



**TOWN OF AMHERSTBURG
COUNCIL MEETING
AGENDA**

Monday, January 28, 2019

6:00 PM

Council Chambers

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

For information pertaining to this agenda or to arrange for any additional accessibility needs please contact Tammy Fowkes, Deputy Clerk at tfowkes@amherstburg.ca

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	Pages
1. CALL TO ORDER	
2. NATIONAL ANTHEM	
3. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF	
4. DELEGATIONS	
4.1 Request for plaque at Toddy Jones Park Pavilion - Jennie Lajoie	8
That the delegation BE RECEIVED.	

5. REPORTS – POLICE SERVICES

No reports at this time.

6. REPORTS – CORPORATE SERVICES

6.1 Musculoskeletal Disorder (MSD) Prevention Policy

11

It is recommended that:

1. The report prepared by the Manager of Human Resources dated January 10, 2019 regarding Musculoskeletal Disorder (MSD) Prevention Policy **BE RECEIVED**; and
2. The Musculoskeletal Disorder (MSD) Prevention Policy **BE ADOPTED** as presented.

7. REPORTS – PARKS, FACILITIES, RECREATION AND CULTURE

No reports at this time.

8. REPORTS – ENGINEERING AND PUBLIC WORKS

8.1 Kingsbridge Subdivision Phase 8B-1 - Acceptance of Infrastructure

17

It is recommended that:

1. The report from the Manager of Engineering dated December 21, 2018, regarding the Kingsbridge Subdivision Phase 8B-1 - Acceptance of Infrastructure **BE RECEIVED**;
2. The recommendations of the consulting engineer, Baird AE **BE APPROVED**;
3. The underground infrastructure along Welsh Avenue from Lavers Crescent to Knobb Hill Drive **BE ACCEPTED and ASSUMED** as outlined in the report; and
4. The curbs, base asphalt, pathway and surface asphalt on Knobb Hill between McLellan Ave. and 160m north of McLellan **BE ACCEPTED and ASSUMED** as outlined in the report.

9. REPORT – PLANNING, DEVELOPMENT AND LEGISLATIVE SERVICES

No reports at this time.

10. REPORTS - CAO's OFFICE

10.1 Committee Appointments – Council Liaisons

22

It is recommended that:

1. The report from the Municipal Clerk dated January 13, 2019 regarding Committee Appointments – Council Liaisons **BE RECEIVED**;
2. Councillor Marc Renaud **BE APPOINTED** to the Accessibility Advisory Committee and the Seniors Advisory Committee;
3. Deputy Mayor Leo Meloche **BE APPOINTED** to the Co-An Park Committee;
4. Councillor Patricia Simone **BE APPOINTED** to the Heritage Committee; and
5. Councillor Pete Courtney and Councillor Don McArthur **BE APPOINTED** to the Parks and Recreation Advisory Committee.

It is recommended that:

- 1. The report from the Municipal Clerk dated January 17, 2019 regarding 2018-2022 Committee/Board Lay Member Appointments **BE RECEIVED**;
- 2. _____ **BE APPOINTED** to the ERCA Board;
- 3. The following 5 lay members **BE APPOINTED** to the Committee of Adjustment:

_____	_____
_____	_____
_____	_____

- 4. The following 5 lay members **BE APPOINTED** to the Drainage Board:

_____	_____
_____	_____
_____	_____

- 5. The composition of the Heritage Committee in the Local Boards/Committees Terms of Reference **BE AMENDED** to 5 lay members and the following 5 lay members **BE APPOINTED** to the Heritage Committee:

_____	_____
_____	_____
_____	_____

- 6. The composition of the Parks and Recreation Advisory Committee in the Local Boards/Committees Terms of Reference **BE AMENDED** to 5 lay members and the following 5 lay members **BE APPOINTED** to the Parks and Recreation Advisory Committee:

_____	_____
_____	_____
_____	_____

It is recommended that:

1. The report from the Municipal Clerk dated January 23, 2019 regarding Economic Development Advisory Committee - Terms of Reference and Appointments **BE RECEIVED**;
2. The Terms of Reference for the Economic Development Advisory Committee **BE APPROVED** as presented;
3. Councillor Donald McArthur and Councillor Michael Prue **BE APPOINTED** to the Economic Development Advisory Committee;
4. The following 3 lay members **BE APPOINTED**:

5. The Terms of Reference for the Audit Advisory Committee **BE APPROVED** as presented;
6. Councillor Patricia Simone and Councillor Michael Prue **BE APPOINTED** to the Audit Advisory Committee; and,
7. The following lay member **BE APPOINTED** to the Audit Advisory Committee:

It is recommended that:

1. The report from the Policy Coordinator and Municipal Clerk dated January 10, 2019 regarding the review and status of Council Approved Policies and Tabling of Policy Framework **BE RECEIVED**; and,
2. The Policy Framework **BE APPROVED** as presented.

11. INFORMATION REPORTS

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

11.1	Outstanding Receivables Amherstburg Festival Corporation - Resolution #20181210-410	54
11.2	Monthly Activity Report – APSB Meeting of November 20, 2018	66
11.3	Monthly Activity Report – APSB Meeting of December 1, 2018	110
11.4	Monthly Activity Report – APSB Meeting of December 11, 2018	117
11.5	Monthly Fire Department Activity Report- December 2018	137
11.6	Monthly Activity Report for Months of November and December 2018	142

12. CONSENT CORRESPONDENCE

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

12.1	MPAC 2018 Year End Assessment Report	146
12.2	Bill 66 Resolution	158

13. CORRESPONDENCE

13.1	National Eating Disorder Information Centre	162
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That:

1. The correspondence from the National Eating Disorder Information Centre regarding Eating Disorder Awareness Week **BE RECEIVED**; and,
2. February 1-7, 2019 **BE PROCLAIMED** as Eating Disorder Awareness Week in the Town of Amherstburg.

14. UNFINISHED BUSINESS

14.1 Unfinished Business Lists as at January 28, 2019

164

15. NEW BUSINESS

16. NOTICE OF MOTION

17. BY-LAWS

17.1 By-law 2019-005 - Interim Tax Levy

165

(Housekeeping By-law)

That **By-law 2019-005** being a by-law to provide an interim tax levy be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

17.2 By-law 2019-013 - Confirmatory By-law

167

It is recommended that:

By-law 2019-013 being a by-law to confirm all resolutions of the Municipal Council Meetings held January 21 and 28, 2019, be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same

18. ADJOURNMENT

That Council rise and adjourn at p.m.



Town of Amherstburg Delegation Request Form

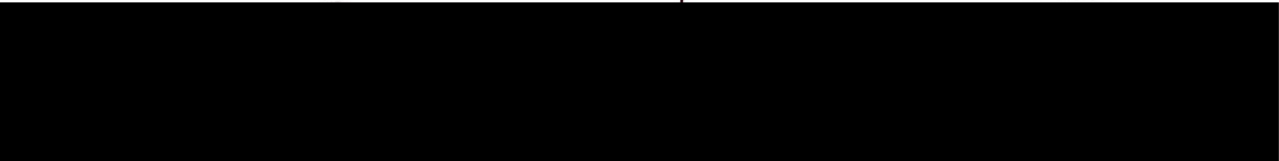
I wish to appear before:

Council

Advisory Committee of Council Specify: _____

Date of Meeting: Monday, Jan. 28 / 2019

Name of Delegate(s): Jennie Lajoie



Attending as an Individual

Representing a Group/Organization River Lights Winter Festival Committee
(Name of Group/Organization/Business)

Have you contacted Administration regarding this matter? Yes No

If yes, who? Anne Rota & Paula Parker

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

See attached letter

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

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

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

Additional documentation attached?

Yes

No

Will a PowerPoint presentation be made?

Yes

No

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

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

For office use only:

Date request received: _____ Request Received by (initials): _____

Request relates to: _____

Staff Report: _____ Staff Name: _____

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

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

January 9, 2019

Mayor and Council
Town of Amherstburg
271 Sandwich St. S
Amherstburg, ON N9V 2A5

Re: Request for a plaque at Toddy Jones Park Pavilion
“Karen and Mark Usher Gingerbread Warming House”
River Lights Winter Festival
Warming Hearts since 2007

Since 2007, the River Lights Winter Festival has been a long standing traditional event in our community. Up until 2018, the event has been virtually organized and supported by the residents, sponsors and volunteers of Amherstburg. The Gingerbread Warming House is a much loved and integral part of the festival in which thousands of families have visited Amherstburg to not only enjoy the lights, but to partake in the activities and beauty of the Gingerbread Warming House.

Year after year and hundreds of volunteer hours later, Karen and Mark Usher begin working on the structure almost immediately after each previous year’s festival. Night and day, cold, rain, snow and every other element imaginable, they never waiver to get the Gingerbread Warming House ready to provide warmth, hot chocolate, a children’s program and beautifully hand crafted decorations in welcoming residents and visitors to Amherstburg!

Their garage and basement is full of wonders that will grace the inside of the magical space once it transforms into a beautiful warming house each season. The Gingerbread Warming House is also the venue for the popular gingerbread house contest and hosts many events like the Channels Christmas Party and many more each weekend, much of it free of charge namely because of the hard work and efforts of Karen and Mark Usher for over 11 years!!

Karen and Mark have been residents of Amherstburg for 43 years. Many may remember Karen as a nurse at a busy, local medical clinic and Mark who taught at General Amherst for 32 years. As a coach and mentor, he is remembered fondly by many students as “sir” by the students who went to school across the street from the Gingerbread Warming House. Both have dedicated part of their retirement to giving back selflessly, graciously and warmly to their beloved community so that others can enjoy a magical, family tradition at Toddy Jones Park.

On behalf of all the families who continue to look forward to the magical feeling when they step inside the Gingerbread Warming House in large part because of Karen and Mark Usher, The River Lights committee would like to bring this request for a plaque at Toddy Jones Park Pavilion designating it as the Karen and Mark Usher Gingerbread Warming House.

Sincerely,


Jennie Lajoie



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF CORPORATE SERVICES

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

Author's Name: Michelle Rose	Report Date: January 10, 2019
Author's Phone: 519 736-0012 ext. 2240	Date to Council: January 28, 2019
Author's E-mail: mrose@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Musculoskeletal Disorder (MSD) Prevention Policy

1. RECOMMENDATION:

It is recommended that:

1. The report prepared by the Manager of Human Resources dated January 10, 2019 regarding Musculoskeletal Disorder (MSD) Prevention Policy **BE RECEIVED**; and
2. The Musculoskeletal Disorder (MSD) Prevention Policy **BE ADOPTED** as presented.

2. BACKGROUND:

The Ministry of Labour (MOL) is working on a 2-year ergonomics initiative, specifically focusing on musculoskeletal disorder (MSD) prevention in municipalities, with a sub-focus on the Public Works division.

The purpose of the MOL initiative is to raise awareness of MSDs, promote increased compliance with health and safety legislation with respect to ergonomics, and help foster a health and safety culture in the workplace.

3. DISCUSSION:

Administration is working on an MSD prevention program that will meet the compliance requirements of the MOL. One of the elements that are required for a successful program is a policy and procedure. The administrative procedures are being developed and will be implemented as soon as practicable. The recommended policy is attached to this report for Council approval.

4. RISK ANALYSIS:

MSDs are injuries to the muscles, tendons, ligaments and nerves that may develop in workers from ergonomic risk factors such as repetitive, forceful or awkward movements. Statistics from the Workplace Safety and Insurance Board (WSIB) indicate that in Ontario, 42% of all lost time injuries and lost time costs were the result of MSDs.

The goal is to take a proactive approach and implement a program to reduce or eliminate the risk of MSDs in the workplace, reduce costs associated with MSDs, reduce absences from work, and increase staff productivity.

Site visits and audits will be starting in April of 2019 as part of the MOL enforcement campaign. MOL field staff will be issuing orders for ergonomic assessments, worker training on proper body mechanics and lifting, adapting workstations, etc. These orders can and will be issued under Section 25(2)(h) of the Occupational Health and Safety Act (OHSA), also referred to as the “general duty clause”, which requires employers to take all precautions reasonable in the circumstances to protect their workers.

5. FINANCIAL MATTERS:

Administration has built an allowance of \$6,000 into the recommended 2019 Budget, under the Health & Safety expense account in the Human Resources budget centre, for ergonomic assessments, equipment, or accommodations required by employees.

The investment in ensuring safe work practices will mitigate the risk of lost time injuries.

6. CONSULTATIONS:

The Senior Management Team was consulted on the Musculoskeletal Disorder (MSD) Prevention Policy.

7. CONCLUSION:

It is in the best interest of the Town to adopt a policy that fosters a health and safety culture in the workplace and to be proactive in the prevention of musculoskeletal disorders.



Michelle Rose
Manager of Human Resources

Report Approval Details

Document Title:	Musculoskeletal Disorder (MSD) Prevention Policy.docx
Attachments:	- Musculoskeletal Disorder Prevention Policy FINAL for Council.docx
Final Approval Date:	Jan 23, 2019

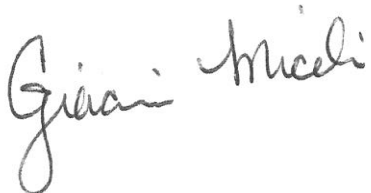
This report and all of its attachments were approved and signed as outlined below:



Cheryl Horrobin - Jan 22, 2019 - 12:45 PM



Mark Galvin - Jan 23, 2019 - 8:57 AM




John Miceli - Jan 23, 2019 - 9:41 AM



Paula Parker - Jan 23, 2019 - 11:07 AM

POLICY

	Policy:	MUSCULOSKELETAL DISORDER (MSD) PREVENTION		
	Department:	Corporate Services	By-Law No.:	XXXX-XX
	Division:	Human Resources	Approval Date:	XXXX
	Administered By:	Manager of Human Resources	Revision Date:	XXXX
	Replaces:	N/A		
	Attachments:	N/A		

1. POLICY STATEMENT

The Corporation of the Town of Amherstburg is committed to minimizing exposure to Musculoskeletal Disorder (MSD) hazards.

2. PURPOSE

This policy provides the framework necessary to increase MSD awareness, decrease the risk of MSDs, promote and support the health and safety of all employees and provide the necessary equipment, resources, and effective training to do so.

3. SCOPE

- 3.1. This policy applies to all Town employees.
- 3.2. This policy shall be reviewed at least every five (5) years from the later of the approval date or the revision date, and/or sooner at the discretion of the Chief Administrative Officer or designate.

4. DEFINITIONS

Common definitions, acronyms, and terms are available in the Glossary located on the Town's Policies webpage or the Town (T:) drive.

- 4.1. **Awkward Posture** refers to positions of the body that deviate significantly from the neutral position while performing work activities. When working in an awkward position, muscles operate less efficiently, and more force must be expended to do the task.
- 4.2. **Ergonomic(s)** is the scientific study of people and their working conditions, especially done in order to improve effectiveness.
- 4.3. **Joint Health and Safety Committee (JHSC)** is a volunteer group of individuals from various departments/divisions representing workers and supervisors. Its main function is to monitor safety risks and act in an advisory role to the Human Resources division for workplace safety matters. Through workplace inspections and incident/illness/near miss reports, the JHSC monitors the presence of hazards for workers and worksites and may make recommendations for controls where the JHSC deems it is necessary.

- 4.4. **Musculoskeletal Disorders (MSDs)** are injuries and disorders that affect the human body's movement or musculoskeletal system (i.e. muscles, tendons, ligaments, nerves, discs, blood vessels, etc.)
- 4.5. **Work Organization** refers to the control of work and the division of labour. It includes the tasks performed, who performs them and how they are performed in the process of making a product or providing a service.

5. **INTERPRETATIONS**

Any reference in this Policy to any statute or any section of a statute shall, unless expressly stated otherwise, be deemed to be reference to the statute as amended, restated or re-enacted from time to time. Any references to a By-law or Town policy shall be deemed to be a reference to the most recent passed policy or By-law and any replacements thereto.

6. **GENERAL CONDITIONS**

6.1. **Orientation and Education**

- 6.1.1. MSD education and job specific MSD awareness training will be provided to all new employees during new hire orientation.
- 6.1.2. MSD education will be provided to existing employees every 3 years.

6.2. **MSD Hazard and Incident Reporting**

- 6.2.1. MSD hazards include but are not limited to:
 - 6.2.1.1. Force;
 - 6.2.1.2. Fixed or awkward posture;
 - 6.2.1.3. Repetition;
 - 6.2.1.4. Vibration;
 - 6.2.1.5. Temperature;
 - 6.2.1.6. Work organization; and
 - 6.2.1.7. Work methods.
- 6.2.2. MSD hazards and incidents must be reported.

6.3. **Purchasing**

- 6.3.1. Ergonomic features shall be considered prior to decisions being made about the purchase of new equipment or new furniture.
- 6.3.2. Ergonomic considerations will be included in purchasing specifications and similar documents where applicable.

6.4. **Building and Equipment Design**

- 6.4.1. Ergonomic considerations will be made for building expansions or modifications, fit-up and furnishings following AODA and ergonomic guidelines.
- 6.4.2. Ergonomic considerations will be made when new or replacement equipment is being introduced into the work environment.

6.5. **Simple MSD Risk Assessment**

- 6.5.1. Risk assessments will be conducted by the JHSC and the supervisor to identify hazards and make recommendations for preventative/corrective controls.

6.6. **In-Depth MSD Risk Assessment**

- 6.6.1. The Town recognizes that it may be necessary to obtain outside assistance for the completion of an in-depth MSD risk assessment. Certified ergonomic professionals will be contacted as needed.

7. **RESPONSIBILITIES:**

- 7.1. **Council** has the authority and responsibility to:

- 7.1.1. Support ergonomic initiatives through policy and funding.

- 7.2. **Managers and Supervisors** have the authority and responsibility to:

- 7.1.2. Enforce the program through proactive workplace safety practices and regular monitoring programs.

- 7.3. **Staff** has the authority and responsibility to:

- 7.1.3. Comply with the policy and procedures at all times.

- 7.4. **The Joint Health and Safety Committees** have the authority and responsibility to:

- 7.1.4. Make recommendations for improvements to the program.

8. **REFERENCES AND RELATED DOCUMENTS**

- 8.1. The Ontario Occupational Health and Safety Act
- 8.2. Health and Safety Policy Statement

DRAFT



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF ENGINEERING AND PUBLIC WORKS

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: Todd Hewitt	Report Date: December 21, 2018
Author's Phone: 519 736-3664 ext. 2313	Date to Council: January 28, 2019
Author's E-mail: thewitt@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Kingsbridge Subdivision Phase 8B-1 - Acceptance of Infrastructure

1. RECOMMENDATION:

It is recommended that:

1. The report from the Manager of Engineering dated December 21, 2018, regarding the Kingsbridge Subdivision Phase 8B-1 - Acceptance of Infrastructure **BE RECEIVED**;
2. The recommendations of the consulting engineer, Baird AE **BE APPROVED**;
3. The underground infrastructure along Welsh Avenue from Lavers Crescent to Knobb Hill Drive **BE ACCEPTED and ASSUMED** as outlined in the report; and
4. The curbs, base asphalt, pathway and surface asphalt on Knobb Hill between McLellan Ave. and 160m north of McLellan **BE ACCEPTED and ASSUMED** as outlined in the report.

2. BACKGROUND:

Kingsbridge Phase 8B-1 is the section of Welsh Avenue between Lavers Crescent and Knobb Hill Drive. It also includes the extension of Knobb Hill Drive from McLellan Avenue to 160m north from McLellan Avenue.

3. DISCUSSION:

Kingsbridge Subdivision Phase 8B-1 was constructed in 2017. This included installation of sanitary sewers, storm sewers, watermain, the placement of the curb and gutter and

base asphalt. This work was initially accepted and placed on 1 year maintenance commencing on July 20, 2017.

The Town attended a walkthrough with Baird AE and the developer (1078217 Ontario Limited) on July 3, 2018 where the work was inspected. Flushing and video of the sanitary and storm sewers took place subsequent to the walkthrough. The video identified 4 issues that required repair. These repairs have now been completed and re-videoed. Administration concurs with the recommendation of Baird AE to accept and assume the underground infrastructure on Welsh Avenue and base asphalt, surface asphalt, curbs and pathway on Knobb Hill Drive.

4. RISK ANALYSIS:

The Town assumes a financial risk by assuming these assets. The assets will now be included in the Asset Management Plan (AMP) where the financial implications of future lifecycle maintenance and replacement must be considered.

5. FINANCIAL MATTERS:

The Town has a self-renewing letter of credit from the developer for \$315,202.50. This letter of credit is equivalent to 25% of the value of the current work on maintenance for Phase 8B-1 and 100% of the work remaining to be completed. Once the underground infrastructure on Welsh Avenue and the base asphalt, surface asphalt, curbs and pathway on Knobb Hill Drive are assumed this letter of credit can be reduced by 25% of the value of work being assumed.

The Town will continue to maintain a 25% security for the work still on maintenance (curbs and base asphalt on Welsh Avenue). The value of this component is \$28,695. A 100% security will be held as well for the work remaining (surface asphalt and sidewalks on Welsh Avenue). The value of this component is \$90,085. The total security that will be maintained is \$118,780. This provides the Town with financial security that future maintenance requirements/work remaining will be completed by the developer, or the Town can exercise its letter of credit to complete the work.

The cost to the developer to place the infrastructure was \$272,716 (storm sewer), \$204,387 (water), \$162,752 (sanitary sewer), \$25,662 (pathway) and \$103,835 (Knobb Hill roadway including curb and asphalt). On assumption of these assets, the Town will capitalize the cost of the underground infrastructure into the tangible capital asset (TCA) inventory and add it into the AMP for future infrastructure replacement.

6. CONSULTATIONS:

N/A

7. CONCLUSION:

It is recommended that the underground infrastructure along Welsh Avenue and the base asphalt, curbs, surface asphalt and pathway on Knobb Hill be accepted and assumed by the municipality.



Todd Hewitt
Manager of Engineering

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

NOTIFICATION :				
Name	Address	Email Address	Telephone	FAX

Report Approval Details

Document Title:	20190128 Kingsbridge Phase 8B-1 - Acceptance of Infrastructure.docx
Attachments:	- Kingsbridge Phase 8B-1 Letter of Conformance Oct 4 2018 .pdf
Final Approval Date:	Jan 23, 2019

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



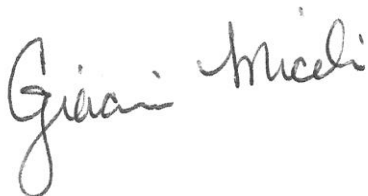
Antonietta Giofu - Jan 10, 2019 - 9:38 AM



Mark Galvin - Jan 21, 2019 - 1:05 PM



Cheryl Horrobin - Jan 23, 2019 - 8:51 AM



John Miceli - Jan 23, 2019 - 10:13 AM



Paula Parker - Jan 23, 2019 - 11:03 AM

October 4, 2018

Town of Amherstburg
271 Sandwich St. S,
Amherstburg, ON
N9V2A5

27 Princess St.
Unit 102
Leamington, ON
N8H 2X8
519.326.6161
1.844.842.9188

bairdAE.ca

ATTENTION: Todd Hewitt, Manager, Engineering Operations

Re: Kingsbridge Phase 8B-1

During the course of construction at the above project, personnel from our office carried out site reviews and final inspection. These reviews were conducted following the procedures described in the Professional Engineers Ontario Guideline for Professional Engineers Providing General Review of Construction. Baird AE is not aware of any outstanding deficiencies in the construction. Our firm is of the opinion that the work is in general conformity with the drawings and specifications prepared.

We request that the underground infrastructure on Welsh Avenue from Lavers Crescent to Knob Hill Drive be removed from one year maintenance.

Additionally, we request that the underground infrastructure, base asphalt, surface asphalt, curbs and pathway on Knob Hill from McLellan Ave. to 160m north of McLellan Ave. be removed from one year maintenance.

Trusting you will find the above satisfactory; however, if you have any questions please contact the undersigned, I remain.

All of which is respectively submitted,



Matthew J. Baird, P.Eng. PMP SCPM
President
BAIRD AE



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 Appointments – Council Liaisons

1. RECOMMENDATION:

It is recommended that:

- 1. The report from the Municipal Clerk dated January 13, 2019 regarding Committee Appointments – Council Liaisons BE RECEIVED;
2. Councillor Marc Renaud BE APPOINTED to the Accessibility Advisory Committee and the Seniors Advisory Committee;
3. Deputy Mayor Leo Meloche BE APPOINTED to the Co-An Park Committee;
4. Councillor Patricia Simone BE APPOINTED to the Heritage Committee; and
5. Councillor Pete Courtney and Councillor Don McArthur BE APPOINTED to the Parks and Recreation Advisory Committee.

2. BACKGROUND:

As per the Local Boards/Committee's - Terms of Reference, Council shall appoint Council liaisons for the 2018–2022 term of Council. Based on the terms of reference, the following committees require Council representation:

- Accessibility Advisory Committee (1 rep)
• Co-An Park Committee (1 rep)
• Heritage Committee (1 rep)
• Parks and Recreation Advisory Committee (2 reps)
• Seniors Advisory Committee (1 rep)

In addition to the above, it should be noted that the Audit Advisory Committee and Economic Development Advisory Committee terms of reference and mandate have not yet been approved by Council. These terms of reference will be brought forward in a separate report for Council's consideration and Council liaisons will be recommended at that time based on Committee structure.

3. DISCUSSION:

The roles and responsibilities of each Committee, as well as its composition, are identified as follows:

- **The Accessibility Advisory Committee** shall advise Council about the preparation, implementation and effectiveness of the municipality's 5 year Accessibility Plan for all municipal properties, facilities and services as the regulations prescribe. The Committee is also responsible for carrying out all obligations of an Accessibility Advisory Committee as established by the AODA. The Accessibility for Ontarians with Disabilities Act (AODA) provides that municipalities must establish an Accessibility Advisory Committee consisting 50% or more members with or affected by a disability.

The Committee is comprised of 5 voting lay members, 1 voting member of the Stakeholder community, 1 non-voting Council member and 1 non-voting staff liaison.

- **The Co-An Park Committee** was established pre-amalgamation by the former Township of Colchester North (now Town of Essex) and the former Township of Anderdon (now Town of Amherstburg). The Committee operates and maintains the park and coordinates its events.

The Committee composition for Amherstburg consists of 2 voting lay members and 1 voting Council member.

- **The Heritage Committee** is appointed under the Ontario Heritage Act by by-law and performs statutory obligations under the Act, however is not mandatory under legislation. It is the mandate of this committee to advise and assist Council on matters relating to Part IV and Part V of the Ontario Heritage Act and such other heritage matters as Council may specify by by-law.

The Committee is comprised of 7 voting lay members, 1 voting Council member and 1 non-voting staff liaison and are appointed by by-law.

It should be noted that this committee historically operated with 5 lay members until the 2014-2018 term. Due to an increased interest in this committee at that time, Council opted to increase the lay member composition to 7 members. The call for applications for this committee in the 2018-2022 term only prompted 5 applicants. At this time, Administration recommends an amendment to the terms of reference indicating that the Heritage Committee consist of a minimum 5 lay members.

- **The Parks and Recreation Advisory Committee** is appointed under the Ministry of Tourism and Recreation Act and Regulation 797, by by-law and advises Council on matters relating to the beautification, horticulture, forestry and landscaping initiatives of the Town's green space and parks. The Committee is not mandatory under legislation however shall:
 - ✓ promote tourism and recreation in Ontario to residents of Ontario and other jurisdictions;
 - ✓ cause the Ministry to stimulate employment and income opportunities through the effective development of tourism and recreation;
 - ✓ encourage and support the use of parks, tourist facilities and attractions in Ontario;
 - ✓ ensure that adequate opportunities are available to all residents of Ontario to pursue recreational, sports and fitness activities appropriate to their needs and interests;
 - ✓ provide recreational, sports and fitness resources to municipalities and to provincial recreational and sports organizations; and
 - ✓ encourage and promote improvement in the standards of accommodation, facilities and services offered to the travelling and vacationing public.

The Parks and Recreation Advisory Committee is comprised of 2 Council members and 6 lay members from the community and are appointed by by-law.

- **The Seniors Advisory Committee** will establish lines of communication for seniors, provide an opportunity for seniors to bring forth concerns and to make constructive suggestions and be involved in the solution, determine issues affecting seniors as a whole, provide a voice for seniors, and provide a focus for ideas to make Amherstburg a welcome barrier-free place for seniors to live.

The Seniors Advisory Committee is comprised of 5 lay members, 1 appointed member of the stakeholder community (Amherstburg Community Services) and 1 Council member.

4. RISK ANALYSIS:

Responsibilities of the Council representation as per the Local Boards/Committee's – Terms of Reference states:

“Every board and committee shall include at least 1 Council liaison, but shall not exceed 2, who has all of the rights and privileges of any other member, including voting.

In addition, the Council member is also responsible for:

- *Ensuring the members are fairly and appropriately engaged;*

- *Liaising between Council and the board/committee, providing information and clarification;*
- *Ensuring members are aware of Council issues that may affect the goals and objectives of the board/committee, including past actions of Council;*
- *When necessary and appropriate, explain the rationale behind the board/committee's recommendation when brought forward to Council.*

The Mayor is ex-officio, a member of all committees, sub-committees and ad-hoc committees of Council and is entitled to vote, make motions and amendments."

In keeping with the requirements of the Terms of Reference, Council members must be appointed to the above noted committees in order to remain compliant with the Council approved document.

5. FINANCIAL MATTERS:


There is no financial impact relating to the appointment of Council Liaisons to Committees. Costs for administering committees of Council and payment of member per diems, where applicable, are included in the Town's annual budget under the Council & Committees budget centre.

6. CONSULTATIONS:

Council was consulted on which committees they preferred to sit as representation. Administration reviewed the preferences and suggested appointments based on order of response and need for representation as per the Local Boards/Committee's – Terms of Reference.

7. CONCLUSION:

Administration recommends the above Council appointments based on the requirements of the Local Boards/Committee's – Terms of Reference.



Paula Parker
Municipal Clerk

Report Approval Details

Document Title:	Council Committee Appointments.docx
Attachments:	
Final Approval Date:	Jan 23, 2019

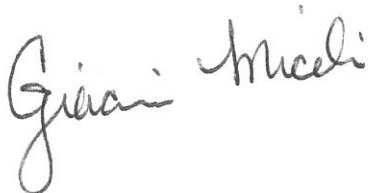
This report and all of its attachments were approved and signed as outlined below:



Mark Galvin - Jan 21, 2019 - 1:02 PM



Cheryl Horrobin - Jan 22, 2019 - 12:20 PM



John Miceli - Jan 22, 2019 - 7:56 PM



Paula Parker - Jan 23, 2019 - 8:57 AM



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: 2018-2022 Committee/Board Lay Members Appointments

1. RECOMMENDATION:

It is recommended that:

1. The report from the Municipal Clerk dated January 17, 2019 regarding 2018-2022 Committee/Board Lay Member Appointments BE RECEIVED;

2. _____ BE APPOINTED to the ERCA Board;

3. The following 5 lay members BE APPOINTED to the Committee of Adjustment:

- Blank lines for names of 5 lay members.

4. The following 5 lay members BE APPOINTED to the Drainage Board:

- Blank lines for names of 5 lay members.

5. The composition of the Heritage Committee in the Local Boards/Committees Terms of Reference BE AMENDED to 5 lay members and the following 5 lay members BE APPOINTED to the Heritage Committee:

- Blank lines for names of 5 lay members.

6. The composition of the Parks and Recreation Advisory Committee in the Local Boards/Committees Terms of Reference **BE AMENDED** to 5 lay members and The following 5 lay members **BE APPOINTED** to the Parks and Recreation Advisory Committee:

2. BACKGROUND:

As per Council’s direction, an ad for interested parties to serve as part of Council’s 2018-2022 Committee Structure was placed in the River Town Times for the following Committee/Boards:

- Accessibility Advisory Committee
- Audit Advisory Committee
- Committee of Adjustment
- Co-An Park Committee
- Drainage Board
- Economic Development Advisory Committee
- Fence Viewers
- Heritage Committee
- Livestock Evaluator
- Parks and Recreation Advisory Committee
- Property Standards
- Seniors Advisory Committee
- Mayor’s Youth Advisory Committee

Unfortunately, the call for applicants was not successful for all committees. The following were re-advertised for lack of interested applicants and/or lack of qualified applicants (either specific expertise or legislated requirements were not met). The following committees have been re-advertised and a new deadline date for submission is February 1, 2019:

- Accessibility Advisory Committee
- Audit Advisory Committee
- Co-An Park Committee
- Fence Viewers
- Livestock Evaluator
- Mayor’s Youth Advisory Committee
- Property Standards
- Seniors Advisory Committee

Once the applications received are appropriate for consideration, Administration will bring forward the remaining committees for Council's consideration.

3. **DISCUSSION:**

Before Council for consideration at this time are the Committee/Board appointments that had sufficient qualified applications. The roles and responsibilities of each, as well as its composition, are identified as follows:

- **The Committee of Adjustment** is responsible for holding hearings under the Planning Act with respect to minor variances from the Town's Zoning By-law and applications for consents to sever which result in the creation of new lots or lot additions.

Currently the Committee is comprised of 5 appointed lay members from the community that are appointed by by-law.

- **The Amherstburg Drainage Board** acts as the facilitator in carrying out the procedures under the Drainage Act. It considers all drainage matters inclusive of the Meeting to Consider and Court of Revision. The following are the specific purposes and functions of the Board:
 - ✓ Conduct a meeting to consider the preliminary and/or final report in accordance with Sections 10(2) and 42 of the Drainage Act and decide on adoption of the report.
 - ✓ Sit as a Court of Revision (3 members) as defined in Section 97 of the Drainage Act to hear appeals on assessments as outlined in Sections 52 to 56 of the Drainage Act and make final decisions as a Court.
 - ✓ Hear all resident complaints respecting drainage matters.
 - ✓ Assist administration in creation/revision of drainage policies and procedures for the consideration and approval of Council.
 - ✓ The Board may recommend to Council the expulsion of a member for reasons as listed, but not limited to, a member in contravention of the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act, the Provincial Offences Act, the Municipal Conflict of Interest Act; disrupting the work of the Board, or other legal issues.

The Amherstburg Drainage Board is comprised of 5 lay members that are appointed by by-law.

- **The Heritage Committee** is appointed under the Ontario Heritage Act by by-law and performs statutory obligations under the Act, however is not mandatory under legislation. It is the mandate of this committee to advise and assist Council on matters relating to Part IV and Part V of the Ontario Heritage Act and such other heritage matters as Council may specify by by-law.

The Committee is comprised of 7 voting lay members, 1 voting Council member and 1 non-voting staff liaison and are appointed by by-law.

It should be noted that this committee historically operated with 5 lay members until the 2014-2018 term. Due to an increased interest in this committee at that time, Council opted to increase the lay member composition to 7 members. The call for applications for this committee in the 2018-2022 term only prompted 5 applicants. At this time, Administration recommends an amendment to the terms of reference indicating that the Heritage Committee consist of a minimum 5 lay members.

- **The Parks and Recreation Advisory Committee** is appointed under the Ministry of Tourism and Recreation Act and Regulation 797, by by-law and advises Council on matters relating to the beautification, horticulture, forestry and landscaping initiatives of the Town's green space and parks. The Committee is not mandatory under legislation however shall:
 - ✓ promote tourism and recreation in Ontario to residents of Ontario and other jurisdictions;
 - ✓ cause the Ministry to stimulate employment and income opportunities through the effective development of tourism and recreation;
 - ✓ encourage and support the use of parks, tourist facilities and attractions in Ontario;
 - ✓ ensure that adequate opportunities are available to all residents of Ontario to pursue recreational, sports and fitness activities appropriate to their needs and interests;
 - ✓ provide recreational, sports and fitness resources to municipalities and to provincial recreational and sports organizations; and
 - ✓ encourage and promote improvement in the standards of accommodation, facilities and services offered to the travelling and vacationing public.

The Parks and Recreation Advisory Committee is comprised of 2 Council members and 6 lay members from the community and are appointed by by-law.

The composition of this committee was amended when the last Council term elected to combine the Parks Committee with Recreation and Culture Committee. In order to accommodate the members of both committees at that time, lay member composition was 6. With the addition of 2 voting Council members this brings voting members to 8. Wherever possible, even numbers of voting members is not recommended as it may increase the possibility of tie votes and leave matters unresolved. Administration recommends reducing the lay member appointees to 5 at this time to mitigate this risk.

As per the Boards and Committees Appointment Policy, the Clerk is responsible to review the applications, create a list of recommended applicants for Council consideration and provide a copy of all applications to Council. In order to maintain the privacy requirements of the Boards and Committees Appointment Policy and MFIPPA, applications and recommendations are provided to Council in a Private and Confidential Memo.

4. RISK ANALYSIS:

These committees will provide recommendations to Council, with the assistance of subject matter experts from within the organization, that will assist the Town in moving forward planning matters, drainage matters, heritage matters, parks and recreation matters and economic development matters.

These committees also require oversight from the Clerk's Office to ensure that they comply with appropriate legislation and follow all procedural rules relevant to the municipality.

5. FINANCIAL MATTERS:

The Committee of Adjustment and Drainage Board appointees are paid a honourarium for their service. An allotment of \$4500 (\$75 x 12 months x 5 members) is committed to the operating budget every year for each of these committees.

In addition to the honorarium noted above, each committee is provided \$1500 per annum to use for education and training to assist them with their duties as a committee member, as approved by Council. In 2018, there were 6 committees provided this funding in the operating budget for a total of \$9,000. Council has recently approved the addition of 4 more committees that will affect the 2019 Council and Committees Budget Centre with an increase of \$6,000. The total committee training and education dollars for the 2019 Operating Budget is now \$15,000.

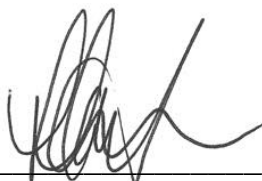
6. CONSULTATIONS:

None.

7. CONCLUSION:

At the direction of Council, an advertisement ran for 2 weeks in the local paper and applications were submitted to the Clerk. The Clerk determined that an additional ad was required to further appeal to interested residents to fill the appropriate qualification and application requirements for committees that did not receive enough interest. The new deadline date for submissions is February 1, 2019. At which time the Clerk will correlate and bring back the remaining committees for Council's consideration.

This report identifies the needs of 5 committees at this time, as identified above.



Paula Parker
Municipal Clerk

Report Approval Details

Document Title:	2018-2022 Committee Appointments.docx
Attachments:	
Final Approval Date:	Jan 23, 2019

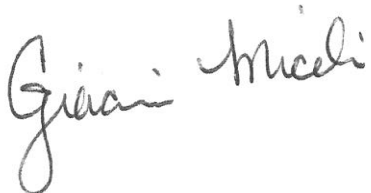
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Mark Galvin - Jan 21, 2019 - 12:59 PM



Cheryl Horrobin - Jan 22, 2019 - 12:03 PM



John Miceli - Jan 22, 2019 - 7:48 PM



Paula Parker - Jan 23, 2019 - 8:59 AM



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: Economic Development Advisory Committee and Audit Advisory Committee – Terms of Reference and Appointments

1. RECOMMENDATION:

It is recommended that:

- 1. The report from the Municipal Clerk dated January 23, 2019 regarding Economic Development Advisory Committee – Terms of Reference and Appointments BE RECEIVED;
2. The Terms of Reference for the Economic Development Advisory Committee BE APPROVED as presented;
3. Councillor Don McArthur and Councillor Michael Prue BE APPOINTED to the Economic Development Advisory Committee;
4. The following 3 lay members BE APPOINTED the Economic Development Advisory Committee;
5. The Terms of Reference for the Audit Advisory Committee BE APPROVED as presented;
6. Councillor Patricia Simone and Councillor Michael Prue BE APPOINTED to the Audit Advisory Committee; and,
7. The following lay member BE APPOINTED to the Audit Advisory Committee;

2. BACKGROUND:

On December 10, 2018, Administration brought a report to Council seeking direction to advertise for lay member appointees for its current committee structure. Council sought an amendment to Administration's recommendation and passed a motion to include advertisement for members of two new/additional committees including an Economic Development Advisory Committee (EDAC) and an Audit Advisory Committee (AuAC).

3. DISCUSSION:

The proposed Terms of Reference for the EDAC and AuAC are attached for Council's approval.

In order to maintain the confidentiality of the applicants, recommendations for appointed members and all applications received will follow in a personal and confidential memo for Council's consideration.

4. RISK ANALYSIS: N/A

5. FINANCIAL MATTERS:

The establishment of the EDAC and AuAC has been considered in the Council & Committees Budget Centre as part of the 2019 Operating Budget and increases the budget centre by an additional \$2,000.

6. CONSULTATIONS:

The Director of Corporate Services and Director of Planning, Development and Legislative Services were consulted on the Terms of Reference for these committees and concur with the recommendation.

7. CONCLUSION:

The purpose of the Economic Development Advisory Committee is to consider matters related to the Town of Amherstburg socio-economic development and to advise Council of its recommendations through the Director of Planning, Development and Legislative Services, or designate.

The purpose of the AuAC is to consider matters related to the Town of Amherstburg annual audit and to report its findings, opinions and recommendations to Council through the Director of Corporate Services, or designate.



Paula Parker
Municipal Clerk

Report Approval Details

Document Title:	Economic Development Advisory Committee and Audit Advisory Committee - Terms of Reference and Appointments.docx
Attachments:	- new ECDECV_CM_TOR01 ECONOMIC DEVELOPMENT ADVISORY COMMITTEE-MG-PP.pdf - Terms of Reference - Audit Advisory Committee 2019.pdf
Final Approval Date:	Jan 23, 2019

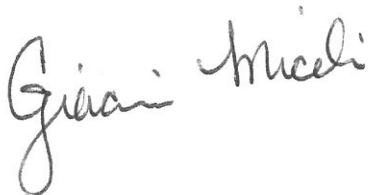
This report and all of its attachments were approved and signed as outlined below:



Mark Galvin - Jan 23, 2019 - 4:52 PM



Cheryl Horrobin - Jan 23, 2019 - 5:09 PM




John Miceli - Jan 23, 2019 - 5:35 PM



Paula Parker - Jan 23, 2019 - 6:36 PM

TERMS OF REFERENCE

	Committee:	ECONOMIC DEVELOPMENT ADVISORY COMMITTEE (EDAC)
	Department:	CAO's Office
	Division:	Clerk's
	Prepared By:	Paula Parker
	Pages:	4
	Replaces:	N/A

1. PURPOSE

- 1.1. The role of the Economic Development Advisory Committee (EDAC) is to advise Town Council on matters related to the Town's socio-economic development.

2. SCOPE

- 2.1. This policy applies to all individuals who have been selected to sit on the EDAC including Council, Administration representation, and the public.

3. TERM

- 3.1. This Terms of Reference is effective January 28, 2019 and continues until terminated by between Council.
- 3.2. EDAC member appointments are concurrent with the term of Council, ending November 15, 2022.

4. MANDATE

- 4.1. To make recommendations to Council supporting and enhancing the Town of Amherstburg strategic plan and other economic development programs;
- 4.1. To make recommendations on opportunities, tools, policies and by-laws to support existing business retention and expansion and new business investment and attraction;
- 4.2. To make recommendations to Council regarding the funding opportunities from both Federal and Provincial levels of government to be used for programs and projects to support economic and community initiatives.
- 4.3. To facilitate communication between various business, commerce, and marketing organizations in Amherstburg and with the community-at-large regarding business, investment, and community development;

- 4.4. To consider and recommend marketing strategies to promote Amherstburg as a growing, vibrant and diverse community; and
- 4.5. To consider any additional matters referred to it by Council.

5. **AUTHORITY**

- 5.1. The EDAC is an advisory committee to Council and does not have any delegated authority.
- 5.2. The EDAC has no authority to direct staff. Any recommendations from the EDAC requiring implementation, reporting or other actions taken by staff must be referred to Council.

6. **COMPOSITION**

- 6.1. The Committee will consist of the following:
 - 6.1.1. Five (5) voting members appointed by Council as follows:
 - 6.1.1.1. Two (2) members of Council;
 - 6.1.1.2. Three (3) individuals who are:
 - residents and/or rate payers of the Town,
 - a minimum of 18 years of age,
 - not an employee of the Town with specific qualifications as indicated in Section 7;
 - 6.1.2. Administrative support for the EDAC will consist of the following:
 - 6.1.2.1. The Director of Planning, Development and Legislative Services or designate, will attend all EDAC meetings as an administrative liaison;
 - 6.1.2.2. The Clerk or designate will attend EDAC meetings and provide administrative support to the EDAC; and
 - 6.1.2.3. Other members of Administration may attend EDAC meetings, as required.

6.2. The Committee shall have the following two roles:

6.2.1. **Chair** - which shall be:

- 6.2.1.1. elected annually by the EDAC from among its members, and is
- 6.2.1.2. Responsible for chairing the meeting in accordance with Procedural By-law 2014-91, as amended and will ensure decorum and Committee Code of Conduct are followed.

6.2.2. **Secretary** - which shall be:

- 6.2.2.1. Appointed by the Clerk's Office
- 6.2.2.2. Responsible for coordination of scheduling and preparing agendas and minutes for the meetings.

7. APPOINTMENT OF MEMBERS

7.1 Applicants shall be required to submit a written expression of interest outlining their experience and qualifications together with an indication of the particular sector for which they represent. Council shall select members with particular experience in the field of economic development or other core competencies that are applicable to the mandate of the EDAC.

Appointed members should possess following core competencies:

- An understanding of the principles and trends associated with economic development.
- A knowledge of economic development industry trends that identify opportunities for future growth of the Town.
- The ability to think and act in an entrepreneurial manner.

7.2. Council may also receive applications for membership and may appoint members to EDAC at any time throughout its term where necessary.

7.3. All persons selected to the EDAC shall be required to adhere to the established by-laws, policies, and procedures of the Corporation of the Town of Amherstburg that pertain to the Economic Development Advisory Committee.

8. MEETINGS

8.1. A Meeting quorum will be 3 members of the advisory committee.

8.2. Decisions made by majority rule.

8.3. Meeting agendas and minutes will be provided by the Secretary to the EDAC. This includes:

- 8.3.1. Preparing agendas and supporting papers
- 8.3.2. Preparing meeting notes and information
- 8.3.3. Guiding the committee on meeting protocol and provided procedural advice.

8.4. Meetings will be held at least quarterly at the call of the Chair.


8.5. Additional meetings maybe required during the year.

8.6. Meetings can be arranged week days, at times convenient to the Committee.

9. AMENDMENT, MODIFICATION OR VARIATIONS

9.1. This Terms of Reference may be amended, varied or modified in writing approved by Council.

TERMS OF REFERENCE

	Committee:	Audit Advisory Committee (AuAC)
	Department:	Office of the CAO
	Division:	Clerk's
	Prepared By:	Director of Corporate Services
	Pages:	4
	Replaces:	N/A

1. PURPOSE

- 1.1. The role of the Audit Advisory Committee (AuAC) is to advise Council on matters related to the annual audit of the Town of Amherstburg.

2. SCOPE

- 2.1. This policy applies to all individuals who have been selected to sit on the Audit Advisory Committee including representatives from Council, Administration and the public.

3. TERM

- 3.1. This Terms of Reference is effective from January 28, 2019 and continues until terminated by Council.
- 3.2. AuAC member appointments are concurrent with the term of Council, ending November 15, 2022.

4. MANDATE

- 4.1. The purpose of the AuAC is to consider matters related to the Town of Amherstburg annual audit and to report its findings, opinions and recommendations to Council through the Director of Corporate Services, or designate.
- 4.2. The following are the specific purposes and functions of the AuAC:
 - 4.2.1. Serve as the liaison between Council and the Town's external auditors;
 - 4.2.2. Make recommendations to Council regarding the following:
 - 4.2.2.1. The selection and dismissal of the Town's statutory Auditor(s) in accordance with the requirements of Section 296 of the Municipal Act, 2001;
 - 4.2.2.2. The terms of engagement, fees and scope of the audit services provided;

4.2.2.3. The review and approval of the annual Audited Financial Statements;
and

4.2.2.4. The review and receipt of audit reports.

4.2.3. To consider any additional matters referred to the Committee by Council.

5. AUTHORITY

5.1. The AuAC is an advisory committee to Council and does not have any delegated authority.

5.2. The AuAC has no authority to direct staff. Any recommendations from the AuAC requiring implementation, reporting or other actions to be taken by staff must be referred to Council.

6. COMPOSITION

6.1. The AuAC will consist of the following:

6.1.1. Three (3) members appointed by Council as follows:

6.1.1.1. Two (2) members of Council, where feasible with a background in finance, audit or accounting; and

6.1.1.2. One (1) Citizen member who is:

- a resident and/or ratepayer of the Town, being
- a minimum of 18 years of age,
- not an employee of the Town,

Preference will be given to the following competencies:

- a. Finance professional with demonstrated skills in audit or accounting; preferably with a CPA designation
- b. Audit Committee experience
- c. Minimum of 10- years of experience in a complex organization
- d. Excellent verbal, written, listening, teamwork, and collaboration skills

6.1.2. Administrative support for the AuAC will consist of the following:

6.1.2.1. The Director of Corporate Services or designate, will attend all AuAC meetings as an administrative liaison;

6.1.2.2. The Clerk or designate will attend AuAC meetings and provide administrative support to the AuAC; and

6.1.2.3. Other members of Administration may attend AuAC meetings, as required.

6.2. The Committee shall have the following two positions:

6.2.1. **Chair** - which shall be:

6.2.1.1. elected annually by the AuAC from among its members, and is

6.2.1.2. Responsible for heading the meeting and ensuring that proper decorum and Code of Conduct are followed.

6.2.2. **Secretary** - which shall be:

6.2.2.1. Appointed by the Clerk's Office

6.2.2.2. Responsible for coordination of scheduling and preparing agendas and minutes for the meetings.

7. APPOINTMENT OF MEMBERS

7.1. Applicants shall be required to submit a written expression of interest outlining their experience.

7.2. Council shall select members with the core competencies that are applicable to the mandate of the AuAC as outlined under section 6 of these Terms of Reference.

7.3. Council may receive applications for membership and may appoint members to AuAC at any time throughout its term, when a Council appointed position is vacated.

7.4. All persons selected to the AuAC shall be required to adhere to the applicable By- laws, policies, and procedures of the Corporation of the Town of Amherstburg.

8. MEETINGS

8.1. A Meeting quorum will be 2 members of the AuAC.

8.2. Decisions will be made by majority rule.

8.3. Meeting agendas and minutes will be provided by the Secretary to the AuAC. This includes:

8.3.1. Preparing agendas and supporting documents

8.3.2. Preparing meeting notes and information

8.3.3. Guiding the committee on meeting protocol and provided procedural advice

8.4. Meeting will be held at least quarterly, at the call of the Chair.

8.5. Meetings will be arranged week days, at times convenient to the Committee.

9. AMENDMENT, MODIFICATION OR VARIATIONS

- 9.1. This Terms of Reference may be amended, varied or modified in writing approved by Council.



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: Theresa Kralovensky/ Paula Parker	Report Date: January 10, 2019
Author's Phone: 519 736-0012 ext. 2272/2238	Date to Council: January 21, 2019
Author's E-mail: tkralovensky@amherstburg.ca / pparker@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Review and Status of Council Approved Policies and the Tabling of Policy Framework

1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Policy Coordinator and Municipal Clerk dated January 10, 2019 regarding the review and status of Council Approved Policies and Tabling of Policy Framework **BE RECEIVED**; and,
2. The Policy Framework **BE APPROVED** as presented.

2. **BACKGROUND:**

The Municipal Act, 2001, as amended provides the legislative authority for Council to adopt and enact policies that ultimately govern the operations of the municipality and provide a framework for decision making while ensuring consistency across the municipality.

In September 2017, Council received a report from the Municipal Clerk outlining the need to develop a framework for effective policy management and development. The report included the rationale to conduct a comprehensive review of current policies, make improvements to the set of templates, research and review best practices of other municipalities across the province while ensuring compliance with governing legislation.

In April 2018, a contract Policy Coordinator position was implemented to assist Department Heads and staff in review and update of corporate policy. A comprehensive review began in April 2018, identifying 121 Council approved policies located on the Town Drive and the Town of Amherstburg Website.

The Policy Coordinator met with and assisted Department Heads and staff to:

- Review current policies and practices;
- Consider operational changes;
- Ensure relevancy of content;
- Identify legislative requirements;
- Identify trends, gaps and need for additional policies;
- Determine priorities, sensitive issues and time constraints;
- Establish review process and timelines;
- Consider consolidating, rescinding and updating policies, as appropriate;
- Develop standard operating procedures, forms etc.

After the review of the above was complete, the Policy Coordinator set out to develop a planning process that included the following:

- Departmental consultation;
- Identify changes in governing Acts, Legislation, By-Laws;
- Academic research and best practices;
- Contrast and compare with other Municipalities;
- Identify risk indicators;
- Modernize policy language to reflect transparency, inclusion, diversity etc.;
- Draft policies to be reviewed by Department Heads and staff, Senior Management Team; and
- Obtain Council approval for new and/or amended policies.

3. DISCUSSION:

Current Status

- Of the 121 Council policies identified:
 - Approximately 8% are legislatively and operationally current, no changes required;
 - Approximately 77% require minor to significant changes; and
 - Approximately 14% have been revised and are in the final approval stages.
- Eleven (11) new policies have been developed in response to legislative and operational requirements.
- A comprehensive work plan has been developed with each Department Head identifying the status of individual policies in order to monitor and track progress.
- A communication strategy is being developed to ensure new and/or updated policies are communicated to affected staff and training provided as necessary; with the assistance of the Policy Coordinator where required.

Still Outstanding:

- Approximately 25% of the policies have yet to be addressed.
- Approximately 32% of the policies can be rescinded (no longer applicable) or consolidated and merged with related policies.
- A report identifying the policies to be rescinded is currently under development and will be prepared for Council's consideration.
- Communication and training on new policies will be required for affected staff.

Although extremely important to corporate governance, the review and update of policy is a time consuming exercise, which places significant demands on Department Heads and staff. The assistance provided by the Policy Coordinator position has moved the policy review and update process along significantly, while mitigating some of the related demands on Administration.

4. RISK ANALYSIS:

Adopting a Policy Framework and continuing the work outlined in this report will ensure a strong foundation for the Town's operational practices. Policy development aids Council in providing tools to Administration that ensure a transparent, accountable, consistent, defensible and repeatable process to the community.

Establishing a framework for policy management will assist the corporation in remaining accountable to publicist stakeholder for the efficient and effective business operations of the Town, while reducing the risk of vulnerability and liabilities.

5. FINANCIAL MATTERS:

There are no financial implications associated with tabling the Policy Framework policy.

Council approved continuation of the temporary part-time Policy Coordinator position until the 2019 Budget is finalized. The 2019 Budget, under the Clerk's Office budget centre, includes a request for a permanent full-time Administrative Coordinator position.

The policy review and update tasks outlined in this report and the responsibilities of the Municipal Clerk outlined in the Policy Framework, would be considered as part of the recommended Administrative Coordinator position.

The addition of the recommended Administrative Coordinator position would provide a resource that assists Administration in ensuring corporate policy is monitored, maintained and updated throughout the organization on a regular and timely basis.

6. CONSULTATIONS:

The Senior Management Team was consulted on the Policy Framework and concurs with the recommendation.

7. CONCLUSION:

Legislation is ever changing and policies must conform to any and all amendments as they are enacted to ensure the Town is mitigating its exposure. This report provides Council with an update of the policy development work undertaken in 2018. Given the scope of work and time requirements for the policy approval process, it is important to continue to meet the objectives outlined in this report and changing legislative requirements.



Paula Parker
Municipal Clerk

TK

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

NOTIFICATION :				
Name	Address	Email Address	Telephone	FAX

Report Approval Details

Document Title:	Review and Status of Council Approved Policies and the Tabling of Policy Framework.docx
Attachments:	- POLICY FRAMEWORK.docx
Final Approval Date:	Jan 23, 2019

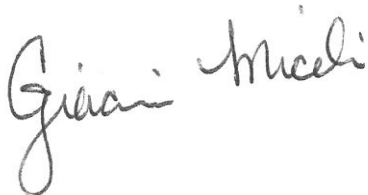
This report and all of its attachments were approved and signed as outlined below:



Mark Galvin - Jan 21, 2019 - 1:06 PM



Cheryl Horrobin - Jan 22, 2019 - 3:53 PM




John Miceli - Jan 22, 2019 - 7:18 PM



Paula Parker - Jan 23, 2019 - 9:18 AM

POLICY

	Policy:	POLICY FRAMEWORK		
	Department:	Chief Administrative Office	By-Law No.:	N/A
	Division:	Clerks	Approval Date:	
	Administered by:	Municipal Clerk		
	Replaces:	N/A		
	Attachment(s)	N/A		

1. POLICY STATEMENT

The Corporation of the Town of Amherstburg is committed to establishing a framework for administrative policies and procedures that support the Town’s vision, mission and values. The development of clearly stated policies and defined procedures will be managed in accordance with this established framework.

2. PURPOSE

- 2.1. This policy framework provides a consistent and uniform approach to the development and maintenance of policies and procedures.
- 2.2. This policy defines legislation, by-laws, policies, and procedures.
- 2.3. This policy ensures a sound framework for the creation, revision, review, and approval process of all policies and procedures.

3. SCOPE

- 3.1. This policy applies to all departments and employees of the Town of Amherstburg.
- 3.2. This policy shall be reviewed every 5 years from the date it becomes effective, and/or sooner at the discretion of the Chief Administrative Officer (CAO) or designate.

4. DEFINITIONS

Common definitions, acronyms, and terms are available in the Glossary located on the Town’s Policies webpage or the Town (T) drive.

5. INTERPRETATIONS

Any reference in this Policy to any statute or any section of a statute shall, unless expressly stated, be deemed to be reference to the statute as amended, restated or re-enacted from time to time. Any references to a by-law or Town policy shall be deemed to be a reference to the most recent passed policy or by-law and any replacements thereto.

6. GENERAL CONDITIONS

6.1. **Policy Framework**

This Policy Framework provides the foundation for developing and maintaining documents that support the efficient and effective operation of the Town’s businesses.

6.2. **Policy Development**

- 6.2.1. The need for a new or revised policies and/or procedures may be required by legislation or deemed necessary by Council, the CAO or by Department Directors.

- 6.2.2. The department most responsible for the policy will draft the policy including requirements, constraints and expected outcomes, in collaboration with affected operating areas where appropriate.
- 6.2.3. Policy developers will consider areas of overlap, contradiction, duplication and or integration with other existing policies.
- 6.2.4. Policy development will reflect current legislation and align with municipal By-laws.
- 6.2.5. Administration will develop and implement procedures where necessary to clarify the steps required to implement and enforce policies.

6.3. Legislation

- 6.3.1. Policies will be consistent with relevant Federal, Provincial and Municipal legislation and By-laws adopted by Town Council.

6.4. Principles of Policy

- 6.4.1. All policies will align with the Town of Amherstburg’s vision, mission, and values and support the Town’s Community Based Strategic Plan, where applicable.
- 6.4.2. Policies are developed as statements of principles or position that is intended to guide or direct decision making and operations of the organization.
- 6.4.3. Policies will be relevant in their intent and meaning.
- 6.4.4. Policies are shaped by governing legislation and in accordance with the Ontario Municipal Act, 2001.
- 6.4.5. Approved policies shall set the standards for expectations and accountability of the administration.
- 6.4.6. All policy documents will contain plain, clear, concise language allowing a wide range of users to understand the content.
- 6.4.7. Policies affecting the public will be posted on the Town’s website.

6.5. Principles for Procedure

- 6.5.1. Procedures will address the process and actions aligned with policy principles.
- 6.5.2. They will provide clear instructions on the way the policy will be implemented.
- 6.5.3. Written procedures may further be supported by guidelines, job aids or departmental manuals that outline business practices.
- 6.5.4. Developed procedures will be available to appropriate Town staff.

6.6. Approval Process

- 6.6.1. Approved templates will be used for all policies and procedures, as amended from time to time and found in the Common folder (T- drive).
- 6.6.2. All draft policies will be forwarded to the Senior Management Team (SMT) for review.
- 6.6.3. Policies approved in draft by SMT will then be forwarded to the Municipal Clerk for review as to form.
- 6.6.4. All new and/or amended Policies will be approved by Town Council.
- 6.6.5. All new and/or amended Procedures will be approved by the Departmental Director and the CAO, or designate.

7. RESPONSIBILITIES

7.1. SMT has the authority and responsibility to:

- 7.1.1. Provide initial approval of the policies prior to Council review and approval.
- 7.1.2. Ensure training is provided to appropriate staff on new or amended policies as appropriate.

- 7.2. **Department Director** or designate is responsible to:
- 7.2.1. Review the department's policies and determine whether policies require update according to this Policy Framework.
 - 7.2.2. Determine the need for developing new policy.
 - 7.2.3. Develop and/or revise policy for Council consideration.
 - 7.2.4. Consult other relevant stakeholders and conduct surveys when necessary.
 - 7.2.5. Determine areas of overlap in existing/new policies and recommend rescinding or revising where necessary.
 - 7.2.6. Forward the proposed policy and accompanying report to the SMT for approval.
 - 7.2.7. Ensure appropriate training programs are developed so the policy is well communicated and understood by all who need to know.
- 7.3. **Municipal Clerk** has the authority and responsibility to:
- 7.3.1. Provide support to the various departments in the development and revision of policies where necessary;
 - 7.3.2. Review and maintain the Policy Database according to review timelines and notify Department Directors of the review schedule requirements;
 - 7.3.3. Review draft policies as to form;
 - 7.3.4. Ensure the posting of approved policies to the Town's website;
- 7.4. **Staff** have the responsibility to:
- 7.4.1. Review and comply with all Policies approved by Council.
 - 7.4.2. Review and comply with all established procedures approved by the CAO or designate.

8. REFERENCES AND RELATED DOCUMENTS

- 8.1. [Ontario Municipal Act, 2001](#)
- 8.2. [Town of Amherstburg Community Based Strategic Plan 2016-2021](#)
- 8.3. Policy Template



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: Outstanding Receivables - Amherstburg Festival Corporation

1. RECOMMENDATION:

It is recommended that:

- 1. The report from the CAO dated January 23, 2019 regarding the Outstanding Receivables - Amherstburg Festival Corporation BE RECEIVED for information.

2. BACKGROUND:

At the December 10, 2018 Council meeting Council adopted the following:

Resolution # 20181210-410

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

3. DISCUSSION:

Attached in the private and confidential memo that will be provided to Council on January 28, 2019 are the details in regard the following:

- The corporation profile report for 1954412- Amherstburg Festival Corporation
• Copies of Invoices and the amounts outstanding:
o T.O.A. invoice 13420 dated September 28, 2016
o T.O.A. invoice 13293 dated July 29, 2016
o T.O.A. invoice POL0013 dated January 1, 2017 (replaces APS invoice 13)

- T.O.A. invoice POL00016 dated January 1, 2017 (replaces APS invoice 16)
- Amherstburg Police Service invoice 13 dated July 25, 2016
- Amherstburg Police Service invoice 16 dated July 25, 2016

The total of all invoices issued by the Town of Amherstburg to the Amherstburg Festival Corporation is \$16,765.56.

Attached to this public report as **Appendix A** is a copy of the Accounts Receivables-Collections 2016-28 Policy approved by Council on February 28, 2016. The policy sets out guidelines and control requirements for collections of outstanding Accounts Receivables. It is important for Council to note that in accordance with article 6.3 Collections:

6.3.1. Town employees may not discuss a debt with anyone other than the debtor unless required by applicable law.

Details of the amount outstanding may not be discussed in a public meeting.

4. RISK ANALYSIS:

As noted within the Council approved Collections Policy, Section 6.3 outlines the collection rules and restricts the discussion of the debt to limit the risk to the Corporation.

5. FINANCIAL MATTERS:

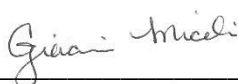
Administration is moving forward with any outstanding receivables in accordance with the Council approved policy.

6. CONSULTATIONS:

N/A

7. CONCLUSION:

Council has been provided with the details of the outstanding receivables as requested in the Private and Confidential report regarding outstanding receivables as it relates to the Amherstburg Festival Corporation as requested by Resolution # 20181210-410.



Giovanni (John) Miceli
Chief Administrative Officer

Report Approval Details

Document Title:	Outstanding receivable Amherstburg Festival Corporation - Resolution 20181210-410.docx
Attachments:	- 2019 01 28 - Outstanding receivables - Amherstburg Festival Corporation - Resolution 20181210-410.docx - accounts-receivable-collections-policy.pdf
Final Approval Date:	Jan 23, 2019


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



Mark Galvin - Jan 23, 2019 - 6:30 PM



Cheryl Horrobin - Jan 23, 2019 - 6:37 PM




John Miceli - Jan 23, 2019 - 6:37 PM



Paula Parker - Jan 23, 2019 - 6:45 PM

POLICY

	Policy:	ACCOUNTS RECEIVABLE - COLLECTIONS		
	Department:	Corporate Services		
	Division:	Finance	By-Law No.:	2016-28
	Prepared By:	Justin Rousseau	Approval Date:	February 28, 2016
			Pages:	8
	Replaces:	N/A		

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APPENDIX A – OUTSTANDING ACCOUNT NOTICE (SAMPLE)

APPENDIX B – ACCOUNT STATEMENT (SAMPLE)

1. POLICY STATEMENT

- 1.1. The Corporation of the Town of Amherstburg is committed to establishing a reporting structure governing collection activities that enhances the integrity of the collection process and safeguards Town assets.

2. PURPOSE

- 2.1. This policy will set out guidelines and control requirements for the following:
 - 2.1.1. Outstanding accounts in arrears;
 - 2.1.2. NSF cheque recoveries;
 - 2.1.3. Collection agency assignment;
 - 2.1.4. Legal assignment for both small and large claims;
 - 2.1.5. Write-off approvals;
 - 2.1.6. Consumer and commercial reporting parameters governing usage and observance of the *Consumer Reporting Act*, and
 - 2.1.7. A/R adjustment approvals including the waiving of interest, late penalties, overdue charges and administrative fees.

- 2.2. This policy will ensure the regular review and follow up of all outstanding accounts receivable.
- 2.3. This policy establishes procedures for the benchmarking and monitoring of the collection process as a measurement of performance.

3. **SCOPE**

- 3.1. This policy applies to all Town of Amherstburg employees engaged in the collection of trade accounts receivable, or other unsecured debt as assigned, excluding municipal property taxes.
- 3.2. This policy shall be reviewed every two year from the date it becomes effective, and/or sooner at the discretion of the Director of Corporate Services/Treasurer.

4. **DEFINITIONS**

- 4.1. **A/R** refers to Accounts Receivable.
- 4.2. **Chief Administrative Officer (CAO)** is the Chief Administrative Officer for the Corporation of the Town of Amherstburg, which includes the roles and responsibilities as laid out in Section 229 of the *Municipal Act, 2001*.
- 4.3. **Collection Agency** also known as a “debt collector”, is a business that pursues payments of debts owed by individuals or businesses. Most collection agencies operate as agents of creditors.
- 4.4. **Council** refers to the current elected Council for the Corporation of the Town of Amherstburg. This includes, as an entirety, the Mayor, Deputy Mayor and Councillors.
- 4.5. **Director** is the person responsible for direction and operational control of a division as defined on the Town’s organizational structure.
- 4.6. **Employee/Staff** is any person employed with the Town of Amherstburg, including any union or non-union, regular or temporary, full-time, part-time, seasonal or casual staff member, including but not limited to permanent staff, temporary staff, committee members, students, recreation staff, contract employees, and paid work placements.
- 4.7. **Manager** reports directly to a Director (or the CAO in some instances) and who is responsible for a department within a division of the Corporation, as defined on the Town’s organizational structure.
- 4.8. **Non-Sufficient Funds (NSF)** used in the banking industry to signify that there are "non-sufficient funds" in an account in order to honor a check drawn on that account. This is known as a "bounced check" or "bad check".
- 4.9. **Senior Management Team (SMT)** is comprised of the Chief Administrative Officer and the Directors. If a Director is unavailable, a delegate may be assigned.

4.10. **Town** is the Corporation of the Town of Amherstburg.

4.11. **Treasurer** is the Treasurer for the Corporation of the Town of Amherstburg, which includes the roles and responsibilities as laid out in Section 286 of the *Municipal Act, 2001*.

5. **INTERPRETATIONS**

5.1. Any reference in this Policy to any statute or any section of a statute shall, unless expressly stated, be deemed to be reference to the statute as amended, restated or re-enacted from time to time. Any references to a By-law or Town policy shall be deemed to be a reference to the most recent passed policy or By-law and any replacements thereto.

6. **GENERAL CONDITIONS**

6.1. **Credit Reports**

6.1.1. In accordance with **Section 8 (1) (d) (i)** of the *Consumer Reporting Act*, Town employees have the authority to run a consumer or commercial credit report on any person or entity as long as evidence is presented in which the report was run in connection with the collection of a debt.

6.1.2. Town employees will order consumer and commercial credit reports only for permissible purposes, and only in compliance with Federal and Provincial credit reporting laws.

6.1.3. Consumer credit reports will be used for no purpose other than the permissible purpose and the Town will hold all consumer or commercial credit reports in the strictest of confidence and will not disclose any information contained therein to others, except where required by applicable law.

6.1.4. Consumer or commercial reports will only be ordered in connection with legitimate business transactions involving the Town.

6.1.5. Town employees will not provide a copy of consumer or commercial credit report to the consumer or entity, except as may be required by law.

6.1.6. Should a consumer dispute information obtained from a reporting agency, they must be referred to that same reporting agency.

6.2. **Outstanding Account Notice**

6.2.1. Outstanding Account notices (Appendix A) are sent to the customer of the outstanding account when they enter arrears and shall include the following:

6.2.1.1. Legal name of customer;

- 6.2.1.2. Account name/number and amount owing;
- 6.2.1.3. Interest charge; and
- 6.2.1.4. Payment date.
- 6.2.2. Outstanding account notices may also be accompanied by an account statement of the aforementioned outstanding account arrears.
- 6.2.3. Notices will be sent out as soon as the account enters arrears, as well as each subsequent month thereafter.
- 6.2.4. Once a balance reaches sixty (60) days past due, a final notice will be sent once more indicating the outstanding account arrears.
 - 6.2.4.1. Every attempt will be made for telephone or personal contact to inquire further about the account and to ensure the customer understands the consequences of non-payment.
 - 6.2.4.2. Plans or schedules of payment for outstanding account arrears may be made available on a case by case basis, however, they must be made before the outstanding account reaches ninety (90) days past due.
- 6.2.5. In the event that payment of the outstanding account arrears is not made within thirty (30) days of the final notice being issued, the Town of Amherstburg reserves the right to add the outstanding account arrears to the customer tax roll, should that customer be a resident or own property in the jurisdiction of the Town of Amherstburg.
 - 6.2.5.1. If the customer is not a resident or does not own property in the jurisdiction of the Town of Amherstburg, and all internal avenues have been exhausted, the outstanding account will be sent to a collection agency and any additional costs shall be borne by the customer.

6.3. **Collection Rules**

- 6.3.1. Town employees may not discuss a debt with anyone other than the debtor unless required by applicable law.
- 6.3.2. Town employees may not discuss a debt with a solicitor or representative of the debtor unless they receive a written declaration from the debtor confirming representation and authorizing the disclosure of information to that same representative.

- 6.3.3. Town employees may not be discriminatory or prejudicial in their collection practices and are expected to maintain the utmost professionalism throughout the collection process.

6.4. **Use Of Collection Agency**

- 6.4.1. A collection agency may be assigned an account for collection once all internal avenues have been exhausted.
- 6.4.2. The agency will be monitored on a regular basis to measure results.
- 6.4.3. Accounts referred to a collection agency will be given consideration for purposes of the allowance for doubtful account and assist in the determination of write-off recommendations.
- 6.4.4. An account will be identified as non-collectable when a collection agency returns the account as uncollectable, untraceable, or advises that no assets remain to pursue further collection efforts.

6.5. **Legal Claims**

- 6.5.1. All claims over the Small Claims Court limit must be forwarded to the Town Solicitor to commence legal action.

6.6. **Bad Debt Expense**

- 6.6.1. The determination of allowance for doubtful accounts will be formulated after careful examination of pre-identified non-collectable accounts.

6.7. **Write-Offs**

- 6.7.1. Write-offs may be performed against the Allowance for Doubtful Accounts on an ongoing basis upon authorized approval of those accounts identified as non-collectable.
- 6.7.2. An account will be identified as non-collectable where all of the following conditions exist:
 - 6.7.2.1. It has been listed with a collection agency.
 - 6.7.2.2. Litigation against a debtor is unsuccessful.
 - 6.7.2.3. The debtor files for bankruptcy.

6.7.2.4. After receiving advice from the Town solicitor indicating our claim would not be successful.

6.7.3. Any monies recovered from the debtor subsequent to the write-off will be posted as a bad debt recovery.

6.7.4. Thresholds exist to permit the write-off of non-collectable accounts receivable balances upon valid authorization.

6.7.4.1. The following positions may authorize the write-off of these balances, if, in their opinion, all means of collection have been exhausted:

- a. **Director of Corporate Services/Treasurer** – up to **\$10,000** plus any related interest or penalties on a per account basis.
- b. **Chief Administrative Officer** – from **\$10,000** to **\$50,000** plus any related interest or penalties on a per account basis.
- c. Any amounts in excess of **\$50,000** plus any related interest or penalties shall only be written off with **Council** approval.

6.8. **Netting**

6.8.1. Payables can be netted to outstanding receivables.

6.8.2. The entity that is being netted must also be the same legal entity that originated the debt.

6.9. **Records and Information**

6.9.1. **Write-Off Reporting**

6.9.1.1. As required, but at a minimum of once per year, the Supervisor of Revenue shall provide the Director of Financial Services/Treasurer and the CAO with a recommended list of write-offs.

6.9.1.2. The Director of Financial Services/Treasurer shall report to Town Council to request approval for all non-collectable accounts receivable write-offs over \$50,000.

6.9.2. **Delinquency Reporting**

6.9.2.1. Once per month, a delinquency analysis shall be performed by the Supervisor of Revenue.

6.9.2.2. The delinquency analysis will be provided to the Director of Corporate Services/Treasurer outlining details of the aged trial balance position.

6.9.3. **Safekeeping**

6.9.3.1. Consumer information will remain confidential and will be used only for the purposes collection of outstanding amounts due to the Town of Amherstburg.

7. REFERENCES AND RELATED DOCUMENTS

7.1. Accounts Receivable Billing Policy

7.2. Consumer Reporting Act

APPENDIX A – OUTSTANDING ACCOUNT NOTICE

The Corporation of the Town of Amherstburg

<Date>

Dear Sir/Madam:

Re: Account Number
Amount

Please find enclosed a Reminder Notice for the above mentioned account.

Our records as of <date> indicate your account as having arrears in the amount of <\$>. Your account is currently subject to interest and penalty charges at a rate of 1.25% per month.

You will note that your account is greater than 90 days old. Our normal terms require payment within thirty days of the invoice being sent to you or alternative collection methods can be used to collect the amount.

In order to avoid Collection Agency proceedings, and the significant costs associated with such proceedings, we would recommend immediate payment of the total amount indicated or alternatively that you make appropriate payment arrangements to discharge the arrears by <date>.

Your co-operation in discharging these arrears would be appreciated. If you wish to make payment arrangements and/or discuss your account, please do not hesitate to contact the undersigned.

Yours Sincerely,

Director of Financial Services/Treasurer

APPENDIX B – ACCOUNT STATEMENT



THE CORPORATION OF THE TOWN OF AMHERSTBURG

POLICE 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: Tim Berthiaume	Report Date: December 27, 2018
Author's Phone:	Date to Council: January 28, 2019
Author's E-mail:	Resolution #: 20160411-215

To: Mayor and Members of Town Council

Subject: Monthly Activity Report – APSB Meeting of November 20, 2018

1. **RECOMMENDATION:**

It is recommended that:

1. The report of the Chief of Police dated December 27, 2018 regarding the Monthly Activity Report of the Amherstburg Police Services Board Meeting of November 20, 2018 **BE RECEIVED for information.**

2. **EXECUTIVE SUMMARY:**

N/A

3. **BACKGROUND**

At the April 10, 2016 meeting, Council passed the following resolution (Resolution # 20160411-145):

“That Administration BE DIRECTED to provide monthly activity reports within the Building department, Fire department, and Police Services.”

The Amherstburg Police Services Board (the Board) is responsible for the provision of adequate and effective police services in the municipality. The Board meets monthly and adopts minutes from the “Open” and In-Camera meetings. The public minutes include, but are not limited to, the activities of the Amherstburg Police Service, crime and traffic statistics, legislation updates and other information relevant to the Service.

4. DISCUSSION:

Provided for Council's information, as Appendices 'A' and 'B', are the minutes, agenda and attachments from the Amherstburg Police Services Board public meeting of November 20, 2018.

5. RISK ANALYSIS:

No risks have been identified.

6. FINANCIAL MATTERS:

N/A

7. CONSULTATIONS:

No consultations were required.

8. CONCLUSION:

For Council's Information.



Tim Berthiaume
Chief of Police

NL

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

NOTIFICATION :				
Name	Address	Email Address	Telephone	FAX

Report Approval Details

Document Title:	Monthly Activity Report - APSB Meeting of November 20, 2018.docx
Attachments:	- Appendices A and B November 20, 2018 APSB Minutes and Agenda .pdf
Final Approval Date:	Jan 17, 2019

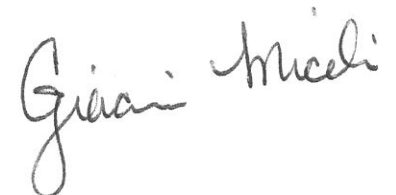
This report and all of its attachments were approved and signed as outlined below:



Mark Galvin - Jan 7, 2019 - 10:57 AM



Cheryl Horrobin - Jan 7, 2019 - 1:35 PM



John Miceli - Jan 8, 2019 - 8:57 AM



Paula Parker - Jan 17, 2019 - 4:14 PM

**MINUTES of the
Public Meeting of the
AMHERSTBURG POLICE SERVICES BOARD
Thursday, November 20, 2018 at 4:30 o'clock p.m.
Amherstburg Police Service
532 Sandwich Street South, Amherstburg, Ontario**

Appendix "A"

PRESENT:	Robert Rozankovic	Chair
	Councillor Jason Lavigne	Member
	Patricia Simone	Member
ALSO PRESENT:	Tim Berthiaume	Chief
	Nancy Leavoy	Secretary
REGRETS:	Mayor Aldo DiCarlo	Vice-Chair

CALL TO ORDER

The Chair calls the meeting to order at 5:10 o'clock p.m. and the Board considers the agenda, as follows:

SECTION 1

1.1 Adoption of Agenda

Moved by Councillor Lavigne, seconded by Ms. Simone,
That the agenda for the meeting of the Amherstburg Police Services Board held
November 20, 2018 **BE ADOPTED** as amended to included:

- 3.1c vii. Contracts and Suppliers
 - 6.1 i. Retirement of Chief of Police
 - 6.1 ii. Severance
- Carried.

1.2 Declarations of Conflict of Interest

No conflicts of interest are declared

1.3 Adoption of Minutes

Moved by Councillor Lavigne, seconded by Ms. Simone,
That the minutes of the meeting of the Amherstburg Police Services Board held
October 16, 2018 **BE ADOPTED** as presented.
Carried.

Moved by Councillor Lavigne, seconded by Ms. Simone,
That the minutes of the meeting of the Amherstburg Police Services Board held
November 3, 2018 **BE ADOPTED** as presented.
Carried.

1.4 Business Arising from the Minutes of October 16 and November 3, 2018

No business arising from the minutes

1.5 Confirmation of Actions from In-Camera Meetings of November 20, 2018

Moved by Ms. Simone, seconded by Mayor DiCarlo,
That the Chief of Police **BE AUTHORIZED** to proceed in accordance with the recommendation of the Board with respect to the following matters reported to the Board at the in-camera meetings of:

- a. Personnel Matter re retirements –referred to public meeting
- b. Personnel Matter re arbitration
- c. Personnel Matter re employment status
- d. Personnel Matter re vacation request
- e. Financial Matter re reimbursement of expenses
- f. Personnel Matter re retirement – referred to public meeting
- g. Personnel Matter - financial
- h. Personnel Matter - promotions

Carried.

SECTION 2

2.1 Petitions and Delegations

No petitions or delegations

SECTION 3

3.1 Chief Berthiaume's Reports

3.1a APS Monthly Stats for July, August and September 2018

3.1b Media Release: no media releases

3.1c Chief Berthiaume – Topics for Discussion

i. OCPC re Item (45) b. of the 2018.08.27 OCPC s. 40 Decision as follows:

Moved by Ms. Simone, seconded by Councillor Lavigne,
That a letter **BE FORWARDED** to the Ontario Civilian Police Commission advising that all obligations by the Amherstburg Police Services Board as set out in the August 27, 2018 Decision, File Number 18-ADJ-004, Citation: 2018 ONCPC 4001, Section 45 (b) have been

resolved including an agreement for those members of the Amherstburg Police Association opting for severance and further that the OCPC **BE ADVISED** that there is still a minor issue outstanding regarding payment of the differential between the Long Term Disability premiums which may proceed to arbitration.

Carried.

- ii. **Archives/Files** – no report
- iii. **Board Composition** – no report
- iv. **R.I.D.E. Program**

Moved by Ms. Simone, seconded by Councillor Lavigne,
That **APPROVAL BE GIVEN** to enter into an agreement with her Majesty the Queen in Right of Ontario as represented by the Minister of Community Safety and Correctional Safety and Correctional Services for the period of April 1, 2018 to March 31, 2019, Reduced Impaired Driving Everywhere (R.I.D.E) grant program and further, the Chair **BE AUTHORIZED** to sign the agreement on behalf of the Amherstburg Police Services Board and further that the Town Clerk **BE REQUESTED** to obtain proof of general liability insurance in the amount of \$5,000,000.00 including indemnified parties as additional insured ("*Her Majesty the Queen in right of Ontario, Her ministers, agents, appointees, and employees*"), as per Article 10 of the agreement.
Carried.

It is noted that the program will move over to the WPS as of January 1, 2019.

- v. **Budget** – no discussion
- vi. **Letter from Brian McCall, Solicitor re Amherstburg police et al ats. Fryer** – noted
- vii. **Contracts and Suppliers**

Moved by Ms. Simone, seconded by Councillor Lavigne,
That the Chief of Police **BE AUTHORIZED** to give notice of cancellation of all contracts and to all suppliers as appropriate for the dissolution of the Amherstburg Police Service as of December 31, 2018.

Carried

SECTION 4

4.1 Policies, Agreements, and By-laws

No reports

SECTION 5

5.1 Financial Reports/Board Account

- i. **Outstanding Accounts Payable to October 11 to November 5 , 2018 – noted**
- ii. **Disposition of Remaining Board Funds – verbal**

Moved by Councillor Lavigne, seconded by Ms. Simone,
That the remaining funds available in the Amherstburg Police Services Board bank
account **BE DONATED** to the following charities:

Rotary Club of Amherstburg for playground equipment at Beaudoin Park - \$2000.00
Amherstburg Community Services - \$2000.00
The Miracle League of Amherstburg - \$2000.00
House of Shalom Youth Centre - \$2000.00

Carried.

SECTION 6

6.1 Personnel Matters/Multi-Cultural/Recruitment

- i. **Notice of Retirement – Chief of Police**

Moved by Councillor Lavigne, seconded by Ms. Simone,
That the Notice of Retirement submitted by the Chief of Police effective June 30, 2019
BE ACCEPTED and that the Board extends its gratitude and appreciation for his exemplary
service over the past 29 years, the last eight of which have been as the Chief of Police.
Carried.

- ii. **Severance**

Moved by Councillor Lavigne, seconded by Ms. Simone,
That the letters from those members the Amherstburg Police Association who have
decided to decline their offer of employment with the Windsor Police Service effective
January 1, 2019 and are electing to receive a severance package as provided for in the
relevant sections of their collective agreements (Uniform: Article34.04 and Civilian: Article
27.04) **BE ACCEPTED** and further that the Director of Finance **BE INSTRUCTED** to pay their
severance and any outstanding vacation, statutory holiday and sick leave owing no later
than the first pay period in January of 2019.
Carried.

6.2 Legal Matters

No reports

6.3 Board Matters

SECTION 7

7.1 Building/Equipment/Physical Resources

No reports

SECTION 8

8.1 Reading Information/Misc. – no correspondence

8.2 Ministry of the Solicitor General, Ministry of Community Safety & Correctional Services/And Other Government Ministries – no correspondence

8.3 O.A.P.S.B./C.A.P.G. Communication/Board Matters – no correspondence

8.4 Upcoming Meetings/Conferences

i. Public Meeting

The next public meeting of the Amherstburg Police Services Board will be Tuesday, December 11, 2018 at 5:00 o'clock p.m., *(following the in-camera meeting starting at 4:30 p.m.)* in the Community Room, Amherstburg Police Service Building, 532 Sandwich Street South.

8.5 New Business

No new business

8.6 Pending Matters

No pending matters

8.7 Adjournment

Moved by Ms. Simone, seconded by Councillor Lavigne,
There being no further business, the meeting of the Amherstburg Police Services Board
BE ADJOURNED at 5:30 o'clock p.m.
Carried.

Certified Correct: December 1, 2018

Robert Rozankovic, Chair

Nancy Leavoy, Secretary

SECTION 1

1.1 Adoption of the Agenda

1.2 Declarations of Conflict of Interest

1.3 Adoption of Minutes

Adoption of the minutes of the meeting of the Amherstburg Police Services Board held

- under separate cover

a. October 16 and

b. November 3, 2018

1.4 Business Arising from the Minutes of October 16 and November 3, 2018

1.5 Confirmation of Actions from In-Camera Meetings of November 20, 2018

SECTION 2

2.1 Petitions and Delegations

SECTION 3

3.1 Chief Berthiaume's Reports

3.1a APS Monthly Stats for July, August and September 2018 – to be distributed at meeting if available

3.1b Media Release: *n/a*

3.1c Chief Berthiaume – Topics for Discussion

i. OCPC re Item (45) b. of the 2018.08.27 OCPC s. 40 Decision as follows:

“(45) Accordingly, as set out in our preliminary decision dated July 26, 2018, and as modified herein, the Commission consents to the Application by Amherstburg under section 5(1)6 of the *PSA* to enter into a contract with Windsor for the provision of police services and consents to the abolition of the APS under section 40 of the *PSA* subject to the following conditions:

a. Amherstburg must deliver to the Commission a signed copy of the contract with the City of Windsor which substantially implements the Proposal.

- b. The receipt by the Commission of written confirmation from the APSB that an agreement as to severance pay has been made with any member of the APS whose employment is terminated as a result of The abolition. Failing such an agreement, the APSB must provide written confirmation to the commission that an agreement has been made with such members that any severance pay dispute will be referred to arbitration. If no such agreements are made within 90 days of today's date the Commission will order that all remaining severance pay disputes will be referred to arbitration." (August 27, 2018)

- ii. **Archives/Files - verbal**
- iii. **Board Composition - verbal**
- iv. **R.I.D.E. Program – attached**
- v. **Budget - verbal**
- vi. **Letter from Brian McCall, Solicitor re Amherstburg police et al ats. Fryer – attached**

SECTION 4

4.1 Policies, Agreements, and By-laws

SECTION 5

5.1 Financial Reports/Board Account

- i. **Outstanding Accounts Payable to October 11 to November 5 , 2018 – attached**
- ii. **Disposition of Remaining Board Funds – verbal**

This matter was deferred at the previously to permit Board members to submit suggestions.

SECTION 6

6.1 Personnel Matters/Multi-Cultural/Recruitment

No reports

6.2 Legal Matters

No reports

6.3 Board Matters

SECTION 7

7.1 Building/Equipment/Physical Resources

No reports

SECTION 8

8.1 Reading Information/Misc. – no correspondence

8.2 Ministry of the Solicitor General, Ministry of Community Safety & Correctional Services/And Other Government Ministries – no correspondence

8.2a MCS&CS, et al

8.3 O.A.P.S.B./C.A.P.G. Communication/Board Matters – no correspondence

8.3a O.A.P.S.B

8.3b CAPG

8.4 Upcoming Meetings/Conferences

i. Public Meeting

The next public meeting of the Amherstburg Police Services Board will be Tuesday, December 11, 2018 at 5:00 o'clock p.m., (following the in-camera meeting starting at 4:30 p.m.) in the Community Room, Amherstburg Police Service Building, 532 Sandwich Street South.

8.5 New Business

8.6 Pending Matters

8.7 Adjournment

November 20, 2018

Ministry of Community Safety and
Correctional Services

Ministère de la Sécurité communautaire
et des Services correctionnels



Public Safety Division
External Relations Branch

Division de la sécurité publique
Direction des relations extérieures

25 Grosvenor St.
12th Floor
Toronto ON M7A 2H3
Tel.: 416 314-3010
Fax: 416 314-3092

25, rue Grosvenor
12^e étage
Toronto ON M7A 2H3
Tél.: 416 314-3010
Télééc.: 416 314-3092

November 2, 2018

Mr. Robert Rozankovic
Member
Amherstburg Police Services Board
532 Sandwich Street South
Amherstburg ON N9V 3R2

Dear Mr. Rozankovic:

Re: Reduce Impaired Driving Everywhere (R.I.D.E.) Allocation for 2018/2019

I am pleased to inform you that **Amherstburg Police Services Board** has been granted an allocation of **\$13,460.00** for the fiscal year 2018/2019 under the R.I.D.E. Grant Program. This grant is intended to enhance the regular R.I.D.E. program currently being conducted by the Amherstburg Police Service to offset the costs for sworn officers' overtime and paid duty.

Attached is a copy of the contractual agreement for the R.I.D.E. Grant Program, covering the period from April 1, 2018 and ending March 31, 2019.

Execution of this agreement is a precondition for the reimbursement of claims you will make under your R.I.D.E. Grant Program and binds you to specific requirements as referred to in Article 7 and stipulated in **Schedule D (Budget, Payment Plan and Reporting)**.

Please have the authorized signatory for the grantee sign and date the enclosed contractual agreement, where noted, and return **two** signed copies along with **proof of your general liability insurance (\$5 million)**, including the Indemnified Parties as additional insureds, as per Article 10 of the agreement, by **December 3, 2018**, to:

Ms. Yoko Iwasaki
Community Safety Analyst
Program Development Section, External Relations Branch
Public Safety Division
Ministry of Community Safety and Correctional Services
12th Floor, 25 Grosvenor Street
Toronto ON M7A 2H3

.../2

Mr. Robert Rozankovic
Page Two

Your copy of the fully executed contract will be returned to you as soon as possible.

Regrettably, impaired driving is one of the leading causes of criminal death and injury in our society. The R.I.D.E. program continues to be an effective deterrent against drinking and driving and remains an important program to educate the public.

Thank you for your support and participation in this valuable initiative.

Sincerely,

A handwritten signature in black ink, appearing to read "O. Mosquera". The signature is fluid and cursive, with a large initial "O" and a long, sweeping tail.

Oscar Mosquera
Manager
Program Development Section
External Relations Branch

Enclosure

c: Amherstburg Police Service

ONTARIO TRANSFER PAYMENT AGREEMENT

THE AGREEMENT is effective as of the _____ day of _____, 20____

B E T W E E N :

**Her Majesty the Queen in right of Ontario
as represented by the Minister of Community Safety and
Correctional Services**

(the “Province”)

- and -

Amherstburg Police Services Board

(the “Recipient”)

BACKGROUND

- A. The Recipient carries out a program of traffic stop sobriety checks in its jurisdiction as part of a program to “Reduce Impaired Driving Everywhere” (“R.I.D.E.”);
- B. The Province has established the R.I.D.E. Grant program to provide Funds to assist various police services in offsetting their costs for implementing R.I.D.E. programs of sobriety checks in their jurisdictions;
- C. The Recipient is a municipal police services board or a municipality in a municipality that has established a municipal police service or whose council has entered into an agreement under s. 10 of the *Police Services Act* for the provision of police services by the OPP; or (ii) it is a First Nation police services board or a First Nation band council in a First Nation community that has established a First Nation police service pursuant to a policing services agreement between Canada, the Province, the Recipient and the Board;
- D. The Recipient has, by written application, requested funding for overtime and/or paid duty in pursuance of the R.I.D.E. Grant Project, a description of which is outlined in Schedule “C”;
- E. The application for Funds submitted by the Recipient has been accepted, in whole or in part, by the Province

CONSIDERATION

In consideration of the mutual covenants and agreements contained in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

1.0 ENTIRE AGREEMENT

1.1 The agreement, together with:

Schedule "A" - General Terms and Conditions
Schedule "B" - Project Specific Information and Additional Provisions
Schedule "C" - Project
Schedule "D" - Budget, Payment Plan and Reporting
Schedule "E" - Reports – Final Report Templates, and
any amending agreement entered into as provided for in section 3.1,
constitutes the entire agreement between the Parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.

2.0 CONFLICT OR INCONSISTENCY

2.1 **Conflict or Inconsistency.** In the event of a conflict or inconsistency between the Additional Provisions and the provisions in Schedule "A", the following rules will apply:

- (a) the Parties will interpret any Additional Provisions in so far as possible, in a way that preserves the intention of the Parties as expressed in Schedule "A"; and
- (b) where it is not possible to interpret the Additional Provisions in a way that is consistent with the provisions in Schedule "A", the Additional Provisions will prevail over the provisions in Schedule "A" to the extent of the inconsistency.

3.0 AMENDING THE AGREEMENT

3.1 The Agreement may only be amended by a written agreement duly executed by the Parties.

4.0 ACKNOWLEDGEMENT

4.1 The Recipient acknowledges that:

- (a) by receiving Funds it may become subject to legislation applicable to organizations that receive funding from the Government of Ontario, including the *Broader Public Sector Accountability Act, 2010* (Ontario), the *Public Sector Salary Disclosure Act, 1996* (Ontario), and the *Auditor General Act* (Ontario);
- (b) Her Majesty the Queen in right of Ontario has issued expenses, perquisites, and procurement directives and guidelines pursuant to the *Broader Public Sector Accountability Act, 2010* (Ontario);
- (c) the Funds are:
 - (i) to assist the Recipient to carry out the Project and not to provide goods or services to the Province;
 - (ii) funding for the purposes of the *Public Sector Salary Disclosure Act, 1996* (Ontario);
- (d) the Province is not responsible for carrying out the Project; and
- (e) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

- SIGNATURE PAGE FOLLOWS -

The Parties have executed the Agreement on the dates set out below.

**HER MAJESTY THE QUEEN IN RIGHT OF
ONTARIO as represented by Minister of
Community Safety and Correctional Services**

Date

Name: Oscar Mosquera
Title: Manager, Program Development Section
External Relations Branch
Public Safety Division

Amherstburg Police Services Board

Date

Name:
Title:

I have authority to bind the Recipient.

SCHEDULE "A"
GENERAL TERMS AND CONDITIONS

A1.0 INTERPRETATION AND DEFINITIONS

A1.1 **Interpretation.** For the purposes of interpretation:

- (a) words in the singular include the plural and vice-versa;
- (b) words in one gender include all genders;
- (c) the headings do not form part of the Agreement; they are for reference only and will not affect the interpretation of the Agreement;
- (d) any reference to dollars or currency will be in Canadian dollars and currency; and
- (e) "include", "includes" and "including" denote that the subsequent list is not exhaustive.

A1.2 **Definitions.** In the Agreement, the following terms will have the following meanings:

"Additional Provisions" means the terms and conditions set out in Schedule "B".

"Agreement" means this agreement entered into between the Province and the Recipient, all of the schedules listed in section 1.1, and any amending agreement entered into pursuant to section 4.1.

"Budget" means the budget attached to the Agreement as Schedule "D".

"Business Day" means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year's Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day and any other day on which the Province has elected to be closed for business.

"Effective Date" means the date set out at the top of the Agreement.

"Event of Default" has the meaning ascribed to it in section A13.1.

"Expiry Date" means the expiry date set out in Schedule "B".

"Funding Year" means:

- (a) in the case of the first Funding Year, the period commencing on the Effective Date and ending on the following March 31; and

- (b) in the case of Funding Years subsequent to the first Funding Year, the period commencing on April 1 following the end of the previous Funding Year and ending on the following March 31.

“Funds” means the money the Province provides to the Recipient pursuant to the Agreement.

“Indemnified Parties” means Her Majesty the Queen in right of Ontario, Her ministers, agents, appointees, and employees.

“Maximum Funds” means the maximum Funds set out in Schedule “B”.

“Notice” means any communication given or required to be given pursuant to the Agreement.

“Notice Period” means the period of time within which the Recipient is required to remedy an Event of Default pursuant to section A13.3(b), and includes any such period or periods of time by which the Province extends that time in accordance with section A13.4.

“Parties” means the Province and the Recipient.

“Party” means either the Province or the Recipient.

“Project” means the undertaking described in Schedule “C”.

“Reports” means the reports described in Schedule “D”.

A2.0 REPRESENTATIONS, WARRANTIES, AND COVENANTS

A2.1 General. The Recipient represents, warrants, and covenants that:

- (a) it is, and will continue to be, a validly existing legal entity with full power to fulfill its obligations under the Agreement;
- (b) it has, and will continue to have, the experience and expertise necessary to carry out the Project;
- (c) it is in compliance with, and will continue to comply with, all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules, and by-laws related to any aspect of the Project, the Funds, or both; and
- (d) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true and complete at the time the Recipient provided it and will continue to be

true and complete.

A2.2 **Execution of Agreement.** The Recipient represents and warrants that it has:

- (a) the full power and authority to enter into the Agreement; and
- (b) taken all necessary actions to authorize the execution of the Agreement.

A2.3 **Governance.** The Recipient represents, warrants, and covenants that it has, will maintain in writing, and will follow:

- (a) a code of conduct and ethical responsibilities for all persons at all levels of the Recipient's organization;
- (b) procedures to enable the Recipient's ongoing effective functioning;
- (c) decision-making mechanisms for the Recipient;
- (d) procedures to enable the Recipient to manage Funds prudently and effectively;
- (e) procedures to enable the Recipient to complete the Project successfully;
- (f) procedures to enable the Recipient to identify risks to the completion of the Project and strategies to address the identified risks, all in a timely manner;
- (g) procedures to enable the preparation and submission of all Reports required pursuant to Article A7.0; and
- (h) procedures to enable the Recipient to address such other matters as the Recipient considers necessary to enable the Recipient to carry out its obligations under the Agreement.

A2.4 **Supporting Proof.** Upon the request of the Province, the Recipient will provide the Province with proof of the matters referred to in Article A2.0.

A3.0 TERM OF THE AGREEMENT

A3.1 **Term.** The term of the Agreement will commence on the Effective Date and will expire on the Expiry Date unless terminated earlier pursuant to Article A11.0, Article A12.0, or Article A13.0.

A4.0 FUNDS AND CARRYING OUT THE PROJECT

A4.1 **Funds Provided.** The Province will:

- (a) provide the Recipient up to the Maximum Funds for the purpose of

carrying out the Project;

- (b) provide the Funds to the Recipient in accordance with the payment plan attached to the Agreement as Schedule “D”; and
- (c) deposit the Funds into an account designated by the Recipient provided that the account:
 - (i) resides at a Canadian financial institution; and
 - (ii) is in the name of the Recipient.

A4.2 Limitation on Payment of Funds. Despite section A4.1:

- (a) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides the certificates of insurance or other proof as the Province may request pursuant to section A10.2;
- (b) the Province is not obligated to provide instalments of Funds until it is satisfied with the progress of the Project;
- (c) the Province may adjust the amount of Funds it provides to the Recipient in any Funding Year based upon the Province’s assessment of the information the Recipient provides to the Province pursuant to section A7.1; or
- (d) if, pursuant to the *Financial Administration Act* (Ontario), the Province does not receive the necessary appropriation from the Ontario Legislature for payment under the Agreement, the Province is not obligated to make any such payment, and, as a consequence, the Province may:
 - (i) reduce the amount of Funds and, in consultation with the Recipient, change the Project; or
 - (ii) terminate the Agreement pursuant to section A12.1.

A4.3 Use of Funds and Carry Out the Project. The Recipient will do all of the following:

- (a) carry out the Project in accordance with the Agreement;
- (b) use the Funds only for the purpose of carrying out the Project;
- (c) spend the Funds only in accordance with the Budget;
- (d) not use the Funds to cover any cost that has or will be funded or reimbursed by one or more of any third party, ministry, agency, or organization of the Government of Ontario.

A4.4 **Interest Bearing Account.** If the Province provides Funds before the Recipient's immediate need for the Funds, the Recipient will place the Funds in an interest bearing account in the name of the Recipient at a Canadian financial institution.

A4.5 **Interest.** If the Recipient earns any interest on the Funds, the Province may:

- (a) deduct an amount equal to the interest from any further instalments of Funds; or
- (b) demand from the Recipient the payment of an amount equal to the interest.

A4.6 **Rebates, Credits, and Refunds.** The Ministry will calculate Funds based on the actual costs to the Recipient to carry out the Project, less any costs (including taxes) for which the Recipient has received, will receive, or is eligible to receive, a rebate, credit, or refund.

A5.0 RECIPIENT'S ACQUISITION OF GOODS OR SERVICES, AND DISPOSAL OF ASSETS

A5.1 **Acquisition.** If the Recipient acquires goods, services, or both with the Funds, it will:

- (a) do so through a process that promotes the best value for money; and
- (b) comply with the *Broader Public Sector Accountability Act, 2010* (Ontario), including any procurement directive issued thereunder, to the extent applicable.

A5.2 **Disposal.** The Recipient will not, without the Province's prior written consent, sell, lease, or otherwise dispose of any asset purchased or created with the Funds or for which Funds were provided, the cost of which exceeded the amount as provided for in Schedule "B" at the time of purchase.

A6.0 CONFLICT OF INTEREST

A6.1 **No Conflict of Interest.** The Recipient will carry out the Project and use the Funds without an actual, potential, or perceived conflict of interest.

A6.2 **Conflict of Interest Includes.** For the purposes of Article A6.0, a conflict of interest includes any circumstances where:

- (a) the Recipient; or
- (b) any person who has the capacity to influence the Recipient's decisions,

has outside commitments, relationships, or financial interests that could, or could be seen to, interfere with the Recipient's objective, unbiased, and impartial judgment relating to the Project, the use of the Funds, or both.

A6.3 Disclosure to Province. The Recipient will:

- (a) disclose to the Province, without delay, any situation that a reasonable person would interpret as an actual, potential, or perceived conflict of interest; and
- (b) comply with any terms and conditions that the Province may prescribe as a result of the disclosure.

A7.0 REPORTS, ACCOUNTING, AND REVIEW

A7.1 Preparation and Submission. The Recipient will:

- (a) submit to the Province at the address referred to in section A17.1, all Reports in accordance with the timelines and content requirements as provided for in Schedule "E", or in a form as specified by the Province from time to time;
- (b) submit to the Province at the address referred to in section A17.1, any other reports as may be requested by the Province in accordance with the timelines and content requirements specified by the Province;
- (c) ensure that all Reports and other reports are completed to the satisfaction of the Province; and
- (d) ensure that all Reports and other reports are signed on behalf of the Recipient by an authorized signing officer.

A7.2 Record Maintenance. The Recipient will keep and maintain:

- (a) all financial records (including invoices) relating to the Funds or otherwise to the Project in a manner consistent with generally accepted accounting principles; and
- (b) all non-financial documents and records relating to the Funds or otherwise to the Project.

A7.3 Inspection. The Province, any authorized representative, or any independent auditor identified by the Province may, at the Province's expense, upon twenty-four hours' Notice to the Recipient and during normal business hours, enter upon the Recipient's premises to review the progress of the Project and the Recipient's allocation and expenditure of the Funds and, for these purposes, the Province, any authorized representative, or any independent auditor identified by the Province may take one or more of the following actions:

- (a) inspect and copy the records and documents referred to in section A7.2;
- (b) remove any copies made pursuant to section A7.3(a) from the Recipient's premises; and
- (c) conduct an audit or investigation of the Recipient in respect of the expenditure of the Funds, the Project, or both.

A7.4 **Disclosure.** To assist in respect of the rights provided for in section A7.3, the Recipient will disclose any information requested by the Province, any authorized representatives, or any independent auditor identified by the Province, and will do so in the form requested by the Province, any authorized representative, or any independent auditor identified by the Province, as the case may be.

A7.5 **No Control of Records.** No provision of the Agreement will be construed so as to give the Province any control whatsoever over the Recipient's records.

A7.6 **Auditor General.** The Province's rights under Article A7.0 are in addition to any rights provided to the Auditor General pursuant to section 9.1 of the *Auditor General Act* (Ontario).

A8.0 COMMUNICATIONS REQUIREMENTS

A8.1 **Acknowledge Support.** Unless otherwise directed by the Province, the Recipient will:

- (a) acknowledge the support of the Province for the Project; and
- (b) ensure that the acknowledgement referred to in section A8.1(a) is in a form and manner as directed by the Province.

A8.2 **Publication.** The Recipient will indicate, in any of its Project-related publications, whether written, oral, or visual, that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

A9.0 INDEMNITY

A9.1 **Indemnification.** The Recipient will indemnify and hold harmless the Indemnified Parties from and against any and all liability, loss, costs, damages, and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits, or other proceedings, by whomever made, sustained, incurred, brought, or prosecuted, in any way arising out of or in connection with the Project or otherwise in connection with the Agreement, unless solely caused by the negligence or wilful misconduct of the Indemnified Parties.

A10.0 INSURANCE

A10.1 **Recipient's Insurance.** The Recipient represents, warrants, and covenants that it has, and will maintain, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury, and property damage, to an inclusive limit of not less than the amount provided for in Schedule "B" per occurrence. The insurance policy will include the following:

- (a) the Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;
- (b) a cross-liability clause;
- (c) contractual liability coverage; and
- (d) a 30-day written notice of cancellation.

A10.2 **Proof of Insurance.** The Recipient will:

- (a) provide to the Province, either:
 - (i) certificates of insurance that confirm the insurance coverage as provided for in section A10.1; or
 - (ii) other proof that confirms the insurance coverage as provided for in section A10.1; and
- (b) upon the request of the Province, provide to the Province a copy of any insurance policy.

A11.0 TERMINATION ON NOTICE

A11.1 **Termination on Notice.** The Province may terminate the Agreement at any time without liability, penalty, or costs upon giving at least 30 days' Notice to the Recipient.

A11.2 **Consequences of Termination on Notice by the Province.** If the Province terminates the Agreement pursuant to section A11.1, the Province may take one or more of the following actions:

- (a) cancel further instalments of Funds;
- (b) demand from the Recipient the payment of any Funds remaining in the

possession or under the control of the Recipient; and

- (c) determine the reasonable costs for the Recipient to wind down the Project, and do either or both of the following:
 - (i) permit the Recipient to offset such costs against the amount the Recipient owes pursuant to section A11.2(b); and
 - (ii) subject to section A4.1(a), provide Funds to the Recipient to cover such costs.

A12.0 TERMINATION WHERE NO APPROPRIATION

A12.1 Termination Where No Appropriation. If, as provided for in section A4.2(d), the Province does not receive the necessary appropriation from the Ontario Legislature for any payment the Province is to make pursuant to the Agreement, the Province may terminate the Agreement immediately without liability, penalty, or costs by giving Notice to the Recipient.

A12.2 Consequences of Termination Where No Appropriation. If the Province terminates the Agreement pursuant to section A12.1, the Province may take one or more of the following actions:

- (a) cancel further instalments of Funds;
- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to wind down the Project and permit the Recipient to offset such costs against the amount owing pursuant to section A12.2(b).

A12.3 No Additional Funds. If, pursuant to section A12.2(c), the Province determines that the costs to wind down the Project exceed the Funds remaining in the possession or under the control of the Recipient, the Province will not provide additional Funds to the Recipient.

A13.0 EVENT OF DEFAULT, CORRECTIVE ACTION, AND TERMINATION FOR DEFAULT

A13.1 Events of Default. Each of the following events will constitute an Event of Default:

- (a) in the opinion of the Province, the Recipient breaches any representation, warranty, covenant, or other material term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:
 - (i) carry out the Project;

- (ii) use or spend Funds; or
 - (iii) provide, in accordance with section A7.1, Reports or such other reports as may have been requested pursuant to section A7.1(b);
- (b) the Recipient's operations, its financial condition, or its organizational structure, changes such that it no longer meets one or more of the eligibility requirements of the program under which the Province provides the Funds;
 - (c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver; or
 - (d) the Recipient ceases to operate.

A13.2 **Consequences of Events of Default and Corrective Action.** If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;
- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel further instalments of Funds;
- (f) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;
- (g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- (h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient; and
- (i) terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province upon giving Notice to the Recipient.

A13.3 **Opportunity to Remedy.** If, in accordance with section A13.2(b), the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will give Notice to the Recipient of:

- (a) the particulars of the Event of Default; and
- (b) the Notice Period.

A13.4 **Recipient not Remediating.** If the Province provided the Recipient with an opportunity to remedy the Event of Default pursuant to section A13.2(b), and:

- (a) the Recipient does not remedy the Event of Default within the Notice Period;
- (b) it becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or
- (c) the Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province,

the Province may extend the Notice Period, or initiate any one or more of the actions provided for in sections A13.2(a), (c), (d), (e), (f), (g), (h), and (i).

A13.5 **When Termination Effective.** Termination under Article will take effect as provided for in the Notice.

A14.0 FUNDS AT THE END OF A FUNDING YEAR

A14.1 **Funds at the End of a Funding Year.** Without limiting any rights of the Province under Article A13.0, if the Recipient has not spent all of the Funds allocated for the Funding Year as provided for in the Budget, the Province may take one or both of the following actions:

- (a) demand from the Recipient payment of the unspent Funds; and
- (b) adjust the amount of any further instalments of Funds accordingly.

A15.0 FUNDS UPON EXPIRY

A15.1 **Funds Upon Expiry.** The Recipient will, upon expiry of the Agreement, pay to the Province any Funds remaining in its possession or under its control.

A16.0 DEBT DUE AND PAYMENT

A16.1 **Payment of Overpayment.** If at any time the Province provides Funds in excess of the amount to which the Recipient is entitled under the Agreement, the Province may:

- (a) deduct an amount equal to the excess Funds from any further instalments of Funds; or
- (b) demand that the Recipient pay an amount equal to the excess Funds to the Province.

A16.2 **Debt Due.** If, pursuant to the Agreement:

- (a) the Province demands from the Recipient the payment of any Funds or an amount equal to any Funds; or
- (b) the Recipient owes any Funds or an amount equal to any Funds to the Province, whether or not the Province has demanded their payment,

such Funds or other amount will be deemed to be a debt due and owing to the Province by the Recipient, and the Recipient will pay the amount to the Province immediately, unless the Province directs otherwise.

A16.3 **Interest Rate.** The Province may charge the Recipient interest on any money owing by the Recipient at the then current interest rate charged by the Province of Ontario on accounts receivable.

A16.4 **Payment of Money to Province.** The Recipient will pay any money owing to the Province by cheque payable to the "Ontario Minister of Finance" and delivered to the Province as provided for in Schedule "B".

A16.5 **Fails to Pay.** Without limiting the application of section 43 of the *Financial Administration Act* (Ontario), if the Recipient fails to pay any amount owing under the Agreement, Her Majesty the Queen in right of Ontario may deduct any unpaid amount from any money payable to the Recipient by Her Majesty the Queen in right of Ontario.

A17.0 NOTICE

A17.1 **Notice in Writing and Addressed.** Notice will be in writing and will be delivered by email, postage-prepaid mail, personal delivery, or fax, and will be addressed to the Province and the Recipient respectively as provided for Schedule "B", or as either Party later designates to the other by Notice.

A17.2 **Notice Given.** Notice will be deemed to have been given:

- (a) in the case of postage-prepaid mail, five Business Days after the Notice is mailed; or
- (b) in the case of email, personal delivery, or fax, one Business Day after the Notice is delivered.

A17.3 **Postal Disruption.** Despite section A17.2(a), in the event of a postal

disruption:

- (a) Notice by postage-prepaid mail will not be deemed to be given; and
- (b) the Party giving Notice will give Notice by email, personal delivery, or fax.

A18.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT

A18.1 **Consent.** When the Province provides its consent pursuant to the Agreement, it may impose any terms and conditions on such consent and the Recipient will comply with such terms and conditions.

A19.0 SEVERABILITY OF PROVISIONS

A19.1 **Invalidity or Unenforceability of Any Provision.** The invalidity or unenforceability of any provision of the Agreement will not affect the validity or enforceability of any other provision of the Agreement. Any invalid or unenforceable provision will be deemed to be severed.

A20.0 WAIVER

A20.1 **Waiver Request.** Either Party may, in accordance with the Notice provision set out in Article A17.0, ask the other Party to waive an obligation under the Agreement.

A20.2 **Waiver Applies.** Any waiver a Party grants in response to a request made pursuant to section A20.1 will:

- (a) be valid only if the Party granting the waiver provides it in writing; and
- (b) apply only to the specific obligation referred to in the waiver.

A21.0 INDEPENDENT PARTIES

A21.1 **Parties Independent.** The Recipient is not an agent, joint venturer, partner, or employee of the Province, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is, or take any actions that could establish or imply such a relationship.

A22.0 ASSIGNMENT OF AGREEMENT OR FUNDS

A22.1 **No Assignment.** The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under the Agreement.

A22.2 **Agreement Binding.** All rights and obligations contained in the Agreement will extend to and be binding on the Parties' respective heirs, executors, administrators, successors, and permitted assigns.

A23.0 GOVERNING LAW

A23.1 **Governing Law.** The Agreement and the rights, obligations, and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

A24.0 FURTHER ASSURANCES

A24.1 **Agreement into Effect.** The Recipient will provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains, and will otherwise do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.

A25.0 JOINT AND SEVERAL LIABILITY

A25.1 **Joint and Several Liability.** Where the Recipient is comprised of more than one entity, all such entities will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under the Agreement.

A26.0 RIGHTS AND REMEDIES CUMULATIVE

A26.1 **Rights and Remedies Cumulative.** The rights and remedies of the Province under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

A27.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS

A27.1 **Other Agreements.** If the Recipient:

- (a) has failed to comply with any term, condition, or obligation under any other agreement with Her Majesty the Queen in right of Ontario or one of Her agencies (a "**Failure**");
- (b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
- (d) such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

A28.0 SURVIVAL

A28.1 Survival. The following Articles and sections, and all applicable cross-referenced sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement: Article 1.0, Article 3.0, Article A1.0 and any other applicable definitions, section A2.1(a), sections A4.2(d), A4.5, section A5.2, section A7.1 (to the extent that the Recipient has not provided the Reports or other reports as may have been requested to the satisfaction of the Province), sections A7.2, A7.3, A7.4, A7.5, A7.6, Article A8.0, Article A9.0, section A11.2, sections A12.2, A12.3, sections A13.1, A13.2(d), (e), (f), (g) and (h), Article A15.0, Article A16.0, Article A17.0, Article A19.0, section A22.2, Article A23.0, Article A25.0, Article A26.0, Article A27.0 and Article A28.0.

- END OF GENERAL TERMS AND CONDITIONS -

SCHEDULE “C” PROJECT

C.1.0 BACKGROUND

The Province established the Reduce Impaired Driving Everywhere (R.I.D.E.) Grant program to provide grants to various police services to enhance local enforcement capability and to ensure a year-round provincial program to conduct R.I.D.E. spot check activities.

C.2.0 PROJECT DESCRIPTION

The purpose of the R.I.D.E. Grant program is to assist municipal police services, OPP municipal contract locations and First Nations police services in offsetting their staff costs for implementing R.I.D.E. programs of sobriety checks in their jurisdictions.

Funding is provided to assist with costs of staff overtime or paid duty for street-level enforcement activities in relation to the R.I.D.E. Grant program. Staffing funded will not include civilian or auxiliary officers.

The Recipient carries out a R.I.D.E. program of traffic stop sobriety checks in its jurisdiction and has applied for funding toward its R.I.D.E. program (the “Project”). The Province has accepted the Recipient’s R.I.D.E. Grant Application, in whole or in part.

The Recipient agrees to undertake the Project in accordance with this Agreement and its Schedules.

**SCHEDULE “D”
BUDGET, PAYMENT PLAN AND REPORTING**

D1.0 BUDGET

The Maximum Funds to be provided by the Province to the Recipient under this Agreement is set-out in Schedule “B”. Funding is provided to assist with the costs of staff overtime or paid duty for street-level enforcement activities in relation to the R.I.D.E. Grant program.

D2.0 PAYMENT PLAN

The Province will provide the Recipient Funds, **up to the Maximum Funds** as set out in Schedule “B”, on a one-time basis for the period from **April 1, 2018 to March 17, 2018**.

The Funds will be reimbursed to the Recipient following the Province’s receipt and approval of the Final Report submitted by the Recipient.

D3.0 REPORTING

The Recipient shall provide the Province with a Final Report accounting in detail, all expenses for the activities for which the Funds were used as well as statistical information, in the forms set out in **Schedule “E”** by **March 19, 2018**.

Reports submitted after the deadline will not be considered for reimbursement. **All R.I.D.E. activity eligible for reimbursement must be concluded on or before March 17, 2018**. Any R.I.D.E. activity, which occurs between the period March 18, 2018 through March 31, 2019 may not be eligible for reimbursement.

D3.1 FINAL REPORT – FINANCIAL

Staff costs include overtime or paid duty for street level enforcement activities in relation to the program for which the Funds are provided. Staff will not include civilian or auxiliary officers.

For the Funds to reflect the amount of staff overtime or paid duty, a one-time financial report will be submitted to the Province by **March 19, 2019**, on the form attached to the Agreement as **Schedule “E”**. This financial report must be certified by a Municipal Clerk/Treasurer or a senior representative of the Recipient’s financial services who can verify the accuracy of the claim.

The financial report will itemize the dates worked, name and rank of officers, rate of pay (basic hourly rate), number of overtime/paid duty hours worked, number of hours paid and total hours used by the police service for the period of **April 1, 2018 to March 17, 2019**.

D3.2 FINAL REPORT – STATISTICAL

The Recipient shall track and record key statistical information related to the RIDE Grant program and provide a statistical report to the Province by **March 19, 2019**, on the form attached to the Agreement as **Schedule “E”**.

D3.3 REPORT SUBMISSION AND TIMELINES

All Reports required pursuant to A7.0 and/or otherwise under this Agreement shall be sent to the Province Contact at the address set out in Schedule “B” and according to the following timelines.

REPORT	DUE DATE
Final Report – Financial	March 19, 2019
Final Report - Statistical	March 19, 2019

An electronic version of the report (Excel) will be distributed to the Recipient under separate cover. **Completed reports must be submitted via email** on or before the above due date in the original template format (Excel). A scanned signed copy must also be submitted via email to the Province Contact.

SCHEDULE "E" FINAL REPORT TEMPLATES

 Ontario	FINAL REPORT Financial	Ministry of Community Safety and Correctional Services Public Safety Division R.I.D.E. GRANT FINAL REPORT - FINANCIAL Fiscal Year: 2018/2019
-----------------------------------------------------------------------------------------------------	-----------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------

Must be submitted no later than **March 19, 2019** by email to yoko.iwasaki@ontario.ca

Please review INSTRUCTIONS to complete the form correctly.

Submission must include the completed [Excel reporting template](#) and [scanned signed PDF](#).

If you have any questions please contact Yoko by e-mail or by telephone at 416-314-3085

SECTION A - REPORTING POLICE SERVICE

Police Service Name: Select from the drop down menu (click on yellow shaded cell for drop down menu)

SECTION B - SIGNATURE OF AUTHORIZED OFFICIAL (GRANTEE)

Grantee (Print or Type the name of the Grantee ie. Police Services Board/Municipality/First Nation)

Authorized Official Signature

Print Name (Signing Official)

Dated

Witness Signature

Print Name (Witness)

Dated

SECTION C - YEAR-END FINANCIAL SUMMARY

Complete the information below. Total R.I.D.E. Hours and Total Cost will self calculate.

\$ Total Cost:	\$0.00	Total RIDE Hours Worked:	0.00						
Date Worked (MM/DD/YYYY):	Officer's Badge #:	Rank:	Officer's First Name:	Officer's Last Name:	Paid-Duty RIDE Hours Worked:	Paid-Duty Hourly Rate:	Over-Time RIDE Hours Worked:	Over-Time Hourly Rate:	Total RIDE Hours Worked:
1-Apr-18					0.00	\$0.00	0.00	\$0.00	0.00
1-Apr-18					0.00	\$0.00	0.00	\$0.00	0.00
1-Apr-18					0.00	\$0.00	0.00	\$0.00	0.00
1-Apr-18					0.00	\$0.00	0.00	\$0.00	0.00
1-Apr-18					0.00	\$0.00	0.00	\$0.00	0.00
1-Apr-18					0.00	\$0.00	0.00	\$0.00	0.00
1-Apr-18					0.00	\$0.00	0.00	\$0.00	0.00
1-Apr-18					0.00	\$0.00	0.00	\$0.00	0.00



FINAL REPORT Statistical

Ministry of Community Safety and Correctional Services
Public Safety Division
R.I.D.E. GRANT FINAL REPORT - STATISTICAL
Fiscal Year: 2018/2019

Must be submitted no later than **March 19, 2019** by email to yoko.iwasaki@ontario.ca
Please review INSTRUCTIONS to complete the form correctly.
 Submission must include the completed Excel reporting template and scanned signed PDF.
 If you have any questions please contact Yoko by e-mail or by telephone at 416-314-3085

SECTION A - REPORTING POLICE SERVICE

Police Service Name: Select from the drop down menu (click on yellow shaded cell for drop down menu)

SECTION B - SIGNATURE OF AUTHORIZED OFFICIAL (GRANTEE)

Grantee (Print or Type the name of the Grantee ie. Police Services Board/Municipality/First Nation)

Authorized Official Signature _____ Print Name (Signing Official) _____ Dated _____

Witness Signature _____ Print Name (Witness) _____ Dated _____

SECTION C - YEAR-END SUMMARY

Complete the information below. Enter statistical data for each Quarter. Total self calculates.

SELECT <u>YES/NO</u> for each Quarter (Q1, Q2, Q3, Q4) where there has been RIDE activity. (Click on <u>yellow shaded cell</u> for drop down menu)	Q1 (Apr 1 - Jun 30)	Q2 (Jul 1 - Sep 30)	Q3 (Oct 1 - Dec)	Q4 (Jan 1 - Mar 17)

VEHICLES STOPPED AS A RESULT OF R.I.D.E GRANT PROGRAM	Q1	Q2	Q3	Q4	TOTAL
Number of Vehicle Check Stops	0.00	0.00	0.00	0.00	0.00
Number of Marine Check Stops	0.00	0.00	0.00	0.00	0.00
Number of Snowmobile Check Stops	0.00	0.00	0.00	0.00	0.00
Number of ATV Check Stops	0.00	0.00	0.00	0.00	0.00
Number of Roadside Check Stops Resulting in an Approved Screening Device Test (ASD)	0.00	0.00	0.00	0.00	0.00
Number of First Occurrence, 3-day Warn-Range Suspensions	0.00	0.00	0.00	0.00	0.00
Number of Second Occurrence, 7-day Warn-Range Suspensions	0.00	0.00	0.00	0.00	0.00
Number of Third or Subsequent Occurrences, 30-day Warn-Range Suspensions	0.00	0.00	0.00	0.00	0.00
Number of Breath Tests resulting in BAC over 0.08% (90-day ADLS)	0.00	0.00	0.00	0.00	0.00
Number of ASD or Breath Test refusals (90-day ADLS)	0.00	0.00	0.00	0.00	0.00
Number of Intoxilyzer Refusals (90-day ADLS)	0.00	0.00	0.00	0.00	0.00
Number of Persons Charged with Criminal Code Offences	0.00	0.00	0.00	0.00	0.00
Number of Persons Charged with Liquor License Act Offences	0.00	0.00	0.00	0.00	0.00
Number of Persons Charged with Highway Traffic Act Offences	0.00	0.00	0.00	0.00	0.00
Number of Persons Charged with Other Offences	0.00	0.00	0.00	0.00	0.00

PLEASE DESCRIBE THE OFFENCES COMMITTED, IF YOU HAVE INDICATED "Number of Persons Charged with Other Offences" (e.g. CDSA, CAIC, MSVA, FWCA, TPA, etc.):

McCALL • DAWSON
LLP
BARRISTERS

Brian McCall
Douglas G. Dawson
W. Colin Osterberg
Sheila C. Handler
Jennifer Stirton
Tara Pollitt
Elizabeth Belanszky
Kristen Dearlove
Paul Shand
Brady Leatherdale

Brian McCall
519-672-2108 (Ext. 221)
Email: bmccall@mdolaw.ca
Legal Assistant (Ext. 222)
Email: jsmyth@mdolaw.ca

File No. 2450-13BM

November 7, 2018

SENT BY FACSIMILE

COPY

Ms. Dawn Caron
Superior Court of Justice
245 Windsor Avenue
Windsor ON N9A 1J2

Dear Ms. Caron:

**RE: Amherstburg Police et al ats. Fryer
Court File No. CV-12-18803**

This action has been listed for trial. Could we please have a pre-trial date?

I look forward to hearing from you.

Yours very truly,



Brian McCall
BM/js

cc: Mr. Craig Allen
bc: Ms. Emily Lucier (P13010240)
Ms. Paula Parker

Council/Board Report By Dept-(Manual)



Vendor : 001 To ZUL180
 Batch : All
 Department : 2020000 To 2020000

Manual Paid Date : 11-Oct-2018 To 05-Nov-2018
 Bank : 1 To 99
 Class : All

Vendor	Vendor Name					Batch Invc Date	Invc Due Date	Amount
Invoice No.	Description							
G.L. Account	CC1	CC2	CC3	GL Account Name				
DEPARTMENT	2020000	POLICE DEPARTMENT						
DON05	DONLON MICHELLE							
OCT 16, 2018	DR NOTE				1247 24-Oct-2018	24-Oct-2018		
10-5-2020000-0360				MISCELLANEOUS EXPENSES			40.00	
MCC01	MCCURDY SHAWN							
OCT 10, 2018	COURT OCT 10, 2018				1247 24-Oct-2018	24-Oct-2018		
10-5-2020000-0360				MISCELLANEOUS EXPENSES			25.00	
OWE06	OWEN STEVE							
OCT 10, 2018	PEDESTRIAN COLLISION COURSE OCT 1-5, 2018 & COURT OCT 10, 2018				1247 24-Oct-2018	24-Oct-2018		
10-5-2020000-0360				MISCELLANEOUS EXPENSES			25.00	
10-5-2020000-0254				POLICE TRAINING			587.55	
10-5-2020000-0254				POLICE TRAINING			77.34	
10-5-2020000-0254				POLICE TRAINING			410.00	
Department Total :								1,164.89

Item 5.1 i.
 November 20, 2018



Vendor : 001 To ZUL180
 Batch : All
 Department : 2020000 To 2020000

Cheque Print Date : 11-Oct-2018 To 05-Nov-2018
 Bank : 1 To 99
 Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 2020000 POLICE DEPARTMENT					
ACS060	ACS - ALCOHOL COUNTERMEASURE SYSTEMS				
1078324	ALCOHOL SOLUTION	1227	05-Oct-2018	05-Oct-2018	
10-5-2020000-0252	UNIFORMS				163.51
ADT615	ADT SECURITY SERVICES CANADA INC.				
7507117	ALARM MONITORING	1227	02-Oct-2018	02-Oct-2018	
10-5-2020000-0317	BUILDING MAINTENANCE				161.67
AGR835	AGRIS CO-OPERATIVE LTD				
600053618	GASOLINE	1201	02-Oct-2018	02-Oct-2018	
10-5-2020000-0401	GASOLINE				1,205.85
600053778	GASOLINE	1227	12-Oct-2018	12-Oct-2018	
10-5-2020000-0401	GASOLINE				1,143.53
600054075	GASOLINE	1227	16-Oct-2018	16-Oct-2018	
10-5-2020000-0401	GASOLINE				1,451.08
COX123	COXON'S TOWING INC				
0546	TOWING #305	1200	21-Sep-2018	21-Sep-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				113.00
DIR572	DIRECTDIAL.COM				
IN640665	COPIER USAGE AND MAINTENANCE	1227	26-Sep-2018	26-Sep-2018	
10-5-2020000-0308	PHOTOCOPIER SUPPLIES				122.70
ELB034	ELBS INC.				
18-113	DISCIPLINARY HEARING	1200	21-Sep-2018	21-Sep-2018	
10-5-2020000-0327	PROFESSIONAL FEES				3,503.00
FIL620	FILION WAKELY LLP THORUP ANGELETTI MANGEMENT				
5/123889	PROFESSIONAL FEES	1227	11-Oct-2018	11-Oct-2018	
10-5-2020000-0325	LEGAL FEES				4,479.04
G4S405	G4S SECURE SOLUTIONS (CANADA) LTD				
10114088	GUARDS	1227	13-Oct-2018	13-Oct-2018	
10-5-2020000-0371	PRISONER EXPENSES				113.00
HEC021	CONVERGINT TECHNOLOGIES LTD				
W637823	CARD ACCESS SYSTEM	1227	27-Sep-2018	27-Sep-2018	
10-5-2020000-0317	BUILDING MAINTENANCE				53.68
HER247	HERITAGE TIRE SALES INC.				
AIN0000117	TIRE REPAIRS	1201	18-Oct-2018	18-Oct-2018	
10-5-2020000-0405	VEHICLE MTCE. - TIRES				45.20
JOE055	JOE MELOCHE FORD SALES LTD				
IJ02806	SPARK PLUGS FOR # 302	1227	12-Oct-2018	12-Oct-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				53.22
KEL198	KELCOM RADIO DIVISION				
80009787	RADIO MAINTENANCE	1227	16-Oct-2018	16-Oct-2018	
10-5-2020000-0319	RADIO MAINTENANCE				571.78
80009788	RADIO MAINTENANCE	1227	16-Oct-2018	16-Oct-2018	
10-5-2020000-0319	RADIO MAINTENANCE				197.75
KEL363	KEL COMMUNICATIONS LTD				
RC00004279	RADIO MAINTENANCE	1227	01-Oct-2018	01-Oct-2018	
10-5-2020000-0319	RADIO MAINTENANCE				435.10
LAR034	LARRY STEINBERG DISPUTE RESOLUTION				

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



AP5130 Page : 3
 Date : Nov 05, 2018 Time : 11:29 am

Vendor : 001 To ZUL180
 Batch : All
 Department : 2020000 To 2020000

Cheque Print Date : 11-Oct-2018 To 05-Nov-2018
 Bank : 1 To 99
 Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 2020000 POLICE DEPARTMENT					
1252	LEGAL FEES		1227 22-Oct-2018	22-Oct-2018	
10-5-2020000-0325	LEGAL FEES				2,712.00
LUM131 LUMED MANAGEMENT					
4251	CAR WASHES		1200 30-Sep-2018	30-Sep-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				99.06
MAL256 MALDEN AUTOMOTIVE					
5294-178569			1227 11-Oct-2018	11-Oct-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				30.02
MET052 METRO KING PEST CONTROL INC.					
2141	MONTHLY SERVICE AT VARIOUS LOCATIONS		1200 31-Jul-2018	31-Jul-2018	
10-5-2020000-0317	BUILDING MAINTENANCE				33.90
MOR26 MORNEAU SHEPELL LTD.					
OCTOBER 201	853307, 853308,853309, 853310 OCOTBER 2018		1224 01-Oct-2018	01-Oct-2018	
10-5-2020000-0207	BENEFITS - LIFE & DISABIL				282.90
MSJ355 MSJ AUTOMOTIVE SERVICE LTD					
105121	COMPLETE EMERGENCY VEHICLE REMOVING PACKAGE, INCLUDING BALLISTIC PANELS IF APPLICABLE		1227 12-Oct-2018	12-Oct-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				1,384.02
ONT267 1603933 ONTARIO INC. O/A E. BERYL MACMILLAN					
65745	HEARING		1200 14-Sep-2018	14-Sep-2018	
10-5-2020000-0327	PROFESSIONAL FEES				264.76
PAR372 PARRLINE ELECTRICAL WHOLESALE					
78019	36W HI PRO LED LAMP		1227 14-Sep-2018	14-Sep-2018	
10-5-2020000-0317	BUILDING MAINTENANCE				75.61
PUR700 PUROLATOR INC.					
439347069	LETTERS		1227 05-Oct-2018	05-Oct-2018	
10-5-2020000-0306	COURIER & EXPRESS				25.10
439410122	COURIER		1227 12-Oct-2018	12-Oct-2018	
10-5-2020000-0306	COURIER & EXPRESS				4.53
RAC462 RACICOT CHRYSLER					
56562	ENGINE COMPARTMENT SHIELDS SILL COVER & DOOR LAMPS FOR # 306		1227 13-Oct-2018	13-Oct-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				591.10
STA444 STAPLES ADVANTAGE (MIS C/O T04446C					
48695210	STAMPS, TAPE & POST-ITS		1227 15-Oct-2018	15-Oct-2018	
10-5-2020000-0301	OFFICE SUPPLIES				322.58
THO199 THOMSON REUTERS CANADA					
8693390	LAW BOOK INSERTS		1200 25-Sep-2018	25-Sep-2018	
10-5-2020000-0313	LAW BOOKS				391.89
TOW033 TOWN OF ESSEX					
SALES0000000	RADIO TOWERS		1201 01-Oct-2018	01-Oct-2018	
10-5-2020000-0319	RADIO MAINTENANCE				932.25
TUR070 TURRIS SITES DEVELOPMENT CORP.					
463681	RADIO MAINTENANCE		1227 01-Nov-2018	01-Nov-2018	
10-5-2020000-0319	RADIO MAINTENANCE				606.26

Department Totals : 21,569.09

Council/Board Report By Dept-(EFT)



AP5130

Page : 4

Date : Nov 05, 2018

Time : 11:29am

Vendor : 001 To ZUL180
 Batch : All
 Department : 2020000 To 2020000

EFT Paid Date : 11-Oct-2018 To 05-Nov-2018
 Bank : 1 To 99
 Class : All

Vendor Code	Vendor Name					Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description								
G.L. Account	CC1	CC2	CC3	GL Account Name					
DEPARTMENT	2020000			POLICE DEPARTMENT					
UNI01				UNION GAS LTD					
SEP 2018				SEPTEMBER 2018 MONTHLY CHARGES		1169	30-Sep-2018	30-Sep-2018	
10-5-2020000-0316				UTILITIES - POLICE DEPT					54.33
Department Totals :									54.33

Total Unpaid for Approval :	0.00
Total Manually Paid for Approval :	1,164.89
Total Computer Paid for Approval :	21,569.09
Total EFT Paid for Approval :	54.33
Grand Total ITEMS for Approval :	22,788.31



THE CORPORATION OF THE TOWN OF AMHERSTBURG

POLICE 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: Tim Berthiaume	Report Date: December 27, 2018
Author's Phone:	Date to Council: January 28, 2019
Author's E-mail:	Resolution #: 20160411-215

To: Mayor and Members of Town Council

Subject: Monthly Activity Report – APSB Meeting of December 1, 2018

1. **RECOMMENDATION:**

It is recommended that:

1. The report of the Chief of Police dated December 27, 2018 regarding the Monthly Activity Report of the Amherstburg Police Services Board meeting of December 1, 2018 **BE RECEIVED for information.**

2. **BACKGROUND:**

At the April 10, 2016 meeting, Council passed the following resolution (Resolution # 20160411-145):

“That Administration BE DIRECTED to provide monthly activity reports within the Building department, Fire department, and Police Services.”

The Amherstburg Police Services Board (the Board) is responsible for the provision of adequate and effective police services in the municipality. The Board meets monthly and adopts minutes from the “Open” and In-Camera meetings. The public minutes include, but are not limited to, the activities of the Amherstburg Police Service, crime and traffic statistics, legislation updates and other information relevant to the Service.

3. **DISCUSSION:**

Provided for Council's information, are the minutes from the Amherstburg Police Services Board public meeting of December 1, 2018.

4. **RISK ANALYSIS:**

No risks have been identified.

5. **FINANCIAL MATTERS:**

N/A

6. **CONSULTATIONS:**

No consultations were required.

7. **CONCLUSION:**

For Council's Information.



Tim Berthiaume
Chief of Police

NL

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

NOTIFICATION :				
Name	Address	Email Address	Telephone	FAX

Report Approval Details

Document Title:	Monthly Activity Report - APSB Meeting of December 1, 2018.docx
Attachments:	- Appendices A and B December 1, 2018 APSB Minutes and Agenda.pdf
Final Approval Date:	Jan 17, 2019

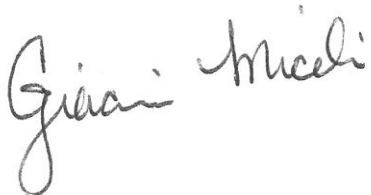
This report and all of its attachments were approved and signed as outlined below:



Mark Galvin - Jan 7, 2019 - 11:00 AM



Cheryl Horrobin - Jan 7, 2019 - 1:38 PM



John Miceli - Jan 8, 2019 - 8:56 AM



Paula Parker - Jan 17, 2019 - 4:13 PM

**Minutes
of the Public Meeting
AMHERSTBURG POLICE SERVICES BOARD
Saturday, December 1, 2018 at 9:00 o'clock a.m.
Amherstburg Police Service, Community Room, 532 Sandwich Street South
Amherstburg, Ontario**

PRESENT:	Robert Rozankovic	Chair
	Councillor Jason Lavigne	Member
	Patricia Simone	Member
ALSO PRESENT:	Tim Berthiaume	Chief
	Nancy Leavoy	Secretary
REGRETS:	Mayor Aldo DiCarlo	Vice-Chair

CALL TO ORDER

The Chair calls the meeting to order at 9:45 o'clock a.m. and the Board considers the agenda, as follows:

1.1 Approval of Agenda

Moved by Ms. Simone, seconded by Councillor Lavigne,
That the agenda for the public meeting of the Amherstburg Police Services Board held December 1, 2018 **BE ADOPTED** to include:

1. Approval of actions from In-Camera Meeting of December 1, 2018:
 - i. Personnel/Financial Matters - LTD
 - ii. Adoption of Minutes of November 20, 2018

Carried.

1.2 Declarations of Conflict of Interest

No conflicts of interest are declared

1.3 Approval of Minutes

Moved by Ms. Simone, seconded by Councillor Lavigne,
That the minutes of the public meeting of the Amherstburg Police Services Board held November 20, 2018 **BE ADOPTED** as presented.
Carried.

1.4 Business Arising From Public Minutes of November 20, 2018

No business arising from the minutes

SECTION 2

2.1 Petitions and Delegations

No petitions or delegations

SECTION 3

3.1 i. Long Term Disability

Moved by Ms. Simone, seconded by Councillor Lavigne,
That in order to avoid arbitration and in agreement with the Amherstburg Police Association in the matter of the Association's position that they are entitled to two years of compensation on the Long Term Disability differential **APPROVAL BE GIVEN** to one year (1) of compensation for the LTD differential (\$1820.52 per employee) and that the Director of Financial Services **BE REQUESTED** to pay out these monies along with other monies owing to the employees of the Amherstburg Police Service in the first pay period of 2019.

Carried.

SECTION 4

4.1 New Business

No new business.

4.2 Upcoming Meetings/Conferences

In-Camera/Public Meeting

The next in-camera meeting of the Amherstburg Police Services Board will be Tuesday, December 11, 2018 at 4:30 o'clock p.m., (*public meeting to follow at 5:00 p.m.*) in the Community Room, Amherstburg Police Service Building, 532 Sandwich Street South.

4.3 Adjournment

There being no further business, the following motion is put forth:

Moved by Ms. Simone, seconded by Councillor Lavigne,
That the public portion of the Amherstburg Police Services Board meeting of December 1, 2018
BE ADJOURNED at 10:00 o'clock p.m.
Carried.

Certified Correct: December 11, 2018

Robert Rozankovic, Chair

Nancy Leavoy, Secretary

Special
In-Camera Meeting
AMHERSTBURG POLICE SERVICES BOARD
Saturday, December 1, 2018 at 4:30 o'clock p.m.
Amherstburg Police Service, Community Room,
532 Sandwich Street South, Amherstburg, Ontario

SECTION 1

- 1.1 Adoption of the Agenda
- 1.2 Declarations of Conflict of Interest

SECTION 2

- 2.1 Petitions and Delegations

SECTION 3

- 3.1
 - i. LTD re APA (currently referred to arbitration) – *verbal*
 - ii. Board Secretary - *verbal*
 - iii. Files - *verbal*

SECTION 4

- 4.1 **New Business**
- 4.2 **Upcoming Meetings/Conferences**

In-Camera/Public Meeting

The next in-camera meeting of the Amherstburg Police Services Board will be Tuesday, December 11, 2018 at 4:30 o'clock p.m., (*public meeting to follow at 5:00 p.m.*) in the Community Room, Amherstburg Police Service Building, 532 Sandwich Street South.

- 4.3 **Adjournment**



THE CORPORATION OF THE TOWN OF AMHERSTBURG

POLICE 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: Tim Berthiaume	Report Date: December 27, 2018
Author's Phone:	Date to Council: January 28, 2019
Author's E-mail:	Resolution #: 20160411-215

To: Mayor and Members of Town Council

Subject: Monthly Activity Report – APSB Meeting of December 11, 2018

1. **RECOMMENDATION:**

It is recommended that:

1. The report of the Chief of Police dated December 27, 2018 regarding the Monthly Activity Report of the Amherstburg Police Services Board meeting of December 11, 2018 **BE RECEIVED for information.**

2. **BACKGROUND**

At the April 10, 2016 meeting, Council passed the following resolution (Resolution # 20160411-145):

“That Administration BE DIRECTED to provide monthly activity reports within the Building department, Fire department, and Police Services.”

The Amherstburg Police Services Board (the Board) is responsible for the provision of adequate and effective police services in the municipality. The Board meets monthly and adopts minutes from the “Open” and In-Camera meetings. The public minutes include, but are not limited to, the activities of the Amherstburg Police Service, crime and traffic statistics, legislation updates and other information relevant to the Service.

3. **DISCUSSION:**

Provided for Council's information, as Appendices 'A' and 'B', are the minutes, agenda and attachments from the Amherstburg Police Services Board public meeting of December 11, 2018.

4. RISK ANALYSIS:

No risks have been identified.

5. FINANCIAL MATTERS:

N/A

6. CONSULTATIONS:

No consultations were required.

7. CONCLUSION:

For Council's Information.



Tim Berthiaume
Chief of Police

NL

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

NOTIFICATION :				
Name	Address	Email Address	Telephone	FAX

Report Approval Details

Document Title:	Monthly Activity Report - APSB Meeting of December 11, 2018.docx
Attachments:	- Appendix A and B PUBLIC APSB Minutes and Agenda December 11, 2018.pdf
Final Approval Date:	Jan 17, 2019

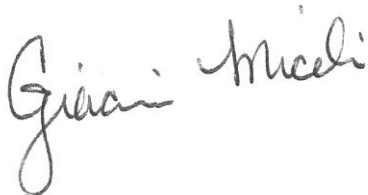
This report and all of its attachments were approved and signed as outlined below:



Mark Galvin - Jan 7, 2019 - 11:06 AM



Cheryl Horrobin - Jan 7, 2019 - 1:46 PM



John Miceli - Jan 8, 2019 - 8:55 AM



Paula Parker - Jan 17, 2019 - 4:11 PM

Appendix "A"

**Minutes
of the Public Meeting
AMHERSTBURG POLICE SERVICES BOARD
Tuesday, December 11, 2018 at 4:30 o'clock p.m.
Amherstburg Police Service, Community Room, 532 Sandwich Street South
Amherstburg, Ontario**

PRESENT:	Robert Rozankovic	Chair
	Mayor Aldo DiCarlo	Vice-Chair
	Councillor Leo Meloche	Member
	Patricia Simone	Member
ALSO PRESENT:	Tim Berthiaume	Chief
	Nancy Leavoy	Secretary

CALL TO ORDER

The Chair calls the meeting to order at 5:32 o'clock p.m. and the Board considers the agenda, as follows:

1.1 Approval of Agenda

Moved by Ms. Simone, seconded by Mayor DiCarlo,
That the agenda for the public meeting of the Amherstburg Police Services Board held
December 11, 2018 **BE ADOPTED** as amended to include:

3.1d Amherstburg Police et al ats. Fryer
Carried.

1.2 Declarations of Conflict of Interest

No conflicts of interest are declared

1.3 Approval of Minutes

Moved by Ms. Simone, seconded by Mayor DiCarlo,
That the minutes of the public meeting of the Amherstburg Police Services Board held
December 1, 2018 **BE ADOPTED** as presented.
Carried.

1.4 Business Arising From In-Camera Minutes of December 1, 2018

No business arising from the minutes

1.5 Confirmation of Actions from In-Camera Meetings of December 11, 2018

Moved by Ms. Simone, seconded by Mayor DiCarlo,
That the Chief of Police **BE AUTHORIZED** to proceed in accordance with the recommendation of the Board with respect to the following matters reported to the Board at the in-camera meeting of December 11, 2018:

- i. Personnel Matter – banked overtime
 - ii. Financial Matters: Miscellaneous and Legal
- Carried.

SECTION 2

2.1 Petitions and Delegations

No petitions or delegations

SECTION 3

3.1 Chief Berthiaume's Reports

3.1a APS Monthly Stats for October, 2018

3.1b Media Release:

3.1c Chief Berthiaume – Topics for Discussion:

i. Board /Operating Account

Moved by Councillor Meloche, seconded by Ms. Simone,
That the current bank account in the name of the Amherstburg Police Services Board at TD Canada Trust **BE CLOSED** and that the funds in the account **BE TRANSFERRED** to the appropriate 2018 Police Service Operating Account.
Carried.

ii. Amerstburg police et al ats. Fryer – Notice of Pre-Trial

Moved by Councillor Meloche, seconded by Mayor DiCarlo,
That the following reports under Section 3.1a, b, and c. ii. **BE RECEIVED**, Item 3.1c i., having been dealt with by separate motion.
Carried.

SECTION 4

4.1 Policies, Agreements, and By-laws

No reports.

SECTION 5

5.1 Financial Reports/Board Account

- i. Outstanding Accounts Payable from October 12 to December 4, 2018 - noted

SECTION 6

6.1 Personnel Matters/Multi-Cultural/Recruitment

No reports

6.2 Legal Matters

No reports

6.3 Board Matters

No reports

SECTION 7

7.1 Building/Equipment/Physical Resources

No reports

SECTION 8

8.1 Reading Information/Misc. – no correspondence

8.2 Ministry of the Solicitor General, Ministry of Community Safety & Correctional Services/And Other Government Ministries – no correspondence

8.2a MCS&CS, et al

8.3 O.A.P.S.B./C.A.P.G. Communication/Board Matters – no correspondence

8.3a O.A.P.S.B

8.3b CAPG

8.4 Upcoming Meetings/Conferences

i. Public Meeting

The Chair notes that this is the last meeting of the Amherstburg Police Services Board, the Board, Town Council at its meeting of December 11, 2018, having officially dissolved the Board effective midnight December 31, 2018.

8.5 New Business

No new business

8.6 Pending Matters

No pending matters

8.7 Adjournment

There being no further business, the last meeting if the Amherstburg Police Services Board **BE ADJOURNED** at 5:50 o'clock p.m.
Carried.

NOTE: As it is not anticipated that there will be another meeting of the Board in the interim, these minutes are signed without adoption.

Robert Rozankovic, Chair

Nancy Leavoy, Secretary

SECTION 1

1.1 Adoption of the Agenda

1.2 Declarations of Conflict of Interest

1.3 Adoption of Minutes

Adoption of the minutes of the meeting of the Amherstburg Police Services Board held December 1, 2018 - *under separate cover*

1.4 Business Arising from the Minutes of December 1, 2018

1.5 Confirmation of Actions from In-Camera Meetings of December 11, 2018

SECTION 2

2.1 Petitions and Delegations

SECTION 3

3.1 Chief Berthiaume's Reports

3.1a APS Monthly Stats for October, 2018 - *attached*

3.1b Media Release: *n/a*

3.1c Chief Berthiaume – Topics for Discussion:

i. Board /Operating Account

SECTION 4

4.1 Policies, Agreements, and By-laws

SECTION 5

5.1 Financial Reports/Board Account

i. Outstanding Accounts Payable from October 12 to December 4, 2018 - *attached*

SECTION 6

6.1 Personnel Matters/Multi-Cultural/Recruitment

No reports

6.2 Legal Matters

No reports

6.3 Board Matters

SECTION 7

7.1 Building/Equipment/Physical Resources

No reports

SECTION 8

8.1 Reading Information/Misc. – no correspondence

8.2 Ministry of the Solicitor General, Ministry of Community Safety & Correctional Services/And Other Government Ministries – no correspondence

8.2a MCS&CS, et al

8.3 O.A.P.S.B./C.A.P.G. Communication/Board Matters – no correspondence

8.3a O.A.P.S.B

8.3b CAPG

8.4 Upcoming Meetings/Conferences

i. Public Meeting

To be determined.

8.5 New Business

8.6 Pending Matters

8.7 Adjournment

TO POLICE SERVICES BOARD

MEMORANDUM

From: Chief Timothy Berthiaume
Date: December 4, 2018
Subject: **MONTHLY STATS REPORT October 2018**

Chair and Board Members:

STATISTICAL REPORT – October 2018

	2018	2018	2017	2017
		YTD	October	YTD
Assault (all)	8	57	7	46
Break & Enter	11	41	2	18
Thefts (all)	17	149	12	129
Mischief	8	48	8	48
Drug Offences	2	12	1	17
Impaired Driving	0	4	2	10
Traffic Charges	11	545	281	2469
Other Provincial	10	103	6	79
Parking Tickets	2	8	4	42

***Statistics in this report are approximate based on current UCR stats and are subject to change resulting from back log inputs and occurrence audits.**



Chief Timothy Berthiaume

Council/Board Report By Dept-(Manual)



Vendor : 001 To ZUL180
 Batch : All
 Department : 2020000 To 2020000

Manual Paid Date : 12-Oct-2018 To 04-Dec-2018

Bank : 1 To 99

Item 5.1

Class : All

December 11, 2018

Vendor	Vendor Name	Description				Batch	Inv Date	Inv Due Date	Amount
Invoice No.		G.L. Account	CC1	CC2	CC3	GL Account Name			
DEPARTMENT 2020000 POLICE DEPARTMENT									
BER04 BERTHIAUME TIM									
NOV 11, 2018	BOARD GIFT - LEAVOY						1381 28-Nov-2018	28-Nov-2018	
10-5-2020000-0260						BOARD EXPENSES			67.79
OCT 17, 2018	ARBITRATION TORONTO - OCT 17, 2018						1292 07-Nov-2018	07-Nov-2018	
10-5-2020000-0360						MISCELLANEOUS EXPENSES			15.12
BOH02 BOHDAL DAVID									
NOV 8, 2018	FIREARMS TRAINING NOV 7 & 8, 2018						1381 28-Nov-2018	28-Nov-2018	
10-5-2020000-0254						POLICE TRAINING			50.00
OCT 30, 2018	RADIOI CLUB PATROL OCT 30-31, 2018						1371 21-Nov-2018	21-Nov-2018	
10-5-2020000-0370						COMMUNITY SERVICES			47.90
10-5-2020000-0370						COMMUNITY SERVICES			58.01
BRO03 BROWN DON									
NOV 1, 2018	CPC - OTTAWA OCT 15 - NOV 1, 2018						1371 21-Nov-2018	21-Nov-2018	
10-5-2020000-0254						POLICE TRAINING			155.40
10-5-2020000-0254						POLICE TRAINING			400.00
NOV 28, 2018	2018 GYM MEMBERSHIP						1381 28-Nov-2018	28-Nov-2018	
10-5-2020000-0212						BENEFITS - EMPLOYEE MEMBERSHIPS			350.00
CHA26 CHAMBERS AARON									
OCT 23, 2018	TRAINING OCT 23, 2018						1381 28-Nov-2018	28-Nov-2018	
10-5-2020000-0254						POLICE TRAINING			25.00
DON05 DONLON MICHELLE									
OCT 16, 2018	DR NOTE						1247 24-Oct-2018	24-Oct-2018	
10-5-2020000-0360						MISCELLANEOUS EXPENSES			40.00
MCC01 MCCURDY SHAWN									
OCT 10, 2018	COURT OCT 10, 2018						1247 24-Oct-2018	24-Oct-2018	
10-5-2020000-0360						MISCELLANEOUS EXPENSES			25.00
MIL201 MILLER TRAVIS									
NOV 16, 2018	GYM MEMBERSHIP						1381 28-Nov-2018	28-Nov-2018	
10-5-2020000-0212						BENEFITS - EMPLOYEE MEMBERSHIPS			350.00
OCT 23, 2018	FIREARMS REQUALIFICATION - OCT 23, 2018						1343 14-Nov-2018	14-Nov-2018	
10-5-2020000-0254						POLICE TRAINING			25.00
OWE06 OWEN STEVE									
NOV 24, 2018	PARADE EXPENSES						1381 28-Nov-2018	28-Nov-2018	
10-5-2020000-0370						COMMUNITY SERVICES			166.51
OCT 10, 2018	PEDESTRIAN COLLISION COURSE OCT 1-5, 2018 & COURT OCT 10, 2018						1247 24-Oct-2018	24-Oct-2018	
10-5-2020000-0360						MISCELLANEOUS EXPENSES			25.00
10-5-2020000-0254						POLICE TRAINING			587.55
10-5-2020000-0254						POLICE TRAINING			77.34
10-5-2020000-0254						POLICE TRAINING			410.00
PIZ04 PIZZALA RYAN									
NOV 8, 2018	USE OF FORCE NOV 7 & 8, 2018						1371 21-Nov-2018	21-Nov-2018	
10-5-2020000-0254						POLICE TRAINING			50.00
PUR03 PURDIE MARGO									
OCT 23, 2018	LEARN CONFERENCE OCT 22 & 23, 2018						1343 14-Nov-2018	14-Nov-2018	
10-5-2020000-0254						POLICE TRAINING			282.50

Council/Board Report By Dept-(Manual)



Vendor : 001 To ZUL180
 Batch : All
 Department : 2020000 To 2020000

Manual Paid Date : 12-Oct-2018 To 04-Dec-2018
 Bank : 1 To 99
 Class : All

Vendor	Vendor Name	Description				Batch Invc Date	Invc Due Date	Amount	
Invoice No.		G.L. Account	CC1	CC2	CC3	GL Account Name			
DEPARTMENT 2020000 POLICE DEPARTMENT									
REN147 RENAUD CHRISTOPHER									
NOV 2, 2018						CITE TRAINING OCT 22 - NOV 2, 2018	1371 21-Nov-2018	21-Nov-2018	
		10-5-2020000-0254				POLICE TRAINING		250.00	
SMI14 SMITH PAUL									
NOV 9, 2018						USB	1371 21-Nov-2018	21-Nov-2018	
		10-5-2020000-0301				OFFICE SUPPLIES		10.16	
TAY03 TAYLOR MELISSA									
NOV 8, 2018						USE OF FORCE NOV 7 & 8, 2018	1371 21-Nov-2018	21-Nov-2018	
		10-5-2020000-0254				POLICE TRAINING		50.00	
ZIM01 ZIMMERMAN DON									
NOV 28, 2018						2018 GYM MEMBERSHIP	1381 28-Nov-2018	28-Nov-2018	
		10-5-2020000-0212				BENEFITS - EMPLOYEE MEMBERSHIPS		350.00	
Department Total :									3,868.28

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



AP5130 Page : 3
 Date : Dec 04, 2018 Time : 12:21 pm

Vendor : 001 To ZUL180
 Batch : All
 Department : 2020000 To 2020000

Cheque Print Date : 12-Oct-2018 To 04-Dec-2018
 Bank : 1 To 99
 Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 2020000 POLICE DEPARTMENT					
ACS060	ACS - ALCOHOL COUNTERMEASURE SYSTEMS				
1078324	ALCOHOL SOLUTION	1227	05-Oct-2018	05-Oct-2018	
10-5-2020000-0252	UNIFORMS				163.51
ADT615	ADT SECURITY SERVICES CANADA INC.				
7507117	ALARM MONITORING	1227	02-Oct-2018	02-Oct-2018	
10-5-2020000-0317	BUILDING MAINTENANCE				161.67
AGR835	AGRIS CO-OPERATIVE LTD				
600053618	GASOLINE	1201	02-Oct-2018	02-Oct-2018	
10-5-2020000-0401	GASOLINE				1,205.85
600053778	GASOLINE	1227	12-Oct-2018	12-Oct-2018	
10-5-2020000-0401	GASOLINE				1,143.53
600054075	GASOLINE	1227	16-Oct-2018	16-Oct-2018	
10-5-2020000-0401	GASOLINE				1,451.08
600054438	GASOLINE	1318	23-Oct-2018	23-Oct-2018	
10-5-2020000-0401	GASOLINE				1,137.84
600054671	GASOLINE	1318	30-Oct-2018	30-Oct-2018	
10-5-2020000-0401	GASOLINE				1,286.27
600054889	GASOLINE	1345	06-Nov-2018	06-Nov-2018	
10-5-2020000-0401	GASOLINE				1,105.39
600055057	GASOLINE REGULAR ETHANOL	1374	13-Nov-2018	13-Nov-2018	
10-5-2020000-0401	GASOLINE				1,190.74
600055323	GASOLINE	1395	21-Nov-2018	21-Nov-2018	
10-5-2020000-0401	GASOLINE				1,351.23
AMH41	AMHERSTBURG POLICE PETTY CASH				
NOVEMBER 14, PETTY CASH EXPENDITURES					
10-5-2020000-0304	POSTAGE	1395	14-Nov-2018	14-Nov-2018	15.46
10-5-2020000-0304	POSTAGE				2.03
10-5-2020000-0360	MISCELLANEOUS EXPENSES				64.41
10-5-2020000-0360	MISCELLANEOUS EXPENSES				7.25
10-5-2020000-0360	MISCELLANEOUS EXPENSES				10.16
10-5-2020000-0360	MISCELLANEOUS EXPENSES				44.00
10-5-2020000-0360	MISCELLANEOUS EXPENSES				22.02
10-5-2020000-0360	MISCELLANEOUS EXPENSES				45.59
10-5-2020000-0252	UNIFORMS				28.00
10-5-2020000-0252	UNIFORMS				16.95
10-5-2020000-0371	PRISONER EXPENSES				17.00
10-5-2020000-0370	COMMUNITY SERVICES				68.74
APP302	APPLIED COMPUTER SOLUTIONS INC				
42634	EMAIL SECURITY SERVICE	1318	18-Oct-2018	18-Oct-2018	
10-5-2020000-0310	COMPUTER MAINTENANCE				2,083.89
CAN762	CANADIAN AMMUNITION DISPOSAL SERVICES				
C-181105-A	DESTRUCTION OF PROPERTY	1395	13-Nov-2018	13-Nov-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				1,913.86
CIT350	CITY OF WINDSOR				
0000174443	3RD QUARTER JFO	1395	13-Nov-2018	13-Nov-2018	
10-5-2020000-0323	JOINT COURT COSTS				6,250.00
COX123	COXON'S TOWING INC				
0546	TOWING #305	1200	21-Sep-2018	21-Sep-2018	



Vendor : 001 To ZUL180
 Batch : All
 Department : 2020000 To 2020000

Cheque Print Date : 12-Oct-2018 To 04-Dec-2018
 Bank : 1 To 99
 Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 2020000 POLICE DEPARTMENT					
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				113.00
DIR572 DIRECTDIAL.COM					
IN640665	COPIER USAGE AND MAINTENANCE	1227	26-Sep-2018	26-Sep-2018	
10-5-2020000-0308	PHOTOCOPIER SUPPLIES				122.70
IN644206	ANTIVIRUS STUBBED LICENSES	1374	19-Oct-2018	19-Oct-2018	
10-5-2020000-0310	COMPUTER MAINTENANCE				431.66
IN646251	COPIES AND MAINTENANCE FOR PRINTERS/SMALL MFP'S	1374	01-Nov-2018	01-Nov-2018	
10-5-2020000-0308	PHOTOCOPIER SUPPLIES				151.45
EAR869 EARLSCOURT LEGAL PRESS INC.					
19702	UPDATE - LEGAL ASPECTS OF POLICING	1374	31-Oct-2018	31-Oct-2018	
10-5-2020000-0313	LAW BOOKS				199.97
ELB034 ELBS INC.					
18-113	DISCIPLINARY HEARING	1200	21-Sep-2018	21-Sep-2018	
10-5-2020000-0327	PROFESSIONAL FEES				3,503.00
EMC530 EMCO CORPORATION					
37578286-00	BUILDING MAINTENANCE BRS CLS, CLS FLG, WAX SETTING SEAL, PLST WC SHIMS	1374	12-Oct-2018	12-Oct-2018	
10-5-2020000-0317	BUILDING MAINTENANCE				21.37
EXP407 407 EXPRESS TOLL ROUTE					
OCTOBER 21	407 TOLL	1318	21-Oct-2018	21-Oct-2018	
10-5-2020000-0360	MISCELLANEOUS EXPENSES				-25.28
10-5-2020000-0360	MISCELLANEOUS EXPENSES				151.18
FIL620 FILION WAKELY LLP THORUP ANGELETTI MANGEMENT					
5/123889	PROFESSIONAL FEES	1227	11-Oct-2018	11-Oct-2018	
10-5-2020000-0325	LEGAL FEES				4,479.04
G4S405 G4S SECURE SOLUTIONS (CANADA) LTD					
10114088	GUARDS	1227	13-Oct-2018	13-Oct-2018	
10-5-2020000-0371	PRISONER EXPENSES				113.00
10149290	PRISONER GUARD	1345	27-Oct-2018	27-Oct-2018	
10-5-2020000-0371	PRISONER EXPENSES				113.00
HEC021 CONVERGINT TECHNOLOGIES LTD					
W637823	CARD ACCESS SYSTEM	1227	27-Sep-2018	27-Sep-2018	
10-5-2020000-0317	BUILDING MAINTENANCE				53.68
HER247 HERITAGE TIRE SALES INC.					
AIN0000117	TIRE REPAIRS	1201	18-Oct-2018	18-Oct-2018	
10-5-2020000-0405	VEHICLE MTCE. - TIRES				45.20
JOE055 JOE MELOCHE FORD SALES LTD					
IJ02248	CAR WASH	1374	30-Apr-2018	30-Apr-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				21.00
IJ02360	CAR WASH	1374	31-May-2018	31-May-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				14.00
IJ02454	CAR WASH	1374	29-Jun-2018	29-Jun-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				21.00
IJ02755	CAR WASH	1374	29-Sep-2018	29-Sep-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				14.00
IJ02806	SPARK PLUGS FOR # 302	1227	12-Oct-2018	12-Oct-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				53.22

TOWN OF AMHERSTBURG
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 Date : Dec 04, 2018 Time : 12:21 pm

Vendor : 001 To ZUL180
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 Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 2020000 POLICE DEPARTMENT					
IJ02879	CAR WASH		1374 31-Oct-2018	31-Oct-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				14.00
RJ10589	FORD F150 ENGINE COOLING SYSTEM CHECK		1375 27-Mar-2018	27-Mar-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				1,878.07
RJ11307	FORD TAURUS 2015 - STEERING & SUSPENSION		1375 05-Sep-2018	05-Sep-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				693.03
RJ13410	FORD FUSION HYB 2012 - QUALITY CARE # 1, OIL CHANGE/TOPOFF TIRE CHECK		1375 20-Mar-2018	20-Mar-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				53.30
RJ13415	FORD F150 2014 - DRIVE TRAIN COMPONENTS CHECK & REPORT CHECK		1375 07-Sep-2018	07-Sep-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				2,827.31
KEL198 KELCOM RADIO DIVISION					
105010402-1	BATTERY		1374 15-Nov-2018	15-Nov-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				646.36
80009787	RADIO MAINTENANCE		1227 16-Oct-2018	16-Oct-2018	
10-5-2020000-0319	RADIO MAINTENANCE				571.78
80009788	RADIO MAINTENANCE		1227 16-Oct-2018	16-Oct-2018	
10-5-2020000-0319	RADIO MAINTENANCE				197.75
80009916	MAINTENANCE CONTRACT		1374 15-Nov-2018	15-Nov-2018	
10-5-2020000-0319	RADIO MAINTENANCE				571.78
80009917	MAINTENANCE CONTRACT		1374 15-Nov-2018	15-Nov-2018	
10-5-2020000-0319	RADIO MAINTENANCE				197.75
KEL363 KEL COMMUNICATIONS LTD					
RC00004279	RADIO MAINTENANCE		1227 01-Oct-2018	01-Oct-2018	
10-5-2020000-0319	RADIO MAINTENANCE				435.10
LAR034 LARRY STEINBERG DISPUTE RESOLUTION					
1252	LEGAL FEES		1227 22-Oct-2018	22-Oct-2018	
10-5-2020000-0325	LEGAL FEES				2,712.00
LUC289 LUCAS WORKS! (WINDSOR) INC.					
115758	PROFESSIONAL FEES		1318 31-Oct-2018	31-Oct-2018	
10-5-2020000-0327	PROFESSIONAL FEES				1,763.07
LUM131 LUMED MANAGEMENT					
4251	CAR WASHES		1200 30-Sep-2018	30-Sep-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				99.06
4336	CAR WASHES		1318 31-Oct-2018	31-Oct-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				121.07
MAL256 MALDEN AUTOMOTIVE					
5294-178569			1227 11-Oct-2018	11-Oct-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				30.02
MAS108 MASTER CLEANERS					
7842	DRY CLEANING		1345 31-Oct-2018	31-Oct-2018	
10-5-2020000-0253	CLEANING				32.89
MET052 METRO KING PEST CONTROL INC.					
2141	MONTHLY SERVICE AT VARIOUS LOCATIONS		1200 31-Jul-2018	31-Jul-2018	
10-5-2020000-0317	BUILDING MAINTENANCE				33.90
2143	MONTHLY SERVICE AT VARIOUS LOCATIONS		1374 30-Sep-2018	30-Sep-2018	
10-5-2020000-0317	BUILDING MAINTENANCE				33.90



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 Department : 2020000 To 2020000

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Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 2020000 POLICE DEPARTMENT					
2144	MONTHLY SERVICE AT VARIOUS LOCATIONS	1374	31-Oct-2018	31-Oct-2018	
10-5-2020000-0317	BUILDING MAINTENANCE				33.90
MIC117	MICHELIN NORTH AMERICA (CANADA) INC c/o				
DA0006839702	TIRES	1395	06-Nov-2018	06-Nov-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				802.76
MON183	MONARCH OFFICE SUPPLY LTD				
116989	OCTOBER 2018 PURCHASES	1345	30-Oct-2018	30-Oct-2018	
10-5-2020000-0301	OFFICE SUPPLIES				220.89
MOR26	MORNEAU SHEPELL LTD.				
NOVEMBER 21 869583, 869584, 869585, 869586	NOVEMBER 1, 2018	1345	01-Nov-2018	01-Nov-2018	
10-5-2020000-0207	BENEFITS - LIFE & DISABIL				282.90
OCTOBER 201 853307, 853308, 853309, 853310	OCTOBER 2018	1224	01-Oct-2018	01-Oct-2018	
10-5-2020000-0207	BENEFITS - LIFE & DISABIL				282.90
MSJ355	MSJ AUTOMOTIVE SERVICE LTD				
105121	COMPLETE EMERGENCY VEHICLE REMOVING PACKAGE, INCLUDING BALLISTIC PANELS IF APPLICABLE	1227	12-Oct-2018	12-Oct-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				1,384.02
105394	REPLACE DAMAGED FLEX ARM FOR KEYBOARD	1318	24-Oct-2018	24-Oct-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				231.01
105591	COMPLETE REMOVAL OF EMERGENCY EQUIPMENT	1319	01-Nov-2018	01-Nov-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				1,044.49
105701	COMPLETE REINSALLATION - NEW FORD INTERCEPTOR SEDAN	1319	07-Nov-2018	07-Nov-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				7,604.70
ONT267	1603933 ONTARIO INC. O/A E. BERYL MACMILLAN				
65745	HEARING	1200	14-Sep-2018	14-Sep-2018	
10-5-2020000-0327	PROFESSIONAL FEES				264.76
66084	PROFESSIONAL SERVICES	1395	01-Nov-2018	01-Nov-2018	
10-5-2020000-0327	PROFESSIONAL FEES				409.06
66113	PROFESSIONAL FEES	1395	07-Nov-2018	07-Nov-2018	
10-5-2020000-0327	PROFESSIONAL FEES				237.30
PAR372	PARRLINE ELECTRICAL WHOLESALE				
78019	36W HI PRO LED LAMP	1227	14-Sep-2018	14-Sep-2018	
10-5-2020000-0317	BUILDING MAINTENANCE				75.61
PUR700	PUROLATOR INC.				
439347069	LETTERS	1227	05-Oct-2018	05-Oct-2018	
10-5-2020000-0306	COURIER & EXPRESS				25.10
439410122	COURIER	1227	12-Oct-2018	12-Oct-2018	
10-5-2020000-0306	COURIER & EXPRESS				4.53
439469250	COURIER	1374	19-Oct-2018	19-Oct-2018	
10-5-2020000-0306	COURIER & EXPRESS				26.71
439610455	COURIER	1345	02-Nov-2018	02-Nov-2018	
10-5-2020000-0306	COURIER & EXPRESS				4.53
439675694	COURIER	1345	09-Nov-2018	09-Nov-2018	
10-5-2020000-0306	COURIER & EXPRESS				4.53
RAC462	RACICOT CHRYSLER				
56562	ENGINE COMPARTMENT SHIELDS SILL COVER & DOOR LAMPS FOR # 306	1227	13-Oct-2018	13-Oct-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				591.10

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



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Vendor : 001 To ZUL180
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 Department : 2020000 To 2020000

Cheque Print Date : 12-Oct-2018 To 04-Dec-2018
 Bank : 1 To 99
 Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 2020000 POLICE DEPARTMENT					
CCCS251846	REPAIRS # 306		1345 09-Nov-2018	09-Nov-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				796.71
STA444 STAPLES ADVANTAGE (MIS C/O T04446C)					
48695210	STAMPS, TAPE & POST-ITS		1227 15-Oct-2018	15-Oct-2018	
10-5-2020000-0301	OFFICE SUPPLIES				322.58
48924396	BANKER BOXES		1345 08-Nov-2018	08-Nov-2018	
10-5-2020000-0301	OFFICE SUPPLIES				56.41
STR620 STRATHCRAFT LTD					
26372	GOLD WLT BDG, SILVER LTD BDG, TOP FLIP ID WALLET		1374 23-Oct-2018	23-Oct-2018	
10-5-2020000-0252	UNIFORMS				219.32
THO199 THOMSON REUTERS CANADA					
8693390	LAW BOOK INSERTS		1200 25-Sep-2018	25-Sep-2018	
10-5-2020000-0313	LAW BOOKS				391.89
TOW033 TOWN OF ESSEX					
SALES0000000	RADIO TOWERS		1201 01-Oct-2018	01-Oct-2018	
10-5-2020000-0319	RADIO MAINTENANCE				932.25
TRE515 TREMBLAR BUILDING SUPPLIES LTD.					
58368	CLOSER		1345 09-Oct-2018	09-Oct-2018	
10-5-2020000-0317	BUILDING MAINTENANCE				192.10
TUR070 TURRIS SITES DEVELOPMENT CORP.					
463681	RADIO MAINTENANCE		1227 01-Nov-2018	01-Nov-2018	
10-5-2020000-0319	RADIO MAINTENANCE				606.26
Department Totals :					60,343.12

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



AP5130 Page : 8
 Date : Dec 04, 2018 Time : 12:21pm

Vendor : 001 To ZUL180
 Batch : All
 Department : 2020000 To 2020000

EFT Paid Date : 12-Oct-2018 To 04-Dec-2018
 Bank : 1 To 99
 Class : All

Vendor Code	Vendor Name	Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description				
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 2020000 POLICE DEPARTMENT					
BEL01	BELL CANADA				
NOV 2018	NOVEMBER 2018 MONTHLY CHARGES	1330	18-Nov-2018	18-Nov-2018	
10-5-2020000-0315	TELEPHONE				505.87
OCT 2018	OCTOBER 2018 MONTHLY CHARGES	1310	18-Oct-2018	18-Oct-2018	
10-5-2020000-0315	TELEPHONE				504.40
BEL03	BELL MOBILITY INC.				
NOV 2018	NOVEMBER 2018 USAGE	1373	06-Nov-2018	06-Nov-2018	
10-5-2020000-0332	INTERNET ACCESS				17.92
10-5-2020000-0315	TELEPHONE				616.76
OCT 2018	OCTOBER 2018 USAGE	1219	06-Oct-2018	06-Oct-2018	
10-5-2020000-0315	TELEPHONE				580.75
10-5-2020000-0332	INTERNET ACCESS				18.15
COG02	COGECO PAYMENT CENTRE				
OCT 2018	OCTOBER 2018 INTERNET	1315	01-Oct-2018	01-Oct-2018	
10-5-2020000-0332	INTERNET ACCESS				152.49
ESS46	ESSEX POWERLINES CORPORATION				
SEPT 2018	ELECTRICITY, WATER & SEWAGE SEPTEMBER 2018	1196	30-Sep-2018	30-Sep-2018	
10-5-2020000-0316	UTILITIES - POLICE DEPT				1,426.81
GRE03	GREEN SHIELD CANADA				
NOV 2018	NOVEMBER 2018 BENEFITS	1246	01-Nov-2018	01-Nov-2018	
10-5-2020000-0206	BENEFITS - GREENSHIELD RE				10,027.36
10-5-2020000-0205	BENEFITS - GREENSHIELD				15,021.44
SUN11	SUN LIFE ASSURANCE CO. OF CANADA - BILLING				
NOV 2018	NOVEMBER 2018 BENEFITS	1245	01-Nov-2018	01-Nov-2018	
10-5-2020000-0207	BENEFITS - LIFE & DISABIL				14,574.27
UNI01	UNION GAS LTD				
OCT 2018	OCTOBER 2018 MONTHLY CHARGES	1385	31-Oct-2018	31-Oct-2018	
10-5-2020000-0316	UTILITIES - POLICE DEPT				26.09
SEP 2018	SEPTEMBER 2018 MONTHLY CHARGES	1169	30-Sep-2018	30-Sep-2018	
10-5-2020000-0316	UTILITIES - POLICE DEPT				54.33
WOR03	WORKPLACE SAFETY & INSURANCE BOARD				
OCTOBER 2018	OCTOBER 2018 WSIB PREMIUMS	1296	31-Oct-2018	31-Oct-2018	
10-5-2020000-0208	BENEFITS - WORKER'S COMP.				240.80
Department Totals :					43,767.44

Total Unpaid for Approval :	0.00
Total Manually Paid for Approval :	3,868.28
Total Computer Paid for Approval :	60,343.12
Total EFT Paid for Approval :	43,767.44
Grand Total ITEMS for Approval :	107,978.84



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: B. Montone	Report Date: January 14, 2019
Author's Phone: 519 736-6500 ext. 2241	Date to Council: January 28, 2019
Author's E-mail: bmontone@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Monthly Fire Department Activity Report- December 2018

1. RECOMMENDATION:

It is recommended that:

1. The December 2018 monthly activity report for fire services dated January 14, 2019 from the Fire Chief **BE RECEIVED for information.**

2. BACKGROUND:

On April 11, 2016, Council adopted the following:

“That Administration BE DIRECTED to provide monthly activity reports within the Building department, Fire department, and Police Services.”

3. DISCUSSION:

The goal of the Amherstburg Fire Department is to provide fire protection services through a range of programs designed to protect the lives and property of the inhabitants from the adverse effects of fire, sudden medical emergencies or exposure to dangerous conditions created by man or nature.

To achieve this goal the Amherstburg Fire Department utilizes fire suppression and rescue activities, fire inspections, fire investigation, public fire safety education and other fire protection programs as defined by the Fire Protection and Prevention Act, R.S.O.1997 and the Town of Amherstburg, Establishing and Regulating By-Law# 2017-67. The attached, represents activities and program information for the month of December 2018.

4. RISK ANALYSIS:

N/A

5. FINANCIAL MATTERS:

N/A

6. CONSULTATIONS:

N/A

7. CONCLUSION:

As directed by Council, the Amherstburg Fire Department will continue to provide monthly activity reports.



**Bruce Montone
Fire Chief**

DEPARTMENTS/OTHERS CONSULTED:

Name:

Phone #: 519 ext.

NOTIFICATION :

Name	Address	Email Address	Telephone	FAX

Report Approval Details

Document Title:	Monthly Fire Department Activity Report-December 2018.docx
Attachments:	- Monthly Dashboard Report December 18.pdf
Final Approval Date:	Jan 23, 2019

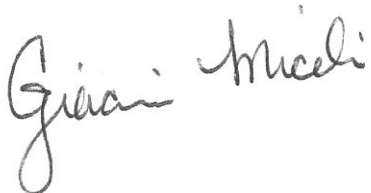
This report and all of its attachments were approved and signed as outlined below:



Mark Galvin - Jan 21, 2019 - 1:01 PM



Cheryl Horrobin - Jan 22, 2019 - 12:07 PM



John Miceli - Jan 22, 2019 - 7:40 PM



Paula Parker - Jan 23, 2019 - 8:54 AM



FIRE SERVICES DASHBOARD

1 - SERVICE LEVEL DELIVERY		2017	YTD 2018	Dec-17	Dec-18
INCIDENTS		522	455	51	28
Incident Types	OFM codes				
Fire	01 - 29	70	57	3	4
False Fire Alarms	31 - 39	103	111	11	10
Public Hazard	41 - 59	46	46	3	3
Rescues	601 - 69	68	72	9	8
Medical	701 - 899	137	71	12	0
Others	91 - 99	98	98	13	3

Number of calls by station		2017	YTD 2018	Dec-17	Dec-18
Station # 1		189	155	20	8
Station # 2		98	91	7	4
Station # 3		59	45	5	4
Duty Officer		176	164	19	12

2 - AVERAGE RESPONSE Targets		2017	YTD 2018	DEC-18 AVG	Dec-18
Alarm Transfer Time	95th Percentile	Not Currently Available			
Alarm Answering Time	95th Percentile	Not Currently Available			
Alarm Processing Time	90th Percentile	n/a	0:03:14	0:02:06	0:03:49
Alarm Handling Time	90th Percentile	Not Currently Available			
Turn out time	90th Percentile	n/a	0:07:11	0:03:07	0:05:40
Travel Time	90th Percentile	n/a	0:09:07	0:05:26	0:09:37
Intervention Time	90th Percentile	Not Currently Available			
Total Response Time	90th Percentile	Not Currently Available			

3 - OTHER STATISTICS		2017	YTD 2018	Dec-17	Dec-18
Total Training Session		196	173	15	9
Total Training Session (Station 1)		46	47	3	3
Total Training Session (Station 2)		46	47	3	3
Total Training Session (Station 3)		48	51	4	3
Total Training Session (Extra)		56	36	5	8
Total Routine Station Maintenance & Inspection		148	146	13	12
Fire Prevention Inspections		65	48	7	4
Business Licenses Inspections		N/A	19	3	0
Fire Prevention Program Activities (i.e. Lockbox, Tapp-C)		N/A	106	N/A	9
Fire Safety Plan Reviews		5	53	N/A	5
Vulnerable Occupancy Annual Inspections		12	12	5	2
Fire Permits Issued		N/A	347	N/A	2
Fire Permit Inspections		N/A	567	N/A	2

4 - COMMUNITY IMPACT		2017	YTD 2018	Dec-17	Dec-18
Total \$ Loss (2017 \$ Loss - an estimate)		1,097,500	291,950	7,500	95,000
Total \$ Saved (2017 \$ Saved - an estimate)		1,467,750	1,120,000	0	0
Residential Fire Related Injuries (Entire)		3	1	0	1
Fire Fighter		0	0	0	0
Public		3	1	0	1
Residential Fire Related Fatalities (Entire)		0	0	0	0



FIRE SERVICES

DASHBOARD

5 - CHIEF'S COMMENTS

December was a busy month promoting Public Fire Safety Messages to the public as the Holiday Season requires vigilance on Fire Safe Behaviours including Christmas Tree Safety, the use and maintenance of Smoke Alarms and Co Alarms. Extension Cord use and home escape planning were also included in staff involvement in "Sparky's Toy drive" and "Fill a Fire Truck" activities. County CEMC's met to discuss the 2019 County Wide Exercise planning. The Department Participated with our partners at St. Clair College on the Provincial Advisory Committee for the Pre Service Fire Fighter Program, and the County Fire Chief's held their Monthly meeting.

31-Dec-18



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF PLANNING, DEVELOPMENT & LEGISLATIVE 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: Monthly Activity Report for Months of November and December 2018

1. RECOMMENDATION:

It is recommended that:

- 1. The report from the Chief Building Official dated January 7, 2019 regarding the Building Department Activity Report for the months of November and December 2018 BE RECEIVED for information.

2. BACKGROUND:

At the regular Council meeting of April 11, 2016 council passed the following resolution (Resolution # 20160411-145):

“The Administration BE DIRECTED to provide monthly activity reports from the Building Department, Fire Department and Police Services”.

3. DISCUSSION:

Building activity for the referenced periods is shown in the table below. Of note, the Town has experienced an increase in tenant renovations within existing buildings. A permit for a new commercial establishment near the Walmart was issued and tenant fit-up has also started within the Medical Centre on Sandwich Street.

Permits for the remaining lots within the Meadowview subdivision phase 1 have now been issued. Meadowview subdivision Phase 2 will be ready for permits early in 2019.

Permit activity for the Kingsbridge subdivision is expected to continue through the winter months.

Monthly Building Activity for November 2018		
Types of Permits	Number of Permits	Value of Construction
Single Family Dwelling Unit	8	\$ 2,204,000.00
Semi Detached Unit	6	\$ 1,482,000.00
Townhome Units		
Apartment		
Accessory Buildings/ Decks/ Patio Roof	5	\$ 175,000.00
Renovations/Additions to Residential	2	\$ 114,000.00
Industrial/Commercial/Institutional	7	\$ 817,000.00
Swimming Pool		
Signs		
Roof Mounted Solar Panels		
On Site Sewage System	1	\$ 24,000.00
Plumbing	5	\$ 21,300.00
Demolition		
Tents		
	34	\$ 4,837,300.00

Monthly Building Activity for December 2018		
Types of Permits	Number of Permits	Value of Construction
Single Family Dwelling Unit		
Semi Detached Unit		
Townhome Units		
Apartment		
Accessory Buildings/ Decks/ Patio Roof	1	\$ 30,000.00
Renovations/Additions to Residential	1	\$ 15,000.00
Industrial/Commercial/Institutional		
Swimming Pool		
Signs		
Roof Mounted Solar Panels		
On Site Sewage System	2	\$ 60,000.00
Plumbing	6	\$ 19,421.00
Demolition		
Tents		
	10	\$ 124,421.00

4. RISK ANALYSIS:

N/A

5. FINANCIAL MATTERS:

The approximate construction value for the two months is \$4,961,721 and building revenues for permits issued is approximately \$41,000.

6. CONCLUSION:

Building permits were steady for the month of November with several more residential dwellings being issued for the Kingsbridge extension and the remaining semi lots in the Meadowview subdivision. A decline in permits for the month of December is typically expected due to the holiday period.



Angelo Avolio
Chief Building Official

DEPARTMENTS/OTHERS CONSULTED:

Name:

Phone #: 519 ext.

NOTIFICATION :

Name	Address	Email Address	Telephone	FAX

Report Approval Details

Document Title:	Building Activity Report for Month of November and December 2018.docx
Attachments:	
Final Approval Date:	Jan 23, 2019

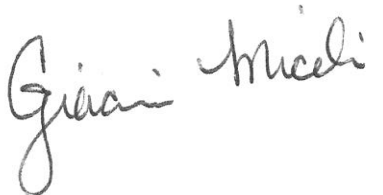
This report and all of its attachments were approved and signed as outlined below:



Mark Galvin - Jan 21, 2019 - 1:04 PM



Cheryl Horrobin - Jan 22, 2019 - 12:23 PM



John Miceli - Jan 22, 2019 - 7:28 PM



Paula Parker - Jan 23, 2019 - 8:52 AM



MUNICIPAL PROPERTY ASSESSMENT CORPORATION

December 14, 2018

To: Chief Administrative Officers, Chief Financial Officers, Clerks,
Treasurers and Tax Administrators

From: Carla Y. Nell, Vice President, Municipal and Stakeholder Relations

Subject: 2018 Year-End Assessment Report

As part of our continued commitment to stakeholder engagement and information sharing with our municipal partners, we have prepared the attached **2018 Year-End Assessment Report**, which will be of interest to both municipal administration and elected officials. This report provides a high-level summary of MPAC's 2018 activities that are relevant to the municipal sector, and also two municipal level snapshots of the assessment changes unique to your municipality.

This report will also be provided to Municipal Clerks for submission to municipal councils in January 2019. In the interim, I encourage you to review the report and share any questions with your MPAC Municipal and Stakeholder Relations Regional Manager and/or Account Manager.

Happy Holidays,

A handwritten signature in black ink, appearing to be "C. Nell", written in a cursive style.

Carla Y. Nell
Vice-President, Municipal and Stakeholder Relations

Attachments

Copy Regional and Account Managers



2018 YEAR-END ASSESSMENT REPORT FOR THE 2019 TAX YEAR

AS OF DECEMBER 2018



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

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About MPAC

MPAC stands for Municipal Property Assessment Corporation, and the MPAC team is made up of assessment experts who understand local communities and assess every property in Ontario. Our assessments provide the very foundation that municipalities use to base the property taxes needed to pay for the services we use every day.

As an independent, not-for-profit corporation, our assessments follow the *Assessment Act* and other legislation and regulations set by the Government of Ontario. We also have a Board of Directors made up of provincial, municipal and taxpayer representatives.

MPAC's expertise is in property assessment, customer service and technology. It is these components of MPAC's work that make our contribution to Ontario so valuable.

MPAC is responsible for assessing more than 5 million properties in Ontario, of all types (residential, business and farms), representing \$2.78 trillion in property value. We take property assessment seriously because it's the part we play in helping to make the communities we all live in stronger.



Learn more at:



mpac.ca

Introduction

Ontario municipalities rely on MPAC to provide expert opinions on the value of properties in our communities. We understand that turning these opinions into assessments goes beyond the determination of values. The work we do includes producing the products and services you require to understand, maintain and support your assessment base, such as property data, phase-in, classification, new assessment and appeals. The **2018 Year-End Assessment Report** provides an update on these items.

The Property Assessment Cycle in Ontario

We update the assessment of every property in Ontario every four years to capture changes to properties and the real estate market.

While the effective valuation date of January 1, 2016 remains constant during the four-year cycle, we are responsible for providing an updated annual Assessment Roll to each municipality that includes:

- **Changes to property ownership**
- **Changes to state and condition of a property**
- **Updates to the assessed value and classification**
 - New construction, demolitions and consolidations
 - Requests for Reconsideration (RfR) and Assessment Review Board (ARB) decisions

In advance of the 2019 property tax year, we delivered more than 800,000 Property Assessment Notices to property owners across Ontario where there was a change in property ownership or value. Your municipality also recently received the **2018 Assessment Roll for the 2019 property tax year** and the electronic **Year-End Tax File**. This file includes the updates we made during 2018 to keep your Roll current.

Purpose of This Report

We have prepared this report to assist you in understanding changes in your assessment base to inform ongoing budget and tax policy planning. The report also provides an update on the work we have undertaken over the course of 2018 to deliver an updated and stable Assessment Roll.

In addition, the report shares our plan for the next Assessment Update in 2020, which will provide property values for the 2021–2024 property tax years.

Attached to this report are two municipal-level assessment snapshots:

1. Assessment Change Summary

Provides the updated 2016 current value assessment (destination) and a comparison of the phased-in assessments for the 2018 and 2019 tax years

2. Assessment Base Distribution

Compares the distribution of the total 2018 and 2019 phased-in assessments and includes the percentage of the total assessment base by property class

Responsible for assessing and classifying more than

5 MILLION

properties in Ontario

Representing

\$2.78T

in property value

We delivered more than

800,000

Property Assessment Notices

2018 Highlights

Our assessments support the collection of nearly **\$20 billion in municipal taxes annually**. We understand how important our work is to you, which is why we offer a range of services that enables you to understand and employ those values. No two assessment bases are the same. As such, we understand the need to share insights and develop understanding with all municipalities about how markets and communities are changing.

Maintaining Your Annual Assessment Roll

Having accurate and timely data is critical to the assessment process. Throughout the year, we complete regular quality control processes. Specifically, we review assessments and property classification changes received through:

- Building permits
- Vacancy applications
- Tax applications
- Subdivision plans

This ensures information is both current and accurate. This ongoing assessment work provides confidence that the information in your Assessment Roll is reliable and ready to support your budget and tax planning.

New Assessment

In 2018, we delivered more than \$38 billion in new assessment to municipalities across the province. We successfully processed more than 85% of this new assessment within one year of occupancy. Timely processing of new assessment from new

construction or additions to existing property and accurate forecasting of new assessment were identified as key municipal priorities and are included in our Service Level Agreement with municipalities.

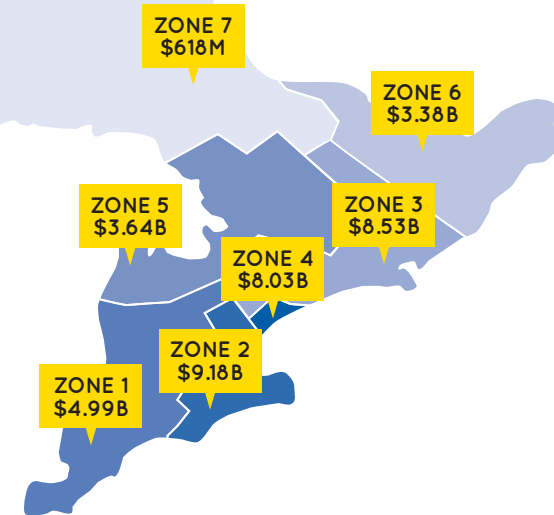
New Assessment Forecasting

A significant change in 2018 was the presentation of the quarterly new assessment forecast and our commitment to capture a minimum of 85% of all new assessment within one year of occupancy, based on availability of information from your municipality.

The other important change in 2018 came from you, our municipal partners.

This year, we started delivering new assessment progress reports on a quarterly basis to support ongoing dialogue between MPAC and municipalities about current and future growth trends and to provide a better sense of future taxable amounts.

2018 NEW ASSESSMENT BY ZONE



We delivered more than **\$38 billion** in new assessment to municipalities across the province

From January 1 to October 31, 2018, MPAC completed a total of 27,917 Requests for Reconsideration

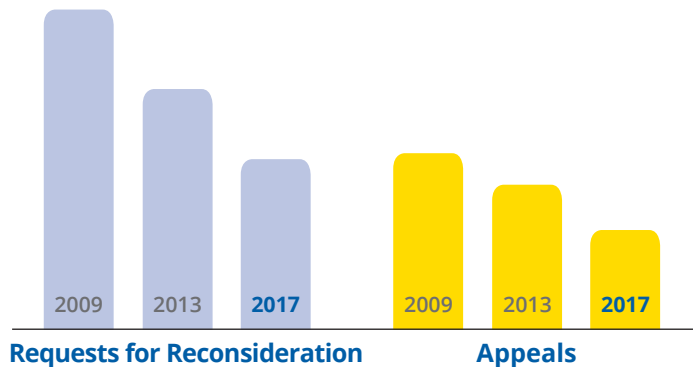
Requests for Reconsideration and Appeals

Another important activity we continue to work on throughout the four-year assessment cycle is responding to and processing assessment changes because of Requests for Reconsideration (RfR) and **Assessment Review Board (ARB)** appeal outcomes. This information is applied to your Assessment Roll throughout the year as part of our ongoing efforts to maintain and deliver stable Assessment Rolls.

We continue to work closely with the ARB and other parties, providing impartial, expert opinions to support the appeal process.

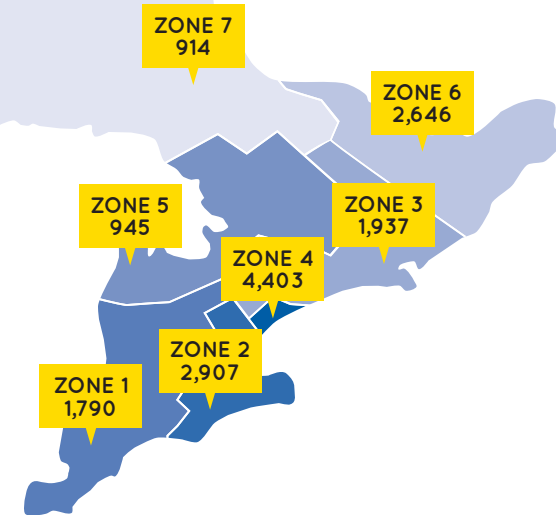
We have seen a steady decrease in the number of RfRs and appeals; since 2009 the number of RfRs filed has decreased by 50% and the number of appeals has decreased by 40%.

We will continue to work with the ARB and other parties to improve the efficiency and effectiveness of the appeals process, with the goal of reducing the time to resolve appeals.



2009, 2013 and 2017 represent the first tax year of the last three Assessment Updates, when the majority of appeals are filed.

2018 TOTAL NUMBER OF COMPLETED APPEALS BY ZONE



We have seen a steady decrease in the number of RfRs and appeals since 2009

Service Level Agreement (SLA)

The service levels in the SLA represent the most important MPAC deliverables as identified by you, our municipal partners. The SLA itself defines high performance standards in key service areas; outlines the roles, responsibilities and dependencies of both parties – reinforcing our shared accountability.

We implemented the SLA in 2017, and the end of 2018 marks a full year of measuring against these service levels.

In 2018, we also launched the SLA Reporting Tool in Municipal Connect to offer an at-a-glance snapshot to guide discussions around SLA objectives, help improve service delivery and promote shared accountability. At the end of our first year, MPAC is happy to report that we have met 96% of all service levels and have worked closely with municipalities, including remedial action, when service levels have not been met.

We have met
96%
of all service levels



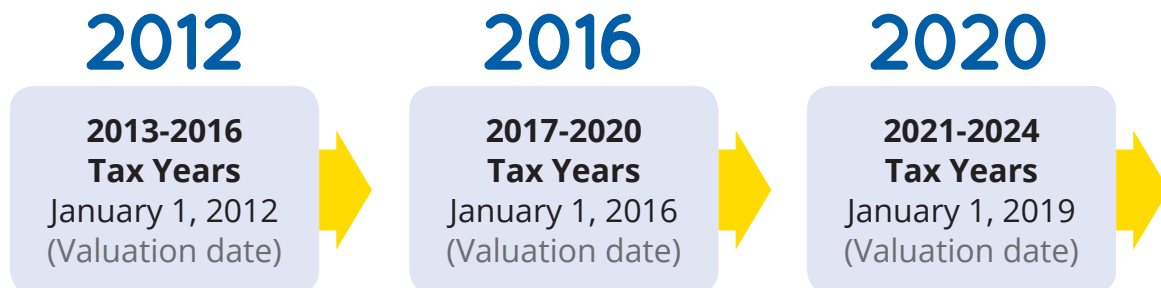
Looking Ahead to the Next Assessment Update

A key change leading up to the **2020 Assessment Update** is the new valuation date of January 1, 2019, passed into legislation by the Province of Ontario. This is two years in advance of the first tax year to which the Assessment Update will apply. In the previous Assessment Update, the valuation date preceded the first tax year by one year.

The four-year phase-in program remains in place, meaning values will be effective for the 2021 to 2024 property tax years. As in the past, all assessment increases are phased-in over four years and assessment decreases are applied immediately.

The earlier valuation date increases the availability of data used to prepare valuations and will provide more time to consult and share preliminary market insights when our engagement activities begin in earnest in 2020.

This will enable MPAC and stakeholders to identify and resolve potential issues before the return of the Roll in December 2020.



Conclusion

At the core of our new **2017-2020 Strategic Plan** is the theme “Valuing What Matters Most.” For municipalities, we value building the customer and municipal relationship. This means enhancing the transparency of new assessment forecasts, processing assessment adjustments in a timely way, ensuring traceability and transparency in our assessment valuation and methodology, and keeping stakeholders apprised of changes in the market that may impact property values.

Through greater collaboration between MPAC and municipalities, we remain committed to continuously improving our service, and we encourage you to share your feedback with us on the delivery of our products and services.

Your local **[Municipal and Stakeholder Relations team](#)** is available to support you with any of our products or services. Please contact your Regional Manager, Account Manager, or Account Support Coordinator if you have any questions or would like more information about this report.



APPENDIX 1

Assessment Change Summary by Property Class Town of Amherstburg

The following chart provides a comparison of the total assessment for the 2016 base years, as well as a comparison of the assessment change for 2018 and 2019 property tax year by property class.

Property Class/Realty Tax Class	2016 Full CVA	2018 Phased-in CVA	2019 Phased-in CVA	Percent Change 2018 to 2019
R Residential	2,062,630,827	1,980,122,579	2,021,376,690	2.1%
M Multi-Residential	31,003,700	27,593,497	29,298,598	6.2%
C Commercial	105,655,011	99,562,302	102,608,655	3.1%
S Shopping Centre	21,290,300	19,739,673	20,514,987	3.9%
X Commercial (New Construction)	28,149,500	27,766,000	27,957,749	0.7%
I Industrial	38,733,000	35,919,223	37,326,111	3.9%
J Industrial (New Construction)	2,296,000	2,012,007	2,154,004	7.1%
P Pipeline	12,396,000	11,910,325	12,153,163	2.0%
F Farm	188,181,514	174,345,807	181,263,655	4.0%
T Managed Forests	547,800	497,964	522,882	5.0%
(PIL) R Residential	2,756,200	2,580,850	2,668,525	3.4%
(PIL) C Commercial	10,486,700	9,545,950	10,016,325	4.9%
(PIL) I Industrial	91,600	72,600	82,100	13.1%
E Exempt	87,770,348	84,344,788	86,057,564	2.0%
TOTAL	2,591,988,500	2,476,013,565	2,534,001,008	2.3%



APPENDIX 2

Assessment Base Distribution Summary by Property Class Town of Amherstburg

The following chart provides a comparison of the distribution of the total assessment for the 2016 base year, and the 2018 and 2019 phased-in assessment which includes the percentage of the total assessment base by property class.

Property Class/Realty Tax Class	2016 Full CVA	Percentage of Total 2016 CVA	2018 Phased-in CVA	Percentage of Total 2018 CVA	2019 Phased-in CVA	Percentage of Total 2019 CVA
R Residential	2,062,630,827	79.6%	1,980,122,579	80.0%	2,021,376,690	79.8%
M Multi-Residential	31,003,700	1.2%	27,593,497	1.1%	29,298,598	1.2%
C Commercial	105,655,011	4.1%	99,562,302	4.0%	102,608,655	4.0%
S Shopping Centre	21,290,300	0.8%	19,739,673	0.8%	20,514,987	0.8%
X Commercial (New Construction)	28,149,500	1.1%	27,766,000	1.1%	27,957,749	1.1%
I Industrial	38,733,000	1.5%	35,919,223	1.5%	37,326,111	1.5%
J Industrial (New Construction)	2,296,000	0.1%	2,012,007	0.1%	2,154,004	0.1%
P Pipeline	12,396,000	0.5%	11,910,325	0.5%	12,153,163	0.5%
F Farm	188,181,514	7.3%	174,345,807	7.0%	181,263,655	7.2%
T Managed Forests	547,800	0.0%	497,964	0.0%	522,882	0.0%
(PIL) R Residential	2,756,200	0.1%	2,580,850	0.1%	2,668,525	0.1%
(PIL) C Commercial	10,486,700	0.4%	9,545,950	0.4%	10,016,325	0.4%
(PIL) I Industrial	91,600	0.0%	72,600	0.0%	82,100	0.0%
E Exempt	87,770,348	3.4%	84,344,788	3.4%	86,057,564	3.4%
TOTAL	2,591,988,500	100%	2,476,013,565	100%	2,534,001,008	100%

Corporate Services

January 17, 2019

Via Email

The Honourable Doug Ford, M.P.P., Premier of Ontario, doug.ford@pc.ola.org
The Honourable Christine Elliott, M.P.P., Deputy Premier of Ontario, Minister of Health and Long Term Care, christine.elliott@pc.ola.org
The Honourable Steve Clark, M.P.P., Minister of Municipal Affairs and Housing, steve.clark@pc.ola.org
The Honourable Sylvia Jones, M.P.P., Minister of Community Safety and Correctional Services, sylvia.jones@pc.ola.org
Andrea Horwath, M.P.P., ahorwath-q@ndp.on.ca

Dear Sir/Madam:

At the Town of Orangeville Council Meeting on January 14, 2019 Council passed the following resolution:

Whereas the protection of the integrity of the Green Belt is a paramount concern for our residents;

And whereas the continued legislative protection of our water – groundwater, surface water and waterways – is vitally important for the current and future environmental health of our community;

And whereas significant concerns have been raised by residents, community leaders and environmental organizations such as the Canadian Environmental Law Association (CELA), that provisions within Bill 66 will weaken environmental protections as it "...will enable municipalities to pass "open-for business" zoning by-laws that do not have to comply with..." important provincial environmental statutes;

And whereas an "Open for Business" by-law may be approved without public consultation;

And whereas provisions within Bill 66 may allow exemptions from municipal Official Plans;

And whereas the Town of Orangeville's Official Plan represents not only a significant investment of taxpayer resources but reflects our community's collective vision for current and future planning;

And whereas our Official Plan clearly designates land that is environmentally protected;

And whereas our Official Plan also provides clearly designated land to meet future employment land needs;

Now therefore be it hereby resolved:

1. That Orangeville Town Council opposes planned changes to the Planning Act in the proposed Bill 66 that may allow for an "open for business" planning by-law.
2. That the Government of Ontario be requested to reconsider the proposed changes to the Planning Act included in Bill 66 which speak to the creation of the open-for-business planning by-law.
3. That notwithstanding the future adoption of Bill 66, the Town of Orangeville will not exercise the powers granted to it in Schedule 10 or any successor sections or schedules to pass open-for-business planning by-laws.
4. That a copy of this resolution be sent to the Honourable Doug Ford, Premier of Ontario, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Honourable Christine Elliott, Deputy Premier of Ontario, the Honourable Sylvia Jones, Minister of Community Safety and Correctional Services, MPP Dufferin-Caledon and Andrea Horwath, MPP, Leader of the New Democratic Party.
5. That a copy of this resolution be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration.

Yours truly,



Susan Greatrix | Clerk

Town of Orangeville | 87 Broadway | Orangeville, ON L9W 1K1

519-941-0440 Ext. 2242 | Toll Free 1-866-941-0440 Ext 2242 | Cell 519-278-4948

sgreatrix@orangeville.ca | www.orangeville.ca

TM

cc The Honourable François-Philippe Champagne, M.P., Minister of Infrastructure and Communities,
Francois-Philippe.Champagne@parl.gc.ca
The Honourable Patricia A. Hajdu, M.P., Minister of Employment, Workforce Development and Labour,
Patty.Hajdu@parl.gc.ca
The Honourable Lawrence MacAulay, M.P., Minister of Agriculture and Agri-Food,
lawrence.macaulay@parl.gc.ca
The Honourable Catherine McKenna, M.P., Minister of Environment and Climate Change,
Catherine.McKenna@parl.gc.ca
The Honourable Amarjeet Sohi, M.P., Minister of Natural Resources, Amarjeet.Sohi@parl.gc.ca
David Tilson, M.P., Dufferin-Caledon, david.tilson.c1@parl.gc.ca
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities



Council Resolution
January 16, 2019

Moved by Councillor Neeson, Seconded by Councillor Harding

RESOLUTION NO. C-2019-0021

WHEREAS the Provincial Government introduced Bill 66 entitled “Restoring Ontario’s Competitiveness Act” on the final day of sitting in the 2018 Ontario Legislature, December 6th, 2018 and;

WHEREAS significant concerns have been communicated regarding schedule 10, among other schedules contained therein by residents, community leaders, legal and environmental organizations such as the Canadian Environmental Law Association (CELA), EcoJustice, Environmental Defence Canada, Ontario Nature, South Lake Simcoe Naturalists, The Simcoe County Greenbelt Coalition, The David Suzuki Foundation, AWARE-Simcoe, Lake Simcoe Watch and the North Gwillimbury Forest Alliance that provisions within Bill 66 will weaken environmental protection, undermine democratic processes and potentially endanger public health and;

WHEREAS provisions of Bill 66 allow for an “Open for Business” bylaw, which may be approved without any public consultation of the citizens of the Town of Georgina and;

WHEREAS provisions of Bill 66 allow an “Open for Business Bylaw” which would permit major development in the Town of Georgina which most notably would no longer have to have any legislative regard for certain sections of:

- *The Planning Act*
- *The Provincial Policy Statement*
- *The Clean Water Act*
- *The Great Lakes Protection Act*
- *The Greenbelt Act*
- *The Lake Simcoe Protection Act*
- *The Oak Ridges Moraine Conservation Act and;*

WHEREAS the Town of Georgina remains committed to source water protection, *The Lake Simcoe Protection Act*, the integrity of the Greenbelt and it understands the benefits for protecting these features in support of our local economy and quality of life, and

WHEREAS notwithstanding the potential future adoption of Bill 66, that the Town of Georgina will continue to remain committed to making sound decision regarding resource and environmental preservation that remain consistent with the Clean Water Act, 2006, the Provincial Policy Statement and other legislative tools which provide for good planning, while balancing the need for economic development and providing environmental and public health protection;

NOW THEREFORE BE IT RESOLVED THAT the Town of Georgina strongly recommends that schedule 10 of Bill 66 be immediately abandoned or withdrawn by the Ontario Government and;

BE IT FURTHER RESOLVED THAT The Town of Georgina declares that notwithstanding the potential future adoption of Bill 66, the Town of Georgina's Council will not exercise the powers granted to it in schedule 10 or any successor schedules or sections to pass an "open for business planning bylaw" without a minimum of two (02) public meetings which shall be advertised twenty (20) days in advance in the Georgina Advocate or its successor, and also shall be advertised in any other local media resource that is widely available to the public in the Town of Georgina, by way of bylaw and;

BE IT FURTHER RESOLVED THAT staff be directed to draft such a bylaw for Council's consideration should Bill 66 be given royal assent and be given force and effect and;

BE IT FURTHER RESOLVED THAT the Town of Georgina requests the Province of Ontario to release draft criteria and draft regulations, and to provide a commenting period in advance of consideration by the legislature, and;

BE IT FURTHER RESOLVED THAT a copy of this motion be sent to the Honourable Doug Ford, Premier of Ontario, the Honourable Steve Clark, Minister of Municipal Affairs, Andrea Horwath, MPP and Leader of the Official Opposition and the Ontario NDP Party, MPP John Fraser, Interim Leader of the Ontario Liberal Party, MPP and Leader of the Green Party of Ontario, Mike Schreiner, the Honourable Caroline Mulroney, MPP York-Simcoe, Attorney General and Minister Responsible for Francophone Affairs and;

BE IT FURTHER RESOLVED THAT a copy of this motion be sent to the Association of Municipalities Ontario (AMO), all MPP's in the Province of Ontario and all Municipalities in Ontario for their consideration.

A recorded vote was requested; the Deputy Clerk recorded the vote as follows:

	<u>YEA</u>	<u>NAY</u>
Mayor Quirk	X	
Councillor Waddington		X
Councillor Neeson	X	
Councillor Sebo	X	
Councillor Harding	X	
Regional Councillor Grossi		X
Councillor Fellini	X	

Yea – 5 Nay - 2

Carried.

271 Sandwich Street S.
Amherstburg, ON
N9V 2A5

January 9, 2019

To Whom It May Concern:

I am writing to request a proclamation from Amherstburg to recognize the week of February 1st to February 7th 2019 as Eating Disorder Awareness Week (EDAW). EDAW has been commemorated across Canada since 1988 by established eating disorder organizations, education and public health institutions, and concerned members of the public. It draws attention to the causes, prevalence and impact of eating disorders.

Eating disorders are the number one cause of death among all psychiatric illnesses and are the third most common cause of death in teenage girls. In fact, approximately 1,000,000 Canadians – almost the population of Saskatchewan – meet the diagnostic criteria for an eating disorder. Eating disorders can develop in anyone, regardless of age, ethno-racial background, socioeconomic status, gender or ability. Unfortunately, stigma and secrecy still surround eating disorders, causing many people who are suffering to refrain from seeking help, and to struggle in silence.

We know that through open, supportive dialogue, we can help break the shame and silence that affect Canadians that are living with a diagnosed eating disorder and the millions of others who are struggling with unhealthy food and weight preoccupation. EDAW is a time to increase awareness about eating disorders, their impact and to shed light on the dangerous and pervasive myths that surround them. It is a time of year when Canadians can learn more about eating disorders and about the resources that are available for individuals and family members who are impacted by them.

Municipal recognition of EDAW would help to affirm the experiences of those with a friend, family member, or important person in their life who is dealing with this life-threatening mental illness, and draw attention to the need for eating disorder prevention, research, treatment, and resources. Attached is a document outlining the stated goals of Eating Disorder Awareness Week 2019.

Please proclaim EDAW in Amherstburg and help raise awareness and hope among the many who are impacted by this illness.

For more information about Eating Disorder Awareness Week and this request, please contact me.

Thank You.

Kind Regards,

Stephanie
Outreach & Education Team Member

Proclamation

Eating Disorder Awareness Week (EDAW) February 1st - 7th 2019

WHEREAS: Eating Disorder Awareness Week will be from February 1 – 7, 2019; and

WHEREAS: Eating disorders have the highest mortality rate among all psychiatric illnesses and can develop in anyone, regardless of age, ethno-racial background, socioeconomic status, gender or ability; and

WHEREAS; Stigma, secrecy and stereotypes still surround eating disorders, causing many people who are suffering to refrain from seeking help; and

WHEREAS; Open supportive dialogue can help break the shame and silence that affect nearly 1 million Canadians living with diagnosable eating disorders and the millions of others who are struggling with food and weight preoccupation; and

WHEREAS; Eating Disorder Awareness Week seeks to raise awareness of eating disorders, shed light on dangerous and pervasive myths, and promote prevention. It is also a time of year for Canadians to learn about available resources and appropriate services for themselves and/or loved ones; and

WHEREAS, Eating Disorder Awareness Week aims to teach Canadians that eating disorders are not a choice, and that eating disorders are a serious and dangerous mental illness.

Unfinished Business List - eScribe as at January 28, 2019

Assigned To	Status	Description
Paula Parker	2018 01 08 - insufficient applications received. Re-advertising in the RTT. New deadline date of February 1, with a report to Council on February 11, 2019.	Resolution # 20181210-408 Courtney/Simone Administration BE DIRECTED to advertise for an Audit Advisory Committee and to bring back a report regarding a Terms of Reference and Mandate for the committee.
Tammy Fowkes	Incomplete	Resolution # 20190114-011 Courtney/Renaud That Council SUPPORT the 2019 OMFPOA Training and Education Symposium by placing a business card in the publication in the amount of \$350 to be funded from Council Donations.
Anne Rota	Online Survey posted on Talk The Burg, Heritage & Parks Committee meetings as well as General Public consultation scheduled February 9, 2019	Resolution # 20190114-004 Simone/Prue That: The presentation BE RECEIVED; All logos created BE BROUGHT FORWARD in a Public Consultation Session and a survey BE GENERATED to collect public input with respect to the logos; The logos BE SENT to the Heritage Committee and the Parks and Recreation Advisory Committee for their input; and, A report with the findings of the Public Consultation Session, the survey, and the input from the Committees BE BROUGHT to the February 25, 2019, Regular Council Meeting.

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW 2019-005

By-law to provide for an interim tax levy

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

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

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

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

8. Failure to receive notice does not relieve the ratepayer of obligation to pay or exempt the property owner from charges for interest and penalties imposed on taxes in default.
9. The Treasurer may have cause and has been delegated authority to change the dates as listed in (2) should any unforeseen delay occur.
10. That this By-law takes effect January 1, 2019.

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

Mayor – Aldo DiCarlo

Clerk – Paula Parker

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2019-013

**By-law to Confirm the Proceedings of the Council
of the Corporation of the Town of Amherstburg**

WHEREAS pursuant to Section 5(1) of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, the powers of a municipality shall be exercised by its Council;

WHEREAS pursuant to Section 5(3) of the Municipal Act, 2001, S.O. 2001, c.25 as amended, a municipal power, including a municipality's capacity rights, powers and privileges under Section 8 of the Municipal Act, 2001, S.O. 2001, c.25 as amended, shall be exercised by By-law unless the municipality is specifically authorized to do otherwise;

WHEREAS it is deemed expedient that a By-law be passed to authorize the execution of agreements and other documents and that the Proceedings of the Council of the Corporation of the Town of Amherstburg at its meeting be confirmed and adopted by By-law; and,

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

1. THAT the action(s) of the Council of the Corporation of the Town of Amherstburg in respect of all recommendations in reports and minutes of committees, all motions and resolutions and all actions passed and taken by the Council of the Corporation of the Town of Amherstburg, documents and transactions entered into during the January 21st, and 28th, 2019, meetings of Council, are hereby adopted and confirmed, as if the same were expressly contained in this By-law;
2. THAT the Mayor and proper officials of the Corporation of the Town of Amherstburg are hereby authorized and directed to do all things necessary to give effect to the action(s) of the Council of the Corporation of the Town of Amherstburg during the said meetings referred to in paragraph 1 of this By-law;
3. THAT the Mayor and Clerk are hereby authorized and directed to execute all documents necessary to the action taken by this Council as described in Section 1 of this By-law and to affix the Corporate Seal of the Corporation of the Town of Amherstburg to all documents referred to in said paragraph 1.

Read a first, second and third time and finally passed this 28th day of January, 2019.

MAYOR – Aldo DiCarlo

CLERK – Paula Parker