject property. The Contractor shall limit the use of these lands to remain within 1.00 metre of the existing fence line

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and house to the west and the east limit of the existing easement. **It is imperative that the Contractor protect as much vegetation as possible and refrain from removing any existing trees or vegetation along the east drain bank without written consent from the adjacent landowner.**

- 4) From Station 0+540.9 to Station 0+552.6: The Contractor may utilize the full right-of-way of McLeod Avenue.

The Contractor shall refrain from using any other lands unless otherwise permitted by the Owner and Drainage Superintendent during construction. Confirmation of other permitted working areas must be obtained from the Owner and Drainage Superintendent in writing. The Contractor may also be provided access by the Owner in order to stockpile any excess excavated materials for future use by the Owner.

**Future Maintenance**

Upon completion of the improved open drain conveyance channel, the Contractor shall be expected to keep all future equipment and forces within the following working corridors for any future maintenance performed within the improved corridor:

- 1) From Station 0+410.1 to Station 0+419.9: The Contractor may utilize the full right-of-way of McBride Road.
- 2) From Station 0+419.9 to Station 0+484.9: Once access is obtained onto the private lands, the Contractor shall be expected to keep their equipment and forces solely within the open channel. The Contractor shall work from within the drain and have access to the 11.00-metre wide high-flow shelf/terrace of the new widened channel alignment.
- 3) From Station 0+484.9 to Station 0+540.9: Once access is obtained onto the private lands, the Contractor shall be expected to keep their equipment and forces solely the open channel. The Contractor shall work from within the drain and have access to the 9.00-metre wide high-flow shelf/terrace of the new widened channel alignment.
- 4) From Station 0+540.9 to Station 0+552.6: The Contractor may utilize the full right-of-way of McLeod Avenue.

The Contractor shall refrain from using any other lands within the subject work site unless otherwise permitted by the Owner and Drainage Superintendent during construction. Confirmation of other permitted working areas must be obtained from the Owner and Drainage Superintendent in writing.

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Any accesses or areas used in carrying out the works are to be fully restored to their original conditions by the Contractor, including topsoil placement and lawn restoration as directed by the Drainage Superintendent and/or the Consulting Engineer. Restoration shall include, but not be limited to, all necessary levelling, grading, shaping, topsoil, seeding and mulching, and granular placement required to make good any damage caused. Any damages caused, resulting from non-compliance with the above-noted provisions, shall be restored by the Contractor to its original condition, at the Contractor's expense.

**TRAFFIC CONTROL**

The Contractor shall ensure that the travelling public is always protected while utilizing the roadway for its access. The Contractor shall be required to carry out all the necessary steps to direct traffic and provide temporary diversion of traffic around work sites, including the provision of all lights, signs, flag persons, and barricades required to protect the safety of the travelling public. The Contractor shall be required to submit a Traffic Control Plan to the Consulting Engineer for approval from the governing Road Authorities. The Traffic Control Plan shall be carried out in accordance with the requirements of the Ontario Traffic Manual's Book 7 for Temporary Conditions. It is expected that the Contractor shall not require McLeod Avenue or McBride Road to be closed when carrying out the necessary work. However, should the Contractor have to close either roadway for the proposed works, it shall arrange to obtain the necessary authorizations from the affected Road Authorities and distribute notification of detours around the site. The Contractor shall also ensure that all emergency services, school bus companies, etc. are contacted about the disruption to access at least 48 hours in advance of same. All detour routes shall be established in consultation with the Town and County Roads Departments.

**VI. OPEN DRAIN MAINTENANCE PROVISIONS AND TRUCKING**

When future maintenance is performed within the open drain conveyance channel, from Station 0+424.3 to Station 0+539.4, the Contractor is only required to excavate the bottom of the drain to restore the low-flow channel and no bank excavation is expected. The excavated material should consist of sediment and it shall be trucked and disposed of by the Contractor to a site to be obtained by it at its own expense. When future maintenance is performed within the open drain, the costs of which shall be assessed as per the Maintenance Schedule of Assessment. The general parameters of the low-flow channel consist of a 1.00-metre (3.28 ft.) bottom width, ranging in a grade of 0.10% to 0.68%, and 3.00 horizontal to 1.00 vertical side slopes, for its entire length. Further details are included within the accompanying plans.

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## **VII. REMOVAL OF BRUSH, TREES AND RUBBISH**

Prior to the construction of the drain within the subject property, the Contractor is to prepare said site for this operation.

**It shall be noted that the existing vegetation along the east drain bank of the project site shall remain and be protected throughout the course of the initial construction. Under no circumstances shall any of this vegetation be removed without the written consent of the affected property owners.** Where there is any brush, trees or rubbish along the course of the drainage works, including side slopes of the drain and full access width, or where the earth is to be spread, including any trees, brush, rubbish, brush piles, rubbish piles or rock piles, all of same are to be grubbed out and close cut, and be burned or otherwise disposed of, by the Contractor, to the full satisfaction of the Town Drainage Superintendent.

Any trees that need to be removed during the maintenance process shall be cut and cleared to a maximum height of 75mm (3"). Brush and bushes shall be cut to ground level. Once all of the trees have been cut to the required level by the use of a chainsaw or other acceptable mechanical equipment, the Contractor may utilize a flail machine. The flail machine may be used to cut and trim all remaining brush and trees which are smaller than 100mm (4") in diameter along either side slope of the drain and the access area. No excavation shall occur until after brush clearing and close cutting is completed. In all cases, the brushing shall be carried out by commencing from the top of bank, across the full drain section, and along the subject property where the brushing, excavating and spreading of excavated material is being carried out. All of the brushing shall also be carried out from within the open conveyance channel.

The brush and trees removed along the course of the work are to be put into piles by the Contractor in locations where they can be safely burned by it, or hauled away and disposed of, by the Contractor to a site to be obtained by it at its expense. Prior to and during the course of the burning operations, the Contractor shall comply with the guidelines prepared by the Air Quality Branch of the Ontario Ministry of the Environment and shall ensure that the Environmental Protection Act is not violated. The Contractor will be required to notify the local fire authorities and cooperate with them in the carrying out of any work. The removal of brush and trees shall be carried out in close consultation with the Town Drainage Superintendent or Consulting Engineer to ensure that no decorative trees or shrubs are disturbed by the operations of the Contractor that can be saved.

The Contractor shall protect all decorative trees, bushes, and shrubs located along the length of any neighbouring properties except for those trees that are established, in consultation with the Town Drainage Superintendent, the Consulting Engineer, and the Owners, to be removed as part of the works. The Contractor shall note that protecting and saving the trees may require the

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Contractor to carry out handwork around the trees, bushes, and shrubs to complete the necessary final site grading and restoration.

In no case will brush, branches, trees, or rubbish be allowed to be buried in the spoil bank or within the excavated material, and the Contractor will require to brush rake the excavated material to remove all such debris if instructed by the Town Drainage Superintendent.

Following the completion of the work, the Contractor is to trim up any broken or damaged limbs on trees which are to remain standing, and it shall dispose of said branches along with other brush, thus leaving the trees in a neat and tidy condition.

The Contractor shall remove all deleterious materials and rubbish along the course of the open drain. All such deleterious materials and rubbish shall be loaded up and hauled away by the Contractor to a site to be obtained by it at its cost.

#### **VIII. FENCING**

Where it is necessary to take down any fence to proceed with initial construction or future maintenance, the work shall be done by the Contractor across or along that portion of the work where such fence is located. The Contractor will be required to exercise extreme care in the removal of any fencing so as to cause a minimum of damage to the same. The Contractor will be required to replace any fence that is taken down in order to proceed with the work, and the fence shall be replaced in a neat and workmanlike manner. The Contractor will not be required to procure any new materials for rebuilding the fence provided that it has used reasonable care in the removal and replacing of same. When any fence is removed by the Contractor, and the Owner thereof deems it advisable and procures new material for replacing the fence so removed, the Contractor shall replace the fence using the new materials and the materials from the present fence shall remain the property of the Owner.

#### **IX. BENCHMARKS**

Also, for use by the Contractor, we have established Benchmarks along the course of the work. The plans include details illustrating the work to be carried out. Benchmarks have been indicated and the Elevations have been shown and shall be utilized by the Contractor in carrying out its work. The Contractor shall note that a specific design elevation grade has been provided for the proposed drain alignment at each end of the accompanying profile. The plans also set out the drain side slopes, bottom width, and other requirements relative to its installation. In all cases, the Contractor is to utilize the specified drain grade.



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**X. DRAIN EXCAVATION**

The Contractor is to note that the excavation of the improved McBride Road Branch of Willow Beach Drain open channel shall be done in a very meticulous manner, to the general lines, levels, grades and cross-sections as shown on the accompanying drawings, or as may be further established by the Town Drainage Superintendent or the Engineer at the time of the work. The widths of the drain channel and the side slopes of the excavation shall generally conform to the dimensions given on the drawings. In no case shall the drain bottom project above the grade line as shown on the accompanying drawings, and as determined from the Benchmarks. **The Contractor shall note that no drain improvements are required along the east drain bank between Station 0+484.9 to Station 0+540.9.**

Prior to any drain excavation, the Contractor is expected to strip all of the topsoil for the full top width of the improved open drain, including the existing drain side slopes being modified. This topsoil shall be windrowed and stockpiled within the project site area while maintaining a minimum distance of 2.0 metres beyond the improved drain limits. Once all topsoil is satisfactorily stripped from the drain area, the Contractor shall commence with any excavation works. The stripped topsoil shall be re-used for spreading over all newly excavated side slopes, high-flow shelf/terrace, low-flow channel and constructed temporary earth berm. Any surplus topsoil shall remain on-site and stockpiled for the use of the Owner.

The Contractor shall note that the excavated sediment material from the existing drain bottom shall be cast onto the adjoining open lands within Severance #2 and Severance #3 and spread evenly over on the undeveloped lands and/or (once dried) used as surplus topsoil for placement over the newly constructed drain area. If spread, the material shall be spread no more than 250mm (10") in depth and shall be kept a minimum of 1.52 metres (5.00 ft.) clear of the finished west top of bank of the drain. The Contractor shall also ensure that no excavated material shall be spread over any existing ditches or furrows within the specified area that would impede the natural conveyance of runoff to the drain. The excavated material to be spread shall be free from rocks, boulders, stumps, rubble, or other similar material. If encountered, these deleterious materials shall be hauled away and disposed of by the Contractor.

Laser Control must be provided to maintain the minimum channel line and grades, and the Contractor shall have a qualified operator to set up and operate the equipment. In some instances, but only at the discretion of the Engineer, an approved system of batter boards may be utilized for this purpose. However, the cost of placing grade stakes and determining the cut information, shall be provided by and/or paid for entirely by the Contractor.

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**XI. TEMPORARY EARTHEN BERM CONSTRUCTION AND DISPOSAL OF FILL**

The improved open channel shall be constructed to match the proposed floodproofing elevation of 175.900 metres. In order for the new drain banks to meet this elevation prior, to the development of these building lots, temporary earthen berms shall be constructed to sufficiently meet the drainage requirements. The temporary earthen berm will eventually form as part of the minimum lot elevation at the drain top bank, following the infilling of the proposed residential lots completed by the Developer. The Contractor shall provide all labour, material, and equipment, in order to construct the new temporary earthen berm along the new top bank limits of the drain area, to the lines, levels, and grades as is shown and detailed in the accompanying drawings. Overall the earthen berm shall be constructed with a minimum top width of 2.00 metres (6.56 ft.) set to a minimum elevation of 175.900 metres, as noted on the plans. The berm shall also be constructed no steeper than 3.00 horizontal to 1.00 vertical finished side slopes.

The Contractor is advised that all excess fill material from the improved open drain construction shall be utilized for the drain/berm construction, with any excess soil being stored on-site within the private lands identified as Severance #2 and Severance #3. It is expected that the excavation work from the drain construction will provide sufficient material for the construction of the entire drain and berm with surplus fill remaining.

**XII. STRUCTURE INSTALLATION**

All materials for the ditch inlet catch basin and maintenance hole structures shall comply with Ontario Provincial Standard Specifications (O.P.S.S.) and Ontario Provincial Standard Drawings (O.P.S.D.) with respect to materials, qualities, and installation details. The structures shall be founded on a good, dry, firm, undisturbed earth base for its entire bottom surface area, or 20mm (3/4") clear stone bedding, if necessary. Corrections in depth of excavation caused by the Contractor excavating to an extent greater than that required for the structures shall be backfilled to the proper grade elevation by embedding the catch basin maintenance holes floor area with 20mm (3/4") clear stone granular bedding. A sump is to be provided in each structure which shall be a minimum of 450mm deep measured from the proposed invert of the drain pipe or connection to the proposed concrete floor elevation of the structure. The structure shall be set to allow for connection of all of the inlet and outlet pipes and shall be installed as shown and detailed on the plans. The top elevation of the structure shall be installed to the elevations noted on the plans or as further directed by the Town Drainage Superintendent or the Consulting Engineer. All structure sections and adjustment units shall be joined together with standard gasket material, caulking, or grout as required by the manufacturer, or as set out in the applicable O.P.S.S. and O.P.S.D.

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At Station 0+424.3, the Contractor shall provide and install a 600mm x 1200mm (Type A) precast concrete ditch inlet catch basin (DICB-1) together with galvanized steel honeycomb grate, in accordance with O.P.S.D. 705.040, and O.P.S.D. 403.010.

At Station 0+419.9, the Contractor shall also be required to supply and install a 1200mm diameter precast concrete maintenance hole (MH-2) with cast iron frame and lid, in accordance with O.P.S.D. 701.010, O.P.S.D. 701.030, and O.P.S.D. 401.020 where shown on the plans.

All structures, where applicable, shall include a minimum of three (3) adjustment units in accordance with O.P.S.D. 704.011. All work shall be completed as shown and detailed on the plans.

The Contractor shall connect all drain pipes and connections in the structures with the use of a mortar joint or standard rubber boot cast into the units by the Manufacturer. Said mortar joint shall be provided at the internal and exterior of the catch basin maintenance holes wall for the full circumference of the drain pipe and be of a sufficient mass to produce a sealed joint, all to be performed to the full satisfaction of the Town Drainage Superintendent or the Consulting Engineer. Where possible, the Contractor shall employ a standard factory fitting or adapter to connect between the various pipes, tiles, and catch basin maintenance holes, otherwise, a mortar joint connection can be utilized.

### **XIII. PIPE INSTALLATION**

As part of the overall functionality of the drain, the Contractor shall install a drain pipe as shown and detailed in the accompanying drawings.

Between approximately Station 0+419.9 to Station 0+424.3, the Contractor shall saw-cut and remove the existing portion of the 375mm diameter P.V.C. pipe to the east and install a 525mm diameter Polyvinyl Chloride (P.V.C.) DR35 pipe extending from the precast concrete MH-2 into the south end of the precast concrete DICB-1. The pipe shall be set to the lines and levels as shown on the Plans.

The new P.V.C. pipe for this project shall be supplied as no more than one (1) continuous length of pipe. All of which are to be joined together with the use of a water-tight bell and gasket joining system, secured in accordance with the Manufacturer's recommendations. The P.V.C. pipe for this installation must be of the length, size, and strength identified in the Plans and approved by the Drainage Superintendent and the Consulting Engineer, prior to its placement in the drain. Any changes relative to the drain pipe must be approved by the Consulting Engineer prior to proceeding with construction. Benchmarks have been established near the site and are noted and detailed within the accompanying drawings.

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The Contractor shall note that the placement of any new drain pipes shall be performed totally in the dry and it shall be prepared to take whatever steps are necessary to ensure same, all to the full satisfaction of the Town Drainage Superintendent or the Consulting Engineer.

The installation of the complete length of the drain pipe, including all appurtenances, shall be completely inspected by the Town Drainage Superintendent or Consulting Engineer prior to backfilling any portions. Under no circumstance shall the Contractor commence the construction or backfill of the new culvert pipe without the site presence of the Town Drainage Superintendent or the Consulting Engineer's Inspector to inspect and approve said installation. The Contractor shall provide a minimum of forty-eight (48) hours notice to the Town Drainage Superintendent or the Consulting Engineer prior to commencement of the work. The installation of the new drain pipe is to be performed during normal working hours of the Town Drainage Superintendent and the Consulting Engineer from Monday to Friday unless written authorization is provided by them to amend said working hours.

All pipe materials shall be stored and handled by the Contractor at its own expense. It shall be responsible for the safe storage of all materials, for obtaining storage areas, for the safe transportation and distribution of all the materials at the job site, and for inspection in order to determine defects and breakage. No additional recompense will be allowed the Contractor for any loss incurred by it in the storage and handling of the materials. Should the Contractor permit damaged pipe or materials to be installed, it shall be responsible for the removal and replacement of same at its own expense, should the Engineer require such removal and replacement. If the drain pipe is laid in freezing weather, the Contractor shall take all the necessary precautions to prevent damage to the pipe or to any of the materials used in the construction of the work. In addition, the Contractor shall take care that no frozen ground or backfill is placed in the trench backfilling adjacent to the drain pipe.

The bottom of the trenches must be carefully excavated and trimmed to the elevation and shape of the bottom of the pipe. The bottom of the trenches shall be recessed to receive the pipe in order to allow the pipe to be uniformly supported on firm undisturbed earth for its' entire length. Corrections in depth of excavation caused by the Contractor excavating to an extent greater than that required for the elevation of the pipe shall be made by bedding the pipe with 20mm (3/4") clear stone granular material placed at the time that the pipes are being installed, at the Contractors expense. If any part of the bottom of the trench is found to be unsound or in any way unsuitable in the Town Drainage Superintendent's or the Engineer's opinion to lay drain pipe, the Contractor shall remove as much material as may be required and shall replace same with sufficient approved 20mm (3/4") clear stone granular material to form a sound bed for the pipe.

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The Contractor should note that, because the drain pipe is being installed with an excavator, it is expected that they will provide approximately 150mm (6") of either compacted M.T.O. Granular 'A' or Granular 'B' (Type II) bedding material, as outlined within O.P.S.S. Form 1010, to the spring line of the proposed pipe, at a minimum, and throughout the entire length of the pipe. The Contractor shall ensure that a good firm base is provided under the drain pipe, and they shall provide for this item as part of their tender price.

No extras will be allowed for excavating any hardpan, boulders, rocks, ice or other obstacles found in the excavation or in the line of the trench or for any pumping or baling of water required in the excavation of the work. The trench must be drained or pumped in order to avoid the necessity of making joints under water. The trench must also be drained to avoid any possibility of groundwater entering the pipe in the trench until the installation has been successfully completed.

All pipe and the various other materials used in the placing of said pipe shall be installed in strict compliance with the Manufacturer's recommendations. All pipe excavation shall be made in compliance with the drawings and in such a manner and at such depths and widths as will give ample room for installing the pipe, the bracing, sheeting, or otherwise supporting the sides of the excavation and for the pumping of groundwater if encountered. The Contractor is fully responsible for the safety of all its men and equipment and must conform completely with the provisions of the "Construction Safety Act" and "Regulations for Construction Projects".

#### **XIV. GENERAL EROSION PROTECTION**

Once the excavation of the improved drain has been completed and all of the necessary structures and pipes have been installed, the Contractor shall install the general erosion protection in all areas identified within the Plans. The quarried limestone erosion protection shall be provided as is shown and detailed and shall vary in size from a minimum of 100mm (4") to a maximum of 250mm (10"). The quarried limestone pieces shall be carefully tamped into place with the use of a shovel bucket so that, when complete, the quarried limestone erosion protection shall be consistent, uniform, and tightly laid in place, and in no instance shall the quarried limestone protrude beyond the exterior contour of the unprotected side slopes along either side of the rock protection. Prior to placing the quarried limestone, the Contractor shall place **non-woven** geotextile filter fabric "GMN160" conforming to O.P.S.S. 1860 Class 1 or approved equal, as an underlay. The Contractor shall take extreme care not to damage the geotextile filter fabric when placing the quarried limestone. The erosion protection shall be embedded into the sides lopes of the banks and have a minimum thickness of 300mm and shall be underlaid in all cases with the non-woven geotextile filter fabric.

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The placement of the geotextile filter fabric and the quarried limestone, and the completion of the quarried limestone erosion protection shall be conducted to the full satisfaction of the Town Drainage Superintendent and/or Consulting Engineer.

**XV. UTILITIES**

The improved drain shall be in the general location shown on the accompanying drawings or as may be specifically directed and laid out by the Engineer at the time of construction. The Contractor will be responsible at all times for complete investigation to determine the location of all such utilities or structures known or unknown, and it shall indemnify and save harmless the Engineer and the Town for any responsibility, injury, or liability arising from any damage to such utilities or structures by the Contractor.

The Contractor shall protect all other services located in the vicinity of the proposed works including any sanitary sewers and connections, watermains and connections, streetlight, telephone, and gas services, along with any private systems and services. Any damaged components shall be replaced by the Contractor, totally at its own expense and it shall fully restore the functionality of same.

The Contractor shall further contact or notify such Utility Company or Commission of its intention to carry out work in the area and cooperate with such Utility Company or Commission in the location, maintenance and preservation of all such utilities. The location of the pipes and appurtenances as shown on the drawings is approximate and may be changed by the Engineer if deemed advantageous for the progress of the work. The drain is to be excavated where directed. If any part of the bottom of the drain is found to be unsound or in any way unsuitable in the Drainage Superintendent's or the Engineer's opinion, it may direct that the location of said drain be changed if it is possible to avoid unsound soil by doing so.

**XVI. ANCILLARY WORK**

During the course of the work, the Contractor will be required to maintain the drainage from the adjacent lands. All existing tiles intercepted by the excavation of the new drain shall be reconnected to the improved open channel utilizing solid standard duty High-Density Polyethylene (H.D.P.E.) or equal plastic pipe of the same diameter as the existing. Connections shall be made using a Manufacturer's coupling wherever possible. For other connections, the Contractor shall utilize a grouted connection. Grouted mortar joints shall be composed of three (3) parts of clean, sharp sand to one (1) part of Portland cement with just sufficient water added to provide a stiff plastic mix, and the mortar connection shall be performed to the full satisfaction of the Town Drainage Superintendent or the Consulting Engineer. The mortar joint shall

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be of a sufficient mass around the circumference of the connection to ensure a tight, solid seal.

The Contractor, when doing their excavation or any other portion of the work, shall be very careful not to interfere with, plug up or damage, any existing surface drains, swales and lateral or main tile ends. If it is found that said existing drains are interfered with in any way, the Contractor will be required to unplug or repair said drains immediately, at no extra cost to the project. If it is found that any existing lateral tiles or main tile drains have been cut off or damaged in any way during the course of the work, the Contractor will be required to either repair or replace same, to the full satisfaction of the Town Drainage Superintendent and the Consulting Engineer.

Although it is anticipated that the drainage works shall be undertaken in the dry, the Contractor shall supply and install a temporary straw bale check dam or silt fences in the drain bottom immediately downstream of the drain site during the time of construction. These provisions shall be installed in addition to the Water, Sediment, and Erosion Control Plan. The straw bale check dam or silt fences shall conform to O.P.S.D. 219.100 and 219.130 or approved equivalent and shall be to the satisfaction of the Town Drainage Superintendent or Consulting Engineer these temporary sediment features must be removed upon completion of the construction. All costs associated with the supply and installation of this straw bale check dam shall be included in the cost bid for the drain installation.

**XVII. TOPSOIL, SEEDING AND MULCHING**

Once the improved open channel has been constructed, the Contractor is to cover all newly excavated side slopes with a minimum thickness of 50mm (2") of the stripped topsoil, and all of these areas are to be seeded and mulched. The Contractor shall also provide stripped topsoil with a minimum thickness of 100mm (4") on all flat surfaces and other disturbed areas as a result of its operations so that all areas are fully restored to their original conditions. All of the above-mentioned top soiled surfaces shall be seeded and mulched with the recommended seed mixes.

Upon the completion of the project, the Contractor shall note that any surplus topsoil from the site shall be neatly stockpiled by the Contractor at a location on-site designated by the Owner and Drainage Superintendent for future use by the Owner. Under no circumstances shall the surplus topsoil be removed from the site without the expressed written permission from the Owner and/or Drainage Superintendent.

The placing and grading of all topsoil shall be carefully and meticulously carried out according to Ontario Provincial Standard Specifications, Form 802, dated November 2019, or as subsequently amended or as amended by these Specifications.

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Once all topsoil has been properly placed and fine graded, the Contractor shall seed and mulch the area. Seeding and mulching operations shall be carried out according to Ontario Provincial Standard Specifications, Form 804, dated November 2014, or as subsequently amended or as amended by these Specifications. The seeding mixture shall be OSECO Seed Mixture Canada No. 1, as available from Morse Growers Supply in Leamington, or equal. As part of the seeding and mulching operation, the Contractor shall be required to provide either a hydraulic mulch mix or a spread straw mulch with an adhesive binder in accordance with O.P.S.S. 804 dated November 2014, or as subsequently amended, to ensure that the grass seed shall be protected during germination and provide a thick, uniform cover to protect against erosion, where necessary. All areas hand seeded by the Contractor, if deemed necessary by the Town Drainage Superintendent, shall be covered with a straw mulch to reduce the extent of erosion and facilitate germination of the grass seed.

All of the work related to the placements of topsoil and the seeding and mulching operation shall be meticulously done and shall be carried out to the full satisfaction of the Town Drainage Superintendent and the Consulting Engineer. In addition, all work shall satisfy the Essex Region Conservation Authority (E.R.C.A.) and the Department of Fisheries and Oceans (D.F.O.) and comply with all Permits and Authorizations issued by said Authorities. Substantial Completion shall not be provided for this work until the completed seed plantings within the drain cross-section have been inspected and approved by E.R.C.A. and D.F.O.

**XVIII. GENERAL CONSTRUCTION PROVISIONS**

The Contractor is to note that several legal survey bars exist within the work area, and it is to take whatever steps necessary to protect all of same. If any iron bars are damaged or removed by the Contractor, it shall arrange for an Ontario Land Surveyor licensed in the Province of Ontario to restore same, all at its cost.

The alignment and configuration of the improved drain shall be to the full satisfaction of the Town Drainage Superintendent. The whole of the work shall be done in a neat, thorough and workmanlike manner to the full satisfaction of the Drainage Superintendent.

The Contractor shall satisfy itself as to the exact location, nature and extent of any existing structure, utility or other objects that it may encounter during the course of the work. The Contractor shall indemnify and save harmless, the Town and the Engineer for any damages which it may cause or sustain during the progress of the work. The Contractor shall not hold the Municipality or the Engineer liable for any legal action arising out of any claims brought about by such damage caused by it.



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All of the work required shall be performed in a neat and workmanlike manner and the general site shall be restored to its' original condition, and all of same is to be performed to the full satisfaction of the Town Drainage Superintendent and the Consulting Engineer.

**XIX. GENERAL CONDITIONS**

- a) The Town Drainage Superintendent or Consulting Engineer shall have authority to carry out minor changes to the work where such changes do not lessen the efficiency of the work.
- b) The Contractor shall satisfy itself as to the exact location, nature and extent of any existing structure, utility or other object which it may encounter during the course of the work. The Contractor shall indemnify and save harmless the Town of Amherstburg and the Consulting Engineer and its' representatives for any damages which it may cause or sustain during the progress of the work. It shall not hold the Town of Amherstburg or the Consulting Engineer liable for any legal action arising out of any claims brought about by such damage caused by it.
- c) The Contractor shall provide a sufficient number of layout stakes and grade points so that the Drainage Superintendent and Consulting Engineer can review same and check that the work shall generally conform to the design and project intent.
- d) The Contractor shall be responsible for any damage caused by it to any portion of the Municipal road system, especially to the travelled portion. When excavation work is being carried out and the excavation equipment is placed on the travelled portion of the road, the travelled portion shall be protected by having the excavation equipment placed on satisfactory timber planks or timber pads. If any part of the travelled portion of the road is damaged by the Contractor, the Town shall have the right to have the necessary repair work done by its' employees and the cost of all labour and materials used to carry out the repair work shall be deducted from the Contractor's Contract and credited to the Town. The Contractor, upon completing the works, shall clean all debris and junk, etc., from the roadside of the drain, and leave the site in a neat and workmanlike manner. The Contractor shall be responsible for keeping all public roadways utilized for hauling materials free and clear of mud and debris.
- e) The Contractor shall provide all necessary lights, signs, and barricades to protect the public. All work shall be carried out in accordance with the requirements of the Occupational Health and Safety Act, and latest amendments thereto. A Traffic Control Plan is required for this project. The Traffic Control Plan is to comply with The Ontario Traffic Manual's Book 7 for Temporary Conditions. A suitable Traffic Control Plan must be submitted to the Consulting Engineer, the Town and/or the County of Essex for approval, where applicable.

**Specifications** - McBride Road Branch of the Willow Beach Drain  
Conveyance Improvements  
Town of Amherstburg - D-19-054

- f) Following the completion of the work, the Contractor is to trim up any broken or damaged limbs on trees which are to remain standing, and it shall dispose of said branches along with other brush, thus leaving the trees in a neat and tidy condition.
- g) The whole of the work shall be satisfactorily cleaned up, and during the course of the construction, no work shall be left in any untidy or incomplete state before subsequent portions are undertaken.
- h) All driveways, laneways and access bridges, or any other means of access on to the job site shall be fully restored to their former condition at the Contractor's expense. Before authorizing Final Payment, the Town Drainage Superintendent and the Consulting Engineer shall inspect the work in order to be sure that the proper restoration has been performed. In the event that the Contractor fails to satisfactorily clean up any portion of these accesses, the Consulting Engineer shall order such cleanup to be carried out by others and the cost of same be deducted from any monies owing to the Contractor.
- i) The Contractor shall be required to submit to the Town, a Certificate of Good Standing from the Workplace Safety and Insurance Board prior to the commencement of the work and the Contractor shall be required to submit to the Town, a Certificate of Clearance for the project from the Workplace Safety and Insurance Board before Final Payment is made to the Contractor.
- j) The Contractor shall furnish a Performance and Maintenance Bond along with a separate Labour and Material Payment Bond within ten (10) days after notification of the execution of the Agreement by the Owner unless otherwise established within the Tender Documents. One copy of said bonds shall be bound into each of the executed sets of the Contract. Each Performance and Maintenance Bond and Labour and Material Payment Bond shall be in the amount of 100% of the total Tender Price. All Bonds shall be executed under corporate seal by the Contractor and a surety company, authorized by law to carry out business in the Province of Ontario. The Bonds shall be acceptable to the Owner in every way and shall guarantee faithful performance of the Contract during the period of the Contract, including the period of guaranteed maintenance which shall be in effect for twelve (12) months after substantial completion of the works.

The Tenderer shall include the cost of bonds in the unit price of the Tender items as no additional payment shall be made in this regard.

**Specifications** - McBride Road Branch of the Willow Beach Drain  
Conveyance Improvements  
Town of Amherstburg - D-19-054

- k) The Contractor shall be required, as part of this Contract, to provide Comprehensive Liability Insurance coverage for not less than \$5,000,000.00 on this project unless otherwise established in the Tender Documents, and shall name the Town of Amherstburg and its' officials, and the Consulting Engineer and its staff as additional insured under the policy. The Contractor must submit a copy of this policy to both the Town Clerk and the Consulting Engineer prior to the commencement of work.
- l) Monthly progress orders for payment shall be furnished to the Contractor by the Town Drainage Superintendent. Said orders shall be for not more than 90% of the value of the work done and the materials furnished on the site. The paying of the full 90% does not imply that any portion of the work has been accepted. The remaining 10% shall be paid 60 days after the final acceptance and completion of the work and payment shall not be authorized until the Contractor provides the following:
- i) a Certificate of Clearance for the project from the Workplace Safety and Insurance Board
  - ii) proof of advertising
  - iii) a Statutory Declaration, in a form satisfactory to the Consulting Engineer and the Town, that all liabilities incurred by the Contractor and its Sub-Contractors in carrying out the Contract have been discharged and that all liens in respect of the Contract and Sub-Contracts thereunder have expired or have been satisfied, discharged or provided for by payment into Court.

The Contractor shall satisfy the Consulting Engineer or Town there are no liens or claims against the work and that all of the requirements as per the Construction Act, 2018 and its' subsequent amendments have been adhered to by the Contractor.

- m) In the event that the Specifications, Information to Tenderers, or the Form of Agreement do not apply to a specific condition or circumstance with respect to this project, the applicable section or sections from the Canadian Construction Documents Committee (C.C.D.C.) shall govern and be used to establish the requirements of the work.

# APPENDIX "A"

## Kory Snelgrove

---

**From:** Ashley Gyori <AGyori@erca.org>  
**Sent:** November 4, 2021 2:56 PM  
**To:** Kory Snelgrove  
**Cc:** Shane McVitty; Tony Peralta  
**Subject:** RE: McBride Road Branch of Willow Beach Drain Conveyance Improvements - Town of Amherstburg - D19-054  
**Attachments:** 20211101 - PRELIMINARY - McBride Road Branch Drain Realignment Plans - D19-054.pdf

Good afternoon Kory,

Thank you for providing the attached Preliminary Drawings and details below for the McBride Road Branch Drain, Project No. D19-054. I've had an opportunity to review the preliminary drawings and the available information and can confirm that this proposal, as presented in the preliminary stages, is something that this office can support, provided that the final report confirms that the proposed design does not cause an adverse effect downstream.

With respect to the building envelopes, it should be noted that the typical ERCA setback from a municipal drain is 8 metres plus the depth of the drain to address erosion and stable slope allowance. However, given the engineered design of the drain and the proposed 3:1 side slopes, our office would be in a position to reduce this setback requirement and accept a minimum 6 metres setback (as presented in the attached drawings) from the closest point of any structure to the toe of the second tier of the channel (not from the low flow channel).

We look forward to receiving the Final Drainage Report and Drawings. A completed Application for Permit form will be required from the municipality.

If you have any questions, please do not hesitate to contact me.

Kind regards,



ASHLEY GYORI  
Regulations Analyst  
Essex Region Conservation Authority  
360 Fairview Avenue West, Suite 311 • Essex, Ontario • N8M 1Y6  
P. 519-776-5209 x 247 • F. 519-776-8688  
[agyori@erca.org](mailto:agyori@erca.org) • [essexregionconservation.ca](http://essexregionconservation.ca)

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**\*\* Please note that the ERCA office is closed to the public; however, staff are continuing to respond to inquiries and review applications in a modified capacity. We appreciate your understanding and patience at this time.\*\***

---

**From:** Kory Snelgrove <kory@peraltaengineering.com>

**Sent:** Wednesday, November 3, 2021 8:53 AM

**To:** Ashley Gyori <AGyori@erca.org>

**Cc:** Shane McVitty, P.Eng <smcvitty@amherstburg.ca>; Tony Peralta <tony@peraltaengineering.com>

**Subject:** McBride Road Branch of Willow Beach Drain Conveyance Improvements - Town of Amherstburg - D19-054

Good morning Ashley,

Further to our previous correspondence outlined below, we have completed our preliminary design for the above noted project. As a result, we have provided a copy of same for your review.

Based on our discussion and review at the On-Site Meeting, the Developer is looking to maximize potential lot severances and is looking to enclose the remaining open portion of the McBride Road Branch of the Willow Beach Drain. Based on these discussions a conceptual drainage plan was provided to ERCA on May 4<sup>th</sup>, 2021. As identified in your most recent comments below, the overland conveyance is to be maintained following any infilling works for this development along with any storage volume currently utilizing the low-lying lands also being preserved. Upon further review, we have determined that a covered drain system within the right of way cannot maintain overland conveyance for the upstream contributing watershed. A covered Drainage System would remove a significant amount of storage volume that currently exists in the low-lying lands. In consultation with the Developer and the Town's Planning and Engineering departments, we have reviewed and updated our design which will enhance the open drain alignment to maintain the necessary storage volume for the existing and developed lands, including modifications being made to the low-lying areas.

The following is a summary of the project design details as it pertains to E.R.C.A. and their previous comments:

Upstream of the McBride Road Branch of the Willow Beach Drain is a road crossing pipe for the McLeod Avenue which consists of a 375mm diameter smoothwall H.D.P.E. Downstream of the open drain portion consists of a 375mm diameter PVC pipe which connects into a covered storm system with pipe sizes ranging from 600 to 750mm diameter concrete pipes.

1. The proposed works is intended to enhance the open portion of the McBride Road Branch of the Willow Beach Drain with modifications being made to the existing drain cross section to maintain the existing and proposed storage volume and overland conveyance through the proposed residential development. The total length of drain improvements is approximately 115.1 metres.
2. The drain cross section/floodplain area has been sized to convey the 1:100 year storm event through the new channel alignment. Both existing and proposed conditions were modelled using PC SWMM software for the Chicago 4 hour and SCS 24-hour 100-year storms in accordance with the W.E. S.W.M. Design Manual. With the proposed improvements, we can confirm that the proposed development will not raise the existing water surface elevation by more than 0.01m.
3. The overall drain shall be widened and will consist of a two-stage drain cross section. The bottom stage shall consist of a 1.0m bottom width, having side slopes of minimum 3:1 with a total depth of 0.15m. The second stage will then slope up towards the new drain bottom banks at a 2 percent slope with the bottom width generally ranging from 9.0-11.0 metres. The second stage drain side slopes shall be a minimum of 3:1 and graded to the 1:100 year floodproof elevation of 175.900m as provided by ERCA. If you require our detailed analysis, please feel free to request same.
4. The drain improvements will outlet into a new 600x1200mm Ditch Inlet Catch Basin ("DICB-1") connected to the proposed "MH-2" and will be re-connected into the existing system through the existing 375mm diameter PVC pipe.
5. As part of the overall development, all existing drainage tiles are intended to be reconnected to the proposed drain realignment.
6. The Municipal Drain limits will be defined based on the open drain configuration. In the event that the future property owner wants to maximize their building envelope, a provision will be included for the installation of a

retaining wall outside of the modelled 1:100 year water surface elevation. This provision will have no adverse affects to the 1:100 year water surface elevation and maintain the 1:100 year conveyance.

We have reviewed the DFO website as it relates to the Fisheries Act and have performed a "Self Assessment" for this project. Also, as it relates the Endangered Species Act, we have contacted the Town of Amherstburg to ensure that this project is covered under the ESA Regulation 242/08.

We trust that this information is satisfactory. However, if you have any concerns or require additional information, please contact us at your earliest opportunity as we intend on finalizing this report in the near future.

Regards,

Kory Snelgrove, P.Eng.

N.J. Peralta Engineering Ltd.  
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---

**From:** Ashley Gyori <[AGyori@erca.org](mailto:AGyori@erca.org)>

**Sent:** May 7, 2021 12:07 PM

**To:** Kory Snelgrove <[kory@peraltaengineering.com](mailto:kory@peraltaengineering.com)>

**Cc:** Tony Peralta <[tony@peraltaengineering.com](mailto:tony@peraltaengineering.com)>; [smcvitty@amherstburg.ca](mailto:smcvitty@amherstburg.ca)

**Subject:** RE: Section 78 - Drain Improvements - Realignment of the McBride Road Branch of Willow Beach Drain

Good afternoon Kory,

Thank you for submitting the additional details regarding the this proposal.

The available information indicates that the this drain will experience flooding under 1:100 year conditions as a result of it being hydraulically connected to Lake Erie. As such, the low lying area adjacent to this drain would be considered storage for this system. As we had previously discussed, ERCA can issue permits for filling within the floodplain area in certain circumstances; however, when designing a proposal under the *Drainage Act*, consideration must be given to the contributing lands of that watershed. Any infilling cannot cut off overland surface water runoff to the drain and negatively impact the adjacent parcels that have an existing lawful outlet into the system.

With respect to your submitted drawings, the design is something that this office could potentially approve, provided that the Drainage Report adequately displays that the designed system will maintain the same level of service as the existing open system and that there are no negative impacts on adjacent lands, upstream or downstream.

In addition to the above, we note that the individual parcels will be required to obtain written approvals from the Essex Region Conservation Authority prior to any development on the sites. In order to undertake development (construct a new building, major building addition/renovation or building reconstruction, etc.)

within a floodplain in the Province of Ontario, all Provincial and local Conservation Authority policies for development within hazard lands must be satisfied. These policies include the following:

- Development and site alteration is carried out in accordance with floodproofing standards, protection works standards/erosion standards
- Vehicles and people have a way of safely entering and exiting the area during times of flooding, erosion and other emergencies (safe ingress and egress)
- New hazards are not created and existing hazards are not aggravated
- No adverse environmental impacts will result.

As previously discussed, the minimum required floodproofing elevation for the lowest opening (i.e. garage floor, basement window sill, vent, etc.) into any proposed structures on these sites is 176.200m G.S.C.

Should the current registered landowner wish to obtain additional site specific information related to the development of these parcels, a meeting can be requested by contacting [regs@erca.org](mailto:regs@erca.org).

If you have any additional questions or require further information, please do not hesitate to contact me.

Kind regards,



ASHLEY GYORI  
Regulations Analyst  
Essex Region Conservation Authority  
360 Fairview Avenue West, Suite 311 • Essex, Ontario • N8M 1Y6  
P. 519-776-5209 x 247 • F. 519-776-8688  
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---

**From:** Kory Snelgrove <[kory@peraltaengineering.com](mailto:kory@peraltaengineering.com)>  
**Sent:** Tuesday, May 4, 2021 2:54 PM  
**To:** Ashley Gyori <[AGyori@erca.org](mailto:AGyori@erca.org)>  
**Cc:** Tony Peralta <[tony@peraltaengineering.com](mailto:tony@peraltaengineering.com)>; [smcvitty@amherstburg.ca](mailto:smcvitty@amherstburg.ca)  
**Subject:** RE: Section 78 - Drain Improvements - Realignment of the McBride Road Branch of Willow Beach Drain

Good afternoon Ashley,

Further to the correspondence below, please see the attached conceptual design plan for the Realignment of the McBride Road Branch.

Based on our review and discussions with the developer, these drainage improvements are intended to satisfy the development of up to 4 proposed residential lots being severed from the existing residential lot of MN 519 McLeod Avenue. For our preliminary design, we propose a series of catch basin maintenance holes and covered drainage pipes



travelling westerly in the south limit of the McLeod Ave. right of way and southerly within the private lands of Parcel 550-04400 east of the McBride Road where the system outlets into the existing storm sewer maintenance hole within the northbound lane of McBride Road. With the intention to develop these lands in the low-lying areas, we propose to completely backfill the existing open drain travelling east-west through the proposed "Lots 2-4" as seen on the attached Plan. The remaining existing open drain portion currently draining north-south adjacent to the east property limit of M.N. 519 McLeod Avenue is to be re-graded to the north and connected into the proposed covered drain system at "CBMH1".

Based on the details outlined above, we would kindly request ERCA's comments, questions or concerns related to this project.

Thank you for your time and attention to this project, we look forward to hearing from you. Please do not hesitate to contact us if you have any questions or concerns.

Regards,

Kory Snelgrove, P.Eng.

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---

**From:** Ashley Gyori <[AGyori@erca.org](mailto:AGyori@erca.org)>  
**Sent:** Friday, April 23, 2021 1:18 PM  
**To:** Kory Snelgrove <[kory@peraltaengineering.com](mailto:kory@peraltaengineering.com)>  
**Cc:** Tony Peralta <[tony@peraltaengineering.com](mailto:tony@peraltaengineering.com)>  
**Subject:** RE: Section 78 - Drain Improvements - Realignment of the McBride Road Branch of Willow Beach Drain

Good afternoon Kory,

Thank you for providing the information below. As the proposed works are located within the 1:100 year floodplain of Lake Erie, landowners often associate any drainage works or improvements with potentially solving any localized drainage issues that may be a result of the low lying nature of the subject properties associated with the lake. The intent of the below statement was so that it was on record for future inquiries, that the proposed enclosure and any associated improvements does not necessarily indicate that the properties will be immune to any effects of the lake during a 1:100 year storm event.

The minimum required floodproofing elevation for the lowest opening into any proposed structures is 176.200m G.S.C. This elevation is the raw 1:100 year flood elevation of 175.900m G.S.C plus 0.3 metres of freeboard to account for vehicle and wind driven waves.

If you have any additional questions, please do not hesitate to contact me.

Have a great weekend,



ASHLEY GYORI  
Regulations Analyst  
Essex Region Conservation Authority  
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---

**From:** Kory Snelgrove <[kory@peraltaengineering.com](mailto:kory@peraltaengineering.com)>  
**Sent:** Tuesday, April 13, 2021 4:51 PM  
**To:** Ashley Gyori <[AGyori@erca.org](mailto:AGyori@erca.org)>  
**Cc:** Dan Jenner <[DJenner@erca.org](mailto:DJenner@erca.org)>; Tony Peralta <[tony@peraltaengineering.com](mailto:tony@peraltaengineering.com)>  
**Subject:** RE: Section 78 - Drain Improvements - Realignment of the McBride Road Branch of Willow Beach Drain

Good afternoon Ashley,

Further to your previous correspondence with the Town of Amherstburg below, we have been appointed under Section 78 of the Drainage Act by the Town, for the Realignment of the McBride Road Branch of Willow Beach Drain to facilitate the development of 4 residential lots along the east side of McBride Road. Based on our investigations the Willow Beach Drain is an entirely pump system, with no gravity pipe outlets available. Further to the details outlined in your comments below we kindly ask if you could provide us with further clarification on ERCA's position for the design requirements of the proposed drainage works with regards to addressing any flooding concerns with respect to the 1:100 year storm event.

Additionally, as part of these works, we would like to incorporate the minimum building elevations within our design to ensure that we account for the appropriate boulevard grading. We understand that it is typical for the building elevation is set a minimum of 12" above the crown of the road. However, we further understand that these lots are within the regulated areas of ERCA. Therefore, we kindly request that ERCA provide their comments on the minimum building elevation for these severed lots at MN 519, McBride Road.

Thank you for your time and attention to this matter. If you have any questions or concerns, please feel free to contact us.

Regards,

Kory Snelgrove, P.Eng.

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---

**From:** Ashley Gyori <[AGyori@erca.org](mailto:AGyori@erca.org)>  
**Sent:** December 14, 2020 10:49 AM  
**To:** Shane McVitty <[smcvitty@amherstburg.ca](mailto:smcvitty@amherstburg.ca)>  
**Subject:** RE: Notification of Request for Drainage Works

Good morning Shane,

This office acknowledges receipt of the Notice of Request for the enclosure of the McBride Road Branch of the Willow Beach Drain at 519 McLeod Ave.

A review of our floodplain mapping for the McBride Road Branch of the Willow Beach Drain indicates that this drain is located within an area that is under the jurisdiction of the Essex Region Conservation Authority (ERCA) (Section 28 of the *Conservation Authorities Act*). Prior to undertaking works, a permit is required from this office.

It should be noted that the McBride Road Branch of the Willow Beach Drain is located within the 1:100 year floodplain area associated with the Lake Erie. Please note that as this a lake driven floodplain, any proposed drainage improvements are not expected to adequately address any flooding concerns with respect to the 1:100 year flooding event of Lake Erie. At this time, we do not expect that there will be any extraneous comments or concerns with respect to this project; however, we cannot be more specific in this regard without an actual proposal to review.

The issuance of any approvals or comments made with respect to the proposed drainage works does not imply any authorization or approvals regarding the development of the severed lots. Prior to any construction activities related to the individual lots, it will be required that all hazard land criteria related to new development must be addressed.

With respect to Department of Fisheries and Oceans (DFO) concerns and comments, the proposed works will need to be self-assessed by you, the proponent, through the DFO website at <http://www.dfo-mpo.gc.ca/pnw-pppe/index-eng.html>. Through the self-assessment process, you will be able to determine if these works require a formal authorization under the *Fisheries Act*.

If further information or clarification is required, please do not hesitate to contact me.

Kind regards,



ASHLEY GYORI  
Regulations Analyst  
Essex Region Conservation Authority  
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---

**From:** Shane McVitty <[smcvitty@amherstburg.ca](mailto:smcvitty@amherstburg.ca)>  
**Sent:** Wednesday, December 2, 2020 3:14 PM  
**To:** Ashley Gyori <[AGyori@erca.org](mailto:AGyori@erca.org)>  
**Cc:** Dan Jenner <[DJenner@erca.org](mailto:DJenner@erca.org)>; Tim Byrne <[TByrne@erca.org](mailto:TByrne@erca.org)>  
**Subject:** Notification of Request for Drainage Works

Good Afternoon Ashley,

Please find attached a letter notifying the Essex Region Conservation Authority of a request that the Town of Amherstburg has received for improvement to the McBride Road Branch of the Willow Beach Drain. In general, the owners of the property located at 519 McLeod Avenue have requested that the open section of the drain that bi-sects their property be enclosed with a buried drainage pipe to facilitate a future lot severance.

If you have any questions or concerns, please do not hesitate to contact myself directly.

Regards,  
Shane

**Shane McVitty**

*Drainage Superintendent / Engineering Coordinator*  
Town of Amherstburg  
512 Sandwich St. South, Amherstburg, ON, N9V 3R2  
Tel: 519-736-3664 x2318 Fax: 519-736-7080 TTY: 519-736-9860



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## **APPENDIX “B”**

PLAN, PROFILE, SECTIONS & DETAILS

OF THE

# McBRIDE ROAD BRANCH OF THE WILLOW BEACH DRAIN CONVEYANCE IMPROVEMENTS

(For Coulson Design-Build Inc. Development, Lots 120 to 131 of Registered Plan 1103, Part of Caldwell Grant)

IN THE

TOWN OF AMHERSTBURG (Geographic Township of Malden)

IN THE

COUNTY OF ESSEX • ONTARIO

100mm  
80mm  
60mm  
40mm  
20mm  
0  
1:1



*A. B. Peralta*  
ANTONIO B. PERALTA, P.ENG.

**N. J. PERALTA ENGINEERING LTD.**

45 DIVISION STREET NORTH  
KINGSVILLE, ONTARIO  
N9Y 1E1

DATE: DECEMBER 20th, 2021

**TOWN OF AMHERSTBURG**

MAYOR: ALDO DICARLO  
CLERK: VALERIE CRITCHLEY  
DRAINAGE SUPERINTENDENT: SHANE McVITTY P.Eng.

**BENCHMARKS:**

- 1) TOP NORTHEAST CORNER OF PRECAST CONCRETE BLOCK RETAINING WALL IN FRONT OF 24 McBRIDE ROAD.  
**ELEV. = 175.658m**
- 2) TOP NUT OF EXISTING FIRE HYDRANT LOCATED ON THE EAST SIDE OF McBRIDE ROAD, APPROXIMATELY 18.0m SOUTH OF THE INTERSECTION OF McBRIDE ROAD AND McLEOD AVENUE.  
**ELEV. = 176.436m**

**GENERAL NOTES:**

1. THE ACCURACY OF THE UTILITIES SHOWN ON THESE DRAWINGS ARE NOT GUARANTEED BY THE OWNER OR N. J. PERALTA ENGINEERING LTD. OTHER UTILITIES MAY BE PRESENT OR THE UTILITIES SHOWN MAY DIFFER IN SIZE OR LOCATION SHOWN.
2. ALL DIMENSIONS SHOWN IN METRES UNLESS NOTED OTHERWISE. PROPERTY LINES ARE BASED ON THE TOWN OF AMHERSTBURG GIS DATA AND FIELD INFORMATION.
3. ALL DRAINAGE STRUCTURES ARE TO BE AS SPECIFIED WITH 450mm DEEP SUMP AND CAST IRON FRAME AND COVER (OPSD - 402.020), UNLESS OTHERWISE NOTED. SET TOP ELEVATION AS SET OUT WITHIN THESE PLANS WITH A MINIMUM 50mm BELOW ADJACENT GROUND AND GRADE TO SUIT.
4. ALL DRAINAGE STRUCTURES SHALL HAVE A MINIMUM OF 3 ADJUSTMENT UNITS AS PER OPSD 704.011.
5. ALL COVERED DRAIN PIPES TO HAVE MINIMUM 450mm OF COVER.
6. ENSURE THAT THERE IS A MINIMUM 0.50m VERTICAL SEPARATION WITH THE PIPE LENGTHS CENTERED OVER ANY WATERMAIN OR SANITARY SEWER.
7. CONTRACTOR IS RESPONSIBLE TO PROTECT ALL PRIVATE FEATURES (SUCH AS FENCES, GATES, SPRINKLERS, FLOWER BEDS, ETC.), IN THE EVENT THAT A PRIVATE FEATURE IS IN THE ALIGNMENT OF THE NEW DRAIN ENCLOSURE, THE CONTRACTOR SHALL REMOVE AND RE-INSTALL THE PRIVATE FEATURE TO ITS ORIGINAL STATE, UNLESS OTHERWISE NOTED.
8. ALL OPEN DRAIN BANKS SHALL BE FULLY BRUSHED AND GRUBBED; STRIPPING OF ALL TOPSOIL AND STOCKPILING ON SITE FOR REUSE PRIOR TO EXCAVATION OF THE DRAINAGE WORKS.
9. TOPSOIL SHALL BE PLACED ON ALL NEWLY EXCAVATED SWALE SIDE SLOPES AND DISTURBED BOULEVARD AREAS THAT SHALL BE SEEDED AND MULCHED.
10. CONTRACTOR TO REMOVE EXISTING QUARRIED LIMESTONE EROSION PROTECTION AND PROVIDE NATIVE FILL TRANSITIONING TO THE LIMITS SHOWN.
11. ALL PEDESTRIAN BRIDGE CROSSINGS SHALL BE REMOVED AND SHALL NOT BE RE-INSTALLED.

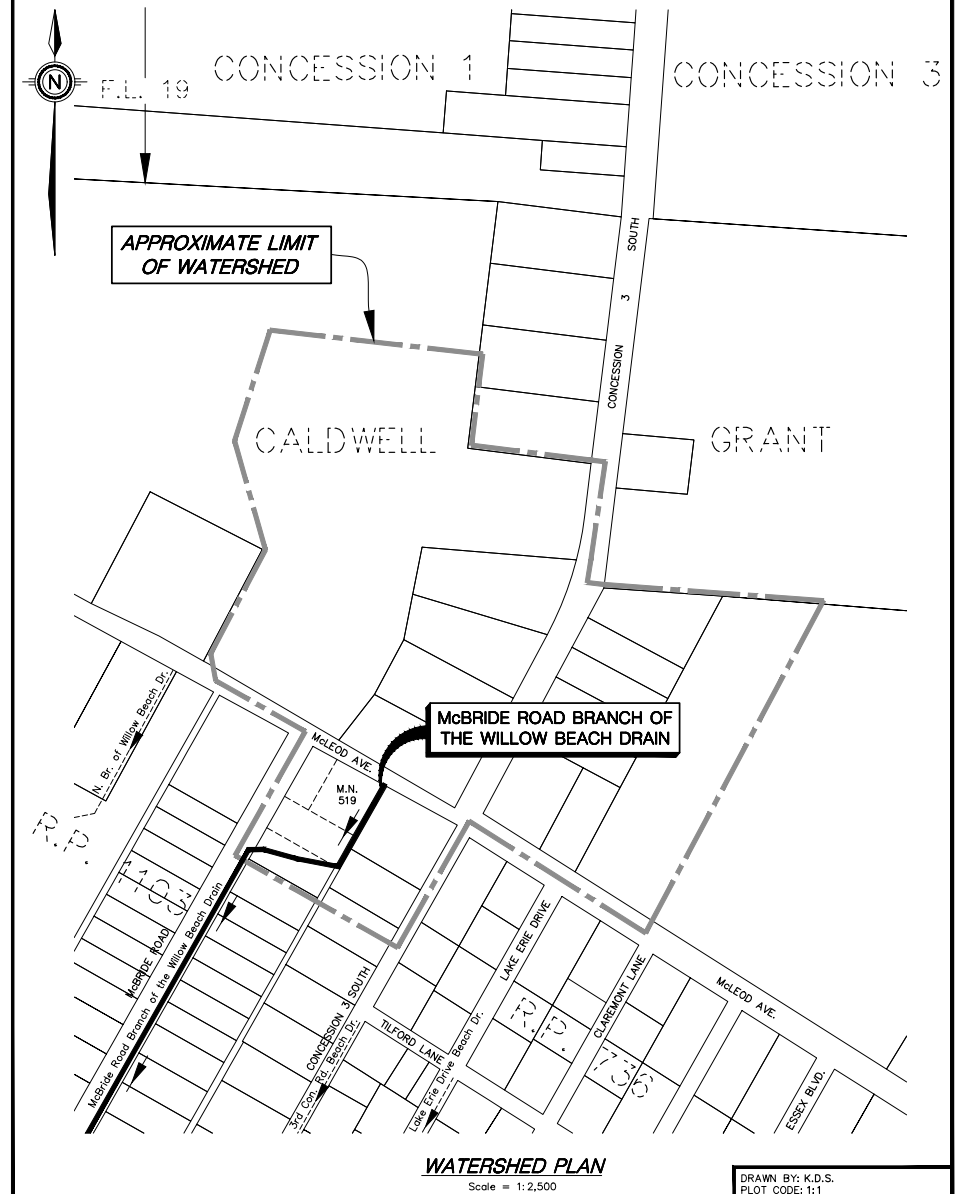
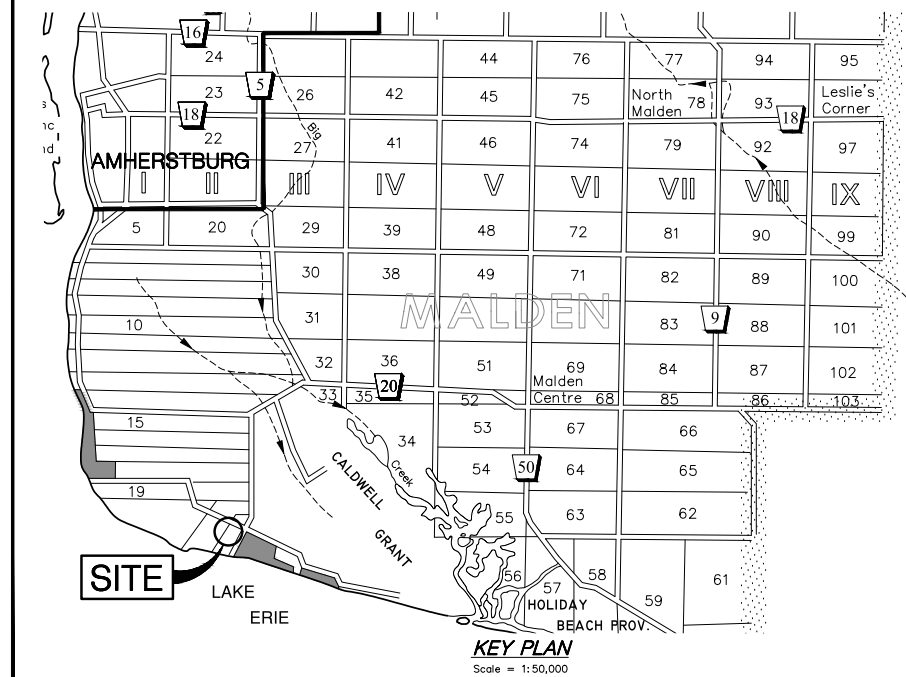
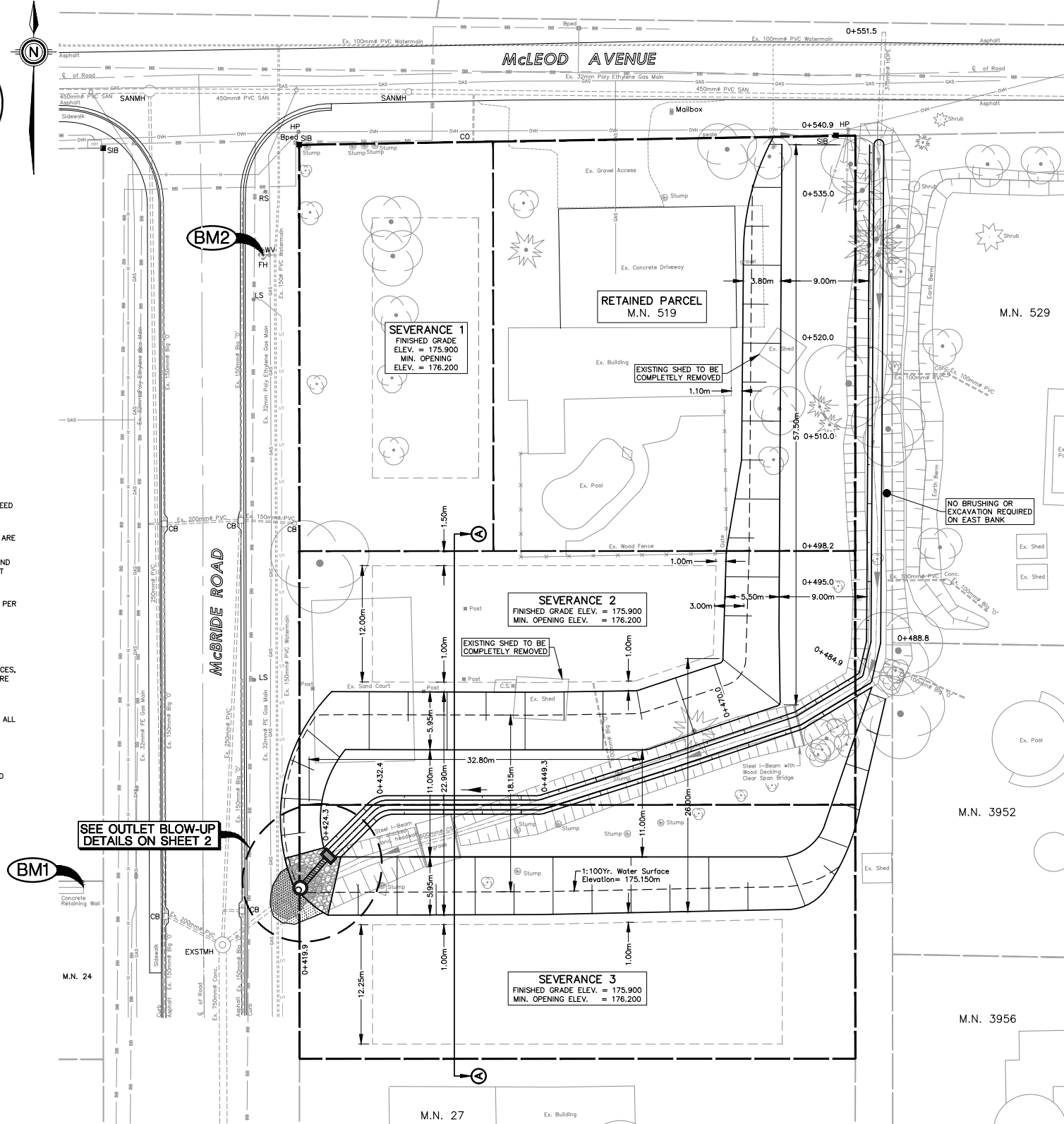
**NOTE TO BUILDERS:**

1. IN THE EVENT THAT THE OWNER WISHES TO MAXIMIZE THE BUILDING ENVELOPE FRONTAGE, A RETAINING WALL MAY BE INSTALLED OUTSIDE OF THE 1:100 YEAR WATER LEVEL OF THE OPEN DRAIN. FOR MORE INFORMATION, REFER TO THE OPTIONAL FUTURE RETAINING WALL DETAILS ON SHEET 4.

**FOR DISTRIBUTION**

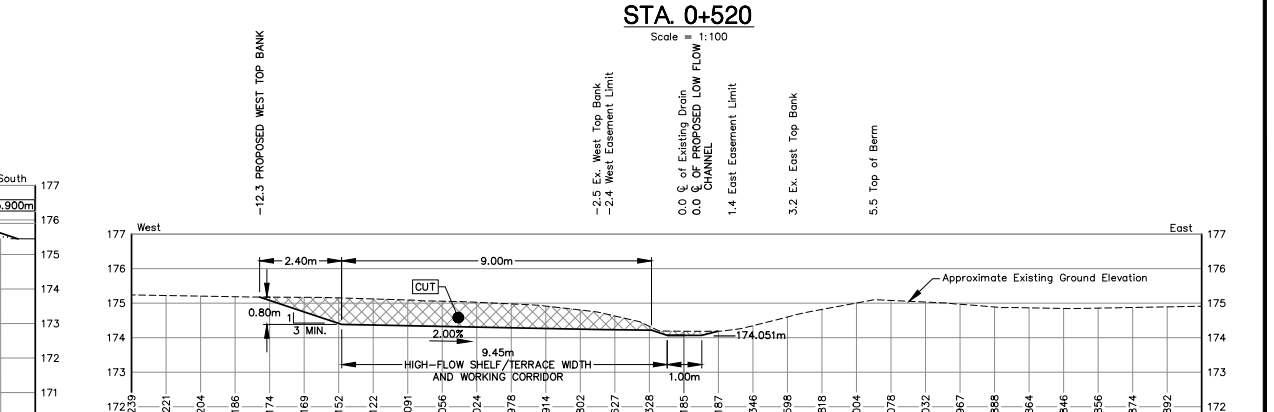
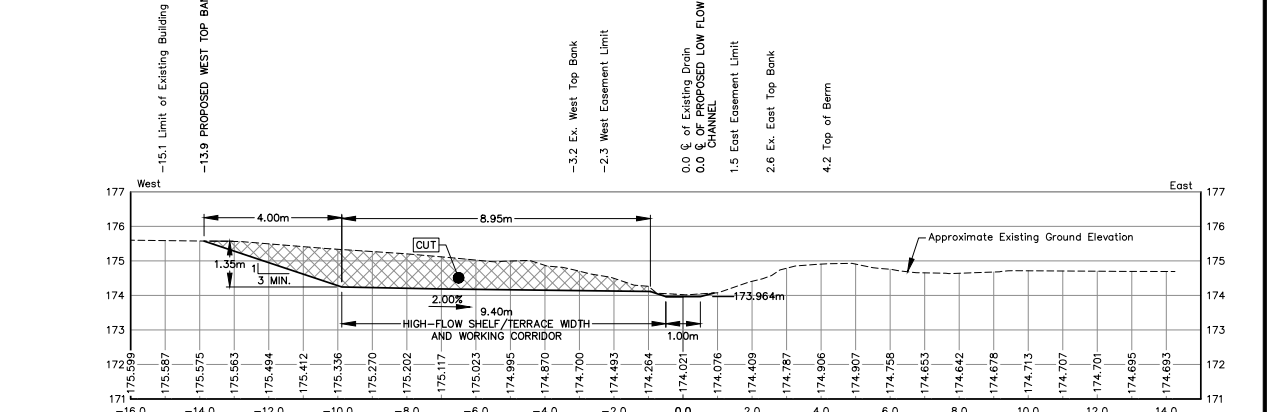
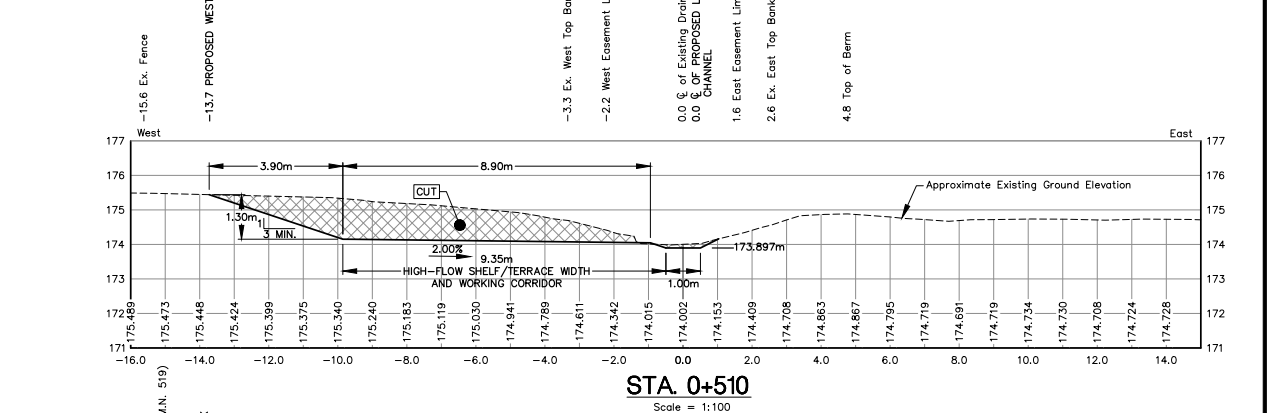
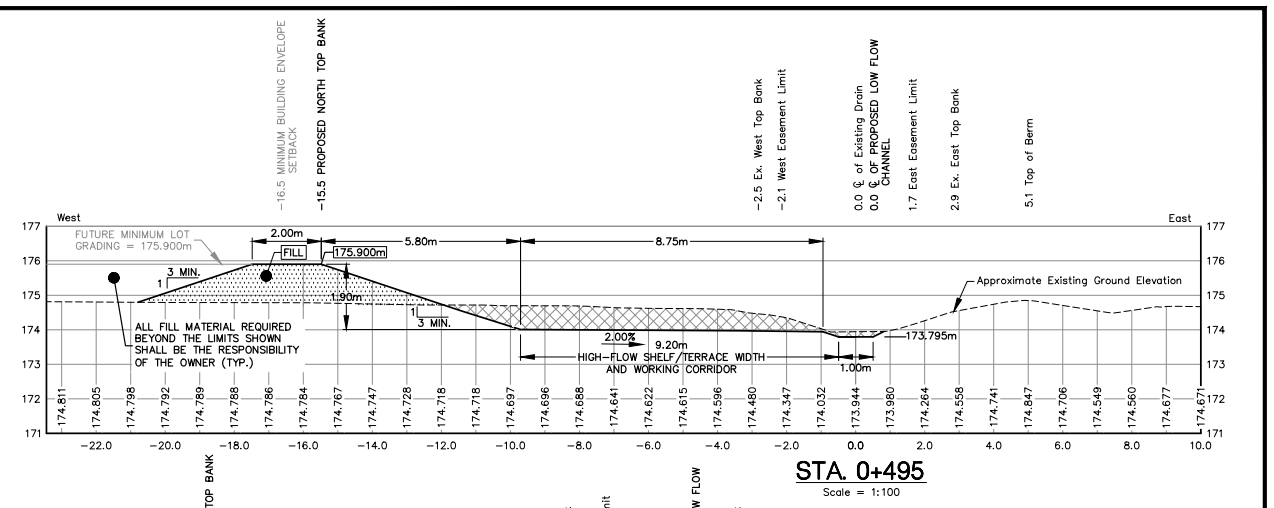
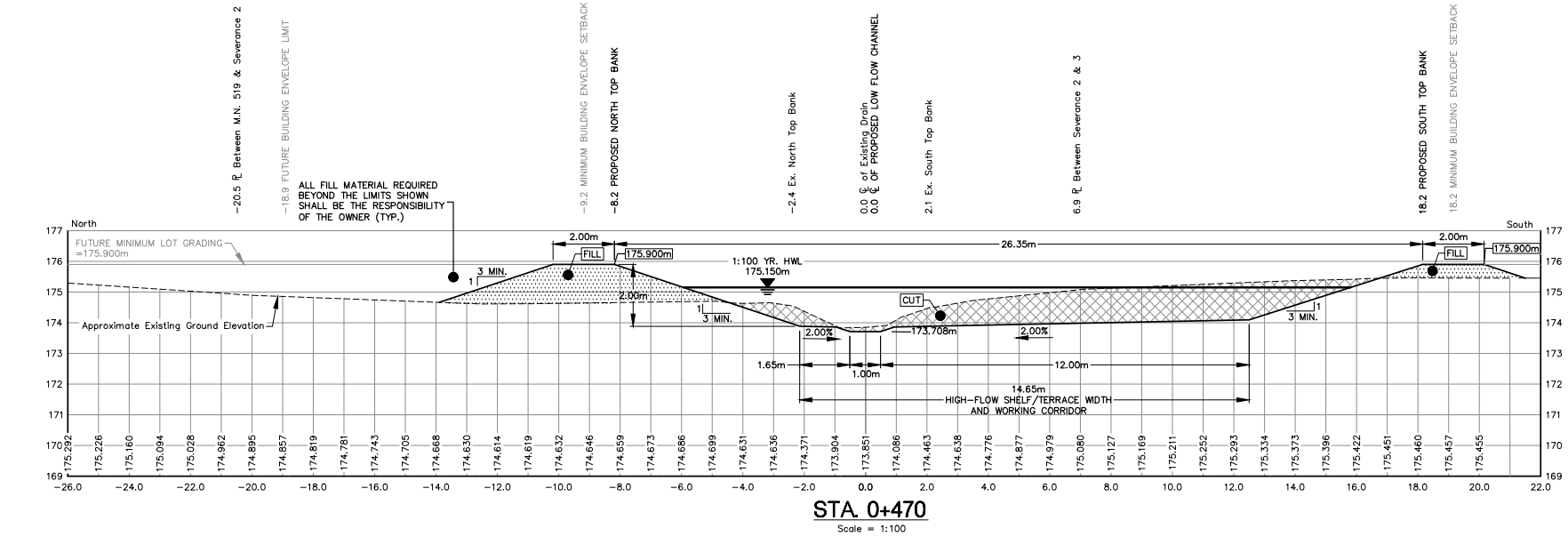
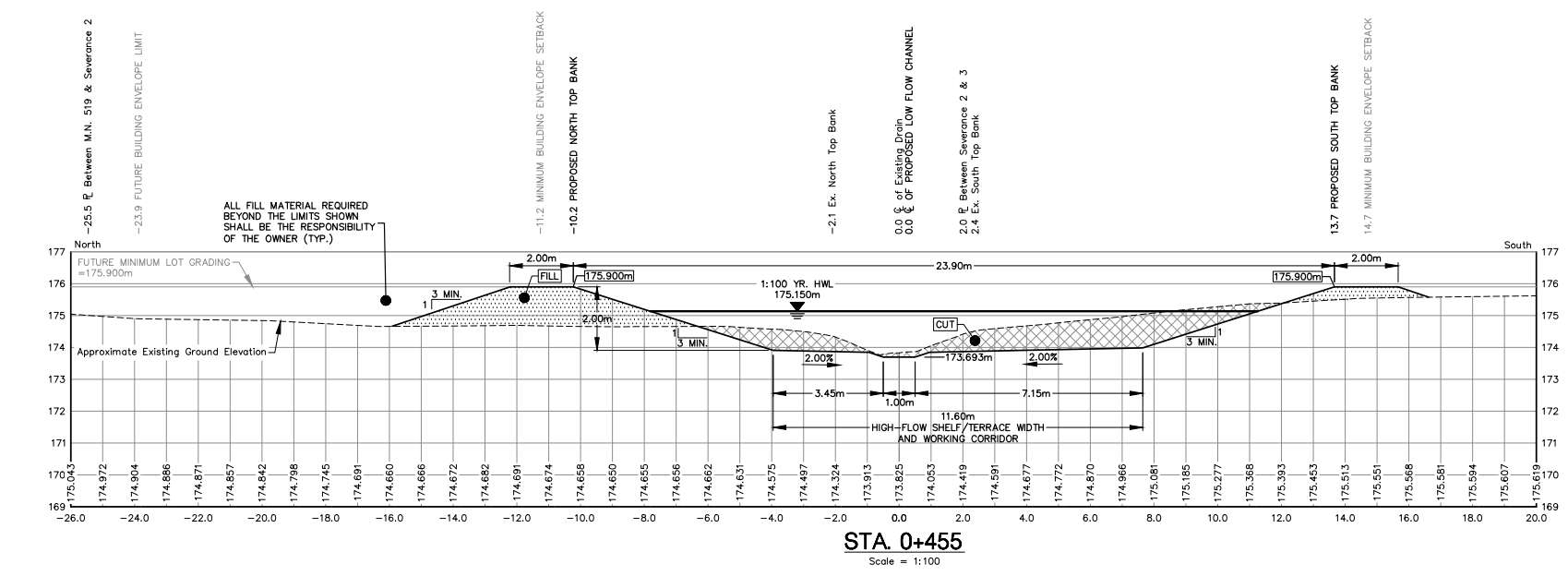
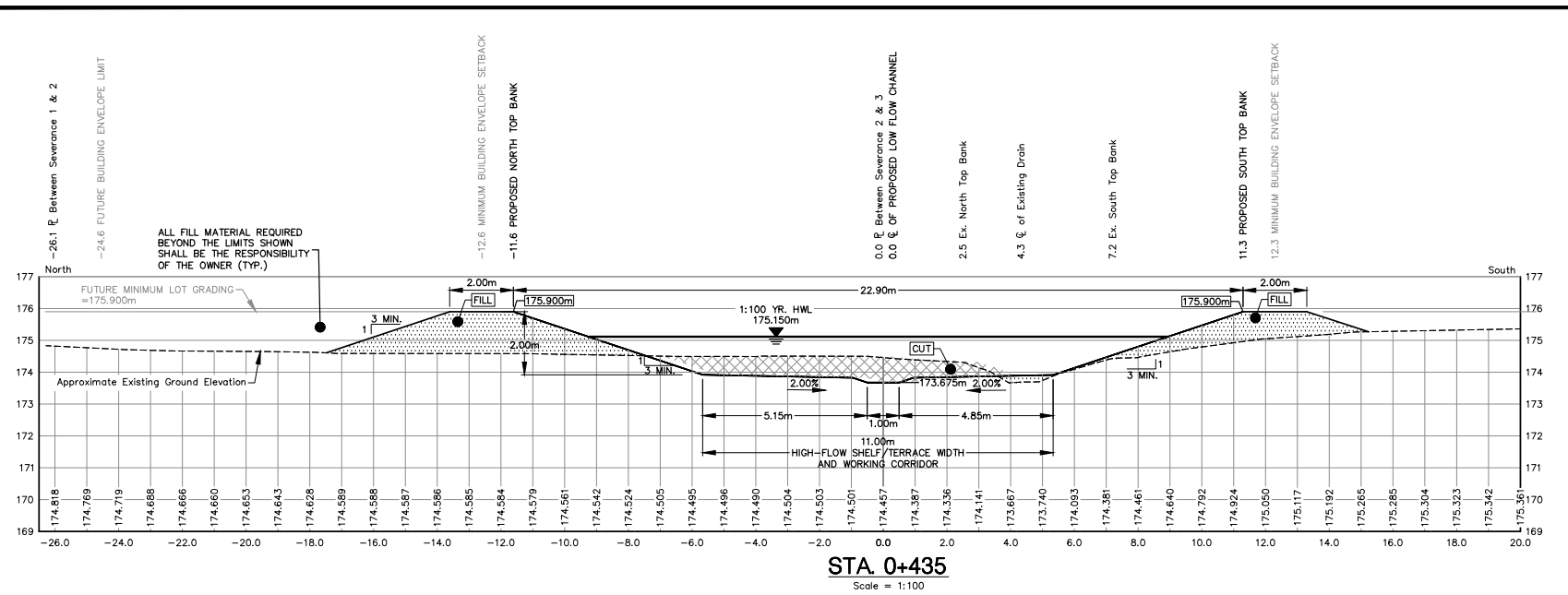
The copy of this Plan complies with the  
Municipal Freedom of Information and  
Protection of Privacy Act (MFIPPA)

THESE DRAWINGS HAVE BEEN REDUCED IN SIZE AND  
THE SCALE THEREFORE VARIES.  
FULL SCALE DRAWINGS CAN BE VIEWED AT THE  
MUNICIPAL OFFICES IF REQUIRED.





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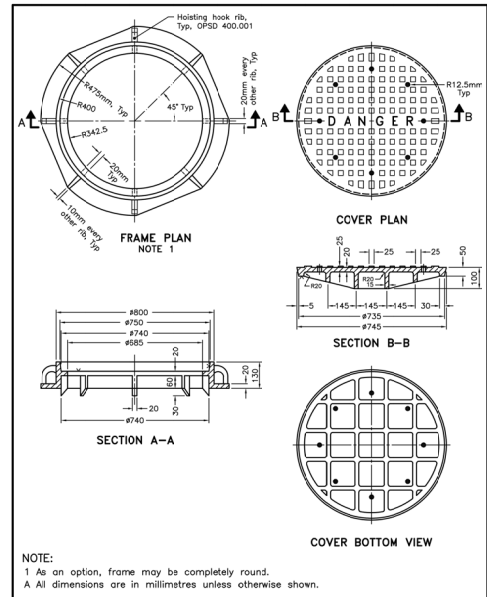


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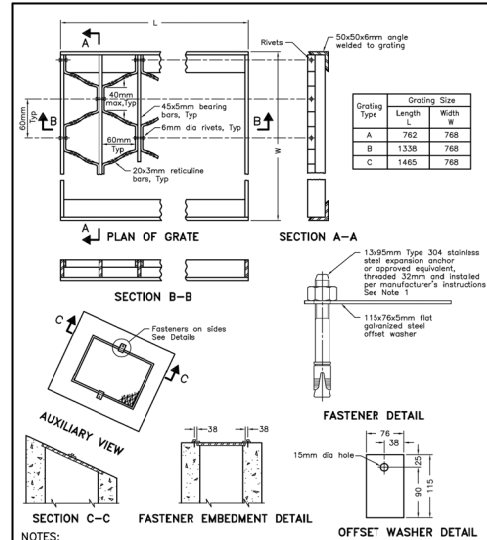
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FILE No.: D19-054  
SHEET No.: 3 OF 4





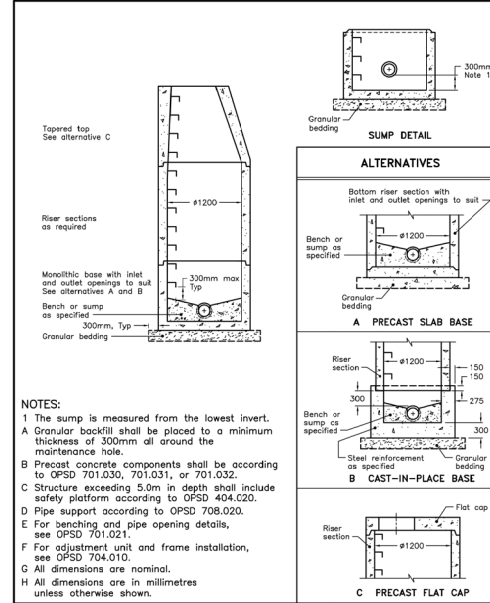
NOTE:  
1 As an option, frame may be completely round.  
A All dimensions are in millimetres unless otherwise shown.

ONTARIO PROVINCIAL STANDARD DRAWING  
CAST IRON, CIRCULAR FRAME WITH  
CIRCULAR 745mm COVER  
FOR MAINTENANCE HOLES  
Nov 2018 Rev 4  
OPSD 401.020



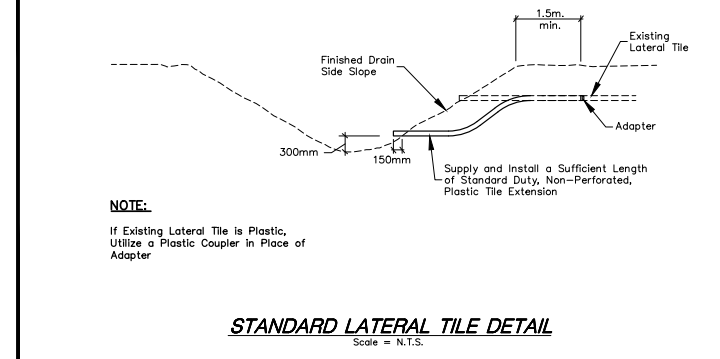
NOTE:  
1 Equivalent 13x100mm Galvanized J-Bolt cast-in-place anchor may be used.  
A Fastener shall be inserted to maintain minimum concrete cover requirements.  
B All steel components and rivets shall be galvanized.  
C All dimensions are in millimetres unless otherwise shown.

ONTARIO PROVINCIAL STANDARD DRAWING  
GALVANIZED STEEL  
HONEYCOMB GRATING  
FOR DITCH INLETS  
Nov 2017 Rev 3  
OPSD 403.010



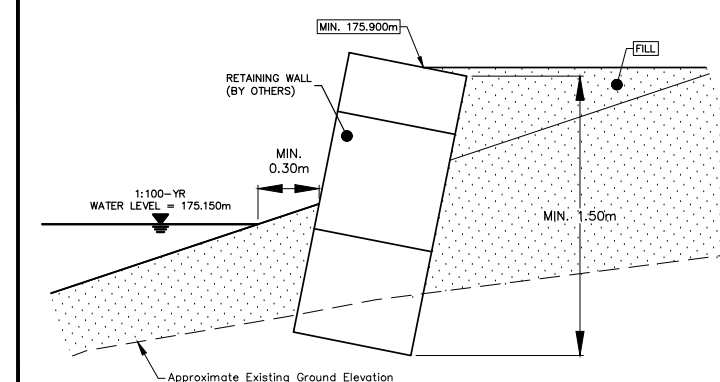
NOTE:  
1 The sump is measured from the lowest invert.  
A Granular backfill shall be placed to a minimum thickness of 300mm all around the maintenance hole.  
B Precast concrete components shall be according to OPSD 701.030, 701.031, or 701.032.  
C Structure exceeding 5.0m in depth shall include safety platform according to OPSD 404.020.  
D Pipe support according to OPSD 708.020.  
E For benching and pipe opening details, see OPSD 701.021.  
F For adjustment unit and frame installation, see OPSD 704.010.  
G All dimensions are nominal.  
H All dimensions are in millimetres unless otherwise shown.

ONTARIO PROVINCIAL STANDARD DRAWING  
PRECAST CONCRETE  
MAINTENANCE HOLE  
1200mm DIAMETER  
Nov 2014 Rev 5  
OPSD 701.010

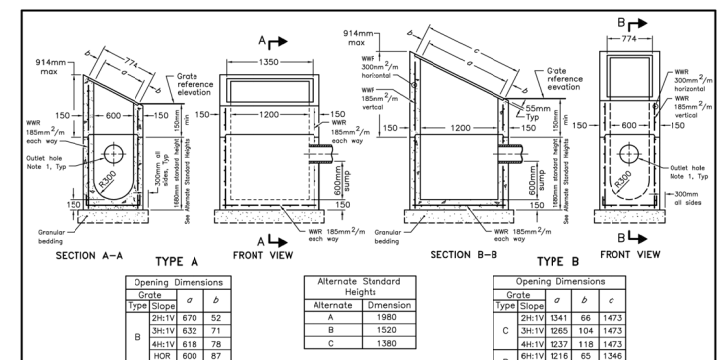


NOTE:  
If Existing Lateral Tile is Plastic, Utilize a Plastic Coupler in Place of Adapter

**STANDARD LATERAL TILE DETAIL**  
Scale = N.T.S.

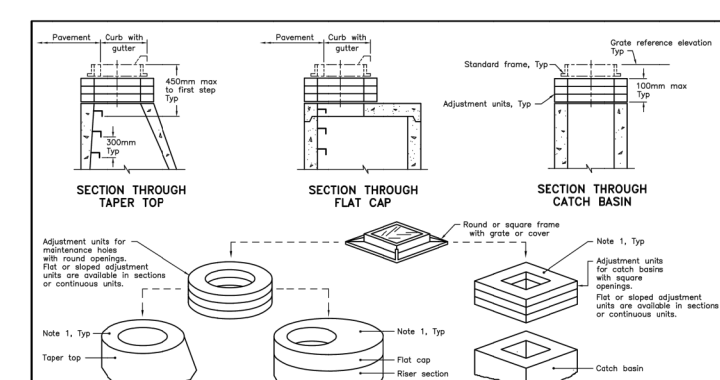


**OPTIONAL FUTURE RETAINING WALL BLOW-UP DETAIL**  
N.T.S.



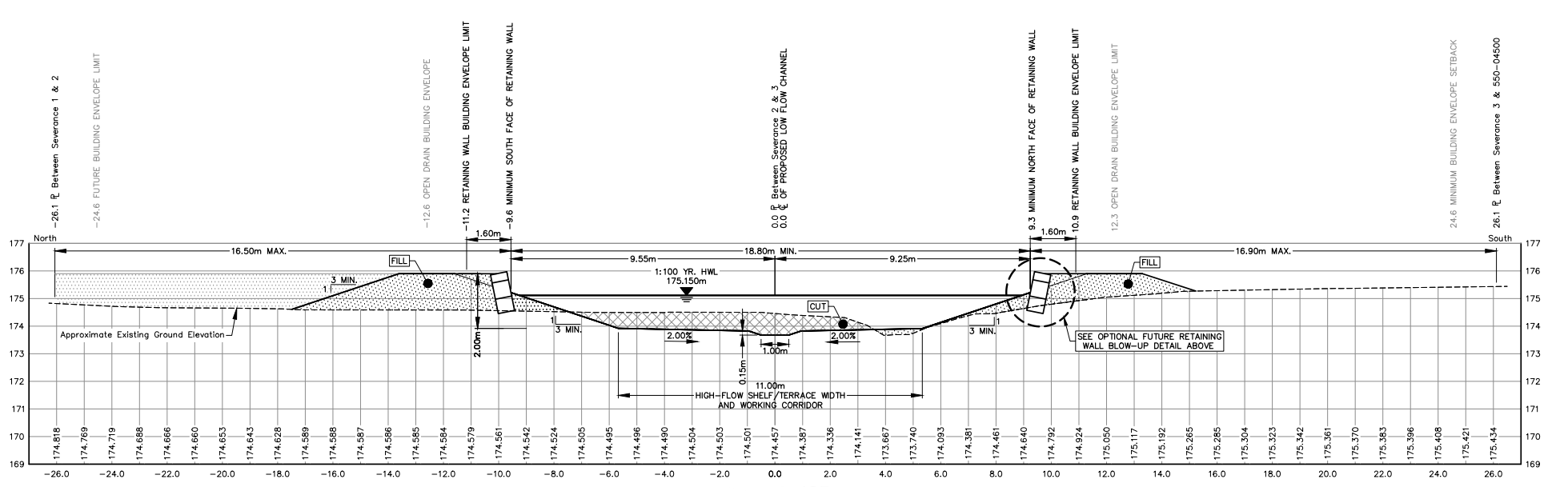
NOTE:  
1 Outlet hole size 525mm max diameter.  
A Where inlet is placed across ditch and is accessible to vehicular traffic, grating slope shall be 6H:1V or flatter.  
B Center reinforcing in well and base slab 325mm.  
C Lap riser horizontal wires 300mm. Laps shall be placed at corners.  
D Granular backfill shall be placed to a minimum thickness of 300mm all around the ditch inlet.  
E Grating shall be according to OPSD 401.010.  
F Pipe support shall be according to OPSD 703.020.  
G All dimensions are nominal.  
H All dimensions are in millimetres unless otherwise shown.

ONTARIO PROVINCIAL STANDARD DRAWING  
PRECAST CONCRETE DITCH INLETS  
600 x 1200mm  
Nov 2019 Rev 4  
OPSD 705.040



NOTE:  
1 Adjustment units shall be bonded to the structure and each other as per manufacturer's recommendations.  
A Installation and sealing of adjustment units and frame shall be according to adjustment unit manufacturer's recommendations.  
B Adjustment units shall not extend beyond the outside edge of the structure.  
C All dimensions are in millimetres unless otherwise shown.

ONTARIO PROVINCIAL STANDARD DRAWING  
HIGH DENSITY POLYETHYLENE  
ADJUSTMENT UNITS FOR MAINTENANCE HOLES,  
CATCH BASINS, AND VALVE CHAMBERS  
Nov 2018 Rev 2  
OPSD 704.011



**OPTIONAL FUTURE RETAINING WALL DETAIL**  
Scale = 1:100



THESE DRAWINGS HAVE BEEN REDUCED IN SIZE AND THE SCALE THEREFORE VARIES. FULL SCALE DRAWINGS CAN BE VIEWED AT THE MUNICIPAL OFFICES IF REQUIRED.

DRAWN BY: K.D.S.  
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FILE No.: D19-054  
SHEET No.: 4 OF 4

**THE CORPORATION OF THE TOWN OF AMHERSTBURG**

**BY-LAW NO. 2022-002**

**By-law to provide for the McBride Road Branch of the Willow Beach Drain  
Conveyance Improvements based on the Drainage Report by N.J. Peralta  
Engineering Ltd.**

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**WHEREAS** a request for improvement of the McBride Road Branch of the Willow Beach Drain was received under section 78 of the Drainage Act;

**WHEREAS** Council of the Corporation of the Town of Amherstburg appointed an engineer for the purpose of preparation of an engineer's report for the improvements of the McBride Road Branch of the Willow Beach Drain under section 78 of the Drainage Act;

**WHEREAS** Council of the Corporation of the Town of Amherstburg has authorized Tony Peralta, P. Eng., to prepare a report and said engineer's report dated December 20, 2021, can be referenced as Schedule A, as attached hereto;

**WHEREAS** \$133,804.00 is the estimated cost of improving the drainage works;

**AND WHEREAS** the report was considered by the Amherstburg Drainage Board at the meeting held on February 1, 2022.

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

**1. AUTHORIZATION**

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

**2. BORROWING**

The Corporation of the Town of Amherstburg may borrow on the credit of the Corporation the amount of \$133,804.00 being the amount necessary for the improvements of the drainage works.

**3. DEBENTURE(S)**

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

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

**4. PAYMENT**

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

- (1) A special equal annual rate sufficient to redeem the principal and interest on the debenture(s) shall be levied upon the lands and roads and shall be collected in the same manner and at the same as other taxes are collected in each year for 5 years after the passing of this by-law.

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

Read a first and second time and provisionally adopted this 14<sup>th</sup> day of February, 2022.

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MAYOR – ALDO DICARLO

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CLERK – VALERIE CRITCHLEY

Read a third time and finally passed this \_\_\_ day of \_\_\_\_\_, 2022.

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MAYOR – ALDO DICARLO

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CLERK – VALERIE CRITCHLEY

## UNFINISHED BUSINESS LIST

Council Question #	Agenda Item	Assigned To	Description	Meeting Type	Meeting Date	Comments
CQ 20-001	Opposing SunParlour R/C Flyers Noise Exemption Request - Tom and Mary Bateman	Valerie, Bill Tetler	Resolution # 20200113-004 Prue/Simone That Administration BE DIRECTED to bring back a report with an amendment to Section 3 of Noise By-law 2001-43.	Regular Council Meeting	1/13/2020	Public consultation required.
CQ 20-002	Live Music on Legion Patio from May to October - Laurie Cavanaugh, President, Royal Canadian Legion, Fort Malden Branch 157	Valerie Critchley, Bill Tetler	Resolution # 20200113-006 McArthur/Prue That Administration BE DIRECTED to amend Noise By-law 2001-43 to allow commercial properties with patios to request seasonal exemptions to allow for outdoor music and to allow a reading of 70 decibels from the source of where music is produced.	Regular Council Meeting	1/13/2020	Public consultation required.

Blue Shaded Items are completed and will be removed next meeting.

Green Shaded Items are actioned to come before council shortly.

## UNFINISHED BUSINESS LIST

CQ 20-003	Kingsbridge Subdivision Parkland Conveyance	Frank Garardo, Heidi Baillargeon, Rita Chappell	<p style="text-align: center;">Resolution # 20200127-033 McArthur/Simone - amended motion</p> <p style="text-align: center;">That:</p> <p style="text-align: center;">The amended method of meeting parkland dedication requirements for the full Kingsbridge Subdivision development as outlined in the report from the Manager of Planning dated January 22, 2020 BE APPROVED; The conveyance of Parts 5 and 12 on the draft 12R plan (2.67 hectares) to 1078217 Ontario Limited in exchange for cash in lieu of parkland in the amount of \$66,170 BE APPROVED and the funds BE COMMITTED for use solely at Pat Thrasher Park; Part 6 on the draft 12R Plan (2.02 hectares) BE DESIGNATED as conservation lands and Administration BE DIRECTED to bring related amendment to the Zoning By-law (1999-52 as amended); Administration BE DIRECTED to explore opportunities for future development and upgrades to Pat Thrasher Park in consultation with the Parks and Recreation Advisory Committee and via community engagement.</p>	Regular Council Meeting	1/27/2020	With Administration.
CQ 20-004	NEW BUSINESS	Antonietta Giofu, Eric Chamberlain	<p style="text-align: center;">Resolution # 20200210-061 Simone/McArthur</p> <p style="text-align: center;">That Administration BE DIRECTED to look into prohibiting on-street parking during heavy snowfalls to assist snowploughs when clearing snow.</p>	Regular Council Meeting	2/10/2020	Administration working on amendment to the Traffic Bylaw.

Blue Shaded Items are completed and will be removed next meeting.

Green Shaded Items are actioned to come before council shortly.

## UNFINISHED BUSINESS LIST

CQ 20-005	NEW BUSINESS	Valerie Critchley, Bill Tetler	Resolution # 20200309-096 Prue/Courtney That: 1. Administration BE DIRECTED to bring back a report on vacant building registries and to investigate the City of Hamiltons by-law with respect to vacant buildings for discussion; and, 2. Administration BE DIRECTED to bring back a report on an Agent of Change by-law for discussion.	Regular Council Meeting	3/9/2020	Agent of Change Report Complete. See CQ 21-012. Vacant Building registries is under review.
CQ 20-006	Water Bill Fee - Dennis Richardson	Tiffany Hong	Resolution # 20200713-194 Prue/Renaud That Administration BE DIRECTED to bring back a report with respect to the feasibility of the following:  Employee discretion when adding the administrative fee to past due water bills consideration of a 14 day grace period.	Regular Council Meeting	7/13/2020	Report coming to Council in Q1 2022.
CQ 20-007	NEW BUSINESS	Todd Hewitt, Antonietta Giofu	Resolution # 20200810-244 McArthur/Simone That Administration BE DIRECTED to erect a 'Welcome to Amherstburg' sign at the Greenway trail at Walker Road.	Regular Council Meeting	8/10/2020	Sign received by ERCA and will be erected in February 2022.
CQ 20-009	NEW BUSINESS	Valerie Critchley, Bill Tetler	Resolution #20200914-292 Courtney/Prue That Administration BE DIRECTED to bring back a report regarding regulating Air BnB's.	Regular Council Meeting	9/14/2020	Administration will bring back a report with options.
CQ 20-010	NEW BUSINESS	Valerie Critchley, Bill Tetler	Resolution # 20200914-293 Prue/Simone That Administration BE DIRECTED to look into an idling by-law specifically on Boblo Island at the ferry loading area and that a report be brought back to Council.	Regular Council Meeting	9/14/2020 6:00:00 PM	Report drafted, with Administration for review.

Blue Shaded Items are completed and will be removed next meeting.

Green Shaded Items are actioned to come before council shortly.

## UNFINISHED BUSINESS LIST

CQ 20-011	NEW BUSINESS	Frank Garardo	Resolution # 20200928-309 Prue/Simone That Administration BE DIRECTED to bring a report back regarding the feasibility of a public art dedication fund as a provision in future development agreements.	Regular Council Meeting	9/28/2020	Administration is investigating the feasibility of a public art dedication fund.
CQ 20-013	Crossing Guard Program - Yvette Erickson	Antonietta Giofu	Resolution # 20201013-317 Prue/McArthur That:  The delegations in Items # 4.3 and # 4.4 BE RECEIVED; Administration BE DIRECTED to correspond with all school boards to ascertain the current number of additional walking students;  Administration BE DIRECTED to bring back a report on reducing the street speed limit to 40km in the downtown core and on residential streets; and,  The speed limit on Simcoe Street from Pacific Avenue to Victoria Street BE REDUCED from 50km to 40km.	Regular Council Meeting	10/13/2020	Speed limit signs on Simcoe have been changed to 40km.  #3 of the recommendation will be addressed with a report to Council regarding an amendment to the Traffic Bylaw in Q1 of 2022.
CQ 20-014	Easement Documentation and By-law 2020-059 - Nicole Keogh and Mary Canton, Amherst Point Association	Valerie Critchley, Bill Tetler	Resolution # 20201109-358 Prue/Meloche That Administration BE DIRECTED to prepare a report to determine costs and impacts for all Town encroachments and that the report be brought back to Council for consideration.	Regular Council Meeting	11/9/2020	Options will be brought back for consideration.
CQ 20-015	NEW BUSINESS	Antonietta Giofu	Resolution # 20201214-484 McArthur/Courtney That Administration BE DIRECTED to amend the Traffic By-law to include Pacific Avenue to Fryer Street in the Community Safety Zone.	Regular Council Meeting	12/14/2020	Report to follow with By-Law Amendment in Q1 2022

Blue Shaded Items are completed and will be removed next meeting.

Green Shaded Items are actioned to come before council shortly.

## UNFINISHED BUSINESS LIST

CQ 21-001	Pending Playground Equipment Removal from Wigle and Briar Ridge Parks	Heidi Baillargeon, Rita Chappell	Resolution 20210208-031 Prue/McArthur That Administration BE DIRECTED to immediately begin public consultation on Briar Ridge and Jack Purdie parks for playground equipment to be funded from the Reserve Fund General.	Regular Council Meeting	2/8/2021	Administration is preparing public consultation.
CQ 21-002	Proactive Committee Oversight	Valerie Critchley, Kevin Fox	Resolution # 20210222-053 Prue/Simone That:  The report regarding Proactive Committee Oversight BE RECEIVED; and, Administration BE DIRECTED to prepare a report regarding the establishment of a striking committee prior to the end of the current term of Council so that it can be considered at the first meeting of the new term of Council.	Regular Council Meeting	2/22/2021	Report will brought forward as directed in 2022.
CQ 21-003	Off-Road Vehicle Use on Amherstburg Roadways	Valerie Critchley, Bill Tetler	Resolution # 20210308-070 McArthur/Simone That Administration BE DIRECTED to consult with the applicants as to the feasibility and desire to allow off-road vehicles on Amherstburg roads knowing that they won't be able to access County roads.	Regular Council Meeting	3/8/2021	Will coordinate a meeting with the Essex County ATV Club
CQ 21-004	NEW BUSINESS	Antonietta Giofu, Eric Chamberlain	Resolution # 20210308-077 Prue/Meloche That Administration BE DIRECTED to look into the feasibility of a 3-way stop at Ramsay Street and Gore Street due to possible sight line concerns.	Regular Council Meeting	3/8/2021	Administration preparing report for Q1 2022

Blue Shaded Items are completed and will be removed next meeting.

Green Shaded Items are actioned to come before council shortly.



## UNFINISHED BUSINESS LIST

CQ 21-009	NEW BUSINESS	Antonietta Giofu, Kevin Fox	Resolution # 20210510-TBD McArthur/Renaud That Administration BE DIRECTED to look into a Crosswalk Art policy for the Town of Amherstburg similar to the streetscape initiative in the City of Windsor.	Regular Council Meeting	5/10/2021	Administration preparing report for February 28, 2022 Council Meeting
CQ 21-010	Solar Power Grant Funding, Green Inclusive Community Building Program - Daren Crawford, Otter Energy	Heidi Baillargeon, Rita Chappell	Resolution # 20210614-188 Prue/Meloche That:  The delegation BE RECEIVED; The presentation BE SENT to the Environmental Advisory Committee; Administration BE DIRECTED to review the feasibility of rooftop solar, with cost savings, and a report be brought back to Council for consideration.	Regular Council Meeting	6/14/2021	Consultation in progress.
CQ 21-011	Indigenous Peoples Flag Proposal - Linden Crain, Amherstburg Resident	Heidi Baillargeon, Jennifer Ibrahim, Rita Chappell	Resolution # 20210614-190 Prue/Meloche That:  The delegation BE RECEIVED; and, Administration BE DIRECTED to convene a meeting with First Nations representatives, both on and off the Reserve, to seek input on an Indigenous flag to be raised in the Town of Amherstburg with the costs to BE INCLUDED in the 2022 Budget.	Regular Council Meeting	6/14/2021	With Administration.
CQ 21-012	Agent of Change Policies	Frank Garardo, Valerie Critchley, Bill Tetler	Resolution # 20210614-203 Prue/Courtney That Administration BE DIRECTED to prepare a by-law regarding Agent of Change as soon as possible.	Regular Council Meeting	6/14/2021	In Process

Blue Shaded Items are completed and will be removed next meeting.

Green Shaded Items are actioned to come before council shortly.

## UNFINISHED BUSINESS LIST

CQ 21-013	Better Laws for Paws Mackenzie Porter and Sarah Aubin	Valerie Critchley, Bill Tetler	Resolution # 20210712-230 Prue/Simone That:  The delegation BE RECEIVED; and, Administration BE DIRECTED to bring back a report outlining any areas in which the Town's by-law can be improved based on the information brought forward by the delegates.	Regular Council Meeting	7/12/2021	In Process
CQ 21-014	Amherstburg Environmental Advisory Committee Minutes - June 9, 2021	Heidi Baillargeon, Rita Chappell	Resolution # 20210712-241 Prue/Courtney Administration BE DIRECTED to bring back a report on how the Town can best utilize the trees received by ERCA, outline the costs associated, and outline where the trees can be planted in the Towns parklands.	Regular Council Meeting	7/12/2021	In Process
CQ 21-015	NEW BUSINESS	Heidi Baillargeon, Rita Chappell	Resolution # 20210712-245 Courtney/Prue That Administration BE DIRECTED to prepare another concept of all of H. Murray Smith Park inclusive of greenspace in place of the former ACS building.	Regular Council Meeting	7/12/2021	In Process

Blue Shaded Items are completed and will be removed next meeting.

Green Shaded Items are actioned to come before council shortly.

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW 2022-010

By-law to Appoint Provincial Offences Officers  
for the Town of Amherstburg

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WHEREAS Section 15(1) of the Police Services Act, R.S.O. 1990, c.P.15, authorizes municipal councils to appoint persons to enforce the By-laws of the municipality;

AND WHEREAS Section 15(2) of the Police Services Act, R.S.O. 1990, c.P.15, designates Municipal By-law Enforcement Officers as Peace Officers for the purpose of enforcing municipal By-laws;

AND WHEREAS the Council of The Corporation of the Town of Amherstburg deems it desirable and expedient to appoint Municipal By-law Enforcement Officers for the purposes of enforcing the Town's By-laws;

AND WHEREAS the Attorney General of Ontario has ruled that By-law Enforcement Officers appointed by a municipality are automatically designated as Provincial Offence Officers for the purpose of enforcing the By-laws of the municipality;

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

1. That B.J. (Ben) Wilder, Neil Mawdsley, and Willis Tetler are hereby appointed Provincial Offences Officers and By-law Enforcement Officers for the Town of Amherstburg.
2. The appointment set out is hereby confirmed and is further confirmed that the duties relating to or connected with the appointment include enforcement of the Town's By-laws and Provincial Acts, as amended from time to time, pursuant to the Provincial Offences Act.
3. By-law 2021-036 is hereby repealed.
4. This by-law shall come into force and take effect on the date of final passing thereof.

Read a first, second and third time and finally passed this 14<sup>th</sup> day of February, 2022

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MAYOR – Aldo DiCarlo

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CLERK – Valerie Critchley

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW 2022-011

By-law to Appoint Weed Inspectors  
for the Town of Amherstburg

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WHEREAS the Council of a municipality may by by-law appoint a person as a Municipal Weed Inspector to enforce the Weed Control Act in the area within its jurisdiction, under authority the Weed Control Act, R.S.O. 1990, Chapter W.5, Section 8(1) and fix remuneration~

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

1. That B.J. (Ben) Wilder, Neil Mawdsley, and Willis Tetler are hereby appointed Weed Inspectors for the Town of Amherstburg.
2. The appointment set out is hereby confirmed and is further confirmed that the duties relating to or connected with the appointment include enforcement of the Town's By-laws and Provincial Acts, as amended from time to time, pursuant to the Provincial Offences Act.
3. By-law 2010-27 is hereby repealed.
4. This by-law shall come into force and take effect on the date of final passing thereof.

Read a first, second and third time and finally passed this 14<sup>th</sup> day of February, 2022

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MAYOR – Aldo DiCarlo

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CLERK – Valerie Critchley

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2021 – 073

**By-law to provide for the Tremblay Drain - Replacement Bridge for MN 7823 based on the Drainage Report by Rood Engineering Inc.**

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**WHEREAS** a request for improvement of the Tremblay Drain was received under section 78 of the Drainage Act;

**WHEREAS** Council of the Corporation of the Town of Amherstburg appointed an engineer for the purpose of preparation of an engineer's report for the improvements of the Tremblay Drain under section 78 of the Drainage Act;

**WHEREAS** Council of the Corporation of the Town of Amherstburg has authorized Gerard Rood, P. Eng., to prepare a report and said engineer's report dated October 22, 2021, can be referenced as Schedule A, as attached hereto;

**WHEREAS** \$40,200.00 is the estimated cost of improving the drainage works;

**AND WHEREAS** the report was considered by the Amherstburg Drainage Board at the meeting held on December 7, 2021.

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

**1. AUTHORIZATION**

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

**2. BORROWING**

The Corporation of the Town of Amherstburg may borrow on the credit of the Corporation the amount of \$40,200.00 being the amount necessary for the improvements of the drainage works.

**3. DEBENTURE(S)**

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

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



**4. PAYMENT**

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

- (1) A special equal annual rate sufficient to redeem the principal and interest on the debenture(s) shall be levied upon the lands and roads and shall be collected in the same manner and at the same as other taxes are collected in each year for 5 years after the passing of this by-law.
- (2) All assessments of \$1000.00 or less are payable in the first year in which the

assessments are imposed.

Read a first and second time and provisionally adopted this 13<sup>th</sup> day of December, 2021.

  
\_\_\_\_\_  
MAYOR – ALDO DICARLO  
  
\_\_\_\_\_  
CLERK – VALERIE CRITCHLEY

Read a third time and finally passed this \_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
MAYOR – ALDO DICARLO

\_\_\_\_\_  
CLERK – VALERIE CRITCHLEY

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2021 – 074

By-law to provide for the 3<sup>rd</sup> Concession Drain North – Bridge for Blais based on the Drainage Report by Rood Engineering Inc.

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**WHEREAS** a request for improvement of the 3<sup>rd</sup> Concession Drain North was received under section 78 of the Drainage Act;

**WHEREAS** Council of the Corporation of the Town of Amherstburg appointed an engineer for the purpose of preparation of an engineer's report for the improvements of the 3<sup>rd</sup> Concession Drain North under section 78 of the Drainage Act;

**WHEREAS** Council of the Corporation of the Town of Amherstburg has authorized Gerard Rood, P. Eng., to prepare a report and said engineer's report dated November 5, 2021, can be referenced as Schedule A, as attached hereto;

**WHEREAS** \$29,500.00 is the estimated cost of improving the drainage works;

**AND WHEREAS** the report was considered by the Amherstburg Drainage Board at the meeting held on December 7, 2021.

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

**1. AUTHORIZATION**

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

**2. BORROWING**

The Corporation of the Town of Amherstburg may borrow on the credit of the Corporation the amount of \$29,500.00 being the amount necessary for the improvements of the drainage works.

**3. DEBENTURE(S)**

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

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

**4. PAYMENT**

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

- (1) A special equal annual rate sufficient to redeem the principal and interest on the debenture(s) shall be levied upon the lands and roads and shall be collected in the same manner and at the same as other taxes are collected in each year for 5 years after the passing of this by-law.

- (2) All assessments of \$1000.00 or less are payable in the first year in which the

assessments are imposed.

Read a first and second time and provisionally adopted this 13<sup>th</sup> day of December, 2021.

  
\_\_\_\_\_  
MAYOR – ALDO DICARLO

  
\_\_\_\_\_  
CLERK – VALERIE CRITCHLEY

Read a third time and finally passed this \_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
MAYOR – ALDO DICARLO

\_\_\_\_\_  
CLERK – VALERIE CRITCHLEY



**CORPORATION OF THE TOWN OF AMHERSTBURG**

**BY-LAW NO. 2022-019**

**By-law to appoint a Clerk and Deputy Clerks for the Corporation of the Town of Amherstburg**

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**WHEREAS** Section 228(1) of the Municipal Act, S.O. 2001, c. 25, as amended, requires Council to appoint a Clerk to perform the duties therein set out;

**AND WHEREAS** Sections 228(2) of the Municipal Act, S.O. 2001, c. 25, as amended, states that a municipality may also appoint deputy clerks;

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

1. Valerie Critchley is hereby appointed to be the Clerk of the Corporation of the Town of Amherstburg and shall continue at the pleasure of Council until resignation, retirement, or removal from office.
2. As Clerk, Valerie Critchley shall perform all of the duties of a Clerk as set out in Section 228(1) of The Municipal Act, S.O. 2001, c. 25, as amended and other such duties as assigned by the municipality.
3. In the event of absence, through illness or otherwise of the Clerk, the Deputy Clerk, shall be the acting Clerk and shall have the powers and perform the duties of the Clerk.
4. Tammy Fowkes and Kevin Fox are hereby appointed Deputy Clerks of the Corporation of the Town of Amherstburg and shall continue at the pleasure of Council until resignation, retirement, or removal from office.
5. Bill Tetler is hereby appointed as Deputy Clerk of the Corporation of the Town of Amherstburg for the purpose of carrying out the daily job responsibilities of the Manager of Licensing and Enforcement.
6. By-law 2021-064 is hereby repealed in its entirety.
7. This by-law shall come into force and take effect on the date of final passing thereof.

Read three times and finally passed this 14<sup>th</sup> day of February, 2022.

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MAYOR – Aldo DiCarlo

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CLERK – Valerie Critchley

**CORPORATION OF THE TOWN OF AMHERSTBURG**

**BY-LAW NO. 2022-020**

**By-law to Appoint a Treasurer and Deputy Treasurer for the Corporation of the Town of Amherstburg**

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**WHEREAS** Section 286(1) of the Municipal Act, S. O., 2001, c. 25 as amended, requires Council to appoint a Treasurer to perform the duties therein set out;

**AND WHEREAS** the Council of the Corporation of the Town of Amherstburg deems it necessary to enact such a by-law;

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

1. That Tracy Prince is hereby appointed as the Treasurer of the Corporation of the Town of Amherstburg.
2. That as the Treasurer, Tracy Prince shall perform all the duties and exercise the powers of a Treasurer as defined in Section 286(1) of the Municipal Act, S.O. 2001 c.25, as amended and other duties as assigned by the municipality.
3. That the term of office of Tracy Prince as Treasurer shall commence February 14, 2022, and shall continue during this time at the pleasure of Council until her resignation, retirement or removal from office.
4. That Tiffany Hong be appointed as Deputy Treasurer, who during the absence or illness of the Treasurer shall have all the duties and powers of the Treasurer.
5. That the term of office of Tiffany Hong as Deputy Treasurer shall continue during this time at the pleasure of Council until her resignation, retirement or removal from office.
6. That By-law 2021-075 is hereby repealed.
7. That this By-law shall come into force and take effect immediately upon the final passing thereof.

Read a first, second and third time and finally passed this 14<sup>th</sup> day of February, 2022.

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Mayor – Aldo DiCarlo

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Clerk – Valerie Critchley

**THE CORPORATION OF THE TOWN OF AMHERSTBURG**

**BY-LAW NO. 2022-021**

**By-law to Confirm the Proceedings of the Council  
of the Corporation of the Town of Amherstburg**

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**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 January 26<sup>th</sup> and February 14<sup>th</sup>, 2022, meetings of Council, are hereby adopted and confirmed, as if the same were expressly contained in this By-law;
2. THAT the Mayor and proper officials of the Corporation of the Town of Amherstburg are hereby authorized and directed to do all things necessary to give effect to the action(s) of the Council of the Corporation of the Town of Amherstburg during the said meetings referred to in paragraph 1 of this By-law;
3. THAT the Mayor and Clerk are hereby authorized and directed to execute all documents necessary to the action taken by this Council as described in Section 1 of this By-law and to affix the Corporate Seal of the Corporation of the Town of Amherstburg to all documents referred to in said paragraph 1.

Read a first, second and third time and finally passed this 14<sup>th</sup> day of February, 2022.

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MAYOR – Aldo DiCarlo

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CLERK – Valerie Critchley