



**TOWN OF AMHERSTBURG  
REGULAR COUNCIL MEETING**

**AGENDA**

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**Monday, March 28, 2022**

**6:00 PM**

**Council Chambers**

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

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**Pages**

- 1. CALL TO ORDER**
- 2. NATIONAL ANTHEM**
- 3. ROLL CALL**
- 4. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF**

## 5. 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.

## 6. 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:

- |      |  |    |
|------|--|----|
| 6.1. | Special Council Meeting Minutes - March 9, 2022  | 11 |
| 6.2. | Regular Council Meeting Minutes - March 14, 2022 | 14 |

## 7. DELEGATIONS

There are no delegations.

## 8. REPORTS – CORPORATE SERVICES

There are no reports.

9. **REPORTS - COMMUNITY AND PROTECTIVE SERVICES**

There are no reports.

10. **REPORTS - INFRASTRUCTURE SERVICES**

10.1. **Funding for Improving Monitoring and Public Reporting of Sewage Overflows and Bypasses** 28

It is recommended that:

1. The Improving Monitoring and Public Reporting of Sewage Overflows and Bypasses Program contribution agreement between the Town of Amherstburg and the Government of Ontario Ministry of the Environment, Conservation and Parks (MECP) **BE APPROVED**.

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

11.1. **St. Anthony School – Repeal and Replace the Designation By-law** 37

It is recommended that:

1. Council **APPROVE** By-Law 2022-037 (Attachment 1), a by-law which repeals the original heritage designation, By-law 2021-079 (Attachment 2)
2. Council **DESIGNATE** the “St. Anthony School” at 247 Brock Street by bylaw under Part IV the *Ontario Heritage Act* (Attachment 3).

11.2. **Extension of Part Lot Control Exemption for Part of Meadow View Estates Subdivision** 60

It is recommended that:

1. **By-law 2022-040** being a by-law to amend By-laws 2018-20 and 2021-014 to extend the expiration date for Part Lot Control exemption, related to Meadow View Estates Subdivision, be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

## 12. REPORTS - CAO's OFFICE

### 12.1. Committee Vacancies and Result of Call for Applications

69

It is recommended that:

1. A Call for Applications **BE ADVERTISED** for under strength committees as noted in the report of March 3, 2022 entitled Committee Vacancies and Result of Call for Applications;
2. Mitchell Dender **BE APPOINTED** to the Amherstburg Environmental Advisory Committee;
3. The Mayor's Youth Advisory Committee composition **BE REDUCED** by three lay members; and,
4. The Seniors Advisory Committee composition **BE REDUCED** by one lay member.

### 12.2. Integrity Commissioner Services

74

It is recommended that:

1. That Council **DIRECT** the Director of Legislative Services/Clerk to proceed with either Option A or B as described in her report dated March 18, 2022 and considered by Council on March 28, 2022; and
2. Should Council choose Option A as described in the report of the Director of Legislative Services/Clerk dated March 18, 2022 and considered by Council on March 28, 2022:
  - a) That the Chief Administrative Officer and Director of Legislative Services & Clerk **BE AUTHORIZED** to execute a contract with Bruce Elman on the terms and conditions set out in the proposal attached as Appendix "A" to the said report, provided that such contract is approved as to form and technical content by the Director of Legislative Services & Clerk and as to financial content by the Director of Corporate Services/Treasurer; and
  - b) That Bruce Elman **BE APPOINTED** as the Integrity Commissioner for the Town of Amherstburg for a term commencing January 1, 2020 and ending on December 31, 2024 in accordance with the proposal attached as Appendix "A" to the report of the Director of Legislative Services/Clerk dated March 18, 2022 and considered by Council on March 28, 2022; OR IN THE ALTERNATIVE;

3. Should Council choose Option B as described in the report of the Director of Legislative Services/Clerk dated March 18, 2022 and considered by Council on March 28, 2022:

- a) That the Chief Administrative Officer and Director of Legislative Services & Clerk **BE AUTHORIZED** to execute a contract with Principles Integrity on the terms and conditions set out in the proposal attached as Appendix “B” to the said report, provided that such contract is approved as to form and technical content by the Director of Legislative Services & Clerk and as to financial content by the Director of Corporate Services/Treasurer;
- b) That Bruce Elman **BE APPOINTED** as the Integrity Commissioner for the Town of Amherstburg for a term commencing January 1, 2022 and ending on December 31, 2024 in accordance with the proposal attached as Appendix “A” to the report of the Director of Legislative Services/Clerk dated March 18, 2022 and considered by Council on March 28, 2022; and
- c) That Principles Integrity **BE APPOINTED** as the Integrity Commissioner for the Town of Amherstburg for a term commencing July 1, 2022 and ending on December 31, 2024, with the possibility of a two year renewal upon mutual agreement and in accordance with the proposal attached as Appendix “B” to the report of the Director of Legislative Services/Clerk dated March 18, 2022 and considered by Council on March 28, 2022.

**12.3. Multiple Fire Services By-law Amendments** 94

It is recommended that:

1. The following amended By-Laws **BE APPROVED**;
  - Fire Department Establishing and Regulating Bylaw
  - By-law to Impose Fees for False Fire Alarms
  - By-law to Regulate Open Air Burning within the Town of Amherstburg
  - A By-law Respecting the Sale and Setting Off of Fireworks in the Town of Amherstburg

**12.4. Park House Museum – Request for Municipal Grant** 136

It is recommended that:

1. Council **APPROVE** the request of the Amherstburg Historic Sites Association for a grant for the 2022 budget year in the amount of \$8,500 to be paid from Account #10-5-1001020-0353 – Grants to Other Organizations, to be applied to the ongoing operation of the Park House Museum.

**12.5. Inclusive Community Program (ICP) Final Report** 151

It is recommended that:

1. The Inclusive Community Program (ICP) Needs Assessment and Action Plan **BE ADOPTED** by the Town of Amherstburg with funding considerations of specific action items to be considered during budget deliberations for 2023-2028.

**12.6. Use of Face Coverings or Masks within Enclosed Public Places By-law 2020-046** 222

It is recommended that:

1. The report from the Manager of Licensing and Enforcement dated March 23, 2022 regarding **Use of Face Coverings or Masks within Enclosed Public Places By-law 2020-046 BE RECEIVED**; and,
2. Council **REPEAL** the **Use of Face Coverings or Masks within Enclosed Public Places By-law 2020-046**.

### 13. CONSENT CORRESPONDENCE

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

13.1.	Indigenous Notice of Motion - Linda Saxon	225
13.2.	Regional Government Review Service Delivery Task Force, Fire Service - Town of Wasaga Beach Resolution	227
13.3.	Support for Ukraine, Letter to Prime Minister - Town of Mono Resolution	233
13.4.	Setbacks for Ontario Wind Turbines - Wind Concerns Ontario	235

### 14. CORRESPONDENCE

14.1.	World Autism Day - April 2, 2022	239
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It is recommended that:

1. The correspondence regarding April 2, 2022, World Autism Day **BE RECEIVED**; and,
2. April 2, 2022 **BE PROCLAIMED** as World Autism Day in the Town of Amherstburg.

14.2.	Day of Action Against Anti-Asian Racism - May 10, 2022	241
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It is recommended that:

1. The correspondence regarding May 10, 2002, Day of Action Against Anti-Asian Racism **BE RECEIVED**; and,
2. May 10, 2022 **BE PROCLAIMED** as Day of Action Against Anti-Asian Racism in the Town of Amherstburg.

15. CONSENT OTHER MINUTES

That the following minutes **BE RECEIVED**:

15.1.	Heritage Committee Meeting Minutes - January 13, 2022	243
15.2.	Amherstburg Environmental Advisory Committee Meeting Minutes - February 9, 2022	250
15.3.	Parks and Recreation Advisory Committee Meeting Minutes - February 16, 2022	255
15.4.	Inclusive Community Program Advisory Steering Committee Meeting Minutes - February 23, 2022	261
15.5.	Amherstburg Accessibility Advisory Committee Meeting Minutes - February 24, 2022	265
15.6.	Inclusive Community Program Advisory Steering Committee Meeting Minutes - March 7, 2022	268
15.7.	Mayor's Youth Advisory Committee Meeting Minutes - March 8, 2022	272

16. OTHER MINUTES

16.1.	Economic Development Advisory Committee Meeting Minutes - February 3, 2022	274
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It is recommended that:

1. The Economic Development Advisory Committee Meeting Minutes of February 3, 2022 **BE RECEIVED**;
2. Council **SUPPORT** and **ENCOURAGE** the Town, local businesses and non-profits to apply for funding through the "Charge Up Windsor-Essex County" program of Essex Powerlines to boost Electric Vehicle (EV) infrastructure as a vehicle for further economic development and investment; and,
3. Administration **EXPLORE** Electric Vehicle (EV) infrastructure as a requirement of multi-residential development.



17.	<b>UNFINISHED BUSINESS</b>	
17.1.	<b>Unfinished Business List as at March 28, 2022</b>	280
18.	<b>NEW BUSINESS</b>	
19.	<b>NOTICE OF MOTION</b>	
	<i>(As introduced at the March 14, 2022, Regular Council Meeting)</i>	
19.1.	<b>Denouncement of General Jeffrey Amherst's Statements &amp; Actions - Councillor Simone</b>	286
20.	<b>BY-LAWS</b>	
20.1.	<b>By-law 2022-042 - Amendment to By-law 2022-008, A By-law to Regulate the Keeping of Animals and the Care and Control of Animals</b>	288
	That <b>By-law 2022-042</b> being a by-law to Amend By-law 2022-008, A by-law to Regulate the Keeping of Animals and the Care and Control of Animals be taken as having been read three times and finally passed and the Mayor and Clerk <b>BE AUTHROZED</b> to sign same.	
20.2.	<b>By-law 2022-043 - A By-law to Appoint a Treasurer and Deputy Treasurer</b>	289
	That <b>By-law 2022-043</b> being a by-law to Appoint a Treasurer and Deputy Treasurer be taken as having been read three times and finally passed and the Mayor and Clerk <b>BE AUTHROZED</b> to sign same.	
20.3.	<b>By-law 2022-041 - Confirmatory By-law</b>	290
	That <b>By-law 2022-041</b> being a by-law to Confirm all Resolutions of the Municipal Council Meetings held on March 28, 2022, be taken as having been read three times and finally passed and the Mayor and Clerk <b>BE AUTHORIZED</b> to sign same.	

**21. ADJOURNMENT**

That Council rise and adjourn at     p.m.



**TOWN OF AMHERSTBURG  
SPECIAL COUNCIL MEETING**

**Wednesday, March 9, 2022  
6:00 PM**

**MINUTES**

**PRESENT**

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

Peter Simmons, CAO  
Valerie Critchley, 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 6:14 p.m.

**ROLL CALL**

Councillor Peter Courtney was absent with notice.

## **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.

## **PRESENTATION**

### **5.1 Riverview Apartments - Robert Piroli, Owner/President - Piroli Group**

David French, Planner, Storey Samways, presented information to the public with respect to the proposed Riverview Apartments development on the northeast corner of the intersection of Brunner Avenue and Sandwich Street North, acquired by Piroli Construction in 2021.

Mr. French answered Council questions.

Resolution # 20220309-01

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

**That the presentation BE RECEIVED.**

The Mayor put the Motion.

**Motion Carried**

**ADJOURNMENT**

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

**That Council rise and adjourn at 7:13 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  
REGULAR COUNCIL MEETING**

**Monday, March 14, 2022  
6:00 PM**

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

**MINUTES**

**PRESENT**

Mayor Aldo DiCarlo  
Deputy Mayor Leo Meloche – *Virtual*  
Councillor Peter Courtney – *Virtual - Left meeting @ 7:58 pm*  
Councillor Donald McArthur  
Councillor Michael Prue  
Councillor Marc Renaud  
Councillor Patricia Simone

Peter Simmons, CAO  
Valerie Critchley, Director, Legislative Services/Clerk  
Tammy Fowkes, Deputy Clerk

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**CALL TO ORDER**

The Mayor called the meeting to order at 6:07 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.

## **MINUTES OF PREVIOUS MEETING**

Resolution # 20220314-01

**Moved By** Councillor McArthur

**Seconded By** Councillor Renaud

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

- 5.1 Special Council Meeting Minutes - Planning - February 28, 2022**
- 5.2 Special In-Camera Council Meeting Minutes - Public - February 28, 2022**
- 5.3 Regular Council Meeting Minutes - February 28, 2022, *as amended***

*Agenda item # 7.1 was moved forward.*

## PRESENTATIONS

- 7.1 **2022 Draft Budget - Tim Byrne, CAO/Secretary-Treasurer, Tania Jobin, Chair, and Shelley McMullen, CFO/Director of Finance and Corporate Services, ERCA**

Resolution # 20220314-02

**Moved By** Councillor Simone

**Seconded By** Councillor McArthur

**That the presentation BE RECEIVED.**

The Mayor put the Motion.

**Motion Carried**

## DELEGATIONS

- 6.1 **Libro Centre Outdoor Turf Upgrade Request - Terry Sawchuk, Jim Jariett, and Vancho Cirvoski, Amherstburg Minor Soccer Association (AMSA)**

Resolution # 20220314-03

**Moved By** Councillor Prue

**Seconded By** Councillor Courtney

**That:**

1. **The delegation BE RECEIVED; and,**
2. **Administration BE DIRECTED to bring back a report outlining the feasibility and costs to accomplish AMSA's outdoor turf upgrade requests.**

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**

There were no reports.

## **REPORTS - PLANNING AND DEVELOPMENT SERVICES**

### **11.1 Addition to the Heritage Register - General Amherst High School**

Resolution # 20220314-04

**Moved By** Councillor Simone

**Seconded By** Councillor Renaud

**That the General Amherst High School (130 Sandwich Street North) BE LISTED on The Town of Amherstburg’s Heritage Register as a non-designated, “Property of Interest”.**

The Mayor put the Motion.

**Motion Carried**

### **11.2 Amending Development Agreement - 83 Sandwich Street S**

Resolution # 20220314-05

**Moved By** Councillor Prue

**Seconded By** Councillor McArthur

**That:**

- 1. The amendments to the Development Agreement for 83 Sandwich Street South between the Town and Mikhail Holdings BE APPROVED; and,**

2. **By-law 2022-024 being a by-law to authorize the signing of an Amending Development Agreement be taken as having been read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same.**

The Mayor put the Motion.

**Motion Carried**

## **REPORTS - CAO's OFFICE**

### **12.1 Fence By-law**

Resolution # 20220314-06

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

**That:**

1. **The report from the Manager of Licensing and Enforcement dated February 23, 2022 regarding a new Fence By-Law BE RECEIVED;**
2. **By-law 2022-027 being a By-Law to Prohibit the Height and Description of Lawful Fences 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 2002-84 BE REPEALED.**

The Mayor put the Motion.

**Motion Carried**

### **12.2 Idling By-law**

Resolution # 20220314-07

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

**That:**

1. **The report from the Manager of Licensing and Enforcement dated February 23, 2022 regarding a new Idling By-Law BE RECEIVED;**

2. **By-law 2022-026 being a By-Law to Control the Idling of Vehicles and Boats 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 2001-43, section 2 (5) (i) (ii)(iii)(iv)(v) BE REPEALED.**

The Mayor put the Motion.

**Motion Carried**

### **12.3 Collection & Waste Disposal By-law**

Resolution # 20220314-08

**Moved By** Councillor Prue

**Seconded By** Deputy Mayor Meloche

**That:**

1. **The report from the Manager of Licensing and Enforcement dated February 23, 2022 regarding a new Collection & Waste Disposal By-Law BE RECEIVED;**

2. **By-law 2022-025, as amended, being a By-Law to Establish and Maintain a System for the Collection and Disposal of Waste 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 2005-29 BE REPEALED.**

The Mayor put the Motion.

**Motion Carried**

### **12.4 Decorative Crosswalk Considerations**

Councillor Courtney left the meeting at 7:58 p.m.

Resolution # 20220314-09

**Moved By** Councillor McArthur

**Seconded By** Councillor Simone

**That:**

1. **The Decorative Crosswalk Considerations report of February 17, 2022, BE RECEIVED;**
2. **Council APPROVE the decorative crosswalk installation proposal, subject to the creation of an agreement, to fund the entirety of the works, inclusive of associated maintenance and to the satisfaction of the Director of Legislative Services for legal content, the Director of Infrastructure Services for technical content and the Director of Corporate Services for financial content; and,**
3. **The Administrative report dated March 7, 2022 on this topic BE AMENDED to include that approvals of decorative sidewalk projects will be subject to Council being satisfied that such approval is in the public interest.**

The Mayor put the Motion.

**Motion Carried**

## **12.5 Gibson Gallery Accessibility**

Resolution # 20220314-10

**Moved By** Councillor Simone

**Seconded By** Deputy Mayor Meloche

**That:**

1. **The accessibility upgrades consisting of an accessible ramp, barrier free route of travel, installation of an automatic door opener, and improvements to the accessible parking space proposed for the Gibson Gallery BE UNDERTAKEN in a collaborative manner with the Fort Malden Guild of Arts as noted in the report of March 3, 2022;**
2. **A 2022 expenditure not to exceed \$25,000 plus HST for the provision of accessibility upgrades to the Gibson Gallery BE APPROVED in accordance with the report of March 3, 2022; and,**
3. **The Treasurer BE AUTHORIZED to fund the 2022 expenditure relative to the provision of accessibility upgrades to the Gibson Gallery through a transfer from the AODA Compliance Reserve account in an amount not to exceed \$25,000 plus HST.**

The Mayor put the Motion.

**Motion Carried**

**INFORMATION REPORTS**

Resolution # 20220314-11

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

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

**13.1 Proposed Regulatory Changes to the Fire Protection and Prevention Act.  
R.S.O. – Firefighter Certification**

The Mayor put the Motion.

**Motion Carried**

Resolution # 20220314-12

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

**That correspondence BE SENT on behalf of the Mayor and Council in support of the request for the Province to provide funding for the additional mandatory training and support for the request for an extension of at least 36 months for the Municipality to comply with the mandatory certification, should it become law.**

The Mayor put the Motion.

**Motion Carried**

**CONSENT CORRESPONDENCE**

Resolution # 20220314-13

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

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

**14.1 Enbridge Gas – Letter to Town of Amherstburg**

- 14.2 **Consideration of Support for Windsor-Essex Workers - Town of Tecumseh Resolution**
- 14.3 **Walker Aggregates - McGregor Quarry - 2021 OSSGA Community Relations Award**
- 14.4 **Floating Accommodations on Waterways - Ministry of Northern Development, Mines, Natural Resources and Forestry**
- 14.5 **2022 Bursary Program Package - Municipal Engineers Association**
- 14.6 **Mental Health Supports - Township of Woolwich Resolution**
- 14.7 **Noise Audit Status - Multi-Municipal Wind Turbine Working Group**

The Mayor put the Motion.

**Motion Carried**

Resolution # 20220314-14

**Moved By** Councillor Prue

**Seconded By** Councillor Renaud

*Item # 14.2 – That correspondence BE SENT in support of the Town of Tecumseh’s resolution regarding Consideration of Support for Windsor-Essex workers.*

The Mayor put the Motion.

**Motion Carried**

Resolution # 20220314-15

**Moved By** Councillor Simone

**Seconded By** Councillor McArthur

*Item # 14.3 – That correspondence BE SENT on behalf of the Mayor and Council congratulating Walker Aggregates, McGregor Quarry, on their 2021 OSSGA Community Relations Award.*

The Mayor put the Motion.

**Motion Carried**

Resolution # 20220314-16

**Moved By** Councillor Prue

**Seconded By** Deputy Mayor Meloche

**Item # 14.6 – That correspondence BE SENT in support of the Township of Woolwich’s resolution regarding Mental Health Supports.**

The Mayor put the Motion.

**Motion Carried**

## **CORRESPONDENCE**

### **15.1 2022 Proclamation - Year of the Garden**

Resolution # 20220314-17

**Moved By** Councillor Renaud

**Seconded By** Councillor McArthur

**That:**

- 1. The Town of Amherstburg PROCLAIM 2022 as the 'Year of the Garden' in celebration of the contribution of gardens and gardening to the development of our country, our municipality and the lives of our citizens in terms of health, quality of life and environmental challenges;**
- 2. June 18, 2022 BE RECOGNIZED as 'Garden Day' in the Town of Amherstburg as a legacy of Canada's Year of the Garden 2022; and,**
- 3. Administration BE DIRECTED to look into award signs for those property owners who partake in the 'Year of the Garden' celebration.**

The Mayor put the Motion.

**Motion Carried**

## **CONSENT OTHER MINUTES**

Resolution # 20220314-18

**Moved By** Councillor Simone

**Seconded By** Deputy Mayor Meloche

**That the following minutes BE RECEIVED:**

**16.1 Committee of Adjustment Meeting Minutes - December 14, 2021**

**16.2 Committee of Adjustment Meeting Minutes - February 1, 2022**

The Mayor put the Motion.

**Motion Carried**

## **OTHER MINUTES**

**17.1 Drainage Board Meeting Minutes - March 1, 2022**

Resolution 20220314-19

**Moved By** Councillor Renaud

**Seconded By** Deputy Mayor Meloche

**That:**

- 1. The Drainage Board Meeting Minutes of March 1, 2022 BE RECEIVED; and,**
- 2. The following drainage apportionments BE APPROVED as listed, as recommended by the Drainage Board:**
  - Consent B/09/21 – Drainage Apportionments for the Mickle Drain and Sunset Beach Pumping System –1485 Front Road S.**
  - Consent B/17/21 - Drainage Apportionments for the Long Marsh Drain – 8121 Alma St.**
  - Consent B/34/21 - Drainage Apportionments for the Ernest Paquette Drain – 5274 Concession Road 5 S.**

The Mayor put the Motion.



**UNFINISHED BUSINESS**

There was no unfinished business brought forward.

**NEW BUSINESS**

1. Councillor Simone asked that event calendar cards be posted on the website and all social media platforms.

The Director of Community and Protective Services advised that the event information will be posted.

2. Mayor DiCarlo advised that local doctor, Dr. Luigi DiPierdomenico, applied for his license to provide ultrasound services in the Town and was subsequently denied by the Minister of Health. The Mayor indicated the Dr. DiPierdomenico is seeking Council's endorsement on his appeal to the Minister of Health and will be circulating a petition within the Town.

Resolution # 20220314-20

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

**That Council ENDORSE Dr. DiPierdomenico's appeal to the Minister of Health by signing the petition and supporting the request to circulate the petition to residents.**

The Mayor put the Motion.

**NOTICE OF MOTION**

Councillor Simone introduced a Notice of Motion for consideration at the March 28, 2022, Regular Council Meeting.

**20.1 Denouncement of General Jeffrey Amherst's Statements & Actions -  
Councillor Patricia Simone**

**BY-LAWS**

Deputy Mayor Meloche moved Items 21.1 - 21.4 all together.

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

**21.1 By-law 2022-012 - A By-law to Amend the Zoning By-law at 4841 County Road 18**

Resolution # 20220314-21

**That By-law 2022-012 being a by-law to Amend the Zoning By-law at 4841 County Road 18 be taken as having been read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same.**

**21.2 By-law 2022-014 - A By-law to Amend the Zoning By-law at Concession 8**

Resolution # 20220314-22

**That By-law 2022-014 being a by-law to Amend the Zoning By-law at Concession Road 8 be taken as having been read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same.**

**21.3 By-Law 2022-018 - A By-law to Amend 2001-43, Emission of Sound By-law**

Resolution # 20220314-23

**That By-law 2022-018, *as amended*, being a by-law to Amend By-law 2001-43, Emission of Sound, be taken as having been read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same.**

**21.4 By-law 2022-036 - Confirmatory By-law**

Resolution # 20220314-24

**That By-law 2022-036 being a by-law to Confirm all Resolutions of the Municipal Council Meetings held on March 9 and 14, 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 McArthur  
**Seconded By** Councillor Renaud

**That Council rise and adjourn at 8:26 p.m.**

The Mayor put the Motion.

**Motion Carried**

\_\_\_\_\_  
MAYOR – ALDO DICARLO

\_\_\_\_\_  
CLERK – 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.*

Author's Name: Antonietta Giofu	Report Date: February 28, 2022
Author's Phone: 519 736-3664 ext. 2320	Date to Council: March 28, 2022
Author's E-mail: agiofu@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: Funding for Improving Monitoring and Public Reporting of Sewage Overflows and Bypasses

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#### 1. RECOMMENDATION:

It is recommended that:

1. The Improving Monitoring and Public Reporting of Sewage Overflows and Bypasses Program contribution agreement between the Town of Amherstburg and the Government of Ontario Ministry of the Environment, Conservation and Parks (MECP) **BE APPROVED**.

#### 2. BACKGROUND:

The Ontario government announced, as part of its 2020 Budget, \$10 million in funding to provide support for wastewater monitoring and public reporting, to improve transparency around monitoring and public reporting of sewage overflows and bypasses from municipal systems. This funding will be used to provide support to municipalities to continue or start work to improve monitoring, modelling and real-time public reporting of sewage overflows and bypasses.

#### 3. DISCUSSION:

The Town met the eligibility requirements to receive funding under this program to improve monitoring and public reporting of sewage overflows and bypasses. The funding must be used to implement and/or make improvements to municipal monitoring, modelling and public reporting of sewage overflows and bypasses.

The amount of funding per municipality was determined using a formula that has a fixed amount (\$150,000) and a variable amount based on the capacity of municipal sewage treatment plants. The Town of Amherstburg will receive \$173,617 in funding over two years.

The desired outcomes of the projects will be to improve monitoring, modelling and real-time public reporting.

Examples of project types could include:

- Purchasing and installation of monitoring devices
- Purchasing and installation of modelling software/equipment
- New and/or improved public reporting systems/approaches

The type of projects eligible for funding is not restricted to the list above. Funding recipients can choose to undertake project(s), as long as it meets the desired outcomes.

As part of the agreement, each municipality will be required to create a workplan that sets out how funds will be used to make improvements to sewage overflow and bypass monitoring, modelling and public reporting infrastructure. The workplan must to be submitted to the Ministry by June 30, 2022, and must include the following:

- Assessment of current state of monitoring/modelling and public reporting infrastructure.
- Assessment of options to improve monitoring/modelling and public reporting infrastructure.
- Selected monitoring and reporting projects that will be undertaken to improve monitoring/modelling and public reporting infrastructure.
- The major tasks to complete the selected monitoring and reporting projects and the timelines.

Administration is currently working on this plan with the assistance of the Ontario Clean Water Agency (OCWA). An information report outlining this workplan will be brought to Council at a future meeting.

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

There are no risks associated to this report. The funding provided through this program will only enhance the Town's ability to monitor, model and/or publicly report sewage overflows and bypasses.

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

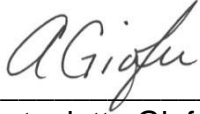
There are no financial impacts anticipated as this program is 100% funded by the province.

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

Ontario Clean Water Agency (OCWA)

7. **CONCLUSION:**

It is recommended that the Mayor and Council enter into a funding agreement with the Minister of Environment, Conservation and Parks, for Improving Monitoring and Public Reporting of Sewage Overflows and Bypasses Program funding.



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Antonietta Giofu

**Director of Infrastructure Services**

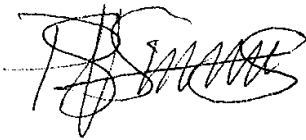
## Report Approval Details

Document Title:	Funding for Storm and Wastewater Monitoring and Public Reporting.docx
Attachments:	- MR Agreement Mar11_2022_Amherstburg.pdf
Final Approval Date:	Mar 23, 2022

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



Tracy Prince



Peter Simmons



Valerie Critchley

Ministry of the Environment,  
Conservation and Parks

Ministère de l'Environnement, de  
la Protection de la nature et des Parcs

Great Lakes  
and Inland Waters Branch

Direction des Grands Lacs  
et des eaux intérieures

40 St. Clair Avenue West  
10<sup>th</sup> Floor  
Toronto ON M4V 1M2  
Tel.: 416 457-2796

40, Avenue St. Clair Ouest  
10<sup>e</sup> étage  
Toronto ON M4V 1M2  
Tél. : 416 457-2796

*Sent via email to:* thaddad@amherstburg.ca

March 11, 2022

Aldo DiCarlo, Mayor  
Valerie Critchley, Director of Legislative Services/Clerk  
The Corporation of the Town of Amherstburg  
271 Sandwich St S  
Amherstburg, ON N9V 2A5

Dear Aldo DiCarlo and Valarie Critchley,

**Re: IMPROVING MONITORING AND PUBLIC REPORTING OF SEWAGE  
OVERFLOWS AND BYPASSES PROGRAM**

The Ministry of the Environment, Conservation and Parks recognizes the importance of the impacts of untreated and partially treated wastewater from municipal sewage systems on water quality. The Government of Ontario's 2020 budget announced \$10 million in funding to provide support to municipalities to improve transparency around wastewater monitoring and public reporting of sewage overflows and bypasses from municipal systems. This funding is being provided through the government's "Improving Monitoring and Public Reporting of Sewage Overflows and Bypasses Program" ("**Program**"). The objective of this Program is to increase municipal implementation of near real-time public reporting of sewage bypass and overflow events.

Under this Program, Her Majesty the Queen in right of Ontario as represented by the Minister of the Environment, Conservation and Parks ("**MECP**") is offering capital funds to the Corporation of the Town of Amherstburg ("**Municipality**") up to a total amount of \$173,617.00 ("**Funds**") in two parts, subject to the Municipality meeting the eligibility criteria for each part. Municipal spending of the Funds is subject to the Terms and Conditions attached as Schedule "A" to this letter.

In order to start receiving the Funds, the Municipality must provide the following to MECP by March 31, 2022:

- i) a copy of the council by-law, council resolution that acts as a by-law or delegation of authority by-law authorizing the Municipality to sign the Terms and Conditions (Schedule "A");



- ii) Terms and Conditions (Schedule "A") signed by an authorized signing officer; and
- iii) confirmation that the Municipality is registered in the Transfer Payment Ontario system <https://www.app.grants.gov.on.ca/tpcr/#/home> (i.e., the organizational and financial information for the Municipality is up to date in that system).

The MECP will provide Funds for the Municipality's eligible expenses through Transfer Payment Ontario on a reimbursement basis based on quarterly reports submitted by the Municipality up to and including March 31, 2024.

If you have any questions, please contact Madhu Malhotra, Manager, Waterways Protection Office, Great Lakes and Inland Waters Branch at [madhu.malhotra@ontario.ca](mailto:madhu.malhotra@ontario.ca).

Sincerely,

Her Majesty the Queen in right of Ontario as represented by the Minister of the Environment, Conservation and Parks

per: **Ling Ey Mark**  Digitally signed by Ling Ey Mark  
DN: c=ca, st=on, o=Government of Ontario, ou=People, serialNumber=DSAP145422, cn=Ling Ey Mark  
Date: 2022.03.11 16:16:12 -05'00'

Ling Mark  
Director, Great Lakes and Inland Waters Branch  
Land and Water Division

## **SCHEDULE “A”**

### **Terms and Conditions for Municipalities of the Improving Monitoring and Public Reporting of Sewage Overflows and Bypasses Program (“Terms and Conditions”)**

As a condition of receiving the Funds from Her Majesty the Queen in right of Ontario as represented by the Minister of the Environment, Conservation and Parks (MECP) as described in the letter dated March 11, 2022 to the Corporation of the Town of Amherstburg (Municipality), which is incorporated into and forms part of this Schedule “A” the Municipality agrees to the following terms and conditions:

#### **Eligibility Criteria:**

Part 1 Funding - \$84,123.70

The Ministry has determined that the Municipality meets the following eligibility criteria as of the date of the above-noted letter, and is eligible to receive Program funding:

- 1) The Municipality is or has the status of a municipality within the Province of Ontario; and
- 2) The Municipality was one of the top 20 dischargers of combined sewer overflows by average combined sewer overflow volume per year based on federal data collected through the federal Wastewater Systems Effluent Regulations (WSER) from 2015-2019.

Part 2 Funding - \$89,493.30

The Municipality will be eligible for Part 2 Program funding when it provides MECP with the report due on June 30, 2022 as per the Reporting section below.

For clarity, eligible expenses utilizing funds from each funding Part may be incurred by the Municipality any time between the date the eligibility criteria for the Part was met and March 31, 2024.

The Municipality agrees to inform MECP forthwith if it no longer meets one or more of the eligibility criteria.

#### **Eligible Expenses:**

Expenses considered eligible under the Program as defined in the above-noted letter are limited to the following, provided they are incurred on or before March 31, 2024 for the monitoring and/or modelling and near real-time public reporting of sewage overflows and bypasses:

- Engineering and design work
- Purchasing of equipment/software (e.g., monitoring devices)
- Installation costs (e.g., monitoring equipment)
- Electrical/internet connections
- Associated capital costs (e.g., access point)

- Capital upgrading costs (e.g., improved monitoring devices/infrastructure)
- Signage associated with public reporting of sewage overflows and bypasses (e.g., to support social media – QR code)
- Other capital expenses related to the development and implementation of monitoring/modelling and public reporting of sewage overflows and bypasses

Expenses listed above are only considered eligible if they are capital in nature or able to be capitalized based on standard accounting principles. However, engineering, design, or other consultant costs cannot be the significant/sole expenditure. Funding must be used for equipment and construction. Engineering, design, or other consultant costs shall be incidental to that. Municipal staff time and staff costs are not an eligible expense under the Program.

Eligible expenses do not include any costs (including taxes) for which the Municipality has received, will receive, or is eligible to receive, a rebate, credit, or refund. Expenses incurred prior to the date of the Municipality’s execution of this Terms and Conditions are ineligible.

**Procurement:**

In acquiring equipment, services or other eligible items, the Municipality agrees to do so through a procurement process that promotes the best value for money.

**Reporting:**

The Municipality agrees to:

- 1) Provide MECP with reports on a quarterly basis on the amount of Funds spent on eligible expenses in accordance with these Terms and Conditions in a form specified by the MECP. The reporting due dates are as follows:
  - June 30, 2022
  - September 30, 2022
  - December 31, 2022
  - March 31, 2023
  - June 30, 2023
  - September 30, 2023
  - December 31, 2023
  - March 31, 2024

- 2) Provide MECP with receipts or other proof of payment to confirm the eligibility of the reported spending if requested by MECP.

**Audit:**

- 1) The Municipality agrees that MECP and its representatives may conduct an audit or investigation in respect of the expenditures reported by the Municipality.

The undersigned acknowledges that in providing his/her name on the applicable line below in electronic form will constitute a signature for the purposes of the *Electronic Commerce Act, 2000*, S.O. 2000, c. 17, as amended.

**The Corporation of the Town of Amherstburg**

per: \_\_\_\_\_  
Name: Aldo DiCarlo  
Title: Mayor

Date: \_\_\_\_\_

I have authority to bind the Municipality.

per: \_\_\_\_\_  
Name: Valerie Critchley  
Title: Director of Legislative Services/  
Clerk

Date: \_\_\_\_\_

I have authority to bind the Municipality.



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: St. Anthony School – Repeal and Replace the Designation By-law

1. RECOMMENDATION:

It is recommended that:

- 1. Council APPROVE By-Law 2022-037 (Attachment 1), a bylaw which repeals the original heritage designation, By-law 2021-079 (Attachment 2); and,
2. Council DESIGNATE the "St. Anthony School" at 247 Brock Street by bylaw under Part IV the Ontario Heritage Act (Attachment 3).

EXECUTIVE SUMMARY:

N/A

2. BACKGROUND:

On January 24, 2022, Council DIRECTED Administration 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.

On December 13, 2021, Council APPROVED the designation of St Anthony School as a heritage property under Part IV of the Ontario Heritage Act as Bylaw # 2021-079. Council also approved all proposed alterations to the property that had been made by the Owner and approved by the Heritage Committee at the Heritage Committee's December 9, 2021 meeting.

On January 13, 2022, The Heritage Committee ENDORSED the proposed repeal and concurrent replacement of the designation on the property, by moving that:

*That the Heritage Committee **ENDORSE** the proposal to repeal and replace the Heritage Designation By-law on the St. Anthony School property to allow for the designation to be registered on only a portion of the property containing the heritage building, and to update which attributes are regulated in accordance with the report of the Heritage Planner.*

### **3. DISCUSSION:**

The repeal and replacement of the bylaw is necessary to make the designation registered on only the portion of the property containing the heritage building and to update which attributes of the building are regulated.

Currently, the designation applies to all the lands of the property east of the building. The lands east of the building are slated to be redeveloped in the future and there is no need for the designation of the heritage building to encumber all lands, including lands not associated with it.

When the designation bylaw was brought to Council in December 2021, a legal description for the lands associated with only the heritage building, separate from the balance of the property was unavailable. Subsequently a reference plan has been prepared outlining a new legal description for each portion of the property (Attachment 4) The new property line would be located 19.39 meters from the existing east wall of the heritage building.

It is recommended that the heritage designation bylaw for the property, By-law 2021-079 be repealed and replaced to allow for the designation to be registered on only the portion of the property containing the heritage building. Also, the new bylaw will more accurately reflect which attributes of the building remain regulated, and will remove attributes which the Proponent was previously given permission by Council to replace or remove, including the front interior staircase and the window sashes.

In consultation with the Town Clerk, Administration devised that the best way to recognize the designation on only the relevant portion of the lands is to concurrently repeal and replace the existing designation bylaw with a new one.

Amending the existing bylaw (rather than repealing and replacing) was considered, however the *Ontario Heritage Act* specifies that amendments should be done for “corrections” to legal descriptions, rather than “changes”. As well, if an amending bylaw were done, the information for the site would be contained in two bylaws - the original bylaw as well as an amending bylaw – a less straightforward arrangement than in one new bylaw.

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

There are no risks involved in endorsing the recommendations of the report.

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

There are no direct financial implications of endorsing the recommendations of the report.

6. **CONSULTATIONS:**

Frank Garardo, former Manager of Planning Services  
Valerie Critchley, Town Clerk

7. **CONCLUSION:**

The Heritage Planner supports concurrently repealing and replacing the designation bylaw for the property to apply to only the portion of the property containing the heritage building.



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Clint Robertson  
**Heritage Planner**

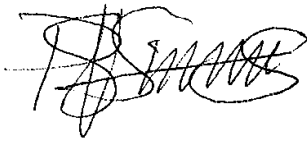
## Report Approval Details

Document Title:	St. Anthony School – Repeal and Replace the Designation By-law.docx
Attachments:	- Attachment 1.doc - Attachment 2.pdf - Attachment 3.docx
Final Approval Date:	Mar 23, 2022

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



Tracy Prince



Peter Simmons



Valerie Critchley



**THE CORPORATION OF THE TOWN OF AMHERSTBURG**

**BY-LAW NO. 2022-037**

**By-law to Repeal By-law No. 2021-079 being a By-law to Designate the Property at 247 Brock Street and known as the St. Anthony School**

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**WHEREAS** the Council of the Corporation of the Town of Amherstburg approved By-law No. 2021-079 on the 13th day of December, 2021, said By-law being to designate the property at 247 Brock Street, also known as the St. Anthony School, as being of architectural and cultural value and interest.

**AND WHEREAS** the Council of the Corporation of the Town of Amherstburg directed Administration on the 24<sup>th</sup> day of January, 2022 to issue Notices to repeal By-law No. 2021-079 and to replace the bylaw with a new designation bylaw.

**AND WHEREAS** pursuant to the provisions of the *Ontario Heritage Act, R.S.O 1990*, Section 32, there were no public appeals received by the Town of Amherstburg.

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

1. That By-law No. 2021-079 is hereby repealed in its entirety.
2. That this By-law shall come into effect on the day it is passed.

Read three times and finally passed this 28<sup>th</sup> day of March, 2022.

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MAYOR – ALDO DICARLO

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CLERK – VALERIE CRITCHLEY

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NUMBER 2021-079

**A By-law to designate the property known as the “St. Anthony School” as being of cultural heritage value or interest.**

**WHEREAS** the *Ontario Heritage Act* authorizes the Council of a municipality to enact By-laws to designate real property, including all the buildings and structures thereon, to be of cultural heritage value or interest;

**AND WHEREAS** authority was granted by Council to designate the property located municipally at 247 Brock Street and known as the “St. Anthony School”, as being of cultural heritage value or interest;

**AND WHEREAS** the St. Anthony School is legally described as:

LT 1 E/S KEMPT ST, 3 E/S BROCK ST, 18 W/S KEMPT ST, 19 W/S KEMPT ST PL 1  
AMHERSTBURG; PT KEMPT ST PL 1 AMHERSTBURG CLOSED BY R1109842; PT EPT LT 2  
CON 1 MALDEN AS IN R1143624; AMHERSTBURG

**AND WHEREAS** the Council of the Town of Amherstburg has caused to be served upon the owners of the land and premises known as the St. Anthony School and upon the Ontario Heritage Trust, Notice of Intent to designate the property and has caused the Notice of Intent to be published in a newspaper having general circulation in the municipality as required by the Ontario Heritage Act;

**AND WHEREAS** the property's cultural heritage value or interest, its important physical heritage attributes, and therefore its reasons for designation are summarized and set out in Schedule “A” to this bylaw;

**AND WHEREAS** a more fulsome description of the history and cultural heritage value of the St. Anthony School is set out in Schedule “B”;

**AND WHEREAS** the St. Anthony School is visually represented in Schedule “C”;

**AND WHEREAS** any future interventions or changes to the property shall follow commonly used heritage-conservation best practices, as set out in Schedule “D”;

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

1. The property at 247 Brock Street, known as the St. Anthony School and more particularly described in Schedule “A” is hereby designated as being of cultural heritage value or interest, for the reasons set out in Schedules “A” and “B”.

2. Any future interventions or changes to the property shall follow commonly used heritage-conservation best practices, as set out in Schedule “D”.


3. The Town Solicitor is authorized to cause a copy of this by-law to be registered in the proper Land Registry Office against the property located at 247 Brock Street and legally described as:

LT 1 E/S KEMPT ST, 3 E/S BROCK ST, 18 W/S KEMPT ST, 19 W/S KEMPT ST PL 1  
AMHERSTBURG; PT KEMPT ST PL 1 AMHERSTBURG CLOSED BY R1109842; PT EPT LT 2  
CON 1 MALDEN AS IN R1143624; AMHERSTBURG

4. The Town clerk is authorized to cause a copy of this bylaw to be served upon the owner of the property located at 247 Brock Street, and upon the Ontario Heritage Trust and to cause notice of this bylaw to be published in a newspaper having general circulation in the Town of Amherstburg as required by the *Ontario Heritage Act*.

ATTACHMENT 2

Read a first, second, and third time and finally passed the 13 day of December, 2021.



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MAYOR – ALDO DICARLO



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CLERK – VALERIE CRITCHLEY

**SCHEDULE "A" - STATEMENT OF CULTURAL HERITAGE VALUE OR INTEREST AND HERITAGE ATTRIBUTES**

Description of Property

247 Brock Street, Amherstburg, Ontario

LT 1 E/S KEMPT ST, 3 E/S BROCK ST, 18 W/S KEMPT ST, 19 W/S KEMPT ST PL 1 AMHERSTBURG; PT KEMPT ST PL 1 AMHERSTBURG CLOSED BY R1109842; PT EPT LT 2 CON 1 MALDEN AS IN R1143624; AMHERSTBURG

known as the "St. Anthony School"

Statement of Cultural Heritage Value of Interest

Built 1910-11, and expanded in 1929, the building has design value unique as a substantial and important example of Romanesque Revival-style architecture in the Town of Amherstburg; Classical Revival-style elements also distinguish the building.

The building also has physical value being unique for its extensive use of local limestone, which was not a commonly used building material in the Town despite being a local material. It is one of only a small number of limestone buildings in the town, and among the most substantial.

Originally St. Anthony School, the property has historical value in the community as an important and integral educational institution. From 1912 to 1972 the building was a hub of educational activity, serving as a Roman Catholic Separate School, initially to serve lower grades.

The property has contextual value being historically and visually linked to its surroundings adjacent to St. John the Baptist Roman Catholic church. With the church building, the property recalls the significant historical presence of the Roman Catholic church in the town.

With the school building's prominent and distinctive physical presence on a corner lot visually linked to the adjacent church, the building stands out in an otherwise residential neighbourhood.

Heritage Attributes

The primary exterior heritage attributes (character-defining elements) of the property are its:

Exterior:

- Original location and placement on Brock Street, adjacent to St. John the Baptist Roman Catholic church;
- Rectangular, two-storey form on a raised basement;
- Hipped primary roof; gabled (pedimented) frontispiece; metal roofline cornices; secondary metal cornices atop doorways; exterior stone chimney;
- Masonry construction and limestone facades with sandstone detailing; the limestone main exterior stairs;
- Fenestration, symmetrical in arrangement; wooden sash windows; single and double doorways and assemblies with transom lights above.

Interior:

- two staircases with wood balustrades;
- interior spatial configuration;
- wood finishes comprising door and window casings, baseboards, and doors throughout.

**SCHEDULE “B” – STATEMENT OF SIGNIFICANCE**

**Description**

Built 1910-11, with a 1929 extension, St. Anthony School is two-storey, limestone-clad building designed in the Romanesque Revival style, with Classical Revival style influences. The property is in a historic residential area adjacent to St. John the Baptist Roman Catholic Church.

**Heritage Value**

St. Anthony School has design value unique as a substantial and important example of Romanesque Revival-style architecture in the Town of Amherstburg; Classical Revival-style elements also distinguish the building. Aligning the building with the Romanesque Revival style are elements such as its rough-faced stone finish and rounded-arch windows, while classical-style cornices, the pedimented frontispiece, and doorway fanlights further contribute to the composition.

The original building is the work of a renowned Detroit architect, Peter Dederichs. Dederichs designed numerous buildings for the Roman Catholic Dioceses of Detroit, including the impressive 1885 St. Mary’s Roman Catholic Church. In Canada Dederichs also designed many buildings for the Roman Catholic Church, most notably the 1907-08 Gothic Revival-style chapel at Assumption Roman Catholic College in Windsor. The 1929 addition was designed by the prolific Windsor firm of Pennington & Boyde, who were favoured architects of the Roman Catholic church in the region, and who designed a broad spectrum of residential, institutional, ecclesiastical and commercial buildings in the southwestern Ontario.

The building also has physical value being unique for its extensive use of Amherstburg limestone, which was not a commonly used building material in the Town despite being a local material. Berea sandstone was used for the detailing and smooth finishes. It is one of only a small number of limestone buildings in the town, and among the most substantial.

Originally known as St. Anthony School, the property has historical value in the community as an important and integral educational institution. From 1912 to 1972 the building was a hub of educational activity, serving as a Roman Catholic Separate School, initially to serve lower grades. When the addition was completed in 1929, the school was able to serve children up to Grade Eight. From 1974 – 2020 the building became the House of Shalom, a non-denominational youth centre.

The property has contextual value being historically and visually linked to its surroundings adjacent to St. John the Baptist Roman Catholic church. With the church building, the property recalls the significant historical presence of the Roman Catholic church in the town.

With the school building’s prominent and distinctive physical presence on a corner lot visually linked to the adjacent church, the building stands out as a landmark in an otherwise residential neighbourhood.

SCHEDULE "C" – IMAGES OF THE ST. ANTHONY SCHOOL  
247 BROCK STREET PHOTOGRAPHS



Historic view of West (main) and North Facades, no date, Marsh Collection Society PC100.14



West (Main) façade of 247 Brock Street (August 9, 2021)



North façade of 247 Brock Street (August 9, 2021)



South façade of 247 Brock Street (September 2, 2021)



East facades of 247 Brock Street (August 9, 2021)



An example of one of the two staircases of 247 Brock Street (August 9, 2021)



## SCHEDULE "D" – "THE STANDARDS"

### (Standards and Guidelines for the Conservation of Historic Places in Canada, Parks Canada, 2010)

#### General Standards for Preservation, Rehabilitation and Restoration

1. Conserve the heritage value of an historic place. Do not remove, replace or substantially alter its intact or repairable character-defining elements. Do not move a part of an historic place if its current location is a character-defining element.
2. Conserve changes to an historic place that, over time, have become character-defining elements in their own right.
3. Conserve heritage value by adopting an approach calling for minimal intervention.
4. Recognize each historic place as a physical record of its time, place and use. Do not create a false sense of historical development by adding elements from other historic places or other properties, or by combining features of the same property that never coexisted.
5. Find a use for an historic place that requires minimal or no change to its character-defining elements.
6. Protect and, if necessary, stabilize an historic place until any subsequent intervention is undertaken. Protect and preserve archaeological resources in place. Where there is potential for disturbing archaeological resources, take mitigation measures to limit damage and loss of information.
7. Evaluate the existing condition of character-defining elements to determine the appropriate intervention needed. Use the gentlest means possible for any intervention. Respect heritage value when undertaking an intervention.
8. Maintain character-defining elements on an ongoing basis. Repair character-defining elements by reinforcing their materials using recognized conservation methods. Replace in kind any extensively deteriorated or missing parts of character-defining elements, where there are surviving prototypes.
9. Make any intervention needed to preserve character-defining elements physically and visually compatible with the historic place and identifiable on close inspection. Document any intervention for future reference.

#### Additional Standards Relating to Rehabilitation

10. Repair rather than replace character-defining elements. Where character-defining elements are too severely deteriorated to repair, and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements. Where there is insufficient physical evidence, make the form, material and detailing of the new elements compatible with the character of the historic place.
11. Conserve the heritage value and character-defining elements when creating any new additions to an historic place or any related new construction. Make the new work physically and visually compatible with, subordinate to and distinguishable from the historic place.
12. Create any new additions or related new construction so that the essential form and integrity of an historic place will not be impaired if the new work is removed in the future.

#### Additional Standards Relating to Restoration

13. Repair rather than replace character-defining elements from the restoration period. Where character-defining elements are too severely deteriorated to repair and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements.
14. Replace missing features from the restoration period with new features whose forms, materials and detailing are based on sufficient physical, documentary and/or oral evidence.

**THE CORPORATION OF THE TOWN OF AMHERSTBURG**  
**BY-LAW NUMBER 2022-038**

**A By-law to designate the property known as the “St. Anthony School” as being of cultural heritage value or interest.**

**WHEREAS** the *Ontario Heritage Act* authorizes the Council of a municipality to enact By-laws to designate real property, including all the buildings and structures thereon, to be of cultural heritage value or interest;

**AND WHEREAS** authority was granted by Council to designate the property located municipally at 247 Brock Street and known as the “St. Anthony School”, as being of cultural heritage value or interest;

**AND WHEREAS** the St. Anthony School is legally described as:

LT 3 E/S BROCK ST, PT LT 18 W/S KEMPT ST, PT LT 19 W/S KEMPT ST PL 1  
AMHERSTBURG; PT EPT LT 2 CON 1 MALDEN; being PT 1 PL 12R-28876; AMHERSTBURG

**AND WHEREAS** the Council of the Town of Amherstburg has caused to be served upon the owners of the land and premises known as the St. Anthony School and upon the Ontario Heritage Trust, Notice of Intent to designate the property and has caused the Notice of Intent to be published in a newspaper having general circulation in the municipality as required by the Ontario Heritage Act;

**AND WHEREAS** the property’s cultural heritage value or interest, its important physical heritage attributes, and therefore its reasons for designation are summarized and set out in Schedule “A” to this bylaw;

**AND WHEREAS** a more fulsome description of the history and cultural heritage value of the St. Anthony School is set out in Schedule “B”;

**AND WHEREAS** the St. Anthony School is visually represented in Schedule “C”;

**AND WHEREAS** any future interventions or changes to the property shall follow commonly used heritage-conservation best practices, as set out in Schedule “D”;

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

1. The property at 247 Brock Street, known as the St. Anthony School and more particularly described in Schedule “A” is hereby designated as being of cultural heritage value or interest, for the reasons set out in Schedules “A” and “B”.
2. Any future interventions or changes to the property shall follow commonly used heritage-conservation best practices, as set out in Schedule “D”.
3. The Town Solicitor is authorized to cause a copy of this by-law to be registered in the proper Land Registry Office against the property located at 247 Brock Street and legally described as:

ATTACHMENT 3

LT 3 E/S BROCK ST, PT LT 18 W/S KEMPT ST, PT LT 19 W/S KEMPT ST PL 1  
AMHERSTBURG; PT EPT LT 2 CON 1 MALDEN; being PT 1 PL 12R-28876; AMHERSTBURG

4. The Town clerk is authorized to cause a copy of this bylaw to be served upon the owner of the property located at 247 Brock Street, and upon the Ontario Heritage Trust and to cause notice of this bylaw to be published in a newspaper having general circulation in the Town of Amherstburg as required by the *Ontario Heritage Act*.

Read a first, second, and third time and finally passed the 28 day of March, 2022.

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MAYOR – ALDO DICARLO

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CLERK – VALERIE CRITCHLEY

**SCHEDULE “A” – DESCRIPTION OF PROPERTY; STATEMENT OF CULTURAL HERITAGE VALUE OR INTEREST; AND HERITAGE ATTRIBUTES**

**Description of the “St. Anthony School” Property**

247 Brock Street, Amherstburg, Ontario

LT 3 E/S BROCK ST, PT LT 18 W/S KEMPT ST, PT LT 19 W/S KEMPT ST PL 1  
AMHERSTBURG; PT EPT LT 2 CON 1 MALDEN; being PT 1 PL 12R-28876; AMHERSTBURG

The St. Anthony School property comprises a two-storey, limestone-clad building built 1910-11, with a 1929 extension, designed in the Romanesque Revival style with Classical Revival style influences, and its lands. The property is in a historic residential area of Amherstburg on the southeast corner of Brock and Wolfe Streets, adjacent to St. John the Baptist Roman Catholic Church.

**Statement of Cultural Heritage Value of Interest**

Design/ physical value:

Built 1910-11, and expanded in 1929, the building has design value unique as a substantial and important example of Romanesque Revival-style architecture in the Town of Amherstburg; Classical Revival-style elements also distinguish the building.

The building also has physical value being unique for its extensive use of local limestone, which was not a commonly used building material in the Town despite being a local material. It is one of only a small number of limestone buildings in the town, and among the most substantial.

Historical / Associative value:

Originally St. Anthony School, the property has historical value in the community as an important and integral educational institution. From 1912 to 1972 the building was a hub of educational activity, serving as a Roman Catholic Separate School, initially to serve lower grades.

Contextual value:

The property has contextual value being historically and visually linked to its surroundings adjacent to St. John the Baptist Roman Catholic church. With the church building, the property recalls the significant historical presence of the Roman Catholic church in the town.

With the school building’s prominent and distinctive physical presence on a corner lot visually linked to the adjacent church, the building stands out in an otherwise residential neighbourhood.

**Heritage Attributes**

Each of the following heritage attributes of the property at 247 Brock Street contributes to the design value (Romanesque Revival style with Classical Revival style influences) and physical value of the property:

## ATTACHMENT 3

### Exterior:

- Original location and placement on Brock Street, adjacent to St. John the Baptist Roman Catholic church;
- Rectangular, two-storey form on a raised basement;
- Hipped primary roof; gabled (pedimented) frontispiece; metal roofline cornices; secondary metal cornices atop doorways; exterior stone chimney;
- Masonry construction and limestone facades with sandstone detailing; the limestone main exterior stairs;
- Fenestration, symmetrical in arrangement; single and double doorways and assemblies with transom lights above.

### Interior:

- North staircase with wood balustrades;
- interior spatial configuration;
- wood finishes comprising door and window casings, baseboards, and doors throughout.

## **SCHEDULE “B” – STATEMENT OF SIGNIFICANCE**

### **Description**

Built 1910-11, with a 1929 extension, St. Anthony School is two-storey, limestone-clad building designed in the Romanesque Revival style, with Classical Revival style influences. The property is in a historic residential area adjacent to St. John the Baptist Roman Catholic Church.

### **Heritage Value**

St. Anthony School has design value unique as a substantial and important example of Romanesque Revival-style architecture in the Town of Amherstburg; Classical Revival-style elements also distinguish the building. Aligning the building with the Romanesque Revival style are elements such as its rough-faced stone finish and rounded-arch windows, while classical-style cornices, the pedimented frontispiece, and doorway fanlights further contribute to the composition.

The original building is the work of a renowned Detroit architect, Peter Dederichs. Dederichs designed numerous buildings for the Roman Catholic Dioceses of Detroit, including the impressive 1885 St. Mary’s Roman Catholic Church. In Canada Dederichs also designed many buildings for the Roman Catholic Church, most notably the 1907-08 Gothic Revival-style chapel at Assumption Roman Catholic College in Windsor. The 1929 addition was designed by the prolific Windsor firm of Pennington & Boyde, who were favoured architects of the Roman Catholic church in the region, and who designed a broad spectrum of residential, institutional, ecclesiastical and commercial buildings in the southwestern Ontario.

The building also has physical value being unique for its extensive use of Amherstburg limestone, which was not a commonly used building material in the Town despite being a local material. Berea sandstone was used for the detailing and smooth finishes. It is one of only a small number of limestone buildings in the town, and among the most substantial.

Originally known as St. Anthony School, the property has historical value in the community as an important and integral educational institution. From 1912 to 1972 the building was a hub of educational activity, serving as a Roman Catholic Separate School, initially to serve lower grades. When the addition was completed in 1929, the school was able to serve children up to Grade Eight. From 1974 – 2020 the building became the House of Shalom, a non-denominational youth centre.

The property has contextual value being historically and visually linked to its surroundings adjacent to St. John the Baptist Roman Catholic church. With the church building, the property recalls the significant historical presence of the Roman Catholic church in the town.

With the school building’s prominent and distinctive physical presence on a corner lot visually linked to the adjacent church, the building stands out as a landmark in an otherwise residential neighbourhood.

**SCHEDULE "C" – IMAGES OF THE ST. ANTHONY SCHOOL  
247 BROCK STREET PHOTOGRAPHS**



Historic view of West (main) and North Facades, no date, Marsh Collection Society PC100.14



West (Main) façade of 247 Brock Street (August 9, 2021)

ATTACHMENT 3



North façade of 247 Brock Street (August 9, 2021)



South façade of 247 Brock Street (September 2, 2021)





East facades of 247 Brock Street (August 9, 2021)



The north staircase of 247 Brock Street (August 9, 2021)

## **SCHEDULE “D” – “THE STANDARDS”**

### **(Standards and Guidelines for the Conservation of Historic Places in Canada, Parks Canada, 2010)**

#### **General Standards for Preservation, Rehabilitation and Restoration**

1. Conserve the heritage value of an historic place. Do not remove, replace or substantially alter its intact or repairable character-defining elements. Do not move a part of an historic place if its current location is a character-defining element.
2. Conserve changes to an historic place that, over time, have become character-defining elements in their own right.
3. Conserve heritage value by adopting an approach calling for minimal intervention.
4. Recognize each historic place as a physical record of its time, place and use. Do not create a false sense of historical development by adding elements from other historic places or other properties, or by combining features of the same property that never coexisted.
5. Find a use for an historic place that requires minimal or no change to its character-defining elements.
6. Protect and, if necessary, stabilize an historic place until any subsequent intervention is undertaken. Protect and preserve archaeological resources in place. Where there is potential for disturbing archaeological resources, take mitigation measures to limit damage and loss of information.
7. Evaluate the existing condition of character-defining elements to determine the appropriate intervention needed. Use the gentlest means possible for any intervention. Respect heritage value when undertaking an intervention.
8. Maintain character-defining elements on an ongoing basis. Repair character-defining elements by reinforcing their materials using recognized conservation methods. Replace in kind any extensively deteriorated or missing parts of character-defining elements, where there are surviving prototypes.
9. Make any intervention needed to preserve character-defining elements physically and visually compatible with the historic place and identifiable on close inspection. Document any intervention for future reference.

#### **Additional Standards Relating to Rehabilitation**

10. Repair rather than replace character-defining elements. Where character-defining elements are too severely deteriorated to repair, and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements. Where there is insufficient physical evidence, make the form, material and detailing of the new elements compatible with the character of the historic place.
11. Conserve the heritage value and character-defining elements when creating any new additions to an historic place or any related new construction. Make the new work physically and visually compatible with, subordinate to and distinguishable from the historic place.

12. Create any new additions or related new construction so that the essential form and integrity of an historic place will not be impaired if the new work is removed in the future.

**Additional Standards Relating to Restoration**

13. Repair rather than replace character-defining elements from the restoration period. Where character-defining elements are too severely deteriorated to repair and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements.

14. Replace missing features from the restoration period with new features whose forms, materials and detailing are based on sufficient physical, documentary and/or oral evidence.



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.*

Author's Name: Melissa Osborne	Report Date: March 18, 2022
Author's Phone: 519 736-5408 ext. 2137	Date to Council: March 28, 2022
Author's E-mail: <a href="mailto:mosborne@amherstburg.ca">mosborne@amherstburg.ca</a>	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: Extension of Part Lot Control Exemption for Part of Meadow View Estates Subdivision

1. **RECOMMENDATION:**

It is recommended that:

1. **By-law 2022-040** being a by-law to amend By-laws 2018-20 and 2021-014 to extend the expiration date for Part Lot Control exemption, related to Meadow View Estates Subdivision, be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

**EXECUTIVE SUMMARY:**

N/A

2. **BACKGROUND:**

The Town is in receipt of a request from Scarfone Hawkins LLP, Solicitor for the property owners of 145 Meadowview, requesting for an extension of part lot control under Section 50 of the Planning Act for lot 12, Plan 12M-638, within the Meadow View Estates Subdivision. A one year extension has been requested to accommodate the completion and final registration of the applicant's semi-detached unit within the subdivision.

Part Lot control is a provision under the *Planning Act* that regulates the transfer or sale of a lot within a registered plan of subdivision. Part Lot Control is utilized for land division within a registered Plan of Subdivision and part lot control is most commonly used for semi-detached and townhome developments after construction has started to accurately

set the boundary lines between the units, create the parcels for sale and transfer the ownership.

**3. DISCUSSION:**

On April 9, 2018, Council passed By-law 2018-20 removing certain lands from Part Lot Control within Plan 12M-638 (Meadow View Subdivision). By-Law 2018-20 was passed with an expiration date of April 9, 2021. A request to extend the By-law for one more year has been requested for lot 12 of 12M638 of Meadow View subdivision. Approval of the Part Lot Control By-Law would allow for the completion of construction and registration of the proposed semi-detached unit.

On March 8, 2021, Council passed By-law 2021-014 which amended the legal description and extend the exemption for one additional year.

An additional request has been made to extend the exemption for one year.

Subsection 7.4 of Section 50 of the Planning Act, R.S.O. 1990, c.P.13, provides Council with the authority to extend the time period specified for the expiration of the original by-law.

Administration has therefore prepared By-Law 2022-040 for Council's consideration providing for an expiration date of April 9, 2023 for the lands yet to be conveyed. Part Lot Control will once again apply to the lands described as lot 12, Plan 12M-638, within the Meadow View Estates Subdivision and will extend the timeframe to allow for severance of the semi-detached unit for final registration.

The proposal is in compliance with the Town of Amherstburg's zoning by-law and the Planning Act, R.S.O. 1990, c.P. 13, provides Council with the authority to extend the timeframe for part lot control.

**4. RISK ANALYSIS:**

The recommendation in this report presents little to no risk to the municipality. The proposed By-Law will allow for severance of the semi-detached unit for final registration. A one year expiration date is a reasonable limit to allow for the semi-detached unit to be completed, surveyed, and finalize registration.

**5. FINANCIAL MATTERS:**

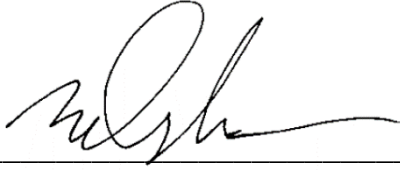
All costs associated with the request, including preparation of a survey and registration of the by-law, are the responsibility of the applicant.

**6. CONSULTATIONS:**

N/A

**7. CONCLUSION:**

Administration recommends the approval of the request for a one-year extension of part lot control for Lot 12, Plan 12M-638, a portion of Meadow View subdivision, as the request is in compliance with the Town's planning documents and the Planning Act, R.S.O. 1990, c.P. 13, provides Council with this authority.



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Melissa Osborne  
Director, Development Services

**JM**

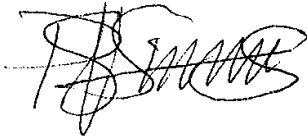
## Report Approval Details

Document Title:	Extension of Part Lot Control Exemption for Part of Meadow View Estates Subdivision.docx
Attachments:	- 2022 03 28 - Extension of Part Lot Control Exemption for Meadowview Subdivision- ATTACHMENTS.pdf
Final Approval Date:	Mar 23, 2022

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



Tracy Prince



Peter Simmons



Valerie Critchley

One James St. S., 14<sup>th</sup> Flr.  
P.O. Box 926, Depot 1  
Hamilton, ON L8N 3P9

*Lawyers and Trade-mark Agents*

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FAX (905) 523-5878

[www.shlaw.ca](http://www.shlaw.ca)  
[www.classactionlaw.ca](http://www.classactionlaw.ca)

REPLY TO: JENNIFER VRANCIC  
E-MAIL: [jvrancic@shlaw.ca](mailto:jvrancic@shlaw.ca)

March 22, 2022

**SENT BY REGULAR MAIL & E-MAIL: [jmastronardi@amherstburg.ca](mailto:jmastronardi@amherstburg.ca)**

**TOWN OF AMHERSTBURG**  
3295 Meloche Road  
Amherstburg, Ontario  
N9V 2Y8

Attention: Janine Mastronardi - Planning Office Clerk

**RE: 145/147 Meadowview Avenue, Amherstburg - Lot Line And Encroachment Issues-20L0347**

Further to our request for an extension of by-law 2021-014, please find enclosed a firm cheque for the application fee in the amount of \$1,041.00 made payable to the Town of Amherstburg.

This matter concerns two residences, 145 and 147 Meadowview Avenue (“145” and “147” respectively), being semi-detached single family homes. 145 and 147 share a common wall.

145 and 147 were constructed by 928466 Ontario Limited o/a Nor-Built Construction (the “Builder”). Through inadvertence, the residences were not constructed along the property line, but rather 145 encroaches onto the property of 147.

The owners of 145 and 147 are attempting to resolve this matter, which will require a lot line adjustment to rectify this issue.

We respectfully request an extension of the by-law in order to allow the parties to come to an agreement.

Yours very truly,

**SCARFONE HAWKINS <sup>LLP</sup>**



**JENNIFER VRANCIC**  
JV/nb  
Encls.





784

788

792

**CORPORATION OF THE TOWN OF AMHERSTBURG  
BY-LAW NO. 2018-20**

**By-law to remove certain lands from  
Part Lot Control (12M-638)  
(Meadow View Subdivision)**

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**WHEREAS** Subsection 5 of Section 50 of the Planning Act, R.S.O. 1990, Chapter P13 provides that Part Lot Control shall apply where land is within a plan of subdivision;

**AND WHEREAS** Subsection 7 of Section 50 of the Planning Act provides that Council may by by-law provide that Subsection 5 does not apply to land that is within such registered plan of subdivision or part or parts thereof as is or are designated in the by-law, and, where the by-law is approved by the County of Essex, Subsection 5 ceases to apply to such land;

**AND WHEREAS** it is deemed desirable that the provisions of Subsection 5 shall not apply to certain lands within Registered Plan 12M-638.

**AND WHEREAS** Subsection 7.3 of Section 50 of the Planning Act provides that the by-law expires at the expiration of the time frame specified in the by-law.

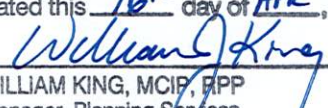
**NOW THEREFORE** the Council of the Corporation of the Town of Amherstburg enacts as follows:



1. Subsection 5 of Section 50 of the Planning Act, R.S.O. 1990, Chapter P13 does not apply to the following:

**All and singular** those certain parcels or tracts of land and premises situate, lying and being in the Town of Amherstburg, the County of Essex, and Province of Ontario and being composed of Lots 1 through 23 inclusive, Registered Plan 12M-638, and known locally as Meadow View Subdivision.

2. That this By-Law shall come into force and effect upon approval thereof by the County of Essex.
3. That this By-law shall expire on the 9<sup>th</sup> day of April, 2021.

Read a first, second and third time and finally passed this 9<sup>th</sup> day of April, 2018.

APPROVED pursuant to section 50 (7) of  
the Planning Act  
Dated this 16<sup>th</sup> day of APR, 2018  
  
WILLIAM KING, MCIP, RPP  
Manager, Planning Services  
County of Essex

  
MAYOR ALDO DICARLO  
DEPUTY MAYOR - BART DI PASQUALE  
  
CLERK- PAULA PARKER

**CORPORATION OF THE TOWN AMHERSTBURG  
BY-LAW NO. 2021-014**

**By-law to amend By-law 2018-20 (a by-law to  
Remove Certain Lands from Part Lot Control (12M-638))  
(Meadow View Estates Subdivision)**

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**WHEREAS** By-law 2018-20 being a by-law to remove certain lands from Part Lot Control was passed by the Council of the Corporation of the Town of Amherstburg on the 9<sup>th</sup> day of April, 2021;

**AND WHEREAS** the Manager, Planning Services for the County of Essex approved By-law 2018-20 pursuant to Section 50(7) of the Planning Act on April 16, 2018;

**AND WHEREAS** By-law 2018-20 provided an expiration date of April 9, 2021;

**AND WHEREAS** the Owner has requested an extension of the expiration date;

**AND WHEREAS** the Owner has requested to amend the land described;

**AND WHEREAS** Section 50 (7.4) of the Planning Act provides that the Council of a local municipality may, at any time before the expiration of a by-law under subsection (7), amend the by-law to extend the time period specified for the expiration of the by-law and an approval under subsection (7.1) is not required.

**AND WHEREAS** Section 50 (7.5) of the Planning Act provides that the Council of a local municipality may repeal or amend a by-law passed under subsection (7) to delete part of the land described in it and an approval under subsection (7.1) is not required.

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

1. That Section 1 of By-law 2018-20 is hereby deleted and the following is substituted for it;

Subsection 5 of Section 50 of the Planning Act, RSO 1990, Chapter P13 does not apply to the following;

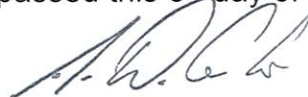
**All and singular** those certain parcels or tracts of land and premises situate, lying and being in the Town of Amherstburg, the County of Essex, and Province of Ontario and being composed of Lot 12, Plan 12M-638, and known locally as a portion of Meadow View Estates Subdivision.

2. That Section 3 of By-law 2018-20 is hereby deleted and the following is substituted for it:

This By-law shall expire on the 9<sup>th</sup> day of April, 2022.

3. That all other provisions of By-law 2018-20 remain in full force and effect.

Read a first, second and third time and finally passed this 8<sup>th</sup> day of March, 2021.



\_\_\_\_\_  
MAYOR- ALDO DICARLO



\_\_\_\_\_  
CLERK- PAULA PARKER

**CORPORATION OF THE TOWN AMHERSTBURG  
BY-LAW NO. 2022-040**

**By-law to amend By-law 2018-20 (a by-law to  
Remove Certain Lands from Part Lot Control (12M-638))  
and amend By-law 2021-014 (a by-law to amend 2018-20)  
(Meadow View Estates Subdivision)**

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**WHEREAS** By-law 2018-20 being a by-law to remove certain lands from Part Lot Control was passed by the Council of the Corporation of the Town of Amherstburg on the 9<sup>th</sup> day of April, 2021;

**AND WHEREAS** the Manager, Planning Services for the County of Essex approved By-law 2018-20 pursuant to Section 50(7) of the Planning Act on April 16, 2018;

**AND WHEREAS** By-law 2018-20 provided an expiration date of April 9, 2021;

**AND WHEREAS** By-law 2021-014 amended 2018-20, provided an expiration date of April 9, 2022 and amended the legal description of lands exempt.

**AND WHEREAS** the Owner has requested an extension of the expiration date;

**AND WHEREAS** Section 50 (7.4) of the Planning Act provides that the Council of a local municipality may, at any time before the expiration of a by-law under subsection (7), amend the by-law to extend the time period specified for the expiration of the by-law and an approval under subsection (7.1) is not required.

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

1. That Section 2 of By-law 2021-014 is hereby deleted and the following is substituted for it:

This By-law shall expire on the 9<sup>th</sup> day of April, 2023.

2. That all other provisions of By-law 2018-20 remain in full force and effect.

Read a first, second and third time and finally passed this 28<sup>th</sup> day of March, 2022.

\_\_\_\_\_  
MAYOR- ALDO DICARLO

\_\_\_\_\_  
CLERK- 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: Committee Vacancies and Result of Call for Applications

1. RECOMMENDATION:

It is recommended that:

- 1. A Call for Applications BE ADVERTISED for under strength committees as noted in the report of March 3, 2022 entitled Committee Vacancies and Result of Call for Applications;
2. Mitchell Dender BE APPOINTED to the Amherstburg Environmental Advisory Committee;
3. The Mayor's Youth Advisory Committee composition BE REDUCED by three lay members; and,
4. The Seniors Advisory Committee composition BE REDUCED by one lay member.

2. BACKGROUND:

The following vacancies exist on Town Committees:

- Amherstburg Accessibility Advisory Committee – Two members
Amherstburg Environmental Advisory Committee – One member
Dangerous Dog Appeal Committee – One member
Inclusive Community Program Advisory Steering Committee – One member
Livestock Evaluators – One member
Parks and Recreation Advisory Committee – One member
Mayor's Youth Advisory Committee – Three members

Seniors Advisory Committee – One member

Recent call for applications have yielded only a single application for the Amherstburg Environmental Advisory Committee.

### **3. DISCUSSION:**

Staff recommend the following committee compositions for Council consideration:

#### **Amherstburg Accessibility Advisory Committee:**

There are two vacancies on the Amherstburg Accessibility Advisory Committee. The Town issued a call for applications but did not receive any applicants. It is recommended that another call be issued.

#### **Amherstburg Environmental Advisory Committee:**

The Amherstburg Environmental Advisory Committee has one vacancy. An application was received for this vacancy and has been provided to Council under separate cover. It is recommended that the position be filled.

#### **Dangerous Dog Appeal Committee:**

There is a vacant position on the Dangerous Dog Appeal Committee. Given that this Committee is comprised of only three members typically, the vacancy of a member is more impactful than on larger committees. A call for applications would ensure the committee could perform its mandate.

#### **Livestock Evaluators:**

There is a vacancy on the Livestock Evaluators Committee. The Livestock Evaluator Committee responds, as required, to address mandate items. Given that the committee is comprised of only two members typically, the vacancy of a member is more impactful than on larger committees. A call for applications should be put forth to ensure that this committee can respond as required.

#### **Parks and Recreation Advisory Committee:**

There is a single vacancy on the Parks and Recreation Advisory Committee. Administration recommends addressing the vacancy to bring the committee back to full strength and to ensure an odd number of members exists for voting purposes.

#### **Mayor's Youth Advisory Committee:**

This committee has been unable to secure quorum at many of its recent meetings given its overly large membership. A reduction to the composition by the three vacancies would result in commensurate reduction in the committee's quorum. While still a large committee, this group will more easily attain quorum and therefore be able to meet and address its business more easily.

**Seniors Advisory Committee:**

The current composition of the Seniors Advisory Committee is eight members. A reduction of the composition by one member would lower the threshold to determine quorum and negate the need to fill the existing vacancy.

**4. RISK ANALYSIS:**

One risk identified by this report is that under strength quasi-judicial bodies like the Dangerous Dog Appeal Committee or the Livestock Evaluators may prevent them from being able to accomplish their mandates.

**5. FINANCIAL MATTERS:**

There are no additional financial implications associated with the recommendations of this report.

**6. CONSULTATIONS:**

Peter Simmons, Chief Administrative Officer  
Valerie Critchley, Director of Legislative Services and Clerk

**7. CONCLUSION:**

The recommendation to renew the call for applications for the identified committees will seek to develop capacity within the Town's volunteers to supplement future committee membership calls. The reduction in composition of the Mayor's Youth Advisory Committee and Senior's Advisory Committee will ensure a smaller quorum exists for those groups and assist in moving the business of those groups forward.

  
\_\_\_\_\_  
Kevin Fox  
**Policy and Committee Coordinator**

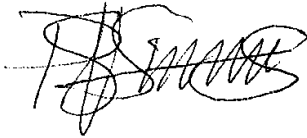
## Report Approval Details

Document Title:	Committee Vacancies and Result of Call for Applications.docx
Attachments:	- 2022 02 09 - Letter of Resignation - Pat Catton.pdf
Final Approval Date:	Mar 23, 2022

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



Tracy Prince



Peter Simmons



Valerie Critchley



February 9, 2022

Ms. Valerie Critchley  
Municipal Clerk  
Town of Amherstburg

Please accept this letter as notice of my resignation as a member of the Parks and Recreation Advisory Committee for the Town of Amherstburg effective February 28.

As of March 1, I will no longer be a resident or property owner in the municipality.

On a personal note, it has been my pleasure to have served on several municipal and other committees in Amherstburg over the past forty years.

Respectfully,

Pat Catton



## 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: March 18, 2022
Author's Phone: 519 736-0012 ext. 2238	Date to Council: March 28, 2022
Author's E-mail: <a href="mailto:vcritchley@amherstburg.ca">vcritchley@amherstburg.ca</a>	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: Integrity Commissioner Services

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#### 1. RECOMMENDATION:

It is recommended that:

1. That Council **DIRECT** the Director of Legislative Services/Clerk to proceed with either Option A or B as described in her report dated March 18, 2022 and considered by Council on March 28, 2022; and
2. Should Council choose Option A as described in the report of the Director of Legislative Services/Clerk dated March 18, 2022 and considered by Council on March 28, 2022:
  - a. that the Chief Administrative Officer and Director of Legislative Services & Clerk **BE AUTHORIZED** to execute a contract with Bruce Elman on the terms and conditions set out in the proposal attached as Appendix "A" to the said report, provided that such contract is approved as to form and technical content by the Director of Legislative Services & Clerk and as to financial content by the Director of Corporate Services/Treasurer; and
  - b. That Bruce Elman **BE APPOINTED** as the Integrity Commissioner for the Town of Amherstburg for a term commencing January 1, 2020 and ending on December 31, 2024 in accordance with the proposal attached as Appendix "A" to the report of the Director of Legislative Services/Clerk dated March 18, 2022 and considered by Council on March 28, 2022; **OR IN THE ALTERNATIVE;**

3. Should Council choose Option B as described in the report of the Director of Legislative Services/Clerk dated March 18, 2022 and considered by Council on March 28, 2022:
  - a. That the Chief Administrative Officer and Director of Legislative Services & Clerk **BE AUTHORIZED** to execute a contract with Principles *Integrity* on the terms and conditions set out in the proposal attached as Appendix “B” to the said report, provided that such contract is approved as to form and technical content by the Director of Legislative Services & Clerk and as to financial content by the Director of Corporate Services/Treasurer;
  - b. That Bruce Elman **BE APPOINTED** as the Integrity Commissioner for the Town of Amherstburg for a term commencing January 1, 2022 and ending on December 31, 2024 in accordance with the proposal attached as Appendix “A” to the report of the Director of Legislative Services/Clerk dated March 18, 2022 and considered by Council on March 28, 2022; and
  - c. That Principles *Integrity* **BE APPOINTED** as the Integrity Commissioner for the Town of Amherstburg for a term commencing July 1, 2022 and ending on December 31, 2024, with the possibility of a two year renewal upon mutual agreement and in accordance with the proposal attached as Appendix “B” to the report of the Director of Legislative Services/Clerk dated March 18, 2022 and considered by Council on March 28, 2022.

**EXECUTIVE SUMMARY:**

N/A

**2. BACKGROUND:**

The *Municipal Act*, 2001, as amended, requires that, effective March 1, 2019, municipal councils appoint an Integrity Commissioner who reports to council and who is responsible for performing, in an independent manner, the functions assigned by the municipality with respect to any or all of the following:

- The application of the code of conduct for members of council and the code of conduct for members of local boards;
- The application of any procedures, rules, and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards;
- The application of provisions of the *Municipal Conflict of Interest Act* to members;
- Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member;
- Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board, as the case may be, governing the ethical behaviour of members;
- Requests from members of council and of local boards for advice respecting their obligations under the *Municipal Conflict of Interest Act*; and
- The provision of educational information to members of council, members of local boards, the municipality and the public about the municipality’s codes of conduct

for members of council and members of local boards about the *Municipal Conflict of Interest Act* .

By Council Resolution 20170612-767, Mr. Bruce Elman was first appointed as the interim Integrity Commissioner for the Town of Amherstburg. By Council Resolution 20180108-11, Mr. Elman was permanently appointed to the role for a term which expired on December 31, 2019. In 2020, the two year renewal clause in the initial contract was invoked, appointing Mr. Elman for a further two year term. In addition, the Town, together with the City of Windsor and the Town of Lakeshore, was a party to a tripartite agreement for the Integrity Services of Mr. Elman which offered some cost savings on shared services such as the provision of Advisory Bulletins, the “Shared Agreement”.

#### **4. DISCUSSION:**

In October, 2021, as the current Agreement was coming to an end, the City of Windsor advised the Towns of Amherstburg and Lakeshore that it would be issuing an Expression of Interest for the position of Integrity Commissioner. The Expression of Interest indicated that the following qualifications would be required in order for a proponent to be successful:

- A degree in a relevant field of study such as Law, Ethics or Public Administration;
- Comprehensive knowledge of the legislative framework, including the *Municipal Act*, lobbying legislation and by-laws, municipal codes of conduct, and the *Municipal Conflict of Interest Act*, enhanced by extensive experience with municipal government, governance and administrative law;
- Ability to interpret and apply the provisions of various statutes, regulations, policies, and other enabling frameworks;
- Experience managing sensitive inquiries, conducting investigations, and making appropriate recommendations;
- Familiarity with investigatory procedures and the applicable legal principles, particularly as they relate to evidence, legal interpretation and natural justice, as well as the application of alternate dispute resolution methods;
- At least ten (10) years of senior-level management, legal or judicial experience;
- Proven impartiality, independence, neutrality, sound judgment, and high ethical standards; and
- Outstanding written and oral communication skills and experience interacting at a senior level, in the public realm, with a broad range of stakeholders and decision makers.

In January, 2022, the Town was advised that:

- a) The City had received three submissions in response to the Expression of Interest;
- b) That the responding proponents were:
  - a. Bruce Elman, LL.D;
  - b. Principles *Integrity* – Jeffrey Abrams and Janet Atwood-Petkovski; and
  - c. David G. Boghosian, Boghosian+Allen, LLP;
- c) That after a thorough review of the submissions, Principles *Integrity* was the successful proponent for a term commencing July 1, 2022 and ending on December 31, 2023 with the possibility of a two year renewal upon mutual agreement; and
- d) That Windsor City Council had extended Bruce Elman's appointment as the Integrity Commissioner for the City of Windsor until June 30, 2022 so as to facilitate a strong transition, based on the terms of the previous contract and with the inclusion of the Town of Amherstburg and the Town of Lakeshore being dependent upon their agreement to continuing the shared arrangement.

Similarly, in January, 2022, the Town of Lakeshore also resolved to extend Mr. Elman's contract to June 30, 2022, on the same terms and conditions of the Shared Agreement, and then to engage *Principles Integrity* for a three (3) year term commencing on July, 1, 2022.

The City of Windsor and Town of Lakeshore have further inquired if the Town of Amherstburg would be interested in continuing the Shared Agreement regarding the extension of Mr. Elman's term or if the Town wishes to take a different approach to its Integrity Commissioner Services. Administration advised that it wished to bring the available options to Council for its consideration and decision. Those options are as follows:

***Option A - Engage the Services of Bruce Elman for a Three Year Contract Period (January 1, 2022-December 31, 2024)***

Bruce Elman has held the post of Integrity Commissioner at the Town of Amherstburg since May, 2017 and is the former Dean of the University of Windsor Law School. Additionally, Mr. Elman has served as the Integrity Commissioner for the City of Windsor since August, 2011 and for the Town of Lakeshore since January, 2020. During the course of his Integrity Commissioner tenure, he has limited his appointments to the above three municipalities as noted.

Mr. Elman has indicated his willingness to provide services until December 31, 2024 or until such time as the transition to an alternative service provider occurs, on the following terms:

1. Basic remuneration of a set retainer fee of \$150.00 per month and an hourly rate of \$300.00 which will apply to complaint resolution, Letters of Advice,

- Advisory Bulletins, Policy Consultation and Advice, Brief Service, Brief Advice and any other matters involving ethical concerns;
2. No Charge for Regular Reporting to Council;
  3. No Charge for attendance at Council Meetings;
  4. No Charge for Education and Training for Members of Council;
  5. Education and Training for Members of Boards, Agencies, and Committees of Council will be charged at 50% of the Basic hourly rate; and
  6. No Charge for reasonable travel to and from Amherstburg, excessive or exceptional travel will be billed at actual cost;

In addition, Mr. Elman has indicated his desire to end his tenure as Integrity Commissioner as of December 31, 2024 and that he would not be seeking any further renewals of his contract. A copy of Mr. Elman's complete proposal is attached to this report as Appendix "A"

***Option B - Engage the Services of Principles Integrity for a Multi-year Contract of No Less than Three (3) Years***

Principles *Integrity* was established in early 2017 and is a partnership operated by its principals Jeffrey Abrams and Janice Atwood-Petkovski, who each have over 30 years of experience working for municipalities in the fields of municipal law and governance, and now, as Integrity Commissioners. The firm serves as Integrity Commissioners to approximately 40 municipalities and other public bodies across Ontario. Principles *Integrity* has also been appointed as closed meeting investigator, lobbyist registrar, and/or municipal ombudsman for some of their client municipalities. Mr. Abrams and Ms. Atwood-Petkovski highlight that their career experience provides them a valuable perspective resulting from having been "consumers" and now, providers, of integrity commissioner services.

Principles *Integrity* proposes a multi-year contact of no less than (3) years on the following terms:

1. Annual retainer fee of \$1,000.00;
2. \$1,750 per diem block fee for preparation and attendance at Workshops, Training/Orientation Sessions (half-day per diems scheduled where appropriate);
3. \$275.00 hourly rate for all other services as outlined in its proposal attached hereto as Appendix "B";
4. Disbursements for large printing jobs that the Town cannot accommodate and mileage at \$0.54/km. Given the appointments of *Principles Integrity* in Windsor and Lakeshore there may be some opportunities to cost share disbursements; and
5. If required, and the Town cannot accommodate the need, the cost of private interview space and/or process servers.

A full copy of the proposal from Principles *Integrity* and the resumes of its principals can be found at Appendix "B" to this report.

From a review of the above, it is apparent that Mr. Elman charges a slightly higher retainer fee than Principles *Integrity* and a higher hourly rate, however, Mr. Elman has offered to provide many of his services at no charge as well as offering no charge for

reasonable travel. While it is difficult to predict the services that will be required from an Integrity Commissioner over the term of contract, Administration has attempted to assemble an “apples to apples comparison” in the Financial Matters Section of this report. While hypothetical, this comparison demonstrates that the fee structures of the two proposals are quite similar.

One issue that Council should carefully consider is the proposed term of the contract. Mr. Elman has made it clear that he will not be seeking a further appointment as Integrity Commissioner past December 31, 2024, which will be mid-way through the term of the new Council. Therefore, should Council choose Option A, it will be necessary to seek out a new Integrity Commissioner for the final two years of the next term of Council, however, while the initial proposed term for Principles *Integrity* is also a three year term which would conclude December 31, 2024, it is agreeable to a further two year renewal term if mutually agreed upon by the parties which would then conclude at the conclusion of the 2022-2026 term of Council.

Finally, notwithstanding which option Council chooses (A or B), Administration recommends appointing Mr. Elman as the Integrity Commissioner retroactively to January 1, 2022 in order to formalize the services which have been provided by Mr. Elman since the formal expiry of his contract. Administration will then take the steps necessary to implement the option that Council wishes to pursue, being option A or B above,

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

Municipalities are required by law to have an Integrity Commissioner. From an accountability and transparency perspective, it is vital to engage in a meaningful review of the appointment of an Integrity Commissioner from time to time to ensure that the Town and its citizens are well served.

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

The financial details of each proposal have been detailed in the “Discussion” section of this report and are attached as Appendices.

In attempting to evaluate the financial aspects of the two proposals, Administration has assembled a hypothetical list of services that could reasonably be expected to be required of an Integrity Commissioner over the term of a three year contract, save and expect any incurred mileage or disbursement costs that would be payable. These services and their associated costs are contained in the chart below:

<b>Service Required</b>	<b>Hours Required</b>	<b>Elman Fee</b>	<b>Principles Integrity Fee</b>
Annual Retainer	N/A	1,831.68	1,017.60
Council Orientation & Training	1 full day of training (6 hours)	Nil	1,780.80
Agency, Boards & Commission Training	1 full day of training (6 hours)	915.84	1,780.80
General Advice to Council over term of contract	2 hrs per month = 72 total hours	21,980.16	20,148.48
10 hours of Complaint Investigation	10 hours	3,052.80	2,798.40
3 Appearances before Council	1 hour each = 3 total hours	Nil	839.52
<b>TOTAL</b>		<b>\$27,780.48</b>	<b>\$28,365.60</b>

From this cursory analysis, it is evident that, save and except any mileage or disbursement costs incurred, the fee structures for both proposals are quite similar.

**6. CONSULTATIONS:**

N/A

**7. CONCLUSION:**

As the Integrity Commissioner reports directly to Council, it is appropriate that Council determine which proposal it would like to accept with respect to Integrity Commissioner Services. The qualifications and financial proposals offered by both Mr. Elman and Principles *Integrity* are similar, with the major difference between the two proposals being that Mr. Elman is willing to serve only until December 31, 2024, mid-way through the next term of Council, while Principles *Integrity* would entertain a contract term that would provide a further two year renewal past the initial term and which would cover the full course of the 2022-2026 Council Term.



Valerie Critchley  
**Director of Legislative Services & Clerk**



Peter Simmons  
**Chief Administrative Officer**



## Report Approval Details

Document Title:	Integrity Commissioner Report.docx
Attachments:	- Integrity Commissioner Report Appendix A.pdf - Integrity Commissioner Report Appendix B.pdf
Final Approval Date:	Mar 23, 2022

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



Tracy Prince



Peter Simmons



Valerie Critchley

# Appendix "A"

## BRUCE P. ELMAN LL.D.

19 January 2022.

The Town of Amherstburg  
271 Sandwich Street S.  
Amherstburg, ON  
N9V 2A5

**Attention: Ms. Valerie Critchley**  
**Interim Director of Legislative Services & Town Clerk**

**Sent by email to:** [vcritchley@amherstburg.ca](mailto:vcritchley@amherstburg.ca).

Dear Valerie:

**Re: Proposal for Integrity Commissioner – January 1<sup>st</sup>, 2022 to December 31<sup>st</sup>, 2023**

Further to our conversation yesterday, the following is my Proposal for the delivery of services as Amherstburg's Integrity Commissioneer for the next two years. I am very interested in continuing as Amherstburg's Integrity Commissioner until December 31<sup>st</sup>, 2023.

**Term:**

Two-year term from January 1<sup>st</sup>, 2022 to December 31<sup>st</sup>, 2023. I would expect this to be my final term as the Integrity Commissioner for the Town.

**Remuneration:**

1. Basic Remuneration will be set at a Retainer of \$150.00 per month and an hourly rate of \$300.00 per hour. This will apply to Complaint Investigation and Resolution, Letters of Advice, Advisory Bulletins, Policy Consultation and Advice, Brief Service, and Brief Advice and any other matters involving ethical concerns that might arise in the course of my term;
2. There will be NO CHARGE for Regular Reporting to Council.
3. Similarly, there will be NO CHARGE for attendance at Council Meetings.
4. Further, there will be NO CHARGE for Education and Training for Members of Council.
5. Education and Training for Members of Boards, Agencies, and Committees will be charged at 50% of the Basic hourly rate.

**Bruce P. Elman LL.D.** | Professor of Law Emeritus  
University of Windsor | Faculty of Law  
**Personal Address:** 1603 – 1486 Bathurst Street | Toronto, Ontario M5P 0A5  
(416) 653-4117 | <http://www.uwindsor.ca/law/belman/>

**Travel:**

There will be NO CHARGE for reasonable travel to and from the Town of Amherstburg. Excessive or Exceptional Travel will be billed at actual cost.

**Insurance:**

The Integrity Commissioner will be included as a "Person Insured" under the Town's commercial general liability policies with respect to my work on behalf of the Town.

**Other Terms:**

All other Terms in the existing contract between me and the Town of Amherstburg, Municipality of Lakeshore, and the City of Windsor that apply to my relationship with the Town will remain the same as in the current contract except that there shall be no Renewal provision (Clause 2.4).

**Finally:**

I do not believe that being the Town's Integrity Commissioner is simply about the delivery of the services of the Integrity Commissioner. In my view, it is more about developing strong relationships with Members of Council – relationships of honesty and trust. I believe that I have, over these past number of years established a strong relationship with the Mayor, Deputy Mayor and Members of Council as well as with members of the Administration.

I can provide you with my *Curriculum Vitae* if you wish me to do so. My Biography, of course, is on the Town's website. If you have any questions or need any further information, do not hesitate to contact me at the number below or (519) 564-9734.

Thank you. I remain,

Yours truly,



**Bruce P. Elman LL.D**

**Bruce P. Elman LL.D.** | Professor of Law Emeritus  
University of Windsor | Faculty of Law  
Personal Address: 1603 – 1486 Bathurst Street | Toronto, Ontario M5P 0A5  
(416) 653-4117 | <http://www.uwindsor.ca/law/belman/>

Principles *Integrity*

March 9, 2022

Valerie Critchley  
Director, Legislative Services & Clerk  
Town of Amherstburg  
271 Sandwich St South  
Amherstburg, Ontario, N9V 2A5

Dear Ms Critchley,

RE: Expression of Interest – Town of Amherstburg Integrity Commissioner

This is further to our telephone conversation this morning in which you requested that we submit a proposal for the provision of integrity commissioner services to the Town of Amherstburg. At your request we are keeping this submission brief but would be pleased to expand upon our qualifications and approach at your direction.

The principals of Principles *Integrity* have extensive experience as both consumers and providers of Integrity Commissioner Services. Established in early 2017, Principles *Integrity* is a partnership operated by its two principals Jeffrey Abrams and Janice Atwood-Petkovski, two experienced municipal lawyers and corporate leaders, with over 35 years of experience each in municipal law and governance. Our unique perspective enhances our ability to provide context-relevant guidance that focuses on the things that matter.

Partnership Profile:

Name: Principles *Integrity*  
Principals: Jeffrey A. Abrams, B.A., LL.B and Janice Atwood-Petkovski, B.A., LL.B.  
Email: [postoffice@principlesintegrity.org](mailto:postoffice@principlesintegrity.org)  
Telephone: (647) 259-8697  
Administrative Address: 30 Haddon Street, Toronto ON, M5M 3M9

Principles *Integrity* currently serves as Integrity Commissioner for over 40 municipalities and other public sector organizations across Ontario, and are currently transitioning into the role for the City of Windsor and the Municipality of Lakeshore. Our clients are well served by our broad-based experience in developing and implementing codes of conduct and other policies governing ethical behaviours; providing education and training; providing timely, customized confidential advice to elected officials on request; conducting skilled complaint administration with a focus on informal resolution; and publishing clear public reports which emphasize opportunities for lessons-learned and reconciliation.

We also actively participate in our professional association, the Municipal Integrity Commissioners of Ontario (MICO), where we have led the development of integrity commissioner practices and operating principles.

## Principles *Integrity*

### The Principles *Integrity* approach

Principles *Integrity* believes that there is one overarching objective for a municipality in appointing an accountability officer such as Integrity Commissioner and that is to raise the public's perception and confidence that their elected officials meet established ethical standards. This is done by helping build a practical ethical policy framework which has a central focus on good governance rather than mere technical compliance; providing timely, reasoned and helpful advice, guidance, and education to the governing body and key members of staff; and where necessary, serving as an independent review mechanism when assertions are made that an elected official has not abided by the relevant ethical standards.

We exercise the authority given to us in a manner that promotes good governance and effective and ethical solutions. When required to respond to a complaint, we exercise restraint and carry a solution-oriented perspective, favouring teaching opportunities over sanctions.

We have substantial expertise in the application of the *Municipal Conflict of Interest Act* and have developed an effective codification of statutory and common law that assists elected officials in avoiding both real and apparent conflicts of interest while enabling them to carry out the duties for which they were elected.

Though our emphasis is on developing a robust ethical framework and providing education and advice to support elected officials in carrying out their duties ethically, complaints are sometimes filed. Exercising independence of judgement, we will be sensitive to the concerns of the community as they are raised, and will seek to resolve matters firstly by informal discussion and review. Informal resolution may be achieved through education, the setting of reasonable expectations for outcomes, referrals to more relevant processes and agencies, and at the very least the articulation and narrowing of issues to be reviewed. No formal reports will be issued as a result of informal resolution, because to do so would interfere with the parties' commitment to resolution of the dispute.

Formal investigations, if they occur, will emphasize procedural fairness, the achievement of public interest objectives, and conclude with public reports which help guide participants in proper ethical practices.

### Transition

It is understood that the Town, should it wish to engage Principles *Integrity* as its Integrity Commissioner, will seek to have a period within which Principles *Integrity* would transition into the role it would have for the balance of its term of appointment.

We would propose that the Town adopt a similar approach to the one taken in Windsor and Lakeshore, where our role as Integrity Commissioner during the period running from the date of appointment to June 30, 2022 would be restricted to such matters as scheduling and reserving dates for education and training (orientation); preparing related materials; giving consideration to Code or policy changes, if any, that are considered time-sensitive for adoption during the current term of Council; operating as a delegate of the Town's current Integrity Commissioner,

## Principles *Integrity*

at his discretion; and during the last part of the transition period, scheduling and attending on-boarding interviews with Members of Council and senior staff as necessary.

Thank you for your consideration of this Expression of Interest. We would be pleased to meet with you or any other Municipal representatives to discuss our submission further. Attached as requested is our pricing proposal, and résumés.

Respectfully submitted,

A handwritten signature in black ink, consisting of a large, stylized 'J' followed by a horizontal line extending to the right.

Principles *Integrity*,  
through its principals:

Jeffrey A. Abrams and Janice Atwood-Petkovski

## Principles *Integrity*

### Pricing Proposal:

Principles *Integrity* proposes the following fee structure for the services of Integrity Commissioner for the Town of Amherstburg.

#### **\$1,000 Annual Retainer**

**\$1750 Per Diem Block Fee** for preparation and attendance at Workshops, Training/Orientation Sessions which we would schedule in consultation with our local contact. Half-day per diems would be applied where appropriate.

#### **\$275 Hourly rate for all other services, including:**

- Providing advice to Members on the application of the Code of Conduct, policies, procedures and rules, and on their obligations under the *Municipal Conflict of Interest Act*;
- Assessing, and when informal resolution of a complaint is not possible, investigating complaints about a Member under the Code of Conduct and other policies, procedures and rules governing the ethical behaviour of Members; reporting to Council with recommendations on appropriate sanctions, if applicable, and other remedial action;
- Reviewing and providing recommendations on the Code of Conduct, and on the request of Council or the local contact, other Municipal policies and procedures.

#### Disbursements:

Mileage will be charged at \$.54 per km or at the rate otherwise in place at the Town. Other forms of transportation will be considered with the prime focus being minimizing cost to the Town. We will not charge for faxes, minor printing, clerical services or long distance telephone calls. For large printing production, we request the Town to provide support. In the alternative, we would arrange these printing jobs and disburse the cost without markup. Given our appointments with the City of Windsor and the Municipality of Lakeshore, there may be opportunities to cost-share disbursements.

#### Interview Space:

Where the Town is unable to provide space, if required, during the course of an inquiry we would arrange for suitable space and disburse the cost without markup. Unless an expense is incurred in the course of a confidential investigation (in the rare event, for example, that process server costs must be incurred), all other disbursements will be pre-approved by the local contact and would be at cost, without markup.

#### Point of Contact:

Subject to other arrangements, it is expected that the Director of Legislative Services and Clerk will be the Integrity Commissioner's on-site point of contact for the receipt of documentation and other administrative interactions.

#### Term:

Principles *Integrity* acknowledges that the Town's appointee to the position of Integrity Commissioner will be required to enter a multi-year contract. We propose that the initial term of that contract be no less than three years.

## Principles *Integrity*

### Principal's Credentials and Resumes:

Because the traditional resumé format does not readily speak to the applicability of employment experience and credentials to support the objectives of an appointment process, the following brief summary is provided to assist the Town in understanding how the principals' resumes on the following pages demonstrate their qualifications and experience to fulfill the role of the TBPSB's Integrity Commissioner.

### Experience:

Jeffrey Abrams and Janice Atwood-Petkovski, the principals of Principles Integrity have:

- each been serving municipalities in various capacities for over thirty-five years, have abundant experience in the application of administrative law, and good governance practices
- have for better than a decade worked in the Integrity Commissioner field – not only are they experienced integrity commissioners, but they have seen and experienced the impact of an integrity commissioner's work from the perspective of municipal staff and elected officials
- as prominent members of the profession, led the Municipal Integrity Commissioners of Ontario (MICO) project to develop a Statement of Principles to guide integrity commissioners in the practice of their profession, and in the preparation of MICO's submission to the provincial government on the role of integrity commissioners and codes of conduct for municipalities
- have developed innovative Code of Conduct provisions to help elected and appointed officials, including provisions endorsed in the recent report of the Collingwood Judicial Inquiry which reconcile an official's obligation to abide by not only the Municipal Conflict of Interest Act but the common law



## Principles *Integrity*

Jeffrey A. Abrams, B.A., LL.B.

### **CURRENT:**

#### **Co-Principal of Principles *Integrity***

**2017 -**

Principles *Integrity* is a partnership dedicated exclusively to providing professional services as an Integrity Commissioner (including at times Lobbyist Registrar, Closed Meeting Investigator and Municipal Ombudsman services) to local governments and officials. Through the provision of trusted, reliable and timely advice, customized education and training, and fair and independent complaint investigations, Principles *Integrity* delivers a solutions-focused approach to supporting good governance and proper ethical behaviour. The firm serves as Integrity Commissioner to approximately 40 municipalities and other public bodies across Ontario.

### **GTA MUNICIPAL GOVERNMENT:**

**2004 - 2017**

#### **CITY CLERK (2008 – 2017)**

##### **The Corporation of the City of Vaughan**

Directed the statutory and administrative functions of the City Clerk's Office. Advanced City's reputation for accountability and transparency, principally through the design and implementation of governance strategies. Responsible for the oversight of numerous diverse operations (e.g. Secretariat, Access & Privacy, Risk Management, Elections, Records Management, Development Services, Committee of Adjustment, High Speed Reproduction, Council/Corporate administration). Key influencer in development of City's first code of conduct (2008). Served as City's initial Lobbyist Registrar (2016).

#### **DEPUTY REGIONAL CLERK (2005 - 2008)**

##### **The Regional Municipality of York**

Responsible for council and committee processes and for the corporate Access and Privacy program. Participated in a variety of corporate initiatives, and carried broad administrative and management responsibilities. Served as Senior Legal Counsel to the municipality and its Police Services Board on information technology matters.

#### **PRINCIPAL (2004 – 2006)**

##### **Abrams Law & Strategy**

Principal of a legal services and strategic consulting practice providing services to government agencies and private enterprises, and specialized in governance and communication matters, risk management, procurement, legislative reform, business development, and other commercial and operational matters.

### **ONTARIO PUBLIC SERVICE:**

**2002 - 2004**

#### **COUNSEL - SPECIAL PROJECTS (2004)**

##### **Chief Election Officer, Elections Ontario**

Reporting to the Chief Election Officer, responsible for providing strategic and legal advice to support Election Ontario's efforts in modernizing election policy and administration in Ontario.

#### **EXECUTIVE LEAD - CONTRACT MANAGEMENT (2004)**

##### **Youth Justice Transition**

##### **Ministry of Children and Youth Services**

## Principles Integrity

Reporting to the ADM, and the Transition Project Director, responsible for leading the disentanglement of all transfer payment agency agreements shared between adult and youth correctional systems.

**PROJECT DIRECTOR - ALTERNATIVE SERVICE DELIVERY** (on secondment) (2002 - 2003)  
**Ministry of Community Safety and Correctional Services**

Reporting to the Executive Lead (ADM), responsible for leading a project to create a unique provincial facility for the secure treatment of severely mentally ill sentenced adult offenders. (Acting Executive Lead, reporting to Deputy Minister, for six months)

**METROPOLITAN TORONTO / CITY OF TORONTO:** **1986 - 2002**

**DIRECTOR - SECRETARIAT, PRINTING & DISTRIBUTION** (1998 - 2002)  
**City Clerk's Division**

Directed two major portfolios, which when taken together represented the majority of the City Clerk's mandate. Responsible for the City's deliberative legislative bodies including City Council and for the City's offset printing, networked high-speed reproduction, mail and distribution systems.

**SENIOR SOLICITOR** (1986 - 1998)  
**Legal Services Division**

Served as counsel to every major department and agency of the former Metropolitan government, as well as to their respective political oversight boards and committees, with an emphasis on governance, *Planning Act* matters, commercial transactions, high technology acquisitions, and procurement matters.

### EDUCATION AND PROFESSIONAL DEVELOPMENT

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**OSGOODE/FORUM OF CANADIAN OMBUDSMAN (FCO) - ESSENTIALS FOR OMBUDS CERTIFICATE**

**SCHULICH MASTER'S CERTIFICATE IN MUNICIPAL MANAGEMENT, 2012**

**LAW SOCIETY OF UPPER CANADA** (and other providers), **Continuing Legal Education**, (ongoing)

**QUEEN'S UNIVERSITY, School of Business, Public Executive Program, 2002**

**UNIVERSITY OF WINDSOR, Faculty of Law (LL.B.) 1983; Admitted to THE ONTARIO BAR, 1985**

**UNIVERSITY OF TORONTO, B.A., Urban Studies, 1980**

### OTHER ACCOMPLISHMENTS AND MEMBERSHIPS

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**MEMBER, MUNICIPAL INTEGRITY COMMISSIONERS OF ONTARIO (MICO)**

**AMCTO PRESTIGE AWARD, 2015**

**MEMBER, PAST VICE CHAIR, ONTARIO MUNICIPAL INSURANCE EXCHANGE (OMEX)**

**PAST CHAIR, MUNICIPAL EDUCATION RESEARCH FOUNDATION**

**MEMBER, ASSOCIATION OF MUNICIPAL MANAGERS, CLERKS AND TREASURERS OF ONTARIO** (Past Vice Chair, Legislative Committee)

**MEMBER, SENECA COLLEGE MUNICIPAL PROGRAM ADVISORY COMMITTEE**

**FORMER PART-TIME PROFESSOR**

**SCHOOL OF LEGAL AND PUBLIC ADMINISTRATION, SENECA COLLEGE**

**PAST MEMBER, ONTARIO PROFESSIONAL PLANNERS INSTITUTE (OPPI) DISCIPLINE COMMITTEE**

# Principles *Integrity*

JANICE ATWOOD-PETKOVSKI, Hon.B.A., LL.B.

## **Co-Principal of Principles *Integrity***

**2017-**

Principles *Integrity* is a partnership dedicated exclusively to providing professional services as an Integrity Commissioner (including at times Lobbyist Registrar, Closed Meeting Investigator and Municipal Ombudsman services) to local governments and officials. Through the provision of trusted, reliable and timely advice, customized education and training, and fair and independent complaint investigations, Principles *Integrity* delivers a solutions-focused approach to supporting good governance and proper ethical behaviour. The firm serves as Integrity Commissioner to approximately 40 municipalities and other public bodies across Ontario.

## **CITY OF HAMILTON**

**2013 – 2017**

### **City Solicitor**

Legal advisor to Council, committees, and Senior Management Team, on legal, governance and procedural issues.

Responsible for Legal Services and Prosecutions, leading a team of 55, managing a budget of \$3M, advising on diverse issues including corporate commercial, procurement, acquisition, real estate, construction law, planning & development, and litigation.

Responsible for Annual Budget, program review, performance measures, business planning.

Implemented Lobbyist Registry.

## **CITY OF VAUGHAN**

**2006 – 2012**

### **Commissioner of Legal & Administrative Services & City Solicitor**

#### **(Responsible for Legal Services, Human Resources, City Clerk Dept, and Enforcement)**

Provided direct leadership to Legal Services, Real Estate, Office of the City Clerk including Risk & Insurance, Records Management and Access & Privacy, Licensing, Enforcement Services and Human Resources, with 110 full time staff and an operating budget of \$16M

Senior legal advisor to Council, providing strategic, legal and procedural advice to committees on municipal roles, responsibilities and governance matters. Leadership role for planning and implementing corporate and departmental initiatives, establishing goals and objectives including performance measures. Active role in developing Strategic Plan, Annual Budgets, Program Review, Performance Measures, and other corporate initiatives

Directly led a team of in-house counsel, handling diverse issues including labour and employment, corporate commercial, procurement, acquisition, real estate, construction law, planning & development, and litigation. Directed and managed external legal counsel.

Effective in establishing priorities, developing work plans, delegating responsibilities, working closely and collaboratively with staff to produce effective solutions and measurable results

Provided strong and effective leadership, encouraging open communication, fostering cooperation, building consensus and demonstrating accountability. As an energetic and enthusiastic leader, motivated and inspired others to reach full potential

## **CITY OF MISSISSAUGA**

**2004 – 2005**

### **Legal Counsel**

Provided legal and strategic advice to Council, Committees and management.

Prepared reports, attending counsel to provide legal advice.

Provided legal advice relating to OMB/litigation & administrative law group & prosecutors.

## **CITY OF BRAMPTON**

**1989 – 2004**

### **Director of Enforcement and Administrative Law**

Provided legal and strategic advice to Council, Committees and management.

## Principles *Integrity*

Prepared reports, budgets, developed business plans, appeared at Court and OMB.

Provided legal advice, direction and oversight to lawyers and staff within administrative law group, prosecutors and enforcement staff.

**PEEL DISTRICT SCHOOL BOARD**  
Trustee, Ward 9

1991 – 1994

### Memberships/ Participation

Municipal Integrity Commissioner Association of Ontario (MICO) 2017-present

Society of Ontario Adjudicators and Regulators (SOAR) 2017

Municipal Law Dept. Association of Ontario (Treasurer 2006 – 2008)

Co-Chair, Annual Municipal Enforcement Conference 2010 - 2012

School Board Trustee, Peel District School Board 1991 - 1994

Vice-President/President, Peel Music Festival 1999 - 2006

### Education

LL.B., Osgoode Law School, York University

Past Certified Specialist in Municipal Law

Masters Certificate Municipal Leadership,

Schulich Executive School of Business

Certified Municipal Manager III, OMMI

Hon.B.A, Queen's University

Institut de traducteurs et interpretes, Belgium





**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: B Montone</b>	<b>Report Date: March 14, 2022</b>
<b>Author's Phone: 519 736-6500 ext. 2241</b>	<b>Date to Council: March 28, 2022</b>
<b>Author's E-mail: bmontone@amherstburg.ca</b>	<b>Resolution #: N/A</b>

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

**Subject: Multiple Fire Services By-law Amendments**

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**1. RECOMMENDATION:**

It is recommended that:

1. The following amended by-laws **BE APPROVED:**

- Fire Department Establishing and Regulating Bylaw
- By-law to Impose Fees for False Fire Alarms
- By-law to Regulate Open Air Burning within the Town of Amherstburg
- By-law Respecting the Sale and Setting Off of Fireworks in the Town of Amherstburg

**EXECUTIVE SUMMARY:**

N/A

**2. BACKGROUND:**

The above referenced By-laws related to the operation and services provided by fire services have under gone a review to ensure relevancy, changes in the regulatory landscape, or information received regarding application and enforcement provided by residents, staff and oversight bodies associated with fire services delivery. As part of a review conducted, Council received a Municipal Fire Protection Survey and presentation authored by the Office of the Fire Marshal of Ontario. Council accepted the report in 2015.

In addition, a Fire-Master Plan was developed and presented to Council in 2020 which included several administrative and governance recommendations:

- 1) Council has exercised its authority under the Municipal Act and the Fire Protection and Prevention Act to establish and regulate the fire Department;
- 2) To impose fees for frequent False Fire Alarms through a mechanical failure, equipment malfunction, improper use/improper installation of the system, or failure to maintain the system as prescribed by the Fire Code;
- 3) Council has deemed it expedient to regulate the setting of Open Air Fires, including establishing the times and conditions during which Open Air Fires may be Set; and
- 4) Council regulates the sale and setting off of fireworks in the town of Amherstburg by Municipal By-law.

Any significant updates and/or changes to the four By-laws are those out-lined in this report.

### **3. DISCUSSION:**

#### **Establishing and Regulating By-law**

An 'Establishing and Regulating By-law', can provide a clear framework within which a fire service will operate. The Fire Master Plan approved in principle in 2020 identified that the current By-law required review due to several administrative and governance challenges. Recently a report received by Council regarding Mandatory Fire Fighter Certification indicated changes are required as well.

The Ontario Fire Marshal has developed guidelines for fire services in the province to use in the design of an effective establishing and regulatory by-law. In Amherstburg, many of the recommended components have already been included as listed below. The recommended updates would serve to bring all of the components together as recommended in the Fire Master Plan for Council to consider:

1. Consistencies with Fire Fighter/Officer retirement
2. References to the Collective Agreement between the Town of Amherstburg and the Amherstburg Professional Firefighters' Association
3. Mutual Aid Agreements approved by Council
4. Service Level standards identified in NFPA 1720 (2014 edition)
5. Ministry of Labour Orders from June, 2015
6. OFMEM report on Fire Protection Services April 11, 2016
7. Mandatory Fire Fighter Certification impacts

The proposed **By-law 2022-035 (Attachment)** does not change any current policies that affect residents or businesses, but will affect some terms of employment for some Amherstburg Fire Department staff; it documents the policy framework and creates the obligation to maintain these policies and clarifies some service levels.

The passage of a revised Fire Services Establishing By-law is recommended to provide a policy framework for Fire Services, and to clearly establish the Fire Chief's authority.

The Establishing By-law has the following key components:

- Formally continues the existence of the Amherstburg Fire Department
- Requires preparation of annual budget
- Requires periodic review and update of policies and procedures
- Requires regular reporting that documents:
  - Organizational structure
  - Approved Fire Services goals and objectives
  - List of functions and services provided
  - Level of service achievement
- Authorization for the Fire Chief to take appropriate actions including:
  - Pulling down or demolishing any building or structure to prevent the spread of fire
  - Boarding up or barricading of buildings or property to guard against fire or other danger, risk or accident, when unable to contact the property owner, and
  - Recovery of expenses incurred by such necessary actions for the Corporation in the manner provided by the Municipal Act, 2001 and the Fire Protection and Prevention Act, 1997.
  - Authorization to leave limits of the municipality with respect to a fire or emergency: That threatens property in the municipality or property situated outside the municipality that is owned or occupied by the municipality;
    - That is subject to an approved agreement or plan
    - That is on property beyond the municipal boundary where the Fire Chief determines that immediate action is necessary to preserve and protect life or property and the appropriate fire department is notified to respond and assume command or establish alternative measures, acceptable to the Fire Chief

Currently, firefighters involved in Operational Suppression activities and Suppression Training activities must retire at the end of the month in which they turn 60. But the current by-law states Fire Officers must retire at the end of the month in which they turn 65.

The role of the fire officer includes being in command of operations until relieved by a more senior officer, their primary role includes leading crews of fire fighters inside structures and performing identical physical activities involved in fire suppression and rescue.

The Ontario human rights legislation and decisions permits, discrimination on the basis of age where it is a reasonable and *bona fide* qualification because of the nature of the employment. The Fire Protection and Prevention Act, mandatorily requires Full-time Firefighters involved in suppression activities to retire at age 60.



This inconsistency creates a safety concern for the elder fire officer, and the fire fighters he/she is leading, as he or she may be relied upon to perform a crew member rescue. The safety of the public receiving the services is also a consideration.

It is strongly recommended that, standardized, consistent, retirement ages for all members of the Fire Department be implemented. Further the implementation should be fair and respectful. There are 5 officers in the next 5 years that may be adversely affected.

It is recommended that; From 2022-2027 inclusive, Fire Officers turning 60 may choose to exercise a grandfathering opportunity which allows them to stay on the department until the month in which they turn 65 yrs. Considering the Following Conditions;

- ✓ That an Annual Medical in the month of their birthdate be undertaken by a Physician.
- ✓ The Physician will be provided with a Current Job Description, a Functional Abilities form and a Medical Form provided by the municipality that the Physician must complete, certifying the Officers Fitness to perform the duties and responsibilities.
- ✓ This Grandfathering would sunset no later than December 31, 2027. Following which the normal retirement age of all fire fighters involved in fire suppression activities will be the end of the month in which they turn 60 years of age.

Repeal existing By-law 2017-67, dated July 2017.

The By-law does not duplicate existing policies or legislation and will not require regular amendments.

### **False Fire Alarms**

The Current By-law is intended to created a deterrent to Building Owners who cause frequent False Fire Alarms through a mechanical failure, equipment malfunction, improper use/improper installation of the system, or failure to maintain the system, or repair their fire alarm system.

This results in needless resources responding and/or causing the potential for delays in response to actual emergencies or other calls for service. A waste of taxpayer dollars is the result. There have been 122 occurrences involving false fire alarm responses categorized as equipment malfunction, improper use/improper installation of the system, or failure to maintain the system, or repair of the fire alarm system since January 2019.

The By-law was last reviewed in April 2015. The fees established were based on Costs associated with response at that time and are guided by MTO rates established for fire services by the Province. E.g. the bylaw identifies 410.00/hr for each responding vehicle. The proposed **By-law 2022-034 (Attachment)** amends the rate established by MTO and is consistent with our 2022 Fees By-Law which is 509.89.

## Setting of Open Air Fires

The original implementation of this By-law occurred in 2018 with a 1<sup>st</sup> year refresh in 2019 which eliminated the permit fee portion. This program and by-law has been a resounding success and has improved public awareness of safe burning practice and reduced complaints. An additional benefit has seen less illegal and unsafe burning and less resources directed to needless response.

Changes under consideration are aimed at easier to understand language and information to improve compliance. The proposed **By-law 2022-033 (Attachment)** addresses these changes.

### Fire Permits Issued Since 2018

Permit	2018	2019	2020	2021	2022	Permit Totals
New	360	214	274	170	10	1028
Renewal		235	328	391	198	1152
Yearly Totals	360	449	602	561	208	<b>2180</b>

## Sale and Setting off of Fireworks

The By-law respecting the sale and setting off of fireworks in the town of Amherstburg has been amended to reflect the difficulties residents have had in complying with setting off requirements for Consumer Fireworks only. Setting off of Consumer Fireworks is currently restricted to only the recognized days of celebration.

*No Person Shall Discharge Consumer Fireworks except on the following days*

*between dusk and 11:00 p.m. Victoria Day,  
Canada Day, the Fourth of July and*

*between dusk and 1:00 a.m. on New Year's Eve.*

The Difficulty realized is that these celebrations are largely used for family and neighbourhood events and largely enjoyed by many younger children who are mesmerized by the displays. Often the actual recognized day does not always fall on weekends when many families want to celebrate. Changes proposed in **By-law 2022-032 (Attachment)** would provide residents a choice of when to best hold the display events and remain in compliance with the by-law over a 1-week period. Times have also been adjusted.

No Person Shall Discharge Consumer Fireworks except on the following days:

- Between dusk and 11:30 p.m. from the weekend beginning Friday prior to Victoria Day, to the Sunday following Victoria Day;
- Between dusk and 11:30 p.m. from the weekend beginning Friday prior to Canada Day, to the Sunday following Canada Day;

- Between dusk and 11:30 p.m. from the weekend beginning Friday prior to the Fourth of July, to the Sunday following the Fourth of July, and
- Between dusk and 1:00 a.m. on New Year's Eve.

4. **RISK ANALYSIS:**

There are no risk impediments to implementing the recommendations.

5. **FINANCIAL MATTERS:**

N/A

6. **CONSULTATIONS:**

*Director, Legislative Services & Clerk  
Manager, Licensing and Enforcement  
Fire Advisory Services, Office of the Fire Marshal, Ontario*

7. **CONCLUSION:**

Implementation of the highlighted amendments to the outlined bylaws will additionally complete the Municipal Fire Protection Survey recommendations authored by the Office of the Fire Marshal of Ontario. In addition, the Fire-Master Plan administrative and governance recommendations would be fulfilled.



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B. Montone  
**Fire Chief**

**bm/BM**

## Report Approval Details

Document Title:	Multiple Fire Services By-law updates.docx
Attachments:	- 2022-032 Sale and Setting off Fireworks By-law.docx - 2022-033 Open Air Burning.docx - 2022-034 False Fire Alarms fees.doc - 2022-035 Establish and Regulate the Fire Department.docx
Final Approval Date:	Mar 17, 2022

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



Tracy Prince



Peter Simmons



Valerie Critchley

# THE CORPORATION OF THE TOWN OF AMHERSTBURG

## BY-LAW NO. 2022-032

### A By-law to Respecting the Sale and the Setting Off of Fireworks within the Town of Amherstburg

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**WHEREAS** Section 120 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended authorizes municipalities to prohibit and regulate the manufacturing, storage and transporting of explosives within the municipality;

**AND WHEREAS** Section 121 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended provides that a local municipality may prohibit and regulate the sale and setting of fireworks and further that a by-law may prohibit those activities unless a permit is obtained for those activities and may impose conditions for obtaining, continuing to hold and renewing the permit, including requiring the submission of plans;

**AND WHEREAS** section 7.1(1) of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4, as amended provides that a council of a municipality may pass by-laws regulating fire prevention, including the prevention of spreading fires; and,

**AND WHEREAS** Section 391 states that a municipality may pass by-laws imposing fees or charges on any class of Persons for services or activities provided or done by or on behalf of it; **AND WHEREAS** it is deemed expedient to regulate the sale and setting off of fireworks in the Town of Amherstburg;

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

#### 1. DEFINITIONS

In this by-law:

**"Act"** means the Explosives Act, Revised Statutes of Canada, 1985, Chapter E-17, and the Regulations enacted thereunder as amended from time to time or any Act and Regulations enacted in substitution therefore;

**"Applicant"** means a Person eighteen (18) years of age or more who is a registered legal Owner of the property upon which the display is to be Discharged or a Person eighteen (18) years of age or more who is the Occupier of the property up on which the Display is to be Discharged and who has been provided with permission by a registered legal Owner of the property;

**"Authorized Persons"** means, as the context requires, a) in the case of Display Fireworks those persons working under the direct supervision of the fireworks supervisor, who have been as a minimum, certified as an apprentice as required by the Explosives Regulatory Division of Natural Resources Canada, and b) in the case of Pyrotechnic Special Effects Fireworks, those persons working under the direct supervision of the pyrotechnician, who have been as a minimum, certified as a theatrical user as required by the Explosives Regulatory Division of Natural Resources Canada;

**"Building"** means any structure used or intended for supporting or any sheltering use or occupancy;

**"Chief Fire Official"** means the Chief of the Amherstburg Fire Department or his designate(s);

**"Consumer Firework"** means an outdoor, low hazard, recreational firework that is classed as Subdivision 1 of Division 2 of Class 7 Fireworks under the Act, and includes fireworks showers, fountains, golden rain, lawn lights, pin wheels, Roman candles, volcanoes, and sparklers but does not include Christmas crackers and caps for toy guns containing not in excess of twenty-five one-hundredths of a grain of explosive used per cap;

**"Council"** means the Council of the Corporation of the Town of Amherstburg;

**"Discharge"** means to fire, ignite, explode, or set off or cause to be fired, ignited, exploded or set off and the words "discharged" and "discharging" have a similar meaning;

**"Display"** means a performance, show, or event using Fireworks intended for public entertainment;

**"Display Firework"** means an outdoor, high hazard, recreational firework that is classed as a Subdivision 2 of Division 2 of Class 7 Fireworks under the Act, and includes rockets, serpents, shells, bombshells, tourbillions, maroons, large wheels, bouquets, bombardos, waterfalls, fountains, batteries, illumination, set pieces and pigeons but does not include firecrackers;

**"Firecracker"** means a pyrotechnic device that explodes when ignited and does not make any subsequent display or visible effect after the explosion, and includes those devices commonly known as Chinese firecrackers;

**"Fire Extinguishing Equipment"** means sufficient personnel and/or equipment, which may include items such as fire extinguishers, water hose, pails and sand, as is necessary dependent on the type and size of the fireworks being discharged;

**"Fireworks"** means display fireworks, pyrotechnic special effects fireworks and consumer fireworks;

**"Fireworks Supervisor"** means a person who is an approved purchaser of display fireworks and who is qualified under the Act to supervise the Discharge of Display Fireworks;

**"FPPA"** means the Fire Protection and Prevention Act, 1997, S.O. 1997, as amended, and the Regulations enacted thereunder as amended from time to time or any Act or Regulations enacted in substitution therefore;

**"Municipal Law Enforcement Officer"** means an individual appointed by the Town for the purpose of enforcing Town by-laws;

**"Nuisance"** means a hazard or condition, thing, act or omission which is offensive or which tends to prejudice the safety, order, peace or health of residents of the municipality or an activity, condition or premises or thing which adversely affects the rights or reasonable comfort convenience or peace and quiet of any neighbourhood in the municipality;

**"Occupant"** means any person or persons over the age of eighteen (18) years in possession of the property;

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

**"Permit"** means a written conditional authorization issued and administered by the Chief Fire Official to Display Fireworks in accordance with restrictions and conditions contained within this by-law or as may be specified on the Permit itself;

**"Person"** means any individual, owner, occupant, association, firm, partnership, corporation, agent or trustee and the heirs, executors, or other legal representatives of a person to whom the context can apply according to law who is at least eighteen (18) years of age or more;

**"Prohibited Firework"** includes but is not limited to sky lanterns (Chinese, Kongming or Wish lantern), cigarette loads or pings/ plugs, exploding matches, sparkling matches, ammunition for miniature tie clip, cufflink or key chain pistols, auto alarms or jokers, cherry bombs, M-80 and silver salutes and flash crackers, throw down torpedoes and crackling balls, exploding golf balls, stink bombs and smoke bombs, tear gas pens and launchers, party poppers and table bombs, table rockets and battle sky rockets, fake firecrackers and other trick devices or practical jokes as included on the most recent list of prohibited

fireworks as published from time to time under the Act and any fireworks not on the approved list of the Ministry of National Resources Explosives Branch as amended from time to time;

**"Public Events"** includes, but is not limited to, an event that is held at Municipal Facilities (including parks, buildings, roadways, etc.), is open to the general public with or without an admission fee and has the potential for involvement of a number of attendees that could not be managed without special measures being put in place;

**"Pyrotechnician"** means a person who is certified under the Act as a Theatrical User, an Assistant, a Pyrotechnician or a Special Effects Pyrotechnician and is qualified to purchase and supervise the display of pyrotechnic special effect fireworks under the Act;

**"Pyrotechnic Special Effect Firework"** means a high hazard firework that is classed as a Subdivision 5 of Division 2 of Class 7 Firework under the Act and that is used to produce a special pyrotechnic effect for indoor or outdoor performances and includes black powder bombs, bullet effect, flash, powder, air bursts, smoke compositions, gerbs, lances and wheels;

**"Sell"** includes offer for sale, cause or permit to be sold and to possess for the purpose of sale and the words "selling" and "sold" have a similar meaning.

**"Sky Lantern"** (also known as a Chinese, Kongming or Wish lantern) are devices that are constructed of paper and a frame containing a fuel pack. The fuel pack is usually a petroleum or wax based fuel that when lit causes the lantern to lift into the sky;

**"Temporary Sales Unit"** means an enclosed portable stand, cart, display rack, cargo container or trailer, or other display unit that can be moved from one location to another and is used for the sale of Consumer Fireworks.

**"Town"** means the Corporation of the Town of Amherstburg

## **2. INTERPRETATION**

- 2.1 In this by-law, a word interpreted in the singular number has a corresponding meaning when used in the plural.
- 2.2 Nothing in this by-law shall be interpreted as reducing or eliminating compliance with the provisions of all applicable Federal or Provincial statutes and regulations related to explosives or fireworks and in particular the Act, as amended.
- 2.3 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.

## **3. SALE OF FIREWORKS AND FIRECRACKERS**

- 3.1 No Person shall Sell any Firecrackers.
- 3.2 No Person shall Sell any Prohibited Fireworks.
- 3.3 No Person shall Sell Consumer Fireworks except on the following days:
  - 3.3.1 Victoria Day, Canada Day, the Fourth of July, New Year's Eve; and,
  - 3.3.2 Each of the seven (7) business days immediately preceding Victoria Day, Canada Day, Fourth of July and New Year's Eve.
- 3.4 Every Person in charge of a store shall ensure that Fireworks displayed in store windows shall be mock samples only and not contain explosive composition.
- 3.5 No Person shall display for sale within the Town any type of Fireworks in any manner other than in such a place that the Fireworks are not exposed to the rays of the sun or to excess heat from any other source.
- 3.6 No Person shall, within the Town, Sell or give any Person under the age of 18 years any type of Consumer or Display Fireworks.

3.7 No Person shall display for sale within the Town any Consumer Firework in any manner other than in a package, glass case, or other suitable receptacle, away from any other flammable goods.

3.8 No Person shall Sell Fireworks in a Building or Temporary Sales Unit unless the provisions of the Ontario Fire Code and all other applicable Acts and Regulations are complied with.

#### **4. DISCHARGE OF FIRECRACKERS AND PROHIBITED FIREWORKS**

4.1 No Person shall Discharge any Firecrackers.

4.2 No Person shall Discharge any Prohibited Fireworks.

#### **5. CONSUMER FIREWORKS PROHIBITIONS**

5.1 No Person shall Discharge Consumer Fireworks except on the following days:

- Between dusk and 12:00 a.m. from the weekend beginning Friday prior to Victoria Day, to the Sunday following Victoria Day;
- Between dusk and 12:00 a.m. from the weekend beginning Friday prior to Canada Day, to the Sunday following Canada Day;
- Between dusk and 12:00 a.m. from the weekend beginning Friday prior to the Fourth of July, to the Sunday following the Fourth of July, and
- Between dusk and 1:00 a.m. on New Year's Eve.

5.2 A Person eighteen (18) years of age or older may hold a Display of Consumer Fireworks on any land belonging to him or her or on any other privately owned land where the Owner thereof has given permission for such Display or Discharge of Fireworks.

5.3 No Person under the age of eighteen (18) years shall Discharge any Consumer Fireworks except under the direct supervision of and control of a Person eighteen (18) years of age or over.

5.4 No Person being the parent or guardian of any Person under the age of eighteen (18) years shall allow the Person to Discharge any Consumer Fireworks except when such parent or guardian or some other responsible Person of eighteen (18) years of age or over is in direct supervision and control.

5.5 No Person shall Discharge any Consumer Fireworks in such a manner as might create danger or constitute a Nuisance to any Person or property, or to do or cause or allow any unsafe act or omission at the time and place for the Discharging of any Fireworks.

5.6 No Person shall Discharge any Consumer Fireworks including sparklers or volcanoes inside a restaurant or other public assembly occupancy without the following conditions being met:

5.6.1 A description of the fire emergency procedures specific to the Consumer Fireworks contained within the approved fire safety plan for the occupancy, and

5.6.2 Provide and maintain fully operational, Fire Extinguishing Equipment ready for immediate use by trained individuals at site of Display (table/serving cart, etc.)

5.7 No Person shall Discharge any Consumer Fireworks in or into any Building, doorway, or automobile.

5.8 No Person shall Discharge any Consumer Fireworks in or on or into any highway, street, alley, lane, square or other public place, unless under a Display Fireworks permit to do so issued by the Chief Fire Official.



**6. DISPLAY FIREWORKS PROHIBITIONS**

- 6.1 No Person or group of Persons shall Discharge any Display Fireworks in the Town of Amherstburg, without first having obtained a Permit issued by the Chief Fire Official authorizing the Discharge of Display Fireworks.
- 6.2 No Display Fireworks shall be permitted on any Town owned property without first having obtained the Public Event approval of Council as well as the required Permit from the Chief Fire Official.
- 6.3 No Permit Holder shall Discharge Display Fireworks except in accordance with the conditions of the Permit.

**7. PERMIT REQUIREMENTS- DISPLAY FIREWORKS**

- 7.1 Every application for a Display Firework Permit shall be made to the Chief Fire Official a minimum of 30 days prior to the event when the proposed Discharge of Display Fireworks is to occur.
- 7.2 The Chief Fire Official may issue Permits for Displays Fireworks on the conditions set forth in Section 8, and each such Permit shall state the name of the sponsoring club, association or group, the purpose of the Display, the place and date at which the same may be held, and the name of the Person under whose supervision the Display shall be held.
- 7.3. The application for a Display Firework Permit shall include:
  - 7.3.1 The name, address, email address and phone number of the Applicant;
  - 7.3.2 The Owner's written consent to a Display of Fireworks if the Applicant is not the Owner of the property, and if part of a Public Event, approval of Council;
  - 7.3.3 The location, date and time of the proposed Discharge of Display Fireworks;
  - 7.3.4 The type and kind of Display Fireworks that may be Discharged, including the height, range of effect, fallout and duration of the Display Fireworks;
  - 7.3.5 The Discharge techniques to be used;
  - 7.3.6 The manner and means of restraining unauthorized persons from attending too near the Discharge site;
  - 7.3.7 The manner in which unused Display Fireworks are to be disposed of,
  - 7.3.8 The number of Authorized Persons on site during the event to handle and Discharge the Display Fireworks;
  - 7.3.9 The method and location of storage of the Display Fireworks prior to set up and Display;
  - 7.3.10 A site plan providing a description of the Discharge site to be used for the Discharging of the Display Fireworks;
  - 7.3.11 A description of the fire emergency procedures;
  - 7.3.12 Proof of certification of the Applicant as a Fireworks Supervisor;
  - 7.3.13 The Permit Fee.
  - 7.3.14 Proof of Insurance and Indemnification in accordance with the requirements of this by-law.

7.3.15 Such other information as required by the Chief Fire Official.

7.4 The Chief Fire Official reserves the right to issue or deny issuing a Permit.

## **8. DISPLAY FIREWORK PERMIT CONDITIONS**

8.1 The following conditions shall apply to the holding of a Display of Display Fireworks under a Permit issued under this by-law:

8.1.1 An application for permit is submitted to chief fire official for approval with payment required as per user fee bylaw,

8.1.2 the Permit is valid only for the Display at the place and on the date or dates set forth on the Permit,

8.1.3 the permit holder shall supervise the Display of Display Fireworks,

8.1.4 the permit holder or his licensed designate shall Discharge the Display Fireworks, and any Consumer Fireworks identified,

8.1.5 every permit holder shall provide and maintain fully operational, Fire Extinguishing Equipment ready for immediate use at each firing site,

8.1.6 the permit holder shall comply at all times with the provisions of the Act, the Fire Protection and Prevention Act, 1997, and the Display Fireworks Manual published by Natural Resources Canada or any successor publication,

8.1.7 a demonstration of the Display or portions of the Display shall be conducted upon request of the Chief Fire Official, and

8.1.8 the permit holder shall recognize the Chief Fire Official's authority to reduce and or cancel the Display if the weather conditions are not conducive to public safety.

8.2 The permit holder holding the Display of Display Fireworks shall ensure that all unused Fireworks and all debris are removed.

8.3 No permit holder shall Discharge Display Fireworks except in accordance with the conditions of the Permit.

8.4 The Chief Fire Official may impose further conditions on the Permit as deemed necessary.

8.5 Every holder of a Display Fireworks Permit shall produce his or her Permit upon being so directed by the Chief Fire Official.

8.6 A Display Fireworks Permit granted by the Chief Fire Official may be revoked whenever, in his discretion, the holder of such Permit is in non-compliance with its terms or he has concerns for the safety of the public.

## **9. PYROTECHNIC SPECIAL EFFECTS FIREWORKS PROHIBITIONS**

9.1 No Person or group of Persons shall hold a Display of Pyrotechnic Special Effect Fireworks in the Town of Amherstburg without first having obtained a Permit.

9.2 No Display of Pyrotechnic Special Effect Fireworks shall be permitted on any Town owned property without first having obtained the Public Event approval of Council as well as the required Permit from the Chief Fire Official.

**10. PERMIT REQUIREMENTS- PYROTECHNIC SPECIAL EFFECT FIREWORKS**

- 10.1 Every application for a Pyrotechnic Special Effect Firework Permit shall be made to the Chief Fire Official a minimum of 30 days prior to the event when the proposed Discharge of Pyrotechnic Special Effect Fireworks is to occur.
- 10.2 The Chief Fire Official may issue Permits for Pyrotechnic Special Effect Fireworks on the conditions set forth in Section 11, and each such Permit shall state the name of the sponsoring club, association or group, the purpose of the Display, the place and date at which the same may be held, and the name of the Person under whose supervision the Display shall be held.
- 10.3 The application for a Pyrotechnic Special Effect Firework Permit shall include:
  - 10.3.1 The name, address, email address and phone number of the Applicant;
  - 10.3.2 The Owner's written consent to a Pyrotechnic Special Effect Firework Display if the Applicant is not the Owner of the property, and if part of a Public Event, approval of Council;
  - 10.3.3 The location, date and time of the proposed Pyrotechnic Special Effect Firework Display
  - 10.3.4 The type and kind of Pyrotechnic Special Effect Firework that may be Discharged, including the height, range of effect, fallout and duration of the Pyrotechnic Special Effect Fireworks.
  - 10.3.5 A site plan of the facility and room capacity, the stage and the Pyrotechnic Special Effect Fireworks storage area.
  - 10.3.6 The Discharge techniques to be used including the sequence of firing;
  - 10.3.7 The location of the audience and all exits;
  - 10.3.8 The manner in which unused Pyrotechnic Special Effect Fireworks are to be disposed of;
  - 10.3.9 The number of Authorized Persons on site during the event to handle and Discharge of the Pyrotechnic Special Effect Fireworks;
  - 10.3.10 The method and location of storage of the Pyrotechnic Special Effect Fireworks prior to set up and Display;
  - 10.3.11 Description of fire emergency procedures;
  - 10.3.12 Proof of certification of the Applicant as a Pyrotechnician;
  - 10.3.13 The Permit Fee
  - 10.3.14 Proof of Insurance and Indemnification in accordance with the requirements of this by-law;
  - 10.3.15 Such other information as required by the Chief Fire Official;
- 10.4 The Chief Fire Official reserves the right to issue or deny Issuing a permit.

**11. PYROTECHNIC SPECIAL EFFECT FIREWORKS CONDITIONS**

- 11.1 The following conditions shall apply to the holding of a Display of Pyrotechnic Special Effect Fireworks under a Permit issued under this by- law:
  - 11.1.1 The Permit is valid only for the Display at the place and on the date or dates and time(s) set forth in the Permit;

- 11.1.2 The permit holder shall supervise the Display of Pyrotechnic Special Effect Fireworks;
  - 11.1.3 The permit holder shall Discharge the Pyrotechnic Special Effects Fireworks;
  - 11.1.4 The permit holder shall provide and maintain fully operational, Fire Extinguishing Equipment ready for immediate use;
  - 11.1.5 The permit holder shall comply at all times with the requirements of the Act and the Pyrotechnics Special Effects Manual published by Natural Resources Canada or any successor publication;
  - 11.1.6 A demonstration of the Display or portions of the Display shall be conducted upon request of the Chief Fire Official.
- 11.2 The permit holder holding the Display of Pyrotechnic Special Effect Fireworks shall ensure that all unused Fireworks and all debris are removed.
  - 11.3 No permit holder shall Discharge Pyrotechnic Special Effect Fireworks except in accordance with the conditions of the Permit.
  - 11.4 The Chief Fire Official may impose further conditions on the Permit as deemed necessary.
  - 11.5 Every holder of a Pyrotechnic Special Effect Fireworks Permit shall produce his Permit upon being directed by the Chief Fire Official.
  - 11.6 A Pyrotechnic Special Effect Fireworks Permit granted by the Chief Fire Official may be revoked whenever, in his discretion, the holder of such Permit is in non-compliance with its terms or he has concerns for the safety of the public.

**12. INSURANCE**

- 12.1 The Applicant shall provide and maintain Commercial General Liability insurance subject to limits of not less than Five Million Dollars (\$5,000,000.00) inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof. Such insurance shall be in the name of the Applicant and shall name the Town of Amherstburg as an additional insured thereunder. Such insurance shall include permission to conduct Displays of Pyrotechnic Special Effects Fireworks or Display Fireworks. Such insurance policy shall contain an endorsement to provide the Town of Amherstburg with (30) days prior written notice of cancellation or of a material change that would diminish coverage, and a Certificate of Insurance evidencing such insurance coverage shall be provided to the Town of Amherstburg prior to the issuance of a Permit.

**13. INDEMNIFICATION**

- 13.1 The Applicant shall indemnify and save harmless the Town of Amherstburg from any and all claims, demands, causes of action, loss costs or damages that the Town of Amherstburg may suffer, incur or be liable for resulting from the performance of the Applicant as set out in the by-law whether with or without negligence on the part of the Applicant, the Applicant's employees, directors, contractors and agents.

**14. PERMIT FEE**

- 14.1 The non-refundable Permit application fee is set out in of the Town's User Fee By-law as amended from time to time.

**15. ENFORCEMENT**

- 15.1 A Municipal Law Enforcement Officer/Chief Fire Official shall be permitted to enter onto land at any time for the purpose of enforcing this by-law and any orders or conditions imposed under the authority of this by-law.
- 15.2 No Person shall hinder or obstruct, or attempt to hinder or obstruct the entry or the inspection of any property by a Municipal Law Enforcement Officer or otherwise hinder or obstruct a Municipal Law Enforcement Officer exercising a power or performing a duty under this By-law or Act.

**16. OFFENCES AND PENALTIES**

- 16.1 Every Person who contravenes any section of this by-law is, upon conviction, guilty of an offence and shall be liable to a fine as provided for by the Provincial Offences Act, R.S.O. 1990, c.P. 33, as amended, and be subjected to any other penalties permitted by law for each offence.
- 16.2 The Town will deliver an invoice for fees personally, or by regular mail to the Property address or, in the case of the Owner, to the Owner’s address as recorded on the Town’s assessment role. As outlined in the current Town of Amherstburg Fees By-law, as amended from time to time.
- 16.3 If any amount payable under this By-law remains unpaid after thirty (30) days of receipt of the invoice, the Town may add such amount to the tax roll for any Property in the municipality for which all the Owners are responsible and may collect the amount in the same manner as municipal taxes or through the use of other legal means as deemed appropriate.

**17. SEVERABILITY**

- 17.1 Should any paragraph, clause or provision of the By-law be declared invalid by a court of competent jurisdiction, the same shall not affect the validity of the By-law as a whole or any part of thereof, other than the part which was declared to be invalid.
- 17.2 When any requirement of this by-law is at variance with any other by-law in effect in the Town or with any applicable provincial or federal statute or regulation, the more restrictive requirement shall apply unless otherwise stated in such legislation.

**18. REPEAL**

- 18.1 Town of Amherstburg By-law 2003-26 and all amending by-laws are hereby repealed.

**19. SHORT TITLE**

- 19.1 This by-law may be referred to as the Fireworks By-law.

Read a first, second and third time and finally passed this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
MAYOR ALDO DICARLO

\_\_\_\_\_  
CLERK VALERIE CRITCHLEY

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2022-033

**By-law to Regulate Open Air Burning within the Town of Amherstburg**

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**WHEREAS** the Municipal Act, S.O. 2001, c. 25, as amended authorizes the municipality to regulate matters related to the health, safety and well-being of persons;

**AND WHEREAS** Section 7.1 (1) (a) of the Fire Protection and Prevention Act, S.O. 1997, c. 4, as amended provides that a Council of a municipality may pass By-laws regulating fire prevention, including the prevention of spreading fire;

**AND WHEREAS** Section 7.1 (1) (b) of the Fire Protection and Prevention Act, S.O. 1997, c. 4, as amended provides that a Council of a municipality may pass By-laws regulating the Setting of Open Air Fires, including establishing the times during which Open Air Fires may be Set;

**AND WHEREAS** Section 391 states that a municipality may pass by-laws imposing fees or charges on any class of Persons for services or activities provided or done by or on behalf of it; and

**AND WHEREAS** the Council of the Corporation of the Town of Amherstburg deems it expedient to regulate the setting of Open Air Fires, including establishing the times during which Open Air Fires may be Set.

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

**1. DEFINITIONS**

In this by-law:

**"Act"** means the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4, as amended, and the regulations enacted thereunder as amended from time to time;

**"Adverse Effect"** includes:

- i. impairment of the quality of the natural environment for any use that can be made of it
- ii. injury or damage to property or to plant or animal life
- iii. harm or material discomfort to any Person
- iv. an adverse effect on the health of any Person
- v. impairment of the safety of any Person
- vi. rendering any property or plant or animal life unfit for human use
- vii. loss of enjoyment of normal use of property
- viii. interference with the normal conduct of business
- ix. nuisances including but not limited to excessive smoke, odour, dust, airborne sparks, embers or reduced visibility on roadways, railways or airfields
- x. Smoke that enters into a Building located on other property that may cause discomfort or loss of enjoyment to persons;

**"Applicant"** means a Person eighteen (18) years of age or more who is a registered legal Owner of the property upon which the Open Air Fire is to be burned or a Person eighteen (18) years of age or more who is the Occupier of the property up on which the Open Air Fire is to be burned and who has been provided with permission by a registered legal Owner of the property to burn an Open Air Fire;

**"Attended"** means open-air fire supervised at all times. Farm properties exempt: must maintain frequent check on fire conditions, must remain in vicinity excluding lunch break, etc.

**"Barbeque"** means a portable or fixed device fueled by propane, natural gas or charcoal briquettes and designed and intended solely for the cooking of food in the open air, but does

not include Outdoor Fireplaces and Campfires;

**"Bon Fire"** means a fire on a farm or large rural property contained by non-Combustibles and exceeds 1m in length X 1m in width, but less than 2m, X 1m height is for recreational purposes and/or occurs after sunset and before sunrise;

**"Brush Fire"** means a pile of branches, trees, brush, that is set in an pile on large estate sized properties or farms ranging from 2 metres in diameter not exceeding 5 metres in diameter;

**"Building"** means any structure having a roof supported by walls and/or columns which is used or intended to be used for the shelter accommodation or enclosure of Persons animals or chattels;

**"Burn Barrel / Drum"** means an Open Air Fire Set and Maintained in an open top steel barrel that does not exceed 0.75 m in diameter and 1.2m in height and where the Open Air Fire is Set and Maintained for the purposes of burning wood, tree limbs, branches and non-Compostable Material limited to paper and sisal twine;

**"Campfire"** means a fire designed for cooking, recreational enjoyment or warmth that meets the following conditions:

- i. the site of the fire is bare rock or other non-Combustible Material
- ii. the space above the one metre area around the fire is at least three metres from vegetation and
- iii. the fire does not exceed one metre in height and one metre in diameter.

**"Campground"** means an area of land owned or operated by a Person and that contains camp sites for the purpose of providing overnight accommodation for tents and trailers in exchange for monetary payment;

**"Cooking Fire"** is defined as a fire created for the sole purpose of cooking food and the burning consists of a small, confined fire that is supervised at all times and used to cook food on a grill or Barbecue. The Cooking Fire must be fully Extinguished after the food is cooked;

**"Combustible material"** means material capable of burning including wood, paper, plastic and vegetation;

**"Council"** means the Council of the Corporation of the Town of Amherstburg;

**"Dangerous condition"** means any condition as determined by the Fire Chief that increases the risk of the spread of a fire or is adverse to public safety;

**"Extinguish"** means an Open Air Fire that fully ceases from burning to a degree that the ashes are cold or no longer emits heat ensuring smouldering of material does not occur. (A buried fire is not considered extinguished);

**"Farm"** means land devoted to the practice of farming and used primarily for the raising of livestock or the production, storage or processing of agricultural and horticultural produce or foods but does not include land used only as a residential occupancy. The Farm shall be registered as a farming business as defined in the *Farm Registration and Farm Organizations Funding Act, 1993*, S.O. 1993, c. 21, as amended;

**"Fire ban"** means a period of time during which the Fire Chief declares a total ban on Open Air Fires;

**"Firebreak"** means open space that surrounds an Open Air Fire and serves as a non-combustible obstacle to the spread of fire;

**"Fire Chief"** means the person appointed by Town Council as Fire Chief for the Town or authorized designate, and for the purposes of this by-law includes Municipal Law Enforcement Officer;

**"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;

**"Lot Line"** means any boundary of a lot or the vertical projection thereof

**"Maintain"** means to allow an Open Air Fire to continue to burn, and "maintained" and "maintaining" have a corresponding meaning;

**"Municipal Law Enforcement Officer"** means an individual appointed by the Town for the purpose of enforcing Town by-laws;

**"Occupant"** means any Person or Persons over the age of eighteen (18) years in possession of the property;

**"Open Air Fire"** means the burning of material such as untreated wood, tree limbs and branches where the flame is not wholly contained and includes Campfires, Bonfires, Brush fire, Burn Drums, Windrows and Outdoor Fireplaces, but does not include Barbecues and Personal Warming Devices;

**"Open Air Fire Permit (Permit)"** means a written conditional authorization issued and administered by the Fire Chief to Set an Open Air Fire, as per any restrictions and conditions contained within this by-law or as may be specified on the Open Air Permit itself;

**"Outdoor Fireplace Unit or Recreational Fireplace Unit"** means a: manufactured wood-burning appliance, site-built masonry fireplace, fire pit, chimenea, clay or metal fireplace, portable wood-burning devices used for outdoor recreation or heating, or other enclosed container used outdoors and not fuelled by natural gas or propane and designed to hold a small fire, not exceeding one metre (3.2 feet) in any direction; but does not include pellet fuelled Barbeques or industrial 'wood-waste' combustors;

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

**"Permit Holder"** means a Person eighteen (18) years of age or more to whom an Open Air Permit has been issued by the Fire Chief;

**"Person"** means any individual, Owner, Occupant, association, firm, partnership, corporation, agent or trustee and the heirs, executors, or other legal representatives of a Person to whom the context can apply according to law;

**"Personal warming device"** means a gas-fueled appliance used for personal warming that is in conformance with the Technical Standards and Safety Act, 2000, S.O. 2000, c. 16, as may be amended from time to time, is for outdoor use and is installed in accordance with the manufacturer's instructions;

**"Prohibited Materials"** include:

- i. Construction and demolition waste or materials including roofing tiles or shingles
- ii. Hazardous substances including but not limited to batteries, household chemicals, pesticides, asbestos, used oil, gasoline, paints, varnishes, and solvents
- iii. Furniture and appliances
- iv. Tires and rubber materials
- v. Any plastic materials including but not limited to nylon, PVC or ABS plastics, polystyrene or urethane foam, and synthetic fabrics, plastic films and plastic containers
- vi. Newspaper, cardboard, office paper
- vii. Treated or painted wood including but not limited to plywood, composite wood products or other wood products that are painted, varnished or treated with preservatives
- viii. Leaves and grass clippings except leaves attached to tree limbs;



**"Restricted Area"** means areas where types of Open Air Fires are prohibited or Permits are denied by the Fire Chief;

**"Rural property"** means for the purpose of this bylaw, property outside the urban and suburban settlements;

**"Sensitive Receptor Place"** include:

- i. A health care facility
- ii. A senior citizens' residence or long-term care facility
- iii. A child care facility during operating hours
- iv. An educational facility during operating hours
- v. An environmentally sensitive area
- vi. A place specified by the Town as a place where discharges of smoke may cause a risk to human health;

**"Set"** means to light an Open Air Fire, and "setting" has a corresponding meaning;

**"Town"** means the Corporation of the Town of Amherstburg;

**"Windrow"** means an Open Air Fire on a Farm where the size of the material to be burned does not exceed 50 m in length, 5 m in width and 3 m in height and that is set and maintained solely for the purposes of burning wood, tree limbs and branches as part of farming practices for clearing agricultural land.

## **2. INTERPRETATION**

- 2.1 In this by-law, a word interpreted in the singular number has a corresponding meaning when used in the plural.
- 2.2 Nothing in this by-law shall be interpreted as reducing or eliminating compliance with the provisions of all applicable Federal or Provincial statutes and regulations related to open air burning, and in particular the Fire Protection and Prevention Act.
- 2.3 In this by-law the word "metre" shall be represented by the abbreviation "m" and the word "centimeter" shall be represented by the abbreviation "cm".

## **3. PROHIBITIONS**

- 3.1 No Person shall Set or Maintain an Open Air Fire without an Open Air Permit.
- 3.2 No Person shall Set or Maintain an Open Air Fire in a Restricted Area.
- 3.3 No Person shall Set or Maintain an Open Air Fire during a Fire Ban.
- 3.4 No Person shall Set or Maintain an Open Air Fire that burns Prohibited Materials.
- 3.5 No Person shall Set or Maintain an Open Air Fire in a manner that violates a condition of the Open Air Permit in Section 6, 7, 8, or 9.
- 3.6 No Person shall Set or Maintain an Open Air Fire on any roadway, Highway, park, easement, beach, or on ice of a lake, pond, stream or body of water.
- 3.7 No Person shall Set or Maintain an Open Air Fire on public property owned or operated by the Town without written permission of the Fire Chief and/or Council.
- 3.8 No Person shall Set or Maintain an Open Air Fire where it causes Adverse Effects.
- 3.9 No Person shall Set or Maintain an Open Air Fire within 100 m from a Sensitive Receptor Place.

- 3.10 No person shall set or Maintain an Open Air Fire defined as a Bon Fire or Windrow, unless on a Farm and under a valid Permit.
- 3.11 No Person shall obstruct, hinder or otherwise interfere with a Municipal Law Enforcement Officer in the lawful carrying out of their duties and responsibilities under the provisions of this by-law.

#### **4. EXEMPTIONS**

- 4.1 The Amherstburg Fire Department shall be exempt from the provisions of this by law with respect to Open Air Fires for the purposes of training, educating individuals on fire safety or for research purposes.
- 4.2 Professional fire prevention trainers shall be exempt from the provisions of this by-law with respect to Open Air Fires set for the purposes of fire safety training pursuant to Section 2.8.2.1 of the Fire Code.
- 4.3 The Town shall be exempt from the provisions of this by-law with respect to Open Air Fires related to municipal work being done or tasks.
- 4.4 The use of a Barbeque or a Personal Warming Device is exempt from obtaining an Open Air Fire Permit

#### **5. OPEN AIR FIRE PERMIT**

- 5.1 Any Person eighteen (18) years of age or older may make a written application for an Open Air Fire Permit to the Fire Chief prior to the proposed date of the first Open Air Fire of the calendar year.
- 5.2 Any Person Owning or operating a Campground may make a written application for an Open Air Fire Permit to the Fire Chief prior to the proposed date of the first Open Air Fire of the calendar year.
- 5.3 Any Person Owning and operating a Farm may make a written application for an Open Air Fire Permit to the Fire Chief prior to the proposed date of the first Open Air Fire of the calendar year.
- 5.4 The application shall include:
- 5.4.1 the name, address, email address and phone number of the Applicant;
  - 5.4.2 the Owner's written consent to an Open Air Fire, if the Applicant is not the Owner of the property;
  - 5.4.3 the municipal address of the location of the proposed Open Air Fire;
  - 5.4.4 the Open Air one-time site inspection fee renewal permits are not subject to additional fees unless another site inspection is required due to changes or circumstances at the location of the Open Air Permit.
  - 5.4.5 Farm business registration number if required;
  - 5.4.6 other information as may be required by the Fire Chief;
- 5.5 A Permit is valid on the date of issue and for the balance of the calendar year in which the permit is issued.

- 5.6 The Fire Chief reserves the right to issue or deny issuing an Open Air Fire Permit.

#### **6. OPEN AIR FIRE PERMIT CONDITIONS**

- 6.1 The Permit Holder shall comply at all times with the Act and all other applicable municipal by-laws, provincial and federal laws.

- 6.2 A Permit for an Open Air Fire is not transferable to another Person or to a new location.
- 6.3 No Permit Holder shall Set or Maintain an Open Air Fire unless the Permit Holder:
- 6.3.1 Open-Air burning shall be constantly attended and supervised by a competent Person of at least eighteen (18) years of age to ensure that the Fire is kept under control. The Person shall have readily available for use such Fire Extinguishing equipment as may be necessary for the total control of the fire.
  - 6.3.2 Prior to leaving the site, the Open-Air Fire shall be completely Extinguished.
  - 6.3.3 Produces his or her Permit upon being so directed by the Fire Chief;
  - 6.3.4 Has equipment capable of extinguishing the fire such as rakes, shovels, or water immediately available for use at the site of the Open Air Fire;
  - 6.3.5 Immediately extinguishes the Open Air Fire upon so ordered by the Fire Chief;
  - 6.3.6 Burns from sunrise to sunset on any day with the exceptions of Campfires and Outdoor Fireplaces; Bon Fires
  - 6.3.7 Burns only Combustible Materials or fuel permitted
  - 6.3.8 Complies to any additional conditions to a Permit imposed by the Fire Chief;
- 6.4 Where the material to be burned in an Open Air Fire is more than 1 m but less than 2m in length, width and height, no Permit Holder shall Set or Maintain an Open Air Fire:
- 6.4.1 At a distance of less than 30 m from any Building, hedge, fence, lot line, overhead wiring or a Highway and at a distance of less than 25 m from another Open Air Fire;
  - 6.4.2 At a distance of at least a 15 m radius where Combustible Material, that is not a Building, hedge, fence, lot line or overhead wiring or a Highway is present;
- 6.5 Where the material to be burned in an Open Air Fire is between 2 m and 3 m in length, width and height, no Permit Holder shall Set or Maintain an Open Air Fire:
- 6.5.1 At a distance of less than 60 m from any building, hedge, fence, lot line, overhead wiring or a Highway and at a distance of less than 25 m from another Open Air Fire;
  - 6.5.2 At a distance of at least a 15 m radius where Combustible Material other than a Building, hedge, fence, lot line or overhead wiring or a Highway is present.
- 6.6 Where the material to be burned in an Open Air Fire is between 4 m but less than 5 m in a Brush fire, no Permit Holder shall Set or Maintain an Open Air Fire
- 6.6.1 At a distance of less than 90 m from any building, hedge, fence, overhead wiring or a Highway and at a distance of less than 30 m from another Open Air Fire
  - 6.6.2 At a distance of at least a 30 m radius where Combustible Material other than a Building, hedge, fence or overhead wiring or a Highway is present.

## **7. OPEN AIR PERMIT CAMPFIRE CONDITIONS**

- 7.1 No Permit Holder shall Set or Maintain a Campfire unless the Permit Holder:

- 7.1.1 Receives permission on the day of the proposed Campfire by calling the designated campfire hotline ;
- 7.1.2 Ensures that a Person eighteen (18) years of age or older Maintains constant watch and control over the Campfire at all times from the time of the Setting of the Campfire until it is fully Extinguished;
- 7.1.3 Produces his or her Permit upon being so directed by the Fire Chief
- 7.1.4 Has equipment capable of Extinguishing the fire such as rakes, shovels, or water immediately available for use at the site of the Campfire;
- 7.1.5 Immediately extinguishes the Campfire upon so ordered by the Fire Chief;
- 7.1.6 Burns only dry firewood;
- 7.1.7 Ensures the Campfire does not exceed 1 metre in width at the largest point or is piled higher than 1 metre in height;
- 7.1.8 Ensures the Campfire is located at a distance of not less than 15 m from any Building, hedge, fence, lot line, Highway, overhead wiring or other Combustible Material;
- 7.1.9 Ensure the Campfire is located a distance of not less than 10 m from any Building, hedge, fence, lot line, overhead wiring or other Combustible Material or a Highway where the Campfire is surrounded by non-Combustible material to a minimum height of 40 cm.
- 7.1.10 Complies with any additional conditions to a Permit imposed by the Fire Chief.

## **8. OPEN AIR PERMIT OUTDOOR FIREPLACE CONDITIONS**

- 8.1 No Permit Holder Shall Set or Maintain an Outdoor Fireplace unless the Permit Holder:
  - 8.1.1 Receives permission on the day of the proposed Outdoor Fireplace Fire by calling the designated campfire hotline;
  - 8.1.2 Ensures that a Person eighteen (18) years of age or older Maintains constant watch and control over the Outdoor Fire Place Fire at all times from the time of the Setting of the Outdoor Fireplace Fire until it is fully extinguished;
  - 8.1.3 Produces his or her Permit upon being so directed by the Fire Chief;
  - 8.1.4 Has equipment capable of extinguishing the fire such as rakes, shovels, or water immediately available for use on the Outdoor Fireplace Fire;
  - 8.1.5 Immediately extinguishes the Outdoor Fireplace Fire upon so ordered by the Fire Chief;
  - 8.1.6 Burns only dry firewood;
  - 8.1.7 Ensures the Outdoor Fireplace Fire is located at a distance of not less than 5 m from any Building, hedge, fence, Lot Line, Highway, overhead wiring or other Combustible Material or in accordance with manufacturer or listing agency (i.e. ULC, Warnock Hersey) recommendations;
  - 8.1.8 Complies with any additional conditions to a Permit imposed by the Fire Chief.

- 9. Bonfire** (Farm and Rural properties only) Larger than 1m, but no larger than 2m with a minimum of 30 metres from buildings, fences, highways

- 9.1** No Permit Holder Shall Set or Maintain an Outdoor Fireplace unless the Permit Holder:
- 9.1.1 Receives permission on the day of the proposed Bon Fire at least 2 hours prior to the proposed Bonfire from the on-duty officer at the prescribe number;
  - 9.1.2 Ensures that a Person eighteen (18) years of age or older Maintains constant watch and control over the Outdoor Fire Place Fire at all times from the time of the Setting of the Outdoor Fireplace Fire until it is fully extinguished;
  - 9.1.3 Produces his or her Permit upon being so directed by the Fire Chief;
  - 9.1.4 Has equipment capable of extinguishing the fire such as rakes, shovels, or water immediately available for use on the Outdoor Fireplace Fire;
  - 9.1.5 Immediately extinguishes the Outdoor Fireplace Fire upon so ordered by the Fire Chief;
  - 9.1.6 Burns only dry firewood;
  - 9.1.7 Ensures the Bon Fire is located at a distance of not less than 30 m from any Building, hedge, fence, Highway, overhead wiring or other Combustible Material;
  - 9.1.8 Complies with any additional conditions to a Permit imposed by the Fire Chief.

**10. OPEN AIR FIRE PERMIT BURN DRUM / BARREL**

- 10.1** No Permit Holder Shall Set or Maintain a Burn Drum / Barrel unless the Permit Holder:
- 10.1.1 Receives permission on the day of the proposed Burn drum / barrel Fire from the on-duty officer at the prescribed number.
  - 10.1.2 Ensures that a Person eighteen (18) years of age or older Maintains constant watch and control over the Burn Drum / Barrel Fire at all times from the time of the Setting of the fire until it is fully extinguished;
  - 10.1.3 Produces his or her Permit upon being so directed by the Fire Chief;
  - 10.1.4 Has equipment capable of extinguishing the fire such as rakes, shovels, or water immediately available for use on the Burn Drum / barrel Fire;
  - 10.1.5 Immediately extinguishes the Burn Drum /Barrel Fire upon so ordered by the Fire Chief;
  - 10.1.6 Burns only dry firewood;
  - 10.1.7 Ensures the Burn Drum / Barrel Fire is located at a distance of not less than 10 m from any Building, hedge, fence, Highway, overhead wiring or other Combustible Material

**Complies with any additional conditions to a Permit imposed by the Fire Chief.**

**11. OPEN AIR PERMIT WINDROW CONDITIONS**

- 11.1** No Permit Holder shall Set or Maintain a Windrow unless the Permit Holder:
- 11.1.1 Receives permission on the day of the proposed Windrow from the on duty officer at the prescribed number;
  - 11.1.2 Sets or Maintains a Windrow between Monday to Friday, inclusive;

- 11.1.3 Ensures that a Person eighteen (18) years of age or older Maintains constant watch and control over the Windrow at all times from the time of the Setting of the Windrow until it is fully Extinguished;
- 11.1.4 Produces his or her Permit upon being so directed by the Fire Chief;
- 11.1.5 Has equipment capable of Extinguishing the fire such as Front end loader, excavator rakes, shovels, or water immediately available for use at the site of the Windrow;
- 11.1.6 Immediately Extinguishes the Windrow upon so ordered by the Fire Chief;
- 11.1.7 Ensures the Windrow is located a distance of not less than 90 m from a Building, overhead wiring or Highway;
- 11.1.8 Ensures the Windrow is located a distance of not less than 60 m from a wooden fence rail, hedge or standing timber;
- 11.1.9 Ensures the Windrow is located a distance of not less than 30 m from any other Combustible Material;
- 11.1.10 Ensures a firebreak of 5 m in width surrounds the Windrow until it is Extinguished;
- 11.1.11 Ensures the Windrow is constructed at right angles to the prevailing wind direction;
- 11.1.12 Ensure the Windrow is constructed on soil other than peat soil types;
- 11.1.13 Ensure there is a separation distance of at least 15 m between the ends of the Windrows and at least 25 m between parallel Windrows, of more than one Windrow is Set or Maintained at the same time;
- 11.1.14 Ensure the Windrow is Set first at its centre;
- 11.1.15 Ceases to add material to the Windrow if a Fire Ban comes into effect;

## **12 SPECIAL EVENT OPEN AIR FIRE**

- 12.1 A community not-for-profit organization or a religious institution may apply in writing to the Fire Chief for an Open Air Fire Permit to conduct Campfires or Open Air Fire in an Outdoor Fireplace for cultural, religious or recreational specific events.
- 12.2 The Fire Chief may issue an Open Air Permit subject to compliance with Section 6, 7, 8 ,9,or 10 as applicable and any other conditions imposed by the Fire Chief.
- 12.3 A Permit issued for a special event is valid only for the specific dates outlined in the application.

## **13 PERMIT FEES**

- 13.1 The non-refundable Permit application fee and site inspection fee is set out in of the Town's User Fee By-law as amended from time to time.

## **14 REVOCATION**

- 14.1 A Permit issued to a Permit Holder may be revoked by the Fire Chief if in his or her opinion a dangerous condition exists in or near the site of the Open Air Fire.
- 14.2 A Permit issued to a Permit Holder may be revoked by the Fire Chief if the Permit Holder fails to comply with the requirements of the Permit and any other provisions of this by-law.

**15 OFFENCES AND PENALTIES**

- 15.1 Every person who contravenes any section of this by-law is, upon conviction, guilty of an offence and shall be liable to a fine as provided for by the Provincial Offences Act, R.S.O. 1990, c.P. 33, as amended, and be subjected to any other penalties permitted by law for each offence.
- 15.2 If a contravention of this by-law results in Amherstburg Fire Services being dispatched to the property, the Owner may be invoiced at the discretion of the Fire Chief for the cost of the response in accordance with the Town's User Fee By-law as amended from time to time.

**16 SEVERABILITY**

- 16.1 Should any paragraph, clause or provision of the By-law be declared invalid by a court of competent jurisdiction, the same shall not affect the validity of the By-law as a whole or any part of thereof, other than the part which was declared to be invalid.
- 16.2 When any requirement of this by-law is at variance with any other by-law in effect in the Town or with any applicable provincial or federal statute or regulation, the more restrictive requirement shall apply unless otherwise stated in such legislation.

**17 REPEAL**

- 17.1 By-law 1998-91 as amended by bylaw 2019-99 being a by-law restricting the setting of fires within the Town of Amherstburg is hereby repealed.

**18 SHORT TITLE**

- 18.1 This by-law may be referred to as the Open Air Fire By-law.

Read a first, second and third time and finally passed this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
MAYOR ALDO DICARLO

\_\_\_\_\_  
CLERK VALERIE CRITCHLEY

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW 2022-034

A By-law to Impose Fees for False Fire Alarms

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

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

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

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

**1. DEFINITIONS**

In this By-Law:

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

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

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

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

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

“**Occupant**” shall include:

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

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

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

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

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

**2. APPLICATION**

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



**3. ADMINISTRATION**

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

**4. RESPONSIBILITIES OF OWNERS AND OCCUPANTS**

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

**5. FALSE ALARM**

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

5.2 The Property Owner/Occupant will be required to pay the Town the prescribed fee, in accordance with the current council approved User Fee By-law 2022-001 as amended from time to time, for any False Alarm responded to by the Fire Department that occurs in excess to Section 5.1.

**6. FEE**

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

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

**7. SEVERABILITY**

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

**8. SHORT TITLE**

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

**9. REPEAL**

9.1 "By-law 2015-26 is repealed"

Read a first, second and third time and finally passed this XX<sup>th</sup> day of XXX 2022.

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MAYOR- ALDO DICARLO

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CLERK- Valerie Critchley

**THE CORPORATION OF THE TOWN OF AMHERSTBURG**

**BY-LAW 2022-035**

**A By-law to Establish and Regulate the Fire Department**

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**WHEREAS** the Municipal Act, 2001, S.O. 2001, c.25, provides that a municipality has the capacity rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act;

**AND WHEREAS** the Municipal Act, 2001 provides that Sections 8 and 11 shall be interpreted broadly so as to confer broad authority on municipalities to (a) enable municipalities to govern their affairs as they consider appropriate and, (b) enhance their ability to respond to municipal issues;

**AND WHEREAS** the Fire Protection and Prevention Act, 1997, (FPPA) 1997, S.O. c4, as amended requires every municipality to establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention and to provide such other Fire Protection Services as it determines may be necessary in accordance with its need and circumstances;

**AND WHEREAS** the Fire Protection and Prevention Act, 1997 permits a municipality, in discharging these responsibilities, to establish a Fire Department;

**AND WHEREAS** the Fire Protection and Prevention Act, 1997 requires a municipality that establishes a Fire Department to provide fire suppression services and permits the Fire Department to provide other fire protection services;

**AND WHEREAS** the Fire Protection and Prevention Act, 1997 requires a municipality that establishes a Fire Department to appoint a Fire Chief;

**AND WHEREAS** the Fire Protection and Prevention Act, 1997 (FPPA) authorizes a Council of municipality to pass by-laws under the FPPA to regulate fire prevention, to regulate the setting of open-air fires and to designate private roads as fire routes;

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

**1. DEFINITIONS**

In this by-law, unless the context otherwise requires,

**“Additional services”** means any activities undertaken at the direction of the Fire Chief that are beyond the normal funding & resources of the Fire Department;

**“APFFA”** is the recognized exclusive bargaining agent for all the fulltime employees of the Amherstburg Fire Department with the exception of the Fire Chief, Deputy Fire Chief, and the Assistant Deputy Chief /Fire Prevention Officer and Administrative Assistant

**“Approved”** means approved by the Council of the Town of Amherstburg;

**“Assistant Deputy Fire Chief”** means the person or persons appointed by Council to act on behalf of the Deputy Fire Chief of the Fire Department in the case of an absence or a vacancy in the office of Deputy Fire Chief;

**“Automatic Aid”** means any agreement under which a municipality agrees to provide an initial response to fires, rescues and emergencies that may occur in a part of another municipality where a Fire Department is capable of responding more quickly than any Fire Department situated in the other municipality; or a municipality to provide a supplemental response to fires, rescues and emergencies that may occur in a part of another municipality where a Fire Department in the municipality is capable of providing the quickest supplemental response to fires, rescues and emergencies occurring in the part of another municipality;

**“Base Hospital”** means a hospital that provides medical direction, leadership and advice

in the provision of pre-hospital emergency health care within a broad based, multi-disciplinary, community emergency health services system in a specified geographical area. This involves the Base Hospital acting as a resource center and facilitator to assist in ensuring that Emergency pre-hospital care and transportation is meeting a community's needs. In addition, the Base Hospital through the Physician-Medical Director provides training, quality assurance, continuing education and guidance to pre-hospital emergency care providers. All such programs shall be approved in advance by the Ministry of Health. The base Hospital also functions in an advisory capacity to the Ministry of Health on matters relating to pre-hospital emergency care;

**“Chief Administrative Officer (CAO)”** means the person appointed by Council to act as the chief administrative officer for the corporation;

**“Chief Fire Official”** shall mean the Assistant to the Fire Marshal who is the Fire Chief or a member or members of the Fire Department appointed by the Fire Chief under the FPPA or a person appointed by the Fire Marshal under the FPPA;

**“Collective Agreement”** means the Agreement between the Corporation and the International Association of Fire Fighters Local 3803, known as the Amherstburg Professional Firefighters Association made under the provisions of the Fire Protection and Prevention Act;

**“Community Risk Assessment”** is a process of identifying, analyzing, evaluating, and prioritizing risks to public safety to inform decisions about the provision of fire protection services. Every municipality and every Fire Department must complete and review a Community Risk Assessment as provided by Regulation 378/18, and use its Community Risk Assessment to inform decisions about the provision of Fire Protection Services. The Community Risk Assessment must be reviewed annually, and completed every 5 years. It must include the following 9 profiles for review: Geographic, Building Stock, Critical Infrastructure, Demographics, Hazards, Public Safety, Community Service, Economic, and Past Loss and Event History;

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

**“Council”** means the municipal Council of the Corporation;

**“Deputy Chief”** means the person or persons appointed by Council to act on behalf of the Fire Chief of the Fire Department in the case of an absence or a vacancy in the office of Fire Chief;

**“Division”** means a Division of the Fire Department as provided for in this By-law;

**“Community Control Group”** means the Mayor with designated Senior Officials who coordinate and deploy resources to mitigate the impact of a municipal or other large scale emergency incident;

**“Community Emergency Management Program Committee”** means the group of municipal officials that are appointed by Council who are responsible to ensure that local programs are developed as required to enable the emergency management process in accordance with the requirements of the Emergency Management and Civil Protection Act r.s.o.

**“Fire Chief”** means the person appointed by Council to act as Fire Chief for the corporation;

**“Fire Department”** means the Town of Amherstburg Fire Department;

**“Firefighter”** means a Fire Chief and any other person employed in, or appointed to, a Fire Department and assigned to undertake fire protection services, and includes a Volunteer (paid on call) Firefighter;

**“Firefighters' Association”** means the International Association of Fire Fighters Local 3803, known as the Amherstburg Professional Firefighters Association;

**“FPPA”** means the Fire Protection and Prevention Act, 1997, S.O., c.4, as may be amended

from time to time, or any successor legislation, and any regulation made there under;

**“Fire Protection Services or Fire Services”** are directed by council informed by the Community Risk Assessment. They include fire suppression, fire prevention, public fire safety education, communications, training of persons involved in the provision of fire protection services, apparatus equipment and maintenance, rescue “as defined” emergency services, and administration services as set out in Appendix “A”, and the delivery of all those services;

**“Member”** means any defined Firefighter or Officer as per the FPPA and / or any person employed in, or appointed to the Fire Department and assigned to undertake fire protection services;

**“Mutual Aid”** means a program, coordinated by the Province of Ontario to provide / receive reciprocal assistance in the case of an emergency in a municipality, community or area where resources in a municipality, community or area have been depleted, but does not include Automatic Aid;

**“Officer”** means any member with the rank of Lieutenant or higher;

**“Property”** means personal and real property;

**“Specialty Service”** means rescue & response to auto extrication, ice / water rescue, hazardous materials (including CBRNE) response, Emergency Pre-hospital care responses as outlined in tiered response agreements or any other specialized activity or service authorized by Council in accordance with available resources;

## **2. ESTABLISHMENT**

- 2.1 A department for the Corporation of the Town of Amherstburg to be known as the Amherstburg Fire Department is hereby continued and the head of the Fire Department shall be known as the Fire Chief.
- 2.2 The (goals/mission statement) of the Fire Department shall be as those contained in **Appendix “B”** of this by-law.

## **3. EMPLOYMENT**

- 3.1 The Fire Chief may recommend for appointment, any qualified person as a member of the department if the position is authorized by Council and is subject to the approved hiring policies of the Corporation.
- 3.2 A person appointed as a member of the department shall be on probation for a minimum of twelve months, or as outlined in the Collective Agreement with the APFFA during which time they shall take such special training, evaluations and examinations as may be required by the Fire Chief.
- 3.3 All Firefighters involved in operational Suppression activities and Suppression training activities, must retire at the end of the month in which they turn 60.
- 3.4 Fire Officers must retire at the end of the month in which they turn 60 unless, from 2022-2027 inclusive, Fire Officers turning 60 may choose to exercise a grandfathering opportunity, which allows them to stay on the Department until the end of the month in which they turn 65, but no later than December 31, 2027. Under this grandfathering opportunity, the following conditions must be met.
  - An annual medical evaluation in the month of their birthdate be undertaken by a Physician.
  - The Physician will be provided with a Current Job Description, a Functional Abilities Form and a Medical Form provided by the municipality that the Physician must complete, certifying the Officer’s Fitness to perform the listed duties and responsibilities.

- 3.5 Any probationary member may be discharged in accordance with the F.P.P.A. for any just cause, upon recommendation by the Fire Chief to the CAO.
- 3.6 All recommendations for appointments, promotions, and demotions will be reported to the Manager of Human Resources by the Fire Chief and remain subject to the complement approved by Town Council.

#### **4. ORGANIZATION**

- 4.1 The Fire Department shall be organized into divisions, such as Administration, Training, Fire Prevention, Fire Suppression, and Apparatus, Equipment and Communications.
- 4.2 The Fire Chief, with prior approval of the CAO, may re-organize, eliminate or establish divisions or may do all or any of these things or any combination of them as may be required to ensure the proper administration and efficient operation of the Fire Department for the Corporation. Fire services shall be organized as per an organizational chart attached as **Appendix "C"**.

#### **5. COMPOSITION**

- 5.1 The Fire Department shall consist of the Fire Chief, Deputy Fire Chief, Assistant Deputy Fire Chief, District Chiefs, Captains, Lieutenants and other officers, administrative support staff. There may be additional person(s) as authorized or considered necessary from time to time by Council or by the CAO on recommendation from the Fire Chief for the Fire Department to perform fire protection services.
- 5.2 The Fire Chief shall be appointed by By-law of the Corporation.
- 5.3 The Deputy Fire Chief & Assistant Deputy Fire Chief shall be appointed by By-law of the Corporation.
- 5.4 The Assistant Deputy Fire Chief shall be appointed by By-law of the Corporation.

#### **6. CORE SERVICES**

- 6.1 The core services of the Fire Department shall be those contained in **Appendix "A"**.
- 6.2 Core services are to be based on Community Risk Assessment, and level of service determined by Council.

#### **7. RESPONSIBILITIES AND AUTHORITY OF THE FIRE CHIEF**

- 7.1 The Fire Chief shall be the head of the Fire Department and is ultimately responsible to Council, directly through the CAO, for proper administration and operation of the Fire Department including the delivery of fire protection and prevention services.
- 7.2 The Fire Chief shall be a contributing member of the Corporation's Senior Management team reporting directly to the CAO, from time to time and will perform the duties of an Emergency Control group member as required.
- 7.3 The Fire Chief shall be authorized to make such general orders, policies, procedures rules and regulations, and to take such other measures as the Fire Chief may consider necessary for the proper administration and efficient operation of the Fire Department and the effective management of fire protection services for the corporation, and for the fire prevention, control and extinguishment of fires, the protection of life and property, and the management of emergencies without restricting the generality of the foregoing:
  - A) For the care and protection of all property belonging to the Fire Department;
  - B) For arranging for provision and allotment of strategic staffing, deployment, and proper facilities, apparatus, equipment, materials, services and supplies for the Fire Department;

- C) For arranging and implementation of automatic aid, mutual aid and other negotiated fire protection and emergency service agreements within the Corporation's border and or within the municipal borders of Other Essex County municipalities;
- D) For determining and establishing the qualifications and criteria for employment or appointment and the duties of all members including support staff, of the Fire Department;
- E) For the conduct and the discipline of members of the Fire Department;
- F) For preparing and upon approval by Council, implementing and maintaining a Departmental fire service master plan and program for the Corporation;
- G) For assistance as a contributing member of the Community Emergency Management Program Committee, in preparation, implementation and maintenance of any emergency plans, organizations, services, or measures established or to be established by the Corporation;
- H) For reporting to the appropriate crown attorney or other prosecutor or law enforcement officer the facts upon evidence in any case in which there is reason to believe that a fire has been the result of criminal intent or negligence or in which there is reason to believe an offense has been committed under the FPPA and/or Criminal Code of Canada;
- I) For keeping an accurate record, in convenient form for reference, of all fires, rescues and emergencies responded to by the Fire Department and report of the same to the Office of the Fire Marshal;
- J) For keeping such other records as may be required by Council, the Corporation and the FPPA;
- K) For preparing and presenting quarterly reports of the Fire Department to Council;
- L) The Fire Chief or his Designate(s) may when deemed necessary:
  - i. without a warrant, enter on lands or premises
  - ii. that on which a fire or emergency has occurred or is occurring, for the purposes of fighting the fire or of providing rescue or emergency services, or
  - iii. that on which there is a serious threat to the health and safety of any person or the quality of the natural environment, for the purpose of removing or reducing the threat
  - iv. that are in proximity to those lands or premises, for the purposes of pulling down or removing buildings, structures or things on or attached to the lands or premises on which a fire is occurring or that are in proximity to those lands or premises if, in the opinion of the Fire Chief, it is necessary for the purposes of fighting the fire or of providing rescue or emergency services
  - v. Nothing in this section derogates from a firefighter's right of entry at common law
  - vi. pull down or demolish any building or structure to prevent the spread of fire, or take any action necessary to prevent, control or extinguish fire or perform rescue
  - vii. When unable to contact the property owner to take such necessary action, which may include, boarding up or barricading of buildings or property to guard against fire or other danger, risk or accident
  - viii. take steps as necessary for the corporation to recover expenses incurred by such necessary action in a manner provided by the Municipal Act, 2001 or the FPPA

- 7.4 Shall investigate the cause, origin and circumstances of all fires, and report all fires to the Fire Marshal as required by the Fire Protection and Prevention Act, 1997.
- 7.5 Shall submit to the Council for its approval the annual estimates for the Fire Department, concurrent with the town's annual budget process, and shall be responsible to take measures to control expenditures to meet estimate or to report unavoidable variance as soon as is practical once they are known.
- 7.6 The Fire Chief is authorized to perform the duties of Alternate Essex County Fire Coordinator as may be required.
- 7.7 The Fire Chief shall ensure a completed community risk assessment is undertaken, reviewed and updated periodically as determined by the Fire Protection and Prevention Act, to support informed decision making and evaluation of program delivery.

**Common law right of entry preserved**

Nothing in this section derogates from a Firefighter's right of entry at common law.

**8. RESPONSIBILITIES AND AUTHORITY OF THE DEPUTY FIRE CHIEF/ ASSISTANT DEPUTY FIRE CHIEF**

- 8.1 The Deputy Fire Chief shall be the second ranking officer of the Fire Department and shall be subject to and shall obey all orders of the Fire Chief.
- 8.2 The Deputy Fire Chief shall perform such duties as are assigned by the Fire Chief and shall act on behalf of the Fire Chief in case of absence or vacancy in the office of the Fire Chief.
- 8.3 The Deputy Fire Chief shall report to the Fire Chief on the activities of the divisions and or stations that is their responsibility.
- 8.4 The Assistant Deputy Chief will be responsible for the programming of Fire Prevention, Public Education, other duties as assigned, and shall report to the Deputy Chief. In the absence of the Deputy Chief, the Assistant Deputy Chief will act in that capacity.

**9. DIVISIONAL RESPONSIBILITIES**

- 9.1 Each division of the Fire Department is the responsibility of the Fire Chief and is under the direction of the fire chief or a member designated by the Fire Chief. Designated members shall report to the Fire Chief on divisions and activities under their supervision and shall carry out all orders of the Fire Chief.
- 9.2 The Fire Chief is responsible for carrying out, or delegating in total, or in part, the following duties pertaining to the function of the **Division of Administration**. He/she shall:
  - A) provide administration facilities for the Chief and Deputy Chief of the fire services,
  - B) prepare the Fire Department budget and exercise control of the budget,
  - C) prepare the payroll of the fire services and initiate requisitions for materials and services and certify all accounts of the fire services,
  - D) maintain personnel records, and support human resources functions & negotiate Service Level Agreements.
  - E) arrange for the provision of Employee Assistance Services,
  - F) arrange for the provision of Records Management Systems,

- G) provide liaison with the local Firefighters' Association,
  - H) prepare the annual report of the Fire Services,
  - I) carry out the general administrative duties of the Fire Services,
  - J) Implement Performance Measures and Benchmarks for comparison purposes.
- 9.3 The Fire Chief is responsible for carrying out, or delegating in total, or in part, the following duties pertaining to the function of the **Division of Apparatus, Equipment & Communications** He/she shall:
- A) prepare specifications for the purchase of communications services equipment, and for additions to existing communications systems;
  - B) prepare specifications for the purchase of apparatus and equipment;
  - C) maintain and keep in repair all existing vehicles, including firefighting, rescue and salvage apparatus of the fire services;
  - D) initiate requisitions for materials, parts and equipment through the division of administration;
  - E) provide recharging facilities for Self Contained Breathing Apparatus and cylinders as part of a complete respiratory protection program guided by CSA Z94.4 standards and to test and repair hose;
  - F) provide personal protective equipment and associated safety & health programs for Fire Services personnel;
  - G) provide liaison with Municipal Utilities in order to ensure an adequate flow of water in new waterworks projects and the adequate maintenance of existing waterworks facilities for the use of the fire services;
- 9.4 The Fire Chief is responsible for carrying out, or delegating in total, or in part, the following duties pertaining to the functions of the **Division of Fire Suppression**. He/she shall:
- A) determine the numbers of companies of the Division of Fire Rescue;
    - i) prevent, control and extinguish fires;
    - ii) conduct investigations of fire in order to determine cause, origin, and, where appropriate, to request the Fire Prevention Division, & the Office of the Fire Marshal to conduct an investigation;
    - iii) perform rescue and salvage operations and render first aid;
    - iv) respond and assist at such emergencies indicated in Appendix "A" as may be required;
    - v) participate in training;
    - vi) conduct pre-firefighting operations planning;
    - vii) perform apparatus maintenance and cleaning duties at stations;
  - B) assign an officer who is in command of the company to which he/she is assigned and is responsible for the proper operation of that company to the Fire Chief;
  - C) designate a member of the fire services to act in the place of an officer in the fire services, and such member, when so acting, has all the powers and shall perform all the duties of the officer replaced;
- 9.5 The Fire Chief is responsible for carrying out, or delegating in total, or in part, the following duties pertaining to the function of the **Division of Fire Prevention** through an approved fire prevention statement, **Appendix "A"**. He/she shall ensure:
- A) conduct fire prevention inspections upon request or complaint of premises;



- B) enforce fire prevention by-laws and regulations;
- C) examine and comment on building plans;
- D) provide personnel for fire prevention & public education awareness activities, as outlined in Appendix "A";
- E) maintain fire loss records;
- F) receive, process and follow up reports of fire prevention inspections conducted under the Division of Fire Suppression;

9.6 The Fire Chief is responsible for carrying out, or delegating in total, or in part, the following duties pertaining to the function of the **Division of Training**. He/she shall:

- A) establish a fire services training program guided by NFPA 1001-2013 ed., complete with annual JPR (Job Performance Requirements) completion for all positions, written records, and conduct training for all personnel of the fire services in fire administration, fire prevention, incident safety, special operations and fire suppression;
- B) administer training programs in stations;
- C) prepare and conduct examinations and evaluations of members as required;
- D) administer a recruitment program;
- E) administer a medical assistance program that includes first aid, CPR and defibrillation as component parts, guided by Base Hospital;

9.7 The Fire Chief shall develop an approved fire services promotional policy based on such evaluations, written, practical and oral examinations as deemed necessary.

As part of the approved promotional policy, the Fire Chief and the Deputy Chief or delegates shall evaluate all members of the fire services who are participating in an examination for promotion.

## 10. CONDUCT AND DISCIPLINE

10.1 Every member of the Fire Department shall conduct themselves in accordance with Corporate policies, Department orders, procedures, rules and regulations and shall give their whole and undivided attention to the efficient operation of the Fire Department. All members shall perform the duties assigned to them to the best of their ability in accordance with the FPPA and any collective agreement or written agreement that may be applicable.

10.2 The Fire Chief may reprimand or suspend any member of the Fire Department for insubordination, inefficiency, misconduct, tardiness or for non-compliance with any provisions of this Bylaw, Corporation policies, departmental procedures, guidelines, general orders or rules and regulations that, in the opinion of the Fire Chief, would be detrimental to the discipline and efficiency of the Fire Department.

10.3 The Fire Chief shall submit a report to the CAO and to the Manager of Human Resources regarding the reprimand or suspension handed out to any member of the department.

10.4 Any such disciplinary action shall be in accordance with Corporate policies unless otherwise governed by the collective agreement between the Corporation and the Amherstburg Professional Firefighters Association.

## 11. REFUSAL TO LEAVE

11.1 No person present at a fire scene shall refuse to leave the immediate vicinity when

required to do so by the Fire Department or the Police Service.

## **12. RECOVERY OF COSTS - ADDITIONAL EXPENSES**

12.1 If as a result of a Fire Department response to a fire or an emergency incident, including a motor vehicle accident or the carrying out any of its duties or functions, the Fire Chief or Deputy Fire Chief(s) determines that it is necessary to incur additional expenses, retain a private contractor, rent special equipment not normally carried on a fire apparatus or use more materials than are carried on a fire apparatus, the "additional services" required in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, control or eliminate an emergency, carry out or prevent damage to equipment owned by the corporation or otherwise carry out the duties and functions of the Fire Department and/or to generally make "safe" an incident or property, the owner of the property requiring or causing the need for the additional services shall be charged the full costs to provide the additional services including all applicable taxes.

## **13. FIRE DEPARTMENT RESPONSES OUTSIDE OF THE MUNICIPALITY**

13.1 The Fire Department shall not respond to a call with respect to a fire or emergency outside the limits of the municipality except with respect to a fire or emergency;

- A) that, in the opinion of the Fire Chief or designate of the Fire Department, threatens property in the Town of Amherstburg or property situated outside the Town of Amherstburg that is owned or occupied by the Town of Amherstburg;
- B) in a municipality with which an approved agreement has been entered into to provide fire protection services which may include automatic aid;
- C) on property with which an approved agreement has been entered into with any person or corporation to provide fire protection services;
- D) at the discretion of the Fire Chief, to a municipality authorized to participate in a county, district or regional mutual aid plan established by a fire coordinator appointed by the Ontario Fire Marshal, emergency fire service plan or any other organized plan or program on a reciprocal basis;
- E) on property beyond the municipal boundary of the Town of Amherstburg where the Fire Chief or designate determines immediate action is necessary to preserve life or property and the appropriate department is notified to respond and assume command or establish alternative measures, acceptable to the Fire Chief or designate;
- F) on highways that are under the jurisdiction of the Ministry of Transportation or other agency within the Town of Amherstburg;
- G) response due to a request for special assistance as required through a declaration of a provincial or federal emergency and such request has been approved by the Fire Chief, the CAO and the Head of Council.

## **14. CONFLICT**

14.1 Where this by-law may conflict with any other by-law, this By-law shall supersede and shall prevail over that other By-law to the extent of the conflict.

## **15. REPEAL**

15.1 "By-law 2017-067 is repealed"

## **16. SHORT TITLE**

16.1 This By-law shall be known as the Fire Department Establishing and Regulating By-law

**17. PENALTIES**

17.1 Any person who violates any provisions of this By-law is, upon conviction guilty of an offense and shall be liable to a fine, subject to the provisions of the Provincial Offences Act, R.S.O. 1990 c. P. 33 as amended.

Read a first, second and third time and finally passed this \_\_\_\_ day of \_\_\_\_\_, 2022.

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MAYOR ALDO DICARLO

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CLERK VALERIE CRITCHLEY

## **Appendix A**

### **Core Services - Fire Suppression and Emergency Response**

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Fire suppression services shall be delivered in both offensive (interior) and defensive (exterior) mode and shall include search and rescue operations, forcible entry, ventilation, protecting exposures, salvage and overhaul as appropriate with existing resources.

Fire Protection Services delivered by the Amherstburg Fire Department to the Town of Amherstburg include;

#### **Response Zone Definitions**

Response zone risks will be regularly assessed (at least every 3 years) in accordance with the Fire Protection and Prevention Act and risk based responses will be identified for the various risks within the community. First response resource assignments will be implemented based on Fire Risk and Population Density Zones.

Key Performance Indicators can be found in table 4.3.2 (Staffing and Response Time) of NFPA 1720, as amended.

Interior offensive and exterior defensive firefighting tactics in residential, commercial, institutional, assembly and industrial structures and properties to control and extinguish fires as appropriate with existing resources, and safety of firefighters as a priority.

Fire rescue activities including, entering, conducting primary and secondary searches, and where possible removal of trapped, injured and distressed persons when risks to firefighter safety are manageable.

- Due to present accessibility challenges a delayed response, or possibly no response to Wolfe Island and Boblo Island is a reality of current circumstances. The Town continues to consider resolution to both response areas.

Conducting training, communications, incident management, firefighter rehabilitation, and incident safety activities to support firefighting operations and other responses and services.

Ventilation, Salvage and Overhaul operations to save and protect life and property

#### **Incident Safety Services**

Establish and administer a Safety Management System for the fire services that includes an incident safety program and occupational health and safety in the workplace, activities including rapid intervention crews at emergencies.

As part of an overall Health and Safety Management system, provide incident safety services at all "Working Fires and Activities" where "significant work" is performed.

Implement a Respiratory Protection program consistent with the requirements of CSA z94.4 standards.

#### **Special Operations**

Emergency pre-hospital care responses and medical acts or other first aid / CPR services shall be maintained as per local tiered response agreement with Essex-Windsor EMS and under the supervision of local "Base Hospital" medical director, appropriate to the needs of the municipality as recommended by the Fire Chief and as agreed.

Water and Ice Rescue activities include "Shore Based" and "Vessel based" Water Rescue services, and On (Safe) ice rescue activities. Water and Ice rescues on Lake Erie and the Detroit River fall under federal jurisdiction and responsibility. At no time shall Amherstburg Fire engage in swift water rescue, or operate exceeding 200' from shore.

Auto Extrication activities at the “basic” and limited “heavy” levels to provide access to injured and entrapped persons involved in transportation emergencies. This involves the prevention, control and extinguishments of fires, controlled relocation & removal of materials and freeing trapped persons from the entrapment and making them accessible for removal.

Hazardous Materials Response (Chemical / Biological / Radiological / Nuclear/ Explosive CBRNE) in conjunction with agreements with the County of Essex and the City of Windsor Fire and Rescues Services Haz-Mat team.

Amherstburg Fire Department shall respond to incidents involving hazardous materials, using specialized equipment, skills and training in a manner referred to as “Operations” level.

### **Mutual Aid**

The Department and the Fire Chief are authorized to participate in the Essex County Mutual Aid program and system organized and operated by the Province of Ontario directed by the Fire Marshal under the F.P.P.A.

### **Fire Prevention and Public Fire Safety Education**

The delivery of all mandatory programs and services required by the Fire Protection and Prevention Act. R.S.O.

Fire prevention inspections upon receiving a complaint or a request to inspect

The distribution of public fire safety education materials, which shall include information on planning escape from residential occupancies, and encourages the mandatory installation and maintenance of residential smoke alarms

Children's educational programs in all elementary schools supported through the Safety Village

Proactive inspections of vulnerable occupancies identified in a community risk assessment

Determination of cause, origin and circumstances of all fires that occur in the town and the reporting of all fires to the provincial authority (Fire Marshal)

Administration of a youth fire setters program that educates families and youth fire setters

Participation in community activities which provide a significant fire safety educational opportunity

To conduct post-incident evaluations, which examine fire ground effectiveness, building performance, occupant behaviour and fire service program effectiveness to review comprehensive fire safety effectiveness in the community.

## Appendix B

### PRIMARY GOALS

The goals of the Amherstburg Fire Department are to provide fire protection and other services through a range of programs designed to protect the lives and property of the inhabitants from the adverse effects of fires, sudden medical emergencies or exposure to dangerous conditions created by man or nature; first to the Town of Amherstburg; second, to those municipalities requiring assistance through authorized Mutual Fire Aid plan and program activities.

#### **Primary objectives of the Fire Services:**

In order to achieve the goal of the fire services, necessary funding and resources must be in place and the following objectives met:

1. Identify and review through a Community Risk Assessment, the fire risks of the Town of Amherstburg and ensure programs are in place to minimize identified risks;
2. Provide an administrative process consistent with the needs of the fire services;
3. To distribute public fire safety education materials to the community including home escape planning information and encourage the use of Smoke and CO Alarms;
4. To conduct fire prevention inspections upon request or complaint
5. Proactive inspections of vulnerable occupancies identified in a community risk assessment;
6. Ensure that firefighting equipment and operating personnel are available within the municipality to provide adequate response to a citizen's call within a reasonable length of time;
7. Provide fire services training to an accepted standard which will ensure the continuous up-grading of all personnel in the latest techniques of fire prevention, fire suppression, and control of emergency situations and to co-operate with other municipal fire services with respect to management training and other programs;
8. Provide for a maintenance program to ensure all fire protection apparatus, and equipment, is ready to respond to emergency calls;
9. Ensure, through plan examination and inspection that required fire protective equipment is installed and maintained within buildings;
10. Ensure compliance with applicable municipal, provincial and federal fire prevention legislation, statutes, codes and regulations in respect to fire safety;
11. Develop and maintain an effective public information system and educational program, with particular emphasis on school fire safety programs; and commercial, industrial and institutional staff training;
12. Ensure in the event of a major catastrophe in the Town of Amherstburg, assistance to cope with the situation is available from outside fire services and other agencies;
13. Develop and maintain a good working relationship with all federal, provincial and municipal fire services, utilities and agencies, related to the protection of life and property;
14. Interact with other municipal fire services respecting the aspects of fire protection on any given program;
15. Ensure these objectives are not in conflict with any other municipal services.

**MISSION STATEMENT**

The primary mission of the Amherstburg Fire Department Services is to provide a range of programs to protect the lives and property of the inhabitants of the Town of Amherstburg from the adverse effects of fires, sudden medical emergencies or exposure to dangerous conditions created by man or nature.

Building on our past success and our respect from partners in the community, we endeavour to become Amherstburg's leaders in proactive prevention and response to public safety emergencies. We will strive to be a caring, respectful, diverse and environmentally sound organization that holds itself and its members to account for excellence in service delivery.

**Vision:**

Amherstburg Fire Department Services delivers on our public safety mandate to preserve life, property and the environment through mutual respect, trust, honesty, and cooperation across our divisions and in partnership with our community.

Our MOTTO:

PRESERVING OUR PAST – PROTECTING OUR FUTURE



## 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: March 21, 2022
Author's Phone: 519 736-0012 ext. 2272	Date to Council: March 28, 2022
Author's E-mail: <a href="mailto:vcritchley@amherstburg.ca">vcritchley@amherstburg.ca</a>	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: Park House Museum – Request for Municipal Grant

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

It is recommended that:

1. Council **APPROVE** the request of the Amherstburg Historic Sites Association for a grant for the 2022 budget year in the amount of \$8,500 to be paid from Account #10-5-1001020-0353 – Grants to Other Organizations, to be applied to the ongoing operation of the Park House Museum.

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

Each year during the development of the Municipal Operating Budget, various community groups submit applications for municipal grant funds. The Amherstburg Historic Sites Association has made such an application for many years in order to assist with the operating costs for the Park House Museum.

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

As Council is aware, in the past, all groups that have submitted an application for a municipal grant have delegated before Council during Operating Budget deliberations. However, for the 2022 Operating Budget, all submitted grant requests were recommended by Administration for approval and were included in the Operating Budget that was recommended to Council for adoption on January 26-27, 2022.

On March 16, 2022, it came to the attention of Administration that the request made by the Amherstburg Historic Sites Association, and its grant application, which was duly submitted to the Town on August 18, 2022, had not been included in the recommended



grants in the 2022 Operating Budget. This oversight was the result of the turnover of municipal staff in the fall of 2021 and was in no way the fault of the Amherstburg Historic Sites Association. Had the application not been overlooked, the requested amount of \$8,500.00 would have been recommended by Administration for approval by Council just as all other recurring grant requests were.

In these circumstances, Administration recommends that the grant request, which is attached to this report as Appendix "A", be approved.

**4. RISK ANALYSIS:**

Should this grant request not be approved there is a risk to the community that the Park House Museum will not be able to operate for the 2022 year as it relies on this grant funding as a major portion of its operating budget.

**5. FINANCIAL MATTERS:**

The amount of the grant request is \$8,500.00. Administration recommends that this amount be approved, and be funded, from Account #10-5-1001020-0353 - Grants to Other Organizations. As this amount was not captured in the approved 2022 Operating Budget, a deficit will be incurred in this account and efforts will be made to make up the shortfall in other areas.

**6. CONSULTATIONS:**

N/A

**7. CONCLUSION:**

As a result of an Administrative oversight, the 2022 grant request and application of the Amherstburg Historic Sites Association was not included in the Town's 2022 Operating Budget. Administration recommends that this oversight be rectified and that the grant request of \$8,500.00 be approved.

  
Valerie Critchley  
**Director of Legislative Services and Clerk**

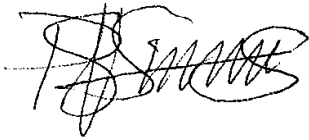
## Report Approval Details

Document Title:	Park House Museum - Request for Municipal Grant.docx
Attachments:	- Park House Grant Application.pdf
Final Approval Date:	Mar 23, 2022

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



Tracy Prince



Peter Simmons



Valerie Critchley

# Appendix "A"



## Corporation of The Town of Amherstburg Request for Grant to Community Groups and Organization (F-10)

Thank you for applying for a Request for Grant to Community Groups and Organizations!

Our priority is to support programs or projects with tangible results that enrich and connect residents to their community.

Please answer the following questions in the space provided.

Date:	August 17 <sup>th</sup> , 2021		
Committee or Organization Name:	Amherstburg Historic Sites Association		
<b>Contact Person</b>			
Name	Stephanie L. Pouget-Papak		
Phone Number	519 736 2511		
<b>Organization</b>			
Address	Park House Museum, 214 Dalhousie St, Amherstburg, Ontario, N9V 1W4		
Phone Number	519 736 2511		
E-mail Address	<a href="mailto:parkhousemuseum@bellnet.ca">parkhousemuseum@bellnet.ca</a>		
Website	<a href="http://www.parkhousemuseum.com">www.parkhousemuseum.com</a>		
Mission/Vision Statement:	<p>Park House Museum, owned and operated by the Amherstburg Historic Sites Association, was established to collect, preserve, study, and exhibit the heritage of the Town of Amherstburg. The Museum will provide for the preservation and availability of such material for all those who wish to view and study it. The Museum will be a non-profit, educational establishment run by a volunteer Board, appointed by Amherstburg Historic Sites Association, operated for the betterment of the Town and open to the public regardless of race, creed, gender, age, sexuality or occupation. The Museum will co-operate with schools and other institutions providing programs that interest, include, and educate people in their heritage. Local interest groups will be encouraged to use the program area of the Museum to present complimentary activities and events.</p>		
<b>Board of Directors</b>			
	<i>Name</i>	<i>Phone Number</i>	<i>Email</i>
1	President, Peter Mingay	519 562 0839	<a href="mailto:psmingay@sympatico.ca">psmingay@sympatico.ca</a>
2	Vice President, Hazen Price	519 736 3218	n/a
3	Treasure, Janet Gardiner	519 730 0960	<a href="mailto:janet72018@outlook.com">janet72018@outlook.com</a>
4	Secretary, John McDonald	519 736 2573	<a href="mailto:mcdonaldjster@gmail.com">mcdonaldjster@gmail.com</a>

5	Mary Guthrie	519 736 2511	<a href="mailto:crosswindfarm12@gmail.com">crosswindfarm12@gmail.com</a>
6	Kathy Mayville	519 736 2511	<a href="mailto:dkmayville@gmail.com">dkmayville@gmail.com</a>
7	Fred Roberts	519 730 1967	<a href="mailto:frober262@gmail.com">frober262@gmail.com</a>
8	William Wark	519 736 6781	<a href="mailto:billwark1@gmail.com">billwark1@gmail.com</a>
9	Victor Lavergne	519 736 2511	<a href="mailto:vlavergne1@cogeco.ca">vlavergne1@cogeco.ca</a>
10			
11			
12			
Insurance Policy Carrier:		The Co Operators	
Town Consultations?		No	
Department Consulted:		N/A	
Non-Profit/Charitable Status Number		0424 804 5081	89608 6477 RR0001

### Project or Proposal

**Project Overview: (200 words max)**

The project overview should present a concise summary of your project. Include the reason for your project, goals and objectives, who will be involved and the amount of funding requested.

**Community Collection Project**

The aim of the project is to collect, document, research, store, exhibit, and make available to the public artifacts of importance to the community of Amherstburg.

The purpose of the project is to preserve items that tell the history of Amherstburg and its people for future generations and to foster pride in our community by telling its story through exhibit. The project is on-going as the history of Amherstburg is constantly growing.

Involvement in this project comes from many sources. It begins with the staff of the Park House Museum, members of the Amherstburg Historic Sites Association, and is continued with local students and members of the community.

Amount requested:	\$8,500.00
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**Project Description: (500 words max)**

The project description should provide in depth details of how you plan to bring your project to life. Include some of the key next steps and activities you will under take.

Market Reach or Attendance. Partnerships or Collaborations.

The conservation and preservation of the *Community Collection* is comprised of a number of principal components. The care of our Community's Collection involves researching, registering, photographing, and storing each item that is being added to the collection.

It is rather important to know the provenance of each item, i.e., what each item is, where and who it came from, what it looks like, and most critically, how it will be preserved for future generations to experience. This work requires training, specialized materials, and a temperature, light, and humidity controlled environment that is essential to the conservation and preservation of all artifacts in the collection.

Each year the existing collection must be examined to certify that it is in good condition and evaluate if it is in need of professional care. Specialized packing materials absorb damaging chemicals from the artifacts, and these must be replaced each year.

The A.S.H.A seeks outside funders and conservation specialists in the event professional conservation is needed, such as with the restoration of a historic painting or artefact repair that is beyond our expertise. In 2021, we received funding to cover the base costs associated with digitizing the archival collections such as museum software and equipment; however, the increased handling of the collection will incur higher than average costs in terms of conservation/ preventive maintenance not covered under that received grant.

**"Indigenous History since 1700"**

This exhibit will run from June 1st 2022 until December 2022, and it has been rescheduled from 2021 due to the pandemic. The majority of the grant funds are used to maintain these collections, these exhibits are excellent example as to how the care of our collections and artefact preservation translates to public history and community use.

**Exhibit Summary**

○ The exhibit will showcase a timeline of indigenous people who lived within Amherstburg throughout the 18<sup>th</sup>, 19<sup>th</sup> and early 20<sup>th</sup> century. There will be an additional focus on Bois Blanc. A video will be shown of the exhibit on the main floor for visitors with accessibility requirements.

The content objective of the exhibit is:

- To learn more about Amherstburg's Indigenous History: culture, practises, traditions, and migration.
- To engage visitors in learning about the types of cultures.
- To have an understanding regarding the effect of European Settlements.
- To inspire visitors to become engaged in a positive reception for the heritage of the Town of Amherstburg, inclusivity, and its people through the presentation of artefacts and understanding the multi-faceted nature of the Canadian heritage, culture, and identity.

- To make visitors aware of critical analysis in history, the importance of engaging in inclusivity, process of development, and its effect on cognitive development.

Amount requested: \$8,500.00

**Desired Outcomes: (200 words max)**

This section should also include what will be accomplished and the desired outcomes.

All items in the *Community Collection*, whether on display or in storage, will be checked for signs of damage or deterioration, and to take appropriate action where necessary; the desired conclusion is a collection of artefacts in the best possible condition.

The purpose of the *Annual Exhibit* is to educate the community on what is being held in the museum's archive/*Community Collection*. We encourage visitors to learn more about the community and to become active community members, which promote good citizenship skills. The museum co-operates with schools, community groups and other institutions providing programs that involve and educate people in their heritage.

**Exhibit Learning Objectives:**

- To learn more about social, educational and/or political developments in Canadian history
- To engage visitors in learning about important/ changing developments in history and its overall relevance to the town's history.
- To inspire visitors to become engaged in appreciation for the heritage of the Town of Amherstburg and its people through the presentation of artefacts; to recognize the multi-faceted nature of Canadian heritage, culture, and identity.
- Two main components that support one another
  - The identification of historical events, artefacts, and practices
  - A reflection on impact on the past and present society

**Goals & Objectives:**

Describe the project goals and objective in measurable terms by using the **Timeline and Tasks Completed by Date** requirement. Please see below.

**Timeline & Tasks Completed by Date:**

Provide a detailed timeline of the major milestones involved in your project using the chart below. An example may be execution or marketing.

Name of Task	Collection Care	Date Completed By	December 31, 2022/ ongoing
Task Description	Collection care is maintained on a continual basis throughout the year. The purpose is to maintain the Collection in the best possible condition. Items on display will be checked regularly for possible wear, put into storage, and (if needed) sent for conservation. Items in storage will be checked for signs in infestation, mold etc... and re-packaged at least once a year.		
Name of Task	Permanent Exhibit	Date Completed By	December 31, 2022/ continuous
Task Description	Research new artifacts, catalogue artifacts, and pick artifacts in a suitable condition for exhibit. Condition inspection of current exhibit artefacts. Exhibit labels prepared, where necessary. Curriculum guidelines reviewed and assigned to exhibit expectations. Promotion and evaluation of exhibit's corresponding programs and events.		
Name of Task	Summer Exhibition	Date Completed By	December 16, 2022

Task Description	Community Collection searched for suitable exhibit items. Artifacts researched. Local history researched. Exhibit design prepared. Prepare for transferred loaned items (if necessary). Exhibit installed. Reception for exhibit. Exhibit maintained. Exhibit Dismantled and stored properly. Exhibition Final Report and visitor analysis.
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**Budget:**

1. Include a budget breakdown of how the grant funding will be used for your project. List and describe actual and pending costs and any other sources of outside income.

Please see attached breakdown on next page.  
 Note: 2020 Review engagement is in separate attachment.

2. Please attach copy of last fiscal operating budget. See note above

3. Other Funding Sources for Project; please list all.

Source	Amount
Province of Ontario, Community Museum Operating Grant	\$ 7,459.00
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total amount anticipated:</b>	<b>\$7459.00</b>

4. What services will your project require from the Town of Amherstburg? Example; picnic tables, PW services, water, hydro etc. Yes or No and list items?

No, we do not anticipate any services needed at this time.

5. Has your organization received a grant previously from the program?		Yes	
Amount (cumulative)	\$204750.00	Year(s)	43

**PROJECTED FISCAL OPERATING BUDGET FOR 2022:  
Based on 2020 Review Engagement and Upcoming Repairs**

<b>Income</b>	Grant – Town of Amherstburg	8,500
	Community Museum Operating Grant/Province	7,459
	Rotary Club of Amherstburg/ Donation	0.00
	Government/Foundations Grants for Repairs	14,000
	Memberships and <i>Friends of the Park House</i>	7,000
	Admissions/ Donations	7,500
	Tinware Sales	10,000
	Events and Fundraisers	4,000
	<hr/>	
<b>Total</b>		<b>\$58,459</b>
<b>Expenses</b>	Wages– Staff	25,000
	Utilities	4,650
	Communications	1,200
	Office	3,500
	Repairs and Maintenance	14,000
	Insurance	4,100
	Advertising and Promotions	1,000
	Bank Charges	400
	Professional Fees	1,200
	Tinware Costs	4,000
	<hr/>	
<b>Total</b>		<b>\$58, 690</b>

**Project Budget 2021**

**Collection Care**

Climate Control	Utilities	4,500
Insurance	Building and Collection \$2300.00 Balance from CMOG*	1700.00
Conservation Materials	Acid-free Boxes & Tissue, Mylar Sheets, & Envelopes, Marking Materials and Securing Supplies.	1600
<b>Collection Exhibits</b>		
Collections Awareness	Includes Adverts, Flyers, Website, and Social Media	700
<hr/>		
<b>Total</b>		<b>8,500</b>

\*CMOG Community Operating Grant, Province of Ontario in the amount of \$7459

**Volunteers:**

Please describe the number of volunteers and volunteer hours that will be used for your project. How will you recruit and train them for the task?  
**(150 words max)**

The care and exhibition of the *Community Collection* will involve an estimated 24 volunteers and a total of 3000 hours in 2022.

The Park House museum volunteer program includes about 35 Docents and Volunteers. New members are recruited by word of mouth, the Park House news board, our social media accounts, and our website. On occasion, when a particular skill is required, an advertisement will be placed on the local museum internet site.

Training is carried out by staff, board members, and experienced volunteers. A mentorship program is offered for youth to learn additional skills that are transferable to other job related task for future employment in other organizations.

**Other Information:**

Include any other useful information about your project. This could include reference letters, website pages, photos, etc.

**(200 words max)**

The museum is in need of funding, we considered requesting an increase grant amount due the profound effects of the pandemic - including the fact that we do not have the finances to reinstate our curator's full-time hours, which subsequently affects our ability to generate additional revenue. However, understanding that the Town may be in a similar situation we decided to maintain our request as in previous years. Should council feel that they able to exceed our grant request, it would be much welcomed and used to generate revenue on our road to recovery.

The Park House Museum is active on social media as required by the ministry, and we post regular updates (annual, quarterly, and weekly) for events, exhibits, general education/ operations, and photographs; please explore to our following sites at your convenience:

[www.parkhousemuseum.com](http://www.parkhousemuseum.com)

[www.instagram.com/parkhouse\\_historyrocks](https://www.instagram.com/parkhouse_historyrocks)

[www.facebook.com/parkhouseamherstburg](https://www.facebook.com/parkhouseamherstburg)

[www.twitter.com/parkhousemuseum](https://www.twitter.com/parkhousemuseum)

The Park House Museum actively participates in the activities requested local initiatives and local festivals to the best of our ability, including free admission requests, with intentions to help bring enjoyment to our community and build community partnerships.

We provide work experiences for our local youth to help build job-skills. We also partner with the University of Windsor to support with their Public History courses.

Once you have completed the application and post report please **email, mail or fax** your responses to:

Paula Parker, Municipal Clerk  
271 Sandwich Street South  
Amherstburg, ON  
N9V 2A5  
Telephone: 519-736-0012 ext. 2238  
Fax: 519-736-5403  
Email: pparker@amherstburg.ca

**Disclaimer and Signature:**

*I certify that my answers are true and complete to the best of my knowledge.*

*I agree to complete an "Annual Report" and disclose all relevant information to the Town.*

*The committee takes full responsibility for the actions of all members and volunteers associated with the committee.*

**Name: Stephanie L. Pouget-Papak, Curator, Park House Museum**

Signature: \_\_\_\_\_ Date: August 18<sup>th</sup>, 2021

**Witness**

**Name: Peter Mingay, President, A.H.S.A**

Signature: \_\_\_\_\_ Date: August 18<sup>th</sup>, 2021

***Incomplete applications will not be considered.***

***\*Please see the signed PDF , which is a file that is attached as a separate PDF in the email.\****





## 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: Kevin Fox	Report Date: March 21, 2022
Author's Phone: 519 736-0012 ext. 2272	Date to Council: March 28, 2022
Author's E-mail: <a href="mailto:kfox@amherstburg.ca">kfox@amherstburg.ca</a>	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: Inclusive Community Program (ICP) Final Report

#### 1. RECOMMENDATION:

It is recommended that:

1. The Inclusive Community Program (ICP) Needs Assessment and Action Plan **BE ADOPTED** by the Town of Amherstburg with funding considerations of specific action items to be considered during budget deliberations for 2023-2028.

#### 2. BACKGROUND:

In late 2020, Administration submitted an application to the Ministry of Seniors and Accessibility for funding of up to \$60,000 under the Inclusive Community Grant Program (ICGP) to assess the needs of older adults and persons with disabilities and prepare an action plan that improves their well-being and promotes independence and active living.

On March 9, 2021 the Town of Amherstburg was advised by the Ministry of Seniors and Accessibility that the Town's ICGP application had been approved for funding up to \$60,000, pending finalization of an agreement between the Town and the Ministry.

On April 26, 2021, the ICP Advisory Steering Committee was created to provide direction and insight throughout the project from subsets of the Accessibility Advisory Committee, Seniors Advisory Committee, Council and community stakeholders.

#### 3. DISCUSSION:

Accessible and inclusive communities are also Age-Friendly Communities (AFC) – a World Health Organization endorsed planning and evaluation framework that has been adopted in Canada. The AFC approach fosters local partnerships and provides a guide for local needs assessment and action planning. Older adults and people with disabilities are engaged through each step of the process. The World Health

Organization (WHO) identified 8 domains of community life that overlap and intersect to affect an individual's personal well-being and their independent and active living in physical and social environments:

- Outdoor Spaces and City Buildings
- Transportation
- Housing
- Communication and Information
- Social, Recreational and Cultural Participation
- Civic Participation and Volunteering
- Community Support and Health Services
- Respect and Social Inclusion

The purpose of ICP project is to enhance the age-friendliness and accessibility of the community through a Needs Assessment process and accompanying Action Plan. While no one document can seek to identify all barriers or to provide all solutions, the ICP Needs Assessment and Action Plan document is derived from community engagement processes which sought to highlight those needs identified by vulnerable or underserved populations. The final document is intended to encourage and promote healthy and active living that recognizes a persons lived experience and unique perspectives. While this document serves to outline a 5-year Action Plan, the identified components of accessible, inclusive and age-friendly communities are able to endure beyond this period and drive further focus on and investment in these areas.

The Inclusive Community Program Advisory Steering Committee has provided guidance and support throughout the project to ensure appropriate engagement with members of the community, stakeholder groups and organizations and to review and advise on the development of the project. The committee recommends for adoption the Inclusive Community Program Needs Assessment and Action Plan.

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

There are no risks associated with this report.

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

The project was fully funded by the Ministry of Seniors and Accessibility under the ICP Grant and there are no financial considerations associated with this report. Items identified in the Action Plan will be considered by Council as they are brought forward during future budget deliberations.

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

Peter Simmons, Chief Administrative Officer  
Senior Management Team  
ICP Advisory Steering Committee  
Amherstburg Accessibility Advisory Committee  
Community and Stakeholder Groups



**7. CONCLUSION:**

It is recommended that Council support the findings of the ICP Needs Assessment Report and Action Plan.

  
\_\_\_\_\_  
Kevin Fox  
**Policy and Committee Coordinator**  
**Report Approval Details**

Document Title:	Inclusive Community Program (ICP) Final Report.docx
Attachments:	
Final Approval Date:	Mar 23, 2022

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



Tracy Prince



Peter Simmons



Valerie Critchley



Town of  
Amherstburg

# INCLUSIVE COMMUNITY PROGRAM

Needs  
Assessment  
and Action  
Plan Report



## Contents

Message from ICP Advisory Steering Committee	6
Introduction	7
Project Overview	9
Background	9
Town of Amherstburg	9
Demographics	10
Project Methodology	13
Supporting Information	14
Community Engagement	14
Community Survey:	14
Service Provider Survey:	15
Other Community Engagement Methods:	15
Survey Findings:	16
Community Survey Respondents	16
Provider Survey Respondents	16
Supporting Strategic Documents	16
Accessibility for Ontarians with Disabilities Act, 2005	16
Amherstburg’s Official Plan	17
Amherstburg’s Multi-Year Accessibility Plan	18
Amherstburg Community Based Strategic Plan	19
The Parks Master Plan	20
Facility Accessibility Design Standards (FADS)	22
Windsor-Essex 2021 Vital Signs Report	24
Needs Assessment by WHO 8 Domains of Community Life	25
Domain 1: Outdoor Spaces and Buildings Domain	27
Introduction	27
Trends	28
Survey Findings	29
Supporting Documentation	30
Summary of Needs Findings	30

Domain 2: Transportation	31
Introduction	31
Trends	32
Survey Findings	32
Supporting Documentation	33
Transportation Provider	34
Customer	34
Funding Partners	34
Summary of Needs Findings	35
Domain 3: Housing	36
Introduction	36
Trends	36
Survey Findings	37
Supporting Documentation	38
Summary of Needs Findings	39
Domain 4: Community and Health Care Domain	40
Introduction	40
Trends	40
Supporting Documentation	42
Survey Findings	43
Summary of Needs Findings	44
Domain 5: Social Participation	45
Introduction	45
Trends	45
Survey Findings	47
Supporting Documentation	47
Summary of Needs Findings	48
Domain 6: Information and Communication	49
Introduction	49
Trends	49
Survey Findings	50

Summary of Needs Findings	50
Domain 7: Civic Participation and Employment	51
Introduction	51
Survey Findings	52
Summary of Needs Findings	52
Domain 8: Respect and Social Inclusion	53
Introduction	53
Trends	53
Survey Findings	54
Summary of Needs Findings	54
Conclusions and Summary	55
Action Plan Introduction	61
Needs Prioritization	62
Action Plan Items	62
Domain 1: Outdoor Spaces and Buildings	63
Medium-Term Initiatives (3-4 years)	63
Long Term Initiatives (5 years +)	63
Ongoing Initiatives	63
Domain 2: Transportation	63
Short-term Initiatives (1-2 years)	63
Medium-term Initiatives (3-4 years)	63
Long-term Initiatives (5 years +)	64
On-going Initiatives	64
Domain 3: Housing	64
Short-term (1-2 years)	64
Medium – Long Term Initiatives (3 years +)	64
Ongoing Initiatives	64
Domain 4: Community and Health Care	65
Short-term Initiatives (1-2 years)	65
Medium-term Initiatives (3-4 years)	65
Ongoing Initiatives	65

Domain 5: Social Participation	65
Short-term Initiatives (1-2 years)	65
Medium-term Initiatives (3-4 years)	65
Domain 6: Information and Communication	65
Short-term Initiatives (1-2 years)	65
Ongoing Initiatives	66
Domain 7: Civic Participation and Employment	66
Short-term Initiatives (1-2 years)	66
Medium-term Initiatives (3-4 years)	66
Ongoing Initiatives	66
Domain 8: Respect and Social Inclusion	66
Short-term Initiatives (1-2 years)	66
Medium-term Initiatives (3-4 years)	66
Funding Opportunities	67

## **Message from ICP Advisory Steering Committee**

We are pleased to present our Inclusive Community Needs Assessment Report, which has been developed through local community input and collaboration. The Town of Amherstburg is emerging as one of the best places to live in Essex County and Ontario for persons of all ages and levels of ability. Population trends indicate that our community is aging, we recognize the importance of this shift and are working diligently to identify needs, priorities and strategies to make our community more inclusive and accessible for everybody. The main goal of our future work, and this project, is to ensure that all of our residents feel included and respected and have an opportunity to participate in planning and decision-making regarding the services and supports needed to continue and improve the quality of life in our region.

We thank the Ontario Ministry of Seniors Affairs for providing funding support, the Town of Amherstburg Council, the Inclusive Community Project Advisory Steering Committee, and the residents of Amherstburg for contributing to this project, the vision and future community improvement plans. We are excited to move the findings in this needs assessment report to action and are committed to helping our businesses, community partners and local champions to incorporate these positive inclusiveness directions.

Pauline Gemmell

Kathy DiBartolomeo

Christine Easterbrook

Shirley Curson-Prue

Monty Logan

Councillor Marc Renaud

## Introduction

An Inclusive Community is one where policies, services and structures related to the physical and social environments are better designed to support and enable older adults, and people with different abilities to live in a safe and secure environment, enjoying good health and well-being and continuing to participate fully in their communities.

In late 2020, the Town of Amherstburg applied for funding to the Province of Ontario for \$60,000 under the Inclusive Community Grant Program (ICGP). The project, to be carried out over thirteen months, consisted of 2 Phases: an initial 'Needs Assessment' to identify the needs, wants and desires of older adults and persons with disabilities, and; development of an 'Action Plan' (with recommendations), both of which are intended to support our 'Vision' of improving the well-being and better promoting independence and active living for older adults and persons with disabilities in the Town of Amherstburg. On March 9, 2021, the Town of Amherstburg was advised by the Ontario Ministry of Seniors and Accessibility that the ICGP application had been successful for funding up to \$60,000, with the initiative to be completed by March 31, 2022.

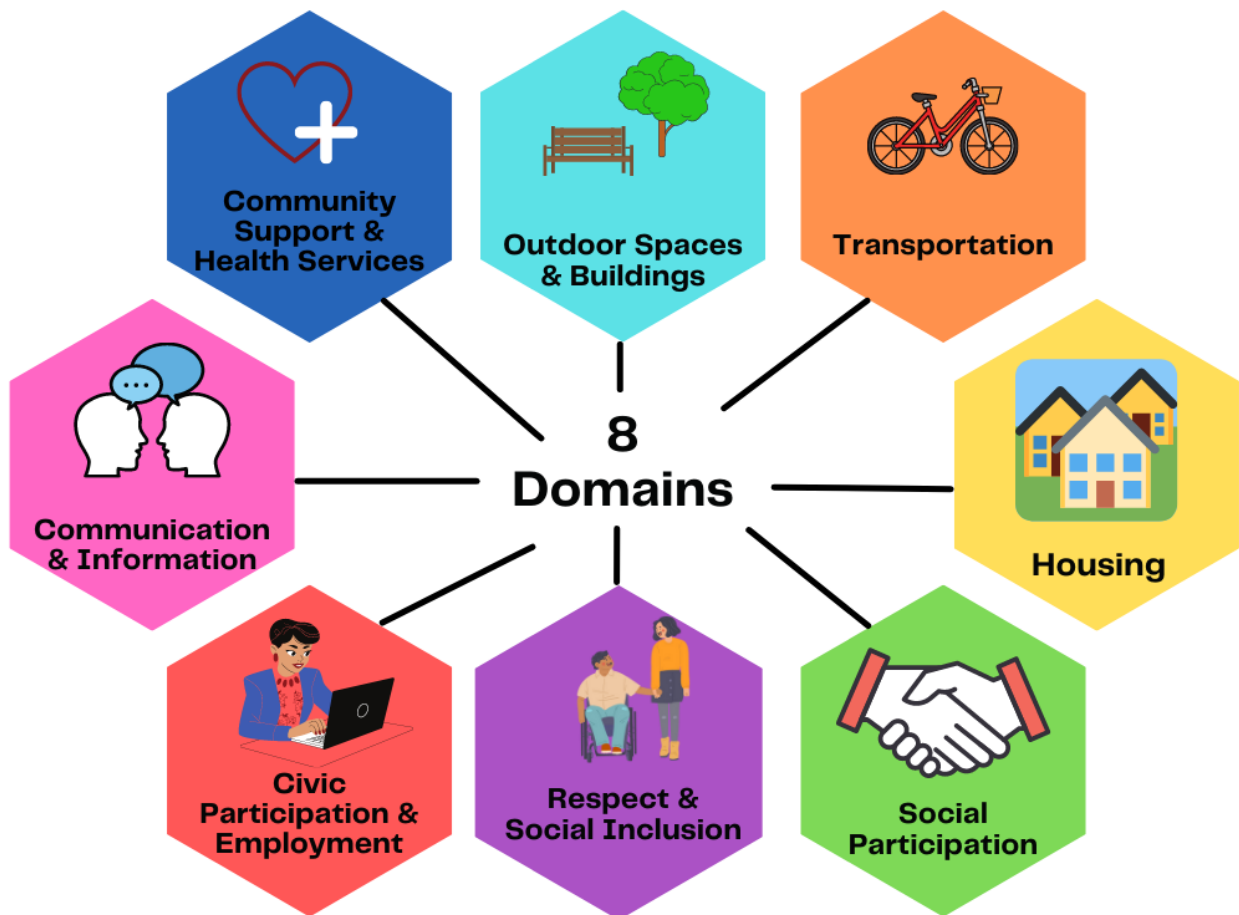
This project was overseen by a community-based Advisory Steering Committee consisting of seven members drawn from the Town's Senior Advisory Committee, Accessibility Advisory Committee, Council and local service organizations.

A community engagement process was designed and implemented during the summer, extending into December 2021, to acquire information on community inclusivity needs. The community engagement process, resulted in a comprehensive Needs Assessment aligned with the World Health Organization's Age-Friendly and Inclusive Communities framework that considers 8 domains of quality community life that overlap and intersect to affect an individual's personal well-being, their independence and active living. The 8 domains through which community needs are assessed include:

1. Outdoor Spaces and Buildings
2. Transportation
3. Housing
4. Communication and Information
5. Social Participation
6. Civic Participation and Employment
7. Community Support and Health Services



## 8. Respect and Social Inclusion



This report describes the Inclusive Community Project Needs Assessment, outlines the methodology, presents background/trend information, the findings from the surveys' as well as offering priorities for improvement going forward for the Action Plan. To help ensure success, the findings and priorities identified for action in this report are closely linked to processes and plans already underway in the Town such as:

- Amherstburg Official Plan;
- Community Based Strategic Plan;
- Multi-Year Accessibility Plan;
- Parks Master Plan; and,
- Town of Amherstburg Cultural Strategy.

It is important to note that the Inclusive Community Initiative (Needs Assessment and Action Plan) is intended to serve as a strategic blueprint for ongoing community development and relationship building over the next five years.

## Project Overview

On November 9, 2020, the *Ministry of Seniors and Accessibility* (the Ministry) announced the Ontario Government is committed to helping seniors and people with disabilities stay safe, active, and socially connected, especially during COVID-19. To this end, the government initiated the new Inclusive Community Program Grant (ICPG) for projects that foster inclusive community involvement for older adults aged 55 and over and people of all abilities, using the province’s “Age-Friendly Community Planning Guide.”

The ICPG prioritized small urban-rural communities and supported diverse populations of older adults, seniors, or persons with disabilities (including but not limited to, indigenous, immigrant, Francophone, racialized, and 2SLGBTQI+ population groups) and respond to the emerging needs of the target groups resulting from the impact of the COVID-19 pandemic.

The ICP program is directly aligned with the Ministry’s Advancing Accessibility in Ontario framework which aims to make the province more inclusive and accessible by focusing on four key areas:

1. Breaking down barriers in the built environment;
2. Government leading by example;
3. Increasing participation in the economy for people with disabilities; and,
4. Improving understanding and awareness about accessibility.

The main purpose of the inclusive community project is to help communities become age-friendly and inclusive by ensuring that the needs of residents of Amherstburg regardless of age or ability are considered at every stage of the community planning and development process.

## Background

### Town of Amherstburg

The Town of Amherstburg is a lower tier municipality located in Essex County, Ontario. The image below depicts the size and composition of the Town. The Town consists of densely populated urban settlement areas surrounded by rural lands and bordered by the Detroit River and Lake Erie. Initially, the Town of Amherstburg grew around a small fort and garrison used to defend this narrowing section of the Detroit River and the nearby Bois Blanc Island (Boblo Island). This area was inhabited long before the creation of a settlement and the Town recognizes that this land 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 Wyandotte Peoples. We

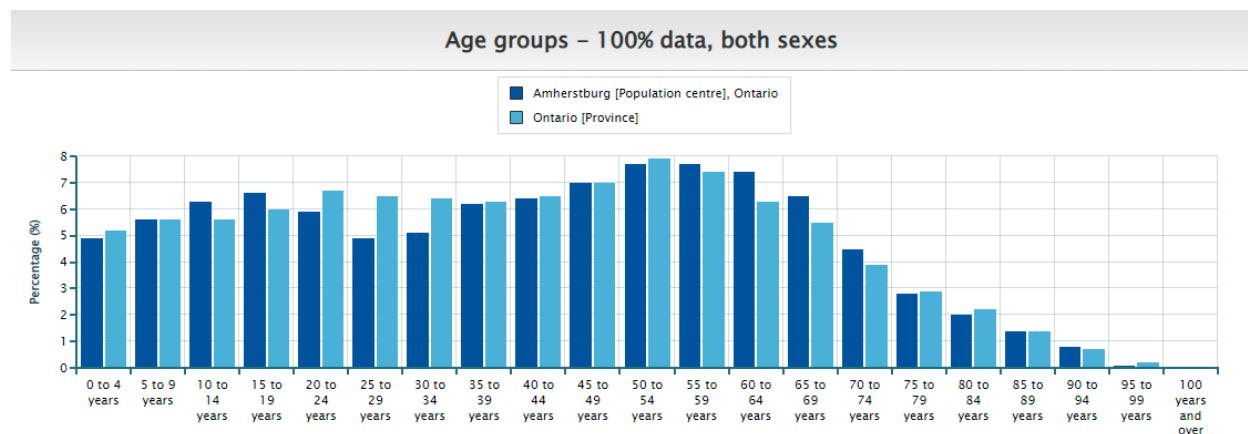


grown from 119.37 people per square kilometre in 2016 to 128 people per square kilometre in 2021. The 2021 Statistics Canada Census report also indicates the population in Amherstburg grew 7.2% from 21,936 in 2016 to 23,524 in 2021.

**Note:** Statistics Canada released a portion of the 2021 statistics in February 2022. Throughout this document, the 2016 Statistics Canada information will be used when the 2021 numbers are not available.

Additional demographic information includes:

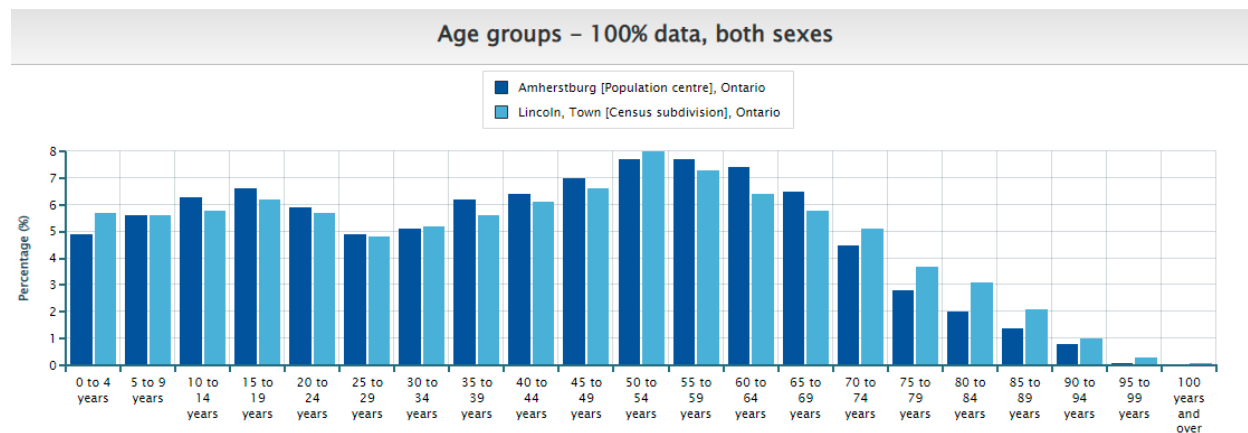
- The vast majority of residents speak English at home (21,155), with a minority population (95 individuals) identifying French as their spoken language. Amherstburg is higher than Ontario with respect to the proportion of English speaking individuals (Amherstburg 96.7% vs. Ontario 78.2%).
- The average number of individuals residing in one dwelling is two and a half. The second greatest proportion (1,915) is one person living in a dwelling, followed by four people (1,405), and then three people (1,400). Interestingly, there are 700 people living in a dwelling of five or more people.
- The greatest proportion of Amherstburg residents are married or living in common law (11,560), compared to not married (6,810) and (1,075) individuals identified as widowed.
- The 2016 Census identified that there were 7,270 households that are owned, of those 1,255 are being used as rental properties. The 2021 Census has increased this figure to 9,548 private dwellings although at this time it is not known what proportion of those are rental properties.
- Approximately 17.2% of rental households are subsidized. This is higher than the provincial average of 15%. The average monthly rental shelter costs is \$837 compared to the provincial average of \$1,109.



**Figure 2:** 2016 Amherstburg Age Groups Compared to Provincial Average (Source: Statistics Canada)

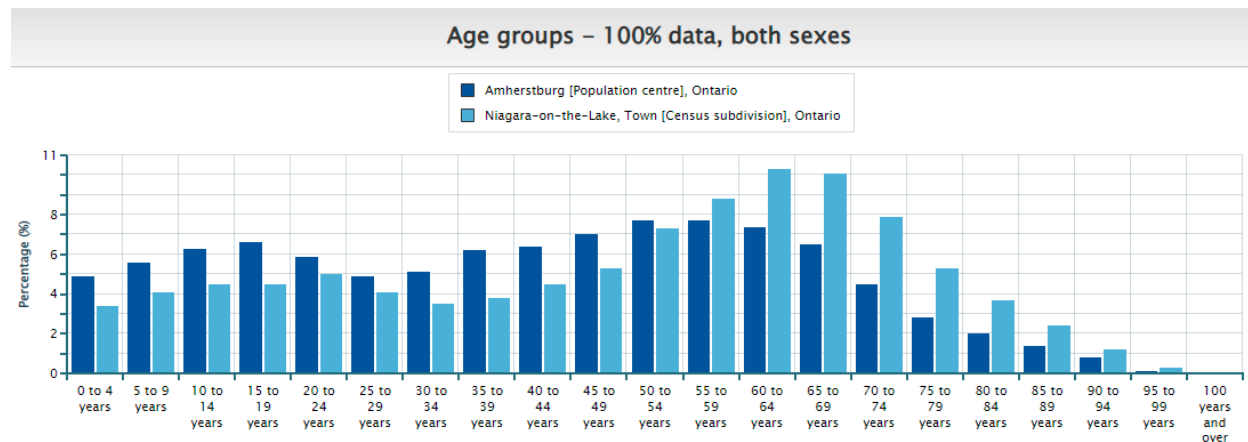
As you can see from the image above, the majority of Amherstburg residents' range in age from 25 to 74 years old. Interesting to note, there is a decline in residents starting at age 35 until age 49 when the population returns. This indicates a departure of young families, potentially for employment opportunities.

Amherstburg's population from age 65 and over is 18.1%, which is greater than the provincial calculation of 16.7%. In general, Amherstburg has a higher proportion of senior's than the provincial average. The median age in Amherstburg is 44.5, compared to Ontario at 41.3.



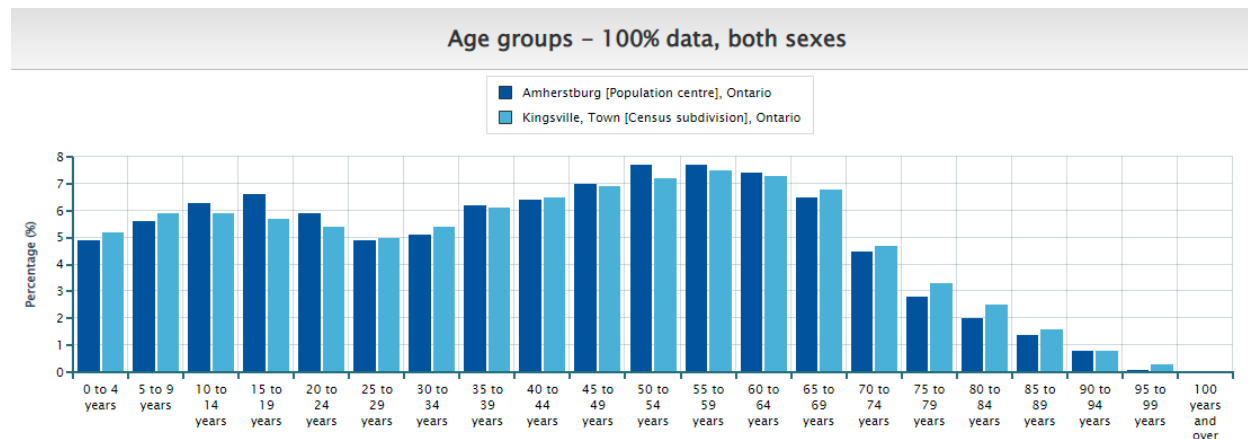
**Figure 3:** 2016 Amherstburg Age Groups Compared to the Town of Lincoln (Source: Statistics Canada).

The Town of Lincoln was selected as a comparator as it is similar in population and land area to the Town of Amherstburg. From Figure 3, the population is almost identical until ages 70 and older where the Town of Lincoln has a higher percentage of seniors in these age ranges.



**Figure 4:** 2016 Amherstburg Age Groups Compared to the Municipality of Niagara-on-the-Lake (Source: Statistics Canada).

Akin to the Town of Lincoln, Niagara-on-the-Lake was selected as a municipal comparator as it's population and land area are comparable to the Town of Amherstburg, but also, the Town has a heavy reliance on historical associations and investment in heritage conservation and tourism. The Town has a very different proportion to their population with a large number of individuals aged 55 and older.



**Figure 5:** 2016 Amherstburg Age Groups Compared to the Town of Kingsville (Source: Statistics Canada).

Locally, the Town of Kingsville has again many similarities in terms of population, land area and an emphasis on tourism and heritage. The population mirrors the Town of Amherstburg in many areas but has a larger proportion of seniors aged 65 and older.

In summary, the age group data figures provided above show that the Town of Amherstburg is not unique. Comparative municipalities demonstrate similar trends with the senior population as well as the lower population of individuals ages 25 to 50. Historical trends in this area showcase a desire for economic and educational opportunities that drive young adults to seek larger urban centres, causing a demographic shift in rural areas towards an older adult population.

## Project Methodology

This project made extensive use of the Ministry's 'Age Friendly Planning Tool Kit' checklists and assessment tools to support the community engagement process. The World Health Organization (WHO) Age-Friendly Community Planning Guide outlines 8 domains of community life that affect individual's personal well-being and their independent living in both the physical and social environments. This was used to assess needs and organize information. The WHO domain matrix also served as a useful guiding template for advancing recommendations for improvement. The following are the main methods employed throughout the project to gather information.

## Supporting Information

At the beginning of the project, relevant support information was identified by the Inclusive Community Program Advisory Steering Committee members and Administration. This included WHO guidelines on age-friendly communities, leading practices locally and from other communities, provincial planning and policy documents, Amherstburg strategic documentation, plans, policies and reports, as well as information from community service providers.

A review of this background information provided initial information on trends, directions, current successes and work underway to improve and promote people's well-being and independence in the community. Key planning resources of note included:

- The Community Based Strategic Plan
- The 2021 Multi-Year Accessibility Plan
- The Parks Master Plan
- The "Official Plan"
- Ministry's Age-Friendly Planning Guide and Tool Kit
- Age-Friendly Plans (Ottawa, Peel, Barrie, Windsor)
- The Vital Signs Windsor-Essex 2021 Report
- Erie St. Clair Health Links Data Report
- Ontario's Long-Term Care COVID-19 Commission Final Report
- Statistics Canada Census Data 2016 (Note: limited data from the 2021 Census is available and has been used where possible)

## Community Engagement

The following methods were employed to gather information from the public and local service providers.

### Community Survey:

A comprehensive survey questionnaire, based on the WHO Age-Friendly and Inclusive Community Domains was developed to obtain information from members of Amherstburg on their perceptions of the services and supports available.

To protect all participants and Administration from the COVID-19 pandemic, the preferred method of gathering information from the public was using an online survey format. The survey was advertised and promoted through a variety of mediums such as traditional print media and social media platforms as well as in printed format at various public locations. The survey was also distributed in hard copy format directly to various service providers such as the Amherstburg Community Services and the Nurse

Practitioner Led Clinic. Where required, assistance was available and provided in completing the surveys through the service providers.

### Service Provider Survey:

Information was gathered directly from selected providers of services to seniors and people with disabilities through a comprehensive online survey. This grouping of service providers were identified by the Inclusive Community Program Advisory Steering Committee and Administration. Provider selection was based on either of three main criteria:

- Those known to be predominantly Amherstburg service providers;
- Those with service provision mandates for Windsor and Essex County; and,
- Other providers that expressed an interest in contributing to the project.

The survey questionnaire requested information on services and supports and asked respondents to identify where the greatest system pressures and gaps existed. To be consistent with the 'Community Survey,' the WHO Age-Friendly and Inclusive Community domain format was again utilized. Service providers were also asked to rate current services for effectiveness, indicate priorities for new funding (if/when available) and to identify/confirm the key obstacles or barriers to older adults and people with disabilities accessing service.

### Other Community Engagement Methods:

Due to ongoing COVID restrictions and social distancing requirements, 'Focus Groups' were deemed to be non-viable and unsafe at this time. To ensure the maximum possible availability of public engagement, the initial survey period was extended by three weeks. Additionally, at that time printed surveys were also distributed to local health providers and pharmacies alongside a priority checklist for more expedient feedback which targeted those with less time available that were unable to complete the more comprehensive survey.

A consulting firm engaged for the project also completed telephone interviews with those who were socially isolated or felt unsafe to leave their homes during the pandemic. Direct supports were provided to people with disabilities living in assisted living facilities, where requested.



## Survey Findings:

### Community Survey Respondents

- Most community survey respondents self-identified that they lived in the urban core of the municipality (64%) with the remainder of responses provided from more rural settlement areas of the municipality.
- 40% of respondents self-identified as being a senior (aged 65 and over), while 29% identified as an older adult (aged 55 to 64). 14% of respondents self-identified as a person with a disability, 9% as a person with an invisible disability and 15% chose not to self-identify.
  - Note: these categories were not mutually exclusive.
- Approximately 20% of the sample identified themselves as a caregiver for a senior or person with a disability.

### Provider Survey Respondents

Those providers who completed the survey represent organizations that service both seniors and people with disabilities.

## Supporting Strategic Documents

The Amherstburg Inclusive Community Project is closely linked to current planning efforts, building on current legislation, the Town's Multi-Year Accessibility Plan, the Community Based Strategic Plan, the Parks Master Plan and guiding documents in the areas governing Transportation, Tourism and Development Services.

### Accessibility for Ontarians with Disabilities Act, 2005

The *Accessibility for Ontarians with Disabilities Act, 2005* (AODA), received royal assent in June of 2005. Under the Ministry of Seniors and Accessibility, this legislation is intended to benefit all Ontarians by establishing a goal of achieving accessibility for people with disabilities by 2025. The AODA applies to both the public and private sectors in various ways depending on classifications of organizations. It also applies to the legislative assembly. To achieve its goals, the AODA legislates the development, implementation and enforcement of accessibility standards concerning goods, services, accommodation, facilities, buildings, employment and information and communication. The *Integrated Accessibility Standards Regulation* (IASR), Ontario Regulation 191/11, under the AODA includes standards to address the following areas:

- Information and Communication Standards
- Employment Standards

- Transportation Standards
- Design of Public Spaces Standards
- Customer Service Standards

These standards address such areas as: accessible transportation services, barrier free routes of travel, accessible signage and accessible customer service standards.

### Amherstburg's Official Plan

The Town's Official Plan review is ongoing at this time, and an update is expected outside of the timeline of this project. As such, the information herein is subject to change. The following excerpt is taken from the current Official Plan, which provides the Town's requirements in addition to those required by other pieces of legislation such as the AODA or the *Ontario Building Code (OBC)*:

The Official Plan identifies Barrier Free Access as a policy of this Plan that, in reviewing development applications and when the Town is undertaking public works, serious consideration be given to the creation of a barrier free environment. Encouragement will also be given to design standards that create a safe pedestrian environment.

Barrier free design will be applied to intersections, curb cuts, pedestrian activated signals, public buildings, all new institutional, recreational, commercial, industrial, or multi-unit structures. The Town will explore ways to eliminate barriers to wheelchairs and mobility aids on public lands and buildings. The Town will encourage developers to provide barrier free developments. Proposals for the installation of barrier free access involving heritage structures must demonstrate that the alteration will not adversely impact the heritage attributes.

The Town of Amherstburg encourages development and redevelopment that addresses the principles of "Smart Growth". The Ontario Smart Growth Initiative identified six strategic directions for the Western Zone of Ontario in which Amherstburg is located. The six strategic directions include:

1. Identify and invest in a system of service nodes and sectoral networks;
2. Protect the natural environment and resources and quality of life through more effective planning,
3. Co-ordination and co-operation across the zone;
4. Support a strong and viable agricultural sector;
5. Facilitate more efficient movement of people, goods and information;
6. Ensure a sustainable, reliable and affordable supply of energy and promote a strong and vibrant economy.

The Official Plan has incorporated these principles within the Land Use Management Strategy for Development and within the specific Land Use designation policies and Implementation methodologies.

As part of the Smart Growth approach and/or Community Improvement Plan directives, development standards may be incorporated into the Zoning By-law to permit increases in the height or density of development, where such development:

1. Provides a specific type of housing, such as housing for low or moderate income groups, senior citizens or persons with disabilities;
2. Preserves areas, sites, buildings or structures of cultural heritage value or environmental sensitivity;
3. Provides additional lands for park or other public recreational purposes over and above that required by the parkland dedication policies of this plan; and/or
4. Provides additional landscaping, setbacks, greenspace or other elements that enhance streetscape design in core urban areas.

In order to support the creation of a livable, sustainable community and in keeping with the County of Essex Affordable Housing Action Plan the Town of Amherstburg, through the Official Plan, will strive to ensure that there is an available mix of housing types for all household types, income levels and for persons with special needs. In approving development proposals, the housing needs, both type and tenure, shall be considered for low, medium and high-income groups and all age-related housing needs and all lifestyle needs of Amherstburg residents

The Town will also work toward providing a range of housing choices that are affordable to all income levels. Affordable for the purposes of the Official Plan shall mean:

- Affordable housing means housing that can be accessed by households whose income falls at or below the lowest 35th percentile of the income distribution of the community.
- Affordable rental housing is housing where monthly rent costs excluding utilities do not exceed 30 percent of the tenant gross monthly household income.
- Affordable ownership housing is housing where monthly housing expenses including mortgage principle, interest and property tax but excluding insurance or utilities do not exceed 30 percent of gross monthly household income.

### Amherstburg's Multi-Year Accessibility Plan

The Amherstburg Accessibility Advisory Committee formed in 2002, supported by the Town Council and Administration, working together to identify, remove and prevent accessibility barriers. During the past years they have begun to make great strides and

are committed to building on that success by continuing to look for new ways to better meet the needs of people with disabilities, whether they are residents, visitors or employees.

The Amherstburg Accessibility Advisory Committee guided by the requirements and standards under the *Accessibility for Ontarians with Disabilities Act (AODA)* completed a Multi-Year Accessibility plan. This plan outlines the many steps the Town has made to meet the AODA requirements and to improve opportunities for people with disabilities.

### Amherstburg Community Based Strategic Plan

The Town's Community Based Strategic Plan, among other goals, seeks to improve the quality of life for its residents and to safeguard inclusiveness by developing and improving infrastructure so that all individuals have equitable access to goods, services and facilities.

The strategic vision for the longer-term growth of the Town of Amherstburg is to:

- Ensure financial sustainability through a long-term financial plan and maintenance of adequate reserves. Improve, develop, and maintain existing and new infrastructure that supports a sustainable community, and ensures that individuals have equitable access to the Town's goods, services and facilities.
- Secure commercial and industrial business investment through the use of progressive land-use planning tools and incentives.
- Further promote the Town's reputation as an attractive place to live and where residents experience a high quality of life.
- Continue to promote the Town for the quality of its festivals, celebrations and historic character.

Values supports the Vision and Mission are:

- Collaboration – working together effectively within the organization and in collaboration with other governments, private entities and community partners.
- Service-oriented – listening and responding to our customers in a culturally responsive way and prioritizing their satisfaction as we do our work.
- Results-focused – establishing community driven goals, measuring our performance, and reporting to the public on our success in meeting those goals.
- Accountable – responsiveness and transparency to the public in our roles, functions and actions as individuals and as a government.
- Innovative – creatively learn from experiences and results and seek out new and efficient ways to solve problems and serve the public.

Amherstburg's Four Strategic Pillars:

#### Pillar #1 Marketing and Promotion Objective:

- Promote the Town as a destination for all demographics including young families and retirees.

#### Pillar #2 Economic Development Objective:

- Target the growth of the business community and cultural institutions and foster an attractive downtown core.

#### Pillar #3 Investment in Infrastructure Objective:

- Provide infrastructure that will facilitate growth and development.

#### Pillar #4 Fiscal Sustainability Objective:

- Demonstrate fiscal responsibility and the efficient allocation of tax dollars.

### The Parks Master Plan

The main goal of the Parks Master Plan is to maximize social, health, environmental and economic benefits of all the Town's residents by:

- Fostering accessibility and inclusivity through the provision of equitable access to barrier-free spaces and amenities for all ages and abilities are critical to enhancing the quality of life for our residents.
- Activating our waterfront and our locations on both a Canadian Heritage River and one of the Great Lakes, this being a unique part of our local identity.
- Encouraging participation through high levels of safety, user satisfaction, and physical and social activity.
- Celebrating the heritage, culture and rich history, making Amherstburg an attractive place to live, work, play and visit.
- Supporting tourism as a first-class destination in Southwestern Ontario, Amherstburg is committed to investing in the Tourism Sector.
- Engaging the community to ensure that the parks remain responsive to changing needs.
- Sustaining active transportation options such as walking and cycling for recreational or utilitarian purposes in order to improve the health of our resident sand our community.
- Connecting people with nature through Amherstburg's abundant and uncommon array of natural heritage features and ecological habitats.
- Promoting innovative design and management of the increasingly complex network of parks and open spaces.

Changing interests and activities are driven not only by leisure trends, but also by the aging population, community diversity, evolving lifestyle preferences, land use patterns, and new outlooks regarding physical activity. There is a desire to continue to diversify Amherstburg parks as well as the types of uses within parks.

Technical standards relating to the accessibility of parks facilities are governed by *Accessibility for Ontarians with Disabilities Act (AODA)* and its regulations, as well as local guidelines (Amherstburg has adopted Facility Accessibility Design Standards often referred to simply as FADS – see below). Standards for playgrounds, trails, and boardwalks are established by Ontario’s Design of Public Space Standard.

Examples of Amherstburg’s accessibility design standards are the rubber surfacing at Pat Thrasher Park, Toddy Jones Park as well as the accessible playground located at the Libro Credit Union Centre. Amherstburg is home to a Miracle League Diamond, which allows children and adults with disabilities to participate in baseball in a barrier-free environment.

The Parks Master Plan guiding principles:

1. Foster Accessibility and Inclusivity
2. Activate our Waterfront
3. Encourage Participation
4. Celebrate our Heritage and Culture
5. Support Tourism
6. Engage the Community
7. Sustain Active Transportation
8. Connect People with Nature
9. Promote Innovative Design and Management
10. Invest Responsibly

Amherstburg owns, maintains and/or has negotiated public access to approximately 113 hectares (266 acres) of developed and undeveloped parkland (except for Natural Parks). Based on the 2016 population of 21,936, this equates to a provision rate of 5.1 hectares per 1,000 residents. A review of parkland distribution finds that the Town’s parks system provides good geographic coverage in its urban areas, although small gaps exist based on 500-metre service area. Current parkland supply is adequate and additional parkland only be acquired to:

- Meet growth related needs;
- Enhance public access to the urban area’s riverfront;
- Protect natural habitat and cultural significant locations;

- Establish linear/trail connections vital to creating a comprehensive active transportation network; or
- Expand existing parks where necessary to install additional recreational amenities, based on demonstrated needs.

Key open space properties not included in the calculation include: Cypher Systems Group Greenway, Big Creek and Holiday Beach Conservation Area, Crystal Bay and White Sands Conservation Area and the Fort Malden National Historic Site.

Amherstburg’s parkland supply is above that of most comparable urban/rural municipalities which typically have provision rates in the range of 2.5 – 4.0 hectares per 1,000 residents. Waterfront communities tend to have high parkland supplies as they seek to connect their residents to the water, thus Amherstburg’s rate of provision can be expected to be higher than average.

Most Amherstburg park amenities are in moderate to good condition. Site furniture is generally rated good, however pathways range from very good (15%), good (31%) to moderate (38%) (15% were not rated). Pavilions were generally rated moderate to poor.

The County Wide Active Transportation System (CWATS) is a regional travel strategy to “Walk, Ride, County Wide.” The purpose of the trails system is to connect people with places of interest and facilities within the Windsor-Essex Region. The trail system includes paved shoulders, cycle paths, signed routes and off-road paths like multi-purpose trails for people to walk or ride on. Connectivity to this trail network is an integral part of encouraging active transportation within the community.

Trails within parks are an integral part of connecting residents with amenities in their neighbourhood. Amherstburg should consider establishing looped walking circuits in parks that support passive recreation.

Signage, wayfinding, and branding are key components of a successful trail network. The Town should prioritize provision of additional signage that can be used to indicate linkages and destinations throughout the Town. New roadway construction and improvements to existing roadways should include consideration of adequate and safe infrastructure for bicyclists and pedestrians where appropriate and feasible.

### Facility Accessibility Design Standards (FADS)

The Facility Accessibility Design Standards will be adapted for use as a guidelines in Amherstburg from those already in place at the City of Windsor. The standard was compiled to assist architects, engineers, designers, builders and contractors in the construction and modification of barrier-free environments. It will also assist those who want to make their homes and businesses accessible to persons with disabilities. The

standard provides guidelines for the accommodation of a variety of disabilities. It is important to recognize that persons with disabilities each have their own unique abilities and needs as far as accessibility is concerned. The object of universal access is to apply standards from the perspective of a person with a disability, not assumptions about what a person with a disability might want or need. It is also important to note that as our community ages, the need for universal access will increase. Full participation through universal access is good for businesses and the community at large.

These design standards offer guidance for opportunities to increase access beyond that which is required in legislation like the *Accessibility for Ontarians with Disabilities Act* (AODA) or *Ontario Building Code* (OBC) and serve as a service level enhancement, where enacted. As legislative requirements are likely to continue to improve in future years, early investment in achieving a higher than required standard may offset the need to revisit projects to increase compliance in the future, thereby reducing future costs and providing greater access in the intervening period. Barrier-Free Design Standards are part of opening doors to the whole community. They are about independence, dignity, equality and justice. They are about good business.

The design standards include specific criteria to address such areas as:

- Outdoor public areas
- Accessible parking areas
- Accessible ramps, stairs, entrances, doors and hallways
- Accessible elevators, escalators, and platform lifts
- Accessible washroom facilities
- Accessible building features and amenities
- Accessible controls, systems and functions
- Accessible recreational facilities
- Additional facility-specific accessibility requirements

The Facility Accessibility Design Standards will be considered throughout the Facility Needs and Condition Assessment Study that is being undertaken. Where such standards are enacted there are increased expenses related to any renovation or new construction.

The regional Community Safety and Well-Being Plan 2022-2026, was developed in accordance with provincial legislation and with guidance from area municipalities and community stakeholders with the goal of re-imagining how to address local crime and complex social issues through preventative and collective action. The plan takes advantage of the community's existing strengths, resources and best practices to create proactive approaches to address identified local risks. The Community and Safety Well-Being (CSWB) model acknowledges that an individual's housing and financial security,



educational opportunities, and physical and mental well-being are factors that can reduce the probability of harm and victimization. The factors impacting CSWB in Windsor Essex are:

- Mental health and well-being
- Crime and victimization
- Housing and neighbourhoods
- Financial security and employment

The following goals were identified in the report:

1. Improve collaboration between CSWB partners for better data and service outcomes.
2. Improve representation and inclusion of priority populations in collaborative decision-making processes for CSWB initiatives.
3. Increase access to safe and affordable housing.
4. Promote safe, healthy, and connected neighbourhoods and communities.
5. Increase frequency of preventative care and early interventions to reduce overall service need and crisis intervention.
6. Safe and effective emergency response to those in crisis.
7. Identify existing gaps in the social safety net for those facing income insecurity and poverty with a lens of equity and inclusion for priority populations.
8. Promote local employment and increase participation in local education and training.

The CSWB plan is a first iteration of a process toward community safety and well-being that must involve residents, municipal and sector leaders, and collaborators from various backgrounds and levels of experience. The implementation principles are:

- Representation and inclusion
- Collective action
- Community engagement
- Data and evaluation
- Sustainable funding

## Windsor-Essex 2021 Vital Signs Report

The Windsor Essex Community Foundation's 2021 Vital Signs Report is a snapshot of life in Windsor-Essex County that uses local research and data to measure the vitality of our community. By identifying trends and opportunities in eleven key issue areas, Vital

Signs touches on all aspects of our daily lives and focuses on our overall sense of belonging. Overall, the 2021 report states Windsor-Essex is doing Okay when it comes to quality of life, but there is still room for improvement.

Although the survey did not identify responses from specific municipalities, the responses are indicative of our region and can be used to reflect on the Town of Amherstburg. Of the survey respondents, 68% were in the age range of 45-65 and over and 86% indicated they lived more than 10 years in Windsor-Essex County.

Survey results:

- 47% improve access to mental health programs and services
- 27% access to health professionals and services needs to be improved
- 37% increase opportunities for people to feel included and connected
- 31% provide more initiatives to increase life satisfaction
- 40% expanding social programing for at-risk individuals
- 56% improving the affordability of housing
- 23% increasing the availability of housing with different levels of assisted care
- 82% improvement is needed for affordable housing
- 51% improvement is needed for available housing with different levels of assisted care
- 15% improve the amount of connected green space
- 37% Creating a regional transportation system connecting Windsor and Essex County
- 19% Improve and/or increase the number of bike pathways and/or pedestrian walkways
- 33% of survey respondents rated public transportation improvement is needed

## **Needs Assessment by WHO 8 Domains of Community Life**

The Needs Assessment involved obtaining direct input from those most effected such as older adults aged 55 and over, persons with disabilities, and disenfranchised populations and service providers. The needs assessment collected information on the diverse needs of these areas from the context of what is working now, what should be expanded and identified areas of improvement. The Needs Assessment forms the basis for the Action Plan to outline specific project areas and tactics or strategies for implementation.

The goals of the Needs Assessment process were to bring forward a comprehensive needs assessment based upon ensuring the following were completed:

- Initiate and complete a comprehensive evaluation of demographic, comparator, and contextual information from the current service levels, facilities and service provisions of the Town of Amherstburg and local organizations, service providers and community stakeholders.
- Engage with older adults aged 55 and over, persons with disabilities, service providers and the wider community through an inclusive community engagement process that provides avenues to ensure those with differing abilities or access can be provided the ability to participate.
- Ensuring the public engagement process is representative of a diverse range of target populations including hard-to-serve isolated seniors, minority groups, those with limited access to services or technology and older populations that include those with chronic conditions, those in poor health and those in good/excellent health and are more active. This ensures that respondents are provided an opportunity to highlight their particular circumstances and needs confidentially.
- Increase awareness and information gathering among target populations about the variety of methods available for participation and the overall project process and expected timelines and results.
- Advance local prioritized short, medium and longer-term improvement projects which are derived from a critical reflection on the WHO 8 Domains of Age-Friendly and Inclusive Communities that will better the lives of those target populations in Amherstburg.

The community engagement survey asked respondents to provide information on their experiences within the community which were derived from the 8 Domains of WHO. A careful analysis of those survey results, in collaboration with the noted statistical and analytic review of current trends, demographics, comparator benchmarking, best practices and current service provisions resulted in the following needs assessment findings. While no means exhaustive, this needs assessment highlights those areas which were drawn out based on the public engagement process and through careful study and review of those areas. As the work of making the community more inclusive should always be considered an ongoing process, the following needs assessment findings represent the current targets for areas of enhancement, improvement or advocacy to support those needs identified at the moment.

## Domain 1: Outdoor Spaces and Buildings Domain

### Introduction

The external environment has a major impact on the mobility, independence and quality of life of older people as they go about their daily lives beyond the comfort of their homes. A clean community and well-maintained recreation centres with ample rest areas, well-developed and safe pedestrian and building infrastructure, and a secure atmosphere is the ideal environment for older adults to age-in-place in.

A needs assessment review for outdoor spaces and buildings focusses on several key areas that promote independence, foster social interaction and enable people to enjoy their lives at any age.

The mix of urban and rural areas in Amherstburg promotes community strength in that there are tremendous opportunities to invest and conserve natural environment areas that contribute to the health of the community. Amherstburg has repeatedly been noted as one of the safest communities in Ontario and it neighbored by other communities with similar distinctions.

The physical environment is an important determinant of physical and mental health for everyone. Creating supportive surroundings, including age-friendly and accessible outdoor spaces and building design, can enhance physical well-being and quality of life, accommodate individuality and independence, foster social interaction and enable people to conduct their daily activities.

A walkable community is one where it is easy and safe to walk to goods and services. It is one which encourages pedestrian activity, includes expanded transportation options and has a safe and inviting pedestrian infrastructure that meets or exceeds accessible guidelines and serves people of all ages and abilities. When sidewalks, parks and trails are accessible and pleasant to walk, all community members benefit.

Older adults and people with disabilities see an inclusive community as one which has a wide range of activities available to them in a facility which is designed and built with access in mind.

The Town of Amherstburg invested in the creation of the Libro Centre, a sports complex featuring a Barrier-Free design and Silver LEED designation for environmental impacts. The complex is home to the first Miracle League Field in Canada, an accessible baseball field designed with safety, accessibility and recreational programming for people with disabilities as its core elements. Additionally, the Libro Centre is home to the accessible sledge hockey league and offers other amenities such as an indoor accessible walking track open year-round and an indoor turf soccer field.

Other parkland amenities exist throughout the Town, having been established historically to provide services and amenities for the public or having been developed to respond to pressures driven by growth, such as that of neighbourhood parks. These parks tend to have individual strengths which can be drawn upon to further emphasize their importance in the park system and to encourage greater utilization and enjoyment of the areas. While these unique perspectives are reinforced, consideration must also be given to those common elements which contribute to the enjoyment of most park amenities, such as trail networks, shade structures, rest areas, green space and natural elements. All of these amenities should be crafted with accessibility top-of-mind so that rest areas or outdoor eating spaces are able to be used and enjoyed by everyone.

## Trends

In Canada and Ontario, seniors and caregivers have been involved in numerous studies identifying important aspects of outdoor spaces and buildings. Older adults and service providers in rural and remote communities expressed that walkable sidewalks, pathways and trails are very important for older persons, not only because they support safety and physical activity, but also because they enable older adults to get around and take care of their personal and social needs. Participants also identified the importance of having amenities within close proximity of each other.

In addition to the importance of walking for such practical purposes as running errands, walking is a form of physical activity and recreational needs in this area have been on the rise to provide safe, well-lit and secure places to walk for exercise. Ensuring that paths, trails and walking routes are supported with sufficient washrooms and rest areas with shade structures and seating areas, makes these areas more usable by seniors.

Seasonal conditions clearly have an impact on the walkability of communities. Amherstburg By-laws to clean and maintain sidewalks in the winter help to ensure sidewalks can be used throughout the year. Survey responses indicate that Amherstburg does a good job clearing snow from such routes.

Buildings with few steps, push-button doors and wheelchair ramps are important for accessibility by all seniors. Aging buildings, however, are often cited as having accessibility problems. Inaccessible washrooms or toilet stalls, stairs and heavy doors are challenging for seniors and people with differing abilities.

Amherstburg does not have jurisdiction over older, privately owned buildings, however, can advocate for upper levels of government to provide grants and funds to encourage people and businesses to upgrade their buildings to address these issues. The Town can also consider supporting a Community Improvement Plan (CIP) which could encourage and support business façade upgrade plans and selected accessibility improvements.

Under the AODA, Ontario Regulation 191/11, the *Integrated Accessibility Standards Regulation* (IASR) details the standards in terms of the design of public spaces. These entail such elements as:

- Recreational trails and beach access routes;
- Outdoor public eating areas;
- Outdoor play spaces;
- Accessible parking;
- Exterior paths of travel;
- Maintenance and restoration of public spaces;
- Guidelines for service-related elements indoors like service counters, fixed queuing lines, and waiting areas with fixed seating.

Additionally, the *Ontario Building Code* has standards with regards to the design of buildings and the applicability of these standards on new construction or those buildings undergoing major renovations.

### Survey Findings

- 95% of the respondents agreed that public spaces in the Town of Amherstburg are clean and pleasant.
- 57% of respondents felt that buildings are accessible for individuals with limited physical mobility (25% of respondents' disagreed, and 18% had no feeling either way).
- 70% agreed that green spaces and outdoor seating are sufficient in numbers and are well maintained and safe.
- 61% said they felt that sidewalks are in excellent/good condition and free of obstructions (21% of respondents disagreed, and 18% had no feeling either way).
- 75% of respondents felt that snow and ice clearing on sidewalks was effected in a timely and efficient manner.
- 63% of respondents felt that there were adequate accessible parking spaces for people with disabilities.
- 67% of people believed there are enough pedestrian crossings.
- Overall, most respondents (73%) agreed that it is easy for older adults to get around while walking in the Town.
- When respondents were asked about areas they would like to see for further investment they selected:
  - Accessible washrooms
  - Rest areas
  - Crosswalks and sidewalks

- Trails and walkways

### Supporting Documentation

The Official Plan, sets out Amherstburg's vision and goals for the future. It ensures that new development and growth considers a broad range of interests and perspectives and that land use planning decisions reflect local value. The Official Plan is currently undergoing the five-year review and should include supportive visions and goals for Amherstburg's seniors and people with disabilities.

Amherstburg's Parks Master Plan develops the vision for improvements, uses, acquisitions, and planning of park projects in the Town of Amherstburg. It provides a framework for identifying and evaluating future park projects, including new opportunities and the redevelopment of existing assets. It lays the groundwork for future planning, policy development and grant securement.

The Town of Amherstburg is a welcoming, inclusive community that values diversity, accessibility and the essential dignity of all people. To ensure this, the Town adopted and annually engages the community, the Amherstburg Accessibility Advisory Committee and people with disabilities on targeted objectives of the Multi-Year Accessibility Plan of the Town of Amherstburg to eliminate barriers to full enjoyment and participation in our community.

### Summary of Needs Findings

In order to ensure Amherstburg's outdoor spaces are accessible and meet the needs of the community, each park should have a master plan developed to guide any upgrades or enhancements required. Each Master Plan will include standard amenities such as park furniture and location as well as specific amenities for each park. Public consultation will be required to ensure each park is designed to meet the community needs. Several consultations are currently under way for parks such as Centennial Park, Jack Purdie Park, Briar Ridge Park, Ranta Memorial Park and Warren Mickle Park.

The Official Plan is currently undergoing the five-year review and should include supportive visions and goals for Amherstburg's seniors and people with disabilities that strengthen their enjoyment and active participation in society.

## Domain 2: Transportation

### Introduction

Accessible and affordable public transportation is key to ensuring older adults and people with disabilities remain engaged with their community and able to access health and social services facilities. Municipalities should always keep seniors in mind when considering transportation options.

Seniors and people with disabilities should ideally be able to navigate throughout the Town with ease, with a number of options available to them to assist in their transportation needs. Apart from affordability of such services, transportation services should cater to people with a range of mobility needs. In addition, helpful drivers sensitive to elderly needs are better able to assist older commuters. Information on age-friendly, accessible and affordable transport services should be made available to older people and people with disabilities to facilitate their increased usage.

Driving can be essential transportation, particularly in suburban and rural areas. Parking bays close to buildings and drop-off and pick-up bays are welcome by seniors as well as people with accessible needs.

Transportation Services available in Amherstburg include:

- Amherstburg Taxi Inc. (In addition to other Taxi services operated out of surrounding municipalities)
- Ride Sharing Services
- CareLink Health Transit Service
- St. Clair College Student Shuttle

**Note:** A public transit service is being contemplated to enter a pilot project period through the use of a neighbouring municipality for busing from Amherstburg through Windsor, and providing connections which can continue into Leamington.

Additionally, it should be noted that the current Amherstburg Taxi service does not provide access to accessible on-demand taxi services, although such services are provided by services in surrounding communities which may agree to taking on ridership, albeit only where such trips are likely to leave the municipality. Efforts to engage the community, the Amherstburg Accessibility Advisory Committee and people with disabilities to identify the proportion of on-demand accessible taxi's are expected to be completed in 2022, with Administrative options provided based upon a multi-year review of industry standards and best practices to encourage and promote increases in the proportional rate available.



## Trends

In reviewing trends in the transportation domain it was imperative that this be done with a perspective driven by the real world conditions affecting the Town of Amherstburg as a largely rural, lower tier municipality. Many trends affecting larger urban centres do not provide solutions that are workable in smaller towns with wide geographic spacing and comparatively low population density. To appropriately reflect the context of the Town of Amherstburg, this report utilized the extensive work of the Rural Ontario Institute and its findings in relation to rural transportation networks, namely, the “Towards Coordinated Rural Transportation” resource document. The report is a product of the Accelerating Rural Transportation Solutions initiative; a collaboration between the Rural Ontario Institute and the Ontario Healthy Communities Coalition. The purpose of that initiative was to enhance and strengthen the sharing of knowledge of effective models and emerging innovation in rural regional transportation funded from The Ontario Trillium Foundation, an agency of the Ontario government. The document states that:

“Across Ontario, rural residents, employers and other stakeholders have been voicing concerns about the lack of adequate transportation services in rural areas for a long time. Many different types of organizations across rural and small town Ontario are working on improving transportation services within their regions. This includes both municipally-sponsored efforts and partnerships among diverse community service organizations.

The need for such collaboration is becoming more important as the implementation of other societal priorities such as "aging at home" strategies necessitate that these services be strengthened and improved. The typical older demographic in rural areas emphasizes the fact that our capacity to meet social, economic and health needs solely by relying on private cars and volunteerism is increasingly inadequate. Neighbours volunteering to assist neighbours through the provision of transportation may be exemplary but such efforts are also uneven in their reach and hard to sustain.”

Additionally, trends towards increasing numbers of people with disabilities and shifting demographics towards older adults and retirees on fixed incomes necessitate the need for accessible, affordable, reliable and sustainable models of transportation services across wider and more regionally interconnected transportation networks.

## Survey Findings

- 45% of the respondents indicated that they would use public transit services if available.

- 48% of the respondents felt that there are currently sufficient specialized and public transit (care links) services available to meet the needs of seniors and people with disabilities.
- 93% of respondents indicated that traffic signs are easy to read and understand.
- 62% of respondents indicated that available taxi services are meeting their needs.
- 43% of those surveyed felt that current taxi services are affordable.
- 53% of responses indicated a need for increasing a demand on the proportion of on-demand taxi services offered.
- 45% of those surveyed indicated they felt roads were excellent/well maintained.
- 33% thought that there are good options for volunteers, shuttle and/or pooled driving resources.
- 47% of respondents agreed that there is enough information about transportation services available for seniors and people with disabilities in the Town of Amherstburg.

### Supporting Documentation

The Rural Ontario Institute and the Ontario Healthy Communities Coalition produced both a case study on ten public transit projects in rural communities which sought to leverage models of collaborative transportation solutions to address public transit needs in rural communities, and, the *Towards Coordinated Rural Transportation* resource document. The research they conducted identified three main challenges to the provision of transportation services to rural communities in Ontario, namely:

1. Low density and dispersed nature of population and employment and services makes it difficult to provide effective transportation that meets all the needs within the community at reasonable costs;
2. The long-distance nature of trips (often travel is to adjacent urban centres to access services) makes the per trip cost of rural transportation expensive;
3. A lower tax base makes available funds for transportation services scarce, particularly when competing with other municipal priorities and established provincial programs and budgets.

These works explored the opportunities and benefits provided by a coordinated transportation service model. This identified that there were three perspectives from which the benefits must be viewed, namely:

1. The organization providing transportation services (transportation provider);
  2. The clients and residents that require the transportation services (customers);
- and,

3. The funding agencies that provide the revenues necessary to deliver the transportation services (funding partner).

These benefits were then summarized for each area, as noted below:

### Transportation Provider

- Access new funding sources that were previously unavailable to an individual organization – For example, new funding programs linked to the coordination mandate; access to provincial gas tax funds; or access to other funds through the partnership.
- Stretch scarce resources through better overall resource management – An example would be reducing the workload of staff responsible for reservation/dispatch by creating a centralized position within the coordinated network. This, in turn, can free local staff to do other work important to the organization or to reinvest the savings into additional transportation services.
- Enhance purchasing power and use economies of scale to upgrade transportation capital and other resources – An example would be the ability for a group of service providers to purchase a scheduling software program that would be unaffordable and ineffective to an individual transportation provider.
- Increase the potential for shared rides, which in turn increases trip making capacity by reducing duplication of service – For example, a centralized scheduler/dispatcher could allocate passenger trips based on the closest available vehicle within the coordinated network rather than limiting them to a vehicle owned by the agency/organization they are registered to.

### Customer

- Enhance their mobility through the availability of transportation services – This may include increased service hours, service provision in new areas or the ability to make more trips.
- Reduce confusion concerning “who to call” for transportation services – This can be achieved by providing and communicating one phone number to call for all transportation services within the county/region.
- Expand the eligibility criteria for service – With the objective of making transportation services more inclusive for all residents (e.g. many community care agencies that are funded by their Local Health Integration Network restrict eligibility to seniors and adults with disabilities).

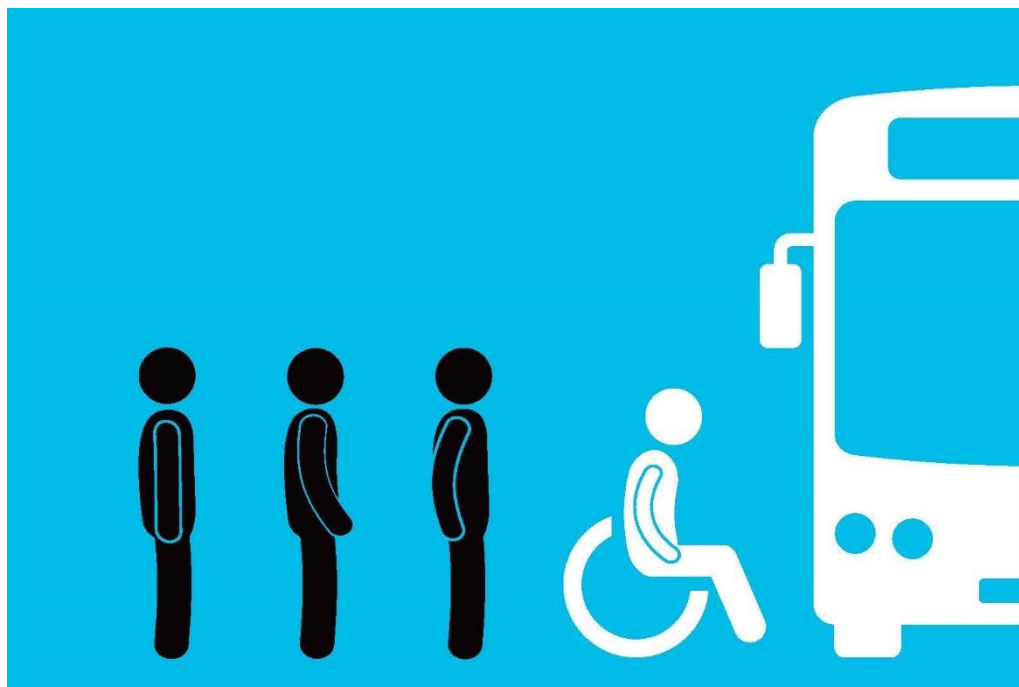
### Funding Partners

- Coordinated transportation services provide a service which addresses needs for many different people, such as:

- Seniors (with the objective of enhancing their ability to age at home and reduce provincial spending on hospitals and long-term care facilities).
- Employees and those seeking employment (providing access to employment opportunities locally or in adjacent communities).
- Students (the ability for students that are bused to school by a student transportation service to participate in after school activities and/or part-time employment).
- Persons using social assistance programs (provides clients with the ability to access services and employment opportunities).
- Persons with health related issues (promotes independent living for persons with a chronic health related issue or with a disability. An example is the Canadian Cancer Society or the CNIB).
- Make better use of the funding through more efficient resource management (and the delivery of a more effective service).
- Reach a greater number of customers and provide a better level of service (by taking the savings gained through greater cost effectiveness of the service delivery and reinvesting the savings in service improvements).

### Summary of Needs Findings

Given the needs identified herein, opportunities should be explored to connect the Town of Amherstburg to a wider transit network to ensure that the cost of providing those services considers the per trip cost from Amherstburg to other areas in the County and to ensure that riders have the widest possible access to interconnected networks of accessible, reliable and affordable transit services.



## Domain 3: Housing

### Introduction

The housing conditions of older people and people with disabilities are often linked to their quality of life and whether they can age independently and actively in their community. Appropriate housing design and its proximity to community and social services allow residents to live comfortably and safely, while housing affordability provides peace of mind.

The cost of housing and related utilities influences where vulnerable populations live. High housing costs can discourage both older people and people with disabilities from moving to more appropriate, accessible and age-friendly housing. A home with accessible, age-friendly features; such as elevators, wide passages to accommodate wheelchairs (etc.), allows residents to live comfortably. Conversely, a home layout impeding mobility, such as stairs and uneven floors, can be a barrier. In these cases, the ability to modify one's home through affordable and accessible home modifications would ensure that people are able to continue living well in their current place of residence. It is important that seniors and people with disabilities feel safe and secure in their own homes.

Locating social and health facilities close to the homes of seniors and people with disabilities is crucial in ensuring accessibility to such services when they need it. People also wish to remain close to their family, friends and community, so providing a range of housing options would cater to diverse needs of seniors and people with disabilities.

### Trends

Canada's nearly seven million seniors (as per 2021 Statistics Canada report) represent a complex and dynamic cohort, with diverse living arrangements and housing needs. Within this context, it is generally understood that most seniors desire to age in community. However, as individuals age their needs and capabilities can change and they may experience challenges in finding suitable housing to accommodate their changing needs and services. These challenges may include:

- Difficulty in finding affordable housing;
- Ability to afford necessary adaptive changes;
- Limited access, or barriers to, mobility aids; and/or,
- Potential gaps in availability of appropriate supportive services such as home care.

Seniors (those 65 and over) are the fastest growing age group in Canada. In 2016, there were 5.9 million seniors, who represented 16.9% of the total population in Canada

and this percentage is expected to increase, as per Statistics Canada's forecast to 24% by 2036.

As seniors age, they are more likely to face disability, to find that their disability creates difficulties for them, and that they need help. Without informal and formal support (for example homecare), older people with disabilities are among those who are most likely to want or need to find alternative forms of housing. Modifications can enhance seniors' overall functioning and well-being. Home modifications can help seniors age at home and may prevent the need to move. Home modifications can also benefit people who may have, or who may develop, a disability.

In 2017 it was reported that 15.5% of Ontarians, or 1.86 million persons lived with a disability. More recent data from 2020 identifies that this figure has grown to over 2.6 million people. This means that nearly one in four people in Ontario are living with a disability.

According to the World Health Organization (WHO), the physical and social environments are key determinants of whether people can remain healthy, independent and autonomous lives as they age. As such, in an accessible, age-friendly community, the physical and social aspects of a community are designed to improve the health and well-being of older adults and people with disabilities.

### Survey Findings

- 54% of respondents felt that more local retirement home options may be needed in the Town of Amherstburg.
- 48% of the responses felt that the amount of subsidized (geared to income) accommodations in Amherstburg was inadequate.
- 54% believed that housing options for seniors and people with differing abilities were lacking.
- 55% of respondents felt that sufficient supports exist in the community for seniors to remain in their homes if desired (e.g. meal delivery, housekeeping, personal care).
- 49% of responses felt that information on available housing options was lacking.
- When respondents were asked about areas they would like to see for further investment they selected:
  - Rent subsidies and geared to income housing for seniors and people living with disabilities.
  - Age-Friendly, affordable, accessible housing.
  - Increased aging in place options.
  - More affordable housing generally.

## Supporting Documentation

The Association of Municipalities in Ontario (AMO), in their *Blueprint for Action: An Integrated Approach to Address the Ontario Housing Crisis* document, identified 12 municipal actions that can be taken to facilitate more housing affordability options as a result of the planning and financial tools at their disposal.

1. Work with developers to encourage innovative housing while still conforming to the standards of the *Ontario Building Code*.
2. Advocate for the province to fund municipalities to accelerate the development of new housing supply by supporting new technology and methods as well as the dissemination of best practices that could assist in more efficient planning and development approval processes while respecting sound planning practices.
3. Consider whether adopting a Community Planning permit system would meet the needs of their local communities, and advocate for provincial funding to implement and review how this would impact the Ontario Land Tribunal.
4. Revisit zoning best practices to explore planning solutions that could include zero-lot-line housing, community improvement plan (CIP), reduced parking minimums, tiny homes, laneway housing, flex housing, shared housing, and other types that reduce land costs and increase density.
5. Work with the province to raise awareness among municipalities about the potential benefits of as-of-right zoning and inclusionary zoning bylaw that reflects a diverse mix of housing.
6. Ensure that zoning bylaws are up to date with official plans and reflect best practices for development that respects local decision making while prioritizing housing development that best meets local needs.
7. Have the flexibility to attract development in accordance with local municipal objectives without prescribed one size fits all solutions that don't work.
8. Ensure their zoning by-law and planning processes reflect the requirement under Bill 108 to permit additional residential units (secondary suites) in single, semi-detached and row homes and in accessory buildings or structures, for a total of three residential units on a property.
9. Consider and implement as-of-right zoning where feasible to facilitate 'missing middle' housing.
10. Consider and implement inclusionary zoning by-laws to increase housing affordability, including in places outside of major transit station areas.
11. Consider and implement local vacant homes tax if feasible and desirable to ensure units are available to residents in a reasonable amount of time.
12. Consider municipal succession management strategies to ensure that qualified building inspectors and planning staff are attracted and retained.

## Summary of Needs Findings

Municipalities can advocate for change and where possible, support development for the following types of projects:

- Mixed-use developments with housing located near services and amenities to reduce some of the accessibility and transportation barriers that currently exist;
- Develop housing suitable for intergenerational living; and,
- Construction of affordable rental units especially in suburban settings.

Amherstburg does not have oversight to the following however can advocate to upper levels of government to provide:

- Retrofitting of existing homes to improve accessibility;
- Coordinate housing adaptations and community supportive services delivery to increase availability of supportive living options as a viable alternative to Long Term Care.

Overall, addressing the core housing need and integrated housing needs of seniors and people with disabilities will require adaptations and transformation with respect to home design, neighbourhood design, urban planning, transportation, and health and home-care services, in consultation with seniors and stakeholders.

Amherstburg currently has the following housing options for seniors and/or people with disabilities:

- Seasons Amherstburg Senior Retirement home and long-term care facility
- Wesview Apartment Seniors Building
- Richmond Terrace Long-Term Care Home
- Shevchenko Senior Citizens Apartments
- Victoria Manor Supportive Housing
- Blue Haven Assisted Living Facility (primarily provides care to people with disabilities)
- Frank Long Co-Operative Homes Inc.
- Rosewood Crescent Co-Op Housing Inc.
- Windsor Essex Community Housing Corporation

**Note:** An additional 160 long-term care beds have been approved following the conclusion of the sale of land to the east of the Community Hub building at 320 Richmond Street by Arch Corporation.



## Domain 4: Community and Health Care Domain

### Introduction

Accessible and affordable community-based health care services are crucial in keeping seniors and people with disabilities healthy, independent, and active. This involves an appropriate study of care services conveniently located close to where people live and where trained health and social workers provide these services.

A wide range of accessible and affordable services along the continuum of care is an ideal environment. Seniors and people with disabilities have different and varied health care needs and preferences. A range of services along the continuum of aged care, such as preventative care, geriatric clinics, hospitals, adult day centres, respite care, rehabilitation, residential nursing home care, home care and palliative care, would meet these diverse needs. These services should be easily accessible at locations convenient for seniors and people with disabilities to reach. Assisting living facilities and residential care services (such as nursing homes) located within residential areas would allow older residents and people with disabilities being cared for there to remain connected to their familiar surroundings. Education on the health system and available health services would raise awareness among seniors of the areas of care available to them. Health services should also be affordable or support available to cover the costs, to provide seniors with peace of mind that they will be able to receive care regardless of the ability to pay.

### Trends

Today, older Canadians are living longer and leading healthier lives. At the same time, the majority of seniors have at least one chronic disease or condition. It is estimated that by 2036, the number of seniors could reach between 9.9 and 10.9 million people in Ontario. Ontario's Health Care Plan focuses on:

- Better Access;
- Better Quality; and,
- Better Value of Health Care.



# Ontario Health

Older adults and people with disabilities can live longer, healthier lives by staying socially connected, increasing their levels of physical activity, eating in a healthy way, taking steps to minimize their risks of falls, and, by refraining from smoking.

Communities of all sizes are striving to meet the needs of their residents, including older adults. These communities recognize that people with disabilities and seniors, as well as the community as a whole, benefit when healthy aging and accessible, age-friendly features become one of their trademarks. Healthy aging is a lifelong process of optimizing opportunities for improving and preserving all aspects of health, promoting quality of life and enhancing successful life-course transitions.

Health promotion and disease prevention strategies help seniors and people with disabilities age well. Moreover, promoting healthy aging is part of a life-course approach aimed at reducing inequalities and supporting vulnerable people to improve well-being at all ages. Many of the policies and actions that promote an accessible, age-friendly community usually benefit all citizens at the same time. As the population ages, it makes more sense to create accessible physical and social environments that support all citizens to be active and productive members of the community. For seniors and people with disabilities, it may make the difference between their social isolation or their continued contributions to family, friends, neighbours and the economy well into old age.

Across Ontario, there is a need to plan for how to organize a health and social care system that is accessible to everyone and that takes into account the wide and varied needs of people with disabilities and older adults. As the demographics show that the population on average continues to age, this need grows as the number of people with disabilities and those with specific needs relating to their age result in increased chronic conditions and requiring both healthcare and community supports. The current care system provides selected programs and services to support older adults and people with disabilities to lead healthy and independent lives in their own homes.

Community Support and Health Services Accessible and Age-Friendly considerations include:

- Supporting older adults and their families in ways that support healthy aging.
- Supporting people with disabilities and their families in ways that recognize their specific needs to live healthy and active lives.
- Coordinating and integrating healthcare services that are built around the needs of older adults and people with disabilities, supporting healthy aging for everyone.
- Designing accessible, age-friendly environments specifically to encourage physical activity intended to improve health and lower health care expenditures.

- Re-orienting health and social services to better promote healthy aging through enhanced efforts in health promotion and disease prevention and control.
- There are many seniors and people with disabilities who are actively engaged in healthy aging initiatives and seen as leaders in their communities and advocate for increased awareness and support for healthy aging. Amherstburg can encourage and promote community initiatives designed to enhance the quality of life and opportunities available for older adults.

### Supporting Documentation

As noted in the demographics section at the beginning of this report, comprehensive work has been conducted by Statistics Canada to collect and compare statistical information on the proportion of Canadians who are people with disabilities through the *Canadian Survey on Disability, 2017*. When viewing these statistics with a lens for those affected by disabilities as age increases, it provides a clear image of the need in those areas, as noted in the table below.

Age Group	Total Population (Number)	Persons without disabilities (Number)	Persons with disabilities (Number)	Prevalence of disability (Percentage)
<b>Total – aged 15 years and over</b>	<b>28,008,860</b>	<b>21,762,230</b>	<b>6,246,640</b>	<b>22.3</b>
15 to 24 years	4,155,440	3,609,040	546,410	13.1
<b>25 to 64 years</b>	<b>18,636,250</b>	<b>14,908,330</b>	<b>3,727,920</b>	<b>20.0</b>
25 to 44 years	8,940,410	7,572,150	1,368,270	15.3
45 to 64 years	9,695,840	7,336,190	2,359,650	24.3
<b>65 years and over</b>	<b>5,217,160</b>	<b>3,244,860</b>	<b>1,972,310</b>	<b>37.8</b>
65 to 74 years	3,241,250	2,204,670	1,036,580	32.0
75 years and over	1,975,920	1,040,190	935,730	47.4

**Figure 6:** *Canadian Survey on Disability, 2017* (Source: Statistics Canada).

The findings of this report identified that seniors are almost twice as likely to have a disability as those of working age. The prevalence of disability increased with age. Disability ranged from 13% among youth aged 15 to 24 years to almost half (47%) among persons aged 75 years and over. Among working age adults aged 25 to 64 years, 20% had a disability; for seniors aged 65 years and over, this figure was almost double at 38%.

Further, the report identified that 1 in 5 Canadians were classified as have a “very severe” disability. The report states:

“A global severity score was developed for the CSD, which was calculated for each person using the number of disability types that a person has, the level of difficulty experienced in performing certain tasks, and the frequency of activity limitations. To simplify the concept of severity, four severity classes were established: mild, moderate, severe and very severe. Of the 6.2 million Canadians aged 15 years and over with a disability, 37% were classified as having a mild disability; 20%, a moderate disability; 21% a severe disability; and 22% a very severe disability.”

Global Severity Class	Number	Percent
<b>Total</b>	<b>6,246,640</b>	<b>100.0</b>
Mild	2,324,430	37.2
Moderate	1,242,910	19.9
Severe	1,295,660	20.7
Very Severe	1,383,630	22.1

**Figure 7:** Canadian Population aged 15 years and over with a disability by severity (Source: Statistics Canada).

**Note:** The sum of the values for each category may differ from the total due to rounding.

**Survey Findings**

- 86% of respondents rated their health as average to above average.
- 68% of the respondents thought that medical services in the Town were adequate.
- 88% of respondents rated their mental well-being as good to excellent.
- 67% of the responses stated their healthcare services were available to them when they were needed.
- 65% of those surveyed indicated health care was well coordinated.
- When asked to generally rate the overall services provided to older adults and people living with disabilities in Amherstburg, 77% of those surveyed indicated they felt they were average to above average.
- When respondents were asked about areas they would like to see for further investment the area primarily noted was:
  - Accessible local memory care/dementia support.

## Summary of Needs Findings

Community Support and Health Services considerations for upper levels of government are listed below. The Town of Amherstburg does not have control of these services however the Town can advocate for:

- Improving access to health care and social services;
- Addressing specific conditions such as falls, dementia and depression;
- Reducing isolation and improving safety and social supports;
- Using home visits to reduce admissions to healthcare institutions;
- Providing end-of-life care in the home;
- Providing self-management supports;
- Providing information to patients and their families at lower reading levels;
- Using telehealth to reduce unnecessary hospital visits and service use;
- Providing specialist outreach to improve access to services and outcomes;
- Providing flexible and responsive respite care for caregivers;
- Using comprehensive geriatric assessments to improve health outcomes; and,
- Providing customized rehabilitation and disease management to prevent admissions to long-term care facilities and re-admissions to the hospital.

As a lower-tier municipality the Town of Amherstburg can:

- Ensure that neighbourhoods are developed that encourage pedestrian activity that consider walkability and connectivity;
- Assist in the communication of local services and supports available;
- Encourage the support of local service providers, such as Amherstburg Community Services (ACS); and,
- Encourage development of senior residences and services that meet or exceed legislative minimums.

The implementation of these elements requires coordination and consensus building between multiple sectors and levels of government, as well as having providers and organizations modify existing roles and/or expand their typical scope of proactive and activities, most of which are out of scope for a lower tier municipality of this size. This information is included to bring awareness to Amherstburg's Council for advocacy purposes only.

## Domain 5: Social Participation

### Introduction

Participating in leisure, social, cultural and spiritual activities in the community fosters continued integration with society that helps everyone stay engaged and informed. The participation of seniors and people with disabilities is directly affected by access to transportation and the accessibility of the facilities, along with their awareness of the activities and their affordability.

People with disabilities and older populations have a broad range of interests and needs. A variety of social activities would cater to such diverse interests. Such opportunities should also be accessible to everyone by being designed with the needs of people with disabilities and older adults in mind. Activities taking place within hours suitable for older people and at convenient and accessible locations served by transport options would encourage greater participation. Hence, costs should be considered when planning the activities. Lastly, awareness of such activities must be raised among seniors and people with disabilities to keep them informed of the opportunities available.

The participation of both seniors and people with disabilities in social activities helps to prevent social isolation. Everyone wants to socialize and integrate with other age groups and cultures in their communities. Intergenerational activities are mutually enriching and fulfilling for all ages, with older people passing on knowledge, traditions and experience while the young may help seniors with new technologies and practices. Further, activities which ensure the participation of people with disabilities help to promote integration into the community that prevents social isolation and reduces stigma, breaking down barriers.

### Trends

The latest trends in the Town of Amherstburg have been towards centralization and updates to existing recreational amenities, commencing in 2008 with the investment in the Libro Credit Union Centre and the subsequent development of the Miracle League Baseball Diamond, a first in Canada. Since that time, investment has targeted renewal of asset infrastructure and centralization, where economies of scale and programming use indicated it would be efficient and more effective to do so. The Libro Centre was built with considerations for environmental and accessible, age-friendly design. Interior elements boast the widely utilized indoor walking track and turf field, as well as Community rooms. The grounds a large walking trail and a recently approved nature trail to be completed later in 2022, as well as soccer fields, a premier baseball diamond and a lit, turf football field. The grounds include a much higher proportion of accessible parking spaces to promote ease of access and even include such amenities as electric vehicle charging stations.

The trend in the recreational services area to provide programming for seniors and people with disabilities helps promote the active living and engagement of those target audiences to prevent social isolation and to encourage development of social networks and friendships. Novel recreational programming such as cooking classes, ballroom dancing, and low impact activities like adult indoor golf, chair yoga or walking groups help generate new and renewed membership. These trends are also being embraced by community partners and organizations such as the Amherstburg Community Services with demonstration kitchen classes and low impact activities like drumming. Community organizations like the Fighting Island Boxing Club offer programming designed to assist people with disabilities and older adults in staying active and promoting a healthy lifestyle. Additionally, traditional groups like the Fort Malden Golden Age Club promote integration and social connectedness which is essential to mental acuity and adroitness.

The Town has also been the recipient of a number of awards and recognition regarding its festivals and events. As an established leader in the field of Tourism, the Town of Amherstburg secures considerable funding support from grant applications that enable events and activities that greatly contribute to an enhanced quality of life for the Town's residents and visitors. For example, in 2022 the Tourism Division has secured over \$162,000 in funding contributions towards events and festivals held in the Town, with projected contributions exceeding \$250,000 for the year. The variety and ingenuity with which Amherstburg promotes arts and cultural activities belies what comparator municipalities are able to achieve. For example, the Town has developed and launched two Augmented Reality Mobile App and historic walking tour promotions, in addition to the seasonal slate of events planned. Each event, whether Town sponsored or independently established, is developed with Town input that accounts for safety, security, and accessibility, ensuring that the plans for such events promote equal access for all.

Recent trends in recreation have also focused on exploiting the natural beauty and enjoyment of environmental areas. Participation in activities such as bird watching, passive recreation like reading and enjoying natural vistas, and through outdoor group activities like walking or hiking along nature trails and networks.

Social participation is also impacted by the ability for seniors and people with disabilities to discover, share and engage in group discussions of social events. Recognition of the existing barriers to entry in these areas for seniors and people with disabilities is important to encourage greater understanding of, and enjoyment of, existing and future offerings. Encouraging social participation also entails removing barriers to participation through continuing education. Education does not merely serve the purpose of addressing barriers to participation though, it can also serve as a tool to promote social participation and enjoyment as an end unto itself. Such offerings exist to promote the

principle of lifelong learning, and the documented benefits of continuing to be engaged and stimulated by lifelong learning concepts is widely acknowledged to be a tool to encourage greater retention of mental faculties as people age. Continuing education opportunities exist to promote lifelong learning, such as through the Elder College program offered by Canterbury College of the University of Windsor. Other programs serve to eliminate barriers as noted, such as those offered by the Essex County Library system to address digital literacy and access.

## Survey Findings

- 38% of respondents felt that there are sufficient recreational opportunities for seniors and people with differing abilities in Amherstburg.
- 65% thought that activities and events in the Town are affordable.
- 60% agreed that Amherstburg has a good variety of activities and social clubs and groups available to older adults.
- 68% of those surveyed felt Amherstburg provided a good variety of shopping options for seniors.
- 88% surveyed said that service staff are courteous and helpful for seniors and people with disabilities.
- 43% of respondents felt that there should be more employment opportunities for people with disabilities and seniors in the Town.
- 52% said that there is enough information about social, educational, and recreational activities for seniors in the Town.
- When respondents were asked about areas they would like to see for further investment they selected:
  - A need for affordable senior's recreational programming and social clubs.
  - Cultural and spiritual activities for people of all ages.
  - Further arts and cultural opportunities.

## Supporting Documentation

In addition to the number and variety of programming available for seniors and people with disabilities, affordability of such recreation is also something which can be central to whether vulnerable populations can gain access to these services. The Town of Amherstburg offers free access to the majority of its events and festivals, encouraging the widest possible access to the largest possible groups. Such activities as Open Air or the River Lights are designed to encourage walkability and access to everyone, promoting accessible and inclusive activities to be enjoyed freely.

With its commitment to affordability and access, Amherstburg has an *Access to Affordable Recreation Services Policy* that recognizes and promotes the full participation of all Amherstburg residents in recreational programs and services



regardless of financial circumstances. This service is rendered through community partners and ensures confidentiality of those beneficiaries.

In recognition that people with disabilities are sometimes assisted by others, Amherstburg also has an *Accessible Customer Service Standards Policy* which states that the Town will endeavour to provide goods, services and programming to support persons accompanying a person with a disability at either a reduced rate or free of charge, wherever possible.

### Summary of Needs Findings

The Town of Amherstburg has great potential to increase available offerings of recreational and social activities for people with disabilities and older adults at its existing facilities and to build upon the strength of existing offerings. Support for community organizations in terms of promotion and the use of Town facilities can help facilitate enjoyment of recreational amenities to vulnerable populations. Continuation of existing offerings to do so in an affordable manner can ensure that access is provided to people with reduced means while ensuring confidentiality to respect the dignity of all persons. The needs assessment supports the finding that the Town of Amherstburg is a leader in the arts and cultural event area, drawing participation from residents and visitors alike in its many tourism led festivals and events, and through promotion and support for the Town's galleries, museums, historical organizations and service leagues. Reinforcing this strength through ensuring commitments to accessibility, affordability and the frequency and variety of events, festivals and activities is encouraged as a long term goal to increase and enhance social participation for seniors and people with disabilities. Expansion of the spaces available, and the amenities offered can serve to increase uptake for programming designed to be offered to these areas. Cross-promotion of events held by other entities such as the Fighting Island Boxing Club, the Miracle League, the Sledge Hockey League, the Essex County Heroes Athletic Club, Amherstburg Community Services, the Golden Age Club and new and emerging recreational groups can help ensure that residents are aware of and take advantage of existing offerings.

## Domain 6: Information and Communication

### Introduction

Staying connected with events, news and activities with timely, accessible and practical information is a key part of active aging. Technology can be utilized to spread information quickly, but also plays a role in social exclusion. Municipalities are required to provide access to information in an accessible format, and to bear in mind the wide range of needs and resources older adults and people with disabilities may have.

The media are instrumental in communicating information to the wider community. Older people tend to receive information through traditional print and broadcast media, and through direct personal contact such as telephone calls and interacting with people in service centres of community facilities and clinics. People with disabilities can also consume information in a variety of ways, some of which may be non-traditional. This balance of ensuring access to all must also ensure that access to information is kept affordable so that cost does not become a prohibitive factor. Unlike larger urban centres, in Amherstburg the local newspaper (the River Town Times) is free, so advertising in print media can be an affordable and effective means of reaching older adults. At the same time, people with disabilities tend to welcome other forms of information sharing, such as through social media and accessible web content. A diverse range of tools exist, and need to be used to reach people. For example, older adults may not be as familiar with technology and information shared exclusively on digital platforms which can lead to social exclusion, especially where there are either financial or digital literacy barriers.

As the municipality is obligated to provide information in an accessible manner, the options utilized tend to vary, providing alternatives for those whose preferred means of communication differs from digital only offerings. As most of these methods are temporary in nature, sometimes repeated broadcasts are required to ensure that messages have the best chance of reaching target audiences. Recently, the Town of Amherstburg created a position for a Communication Officer. Such a position can be helpful in ensuring these lines of communication are accessible, routine and expected.

### Trends

Recent trends in this area emphasize the greater use of accessible and integrated electronic communication methods, spanning multiple platforms to reach users where they are. While this increasing focus on the digital realm remains a trend, use of and focuses on traditional media such as print media, also ensure that communication methods anticipate those who are not digital natives and/or prefer other forms of information media. Municipalities must be prepared to communicate in a variety of means and through a variety of methods, placing accessibility as well as convenience

into anything that is done. This increases public trust and promotes greater involvement, accountability and transparency, leading to higher confidence and respect for established institutions.

The use of public engagement platforms, such as “Talk the Burg,” alongside more traditional forms of engagement tools can be effective in providing consistent and reliable means of securing resident perspectives that can highlight the needs and wants of user groups and ratepayers. As the Town seeks to ensure that it reaches users where they are, it must also anticipate the need for point-of-contact interactions and support to ensure the delivery of highly satisfying customer experiences. The Town provides ready access to live-person interactions and ensures that activities such as completing online applications or interactions have in-person components and support.

### Survey Findings

- 60% of respondents indicated that they could be better informed about the services programs and activities provided in Amherstburg and the surrounding areas.
- 67% of the providers surveyed indicated that they felt assistance for seniors and people with disabilities to fill out online forms was most needed.
- 50% identified a need for materials for the public to be produced in a larger print and to have the ability to provide a live-person option for telephone calls.
- 33% indicated a need for materials being provided to the public to be written in plain language.

### Summary of Needs Findings

While the survey findings suggest the possibility for a disconnect between what services the Town currently provides and how knowledgeable the public may be about their availability, the creation of a Communications Officer position is likely to affect this identified need. Greater consistency, reliability and a higher level of interaction with the public can be expected with a position dedicated to ensuring open lines of communication exist, and a higher degree of promotion of the service levels provided.

The findings support the continued use of multiple platforms and traditional/non-traditional forums for the dissemination of information. These services are legislatively required to be provided in an accessible format, and the availability of further supports and tools to assist end users are designed to reduce or remove barriers to accessing information. Continued investment and focus on communication methods and methodology supports ensuring access to older adults and people with disabilities.

## Domain 7: Civic Participation and Employment

### Introduction

Older adults are an asset to the community, and they contribute to their communities even after retirement. Similarly, the contributions of persons with disabilities cannot be understated. An accessible, age-friendly community provides ample opportunities for older people and those with disabilities to do so, be it through voluntary or paid employment, and keeps them engaged in the political process.

Older people and those with disabilities, can gain fulfilment from active involvement in voluntary activities or work, as it provides satisfaction and keeps them socially engaged. A wide range of volunteer and employment opportunities caters to the diverse preferences, needs and skill sets, and awareness on the vacancies available connects seniors and those with disabilities to these opportunities. Urban and transportation infrastructure that is age-friendly and accessible, removes any physical barriers faced in accessing the volunteer or job opportunity. Continued training for seniors and those with disabilities also helps them remain relevant and connected. Entrepreneurial opportunities are another way to support their participation in the workforce and ensure their sustained self-sufficiency.

Current trends for the equal opportunity employment of older adults are to build up employers' positive attitude towards retaining and recruiting older workers. This would help to ensure employment opportunities for seniors. The workplace can continue to be made more welcoming for seniors to put their experience and expertise to good use.

Amherstburg can strive towards increased participation of seniors and individuals with disabilities in the political process. The availability of platforms to voice concerns and views to government officials, or through participating in interest groups are ideal venues. Amherstburg's Talk the Burg platform provides awareness of municipal projects as well as opportunity to offer input.

Discrimination and barriers to employment exist for seniors and people with disabilities in society. Recognition of these barriers and the need to bring them down has led to creation of *Integrated Accessibility Standards Regulations* with regards to employment, necessitating that employers be equal opportunity, and that there be notice provided of the availability of supports. These regulations are having an impact on the number of people who are finding employment, but attitudinal barriers and discrimination are likely to persist if they are not actively combated. Opportunities to create employment openings for people of differing abilities should be created and workplaces rendered barrier free to preserve the dignity and respect of every member of the workforce.

## Survey Findings

- 88% of respondents indicated that seniors are welcomed at community events, activities and settings.
- 68% felt that there are enough opportunities for volunteers to participate in the Town.
- Half of the respondents indicated that older adults and people with disabilities are recognized by the community for their past and present contributions.
- When respondents were asked about areas they would like to see for further investment they selected:
  - Employment and training opportunities in Amherstburg for seniors and people living with a disability was identified as a need by every survey respondent.
  - A need for more accessible public venues and buildings to increase overall participation.
  - More support, such as training and appreciation, for volunteers.

## Summary of Needs Findings

Civic participation, volunteering and employment opportunities for older adults and people with disabilities are commensurately affected by the level of engagement, support and recognition put into them. The Needs Assessment found that although seniors felt welcome at community events and settings, often opportunities for further engagement were lacking. Activities that promote membership can help strengthen the sense of community derived from participation and lead to greater turnout in the future. Additionally, greater positive recognition and support for community contributions encourages further positive contributions, and engagement with the community. For people with disabilities, support persons, advocates and caregivers, community recognition can ensure greater visibility for those works and promote and spur on other such contributions in the future. This positive reinforcement can also have the benefit of ensuring that those communities' needs are highlighted, promoted and known, as well as ensuring open lines of communication. For older adults reaching retirement age, opportunities to remain engaged and to give back to the community are essential to physical and mental well-being, and for both older adults and people with disabilities, employment opportunities regardless of age or ability, are essential. The Needs Findings support a renewal of the Town's volunteer recognition program, and of encouraging open forums for seniors and people with disabilities to become engaged in civic life.

## Domain 8: Respect and Social Inclusion

### Introduction

An accessible, age-friendly society encourages older people and people with disabilities to participate in their communities' social, civic, and economic life. This, in turn, promotes active aging and healthy living. While deference to those older adults can still be seen prominently, many negative preconceptions about the impacts of aging still persist in society affecting impressions of older adults. Similarly, people with disabilities also find respect and social inclusion to continue to be a barrier to the full appreciation of their life. There is a need to facilitate both intergenerational interactions and involvement of people with disabilities to dispel stigma and discrimination. Education about aging and disabilities should also begin early to raise awareness on associated issues.

Social engagement can contribute to a person's sense of self worth and esteem. Age-friendly initiatives to involve all people in activities where they have experience can keep them engaged with the community, even as they age or face new life challenges. This in turn, builds a sense of contributing back to the community and pride in having given back. Older people and people with disabilities should always be consulted on decisions concerning them.

### Trends

The older adult and accessibility communities in Ontario and Amherstburg have diverse and varied needs and interests. A range of parks, recreation and cultural programs and opportunities are required to meet these varying needs. Some older adults are very active and healthy. Others are frail, have disabilities or health conditions that require special programs and services to be located in facilities that have specialized staff and dedicated spaces. Similarly, people with disabilities have a range of differing abilities and levels of activity, which must be taken into account.

Active living, as identified by the World Health Organization, is "a way of life where physical, social, mental, emotional and spiritual activities are valued and are integrated into daily living." Physical activity is generally associated with positive outcomes, such as; improved physical health, support to disease prevention, control or management, improved mental health, enhanced emotional and social well-being, increased autonomy and independence. Providing a wide array of parks, recreation and cultural programs and services to older adults gives them opportunities to live, connect and grow. Through involvement in parks, recreation and cultural programs and services, older adults and people with disabilities can continue to be an integral part of community life. Staying actively involved in their community can help residents to remain living in

their homes and neighbourhoods as they grow older, a concept known as ‘aging-in-place.’

### Survey Findings

- 52% of respondents felt that the Town could be doing more to promote inclusivity.
- 85% of people surveyed indicated that diversity is respected in the community.
- 57% of surveys indicated that decision-making bodies welcomed and valued input from seniors and people with disabilities.
- 88% of responses indicated that the community is safe and secure for older adults and people with disabilities.
- When respondents were asked about areas they would like to see for further investment they selected:
  - Intergenerational recreation and social programs.
  - Cultural activities for all ages and abilities that promote a greater sense of belonging to the community.

### Summary of Needs Findings

Social Recreation and Cultural Participation Age-Friendly and Accessible considerations include:

- Availability of services which are specifically geared to older adults or people with disabilities.
- Affordability of programs and services provided to older adults and people with disabilities (and waiving of fees for caregivers/support persons).
- Need for coordination of services to older adults and people with disabilities.
- Venues for events and activities that are conveniently located, accessible, well-lit and within easy travelling distance such as the Libro Credit Union Centre or Community Hub.
- Events held at times that are convenient for older adults.

## Conclusions and Summary

Overall, the needs assessment found that older adults and people with disabilities consider the Town of Amherstburg a positive place to live. The community was viewed as friendly, safe, secure, clean and pleasant. The Town and community partners have made significant efforts to improve the environment for older adults and people with disabilities including: the provision and maintenance of green spaces and trails, making the Town more walkable, provision of specialized transportation services, advancing a housing strategy, fostering the provision of healthcare services close to home with appropriate age-friendly and accessible support services, ensuring that there are a good variety of activities and social opportunities available, and keeping residents informed, including seniors and people with disabilities at community events, activities and settings. Most people of Amherstburg, consulted in this project, reported feeling respected, their opinions valued, and that seniors and people with disabilities are welcome in the Town. The needs assessment process received wide-ranging feedback including identification of existing strengths and areas that could be improved upon.

Amherstburg has limited resources and cannot afford to undertake every project identified nor is the Town bound to implement recommendations. Implementation of the features of this document and the subsequent Action Plan must be measured against priorities and annual budget considerations.

This material is summarized in the table below across the 8 Domains of Age-Friendly and Inclusive Communities as identified by the World Health Organization.

<b>WHO Dimension</b>	<b>Existing Strengths</b>	<b>Suggested Improvement Areas</b>
1. Outdoor Spaces and Buildings	<ul style="list-style-type: none"> <li>• Public spaces clean and pleasant</li> <li>• Green spaces, outdoor seating sufficient and well maintained</li> <li>• Waterfront</li> <li>• Walkability</li> <li>• FADS</li> <li>• Parks Master Plan</li> <li>• Sufficient accessible parking</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluate the interconnectivity and usability of dedicated lanes for bicycles, scooters and wheelchairs</li> <li>• Improved delineation and safety between roadways and active transportation networks</li> <li>• Continue sidewalk upgrades and maintenance</li> <li>• Continue to add benches in parks, on trails</li> <li>• Review the location, suitability</li> </ul>



WHO Dimension	Existing Strengths	Suggested Improvement Areas
		<p>and accessibility of washrooms in parks</p> <ul style="list-style-type: none"> <li>• Advocate for businesses to improve accessibility</li> <li>• Incorporate age-friendly and accessible options in the Amherstburg Design Manual</li> <li>• Investigate options for improved lighting on paths (such as: solar lighting)</li> <li>• Create a master plan for each park</li> <li>• Reconfirm the direction, priorities and accomplishments of the Parks Master Plan as scheduled for 2023</li> <li>• Explore possibilities to work with community partners for accessible community enhancements</li> <li>• Support the Draft Community Improvement Plan (CIP) and consider including accessibility improvements</li> <li>• Consider the connectivity and safety of amenities and commit to enhance services where budgets allow</li> </ul>
2. Transportation	<ul style="list-style-type: none"> <li>• Good traffic signage</li> <li>• Information about transportation services</li> <li>• Accessible transportation services available via CareLink Health Transit</li> <li>• Active Transportation Network (CWATS) in Essex County</li> <li>• Communication through multiple media options</li> </ul>	<ul style="list-style-type: none"> <li>• Continue Road repairs/maintenance (infrastructure improvements)</li> <li>• Investigate expanded transit options especially special accessible transit</li> <li>• Investigate options for discounts for seniors and people with disabilities</li> <li>• Develop transportation mapping on what is</li> </ul>

WHO Dimension	Existing Strengths	Suggested Improvement Areas
	<ul style="list-style-type: none"> <li>Investigating options for transit opportunities with neighbouring municipalities</li> </ul>	<p>available</p> <ul style="list-style-type: none"> <li>Consider creating a 'Senior Sensitive' / 'Accessible Sensitive' course/ certification for transportation providers</li> <li>Continue to enhance the connections to the CWATS network in Amherstburg</li> <li>Consider public communication about being considerate, helpful drivers (with a senior/accessibility focus)</li> </ul>
3. Housing	<ul style="list-style-type: none"> <li>Town encourages a broad range of housing types, supply to meet needs and opportunities for people in need of specialized care.</li> <li>Town support for mixed-use developments with housing located near services and amenities</li> </ul>	<ul style="list-style-type: none"> <li>Consider adoption of AMO recommendations as identified in A Blueprint for Action: An integrated approach to address Ontario's housing crisis, to increase housing supply</li> <li>Town advocate for more affordable, accessible and senior housing options, rent subsidies and geared to income housing</li> <li>Advocate upper levels of government to provide grants to upgrade accessibility in private residences to encourage aging-in-place</li> <li>Encourage construction of affordable rental units, retirement homes</li> <li>Provide communication, where possible on available housing options</li> <li>Evaluate inclusion of additional age friendly and universal design elements through the Official Plan review</li> </ul>

<b>WHO Dimension</b>	<b>Existing Strengths</b>	<b>Suggested Improvement Areas</b>
4. Community and Health Care	<ul style="list-style-type: none"> <li>• Medical services in the Town</li> <li>• Health care services available when needed</li> <li>• Health care services well-coordinated</li> <li>• Majority of respondents rating their health, including mental health as average to above average</li> <li>• Overall service provided to seniors and those with disabilities is average to above average</li> <li>• Accessible transportation services available via CareLink Health Transit</li> </ul>	<ul style="list-style-type: none"> <li>• Provide information on community services / supports available</li> <li>• Provide a drop-in location for service information</li> <li>• Continue to advocate for urgent care</li> <li>• Advocate for additional medical services (such as podiatry, dialysis, and PSW).</li> <li>• Continue to support local service providers</li> <li>• Advocate for local memory care/dementia support and mental health supports</li> <li>• Advocate for additional investment of medical transportation supports</li> </ul>
5. Social Participation	<ul style="list-style-type: none"> <li>• Affordable activities and events</li> <li>• Good variety of recreation programs</li> <li>• Social Clubs such as the Golden Age Club</li> <li>• Variety of shopping options and courteous staff</li> <li>• Libro Recreation Centre</li> <li>• Sufficient information on social, educational and recreational activities</li> <li>• Affordable Recreation Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Create a variety of programs/ activities for seniors and people with disabilities as per the recreation survey</li> <li>• Make use of the new 'HUB' for dedicated seniors social/activities</li> <li>• Continue to enhance Arts and cultural programming/ events</li> </ul>

<b>WHO Dimension</b>	<b>Existing Strengths</b>	<b>Suggested Improvement Areas</b>
6. Information and Communication	<ul style="list-style-type: none"> <li>• Local Newspaper</li> <li>• Town publications and web-site</li> <li>• Talk the Burg community engagement platform</li> <li>• Staffed telephones</li> <li>• Assistance filling out municipal online forms</li> <li>• Addition of a Communication Officer position</li> </ul>	<ul style="list-style-type: none"> <li>• More information on services, programs, activities, events</li> <li>• Communicate assistance is available for municipal services</li> <li>• Continue to communicate through multiple information formats for those technology challenged</li> </ul>
7. Civic Participation and Employment	<ul style="list-style-type: none"> <li>• Welcoming community events, activities, and settings</li> <li>• Volunteering opportunities available</li> <li>• Recognition of seniors and people with disabilities for their past and present contributions</li> <li>• ‘Talk the Burg’ civic engagement platform</li> <li>• Equal opportunity employer</li> <li>• Amherstburg administration provided enhanced training on accessibility</li> </ul>	<ul style="list-style-type: none"> <li>• Develop senior programming as identified in the Recreation Needs Assessment</li> <li>• Support civic participation in open forums such as Seniors Expo</li> <li>• Enhanced training support for volunteers</li> <li>• Explore possibilities for ‘membership’ program for recreation activities</li> </ul>
8. Respect and Social Inclusion	<ul style="list-style-type: none"> <li>• Welcoming, friendly, courteous town</li> <li>• Valued input from seniors and people with disabilities</li> <li>• Safe and secure community</li> <li>• Seeking input from the community through surveys and public engagement in planning and implementation processes</li> </ul>	<ul style="list-style-type: none"> <li>• Support intergenerational recreation and social programs</li> <li>• Explore the creation of a formal recognition or award program for people with disabilities, caregivers and community volunteering with nominations from the community</li> <li>• Re-establish the Volunteer appreciation luncheon</li> </ul>



# TOWN OF AMHERSTBURG ICP ACTION PLAN



## Action Plan Introduction

The Inclusive Community Project (ICP) Action Plan, building directly on the ICP Needs Assessment exercise, is a series of actions that Amherstburg can take to help make the Town a more safe, inclusive and engaging community for seniors and people with disabilities. This plan, over time, seeks to provide guidelines to the improvement of facilities and services for older adults and people with disabilities across the full spectrum, from fully independent older adults and seniors, to those who are more vulnerable and need additional support. It is built on what we learned from engaging directly with seniors, people with disabilities, caregivers, service providers and community leaders. The findings, identified needs and actionable strategies within this report are consistent with other communities in Ontario and across Canada, as well as best practice research on improving and making communities more inclusive for seniors and people with disabilities. The ICP Action Plan is contingent on the availability of funding opportunities and should seek opportunities for grant and funding partnerships to offset the cost of the recommendations wherever possible. The recommendations within the Action Plan supplement the investment the Town of Amherstburg routinely makes to improve access to goods and services and to ensure a barrier free and age-friendly community for people with disabilities and older adults.

The action plan is comprehensive, covering all 8 domains of age-friendly communities identified by the World Health Organization:

1. Outdoor Spaces and Buildings
2. Transportation
3. Housing
4. Community Support and Health Services
5. Social Participation
6. Information and Communication
7. Civic Participation and Employment
8. Respect and Social Inclusion

The Action Plan development process involved the following steps:

- Completion of a seniors and people with disabilities community needs assessment
- Amherstburg ICP Steering Committee reviewed the information/needs identified through the community engagement process, using specific criteria as noted in Table 1 below;
- Short term needs were described as goal statements;
- The goals, strategies, responsibilities, timelines, and tactics to complete the goals were then gathered into Action Items.

Throughout the Needs Assessment, numerous needs (and areas for improvement) were identified. Thus, it was important to engage the ICP Steering Committee to provide input into the process.

## Needs Prioritization

The prioritization criteria below allow the findings of the Needs Assessment to be identified as either a short-term need (quick wins to be addressed within the next 1-2 years), medium-term need (to be addressed in the next 3-4 years), or longer term wants (to be addressed 5 years plus). The main purpose is to determine an appropriate starting point for initiating improvement actions and reduce the long list of needs into a more manageable approach with some of the needs to be addressed strategically over a timeframe of up to 5 years or more.

Table 1: Prioritization Criteria

Priority Temporal Range	Decision Making Criteria
Short-term needs (quick wins within 2 years)	<ul style="list-style-type: none"> <li>• Low cost, minimal resource requirements</li> <li>• Builds on past successes (expansion)</li> <li>• Has been recognized and is supported by the community</li> <li>• Good fit with Amherstburg’s vision and strategic plan</li> <li>• Can be done within next year or the following year’s budget</li> </ul>
Medium term need: Initiate action within 3-4 years	<ul style="list-style-type: none"> <li>• Currently under consideration</li> <li>• Requires more planning – research before final decision is made</li> <li>• Requires more community consultation</li> <li>• Will fit within future budget projections</li> <li>• It is achievable – can be done in a timely manner</li> </ul>
Longer-term need: Initiate action 5 years +	<ul style="list-style-type: none"> <li>• Requires more extensive time and planning</li> <li>• Significant budget required</li> <li>• Needs more community input and support</li> </ul>

## Action Plan Items

The Action Plan Items are broken down into the 8 domains of Age-Friendly, Accessible and Inclusive Communities as set down by the World Health Organization.

## Domain 1: Outdoor Spaces and Buildings

### Medium-Term Initiatives (3-4 years)

- Review and update the Parks Master Plan, as scheduled, for 2023.

### Long Term Initiatives (5 years +)

- Evaluate opportunities for improvements to the connectivity and/or safety along active transportation, trail and pedestrian coordinators.
- Review the potential for improvement to the delineation between roadways and active transportation networks which may contribute to greater confidence and feelings of safety in their use.
- Evaluate opportunities for additional age-friendly and accessible design options in the Amherstburg Development Manual.
- Review the park plan in relation to each park to ensure common elements of accessibility and age-friendly considerations are included.

### Ongoing Initiatives

- Sidewalk upgrades and maintenance.
- Review parks and trail networks for additional opportunities for rest areas.
- Review the location, suitability and accessibility of washrooms in parks.
- Advocate for businesses to improve accessibility.
- Investigation of options for improved lighting on paths (such as solar lighting).
- Exploring possibilities to work with community partners for accessible community enhancements.
- Supporting the introduction of a Community Improvement Plan (CIP) which includes funding considerations for the provision of accessibility upgrades.

## Domain 2: Transportation

### Short-term Initiatives (1-2 years)

- Review options available for a Public Transit Pilot Project to enhance the affordable transportation options available to older adults and people with disabilities. This should be done with due consideration given to integration into a wider Regional Transit Network to maximize potential connectivity and access provision while ensuring affordability.

### Medium-term Initiatives (3-4 years)

- Review the effectiveness of the Public Transit Pilot project to determine viability as a more permanent service level enhancement for the community based.



- Develop transportation mapping inclusive of all options available, such as walking trails and paths, active transportation routes, public transit, etc.

#### Long-term Initiatives (5 years +)

- Explore possibilities for the creation of a ‘Senior Sensitive’ / ‘Accessible Sensitive’ course or certification program for licensed taxi service providers.

#### On-going Initiatives

- Road repairs and maintenance (infrastructure improvements).
- Support or encourage discounted pricing, where possible, for transportation options available to seniors and people with disabilities.
- In keeping with the Town of Amherstburg Accessible Customer Service Standards Policy, endeavour to provide Public Transit services to support persons accompanying a person with a disability at either a reduced rate or free of charge.
- Advocate for enhancements and ensure continued support for the County Wide Active Transportation System (CWATS) network in Amherstburg to promote healthy and active lifestyles.

## Domain 3: Housing

#### Short-term (1-2 years)

- Evaluate applicability of AMO recommendations identified in “A Blueprint for Action: An Integrated Approach to Address Ontario’s Housing Crisis,” to increase available housing supply.

#### Medium – Long Term Initiatives (3 years +)

- Evaluate age friendly and universal design elements during the Official Plan review.

#### Ongoing Initiatives

- Advocate upper levels of government to support for more affordable, accessible and senior housing options, such as through rent subsidies and geared to income housing opportunities.
- Advocate upper levels of government to provide grants to upgrade accessibility in private residences and those designed to enhance opportunities for aging-in-place.
- Encourage construction of affordable rental units and retirement homes.
- Provide communication, where possible, on available housing options.

## Domain 4: Community and Health Care

### Short-term Initiatives (1-2 years)

- Provide information on community services / supports available

### Medium-term Initiatives (3-4 years)

- Provide a drop-in location for information on resources, goods and services available to residents.

### Ongoing Initiatives

- Continue to advocate for urgent care services to be located in the Town of Amherstburg to supplement existing health care service options.
- Continue to support local service providers
- Advocate for local memory care/dementia support and mental health supports
- Advocate for additional medical services, where necessary (such as podiatry, dialysis, and PSW services)
- Advocate for additional investment of upper levels of government for the provision of more affordable medical transportation options

## Domain 5: Social Participation

### Short-term Initiatives (1-2 years)

- Trial additional programming and activities that offer an increased variety of available opportunities for seniors and people with disabilities in the community.

### Medium-term Initiatives (3-4 years)

- Expand service offerings to take advantage of existing facilities and locations for programming which is provided for seniors and people with disabilities, such as dedicated space in the Community Hub for seniors' social activities.
- Support the investment in and enhancement of existing and new Arts and Cultural Programming, especially those with a focus on inclusive and accessible programming for people with disabilities and experiences geared to the senior community.

## Domain 6: Information and Communication

### Short-term Initiatives (1-2 years)

- Explore avenues to increase the availability and access to information on services, programs, activities, and events for seniors and people with disabilities.
- Communicate assistance is available for municipal services.

### Ongoing Initiatives

- Continue to utilize various methods of providing access to information to account for the different ways in which people receive information.
- Utilize municipal comparators and best practices to inform service delivery such as those identified by the Needs Assessment, the Town's of Lincoln, Kingsville, and Niagara-on-the-Lake.

## Domain 7: Civic Participation and Employment

### Short-term Initiatives (1-2 years)

- Develop new and enhance existing senior recreational programming, as identified in the Recreation Needs Assessment.

### Medium-term Initiatives (3-4 years)

- Consider 'membership' program for activities.

### Ongoing Initiatives

- Support civic participation in open forums such as Senior's Expo.
- Enhanced training support for volunteers.

## Domain 8: Respect and Social Inclusion

### Short-term Initiatives (1-2 years)

- Adopt the ICP Needs Assessment and Action Plan, ensuring it is publicly available.

### Medium-term Initiatives (3-4 years)

- Support the creation of new and funding for existing intergenerational recreation and social programs.
- Explore the possibility for creating a formal recognition or award program that allows for community nominations of people with disabilities who have given back to their community. Similarly, explore the creation of a formal recognition or award

program for caregivers, support persons and advocates for people with disabilities in the community driven by nominations from the community.

- Re-establish the Volunteer appreciation luncheon once it is safe to do so following the impacts of COVID-19.
- Seek recognition as an 'Age-friendly Inclusive Community' from the Province of Ontario Ministry of Seniors and Accessibility. This award has been established to celebrate the work of Ontario communities that are striving to become age-friendly and to showcase promising practices across the province. Communities selected for the award demonstrate a strong commitment to key principle for creating age-friendly communities, including engagement with local seniors, collaboration with a diverse group of community partners, and significant impact on the local community. As a recipient of this award, the community and its initiatives will also be showcased on the websites of both the provincial government and the Age-Friendly communities Planning Outreach Initiative.

## Funding Opportunities

The Inclusive Community Program Action Plan for the Town of Amherstburg will require the collective efforts of a broad range of stakeholders to come together to implement the recommended actions and ultimately become a more inclusive community to all residents. To support the implementation of the goals, strategies and tactics identified in the ICP Action Plan, the Town of Amherstburg should explore additional grant-funding opportunities that target action items. Numerous grants and funding opportunities could be available at provincial and federal levels of government, many specifically available to target the removal of barriers and the creation of a more Age-Friendly and Inclusive Community. Additional consideration should be given to seeking grant opportunities that generally enrich the quality of life for residents of the Town of Amherstburg and that encourage more fulfilling and active lives for older adults and people with disabilities. Targeted funding for the enhancement to existing and new recreational programming or amenities that service these populations over and above those direct recommendations of the Action Plan should also be pursued, where reasonable to do so.

As noted in the Action Plan, seeking recognition from the Province of Ontario as an Age-Friendly Inclusive Community will strengthen further appeals for additional grant funding and ensure that the efforts to achieve a more accessible and inclusive community can be recognized and shared broadly, which in turn may drive greater investment, development in the Town, and participation in Town led events and festivals.

The ICP Action Plan (2023-2028) serves as a guiding document for the Town of Amherstburg, encouraging investment of resources and budget contributions to meet the needs identified in the Needs Assessment and to bring forward Action Plan Items for consideration to future budgets.



## 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: March 23, 2022
Author's Phone: 519 736-0012 ext. 2251	Date to Council: March 28, 2022
Author's E-mail: <a href="mailto:btetler@amherstburg.ca">btetler@amherstburg.ca</a>	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: Use of Face Coverings or Masks within Enclosed Public Places By-law 2020-046

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#### 1. RECOMMENDATION:

It is recommended that:

1. The report from the Manager of Licensing and Enforcement dated March 23, 2022 regarding **Use of Face Coverings or Masks within Enclosed Public Places By-law 2020-046 BE RECEIVED**; and,
2. That Council **REPEAL the Use of Face Coverings or Masks within Enclosed Public Places By-law 2020-046.**

#### 2. BACKGROUND:

On March 9, 2022, Dr. Kieran Moore, Ontario Chief Medical Officer of Health announced that Ontario will end the requirement to wear masks in most indoor public settings and schools effective March 21, 2022. Furthermore, Ontario will end all emergency pandemic requirements by the end of April. The local Acting Medical Officer of Health, Dr. Shanker Nesathurai did not issue a letter of instruction to continue the mask requirement.

#### 3. DISCUSSION:

The repealing of the "By-law 2020-046, Use of Face Coverings or Masks within Enclosed Public Places" do not prevent an individual to make a personal choice to

continue to wear a mask, nor does it prevent a business to require you to wear a mask to enter the establishment.

**4. RISK ANALYSIS:**

There is no risk analysis associated with this report.

**5. FINANCIAL MATTERS:**

There is no financial impact associated with this report.

**6. CONSULTATIONS:**

N/A

**7. CONCLUSION:**

By repealing *By-law 2022-046* it gives people the option to wear a mask if desired and removes the masking mandate which aligns with other municipalities in our community.

A handwritten signature in black ink, appearing to be 'BT', written in a cursive style.

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Bill Tetler  
**Manager, Licensing and Enforcement**

**BT**

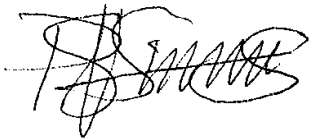
## Report Approval Details

Document Title:	Use of Face Coverings or Masks within Enclosed Public Places By-law 2020-046.docx
Attachments:	
Final Approval Date:	Mar 23, 2022

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



Tracy Prince



Peter Simmons



Valerie Critchley



To: Members of Amherstburg Council

From: Linda Saxon, theburgwatch.com

Date: March 19, 2022

Re: Councillor Simone's Notice of Motion to Denounce Amherstburg's Namesake

I am not in favour of the motion.

Declaring that the name of the Town of Amherstburg shall not be a reference to General Jeffrey Amherst does not alter the historical fact that Jeffrey Amherst is the town's namesake. The 'origins of the name of Amherst' already reference its centuries old etymological meaning of 'a wood;' the meaning is not the source of anguish.

I am not persuaded that the proposal to reference Amherst's origin will dissociate Amherst from smallpox blankets; his legacy will always be atrocious.

### **Request #1**

I request that the town adopt and implement the United Nations Declaration on the Rights of Indigenous Peoples as the framework for reconciliation pursuant to the 2015 **Truth and Reconciliation Commission of Canada Calls To Action.**

I could not locate any records indicating the Town of Amherstburg has done so.

I did find a Resolution regarding the 2021 National Day of Truth and Reconciliation facilitating actions for a two-week period. Paragraph 2 of that resolution was, "The Human Resources Division **BE DIRECTED** to research and implement Indigenous corporate training for staff and Council." Committee members were excluded.

Paragraph 57 of the Truth and Reconciliation Commission of Canada Calls To Action is more specific:

### **Professional Development and Training for Public Servants**

57. We call upon federal, provincial, territorial, and municipal governments to provide education to public servants on the history of Aboriginal peoples, including the history and legacy of residential schools, the *United Nations Declaration on the Rights of Indigenous Peoples*, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations. This will require skills- based training in intercultural competency, conflict resolution, human rights, and anti-racism.

### **Request #2**

I request that you conduct independent research prior to deciding on the motion. For example, you could read/review:

- Truth and Reconciliation Commission of Canada Calls To Action
- United Nations Declaration on the Rights of Indigenous Peoples
- Association of Municipalities Ontario (AMO) Resources on the Truth and Reconciliation Commission (TRC) Calls to Action
- AMO Indigenous-municipal relationship agreements a guide for municipal leaders
- All three AMO Board endorsed resource documents for municipalities since August 2021.

**Request #3**

I request that the town create a policy on the discriminatory display of names, words and images using the Ontario Human Rights Commission Proposed content.

The first purpose of the policy statement on the discriminatory display of names, words and images is to:

Recognize the enduring impact of colonialism on Indigenous peoples and Ontario's historical links to slavery by promoting awareness about the negative impacts the discriminatory display of names and images has on individuals and groups.

**Request #4**

I request that the town create an Indigenous Municipal Advisory Committee.



March 11, 2022

Mr. John Daly  
Director of Legislative Services/Clerk  
County of Simcoe  
1110 Highway 26,  
Midhurst, ON  
L9Z 1N6

BY EMAIL ONLY

Dear Mr. Daly:

Re: County of Simcoe Regional Government Review Service Delivery Task Force - Fire  
Services

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Please be advised that the Town of Wasaga Beach Coordinated Committee, during its March 10, 2022 meeting, adopted the following resolution:

“That the Community Services Section of Coordinated Committee receive the Chief Administrative Officer’s report on the County of Simcoe Regional Government Review Service Delivery Task Force Fire Services Review for information;

Further that the Community Services Section of Coordinated Committee authorize the Chief Administrative Officer to inform the County of Simcoe that the Town of Wasaga Beach supports recommendations nine and ten of the Fire Service Review report;

And Further, that the Community Services Section of Coordinated Committee authorizes the CAO to request that County Council, through the Regional Government Review, formally request the Province to further review the interest arbitration system, as the changes introduced in 2018 have not impacted wage increases awarded to the fire services sector, often exceeding negotiated settlements for other municipal employee groups, continuing to place a financial strain on municipalities, and creating wage compression with Fire Department leadership;

And Further, that as part of the review, the Province confirm that it is the employer’s responsibility to define the hours of work that best fits their circumstance rather than an arbitrator awarding a change;

And that this motion be circulated to all municipalities in the Province.”

Attached is a copy of the report dated March 10, 2022. Your favourable consideration of this matter is appreciated.

Should you have any questions, please contact me at [cao@wasagabeach.com](mailto:cao@wasagabeach.com) or (705) 429-3844 Ext. 2222.

Sincerely,

A handwritten signature in black ink, appearing to read "George Vadeboncoeur". The signature is fluid and cursive, with a large initial "G".

George Vadeboncoeur  
Chief Administrative Officer

/pk

c. Wasaga Beach Town Council Members  
Association of Municipalities of Ontario  
All Municipalities in Ontario

## STAFF REPORT



**TO:** Community Services Section of Coordinated Committee

**FROM:** George Vadeboncoeur, Chief Administrative Officer

**SUBJECT:** County of Simcoe Regional Government Review  
Service Delivery Task Force - Fire Services Report

**DATE:** March 10, 2022

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### RECOMMENDATION

THAT the Community Services Section of Coordinated Committee receive the Chief Administrative Officer's report on the County of Simcoe Regional Government Review Service Delivery Task Force Fire Services Review for information;

FURTHER that the Community Services Section of Coordinated Committee authorize the Chief Administrative Officer to inform the County of Simcoe that the Town of Wasaga Beach supports recommendations nine and ten of the Fire Service Review report.

### BACKGROUND

The County of Simcoe established a Service Delivery Task Force Committee of County Council members to undertake reviews of the following services to determine if efficiencies could be found leading to improved services to tax payers. The services being reviewed are:

- Conservation Authority Services
- Fire Services
- Land Use Planning Services
- Library Services
- Transit Services
- Water and Waste Water Services
- Storm Water Management Services – completed, no further action required
- Legal Services – completed, no further action required

The subject of this report is the review of Fire Services.

The County engaged a third-party consultant to conduct a comprehensive review of Fire Services in the County of Simcoe, identifying possible efficiencies and preferred Service Delivery models including regional and sub-regional service models.

Through an RFP process, Pomax Consulting Inc. (Pomax) was selected by the County to complete the review. The Pomax team commenced the project and municipal engagement in May 2021.

On December 6, 2021 the County of Simcoe Regional Government Review Service Delivery Task Force received the final report and passed a resolution requesting that the report be sent to individual municipal Councils for review and comment.

The ten recommendations tabled with the Task Force are as follows:

1. "Share fire chiefs wherever possible. Examples of this include Innisfil and Bradford-West Gwillimbury, and Penetanguishene and Midland. There is an expectation that the number of responses will decline in the next few years as the province implements Medical Priority Dispatch System (MPDS). An advantage of sharing fire chiefs may be that the joint chief will find realistic ways to rationalize training, prevention, public education, and stations. Essa Township has an opportunity to share a fire chief with a neighbouring community or even amalgamating.
2. Share recruitment, intake, selection, training, and equipment in the same manner as takes place in North Simcoe. Duplication of these processes can be expensive. Sharing also supports consistency so that when the time comes that firefighters from different departments have to work together at mutual aid or other major incidents, they are familiar with common practices.
3. Share public education and prevention resources. This may not save money but may accomplish consistency in neighbouring communities and may enhance some communities that have inadequate resources.
4. Where possible consolidate fire services. This is not a minor step but it is one that has been accomplished before when municipalities amalgamate or a decision is made that shared services is best for a community <https://lincoln.ca/news/2021/06/media-releasetowns-lincoln-and-grimsby-embark-shared-fire-service-pilot-project>.
5. Several fire departments, during interviews, discussed establishing training centres – some with the perspective of providing services for a fee to other fire departments. Prior to taking those steps, partnerships should be discussed to defray costs and to determine the best location for training centres. Training centres that are established with the objective of defraying costs by renting to other fire departments do not have a history of success.

6. Prior to considering building a new fire station, undertake a needs analysis including response modelling and incident type. Fires may be an impetus for establishing a new or additional fire station but sometimes medical incidents are held out as part of the justification. Fires are on a downward trend. It is possible medical responses will also trend downwards. Schedule 1 RGR 2021-357 Page 28 Simcoe County Fire Services Review Final Report Part 1 Page | 27
7. Where possible, consider contracting services with a neighbouring municipality. Ramara Station 2's response area is a possible opportunity as are responses to areas that border other full time fire departments.
8. Employ the precept of closest or quickest vehicle responds. Although some form of cost per call may have to be worked out using the closest fire resource delivers service sooner.
9. Obtaining and understanding fire department data and information, particularly outcome information to answer the question "Why are we doing what we are doing?" should be the primary objective of all municipalities. It does not exist now notwithstanding the efforts of some departments who are attempting to secure information. This is a major undertaking that is not realistic for individual departments but could be provided by the county on a cost recovery basis. We recommend that municipalities work with the county to obtain that service, or the county should establish the service and offer it to those municipalities who see it as an advantage. During our interviews several CAOs envisioned the county as being the data and information centre.
10. We recommend that representatives of Simcoe County and the municipalities form a committee to further explore these recommendations, particularly the provision of a data service by the county as noted in recommendation 9."

On February 1, 2022 staff received a letter from the County of Simcoe Clerk's Department on behalf of the Service Delivery Task Force asking for feedback on the report.

At the February 10, 2022 Community Services Section of Coordinated Committee the Fire Chief provided a report requesting that if Council members had comments concerning the proposed efficiencies, service delivery models and recommendations outlined in the review, that they provide such comments to the Chief Administrative Officer.

## **DISCUSSION**

Based on the feedback from individual Council members, it is felt two of the ten recommendations found within the Pomax report warrant additional exploration.

Recommendation number nine supports the County providing data collection and analysis services due to challenges for smaller municipalities undertaking the same

exercise. While conducting interviews with municipalities, Pomax received comments from several Chief Administrative Officers indicating that the County could assist as a data and information centre. This would ensure that the data required to make decisions is collected and what is collected is standardized across the County. One area identified is outcome information, similar to the data collected by other emergency services. With automation, training and building on data already collected for other purposes, this should be fairly easy to implement.

Recommendation number ten supports the creation of a committee comprised of municipalities and representatives of the County to further explore all of the recommendations, in particular the provision of a data service by the County as noted in recommendation nine. Some areas of interest include, sharing in the recruiting of volunteer Fire Fighters, Fire Prevention and Training. It was noted that a "...significant level of cooperation and sharing in Simcoe was identified..." as already occurring.

Although it was not considered as part of the review or a recommendation, some Council members feel the disproportionate escalation of firefighter wages and benefits, supported by the Arbitration system, is an issue that deserves attention and resources. It is acknowledged that this is beyond a local issue and should be addressed by the province as a priority as it impacts all fire services.

In discussing the recommendations with the Fire Chief, he is committed to reviewing all aspects of his administration and operations to identify areas to improve efficiencies and service delivery in the spirit outlined in the Promax Report.

Respectfully Submitted,

George Vadeboncoeur  
Chief Administrative Officer





March 11, 2022

Right Honourable Justin Trudeau  
Prime Minister of Canada  
Office of the Prime Minister  
80 Wellington Street  
Ottawa, ON K1A 0A2

Dear Right Honourable Justin Trudeau:

On March 8, 2022, Council for the Town of Mono passed the following resolution calling on the federal government to provide greater support to Ukraine in their fight against the invasion of their sovereign territory by Russia.

Resolution #9-5-2022

*Moved by Ralph Manktelow, Seconded by Fred Nix*

*WHEREAS Russia made an unprovoked attack on the people of Ukraine on the 24th day of February and continues to wage war;*

*WHEREAS the Town of Mono is aghast at this aggression, and the carnage that is happening to the Ukrainian people and their land;*

*WHEREAS we are alarmed at the implications to world security;*

*WHEREAS we know that our efforts as a small municipality are slight, but that collectively the many voices of the world have great power and can exert meaningful pressure on President Putin to stop this war;*

*AND THAT the Town of Mono strongly condemns Russia's attack on Ukraine;*

*AND THAT by this motion and by flying the Ukrainian Flag at the Town Hall, the Town of Mono extends a strong gesture of support to the Ukrainian people,*

*AND THAT we call on the Canadian Government without delay to provide greater material support, to exert maximum sanctions and pressure on Russia and to use all diplomatic means possible to end this war.*

**"Carried"**

Respectfully,

Fred Simpson  
Clerk

cc: Hon. Anita Anand, Minister of National Defence  
Hon. Kyle Seeback, MP Dufferin-Caledon  
Hon. Doug Ford, Premier of Ontario  
Hon. Sylvia Jones, Solicitor General & MPP Dufferin-Caledon  
All Ontario Municipalities

## Community group coalition recommends 2-kilometer setback for Ontario wind turbines to protect health, safety

March 8, 2022

OTTAWA--- Wind turbines built in Ontario to generate electricity from wind energy should have a setback of a minimum of two kilometers says Wind Concerns Ontario.

Ontario's present regulations for siting of wind turbines cite a minimum of 550 metres; that is not adequate to protect health or safety, Wind Concerns Ontario says.

The Ontario government currently has almost 7,000 formal Incident Reports documenting environmental noise pollution, dating from 2006 to the end of 2018, many of which also contain citizen complaints of adverse health effects.<sup>1</sup>

“Since wind turbines first started operating in Ontario, people have been complaining about the noise,” says Jane Wilson, RN, Wind Concerns Ontario president. “The comments made to Provincial Environmental Officers are just heartbreaking—people cannot sleep for days on end. They often leave their homes to get rest. Some of them leave, and never go back.”

Environmental noise pollution is a known factor in adverse health effects including sleep disturbance, which over the long term, can lead to other health effects such as high blood pressure and other cardiac problems.

The Ontario government pledged to monitor research around the world and revise regulations as required, but this has not occurred, Wind Concerns Ontario says. The Ontario government returned siting powers to municipalities when it amended the Planning Act in 2019, but it did not provide any guidance as to what new zoning by-laws could be.

At present, many jurisdictions—particularly those with a long history of using wind turbines—are adopting greater setbacks for health and safety. In Bavaria, Germany, for example, setbacks from residences are 10 times the height of the turbine which is equivalent to more than 2,000 metres or 2 kilometres. In Spain, Sweden, Scotland and Poland, setbacks are between 1 and 2 kilometres. In its new zoning bylaw, the Ontario municipality of Dutton-Dunwich implemented a setback of 2,000 metres.

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<sup>1</sup> Wind Concerns Ontario. 2021. Response to Wind Turbine Noise Complaints by Ontario's Environment Ministry 2018.

Wind turbine noise is uniquely intrusive on the environment. U.S. acoustics professional Robert Rand says, “Unlike other power plant technologies which have numerous noise control options, the only reliable noise control for wind turbines is distance.”<sup>2</sup>

Other jurisdictions may have greater setbacks, and some have shorter, says Wilson. “We believe 2 kilometres is a reasonable compromise to protect health. Given the evidence, wind power operators should be supportive of every effort to be good acoustic neighbours.”

Wind turbine setbacks need to apply to all types of receptors including residential locations, both participant and non-participant, work locations, including farm locations, other employment locations, care facilities and schools.

A recent review of turbine equipment failures conducted by a group of Ontario municipalities also highlighted the inadequacy of the current setback of blade length plus 50 metres from property lines. The failure incidents profiled show that a minimum setback from the property line of tower height plus blade length (at least 200 metres for equipment used currently) is needed to protect against complete tower collapse. Additional distances are needed to protect against ice throw and the scattering of debris that can extend as far as twice the height of a wind turbine tower.

New setbacks also need to be applied to any repowering of existing turbines. The current practice of “grandfathering” existing wind turbines is not appropriate in light of evidence.

Wind Concerns Ontario is a coalition of community groups and individuals concerned about the negative impacts of industrial-scale or grid scale wind turbines (IWTs) on the environment, human health and the economy.

[contact@windconcernsontario.ca](mailto:contact@windconcernsontario.ca)

Jane Wilson

[www.windconcernsontario.ca](http://www.windconcernsontario.ca)

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<sup>2</sup> Rand, Robert. 2019. Health Impacts of Industrial Wind Turbines. Presentation at Erie County Community College, September 10, 2019.

## APPENDIX 1: CURRENT SETBACKS IN VARIOUS JURISDICTIONS

### EXAMPLES OF U.S. SETBACKS

State	County	Setback (m)	Comment
Indiana	Miami	600	Property lines
Kansas	Pratt	628	
Kentucky	Mason	1,600	Property Lines
Maine	Caratunk	2,414	Property Lines
	Clifton	1,219	Residences
Nebraska	Lancaster	1,600	Residences
N. Carolina	Newport	1,524	Property Lines
Oregon	Umatilla	3,219	Residences
Wyoming	All Counties	1,100	5.5 X Height to Property Lines

\*Note the setbacks to property lines, not the centre of houses as in Ontario

## EXAMPLES OF EUROPEAN SETBACK DISTANCES

Country	Set-back
Austria	800 to 1,200 m
Denmark	4 X total height – 829 m
Estonia	1,000 to 2,000 m
Bavaria, Germany	10 x total height – 2,073 m
Baden, Germany	700 m
Brandenburg, Germany	1000 m
Sachsen, Germany	10 X hub height – 1,380 m
Hungary	1,000 to 2,000 m
Poland	10 x total height – 2,073
England	Local – 700 m to 10 x height
N Ireland	10 x rotor diameter – 1,386 m
Scotland	Local up to 2,000 m

Source: European Commission. 2018. Wind potentials for EU and neighbouring countries, p.52.



Dear Mayor DiCarlo,

We are excited to share with you that Autism Ontario is currently planning and preparing for World Autism Day 2022 celebration activities. Historically identified as Raise the Flag, this year's campaign has shifted to embrace the theme **Celebrate the Spectrum**.

Celebrate the Spectrum is an opportunity for positive action to provide spaces of support and advocacy for our diverse communities while learning about autism and how we can all make our communities more inclusive places for people on the autism spectrum.

We invite you to commit to this important campaign that unites families, schools, communities, government, and professionals in recognizing World Autism Day while bringing to light the systemic barriers that must be removed to create a more supportive and inclusive Ontario. Learn more in a [letter from our Executive Director Marg Spoelstra](#).

To formally acknowledge the day, Autism Ontario is inviting all municipalities to proclaim publicly **April 2, 2022, as World Autism Day**. We have attached a proclamation template for your purpose and hope that you will embrace this opportunity to "Celebrate the Spectrum."

If you choose to engage in this important day that celebrates diversity, inclusion and equity please email myself at [Brianne.curry@autismontario.com](mailto:Brianne.curry@autismontario.com). Should you have questions or require additional information please feel free to contact me.

Respectfully,  
**Brianne Curry – Fund Development & Volunteer Coordinator**  
**Autism Ontario West Region**



(Mayor name or designate) of the city of (city name) do hereby proclaim  
**April 2 as World Autism Day**

<b>WHEREAS:</b>	World Autism Day will be recognized on April 2, 2022, in Canada thanks to Senator Jim Munson’s Bill S-206, <i>An Act Respecting World Autism Awareness Day</i> ; and
<b>WHEREAS:</b>	Autism Spectrum Disorder (ASD) affects more than 135,000 Ontarians. Autism Spectrum Disorder is a neurodevelopmental disorder affecting 1 in every 66 Canadian children, as well as their friends, family, and community; and approximately 1 - 2% of the Canadian population is on the autism spectrum.
<b>WHEREAS:</b>	ASD is a spectrum disorder, which means it not only manifests itself differently in every individual in whom it appears, but its characteristics will change over the life of each person as well. A child on the autism spectrum will become an adult on the autism spectrum; and
<b>WHEREAS:</b>	Autism Ontario is the leading source of information and referral on autism and one of the largest collective voices representing the autism community. Since 1973, Autism Ontario has been providing support, information, and opportunities for thousands of families and individuals across the province.
<b>WHEREAS:</b>	Autism Ontario is dedicated to increasing public awareness about autism and the day-to-day issues faced by individuals with autism, their families, and the professionals with whom they interact. The association and its Regions share common goals of providing information and education, supporting research, and advocating for programs and services for the autism community; and
<b>THEREFORE:</b>	I (Mayor Name or Designate), do hereby declare April 2 as World Autism Day.

Dated at (municipality), Ontario this 2nd day of April, 2022.



**Sent:** February 22, 2022 3:20 PM  
**To:** Dan Monk <[dmonk@amherstburg.ca](mailto:dmonk@amherstburg.ca)>  
**Subject:** General Email Box

Dear Mayor and Council,

I am writing today to request your council to proclaim May 10, 2022, as the "Day of Action Against Anti-Asian Racism" - a nationwide movement that was initiated by a group of grassroots activists in Burnaby, BC.

Stand With Asians Coalition (SWAC) is a Canadian registered non-profit organization and a community of people in Canada who are concerned about the surge of anti-Asian racism in our cities. According to Statistics Canada Police-reported hate crimes against East and South East Asians has increased 301% in 2020\*

Stand With Asians Coalition brings allies together to raise awareness and to combat anti-Asian racism. We must condemn all forms of hate in public spaces as it creates unsafe conditions for members of the Asian, Black, Indigenous, People of Color, and Racialized Communities.

SWAC is organizing a virtual National Day of Action Against Anti-Asian Racism E Rally on Zoom on May 10, 2022 at 5 PM PT/ 8 PM ET. More details will follow.

I am writing to request your council to make a city-wide proclamation by March 31, 2022 to support this important initiative. Please see attached a sample wording of the proclamation. After the release of your proclamation, we ask that you kindly email an electronic copy to [admin@swacoalition.org](mailto:admin@swacoalition.org) so that we can post it on social media. Should you have any questions about this request, please contact myself at 604-772-0229 or [admin@swacoalition.org](mailto:admin@swacoalition.org). Thank you for your consideration of this matter.

Doris Mah (she/her)  
President  
Doris Mah <[Admin@swacoalition.org](mailto:Admin@swacoalition.org)>

Stand with Asians Coalition

\*<https://www150.statcan.gc.ca/n1/pub/85-002-x/2021001/article/00013-eng.htm>

Police-reported crime statistics in Canada, 2020 Police-reported hate crime during the COVID-19 pandemic

SWAC is grateful for the opportunity to work and live on the ancestral and unceded homelands of the hən̓q̓əmiñəm and Skwxwú7mesh speaking peoples as well as all Coast Salish peoples.

#### ABOUT SWAC

Stand With Asians Coalition (SWAC) is a grassroots movement that started in Burnaby, British Columbia, in April 2021, to stand against the rising incidence of anti-Asian racism and other forms of racism. Initially centered around a Facebook group that has attracted more than 2,400 members, SWAC is now

registered in British Columbia as a non-profit society. SWAC is working to unite municipalities across the country in acknowledging the impact of anti-Asian racism as a first step towards developing more effective policy initiatives & systemic change to protect all Canadians.

Nearly 9 million Canadians and 3.3 million union workers across Canada have proclaimed May 10, 2021, a Day of Action Against Anti-Asian Racism. Stand With Asians Coalition (SWAC) is working toward uniting municipalities representing 10 million Canadians to declare May 10, 2022, as the Day of Action Against Anti-Asian Racism.



**TOWN OF AMHERSTBURG  
HERITAGE COMMITTEE MEETING  
ELECTRONIC PARTICIPATION  
Thursday, January 13, 2021  
5:30 PM**

**MINUTES**

**PRESENT**

Simon Chamely, Chair  
Shirley Curson-Prue, Vice Chair  
Robert Honor  
Jennie Lajoie

Councillor Patricia Simone

Clint Robertson, Heritage Planner  
Kevin Fox, Recording Secretary

**ABSENT**

Stephanie Pouget-Papak (Regrets)

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**1.0 CALL TO ORDER**

The Secretary called the meeting to order at 5:30 p.m.

**2.0 ROLL CALL**

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

*No disclosures of pecuniary interest were noted.*

### 4.0 LAND ACKNOWLEDGMENT

The following land acknowledgment as read, “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.”

### 5.0 CALL FOR NOMINATIONS

#### 5.1 Nomination of Chair

**Moved By** S. Curson-Prue

**Seconded By** J. Lajoie

**That Simon Chamely BE APPOINTED Chair of the Heritage Committee.**

The Secretary put the Motion.

	Yes/Concur	No/Not Concur
Robert Honor	X	
Jennie Lajoie	X	
Stephanie Pouget-Papak	Absent	Absent
Councillor Patricia Simone	X	
Shirley Curson-Prue (VC)	X	
Simon Chamely (CH)	X	

**Motion Carried**

## 5.2 Nomination of Vice Chair

**Moved By** J. Lajoie

**Seconded By** S. Chamely

**That Shirley Curson-Prue BE APPOINTED Vice Chair of the Heritage Committee.**

The Secretary put the Motion.

	Yes/Concur	No/Not Concur
Robert Honor	X	
Jennie Lajoie	X	
Stephanie Pouget-Papak	Absent	Absent
Councillor Patricia Simone	X	
Shirley Curson-Prue (VC)	X	
Simon Chamely (CH)	X	

**Motion Carried**

## 6.0 MINUTES OF THE PREVIOUS MEETING

### 6.1 Heritage Committee Minutes of December 9, 2021

**Moved By** S. Curson-Prue

**Seconded By** R. Honor

**That the Heritage Committee Meeting Minutes of December 9, 2021 BE ADOPTED as amended.**

The Chair put the Motion.

	Yes/Concur	No/Not Concur
Robert Honor	X	
Jennie Lajoie	X	
Stephanie Pouget-Papak	Absent	Absent
Councillor Patricia Simone	X	
Shirley Curson-Prue (VC)	X	
Simon Chamely (CH)	X	

**Motion Carried**

**7.0 ORDER OF BUSINESS**

**7.1 Italian Heritage Monument – King’s Navy Yard Park**

**Moved By** J. Lajoie  
**Seconded By** R. Honor

**That the proposed Italian Heritage Monument location BE ENDORSED.**

The Chair put the Motion.

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Robert Honor	X	
Jennie Lajoie	X	
Stephanie Pouget-Papak	Absent	Absent
Councillor Patricia Simone	X	
Shirley Curson-Prue (VC)	X	
Simon Chamely (CH)	X	

**Motion Carried**

**7.2 247 Brock Street St. Anthony School, Alteration Request, Repeal and Replace of Heritage Designation**

**Moved By** R. Honor  
**Seconded By** J. Lajoie

**That:**

- 1. The interventions and attached concept drawings BE RECEIVED;**
- 2. The Heritage Committee SUPPORTS the proposed interventions and Concept #1; and,**
- 3. The decision BE PROVIDED to Council when considering the proponent’s request to alter the heritage attributes of the building.**

The Chair put the Motion.

	Yes/Concur	No/Not Concur
Robert Honor	X	
Jennie Lajoie	X	
Stephanie Pouget-Papak	Absent	Absent
Councillor Patricia Simone	X	
Shirley Curson-Prue (VC)	X	
Simon Chamely (CH)	X	

**Motion Carried**

**Moved By** S. Curson-Prue

**Seconded By** J. Lajoie

**That the Heritage Committee ENDORSE the proposal to repeal and replace the Heritage Designation By-law on the St. Anthony School property to allow for the designation to be registered on only a portion of the property containing the heritage building, and to update which attributes are regulated in accordance with the report of the Heritage Planner.**

The Chair put the Motion.

	Yes/Concur	No/Not Concur
Robert Honor	X	
Jennie Lajoie	X	
Stephanie Pouget-Papak	Absent	Absent
Councillor Patricia Simone	X	
Shirley Curson-Prue (VC)	X	
Simon Chamely (CH)	X	

**Motion Carried**

**7.3 Street Name Inventory Additions – Volunteers and Notable Figures**

**Moved By** J. Lajoie

**Seconded By** R. Honor

**That:**

- 1. The additions to the Street Naming Inventory BE ENDORSED inclusive of the addition of Mr. Paul Hertel's name; and,**
- 2. The list BE PROVIDED to Council.**

The Chair put the Motion.

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Robert Honor	X	
Jennie Lajoie	X	
Stephanie Pouget-Papak	Absent	Absent
Councillor Patricia Simone	X	
Shirley Curson-Prue (VC)	X	
Simon Chamely (CH)	X	

**Motion Carried**

## **8.0 UNFINISHED BUSINESS**

### **8.1 Heritage Planner Update on UFB Items**

### **8.2 Removal of Heritage Plaque Commemorating Matthew Elliott**

### **8.3 Correspondence re. Dr. Manning House from Lynne Fox**

## **9.0 NEW BUSINESS**

### **9.1 Additional Meeting Date**

*The Heritage Planner requested an additional meeting be called by the Chair on February 17<sup>th</sup>, to address a number of developing issues.*



**10.0 ADJOURNMENT**

**Moved By** S. Curson-Prue

**Seconded By** J. Lajoie

**That the Heritage Committee ADJOURN at 6:54 p.m.**

The Chair put the Motion.

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Robert Honor	X	
Jennie Lajoie	X	
Stephanie Pouget-Papak	Absent	Absent
Councillor Patricia Simone	X	
Shirley Curson-Prue (VC)	X	
Simon Chamely (CH)	X	

**Motion Carried**

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**Committee Chair**

**Simon Chamely**

---

**Recording Secretary**

**Kevin Fox**



**TOWN OF AMHERSTBURG  
AMHERSTBURG ENVIRONMENTAL ADVISORY COMMITTEE  
MEETING**

**ELECTRONIC PARTICIPATION**

**Wednesday, February 9, 2022**

**6:00 PM**

**MINUTES**

**PRESENT**

Bille Gardner, Chair  
Councillor Michael Prue, Vice Chair  
Dan Laing  
John McDonald  
Marolyn Morrison

Councillor Peter Courtney

Antonietta Giofu, Staff Liaison  
Kevin Fox, Recording Secretary

**ABSENT**

Brad Mailloux (Regrets)  
Hartt Goldman

---

**1.0 CALL TO ORDER**

The Secretary called the meeting to order at 6:04 p.m.

**2.0 ROLL CALL**

### 3.0 LAND ACKNOWLEDGMENT

The following land acknowledgment was read, “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.”

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

There were no disclosures of pecuniary interest noted.

### 5.0 CALL FOR NOMINATIONS

#### 5.1 Nomination of Chair

**Moved By** M. Morrison

**Seconded By** D. Laing

**That Bille Gardner BE APPOINTED Chair of the Amherstburg Environmental Advisory Committee.**

The Chair put the Motion.

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Hartt Goldman	Absent	Absent
Dan Laing	X	
Brad Mailloux	Absent	Absent
John McDonald	X	
Councillor Peter Courtney	X	
Councillor Michael Prue	X	
Marolyn Morrison (VC)	X	
Bille Gardner (CH)	X	

**Motion Carried**

## 5.2 Nomination of Vice Chair

**Moved By** M. Morrison

**Seconded By** B. Gardner

**That Councillor Prue BE APPOINTED Vice Chair of the Amherstburg Environmental Advisory Committee.**

The Chair put the Motion.

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Hartt Goldman	Absent	Absent
Dan Laing	X	
Brad Mailloux	Absent	Absent
John McDonald	X	
Councillor Peter Courtney	X	
Councillor Michael Prue	X	
Marolyn Morrison (VC)	X	
Bille Gardner (CH)	X	

**Motion Carried**

## 6.0 ADOPTION OF MINUTES OF PREVIOUS MEETING

**Moved By** Councillor Prue

**Seconded By** D. Laing

**That the Minutes of December 8, 2021 BE ADOPTED as presented.**

The Chair put the Motion.

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Hartt Goldman	Absent	Absent
Dan Laing	X	
Brad Mailloux	Absent	Absent
John McDonald	X	
Councillor Peter Courtney	X	
Councillor Michael Prue	X	
Marolyn Morrison (VC)	X	
Bille Gardner (CH)	X	

**Motion Carried**

## 7.0 ORDER OF BUSINESS

**7.1 Earth Day Planning**

**Moved By** Councillor Prue

**Seconded By** Councillor Courtney

**That the Amherstburg Environmental Advisory Committee request from Council the sum of \$6,000 from Council for a tree planting event to mark the 2022 Earth Day, to be held on the Libro expansion lands and funding provided by the Public Works tree planting budget.**

The Chair put the Motion.

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Hartt Goldman	Absent	Absent
Dan Laing	X	
Brad Mailloux	Absent	Absent
John McDonald	X	
Councillor Peter Courtney	X	
Councillor Michael Prue	X	
Marolyn Morrison (VC)	X	
Bille Gardner (CH)	X	

**Motion Carried**

**7.2 County of Essex Regional Energy Plan**

**7.3 Blue Box Transition Schedule**

**7.4 Parkland Redevelopment Public Consultation on Briar Ridge Park, Jack Purdie Park, Ranta Memorial Park and a Dog Park**

**8.0 UNFINISHED BUSINESS**

**8.1 Budget Report Out**

**9.0 NEW BUSINESS**

**9.1 Conservation Act Changes and Impacts to ERCA**

**9.2 Rain Barrel Painting**

**10.0 ADJOURNMENT**

**Moved By** M. Morrison

**Seconded By** D. Laing

**That the committee meeting ADJOURN at 8:05 p.m.**

The Chair put the Motion.

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Hartt Goldman	Absent	Absent
Dan Laing	X	
Brad Mailloux	Absent	Absent
John McDonald	X	
Councillor Peter Courtney	X	
Councillor Michael Prue	X	
Marolyn Morrison (VC)	X	
Bille Gardner (CH)	X	

**Motion Carried**

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**Committee Chair**  
**Bille Gardner**

---

**Committee Coordinator**  
**Kevin Fox**



**TOWN OF AMHERSTBURG  
PARKS AND RECREATION ADVISORY COMMITTEE  
MEETING**

**ELECTRONIC PARTICIPATION**

**Wednesday, February 16, 2022  
6:00 PM**

**MINUTES**

**PRESENT**

Pat Catton, Chair  
Shirley Curson-Prue, Vice Chair  
Brinton Sharman  
Wes Ewer

Councillor Donald McArthur  
Councillor Peter Courtney

Heidi Baillargeon, Staff Liaison  
Annette Zahaluk, Staff Resource  
Kevin Fox, Recording Secretary

**ABSENT**

Sarah Voegeli (Regrets)

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**1.0 CALL TO ORDER**

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

**2.0 ROLL CALL**

**Moved By** S. Curson-Prue  
**Seconded By** W. Ewer

**That the Call for Nominations BE DEFERRED until the end of the meeting.**

The Secretary put the Motion.

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Wes Ewer	X	
Brinton Sharman	X	
Sarah Voegeli	Absent	Absent
Councillor Peter Courtney	X	
Councillor Donald McArthur	X	
Shirley Curson-Prue (VC)	X	
Patrick Catton (CH)	X	

**Motion Carried**

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

**4.0 LAND ACKNOWLEDGMENT**

The following land acknowledgment was read, “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.”



**5.0 ADOPTION OF MINUTES OF PREVIOUS MEETING**

**Moved By** W. Ewer

**Seconded By** B. Sharman

**That the Parks and Recreation Advisory Committee Meeting Minutes of November 10, 2021 BE ADOPTED as presented.**

The Chair put the Motion.

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Wes Ewer	X	
Brinton Sharman	X	
Sarah Voegeli	Absent	Absent
Councillor Peter Courtney	X	
Councillor Donald McArthur	X	
Shirley Curson-Prue (VC)	X	
Patrick Catton (CH)	X	

**Motion Carried**

**Moved By** W. Ewer

**Seconded By** S. Curson-Prue

**That item 7.6 BE MOVED forward in the agenda.**

The Chair put the Motion.

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Wes Ewer	X	
Brinton Sharman	X	
Sarah Voegeli	Absent	Absent
Councillor Peter Courtney	X	
Councillor Donald McArthur	X	
Shirley Curson-Prue (VC)	X	
Patrick Catton (CH)	X	

**Motion Carried**

**6.0 ORDER OF BUSINESS**

**6.1 Parkland Public Consultation – Centennial Park and Jack Purdie Parkland Redevelopment Concepts**

**6.2 Parkland Public Consultation – Briar Ridge Park Playground Unit**

**6.3 Parkland Public Consultation – Jack Purdie Park Playground Unit Replacement**

**6.4 Playground Public Consultation – Ranta Memorial Park Redevelopment**

**6.5 Earth Day Activities and Tree Planting Initiatives**

**7.0 CALL FOR NOMINATIONS**

**7.1 Nomination of Chair**

**Moved By** W. Ewer

**Seconded By** P. Catton

**That Shirley Curson-Prue BE APPOINTED Chair of the Parks and Recreation Advisory Committee.**

The Secretary put the Motion.

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Wes Ewer	X	
Brinton Sharman	X	
Sarah Voegeli	Absent	Absent
Councillor Peter Courtney	X	
Councillor Donald McArthur	X	
Shirley Curson-Prue (VC)	X	
Patrick Catton (CH)	X	

**Motion Carried**

**7.2 Nomination of Vice Chair**

**Moved By** S. Curson-Prue

**Seconded By** W. Ewer

**That Brinton Sharman BE APPOINTED Vice Chair of the Parks and Recreation Advisory Committee.**

The Secretary put the Motion.

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Wes Ewer	X	
Brinton Sharman	X	
Sarah Voegeli	Absent	Absent
Councillor Peter Courtney	X	
Councillor Donald McArthur	X	
Shirley Curson-Prue (VC)	X	
Patrick Catton (CH)	X	

**Motion Carried**

**8.0 UNFINISHED BUSINESS**

**9.0 NEW BUSINESS**

**10.0 ADJOURNMENT**

**Moved By** W. Ewer

**Seconded By** Councillor Courtney

**That the Committee ADJOURN at 8:30 p.m.**

The Chair put the Motion.

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Wes Ewer	X	
Brinton Sharman	X	
Sarah Voegeli	Absent	Absent
Councillor Peter Courtney	X	
Councillor Donald McArthur	X	
Shirley Curson-Prue (VC)	X	
Patrick Catton (CH)	X	

**Motion Carried**

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**Committee Chair**  
**Pat Catton**

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**Committee Coordinator**  
**Kevin Fox**



**TOWN OF AMHERSTBURG**  
**INCLUSIVE COMMUNITY PROGRAM ADVISORY STEERING**  
**COMMITTEE MEETING**

**Electronic Participation**

**Wednesday, February 23, 2022**  
**5:00 PM**

**MINUTES**

**PRESENT**

Pauline Gemmell, Chair  
Kathy DiBartolomeo, Vice Chair  
Councillor Marc Renaud  
Shirley Curson-Prue  
Christine Easterbrook  
Monty Logan

Heidi Baillargeon, Director of Community Services  
Rita Chappell, Community Services  
Kevin Fox, Recording Secretary

**ABSENT**

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**1.0 CALL TO ORDER**

The Chair called the meeting to order at 5:02 p.m.

**2.0 ROLL CALL**

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

No disclosures of pecuniary interest were noted.

### 4.0 LAND ACKNOWLEDGMENT

The following land acknowledgment was read, “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.”

### 5.0 MINUTES OF THE PREVIOUS MEETING

#### 5.1 Inclusive Community Program Advisory Steering Committee Minutes of November 24, 2021

**Moved By** Councillor Renaud  
**Seconded By** M. Logan

**That the Inclusive Community Program Advisory Steering Committee Minutes of November 24, 2021 BE ADOPTED as presented.**

The Chair put the Motion.

	Yes/Concur	No/Not Concur
Shirley Curson-Prue	X	
Christine Easterbrook	X	
Monty Logan	X	
Councillor Renaud	X	
Kathy DiBartolomeo (VC)	X	
Pauline Gemmell (CH)	X	

**Motion Carried**

### 6.0 ORDER OF BUSINESS

#### 6.1 Needs Assessment Report Presentation

#### 6.2 Tabling of Needs Assessment Report

**Moved By** C. Easterbrook  
**Seconded By** M. Logan

**That:**

- 1. The ICP Needs Assessment Report BE TABLED; and,**
- 2. A Special Meeting of the ICP Advisory Steering Committee BE CALLED for March 7<sup>th</sup>.**

The Chair put the Motion.

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Shirley Curson-Prue	X	
Christine Easterbrook	X	
Monty Logan	X	
Councillor Renaud	X	
Kathy DiBartolomeo (VC)	X	
Pauline Gemmell (CH)	X	

**Motion Carried**

## **7.0 UNFINISHED BUSINESS**

*There was no unfinished business noted.*

## **8.0 NEW BUSINESS**

*There was no new business noted.*

## **9.0 ADJOURNMENT**

**Moved By** K. DiBartolomeo  
**Seconded By** Councillor Renaud

**That the Inclusive Community Program Advisory Steering Committee  
ADJOURN at 5:49 p.m.**

The Chair put the Motion.

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Shirley Curson-Prue	X	
Christine Easterbrook	X	
Monty Logan	X	
Councillor Renaud	X	
Kathy DiBartolomeo (VC)	X	
Pauline Gemmell (CH)	X	

**Motion Carried**

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**Committee Chair**  
**Pauline Gemmell**

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**Recording Secretary**  
**Kevin Fox**





**TOWN OF AMHERSTBURG**  
**AMHERSTBURG ACCESSIBILITY ADVISORY COMMITTEE**  
**MEETING**

**Electronic Participation**  
**Thursday, February 24, 2022**  
**5:00 PM**

**MINUTES**

**PRESENT**

Shirley Curson-Prue, Chair  
Chris Drew, Vice Chair  
Councillor Marc Renaud  
Christine Easterbrook  
Tony Pietrangelo  
Angela Kelly

Kevin Fox, Staff Liaison/Recording Secretary

**ABSENT**

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**1.0 CALL TO ORDER**

The Chair called the meeting to order at 5:01 p.m.

**2.0 ROLL CALL**

**3.0 DISCLOSURE OF PECUNIARY INTEREST**

*There were no disclosures of pecuniary interest noted.*

#### 4.0 LAND ACKNOWLEDGMENT

The following land acknowledgment was read, “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.”

#### 5.0 ADOPTION OF MINUTES OF PREVIOUS MEETING

**Moved By** C. Drew

**Seconded By** T. Pietrangelo

**That the minutes of the Amherstburg Accessibility Advisory Committee Meeting of December 16, 2021 BE ADOPTED.**

The Chair put the Motion.

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Christine Easterbrook	X	
Angela Kelly	X	
Tony Pietrangelo	X	
Councillor Marc Renaud	X	
Chris Drew	X	
Shirley Curson-Prue	X	

**Motion Carried**

#### 6.0 ORDER OF BUSINESS

##### 6.1 Discussion of Multi-Year Accessibility Plan Public Consultation Planning – Year 1

##### 6.2 Gibson Gallery Accessibility Improvements

##### 6.3 Initial Consultation on Park Design – Briar Ridge, Jack Purdie Park, Ranta Memorial Park and Dog Park

**7.0 UNFINISHED BUSINESS**

**8.0 NEW BUSINESS**

**8.1 Inclusive Community Program (ICP) Public Survey**

**9.0 ADJOURNMENT**

**Moved By** C. Drew

**Seconded By** Councillor Renaud

**That the committee ADJOURN at 6:34 p.m.**

The Chair put the Motion.

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Christine Easterbrook	X	
Angela Kelly	X	
Tony Pietrangelo	X	
Councillor Marc Renaud	X	
Chris Drew	X	
Shirley Curson-Prue	X	

**Motion Carried**

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**Committee Chair  
Shirley Curson-Prue**

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**Committee Coordinator  
Kevin Fox**



**TOWN OF AMHERSTBURG**  
**INCLUSIVE COMMUNITY PROGRAM ADVISORY STEERING**  
**COMMITTEE MEETING**

**Electronic Participation**

**Wednesday, March 7, 2022**

**5:00 PM**

**MINUTES**

**PRESENT**

Pauline Gemmell, Chair  
Kathy DiBartolomeo, Vice Chair  
Councillor Marc Renaud  
Shirley Curson-Prue  
Christine Easterbrook  
Monty Logan

Heidi Baillargeon, Director of Community Services  
Rita Chappell, Community Services  
Kevin Fox, Recording Secretary

**ABSENT**

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**1.0 CALL TO ORDER**

The Chair called the meeting to order at 5:01 p.m.

**2.0 ROLL CALL**

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

No disclosures of pecuniary interest were noted.

### 4.0 LAND ACKNOWLEDGMENT

The following land acknowledgment was read, “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.”

### 5.0 MINUTES OF THE PREVIOUS MEETING

#### 5.1 Inclusive Community Program Advisory Steering Committee Minutes of February 23, 2022

**Moved By** K. DiBartolomeo

**Seconded By** Councillor Renaud

**That the Inclusive Community Program Advisory Steering Committee Minutes of February 23, 2022 BE ADOPTED as presented.**

The Chair put the Motion.

	Yes/Concur	No/Not Concur
Shirley Curson-Prue	X	
Christine Easterbrook	X	
Monty Logan	X	
Councillor Renaud	X	
Kathy DiBartolomeo (VC)	X	
Pauline Gemmell (CH)	X	

**Motion Carried**

**6.0 ORDER OF BUSINESS**

**6.1 ICP Needs Assessment and Action Plan**

**Moved By** M. Logan

**Seconded By** Councillor Renaud

**That the ICP Needs Assessment Report BE SUPPORTED in principle.**

The Chair put the Motion.

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Shirley Curson-Prue	X	
Christine Easterbrook	X	
Monty Logan	X	
Councillor Renaud	X	
Kathy DiBartolomeo (VC)	X	
Pauline Gemmell (CH)	X	

**Motion Carried**

**7.0 UNFINISHED BUSINESS**

*There was no unfinished business noted.*

**8.0 NEW BUSINESS**

*There was no new business noted.*

**9.0 ADJOURNMENT**

**Moved By** Councillor Renaud

**Seconded By** C. Easterbrook

**That the Inclusive Community Program Advisory Steering Committee  
ADJOURN at 6:07 p.m.**

The Chair put the Motion.

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Shirley Curson-Prue	X	
Christine Easterbrook	X	
Monty Logan	X	
Councillor Renaud	X	
Kathy DiBartolomeo (VC)	X	
Pauline Gemmell (CH)	X	

**Motion Carried**

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**Committee Chair**  
**Pauline Gemmell**

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**Recording Secretary**  
**Kevin Fox**



**TOWN OF AMHERSTBURG**  
**MAYOR'S YOUTH ADVISORY COMMITTEE MEETING**  
**ELECTRONIC PARTICIPATION**  
**Tuesday, March 8, 2022**  
**5:00 PM**

**MINUTES**

**PRESENT**

Alessia Favrin  
Mayor Aldo DiCarlo

Julie Columbus, Staff Representative  
Kevin Fox, Recording Secretary

**ABSENT**

Hannah Rusenstrom (Regrets)  
Alex Glendenning  
Katie McEvoy  
Kyra Glendenning  
Bo O'Rourke-Caton  
Jacqueline Pento  
Tayten Goddard

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**1.0 CALL TO ORDER**

The Secretary called the meeting to order at 5:00 p.m.



## **2.0 ADJOURNMENT**

With no quorum present, the meeting was adjourned at 5:15 p.m.

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**Committee Chair**  
**Hannah Rusenstrom**

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**Committee Coordinator**  
**Kevin Fox**



**TOWN OF AMHERSTBURG  
ECONOMIC DEVELOPMENT ADVISORY COMMITTEE  
MEETING**

**ELECTRONIC PARTICIPATION**

**Thursday, February 3, 2022**

**5:00 PM**

**MINUTES**

**PRESENT**

Alan Buterbaugh, Chair  
Councillor Donald McArthur, Vice Chair  
Larry Amlin  
Carolyn Davies

Councillor Michael Prue  
Councillor Patricia Simone

Kevin Fox, Recording Secretary

**ABSENT**

Jack Edwards (Regrets)

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**1.0 CALL TO ORDER**

The Secretary called the meeting to order at 5:00 p.m.

**2.0 ROLL CALL**

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

*There were no disclosures of pecuniary interest noted.*

### 4.0 LAND ACKNOWLEDGMENT

The following land acknowledgment was read, “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.”

### 5.0 CALL FOR NOMINATIONS

#### 5.1 Nomination of Chair

**Moved By** Councillor McArthur  
**Seconded By** Councillor Simone

**That Alan Buterbaugh BE APPOINTED Chair of the Economic Development Advisory Committee.**

The Secretary put the Motion.

	Yes/Concur	No/Not Concur
Larry Amlin	X	
Carolyn Davies	X	
Jack Edwards	Absent	Absent
Councillor Michael Prue	X	
Councillor Patricia Simone	X	
Councillor Donald McArthur (VC)	X	
Alan Buterbaugh (CH)	X	

**Motion Carried**

**5.2 Nomination of Vice Chair**

**Moved By** A. Buterbaugh  
**Seconded By** Councillor Simone

**That Councillor McArthur BE APPOINTED Vice Chair of the Economic Development Advisory Committee.**

The Secretary put the Motion.

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Larry Amlin	X	
Carolyn Davies	X	
Jack Edwards	Absent	Absent
Councillor Michael Prue	X	
Councillor Patricia Simone	X	
Councillor Donald McArthur (VC)	X	
Alan Buterbaugh (CH)	X	

**Motion Carried**

**6.0 ADOPTION OF MINUTES OF PREVIOUS MEETING**

**Moved By** Councillor McArthur  
**Seconded By** Councillor Simone

**That the Economic Development Advisory Committee Minutes of December 2, 2021 BE ADOPTED.**

The Chair put the Motion.

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Larry Amlin	X	
Carolyn Davies	X	
Jack Edwards	Absent	Absent
Councillor Michael Prue	X	
Councillor Patricia Simone	X	
Councillor Donald McArthur (VC)	X	
Alan Buterbaugh (CH)	X	

**Motion Carried**

## 7.0 PRESENTATION

### 7.1 Huron County Economic Development Presentation - Alex Ripley, Huron County Economic Development Office

## 8.0 ORDER OF BUSINESS

### 8.1 Agri-Business Sector Work Plan Items

The following items were asked to be noted in the minutes by the Chair as potential areas of further exploration as work plan items:

- Communications to the Essex County Federation of Agriculture.
- Communications to OMAFRA's Economic Development Division.
- Communications to the Agriculture Program at the Ridgetown Campus of the University of Guelph.
- Outreach to local agri-sector business leaders and businesses.
- Opportunities for tourism application similar to "Taste of Huron."
- Opportunities for diversification and specialty products.
- Opportunities for contest similar to "Agri-Prize"

### 8.2 Charge Up Windsor-Essex County – Essex Powerlines

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

**That the Economic Development Advisory Committee SUPPORTS and ENCOURAGES the Town, local businesses and non-profits to apply for funding through the Charge Up Windsor-Essex County program to boost Electric Vehicle (EV) infrastructure as a vehicle for further economic development and investment.**

The Chair put the Motion.

	Yes/Concur	No/Not Concur
Larry Amlin	X	
Carolyn Davies	X	
Jack Edwards	Absent	Absent
Councillor Michael Prue	X	
Councillor Patricia Simone	X	
Councillor Donald McArthur (VC)	X	
Alan Buterbaugh (CH)	X	

**Motion Carried**

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

**That the Economic Development Advisory Committee recommends Council ask Administration to EXPLORE Electric Vehicle (EV) infrastructure as a requirement of multi-residential development.**

The Chair put the Motion.

	Yes/Concur	No/Not Concur
Larry Amlin	X	
Carolyn Davies	X	
Jack Edwards	Absent	Absent
Councillor Michael Prue	X	
Councillor Patricia Simone	X	
Councillor Donald McArthur (VC)	X	
Alan Buterbaugh (CH)	X	

**Motion Carried**

### 8.3 2022 Budget Report Out

### 9.0 UNFINISHED BUSINESS

*There were no unfinished business items noted.*

**10.0 NEW BUSINESS**

*There were no new business items noted.*

**11.0 ADJOURNMENT**

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

**That Economic Development Advisory Committee ADJOURN at 6:51 p.m.**

The Chair put the Motion.

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Larry Amlin	X	
Carolyn Davies	X	
Jack Edwards	Absent	Absent
Councillor Michael Prue	X	
Councillor Patricia Simone	X	
Councillor Donald McArthur (VC)	X	
Alan Buterbaugh (CH)	X	

**Motion Carried**

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**Committee Chair**  
**Alan Buterbaugh**

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**Committee Coordinator**  
**Kevin Fox**

## UNFINISHED BUSINESS LIST

Council Question #	Agenda Item	Assigned To	Description	Meeting Type	Meeting Date	Comments
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.
CQ 20-003	Kingsbridge Subdivision Parkland Conveyance	Heidi Baillargeon, Rita Chappell	Resolution # 20200127-033 McArthur/Simone - amended motion That: 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.	Regular Council Meeting	1/27/2020	With Administration.

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	<p style="text-align: center;">Resolution # 20200309-096 Prue/Courtney</p> <p style="text-align: center;">That:</p> <p>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,</p> <p>2. Administration BE DIRECTED to bring back a report on an Agent of Change by-law for discussion.</p>	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	<p style="text-align: center;">Resolution # 20200713-194 Prue/Renaud</p> <p style="text-align: center;">That Administration BE DIRECTED to bring back a report with respect to the feasibility of the following:</p> <p style="text-align: center;">Employee discretion when adding the administrative fee to past due water bills consideration of a 14 day grace period.</p>	Regular Council Meeting	7/13/2020	Report coming to Council in Q2 2022.
CQ 20-009	NEW BUSINESS	Valerie Critchley, Bill Tetler	<p style="text-align: center;">Resolution #20200914-292 Courtney/Prue</p> <p style="text-align: center;">That Administration BE DIRECTED to bring back a report regarding regulating Air BnB's.</p>	Regular Council Meeting	9/14/2020	Administration will bring back a report with options.
CQ 20-011	NEW BUSINESS	Melissa Osborne	<p style="text-align: center;">Resolution # 20200928-309 Prue/Simone</p> <p style="text-align: center;">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.</p>	Regular Council Meeting	9/28/2020	Administration is investigating the feasibility of a public art dedication fund.

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 20-014	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 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 21-003	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 21-011	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	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 21-014	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
CQ 22-01	Letter of Support for Kitchener Resolution re. Fire Safety Measures - Town of Plympton-Wyoming	Tammy Fowkes	Resolution #20220124-12 Prue/Courtney That Administration BE DIRECTED to send correspondence in support of the City of Kitcheners resolution regarding Fire Safety Measures.	Regular Council Meeting	1/24/2022	Letter being drafted
CQ 22-02	Integrated Management Plan for Plastics - Essex County Support for City of Windsor Resolution	Tammy Fowkes	Resolution # 20220214-23 Prue/Simone That the resolution from the City of Windsor regarding the Integrated Management Plan for Plastics BE SUPPORTED.	Regular Council Meeting	2/14/2022	
CQ 22-03	Housing Affordability Task Force Report and Call to Re-examine Hospital Capital Funding - AMO Policy Update	Tammy Fowkes	Moved By Councillor Renaud Seconded By Deputy Mayor Meloche That: 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, The work of AMO and its position to provide a coordinated response to the Housing Affordability Task Force Report BE SUPPORTED.	Regular Council Meeting	2/14/2022	

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 22-04	NEW BUSINESS	Antonietta Giofu	Resolution # 20220214-25 Moved By Councillor Prue Seconded By Councillor Simone That Administration BE DIRECTED to bring a report regarding Torontos Green Standard to see if that initiative is feasible in Amherstburg.	Regular Council Meeting	2/14/2022	
CQ 22-05	Libro Centre Outdoor Turf Upgrade Request - Terry Sawchuk, Jim Jariett, and Vancho Cirvoski, Amherstburg Minor Soccer Association (AMSA)	Terry Fasan, Heidi Baillargeon	Moved By Councillor Prue Seconded By Councillor Courtney That the delegation BE RECEIVED; and, Administration BE DIRECTED to bring back a report outlining the feasibility and costs to accomplish AMSA's outdoor turf upgrade requests.	Regular Council Meeting	3/14/2022	
CQ 22-06	Consideration of Support for Windsor-Essex Workers - Town of Tecumseh Resolution	Tammy Fowkes	Moved By Councillor Prue Seconded By Councillor Renaud Item # 14.2 That correspondence BE SENT in support of the Town of Tecumsehs resolution regarding Consideration of Support for Windsor-Essex workers.	Regular Council Meeting	3/14/2022	
CQ 22-07	Walker Aggregates - McGregor Quarry - 2021 OSSGA Community Relations Award	Dan Monk	Moved By Councillor Simone Seconded By Councillor McArthur Item # 14.3 That correspondence BE SENT on behalf of the Mayor and Council congratulating Walker Aggregates, McGregor Quarry, on their 2021 OSSGA Community Relations Award	Regular Council Meeting	3/14/2022	Letter being drafted
CQ 22-08	Mental Health Supports - Township of Woolwich Resolution	Tammy Fowkes	Moved By Councillor Prue Seconded By Deputy Mayor Meloche Item # 14.6 That correspondence BE SENT in support of the Township of Woolwichs resolution regarding Mental Health Supports.	Regular Council Meeting	3/14/2022	

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 22-09	2022 Proclamation - Year of the Garden	Annette Zahaluk, Heidi Baillargeon	<p>Moved By Councillor Renaud Seconded By Councillor McArthur That</p> <p>The Town of Amherstburg PROCLAIM 2022 as the 'Year of the Garden' in celebration of the contribution of gardens and gardening to the development of our country, our municipality and the lives of our citizens in terms of health, quality of life and environmental challenges;</p> <p>June 18, 2022 BE RECOGNIZED as 'Garden Day' in the Town of Amherstburg as a legacy of Canada's Year of the Garden 2022; and,</p> <p>Administration BE DIRECTED to look into award signs for those property owners who partake in the 'Year of the Garden' celebration.</p>	Regular Council Meeting	3/14/2022	
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Re: Town of Amherstburg Name

I, Councillor Simone, hereby provide Notice of Motion to Town of Amherstburg Council:

Whereas the Town of Amherstburg name references Jeffery Amherst, 1<sup>st</sup> Baron Amherst, commander of the British forces and first British Governor General of the Province of Quebec;

And Whereas General Jeffery Amherst's legacy is controversial due to his role in protecting Canada while also expressing the desire to exterminate the race of indigenous people during Pontiac's War, and his advocacy of biological warfare in the form of gifting blankets infected with smallpox as a weapon;

And Whereas the ideals and views of Jeffery Amherst do not reflect the values of the Town of Amherstburg or its residents;

And Whereas the Town of Amherstburg recognizes and values the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island;

And Whereas the Town of Amherstburg is an inclusive community that recognizes the inherent dignity and the equal and inalienable rights of all persons to live in a climate of understanding and mutual respect for the worth of each person, allowing them to contribute fully to the development and well-being of the community;

Therefore, be it resolved, that the Council of the Town of Amherstburg recognize the controversial nature of this individual and denounce the statements and actions made by General Jeffrey Amherst, agreeing that we do not share his expressed views or values; and

Furthermore, be it resolved, that Council recognizes that the reference to General Jeffrey Amherst in the name of the Town of Amherstburg after this individual can be hurtful and disrespectful to our residents; and

Furthermore, be it resolved, that Council wishes to rectify this situation by making clear that the Town of Amherstburg does not condone the views of this individual; and

Furthermore, be it resolved the Town of Amherstburg declare that the name of the Town of Amherstburg shall not be a reference General Jeffrey Amherst; and,

Furthermore, be it resolved, that the Town of Amherstburg name shall henceforth reference the origins of the name of Amherst, that is, the etymological root of the word which bespeaks, "a place amongst the woods or a settlement amongst the woods," and the etymological root of the word 'burg' which is "a walled or defensive settlement," which when taken together reference the creation of a defensive Fort and Naval Yard at Amherstburg amidst a previously densely forested area; and,

Furthermore, be it resolved, that the Town of Amherstburg states a commitment to investing in and taking a leading role in the environmental stewardship and the restoration of the natural environment of the municipality so that the Town can once more be “a place amongst the woods;” and,

Furthermore, be it resolved, that the Town of Amherstburg begin a marketing campaign, through social media, to promote the Town of Amherstburg’s commitment to environmental stewardship and leadership.

CORPORATION OF THE TOWN OF AMHERSTBURG BY-LAW 2022-042

By-Law to amend By-Law 2022-008 (A By-law to regulate the Keeping of Animals and the Care and Control of Animals within the Town of Amherstburg)

**WHEREAS** Section 129 of the Municipal Act, 2001, as amended, provides that the councils of local municipalities may pass by-laws for regulating or prohibiting with respect to noise;

**NOW THEREFORE** THE COUNCIL OF THE CORPORATION OF THE TOWN OF AMHERSTBURG HEREBY ENACTS AS FOLLOWS;

1. That Section 15.9 of By-Law 2022-008 is hereby deleted and the following is substituted for it;

No person within the town shall own/posses/harbour any domestic fowl unless permitted under Zoning By-law 1999-52 for the Town of Amherstburg, as amended.

1. That all over provisions of By-Law 2022-008 remain in full force and effect.

Read a first, second and third time and finally passed this 28<sup>th</sup> day of March, 2022

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MAYOR ALDO DICARLO

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CLERK, VALERIE CRITCHLEY



**CORPORATION OF THE TOWN OF AMHERSTBURG**

**BY-LAW NO. 2022-043**

**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 YuFang Du 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 YuFang Du 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 2022-020 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 28<sup>th</sup> day of March, 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. 2022-041**

**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 March 28<sup>th</sup>, 2022, meeting of Council, are hereby adopted and confirmed, as if the same were expressly contained in this By-law;
2. THAT the Mayor and proper officials of the Corporation of the Town of Amherstburg are hereby authorized and directed to do all things necessary to give effect to the action(s) of the Council of the Corporation of the Town of Amherstburg during the said 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 28<sup>th</sup> day of March, 2022.

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MAYOR – Aldo DiCarlo

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CLERK – Valerie Critchley